

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

Date: Thursday 28 March 2019
Time: 9.30am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street
Richmond

Full Council

AGENDA

MEMBERSHIP

Mayor	Mayor Kempthorne	
Deputy Mayor	Cr King	
Councillors	Cr Brown	Cr McNamara
	Cr Bryant	Cr Ogilvie
	Cr Canton	Cr Sangster
	Cr Greening	Cr Tuffnell
	Cr Hawkes	Cr Turley
	Cr Maling	Cr 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, 14 February 2019, be confirmed as a true and correct record of the meeting.

That the minutes of the Extraordinary Full Council meeting held on Thursday, 28 February 2019, be confirmed as a true and correct record of the meeting.

That the minutes of the Extraordinary Full Council meeting held on Thursday, 7 March 2019, be confirmed as a true and correct record of the meeting.

7 PRESENTATIONS

Nil

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8 REPORTS

8.1 REFERRAL REPORT: GOLDEN BAY AND MOTUEKA COMMUNITY BOARDS DELEGATIONS REPORT

Decision Required

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Susan Edwards, Community Development Manager
Report Number:	RCN19-03-2

1 Summary

1.1 At the Motueka Community Board meeting on 18 December 2018 and at the Golden Bay Community Board meeting on 12 March 2019, the Boards' recommended to Full Council that additions be made to Council's Delegations Register.

1.2 The resolution from the Motueka Community Board meeting was:

MCB18-12-1

That the Motueka Community Board:

1. receives the Motueka Community Board Delegations report **RMCB18-12-2**; and
2. recommends to Council that the following additions are made to section 8.2 of the Delegations Register for the Motueka Community Board responsibilities:
 - “8.2.9 that the Motueka Community Board makes recommendations to the Council on the use of the Special Purpose Committee funding requests and allocation of Reserve Financial Contributions received from subdivisions and developments in the Board's Ward, for inclusion in the Annual Plan and Long Term Plan processes.” and
 - “8.2.10 that the Motueka Community Board makes recommendations to Council's Engineering Services Committee on the annual work programme priorities for new and renewal footpaths within the Board's Ward, for consideration and potential inclusion in the District-wide annual work programme.” and
 - “8.2.11 that the Motueka Community Board works with staff on preparing recommendations to the Community Development Committee on proposals to declare land within their wards as reserve and/or to classify reserves under the Reserves Act 1977.” and
 - “8.2.12 that the Motueka Community Board works with staff on preparing recommendations to the Community Development Committee on draft content for inclusion in the draft reserve management plans for the parks and reserves within their wards.”

3. recommends to the Community Development Committee that the Committee considers delegating, through a new terms of reference, more responsibility for the Motueka Library project to a working party comprising all of the Board and relevant staff, once the terms of reference for the current working party are complete; and
 4. recommends to the Engineering Services Committee that it delegates, through a terms of reference, some responsibilities relating to the 2021/2022 High Street, Motueka upgrade project to a working group comprising the Board and relevant staff.” and
 5. recommends to the Community Development Committee that the Motueka Community Board be consulted during the review of Council’s Older Persons Housing; and
 6. recommends to the Council that the following updates are made to the Delegations Register:
 - a. 8.3.4 amend the clause to refer to “Community Development Committee”, rather than “Community Services Committee”; and
 - b. 8.4.3 amend the Motueka Community Board’s required quorum to 4; and
 - c. 8.4.5.2 amend the frequency of meetings for the Motueka Community Board is now monthly.
- 1.3 The resolution from the Golden Bay Community Board meeting held on 12 March 2019 was:
GBCB19-03-3

That the Golden Bay Community Board:

1. receives the Golden Bay Community Board Review of Delegations Report; and
2. recommends to Council that the following additions are made to section 8.2 of the Delegations Register for the Golden Bay Community Board responsibilities:
 - “8.2.9 that the Golden Bay Community Board makes recommendations to the Council on the use of the Special Purpose Committee funding requests and allocation of Reserve Financial Contributions received from subdivisions and developments in the Board’s ward, for inclusion in the Annual Plan and Long Term Plan processes.”; and
 - “8.2.10 that the Golden Community Board makes recommendations to Council’s Engineering Services Committee on the annual work programme priorities for new and renewal footpaths within the Board’s ward, for consideration and potential inclusion in the District-wide annual work programme.”; and
 - “8.2.11 that the Golden Bay Community Board works with staff on preparing recommendations to the Community Development Committee on proposals to declare land within their ward as reserve and/or to classify reserves under the Reserves Act 1977.” and
 - “8.2.12 that the Golden Bay Community Board works with staff on preparing recommendations to the Community Development Committee on draft

content for inclusion in the draft reserve management plans for the parks and reserves within their ward.”

3. **recommends to the Community Development Committee that the Golden Bay Community Board be consulted during the review of Council’s Older Persons Housing.**
- 1.4 Staff recommend that Council approves the additional delegations for inclusion in the Delegations Register, as contained in the resolution below.

2	Draft Resolution
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That the Full Council:

- 1 **receives the Referral Report: Golden Bay and Motueka Community Boards Delegations Report RCN19-03-02; and**
- 2 **agrees that the following additions are made to section 8.2 of the Delegations Register for the Motueka and Golden Bay Community Boards’ responsibilities:**
 - “8.2.9 **make recommendations to the Council on the use and allocation of the Special Purpose Committee funding, and the use and allocation of Reserve Financial Contributions received from subdivisions and developments in their wards, for inclusion in the Annual Plan and Long Term Plan processes.”; and**
 - “8.2.10 **make recommendations to Council’s Engineering Services Committee on the annual work programme priorities for new and renewal footpaths within their wards, for consideration and potential inclusion in the District-wide annual work programme.”; and**
 - “8.2.11 **work with staff on preparing recommendations to the Community Development Committee on proposals to declare land within their wards as reserve and/or to classify reserves under the Reserves Act 1977.”; and**
 - “8.2.12 **work with staff on preparing recommendations to the Community Development Committee on draft content for inclusion in the draft reserve management plans for the parks and reserves within their wards.”; and**
- 3 **agrees that the following updates are made to the Delegations Register:**
 - a. **8.3.4 amend the clause to refer to “Community Development Committee”, rather than “Community Services Committee”; and**
 - b. **8.4.3 amend to read “A quorum for the Motueka Community Board comprises 4 members and a quorum for the Golden Bay Community Board comprises 3 members, for the time being.”; and**
 - c. **8.4.5.2 amend the frequency of meetings for the Motueka Community Board from “6-weekly” to “monthly”; and**
- 4 **notes that the Community Development Committee, at its meeting on 21 February, agreed to a new terms of reference, allocating specific responsibilities for the Motueka Library project to a working party comprising all of the Board and relevant staff;**

- 5 notes that Engineering Services staff have been advised of the request to the Engineering Services Committee, that through a terms of reference, some responsibilities relating to the 2021/2022 High Street Motueka upgrade project be delegated to a working group comprising the Motueka Community Board and relevant staff; and
- 6 notes that Reserves and Facilities staff have been advised that the Community Boards want to be consulted during the review of Council's Older Persons Housing and that the staff will include consultation with the Boards into the project plan.

7 Attachments

- | | | |
|----|---|----|
| 1. | Motueka Community Board Delegations Report | 9 |
| 2. | Golden Bay Community Board Delegations Report | 19 |



7.1 MOTUEKA COMMUNITY BOARD DELEGATIONS

Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 December 2018
Report Author:	Susan Edwards, Community Development Manager
Report Number:	RMCB18-12-1

1 Summary

- 1.1 At its meeting on 18 September, the Board agreed to hold a workshop in October to discuss whether it wished to ask Council for additional delegations. The current delegations the Board has are contained in the Delegations Register – the relevant section is attached as Attachment 1.
- 1.2 At the October workshop, the Board identified several areas where it would like additional delegations, as follows:
 - 1.2.1 full delegation of the Reserve Financial Contributions (RFC) allocation approval, rather than a recommendation to Council;
 - 1.2.2 delegated governance oversight of the Motueka Library project;
 - 1.2.3 sign-off of the footpath renewal and maintenance programme;
 - 1.2.4 delegated governance oversight of the 2021/2022 High Street, Motueka upgrade; and
 - 1.2.5 being consulted as part of any policy amendment that would have an effect on Community Housing in Motueka.
- 1.3 There are some matters that Council cannot delegate to Community Boards because of legislative constraints.
- 1.4 This report discusses the five matters raised by the Board at its workshop, along with one additional matter. The Board is asked to consider the content of the report and to make recommendations to Council on which additional delegations it would like to request. I have provided suggested wording in the draft resolution for the Board to consider asking Council to add into the Delegations Register or recommendations to Council Committees on each of the matters raised.

2 Draft Resolution

That the Motueka Community Board:

1. receives the Motueka Community Board Delegations report RMCB18-12-2; and



MOTUEKA COMMUNITY BOARD DELEGATIONS

2. recommends to Council that the following additions are made to section 8.2 of the Delegations Register for the Motueka Community Board responsibilities:
 - “8.2.9 that the Motueka Community Board makes recommendations to the Council on the use and allocation of Reserve Financial Contributions received from subdivisions and developments in the Board’s Ward, for inclusion in the Annual Plan and Long Term Plan processes.”; and
 - “8.2.10 that the Motueka Community Board makes recommendations to Council’s Engineering Services Committee on the annual work programme priorities for new and renewal footpaths within the Board’s Ward, for consideration and potential inclusion in the District-wide annual work programme.”; and
 - “8.2.11 that the Motueka Community Board works with staff on preparing recommendations to the Community Development Committee on proposals to declare land within their wards as reserve and/or to classify reserves under the Reserves Act 1977.” and
 - “8.2.12 that the Motueka Community Board works with staff on preparing recommendations to the Community Development Committee on draft content for inclusion in the draft reserve management plans for the parks and reserves within their wards.”
3. recommends to the Community Development Committee that the Committee considers delegating, through a new terms of reference, more responsibility for the Motueka Library project to a working party comprising all of the Board and relevant staff, once the terms of reference for the current working party are complete; and
4. recommends to the Engineering Services Committee that it delegates, through a terms of reference, some responsibilities relating to the 2021/2022 High Street, Motueka upgrade project to a working group comprising the Board and relevant staff.”; and
5. recommends to the Community Development Committee that the Motueka Community Board be consulted during the review of Council’s Older Persons Housing; and
6. recommends to Council that the following updates are made to the Delegations Register:
 - a. 8.3.4 amend the clause to refer to “Community Development Committee”, rather than “Community Services Committee”; and
 - b. 8.4.3 amend the Motueka Community Board’s required quorum to 4; and
 - c. 8.4.5.2 amend the frequency of meetings for the Motueka Community Board is now monthly.



MOTUEKA COMMUNITY BOARD DELEGATIONS

3 Purpose of the Report

- 3.1 The purpose of this report is to enable the Board to identify any additional delegation that you may wish to seek from Council.

4 Background and Discussion

- 4.1 At its meeting on 18 September, the Board's correspondence included a letter from the proposers of a Local Board in Golden Bay. For your information, a proposal for a Golden Bay Local Board has been submitted to the Local Government Commission. The Commission will consider the proposal through a formal process under the Local Government Act 2002. Following discussion about the Local Board proposal at your September meeting, the Board decided to hold a workshop to consider its options for increased delegations.
- 4.2 From my investigations, it seems that the last time Council undertook a major review of the delegations to the two Community Boards, was back in August 2011, at which time Council added delegations to the Boards' responsibilities. There has been the opportunity for Council to review the delegations regularly since that time, as part of each review of/amendment to the Delegations Register. Council has added one additional "power" and that is contained in clause 8.3.1 of the Delegations Register. I have attached the full list of delegations currently contained in Council's Delegations Register in Attachment 1 to this report.
- 4.3 It will be important for the Board to consider several matters when discussing the delegations, including:
- a. the Board is a governance body, with responsibility for policy, planning and consultation processes. Staff have the role of implementing operational matters. The biggest gains for the Board and most efficient use of members' time are likely to be achieved by influencing policy and plans;
 - b. Council has made a number of delegations to staff to enable efficient processing of activities. If the Board was to seek delegations currently held by staff, it is likely to lead to additional costs and time delays;
 - c. under the Local Government Act 2002 some powers held by Council cannot be delegated to committees, subcommittees or community boards e.g. the power to:
 - i. make a rate;
 - ii. adopt a Long Term Plan, Annual Plan or Annual Report;
 - iii. make a Bylaw;
 - iv. borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
 - v. appoint a chief executive;
 - vi. adopt a remuneration and employment policy; or
 - vii. adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement;



MOTUEKA COMMUNITY BOARD DELEGATIONS

- d. as with any delegated power, the delegate has to act in accordance with the underlying statutory powers and, in the case of community boards (as with any committee or staff delegation), in accordance with any Council policies, rules, bylaws, etc.;
 - e. ultimately, Council will be the body that will have to defend in Court (at a cost to ratepayers) any decision made by the Board. Therefore, where the Board comes to a position on a matter that differs from any technical advice provided by staff, Council is likely to require the Board to refer the matter back to Full Council or the respective committee for a decision. You will see that this approach is consistent with some of Council's current delegations to the Boards.
- 4.4 The Board may wish to have a greater involvement or a decision-making role in some activities Council currently undertakes.
- 4.5 The Board held a workshop on 2 October to discuss reviewing the Board's delegations with a view to having more influence and oversight of local issues.
- 4.6 My understanding is that the workshop identified several projects or delegations in which it would like a greater role. These included:
- 4.6.1 full delegation of the Reserve Financial Contributions (RFC) allocation approval, rather than a recommendation to Council;
 - 4.6.2 delegated governance oversight of the Motueka Library project;
 - 4.6.3 sign-off of the footpath renewal and maintenance programme;
 - 4.6.4 delegated governance oversight of the 2021/2022 High Street, Motueka upgrade; and
 - 4.6.5 being consulted as part of any policy amendment that would have an effect on Community Housing in Motueka.
- 4.7 In order to get these matters formally considered by Council, it is desirable that the Board passes a resolution, which it can then forward to Council for consideration.
- 4.8 I will address each of the requests in turn in the following paragraphs.
- Full delegation of the RFC allocation approval, rather than a recommendation to Council**
- 4.9 The current process we use for the allocation of RFCs budgets in the Long Term Plan is that the staff bring a paper to the Boards, usually in September/October each year with the likely projected RFC budget for the following year and a suggested allocation of some or all of that funding to projects. The Boards then decide whether to agree to or amend the allocations suggested by staff. The Boards regularly make some changes to the staff suggestions.
- 4.10 The staff then include the projects as agreed to by the Boards into the budgets for the upcoming Annual Plan or Long Term Plan. Staff have to complete the budgets at the latest by October (earlier for Long Term Plans).
- 4.11 The budgets then go through to Council for inclusion into the draft budgets for the Annual Plan/Long Term Plan. They are consulted on (if there is consultation on the Annual Plan that year). There are rare occasions when the Council amends the budgets prior to including them in the draft budgets.



MOTUEKA COMMUNITY BOARD DELEGATIONS

- 4.12 If Council receives any feedback, comments or requests through consultation relating to the RFCs, staff will bring a report back to the Board, usually in May, for discussion and any recommendations back to Full Council.
- 4.13 As noted in para 4.3 c above, only Council can adopt a Long Term Plan or Annual Plan, so the final decision must always sit with Full Council.
- 4.14 However, if the Board has any suggestions on any ways staff could improve the process from your perspective, we would welcome receiving them. Also, I note that making recommendations to Council on RFC allocations is not currently included in your delegated responsibilities under 8.2 in the Delegations Register. The Board can ask Council to consider allocating it that responsibility. Suggested wording for inclusion in the Board's responsibilities contained in the Delegations Register could be along the lines of:
- "8.2.9 that the Motueka Community Board makes recommendations to the Council on the use and allocation of Reserve Financial Contributions received from subdivisions and developments in the Board's Ward, for inclusion in the Annual Plan and Long Term Plan processes."
- 4.15 Please note that the above process does not apply to resource consent discussions between developers and staff and the delegation that staff have to agree to areas of land to be taken for reserves and for credit to be given for improvements undertaken by the developer. That process will remain unchanged.

Delegated governance oversight of the Motueka Library project

- 4.16 In July 2017, Council's Community Development Committee approved the Terms of Reference for the Motueka Library Working Party (resolution CD17-07-08). The Terms of Reference stated:

1. Purpose

The Motueka Library Working Party (Working Party) is to oversee the development of the feasibility study for the Motueka Library redevelopment on its current site or a new library building on Decks Reserve; and to manage the community engagement process relating to the feasibility study. The working party is also to include the option of a combined service centre/library building.

2. Membership

Membership of the Working Party is:

- Peter Canton, Community Development Committee Chair
- David Ogilvie, Motueka Councillor
- Brent Maru, Motueka Community Board Chair
- Susan Edwards, Community Development Manager
- Glennis Coote, Libraries Manager
- Beryl Wilkes, Reserves and Facilities Manager

The Working Party Chair will be Cr Peter Canton.

There will be times when a range of other staff, including the Motueka Branch Librarian, the Property Manager, Customer Services Manager, and Reserves Officers, will need to attend Working Party meetings as advisers.



MOTUEKA COMMUNITY BOARD DELEGATIONS

- 4.17 The Working Party has been liaising closely with the Board during the feasibility study process and has sought your input throughout the process. However, once the community engagement on the feasibility study and a decision by Council on the preferred site are completed, the Working Party has effectively undertaken its functions. Therefore, there is now an opportunity for the Board to play a greater role in the Motueka Library project.
- 4.18 The Board could recommend to the Community Development Committee that it considers delegating more responsibility for the project to a working party comprising all of the Board and relevant staff, rather than to the current Working Party. Please note that the Delegations Register does not need to change to enable this delegation to occur. It would be unusual for a Delegations Register to refer to specific projects.

Sign-off of the footpath renewal and maintenance programme

- 4.19 This matter is in a similar situation to the RFC discussion above. Only Council can approve the Long Term Plan and Annual Plan, and the work programmes and budgets contained in them. The new and renewal footpath programme is part of the Long Term Plans. Staff prepare an annual work programme for the footpaths programme. The Transportation Manager will seek the Motueka Community Board's feedback on the priorities for the Motueka Ward projects within the District-wide work programme for new and renewal footpaths prior to presenting the work programme to the Engineering Services Committee.
- 4.20 Both Boards current have the following responsibility in the Delegations Register, which enables them to advise Council on project priorities:
- “8.2.2 advise the Council on the priorities and preferences of their community in respect of the level and nature of local services to be provided by the Council in their community.”
- 4.21 However, if the Board considers that it would like a more specific reference to footpaths in its delegations, it could request that Council adds another responsibility along the lines of:
- “8.2.10 that the Motueka Community Board makes recommendations to Council's Engineering Services Committee on the annual work programme priorities for new and renewal footpaths within the Board's Ward, for consideration and potential inclusion in the District-wide annual work programme.”

Delegated governance oversight of the 2021/2022 High Street, Motueka upgrade

- 4.22 The High Street, Motueka upgrade project contained in the Long Term Plan 2018-2028, is essentially a streetscape renewal, amenity and active transport project. The budget for the project is set by Council through the Long Term Plan process.
- 4.23 This matter is similar to the Motueka Library project, in terms of process. Given it is a specific project, it would not usually be included in the Delegations Register. However, the Engineering Services Committee could delegate some responsibilities relating to the project to a working group comprising the Board and relevant staff. The working group would make recommendations to the Engineering Services Committee for final decision.



MOTUEKA COMMUNITY BOARD DELEGATIONS

Being consulted as part of any policy amendment that would have an effect on community housing in Motueka

- 4.24 Both Boards will be consulted during the review of Council's Older Persons Housing. This matter does not need to be added to the Delegations Register. It will be included in the project plan for the review.

Minor updates to the Community Boards delegations in the Delegations Register

- 4.25 The Board has also picked up some updates which need to be made to the Delegations Register. These matters can be recommended to Council for amendment.
- 8.3.4 referral should be to Community Development Committee, not Community Services Committee;
 - 8.4.3 as the Board's required quorum is 4; and
 - 8.4.5.2 frequency of meetings for the Board is now monthly.

Reserve management plan, and reserve declaration and classification processes

- 4.26 Although the Board has not requested formal responsibilities in relation to reserve management planning, and reserve declaration and classification processes, staff consider that it may be useful to add a responsibility relating to those matters into the Delegations Register. Staff currently consult and involve the Board in these matters and it seems appropriate to add the work you do into your responsibilities to ensure it continues into the future. However, it is up to the Board, as to whether you ask Council for any additional responsibilities in relation to these processes.
- 4.27 Under the Reserves Act 1977, formal adoption of reserves management plans and decisions on reserve declarations and classifications need to be made by Council. However, there is no reason why the Boards cannot have a responsibility for making recommendations to Council on proposals to declare land within their wards as reserves and on proposed classifications for reserves. The Boards can also be consulted on the content of the reserve management plans prior to draft plans being prepared.
- 4.28 If the Board wishes to add this responsibility into its delegations, suggested wording for inclusion in the Delegations Register could be along the lines of:
- "8.2.11 that the Motueka Community Board works with staff on preparing recommendations to the Community Development Committee on proposals to declare land within their wards as reserve and/or to classify reserves under the Reserves Act 1977." and
- "8.2.12 that the Motueka Community Board works with staff on preparing recommendations to the Community Development Committee on draft content for inclusion in the draft reserve management plans for the parks and reserves within their wards."

General matters

- 4.29 The delegations in the Delegations Register currently apply to both Community Boards. When Council considers any recommendations for changes to delegations, it will need to consider the impact on the Golden Bay Community Board delegations as well. However, there is no reason why the delegations for the Boards could not be different, other than for administrative ease.



Motueka Community Board - 18 December 2018

MOTUEKA COMMUNITY BOARD DELEGATIONS

5 Options

- 5.1 The Board has the options of asking Council for additional delegations or involvement with key projects, or keeping its existing delegations.
- 5.2 **Option 1 additional delegations** – the advantages of asking Council for additional delegations or involvement in key projects is that the Board has a greater say in matters which it considers are relevant to the Motueka Ward communities and enhanced opportunities to input community views into Council's decision making processes. The disadvantage of greater delegations or having increased input from the Board(s) into Council's decision making processes is that it has the potential to slow down those processes. The workload of the Board(s) is likely to increase under this option.
- 5.3 **Option 2 retaining existing delegations** – the advantages of this option are that the workload of the Board(s) is likely to be maintained at current levels. The Boards can bring enhanced opportunities to input community views into Council's decision making processes and the opportunity to for this to happen could be reduced if the delegations are not amended.

6 Strategy and Risks

- 6.1 Increasing the delegations to the Board has the opportunity to enhance the relationship the Board has with Council.
- 6.2 A risk of increasing the delegations is that Council will not always adopt the recommendations of the Board. This situation is likely to occur at times, due to Council having a wider District mandate and needing to balance the needs and preferences of all the communities in the District. However, an important aspect will be the ability for the Board's view to be considered and for Council to explain its reasoning if it doesn't adopt the Board's recommendations.

7 Policy / Legal Requirements / Plan

- 7.1 Council has the ability to delegate some functions to community boards under the Local Government Act 2002. However, the Act states that there are some functions it cannot delegate and these have been outlined in paragraph 4.3 above. There are also other functions Council has under various other regulations and legislation, which Council cannot delegate.
- 7.2 The Board has the ability to ask Council to delegate to it some functions. Council will consider the Board's requests and made a decision prior to updating the Delegations Register.

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**MOTUEKA COMMUNITY BOARD DELEGATIONS****8 Consideration of Financial or Budgetary Implications**

- 8.1 The financial or budgetary implications of the decisions sought in this report should be relatively low. There may be costs relating to additional staff time associated with Council staff working with the Board on the matters potentially being delegated. However, in most cases staff are already undertaking some of these processes with the Board, so the implications should be fairly minimal. There may also be costs associated with any consultation the Board may wish to undertake prior to making recommendations to Council on matters covered in any additional delegations

9 Significance and Engagement

- 9.1 Overall, I consider that the level of significance of the decisions the Board is being asked to make in this report is relatively low. Therefore, I consider that the Board does not need to consult the Motueka community prior to 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	There is likely to be some public interest in the Motueka community on the request for Council to give the Board increased delegations. However, interest is likely to be fairly low.
Is there a significant impact arising from duration of the effects from the decision?	Low	The decision can be altered through a subsequent request to Council if the Board decides it does not want the delegations any more or if Council amends its Delegations Register at a later date.
Does the decision relate to a strategic asset?	N/A	
Does the decision create a substantial change in the level of service provided by Council?	Low	If Council agrees to the additional delegations, it may improve the input from the Motueka Community into Council's decision making.
Does the proposal or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	Only cost is likely to be associated with additional staff time and any additional consultation the Board may wish to undertake prior to making recommendations to Council on matters covered in any additional delegations.

**MOTUEKA COMMUNITY BOARD DELEGATIONS**

Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	
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?	N/A	
Does the decision involve Council exiting from or entering into a group of activities?	N/A	

10 Conclusion

10.1 The Board has the opportunity to seek additional delegations to it through this report. The Board has discussed delegations which it may wish to seek from Council at a workshop held in October. This report discusses those potential delegations, along with a further one for the Board to consider prior to making its recommendations through to Council.

11 Next Steps / Timeline

11.1 If the Board identifies and recommends specific additional delegations it would like Council to consider, then staff will put the Board's recommendations up to Council for consideration in the New Year.

12 Attachments

1. Community Boards section of Delegations Register



7.3 GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT

Decision Required

Report To:	Golden Bay Community Board
Meeting Date:	12 March 2019
Report Author:	Susan Edwards, Community Development Manager
Report Number:	RGBCB19-03-3

1 Summary

- 1.1 At its meeting on 13 November 2018, the Board asked to hold a workshop to discuss whether it wished to ask Council for additional delegations. The Board's current delegations are contained in the Delegations Register – the relevant section is attached as Attachment 1.
- 1.2 On 18 December 2018 Dennis Bush-King and I met with the Board Chair and members Grant and Knowles in a workshop to discuss potential additional delegations the Board could seek from Council. Board members discussed a report prepared for the Motueka Community Board meeting held on the same day as the workshop. The Motueka Community Board was seeking additional delegations from Council.
- 1.3 There is an opportunity for both Boards to seek new delegations from Council, including those supported by the Motueka Community Board, which covered the following areas:
 - 1.3.1 power to recommend to Council the budget allocation for Special Purpose Committees and Reserve Financial Contributions in the Boards respective wards;
 - 1.3.2 power to recommend to Council the budget allocation for the footpath renewal and maintenance programme;
 - 1.3.3 power to make recommendations to the Community Development Committee on proposals to declare land within the Boards respective wards as reserve and/or to classify reserves under the Reserves Act; and
 - 1.3.4 power to make recommendations to the Community Development Committee on draft content for inclusion in the draft reserve management plans for parks and reserves within the Boards respective wards.
- 1.4 The Motueka Community Board also considered opportunities to be involved in working parties relating to major capital works projects occurring in its ward (e.g. Motueka Library project) and to be consulted on key policy matters (e.g. Older Persons Housing review), which will also impact on its ward. Formal delegations for such matters would not be included in the Delegations Register.
- 1.5 This report discusses the matters raised by the Golden Bay Community Board at its workshop in December.



GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT

2 Draft Resolution

That the Golden Bay Community Board:

1. receives the Golden Bay Community Board Review of Delegations Report ; and
2. recommends to Council that the following additions are made to section 8.2 of the Delegations Register for the Golden Bay Community Board responsibilities:
 - “8.2.9 that the Golden Bay Community Board makes recommendations to the Council on the use of the Special Purpose Committee funding requests and allocation of Reserve Financial Contributions received from subdivisions and developments in the Board’s ward, for inclusion in the Annual Plan and Long Term Plan processes.”; and
 - “8.2.10 that the Golden Community Board makes recommendations to Council’s Engineering Services Committee on the annual work programme priorities for new and renewal footpaths within the Board’s ward, for consideration and potential inclusion in the District-wide annual work programme.”; and
 - “8.2.11 that the Golden Bay Community Board works with staff on preparing recommendations to the Community Development Committee on proposals to declare land within their ward as reserve and/or to classify reserves under the Reserves Act 1977.” and
 - “8.2.12 that the Golden Bay Community Board works with staff on preparing recommendations to the Community Development Committee on draft content for inclusion in the draft reserve management plans for the parks and reserves within their ward.”
3. recommends to the Community Development Committee that the Golden Bay Community Board be consulted during the review of Council’s Older Persons Housing.



GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT

3 Purpose of the Report

- 3.1 The purpose of this report is to enable the Board to identify any additional delegation that you may wish to seek from Council.

4 Background and Discussion

- 4.1 At its meeting on 13 November 2018, the Board asked to hold a workshop to discuss whether it wished to ask Council for additional delegations.
- 4.2 During the Local Government Commission presentation to the Board on local boards, a member of the public raised the issues of the current delegations to the Boards. As you are aware, a proposal for a Golden Bay Local Board has been submitted to the Local Government Commission. The Commission will consider the proposal through a formal process under the Local Government Act 2002. Council can still amend the delegations it gives the Boards, even though the Local Board proposal is underway.
- 4.3 From my investigations, it seems that the last time Council undertook a major review of the delegations to the two Community Boards, was back in August 2011, at which time Council added delegations to the Boards' responsibilities. There has been the opportunity for Boards and Council to review the delegations regularly since that time, as part of each review of/amendment to the Delegations Register. Council has added one additional "power" and that is contained in clause 8.3.1 of the Delegations Register. I have attached the full list of delegations currently contained in Council's Delegations Register in Attachment 1 to this report.
- 4.4 It will be important for the Board to consider several matters when discussing the delegations, including:
- a. the Board is a governance body, with responsibility for policy, planning and consultation processes. Staff have the role of implementing operational matters. The biggest gains for the Board and most efficient use of members' time are likely to be achieved by influencing policy and plans;
 - b. Council has made a number of delegations to staff to enable efficient processing of activities. If the Board was to seek delegations currently held by staff, it is likely to lead to additional costs and time delays;
 - c. under the Local Government Act 2002 some powers held by Council cannot be delegated to committees, subcommittees or community boards e.g. the power to:
 - i. make a rate;
 - ii. adopt a Long Term Plan, Annual Plan or Annual Report;
 - iii. make a Bylaw;
 - iv. borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
 - v. appoint a chief executive;
 - vi. adopt a remuneration and employment policy; or


GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT

- vii. adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement;
 - d. as with any delegated power, the delegate has to act in accordance with the underlying statutory powers and, in the case of community boards (as with any committee or staff delegation), in accordance with any Council policies, rules, bylaws, etc.;
 - e. ultimately, Council will be the body that will have to defend in Court (at a cost to ratepayers) any decision made by the Board. Therefore, where the Board comes to a position on a matter that differs from any technical advice provided by staff, Council is likely to require the Board to refer the matter back to Full Council or the respective committee for a decision. You will see that this approach is consistent with some of Council's current delegations to the Boards.
- 4.5 The Board held a workshop with staff on 18 December to discuss reviewing the Board's delegations with a view to having more influence and oversight of local issues.
- 4.6 During the workshop the staff and Board members present discussed several opportunities for Council to provide additional delegations to the Board to enable them to play a greater role in the decision making process. These opportunities included:
- 4.6.1 power to recommend to Council the budget allocation for Special Purpose Committees and Reserve Financial Contributions (RFCs) in the Boards respective wards;
 - 4.6.2 power to recommend to Council the budget allocation for the footpath renewal and maintenance programme;
 - 4.6.3 power to make recommendations to the Community Development Committee on proposals to declare land within the Boards respective wards as reserve and/or to classify reserves under the Reserves Act; and
 - 4.6.4 power to make recommendations to the Community Development Committee on draft content for inclusion in the draft reserve management plans for parks and reserves within the Boards respective wards.
- 4.7 There may also be the opportunity for the Boards to be involved in working parties relating to major capital works projects occurring in their wards. There is also the opportunity for the Council to consult the Boards on key policy matters, which have the potential to impact on their wards. Formal delegations for such matters would not be included in the Delegations Register. They would generally occur on a case-by-case basis.
- 4.8 In order to get these matters formally considered by Council, it is desirable that the Board passes a resolution, which it can then forward to Council for consideration. The Motueka Community Board passed a similar resolution to the one proposed in this report, at its meeting in December 2018.
- 4.9 I will address each of the opportunities for increased delegations in turn in the following paragraphs.
- Full delegation of the RFC allocation approval, rather than a recommendation to Council**
- 4.10 The current process we use for the allocation of the Special Purpose Committees and RFCs budgets in the Long Term Plan and Annual Plan is that the staff bring a paper to the



GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT

Boards, usually between August and October each year. The paper contains the likely projected Special Purpose Committees and RFCs budget for the following year and a suggested allocation of some or all of that funding to projects. The Boards then decide whether to agree to or amend the allocations suggested by staff. The Boards regularly make some changes to the staff suggestions.

- 4.11 The staff then include the projects as agreed to by the Boards into the budgets for the upcoming Annual Plan or Long Term Plan. Staff have to complete the budgets at the latest by October (earlier for Long Term Plans).
- 4.12 The budgets then go through to Council for inclusion into the draft budgets for the Annual Plan/Long Term Plan. Council consults on them as part of the Long Term Plan and Annual Plan consultation (if there is consultation on the Annual Plan that year). There are rare occasions when the Council amends the budgets prior to including them in the draft budgets.
- 4.13 If Council receives any feedback, comments or requests through consultation relating to the RFCs, staff will bring a report back to the Board, usually in May, for discussion and any recommendations back to Full Council.
- 4.14 As noted in paragraph 4.4 c above, only Council can adopt a Long Term Plan or Annual Plan, so the final decision must always sit with Full Council.
- 4.15 However, if the Board has any suggestions on any ways staff could improve the process from your perspective, we would welcome receiving them. Also, I note that making recommendations to Council on RFCs allocations is not currently included in your delegated responsibilities under 8.2 in the Delegations Register. The Board can ask Council to consider allocating it that responsibility. Suggested wording for inclusion in the Board's responsibilities contained in the Delegations Register could be along the lines of:

"8.2.9 that the Golden Bay Community Board makes recommendations to the Council on the use of the Special Purpose Committee funding requests and allocation of Reserve Financial Contributions received from subdivisions and developments in the Board's ward, for inclusion in the Annual Plan and Long Term Plan processes."
- 4.16 Please note that the above process does not apply to resource consent discussions between developers and staff and the delegation that staff have to agree to areas of land to be taken for reserves and for credit to be given for improvements undertaken by the developer. That process will remain unchanged.

Footpath renewal and maintenance programme

- 4.17 This matter is in a similar situation to the RFCs discussion above. Only Council can approve the Long Term Plan and Annual Plan, and the work programmes and budgets contained in them. The new and renewal footpath programme is part of the Long Term Plans. Staff prepare an annual work programme for the footpaths programme. The Transportation Manager will seek the Golden Bay Community Board's feedback on the priorities for the Golden Bay Ward projects within the District-wide work programme for new and renewal footpaths prior to presenting the work programme to the Engineering Services Committee.



GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT

- 4.18 Both Boards current have the following responsibility in the Delegations Register, which enables them to advise Council on project priorities:
- “8.2.2 advise the Council on the priorities and preferences of their community in respect of the level and nature of local services to be provided by the Council in their community.”
- 4.19 However, if the Board considers that it would like a more specific reference to footpaths in its delegations, it could request that Council adds another responsibility along the lines of:
- “8.2.10 that the Golden Community Board makes recommendations to Council’s Engineering Services Committee on the annual work programme priorities for new and renewal footpaths within the Board’s ward, for consideration and potential inclusion in the District-wide annual work programme.”

Reserve management plan, and reserve declaration and classification processes

- 4.20 Staff consider that it may be useful to add a formal responsibility relating to reserve management planning, and reserve declaration and classification processes into the Delegations Register. Staff currently recently consulted and involved the Motueka Board in these matters, even though there was no formal delegated responsibility. The Golden Bay Ward Reserve Management Plan is due for review in a few years’ time and then again every 10 years. It seems appropriate for Council to add the work you will undertake into your responsibilities to ensure it continues into the future. However, it is up to the Board, as to whether you ask Council for any additional responsibilities in relation to these processes.
- 4.21 Under the Reserves Act 1977, formal adoption of reserves management plans and decisions on reserve declarations and classifications need to be made by Council. However, there is no reason why the Boards cannot have a responsibility for making recommendations to Council on proposals to declare land within their wards as reserves and on proposed classifications for reserves. Council can also consult the Boards on the content of the reserve management plans prior to draft plans being prepared.
- 4.22 If the Board wishes to add these responsibility into your delegations, suggested wording for inclusion in the Delegations Register could be along the lines of:
- “8.2.11 that the Golden Bay Community Board works with staff on preparing recommendations to the Community Development Committee on proposals to declare land within their ward as reserve and/or to classify reserves under the Reserves Act 1977.” and
- “8.2.12 that the Golden Bay Community Board works with staff on preparing recommendations to the Community Development Committee on draft content for inclusion in the draft reserve management plans for the parks and reserves within their ward.”

Increased involvement in and greater consultation on major capital works projects and key policy proposal affecting the Board’s ward

- 4.23 There may also be the opportunity for both the Boards to be involved in working parties relating to major capital works projects occurring in their wards. For example, the Motueka Community Board has asked for the opportunity for the full Board to become involved in



GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT

the working party for the Motueka Library project and be involved in the streetscape upgrade of High Street Motueka in a few years' time.

- 4.24 There is also the opportunity for the Council to consult the Boards on key policy matters, which have the potential to impact on their wards. For example, the Motueka Community Board has asked to be consulted on the Older Persons Housing review. Both Boards will be consulted during the review of Council's Older Persons Housing. The requirement to consult both Boards will be included in the project plan for the review.
- 4.25 Formal delegations for greater involvement in specific projects or key policy matters would not be included in the Delegations Register. They would generally occur on a case-by-case basis. Please note that the Delegations Register does not need to change to enable this consideration to occur.

General matters

- 4.26 The delegations in the Delegations Register currently apply to both Community Boards. When Council considers any recommendations for changes to delegations, it will need to consider the impact on the Motueka Community Board delegations as well. However, there is no reason why the delegations for the Boards could not be different, other than for administrative ease.

5 Options

- 5.1 The Board has the options of asking Council for additional delegations or keeping its existing delegations.
- 5.2 **Option 1 additional delegations** – the advantages of asking Council for additional delegations is that the Board has a greater say in matters which it considers are relevant to the Golden Bay Ward communities and enhanced opportunities to input community views into Council's decision making processes. The disadvantage of greater delegations or having increased input from the Board into Council's decision making processes, is that it has the potential to slow down those processes. However, such involvement is unlikely to have a major impact on timelines. The workload of the Board is likely to increase under this option.
- 5.3 **Option 2 retaining existing delegations** – the advantages of this option are that the workload of the Board is likely to be maintained at current levels. The opportunity for the Board to bring a greater understanding of community views into Council's decision making processes will be reduced.

6 Strategy and Risks

- 6.1 Increasing the delegations to the Board has the opportunity to enhance the relationship the Board has with Council and to increase the opportunity for local views to influence Council decision making.
- 6.2 A risk of increasing the delegations is that Council will not always adopt the recommendations of the Board. This situation is likely to occur at times, due to Council having a wider District mandate and needing to balance the needs and preferences of all



GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT

the communities in the District. However, an important aspect will be the ability for the Board's view to be considered and for Council to explain its reasoning if it doesn't adopt the Board's recommendations.

7 Policy / Legal Requirements / Plan

- 7.1 Council has the ability to delegate some functions to community boards under the Local Government Act 2002. However, the Act states that there are some functions it cannot delegate and these have been outlined in paragraph 4.4 above. There are also other functions Council has under various other regulations and legislation, which Council cannot delegate (e.g. under the Reserves Act 1977).
- 7.2 The Board has the ability to ask Council to delegate to it some functions. Council will consider the Board's requests and made a decision prior to updating the Delegations Register.

8 Consideration of Financial or Budgetary Implications

- 8.1 The financial or budgetary implications of the decisions sought in this report should be relatively low. There are likely to be costs relating to additional staff time associated with Council staff working with the Board on the matters potentially being delegated. However, in most cases staff are already undertaking some of these processes with the Board, so the implications should be fairly minimal. There is, however, a risk that the staff time associated with reporting to the Board under the new delegations is being underestimated. There may also be costs associated with any consultation the Board may wish to undertake prior to making recommendations to Council on matters covered in any additional delegations. These costs should be able to be covered within the Board's existing budget.

9 Significance and Engagement

- 9.1 Overall, I consider that the level of significance of the decisions the Board is being asked to make in this report is relatively low. Therefore, I consider that the Board does not need to consult the Golden Bay community prior to making the decisions sought in this report.

**GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT**

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low	There is likely to be some public interest within the Golden Bay community on the request for Council to give the Board increased delegations. However, interest is likely to be fairly low overall.
Is there a significant impact arising from duration of the effects from the decision?	Low	The decision can be altered through a subsequent request to Council if the Board decides it does not want the delegations any more.
Does the decision relate to a strategic asset?	N/A	
Does the decision create a substantial change in the level of service provided by Council?	Low	If Council agrees to the additional delegations, it may improve the input from the Golden Bay Community into Council's decision making. However, it will not impact on the levels of service contained in the Long Term Plan.
Does the proposal or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	Only cost is likely to be associated with additional staff time and any additional consultation the Board may wish to undertake prior to making recommendations to Council on matters covered in any additional delegations.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	
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?	N/A	
Does the decision involve Council exiting from or entering into a group of activities?	N/A	

10 Conclusion

- 10.1 The Board has the opportunity to seek additional delegations to it through this report. Some members of the Board has discussed delegations, which it may wish to seek from Council at a workshop held in December. This report discusses those potential delegations, prior to the Board making its recommendations through to Council.



GOLDEN BAY COMMUNITY BOARD REVIEW OF DELEGATIONS REPORT

11 Next Steps / Timeline

11.1 If the Board identifies and recommends specific additional delegations it would like Council to consider, then staff will put the Board's recommendations up to Council for consideration when the Delegations Register is next reviewed.

12 Attachments

1. Community Board Delegations

8.2 TEMPORARY ROAD CLOSURES - ANZAC DAY PARADES 2019 AND K2M EVENT

Decision Required

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Megan Bell, Technical Officer - Transportation
Report Number:	RCN19-03-3

1 Summary

- 1.1 This report seeks the Council's approval for various event road closures. These closures are for the ANZAC Day Parades on 25 April 2019 and the Kaiteriteri to Mapua (K2M) sport event on 25 May 2019.

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

1. receives the Temporary Road Closures - ANZAC Day Parades 2019 and K2M Event report, RCN19-03-03;
2. approves the temporary closure of Aranui Road, Mapua from Higgs Road to the tennis courts on Thursday 25 April 2019 from 10.00am to 12.00 noon for the Mapua ANZAC Day Parade; and
3. approves the temporary closure of Queen Street, Richmond from Sundial Square to Cambridge Street and Oxford Street from Wensley Road to Gladstone Road (State Highway 6) on Thursday 25 April 2019 from 10.00am to 12.30pm for the Richmond ANZAC Day Parade; and
4. approves the temporary closure of Whitby Way, Wakefield from Edward Street to the Wakefield car park entrance on Thursday 25 April 2019 from 9.00am to 12.00 noon for the Wakefield ANZAC Day Parade; and
5. approves the temporary closure of Aranui Road, Mapua from Iwa Street to the wharf end of Aranui Road, on Saturday 25 May 2019, from 7.00am to 7.00pm for the K2M race event.

3 Purpose of the Report

- 3.1 This report seeks the Council's approval for the temporary closures of Aranui Road, Queen Street, Oxford Street and Whitby Way on 25 April 2019 for the purpose of the ANZAC Day Parades.
- 3.2 The report also seeks the Council's approval for the temporary closure of Aranui Road, Mapua from Iwa Street to the Wharf, for the purpose of having a finishing line for the K2M race event at the Mapua Wharf.

4 Background and Discussion

- 4.1 As specified in the Local Government Act 1974 section 342 and schedule 10, temporary road closures for events can only be approved by the Council.

Aranui Road Closure - Mapua ANZAC Day Parade

- 4.2 The Nelson Bays RSA have applied to temporarily close Aranui Road, Mapua on Thursday 25 April 2019. The closure will be from Higgs Road to the tennis courts, from 10.00am to 12.00 noon for the Mapua ANZAC Day Parade.
- 4.3 The proposed closure was advertised in Newsline on Friday 8 February 2019.
- 4.4 No objections have been received.
- 4.5 Temporary Traffic Management will be supplied by the Council's current roading contractor.
- 4.6 The Traffic Management Plan will be approved by the Council's Road Corridor Manager.
- 4.7 Emergency services will be advised of the closure.
- 4.8 A letter advising the closure will be sent to properties affected one week before the parade.
- 4.9 The event will be covered under the Council's public liability insurance.
- 4.10 Staff recommend that this temporary road closure be approved.

Queen Street and Oxford Street Closure – Richmond ANZAC Day Parade

- 4.11 The Richmond and Waimea RSA have applied to temporarily close part of Queen Street and Oxford Street Richmond on Thursday 25 April 2019. The closure will be Queen Street from Sundial Square to Cambridge Street and Oxford Street from Wensley Road to Gladstone Road (State Highway 6) from 10.00am to 12.30pm for the Richmond ANZAC Day Parade.
- 4.12 The proposed closure was advertised in Newsline on Friday 8 February 2019.
- 4.13 No objections have been received.
- 4.14 Temporary Traffic Management will be supplied by the Council's roading contractor.
- 4.15 The Traffic Management Plan will be approved by the Council's Road Corridor Manager.
- 4.16 Council staff will work with SBL Limited on an alternative bus route during the closure.
- 4.17 The New Zealand Transport Agency has been advised of the proposed closure of Oxford Street as it is adjacent to Gladstone Road (State Highway 6). There will be VMS boards placed on Gladstone Road advising of the closure.
- 4.18 Emergency services will be advised of the closure.

- 4.19 A letter advising the closure will be sent to properties affected one week before the parade.
- 4.20 The event will be covered under the Council's public liability insurance.
- 4.21 Staff recommend that this temporary road closure be approved.

Whitby Way Closure – Wakefield ANZAC Day Parade

- 4.22 The Richmond and Waimea RSAs have applied to temporarily close Whitby Way, Wakefield on Thursday 25 April 2019. The closure will be from Edward Street to the Wakefield car park entrance from 9.00am to 12.00 noon for the Wakefield ANZAC Day Parade.
- 4.23 The proposed closure was advertised in Newsline on Friday 8 February 2019.
- 4.24 No objections have been received.
- 4.25 Temporary Traffic Management will be supplied by the Council's roading contractor.
- 4.26 The Traffic Management Plan will be approved by the Council's Road Corridor Manager.
- 4.27 The New Zealand Transport Agency has been advised of the proposed closure of Whitby Way as it is adjacent to State Highway 6.
- 4.28 Emergency services will be advised of the closure.
- 4.29 A letter advising the closure will be sent to properties affected one week before the parade.
- 4.30 The event will be covered under the Council's public liability insurance.
- 4.31 Staff recommend that this temporary road closure be approved.

Aranui Road , Mapua – K2M Event

- 4.32 John McIntyre Promotions Limited have applied to temporarily close Aranui Road, Mapua, on Saturday 25 May 2019. The closure will be from Iwa Street to the wharf end of Aranui Road from 7.00am to 7.00pm for the K2M race event.
- 4.33 The K2M is a run, walk or cycle event that starts in Kaiteriteri and finishes in Mapua utilising Tasman's Great Taste Trail.
- 4.34 The purpose of the closure is to provide a fun and safe finishing line for participants and spectators at the K2M race event at the Mapua Wharf.
- 4.35 The closure and event is supported by the business owners at Mapua Wharf
- 4.36 The proposed closure was advertised in Newsline on Friday 8 February 2019.
- 4.37 No objections have been received.
- 4.38 The event will be covered by the applicant's public liability insurance.
- 4.39 The Traffic Management Plan will be approved by the Council's Road Corridor Manager.
- 4.40 Emergency services will be advised of the closure and provided full access as needed.
- 4.41 Staff recommend that this temporary road closure be approved.

5 Options

5.1 The Council has three options to consider.

Option	Advantage	Disadvantage
Approved the proposed temporary road closures described in this report.	The ANZAC Day parades can proceed and the K2M can continue as planned.	Some business owners, residents and road users may be temporarily inconvenienced.
Approve some of the proposed temporary road closures described in this report.	Some events can proceed as planned. Less effect on road users or residents.	Some events will not be able to proceed as planned.
Decline the proposed temporary road closures described in this report.	No effect on road users or residents.	The ANZAC Day parades will not proceed. The K2M event cannot proceed as planned.

6 Strategy and Risks

ANZAC Day parades

6.1 Some people will be inconvenienced by the temporary road closures. However, the closures will be short in duration and are part of a strong New Zealand tradition that is cherished and supported by the local community. Similar road closures have been in place in previous years for the ANZAC Day parades.

K2M closure

6.2 Some people may be inconvenienced by the closure of this short section of Aranui road. However, the closure is part of the big picture for the event in which cyclists, runners and walkers can finish their race at the iconic Mapua Wharf. The closure will affect several mobility car parks; however there are alternative existing mobility parks available in the carpark off Tahi Street.

7 Policy / Legal Requirements / Plan

- 7.1 It is a requirement that temporary road closures for certain types of events made under Schedule 10 Clause 11(e) of the Local Government Act 1974 come to the Council for approval. Approval for temporary closures for certain events cannot be delegated to Council staff.
- 7.2 As per point 11 of Schedule 10 of the Local Government Act 1974, consultation with the Police and the New Zealand Transport Agency will be undertaken for the proposed temporary road closure for the ANZAC Day parades and the K2M event closure.
- 7.3 As per point 11(e) of Schedule 10 of the Local Government Act 1974, the road closure will not exceed the aggregate of 31 days for any year.

- 7.4 As per point 11A of Schedule 10 of the Local Government Act 1974, the Council will advertise the temporary road closure in Newline and on the Council's website.

8 Consideration of Financial or Budgetary Implications

- 8.1 The management of temporary road closures is a normal part of the Council's daily business and there are no financial or budgetary implications. Administrative costs for road closures are covered by the application fee.

9 Significance and Engagement

- 9.1 The following table describes the level of significance of the decision. Overall, the significance is considered moderate as, although the effects of the closures are minor, the events have a high level of interest and attendance from the community.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	High	The ANZAC Day parades are part of New Zealand history and tradition that are well attended and supported by the community. The K2M event is the first to be held, includes competitors from all over New Zealand and will showcase the Tasman District.
Is there a significant impact arising from duration of the effects from the decision?	Low	The ANZAC Day parades are short in duration and will have no lasting effects on the roading network. The K2M event closure is for a short section of road that will have a minimal effect on road users and will have no lasting effects on the roading network.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	Council's roading network is considered a strategic asset, but this decision only relates to the temporary closures of small sections of the network for a short duration.
Does the decision create a substantial change in the level of service provided by Council?	N/A	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	The cost for the closures are part of the Council's daily business and there are no financial or budgetary implications.

10 Conclusion

- 10.1 The ANZAC Day parades and K2M will be positive community events.
- 10.2 Temporary road closures for these events require the Council's approval.
- 10.3 Staff recommend that the Council approve the temporary road closures in accordance with the Local Government Act 1974 section 374 and Schedule 10.

11 Next Steps / Timeline

- 11.1 If the Council approves the temporary road closures:
 - 11.1.1 Staff will advertise the closures in Newline and on the Council website.
 - 11.1.2 Staff will work with the applicants to notify affected businesses and residents.
 - 11.1.3 Staff will work with SBL to provide an alternative bus route for the day of the Richmond ANZAC Day parade.

12 Attachments

Nil

8.3 DRAFT SCHEDULE OF CHARGES 2019/2020**Decision Required**

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Sandra Hartley, Policy Officer - Strategic Development; David Stephenson, Team Leader - Solid Waste & Stormwater
Report Number:	RCN19-03-4

1 Summary

- 1.1 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 Council. All fees and charges are reviewed annually by staff.
- 1.2 The Statement of Proposal for the Draft 2019/2020 Schedule of Charges is attached, which once adopted, will be the basis for community consultation.
- 1.3 Some fees and charges have increased, and where appropriate rounded up or down to the nearest dollar. Some have also had minor wording changes. All fees and charges include GST.
- 1.4 The fees and charges in the Schedule 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 fees. In some instances Council costs have also reduced.
- 1.5 There are a few new fees and charges introduced to recover funding for new services, or for those services that had been previously provided, but charges were omitted from the Schedule.
- 1.6 Our hourly staff charge-out rate has increased from \$153.00 to \$157.00 per hour, in line with the BERYL adjusters. The charge-out rate for responding to requests under the Official Information Act 1982 (OIA) and Local Government Official Information and Meetings Act 1987 (LGOIMA) remains at \$38.00 per half hour.
- 1.7 Proposed landfill charges have been set by the Regional Land Business Unit, who are also proposing to engage directly with large customers. Any submissions on proposed landfill charges will be passed to the Regional Land Business Unit for consideration.
- 1.8 New charges for plantation forestry monitoring have been through a separate consultation process, and these charges will be included in the final Schedule of Charges.

2 Draft Resolution**That the Full Council**

- 1. receives the Draft Schedule of Charges report RCN19-03-04; and**
- 2. adopts the Statement of Proposal for the Schedule of Charges (Attachment 1) as the basis for public consultation in accordance with Sections 83 and 87 of the Local Government Act 2002, incorporating any minor amendments to this Statement of Proposal as agreed at the meeting; and**
- 3. notes that an outline of the key changes to the Schedule of Charges is included in the introduction to the Statement of Proposal and will also be included in a Council Newsline Article; and**
- 4. agrees that a separate Summary of Information for the Schedule of Charges Statement of Proposal is not necessary to enable public understanding of the proposal; and**
- 5. agrees that the Statement of Proposal for the Schedule of Charges will be publicly notified in the Council Newsline on 5 April 2019, and subsequent Newsline Updates in local papers; and**
- 6. agrees that the Statement of Proposal for the Schedule of Charges will be made available through Council offices and libraries, and on Council's website; and**
- 7. agrees that the consultation period for the proposed Schedule of Charges will open on Monday 1 April 2019 and close at 5.00 pm on Friday 3 May 2019; and**
- 8. notes that submitters will be given an opportunity to present their views contained in their submission at a Council hearing on 17 May 2019.**

3 Purpose of the Report

- 3.1 To seek Council approval for changes to the Schedule of Charges and to adopt the Statement of Proposal for the Draft Schedule of Charges, (Attachment 1 to this report). This document will form the basis for public consultation in accordance with Sections 83 and 87 of the Local Government Act 2002, incorporating any minor amendments to this Statement of Proposal as agreed at the meeting.

4 Background and Discussion

- 4.1 Under the Revenue and Financing Policy, 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 Council. Staff annually review the fees and charges and recommend to you any changes, additions or deletions. Once adopted the Schedule of Charges must follow the Special Consultative Procedure as set out under the Local Government Act 2002.
- 4.2 We propose to undertake community consultation on the Schedule from 1 April to 3 May 2019.
- 4.3 Some fees and charges have been increased, and where appropriate, rounded up or down to the nearest dollar. Some have had minor wording changes. All charges include GST.
- 4.4 The fees and charges in the Schedule 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 fees. In some instances, Council costs have also reduced.
- 4.5 Fees and charges that are deemed no longer necessary have been deleted from the Schedule.
- 4.6 The staff hourly charge-out rate proposed is \$157.00 per hour, up from \$153.00 in 2018/2019. For official information requests under the Official Information Act 1982 (OIA) or Local Government Official Information and Meetings Act 1987 (LGOIMA), the rate remains at \$38 per half hour.
- 4.7 The following provides in more detail the changes recommended within each Council department.

