

Notice is given that an ordinary meeting of the Full Council will be held on:

**Date:** Thursday 25 June 2020  
**Time:** 9.30am  
**Meeting Room:** Tasman Council Chamber  
**Venue:** 189 Queen Street  
Richmond  
(also via Zoom video conferencing)

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## Full Council

# AGENDA

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### MEMBERSHIP

<b>Mayor</b>	Mayor T King	
<b>Deputy Mayor</b>	Deputy Mayor S Bryant	
<b>Councillors</b>	Cr C Butler	Cr D McNamara
	Cr B Dowler	Cr D Ogilvie
	Cr M Greening	Cr T Tuffnell
	Cr C Hill	Cr A Turley
	Cr C Mackenzie	Cr T Walker
	Cr K Maling	Cr D Wensley

(Quorum 7 members)

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# AGENDA

## 1 OPENING, WELCOME

## 2 APOLOGIES AND LEAVE OF ABSENCE

### Recommendation

That apologies be accepted.

## 3 PUBLIC FORUM

## 4 DECLARATIONS OF INTEREST

## 5 LATE ITEMS

## 6 CONFIRMATION OF MINUTES

That the minutes of the Full Council meeting held on Thursday, 21 May 2020, be confirmed as a true and correct record of the meeting.

That the minutes of the Full Council meeting held on Thursday, 28 May, be confirmed as a true and correct record of the meeting.

That the minutes of the Extraordinary Full Council meeting held on Thursday, 4 June 2020, be confirmed as a true and correct record of the meeting.

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## 7 PRESENTATIONS

### 7.1 WAIMEA WATER LTD - UPDATE

Information Only - No Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 June 2020
<b>Report Author:</b>	Robyn Scherer, Executive Assistant to the Mayor
<b>Report Number:</b>	RCN20-06-2

#### PRESENTATION

Board Chairman, David Wright and Chief Executive, Mike Scott will provide an update on the Waimea Community Dam project.

#### Appendices

Nil



**7.2 PROJECT KOKIRI**

**Information Only - No Decision Required**

**Report To:** Full Council  
**Meeting Date:** 25 June 2020  
**Report Author:** Robyn Scherer, Executive Assistant to the Mayor  
**Report Number:** RCN20-06-3

**Item 7.2**

**PRESENTATION**

Mark Rawson, Chief Executive of the Nelson Tasman Regional Development Agency will make a presentation to the Council on Project Kokiri.

**Appendices**

Nil





## 8 REPORTS

### 8.1 ADOPTION OF THE ANNUAL PLAN 2020/2021

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 June 2020
<b>Report Author:</b>	Alan Bywater, Senior Policy Advisor; Sharon Flood, Strategic Policy Manager; Matthew McGlinchey, Finance Manager; Josh Douglas, Senior Management Accountant
<b>Report Number:</b>	RCN20-06-4

#### 1 Summary

- 1.1 The purpose of this report is for the Council to adopt the Annual Plan 2020/2021 (under separate cover).
- 1.2 The Annual Plan documents the forecast financial statements and funding impact statement, and the changes to planning for the 2020/2021 compared with the corresponding year (Year Three) in the Long Term Plan (LTP) 2018-2028.
- 1.3 The Council resolved at its December 2019 meeting that the proposed changes to the Annual Plan were not material or significant from the 2020/2021 year in the LTP 2018-2028, therefore formal consultation was not undertaken. In response to the economic impacts on Tasman residents due to the COVID-19 pandemic, the Council decided to reduce the planned increase in rates revenue (after growth and water rates)\* to zero percent at its April 2020 meeting. The Council also decided not to carry out consultation on this change.
- 1.4 The Annual Plan 2020/2021 includes a reduction in rates revenue compared with Year Three in the LTP 2018-2028. The Annual Plan also documents an increase in capital expenditure and some changes to the capital work programme. The Council's net debt level at the end of the 2020/2021 year is forecast to be similar to the level indicated in the LTP 2018-2028.
- 1.5 A zero percent increase in rates revenue does not translate to no rates increase for all ratepayers. The actual increase for each ratepayer will vary based on mix of services they receive that are funded through targeted rates.
- 1.6 In order for the Council to meet its legislative requirements and to set the rates for the 2020/2021 year, the Annual Plan 2020/2021 must be adopted by 30 June 2020.

\*the growth and water rates reference applies to all rates revenue increases. The water rates refers to the reclassification of water charges to water rates for larger industrial users.

**2 Draft Resolution**

**That the Full Council:**

- 1. receives the Adoption of the Annual Plan 2020/2021 report RCN20-06-4; and**
- 2. adopts the Annual Plan 2020/2021 (under separate cover) pursuant to Section 95 of the Local Government Act 2002; and**
- 3. authorises the Mayor and Chief Executive Officer to approve any minor edits or changes to the Annual Plan document, prior to its publication.**
- 4. notes that by deciding in resolution 2. above to include a zero rates revenue increase (after growth and water rates) in the Annual Plan 2020/2021:**
  - a) the Council is making a decision which is inconsistent with the Council’s Long Term Plan 2018-2028, as the Plan included a 2.46% rates revenue increase for that year; and**
  - b) the decision is being made due to the need to minimise the impact of rates increases on the Tasman community following the COVID-19 event and the economic impacts of that event on the community; and**
  - c) the Council is not reviewing the Long Term Plan 2018-2028 in order to accommodate the decision. An amendment to the Annual Plan would be time consuming and divert staff resources from the preparation of the Long Term Plan 2021-2031. It would involve extensive work to accommodate the implications of the COVID-19 event on the Tasman community.**

### 3 Purpose of the Report

- 3.1 The purpose of this report is for the Council to adopt the Annual Plan 2020/2021.

### 4 Background and Discussion

#### Background and overview

- 4.1 The Annual Plan 2020/2021 documents the changes to the Council's planning for the 2020/2021 compared with the corresponding year in the Long Term Plan (LTP) 2018-2028. It contains the proposed budgets and a funding impact statement for the 2020/2021 year.
- 4.2 Prior to the COVID-19 pandemic, the Council considered the Annual Plan 2020/2021 at workshops on 15 November 2019 and 6 December 2019. At the 12 December 2019 meeting, the Council resolved that the proposed changes to the capital programme, debt levels and rates for 2020/2021, compared to those set out in Year Three of the Long Term Plan 2018-2028 were not significant or material. The Council also resolved not to produce a consultation document or formally consult on the Annual Plan 2020/2021.
- 4.3 As a result of the COVID-19 pandemic, the Council re-considered the Annual Plan 2020/2021 rates increase at its meeting on 9 April 2020. The Council resolved to adopt a zero percent rates revenue increase for the year and that it was not necessary to carry out formal community consultation on this change.
- 4.4 In addition to the change in rates revenue compared with Year Three in the LTP 2018-2028, the Annual Plan 2020/2021 also documents an increase in capital expenditure and some changes to the capital work programme.
- 4.5 The Council's net debt level at the end of the 2020/2021 year is forecast to be \$199.7 million, which is similar to the level indicated in the LTP 2018-2028.

#### Rates Revenue

- 4.6 The zero percent increase in rates revenue for 2020/2021 is lower than the 2.46% increase planned in the LTP 2018-2028. The Council now expects rates revenue to be \$77.7 million (excluding an allowance for growth) in 2020/2021 instead of the \$78.9 million forecast in the LTP.
- 4.7 A zero percent increase in rates revenue does not translate to no rates increase for all residents. The actual increase varies based on the mix of services received as a number are funded through targeted rates. Rates modelling indicates that approximately 80% of residents will have either no rates increase or a reduction compared with the previous year. About 20% of residents will have an increase in rates of \$200 or less, and for about 1% their rates increase will be higher than \$200 compared to 2019/2020. These figures exclude volumetric water charges, as these charges vary depending on the amount of water each property uses.
- 4.8 Those residents who will see a rates increase are largely on Council's rural water schemes, (i.e. the Eighty Eight Valley, Redwood and Dovedale schemes) or on the Motueka water supply. In Motueka the fixed water charge has increased. This will be offset to a degree, depending on how much water a ratepayer uses, by the reduced volumetric water rates.

#### Increased Capital Expenditure

- 4.9 The Council is planning to spend \$63.7 million on capital projects in 2020/2021. This is compared to the \$45.8 million stated in the LTP 2018 - 2028. The total change in budgeted capital expenditure is \$17.9m.
- 4.10 The key changes to the capital work programme compared to the LTP 2018-2028 are listed below.
- a) **Port Tarakohe Upgrade** – Following the development of the Port Tarakohe Business Case, \$10.2 million more is required to upgrade the Port in 2020/2021. This project proceeding is dependent on Central Government funding and a further Council decision.
  - b) **Transportation** – Transportation projects are forecast to be \$1.9 million higher. The majority (\$1 million) of this increase is for the Brightwater Town Centre upgrade.
  - c) **New Zealand Transport Agency (NZTA) Subsidy** – \$0.6 million more is expected from NZTA subsidies across the transportation programme as a whole.
  - d) **Water Supply** – Due to project timing changes, the Council expects to spend an additional \$3.9 million on improving drinking water supply systems. This expenditure mostly relates to the upgrade of the Motueka Water Treatment Plant, Mapua water trunk main and the Wakefield Water Treatment Plant.
  - e) **Council Office Buildings Improvement** – Council office buildings are currently not fit for purpose. \$2.1 million has been included to address the immediate issues, for example air conditioning. This project is currently being reassessed following changing working practices as a result to the Covid-19 event.
  - f) **Wastewater** – The budget for wastewater has been reduced by \$1.4 million due to project timing changes. In particular, this relates to the Wakefield to Three Brothers corner trunk main upgrade – where the scope is still being considered.

#### Debt Level

- 4.11 The Annual Plan forecasts the Council's debt level at \$199.7 million at the end of 2020/2021, compared to \$199.6 million forecast in the LTP.

## 5 Options

### Option 1: Preferred option – Adopt the Annual Plan 2020/2021 including any minor amendments

- 5.1 This option has the advantage that it confirms the programme and budget agreed by the Council on 12 December 2019 and as amended by the Council's subsequent decision to reduce the rates revenue increase on 9 April 2020. It meets the Local Government Act 2020 legislative timeline, enables rates for 2020/2021 to be set in a timely manner and the first instalment collected at the new level. This option also means the Council can start acting on the Plan from 1 July 2020 onwards and staff can continue to focus on preparing the Long Term Plan 2021-2031.
- 5.2 There are no obvious disadvantages of this option as the Council has discussed and agreed on the proposed work programme and rates revenue increase for next year.

### Option 2: Delay adoption of the Annual Plan

- 5.3 The only advantage of this option is that it allows the Council to further amend the programme and budget for 2020/2021.

- 5.4 There are a number of disadvantages to this option. Primarily it risks the Council not meeting the 30 June 2020 deadline to adopt its Annual Plan. The implications are that any change to the budgeted activity expenditure will require the Funding Impact Statement and the rates strike resolutions for each activity to be redone to take in account of any movement in the individual rates. It would also require us to refer the amended rates resolutions back for legal review which due to the complicated nature of rates would take at least 5-6 weeks. This will delay the setting of rates for the 2020/2021 year and would mean that the first rates instalment may not be able to be collected. It would also divert staff resources from working on the Long Term Plan 2021-2031.

<b>6 Strategy and Risks</b>
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- 6.1 Any amendments to the Annual Plan that are more than minor wording changes would mean the Council is unlikely to meet its statutory obligation to adopt by 30 June 2020. The Council would therefore be unable to set and assess rates in a straightforward manner for the 2020/2021 year.
- 6.2 As a result of the COVID-19 pandemic and its impacts, the Council faces heightened levels of uncertainty in the year ahead. There are significant risks that a number of Council revenue streams and the way the Council provides services could be impacted.
- 6.3 At its meeting on 9 April 2020, the Council noted that over the coming months staff will identify savings across the business to offset the reduction in rates income. The Council noted that it will also see a reduction in the forecast income from its commercial activities, in particular from the Port Nelson and Nelson Airport companies.
- 6.4 The Annual Plan documents the Council's intentions for the 2020/2021 year. The Council is not bound by the Plan and is able to respond appropriately as required by changing circumstances. Staff will detail any changes from the Annual Plan in Council's Annual Report 2020/2021 at the end of the financial year.

<b>7 Climate Change Impact Assessment</b>
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<b>Climate Change Consideration</b>	<b>Assessment</b>	<b>Explanation of Assessment</b>
Is this activity associated with one of the goals in Council's Climate Action Plan?	Yes	The Annual Plan includes budgets that enable the Council to implement some of the actions in the Climate Action Plan.
Will this decision affect the ability of Tasman District to proactively respond to the impacts of climate change?	Yes	The proposed budgets will enable the Council to undertake some actions to respond to the impacts of climate change.

<b>8 Policy / Legal Requirements / Plan</b>
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- 8.1 The Local Government Act 2002 requires the Council to adopt an Annual Plan. Schedule 10 specifies the information that must be contained in an Annual Plan.
- 8.2 Advice from SOLGM is that an Annual Plan adopted after 30 June 2020 is unlikely to be declared invalid in a judicial review if the only issue is the late adoption of the Plan. This is particularly the case if the Plan is adopted within a reasonable time after the statutory deadline, the delay can be explained, and the Plan is not acted on until it is adopted. If the Council expects to be late in adopting its Annual Plan and rate setting, it should inform the Department of Internal Affairs and its auditors as soon as possible.
- 8.3 This advice was provided in the context of an Annual Plan being delayed because some councils have chosen to change their rates and expenditure levels to respond to the COVID-19 pandemic and are undertaking public consultation on these changes. However, the Council resolved not to undertake consultation on its decision to change to a zero percent increase in rates revenue.
- 8.4 The Council cannot lawfully set rates for the 2020/21 financial year before adopting its Annual Plan for that year. However, under section 50 of the Local Government Rating Act 2002 the Council could issue an interim rates invoice for not more than 25% of the rates payable in the previous year. Staff have not investigated whether the Council's rates computer system has the capability to generate these invoices.
- 8.5 Strategic Policy staff and the Finance Manager have reviewed the Annual Plan 2020/2021 for compliance with the Local Government Act 2002. The Strategic Policy Manager and Leadership Team have also reviewed the Annual Plan 2020/2021.
- 8.6 The purpose of an annual plan is to provide a formal and public statement of the local authority's intentions in relation to the matters covered by the plan. Adopting an annual plan does not constitute a decision to act on any specific matter included within the plan and no-one is entitled to require the Council to implement the provisions of an annual plan. Subject to section 80 of the Local Government Act 2002, a local authority may make decisions that are inconsistent with the contents of any LTP or annual plan, except as provided in section 97 (i.e. decision that can only be made if provided for in a LTP).

## 9 Consideration of Financial or Budgetary Implications

- 9.1 The Council must adopt the Annual Plan 2020/2021 prior to making resolutions to set rates for the 2020/2021 year.
- 9.2 If the Council agrees to adopt the Annual Plan 2020/2021, the total rates income increase for the year will be zero percent. As noted in paragraph 4.7, the majority of residents will have either no rates increase or a reduction compared with the previous year. A minority will still see rates increases as a result of the different services they receive.
- 9.3 The table below reports this Annual Plan against the Council's Financial Strategy limits.

Financial Strategy Limits	Annual Plan 2020/2021
Annual 'rates income increase' - 3% (excluding an allowance for growth)	Rates income rise - 0% (excluding an allowance for growth)
General rates income - \$65 million per annum Targeted rates income - \$60 million per annum (excluding GST)	General Rates - \$40 million Targeted Rates - \$37 million
External debt limit - \$200 million	External debt - \$199.7 million

## 10 Significance and Engagement

- 10.1 Overall the decision to adopt the Annual Plan 2020/2021 is considered to be of low/ medium significance.
- 10.2 The Council considered the significance of the changes in the Annual Plan 2020/2021 through a report at its 12 December 2019 meeting. At that time the Council determined that the changes were not significant or material and decided not to undertake community consultation.
- 10.3 Subsequently at its meeting on 9 April 2020, the Council decided to reduce the planned rates revenue increase to zero percent in response to the economic impacts of the COVID-19 pandemic. The Council assessed this as having moderate to high significance. The Council resolved that in response to its understanding of the view of the Tasman ratepayers, it was committed to a zero percent rates revenue increase as that was in the best interests of the Tasman community given the impacts of COVID-19. It therefore decided not to undertake public consultation on the rates reduction.

## Item 8.1

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Medium/Low	<p>The level of rates revenue increase each year is generally of medium to high public interest for some parts of the community. As the proposed change to 0% will reduce rates for most ratepayers, public interest is considered to be lower.</p> <p>The decisions on the Council's debt level, expenditure plans and capital programme are of medium to low public interest in general.</p>
Is there a significant impact arising from duration of the effects from the decision?	Medium	The Council adopts an Annual Plan or LTP each year. The reductions in rates revenue increases in any one year can have implications for the level of rates revenue increases required in subsequent years.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	There are no decisions contained in this Annual Plan to sell or transfer control of any strategic assets.
Does the decision create a substantial change in the level of service provided by Council?	Low	The decision does not reduce any levels of service. In a few cases, improvements to levels of service may be delayed by capital projects being delayed.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	<p>The Council resolved to reduce the increase in rates revenue to 0% at its 9 April 2020 meeting. Operational expenditure has been reduced to offset this reduction in income. Capital expenditure is planned to be higher than in the LTP, but debt is expected to be at a similar level.</p> <p>Adopting the Annual Plan confirms these decisions.</p>
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	NA	No changes are proposed to CCO's or CCTO's



**11 Conclusion**

- 11.1 This report asks the Council to adopt the Annual Plan 2020/2021 (under separate cover).
- 11.2 The Annual Plan 2020/2021 reflects the Council's general intentions in the LTP 2018 – 2028 and the subsequent changes made through the Council meeting in December 2019. It also encompasses the Council's resolution in April 2020 to apply a zero percent rates revenue increase following the COVID-19 pandemic.
- 11.3 The Annual Plan 2020/2021 includes a total rates revenue increase for the year of zero percent. Operational expenditure has been reduced to reflect the lower level of rates revenue anticipated.
- 11.4 The Council must adopt the final Annual Plan 2020/2021 by 30 June 2020 in order to meet its statutory deadlines and set rates for the 2020/2021 year.

**12 Next Steps / Timeline**

- 12.1 Once adopted by the Council, the Annual Plan 2020/2021 will come into effect on 1 July 2020.
- 12.2 The Annual Plan document will be professionally designed and published.
- 12.3 Council staff will send copies of the document to the organisations as required under the Local Government Act 2002. Copies will also be made available in Council service centres, libraries and on the Council's website.

**13 Attachments**

Annual Plan 2020/2021 published under separate cover.



**8.2 2020/2021 RATE SETTING REPORT****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 June 2020
<b>Report Author:</b>	Kelly Kivimaa-Schouten, Revenue Accountant
<b>Report Number:</b>	RCN20-06-5

**1 Summary**

- 1.1 The approval of the Council's work programme through the adoption of the Annual Plan 2020/2021 determines the amount of rates funding required to complete that programme.
- 1.2 The Local Government (Rating) Act 2002 sets out the procedure for setting rates, due dates, and penalties.
- 1.3 The Council is required to pass a resolution on an annual basis to set the rates, due dates, and penalties for the forthcoming rating year.
- 1.4 This report is for setting the rates, due dates and penalties for the Council's 2020/2021 financial year.
- 1.5 The rates in this report are GST inclusive.

