



SOUTH WAIRARAPA DISTRICT COUNCIL

Kia Reretahi Tātau

Agenda

**ORDER PAPER FOR AN ORDINARY MEETING
TO BE HELD**

IN

**Waihinga Centre, Texas Street
Martinborough**

&

Via audio-visual conference

ON

30 June 2022

MEMBERSHIP OF COUNCIL

HIS WORSHIP THE MAYOR

Mr Alex Beijen

Deputy Mayor Garrick Emms

Cr P Colenso
Cr R Fox
Cr L Hay
Cr B Jephson

Cr P Maynard
Cr A Plimmer
Cr B West
Cr C Olds

**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS
COUNCIL POLICY UNTIL ADOPTED BY COUNCIL**



SOUTH WAIRARAPA DISTRICT COUNCIL MEETING

Agenda 30 June 2022

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 10.00am. All members participating via audio-visual conference will count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting will be livestreamed and available to view on our [YouTube channel](#).

SWDC Affirmation

We pledge that we will faithfully and impartially use our skill, wisdom and judgement throughout discussions and deliberations ahead of us today in order to make responsible and appropriate decisions for the benefit of the South Wairarapa district at large.

We commit individually and as a Council to the principles of integrity and respect, and to upholding the vision and values we have adopted in our Long Term Plan strategic document in order to energise, unify and enrich our district.

Open Section

- A1.** Apologies
- A2.** Conflicts of interest
- A3.** Acknowledgements and tributes
- A4.** 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.*
 - Please note: Electioneering is not permitted in council meetings or on council premises – your cooperation is appreciated.*
 - If electioneering is deemed to be taking place, the Chair of the meeting or council officers will bring your session to a close.*
- A5.** Actions from public participation
- A6.** Extraordinary business
- A7.** Community Board / Māori Standing Committee

A8.	Confirmation of Minutes <i>Proposed Resolution: That the minutes of the Council meeting held on 18 May 2022 and 15 June 2022 are a true and correct record.</i>	Pages 1-9
B	Recommendations from Committees and Community Boards	
B1.	Minutes of Council Committees and Community Boards	Pages 10-40
B2.	Assets and Services Committee Recommendation	Pages 41-63
B3.	Finance, Audit and Risk Committee Recommendation	Pages 64-120
C	Decision Reports from Chief Executive and Staff	
C1.	Adoption of the Annual Plan 22/23 Report <i>Amanda Bradley, General Manager Policy and Governance and Karon Ashforth, General Manager Finance will be speaking to this report</i>	Pages 121-193
C2.	Review of Revenue and Financing Policy Report <i>Harry Wilson, Chief Executive Officer will be speaking to this report</i>	Pages 194-197
C3.	Council Policies Report <i>Amanda Bradley, General Manager Policy and Governance will be speaking to this report</i>	Pages 198-307
D	Information Reports	
D1.	CEO Update Report	Pages 308-329
D2.	Action Items Report	Pages 330-337
E.	Chairperson's Report	
E1.	Report from His Worship the Mayor	Pages 338-372
F.	Appointments Reports	Page 373
F1.	Joint Committees/Working Groups Wairarapa District Plan Joint Ctte (Cr Plimmer, Cr Jephson, Cr Fox (alt)) Wairarapa Library Service (Cr Colenso, Cr Hay) Wairarapa Policies Working Group (Cr Emms, Cr Plimmer) Wairarapa Trails Action Group (Cr Hay, Cr Olds) Wgtn Region Waste Management & Minimisation Plan JCtte (Cr Colenso) Wgtn Region Waste Forum (Cr Colenso) Future of Local Governance Wairarapa Working Group (Cr Emms, Cr Hay)	
F2.	GWRC Committees/Groups Wgtn Region Climate Change Working Group (Cr Jephson, Cr Colenso (alt)) Awhea Opouawe Scheme Committee (Cr Jephson) Lower Valley Development Scheme Advisory Committee (Cr Emms) Ruamahanga Whaitua Catchment Ctte (Cr Fox) Waiohine Floodplain Management Plan Steering Group (Cr Olds, Mr Wright)	
F3.	Appointments Destination Wairarapa (Mr Hogg)	

Wairarapa Road Safety Council (Cr Plimmer)
 Cobblestones Trust Board (Ms Cooper)
 Wairarapa Safer Community Trust (Cr West)
 Hood Aerodrome Strategic Advisory Group (Cr West)

G. Public Excluded Business

G1. Confirmation and Receipt of Public Excluded Minutes

distributed separately

Proposed Resolution: *That the public excluded minutes of the Council meeting held on 18 May 2022 are a true and correct record.*

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
Confirmation of Public Excluded Minutes from 18 May 2022	Good reason to withhold exists under section 7(2)(i)	Section 48(1)(a)
Receive the Public Excluded Minutes of the Martinborough Community Board meeting 19 May 2022	Good reason to withhold exists under section 7(2)(i)	Section 48(1)(a)
Receive the Public Excluded Minutes of the Assets and Services Committee meeting 1 June 2022	Good reason to withhold exists under section 7(2)(b)(ii)	Section 48(1)(a)

This resolution 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 enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)
The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7(2)(b)(ii)



SOUTH WAIRARAPA DISTRICT COUNCIL
Minutes from 18 May 2022

Present:	Mayor Alex Beijen (Chair), Deputy Mayor Garrick Emms, Councillors Pam Colenso, Leigh Hay, Brian Jephson, Alistair Plimmer, Pip Maynard, Brenda West and Colin Olds.
In Attendance:	Harry Wilson (Chief Executive Officer), Amanda Bradley (General Manager Policy and Governance), Bryce Neems (Amenities and Waste Manager), Suzanne Clark (Property Portfolio Advisor), Claire Bleakley (Featherston Community Board), Mike Gray (Featherston Community Board), Lucy Cooper (Cobblestones) 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, commencing at 10.00am. All members participating via audio-visual conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting was live-streamed and available to view on our YouTube channel. The meeting was held in public under the above provisions from 10:00am to 1:28pm except where expressly noted.
Public Forum:	Rosie Swanson (Greytown Sports & Leisure (GSL)).

Open Section

Cr Emms read the Council affirmation.

A1. Apologies

*COUNCIL RESOLVED (DC2022/25) to accept apologies from Cr Fox.
(Moved Cr Colenso/Seconded Cr Hay)*

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Acknowledgements and Tributes

Mayor Beijen has sent condolences to the family of Martinborough community member, Patrick Pedlow.

Mayor Beijen also paid tribute to the treaty reading in Parliament for Ngāti Kahungunu this week.

A4. Public Participation

Rosie Swanson, Executive Officer for GSL, spoke in support of a partnership funding application for a salaried role and provided an update to the application to SWDC in April 2022. Ms Swanson outlined the work in the community that GSL are doing to support clubs and groups, the current funding source of the Executive Officer role, and additional funding avenues being explored. Ms Swanson relayed Greytown Trust Lands Trust advised them to seek support from SWDC and noted that without funding they would not be able to continue operating.

Noted that Warren Woodgyer who had been scheduled as a public participant today was unable to attend the meeting.

A5. Actions from public participation

Members discussed the various options available to GSL for funding, queried the various avenues GSL had already considered and applied to for funding, the benefits of GSL's work in the community, what the future of GSL may look like, and possibility of rolling out their model to other communities in the district.

Members acknowledged the urgency of GSL's request to review the application for partnership funding.

Action 210: Council to meet prior to 30 June 2022 to discuss a proposal for the use of an unspecified amount of funds from the Community Grants to support GSL to transition to a sustainable funding model.

A6. Extraordinary Business

COUNCIL RESOLVED (DC2022/26) to add the Mayor's Report to the agenda as item E1, it was not on the agenda due to a delay in receiving key information (Māori Electoral Remit) and business could be deferred until the next meeting, because it is time sensitive.
(Moved Cr Jephson/Seconded Cr Colenso) Carried

A7. Community Board / Māori Standing Committee Reports from Meetings

Claire Bleakley, acting for Featherston Community Board (FCB) Chairperson, and supported by Mike Gray, spoke about the 5 April meeting of the FCB, noting concerns about the Cross Creek cycle trail, and actions to address concerns about wastewater. Members also discussed welcome signage and queried solutions relating to the cycle trail.

A8. Minutes for Confirmation

COUNCIL RESOLVED (DC2022/27) that the minutes and public excluded minutes of the Council meeting held on 6 April 2022 are a true and correct record subject to adding 'Long Term Plan Financial Strategy' to point 3 of resolution DC2022/16.
(Moved Cr Olds/Seconded Cr Maynard) Carried

B Recommendations from Committees and Community Boards

B1. Minutes of Council Committees and Community Boards

Members discussed the Māori Standing Committee's request for clarification on Three Waters; and the new PA system for use at events/meetings, as well as the funding source for this operational asset.

There was query from members to add the attendance of Cr Colenso and Cr Fox at the CEO Review Committee meeting on 13 April, to be confirmed.

COUNCIL RESOLVED (DC2022/28) to:

1. Receive the information.
(Moved Cr West/Seconded Cr Jephson) Carried
2. Receive the minutes of the Māori Standing Committee meeting 29 March 2022.
3. Receive the minutes of the Greytown Community Board meeting 30 March 2022.
4. Receive the minutes of the Martinborough Community Board meeting 7 April 2022.
5. Receive the minutes of the Featherston Community Board meeting 5 April 2022.
6. Receive the minutes of the Finance, Audit and Risk Committee meeting 30 March 2022.
7. Receive the minutes of the Assets and Services Committee meeting 20 April 2022.
8. Receive the minutes of the Planning and Regulatory Committee meeting 20 April 2022.
9. Receive the minutes of the CEO Review Committee meeting 13 April 2022.
10. Receive the public excluded minutes of the CEO Review Committee meeting 13 April 2022 (distributed separately).
(Moved Cr Emms/Seconded Cr Plimmer) Carried

B2. Finance, Audit & Risk Committee Recommendations Report

Cr Hay spoke to the report, noting that independent advice had been sought regarding the recommendation and the impact on the reserve following this decision. Members discussed the make-up of the reserve and sought an appendix to all recommendation reports in future.

COUNCIL RESOLVED (DC2022/29) to:

1. Receive the Finance, Audit & Risk Committee Recommendations Report.
(Moved Cr Hay/Seconded Cr Olds) Carried
2. Approve and accept the Committee's recommendation that the additional capital expenditure be funded through the depreciation reserve
(Moved Cr Hay/Seconded Cr Colenso) Carried

B3. Wairarapa Library Services Joint Committee Recommendations Report

Cr Colenso spoke to report and particularly the staffing of WLS.

Cr Plimmer commended the library staff for their hard work and efforts through a very difficult time which was supported by members.

COUNCIL RESOLVED (DC2022/30) to:

1. Receive the Wairarapa Library Services Joint Committee Recommendations Report.
(*Moved Cr Hay/Seconded Cr Colenso*) Carried
2. Endorse the change in opening hours across WLS branches as soon as practicable.
3. Table the change with the respective full Councils for inclusion in the 2022/23 Annual Planning process.
(*Moved Cr Plimmer/Seconded Cr Maynard*) Carried

C Decision Reports from Chief Executive and Staff

C1. Appointment to the Wairarapa Policy Working Group for the purposes of the Wairarapa Local Alcohol Policy Review

Members held a brief discussion on appropriate members to take up this appointment.

COUNCIL RESOLVED (DC2022/31) to:

1. Receive the Appointment to the Wairarapa Policy Working Group for the Wairarapa Local Alcohol Policy Review Report.
(*Moved Cr Jephson/Seconded Cr Emms*) Carried
2. Note that Cr Plimmer has voluntarily stepped down as the SWDC representative on the Wairarapa Policy Working Group for the purposes of the Wairarapa Local Alcohol Policy Review.
3. Appoint Cr Colenso to the Wairarapa Policy Working Group for the purposes of the Wairarapa Local Alcohol Policy Review.
(*Moved Cr Maynard/Seconded Cr Olds*) Carried
4. Action 218: Provide confirmation of any conflict relating to Cr Colenso's appointment to the Wairarapa Policy Working Group; A Bradley.

C2. Elections 2022 - Order of Candidates on Voting Forms Report

Ms Bradley spoke to the report. Members held a brief discussion on the options.

COUNCIL RESOLVED (DC2022/32) to:

1. Receive the Elections 2022 – Order of Candidates on Voting Forms Report.
(*Moved Cr West/Seconded Cr Plimmer*)
2. Agree that, in accordance with clause 31 of the Local Electoral Regulations 2001, the method of ordering the names of candidates on the 2022 voting papers will be random, and for any subsequent by-election in the next triennium 2022-2025.
(*Moved Cr Jephson/Seconded Cr West*) Carried

The meeting adjourned at 10:58am

The meeting reconvened at 11:14am

D Information Reports

D1. Wairarapa Destination Management Plan Report

Mr Wilson spoke to the report, highlighting the process to develop the plan, funding, communication of the plan across the region, how the plan supports economic growth and the links to the Wairarapa Economic Development strategy. Members commended the way the plan read and how it had been put together. Mr Wilson would pass onto the Wairarapa Destination management team the request for the inclusion of the Tora and White Rock areas which are a growing destination for tourism.

COUNCIL RESOLVED (DC2022/33) to:

1. Receive the Wairarapa Destination Management Plan Report.
(Moved Cr Maynard/Seconded Cr Emms) Carried
2. Endorse the Wairarapa Destination Management Plan.
(Moved Cr Olds/Seconded Cr West) Carried

D2. Action Items Report

Members discussed updates to open action items.

Action 420 amended; to be addressed in ratings review.

It was requested officers provide further updates on actions 550, 551 and 552.

It was noted that efforts to progress action 739 have been made, however, officers had not received any response to date.

Action 78 was closed; part 6 made into separate action as this is still a work in progress. Members also requested actions 94, 126 and 640 be closed.

COUNCIL RESOLVED (DC2022/34) to:

1. Receive the District Council Action Items Report.
(Moved Cr Colenso/Seconded Cr Maynard) Carried
2. Action 222: Request from Council and Wellington Water Ltd a more complete outline of contingency plan and costs should the Tauherenikau River Crossing pipeline fail; S Corbett.
3. Action 223: Officers to provide regular updates on timeliness and costings of the footpath crossing for Bidwell's Cutting Road to the Five Rivers facility to Greytown Community Board; T Langley/B Neems.

D3. CEO Update Report

Mr Wilson spoke to the report and responded to questions from members on the Three Waters reforms update which highlighted overheads, current state of play at Cabinet level, government and accountability, representation and advisory groups, transition (90-day plan, data requests, resourcing), challenges/risks, next steps and transfer of assets.

Members agreed that Mayor Beijen would draft a statement which can be circulated to members for their comment and input; this would then be released as a cover letter for the Three Waters reform update (Appendix 1 presentation) to be loaded onto the SWDC website.

Mr Wilson provided an update on work being conducted by Waka Kotahi on speed limits, which included clarification of processes.

Mr Wilson provided a progress update on the Future of Local Government, including a report which will include public consultation and Council may provide a response following the release of this document.

COUNCIL RESOLVED (DC2022/35) to:

1. Receive the CEO Update Report.
(Moved Cr Colenso/Seconded Cr Maynard) Carried
2. Action 225: Officers to provide a briefing to Cr Colenso and Cr Plimmer on change to speed rules to assist in their work on the speed review; T Langley.

F Appointments Reports (Item Moved)

F3. Cobblestones Report

Ms Cooper spoke to the report, highlighting work in progress, strategy review, relationship development and the future focus of Cobblestones.

Ms Cooper responded to members questions about visitor numbers, funding, renovations and maintenance of assets, the diversity of volunteers/board members to support operations and governance, and a future visit to Cobblestones.

Cr Plimmer highlighted discussion held by the Greytown Community Board about a potential move of the i-Site to Cobblestones, which Ms Cooper stated would be a positive addition for Cobblestones.

COUNCIL RESOLVED (DC2022/36) to:

1. Receive the Cobblestones Appointment Report.
(Moved Cr West/Seconded Cr Jephson) Carried
2. Action 227: Greytown Community Board to provide an update on the relocation of the i-Site facility to Cobblestones.

The meeting adjourned at 12:35pm

The meeting reconvened at 1:04pm

E Chairperson's Report

E1. Report from His Worship the Mayor

Mayor Beijen spoke to matters as outlined in the report.

Members discussed attendance of a Māori Standing Committee member at the LGNZ conference. Mayor Beijen responded to questions on Māori Electoral Remit, and potential law changes and oversight of this by the Māori Standing Committee.

Members requested regular updates on the Future of Local Governance Wairarapa Working Group which will be a standard item in Appointment Reports.

COUNCIL RESOLVED (DC2022/37) to:

1. Receive the Report from His Worship the Mayor.

(Moved Cr Maynard/Seconded Cr West)

Carried

2. Approve that the Mayor, Cr Olds and Cr Colenso will attend the LGNZ Conference in Palmerston North 20-22 July 2022.

(Moved Cr Plimmer/Seconded Cr Hay)

Carried

3. Approve the support of the Māori Electoral Option Remit from CDC subject to support from the Māori Standing Committee via email.

(Moved Cr Olds/Seconded Cr Maynard)

Carried

4. Appoint Cr Hay and Cr Emms as SWDC representatives to the Future of Local Governance Wairarapa Working Group for the remainder of the Triennium.

(Moved Cr Olds/Seconded Cr Colenso)

Carried

G Public Excluded Business

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
New Licence to Occupy of South Wairarapa Sports Stadium Annex – Card Reserve	Good reason to withhold exists under section 7(2)(i)	Section 48(1)(a)

This resolution (DC2022/38) 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 enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

(Moved Cr Jephson/Seconded Cr Plimmer)

Carried

The meeting closed at 1:28pm.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)



SOUTH WAIRARAPA DISTRICT COUNCIL
Minutes from 15 June 2022

Present:	Mayor Alex Beijen (Chair), Deputy Mayor Garrick Emms, Councillors Pam Colenso, Leigh Hay, Alistair Plimmer, Pip Maynard, Brenda West, Rebecca Fox and Colin Olds.
In Attendance:	Amanda Bradley (General Manager Policy and Governance), Bryce Neems (Amenities and Waste Manager), Rick Mead (Environmental Services Manager) and Kaity Carmichael (Committee Advisor).
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 12.30pm. All members participating via audio-visual conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting was live-streamed and available to view on our YouTube channel. The meeting was held in public under the above provisions from 12:30pm to 1:03pm.

Open Section

Cr Hay read the Council affirmation.

A1. Apologies

*COUNCIL RESOLVED (DC2022/38) to accept apologies from Cr Jephson.
(Moved Cr Colenso/Seconded Cr Olds)*

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Acknowledgements and Tributes

There were no acknowledgments and tributes.

A4. Public Participation

There was no public participation.

A5. Actions from public participation

There were no actions from public participation.

A6. Extraordinary Business

Mayor Beijen noted that item B3, the Wairarapa Economic Development (WEDS) Strategy Refresh Report has been withdrawn by the Chief Executive.

B Decision Reports from Chief Executive and Staff

B1. Partnership Funding Request 2021-2022

COUNCIL RESOLVED (DC2022/39) to:

1. Receive the Partnership Funding Request 2021-2022 Report.
(*Moved Cr Hay/Seconded Cr Colenso*) Carried
2. Defer making a decision on partnership funding with Greytown Sport and Leisure until further information is received.
(*Moved Cr Olds/Seconded Cr Hays*) Carried

Members queried changes with the available funding to Greytown Sport and Leisure Society and debated the necessity of partnership funding at this time. Members noted the importance of the organisation supporting model development district wide and requested a proposal from the society on what this may look like.

B2. Dog Control Fees for 2022/2023 Report

Mr Mead spoke to items outlined in the report. Members queried the registration of dogs for residents who permanently reside in another district and Mr Mead provided clarification.

COUNCIL RESOLVED (DC2022/40) to:

1. Receive the Dog Control Fees for 2022/2023 Report.
(*Moved Cr West/Seconded Cr Colenso*) Carried
2. Adopt the proposed Dog Control fees for 2022/2023 and authorize Council officers to give public notice of the fees.
(*Moved Cr West/Seconded Cr Maynard*) Carried

The meeting closed at 1:03pm.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

SOUTH WAIRARAPA DISTRICT COUNCIL

30 JUNE 2022

AGENDA ITEM B1

MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

Purpose of Report

To present Council with reports and minutes of Council committees and community boards.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Māori Standing Committee meeting 10 May 2022.*
3. *Receive the minutes of the Greytown Community Board meeting 11 May 2022.*
4. *Receive the minutes of the Martinborough Community Board meeting 19 May 2022.*
5. *Receive the minutes of the Featherston Community Board meeting 17 May 2022.*
6. *Receive the minutes of the Finance, Audit and Risk Committee meeting 11 May 2022.*
7. *Receive the minutes of the Assets and Services Committee meeting 1 June 2022.*
8. *Receive the minutes of the Planning and Regulatory Committee meeting 1 June 2022.*

1. Executive Summary

Minutes of recent meetings are presented to Council for information. The Chair may ask for comment on the content, but no comment can be received in this forum with regards to the accuracy of the minutes.

2. Appendices

Appendix 1 - Māori Standing Committee meeting 10 May 2022
 Greytown Community Board meeting 11 May 2022
 Martinborough Community Board meeting 19 May 2022
 Featherston Community Board meeting 17 May 2022
 Finance, Audit and Risk Committee meeting 11 May 2022
 Assets and Services Committee meeting 1 June 2022
 Planning and Regulatory Committee meeting 1 June 2022

Contact Officer: Amy Andersen, Committee Advisor

Reviewed By: Amanda Bradley, Policy and Governance Manager

Appendix 1

- Māori Standing Committee meeting 10 May 2022
- Greytown Community Board meeting 11 May 2022
- Martinborough Community Board meeting 19 May 2022
- Featherston Community Board meeting 17 May 2022
- Finance, Audit and Risk Committee meeting 11 May 2022
- Assets and Services Committee meeting 1 June 2022
- Planning and Regulatory Committee meeting 1 June 2022

MĀORI STANDING COMMITTEE
Minutes from 10 May 2022

Present:	Narida Hooper (Chair), Andrea Rutene, Violet Edwards-Hina, Karen Mikaera (via video conference), Mayor Alex Beijen, Councillor Pip Maynard and Councillor Garrick Emms
In Attendance:	Amanda Bradley (General Manager Policy and Governance) and Kaity Carmichael (Committee Advisor)
Conduct of Business:	This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 6.03pm and 7.0 and was live streamed on the Council's YouTube Channel. All members participating via video conference counted for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

PUBLIC BUSINESS

Members opened with a karakia.

EXTRAORDINARY BUSINESS

MSC RESOLVED (MSC 2022/13) to add item 8.5 Application for Financial Assistance Report to the agenda.

(Moved Cr Emms/Seconded Mayor Beijen)

Carried

1. APOLOGIES *(YouTube streaming 3.00)*

MSC RESOLVED (MSC 2022/14) to receive apologies from Councillor Jephson, Toni Kerr, Gillies Baker and Herewini Ammunson.

(Moved Hooper/Seconded Rutene)

Carried

2. CONFLICTS OF INTEREST *(YouTube streaming 3.38)*

Ms Edwards-Hina declared a conflict of interest with the item 8.5 the Application for Financial Assistance Report.

3. ACKNOWLEDGMENTS AND TRIBUTES *(YouTube streaming 3.55)*

Members acknowledged the passing of Tāne Walker Gemmell, Rose Kawana and Karaitiana Noora.

4. PUBLIC PARTICIPATION

There was no public participation.

5. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

6. MINUTES FOR CONFIRMATION (*YouTube streaming 5.26*)

6.1 Māori Standing Committee – 15 February 2022

MSC RESOLVED (MSC 2022/15) that the minutes of the Māori Standing Committee meeting held on 29 March 2022 be confirmed as a true and correct record.

(Moved Edwards-Hina/Seconded Cr Emms)

Carried

8. REPORTS FROM CHIEF EXECUTIVE AND STAFF (*item moved*)

8.5 Application for Financial Assistance Report (*YouTube Streaming 6.22*)

MSC RESOLVED (MSC 2022/16):

1. To receive the Application for Financial Assistance Report

(Moved Cr Maynard/Seconded Cr Emms)

Carried

2. To grant Featherston Matariki Events Group \$900 to support a Matariki Day event, to be funded from Te Taiao.

(Moved Mikaera/Seconded Mayor Beijen)

7. CHAIRPERSON REPORT

There was no Chairperson report.

8. REPORTS FROM CHIEF EXECUTIVE AND STAFF

8.1 Action Items Report (*YouTube streaming 11.21*)

MSC RESOLVED (MSC 2022/17) to receive the Action Items Report.

(Moved Edward-Hina/Seconded Rutene)

Carried

Members discussed open actions and noted further updates.

Ms Hooper noted that a date has been set for the Strategy Noho and that the committee would like to make a submission to the South Wairarapa District Council Annual Plan.

MSC NOTED:

Action 189: Following the Strategy Noho, the committee will meet with trustees and stakeholders at each Marae to discuss the direction of the committee.

Action 190: To request clarification on the status of the committee Terms of Reference.

Members queried the status of the Principal Advisor Māori job description and Ms Bradley provided an update.

8.2 Income and Expenditure Report (*YouTube streaming 19.28*)

MSC RESOLVED (MSC 2022/18) to receive the Income and Expenditure Report.

(Moved Edwards-Hina/Seconded Cr Maynard)

Carried

Members noted that the budget would be reviewed in more detail at an upcoming

workshop.

8.3 ECOREEF Cape Palliser Report (YouTube steaming 22.44)

MSC RESOLVED (MSC 2022/19) to receive the ECOREEF Cape Palliser Report.

(Moved Cr Maynard/Seconded Rutene)

Carried

Members discussed items outlined in the report and Mayor Beijen provided further updates.

MSC NOTED:

Action 193: To request from officers, additional detail on the learnings achieved as part of the ECOREEF installation, as outlined in the ECOREEF Cape Palliser Report.

Action 194: To request from officers, additional detail on the work timeframe prior to the reprogramming of the work to October 2022, as outlined in the ECOREEF Cape Palliser Report.

8.4 Officer's Report (YouTube steaming 27.16)

MSC RESOLVED (MSC 2022/20) to receive the Officer's Report.

(Moved Edwards-Hina/Seconded Cr Maynard)

Carried

Members queried the location of the dog pound in relation Pae tū Mōkai and noted it appears to have shifted location. Ms Hooper undertook seeking clarification from officers on behalf of Pae tū Mōkai o Tauria.

Members voiced concerns with information presented on the Featherston Water Water Treatment Plant, including: the proposed site; the plan moving forward; budget and expenditure details; the proposed timeframe and the level of engagement undertaking with mana whenua. Mayor Beijen and Ms Hooper undertook to follow up at the next Assets & Services meeting.

Members queried the outcomes of the Moving Bed Bioreactor trial and Mayor Beijen and Cr Emms provided clarification.

Members queried consideration of the Moana Cycle Trail in the Featherston Waste Water treatment plant options. Mayor Beijen undertook following up with Mr Neems and Mr Thurston.

Ms Mikaera queried the status of the lawn maintenance and fence repair at the entrance to Lake Domain. Mayor Beijen undertook following up with officers.

9. MEMBER REPORT

There was no member report.

Members closed with a Karakia.

The meeting closed at 6.53pm.

Confirmed as a true and correct record

.....Chairperson

.....Date



- Present:** Ann Rainford (Chair), Graeme Gray and Councillor Alistair Plimmer
- In Attendance:** Mayor Alex Beijen, Amanda Bradley (General Manager, Policy & Governance) and Kaity Carmichael (Committee Advisor)
- Also In Attendance:** Frank Mineham (Friends of O’Connors Bush) and Sandy Ngamoki (Covid-19 Home Health kit)
- Conduct of Business:** This meeting was conducted in public in the WBS Room, Greytown Town Centre between 6.00pm and

1. EXTRAORDINARY BUSINESS

GCB RESOLVED (GCB 2022/18) to add the Greytown Community Board Draft Submission to the South Wairarapa District Plan to the agenda under item 8.1, the Chairperson Report.

(Moved Cr Plimmer/Seconded Gray)

Carried

Ms Rainford noted that item 10.1 the Underhill Road Naming Report would be moved up in the agenda to follow item 4, Acknowledgements and Tributes.

2. APOLOGIES

GCB RESOLVED (GCB 2022/19) to receive apologies from Councillor Fox, Ms Symes and Ms Baker.

(Moved Gray/Seconded Cr Plimmer)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

There were no acknowledgments or tributes.

10. DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 Underhill Road Naming Report *(item moved)*

GCB RESOLVED (GCB 2022/20):

1. To receive the Underhill Road Naming Report.

(Moved Cr Plimmer/Seconded Gray)

Carried

2. To note that as a significant majority of residents and owners along the road did not support a change that the road name will remain unchanged as Underhill Road, in accordance with paragraph 4.4.3 of the Naming of Public Roads, Private Roads and Rights-of-Way Policy.

(Moved Cr Plimmer/Seconded Gray)

Carried

5. PUBLIC PARTICIPATION

Frank Mineham – Friends of O’Connors Bush Grant Application

Mr Mineham spoke in support of the grant application from Friends of O’Connors Bush. Mr Mineham noted the importance of Arbor Day in the community and highlighted the environmental benefit of planting. Mr Mineham requested input from the board on the types of trees to be planted at the Greytown Dog Park as part of 2022 Arbor Day.

Sandy Ngamoki – Covid-19 Home Care Kit

Ms Ngamoki spoke in support of the creation of a Covid-19 Home Care Kit. Ms Ngamoki noted the importance of this project in reaching and providing support to the local community throughout the pandemic. Ms Ngamoki requested written support from the board on the project.

6. ACTIONS FROM PUBLIC PARTICIPATION

Members noted that Mr Mineham should speak with Council officers regarding planting plans and queried responsibility for care of the trees.

Members queried where the funding for the Covid-19 Home Care Kit project and Ms Ngamoki noted it had not yet been obtained. The board and Mayor Beijen undertook providing a letter of support for the project.

9. DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 Financial Assistance Report (item moved)

GCB RESOLVED (GCB 2022/21):

1. To receive the ‘Financial Assistance Report’.

(Moved Cr Plimmer/Seconded Rainford)

Carried

2. To grant Friends of O’Connors Bush \$1,000 to support Arbor Day Tree Planting at Greytown Dog Park, to be funded from the beautification fund.

(Moved Cr Plimmer/Second Gray)

Carried

7. COMMUNITY BOARD MINUTES

7.1 Greytown Community Board Minutes – 30 March 2022

GCB RESOLVED (GCB 2022/22) that the minutes of the Greytown

Community Board meetings held on 30 March be confirmed as a true and correct record subject to the correction of “responsibility of tree maintenance on private property” on page 3.

(Moved Symes/Seconded Cr Plimmer)

Carried

8. CHAIRPERSON REPORT

8.1 Chairperson Report

GCB RESOLVED (GCB 2022/23):

1. To receive the Chairperson Report.

(Moved Gray/Seconded Cr Plimmer)

Carried

Mrs Rainford spoke to items outlined in the Draft Greytown Community Board submission to the South Wairarapa District Council Annual Plan.

Members debated which items should be part of the formal submission to the South Wairarapa District Council Annual Plan and which should be considered as part of a plan for the board.

Members discussed the need for research to understand the views of the community and noted the challenges with low participation in community engagement events.

Members noted that a workshop is necessary for further consideration of the boards formal submission to the annual plan.

Ms Rainford spoke to the Kuranui College IT project outlined in the report.

Mr Gray queried the changes in heritage lights on Main Street from the and Mayor Beijen provided clarification.

GCB NOTED:

Action 173: To investigate light bulbs for use on Main Street lights, that are dark sky compatible and maintain the original heritage image, Mayor Beijen.

10. INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 Officers' Report

GCB RESOLVED (GCB 2022/24) to receive the Officers' Report.

(Moved Cr Plimmer/Seconded Rainford)

Carried

Members noted the detail in the report and acknowledged the workload associated with this for officers.

Mr Gray queried the use of funds from the sale of the property on Wards Line and Mayor Beijen provided clarification.

10.2 Income and Expenditure Report

GCB RESOLVED (GCB 2022/25) to receive the Income and Expenditure Report for the period ending 31 March 2022.

(Moved Gray/Seconded Rainford)

Carried

Ms Rainford acknowledged the large amount of funds remaining in the beautification fund and undertook following up with the Greytown RSA to discuss current funding needs.

Members queried the number of committed funds remaining in the beautification budget.

10.3 Action Items Report

GCB RESOLVED (GCB 2022/26) to receive the Action Items Report

(Moved Cr Plimmer/Seconded Gray)

Carried

Members discussed open action items and noted further updates.

Members requested an update on action item 108, the removal of tree stumps and replacement of Elm Trees on Wood Street.

Members requested a letter of thanks be sent to the Greytown Lions Club for painting of the poles outside Soldiers Memorial Park.

11. NOTICES OF MOTION

There were no notices of motion.

12. MEMBER REPORTS (INFORMATION)

There were no member reports.

The meeting closed at 7.42pm.

Confirmed as a true and correct record

.....Chairperson

.....Date



Minutes – 19 May 2022

Present:	Mel Maynard (Chair), Aidan Ellims, Michael Honey, Councillor Pam Colenso and Councillor Pip Maynard.
In Attendance:	Stefan Corbett (Group Manager, Partnership and Operations), Rick Mead (Manager, Environmental Service), Bryce Neems (Manager, Amenities and Waste) and Kaitlyn Carmichael (Committee Advisor)
Public Participation	Sandy Ngamoki and Teresa Dawson
Conduct of Business:	This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 6.30pm and 9.03pm and was live streamed on the Council's YouTube Channel. All members participating via video conference counted for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

MCB RESOLVED (MCB 2022/17) to receive apologies from Nathan Fenwick.

(Moved Maynard/Seconded Ellims)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Cr Colenso acknowledged the passing of Patrick Pedlow and offered condolences to his family.

Cr Maynard acknowledged the passing of Judy Burt, who worked in Martinborough and was an active member of the local community.

Ms Maynard acknowledged the passing of Selena Honey and extended condolences to Michael Honey and family.

5. PUBLIC PARTICIPATION

Sandy Ngamoki and Teresa Dawson – Covid-19 Home Care Kits

Ms Ngamoki and Ms Dawson spoke in support of a project to provide a Covid-19 Home Care Kit to those in the community. They explained the components of the kit and noted the importance of this project in providing support to

those in the South Wairarapa throughout the pandemic. Ms Ngamoki and Ms Dawson requested written support from the board on the initiative.

6. ACTIONS FROM PUBLIC PARTICIPATION

Members acknowledged the importance of the initiative to the local community and encouraged Ms Ngamoki and Ms Dawson to apply for grant funding for the project, when ready.

MCB RESOLVED (MCB 2022/18) to write a letter of support to Ms Ngamoki and Ms Dawson for the Covid-19 Home Care Kit, on behalf of the Martinborough Community Board.

(Moved Maynard/Seconded Ellims)

Carried

7. MARTINBOROUGH COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 7 April 2022

MCB RESOLVED (MCB 2022/19) that the minutes of the Martinborough Community Board meeting held on 7 April 2022 be confirmed as a true and correct record.

(Moved Cr Colenso/Seconded Honey)

Carried

8. DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF REPORTS

There were no decision reports from Chief Executive and Staff.

9. INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 Income and Expenditure Report

MCB RESOLVED (MCB 2022/20):

1. To receive the Income and Expenditure Statement for the period ending 31 March 2022.

(Moved Cr Maynard/Seconded Ellims)

Carried

2. To receive the Pain Farm Statement of Financial Performance for the period ending 31 March 2022.

(Moved Cr Colenso/Seconded Cr Maynard)

Carried

9.2 Action Items Report

MCB RESOLVED (MCB 2022/21) to receive the Action Items Report.

(Moved Cr Maynard/Seconded Ellims)

Carried

Members discussed open action items and noted further updates. Members undertook setting up a workshop to discuss a list of road names to put forth for use in the ward and the Martinborough entrance sign. Members queried the progress on scoping of potential sites for the Martinborough Community Garden and discussed potential options. Mr Corbett undertook exploring possible council owned sites. Members queried the progress on action 626 and Mr Corbett provided clarification.

9.3 ECOREEF Cape Palliser Road Report

MCB RESOLVED (MCB 2022/22) to receive the ECOREEF Cape Palliser Road Report

(Moved Cr Colenso/Seconded Ellims)

Carried

Members acknowledged the work associated with the project and noted the success thus far.

9.4 Officer's Report

MCB RESOLVED (MCB 2022/23) to receive the Officer's Report.

(Moved Cr Maynard /Seconded Honey)

Carried

Members requested clarification on the out of date reporting for the rates arrears section of the report and Ms Carmichael provided clarification on the current meeting schedule and reporting deadlines.

Mr Mead provided an update on the progress of the dog pound and Mr Corbett spoke to items outlined in the report.

Mr Ellims queried the responsibility for the Lake Ferry drip line repair costs and Mr Corbett undertook to provide clarification to the board.

Mr Corbett provided an update on district roading projects and the current Featherston wastewater trial and directed the board to a presentation to the 20 April 2022 Assets and Services meeting on the matter.

Ms Maynard noted that the meeting with officers on road safety was helpful and productive and Mr Ellims noted that roading concerns logged on the Council website were addressed quickly.

Cr Colenso queried a timeline for drain cleaning in the area, and Mr Corbett undertook providing clarification.

10. NOTICES OF MOTION

There were no notices of motion.

11. CHAIRPERSON REPORT

11.1 Chairperson Report

MCB RESOLVED (MCB 2022/24) to receive the Chairperson Report.

(Moved Ellims/Seconded Cr Maynard)

Carried

Ms Maynard spoke to items outlined in the Chairperson Report and noted the success of the Anzac Day commemoration and Martinborough Fair.

Ms Maynard provided an update on the Wharekaka Rest Home, and noted that the Meals on Wheels services in the South Wairarapa continue.

Cr Maynard noted that a concise update on the Three Waters Reform from the Council meeting on 18 May 2022 is available on the website and Mr Ellims undertook sharing it on social media.

12. MEMBER REPORTS

There were no member reports.

13. PUBLIC EXCLUDED BUSINESS

MCB RESOLVED (MCB 2022/25) that the public be excluded from the following part of the meeting, namely:

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
13.1 Stock Exclusion from Waterways	Good reason to withhold exists under section 7(2)(i)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) 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	
The withholding of the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

(Moved Maynard/Seconded Cr Maynard)

Carried

The meeting closed at 9.03pm.

Confirmed as a true and correct record

.....Chairperson

.....Date



Minutes – 17 May 2022

- Present:** Claire Bleakley (Chair), Jayson Tahinurua, Mike Gray, Cr Garrick Emms and Cr Colin Olds
- In Attendance:** Mayor Alex Beijen, Harry Wilson (Chief Executive), Amanda Bradley (General Manager, Policy & Governance), Rick Mead (Manager, Environmental Services) and Kaitlyn Carmichael (Committee Advisor)
- Public Participation:** Emily Greenberg, Warren Maxwell, Joanne Ridley-McBeth, Collie Burt, Sandy Ngamoki, Teresa Dawson
- Conduct of Business:** The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston, between 7.00pm and 9.14pm.

PUBLIC BUSINESS

Members opened with a karakia.

In the absence of Mr Shepherd, Ms Bleakley noted that she would be Chairing the meeting.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

FCB RESOLVED (FCB 2022/18) to receive apologies from Mr Shepherd.

(Moved Bleakley/Seconded Cr Olds)

Carried

3. CONFLICTS OF INTEREST

Cr Olds declared a conflict of interest with the Featherston Matariki Events Group grant application, to be considered under agenda item 8.2 The Application for Financial Assistance.

4. ACKNOWLEDGMENTS AND TRIBUTES

Cr Olds acknowledged the passing of Judy Burt, a longstanding member of the Featherston community.

Ms Bleakley acknowledged the work that has been completed at the Featherston cemetery.

5. PUBLIC PARTICIPATION

Emily Greenberg – Footpaths and Rural Roading

Ms Greenberg queried the responsibility of footpath prioritization and noted that no kerb cut was marked for the footpath repair on Bell Street. Ms

Greenberg requested that kerb cuts be installed in all existing footpaths and that footpaths be extended to major public locations.

Ms Greenberg provided signage to the board that highlights recommendations for running, walking and cycling safely with traffic and requested consideration on installation.

Mike Gray – Featherston Waste Water

Mr Gray read a submission on behalf of Mr Woodgyer who was unable to attend the meeting. Mr Woodgyer noted concerns with the management of Featherston's wastewater, including the current disposal and the spraying of effluent onto the soil.

Warren Maxwell – Matariki Funding Grant Application

Mr Maxwell spoke in support of the grant application from Featherston Matariki Events Group and shared details of the lighting exhibition and associated events. Mr Maxwell noted that the lights would be available for use for community events in the future.

Joanne Ridley-McBeth – Accessibility to Fareham Creative Space

Ms Ridley-McBeth spoke about Fareham Creative Space Charitable Trust and the benefit to the community. Ms Ridley-McBeth requested signage be installed on Wakefield Street and Harrison East Street to increase visibility of the space and asked that Council consider footpaths and lighting to increase accessibility to the building.

Collie Burt – Featherston Waste Water

Mr Burt voiced concerns with the proposed plan of spraying to land and noted the impact this would have on surrounding human and aquatic life. Mr Burt noted the community growth and the importance of finding a sustainable solution for future generations.

Sandy Ngamoki and Teresa Dawson – Covid-19 Home Care Kits

Ms Ngamoki and Ms Dawson spoke in support of the creation of a Covid-19 Home Care Kit. Ms Ngamoki noted the importance of this project in reaching and providing support in the South Wairarapa throughout the pandemic. Ms Ngamoki requested written support from the board on the project.

6. ACTIONS FROM PUBLIC PARTICIPATION

Mr Wilson noted that officers would respond to Ms Greenberg's questions and concerns directly.

Mr Wilson noted that queries raised by Mr Woodgyer and Mr Burt would be discussed under item 9.1, the Officers Report.

Members noted that Mr Maxwell's grant application would be considered under item 8.2, The Application for Financial Assistance Report.

Members requested Ms Ridley-McBeth put her request into writing to officers for follow up.

FCB RESOLVED (2022/19) to write a letter of support for the Covid-19 Home Care Kits on behalf of the Featherston Community Board.

(Moved Bleakley/Seconded Cr Olds)

Carried

7. FEATHERSTON COMMUNITY BOARD MINUTES – 5 APRIL 2022

FCB RESOLVED (2022/20) that the minutes of the Featherston Community Board meeting held on 5 April 2022 be confirmed as a true and correct record.

(Moved Bleakley/Seconded Gray) Carried

8. DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

8.1 Wharekauhau Road Naming Report

FCB RESOLVED (FCB 2022/21) to:

1. Receive the Proposed Naming of an existing right of way, at 4132 Ocean Beach Road, in Featherston Report.

(Moved Bleakley/Seconded Gray) Carried

2. Approve the proposed naming of “Romney Lane” for the private road at 4132 Ocean Beach Road, Featherston.

(Moved Cr Olds/Seconded Cr Emms) Carried

8.2 Financial Assistance Report

FCB RESOLVED (FCB 2022/22) to:

1. Receive the Application for Financial Assistance Report.

(Moved Tahinurua/Seconded Cr Emms) Carried

2. Approve \$410 to the South Wairarapa Pipe Band to purchase bag pipe chords, to be funded through the grants fund.

(Moved Cr Olds/Seconded Tahinurua) Carried

3. Approve \$1,183.07 to the Featherston Matariki Events Group to support a Matariki Lights Event, to be funded through the beautification fund.

(Moved Cr Emms/Seconded Tahinurua) Carried

FCB NOTED:

Action 201: To investigate the purchase of a storage container for use by organizations in the local community.

9. INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 Officer’s Report

FCB RESOLVED (FCB 2022/23) to receive the Officer’s Report.

(Moved Tahinurua/Seconded Gray) Carried

Mr Wilson spoke to items included in the Officer’s Report, including the Featherston Master Plan and water report. Mr Wilson spoke to queries raised by Mr Woodgyer and Mr Burt and provided the board with an update on the process and progress of the wastewater plant upgrade. Members voiced concern that elected members and the community have not been provided with options from Wellington Water for consideration.

Cr Olds noted the number of remaining buildings on the earthquake prone list and quired the number in each district. Cr Olds requested clarification on the

length of time allowed to mitigate a building risk and undertook following up with the Planning and Regulatory Committee.
Mr Mead provided an update on the status of the dog pound and the process for wandering dogs.

FCB NOTED:

Action 203: Request from officers, a report on the maintenance of the Western Lake Road Cycle Trail.

Ms Bleakley stated that members of the community were concerned with the increase in rates. Mr Wilson noted the public is encouraged to attend annual plan drop-in sessions.

10. NOTICES OF MOTION

10.1 Notice of Motion: Featherston To Waste Water (item moved)

FCB RESOLVED (FCB 2022/24) to receive the Notice of Motion: Featherston Waste Water Treatment Options.

(Moved Bleakley/Seconded Tahinurua)

Carried

Cr Olds voted against

Secretary note: Ms Bleakley withdrew recommendations 2, 3 and 4 of the Notice of Motion following discussion with the board.

Members debated items outlined in the notice of motion and Mr Wilson provided clarification on the current short-term plan for the waste water plant. Mr Wilson noted that the information outlined in the report has been sent to the independent advisor for review.

FCB NOTED:

Action 205: To request a public meeting with Wellington water and Council to discuss the short- and long-term options and costs associated with the Featherston Wastewater Treatment Plant, prior to the next board meeting.

9.2 Action Items Report

FCB RESOLVED (FCB 2022/25) to receive the Action Items Report.

(Moved Cr Olds/Seconded Tahinurua)

Carried

Members agreed that the Welcome to Featherston Sign be put up without the installation of the frangible base and noted that planting under the sign could be funded through the board beautification fund.

11. CHAIRPERSON REPORT

11.1 Chairperson Report

There was no Chairperson Report.

12. ELECTED MEMBER REPORTS (INFORMATION)

Ms Bleakley spoke to items outlined in the report.

FCB NOTED:

Action 207: To request from Council a verbal report on the significance of the two Cherry Trees located at the Cenotaph in Featherston.

Action 208: To request from Council an update on the kerb cleaning process.

Secretary note: Item 9.3 the Income and Expenditure Report, was not received or discussed.

13. REPORTS FROM YOUTH REPRESENTATIVES (INFORMATION)

There were no youth representative reports.

Members closed with a karakia.

The meeting closed at 9.14pm.

Confirmed as a true and correct record

.....Chairperson

.....Date



FINANCE, AUDIT AND RISK COMMITTEE
Minutes from 11 May 2022

Present:	Councillors Leigh Hay (Chair), Pam Colenso, Garrick Emms, Brenda West and Mayor Alex Beijen.
In Attendance:	Councillor Pip Maynard Harry Wilson (Chief Executive), Amanda Bradley (General Manager Policy and Governance), Charly Clarke (Finance Manager), and Amy Andersen (Committee Advisor).
Conduct of Business:	This meeting was held via video conference and live streamed to Council's YouTube channel. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. The meeting was held in public under the above provisions from 10.03am to 11:30am except where expressly noted.

Open Section

A1. Apologies

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/12) to accept apologies from Cr Olds, Cr Jephson and Kit Nixon.

(Moved Cr Colenso/Seconded Mayor Beijen)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/13) to add item B2, the Bank Signatories Report. It was not on the agenda due to recent confirmation of personnel changes and cannot be deferred because having sufficient numbers of signatories is prudent for business continuity purposes, and two signatories are required for all transactions.

(Moved Mayor Beijen/Seconded Cr Colenso)

Carried

B2. Bank Signatories Report (Item Moved)

Ms Clarke spoke to the report and answered members queries regarding the processes and requirements to access to Council bank accounts; and how to increase efficiencies in this space. There was discussion on current accounts and requirements for those to remain open and those to be closed.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/14) to:

1. Receive the report.
2. Approve the additional name bank signatories: Charlotte (Charly) Clarke, Karen Ashforth (effective 7 June 2022), Paul Gardner, Stefan Corbett, Amanda Bradley.
(Moved Mayor Beijen/Seconded Cr Colenso) Carried
3. Approve the recommendation to close the Kiwibank account.
(Moved Cr Emms /Seconded Cr West) Carried
4. Upon leaving Council, any signatories are automatically removed on their final day of work.
(Moved Cr Colenso/Seconded Cr Emms) Carried

A6. Minutes for Confirmation

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/14) that the minutes of the Finance, Audit and Risk Committee meeting held on 30 March 2022 are a true and correct record.

(Moved Mayor Beijen/Seconded Cr Emms)

Carried

B Decision Reports

B1. Funding for Reprioritised Capital from Fiscal Stimulus Report

Cr Hay and Ms Clark provided context/background to the paper. Members queried the loan length and considered options presented. Cr Hay had spoken with Cr Olds, Cr Jephson and Mr Nixon (Independent Member) who were supportive of the report recommendations.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/15) to:

1. Receive the Funding for Reprioritised Capital from Fiscal Stimulus Report.
(Moved Mayor Beijen /Seconded Cr Emms) Carried
2. Recommend to Council that the additional capital expenditure be funded through the depreciation reserve.
(Moved Mayor Beijen / Seconded Cr Emms) Carried

C Information and Verbal Reports from Chief Executive and Staff

C1. Finance Report

Cr Hay thanked Ms Clarke for her work whilst awaiting the onboarding of the new General Manager Finance.

Ms Clarke spoke to highlights in the report, noting that the budget overall is being adhered to and outlined areas exceeding income.

Ms Clarke answered members' queries in relation interest, income and expenditure.

Ms Clarke noted the majority of expenditure had been focused on IT hardware/ upgrades and additional staff. Infrastructure for IT still requires further work and is being progressed within budget.

Ms Clarke noted the issues around the management of water supplies has been resolved by stimulus programmes. Amenities were within budget and there were no changes in the reserve.

Mr Wilson informed members that funding has been applied from Waka Kotahi for the recent collapse that led to road closure at Cape Palliser and members queried whether this could be included in the Eco Reef project.

Rates arrears were discussed, and reductions were noted.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/16) to:

1. Receive the Finance Report.
2. Note exceedance in February 2022 to the investment thresholds.
(Moved Cr Colenso /Seconded Mayor Beijen) Carried

C2. Policy and Governance Report

Ms Bradley spoke to matters outlined in the report, including the development of the strategic risk register, a workshop being planned to support this and provided insight into the *all of Government* (AoG) tool.

Ms Bradley answered queries from members in relation to timeframes, scoring and use of the AoG tool, noting that robust policies and processes need to be in place to support better scoring. The Operating Risk Register is still actively being managed and reviewed whilst awaiting development of this document.

Ms Bradley provided an overview of the policy review, including increased capacity and timeframes for progressing this work.

Ms Bradley spoke on the progress of the resident's perception survey and answered queries from members about benchmarking.

Ms Bradley informed members that there is work underway on the report templates to support a reduction in length and usefulness for members.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/17) to receive the Policy and Governance Report.

(Moved Cr Colenso /Seconded Cr West)

Carried

C3. Climate Change Report

Ms Barthe spoke to matters in the report, outlined key lessons, reasoning behind the adoption of a risk and resilience strategy and the methods used to develop this. Work on risk ratings would be progressed through a workshop and presented to the next Finance, Audit and Risk Committee meeting.

Ms Barthe noted this work is only for the Council, not for the wider community and is also working alongside other local councils on impact assessments.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/18) to receive the Climate Change Report.

(Moved Mayor Beijen/Seconded Cr Colenso)

Carried

B4. Action Items Report

Members sought updates to Action 55 and Action 54 was closed.

Members noted there was a significant Government announcement on approach to waste recycling and sought update of Action 248 to capture this.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/19) to receive the Action Items Report.

(Moved Mayor Beijen/Seconded Cr West)

Carried

The meeting closed at 11:30am.

Confirmed as a true and correct record

.....(Chair)

.....(Date)



ASSETS AND SERVICES COMMITTEE
Minutes from 1 June 2022

Member's Present:	Councillors Brian Jephson (Chair), Garrick Emms, Pip Maynard, Alistair Plimmer (via Zoom) and Mayor Alex Beijen.
Also in Attendance:	Councillors Pam Colenso, Colin Olds and Brenda West.
Staff In Attendance:	Harry Wilson (Chief Executive Officer), Stefan Corbett (Group Manager Partnership and Operations), Bryce Neems (Amenities and Waste Manager), Tim Langley (Roding Manager), Gary O Meara (Water Consultant) and Amy Andersen (Committee Advisor). Tonia Haskell and Adam Mattsen (Wellington Water Limited).
Conduct of Business:	<p>This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. All members participating via audio-visual conference were counted for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting was live-streamed and is available to view on our YouTube channel.</p> <p>The meeting was held in public under the above provisions from 12:31pm to 2:44pm except where expressly noted.</p>
Public Forum:	Charlotte Harding.

Open Section

- A1. Apologies**
ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/20) to accept apologies from Cr Fox.
(Moved Cr Maynard/Seconded Cr Emms) Carried
- A2. Conflicts of Interest**
There were no conflicts of interest declared.

A3. Public Participation

Ms Harding, representing the community group working on the Martinborough Pump Track project, spoke in support of Item B1. Ms Harding outlined how the track could benefit user groups, benefits for the Martinborough community and tourists, how the track could be developed over time and enhancing links with other community facilities.

Ms Harding, supported by Mr Neems, responded to members' questions about car parking, budget and costs, funding sources, opening hours, location/size of the space and futureproofing.

Members commended the work that has been completed to date on the project.

A4. Actions from Public Participation

Actions from public participation were discussed in Item B1.

A5. Extraordinary Business

There was no extraordinary business.

A6. Minutes for Confirmation

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/21) that the minutes of the Assets and Services Committee meeting held on 20 April 2022 are a true and correct record.

(Moved Mayor Beijen/Seconded Cr Jephson)

Carried

B Decision Reports

B1. Martinborough Pump Track Report

Mr Neems spoke to matters outlined in the report. In particular, Mr Neems provided updates on maintenance and planned additions of amenities which support the development of the pump track.

Mr Neems noted that fundraisers would assist with car park development costs.

Members noted the support of the Martinborough Community Board.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/22) to:

1. Receive the Martinborough Pump Track Report.

(Moved Cr Maynard/Seconded Cr Emms)

Carried

2. Recommend to Council that the Martinborough Pump Track Project Community Group be given approval to work with Council officers to construct a Bike Pump Track at the western end of Considine Park.

3. Recommend to Council to approve the Pump Track Development Plan.

4. Recommend to Council to delegate to the Chief Executive the authority to approve a pump track detailed design plan, timeline and construction start date. *(Moved Mayor Beijen/Seconded Cr Plimmer)*

Carried

C Information and Verbal Reports from Chief Executive and Staff

C2. Partnership and Operations Water Report (Item Moved)

Tonia Haskell and Adam Mattsen (Wellington Water), supported by Mr Corbett, responded to members' questions regarding the MBBR trial, costs and emergency plans for power outages (use of generators), timely response to complaints and the quality of drinking water in Martinborough and the timeframe of the Tauherenikau pipeline options report; this is now expected in mid-June.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/23) to receive the Partnership and Operations Water Report.

(Moved Cr Maynard/Seconded Cr Jephson)

Carried

C1. Partnership and Operations Roothing and Amenities

Mr Corbett spoke to matters outlined in the report. In particular, Mr Corbett addressed roading and the recent emergency response to the Cape Palliser Road, the Ecoreef installation, projects completed and community development initiatives.

Members acknowledged and thanked the roading team and Fulton Hogan for their support on the Cape Palliser Road following the recent storm.

Mr Corbett, supported by Mr Langley and Mr Neems responded to members' questions relating to Ruamahanga and collaborative partnerships for roading in the district, footpath access and upgrades in Featherston, progress of the Tauherenikau Bridge funding application, Greytown Wheels Park development and timeframes, timeframes for the Carkeek project and the Welcoming Communities programme coordinator role and impending recruitment for this.

Members acknowledged the work of the Community Development Coordinator in successfully obtaining funding for the Welcoming Communities programme.

Mr Neems noted the Recycling trends and park bins getting filled quickly.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/24) to:

1. Receive the Partnership and Operations Amenities and Roothing Officers' Report.

(Moved Cr Emms/Seconded Cr Jephson)

Carried

2. Action 254: Schedule Matariki funding application as an agenda item for February 2022 meeting.

C3. Action Items Report

Officers responded to members requests for updates on Actions 161, 15, and 162.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/25) to receive the Action Items Report.

(Moved Mayor Beijen/Seconded Cr Plimmer)

Carried

D Public Excluded

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
Council's Lease/Licence Property Portfolio Report	Good reason to withhold exists under section 7(2)(b)(ii)	Section 48(1)(a)

This resolution (A&S2022/26) 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 information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7(2)(b)(ii)

(Moved Cr Maynard/ Seconded Cr Plimmer)

Carried

Meeting adjourned at 1:57pm

Meeting reconvened at 2:07pm

The meeting closed at 2:44pm.

Confirmed as a true and correct record

.....(Chair)

.....(Date)



PLANNING AND REGULATORY COMMITTEE

Minutes from 1 June 2022

Members present:	Councillors Pam Colenso (Chair), Colin Olds, Brenda West, Leigh Hay, and Mayor Alex Beijen.
Also in attendance:	Councillor Brian Jephson.
Staff in attendance:	Harry Wilson (Chief Executive Officer), Russell O’Leary (Group Manager Planning and Environment), Rick Mead (Environmental Services Manager), Mélanie Barthe (Climate Change Advisor) and Amy Andersen (Committee Advisor).
Conduct of Business:	<p>This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 10:00am. All members participating via audio-visual conference counted for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting was live-streamed and is available to view on our YouTube channel.</p> <p>The meeting was held in public under the above provisions from 10:00am to 11:33am except where expressly noted.</p>

Open Section

A1. Apologies

PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2022/14) to accept apologies from Cr Fox.

(Moved Cr West/Seconded Cr Hay)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There was no public participation.

A5. Extraordinary Business

There was no extraordinary business.

A6. Minutes for Confirmation

PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2022/15) that the minutes of the Planning and Regulatory Committee meeting held on 20 April 2022 are a true and correct record.

(Moved Cr Olds/Seconded Cr West)

Carried

B. Decision Reports

There were no decision reports.

C. Business held over from 20 April 2022 meeting

C2. Climate Change Report (Item Moved)

Ms Barthe spoke to matters outlined in the report.

Ms Barthe, supported by Mr Wilson and Mr O'Leary responded to members questions about the Risk and Resilience strategy, and regional risk assessments relating to the impacts of climate change. Coastal hazards will be part of this assessment (Ms Barthe will provide members with a report from 2019 on this subject).

Members discussed the aims and coverage of the risk and resilience strategy.

Members queried the costs associated with the Climate Change Impact Assessment Project; Ms Barthe will provide this information to members.

Members noted the restoration day went well and thanked Ms Barthe for her contribution to the event.

PLANNING AND REGULATORY RESOLVED (P&R2022/16) to receive the Climate Change Report.

(Moved Cr West/Seconded Mayor Beijen)

Carried

C3. Action Items Report (Item Moved)

Members queried Action 559; Mr O'Leary provided updates to work completed and in progress.

PLANNING AND REGULATORY RESOLVED (P&R2022/17) to receive the Action Items Report.

(Moved Cr Hay/Seconded Cr Olds)

Carried

C1. Planning and Environment Group Report (from Section 2 – Service Levels)

This item was not discussed due to inclusion of information in Item D1.

D. Information and Verbal Reports from Chief Executive and Staff

D1 Planning and Environment Group Report

Mr O'Leary spoke to matters outlined in the report. In particular, Mr O'Leary highlighted the capacity of the building team and recruitment underway for technical specialist roles.

Mr O'Leary responded to members queries regarding shared office space with Carterton District Council, noise complaints (trends and costs).

Members discussed the inclusion of the Featherston Masterplan within the Complex Development Opportunities for Wellington Regional Growth initiative, and the potential implications for infrastructure and services, as well as linkages with the District Plan review.

Members requested further information relating to the new fault lines discovered in the district and the impact on future development, including the requirements and current state of any earthquake prone buildings; this will be addressed in future Planning and Environment Group reports.

Mr Mead, supported by Mr O'Leary, spoke about the dog pound development.

Mr Mead responded to members queries relating to water supply, location, structures, futureproofing, concerns from public and the various options that had been considered. Mr Mead deferred any questions about the budget for the dog pound as this was sensitive and if budget is exceeded, this will be brought back to council. Mr Wilson commended council officers for their work on the development of the dog pound.

Officers confirmed that Toast Martinborough will go ahead in November 2022 and the South Wairarapa Alcohol Control Bylaw 2021 is in place to support with running this event.

PLANNING AND REGULATORY RESOLVED (P&R2022/18) to receive the Planning and Environment Group Report.

(Moved Mayor Beijen/Seconded Cr West)

Carried

The meeting closed at 11:33am

Confirmed as a true and correct record

.....(Chair)

.....(Date)

SOUTH WAIRARAPA DISTRICT COUNCIL

30 JUNE 2022

AGENDA ITEM B2

RECOMMENDATIONS FROM ASSETS & SERVICES COMMITTEE

Purpose of Report

To provide an opportunity for members to consider recommendations received from the Assets and Services Committee.

Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Assets and Services Committee Report.*
2. *That the following recommendations from the Assets and Services Committee be considered:*

Recommendations from Assets and Services Committee	Resolution Number
<i>2. Recommend to Council that the Martinborough Pump Track Project Community Group be given approval to work with Council officers to construct a Bike Pump Track at the western end of Considine Park.</i> <i>3. Recommend to Council to approve the Pump Track Development Plan.</i> <i>4. Recommend to Council to delegate to the Chief Executive the authority to approve a pump track detailed design plan, timeline and construction start date.</i>	A&S2022/22

1. Background

The reports to the Assets and Services Committee meeting relating to the recommendations in this report can be found here: [Assets and Services Committee Agenda](#)

The report relating to recommendation (A&S2022/22), was considered by the Assets and Services Committee at their meeting on the 1 June 2022. Item B1 Martinborough Pump Track Report.

2. Appendices

Appendix 1 - Martinborough Pump Track Report, 1 June 2022

Contact Officer: Bryce Neems, Amenities and Solid Waste Manager

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 - Martinborough Pump Track Report, 1 June 2022

ASSETS AND SERVICES COMMITTEE

1 JUNE 2021

AGENDA ITEM B1

MARTINBOROUGH PUMP TRACK

Purpose of Report

To update Assets and Services Committee on the proposed pump track concept to be located at Considine Park, Martinborough, and to seek a recommendation to Council to proceed with the project.

Recommendations

Officers recommend that the Assets and Services Committee:

1. *Receive the Martinborough Pump Track report.*
2. *Recommend to Council that the Martinborough Pump Track Project Community Group be given approval to work with Council officers to construct a Bike Pump Track at the western end of Considine Park.*
3. *Recommend to Council to approve the Pump Track Development Plan.*
4. *Recommend to Council to delegate to the Chief Executive the authority to approve a pump track detailed design plan, timeline and construction start date.*

1. Background

A Martinborough community group, led by Martinborough resident Charlotte Harding, have been working with Council officers to advance an initiative to develop a pump track for location within Considine Park, Martinborough.

The initiative is supported in principle by council officers, the Considine Park User Group and the Martinborough Community Board. The Assets and Services Committee also resolved to support the proposal on the 27 October 2021.

The next steps of the project were to further develop the pump track concept, continue to secure community funding, 25k so far and to develop a consultation engagement plan, and for Council officers to review long-term financial implications. A project development plan has also been developed in accordance with the Management Plan.

Approval from the Committee to proceed in the new location is being sought, as are delegations to the Chief Executive so the project can be moved forward and approval of the Pump Park Development Plan.

2. Discussion

2.1 Centennial and Considine Park Management Plan

The pump track concept and its consistency with the Centennial and Considine Park Reserve Management Plan was explored in the report to the Committee on the 27 October 2021. It has been established that the proposed pump track is permitted under the original Declaration of Trust and the Park Management Plan.

Individual development projects need to be undertaken in accordance with the administration policies of the Management Plan (section 2.4). As such an overarching Pump Track Project Development Plan that addresses requirements of the Plan has been included in Appendix 1.

2.2 Track Location

In October, the track location signalled to the Committee was on the eastern side of Considine Park. Following community engagement, the location has been moved to the western side of the Park.

The new location mitigates concerns raised by neighbours about noise. It also mitigates noise impact to Centennial Park which is intended to be used as a quiet area for relaxation and reflection.





Council officers believe the new location is overall a better fit for the Park for the following reasons:

- Mitigates noise concerns raised by neighbours.
- Mitigates noise impact to Centennial Park.
- In summer months, any noise generated by users of the swimming pool will blend with noise generated from users of the pump track.
- Open areas of Considine Park remain intact.
- A carpark can be developed in an area of the Park that is already serving as an unofficial carpark for the Swimming Pool complex during the summer months.

The services of Trailpro Trail Construction have been contracted to provide a concept plan. The concept plan shows the proposed new location of the pump track and proposed supporting infrastructure (refer Appendix 2). A detailed design will be developed after Council approval of the Pump Park Project concept plan and proposed location.

2.3 Significance and Engagement

Council officers have classified the proposal as having low-medium significance and engagement does not need to follow the procedures identified within the Significance and Engagement Policy for formal consultation. The Policy criteria has been included in Appendix 3.

Criteria	Impact			Explanation
	Low	Medium	High	
Importance to South Wairarapa				Difficult to reverse: Once developed, the pump track would be difficult to remove, however there is no reduction in service levels and no change to activity groups.
Community Interest				Development has the potential to generate interest or controversy: Project has the appearance of having low-medium public interest and there are only a small number of affected parties, however there remains the potential for public interest to grow as the project progresses.
Consistency with Policy				Decision aligns with community outcomes, policies and plans.
Capacity and Capability Impact				Negligible impact on Council's capital and operational expenditure and resources as the project development is community funded.

The Community Group have undertaken a number of engagement and promotion events. A record of this engagement along with a communications plan is shown within the Project Development Plan.