Community Development Charges

- 4.6 Cemetery charges:
- Some have been inflation adjusted, and others brought in line with Nelson City Council charges.
- 4.7 Sportsground charges:
- All inflation adjusted.
 - New charge for Rugby, Rugby League, Football – Senior per occasion.
 - New charge for Velodrome – cycle club per season.

Corporate/Commercial Charges

- 4.8 Miscellaneous Corporate charges have remained the same.

4.9 Motueka and Takaka Aerodromes:

- These charges have been re-written and simplified, with explanatory notes.
- All charges are the same for both aerodromes.
- There is now one charge for all aircraft per landing.
- New charges for: annual charge for regular recreational user landing based on the category of aircraft; one annual charge for commercial aircraft landing; an additional fee for commercial aircraft landing at both airports; tie down charges and parking charges for aircraft not using tie downs.

4.10 Wharfage and berthage:

- These have been renamed Port Charges.
- There are two new notes regarding charges for cargo transferred between vessels within the port, and the requirement to sign a current port user agreement if requested.
- All other payments are now due on the 20th of the month following, to bring this in line with Council's standard invoicing terms.
- Some charges have had a small increase.
- Mooring charges have decreased.
- New charges for vehicles, boat movements, casual marina berthage and monthly and annual wharf storage.
- Fenced storage and standard rubbish skip charges have been deleted, along with charges for Commercial – Concrete Marina for 14 and 16 metre vessels.

4.11 Collingwood Campground:

- This camp has been renamed to Collingwood Holiday Park.
- The peak period has reduced by one month.
- The off peak period has been extended by one month.
- Minor changes have been made to the cancellation policy.
- There has been some minor increases and decreases.
- Additional charges have been put in place for waterfront unpowered sites.

4.12 Property Service charges – three new charges for:

- Short term licence to occupy road for underground services documentation fee.
- Longer term encumbrance documentation fee.
- Road stopping application fee.

Environment and Planning Charges

4.13 Building Control:

- Some fees and charges have had minor wording changes and increases.

- The deposit for building consent has increased from \$550.00 to \$2,000.00, or the actual charge, whichever is the lesser amount, which aligns with Nelson City Council charges.
- Building projects in excess of \$20,000.00 now attract Insurance and Quality levies.
- New charge for pre-lodgement meeting over 30 minutes.
- New fee for express service for commercial marquees.
- Commercial building work over \$20,000.00 now requires a \$2,000.00 deposit.
- New Swimming Pool building consent fee for fencing only, and Swimming Pool building consent fee for pool and fencing.
- New Certificate of Public Use renewal fee.
- The Building Consent Authority Accreditation fee has been removed.
- The Dam classification application fee has been removed, as it is no longer applied.
- Section 72, Section 75 decision (Building Act 2004), plus legal disbursements are now a separate charge.

4.14 Environmental Health:

- All charges have increased, apart from the Sale of Liquor charges which are governed by statute.
- New charge for the Pre-registration guidance requested by the Ministry for Primary Industries, which is allowable under the LGA.
- New fees for cancellation of Verification (audit) appointments within one week of agreed time, and cancellation within 48 hours of agreed time.

4.15 Dog Control Fees:

- Second and third impounding fees, along with sustenance fees have increased.
- The reduced fees for neutered impounded dogs have been deleted.

4.16 Resource Management:

- Deposit fees have been increased to the medians of the total fees charged.
- The fee for S226(1)(e) RMA Certificate (allowing issue of separate title) has been reduced by 50%.
- New fee introduced for requests for Special Housing Areas under Housing Affordability & Special Housing Areas Act 2013.

4.17 Resource Management, Administration, Monitoring and Supervision Charges of Resource Consents:

- Most charges have been increased slightly.
- Under general rules:
 - the standard administration fee has been reduced to \$75.00;
 - applications now include “private plan change requests”;

- annual charges are now due on the 20th of the month to bring them in line with Council's standard invoicing terms.

4.18 Plantation Forestry Monitoring:

- New charges for plantation forestry monitoring are going through a separate consultation process, and the Council resolved charges will be included in the final Schedule of Charges.

Engineering

4.19 The majority of Engineering fees and charges have been increased.

4.20 The application for Rapid Number (rural property number) has been removed as although Council still issues the address and notifies the relevant agencies, it no longer supplies the plaque.

4.21 Solid Waste:

- Some charges have been increased.
- An increase in landfill charges was proposed by the Regional Landfill Business Unit on 8 March and it is proposed for these increases to flow through into Resource Recovery Centre charges.
- The proposed general waste landfill charges increase from \$141.00 to \$163.00 per tonne (a \$22.00 increase). Other landfill charges increase proportionally. The increase in landfill charges are due to increased operational costs, increased costs for methane emissions, an increased allowance for aftercare costs and an increase in payments to the councils for waste management and minimisation activities.
- It is proposed to increase Resource Recovery Centre per tonne charges by \$22.00, and volumetric waste charges by 14%.
- The charge for additional recycling services is proposed to increase from \$120.00 to \$132.00 per annum, to match the increase in the targeted rate.
- A new per tonne charge for greenwaste is proposed where Council provides a weighbridge, to improve the fairness of charging.

4.22 Wastewater charges:

- Some conditional trade waste conveyance and treatment charges have increased, whilst others have decreased.
- Wastewater services to properties within the Nelson City Council boundaries are based on the same rates charged to Tasman District Council ratepayers.

4.23 Water Charges

- Water supply charges to Nelson City Council ratepayers and industrial water users have increased.
- ENZA Foods NZ Limited replaced with new entity T & G Processed Foods Ltd.
- Footnote added regarding a 10% penalty for water charges unpaid after the due date.

5 Options

5.1 If we wish to update our Schedule of Charges for implementation for the 2019/2020 financial year, the schedule must be adopted before 1 July 2019.

5.1.1 Option 1 - Approve the Statement of Proposal for the Schedule of Charges

This is the recommended option. The advantage is that the consultation process is able to commence in April 2019, with final adoption prior to 30 June 2019. This disadvantage of not proceeding with this option, is that a delay in consultation may result in the charges not being formally adopted prior to 1 July 2019.

5.1.2 Option 2 - Amend the Statement of Proposal for the Schedule of Charges

Council could choose to amend some or all of the proposed charges at this meeting and then approve the amended Statement of Proposal for the Schedule of Charges for consultation. The advantages of this option is that it provides Council with the option of amending any of the charges prior to public consultation, and we can still meet the statutory deadlines for consultation and adoption. The disadvantages of not doing this option are much the same as Option 1.

5.1.3 Option 3 – Not approve the Statement of Proposal for the Schedule of Charges

Request staff to report to a future Council meeting with more information on any of the proposed charges. This option would only apply if you felt that you did not have sufficient information to approve or make minor amendments to the Statement of Proposal.

The advantage of this Options is that further information can be made available, but the disadvantage would be that the proposed consultation timetable may not be achieved and the Schedule will not be adopted prior to the new financial year.

6 Strategy and Risks

- 6.1 The main risk to manage is ensuring that the Schedule of Charges is in place for implementation from 1 July 2019.
- 6.2 The strategy is to consult on the new fees and charges to ensure they can be adopted and implemented for the 2019/2020 financial year.
- 6.3 The implication is that some activities will have a shortfall in income if the new fees are not adopted.
- 6.4 There is a risk that there will be a large number of submissions on particular charges and that additional hearings may be needed. Considering previous submissions received, staff consider that this is a low risk.

7 Policy / Legal Requirements / Plan

- 7.1 Some of our charges must be consulted on using the Special Consultative Procedure (SCP), for example Resource Consent fees and Local Government Act 2002 (LGA) charges. Other statutes allow Council to set fees by resolution or by virtue of the fact that Council is a 'person' conducting business. Traditionally we have chosen to consult on our fees and charges.
- 7.2 The Special Consultative Procedure requirements are set out in Section 83 of the LGA.

- 7.3 As the Schedule of Charges proposal is straight forward, staff recommend that a summary of the Statement of Proposal is not necessary to enable public understanding. The Schedule itself is detailed and different parts of the Schedule will be important to different businesses and residents. The Statement of Proposal includes a summary of the main changes.

8 Consideration of Financial or Budgetary Implications

- 8.1 Our fees and charges reduce the amount required to fund activities from General Rates and Targeted Rates. The proposed charges are reflected in the Department budgets and are in keeping with the budgets set out for Year Two of our Long Term Plan 2018-2028.

9 Significance and Engagement

- 9.1 As set out in Section 7.1 above, some of our charges must be consulted on using the SCP process, for example Resource Consent fees and LGA charges. Other statutes allow Council to set fees by resolution. We have chosen to consult using the SCP process on our fees and charges to enable engagement with our community.
- 9.2 In considering the proposed increase in landfill charges the regional landfill business unit indicated that they would also engage directly with large customers of the landfill to explain the changes in charges.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Moderate	There will be some level of public interest due to proposed new and increased fees
Is there a significant impact arising from duration of the effects from the decision?	Low	Some fees will increase, and some will be reduced. They will be reviewed again prior to 1 July 2020.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	N/A	
Does the decision create a substantial change in the level of service provided by Council?	Low	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Moderate	If the new fees are not adopted there may be a shortfall in Council's budget
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	
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?	N/A	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	N/A	

10 Conclusion

- 10.1 Under the Revenue and Financing Policy, Council has the ability to set a Schedule of Charges to recover some of the costs associated with Council services. This report outlines the proposed new Schedule of Charges 2019/2020 and requests that the Statement of Proposal is approved for public consultation.
- 10.2 The proposed key changes to Council's fees and charges are outlined in this report. In the majority of cases, fees and charges have been increased, and where appropriate, rounded up or down to the nearest dollar. All charges include GST.

- 10.3 We propose that the public consultation and submission period runs from 1 April until 3 May 2019, with hearing of submissions, if required, on 17 May 2019.

11 Next Steps / Timeline

- 11.1 Following Council approval of the Statement of Proposal, the next steps are:
- a. The Statement of Proposal publicly notified in Council's Newsline on Friday 5 April 2019, and in subsequent Newsline Updates in local papers.
 - b. The consultation period will run from 1 April 2019 until 5.00 pm on 3 May 2019.
 - c. A hearing date of Friday 17 May 2019 has been scheduled for anyone who wishes to speak to their submission.
 - d. Submissions on regional landfill fees (if any) will be passed to the Nelson Tasman Regional Landfill Business Unit to consider. If necessary an additional meeting of the business unit will be scheduled to hear and consider submissions.
 - e. If there are no submissions, a report recommending adoption of the final Schedule of Charges will be considered at the Council meeting on 31 May 2019, or 20 June 2019 if submissions are received.
 - f. The new Schedule of Charges shall come into force on 1 July 2019.

12 Attachments

- | | |
|--|----|
| 1. Draft Schedule of Charges 2019/2020 | 45 |
|--|----|

Tasman District Council Draft Schedule of Charges 2019/2020

STATEMENT OF PROPOSAL

DRAFT

SCHEDULE OF CHARGES

1 JULY 2019 TO 30 JUNE 2020

The Tasman District Council, acting under the Local Government Act 2002, hereby prescribes the following charges. The charges shall come into force on 1 July 2019. The charges shall remain in force until amended by Council resolution, which may occur during the year. Solid Waste 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.

Unless otherwise specified, the charges set out become due and payable on the 20th day of the month after the issue of an invoice. Credit terms for commercial activities may vary from 20th of month following. Council reserves the right to pass on any additional charges where payments are accepted by credit card.

Summary of Changes from the 2018/2019 Schedule of Charges

- 1 We are proposing that some charges be 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 is actually required. There are some charges that have not been increased because we consider that the existing charge is reasonable for the service provided, or that budgets can be met from current fees, or in some instances Council costs have reduced.
 - 1.1 The hourly \$153.00 charge-out rate for recovering staff costs has increased, and is now \$157.00 per hour.
 - 1.2 Community Development:
 - Cemetery fees
 - Some charges have increased and have been brought in line with Nelson City Council charges.
 - Sportsground charges
 - Charges have increased.
 - New charge for Rugby, Rugby League, Football – Senior per occasion.
 - New charge for Velodrome – cycle club per season.
 - 1.3 Engineering:
 - The majority of engineering fees and charges have been increased.
 - The Application for a Rapid number (rural property number) has been removed as although Council still issues the property numbers and notifies the address to the relevant agencies, it no longer supplies the plaques.
 - Solid Waste charges
 - Some charges have been increased.
 - An increase in landfill charges is proposed by the Nelson Tasman Regional Landfill Business Unit. The proposed landfill charges increase from \$141.00 to \$163.00 per tonne (a \$22.00 increase). The increase in landfill charges are due to increased operational costs, increased costs for methane emissions, an increased allowance for aftercare costs and an increase in payments to the councils for waste management and minimisation activities.
 - It is proposed to increase Resource Recovery Centre per tonne charges by \$22.00, and volumetric waste charges by 14%.
 - The charge for additional recycling services is proposed to increase from \$120.00 to \$132.00 per annum, to match the increase in the targeted rate.
 - A new per tonne charge for greenwaste is proposed where Council provides a weighbridge, to improve the fairness of charging.
 - Wastewater charges
 - Some conditional trade waste conveyance and treatment charges have increased, while others have decreased.
 - Wastewater services to properties within the Nelson City Council boundaries are based on the same rates charged to Tasman District Council ratepayers.
 - Water charges
 - Water supply charges to Nelson City Council ratepayers and industrial water users have increased.
 - ENZA Foods NZ Limited replaced with new entity T&G Processed Foods Limited.
 - Footnote added regarding a 10% penalty for water charges unpaid after the due date.
 - 1.4 Environment & Planning:
 - Building Control
 - Some additional and/or minor wording and minor fee increases.
 - The deposit for building consent applications has increased from \$550.00 to \$2,000.00, or actual charge whichever is the lesser amount.
 - Building projects greater than \$20,000.00 will also attract Insurance and Quality (QA) Levies, along with, Building Research Association of NZ (BRANZ) and Ministry of Business Innovation and Employment (MBIE) levies.

2

- New charge for pre-lodgement meeting over 30 minutes.
 - New fee for express service for commercial marquees.
 - Commercial building work over \$20,000.00 requires a \$2,000.00 deposit.
 - Building Consent Authority Accreditation Fee has been removed.
 - New Swimming Pool Building Consent Fee - Fencing only, and Swimming Pool Building Consent Fee – Pool and Fencing.
 - New Certificate of Public Use renewal fee.
 - Section 72, Section 75 decisions under the Building Act 2004, plus legal disbursements are now a separate charge.
 - Dam classification application fee is removed as it is no longer applied.
 - Environmental Health
 - All charges have increased, apart from the Sale of Liquor charges which are governed by statute.
 - Food Businesses:
 - New charge for Pre-registration guidance requested by Ministry for Primary Industries (MPI), which is allowable under the LGA.
 - New fees for Verification (audit) appointment cancellation within one week of agreed time, and cancellation within 48 hours of agreed time.
 - Dog control fees
 - Most fees remained the same level as 2018/2019, with the exception of 2nd and 3rd impounding fees, which have increased along with the sustenance fee.
 - The reduced fees for neutered impounded dogs has been deleted.
 - Resource Management
 - Deposit fees have been reviewed and increased to the medians of total fees charged for the different types of resource consents.
 - The fee for S226(1)(e) RMA Certificate (allowing issue of separate title) has been reduced by 50%.
 - New fee for requests for special housing areas under Housing Affordability & Special Housing Areas Act 2013.
 - Resource Management, Administration, Monitoring and Supervision Charges of Resource Consents
 - All charges have increased.
 - Under general rules applications now include “private plan change requests”, the standard administration fee has been reduced to \$75.00, and Annual charges are now due on 1st October or the 20th of the month to bring this in line with Council’s standard invoicing terms.
 - Plantation Forestry Monitoring
 - New charges for plantation forestry monitoring are going through a separate consultation process, and the charges resolved by Council will be included in the Final Schedule of Charges.
- 1.5 Corporate/Commercial:
- Aerodrome Charges - Motueka and Takaka Aerodromes
 - These charges have been re-written and simplified, with explanatory notes.
 - All charges are the same for both aerodromes.
 - There is now one charge for all aircraft per landing.
 - New charges for: annual charge for regular recreational user landing based on the category of aircraft; one annual charge for commercial aircraft landing; an additional fee for commercial aircraft landing at both airports; tie down charges and parking charges for aircraft not using tie downs.
 - Port Charges - Wharfage and Berthage
 - These charges have been renamed Port Charges.
 - There are two new notes regarding charges for cargo transferred between vessels within the port, and the requirement to sign a current port user agreement if requested,
 - All other payments are now due on the 20th of the month following on standard commercial trade terms.
 - Some charges have had a small increase.
 - New charges for vehicles, boat movements, casual marina berthage and monthly and annual wharf storage.
 - Fenced storage and standard rubbish skip charges have been deleted, along with charges for Commercial – Concrete Marina for 14 and 16 metre vessels.
 - Mooring charges have decreased from \$29.00/vessel to \$10.00/vessel.
 - Camping Grounds
 - Change of name from Collingwood Campground to Collingwood Holiday Park.
 - Peak period reduced by one month – 1 December to 31 March.
 - Off peak period extended by one month – 1 April to 31 August.
 - Minor changes in cancellation policy.
 - Some minor increases and decreases.
 - New Peak and Off-Peak charges for waterfront unpowered sites.
 - New Shoulder Season charges for waterfront unpowered sites, and extra adult and child charges.
 - New Whitebaiting charge for unpowered site.
 - Property Service Charges – three new charges
 - Short term licence to occupy road for underground services documentation fee \$150.00.
 - Longer term encumbrance documentation fee \$150.00.
 - Road stopping application fee \$300.00.

Resource Management	Proposed Charges From 1 July 2019 Including GST
<p>The Council has resolved to generally fix charges in accordance with Section 36(1) of the Resource Management Act 1991 (RMA) and Section 77(1) of the Housing Affordability 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 & 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(3) RMA and are subject to rights of objection.</p>	
Deemed Permitted Boundary Activity Notice	\$300 (Set fee)
Marginal or Temporary Consent Exemption Notice (Actual charge will take account of whether Project Information Memorandum fee has been paid)	\$157.00/hr
Non-notified Applications for Resource Consent The following new land use consents: <ul style="list-style-type: none"> - Building in Landscape Priority Areas - Minor repair or addition to heritage building or structure - Bores (except domestic bores between 8 and 30m depth) - Minor building set-back or coverage breaches with affected persons approvals supplied (if not a deemed permitted boundary activity) - Three or more dogs in residential zones with affected persons approvals supplied 	\$750.00 deposit
Non-notified Applications for Resource Consent New domestic bore not exceeding 30 metres depth (set fee includes first monitoring action)	\$600.00 (set fee)
Non-notified Applications for Resource Consent New land use activities not listed above including, but not limited to, the following: <ul style="list-style-type: none"> • Dwelling or building (including setback and coverage breaches) • Land Use Activities not permitted in zone • Removal of protected tree(s) • Earthworks/Land Disturbance/Vegetation Clearance • Hazardous Facilities • Dam structure • New Discharge Permit (to land, water or air) excluding dust suppression discharge permits (refer next page) • New Water Permit (to dam, divert, take or use water) • New Coastal Permit • New Notice of Requirement • Alteration of Existing Designation (Notice of Requirement S.181 RMA) • New Heritage Order • Replacement Water Permit (to dam, divert, take or use water) • Replacement Discharge Permit (to land, water or air) • Replacement Coastal Permit • Transfer of Water Permit to new site (S.136(2)(b) RMA) • Transfer of Discharge Permit to a new site (S.137(3)(b) RMA) 	\$950.00 deposit
Non-notified Applications for Resource Consent New subdivision	\$1,500.00 deposit
Non-notified Applications for <ul style="list-style-type: none"> • Change or Cancellation of Consent Condition(s) on existing consents (S.127 RMA) 	

Resource Management	Proposed Charges From 1 July 2019 Including GST
<ul style="list-style-type: none"> Change or Cancellation of Consent Notice (S.221(3)(b) RMA) 	\$750.00 deposit
<p>Notified and Limited Notification</p> <p>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)</p>	\$5,000.00 deposit
<p>Non-notified Application Hearing</p> <p>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)</p>	\$5,000.00 deposit
<p>Administration, Monitoring and Supervision</p> <p>A standard monitoring fee of \$157.00 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" on next page.</p>	\$157.00
<p>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.</p>	\$157.00/hr
<p>Pre-application advice after the first hour of staff time (Deposits may be required or interim charges made prior to application lodgement)</p>	\$157.00/hr
Dust suppression discharge permit – replacement permit	\$200.00 (set fee)
Dust suppression discharge permit – new permit applications	\$200.00 (set fee)
Outline plan consideration (S.176A RMA)	\$750.00 deposit
Outline Plan Waivers (S.176A(2)(c) RMA)	\$300.00 deposit
Certificate of Compliance (S.139 RMA)	\$950.00 deposit
Existing Use Certificate (S.139A RMA)	\$950.00 deposit
Extension of consent lapsing period (S.125 RMA)	\$750.00 deposit
Section 226(1)(e) RMA Certificate (allowing issue of separate title)	\$300.00 deposit
Bond Administration Fee	\$150.00
Certificate under Overseas Investment Act 2005	\$750.00 deposit
Certificate of Compliance for Sale of Alcohol	\$150.00
<p>Document Execution and Use of Council Seal:</p> <p>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. Plus actual time cost (over 60 minutes) or as otherwise listed in this schedule</p>	\$150.00 \$157.00/hr
<p>Lodgement fee for objections under S.357, 357A and 357B RMA.</p> <p>Additional 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.</p>	\$300.00 deposit
<p>Review of Consent Conditions:</p> <p>Request for review from consent holder All reviews carried out under Section 128 RMA</p>	\$900 deposit \$157.00/hr
Monitoring due to repeat non-compliance (re-inspection fee)	\$157.00/hr

Resource Management	Proposed Charges From 1 July 2019 Including GST
Water meter reading fee (following failed water meter returns, 1.5 hour charge out rate)	\$235.00
Request for a Preparation of Plan Change	\$6000.00 deposit
Part transfer of coastal, water or discharge permit (S.135, S.136 and S.137 RMA) with no changes to conditions of consent	\$750.00 deposit
Full transfer of Permits (S.135(1)(a), S.136(1), S.136(2)(a), or S.137(2)(a) RMA)	\$150.00
Minor amendment to existing Water or Discharge Permit to recognise change in land description as result of subdivision or similar.	\$235.00
Return of property seized under S.323 and S.328 RMA	\$100.00/item \$10.00/week storage
Requests for Special Housing Areas under Special Housing Areas Act 2013 (HASHAA)	\$157.00/hr
Rights-Of-Way	Proposed Charges from 1 July 2019 including GST
Application Right-of-Way (S.348 Local Government Act {LGA})	\$950.00 deposit

Building Control	Proposed Charges from 1 July 2019 including GST
<p>Building Consents Includes issue of consent, inspections and code compliance certificate. 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. Where charges are listed as a deposit only, actual charges will be invoiced on the basis of \$157.00 per hour or part thereof unless advised otherwise. For multiple unit projects and 'multi-proof' consents, estimated costs will be advised before consent is issued. A building project greater than \$20,000.00 will also attract Insurance, Quality (QA), BRANZ and MBIE levies. Work cannot commence until the consent is paid for and issued.</p>	
<p>Pre-Lodgement Meetings First 30 minutes 30 minutes or more</p>	<p>Free \$157.00/hr</p>
<p>Minor Consents Involving one inspection (e.g. log burners, solar heating panels, wetback connections and building work under the value of \$5,500) Additional fees (per inspection) will be charged if additional inspections are required.</p>	<p>\$350.00 \$157.00</p>
<p>Tent and Marquee >100m² 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. Excludes Certificate of Public Use cost.</p>	<p>\$350.00 \$900.00</p>
<p>On site wastewater installation only building consent</p>	<p>\$1,150.00</p>
<p>Proprietary kitset buildings involving no more than three inspections (i.e. carports, kitset garages and kitset outbuildings)</p>	<p>\$1,350.00</p>
<p>Residential Dwellings: New dwellings Value up to \$200,000 Value - \$201,000 to \$300,000 Value - \$300,001 to \$499,999</p>	<p>\$2,990.00 \$3,850.00 \$4,750.00</p>
<p>Relocated Dwellings</p>	<p>\$2,000.00</p>
<p>All Other Building Work (excluding commercial) Value: \$2,001 to \$5,000 \$5,001 to \$10,000 \$10,001 to \$19,999 \$20,000 to \$49,999 \$50,000 to \$99,999 \$100,000 to \$249,999 \$250,000 to \$499,999</p>	<p>\$500.00 \$850.00 \$1,650.00 \$2,000.00 \$2,900.00 \$3,250.00 \$4,000.00</p>
<p>Commercial Building Work: (buildings requiring assessment in terms of accessibility, fire safety and those buildings accessible to the public) Value: \$2,001 to \$19,999 All commercial building work valued \$20,000 or over will be charged \$157.00 per hour or part thereof</p>	<p>\$1,650.00 \$2,000.00 Deposit</p>

Building Control	Proposed Charges from 1 July 2019 including GST
Building work valued \$500,000 or more: \$500,000 to \$999,999 \$1,000,000 to \$3,999,999. \$4,000,000 and not elsewhere covered.	\$6,950.00 \$7,500.00 deposit \$9,000.00 deposit
* Note: It is Council policy to apply a standard charge as above, however, it reserves the right to assess individual cases as required. Additional 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 Fire and Emergency New Zealand or Heritage New Zealand will have costs recovered. Review of engineer design buildings by consultant will be charged at cost.	
Associated Building Costs (GST inclusive)	
Project Information Memorandum (PIM) New Construction, additions and alterations, additions/alterations	\$300.00
Resource Management Act Check (not applicable if PIM applied for at the same time as building consent)	\$300.00
Amended Plans Minor Amendment Processing Formal Amendments after consent granted and before Code Compliance Certificate (CCC). Additional processing time and related charges may apply, e.g. PIM rechecking, inspections.	\$157.00/hr or part thereof \$250.00 deposit
PIM/RMA Rechecking fee	\$190.00
Insurance Levy < \$20,000 assessed value > \$20,000 assessed value Quality Levy < \$20,000 assessed value > \$20,000 assessed value	Nil \$0.75/\$1,000 value of project Nil \$1/\$1,000 value of project
BRANZ Levy < \$20,000 assessed value > \$20,000 assessed value MBIE Levy < \$20,000 assessed value > \$20,000 assessed value	Nil \$1/\$1,000 value of project Nil \$2.01/\$1,000 value of project
Failed Inspection Fee Including Code Compliance Certificate (per inspection)	\$157.00
Inspection Cancellation Fee For cancellations after 2pm the day prior to your inspection	\$157.00
Swimming Pools Swimming Pool Building Consent Fee – Fencing only Swimming Pool Building Consent Fee – Pool and Fencing Swimming Pool Audit Fee	\$300.00 \$500.00 \$157.00
Work Start Extension Request or Work Completion Request	\$157.00
Refuse, lapse and cancellation of building consent administration fee	\$157.00
Certificate of Public Use – Section 363A Building Act 2004 Renewal	\$375.00 \$375.00
Compliance Schedule New application, whether or not associated with Building Consent	\$400.00 deposit