**2 Draft Resolution****That the Full Council**

**1. receives the 2020/2021 Rate Setting Report RCN20-06-5; and**

**2. sets the following rates under the Local Government (Rating) Act 2002 for the financial year commencing on 1 July 2020 and ending on 30 June 2021;**

Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)
General Rate		Every rateable rating unit in the District	Rate in the \$ of Capital Value	0.2245 cents

*A portion of the general rate is used to replenish the Council's General Disaster Fund.*

Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)
Uniform Annual General Charge (UAGC)		Every rateable rating unit in the District	Fixed amount \$ per Rating Unit	\$ 290.00

## Targeted Rates

	Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)
1	Stormwater Rate		Every rateable rating unit in the District which has a land value		
		Urban Drainage Area- Stormwater Differential	Where the land is situated being rateable rating units in the Stormwater Urban Drainage Rating Area	Rate in the \$ of Capital Value	0.0595 cents
		Balance of the District- General Drainage Stormwater Differential	Where the land is situated being rateable rating units with land value, that are not in the Stormwater Urban Drainage Rating Area	Rate in the \$ of Capital Value	0.0062 cents
2	Water Supply Rates				
2.1	Water Supply Rates – Urban Water Supply Metered Connections and Rural Water Extensions to Urban Water Schemes (“The Club”)				
2.1(a)	Water Supply – Urban Water Supply Metered Connections (excluding Motueka Water Supply): Volumetric charge		Provision of service being the supply of metered water to those rating units in the District, which have metered water connections, excluding those connected to the Motueka Water Supply because they have a different targeted rate	Per m <sup>3</sup> of water supplied	\$ 2.22
2.1(b)	Water Supply – Urban Water Supply Metered Connections (excluding Motueka Water Supply): Service Charge		Provision of a service being a connection to a metered water supply by rating units in the District, excluding those connected to the Motueka Water Supply	Fixed amount \$ per connection (meter)	\$ 349.20
2.1(c)	Water Supply- Rural Water Extensions to Urban Water Schemes		Provision of a service being a connection to a supply of water via a rural extension to urban schemes through a lowflow restricted water connection	Extent of provision of service: 1m <sup>3</sup> /day (based on size of water restrictor volume). E.g. 2m <sup>3</sup> /day restrictor volume will be charged at two times the listed annual rate	\$649.41

*The extensions that will be charged this rate are: Best Island Water Supply, Mapua/ Ruby Bay Water Supply, Brightwater/Hope Water Supply, Richmond Water Supply, Wakefield Water Supply, and any others which are referred to as the Other Rural Water Supply Extensions.*

	Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)
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2.2	Water Supply Rates – Motueka Water Supply Metered Connections				
2.2(a)	Water Supply – Motueka Water Supply Metered Connections: Volumetric charge		Provision of service being the supply of metered water to rating units connected to the Motueka Water Supply	Per m <sup>3</sup> of water supplied	\$ 2.06
2.2(b)	Water Supply – Motueka Water Supply Metered Connections: Service charge		Provision of a service being a connection to the Motueka Water Supply	Fixed amount \$ per connection (meter)	\$ 174.43
2.3	Water Supply – Rural Connections				
2.3(a)	Water Supply- Dovedale Rural Water Supply		Provision of a service being a connection to the Dovedale Rural Water Supply through a lowflow restricted water connection		
		Dovedale Differential A*		Extent of provision of service: 1m <sup>3</sup> /day (based on size of water restrictor volume). For example, users with a 2m <sup>3</sup> per day restrictor volume will be billed two of the Differential A charge	\$ 745.45
		Dovedale Differential B*		Extent of provision of service: 1m <sup>3</sup> /day (based on size of water restrictor volume). For example, users with a 3m <sup>3</sup> per day restrictor volume will be billed two of the Differential A charge and one of the Differential B charge	\$ 574.00

The Council has determined that a differential charge will be applied:

*\*Dovedale Differential A- includes the supply of water for up to and including the first 2m<sup>3</sup> per day. This rate is charged based on the extent of provision of service using the size of restrictor volume, with a base of 1m<sup>3</sup> per day. A differential of 1 per 1m<sup>3</sup> per day will apply.*

*\*Dovedale Differential B- includes the supply of water greater than 2m<sup>3</sup> per day. This rate is charged based on the extent of provision of service using the size of restrictor volume, with a base of 1m<sup>3</sup> per day. A differential of 0.77 per 1m<sup>3</sup> per day will apply.*

	Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)
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2.3(b)	Water Supply- Redwood Valley Rural Water Supply		Provision of a service being a connection to the Redwood Valley Rural Water Supply through a lowflow restricted water connection	Extent of provision of service: 1m <sup>3</sup> /day (based on size of water restrictor volume). E.g. 2m <sup>3</sup> /day restrictor volume will be charged at two times the listed annual rate	\$ 493.68
2.3(c)	Water Supply- Eighty Eight Valley Rural Water Supply - Variable Charge		Provision of a service being a connection to the Eighty Eight Valley Rural Water Supply through a lowflow restricted water connection	Extent of provision of service: 1m <sup>3</sup> /day (based on size of water restrictor volume). E.g. 2m <sup>3</sup> /day restrictor volume will be charged at two times the listed annual rate	\$ 314.35
2.3(d)	Water Supply- Eighty Eight Valley Rural Water Supply- Service Charge		Provision of a service being a connection to the Eighty Eight Valley Rural Water Supply through a lowflow restricted water connection	Fixed amount \$ per rating unit	\$ 336.19
2.3(e)	Water Supply- Hamama Rural Water Supply- Variable Charge		Provision of a service being a connection to the Hamama Rural Water Supply	Rate in the \$ of Land Value	0.045 cents
2.3(f)	Water Supply- Hamama Rural Water Supply- Service Charge		Provision of a service being a connection to the Hamama Rural Water Supply	Fixed amount \$ per rating unit	\$ 244.18
2.3(g)	Water Supply- Hamama Rural Water Supply- Fixed Charge based on set land value		Where the land is situated being rating units in the Hamama Rural Water Supply Rating Area	Rate in the \$ of set land value (which is the land value at the time capital works were completed in 2005)	0.165 cents
2.4	Water Supply Firefighting				
2.4(a)	Water Supply: Motueka Firefighting		Where the land is situated being rating units in the Motueka Firefighting Water Supply Rating Area	Fixed amount \$ per Rating Unit	\$ 17.88
	Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)
2.4(b)	Water Supply: Takaka Firefighting- Capital		Every Rating Unit in the Golden Bay Ward		

		Takaka CBD Differential	Where the land is situated being rating units in the Takaka Firefighting Water Supply Commercial CBD Rating Area	Rate in the \$ of Capital Value	0.093 cents
		Takaka Residential Differential	Where the land is situated being rating units in the Takaka Firefighting Water Supply Residential Rating Area	Fixed amount \$ per Rating Unit	\$ 52.13
		Takaka Balance of Golden Bay Ward Differential	Where the land is situated being rating units in the Takaka Firefighting Water Supply Rest of Golden Bay Rating Area	Fixed amount \$ per Rating Unit	\$ 15.33
2.4(c)	Water Supply: Takaka Firefighting- Operating		Where the land is situated being rating units in the Takaka Firefighting Water Supply Commercial CBD Rating Area and Takaka Firefighting Water Supply Residential Rating Area	Fixed amount \$ per Rating Unit	\$ 46.00
2.5	Water Supply- Dams				
2.5(a)	Water Supply- Dams: Wai-iti Valley Community Dam		Where land is situated and the provision of service and the activities controlled under the Tasman Resource Management Plan under the Resource Management Act 1991. This rate will apply to those rating units in the Wai-iti Dam Rating Area that are permit holders under the Resource Management Act 1991 because they are able to use the amount of augmented water as permitted by their resource consent and apply it to the land in accordance with the amount and rate specified in the resource consent	Extent of provision of service: charged at \$ per hectare as authorised by water permits granted under the Resource Management Act 1991	\$ 294.61

Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)
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Item 8.2

3	Wastewater Rate		Provision of a service. The provision of service is measured by the number of toilets and/or urinals ("pans") connected either directly or by private drain to a public wastewater system with a minimum of one pan being charged per connected rating unit		
		First toilet or urinal ("pan")		Uniform charge in the \$ for each toilet or urinal (pan)	\$ 670.15
		2-10 toilets or urinals ("pans")		Uniform charge in the \$ for each toilet or urinal (pan)	\$ 502.61
		11 or more toilets or urinals ("pans")		Uniform charge in the \$ for each toilet or urinal (pan)	\$ 335.07
4	Regional River Works Rate		Every rateable rating unit in the District.		
		River Rating Area X Differential	Where the land is situated being rateable rating units in the River Rating Area X	Rate in the \$ of Land Value	0.1051 cents
		River Rating Area Y Differential	Where the land is situated being rateable rating units in the River Rating Area Y	Rate in the \$ of Land Value	0.1051 cents
		River Rating Area Z Differential	Where the land is situated being rateable rating units in the River Rating Area Z	Rate in the \$ of Land Value	0.0237 cents

Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)
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5	Motueka Business Rate		Where the land is situated being rateable rating units in the Motueka Business Rating Area A and B and the use to which the land is put. The land usage categories as set out in the Rating Valuations Rules 2008 for actual property use that will be charged for this rate include: Commercial, Industrial, Multi use commercial/ industrial, Residential- public communal/ multi use, Lifestyle- multi use, Transport, Utility services-communications, Community services- Medical and allied, and Recreational		
		Motueka Business Area A Differential	This will apply to properties with land use categories as listed above for rateable rating units in Motueka Business Rating Area A	Rate in the \$ of Capital Value	0.0430 cents
		Motueka Business Area B Differential	This will apply to properties with land use categories as listed above for rateable rating units in Motueka Business Rating Area B	Rate in the \$ of Capital Value	0.0268 cents
6	Richmond Business Rate		Where the land is situated being rateable rating units in the Richmond Business Rating Area and the use to which the land is put. The land usage categories as set out in the Rating Valuations Rules 2008 for actual property use that will be charged for this rate include: Commercial, Industrial, Multi use commercial/ industrial, Residential- public communal/ multi use, Lifestyle- multi use, Transport, Utility services-communications, Community services- Medical and allied, and Recreational	Rate in the \$ of Capital Value	0.0472 cents
	Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)

7	Ruby Bay Stopbank Rate		Where the land is situated being rateable rating units in the Ruby Bay Stopbank Rating Area	Fixed amount \$ per Rating Unit	\$ 1,072.38
8	Mapua Stopbank Rate		Where the land is situated being rateable rating units in the Mapua Stopbank Rating Area	Fixed amount \$ per Rating Unit	\$ 53.64
9	Torrent Bay Replenishment Rate		Where the land is situated being rateable rating units in the Torrent Bay Rating Area A and B		
		Torrent Bay Area A Differential	Where the land is situated being rateable rating units in the Torrent Bay Rating Area A	Fixed amount \$ per Rating Unit	\$ 857.52
		Torrent Bay Area B Differential	Where the land is situated being rateable rating units in the Torrent Bay Rating Area B	Fixed amount \$ per Rating Unit	\$ 270.79
10	District Facilities Rate		Every rateable rating unit in the District	Fixed amount \$ per Rating Unit	\$ 44.41
11	Shared Facilities Rate		Every rateable rating unit in the District	Fixed amount \$ per Rating Unit	\$ 61.43
12	Facilities Operations Rate		Every rateable rating unit in the District	Fixed amount \$ per Rating Unit	\$ 57.97
13	Museums Facilities Rate		Every rateable rating unit in the District	Fixed amount \$ per Rating Unit	\$ 58.48
14	Refuse/ Recycling Rate		Where the land is situated being rating units in the Refuse- Recycling Rating Area	Fixed amount \$ per Rating Unit	\$ 140.40
15	Mapua Rehabilitation Rate		Every rateable rating unit in the District	Fixed amount \$ per Rating Unit	\$ 5.64

Rate Type	Differential category	Categories of land on which Rate is set	Factors	Rate (GST Inc.)
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16	Golden Bay Community Board Rate		Where the land is situated being rateable rating units in the Golden Bay Community Board Rating Area, which is the Golden Bay Ward	Fixed amount \$ per Rating Unit	\$ 19.79
17	Motueka Community Board Rate		Where the land is situated being rateable rating units in the Motueka Community Board Rating Area, which is the Motueka Ward	Fixed amount \$ per Rating Unit	\$ 19.48
18	Warm Tasman Rate		Provision of service which occurs when homeowners apply and are approved into the scheme which results in the installation of a wood burner and/or insulation into their property	Extent of provision of service: calculated per \$ of the total cost of the installed works and the administration fee charged over a 9 year period including GST and interest	\$ 0.1510
19.1	Waimea Community Dam- Environmental and Community Benefits Districtwide Rate		Every rateable rating unit in the district	Fixed amount \$ per rating unit	\$17.75
19.2	Waimea Community Dam- Environmental and Community Benefits ZOB Rate		Where the land is situated being rateable rating units in the Waimea Community Dam Zone of Benefit Rating Area	Rate in the \$ of Capital Value	0.0025 cents

and;

**3. sets the dates and amounts for payment of rates in 2020/2021 as follows;**

**For rates other than volumetric metered water rates, rates are set as at 1 July and the Council invoices rates quarterly, with the instalment invoice dates being 1 August, 1 November, 1 February, and 1 May. Each instalment is one quarter of the total annual rates payable for the year. Rates are due and payable to the Tasman District Council. The 2020/2021 rates instalments due dates for payment are:**

Instalment 1 Due Date	20-August-20
Instalment 2 Due Date	20-November-20
Instalment 3 Due Date	22-February-21
Instalment 4 Due Date	20-May-21

**Volumetric metered water rates are invoiced separately from other rates. Invoices for the majority of users are issued six monthly and invoices for larger industrial users are issued monthly.**

**The 2020/2021 due dates for payment are as follows:**

Meters invoiced in June (may include but is not limited to meters in Murchison, Upper Takaka, Pōhara, Collingwood, meters W00898, W00897, W00906, W45268, W00910, W00899)	20-July-20
Meters invoiced in July (may include but is not limited to meters in Hope, Brightwater, Wakefield, Tapawera, meters W00898, W00897, W00906, W45268, W00910, W00899)	20-August-20
Meters invoiced in August (may include but is not limited to meters in Māpua, meters W00898, W00897, W00906, W45268, W00910, W00899)	21-September-20
Meters invoiced in September (may include but is not limited to meters in Motueka, Kaiteriteri, Riwaka, meters W00898, W00897, W00906, W45268, W00910, W00899)	20-October-20
Meters invoiced in October (may include but is not limited to meters in Richmond, meters W00898, W00897, W00906, W45268, W00910, W00899)	20-November-20
Meters invoiced in November (may include but is not limited to meters W00898, W00897, W00906, W45268, W00910, W00899)	21-December-20
Meters invoiced in December (may include, but not limited to meters in Murchison, Upper Takaka, Pōhara, Collingwood, meters W00898, W00897, W00906, W45268, W00910, W00899)	20-January-21
Meters invoiced in January (may include but is not limited to meters in Hope, Brightwater, Wakefield, Tapawera, meters W00898, W00897, W00906, W45268, W00910, W00899)	22-February-21
Meters invoiced in February (may include but is not limited to meters in Māpua, meters W00898, W00897, W00906, W45268, W00910, W00899)	22-March-21
Meters invoiced in March (may include but is not limited to meters in Motueka, Kaiteriteri, Riwaka, meters W00898, W00897, W00906, W45268, W00910, W00899)	20-April-21
Meters invoiced in April (may include but is not limited to meters in Richmond, meters W00898, W00897, W00906, W45268, W00910, W00899)	20-May-21

Meters invoiced in May (may include but is not limited to W00898, W00897, W00906, W45268, W00910, W00899)	21-June-21
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**Payments received will be applied to the oldest outstanding amounts first; and**

**4. authorises penalties to be added to rates that are not paid after the due date as follows;**

**For rates other than volumetric metered water rates, under Section 57 and 58 of the Local Government (Rating) Act 2002 the Council prescribes a penalty of five percent (5%) of the amount of rate instalments remaining unpaid after the due date to be added on the following dates:**

Instalment 1 Penalty Date	21-August-20
Instalment 2 Penalty Date	23-November-20
Instalment 3 Penalty Date	23-February-21
Instalment 4 Penalty Date	21-May-21

**For volumetric metered water rates, a penalty of 5 percent (5%) will be added to the amount of metered water rates remaining unpaid after the due date to be added on the following dates:**

Meters invoiced in June	21-July-20
Meters invoiced in July	21-August-20
Meters invoiced in August	22-September-20
Meters invoiced in September	21-October-20
Meters invoiced in October	23-November-20
Meters invoiced in November	22-December-20
Meters invoiced in December	21-January-21
Meters invoiced in January	23-February-21
Meters invoiced in February	23-March-21
Meters invoiced in March	21-April-21
Meters invoiced in April	21-May-21
Meters invoiced in May	22-June-21

**On 3 July 2020, a further penalty of five percent (5%) will be added to rates (including previously applied penalties) that remain unpaid from previous years on 2 July 2020. On 5 January 2021, a further penalty of five percent (5%) will be added to any portion of previous years' rates (including previously applied penalties) still remaining unpaid on 3 January 2021.**

**The above penalties will not be charged on a rating unit where the Council has agreed to a programme for payment of rate arrears or where a direct debit**

**programme is in place and payments are being honoured, in accordance with the Council’s Rates Remission Policy; and**

**5. notes that the Funding Impact Statement contained in the Annual Plan 2020/2021 includes rating maps that apply to the rates that are set based on “where the land is situated”. The Funding Impact Statement also includes differential definitions that are relevant for ratepayers to understand how the rates will be applied. The rating maps and differential definitions are adopted as part of the Annual Plan, rather than as part of the rate setting process.**

**Item 8.2**

**3 Purpose of the Report**

- 3.1 To set the Tasman District Council rates for the 2020/2021 rating year.

**4 Background and Discussion**

- 4.1 The Council is required to pass a resolution on an annual basis to set the rates, due dates, and penalties for the forthcoming rating year.
- 4.2 This resolution must be passed after the Long Term Plan or Annual Plan is adopted and the resolution must be consistent with the Council's Revenue and Financing Policy and the Funding Impact Statement contained in the Annual Plan.
- 4.3 The resolution includes a reduction in rates penalties for late payment which Council has set in previous years at 10% to 5%. This is in recognition of the financial challenges being faced by the community as a result of the COVID19 pandemic. These percentages are also included in the Council's Funding Impact Statement (FIS) included in the Annual Plan 2020/2021. No changes from the previous year's methodologies have been included for the arrears penalties or payment dates. This is to continue to incentivise the timely payment of rates. For those facing financial difficulties Council will continue to promote payment plans as a way of avoiding future penalties.

**5 Options**

- 5.1 The Local Government (Rating) Act 2002 (LGRA) requires the Council to resolve to set the rates and penalties each rating year.
- 5.2 Exercising the option to not pass this rate setting resolution would mean that assessments and invoices for rates could not be issued for the 2020/2021 rating year, unless or until the rates for the year were set.
- 5.3 The Annual Plan 2020/2021 will just have been adopted prior to this resolution being put forward. It includes the rates, due dates and penalties for 2020/2021 and therefore the rates, due dates, and penalties will need to be adopted as per this report.

**6 Strategy and Risks**

- 6.1 There are significant financial, legal and reputational risks that would arise from not correctly following the legislated rate setting process or not setting the rates.
- 6.2 There would also be significant risks arising if the rates set were not consistent with the Funding Impact Statement in the Annual Plan 2020/2021.

<b>7 Climate Change Impact Assessment</b>
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<b>Climate Change Consideration</b>	<b>Assessment</b>	<b>Explanation of Assessment</b>
Is this activity associated with one of the goals in Council's Climate Action Plan?	<i>No</i> <i>Climate Change considerations are not relevant to this report</i>	
Will this decision affect the ability of Tasman District to proactively respond to the impacts of climate change?	<i>NA</i>	

<b>8 Policy / Legal Requirements / Plan</b>
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- 8.1 The LGRA sets out the procedures local authorities need to use to set and assess rates.
- 8.2 Section 23 of the LGRA states that rates must be set by resolution; must relate to a financial year; and must be set in accordance with the relevant provisions of the local authority's Long Term Plan and Funding Impact Statement for the financial year.
- 8.2.1 The resolution states that the rates apply to the financial year commencing on 1 July 2020 and ending on 30 June 2021.
- 8.2.2 The rates are consistent with the provisions in the Funding Impact Statement contained in the Annual Plan 2020/2021.
- 8.3 Section 23 of the LGRA also states that within 20 working days of making a resolution, a local authority must make the resolution publicly available on its internet site.
- 8.3.1 This action item has been added to this report.
- 8.4 Section 24 of the LGRA states that the local authority must state the financial year to which the rate applies and the dates by which the specified amounts must be paid in the resolution for setting a rate.
- 8.4.1 The resolution states the financial year and the due dates for payment of the rates.
- 8.5 Section 57 of the LGRA states that a local authority may, by resolution, authorise penalties to be added to rates that are not paid by the due date. The resolution must be made not later than the date when the local authority sets the rates and must state how the penalty is calculated and the date it is to be added to the unpaid rates. The penalty must not exceed 10% of the amount of the unpaid rates.
- 8.5.1 The resolution is being made on the same date the rates are set, states the percentage of the rates amounts owing that the penalty will be, and states the date it is to be added to the unpaid rates. The penalties to be set do not exceed 10% of the unpaid rates.



- 8.6 Section 58 of the LGRA states that different types of penalties may be applied including a penalty on rates assessed in the financial year for which the resolution is made that are unpaid after the date specified, and a further penalty on rates assessed in a prior financial year that are unpaid on the later of a) the first day of the financial year for which the resolution is made, or b) 5 working days after the date on which the resolution is made.

A further penalty can be added on the rates from prior years if the rates are still unpaid six months after that penalty was added.

- 8.6.1 All permitted types of penalties are proposed to be set to encourage the timely payment of rates, and to reduce the risk that the general ratepayer is funding collection costs due to late payments by the remainder of the ratepayer base.

- 8.6.2 The penalty dates have been set taking into account these legislative requirements.

- 8.7 The Funding Impact Statement contained in the Annual Plan 2020/2021 includes rating maps that apply to the rates that are set based on “where the land is situated”. The Funding Impact Statement also includes differential definitions that are relevant for ratepayers to understand how the rates will be applied. The rating maps and differential definitions are adopted as part of the Annual Plan, rather than as part of the rate setting process.

- 8.8 Section 95 of the Local Government Act 2002 (the LGA) states that a local authority must prepare and adopt an Annual Plan for each financial year and that it must consult in a manner that gives effect to the requirements of section 82 of the LGA unless the proposed Annual Plan 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. The section goes on to say the Annual Plan must be adopted before the commencement of the year to which it relates and that one of the purposes of the Annual Plan is to contain the proposed annual budget and Funding Impact Statement for the year to which the Annual Plan relates.

- 8.8.1 The Council will have already adopted the Annual Plan 2020/2021 before the rates resolution is brought forward.

- 8.8.2 The Funding Impact Statement contained in the Annual Plan 2020/2021 is consistent with the funding mechanisms specified in the draft rates resolution.