Since October the Community Group has placed a project description and timeline along with the concept plan in the district libraries and Kitchener's Café in Martinborough (refer Appendix 4). Although the material clearly called for concerns, thoughts and ideas on the project no further was received. The Group has been engaging with the community since the project conceptualisation in late 2020. Council officers consider that if the community were concerned about this project, it is highly likely concerns would already be known. Typically, it is affected residents that are concerned with these types of developments. Feedback from affected residents and mitigations are presented in the Development Plan.

Officers consider that the community group has fulfilled the requirement to engage, and that the community wants the project to proceed. In addition, the wider community supporting the Greytown Wheels Park Project want the Pump Park Project to proceed. Greytown Community Board have supported the project within their draft Annual Plan submission (this is yet to be formally endorsed).

If the Committee agrees that there is "sufficient knowledge of the views and preferences of those likely to be affected by, or have an interest in, the matter", then the project can move forward. If not, then further engagement is appropriate and Council officers would need to step in and assist with a more formal district wide survey.

2.4 Legal and Policy Implications

Legislative and policy requirements were fully explored in the report to the Committee in October 2021.

A delegation to the Chief Executive will be required to enable the project to proceed through from the concept stage to detailed design and construction in a timely manner.

2.5 Financial Considerations

This project is not being funded by Council budgets, but the Community Group would be eligible for a Council grant via the Youth Grant Community Funding scheme and the Pain Farm fund.

Under delegation, the Chief Executive will not permit the project to start until the project is shown to be fully funded. The Chief Executive may permit a staged development.

If built correctly, concrete or asphalt surfaces should not require resurfacing. Maintenance of concrete and asphalt facilities generally revolves around graffiti removal and will be funded from existing budgets. Council officers will work with the Community Group to ensure that plants selected require low ongoing maintenance. A small increase in the operational budget of approximately \$5,000 will be required in order to maintain an additional asset.

3. Conclusion

The proposed pump track activity is permitted under the Centennial and Considine Park Management Plan and is supported by Council officers, Considine Park User Group, Martinborough Community Board as well as the wider community. Officers recommend that the Assets and Services Committee actively support this project to enable it to move forward.

4. Appendices

Appendix 1 – Pump Track Project Development Plan

Appendix 2 – Proposed Martinborough Pump Park Concept Plan

Appendix 3 – Significance and Engagement Policy; Significance Criteria

Appendix 4 – Pump Track Project Description

Contact Officer: Bryce Neems, Amenities and Solid Waste Manager

Reviewed By: Stefan Corbett, Group Manager Infrastructure and Services

Appendix 1 – Pump Park Project Development Plan

Pump Park Project Development Plan

For a new asset to be placed within Considine Park

Individual development projects need to be undertaken in accordance with the administration policies of the Centennial and Considine Management Plan (section 2.4). In addition, individual development projects need to consider the relevant issues outlined in section 4.3.1.b. of the Management Plan.

Administration Policies (2.4 of the Management Plan)

Given that it has been established that the pump track project is consistent with the Management Plan, the administration policies that are particularly pertinent to this development are the community engagement and collaboration and a plan has been put in place for engaging, collaborating and informing the community.

Engagement, Consultation, and Community Participation in Planning

In order to fulfill the engagement requirements as well as the community participation in planning of the project the following has been undertaken or is planned to take place:

Date	Nature of Engagement or Communication
October 2020	Facebook Marty Pump Track project opened and campaign started for a Martinborough pump track https://www.facebook.com/Marty-Bike-Pump-track-Project-109894440882858
7 November 2020	Pump track launch event - community fireworks fundraiser and bike raffle (bike donated by Green Jersey).
29 th March 2021, 17 May 22	Proposal taken to Considine Park User Group
27 May 21 and 16 August 21	Proposal taken to Martinborough Community Board
12 July 21	Letter to Princess Street residents that look onto Considine Park (refer Appendix 3). A call back message was left to all who were not home, and no contact was made.
17 July 21	Walk around the Park for affected residents
27 October 21	Proposal taken to Assets and Services Committee
April 22	Email to Martinborough Top10 regarding proposed new location
w/c 11 April 22	Concept plan and project information was distributed to three South Wairarapa libraries and Kitchener's Café.
May 22	Pump track project featured at Business Association meeting with 40 local business owners.
Date TBC	Martinborough School senior school engagement
June 22	A project page developed for promotion on Council's website
July 22	News and Notice of Council Approval of Pump Park Concept
Ongoing	Sharing of key milestones posted on the Marty Pump Track Project Facebook page on Council's Facebook page
Ongoing	Targeted communications in rates newsletter and Mayor's column (frequency and schedule to be agreed with the Communications Manager noting that this will cease for a period from 7 July 22 due to local government election rules)

Consideration of Relevant Issues (4.3.1.b of the Management Plan)

Specific developments need to have a prepared development plan that consider the relevant issues in the Management Plan.

The recreational classification of the reserve

The main purpose of a recreation reserve is the provision of areas for recreation and sporting activities. This is to provide for the physical welfare and enjoyment of the public and for protection of the natural environment and beauty.

The Centennial and Considine Park Management Plan vision is to manage and develop Centennial and Considine Park for public use and enjoyment in a sustainable manner that reflects the recreational and amenity values of the reserve.

The development of a bike pump track is consistent with the classification of the Park as a recreation reserve. The proposal has minimal impact on the open space area and provides for informal recreation and leisure by members of the public. The proposal includes a seating area and plantings around the paved track which will enhance the amenity value of the development and increase opportunities for the public to enjoy the Park.

The need, current use, and potential of the reserve

The pump track project is a community led project. The group have identified a need for recreational opportunities for youth in the South Wairarapa. Council officers have also identified a need for more recreational facilities for youth in the district. A common thread within feedback received from the 21/31 LTP consultation was the need for more things for youth to do.

The proposed pump track would be the only track of its type in the Wairarapa. There are compressed dirt bicycle tracks and mountain bike trails throughout the Wairarapa and flat wheel parks in both Carterton and Masterton with one proposed for Greytown, however there are no bike pump tracks. Pump tracks provide a different experience for riders and allow the use of bikes, scooters and skateboards.

As the use of Considine Park has changed since the Management Plan was developed (the South Wairarapa Pony Club has moved from the Park), there is an opportunity for a new development to be undertaken in the Park. A bike pump track would increase public enjoyment of the Park.

The need to develop existing facilities and/or to create new facilities

The bike pump track is a community group led project and funds are being raised by the group to fund development. Further developing existing facilities is not within the scope of the community group.

The requirement for development to be consistent with the recreational, historical and open space values of the reserve

Land was transferred to predecessors of South Wairarapa District Council in transfers dated 1914, 1920 and 1922. Each transfer was accompanied by a declaration of trust. These declarations stated that the land was to be held by the Council for use as a

public park and recreation ground. This declaration also listed a number of purposes that it could be used for, including as a public park, for cricket, football, tennis, bowling, swimming, skating, curling, biking, or for a pleasure garden.

The open space of the Park is being maintained and no significant trees will be removed for the pump track development. A feijoa tree may be removed to allow a carpark to be created.

The pump track project fits within the historic declarations of potential uses of the Park as well as the Recreation Reserve classification under the Reserves Act 1977.

The need to develop infrastructure to support better management and enjoyment of the reserve

Development of a pump track will provide increased opportunities for the public to enjoy the Park.

Increased development may drive the need for additional facilities to be developed such as public toilets or dedicated carpark spaces. Feedback from Princess Street residents prefer that car parking is not developed along Princess Street.

The Community Group will fund the development of a metalled car park as shown in the concept plan. Council officers will allocate money within future budgets for a toilet to be placed in the Park. The toilet will serve all users of the Park not just users of the Pump Track.

The requirement for amenity planting within the reserve

Planting is to be undertaken around the pump track with consideration given to plants that will help dull noise but still leave the track in view of the public. The cost of planting will be included within the final project budget submitted by the Community Group.

Planting of areas outside of the pump track area are outside the scope of the Community Group.

The need to develop pedestrian and/or vehicle access to/within the reserve

An all-weather access track from the pedestrian gate at the western end of the Park to the pump track has been included in the concept proposal, however this will not be required if a metalled car park is developed.

With the development of a footpath directly outside the western end of Considine Park, there are now developed pedestrian links from the town centre to the Park.

Vehicle access to the Park will be granted for development. Existing double gates to the east of the proposed development can be utilised for heavy vehicle access. Existing Council budgets will cover the costs of reinstating grass within the Park if it becomes necessary.

The need to minimise impact on neighbouring properties

Princess Street residents have been consulted on the pump track proposal. The following concerns were raised, and potential mitigations have been identified. When engagement was undertaken the proposed location was the eastern end of Considine Park.

Feedback	Mitigation/Comment
Did not want parking spaces to be created outside Considine Park (two people)	A dedicated carpark inside the Park would mitigate the need for street or berm parking.
Value of house would be lowered (one person)	<p>The new location has less adjacent or closely impacted neighbours.</p> <p>Build and maintain the amenity to a high standard.</p> <p>Maintain berms, trees and plantings in the Park and around the pump track so they remain attractive.</p> <p>Consider plantings that could dull the noise impact.</p> <p><i>A study in Auckland¹ found that being adjacent to a park does not raise or lower house prices (except apartments). Noise (road, airport) can have a negative effect. Nice neighbourhood aesthetics can raise values.</i></p>
Concern about location (one person)	Proposed location has been changed and dialogue with resident remains open.

The Considine Park User Group raised the following concern:

Concern	Mitigation/Comment
Potential for unsocial behaviour	<p>Community Group and Council to encourage adults to intervene if they see antisocial behaviour (self-police).</p> <p>Not providing dedicated carparking may reduce the likelihood of lingering.</p> <p>Council to promote the wider pro-social benefits and positive aspects of placemaking for youth.</p> <p><i>A study in Australia² has shown that there were more pro-social outcomes than anti-social outcomes of having a skatepark in within an inner metropolitan suburb. More broadly, the visible presence of skate parks and other youth amenities in our neighbourhoods, towns and cities, powerfully signals to young people that they too are welcome and a part of local place identity</i></p>

¹[How do Aucklanders Value their Parks](#)

²[Dispelling Stereotypes... Skate Parks as a Setting for Pro-Social Behavior among Young People](#)

The availability of funding and other resources required to undertake the development

For fundraising purposes, a partnership has been created with the Martinborough Youth Trust. This widens the scope and access to funds by the community group to include gaming trusts and other funding sources where a more formal and accountable structure is required.

The Community Group is responsible for raising all funding required to undertake the project.

Council officers will not allow the project to start until the Group has demonstrated that finances are sufficiently available to finish the project. Staged development may be approved if officers are satisfied that the Community Group has the ability to raise further funds to complete the project.

The priority of other development tasks

Out of scope for the Community Group.

The objectives and policies of the management plan

All objectives and policies of the Management Plan have been met.

Ongoing maintenance costs

The asset will be given to Council and Council will maintain out of the Reserves budget. An additional \$5,000 per year will be sought in the 24/34 Long Term Plan.

The benefit of developing facilities for youth outweighs the ratepayer impact of ongoing maintenance costs.

Appropriate signage

Additional signage is not required.

Maintaining the overall character of the reserve

The open space character of the reserve will be maintained, and the pump track area will be made attractive and inviting with plantings and a seating area.

Appendix 2 – Proposed Martinborough Pump Track Concept Plan

Proposed Martinborough Pump Track - Concept Plan



Appendix 3 – Significance and Engagement Policy; Significance Criteria

Schedule 1 – Criteria and factors for assessing significance

Criteria	Key factors to consider in assessment of significance rating	
	<div> <div>High</div> <div> <i>Degree of significance</i> </div> <div>Low</div> </div>	
Importance to South Wairarapa	<ul style="list-style-type: none"> Creates or ceases an activity group Large reduction in levels of service Irreversible or difficult to reverse 	<ul style="list-style-type: none"> No change to an activity group Little or no change in levels of service Easily reversed
Community Interest and impact on affected parties	<ul style="list-style-type: none"> High level of prior public interest or the potential to generate interest or controversy Large division in community view on the decision A moderate impact on a large proportion of the community or high impact on a moderate proportion Large impact on specific group(s) of the population (e.g. Maori, youth, town) or individuals 	<ul style="list-style-type: none"> Low level of prior public interest or low chance of generating interest or controversy General consensus in community view on the decision Low impact on a limited number of individuals No particular group of the population or individual affected
Consistency with existing policies and strategies	<ul style="list-style-type: none"> Decision is substantially inconsistent with current policies and strategies Decision is inconsistent with community outcomes Is a new direction from a prior decision 	<ul style="list-style-type: none"> Decision is highly consistent with current policies and strategies Decision aligns with community outcomes Is a logical step from a prior decision
Impact on Council's capacity and capability	<ul style="list-style-type: none"> High capital or operational expenditure Large impact on Council's overall resources and rating level or debt High impact on the Council being able to perform its role 	<ul style="list-style-type: none"> Low capital or operational expenditure Small impact on Council's overall resources and rating level or debt Low impact on the Council being able to perform its role

Appendix 4 – Pump Track Project Description

Martinborough Bike / Pump track project



What is a pump track?

A pump track is a circuit of rollers, banked turns and features designed to be ridden completely by riders "pumping"—generating momentum by up and down body movements, instead of pedaling or pushing



A pump track is designed for all things on wheels. From mountain bikes to bmx's and skateboards, a pump track is a playground for all wheels. By combining rolling jumps with turns they are accessible for all. Teaching the basic skills of carrying momentum, balance and speed by using your arms and legs to pump your bike/board/scooter around the track. As you get better the tracks are designed to provide more challenges for you with no changes to the construction. A feature that a 5-year-old can roll through can be used as a gap jump for a professional.

Benefits

Promoting an active outdoor lifestyle Pump tracks provide the opportunity for communities to be innovative and promote a healthy, active outdoor lifestyle. Pump tracks have become a hive of community activity, encouraging all generations to be healthy, fit and active. They teach basic skills such as balance and coordination that can cross over into multiple sporting disciplines. But most importantly they are FUN. Pump tracks are the modern day outdoor playground for all ages.

The Project Timeline

Considine User
group support ✓

Community Board
support ✓

Assets board step 1
support ✓

Next steps,

Community Feedback

Asset Board second
meeting

Council meeting

Complete Project
design

Raise funds & build!



We need your feedback!

This design concept is looking at what is potentially possible.

The nitty gritty of the design will come next but this is a rough concept given the space and budget we have in mind.

We welcome any concerns, thoughts and ideas on the project as part of the process.

This is a community led and driven project for our community and we want to make sure it works for everyone.

The aim is to complete this project in 2022.

Please send your feedback to Charlotte at nzlottie@hotmail.com

SOUTH WAIRARAPA DISTRICT COUNCIL

30 JUNE 2022

AGENDA ITEM B3

RECOMMENDATIONS FROM FINANCE, AUDIT AND RISK COMMITTEE

Purpose of Report

To provide an opportunity for members to consider recommendations received from the Finance, Audit and Risk Committee.

Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Finance, Audit and Risk Committee Report.*
2. *That the following recommendation from the Finance, Audit and Risk Committee be considered:*

Recommendations from Finance, Audit and Risk Committee	Resolution Number
2. Recommend that Council adopt the proposed fees and charges for official information requests for 2022/23 financial year.	FAR2022/21

1. Background

The reports to the Finance, Audit and Risk Committee meeting relating to the recommendations in this report can be found here: [Finance, Audit and Risk Committee Agenda](#)

The report relating to recommendation (FAR2022/21), was considered by the Finance, Audit and Risk Committee at their meeting on the 22 June 2022. Item B1, Setting Fees and Charges for Official Information Requests Report.

2. Appendices

Appendix 1 - Setting Fees and Charges for Official Information Requests Report – 22 June 2022

Contact Officer: Amanda Bradley, General Manager Policy and Governance

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 - Setting Fees and Charges for Official Information Requests Report – 22 June 2022

AGENDA ITEM B1

SETTING FEES AND CHARGES FOR OFFICIAL INFORMATION REQUESTS

Purpose of Report

The purpose of this report is to seek approval of the proposed official information request fees and charges.

Recommendations

Officers recommend that the Committee:

1. *Receive the Setting Fees and Charges for Official Information Requests Report.*
2. *Recommend that Council adopt the proposed fees and charges for official information requests for 2022/23.*

1. Background

Council work under the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. Any member of the public has the right to request information. We treat any requests for information a request made under the Local Government Official Information and Meetings Act 1987 (LGOIMA) or the Privacy Act 2020.

Council is entitled to charge for requests for information and has utilised this on occasion. For transparency, it is proposed this be added to council's schedule of fees and charges for 2022/23 to be included in the Annual Plan.

This report provides information on the proposed changes to fees and charges for answering official information requests and how this will be implemented by council officers.

2. Discussion

2.1 Levels of service

Over the past 12 months, council officers noted an increase in the volume and complexity of official information requests. On average, council receives 10 requests per month for official information.

2.2 Fees and charges

Fees and charges relating to official information requests covers staff time *exceeding one hour spent in actioning the request*, photocopy or printed pages to be provided *exceeding 20*, and any other costs for example: provision of video/audio/film tapes, documents on computer discs, off-site information retrieval.

The Chief Executive for council previously addressed fees and charges in 2014, which was then set at \$37.50 per half hour and 20 cents per copy. Based on the Ministry of Justice and Ombudsman guidelines, the charge for staff time states \$38 per half hour. The charges for copies remains unchanged. Please refer to Appendix 1 and 2 for the charging guides.

2.3 Decision making

The guide observes that sections 13(1), (3) and (4) of the LGOIMA anticipate charging decisions being taken on a case-by-case basis by a local authority, where it is reasonable for it to do so, after 'having regard' to the labour and materials involved in making the information available. Charging is not generally intended to directly offset the costs associated with meeting information requests, except where those costs are incurred pursuant to a request by the requester for urgency (section 13(3) of the LGOIMA refers).

Ombudsmen also expect agencies to turn their mind to the public interest considerations favouring disclosure of the information before fixing a charge, including whether the personal circumstances of the requester are such that it would be unreasonable to charge them for the supply of the information at issue.

Requests that incur fees and charges will be recorded by the council officer undertaking this work. Please refer to Appendix 3 for an exemplar.

2.4 Current informal process

1. Council receives OIA request
2. Assigned council officer logs request
3. Council officer sends request to appropriate person and asks if the response will take:
 - a. Longer than 1 hour (minimum "free")
 - b. More than 20 pages copied (minimum "free")
 - i. And if so, an estimate of the time involved and number of copies
 - ii. if the response is to be reviewed, and if it complex or politically sensitive it must be, to add this time
4. If 3 a and/or b are positive, council officer will calculate the cost and advise the requester, based on a minimum of half hour lots – i.e. if it runs one minute into a half hour then the full half hour is charged
 - a. No action will be taken until council receive the funds
 - b. If the requester can pay for the request, council officer will request finance team to generate an invoice and log payment
 - i. No info released until invoice paid
5. If 3a and b are negative, then the information can be collated and sent
 - a. Council officer to log response as normal.

3. Other considerations

3.1 Tāngata whenua

There are no issues identified in relation to iwi or hapu.

3.2 Financial impact

There are no additional costs in relation to this proposed change. Fees and charges do not have a material impact on rates revenue and align with cost recovery.

3.3 Community Engagement requirements

No community engagement required.

3.4 Risks

No additional risks identified.

4. Conclusion

In summary, officers recommend that the proposed fees for official information requests be approved for the 2022/23 financial year. The implementation of the fee charges is our recognition and response to the volume and complexity of requests and aligns with other local district councils.

Officers will prepare public notification of the new fees in line with the release of the Annual Plan 2022/23.

5. Appendices

Appendix 1 – Ministry of Justice, Charging Guidelines for Official Information Act 1982 Requests

Appendix 2 – Ombudsman, A guide to charging for official information under the OIA and LGOIMA

Appendix 3 - Record of fee payments exemplar.

Contact Officer: Amanda Bradley, General Manager, Policy & Governance

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Ministry of Justice, Charging Guidelines for Official Information Act 1982 Requests

Ministry of Justice, Charging Guidelines for Official Information Act 1982 Requests

18 March 2002

Official Information Act: Charging for Services

On 18 March 2002 the Government approved the following revised guidelines for charging for official information. These guidelines replace those approved by the State Sector Committee in January 1992 (STA (92) M 1/3) and set out in the Department of Justice memorandum of 26 February 1992.

They are provided for Government Departments, Crown Entities, State-owned Enterprises and all other organisations which are subject to the Official Information Act 1982. They represent what the Government regards as reasonable charges for the purposes of the Official Information Act and *should be followed in all cases unless good reason exists for not doing so*. Organisations covered by the Act who wish to develop their own charging regimes should be aware that charges are liable to review by an Ombudsman.

1. EXISTING CHARGES TO REMAIN
 - 1.1 There are currently areas where access to official information is given free of charge or pursuant to an existing charging arrangement set out in an enactment or regulations. The Official Information Act 1982 does not derogate from such access (section 52 refers); those arrangements are not changed by these guidelines.
2. FIXING THE AMOUNT OF CHARGE
 - 2.1 The amount of charge should be determined by:

- (a) establishing what type of information has been requested:
 - (i) if an identifiable natural person seeks access to *personal information* about that person then the request is governed by the Privacy Act 1993. These guidelines do not apply;
 - (ii) these guidelines apply to all requests for official information, and requests by body corporates for personal information about that body corporate.
- (b) the aggregate amount of staff time *exceeding one hour* spent in actioning the request.

This will include search and retrieval of information, the provision of transcripts and the supervision of access.

- (c) the number of A4 sized or foolscap photocopy or printed pages to be provided *exceeding 20*.

Non standard sized photocopy or printed paper such as that used for reproducing maps and plans will be charged on an actual and reasonable basis.

- (d) for *any other cost*, the amount actually incurred in responding to the request.

This will cover the provision of copies of video, audio and film tapes, the provision of documents on computer disc, the retrieval of information off-site, or other situations where a direct charge is incurred.

2.2 Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first should be aggregated for charging purposes.

2.3 The charge should represent a reasonable fee for access given. It may include time spent:

- in searching an index to establish the location of the

information;

- in locating (physically) and extracting the information from the place where it is held;
- in reading or reviewing the information; and
- in supervising the access to the information.

The charge should *not* include any allowance for:

- extra time spent locating and retrieving information when it is not where it ought to be; or
- time spent deciding whether or not access should be allowed and in what form. Note however that the actual, physical editing of protected information is chargeable.

- 2.4 Where the free threshold is only exceeded by a small margin it is a matter of discretion whether any fee should be paid and if so, how much.

3. STAFF TIME

- 3.1 Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing and supervising access where the total time involved *is in excess of one hour* should be charged out as follows, after that first hour:

- an initial charge of \$38 for the first chargeable half hour or part thereof; and
- then \$38 for each additional half hour or part thereof.

- 3.2 The rate of charge applies irrespective of the seniority or grading of the staff member who deals with the request, *except* where staff with specialist expertise who are not on salary are *required* to process the request, in which case a higher rate not above their actual rate of pay may be charged.

- 3.3 Time spent by staff in deciding whether or not to approve access and in what form to provide information should *not* be charged. While the decision to delete protected information is not chargeable, the physical editing is part of making the information available and is subject to charges.

4. PHOTOCOPYING

- 4.1 Photocopying or printing on standard A4 or foolscap paper where the total number of pages is *in excess of 20 pages* should be charged out as follows:

- 20c for each page after the first 20 pages.

5. OTHER COSTS

- 5.1 All other charges incurred should be fixed at an amount which recovers up to the actual costs involved. This would include:

- the provision of documents on computer discs;
- the retrieval of information off-site;
- reproducing a film, video or audio recording;
- arranging for the applicant to hear or view an audio or visual recording; and
- providing a copy of any map, plan or other document larger than foolscap size.

6. COST RECOVERY FOR COMMERCIALY VALUABLE INFORMATION

- 6.1 It is reasonable to recover actual costs involved in producing and supplying information of commercial value. However, the full cost of producing it in the first instance should not be charged to subsequent requesters.

7. REMISSION OF CHARGES

7.1 The liability to pay any charge may be modified or waived at the discretion of the department or organisation receiving the request. Such decisions should have regard to the circumstances of each request. However, it would be appropriate to consider inter alia:

- whether payment might cause the applicant hardship;
- whether remission or reduction of the charge would facilitate good relations with the public or assist the department or organisation in its work; and
- whether remission or reduction of the charge would be in the public interest because it is likely to contribute significantly to public understanding of, or effective participation in, the operations or activities of the government, and the disclosure of the information is not primarily in the commercial interest of the requester.

7.2 Questions which could be asked by decision makers in order to establish the level of public interest are, inter alia:

- Is the use of the information by the requester likely to make a significant contribution to operations and activities of government?
- Has the government requested submissions from the public on a particular subject and is the information necessary to enable informed comment?
- Is the use of information likely to contribute significantly to the understanding of the subject by the public at large as opposed to the individual understanding of the requester or a narrow segment of interested people?
- Is the information already in the public domain in either the

same or similar form which the requester could acquire without substantial cost?

- Is the public at large the primary beneficiary of the expenditure of public funds necessary to release the information or is it for the requester or a narrow segment of interested people?
- Is the information primarily in the commercial interest of the requester rather than the public interest?

- 7.3 While it might appear on initial consideration that requests for information for, say, research purposes or to write a book or to have available in a library, might be considered in the "public interest" and so answer some of the criteria, this may not necessarily be so. There should still be reasonable evidence to show that wider public benefit will accrue as a result of that research, or book or library depository. In the case of the media, however, it can be reasonably assumed that they do have access to means of public dissemination. Each request should be considered on a case-by-case basis in light of all relevant information.
- 7.4 Members of Parliament may be exempted from charges for official information provided for their own use. This discretion may be extended to cover political party parliamentary research units when the request for official information has the endorsement of a Member of Parliament. In exercising this discretion it would be appropriate to consider whether remission of charges would be consistent with the need to provide more open access to official information for Members of Parliament in terms of the reasonable exercise of their democratic responsibilities. The overall scheme of the legislation recognises that there is a balance between promoting readier access to official information and the administrative cost in time, labour and materials of that access. Accordingly, one of the factors to be taken into account when deciding whether a part or full charge may be appropriate is the amount of time and resources taken to provide the information requested.

8. DEPOSITS

- 8.1 A deposit may be required where the charge is likely to exceed \$76 [an hour of chargeable staff time] or where some assurance of payment is required to avoid waste of resources. A deposit may only be requested after a decision has been made to make the information available.
- 8.2 The applicant should be notified of the amount of deposit required, the method of calculating the charge and the likely final amount to be paid. Work on the request may be suspended pending receipt of the deposit.
- 8.3 The unused portion of any deposit should be refunded forthwith to the applicant together with a statement detailing how the balance was expended.

9. COST CONTROL

- 9.1 It is useful to keep in mind certain provisions in the Official Information Act 1982 which may reduce the amount of staff time and resources incurred in dealing with requests. These provisions, which should be considered when a request is first received, are namely:
 - (a) Sections 12(2) and 13 which enable the holder of the information to ask the requester to specify the request with due particularity in order to narrow down the scope of the request and thereby reduce *staff* time and effort in responding. Note that section 13 places a duty on the holder to give reasonable assistance to a person to make their request in a manner that is in accordance with section 12;
 - (b) Section 14(b)(ii) which enables the holder to transfer the request where the request relates more closely to the functions of another department, Minister or organisation and where that other department, Minister or organisation is therefore able to deal with the request more efficiently;

- (c) Section 18(f) which enables the holder to refuse requests which require substantial collation or research; and
- (d) Section 16 which enables the holder to provide information in a manner other than that requested where compliance with the requester's preferred method of disclosure would "impair efficient administration".

10. REVIEW OF DECISIONS ON CHARGES

- 10.1 Section 28(l)(b) of the Official Information Act 1982 provides that the Ombudsman may investigate and review any decision on the charge to be paid in respect of a request for access to official information. When informing applicants of charges to be paid, organisations should point out this right of appeal to the Ombudsman.
- 10.2 A record should be kept of all costs incurred. Wherever a liability to pay is incurred the applicant should be notified of the method of calculating the charge and this fact noted on the record.

11. OMBUDSMAN INVESTIGATIONS

- 11.1 Any Ombudsman discharging statutory functions of investigation under the Ombudsmen Act 1975, whether for the purposes of that Act, or for reviews under the Official Information Act 1982 or the Local Government Official Information and Meetings Act 1987, is not subject to any charging regime. A statutory duty is imposed under that legislation on the person or organisation to comply with any request made pursuant to such an investigation and charging regimes under Government policy are not applicable.

12. GST

- 12.1 The charges given in these guidelines are inclusive of GST.

Appendix 2 – Ombudsman, A guide to charging for official information under the OIA and LGOIMA

Charging

A guide to charging for official information under the OIA and LGOIMA

Agencies can make reasonable charges for supplying official information under the OIA and LGOIMA.

This guide explains:

- *when it is reasonable to charge;*
- *what an agency can charge for;*
- *what is a reasonable charge; and*
- *how to charge.*

It also has practical resources including a step-by-step work sheet for charging, a template charging letter and a sample estimate of costs.

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What the Acts say

There is no specific charging provision in the OIA and LGOIMA. What they say about charging is found in the section dealing with decisions on requests ([section 15 of the OIA](#) and [section 13 of the LGOIMA](#)). In essence:

- An agency ‘*may charge for the supply of official information*’.¹
- An agency that receives a request for official information must, within the statutory or extended timeframe,² make and communicate its decision ‘*whether the request is to be granted and [if so] in what manner and for what charge (if any)*’.³
- Any charge fixed must be ‘*reasonable*’, and regard may be had to the cost of labour and materials involved in making the information available, and any costs incurred in meeting an urgent request.⁴
- An agency can require the whole or part of any charge to be paid in advance.⁵
- Complaints about charges can be investigated by the Ombudsman.⁶

This means that agencies can impose a **reasonable** charge—subject to external review by the Ombudsman—to recover some of the costs of actually making the information available.

Charge means release

In order to charge, an agency must have already decided to release at least some of the information at issue. This is because the legislation **only authorises a charge to be made:**

- at the same time as a **decision to grant the request**;⁷
- for the **supply** of official information.⁸

No charge can be made in respect of information that is withheld.

¹ See s 15(1A) OIA and s 13(1A) LGOIMA.

² For more information about timeframes, see our guides [The OIA for Ministers and agencies](#) and [The LGOIMA for local government agencies](#).

³ See s 15(1)(a) OIA and s 13(1)(a) LGOIMA.

⁴ See s 15(2) OIA and s 13(3) LGOIMA. Note also s 13(2) LGOIMA, which provides that any charge ‘*shall not exceed the prescribed amount*’. However, no prescribed amount has ever been set.

⁵ See s 15(3) OIA and s 13(4) LGOIMA.

⁶ See s 28(1)(b) OIA and s 27(1)(b) LGOIMA.

⁷ An agency must decide ‘*whether the request is to be granted and [if so] in what manner and for what charge*’—see s 15(1)(a) OIA and s 13(1)(a) LGOIMA.

⁸ An agency ‘*may charge for the supply of official information*’—see s 15(1A) OIA and s 13(1A) LGOIMA.

When is it reasonable to charge?

It is not generally reasonable to charge for complying with **simple requests**. However, it may be reasonable to recover some of the costs associated with requests for information that would require **considerable labour and materials**. As the Committee that recommended the enactment of the OIA (the Danks Committee) noted:⁹

*Doubtless many enquiries, as at present, will be capable of ready and convenient response. To levy fees or charges other than for copying at the ‘easy’ end of answering would be seen as obstructive, and would frustrate the openness we seek. But some enquiries will doubtless engage **considerable** time and attention when less obviously available answers are sought. Search, abstraction, collation and copying could combine into formidable workloads. Even if research or quasi-research activities are firmly ruled out and the simpler enquiries are allowed to be free, there is left a middle ground where charging will be warrantable. (Emphasis added).*

What is ‘*considerable*’, in terms of the labour and materials required, will depend on the circumstances of the case, including the extent of resources available to the agency to deal with the request. What is ‘*considerable*’ for a small agency with few resources will not be the same as what is ‘*considerable*’ for a large agency with lots of resources. It may be reasonable to charge if a request will have a **significant impact** on the agency’s ability to carry out its other operations.

When a request is so considerable that it would require ‘*substantial collation or research*’ to make the information available, agencies are expressly required to consider whether charging would enable the request to be met.¹⁰

It may also be relevant to consider the requester’s recent conduct. If the requester has previously made a **large volume of time-consuming** requests to an agency, it may be reasonable to start charging in order to recover some of the costs associated with meeting further requests.

Note, however, that some requesters (for example, MPs and members of the news media), may have good reasons for making frequent requests for official information, and they should not be penalised for doing so (see [Is it reasonable to charge MPs and parliamentary research units](#) and [Is it reasonable to charge the news media?](#)).

⁹ Committee on Official Information. [Towards Open Government: Supplementary Report](#) (July 1981) at 35.

¹⁰ See ss 18(f) and 18A(1)(a) OIA and ss 17(f) and 17A(1)(a) LGOIMA.

What can an agency charge for?

Charging under the OIA and LGOIMA is not generally about full cost-recovery.¹¹ Full cost-recovery would be inconsistent with the purpose of the legislation, which is to progressively increase the availability of official information to the people of New Zealand. As the Law Commission has noted:¹²

*The role of charging in the official information process has never been a full cost-recovery exercise. Where charges are applied they represent a **partial** recovery of **some** aspects of agency time and other costs incurred in responding to requests (emphasis added).*

Hence there are:

- [activities that can be charged for](#); and
- [activities that can't be charged for](#).

The key restriction is that agencies cannot charge for **time spent deciding** whether or not to release information. This is because charges are only authorised for the **supply** of official information, in the context of a decision having **already been made** to grant the request (see [Charge means release](#)).

There is a cost associated with agency compliance with the official information legislation. However, as the Danks Committee observed, that cost is **part of the government's responsibility** to keep people informed of its activities (the term '*government*' being read in the widest possible sense).¹³

The official information legislation is an **important part of New Zealand's constitution**,¹⁴ and processing official information requests is a **core agency function**. Costs that cannot be passed on to the requester must be carried by the agency, both in infrastructural terms, and in its administrative and budgeting arrangements.

¹¹ It may be reasonable to recover the full costs of supply in some limited circumstances, see [Charging for commercially valuable information](#).

¹² Law Commission. *The Public's Right to Know: Review of the Official Information Legislation*. (NZLC R125, 2012) at 202.

¹³ Committee on Official Information. [Towards Open Government: General Report](#) (December 1980) at 37.

¹⁴ The OIA has been described as '*a constitutional measure*' (*Commissioner of Police v Ombudsman* [1988] 1 NZLR 385 (CA) at 391), and '*an important component of New Zealand's constitutional matrix*' (*Kelsey v the Minister of Trade* [2015] NZHC 2497 at paragraph 19).

Activities that can be charged for

Remember, these can only be calculated once the decision on release has already been made (see [Charge means release](#)).

Labour	<ul style="list-style-type: none"> • Search and retrieval • Collation (bringing together the information at issue) • Research (reading and reviewing to identify the information at issue) • Editing (the physical task of excising or redacting withheld information) • Scanning or copying • Reasonably required peer review in order to ensure that the above tasks have been carried out correctly • Formatting information in a way sought by the requester • Supervising access (where the information at issue is made available for inspection) • Reproducing film, video or audio recordings
Materials	<ul style="list-style-type: none"> • Paper (for photocopying) • Discs or other electronic storage devices that information is provided on
Other actual and direct costs	<ul style="list-style-type: none"> • Retrieval of information from off-site

Activities that can't be charged for

Decision making See case 178413	<ul style="list-style-type: none"> • Work required to decide whether to grant the request in whole or part, including: <ul style="list-style-type: none"> - reading and reviewing to decide on withholding or release; - seeking legal advice to decide on withholding or release; - consultation to decide on withholding or release; and - peer review of the decision to withhold or release. • Work required to decide whether to charge and if so, how much, including estimating the charge.
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Administrative inefficiencies or poor record-keeping See case 172047	<ul style="list-style-type: none"> • Searching for / retrieving information that is not where it should be because of administrative inefficiencies or poor record-keeping
Administrative costs associated with the way an agency chooses to process a request See case 177195	<ul style="list-style-type: none"> • Drafting a cover letter • Drafting a briefing for the Minister • Formatting information in a way preferred by the agency but not sought by the requester
Costs not directly related to supplying the information See case 307851	<ul style="list-style-type: none"> • General overheads, including costs of establishing and maintaining systems and storage facilities

What is a reasonable charge?

In most cases, a charge will be reasonable if it has been set:

1. in accordance with the current Government [Charging Guidelines](#) (or **equivalent** charging policy); and
2. with due regard to any circumstances warranting [remission](#).

Charging Guidelines

The Government has issued *Charging Guidelines* to be followed by agencies subject to the OIA. These can be accessed from the Ministry of Justice website www.justice.govt.nz.

Successive Ombudsmen have accepted that charges set in accordance with the *Charging Guidelines* are reasonable, provided due regard has been paid to any circumstances warranting remission (see [Remission of charges](#)).

The *Charging Guidelines* specify standard charges of:

- \$38 per half hour of staff time in excess of one hour; and
- \$0.20 per page for photocopying in excess of 20 pages.

An agency may be justified in charging higher rates for staff time where staff with **specialist expertise** that are **not on salary** (ie, contractors) are **required** to process the request, in which case a rate not exceeding their actual rate of pay per hour may be charged.

Although the *Charging Guidelines* do not apply to **local government agencies**, it is reasonable for such agencies to make their charging decisions in accordance with the guidelines (see cases [176345 and 368207](#) and [307851](#)).

Agencies may develop their own charging policies (see [Developing a charging policy](#)). However, the application of an internal charging policy that is inconsistent with the *Charging Guidelines*, for example, by charging higher rates for staff time or photocopying, risks an Ombudsman's finding on review that the charge in question was unreasonable (also see cases [176345 and 368207](#) and [307851](#)).

Remission of charges

The setting of a '*reasonable*' charge for supplying official information requires due regard to be given to any circumstances warranting remission. Remission means reducing or cancelling the charge that would otherwise be set. Remission may be warranted because:

- there is a compelling [public interest](#) in making the information available; and/or
- meeting the charge would be likely to cause [hardship](#) to the requester.

Remission in the public interest

Agencies must consider whether there are any circumstances warranting remission of the charge in the public interest.

Read our guide to the [Public interest](#), which sets out some example public interest considerations favouring release of official information, and some factors that can affect the weight of the public interest in release.¹⁵

The [Charging Guidelines](#) also set out some public interest considerations and questions that should be considered by agencies before imposing a charge. As noted above, these guidelines can be accessed from the Ministry of Justice website www.justice.govt.nz.

In addition, the following questions are relevant:

1. Is there a public interest in making the information **generally available**—that is, not just to the requester? If so, it may be unreasonable to make the requester alone bear the cost of release (see case [274689](#)).
2. Does the information have **special relevance** to the requester? If the personal interests of the requester give rise to a broader public interest in release to that person (for example, to promote procedural fairness), it may be unreasonable to charge, or to charge the full amount.

¹⁵ While this is a guide to conducting the public interest test in section 9(1) of the OIA (section 7(1) of the LGOIMA), the same considerations are relevant in deciding whether remission of charges is warranted in the public interest.

In cases [274689](#), [172047](#) and [W50332](#) the Ombudsman concluded the charge should be remitted wholly or in part due to the public interest. In cases [400121](#), [319893](#), [302392](#), [178468](#) and [177195](#) the Ombudsmen concluded the public interest did not require remission of the charge.

Remission due to hardship

Agencies must also consider whether meeting the charge would be likely to cause hardship to the requester. Hardship means the charge will be **excessively costly** for the requester to bear, such that the requester will be unable to meet the charge and still afford the essentials for life or business.

Whether hardship is likely to occur will depend on the level of the proposed charge and the financial means of the requester. An agency should consider what it already knows about the financial means of the requester (if anything), as well as any information advanced by the requester in support of an assertion of limited means. It does not have to actively enquire into a requester's financial means before deciding to impose a charge.

In a number of cases, the Ombudsmen have concluded that hardship **on its own** is insufficient reason to remit an otherwise reasonable charge **in full**. There should also be some other public interest factors favouring disclosure of the information (see cases [177195](#) and [178486](#)).

Is it reasonable to charge MPs and parliamentary research units?

There is nothing in the legislation which says that MPs and parliamentary research units cannot be charged for the supply of official information. However, the usual approach has been to remit any charge that would otherwise have been fixed, in recognition of the public interest in MPs having access to official information to assist in the reasonable exercise of their democratic responsibilities.

The *Charging Guidelines* state:¹⁶

Members of Parliament may be exempted from charges for official information provided for their own use. This discretion may be extended to cover political party parliamentary research units when the request for official information has the endorsement of a Member of Parliament. In exercising this discretion it would be appropriate to consider whether remission of charges would be consistent with the need to provide more open access to official information for Members of Parliament in terms of the reasonable exercise of their democratic responsibilities.

There are important reasons for not charging MPs and parliamentary research units:¹⁷

[These include] the Opposition's limited resources, and the constitutional importance of the [OIA] (and the parliamentary question procedure) as means of

¹⁶ See paragraph 7.4 of the *Charging Guidelines*.

¹⁷ Law Commission. *Review of the Official Information Act 1982* (NZLC R40, 1997) at 57.

keeping the executive accountable to the legislature. Scrutiny and control over the activities of the government have long been recognised as amongst Parliament's most important functions. Indeed, s 4 of the Act expressly refers to 'the principle of the Executive Government's responsibility to Parliament'. Because of the whip system and other forms of party discipline, the scrutiny and control functions in practice fall largely on the Opposition; to exercise them effectively it must have access to information. Replies to Opposition requests for official information and parliamentary questions, published or broadcast in the media, in turn form an important source of information to the public about the activities of government.

These important reasons mean it will often be unreasonable to charge MPs and parliamentary research units for the supply of official information.

However, charging MPs and parliamentary research units is permissible under the legislation, and may be reasonable in some circumstances. As the Law Commission noted in 2012:¹⁸

*There is no reason why **unreasonable** political requests should be completely exempt. Voluminous and unrefined requests from parliamentary research units can cause a great deal of expenditure of resources. The charging mechanism should be available to agencies as a defence mechanism in appropriate cases, regardless of the source of the request (emphasis added).*

The Ombudsman has, on occasion, upheld charges against MPs who have made excessively burdensome requests (see case [172047](#)).

Is it reasonable to charge the news media?

Members of the news media¹⁹ are in the same position as any other requester when it comes to charging. A reasonable charge may be imposed, in accordance with the *Charging Guidelines*, and with due regard to any circumstances warranting remission.

However, when assessing whether remission is warranted in the public interest, agencies should consider the **important democratic and constitutional role of the news media** in informing members of the public. As the courts have recognised (in articulating the rationale for openness in judicial proceedings), the news media act as the '*surrogates of the public*'.²⁰ The public interest role performed by the news media may make it unreasonable, in the circumstances of the particular case, to charge, or to charge the full amount.

¹⁸ Note [12](#) at 211.

¹⁹ Following the definition in [s 68\(5\) of the Evidence Act 2006](#), 'news media' is media for the dissemination to the public or a section of the public of news and observations on news. Following the judgment of the High Court in *Slater v Blomfield* [2014] NZHC 2221, this can include a blogger who regularly disseminates news (ie, new information about recent events or events of interest to the public), or observations on news, to a significant body of the public.

²⁰ *R v Liddell* [1995] 1 NZLR 538, 546–547.

In case [179387](#), the Ombudsman concluded that notwithstanding the media's important function of informing the public on matters of public interest, it was reasonable to charge for the requested information.

Charging for commercially valuable information

As noted earlier, charging under the OIA and LGOIMA is not generally about full cost-recovery (see [What can an agency charge for?](#)). However, it may be reasonable to recover the full costs of supplying information of commercial value to the requester. This is on the basis that the cost will generally be able to be recovered as some form of business expense.

The *Charging Guidelines* say:²¹

It is reasonable to recover actual costs involved in producing and supplying information of commercial value. However, the full cost of producing it in the first instance should not be charged to subsequent requesters.

Agencies should first be satisfied that the requester:

- has a commercial (ie, profit seeking) motive; and
- is likely to use the information to generate a profit.

As in any case, it will still be necessary to consider the [public interest in remission](#) of the proposed charge. One relevant consideration in this context is the public interest in promoting commercial innovation and economic growth, which is recognised by the Government's open data initiatives (see www.digital.govt.nz).

For an example of a case where the agency tried to recover the actual cost of supplying information it considered commercially valuable see [172531](#).

How to charge

This section provides advice on how to charge, including [calculating the charge](#), and [communicating the decision to charge](#). There can be a bit of work involved in charging, and not all requesters are prepared to pay a charge—particularly a large one. This makes it **very important** to [engage with the requester](#) as early as possible, and to consider [options for reducing or removing the need to charge](#).

Some basics

The basic order of charging looks like this.

1. Decide to release the information.
2. Calculate the charge. (See [Calculating the charge](#) for details of how to do this.)

²¹ See paragraph 6.1 of the *Charging Guidelines*.

3. Communicate the decision to release the information subject to a charge, as soon as reasonably practicable and no later than 20 working days after the day the request was received (unless that timeframe is extended).²² (See [Communicating the decision to charge](#) for the details that should be included.)
4. Await payment of the deposit (if applicable) and/or confirmation that the requester accepts the charge.
5. Prepare the information for release.
6. Release the information without '*undue delay*'.²³

The decision to charge has to be communicated at the same time as the decision to release some or all of the requested information (see [Charge means release](#)). This means it must be done within the statutory (maximum 20 working days), or extended timeframe.

It is just the **decision** on the request (including the decision to charge) that has to be communicated within this timeframe. The obligation in terms of **releasing** the information is to do so without '*undue delay*'.²⁴ A delay occasioned solely by awaiting confirmation that the requester has accepted the charge or paid the deposit (if applicable) will not be undue.

It is necessary to spend some time scoping the request and reviewing the information in order to decide that the request can be granted and calculate the charge. However, an agency **should not start preparing** the information for release until after the requester has accepted the charge or paid the deposit (if applicable). Otherwise the agency will have wasted its time preparing the information for release if the requester does not agree to pay the charge.

Can an agency charge if it has breached the statutory or extended timeframe for making a decision?

Yes. However, agencies should consider whether their breach of timeframes would make it unreasonable to charge, or to charge the full amount. Where there have been significant delays, or delays resulting from the agency's own administrative failings, a reduction in the charge may be warranted.

In case 175470, the Ombudsman considered the requester's argument that a breach of timeframes warranted a reduction in the charge. The Ombudsman noted that a significant delay in responding has sometimes prompted other agencies not to charge.

However, the Ombudsman accepted that the delay in that case did not justify a reduction. It was occasioned in part by the requester's changes to the focus and complexity of the requests, and by the need to comply with the requester's specific

²² See ss 15(1)(a) and 15A OIA and ss 13(1)(a) and 14 LGOIMA.

²³ See s 28(5) OIA and s 27(5) LGOIMA.

²⁴ See s 28(5) OIA and s 27(5) LGOIMA.

formatting preferences. In addition, the actual time taken to process the request was significantly more than the requester was charged for.

Can an agency charge after it has already released the information?

No. Decisions on charges must be made at the same time as the decision to release the information. This gives the requester the opportunity to refine or withdraw their request in order to avoid the charge.

In case W45424, the Airways Corporation sought to impose a substantial charge six weeks after having already made the information available. At no stage had the requester been advised that a charge was contemplated. The Ombudsman found that Airways was not entitled to levy a charge, because it had not done so in accordance with the legislation (section 15(1) of the OIA). You can read the full case note [here](#).

In case 299328, a council charged \$38.50 to supply a one page document. The charge was based on aggregating the time taken to respond to this and previous requests for information. The Ombudsman noted that while it is possible to aggregate requests for the purpose of calculating a charge,²⁵ any charge must be quoted to the requester before the information is provided. A requester cannot be charged by retrospectively aggregating responses to previous requests with a new request.

Calculating the charge

A charge is calculated by estimating:

- the volume of information at issue, or that needs to be searched through to find the information at issue;
- the time required to complete the [activities that can be charged for](#);
 - search and retrieval;
 - collation (bringing together the information at issue);
 - research (reading and reviewing to identify the information at issue);
 - editing (the physical task of excising or redacting withheld information);
 - scanning or copying;
 - reasonably required peer review in order to ensure that the above tasks have been carried out correctly; and
- the cost of any materials, for example, paper for photocopying.

²⁵ See paragraph 2.2 of the *Charging Guidelines*.

Estimating the **volume** of information at issue is made easier with modern email and document management systems. These can be interrogated using appropriate search terms to estimate the total number of potentially relevant documents.

The **time required** can be estimated by adopting some reasonable assumptions about how long it will take to complete the [activities that can be charged for](#). The best way of establishing these assumptions is to carry out a sample exercise; that is, by timing how long it takes to do the chargeable activities for a representative sample of the information, and using that to extrapolate an estimated total.

Formula for charging

$$(((\text{Estimated hours staff time}] - 1) \times \$76) + (((\text{Estimated pages to be photocopied}] - 20) \times \$0.20) = [\text{Amount agency may wish to consider charging}]$$

Case [302392](#) provides an example of how an agency and the Ombudsman went about estimating the work involved in processing a request and calculating a reasonable charge. There is also a [sample estimate of costs](#) in the appendix to this guide that agencies can use as a basis for calculating charges.

Can a charge be increased?

The Acts talk about charges being **‘fixed’**. This suggests that the amount of the charge should be **ascertainable** and reasonably **certain** by the time a decision is made on the request.

This makes it important for agencies to **take the time up front** to adequately scope the request. Scoping the request means interpreting the request (what is the requester asking for?), and identifying the information (what do we hold and where?). Adequate scoping is essential for the calculation of accurate charges.

In preference to having to increase a charge, agencies should aim to calculate the **maximum** charge to the requester, and explain that any unused component of that charge will be refunded.

It may be unreasonable to subsequently increase a charge that has already been fixed and agreed to by the requester, particularly if the increase is substantial and/or the requester has not been adequately forewarned of that possibility (see case [176924](#)). It may also be unreasonable for an agency to change its mind, and subsequently seek to refuse a request that was previously granted subject to a charge (see case [304081](#)).

Communicating the decision to charge

As noted earlier (see [Some basics](#)), the decision to supply information subject to a charge must be communicated as soon as reasonably practicable and no later than 20 working days after the day the request was received (unless that timeframe is extended).

The decision to charge should explain the following:

- that the agency has decided to grant the request (or part of the request) for payment of a charge;
- the maximum amount of the charge;
- how the charge has been calculated (agencies can use the [sample estimate of costs](#) in the appendix to this guide);
- whether all or part payment of the charge is required in advance of release of the information and, if so, how payment can be made;
- the timeframe within which the information will be released once the charge is accepted and (if applicable) the deposit paid;
- that the requester has the right to complain to the Ombudsman about the decision to charge.

Where only part of the request is being granted, the information to be released should be described in sufficient detail to enable the requester to decide whether it is worth paying the charge.

Agencies should also provide the contact details of a subject matter expert who can provide reasonable assistance to the requester if they wish to change or refine their request in a way that reduces or removes the need to charge.

There is a [template charging letter](#) in the appendix to this guide.

Engaging with the requester

Engaging with the requester is in everyone's best interests. It means the requester is more likely to get what they want in the most efficient way possible.

The purpose of engaging with the requester is to clarify the request and to help them change or refine it in a way that reduces or removes the need to charge. Some requesters simply do not understand how much information is held, and how much effort will be needed to provide it. Some will be content with a narrowed-down request, or to receive only a few key documents among the many available, or to see a list of titles from which they can choose (see [Options for reducing or removing the need to charge](#)).

The earlier engagement takes place the better. Calculating a charge requires adequate scoping and careful estimation. This is wasted time if the requester is not prepared to pay a charge, or a charge of the magnitude being contemplated. Often the best way of engaging with a requester is a face-to-face discussion or a discussion over the telephone. The following text box has some talking points that agencies could use in a discussion with the requester or adapt for written communications.

Talking points—Engaging with requesters

Here are some talking points for engaging with requesters.

- *'It's a really big request'*: Explain that it will take considerable labour and materials to meet the request as it is currently framed.
- *'We think it will take this much work'*: Give any early order estimates of the volume of information at issue, the amount of time required to process the request, and the impact on the agency's other operations.
- *'We're thinking of charging'*: Explain that unless the request is changed or refined the agency is likely to impose a charge.
- *'We want to help you refine it'*: Explain that the agency wants to work with the requester to change or refine the request in a way that reduces or removes the need to charge.
- *'Here are some of our ideas for how the request could be refined or met without having to charge'*: Canvass any [Options for reducing or removing the need to charge](#).
- *'Here's who can help'*: Provide contact details for a subject matter expert who can provide reasonable assistance to the requester to change or refine their request.

Note that in certain circumstances, an agency may be justified in treating any amended or clarified request as a new request for the purpose of calculating the maximum timeframe for response.²⁶

Options for reducing or removing the need to charge

It is important to consider whether there are other ways to meet the request that would reduce or remove the need to charge. For example:

- Identifying relevant information that is readily retrievable and able to be supplied free of charge (see cases [319893](#) and [376161](#)).
- Refining the time period covered by the request.
- Refining the types of document covered by the request. For example, document types can include: emails, draft papers/reports, final papers/reports, reports or briefings to Ministers, aides-memoire, and Cabinet papers. Requesters may be happy to receive key documents (such as final papers/reports, or reports/briefings to Ministers or Cabinet), if they understand that their request for all information on a subject is problematic and may be met with a charge.
- Providing a list of the documents that are potentially in scope of the request, if one can be generated through the agency's document management system.

²⁶ See ss 15(1AA) and (1AB) of the OIA and ss 13(7) and (8) of the LGOIMA. See also 'Amended or clarified requests' in [The OIA for Ministers and agencies](#) or [The LGOIMA for local government agencies](#).

- Limiting search terms by agreement with the requester, thereby yielding a smaller number of more relevant results.
- Providing the information in electronic form, in order to avoid the need for photocopying charges.²⁷
- Providing the information at issue in an alternative form (for example, an opportunity to inspect the information or receive an oral briefing on the information),²⁸ and/or subject to conditions on publication or dissemination (see case [173607](#)).²⁹ This is permissible where supplying the information in the way preferred by the requester would ‘*impair efficient administration*’ (among other reasons).³⁰ The requester may prefer to receive the information in an alternative form than to pay a charge.

Developing a charging policy

Agencies may wish to develop their own charging policies. In addition to being consistent with the law, internal charging policies should meet the following criteria:

- They should be consistent with the *Charging Guidelines*.

Agencies subject to the OIA are generally required to follow the *Charging Guidelines* (the *Guidelines* say they should be followed ‘*in all cases unless good reason exists for not doing so*’). Agencies subject to the LGOIMA are not required to follow the *Charging Guidelines*. However the application of an internal charging policy that is inconsistent with the *Charging Guidelines*, for example, by charging higher rates for staff time or photocopying, risks an Ombudsman’s finding on review that the charge in question was unreasonable (see cases [307851](#) and [176345 and 368207](#)). Inconsistency with the *Charging Guidelines* may be justifiable if it works in the requester’s favour, for instance, by charging lower rates for staff time or photocopying, or by allowing a longer free period before the ability to charge kicks in.
- They should be applied on a case by case basis.

The blanket application of a charging policy (for example, by applying a ‘*standard charge*’) without regard to the circumstances of a particular case is unreasonable. Any internal charging policy must retain the flexibility to remit a charge in whole or part where that is warranted in the circumstances of the case. Specific regard must be had to

²⁷ See s 16(1A) OIA and s 15(1A) LGOIMA.

²⁸ See s 16(1) OIA and s 15(1) LGOIMA. For more information about the form of release see ‘*Deciding how to release information*’ in [The OIA for Ministers and agencies](#) or [The LGOIMA for local government agencies](#).

²⁹ See s 28(1)(c) OIA and s 27(1)(c) LGOIMA. For more information about imposing conditions on the use, communication or publication of information see ‘*Conditional release*’ in [The OIA for Ministers and agencies](#) or [The LGOIMA for local government agencies](#). Note, in particular, that conditions are not enforceable under the official information legislation.

³⁰ See s 16(2) OIA and s 15(2) LGOIMA.

the public interest in making the information available (see [Remission in the public interest](#)), and whether meeting the charge would be likely to cause hardship to the requester (see [Remission due to hardship](#)).

- They should be publicly available.

Agencies that have adopted an internal charging policy should make it available to the public on their website. This is the type of internal decision making rule that people have a right to access under section 22 of the OIA (section 21 of the LGOIMA).

Our staff are able to provide advice and guidance to agencies developing internal charging policies, including reviewing and commenting on draft policies (see [Further guidance](#)).

Other types of charge

Charges set by other enactments

Where a charge for access to official information is set by another Act, or by regulations in force immediately before the OIA (or LGOIMA),³¹ that Act or those regulations will prevail. This is because there is a savings provision in the OIA and LGOIMA, which provides that nothing in the legislation derogates from any provision in any other Act, or in any regulation in force immediately before the OIA (or LGOIMA), which regulates the manner in which official information may be obtained or made available.³² See case [319893](#).

Information for sale

Some agencies are in the business of selling information. This includes:

- official information (that is, information that is already **held** by an agency); and
- information that an agency has the ability to **create**.

Official information available for purchase

Where official information is available to purchase to any person for a set fee, it may be open to an agency to refuse a request for that information under the OIA or LGOIMA on the basis that it is already publicly available.³³ This is provided the purchase price is not patently excessive. See case [177600](#).

³¹ 1 July 1983 for the OIA; 1 March 1988 for the LGOIMA.

³² See s 52(3)(b)(ii) OIA and s 44(2)(b)(ii) LGOIMA.

³³ See s 18(d) OIA and s 17(d) LGOIMA.

Information that can be created for a fee

Where information can be **created** for a fee the OIA and LGOIMA will not apply; nor will the *Charging Guidelines*. This is because the OIA and LGOIMA only apply to information that is already **held** by an agency.³⁴ However, an agency will need to be able to demonstrate affirmatively that it would need to create the information, as opposed to collating information that is already held.

Any complaint about the fee for creation of information cannot be considered by the Ombudsman under the OIA or LGOIMA. However, the Ombudsman may be able to consider a complaint about the reasonableness of the fee under the Ombudsmen Act 1975.³⁵ See case [376161](#).

Further guidance

For more information about processing official information requests, see our guides [The OIA for Ministers and agencies](#) and [The LGOIMA for local government agencies](#).

Our website contains searchable case notes, opinions and other material, relating to past cases considered by the Ombudsmen: www.ombudsman.parliament.nz.

You can also contact our staff with any queries about charging, or for advice and guidance on developing an internal charging policy, by email info@ombudsman.parliament.nz or freephone 0800 802 602. Do so as early as possible to ensure we can answer your queries without delaying the response to a request for official information.

³⁴ See s 2 OIA and LGOIMA.

³⁵ Provided the agency is subject to that Act.

Appendix 1. Step-by-step work sheet for charging

1. Scope the request	<ul style="list-style-type: none"> • What is the requester asking for? • What information is held and where? • Engage with the requester as early as possible about any ambiguities or scope for refinement of the request.
2. Decide on release	<ul style="list-style-type: none"> • Are you going to release some or all of the information? • Charging is only permissible if information is being released in response to the request, so you may need to read and review the information first in order to decide to what extent it can be made available (see Charge means release).
3. Consider whether it is reasonable to charge Relevant part of guide: When is it reasonable to charge?	<ul style="list-style-type: none"> • Is it reasonable to recover some of the costs involved in releasing the information? • Relevant questions include: <ul style="list-style-type: none"> - Will it require considerable labour and materials to release the information? - Will it have a significant impact on the agency's ability to carry out its other operations? - Has the requester previously made a large volume of time consuming requests? Note that some requesters (for example, MPs and members of the news media) may have good reasons for making frequent requests for official information, and they should not be penalised for this.
4. Engage with the requester Relevant part of guide: Engaging with the requester	<ul style="list-style-type: none"> • Engage with the requester to try and help them clarify the request, and change or refine it in a way that reduces or removes the need to charge. • Our Talking points can assist with this.
5. Consider other options for reducing or removing the need to charge Relevant part of guide:	<ul style="list-style-type: none"> • Are there other ways to meet the request that would reduce or remove the need to charge? For example: <ul style="list-style-type: none"> - providing readily retrievable information; - refining the time period covered by the request; - refining the types of document covered by the request;

Options for reducing or removing the need to charge	<ul style="list-style-type: none"> - providing a list of documents potentially in scope, so that the requester can refine the request; - limiting search terms by agreement with the requester; - providing the information in electronic form; - providing the information in an alternative form (eg, inspection or oral briefing); or - providing the information subject to conditions.
6. Calculate the charge Relevant part of guide: Calculating the charge	<ul style="list-style-type: none"> • How much information is at issue? • How long will it take to complete the activities that can be charged for? • Calculate the charge in accordance with the rates specified in the <i>Charging Guidelines</i> (see Formula for charging). • Our sample estimate of costs can help with this process.
7. Consider whether the charge should be remitted in full or in part Relevant part of guide: Remission of charges	<ul style="list-style-type: none"> • Should the charge be remitted in full or part because of the public interest in release? • Should the charge should be remitted in full or part because it would cause hardship to the requester?
8. Communicate the decision to release subject to a charge Relevant part of guide: Communicating the decision to charge	<ul style="list-style-type: none"> • This must be done as soon as reasonably practicable and within 20 working days of receipt of the request (unless that timeframe is extended). • Our template charging letter can assist with this. • Ensure that someone is available to the requester to assist them to change or refine their request in order to reduce or remove the need to charge.
9. Prepare the information	<ul style="list-style-type: none"> • Once the requester has accepted the charge and met any part of it required to be paid in advance, prepare the information for release.
10. Release the information	<ul style="list-style-type: none"> • Release the information without undue delay, and within the time period indicated in your letter of decision. Keep the requester up-to-date if unforeseen circumstances delay the release.

Appendix 2. Case studies

These case studies are published under the authority of the [Ombudsmen Rules 1989](#). They set out an Ombudsman's view on the facts of a particular case. They should not be taken as establishing any legal precedent that would bind an Ombudsman in future.

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Case number	Year	Subject
178413	2009	Animal usage statistics <i>Cannot charge for decision making time</i>
172047	2005	Request by MP for information about 42 community grants <i>Cannot charge for time required due to administrative inefficiencies or poor record-keeping—Public interest in MPs having access to official information to assist in the reasonable exercise of their democratic responsibilities warranted 10 per cent remission</i>
177195	2009	Seven years of board minutes <i>Cannot charge for administrative costs associated with the way an agency chooses to process a request—no remission of charge in the public interest / due to hardship</i>
307851	2012	Unreasonable photocopying charge <i>\$0.45 per page photocopying charge unreasonable</i>
176345 368207	2007 2014	Unreasonable staff rates <i>Staff rates in excess of those in the Charging Guidelines unreasonable</i>
274689	2010	Internal decision making rules <i>Full remission of labour component of the charge in the public interest</i>
W50332	2004	Information about international trade agreement <i>Full remission of charge in the public interest</i>
400121	2017	Information about academic misconduct by international students <i>No remission of charge in the public interest</i>
302392	2010	Correspondence regarding proposals to lower the drink-drive limit <i>Example of how to calculate a reasonable charge—no remission of charge in the public interest</i>
319893	2012	Information related to cycling fatalities

Case number	Year	Subject
		<i>Provision of readily retrievable information—no remission of charge for supplying the remaining information in the public interest—some information was available pursuant to a charging regime set by statute and the OIA could not override this</i>
178468	2009	<u>All information about Treaty claim over three year period</u> <i>No remission of charge in the public interest / due to hardship</i>
179387	2010	<u>Information about self-reported convictions of teachers</u> <i>Charge reduced on review—decision to charge news media requester not unreasonable</i>
172531	2007	<u>Information about a DOC Recommended Area for Protection</u> <i>Charging for commercially valuable information</i>
176924	2009	<u>Information about the Southern Saltmarsh Mosquito Eradication Programme</u> <i>Unreasonable to increase charge that had already been fixed and agreed by the requester</i>
304081	2012	<u>Information about a hospice</u> <i>Unreasonable to refuse request after earlier deciding to supply information subject to a charge</i>
173607	2007	<u>Information about Maori interests in the management of petroleum</u> <i>Charge avoided by allowing inspection subject to conditions</i>
177600	2008	<u>Vehicle registration information available for purchase</u> <i>Request for information available for purchase could be refused on the basis that it was publicly available under section 18(d) OIA</i>
376161	2015	<u>Statistics that could be created for a fee</u> <i>OIA and Charging Guidelines did not apply to request for statistics that were not held but could be created for a fee—fee for the creation of statistics was calculated in accordance with the agency's Sales and Pricing Policy and was not unreasonable</i>

Case 178413 (2009)—Animal usage statistics

The then Ministry of Agriculture and Forestry (MAF) advised a charge of ‘at least \$3,000’ for supplying animal usage statistics, and the requester complained to the Ombudsman. During the Ombudsman’s investigation it was revealed that the bulk of the charge was for time required to consult with third parties affected by the request. The Ombudsman formed the provisional opinion that this time—which related to the decision whether or not to release or withhold the information—could not be charged for. After considering the Ombudsman’s provisional opinion, MAF reduced the charge to \$583. The Ombudsman concluded that this represented a reasonable charge for supplying the requested statistics.

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Case 172047 (2005)—MP request for information about 42 community grants

An MP made 42 OIA requests for information related to 42 separate grants made by the former Community Employment Group (CEG) of the then Department of Labour. The requested information included copies of contracts, evaluations, communications with the grantees, internal reports, and reports to the Minister. These repeated requests were aggregated for charging purposes, and the Department advised a charge of \$15,197.50. The requester complained to the Ombudsman.

The Ombudsman noted that some of the time required was to cope with a loss of institutional knowledge as a result of the disestablishment of the CEG. Even when the CEG was functioning, it was apparent that its administrative processes were less than robust, with an extremely old and unstable electronic database, which lacked a search function, and was incomplete and inconsistent with the corresponding paper files.