Building Control	Proposed Charges from 1 July 2019 including GST
Compliance Schedule Amendments	\$250.00 deposit plus recovery of costs at \$157.00/hr for time spent in excess of 3 hours
Building Warrant of Fitness	\$163.00
Building Warrant of Fitness for back flow preventer ONLY	\$50.00
Inspections Deposit if required	\$157.00
Building Act 2004 Infringement Notice issue and administration	\$157.00 plus recovery charges at \$157.00/hr for investigation and monitoring of notices under the Building Act 2004
Notice to fix Issue and administration where building consent is held Issue and administration where no building consent is held	\$170.00 \$510.00 plus recovery charges at \$157.00/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) Application for Certificate of Acceptance (Section 97 of the Building Act 2004) has an \$800.00 deposit fee. Applicants will be charged based on time spent to process, inspect & certify the COA at a charge out rate of \$157.00 per hour or part thereof, plus any other fees, contributions or levies that would have been payable had building consent been applied for before carrying out the work. Any specialist checks by others, where appropriate, will be charged out at cost. The deposit is a down-payment towards total costs.	\$800.00 deposit
Building Act Schedule 1(2) Exempted Work Levies will apply which is not included in the deposit.	\$350.00 Deposit
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	\$250.00 deposit
Application fee for Alternative Solutions Assessment	\$495.00 deposit
Consultancy Specific design peer reviews	At cost
Building Certificates required under other legislation (e.g. Sale & Supply of Alcohol Act 2012) Plus inspection charge (if required)	\$157.00/hr or part thereof \$157.00
Documents requiring Council resolution, certification or Council seal Plus actual cost (over 60 minutes) and any legal disbursements	\$157.00 \$157.00/hr

Property Information & Development Contributions	Proposed Charges from 1 July 2019 including GST
Land Information Memorandum requested under the Local Government Official Information and Meetings Act 1987: Residential Commercial/Industrial Large properties involving more than one certificate of title will be quoted accordingly.	\$272.00 \$409.00
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.	
Property enquiries – access to Council records: File access Files transferred to CD Property/rates Printout	\$10.00 \$15.00/file \$4.00 ea
Note: Frequent user discount is available as follows:	
Option 1 A lump sum of \$1,257.00 payable annually in advance for a company gives access to an unlimited number of files. Option 2 A coupon-based system. Each coupon will enable access to five site files. For residential files the cost per coupon is \$50.00 and for commercial/industrial files, the cost per coupon is \$131.00.	\$1,257.00 \$50.00 \$131.00
Development Contributions Deposit for Development Contributions Objection Hearing Application for Reconsideration	\$1,200.00 \$210.00

Environmental Health	Proposed Charges from 1 July 2019 including GST
Food Businesses	
Pre-registration guidance (under LGA)	\$157.00/hour (pro rata)
New Template Food Control Plan registration	\$236.00 + \$157.00/hr over 60 min
Renewal of template Food Control Plan registration	\$95.00 + \$157.00/hr over 60 min
New National Programme registration	\$142.00 + \$157.00/hr over 60 min
Renewal of National Programme registration	\$95.00 + \$157.00/hr over 60 min
Amendment of Food Control Plan or National Programme registration	\$95.00 + \$157.00/hr over 60 min
Verification (audit) including site visit, correspondence, report, following up corrective actions	\$157.00/hr + disbursements for boat travel
Verification appointment cancellation fee within one week of agreed time	\$100.00
Verification appointment cancellation fee within 48 hours of agreed time	\$200.00
Compliance – development & issue of Improvement Notice	\$166.00 + \$157.00/hr over 60 min Additional visits to check compliance charged at \$157.00/hr
Compliance – application for review of Improvement Notice	\$166.00 + \$157.00/hr over 30 min
Other Registered premises	
New premises application fee	\$151.00
Camping ground registration fee – basic fee Plus 50c for every camp site	\$278.00
Funeral directors registration fee	\$278.00
Hairdressers registration fee	\$179.00
Offensive trade	\$258.00
Transfer of Registration Fee	\$94.00
Late payment fee	Additional 20%

Environmental Health	Proposed Charges from 1 July 2019 including GST
Trading in Public Places Bylaw 2010 <ul style="list-style-type: none"> • Mobile traders • Hawker's licence • Commercial services • Soliciting donations, selling street raffle tickets, and buskers 	\$94.00 \$53.00 \$53.00 No fee
Registered premises exemption fee deposit (plus any costs associated with staff time, hearings, and inspections)	\$263.00
Gambling Venue Consent (Deposit fee only)	\$345.00

Sale of Alcohol		Proposed Charges from 1 July 2019 including GST
Special Licences NB 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
The charges for sale and supply of alcohol are based on premises type, latest time the premises are open and the number of enforcement holdings in the last 18 months. The following table sets out how the fees are calculated		

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	0	None	0	0 – 2	Very low	368.00	161.00
		Off-licences 10.00 pm or earlier				3 – 5	Low	609.50	391.00
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	6 – 15	Medium	816.50	632.50
		Off-licences any time after 10.00 pm				16 – 25	High	1023.50	1035.00
Class 3 restaurant, other premises, Class 2 Club, Club off-licence, remote sale off-licence, other off – licence premises	5	On-licences and clubs any time after 3.00 am	5	2 or more	20	26 plus	Very High	1207.50	1437.50
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	2								

Definitions

- **Class 1 restaurants** – 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.
- **Class 2 restaurants** – 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.
- **Class 3 restaurants** – restaurants that only serve alcohol to the table and do not have a separate bar area.
- **Class 1 clubs** – 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.
- **Class 2 clubs** – clubs which are not class 1 or class 3 clubs.
- **Class 3 clubs** – clubs that have fewer than 250 members of purchase age and operates a bar for no more than 40 hours each week.
- **Enforcement Holding** – 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.

Dog Control	Proposed Charges from 1 July 2019 including GST
Registration Fees:	
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%
Impounding Fees:	
1st impounding	\$70.00
2nd impounding	\$100.00
3rd impounding or further impounding	\$150.00
Sustenance	\$15.00/day
Drop Off Fee (where dogs are not impounded)	\$30.00
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	\$50.00
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

Stock Control	Proposed Charges from 1 July 2019 including GST
Impounding Fees (per animal):	
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	Proposed Charges from 1 July 2019 including 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.	\$157.00/hour

Resource Management

Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Proposed Charges from 1 July 2019 including GST
Gravel/Shingle Extraction Fees	
Waimea/Wairoa Rivers	\$6.40/m ³
Wai-iti	\$6.40/m ³
Motueka and Tributaries	\$6.40/m ³
Moutere	\$6.40/m ³
Riwaka/Marahau/Sandy Bay	\$6.40/m ³
Takaka and Tributaries	\$6.40/m ³
Aorere and Tributaries and other Golden Bay Rivers	\$4.81/m ³
Buller	\$3.73/m ³
Other Rivers, Streams and Coastal Marine Area	\$4.81/m ³
Gravel extraction outside of the above-listed areas on freehold land within the river berm area inundated by an annual flood	\$3.20/m ³
Gravel extraction on freehold land outside of the river berm area inundated by an annual flood	Actual and reasonable monitoring charges at \$157.00/hr
Coastal Structures – Annual Charges	
Coastal Structures per consent: Aquaculture Activity	
0 – 10 lines	\$491.00
Each additional line	\$27.00
Other structures (excluding structures that extend landward of Mean High Water Springs [MHWS])	\$108.00
Water Permit Annual Charges	
For stock water, private domestic use, hydroelectric power generation ≤ 2.5 l/s, firefighting, cooling, private community water supplies, schools, campgrounds and retirement villages, seawater takes, frost protection (when a separate irrigation consent is held), and permits to take water to or from an irrigation dam, reservoir, pond, seepage hole or embayment irrespective of the quantity authorised.	\$147.00
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 ³ /day	\$207.00
250 – 499 m ³ /day	\$287.00
500 – 999 m ³ /day	\$403.00
1,000 – 2,499 m ³ /day	\$549.00
2,500 – 4,999 m ³ /day	\$906.00
5,000 – 14,999 m ³ /day	\$1,520.00
15,000 – 49,999 m ³ /day	\$3,335.00
50,000 – 299,999 m ³ /day	\$10,013.00
300,000 m ³ /day or more	\$27,220.00
Water Meter Levy (water use recording and management) on consented takes where a meter is required to be installed	\$108.00/meter
For Permits to Dam Water	

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Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Proposed Charges from 1 July 2019 including GST
<ul style="list-style-type: none"> Damming for non-water take purposes or where a take from storage or surface take consent is held. Consented damming for water take purposes 	\$61.00 \$147.00
Discharge Permits (Water or Contaminant)	
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.	\$147.00
Dairy shed and piggery discharges (including laboratory costs)	\$416.00
Fish Farming	
Less than 1,000 m ³ /day authorised discharge	\$147.00
1,000 – 4,999 m ³ /day	\$277.00
5,000 – 14,999 m ³ /day	\$763.00
15,000 – 49,999 m ³ /day	\$1,554.00
50,000 – 99,999 m ³ /day	\$3,897.00
100,000 m ³ /day or more	\$5,113.00
Food Processing Industries (including by way of example, abattoirs, fish processing, vegetable processing, dairy factories, wineries) up to here	
Food processing waste water to land	\$277.00
Semi-treated/screened waste to water	
<ul style="list-style-type: none"> Authorised at less than 200 m³/day 200 – 999 m³/day 1,000 m³/day or more 	\$368.00 \$1,111.00 \$2,226.00
Fully treated/unpolluted waste to water:	
<ul style="list-style-type: none"> Authorised at less than 200 m³/day 200 – 999 m³/day 1,000 m³/day or more 	\$147.00 \$224.00 \$448.00
Gravel Wash and Mining Discharges:	
<ul style="list-style-type: none"> Less than 1,000 m³/day authorised 1,000 – 2,999 m³/day 3,000 m³/day or more 	\$277.00 \$448.00 \$763.00
Sawmills, Timber Processing Discharges to land	\$277.00
Power Generation Discharges (≥ 2.6 l/s)	
<ul style="list-style-type: none"> Less than 1,000 m³/day authorised 1,000 – 4,999 m³/day 5,000 – 24,999 m³/day 25,000 – 299,999 m³/day 300,000 m³/day or more 	\$147.00 \$277.00 \$544.00 \$806.00 \$5,225.00
Sewage Effluents	
Up to two residential dwellings with wastewater treatment systems on a single certificate of title are exempt.	
<ul style="list-style-type: none"> Less than 50 m³/day authorised 50 – 99 m³/day 100 – 999 m³/day 1,000 – 9,999 m³/day 10,000 m³/day or more 	\$330.00 \$501.00 \$582.00 \$780.00 \$1,228.00
Discharges to Land under Section 15(1)(d) RMA	\$147.00
Discharge Permits (Air) Annual Charges	

Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Proposed Charges from 1 July 2019 including GST
Major air discharges (former Pt A [Clean Air Act] activities)	\$2,001.00
Minor air discharges (former Pt B [Clean Air Act] activities)	\$390.00
Minor Air Discharges (former Pt C [Clean Air Act] activities)	\$147.00

Commercial Operator's Licence	Proposed Charges from 1 July 2019 including GST
Application Fee 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).	\$235.00
Annual Fee 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.	\$304.00
Late Payment Fee	Additional 20%

General Rules Applying in Respect of Charges for Resource Management Fees and Charges – Including Special Housing Areas under the Housing Affordability and Special Housing Areas Act.	
	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 requests for Special Housing Areas and associated resource consent processing and monitoring. Staff time will be charged at \$157.00 per hour inclusive of overhead component and GST from 1 July 2019. 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.
	Annual charges shall be due on 1 October or on the 20 th of the month following the date of invoicing, whichever is the later, unless otherwise agreed in writing by Council. A standard administration fee of \$75.00 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.
	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.
	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.
	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 lodgement 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.
	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 that would have been incurred if the request had not been made (S.36(1)(ab) and (ad) RMA).
	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 is being renewed and the activity is continuing, the applicant shall continue to be liable to pay any annual and/or monitoring charge.
	Hydroelectric power generation (≥ 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.

Solid Waste Charges	Proposed Charges from 1 July 2019 including GST
Rubbish bags (Tasman District Council sale price): Small bags (45 litres) Big bags (60 litres)	\$2.40 \$3.10
Mixed refuse: Account customers and vehicles over 3,500kg gross, where weighbridge is available. Light vehicles when operational constraints allow.	\$181.16/tonne
Other vehicles	\$64.40/m ³
Light wastes (polystyrene and other similar wastes, where >25% of load)	\$133.75/m ³
Fee to recover unacceptable and undeclared waste	\$26.00 per load
Minimum commercial transaction	\$10.00
Greenwaste <ul style="list-style-type: none"> • Minimum charge • Car boot • Where a Council provided weighbridge is available • All other loads 	\$4.20 \$8.40 \$60.00/tonne \$15.60/m ³
Hardfill – clean, without contaminants (where accepted) <ul style="list-style-type: none"> • Where a Council provided weighbridge is available • At other sites 	\$22.50/tonne \$45.00/m ³
Scrap metals (where accepted): <ul style="list-style-type: none"> • Scrap steel (sheet) • Car bodies and other vehicles • Whiteware 	No charge No charge \$6.50 each
Recyclables (where accepted) Domestic customers (quantities less than 1.0m ³) <ul style="list-style-type: none"> • Glass (bottles) – clean, colour sorted • Paper and cardboard • Clean plastic bottles and containers • Clean cans • Unsorted or contaminated materials 	No charge No charge No charge No charge At mixed refuse charge
Commercial customers or domestic customers greater than 1.0m ³	By arrangement with site contractor
Tyres: <ul style="list-style-type: none"> • Car • Car tyres on rims • Truck 	\$9.30 \$20.50 \$28.30
Paint (where accepted) <ul style="list-style-type: none"> • Resene branded • Other brands: containers 4 litres or smaller • Other brands: containers greater than 4 litres 	No charge \$1.00 ea \$2.50 ea

Hazardous waste (where accepted) <ul style="list-style-type: none"> • Oils and Solvents • Gas cylinders • Batteries • Other materials 	No charge No charge No charge At disposal cost
Kerbside recycling services <ul style="list-style-type: none"> • Additional kerbside recycling services - annual fee • Additional kerbside recycling services - part year (per month) • New or replacement mobile recycling bin (delivered) • New or replacement mobile recycling bin (from Council or RRC) • New or replacement glass recycling crate (delivered) • New or replacement glass recycling crate (from Council or RRC) • Cancellation and collection fee for mobile recycling bin • Tow-ball hitch for recycling bin • Exchange fee to deliver a smaller or larger recycling bin 	\$132.00 \$11.00 \$142.60 \$72.20 \$27.70 \$20.90 \$27.20 \$25.00 \$76.20
York Valley landfill charges All Rubbish (except as below) Buried rubbish (e.g. documents, odourous materials) Asbestos Light waste (e.g. polystyrene or similar)	\$163.00/tonne \$163.00/tonne (plus all associated costs) \$163.00/tonne (plus all associated costs) \$2,080.00/tonne
HAIL (Hazardous Activities and Industries List) material 0-17,000 tonnes >17,000 tonnes Soil that has been tested, meets the NESCS recreation standards and can be used as construction or cover material. Residential only. 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.	\$146.00/tonne \$138.00/tonne \$98.00/tonne

Note 1: 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.

Engineering Charges	Proposed Charges from 1 July 2019 including GST
Staff time for inspection (including subdivision inspections), engineering and as-built plan processing, or administration.	\$157.00/hr
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 \$58.00/metre whichever is the lower
Transportation Network Charges	
Vehicle Access Crossing	\$153.00
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.	\$266.00
Parking permit	\$42.00/day
Application for Tourist Facility Sign (\$100 refunded if consent refused)	\$218.00 plus actual sign materials & installation costs
Road Closure (events, parades)	\$383.00 application fee, plus actual staff costs and expenses \$2,000.00 refundable deposit. Insurance and public liability cover
Application for a road name change	\$374.00
Applications for Road Stopping (S.342 Local Government Act) (S.116 Public Works Act)	\$307.00 application fee plus Actual staff costs and expenses

Water Supply Network Charges

On Demand (Metered) Water Supply Network	Proposed Charges from 1 July 2019 including GST
Physical connection per domestic property Except where the physical connection to the main is between the property boundary and the adjacent kerb	Actual costs associated with connection plus administration costs \$1,400.00
Physical connection fee for commercial/industrial property	Actual costs associated with connection plus administration costs
Special water reading fee	\$75.00/reading

Restricted Flow Water Supply Network	Proposed Charges from 1 July 2019 including GST
Physical connection per rural property or urban extension Except where the physical connection to the main is less than 10 metres from the main	Actual costs associated with connection plus administration costs \$1,400.00
Alter restrictor size	\$250.00
To remove or relocate restrictor	Actual physical costs plus administration costs

Permit to take from a Fire Hydrant Supply (in accordance with the Council's Public Water Supply Bylaw 2016)	Proposed Charges from 1 July 2019 including GST
Annual charge	\$1,280.00 pa plus the current urban water rate per cubic metre for water consumed
Additional permit to an existing permit holder	\$510.00 pa plus the current urban water rate per cubic metre for water consumed

General Rules Applying in Respect of Water Charges
For Restricted Flow Water Supply, refer to the targeted rates section of the Annual Plan 2019-2020 for the annual supply charge.
The restricted supply schemes for Dovedale, Redwood Valley, Eighty-Eight Valley, and Mapua are currently closed due to lack of capacity from the source and/or the network.
Connections to the restricted supply for Wakefield, Brightwater, and Richmond are subject to water availability.
Connections to the Mapua Urban water supply are currently closed due to lack of capacity in the network.

Water Supply Charges

Tasman District Council charges the Nelson City Council for water supplied to Nelson City Council ratepayers that own property in the Champion Road/Hill Street North area shown on the map attached to this Schedule of Charges (Nelson Residential Water Supply Area).

Tasman District Council supplies water to, and charges, Nelson City Council ratepayers that own property in the Wakatu Industrial Estate area shown on the plan attached to this Schedule of Charges (Nelson Industrial Water Supply Area). Excluding that water supplied to T&G Processed Foods Limited and the Alliance Group Limited.

A separate agreement for water rates and charges is held with the three largest industrial water users. These are Nelson Pine Industries Limited, T&G Processed Foods Limited and Alliance Group Limited which will expire on 30 June 2020.

Water Supply Charges	Proposed Charges from 1 July 2019 including GST
Water supplied by Tasman District Council to Nelson City Council (Nelson Residential Water Supply Area) (per cubic metre supplied)	\$3.62
Water supplied to Nelson Industrial Water Supply Area (per cubic metre supplied)	\$2.17*
Plus fixed daily charge per rating unit	101.10 cents per day*
Water supplied to Nelson Pine Industries Limited, T&G Processed Foods Limited and Alliance Group Limited (per cubic metre)	\$1.94

*A penalty of 10% will be added to the amount of water charges remaining unpaid on the day after the final date for payment as shown on the water invoice.

Wastewater Network Charges

Connections	Proposed Charges from 1 July 2019 including GST
Physical connection per property	Actual costs associated with connection plus administration costs

Wastewater Network Charges for Nelson City Council Properties	Proposed Charges from 1 July 2019 including GST
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	\$706.87
Second to tenth water closet or urinal	\$530.15
Eleventh and subsequent water closet or urinal	\$353.44

Trade Waste Discharges	Terms	Proposed Charges from 1 July 2019 including GST
Annual (or part there-of) trade waste administration/inspection charge	Registered Trade Waste activity	\$161.00**
	Conditional Trade Waste activity (includes temporary discharges)	\$441.00

** 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.

Conditional Trade Waste Conveyance and Treatment Charges (including temporary discharges)	Proposed Charges from 1 July 2019 including GST
Volume	\$2.04/m ³ /pa
Five-day Biochemical Oxygen Demand (BOD5)	\$1.95/kg/pa
Chemical Oxygen Demand (COD)	\$0.14/kg/pa
Total Suspended Solids (TSS)	\$1.23/kg/pa
Total Kjeldahl Nitrogen (TKN)	\$1.79/kg/pa
Total Phosphorus (TP)	\$0.90/kg/pa

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.

COMMERCIAL CHARGES

Aerodrome charges

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Motueka and Takaka Aerodromes	Proposed Charges from 1 July 2019 including GST
Notes: <ul style="list-style-type: none"> • For general aviation user landing charges: <ul style="list-style-type: none"> ➢ 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: <ul style="list-style-type: none"> ➢ New users during the year will be invoiced pro-rata for the period to the end of June 2020 • The charges may be varied by the Chief Executive Officer where special circumstances exist General aviation user charges (through honesty box or EFTPOS)	
General aviation user landing charges (via honesty box or bank transfer):	Per landing
Aircraft type:	
<ul style="list-style-type: none"> • All aircraft 	\$10.00
Regular recreational user landing charges (via annual invoice):	Per annum
<ul style="list-style-type: none"> • Single User Aircraft 	\$200.00/aircraft
<ul style="list-style-type: none"> • Single User Additional Aircraft 	\$100.00/aircraft
<ul style="list-style-type: none"> • Single User Additional Aerodrome (Add Takaka or Motueka Aerodrome) 	\$100.00/aircraft
<ul style="list-style-type: none"> • Multiple User / Club Aircraft 	\$600.00/aircraft
<ul style="list-style-type: none"> • Multiple User / Club Additional Aerodrome (Add Takaka or Motueka Aerodrome) 	\$200.00/aircraft
Regular commercial user landing charges (via annual invoice):	Per annum
Aircraft type:	
<ul style="list-style-type: none"> • All Aircraft 	\$1200.00/aircraft
<ul style="list-style-type: none"> • Commercial User Additional Aerodrome (Add Takaka or Motueka Aerodrome) 	\$300.00/aircraft
Other charges:	
<ul style="list-style-type: none"> • Annual rental charge for privately owned tie downs (outside leased area) 	\$500.00/annum/tie down
<ul style="list-style-type: none"> • Parking charges for aircraft using Council owned tie downs 	\$10.00/day/aircraft
<ul style="list-style-type: none"> • Parking charges for aircraft not using tie downs (outside leased area) 	\$5.00/day/aircraft

Port Charges

Notes:

- 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 are 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 20th 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 litreage 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 by the Chief Executive Officer where special circumstances exist

Wharfage		Proposed Charges from 1 July 2019 including GST
Fish and shellfish	Includes all marine animals	\$21.00/tonne
Fuel and oil (other than fixed facility)	Fuel transfer only – no storage	3 cents/litre
General cargo		\$8.00/tonne
Passengers	Where no vessel berthed	\$7.00/person
Vehicles (includes vehicle passengers)	Cars and motorbikes up to 6m Light vehicles incl. cars with trailers up to 12.6m Heavy vehicles and any vehicles over 12.6m Over-dimension, overweight and HMPV vehicles	\$25.00/vehicle \$50.00/vehicle \$75.00/vehicle Greater of \$100.00/vehicle or \$5.00/tonne
Boat movements	Includes re-floating etc.	\$20.00/tonne
Weighbridge	All truck movements >1.5 tonne	\$6.00/entry/exit

Berthages – Casual Rates		Proposed Charges from 1 July 2019 including GST
Wharf berthage per day		\$5.00/metre* or 50 cents/gross registered tonnage, whichever is the greater
Wharf berthage ancillary services – security, line charges and all other services		\$85.00/hr
Marina berthage per day	Commercial Recreational Mooring	\$3.00/metre \$30.00/vessel \$10.00/vessel

*discount may be available for long term stays by arrangement only

Berthage – Annual Rates	Berth length	Proposed Charges from 1 July 2019 including GST (per annum)
Recreational - Plastic Marina	8 metre – restricted access	\$2,570.00
	8 metre	\$3,260.00
	10 metre	\$4,070.00
	12 metre	\$4,890.00
	14 metre	\$5,700.00
	16 metre	\$6,500.00
	18 metre	\$7,320.00
Commercial - Plastic Marina	20 metre	\$8,150.00
	8 metre – restricted access	\$2,800.00
	8 metre	\$3,500.00
	10 metre	\$4,350.00
	12 metre	\$5,250.00
	14 metre	\$6,100.00
	16 metre	\$7,700.00
Commercial - Concrete Marina	18 metre	\$8,700.00
	20 metre	\$9,700.00
	12 metre	\$7,900.00
Live Aboard – Marina (additional to berth charge)	15 metre	\$9,500.00
	25 metre	\$17,300.00
	Moorings	\$1,700.00
	Marina Mooring	\$120.00/month \$55.00/month

Boat Ramp	Proposed Charges from 1 July 2019 including GST
Tarakohe Boat Ramp Barrier Arm	\$10.00/use
Pohara Boat Club Members boat ramp access – fees collected and paid by Pohara Boat Club prior to issue of card	\$100.00/pa (plus \$10 for each access card)
Non-Pohara Boat Club members boat ramp access	\$150.00/pa (plus \$10.00 for each access card)

Storage		Proposed Charges from 1 July 2019 including GST
Boat Storage Compound	Weekly	\$40.00
Boat Storage Compound	Monthly	\$120.00
Boat Storage Compound	Annually	\$1,200.00
Wharf storage	Daily	\$2.00/m ²
	Monthly	\$20.00/m ²
	Annually	\$200.00/m ²
20' TEU container	Monthly	\$250.00
	Annually	\$2,500.00
40' FEU container	Monthly	\$500.00
	Annually	\$5,000.00

Campground Charges

Collingwood Holiday Park Charges	Proposed Charges from 1 July 2019 including GST
Charges for Collingwood Holiday Park, which is owned and operated by Council, are listed below:	
<p>Notes to charges:</p> <ol style="list-style-type: none"> 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. Whitebaiting special rates are available from 15 August to 30 November for stays that exceed 7 nights. Long stay rates are available during off peak season by negotiation for stays that exceed 14 days. 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: <ul style="list-style-type: none"> 1 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.	
PEAK SEASON	Per Night
Sites (Tent/Caravan/Motorhome)	
Waterfront Powered (1 or 2 persons)	\$42.00
Waterfront Unpowered (1 or 2 persons)	\$38.00
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
Cabins/Bach	
Ensuite Cabin (1 or 2 persons)	\$120.00
Kitchen Cabin (1 or 2 persons)	\$85.00
Standard Cabin (1 or 2 persons)	\$70.00
Backpacker Cabin (1 or 2 persons)	\$65.00
Bach (1 to 4 persons)	\$160.00
Extra Adult	\$25.00
Extra Child 2-14 years	\$15.00
Extra Child under 2 years	Free
OFF PEAK SEASON	Per Night
Sites (Tent/Caravan/Motorhome)	
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

Collingwood Campground Charges	Proposed Charges from 1 July 2019 including GST
OFF PEAK SEASON CONT.	Per Night
Cabins & Bach	
Ensuite Cabin (1 or 2 persons)	\$95.00
Kitchen Cabin (1 or 2 persons)	\$75.00
Standard Cabin (1 or 2 persons)	\$60.00
Backpacker Cabin (1 or 2 persons)	\$55.00
Bach (1 to 4 persons)	\$130.00
Extra Adult	\$20.00
Extra Child 2-14 years	\$15.00
Extra Child under 2 years	Free
SHOULDER SEASON	Per Night
Sites (Tent/Caravan/Motorhome)	
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
Cabins & Bach	
Ensuite Cabin (1 or 2 persons)	\$100.00
Kitchen Cabin (1 or 2 persons)	\$80.00
Standard Cabin (1 or 2 persons)	\$65.00
Backpacker Cabin (1 or 2 persons)	\$60.00
Bach (1 to 4 persons)	\$140.00
Extra Adult	\$20.00
Extra Child 2-14 years	\$15.00
Extra Child under 2 years	Free
WHITEBAITING SPECIAL RATES	Per Night
Sites (Tent/Caravan/Motorhome)	
Powered (1 person)	\$20.00
Unpowered (1 person)	\$17.00
Extra Adult	\$5.00
Extra Child 2-14 years	\$5.00
Extra Child under 2 years	Free
EXTRA CHARGES	
Linen Hire (per person)	\$5.00
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

Tasman District Council Cemetery Charges	Proposed Charges from 1 July 2019 including GST
Plot – purchase right of burial	
RSA in designated areas	No fee
New Plot – 12 years and over	\$1,235.00
Natural Burial – Standard Plot Size	\$1,235.00
Natural Burial – Large Plot Size	\$2,471.00
Children’s areas where set apart	
Child 5-12 years	\$629.00
Child 0-5 years	\$157.00
Stillborn	No fee
Out of District Fee on any Burial Plot – extra to above	\$1,235.00
Ashes – purchase right of burial	
RSA	No fee
Rose Garden – all ages	\$498.00
Tree Shrub Garden – all ages	\$498.00
Ash Berm – all ages	\$498.00
Stillborn	No fee
Out of District Fee on any Ash Plot – extra to above	\$498.00
Richmond Memorial Wall Plaque Space	\$189.00
Richmond Memorial Wall Plaque Space – inclusive of Out of District Fee	\$317.00
Burial interment fees	
RSA	\$779.00
Interments – 12 years and over	\$779.00
Child – 5-12 years	\$467.00
Child – 0-5 years	\$148.00
Stillborn	No fee
Disinterment/Reinternment	Actual cost
Saturday extra charge – all ages	\$216.00
Sunday & Public Holiday extra charge – all ages	\$483.00
Ash Interment Fees	
All ash plots in all cemeteries – all ages	\$152.00
Disinterment/Reinternment – ashes	Actual cost
Saturday extra charge – all ages (if contractor attendance is required)	\$167.00
Sunday and Public Holidays extra charge – all ages (if contractor attendance is required)	\$269.00

Tasman District Council Cemetery Charges	Proposed Charges from 1 July 2019 including GST
Miscellaneous	
Concrete cutting when required	Actual cost
Late funeral hourly rate extra charge after 5pm	\$216.00

Tasman District Council Sports Grounds Charges	Proposed Charges from 1 July 2019 including GST
Type	
Cricket – Senior grade	\$3,384.00/block
Cricket – Second grade	\$2,584.00/block
Cricket – Artificial pitch	No charge
Rugby, Rugby League, Baseball, Football - Senior	\$367.00/field
Rugby, Rugby League, Football – Senior (where no field allocated)	\$100.00/occasion
Rugby, Football and Baseball - Junior	No charge
Athletics	\$131.00/track
Rugby – Touch field - summer	\$131.00/field
Baseball – Senior	\$256.00/field
Velodrome – cycle club	\$400.00/season/club

Note 1: Some Council owned Sports Grounds are run by Management Committees, who set their own charges

Note 2: Representative Training Tournaments and out of season one off use for sportsfields and associated facilities – charges will be at cost of preparation.

