

Agenda for an extraordinary meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 29 MARCH 2017** commencing at **3.30pm**.

Information and recommendations are included in the reports to assist the Board in the decision making process and may not constitute Council's decision or policy until considered by the Board.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

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CHIEF EXECUTIVE

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Open Meeting

To	Waikato District Council
From	Tony Whittaker General Manager Strategy & Support
Date	10 March 2017
Prepared by	Shelley Monrad Corporate Planner
Chief Executive Approved	Y
Reference/Doc Set #	1692843
Report Title	Annual Plan 2017/18

I. EXECUTIVE SUMMARY

This report explains the draft Annual Plan 2017/18 (Year three Long Term Plan (“LTP”)) process and identifies the decisions which Council has to make in adopting the work programme for the coming year.

This report is essentially supporting the discussions that took place through the February workshops and are reflected in the consultation document which will go out for public consultation.

2. RECOMMENDATION

THAT the report of the **General Manager Strategy & Support** be received;

AND THAT the funding solutions outlined in this report (items 1-15) and discussed in the February workshops be approved, in accordance with the direction taken at that workshop.

AND THAT items 16 and 17 outlined in this report and reflected in the consultation document (subject to any amendments), be approved for consultation on 05 April 2017 with the closing date for submissions being 15 May 2017, in accordance with Section 83 (special consultative procedure) and Section 95 (Annual Plan) of the Local Government Act 2002; and

AND THAT submissions on the Consultation Document be considered and, if requested, be heard by Council at a meeting to be held between 31 May and 01 June 2017 or as early thereafter as possible.

3. BACKGROUND

The Local Government Act 2002 (the "Act") requires Council to prepare and adopt an Annual Plan every financial year. Where the proposed Annual Plan does not differ significantly or contain material differences from the LTP the Council can do this without consultation.

In preparation for anticipated changes to levels of service for wastewater overflows in the 2018-28 LTP, Council will be making significant changes to expenditure and related targeted rates. This triggers the requirement under the Act to prepare an Annual Plan Consultation Document, undertake public consultation, consider feedback and adopt a final plan prior to 30 June. Council resolved in December (WDC1612/04/2/7) to proceed on the basis that the substantial wastewater changes would require consultation.

The Council must consider the matters raised through the Annual Plan process bearing in mind the purpose for local government as per section 10 of the Act:

- (1) *The purpose of local government is –*
- (a) *To enable democratic local decision-making and action by, and on behalf of, communities, and*
 - (b) *To meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost effective for households and businesses.*

Strategy & Finance Committee workshops were held in February to discuss the draft Annual Plan process. These workshops used Year Three of the LTP as the starting point and then analysed proposed changes.

Historically we have found it beneficial to undertake the process in a workshop format so that all Councillors can fully participate in discussions, and so that various scenarios and proposals can be considered and investigated prior to any formal decisions being made.

The workshops enabled Council to agree on a proposed budget for the next financial year which is now presented to Council to be formally approved for consultation.

A summary of the process is as follows:

Date	Format	Content
05 December (complete)	Council agree direction for Annual Plan process	As per resolution WDC1612/04/2/7
14 February (complete)	Annual Plan workshop	Review and explain budgets. This will focus on proposed changes to the third year of the current LTP.
28 February (complete)	Annual Plan workshop	Draft Consultation Document was discussed and feedback provided.
29 March	Council meeting (Extraordinary)	Approval of the draft Annual Plan consultation document prior to

		consultation with members of the public
31 March to 13 April	Annual Plan Consultation Document released	Public consultation phase commences
15 May	Feedback period ends	Close of public feedback and review of issues
31 May and 01 June	Hearings and deliberations on the Consultation Document feedback, and adoption of fees and charges adjustments.	Allowance will be made for feedback in person. Fees and charges changes adopted to allow vital set-up timeframes to be met
28 June	Council meeting (Extraordinary)	Adoption of the 2017/18 Annual Plan

All Councillors were invited and encouraged to attend all workshops and meetings as the Annual Plan is fundamental to how Council will operate for the next year.

In line with the workshop process, this report is focused only on the budgets which differ from that contained in the third year of the LTP.

Rating considerations

The proposed general rate increase for 2017/18 is 2.75%. In LTP the year three increase was 2.92% and this has been reduced to 2.75% to reflect the grants now rated for by Waikato Regional Council.

There is an increase in the general rate income of \$160,321 more than that indicated in the LTP. This has arisen as a result of taking the actual rates strike for the current financial year, applying the 2.75% increase and incorporating the growth predicted through the LTP. The capital value at the start of July 2016 was higher than anticipated providing additional rating income from that indicated in the LTP.

Targeted rates will be the main focus of the workshop discussion, in particular district wide wastewater targeted rates. The wastewater modelling takes into account the financial strategy requirements to return our reserves to credit by 2025. All options including the status quo, require a sizeable increase in the rate to that proposed in the LTP.

Many of the proposed budget adjustments also impact water and stormwater reserves. Although there is no proposal to review the targeted rates for these services at this time, with the introduction of universal water-by-meter charging from 01 July 2017 Council will be asked to move away from charging the fixed portion on a 'by connection' basis, instead opting for 'per separately used and inhabited part of a rating unit'. The differential in income if this approach is not adopted is expected to be \$152,675.

Longer term rating changes for water services will be addressed through the 2018-28 LTP based on consumption data collected over the first year of universal metering. A similar approach has been taken with refuse and recycling, where the income in the current year

from sticker sales is expected to be lower than that contained within the budget. While this is a good problem to have, as it suggests that waste to landfill has decreased in volume, a further year of data would better support any potential changes.

The average rates per property is a key consideration in Council's financial strategy, and the changes proposed within this report will still be within the limits set in the LTP. Appendix 2 provides the benchmark detail as prescribed through regulations and the strategy.

Council adopted a Financial Strategy as part of the LTP which was audited by Audit New Zealand. If Council were to deviate from the principles and disciplines outlined in the strategy, this could impact on the integrity of the Financial Strategy and LTP, and rather than undertaking an Annual Plan process could instead require an LTP amendment.

Key Assumptions

The draft Annual Plan budgets have been put together on the basis of the following key assumptions:

- Interest rates on internal and external loans of 5.33%
- Rating growth of \$522,000 allowed
- Salary movements for staff based on a minimum 2% increase plus performance percentage adjustments.
- A remuneration increase for Councillors, Community Boards and Community Committees (where applicable) based on a 2% increase.

Discussion Points

Changed assumptions / decisions already made

- I. *Depreciation and amortisation:* Council's infrastructural assets are revalued on an annual basis while land and buildings are revalued on a three year cycle. The value of assets determine what level of depreciation and amortisation expense should be collected from ratepayers for funding future renewal programmes. The change in asset values, including any new projects approved since the LTP was set in mid-2015, has resulted in the following adjustments:

Asset class	Additional Depreciation	Funding source	Funded	Non funded
Parks & Reserves	\$884,000	General rates	\$884,000 GR	
Three Waters	\$532,000	Targeted rates	\$648,000 TR	(\$116,000)*
Halls	\$449,000	Targeted rates and non funded	\$69,000 TR	\$380,000
Property	\$23,000	General rates/rental income	\$23,000 GR/RI	
Pensioner Housing	\$59,000	Council reserve	\$59,000 CR	
Information Management	(\$369,000)	General rates	(\$369,000) GR	
Roading	\$1,175,000	General rates and non funded	(\$188,000) GR	\$1,363,000

Total	\$2,753,000		\$1,126,000	\$1,627,000
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* *Prepaid watercare wastewater infrastructure growth charges should not be funded, this is a correction of a budgeting error.*

In order to fund the additional depreciation expense without increasing general rates, the non-funded element of the roading depreciation was raised from 25% to 32.7% for 2016/17 and the same is proposed for 2017/18. Council's financial strategy enables a portion of roading depreciation expense to remain non-funded as the New Zealand Transport Agency subsidy funds a portion of the overall roading programme. Raising the non-funded roading depreciation for a two year period will not be detrimental to the roading replacement reserve balance. However, this funding solution is not sustainable in the longer term as the balance of the roading replacement fund would fall below what was required in the LTP.

2. *Strada dividend:* Strada Corporation Limited, a Council Controlled Organisation, has sold its interest in the quarrying joint venture and wound up its other operation. Subject to warranty obligations in relation to the quarry, the company has ceased to operate. This investment was held for financial return and was expected to provide a dividend of \$500,000 per annum from 2017/18 onwards. This dividend income has been removed from the budget and an equivalent amount of funding will come from the General Accounting Reserve Fund ("GARF") which is a reserve comprised of general rate surpluses from prior financial years.

The return of capital from Strada and ongoing dividend income impacts beyond 2017/18 will be considered through 2018-28 LTP discussions.

3. *New Zealand Transport Agency (NZTA) subsidy:* In 2015 the NZTA funding assistance rate system changed and the subsidy allocation was set at one rate across all categories of spend with the exception of level crossings which remain fully funded by NZTA. The programme also changed how administrative costs were to be applied to work programmes. At the time of setting the LTP budgets our understanding of the administration category assumed a 100% recovery of actual costs. Subsequently staff were alerted that this was incorrect and it too should have been budgeted at 53% subsidy. Work programmes have been amended to ensure the local share portion (funded by general rate) remains neutral. These adjustments have already been made to 2015/16 and current year budgets, and appendix I shows how the changes impact 2017/18 work programmes.
4. *Refuse & recycling:* The northern refuse & recycling contract was tendered during 2015/16 for a 01 July 2016 start. The tender amount exceeded budget expectations at that time and as such the 2017/18 budget also needs to be amended by \$199,814. Both the Huntly and Te Kauwhata transfer stations upgrades have been delayed due to contractual negotiations and the funding set aside for this purpose will instead be used to offset these contract costs in 2017/18 (refer to resolution WDC1604/23/1),

The frequency of the Raglan public refuse collection has increased as has the number of recycling crates allowable. The related additional costs for 2017/18 will be \$51,533 (per resolution WDC1511/06/3/3). This funding has been allocated from the General Accounting Reserve Fund.

5. *Grants & Donations:*

- a. *Woodlands historic homestead and gardens*, have long received two grants from Council; one for reserve maintenance and the other for gardeners wages. The Trust also had two loans from Council which they used for capital improvements. During 2016, the Trust and Council signed a Memorandum of Understanding to depart from the current funding regime. Council now directly employs the gardening staff and the grant funds have been re-allocated to support the operational requirements. One of the loans was repaid in full, with repayments on the remaining loan offsetting the reserve grant. This is neutral from a funding perspective but has resulted in budget movements that differ from the third year of the LTP.
- b. *Regional services fund*; Through the 2016/17 Annual Plan process, the Waikato Regional Council took on the responsibility of rating for emergency service grants. As such, the grants agreed through the LTP (\$82,846) for the Raglan Coastguard, Northern Lifesaving and the Air Ambulance service have been removed from our budgets (per resolution WDC1606/04/2/2).

6. *Staff & elected member remuneration:* Since the LTP was adopted a number of changes have been made that have affected the amount of both staff and elected member remuneration. There have been two annual market updates and performance review processes, two remuneration authority determinations, increased consenting activity and changes to absorb legislative impacts such as the increased focus on development contributions. The table that follows outlines these changes and the way in which the funding has been addressed:

Department	Role	Variance Annual Plan/Yr 3 LTP	Funded by	Decision process
Building quality	3 Building Review Officers & 2 Building Inspectors	\$386,900	Full recovery from increased income	Executive Team business case driven by increase in demand
Resource consents	Development Contributions (DC) Coordinator, 2 Development Engineers, Planner, Consents Admin	\$385,906	DC role recovered in full from decrease in Strategy & Support consultants budget 81% of consenting roles covered by increase in consenting income. Non-recoverable amount of \$56,927 is an additional cost to general rate	Consultancy budget for DC agreed through LTP, cognisant that this could be used to support a new role Executive Team business case, driven by increase in demand
Woodlands	Gardener	\$47,736	Covered by the gardening grant as per Memorandum of Understanding (MOU)	Executive Team budget review update per the MOU

Department	Role	Variance Annual Plan/Yr 3 LTP	Funded by	Decision process
Legal	Senior Solicitor	\$45,679	Net additional legal team costs shown are fully funded by reduction in solicitors budget	Executive Team business case, driven by increase in demand
Finance	Accounts Receivable Officer	\$23,989	Net additional finance team costs shown are a cost to general rate. Further staff savings expected from 2018/19 onwards to fully cover role	Relates to Audit recommendations addressing sundry debtor issues. Contract role in current year funded through 2015/16 savings as per council resolution Cost savings expected once Electronic Purchase Ordering embedded
Information Management	Records Advisor, Property & Land Information Officer	\$70,880	\$51,612 project funded, remainder general rate cost	Relates to increase in consenting activities
Planning & Strategy	Youth Engagement Officer	\$53,856	Full recovery from savings in current year	Executive Team business case
Economic Development	Marketing Officer	\$71,910	Fully funded by consultant budget	Executive Team business case
Monitoring	Increased parking enforcement hours to cover summer requirements in Raglan	\$16,236	Covered by increased infringement income	Executive Team business case
Customer Support Management	Part-time Team Assistant to fulltime to support demand	\$13,014	Covered by savings within the Customer Support team	Executive Team
Roading Asset Management	Part-time Asset Engineer to fulltime	\$20,228	Cost to general rate	Executive Team business case
Programme Delivery	Programme Assurance Coordinator	\$122,167	Cost to general rate	Executive Team business case
Three waters	1 Reticulation Serviceman per year (over six years) to separate operations	\$79,600 (one year of costs only)	Costs split 43% wastewater, 57% other targeted rate (water, storm water and refuse)	Requires Council decision through Annual Plan process
	Request for additional overtime budget	\$91,452 more than budgeted in year 3 of the LTP	Cost would be split between three waters reserves	Requires Council decision through Annual Plan process

Department	Role	Variance Annual Plan/Yr 3 LTP	Funded by	Decision process
	Waters Team resourcing 2016/17 & 2017/18 (Downer agreement)	(\$188,000)	Removal of 2 vacancies over 2 years to partially offset contractor support	As per Council resolution WDC1610/03/3/8 (Refer to Appendix 3)
Council, Community Boards and Committees (where relevant)	Elected member remuneration updates, appointment of an external Audit & Risk Committee Chair	\$93,396	Additional \$73,325 community board targeted rate \$20,071 cost to general rate	Remuneration authority determination For Audit and Risk Chair, as per Council resolution WDC1512/06/7 (Refer to Appendix 3)
Staff remuneration updates from 2015/16	All staff	\$245,910		Individual and collective agreement based contract impacts
	Total Variance	\$1,580,859		
	Costs Offset	(\$1,015,922)	64.3% of variance	
	General Rate	(\$508,560)	32.2% of variance	
	Targeted Rate	(\$56,377)	3.5% of variance	

7. *Accident Compensation Corporation (ACC) levies:* Council has achieved Workplace Safety Management Practice accreditation at the tertiary level and as such our ACC levies are expected to be \$117,578 lower than the LTP budget.
8. *Trade waste & volumetric wastewater charges:* Pokeno and Tuakau wastewater treatment is provided by Watercare Limited. The charging mechanism in place for non-residential customers was changed to a volumetric basis from 01 July 2014 and is expected to cost \$590,726 more than originally budgeted (excluding Yashili NZ Limited volume). Yashili NZ Limited in Pokeno is anticipated to be fully operational by 01 July 2017 and therefore their discharge cost is expected to cost \$4,986,505 more than budgeted, this will be covered by the corresponding income which will also significantly increase. Existing budgets have been transferred to new activity codes for better visibility over these charges and the related income from our trade waste agreements.
9. *Rental income:* Residential property stock that has been or is scheduled for removal/demolition (2 properties in Pokeno, 1 in Tamahere) has resulted in lower rental income than originally budgeted. The net reduction in income when offset with a further property purchase in Whangarata Road, is \$63,119.
10. *Regulatory income:* As discussed in item 6, regulatory income for Building Quality, Consents and Land Information Memorandum (LIM) activities are expected to be higher than budgeted. This income is being used to fund additional roles to keep up with demand.

11. *Te Kauwhata bypass designation:* As per resolution WDC1603/06/2/4, the designation for the Te Kauwhata bypass has been uplifted. The capital budgets associated with compulsory land purchase have been removed.
12. *Loan repayments:* In 2016, Council purchased a property in Brownlee Avenue, Ngaruawahia to accommodate the Waikato Alliance. The purchase and fitout of the site was loan funded. Budgets for internal loan repayments have been increased accordingly.
13. *Water-by-meter consumption:* As has been raised with Council previously, the consumption data used in the LTP was not adjusted for non-billable usage (leakage etc.). This correction results in a significant decrease in income of \$2.037 million. The only possible funding solution is to increase the level of the fixed targeted rate or water-by-meter rate. This will be looked at through the 2018-28 LTP to ensure sufficient information is gathered on levels of demand.
14. *Wastewater increased operational costs:* The routine operational maintenance cost was reduced in the 2015-25 LTP but the actual costs are exceeding budget. It is proposed to increase the budget going forward by \$198,653 to be more in line with the current actual costs. Combined with the increase in overtime of \$91,452 (item 6), this equates to a \$29.20 wastewater targeted rate increase and has been included in each of the wastewater options modelled.
15. *Water-by-meter fixed charges:* Currently water services are funded by a mix of water-by-meter and targeted rate mechanisms. Those properties with water meters pay a fixed charge via their rate bill and also pay per cubic metre for actual usage. Council's rates resolution states that these properties are charged on a per connection basis. All other properties with availability of water services pay through a targeted rate on a per separately used and inhabited part of a rating unit. If Council continues to charge on a per connection basis once universal metering is in place, the revenue generated from fixed charges will decrease by \$152,675. This is not an intended outcome and as such the recommendation is to adjust the funding mechanism ahead of the 2017/18 financial year. This will require consultation with multiple unit owners who are currently metered. Staff have gathered data via a mailout at the end of 2016, which will enable targeted consultation to take place.

Items included in the Consultation Document (Appendix I)

16. Separation of wastewater & water operations:

The Ministry of Health report "good hygiene practices for staff working on drinking-water supplies" (February 2014), recommends seven codes of practice for worker hygiene to prevent contamination of water supplies. Two of these codes of practice are not currently in place at Waikato district, that:

- The same maintenance personnel are not to work on both water and sewer systems; and
- Vehicles and equipment are to be dedicated to water operations and kept totally separate from those used for sewage work.

To comply with these best practice guidelines will require a further wastewater targeted rate increase of \$15.56. This change is proposed to take place over six years. This gradual approach reflects the difficulty of finding suitably qualified staff. This takes the base case targeted rate as agreed by council in December from \$820.50 to \$859.66 (including operational cost increases of \$29.20 as per item 14). The impact on water and stormwater targeted rates will be looked at through the 2018-28 LTP. All options in the draft consultation document include separation costs. Contamination of our water supplies could result in serious illness for our communities so is deemed an unacceptable risk.

17. Wastewater dry weather overflow events:

Council have expressed a desire to make a significant change from the current level of service of no more than 5 dry-weather overflows per 1,000 connections through the upcoming 2018-28 LTP to a level of no more than 1 dry-weather overflow per 1,000 connections. Since August 2014 there have been two high profile dry-weather overflows that have closed the Raglan Harbour and while the overall dry-weather overflow results for this period were below the stipulated limit, (3.3 in 2014/15, 2.9 in 2015/16) pollution of waterways can affect health, the environment and the economy. The Council passed a resolution on this basis and committed \$1.7 million in the current financial year to get some of the recommended condition assessment and telemetry system improvements underway (generator purchases, security of the connection between the Ngaruawahia office and the Raglan SCADA network). This resolution required a decision to increase the 2017/18 District Wide Wastewater Targeted Rate from an LTP level of \$752.68 to \$820.50. This will be an increase of between \$2.86 and \$153.63 per connection depending on the location of the property (some ratepayers were expecting a reduction of \$65.14 based on what was in the LTP).

Part of the agreed process was to form a governance group, consisting of representatives from Jacobs New Zealand Limited and Watercare Limited to develop a programme of works that could deliver the best outcomes for the allocated funds. Through this process, an additional long term option has been developed for consideration alongside that presented in the Jacobs report.

The works to be agreed through the Annual Plan will help to determine the preferred LTP options, as the focus of next year's programme will need to contemplate the eventual level of service to be delivered (e.g. no more than 5 dry-weather overflows or no more than 1 dry-weather overflow). Because the two decisions are linked it is important that Councillors have a broad understanding of the outcomes each intervention will deliver, the costs of those interventions, risk profile, and targeted rate increases resulting from both the 2017/18 interventions and the various LTP level of service options.