In the Ombudsman’s view, it would not be reasonable to make the requester bear the cost related to these administrative inefficiencies:

The requester should only have to meet costs that are comparable to those that would be reasonably charged by a properly-functioning administrative organisation where the processing of official information requests is a core output and funded accordingly.

The Ombudsman still accepted, however, that it would take approximately 3.25 hours to retrieve and collate the relevant information in respect of each of the 42 separate grants, requiring a total processing time of 136.5 hours. The Ombudsman formed the opinion that the charge should be reduced to \$10,298.

The Ombudsman also considered whether the charge should be remitted in recognition of the public interest in MPs having access to official information to assist in the reasonable exercise of their democratic responsibilities. However, he was not persuaded that the public interest justified remission of the entire charge. He

concluded the charge should be remitted by 10 per cent, resulting in a reasonable charge of \$9268.20.

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Case 177195 (2009)—Seven years of board minutes

ACC charged \$3,438 to supply 87 sets of board minutes dating from 2000–2007, and the requester complained to the Ombudsman.

ACC explained that the charge comprised labour costs of \$3,268 and photocopying costs of \$170. This was based on an estimated processing time of 30 minutes per board minute for *‘deleting the protected information, collating the material into a reasonable form, drafting a schedule explaining the grounds for withholding the protected information, and photocopying the altered documents’*. The Ombudsman found that some of these tasks were not activities that can be charged for, and that a revised estimate of 20 minutes processing time per board minute would be more reasonable. He noted that the primary cost of processing would come from decision making, and that the *Charging Guidelines* are clear this cost cannot be passed on to the requester. He did not accept that it was necessary to *‘collate the material into a reasonable form’*. Other than the making of minor deletions, no further work was required to release the board minutes in a *‘reasonable form’*. He also did not accept it was necessary to create a schedule explaining the withholding grounds: *‘This may be a particular agency’s preference, but the cost of creating this should not be passed on to the requester’*. The Ombudsman formed the provisional opinion, which was accepted by ACC, that the labour component of the charge should be reduced to \$2128.

The requester argued the entirety of this charge should be remitted in light of the public interest, and due to personal hardship.

In terms of the public interest, the Ombudsman accepted that disclosure of the minutes would promote transparency and contribute to public understanding of the organisation’s activities. However, the request covered a long time period, and much of the information was by then historic. The Ombudsman was not persuaded that disclosure of the information would represent such a significant contribution to the public interest that ACC should absorb the entire, quite considerable, cost of providing it.

In terms of hardship, the Ombudsman accepted the complainant’s evidence that meeting the charge would consume his annual disposable income. However, the Ombudsman did not regard lack of financial resources by itself as a sufficient reason to merit the waiving of an otherwise reasonable charge. The Ombudsman said he would also expect to be able to identify a general public interest consideration in favour of release and/or an aspect of special relevance to the requester.

The Ombudsman did not accept that the charge of \$2128 should be remitted due to the public interest or personal hardship to the requester.

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Case 307851 (2012)—Unreasonable photocopying charge

A council charged \$0.45 per page for photocopying building information, and the requester complained to the Ombudsman. The council explained that the \$0.45 per page charge reflected the additional cost to council of complying with the statutory requirement to keep building information for the life of the building (estimated to be 50 years minimum), as well as the ongoing maintenance costs associated with electronic storage of the files.

The Ombudsman was not persuaded there was any justification for exceeding the standard photocopying charge prescribed in the *Charging Guidelines* (\$0.20 per page for photocopying in excess of 20 pages).

The Ombudsman noted that section 13(3) of the LGOIMA talks about charges being set with regard to the cost of labour and materials involved in making the information available. While these are not the only matters to which regard may be had, establishment and maintenance costs for systems and storage facilities are not the kinds of costs contemplated by section 13(3). If that were the case, a cost for a service that is for the benefit of the entire community would be being passed on to an official information requester. The Ombudsman considered that a requester can be charged (within reason) for the extra costs generated by meeting a request, but that it is not reasonable to go beyond this.

The per page charge was reduced to \$0.20 in light of the Ombudsman's view, and the revised charge was found by the Ombudsman to be reasonable.

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Cases 176345 (2007) and 368207 (2014)—Unreasonable staff rates

Cases 176345 and 368207 involved councils charging higher hourly rates than those specified in the *Charging Guidelines*. The hourly rates were derived from their LGOIMA charging policies, adopted in the councils' annual plans. The rates varied depending on the seniority of the staff involved (in one case, the charge ranged between \$45/hour and \$125/hour, and in the other, the charge ranged between \$75/hour and \$121.83/hour).

In both cases, the Ombudsmen compared the proposed staff rates with those in the *Charging Guidelines*, noting that the latter rates applied irrespective of the seniority of the staff members involved. The Ombudsmen also noted there was no suggestion in either case that staff with specialist expertise were required to process the request. The higher staff rates were found to be unreasonable, as was the decision to charge different rates depending on the seniority of the staff members involved.

In case 176345, the Ombudsman suggested that the Council consider amending its current scale of charges for the supply of official information to bring them in to line with the *Charging Guidelines*. In case 368207, the Ombudsman noted that the official

information legislation does not contemplate full cost recovery for providing information, and that adequate funding should be provided for in agency budgets in order to perform their statutory functions.

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Case 274689 (2010)—Internal decision making rules

The Customs Service (Customs) charged \$2,037.80 to supply a copy of its policies on checking passengers and their baggage, and the requester complained to the Ombudsman. The Ombudsman noted that this type of information is covered by section 22 of the OIA, which provides a right of access to the internal rules that agencies use to make decisions affecting people. He considered that release of policies and procedures about how searches are carried out, and the rights afforded to those whose person and baggage is searched, would be likely to enhance public awareness of Customs' role at the border and help ensure that that role is carried out properly and that Customs is accountable for its actions. The Ombudsman found that the public interest in general availability of the information made Customs' decision to charge one requester a substantial amount unreasonable. In the Ombudsman's view, Customs was only justified in charging reasonable photocopying costs, which were calculated in accordance with the *Charging Guidelines* to be \$18.20. The Ombudsman also encouraged Customs to make the information available to the public online.

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Case W50332 (2004)—Information about international trade agreement

The Minister for Trade Negotiations charged an academic requester \$620 to supply information about the *General Agreement on Trade in Services* (GATS). The requester complained to the Ombudsman. The Ombudsman recommended full remission of the charge in the public interest. He noted that the GATS was a matter of substantial public interest in terms of New Zealand's economic concerns. He considered that public understanding of this major public issue was best served by maximising the availability of information so that source material may be analysed for public discussion by a variety of parties. Members of the public are entitled to take a contrary view to the government and the OIA envisages that individuals may access information in order to participate in debate in their own way. In this case, the complainant sought the information in order to undertake research which ultimately would be made publicly available for discussion and debate, and the Ombudsman was of the view that any charge would hinder such access. You can read the full case note [here](#).

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Case 400121—Information about academic misconduct by international students

Victoria University supplied a requester with statistics on instances of academic misconduct, but imposed a charge of \$1064 to provide a breakdown of whether those

instances involved domestic or international students. The University advised that the domestic/international status of students was not recorded within its academic misconduct register and would need to be collated by cross-checking that register against its central student record system. It calculated that 14 hours of staff time would be required to complete this task, based on an estimated 1 minute for each of the 625 instances of misconduct, plus three hours contingency time.

The Ombudsman noted that the first hour of staff time had not been allowed free of charge, but in other respects the estimated staff time was reasonable, and the charge was calculated in accordance with the *Charging Guidelines*. He went on to consider whether the charge should be remitted in the public interest.

He noted the University's decision to charge might appear unsatisfactory when set against the decision of other universities to supply the same or similar information for free. This could have been because there was less information at issue or different systems for recording it, or because the university opted to bear the cost itself.

However, the Ombudsman considered that the fact other universities had no reason to charge or opted not to do so did not automatically mean that the decision of the University in this case was therefore unreasonable. If the University's academic misconduct register included the students' domestic / international status, collating the information requested would have been less time-consuming. However, with no reason to conclude that the University should have been recording that information in its register, the Ombudsman did not consider that it could be criticised for not doing so.

The Ombudsman found that there is a public interest in ensuring that instances of academic misconduct are identified, investigated and concluded appropriately, but that it is not necessary for those purposes to identify whether the students involved are domestic or international.

The Ombudsman considered whether there is a public interest in the University itself knowing the domestic / international breakdown of students involved in academic misconduct, to determine whether its efforts to prevent misconduct are appropriately targeted. However, he accepted that the University had other mechanisms for addressing academic misconduct, and services that could potentially pick up on, and respond to, particular concerns or trends.

The Ombudsman concluded that there was no countervailing public interest in making the information available, such that, in the circumstances of this case, it was unreasonable for the University to decide against reducing or cancelling the charge.

You can read the full case note [here](#).

Case 302392 (2010)—Correspondence regarding proposals to lower the drink-drive limit

The Ministry of Transport charged \$9,220 to supply all correspondence received by the Minister from July 2009–November 2010 regarding proposals to lower the drink-drive limit and the Land Transport Amendment Bill. The requester complained to the Ombudsman. The charge was revised down to \$3,262.20 during the Ombudsman’s investigation.

The Ministry and the Ombudsman’s investigator together searched the Ministry’s database for correspondence received between July 2009 and November 2010 with the following search terms:

- *‘blood alcohol concentration limit’; or*
- *‘lowering of the BAC’; or*
- *‘drink driving’; or*
- *‘BAC limit’; or*
- *‘Land Transport (Road Safety and Other Matters) Amendment Bill’.*

The search returned 1180 potentially relevant documents.

The Ministry and the Ombudsman’s investigator then reviewed a sample of the documents, and agreed upon the following assumptions regarding the chargeable activities required to process the request:

- Search database: 15 minutes;
- Review document to confirm within scope: 5 hours (15 seconds per document);
- Open and print each letter/email: 10 hours (30 seconds per document);
- Prepare documents for photocopying: 20 hours (1 minute per document); and
- Time spent photocopying: 5 hours (15 seconds per document).

This came to an estimated maximum of 40.25 hours processing time, plus photocopying for 1416 pages. Applying the [charging formula](#) ($40.25 - 1 \times \$76 + 1416 - 20 \times \0.20) resulted in a charge of \$3,262.20.

The Ombudsman also considered whether that charge should be remitted in the public interest. He had regard to the controversial nature of the decision not to lower the drink-drive limit, and the high public interest in the information that led to that decision, as well as the views of the general public. However, much of this information was already available through the select committee process for the Land Transport Amendment Bill. Public submissions on that Bill had also been published on the parliamentary website. The Ombudsman concluded there was not a public interest in release of the requested information sufficient to warrant remission of the revised charge.

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Case 319893 (2012)—Information related to cycling fatalities

A requester asked the Police for a range of documentation relating to cycling fatalities since 2007, as well as answers to specific questions. Police said the request would take a considerable amount of time, which would be charged for in accordance with the *Charging Guidelines*. The requester complained to the Ombudsman.

The Ombudsman asked the Police whether there was any information relevant to the request that could be provided with less effort than the work needed to answer the request in full. In particular, the first part of the request, which was for ‘*a list of all fatalities involving a bicycle since 2007, including police file numbers, dates and locations*’, seemed a possible option. Police were able to compile and supply a report addressing some aspects of the request using the Crash Analysis System (CAS) database free of charge.

The Ombudsman considered whether it was reasonable to charge for the remaining information at issue. He found that a reasonable estimate of the time required to compile that information was 94 hours, resulting in a charge calculated in accordance with the *Charging Guidelines* of \$7,068.

The Ombudsman then considered whether that charge should be remitted in the public interest. The requester contended that the information was needed to assist in the preparation of submissions for a Coroner’s inquiry into cycling fatalities, and that his overall aim was increased public health and safety. These aims clearly aligned with the public interest factors suggested in the *Charging Guidelines* as warranting remission.

However, the Ombudsman considered that the public interest in release needed to be sufficiently compelling to justify spending this much staff time on one request without charging for it:

The staff time involved (over 90 hours) is funded by the public purse, and to my mind it is reasonable to expect a tangible public benefit from the use of that level of resource.

The Ombudsman did not consider this case met that threshold. The readily retrievable information already released by the Police would have adequately assisted in the preparation of submissions to the Coroner’s inquiry. The Coroner also had the power to request information direct from the Police if it was necessary for the purpose of the inquiry. The Ombudsman was not persuaded the charge should be remitted in the public interest.

The Ombudsman also noted that the primary source of much of the requested information was traffic accident reports. These reports are available pursuant to a charging regime set by statute. [Section 211 of the Land Transport Act 1998](#) provides that traffic accident reports are available on payment of the prescribed fee, and the [Land](#)

[Transport \(Assessment Centre and Accident Report Fees\) Regulations 1998](#) provide that the prescribed fee is \$55. The OIA could not override this.

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Case 178468 (2009)—All information about Treaty claim over three year period

The Office of Treaty Settlements (OTS) charged \$708 to meet a request for all correspondence, memoranda, faxes, emails, file notes, and notes of telephone calls relating to the Te Roroa claim over a three year period. The requester complained to the Ombudsman. The Ombudsman noted that the information at issue was found in 50 files, and concluded the charge imposed reflected a significant under-estimation of the time that would be required to meet the request.

The Ombudsman accepted that the Te Roroa claim and its subsequent settlement raised matters of **public interest**. Disclosure of information relating to the settlement process would serve to increase the transparency of the process and promote accountability for the settlement that was reached. However, this did not mean that there was a public interest in making available, without charge, all correspondence, memoranda, faxes, emails, file notes and notes of telephone calls relating to the settlement over a three year period.

The request was so broadly framed it would likely capture many minor and trivial documents. Disclosure of this type of information would be unlikely to contribute significantly to public understanding of the settlement process.

The Ombudsman acknowledged the requester's contention that meeting the charge would cause him **hardship**. A requester's personal financial hardship is a matter that may be taken into account in assessing whether to impose a charge. However, lack of financial resources, by itself, does not provide sufficient reason to remit an otherwise reasonable charge. Some public interest considerations favouring the disclosure of the information should also be apparent. Although there were public interest considerations favouring the disclosure of information relating to the settlement process in this case, the breadth of the information potentially covered by the request went beyond the information needed to meet the public interest considerations involved.

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Case 179387 (2010)—Information about self-reported convictions of teachers

The Teachers' Council charged \$3,277.12 to supply a member of the news media with the following details of instances where teachers had self-reported convictions:

- the gender of the teacher;
- the date on which the Council received the report of conviction;
- the registration status of the teacher at the time the report was received;

- the current registration status of the teacher;
- the details of the conviction(s) and sentence;
- a copy of the information provided by the teacher; and
- a copy of the summary of facts and sentencing notes.

The requester complained to the Ombudsman. The Ombudsman accepted the request would take approximately 11 hours processing time. With the first hour free, this amounted to a charge of \$760. This was based on an estimated 20 minutes per file to locate, extract and collate the requested information from 29 relevant files. The Ombudsman then considered whether the \$760 charge ought to be remitted in the public interest.

The Ombudsman acknowledged the public interest in transparency and accountability of Teachers' Council processes. He also acknowledged that *'the media serves the function of informing the public on matters of public interest'*. However, *'this does not mean that all its sources must be available at no charge'*.

The Ombudsman accepted that the staff time required to process this request would have a significant impact on the conduct of the Teachers' Council's business, and that it would have to engage additional staff in order to complete the work involved. He was not persuaded that the public interest in release was such that remission of the charge was warranted.

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Case 172531 (2007)—Information about a DOC Recommended Area for Protection

The Royal Forest and Bird Protection Society asked Solid Energy for all substantive information between 1998 and 2005 regarding a Department of Conservation Recommended Area for Protection. Solid Energy advised a charge of \$9,930.31, and the Society complained to the Ombudsman.

Solid Energy sought to recover the actual cost of supplying the information, including costs charged by its consultants, on the basis that it was commercially valuable. The Ombudsman commented:

Information can be seen to be commercially valuable if it can be traded in some way, or if its release at less than production cost would confer a commercial advantage on a commercial competitor who would be saved the cost of producing, or otherwise acquiring, the information for itself. There has been no suggestion that either of those situations applies to the information in issue. Mere release of the information does not diminish its value to [Solid Energy] since it still has the information and can continue to derive whatever benefit it provided.

The Ombudsman reviewed the modest amount of material at issue (15 documents of substance and approximately 125 pages of other material). It included experts' reports, submissions regarding the boundaries of the proposed Recommended Area for

Protection, and deeds of agreement between Solid Energy and the Department of Conservation relating to access to the relevant areas. He stated:

The legal documents may evidence rights that may, perhaps, be tradable, but release of that information does not affect such tradability, if any. There is a submission, dated 1998, which may have value as a precedent, but that value is not diminished by its release. The remaining information (other than the correspondence) contains the opinions of various experts on [Solid Energy's] proposed mining operations, and the land, and its fauna and flora, likely to be affected by them. As [Solid Energy] is the only entity permitted to carry on such operations at that location it is hard to see any realisable commercial value in that information.

The Ombudsman was not satisfied that any information of commercial value was to be released. Consequently there was no justification for charging on such a basis. He formed the opinion that \$2000 reflected a reasonable charge in respect of the staff time involved.

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Case 176924 (2009)— Information about the Southern Saltmarsh Mosquito Eradication Programme

The then Ministry of Agriculture and Forestry charged a requester \$9,044 to supply information about the Southern Saltmarsh Mosquito Eradication Programme. The charge was upheld on complaint to the Ombudsman, and the requester paid the charge. After processing a third of the request, the Ministry advised the requester that the charge had been exhausted, and sought a further \$8,000 to complete the request. When the requester declined to pay the additional amount, the Ministry refused the request on the basis that it would require substantial collation or research to make the information available (section 18(f) of the OIA). The requester complained to the Ombudsman again.

The Ombudsman formed the opinion that it was not open to the Ministry to refuse the request or increase the charge. The request could not be refused under section 18(f) of the OIA because the information had already been collated. In relation to the increased charge, the Ombudsman stated:

*In my view, if an organisation sets a definite figure for fulfilling a request at the time of making its decision, then I do not consider it is open to the agency to charge more than the set figure. However if an organisation 'fixes' a charge by reference to an estimate, and the agency **clearly signals** that this figure may increase, then an Ombudsman on review is likely to consider that an increase that **is in line with the signalled estimate** is reasonable.*

In this case, the Ombudsman was not persuaded that simply referring to the charge as an 'estimate' was sufficient to forewarn the requester that the charge could increase, particularly by such a large amount. While the Ministry had made a genuine attempt to

assess the likely charge, its scoping exercise prior to making a decision on the request was inadequate.

Even in situations where a requester has been forewarned of the possibility that the charge may increase, a significant factor for an Ombudsman reviewing the reasonableness of a charge will be whether the increased charge is substantially different from the estimate given. In this case, the Ministry sought to increase the charge by \$8,000, an increase of 82 per cent.

The original estimate given in this case was not an open one – it was intended to convey to the requester the maximum that he would be expected to pay. The Ombudsman did not consider it reasonable in this case for the charge to exceed the original estimate.

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Case 304081 (2012)—Information about a hospice

A District Health Board (DHB) decided to charge for supplying information about a hospice. The requester accepted the charge and paid the deposit. The requester made a second request for information. The DHB then withdrew the charge, refunded the deposit, and refused the first request on the grounds that it was vexatious (section 18(h) of the OIA), and it would require substantial collation or research to make the information available (section 18(f) of the OIA). The requester complained to the Ombudsman about the refusal of his first request.

The Ombudsman formed the provisional opinion that the DHB had made a decision to release the information to the requester, provided that he was prepared to pay the charge. Consequently, when the requester agreed to the charge, and paid the required deposit, he entered into an agreement with the DHB for provision of the information. In these circumstances, the Ombudsman could not see how it was reasonable for the DHB to subsequently withdraw its offer to release the information, and instead inform the requester that his request was refused. The requester was entitled to rely on the DHB's decision to release the information on payment of a charge. After considering the Ombudsman's provisional opinion, the DHB agreed to release the information for the original charge, and the Ombudsman discontinued his investigation on the basis that the complaint was resolved.

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Case 173607 (2007)—Information about Maori interests in the management of petroleum

The lawyers for an iwi sought documents relating to Maori interests under section 4 of the Crown Minerals Act 1991 in the Crown's management of petroleum. The Ministry of Economic Development advised that it would require considerable labour and materials to review the 18 files at issue and imposed a charge of \$380. The lawyers complained to the Ombudsman.

During the Ombudsman's investigation the Ministry agreed to make the files available to the lawyers by way of inspection, so they could identify the specific information they wished to obtain copies of. The opportunity for inspection was made subject to the following conditions:

- That no material was removed from any file.
- That —to the greatest extent possible—the lawyers focused on documents that were relevant to the request.
- That information obtained as a result of the inspection was not used for any purpose.
- That information obtained as a result of the inspection was not communicated to any other person, or published in any way.

Once the lawyers had identified the specific information they wished to obtain copies of, the Ministry would then make a separate decision as to whether that information was able to be disclosed without conditions. This removed the Ministry's need to charge for staff time spent researching the files. The Ministry retained the right to charge for photocopying, including staff time spent photocopying, depending on the volume of material the lawyers subsequently requested. The Ombudsman discontinued his investigation on the basis that this resolved the complaint.

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Case 177600 (2008)—Vehicle registration information available for purchase

The New Zealand Transport Agency charged a requester for providing information about vehicle registrations. The information was available for purchase on the internet for a monthly fee of \$56.25. The requester complained to the Ombudsman.

The Ombudsman declined to investigate a complaint about the charge because the request could have been refused under section 18(d) of the OIA. That section enables a request to be refused if the information is publicly available. The Ombudsman said:

If [an agency] properly refuses a request under [section 18(d)], the charging provisions in the [OIA] do not apply. A situation where [an agency] can clearly rely on section 18(d) is where it publishes the information and advertises this as available for purchase at a set price by any person.

The Ombudsman noted the following excerpt from the Law Commission's 1997 review of the OIA:³⁶

In some cases the ability to recover costs will arise through the commercial production and sale of the information (or the prospect of it) completely

³⁶ Note [17](#) at 56.

outside the ambit of the Act. In that event the request may be refused: s 18(d).

He also noted this excerpt from *Freedom of Information in New Zealand*:³⁷

To what extent is material 'publicly available' if a Department or organisation charges for it? Clearly, books, maps, and other documents do not lose their availability simply because they are sold. Clearly too, the price at which they are sold may exceed the charges normally payable for retrieval and copying under Part II of the Act but by how much? An excessive price could make the material 'unavailable' for the purpose of section 18(d). Departments should not be able to resist claims for access to a single document by pointing to its publication in a tome costing hundreds of dollars...

The Ombudsman agreed with this approach. He commented that it might be unreasonable to rely on section 18(d) where a price is patently excessive, but in this case the price reflected the actual cost of producing the information.

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Case 376161 (2015)—Statistics that could be created for a fee

A requester asked Statistics NZ for the numbers of people living on an hourly rate of \$13.75, \$15 and \$16, and the total number of people earning less than \$18 per hour. Statistics NZ treated this as a customised data request and calculated a fee of \$172.50 for supply of the information, in accordance with its *Sales and Pricing Policy*. The requester complained to the Ombudsman under the OIA.

The first issue for the Chief Ombudsman was whether this was an OIA charging complaint, or one that had to be considered under the Ombudsmen Act. The Chief Ombudsman asked Statistics NZ whether it held the data at issue or would need to create it.

Statistics NZ explained that the data were sourced from the *New Zealand Income Survey* (NZIS). However, NZIS earning statistics are produced by average and median only, not by numbers of people earning at set levels. That information would need to be individually produced by an analyst with a high degree of skill and knowledge of the NZIS 'unit record', or raw data.

By describing in detail the steps that would be required to produce the information (including data programming and analysis), Statistics NZ was able to satisfy the Chief Ombudsman that this was a case of creation rather than collation of the information, and so the information was not 'held' and not available for request under the OIA.

³⁷ Eagles, I, Taggart, M, and Liddell, G. *Freedom of Information in New Zealand*. Oxford; Oxford University Press, 1992 at 244.

As the OIA did not apply, the Ombudsman considered whether the charge was reasonable in terms of the Ombudsmen Act. The Chief Ombudsman determined that the charge was calculated in accordance with Statistics NZ's *Sales and Pricing Policy*, and that it was not unreasonable in the circumstances of this case to recover the full cost of producing the data.

The Chief Ombudsman also asked Statistics NZ whether there was any readily retrievable information that could be supplied to the requester free of charge. Statistics NZ was able to point the requester to published statistics about personal income distribution broken down by weekly personal income. It was also willing to provide information compiled in response to an earlier customised data request for the number of people who were earning the minimum adult wage.

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Appendix 3. Template charging letter

[Name and address of requester]

Dear [name]

Official information request for [brief detail of the subject matter of the request]

I refer to your official information request dated [date] for [quote or set out detail of request].

[Use if granting the request in full and charging]

We have decided to grant your request. However, given the amount of resource required to process your request, we have decided to charge for making the requested information available.

We estimate that the maximum charge will be [amount]. [A discount of [1–100] percent has been applied in recognition of the public interest and/or potential hardship]. Any unused component of the maximum charge will be refunded to you. For details of how this charge has been calculated refer to the enclosed estimate of costs [see [sample estimate of costs](#)].

Before we proceed further with your request, please confirm your agreement to the charge [and pay the full amount / [amount] as a deposit, with the balance to be paid on release of the information]. [Specify how payment should be made]. We will send you the information within [time period] of your payment.

[Use if granting the request in part and charging]

We have decided to grant your request in part, namely information which relates to [describe information to be released in sufficient detail to enable requester to decide whether to pay the charge]. We have also decided to refuse your request for information which relates to [describe information withheld] under section [detail relevant section(s)] of the [OIA/LGOIMA], as release would [describe relevant harm].

Given the amount of resource required to process your request, we have decided to charge for making part of the requested information available. We estimate that the maximum charge will be [amount]. [A discount of [1–100] percent has been applied in recognition of the public interest and/or potential hardship]. Any unused component of this charge will be refunded to you. For details of how this charge has been calculated refer to the enclosed estimate of costs [see [sample estimate of costs](#)].

Before we proceed further with your request, please confirm your agreement to the charge [and pay the full amount / [amount] as a deposit, with the balance to be paid on release of the information]. [Specify how payment should be made]. We will send you the information within [time period] of your payment.

[Use in all cases]

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact [details of contact person]. [Contact person] will be able to assist you should you wish to change or refine your request in order to reduce or remove the need to charge.

Yours sincerely

[Name]

Appendix 4. Sample estimate of costs

Locations searched	•
Search terms used	•
Date range	DD/MM/YY–DD/MM/YY
Estimated no. of documents at issue/to be searched through	
Chargeable activities required	<input type="checkbox"/> Search and retrieval <input type="checkbox"/> Collation <input type="checkbox"/> Research (reading and reviewing to identify the information) <input type="checkbox"/> Editing (excising or redacting information to be withheld) <input type="checkbox"/> Scanning / copying <input type="checkbox"/> Reasonably required peer review to ensure that these tasks have been carried out correctly
Estimated minutes per document to complete chargeable activities	
Estimated total time to complete chargeable activities	
Estimated no. of pages to be photocopied	

	Quantity	Price	Totals
Labour	[A] hours	\$38/half hour, with the first hour free	\$(A - 1 x \$76)
Photocopying (if applicable)	[B] pages	\$0.20/page, with the first 20 pages free	\$(B - 20 x \$0.20)
Other (specify)		\$	\$
Discount applied due to public interest / hardship (if applicable)	[1–100] %		- [amount of discount]
Total cost			

Appendix 3 – Record of fee payments exemplar

Request Number	Name	Email	Additional hours	Total hours spend on request	Details for invoice	Total Charges	Notes
123	Joe Bloggs	joebloggs@gmail.com	1.5 hours on reviewing and redacting 10 documents	\$	LGOIMA professional services fee – hourly rate. First hour no charge	\$38	Total documents released 100.

SOUTH WAIRARAPA DISTRICT COUNCIL

30 JUNE 2022

AGENDA ITEM C1

ADOPTION OF ANNUAL PLAN 2022/23 AND SETTING OF RATES

Purpose of Report

To adopt the 2022/23 Annual Plan and set the rates for the 2022/23 year.

Recommendations

Officers recommend that the Council:

1. *Receives the Adoption of Annual Plan 2022/23 and Setting of Rates Report.*
2. *Carries over operating and capital expenditure from the 2021/22 financial year to the 2022/23 financial year.*
3. *Adopts the 2022/23 Annual Plan (including the schedule of fees and charges) in accordance with Section 95 of the Local Government Act 2002.*
4. *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 Annual Plan 2022/23 document*
5. *Adopts the rates resolution for the 2022/23 year in accordance with the Local Government Rating Act 2002, including the "Part B" notice.*
6. *Notes that the updated fees and charges schedule is included in 2022/23 Annual Plan.*
7. *Notes that the final 2022/23 Annual Plan will be published within one month of its adoption.*

1. Background

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 2 and 3 of the LTP) an Annual Plan must be produced. In 2022/23, Council will be in Year 2 of the 2021-31 LTP and therefore an Annual Plan is required.

The Annual Plan process provides an opportunity to review intended work programmes and associated budgets, taking into consideration any new information and/or changing circumstances.

According to section 95(5) of the LGA, the purpose of the 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.

At its meeting on 6 April 2022, Council resolved to confirm that the work programme for the 2022/23 Annual Plan will align with Year 2 of the 2021-31 LTP. As such, in accordance with section 95(2A) of the LGA there was no legal requirement to consult on the 2022/23 Annual Plan. Due to high public interest, we have undertaken best practice engagement to inform the community of key variance and reasons for those in accordance with Council's Significance and Engagement Policy.

Council is now asked to consider adopting the 2022/23 Annual Plan by 30 June 2022, which has been prepared in accordance with section 95 and Part 2, Schedule 10 of the LGA.

2. Discussion

2.1 Variations from the 2021-31 Long Term Plan

The Year 1 work programme was reviewed as part of the 2022/23 Annual Plan process. The following work programmes have been delayed and will continue into Year 2 of the LTP:

- Rating Review – This review is scheduled to begin in Q4 of the 2021/22 financial year and will continue into 2022/23
- Representation Review – This review is scheduled to begin in Q4 of the 2021/22 financial year and will continue into 2022/23
- Further details of the programmes of work and projects are set out in the Capital Expenditure Budgets in the Annual Plan for 2022/23.
- Featherston Wastewater Treatment Plant upgrade – progress continues with funding allocated through the first five years of the Long-Term Plan. Capital Expenditure of \$1.3m has been carried forward from Year 3 of the LTP to Year 2 (2022/23), to support investment in the current issues identified.

Key variations to the Year 2 work programme are:

- Parks and Reserves – Open Spaces strategy has been moved from the operational work programme to be incorporated in the Spatial Plan master-planning.

The total amount of rates collected will increase by 6.61% which is lower than the LTP Y2 forecast of 8.06%. The Council have included a rates calculator on their website to assist households with estimating their property rates.

These variations have been assessed against Council's Significance and Engagement Policy. None of these variations have been assessed as significant, as there are no changes to levels of services being provided by the Council from year 2 of the LTP.

2.2 Fees and Charges 2022/23

The updated fees and charges schedule is included in the Annual Plan. For the majority of fees and charges, the projected increase is no more than the rate of inflation. Where the rate of increase is higher than inflation it is because the costs of service delivery have increased above the rate of inflation. Fees and charges do not have a material impact on rates revenue and align with cost recovery.

Key changes to fees and charges were signalled at the 6 April Council meeting and are set out below. There is one fee that was not included which is a proposed charge of \$38 per half hour (first hour free) for official information requests. This has been recommended based on the Ministry of Justice and Ombudsman guidelines and has been recommended to Council by the Finance, Audit and Risk Committee at its meeting on 22 June 2022.

2.2.1. Environmental Health

Food Act Verification fee increase of \$97 per annum and includes up to 2 hours of officer time. Additional time would be charged at a rate of \$150 per hour or part thereof. This increase better reflects the cost of delivering the service.

2.2.2. Planning, Resource Management and Consenting

A range of charges are proposed to better reflect the time/cost of services provided. Notable changes include:

- Publicly Notified Applications increase from \$2,660 to \$5,000
- Plan Change Deposit – increase from \$5,000 to \$20,000
 - Deposits are held on balance sheet and are refundable if not fully allocated.
- s.128 Review of consent fee – Where initiated by applicant. This is a new fee of \$1,050 and aligns with the Land Use Consent fee.

2.2.3. Refuse – Solid Waste

A new fee for Clean Fill is proposed of \$6.20 per tonne.

2.2.4. Other Key Changes to Fees and Charges

- Cemeteries – Cremation plot fees will increase from \$260 to \$300 to reflect rising costs. All other cemetery fees remain the same.
- Senior Housing
 - Rental increases of between \$10 per week and \$20 per week reflecting the increasing cost of maintenance. There were no rental increases in 2021-22 due to a freeze on rental increases as a result of Covid-19

- Rental increases for double occupancy of units to \$150 per week. This is a new charge and increases rentals for units with two occupants of between \$10 per week and \$20 per week.

2.3 Rates Resolution for 2022/23

The rates resolution, based on the required funding levels and mix required to meet the outputs of this Annual Plan, has been prepared in accordance with the Local Government Rating Act 2002.

2.4 Carry over operating and capital expenditure

Council must resolve to carry over operating and capital expenditure from the 2021/22 year to the 2022/23 year. Final figures will be presented to the Finance Audit and Risk Committee after the end of the financial year.

3. Considerations

3.1 Consultation and Engagement

Council undertook engagement on the 2022/23 Annual Plan in accordance with the Council's Significance and Engagement Policy. There was no legal requirement to consult.

3.2 Financial considerations

The rates resolution enables Council to strike its rates for the 2022/23 year.

3.3 Legal Implications

The 2022/23 Annual Plan has been prepared and must be adopted by Council, in accordance with section 95 of the LGA.

The rates resolution has been prepared in accordance with the Local Government Rating Act 2002.

4. Conclusion

Council is asked to adopt the 2022/23 Annual Plan and rates resolution by 30 June 2022.

Once adopted, Council is required within one month after the adoption to make the Annual Plan publicly available.

5. Appendices

Appendix 1 – Annual Plan 2022/23

Appendix 2 – Rates Resolution 2022/23

Contact Officer: Amanda Bradley, General Manager Policy & Governance
Karon Ashforth, General Manager Finance

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Annual Plan 2022/23



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

ANNUAL PLAN 2022/23



Whakatauki

Mei te tatū o ngā whakaaro ki ngā āhuatanga o te hinengaro,
Mei te ngāwari ake o te ahunga ki nāianeī,
Kua tū nei te tūranga ki runga i ngā pakahiwi o te nehenehe.

If I am confident with where we'll be in the future,
Composed with how we are at present
It is merely because I am standing on the shoulders of the past.

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Message from the Mayor

Kia ora everyone

Every year has its challenges and as we look to the future, we've got to acknowledge that many factors last year will still be with us. The greatest challenge perhaps has been Omicron and its flow-on effects, and its tail is still being felt.

Additionally, this triennium has been about correctly funding and actioning essential infrastructure, and increasing delivery within Council. We feel we have finally set in place the foundations of a correct approach to our responsibilities.

The wider local government scene is also heading for huge change. Three Waters, higher drinking water standards, rating system reviews, new environmental and land development rules, and the possible amalgamation of councils themselves are all looming to various degrees on our horizon.

Add in an election and change is a given.

The Council is into change. Local government is always evolving, and we have been working hard to gather your thoughts. This very document has been informed by feedback we received from public drop-in sessions and written submissions.

It's worth noting that the Council is a machine in two parts: the Councillors and community board members who represent you and the staff who implement the decisions Council makes. Staff have a long list of new activities and projects for the betterment of our community. Councillors – aided by community board feedback – will question and decide how much and whether these ideas will go ahead, be postponed for another year, or not proceed at all.

Any strategy needs goals, and we have some high-level ambitions. Improving our outdated infrastructure is always high on our list, as is creating a robust economy, cherishing our environment, and providing safe, affordable housing for our more



vulnerable. We want this to be a place where our young people and new people want to live, with jobs, transport and housing to keep them here.

But as the old saying goes, the proof is in the pudding and there are multiple ingredients. Let's continue to champion initiatives like Youth Jobs in South Wai, the Featherston Master Plan, Positive Ageing and our Climate Change Strategy – these are just four of the projects which can make a real difference in the years ahead.

We also want to improve our ties with mana whenua and to government agencies like Kainga Ora, Waka Kotahi and the Police – we have made a plea for more local officers, for a better Waihenga bridge and safer flow of traffic through our towns. And we would be remiss not to note the impact that the many community groups and partners that we work alongside make.

So, as another year looms, let's work together – because no Council works in isolation. There will be challenges and differences on how we get there, for sure, and those should be aired and understood. But let's not stagnate. The Council is a place where democracy is put into action – and exists for one purpose: to make all our lives better.

Ngā mihi

Alex Beijen



Message from the Chief Executive

Kia ora

Welcome to our Annual Plan where we focus on our priorities for the financial year ahead.

The year 2022/23 is shaping up to be another year of challenges. Global supply chain issues are hitting home, affecting the timeliness and costs of many projects. Even getting paint or playground equipment has been affected, not to mention a shortage of contractors.

We also know we have water issues. Three Waters reform appears to be rolling out as the Government has planned, and it remains to be seen whether this will be to our advantage or detriment. If the legislation goes through, we would no longer own our water assets but be a shareholder in an entity that covers a fourth of the country – but potentially with more resources. There's no denying that large scale investment in our water network that would otherwise be unaffordable and would avert multiple problems for our communities, would have long-term benefits to our community.

Planning around this has become difficult as we balance the need to maintain business as usual while responding to the requirements of the reform. We do have urgent water issues that need addressing, especially as new water quality standards come in. Featherston desperately needs a new wastewater solution, and the Tauherenikau River pipeline which carries drinking water to Greytown and Featherston needs a long-term solution. While these will continue to be costed and debated, we have made progress on improving the water space in the last year and it will continue to be a top priority.

Climate change is here to stay and has a presence in all our planning. Ex-Cyclone Dovi in February proved that sudden, heavy rains are going to be a more regular feature in future, putting our older infrastructure in the spotlight. The coastline, particularly Cape Palliser Road, is increasingly becoming eroded and the trial of Eco-Reef, a brilliant local invention, is proving its worth at some of the most battered points. The plan to build a similar structure at Turners Bay in the summer will be a welcome solution for another frequently battered coastline.



Our planners continue to lead some of the most visionary work we've done in years. Having completed our first 30-year spatial plan, they have moved on to the master plan for the first of our three towns, Featherston. This is a once in a generation opportunity for the community and Council to come together and envision a town as they would like it. What kind of transport should it have? What kind of housing, and where? How much of Featherston's culture and fabric should change? It's a discussion I encourage all Featherstonians to participate in.

There are some wonderful projects coming to fruition this coming year. A major one is the Tauherenikau suspension bridge which will connect cyclists between Featherston and Greytown. It's been possible with the help of the Provincial Growth Fund and the Five Towns Trails Trust and will be a real asset to our community, both recreationally and economically. We are planning to upgrade Greytown Sports Pavilion and also look forward to the Greytown Wheels Park taking flight. A similar initiative is being planned for Martinborough.

However, the truth is, we cannot meet all expectations and must live within our means. That means keeping rates affordable while continuing to meet certain levels of service. One of the ways we will ensure this is to begin a long-planned review of the rating system on which the rates take is based.

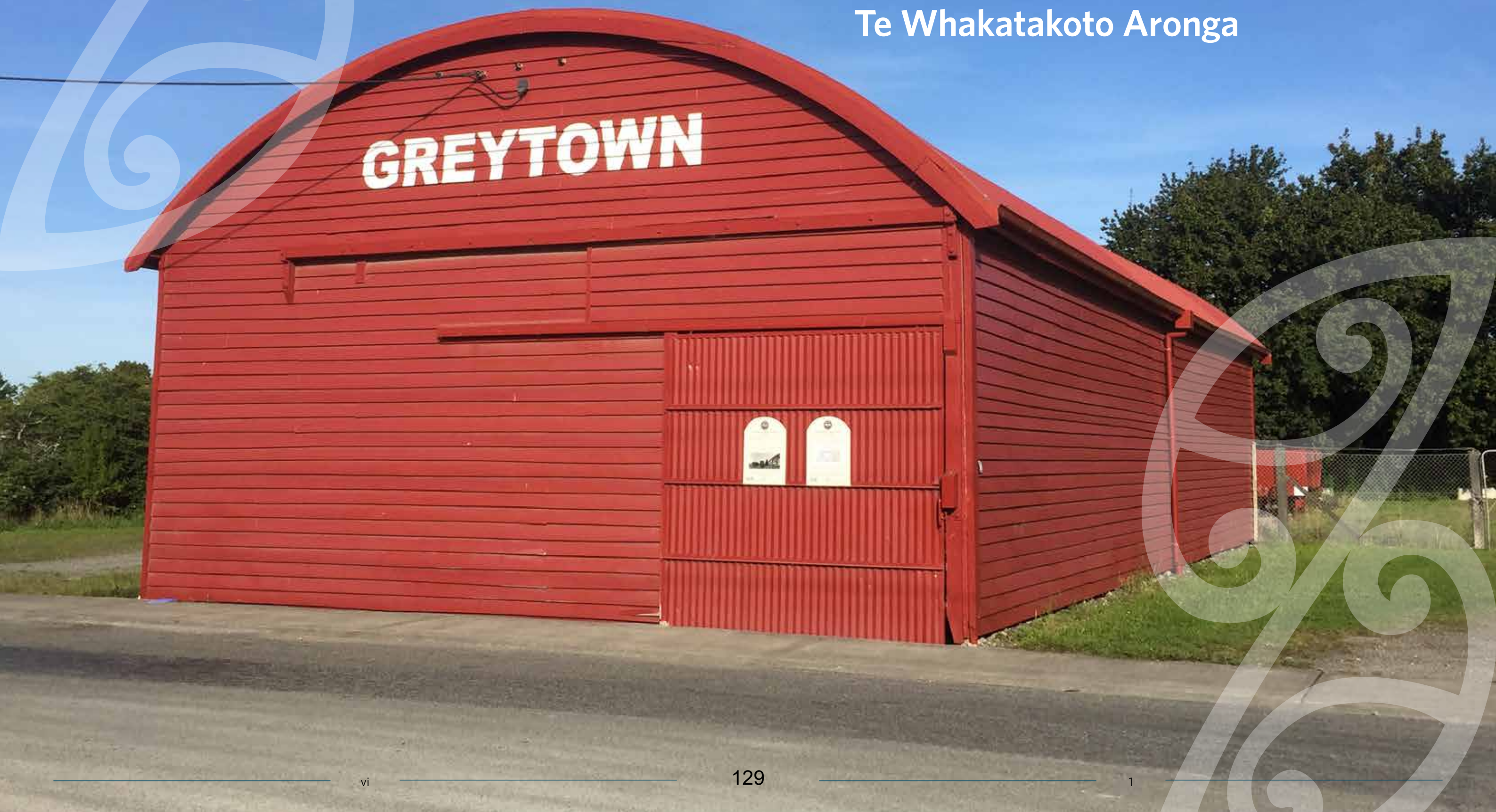
As you read about how we've come to our decisions, please spare a thought for the hard work of our staff, who go the extra mile all the time, in often thankless circumstances, to make our little corner of the country a better place.

Ngā mihi

Harry Wilson

PART 1: SETTING DIRECTION

Te Whakatakoto Aronga



Our Strategic Framework

Our community outcomes

SOCIAL WELLBEING

Residents are active, healthy, safe, resilient, optimistic and connected

ECONOMIC WELLBEING

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

ENVIRONMENTAL WELLBEING

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

CULTURAL WELLBEING

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

Strategic drivers

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

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
- Encourage economic diversity and local vibrancy
- Leverage partnerships with central and regional agencies to enable economic development and employment opportunities

Enhancing three waters delivery & environmental quality

- Deliver sustainable, clean, clear, safe and secure drinking water
- 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
- Empower and enable our community to drive behavioural change for the benefit of the environment

Nurturing & 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
- Protect town and rural community character, retaining our unique look and feel
- Improve urban design and integrate what we build with natural features

Work with Treaty Partners

Strong and Efficient Council

Our Communities and District

OUR VISION

The best of country living with the community at the heart of everything we do.

Where we are today

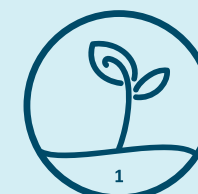
- Steady population growth: an estimated 1.2% average* annual increase by 2031, from 11,700 to 13,600
- Rapid increase in house prices in 2020 resulting in Featherston median price \$484,100, Greytown \$732,800, Martinborough just over \$700,000
- 1 in 5 people over the age of 65
- Workers challenged to find affordable houses
- GDP per capita is \$27,000 compared to \$62,000 for NZ average, indicating relatively low incomes per person
- Unemployment rate of 4% which is slightly higher than NZ of 3.3% – high employment but low GDP
- Climate change with extreme weather events, droughts, higher temperatures, coast erosion

*Sense Partners Population Predictions for Council

Three key roles of our district in the region & New Zealand

Roles of Council:

Advocate for sustainable living and community wellbeing
Influence, facilitate, partner, provide services, plan and regulate



A place for agriculture, fishing, forestry, horticulture and viticulture with new and growing business and job opportunities



A destination highlighting diverse cultures, heritage, environmental sustainability and recreational experiences



A town and country lifestyle choice

Snapshot of our District

Our Past:

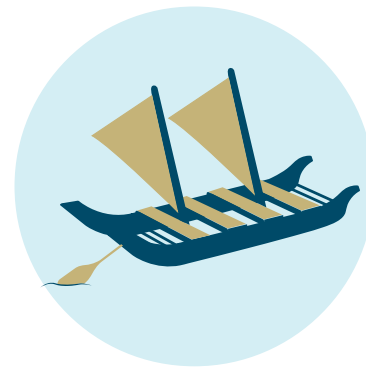
The South Wairarapa coastline features some of the oldest inhabited sites in Aotearoa, and local tradition states that the explorer Kupe made a home here. The southernmost point of the North Island, Cape Palliser, is known to Māori as Matitaki a Kupe, and other points along the coast also commemorate Polynesia's most famed explorer. Even today, the careful observer can note ancient stone walls along the coast, boundary markers for garden sites.

The first Pakeha to live in the district were whalers, sealers, and flax cutters who plied their trades from the coast.

Greytown was established in 1854. Featherston followed in 1857 with Martinborough being established in the early 1880's.

The road over the range had been completed in 1856, improving access to the vital Wellington market.

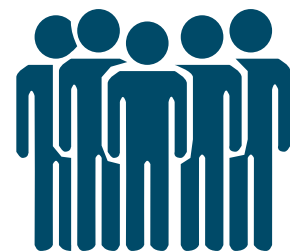
The famed Remutaka Incline Railway which used a fell locomotive opened in 1878 and allowed the district's butter, cheese, wool and livestock to be carried over the hill for export. This same route is now the Remutaka Rail Trail and is one of the steps to connect the Wairarapa Five Towns Trail Network which aims to develop almost 200km of recreational trails for walking and cycling.



We're growing:

Our population is estimated to increase from

11,700 (June 2021) people to around 13,600 by 2031 – that's 190 extra people every year!



We're building:

Consents increased by almost **55% from 2020 to 2021** – that's an extra 73 buildings!

We're a great place to visit

Tourism spend has grown from **\$43 million in 2019 to \$58 million in 2022.**

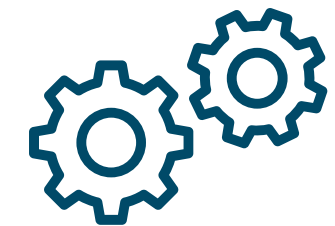


We're investing:

Forty seven percent of our capital spend is on improving water infrastructure (\$5.3M)

We're doers:

A greater percentage of us are **labourers, community workers**, machinery operators, and tradies, compared with the rest of the Wellington region



We're ageing positively:

22% of us are over 65 and we are implementing our positive aging strategy over the next 10 years



We're happy:

81% of residents are satisfied with their life

We're curious:

Our libraries continue to be our most loved service by **85%** of our residents



We're stargazers:



Supporting the work for **dark sky reserve** accreditation so we'll be the largest dark sky reserve in the world!

We're participating:

our 2019 voter turnout (**55.5%**) was in the top 10 of all local governments

We're rich in natural resources:

248,455 hectares, 124km of coastline, lakes, rivers, and wildlife

About this Annual Plan

Under the Local Government Act 2002, Council must produce a Long-Term Plan (LTP) every three years, with an Annual Plan in intervening years. It is largely a budget and our best estimate of how far our money will go and what its biggest priorities are. It also helps set the course of our priorities in future years and ensures we are being transparent about our spending to ratepayers.

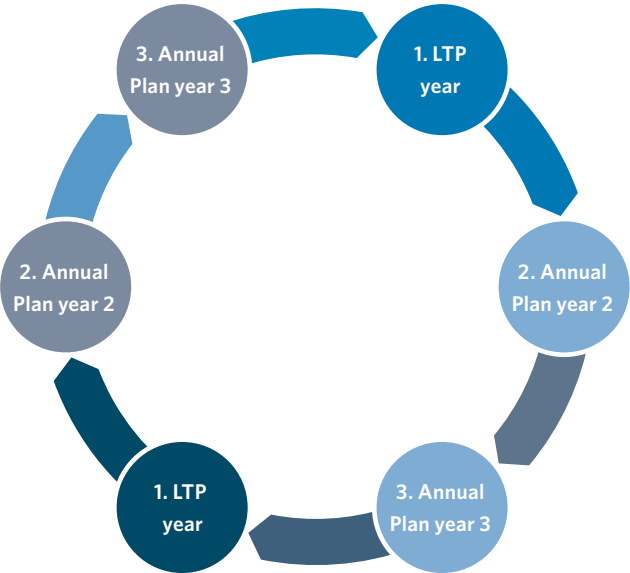
Our current 10-year plan, 2021-31 LTP, was adopted by Council on 30 June 2021.

In between producing LTPs, Council produces annual plans that review our work programme and consider whether any changes are needed. These changes could be budget revisions, new priorities that arise, or new projects to help deal with issues that face the district.

The Annual Plan process provides an opportunity to review intended work programmes and associated budgets, taking into consideration any new information and/or changing circumstances. According to section 95(5) of the Local Government Act 2002 (the Act), the purpose of the Annual Plan is to:

- a. contain the proposed annual budget and funding impact statement for the year [of the long-term plan] 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.

Council is legally required to consult on the development of its Long Term Plan and must follow the Special Consultative Procedure prescribed in section 83 of the Local Government Act 2002 (LGA). However, consultation on an Annual Plan is only required if significant or material differences are identified compared to what was included in the LTP for that year (Section 95 (2A) of the LGA).



If there are no significant or material differences, and the plan essentially aligns with what was consulted on via the LTP process, no further consultation is required. The Plan can be prepared and adopted in accordance with Section 95.

In April 2022, Council resolved that the work programme for the 2022/23 Annual Plan will align with Year 2 of the current LTP – which means there would be no significant changes. The priorities identified with the community as part of the 2021-31 LTP consultation, remain the same.

We have worked hard to ensure average rates increases will be lower than forecast in Year 2 of the LTP. This has been an incredible challenge with inflation increasing beyond predictions. Costs have increased, but we have committed to maintain services levels within the LTP budget.

You can find the full version of the LTP on our website swdc.govt.nz/governance/plans/

This Annual Plan describes Council's commitment over the next year to the provision of services.

A more detailed snapshot of our district can be found on pages 11-21 of the 2021-31 Long Term Plan.



Community feedback on this Annual Plan priorities

Although no significant changes were proposed, Council's community engagement during May 2022 offered residents and ratepayers the opportunity to understand the 2022/23 priorities and discuss the proposed activities with Council. Engagement during May 2022 included an 8-page newspaper pull-out, newspaper and radio advertising, online comment forms, social media posts, a public Zoom session, and six community drop-in sessions – two each in Featherston,

Martinborough, and Greytown. We talked with around 20 people and received 15 pieces of written feedback.

This response is significantly lower than during the Long-Term Plan consultation. This is to be expected as there are no significant changes from Year-2 of the LTP in this Annual Plan.

The information we did receive broadly covered some common themes. Key was on saving money to reduce rates.

Theme	Analysis	Quotes
Saving money to reduce rates and the impact on our most vulnerable communities	People mostly wanted to express the financial impact of the broader economic situation and their expectation that Council would do all it could to reduce costs, save money, and prioritise the essential services over nice to haves.	"...expect the Council to always ask itself "what can we do with the same amount of rates money as last year?", rather than "what an acceptable rates increase is for the year ahead?"
		"More savings can be made in the Community facilities and services area. For example do we really need a new playground, signage, benches, new library books while people are struggling to pay their bills?"
		"That will mean spending less but more efficiently, and also lowering the rates."
		"I fail to see how this increase is keeping rates at an affordable level"

Other themes included:

Improving road quality and safety

Valuing community contribution

Improving community engagement, consultation, trust and transparency

Spending money on areas which make the most difference, especially three waters

Supporting investment in green spaces and community facilities

Interest in how our rates are set (rating review)

Supporting an ongoing commitment to building our relationship with mana whenua

Some of the feedback included suggestions that have already been included, or could not be actioned for valid reasons.

Already in the Plan	Outside the purpose of the Annual Plan, or the role of Council
<p>Some of your suggestions were about activities that were already in our plan. It showed that Council is on the right page, that we have listened to what you have said in the past and we are making progress to address the issues and ideas you have presented before.</p> <p>"Greytown Sport and Leisure fully supports and appreciates the work to date being done by the Council to secure the greenspace in town and resolve these issues for the community and affected clubs..."</p> <p>"The Council seem aware of the need to keep rates constrained, and it is encouraging to see the increase in rates income for running the Council for the 2022/23 year is expected to be lower than the 8.06% increase forecast for this period in the Long-Term Plan"</p>	<p>Some of your suggestions are outside the purpose of an annual plan and would fit better with our long-term planning process. This is helpful and it means you are thinking about how our district looks in the future. We have taken note of these suggestions and you will see them feature in our next long term plan engagement due in the first half of 2024.</p> <p>"Dilapidated building bylaw or improvement"</p> <p>Some of your suggestions are not part of the role of Council or we have little input into the decision making. That's not to say that Council doesn't support them, just that it's not within our powers.</p> <p>"Reopen access to the Mt Reeves track"</p>

Already reviewed and a decision made	Things Council cannot do
<p>Other suggestions have already been looked at by Council and decisions about them have been made in recent years. We must make the call about how often we re-visit issues knowing that every decision takes time and money. Council also needs to weigh up evolving community sentiment; something that was less important three years ago might be more important now.</p> <p>“...a long term plan needs to look at budgeting to have these (unsealed rural) roads sealed.”</p> <p>“Residents would like the Refuse Centre in Cotter’s Street to be relocated to another part of Greytown”</p>	<p>Finally, some of your suggestions aren’t possible. There are many reasons for this. They could be budgetary, legal, regulatory or other constraints. Overall, if we add more projects to our plan, it could increase your rates further and you have clearly told us that is not acceptable.</p> <p>“Act with urgency to provide more social and pensioner housing.”</p>

You also had a lot of questions. We have developed an Annual Plan Frequently Asked Questions section to our website www.swdc.govt.nz/2022-23-annual-plan-faqs



Significant Activities

The Community’s outcomes define the future shape and form of social, cultural, economic and environmental wellbeing for the district. Council, along with other key-stakeholders, has a role in promoting the sustainable well-being of its district community. It achieves this through the collective application of its eight significant activities, being:

- ▶ Governance and Policy
- ▶ Finance and Corporate Support
- ▶ Planning and Regulatory Services
- ▶ Community Facilities and Services
- ▶ Land Transport
- ▶ Water Supply
- ▶ Wastewater
- ▶ Stormwater Drainage

Each significant activity comprises a number of sub-activities. The scope and cost of providing each significant activity is determined through a series of agreed levels of service. The quantity and quality of each level of service translates into cost – generally the higher the service the higher the cost. In a number of cases, the minimum levels of service are determined by statutory and regulatory compliance rather than community requirements.

Council implements its strategic direction – and so achieves its vision for the community – through the delivery of services. We have grouped these services into the significant activities listed next and broken each section up in to:

- Overview & Purpose: why we do it
- Activities Summary: what we will do
- Success Measures: how we will know if we are on the right track
- Funding Impact Statement: how much it will cost



Governance



Finance and Corporate Support



Planning and Regulatory Services



Community Facilities and Services



Land Transport



Wastewater











Water Supply



Stormwater Drainage

2022/23 Budget at a Glance

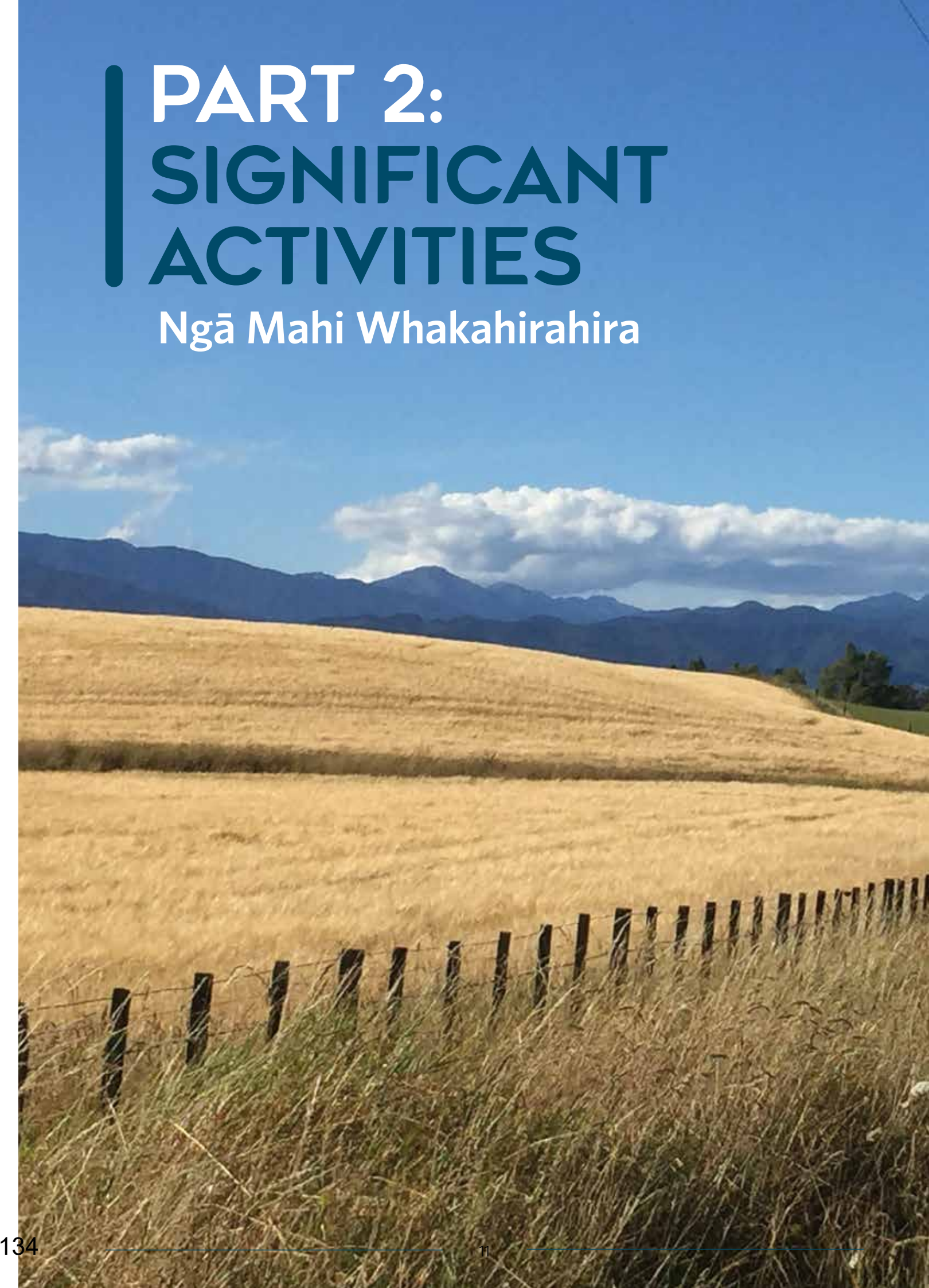
\$000, GST Exclusive

Activity		Capital Investment	Operating Costs	Refer Pages
	Governance*	-	\$2,221	12 - 15
	Finance & Corporate Support**	\$ 260	-	16 - 20
	Planning & Regulatory Services	\$ 332	\$3,213	21 - 24
	Community Facilities and Services	\$ 2,042	\$7,530	25 - 29
	Land Transport	\$ 3,354	\$6,152	30 - 33
	Water Supply	\$ 1,998	\$4,342	34 - 38
	Wastewater	\$ 3,328	\$2,952	39 - 43
	Stormwater Drainage	-	\$615	44 - 47
TOTAL		\$ 11,314	\$ 27,026	

*Economic and Community Development now incorporated into Community Facilities and Services.

** Finance & Corporate Support operating costs are allocated to all other budgets

PART 2:
SIGNIFICANT
ACTIVITIES
Ngā Mahi Whakahirahira



Governance

Overview & Purpose: Why we do it

The Governance activity provides for the governance, leadership, advocacy, and policy-making activities for Council. Council aims to be a vigorous advocate for issues of concern to the community and 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.

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
Community Outcomes		Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced	
Strategic Drivers		<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 regional agencies to enable economic development and employment opportunities	<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">■ Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage■ 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.

Activities summary: What we will do in 2022/2023

Governance activities are designed to ensure Council functions effectively and according to the Local Government Act 2002 (or similar).

We will continue to deliver services including:

- Schedule, run and record Council and Committee meetings and decisions, including for our Community Boards and Māori Standing Committee
 - Support our work to improve our relationships with mana whenua and Māori
 - Coordinate the delivery of our Grants programmes
 - Create, update and review policies, bylaws, and strategies to guide the district's decision makers
 - Maintain our records including moving records to digital format
- Respond to Local Government Official Information and Meeting Act requests (LGOIMA)
 - Coordinate our planning cycle including our Annual Plan and Annual Report
 - Coordinate our annual resident survey
 - Coordinate our Climate Strategy and our Positive Aging Strategy
 - Review our Spatial Plan

Significant activities this year

OPERATING PROJECTS	LTP 2021/22	Annual Plan 2022/23
Complete a representation review to determine the optimal number of councillors, the way they are elected, and the geographical ward boundaries	✓	✓
Participate in the first assessment of the Council Mark quality improvement programme	✓	✓
Run Election 2022 for South Wairarapa district		✓
Recruit for the new role of Principal Advisor Māori (previously described as Iwi Liaison Officer)		✓
Climate change resilience and risk strategy	✓	✓

Note: These projects will be carried out internally and are not expected to require additional capital expenditure





Success measures:
How we will know we are on the right track

Service level	Key performance indicators	Performance targets	Measured by
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%	Council records
	Meeting and committee agendas made available to the public 3 working days prior to meetings	85%	Council records
	Residents who agree that there are adequate opportunities to participate in decision-making	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%	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%	Customer survey
	Residents are satisfied with the advocacy and leadership of the Mayor and Councillors	80%	Customer survey
	Residents who agree that the community board effectively advocates on behalf of their community	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%	Customer survey
	Residents who feel that Māori culture and Te Reo is appropriately recognised and visible in the district	80%	Customer survey
	Mana whenua partners agree that the use and protection of the district's resources for the future is appropriate	80%	Customer survey
Council provides effective planning and monitoring of performance	The Annual Plan and Long Term Plan are adopted within statutory timeframes	100%	Council records
	The Annual Report includes an unqualified audit opinion	Yes	Council records
	Council strategies, policies and regulatory instruments are current	100%	Council records

Funding Impact Statement for the year ending 30 June 2023
for Governance

Prospective Funding Impact Statement - Governance, Leadership and Advocacy for the Year Ending 30 June 2023			
	LTP Year 1 2021/2022 \$000	LTP Year 2 2022/2023 \$000	Annual Plan 2022/2023 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	2,244	2,416	2,563
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Interest and dividends from investments	7	9	16
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	6	7	7
Total operating funding (A)	2,257	2,432	2,586
Applications of operating funding			
Payments to staff and suppliers	1,311	1,450	1,399
Finance costs	-	-	-
Internal charges and overheads	734	773	844
Other operating funding applications	-	-	-
Total applications of operating funding (B)	2,046	2,223	2,244
Surplus /(deficit) of operating funding (A-B)	211	209	342
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	-	-	-
Applications of capital funding			
- to meet additional demand	-	-	-
- to improve the level of service	265	123	-
- to replace existing assets	200	204	-
Increase/(decrease) in reserves	(254)	(118)	342
Total applications of capital funding (D)	211	209	342
Surplus/(deficit) of capital (C-D)	(211)	(209)	(342)
Funding balance (A-B)+(C-D)			
	-	-	-

Finance and Corporate Services

Overview & Purpose: Why we do it

These functions provide critical strategic support services to Council. They are responsible for financial management; human resource management and development; health, safety and wellbeing; communications and engagement; Information Communication Technology (ICT); and customer and office support services.

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced
Strategic Drivers	<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



Impact of COVID-19

The delivery of Finance and Corporate Services has been largely unaffected by COVID-19 and this is expected to continue into the next year. Council staff have developed new mechanisms by which communities can access goods and services. These will be reviewed on an ongoing basis, especially should new pandemics come into being.

Access to equipment is problematic as supply chain issues continue to impact on our ability to source replacement equipment. All staff are equipped to work from home in the event of any further business impact, and our business continuity planning ensures that we are able to support staff who are either directly affected by Covid or who are impacted through household members.

Key roles have been stretched due to additional work demands and playing dual roles at Council and as part of the response team for regional emergency management during lockdowns and alert level changes.