Note 3: These fees will be inflation adjusted annually

Note 4: All fees are per season

Miscellaneous Parks and Reserves Charges	Proposed Charges from 1 July 2019 including 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 \$58.00/metre whichever is the lower

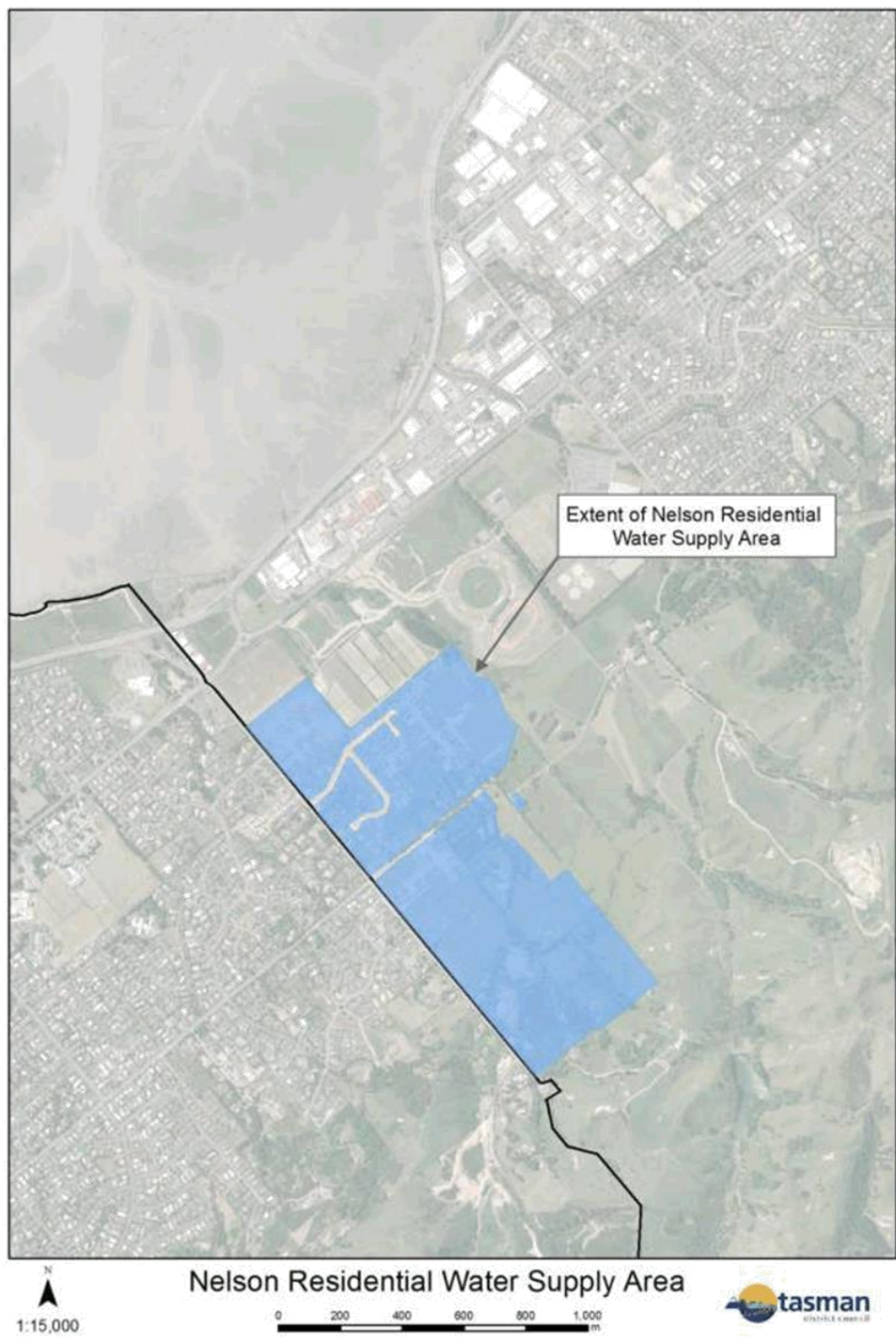
Corporate Charges	Proposed Charges from 1 July 2019 including GST
GIS Map Prices (per copy)	
A4	\$5.00
A3	\$10.00
A2	\$15.00
A1	\$20.00
A0	\$30.00
Subsequent copies	\$2.50
A4	\$5.00
A3	\$7.50
A2	\$10.00
A1	\$15.00
A0	
Electronic files (e.g. Maps and GIS data in electronic format)	\$157.00/hr
CD/DVD Media	\$5.00 1st, \$1.00 thereafter
Official Information Requests 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	Proposed Charges from 1 July 2019 including GST
First 20 pages for requests under the Official Information Act	Free
Additional copies:	
A4 black and white	
• Single sided	20c
• Double sided	40c
A3 black and white	
• Single sided	40c
• Double sided	70c
Colour copies A3 and A4	\$2.00

Miscellaneous Charges - Customer Services	Proposed Charges from 1 July 2019 including 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

Library Charges	Proposed Charges from 1 July 2019 including GST
Loans	
New adult books – three-week loan	\$1.50
All magazines in adult section – three-week loan	50c
Music CDs – three-week loan	\$1.00
DVDs – two-week loan	\$4.00
Holds and Requests	
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
Overdue items	
Adult Member	30 cents/day (maximum charge \$5.00)
Junior Member	10 cents/day (Maximum charge \$2.50)
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
Library room hire charges (Meeting rooms and Learning Suite)	
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

Property Services Charges	Proposed Charges from 1 July 2019 including GST
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
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 ² then \$3.50 per week per additional square metre
Community-based licence to occupy application fee	\$150.00
Community-based licence to occupy (sports clubs). Minimum rental	\$230.00/pa
Structures & encroachments - application for licence to occupy bach, garage, carport etc.	\$213.00
Structures & encroachments licence to occupy documentation fee. (This is for land above ground, not underground services)	\$150.00
Structures & Encroachments Licence to occupy rental fee. This is for land above ground services. (This does not include or replace any rates due on the property)	Rural up to 20m ² minimum \$285.00 Urban up to 20m ² minimum \$575.00 Over 20m ² charged at market value, to be determined by independent valuer
Application to transfer licence	\$150.00
Transfer of licence document fee	\$150.00
Licence to occupy road reserve for underground services - Application fee	\$213.00 plus staff administration costs
Short term licence to occupy road for underground services document fee.	\$150.00
Licence to occupy road reserve for underground services - Annual fee	On a case-by-case basis taking into account the adjoining land values and scale of the encroachment. A minimum of \$246.00 per annum
Longer term encumbrance documentation 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



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8.4 WAIMEA INLET ACTION PLAN**Decision Required**

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Anna Gerraty, Policy Advisor
Report Number:	RCN19-03-5

1 Summary

- 1.1 The 'Waimea Inlet Action Plan 2018-2021' (Action Plan) is designed to implement the Waimea Inlet Management Strategy 2010 (Strategy), which Council is a signatory to. Both the Action Plan and Strategy are non-statutory documents, aimed at maintaining and improving the health of the Inlet. The Action Plan is appended as Attachment 1 to this report.
- 1.2 The Waimea Inlet Coordination Group (Group) requests that each of the four signatories to the Strategy sign up to specific actions/targets their organisation can assist with or take a lead on, so that work can begin on its implementation.
- 1.3 The Group proposes that signatories commit to specific actions for their organisation, rather than adopt the Action Plan in its entirety.
- 1.4 We anticipate that several other parties will also sign up to the Action Plan in the near future. One of the reasons for creating the Action Plan is to have an 'investment ready' document that external (i.e. non-Council) funders can refer to when considering funding applications from groups such as Tasman Environmental Trust. The general intention is that all parties who sign up to the Action Plan will work together to achieve the targets. Where unbudgeted funding is required, external funding will be sought to implement those actions.
- 1.5 The Environment and Planning Committee received an earlier version of the Action Plan in May 2018 (see report REP18-05-01) and noted the potential implications of signing up to specific targets. Resolution 6 of that report instructed staff to "prepare a report on the specific targets contained in the draft Waimea Inlet Action Plan, containing recommendations on which targets Council should sign up to, either as a lead agency, or supporting agency."
- 1.6 Attachment 2 to this report sets out the targets we propose Council leads and supports. Targets highlighted green are recommended for immediate adoption and implementation. These targets relate to work currently undertaken by Council, most of which have existing funding and/or staff time allocated to them. Where additional staff time is required, we are confident that this can be managed within our existing work programmes. Targets highlighted yellow represent actions that require unbudgeted funds. We recommend Council agrees to support these targets in principle, subject to the outcome of future funding decisions.

2 Draft Resolution**That the Full Council**

1. receives the **Waimea Inlet Action Plan Report RCN19-03-05**; and
2. adopts the **Waimea Inlet Action Plan 2018-2021 (see Attachment 1)** and:
 - (i) agrees to lead or support those targets highlighted green in Attachment 2, subject to being able to deliver within existing staff and budgetary resources; and
 - (ii) supports those targets highlighted yellow in Attachment 2 in principle, subject to future funding decisions.

3 Purpose of the Report

- 3.1 To consider the recommendations of the Waimea Inlet Coordination Group, adopt the Waimea Inlet Action Plan 2018-2021 (Attachment 1) and agree to lead or support implementation of specific targets from the Action Plan (as described in Attachment 2).

4 Background and Discussion

- 4.1 The Waimea Inlet is the largest semi-enclosed coastal inlet in the South Island and has international and national importance as a site for migratory birds.
- 4.2 The Waimea Inlet Management Strategy (Strategy) was developed in 2010 to coordinate a cross-regional approach for the care of the Inlet. The Waimea Inlet lies within both Tasman and Nelson regions. Council is a signatory to the Strategy, along with Nelson City Council (NCC), the Department of Conservation (DOC) and Fish & Game.
- 4.3 Over the past three years, Council has been working collaboratively with the signatories and others to develop a 'Waimea Inlet Action Plan' (Action Plan), to give effect to the Strategy.
- 4.4 Both the Action Plan and Strategy are non-statutory documents, aimed at maintaining and improving the health of the Inlet.
- 4.5 The Action Plan is intended to be a living document that may be amended over time, in response to new knowledge and changing circumstances.

Waimea Inlet Coordination Group

- 4.6 In July 2017, the Community Development Committee appointed Councillor Trevor Tuffnell as Council's elected member representative on the newly formed Waimea Inlet Coordination Group (the Group), with Councillor Dana Wensley as alternate (refer report RCD17-07-02).
- 4.7 Staff from the Community Development and Environment and Planning departments participate in the work of the Group and have previously been involved in the work undertaken by the 'Waimea Inlet Working Party'. Further details about the role of the working party are contained in report RCD17-07-02.
- 4.8 The role of the Group is to "*identify, prioritise and coordinate the actions needed to achieve implementation of the Strategy and collate these into a proposed Action Plan.*" The full terms of reference for the Group are included as an appendix to the Action Plan (see Attachment 1). Current members of the Group include representatives from Council, NCC, DOC, Fish & Game, Waimea Inlet Forum (WIF), Tasman Environmental Trust (TET), Ngāti Tama, Ngāti Rārua and Te Ātiawa.
- 4.9 Te Tau Ihu iwi have an open invitation to become signatories to the Strategy, to appoint representatives to the Group and to participate in the development, implementation, review and monitoring of the Action Plan. They have been kept informed of progress throughout the Action Plan's development. Three iwi have attended hui held since mid-2018, but the other five iwi have not had the time/capacity to engage at this stage.

Consultation on the Action Plan

- 4.10 An earlier version of the Action Plan was published on Council's website and distributed to iwi and interested parties and individuals in December 2017, requesting their feedback by 9 March 2018. Written feedback was received from 15 groups and individuals. A workshop on the Action Plan was held on 2 March 2018, attended by approximately 50 people. The Group then further revised the Action Plan, to incorporate feedback received.
- 4.11 The resulting 'Waimea Inlet Action Plan 2018-2021' represents the collective effort of a wide range of organisations, groups and individuals. It is appended as Attachment 1 to this report.

Discussion

- 4.12 The Group's expectation is that signatories of the Strategy will identify actions/targets from the Action Plan that their organisation will lead or support implementation of, and sign-off on those specific actions, rather than adopting the Action Plan in its entirety.
- 4.13 Some of the actions and targets identified in the Action Plan relate to the responsibilities of other agencies (e.g. NCC, DOC). However, many relate to Council's core business and some will require involvement of staff from various departments.
- 4.14 While many of the actions and targets identified in the Action Plan relate to tasks that Council has existing resources allocated, others are not funded in Council's present work programme.
- 4.15 Other parties (e.g. WIF, TET) may also sign up to the Action Plan in the near future. One of the reasons for creating the Action Plan is to have an 'investment ready' document that external (i.e. non-Council) funders can refer to when considering funding applications from groups such as Tasman Environmental Trust.

- 4.16 The intention of the Group is that all parties who adopt the Action Plan will work together to achieve the targets and, when unbudgeted funding is required, external funding will be sought.
- 4.17 As instructed by the Environment and Planning Committee (see report REP18-05-01), staff have identified which actions and targets in the Action Plan we recommend Council should sign up to, either as lead or supporting agency. This information is appended as Attachment 2 to this report.
- 4.18 Attachment 2 lists each of the targets from the Action Plan in order of anticipated achievement date. The table sets out whether this is an existing or future task for Council, whether funding is included in the LTP 2018-2028 budget, whether any additional funding and/or staff time is required, which Department is responsible for working on the target, and who the proposed lead and support organisations are.
- 4.19 Targets highlighted green (see Attachment 2) are recommended for immediate adoption and implementation. These targets relate to work currently undertaken by Council, most of which have existing funding and/or staff time allocated to them. Where additional staff time is required, we are confident that this can be managed within our existing work programmes.
- 4.20 Targets highlighted yellow (see Attachment 2) represent actions that require funding that is currently unbudgeted. We recommend Council agrees to support these targets in principle, subject to the outcome of future funding decisions. Funding of these targets can then be considered as part of future annual plan or long term plan processes.
- 4.21 Once adopted, the Waimea Inlet Coordination Group will regularly report on progress with implementing the Action Plan and review it every three years. The first report will be prepared in early 2020.

5 Options

- 5.1 Council has three main options:
- 5.1.1 Option 1: receive and formally adopt the Action Plan in its entirety; or
- 5.1.2 Option 2 (preferred): receive and formally adopt the Action Plan based on a division of actions/targets into two categories:
- (i) those Council agrees to sign up to as lead/support agency effective immediately; and
 - (ii) those Council supports in principle, subject to future funding decisions; or
- 5.1.3 Option 3: decide not to formally adopt the Action Plan (this option is not recommended).

5.2 Option 1: Adopt the Action Plan in its entirety

5.2.1 Advantages

- Council demonstrates its commitment as a collaborative partner of the Waimea Inlet Coordination Group. Some submitters to the LTP 2018-2028 advocated for Council to adopt and implement the Action Plan.
- A more effective and efficient achievement of environmental outcomes for Waimea Inlet through a collaborative strategic approach.

5.2.2 Risks and Disadvantages

- Resourcing is inadequate to implement the Action Plan in full.
- There is a risk that signing up to the Action Plan in its entirety may raise unrealistic community expectations. For example, some people may expect Council to take all the responsibility for achieving targets and/or have unrealistic expectations about how quickly targets can be achieved.

5.3 Option 2: Divide actions/targets into two categories before adopting the Action Plan

5.3.1 Advantages

- Council demonstrates its commitment as a collaborative partner of the Waimea Inlet Coordination Group.
- A more effective and efficient achievement of environmental outcomes for Waimea Inlet through a collaborative strategic approach. A benefit of supporting the Action Plan, endorsing specific actions/targets and taking responsibility for them, is that the desired outcomes identified can be realised in a timely manner.
- Council understands the resources (staff and funding) required to achieve the specific targets. Where unbudgeted additional funding is identified, Council can support these targets in principle, subject to future funding decisions.

5.3.2 Risks and Disadvantages

- There is a slight risk that other members of the Group may be frustrated that Council does not commit to achieving all targets identified in the Action Plan, specifically those with additional funding requirements. However, the appropriate process for making decisions on this matter are future annual/long term plans.

5.4 Option 3: Do not adopt the Waimea Inlet Action Plan

5.4.1 Advantages

- No adjustments to current work programmes would be necessary.

5.4.2 Risks and Disadvantages

- The risk of not supporting the Action Plan is that targets are not achieved, or take longer for others to achieve.
- Council's reputation as a collaborative partner in this process may also be at risk, if the Action Plan is not supported in some way.

6 Strategy and Risks

- 6.1 Both the Strategy and Action Plan have been developed using a collaborative process, by a wide range of parties whose common goal is to maintain and improve the health of the Waimea Inlet. The Action Plan provides an opportunity to build on work currently underway, and encourage all interested parties to work together more effectively to achieve enhanced outcomes for the Inlet.
- 6.2 Risks are discussed in section 5 of this report.

7 Policy / Legal Requirements / Plan

- 7.1 Both the Strategy and draft Action Plan are non-statutory documents. There is no legal requirement to prepare or adopt either document. However, they both have important links with other Council plans and strategies. One of these is the Waimea Freshwater Land Advisory Group (FLAG) project, which is likely to result in amendments to the Tasman Resource Management Plan. Another is the proposed Richmond Catchment Management Plan (CMP), which covers stormwater drainage from the urban area into the Waimea Inlet.
- 7.2 The goals, objectives, outcomes and actions from the Strategy and Action Plan can usefully inform both processes. Similarly, outputs of the Waimea FLAG and Richmond CMP processes can inform future reviews of the Strategy and Action Plan. Staff involved in all three projects regularly meet to ensure there is consistency and appropriate linkages between the projects.

8 Consideration of Financial or Budgetary Implications

- 8.1 If Council chooses to adopt the Action Plan, it is effectively indicating that it supports implementation of all actions and targets of relevance to Council activities. Many of these are already underway, but additional budget and/or staff time will be required to assist with the achievement of many of the targets (see Attachment 2). Where additional funds are required, they can be allocated via future LTP or Annual Planning processes.

9 Significance and Engagement

- 9.1 Overall, we consider that the adoption of the Action Plan is of low to medium significance and that further community engagement is not required prior to Council making the decisions sought through 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	<p>The Waimea Inlet is highly valued by many, including Te Tau Ihu iwi, adjacent landowners, local communities, environmental groups and recreational users. Maintaining and improving the health of the Inlet is a common goal shared by many. An Action Plan, aimed at achieving the vision of the Strategy, is likely to be of interest to many. Having a coordinated plan of action is expected to be supported by most.</p> <p>The Waimea Inlet Coordination Group is a collaborative group, comprised of representatives from several different organisations. The Group has provided opportunities for iwi and others with an interest in the health of the Inlet to engage in the development of the Action Plan.</p>

Issue	Level of Significance	Explanation of Assessment
Is there a significant impact arising from duration of the effects from the decision?	Low	If Council agrees to adopt the Action Plan and sign up to lead and support the targets identified in Attachment 2 to this report, this will have a positive impact in terms of continuing the collaborative relationship between parties with an interest in the Waimea Inlet. By working together in a more co-ordinated way, implementation of the Strategy and Action Plan is likely to be more effective.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	N/A	
Does the decision create a substantial change in the level of service provided by Council?	Low	Levels of service would improve if the Action Plan is implemented. Many of the targets relate to existing Council functions, projects and/or priorities.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	The LTP 2018-2028 provides funding for many of the actions identified in the Action Plan. Allocation of additional funding to other actions can be considered as part of future annual plan and long term plan processes.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	
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?	N/A	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	N/A	

10 Conclusion

- 10.1 Signatories to the Strategy are requested to take the next step towards achievement of the goals and objectives of the Strategy, by considering and adopting the Waimea Inlet Action Plan 2018-2021.
- 10.2 We recommend that Council adopts the Action Plan and:
- (i) agrees to lead or support those targets highlighted green in Attachment 2 subject to being able to deliver within existing staff and budgetary resources; and
 - (ii) supports those targets highlighted yellow in Attachment 2 in principle, subject to future funding decisions.

11 Next Steps / Timeline

- 11.1 Once the Action Plan has been formally adopted by each of the signatories to the Strategy, implementation can proceed. We anticipate that several other parties will also sign up to the Action Plan in the near future. Nelson City Council is likely to consider the Action Plan at a meeting in May 2019.
- 11.2 The Action Plan is intended to be a living document that may be amended over time, in response to new knowledge and changing circumstances.
- 11.3 One of the tasks of the Waimea Inlet Coordination Group is to report back to Council every three years on progress with implementing the Action Plan and suggestions for revised wording. The first report will be prepared in early 2020.

12 Attachments

- | | | |
|----|--|-----|
| 1. | Waimea Inlet Action Plan 2018-2021 | 93 |
| 2. | Recommended targets Council should lead or support, to implement the Action Plan | 115 |

Waimea Inlet Action Plan 2018 to 2021



Figure 1: Photograph by Duncan Cunningham

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Figure 2: Map of the Waimea Inlet



This map is an aerial photograph with a blue overlay showing the coastline and council boundaries. The map is for information purposes only and should not be used for legal or financial purposes. The map is not a guarantee of accuracy and is not a substitute for a professional survey. The map is not a guarantee of accuracy and is not a substitute for a professional survey. The map is not a guarantee of accuracy and is not a substitute for a professional survey.

Preface

Waimea Inlet is a special place, loved by many people, and home to a wide array of living organisms, some rare and threatened, others international migrants. The Inlet itself is a place of peace and tranquillity within a landscape of urban, industrial, and agricultural activity. As population increases, people increasingly value the estuarine environment as a place for quiet and restoration.

In 2010, citizens who cared about the Inlet worked with Tasman District and Nelson City Councils, DOC and Fish and Game to produce the Waimea Inlet Management Strategy (WIMS). Members of the Waimea Inlet Forum are now coordinating progress on a broad front that involves restoring the margins, trapping predators, and caring for the whole.

The WIMS is a community-owned resource where the Councils facilitated its creation. As such both the Strategy and this Action Plan represent matters to be taken into account in related processes such as Council financial planning and resource management planning. The same applies to other statutory bodies such as DOC and Fish and Game. The Action Plan can only be effectively implemented if its aspirations are taken into account in the management of its catchments, related estuaries and Tasman Bay as a whole. Indeed, for migratory birds, complementary actions are needed in other places and even in other countries.¹

To help everyone build effectively on the Strategy, and the good work already underway, a Coordination Group² was formed to create an Action Plan to identify, prioritise, integrate and coordinate actions aimed at achieving the vision of the WIMS. This Action Plan is the product. It sets actions and targets for the next three years and beyond. It is a draft, intended as a basis for a wider discussion amongst interested parties before formal sign off by the signatories to the WIMS³, and any other organisations that will commit to implementing it.

In writing this Action Plan, the Coordination Group identified that the Waimea Inlet Strategy itself needs updating to reflect changes since it was drafted. Most significantly, Treaty settlements and their associated statutory recognitions, have defined roles for local iwi that must be better acknowledged, and this is supported by the New Zealand Coastal Policy Statement 2010⁴. The Coordination Group suggests that the Strategy be

¹ For information on related processes see <https://waimeainlet.wordpress.com/>

² Members include representatives from Tasman District Council (TDC), Nelson City Council (NCC), Department of Conservation (DOC), Fish & Game, Tasman Environmental Trust, Waimea Inlet Forum Working Group and Te Tau Ihu iwi.

³ As at 2018, the signatories to the WIMS comprised Tasman District Council (TDC), Nelson City Council (NCC), Department of Conservation (DOC) and Fish & Game. Each of the eight Te Tau Ihu iwi has an open invitation to become signatories to the WIMS and to appoint representatives to the Coordination Group.

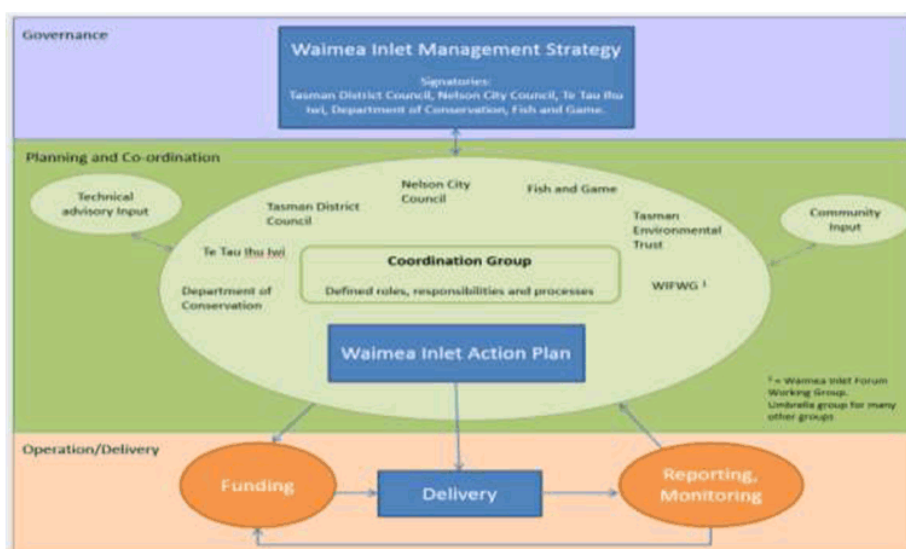
⁴ <http://www.doc.govt.nz/about-us/science-publications/conservation-publications/marine-and-coastal/new-zealand-coastal-policy-statement/new-zealand-coastal-policy-statement-2010/policy-2-the-treaty-of-waitangi-tangata-whenua-and-maori/>

updated in two to three years as information becomes available through completing the work described in this Action Plan.