Table I below covers the Annual Plan interventions that will ultimately link to the Long Term Plan levels of service:

Table I

Proposed annual plan intervention	Annual Plan Deliverables	Outcome and/or risk addressed
Separate the operational functions (report item 16)	One water operations staff to be split between water and wastewater/stormwater functions in line with Ministry of Health Best Practice guidelines. Additional maintenance equipment to be purchased to support these separated functions.	Reduced risk of cross-contamination from wastewater/stormwater to water supply, mitigating the risk of E-coli and other harmful bacteria from affecting the public.
Wastewater overflow improvement plans	A set of improvement plans for the district that confirms the performance of the wastewater network and establishes costs of the implementing wastewater overflow improvement works.	Prioritised pipe renewal and pumping station storage programme for the wastewater network in areas with poor condition, high infiltration and limited hydraulic capacity. The resulting physical work programmes to be implemented via the LTP will mitigate the potential for overflows to occur.
Standby generators	Following on from purchase of additional generators in the current year, contractual agreements would be put in place with local generator hire companies to provide generators across the rest of the district in the event of power failure at council pump stations.	Reduced risk of pump station and network overflows arising from power outages affecting the operation of council pump stations. Mobile generators can be deployed quickly to provide temporary electrical supply whilst the permanent supply is restored.
SCADA/ telemetry upgrade	Year one this project will continue a significantly more reliable communications link between Ngaruawahia and Raglan and SCADA upgrade across the district with the existing service relegated to a secondary (backup) role.	The upgrading of the primary SCADA communications link between Raglan and Ngaruawahia has been identified as a key improvement task. This link carries SCADA data between the wastewater assets in Raglan and the main SCADA system at Council offices and the ongoing failures of this existing link are a significant contributor to wastewater overflows. This addresses council's ability to react once an overflow is signalled. It detects rather than prevents.
Public education	A tailored education programme driven by the community that informs and educates residents on the nature of wastewater systems and the causes of blockages in the sewer system which can lead to overflows.	Less disposal of items such as baby wipes, nappies, sanitary items and the like into toilets and the wastewater systems, leading to less incidences of blockage, mitigating the potential for overflows.

Proposed annual plan intervention	Deliverables	Outcome and/or risk addressed
Jetting and CCTV investigations	Wastewater network cleaning, CCTV inspections and asset condition assessment	Jetting will reduce blockages in the sewer network, thereby reducing the risk of overflows. The jetting and CCTV investigations will also provide vital information including asset condition to the wastewater overflow improvement plans so that the sewer renewal programme can be identified and prioritised.
Resource Consent	Start the process for an application for a resource consent for wastewater overflows in the district that is consistent with the policies and objectives of the RMA and has considered the requirements of the Waikato Regional Plan, other guiding documents and has been consulted with the community and other affected parties.	A resource consent that adequately balances the need for council to improve wastewater network overflow performance, mitigate the environmental impact of these overflows and be affordable to the wider community. This addresses the risk of financial burden from regional council prosecution. It will not reduce the level of overflows.

The work programme costs and targeted rate impacts associated with each Annual Plan option are presented in Appendix I (Consultation Document).

There isn't any option available to guarantee dry-weather spills will not occur; mitigating known risks is the only basis from which we can work. The recent media coverage of Auckland's beach closures and related severity of wastewater overflows demonstrates that this is not a problem unique to this Council, and the costs that Auckland are proposing in order to reduce their incidence of overflows, at approximately \$1.6 billion, also demonstrates that mitigations are expensive. One of our risks, as a district council with a widely dispersed community, is that what is expensive but likely to be affordable for Auckland is not attainable for our district due to the significantly different economies of scale.

It is possible that the current planned interventions could deliver a reduced incidence of overflows. For example, Councillors will recall through the Jacobs report that the majority of dry-weather overflows related to blockages in the system so a successful education programme could positively impact the number of overflows. The costs associated with each 2018-28 LTP potential level of service are therefore based on the best information available at this time.

18. *The draft annual plan consultation document* is attached as Appendix I. It sets out the options agreed at the Council annual plan workshop held on 14 February 2017.

The options and financial implications are:

- Option 1: Mitigate key overflow risks and separate wastewater operations \$865.26.

- Option 2: Prepare long term plans to protect waterways and environmentally sensitive areas \$896.62.
- Option 3: Prepare long term plans for a district wide “continuous improvement programme” \$920.66

Council has previously supported option 2 as the preferred alternative for community consultation.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

As resolved by Council in December 2016, the draft Annual Plan updates base assumptions from when they were set in 2015 (such as reserve balances, changes to asset values, etc.) and incorporates changes requested by council with respect to wastewater overflows.

Workshop discussions covered the items outlined in this report, in particular those items where decisions were required before the draft consultation document could be finalised and consultation commence.

A direction on pool inspection fee structures is also being sought and a concurrent consultation process will be undertaken alongside the Annual Plan consultation process.

4.2 OPTIONS

4.2.1 Option 1 – Develop a consultation document and undertake a special consultative procedure (preferred option)

This option should be used where material or significant changes are identified as per section 95A of the LGA.

There is a growing level of dissatisfaction in our community with the number of spills we report from our district wastewater network. Across the district we reported 33 wastewater overflows during dry weather (2.97 per 1,000 connections) in 2015/16.

In December last year Council received an independent review recommending Council undertake \$3.7 million programme of immediate works to address key risks in our wastewater system and to carry out a \$3.9 million water jetting and CCTV investigation of the network district wide to assess the need for further improvements over the longer term. At this meeting Council decided to undertake a more modest immediate programme of works worth \$1.76 million to mitigate key risks and consult with the community about how much more to spend in the 2017/18 year.

This is a significant issue that triggers the Significance and Engagement Policy and therefore community consultation is recommended.

Should the community raise new issues (or projects) through this process they can be put forward for consideration in the 2018 LTP or be directed to other funding options available.

4.2.2 Option 2 – No special consultative procedure to be undertaken

As there has been one significant issue identified that triggers the Significance and Engagement Policy and consequently departures from Year 3 of the Long Term Plan 2015-2025 work programme this option is not recommended.

5. CONSIDERATION

5.1 FINANCIAL

It should be noted that the projected annual rate of inflation in terms of the Consumer Price Index for the year to 30 June 2016 is 1.3%, and the Local Government Cost Index for this year is forecast at 1.4%. The rating impacts on average value residential properties across the district towns and villages is presented in Appendix I and increases based on current modelling range between \$117.41 and \$384.22, a 6.5% and 15% increase on current year rates respectively.

The 2017/18 Annual Plan presents the budget, and proposes the level of rates required to achieve the third year of Councils LTP and related strategic direction. The wastewater considerations fall outside of the original LTP discussions and will largely be considered in isolation of other strategic or service issues. Funding solutions will need to be found through the 2018-28 LTP for ongoing increases in depreciation expenses, reduced water-by-meter income and increased refuse & recycling costs to deliver against current levels of service.

5.2 LEGAL

Council has a statutory obligation to have an annual plan in accordance with section 95 and schedule 10 of the Local Government Act 2002. The special consultative procedure is required as the annual plan has changed 'significantly' or 'materially' from the 2015-2025 Long Term Plan.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The annual plan is an important document as it outlines what Council's work programme is for 2017/18. It describes the activities of Council and outlines how the activities are managed, delivered and funded. The annual plan for 2017/18 will confirm the work programme contained in Year 3 of the Long Term Plan and the preferred option to include to address the wastewater issues following consultation with the community.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<ul style="list-style-type: none"> ▪ Consultation Document ▪ Submission Form (hard copy and online) ▪ Social Media ▪ Website ▪ Direct letters ▪ Community Events/Drop-in sessions ▪ Public Notices ▪ Advertisements in local papers ▪ LINK ▪ Brochure circulated with the rates notice ▪ School newsletters ▪ Information in Offices and Libraries ▪ Other material as required 				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
✓			Community Boards/Community Committees
✓			Waikato-Tainui/Local iwi
✓			Households
✓			Business
			Other Please Specify

Comment:

Subject to the completion of the financial statements, council is required to develop a consultation document and consult as per section 95 of the Local Government Act 2002.

Council will also be informing the community on what is contained in Year 3 of the Long Term Plan (excluding wastewater). This is a form of engagement which is consistent with our Community Engagement Strategy and our Significance & Engagement Policy.

Community engagement will be undertaken between 05 April and 15 May 2017 with hearings and deliberations being held on 31 May and 01 June 2017.

6. CONCLUSION


In light of government's move to streamline the consultation process through recent legislative changes, a local authority does not have to consult on the annual plan if it does not include significant or material differences from the content of the long term plan for the financial year to which the proposed annual plan relates.

Staff have concluded that there is a significant difference that would trigger the Council's Significance & Engagement Policy. Therefore it is proposed that Council approve the consultation document and consult with the community on the wastewater issue and inform the community on the work programme for the rest of councils activities.

The decisions to be made are complex and while every effort has been made to explain the issues and possible options clearly, it has been challenging. Councillors will need to be satisfied that they are able to explain some difficult decisions to the community.

7. ATTACHMENTS

- Appendix 1 – Consultation Document
- Appendix 2 – Financial strategy prudence benchmarks (including rates and debt limits)
- Appendix 3 – Supporting resolutions



**YOUR
WASTEWATER
RATES ARE
RISING IN JULY**

Please read inside...

**Annual Plan 2017/2018
Consultation Document**

Te Riipoata-a tau 2017-2018 He Pukapuka Uiuinga

SUMMARY

Before the Waikato District Council prepares our Annual Plan for the 2017/18 year starting in July, we are seeking your feedback about significant changes we are proposing to the Long Term Plan 2015-2025 works programme that will affect your targeted wastewater rate.

We are currently meeting the level of wastewater service agreed with you in our current Long Term Plan, but you have told us the number of wastewater overflows we have reported in the past year is not acceptable.

In order to meet your expectations – as we understand them to be – we would need to undertake more work on our wastewater systems than we committed to when we prepared our Long Term Plan nearly three years ago. This means the rates that you pay for wastewater services would need to increase as discussed in this document.

We have set out options for you to consider and look forward to your **feedback by 15 May 2017**.

WHO ARE WE CONSULTING WITH?

We are consulting with nearly 11,000 of our 33,000 district ratepayers who benefit from reticulated wastewater services and who pay a targeted rate for these services.

We are not consulting with ratepayers on any other parts of our Annual Plan since there are **no other**

significant changes to the work programmes we agreed with you in our 2015-25 LTP.

However we will still be out talking to you about the other work we're doing – and we look forward to engaging with you on relevant projects in your area as we start them.

Have your say on the Annual Plan by 9am, Monday 15 May 2017

We have set out options for addressing the risks of wastewater overflows on the following pages and we look forward to receiving your **feedback by 9am, Monday 15 May 2017**.

You can use the submission form provided in this document, or you can send us your feedback via email (consult@waidc.govt.nz), or by going to

our website at waikatodistrict.govt.nz/sayit For more information you can come to a drop-in session (see back page).

You can also freephone us on 0800 492 452 to find out where to get more information or contact any of your District Councillors to ask any questions.



FROM THE MAYOR AND COUNCILLORS

Three wastewater spills into Raglan Harbour in four months last year was a major wake-up call for your Council. We acknowledged then that we had considerable work to do to restore public confidence in the management of our wastewater schemes.

We have spent considerable time and money to commission an independent investigation of the wastewater services we provide, and we now present you with some options to consider for the year ahead in this Annual Plan 2017/18 consultation document.

These options represent a significant change to the 2017/18 work programmes we agreed with you in our last Long Term Plan 2015-25 and it means your targeted wastewater rate will rise from 1 July. However, these options also present a significant change to the vision we want to be able to offer you for protecting our environment in the future. It all depends on the choice we make together this year.

We are keen to meet this issue head-on and we want to work together with you to do so.



Allan Sanson
Mayor



You have told us you want a better level of service for wastewater. We need to undertake the preparation work needed in the coming 2017/18 year (starting in July 2017) before we can make the changes you want. This means the single district-wide wastewater rate of \$752.68 planned for introduction in 2017/18 will rise. The choices you make now for the coming year will affect the level of improvement that we can offer for the following 10 years when we start engaging with you on our next Long Term Plan 2018-28.

THIS IS ALL ABOUT YOUR WASTEWATER AND HOW MUCH WE SPEND TO PROTECT OUR ENVIRONMENT

The wastewater rate you pay now could increase by between \$47 and \$254 from 1 July.

Your wastewater rate increase depends on where you live and the choice we make together this year.

See how this will affect your total rates on page 10.

THIS IS ONLY A FIRST STEP TO CONSIDERING MORE IMPROVEMENTS FOR THE FOLLOWING 10 YEARS

The choice you make now will either help prepare the way for future choices or not.

Future cost implications are outlined on page 11. Go to our rates calculator at waikatodistrict.govt.nz/rid

Have your say...get involved!

WASTEWATER –

WHAT ARE THE ISSUES TO BE ADDRESSED IN 2017/18?

There is a growing level of dissatisfaction in our community with the number of spills we report from our district wastewater network.

In July last year, the Council received a formal warning from the Waikato Regional Council following three wastewater spills in four months into Raglan harbour, which temporarily forced the closure of the harbour for swimming and the collection of seafood.

Across the whole district we reported 33 wastewater overflows during dry weather (2.97 per 1,000 connections) in 2015/16. The total number of overflows (including overflows during wet weather) for 2015/16 was 59 – but most were small spills onto land. As we met our agreed target of no more than five wastewater overflows per 1,000 connections during dry weather, we need your input to determine how much more work we undertake this coming year and what this might mean for the future.

In December last year the Council received an independent review from technical services firm Jacobs New Zealand Ltd recommending your Council undertake a \$3.7 million programme of immediate works to address key risks in our wastewater system,

and to carry out a \$3.9 million water jetting (cleaning) and CCTV (closed-circuit television) investigation of the network district-wide to assess the need for further improvements over the longer term. (The Jacobs report can be found online with this document and other supporting material at waikatodistrict.govt.nz/annualplan).

At that time the Council decided to undertake a more modest immediate programme of works worth \$1.76 million to mitigate key risks, and to consult with the community about how much more you think we should spend in the 2017/18 year.

Among the issues we need to address in the coming year are a shortfall in routine maintenance budgets, and compliance with Ministry of Health codes of practice to prevent contamination of water supplies (Ministry of Health, *Water Safety Plan Guide*, 2014). It's also important that we start collecting and analysing information about the state of our network so that we can better plan for the future.

This Annual Plan consultation document sets out three choices of work programmes for you to consider. The most significant difference between the options is the amount of CCTV (closed circuit TV) investigation, network assessment and planning you want us to do in the coming year.

The level of investigation and assessment we do in the coming year will help to determine the options we can offer you for the following 10 years, as we start preparing strategies and work programmes for our next Long Term Plan 2018-28.

WHAT IS AN ANNUAL PLAN?

Every three years we consult with you to produce a Long Term Plan that sets out the projects, activities, and services that will be invested in and developed by Council over the following 10 years.

The Annual Plan is Council's budget for one financial year. It explains how the Council will fund projects, activities and services identified in the Long Term Plan (LTP). It allows us to amend the figures in the LTP.

The Annual Plan 2017/18 represents year three of the 2015-25 LTP that was adopted on 30 June 2015 and can be viewed at the Council's offices and on our website at waikatodistrict.govt.nz/LTP

As we are proposing a change to the 2017/18 work programmes that we agreed with you nearly three years ago, we are consulting with you about that change.

WHAT ARE WE DOING NOW TO BETTER PROTECT OUR ENVIRONMENT FROM WASTEWATER SPILLS?

Wastewater overflows can occur due to blockages and pipe capacity relative to flow volumes. Overflows can also occur when blockages and power outages cause temporary equipment failure in pumping stations and treatment plants.

Starting now, and for the coming year, your Council has already committed an extra **\$1.76 million** to mitigate **key high risks** of overflows through:

- Jetting to clean 50% of the Raglan network and 10% of other town networks, with CCTV inspection (to obtain information about our network assets) as budgets allow
- Improvement work on the SCADA/telemetry (computer monitoring system) link to Raglan
- Two additional standby generators (in case of power failures)
- A public education programme to reduce blockages, starting in Raglan (see page 14).

How much more do we need to spend in 2017/18?

The work to mitigate key high risks has already started, and this will add \$67.82 to your targeted wastewater rate for 2017/18. However we need to spend more than this to do the following:

- **Maintenance:** We need to budget \$290,000 more on routine operational maintenance. This will add another \$29.20 to your rates.

We originally planned on reducing our costs in this area in the 2015-25 LTP but the actual costs are exceeding budget, especially as staffing costs and overtime have gone up since these budgets were first set, and we are strengthening our wastewater monitoring.
- **Separation of wastewater operations:** In line with Ministry of Health best practice guidelines we need to invest in separate water supply and wastewater service equipment and field staff. We cannot simply rely on good processes, such as disinfection of equipment, to avoid cross-contamination of your drinking water. This means gradually investing in six more fully-equipped vehicles and staff over six years at a cost of \$193,000 in the first year. This will add another \$15.56 to your rates.

BLOCKAGES CAUSE MORE THAN 80% OF OVERFLOWS. HELP REDUCE THE RISK.

See page 14

OPTION 1: The work we have already started to mitigate key high risks of overflows, together with the work to separate our wastewater operations and to adjust our maintenance budget, form the basis of the Option 1 work programme that we have set out in the following pages. Option 1 would add a total of \$112.58 to the 2017/18 targeted wastewater rate that we agreed in the current Long Term Plan 2015-25.

Option 1 would not allow us to offer you any improvements to performance levels in the wastewater services we provide in the future. This means our target – to have no more than five wastewater overflows during dry weather per 1,000 connections per year (ie. up to but no more than 55) – would stay the same as it is now.

WHY SHOULD WE CONSIDER MORE EXPENSIVE OPTIONS FOR 2017/18?

It's all about how much we want to spend to protect our environment. We need your input to decide whether we stop at the level of work included in Option 1, or whether we choose to do more work as laid out in Options 2 and 3 in the following pages. Options 2 and 3 would allow us to:

- Expand our public education programme district-wide
- Accelerate work to prevent stormwater infiltration of the wastewater network (Option 3 only)
- Expand emergency storage facilities at our pump stations
- Enter into contracts to ensure standby generators are available 24/7 district-wide
- Undertake a full upgrade of our SCADA/telemetry (computer monitoring and alarm system)
- Investigate resource consent options for emergency overflows to mitigate legal risk and costs
- Undertake jetting/CCTV work (cleaning and data collection) needed for planning work programmes to reduce future risks of overflows to waterways and in sensitive environments (Option 2)
- Or undertake jetting/CCTV work (cleaning and data collection) needed for planning work programmes to reduce future risks of overflows district-wide (Option 3).

The level of investigation and assessment we do in the coming year will help to determine the options we can offer you for the following 10 years, as we start preparing strategies and work programmes for our next Long Term Plan 2018-28.

Options 2 and 3 include investment in the CCTV (data collection) work needed to be able to offer you improvements to performance levels in the wastewater services we provide in the future.

OPTION 2: This includes jetting and CCTV (cleaning and data collection) of all wastewater assets within 100 metres of a sensitive environment or waterway. This would allow us to develop wastewater overflow improvements plans with a vision to introduce a new performance target of no more than three wastewater overflows during dry weather per 1,000 connections per year (ie. up to but no more than 33) and focussed on protecting waterways and environmentally sensitive areas. This would become a choice for further consultation next year before we prepare our Long Term Plan 2018-28.

OPTION 3: This includes jetting and CCTV (cleaning and data collection) district-wide over two years.

This would allow us to develop wastewater overflow improvements plans with a vision to introduce a new performance target of no more than one wastewater overflow during dry weather per 1,000 connections per year (ie. up to but no more than 11).

This would become a choice for further consultation next year before we prepare our Long Term Plan 2018-28.

The difference in cost between Option 2 and Option 3 is \$24 per ratepayer for 2017/18, but the difference could be much greater in the future if we choose to increase our performance targets in the way these options would allow (see 'Implications for the Future' on page 11).

WHAT ARE THE OPTIONS?

In our 2015-25 Long Term Plan we agreed to move to a single targeted rate of \$752.68 in 2017-18 for all ratepayers who benefit from being connected to our wastewater network. All the options below show that this rate will have to rise in order to undertake the work that's needed on our wastewater network.

OPTION 1: <i>Mitigate key overflow risks and separate wastewater operations</i>	Rate impact
Mitigate key risks: Complete work already committed to in December in order to mitigate key risks to our system district-wide but focussed on Raglan (see page 4)	\$67.82
Separate operations: Invest in separate teams and equipment for drinking water supply and wastewater services in line with Ministry of Health best practice guidelines (see page 4)	\$15.56
Maintenance: Adjustment to cover actual costs of routine maintenance (see page 4)	\$29.20
Total increase over the 2017-18 (Year 3 LTP) targeted rate of \$752.68	\$112.58
Under Option 1 your 2017-18 targeted wastewater rate would total:	\$865.26

PROS: Option 1 is the cheapest option. It mitigates immediate key risks (as outlined on page 4), and meets Ministry of Health guidelines to prevent water supply contamination, and routine maintenance budget shortfalls.

CONS: It does not allow for enough CCTV investigation to assess the overall state of our network and to prepare plans to upgrade our network in the future. It does not provide for an ongoing district-wide public education programme, nor allow for a full upgrade of our district-wide SCADA/telemetry computer monitoring system. Performance targets would remain unchanged at five dry-weather overflows per 1,000 connections.

Option 1 is NOT the recommended option because it would not allow for future service level improvements.