## **9 Consideration of Financial or Budgetary Implications**

- 9.1 The total value of rates (excluding rates penalties) planned to be collected for the 2020/2021 financial year is \$78 million (GST exclusive) out of a total income of \$151 million (GST exclusive).
- 9.2 The rates have been set to meet the Council’s budget requirements in a manner consistent with the Funding Impact Statement contained in the Annual Plan 2020/2021.

**10 Significance and Engagement**

- 10.1 Ratepayers will have a high degree of interest in the rates they will be charged which are influenced by this resolution. However the resolution is bringing into effect the rates that were included in the Council's Annual Plan 2020/2021. The Full Council considered the Annual Plan 2020-2021 at its meeting on 12 December 2019. The Council resolved that the proposed changes to the capital programme, debt levels and rates for 2020/2021, compared to those set out in year 3 of the Long Term Plan 2018-2028 are not significant or material, and agreed not to produce a Consultation Document or formally consult on the Annual Plan 2020/2021. Consultation on the level of rates effectively occurred as part of the Long Term Plan 2018-2028 process, rather than as part of the rates setting process for 2020/2021.
- 10.2 Council reconsidered this decision as a result of the impacts of Covid-19 at its meeting on 9 April 2020 and instructed staff to amend the Annual Plan 2020/2021 budgets to achieve a zero percent rates revenue increase (after growth and water users moving from fees and charges to rates) through adjusting the general rates. Council further agreed that in response to its understanding of the view of the Tasman ratepayers, it is committed to a zero rates revenue increase as that is in the best interests of the Tasman community given the impacts of COVID-19, and therefore it will not be consulting the public on the proposal. Council also further noted that the Council made a decision which was inconsistent with the Council's Long Term Plan 2018-2028 which had a 2.46% rates revenue increase for the year and that Council did not intend to review the Long Term Plan 2018-2028 in order to accommodate the decision.
- 10.3 The rates resolution is the mechanism by which the planned rates are set.
- 10.4 The rates resolution is consistent with the final Funding Impact Statement included in the Annual Plan 2020/2021.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low	All ratepayers have an interest in the level of rates they will be charged, however the level of rates and how they are set are considered as part of the Long Term Plan/Annual Plan processes, not the resolution to set the rates
Is there a significant impact arising from duration of the effects from the decision?	Low	Rates are set annually
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	NA	
Does the decision create a substantial change in the level of service provided by Council?	NA	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	This decision enables the rates that have been budgeted for 2020-2021 to be set and collected. The key decision that sets the level of rates required is the adoption of the Annual Plan, not the resolution to set the rates.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	NA	
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	NA	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	NA	
Does the proposal require inclusion of Māori in the decision making process (consistent with s81 of the LGA)?	NA	

**11 Conclusion**

11.1 Staff recommend that the Council resolve to set the rates, due dates, and penalty dates, as required by the LGRA and as set out in this report.

**12 Next Steps / Timeline**

12.1 Once approved, rates staff will verify the rates are correctly entered into the Council's financial system rates module to be used for the 2020-2021 rates invoicing and collection processes.

12.2 Rates staff will ensure the rates resolution is made publicly available on the Council website within 20 working days of the resolution date.

12.3 Rates staff will ensure penalty percentage changes are updated in the system.

12.4 Rates assessments will be issued with the first instalment by early August 2020.

**13 Attachments**

Nil

**8.3 SCHEDULE OF FEES AND CHARGES 2020/2021****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 June 2020
<b>Report Author:</b>	Sandra Hartley, Policy Officer - Strategic Development
<b>Report Number:</b>	RCN20-06-6

**Item 8.3****1 Summary**

- 1.1 The Council can set a schedule of fees and charges to recover some costs associated with its services. Some of these are set by statute and others by the Council. Council staff annually review all fees and charges.
- 1.2 The Council adopted the draft Schedule of Fees and Charges (Schedule) for 2020/2021 as a Statement of Proposal for public consultation on 27 February 2020.
- 1.3 Staff publicly notified the draft Schedule in the Council's Newsline publication on 27 March 2020, calling for submissions until Friday 17 April 2020. No submissions were received.
- 1.4 There have been requests from staff for minor wording changes, and inclusion of a fee that has been missed in error. These include:
  - Building Assurance – wording for Resource Management Act Check and Project Information Memoranda (PIM's); and
  - Solid Waste - to include the grades of plastic recycling that will be collected from 1 July 2020, increase the kerbside recycling rates to align with the targeted rates, revised wording regarding minimum commercial transaction for mixed refuse, extend the last date that cheques will be accepted at resource recovery centres until 1 October 2020;
  - Water – revised wording regarding the supply of water to some parts of Nelson City; and
  - Resource Consents – legislative updates and inclusion of a fee for water zone allocation waiting list registration. This fee is a standard fee, which in error has been missed from the Schedule over the past several years.
- 1.5 The Council is now able to adopt the final Schedule (Attachment 1) with the proposed minor amendments as outlined in paragraphs 4.7 below. The Schedule will be implemented from 1 July 2020.

## 2 Draft Resolution

### That the Full Council:

1. receives the **Schedule of Fees and Charges 2020/2021** report RCN20-06-06; and
2. adopts the **Schedule of Fees and Charges 2020/2021** as contained in **Appendix 1**, with implementation commencing on **1 July 2020**.

## 3 Purpose of the Report

- 3.1 To request that the Council adopts the Schedule of Fees and Charges for the 2020/2021 year.

## 4 Background and Discussion

- 4.1 Under the Revenue and Financing Policy, the Council can set fees and charges to recover some, or all costs associated with Council services. Some of these fees and charges are set by statute, and others by the Council. Staff annually review the fees and charges and recommend to the Council any changes, additions or deletions.
- 4.2 As discussed at the Full Council meeting on 27 February 2020, in comparison with the 2019/2020 Schedule, some fees and charges have increased and, where appropriate, rounded up or down to the nearest dollar. Some have also had minor wording changes.
- 4.3 Those fees and charges that have not changed are because staff consider that the existing fee is reasonable for the service provided and that budgets can be met from current charges.
- 4.4 New fees and charges have been introduced for new services, or for those services that had been previously provided but not charged for.
- 4.5 The staff hourly charge-out rate has increased from \$157.00 to \$160.00 per hour, in line with the BERL adjustors.
- 4.6 The Council adopted a Draft Schedule of Fees and Charges 2020/2021 on 27 February 2020 as a basis for consultation under Section 83 and 87 of the Local Government Act 2002. The consultation and submission period was open from 13 March to 17 April 2020.
- 4.7 We did not receive any submissions. Therefore, the Hearing Panel (Full Council) was not required to meet for hearings or deliberations. However, since then staff have requested minor changes to the Schedule. The relevant pages outlined below relate the schedule.
  - Under Building Assurance on page 10, a minor wording change is requested to the description to better reflect that if a Project Information Memorandum (PIM) has been previously obtained, there would be no need for a Resource Management Act (RMA) check, as the PIM would already have included this requirement.
  - Update the Solid Waste fees and charges as follows:
    - recycling, on page 23, to include the grades of clean, plastic bottles and containers that will be accepted from 1 July 2020. These will be limited to grades 1, 2, and 5

only, as approved by the Strategy and Policy Committee at its 27 February 2020 meeting;

- increase the annual recycling rates, on page 23, to align with the targeted rates – i.e. additional kerbside recycling services annual fee increases by \$4.40, and the part year fee by 0.40 cents respectively;
- remove the word “weighbridge” from the mixed refuse “minimum commercial transaction” on page 22, as weighbridge charges are already specified, and the minimum commercial transaction charge reflects the administration costs of invoicing the customer;
- extend the last date that cheques will be accepted at resource recovery centres until 1 October 2020, on page 22, as the closure of these centres during COVID-19 lockdown prevented appropriate advertising of this change to customers; and
- Update the wording on page 25, for water supply charges to parts of Nelson City with regard to the 2015 Engineering Services Agreement between Nelson City Council and Tasman District Council as a new agreement has yet to be confirmed.
- Under Resource Consents:
  - Updating various sections in Resource Management Act, due to recent law changes on page 1;
  - On page 3, adding the Water zone allocation waiting list registration fee. This fee is a standard fee, which in error has been missed from the Schedule over the past several years.

## 5 Options

5.1 If the Council’s Schedule of Fees and Charges is to be implemented in time for the 2020/2021 financial year, the Schedule must be adopted before 1 July 2020.

5.2 There are three options for the Council to consider.

### **Option 1 – Recommended Option. Approve the Final Schedule of Fees and Charges 2020/2021 as appended in Attachment 1**

- The consultation process has been undertaken and no submissions were received by the Council. The proposed amendments recommended by staff in this report are considered to be relatively minor and of low significance. The adoption of the Schedule would allow the Council to recover the expected costs for the services that it provides from 1 July 2020.
- The only disadvantage of proceeding with this option is that the public have not had the opportunity to submit on the minor amendments proposed by staff.

### **Option 2 - Amend the Draft Schedule of Fees and Charges**

- The Council could choose to amend some or all of the proposed charges at this meeting.
- The advantage of this option is that if the Council does not support the proposed amendments, it provides it with the opportunity to make changes to the Schedule.
- The disadvantage of this option is that the public do not have an opportunity to provide their input on any changes that may be different to the proposed staff amendments.

**Option 3 – Not adopt the Schedule of Fees and Charges**

- The advantage of this option is that the Council could request staff to report to a future Council meeting with more information on any of the proposed charges. This option would only apply if the Council felt that it did not have sufficient information to adopt the attached final Schedule in Attachment 1.
- The disadvantage of this option is that any changes to the Schedule that are considered to be significant or material would require a further round of public consultation. This would mean the Schedule could not be adopted prior to the new financial year and we would continue charging the current 2019/2020 fees and charges.

**6 Strategy and Risks**

- 6.1 Staff have programmed the timing of public consultation and adoption to ensure that the Schedule of Fees and Charges can be operative from 1 July 2020.
- 6.2 If the Schedule is not adopted prior to 1 July 2020, the Council may not be able to recover the expected costs for some services that are provided.

**7 Climate Change Impact Assessment**

- 7.1 The decision to adopt particular fees and charges does not directly impact on the emissions of the Council. Setting a particular fee or charge does have the potential to influence behaviour of consumers in the community. The fees and charges proposed for the 2020/21 year do not include specific proposals to amend behaviour via cost of activities. This is something that could be considered during the development of the Long Term Plan 2021-2031.
- 7.2 In some instances the proposed fees and charges this year include an allowance to reflect the Council's cost of emissions. In particular, the solid waste fees and charges include an allowance for the cost of landfill emissions. The cost of these emissions are incurred by the Nelson Tasman Regional Landfill Business Unit and passed on to the Council through disposal fees, which are paid by the Council to the business unit. In turn the Council includes this cost in disposal fees at Resource Recovery Centres. In recent years the cost of emissions has increased, from less than \$20 per tonne of carbon in June 2018 to over \$30 per tonne in June 2020 and this has been a factor in recent increases in disposal fees. The business unit has been actively seeking to reduce emissions and an amendment to the business plan to include a long term objective to reduce greenhouse gas emissions.

**8 Policy / Legal Requirements / Plan**

- 8.1 Some of the Council's fees and charges are required by different statutes to be consulted on using the Special Consultative Procedure. This includes, for example, Resource Consent fees and Food Inspection charges.
- 8.2 Staff have met the Special Consultative Procedure requirements, as set out in Section 83 and 87 of the Local Government Act 2002.



## 9 Consideration of Financial or Budgetary Implications

- 9.1 Fees and charges reduce the amount required from General Rates and Targeted Rates to fund Council services activities.
- 9.2 The proposed Schedule of Fees and Charges for 2020/2021 reflect the Council's financial statement and is in keeping with the budgets set out for Year Three of the Long Term Plan 2018-2028.

## 10 Significance and Engagement

- 10.1 Fees and charges generally have a low/moderate level of significance to most members of the public, while some charges may have a high level of significance to others, for example, those residents on fixed incomes. Consultation was undertaken on the draft Schedule of Fees and Charges using the Special Consultative Procedure, and no submissions were received. No further consultation is required prior to the Council making the decisions sought in this report.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low- Medium	The Schedule was publicly notified and no public submissions were received.  The wording changes requested by staff for clarification, and the increase for kerbside recycling charges per annum of \$4.00 and .40 cents per month respectively are considered of low significance.
Is there a significant impact arising from duration of the effects from the decision?	Low	The Schedule of Fees and Charges is re-assessed on an annual basis and are set to recover the cost of providing that service.
Does the decision create a substantial change in the level of service provided by Council?	N/A	
Does the proposal or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	Provided the Schedule of Fees and Charges are adopted prior to 1 July 2020 there will not be a shortfall in the Council's budget

## 11 Conclusion

- 11.1 This report seeks that the Council adopt the Schedule of Fees and Charges 2020/2021, with the proposed minor amendments outlined in this report.
- 11.2 The amendments to the Schedule that have been proposed by staff are minor and of low significance.
- 11.3 Adoption of this Schedule will ensure that the appropriate fees and charges are in place for the 2020/2021 financial year. This will enable the Council to recover costs for some of the services provided that are not covered by general or targeted rates.

## 12 Next Steps / Timeline

- 12.1 Once approved, the Schedule of Fees and Charges 2020/2021 will come into effect on 1 July 2020.
- 12.2 The Schedule will be uploaded onto the Council's website and hard copies will be made available in Council libraries and service centres prior to the implementation date of 1 July 2020.

## 13 Attachments

1. [Download](#) Final Schedule of Fees and Charges 2020/2021

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# Tasman District Council Schedule of Fees and Charges 2020/2021

## STATEMENT OF PROPOSAL

### SCHEDULE OF FEES & CHARGES 2020/2021

The Tasman District Council, acting under the Local Government Act 2002 (LGA), hereby prescribes the following charges. The charges shall come into force on 1 July 2020. The charges shall remain in force until amended by Council resolution, which may occur during the year. Certain charges can be amended by the Chief Executive Officer under delegated authority at any time. Some charges in this schedule are set by Government regulations and cannot be changed by Council.

All fees and charges are GST inclusive, and are set charges unless stated otherwise.

Invoiced charges are payable on the 20<sup>th</sup> day of the month after the issue of an invoice. Credit terms for commercial activities may vary from 20<sup>th</sup> of month following. The Council reserves the right to recover any additional charges where payments are accepted by credit card.

#### Summary of Changes from the 2019/2020 Schedule of Charges

- 1 Some fees and charges have been increased to reflect increased costs, and, where appropriate, rounded up or down to the nearest dollar. Notwithstanding this all charges have been reviewed line by line to determine whether an increase was actually required. There are some charges that have not been increased because the existing charge is considered reasonable for the service provided, or that budgets can be met from current fees, or in some instances Council costs have reduced.
- 2 The hourly charge-out rate of \$157.00 in 2019/2020 for recovering staff costs has increased to \$160.00, in line with the rate of inflation.
- 3 **Environment & Planning Department**

##### Resource Management

- Additional wording for refunds is provided in the Resource Management section.
- Deposit fees for resource consent and related matters have increased by the rate of inflation, and some have been further increased for rounding purposes.
- The charge for requests for special housing areas has been removed, but wording remains as there are current applications for resource consent under Gazetted SHAs that have not yet been determined.
- Updating various sections of the Resource Management section on page 1 due to recent law changes.
- Including a fee for water zone allocation waiting list registration, which in error has been missed from the Schedule over the past several years.

##### Resource Management, Administration, Monitoring and Supervision Charges of Resource Consents

- All fees and charges, including the staff hourly charge out rate, have been increased, some by the rate of inflation, and some have been further increased for rounding purposes.

SCHEDULE OF FEES & CHARGES 2020/2021

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- Deletion of water meter levy as a separate charge and amalgamation into charge for water extraction permits. This is because all meters are now subject to the Resource Management (Measurement and Reporting of Water Takes) Regulations 2010 and therefore the levy. With no need for separate categories, incorporation simplifies the invoicing process.
- The removal of the exemption clause in the sewage discharge category for resource consent holders with up to two residential dwellings on a single certificate of title. Consent holders in this class will now receive a base one (1) hour fee to offset the cost of supervision and monitoring.
- Slight changes in wording for clarity.

#### Building Control

- Most fees and charges have stayed the same, and some have increased.
- Some minor changes in wording for clarity.
- The two swimming pool consent charges have now been included in the minor works charge.
- New charges are as follows:
  - dangerous and insanitary and affected building notices; to recover the costs associated with the inspection and processing required to assess Dangerous or Insanitary buildings,
  - certification charge; to cover costs of additional work required to process signed off historic consents,
  - specialist input; to recover costs when specialist assistance is required in processing consents,
  - determination charge; to recover costs in collecting data when a technical decision is disputed and taken to MBIE for determination,
  - those related to earthquake building assessments; when building owners provide information to Council staff and/or engineers, came into effect since legislative requirements from the Building (Earthquake Prone Building) Amendment Act 2016, and
  - safety barrier inspection under Certificate of Public Use; this was previously included in another charge. The proposal to separate the charges is to make billing fairer for this service.
- There is a large increase in the charge for Section 72 – 75 decisions. These need to be formally lodged with Land Information New Zealand, so will now be charged at cost price + the administration fee.

#### Property Information & Development Contributions

- New charge for files transferred to USB.

#### Environmental Health

- All charges have been increased by the rate of inflation.

#### Dog Control

- All fees remain the same, apart from two fees that increased
  - The fee for euthanizing impounded dogs, and
  - Drop off fees where dogs are not impounded.

SCHEDULE OF FEES &amp; CHARGES 2020/2021

#### Biosecurity

- Hourly staff charge out rate for works under the Biosecurity Act 1993 has increased by the rate of inflation.

#### Commercial Operator's Licence

- Slight increase in charges.

### 4 Engineering Department

#### Engineering

- The majority of engineering fees and charges have been increased.

#### Solid Waste

- New minimum charges:
  - Clean hardfill (waste for minimum commercial or weighbridge transaction); this is to ensure Council can cover costs in small transaction, and
  - A minimum 60L mixed refuse bag is proposed because previously there was no minimum, and is matched with the minimum charge for greenwaste.
- The decrease in minimum greenwaste charge is to match with the minimum mixed refuse charge.
- Increase in the kerbside recycling rates to align with the targeted rates.
- From 1 October 2020, Tasman District Council will no longer accept payment by cheque at Resource Recovery Centres. This is to reduce the risk of default on payment by cheque.
- Clean plastic bottles and containers for recycling will be limited to grades 1, 2, 5 only, which was approved by the Council at the 27 February Strategy & Policy meeting.
- Some minor changes in wording for clarity.
- Some charges have increased.

#### Water Supply Network charges

- Update the wording on page 25, for water supply charges to parts of Nelson City with regard to the 2015 Engineering Services Agreement between Nelson City Council and Tasman District Council, as a new agreement has yet to be confirmed.
- Slight increases in connection charges and permits to extract from fire hydrants.
- Charge for all other connections on the restricted flow network has changed to reflect the actual cost, including staff time.
- New charge for undertaking connection to main (subdivision).

#### Wastewater charges

- Charges for NCC properties have decreased to align with the Council's decreased wastewater rates.
- All other charges have increased, some by the rate of inflation.

SCHEDULE OF FEES & CHARGES 2020/2021

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#### Stormwater

- Addition of stormwater charges table for connections.

### 5 Corporate Department

#### Port Tarakohe - Wharfage and Berthage

- Charge added for 25 metres for berthage annual rates for plastic marinas, and 12 metre restricted access for concrete marina.
- The boat ramp access card charge for Pohara Boat Club has been increased to reduce the differential between the member and non-member rate.
- Charges have increased, some only minor.

#### Collingwood Holiday Park Charges

- Minimal increases for various charges.
- Kitchen cabin renamed to waterfront cabin.
- Waterfront site charges increased to be more in line with similar sites in the area.
- Increases in the linen fee have been made to better reflect the time it takes to deliver the service.
- Long stay rates, formerly white-baiter special rates, have increased to better reflect the demand, size of, and the location of the site.

#### Property Service Charges

- No changes to charge rates, but a change in wording to six charges, these being:
  - Applications for short term and long term encroachments, and
  - Annual rental for short term and long term encroachments for above and below ground.

### 6 Community Development Department

#### Cemeteries

- All fees have been increased by the rate of inflation.

#### Sports grounds and miscellaneous parks and reserves charges

- All charges have increased by the rate of inflation apart from fencing between private and Council owned land
- This year we have included charges for the Kina and McKee Campgrounds.

#### Library

- No changes to library charges apart from magazines in the adult section now on loan for two instead of three weeks.