The vision for the Waimea Inlet (as identified in Section 5 of the WIMS) is: *“A vibrant place, richly appreciated by the community for its open space, natural and ecological values; happily remembered by generations for their activities, adventures and discoveries; a place where tangata whenua hold mana as kaitiaki of taonga; and a place to be shared with increasing respect.”*

Figure 3 outlines the relationship between signatories to the Waimea Inlet Management Strategy, members of the Coordination Group and groups/ individuals delivering actions on the ground.

Figure 3: Relationship between signatories to the Waimea Inlet Management Strategy, members of the Coordination Group and groups/individuals delivering actions on the ground



The areas of responsibility of the Coordination Group are:

- to periodically review the Waimea Inlet Management Strategy (WIMS);
- to develop and update an Action Plan for implementation of the Strategy; and
- to monitor and report on implementation of the Action Plan and prepare an Annual Report for stakeholders.

The intention is that the Coordination Group will meet three or four times per year to undertake this work.

Each of the signatories of the WIMS has responsibility for reviewing, considering and approving any updates to the WIMS and/or Action Plan that are proposed by the Coordination Group.

For the Action Plan, signatories will focus on those specific actions that their organisation would like to assist with or take a lead on, and sign-off on those specific actions - rather than the Action Plan in its entirety. As the Action Plan will represent the collective effort of a wide range of organisations, groups and individuals, signatories are unlikely to be involved in all proposed actions.

The Waimea Inlet Forum representative provides an interface with community and sector groups, so that interested members of the public can have input. If required, the Tasman Environmental Trust representative will co-ordinate and manage project funding from the signatories and outside sources. Each representative on the Coordination Group is responsible for reporting back to the organisation that he/she represents.

The Terms of Reference for the Coordination Group are appended to this draft Action Plan.

Introduction

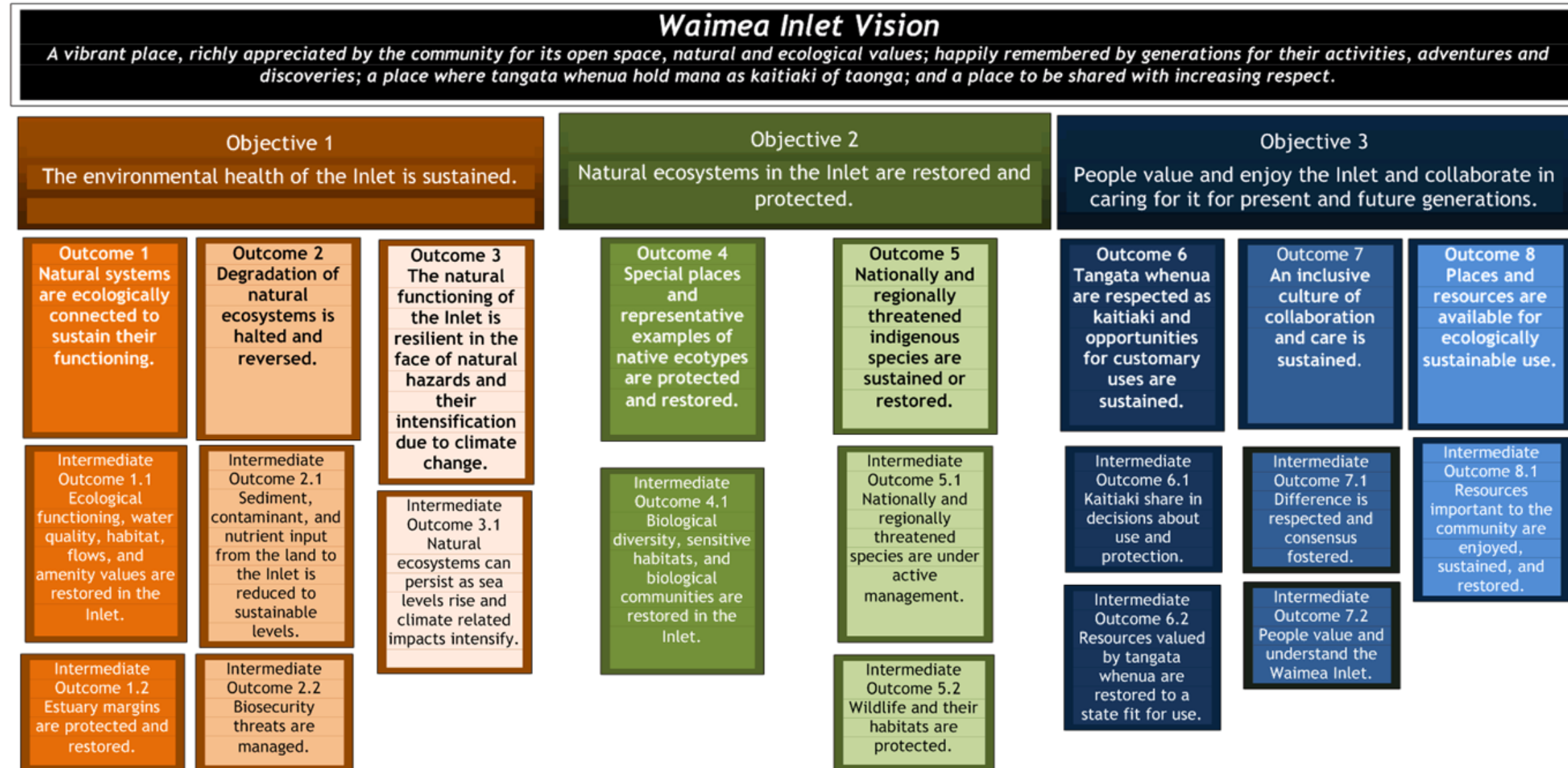
The purpose of this Waimea Inlet Action Plan (the Plan) is to enable aligned action to implement the Waimea Inlet Management Strategy (WIMS). The Plan identifies objectives and outcomes. It sets out priority actions. Once participant organisations have had a chance to say which actions they can support, the Plan will identify a lead for each action, and who will monitor progress toward collective targets. Being a lead will mean taking responsibility for initiating action, and for monitoring and reporting progress. It will not mean the party will undertake the action alone, or provide all the resources. Each party will make its own decisions about resources and actions. Some actions will have joint leads, mostly where an action should be council-led, and the work spans the geographic areas of both councils. Parties to this Plan will provide a full report every three years on achievement of targets and outcomes to the Waimea Inlet Coordination Group 18 months in advance of Councils' Long Term Plans, with the first report due by Feb/March 2020. A progress report on work completed to date will also be submitted to the Coordination Group annually.

Considerations for identifying priorities

The considerations used to set priorities and sequence actions are listed below. In the process of drafting this Plan, the Coordination Group realised that the future of the Inlet, and the effectiveness of actions, will be dominated by the effects of climate change. The Group recommends that priority is given to understanding these effects, before the Strategy and Action Plan are reviewed.

Well beings	Considerations
Environmental	<ul style="list-style-type: none"> • Irreversibility if not undertaken. • Urgency, how soon irreversible change might happen. • Contribution to protecting indigenous biodiversity, threatened species, habitats and ecosystems. Role for national and international migrant species. • Contribution to ecosystem health.
Cultural	<ul style="list-style-type: none"> • Contribution to tangata whenua values. • Community ownership and respect.
Social	<ul style="list-style-type: none"> • Level of opportunity for multiple parties to be involved. • Enhancing peoples' connection and engagement.
Economic	<ul style="list-style-type: none"> • Economic cost/benefit. • Achievability - financial and outcome.

Figure 4: Logic structure



Objectives, outcomes, actions and targets

Objective 1	
The environmental health of the Inlet is sustained	
Outcome 1	
Natural systems are ecologically connected to sustain their functioning.	
Intermediate Outcome 1.1	Intermediate Outcome 1.2
Ecological functioning, water quality, habitat, flows, and amenity values are restored in the Inlet.	Estuary margins are protected and restored.
<p>Actions:</p> <ol style="list-style-type: none"> 1. Investigate the potential feasibility and cost of altering the causeway to Moturoa/Rabbit Island to achieve flushing and therefore reduce sea-lettuce proliferation in the non-flushed pockets of estuary. 2. Ensure commitment to repeat broad scale habitat monitoring and Estuary Vulnerability Assessment on a 5-yearly cycle to ensure ecological health of the estuary is sustained. 	<p>Actions:</p> <ol style="list-style-type: none"> 1. Manage and restore key habitats located on public and private land. 2. Develop ecological corridors and transition zones linking habitats. 3. Increase the area of saltmarsh⁵, and naturally vegetated duneland and estuary margin in the Waimea Inlet. 4. Minimise further shoreline armouring⁶ and promote use of “soft engineering⁷” techniques wherever possible for all infrastructure including replacement armouring, roads, and cycleways. 5. Promote formal protection of natural areas (e.g. covenant, change in land tenure).
<p>Targets:</p> <ol style="list-style-type: none"> 1. Complete feasibility study of altering the causeway to Moturoa/Rabbit Island by 2020. 2. Reduce the area of nuisance algal area (areas where macroalgae exceeds 20% cover) by 5% by 2030. 3. Repeat broad scale habitat monitoring in 2018, 2023, and 2028. 	<p>Targets:</p> <ol style="list-style-type: none"> 1. Identify key sites, plus linking corridors and transition zones, to be managed to protect estuarine habitats by 1 July 2019. Also consider options for formal protection. 2. Increase the area of saltmarsh in the Waimea Inlet by 5% by 2030. 3. Increase the area of naturally vegetated dune land on Moturoa/Rabbit and Rough Island by 10% by 2030 and maintain Sand Is free of marram. 4. Increase the area of naturally-vegetated estuary margin by 10km (to an average width of 10m) by 2030. 5. No increase in the net extent of shoreline armouring by 2030 and increase use of “soft engineering” techniques wherever possible.

⁵ Saltmarsh includes estuarine shrubs, tussock, reeds, grasses, herbs, sedges and other herbaceous saline vegetation.

⁶ Hard protection structures creating shoreline armouring include: seawalls, rock revetments, groynes, breakwaters, stop banks, retaining walls or comparable structure or modification to the seabed, foreshore or coastal land that has the primary purpose or effect of protecting an activity from a coastal hazard, including erosion and sea level rise.

⁷ Soft engineering means the use of ecological principles and practices to reduce erosion and achieve the stabilization and safety of shorelines while enhancing habitat, improving aesthetics, and saving money.

Objective 1 The environmental health of the Inlet is sustained	
Outcome 2 Degradation of natural ecosystems is halted and reversed.	
Intermediate Outcome 2.1 Sediment, contaminant, and nutrient input from the land to the Inlet is reduced to sustainable levels.	Intermediate Outcome 2.2 Biosecurity threats are managed.
<p>Actions:</p> <ol style="list-style-type: none"> 1. Include consideration of the natural values of the inlet in all proposed changes to the Resource Management Plans. 2. Clean up pollution sources (both point and non-point pollution) and monitor progress.⁸ 3. Restore freshwater ecosystems. 4. Promote riparian fencing and planting programs. 5. Monitor toxin levels, identify problems, establish clean-up programmes and monitor progress. 	<p>Actions:</p> <ol style="list-style-type: none"> 1. Undertake biosecurity surveillance and response. 2. Manage and reduce weed populations and exclude new weeds.
<p>Targets:</p> <ol style="list-style-type: none"> 1. Review the policies of the Nelson and Tasman Resource Management Plans to ensure that they require protection of Inlet values and meet the requirements of the National Policy Statement for Freshwater Management (as set out in the progressive implementation plans). 2. Complete review of water quality in contributing waterways and document required remedial action by 2025. 3. Establish a list of priority sites for restoration work on freshwater ecosystems by 31 December 2019. 4. Catchment nutrient, sediment, faecal and other contaminants concentrations to the tributaries going into the Inlet are reduced by 10% by 2021. 5. All urban and industrial storm water and effluent discharges to streams in the catchment meet ANZECC (2000) ISQG low sediment toxicity criteria within 50m of the discharge outfall by 2030. 6. Commence remediation of old dumps on the estuary margins as they are discovered. 	<p>Targets:</p> <ol style="list-style-type: none"> 1. Develop a unified strategic weed management control plan with appropriate agencies/stakeholders that identifies species and sites, establishes the most appropriate management approach by 2020. 2. <i>Spartina</i> eradication programme fully funded and implementation commenced (5-year control and 5-year monitoring) by 2020. 3. Management plan for <i>Gambusia</i> written by March December 2019, and implementation of the fully funded plan commenced by 2020. 4. Secure funding for control of jelly bean ice-plant by 2020.

⁸ Note that this will mean adoption of best practice for stormwater including the use of swales, infiltration and wetlands rather than further direct discharges to the Inlet and its tributaries.

<p>Objective 1</p> <p>The environmental health of the Inlet is sustained</p>
<p>Outcome 3</p> <p>The natural functioning of the Inlet is resilient in the face of natural hazards and their intensification due to climate change.</p>
<p>Intermediate Outcome 3.1</p> <p>Natural ecosystems can persist as sea levels rise and climate related impacts intensify.</p>
<p>Actions:</p> <ol style="list-style-type: none"> 1. Plan for managed retreat of natural ecosystems as sea level rises and climate effects intensify. 2. Prevent new infrastructure on sites where managed retreat for biodiversity is required and analyse the social and economic effects on the community.
<p>Targets:</p> <ol style="list-style-type: none"> 1. Integrate consideration of the likely impact of sea level rise and other climate change effects on the viability of estuary margins and on threatened species and wildlife, into Council-led climate change planning, by April 2019. 2. Create a priority list of sites to be managed, including key habitats/seed source by April 2019. 3. Identify key opportunities to enhance ecological sequences and support landowners/stakeholders to implement to enable managed retreat by 1 July 2020. 4. Create a managed retreat and climate change response action plan and review the Strategy and Action Plan by 1 July 2021.

Objective 2
Natural ecosystems in the Inlet are restored and protected
Outcome 4 Special places and representative examples of native ecosystems are protected and restored.
Intermediate Outcome 4.1 Biological diversity, sensitive habitats, and biological communities are restored in the Inlet.
<p>Actions:</p> <ol style="list-style-type: none"> 1. Restore fish habitat and remove targeted fish passage barriers in contributing waterways. 2. Identify and protect areas of native vegetation within the Waimea Inlet and surrounds. 3. Identify areas subject to tidal influence and work with landowner to exclude stock. 4. Enhance ecological sequences and support landowners/stakeholders to implement (e.g. embayment margins).
<p>Targets:</p> <ol style="list-style-type: none"> 1. Complete programmes to restore fish habitat, including spawning sites, and identify and remove targeted fish passage barriers in contributing waterways by 1 July 2025.

Objective 2	
Natural ecosystems in the Inlet are restored and protected	
Outcome 5	
Native species are sustained or restored.	
Intermediate Outcome 5.1 Nationally and regionally threatened species are under active management.	Intermediate Outcome 5.2 Wildlife and their habitats are protected.
<p>Actions:</p> <ol style="list-style-type: none"> 1. Protect the Back Beach Beetle from extinction. 2. Actively manage all threatened species in the Inlet and its surrounds. 3. Manage the effects of domestic and feral animals on native animals and plants including effects of cats and dogs. 4. Develop and implement baseline distribution surveys and/or monitoring programmes for banded rail, fern bird, marsh crane, spotless crane, and Australasian bittern. 	<p>Actions:</p> <ol style="list-style-type: none"> 1. Manage human disturbance of wildlife. 2. Reduce the impacts of cats and dogs around the estuary as populations pressures increase. 3. Give formal protection to, and manage human activities in, important wildlife areas 4. Follow recommended actions on 'Effects of selected activities on shorebirds in Tasman District - Management issues and options for site of International Importance' David S. Melville and Rob Schuckard (November 2013). 5. Continue monitoring of populations and site conditions (roosting, nesting, feeding) as part of State of the Environment monitoring to determine the effectiveness of coastal management actions and RMA compliance⁹.
<p>Targets:</p> <ol style="list-style-type: none"> 1. Develop a strategic approach to the current and future management of the Back Beach Beetle by 31 December 2018. 2. Update the DOC Ecological Management Unit assessment including comprehensive listing of threatened species and locally significant species and their requirements by 1 July 2023. 3. Pursue a full programme of recovery actions for <i>Lepidium banksii</i> - coastal peppergrass including with community and botanic gardens for ex-situ populations and seed banking including annual weed and pest control, monitoring in situ and ex-situ of peppergrass and its threats and identifying, and if required, restoring sites suitable for the introduction of <i>Lepidium banksii</i> by 2020. 4. Complete a unified strategic animal pest control plan to “control” all predators and herbivores where these are a threat to threatened species and habitats by 30 June 2019. 5. Prepare a unified plan for bird surveys, including site conditions (roosting, nesting, feeding), conducted by different groups by 31 December 2020. Note, also applies to Action 5. 	<p>Targets:</p> <ol style="list-style-type: none"> 1. Identify activities that disturb wildlife and develop actions to reduce them by 1 July 2019. 2. Identify important wildlife areas (including related areas outside Waimea) and actions required to manage human activities that disturb wildlife¹⁰ by 1 July 2019¹¹.

⁹ Specific monitoring recommendations are listed in Schuckard & Melville (August 2013).

¹⁰ Including drones.

¹¹ Includes investigating use of wildlife sanctuaries and reserves to protect areas important to wildlife.

Objective 3	
People value and enjoy the Inlet and collaborate in caring for it for present and future generations	
Outcome 6	
Tangata whenua are respected as kaitiaki and opportunities for customary uses are sustained.	
Intermediate Outcome 6.1	Intermediate Outcome 6.2
Kaitiaki ¹² share in decisions about use and protection.	The mauri and wairua of Waimea are nurtured and perpetuated.
<p>Actions:</p> <ol style="list-style-type: none"> 1. Review plans and actions with tangata whenua¹³ to ensure rangatiratanga¹⁴ and take tupūna¹⁵ are recognised in the management of nga taonga tuku iho¹⁶. 2. Support the Moturoa Wananga pilot project.¹⁷ 	<p>Actions:</p> <ol style="list-style-type: none"> 1. Identify what is negatively impacting the wairua and mauri of the Inlet, 2. Identify barriers to capacity to exercise customary practices, tikanga¹⁸, and mātauranga¹⁹ processes including association with wāhi tapu²⁰.
<p>Targets:</p> <ol style="list-style-type: none"> 1. Dialogue established with all iwi with statutory acknowledgements by 1 July 2018. 2. Waimea Inlet Management Strategy and Action Plan updated by 31 December 2020. 	<p>Targets:</p> <ol style="list-style-type: none"> 1. Baseline assessments of issues, barriers and remedial actions completed by 1 July 2020.

¹² Guardian

¹³ People belonging to a place

¹⁴ Self determination

¹⁵ Ancestral

¹⁶ Treasured resources

¹⁷ The programme involves restoration of Moturoa/Rabbit Island as a basis for a leadership programme for rangatahi up to the age of 24 nominated by the eight Te Tau Ihu iwi and maata waka.

¹⁸ Custom, practice

¹⁹ Māori customary knowledge, traditional knowledge or intergenerational knowledge

²⁰ Sacred place or site

Objective 3	
People value and enjoy the Inlet and collaborate in caring for it for present and future generations	
Outcome 7	
An inclusive culture of collaboration and care is sustained.	
Intermediate Outcome 7.1	Intermediate Outcome 7.2
Difference is respected and consensus fostered.	People value and understand the Waimea Inlet.
Actions: 1. Sustain the Waimea Inlet Forum ²¹ as the primary approach to whole of community collaboration. 2. Coordinate with Waimea FLAG ²² group and Kotahitanga mō te Taiao group on planning for future of Inlet.	Actions: 1. Create, and keep current, an evidence-based information and research strategy that identifies the information required, how that can best be organised and maintained, and gaps that need to be filled by further research. 2. Inform people and help them value the Inlet. 3. Increase citizen involvement in caring for the Inlet including managing threats and restoring natural ecosystems.
Targets: 1. Reporting by all participating organisations every three years at Waimea Inlet Forums with progress reports annually. 2. Invite representatives from Waimea FLAG group and Kotahitanga mō te Taiao group to provide regular updates to the Waimea Inlet Coordination Group (e.g. twice yearly).	Targets: 1. Complete information and research and education and social marketing strategies in an integrated process by 1 July 2019. 2. Include reporting of selected themes for the Inlet in state of the environment reporting ²³ by 1 July 2024.

²¹ The Waimea Inlet Forum was created as a result of the Waimea Inlet Management Strategy, an inter-agency strategy that included the Tasman and Nelson councils, statutory agencies, non-statutory groups and organisations, businesses and residents who have an interest in and a commitment to the Waimea Inlet and its sustainable future.
<https://waimeainlet.wordpress.com/about-the-forum/>

²² Freshwater Land Advisory Group.

²³The annual monitoring summaries are comprehensive documents that provide the key monitoring results for water, air and bathing water quality.

Objective 3
People value and enjoy the Inlet and collaborate in caring for it for present and future generations
Outcome 8
Places and resources are available for ecologically sustainable use.
Intermediate Outcome 8.1
Resources important to the community are enjoyed, sustained, and restored.
<p>Actions:</p> <ol style="list-style-type: none"> 1. Include natural and cultural values of the inlet in all strategic and infrastructure planning²⁴. 2. Protect and restore fisheries habitat within the Inlet. 3. Improve opportunities for recreation and public access where these are in harmony with caring for other values of the Inlet. ²⁵ 4. Implement the Moturoa/Rabbit Island Reserve Management Plan to ensure no adverse environmental effects on the Inlet, restoration of natural values of inlet margins. 5. Promote ecologically sustainable uses of the Inlet and its environs.
<p>Targets:</p> <ol style="list-style-type: none"> 1. Survey quality of fisheries habitat and fish stocks by 31 December 2020. 2. Identify at risk areas to vehicle access and create a remediation plan by 1 July 2019. 3. Support major infrastructure owners and operators to review the impacts of their activities on the inlet and develop plans to remediate past damage and avoid or mitigate future impacts by 1 July 2022.

²⁴ Includes Long Term Plans, Annual Plans, and Resource Management Act, Local Government Act and Biosecurity Act mandated plans

²⁵ Including provision for social seating.

Review

The Action Plan will be reviewed every three years, approximately 18 months in advance of the Tasman District and Nelson City Council Long Term Plans. The first review will take place in February/March 2020.

When reviewing the Action Plan, the Coordination Group will take into consideration updates to relevant planning documents (such as the TRMP, Nelson Plan, Richmond Catchment Management Plan) and outcomes from related processes (e.g. Waimea FLAG etc).

Glossary

Amenity values means those natural or physical qualities and characteristics of an area that contribute to people's appreciation of its pleasantness, aesthetic coherence, and cultural and recreational attributes.

Biological diversity (biodiversity) means the variability among living organisms, and the ecological complexes of which they are a part, including diversity within species, between species, and of ecosystems.

Climate change means a change of climate that is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and that is in addition to natural climate variability observed over comparable time periods.

Community in relation to biodiversity means a group of organisms growing or living together in a given area.

Contaminant includes any substance (including gases, odorous compounds, liquids, solids, and micro-organisms) or energy (excluding noise) or heat, that either by itself or in combination with the same, similar, or other substances, energy, or heat when discharged into water, changes or is likely to change the physical, chemical, or biological condition of water; or when discharged onto or into land or into air, changes or is likely to change the physical, chemical, or biological condition of the land or air onto or into which it is discharged.

Customary use means, according to tikanga, the extractive use of indigenous plants or animals by tangata whenua for traditional uses including food gathering, carving, weaving, and rongoa (traditional medicine).

Disturb has the same meaning as in the Wildlife Act 1953.

Ecosystem means an ecological community together with its environment, functioning as a unit; an interacting system of living parts and non-living parts such as sunlight, air, water, minerals and nutrients.

Environment includes ecosystems and their constituent parts, including people and communities; and all natural and physical resources; and amenity values; and the social, economic, aesthetic, and cultural conditions which affect them.

Habitat means the area or environment where an organism or ecological community lives or occurs naturally for some or all of its life cycle or as part of its seasonal feeding or breeding pattern.

Hard protection structure includes a seawall, rock revetment, groyne, breakwater, stop bank, retaining wall or comparable structure or modification to the seabed, foreshore or coastal land that has the primary purpose or effect of protecting an activity from a coastal hazard, including erosion.

Harmful aquatic organisms are aquatic organisms which, if introduced into coastal water, may adversely affect the environment or biological diversity, pose a threat to human health, or interfere with legitimate use or protection of natural and physical resources in the coastal environment.

Infrastructure means pipelines that distribute or transmit natural or manufactured gas, petroleum, biofuel, or geothermal energy; a network for the purpose of telecommunication as defined in [section 5](#) of the Telecommunications Act 2001; a network for the purpose of radiocommunication as defined in [section 2\(1\)](#) of the Radiocommunications Act 1989; facilities for the generation of electricity, lines used or intended to be used to convey electricity, and support structures for lines used or intended to be used to convey electricity, excluding facilities, lines, and support structures if a person uses them in connection with the generation of electricity for the person's use; and does not use them to generate any electricity for supply to any other person; a water supply distribution system, including a system for irrigation; a drainage or sewerage system; structures for transport on land by cycleways, rail, roads, walkways, or any other means; facilities for the loading or unloading of cargo or passengers transported on land by any means; an airport as defined in [section 2](#) of the Airport Authorities Act 1966; a navigation installation as defined in [section 2](#) of the Civil Aviation Act 1990; facilities for the loading or unloading of cargo or passengers carried by sea, including a port related commercial undertaking as defined in [section 2\(1\)](#) of the Port Companies Act 1988; anything described as a network utility operation in regulations made for the purposes of the definition of network utility operator in [section 166](#) of the Resource Management Act.

Inappropriate development and infrastructure are development and infrastructure that do not conform with the guidance of the NZ Coastal Policy Statement 2010.

Indigenous species means a species or genetic variant found naturally in New Zealand, including migrant species visiting New Zealand on a regular or irregular basis. Indigenous vegetation means any local indigenous plant community through the course of its growth or succession consisting primarily

of native species and habitats normally associated with that vegetation type, soil or ecosystem or having the potential to develop these characteristics. It includes vegetation with these characteristics that has been regenerated with human assistance following disturbance or as mitigation for another activity, but excludes plantations and vegetation that have been established for commercial harvesting.

Kaitiakitanga means the exercise of guardianship by the tangata whenua of an area in accordance with tikanga Maori in relation to natural and physical resources; and includes the ethic of stewardship.

Locally significant species are those not threatened or at risk nationally but at risk of loss from Waimea Inlet and which are or were part of its original natural character.

Maataitai means food resources from the sea and **mahinga maataitai** means the areas from which these resources are gathered.

Restoration and enhancement means the active intervention and management of degraded biotic communities, landforms and landscapes in order to restore biological character, ecological and physical processes.

Tangata whenua, in relation to a particular area, means the iwi, or hapu, that holds mana whenua over that area.

Threatened species means a species facing a very high risk of extinction in the wild and includes nationally critical, nationally endangered and nationally vulnerable species as identified in the New Zealand Threat Classification System lists. At risk means a species facing a longer-term risk of extinction in the wild (either because of severely reduced or naturally small population size or because the population is declining but buffered by either a large total population or a slow rate of decline) as identified in the New Zealand Threat Classification System lists.

Wetland includes permanently or intermittently wet areas, shallow water, and land water margins that support a natural ecosystem of plants and animals that are adapted to wet conditions.

Wildlife has the same meaning as in the Wildlife Act 1953.

Terms of Reference: Coordination Group for Waimea Inlet

1 Purpose

The purpose of the Coordination Group for the Waimea Inlet²⁶ is to identify, prioritise, integrate and coordinate actions aimed at achieving the vision of the Waimea Inlet Management Strategy (WIMS).

The vision for the Waimea Inlet (as identified in Section 5 of the WIMS) is:

“A vibrant place, richly appreciated by the community for its open space, natural and ecological values; happily remembered by generations for their activities, adventures and discoveries; a place where tangata whenua hold mana as kaitiaki of taonga; and a place to be shared with increasing respect.”