We will continue to provide services including:

- Financial expertise and 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 provides a long term outlook to business needs
- Ensuring a healthy and safe culture is maintained
- Current and long term information technology management architecture needs
- Customer services and administration support to the community
- Effective and timely external and internal communication through traditional and digital platforms
- Community consultation and engagement to build a social license to operate
- Website provision
- Business continuity and emergency management and civil defence functions.





Significant activities this year

Prospective Schedule of Capital Expenditure for the Year Ending 30 June 2023						
Total Capital Expenditure LTP Year 1 2021/2022	Year 1 2021/22	Main Purpose of Capital Expenditure	Carried Forward Capital Budget LTP Year 1 2021/2022	New Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure LTP Year 2 2022/2023
\$000			\$000	\$000	\$000	\$000
	Finance and Corporate Services					
5	Building maintenance	Renewal	300	5	305	5
22	Replacement Furniture & equipment	Renewal		22	22	22
30	GIS mapping	Renewal	20	19	39	10
50	IT Systems hardware	Renewal		101	101	51
128	IT Systems software	Renewal	78	51	129	60
140	Motor vehicles	Renewal	140	61	201	61
375			538	260	798	210

Success measures:
How we will know we are on the right track

Service level	Key performance indicators	Performance targets	Measured by
Council is financially prudent	Net cash flow from operations equals or exceeds budget (predictability benchmark/ operations control benchmark).	>100%	Council records
	Capital expenditure on the four network infrastructure services equals or exceeds depreciation on those four services (sustainability benchmark/balanced budget benchmark)	>100%	Council records
	Rates income complies with the limits set in the financial strategy (affordability benchmark/rates benchmark)	<55%	Council records
	Debt complies with the limits set in the financial strategy (affordability benchmark/rates benchmark)	<250%	Council records
	Revenue (excluding income from development and financial contributions, revaluations and vested assets) exceeds operating expenditure (sustainability benchmark/balanced budget benchmark)	>100%	Council records
	Net debt is less than or equal to forecast net debt in the Long Term Plan (predictability benchmark/debt control benchmark)	<100%	Council records
	Borrowing costs are less than 10% of operating revenue (or 15% for those with projected growth at or above NZ average) (sustainability benchmark/ debt servicing benchmark)	<15%	Council records
People are prepared for a civil defence emergency	Ratepayers and residents prepared for an emergency	75%	Customer survey
	Regional Civil Defence Emergency Annual Plan achieved	Yes	WREMO records
Council's processes & decision-making is open and transparent	Official information requests are handled within statutory timeframes	100%	Council records
	Reduction in complaints received about council communications	10% reduction	Number of upheld complaints received
Council's website is effective in supporting self-service	Customers use the website	10% increase	Website data for bounce rates and return visitors
	Enquires via email and phone are reduced	10% reduction	Council records
	Customer use of self-service tools	10% increase	Website data for use rates



Funding Impact Statement for the year ending 30 June 2023 for Finance and Corporate Support:

Prospective Funding Impact Statement - Governance, Leadership and Advocacy for the Year Ending 30 June 2023			
	LTP Year 1 2021/2022 \$000	LTP Year 2 2022/2023 \$000	Annual Plan 2022/2023 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	435	442	441
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Interest and dividends from investments	-	-	-
Internal charges and overheads recovered	2,803	2,937	3,495
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Total operating funding (A)	3,237	3,379	3,936
Applications of operating funding			
Payments to staff and suppliers	2,755	2,818	3,243
Finance costs	-	-	32
Internal charges and overheads	-	-	-
Other operating funding applications	-	-	-
Total applications of operating funding (B)	2,755	2,818	3,274
Surplus /(deficit) of operating funding (A-B)	483	560	662
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	-	-	-
Applications of capital funding			
- to meet additional demand	-	-	-
- to improve the level of service	78	9	9
- to replace existing assets	297	201	251
Increase/(decrease) in reserves	108	350	402
Total applications of capital funding (D)	483	560	662
Surplus/(deficit) of capital (C-D)	(483)	(560)	(662)
Funding balance (A-B)+(C-D)			
	-	-	-

Planning and Regulatory Services

Overview & Purpose: Why we do it

Planning and Regulatory Services promote the sustainable management of natural and physical resources in the district through the administration of the Resource Management Act, the Wairarapa Combined District Plan, and the protection of public health, welfare, and safety through a broad range of legislation and implementation.

Planning work also covers growth planning, compilation and implementation of the South Wairarapa Spatial Plan and related master plan work in regard to future growth via integrated land use planning.

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<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 build with natural features.

IMPACT OF COVID-19

The impact of COVID-19 has seen some short-term staff absences and increased use of remote working, however, service delivery levels have been effectively maintained. There has been a slight drop in the number of food premises operating.

Activities summary: What we will do in 2022/2023

We will continue to deliver services including:

- Resource management
 - District Plan policy and implementation, Wairarapa Combined District Plan review
 - Resource consent decisions, land use, subdivision, and certificates
 - Spatial Plan implementation and review, master planning, growth related integrated planning
 - Public nuisances and environmental health: compliance, enforcement, licencing, and education
 - Noise: limit setting and enforcement through the Wairarapa Combined District Plan and Resource Management Act 1991
 - Building consents, NZ 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
 - Management of dogs and stock: providing services to address issues to prevent nuisances and ensure public safety. The service enforces the requirements of: 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 the South Wairarapa.
- Registration authority under the Food Act 2014 monitoring the performance of premises and undertaking compliance, enforcement, and prosecution activities
- Monitoring camping and camping-grounds, hairdressers, offensive trades, amusement devices and beauty therapy operators
- Safe drinking water supplies
- Gaming machine numbers and venues
- Location of brothels
- Psychoactive substances
- Hazardous substances
- Trade waste.

Significant activities this year

Prospective Schedule of Capital Expenditure for the Year Ending 30 June 2023						
Total Capital Expenditure LTP Year 1 2021/2022	Year 1 2021/22	Main Purpose of Capital Expenditure	Carried Forward Capital Budget LTP Year 1 2021/2022	New Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure LTP Year 2 2022/2023
\$000			\$000	\$000	\$000	\$000
	Planning & Regulatory Services					
100	Dog pound	Renewal	340	-	340	-
14	IT hardware	Renewal	10	4	14	4
15	IT software	Improve	15	1	16	1
140	Liquifaction modelling for building regulations		127	-	127	-
200	Combined District Plan	Renewal	57	123	180	204
265	Spatial Plan	Improve	221	204	425	123
30	Transfer station renewals	Renewal		10	10	10
734			771	332	1,103	332

Success measures: How we will know we are on the right track

Service level	Key performance indicators	Performance targets	Measured by
All resource consents will be processed efficiently	Consent applications completed within statutory timeframes	100%	Council records
	s.223* certificates issued within 10 working days	100%	Council records
	s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	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%	Customer survey
	The District Plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	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%	Council records
	Non-urgent LIMs are processed within 10 days	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%	Council inspection records
	Premises are inspected in accord with regulatory requirements	100%	Council inspection records
	Customer use of self-service tools	10% increase	Website data for use rates
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%	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%	Council inspection records
	Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement	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%	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	Council records
	Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	Council records
	Complaints about dog attacks on persons or stock are responded to within 1 hour	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%	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%	Council records
	Building consent applications are processed within 20 working days	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	Building Consent Authority
	Council inspects new building works to ensure compliance with the BC issued for the work, BWOF's and Swimming Pools	Yes	Building Consent Authority
	Earthquake prone buildings reports received and actioned	100%	Council records

Funding Impact Statement for the year ending 30 June 2023 for Planning and Regulatory Services

Prospective Funding Impact Statement - Planning and Regulatory Services for the Year Ending 30 June 2023			
	LTP Year 1 2021/2022 \$000	LTP Year 2 2022/2023 \$000	Annual Plan 2022/2023 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	1,551	1,599	1,107
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and charges	1,616	1,722	2,171
Interest and dividends from investments	8	10	18
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	40	42	67
Total operating funding (A)	3,215	3,373	3,364
Applications of operating funding			
Payments to staff and suppliers	2,793	2,825	2,447
Finance costs	-	6	4
Internal charges and overheads	411	425	601
Other operating funding applications	-	-	-
Total applications of operating funding (B)	3,149	3,256	3,051
Surplus /(deficit) of operating funding (A-B)	65	118	312
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	550	582	582
Increase/(decrease) in debt	660	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	1,210	582	582
Applications of capital funding			
- to meet additional demand	-	-	-
- to improve the level of service	265	1	124
- to replace existing assets	4	4	208
Increase/(decrease) in reserves	1,006	694	562
Total applications of capital funding (D)	1,275	699	894
Surplus/(deficit) of capital (C-D)	(65)	(118)	(312)
Funding balance (A-B)+(C-D)			
	-	-	-

Community Facilities and Services

Overview & Purpose: Why we do it

The Community Facilities and Services activity brings together those areas of Council’s business that have a direct interface with the community’s wellbeing. Services range widely from 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/recycling, library facilities, swimming pools, parks and sports facilities; to advocating strongly for climate change adaptations and mitigations.

Community Facilities and Services actively contribute to community wellbeing, and our community outcomes and strategic drivers in the following ways:

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<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

Impact of COVID-19

The South Wairarapa community has been impacted by COVID-19 infections, like communities all over New Zealand. Providing accessible services to all is a key aim. Although there are some services that may be impacted by future widespread outbreaks of the pandemic, Council will continue to work on new ways of delivering services that remain inclusive and accessible to all. Adjustment to project timelines as a result of ill health among staff and contractors will be realistically managed.

Activities summary: What we will do in 2022/2023

We will continue to deliver services including:

- Maintaining our facilities and amenities including community halls and 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

■ Project management

■ Contributing strongly as a key member of the Joint Wairarapa Moana Conservation Project for Lake Wairarapa in partnership with iwi, GWRC, Department of Conservation and Five Town trails.

■ Libraries: Facilitating and growing community connections and connectivity 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
- 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

■ Promoting the waste management hierarchy “reduce, reuse, recycle, reprocess, treat, dispose”

■ Supporting the Wairarapa COVID-19 Recovery Joint Committee with Carterton and Masterton District Councils to lead the region’s:

■ Wellington Regional Growth Framework

■ Regional economic development

■ Regional economic recovery (from COVID-19 and any other future disruptive events).



Significant activities this year

Prospective Schedule of Capital Expenditure for the Year Ending 30 June 2023						
Total Capital Expenditure LTP Year 1 2021/2022	Year 1 2021/22	Main Purpose of Capital Expenditure	Carried Forward Capital Budget LTP Year 1 2021/2022	New Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure LTP Year 2 2022/2023
\$000			\$000	\$000	\$000	\$000
	Community Facilities and Services					
15	Campgrounds	Renewal		15	15	15
310	Cemeteries	Renewal		36	36	36
1,250	Community buildings	Improve	338	82	420	20
60	Community housing	Renewal	136	61	197	61
20	Investment buildings	Renewal		20	20	20
110	Library books	Renewal		112	112	112
120	Parks & reserves	Growth	1,139	1,552	2,691	1,613
100	Playgrounds	Renewal		51	51	51
50	Swimming pools	Renewal		51	51	51
50	Toilets	Renewal		51	51	51
30	Transfer station renewals	Renewal		10	10	10
2,115			1,613	2,042	3,655	2,042





Success measures:
How we will know we are on the right track

Service level	Key performance indicators	Performance targets	Measured by
Council provides community facilities and spaces that encourage community use	Residents are satisfied with community buildings, parks and open spaces	90%	Customer survey
	Increase in number of bookings for community facilities	10% increase	Council records
	Swimming pools are open at least 15 weeks per year	100%	Council records
	Residents are satisfied with Council swimming pools	74%	Customer survey
	Library collection turnover meets or betters national averages by 2023/24	90%	Council records
	At least 75% of library programme attendees report a positive impact or application as a result of attendance	>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	Council records
Refuse collection and disposal meets the needs of the community	% of customer complaints resolved within 24 hours	95%	Council records
	% of residents satisfied with the level of service	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	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)	70%	Council survey

Funding Impact Statement for the year ending 30 June 2023
for Community Facilities and Services

Prospective Funding Impact Statement - Community Facilities and Services for the Year Ending 30 June 2023			
	LTP Year 1 2021/2022 \$000	LTP Year 2 2022/2023 \$000	Annual Plan 2022/2023 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	4,319	4,675	5,097
Targeted rates	780	820	928
Subsidies and grants for operating purposes	4	4	-
Fees and charges	339	358	382
Interest and dividends from investments	28	35	64
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	701	741	793
Total operating funding (A)	6,171	6,633	7,264
Applications of operating funding			
Payments to staff and suppliers	4,730	5,059	5,718
Finance costs	72	112	110
Internal charges and overheads	705	728	959
Other operating funding applications	-	-	-
Total applications of operating funding (B)	5,507	5,899	6,787
Surplus /(deficit) of operating funding (A-B)	664	734	478
Sources of capital funding			
Subsidies and grants for capital expenditure	40	42	55
Development and financial contributions	-	-	-
Increase/(decrease) in debt	4,197	-	1,532
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	4,237	42	1,587
Applications of capital funding			
- to meet additional demand	300	1,532	1,532
- to improve the level of service	1,345	61	61
- to replace existing assets	470	449	449
Increase/(decrease) in reserves	2,785	(1,266)	22
Total applications of capital funding (D)	4,900	776	2,064
Surplus/(deficit) of capital (C-D)	(664)	(734)	(478)
Funding balance (A-B)+(C-D)			
	-	-	-

Note: due to an inadvertent omission, the Community Facilities and Services LTP Y1 & Y2 figures were missing the funding and applications of funding from two cost centres, the figures were therefore lower than they should have been. The statement for the Whole of Council did include all cost centres.

Land Transport (Roading and Footpaths)

Overview & Purpose: Why we do it

South Wairarapa Council provides and maintains a network of public roads as 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. Other assets that allow people in communities to connect are telecommunications and radio

The level of service a community demands from its road transport 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.

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<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 and feel■ Improve urban design and integrate what we build with natural features.■ Nurturing and creating the district’s special character, qualities and culture

Impact of COVID-19

COVID-19 has impacted on Council’s contractors’ ability to complete projects on time. This has been as a result of absenteeism due to illness and the ability to work effectively under social distancing requirements.

Although this has delayed the outputs in most circumstances, contractors have implemented plans to minimise impact on future deliverables and on their staff.

Another impact has been the noticeable delays in sourcing products from within New Zealand and major delays with imported products.

The major impact not fully felt yet will be the impact of significantly increased costs over the next few years.

Activities summary: What we will do in 2022/2023

Council provides roading network services in the South Wairarapa district. This includes roads, bridges and culverts, footpaths, street lighting, street cleaning, vegetation control, kerb and channel, and structures such as retaining walls, bus shelters and car parks. Council aims to plan, provide and maintain a roading network for the safe, comfortable and convenient movement of people and goods.

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.

We will continue to deliver services including:

- Bridges – 10 timber, 68 concrete, 13 armco/pipes, 49 box culverts
 - Street Lights – Featherston 285; Greytown 235; Martinborough 300; Rural 25
 - Urban roads – 63.1km sealed, 1.1km unsealed
- Rural roads – 340.5km sealed, 261.6km unsealed
 - Kerbs & Channels – Featherston 29.7km; Greytown 20.8km; Martinborough 27.5km
 - Footpaths (concrete, asphalt, metal) – Featherston 19.7km; Greytown 27.4km; Martinborough 36.5km

Activities or investments planned this year

Prospective Schedule of Capital Expenditure for the Year Ending 30 June 2023						
Total Capital Expenditure LTP Year 1 2021/2022	Year 1 2021/22	Main Purpose of Capital Expenditure	Carried Forward Capital Budget LTP Year 1 2021/2022	New Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure LTP Year 2 2022/2023
\$000			\$000	\$000	\$000	\$000
	Land Transport					
-	Bridges	Renewal		-	-	-
167	Drainage	Renewal		171	171	171
400	Footpath additions	Growth	400	410	810	410
127	Footpath renewals	Renewal		130	130	130
1,210	Other minor works	Improve		704	704	704
245	Rehabilitation	Renewal		251	251	251
846	Reseals	Renewal		805	805	805
405	Road metalling	Renewal		415	415	415
285	Signs, guardrails, & safety	Improve		284	284	289
128	Structures	Renewal		132	132	132
52	Traffic services	Renewal		53	53	53
3,866			400	3,354	3,754	3,360

Success measures:
How we will know we are on the right track

Service level	Key performance indicators	Performance targets	Measured by
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%	Council records
	Ratepayers and residents fairly/very satisfied with the roads	80%	Customer survey
	5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%	Council records
	The pavement condition index as measured by the NZTA Waka Kotahi pavement integrity index	95%	NZTA Waka Kotahi
Footpaths can be safely used to get around town	Ratepayers and residents are satisfied with footpaths in the district	70%	Customer survey
	Change in number of fatalities and serious injury crashes on the local road network from previous year	<7	NZTA records
	Availability of footpaths on at least one side of the road down the whole street (urban)	90%	Council records
	Footpath Condition rating 95% compliant with SWDC AMP Standard	95%	Council records
	The % of customer service requests relating to roads and footpaths responded to within 48 hours	85%	Council records
	Meet annual plan footpath targets	Yes	Council records

Notes

1. Baseline length of footpaths is worked out on the basis that 49,190m length is completed out of total length of 58,015m.
2. Smooth travel exposure (STE) is percentage of travel undertaken on roads with a roughness less than 150 NAASRA (National Association of Stats Roothing Authorities) counts. NAASRA counts are a measure of road roughness (reflecting smoothness of road) i.e. the higher the count the rougher the road. Compared to other Councils' roads in New Zealand, South Wairarapa District Council's roads smoothness standard is very high. It is difficult to improve smooth travel exposure further but roads will be maintained to current level with + 5% variation.
3. + 10% variation for seal extensions and reseals is to take into consideration location and site conditions of work.



Funding Impact Statement for the year ending 30 June
2023 for Land Transport

Prospective Funding Impact Statement - Land Transport for the Year Ending 30 June 2023			
	LTP Year 1 2021/2022 \$000	LTP Year 2 2022/2023 \$000	Annual Plan 2022/2023 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	3,752	3,826	3,538
Targeted rates	-	-	-
Subsidies and grants for operating purposes	1,459	1,576	1,540
Fees and charges	-	-	-
Interest and dividends from investments	21	27	49
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	139	150	132
Total operating funding (A)	5,372	5,578	5,259
Applications of operating funding			
Payments to staff and suppliers	3,199	3,351	3,427
Finance costs	45	37	37
Internal charges and overheads	309	309	492
Other operating funding applications	-	-	-
Total applications of operating funding (B)	3,553	3,696	3,957
Surplus /(deficit) of operating funding (A-B)	1,819	1,882	1,303
Sources of capital funding			
Subsidies and grants for capital expenditure	2,267	1,894	1,549
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	397	427	427
Other dedicated funding	-	-	-
Total capital funding (C)	2,664	2,321	1,976
Applications of capital funding			
- to meet additional demand	400	410	410
- to improve the level of service	1,495	993	988
- to replace existing assets	1,971	1,957	1,957
Increase/(decrease) in reserves	617	843	(76)
Total applications of capital funding (D)	4,482	4,203	3,278
Surplus/(deficit) of capital (C-D)	(1,819)	(1,882)	(1,303)
Funding balance (A-B)+(C-D)			
	-	-	-

Water Supply

Overview & Purpose: Why we do it

Council's primary aim is to provide reliable and sustainable reticulated water supplies to our three towns and to encourage conservation of this valuable resource.

Council's responsibilities include a duty under the Health Act 1956 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 to maintain an overview of the supply if it is provided by others.

Through its Council Controlled Organisation Wellington Water Limited, Council provides and maintains potable water supplies to properties throughout the district. This doesn't include premises that have their own rainwater tanks or bores.

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
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<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)

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.

Activities summary: What we will do in 2022/2023

We will continue to deliver services and maintain assets including:

- Four public water supply systems serving Featherston and Greytown, Martinborough and Pirinoa (Waiohine, Memorial Park, Ruamāhanga, Pirinoa WTPs)
- 4,215 serviced and 251 serviceable water connections
- Water pipes – Featherston 36km; Greytown 30km; Martinborough 38km
- One emergency water source available to supply Featherston if needed
- Featherston – Tauherenikau River (Longwood Water Race) 40km
- Greytown – Waiohine River (Moroa Water Race) 225km

See our Infrastructure Strategy in the 2021-31 LTP for more information on our planned work.

Significant activities this year will include:

- Tauherenikau pipeline long-term solution for Featherston's water supply
- Boar Bush Gully Catchment is operated as an emergency/backup supply for Featherston only. A

study is in progress to determine if the source should be retained as an emergency supply.

- The Greytown Memorial Park drinking supply bore and treatment plant is being upgraded to a containerized system with the addition of UV and filtration equipment.
- Undertake a strategic review of the water races in the district, informed by consultation with water race users and broader community engagement. This emerging strategy will consider a changing regulatory landscape, including the Freshwater National Policy Statement 2020 and any requirements for stock exclusion, and other ecological or environmental obligations on Council. The strategy will also consider the viability of alternative sources and affordability of any future solution.
- The Ruamāhanga Whaitua Committee Plan changes are due for notification by December 2022. The most significant area of change and impact on Council relates to water allocation for the Ruamāhanga catchment.





Significant activities this year

Prospective Schedule of Capital Expenditure for the Year Ending 30 June 2023						
Total Capital Expenditure LTP Year 1 2021/2022	Year 1 2021/22	Main Purpose of Capital Expenditure	Carried Forward Capital Budget LTP Year 1 2021/2022	New Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure LTP Year 2 2022/2023
\$000			\$000	\$000	\$000	\$000
	Water Supply					
22	Consents, models, & plans	Improve		51	51	51
358	Infrastructure renewals	Renewal		376	376	376
-	Smart meters	Improve		1,027	1,027	1,027
-	Water supply & treatment - Featherston	Improve		100	100	100
1,458	Water supply & treatment - Greytown			-	-	-
497	Water supply & treatment - Martinborough	Growth		444	444	444
2,334			-	1,998	1,998	1,998

Success measures:
How we will know we are on the right track

Service level	Key performance indicators	Performance targets	Measured by
Potable water demand	The average consumption of drinking water per day per resident within the territorial authority	<400 Lt	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%	Customer survey
	The District Plan has a monitoring programme that provides information on the achievement of its outcomes (AER’s)	Yes	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%	Council records
The water provided is safe to drink	Water supply systems comply with Ministry of Health Drinking Water Standards - Bacteriological	Yes	Council records
	Water supply systems comply with Ministry of Health Drinking Water Standards - Protozoa	Yes	Council records
Customer satisfaction	The total number of complaints received by the local authority about drinking water taste per 1000 connections	<14	Council records
	The total number of complaints received by the local authority about drinking water odour per 1000 connections	<14	Council records
	The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<14	Council records
	The total number of complaints received by the local authority about continuity of supply per 1000 connections	<14	Council records
	The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<14	Council records
	The total number of complaints received about the local authority’s response to any of the above issues per 1000 connections	<14	Council records
	Total of all water complaints per 1,000 connections	<70	Council records
	Ratepayers and residents satisfied with level of service for water	75%	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	80%	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	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%	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	80%	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	80%	Council records
There is adequate water for urban fire fighting	Fire hydrants tested annually that meet NZ Fire Service Code of Practice	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%	Council records

Note: Flooding rivers, drought and other unavoidable factors do not enable 100% compliance during the year.

Funding Impact Statement for the year ending 30 June 2023 for water supply

Prospective Funding Impact Statement - Water Supply for the Year Ending 30 June 2023			
	LTP Year 1 2021/2022 \$000	LTP Year 2 2022/2023 \$000	Annual Plan 2022/2023 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	-	-	-
Targeted rates	3,248	3,716	3,807
Subsidies and grants for operating purposes	-	-	-
Fees and charges	84	88	88
Interest and dividends from investments	19	24	43
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	18	19	19
Total operating funding (A)	3,368	3,846	3,957
Applications of operating funding			
Payments to staff and suppliers	2,190	2,508	3,026
Finance costs	60	109	75
Internal charges and overheads	204	206	310
Other operating funding applications	-	-	-
Total applications of operating funding (B)	2,453	2,822	3,411
Surplus /(deficit) of operating funding (A-B)	915	1,024	546
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	150	158	158
Increase/(decrease) in debt	1,432	1,573	1,471
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	1,582	1,732	1,629
Applications of capital funding			
- to meet additional demand	454	444	444
- to improve the level of service	1,523	1,178	1,178
- to replace existing assets	358	376	376
Increase/(decrease) in reserves	162	758	177
Total applications of capital funding (D)	2,497	2,755	2,174
Surplus/(deficit) of capital (C-D)	(915)	(1,024)	(546)
Funding balance (A-B)+(C-D)			
	-	-	-

Wastewater

Overview & Purpose: Why we do it

Through its Council Controlled Organisation Wellington Water Limited (WWL), Council provides and maintains wastewater services to properties in the district. This does not include single premises that have their own 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 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 to maintain an overview of the supply if it is provided by others.

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<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)

Activities summary: What we will do in 2022/2023

We will continue to deliver services including:

- Four wastewater systems, and approximately 4,365 serviced pans and 286 properties that are serviceable.
- **Featherston** oxidation pond effluent is treated through ultra-violet disinfection and is discharged via a trough into an open channel which flows into Donald's Creek and then down to Wairarapa Moana. 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. In the meantime, we will carry out improvements to the current treatment of wastewater to the waterways and progress the resource consent process for the long-term solution.
- **Greytown** oxidation ponds are located at the end of Pā Road and effluent discharges into the Papawai Stream. The Papawai Stream flows into the Ruamāhanga River some 1,500 metres downstream of the effluent discharge point. Council has purchased 116ha of farmland adjacent to the current Papawai site as part of the consent process to irrigate wastewater to land. Ultra-violet disinfection was commissioned in 2020 and irrigation to 30ha of this land to eliminate discharges to water during low flow conditions has been commissioned. The Council plan 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 and treated effluent is discharged via an outlet structure into the Ruamāhanga River, except in 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 who retain on-site septic tank systems and the effluent from the septic tanks is either pumped or gravitated depending upon location to local pump stations and then to a centralised treatment plant and disposal field east of the settlement
- Underground pipe network maintenance: Featherston 25km; Greytown 20km; Martinborough 20km; Lake Ferry 3km

Significant activities this year will include:

Council has included an ambitious capital programme for this Annual Plan to respond to the challenges of past underinvestment and earlier than expected failure of infrastructure. This necessary investment has materially increased the costs of providing wastewater services. See our Infrastructure Strategy from the 2021-31 LTP for more information on our planned improvement work.

- **Donald St Pump Station renewal**
The Donald St Pump Station has been identified as an asset in poor condition, and therefore in need of an upgrade to meet the increasing wastewater demands for the local catchment area. The project includes the renewal of the wetwell, two upsized pumps as well as additional storage capacity to manage periods of high inflow. Early modelling from our team indicates that it's likely that this will reduce the number of wastewater overflows experienced by residents during periods of high rainfall.
- **Greytown & Martinborough Wastewater Treatment Plant consent compliance**
Both the Greytown and Martinborough WWTPs have received resource consents in recent years which requires a long-term transition from river to land-based discharged effluent. We have a range of programme activities setup, for example, starting design on the Stage 2 irrigation areas, riparian planting, desludging, and site flooding investigations (Greytown) to support this transition, to ensure we satisfy this long-term consent condition. In addition to this, we're also undertaking control system improvements, environmental monitoring improvements, and implementation of Management Plans, to improve compliance for the WWTPs in the short term.
- **Featherston WWTP consent renewal**
The current resource consent for the Featherston WWTP has expired, and the project's objective is to obtain a renewed consent. This multi-year project will look to identify and recommend a preferred option to manage the Featherston Wastewater Treatment Plant. The process will involve consultation with the community, council and iwi to develop a concept design solution, before we lodge a resource consent application with the Greater Wellington Regional Council.

Significant activities this year

Prospective Schedule of Capital Expenditure for the Year Ending 30 June 2023						
Total Capital Expenditure LTP Year 1 2021/2022	Year 1 2021/22	Main Purpose of Capital Expenditure	Carried Forward Capital Budget LTP Year 1 2021/2022	New Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure Annual Plan 2022/2023	Total Capital Expenditure LTP Year 2 2022/2023
\$000			\$000	\$000	\$000	\$000
	Wastewater					
227	Consents, models, & plans	Renewal		-	-	-
108	Health & safety upgrades	Improve		111	111	111
329	Infrastructure renewals	Renewal		346	346	568
1,800	Wastewater treatment & disposal - Featherston	Improve		2,327	2,327	1,027
308	Wastewater treatment & disposal - Greytown	Growth		266	266	60
108	Wastewater treatment & disposal - Martinborough	Improve		277	277	277
2,879			-	3,328	3,328	2,043





Success measures:
How we will know we are on the right track

Service level	Key performance indicators	Performance targets	Measured by
Council provides wastewater services that effectively collect and dispose of wastewater	Number of blockages per 1000 connections	<10	Council records
	Ratepayers and residents satisfaction with wastewater services	57%	Customer survey
	Number of dry weather sewerage overflows per 1000 connections	<10	Breach of Consent
	Attendance time: from notification to arrival on site: <ul style="list-style-type: none">in <1 hrmedian response time measured	75%	Council records
	Resolution time: from notification to resolution of fault: <ul style="list-style-type: none">in< 4 hoursmedian response time measured	80%	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%	Council records
	No. of abatement notices	<2	Council records
	No. of infringement notices	0	Council records
	No. of enforcement notices	0	Council records
	No. of convictions	0	Council records
	No. of complaints per 1000 connections received about sewage odour	<15	Council records
	No. of complaints per 1000 connections received about sewage system faults	<15	Council records
	No. of complaints per 1000 connections received about sewage system blockages	<15	Council records
	No. of complaints per 1000 connections received about the response to issues with sewage	<15	Council records
	Proportion of urgent wastewater service requests responded to within 6 hours of notification	95%	Council records

Note: * This allows for a small number of “technical” non-conformances associated with the myriad of resource consent conditions which may be due to short-term, unplanned impacts on operating conditions, equipment failure etc. The indicator should not be read as an intention to plan for non-compliance

Funding Impact Statement for the year ending 30 June 2023 for Wastewater

Prospective Funding Impact Statement - Wastewater for the Year Ending 30 June 2022			
	LTP Year 1 2021/2022 \$000	LTP Year 2 2022/2023 \$000	Annual Plan 2022/2023 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	-	-	-
Targeted rates	2,519	2,939	3,097
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Interest and dividends from investments	25	32	58
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	245	258	259
Total operating funding (A)	2,790	3,230	3,414
Applications of operating funding			
Payments to staff and suppliers	1,075	1,344	1,786
Finance costs	437	481	464
Internal charges and overheads	131	128	243
Other operating funding applications	-	-	-
Total applications of operating funding (B)	1,643	1,954	2,493
Surplus /(deficit) of operating funding (A-B)	1,146	1,276	921
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	200	211	211
Increase/(decrease) in debt	1,215	1,027	2,327
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	1,415	1,238	2,538
Applications of capital funding			
- to meet additional demand	11	222	222
- to improve the level of service	1,524	1,475	2,760
- to replace existing assets	1,345	346	346
Increase/(decrease) in reserves	(318)	471	132
Total applications of capital funding (D)	2,561	2,514	3,459
Surplus/(deficit) of capital (C-D)	(1,146)	(1,276)	(921)
Funding balance (A-B)+(C-D)			
	-	-	-

Stormwater Drainage

Overview & Purpose: Why we do it

Through its Council Controlled Organisation Wellington Water Limited, Council provides and maintains stormwater drainage assets, and the requirements for these assets where 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 to maintain an overview where it is provided by others. 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
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<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■ 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)

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.

Activities summary: What we will do in 2022/2023

We will continue to deliver services including:

- a primary stormwater system; and
- a secondary stormwater system.

Details of stormwater assets are available in Stormwater Management Plans for the three towns.

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 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 roof of all buildings is disposed of onsite through appropriate means.

Significant activities this year

There are no significant activities this year.



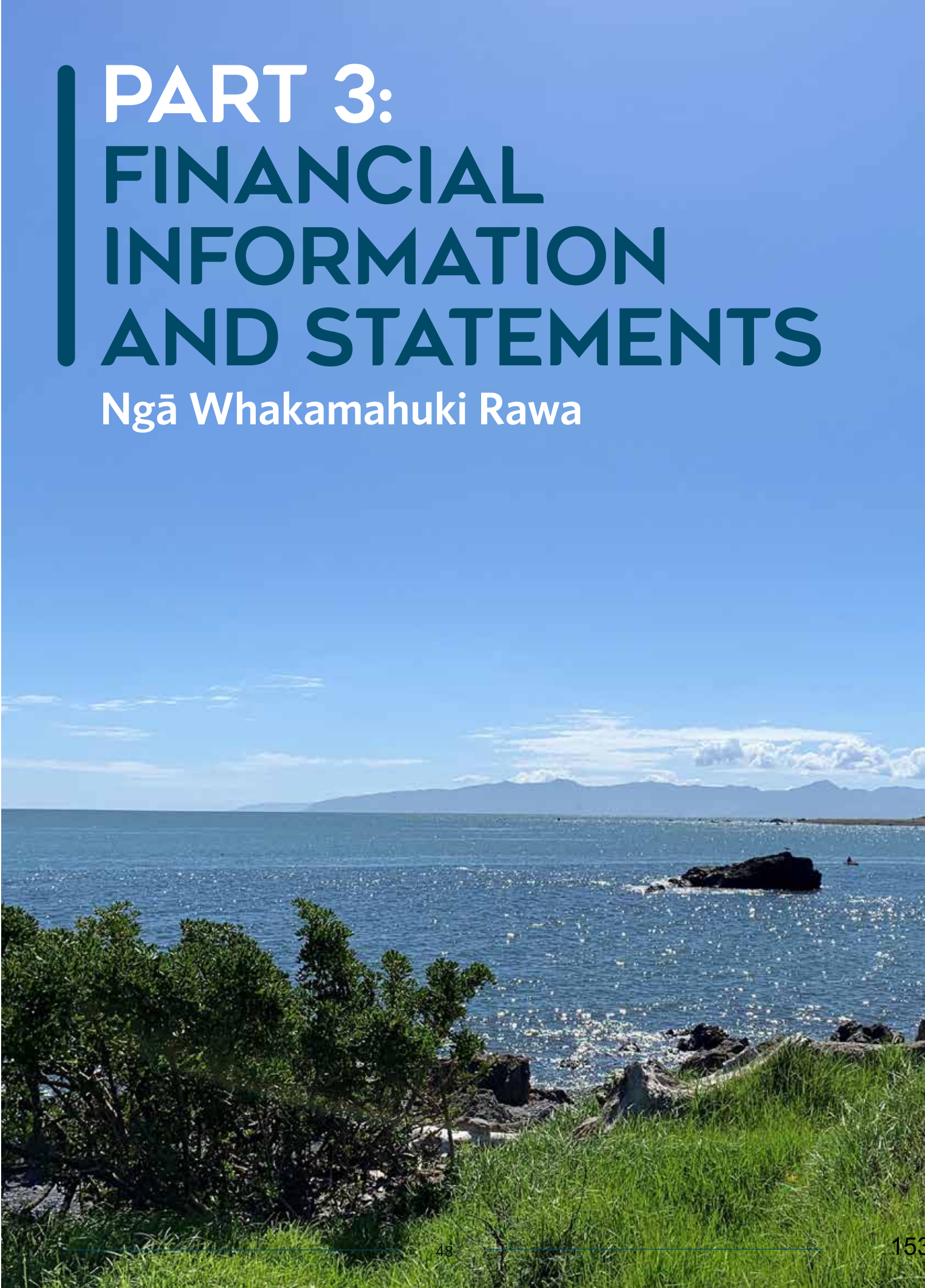


Success measures:
How we will know we are on the right track

Service level	Key performance indicators	Performance targets	Measured by
Stormwater drains are well operated and maintained by the Council	% of ratepayers and residents satisfied with stormwater drains	59%	Customer survey
	% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	Council records
	No. of flooding events	0	Council records
	No. of habitable floors affected per flooding event per 1000 properties connected	0	Council records
Consent Compliance	No. of abatements notices	0	Council records
	No. of infringement notices	0	Council records
	No. of enforcement notices	0	Council Records
	No. of convictions	0	Council Records
	Median response time to flooding events (Notification to personnel reaching site in hrs)	3	Council Records
	No. of complaints about stormwater per 1000 properties connected	0	Council records

Note: We have no properties connected to a stormwater system. However, the Moroa water race facilitates the movement of stormwater as it moves through Greytown

Prospective Funding Impact Statement - Stormwater for the Year Ending 30 June 2022			
	LTP Year 1 2021/2022 \$000	LTP Year 2 2022/2023 \$000	Annual Plan 2022/2023 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	406	422	691
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Interest and dividends from investments	2	2	4
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	2	2	2
Total operating funding (A)	409	426	697
Applications of operating funding			
Payments to staff and suppliers	240	262	286
Finance costs	-	-	-
Internal charges and overheads	37	38	46
Other operating funding applications	-	-	-
Total applications of operating funding (B)	277	300	332
Surplus /(deficit) of operating funding (A-B)	133	126	366
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	1,415	1,238	1,238
Applications of capital funding			
- to meet additional demand	11	-	-
- to improve the level of service	-	-	-
- to replace existing assets	-	-	-
Increase/(decrease) in reserves	122	126	366
Total applications of capital funding (D)	133	126	366
Surplus/(deficit) of capital (C-D)	(133)	(126)	(366)
Funding balance (A-B)+(C-D)			
	-	-	-



PART 3: FINANCIAL INFORMATION AND STATEMENTS

Ngā Whakamahuki Rawa

Financial and General Assumptions

General Forecasting Assumptions

General Forecasting Assumptions

Preamble

The Annual Plan (AP), along with all forward planning documents, are subject to the risks associated with making assumptions about the future.

Council has taken care to ensure the forecasts are as accurate as possible; the significant forecasting assumptions are discussed below.

In light of the above observations, actual results may vary from that forecast.

Users should note that the information contained in this Annual Plan may not be suitable for other purposes.

Impact of COVID-19

COVID-19 has had varying impacts on the Council's departments. Finance and Corporate Services has been largely unaffected and this is likely to continue into the next year. Despite short-term staff absences, effective services levels have been maintained.

However, in amenities and roading, adjustments have been made to project timelines and supplies have

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
The impact of COVID-19 has not been as significant as anticipated. Budget 2022 is the Government's first normal budget with the cloud of COVID-19 slowly lifting.	Medium	The future beyond Omicron and COVID-19 is still shrouded in some degree of uncertainty and will depend on how fast economic activity and growth can rebound. Budget 2022 is the Government's first normal budget delivered with the cloud of COVID-19 slowly lifting. The Government's three goals are : 1. Continuing to keep New Zealanders safe from COVID-19 2. Accelerating the rebuild and recovery from the impacts of COVID-19 3. Laying the foundations for the future and addressing key issues e.g. climate change, housing affordability, labour shortages

sometimes been delayed. Inflation is expected to increase costs for some years.

Population Growth

Census data shows that the population in the district increased by 11% from 9,800 in 2013 to 10,900 in 2018. This represents an average annual change over the 5-year period of 2.2%. By comparison, population projections used for our last LTP indicated an average annual change of 1.2% over the period. This Population data notes that growth has been strong over the last decade, aided by significant net migration flows in the past five years.

Infometrics has ceased providing this data service and we have switched providers to Sense Partners to align with other Wellington region councils. The current LTP is based on the Infometrics medium growth scenario. We are not a high or medium growth district for the purposes of the National Policy Statement for Urban Development and in terms of local economic growth. The Sense Partners medium growth scenario has been utilised for this annual plan.

We now have obtained population projections from Sense Partners for the period 2021 to 2051. Forecast information projects how the population, age structure and household types will change between now and 2051 while also considered the impact of Covid-19 and migration in its economic and population forecasts.

Sense Partners projections indicate that the district's resident population will grow from 11,693 in 2021 to 12,992 in 2028 and 16,830 by 2051. This represents an average annual growth of 1.5% from 2021 to 2031 over the life of the LTP and 1.3% to 2046.

By comparison, projections used for our last LTP indicated a population of 12,733 by 2043 and an average annual growth rate of 0.9 % from 2018 to 2028 and 0.7% from 2018 to 2043.

Household Growth

Past trends indicate that household growth in the district has fluctuated over the last 10 to 20 years but the district’s growth has generally been slow and steady.

In terms of future projections, Sense Partners medium growth scenario indicates that the number of households in the district will increase from 4,800 in 2018 to 5,950 in 2028 and 7,563 in 2048. This is consistent with the planning direction within Wellington Regional Growth Framework which encourages Transit Oriented Developments around existing train stations. The Framework identifies Featherston as a “growth node”.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
Growth and demographic change occur at a different rate than assumed	Medium to High	<p>The LTP population growth assumption is based on the Infometrics medium growth projections which have been updated to Sense Partners’ for this Annual Plan. This uncertainty continues to be exacerbated by the long term impact of COVID-19 and global supply chain issues.</p> <p>Growth may occur at a faster rate than assumed due predominantly to the proximity to Wellington for employment and relative housing affordability. Net migration may increase as people are attracted to the lifestyle the district offers and as future growth opportunities are opened up.</p> <p>We are investing heavily in our infrastructure over the life of the LTP to address previous under-investment. This extra capacity will accommodate a degree of growth higher than anticipated. Higher growth will increase the rating database and lower the cost per household. However, significant growth may require investment to be brought forward resulting in increases in debt and/or rates. Higher growth may also impact our ability to deliver services to the same level and we may need to reduce service levels and/or increase debt, rates or fees.</p> <p>Although unlikely to stall, housing growth may occur at a slower rate than assumed. This is not likely to have a significant impact on our service or funding levels.</p>



Number of Rateable Properties Growth

The number of rateable properties is assumed to be 7,967 by 2030; this is an average growth rate of 1.39% from the 2020 year (6,588).

Forecast Rating Units by year	
Year	Forecast Rating Units
2020	6,798 (Actuals)
2021	6,942 (Actuals)
2022	7,094
2023	7,173
2024	7,267
2025	7,380
2026	7,503
2027	7,630
2028	7,752
2029	7,864
2030	7,967

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
Growth occurs at a different rate than assumed	Medium	The LTP growth has been based on figures from Infometrics which have been updated to Sense Partners' for this Annual Plan and continues to consider ongoing development in the district. Should such growth not continue then some projects will not go ahead, and expenditure will be lower than forecast. If the growth is greater than predicted, then some projects will go ahead earlier than forecast, and expenditure will be higher than forecast.

Delivery of Planned Capital Projects

Capital budgets have been prepared for all major activities and include renewal and capital expenditure on all major infrastructure assets. Plans have taken into account deliverability of projects.

We are proposing an ambitious capital programme. There is an inherent risk that we may not be able to deliver as planned, and delays may ultimately increase costs and service. The Council is working with its service providers to take steps to mitigate this risk, including appointing a SWDC Capex Delivery Manager, using Consultant and Contractor panels to secure capacity and undertaking an internal and external capability review to ensure the business is sized appropriately.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
Ability of Council to procure contractors is constrained by strong market demand.	Medium to High	Delays in the delivery of the project due to contractor availability or product supply constraints could significantly increase costs and timing.
Product supply constraints affecting deliverability of projects.		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.

New Zealand Transport Agency Waka Kotahi

Subsidies from New Zealand Transport Agency (Waka Kotahi) have been included at the approved rates for the three years from July 2021 to June 2024. Waka Kotahi confirmed the subsidy rate for most roads local roads will decrease from 53% in 2021 to 52% in 2022 and 51% onwards. An assumption has been made that Special Purpose Roads (SPR) will remain at 100% until 30 June 2024.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
Changes in subsidy rate and variation in criteria for inclusion in subsidised works programmes.	Medium	The government has increased petrol tax to provide additional funding for roading and this commitment is unlikely to change. A reduction in the Special Purposes Road subsidy, while maintaining the planned level of service, would result in expenditure higher than forecast. If this occurs some maintenance may be deferred.

Water Metering

Charging for water use through universal metering of the district's urban water supply is in place. Prices for water used in excess of the current threshold of 350m³ will be charged per cubic metre at a rate of \$1.84 (including GST).

There are a number of external factors that impact delivery of water services, particularly in changes of legislation. Changes of this nature are usually flagged well in advance and are able to be incorporated into planning documents.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
Water meters do not generate the level of revenue anticipated.	Low	As the overall fixed charge for water is high, the impact of water by meter revenue being low will not have a material impact on water supply. Legislative changes are hard to predict, however the length of time prior to enacting legislation allows the organisation to plan adequately. External Factors There will be no unexpected changes to legislation or other external factors that alter the nature of services provided by Council. Most changes to legislation are phased and known about in advance. Only in extraordinary circumstances would unexpected changes to legislation be made.

Levels of Service

Unless otherwise stated in the individual activity sections, services are generally assumed to remain the same through the life of the LTP. Any changes to the services other than those forecast in the AP will impact on costs.

Three Waters Reforms

In 2020 the Government announced a suite of water reforms entitled Three Waters. Engagement on the proposed changes with Councils was limited to an eight-week period in October 2021, when the reforms were still in the formative stages. Council provided their feedback in the form of questions remaining to be answered, and this went to three working groups set up to consider the technical, rural water supplies and governance aspects of the reforms.

Their response to these questions is on Council's website. Despite the concerns raised from most councils, including this, about the lack of timely relevant information, public consultation omitted from the process, and the process used to communicate, the Government's Three Waters reforms continue to proceed.

The Water Services Entities Bill has been through its first reading and is currently before the Finance and Expenditure select committee. Public submissions have been invited until 22 July. Further legislation, including economic regulation, is expected later in 2022 and if the bill is passed, the reforms will go ahead in 2024. There will be a transition period that will require resources to implement the next regulations in time for the new reform.

Financially the reforms will impact the operating and infrastructure costs, transfers and the agreed value of assets and infrastructure into the new entity, remaining assets that are not transferred and the overall financial and operational resources required to report to the new entity.

Further consultation on the process and funding from the Government will be known as we approach the next deadlines and more information becomes available from Government.

Resource Management Reforms

The reforms of the resource management system involve repealing the Resource Management Act (RMA) and replacing it with three new pieces of legislation. The drafting of the three new pieces of legislation will commence from May – September 2021 and are not expected to be passed until December 2022. As there is a high degree of uncertainty around the proposals coming into force, together with a significant lead-in time to make the transition to any new arrangements, we have assumed we will continue with existing provisions for the life of this LTP.

We do however anticipate that the review of the Wairarapa Combined District Plan will be adapted to reflect the existence of the RMA reforms. Should the district plan review need to be slowed or suspended as a result of the reforms being pursued by Government there may be some cost savings or overspend dependent on whether our contract for service needs to be suspended or extended. It is also expected that any urgent matters could be addressed through a Plan Change while the reforms are being progressed in which case the costs of the Plan Change would be covered by the existing district plan review budget. The district plan budget also allows for a certain degree of flexibility to ensure that the Plan remains relevant in the future.

The Future for Local Government

On 23 April 2021 the Minister of Local Government (the Minister) established a Review into the Future for Local Government (the Review). The Review is to consider, report and make recommendations on this matter to the Minister. An initial report was published in September 2021. Stage two of the Review involves broader public engagement about the future of local governance and democracy in New Zealand, alongside research and policy development. After completing this work, a report will be presented to the Minister of Local Government with draft findings and recommendations. This report is due to be released in mid-October 2022. The third stage will involve formal consultation about our draft recommendations, before delivery of the final report in April 2023. The assumption remains that the status quo will remain for the term of the LTP.

Financial Forecasting Assumptions

Revaluation of Non-Current Assets

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.

Revaluation movements will be shown in the statement of financial position and the statement of other comprehensive income. Revaluations are carried out at three-year intervals, apart from investment properties, which are revalued annually.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
Actual revaluation results differ from those in the forecast.	Medium	Where the actual inflation rate is different from that forecast, the actual revaluation will be different from that forecast. The LTP for each subsequent year is reviewed by way of the Annual Plan round and a new LTP is produced every three years.

Interest Rates

The range of interest rates on term debt is calculated at 0.81% to 3.49%. 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.

The interest on investments is calculated at 2.00% for 2022/23.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
That the interest rate will differ from those used in the calculations.	Medium	This will be managed through the Liability Management Policy and Investment Policy. The financial impact is not able to be measured. A 1% movement in interest rates (on a \$1M loan) increases/decreases total loan repayments by \$10,000. On the total forecast portfolio of \$20M, this would result in an increase/decrease of \$200,000. Council would have the option of mitigating this impact by altering the term of the loans.

Depreciation

Over the term of the LTP 2021-2031, Council has elected to fully fund depreciation on all assets with the exception of land transport (where approximately 50% of depreciation is funded), and specific amenities that Council has identified would not be replaced or replacement would be funded by rates and insurance (includes playgrounds, swimming pools, housing for seniors, Ngawi Hall, Waihinga Centre, ANZAC/ Kiwi Hall and Greytown Town Centre) at the time required.

For water and wastewater assets, we currently fund 40% of depreciation.

Depreciation has been calculated on asset values at their latest revaluation date, and on additions at cost afterwards.

- It is assumed that:
- existing depreciation will continue;
 - replacement assets (renewals) affect depreciation as follows:
 - 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.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
That more detailed analysis of planned capital works once complete may alter the depreciation expense. That asset lives may alter due to new technology improving asset lives.	Medium	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.

Asset Lives

Useful lives of assets are based on professional advice. These are summarised in the depreciation note within the accounting policies.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
That assets wear out earlier than estimated.	Medium	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).

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 AP.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
Asset Management Plans (AMP) are incomplete. Condition ratings and life cycle demand assumptions are erroneous.	Low to medium	Asset management plans are updated annually following 'best practice' as prescribed by the New Zealand Infrastructure Asset Management Manual. For instance, for roading asset inventories and condition ratings are stored and maintained in the RAMM database and in the AMP. The new AMP was audited by NZTA in 2021 and found to be adequately maintained.

Sources of Funds for Future Replacement of Assets

This is detailed in Part 2 Significant Activities under each significant activity. Sources of funding are also included in the Revenue and Financing Policy. The funding of the replacement of future assets is based on assumptions:

The funding for the replacement of any individual asset will be funded from the following sources in the following order of priority:

- from prior year credit depreciation reserve balances;
- from the current year's cash arising from the funding of depreciation;
- loan funding; and
- special funds set aside for specific purposes identified by Council.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
That a particular 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.

Inflation

Inflation – operating revenues and expenses

Revenues and expenses for 2022/23 have been predicted. Beyond this, inflation has been included in the LTP. Inflation has been predicted using the mid-scenario BERL (Business & Economic Research Limited) forecasts of price level change adjusters and is as follows.

YEAR	LOCAL GOVT ADMINISTRATION	ROADING	WATER SUPPLY WASTE- WATER STORM-WATER	PLANNING AND REGULATION
2021/22	3.2%	3.3%	6.0%	2.7%
2022/23	2.7%	3.1%	3.5%	2.5%
2023/24	2.5%	2.9%	2.6%	2.3%
2024/25	2.4%	2.9%	2.7%	2.2%
2025/26	2.5%	2.9%	2.9%	2.2%
2026/27	2.4%	2.9%	2.8%	2.2%
2027/28	2.5%	2.9%	3.2%	2.2%
2028/29	2.6%	2.9%	3.3%	2.2%
2029/30	2.6%	2.9%	3.4%	2.2%
2030/31	2.4%	2.9%	3.1%	2.2%

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
That actual inflation differs to that predicted. That decisions are made based on predicted inflation levels.	Medium	Where the actual inflation rate is different from that forecast, the cost of projects and expenditure will be different from that forecast. The LTP for each subsequent year is reviewed by way of the annual plan round and a new 10-year plan is produced every three years.

Investments and Return on Investments

The Council’s long-term special funds will be retained in their present form throughout the Plan. Additions and withdrawals from the funds have been accounted for each year through the Plan where identified and required.

RISK	LEVEL OF UNCERTAINTY	REASONS AND FINANCIAL EFFECT OF UNCERTAINTY
That the actual return on investment differs to that budgeted.	Medium	Movement in the investment fund is difficult to predict but best efforts have been used, using past results. The financial effect is unknown.

Commitments and Contingencies

There are no commitments or contingencies that the Council is aware of that have not been included in this Long Term Plan.

Opening Balance Sheet

To provide a more accurate forecast, the opening balance sheet figures are based on a forecast closing balance sheet, not the closing 2021/22 Long Term Plan figures.

Rounding Differences

Due to the complexities of the financial model, there is a number of insignificant one dollar rounding differences in the financial statements.

Insurance

The assumption used in the LTP is that insurance cover will be available at similar levels (cost and coverage). Any significant change in the insurance market may impact both the forecast insurance cost, and potentially the level of coverage. Council may alter the level of coverage if circumstances deem this to be the best course of action.

Climate Change

Greater Wellington Regional Council has provided the climate change assumptions for the Wellington region and Wairarapa combined. These projections depend on future greenhouse gas emissions. As these are uncertain, the below information includes projections based on scenarios ranging from low to high greenhouse gas concentrations.

The projected changes are calculated for 2031–2050 (referred to as 2040) and 2081–2100 (2090) compared to the climate of 1986–2005 (1995).

Projected Environmental Changes (Temperature and Seasonality)

	RUAMĀHANGA WHAITUA	WAIRARAPA COAST WHAITUA	RUAMĀHANGA WHAITUA	WAIRARAPA COAST WHAITUA
	2040	2040	2090	2090
Average annual T°C	+0.7 to +1°C above present	+0.5 to +1°C above present	+1.2 to +3°C above present	+1 to +3°C above present
Hot days (above 25°C)	Between 0 and 30 days increase	Between 5 and 30 days increase	Between 0 and 80 days increase	Between 15 and 60 days increase
Frost nights	Between 0 and 15 days reduction	Between 0 and 5 days reduction	Between 0 and 40 days reduction	Between 0 and 15 days reduction
Annual Growing Degree Days (GDD) base 10°C GDD = (T°Cmax + T°Cmin)/2) - T°Cbase <i>Measures potential for crop and pasture growth</i>	Increase of 0 to 300 GDD units	Increase of 0 to 300 GDD units	Increase of 200 to 1000 GDD units	Increase of 200 to 900 GDD units
Annual potential evapotranspiration deficit (mm) <i>Measures drought intensity</i>	+20 to +120 mm	+40 to +120 mm	+0 to +180 mm	+40 to +160 mm

Projected Environmental Changes (Wind)

	RUAMĀHANGA WHAITUA	WAIRARAPA COAST WHAITUA	RUAMĀHANGA WHAITUA	WAIRARAPA COAST WHAITUA
	2040	2040	2090	2090
Annual number of windy days	0 to 4 days increase	0 to 6 days increase	0 to 12 days increase	0 to 10 days increase

Projected Environmental Changes (Rainfall patterns and intensity)

	RUAMĀHANGA WHAITUA	WAIRARAPA COAST WHAITUA	RUAMĀHANGA WHAITUA	WAIRARAPA COAST WHAITUA
	2040	2040	2090	2090
Average annual rainfall	5% decrease to 5% increase	5% decrease to 5% increase	0% to 10% decrease	10% decrease to 5% increase
Amount of rain falling during heavy rainfall days (>99th percentile of daily rainfall)	0% to 10% increase	0% to 15% increase	0% to 20% increase	0% to 30% increase
River mean annual low flow discharge (MAL) Measure water shortage in the catchments	Up to 60% decrease	Up to 60% decrease	Up to 80% decrease	Up to 80% decrease
River mean annual flood discharge (MAF) Measures flood potential in the catchments	20% decrease to 40% increase depending on catchment	20% decrease to 20% increase depending on catchment	20% decrease to 60% increase depending on catchment	20% decrease to 60% increase depending on catchment
Days of very high and extreme forest fire danger	100% to 150% increase	100% to 150% increase	100% to 150% increase	100% to 150% increase

Projected Environmental Changes (Sea level and coastal hazards)

	2040	2090
Permanent sea level rise	+0.12 m to +0.24 m above present	+0.68 m to +1.75 m above present

Projected Environmental Changes (Oceanic changes)

2040	2090
Acidification of the ocean	Acidification of the ocean
General temperature	General temperature
Marine heatwaves	Marine heatwaves

What this might mean for Wellington and Wairarapa

Environmental Implications	
Coastal hazards	The region is particularly vulnerable to even a small rise in sea level because of its small tidal range. There may be an increased risk to coastal roads and infrastructure from coastal erosion and inundation, increased storminess and sea-level rise.
Heavy rain	The capacity of stormwater systems may be exceeded more frequently due to heavy rainfall events which could lead to surface flooding. River flooding may also become more frequent, particularly in low-lying areas. Floods are likely to become more intense.
Erosion and landslides	More frequent and intense heavy rainfall events are likely to lead to more erosion and landslides.
Droughts	More frequent droughts are likely to lead to water shortages, increased demand for irrigation and increased risk of wildfires.
Biosecurity	Climate change could lead to changes in pests and diseases over time. A likely increase in weed species and subtropical pests and diseases could require new pest management approaches. Regional biodiversity may be threatened by changing temperature and rainfall patterns, and sea level rise.
Agriculture	Warmer temperatures, a longer growing season and fewer frosts could provide opportunities to grow new crops. Farmers might benefit from faster growth of pasture and better crop growing conditions. However, these benefits may be limited by negative effects of climate change such as prolonged drought, water shortages and greater frequency and intensity of storms.

Impact on the four wellbeing

The expected direct impacts of climate change on the four wellbeing include:

Effects on environmental wellbeing:

- Biodiversity losses
- Increased pests such as wasps and rodents
- Reduced soil fertility
- High potential for fruit fly establishment
- Increased inundations (coastal and rivers)

Effects on social wellbeing:

- Increased pressure on water storage
- Groundwater quality and availability pressures
- Impact on human health (physical and psychological health)

Effects on economic wellbeing:

- Reduced workplace productivity (including for agriculture, forestry and fisheries)
- Increased damage on property and infrastructure

Effects on cultural wellbeing:

- Loss of cultural identity
- Loss on taonga species
- Loss of important cultural activities (e.g. mahinga kai)
- Impact Ko wai, mo wai, no wai (waterways connect communities) – cultural value
- Loss in archaeological sites

Impact on our activities

We have identified the following likely impacts of climate change on our activities over the next decade:

Physical risks – built environment:

- Risks on the 3 waters (increased pressure on potable water, stormwater network etc)
- Risks on the roads and buildings due to sea level rise, flooding, landslide and wildfire
- Increased pressure to protect communities from climate events

Physical risks – natural environment:

- Increased risk of climate events (flood, erosion, wildfire, extreme winds, droughts)

Governance risks:

- Risks of broader impact on local democracy and participation
- Risks of maladaptation to climate change
- Risk of decreased level of service over time

Legal risks:

- Risk of non-compliance with legislation

Litigation risks:

- Increased risk of litigation against the Council’s climate change actions (or inaction)

Financial risks:

- Risk of loss of income due to climate events
- Risk of increased pressure on the Council’s budget (increased price of insurance, etc)

Reputational risk:

- Risk that the Council’s reputation drops over time due to maladaptation, lack of engagement and failure to achieve carbon targets.

Coastal Vulnerability

The Wellington Region Climate Change Working Group commissioned a report to assess the coastal vulnerability of the Wellington region to climate change, sea level rise and natural hazards.¹ The report is intended to assist Councils in working with affected communities to develop long-term strategies.

The coastal area of the district was divided into three units – Onoke, Palliser and South Wairarapa Coast. Each unit was assessed against criteria grouped into the following areas: Community, Business, Three Waters, Lifelines Infrastructure, Māori and Cultural, Ecological, Erosion, and Civil Defence and Emergency Management.

1 www.gw.govt.nz/assets/Uploads/Wellington-Regional-Coastal-Vulnerability-AssessmentJune-2019Final.pdf

South Wairarapa Coastal Units in Vulnerability Assessment	
Onoke	Western point begins at Onoke beach and the Eastern point is the end of Onoke Beach It includes Lake Onoke and the Ruamahanga River Mouth The coast is characterised by a mix of sand and gravel beach and is primarily populated by baches There is 22.11km of coastline
Palliser	Western point is the end of Onoke beach where the coastline turns south and the Eastern point is Cape Palliser It includes Whatarangi and Ngawi The coast has a mix of small communities facing various degrees of hazards. The geology struggles for vegetation There is 30.59km of coastline
South Wairarapa Coast	Western point is Rocky Point and Eastern/Northern point is Honeycomb Rock It includes White Rock and Pahaoa The coast only a few small settlements (run holding stations) and limited road access There is 68.29km of coastline

Overall, this assessment identified Palliser as the most vulnerable coastal unit within the Wairarapa. This is due to its vulnerability in relation to erosion risk and roading (a combination of single access and priority roads at risk).

While Onoke and South Wairarapa Coast were assessed as moderately vulnerable overall, this is more based on high vulnerability when considering ecological indicators. The ecological indicators considered include environmental sites, significant bird sites and coastal biodiversity.

Maintenance, Renewal and Capital Programme

Asset management planning informs the maintenance, renewal and capital expenditure programme for Council's core assets. For roading this is through the Roothing Assessment and Maintenance Management (RAMM)

system. Wellington Water Limited (WWL) prioritises work based on asset criticality and age. Other water assets have been prioritised based on what is known about particular asset types and age. In parallel, WWL is commencing a programme of work to fully understand the condition of all our water assets to provide increased certainty of future investment requirements. For some assets, (e.g. underground pipes) the information around age, type and quality is reliable, however, it is acknowledged that information around condition has limitations. Updated condition assessment information could result in changes to the costs and timing of planned expenditure.

Authorisation for Issue

The Council is responsible for the prospective financial statements, underlying assumptions and other related disclosures. This document was authorised by Council on Thursday 30 June 2022.



Statement of Accounting Policies for the Year Ending 30 June 2023

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 SWDC has designated itself as a public benefit entity for financial reporting purposes.

The financial forecasts of the Council are for the financial years from 1 July 2022 to 30 June 2023. The financial forecasts were authorised for issue by Council from 30 June 2022.

Basis of Preparation

The financial reports have been prepared on the going concern basis and the accounting policies have been applied consistently throughout the period.

Statement of Compliance

The financial statements of the SWDC have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand generally accepted accounting practice in New Zealand (NZ GAAP).

These financial statements have been prepared in accordance with Public Benefit Standards with reduced disclosure requirements (Tier 2). The SWDC qualifies for Tier 2 reporting tier as the SWDC has less than \$30 million of expenditure.

These financial statements comply with PBE Accounting Standards.

Measurement Base

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.

Functional and Presentation Currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000) and this could result in rounding differences. 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.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.



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, as a result 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 NZTA, 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 so as 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.

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These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expense, 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 which 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 which 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 2021.

Heritage assets are also included in this category. Additions are recorded at cost.

Infrastructure Assets

Infrastructure asset classes are roads, bridges & footpaths, water systems, wastewater (sewerage) systems, 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 2021.

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, 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 2021.

Additions are recorded at cost.

Vested Assets

At the actual costs or the current cost of providing identical services.

Library Collections

At depreciated replacement cost in accordance with the guidelines released by the New Zealand Library Association and the National Library of New Zealand in May 2002. Library valuations are performed by Brian Sherman (CMEngNZ, CPEng) of IAMC Consulting, and the valuation is effective as at 30 June 2020.

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 2022 there are no assets held for sale. Assets held for sale are valued at the agreed sale price.

Intangible Assets

Software Acquisition and Development

Acquired computer software licenses 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 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 2021.

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 depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the assets 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 twelve 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 twelve 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 earning 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 Kiwi Saver 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 balance date.

Equity

Equity is the community's interest in the SWDC and is measured as the difference between total assets and

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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.

The District Property Reserve currently has a negative balance of \$24,000. The reason for the negative reserve balance is that Council are awaiting settlement of the sale of a property. Once settlement is made the reserve will return to a positive balance

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 then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, 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 judgments 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, which are not visible, for example stormwater, wastewater and water supply pipes that are underground. This risk is minimized 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, then the SWDC could be over and under estimating 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 NZ 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 Judgments 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)

Council is projecting a surplus for the financial year ended 30 June 2022. This deficit will enable Council to deliver on its programme of works to improve drinking water, maintain a consistent level of service on our roads, and build capability, at the same time reducing rates increases due to COVID-19. A number of transactions/ projects do not appear in the prospective statement of financial performance for accounting purposes i.e. loan repayments, grants/subsidies/donations for capital projects, asset revaluations and contributions to reserve funds. The income for these transactions and projects is recorded in the prospective statement of financial performance whereas the payments are recorded in the prospective statement of financial position.

This income is partially offset by expenditure items that are not fully funded by rates i.e. bad debts, losses, depreciation and operating expenditure funded by reserves. The expenditure for these transactions is recorded in the prospective statement of financial performance and a reduction is recorded in the prospective statement of financial position.

Rounding Differences

There will be rounding of numbers in the Plan as the model calculated to the nearest dollar but the plan is rounded to the nearest thousands.