OPTION 2: Prepare long term plans to protect waterways and environmentally sensitive areas

Rate impact

Undertake all work programmes listed under Option 1

- Mitigate key risks
- Separate operations
- Adjust routine maintenance budgets to cover costs

\$112.58

Extra risk mitigation, including the following possible solutions (see page 5):

- Contract extra standby generators for 24/7 availability district-wide
- Commence full upgrade of the SCADA/telemetry (computer monitoring) system
- Additional pump storage to accommodate high flow periods
- Investigate and apply for a resource consent to allow a level of overflows consistent with the RMA and regional plan. (Unlike some Councils we have no consents in place.)

Prepare for further consultation on a long term programme to protect waterways:

\$31.36

- Jetting & CCTV (cleaning and data collection) of all networks within 100m of a waterway
- Wastewater overflow improvement plans written for Long Term Plan consultation, with a vision of no more than three dry-weather overflows per 1,000 connections and focussed on spill reduction to waterways

High-impact district-wide public education programme to change behaviours causing blockages

Total increase over the 2017-18 (Year 3 LTP) targeted rate of \$752.68

\$143.94

Under Option 2 your 2017-18 targeted wastewater rate would total:

\$896.62

PROS: Option 2 is the medium-priced option. It mitigates key risks, and meets Ministry of Health guidelines and routine maintenance budget shortfalls as in Option 1. It provides extra risk mitigation of power outage, computer monitoring failure, and legal risk. It allows for investigation and planning with a longer-term vision to reduce wastewater overflows, but focussed on protecting waterways and environmentally sensitive areas. It provides for the highest-impact district-wide public education programme of all three options. It balances public expectation with affordability.

CONS: It does not allow for investigation and wastewater improvement plans to future-proof the network district-wide, nor does it aim at producing plans to reduce wastewater overflows to the 'medium-level' of performance as recommended by the Jacobs report.

Option 2 is the recommended option because it balances future environmental protection with affordability.

OPTION 3: Prepare long term plans for a district-wide 'continuous improvement programme'
Rate impact

Undertake all work programmes listed under Option 1

- Mitigate key risks \$112.58
- Separate operations
- Adjust routine maintenance budgets to cover costs

Extra risk mitigation as in Option 2 (see page 5) with the addition of:

- Accelerated programme to prevent stormwater infiltration
- Accelerated pump storage programme to accommodate high flow periods

Prepare for further consultation on a long term programme to reduce overflows district-wide

- Jetting & CCTV (cleaning and data collection) district-wide within two years \$55.40
- Wastewater overflow improvement plans written for Long Term Plan consultation, with a vision of no more than one dry-weather overflows per 1,000 connections (a 'medium level of performance' compared with other councils).

Medium-impact district wide public education programme to change behaviours causing blockages

Total increase over the 2017-18 (Year 3 LTP) targeted rate of \$752.68	\$167.98
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Under Option 3 your 2017-18 targeted wastewater rate would total:	\$920.66
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PROS: Option 3 mitigates key risks, and meets Ministry of Health guidelines and routine maintenance budget shortfalls as in Option 1. It provides extra risk mitigation in more ways than Option 2. This option most closely follows the Jacobs report recommendation to allow for investigation and planning with a longer-term vision to reduce wastewater overflows district-wide to the 'medium level' of performance compared with other councils.

CONS: Option 3 is the highest-priced option with potential implications for greater spend than the other two options in the future. It places less emphasis than Option 2 (but more than Option 1) on public education to change behaviours.

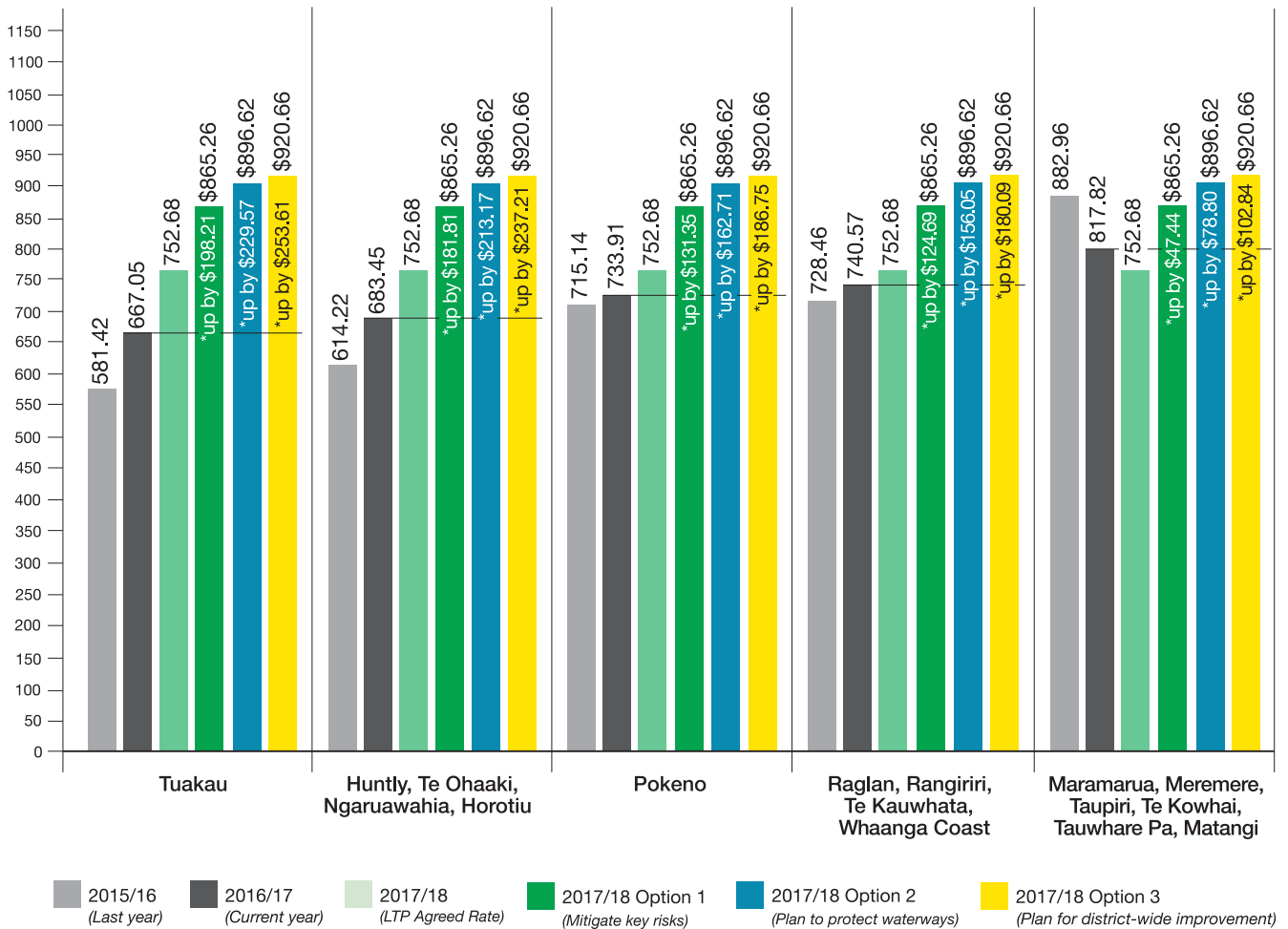
Option 3 is NOT the recommended option because it may prove unaffordable for ratepayers in the future.

WHAT IMPACT WILL THESE OPTIONS HAVE ON YOUR WASTEWATER TARGETED RATE?

The options presented in this consultation document will have a significant impact on your wastewater rate as shown below. The graph shows how your wastewater rates have been changing to introduce a single district-wide wastewater rate in 2017/18, and how that rate will now change depending on the choice made from this consultation.

If we choose Option 2, some ratepayers will pay \$79 more than the rate they are paying this year (2016/17), but other ratepayers will pay up to \$230 more. This is because we are still in the process of changing five different sets of rates to a single district-wide wastewater rate.

Wastewater rates charges in \$ by area 2016-2018



*The \$ increase on your current (2016/17) wastewater rate is shown inside the bar

WHAT DOES THIS MEAN FOR YOUR RATES OVERALL?

If we choose Option 2, the impact on total property rates for 2017/18 for a selection of district properties is shown below.

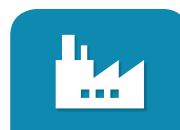
Individual rate increases will vary depending on property type, value and location, and services available. You can see what the impact is for your own property if go to our Rating Information Database at waikatodistrict.govt.nz/rid



	RESIDENTIAL							
	Huntly	Ngaruawahia	Pokeno	Raglan	Taupiri	Tuakau	Horotiu	Te Kauwhata
Average Capital Value	180,000	230,000	507,000	400,000	250,000	365,000	340,000	358,000
General Rates (Including UAGC)	895.13	1,017.53	1,695.63	1,433.69	1,066.49	1,348.01	1,286.81	1,330.87
Wastewater – Option 2	896.62	896.62	896.62	896.62	896.62	896.62	896.62	896.62
Other Targeted Rates	1,033.63	1,016.63	996.43	996.24	1,015.63	1,037.76	1,016.63	973.43
Total Rates \$	2,825.38	2,930.78	3,588.68	3,326.55	2,978.74	3,282.39	3,200.06	3,200.92
Weekly Rates \$	54.33	56.36	69.01	63.97	57.28	63.12	61.54	61.56
Total \$ Increase over 2016/17	369.30	372.58	233.28	325.73	132.54	290.84	379.78	216.86



	RESIDENTIAL							
	Matangi	Maramarua	Meremere	Tauwhare Pa	Rangiriri	Te Kowhai	Te Ohaaki	Whaanga Coast
Average Capital Value	370,000	170,000	175,000	140,000	215,000	370,000	62,500	300,000
General Rates (Including UAGC)	1,360.25	870.65	882.89	797.21	980.81	1,360.25	607.49	1,188.89
Wastewater – Option 2	896.62	896.62	896.62	896.62	896.62	896.62	896.62	896.62
Other Targeted Rates	997.43	155.50	997.43	833.43	809.43	181.50	173.50	154.31
Total Rates \$	3,254.30	1,922.77	2,776.94	2,527.26	2,686.86	2,438.37	1,677.61	2,239.82
Weekly Rates \$	62.58	36.98	53.40	48.60	51.67	46.89	32.26	43.07
Total \$ Increase over 2016/17	140.40	105.77	127.62	125.33	207.49	118.87	233.09	190.67



	LIFESTYLE	RURAL	INDUSTRIAL	COMMERCIAL
Average Capital Value	625,000	850,000	1,350,000	1,230,000
General Rates (Including UAGC)	1,984.49	2,535.29	3,759.29	3,465.53
Wastewater – Option 2	–	–	1,306.96	896.62
Other Targeted Rates	161.50	809.43	885.13	885.13
Total Rates \$	2,145.99	3,344.72	5,951.38	5,247.28
Weekly Rates \$	41.27	64.32	114.45	100.91
Total \$ Increase over 2016/17	56.77	93.04	403.90	270.30

Note 1: Average Capital Value is per the 2014 rating valuation.

Note 2: Residential properties not connected, but within 30 metres of a public wastewater drain, are charged a wastewater 'availability' rate which is 50% of the wastewater rate for 'connected' properties.

Note 3: The wastewater rate shown for non-residential properties is for the first two pans. Additional rates are charged for the third and any subsequent pans.

WASTEWATER – THE BIG PICTURE

We have nearly 11,000 properties connected to our wastewater system, but with fewer than 33 connections per kilometre (on average) we have one of the lowest-density networks in the country.

We currently report the second highest number of wastewater overflows compared with other ‘medium-sized’ councils (Water New Zealand, *National Performance Review, 2015-16*). Many of the overflows we report are small, land-based spills that are relatively easy to remedy. Unlike some councils, we report every overflow regardless of where it occurs (on public or private land), size or effect. Despite this inconsistency, reporting of wastewater overflows is increasing across New Zealand for all councils. The Jacobs report presented to Council in December 2016 recommended that, over the longer

term, Waikato District Council aim for a ‘medium level of performance’ in comparison with other New Zealand councils. This would mean ensuring there is no more than one wastewater overflow per 1,000 connections per year during dry weather, compared with, for example, the 2.9 dry-weather overflows per 1,000 connections that we reported for the 2015-16 year against our current target of ‘equal to or less than five’. The cost of achieving this improvement has been estimated at \$7.4 million per year for 10 years. However, there are other options we can consider.

IMPLICATIONS FOR THE FUTURE

Before choosing your preferred wastewater option for 2017/18, you will want to consider the future implications of each option.

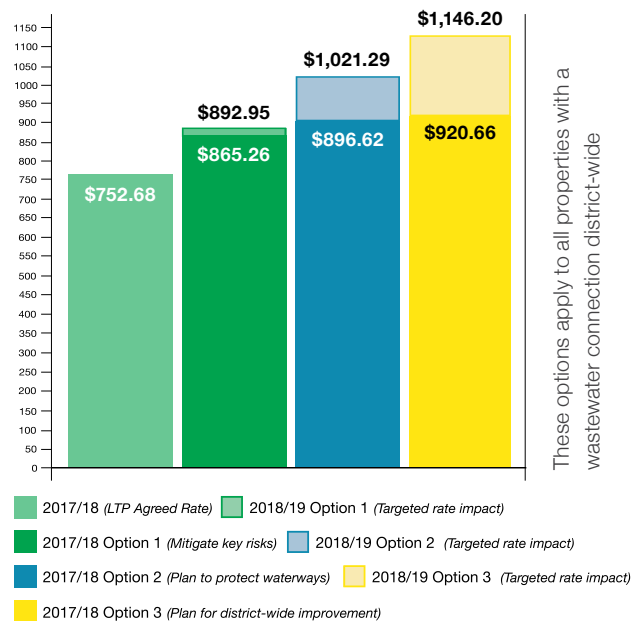
Option 1 does not allow for the CCTV data collection needed to plan for improved performance targets in the future. The only upward pressure on the targeted wastewater rate under Option 1 in the future will be inflation.

Option 2 and 3 allow for the CCTV data collection and planning needed to consider improving our future performance targets as outlined on pages 5, 7 and 8. If we choose to improve our performance levels then costs will rise depending on the work required to achieve these new targets and the graph below presents our best guesstimates for the impact on your wastewater rates in 2018/19.

While fit-for-purpose infrastructure is not cheap, we are the third-fastest growing district in the country and we need to ensure our infrastructure can cope with a rise in population of more than 26% over the next 15 years from about 69,900 in 2016 to 88,200 in 2031. We want to protect our environment and our long term aspiration is to minimise wastewater overflows. As our population rises, and our businesses grow, there will be more people to share the cost to meet that long term goal.

Any proposed change to agreed performance levels will require further consultation with the community prior to developing our next Long Term Plan 2018-28. It is NOT a subject for consultation in this document.

Potential impact on wastewater rates from 2018/19





For internal use only

ECM Project # PR-819-01

ECM #.....

Submission #.....

Customer #.....

ANNUAL PLAN 2017/2018

Please provide your feedback by **9am, Monday 15 May 2017**

Name/organisation:

Address:

Postcode:

Postal Address (if different):

Postcode:

Email:

Phone:

Hearings will be held between 31 May and 1 June 2017. (Venue to be confirmed)

Do you want to speak about your submission at this hearing? Yes No

Preferred method of contact: Email Post

Age: (optional) 16-24 25-35 36-50 51-65 66+

The Council would like to receive your feedback on the options outlined for addressing key risks of wastewater overflows and/or for planning to improve our future level of performance throughout our network.

Please indicate which option you support so that we can better protect our environment from wastewater overflows.

I support:

Option 1
Mitigate key risks
No change to service levels
See page 4 & 6

Option 2
Plan to protect waterways
Plan for moderate service level change
See page 5 & 7

Option 3
Plan for district-wide continuous improvement
Plan for service level change as per Jacobs report
See page 5 & 8

If there is any more information you want to supply in addition to this submission form, please write it here or attach it to this submission form and enclose it in the Freepost return envelope provided.

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.....
.....

Please tell us what you think of what we are proposing by attending a drop-in session (see back page) and/or by making a submission:

Online: waikatodistrict.govt.nz/sayit
Post to: Waikato District Council, Freepost 803,
Private Bag 544, Ngaruawahia 3742

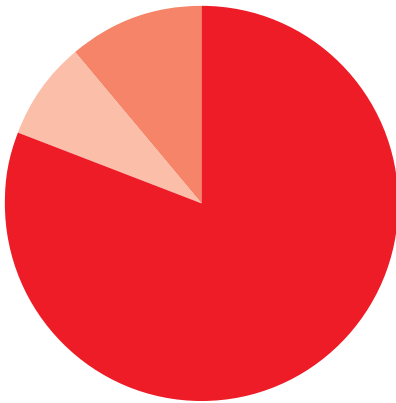
Email to: consult@waidc.govt.nz
Fax to: (07) 824 8091
Deliver to: Any Council office or library

HOW YOU CAN HELP

Knowing how you can help us keep our wastewater network operating well is central to avoiding overflows.

Wastewater pipes are generally only 15-20cm in diameter and are not designed to carry products like wet wipes, rags and nappies. Nor are they designed for hot fats, oil and grease from your kitchen which solidify and block the pipes. Blockages cause more than 80% of our overflows [see pie graph]. The photo shows a typical avoidable blockage that our field staff have to remove from our pump stations and pipes to keep our system working properly.

CAUSES OF WASTEWATER OVERFLOWS IN WAIKATO DISTRICT 2014-2016



■ Blockage – 81%

■ Mains break – 8%

■ Pump station fault – 11%



DROP-IN SESSIONS

You can find out more about the options offered for consultation on your wastewater services for 2017/18 by attending a Waikato District Council drop-in session

Drop-in sessions are offered in the Wards affected by the changes outlined in this document. For confirmation of final details, please go to waikatodistrict.govt.nz/annualplan or Freephone 0800 492 452:

EUREKA

Matangi drop-in, Matangi Hall, 478 Tauwhare Rd,
Wednesday 3 May, 3pm-6pm

HUKANUI

Gordonton market, Gordonton Reserve, SH 1B,
Saturday 8 April, 8.30am-1pm

HUNTLY

Huntly Drop-in, Huntly Library, Saturday 22 April, 9am-12 noon

Huntly Drop-in, Huntly Library, Thursday 4 May, 4pm-7pm

NGARUAWAHIA

Ngaruawahia and Horotiu Drop-in, Ngaruawahia Bowling Club,
Ellery St, Saturday 29 April, 9am-11am

Ngaruawahia and Horotiu Drop-in, Ngaruawahia Community
House, Galileo St, Wednesday 10 May, 4pm-7pm

WHANGAMARINO

Te Kauwhata Drop-in, Te Kauwhata Library,
Thursday 20 April, 5pm-8pm

Meremere Drop-in, Meremere Hall, Heather Green Ave,
Thursday 11 May, 6.30pm

RAGLAN

Raglan Creative Market Day, Raglan Old School Arts Centre,
Stewart Street, Sunday 9 April, 10am-2pm

Raglan Drop-in, Outside SuperValue, Bow St,
Saturday 22 April, 10am-12 noon

Raglan Community Board workshop, Supper room,
Raglan Hall, Bow St, Thursday 27 April, 7pm-8.30pm

TUAKAU

Tuakau Drop-in, Supper Room, Tuakau Memorial Hall,
George St, Thursday 20 April, 4pm-8pm

Tuakau Drop-in, Supper Room, Tuakau Memorial Hall,
George St, Monday 1 May, 4pm-8pm

Pokeno Drop-in, Pokeno Hall, Market St,
Tuesday 2 May, 4pm-8pm

Use the submission form inside this document to have your say and deliver it to any Council office or library, fax or email us, or post it using the Freepost envelope provided, or go online to have your say at waikatodistrict.govt.nz/sayit



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Freepost 803, Waikato District Council
Private Bag 544, Ngaruawahia 3742, New Zealand

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Appendix 2 – Financial strategy prudence benchmarks

Annual plan disclosure statement For the year ending 30 June 2018

What is the purpose of this statement?

The purpose of this statement is to disclose Council's planned financial performance in relation to various benchmarks to enable the assessment of whether Council is prudently managing its revenues, expenses, assets, liabilities and general financial dealings.

Council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the Regulations). Refer to the Regulations for more information, including definition of some of the terms used in this statement.

Benchmark		Planned	Met
Rates affordability benchmarks			
• income	\$2,999	\$2,874	Yes
• increases	4%	3.5%	Yes
Debt affordability benchmarks			
• total debt	\$178.9m	\$98.75m	Yes
• average net debt	\$5,957	\$3,259	Yes
Balanced budget benchmark	100%	101%	Yes
Essential services benchmark	100%	196%	Yes
Debt servicing benchmark	15%	4%	Yes

Notes

1 Rates affordability benchmark

- (1) For this benchmark:
 - (a) Council's planned rates income for the year is compared with a quantified limit on total rates per rateable property contained in the financial strategy included in Council's long-term plan; and
 - (b) Council's planned rates increases for the year are compared with a quantified limit on (cumulative from the 2016 limit) increases in total rates per rateable property contained in the financial strategy included in Council's long-term plan.
- (2) Council meets the rates affordability benchmark if:
 - (a) its planned rates income for the year equals or is less than the quantified limit on rates; and
 - (b) its planned rates increases for the year equal or are less than the quantified limit on rates increases.