To achieve this vision we will need to:

- work together
- keep the inlet healthy
- share its opportunities
- make it better for the future
- maintain commitment to the inlet.”

2 Membership

Membership of the Coordination Group may include representatives from each the following organisations:

- Te Tau Ihu Iwi
- Tasman District Council (TDC)
- Nelson City Council (NCC)
- Department of Conservation (DOC)
- Nelson/Marlborough Fish and Game Council (Fish & Game)
- Tasman Environmental Trust (TET)
- Waimea Inlet Forum (WIF)

One member should be appointed as Chairperson of the Coordination Group.

Representatives may be elected members, staff members, or have some other affiliation with the organisation they are representing. The representatives will bring to the group their organisation's expertise and ideas for implementing, monitoring and reviewing the Action Plan.

3 Stakeholders

These include the organisations listed under ‘Membership’ above, along with other individuals and groups with an interest in the Waimea Inlet.

4 Quorum

The quorum shall be no less than four members, none of whom need to be elected Council representatives.

5 Areas of Responsibility

The areas of responsibility of the Coordination Group are:

- to periodically review the Waimea Inlet Management Strategy (WIMS);
- to develop and update an Action Plan for implementation of the Strategy; and
- to monitor and report on implementation of the Action Plan and prepare an Annual Report for stakeholders.

6 Powers to decide

None.

²⁶ The diagram appended to this Terms of Reference outlines the relationship between signatories to the Waimea Inlet Management Strategy, members of the Coordination Group and groups/ individuals delivering actions on the ground.

7 Powers to recommend

Each of the signatories of the WIMS²⁷ is requested to review, consider and sign off on any updates to the WIMS and/or Action Plan that are proposed by the Coordination Group.

With regard to the Action Plan, signatories should focus on those specific actions that their organisation would like to assist with or take a lead on, and sign off on those specific actions - rather than the Action Plan in its entirety. As the Action Plan will represent the collective effort of a wide range of organisations, groups and individuals, signatories are unlikely to be involved in all proposed actions.

8 Role of the Coordination Group

The Coordination Group will identify, prioritise and coordinate the actions needed to achieve implementation of the WIMS and collate these into a proposed Action Plan.

Each representative on the Coordination Group will report back to the organisation that he/she represents with recommendations from the Coordination Group and seek that organisation's support and endorsement of specific actions. The organisation may decide to take full or partial responsibility for specific actions recommended by the Coordination Group. An organisation's formal support of specific actions will be communicated back to the Group by the organisation's representative. An organisation may choose to support specific actions in various ways, e.g. by allocating funding and/or including action items within planning documents and work programmes.

The Waimea Inlet Forum representative will provide an interface with community and sector groups, so that interested members of the public can have input.

If required, the Tasman Environmental Trust representative will co-ordinate and manage project funding from the signatories and outside sources.

9 Role of the Chairperson

The Chairperson will:

- prepare the agenda for Coordination Group meetings;
- chair meetings and assist the Coordination Group to reach consensus on issues and options;
- act as the spokesperson for the Coordination Group; and
- as necessary, support or present Coordination Group recommendations to the signatories.

10 Role of staff

Council staff will provide advice and support to the Coordination Group as required. Organisations may choose to nominate a staff member as their representative on the Coordination Group, instead of (or in addition to) an elected member.

11 Conflicts of Interest

Any potential conflicts of interest will be declared at the start of each Coordination Group meeting.

12 Reporting

Notes of Coordination Group meetings will be taken by a member of the Group (to be selected by Group consensus) and circulated before the next meeting of the Group.

Each representative on the Coordination Group will be responsible for reporting back to the organisation that he/she represents.

13 Review of Terms of Reference

This terms of reference shall be reviewed at least every three years.

²⁷ As at August 2017, the signatories to the WIMS comprised TDC, NCC, DOC and Fish & Game. Each of the eight Te Tau Ihu iwi has an open invitation to become signatories to the WIMS and to appoint representatives to the Coordination Group.

Attachment 2: Timeline for implementing targets from the Waimea Inlet Action Plan, for the period 2018 to 2030.

Lead/support roles are described alongside each target. The relevant Tasman District Council (TDC) department is also specified.

Council will implement those targets where TDC is listed as the lead agency (highlighted in dark green) or support agency (highlighted in light green). Rows highlighted in yellow indicate targets that Council will support in principle, subject to future funding decisions (to be made during annual plan and long term plan processes).

Key: TDC = Tasman District Council, NCC = Nelson City Council, DOC = Department of Conservation, NMFG = Nelson Marlborough Fish & Game, WIF = Waimea Inlet Forum, WIC Group = Waimea Inlet Coordination Group, TET = Tasman Environmental Trust, Iwi = Te Tau Ihu Iwi, E&P = Environment & Planning, CD = Community Development

Year	Action/Target for Waimea Inlet	Existing/future task for TDC	Project funding included in LTP 2018 budget	Additional funding or staff time required	TDC Department responsible	Lead	Support
2018	Broad and fine scale habitat monitoring repeated.	Existing	Yes	\$0	E&P	TDC/NCC	
	Strategic approach to the current and future management of the Back Beach Beetle developed.	-	-	-	-	NCC	DOC
	Dialogue established with all iwi with statutory acknowledgements.	Existing	Yes	Staff time	CD	Chair of WIC Group	DOC/TDC/NCC
2019	Create a priority list of sites to be managed, including key habitats/seed source.	Future	No	Staff time	E&P	WIF	DOC/TDC/NCC
	Key sites (plus linking corridors and transition zones) to be managed to protect estuarine habitats identified and options for formal protection considered.	Future	No	Staff time	E&P	WIF	TDC
	List of priority sites for restoration work on freshwater ecosystems established.	Future	Yes	Staff time	E&P	TDC/NCC	
	Complete initial review of water quality in contributing waterways (based on existing monitoring information only).	Both	Yes	Staff time	E&P	TDC/NCC	

Year	Action/Target for Waimea Inlet	Existing/future task for TDC	Project funding included in LTP 2018 budget	Additional funding or staff time required	TDC Department responsible	Lead	Support
	Remediation of old dumps on the estuary margins commenced as they are discovered. Ongoing.	Future	No	Staff time	E&P	Yet to be confirmed	TDC/NCC
	Management plan for <i>Gambusia</i> written.	-	-	-	-	DOC	
	Consideration of the likely impact of sea level rise and other climate change effects on the viability of estuary margins and on threatened species and wildlife integrated into Council led climate change planning.	Both	Yes	Staff time	CD and E&P	TDC/NCC	
	Unified strategic animal pest control plan to “control” all predators and herbivores where these are a threat to threatened species and habitats completed.	Both	No	Staff time	E&P	TET	All
	Important wildlife areas (including related areas outside Waimea) and actions required to manage human activities that disturb wildlife ¹ identified ² .	Both	No	Staff time	CD	WIF/TET	TDC/NCC/DOC
	First annual progress report to Waimea Inlet Forum.	Future	No	Staff time	CD to collate	All	
	Information and research and education and social marketing strategies in an integrated process completed.	Future	No	Staff time	CD	TET	All
	Risk areas to vehicle access identified and remediation plan created.	Future	No	Staff time	CD	TDC/NCC	WIF

¹ Including drones.

² Includes investigating use of wildlife sanctuaries and reserves to protect areas important to wildlife.

Year	Action/Target for Waimea Inlet	Existing/future task for TDC	Project funding included in LTP 2018 budget	Additional funding or staff time required	TDC Department responsible	Lead	Support
	Coordinate with Waimea FLAG group and Kotahitanga mō te Taiao group on planning for future of the Inlet. Ongoing task.	Existing	No	Staff time	E&P	TDC/DOC	All

Year	Action/Target for Waimea Inlet	Existing/future task for TDC?	Project funding included in LTP 2018 budget?	Additional funding or staff time required	TDC Department responsible	Lead	Support
2020	Unified strategic weed management control plan that identifies species and sites, establishes the most appropriate management approach developed with appropriate agencies/stakeholders.	Both	No	Staff time	E&P	TDC/NCC	DOC
	<i>Spartina</i> eradication programme fully funded and implementation commenced (5-year control and 5-year monitoring).	Existing	Yes	\$0	E&P	DOC	TDC
	Implementation of the fully funded <i>Gambusia</i> plan commenced.	Existing	Yes (partial)	\$5K	E&P	DOC	TDC
	Funding for control of jelly bean ice-plant secured.	-	-	-	-	DOC	
	Key opportunities to enable managed retreat in response to sea level rise are identified, with a focus on options for enhancing ecological sequences and potential ways landowners/stakeholders could be supported to implement these.	Both	No	Staff time	CD and E&P	TDC/NCC	

Year	Action/Target for Waimea Inlet	Existing/future task for TDC?	Project funding included in LTP 2018 budget?	Additional funding or staff time required	TDC Department responsible	Lead	Support
	Unified plan for bird surveys, including site conditions (roosting, nesting, feeding), conducted by different groups completed.	Both	Yes	Staff time	E&P	WIF/TET	NCC/TDC
	Full programme of recovery actions for <i>Lepidium banksii</i> - coastal peppergrass pursued including with community and botanic gardens for ex-situ populations and seed banking including annual weed and pest control, monitoring in situ and ex-situ of peppergrass and its threats and identifying, and if required, restoring sites suitable for the introduction of <i>Lepidium banksii</i> .	Future	Yes	\$0 (ensure <i>Lepidium</i> are purchased when carrying out restoration work at suitable sites)	CD	DOC	All (restoration projects)
	Baseline assessments of issues, barriers to capacity to exercise customary practices, tikanga ³ , and mātauranga ⁴ processes including association with wāhi tapu and remedial actions completed.	Future	No	Staff time	CD	Iwi	TDC/NCC/DOC
	Waimea Inlet Management Strategy and Action Plan updated.	Both	No	Staff time	CD	All	
	Second annual progress report to Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	
	Survey quality of fisheries habitat and fish stocks surveyed.	-	-	-	-	NMFG	

³ Custom, practice

⁴ Māori customary knowledge, traditional knowledge or intergenerational knowledge

Year	Action/Target for Waimea Inlet	Existing/future task for TDC?	Project funding included in LTP 2018 budget?	Additional funding or staff time required	TDC Department responsible	Lead	Support
	Catchment nutrient, sediment, faecal and other contaminants concentrations to the tributaries going into the Inlet reduced by 10% compared with 2018.	Future (Note that TDC staff feel 2028 is a more realistic target)	Yes (partial)	\$100K+	E&P and Engineering	Yet to be confirmed	TDC/NCC
	Feasibility study of altering the causeway to Moturoa/Rabbit Island completed.	Future	No	Staff time \$15K?	Engineering	Yet to be confirmed	TDC

Year	Action/Target for Waimea Inlet	Existing/future task for TDC?	Project funding included in LTP 2018 budget?	Additional funding or staff time required	TDC Department responsible	Lead	Support
2021	Managed retreat and climate change response action plan created and used to review the Waimea Inlet Strategy and Action Plan.	Future	No	Staff time	CD and E&P	TDC/NCC	
	First full reporting by all participating organisations at Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	
	Third annual progress report to Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	
2022	Major infrastructure owners and operators supported to review the impacts of their activities on the inlet and develop plans to remediate past damage and avoid or mitigate future impacts.	Future	No	Staff time	CD, Engineering	TDC/NCC	
2023	DOC Ecological Management Unit assessment including comprehensive listing of threatened species and locally significant species and their requirements updated.	-	-	-	-	DOC	
	Broad and fine scale habitat monitoring repeated.	Existing	Yes	Staff time	E&P	TDC/NCC	
	Fourth annual progress report to Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	TDC/NCC	
	Second full reporting by all participating organisations at Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	
2024	Reporting of selected themes for the Inlet included in state of the environment reporting ⁵ .	Future	No	Staff time	E&P	TDC/NCC	

⁵The annual monitoring summaries are comprehensive documents that provide the key monitoring results for water, air and bathing water quality.

Year	Action/Target for Waimea Inlet	Existing/future task for TDC?	Project funding included in LTP 2018 budget?	Additional funding or staff time required	TDC Department responsible	Lead	Support
	Water quality in contributing waterways reviewed and required remedial action documented.	Both	Yes	Staff time	E&P, Engineering	TDC/NCC	
2025	Programmes to restore fish habitat, including spawning sites, and removal of targeted fish passage barriers in contributing waterways completed.	Both	Yes (partial)	\$35K+	E&P	TDC/NCC	
	Fifth annual progress report to Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	
	Review the policies of the Nelson and Tasman Resource Management Plans to ensure that they require protection of Inlet values and meet the requirements of the National Policy Statement for Freshwater Management and NZ Coastal Policy Statement (as set out in the progressive implementation plans).	Existing	Yes	\$0	E&P	TDC & NCC	
	Sixth annual progress report to Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	
2026	Third full reporting by all participating organisations at Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	
2027	Seventh annual progress report to Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	
2028	Broad and fine scale habitat monitoring repeated.	Existing	Yes	Staff time	E&P	TDC/NCC	
	Eighth annual progress report to Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	
2029	Area of nuisance algal area (areas where macroalgae exceeds 20% cover) reduced by 5% compared with 2018.	Future	No	Unknown (depends on whether culverts)	E&P	Yet to be confirmed	TDC/NCC

Year	Action/Target for Waimea Inlet	Existing/future task for TDC?	Project funding included in LTP 2018 budget?	Additional funding or staff time required	TDC Department responsible	Lead	Support
				are installed in causeway to Islands)			
2030	Area of saltmarsh in the Waimea Inlet increased by 5% compared with 2018.	Future	No	\$60K	CD, E&P	TDC/NCC	WIF
	There has been no increase in the net extent of shoreline armouring by 2030 compared with 2018 and instead increased use of “soft engineering” techniques.	Future	Yes (budget to review relevant RMA planning documents)	Staff time	E&P	TDC/NCC	
	Area of naturally vegetated dune land on Moturoa/Rabbit and Rough Island has increased by 10% compared with 2018.	Both	Yes	\$ depends on volunteer labour etc	CD	TDC	
	Sand Island is kept free of marram grass.	-	-	-	-	NCC/DOC	
	The area of naturally-vegetated estuary margin has increased by 10km (to an average width of 10m) compared with 2018.	Both	Yes	\$ depends on volunteer labour etc	CD	WIF	TDC
	All urban and industrial storm water and effluent discharges to streams in the catchment meet ANZECC (2000) ISQG low sediment toxicity criteria within 50m of the discharge outfall by 2030.	Both	Yes (partial)	\$10K	Engineering, E&P	TDC/NCC	
	Fourth full reporting by all participating organisations at Waimea Inlet Forum.	Future	No	Staff time	CD to coordinate	All	

8.5 NELSON TASMAN FUTURE DEVELOPMENT STRATEGY - CONSULTATION DRAFT**Decision Required**

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Jacqui Deans, Urban Growth Co-ordinator
Report Number:	RCN19-03-6

1 Summary

- 1.1 The purpose of this report is to seek approval to consult on the draft Nelson Tasman Future Development Strategy (FDS). If Council agree, the draft FDS will be provided to the public, statutory stakeholders and shared with iwi partners, for feedback. The consultation period will run from 8 April until 6 May. The consultation will be run under the Local Government Act 2002 (LGA).
- 1.2 A similar report with the same recommendation is being presented to Nelson City Council on 27 March 2019. Alignment in decision making is required to support the consultation, consideration and adoption process across both Councils.
- 1.3 All attachments proposed for the public consultation will either be tabled at the meeting or circulated beforehand, depending on when they are complete as this project is working to a tight timescale. If they are tabled at the meeting an adjournment may be required, so that they can be considered.

2 Draft Resolution

That the Full Council receives the Nelson Tasman Future Development Strategy - Consultation Draft RCN19-03-06 and its attachments; and

Approves the draft Nelson Tasman Future Development Strategy consultation documents, including a feedback survey and web map

3 Purpose of the Report

- 3.1 To seek approval for the draft Nelson Tasman Future Development Strategy (FDS) to be provided to the public, statutory stakeholders and shared with iwi partners for feedback under the Local Government Act 2002 (LGA).
- 3.2 A similar report with the same recommendation is being presented to Nelson City Council on 27 March 2019. Alignment in decision making is required to support the consultation, consideration and adoption process across both Councils.
- 3.3 All attachments will be provided at the meeting. If possible, they will be pre-circulated.

4 Background and Discussion

- 4.1 Central Government introduced the National Policy Statement on Urban Development Capacity (NPS-UDC) in 2016 with the aim of ensuring that Councils plan for, and enable the supply of sufficient housing and business land needed to meet demand.
- 4.2 The NPS-UDC applies to all local authorities, but particularly those that have part, or all, of either a medium or high growth urban area within their district or region.
- 4.3 The Nelson Main Urban Area is defined in the NPS-UDC as including Richmond, its surrounding wards and most of Nelson City Council's area. The area is classified in the NPS-UDC as a medium growth urban area, falling just below the ten percent population growth threshold between 2013-2023 (9.95%), that defines a high growth urban area.
- 4.4 The NPS-UDC encourages (but does not require) that local authorities that have part or all of a medium growth urban area within their district or region, prepare a future development strategy (FDS).
- 4.5 On 9 August 2018 a Full Council meeting agreed the following resolutions:
 - agrees to the development of a Future Development Strategy RCN18-08-03 for the Nelson/Tasman region in partnership with Nelson City Council; and
 - agrees to additional spending of up to \$75,000 to fund the production of a Future Development Strategy to be funded from the Rates Growth account.

Purpose of an FDS

- 4.6 The purpose of an FDS is to demonstrate there will be sufficient, feasible development capacity (residential and business) in the medium and long terms and that minimum targets for development capacity for housing will be met.
- 4.7 National guidance states that an FDS shall identify the broad location, timing and sequencing of future development capacity over the long term. The FDS is a high level strategy document that is to be used to inform resource management plans, infrastructure strategies and long term plans where further investigation, testing and assessment of growth options through cost benefit analysis, business cases and Resource management Act 1991 (RMA) and LGA public consultation processes will take place.
- 4.8 The preparation of an FDS for Nelson and Tasman presents an opportunity for both Councils to take a strategic look at where and how growth can be managed over the next 30

years, particularly focusing on years 11-30. Current Long Term Plans 2018-2028 and Resource Management Plans provide housing and business capacity for years 1-10. The FDS provides the opportunity for both Councils to work together to confirm a vision for sequencing growth including infrastructure investment, servicing and release of land in a coordinated way.

- 4.9 For Tasman, the timing of the FDS will allow it to provide high level guidance and input into the current review of the Regional Policy Statement and Resource Management Plan. Once the strategy is complete it can be implemented, in part through the Regional Policy Statement and the Tasman Resource Management Plan.

Contents of a FDS

- 4.10 Both Councils provided direction on the content of a FDS for Nelson and Tasman through a number of workshops in 2017 -2019, and through the Council report considered on 9 August 2018. This direction is that the FDS shall be:
- a non-statutory document signed off by both Councils;
 - produced using existing data and resources where possible;
 - based on work already planned and underway;
 - finalised prior to July 2019 to inform LTP 2021-2031;
 - available to the community to inform their feedback on LTP 2021-2031;
 - used as a platform to support infrastructure funding applications and other economic development bids; and
 - used to inform and guide the production of RMA planning documents
- 4.11 Officers completed and reported to their respective Councils on 13 December 2018, their Housing and Business Capacity Assessments required under the NPS UDC. These documents have provided a basis of the demand analysis of the FDS, although for Tasman, the capacity assessment covered Richmond only. The review of the growth model that informed the LTP 2018-2028 has therefore been used to provide an overview of capacity for the rest of the District.
- 4.12 Since the 9 August 2018 Council resolutions, officers from both Nelson and Tasman Councils have been working to the tight timeframe to develop a draft FDS with stakeholders, iwi partners, businesses and developers and both Councils. This has involved the following workshops and consultation opportunities to date:

Council, Stakeholder, Partner and Public Consultation on Draft FDS		
Date	Party	Purpose
31 October 2018	Iwi Working Group	Project initiation
13 December 2018	Iwi Working Group	Scoping growth scenario options and constraints
18 December 2018	Stakeholder workshop	Scoping growth scenario options and constraints
23 January 2019 – 11 February 2019	Public consultation	High level scenarios for growth

8 March 2019	NZTA workshop	Summary public and stakeholder feedback presented, feedback on high level growth scenarios and analysis of transport assessment criteria
13 February 2019	Iwi working Group	Assessment criteria development and feedback, initial identification of Iwi development capacity
25 February – 5 March 2019	Individual meetings with Iwi trust chairs and general managers	Overview of FDS and opportunities for involvement
27 February 2019	Developer and Business Stakeholders	Scoping growth scenario options and business demand
4 March 2019	Stakeholder workshop	Summary of public and stakeholder feedback presented, feedback on the assessment criteria and scoping options to be considered
5 March 2019	Joint Council Workshop	Summary of public and stakeholder feedback presented, feedback on high level growth scenarios and analysis of assessment criteria
14 March	Iwi Working Group	Discussion of proposed options to inform draft strategy
19 March 2019	Joint Council workshop	Provide a steer on the options for growth to be publicly consulted on

- 4.13 The NPS UDC requires that Councils undertake a consultation process on their FDS that complies with the consultation process requirements from either Part 6 of the Local Government Act or Schedule 1 of the RMA.
- 4.14 Council is required under s.31 of the RMA to ensure there is sufficient development capacity in respect of housing and business land to meet the expected demands of the district. The FDS is a vehicle for Council to have an informed conversation with communities on how to accommodate future growth demands.
- 4.15 The NPS-UDC explains that an FDS can be incorporated into a non-statutory document that is not prepared under the RMA. Council decided on 9 August 2018 that the FDS would not be adopted as a statutory document under the respective resource management plans and therefore an RMA consultation process is not required. In the future the FDS will however inform both Councils' Regional Policy Statement and District Plan reviews on growth and development.
- 4.16 Officers therefore recommend that the draft strategy be released to the community of Nelson and Tasman regions for feedback, using the process under Part 6 of the Local Government Act 2002. The draft FDS is proposed to be released for public feedback from 8 April 2019 to 6 May 2019.
- 4.17 Consultation feedback will be summarized and along with an analysis of the feedback, will be presented to a Joint Council workshop on 11 June. The purpose of the workshop is for Councillors to consider the feedback and provide direction to staff on the final content of the FDS.

5 Options

5.1 Options for consideration on whether to publicly consult on the FDS are:

Option 1: Seek public feedback on the draft FDS	
Advantages	<p>Provides the public with an opportunity to provide feedback and have it considered by the Council, while also signalling to affected landowners that their land may be considered for development in the future.</p> <p>While not a special consultative procedure Council has obligations under section 78 of the Local Government Act to give consideration to the views and preferences of persons likely to be affected or have an interest in the matter. In order to give consideration to views, it is good practice to hold a consultation process.</p> <p>It will allow views of the community to be considered and for the FDS to reflect those views and preferences.</p> <p>Provides the opportunity for officers to respond to feedback and make amendments under the direction of both Councils.</p> <p>In considering feedback and making appropriate amendments this reduces risks that the community does not support the proposed FDS.</p>
Risks and Disadvantages	Undertaking a consultation process and considering feedback adds time to the process.
Option 2: Do not seek public feedback on draft FDS	
Advantages	May reduce the time taken to adopt the FDS.
Risks and Disadvantages	<p>May not meet the requirements of section 78 of the Local Government Act, creating a risk of legal challenge.</p> <p>Does not meet the requirements of the NPS-UDC which requires that Council undertake a consultation process under either Part 6 of the LGA 2002 or the RMA1991.</p> <p>The community may not support all or part of the FDS which may make it difficult to implement through subsequent processes requiring consultation (i.e. plan changes).</p>
Option 3: Do nothing – abandon the draft FDS process	
Advantages	Frees up officer resource

Risks and Disadvantages	<p>The NPS-UDC strongly recommends that medium growth urban areas undertake an FDS. Ignoring Government guidance may affect our regions' ability to demonstrate prudent planning and eligibility for any national funding or tools to assist to manage growth issues.</p> <p>The Nelson and Tasman regions combined are currently unable to provide sufficient feasible development capacity over the next 30 years.</p> <p>The Nelson and Tasman areas are currently under significant growth pressure, including a housing shortage. The FDS is a tool to guide regularity and financial planning documents seeking to address those issues over the next 30 years. Without that guidance growth areas and infrastructure capacity may not be enabled in a timely or efficient manner.</p> <p>Development occurs in an ad hoc manner creating infrastructure inefficiencies and potentially affecting the cohesiveness of the community. The same issues will need to be traversed through the TRMP review process.</p> <p>Lack of certainty to public and private investors may affect the perception of the region being open to growth.</p>
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6 Strategy and Risks

- 6.1 The NPS-UDC requires Local Authorities to undertake a consultation process for the FDS, either under the RMA or Local Government Act. Council decided on 9 August 2018 that the FDS would not be adopted as a statutory document under the respective resource management plans and therefore an RMA consultation process is not required. In the future the FDS will however inform both Councils' Regional Policy Statement and District Plan reviews on growth and development.
- 6.2 Officers therefore recommend that the draft strategy be released to the community of Nelson and Tasman regions for feedback, using the process under Part 6 of the Local Government Act 2002. Section 78 of the Local Government Act requires a Local Authority, in its decision-making process, to give consideration to the views and preferences of persons likely to be affected or have an interest in the matter.
- 6.3 In order to give consideration to views, it is good practice to hold a consultation process. The previous FDS consultation process in February was high level and relatively short and it is therefore recommended that this more detailed consultation process takes place on the options. In considering feedback and making appropriate amendments, this reduces risks that the community does not support the proposed FDS. It also allows the FDS to reflect the community's preferences for growth.
- 6.4 Staff will attend community association meetings, or community board meetings where an association does not exist, in the following locations – Richmond, Motueka, Takaka, Mapua, Brightwater, Wakefield, Murchison, Tasman, Tapawera, Moutere Hills, Kaiteriteri Staff will

also hold public drop-in sessions at the same time as attending these community meetings and these would be held between April 8th and May 1st.

- 6.5 These events are currently being arranged and due to the short timescales involved (starting April 8th) will soon be advertised in 'Newslines.'

7 Policy / Legal Requirements / Plan

- 7.1 Council is required under s.31 of the RMA to ensure there is sufficient development capacity in respect of housing and business land to meet the expected demands of the district. The FDS is a vehicle for Council to have an informed conversation with communities on how to accommodate future growth demands.
- 7.2 The NPS-UDC requires Local Authorities to undertake a consultation process for the FDS, either under the RMA or Local Government Act. Council decided on 9 August 2018 that the FDS would not be adopted as a statutory document under the respective resource management plans and therefore an RMA consultation process is not required. In the future the FDS will however inform both Councils' Regional Policy Statement and District Plan reviews on growth and development.
- 7.3 Officers therefore recommend that the draft strategy be released to the community of Nelson and Tasman regions for feedback, using the process under Part 6 of the Local Government Act 2002. Section 78 of the Local Government Act requires a Local Authority, in its decision-making process, to give consideration to the views and preferences of persons likely to be affected or have an interest in the matter.
- 7.4 If the strategy is intended to reflect the community's preferences for how and where the region should grow, then this will require a conversation with the community. A public consultation process allows the community to have a say and for the Councils to receive and consider the feedback it receives.

8 Consideration of Financial or Budgetary Implications

- 8.1 On 9 August 2018 a Full Council meeting resolved additional spending of up to \$75,000 to help fund the production of the FDS.
- 8.2 It also resolved to produce the FDS using existing data and resources where possible. Staff resources will come from existing budgets.
- 8.3 Hiring of facilities for public consultation exercise and consultation material will come from existing budgets.