SCHEDULE OF FEES & CHARGES 2020/2021

Resource Management	Charges from 1 July 2020 incl. GST
<p>The hourly charge-out rate for recovering staff costs is now \$160.00 per hour.</p> <p>The Council has resolved to generally fix charges in accordance with Section 36 and Section 36AAA of the Resource Management Act 1991 (RMA) and Section 77(1) of the Housing Accords and Special Housing Areas Act 2013 (HASHAA) for processing applications or requests and carrying out reviews based on a formula of hourly rates multiplied by the actual and reasonable time required to carry out the activity, plus the costs of disbursements and specialised advice.</p> <p>For the activities to which this formula applies, the Council requires payment of minimum lodgement fees (deposits) as listed below but reserves the right to require further deposits, interim payments or advance payments of amounts to be determined by the Resource Consents Manager or the Environment &amp; Planning Manager if processing activity is protracted over time or will incur substantial costs over and above the listed lodgement fees.</p> <p>For some specific functions a standard charge or set fee applies as listed below. Refer also to the General Rules Applying in Respect of Charges set out in this Schedule.</p> <p>Where the formula or standard fee is inadequate to enable the Council to recover the actual and reasonable costs that are or will be incurred to carry out an activity, or where the Council considers that additional charges are warranted, they may be imposed under section 36(5) RMA and are subject to rights of objection.</p> <p>If a refund is due, the Council policy is to repay the person who originally supplied the deposit. Unless the Council receives written authority to the contrary, it cannot refund the money owing to someone else. Processing charges or credits of \$20 or less are deemed uneconomic to process and the Council will not issue invoices or refunds if the total processing costs are within this \$20 allowable variance.</p>	
Deemed Permitted Boundary Activity Notice	\$320.00
Marginal or Temporary Consent Exemption Notice (Actual charge will take account of whether Project Information Memorandum fee has been paid)	\$160.00/hr
<p><b>Non-notified Applications for Resource Consent</b></p> <p>The following new land use consents:</p> <ul style="list-style-type: none"> <li>• Building in Landscape Priority Areas</li> <li>• Minor repair or addition to heritage building or structure</li> <li>• Bores (except domestic bores between 8 and 30m depth)</li> <li>• Minor building set-back or coverage breaches with affected persons approvals supplied (if not a deemed permitted boundary activity)</li> <li>• Three or more dogs in residential zones with affected persons approvals supplied</li> </ul>	\$800.00 deposit
<p><b>Non-notified Applications for Resource Consent</b></p> <p>New domestic bore not exceeding 30 metres depth (set fee includes first monitoring action)</p>	\$600.00
<p><b>Non-notified Applications for Resource Consent</b></p> <ul style="list-style-type: none"> <li>• New land use activities not listed above including, but not limited to, the following: <ul style="list-style-type: none"> <li>○ Dwelling or building (including setback and coverage breaches)</li> <li>○ Land Use Activities not permitted in zone</li> <li>○ Removal of protected tree(s)</li> <li>○ Earthworks/Land Disturbance/Vegetation Clearance</li> <li>○ Hazardous Facilities</li> <li>○ Dam structure</li> </ul> </li> <li>• New Discharge Permit (to land, water or air) excluding dust suppression discharge permits (refer next page)</li> <li>• New Water Permit (to dam, divert, take or use water)</li> <li>• New Coastal Permit</li> <li>• New Notice of Requirement</li> <li>• Alteration of Existing Designation (Notice of Requirement S.181 RMA)</li> <li>• New Heritage Order</li> <li>• Replacement Water Permit (to dam, divert, take or use water)</li> <li>• Replacement Discharge Permit (to land, water or air)</li> <li>• Replacement Coastal Permit</li> <li>• Transfer of Water Permit to new site (S.136(2)(b) RMA)</li> <li>• Transfer of Discharge Permit to a new site (S.137(3)(b) RMA)</li> </ul>	\$960.00 deposit

SCHEDULE OF FEES &amp; CHARGES 2020/2021



Resource Management	Charges from 1 July 2020 incl. GST
<b>Non-notified Applications for Resource Consent</b> New subdivision	\$1,600.00 deposit
<b>Non-notified Applications for</b> <ul style="list-style-type: none"> <li>Change or Cancellation of Consent Condition(s) on existing consents (S.127 RMA)</li> <li>Change or Cancellation of Consent Notice (S.221(3)(b) RMA)</li> </ul>	\$800.00 deposit
<b>Notified and Limited Notification</b> All applications under the RMA requiring notification, including applications requesting change or cancellation of consent conditions or notified S.128 RMA reviews. Additional deposits may be required.	\$5,000.00 deposit
<b>Non-notified Application Hearing</b> All non-notified applications under the RMA requiring a hearing, including applications requesting change or cancellation of consent conditions or notified S.128 RMA reviews. Additional deposits may be required.	\$5,000.00 deposit
<b>Administration, Monitoring and Supervision</b> A standard monitoring fee of \$160.00 will be applied to all land use, coastal and discharge consents where monitoring is required, except where a specific charge otherwise applies. Monitoring outside of the first review will be subject to the "Re-inspection Fee" below.	\$160.00
Monitoring due to repeat non-compliance (re-inspection fee)	\$160.00/hr
Approval of Survey Plan under S.223 RMA, approval of Engineering Plans, and Completion Certificate under S.224 RMA, including monitoring, inspection and acceptance of as built plans. No deposit is required for any of these activities. Actual Council staff time and actual costs of consultants, including disbursements, will also be charged.	\$160.00/hr
Pre-application advice after the first hour of staff time (Deposits may be required or interim charges made prior to application lodgement)	\$160.00/hr
Dust suppression discharge permit – replacement permit (equates to two hours)	\$320.00
Dust suppression discharge permit – new permit applications (equates to two hours)	\$320.00
Outline plan consideration (S.176A RMA)	\$800.00 deposit
Outline Plan Waivers (S.176A(2)(c) RMA)	\$320.00 deposit
Certificate of Compliance (S.139 RMA)	\$960.00 deposit
Existing Use Certificate (S.139A RMA)	\$960.00 deposit
Extension of consent lapsing period (S.125 RMA)	\$800.00 deposit
Section 226(1)(e) RMA Certificate (allowing issue of separate title) (equates to two hours)	\$320.00 deposit
Bond Administration Fee	\$160.00
Certificate under Overseas Investment Act 2005	\$800.00 deposit
Certificate of Compliance for Sale of Alcohol	\$160.00
<b>Document Execution and Use of Council Seal</b> Documents requiring Council resolution, Certification or Council Seal e.g. S221, 226, 241, 243, RMA S321, 327A, Local Government Act 2002 (LGA), Covenants, Easements in Gross and Caveats.	\$160.00
Plus actual time cost (over 60 minutes) or as otherwise listed in this schedule	\$160.00/hr

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Resource Management	Charges from 1 July 2020 incl. GST
<b>Objections under S.357, 357A and 357B RMA</b> Costs of processing objections including hearings may be charged in accordance with the general rules set out in this Schedule depending on the merits of the objection. Additional deposits may be required.	\$320.00 deposit
<b>Review of Consent Conditions</b> Request for review from consent holder	\$960.00 deposit
All reviews carried out under Section 128 RMA	\$160.00/hr
Water meter reading fee (following failed water meter returns, 1.5 hour charge out rate)	\$240.00
Request for a Preparation of Plan Change	\$6,000.00 deposit
Part transfer of coastal, water or discharge permit (S.135, S.136 and S.137 RMA) with no changes to conditions of consent	\$800.00 deposit
Water zone allocation waiting list registration	\$350.00
Full transfer of Permits (S.135(1)(a), S.136(1), S.136(2)(a), or S.137(2)(a) RMA)	\$160.00
Minor amendment to existing Water or Discharge Permit to recognise change in land description as result of subdivision or similar.	\$240.00
Return of property seized under S.323 and S.328 RMA	\$100.00/item \$10.00/week storage

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Charges from 1 July 2020 incl. GST
<b>Gravel/Shingle Extraction Fees</b>	
Waimea/Wairoa Rivers	\$6.56/m <sup>3</sup>
Wai-iti	\$6.56/m <sup>3</sup>
Motueka and Tributaries	\$6.56/m <sup>3</sup>
Moutere	\$6.56/m <sup>3</sup>
Riwaka/Marahau/Sandy Bay	\$6.56/m <sup>3</sup>
Takaka and Tributaries	\$6.56/m <sup>3</sup>
Aorere and Tributaries and other Golden Bay Rivers	\$4.93/m <sup>3</sup>
Buller	\$3.82/m <sup>3</sup>
Other Rivers, Streams and Coastal Marine Area	\$4.93/m <sup>3</sup>
Gravel extraction outside of the above-listed areas on freehold land within the river berm area inundated by an annual flood	\$3.28/m <sup>3</sup>
Gravel extraction on freehold land outside of the river berm area inundated by an annual flood	Actual and reasonable monitoring charges at \$160.00/hr
<b>Coastal Structures – Annual Charges</b> <b>Coastal Structures per consent: Aquaculture Activity</b>	
0 – 10 lines	\$503.00
Each additional line	\$28.00
Other structures (excluding structures that extend landward of Mean High Water Springs [MHWS])	\$111.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Charges from 1 July 2020 incl. GST
<b>Water Permit Annual Charges</b>	
For stock water, private domestic use, hydroelectric power generation $\leq$ 2.5 l/s and firefighting	\$160.00
Permits to take water to or from storage, seepage or embayment at 5 l/s and greater, cooling water, private community water supplies, schools, campgrounds and retirement villages, seawater takes and frost protection (when a separate irrigation consent is held) irrespective of the quantity authorised.	\$270.00
For all other permits to take water, the fee is based on the daily quantity of water authorised as set out below.	
Less than 250 m <sup>3</sup> /day	\$320.00
250 – 499 m <sup>3</sup> /day	\$400.00
500 – 999 m <sup>3</sup> /day	\$515.00
1,000 – 2,499 m <sup>3</sup> /day	\$660.00
2,500 – 4,999 m <sup>3</sup> /day	\$1,015.00
5,000 – 14,999 m <sup>3</sup> /day	\$1,630.00
15,000 – 49,999 m <sup>3</sup> /day	\$3,445.00
50,000 – 299,999 m <sup>3</sup> /day	\$10,125.00
300,000 m <sup>3</sup> /day or more	\$27,330.00
<b>For Permits to Dam Water</b>	
Damming for non-water take purposes or where a take from storage or surface take consent is held.	\$80.00
Consented damming for water take purposes	\$160.00
<b>Discharge Permits (Water or Contaminant)</b>	
Permits to discharge scour water from dams and pipelines, for water resource augmentation, spillway and compensation flows, minor cooling water discharges, minor spraying operations, flood/drainage discharges, stormwater related to commercial and industrial activities, minor sediment discharges and composting.	\$160.00
Dairy shed and piggery effluent discharges (including laboratory costs)	\$426.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Charges from 1 July 2020 including GST
<b>Fish Farming</b>	
Less than 1,000 m <sup>3</sup> /day authorised discharge	\$160.00
1,000 – 4,999 m <sup>3</sup> /day	\$284.00
5,000 – 14,999 m <sup>3</sup> /day	\$782.00
15,000 – 49,999 m <sup>3</sup> /day	\$1,593.00
50,000 – 99,999 m <sup>3</sup> /day	\$3,994.00
100,000 m <sup>3</sup> /day or more	\$5,241.00
<b>Food Processing Industries (including by way of example, abattoirs, fish processing, vegetable processing, dairy factories, wineries)</b>	
Food processing waste water to land	\$284.00
<b>Semi-treated/screened waste to water</b>	
Authorised at less than 200 m <sup>3</sup> /day	\$377.00
200 – 999 m <sup>3</sup> /day	\$1,139.00
1,000 m <sup>3</sup> /day or more	\$2,282.00
<b>Fully treated waste to water</b>	
Authorised at less than 200 m <sup>3</sup> /day	\$160.00
200 – 999 m <sup>3</sup> /day	\$230.00
1,000 m <sup>3</sup> /day or more	\$459.00
<b>Gravel Wash and Mining Discharges</b>	
Less than 1,000 m <sup>3</sup> /day authorised	\$284.00
1000 – 2,999 m <sup>3</sup> /day	\$459.00
3,000 m <sup>3</sup> /day or more	\$782.00
Sawmills, Timber Processing Discharges to land	\$284.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Charges from 1 July 2020 incl. GST
<b>Power Generation Discharges (<math>\geq 2.6</math> l/s)</b>	
Less than 1,000 m <sup>3</sup> /day authorised	\$160.00
1,000 – 4,999 m <sup>3</sup> /day	\$284.00
5,000 – 24,999 m <sup>3</sup> /day	\$558.00
25,000 – 299,999 m <sup>3</sup> /day	\$826.00
300,000 m <sup>3</sup> /day or more	\$5,356.00
<b>Discharge Permits for Sewage</b>	
Up to two residential dwellings with wastewater treatment systems on a single certificate of title.	\$160.00
All other sewage including community schemes, commercial and residential, including visitor and tourist accommodation:	
Less than 50 m <sup>3</sup> /day authorised	\$338.00
50 – 99 m <sup>3</sup> /day	\$514.00
100 – 999 m <sup>3</sup> /day	\$597.00
1,000 – 9,999 m <sup>3</sup> /day	\$800.00
10,000 m <sup>3</sup> /day or more	\$1,259.00
<b>Permits Discharge to Land under Section 15(1)(d) RMA</b>	\$160.00
<b>Discharge Permits (Air) Annual Charges</b>	
Major air discharges (former Pt A [Clean Air Act] activities)	\$2,500.00
Minor air discharges (former Pt B [Clean Air Act] activities)	\$400.00
Minor Air Discharges (former Pt C [Clean Air Act] activities)	\$160.00
<b>FORESTRY MONITORING CHARGES</b>	
Pre-harvest site inspection	\$650.00
<b>Harvesting Activity</b>	
Per inspection	\$650.00
Per upstream and downstream sample for colour, turbidity, and suspended solids, if required	\$120.00
<b>Post Harvesting Activity</b>	
Per inspection	\$650.00
Per upstream and downstream sample for colour, turbidity, and suspended solids, if required	\$120.00

Note: The above fees and charges set out the fixed charges for inspections and sampling under the NES - Plantation Forestry Regulations 2017. The number of inspections required per forest will vary depending on the size, environmental risk from the activity in that location, and the degree of compliance with the regulations. Non-compliance may result in additional inspections and/or sampling to ensure compliance has been achieved.

SCHEDULE OF FEES & CHARGES 2020/2021

**General Rules Applying in Respect of Charges for Resource Management Fees and Charges – Including Special Housing Areas under Section 77 (1) of the Housing Accords and Special Housing Areas Act 2013.**

Charges will include all reasonable staff time associated with processing and assessing applications, excluding staff travel time to and from the site of the application and/or consent holder. Applications include private plan change requests and resource consent processing and monitoring associated with Special Housing Areas. Staff time will be charged at \$160.00 per hour inclusive of overhead component and GST from 1 July 2020. Costs associated with consent processing and assessment such as use of consultants and laboratory costs, where these skills cannot be provided by in-house staff, will be recovered at actual costs. This policy also applies to the monitoring of consent conditions where an annual charge is not made or where costs exceed the payable annual charge and Council elects to recover the difference.

Where multiple resource consents are sought or required for related activities, the standard application lodgement fees (deposits) shall apply for each consent, except that the notification fee shall comprise one full deposit (\$5,000) plus 20 percent for each additional consent required provided that the Manager Consents or the Environment and Planning Manager have discretion to determine a lesser total lodgement fee when there are large numbers of separate consents required.

Council reserves the right to require further deposits, interim payments or advance payments of amounts to be determined by the Resource Consents Manager, Environmental Policy Manager or the Environment & Planning Manager if processing activity is protracted over time or will incur costs over and above the listed deposit or standard fees.

Where all or part of any deposit or charge is not paid, Council reserves the right not to process that application, or not to continue processing that application, in accordance with relevant statutory powers.

The cost of Councillor hearing panels are set by the Remuneration Authority and will be charged accordingly. Commissioner costs shall be charged at actual costs incurred. Where submitters request that a matter proceed to a hearing before independent Commissioners they shall meet the costs additional to those that would have been incurred if the request had not been made (S.36(1)(ab) and (ad) RMA).

Reductions and waivers are generally not available. Reductions might be justified where the person liable to pay any charge reduces the costs to Council of carrying out its functions, including through self-regulation checks approved by Council.

There will be no charge on parties who choose to surrender a resource consent and provide written confirmation.

Annual charges shall be due on 1 October or on the 20<sup>th</sup> of the month following the date of invoicing, whichever is the later, unless otherwise agreed in writing by Council. A standard administration fee of \$80.00 will be applied when a consent is deemed by the Council as not currently given effect to and the ability to give effect is not currently present. Excludes permits to take water.

A 50% rebate applies to the annual charges for consents with consent-specific monitoring programmes where monitoring costs are being recovered separately. Specific arrangements will be made in relation to approved self-regulation inspections.

Where a consent has expired and the activity is continuing per S.124 RMA while an application for a replacement consent is being processed, the applicant shall continue to be liable to pay any annual and/or monitoring charge.

Hydroelectric power generation ( $\geq 2.6$  l/s), suction dredging, and land based fish farming annual charges will be based on the discharge and not the take as long as the take and discharge are of equal volume. If there is a consumptive off-take then that take will attract the annual charge as for other consumptive takes. Consents to take will still attract the minimum standard water permit annual charge.

Annual charges levied on holders of resource consents will be recovered whether permits are exercised or not.

Where a water take consent is restricted to winter only abstraction a 50% discount will apply.

SCHEDULE OF FEES & CHARGES 2020/2021

Rights-Of-Way	Charges from 1 July 2020 incl. GST
Application Right-of-Way (S.348 Local Government Act {LGA})	\$960.00 deposit

Building Control	Charges from 1 July 2020 incl. GST
<p><b>Building Consents</b> All applications for building consent shall be accompanied by a deposit of \$2,000.00 or the actual charge whichever is the lesser amount. The balance of any charge will be invoiced along with Resource Management Authority check (where Property Information Memorandum [PIM] not applied for), government and other levies when the consent is ready for issue.</p> <p>Where charges are listed as a deposit only, actual charges will be invoiced on the basis of \$160.00 per hour or part thereof unless advised otherwise.</p> <p>Note: Council reserves the right to assess individual cases as required. Additional reasonable charges may be requested by virtue of Section 219(2) of the Building Act 2004 if costs incurred exceed the standard charge. Applications that require consultation with New Zealand Fire Service or Heritage New Zealand Puhere Taonga will have costs recovered. Review of engineer design buildings by consultant will be charged at cost.</p> <p><b>A building project greater than \$20,000 will also attract Insurance, Quality (QA), BRANZ and MBIE levies. Work cannot commence until the consent is paid for and issued.</b></p>	
<b>Pre-Lodgement Meetings</b>	
First 30 minutes	Free
30 minutes or more	\$160.00/hr
Solid Fuel Heater Application	\$400.00
Inbuilt heaters may require an additional Inspection will incur an additional charge	\$160.00
<p><b>Minor Works Application</b> For building work with an estimated value less than \$20,000. Specialist input, PIM/RMA check and additional requests for information will be charged additionally per hour or part there of (Covers the likes of small farm buildings, minor alterations and additions, onsite wastewater, proprietary carports, kitset garages, kitset outbuildings, decks and swimming pools).</p>	\$1,250.00
Tent and Marquee >100m <sup>2</sup>	\$400.00
Express Service for Commercial Marquees (If submitted 10 working days or less from planned construction date Tasman District Council will endeavour to complete but cannot guarantee the issue of the consent before construction starts or the sign off of inspections before use. The Tent and Marquee fee excludes PIM/RMA check and Certificate of Public Use costs which will be charged additionally as applicable).	\$900.00
<b>RESIDENTIAL DWELLINGS</b>	
<b>New Dwellings</b>	
Value up to \$200,000	\$3,200.00
Value - \$200,001 to \$300,000	\$4,000.00
Value - \$300,001 to \$499,999	\$4,750.00
<b>Relocated Dwellings</b>	\$2,000.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021



Building Control	Charges from 1 July 2020 incl. GST
<b>ALL OTHER BUILDING WORK (EXCLUDING COMMERCIAL)</b>	
<b>Value</b>	
\$2,001 to \$5,000	\$750.00
\$5,001 to \$10,000	\$1,000.00
\$10,001 to \$19,999	\$1,650.00
\$20,000 to \$49,999	\$2,000.00
\$50,000 to \$99,999	\$2,900.00
\$100,000 to \$249,999	\$3,500.00
\$250,000 to \$499,999	\$4,400.00
<b>Commercial Building Work</b>	
Buildings requiring assessment in terms of accessibility, fire safety and those buildings accessible to the public.	
Value: \$2,001 to \$19,999	\$1,650.00
All commercial building work valued \$20,000 or over will be charged \$2,000.00 Deposit plus \$160.00 per hour or part thereof	\$2,000.00 deposit
<b>Building work valued \$500,000 or more</b>	
\$500,000 to \$999,999	\$6,950.00
\$1,000,000 to \$3,999,999	\$7,500.00 deposit
\$4,000,000 and not elsewhere covered	\$9,000.00 deposit
<b>Amended Plans</b>	
Formal Amendments after consent granted and before CCC	\$500.00 deposit
Formal Amendments and onsite variations are charged per hour. Related additional may apply, e.g. PIM rechecking, Additional inspections.	\$160.00/hr or part thereof
<b>Associated Building Costs (GST inclusive)</b>	
Project Information Memorandum (PIM) New Construction, additions and alterations, additions/alterations	\$300.00
Resource Management Act Check (not applicable if PIM application has previously been made.)	\$300.00
<i>Note: further charges may apply if changes other than minor have been made requiring planning re-assessment.</i>	
PIM/RMA Rechecking fee	\$190.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Building Control	Charges from 1 July 2020 incl. GST
<b>Insurance Levy</b>	
< \$20,000 assessed value	Nil
> \$20,000 assessed value	\$0.75/\$1,000 value of project
<b>Quality Levy</b>	
< \$20,000 assessed value	Nil
< \$20,000 assessed value	\$1/\$1,000 value of project
<b>BRANZ Levy</b>	
< \$20,000 assessed value	Nil
> \$20,000 assessed value	\$1/\$1,000 value of project
<b>MBIE Levy</b>	
< \$20,000 assessed value	Nil
> \$20,000 assessed value	\$1.75/\$1,000 value of project
Certification Charge For historic consents older than 5 years	\$160.00/hr
Inspection Fee (Including Failed Inspections and Code Compliance Certificate (per inspection))	\$160.00/hr
Inspection Cancellation Fee (For cancellations after 2pm the day prior to your inspection)	\$160.00
Swimming Pool Audit Fee	\$160.00
Work Start Extension Request or Work Completion Request	\$160.00
Refuse, lapse and cancellation of building consent administration fee	\$160.00
Certificate of Public Use (CPU) – Section 363A Building Act 2004	\$375.00
Safety Barrier Inspection only	\$160.00
Renewal	\$375.00
Compliance Schedule New application, whether or not associated with Building Consent	\$400.00 deposit \$160.00/hr
Compliance Schedule Amendments	\$250.00 deposit Plus recovery of costs at \$160.00/hr
Building Warrant of Fitness	\$160.00
Building Warrant of Fitness for back flow preventer ONLY	\$50.00
Inspections Deposit if required	\$160.00
Building Act 2004 Infringement Notice issue and administration Issue and Administration *Plus recovery charges per hour for investigation and monitoring of notices under BA04	\$160.00 plus recovery charges at \$160.00/hr for investigation and monitoring of notices under the Building Act 2004