2 Debt affordability benchmark

- (1) For this benchmark:
 - (a) Council's planned borrowing is compared with a quantified limit on total debt contained in the financial strategy included in Council's long-term plan; and
 - (b) Council's planned borrowing is compared with a quantified limit on average net debt per rateable property contained in the financial strategy included in Council's long-term plan.
- (2) Council meets the debt affordability benchmark if:
 - (a) its planned borrowing is within the quantified limit on total debt; and
 - (b) its planned borrowing is within the quantified limit on net debt per rateable property.

3 Balanced budget benchmark

- (1) For this benchmark, Council's planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments and revaluations of property plant or equipment) is presented as a proportion of its planned operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant or equipment).

- (2) Council meets the balanced budget benchmark if its revenue equals or is greater than its operating expenses.

4 Essential services benchmark

- (1) For this benchmark, Councils planned capital expenditure on network services is presented as a proportion of expected depreciation on network services.
- (2) Council meets the essential services benchmark if its planned capital expenditure on network services equals or is greater than expected depreciation on network services.

5 Debt servicing benchmark

- (1) For this benchmark, Council's planned borrowing costs are presented as a proportion of planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments and revaluations of property plant or equipment).
- (2) Because Statistics New Zealand projects that Council's population will grow faster than the national population growth rate, it meets the debt servicing benchmark if its planned borrowing costs equal or are less than 15% of its planned revenue.

Appendix 3: Supporting resolutions

WDCI509/13/3/2	<p>INF1506/11/2</p> <p><u>Harlock Place Property Disposal and approval to commence and fund enabling processes</u></p> <p>Resolved: (Crs Hayes/Tait)</p> <p>THAT the current Waikato Coalfields Museum site, being Lots 22 - 26 DPS 22512 be declared surplus to Council requirements;</p> <p>AND THAT the separate Lots be offered for sale on the open market at a price established by valuation and to be within property policy, with the proceeds of sale (less costs) to be made available to the new Museum “Te Waro” at Lake Puketirini on the proviso that funds will not be released until a business plan is presented by the Museum Committee and approved by Council;</p> <p>AND FURTHER THAT in order to maximise the saleability and return, that approval be granted to make application for Resource Consent to remove from the District Plan the five notable trees on the property;</p> <p>AND FURTHER THAT funds of \$80,000 be released from the Property Proceeds Reserve (8329) to cover the costs of the Resource Consent process and if the application is approved, with the costs to be reimbursed from the proceeds of sale.</p> <p>AND FURTHER THAT the grant of \$20,000 (2WC28000) previously approved for the new museum development of the Waikato coalfields museum be allocated towards the resource consent costs.</p> <p>CARRIED on the voices</p>
WDCI511/06/3/3	<p>WDCI511/06/3/3</p> <p><u>Approve Selected Supplier – Raglan Zero Waste Contract 15/111</u> Add.Item</p> <p>The Waters Manager provided an overview of this report.</p> <p>Resolved: (Crs Baddeley/Church)</p> <p>THAT the report of the General Manager Service Delivery - Approve Selected Supplier – Raglan Zero Waste Contract 15/111- be received;</p> <p>AND THAT the price submitted by Xtreme Zero</p>

	<p>Waste Ltd in the sum of Three Million Seven Hundred and Fifty Nine Thousand and Twenty Six Dollars (\$3,759,026), excluding GST, be approved for Contract No. 15/111: Raglan Zero Waste Contract;</p> <p>AND FURTHER THAT extra funding of \$26,006 (2015/16), \$51,188 (2016/17) and \$51,533 (2017/18) be approved from the general accounting reserve fund for the next three financial years;</p> <p>AND FURTHER THAT the levy funding of \$306,100 be used to cover the first three years of food waste collection with the intentions of moving to targeted rates funding following that.</p> <p><u>CARRIED on the voices</u></p>
WDC1512/06/7	<p>WDC1512/06/7 <u>Independent Audit & Risk Committee Chair Remuneration Review</u> Item 6.2.2</p> <p>The General Manager Strategy & Support gave a verbal overview and answered questions of Council.</p> <p>Resolved: (Crs Baddeley/Hayes)</p> <p>THAT the report of the General Manager Strategy & Support entitled <i>Independent Audit & Risk Committee Chair Remuneration Review</i> be received;</p> <p>AND THAT Council approves that the remuneration for the Audit & Risk Committee Independent Chairperson be set at \$20,000 per annum, effective from 1 January 2016.</p> <p><u>CARRIED on the voices</u></p>
WDC1603/06/2/4	<p>WDC1603/06/2/4 Resolved: (Crs Baddeley/Smith)</p> <p><u>S&F1602/07/16 Te Kauwhata Heavy Traffic Bypass – Removal of Designation</u></p> <p>THAT the General Manager Service Delivery be requested to undertake the formal process to remove the designation.</p> <p><u>CARRIED on the voices</u></p>
WDC1604/06/12/3	<p><u>Alliance Premises Business Case – S&F1603/10/5</u></p> <p>Resolved: (Crs Baddeley/Gibb)</p> <p>THAT the purchase of 8a Brownlee Avenue, Ngaruawahia be negotiated as per the draft Sale and Purchase Agreement attached to the Strategy & Finance agenda report;</p>

	<p>AND THAT the purchase be loan funded over a 10-year period, with repayments coming from the general property replacement reserve (principal) and general rate (interest);</p> <p>AND FURTHER THAT the Alliance work programmes be reviewed to ensure that the general rate impact of purchasing 8a Brownlee Avenue is neutral.</p> <p><u>CARRIED on the voices</u> WDC1604/06/12/3</p>																					
WDC1604/23/1	<p>WDC1604/23/1 <u>Budget Shortfall – North Waikato Waste and Recyclables Collection Contract</u> Item 4.4</p> <p>The General Manager Service Delivery spoke to a power point presentation.</p> <hr/> <p>Waikato District Council – Extraordinary 3 Minutes: 19 April 2016</p> <p>nt Set ID: 1502684 1, Version Date: 22/04/2016</p> <hr/> <p>A significant discussion was carried out with questions around the funding process with an opportunity for doing things differently in the future.</p> <p>The Waters Manager provided clarification to some issues raised.</p> <p>Resolved: (Crs McGuire/Hayes)</p> <p>THAT the report from the General Manager Service Delivery be received;</p> <p>AND THAT Option 1 as outlined below be approved as the appropriate way forward for managing the budget deficit for Contract No 15-127.</p> <p><u>Option 1- 2018/28 Long Term Plan</u></p> <p><i>The LTP has capital expenditure to upgrade the Refuse Transfer Stations in Huntly and Te Kauwhata to Resource and Recovery Centre (RRC) in 2016/17. This funding has with it increased operational costs from 2017/18 onwards. The upgrade has been delayed due to contractual negotiations and will result in an operational saving of \$199,814 in 2017/18 (General Rate funded). These savings could be used to partially fund the shortfall as these funds were allocated to refuse and recycling activities.</i></p> <p><i>The remaining deficit in the budget will need to be funded by a target rates review during the next Long Term Plan and applied from 2018/19 onwards. This would equate to a target rates increase of approximately \$12 excluding GST per property per annum.</i></p> <table border="1" data-bbox="692 1756 1358 1980"> <thead> <tr> <th>Financial Year</th> <th>Funding Deficit</th> <th>Funding Solutions</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>\$319K</td> <td>Increase reserve deficit and recover over t LTP</td> </tr> <tr> <td>2017/18</td> <td>\$207K</td> <td>\$200K RRC operational savings</td> </tr> <tr> <td>2018/19</td> <td>\$206K</td> <td>Change in 2018/28 LTP</td> </tr> <tr> <td>2019/20</td> <td>\$205K</td> <td>Change in 2018/28 LTP</td> </tr> <tr> <td>2020/21</td> <td>\$205K</td> <td>Change in 2018/28 LTP</td> </tr> <tr> <td>TOTAL</td> <td>\$1,142K</td> <td></td> </tr> </tbody> </table> <p><u>CARRIED on the voices</u></p>	Financial Year	Funding Deficit	Funding Solutions	2016/17	\$319K	Increase reserve deficit and recover over t LTP	2017/18	\$207K	\$200K RRC operational savings	2018/19	\$206K	Change in 2018/28 LTP	2019/20	\$205K	Change in 2018/28 LTP	2020/21	\$205K	Change in 2018/28 LTP	TOTAL	\$1,142K	
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WDC1606/04/2/2	<p><u>Adoption of the Annual Plan 2016/2017 – S&FI605/10/6</u></p> <p>Resolved: (Crs Baddeley/Sedgwick)</p> <p>THAT the Annual Plan 2016/17 be adopted in accordance with Section 95 of the Local Government Act 2002 subject to the following changes to the document:</p> <ul style="list-style-type: none"> - Remove the grant to Surf Lifesaving of \$34,500 - Remove the grant to Coastguard of \$33,346 - Remove the grant to Philips Search and Rescue (Air Ambulance) of \$15,000; <p>AND FURTHER THAT Council note the above changes are being made as a result of the Waikato Regional Council now including these grants in their Annual Plan.</p> <p><u>CARRIED on the voices</u> WDC1606/04/2/2</p>
WDC1606/11/4	<p><u>Tender Evaluation Report – Contract No 15-211 - Aquatic Facilities Management</u> Agenda Item PEX 4.4</p> <p>Resolved: (Crs Fulton/Sedgwick)</p> <p>THAT the report from the General Manager Service Delivery be received;</p> <p>AND THAT the tender submitted by Belgravia Leisure in the sum of \$364,116 excluding GST, be approved for Contract No 15/211: Aquatic Facilities Management Contract;</p> <p>AND FURTHER THAT the Approved Contract Sum total be set at \$5,041,160 for a 10-year period from 1 August 2016 to 30 June 2026 subject to performance.</p> <p><u>CARRIED on a show of hands; 8 in FAVOUR and 2 voting AGAINST</u> WDC1606/11/4</p>
WDC1610/03/3/2	<p><u>Mangawara Stream Bridge Project Funding – INF1609/04/2</u></p> <p>Resolved: (Crs Hayes/Gibb)</p> <p>THAT Council approves additional funds of \$77,000 be provided to fund the Mangawara Bridge construction shortfall;</p> <p>AND THAT the funds be provided by increasing the loan amount for the project and covering interest repayments from the unsubsidised roading budget and principal repayments from the Roothing Replacement Reserve Fund.</p> <p><u>CARRIED on the voices</u> WDC1610/03/3/2</p>
WDC1610/03/3/8	<u>Waters Team Resourcing</u>

	<p>Agenda Item 6.3.3</p> <p>The report was taken as read and the General Manager Service Delivery provided an overview of the report and answered questions of the members.</p> <p>Resolved: (Crs Fulton/Baddeley)</p> <p>THAT the report from the General Manager Service Delivery be received;</p> <p>AND THAT Council approves the sole supplier engagement of Downer New Zealand Limited to provide staffing services in accordance with those outlined within the agenda report;</p> <p>AND FURTHER THAT the Chief Executive be delegated authority to enter into a contract with Downer New Zealand Limited for those services, up to a maximum value of \$1,000,000;</p> <p>AND FURTHER THAT the funds for this contract be drawn from the District-Wide Water and Wastewater reserves;</p> <p>AND FURTHER THAT it be noted that the salary savings in the order of \$235,000 in respect of the 2017/2018 year be offset against this contract.</p> <p><u>CARRIED on the voices</u> WDC1610/03/3/8</p>
WDC1612/04/2/6	<p><u>Wastewater Overflow Continual Improvement Plan</u> Agenda Item 5.2.2</p> <p>The General Manager Service Delivery expanded on the report including the changing perception of services.</p> <p>The Acting Chief Executive spoke of the financial aspects of this Plan, including the impact of the decision on ratepayers to targeted rates in 2017/18.</p> <p>Resolved: (Crs Church/McInally)</p> <p>THAT the report from the General Manager Service Delivery be received;</p> <p>AND THAT Council support proceeding on the basis of the Medium Level of performance for Wastewater Network Overflows, as outlined within the Jacobs report attached to the agenda report;</p> <p>AND FURTHER THAT Council approve \$1,756,883 to undertake additional works as outlined within the agenda report;</p> <p>AND FURTHER THAT Council approve the funding plan as outlined in scenario (e) to fund these works.</p> <p><u>CARRIED on the voices</u> WDC1612/04/2/6</p>
WDC1612/04/2/7	2017/18 Annual Plan Process

	<p>Agenda Item 5.2.3</p> <p>Resolved: (Crs Sedgwick/Thomson)</p> <p>THAT the report of the General Manager Strategy & Support be received;</p> <p>AND THAT staff proceed with the preparation of the financial statements using Year 3 of the Long Term Plan (2015-2025) as the base for the 2017/18 Annual Plan and incorporate known changes;</p> <p>AND FURTHER THAT the impact of the Wastewater Overflow Continuous Improvement Plan that would trigger Council's Significance & Engagement Policy be incorporated into a consultation document as required under section 95 of the Local Government Act 2002.</p> <p><u>CARRIED on the voices</u> WDC1612/04/2/7</p>
WDC1612/04/3/5	<p><u>Disposal of Houses at 8 and 10 Ford Street, Pokeno</u> Agenda Item 5.3.2</p> <p>The Asset Management Team Leader spoke of the issues of concern and took questions from the members.</p> <p>Resolved: (Crs Church/Lynch)</p> <p>THAT the report from the General Manager Service Delivery be received;</p> <p>AND THAT the residential dwellings at 8 and 10 Ford Street, Pokeno, be declared surplus to Council requirements and be offered for sale by removal, at a price to be established by market valuation, and to be within Council property policy, with the nett proceeds of sale, minus costs, to be credited to the Property Proceeds Reserve;</p> <p>AND FURTHER THAT should the residential dwellings not be purchased through the sale process, that they are approved for demolition to absolve Council of ongoing costs and risks associated with unused dwellings.</p> <p><u>CARRIED on the voices</u> WDC1612/04/3/5</p>

Open Meeting

To	Waikato District Council
From	Tony Whittaker Strategy & Support
Date	14 March 2017
Prepared by	Melissa Russo Corporate Planner
Chief Executive Approved	Y
Reference #	1694618
Report Title	Proposed Waikato District Council Fees and Charges 2017/18

I. EXECUTIVE SUMMARY

The Waikato District Council is currently reviewing its fees and charges relating to:

- Road signs
- District Plan
- Deposit and lodgement fees and actions relating to the Resource Management section
- Staff charge out rates
- Swimming pool inspections

The reasons for the review are:

- Amendments to the Fees and Charges allows us to cost recover
- Provides clarification
- Some services specified in the current Fees and Charges are no longer available.

Subject to approval at this meeting, the proposed Fees and Charges will be publicly notified on 29 March 2017 with submissions being received until 08 May 2017. Submissions on the proposed Fees and Charges will be considered and, if requested, heard by Council at a meeting on 30 and 31 May 2017 or as early thereafter as possible.

The following document is included as an appendix to this report:

- Appendix I - Statement of Proposal (including the submission form and proposed Fees and Charges 2017/18);

2. RECOMMENDATION

THAT the report of the **General Manager Strategy & Support** be received;

AND THAT the **Statement of Proposal**, incorporating the proposed **Waikato District Council Fees and Charges 2017/18** (subject to any amendments), be publicly notified on **29 March 2017** with the closing date for submissions being **08 May 2017**, in accordance with **Sections 83** (special consultative procedure) of the **Local Government Act 2002**; and

AND FURTHER THAT submissions on the **Statement of Proposal**, (incorporating the proposed **Waikato District Council Fees and Charges 2017/18**) be considered and, if requested, be heard by **Council** at a meeting to be held on **30 and 31 May 2017** or as early thereafter as possible.

3. DISCUSSION AND ANALYSIS OF OPTIONS

3.1 PROPOSED CHANGES

Road signs (page 49)

The increase from \$210 to \$400 has been proposed because many developers are not posting new roads signs as per Council policy. Council is subsequently funding the signs after requests from new owners. The proposal is to charge the full cost of each new road sign required to developers.

Deposit Fees to Lodgement Fees (page 28)

A number of changes are proposed to the explanatory words that accompany the Resource Management section of fees and charges.

The key feature is to change the word 'deposit' to 'lodgement fee' as there have been a number of customers that have complained that the deposit term and this explanatory section is unclear.

The 'lodgement fees' that are set out in the tables are for a wide range of applications/services and are distinct from those that are specified as 'set fees'.

Applications with lodgement fees are subject to additional charges, that enable Council to recover its actual and reasonable costs.

Actions relating to consents (page 34)

The change to words includes 'land use consents' for which objections under s357, 357A and 357B can be lodged with Council. The absence of this reference makes it unclear.

Council Staff Charge out rates (page 60)

The changes proposed reflect a number of changes to roles in Council (either new, no longer in place, or amended titles).

District Plan charges (page 26)

The district plan is no longer available in hardcopy or CD ROM. This is superseded by electronic copy which can be downloaded from our website.

The minor wording amendments to this section are for clarification.

Swimming Pools inspections (Page 24)

Previously the first inspection for swimming pools was free to encourage property owners to have their pools inspected for compliance as Council had no mandate to enter the property without the owner's permission. A recent change in legislation allows inspectors to inspect swimming pools without the owner's permission. Council is proposing to charge \$155 for the first inspection and for any subsequent inspections to be charged at a rate of \$80.00 so as to encourage any issues that arise at the first inspection to be signed off.

Staff will take reasonable steps to ensure the property owners is informed of the inspection and what the inspection will involve in advance, to provide an opportunity to fix any issues prior to inspection.

Interim service charges (not currently in the attached Statement of Proposal – detail will be tabled)

Any property that wishes to:

- a) Use the reticulated wastewater network,
- b) Receive a refuse and/or recycling service, or
- c) Discharge stormwater to the reticulated network,

for the first time during the financial year will be required to contribute towards operational costs of this interim arrangement in that year. The proposal is to charge a fee which will be proportioned based on the actual period of use.

Calculation of an appropriate fee and development of wording for the Statement of Proposal is being worked on and will be tabled at the extraordinary council meeting.

3.2 OPTIONS

The options that have been identified are:

1. Consult with the public on the proposed Fees and Charges;
2. Keep the current Fees and Charges.

4. CONSIDERATION

4.1 FINANCIAL

The income associated with the proposed fees and charges has been reflected in the draft Annual Plan 2017/18.

4.2 LEGAL

Council has statutory authority to set fees and charges either under specific legislation such as Building Act 2004 or under the general powers of the Local Government Act 2002.

Council is required to follow the special consultative procedure set out in section 83 of the Local Government Act 2002 before the proposed schedule of Fees and Charges can be confirmed.

Highest levels of engagement	Inform <input type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>Consultation on the proposed Fees and Charges will occur alongside the draft Annual Plan.</p> <p>Affected parties i.e. owners of swimming pools will be directly contacted seeking their feedback.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
	✓		Households
			Business
	✓		Other Please Specify – Swimming pool owners

5. CONCLUSION

Council is conducting a review of its Fees and Charges that relate to road signs, resource consents, district plan documents and swimming pool inspections.

In undertaking this review approval is sought to commence the Special Consultative Procedure between 29 March and 08 May 2017.

6. ATTACHMENTS

Appendix 1 - Statement of Proposal (including the submission form and proposed Fees and Charges 2017)

STATEMENT OF PROPOSAL

THE PROPOSED WAIKATO DISTRICT COUNCIL FEES AND CHARGES 2017/18

This Statement of Proposal is prepared pursuant to sections 83, 86, 155 and 156 of the Local Government Act 2002 (LGA). This is a proposal to adopt the Fees and Charges 2017/18.

The Waikato District Council Fees and Charges 2017/18 enables Council to charge fees and charges for goods and services.

Reasons for the proposal

- Amendments to the Fees and Charges allows us to cost recover
- Provides clarification
- Some services specified in the current Fees and Charges are no longer available.

Summary of Key Changes

Road signs (page 49)

The increase from \$210 to \$400 has been proposed because many developers are not posting new roads signs as per Council policy. Council is subsequently funding the signs after requests from new owners. The proposal is to charge the full cost of each new road sign required to developers.

Deposit Fees to Lodgement Fees (page 28)

A number of changes are proposed to the explanatory words that accompany the Resource Management section of fees and charges.

The key feature is to change the word 'deposit' to 'lodgement fee' as there have been a number of customers that have complained that the deposit term and this explanatory section is unclear.

The 'lodgement fees' that are set out in the tables are for a wide range of applications/services and are distinct from those that are specified as 'set fees'.

Applications with lodgement fees are subject to additional charges, that enable Council to recover its actual and reasonable costs.

Actions relating to consents (page 34)

The change to words includes 'land use consents' for which objections under s357, 357A and 357B can be lodged with Council. The absence of this reference makes it unclear.

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Consultation and submissions

Anyone can make a submission about the proposed Waikato District Council Fees and Charges 2017/18 and we encourage you to let us know your views.

What is a submission?