Prospective Statement of Comprehensive Revenue and Expenses for the Year Ending 30 June 2023

Prospective Statement of Comprehensive Revenue and Expense for the Year Ending 30 June 2023				
LTP Year 1 2021/2022 \$'000		Annual Plan 2022/2023 \$'000	LTP Year 2 2022/2023 \$'000	LTP Year 3 2023/2024 \$'000
Operating Revenue				
20,041	Rates & rates penalties	21,342	21,654	22,352
109	Interest	252	139	254
1,528	Fees & licences	2,203	1,629	1,678
765	User levies	674	807	828
78	Commissions	85	83	84
3,725	Waka Kotahi subsidy	3,089	3,470	3,749
85	Petrol tax	91	91	94
4	Grants, subsidies, and donations	55	4	4
683	Rental income	790	721	739
90	Miscellaneous revenue	77	96	99
1,297	Contributions	1,378	1,378	1,413
28,405	Total operating revenue	30,037	30,073	31,294
Operating Costs				
2,051	Governance	2,221	2,223	2,163
3,169	Planning and Regulatory Services	3,185	3,306	3,331
6,866	Community Facilities and Services	7,530	7,392	7,626
5,902	Land Transport	6,152	6,294	6,691
3,406	Water Supply	4,342	3,858	4,035
2,130	Wastewater	2,952	2,579	2,516
395	Stormwater Drainage	615	422	433
20	Bad debts	28	21	22
23,938	Total operating costs	27,026	26,094	26,816
4,467	Total Operating Surplus/(Deficit)	3,011	3,979	4,478
-	Assets vesting in Council	-	-	-
417	Gain on investment revaluations	413	339	301
4,884	Total Surplus/(Deficit) after tax	3,423	4,318	4,779
Note: Operating costs include the following expenses:				
4,587	Depreciation & amortisation	5,412	5,271	5,625
614	Interest	722	745	891

Prospective Statement of Changes in Equity for the Year Ending 30 June 2023

Prospective Statement of Changes in Net Assets/ Equity for the Year Ending 30 June 2023				
LTP Year 1 2021/2022 \$000		Annual Plan 2022/2023 \$000	LTP Year 2 2022/2023 \$000	LTP Year 3 2023/2024 \$000
Equity at 1 July				
151,215	Public Equity	158,009	155,029	154,521
27,365	Special Separate and Trust Funds	29,128	28,435	33,261
303,647	Asset Revaluation Reserve	321,633	303,647	303,647
0	Other Reserves	0	0	0
482,228	Total equity at 1 July	508,771	487,112	491,430
4,884	Total Surplus/(Deficit) after tax	3,423	4,318	4,779
-	- Asset Revaluation	-	-	43,828
4,884		3,423	4,318	48,607
Equity at 1 July				
155,029	Public Equity	161,432	154,521	153,933
28,435	Special Separate and Trust Funds	32,559	33,261	38,629
303,647	Asset Revaluation Reserve	321,633	303,647	347,475
0	Other Reserves	0	0	0
487,112	Total equity at 1 July	515,625	491,430	540,037
Balance at 30 June				

* The opening balance sheet disagrees with the Annual Plan as both are based on forecast information.

Prospective Statement of Financial Position for the Year Ending 30 June 2023

Prospective Statement of Financial Position as at 30 June 2023				
LTP Year 1 2021/2022 \$000		Annual Plan 2022/2023 \$000	LTP Year 2 2022/2023 \$000	LTP Year 3 2023/2024 \$000
ASSETS				
Current assets				
(536)	Cash and cash equivalents	(366)	(549)	(223)
11,253	Investments	12,616	14,628	18,123
2,300	Debtors and other receivables	3,332	2,300	2,300
54	Inventories	46	54	54
-	Non-current assets held for sale	-	-	-
13,071	Total current assets	15,627	16,433	20,255
Non-current assets				
228	Investments	725	355	323
11,696	Investment properties	15,152	12,036	12,337
-	Properties intended for sale	-	-	-
508	Intangible assets	137	508	508
494,356	Property, plant, and equipment	522,405	498,941	549,506
506,788	Total non-current assets	538,418	511,840	562,674
519,859	TOTAL ASSETS	554,046	528,274	582,929
LIABILITIES AND EQUITY				
Current liabilities				
3,655	Creditors and other payables	4,795	3,655	3,655
404	Employee entitlements	468	404	404
-	Public Debt - Current Portion	-	-	-
35	Provisions - Current Portion	34	35	35
4,093	Total current liabilities	5,297	4,093	4,093
Non-current liabilities				
28,247	Public Debt - Non Current Portion	32,742	32,342	38,391
408	Provisions - Non Current Portion	381	408	408
28,654	Total non-current liabilities	33,124	32,750	38,799
Equity				
155,029	Public equity	161,432	154,521	153,933
28,435	Restricted reserves and trust funds	32,559	33,261	38,629
303,647	Asset revaluation reserve	321,633	303,647	347,475
0	Other reserves	0	0	0
487,112	Total equity	515,625	491,430	540,037
519,859	TOTAL LIABILITIES AND EQUITY	554,046	528,274	582,929

* The opening balance sheet disagrees with the Annual Plan as both are based on forecast information.

Prospective Cash Flow Statement for the Year Ending 30 June 2023

Prospective Statement of Cash Flows for the Year Ended 30 June 2023				
LTP Year 1 2021/2022 \$000		Annual Plan 2022/2023 \$000	LTP Year 2 2022/2023 \$000	LTP Year 3 2023/2024 \$000
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash received from:				
20,041	Receipts from rates revenue	21,342	21,654	22,352
5,026	Government grants & subsidies	3,144	4,853	5,166
85	Petrol tax	91	91	94
3,144	Other revenue	5,207	3,336	3,428
4,969	Regional Council rates	4,969	4,969	4,969
109	Interest on investments	252	139	254
33,374		35,005	35,042	36,263
Cash applied to:				
18,738	Payments to suppliers & employees	21,851	19,739	19,999
4,969	Regional Council rates	4,969	4,969	4,969
614	Interest paid	722	745	891
24,320		27,542	25,452	25,859
9,053	Net cash flow from operating activities	7,464	9,590	10,404
CASH FLOWS FROM INVESTING ACTIVITIES				
Cash received from:				
-	- Sale of property, plant, & equipment	-	-	-
-	- Term investments, loan redemption deposits, & shares	543	-	-
-		543	-	-
Cash applied to:				
12,304	Purchase of property, plant, & equipment	11,314	10,324	12,631
1,187	Term investments, loan redemption deposits, & shares	1,641	1,641	1,833
13,491		12,955	11,965	14,463
(13,491)	Net cash flow from investing activities	(12,412)	(11,965)	(14,463)
CASH FLOWS FROM FINANCING ACTIVITIES				
Cash received from:				
2,947	Drawdown of public debt	5,329	4,096	6,049
2,947		5,329	4,096	6,049
Cash applied to:				
-	- Repayment of public debt	-	-	-
-		-	-	-
2,947	Net cash flow from financing activities	5,329	4,096	6,049
(1,491)	Net increase/(decrease) in cash held	381	1,721	1,989
4,821	Add cash at start of year (1 July)	2,781	3,329	5,050
3,329	Balance at end of year (30 June)	3,162	5,050	7,039
REPRESENTED BY:				
(536)	Cash and cash equivalents	(366)	(549)	(223)
3,865	Short-term investments	3,528	5,599	7,262
3,329		3,162	5,050	7,039

Schedule of Prospective Capital Expenditure for the Year Ending 30 June 2023

Prospective Schedule of Capital Expenditure for the Year Ending 30 June 2023					
Total Capital Expenditure LTP Year 1 2021/2022 \$000		Carried Forward Capital Budget LTP Year 1 2021/2022 \$000	New Capital Expenditure Annual Plan 2022/2023 \$000	Total Capital Expenditure Annual Plan 2022/2023 \$000	Total Capital Expenditure LTP Year 2 2022/2023 \$000
Finance and Corporate Services					
5	Council offices	300	5	305	5
12	Furniture		12	12	12
10	GIS		10	10	10
20	Intangible	20	9	29	-
50	IT hardware		101	101	51
128	IT software	78	51	129	60
140	Motor vehicles	140	61	201	61
10	Office equipment		10	10	10
375		538	260	798	210
Community Facilities and Services					
15	Campgrounds		15	15	15
310	Cemeteries	125	36	161	36
1,250	Community buildings	1,338	82	1,420	20
60	Community housing	136	61	197	61
20	Investment buildings		20	20	20
110	Library books		112	112	112
120	Parks & reserves	1,139	1,552	2,691	1,613
100	Playgrounds		51	51	51
50	Swimming pools		51	51	51
50	Toilets		51	51	51
30	Transfer station renewals		10	10	10
2,115		2,738	2,042	4,780	2,042
Planning and Regulatory Services					
100	Dog pound	340	-	340	-
14	IT hardware	10	4	14	4
15	IT software	15	1	16	1
140	Liquifaction modelling for building regulations	127	-	127	-
200	Combined District Plan	57	123	180	204
265	Spatial Plan	221	204	425	123
734		770	332	1,102	332
Land Transport					
-	Bridges		-	-	-
167	Drainage		171	171	171
400	Footpath additions	400	410	810	410
127	Footpath renewals		130	130	130
1,210	Other minor works		704	704	704
245	Rehabilitation		251	251	251
846	Reseals		805	805	805
405	Road metalling		415	415	415
-	Seal extensions		-	-	-
285	Signs, guardrails, & safety		284	284	289
128	Structures		132	132	132
52	Traffic services		53	53	53
3,866		400	3,354	3,754	3,360

Schedule of Prospective Capital Expenditure for the Year Ending 30 June 2023 *continued*

Prospective Schedule of Capital Expenditure for the Year Ending 30 June 2023					
Total Capital Expenditure LTP Year 1 2021/2022 \$000		Carried Forward Capital Budget LTP Year 1 2021/2022 \$000	New Capital Expenditure Annual Plan 2022/2023 \$000	Total Capital Expenditure Annual Plan 2022/2023 \$000	Total Capital Expenditure LTP Year 2 2022/2023 \$000
Water Supply					
22	Consents, models, & plans		51	51	51
-	Infrastructure upgrades			-	-
358	Infrastructure renewals		376	376	376
-	Smart meters		1,027	1,027	1,027
-	Water supply & treatment - Featherston		100	100	100
1,458	Water supply & treatment - Greytown		-	-	-
497	Water supply & treatment - Martinborough		444	444	444
2,334		-	1,998	1,998	1,998
Wastewater					
227	Consents, models, & plans		-	-	-
108	Health & safety upgrades		111	111	111
-	Infrastructure upgrades		-	-	-
329	Infrastructure renewals		346	346	568
1,800	Wastewater treatment & disposal - Featherston		2,327	2,327	1,027
308	Wastewater treatment & disposal - Greytown		266	266	60
108	Wastewater treatment & disposal - Martinborough		277	277	277
2,879		-	3,328	3,328	2,043
Stormwater Drainage					
11	Consents, models, & plans		-	-	-
-	Stormwater upgrades		-	-	-
-	Stormwater renewals		-	-	-
-	Water races		-	-	-
11		-	-	-	-
12,314	Total Capital Expenditure	4,446	11,314	15,760	9,985

Prospective Statement of Special and Separate Funds for the Year Ending 30 June 2023

Prospective Statement of Special and Separate Funds for the Year Ended 30 June 2023				
	Opening Balance \$000	Transfers In \$000	Transfers Out \$000	Closing Balance \$000
Discretionary Reserves				
District Property Reserve				
To be used for Town Centre Development	323	775	983	115
Disaster Recovery Reserve	10	10	-	20
Community Board Reserves				
Community Board funds	135	14	14	135
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.				
To provide opportunities for public access to and along water bodies, to provide recreational opportunities near water bodies	2,294	582	-	2,876
Water Race Reserves				
Featherston/Longwood Water race	(45)	83	83	(45)
Moroa	263	90	90	263
Trusts				
Campground Memorial:	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.	144	23	-	167
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.	4,117	796	815	4,098
To provide for the safe and convenient movement on roads of vehicular, bicycles and pedestrians within and through the Wairarapa.				
Combined District Plan Reserve				
To spread the costs of the District plan over the life of the plan	(276)	193	327	(410)
Loan Redemption Reserve				
To cover loan principal repayments	7,447	1,641	-	9,088
Depreciation Reserves				
To fund new capital projects	13,163	4,296	2,573	14,886
Martinborough Town Hall Reserve				
Waihinga Centre Project	32	-	-	32
Rural Roding Reserve				
Rural Roding	1,790	300	-	2,090
Housing Reserve				
Housing	(235)	60	140	(315)
Maintenance Reserve				
To cover maintenance to buildings	(41)	33	20	(28)
Total Special and Separate Funds	29,128	8,896	5,045	32,979

Funding Impact Statement (Rating) for the Year Ending 30 June 2023

The revenue and financing mechanisms to be used to cover the estimated expenses of the Council for the year ended 30 June 2023 are described in the Revenue and Financing Policy. The method and impact of both general and targeted rates is covered in “The Rating System” section which follows. The specific rating details given in the following pages have been drawn from and are consistent with Council’s AP.

Rating System

Introduction

Schedule 101(3) of the Local Government Act 2002 requires Council to include a funding impact statement in

its Annual Plan. The following matters cover the specific statements to be provided as set out in Schedule 101(3). 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.

General Rates

The Council proposes to set a general rate based on the land value of each rating unit in the district.

The general rate will be set on a differential basis over three rating groups:

- **Group 1 Commercial** - A rate of 0.00363520 per dollar of rateable land value. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$372,023.
- **Group 2 Urban** - A rate of 0.00181760 per dollar of rateable land value. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$1,890,430
- **Group 3 Rural** - A rate of 0.00191568 per dollar of rateable land value. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$5,033,065.
- In addition, the Council has set a Uniform Annual General Charge on each rating unit of \$777. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$5,034,358. Council’s UAGC has not exceeded the 30% rating cap requirement specified in Section 21 of the Local Government (Rating) Act 2002.

The General Rate, the Uniform Annual General Charge and the Amenities Charge will be used to fund, or assist with funding, all Council activities other than those funded by way of targeted rates for water supply, sewage disposal and refuse collection and disposal.

Differential Matters and Categories

The Council proposes to differentiate the General Rate based on land valuation (Schedule 2 Local Government (Rating) Act 2002).

The differential categories are:

- **Group 1 Commercial** – all rating units that are used (or available) primarily for any commercial or industrial purpose.
- **Group 2 Urban** – all rating units used for residential and related purposes within the urban areas of the District Plan.
- **Group 3 Rural** – all rating units within the rural area in the District Plan.

Separately Used or Inhabitable Part of a Rating Unit

The following definition applies to the levying of all targeted rates by South Wairarapa District Council where the Council has determined that the rate shall apply to each separately used or inhabitable part of a rating unit.

A separately used or inhabitable part of a rating unit includes any portion of any separate rating unit used or inhabitable by any person, other than the ratepayer (as defined by clause 11 of the Local Government (Rating) Act 2002), having the right to use or inhabit that portion by virtue of a tenancy, lease, license or other agreement.

Water Races

Council proposes to set a targeted rate based on land value for each rating unit in the Featherston-Longwood water race rating district and separately for each rating unit in the Moroa Water Race rating district that have access to the races.

The Featherston-Longwood rate will be 0.00164339 per dollar of land value. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$88,228.

The Moroa rate will be 0.00036146 per dollar of land value. The total we anticipate to raise from this rate is in the year ended 30 June 2023 \$95,312. No lump sum contributions will be invited in respect of this targeted rate.

Wastewater Disposal

Council proposes to set a uniform targeted rate for wastewater disposal based on each separately used or inhabitable part of a rating unit which is serviced by a connection to the system of \$643 per serviced connection. Serviceable rating units, which are those that could be connected to the system but are not at this time, will be 50% of this charge of \$322 per serviceable connection. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$2,897,395.

The uniform targeted rate covers the first two toilet pans for each separately used or inhabitable part of a rating unit and the same charge is made for each additional pan.

No lump sum contributions will be invited in respect of this targeted rate.

Water Supply

Council proposes to set a uniform targeted rate for water supply based on each separately used or inhabitable part of rating unit for all urban, rural or commercial rating units which are serviced by a connection to the system of \$818 per serviced connection. Serviceable rating units which are those who could be serviced but are not at this time will be 50% of this charge \$409 per serviceable connection.

The uniform targeted rate will apply to each connection. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$3,551,987.

An additional targeted rate is proposed where the volume exceeds 350m3 per year for all metered connections. This charge will be \$1.84 per m3, for the 2022-23 year. The aforesaid volume will be reviewed as and when required in future.

No lump sum contributions will be invited in respect of this targeted rate.

Amenities

Council proposes a uniform targeted rate for all rating units in the urban areas of Featherston, Greytown and Martinborough for the provision of amenity facilities of \$565 per urban rating unit. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$2,127,814.

Council proposes a different uniform targeted rate for all rating units in the rural area of the district for the provision of amenity facilities of \$283 per rural rating unit. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$920,713.

The amenity facilities include parks and reserves, swimming baths, community buildings (including public halls) and other civic amenities.

Refuse Collection

The Council proposes to set a uniform, targeted rate for rubbish collection and disposal, of \$194 this will apply to rating units and separately inhabited parts of rating units where the Council provides refuse collection or use of disposal facilities. The total we anticipate to raise from this rate in the year ended 30 June 2023 is \$897,561.

Overall Rating Levels

The combined effect on individual rating units of a 7.89% increase in total rates will vary considerably from rating unit to rating unit depending on the different types of rates and valuations applicable.

Statement of Funding Sources

The High-Level Financial Information table on the next page shows a summary of the funding sources for the Annual Plan. Council’s Revenue and Financing Policy and work programmes form the basis of the funding forecast. The table is produced on a “plus GST” basis.

Prospective Funding Impact Statement – High Level Financial Information for the Year Ending 30 June 2023

Prospective Funding Impact Statement - Whole of Council for the Year Ending 30 June 2023			
	LTP Year 1 2021/2022 \$000	LTP Year 2 2022/2023 \$000	Annual Plan 2022/2023 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	13,473	14,158	13,483
Targeted rates	6,548	7,475	7,831
Subsidies and grants for operating purposes	1,463	1,580	1,540
Fees and charges	2,039	2,168	2,641
Interest and dividends from investments	109	139	252
Local authorities fuel tax, fines, infringement fees, and other receipts	1,150	1,218	1,280
Total operating funding (A)	24,782	26,738	27,027
Applications of operating funding			
Payments to staff and suppliers	18,718	20,057	21,332
Finance costs	614	745	722
Other operating funding applications	-	-	-
Total applications of operating funding (B)	19,332	20,802	22,054
Surplus /(deficit) of operating funding (A-B)	5,450	5,936	4,973
Sources of capital funding			
Subsidies and grants for capital expenditure	2,307	1,937	1,604
Development and financial contributions	900	951	951
Increase/(decrease) in debt	7,503	2,600	5,329
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	397	427	427
Other dedicated funding	-	-	-
Total capital funding (C)	11,107	5,915	8,311
Applications of capital funding			
- to meet additional demand	1,175	2,607	2,607
- to improve the level of service	6,494	3,840	5,120
- to replace existing assets	4,645	3,538	3,588
Increase/(decrease) in reserves	4,243	1,866	1,970
Total applications of capital funding (D)	16,557	11,851	13,284
Surplus/(deficit) of capital (C-D)	(5,450)	(5,936)	(4,973)
Funding balance (A-B)+(C-D)	-	-	-

Rates Examples

The following table shows the typical rates increase for commercial, urban and rural properties.

	2021-22	2021-22	Increase
	\$	\$	%
Residential Land Value	350,000		
General rate	636	681	
Targeted rates	2,997	3,223	
Total Rates	3,633	3,904	7.46%
Estimated increase per week:		5.21	
Commercial Average Land Value	350,000		
General rate	\$ 1,272	\$ 1,362	
Targeted rates	\$ 2,997	\$ 3,223	
Total Rates	\$ 4,269	\$ 4,585	7.41%
Estimated increase per week:		\$ 6.08	
Lifestyle Average Land Value	450,000		
General rate	\$ 862	\$ 830	
Targeted rates	\$ 1,060	\$ 1,097	
Total Rates	\$ 1,922	\$ 1,927	0.26%
Estimated increase per week:		\$ 0.10	
Rural Average Dairy Farm Land Value	2,800,000		
General rate	\$ 5,364	\$ 5,164	
Targeted rates	\$ 1,060	\$ 1,097	
Total Rates	\$ 6,424	\$ 6,261	-2.54%
Estimated increase per week:		-\$ 3.13	
Rural Average Pastoral Farm Land Value	2,300,000		
General rate	\$ 4,406	\$ 4,242	
Targeted rates	\$ 1,060	\$ 1,097	
Total Rates	\$ 5,466	\$ 5,339	-2.32%
Estimated increase per week:		-\$ 2.44	

Note: For other land value examples use the Rates Estimator on Council's website after 1 July 2022.

Financial and General Assumptions

Rates and Charges

The following table shows the rating change from the 2020-21 year to the 2021-22 year.

2020	2020-21	2021-22	Change	Change
	\$	\$	%	\$
Targeted Rates - Urban				
Uniform Annual General Charge (UAGC)	777	757	-2.57%	20
Reserves & Civic Amenities – Urban	565	566	-0.18%	1
Water Charge	818	917	12.10%	99
Wastewater Charge	643	758	17.88%	115
Refuse Collection Levy	194	225	15.98%	31
Total Urban Targeted Rates:	2,997	3,223	7.54%	226
Targeted Rates - Rural				
Uniform Annual General Charge (UAGC)	777	757	-2.57%	20
Reserves & Civic Amenities – Rural	283	340	20.14%	57
Total Rural Targeted Rates:	1,060	1,097	3.49%	37



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

SCHEDULE OF FEES & CHARGES 2022 - 2023

(Effective 1/7/2022)

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2021-2022 SCHEDULE OF FEES AND CHARGES

Fees shown are inclusive of GST

COMMUNITY SERVICES	FEES \$
COUNCIL OFFICES	
19 Kitchener Street, Martinborough 5711	
Postal: P O Box 6, Martinborough 5741	
Website: www.swdc.govt.nz	
Opening Hours:	
9:00am-4.00pm Monday - Friday	
Rubbish Bags – purchased from Council Office and Service Centres	
Per bag	3.00
Bundle of 10	30.00
Photocopying: Black and white (per copy)	
Single sided A4	0.20
Single sided A3	0.40
Double sided A4	0.30
Double sided A3	0.80
Photocopying: Colour (per copy)	
Single sided A4	0.30
Single sided A3	0.50
Double sided A4	0.50
Double sided A3	1.00
Laminating	
A3	3.00
A4	2.00
Street Index – with rates	127.00
Local Government Official Information Requests (per half hour, first hour free)	38.00
Photocopy plans etc:	
Time involved to retrieve and/or photocopy plans (per 10 minutes)	10.00
Any other services not covered elsewhere (per hour)	75.00

LIBRARY / SERVICE CENTRES			
	FEATHERSTON	GREYTOWN	MARTINBOROUGH
	(Library & Service Centre)	(Library & Service Centre)	(Library Only)
		Greytown Town Centre	Waihinga Centre
	70-72 Fitzherbert Street	89 Main Street	Texas Street
	Ph: 06 308 9030	Ph: 06 304 0961	Ph: 06 306 9758
Opening Hours:			
Monday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Tuesday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Wednesday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Thursday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Friday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Saturday	10.00am - 1.00pm	10.00am - 1.00pm	10.00am - 1.00pm
Sunday	Closed	Closed	Closed

CHARGES FOR ALL LIBRARIES:	Fees \$
Reservation of Books	No charge
Replacement Cards	No charge
Lost or damaged Library Book	At replacement cost
Inter-loan Items	10.00 plus cost charged by lending library
Book Covering:	
Paperback	0.50
Hardback	1.00
Large	2.00
Photocopying/Printing: Black and White (per copy)	
Single sided A4	0.10
Double sided A4	0.30
Single sided A3	0.40
Double sided A3	0.80
Photocopying/Printing: Colour (per copy)	
Single sided A4	0.30
Double sided A4	0.50
Single sided A3	0.50
Double sided A3	1.00
Internet	No charge
DVD/Video Hire (one week)	2.00
Laminating	
A4	2.00
A3	3.00

POOLS		
FEATHERSTON		
Opening Hours	School Terms	School Holidays And Public Holidays
Monday	2.00pm – 7.30pm	1.00pm – 7.30pm
Tuesday	2.00pm – 5.30pm	1.00pm – 5.30pm
Wednesday	2.00pm – 7.30pm	1.00pm – 7.30pm
Thursday	2.00pm – 5.30pm	1.00pm – 5.30pm
Friday	2.00pm – 7.30pm	1.00pm – 7.30pm
Saturday - Sunday	11.00am – 7.30pm	11.00am – 7.30pm
GREYTOWN		
Opening Hours	School Terms	School Holidays And Public Holidays
Monday	2.00pm – 7.30pm	1.00pm – 7.30pm
Tuesday	2.00pm – 5.30pm	1.00pm – 5.30pm
Wednesday	2.00pm – 7.30pm	1.00pm – 7.30pm
Thursday	2.00pm – 5.30pm	1.00pm – 5.30pm
Friday	2.00pm – 7.30pm	1.00pm – 7.30pm
Saturday - Sunday	11.00am – 7.30pm	11.00am – 7.30pm
MARTINBOROUGH		
Opening Hours	School Terms	School Holidays And Public Holidays
Monday - Friday	2.00pm – 7.30pm	1.00pm – 7.30pm
Saturday - Sunday	11.00am – 7.30pm	11.00am – 7.30pm
No Charges (All towns)		

SPORTS STADIUM	
FEATHERSTON SPORTS STADIUM AND ANNEX	FEES \$
Hours	
Daytime: 8:00am – 6:00pm	
Evening: 6:00pm – 12:00am	
Rates	
Daytime:	85.00
Evening:	52.00
Hourly: (Stadium) – minimum 2 hours	11.00 per hr
Hourly: (Annex) – minimum 2 hours	2.50 per hr

COMMUNITY BUILDINGS	
ALL VENUES – SMALL, MEDIUM AND LARGE	FEES \$
Fees and Charges – (in addition to hire charges)	
Deposit (if required)	50% of hire charge
Bond (if alcohol to be served)	300.00
Additional Cleaning fee - per hour (if required)	35.00
- Small & Medium venues (1 hour minimum)	
- Large venues (2 hours minimum)	
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 (6 – 20 GUESTS) *	
GREYTOWN UPSTAIRS ROOMS (ONLY AVAILABLE DURING LIBRARY OPENING HOURS) GREEN ROOM AND JOE REWI ROOM	FEES \$
Weekday – morning or afternoon	30.00
Weekday – full day	55.00
Saturday – 10.00am – 12.00 noon	25.00
<i>* Actual room capacity will depend on the venue being hired</i>	

MEDIUM VENUES (20 – 150 GUESTS) *	
MARTINBOROUGH SUPPER ROOM, FEATHERSTON KIWI HALL AND/OR SUPPER ROOM, GREYTOWN WBS ROOM	FEES \$
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 hr
Pack In/Out Per Day	25.00
<i>* Actual room capacity will depend on the venue being hired</i>	

LARGE VENUES (50 – 300 GUESTS) *	
GREYTOWN TOWN CENTRE FORUM, GREYTOWN TOWN CENTRE FORUM & WBS ROOM, ANZAC HALL (INCL. SUPPER ROOM), MARTINBOROUGH TOWN HALL (INCL. SUPPER ROOM)	FEES \$
Kitchen Access Included in Hire Charge	
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

LARGE VENUES (50 – 300 GUESTS) CONTINUED	
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 Event	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 hr
Pack In/Out Per Day	50.00
* Actual room capacity will depend on the venue being hired	

PARKS AND RESERVES	FEES \$
Use of any Council park or reserve <i>(Bookings must be made in advance on the Event Application Form for events, or the Application to Use Form for seasonal sports use)</i>	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

CEMETERIES	FEES \$
Burial	
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
Disinterment or Re interment by Arrangement	Actual cost
Plot Fee	
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 – charge interment fee only.	

HOUSING FOR SENIORS	NEW RENT PER WEEK \$	NEW RENT PER FORTNIGHT \$
Greytown		
Westhaven (Double)	120.00	240.00
Martinborough		
Cecily Martin (Double)	130.00	260.00
Featherston		
Burling (Single)	110.00	220.00
Burling (Double)	120.00	240.00
Matthews (Double)	130.00	260.00

DOG REGISTRATION	FEES \$
General Fees:	
Urban Entire	110.00
Desexed	77.00
Rural Entire	70.00
Desexed	43.00
Flat fee for up to 10 Rural Dogs	220.00
Additional Rural dogs over 10 (per additional dog)	22.00
Certified* disability assist dog * as per schedule 5 of Dog Control Act 1996	0.00
Late Fees:	
Urban Entire	165.00
Desexed	115.00
Rural Entire	105.00
Desexed	64.50
Late Flat fee for up to 10 Rural dogs	330.00
Additional Rural dogs over 10 (per additional dog)	33.00
Impounding Fees:	
First Impounding	80.00
Second Impounding	170.00
Third Impounding	270.00
Housing (per day)	25.00
Other Fees:	
Micro-chipping (per dog)	20.00
Seizure Fee	80.00
Costs and expenses relating to seizing a dog	Actual cost plus 10%
Surrender a dog for euthanasia	Actual cost plus 10%
Permit application to keep more than two dogs in an urban area, including breeder	150.00
Replacement registration tag (if tag lost or damaged)	8.00
Bark Control Collars	Actual cost plus 10%

STOCK RANGING	FEES \$
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

ENVIRONMENTAL SERVICES – SAFE FOOD, BYLAWS, NOISE, GENERAL, GAMBLING	FEES \$
Food Act Registration	100.00
Food Act Verification	442.00
EHO Hourly Rate for Compliance Enforcement (per hour)	150.00
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)	156.00
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
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%
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%
Gambling	
Venue and gaming machine per consent	357.00
ENVIRONMENTAL SERVICES - LIQUOR LICENSING	FEES
Licence Applications	As per Act
Manager's Certificates	As per Act

PLANNING - RESOURCE MANAGEMENT; LOCAL GOVERNMENT ACTS <i>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.</i> <i>* DENOTES MINIMUM FEE DEPOSIT, ALL OTHER FEES ARE FIXED</i> <i>MINIMUM FEE APPLICATIONS WILL INCUR CHARGES AT OFFICERS HOURLY RATE AND CONSULTANT/CONTRACTORS COSTS.</i>	FEES \$
Deemed Permitted Boundary/Marginal Activities	
Permitted Boundary Activity (PBA)	250.00
Permitted Marginal Activity (PMA)	*250.00
Pre -application meetings	First hour free, officers' hourly rate thereafter (to be added to processing fees)
Non-Notified Land Use*	
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
Non-Notified Subdivision*	
Controlled	*1,275.00
Restricted Discretionary	*1,345.00
Discretionary	*1,755.00
Non-Complying	*1,960.00
All 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
All 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
Private Plan Change Applications	
<i>All fees are a deposit only. Where the costs for processing an application exceed the fee deposit, the additional cost will be payable.</i>	
Staff time (per hour)	150.00
Plan change	*20,000.00

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	150.00
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 – Placeholder for WW recovery and Roding	\$150 per hour
Engineering inspections– Placeholder for WW recovery and Roding	\$150 per hour
Engineering advice for applications – Placeholder for WW recovery and Roding	\$150 per hour
Protected trees	No Charge to Applicant#
<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>	
Certification	
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
s139 and s139A Certificates (Certificate of Compliance)	*1,050.00
s176 Outline Plans	750.00
Any other certification	Officers hourly rate
Signing fee	25.00 Per document
S176a Outline Plan Waiver	First hour free, hourly rate thereafter
s125 Request to extend Consent Timeframe	*1,050.00
s357 Objection to Decision/Conditions of Consent	850.00

s10 Existing Use Certificates	*1,050.00
Planning Certificate (SSoA 2012)	100.00
s222 Bond Certificate	400.00
Instrument creating esplanade reserve/strip	Officers hourly rate plus legal fees
s127 Variation to Consent	
Land Use Consent	*1,050.00
Subdivision Consent	*1,800.00
s.128 Review of consent – Where initiated by applicant	*1,050.00
Land Information Memorandum Report	
LIM – Urgent (5 working days)	460.00
LIM – Standard (10 working days)	255.00
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
Application for a New Road or Right of Way Name	*115.00
Certificate of Title Searches	30.00

BUILDING CONSENTS AND PIMS	PIM FEES \$	TOTAL FEE EXCLUDING BRANZ AND DBH LEVIES \$
<i>All fees are based on a maximum number of hours for processing. Consents that go over the maximum hours (shown in brackets) will be charged additional processing fees.</i>		
<i>All fees 15% GST Inclusive. The total fee, including levies is to be paid at lodgment time</i>		
Minor Work		
Solid Fuel Heater (1)	49.50	322.00
Inbuilt Solid Fuel Heater (1)	49.50	449.00
Minor Plumbing & Drainage Work e.g. Fittings/Drain Alteration (1 inspection) (1)	49.50	406.00
Drainage Work e.g. New Effluent Disposal System – Minor Subdivision Services (2)	49.50	921.00
Wet Area Shower (1)	49.50	515.00
Marquee >100sqm (1)	49.50	307.00
Also see discretionary exemptions for marquees		
Sheds/Garages/Conservatories Etc.		
All Swimming Pool and Pool Fences (2)	50.00	673.00
Garden Sheds/Carports & Other Minor Works (1)	50.00	545.00
Minor Farm Buildings/Sheds 1-6 Bays etc, incl. Farm Bridges (2)	99.00	713.00
Larger Farm Buildings (if P&D included add Minor P&D fee) (3)	99.00	1,119.00
Proprietary Garages Standard (if P&D included add Minor P&D fee) (2)	99.00	752.00
Proprietary Garages with Fire Wall (2)	99.00	871.00
Proprietary Garages with Sleepout (if P&D included add Minor P&D fee) (2)	99.00	871.00
Garages, Simple Custom Design Single Level (if P&D included add Minor P&D fee) (3)	99.00	941.00
If outbuilding to be built wholly as Sleepout use Dwelling fee		
Transportable Outbuilding (Yard built to be moved offsite) (2)	99.00	1376.00
Residential Repile (1)	50.00	614.00
Residential Removal (1)	50.00	257.00
Residential New Dwellings (including Multiproof)		
Single Storey Dwelling < \$500k	347.00	4703.00
Complex Single Storey Dwelling > \$500k and Multi Storey Dwelling	594.00	5,742.00
Transportable Dwelling (Yard built to be moved off site) (4)	99.00	3,029.00
Note: Double Units Charged at Single Unit Rate Plus 50%		
Residential Dwelling Additions & Alterations		
Minor building work - only 1 inspection, (1)	20.00	376.00
Building Alterations – up to 3 inspections (if P&D included add minor P&D fee) (2)	99.00	921.00
Building Alterations – up to 8 inspections (if P&D included add minor P&D fee), (8)	99.00	2,752.00
Note: Hourly rate applies to any alteration work where additional inspections are required.		

Relocated Residential Dwellings (Includes Transportable Dwellings placed Onsite)		
Note: If Relocation includes Alterations or Additions; add Alteration & Addition rate as above		
Relocated Residential Dwelling – Urban (3)	594.00	1,723.00
Relocated Residential Dwelling – Rural (3)	594.00	2,039.00
Commercial/Industrial		
Commercial demolition (1)	50.00	574.00
Single Storey Shop Fit Outs (3)	99.00	1,119.00
Multi Storey Shop Fit Outs (3)	99.00	1,436.00
Single Storey Multi Unit Apartments/Motels (5)	396.00	2,226.00 plus 452.00 per unit
Multi Storey Multi Unit Apartments/Motels (6)	594.00	2,602.00 plus 755.00 per unit
Minor Commercial Work e.g. Signs/Shop Fronts/Minor Fit Outs (No P&D) <\$20,000 (2)	99.00	812.00
Commercial/Industrial <\$50,000 (4)	317.00	2,035.00
Commercial/Industrial \$ 50,001 - \$100,000 (5)	317.00	3,208.00
Commercial/Industrial \$100,001 - \$150,000 (6)	317.00	4,000.00
Commercial/Industrial \$150,001 - \$250,000 (7)	317.00	4,891.00
Commercial/Industrial \$250,001 - \$350,000 (8)	317.00	5,683.00
Commercial/Industrial \$350,001 - \$500,000 (10)	317.00	6,475.00
Commercial/Industrial \$500,001 - \$1,000,000 (10)	317.00	7,108.00
Commercial/Industrial Agricultural > \$1,000,001 (10)	1,056.00	7,431.00 plus 755.00 per \$100,000 value
Development levies may apply to commercial building consents. Please check with Council.		
Other Charges		
Submission Fee - Applies to all applications		100.00
Re-inspection Fee (includes ¾ hour inspection) – plus \$207/hour over and above first ¾ hour		158.00
Amendment Fee (includes ½ hour assessment) – plus \$207/hour over and above first ½ hour plus additional inspections		297.00
Minor Variation Fee – No application form required (includes ¾ hour processing and admin.)		160.00
BRANZ Levy is \$1.00 per \$1,000. of GST Inclusive work of \$20,000. or more		
Building Levy is \$1.75 per \$1,000. of GST Inclusive work of \$20,444. or more		
The building consent fee does not include the cost of any structural or fire engineer's assessment which may be required.		
Structural Engineering or Fire Engineering Assessment/Peer Review		Cost + 10%

Fire and Emergency Design Review		No Charge
Compliance Schedule – new or amended		198.00
Building Warrant of Fitness – audit inspection fee per hour		198.00
Building Warrant of Fitness - Renewal		102.00
Certificate of Acceptance – Building consent fee for the applicable building payable with lodgment, plus actual cost charges at \$189.00 per hour payable on issue of certificate.		
Change of Use Notification		198.00 per hour
Building Certificate (Sale and Supply of Alcohol)		100.00
Building Consent Exemption Fee (Schedule 1 Exempt Building Work)		297.00
Application for Certificate of Public Use		297.00
Application for a Modification or Waiver to a Building Consent		99.00
Building Consent Minor Works printed		10.00 per 10 mins
Building Consent Residential Consents printed		100.00
Building Consent Commercial Consents printed (based on time taken)		100.00 +
Property File Search (Includes download, scanning documents and email)		25.00
Infrastructure Protection Deposits (refundable)		1,000.00
- All relocated dwellings (onto site or off site)		
- All work over a value of \$100,000.		
- All commercial work in urban areas with a value of more than \$20,000.		
- And at Officer's discretion when there is a risk to infrastructure		
Swimming Pool Charges – Existing Pools		
Triennial audit carried out by Council Officer		198.00
Site re-visit by Council Officer		99.00
Admin Fee for Audit carried out by IQPI		99.00
Removal of Pool – Owner to supply evidence (photos)		No charge

INFRASTRUCTURE AND SERVICES	FEES \$
Roading	
Land Purchase (including road stopping)	
Application fee	635.00
Water and Sewer Connections	
(All New Dwellings on Town Supply)	
Road Opening Bond	550.00
Water Administration Fee (paid to Council)	67.00
Sewer Administration Fee (paid to Council)	67.00
1. New water and sewer connections are administered by Council	
2. The applicant must use a contractor acceptable to Council	
3. No work may commence until the administration fee has been paid, and Council's maintenance contractor or the contractor have been notified	
4. Council's maintenance contractor must be advised of <u>all</u> work	
Sewerage	
Dumping Septic Tank Waste (per cubic metre)	62.00
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
Financial Contributions *	
Financial Contribution water	3,736.83
Financial Contribution sewer	2,013.17
<i>* Note there are specific charges levied under the RMA/Wairarapa Combined District Plan in relation to Greytown developments. Contact SWDC for more detail.</i>	
Water Rates	
Ad hoc water reading fee	40.00
Urgent water reading fee (within 48hrs)	100.00
Use over 350m3	1.84 per m3
Vehicle Crossings	
Vehicle Run Up Charge	550.00
<i>(Refunded after completed to Council specifications)</i>	
Rapid Numbers	
Rapid Numbering (per number)	50.00

TRANSFER & RECYCLING STATIONS				
	<u>FEATHERSTON</u>	<u>GREYTOWN</u>	<u>MARTINBOROUGH</u>	<u>PIRINOA</u>
	Recycling Station	Recycling Station	Transfer and Recycling Station	Recycling Station
	60 Johnston Street	Cotter Street	Lake Ferry Road	3031 Lake Ferry Road
Monday	Closed	Closed	Closed	Closed
Tuesday	Closed	1.00pm - 3.30pm	Closed	Closed
Wednesday	Closed	Closed	10.00am - 4.00pm	1.00pm – 3.00pm
Thursday	11.00am – 3.00pm	Closed	Closed	Closed
Friday	Closed	Closed	Closed	Closed
Saturday	11.00am – 3.00pm	10.00am – 12.00pm	10.00am - 4.00pm	10.00am – 12.00pm
Sunday	11.00am – 3.00pm	10.00am – 1.00pm	10.00am - 4.00pm	3.00pm – 5.00pm (May – August) 4.00pm – 6.00pm (September – April)

	FEES \$
REFUSE	
Official Council Refuse bag	No charge
All other – up to 30 kg	10.00
General Refuse (Martinborough Only)	200.00 per tonne
Clean fill (weighed)	6.20 per tonne
RECYCLING	
Clean and sorted recyclable items	No charge
Replacement Recycling Bins	17.50
Replacement Wheelie Bins	60.00
Green Waste (Recycling Stations)	
Car Boot	5.50
Van/Trailer Up to 250 kg (6x4 trailer no cage)	15.00
Large Trailer/Small Truck Up to 2 tonne (6x4 with cage, 8x4 trailer)	30.00
Large Truck Up to 6 tonne	60.00
Larger loads by the discretion of Council's Operator	
Car Bodies – Stripped (Martinborough Only)	40.00
Tyres (Martinborough Only)	
Car Tyres (per tonne)	555.00
Car & 4WD Tyres – up to four tyres on rims	5.00 each
Truck, Tractor or Earthmover Tyres, more than four tyres per load (any type) or mixed load containing tyres	555.00 per tonne





**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

South Wairarapa District Council
19 Kitchener Street, Martinborough 5711
PO Box 6, Martinborough 5741
New Zealand
swdc.govt.nz
06 306 9611

Appendix 2 – Rates Resolution 2022/23

SETTING OF RATES

FOR 2022/2023 FINANCIAL YEAR

That the South Wairarapa District Council set the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing on 1 July 2022 and ending on 30 June 2023.

RATES AND CHARGES

All figures for Rates and Charges as shown are inclusive of GST.

(a) Uniform Annual General Charge (UAGC)

A Uniform Annual General Charge set under section 15 of the Local Government (Rating) Act 2002 of \$757 per rating unit. The total we anticipate to raise from this rate is \$4,989,247.

(b) General Rate

A differential general rate set under section 13 of the Local Government (Rating) Act 2002 as an amount in the dollar of land value on each rating unit as follows:

- Urban - a rate of 0.00194601 per dollar of rateable land value. The total we anticipate to raise from this rate is \$2,104,246.
- Commercial - a rate of 0.00389202 per dollar of rateable land value. The total we anticipate to raise from this rate is \$397,408.
- Rural - a rate of 0.00184432 per dollar of rateable land value. The total we anticipate to raise from this rate is \$4,867,782.

(c) Uniform Annual Charge (UAC) - Reserves & Civic Amenities Rate

A targeted rate for amenities, set out under section 16 of the Local Government (Rating) Act 2002, of:

- \$566 per urban rating unit. The total we anticipate to raise from this rate is \$2,063,062.
- \$340 per rural rating unit. The total we anticipate to raise from this rate is \$996,064.

(d) Water Supply Rate

A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of:

- The total we anticipate to raise from this rate is \$4,178,103.

Serviced Connection:

- \$917 per separately used or inhabitable part of a rating unit which is connected to the water supply system.

Additionally, the Council will charge a targeted water rate, set under section 19, per cubic metre of water supplied, as measured by meter, for water consumed over 350 cubic metres for the year. This rate will be at \$1.84 per cubic metre.

Serviceable Connection:

- \$459 for rating units' that are not yet connected but are able to be connected to the water supply.

(e) Wastewater Disposal Rate

A targeted rate for wastewater disposal, set under section 16 of the Local Government (Rating) Act 2002 of:

The total we anticipate to raise from this rate is \$3,561,035.

Serviced Connection:

- \$758 per separately used or inhabitable part of a rating unit for all rating units which are connected to the wastewater system, for the first two toilet pans (or equivalent such as urinals).
- \$758 per separately used or inhabitable part of a rating unit for all rating units which are connected to the wastewater system for the third and each additional toilet pan (or equivalent such as urinals).

Serviceable Connection:

- \$379 for all rating units which are not yet connected but are able to be connected to the wastewater system.

(f) Refuse Collection and Disposal Rate

A targeted rate for refuse collection and disposal, set under section 16 of the Local Government (Rating) Act 2002, of:

The total we anticipate to raise from this rate is \$1,066,975.

- \$225 per rating unit or separately inhabitable parts of a rating unit for refuse collection and/or use of disposal facilities.

(g) Water Races Rate

A targeted rate for water races, set out under section 16 of the Local Government (Rating) Act 2002 as an amount in the dollar of land value of:

- a rate of 0.00174389 per dollar of rateable land value of every rating unit in the Featherston-Longwood Water Race rating district which has access to the water race. The total we anticipate to raise from this rate is \$95,873.
- a rate of 0.00039029 per dollar of rateable land value of every rating unit in the Moroa Water Race rating district which have access to the water race. The total we anticipate to raise from this rate is \$103,570.

DIFFERENTIAL CATEGORIES AND DEFINITIONS

That Council adopt the following as its definitions for its differential categories.

(a) General Rate

- Urban – the urban areas of the townships of Featherston, Greytown and Martinborough (all as shown in the Wairarapa Combined District Plan, except for the Greytown future development area) plus those rating units with valuation numbers listed in the Appendix. This category has a differential factor of 1.
- Commercial – properties shown in the Town Centre and Service areas of

Featherston, Greytown and Martinborough (all as shown in the Wairarapa Combined District Plan) AND all rating units used primarily for any commercial or industrial purposes, except those rating units with valuation numbers listed in the Appendix. This category has a differential factor of 2.

- Rural – The rural areas of Featherston, Greytown and Martinborough (all as shown in the Wairarapa Combined District Plan) except those rating units used primarily for any commercial or industrial purposes.

(b) Water Supply Rate

- Serviced Connection: any separately used or inhabitable part of a rating unit that is connected to the water supply.
- Serviceable Connection: any rating unit that is not connected to the water supply but is able to be serviced by a connection to the supply.

(c) Wastewater Disposal Rate

- Serviced Connection: any separately used or inhabitable part of a rating unit that is connected to the wastewater system.
- Serviceable Connection: any rating unit that is not connected to the wastewater system but is able to be serviced by a connection to the system.

(d) Refuse Collection Rate

- Refuse collection to all properties in the District to which Council is prepared to provide this service. The rate provides for the removal each week of the contents of two Council official refuse bags or other refuse receptacles approved by Council, apart from the “rural coastal” area where collections reduce to one collection per fortnight from May to September.
- Use of the refuse disposal facilities by all residents of the District.

(e) Reserves & Civic Amenities Rate (UAC)

- Urban – the properties within the urban boundary township areas of Featherston, Greytown and Martinborough (all as shown in the Wairarapa Combined District Plan, except for the Greytown future development area).
- Rural – the properties in the rural areas of Featherston, Greytown and Martinborough (all as shown in the Wairarapa Combined District Plan).

(f) DUE DATES FOR PAYMENT OF RATES (excluding water rates)

That all rates (apart from water rates) will be payable in four instalments due on:

22 August 2022

21 November 2022

20 February 2023

22 May 2023

(g) PENALTIES – RATES (excluding water rates)

That the Council delegates authority to the Chief Executive Officer to apply the following penalties on unpaid general rates:

- Under section 57 and 58(1)(a) of the Local Government (Rating) Act 2002, a 10 percent penalty will be added to any portion of the current instalment that remains unpaid after the due date as shown below:

23 August 2022

22 November 2022

21 February 2023

23 May 2023

- Under section 57 and 58(1)(b) of the Local Government (Rating) Act 2002, an additional 10 percent penalty will be added on:

4 July 2022

9 January 2023

to any rates remaining unpaid from previous financial years.

(h) DUE DATES FOR PAYMENT OF WATER RATES

Water meters will be read annually in June and water rates will be invoiced in July for the previous year's usage over 350 cubic metres. High users will be invoiced more regularly.

Water rates will be payable and due on:

Annual water rate to June 2022 Due for payment: 22 August 2022

High user water rates will have readings completed in February 2023, and June 2023.

Due dates for these readings will be as follows:

February 2023 reading Due: 20 April 2023

June 2023 reading Due: 21 August 2023

(i) PENALTIES – WATER RATES

That the Council delegates authority to the Chief Executive Officer to apply the following penalties on unpaid water rates:

Under section 57 and 58(1)(a) of the Local Government (Rating) Act 2002, a 10 percent penalty will be added to any portion of the water rates that remains unpaid after the due date as shown below:

Due: 20 April 2023 Penalty date: 21 April 2023

Due: 21 August 2023 Penalty date: 22 August 2023

(j) PAYMENT OF RATES

Payment can be made by direct debit or automatic payment, by arrangement with Council.

Payments may also be made by internet banking.

Rates can also be paid in person, by cash or EFTPOS, at the following locations, subject to opening hours.

Martinborough Council Office, 19 Kitchener St, Martinborough

Featherston Library, 70 Fitzherbert St, Featherston

Greytown Library, 89 Main St, Greytown.

Greater Wellington Regional Council offices, Shed 39, 2 Fryatt Quay,
Pipitea, Wellington or 35-37 Chapel Street, Masterton.

(k) APPENDIX

GREYTOWN	FEATHERSTON	MARTINBOROUGH
18400/55300A	18440/41000	18480/02100
18400/55400	18440/41200	18480/18100A
18400/64100	18440/41500	18480/18900
18400/64400	18440/55000	18480/22102
18400/69600	18440/60000	18480/23200
18420/33401	18440/70900	18480/23300
18420/33500	18440/71500	18480/23301
18420/37500	18440/71900	18480/23400
18420/37700	18450/13500	18480/23500
18420/38100	18450/13600	18480/25000
18420/38200	18450/13800	18480/25100
18420/38300	18450/13900	18480/25200
18420/42200	18450/15000	18480/25301
18420/43900	18450/15600	18480/28900
18420/45000		18480/28901
		18480/29000
		18480/29800
		18480/31400
		18480/31500



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau



greater WELLINGTON
REGIONAL COUNCIL
Te Pane Matua Taiao

2022/23 RATES ASSESSMENT/INVOICE NOTICE – Part B

SOUTH WAIRARAPA DISTRICT COUNCIL

AND

GREATER WELLINGTON REGIONAL COUNCIL

The information set out below and overleaf forms part of the annual rates assessment for this rating unit.

Inspection of the Rating Information Database and Rate Records

Under sections 28 and 38 of the Local Government (Rating) Act 2002, the Rating Information Database (RID) and Rate Records may be inspected at:

- South Wairarapa District Council situated at 19 Kitchener St, Martinborough during the hours of 8.00am to 4.00pm Monday to Friday,
- Featherston Library, 70 Fitzherbert Street, Featherston or Greytown Town Centre & Library, 89 Main Street, Greytown during the hours of 9.30am to 5.00pm, or
- Greater Wellington Regional Council situated at Shed 39, 2 Fryatt Quay, Pipitea, Wellington or 35-37 Chapel Street, Masterton during the hours of 8.00am to 5.00pm, Monday to Friday.

Owners' right to withhold certain information from Public Rating Information Database

Under section 28C of the Local Government (Rating) Act 2002, ratepayers have the right to request that South Wairarapa District Council or Greater Wellington Regional Council withhold their name or postal address from the public rating information database. Requests should be made in writing to the Council.

Objections to the Rating Information Database and Rate Records

Under sections 29 and 39 of the Local Government (Rating) Act 2002, ratepayers may object to the information contained in these records by lodging a written objection to either South Wairarapa District Council or Greater Wellington Regional Council, clearly setting out the reasons for the objection.

Goods and Services Tax

South Wairarapa District Council struck their rates including GST at 15%.

Water Meters

Water meters are generally read annually in June (high users may be read more frequently) and as part of a sales settlement. If you exceed 350 cubic metres for the year you will be charged at the rate of \$1.84 per cubic metre (incl. GST) and sent a separate invoice.

Sale of Rating Unit

If you receive an assessment/invoice notice still in your name after you have sold your property, it may mean that Council has not yet received notification of the sale from your Solicitor. Please advise your Solicitor to issue the notice of sale and return the invoice to Council. If you are selling your property and pay the rates by direct debit, please phone us on (06) 306 9611 and we will cancel the direct debit.

Subdivisions

Rates are calculated on a property as at 1 July, therefore, if you have subdivided a property or purchased a subdivided property, a rates invoice will not be issued on the subdivided properties, until the following rating year.

Rate Rebates

Ratepayers on low incomes may be eligible for a Government rebate on their rates. For further information on the rebate scheme, please contact the Council office on (06) 306 9611 or visit The Department of Internal Affairs website www.dia.govt.nz.

Payment Methods

If you wish to pay by direct debit (weekly, fortnightly, monthly or quarterly), please contact the Council office for the relevant forms.

Payments can be made by internet banking to Council's bank account – 02-0680-0027337-000 (Bank of New Zealand). Please put your rates valuation number in the reference field.

Payments can be made by debit or credit card on SWDC's website <https://swdc.govt.nz/pay-for-something/pay-for-your-rates/>

You can also pay in person by cash or eftpos (excluding Credit Card) at:

- SWDC Council Office, 19 Kitchener Street, Martinborough,
- Featherston Library, 70 Fitzherbert St, Featherston
- Greytown Library, 89 Main St, Greytown, or
- Greater Wellington Regional Council offices located at Shed 39, 2 Fryatt Quay, Pipitea, Wellington or 35-37 Chapel Street, Masterton.

Instalment and Penalty Dates

The due dates for each instalment of rates (other than water rates) are as follows:

Instalment	Due Date	Penalty Date
One	22 August 2022	23 August 2022
Two	21 November 2022	22 November 2022
Three	20 February 2023	21 February 2023
Four	22 May 2023	23 May 2023
Under sections 57 and 58 of the Local Government (Rating) Act 2002, a 10% penalty will be added to any portion of the current instalment that remains unpaid after the due date shown above.		

Additional Arrears Penalty	
4 July 2022	SWDC
9 January 2023	SWDC
4 July 2022	GWRC
9 January 2023	GWRC
Under sections 57 and 58 of the Local Government (Rating) Act 2002, an additional 10% penalty will be added on the above dates to any rates then remaining unpaid from previous financial years.	

Water rates Instalment and Penalty Dates

The due dates for water rates are as follows:

Due Date	Penalty Date
20 April 2023	21 April 2023
21 August 2023	22 August 2023
Under sections 57 and 58 of the Local Government (Rating) Act 2002, a 10% penalty will be added to any portion of the current instalment that remains unpaid after the due date shown above.	

SOUTH WAIRARAPA DISTRICT COUNCIL

ACTIVITIES OR GROUPS OF ACTIVITIES THAT ARE FUNDED BY THESE RATES

GENERAL RATES

This funds resource management, roading and the main part of democracy.

In the urban areas it also funds stormwater and in the rural areas it funds dog and stock control and rural fire.

Uniform Annual General Charge (UAGC)

This funds the following activities: libraries, cemeteries, economic development, refuse transfer and landfill, civil defence, part of democracy and inspections for liquor, building and health.

TARGETED RATES

Reserves & Civic Amenities (UAC)

This funds parks and reserves, swimming pools and community buildings.

Water Supply

This funds the operation costs of maintaining the water reticulation system and treatment plants.

Wastewater Disposal

This funds the operational costs of maintaining the wastewater reticulation system and treatment plants.

Refuse

This funds the costs of collection and disposal of refuse.

Water Races

This funds contract works for inspections of the Moroa and Longwood water races, monitoring and compliance with Greater Wellington Regional Council's resource consents and physical works at the two river intakes.

RATING POLICIES

Set out below is a brief description of the criteria applicable to each type. Full details of the following policies are available from the Council Office or website www.swdc.govt.nz.

Rates Postponement

Extreme Financial Circumstances - ratepayers experiencing extreme financial circumstances which affect their ability to pay rates may be eligible to apply for rates postponement. Applications will be considered on a case-by-case basis and must meet the criteria listed in the policy. Full disclosure of financial position and circumstances is required.

Ratepayers Aged 65 Years and Over – ratepayers are offered a choice between paying rates now or later subject to the full cost of postponement being met by the ratepayer and Council being satisfied that the risk of loss in any case is minimal. Applications will be considered on a case-by-case basis and must meet the criteria and conditions listed in the policy.

Remission and postponement of rates on Maori freehold land

Council may grant an application for remission on all or some of the rates on Maori freehold land provided that the land is the subject of a Maori Land Court order stating that the rating unit is Maori freehold land. These applications should be received by Council prior to the commencement of the rating year.

Rates payments applied to oldest debt

Payments received for rates will be applied to the oldest debt first, regardless of whether the payer requests the payment be applied to the current debt. Rates debt becomes unenforceable after a period of time; this policy assists in avoiding debt falling into this category.

Remission and postponement of penalties

Council may remit **penalties** where it considers that it is fair and equitable to do so, upon receipt of an application from a ratepayer for significant family disruption, a previous good payment history, missing postal payments, change of ownership transaction, Council error or an agreed repayment scheme. Applications must be on the approved form and meet the remission policy criteria set by council.

Community, Sporting and Other Organisations using land for community or sporting purposes and not operated for private pecuniary profit may qualify for a remission of 50% of the General Rate, Uniform Annual General Charge and Reserves & Civic Amenities rate.

Land Protected for Natural, Historic or Cultural Conservation Purposes may qualify for a remission of all rates. Applications must be in writing and supported by documentary evidence of the protected status of the rating unit e.g. a copy of the covenant or other legal mechanism.

Uniform Annual General Charges may be remitted in certain circumstances where for subdivision purposes, land has been subdivided, title has been issued and the unsold contiguous Lots remain in common ownership; or in certain circumstances where contiguous rural rating units are farmed as a single entity.

Reserves & Civic Amenities Charges may be remitted in certain circumstances where for subdivision purposes, land has been subdivided, title has been issued and the unsold contiguous Lots remain in common ownership; or in certain circumstances where contiguous rural rating units are farmed as a single entity, or one rating unit is not contiguous but is used as a run-off to the main farm rating unit.

Natural Disaster affected properties may be remitted according to the conditions, criteria and level of funding provided and set by Central Government.

Separately Used or Inhabitable Part (SUIP)

Council applies the following definition of SUIP: Separately used or inhabitable part of a rating unit.

GREATER WELLINGTON REGIONAL COUNCIL

Greater Wellington Regional Council is the promotional name of the Wellington Regional Council. Any reference to the Greater Wellington Regional Council on this assessment is deemed to be a reference to the Wellington Regional Council.

How are Greater Wellington Regional Council's rates set and collected?

The Greater Wellington Regional Council sets its own rates, which are invoiced and collected by the relevant city or district council in the Wellington Region, being the South Wairarapa District Council for the above property. Such combined collection arrangements are more cost efficient and convenient for ratepayers.

You will receive a combined rates assessment/invoice notice from the South Wairarapa District Council for each instalment showing the amount due for both the South Wairarapa District Council and Greater Wellington Regional Council. Each invoice will clearly show where and when payment is due.

ACTIVITIES OR GROUPS OF ACTIVITIES THAT ARE FUNDED BY THESE RATES

General rate

The general rate is mainly used to fund public good activities that benefit "the region as a whole. It funds almost all of these activities: Regional leadership, including mana whenua engagement, emergency management, parks, policy and planning, environmental science, biodiversity, understanding flood risk and the Wairarapa water use project. It also funds 50% of all other Flood protection activities.

Public transport

This rate contributes to public transport funding, for the public benefits if the services and infrastructure.

River management

These rates are for flood protection services within local communities.

Wellington Regional strategy

This rate includes funding for the Wellington Regional Economic Development Agency (WREDA).

Pest management

Rates are for control of possums, and predators, and apply to rural properties that are 4 hectares or more.

Wairarapa Schemes

Scheme rates are set on individual properties within river management schemes within the Wairarapa, to fund flood protection, and land management activities affecting these properties.

Warm Greater Wellington

This rate is for properties that use GWRC assistance for clean heat and insulation.

RATING POLICIES

Remission and postponement of penalties

Greater Wellington Regional Council **may** remit or postpone a penalty where it considers that it is fair and equitable to do so upon receiving applications from ratepayers.

Rates postponement

Greater Wellington Regional Council **will** postpone its rates where ratepayers have applied in writing **and** can demonstrate they are experiencing extreme financial circumstances which affect their ability to pay rates **and/or** the ratepayer has had rates postponed in part or full by the South Wairarapa District Council. If granted, the annual rates will be postponed for a period of one year. The postponement must be reapplied for annually.

Remission of rates in special circumstances

Greater Wellington Regional Council **may** remit its rates in special circumstances where it considers it fair and equitable to do so. Applications under this policy must be made in writing.

Remission and postponement of rates on Māori freehold land

Greater Wellington Regional Council **may** grant an application for remitting or postponing all or some of the rates on Māori freehold land provided the land is the subject of a Māori Land Court order stating that the rating unit is Māori freehold land. These applications should be in writing and be received by Greater Wellington Regional Council before the start of the rating year.

Rates payments applied to oldest debt

Payments received for rates will be applied to the oldest debt first, regardless of whether the payer requests the payment be applied to the current debt. Rates debt becomes unenforceable after a period of time; this policy assists in avoiding debt falling into this category.

AGENDA ITEM C2

REVIEW OF REVENUE AND FINANCING POLICY

Purpose of Report

To inform Councillors of the process required when undertaking a review of Council's Revenue and financing policy and to confirm the overall approach.

Recommendations

Officers recommend that the Council:

1. *Receive the Review of Revenue and Financing Policy Report.*
2. *That Council undertakes a first principles review of the Revenue and Financing Policy.*

1. Executive Summary

Good practice requires the Council to review its Revenue and financing policy approximately every ten years from first principles basis. The process must follow the requirement of the two steps that are set out in the Local Government Act 2002 (LGA).

Generally, a first principles review will take approximately 12 months and before the proposed policy can be given effect to, it must be formally consulted on through the requirements of the LGA.

It is proposed that step one be completed before the 2022 Local government election in October, and that the new Council either amend or confirm step one. It is expected that the new Council would complete step two and consult in parallel with the 2023/24 Annual plan.

2. Background

Council is required to have a Revenue and financing policy. This policy sets out Council's view following public consultation for each activity as to how they are to be funded including details of the types of rates that are to be used.

The policy leads other policies including the rates remission, postponement development and/or financial contributions, liability management and investment policies

Section 101(3) LGA requires the Council to develop the policy in two steps. In the first step, it must consider in relation to each activity to be funded the following:

- Community outcomes to which the activity primarily contributes
- Distribution of benefits – who gets the benefit the whole/part of community or individuals?
- The period the benefits are expected to occur
- Extent that actions or inactions contribute to the need to undertake the activity (exacerbators)
- Costs and benefits of funding the activity separately from other activities

Once the Council has completed the first step then that must consider the second step in the overall impact of the allocation of liability for revenue needs on the current and future social, economic, environmental and cultural well-being of the community.

It is considered good practice to complete the review before the Long term plan, because if the Council is consulting on the Revenue and financing policy at the same time as the Long term plan, then this can detract from the importance of the issues being considered as part of the Long term plan.

3. Discussion

The last full review was undertaken as part of the 2009/19 Long term plan, and a review was undertaken in 2015.

Good practice suggests that a full review be undertaken every ten years, therefore a full review is considered appropriate. Listed below are the items that have been raised and will be considered as part of the review:

- Air BnB properties which are not currently paying a commercial rate
- Wastewater rate applied to additional pans/connections
- Allocation of general rate between groups of ratepayers - differentials
- Land value versus Capital value as the method for setting the general rate
- Use of fixed value rates versus value based including the amount of the Uniform Annual General Charge (UAGC)

It is therefore considered appropriate that a review of the Revenue and financing policy be implemented before the 2024/34 Long term plan. This would then require consultation in conjunction with the 2023/24 Annual plan.

3.1 Options

There are two options when undertaking a review of the Revenue and financing policy. The first is a first principles approach, where the Council starts with a clean sheet. The other is where it only must make an amendment to parts of the policy or to specific rates.

The steps required in a first principles approach are as follows:

- Set out the high-level principles and objectives
- Complete the Funding Needs Analysis (FNA) Section 101(3) (Step 1)

- Model the rates impact on the FNA (Step 1)
- Update the FNA (Step 2)
- Model and confirm the preferred rates allocation option
- Draft Revenue & financing policy and supporting rating policies
- Draft the proposal and supporting information for consultation
- Carry out community consultation
- Hear submissions
- Update and amend policies after considering submissions
- Adopt new policies
- Set the rates
- Implement new rating system

The steps required in an amendment approach are as follows:

- Develop the options to be considered
- Model and confirm the preferred rates allocation option
- Assess whether statutory policies need changing and determine what consultation is needed
- Draft the proposal and supporting information for consultation
- Consult with the community
- Hear and consider submissions
- Update, amend and adopt policies, if applicable
- Set the rates
- Implement new rating methodology

Based on the issues above it is appropriate that a first principles review is needed.

3.1.1. *Expected timeframe*

Based on a first principles approach it is expected that before the 2022 local government elections, the Council will have completed step one by receiving a report at the 21 September 2022 Council meeting.

Following the elections, the new Council will either adopt or amend step one and then proceed with step two with the intention of consulting the new Revenue and financing policy, together with new or amended rates in conjunction with the 2023/24 Annual plan.

3.2 Consultation

While there is no consultation required as resulting from the decision associated with this report, as noted above it is expected that consultation will take place in conjunction with the 2023/24 Annual plan.

3.3 Legal Implications

Section 102 (2) (a) LGA requires the Council to have a Revenue and financing policy.

Section 101 (3) LGA sets out the process on how a local authority should decide who should pay including specifying the two-step process.

Section 103 details disclosure requirements of a Revenue and financing policy.

4. Conclusion

As good practice requires the Council to review its Revenue and financing policy approximately every ten years on first principles basis and there are a number of items that need further review, but those items should not be considered in isolation, thus a first principles approach is appropriate.

Contact Officer: Harry Wilson, Chief Executive Officer

AGENDA ITEM C3

**DRAFT DELEGATIONS, PROCUREMENT, DISCRETIONARY
EXPENDITURE AND FRAUD AND CORRUPTION POLICIES**

Purpose of Report

To seek Council adoption of the Delegations Policy and Register, Procurement Policy, Discretionary Expenditure Policy and Fraud and Corruption Policy.