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Building Control	Charges from 1 July 2020 incl. GST
<b>Notice to fix</b>	
Issue and administration where building consent is held	\$170.00
Issue and administration where no building consent is held	\$510.00 plus recovery charges at \$160.00/hr for investigation and monitoring of notices under the Building Act 2004
Application for Certificate of Acceptance (COA) (Section 97 of the Building Act 2004) Applicants will be charged a \$500.00 application fee, charged per hour for the processing of the application, and any levies that would have been payable had building consent been applied for before carrying out the work. The deposit will be a down-payment towards these costs.	\$1,000.00 deposit \$160.00/hr
Building Act Schedule 1(2) Exempted Work (Levies will apply which is not included in the deposit)	\$400.00 deposit \$160.00/hr
Lodgement of unauthorised building reports (pre Building Act only – pre June 1991)	\$130.00
Lodgement of Building Act Schedule 1 Exempt work reports with owner's declarations	\$100.00
Building Code Waivers or Modification	\$250.00
Section 72, Section 75 (Building Act 2004) decision, plus legal disbursements	\$426.00 deposit
Section 124 Dangerous and Insanitary and Affected Building Notice	\$510.00 Plus \$160.00/hr
Application fee for Alternative Solutions Assessment	\$495.00 deposit
Consultancy Specific design peer reviews	At cost
Specialist input When a PS2 design is provided this fee may not be applicable	At Cost plus 10%
Building Certificates required under other legislation (e.g. Sale & Supply of Alcohol Act 2012) Plus inspection charge (if required)	\$160.00/hr or part thereof \$160.00
Documents requiring Council resolution, certification or Council seal Plus actual cost (over 60 minutes) and any legal disbursements	\$160.00 \$160.00/hr
<b>Earthquake Prone Building</b>	
To obtain an Engineering assessment s133AI(3)(c) by the Territorial Authority	At cost plus \$160.00/hr
Application for Exemption to carry out Seismic work s133AN(2) (deposit plus hourly rate)	\$610.00 deposit
Application for an extension of time to complete seismic work for Heritage buildings s133AO(3) (deposit plus hourly rate)	\$610.00 deposit \$160.00/hr
Council to erect hoarding or fence for an EQP Building s133AR(1)(a) (deposit plus hourly rate)	At cost plus \$160.00/hr
Territorial Authority may carry out seismic work S133AS	\$610.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Building Control	Charges from 1 July 2020 incl. GST
Issue of Earthquake Prone Building notice S133AL	\$610.00 deposit
Assessment of information related to a Building's EQP status s133AH and s133AK (deposit plus hourly rate)	\$610.00 deposit \$160.00/hr
Determination Charge (Unless Council is the applicant of the determination)	\$160.00/hr

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Property Information & Development Contributions	Charges from 1 July 2020 incl. GST
<b>Land Information Memorandum requested under the Local Government Official Information and Meetings Act 1987</b>	
Residential	\$272.00
Commercial/Industrial	\$409.00
Large properties involving more than one certificate of title will be quoted accordingly. Note: Should a special request be made that results in a field inspection and/or submitter research, Council reserves the right to charge any additional fees that are appropriate, based on the amount of time required to provide the requested information.	
<b>Property enquiries – access to Council records</b>	
File access	\$10.00
Files transferred to CD	\$15.00/file
Files transferred to USB Plus cost of USB if we have to provide	\$15.00/file Actual cost
Property/rates Printout	\$4.00 ea
<b>Frequent user discount is available as follows</b>	
<b>Option 1</b> A lump sum of \$1,257.00 payable annually in advance for a company gives access to an unlimited number of files	\$1,257.00
<b>Option 2</b> A coupon-based system. Each coupon will enable access to five site files. Residential files cost per coupon Commercial/industrial files cost per coupon	\$50.00 \$131.00
<b>Development Contributions</b>	
Deposit for Development Contributions Objection Hearing	\$1,200.00
Application for Reconsideration	\$210.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Environmental Health	Charges from 1 July 2020 incl. GST
<b>FOOD BUSINESSES</b>	
Pre-registration guidance (under LGA)	\$160.00/hour (pro rata)
New Template Food Control Plan registration	\$242.00 + \$160.00/hr over 60 min
Renewal of template Food Control Plan registration	\$98.00 + \$160.00/hr over 60 min
New National Programme registration	\$146.00 + \$160.00/hr over 60 min
Renewal of National Programme registration	\$98.00 + \$160.00/hr over 60 min
Amendment of Food Control Plan or National Programme registration	\$98.00 + \$160.00/hr over 60 min
Verification (audit) including site visit, correspondence, report, following up corrective actions	\$160.00/hr + disbursements for boat travel
Verification appointment cancellation fee within one week of agreed time	\$103.00
Verification appointment cancellation fee within 48 hours of agreed time	\$205.00
Compliance – development & issue of Improvement Notice	\$170.00 + \$160.00/hr over 60 min  Additional visits to check compliance charged at \$160.00/hr
Compliance – application for review of Improvement Notice	\$170.00 + \$160.00/hr over 30 min
<b>Other Registered Premises</b>	
New premises application fee	\$155.00
Camping ground registration fee – basic fee (plus 50c for every camp site)	\$285.00
Funeral directors registration fee	\$285.00
Hairdressers registration fee	\$183.00
Offensive trade	\$264.00
Transfer of Registration Fee	\$96.00
Late payment fee	Additional 20%

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Environmental Health	Charges from 1 July 2020 incl. GST
<b>Trading in Public Places Bylaw 2010</b>	
Mobile traders	\$96.00
Hawker's licence	\$54.00
Commercial services	\$54.00
Soliciting donations, selling street raffle tickets, and buskers	No fee
Registered premises exemption fee deposit (plus any costs associated with staff time, hearings, and inspections)	\$270.00
Gambling Venue Consent (Deposit fee only)	\$354.00
<b>SALE OF ALCOHOL</b>	
<b>Special Licences</b>	
The definition of event size for special licences is: large event is for more than 400 people; medium event is for between 100 and 400 people; and small event is for fewer than 100 people.	
Special Licence: class 1 (1 large event: or, more than 3 medium events: or, more than 12 small events). NB There is provision for applications by not-for-profit fundraising and community events to be reduced by one class depending on circumstances.	\$575.00
Special Licence: class 2 (3 medium events: or, 3 to 12 small events)	\$207.00
Special Licence: class 3 (1 or 2 small events)	\$63.20
Managers Certificate - application fee or renewal fee	\$316.20
Temporary Authority application	\$296.70
Temporary Licence application	\$296.70
Extract from Register	\$57.50
Refer to the table below to calculate fees for club, on or off licenses. A number of factors influence the final cost for any particular licence application or renewal fee, or annual licence fees.	

SCHEDULE OF FEES &amp; CHARGES 2020/2021

How to calculate your cost / risk rating and fees

A		B		C		TOTAL WEIGHTING			
Types of premises	Weighting	Latest time allowed by licence	Weighting	Number of enforcement holdings in last 18 months	Weighting	Total Weighting	Cost/Risk Rating	Application Fee for all renewals, new licences and variations Incl GST (\$)	Annual Licence Fee Incl GST (\$)
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store	15	On-licences and clubs 2.00 am or earlier Off-licences 10.00 pm or earlier	0	None	0	0 – 2	Very low	368.00	161.00
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	10	On-licences and clubs between 2.01 am and 3.00 am	3	1	10	3 – 5	Low	609.50	391.00
Class 3 restaurant, other premises, Class 2 Club, Club off-licence, remote sale off-licence, other off – licence premises	5	Off-licences any time after 10.00 pm On-licences and clubs any time after 3.00 am	5	2 or more	20	6 – 15	Medium	816.50	632.50
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	2					16 – 25	High	1023.50	1035.00
						26 plus	Very High	1207.50	1437.50

  

Definitions	
<ul style="list-style-type: none"> <li><b>Class 1 restaurants</b> – restaurants with a significant separate bar area which, in the opinion of the relevant TA, operate that bar at least one night a week in the manner of a tavern.</li> <li><b>Class 2 restaurants</b> – restaurants that have a separate bar but which, in the opinion of the relevant TA, do not operate that area in the nature of a tavern at any time.</li> <li><b>Class 3 restaurants</b> – restaurants that only serve alcohol to the table and do not have a separate bar area.</li> </ul>	<ul style="list-style-type: none"> <li><b>Class 1 clubs</b> – clubs which have at least 1,000 of purchase age) and which, in the opinion of the relevant TA, operate in the nature of a tavern at any time.</li> <li><b>Class 2 clubs</b> – clubs which are not class 1 or class 3 clubs.</li> <li><b>Class 3 clubs</b> – clubs that have fewer than 250 members of purchase age and operates a bar for no more than 40 hours each week.</li> <li><b>Enforcement Holding</b> – has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.</li> </ul>

SCHEDULE OF FEES & CHARGES 2020/2021



Dog Control	Charges from 1 July 2020 incl. GST
<b>Registration Fees</b>	
Urban Dogs	\$50.00
Rural	\$30.00
Disability Assist Dogs	No charge
Search and Rescue Dogs	No charge
Late payment fee – if registration paid after 1 August	Additional 50%
<b>Impounding Fees</b>	
1 <sup>st</sup> impounding	\$70.00
2 <sup>nd</sup> impounding	\$100.00
3 <sup>rd</sup> impounding	\$150.00
Sustenance	\$15.00/day
Drop Off Fee (where dogs are not impounded)	\$40.00
<b>Micro-chipping</b>	
Micro-chipping impounded dogs if required	\$25.00
Micro-chipping on request (when available)	\$15.00
Micro-chipping first registered dogs under 6 months	No charge
Fee for the euthanizing of impounded dogs	\$75.00
Kennel Licence: Initial Application (plus any additional costs associated with staff time, hearings and inspections)	\$100.00
Replacement registration tag or disk	\$5.00

Note: a 50% surcharge is made for dangerous dogs

SCHEDULE OF FEES & CHARGES 2020/2021

Stock Control	Charges from 1 July 2020 incl. GST
<b>Impounding Fees (per animal)</b>	
Sheep or goat	\$15.00
Horse, mule, donkey	\$30.00
Bull over the age of 9 months	\$30.00
All other cattle	\$25.00
Pig	\$30.00
Alpaca, llama or deer	\$25.00
Any other impounded stock animal will be charged at rate determined fair and reasonable for that animal	
Sustenance per animal per day or part thereof	\$5.00
Other fees for droving, hire of equipment, necessary medical treatment etc. will be charged at actual cost. These fees are in addition to any allowed for under the Impounding Act 1955.	
	Actual cost

Biosecurity Charges	Charges from 1 July 2020 incl. GST
Hourly staff charge-out rate that will apply when undertaking Council's responsibilities under the Biosecurity Act 1993, associated with inspection and administration when issuing notices under the Act.	\$160.00/hr

Commercial Operator's Licence	Charges from 1 July 2020 incl. GST
<b>Application Fee</b> Payable on initial application and in addition to the annual fee (plus reimbursement for any reasonable and necessary additional costs incurred by Council in assessing an application, e.g. evaluation of seaworthiness, qualifications and experience).	\$240.00
<b>Annual Fee</b> For each multiple of either one power-driven vessel or up to a total of 15 kayaks, rafts, waka or similar vessels that are not power-driven with greater than 10hpw.	\$310.00
Late Payment Fee	Additional 20%

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Engineering Charges	Charges from 1 July 2020 incl. GST
Staff time for inspection (including subdivision inspections), engineering and as-built plan processing, or administration.	\$160.00/hr
Fencing between private and Tasman District Council owned land excluding roads subject to a case by case basis	Council contribution - half actual cost per linear metre or \$65.00/metre (incl. GST), whichever is the lower
<b>TRANSPORTATION NETWORK CHARGES</b>	
Vehicle Access Crossing	\$157.00
Corridor Access Request (CAR) – in accordance with the Utilities Access Act 2010 and as part of a Code for the Management of a Road Corridor.	\$273.00
Parking permit	\$42.00/day
Application for Tourist Facility Sign (\$100 refunded if consent refused)	\$223.00 plus actual sign materials & installation costs
Road Closure (events, parades)	\$393.00 application fee, plus actual staff costs and expenses \$2,000 refundable deposit (Insurance and public liability cover)
Application for a road name change	\$383.00
Applications for Road Stopping (S.342 Local Government Act) (S.116 Public Works Act)	\$315.00 application fee plus actual staff costs and expenses

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Engineering Charges	Charges from 1 July 2020 incl. GST
<b>WATER SUPPLY NETWORK CHARGES</b>	
<b>On Demand (Metered) Water Supply Network</b>	
Individual connection where the physical connection to the main is between the property boundary and the adjacent kerb	\$1,600.00
All other connections	Actual costs (up to a maximum of estimate of costs) plus \$160/hr for administration
Special water reading fee	\$75.00/reading
<b>RESTRICTED FLOW WATER SUPPLY NETWORK</b>	
Individual connection where the physical connection to the main is less than 10 metres from the main	\$1,600.00
All other connections	Actual costs (up to a maximum of estimate of costs) plus \$160/hr for administration
Alter restrictor size	\$250.00
To remove or relocate restrictor	Actual physical costs plus \$160/hr for administration
<b>SUBDIVISION</b>	
Undertaking connection to main	Actual physical costs plus \$160/hr for administration

Engineering Charges	Charges from 1 July 2020 incl. GST
<b>PERMIT TO TAKE FROM A FIRE HYDRANT SUPPLY (in accordance with the Council's Public Water Supply Bylaw 2016)</b>	
Annual charge	\$1,300.00 pa plus the current urban water rate per cubic metre for water consumed
Additional permit to an existing permit holder	\$550.00 pa plus the current urban water rate per cubic metre for water consumed
<p><b>General Rules Applying in Respect of Water Charges</b></p> <p>For Restricted Flow Water Supply, refer to the targeted rates section of the Annual Plan 2020/2021 for the annual supply charge.</p> <p>The restricted supply schemes for Dovedale, Redwood Valley, Eighty-Eight Valley, and Māpua are currently closed due to lack of capacity from the source and/or the network.</p> <p>Connections to the restricted supply for Wakefield, Brightwater, and Richmond are subject to water availability.</p> <p>Connections to the Māpua Urban water supply are currently closed due to lack of capacity in the network.</p>	

SCHEDULE OF FEES &amp; CHARGES 2020/2021

**Solid Waste Charges**

- York Valley landfill charges are set by the Nelson-Tasman Regional Landfill Business Unit. Other Solid Waste charges may be amended at any stage during the year by the Chief Executive Officer. Council will advise the public of any price increases by public notification at least one month prior to the new charges taking effect.
- From 1 October 2020, Tasman District Council will no longer accept payment by cheque at Resource Recovery Centres.

Solid Waste Charges	Charges from 1 July 2020 incl. GST
<b>Rubbish bags (Tasman District Council sale price)</b>	
Small bags (45 litres)	\$2.50 ea
Big bags (60 litres)	\$3.20 ea
<b>Mixed refuse</b>	
Weight based charge for account customers, vehicles over 3,500kg gross and light vehicles (when operational constraints allow)	\$189.75/tonne
Volume based charge, where weighbridge not available	\$67.45/m <sup>3</sup>
60 litre bag (minimum charge)	\$4.00
Light wastes (polystyrene and other similar wastes, where >25% of load)	\$136.40/m <sup>3</sup>
Fee to recover unacceptable and undeclared waste	\$26.50/load
Minimum commercial transaction	\$10.00
<b>Greenwaste</b>	
Weight based charge for account customers, vehicles over 3,500kg gross and light vehicles (when operational constraints allow)	\$60.00/tonne
Volume based charge, where weighbridge not available	\$15.90
Minimum charge	\$4.00
<b>Hardfill – clean, without contaminants (where accepted)</b>	
Where a Council provided weighbridge is available	\$23.50/tonne
At other sites	\$47.10/m <sup>3</sup>
Minimum commercial or weighbridge transaction	\$10.00
<b>Scrap metals (where accepted)</b>	
Scrap steel (sheet)	No charge
Car bodies and other vehicles	No charge
Whiteware	\$6.80 ea

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Solid Waste Charges	Charges from 1 July 2020 incl. GST
<b>Recyclables (where accepted)</b>	
Domestic customers (quantities less than 1.0m <sup>3</sup> )	
Glass (bottles) – clean, colour sorted	No charge
Paper and cardboard	No charge
Clean, plastic bottles and containers (Grades 1, 2, 5 only)	No charge
Clean cans	No charge
Unsorted or contaminated materials	At mixed refuse charge
Commercial customers or domestic customers greater than 1.0m <sup>3</sup>	By arrangement with site contractor
<b>Tyres</b>	
Car	\$9.70 ea
Car tyres on rims	\$21.50 ea
Truck	\$29.60 ea
<b>Paint (where accepted)</b>	
Resene branded	No charge
Other brands: containers 4 litres or smaller	\$1.00 ea
Other brands: containers greater than 4 litres	\$2.50 ea
<b>Hazardous waste (where accepted)</b>	
Oils and Solvents	No charge
Gas cylinders	No charge
Batteries	No charge
Other materials	At disposal cost
<b>Kerbside recycling services</b>	
Additional kerbside recycling services - annual fee	\$140.40
Additional kerbside recycling services - part year (per month)	\$11.70
Replacement mobile recycling bin (delivered)	\$149.20
Replacement mobile recycling bin (from Council or RRC)	\$75.60
Additional or replacement glass recycling crate (delivered)	\$29.00
Additional or replacement glass recycling crate (from Council or RRC)	\$20.00
Cancellation and collection fee for mobile recycling bin	\$28.50
Tow-ball hitch for recycling bin	\$25.00
Exchange fee to deliver a smaller or larger recycling bin	\$79.70

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Solid Waste Charges	Charges from 1 July 2020 incl. GST
<b>York Valley landfill charges</b>	
All Rubbish (except as below)	\$171.00/tonne
Buried rubbish (e.g. documents, odourous materials)	\$171.00/tonne (plus all associated costs)
Asbestos	\$171.00/tonne (plus all associated costs)
Light waste (e.g. polystyrene or similar)	\$2,180.00/tonne
<b>HAIL (Hazardous Activities and Industries List) material</b>	
0-17,000 tonnes	\$154.00/tonne
>17,000 tonnes	\$146.00/tonne
Soil that has been tested, meets the NESCS recreation standards and can be used as construction or cover material. Residential only.	\$103.00/tonne
7 -35 tonne quantities from A10 sites may be accepted without testing. Only commercial transporters are allowed to enter the landfill (no private individuals). A manifest must be completed with site plan and plot number from where material sourced.	

SCHEDULE OF FEES &amp; CHARGES 2020/2021

**Water Supply Charges**

Tasman District Council supplies water to some parts of the Nelson City, including the Champion Road/Hill Street North area and the Wakatu Industrial Estate, shown on the maps attached to this Schedule of Charges and referred to as Nelson Residential Water Supply Area and Nelson Industrial Water Supply Area. Water is also supplied to the area occupied by T&G Processed Foods Limited and the Alliance Group Limited. Water supplied will be charged in accordance with the 2015 Engineering Services Agreement between Nelson City Council and Tasman District Council, or in accordance with any subsequent enacted agreement if applicable. For the water supplied to the area occupied by T&G Processed Foods Limited and the Alliance Group Limited, if agreement is not reached with Nelson City Council, water charges may be charged directly to the customer and will be set to approximate the same rates charged as if the entities had been located in the Tasman District.