Submissions are a record of your views/preferences on a particular issue. By making a submission you can ensure that your voice is heard by councillors to assist them in their decision making. Submissions may be sent or given to the Council from any organisation or any member of the public during a time period specified by Council. In most cases submission forms are available at Council offices and libraries and on the 'Have your say' page of Council's website.

When can I make a submission?

The submission period for the proposed Waikato District Council Fees and Charges 2017/18 opens on 29 March and closes at 5pm on 8 May 2017.

How can I make a submission?

Any person may make a submission on the content of this proposed Bylaw.

Written submissions should follow the format shown in the submission form following this page. This form is intended as a guide only, but is suitable for brief submissions. Please attach additional pages as necessary.

In addition, if you wish to present your comments in person, Council will hear verbal submissions on 30 and 31 May (or as early thereafter as possible). Submitters wishing to be heard in support of their submission must clearly state this in their submission. All submitters wishing to be heard will be contacted to arrange an appropriate time on the date specified.

Please note that written submissions are to be received by Waikato District Council by 5pm on 8 May 2017.

Privacy Act Information - The Local Government Act 2002 requires submissions to be made available to the public.

Your contact details are collected:

- So the Council can write and inform you of the decision(s) on your submission(s).
- To arrange a hearing date and time for you to speak (if you choose to).

Your name and address will be publicly available. If you would like your address and phone details (including email address) kept confidential you need to inform us when you send in your submission. You have the right to correct any errors in personal details contained in your submission. If you do not supply your name and address the Council will formally receive your submission, but will not be able to inform you of the outcome.

Submissions can be:

Online: www.waikatodistrict.govt.nz/sayit

Posted to: Waikato District Council
Private Bag 544
Ngaruawahia 3742

Delivered to: Waikato District Council
Attn: Corporate Planner
15 Galileo Street
Ngaruawahia 3742

Huntly Office
142 Main Street, Huntly 3700

Raglan Office
7 Bow Street, Raglan 3225

Tuakau Office
2 Dominion Rd, Tuakau 2121

Te Kauwhata Office
1 Main Road, Te Kauwhata 3710

Emailed to: consult@waidc.govt.nz
Subject heading should read: “Fees and Charges – Submission”

What happens next?

Council will acknowledge each submission received in writing, either by letter or email.

Following the closing of submissions on 8 May 2018, all submissions will be reviewed by Elected Members. Verbal submissions will be heard and all submissions formally considered at a Council meeting on 30 and 31 May (or as soon thereafter as possible). This meeting is open to both submitters and the public to attend.

Important Dates to Remember:

Submissions open – Wednesday, 29 March 2017

Submissions close – Monday, 8 May 2017

Hearing of submissions – 9am, Tuesday 30 and Wednesday 31 May 2017 (TBC)

If you have any further queries or would like further copies of the proposed Bylaw, please contact Shelley Monrad or Melissa Russo on 0800 492 452.

For internal use only



ECM Project # PR-846-02

ECM #

Submission #

Customer #

Fees and Charges

Submission form Please provide your feedback by 5pm, 8 May 2017

Name/organisation

Postal address **Postcode**.....

Email **Phone**.....

A hearing will be held on 30 and 31 May 2017

Do you want to speak about your submission at this hearing? Yes No

Preferred method of contact Email Post

Age (optional) 16-24 25-35 36-50 51-65 66+

Ethnicity (optional)

This information will be used for statistical purposes only, to help us understand who is engaging with council.

Do you support the proposed Fees and Charges? Yes No

Please tell us why:

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Thank you for making a submission.

You'll receive an email or letter to confirm we've received your submission.

If you've indicated you would like to present your submission in person, we'll be in touch to arrange a time.

Written feedback

Postal Address

Waikato District Council, Private Bag 544,
Ngaruawahia 3742 • Telephone 0800 492 452

Online feedback

- www.waikatodistrict.govt.nz/sayit
- consult@waidc.govt.nz

Submissions are public information. Your feedback will be used for purposes such as reports to Councillors, which are made available to the public, media and on our website. If you would like your personal information concealed, please tell us in your submission.

FEES AND CHARGES 2015 - 2018



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Introduction

This document has been prepared to provide a comprehensive guide to fees and charges for the first three years of the 2015-25 Long Term Plan.

Legislative framework

The council derives its right to apply fees and charges in general from section 150 and section 12 of the Local Government Act (LGA) 2002. Other Acts which the council administers, such as the Resource Management Act 1991, the Building Act 2004, the Dog Control Act 1996 and others, give all Territorial Authorities the right to prescribe fees and charges pertaining to the particular activity dealt with under that Act. In the following fees and charges schedules the empowering legislation is noted where the right to apply fees and charges is not derived from the LGA 2002.

For unseen situations for which no fee or charge has been prescribed but which involve costs to the council, section 252 under the LGA 2002 also gives the council the right to recover the reasonable costs incurred for works or services provided by the Council.

Schedules

The following should be noted with regard to the fees and charges schedules:

In some cases the fees are defined by the relevant statute and are therefore not open for consultation or to change by the council. These include:

- Infringement fees for parking, resource management and dog control offences
- Liquor licensing
- Amusement devices licensing
- Development contributions

Subdivision consent for additional lots, and any land use consent or permitted activity may include a condition requiring development contributions to ensure adequate and appropriate provision of infrastructure to service those new lots or activity. Contributions relate to roading network access, wastewater and stormwater disposal, rural drainage and water supply. These contributions relate solely to the council's own infrastructure and not to infrastructure of other service providers who have their own charging regimes. For further information please refer to our Development Contributions Policy.

Sustainable communities

Customer delivery

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Requests, searches & enquires			
Printing from internet (per page)	0.30	0.30	0.30
Research enquiry (per hour or part thereof)	70.00	70.00	70.00
Electronic communications			
Fax Transaction Fee	3.00	3.00	3.00
Emailing documents (Minimum 10 Pages)	2.70	2.70	2.70
Scanning	2.70	2.70	2.70
Private photocopying			
Black & white – per page)	0.25	0.25	0.25
Black & white – per page (A3)	0.25	0.25	0.25
Colour – per page (A4)	0.60	0.60	0.60
Colour – per page (A3)	0.60	0.60	0.60

Community facilities: Cemeteries

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Plot purchase			
All of the Waikato – including maintenance	2,300.00	2,300.00	2,350.00
All of the Waikato's Children's areas including maintenance	800.00	808.00	816.00
RSA plot	Free of charge	Free of charge	Free of charge
Sexton fees			
Interments	1,500.00	1,700.00	1,800.00
Stillborn babies	Free of charge	Free of charge	Free of charge
Ashes			
Plot	350.00	350.00	350.00
Sexton	300.00	300.00	300.00
RSA plot	Free of charge	Free of charge	Free of charge

Other cemetery services			
Disinterment	3,025.00	3,025.00	3,025.00
Reinterment	1,450.00	1,450.00	1,450.00
Breaking concrete	100.00	100.00	100.00
Memorial Permit	10.00	10.00	10.00
Locate Plot	20.00	20.00	20.00

Community facilities: Halls

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
General charges			
Deposits	355.00	365.00	375.00
Penalty for late return of keys – per working day	25.00	25.00	25.00
Surcharge for events with	60.00	60.00	60.00
Te Kauwhata Library – community meeting room			
Community groups – per hour	6.00	7.00	8.00
Community groups – per half day	11.00	12.00	13.00
Community groups – per day	22.00	25.00	27.00
Commercial – per hour	22.00	24.00	26.00
Commercial – per half day	27.00	30.00	33.00
Commercial – per day	50.00	55.00	60.00
Huntly Civic Centre			
Full day	115.00	120.00	125.00
Day <u>and</u> evening	190.00	195.00	200.00
Part day	64.00	66.00	68.00
Commercial – day <u>or</u> evening	288.00	296.00	300.00
Commercial – day <u>and</u> evening	402.00	414.00	425.00
Riverside Room Huntly			
Part day	19.00	20.00	21.00
Full day	38.00	40.00	42.00
Day <u>and</u> evening	55.00	57.00	60.00
Commercial – day <u>or</u> evening	120.00	123.00	126.00
Commercial – day <u>and</u> evening	211.00	217.00	223.00
Ngaruawahia War Memorial Hall			
Commercial – day <u>or</u> evening	120.00	123.00	126.00
Commercial – day <u>and</u> evening	217.00	223.00	230.00
Part day	39.00	40.00	42.00
Full day	77.00	80.00	83.00
Charitable/community organisations – day <u>or</u> evening	25.00	26.00	27.00
Charitable/community – day <u>and</u> evening	48.00	50.00	52.00
Tuakau War Memorial Hall Commercial (day <u>or</u> evening)			
Main hall <u>or</u> supper room	97.00	100.00	103.00
Main hall <u>and</u> supper room	191.00	196.00	200.00
Mezzanine <u>or</u> committee rooms	44.00	45.00	46.00
Mezzanine <u>and</u> committee rooms	86.00	87.00	88.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Commercial (day and evening)			
Main hall <u>or</u> supper room	190.00	195.00	200.00
Main hall <u>and</u> supper room	383.00	393.00	403.00
Mezzanine <u>or</u> committee rooms	87.00	90.00	93.00
Mezzanine <u>and</u> committee rooms	175.00	180.00	185.00
Non-commercial (day or evening)			
Main hall <u>or</u> supper room	50.00	52.00	54.00
Main hall <u>and</u> supper room	97.00	100.00	103.00
Mezzanine <u>or</u> committee rooms	23.00	24.00	25.00
Mezzanine <u>and</u> committee rooms	44.00	45.00	46.00
Non-commercial (day and evening)			
Main hall <u>or</u> supper room	97.00	100.00	103.00
Main hall <u>and</u> supper room	191.00	196.00	200.00
Mezzanine <u>or</u> committee rooms	45.00	46.00	47.00
Mezzanine <u>and</u> committee rooms	87.00	90.00	93.00
Charitable/community (day or evening)			
Main hall <u>or</u> supper room	25.00	26.00	27.00
Main hall <u>and</u> supper room	48.00	50.00	52.00
Mezzanine <u>or</u> committee	13.00	14.00	15.00
Mezzanine <u>and</u> committee	23.00	24.00	25.00
Charitable/community (day and evening)			
Main hall <u>or</u> supper room	50.00	52.00	54.00
Main hall <u>and</u> supper room	97.00	100.00	103.00
Mezzanine <u>or</u> committee	23.00	24.00	25.00
Mezzanine <u>and</u> committee	13.00	14.00	15.00

Other facilities

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Raglan wharf			
Fishing vessels regularly using the port – per annum CHECK YR 3 Charge	1,175.00	1,200.00	1,225.00
Raglan Aerodrome			
Landing fees – casual use per day	10.00	10.00	10.00
Regular use (annual aerodrome landing fee for clubs or similar organisations)	585.00	585.00	585.00
Administration fee (late payments etc)	20.00	20.00	20.00
Special events	By negotiation	By negotiation	By negotiation
Housing for the elderly			
Ngaruawahia – per week	120.00	125.00	130.00
Huntly – per week	120.00	125.00	130.00
Tuakau – per week	120.00	125.00	130.00

Information management

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Photocopying			
Per A4 page – single sided black & white	0.30	0.30	0.30
Per A4 page – double sided black & white	0.45	0.45	0.45
Per A4 page – single sided colour	0.55	0.55	0.55
Per A4 page – double sided colour	0.80	0.80	0.80
Individual map – A3 colour	4.40	4.40	4.40
Copying & GIS			
A2 – single sided	3.00	3.00	3.00
A1 – single sided	5.00	5.00	5.00
A0 large, microfilm prints & half tone prints – single sided	7.00	7.00	7.00
A0 large, microfilm prints & half tone prints – single sided	7.00	7.00	7.00
A0 – standard/vector	35.00	35.00	35.00
A0 – raster/aerial	51.00	51.00	51.00

A1 – standard/vector	30.00	30.00	30.00
A1 – raster/aerial	40.00	40.00	40.00
A2 – standard/vector	25.00	25.00	25.00
A2 – raster/aerial	30.00	30.00	30.00
A3 – standard/vector	14.00	14.00	14.00
A3 – raster/aerial	16.00	16.00	16.00
A4 – standard/vector	7.00	7.00	7.00
A4 – raster/aerial	10.00	10.00	10.00

Leisure facilities: Aquatic centres

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Huntly			
Children	2.50	3.00	3.50
Adults	4.50	5.00	5.50
Seniors & tertiary students	3.00	3.50	4.00
One lane hire per hour	15.00	20.00	25.00
Spectators	1.50	1.50	1.50
Children aged 3 and under – accompanied by an adult	Free of charge	Free of charge	Free of charge
Parents supervising their children	2.00	2.00	2.00
Toddler's pool/bulkhead pool per hour	28.00	29.00	30.00
Ngaruawahia			
Children	2.00	2.50	3.00
Adults	4.00	4.50	5.00
Seniors & tertiary students	2.00	2.00	2.00
Spectators	1.50	1.50	1.50
Children aged 3 and under – accompanied by an adult	Free of charge	Free of charge	Free of charge
Parents supervising their children	1.50	1.50	1.50
Tuakau			
Children	2.00	2.50	3.00
Adults	4.00	4.50	5.00
Seniors & tertiary students	2.00	2.00	2.00
One lane hire per hour	20.00	20.00	20.00
Children aged 2 and under – accompanied by an adult	Free of charge	Free of charge	Free of charge
Parents supervising their children	Free of charge	Free of charge	Free of charge

Libraries

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Books			
4 weeks no renewal	Free issue period	Free issue period	Free issue period
Book renewal after 4 weeks (per book)	2.00	2.00	2.00
Overdue book fees	0.50	0.50	0.50
Rental charge after free issue period	0.50	0.50	0.50
Borrowed reference items – charges apply from 9am of the day the items are due back to the library. (per day - Mon to Fri)	10.00	10.00	10.00
Reserve fee	1.50	1.50	1.50
Magazines			
General – two weeks	0.50	0.50	0.50
DVDs			
Adult New Release	4.00 first week & 0.50 per day thereafter	4.00 first week & 0.50 per day thereafter	4.00 first week & 0.50 per day thereafter
Junior New Release	3.00 First week & 0.50 per day thereafter	3.00 First week & 0.50 per day thereafter	3.00 First week & 0.50 per day thereafter
Adult Recent	1.00 first week & 0.50 per day thereafter	1.00 first week & 0.50 per day thereafter	1.00 first week & 0.50 per day thereafter
Junior	1.00 First week & 0.50 per day thereafter	1.00 First week & 0.50 per day thereafter	1.00 First week & 0.50 per day thereafter
Card fees			
Replacement card	3.00	3.00	3.00
Non-production of borrower's card	0.50	0.50	0.50
Print-out of current items on borrower's card	0.20	0.20	0.20
Inter-loan charge	5.00 + charges incurred	5.00 + charges incurred	5.00 + charges incurred
Withdrawn For Sale			
Adult Books	2.00 per book or 6 books for 10.00	2.00 per book or 6 books for 10.00	2.00 per book or 6 books for 10.00
Junior Books	1.00 per book or 6 books for 5.00	1.00 per book or 6 books for 5.00	1.00 per book or 6 books for 5.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Magazines	0.40 per magazine or 6 magazines for 2.00	0.40 per magazine or 6 magazines for 2.00	0.40 per magazine or 6 magazines for 2.00
DVDs/CDs/CD-Rom	2.00 per DVD, CD, CD-Rom	2.00 per DVD, CD, CD-Rom	2.00 per DVD, CD, CD-Rom
Paperback	1.00 per book or 6 books for 5.00	1.00 per book or 6 books for 5.00	1.00 per book or 6 books for 5.00
Subscriptions			
District ratepayers & residents	Free of charge	Free of charge	Free of charge
Out-of-district non-residents and non-ratepayers (per year)	80.00	80.00	80.00

The council has entered into reciprocal arrangements with Hamilton City, Matamata-Piako and Waipa District Council's library service, whereby out-of district subscriptions are at no cost to library members. Ex-Franklin District Council residents also have reciprocal arrangement with Auckland Council until October 2018. However, it is important to note that these other libraries have their own schedule of service charges.

Parks

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Sporting & recreation facilities			
Winter sports	Free of charge	Free of charge	Free of charge
Summer sports	Free of charge	Free of charge	Free of charge
Lake Puketirini - (per season, a \$21 refundable deposit on return of key deposit included)	100.00	100.00	100.00
Lake Kainui - (per season, a \$21 refundable deposit on return of key deposit included)	120.00	120.00	120.00

Sustainable environment

Animal control

All fees are set in accordance with the Dog Control Act 1996. The registration fee is set to recover costs associated with the administration of the dogs register, response to service requests from the public, compliance monitoring and enforcement of the relevant provisions of the Dog Control Act 1996, the Waikato District Council Dog Control Bylaw 2007* and the ex-Franklin District Council Dog Control Bylaw 2010*.

The council's general approach when setting the fees is to presume that all owners are classified as 'approved' unless breaches to the classification are made within a 12-month period. The Waikato District Council classifies dog owners according to criteria detailed on the following pages.

A1 Approved owner

The approved owner classification applies to all new dog owners who have not previously owned a dog, or current owners who have not been subject to any of the following offences:

- impounded dog
- registered complaint
- prosecution
- infringement fine
- non-notification of changes to ownership details
- repeated non-payment of registration fee.

A dog owner moving to the district will be given consideration for the approved owner classification if proven evidence of previous history relating to the above criteria is presented.

Any owner who breaches two or more of the above criteria within a 12-month period will lead to immediate cancellation of the approved owner classification and will be reverted to the general owner classification for a period of two years.

To requalify for the approved owner classification the owner must remain offence-free for two consecutive years.

*Note: The Waikato District Council and ex-Franklin District Council Dog Control Bylaw are subject to review in 2015.

A2 Selected owner

The selected owner classification applies to a dog owner who lives on a residential, living, country living, rural, rural residential, village or residential 2 (Pokeno) zoned property that is less than 20 hectares and complies with the following conditions:

- currently meets the approved owner classification
- holds a permit where more than two dogs are kept on the premises
- meets the minimum standards for accommodation of dogs (as set out in the Code of Animal Welfare) provides a fully fenced dog-proof section or area of the premises, appropriate for the size of the dog/s kept.

Any breach of these conditions will lead to the immediate cancellation of the selected owner classification.

A3 Farm owner

The farm owner classification applies to a rural dog owner who lives on and farms a property of 20 hectares or more, and who:

- currently meets the approved owner classification
- meets the minimum standards for accommodation of dogs (as set out in the Code of Animal Welfare)
- ensures that all home killing and the disposal and or treatment of offal and trimmings, including the heads of sheep and goats, are carried out in an approved dog-proof enclosure or killing facility
- does not fed or allow the dog/s access to any raw offal or untreated sheep or goat meat
- will undertake voluntarily treatment for hydatids and sheep measles as part the regular dog worming programme with the local veterinarian.

Any breach of these conditions will lead to the immediate cancellation of the farm owner classification.

A4 General owner

A general owner has generally breached one or more of the offences listed under the approved owner classification and is recognised as follows:

- cannot supply evidence of a dog previously registered or has kept unregistered dog under another local authority
- has had a dog impounded
- has been the subject of a registered complaint
- has been prosecuted for a dog offence
- has received an infringement fine.
- To qualify for approved owner classification the owner must remain offence-free for two consecutive years.

A5 Neutered or spayed dogs

On the provision of written proof from a veterinary surgeon the registration fee for the current year will be waived and a tag provided free of charge for a dog that has been neutered or spayed during the course of the previous year. Subject to the following conditions:

- the dog is not classified as a dangerous dog that has been required to be neutered or spayed under provisions set out in the Dog Control Amendment Act 2003
- written proof is provided by a certified veterinary surgeon who has adequately described the dog involved
- the proof and registration form are presented to the council on or before 31 July of the current year.

The waiver will apply for one registration year only.

Cat Traps

The Animal Welfare Act 1999 allows for the use of traps such as live catch (cage traps). These traps can be used for the control of feral cats. Cage traps are available for hire from the councils Animal Control Unit.

A bond of \$100 cash is required and a refund of \$75 will be issued when the trap is returned within two weeks. If the trap is returned damaged there will be no refund.

Please note responsibility for disposal of feral cats trapped is on the householder leasing the trap. The council has no facilities to dispose of these cats.