Recommendations

Officers recommend that the Council:

1. *Receive the Draft Delegations, Procurement, Discretionary Expenditure and Fraud and Corruption Policies Report.*
2. *Adopt the Delegations Policy and Register containing statutory and non-statutory delegations by Council.*
3. *Note that officers will undertake work on the Terms of Reference for the Hearings Committee (incorporating Hearings Panels) for the 2022-25 triennium to ensure an appropriate governance structure is in place with respect to the Resource Management Act 1991 delegations.*
4. *Adopt the draft Procurement, Discretionary Expenditure and Fraud and Corruption Policies.*
5. *Set a review due date of 31 March 2026 for these policies.*
6. *Note that minor adaptations to operational processes that sit within the policies may be made on the approval of the Chief Executive and will be reported in the governance report to the appropriate committee.*
7. *Note that once adopted, the current Procuring Goods and Services (M500), Fraud (N702) and Common Seal (N300) policies will be replaced.*

1. Executive Summary

Two policies have been prioritised for review based on results from Audit NZ – the Procuring Goods and Services Policy (M500) and the Fraud Policy (N702). These policies have been reviewed in line with best practice guidance, resulting in the split of discretionary (sensitive) expenditure from the Procuring Goods and Services Policy.

The development of a delegations policy and register containing statutory and non-statutory delegations (excluding financial) has also been prioritised to ensure delegations are legally compliant and fit for purpose.

Council is asked to consider the adoption of these policies by 30 June 2022 to satisfy the requirements of Audit NZ. Once adopted, the current Procuring Goods and Services, Fraud, and Common Seal policies will be replaced.

2. Background

During the development of a Policy Framework, two policies were identified as being prioritised for review – the Procuring Goods and Services Policy (M500) and the Fraud Policy (N702).

The Procuring Goods and Services Policy (also encompassing Sensitive Expenditure Guidelines) was adopted in December 2017 and due for review in December 2020. This policy has been identified as a priority based on prior audits and also relates to an outstanding action raised by the Finance, Audit and Risk Committee.

The Fraud Policy was last reviewed in July 2018 and was due for review in July 2021. Audit NZ has previously sought an update on the review of this policy and progress will be checked in the upcoming audit.

The development of a Delegations Policy and Register has been in progress over the past year. Its adoption is of priority to enable the clearance of non-compliances raised in the recent building audit, as well as to ensure officers are operating under fit for purpose delegations.

The register incorporates the contents of the common seal procedure to replace the Common Seal Policy. The Common Seal Policy was last reviewed in August 2015 and was due for review in June 2020.

As there are substantial edits to the updated policies, marked-up versions of the draft policies comparing these to the current policies are not available. Instead, a high level summary of the key changes and reasons for these are included within the relevant sections.

3. Discussion

3.1 Delegation Policy and Register

The Delegations Policy and Register is a new document that has been developed based on input from subject matter experts and registers that other Councils have implemented.

The purpose of the Delegations Policy and Register is to define and authorise Council's delegations to the Chief Executive, Wellington Water Ltd, and directly to SWDC officers where legislation, such as the Resource Management Act 1991 (RMA) prohibits sub-delegation. The register also includes statutory and non-statutory sub-delegations from the Chief Executive to SWDC staff.

The RMA delegations also include specific delegations to hearings panels and committees, primarily the Planning and Regulatory Committee. The Delegations Register includes the delegation for the Chief Executive to appoint hearings panels for hearings under the RMA on a recommendation received from the Group Manager, Planning and Environment to give effect to the RMA delegations.

Officers will undertake work on the Terms of Reference for the Hearings Committee (incorporating hearings panels) for the 2022-25 triennium to ensure an appropriate governance structure is in place with respect to these delegations. Committee Terms of Reference will also be reviewed to ensure these are in keeping with the updated delegations.

Aside from the current Financial Delegations Policy, SWDC currently has some individual delegations and limited statutory delegations from 2010 (including delegations under the RMA and Local Government Act). The Delegations Policy and Register has been developed to replace the 2010 delegations, ensuring they are current and fit for purpose.

The register is divided into four parts:

1. **Part A** contains the delegation of statutory and other delegations by the Council to the Chief Executive. This part excludes financial delegations which are contained separately in the Financial Delegation Policy.
2. **Part B** contains the delegations from Council to Wellington Water Limited
3. **Part C** contains statutory delegations by the Council directly to officers under the Resource Management Act 1991
4. **Part D** contains the sub-delegations of responsibilities, duties and powers delegated by the Chief Executive to SWDC officers.

Council has already adopted delegations to community boards, committees, subcommittees and other subordinate governing bodies to support effective and efficient decision making. These delegations are contained within the relevant Terms of Reference available on the Council website and are not replicated here.

Council also has a separate [Financial Delegations Policy](#) which will be reviewed and presented for adoption at a later date. The review will factor in components of the current Procuring Goods and Services Policy which have not been incorporated into the updated policy due to fitting better within financial delegations (e.g. one-over-one authorisation of cost centres and capital expenditure approval).

3.2 Procurement Policy and Guidelines

The Procurement Policy has been reviewed to align with the strategic framework and Council's identified community outcomes as set in the [2021-31 Long Term Plan](#). It also aligns with the four well-beings of Local Government (cultural, social, economic and environmental).

The Procurement Policy has been updated to ensure it is more closely aligned with Central Governments approach to procurement. The [Government Procurement Principles](#) provide government's overarching values. Whilst it is not a requirement for Councils to adopt them, it demonstrates our commitment to best practice.

The Procurement Guidelines have been developed taking into consideration the [Government Procurement Rules](#), where practicable, which support sustainable and inclusive procurement through the promotion of good practice for procurement planning, approaching the supplier community and contracting.

The draft policy and guidelines are attached in Appendix 2. Table 2 provides a summary of key changes from Council's current Procuring Goods and Services Policy.

3.2.1. Table 2: Procurement Policy - Summary of key changes

#	Key Changes	Reasons
1	New policy name and format	Policy name changed from 'Procuring Goods and Services Policy' to 'Procurement Policy.' The title has been simplified to its more commonly referred name. Format updated to align with updated SWDC branding.
2	Structure of policy to split into policy statement and guidelines	To provide a clear distinction between the 'what and the why' (the policy statement) and the 'how' (the guidelines)
3	Updated objectives, and new principles and broader outcomes	Updated objectives set Council's high level aims for its procurement. The principles included align with the Government Procurement Principles to demonstrate our commitment to best practice. The broader outcomes included align with the strategic framework and Council's identified community outcomes as set in the LTP, and the four well-beings of Local Government (cultural, social, economic and environmental).
4	Updated thresholds and new requirements with regards to quotes, procurement plans and business cases e.g. <ul style="list-style-type: none"> Includes a requirement for a minimum of two quotes for procurement activities in excess of \$5,000, unless using a preferred supplier. Includes a requirement for a procurement plan for competitive, high-risk procurement activities exceeding \$100,000, and for these procurements to be reviewed Includes a requirement for a business case for procurement activities not budgeted within the Annual Plan or LTP. 	To ensure procurements are well planned and a robust process is followed.
5	More detailed guidelines for planning, sourcing and managing procurement	To provide greater support to staff when undertaking procurement activities, including supporting through the provision of templates.
6	Implementing a new maximum contract length of 5 years, unless clear reasons exist for exceeding this length	To ensure value for money is still being obtained and to provide increased opportunities for suppliers.
7	A requirement for exceptions/exemptions granted by the Chief Executive Officer to be reported to the Finance, Audit and Risk Committee	To provide governance oversight and assurances to the committee that any exceptions/exemptions granted have clear reasons that have been documented.

#	Key Changes	Reasons
8	Removal of one-over-one authorisation and capital expenditure approvals sections of the current policy	These items are assessed as fitting better within a Financial Delegations Policy. A review of this policy will take these matters into consideration.
9	Removal of sensitive expenditure guidelines	It has been assessed as being more appropriate as a standalone policy. It has therefore been moved to the new Discretionary Expenditure Policy and Guidelines.

3.3 Discretionary Expenditure Policy and Guidelines

The Discretionary Expenditure Policy has been developed based on reviewing the sensitive expenditure guidelines component of the current Procuring Goods and Services Policy and updating it such that it is more closely aligned with good practice, as guided by the Auditor-General's [Guide to Controlling Sensitive Expenditure](#).

The proposal to separate the sensitive expenditure guidelines from the current Procuring Goods and Services Policy into a new Discretionary Expenditure Policy is more closely aligned with the approach of other councils.

The policy applies to discretionary expenditure of Council funds by SWDC staff and elected and appointed members.

The draft policy and guidelines are attached in Appendix 3. Table 3 summarises the key changes between our current Sensitive Expenditure Guidelines and the Discretionary Expenditure Policy.

3.3.1. Table 3: Discretionary Expenditure Policy - Summary of key changes

#	Key Changes	Reasons
1	Split from policy on procurement into its own policy	To better align with good practice guidance and the approach of other Councils.
2	New policy name and format	New policy name required due to being split from the policy on procurement. Renamed from Sensitive Expenditure to Discretionary Expenditure to more accurately describe the type of expenditure. Format updated to align with updated SWDC branding.
3	Structure of policy to split into policy statement and guidelines	To provide a clear distinction between the 'what and the why' (the policy statement) and the 'how' (the guidelines).
4	Added scope	To provide clarity that the policy applies to SWDC staff and elected and appointed members.
5	Updated principles	To align with guidance from the OAG guide.
6	Added process for expenditure approval	To ensure clarity of how and who is able to approve discretionary expenditure.
7	Amendments to some specific types of permitted discretionary expenditure e.g. removal of covering travel costs of Mayor and CEO's partner to the LGNZ Annual Conference	To better reflect current internal practice and to better align with good practice guidance.
8	Incorporated types of discretionary expenditure not covered in the current policy e.g. tipping, donations, social club and recognising staff achievement	To provide greater transparency over common types of expenditure decisions.
9	Requirement for Gift Register to be kept	To meet the Auditor-General's expectation for public organisations to record the acceptance of gifts.

3.4 Fraud and Corruption Policy and Procedure

The Fraud and Corruption Policy has been reviewed based on [Ministry of Justice Guidance](#) and policies that other Councils have implemented.

The policy states the Council position with respect to fraud and corruption, provides guidelines for prevention, detection and response and outlines the expected responsibilities of staff, managers and the Chief Executive. This includes best practice such as internal controls, procedures and guidelines to minimise risk to Council.

The policy applies to all staff, contractors, former employees, elected and appointed members and external parties that have a business relationship with the Council.

The draft policy is attached in Appendix 4. A summary of the key changes from the current policy are outlined in Table 4 below.

3.4.1. Table 4: Fraud and Corruption Policy - Summary of key changes

#	Key Changes	Reason
1	New policy name and format	Updated name to include corruption to provide increased clarity of the incidents covered by the policy and greater alignment with Ministry of Justice Guidelines. Format updated to align with updated SWDC branding.
2	Structure of policy to split into policy statement and procedures	To provide a clear distinction between 'the what and the why' (the policy statement) and 'the how' (the procedures) .
3	Added scope	To ensure clarity of who the policy applies to.
4	Added objectives and approach	To clearly state Council's objectives with respect to prevention, detection and response and to ensure a common understanding of what a zero-tolerance approach means.
5	Updated definitions	To better align with definitions provided in the Ministry of Justice Guidelines. Examples are included to assist in recognising fraud and corruption to enhance awareness.
6	Added pre-conditions for recognising fraud	To assist in recognising fraud and corruption risks and enhancing awareness of conditions known to be associated with it.
7	Updated process for reporting suspected fraud or corruption, including ability for anonymous and protected disclosure	To provide staff with increased options in who they are able to report fraud or corruption to. To provide clarity of what details should be included in reports. To allow for anonymous disclosures and provide information on how whistle-blowers are protected.
8	Updated management action and investigation process	To include the requirement to also report to the Chair of Finance, Audit and Risk Committee (simultaneously with the Mayor) if the Chief Executive Officer is suspected to be involved. To provide for Human Resources involvement where an employee is subject to the SWDC disciplinary process. To make it clear the person(s) alleged to be involved have the right to a support person and legal representation
9	Added roles and responsibilities for staff	To indicate there is strong and visible support from senior management for Council's controls and measures for preventing and detecting fraud, and to make it clear everyone is responsible for complying.

3.5 Options

The following options are available to councillors.

#	Option	Advantages	Disadvantages
1	<p>Adopt all or some of the policies (including subject to minor amendments that may be specified within the resolution at the Council meeting)</p> <p>Recommended option</p>	<ul style="list-style-type: none"> • Policies better aligned with updated guidance and best practice • Delegations provide improved clarity and efficiency of Council's decision making • Satisfies Audit NZ requirements for updated policies to be adopted by 30 June 2022. 	<ul style="list-style-type: none"> • Initial investment in staff time to ensure they are familiar with the new policy and implementation. This would be outweighed by the long term benefits of improvements to practice.
2	Do not adopt all or some of the policies and propose more significant amendments	<ul style="list-style-type: none"> • This would depend on the extent of the changes. May provide the advantages identified in Option 1 depending on the proposed changes. 	<ul style="list-style-type: none"> • Implications would depend on the proposed changes. • Amendments would not be in place by 30 June 2022 and could impact Audit NZ requirements for updated policies to be adopted by 30 June 2022 • Staff time associated with making amendments.
3	Do not adopt any or some of the policies	<ul style="list-style-type: none"> • Savings in staff time associated with familiarisation and implementation. 	<ul style="list-style-type: none"> • Current policies do not represent best practice • Does not satisfy Audit NZ requirements for updated policies to be adopted by 30 June 2022 • Current non-financial delegations are limited in scope and are no longer fit for purpose • The Chief Executive and staff would have limited power to act. Decisions would need to go to Council thereby reducing the efficiency of Council's decision making processes.

3.6 Review Frequency

Our policies have typically been on a three year review cycle. A comparison across other Councils indicates that it is varied. Some Councils have set a review period of no later than every six years unless a good reason exists to follow an alternative review period. This is intended to align with Council's requirement under section 17A of the Local Government Act 2002 to "review the cost-effectiveness of current arrangements for meeting the needs of communities within its district... for good-quality local infrastructure, local public services, and performance of regulatory functions." Other Councils have set earlier review periods.

As a number of these are financial policies, it is appropriate for these to be adopted in time for a new financial year. As the Policy and Governance Team is also responsible for elections, it is proposed to set a review due date of March 2026. This allows time for the Policy and Governance Team to focus on preparing for the elections, inductions

and updating material required for a new triennium in 2025, and for the policies to be considered by the new Council after the 2025 elections.

Adopting revised policies in March 2026 would be one year prior to a Long Term Plan year, when the review of several other financial policies are required, so would assist in providing a more even load for the finance team.

Minor adaptations to operational processes that sit within the policy will be approved by the CEO as appropriate and will be reported in the governance report to the appropriate committee.

3.7 Consultation/Engagement

The decision to adopt these policies has not been assessed as significant against Council's Significance and Engagement Policy.

The policies have been drafted in engagement with key staff and elected members.

The policies will be distributed and socialised with officers once approved to ensure familiarity and understanding. The policies will be made available on the Council website for viewing by the public.

3.8 Legislative Implications

Council has certain statutory powers it can exercise and duties it must fulfil. Various statutes recognise that it is not efficient or practical for elected members to deal with every aspect of their functions, duties and powers and therefore provide Council with the legal authority to delegate to officers.

In particular, Council has the authority to delegate to officers under Schedule 7 clause 32 of the Local Government Act 2002. Clause 32 also sets out powers that cannot be delegated, as follows:

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

The Delegation Policy and Register has been developed in accordance with clause 32 of Schedule 7 as outlined above.

The delegations and policies will be available to be audited by external auditors during scheduled audits.

3.9 Financial Considerations

This report does not have a significant impact financially on Council budgets.

3.10 Treaty Considerations/Implications for Māori

There are no specific considerations of implications for Māori arising from the approval of the Delegations Policy and Register, Discretionary Expenditure or Fraud policies.

The inclusion of broader cultural outcomes in the Procurement Policy is intended to contribute positively to Māori partnerships, engagement of Māori in the design and/or delivery of work and supplier diversity.

3.11 Environmental/Climate Change Impact and Considerations

There are no specific considerations of implications for Māori arising from the approval of the policies.

The inclusion of broader environmental outcomes in the Procurement Policy is intended to have a positive contribution by minimising the effect goods and services have on the environment.

4. Conclusion

Council is asked to consider adopting the Delegations Policy and Register, Procurement Policy, Discretionary Expenditure Policy and Fraud and Corruption Policy by 30 June 2022.

5. Appendices

Appendix 1 – Draft Delegations Policy and Register

Appendix 2 – Draft Procurement Policy and Guidelines

Appendix 3 – Draft Discretionary Expenditure Policy and Guidelines

Appendix 4 – Draft Fraud and Corruption Policy and Procedure

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Appendix 1 – Draft Delegations Policy and Register



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

Delegations Policy and Register

Date of Approval	30 June 2022
Policy Number	TBC
Next Review	<p>31 March 2026</p> <p>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.</p> <p>Amendments to the Delegations Register may be made outside of scheduled reviews in accordance with section 1.2 of the Delegations Register.</p>

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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 he or she 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 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 Executive 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 is in conflict 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

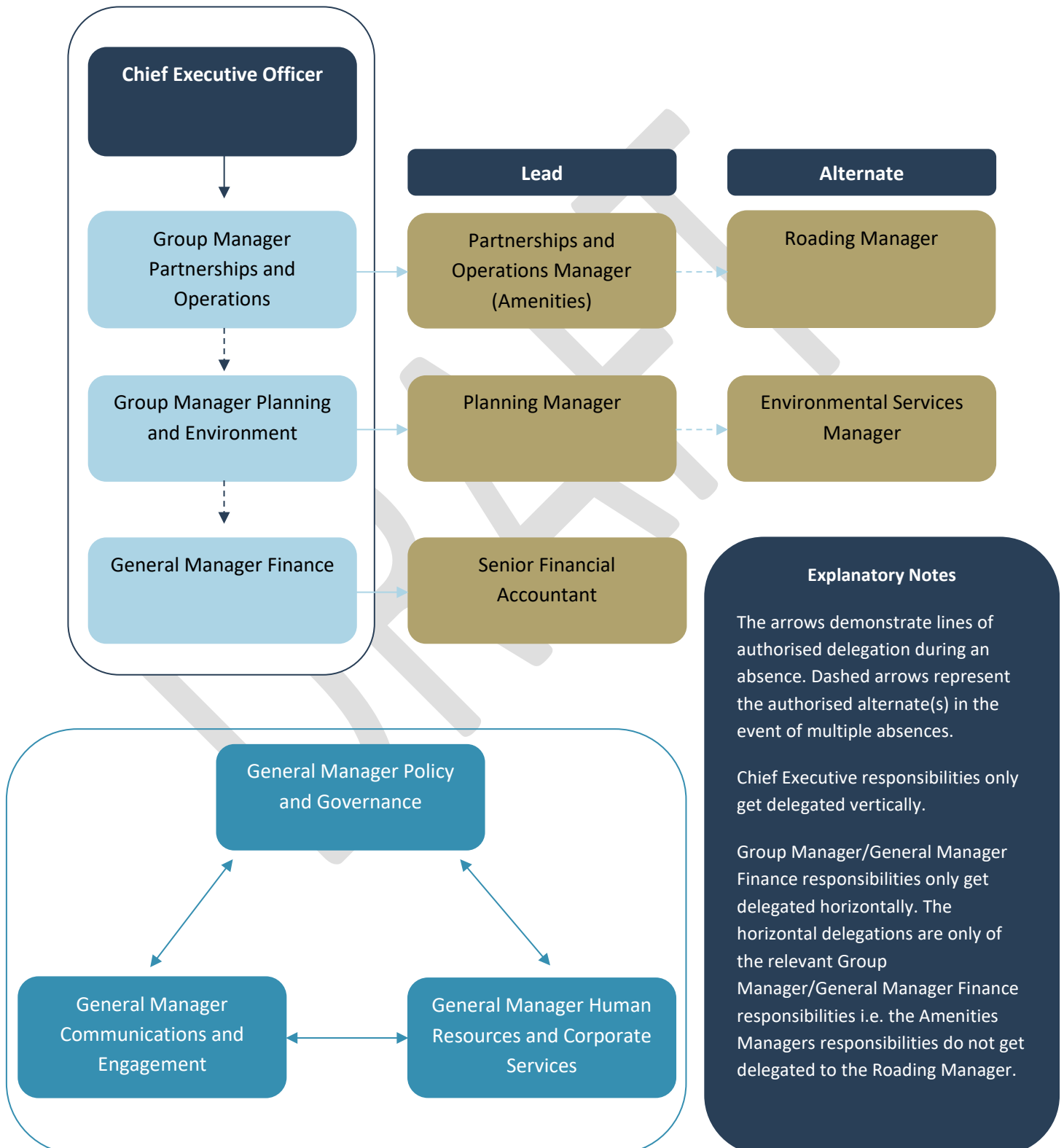
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Appendix 1: Executive Leadership Team and Management Structure

Department		Role
Executive Leadership Team		Chief Executive Officer
		Group Manager Partnerships and Operations
		Group Manager Planning and Environment
		General Manager Finance
		General Manager Policy and Governance
		General Manager Communications and Engagement
		General Manager Human Resources and Corporate Services
Managers	Partnerships and Operations	Partnerships and Operations Manager (Amenities)
		Roading Manager (Ruamahunga)
		Library Service Manager
	Planning and Environment	Planning Manager
		Environmental Services Manager
		Building Manager
	Finance	Senior Financial Accountant (Finance Manager)

Appendix 2: Authorised Executive Leadership Team Acting Arrangements

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



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 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 Executive 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.

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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 Policy and Governance 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 is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

2.2. Council delegations to the Chief Executive Officer

In order 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	Planning Manager Planner
36 (6)	To provide a fee estimate	
36AAB	Remit the whole or part of a charge	Planning Manager
36AA	Application of discount policy to administrative charges Financial delegation	Planning Manager Group Manager Planning and Environment
37	Power to extend time periods as provided in this section	Group Manager Planning and Environment Planning Manager Senior Planner Hearings Panel
37A	Requirements to consider matters before extending a time limit.	Group Manager Planning and Environment Planning Manager Hearings Panel
39B	Selection of commissioners for specific hearings	Chief Executive Officer after a recommendation from the Group Manager Planning and Environment
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings.	Group Manager Planning and Environment Planning Manager Hearings Panel
41D	Power to make a direction striking out a submission before, at, or after a hearing	Group Manager Planning and Environment Hearings Panel Planning Manager Planner
42	Power to make directions to protect sensitive information	Group Manager Planning and Environment Planning Manager 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	Planning Manager Planner Hearings Panel
44A	Power to amend plans to address national environmental standards	Planning Manager
55(2)	Duty to amend plan or proposed plan if directed by national policy statement	Planning Manager
581(2)	Duty to amend the plan or proposed plan if directed by national planning standard	Planning Manager
58I(4)	Power to exercise the Council's powers under this section in relation in relating to discretionary directions	Planning Manager
80C	Power to decide to apply to the Minister to use the streamlined planning process	Planning and Regulatory Committee to recommend to Full Council
86D	Ability to apply to Environment Court for a rule to have legal effect	Group Manager Planning and Environment
87BA(2)(a)	To issue a written notice confirming that an activity is a permitted boundary activity	Planning Manager Planner Planning Administrator
87BA(2)(b)	To return an application for a boundary activity to the applicant if it is not a permitted activity, with written reasons.	Planning Manager Planner Planning Administrator
87BB(1)(d)	To determine that an activity is a permitted activity where a non-compliance is marginal or temporary.	Planning Manager Senior Planner
87BB(2) and (3)	Provision of a permitted marginal activity notice including reasons	Planning Manager Senior 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 Environment
88(1)	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act	Planning Manager Planner Planning Administrator Certification Officer
88(3) and 3A	Power to determine an application is incomplete	Planning Manager Planner Certification Officer Planner
91	Power to determine not to proceed with a resource consent application on certain grounds	Planning Manager Senior Planner

Resource Management Act 1991		
Section	Description	Delegated to
91A	Receipt of request for suspension of processing a notified application	Planning Manager Planner
91B	Duty to give written notice of when a suspension ceased	
91C and 91F	Decision on whether to return or continue to process the application	Planning Manager Planner
92 92A	Authority to request further information to be provided, or to commission a report	Planning Manager 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.	Planner Group Manager Planning and Environment Planning Manager
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 Environment Planning Manager
97F(4)	Power to shorten notification date if all parties in a limited notification have submitted prior to closing date.	Group Manager Planning and Environment Planning Manager 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 Environment Planning Manager 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 Environment Planning Manager 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 Environment Planning Manager 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 Environment Planning Manager 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 Environment Planning Manager Hearings Panel

Resource Management Act 1991		
Section	Description	Delegated to
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	Hearings Panel
103	Authority to determine issues concerning two or more consent authorities.	Group Manager Planning and Environment Planning Manager Hearings Panel
104	Duty to take matters into consideration and to exclude other matters when considering an application.	Group Manager Planning and Environment Planning Manager 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 and Environment Planning Manager 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 Environment Planning Manager 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 Environment Planning Manager 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 Environment Planning Manager Planner Planning Certification Officer 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	Group Manager Planning and Environment

Resource Management Act 1991		
Section	Description	Delegated to
	<p>administrative tasks including certification and online registration of certificates as authorised officer.</p> <p>Power to register a land charge (or remove a land charge) on the land for costs of performing works where costs exceed funds secured.</p>	<p>Planning Manager Planning Certification Officer Planner</p> <p>Must be exercised in conjunction with any relevant 3rd tier infrastructure manager.</p> <p>Group Manager Planning and Environment Planning Manager</p>
109(4)	Power to make directions to enter land and undertake works where the bonded work has not been completed	<p>Group Manager Planning and Environment Planning Manager</p> <p>Must be exercised in conjunction with any relevant 3rd tier infrastructure manager.</p>
110	Power to refund financial contribution to consent holder where consent has lapsed	<p>Group Manager Planning and Environment Planning Manager</p> <p>Must be exercised in conjunction with any relevant 3rd tier infrastructure manager and 2 tier manager responsible for finance.</p>
113	Recording reasons for decisions on resource consent applications in writing.	<p>Group Manager Planning and Environment Planning Manager Planner Hearings Panel</p>
114	Authority to serve consent applicant and submitters with notice of the decision on an application	<p>Planning Manager Planner Certifications officer Planning Administrator</p>
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	<p>Group Manager Planning and Environment Planning Manager</p>
120	Authority to lodge appeal on Council's behalf in Environment Court	<p>Group Manager Planning and Environment Planning and Regulatory Committee</p>

Resource Management Act 1991		
Section	Description	Delegated to
123(b)	Specify a duration of a land use consent	Group Manager Planning and Environment Planning Manager Hearings Panel
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent.	Planning Manager
125	Power to grant extension of period after which a consent will lapse	Group Manager Planning and Environment Planning Manager Hearings Panel
126	Power to cancel a resource consent by written notice.	Group Manager Planning and Environment Planning Manager
127	Power to change or cancel conditions imposed on a resource consent.	Group Manager Planning and Environment Planning Manager Hearings Panel
128, 129	Power to review a resource consent and to give notice of review	Group Manager Planning and Environment Planning Manager 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 Environment Planning Manager Hearings Panel
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant)	Planning Manager Planner Hearing Panel Chair
138	Authority to issue a notice of acceptance of surrender of consent	Planning Manager Planner
139, 139A	Authority to issue certificate of compliance, other powers and existing use certificates	Group Manager Planning and Environment Planning Manager
142	Authority to request minister call in of matter of national significance	Group Manager Planning and Environment
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 Environment Planning Manager
149G	Duty to prepare a report commissioned by the EPA	Group Manager Planning and Environment

Resource Management Act 1991		
Section	Description	Delegated to
		Planning Manager
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court	Group Manager Planning and Environment
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	Group Manager Planning and Environment in conjunction with the Chief Executive
149ZD	Power to recover costs incurred by the Council from the applicant	Group Manager Planning and Environment
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation	Group Manager Planning and Environment
168, 168A	Duty to receive notice of requirement Notification of withdrawal of NOR	Planning Manager Planner Planning Administrator
168A	Power to determine whether to publicly notify Council's notice of requirement for a designation	Group Manager Planning and Environment Planning Manager
169	Power to request further information and determine whether to publicly notify notice of requirement for a designation	Planning Manager Planner Hearings Panel
170	Discretion to include NOR under 168 into proposed plan	Group Manager, Planning and Environment Planning Manager
171	Power to consider and make recommendations on requirements for a designation	Group Manager Planning and Environment Planning Manager Hearings Panel
173	Power to give notice of requiring authority's decision on designation.	Group Manager Planning and Environment Planning Manager
174	Power to appeal to Environment Court against requiring authority's decision on designation.	Group Manager Planning and Environment
175	Authority to include a designation in District Plan	Planning Manager
184	Power to extend designation which has not been given effect to	Planning Manager Hearings Panel
189	Duty to receive notice of requirement for heritage order	Planning Manager Planner Planning Administrator
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	Group Manager Planning and Environment

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

Resource Management Act 1991		
Section	Description	Delegated to
221(3)	Authority to vary or cancel a condition specified in a consent notice	Planning Manager Senior Planner Certification Officer Hearings Panel
221(5)	Authority to execute, as authorized person instrument(s) creating, varying, cancelling or recording expiry of consent notice	Planning Manager Planner Certifications Officer
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	Planning Manager Planner Certification Officer
223	Powers related to approval of survey plan as authorised officer	Planning Manager Planner Certifications Officer
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	Planning Manager Planner Certification Officer
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.	Planning Manager Planner Certification Officer
232	Approval of content of instrument	Group Manager Planning and Environment
234	Power to vary or cancel esplanade strips on application	Planning Manager Certification Officer <i>Note: Decisions will be considered on a case-by-case basis and will be escalated to the Planning and Regulatory Committee where appropriate.</i>
235	Power to agree on Council's behalf to creation of esplanade strip	Planning Manager Planning Certification Officer <i>Note: Decisions will be considered on a case-by-case basis and will be escalated to the Planning and Regulatory Committee where appropriate.</i>
237	Power to approve a survey plan where esplanade reserves or strips are required	Planning Manager Planner

Resource Management Act 1991		
Section	Description	Delegated to
		Certification Officer
237B	Power to acquire an easement for access strip	Planning Manager 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 Environment Planning Manager Planning and Regulatory Committee for permanent or long term closures to access
237D	Authority to agree to transfer of access strip to Crown or regional council	Chief Executive Planning and Regulatory Committee
237H	Authority to object to compensation valuation determination	Planning Manager
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer	Planning Manager Planner Certification Officer
240	Authority to cancel an existing amalgamation condition (in whole or part) and undertake online de-registration of certificates as authorised officer	Planning Manager Planner Certification Officer
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).	Planning Manager Planning Planner Certification Officer
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.	Planning Manager Planner Certification Officer Planning Manager Planner Certification Officer
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)	Planning Manager Planner Certification Officer
245	Authority to approve survey plan of reclamation	Planning Manager
267	To participate in a conference and make decisions on behalf of the Council	Planning Manager Group Manager Planning and Environment
268A	To participate in a mandatory alternative dispute resolution process and make decisions on behalf of Council	Planning Manager

Resource Management Act 1991		
Section	Description	Delegated to
		Group Manager Planning and Environment
269-291	Authority to determine and direct Council involvement in Environment Court proceedings	Group Manager Planning and Environment
292	Authority to seek that Environment Court remedy defect in plan	Group Manager Planning and Environment
294	Authority to seek that Environment Court review a decision or rehear proceedings	Group Manager Planning and Environment
299-308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	Group Manager Planning and Environment
311-312	Authority to initiate declaration proceedings and take other necessary steps	Group Manager Planning and Environment
314-321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	Group Manager Planning and Environment
322	Service of an abatement notice	Planning Manager Group Manager Planning and Environment
325	Authority to consent to a stay of abatement notice	Group Manager Planning and Environment
325A	Power to cancel abatement notice	Group Manager Planning and Environment
330	Power to take preventative or remedial action in emergency circumstances	Group Manager Planning and Environment
331	Power to seek reimbursement of Council's costs for emergency works	Group Manager Planning and Environment Chief Financial Officer
343B and 343C	Serve an Infringement notice	Planning Manager Group Manager Planning and Environment
338	Authority to commence prosecution for breach of the Act	Group Manager Planning and Environment
357D 357CA	Powers to consider and determine objections	Hearings Panel Group Manager or Planning Manager, 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	Planning Manager
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	Group Manager Planning and Environment or Planning Manager subject to

Resource Management Act 1991		
Section	Description	Delegated to
		agreement of the Planning, Regulatory Committee
Sch 1 C 6(2) and 6A(3)	Authority to make submissions on Council's behalf	Planning and Regulatory Committee, or if insufficient time, a group of councillors comprising the Mayor, chairperson and one other member of the Committee
Sch 1 CI 7	Duty to give public notice of submissions on proposed plan	Group Manager Planning and Environment Planning Manager Senior Planner
Sch 1 CI 8, 8A	Authority to make further submissions on Council's behalf	Group Manager Planning and Environment
Sch 1 CI 8AA	Authority to invite submitters to meetings or refer matters to mediation	Planning Manager
Sch 1 CI 8B	Duty to give notice of hearings	Planning manager Planning Administrator Committee Advisor
Sch 1 CI 8C	Authority to determine whether hearing is required	Group Manager Planning and Environment Planning Manager
Sch 1 CI 8D	Authority to withdraw proposed plan	Group Manager Planning and Environment
Sch 1 CI 9	Power to hear and make recommendations and decisions on requirements	Hearings Panel
Sch 1 CI 10	Power to hear and make recommendations on provisions and matters raised in submissions	Hearings Panel
Sch 1 CI 11	Duty to give notice of decisions	Planning Administrator Planner
Sch 1 CI 14	Authority to lodge appeal with Environment Court	Group Manager Planning and Environment
Sch 1 CI 16(1)	Duty to amend proposed plan if directed by Court	Planning Manager
Sch 1 CI 16(2)	Authority to amend proposed plan to correct minor errors	Planning Manager
Sch 1 CI 20	Duty to give notice of plan becoming operative	Planning Manager
Sch 1 CI 20A	Authority to amend operative plan to correct minor errors	Planning Manager
Sch 1 CI 21	Authority to request change to regional plan or regional policy statement	Group Manager Planning and Environment
Sch 1 CI 23	Power to seek further information relating to private plan change requests	Planner Planning Manager Hearings Panel

Resource Management Act 1991		
Section	Description	Delegated to
Sch 1 Cl 24	Power to modify plan change request	Group Manager Planning and Environment
Sch 1 Cl 25	Power to determine how to proceed with plan change request, including power to reject request	Group Manager Planning and Environment subject to resolution from Planning, and Regulatory Committee.
Sch 1 Cl 26	Authority to prepare and notify plan change request	Planning Manager
Sch 1 Cl 28	Power to withdraw plan change request	Planning and Regulatory Committee
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	Planner Planning Administrator
Sch 1 Cl 29(9)	Power to vary plan change request	Planning Manager
Sch 1 Cl 32	Authority to certify material incorporated by reference	Planning Manager
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	Planning Manager
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	Planner Planning Administrator
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	Planning Manager
Sch 1 Cl 43 (5)	To approve the commissioning of a report	Planning Manager
Sch 1 Cl 50(1)	To make submissions on Council's behalf	Group Manager Planning and Environment subject to authority of the Planning and Regulatory Committee.
Sch 1 Cl 51	To prepare a report under this clause	Planner Planning Manager
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	Planner Planning Manager Group Manager Planning and Environment
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.	Planning Manager Group Manager Planning and Environment

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	Environmental Services Manager
11	To grant a permit which is subject to conditions or decline an application for a permit	Environmental Services Manager
16	Power to require improvements to be made, and to require further engineering inspection	Environmental Services Manager
17	Power to revoke an amusement devices registration certificate	Environmental Services Manager

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

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	General Manager Policy and Governance
15	Determine or recommend funding to community arts projects as a designated community arts provider	Grants Subcommittee

B

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

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	Environmental Services Manager

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 Building Administrator
33	Authority to determine information required for an application for a PIM	Building Administrator Building Control Officer Building Control Manager
34	Authority to issue a PIM	Building Administrator Building Control Officer
35	Authority to determine the content of a PIM in accordance with this section	Building Administrator Building Control Officer
37	Authority to attach and issue certificates regarding requirement for resource consent	Building Administrator
38	Authority to provide a PIM to a network utility operator or statutory authority	Building Administrator Building Control Officer
45	The authority to determine plans, specifications and other information required in an application for a building consent	Building Administrator Building Control Officer
45A	Authority to record a minor variation to a building consent	Building Control Officer
46	The duty to provide copies of applications to the Fire and Emergency NZ (FENZ) as requirements	Building Administrator 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
49	The authority to grant or refuse an application within the time limits specified, and the power to require further information	Building Control Officer
50	The authority to give notice and reasons of a refusal to grant a building consent	Building Administrator 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

Building Act 2004		
Section	Description	Delegated to
52	The authority to lapse a building consent 12 months after date of issue.	Building Administrator Building Control Officer
54	The duty to advise applicants the amount of levy for which they are liable	Building Control Officer
62	The power to recover unpaid levies from applicants	Building Administrator 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	Building Administrator Building Control Officer
67	Power to grant a consent subject to a waiver or modification of the building code	Building Control Manager
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	Building Control Manager
70	Ability to refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	Building Control Manager
71	Authority to refuse any building consent in relation to land with natural hazards	Building Control Manager
72	Authority to grant any building consent in certain situations involving natural hazards	Building Control Manager
73	Authority to carry out the notification obligations for building consent where it is issued under section 72, natural hazards	Building Control Manager
74	Authority to carry out the further notification obligations under subsection (4)	Building Control Manager
75, 77	Authority to issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions	Building Control Manager
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	Building Control Manager
91	Authority to issue code compliance certificates	Building Control Officer
93	Authority to determine whether to issue a code compliance certificate within a certain time	Building Control Officer
94, 95	Authority to issue a code compliance certificate if satisfied of certain matters	Building Control Officer
95A	Authority to notify the applicant when refusing to issue code compliance certificate and to provide reasons	Building Control Officer Building Control Manager
96	Power to issue or decline to issue a certificate of acceptance	Building Control Officer Building Control Manager
97	Power to determine other information required for an application for a certificate of acceptance	Building Control Officer

Building Act 2004		
Section	Description	Delegated to
98	Authority to determine whether to issue certificate of acceptance and whether to require further reasonable information	Building Control Officer Building Control Manager
99	Authority to issue a certificate of acceptance in relation to part of a building work	Building Control Officer Building Control Manager
99A	Give applicant written notice where withholding a certificate of acceptance under s 208 of the Local Government Act 2002	Building Control Officer Building Control Manager
99A	Give application written notice where refusing to issue certificate of acceptance	Building Control Officer Building Control Manager
102	Authority to issue a compliance schedule	Building Control Officer
106, 107, 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections	Building Control Officer
111	Authorise any agents of the Council to carry out inspections under this section	Building Administrator Building Control Manager
112	Authority to grant building consent for the alteration of an existing building if satisfied of certain matters	Building Administrator 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
115	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	Building Control Officer
116	Authority to determine consent to an extension of life of a building, and give the necessary written consent	Building Control Manager
124	Authority to determine that a building is dangerous, affected, earthquake-prone or insanitary, and take any of the specified actions	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	Building Control Manager
164	Authority to issue notices to fix	Building Control Officer Building Control Manager
165	Authority to issue notice to fix with relevant content in the prescribed form	Building Control Officer Building Control Manager
166	Authority to issue notice to fix under special provisions as building consent authority	Building Control Officer Building Control Manager
167	Authority to confirm or refuse notice to fix has been complied with and to provide notice	Building Control Manager
177,178	Power to apply to the chief Executive of the Ministry of Business, Innovation and Employment for a determination	Building Control Officer
180	Power to withdraw an application for a determination	Building Control Officer

Building Act 2004		
Section	Description	Delegated to
208, 209	Power to decide whether to appeal a determination and to commence proceedings	Building Control Manager
212	Power to act as the building consent authority	Building Control Manager
215	Apply for and gain accreditation as a building consent authority	Building Control Manager
216	Keep all records relevant to the administration of the Building Act	Building Administrator Building Control Manager
217	Provide access to information held under section 216 to the public	Building Administrator Building Control Officer Building Control Manager
218	The duty to provide information to the Chief Executive of the Ministry of Business, Innovation and Employment	Building Control Manager
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	Building Administrator 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	Building Control Manager
221	To exercise the powers to recover costs under this section	Building Control Manager
222	The authority to authorise officers of the Council to carry inspections and therefore be authorised officers under this Act	Building Control Manager
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	Building Administrator 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 Environment
377, 378	Authority to file a charging document for an offence against the Building Act 2004	Building Control Manager
381	Authority to seek an injunction	Building Control Manager

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	Building Control Manager

Burial and Cremation Act 1964		
Section	Description	Delegated to
18	Requirement to separately account for cemetery revenue	General Manager Finance

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

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	Environmental Health Officer
14	Power to grant certificates of exemption, and renew certificates of exemption as the case may be	Environmental Health Officer
15	Power to enforce the provisions	Environmental Health Officer

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>	Executive Leadership Team

Conservation Act 1987		
Section	Description	Delegated to
17F	Power to make submissions on conservation management strategies	Group Manager Partnership and Operations
17K	Power to make submissions on freshwater fisheries management plans	Group Manager Partnership and Operations
17M	Power to make submissions on sports fish and game management plans	Group Manager Partnership and 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	General Manager Human Resources and Corporate Services
17C	Duty to prevent affected worker from carrying out specified work unless vaccinated	General Manager Human Resources and Corporate Services

D

Dog Control Act 1996		
Section	Description	Delegated to
10A	To report annually on the dog control policy, practices and other matters	Environmental Services Manager
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	Environmental Services Manager General Manager Policy and Governance
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)	Animal Control Officer

Dog Control Act 1996		
Section	Description	Delegated to
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.	Environmental Services Manager
21	Power to classify probationary owners	Environmental Services Manager
23A	Power to require probationary owner to undertake training	Environmental Services Manager
25	Power to disqualify person from being an owner of a dog	Environmental Services Manager
30	Requirement to maintain records and provide information	Environmental Services Administrator Animal Control Officer
31	Power to classify dangerous dogs	Environmental Services Manager
32, 33	Provide written consent to the disposal of a dangerous dog to any person, and make a determination under section 32(5)(b)	Environmental Services Manager
33A	Power to classify menacing dogs	Environmental Services Manager
33C	Determination of certain breeds or types to be classified as menacing dogs	Environmental Services Manager
33EB	Power to require neutering of menacing dog classified by another territorial authority when subsequently registered by this Council	Environmental Services Manager
33ED	Determination not to classify dog as dangerous or menacing	Environmental Services Manager
34	Power to keep and maintain a register of dogs	Animal Control Officer Environmental Services Administrator
35	Power to supply or refuse to supply certain information	Environmental Services Manager
36	Power to supply information to owners	Animal Control Officer
36A	Power to instruct owner of dangerous or menacing dog to make dog available for verification of microchip	Animal Control Officer
38 and 39	Refunds and reductions of fees	Environmental Services Manager
40	Power to require statement regarding working dogs and neutered dogs	Animal Control Officer
55	To consider an objection to barking dog notice, and to confirm, modify or cancel the notice	Environmental Services Manager
64(5)	To require the owner of a dog to pay for the destruction of a dog	Environmental Services Manager

Dog Control Act 1996		
Section	Description	Delegated to
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	Environmental Services Manager
65	The execution and filing of a charging document in respect of infringement offences	Animal Control Officer,
66	To authorise persons other than dog control officers to issue infringement notices	Environmental Services Manager
67	Power to enter into an agreement with any person for the custody, care and exercise of impounded, seized or committed dogs	Environmental Services Manager
69 and 69A	Give notice under section 69(2) and subsequently dispose of a dog, and undertake all other administrative requirements including cost recovery	Animal Control Officer
70	Determine application by owner for return of barking dog, and that requirements of s70(5) are met	Animal Control Officer
71	To carry out any duties relating to custody of dogs	Animal Control Officer
71	To make decisions about the retention of dog threatening public safety	Animal Control Officer
71(3)	To give written notice to the person claiming the dog	Animal Control Officer
71(5)	To determine applications for release of the dog	Animal Control Officer
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)	Animal Control Officer
71A	Give notice under section 71A(1) and (2), and subsequently dispose of a dog, and undertake other administrative requirements including cost recovery	Animal Control Officer

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

Domestic Violence Act 1995 and the Domestic Violence (Public Registers) Regulations 1998		
Section	Description	Delegated to
Part 6	All of the Council's responsibilities, duties and powers under this part and the associated regulations	Accounts Receivable Officer, Information Officer

E

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

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	Partnerships and Operations Manager (Amenities)
6	Power to request removal of fencing covenants from title where land is vested in or administered by Council	Partnerships and Operations Manager (Amenities)

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

Food Act 2014		
Section	Description	Delegated to
54	Authority to refuse to process application for registration of Food control Plan	Environmental Health Officer

Food Act 2014		
Section	Description	Delegated to
55	Authority to require further information in support of application for registration of Food Control plan	Environmental Health Officer
57	Authority to refuse to register Food Control Plan	Environmental Health Officer
60	Authority to impose reasonable conditions on registration of Food Control Plan	Environmental Health Officer
62	Authority to suspend, at any time, any or all of 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
67	Authority to cancel registration of a Food Control Plan	Group Manager Planning and Environment
82	Authority to process applications for registration of appropriate National Programme	Environmental Health Officer
84	Authority to refuse to process application for registration of National Programme	Environmental Health Officer
85	Authority to require further information in support of application for registration of National Programme	Environmental Health Officer
87	Authority to refuse to register National Programme	Environmental Health Officer
89	Authority to impose reasonable conditions on registration of National Programme	Environmental Health Officer
90	Authority to suspend, at any time, any or all of 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 Environment
135	Authority to act as a recognized agency, person and class of person	Chief Executive Officer
137	Authority to conduct verification functions and activities	Environmental Health Officer
219	Authority to issue and cancel infringement notices	Environmental Health Officer, 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	Environmental Health Officer

Food Act 2014		
Section	Description	Delegated to
296-321	Powers of Food Safety Officers	Environmental Health Officer, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer
322-326	Power to apply for, execute and act under search warrant	Environmental Health Officer, 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	Environmental Services Manager
40	Authority to dispose of seized and impounded property in accordance with this section	Environmental Services Manager

G

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

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 Partnerships and Operations
64	Decision to surrender delegated powers and duties, and give required notice	Group Manager Partnerships and Operations
75	Power to agree on compensation	Group Manager Partnerships and 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)	Environmental Health Officer
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 Environmental
119	Authorise an enforcement officer to obtain and execute a search warrant (on approval of CEO)	Group Manager Planning and Environmental

Health Act 1956		
Section	Description	Delegated to
23	Duty and powers to improve, promote and protect public health within the district	Environmental Health Officer
28	Power to appoint suitably qualified environmental health officers	Chief Executive Officer
33	Power to cause the abatement of nuisance and recover the cost of the abatement from the owner/occupier	Environmental Services Manager
34	Power to cause the immediate Abatement of Nuisance	Environmental Health Officer
41	Power to issue cleansing order to require owners or occupiers to cleanse property	Environmental Services Manager
42(1)	Power to certify that a dwelling house is unfit for human habitation	Environmental Services Manager
42(2)	Power to certify that a dwelling house does not comply with an regulations made under section 120C of the Health Act 1956	Environmental Services Manager 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	Environmental Services Manager Building Services Manager
45	Power to cancel a closing order	Environmental Services Manager
53C	Power to make an advance to any owner served with a notice under section(s) 41, 42	Environmental Services Manager

Health Act 1956		
Section	Description	Delegated to
54	Power to grant consent for offensive trade with or without conditions Power to issue registration Power to refuse to register or to renew registration or to impose conditions	Environmental Services Manager
58	Grant consent for stock sale-yards with or without conditions	Environmental Services Manager
81	Power to authorise an environmental health officer to enter premises and carry out disinfection and cleansing	Environmental Services Manager
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health	Environmental Health Officer
83	Power to destroy articles that cannot be effectively disinfected	Environmental Health Officer
84	Power to establish mortuary, cleansing stations, provide vehicles and disinfectant	Partnerships and Operations Manager (Amenities) Environmental Services Manager
86	Duty to cause bodies to be buried or moved to a mortuary when required by Medical Officer of Health	Amenities Administrator Partnerships and Operations Manager (Amenities) Environmental Services Manager
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	Environmental Services Manager

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	Executive 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	Environmental Services Manager

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

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

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 Partnerships and Operations Group Manager Planning and Environment
74	Duty to have regard to recommendations of Heritage New Zealand Pouhere Taonga or Māori Heritage Council	Group Manager Partnerships and Operations Group Manager Planning and Environment

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	Environmental Services Manager
6	Requirement to erect and maintain a notice board providing particulars	Environmental Services Manager
8	Obligation to appoint pound-keeper and power to appoint rangers and other persons	Chief Executive Officer

Impounding Act 1955		
Section	Description	Delegated to
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	Environmental Services Manager
12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention	Animal Control Officer
13	Pound book and impounding register to be maintained and open to inspection	Animal Control Officer
14	Power to recover actual costs of providing sustenance	Environmental Services Manager
15	Power to recover driving charges for stock trespassing, straying or wandering on or near a road	Animal Control Officer
16	Power to require owner of trespassing stock to pay trespass rates to council	Animal Control Officer
23	Power to withhold delivery of stock impounded until trespass rates paid by owner	Environmental Services Manager
26	Power to release stock to its owner where land occupier notifies of intention to claim damages	Environmental Services Manager
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	Environmental Services Manager
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed	Environmental Services Manager
42	Power to dispose of wild stock straying on roads and dispose of carcass and retain proceeds	Environmental Services Manager
44	Power to expand pound temporarily	Environmental Services Manager
46	Obligation to give notice under subsections (1) and (2) of stock impounded	Animal Control Officer
47	Power to detain stock impounded until all fees, rates, charges and expenses paid by owner	Environmental Services Manager
50	Power to authorise person to act as auctioneer for sale of impounded stock	Environmental Services Manager
52	Power to destroy diseased, injured, sick animal and arrange for destruction of animal and disposal of carcass	Environmental Services Manager
53	Power to dispose of unsold stock	Environmental Services Manager
56	Power to recover any deficiency in costs from the owner of stock	Environmental Services Manager

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

Land Transfer Act 1952		
Section	Description	Delegated to
20	Power to bring alienated land under the Act	Roading Manager Partnerships and Operations Manager (Amenities)
70, 71	Power to request removal of easements, covenants and profits a prendre from certificate of title for land owned or administered by Council or where Council holds such interests over private land	Roading Manager Partnerships and Operations Manager (Amenities) Group Manager Partnerships and Operations
89A	Power to make application to the Registrar General of Lands to have access strip and/or marginal strips and/or esplanade reserve brought on subdivision of land	Partnerships and Operations Manager (Amenities) Planning Manager
90	Power to request and/or execute a transfer instrument for: -transfer of any land, estate or interest in land/ -creation or surrender of any or estate or interest in land -creation or surrender of any easement; and -creation or surrender of any profit a prendre	Roading Manager Planning Manager Senior Planner Partnerships and Operations Manager (Amenities) Group Manager Partnerships and Operations
90A	Power to request creation and surrender of easements by easement instrument	Roading Manager Partnerships and Operations Manager (Amenities)
90B, 90C	Power as registered proprietor or grantee to consent to the creation and surrender of easements or to execute an easement variation instrument	Roading Manager Partnerships and Operations Manager (Amenities)
90F	Power to execute deeds inter partes creating and noting land covenants	Group Manager Partnerships and Operations

Land Transfer Act 1952		
Section	Description	Delegated to
101	<p>Power to execute mortgage instruments or encumbrance instruments</p> <p><i>Limits on Exercise of Delegation</i></p> <ul style="list-style-type: none"> -creation or surrender of any or estate or interest in land -creation or surrender of any easement; and -creation or surrender of any profit a prendre 	General Manager Finance
102	<p>Power to execute variation of mortgage terms instruments</p> <p><i>Limits on Exercise of Delegation</i></p> <ul style="list-style-type: none"> -Borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; -transaction must be within the officer's financial delegation; and -transaction must be reported to next meeting of the Finance, Audit, and Risk Committee 	General Manager Finance
103	<p>Power to execute variation of priority of mortgages instruments</p> <p><i>Limits on Exercise of Delegation</i></p> <ul style="list-style-type: none"> -Borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; -transaction must be within the officer's financial delegation; and -transaction must be reported to next meeting of the Finance, Audit, and Risk Committee 	General Manager Finance
118	Power to execute a covenant for right of purchase	Group Manager Partnerships and Operations
136, 137	Power to register a caveat against bringing land or dealings with land where Council has a registrable interest (including any equitable interest)	Group Manager Partnerships and Operations
145A	Power to apply for caveat against dealings to lapse	Roading Manager Partnerships and Operations Manager (Amenities)
147	Power to certify and execute and submit withdrawal of caveat	Group Manager Partnerships and Operations
147A	Power as caveator to consent to and execute electronic registration	Group Manager Partnerships and Operations
164(2)	Power to certify and execute instruments	Senior Planner Roading Manager Partnerships and Operations Manager (Amenities)
164B	Power to certify and execute electronic instruments and paper instruments of a class specified for the purpose by regulations made under the Land Transfer Act 1952	Senior Planner Roading Manager Partnerships and Operations Manager (Amenities)

Land Transfer Act 1952		
Section	Description	Delegated to
189	Duty to surrender instruments affecting title to the Registrar	Partnerships and Operations Manager (Amenities)

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 Bylaws Officer Environmental Services Manager
128E	Authority to engage towing contractor where bylaw or this Act or rules or regulations made under this Act are breached	Roading Manager Environmental Services Manager
N/A	Authority to waive payment of any infringement fine where waiver criteria are met	Environmental Services Manager

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)	Environmental Services Manager

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 Environment
319B	To allocate property numbers and comply with procedural requirements	Group Manager Planning and Environment
327A	Consider and determine applications for the cancellation of building-line restrictions	Senior Planner

Local Government Act 1974		
Section	Description	Delegated to
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	Senior 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 Partnerships and Operations
467	Replace or repair or remove property and recover costs of such works	Group Manager Partnerships and Operations
Schedule 10	To impose conditions as to stopping of roads and the temporary prohibition of traffic on roads	Group Manager Partnerships and Operations

Local Government Act 2002		
Section	Description	Delegated to
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 Environment
164	Power to seize and impound property	Bylaws Officers
165	Power to apply for warrant to seize and impound property from private land	Environmental Services Manager
167	Authority to decide whether or not to return seized and impounded property	Environmental Services Manager
168	Authority to dispose of seized property in accordance with this section	Environmental Services Manager
177	Power to appoint enforcement officer	Chief Executive Officer
186	Power to execute works when owner is in default	Managers
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 Partnerships and Operations
196	To consent to the discharge of trade wastes	Group Manager Planning and Environment
198	Power to require contributions for developments pursuant to any Council policy	Planner
208	Take one or more of the actions listed if development contributions not paid or made	Group Manager Planning and Environment

Local Government Act 2002		
Section	Description	Delegated to
209,210	Refunds of money and return of land if development does not proceed	Group Manager Planning and Environment
245	Power to issue and serve an infringement notice for any infringement offence	Enforcement Officers

Local Government Official Information and Meetings Act 1987		
Section	Description	Delegated to
11	To give reasonable assistance to those persons requesting information	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
12	To transfer requests and attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
13	Power to make decisions on requests	General Manager Policy and Governance
14	Power to extend time limits and to attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
15	Power to determine the manner of presenting information and attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
16	Power to determine deletions or redactions of information and attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
17, 17A, 17B, 18	Determining whether or not to refuse a request for information, and providing reasons(s) for refusal	General Manager Policy and Governance
21	Determining access to internal rules affecting decisions, and providing reasons for refusing to provide information	General Manager Policy and Governance
22	Providing a written statement under this section	General Manager Policy and Governance
24	Taking precautions regarding access to personal information	Information Officer

Local Government Official Information and Meetings Act 1987		
Section	Description	Delegated to
		General Manager Policy and Governance
25	Correction of information	Information Officer Executive Assistant to CEO and Mayor
26	Refusal to supply personal information	Information Officer General Manager Policy and Governance
33	Requirements to notify decision of Ombudsman	General Manager Policy and Governance
44A	Making decisions on information to be included in Land information Memoranda	Building Control Manager Planning Manager
46	Provide for the public notification of meetings	General Manager Policy and Governance
46A, 49, 51	Provide for the availability of agenda, reports and minutes	General Manager Policy and Governance
51A	Provide for the public notification of resolution at emergency meeting	General Manager Communications and Engagement General Manager Policy and Governance

N

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

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

O

Ombudsmen Act 1975		
Section	Description	Delegated to
18	Respond to requests from the Office of the Ombudsman	General Manager Policy and Governance

P

Privacy Act 2020		
Section	Description	Delegated to
201	Authority to act as privacy officer	Information Officer General Manager Policy and Governance

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 Partnerships and Operations Group Manager Planning and Environment General Manager Finance
25	Power to sign dispositions of interests in land and other property	Group Manager Partnerships and Operations Group Manager Planning and Environment
27	Power to execute contracts of guarantee	Group Manager Planning and Environment Group Manager Partnerships and Operations General Manager Finance
28	Power as vendor to cancel an agreement after certain conditions have been complied with <i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	Partnerships and Operations Manager (Amenities) Roading Manager Property Advisor
28(4)	Power to re-enter land (excludes use of force)	Partnerships and Operations Manager (Amenities) Roading Manager
33	Power as purchaser to apply for relief against cancellation	Partnerships and Operations Manager (Amenities)

Property Law Act 2007		
Section	Description	Delegated to
		Roading Manager
37	Power as purchase to apply for order requiring refund of deposit	Partnerships and Operations Manager (Amenities) Roothing 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	Partnerships and Operations Manager (Amenities) Roothing Manager
50	Power to assign things in action	General Manager Finance
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	Partnerships and Operations Manager (Amenities) Property Advisor
210, 236	Power to terminate lease	Partnerships and Operations Manager (Amenities)
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	Partnerships and Operations Manager (Amenities)
234	Power to exercise rights arising from covenants	Partnerships and Operations Manager (Amenities)
245, 246	Power as lessor to cancel lease for breach of covenants including to pay rent	Partnerships and Operations Manager (Amenities)
322	Power to apply to a court for relief for wrongly placed structure	Partnerships and Operations Manager (Amenities) Roothing Manager
Schedule 3, Part 1, cl 10	Power as lessee to terminate lease if unable to use premises	Partnerships and Operations Manager (Amenities)
Schedule 3, Part 1, cl 11	Power as lessor to inspect premises	Property Advisor

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 Environment

Public Bodies Leases Act 1969		
Section	Description	Delegated to
7	Power to grant tenancies or leases within sub-delegated financial limit	Partnerships and Operations Manager (Amenities)
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	Partnerships and Operations Manager (Amenities)

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
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

Public Works Act 1981		
Section	Description	Delegated to
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 Environment
115(9)	Power to sign certificate of consent or notice of discharge of certificate of consent	Group Manager Planning and Environment
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 Partnerships and Operations Group Manager Planning and Environment
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 Partnerships and Operations Roading Manager Partnerships and Operations Manager (Amenities)
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>	Executive Leadership Team

Public Works Act 1981		
Section	Description	Delegated to
	- 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	
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	Partnerships and Operations Manager (Amenities)

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	Accounts Receivable
9	Apply to secretary of local government for refund of rebates granted	Accounts Receivable
11A	Seek advice from the Secretary of Local Government	General Manager Finance
13	Take any declarations required for the purposes of this Act	Senior Financial Accountant

Rating Valuations Act 1998		
Section	Description	Delegated to
7	To prepare and maintain district valuation roll	Accounts Receivable
8	Appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuation services for the Council	General Manager Finance
9	Undertake general revaluation in accordance with this section	General Manager Finance
10	Provide specified information to the Valuer-General	General Manager Finance
12	Give public notice in accordance with section 12 and provide for public inspection of the district valuation roll	General Manager Finance
13	Give notice of general revaluation in accordance with this section	General Manager Finance
14-17	Exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation	General Manager Finance

Rating Valuations Act 1998		
Section	Description	Delegated to
34	Referring objections to a registered valuer, deciding to alter the valuation or declining to alter the valuation (includes altering the district valuation roll)	General Manager Finance
35	Giving notice as required	General Manager Finance
39	Alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal	General Manager Finance
41	Provide certified copies of entries in the district valuation roll	General Manager Finance
42	Keep and maintain information and documents, and provide to Valuer-General when required	Accounts Receivable
43	Enter into agreement with the regional council as to the regional council's annual share of costs.	General Manager Finance
45	Provide written authorisation to persons for entry onto private property to carry out valuations	General Manager Finance

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	Partnerships and Operations Manager (Amenities)
40	To carry out the functions of an administering body as set out in this section	Partnerships and Operations Manager (Amenities)
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.	Partnerships and Operations Manager (Amenities)
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.	Partnerships and Operations Manager (Amenities)
50	Power to authorise the taking and killing of any specified kind of fauna (excluding indigenous fauna)	Partnerships and Operations Manager (Amenities)
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	Group Manager Partnerships and Operations

Reserves Act 1977		
Where Council is acting as an administering body or where reserves are vested in Council		
Section	Description	Delegated to
	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 Planning and Environment General Manager Finance
78-80, 84-85A, 88 and 89-92	Exercise any of the powers of the Council as an administering body under these sections	Partnerships and Operations Manager (Amenities) General Manager Finance
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 Partnerships and 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	Partnerships and Operations Manager (Amenities)
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 Partnerships and Operations
119	Duty to give public notice	Partnerships and Operations Manager (Amenities)

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	Venue Coordinator Executive Assistant to the Mayor and CEO
64	To issue licences, certificates and authorities (endorsed where appropriate)	Environmental Services Administrator Alcohol Licensing Inspector

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
66	To keep records of every application filed with the DLC(s) and the decision on the application	Environmental Services Administrator Alcohol Licensing Inspector
66	To keep a register of licencees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences	Environmental Services Administrator Alcohol Licensing Inspector
72	To issue duplicate licences or certificates to holders	Environmental Services Administrator Alcohol Licensing Inspector
73	To receive notifications of surrender of licences and certificates	Environmental Services Administrator Alcohol Licensing Inspector
102	To give copies of objections to applicants	Environmental Services Administrator Alcohol Licensing Inspector
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and Inspectors	Environmental Services Administrator Alcohol Licensing Inspector
103	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
120	To give copies of objections to applicants	Environmental Services Administrator Alcohol Licensing Inspector
120	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
120	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
128	To give copies of objections to applicants	Environmental Services Administrator Alcohol Licensing Inspector
129	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
139	To require applicants to attach notices of applications to conspicuous sites etc.	Alcohol Licensing Inspector
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

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
141	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
141	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
155	To receive copies of appeals of licensing committee decisions	Environmental Services Manager
155	To send copies of all required documentation related to an appeal to the Secretary of ARLA	Environmental Services Administrator Alcohol Licensing Inspector
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	Environmental Services Administrator Alcohol Licensing Inspector
220	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
225	To give copies of applications and accompanying documents to the Police and inspectors	Environmental Services Administrator Alcohol Licensing Inspector
283	To give copies of applications to licensees	Environmental Services Administrator Alcohol Licensing Inspector
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	Environmental Services Administrator

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	Environmental Services Manager

Soil Conservation and Rivers Control Act 1941		
Section	Description	Delegated to
30	<p>Authority to make application to the Minister for grants or loans for soil conservation</p> <p><i>Limits on Exercise of Delegation</i></p> <ul style="list-style-type: none"> - 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 Partnerships and 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 Partnerships and Operations
128-131	Exercise powers to deal with trees on road verges interfering with telecommunications networks	Group Manager Partnerships and 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 Partnerships and 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 Partnerships and 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	Partnerships and Operations Manager (Amenities) Property Advisor Amenities Coordinator (Senior Housing) Librarian Bylaws Officer
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	Partnerships and Operations Manager (Amenities) Property Advisor

Trespass Act 1980		
Section	Description	Delegated to
		Amenities Coordinator (Senior Housing) Librarian Bylaws Officer
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	Partnerships and Operations Manager (Amenities) Property Advisor Amenities Coordinator (Senior Housing) Venues Coordinator Librarian Bylaws Officer
5	Power to deliver written warning to person to stay off specific land or building owned or administered by Council	Partnerships and Operations Manager (Amenities) Property Advisor Library Service Manager Bylaws Officer

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)	Building Administrator 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 Partnerships and Operations
23,30	Power to make a submission to the New Zealand Walking Access Commission for the purpose of naming a walkway	Group Manager Partnerships and 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)	Partnerships and Operations Manager (Amenities) Property Advisor

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

Waste Minimisation Act 2008		
Section	Description	Delegated to
26,27	Impose levy on waste disposed of at disposal facility at prescribed rate	General Manager Finance
28	Requirement for operator of disposal facility to pay levy to levy collector	Partnerships and Operations Manager (Amenities)
51	Gather information required for waste assessment	Partnerships and Operations Manager (Amenities)
52	Authority for territorial authority to undertake or contract for any waste management	Partnerships and Operations Manager (Amenities)
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)	Partnerships and Operations Manager (Amenities)
54	Provide a service that collects waste promptly, efficiently and at regular intervals	Partnerships and Operations Manager (Amenities)
55	Comply with any notice issued by a Health Protection Officer or give notice/directions to person providing waste collection service	Partnerships and Operations Manager (Amenities)
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	Partnerships and Operations Manager (Amenities)
77-85	Powers of enforcement officers	Partnerships and Operations Manager (Amenities)
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	Partnerships and Operations Manager (Amenities) Environmental Services Manager

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

Water Services Act 2021		
Section	Description	Delegated to
21	Duty to ensure drinking water supplied is safe	Group Manager Partnerships and Operations
22	Duty to comply with drinking water standards	Group Manager Partnerships and Operations
23	Duty to register drinking water supply	Group Manager Partnerships and Operations
24	Duty to take reasonable steps to supply aesthetically acceptable drinking water	Group Manager Partnerships and 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 Partnerships and 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 Partnerships and 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 Partnerships and Operations
28	Duties relating to end-point treatment	Group Manager Partnerships and 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 Partnerships and 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 Partnerships and Operations
30	Apply funds to destroy wild animals	Partnerships and Operations Manager (Amenities)
30	Exercise of powers to destroy wild animals with prior consent of Minister of Conservation	Group Manager Partnerships and Operations

Wild Animal Control Act 1977		
Section	Description	Delegated to
31	Submit plan to Minister of Conservation for approval of destruction of wild animals	Group Manager Partnerships and 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	Partnerships and Operations Manager (Amenities) Environmental Services Manager

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	Partnerships and Operations Manager (Amenities)	Roading Manager	Partnerships and Operations Manager (Amenities)
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	Partnerships and Operations Manager (Amenities) Property Advisor	Group Manager Partnerships and Operations Roading Manager	Partnerships and Operations Manager (Amenities) Property Advisor
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.	Partnerships and Operations Manager (Amenities) Property Advisor	Group Manager Partnerships and Operations Roading Manager	Partnerships and Operations Manager (Amenities) Property Advisor
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	Partnerships and Operations Manager (Amenities)	Group Manager Partnerships and Operations Roading Manager	Chief Executive Officer
8	Granting of Film Permits (48hr standard decision timeframe for straight forward activities)	Partnerships and Operations Manager (Amenities)	Partnerships and Operations Manager (Amenities)	Partnerships and Operations Manager (Amenities)
9	Rent reviews where they do comply with policy	Partnerships and Operations Manager (Amenities)	Roading Manager	Partnerships and Operations Manager (Amenities)

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	Partnerships and Operations Manager (Amenities)	Roading Manager	Partnerships and Operations Manager (Amenities)

Miscellaneous or Administrative Delegations		
#	Description	Delegated to
11	Ability to execute employment documentation including vacancy authorisations and execution of contracts of employment	Executive 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)	Information Officer Accounts Receivable
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	General Manager Policy and Governance General Manager Finance
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 Environment 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 – Draft Procurement Policy and Guidelines



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Procurement Policy and Guide

First Adopted	December 2017
Last Reviewed	30 June 2022
Policy Number	M500
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.