Wastewater Network Charges	Charges from 1 July 2020 incl. GST
<b>Connections</b>	
Stand-over for connection only	No charge
<b>Wastewater Network Charges For Nelson City Council Properties</b>	
The Council provides wastewater services to some properties within the Nelson City Council boundaries, and accordingly charges for these services are made separately, but on the same basis as for Tasman District Council ratepayers as follows:	
First water closet or urinal	\$670.15
Second to tenth water closet or urinal	\$502.61
Eleventh and subsequent water closet or urinal	\$335.07
<b>Trade Waste Discharges</b>	
<b>Annual (or part there-of) trade waste administration/inspection charge</b>	
Registered Trade Waste activity	\$165.00**
Conditional Trade Waste activity (includes temporary discharges)	\$452.00
<b>Conditional Trade Waste Conveyance and Treatment Charges (including temporary discharges)</b>	
Volume	\$2.30/m <sup>3</sup>
Five-day Biochemical Oxygen Demand (BOD5)	\$2.16/kg
Chemical Oxygen Demand (COD)	\$0.15/kg
Total Suspended Solids (TSS)	\$1.27/kg
Total Kjeldahl Nitrogen (TKN)	\$1.92/kg
Total Phosphorus (TP)	\$1.07/kg

\*\* A 50% discount of the annual trade waste charge will apply to registered trade waste activities where the business activity is subject to a separate and concurrent Council licensing process; namely food premises and hairdressers.

General Rule in Respect of Trade Waste and Domestic Wastewater Charges
Where trade waste is discharged or measured separately from domestic wastewater, both trade waste and pan charges will be applied cumulatively. Where the waste streams are combined, the pan charge shall apply and act as a credit against the trade waste charges, so that only the trade waste charges in excess of the pan charge shall be payable.

SCHEDULE OF FEES & CHARGES 2020/2021



**Stormwater Network Charges**

Connections	Charges from 1 July 2020 incl. GST
Stand-over for connection only	No charge

SCHEDULE OF FEES & CHARGES 2020/2021

**Aerodrome Charges**

- For general aviation user landing charges:
  - Every landing incurs a landing charge
  - The first touch and go in a set of touch and go's incurs a landing charge
  - There is a maximum gap of 15 minutes between touch and go's in a set
  - Touch and go's that are more than 15 minutes apart incur another landing charge
  - Unpaid landings will be invoiced and will incur an additional administration charge of \$25 per aircraft per month
- For regular user landing charges:
  - New users during the year will be invoiced pro-rata for the period to the end of the year.
- The charges may be varied by the Chief Executive Officer where special circumstances exist

Motueka and Takaka Aerodromes	Charges from 1 July 2020 incl. GST
<b>General aviation user landing charges (via honesty box or bank transfer):</b>	<b>Per landing</b>
All aircrafts	\$10.00
<b>Regular recreational user landing charges (via annual invoice):</b>	<b>Per annum</b>
Single User Aircraft	\$200.00/aircraft
Single User Additional Aircraft	\$100.00/aircraft
Single User Additional Aerodrome (Add Takaka or Motueka Aerodrome)	\$100.00/aircraft
Multiple User / Club Aircraft	\$600.00/aircraft
Multiple User / Club Additional Aerodrome (Add Takaka or Motueka Aerodrome)	\$200.00/aircraft
<b>Regular commercial user landing charges (via annual invoice):</b>	<b>Per annum</b>
All Aircraft	\$1,200.00/aircraft
Commercial User Additional Aerodrome (Add Takaka or Motueka Aerodrome)	\$300.00/aircraft

SCHEDULE OF FEES &amp; CHARGES 2020/2021

**Port Tarakohe**

- Port Tarakohe has cameras located around the Port to monitor activity, health & safety and security risks. The footage from these cameras will be used to support enforcement of charges for the use of facilities at the port.
- Cargo transferred between vessels within the Port is liable to standard wharfage charges.
- All charges for berths, moorings, storage and leased areas are payable in advance. For any overdue payments a penalty interest charge of 1% per month will be payable. All other payments are due on the 20<sup>th</sup> of the month following on standard commercial trade terms.
- All berth, mooring, storage and leased area users are required to sign a current port user agreements when requested by the Port Manager. Any users that refuse to sign a current port user agreement, will vacate their berth, mooring, storage or leased area within 48 hours.
- An administration charge of 10% per annum may be added to any charges paid by instalments during the year.
- Visitors and users that do not notify the Port Manager 24 hours before arrival to pre-arrange berthage requirements, will be charged a penalty fee of \$100 (including GST).
- No storage is permitted on wharf structures unless specifically authorised by the Port Manager in writing. Storage rates apply after 24 hours of cargo/material arriving (allowance to be made for extenuating circumstances such as bad weather). Storage to be in the assigned areas only. Bulk cargo in transit may have extended demurrage with approval of the Port Manager. Failure to comply may result in a “penalty storage charge” of \$500 (including GST) being issued and non-removal within 48 hours may incur removal charges and a further fee of \$500 (including GST).
- A fixed marine fuelling site, or any mobile fuelling where oils are transferred by way of a hose or similar between shore-and-ship, or ship-to-ship, is required to have a Tier-1 Fuel Transfer Site Oil Spill Contingency Plan approved in advance by the Council’s Regional On-Scene Commander. This does not apply to the transfer of self-contained fuel containers (tote tanks, sealed drums or similar) from shore-to-ship or ship-to-ship. The Council as Port Operator has full control over any activities conducted within the Port and therefore approval in writing is required before any fuel transfer is permitted – any approvals will also be subject to per litre charges. Failure to seek approval and comply with Council’s requirements will incur a fine of \$2,000 plus the costs of the activity that would normally apply and any costs of clean up/damage repair.
- The charges may be varied (including discounts for long term bulk contracts and wharf berthage) during the year by the Chief Executive Officer where special circumstances exist

Wharfage	Charges from 1 July 2020 incl. GST
<b>Fish and shellfish</b> Includes all marine animals	\$23.00/tonne
<b>Fuel and oil</b> Other than fixed facility, and fuel transfer only – no storage	5 cents/litre
General cargo	\$8.50/tonne
<b>Passengers</b> Where no vessel berthed	\$7.50/person
<b>Vehicles (includes vehicle passengers)</b>	
Cars and motorbikes up to 6m	\$25.00/vehicle
Light vehicles incl. cars with trailers up to 12.6m	\$50.00/vehicle
Heavy vehicles and any vehicles over 12.6m	\$75.00/vehicle
Over-dimension, overweight and HMPV vehicles	Greater of \$100.00/vehicle or \$10.00/tonne
<b>Boat movements</b> Includes re-floating etc.	\$23.00/tonne
<b>Weighbridge</b> All truck movements > 1.5 tonne	\$6.50/entry/exit

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Berthage – Casual Rates	Charges from 1 July 2020 incl. GST
Wharf berthage per day	\$5.50/metre
Wharf berthage ancillary services – security, line charges and all other services	\$90.00/hr
Marina/mooring berthage per day	\$3.50/metre or \$35.00/vessel, whichever is the greater

Berthage – Annual Rates	Charges from 1 July 2020 incl. GST (per annum)
<b>Plastic Marina - Berth length:</b>	
8 metre – restricted access	\$2,650.00
8 metre	\$3,350.00
10 metre	\$4,200.00
12 metre	\$5,050.00
14 metre	\$5,875.00
16 metre	\$7,950.00
18 metre	\$9,000.00
20 metre	\$11,000.00
25 metre	\$15,000.00
<b>Concrete Marina - Berth length:</b>	
12 metre – restricted access	\$6,600.00
12 metre	\$8,150.00
15 metre	\$10,250.00
25 metre	\$18,750.00
Moorings	\$1,750.00
<b>Live Aboard Charge (additional to berthage)</b>	
Marina	\$120.00/month
Mooring	\$60.00/month

Boat Ramp	Charges from 1 July 2020 incl. GST
Port Tarakohe boat ramp barrier arm	\$10.00/use
Boat ramp access card	\$120.00/pa (plus \$10 for each access card)
Pohara Boat Club Members boat ramp access card – fees collected and paid by Pohara Boat Club prior to issue of card	\$100.00/pa (plus \$10 for each access card)

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Storage	Charges from 1 July 2020 incl. GST
<b>Boat Storage Compound</b>	
Weekly	\$50.00
Monthly	\$150.00
Annually	\$1,300.00
<b>Wharf storage</b>	
Daily	\$2.50/m <sup>2</sup>
Monthly	\$25.00/m <sup>2</sup>
Annually	\$250.00/m <sup>2</sup>
<b>20' TEU container</b>	
Monthly	\$275.00
Annually	\$2,750.00
<b>40' FEU container</b>	
Monthly	\$550.00
Annually	\$5,500.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

**Collingwood Holiday Park Charges**

Collingwood Holiday Park is owned and operated by the Council.

- Peak period is 1 December to 31 March, plus all holiday weekends.
- Off peak season is 1 April to 31 August, excluding holiday weekends.
- Shoulder Season period is 1 September to 30 November, excluding holiday weekends.
- Long stay rates are available from 15 August to 30 November for stays that exceed 7 nights.
- All reservations require a 20% non-refundable deposit.
- Reservations are only confirmed on receipt of the full payment, or the 20% deposit with the balance being due on arrival.
- No reduction in fees for early departures or late arrivals.
- Minimum tariffs and stay periods may apply.
- Cancellations:
  - December to 31 March**
    - A refund will be given if a reservation is cancelled at least 14 days prior to the arrival date, less the 20% non-refundable deposit.
    - If a reservation is cancelled within 14 days of expected arrival no refund will be given.
    - If an amendment results in the shortening of the reservation, no refund will be made, unless notice is given at least 14 days prior to the arrival date. The 20% non-refundable deposit still applies to the cancelled nights.
  - 1 April to 30 November:**
    - A refund will be given if a reservation is cancelled at least 72 hours prior to the arrival date, less the 20% non-refundable deposit.
    - If a reservation is cancelled within 72 hours of expected arrival, no refund will be given.
    - If an amendment results in shortening of the reservation, no refund will be made, unless notice is given at least 72 hours prior to the expected arrival. The 20% non-refundable deposit still applies to the cancelled nights.
- The charges may be varied by the Chief Executive Officer where special circumstances exist.

SCHEDULE OF FEES & CHARGES 2020/2021

Collingwood Holiday Park Charges	Charges from 1 July 2020 incl. GST
<b>PEAK SEASON (1 December – 31 March, plus all holiday weekends)</b>	
<b>Sites (Tent/Caravan/Motorhome)</b>	<b>Per Night</b>
Waterfront Powered (1 or 2 persons)	\$45.00
Waterfront Unpowered (1 or 2 persons)	\$40.00
Powered (1 or 2 persons)	\$38.00
Unpowered (1 or 2 persons)	\$34.00
Extra Adult	\$20.00
Extra Child 2-14 years	\$10.00
Extra Child under 2 years	Free
<b>Cabins &amp; Bach</b>	<b>Per Night</b>
Ensuite Cabin (1 or 2 persons)	\$120.00
Waterfront Cabin (1 or 2 persons)	\$100.00
Standard Cabin (1 or 2 persons)	\$80.00
Backpacker Cabin (1 or 2 persons)	\$70.00
Bach (1 to 4 persons)	\$160.00
Extra Adult	\$25.00
Extra Child 2-14 years	\$15.00
Extra Child under 2 years	Free

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Collingwood Holiday Park Charges	Charges from 1 July 2020 incl. GST
<b>OFF PEAK SEASON (1 April – 31 August, excluding holiday weekends)</b>	
<b>Sites (Tent/Caravan/Motorhome)</b>	<b>Per Night</b>
Waterfront Powered (1 or 2 persons)	\$38.00
Powered (1 or 2 persons)	\$34.00
Waterfront Unpowered (1 or 2 persons)	\$34.00
Unpowered (1 or 2 persons)	\$30.00
Extra Adult	\$15.00
Extra Child 2-14 years	\$10.00
Extra Child under 2 years	Free
<b>Cabins &amp; Bach</b>	<b>Per Night</b>
Ensuite Cabin (1 or 2 persons)	\$100.00
Waterfront Cabin (1 or 2 persons)	\$85.00
Standard Cabin (1 or 2 persons)	\$70.00
Backpacker Cabin (1 or 2 persons)	\$60.00
Bach (1 to 4 persons)	\$130.00
Extra Adult	\$20.00
Extra Child 2-14 years	\$15.00
Extra Child under 2 years	Free

SCHEDULE OF FEES &amp; CHARGES 2020/2021



Collingwood Holiday Park Charges	Charges from 1 July 2020 incl. GST
<b>SHOULDER SEASON (1 September – 30 November, excluding holiday weekends)</b>	
<b>Sites (Tent/Caravan/Motorhome)</b>	<b>Per Night</b>
Waterfront Powered (1 or 2 persons)	\$40.00
Powered (1 or 2 persons)	\$36.00
Waterfront Unpowered (1 or 2 persons)	\$36.00
Unpowered (1 or 2 persons)	\$30.00
Extra Adult	\$15.00
Extra Child 2-14 years	\$10.00
Extra Child under 2 years	Free
<b>Cabins &amp; Bach</b>	<b>Per Night</b>
Ensuite Cabin (1 or 2 persons)	\$110.00
Waterfront Cabin (1 or 2 persons)	\$90.00
Standard Cabin (1 or 2 persons)	\$75.00
Backpacker Cabin (1 or 2 persons)	\$65.00
Bach (1 to 4 persons)	\$140.00
Extra Adult	\$20.00
Extra Child 2-14 years	\$15.00
Extra Child under 2 years	Free

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Collingwood Holiday Park Charges		Charges from 1 July 2020 incl. GST
<b>LONG STAY RATES (15 August – 30 November, for stays that exceed 7 nights)</b>		
<b>Sites (Tent/Caravan/Motorhome)</b>		<b>Per Night</b>
Powered (1 person)		\$23.00
Unpowered (1 person)		\$20.00
Extra Adult		\$5.00
Extra Child 2-14 years		\$5.00
Extra Child under 2 years		Free
<b>EXTRA CHARGES</b>		
Linen Hire (per person)		\$10.00
Internet ( per 24 hours)		\$5.00
Towel Hire (per item)		\$2.00
Vehicle and Caravan storage subject to seasonal availability in designated area (per night)		\$5.00
Caravan/ Campervan site occupancy but absent from holiday park (per night)		\$20.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Corporate Charges	Charges from 1 July 2020 incl. GST
<b>GIS Map Prices (per copy)</b>	
A4	\$5.00
A3	\$10.00
A2	\$15.00
A1	\$20.00
A0	\$30.00
Subsequent copies	
A4	\$2.50
A3	\$5.00
A2	\$7.50
A1	\$10.00
A0	\$15.00
Electronic files (e.g. Maps and GIS data in electronic format)	\$160.00/hr
CD/DVD Media	\$5.00 1st, \$1.00 thereafter
<b>Official Information Requests</b> Staff time will be charged out at a rate of \$38.00 per half hour. Copying will be charged out at the normal rate applicable.	\$38.00/ half hour
Photocopying	Charges from 1 July 2020 incl. GST
<b>First 20 pages for requests under the Official Information Act</b>	Free
Additional copies:	
Single sided	20c
Double sided	40c
A3 black and white	
Single sided	40c
Double sided	70c
Colour copies A3 and A4	\$2.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Miscellaneous Charges - Customer Services	Charges from 1 July 2020 incl. GST
Certificate of Titles	\$20.00
Survey Plan	\$20.00
Historic Titles	\$20.00
Scanning of Minor Building Consent applications for electronic processing	\$2.00/page Maximum 20 pages

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Property Services Charges	Charges from 1 July 2020 incl. GST
<b>Grazing Licence</b>	
Grazing land - application for licence to occupy	\$150.00
Grazing land licence to occupy documentation fee	\$150.00
Grazing land annual licence to occupy rental fee	By negotiation with a minimum \$230.00/pa
<b>Retail/Community Licence To Occupy</b>	
Retail - application for licence to occupy (This is for vending carts, outdoor dining, market operator etc.)	\$150.00
Retail licence to occupy documentation fee	\$150.00
Retail licence to occupy temporary retail cart rental fee	\$59.00/week
Retail licence to occupy area for outdoor dining	\$29.00 per week up to 15m <sup>2</sup> , then \$3.50 per week per additional square metre
Market operator licence to occupy	On a case-by-case basis by negotiation
Community-based licence to occupy application fee	\$150.00
Community-based licence to occupy (sports clubs). Minimum rental	\$230.00/pa
<b>Short Term Encroachments (less than 5 years)</b>	
Application for licence to occupy	\$150.00
Licence to occupy documentation fee	\$150.00
<b>Long Term Encroachments (underground services, bach, garage, carport)</b>	
Application fee for long term occupation agreement Documentation fee for long term occupation agreement	\$150.00 plus staff administration costs if the application is approved, all costs including staff time are payable
<b>Annual Rental for Short Term and Long Term Encroachments</b>	
Above ground encroachment in rural 1 or rural 2 zoned land up to 20m <sup>2</sup>	\$285.00/pa
Above ground encroachment in any other zoned land up to 20m <sup>2</sup>	\$575.00/pa
Above ground encroachment over 20m <sup>2</sup> in any zone	Charged at market value determined by independent valuer
Below ground encroachment	On a case-by-case basis taking in to account the scale of the encroachment with a minimum of \$253.00/pa
<b>Miscellaneous</b>	
Application to transfer licence	\$150.00
Transfer of licence document fee	\$150.00
Road stopping application fee. (if application is approved all costs including staff time are payable in advance in addition to the application fee).	\$300.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Tasman District Council Cemeteries	Charges from 1 July 2020 incl. GST
<b>Plot – purchase right of burial</b>	
RSA in designated areas	No fee
New Plot – 12 years and over	\$1,266.00
Natural Burial – Standard Plot Size	\$1,266.00
Natural Burial – Large Plot Size	\$2,533.00
<b>Children's areas where set apart</b>	
Child 5-12	\$645.00
Child 0-5 years	\$161.00
Stillborn	No fee
Out of District Fee on any Burial Plot – extra to above	\$1,266.00
<b>Ashes – purchase right of burial</b>	
RSA	No fee
Rose Garden – all ages	\$510.00
Tree Shrub Garden – all ages	\$510.00
Ash Berm – all ages	\$510.00
Stillborn	No fee
Out of District Fee on any Ash Plot – extra to above	\$510.00
Richmond Memorial Wall Plaque Space	\$194.00
Richmond Memorial Wall Plaque Space – inclusive of Out of District Fee	\$325.00
<b>Burial interment fees</b>	
RSA	\$798.00
Interments – 12 years and over	\$798.00
Child – 5-12 years	\$479.00
Child – 0-5 years	\$152.00
Stillborn	No fee
Disinterment/Reinternment	Actual cost
Saturday extra charge – all ages	\$221.00
Sunday & Public Holiday extra charge – all ages	\$495.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Tasman District Council Cemetery Charges	Charges from 1 July 2020 incl. GST
<b>Ash Interment Fees</b>	
All ash plots in all cemeteries – all ages	\$156.00
Disinterment/Reinterment – ashes	Actual cost
Saturday extra charge – all ages (if contractor attendance is required)	\$171.00
Sunday and Public Holidays extra charge – all ages (if contractor attendance is required)	\$276.00
<b>Miscellaneous</b>	
Concrete cutting when required	Actual cost
Late funeral hourly rate extra charge after 5pm	\$221.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021

**Sports Ground Charges**

- Some Council owned Sports Grounds are run by Management Committees, who set their own charges
- Representative Training Tournaments and out of season one off use for sportsfields and associated facilities – charges will be at cost of preparation.
- These fees will be inflation adjusted annually
- All fees are per season

Tasman District Council Sports Grounds Charges	Charges from 1 July 2020 incl. GST
<b>Type</b>	
Cricket – Senior grade	\$3,469.00/block
Cricket – Second grade	\$2,649.00
Cricket – Artificial pitch	No charge
Rugby, Rugby League, Baseball, Football - Senior	\$376.00
Rugby, Rugby League, Football – Senior (where no field allocated)	\$103.00/occasion
Rugby, Football and Baseball - Junior	No charge
Athletics	\$134.00/track
Summer Rugby, Touch & Football - Senior	\$134.00/field
Baseball – Senior	\$262.00/field
Velodrome – Cycle Club	\$410.00/season/club

Miscellaneous Parks and Reserves Charges	Charges from 1 July 2020 incl. GST
Fencing between private and Tasman District Council owned land excluding roads subject to a case by case basis	Half actual cost per linear metre or \$65.00/metre whichever is the lower
Kina Campgrounds	Adult (16+ years) - \$6.00/night
McKee Campgrounds	Adult (16+ years) - \$8.00/night

SCHEDULE OF FEES &amp; CHARGES 2020/2021



Library Charges	Charges from 1 July 2020 incl. GST
<b>Loans</b>	
New adult books – three-week loan	\$1.50
All magazines in adult section – two-week loan	50c
Music CDs – three-week loan	\$1.00
DVDs – two-week loan	\$4.00
<b>Holds and Requests</b>	
Holds within Tasman District Libraries	\$2.00
Requests (inter-loan) outside Tasman District – minimum charge (further charges will apply if a fee is charged by the lending library)	\$5.00
Requests (inter-loan) outside Tasman District – child members	No charge unless a fee is charged by the lending library
<b>Overdue items</b>	
Adult Member	30 cents/day (maximum charge \$5.00)
Junior Member	10 cents/day (Maximum charge \$2.50)
<b>Miscellaneous</b>	
Replacement Membership Card	\$3.00
Lost and Damaged Books	Replacement cost + administration fee
Lost Book Administration Fee (non-refundable)	\$8.00/item
Damaged Book Administration Fee (if charged)	\$5.00/item
<b>Library room hire charges (Meeting rooms and Learning Suite)</b>	
Non-profit Use - 1 hour	\$10.00
Non-profit Use - half day (4 hours)	\$20.00
Commercial Use - 1 hour	\$20.00
Commercial Use - per day	\$100.00

SCHEDULE OF FEES &amp; CHARGES 2020/2021







**8.4 STIMULATION OF LOCAL CONSTRUCTION SECTOR POST COVID-19****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 June 2020
<b>Report Author:</b>	Richard Kirby, Engineering Services Manager; Dwayne Fletcher, Activity Planning Manager; Russell McGuigan, Programme Delivery Manager
<b>Report Number:</b>	RCN20-06-7

**Item 8.4****1 Summary**

- 1.1 This report proposes starting construction for several projects sooner than originally intended. This is to contribute to stimulating the local economy in the wake of COVID-19. The Council has identified these projects in its Long Term Plan 2018-2028.
- 1.2 This report also requests a dispensation to undertake a fast-track procurement process for these projects. This fast-track process is a departure from the current Engineering Services Procurement Strategy. The report asks that for projects up to \$2 million in value, a direct procurement process be adopted. That process will equitably allocate the projects to local contractors who are competent, have a good record with the Council and are on the Council's approved supplier list.
- 1.3 This proposal will involve consultation with the local contractors to equitably allocate the projects. Each contractor will price the project and be subjected to a due diligence process to ensure value for money. There is an opportunity for contractors to be involved in value engineering processes and finalising methodology, programme and other deliverables.
- 1.4 Six projects have been identified as suitable for fast-tacking under the proposed dispensation:
  - Wastewater pump station emergency storage tanks
  - Residential water meter renewals 2020-21
  - Richmond water treatment plant utilities storage facility
  - Pohara stormwater improvements
  - Waimea water treatment plant seismic and New Zealand drinking water standards (NZDWS) upgrade.
  - Berryfield Drive connection (i.e. Borck Creek bridge)
- 1.5 Staff are also seeking dispensation for any Government-funded COVID-19 economic stimulus projects under \$2m that may arise. To date these have tended to focus on shovel ready projects and can require work to start within weeks, which does not allow the Council to follow normal procurement processes.
- 1.6 Two of the projects listed above also require budget changes to proceed:

- Waimea water treatment plant seismic and New Zealand drinking water standards upgrade requires additional budget of \$0.25m in 2021/2022, to be funded by a reduction in the budget from the Collingwood water treatment plant upgrade, which has been tendered under budget.
- Berryfield Drive connection is a \$1.9m project jointly funded by Tasman District Council and Richmond West Development Company Ltd. Approval is needed to bring forward and increase Council's contribution from \$0.95m in 2021/2022 to \$1.25m in 2020/2021 (an increase of \$0.3m). This will be offset by future savings on other roading works in Richmond West later in the Long Term Plan (McShane Road upgrade).