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Payment by 20 July (discounted rate)			
General owner	98.00	100.00	102.00
Approved owner	72.00	74.00	76.00
Farm owner -	43.00	45.00	47.00
Selected owner	43.00	45.00	47.00
Guide dogs	5.00	5.00	5.00
Hearing dogs	5.00	5.00	5.00
Dogs neutered in previous year (special conditions apply)	Free registration before 1 August	Free registration before 1 August	Free registration before 1 August
Dangerous	147.00	150.00	153.00
Basic registration fee(after 20 July) (full rate)			
General owner	118.00	120.00	122.00
Approved owner	92.00	94.00	96.00
Selected & farm owner	63.00	65.00	67.00
Selected & farm owner	63.00	65.00	67.00
Other charges			
Application for selected owner	64.00	65.00	65.00
Application for permit to keep more than two dogs	64.00	65.00	65.00
Disposal/surrender	48.00	48.00	48.00
Implanting of microchips	40.00	40.00	40.00
Collars & tags			
Small	6.00	7.00	7.00
Medium	11.00	12.00	12.00
Large	12.00	13.00	13.00
Exchange tags	Free of charge	Free of charge	Free of charge
Replacement tags	5.00	6.00	6.00
Registration of pups age 3 months			
General owner			
July	118.00	120.00	122.00
August	108.10	110.00	111.80
September	98.30	100.00	101.60
October	88.50	90.00	91.40
November	78.60	80.00	81.30
December	68.80	70.00	71.10
January	60.00	60.00	61.00
February	49.10	50.00	50.80
March	39.30	40.00	40.60
April	29.50	30.00	30.50
May	19.70	20.00	20.30
June	Free of charge	Free of charge	Free of charge

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Approved owner			
July	92.00	94.00	96.00
August	84.30	86.10	88.00
September	76.60	78.30	80.00
October	68.90	70.50	72.00
November	61.30	62.60	64.00
December	53.60	54.80	56.00
January	46.00	47.00	48.00
February	38.30	39.10	40.00
March	30.60	31.30	32.00
April	23.00	23.50	24.00
May	15.30	15.70	16.00
June	Free of charge	Free of charge	Free of charge
Selected/farm owner			
July	63.00	65.00	67.00
August	57.70	59.40	61.40
September	52.50	54.10	55.80
October	47.20	48.70	50.20
November	42.00	43.30	44.60
December	36.70	37.90	39.10
January	31.50	32.50	33.50
February	26.20	27.00	27.90
March	21.00	21.60	22.30
April	15.70	16.20	16.70
May	10.50	10.80	11.20
June	Free of charge	Free of charge	Free of charge
Impounding - Dog Control Act 1996, section 68			
First impounding	75.00	80.00	80.00
Second impounding	100.00	110.00	110.00
Third or subsequent impounding	125.00	130.00	130.00
Seizure – additional to impounding fee	65.00	70.00	70.00
Sustenance	18.00	20.00	20.00
Infringement offences - Dog Control Act 1996, section 66 (GST is not applicable to these fees)			
Wilful obstruction of a dog control officer or ranger	750.00	750.00	750.00
Infringement offences - Dog Control Act 1996, section 66 (GST is not applicable to these fees)			
Failure or refusal to supply information or wilfully providing false particulars	750.00	750.00	750.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Infringement offences - Dog Control Act 1996, section 66 (GST is not applicable to these fees)			
Failure to supply information or wilfully providing false particulars about a dog	750.00	750.00	750.00
Failure to comply with any bylaw authorised by section 20 of the Dog Control Act	300.00	300.00	300.00
Failure to undertake dog owner education programme or dog obedience course (or both)	300.00	300.00	300.00
Failure to comply with obligations of probationary owner	750.00	750.00	750.00
Failure to comply with effects of disqualification	750.00	750.00	750.00
Failure to comply with effects of classification of dog as dangerous dog	300.00	300.00	300.00
Fraudulent sale or transfer of dangerous dog	500.00	500.00	500.00
Failure to comply with effects of classification of dog as menacing	300.00	300.00	300.00
Failure to advise person of muzzle and leashing requirements	100.00	100.00	100.00
Failure to implant microchip transponder in dog	300.00	300.00	300.00
False statement relating to dog registration	750.00	750.00	750.00
False notifying death of dog	750.00	750.00	750.00
Failure to register dog	300.00	300.00	300.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Infringement offences - Dog Control Act 1996, section 66 (GST is not applicable to these fees)			
Fraudulent procurement or attempt to procure replacement dog registration label or disc	500.00	500.00	500.00
Failure to advise change of dog ownership	100.00	100.00	100.00
Failure to advise change of address	100.00	100.00	100.00
Removal, swapping or counterfeiting of registration label or disc	500.00	500.00	500.00
Failure to keep dog controlled or confined	200.00	200.00	200.00

Failure to keep dog under control	200.00	200.00	200.00
Failure to provide proper care and attention to supply proper and sufficient food, water and shelter and to provide adequate exercise	300.00	300.00	300.00
Failure to carry a leash in public	100.00	100.00	100.00
Failure to comply with barking dog abatement notice	200.00	200.00	200.00
Allowing dog known to be dangerous to be at large unmuzzled or unleashed	300.00	300.00	300.00
Failure to advise of muzzle and leashing requirements	100.00	100.00	100.00
Releasing dog from custody	750.00	750.00	750.00

Stock control

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Trespass - Impounding Act 1955, section 16			
Any paddock or meadow or grass or stubble			
Fee per - Horse, mare, gelding, colt, bull, cow, steer, heifer, calf, ass, mule or deer (per animal per day)	2.00	2.00	2.00
Fee per - Ram, ewe, wether or lamb (per animal per day)	0.50	0.50	0.50
Fee per - Goat, boar, sow or other pig (per animal per day)	5.00	5.00	5.00
Any land having thereon any growing crop or from which the crop has not been removed, or in any cemetery			
Fee per - Horse, mare, gelding, colt, bull, cow, steer, heifer, calf, ass, mule or deer (per animal per day)	5.00	5.00	5.00
Fee per - Ram, ewe, wether or lamb (per animal per day)	1.00	1.00	1.00
Fee per - Goat, boar, sow or other pig (per animal per day)	10.00	10.00	10.00
Stock call outs			
Corporate mileage	0.75	0.75	0.75
Advertising	Actual cost	Actual cost	Actual cost

Repeated impounding (Cow)	29.00	30.00	31.00
Repeated impounding (Bull)	29.00	30.00	31.00
Repeated impounding (Mare)	29.00	30.00	31.00
Repeated impounding (Mule)	29.00	30.00	31.00
Repeated impounding (Pig)	29.00	30.00	31.00
Repeated impounding (Sheep)	29.00	30.00	31.00
Repeated impounding (Deer)	29.00	30.00	31.00
Repeated impounding (Goat)	29.00	30.00	31.00
Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Other charges - Impounding Act 1955, sections 14 & 15			
Pound fee per animal, per day (stallion, ass, mule or bull over the age of 9 months, mare, gelding, colt, filly or foal, ox, cow, steer, heifer or calf, ram, ewe, wether or lamb, goat, deer, boar, sow or other pig)	17.00	18.00	19.00
Sustenance per animal, per day	12.00	13.00	14.00
Conveyance charge	Actual Cost	Actual Cost	Actual Cost

Building Control

These fees are set in accordance with the Building Act 2004, the Fencing of Swimming Pools Act 1978, the Sale of Liquor Act 1989 and the Amusement Devices Regulations 1978. However, through the course of processing building consents there are some exceptions to this and they are outlined as follows:

- Where external or additional internal expertise is necessary for processing building consents, the charge for those services will be passed onto the applicant
- Structural checking fees when undertaken by council officers are charged at the officer's hourly rate
- Fixed charges are payable on application. At the end of processing inspection fees and additional levies may be payable.
- Under the Building Act 2004 some applications may be referred to the NZ Fire Service for review. The costs associated with the review will be determined by the work required by the Fire Service and will be unknown until Council has received an invoice which will then be passed onto the applicant
- The council is required to collect fees on behalf of others:
 - Building Research Association Levy – for every building consent with an estimated value of \$20,000 and over, \$1 per \$1,000 is payable (Note: GST is not applicable to this levy)
 - Ministry of Business, Innovation & Employment (MBIE - Building and Housing Levy) – for every building consent with an estimated value of 20,000 and over, \$2.01 per \$1,000 is payable (Note: GST is applicable to this levy)
- Building consents that have been requested to be cancelled before the consent is granted or issued will be refunded only that part of the full charge for which processing work has not yet been carried out.
- Building Consents cancelled after the consent has been issued will be refunded the inspection charges and other levies as applicable.

Where inspection fees apply the cost includes the building inspector's hourly rate, and corporate mileage.

Bonds

A refundable bond pursuant to section 108 of the RMA is based on the estimated costs of works required to meet conditions of resource consents.

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Project Information Memoranda (PIM) - Building Act 2004, sections 219 & 32			
Building work valued up to \$20,000 including structures as listed under building consents (b)(i) and (b)(ii), but excluding items listed under (a), (c) and (j) – all listed in the table below	145.00	150.00	155.00
Building work valued up to and including \$1,000,000	200.00	205.00	210.00
Building work valued over \$1,000,000	280.00	285.00	290.00
Building consents – Building Act 2004, section 219			
Solid fuel and solar water heaters – includes one inspection, accreditation levy and final code compliance certificate	365.00	365.00	365.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Building consents - Building Act 2004, section 219			
Inspection fee per visit in relation to Building Consent Applications (number of inspections will vary depending on the project)	150	155	160
(a) • Minor plumbing and drainage (e.g. ensuites, septic tanks, other small works involving no increase in building area) • Demolitions • Signs	195.00	200.00	205.00
(a)(i) • Swimming Pools • Garages (including resited garages) • Carports • Farm buildings (up to 100m ²) • Decks • Shade cloth structures	350.00	360.00	365.00
(b) Building work valued up to \$20,000 including temporary or transportable classrooms, garages converted to habitable rooms, re-piled dwellings, retaining walls	400.00	405.00	410.00
(c) Erection and removal of marquees for temporary events	205.00	210.00	210.00
(d) Dwelling additions, commercial and public buildings up to \$20,000 in value	525.00	530.00	535.00
(e) All building work of value from \$20,001 up to \$100,000	930.00	940.00	950.00
(f) All building work of value from \$100,001 up to \$150,000	1,400.00	1,430.00	1,460.00
(g) All building work of value from \$150,001 up to \$500,000	1,850.00	1,890.00	1,925.00
(h) All building work of value from \$500,001 up to \$1,000,000	2,200.00	2,240.00	2,290.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Building consents - Building Act 2004, section 219			
(i) Buildings over \$1,000,000 in value, add \$120 for every \$100,000 over \$1,000,000	2,700.00	2,750.00	2,800.00
(j) Stock underpasses and farm bridges. Includes two building inspections and engineering input into checking of plans, technical advice and inspection of site before and after installation	1,200.00	1,250.00	1,300.00
Accreditation levy - Building Act 2004, sections 215 & 219			
All consents	55.00	60.00	65.00
Scanning and storage of building consents and documents - Building Act 2004, section 219			
All Consents	25.00	30.00	35.00
Code Compliance Certificates - Building Act 2004, sections 95 & 93(2)(b)			
To issue a final Code Compliance Certificate (CCC) in respect of a building consent that has already been issued an interim Code Compliance Certificate	150.00	155.00	160.00
Application for extension of time to apply for a Code Compliance Certificate	130.00	135.00	140.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Compliance schedules & building warrant of fitness - Building Act 2004, sections 100, 108 & 219			
Issue of a new Compliance Schedule	185.00	190.00	195.00
Annual inspection of buildings with specified systems	185.00	190.00	195.00

Where a building fails its annual compliance audit, a re-inspection fee will apply at standard inspection rates.	150.00	155.00	160.00
Amendment to Compliance Schedule	70.00	75.00	80.00
Annual receipt of building warrant of fitness (where an inspection did not take place)	70.00	75.00	80.00
Resiting			
Resiting report plus one inspection at the standard inspection rate.	110.00	115.00	120.00
Officer's hourly rate (outside the district only)	115.00	120.00	125.00
Mileage (outside the district only)	0.75	0.75	0.75
Application for temporary accommodation - Building Act 2004, section 219			
Available only while an application is building a dwelling	225.00	230.00	235.00
<i>A refundable performance bond of \$5,000 is also required under the RMA 1991 to ensure that occupation of the temporary premises is discontinued within the agreed period.</i>			
Application for dispensation and waivers - Building Act 2004, section 219			
For dispensation from provisions of the Building Act 2004 or the Fencing of Swimming Pools Act 1987 (per hour)	150.00	155.00	160.00
Application for a Building Certificate - Sale and Supply of Alcohol Act 2012			
Inspection of premises for fire safety and access for people with disabilities	265.00	270.00	275.00
Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Certificate of Acceptance - Building Act 2004, section 96			
Application fee (includes the cost of one inspection)	540.00	550.00	560.00

These projects are also liable for all fees that would have been payable had the owner (or the owner's predecessor in title) applied for building consent before carrying out the building work.

Certificate for public use - Building Act 2004, section 363A			
To issue a certificate for public use in respect of a building	165.00	170.00	175.00
Inspections to check compliance with conditions of the certificate (per inspection)	150.00	155.00	160.00
Fencing of swimming pools - Fencing of Swimming Pools Act 1987			
First inspection of pool fence to check compliance	Free of charge	Free of charge	155.00 Free of charge
Inspection fee for second and subsequent inspections if satisfactory progress is not made (per inspection)	150.00	155.00	+60.00 80.00
Certificates - Building Act 2004, sections 71, 77, 78(1) & 219			
Section 71 Certificate – preparation, signing and registration of certificates	440.00	445.00	450.00
Section 75 Certificate – preparation, signing and registration	485.00	490.00	495.00
Removal of entry under section 78(1) of the Building Act	215.00	220.00	225.00
Amendments			
Processing charge is based on the Review Officers and Administration standard hourly rates	Actual time	Actual time	Actual time

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Notice to Fix - Building Act 2004, section 164			
To issue and serve	220.00	225.00	230.00
Inspections to check compliance with conditions of Notice to Fix – includes legal advice (per inspection)	150.00	155.00	160.00

Infringement Notices - Building (Infringement Offences, Fees, and Forms) Regulations 2007			
Infringement Notices issued for offences under the Regulations. (Fees vary depending on the offence)	Fees as prescribed in Schedule I of the Regulations	Fees as prescribed in Schedule I of the Regulations	Fees as prescribed in Schedule I of the Regulations
Request for information or service - Building Act 2004, section 219			
Non-routine request for information	Officer's hourly charge out rate	Officer's hourly charge out rate	Officer's hourly charge out rate
Certificate of title and ordering documents through LINZ	35.00	35.00	35.00
Amusement devices - Amusement Devices Regulations 1978: regulation 11 approval to operate			
One device for up to 7 days	10.00	10.00	10.00
Additional device for up to 7 days or part thereof	2.00	2.00	2.00
Each device for every 7 days or part thereof	1.00	1.00	1.00

Strategic & district planning

Application for a private plan change to the district plan

A charge/s for a plan change will be made to recover the Council's actual costs to prepare a private plan change to the district plan including, but not limited to, the following matters:

- administration costs
- research
- technical advice
- preparation of reports to meet the requirements of sections 32 and 72 to 76 of the Resource Management Act (RMA)
- processing of the plan change in accordance with the First Schedule of the RMA
- legal costs

Other matters

Where the plan change to which the charges relates has any of the following attributes:

- it involves a major change in policy
- it affects a wide geographical area
- it is likely to involve the council in significant investigation or research
- has any other attribute that is likely to incur significant cost,

the deposit may be increased up to a maximum of \$27,000.

Charges:

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018
District Plan			
Text & maps	409.00	417.00	425.00
CD-ROM	33.00	34.00	35.00
Variations &and plan changes	Charged on a cost recovery basis	Charged on a cost recovery basis	Charged on a cost recovery basis
Deposit to consider a proposed private plan change	10,000.00	10,200.00	10,404.00
2 nd Deposit to process	10,000.00	10,200.00	10,404.00
Annual subscription			
Hard copy	136.00	139.00	141.00
CD-ROM updating	33.00	34.00	35.00
Long Term Plan	Free of charge	Free of charge	Free of charge
Annual Plan & Report	Free of charge	Free of charge	Free of charge
Community Plans	Free of charge	Free of charge	Free of charge
Scanning & provision of disks	Free of charge	Free of charge	Free of charge

Resource management**Planning and planning information**

These fees and charges are set by various sections of the Resource Management Act (RMA) 1991, sections of the Local Government Act (LGA) 2002 and sections of the Sale and Supply of Alcohol Act 2012. In addition to the listed fee, charge or [deposit, lodgement fee](#), all land use consent applications (except those for outline plans) incur a minimum monitoring charge.

Pre-application charges

The lodgement fee for pre application requests covers the provision of a meeting for up to one hour with a Planner and up to two technical experts (as deemed necessary by the Planner). Any additional time spent on your request is charged at an officer's hourly rate and includes but is not limited to administration, research, writing and distribution of minutes, and additional meetings.

Voluntary Conservation Covenants

The council will meet the actual internal legal costs associated with conservation covenant document preparation where the conservation covenant is entered into on a voluntary basis; such costs will be met by the conservation fund.

Section 36 of the Resource Management Act

- The charges (set fees, lodgement fees and hourly rates) set out in this booklet are charges which meet the definition of a “fixed charge” pursuant to Section 36 of the RMA 1991 and are stated inclusive of GST, at the prevailing rate.
- All “fixed charges” are payable in full in advance. Pursuant to Section 36(7) of the RMA, the council will not perform the action or commence processing the application to which the charge relates until it has been paid. Documentation or certificates will not be issued until cheques in payment of charges have been cleared. Unless stated as [a](#) set fee, all fees are lodgement fees and are subject to additional charges below.

Additional charges

Where a lodgement fee is in any particular case inadequate to enable the council to recover its actual and reasonable costs in respect of the matter concerned, the council will require the applicant to pay an additional charge. Additional charges do not apply to set fees. Where the additional charge is less than \$25 the council will not require the applicant to pay the additional charge.

Additional charges may also be included in the following circumstances:

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

Purpose

The purpose of each set fee and lodgement fee and additional charge is to recover the actual and reasonable costs incurred by the council in receiving and processing applications and in issuing decisions and monitoring performance of consent conditions.

Charge-out rates for council officers and mileage

Council Staff Charge-out rates are set out in this schedule on page 66.

Mileage rates will be charged in accordance with the prevailing Inland revenue Department mileage rates at the time of invoice.

Additional fixed fees

At any time after the receipt of an application and before a decision has been made, the council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this booklet.

In that event:

- The council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36(7) of the RMA; and
- Pursuant to Section 36(3) of the RMA make additional charges.

Legal Documents

Where any legal document requires more than three hours work an extra charge based on the solicitor's hourly rate will be made, over and above the set fee.

Deposits

Lodgement Fees

Any [deposit lodgement fees](#) required under this schedule of fees and charges for any application for a resource consent or requirement for designation or heritage order may be increased up to the stated maximum of \$27,000, where the matter to which the charge relates has any of the following attributes for any other reason the Customer Support General Manager deems appropriate:

- a large development proposal; or the proposal
- is likely to involve significant potential adverse effects on the environment; or
- involves major policy issues; or
- is likely to involve the council in significant research or investigation; or
- involves the notification of over 35 parties; or
- is a subdivision involving more than 10 lots.

The Consents Manager shall have the right to reduce [deposits lodgement fees](#) to the level of expected costs in circumstances where he or she considers this appropriate.

The Consents Manager shall have the right to vary [deposits lodgement fees](#) and final charges for heritage order requests if, in his or her opinion, some of the benefits are to the community as a whole.

Where an application involves both a land use and subdivision consent, and is to be notified, then only one [deposit lodgement fee](#) for a notified application may be required.

Refund of charges

Pursuant to Section 36(5) of the RMA, the council will remit the whole or part of the charges listed in this schedule where the [deposit lodgement fee](#) paid is greater than the costs incurred by the council in processing the application. Any refund due will be paid after the council has assessed the final costs of processing the application. Where the refund is less than \$25 no refund will be given.

Planning charges

Note: All charges are lodgement fees unless states as a set fee.