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Procurement Policy

1. Background

The Local Government Act 2002 states the purpose of local government is to enable local decision-making and action by, and on behalf of communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

To achieve its purpose, this requires councils to use public money and we recognise the importance of delivering public value for the goods, services and works we procure. In addition, South Wairarapa District Council (SWDC) recognises that expenditure of public money can generate additional social, cultural, environmental and economic benefits.

2. Purpose

This policy provides the overarching objectives, principles and outcomes that guide SWDC procurement. It should be read in conjunction with the Procurement Guide which outlines the approach to planning, sourcing and managing procurement activities.

3. Scope

This policy applies to all SWDC procurement activities excluding activities funded by external agencies that may require specific procurement processes e.g. Waka Kotahi NZ Transport Agency funded work which is procured in accordance with the endorsed South Wairarapa District Council Transport Procurement Strategy and Waka Kotahi Procurement Manual.

This policy and guide does not apply to non-procurement related activities such as:

- 3.1 employing staff (excluding contractors and consultants)
- 3.2 appointments
- 3.3 investments, loans and guarantees
- 3.4 gifts, donations and grants.

On occasions, exemptions may be required to this policy and guide, such as in an emergency or to comply with regulatory obligations. Exemptions are at the approval of the Chief Executive and will be reported to the Finance, Audit, and Risk Committee on a quarterly basis.

4. Procurement Objectives

Our procurement objectives are:

- 4.1 **Delivering value for money** – getting the best results from our spending, including sustainable value of money over the lifetime of the goods and services that we procure.

- 4.2 **Optimising public value** – seeking opportunities for procurement activity to enhance the social, economic, cultural and environmental wellbeing of our communities as part of the goods, services or work being delivered.
- 4.3 **Building capability** – raising performance standards through effective management of our suppliers and service providers to get the best public services for the South Wairarapa District.
- 4.4 **Supporting local** – helping South Wairarapa District businesses to grow capability and increase competitiveness.

5. Principles of Procurement

Council applies the *Five Principles of Government Procurement* and takes into consideration the Government Procurement Rules as set out in the Government Procurement Rules (4th Edition) 2019, published by the Ministry of Business, Innovation and Employment (MBIE). Council recognises this publication as providing a best practice framework to guide Council in the delivery of the best 'public value' through its procurement, and to drive innovation and performance.

Five Principles of Government Procurement	
1. Plan and manage for great results	
»	Identify what you need, including what broader outcomes should be achieved, and plan how to get it
»	Set up a team with the right mix of skills and experience
»	Involve suppliers early
»	Understand the market and your effect on it
»	Choose the right process
»	Encourage e-business (e.g. tenders sent electronically)
2. Be fair to all suppliers	
»	Creative competition and encourage capable suppliers to respond
»	Treat all suppliers equally – don't discriminate
»	Make it easy for suppliers of all sizes to do business with SWDC
»	Be open to subcontracting in big contracts
»	Clearly explain how proposals will be assessed
»	Talk to unsuccessful suppliers so they can learn and know how to improve next time
3. Get the right supplier	
»	Be clear about what you need, and fair in how you assess suppliers – don't string suppliers along
»	Choose the right supplier who can deliver what you need at a fair price and on time
»	Building demanding, but fair and productive, relationships with suppliers
»	Make it worthwhile for suppliers – encourage and reward them to deliver great results
»	Identify relevant risks and get the right person to manage them

Five Principles of Government Procurement

4. Get the best deal for everyone

- » Get the best public value
- » Make balanced decisions – consider the possible social, environmental, economic and cultural outcomes that should be achieved
- » Encourage and be receptive to new ideas and ways of doing things – don't be too prescriptive
- » Talk calculated risks and reward new ideas
- » Have clear performance measures – monitor and manage for great results
- » Work together with suppliers to make ongoing savings and improvements
- » Be accountable for the results

4. Play by the rules

- » Be accountable, transparent and reasonable
- » Act responsibly, lawfully and with integrity
- » Stay impartial – identify and manage conflicts of interest
- » Protect supplier's commercially sensitive information and intellectual property

6. Broader outcomes

As far as reasonably practicable, SWDC aims to achieve the following broader outcomes through its procurement activities:

Social	<ul style="list-style-type: none"> • Buying locally • Using local suppliers who have a significant presence in the district • Increasing community wellbeing, meaning having a safe well connected community
Economic	<ul style="list-style-type: none"> • Supporting the best outcome for everyone • Using organisations that offer quality employment for everyone • Enhancing business and employment prosperity
Cultural	<ul style="list-style-type: none"> • Increasing supplier diversity and creativity • Supporting Māori and Pasifika partnerships • Encouraging the engagement of Māori in the design and/or delivery of goods, services and works
Environmental	<ul style="list-style-type: none"> • Mitigating and adapting to Climate Change • Reducing waste • Increasing community resilience • Minimising the effects of goods and services on the environment, over the whole of life, including their disposal, as well as their cost and quality

6.1. Environmental Considerations

As a provider of waste management services to the district, SWDC has a moral and operational role in considering the impacts of procurement on the environment.

SWDC is committed to the five principles of environmentally sustainable procurement developed by MBIE. These principles are summarised as follows:

- 6.1.1 Buy only when there is a genuine business need
- 6.1.2 Buy low or no emission options
- 6.1.3 Conserve resources
 - Think twice before buying new
 - Think about the way things are made
 - Think about the packaging
 - Think about what you'll do with a product once you've finished with it
- 6.1.4 Use energy and water wisely:
 - Buy products that run on renewable and low-emission energy sources
 - Use energy efficiently
- 6.1.5 Evaluate value and performance:
 - Buy good quality products
 - Buy goods and services that comply with recognised environmental standards
 - Buy products that support good outcomes.

7. Relevant Policies and Procedures and Legislation

In addition to this policy and guide, anyone involved in procurement should be aware of Councils relevant policies and procedures, in particular the Financial Delegations Policy which sets financial thresholds that apply to procurement processes.

Staff should also be aware of relevant statutes that relate to Local Government, contracting, and the common law of contracts, including but not limited to:

- 7.1 [Commerce Act 1986](#)
- 7.2 [Construction Contracts Act 2002](#)
- 7.3 [Contracts and Commercial Law Act 2017](#)
- 7.4 [Health and Safety at Work Act 2015](#)
- 7.5 [Fair Trading Act 1986](#)
- 7.6 [Land Transport Management Act 2003](#)
- 7.7 [Local Authorities \(Members' Interests Act\) 1968](#)
- 7.8 [Local Government Act 2002](#)
- 7.9 [Local Government Official Information & Meetings Act 1987](#)
- 7.10 [Public Audit Act 2001](#)
- 7.11 [Public Records Act 2005](#)

Procurement Guide

This guide sets out how Council staff procure goods and services. It covers how we plan, source and manage our procurement to ensure we meet our objectives and principles.

How we procure

8. Plan

This section outlines what you need to do before approaching and selecting a supplier.

8.1. Identify requirements

The level of planning should be proportionate to the size, risk, relative value and strategic importance of the procurement. Depending on the nature of the procurement, this phase may involve:

- 8.1.1 deciding what you intend to procure, how you intend to approach the market, how you will evaluate any bids and how you intend to contract.
- 8.1.2 considering what broader outcomes could be leveraged through the procurement.
- 8.1.3 estimating the delivery date taking into account the complexity, how much subcontracting there might be, and a realistic time to deliver given the nature and scope.
- 8.1.4 identifying if there are any pre-conditions that need to be applied e.g. technical skills or expertise required.
- 8.1.5 the declaring of any conflicts of interest that may affect, or could be perceived to affect, a staff members impartiality in any aspect of their work is required. These should be recorded in writing. A Declaration of Interest form is available for use by those with involvement in the procurement process.

A Procurement Plan template is available to support competitive procurements exceeding \$100,000 and high-risk procurements.

A business case should be completed for procurement activities which are not budgeted for in the Annual Plan or the Long Term Plan.

8.2. Plan approach to the market

Different procurement methods are used depending on the total cost of the good, service or work and the level of risk involved as set out in the following table.

Estimated Whole of Life Contract Value	Up to \$5,000	\$5,001 - \$20,000	\$20,001 - \$100,000	Greater than \$100,000
Direct appointment / sole source negotiation	✓	✗	✗	✗
Preferred supplier or two written quotes	✓	✓	✗	✗
Preferred supplier or three written quotes	✓	✓	✓	✗
Open and competitive tender	✓	✓	✓	✓

A different approach may be required in an emergency situation in the interests of expediency or when there is a single specialist supplier. Exemptions are at the approval of the Chief Executive and the reasons should be documented.

All emergency procurement will be reported to the Finance, Audit and Risk Committee on a quarterly basis.

8.2.1. Quotations

Quotes are the preferred procurement method when procuring low value, low/medium risk goods and services where the primary objective is to achieve value for money.

Quotes can be used to provide a quick and convenient way of exploring the market and determining availability and price for low value, low/medium risk goods or services. Written quotes are used, where practicable, for procurement exceeding \$5,000.

8.2.2. Preferred suppliers

Council may procure directly from suppliers for an agreed period of time as a *standing arrangement*. These arrangements are appropriate for goods of low value and low risk. Examples might include fuel, stationery, advertising and air travel.

Supplier panels may also be used. Panel arrangements are where a contractual arrangement is made with a group of suppliers to provide services as and when required based on a fixed rate. Appointment of a panel ensures the ongoing availability of suppliers who are pre-qualified (in skills and ability and their understanding of Council's requirements) for the delivery of service where selection can be determined by price and availability in a timely manner. A supplier may only be added to a supplier panel following an open tender process.

Responsibility for maintaining a register of preferred suppliers sits with the Finance team.

8.2.3. Open tender

A tender is a process designed to seek competitive prices from multiple suitable bidders.

Depending on the risk and complexity, the process may include an initial Registration of Interest (ROI) or Expression of Interest (EOI) phase. This phase is intended to establish more information about the goods or services, the market and the capability of suppliers.

The next phase is a Request for Proposal (RFP) or Request for Tender (RFT):

- 8.2.3.1 An RFP is used where the outcome desired can be specified but Council is willing to accept alternative methods of achieving the outcome and is seeking innovation on the part of the suppliers.
- 8.2.3.2. An RFT is used where the specification or requirements are clearly defined and there is little room for flexibility or innovation.

SWDC's administrative procedures for receiving and opening tenders are set out in section 2.1.3.

9. Source

This section outlines how to get quality responses from the right supplier or providers.

9.1. Approach market and select supplier

9.1.1. Notify the procurement

If an open competitive process is being used, suppliers should be notified of the procurement opportunity. The notice should incorporate all the information needed for suppliers to prepare a response.

Procurements valued over \$100,000 are advertised on TenderLink or the Government Electronic Tendering Service (GETS). Refer to [Procurement Rule 38](#) for guidance on the content to include in the notice.

Adequate time should be given for suppliers to respond to the procurement opportunity. We are guided by the minimum time periods set out in [Procurement Rule 34](#).

9.1.2. Responding to supplier questions

Suppliers may ask questions about the procurement. Staff should respond to all questions and reasonable requests for information. If the response would give an unfair advantage, the information should be provided to all suppliers at the same time.

9.1.3. Receiving tender responses

For a supplier to be considered they must submit their tender response in writing and comply with any pre-conditions. Tenders may be accepted through a secure electronic tendering

system or by hard copy. The tender notice will contain specific instructions as to how tenders are accepted.

All tender responses received in hard copy (e.g. via post or dropped into reception) will be date and time stamped.

All tender responses whether electronic or hard copy are to remain unopened until the closing time. Two officers are required to be present when tender documents are opened. All received tenders are to be logged in a tender register, which is to be signed by the two officers present. A tender register template is available.

9.1.4. Evaluating offers

A formal evaluation process is required when:

- 9.1.4.1 the value of work exceeds \$100,000
- 9.1.4.2 supplier selection is not solely based on price
- 9.1.4.3 for high-risk procurements.

The bids are to be evaluated by an evaluation team in accordance with the criteria and weightings in the procurement planning. The size and membership will depend on the value, complexity and risk of the procurement. For Lowest Price Conforming evaluations there should be at least two evaluators. For all other evaluations at least three evaluators are required. This might include the following officers: a person with subject matter technical expertise, a person with financial expertise, and a person with procurement process experience.

A Declaration of Interest Form should be completed by all members of the evaluation team.

The results of the evaluation should be recorded to provide the holder of delegated authority with information on the evaluation process and rationale for recommending the preferred supplier to enter contract negotiations with.

9.2. Negotiate and award contract

9.2.1. Purchase orders

Council's Purchase Ordering system represents a contract and is appropriate for the purchase of low value/low risk goods and services up to \$20,000.

Purchase orders must contain:

- 9.2.1.1 a description of the goods or services
- 9.2.1.2 the general ledger code of the account to be charged
- 9.2.1.3 name and address of the specific supplier
- 9.2.1.4 name of the person making the order
- 9.2.1.5 signature from appropriate delegated authority in accordance with the Delegations Policy and Register. If the delegated authority holder is not the direct

line manager, a record of approval from the line manager should be presented to the delegated authority when the purchase order is provided for signing.

9.2.2. Purchase order exemptions

Items exempt from the purchase order procedures are:

- 9.2.2.1 formal contracts, including service contracts and where a short form contract is used
- 9.2.2.2 wages
- 9.2.2.3 fleet card
- 9.2.2.4 phone rentals
- 9.2.2.5 power charges
- 9.2.2.6 tax payments
- 9.2.2.7 bank fees
- 9.2.2.8 debt payments
- 9.2.2.9 Greater Wellington Regional Council payments.

9.2.3. Contract Negotiation

When we have relationships that require extended terms and conditions, or there is higher than normal risk, a formal written contract is required.

Any due diligence (e.g. reference checks) required should be carried out on the preferred supplier before entering contract negotiations or awarding the contract. This helps to independently verify a supplier is who they claim to be, has the financial ability to deliver and has the necessary capacity and capability to deliver. The level of due diligence will vary depending on the value and risk of the procurement.

Staff should negotiate the terms and deliverables of the contract to reach an agreement that is acceptable to both parties. The written contract should also state if there is a right of renewal.

Contracts should be signed by the appropriate delegated authority as set out in the Financial Delegation Policy.

Extensions, variations and additions under existing contracts will be dealt with under the terms and conditions of that contract.

9.2.4. Inform unsuccessful suppliers and offer debriefs

After awarding the contract, staff should promptly inform any unsuccessful suppliers.

Unsuccessful bidders should be offered an opportunity to be debriefed. Staff should address the supplier's concerns and questions and provide information that helps the supplier to improve future responses. This includes information such as the reason(s) the proposal was not successful, how the proposal performed against the criteria, and the relative advantages of the successful proposal.

9.2.5. *Supplier complaints*

Complaints may be directed to the Chief Executive who will consider and respond impartially.

9.2.6. *Publish contract award notice*

Any tenders notified on TenderLink or GETS should have a Contracts Award Notice published within 30 business days of the contract being fully signed. Refer to [Procurement Rule 48](#) for guidance on the information to be included in the notice.

9.2.7. *Record keeping*

Staff should maintain appropriate records relating to procurement activities that allow for subsequent review of the decision-making process.

10. Manage

This section outlines how to manage the contract and relationship once its underway.

10.1. Manage contract and relationship

Contract management continues throughout the life of the project and includes tracking and monitoring delivery and costs, managing risks and relationships, conducting reviews and resolving problems.

To get the best from suppliers SWDC:

- 10.1.1 Sets clear performance expectations, then monitors and manages the contract against these standards
- 10.1.2 Encourages and recognises suppliers for delivering great results
- 10.1.3 Works with suppliers to make ongoing improvements for both parties
- 10.1.4 Encourages a proactive approach to any issues arising
- 10.1.5 Adopts an open communication and 'no surprises' approach.

Contracts exceeding \$100,000 will be reviewed prior to renewal or roll-over. Contracts are also to be reviewed at the end of the contract life to determine how well the objectives of the contract have been achieved and opportunities for improvement.

10.2. Managing conflicts of interest

Staff should manage perceived and actual conflicts of interest over the life of the contract. If a new conflict of interest arises over the course of the contract, staff are responsible for ensuring this is declared and recorded in writing.

Staff should be aware of and comply with the Discretionary Expenditure Policy and Guidance in managing relationships with suppliers, particularly in relation to receiving gifts.

10.3. Contract renewal

Before the decision is made to renew or roll-over a contract, the current contract should be reviewed and evaluated to assess how well the objectives of the contract have been achieved and determine where any improvements can be made.

Existing contracts should be re-examined to ensure value for money is being achieved and the effectiveness and efficiency of the contractual arrangement and the performance of a vendor must be evaluated. This process should be clearly recorded and the justification for the final decision documented.

The maximum length of new contracts is to be five years. This may for example, consist of a 3 year + 2 year + 1 year renewal approach. Exceptions to this may be granted at the discretion of the Chief Executive. Any exceptions need to be justified with the reasons clearly documented. Any exceptions will be reported to the Finance, Audit and Risk Committee.

Appendix 3 – Draft Discretionary Expenditure Policy and Guidelines



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Discretionary Expenditure Policy and Guidelines

First Adopted	December 2017 (Policy Number M500)
Last Reviewed	30 June 2022
Policy Number	TBC
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.

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Discretionary Expenditure Policy

1. Purpose

This policy provides a principles-based approach for managing South Wairarapa District Council's (SWDC) discretionary expenditure to ensure it is appropriate, justifiable and can withstand public scrutiny. It should be read in conjunction with the attached Discretionary Expenditure Guidelines which provide boundaries for common types of discretionary expenditure and outline the process for expenditure approval and reimbursement.

SWDC acknowledges the Controller and Auditor-General (2020) *Controlling Sensitive Expenditure: Guidelines for Public Entities* publication in the development of this policy.

2. Scope

This policy applies to Council discretionary expenditure by SWDC staff and elected and appointed members.

3. Principles

SWDC is committed to ensuring expenditure meets standards of probity and financial prudence. All expenditure decisions should:

- 3.1 **have a justifiable business purpose** that is consistent with SWDC's objectives. A justifiable business purpose means a reason that would make clear sense, supported by evidence of the need for the spending and evidence that a range of options have been considered.
- 3.2 **be impartial**, which means decisions are based on objective criteria, rather than based on any sort of bias, preference or improper reason.
- 3.3 **be made with integrity**. Integrity is about exercising power in a way that is true to the values, purposes and duties for which that power is entrusted to, or held by someone. It is about consistently behaving in keeping with agreed or accepted moral and ethical principles.
- 3.4 **be moderate and conservative** when viewed from the standpoint of the public and given the circumstances of the spending. It includes considering whether the justifiable business purpose could be achieved at a lower cost.
- 3.5 **be made transparently**. Transparency in this context means being open about the spending, and willing to explain any spending decisions or have them reviewed.
- 3.6 **be made with proper authority**. This means the person approving the spending has the appropriate financial delegation to do so, for the type and amount of spending and follows correct procedure.

SWDC staff are guided by the SWDC adopted values and behaviours in the application of this policy and guidelines.

4. Types of Discretionary Expenditure

Discretionary expenditure is any spending that could be seen to be giving private benefit additional to the business benefit to the organisation.

The Discretionary Expenditure Guidelines provides boundaries for managing common types of discretionary expenditure. If there are no specific rules for a situation, those incurring and approving discretionary expenditure should use careful judgement by considering the above principles and the context of the situation.

Exceptions to this policy and guidelines may be granted under exceptional circumstances at the discretion of the Chief Executive.

5. Monitoring

Inappropriate spend must be reported to the General Manager Finance as soon as identified. The recovery of inappropriate expenses will be pursued.

Discretionary Expenditure Guidelines

These guidelines outline processes for discretionary expenditure approval and reimbursement, and provide boundaries for common discretionary expenditure decisions. If there are no specific rules for a situation, those incurring and approving discretionary expenditure should use careful judgement by applying the policy principles.

6. Approval and Reimbursement Processes

6.1. Expenditure Approval

Discretionary expenditure should only be approved when:

- 6.1.1 the approver is satisfied that expenditure is appropriate and consistent with the principles
- 6.1.2 whenever practical, approval is given before expenditure incurs
- 6.1.3 expenditure is within budget and delegated authority
- 6.1.4 expenditure is compliant with SWDC policies and procedures
- 6.1.5 approval is given by an appropriate manager (minimum 'one up' rule applies) who does not benefit from the expenditure.

In deciding whether discretionary expenditure is appropriate, individual transactions and the total amount should be considered to ensure the combined amount is justified.

Discretionary expenditure incurred by:

- 6.1.6 the Chief Executive is to be approved by the General Manager Finance
- 6.1.7 elected members is to be approved by the Chief Executive.

6.2. Expenditure Reimbursement

Persons claiming for reimbursement of expenditure incurred on behalf of SWDC are responsible for providing proper supporting records (invoices and receipts) with their claim. These supporting records need to:

- 6.2.1 clearly state the business purpose of the expenditure.
- 6.2.2 be the original document (such as a tax invoice) or electronic copies provided they preserve the integrity and completeness of the document. Credit card statements do not constitute adequate documentation to support reimbursement.
- 6.2.3 state the date, amount, description, and purpose for small expenditure when receipts are unavailable e.g. tips (for international travel only).
- 6.2.4 be submitted within two weeks of expenditure.

All claims will be reviewed against the guidelines by Accounts Payable.

Common types of discretionary expenditure

7. Expenses when travelling

Staff might need to incur travel, accommodation and meal costs while travelling for work. Travel and accommodation should be economical and efficient, having regard to purpose, distance, time, urgency, health, security and safety considerations.

In cases where a technology enabled solution is available, consideration should be given to whether physical travel outside the Greater Wellington region would provide additional organisational benefits over attending remotely.

7.1. Transport

SWDC vehicles are provided for work travel however at times the use of private vehicles, air travel, public transport (e.g. buses, trains), or small passenger services (e.g. taxis, rental vehicles) may be required.

7.1.1. SWDC vehicles

Use of SWDC vehicles is to be in accordance with the [SWDC Driving Policy](#).

7.1.2. Air travel

The most cost effective fare is to be used except where the distance travelled, time, urgency, or personal health, safety or security reasons make another ticket preferable.

All stop overs will be covered by SWDC if they have a clear business purpose but they must be pre-approved.

7.1.3. Private vehicles

Where a SWDC vehicle is not available, and travel by other means is impractical or not cost-efficient, private vehicles may be used in accordance with the [SWDC Driving Policy](#).

Information on Elected Member mileage is in the [Elected Member Remuneration Policy](#).

7.1.4. Small passenger services

7.1.4.1. Taxi/Uber travel

Taxi/Uber travel can be used when personal safety or hour of day make taxi/uber travel the most appropriate and convenient form of transport.

7.1.4.2. Rental vehicles

Rental vehicles should be booked as soon as practical once travel has been approved. Staff should use the most economical type and size of rental vehicle given the circumstances of travel (e.g. distance, number of people, terrain and weather).

Rental vehicles can only be used for personal use when the employee is staying over a weekend for continued work on the Monday. The employee will be reimbursed for any

additional costs incurred that do not relate to Council business. Private use must be approved prior to the travel occurring.

7.2. Meals

Meal purchases can be covered by a cash advance or claim. When travelling overnight actual and reasonable expenses will be covered, not extravagant or excessive.

Separate meal expenses will not be reimbursed if a meal is provided as part of another package paid for by SWDC (e.g. when meals are included in conference registration).

Alcohol with meals will not be reimbursed by Council.

7.3. Accommodation

Accommodation is to be cost effective taking into account the location, time of year and safety and security. SWDC will not cover mini bar, laundry, international phone calls or paid TV expenses incurred.

SWDC may reimburse actual and reasonable expenses for staff who opt to stay with a friend or relative rather than in paid accommodation up to a maximum of \$100 per Diem to cover all expenses including meals.

7.4. Other travel matters

7.4.1. Fines

Any fines (e.g. parking and speeding) incurred while travelling are at the drivers expense.

7.4.2. *Private travel combined with work travel*

Private travel may be linked to official business travel as long as there are no additional costs to SWDC and the private travel is only incidental to the business purpose of the travel.

7.4.3. *Spouses, partners or other family members accompanying travel*

Travel costs of spouses, partners, or other family members will not be covered.

Staff members should discuss with their manager if they intend for any family member to accompany them on a work-related trip to ensure there is proper consideration of any perceived personal benefit. Elected members should discuss this with the Mayor prior to travel.

7.4.4. *Tipping*

Tipping expenses may only be reimbursed if travelling in countries where it is local practice and appropriate in the circumstances. If this applies, a daily allowance is to be preapproved prior to travel and any unused funds are to be accounted for.

8. Entertainment and hospitality expenditure

8.1. Entertainment and Hospitality

8.1.1. *Recognising staff achievements and occasions*

SWDC may spend money on events recognising staff milestones such as farewells, retirements and staff achievements, or occasions such as a Christmas function. Any expenditure is to be moderate and conservative, and appropriate for the years of service in the case of service milestones.

8.1.2. *External hospitality*

SWDC may incur expenditure providing hospitality for business purposes (e.g. building relationships and representing the organisation). Any expenditure incurred will be moderate and conservative and appropriate for the circumstances.

9. Goods and services expenditure

9.1. Loyalty reward scheme benefits

Personal loyalty cards (such as Fly Buys and Air points cards) are not to be used when purchasing goods or services on behalf of SWDC.

9.2. Reasonable private use of SWDC assets

Reasonable private use of SWDC assets (phones, photocopiers, internet) is permitted. See the Information and Technology Policy for more detailed guidelines.

9.3. SWDC use of private assets

On occasions SWDC staff may need to use their own private assets for work purposes for reasons such as cost, convenience or availability (e.g. their own device/printer when required to work from home). SWDC may decide to reimburse reasonable costs provided prior approval is sought.

9.4. Sale of surplus assets to staff

As part of its normal business, SWDC will occasionally dispose of its assets when they become obsolete, worn out or surplus to requirements (e.g. old office furniture).

Low value obsolete and worn out goods may be tendered to staff provided this maximises the return to SWDC. Maximising return can include consideration of non-financial benefits like sustainability (e.g. if an alternative use is unable to be found it may be preferable that assets are offered to staff rather than be taken to the landfill).

All vehicles, high value items and confiscated items e.g. stereos are to be sold through an auction process.

10. Staff support and well-being expenditure

10.1. Staff Support and Wellbeing

SWDC may provide for staff support and wellbeing to benefit both the organisation and staff and to meet its “good employer” obligations in accordance with the SWDC Reward and Benefits Framework.

10.2. Social Club

SWDC does not finance activities of the social club. Monetary contributions to the social club are made from staff who opt to join on a voluntary basis.

11. Other types of expenditure

11.1. Donations

Any donation made by SWDC is made voluntarily without expectation of goods and services in return. Donations may include monetary payments or contributions of goods or services and are to be approved in advance.

Donations will be:

- 11.1.1 Lawful in all respects
- 11.1.2 Disclosed in aggregate
- 11.1.3 Made to recognised organisations (not individuals) by normal commercial means, not in cash and not political.

Donations do not include grants to community groups and organisations which are covered by the SWDC Grants Policy.

11.2. Koha

Koha describes the customary practice of reciprocal gifting between people and groups – which is based on relationships. Koha is an important and relevant custom practiced across Aotearoa today, in a wide range of settings, and for a variety of purposes. Koha may be described as a gift, a token, a present, an offering, a donation, or a contribution. Importantly, koha should be viewed as relational, a reciprocal practice through which relationships are built, strengthened, enhanced and maintained.

Koha may be given by SWDC to show respect and value for a relationship or an occasion, acknowledging the importance and significance of the relationship.

As koha is usually unreceipted, it should be approved in advance and clearly documented with the date, amount and a description.

11.3. Gifts

11.3.1. *Giving gifts*

Gifts may be given by SWDC to a maximum value of \$200 as part of significant ceremonies with visiting dignitaries e.g. Twinning Agreement.

11.3.2. *Receiving gifts*

SWDC may accept gifts provided acceptance won't be perceived as influencing SWDC's purchasing or decision making. SWDC maintains a Gift Register for the recording of gifts.

Staff may personally acquire infrequent and inexpensive gifts that are openly distributed by suppliers and clients (for example pens, badges, calendars). These gifts do not need to be recorded in the Gift Register.

Staff may either decline to accept (provided doing so is not culturally insensitive and will not cause offence) or handover the gift to their manager. Any gift over the value of \$50, regardless of whether accepted or not, is to be recorded in the Gift Register.

Appendix 4 – Draft Fraud and Corruption Policy and Procedure



SOUTH WAIRARAPA
DISTRICT COUNCIL

Kia Reretahi Tātau

Fraud and Corruption Policy and Procedures

First Adopted	27 September 2006
Last Reviewed	30 June 2022
Policy Number	N702
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.

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Fraud and Corruption Policy

1. Relevant Legislation

- 1.1 [Crimes Act 1961](#) (sections 99, 105 and 105A)
- 1.2 [Employment Relations Act 2000](#)
- 1.3 [Human Rights Act 1993](#)
- 1.4 [Local Authorities \(Members' Interests\) Act 1968](#)
- 1.5 [Local Government Act 2002](#) (sections 100 and 101)
- 1.6 [Protected Disclosures Act 2000](#)
- 1.7 [Secret Commissions Act 1910](#)

2. Purpose

The purpose of this policy is to clearly state the South Wairarapa District Council (SWDC) approach to fraud and corruption and to provide guidelines for the prevention, detection and response. It also intends to raise awareness throughout SWDC about how to recognise fraud and corruption.

This policy is supported by the Fraud and Corruption Procedures which provide guidance to staff and elected and appointed members who encounter or suspect fraud and corruption.

3. Scope

Fraud and corruption can occur due to the actions of SWDC employees, elected or appointed members, suppliers or others SWDC has dealings with. This could be an individual, group of individuals, companies, partnerships, trusts or other entities.

This policy applies to all suspected, alleged or proven instances of fraud and corruption that are committed:

- 3.1 against SWDC
- 3.2 against any third party by a SWDC employee (including a former employee), contractor, secondee, volunteer, or elected or appointed member.

4. Our objectives and approach

SWDC has a zero tolerance approach to fraud and corruption and is committed to developing and maintaining best practice processes and procedures to preventing, detecting and responding to fraud and corruption threats.

- 4.1 Our key objectives are:
 - 4.1.1 **Prevention:** Reducing the risk of fraud and corruption from occurring
 - 4.1.2 **Detection:** Uncovering fraud and corruption at the earliest opportunity and providing effective options to report, manage and respond
 - 4.1.3 **Response:** Taking immediate corrective action and remedying the harm caused, including the preservation of crucial evidence to achieve a successful outcome.

4.2 A **zero-tolerance approach** to fraud and corruption means:

- 4.2.1 all suspected acts are to be reported immediately
- 4.4.1 all reported acts will be investigated thoroughly with appropriate action taken
- 4.4.2 every effort will be made to gather sufficient reliable evidence to support disciplinary action or prosecution
- 4.4.3 all confirmed acts will be treated as serious misconduct and will be referred to NZ Police or another appropriate enforcement agency for prosecution consideration
- 4.4.4 appropriate measures will be pursued to actively recover any loss or expenditure incurred wherever possible and practicable. This includes, but is not limited to recovery of, intellectual property, physical assets, money, third party expenses incurred and investigation costs.

SWDC staff are guided by the SWDC adopted values and behaviours in the application of this policy and procedures.

5. Defining and recognising fraud and corruption

5.1. Fraud

Fraud is a deliberate act of deception to obtain an unfair, unjust or unlawful advantage. For the purposes of this policy, it includes all form of dishonesty. Examples include:

- 5.1.1 knowingly providing false, incomplete or misleading information to SWDC for unfair, unjustified or unlawful gain
- 5.1.2 unauthorised possession, use or misappropriation of SWDC funds or assets
- 5.1.3 deliberate mishandling or misreporting of financial transactions
- 5.1.4 unauthorised access and misuse of SWDC systems and information for unfair, unjustified or unlawful gain
- 5.1.5 destruction, removal or inappropriate use of records, furniture, fixtures or equipment for unfair, unjustified or unlawful gain
- 5.1.6 deliberate misuse of SWDC resources (e.g. vehicles, computers) for unfair, unjustified or unlawful gain
- 5.1.7 forgery through inappropriate alteration of a document or file.

5.2. Corruption

Corruption is the abuse of position or trust for dishonest gain. It includes include bribery, coercion, destruction, or similar forms of inappropriate conduct. Examples include:

- 5.2.1 knowingly providing, assisting or validating in providing false, misleading information to circumvent procurement processes and procedures to avoid further scrutiny or reporting
- 5.2.2 disclosing private, confidential or proprietary information to outside parties without implied or expressed consent

- 5.2.3 accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to SWDC
- 5.2.4 a member of the public influencing or attempting to influence, a SWDC employee, elected or appointed member to use his or her position in a way that is dishonest, biased or breaches public trust. Refer to the Code of Conduct for expected standards of behaviour.

Fraud and corruption are distinguished from unintentional errors and other breaches of SWDC policies which may invoke disciplinary processes (e.g. code of conduct breaches). The key difference is the element of dishonesty for an unfair, unjustified or unlawful gain.

5.3. Recognising Fraud and Corruption

There are generally three pre-conditions associated with fraud and corruption occurring in the workplace:

- 5.3.1 **Incentives/pressures:** employees, members or other external parties have an incentive or are under pressure, which motivates them to commit fraud or wrongdoing (e.g. personal financial trouble).
- 5.3.2 **Opportunities:** circumstances exist that allow employees or members to commit fraud or corruption, such as not having the appropriate fraud and corruption controls in place, or employees or members able to get around or override ineffective controls.
- 5.3.3 **Attitudes:** employees or members are able to rationalise committing fraud (for example, holding attitudes or beliefs such as “everybody else is doing it nowadays,” “they made it so easy for me” or “I’ve been treated unfairly”).

Fraud and Corruption Procedures

The Fraud and Corruption Procedures provide guidance to staff and elected and appointed members who encounter or suspect fraud and corruption. They outline how to report, manage, and investigate instances of fraud and corruption and set out roles and responsibilities.

6. Reporting suspected fraud or corruption

Suspected fraudulent or corrupt activity must be reported immediately. All information reported is to be treated confidentially.

Suspected incidents by staff are to be reported to their Manager, General Manager Human Resources and Corporate Services, General Manager Finance or the Chief Executive. Suspected incidents by elected or appointed members are to be reported to the Chief Executive.

If it is suspected the Chief Executive is involved, the information is to be reported simultaneously to the Mayor and Chair of the Finance, Audit and Risk Committee.

Reports should include the following information to support investigation:

- 6.1 Details of the nature of the event or acts
- 6.2 dates and times
- 6.3 person(s) allegedly involved
- 6.4 any documented evidence or verifiable facts.

Anyone who suspects fraud or corruption must not attempt to personally undertake investigations unless they are assigned to do so.

7. Protected and anonymous disclosure

Disclosures are made under the Protected Disclosures Act 2000 and will be treated confidentially and anonymously. The identity of staff and elected or appointed members will only be disclosed if they expressly give their consent.

Anonymous disclosure can be made and will be referred to the General Manager Human Resources and Corporate Services.

7.1. How you are protected

SWDC is committed to protecting individuals who report suspected serious incidents (often called whistle-blowers). The Protected Disclosures Act 2000 provides the following protections:

- 7.1.1 Confidentiality
- 7.1.2 No civil, criminal or disciplinary proceedings can be taken against whistle-blowers for making a protected disclosure, or for referring one to an appropriate authority

- 7.1.3 Whistle-blowers can take personal grievance proceedings under the Employment Relations Act 2000 if their employer retaliates against them for making a protected disclosure
- 7.1.4 Under the Human Rights Act, whistle-blowers cannot be treated less favourably than others in the same or similar circumstances.

8. Management action and investigation

Unless there is reason not to do so, anyone who receives a fraud report must immediately send a copy to the Chief Executive.

The Chief Executive (or Mayor/Chair of Finance, Audit and Risk Committee in the case of suspected Chief Executive involvement) will ensure staff (e.g. impacted business unit Manager) and/or elected members (e.g. Chair of Finance, Audit and Risk Committee) with a legitimate need to know are informed. They will also determine whether to investigate further and, if necessary, assign a suitable lead investigator who has appropriate levels of independence, objectivity and investigate skills. Independent expert investigation or legal advice may also be sought.

8.1. Investigation process

- 8.1.1 The lead investigator will make initial discrete enquiries to ascertain the substance of the allegation or suspicion. The lead investigator will have free and unrestricted access to SWDC records and premises.
- 8.1.2 If the discrete enquiries reveal that fraud or corruption is suspected, the lead investigator will inform the Chief Executive (or Mayor/Chair of Finance, Audit and Risk Committee).
- 8.1.3 The Chief Executive (or Mayor/Chair of Finance, Audit and Risk Committee) will advise the person(s) against whom the allegations have been made about the complaint and its particulars and determine the course of any further action.
- 8.1.4 The person(s) will be invited to respond orally or in writing within 48 hours and has the right to a support person and/or legal representation.
- 8.1.5 Where an allegation involves an employee subject to the SWDC disciplinary process, the General Manager Human Resources and Corporate Support will be provided with the opportunity to participate in the investigation.
- 8.1.6 If during or upon completion of the investigation it is confirmed an act has been committed, or, in the absence of information, when there is reasonable belief an incident has occurred, it may be referred by the Chief Executive (or Mayor/Chair of Finance, Audit and Risk Committee) to the NZ Police, Serious Fraud Office or other enforcement agency.

9. Roles and responsibilities

9.1. Chief Executive Officer

The Chief Executive has overall responsibility and accountability for preventing fraud and corruption within SWDC.

In addition, the Chief Executive has the following responsibilities:

- 9.1.1 ensuring all reported allegations are investigated appropriately in a timely manner
- 9.1.2 authorising any lead investigator
- 9.1.3 providing an opportunity for the General Manager Human Resources and Corporate Services to participate in the investigation where an allegation involves an employee subject to the SWDC disciplinary process
- 9.1.4 referring instances of fraud and corruption to the NZ Police, Serious Fraud Office or other enforcement agency where appropriate.

The Mayor and Chair of the Finance, Audit and Risk Committee will take over the above responsibilities if the Chief Executive is believed to be involved.

9.2. Managers

All managers have the following responsibilities:

- 9.2.1 enhancing awareness of fraud and corruption
- 9.2.2 identifying risks to which SWDC systems, operations and procedures are exposed
- 9.2.3 fostering effective management controls and processes within their areas of responsibility
- 9.2.4 ensuring that controls and processes are in place and actively complied with
- 9.2.5 facilitating an effective detection culture
- 9.2.6 ensuring employees are supported when making allegations.

9.3. General Manager Human Resources and Corporate Services

- 9.3.1 providing appropriate input and guidance into suspected fraud and corruption investigations to help ensure that employees are fairly treated
- 9.3.2 receiving and reporting anonymous disclosure reports received in a timely manner.

9.4. Policy and Governance Advisor

- 9.4.1 ensuring the fraud and corruption procedures are reviewed, updated and communicated
- 9.4.2 promoting the fraud and corruption framework (Prevention, Detection, Response) within SWDC.

9.5. All employees (including managers)

- 9.5.1 being aware of, and complying with policies, procedures and internal controls
- 9.5.2 acting honestly, fairly and with integrity in undertaking SWDC tasks and activities
- 9.5.3 reporting any suspected fraud or corruption immediately
- 9.5.4 reporting fraud and corruption control failures as soon as they become aware of them
- 9.5.5 cooperating with suspected fraud or corruption investigations.

SOUTH WAIRARAPA DISTRICT COUNCIL

30 JUNE 2022

AGENDA ITEM D1

CEO UPDATE REPORT

Purpose of Report

To provide updates to Three Waters Reform and summarise the Water Services Entities Bill which was introduced to Parliament on 2 June 2022; and provide an overview on Resource Management

Recommendations

Officers recommend that the Council:

1. *Receive the CEO Update Report.*
2. *Notes the intent of the Water Services Entities Bill and the key matters as outlined.*

1. Context to the Water Services Entities Bill

The Water Services Entities Bill is the first in a suite of legislation to enact the three waters reforms.

The Government has introduced to Parliament the first piece of legislation to enact their reform of the way New Zealand manages storm water, wastewater and drinking water – the Water Services Entities Bill.

The Government has introduced the Water Services Entities Bill to implement its decisions to establish four public entities to take on the delivery of drinking water, wastewater and stormwater services across New Zealand from July 2024.

This reform is intended to ensure all New Zealanders have safe, clean and affordable water services.

The Water Services Entities Bill is part of a suite of legislation to enact the three waters reforms. It sets out the ownership, governance, accountability arrangements relating to these entities and includes essential provisions for ongoing public ownership and engagement, and safeguards against future privatisation.

The Bill also sets out the geographical boundaries of the service delivery area for each of the four entities and provides for transitional arrangements to enable the transition and establishment activities needed to ensure these four new entities are in place to deliver services from 1 July 2024.

A second bill is expected to be introduced before the end of this year.

Further legislation is to be introduced in the second half of 2022 to transfer assets and liabilities from local authorities to water services entities and establish the powers and functions for the entities in relation to managing the provision of water services. This further legislation will integrate the entities into other regulatory systems, such as the resource management and economic regulatory regimes.

In addition, there will also be detailed changes to Treaty settlement legislation, the Local Government Act 2002, the Water Services Act 2021, and other legislation to transfer service delivery arrangements to the new water services entities (WSE).

1.1 Summary of the Bill

The Bill establishes four publicly owned water services entities (WSE) that are to provide safe, reliable, and efficient water services in place of local authorities. The Bill contains the ownership, governance, and accountability arrangements relating to those entities, and provides for transitional arrangements during an establishment period. The entities will commence delivery of services on 1 July 2024.

The Bill has aligned with key recommendations made by the Working Group on Representation, Governance and Accountability of new Water Services Entities several which were to ensure a stronger community voice in the new entities. For example, the Bill:

- Entrenches co-ownership of the entities by councils, with shares being allocated on a population basis.
- Protects from privatisation, with any divestment proposal requiring unanimous support by the co-owning local authorities, and support from at least 75% of both the regional representative group and electors in the entity's service area.
- Requires the WSEs to have Regional Representative Groups (RRGs) to provide strategic governance. Each RRG will consist of between 12 and 14 members, with half of its members from mana whenua within its region, and half from local government.
- Establishes strong accountabilities to communities and consumers on the performance and strategy of a WSE. The RRGs will approve the entity's strategic direction, set strategic and performance expectations, and can establish sub-regional advisory groups to help ensure alignment with local priorities.
- Requires the WSEs to appoint independent, skills based, professional boards.
- Acknowledges Te Mana o te Wai should guide delivery of three waters and requires transparent accountability relating to Te Mana o te Wai statements through WSE strategic planning and reporting documents.
- Contains provisions to give effect to Te Tiriti o Waitangi in the three waters system.

The Wellington region councils will be part of the Eastern-Central Water Services Entity (previously referred to as Entity C). This entity's service area is the same as previously indicated and covers the districts of 21 territorial authorities from Tasman, Nelson and Marlborough in the south (with the exception of parts which are in the Ngai Tahu takiwā boundary) through to Wairoa at the northern boundary. (Refer to Appendix 1). There remain some logistical challenges for servicing arrangements at the top of the South Island between Entity C and Entity D that are yet to be resolved.

1.2 Governance - water services entities are a new public service delivery model

Each entity will be a body corporate and will be co-owned by the territorial authorities in its service area in shares to provide a tangible expression of ownership that is recognisable by communities and territorial authorities.

The Bill defines the service area for each entity through reference to territorial authority districts, or parts of districts.

The WSEs will have a two-tier governance structure:

- Strategic level - **regional representative groups** (with regional 'advisory panels') will provide regional and local level direction and oversight, including joint monitoring of the water services entities. The regional representative groups will be based on a representative model. They are to consist of no fewer than 12, and no more than 14, regional representatives, and an equal number of territorial authority representatives and mana whenua representatives.
- Operational level - the water services entities will appoint independent, skills based, **professional boards**. These independent boards will run the day-to-day management of the entities and oversee the maintenance and renewal of water infrastructure. The boards are to consist of no fewer than 6, and no more than 10, members and are appointed by and accountable to the RRG.

1.3 Ownership and safeguards against privatisation

Under this legislation local councils within an entity boundary will collectively own the water service entity on behalf of the communities they serve.

This council ownership will be through a shareholding structure. Each local council will be given one share in the water services entities per 50,000 people in its district (rounded up). Local councils will be the only shareholders in these entities. These shares cannot be sold or otherwise transferred; and do not come with a financial benefit or liability.

This shareholding is designed as a protection against privatisation as all local councils will hold shares. While larger councils will have a greater number of shares (based on population), this does not come with additional influence over the entities. For example, each shareholder would only have one vote in any privatisation proposal, regardless of the numbers of shares they hold.

The water services entities will own and operate three waters infrastructure and services. There will be no transfer of privately-owned water supplies to the new water services entities. Safeguards against future privatisation have been written into this legislation to maintain ongoing public ownership of the new water services entities.

1.4 Objectives of the Water Service Entities

The Bill sets out the objectives and functions of the water services entities and establishes the boundaries of the four entities. Under this legislation the entities will:

- a) deliver water services and infrastructure in an efficient and financially sustainable manner;
- b) protect and promote public health and the environment;
- c) support and enable housing and urban development;
- d) operate in accordance with best commercial and business practices;

- e) act in the best interests of present and future consumers and communities; and
- f) deliver water services in a sustainable and resilient manner that seeks to mitigate the effects of climate change and natural hazards.

In delivering these services, the entities will have operating principles which include:

- a) developing and sharing capability and technical expertise throughout the water services sector;
- b) being innovative in the design and delivery of water services and water services infrastructure;
- c) being open and transparent in the calculation and setting of prices and levels of service delivery to communities and consumers;
- d) partnering and engaging early and meaningfully with Māori/iwi, including to inform how to give effect to Te Mana o te Wai and Treaty settlement obligations;
- e) partnering and engaging early and meaningfully with councils and their communities; and
- f) co-operating with, and supporting, other water services entities, infrastructure providers, local authorities, and the transport sector.

1.5 Accountabilities

The Bill specifies that WSEs will prepare the following planning and accountability documents:

- statement of strategic and performance expectations
- statement of intent
- responses to Te Mana o te Wai statements for water services
- asset management plan
- funding and pricing plan
- infrastructure strategy proposals
- annual report.

A water services entity must give effect to any Government policy statement when performing its functions.

The RRGs will be required to issue a statement of strategic and performance expectations, which sets the objectives and priorities for services within the entity area. Mana whenua may also provide the entity with a Te Mana o te Wai statement for water services.

The board of a water services entity must give effect to the statement of strategic and performance expectations. It must also issue a plan on how it will take action on any Te Mana o Te Wai statements it receives within 2 years.

The WSEs will be required to undertake direct engagement with consumers on its asset management plans, funding and pricing plans, and infrastructure strategies. WSEs will be required to establish a consumer forum(s) to assist with effective and meaningful consumer and community engagement, and understand consumer needs, expectations and service requirements.

The chief executive of each Water Services Entity must undertake an annual a consumer engagement stocktake that captures consumer and community feedback on satisfaction with how the entity is performing. The consumer stocktake must set out how the Water Services Entity will respond to consumer and community needs and address concerns.

1.6 Te Tiriti o Waitangi and Te Mana o te Wai

The bill recognises Te Tiriti o Waitangi and Te Mana o te Wai. WSEs must give effect to Te Mana o te Wai and the principles Te Tiriti o Waitangi.

Mana whenua whose rohe or takiwā includes a freshwater body in the service area of an entity can make a Te Mana o te Wai statement for water services. The board must respond to the statement within two years, and the response must include a plan for how the entity intends to perform its duty to give effect to Te Mana o te Wai.

The Government agrees in principle that, for the purposes of three waters service delivery reform, Te Mana o te Wai encompasses the interconnection with, and the health and wellbeing of, all water bodies that are affected by the three waters system. However, before this can be incorporated into legislation further work is required to ensure alignment with other Government frameworks and legislation that relates to Te Mana o te Wai.

The Government will undertake this further work and consider changes in legislation to implement this recommendation as part of the second bill that will implement the three waters service delivery reforms.

1.7 The Bill provides for transitional arrangements for the new Water Service Entities over an establishment period

Schedule 1 of the Bill contains the transition and establishment arrangements, including the establishment entities that will make preparatory arrangements, the statutory powers of the national transition unit within the Department of Internal Affairs, and the transitional provisions relating to the water services workforce.

The transitional provisions relating to employment include:

- a review of existing employment positions by establishment chief executives;
- the transfer of employment positions; and
- collective bargaining arrangements.

The Bill provides the Department of Internal Affairs with oversight powers during the establishment period which enable it to review – and, where applicable, confirm – local government decisions.

These powers will be used if territorial authority decisions appear to significantly restrict the success of the reforms or have a significant negative impact on the assets or liabilities that are transferred to the water services entities as a result of the reforms.

1.8 Statutory requirements

The progression of this legislation will include a full select committee process. Members of the public, Māori/iwi, industry and local government are encouraged to read the Bill and have their say when the select committee calls for submissions.

The Bill received its first reading on 9 June and the call for public submissions followed shortly afterward.

The Finance and Expenditure Select Committee have opened a call for submissions on this Bill. Submissions close at 11.59pm on Friday 22 July 2022.

The select committee's report is due to be completed by 11 November 2022.

2. Resource Management Reform

2.1 What is resource management?

- Resource management is about making difficult choices, including questions around:
 - How do we use limited resources to promote growth, combat climate change, protect the natural environment, and plan for the future?
 - When these priorities are competing, what guides our decisions?
 - Who makes those decisions and what do they need to consider?
- The piece of legislation guiding all this right now is the Resource Management Act.
- This system was introduced in 1991 – and has been criticised ever since for being complex, slow moving and frustrating – for councils and communities alike.
- Under the RMA, councils set the rules for things like where you can build houses, clear vegetation, move earth, or take water from a stream.
- The rules are supposed to make sure development won't harm neighbours or communities.
- They're supposed to preserve the air, water, soil and ecosystems we need to survive for future generations.

2.2 The nuts and bolts of the current system

- Councils prepare plans showing how they will manage the environment in their area – whether that's a region, city, or district.
- People can find out if they need a resource consent for an activity by looking at these plans.
 - For example, if you want to subdivide your property, or take water from a source, or discharge contaminants, you might need a resource consent.
 - A resource consent is needed to do something that isn't permitted in a council plan.
 - And it's slightly different depending on whether what kind of council you're dealing with.
 - With regional councils, you need consent for anything that's not explicitly allowed in the plan.
 - With territorial councils, you only need consent if it's specified in the plan that you do.
- Councils run the system: they develop the plans, then they issue consents and enforce them.

2.3 Deeper current system overview

There are a lot of layers that make the system up.

- First, the Government issues **national direction** that councils must follow in your plans.
 - It's supposed to create a consistent approach nationwide on things like freshwater management and urban development.
- Second, regional councils and unitary authorities develop **Regional Policy Statements**.
 - These set out how regions sustainably manage natural and physical resources.
 - They're strategic documents that provide an overview of resource management issues in a region.

- They include policies for how the region can manage its natural and physical resources.
 - Regional Policy Statements can also give direction to other plans.
- Third, there are **regional plans** – for how the natural and physical resources will be managed in a region.
 - They set out rules and regulations for how things like soil, rivers and groundwater can be used.
 - There might be several different regional plans for different resources.
 - These plans are also created by regional and unitary councils.
 - They must reflect both the national direction and regional policy statements.
- Fourth is **district plans**.
 - They set out rules that people who want to use the land in that district need to comply with.
 - They're created by territorial and unitary authorities.
 - District plans are a place-based expression of all the overarching plans and policies.

2.3.1. Taken together, all those plans create a system that sets out:

- Where you can do things
- What you're allowed to do i.e., don't need consent for
- What you're not allowed to do i.e., do need consent for.

2.3.2. Councils operate all parts of the current system

- Councils develop the plans – with input from their communities.
- Then to get a consent, people need to apply to the relevant council.
 - Sometimes the council can make that decision or sometimes there will be a hearing.
 - And sometimes consents come with conditions that people need to meet.
- Councils need to make sure these conditions are met and that consents are complied with – and take enforcement action where that's not happening.

2.4 What's wrong with the current system

- Nearly everyone thinks the current system is too complex.
- There's also feedback that it takes too long for plans to be developed or consents to be issued, that the rules across the country are unnecessarily inconsistent, and that the system is too open to court challenge.
- There is also feedback that the current system is making place-based planning harder and harder – and the plans that are delivered have less local ownership than in the past.
- We've heard that the system hasn't helped address the New Zealand's growth and development needs. Nor has it meant better outcomes for our natural environment.
- So, there's a widespread view that change is needed. That there needs to be a simpler, more efficient system – that both enables development and protects the environment.
- This has led the Government to propose a new system based on totally new legislation.

2.5 The proposed new system

This is a high-level walkthrough of what the new system will probably look like – some detail is still uncertain.

2.5.1. The role of councils in the new system is different from what it is now.

- Councils will still operate the system (consenting, CME) but their role in making plans changes.

- Instead of each individual regional council preparing a regional policy statement and regional plans, and each individual territorial and unitary authority preparing a district plan, one **Natural and Built Environments Plan** will be prepared for each region.
- This plan will cover similar ground to existing planning documents.
 - resource use, allocation, and land use management
 - It will still need to give effect to national direction – which has a new name, the National Planning Framework – and be prepared by central government.
- But this new plan will be developed not by councils, but by a joint planning committee. This is a significant change.
 - This committee will have representatives from local government and iwi.
 - Each council might have one representative on the committee – at the most.
 - The committee will be supported by a secretariat – and we’re expecting that there’ll still be some sort of input into the development of the plan by each council in a region.
 - As the plan is developed, community feedback will be sought.
 - Once plans have been drafted, an Independent Hearings Panel will consider the plans and will make recommendations on the draft, back to the committee.
- We’re not yet entirely clear what role each council will have in producing or providing content for these natural and built environments plans.
- There’s also another, more future-focused plan that will sit alongside the natural and built environments plan.
- Each region will also now be required to produce a **Regional Spatial Strategy**.
 - This will identify how a region will grow over the next 30 years.
 - It will identify long term objectives for growth and land use, make sure development is coordinated and in the right place, and identify areas to be protected, among other things.
- This strategy will again be developed by a joint planning committee.
 - This joint planning committee will have representatives from local government and iwi. There’ll also be a central government representative– which is about making sure central government is across regions’ long-term goals.
 - This joint committee will also be supported by a secretariat.
 - And communities will provide input as the strategy is developed.

2.5.2. *To make these changes happen, the Government is planning to repeal the RMA and replace it with three new acts:*

- First, the Natural and Built Environments Act, which legislates the Natural and Built Environments Plans.
- Second, the Strategic Planning Act, which legislates the regional spatial strategies.
- And third, the Climate Adaptation Act.
 - This last piece of legislation isn’t very clear yet, although we understand it may set out a framework for managed retreat.
 - But it obviously needs to complement the other two to create a workable new system.

2.6 What are the key things to take away?

- The proposed new system has fewer plans, and they are regional in nature.
- They’re developed by joint planning committees rather than councils.
- Councils will still be responsible for implementing the plans – both through consenting and compliance, monitoring, and enforcement.
- But while councils remain central to the system’s operation, they may find it harder to influence the planning process. They will have to deliver on the plans but may have more limited opportunities for input into them.

- It's critical that councils have their say on these new pieces of legislation.
- LGNZ – through these sessions, and through the usual submission process, will be supporting Councils to do that.
- Part of that is really understanding what the challenges of resource management are now, and how the new system might help – or make things worse.

3. Appendices

Appendix 1 Three Waters – More Information

Appendix 2 Wellington Region Mayoral Forum – Three Waters Update - Presentation 10 June 2022.

Contact Officer: Stefan Corbett, Group Manager Partnership and Operations

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Three Waters – More Information

NZ Parliament - Bills and Laws

Read the bill and follow its progress:

https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/document/BILL_124081/water-services-entities-bill

New Zealand Legislation – Water Services Entities Bill

[Water Services Entities Bill 136-1 \(2022\), Government Bill Contents – New Zealand Legislation](#)

DIA Three Waters Reform

There are links on this page to a range of resources including Factsheets and FAQs:

<https://www.dia.govt.nz/Three-Waters-Reform-Programme>

Factsheet Water Services Entities Bill – overview

Factsheet Water Services Entities Bill – governance, accountability and consumer engagement

Factsheet Water Services Entities Bill – ownership and protections against privatisation

Factsheet Water Services Entities Bill – transitional arrangements

NZ Parliament – Select Committees

How to make a submission:

<https://www.parliament.nz/en/pb/sc/how-to-make-a-submission/>

Water Services Entities Bill – make a submission

https://www.parliament.nz/en/pb/sc/make-a-submission/document/53SCFE_SCF_BILL_124081/water-services-entities-bill

Three Waters Reform Working Groups

(including Working Group on Representation, Governance and Accountability of new Water Services Entities)

<https://www.dia.govt.nz/three-waters-reform-programme-working-groups>

LGNZ information and resources:

<https://www.lgnz.co.nz/reforms/three-waters/>

Here is what LGNZ said in their 3W update email on 9 June:

LGNZ will be submitting as part of the select committee process. We will focus on dissecting the bill, making sure it's workable legislation and looking at how it can be improved from a whole-of-sector point of view.

In our submission we will be clear there are a range of views across the sector on the proposed model, while recognising the need for system reform. Our submission will focus on how local voice is expressed and whether the connection with representative democracy is strong enough. That includes whether local authorities would maintain enough connection with their communities.

We're confirming our final list of critical issues and we'll share them with you shortly. We'll be seeking feedback on those issues to inform our submission.

We'll also be commissioning some expert advice, which we'll share with the sector, to help inform both your submissions and our own. This independent analysis will cover how the new model can be improved to support councils to continue to play your critical placemaking role. We want to ensure placemaking decisions remain core to what councils do.

Simpson Grierson comment on the Bill

<https://www.simpsongrierson.com/articles/2022/three-waters-reform-milestone-reached-with-new-water-services-entities-bill>

Simpson Grierson legal opinion to LGNZ on whether there's a formal obligation to consult with your community in developing your submission on the Water Services Entities Bill: [Read the full legal opinion](#)

Here are the Eastern-Central territorial authorities:

The Eastern-Central Water Services Entity's service area includes the districts of the following territorial authorities:

Carterton District Council:

Central Hawke's Bay District Council:

Chatham Islands Council:

Gisborne District Council:

Hastings District Council:

Horowhenua District Council:

Hutt City Council:

Kapiti Coast District Council:

Manawatu District Council:

Marlborough District Council (excluding those parts included in the service area of the southern Water Services Entity under Part 4 of this schedule):

Masterton District Council:

Napier District Council:

Nelson City Council:

Palmerston North City Council:

Porirua City Council:

South Wairarapa District Council:

Tararua District Council:

Tasman District Council (excluding those parts included in the service area of the Southern Water Services Entity under Part 4 of this schedule):

Upper Hutt City Council:

Wairoa District Council:

Wellington City Council.

**Appendix 2 – Wellington Region
Mayoral Forum – Three Waters
Update– Presentation 10 June 2022**

Wellington region Mayoral Forum

10 June 2022

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1



Key updates on three waters reform

Risks and response

- Ongoing risk of lack of co-design = Impacts on councils remain unclear
- Day 1 'minimum viable product' approach = ongoing council responsibilities post 1 July 2024
- Transition funding for councils unclear
- RMA and stormwater complexities
- Timeline is getting tighter. What will occur pre and post 1 July 2024?

Response = development of our own transition and change plan

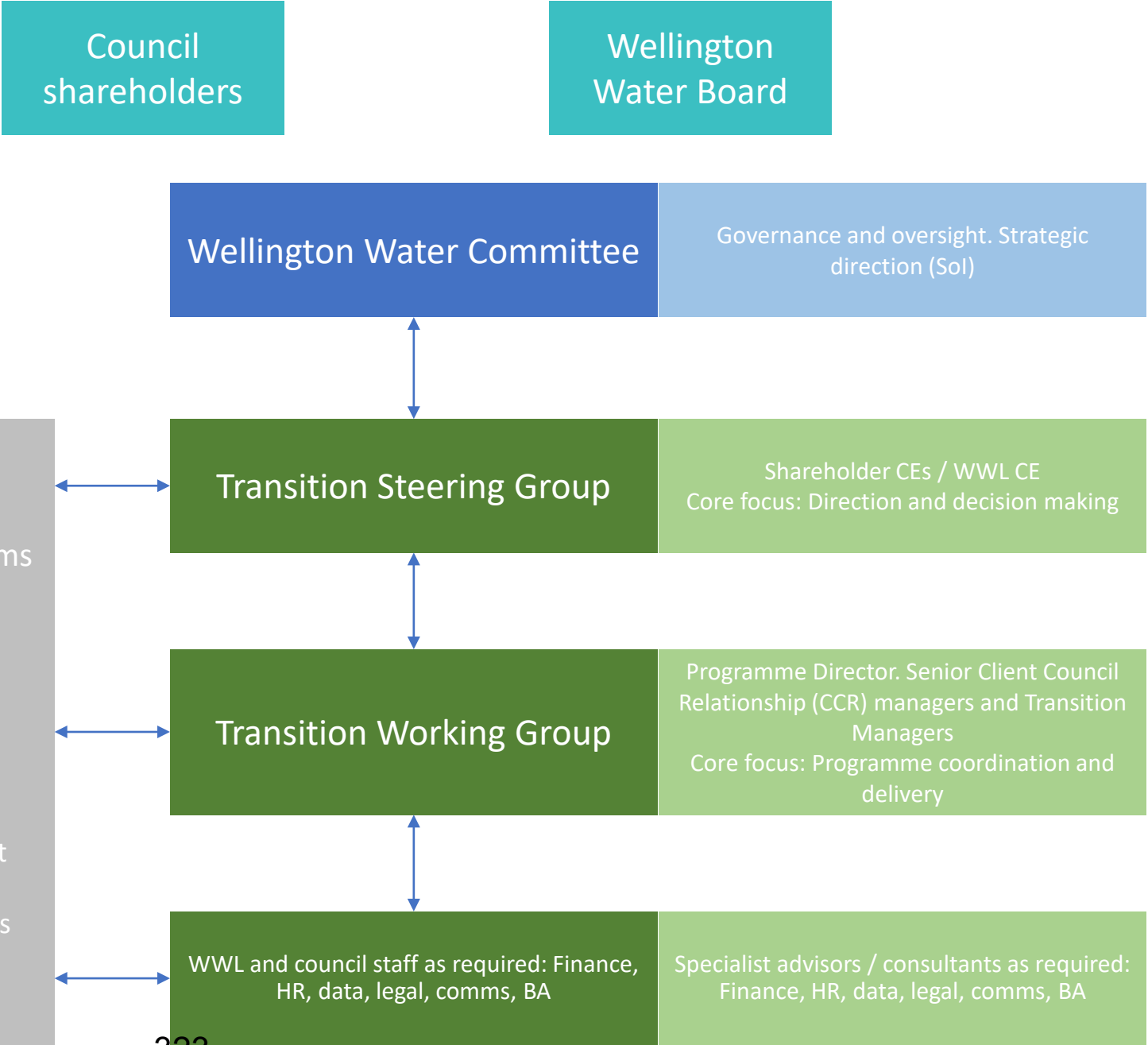
WWL shareholder councils

Transition structure

- manage service delivery risks, key transition issues and change processes
- provide a consistent structure for advice to the shareholding councils, WWL Committee and elected members
- guide senior managers and staff on responsibilities, areas of focus, priorities and expectations
- guide interface and transition arrangements between the WWL and shareholders with the NTU and the Local Establishment Entity (LEE) and as this becomes the Water Services Entity (WSE)
- Enable effective ways of working with other councils

DIA / National Transition Unit lead workstreams and functions

- Policy and legislation
- National workstreams
- Local establishment entity / WSE
- Other councils in region and Entity C



Water Services Entities Bill - overview

Overview

- Bill introduced to Parliament 2 June
- First reading – 9 June
- Select Committee process including submissions – July / August (TBC)
- Establishes the Water Service Entities (ownership, governance and accountability) and transition arrangements
- Schedules – transition arrangements
- Further legislation will cover:
 - detailed implementation arrangements including asset / debt transfer
 - powers and functions of WSE including pricing and charging
 - economic regulation
 - changes to other legislation e.g. LGA 2002

Disclaimer

This analysis is based on initial review of the WSE Bill for the purpose of information sharing and should not be relied on for decision making purposes.