<b>2</b>	<b>Draft Resolution</b>
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**That the Full Council**

1. **receives the Stimulation of Local Construction Sector Post COVID-19 report RCN20-06-7; and**
2. **approves adopting a fast-tracked direct procurement process comprising a due diligence process to confirm value for money, for the projects listed in resolution (3) that are valued at up to \$2m;**
3. **approves the following projects for fast-track direct procurement;**
  - (a) **Wastewater pump station emergency storage tanks;**
  - (b) **Residential water meter renewals 2020-21;**
  - (c) **Richmond water treatment plant utilities storage facility;**
  - (d) **Pohara stormwater improvements;**
  - (e) **Waimea water treatment plant seismic and New Zealand drinking water standards (NZDWS) upgrade;**
  - (f) **Berryfield Drive connection (Borck Creek bridge);**
4. **approves adopting a fast-tracked direct procurement process comprising a due diligence process to confirm value for money, for any government funded Covid-19 economic stimulus projects under \$2m that may arise;**
5. **approves the following budget changes;**
  - (a) **additional budget of \$0.25m in 2021/2022 for the Waimea water treatment plant seismic and NZDWS upgrade, to be funded by a reduction in the budget for the Collingwood water treatment plant upgrade; and**
  - (b) **bring forward and increase the Berryfield Drive Connection (Borck Creek Bridge) budget from \$0.95m in 2021/2022 to \$1.25m in 2020/2021, to be offset by future savings on the McShane Roding upgrade project in the Long Term Plan.**



### 3 Purpose of the Report

3.1 The purpose of this report is to:

- Obtain approval to implement a fast-track procurement process to start construction on specific projects earlier than originally intended. The intention being to contribute to stimulating the local economy in the wake of COVID-19; and
- Obtain approval for budget changes for two projects to enable them to proceed under the proposed fast-track procurement process.

### 4 Background and Discussion

#### Recovery from COVID-19

4.1 The construction sector has an important role to play in stimulating the New Zealand economy post COVID-19. To support this, central government is encouraging local government to speed up the procurement process for shovel-ready projects in order to provide the construction sector with greater certainty of workflow and guaranteed cash flow.

#### Procurement process

- 4.2 The requirements of the current Engineering Services Procurement Strategy (dated 19 July 2019), involves a lengthy procurement planning and tender process to source, select and appoint contractors.
- 4.3 Staff have been in discussions with Nelson City Council and the Nelson Marlborough Branch of Civil Contractors New Zealand on a procurement process that will speed up allocation of construction contracts, whilst ensuring fair value to the Council.
- 4.4 A fast-track procurement process was confirmed as being the most effective way of helping stimulate the local construction sector. The Nelson City Council has subsequently adopted the following policy;
- Construction projects under \$2,000,000 – to be assigned directly to competent local contractors on an equitable basis.
  - Construction projects over \$2,000,000 – to be tendered, as per the current procurement strategy.
- 4.5 This report requests the Council's approval for a fast-track procurement process as a temporary dispensation from the Engineering Services Procurement Strategy.

#### Projects with funding ready for direct procurement

- 4.6 Staff have identified six projects, currently in design, as suitable for allocation to contractors using the fast-track procurement process as outlined. These projects are:
- Wastewater pump station emergency storage tanks
  - Residential water meter renewals 2020-21
  - Richmond water treatment plant utilities storage facility
  - Pohara stormwater improvements
  - Waimea water treatment plant seismic and NZDWS upgrade.

- Berryfield Drive connection (Borck Creek bridge)

4.7 Fast-tracking these projects through the procurement model will give certainty of income in the vicinity of \$6m to the local construction sector within the coming 12 months.

#### Potential Covid-19 economic stimulus projects

4.8 Staff are also seeking dispensation for any government funded COVID-19 economic stimulus projects under \$2m that may arise. To date these have tended to focus on shovel ready projects and can require work to start within weeks, which does not allow Council to follow normal procurement processes.

#### Governance and due diligence

4.9 It is proposed that these projects be allocated equitably amongst the local contractors through a single sourced tender process. Each contractor will be required to submit a formal bid offer for each of the projects allocated to them. These bids will be subject to review and negotiations to establish a fair market price. Our project managers, design consultants and external cost estimators will all play a role in establishing and confirming value for money for each construction contract.

4.10 Bids will be approved in line with the Council's current delegation policy. For example, all bids of \$1m will be considered by the tender's panel.

#### Additional funding – Waimea water treatment plant upgrade

4.11 This project involves upgrading the existing Waimea water treatment plant building and balance tank to meet seismic requirements and treatment improvements at the plant to meet the New Zealand drinking water standards (NZDWS).

4.12 Sufficient design has been completed to source the work project under a design-build contract and staff propose to procure the work under the proposed fast-track procurement process.

4.13 There is a funding shortfall of \$0.25m. This cause of increased costs is a variation in the drinking water standards requirements, scope changes, and increased equipment costs since the budget estimates were derived. A summary is provided below.

Project Description	Water treatment plant, design and build: Upgrade the existing building and balance tank to meet seismic requirements. Upgrade treatment at the plant to meet New Zealand drinking water standards. Probable upgrade will be cartridge filtration and UV. Chlorine disinfection will remain.
Project Status	Detailed design
Approved Budget	\$1,787,675
Current Estimate	\$2,038,000      Shortfall: \$250,325
Options	a) Allocate \$250,325 funding from the underspend on the Collingwood Water Treatment Plant upgrade (recommended) b) Approve additional funding of \$250,325.



	c) Reduce project scope. The planned upgrade is a least cost approach. Very little if any scope can be reduced.
Discussion	<p>This project is a high priority. It will provide a secure, high quality water supply that meets the New Zealand Drinking Water Standards and provide an increased supply into Māpua. Additional funding is sought for the 2021/2022 financial year to be able to commit to the project now.</p> <p>It is proposed that the shortfall be funded from a surplus in the Collingwood water treatment plant upgrade project. Both projects are funded by the water club.</p>
Recommendation	Transfer funding of \$250,325 in 2020/21 from the Collingwood water treatment plant upgrade project.

### Budget changes – Berryfield Drive connection (Borck Creek bridge)

- 4.14 This project involves building a 70m long two-lane vehicle and pedestrian/cycle bridge across Borck Creek in Richmond West. The bridge will connect the two halves of Richmond West, a large and rapidly growing residential and business area. Over 3,000 people will eventually live in Richmond West and use the bridge. Construction is currently planned for 2021/2022.
- 4.15 Richmond West is growing much faster than forecast in the Long Term Plan (or even last year), including the land around the bridge. Work needs to commence on the bridge while there is still land available to site the construction. Loss of a suitable site and proximity to future housing will make construction more difficult and expensive in the future.
- 4.16 Staff have been working with Richmond West Development Company Ltd (RWDL) to progress the bridge design. RWDL are co-funders.
- 4.17 The estimated cost of the bridge is \$1.9m. RWDL originally volunteered to fund 50% of the cost of the bridge but have recently incurred significant costs in upgrading 360m of McShane Road, which the Council is not proposing to fully reimburse them for (the McShane Road upgrade is a project in the Council's Development Contributions Policy). As a result, they are proposing a revised funding contribution of \$0.65m. The Council will need to increase its contribution accordingly to \$1.25m to complete the bridge. An increase of \$0.3m. The Council's (net) contribution to the project will be 83% funded by development contributions.
- 4.18 While this increases the Council's costs in the short term, the net impact of the changes is positive for the Council in the long run. The cost of the work undertaken by RWDL on McShane Road is much higher and only partially funded by the Council. Furthermore, while the McShane Road project was not proposed to be New Zealand Transport Agency (NZTA) funded, the bridge **may** get NZTA funding. This would provide an additional benefit if that funding can be secured. As noted above, constructing the bridge now is also likely to be less expensive than even a year or two later.
- 4.19 Sufficient design has been completed to source the work project under a design-build contract in partnership with RWDL. It is intended that we procure this work under the fast-track procurement process proposed.

Project Description	70m long two-lane vehicle and pedestrian/cycle bridge across Borck Creek in Richmond West. Borck Creek is designed to accommodate flows of approximately 70m <sup>3</sup> a second in flood.
Project Status	Design complete
Approved Budget	\$0.95m in 2021/2022
Current Estimate	\$1.9m, of which the Council will fund \$1.25m Shortfall: \$0.3m
Options	<p>a) Approve a budget increase of \$0.3m and bring forward Council funding to 2020/2021 (recommended).</p> <p>b) Reduce project scope. The main alternative is a ford, which is no longer appropriate or safe given residential development will now be on both sides and the potential for a school in the area.</p> <p>c) Do not undertake any crossing, which will mean the new community will be without a safe crossing.</p> <p>d) Retain original timing (2021/2022). Potentially the Council will still need to increase its funding. It may also be exposed to higher costs and will lose the opportunity to use the construction of the bridge as part of its stimulus package and the advantage of providing additional stimulus as a result of third party funding.</p>
Discussion	This project is a high priority. It will provide safe and appropriate access between the two parts of the rapidly growing area of Richmond West.
Recommendation	Increase budget by \$0.3m and bring forward Council funding to 2020/2021.

## 5 Options

### Procurement

- 5.1 **Option 1 (recommended)** – to approve a fast-track procurement process. For projects less than \$2 million in value a direct procurement process be adopted. That process will equitably allocate the projects to local contractors, who are competent, have a good record with the Council and are on the Council's approved supplier list. It involves consultation with the local contractors to equitably allocate the projects. Each contractor will price the project and be subjected to a due diligence process to ensure value for money. There is an opportunity for contractors to be involved in value engineering processes and finalising methodology, programme and other deliverables. This is a departure from the current Engineering Services Procurement Strategy. It will enable the Council to undertake our projects more quickly, as well as enabling better access to central government funding for additional economic stimulus projects in Tasman, should the opportunity arise.
- 5.2 **Option 2** - Do not approve the proposed fast-track process and follow the normal procurement processes outlined in the current Engineering Services Procurement Strategy. This may limit our ability to access and use central government funding for economic stimulus projects in Tasman.

**Budget changes – Waimea water treatment plant upgrade**

- 5.3 **Option 1 (recommended)** – Approve the transfer of budget from the Collingwood Water Treatment Plant of \$250,325 to the Waimea water treatment plant in 2021/2022.
- 5.4 **Option 2** – Approve additional funding of \$250,325 in 2021/2022.
- 5.5 **Option 3** – Do not approve additional funding and reduce the project scope. The planned upgrade is a least cost approach. Very little if any scope can be reduced.

**Budget changes – Berryfield Dr connection**

- 5.6 **Option 1 (recommended)** – Approve a budget increase of \$0.3m and bring forward Council funding to 2020/2021.
- 5.7 **Option 2** – Reduce the project scope. The main alternative is a ford which is no longer considered appropriate or safe given residential development will now be on both sides, and the potential for a school in the area.
- 5.8 **Option 3** – Do not undertake any crossing which will mean the new community will be without a safe crossing.
- 5.9 **Option 4** - Retain original timing (2021/2022). Potentially the Council will still need to increase its funding. It may also be exposed to higher costs and will lose the opportunity to use the construction of the bridge as part of its stimulus package and the advantage of providing additional stimulus as a result of third party funding.

**6 Strategy and Risks**

- 6.1 The Council's Infrastructure Strategy identifies four key principles to help guide the Council's efforts and investment in planning, developing and maintaining its assets. These priorities are:
- Providing safe and secure infrastructure services;
  - Providing infrastructure services that meet the needs of our changing population;
  - Planning, developing and maintaining resilient communities;
  - Prudent management of our existing assets and environment.
- 6.2 Staff have considered these priorities when making the recommendations set out in this report as well as the risks to the public for each option.
- 6.3 Fair value to the Council with negotiated contracts will be assured through a due diligence process comprising price reviews by quantity surveyors or similarly qualified professionals, before contracts are awarded.

**7 Policy / Legal Requirements / Plan****Engineering Services Procurement Strategy**

- 7.1 Approval of the proposed fast-track procurement process is a departure from the current approved Engineering Services Procurement Strategy (dated 19 July 2019). The fast-track procurement process will comprise the allocation of projects to specific competent local

contractors to price. This will be followed by a due diligence process to ensure value for money is attained.

### Annual Plan

- 7.2 The Council will decide on the adoption of the Annual Plan 2020-21 at this Council meeting.
- 7.3 The Council considered the budgets for the Annual Plan prior to the global COVID-19 pandemic. As this report has arisen from the need to stimulate the economy, the budget changes requested in this report could not be incorporated into the Annual Plan.
- 7.4 To incorporate the changes in the Annual Plan, staff would need to rerun the financial model and make subsequent changes to the Annual Plan documentation. This would be a lengthy process that would not be completed in time to adopt the proposed Annual Plan before 30 June 2020. Failure to adopt the Annual Plan 2020-2021 by 30 June 2020 would mean the Council would not strike the rates on time.

### Regional Land Transport Plan

- 7.5 The change requested for the Berryfield Drive connection also needs to be made in the Regional Land Transport Plan in order to be eligible for NZTA funding. Staff are seeking the Regional Transport Committee's (RTC) approval of this amendment on 22 June 2020. If the RTC agrees to recommend the change to Full Council, staff will conclude this process through another report to the Council meeting on 30 July 2020.

<b>8 Consideration of Financial or Budgetary Implications</b>
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- 8.1 Through the Annual Plan 2020-21, the Council is forecasting net debt of \$199.7 million by the end of 2020/21.
- 8.2 Due to the delay to some projects following COVID-19, the Council will not be able to deliver the full programme of works anticipated in the Annual Plan.
- 8.3 Four of the projects identified in this report have sufficient budget to proceed. Two require additional funding although these increases will be offset by savings on other projects now or in the longer term.
- 8.4 Overall, there will be no overall increase in net terms on capital expenditure levels in the current Long Term Plan or Annual Plan. Therefore these changes will not push the Council over its net debt limit of \$200 million.
- 8.5 There is a short term budget impact for the Berryfield Drive connection in 2020/21 that is offset by savings in future years. The Berryfield Drive connection will be 83% funded by development contributions, while the McShane Rd upgrade is only 53% funded by development contributions. This change will have a modest positive impact on future rates requirements. The development contributions account for transport is currently in surplus by \$5m.
- 8.6 Furthermore, while the McShane Road project was not proposed to be New Zealand Transport Agency (NZTA) funded, the Berryfield Drive connection project **may** get NZTA funding. This would provide an additional benefit if that funding can be secured.
- 8.7 Construction schedules and specifications will be developed and then priced by the contractors. The pricing will then be subject to a due diligence process. This will ensure value for money is confirmed prior to awarding any contract for construction.

- 8.8 The current COVID-19 environment has led to a decrease in the availability of private work for the local construction sector. This suggests that demand may currently be less than the available construction capacity. This could result in favourable outcomes for the Council. The fast-track procurement process should assist in gaining increased benefits for the Council whilst also making a contribution in stimulating the local construction sector.

## **9 Significance and Engagement**

- 9.1 Under the current COVID-19 recovery phase, staff consider the request to approve a fast-track procurement process to be acceptable and of low significance to the public.
- 9.2 Nelson City Council has already adopted the fast-track procurement process as outlined and are in the process of allocating work to the local construction sector.
- 9.3 Staff consider the recommendation to allocate additional funding for the Waimea Water Treatment Plant Upgrade and the Berryfield Drive connection to be of low significance. The budget changes are approximately \$0.55m and are offset by savings on other projects in the Long Term Plan.

## **10 Conclusion**

- 10.1 The Council can play a greater role in contributing to stimulating the local economy in the wake of COVID-19. To do this, dispensation to the Engineering Services Procurement Strategy is required to enable fast-track procurement of six identified construction projects. Additional funding is also required for two of the projects but this funding will be offset by savings on other projects in the Long Term Plan.

## **11 Next Steps / Timeline**

- 11.1 If approved by the Council, staff will progress the projects outlined utilising the proposed fast-track procurement process.
- 11.2 If not approved, the projects will follow the original construction programme utilising the current Engineering Services Procurement Strategy.

## **12 Attachments**

Nil



**8.5 CHIEF EXECUTIVE'S ACTIVITY REPORT****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 June 2020
<b>Report Author:</b>	Janine Dowding, Chief Executive Officer
<b>Report Number:</b>	RCN20-06-8

**Item 8.5****1 Purpose of the Report**

- 1.1 This report updates the Council on some key issues and activity since my last report on 21 May 2020. The updated Council Action Sheet is also attached (Attachment 1) for the Council's information.

**2 Draft Resolution****That the Full Council:**

- 1. receives the Chief Executive's Activity Report RCN20-06-8; and**
- 2. notes the Council Action Sheet.**

### 3 Long Term Plan 2021-2031

- 3.1 I would like to thank Councillors for their engagement and participation in workshops for the Long Term Plan 2021-2031 (LTP) process to date. Being able to progress this work through the Covid-19 alert stages has been extremely beneficial to the process and timeframes.

### 4 Financial Update

- 4.1 The next financial update will be reported to Council as soon as draft end of year results are available. Current indications are that the Council will end this financial year in a positive financial position with an operating surplus.
- 4.2 In my next Chief Executive's report I will include commentary on some of the opportunities identified for gaining efficiencies and cost savings for the 2020-2021 financial year.

### 5 Economic Recovery

- 5.1 At the time of writing this report we are finalising a Newslines dedicated to Covid-19 recovery. The Newslines will acknowledge the extensive efforts from multiple agencies and stakeholders to respond to the impacts on the community of Covid-19 and outline some of the support and activity underway to strengthen the recovery.
- 5.2 The Nelson Tasman Economic Response & Regeneration Action Plan is also being finalised; Project Kōkiri is a collaboration, between Nelson City Council, Tasman District Council, Nelson Regional Development Agency, Nelson Tasman Chamber of Commerce, Iwi and the regionally-based Government agencies.

### 6 Council's Electronic Information Management System – Project DORIS

- 6.1 On Monday 22 June the first rollout group will go live in our new electronic information management system 'DORIS'.
- 6.2 The first teams transitioning are Human Resources, Operational Governance, Community Relations, Information Services, Programme Delivery, Environment and Planning Manager Dennis Bush-King and support staff. They will be followed soon after by Libraries and Utilities, going live as of Monday 29 June. At that point about 120 staff – a third of our organisation – will be using DORIS for their day to day work. They will be coming to grips with a different functional file structure, new technology and new opportunities for collaboration and information sharing.
- 6.3 This implementation is the culmination of months of development, preparation and change management. It's been a huge team effort.
- 6.4 By the end of July nearly every Tasman District Council staff member will be working in DORIS. There are a small number of exceptions for staff or teams that are particularly affected by the end of financial year workload falling at the same time.
- 6.5 We will be monitoring the implementation to ensure a successful transition.



## **7 Golden Bay Grandstand**

- 7.1 Staff are currently working on the terms of reference for the new Golden Bay Recreation Park Management Committee. They are also working through a process to identify the members of that committee.