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Pre Application Advice			
Pre application advice and meetings	200.00	200.00	200.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Planning Information Research – Duty Planner	First 30 minutes free of charge then recovery of actual and reasonable costs	First 30 minutes free of charge then recovery of actual and reasonable costs	First 30 minutes free of charge then recovery of actual and reasonable costs
Applications for land use consent – non-notified applications			
Major	3,000.00	3,000.00	3,000.00
Minor - eg: Dependant person dwellings, development control and performance standards infringements, minor earthworks	1,200.00	1,200.00	1,200.00
Resites included bond preparation and monitoring	1,200.00	1,200.00	1,200.00
Earthworks in the Hauraki Gulf Catchment Area	700.00	700.00	700.00
Boundary Encroachments with neighbours written approval	700.00	700.00	700.00
Planning Certificate - Sale and Supply of Alcohol Act 2012 (set fee)	350.00	360.00	370.00
Section 127-132 – change, cancel or review conditions of consent – minor	700.00	700.00	700.00
Section 127-132 – change, cancel or review conditions of consent – major	1,200.00	1,200.00	1,200.00
Section 125 - Extension of Time	1,200.00	1,200.00	1,200.00
Certificates of compliance and	1,200.00	1,200.00	1,200.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
existing use certificates - section 139 & 139A			
Resited buildings -Bonds			
Relocation bond preparation fee	Admin Officer's Hourly Rate	Admin Officer's Hourly Rate	Admin Officer's Hourly Rate

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Applications for subdivision consent – non-notified applications			
1 - 2 Lot subdivision & Boundary Adjustments/Relocation	2,000.00	2,000.00	2,000.00
3 - 10 Lot Subdivision	3,500.00	3,500.00	3,500.00
>10 Lots	5,000.00	5,000.00	5,000.00
Transferrable Lots/Environmental Lots, Conservation Lots	3,000.00	3,000.00	3,000.00
Section 226 Subdivision - Report and Decision	2000.00	2000.00	2000.00
Section 127-132 – change, cancel or review conditions of consent – minor	700.00	700.00	700.00
Section 127-132 – change, cancel or review conditions of consent – major	1,200.00	1,200.00	1,200.00
Section 125 - Extension of Time	1,200.00	1,200.00	1,200.00
Cross Lease Subdivision Amendment	700.00	700.00	700.00
Easement approvals - LGA Section 348 - decision and report	700.00	700.00	700.00
Revocation of easements - report and decision only - Section 243	700.00	700.00	700.00
Change or cancel consent notice Section 221 report and decision only	700.00	700.00	700.00
Cancellation of amalgamation conditions - section 241 report and	700.00	700.00	700.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
decision only where a full subdivision consent is not required			
Non-notified applications regarding requirements for designation and heritage orders -Resource Management Act 1991 unless otherwise stated			
Requirements for designation	3,500.00	3,500.00	3,500.00
Requirements for alteration to a designation - Section 181 (2)	3,500.00	3,500.00	3,500.00
Requirements for alteration to a designation - Section 181 (3)	1,200.00	1,200.00	1,200.00
Requirements for removal of a designation - Section 182	1,200.00	1,200.00	1,200.00
Applications to determine that a designation should not lapse – sections 184(1)(b) & 2(b)	1,450.00	1,450.00	1,450.00
Requirements for heritage orders	1,200.00	1,200.00	1,200.00
Requirements for the removal of heritage orders	1,200.00	1,200.00	1,200.00
Outline plans – section 176A	1,200.00	1,200.00	1,200.00
Request to Waiver of requirement for outline plan - section 176A (2) (set fee)	330.00	340.00	350.00
Limited Notified and Full Notified Application for Subdivision, Landuse Consent, Designations and Heritage Orders			
Limited Notified Deposit includes 1/2 day Hearing deposit	6,000.00	6,000.00	6,000.00
Notified Deposit includes 1 day Hearing Deposit	10,000.00	10,000.00	10,000.00
For any additional hearing days a further deposit will be required (per 1/2 day, 6,000 per day)	3,000	3,000	3,000
Pre hearing Meetings	Actual and reasonable costs	Actual and reasonable costs	Actual and reasonable costs
Hearing fees will generally be charged at an actual hourly rate and fall under the following criteria			
For the hearing of any application made under the RMA a charge will	Actual and reasonable costs plus	Actual and reasonable costs plus	Actual and reasonable costs

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
be made for the costs of planning staff, technical advisors, secretariat, administration, catering and advertising etc..	deposit for each half day of the hearing	deposit for each half day of the hearing	plus deposit for each half day of the hearing
Hearing by external commissioners	Actual costs to hear and application – to be charged to the applicant	Actual costs to hear and application – to be charged to the applicant	Actual costs to hear and application – to be charged to the applicant
Hearings by councillors	Fee for each councillor, including time spent on site visits (as measured from the hearing venue) and set by the Remuneration Authority	Fee for each councillor, including time spent on site visits (as measured from the hearing venue) and set by the Remuneration Authority	Fee for each councillor, including time spent on site visits (as measured from the hearing venue) and set by the Remuneration Authority
Where applicants do not give at least 48 hours written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing	The council reserves the right to charge the applicant the actual costs incurred in preparing for the scheduled hearing	The council reserves the right to charge the applicant the actual costs incurred in preparing for the scheduled hearing	The council reserves the right to charge the applicant the actual costs incurred in preparing for the scheduled hearing
Actions related to Engineering Approvals, 223, 224 and Compliance of Conditions on Subdivision			
Post Subdivision Start-up Meeting and Pre construction of infrastructure site meeting	Actual costs + corporate mileage	Actual costs + corporate mileage	Actual costs + corporate mileage
Section 223 – Certificate Survey plan approval (set fee)	300.00	305.00	310.00
Engineering plan approvals	300.00	305.00	310.00
Clearance Checks of conditions in preparation for Section 224 Certificate	Actual costs + corporate mileage	Actual costs + corporate mileage	Actual costs + corporate mileage

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Section 348 (LGA) certificate, 224(f) Certificate and Processing transferrable lots	Actual costs + corporate mileage	Actual costs + corporate mileage	Actual costs + corporate mileage
Section 224 -LOL Certificate Approval (set fee)	250.00	255.00	260.00
Resign of Section 223 or 224 Certificate (set fee)	250.00	255.00	260.00
Fees for the creation of all new property files for each lot created during subdivision - to be paid at Clearance stage (set fee)	70.00	75.00	80.00
241 and 243 RMA Certificates, Unit Title Certificates	300.00	305.00	310.00
<i>All development contributions, legal fees, clearance costs and outstanding consent fees are required to be paid prior to the release of the 224 certificate.</i>			

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Sections 108 & 109 - Preparation and signing of any bond, covenant, legal document, deed of encumbrance or variation thereto required as a condition of consent to enable the issue of a completion certificate (Set fee)	590.00	590.00	590.00
Applications to cancel, vary or extend time in respect of any bond, covenant or consent notice under sections 108, 108A, 109 and 222(2) – includes preparation of the document. (set fee)	590.00	590.00	590.00
Partial bond refunds - administration fee per site inspection - Note: Partial refunds for cash bonds will be deducted from the bond amount	Admin Officer's Hourly Rate	Admin Officer's Hourly Rate	Admin Officer's Hourly Rate
Partial bond refunds – site	Officer's hourly rate +	Officer's hourly rate	Officer's hourly

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
inspections associated with partial refunds per site inspection	corporate mileage	+ corporate mileage	rate + corporate mileage
Discharge of bond, encumbrance instrument , consent notice or covenant - Partial and Full (set fee)	250.00	250.00	250.00
Preparation of any consent notice (set fee)	450.00	450.00	450.00
Surrender of consent – legal fee (set fee)	250.00	250.00	250.00
Preparation of minor covenants or any variations thereto (set fee)	390.00	390.00	390.00
Miscellaneous legal services e.g. any certificates or other legal document prepared by the council's legal section	Hourly rate + mileage & actual cost of disbursements	Hourly rate + mileage & actual cost of disbursements	Hourly rate + mileage & actual cost of disbursements
Actions related to all types of subdivision and land use consent – Resource Management Act 1991 unless otherwise stated			
Objections - sections 357, 357A & 357B	1,200.00	1,200.00	1,200.00
The council's policy determines that it may decide on a case-by-case basis to refund any deposit paid if the council upholds the objection in its entirety.			
Iwi consult charge (set fee)	40.00	42.00	44.00
Certificate of title and ordering documents through Land Information NZ (LINZ)	35.00	35.00	35.00
Preparation of any document or certificate for the purposes of Overseas Investment Office or for any such enactments or regulations (set fee)	590.00	590.00	590.00
Every other certificate authority, approval, consent, report or service given, or inspection made by the council under any enactment or regulation not otherwise mentioned elsewhere in this schedule where such enactment contains no provision authorising the council to charge a fee and does not provide that the certificate, authority, approval, consent, report or service or inspection is to be given or made free of charge.	Officer's hourly rate + corporate mileage	Officer's hourly rate + corporate mileage	Officer's hourly rate + corporate mileage
The applicant will reimburse any fees paid by the council to commissioners, consultants, advisers, solicitors and other	Actual and reasonable costs including administration costs	Actual and reasonable costs including administration costs	Actual and reasonable costs including administration

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
creditors related to any other matter connected with resource consent or certificate application			costs
Administration fee for the processing of non-payment	Actual and reasonable costs	Actual and reasonable costs	Actual and reasonable costs
<i>The council's policy determines that it may decide on a case-by-case basis to refund any deposit lodgement fee paid if the council upholds the objection in its entirety.</i>			

Property information requests

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Information and requests			
General Photocopying	At cost - Corporate Rate	At cost - Corporate Rate	At cost - Corporate Rate
Scanning and providing disks	Actual costs	Actual costs	Actual costs
Drainage plans	22.00	24.00	26.00
Building consents	22.00	24.00	26.00
Microfiche	22.00	24.00	26.00
Resource consents	22.00	24.00	26.00
Any person wishing to view information on any files held by the council will be charged at the officer's hourly rate for each half hour or thereafter. If a staff member is required to assist in your request there will be a charge per half hour at the officer's hourly rate.	Officers Hourly Rate	Officers Hourly Rate	Officers Hourly Rate

Land Information Memoranda

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Land Information Memoranda (LIM) requests for the supply of information in writing about a property including plan and resource consent details service details, requisitions and rates and any other matters within council records.			
Urban/country living/new residential	225.00	230.00	235.00
Rural/coastal & pa zone	305.00	310.00	315.00

Commercial/industrial	400.00	405.00	410.00
Urgent LIM Service - Note: Council is unable to provide Urgent LIM'S for Commercial and Industrial Properties			
Within 5 working days	100.00	105.00	110.00
Urban/country living/new residential	225.00 + 100.00 urgent fee	230.00 + 105.00 urgent fee	235.00 + 110.00 urgent fee
Rural/coastal & pa zone	305.00 + 100.00 urgent fee	310.00 + 105.00 urgent fee	315.00 + 110.00 urgent fee
Courier Fee	6.50	6.50	6.50
Certificate of title	35.00	35.00	35.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Hazardous Activities and Industry List (HAIL)			
This supplies specific information in determining if a potentially contaminating activity has occurred on a property			
HAIL	85.00	90.00	95.00

Environmental health & alcohol licensing

Environmental health

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Registration of premises –			
Application for initial registration of new premises			
This covers any initial consultation and advice, administration costs of setting up the premises in the database and a pre-registration inspection.			
Low risk premises	350.00	355.00	360.00
Medium risk premises – opening for the first time before 31 December (includes second inspection)	620.00	625.00	630.00
Medium risk premises opening for the first time after 31 December	350.00	355.00	360.00
Renewal of registration			

This covers the cost of inspections to be carried out during the registration year. The number of inspections required is determined on the basis of the activity carried out on the premises.			
Renewal - low risk premises	270.00	275.00	280.00
Renewal - medium risk premises	540.00	550.00	560.00
Registration and renewal of food premises for multiple users	85.00	85.00	87.00
Registration of markets			
These fees include the umbrella registration held by the market organiser and an approval process for food stall holders selling higher risk foods. Stalls selling fresh fruit and vegetables or pre-packed foods that do not require temperature control and prepared on registered premises are not required to obtain prior approval.			
Less than 10 stalls	270.00	275.00	290.00
10 to 20 stalls	390.00	395.00	400.00
More than 20 stalls	525.00	535.00	540.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Approval of stall holders – fee waived for approved non-profit charitable organisations or community fundraising groups.	65.00	67.00	70.00
Occasional food stalls			
Includes administration and inspection of food stalls operating at occasional events (excludes approved non-profit charitable organisations or community fundraising groups).	70.00	72.00	75.00
Food premises operating a food safety programme under the Food Act 1981 or Food Control Plan or National Programme under the Food Act 2014			
Application for initial registration of a food control plan or for exemption from the requirements of the Food Hygiene Regulations 1974 – covers any initial consultation and advice and	95.00	95.00	100.00

administration costs of setting up the premises in the council and national databases. (Fee waived for existing premises transferring to food control plan from Food Hygiene Regulations).			
Application for renewal of registration of a food control plan or exemption – covers the administration costs of renewing the registration or exemption and updating the council and national databases	70.00	70.00	75.00
All activities associated with verification-of template food safety programmes, food control plans or national programmes – covers all activities associated with verification of food safety programmes, food control plans or national programmes, including site auditing, administration including reports, travel, follow up of corrective action requests. - Per hour charge	140.00	140.00	140.00
Application for registration of a national programme (subject to any fees requirements prescribed by regulations under the Food Act 2014)	95.00	95.00	100.00
Application for renewal of registration of a national programme (subject to any fees requirements prescribed by regulations under the Food Act 2014)	70.00	70.00	75.00
Monitoring and compliance activities under the Food Act 1981 or Food Act 2014 - hourly charge	140.00	140.00	140.00
Registration of Hairdressers (Health (Hairdressers) Regulations 1980)			
Initial registration - covers costs consultation and advice, administrative costs of setting up the premises in	230.00	235.00	240.00

the database and a pre-registration inspection			
Renewal of registration - covers the cost of annual inspection of the premises	150.00	155.00	160.00
Registration of Camping Grounds (Health (Camping Grounds) Regulations 1985)			
Initial registration - covers costs consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection	255.00	260.00	265.00
Renewal of registration - covers the cost of annual inspection of the premises	175.00	180.00	185.00
Registration of Offensive Trades/Stock Saleyards (Health Act 1956)			
Initial registration - covers costs consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection	200.00	205.00	210.00
Renewal of registration - covers the cost of annual inspection of the premises	150.00	155.00	160.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Registration of funeral directors			
Premises with mortuary – initial registration covers consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection.	200.00	205.00	210.00
Renewal of registration – covers the cost of annual inspection of the premises	150.00	155.00	160.00
Premises with no mortuary – initial registration	85.00	85.00	85.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Renewal of registration – covers the cost of maintaining a register of funeral directors in accordance with the Health (Burial) Regulations 1946	85.00	85.00	85.00
Noting of certificates - (Health (Registration of Premises) Regulations 1966)			
Covers the cost of altering the details in the database and on the certificate of registration after any change in the occupation of premises.	82.00	82.00	85.00
Exempt premises - (Food Hygiene Regulations 1974, regulation 83(3))			
Covers the cost of annual inspection of premises specified in Regulation 4(4) of the Food Hygiene Regulations 1974, which are premises exempt from registration but still subject to the requirements of the regulations. The number of inspections required is determined on the basis of the activity carried out on the premises. (per inspection)	270.00	275.00	280.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Additional inspections			
Premises which, during the course of an inspection are found not to comply and receive written notice of work which is required to be completed within a given timeframe will be reinspected. If the required works have not been completed a further notice may be issued and an additional inspection fee charged. Per inspection.	270.00	275.00	280.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Trading in public places			
Covers the cost of regulating where and under what conditions persons wishing to trade in public places may operate within the district. Operators selling articles of food for human consumption (other than fruit and vegetables grown on own property) shall also be required to be registered pursuant to the Food Hygiene Regulations 1974. The council will accept the current health registration of another local authority.	85.00	90.00	90.00
Gaming Machines and TAB Board Venues			
Gambling Venues Policy incur a minimum non-refundable deposit. Further charges may be charged should a hearing be required.	1,200.00	1,200.00	1,200.00
Applications for TAB Board Venue Consent under Council's Gambling Venues Policy incur a minimum non-refundable deposit. Further charges may be charged should a hearing be required	900.00	900.00	900.00
Excessive noise			
This covers the costs incurred in seizing, impounding, transporting and storing property seized under sections 323 or 328 of the RMA 1991.	250.00	255.00	260.00

Alcohol licensing

The Sale and Supply of Alcohol (Fees) Regulations 2013 prescribe the fees payable for applications and services under the Sale and Supply of Alcohol Act 2012. The regulations provide for application and annual fees for on, off and club licences and define a fees framework for determining the fees categories for premises using a defined cost/risk rating system. The regulations provide for council to make a bylaw to set its own fees payable within the framework specified and therefore the specified fees are subject to change should the council determine to make a bylaw. An amount is paid to the Alcohol Regulatory and Licensing Authority (ARLA) from the fees for on, off, club licences and managers' certificates.

	Alcohol Licence Fees –2015 to 2018 (inclusive of GST)	
Fee category for premises	Application fee \$	Annual Fee \$
Very low		
Total	368.00	161.00
Waikato District Council	350.75	143.75
ARLA	17.25	17.25
Low		
Total	609.50	391.00
Waikato District Council	575.00	356.50
ARLA	34.50	34.50
Medium		
Total	816.50	632.50
Waikato District Council	764.75	580.75
ARLA	51.75	51.75
High		
Total	1,023.50	1,035
Waikato District Council	937.25	948.75
ARLA	86.25	86.25
Very High		
Total	1207.50	1437.50
Waikato District Council	1035.00	1265.00
ARLA	172.50	172.50
Special Licences		
Class 1 – Waikato District Council	575.00	Not applicable
Class 2 – Waikato District Council	207.00	Not applicable
Class 3 – Waikato District Council	63.25	Not applicable
Managers certificate/renewal		
Total	316.25	Not applicable
Waikato District Council	287.50	Not applicable
ARLA	28.75	Not applicable
Other Liquor charges		

Alcohol Licence Fees –2015 to 2018 (inclusive of GST)		
Fee category for premises	Application fee \$	Annual Fee \$
Temporary Authority – Waikato District Council	296.70	Not applicable
Temporary Licence – Waikato District Council	296.70	Not applicable
Permanent Club Charter – Waikato District Council	632.50	Not applicable
Extract from Register – Waikato District Council	57.50	Not applicable

Monitoring and enforcement

There will be a charge for every land use consent relating to the monitoring and associated administration costs of the consent.

Resource monitoring

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Monitoring requests			
Yard encroachments and minor consents – to monitor progress with giving effect to the consent and compliance with consent conditions. For new consents this is payable at issue of consent.	230.00	230.00	250.00
All other consents – to monitor progress with giving effect to the consent and compliance with consent conditions. For new consents this is payable at issue of consent	430.00	430.00	450.00
Cost per additional site inspection required due to on-going site compliance with conditions (e.g. required work not done) or where other costs are required to monitor any consent.	Officers hourly rate + corporate mileage	Officers hourly rate + corporate mileage	Officers hourly rate + corporate mileage
Designations or Heritage orders			
The requiring authority or heritage protection authority shall pay costs incurred by the council in monitoring the conditions of notices of requirement. RMA 1991: section 36(1)(d)	Actual and reasonable costs	Actual and reasonable costs	Actual and reasonable costs

Infringement fees - Resource Management (Infringement Offences) Regulations 1999 and the Litter Act 1979, section 13			
<i>GST is not applicable to these fees</i>			
Contravention of section 9 – restrictions on the use of land section 338(1)(a)	300.00	300.00	300.00
Infringement fees - Resource Management (Infringement Offences) Regulations 1999 and the Litter Act 1979, section 13			
<i>GST is not applicable to these fees</i>			
Contravention of an abatement notice – not under section 322(1)(c) and section 338(1)(c)	750.00	750.00	750.00
Failure to supply information to an enforcement officer – s.338(2)(c)	300.00	300.00	300.00
Administration fee for the administration of any non-payment (GST applicable)	Actual costs	Actual costs	Actual costs
Depositing litter in or on any public place or private land without the consent of the occupier; or having deposited any litter there.	400.00	400.00	400.00
Investigation/remediation of environmental incidents and complaints			
The cost of staff time and expense associated with investigation, remediation (if necessary) and complaints can be recovered for significant non-compliance with the District Plan or for repeat offending where environmental impacts are considered to be more than minor.	Actual and reasonable costs based on officer's hourly rate + corporate mileage and expenses	Actual and reasonable costs based on officer's hourly rate + corporate mileage and expenses	Actual and reasonable costs based on officer's hourly rate + corporate mileage and expenses

Parking

Council staff can issue infringement notices for breaches of the Transport (Vehicle and Driver Registration and Licensing) Act 1986, the Land Transport Act 1998, the Transport Act 1962, the Traffic Regulations 1976, the Land Transport (Offences and Penalties) Regulations 1999, the Road Users Rules 2004 and the Tyres and Wheels Rules including unlicensed and unwarranted vehicles. Infringement fees for such breaches are those set out in the relevant legislation.