Structure and content

Structure of Bill and form of WSE

- Bill focuses on establishment, functions, governance and oversight arrangements
- Form of Water Services Entities
 - Body corporate
 - Owned through shares model by territorial authorities – 1 share per 50,000
 - Protections from privatisation
 - Crown role – GPS, monitor, oversight and intervention (based on LGA 2002)
 - Regional Representative group
 - Regional 'Advisory Panels'
 - Board
- Review of entities - 5 and 10 year reviews
- Defers review of water related bylaws

Disclaimer

This analysis is based on initial review of the WSE Bill for the purpose of information sharing and should not be relied on for decision making purposes.

Schedule 1

Schedules 1 matters of interest to councils

- Establishment period from enactment to 1 July 2024 [alignment with 'day 1' approach?]
- Minister appoints interim Board
- DIA appoint interim CE of WSE
- WSE development of:
 - 'Allocation schedule' – assets, liabilities, other matters to transfer (WSE CE)
 - 'Establishment plan' – process and timing of transfer of staff, functions, assets, liabilities
 - Asset management plan and funding and pricing plan
- Local government 'must co-operate' with reasonable requests for secondment of staff and information
- Transfer of staff and terms. No entitlement to redundancy
- Government oversight of local government decisions in relation to water
- Costs of WSE establishment by Crown to be reimbursed from WSE [?]

Disclaimer

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Schedules 2, 3 and 4

Schedules 2 – services areas of WSE ‘Central-Eastern WSE’

- Entity C now ‘Eastern-Central Water Services Entity’.
- Boundary appears unchanged, including Ngai Tahu tākiwa boundary at top of South Island

Schedule 3 – preparation of planning documents

- Sets out planning documents to be prepared: Statement of Intent, AMP, funding and pricing plan, infrastructure strategy
- Input and influence of RRG e.g. approval of strategic elements of Sol
- Input and influence of others – territorial authorities, communities, consumers

Schedule 4 - Divestment

- Process for any divestment proposal

Disclaimer

This analysis is based on initial review of the WSE Bill for the purpose of information sharing and should not be relied on for decision making purposes.

Other insights and considerations

Other considerations and potential matters for Select Committee

- Process for the Bill and timing of Select committee?
- Explaining to stakeholders / public remains complex – whether DIA will provide clear information / diagrams?
- Prescriptive in relation to on governance arrangements – future flexibility?
- Alignment of establishment timing with ‘day 1 – minimum viable product’ approach?
- Constitution: first constitution set out in regulations after Minister engages with territorial authority owners and mana whenua – process and timing?
- Governance and accountabilities – clear and workable?
- Commercial and financial aspects – clear and workable?
- Alignment with related provisions of LGA?
- Staff transfer provisions – fair and reasonable?

Disclaimer

This analysis is based on initial review of the WSE Bill for the purpose of information sharing and should not be relied on for decision making purposes.

Alignment with the Governance working group report

Bill appears generally in line with key recommendations of the Working Group

- ✓ **Ownership model and protection from privatisation** - Public ownership of three waters assets through public shareholding, with councils holding shares on behalf of their communities. 1 share per 50,000 population
- ✓ **Governance and accountability** - more accountability of the WSE to the community:
 - ✓ The RRG should approve the entity's strategic direction [of the Statement of Intent]
 - ✓ The RRG ability to set strategic and performance expectations
 - ✓ Can establish sub-regional advisory groups to the RRG to help ensure alignment with local priorities.
 - ✓ Board merit based
- ✓ **Co-governance** – at Regional Representative Group (made up of equal council and iwi/hapū representatives), not Board level. Co-chairs and consensus decision making. 12-14 members
- ✓ **Te Mana o te Wai** as a korowai and guiding principle into all aspects of the reforms to ensure tikanga, mātauranga, and local experience and expertise underpin the governance of water services
- ✓ Strengthening the application of **Te Tiriti o Waitangi**

Disclaimer

This analysis is based on initial review of the WSE Bill for the purpose of information sharing and should not be relied on for decision making purposes.

SOUTH WAIRARAPA DISTRICT COUNCIL

30 JUNE 2022

AGENDA ITEM D2

ACTION ITEMS REPORT

Purpose of Report

To present the Council with updates on actions and resolutions.

Recommendations

Officers recommend that the Council:

1. *Receive the District Council Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to Council for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will remain in a master register but no longer reported on. Procedural resolutions are not reported on.

2. Appendices

Appendix 1 - Action Items to 30 June 2022

Contact Officer: Amy Andersen, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Action Items to 30 June 2022

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
739	10-Feb-21	Russell	<p>COUNCIL RESOLVED (DC2021/07):</p> <p>1. To receive the Recommendations from Planning and Regulatory Committee Report. (Moved Cr Fox/Seconded Cr Hay) Carried</p> <p>2. To endorse the methodology used to establish the value of a 7000m2 section of legal, unformed road reserve (part of Hickson Street) contained within the property at 185 Boundary Road, Featherston.</p> <p>3. To agree to sell and transfer that section of road to the owner of 185 Boundary Road, Featherston for the price of \$53,550 and all other costs relating to the stopping of the road, sale, and transfer to be met by the purchaser.</p> <p>4. To stop that section of road in accordance with Section 342 and Schedule 10 of the Local Government Act 1974. (Moved Cr West/Seconded Cr Vickery) Carried</p>	Open	<p>31/3/21: Council decision presented to owner for consideration.</p> <p>12/11/21: Officers to check in with owners on their intention.</p> <p>29/03/2022: Still progressing in terms of payment considerations by purchaser.</p> <p>06/04/22: Officers to make contact with owners.</p> <p>11/05/22: Officers awaiting response from the owners.</p> <p>Email sent 05/05/22.</p> <p>20/06/22: No new updates.</p>
420	15-Sep-21	Stefan	Provide reporting on roading asset management planning, particularly around heavy vehicle use (e.g. logging trucks) on smaller rural roads; info is to be directed into ratings review.	Open	<p>28/03/22: Need to revisit and request clarification on what is required and why this information is being sought to produce the information required.</p> <p>11/05/22: Officers request clarification on what is required and why this information is being sought to produce the information required. Council requested to provide more specifics.</p> <p>18/05/22: Members clarified required info at meeting re: forestry, logging trucks and impacts on rural roads, e.g. safety, future costs. GWRC to give more info, David Boone has been contacted. NZTA may also provide further info on road safety.</p> <p>20/06/22: No new updates.</p>
435	15-Sep-21	Amanda	Prepare a report on options and implications for Māori representation at Council and Council Committees to discuss with the Māori Standing Committee in the first instance	Open	<p>12/11/21: Work has started on this project</p> <p>24/03/22: Amanda to talk with MSC Chair - discussed at Governance Team meeting; working with Kaity on this.</p>
534	10-Nov-21	Russell	Distribute information on infill design guides with a view to a future decision report being presented to Council.	Open	29/03/22 - Design guides are to be considered within the Wairarapa Combined District Plan (WCDP) review - there will be a further update as the WCDP progresses.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					11/05/22: No new updates. 20/06/22: No new updates.
538	17-Nov-21	Karon	<p>COUNCIL RESOLVED (DC2021/95):</p> <p>1. To receive the Options for Reducing Budget and Rates for 2021/22 Report. (Moved Cr Jephson/Seconded Cr Fox) Carried</p> <p>2. To agree that Option 3 (to make reductions in costs that do not significantly reduce levels of service and carrying over savings to the next financial year) is the preferred option with regards to the balance of the 21/22 year. 3. To note that a full review of options including a full LTP review or an LTP variation will be presented at the first Council meeting of the 2022 year. (Moved Cr Jephson/Seconded Cr Plimmer) Carried Cr West abstained.</p>	Open	<p>14/02/2022 - Report is being prepared for Council meeting 6 April; also to be discussed at Annual Plan/Long Term Plan workshops. 20/06/22: No new updates.</p>
542	17-Nov-21	TBC	<p>COUNCIL RESOLVED (DC2021/99):</p> <p>1. To receive the Central Greytown Property: Project Plan Report. (Moved Cr Fox/Seconded Cr Plimmer) Carried</p> <p>2. To agree that the proposed project plan to consider the future use of 85-87 West Street commences next financial year subject to confirmation of a budget including consultation in the 22/23 Annual Plan. (Moved Cr Plimmer/Seconded Cr Hay) Carried</p> <p>C4. Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown Members noted that any future decision on the land and subsequent use would follow Council processes and policy.</p> <p>COUNCIL RESOLVED (DC2021/xx):</p> <p>1. To receive the Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown. (Moved Cr Fox/Seconded Cr Plimmer) Carried</p> <p>2. That pursuant to Standing Order 23.6 Council revoke resolution DC2000/9 (4) bullet points one and three within the General Manager's Monthly Report dated 16 February 2000, being:</p>	Open	20/06/22: No new updates.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			a. Council approve the sub-division of Lot 1 DP29958 at the Greytown Flats, West Street, Greytown. b. The necessary notice under section 230 of the Local government Act 1974 be advertised to allow for the possible sale of the Greytown sections. 3. To note that should an advertisement dating from this period be discovered, then it was placed at the authority of the Council at the time. (Moved Cr Plimmer/Seconded Cr Colenso) Carried		
550	17-Nov-21	Stefan	Provide financial return information on Council's commercial lease properties to the Assets and Services Committee	Actioned	24/03/2022: Discussed with Katrina - query as to whether has this been overtaken by info provided for annual report? To be confirmed. 6/5/22 - To be discussed with Karon when she is on board. Check Annual Plan. 20/06/22: Council's Lease/Licence Property Portfolio Report went to A&S committee 1 June. Action closed.
551	17-Nov-21	Harry	Setup a workshop with Colin Crampton and Wellington Water to discuss cost efficiencies	Open	11/05/22: No new updates.
552	17-Nov-21	Karon	Consider the budgetary impact of removing Featherston wastewater and water races away from Wellington Water as the provider	Open	14/02/2022 - Stefan continuing to work with WWL to fully understand the impact 28/03/2022 - Still open and actively being progressed. 18/05/22 - Report back to council shortly. Workshop coming up for this. 20/06/22 - Workshop completed in June 22.
640	15-Dec-21	Amanda	Add the Mayor's Taskforce Working Group and the Working Group for the Future of Local Government to the appointment structure	Actioned	16/02/22: Added to appointments structure (refer Appendix 3 of Mayor's Report), appts to be made. 24/03/2022: Further info has been requested from CDC/MDC 11/05/22: Info provided by CDC/MDC will be added to CEO Update and Mayor's report for Council meeting 18/05/22. 18/05/22: Action closed by members.
94	16-Mar-22	Stefan	COUNCIL RESOLVED (DC2022/10): 1. To receive Use of Additional Fiscal Stimulus for Wellington Water Limited Opex Budget Report.	Actioned	28/03/22: Finance, Audit and Risk Committee (next meeting 30/03/22) to provide a recommendation to Council on the method of funding.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>(Moved Cr Fox/Seconded Cr Maynard) Carried</p> <p>2. Notes unconstrained 3 water OPEX costs are forecasted to be \$1.1M overspent in FY 2021/22.</p> <p>(Moved Cr Plimmer/Seconded Cr Hay) Carried</p> <p>Cr West abstained</p> <p>3. Approves that \$1M fiscal stimulus CAPEX be reprioritised to the SWDC OPEX budget to meet the forecast overspend.</p> <p>(Moved Cr Olds/Seconded Jephson) Carried</p> <p>Cr West abstained</p> <p>4. Note that this will need to be replaced with additional CAPEX funding of \$1M and agree to refer options for funding of the \$1M CAPEX to the Finance, Audit and Risk Committee for a recommendation to Council on the method of funding.</p> <p>(Moved Cr Colenso/Seconded Cr Plimmer) Carried</p> <p>Cr West abstained</p>		<p>6/5/22 - Report prepared for Finance Audit and Risk Committee - 11/05/22.</p> <p>11/05/22: FAR Recommendation report prepared for Council meeting 18/05/22.</p> <p>18/05/22: Action closed by members.</p>
125	6-Apr-22	Karon	<p>COUNCIL RESOLVED (DC2022/14):</p> <p>1. Receive the Grant Funding 2021-22 Report.</p> <p>(Moved Cr Plimmer / Seconded Cr Colenso) Carried</p> <p>2. Approve the request from Wharekaka Trust to repurpose the \$6,000 community grant received in the first 2021/22 funding round for the purchase of a call bell system to the Meals on Wheels Service across South Wairarapa.</p> <p>(Moved Cr Colenso / Seconded Cr Maynard) Carried</p> <p>3. Defer decision on entering into a one-year partnership arrangement with Greytown Sports and Leisure for funding of \$45,000 for the purposes of operational funding until the next Council meeting pending clarification of funding from other sources and the extent of their funding.</p> <p>4. Note that officers intend to make updates to the Grants Policy to provide clarity of the process for consideration of grant requests and applications made outside of scheduled funding rounds.</p> <p>(Moved Cr Colenso / Seconded Cr West) Carried</p>	Actioned	<p>10/06/22 #2 - done. #3 - Refer to resolution DC2022/39</p> <p>#4 - progress will be reported to FAR as part of the Policy & Governance Report.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
126	6-Apr-22	Karon	Greytown Sports and Leisure grant application - Clarification of funding from other sources and the extent of their funding.	Actioned	6/5/22: Report is being prepared for discussion at future council meeting. 20/06/22: Action closed following 15 June 22 Council meeting.
129	6-Apr-22	Stefan	Provide overview of work completed / work in progress to increase road safety on rural roads throughout South Wairarapa in 2021/22.	Open	6/5/22: Email sent to council officer 6/5/22. 20/06/22: No new updates.
131	6-Apr-22	Amanda/Sheil	Research other Council approaches to engagement with the community regarding Three Waters Reforms to progress an overview.	Open	20/06/22: No new updates.
132	6-Apr-22	Amanda	<p>COUNCIL RESOLVED (DC2022/18):</p> <ol style="list-style-type: none"> 1. Receive the Road Stopping 23 Humphries Street Greytown Report. (Moved Cr Plimmer / Seconded Cr Fox) Carried 2. Note that public notification of the proposal to stop the road has been undertaken in accordance with Schedule 10 of the Local Government Act 1974. 3. Note one submission was received during the public notification period and that no further action is required as the matters raised have been resolved satisfactorily. 4. Agree to declare that the approximately 295m2 of legal road adjoining 23 Humphries Street (being SO 568092) is not required by Council and is surplus to Council requirements. 5. Approve the sale of the land as shown on Survey Office plan SO 568092 to the adjoining landowners at 23 Humphries Street for a total of \$30,000 (including GST, if any) plus associated legal and survey costs. 6. Delegate to the Chief Executive Officer all powers necessary to proceed with the process to stop the legal road (comprising approximately 295m2) as shown on Survey Office Plan (SO 568092) and to complete the transaction. 7. The above resolutions are subject to there being no other services that may require easements within the land. <p>(Moved Cr Hay / Seconded Cr Plimmer) Carried</p>	Actioned	<p>14/4/22: A full underground services locator report had been completed. This report identified a wastewater (sewer), water and communications line near the area proposed to be stopped. On inspection of the SO Plan, underground services report and internal mapping systems, Wellington Water Ltd confirmed no issues in respect of the wastewater or water supply, noting the wastewater public main is outside of the proposed area to be stopped. The comms line is a connection for supply to the existing dwelling.</p> <p>2/5/22: Public notification declaring the road as stop has been completed. The process to complete the sale will now be worked through.</p> <p>22/6/22: Sale and Purchase Agreement signed.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
137	6-Apr-22	Bryce	Schedule workshop to discuss the future of housing for pensioners.	Open	11/05/22: To be further discussed with Mayor Beijen re: expectations/attendees. 20/06/22: No new updates.
218	18-May-22	Amanda	Provide confirmation of any conflict relating to Cr Colenso's appointment on the Wairarapa Policy Working Group.	Actioned	10/06/22: In progress. Specific info required for officers to formulate advice. 22/06/22: Action completed.
222	18-May-22	Stefan	Request from Council and Wellington Water Ltd a more complete outline of contingency plan and costs should the Tauherenikau River Crossing pipeline fail.	Open	18/05/22: Refer to Action 78 part 6, 17 Nov 21.
223	18-May-22	Stefan	Officers to provide regular updates on timeliness and costings of the footpath crossing for Bidwell's Cutting Road to the Five Rivers facility to Greytown Community Board.	Open	19/05/22: Works are programmed for June 2022 following completion of subsidised footpath renewals and funded kerb, channel and footpath extensions. This is subject to concrete supply availability and contractors avoiding Covid; updated action from A&S.
225	18-May-22	Stefan	Officers to provide a briefing to Cr Colenso and Cr Plimmer on change to speed rules to assist in their work on the speed review committee.	Actioned	20/05/22: Information received from officers and sent to Councillors via email.
227	18-May-22	TBC	Greytown Community Board to provide an update on the relocation of the i-Site facility to Cobblestones.	Open	20/06/22: No new updates.
259	18-May-22	Amanda	COUNCIL RESOLVED (DC2022/39) to: 1.Receive the Partnership Funding Request 2021-2022 Report. (Moved Cr Hay/Seconded Cr Colenso) Carried 2. Defer making a decision on partnership funding with Greytown Sport and Leisure until further information is received. (Moved Cr Olds/Seconded Cr Hays) Carried	Open	20/06/22: Greytown Sport and Leisure notified of decision and advised of suggested next steps.

SOUTH WAIRARAPA DISTRICT COUNCIL

30 JUNE 2022

AGENDA ITEM E1

REPORT FROM HIS WORSHIP THE MAYOR

Purpose of Report

To update Council on activities and issues which have arisen since my last report to Council.

Recommendations

His Worship the Mayor recommends that Council:

1. *Receives the Report from His Worship the Mayor.*
2. *To consider and agree which remits Council wants to support at the LGNZ 2022 Annual General Meeting.*

1. Meetings

1.1 Meeting One

10/05/2022	Wairarapa Combined Council Forum Meeting
Key issues from meeting	Refer to Appendix 1. Report from Deputy Mayor

1.2 Meeting Two

16/06/22 & 17/06/22	Rural and Provincial Sector Meeting
Key issues from meeting	Update on Three Waters Discussion on rural forestry rate differential RM Reform National Party approach to reform Refer to Appendix 2

1.3 Meeting Three

27-05-22	Police awards and Pay Parade
Speakers	Mayor made speech.
Key issues from meeting	Overview of policing and additional staffing distribution to South Wairarapa as a result of concession to recruitment last year.
Specific item/s for Council consideration	Additional community presence in all three towns, dedicated SWai Scene of Crime Officer, targeted drug investigation team.

1.4 Meeting Four

14/06/22	Regional Transport Committee
Speakers	NZTA, Mayors, various groups
General	Agenda Appendix 3.

2. Initiatives

Initiative	Mayoral Taskforce for Jobs
Updates	<p>On target to reach 50 outcomes for youth in the Wairarapa for the year.</p> <p>Expo implemented and was successful, with over 300 people visiting the expo held in all three towns.</p> <p>Funding (reduced) indicated for 2022-23 year.</p> <p>Greater involvement of secretariat within LGNZ placing oversight on programme planned.</p>

3. Remits

Topic	LGNZ 2022 Annual General Meeting Remits
Specific item/s for Council consideration	<p>Refer to Appendix 4 for details.</p> <p><i>1. Central government funding for public transport</i> Remit: That LGNZ:</p> <ul style="list-style-type: none">• Calls on central government to fully and permanently fund free public transport for students, community service card holders, under 25s, and total mobility card holders and their support people.• Joins the Aotearoa Collective for Public Transport Equity (ACPTE) in support of the Free Fares campaign. <p><i>2. Review of Government transport funding</i> Remit: That LGNZ call for an independent review into the way in which government, through Waka Kotahi, fund transport investments in Aotearoa. This includes funding of new developments and maintenance programmes.</p> <p><i>3. Illegal street racing</i> Remit: That Local Government New Zealand (LGNZ) implement a nation-wide working group of subject matter experts with the objective of formulating an action plan to effectively enforce the Land Transport Act 1998 and work with police to tackle illegal street racing and the antisocial behaviour associated with it.</p> <p><i>4. Bylaw infringements</i></p>

	<p>Remit: That LGNZ lobby Government to implement an infringement notice regime for general bylaws.</p> <p><i>5. Density and proximity of vaping retailers</i></p> <p>Remit: That LGNZ requests the Government to:</p> <ul style="list-style-type: none"> • Restrict the sale of vaping products to R18 specialist vape stores. • Develop proximity limits to prevent the clustering of vaping product retailers and protect young people.
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4. Correspondence

09/06/22	Inward correspondence- Letter from Powerco / Transpower discussion on power continuity
General	Discussion on power cuts, and what is being done to remove risk. Refer to Appendix 5.

5. Appendices

Appendix 1 – Wairarapa Combined Council Forum Agenda, 10 May 2022

Appendix 2 – Rural and Provincial Sector Meeting Agenda, 16 & 17 June 2022

Appendix 3 – Regional Transport Committee Agenda 14 June 2022

Appendix 4 – LGNZ 2022 Annual General Meeting Remits

Appendix 5 – Letter from Transpower, 9 June 2022

Appendix 1 – Wairarapa Combined Council Forum Agenda, 10 May 2022

AGENDA

WAIRARAPA COMBINED COUNCIL FORUM

Date: 10 May 2022

Time: 9.00am

Greater Wellington Masterton Offices, 34 Chapel Street

- | | |
|-----------------|--|
| 9.00am | Welcome from Daran Ponter |
| 9.05am | Update from UCOL (including Taratahi) Carrie McKenzie |
| 9.30am | Regional Trains – update Daran |
| 9.45am | Martin Matthews – guest speaker – ‘Being in the eye of a political and media storm’ – reflections and learnings from the former Auditor-General |
| 10.30am | Morning Tea |
| 10. 45am | Update on the Water Resilience Strategy – Al Smaill/ Bruce Geden |
| 11.00am | 3 Waters review progress (Dougal List) |
| 11.30am | Flood warning system review (Andy Brown) |
| 12.00pm | General business |
| 12.15pm | Lunch |

Appendix 2 – Rural and Provincial Sector Meeting Agenda, 16 & 17 June 2022

Rural and Provincial Sector meeting

Thursday 16 June - Friday 17 June 2022

Museum of New Zealand Te Papa Tongarewa, 55 Cable Street, Wellington

Morning tea from 9:30am

Chief Executives' meeting 10:00 – 11:45am; Angus room, level 1, Museum of New Zealand Te Papa Tongarewa, 55 Cable Street, Wellington.

Elected members' meeting 10:00 – 11:45am; Oceania room, level 1, Museum of New Zealand Te Papa Tongarewa, 55 Cable Street, Wellington.

Zoom link: <https://tepapa.zoom.us/j/87208555661>

Day one: Thursday 16 June 2022

Te Nama o te Take Item No.	Te Wā Time	Ngā Take mō te Rārangi Take Agenda Items	Kaikōrero Speaker
Kai o te Rānui Lunch 12:00 – 12:30pm			
1	12:30 – 12:45pm	Welcome, apologies, update from the Chairs	Alex Walker , Chair, Rural Sector; Gary Kircher , Chair, Provincial Sector
2	12:45 – 1:40pm	LGNZ update	Stuart Crosby , President, LGNZ; Susan Freeman-Greene , Chief Executive, LGNZ
3	1:40 – 2:30pm	Working together in partnership – Mana whakahono partnership between Taupō District Council and Ngāti Tūrangitukua	Gareth Green , Chief Executive, Taupo District Council; Tina Porou , Kaupapa Maori Environmental Consultant
4	2:30 – 3:15pm	Discussion on the New Zealand Infrastructure Strategy and what it means for local government	Ross Copland , Chief Executive, New Zealand Infrastructure Commission Te Waihanga
Kai Timotimo o te Ahiahi Afternoon tea 3:15 – 3:35pm			
5	3:35 – 4:00pm	Guts and glory - localism in practice	Alison Dalziel , Director, Localise
6	4:00 – 4:45pm	Local government reform <ul style="list-style-type: none"> Update on Three Waters Reform Update on Rural Supplies and Planning Interface Technical Working Groups Update on Future for Local Government 	Hon Nanaia Mahuta , Minister of Local Government
7	4:45 – 5:00pm	General business & meeting close	Alex Walker , Chair, Rural Sector; Gary Kircher , Chair, Provincial Sector
Finish 5:00pm			

Social function

5:00 – 7:30pm, Drinks and nibbles provided

Day two: Friday 17 June 2022

Te Nama o te Take Item No.	Te Wā Time	Ngā Take mō te Rārangi Take Agenda Items	Kaikōrero Speaker
1	8:30 – 8:40am	Welcome, recap of previous day	Alex Walker , Chair, Rural Sector; Gary Kircher , Chair, Provincial Sector
2	8:40 – 8:55am	Vote 2022 campaign and induction update	Bridgit Sissons , Deputy Chief Executive, LGNZ
3	8.55 – 9.10am	Mayors Taskforce for Jobs update	Emma Anderson , MTFJ Programme Manager, LGNZ; Max Baxter , Chair, MTFJ
4	9:10 – 9.30am	Forestry, Community Wellbeing and a Rates Review – in court	Matthew Lawson , Director, Lawson Robinson
5	9:30 – 10:10am	Update on RM Reform	Toby Adams , Mayor, Hauraki District Council; Grace Hall , Director Policy and Advocacy, LGNZ
Kai Timotimo o te Ata Morning tea 10.10 – 11.00am			
6	11:00 – 11:40am	National Party priorities for local government	Simon Watts , National Spokesperson for Local Government
7	11.40 – 11.55am	LGNZ political update	Ranjani Ponnuchetty , Chief Advisor, LGNZ
8	11:55 – 12:25pm	Resource Management Reform discussion	Hon David Parker , Minister for the Environment
9	12:25 - 12:30pm	General business & meeting close	Alex Walker , Chair, Rural Sector; Gary Kircher , Chair, Provincial Sector
Finish 12:30pm			

Lunch provided

New Zealand Infrastructure Strategy

The Infrastructure Commission Te Waihanga has released Rautaki Hanganga o Aotearoa – New Zealand Infrastructure Strategy 2022-2052. The 30-year strategy, the first of its kind, addresses the need to tackle long-term infrastructure challenges while adapting to meet our future needs. The Strategy also includes a set of 68 recommendations for its implementation, 1 in 3 of which reference local government as a key partner. This is important work for councils since infrastructure plays a major role in the wellbeing and resilience of our communities and links to all of the major reforms underway. We've produced a [summary of the Strategy](#) to give an overview of some of the key points, including how the Strategy connects to each of the ongoing major reform programmes.

The Minister of Infrastructure is now required to formally respond to the Strategy by September 2022.

Future for Local Government

We've developed a paper for the Future for Local Government Panel to share what we've heard from councils about the type of future they'd like to see for local government in Aotearoa. This paper is based on the perspectives and [feedback](#) we heard through the series of workshops and discussions held earlier this year and aims to influence the shape of the Panel's next draft report.

In this paper we outline what we've heard from the sector about their vision for the future of local government, some of the key challenges that have prevented councils from already realising this vision, and a series of recommendations about how these challenges could be addressed. Some of the key themes include councils playing a key role in enhancing the wellbeing of their communities and in place-making, a high trust relationship between central and local government that ensures councils have the financial capacity to address the needs of their communities, and a local government that genuinely gives effect to the principles of Te Tiriti o Waitangi.

We'll be sharing this paper with the sector shortly, as well as an update on upcoming opportunities to engage with the Review into the Future for Local Government. We're also looking forward to hearing an update from the Panel on their thinking and the key themes likely to feature in their draft report at the LGNZ conference in July.

To support the work FFLG, we will also be hosting a speaker series **Limitless Local: exploring the Future for Local Government**. This speaker series will inspire, excite, and motivate the sector on the possibilities of the Future for Local Government, by showcasing amazing local examples from around the globe. You'll hear directly from international experts who'll share their experiences and innovative approaches to local government and community engagement. You'll also hear from New Zealand speakers who'll relate the international examples to our own context and get us thinking about what might be possible here. Stay tuned for an invite to our first session, taking place 29 June.

Resource Management Reform

The Government is intending to repeal the Resource Management Act 1991 (RMA) and replace it with three new pieces of legislation:

- Natural and Built Environments Act (NBA)
- Spatial Planning Act (SPA)
- Climate Adaptation Act (CAA).

The Government plans to introduce the NBA and SPA later this year, and pass both pieces of legislation this term. The CAA is slated for introduction in 2023.

The NBA and SPA will establish joint committees consisting of representatives appointed by local authorities and iwi/hapū. Each joint committee will be responsible for developing one Regional Spatial Strategy and one Natural and Built Environment Plan (NBA Plan). Local authorities will no longer be responsible for producing resource management plans – but will retain responsibilities for consenting and monitoring the system.

The Local Government Resource Management Steering Group, Co-Chaired by Mayor Toby Adams, [published advice in February 2022](#) that provided recommendations to the Government on how local voice and accountability could be enhanced in the future resource management system. Recommendations included requiring:

- joint committees to give effect to statements of community outcomes (SCOs) that are produced by territorial authorities and statements of regional environmental outcomes (SREOs) that are produced by regional and unitary councils
- central government to produce a national spatial strategy, or regional statements of central government priorities, that set out the Government's long-term investment priorities for regions.

LGNZ is hosting a series of 'Unpacking resource management reform' workshops starting from 14 June to build the sector's understanding of and engagement with the reform programme, with supporting collateral. These workshops will be recorded so they can be made available for new elected members.

Carbon forestry

LGNZ recently submitted on the Government's proposals to [remove exotic forests from the permanent category of the NZ Emissions Trading Scheme](#) from 1 January 2023, and whether there should be changes to how the carbon accounting method applies to remote and marginal land for harvesting.

[LGNZ supported Option 3\(a\)](#). This option will prevent exotic forestry from registering in the permanent post-1989 category in the ETS, with some exemptions to be set out in regulations. We supported this option as it addresses some of the issues councils have faced with poorly managed exotic carbon forests, while providing room to redress historical issues that iwi/Māori in the carbon farming industry have faced. It may also enable locally tailored approaches to carbon farming. Our submission also recommended that the Government:

- explore whether there is opportunity for greater local democratic input into carbon farming
- look at other incentives to planting native forests in the long-term (*something which the Government announced it is now doing through Budget 2022*)
- consider a start date of 1 January 2024 – so that the exemptions regime set out in regulations can be designed and consulted on at the same time as legislation amending the NZ ETS goes through Parliament.

We intend to work with the sector on this issue as it progresses, including exploring what exemptions may be desirable.

Climate change

LGNZ has recently submitted on the Government's first draft National Adaptation Plan. A copy of our submission is available [here](#).

Given the latest sea-level rise predictions and the increasing number of extreme weather events facing our communities, we've called on the Government to develop a much bolder and more ambitious plan for how it'll support communities to adapt to climate change. We've also strongly encouraged the Government to identify how it will partner with councils to support climate change action at the local level, and to urgently lead a conversation about how the significant costs of adapting to climate change will be met.

The Government has also recently released its final Emissions Reduction Plan. The Environment Select Committee has decided that it will invite submissions on the Plan. We are working on a submission now. Again, we'll be emphasising the importance of the Government working in partnership with local government to support communities to reduce their emissions, and the need significant investment by the Government to support this. We'll also be encouraging the Government to continue to work closely with rural communities to support a just transition to a low-emissions economy.

Appendix 3 – Regional Transport Committee Agenda, 14 June 2022

Regional Transport Committee

Tuesday 14 June 2022, 10.00am

Taumata Kōrero, Council Chamber, Greater Wellington Regional Council,

100 Cuba St, Te Aro, Wellington

Members

Cr Staples (Chair) Greater Wellington Regional Council

Cr Ponter (Deputy Chair) Greater Wellington Regional Council

Mayor Baker Porirua City Council

Mayor Barry Hutt City Council

Mayor Beijen South Wairarapa District Council

Mayor Foster Wellington City Council

David Gordon KiwiRail

Mayor Guppy Upper Hutt City Council

Mayor Gurunathan Kāpiti Coast District Council

Mayor Lang Carterton District Council

Mayor Patterson Masterton District Council

Emma Speight New Zealand Transport Agency

Recommendations in reports are not to be construed as Council policy until adopted by Council

Regional Transport Committee 14 June 2022 order paper - Front Page

1

Regional Transport Committee

Tuesday, 14 June 2022, 10.00am

Taumata Kōrero, Council Chamber, Greater Wellington Regional Council,

100 Cuba St, Te Aro, Wellington

Public Business

No. Item Report Page

1. Apologies

2. Conflict of interest declarations

3. Public participation

4. Confirmation of the Public minutes of the Regional

Transport Committee meeting on 3 March 2022

22.114 3

5. Regional Transport Planning Developments – June

2022

22.254 5

6. Regional Land Transport Plan Monitoring Dashboard

update – June 2022

22.257 12

7. Let's Get Wellington Moving update – June 2022 22.262 41

8. Metlink update – June 2022 22.211 56

9. Waka Kotahi NZ Transport Agency update – June

2022

22.251 68

Appendix 4 – LGNZ 2022 Annual General Meeting Remits

2022 Annual General Meeting

Remits

1

Central government funding for public transport

Remit:	That LGNZ: <ul style="list-style-type: none">• Calls on central government to fully and permanently fund free public transport for students, community service card holders, under 25s, and total mobility card holders and their support people.• Joins the Aotearoa Collective for Public Transport Equity (ACPTE) in support of the Free Fares campaign.
Proposed by:	Porirua City Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

At present, an inequitable, car-dominated transport system constrains mobility and limits opportunity for thousands of people. Transport is the second-largest source (21%) of domestic carbon emissions in Aotearoa – and 70% of these emissions come from cars, SUVs, utes, vans and light trucks.

The Aotearoa Collective for Public Transport Equity (ACPTE) are a vast collection of community organisations from across Aotearoa, joining together to advocate for more equitable public transport. The ACPTE are now asking for councils across the country to join their Free Fares campaign.

ACPTE's Free Fares campaign is asking for central government to fund free fares for public transport users, starting with low income groups and under-25s. The ACPTE believes that these groups are the right place to start because they represent a large portion of public transport users who rely on the service the most but are least likely to be able to afford it.

2. Background to its being raised

Transport is New Zealand's fastest growing source of greenhouse gas emissions, having doubled since 1990. Targeting transport is a key way to mitigate our fastest growing source of emissions. Porirua City Council's view is that we need to provide more sustainable transport options and enable people to transition from private vehicles to public transport.

The proposed remit suggests we can't meet our climate change targets without reducing how much we drive – not even by replacing petrol and diesel cars with EVs. Both in Aotearoa and overseas there are examples of free public transport incentivising mode shift away from private vehicle use. Free fares enable people to switch to public transport, which produces far less emissions per kilometre than private cars.

With housing costs and other expenses rising, many Community Service Card holders, tertiary students, under 25s and total mobility card holders find that a regular \$3 bus ticket is out of reach – and that's at the very time that we need to promote connection to combat loneliness and poor mental health. The high cost of public transport also leaves too many disconnected from family, friends and activities that bring us joy, leading to isolation and loneliness. The proposed remit suggests free fares would allow disadvantaged communities to better access services and seek education and employment.

To ensure transport equity, Porirua City Council suggests it is imperative we prioritise those who struggle the most to afford and access transport. All sectors of society are affected when the cost of fares prevent people from travelling. Businesses miss out on customers, community groups lose participants and volunteers, and tourist spots miss out on visitors. Free fares will allow more people to make these trips, connecting communities so we are all better off.

The ACPTE started in 2021 calling for free public transport for students and community card holders. A coalition of climate action groups, student organisations, churches, unions and political youth wings joined together in asking central government and the Greater Wellington Regional Council to fund a trial for free public transport for these two target groups in the Greater Wellington region.

After submitting to GWRC, the ACPTE decided that leading up to the Emissions Reduction Plan (ERP) consultation, the campaign should go national. Over the months leading up to the ERP consultation, the ACPTE connected with groups across Aotearoa to advocate for free fares. The campaign also shifted to include under 25s, with the aim of normalising public transport as the main form of transport for the next generation.

During this time, the ACPTE also reached out to councils inviting them to join in the advocacy effort, and several councils passed motions supporting free fares.

This campaign is specifically requesting that free fares are funded by central government. Signing onto this campaign would have no impact on councils' finances and would add no extra burden on rates.

3. New or confirming existing policy

This is new policy.

4. How the issue relates to objectives in the current Work Programme

This remit is broadly consistent with existing LGNZ work, particularly on climate change mitigation and the Future for Local Government Review, but has a more specific focus.

LGNZ is committed to working alongside central government and iwi to address social issues in our communities, including inequity between social groups.

5. What work or action on the issue has been done on it, and the outcome

The Government began a trial of half-price public transport fares from 1 April 2022. This three-month trial was extended by two months, and made permanent for community services cardholders, as part of the Government's Budget 2022 announcements. (Note that this decision is to provide half-price fares only to community service card holders, and not free fares which this remit and the ACPTE are advocating for).

While LGNZ has made statements in press releases about the Government's half-price public transport fares trial and its decisions around continuing this trial as part of Budget 2022 and ERP announcements, no formal work has been undertaken by LGNZ on this issue.

ACPTE has undertaken work on this issue, detailed in section 2 above. In addition to the work noted above, ACPTE has compiled research from within Aotearoa and abroad about the impact free fares could have for climate and equity and submitted their findings to the ERP consultation, and started a petition which received over 13,000 signatures and was handed to the Minister of Transport in March 2022.

6. Any existing relevant legislation, policy or practice

- Central government's public transport half-price fares trial extended for two months (total 5 months), and made permanent for community services cardholders, as part of Budget 2022 announcements
- NZ Transport Agency [Total Mobility scheme: policy guide for local authorities](#) 2017
- Ministry of Transport [SuperGold Card public transport funding](#)
- Aotearoa Collective for Public Transport Equity (ACPTE) [Free Fares NZ](#)
- [Government Policy Statement on Land Transport, 2021/22](#) – 30/31 including outcomes addressing "Inclusive Access" and "Resilience and security"
- [The Zero Carbon Act](#) 2019 and [Emissions budgets and the emissions reduction plan](#)

7. Outcome of any prior discussion at a Zone or Sector meeting

This proposed remit was endorsed by the Metro Sector at its meeting on 13 May 2022.

8. Suggested course of action

That LGNZ calls on central government to fully and permanently fund free public transport for students, community service card holders, under 25s, and total mobility card holders and their support people.

That LGNZ joins the Aotearoa Collective for Public Transport Equity (ACPTE) in support of the Free Fares campaign.

2

Review of Government transport funding

Remit:	That LGNZ call for an independent review into the way in which government, through Waka Kotahi, fund transport investments in Aotearoa. This includes funding of new developments and maintenance programmes.
Proposed by:	New Plymouth District Council
Supported by:	Rangitīkei District Council, Hauraki District Council, South Taranaki District Council, Western Bay of Plenty District Council, Stratford District Council and Hamilton City Council

Background information and research

1. Nature of the issue

A key part of the advocacy role of LGNZ includes being involved in discussions with central government on significant issues affecting local government. This is a critical role that is at the core of the work and purpose of LGNZ.

This remit asks that LGNZ work with government to ensure that an independent review into the funding model of Waka Kotahi is undertaken. The current funding model does not fully recognise the costs of maintenance of roads and related infrastructure and does not provide certainty to councils in setting their own budgets. This appears to be related to funding being heavily reliant on the annual budget of the government of the day and income that varies depending on many factors.

Such a review should consider how long-term projects such as roading should not be so reliant on annual fluctuations and more should be funded through long-term debt such as with local government major infrastructure.

2. Background to its being raised

The Government Policy Statement on land transport (GPS) states that “transport investments have long lead times, high costs and leave long legacies. Therefore transport planning and investments need to be guided by a long-term strategic approach, with a clear understanding of the outcomes that government is seeking to achieve”.

Over \$4 billion of New Zealanders’ money is spent through the national land transport fund each year, which is supplemented by co-investment from local government and additional funding and financing.

The GPS recognises that as the largest co-funder of National Land Transport Programme (NLTP) projects, local government has an important role in building strong, evidence-based projects and programmes for investment. This shows the appropriateness of LGNZ requesting a review is undertaken.

The Ministry of Transport and Waka Kotahi already look to other financing tools for larger intergenerational projects over \$100 million. The review should consider if this goes far enough and options for fixing the massive hole in existing budgets – such as the \$400 million one recently highlighted in Auckland for road maintenance and public transport projects.

The review should also consider the consistency of government actions across various infrastructure. The Three Waters Reform programme creates new entities to gain “a greater ability to borrow to fund long-term infrastructure” and aims “to protect consumer interests and drive efficient investment and performance”. Government recognises that Three waters requires long-term investment, but this review is needed to consider that view in relation to transport infrastructure.

3. New or confirming existing policy

Transport is one of LGNZ’s five key policy priorities. However, LGNZ is not currently actively advocating for a review of transport funding. This is therefore a new policy issue.

4. How the issue relates to objectives in the current Work Programme

Transport is, and always has been, a very critical issue for local government. There is a heavy reliance on uncertain Waka Kotahi funding and the need to advocate for investment in our regions. One of the LGNZ priorities is “Ensuring local voice is heard on the important issues – three waters, resource management, housing, transport, climate change and the future for local government”.

This remit meets the existing aims of LGNZ to represent the national interest of councils in Aotearoa, to ‘decode policy’ and to “help local government run better through development, support and advocacy”. By working with government to ensure an independent review of transport funding is undertaken, LGNZ would help fulfil their Whakamana/Advocate role.

As transport is also one of LGNZ’s five key policy priorities, and the ongoing funding of the local roading network is an issue that has emerged in ongoing conversations with the sector and in Future for Local Government workshops, advocating for an independent review of the funding system may speed up the pace of any review.

5. What work or action on the issue has been done on it, and the outcome

The Ministry of Transport regularly reviews its Government Policy Statement on Transport (typically every three years). This however would not meet the intent of the remit that there be an independent review of the broader system of funding of transport investment.

Based on recent engagement with the Ministry of Transport, LGNZ is aware that the Ministry has begun scoping work on what the future funding tools and requirements of the transport system should be. As such, this remit may provide value in demonstrating to the Government

how important this issue is to local government, and it may also signal some of the issues that should be included in scope of that review (including the benefit of the review being independent). As noted above, the remit may need to be updated depending on whether a Ministry of Transport-led review into how the transport system is funded is announced prior to the AGM. We do not have any indication of when such a review will be announced (if indeed it does proceed).

6. Any existing relevant legislation, policy or practice

The Land Transport Management Act 2003, Government Policy Statement on land transport and the National Land Transport Programme outline Government's position.

7. Outcome of any prior discussion at a Zone or Sector meeting

The proposed remit is supported by Rangitikei District Council, Hauraki District Council, South Taranaki District Council, Western Bay of Plenty District Council, Stratford District Council and Hamilton City Council.

8. Suggested course of action envisaged

That LGNZ work with the Government to ensure a review of land transport funding in New Zealand is undertaken. This should include looking at the funding of new transport infrastructure and maintenance and how best to fund these in a realistic, efficient and equitable manner alongside local government.

An independent review may not be possible given decisions around this work programme for the Government may be made (and possibly announced) prior to the AGM in July – though we do not have any indication of when the Government will make announcements about a possible review, or if indeed it will do that. However, support for this remit would provide LGNZ with the ability to demonstrate the importance of such a review to local government, and influence the particular issues that local government thinks should be within the scope of any review – including funding of new developments and maintenance programmes.

3

Illegal street racing

Remit:	That Local Government New Zealand (LGNZ) implement a nation-wide working group of subject matter experts with the objective of formulating an action plan to effectively enforce the Land Transport Act 1998 and work with police to tackle illegal street racing and the antisocial behaviour associated with it.
Proposed by:	Hutt City Council
Supported by:	Upper Hutt City Council, Masterton District Council, Carterton District Council, Tauranga City Council, Hamilton City Council and Porirua City Council

Background information and research

1. Nature of the issue

Excessive noise from vehicles and other intimidating behaviour (such as convoys blocking the road and vehicles driving at high speeds) has been a frequent complaint from residents towards their local councils. Various attempts to curb this behaviour have had some success, while some measures have simply moved the problematic behaviour to another geographical location.

Councils across the nation have implemented various measures to limit dangerous vehicle use, such as speed cushions, concrete speed bumps, and visual distractions. With the additional cost of maintenance and road signs, these can be a significant cost to councils with only a limited impact on the problem.

Due to the illegal street racers often being in a network, they can communicate to avoid detection by police and move across several councils' territories in one night. This can pose an issue if multiple councils do not have consistent bylaws in their respective areas.

2. Background to its being raised

New Zealand laws deterring illegal street racing (occasionally referred to as 'boy racing') include the Land Transport Act (1998) and the Land Transport (Unauthorised Street & Drag Racing Amendment Act) (2003). Several other councils around New Zealand have chosen to include illegal street racing in their Public Places Bylaw, noting that intimidating behaviour or excessive noise from vehicles is prohibited. New Plymouth District Council and Waipā District Council both have proposed bylaws (not yet in force) specifically about illegal street racing. Christchurch City Council has a "Cruising and Prohibited Times on Roads Bylaw 2014" which is currently under

review. It is unclear how successful these bylaws have been, as there has been no evaluation material available to view.

Based on reports from other locations, the issue of vehicle noise, speed, intimidation, and damage is widespread across the country. Despite laws from central government and supplementary bylaws from local councils, the issue continues to persist. This does not support the argument that these laws have been effective.

Discussions with police and council officers have revealed the challenges of enforcing the law. Under-resourcing has not met the demand, as there are incidents where upwards of 100 illegal street racers converge in a single area with only one patrol car available.

Complaints about illegal street racers have been received by the Hutt City Council Deputy Mayor and council officers in the transport division. Noise is a prominent theme in these complaints when the illegal street racers are in close proximity to residences, along with tyre tread marks and oil on the road. Stolen road signs and other damage to property (both public and private) create further safety issues, along with alcohol use and some assaults on police officers or members of the public when attempting to communicate with the illegal street racers.

3. New or confirming existing policy

The issue is not currently covered by existing LGNZ policy.

4. How the issue relates to objectives in the current Work Programme

The issue aligns with LGNZ's Whakahoio/Connect leadership pillar given the request from Hutt City Council to bring together the different actors involved with local government (including NZ Police, Waka Kotahi and the Ministry of Social Development) to address illegal street racing.

5. What work or action on the issue has been done on it, and the outcome

There does not appear to be any collective effort or plan underway to nationally address street racing. However, it does seem that there are a few localised plans, initiatives (including bylaws, speed cushions etc) or teams being stood up to address this issue (for example, in the Waikato, New Plymouth and Hutt City).

Hutt City Council's view is that these initiatives have had a limited impact on the problem, which is often moved elsewhere rather than stopping gatherings altogether.

6. Any existing relevant legislation, policy or practice

Land Transport Act (1998), and Land Transport (Unauthorised Street and Drag Racing) Amendment Act (2003).

7. Outcome of any prior discussion at a Zone or Sector meeting

The proposed remit is supported by Upper Hutt City Council, Masterton District Council, Carterton District Council, Tauranga City Council, Hamilton City Council and Porirua City Council.

8. Suggested course of action envisaged

The remit recommends LGNZ establishes a nation-wide working group of subject matter experts to develop a plan of action to address the issue and enforcement of the law. It suggests it will be useful to have input from police, community patrol officers, policy makers, and transport analysts in formulating the group.

4

Bylaw infringements

Remit:	That LGNZ lobby Government to implement an infringement notice regime for general bylaws.
Proposed by:	Auckland Council
Supported by:	Auckland Zone

Background information and research

1. Nature of the issue

Section 259 of the Local Government Act 2002 (LGA) provides for the making of regulations and amongst other matters, prescribing breaches of bylaws that are infringement offences under the Act. The power has been seldom used to date.

Between working with and “educating” people and taking a prosecution, there are no enforcement options available making it extremely difficult to achieve compliance especially in an environment of increasing disrespect for authority and aggression.

Working with people or educating them can be time consuming but is effective especially where the breaches are unintentional. However, in relation to intentional breaches of bylaws, in the absence of an infringement regime, after working with and educating people the next step is prosecution. Prosecution is expensive and time consuming. Also, it is often out of proportion with the breach that has occurred. Even following a successful prosecution, the penalties available to courts are low and provide minimal deterrence.

The obstacle in passing regulations allowing for infringement fee regulations has been the need to tailor those regulations to each instance of an infringement offence bylaw by bylaw. Therefore, a two-step approach is required: firstly, amending the legislation to enable regulations to be made nationwide across different bylaw types and then relevant regulations being passed.

By developing a more comprehensive infringement regime, councils in New Zealand will be better able to take proportionate and timely steps to help ensure compliance with their bylaws. In doing this, confidence of communities in the work of local government will be enhanced.

2. Background to its being raised

Discussion around the need for an infringement regime for local government bylaws is not new.

Provision for the making of regulations was included in section 259 of the LGA. Part 9, Subpart 3 “Infringement Offences” of the LGA provides a mechanism for imposing and collecting infringement fees. Apart from regulations establishing infringement fees for some navigational bylaws, the provisions have not been used.

This issue was well-canvassed in the Productivity Commission’s 2013 Report, *“Towards better Local Government Regulation.”* The Productivity Commission’s report includes the following comment:

Much of a local authority’s regulatory functions are authorised by its bylaws. The Act under which bylaws are made may authorise the local authority to enforce certain provisions in bylaws by the use of infringement offence notices. If not, bylaws must be enforced under the Summary Proceedings Act 1957...I submit that the enforcement of local authorities’ regulatory functions would be significantly more effective and efficient if the use of infringement offence provisions is more widely available than at present.” (Richard Fisk, sub.19, p.1).

In the Auckland Region, the challenges in enforcing bylaws were brought into stark relief over summer 2021/2022 with an increased number of complaints about people camping on beaches and in reserves (not freedom camping) and an expectation from members of the public and elected members that steps would be taken to enforce the bylaws.

With the changing attitudes and behaviours of our communities arising in part through people’s experience of the Covid-19 response, Auckland Council’s position is that now is the right time to revisit the development of a more comprehensive infringement regime for local government.

3. New or confirming existing policy

This remit would confirm and enhance existing policy work that LGNZ has underway.

4. How the issue relates to objectives in the current Work Programme

This remit connects indirectly to LGNZ’s strategy and Work Programme to the extent that the lack of being able to enforce local bylaws frustrates local citizens and undermines public perceptions of local government’s effectiveness.

5. What work or action on the issue has been done on it, and the outcome

As noted above, the Productivity Commission considered bylaws and an infringement notice regime in its 2013 Report, *“Towards better Local Government Regulation.”* Findings and recommendations set out in that report have not been acted on to date, but remain relevant, specifically:

- F4.8 – There are indications of a low level of prioritisation of monitoring and enforcement resources based on risks. Constraints on the use of infringement notices – combined with the low level of fines where infringement notices can be used – can also inhibit councils’ capacity to encourage compliance with regulation.

- R10.3 – Agencies responsible for regulations that local government enforces should work with Local Government New Zealand to identify regulations that could usefully be supported by infringement notices and penalty levels that need to be increased.
- R10.4 – Section 259 of the Local Government 2002 – relating to the empowerment of infringement notices – should be amended to enable regulations to be made for infringement notices for similar kinds of bylaws across local authorities, rather than on a council-specific and bylaw-specific basis.

LGNZ has highlighted this issue in a number of briefing papers and advice to various ministers and central government officials since the early 2000s. Although the issue has been of concern to LGNZ and councils for nearly 20 years, it has never been the subject of an AGM remit.

Parliament’s Regulations Review Committee wrote to LGNZ in late 2021 advising that it was considering a review of the bylaw provisions of the LGA. LGNZ was invited to provide advice on the effectiveness of local authority bylaws and the enforcement of them. LGNZ recently appeared before the Committee to speak to its submission.

We are still awaiting a decision from the Committee on whether or not it will undertake a review of the bylaw provisions of the LGA, and if so, what the scope of that review will be. Although the Committee did ask for specific advice on the infringement regime, it also sought advice on other matters including the use of model bylaws and the expansion of the model bylaws used in the Freedom Camping Act 2011.

6. Any existing relevant legislation, policy or practice

- Local Government Act 2002
- Productivity Commission’s 2013 Report, *“Towards better Local Government Regulation.”*

7. Outcome of any prior discussion at a Zone or Sector meeting

This proposed remit was supported by the Auckland Zone.

8. Suggested course of action envisaged

Auckland Council has not provided any detail as to how it suggests LGNZ progresses the proposed remit.

While the inquiry that the Regulations Review Committee has underway (and in which LGNZ has been engaged) is a significant step forward, there is no guarantee that the Committee will agree with LGNZ’s submission, or, should the Committee agree, that work to review the bylaw provisions of the LGA would be supported by either this Government or a future one.

To gain traction, and to ensure that any review of the bylaw provisions addresses the issues that local government is most concerned with, this remit (along with the national publicity that tends to accompany successful remits) might be very helpful at this time.

5

Density and proximity of vaping retailers

Remit:	That LGNZ requests the Government to: <ul style="list-style-type: none">• Restrict the sale of vaping products to R18 specialist vape stores.• Develop proximity limits to prevent the clustering of vaping product retailers and protect young people.
Proposed by:	Kaipara District Council
Supported by:	Zone 1

Background information and research

1. Nature of the issue

Vaping products are widely available from generic retailers (e.g., dairies, service stations) and specialist vape retailers. To date, New Zealand has 713 specialist vape stores; a British American vape brand is available from 2000 retail outlets throughout Aotearoa. Vaping products are also available via several online stores (both NZ-based and international).

Dargaville's main street, Victoria Street, has 13 vape retailers: ten General Vape Retailers and three Specialist Vape Retailers, all within a 1km length. The three licensed Specialist Vape Retailers are located within 150m of each other.

Youth vaping has risen sharply over recent years; among 14 to 15 year olds, daily vaping rose from 1.8% in 2018 to 9.6% in 2021; among 14-15 year old Rangatahi Māori, daily vaping rose from 5.9% in 2019 to 19.1% in 2021. Widespread product availability normalises vaping and makes experimentation easier.

Many towns and regions around New Zealand also need to address the proliferation of vaping outlets and rising vaping among Rangatahi.

2. Background to its being raised

The widespread sale of vaping occurred in 2018, when the Ministry of Health lost a case taken against Philip Morris alleging their "HEETS" products breached the Smokefree Environments Act 1990. Until the Smokefree Environments and Regulated Products Amendment Act was passed in 2020, vaping products were largely unregulated and vaping manufacturers

advertised their brands using youth-oriented promotions. Even post-legislation, retailers with little or no knowledge of vaping remain able to sell vaping products.

Surveys of young people, such as the Youth19 survey and the Snapshot Year 10 survey conducted by ASH revealed many adolescents who had never smoked had begun vaping. A 2021 report into youth vaping found that 14.6% of those surveyed reported smoking one or more traditional cigarettes in the last 7 days and 26.6% reported that they had vaped (e-cigarettes) in the past 7 days. Almost all those (98%) who had smoked a traditional cigarette in the last week had also vaped in the last week. However, a significant portion (46.2%) of those who had vaped in the last week had not smoked a cigarette. These data provide important evidence that youth vaping is rising rapidly and reveal that many young people who vape have never smoked.

The Smokefree Environments and Regulated Products Amendment Act 2020 extended many of the existing restrictions governing smoked tobacco products to vaping products. This legislation allows any business to sell vaping products as long as they follow the regulations for General Vape Retailers or apply to become a Specialist Vape Retailers. However, the Vaping Regulatory Authority does not consider retailer density or proximity to facilities such as schools when assessing applications.

The Government's Smokefree 2025 Action Plan will introduce a provision requiring general retailers selling vaping products to advise the Director-General of Health that they are doing so. This provision aims to provide information on the number and type of retailers selling vaping products.

We recognise that people who smoke and who have not been able to quit using existing treatments will benefit if they make a complete transition to vaping products and stop smoking. However, survey data showing rising vaping prevalence among young people suggests existing policy does not provide an appropriate balance between the needs of people who smoke and the rights of young people who do not, and who deserve protection from products that are designed to target them.

Limiting the retail availability of vaping products to specialist stores will not prevent people who smoke from accessing these products and instead will increase the likelihood they receive smoking to vaping transition advice that improves the chances they will stop smoking. Furthermore, people who smoke will continue to be able to access vapes through stop smoking services.

Kaipara District Council elected members have been receiving questions and concerns from the local community about the density and proximity of vape retailers in Dargaville.

While we support the supply of vapes to people wanting to use these products to stop smoking, it is of the utmost importance that we also protect our community, particularly our Rangatahi and other whānau who would not usually vape, from using these addictive products.

3. New or confirming existing policy

This is a new policy.

4. How the issue relates to objectives in the current Work Programme

This remit aligns with LGNZ's pillar Whakauru // Include – to ensure that every New Zealander can participate, thrive and be represented by local government.

It could be argued that restricting the density and proximity of vaping retailers shows some alignment with enhancing community safety, public health and promoting social wellbeing. However, the remit does not show strong alignment with LGNZ's existing policy priorities or engagement in major ongoing local government reform programmes. Further discussion is needed to determine whether LGNZ's membership agree it is relevant to local government as a whole.

5. What work or action on the issue has been done on it, and the outcome

A petition was received by Kaipara District Council regarding the density and proximity of vape retailers. The petition was accepted and responded to. Given this issue sits outside Kaipara District Council's control and existing policy frameworks, a remit was recommended as the appropriate action to take. Councillor Karen Joyce-Paki is the sponsor of the remit and is working closely with Smokefree NZ, Cancer Society and local Māori Health Provider, Te Ha Oranga.

The Smokefree Coordinator for Northland, Bridgette Rowse, has been providing support and is working with the Far North District Council (FNDC) policy team to review the FNDC Smokefree Policy, which currently covers smokefree parks, playgrounds and sports grounds. She has also worked with Whāngarei District Council and Kaipara District Council to review and align our smokefree policies to create more smokefree outdoor public spaces as well as making all smokefree outdoor public spaces vape-free.

6. Any existing relevant legislation, policy or practice

The relevant legislation is the Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020. The Act aims to balance between ensuring vaping products are available to smokers who want to switch to a less harmful alternative, while ensuring these products aren't marketed or sold to young people. New regulations are in the process of being implemented from November 2020 until January 2023. While these regulations cover factors such as how vape retailers can advertise, who they can sell their products to and where vaping is allowed, there are no regulations around proximity limits to prevent the clustering of vaping product retailers as the remit requests.

7. Outcome of any prior discussion at a Zone or Sector meeting

The remit was supported at the most recent Zone 1 meeting by all members present.

8. Suggested course of action envisaged

This remit suggests that LGNZ requests the Government to:

- Restrict the sale of vaping products to R18 specialist vape stores.
- Develop proximity limits to prevent the clustering of vaping product retailers and protect young people.

We understand that an Amendment Bill is expected to be introduced in 2022 (according to the Government's Smokefree Action Plan). Kaipara District Council has suggested that one way to progress this remit would be to advocate for the Amendment Bill provision which only allows authorised retailers to sell smoked tobacco products to be extended to restrict the number who can sell vape products.

Progressing this remit is likely to require LGNZ working with officials from the Ministry of Health to advocate for changes to regulations and the upcoming Amendment Bill.

Appendix 5 – Letter from Transpower, 9 June 2022

9 June 2022

Alex Beijen
Mayor
South Wairarapa District Council
PO Box 6,
Martinborough 5741

Dear Mr Beijen,

Transpower Outage 21 May 2022

Thank you for your query regarding the outage experienced by the South Wairarapa area on 21 May 2022.

Firstly, please accept our apologies for the loss of electricity supply at our Greytown substation. We appreciate that businesses and residences in the area were without electricity for a significant amount of time while our crews arrived at site, identified and resolved the issue before finally restoring supply.

Outages on Transpower's high voltage transmission network are rare, however unfortunately when they do occur, they can take some time to diagnose, repair, and then reconnect consumers.

As you will be aware the outage was caused by an errant magpie – however our investigations have also shown that the impact was greater due to a faulty piece of equipment (a circuit breaker) in the older 33 kV switchyard. Had this circuit breaker behaved as intended, the only casualty would have been the magpie – ie, we would not have had a loss of supply to the area.

We do have occasional issues with birds and other animals that get into our substations. Birds tend to look to nest and roost on 'warm' equipment and their nesting and/or fouling, can cause short circuits leading to failure and outages. Local lines company Powerco have the same issue with their equipment – and indeed the outage you mentioned in February 2020 due to birds was one that happened in their network. Between us we have a number of mitigations including routine inspections of our sites, and installation of bird deterrents where needed.

We fully inspected and repaired the circuit breaker before returning it to service. More importantly, Transpower and Powerco, have works planned on this substation

which will retire the older 33 kV outdoor switchgear (including the circuit breaker involved in this outage), which will also reduce the exposure to errant wildlife. Specifically, the work involves taking the older low voltage and outdoor switchyard and moving it to an indoor facility. Please note this only applies to the low voltage 33 kV switch gear (as per the orange outline in the image below), not the larger 110 kV equipment.

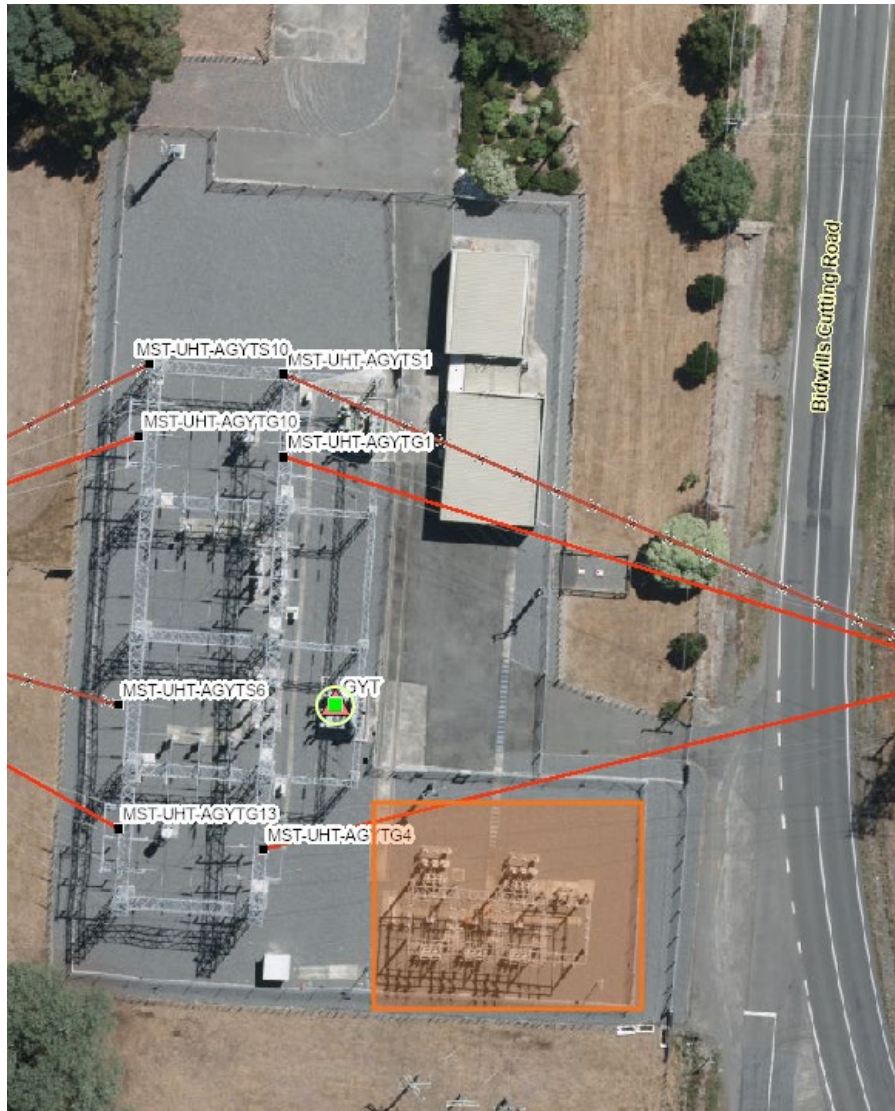
That project is in the design phase now, and we expect it to be underway on the ground in the next two years.

I trust this answers your questions around what happened and why, as well as provides some context on our future work to prevent a recurrence. However, should you wish to have a fuller briefing please do not hesitate to contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mark Ryall', with a stylized, cursive script.

Mark Ryall
General Manager, Grid Delivery



APPOINTMENTS REPORT
for
South Wairarapa District Council Meeting
30 June 2022

Appointee Name	Allan Hogg
Meeting – Date & Venue	Destination Wairarapa Board 16 th May 2022 @3 pm White Swan, Greytown
Key issues from meeting	<ol style="list-style-type: none"> 1. Wairarapa District Management Plan – cross governance committee still to be determined 2. VIN Inc - awaiting decisions on funding before DW makes final decision on iSite delivery options 3. Accommodation – four options - to be finalised at July meeting 4. Governance reports and policy statements being finalised.
Speakers	None.
Specific item/s for Council consideration	To note that I have updated declared conflict of interest in respect of my role as Chair, Martinborough Business Assn to include Business Wairarapa Board.
General	<ol style="list-style-type: none"> 1. Chair and GM reports noted. 2. Tourism workforce development group has noted workforce shortage with no obvious short term to medium solutions. Offline I briefed a member of the workforce group on the initiatives the Martinborough Business Association had taken in this space including public transport. Leaders meeting on 13th June.