## **8 Golden Bay Local Board Application**

- 8.1 At the time of writing this report, Commissioners were scheduled to meet on 17 June to discuss and agree the consultation document for the Golden Bay Local Board Proposal.
- 8.2 Council staff have been working with the Local Government Commission in preparation of a consultation process and have been advised of the following likely timeline, though Council is asked to note that this timeline is yet to be confirmed.

### **Timeline**

- 8.2.1 Public consultation - beginning early July 2020 for a period of between 4-6 weeks.
- 8.2.2 Close submissions – August 2020.
- 8.2.3 Hearings – September 2020.
- 8.2.4 Council briefing – September/October 2020 to discuss the decision and details of proposal.
- 8.2.5 Decision – early November 2020.
- 8.2.6 Election – October 2021.
- 8.2.7 Board in place – November 2021. This is the earliest possible commencement date, as legislation allows for a maximum of a four year term so that the next election can align with the local government triennial elections.
- 8.3 Once agreed, a copy of the Consultation Document and details of the timeline will be provided to Council.

## **9 Organisation of the Resource Consents Section**

- 9.1 For many years the Resource Consents section has been under pressure arising from a range of factors including:
- An increasing and more complex workload
  - Difficulties in recruiting and retaining skilled staff (a sector wide issue)
  - Systems, process and technology issues
  - The manager being unable to provide people, workload and relationship management due to the technical demands on them.
- 9.2 These issues ultimately affect our service provision.
- 9.3 Independent reviews completed in 2017 and 2019 have confirmed the need to make structural changes to the team. In February 2020 an Organisational Change Proposal was released to staff for consultation. After considering staff submissions some changes were

reflected in the final decisions made on 4 June 2020. Staff were advised on 12 June of the final structure including the following elements:

- 9.3.1 There will be a change to the Manager position to reflect their primary focus on people, workload and relationship management.
- 9.3.2 A Second Principal Planner will be introduced to provide some of the technical expertise currently being expected of the manager.
- 9.3.3 Three Senior Consent Planners will be appointed to provide advanced levels of competency and support. This will also create a career pathway.
- 9.3.4 An additional Assistant Planner and Consent Officer will provide required capacity to the subdivision and land Use teams.
- 9.3.5 An existing fixed term Administration Officer position will be made permanent.
- 9.4 Financial impacts have been assessed and I am of the view that this change can be managed by reducing our reliance on consultants to manage the excess workload, redirecting current fixed term positions and staging implementation to allow for the uncertainty arising from the economic impacts of Covid-19. Furthermore the structure will allow for the flexibility to adjust resource within the structure when workloads fluctuate, thus the importance of the manager closely monitoring and responding to changes in workload.
- 9.5 Implementation will commence with recruitment of the manager who will play an integral role in making the other changes.
- 9.6 Post implementation monitoring will be undertaken to assess whether the objectives of the structure are met with further changes possible.

## 10 People Management

- 10.1 There have been two health and safety events reported by staff since my last report. One event resulted in finger bruising and the second was a strained shoulder from lifting incorrectly.
- 10.2 Following the Government's announcement that we were moving to Alert Level 1 on 9 June, I advised all staff that they were to return to working from our offices and this has now happened. Like many organisations we are now looking closer at our flexible working arrangements and developing a remote working policy. We already have a number of staff working flexibly and anticipate more staff will be considering a combination of working from the office and working from home on an ongoing basis. These types of flexible arrangements will be factored into our Accommodation Review project. As part of the return to working in the office we have arranged Hemisphere Health, a Richmond based workplace health and wellbeing service provider, to carry out a visual review of workstation set-ups.
- 10.3 This year's collective bargaining with the PSA commences on 29 June. We signalled to the PSA during lock down, and in our claims letter, that due to financial pressures we will not be in a position to offer any market adjustment salary increases as part of this year's collective bargaining. However we will be honouring the Living Wage increase which has increased to \$22.10 gross per hour.
- 10.4 In a collaborative initiative with the Ministry of Social Development (MSD) predictive analytics have been used to develop projected future workforce needs. A draft analysis report has been prepared and was presented to the Leadership Team on 16 June. This

information will be used to develop a future workforce strategy. I will arrange for MSD to present the framework to councillors as part of one of the Long Term Plan workshops.

- 10.5 We are currently at various stages of recruiting for a:
- 10.5.1 Building Support Officer - fixed term (replacement)
  - 10.5.2 Health and Safety Officer (new position)
  - 10.5.3 Catchment Enhancement Officer (new position)
  - 10.5.4 Administration Officer – Regulatory (new position)
  - 10.5.5 Consent Planner – Natural Resources (replacement)
- 10.6 Since my last report, another 9 appointments have been made:
- 10.6.1 Consent Planner – Natural Resources (replacement)
  - 10.6.2 Building Support Officer (replacement)
  - 10.6.3 Biosecurity Officer (new position)
  - 10.6.4 Principal Planner – Environmental Policy (replacement)
  - 10.6.5 Assistant Librarian, Motueka (replacement)
  - 10.6.6 Policy Planner – Urban & Rural (replacement)
  - 10.6.7 Customer Services Officer – Motueka (replacement)
  - 10.6.8 Administration Officer – Property Services (replacement)
  - 10.6.9 Community Partnerships Coordinator, fixed term (replacement)

## 11 Attachments

1. [Download](#) Council Action Sheet - 25 June 2020

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## Action Sheet – Full Council as at 25 June 2020

Item	Action Required	Responsibility	Completion Date/Status
<b>Meeting Date 1 August 2019</b>			
Mapua Underpass Flooding	Staff to investigate safety concerns raised during public forum relating to flooding of the Mapua underpass and the impacts this has on use by pedestrians.	Transportation Manager	<b>Completed:</b> Investigation into a solution and the potential costs has been undertaken and staff have visited the site. Discussions with Ministry of Education and NZTA have also been held. The project has been added to the Engineering Services list of projects to be considered and prioritised in line with other work.
<b>Meeting Date 7 November 2019</b>			
Moutere-Waimea Ward Reserves	Report back to Full Council (in committee) including legal advice and other matters relevant to any decision to initiate the process to declare as reserve Council land not currently protected under the Reserves Act.	Policy Advisor	In progress. Kerensa Johnson from Wakatu Inc was scheduled to brief Councillors on the Nelson Tenth's Reserves on 7 May 2020. This was postponed due to COVID-19 and has been rescheduled to take place in July 2020. Staff will report back to Council later in the year.
<b>Meeting Date 12 December 2019</b>			
Emergency Operations Centre	Discuss future expansion options of the EOC building with Nelson City Council and factor those discussions into the longer term accommodation options for Tasman District Council	Corporate and Governance Services Manager	<b>Completed:</b> Discussions held with the CDEM Group Manager who advised that lack of space was recognised as one of the major constraints during the Pigeon Valley Fire event. Space needs will be considered and reported back to Council as part of future accommodation decisions.
<b>Meeting Date 13 February 2020</b>			
Tasman District Council – Committee Terms of Reference	<ul style="list-style-type: none"> <li>Review grants from rates section of the Committee Terms of Reference after the local board proposal is completed.</li> </ul>	Operational Governance Manager	<ul style="list-style-type: none"> <li>Noted and will do once proposal is completed.</li> </ul>

Item	Action Required	Responsibility	Completion Date/Status
Appointment of Advisers to the Tasman Regional Transport Committee	<ul style="list-style-type: none"> <li>Continue discussions with iwi and the NRDA regarding the appointment of advisers to the Tasman Regional Transport Committee</li> </ul>	Engineering Services Manager	Ongoing
<b>Confidential Meeting – 13 February 2020</b>			
Waimea Water Ltd	<ul style="list-style-type: none"> <li>Ask Waimea Water Ltd to provide sediment level readings to the Council</li> <li>Arrange advertising and appointment of a Council Director to Waimea Water Ltd</li> </ul>	Environment & Planning Manager Operational Governance Manager	The request has been made of Waimea Water Ltd.  <b>Completed</b> – on this agenda.

**8.6 MAYOR'S ACTIVITY UPDATE REPORT****Information Only - No Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 June 2020
<b>Report Author:</b>	Tim King, Mayor
<b>Report Number:</b>	RCN20-06-09

**1 Summary**

- 1.1 Welcome to today's meeting, the first in many weeks where we can all meet together face-to-face.
- 1.2 I would like to acknowledge our new Motueka Ward Councillor, Barry Dowler who was sworn in on 4 June 2020. Barry, you have joined us at a very busy time and I am sure your previous experience on the Council will stand you in good stead.
- 1.3 While we have welcomed the return of some form of "normality" to our everyday lives under Alert Level 1, we still have a number of challenges ahead.
- 1.4 At our meeting on 28 May 2020, the majority of Councillors supported the Chief Executive's principles outlined in her report regarding the development of our financial strategy as part of our Long Term Plan.

**2 Draft Resolution**

**That the Full Council receives the Mayor's Activity Update Report RCN20-06-09.**

<b>3 Activity since my last report</b>
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**COVID-19 Recovery**

- 3.1 During the COVID-19 Level 4 lockdown, we worked closely with the Nelson Regional Development Agency, the Chamber of Commerce, Nelson City Council, local industry and the wider community to ensure the Council was well represented in region-wide applications to central government for “shovel ready” and environmental projects.
- 3.2 We were successful in obtaining significant Provincial Growth funding for a local programme to redeploy workers who have lost their jobs as a result of the response to COVID-19. Of the \$1.5 million received, \$1 million has been allocated to removing trees and other rural roadside hazards with \$500,000 allocated to improving roadside drainage to reduce surface flooding.
- 3.3 We await a decision on a number of the “shovel ready” projects where we applied for central government funding.
- 3.4 An overall recovery strategy for the Nelson-Tasman region is imminent and I expect this to be released by the time of this meeting.

**One Billion Trees Programme**

- 3.5 The Tasman Environmental Trust signed a three-year funding agreement under the government’s One Billion Trees programme for the first phase of the Waimea Inlet restoration in January 2020 following an announcement in 2019. The Tasman District Council sites included in this project are:
  - Moturoa/Rabbit Island Reserve
    - Hunter Brown
    - Manuka Boat Ramp
    - Greenslade park
  - Bronte Rd Esplanade Reserve
    - Cardno Way
    - Bronte Rd East
  - Reservoir Creek - former Alliance block
- 3.6 Nearly \$1.1m was funded for the first three year phase of the project which includes planting of over 61,000 plants on a number of sites around the inlet. Of these nearly 28,000 are on Council owned and managed sites. The Council’s support for the project includes in-kind staff support and the provision of 900 under 5metre plants (not funded under the programme) for Council sites. Work is well underway of the first years planting of over 20,623 trees and shrubs.

**Queen’s Birthday Honours**

- 3.7 The Queen’s Birthday Honours yielded four new honours for residents in our District. I sent letters of congratulations to Peter Smale, Gillian Bishop and Bill Rickerby who all received the New Zealand Order of Merit and Roy Reid who received the Queens Service Medal.



## Community Award

- 3.8 At the June Wakefield Community Association Meeting I presented, on behalf of the Council and the Association, an award for community service to acknowledge the outstanding work of local Policeman Jamie White during last year's Pigeon Valley Fire response. Jamie's commitment over the course of the response far exceeded his role as the local Policeman and was hugely appreciated by the residents of Wakefield and the surrounding rural areas.



## Councillor Portfolios

- 3.9 I have discussed the allocation of portfolios for Councillor Barry Dowler with the Committee Chairs. We have agreed, and Barry has accepted, the following portfolios:
- Member, Tasman Regional Transport Committee
  - Member, Joint Shareholders Committee
  - Member, Motueka Aerodrome Advisory Group
  - Member, Community Awards
- 3.10 These portfolios were previously held by former Councillor, Claire Hutt. For other portfolios that Ms Hutt held, Cr Wensley has agreed to chair the Community Awards sub-committee and Cr Hill has agreed to join Cr Walker on the Youth Council.

## Citizenship Ceremonies

- 3.11 We had to cancel two citizenship ceremonies during the COVID-19 lockdown. During that time, the Department of Internal Affairs continued with its new citizenship process and posted the individual certificates directly to those involved. Because we were unable to hold our normal citizenship ceremonies, I have written a personal letter to all new residents congratulating them on their citizenship and enclosing a copy of the Maramataka Matariki

calendar which was produced by Te Ataarangi ki te Tau Ihu o Te Waka-ā-Māui who provide a community-based programme for adults to learn the Māori language.

3.12 The next citizenship ceremony will be held on 22 July 2020.

### Meetings

3.13 I have attended a number of meetings since my last report:

- Te Tau-ihu Intergeneration Strategy Steering Group – 25 May 2020
- Waimea Water Ltd Shareholders' meeting – 25 May 2020
- Port Nelson Board – 26 May 2020
- Craig Churchill, Ministry of Social Development – 26 May 2020
- Waimea Water Ltd, Board Director interviews – 2 June 2020
- Kai Kruse, Chief Executive, Nelson Pine Industries – 2 June 2020
- Cawthron Institute Trust Board – 4 June 2020
- Kaiteriteri Reserve Board meeting – 9 June 2020
- Top of the South Drought committee – 9 June 2020
- NZ First MP, Mark Peterson and Marlborough District Councillor, Jamie Arbuckle – 9 June 2020
- Fulton Hogan staff regarding quarry sites – 9 June 2020
- Kieran McAnulty, Labour MP – 11 June 2020

3.14 During the past few weeks, the Chief Executive and I have attended weekly meetings with Nelson City Council Mayor, Rachel Reese and Chief Executive, Pat Dougherty to discuss the COVID-19 situation and our recovery plans.

### Golden Bay Grandstand

3.15 Now that the legal process has concluded, I look forward to working with the Golden Bay community to restore the grandstand.

### Youth Writing Competition

3.16 The Waimea branch of the Youth Council recently held a writing competition asking young people (aged between 13-18 years) to submit an entry with the theme "Life in Lockdown". The Council contributed a prize of \$200. I am in the process of judging the five entries – not an easy task as they are all very impressive. I hope to be able to announce the winner by the time we meet.

### Brightwater Town Centre Upgrade – Award from Living Streets New Zealand Walking Award

3.17 The Council, in partnership with our contractor, WSP won a "Golden Foot" award at the recent Living Streets Aotearoa annual awards. The award recognised the work we did with the Brightwater Primary School students as part of the community consultation for the Brightwater town centre upgrade. I have recognised the input of the Brightwater students with a donation towards school resources. A copy of our entry to the awards is in

**Attachment 1.**

<b>4 Attachments</b>
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- |                      |  |     |
|----------------------|--|-----|
| 1. <a href="#">↓</a> | Entry to Living Streets Aotearoa - Brightwater Primary School consultation, Brightwater<br>Town Centre Upgrade | 117 |
|----------------------|--|-----|





## Nomination for 2020 Annual Walking Awards Schools initiative

### *Tasman District Council and WSP*

## Brightwater Main Street Upgrade

### Introduction

WSP in partnership with our client Tasman District Council undertook community consultation on the upgrade of the township of Brightwater main street. Brightwater is a peri-urban town of some 1,500 residents and is surrounded by rural landscape and horticulture. The challenge with this project was to successfully consult, connect and engage with this community. We needed a way in to the heart of this community, to understand it and activate robust discussion. The idea was formed that the local Brightwater Primary School was a real central point of the community. It was decided to run a student year 6 ideas workshop on their main street. Our aim was to get ideas of the young people of the community and through the young students to motivate and interest the school staff and parents. A bonus was to educate these young students on the concept of town planning and hopefully inspire the next generation of planners and engineers.



### Consultation workshop in a Primary School

Sometimes a project comes along that has latitude for fun and being a child again. So, our project team embraced this concept and went shopping for \$2,000 worth of streetscape Lego blocks. Armed with huge plastic containers of bright coloured blocks, buses, cars, bicycles and Lego people we invited the year 6 students to remake their main street. First, we had a group discussion about some design parameters, some key limitations and as a group talked about providing safety for all users. The students set to the task for an entire day. The outcome was amazing. At morning tea and lunch break most of the students hardly stopped. The windows of the class room were covered by the faces of the other students, peering in, wishing their class had such a cool project.



At the end of the day each group of students gave a presentation on their ideas, which we videoed. These ideas and videos were then used for key stakeholder consultation session, public open day drop in session and were shown to the local community board.

The ideas from this process were detailed and very useful. From the big puddle at the bus drop off, which gets everyone wet getting off the bus on a rainy day, the bumpy footpath that is too hard to scooter along, through to the difficult side road to cross that stops me being allowed to walk to school.

The children taking this discussion home and talking with their families did help us connect with this community and got their family and friends motivated about the main street project.

### **Going the extra mile to teach young planners & designers**

There is always a challenge on project budget to provide value for money to the client and the community. Spending an entire day with year 6 class might seem a bit excessive. But WSP felt giving something back to the community was important and sharing our profession with these young bright minds might bear fruit in the future. So, part of our planners and engineers time was volunteered. We hoped that through this process some of these young students might consider a future career in planning or design.

### **Why this Project is worth recognition by a Walking Best Practise Award**

This project demonstrates a very worthwhile process to connect with a small-town community. The outcomes of this consultation were very successful. We had an excellent turn out at the public open days with many parents inspired to come along to see their children's ideas. The community board and local business group were very impressed that the ideas of young students had been considered and school safety.

The concept for the main street was strongly supported by the community and fully endorsed by the elected council. The project is currently under construction, with a capital budget of \$1.3 M, with an expected completion target of June 2020.

We feel the idea of engaging with the local school students, through construction Lego medium, is an idea that could be used throughout New Zealand and the concept of creating community engagement through local schools is also very transferable for other smaller centres in New Zealand. It is a valuable process for the planning profession, demonstrating what planners do, creating great discussion and hopefully inspiring another generation of planners.

Getting the views of the future generation to create a walkable community for them is essential.

**Contact** Peter Kortegast WSP – Video and Photographs available to share.







## 8.7 MACHINERY RESOLUTIONS REPORT

Information Only - No Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 June 2020
<b>Report Author:</b>	Rhian Williams, Administration Assistant - Governance
<b>Report Number:</b>	RCN20-06-10

### EXECUTIVE SUMMARY

- 1.1 The execution of the following documents under Council Seal require confirmation by Council.

### RECOMMENDATION/S

- 1.2 That the report be received and that the execution of the documents under the Council Seal be confirmed.

### DRAFT RESOLUTION

That the Tasman District Council

1. receives the Machinery Resolutions report RCN20-06-10 and that the execution of the following documents under the Seal of Council be confirmed:
  - a) Deed of Variation of Rent – The Smokehouse Limited – Georgina and Peter Pattullo – The Lease area – Shed 2, Mapua Wharf is to have repairs and improvements undertaken and funded by the Council. The Deed confirms the subsequent rent increase agreed once these works are complete.
  - b) Plan Change Approval Certificate under RMA 1191 – Approval and commencement of Plan Change 69 (Nelson Tasman Land Development Manual) to the Tasman Resource Management Plan as per Council resolution SAPCC19-11-06 item 4.
  - c) Easement (new) and Easement (partial surrender) – Bay View Estate Limited – RM190777 – New Easement to be created over Lot 4 of this subdivision to provide five metre access strip linking future access strip on adjacent Lot 3 DP 15452 to reserve to vest adjacent to Seaton Valley Stream. To be provided in accordance with Section 237B of the RMA. Partial surrender of existing water main easement. Easement to be surrender where it currently crosses the Seaton Valley Stream – as this is to vest as riverbed as part of this subdivision and easement cannot remain over legal riverbed.

- d) Easement – 186 Thorp Street Motueka - IJ and RM Williams Limited – RM180911 – Encumbrance 348029 is over NL2C/860 (the adjoining title), however because the Council sewer line goes through the new title LT542785 the encumbrance must be registered on this too.**
- e) Easement in Gross for Stormwater – Wensley Road Developments – RM181057 – A stormwater pipe has been installed to drain new roads including Chamberly Road in the Lower Queen Street subdivision. This will drain into Poutama Drain.**
- f) Deed of Assignment – Tasman Limited / JR and JM Housing / Tasman District Council – Transfer of Licence to Occupy allowing water supply (private scheme) pipes in legal road.**
- g) Tasman District Council, a member authority of Local Government New Zealand appoints Mayor Rachel Reese of Nelson City Council as its proxy vote on its behalf at the 2020 Annual General Meeting of Local Government New Zealand, to be held on 21 August 2020 and at any adjournment therefore.**
- h) Lease Renewal – Motueka Golf Club Incorporated – Lease Renewal for a further 21 years of a perpetual Lease commencing 1 December 2019 to be registered against the Record of Title which dictates this format.**
- i) Deed of Covenant for Encumbrance – Alsco NZ – Deed of Covenant to allow applicant to install privately owned sewer pipe to be installed in legal road for maximum of 20 years.**
- j) Deed of Covenant and Encumbrance Instrument – Bushend Frams Limited – Bushend Farms Limited has a reservoir consented by RM110833 which occupies unformed legal road. The Deed of Covent and Encumbrance Instrument gives the Council’s permission as landowner, for this occupation of the legal road and sets out the terms and conditions of the occupation.**

## 9 CONFIDENTIAL SESSION

### 9.1 Procedural motion to exclude the public

The following motion is submitted for consideration:

**That the public be excluded from the following part(s) of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.**

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

### 9.2 Appointment of Director, Waimea Water Ltd

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>