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Parking infringement fees - second schedule of the Transport Act 1962			
Excess parking			
<i>GST is not applicable to these fees</i>			
For parking on a road in breach of the provisions of the Waikato District Council Parking, Traffic Control and Public Places Bylaw 2007, and the former Franklin District Council Traffic Control 2006, in excess of a period of time fixed by the bylaw or otherwise where the excess is:			
Up to 30 minutes	12.00	12.00	12.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Over 30 minutes but no more than 1 hour	15.00	15.00	15.00
Over 1 hour but no more than 2 hours	21.00	21.00	21.00
Over 2 hours but no more than 4 hours	30.00	30.00	30.00
Over 4 hours but no more than 6 hours	42.00	42.00	42.00
Over 6 hours	57.00	57.00	57.00
Other parking offences			
Parking on a flush median	40.00	40.00	40.00
Failed to Display a permit	40.00	40.00	40.00
No evidence of current vehicle inspection - private vehicle	200.00	200.00	200.00
Operated a unlicensed motor vehicle - parked vehicle	200.00	200.00	200.00
Inconsiderate parking	60.00	60.00	60.00
Parking in a reserved mobility space	150.00	150.00	150.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Other parking offences			
GST is <u>not</u> applicable to these fees			
Any other parking offence in breach of the council's Parking Traffic Control and Public Places Bylaw 2007 and the FDC Traffic Control 2006	40.00	40.00	40.00

Other breaches (other than parking breaches) of the council's Parking Traffic Control and Public Places Bylaw 2007 and the (former) Franklin District Council's Traffic Control Bylaw 2006	35.00	35.00	35.00
Parking charges			
General parking	Free of charge	Free of charge	Free of charge
Parking permit for designated spaces	380.00	380.00	380.00
Towage fees - Transport (Tow Fees) Notice 2004			
Towage of more than 10km from other urban areas may incur an extra charge.			
Vehicle 3,500kg or less (gross) – 7am to 6pm Monday to Friday (except public holidays)	65.00	65.00	65.00
Other times	85.00	85.00	85.00
Vehicle more than 3,500kg (gross) – 7am to 6pm Monday to Friday (except public holidays)	145.00	145.00	145.00
Other times	215.00	215.00	215.00

Waste minimisation and refuse

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Bins/crates			
Tuakau wheelie bin replacement	47.00	47.00	47.00
Replacement/additional recycling crates	17.25	17.25	17.25
Prepaid Bags/Stickers			
Prepaid bags/stickers	nil	1.50	1.50

Roading

Road safety

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Permits			
Application to erect a bus shelter on a road reserve	Free of charge	Free of charge	Free of charge
Application for a fire permit	Free of charge	Free of charge	Free of charge
Livestock crossing, moving or droving permit application	Free of charge	Free of charge	Free of charge
Permanent livestock crossing application	Free of charge	Free of charge	Free of charge
Overweight permit – 3 day turnaround valid up to 12 months	48.00	48.00	48.00
Overweight permit – 24 hour turnaround valid up to 5 days	96.00	96.00	96.00
Application for High Productivity Motor Vehicles (HPMV)	48.00	48.00	48.00
Monitoring & inspection			
Stock crossings – dealing with non-compliance of stock crossing permit conditions	Actual cost	Actual cost	Actual cost
Two-yearly structural inspection of stock underpass	176.00	176.00	176.00
No Spray Zone Applications	192.00	192.00	192.00

Corridor maintenance

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Corridor Access Request (CAR) – includes first inspection			
0-99 metres	150.00	150.00	150.00
100-499 metres	235.00	235.00	235.00
500+ metres	410.00	410.00	410.00
Second and subsequent inspections	192.00	192.00	192.00
Penalty for non-notification	854.00	854.00	854.00
Vehicle entranceways			
Application – includes for inspection	250.00	250.00	250.00
Second and subsequent inspections	Actual cost	Actual cost	Actual cost

Network development and maintenance

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Temporary road closure permit application			
Road closures for motor sport events and other sporting and community events (except as is allowed by council resolution for approved community events).	Actual cost	Actual cost	Actual cost
Street/footpath damage	Hourly rate + mileage & actual cost of disbursements	Hourly rate + mileage & actual cost of disbursements	Hourly rate + mileage & actual cost of disbursements
Road Naming Process	210.00	210.00	210.00 400.00
Motor rallies			
Bond – sealed roads (per road – maximum 10,000)	1,000.00	1,000.00	1,000.00
Bond – unsealed roads (per km – maximum 45,000)	1,500.00	1,500.00	1,500.00
Repair to road and structures	Actual costs	Actual costs	Actual costs

Unformed (paper) roads			
Requests to purchase – associated costs/deposits	5,000.00	5,000.00	5,000.00
Temporary fences on formed roads			
Application	Actual cost	Actual cost	Actual cost
First inspection	Actual cost	Actual cost	Actual cost
More than one inspection	182.00	182.00	182.00
Road reserve			
Utility installation	As negotiated	As negotiated	As negotiated
Rural Address Property Identification (RAPID) number plates			
Replacement of lost or stolen plates (over the counter)	22.00	22.00	22.00
Installation by the council – additional plates	54.00	54.00	54.00

Water supply

Reticulation

Connection fees

A connection fee applies to all water supply schemes where work is required to connect the property to a council service. All connections must be installed in accordance with the Hamilton City infrastructure Technical Specifications and Waikato Addendum.

All connections must be referred to the Council's Water Team for approval to connect. Non-standard type connections such as industrial and commercial should be referred to the Water Team for an estimate of cost.

All fees are for standard residential urban or rural water supply connections as detailed in the Hamilton City infrastructure Technical Specification and Waikato Addendum. A backflow preventer is mandatory for all new connections and is included in the cost of the connection. Non-standard and commercial connections are charged at cost.

Additional independent dwelling units may require separate water connections, and appropriate connection costs and development contributions will be incurred. For more detail refer to the Council's Development Contributions Policy.

Disconnection fees

When a house is demolished or removed from a site, council staff are required to disconnect the water supply at the council watermain. The costs of disconnection and final water meter reading, if required, will be charged.

Consumers may at any time wish to disconnect from a reticulated water scheme. A fee is charged to recover the costs of disconnecting the supply and physically removing the connection. The ownership of removed materials remains with the council. Normal connection fees will apply should the property owner wish to reconnect to the water supply scheme at a later date.

Final water meter reading

Where a property owner requests a final meter reading to be carried out, the council will charge a one-off fee for this request. A minimum of 10 working days' notice is required when making the request.

Water drawn from fire hydrants

Only registered tanker water suppliers are permitted to draw water from the council fire hydrants, on payment of an annual fee. These suppliers will be charged on the amount of water drawn from the hydrant. Only blue-coloured metered hydrant standpipes should be used to draw water from hydrants. These standpipes can be hired from the council on a weekly or daily basis. Suppliers can have their own metered standpipes but they have to be approved and registered with the council.

Water supply

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Water allocation			
Transfer fee – refer to Policy WDC04/53/3/2	439.00	462.00	480.00
Water connection & disconnection			
20mm urban residential/rural metered	1,297.00	1,364.00	1,416.00
20mm urban residential/rural metered State Highways	2,333.00	2,454.00	2,547.00
Above 20mm and commercial	Quote	Quote	Quote
Disconnection from water supply – rural reticulated schemes only	201.00	211.00	219.00
Disconnection from water supply upon removal or demolition of a building.	126.00	133.00	138.00
Te Ohaaki (Capital contribution additional to boundary connection costs)	17,000.00	17,924.41	18,905.02
Water meter reading			
Final water meter reading – minimum 10 working days' notice required	88.00	93.00	97.00
Water drawn from fire hydrants			
Annual permit to draw water from fire hydrants – mandatory	75.00	79.00	82.00
Charge by kilo litre (m ³) by permit holders only	2.77	2.91	3.02
Authorised standpipe hire – per day	32.00	34.00	35.00
Authorised standpipe hire – per week, maximum one week hire	126.00	133.00	138.00
Flow restrictor			
Temporary removal and reinstallation	127.00	134.00	139.00
After hours removal – outside the hours of 8am to 4.30pm Monday to Friday.	254.00	268.00	278.00

Water by meter

The council has set a targeted rate for water according to the quantity of water consumed by any person receiving the same as measured or controlled by meter.

The district-wide targeted rate has been set across all water supply schemes on a per cubic metre basis.

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
District wide	1.70	1.76	1.82
Te Ohaaki	1.70	1.76	1.82

Wastewater

Reticulation

Connection fees

The term 'at cost' means the property owner or developer is liable for the total cost of constructing the connection to the council main and is also responsible for the physical work in providing the connection. It is expected that the client's contractor will complete the connection to the service at the time that site works are carried out and will charge the client directly. The work must be done to the council's standards, as specified in the Hamilton City infrastructure Technical Specification and Waikato Addendum and will be inspected as part of the subdivision or building consent inspection.

Disconnection fees

When a building is demolished or removed from a serviced site then a disconnection fee shall be payable to the council for the existing wastewater connection to be capped and the utilities information recorded on the council's 'as-built' plans.

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Connection fee			
In all areas all costs are borne by the property owner and stormwater systems are installed by the property owner's contractors to the council's standards.	At cost	At cost	At cost
Rangiriri – for scheme installed in 2008 (Capital contribution additional to boundary connection costs).	3,762.40	3,966.99	4,184.01
Taupiri – for scheme installed in 2007 (Capital contribution additional to	3,386.16	3,570.29	3,765.61

boundary connection costs).			
Meremere (Capital contribution additional to boundary connection costs).	1,137.75	1,199.62	1,265.25
Pokeno (Capital contribution additional to boundary connection costs).	27,237.00	28,718.07	30,289.18
Tauwhare Pa (Capital contribution additional to boundary connection costs).	6,788.97	7,158.13	7,549.74
Te Ohaki Road (Capital contribution additional to boundary connection costs).	2,803.67	2,956.13	3,117.85
Whaanga Coast (Capital contribution additional to boundary connection costs)	32,222.21	33,974.36	35,833.03

Disposal

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Springhill corrections facility			
Minimum charge per cubic metre up to the first 36,500m ³ of wastewater discharge per annum	8.25	8.68	9.01
Discharge above the first 36,500m ³ per annum	1.95	2.05	2.13
Disconnection fee			
House removal or demolition	297.00	312.00	324.00

Trade waste

Any non-domestic users that discharge into the Wastewater reticulation system will need to obtain a trade waste consent from the council and may be charged a fair share of the costs. Any 'permitted' and 'conditional' consents relate to the types of trade waste that these businesses produce.

For Tuakau and Pokeno trade waste please refer to the Franklin District Council Trade Waste Bylaw 2007 (amended May 2010). For all other areas please refer to the Waikato District Council Trade Waste Bylaw 2008.

Charges for trade waste administration fees align with the shared services arrangement with Hamilton City and Waipa District Council. The uniform annual charge per trade waste consent for Tuakau and Pokeno reflects our agreement with Watercare.

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Disposal of septic tank cleanings			
Huntly, Te Kauwhata or Raglan wastewater septage facility disposal	65.00	66.50	68.00
Application fees			
Permitted/controlled discharge (including final inspection)	160.00	165.00	170.00
Conditional consent (covering 5 hours work including final inspection)	303.00	310.00	315.00
Hourly rate for applications	86.00	88.00	89.50
Temporary discharge (including final inspection)	160.00	165.00	170.00
Renewal Fee for Trade Waste Consents	80.00	81.50	83.50
Variation/Change of Details Request	43.00	44.00	45.00

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Site inspection fees			
Permitted/controlled discharge – final inspection (approval to discharge additional inspection)	111.00	115.00	120.00
Conditional consent – final inspection (approval to discharge additional inspection)	181.00	185.00	190.00
Temporary discharge – final inspection (approval to discharge additional inspection)	181.00	185.00	190.00
Site inspection – non-compliance	181.00	185.00	190.00
Annual charges			
Permitted/controlled discharge	160.00	165.00	170.00
Conditional discharge – Risk Class 3	1280.00	1305.00	1330.00

Conditional discharge – Risk Class 2	728.00	745.00	760.00
Temporary discharge	160.00	165.00	170.00
Discharges to the Tuakau treatment plant	No charge	No charge	No charge
Quantity charge rates for conditional discharge			
Tuakau and Pokeno:			
Daily flow volume \$ per m ³	0.70	0.74	0.77
Suspended solids treatment \$ per kg	1.32	1.39	1.44
Total kjeldahl nitrogen treatment \$ per kg	7.12	7.49	7.77
Chemical oxygen demand (COD) \$ per kg	0.59	0.62	0.64
All other areas:			
Daily flow volume \$ per m ³	1.06	1.12	1.16
Suspend solids treatment \$ per kg	0.71	0.75	0.78
Biochemical oxygen demand treatment \$ per kg	0.85	0.89	0.92
Total phosphorus \$ per kg	5.04	5.30	5.50
Total kjeldahl nitrogen treatment \$ per kg for:	0.82	0.86	0.89

Stormwater

Description	Charge 2015/2016 \$	Charge 2016/2017 \$	Charge 2017/2018 \$
Connection fee			
In all areas all costs are borne by the property owner and stormwater systems are installed by the property owner's contractors to the council's standards.	At cost	At cost	At cost

Request for official or personal information

The Local Government Official Information and Meetings Act 1987 (LGOIMA) requires the Council to make available certain public or personal information which it holds.

The Act also makes provision for the Council to make a charge for the information supplied but this charge must be reasonable and is for the cost of labour and materials involved in making the information available. If the request expresses urgency then the Council may have to use additional resources to gather the information promptly and the Act permits the Council to charge for these extra resources.

If the charges to gather the information requested are likely to be substantial, the Council will advise the applicant of the likely charges before it commences processing the request and will give the applicant the opportunity to decide whether or not to proceed with the request. In such cases the Council may also require that the whole or part of any charge be paid in advance before commencing to process the request.

Charges are made by the Council on the following basis.

- 1 Any request by a person wishing to view information on any files held by Council and requires the presence of an officer during the viewing will incur a charge at the officer's hourly rate for the first half hour and the officer's hourly rate for each half hour thereafter.
- 2 The first half hour spent in processing the LGOIMA application will be free of charge but a charge of \$38.00 will be made for each half hour or part thereof in excess of that half hour.
- 3 All other charges incurred will be at actual cost involved. The cost includes:
 - producing a document by the use of a computer or other like equipment;
 - reproducing a film, video or audio recording;
 - arranging for the applicant to hear or view an audio or visual recording;
 - providing a copy of any map, plan or other document larger than A4 size.

- 4 If the time taken to process the information and/or the number of copies supplied is only a small margin over the “free” allowance, the Council may use its discretion as to whether any charge should be made.
- 5 Where repeated requests are made by the same applicant in respect of a common subject the Council will aggregate these requests for charging purposes. This means that the second and subsequent requests will not be subject to half an hour of free time and 20 free standard A4 photocopies.
- 6 The Council is not permitted to charge for:
 - locating and retrieving information which is not where it ought to be;
 - time spent deciding whether or not access should be allowed, and in what form.
- 7 A deposit will be required where the charge is likely to exceed \$90.00 or where some assurance of payment is required to avoid waste of resources.
- 8 A record will be kept of any costs incurred. Wherever a liability to pay is incurred the applicant will be notified of the method of calculating the charge and this notification placed on the file.

‘Personal’ information does not include rating records, resource consents, building consent applications, or any information pertaining to property, which is public information.

Council Staff Charge out rates

POSITION TITLE	PROPOSED RATES 2015-2016	PROPOSED RATES 2016-2017	PROPOSED RATES 2017-2018
Chief Executive	415.00	420.00	425.00
General Manager	305.00	310.00	315.00
HR Advisor	125.00	130.00	135.00
Executive Assistant	100.00	105.00	110.00
Communications Advisor	125.00	130.00	135.00
Communications Administrator	85.00	90.00	95.00
HR Administrator	85.00	90.00	95.00
SERVICE DELIVERY - WATERS			
Water Services Manager	200.00	205.00	210.00
Asset Engineer, Waters	145.00	150.00	155.00
Asset Management Team Leader, Waters	145.00	150.00	155.00
Operations Team Leader	145.00	150.00	155.00
Treatment & Service Team Leader	145.00	150.00	155.00
Treatment Plants Engineer	130.00	135.00	140.00
Senior Waters Planner	135.00	140.00	145.00
Compliance Officer	120.00	125.00	130.00
Engineer	110.00	115.00	120.00
Maintenance Supervisor	100.00	105.00	110.00
Treatment Plants Supervisor	100.00	105.00	110.00

Asset Information Officer, Waters	95.00	100.00	105.00
Assistant Engineer	90.00	95.00	100.00
Treatment Plant Operator	85.00	90.00	95.00
Reticulation Serviceman	85.00	90.00	95.00
Water Billing Officer	80.00	85.00	90.00
Plant Maintenance Officer	75.00	80.00	85.00
SERVICE DELIVERY - ROADING			
Roading Manager	200.00	205.00	210.00
Design and Delivery Manager	180.00	185.00	190.00
Senior Design Engineer	160.00	165.00	170.00
Programme Delivery Team Leader	145.00	150.00	155.00
Asset Management Team Leader, Roading	145.00	150.00	155.00
Operations Team Leader	145.00	150.00	155.00
Road Asset Engineer	145.00	150.00	155.00
Project Engineer	145.00	150.00	155.00
Asset Engineer, Roading	145.00	150.00	155.00
Design Engineer	135.00	140.00	145.00
Roading Corridor Engineer	135.00	140.00	145.00
Contract Engineer	135.00	140.00	145.00
Maintenance Contract Engineer	130.00	135.00	140.00
Infrastructure Engineer	115.00	120.00	125.00
Asset Information Officer, Roading	95.00	100.00	105.00
Compliance Officer	95.00	100.00	105.00
Surveyor	95.00	100.00	105.00
Surveyors Assistant	80.00	85.00	90.00
SERVICE DELIVERY - PARKS & FACILITIES			
Parks and Facilities Manager	200.00	205.00	210.00
Asset Management Team Leader, Parks & Facilities	145.00	150.00	155.00
Asset Engineer, Parks & Facilities	145.00	150.00	155.00
Open Spaces Operations Team Leader	140.00	145.00	150.00
Ecological Planner	135.00	140.00	145.00
Reserves Planner	130.00	135.00	140.00
Property Operations Team Leader	120.00	125.00	130.00
Property Officer	105.00	110.00	115.00
Contract Management Officer	105.00	110.00	115.00
Maintenance and Contracts Officer	100.00	105.00	110.00
Arborist	100.00	105.00	110.00
Asset Information Officer, Parks & Facilities	95.00	100.00	105.00
Technical Support	90.00	95.00	100.00
Property Maintenance Officer	85.00	90.00	95.00
Cemetery Officer	75.00	80.00	85.00
CUSTOMER SUPPORT			
Consents Manager	195.00	200.00	205.00

Development Engineer Team Leader	165.00	170.00	175.00
Building Quality Manager	150.00	155.00	160.00
Customer Delivery Manager	150.00	155.00	160.00
Environmental Health Team Leader	150.00	155.00	160.00
Consents Team Leader	150.00	155.00	160.00
Consents - Technical Team Leader	150.00	155.00	160.00
Monitoring Team Leader	150.00	155.00	160.00
Animal Control Team Leader	150.00	155.00	160.00
Senior Planner	135.00	140.00	145.00
<u>Senior Land Development Engineer North</u>	135.00	140.00	145.00
<u>Intermediate Land Development Engineer</u>	<u>125.00</u>	<u>130.00</u>	<u>135.00</u>
Environmental Technical <u>Contaminated Land Specialist</u>	130.00	135.00	140.00
Environmental Health Officer	125.00	130.00	135.00
Intermediate Planner	125.00	130.00	135.00
Technical Planner	120.00	125.00	130.00
Planner	120.00	125.00	130.00
<u>Land Development Engineer</u>	120.00	125.00	130.00
<u>Development Contributions Coordinator</u>	<u>125.00</u>	<u>130.00</u>	<u>135.00</u>
<u>Planning and Engineering Officer - Senior</u>	<u>135.00</u>	<u>140.00</u>	<u>145.00</u>
<u>Planning and Engineering Officer</u>	<u>120.00</u>	<u>125.00</u>	<u>130.00</u>
Monitoring Officer	115.00	120.00	125.00
Building Inspector	115.00	120.00	125.00
Building Review Officer	115.00	120.00	125.00
Consents - Admin Team Leader	105.00	110.00	115.00
Customer Delivery Team Leader	105.00	110.00	115.00
Consents - Technical	90.00	95.00	100.00
Animal Control Officer	90.00	95.00	100.00
Duty Planner	90.00	95.00	100.00
<u>Regulatory Manager</u>	<u>150.00</u>	<u>155.00</u>	<u>160.00</u>
Regulatory Administrator	90.00	95.00	100.00
Property Information Officer	90.00	95.00	100.00
LIM Officer	90.00	95.00	100.00
Parking Enforcement Officer	90.00	95.00	100.00
Library Coordinator	85.00	90.00	95.00
Customer Delivery Officer	80.00	85.00	90.00
Customer Delivery Support Officer	60.00	65.00	70.00
STRATEGY & SUPPORT			
Planning & Strategy Manager	200.00	205.00	210.00
Legal Counsel	190.00	195.00	200.00
Economic Development Officer	160.00	165.00	170.00
Procurement Manager	160.00	165.00	170.00
Organization Planning and Project Support Team Leader	160.00	165.00	170.00
Resource Management Team Leader	160.00	165.00	170.00

Community and Iwi Liaison Partnership Manager	150.00	155.00	160.00
Corporate Planner	150.00	155.00	160.00
Strategic Planning Project Manager	150.00	155.00	160.00
Accountant	150.00	155.00	160.00
Project Management Advisor	135.00	140.00	145.00
Senior Policy Planner	135.00	140.00	145.00
Senior Environmental Planner	135.00	140.00	145.00
Legal Officer	135.00	140.00	145.00
Business Analyst	130.00	135.00	140.00
IT Support	130.00	135.00	140.00
GIS Officer	130.00	135.00	140.00
Continuous Improvement Analyst	115.00	120.00	125.00
Strategic Planning Analyst	105.00	110.00	115.00
Quality Management Coordinator	100.00	105.00	110.00
Legal Assistant	100.00	105.00	110.00
District Plan Administrator	95.00	100.00	105.00
Committee Secretary	95.00	100.00	105.00
Planning Technician	90.00	95.00	100.00
Accounting Officer	90.00	95.00	100.00
Rates Officer	90.00	95.00	100.00
Community Development Coordinator	85.00	90.00	95.00
Information Officer	80.00	85.00	90.00

Mileage charge out rates

Mileage rates will be charged in accordance with the prevailing Inland revenue Department mileage rates at the time of invoice.