9 Significance and Engagement

- 9.1 Table overpage.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low-medium	This matter is of low to medium significance because the FDS is a high level document that identifies broad options for growth, which all have to pass through the Regional Policy Statement and District Plan review and LTP infrastructure funding consultative procedures, subsequent to its adoption. Officers consider that releasing the draft FDS for public feedback is commensurate with the nature and significance of the document and allows the public to provide their feedback in an informal manner.
Is there a significant impact arising from duration of the effects from the decision?	low	The recommendations of the FDS will need to be investigated, tested and assessed further before being implemented
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Not a specific strategic asset	When the FDS is adopted, it may affect future investment decisions of strategic assets eg. infrastructure systems, but it does not affect one in particular at this stage, until further investigation of the recommendations in the FDS
Does the decision create a substantial change in the level of service provided by Council?	no	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	no	The FDS focuses on years 11-30 with investment decisions for the next 10 years having already been set out in the LTP
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	no	
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?	no	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	no	

10 Conclusion

- 10.1 The NPS-UDC requires Local Authorities to undertake a consultation process for the FDS, either under the RMA or Local Government Act. Council decided on 9 August 2018 that the FDS would not be adopted as a statutory document under the respective resource management plans and therefore an RMA consultation process is not required. In the future the FDS will however inform both Councils' Regional Policy Statement and District Plan reviews on growth and development.
- 10.2 Officers recommend that the draft strategy be released to the community of Nelson and Tasman regions for feedback, using the process under Part 6 of the Local Government Act 2002. Section 78 of the Local Government Act requires a Local Authority, in its decision-making process, to give consideration to the views and preferences of persons likely to be affected or have an interest in the matter. Holding a consultation process provides the best way of understanding views and preferences of persons likely to be affected and interested.
- 10.3 The consultation exercise will include on-line and hard copy options for providing feedback. A large number of public drop in sessions are proposed and attendance at community association/community board meetings around the District.
- 10.4 The documents for consultation including a feedback survey and web map, as well as a brochure, will be either pre-circulated or tabled at the meeting.

11 Next Steps / Timeline

- 11.1 If approved, the public consultation exercise will commence from April 8th until May 6th. A joint council workshop will be held on June 11th, where feedback will be presented and officers will seek direction from Council on changes for the FDS.
- 11.2 An FDS will then be prepared for adoption at a joint Council meeting on July 26th.

12 Attachments

Nil

8.6 PROPOSED PUBLIC MOTOR HOME DUMP STATION - MOTUEKA**Decision Required**

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Jeff Cuthbertson, Wastewater Engineer; Dwayne Fletcher, Activity Planning Manager
Report Number:	RCN19-03-7

1 Summary

- 1.1 The existing public motor home dump station in Hickmott Place, Motueka does not have a reliable water supply, the water is not potable and the station is sited in an inappropriate location.
- 1.2 Council staff have investigated a number of locations in Motueka. Most of these have been rejected either because of their location or proximity to residential properties.
- 1.3 The preferred dump station site is at Marchwood Park Road. The land is owned by the Council and is zoned Rural 1. The surrounding land is also zoned Rural 1. Staff have consulted with the Motueka Community Board who support the proposal and have offered funding of \$20,000.
- 1.4 The combination of Council funding, Motueka Community Board funding, and the grant from the Tourism Infrastructure Fund is insufficient to construct the proposed facility. A funding shortfall of \$28,500 remains.
- 1.5 This paper seeks the Council's approval for:
 - The construction of the new public motor home dump station at the Motueka Aerodrome land at Marchwood Park Road, Motueka; and
 - Funding of an additional \$28,500 for the project from the wastewater account.

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

1. **receives the Proposed Public Motor Home Dump Station - Motueka report, RCN19-03-07; and**
2. **approves the construction of a new motor home dump station at the proposed Marchwood Park Road site; and**
3. **agrees that additional funding of \$28,500 be provided for the project from the wastewater account.**

3 Purpose of the Report

- 3.1 This report seeks the Council's approval to construct a public motor home dump station on Motueka Aerodrome land at the end of Marchwood Park Road in Motueka.

4 Background and Discussion

- 4.1 The existing public motor home dump station is located at the Hickmott Place car park, opposite the Tasman District Council's Motueka office.
- 4.2 The facility is a single unit (one-sided) on the northern side of the car park. Vehicles using this facility need to navigate the car park or cross against the traffic flow to gain access to the facility.
- 4.3 Due to the slope of the car park, any effluent overspill from the site flows downslope into the stormwater reticulation.
- 4.4 Water for the facility is provided from the Council's Service Centre building. The water supplied is solely for wash down of the dump station and containment area and cleaning of waste cassettes. The water pressure and flow is too low for this purpose as confirmed by multiple complaints from users over the years.
- 4.5 The water supply is not potable and is therefore not suitable for filling water tanks.
- 4.6 Over the last year, the Motueka Community Board and staff have reviewed a number of sites for a new facility. These sites included:
- Motueka Airport adjacent to Marchwood Park Road;
 - Motueka Airport at the intersection of College Street and Queen Victoria Street;
 - Courtney Street East adjacent to the walk/cycleway;
 - two sites on Old Wharf Road including in the front garden area at the Recreation Centre;
 - Massey Street; and
 - the Motueka Wastewater Treatment Plant.
- 4.7 All proposed sites, with the exception of the Motueka Airport adjacent to Marchwood Park Road site, have been discounted for a variety of reasons including the close proximity to residential properties.
- 4.8 The Marchwood Park Road dump station proposal is estimated to cost \$234,000. This facility would provide services to both the Motueka Aerodrome and the dump station users. It is proposed that the costs would be split with Council's Property Services contributing \$85,000.
- 4.9 The proposed new dump station facility will have two lanes and two dump units located on a traffic island. This is to accommodate vehicles with either right or left hand side discharge points. The dump units will have lids to eliminate any odour and reduce the potential for stormwater to enter the wastewater reticulation. Wash down water will be provided at the dump units and at the end of the island a tap will provide potable water. Appropriate backflow protection will be installed.

- 4.10 In conjunction with the proposed dump station, the Council will be installing power and wastewater services for the Motueka Aerodrome.
- 4.11 Staff have sought the views of the New Zealand Motor Caravan Association as they are supplying two free dump units for the facility.
- 4.12 If the proposed facility is built, the existing facility located in the Hickmott Place carpark would be disestablished and approximately four additional car parks provided.

5 Options

- 5.1 Numerous options have been considered for a new motor home dump station in Motueka (**Attachment 1**). Other sites generated community opposition. As a result only two options have been considered.
 - 5.1.1 Option 1 – **Provide a new facility at Marchwood Park Road, Motueka**
 - 5.1.1.1 The Marchwood Park Road site provides an easy and safe transition from the carriageway to the double dump station facility located on Council land (**Attachment 2**).
 - 5.1.1.2 Wastewater, water and power to the site will be constructed in conjunction with the power to the Motueka Aerodrome.
 - 5.1.1.3 The site will provide both wash down water as well as a potable water supply.
 - 5.1.1.4 The site will provide access for both left and right plumbed vehicles simultaneously as two dump units will be available.
 - 5.1.1.5 The site has sufficient turning area for longer vehicles and caravans.
 - 5.1.1.6 The proposed site has been endorsed by Council's Property Services staff and the New Zealand Motor Caravan Association.
 - 5.1.1.7 There will be no camping at this site.
 - 5.1.1.8 Encourages traffic movement away from High Street.
 - 5.1.1.9 The main drawback of this site is that has limited access during events such as the annual drag races.
 - 5.1.1.10 The site is supported by the Motueka Community Board and was preferred by aerodrome users and members of the public who attended a public meeting.
 - 5.1.1.11 Staff recommend this option.
 - 5.1.2 Option 2 – **Do nothing and retain the present dump station in Hickmott Place**
 - 5.1.2.1 The current site is difficult to access, the water supply is inadequate and the discharge point slopes towards the stormwater sumps in the car park. On several occasions, the Council's contractors have had to clean up the area after blockages have occurred due to the lack of sufficient water. The discharge overflows of raw wastewater flow onto the carpark area and into the stormwater system.

- 5.1.2.2 There are no cost-effective solutions to the site issues regarding slope and access. The Council could upgrade the water supply at the Council offices and install a new pipeline from the office to the dump site but this would be at significant cost. In addition, some additional car parks would be lost.
- 5.1.2.3 Staff do not recommend this option.

6 Strategy and Risks

- 6.1 The Council has an opportunity to use funding from the Government's Tourism Infrastructure Fund to build a new motor home dump station in Motueka.
- 6.2 The Council has reviewed a number of alternative motor home dump station sites within the Motueka area. These include Motueka Airport x 2 sites, Courtney Street East x 2 sites, Recreation Centre, Old Wharf Road x 2 sites, Massey Street and the Motueka Wastewater treatment plant.
- 6.3 All but the sites at the Motueka Aerodrome (Marchwood Park Road) have been rejected for a variety of reasons, including the close proximity to dwellings and community concerns.
- 6.4 Staff have reported to the Motueka Community Board on the proposal to install a new dump station at Marchwood Park Road. The Motueka Community Board supported this proposal and have offered funding of \$20,000 from their discretionary fund. The funding is to be spread over two years, \$10,000 from the current year and \$10,000 from the 2020/21 year.
- 6.5 The Board also recommended to the Council that it agrees to the new motor home wastewater dump station being located at Marchwood Park Road.

7 Policy / Legal Requirements / Plan

- 7.1 Part of the funding for the motor home dump station has been provided from the Tourism Infrastructure Fund and the balance is included in the Long Term Plan 2018-2028 as part of the wastewater activity. This project contributes to community outcomes of protecting our natural environment and enhancing urban environments by providing sanitary disposal facilities for campervans and caravans.
- 7.2 The provision of wastewater services is a core public health function of local government and meets the requirements of the Health Act 1956.

8 Consideration of Financial or Budgetary Implications

- 8.1 The Council originally budgeted \$116,390 for the development of a new motor home dump station in Motueka. This budget included a subsidy from the Tourism Infrastructure Fund of \$55,000.
- 8.2 Expenditure to date for investigation and design totals \$15,560 and \$7,780 (50%) has been claimed from the Tourism Infrastructure Fund.
- 8.3 The current Council and Tourism Infrastructure funding available is \$100,830. The Ministry of Business Innovation and Employment which administers the Tourism Infrastructure Fund has confirmed that the Council can access the remaining funding of \$47,220.

- 8.4 The estimated cost to construct the new dump station in Marchwood Park Road is \$234,000.
- 8.5 The Council’s Property Services staff have agreed to provide \$85,000 towards the cost of providing power and wastewater to the Motueka Aerodrome site. The investment by the Motueka Aerodrome Activity will support a proposed commercial development which is in the early stages of negotiations. It uses the capital works budget provided for in the Aerodrome Activity for electricity supply to the site.
- 8.6 The Motueka Community Board supported this proposal and have offered funding of \$20,000 from the Board’s discretionary fund. The funding is to be spread over two years, \$10,000 from the current year and \$10,000 from the 2020/21 year.
- 8.7 The funding shortfall (\$28,500) could be funded without any major impact on the Council’s programme or finances.
- 8.8 Staff will also apply for funding from the New Zealand Motor Caravan Association. However, there is no guarantee that they would provide any funding.
- 8.9 The site of the dump station will incur an annual commercial lease cost of approximately \$5,000 which will be received by the Motueka Aerodrome activity.

9 Significance and Engagement

- 9.1 Staff consider that the decision to construct a new motor home dump station at Marchwood Park Road, Motueka is of relatively low significance.
- 9.2 The proposed dump station site is owned by the Council and is zoned Rural 1 and the surrounding land is also zoned Rural 1.
- 9.3 Staff visited the proposed site with some members of the Motueka Community Board and the Motueka Councillors to gauge their views.
- 9.4 The New Zealand Motor Caravan Association also support the Marchwood Park Road site. They have also offered to supply two dump units.

<p>Staff have undertaken consultation with aerodrome users and others in the community over various proposed dump station sites around Motueka. Of the sites investigated, the strongly preferred location was at Marchwood Park Road. Staff consider that no further consultation is required prior to the Council making the decisions sought in this report. Issue</p>	<p>Level of Significance</p>	<p>Explanation of Assessment</p>
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<p>Is there a high level of public interest, or is decision likely to be controversial?</p>	<p>Low</p>	<p>The current motor home dump station located in Hickmott Place generates a number of complaints from users. The Marchwood Park Road site is located away from dwellings but in close proximity to an aerodrome hanger. The design of the dump station and the twin lanes will provide the community with a facility that will ensure a clean and easy to operate facility. The Marchwood Park Road site has sufficient parking to allow for potential stacking if more than two users are waiting to use the facility. There is no provisions at the site for long or short stay parking. Signage at the site will advise that freedom camping is not permitted. A number of potential dump station sites have been considered around Motueka. To date the public have indicated they did not like these proposed sites. There has not been any consultation with the community about this particular site. The site is owned by the Council.</p>
<p>Is there a significant impact arising from duration of the effects from the decision?</p>	<p>Moderate</p>	<p>The site is owned by the Council. The surrounding land is zoned rural 1.</p>

Staff have undertaken consultation with aerodrome users and others in the community over various proposed dump station sites around Motueka. Of the sites investigated, the strongly preferred location was at Marchwood Park Road. Staff consider that no further consultation is required prior to the Council making the decisions sought in this report. Issue	Level of Significance	Explanation of Assessment
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	NA	A motor home dump station is not a strategic asset.
Does the decision create a substantial change in the level of service provided by Council?	No	Service levels are improved with a new purpose-built motor home dump station facility with an adequate potable water supply. The existing motor home dump station located at the Hickmott Place carpark will be disestablished on completion of any new facility with the creation of four extra carparks.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	

10 Conclusion

- 10.1 Tasman District Council currently has a motor home dump station located in the car park next to the Council offices in Hickmott Place, Motueka. The facility is poorly located and there are issues with wastewater overflows and inadequate water supplies. There is no potable drinking water supply at the current site. Over the years, the Council has received a number of complaints from users about the suitability of the facility.
- 10.2 The proposed dump station at Marchwood Park Road is the preferred option for a new dump station in Motueka. Consultation has been undertaken with the community regarding the siting of the dump station at Marchwood Park Road and it was the preferred location.

- 10.3 A combination of existing Council funds, Motueka Community Board discretionary funding, and Tourism Infrastructure funding is not adequate to build the new dump station at the Marchwood Park Road. The shortfall in funding is \$28,500 and is sought from the Council.
- 10.4 Should the Council decline this proposal, staff recommend Council cease all work on alternatives sites and notify the Ministry of Business and Innovation that the Tourism Infrastructure Funding is no longer required.

11 Next Steps / Timeline

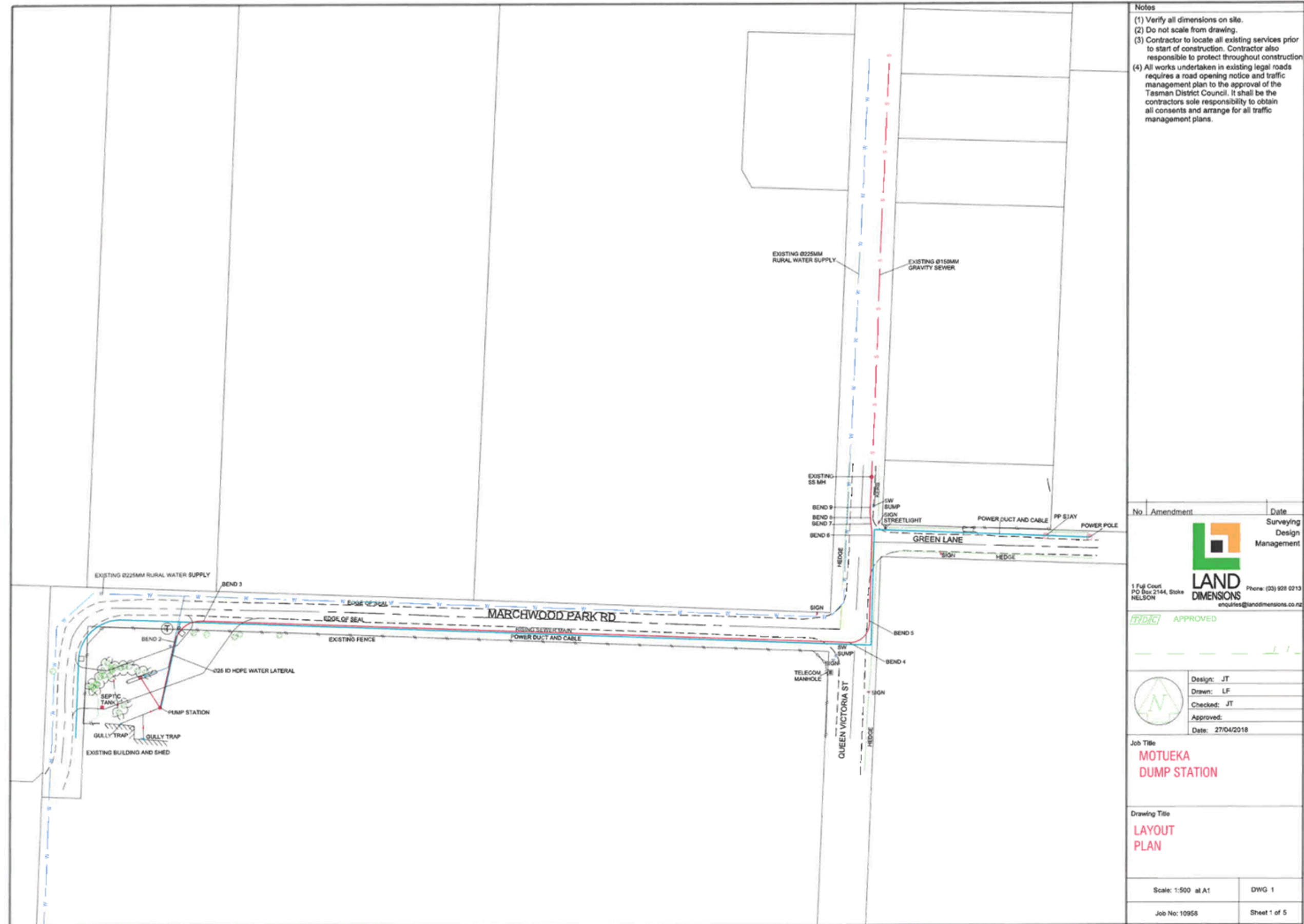
- 11.1 Gain the Council's approval to construct a dump station at Marchwood Park Road, Motueka.
- 11.2 Combine construction work to install the utilities needed for the both the Motueka Aerodrome and the dump station.
- 11.3 Programme the construction of the dump station to ensure that the work is completed by 30 June 2019 to access the Tourism Infrastructure Fund funding.
- 11.4 Apply for funding from the New Zealand Motor Caravan Association to help meet the project costs and offset Council's contribution.

12 Attachments




- | | | |
|----|--|-----|
| 1. | Potential locations and costings for a new motor home dump station | 141 |
| 2. | Proposed Dump Station Layout Plan - Marchwood Park Road | 143 |

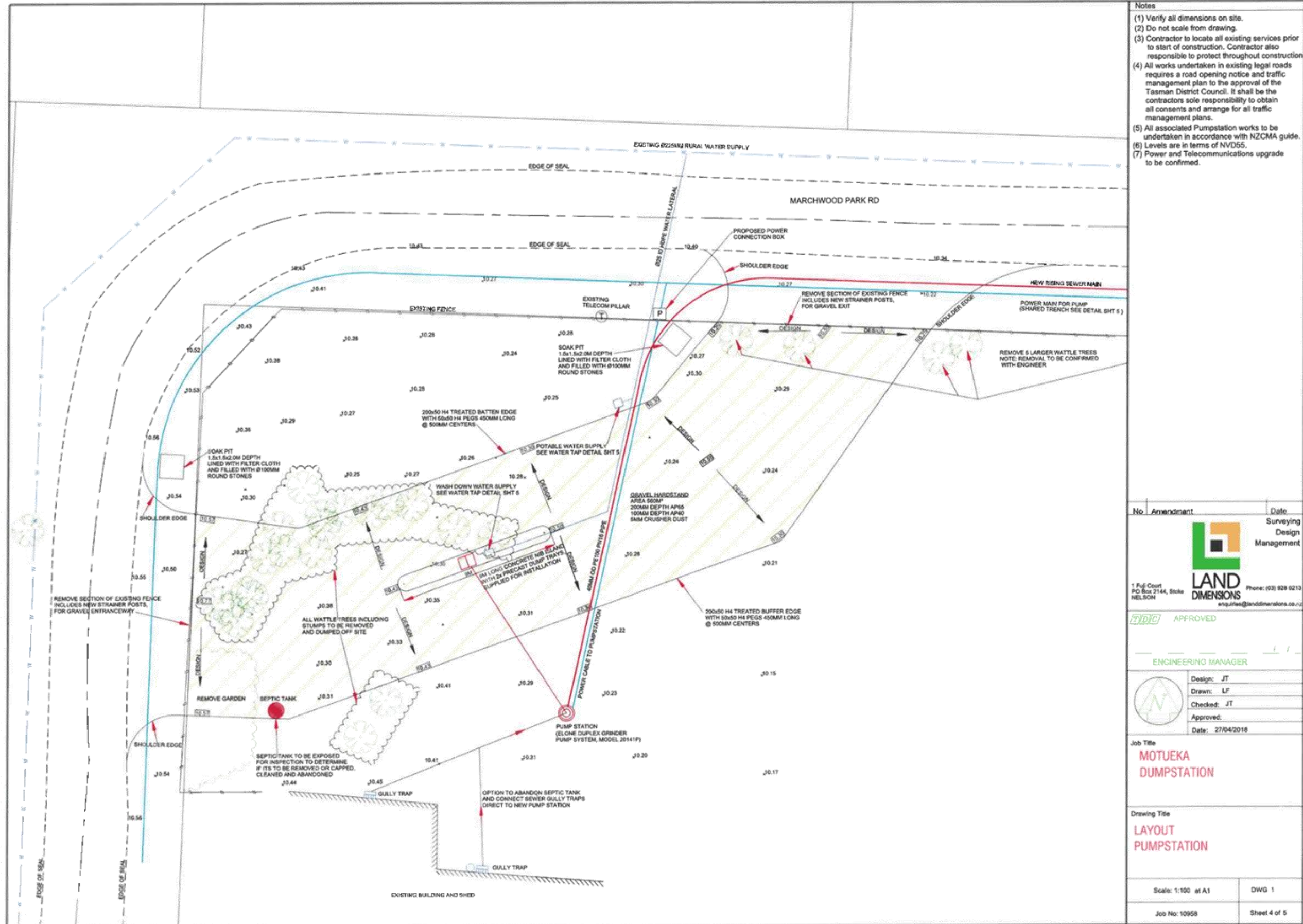
Potential locations for a new Motueka Dump Station

Location	Level of service and continuity of service.	Co -Benefits	Community Acceptance	Cost	Budget	Community Board	Shortfall in Funding
Existing site Hickmott Park	No	No	?	?			
Courtney Street East	Yes	No	No	\$100,000	\$100,830		\$0
Recreations centre	Yes	No	No	\$100,000	\$100,830		\$0
Old Wharf Road	Yes	No	No	\$140,000	\$100,830		-\$39,170
Motueka wastewater treatment plant	Yes	No	Yes	\$190,000	\$100,830		-\$89,170
Massey street	Yes	Yes	No	\$102,000	\$100,830		-\$1,170
Everett Street (Salt water pool carpark)	No	No	No	?	\$100,830		
Marchwood Park Road (Aerodrome land)	Yes	Yes (\$85,000)	Yes	\$234,000	\$200,830	?	-\$33,170
Aerodrome land (College St /Queen Victoria St)	Yes	No	No	\$80,000	\$100,830		\$0



- Notes
- (1) Verify all dimensions on site.
 - (2) Do not scale from drawing.
 - (3) Contractor to locate all existing services prior to start of construction. Contractor also responsible to protect throughout construction.
 - (4) All works undertaken in existing legal roads requires a road opening notice and traffic management plan to the approval of the Tasman District Council. It shall be the contractors sole responsibility to obtain all consents and arrange for all traffic management plans.

No.	Amendment	Date
		Surveying Design Management
		
1 Full Court PO Box 2144, Stoke NELSON Phone: (03) 928 0213 enquiries@landdimensions.co.nz		
		
		
Design:	JT	
Drawn:	LF	
Checked:	JT	
Approved:		
Date:	27/04/2018	
Job Title MOTUEKA DUMP STATION		
Drawing Title LAYOUT PLAN		
Scale: 1:500 at A1	DWG 1	
Job No: 10958	Sheet 1 of 5	



- Notes
- (1) Verify all dimensions on site.
 - (2) Do not scale from drawing.
 - (3) Contractor to locate all existing services prior to start of construction. Contractor also responsible to protect throughout construction.
 - (4) All works undertaken in existing legal roads requires a road opening notice and traffic management plan to the approval of the Tasman District Council. It shall be the contractors sole responsibility to obtain all consents and arrange for all traffic management plans.
 - (5) All associated Pumpstation works to be undertaken in accordance with NZCMA guide.
 - (6) Levels are in terms of NVD55.
 - (7) Power and Telecommunications upgrade to be confirmed.

No. Amendment	Date
	Surveying Design Management
1 Fuji Court PO Box 2144, Stoke Nelson Phone: (03) 928 0213 enr.jr@landdimensions.co.nz	
ENGINEERING MANAGER	
Design: JT	
Drawn: LF	
Checked: JT	
Approved:	
Date: 27/04/2018	
Job Title MOTUEKA DUMPSTATION	
Drawing Title LAYOUT PUMPSTATION	
Scale: 1:100 at A1	DWG 1
Job No: 10958	Sheet 4 of 5

8.7 WAIMEA WATER LIMITED - DRAFT STATEMENT OF INTENT 2019/20**Decision Required**

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Mike Drummond, Corporate Services Manager
Report Number:	RCN19-03-8

1 Summary

- 1.1 The draft 2019/20 Statement of Intent (SOI) for Waimea Water Ltd (WWL) was received on 28 February 2019 and is attached (attachment 1). The SOI has been reviewed by staff for compliance with the Local Government Act (LGA). In addition, the SOI has been considered in light of the matters set out in the Letter of Expectations (attachment 2).
- 1.2 This draft 2019/20 SOI covers the period from Company Incorporation on 27 November 2018 through until 30 June 2020.
- 1.3 Following the review of the draft SOI there are no specific matters that officers need to bring to Councillors' attention for their consideration.
- 1.4 As shareholders, Waimea Irrigators Limited (WIL) have also reviewed the SOI and have confirmed that they are satisfied with it.
- 1.5 The specific matters referred to in the shareholders' Letter of Expectations have been covered in the draft SOI, being the company's approach to risk management and sustainability. This is referred to specifically in the Sustainability Vision section beginning on page 7 and Risk Management on page 4 of the SOI.
- 1.6 It is recommended that the Council consider the draft SOI as a whole and provide commentary to the Company for consideration in drafting the final 2019/20 SOI.

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

1. **receives the Waimea Water Limited - Draft Statement of Intent 2019/20 RCN19-03-08; and**
2. **provides the following comments and feedback to the Waimea Water Ltd Board –**
 - a. **that the SOI meets the shareholders' expectations**

3 Purpose of the Report

- 3.1 To present to the Council the Waimea Water Ltd (WWL) draft Statement of Intent 2019/20 and to provide shareholder comment (if any) on the draft SOI to the Company.

4 Background and Discussion

- 4.1 Waimea Water Ltd (WWL), along with other council controlled organisations (CCOs), is required to complete an SOI by 30 June each year. The draft SOIs are required to be delivered to shareholders by 1 March each year. The WWL draft SOI was received by Council on 28 February 2019. This initial draft SOI covers the period from Company Incorporation on 27 November 2018 through until 30 June 2020.
- 4.2 The purpose of an SOI is set out in the Local Government Act 2002 Schedule 8. This purpose is repeated here as a background for the Council's discussion on the draft SOI presented by WWL.

Purpose of statement of intent

- The purpose of a statement of intent is to:
 - (a) state publicly the activities and intentions of a council-controlled organisation for the year and the objectives to which those activities will contribute; and
 - (b) provide an opportunity for shareholders to influence the direction of the organisation; and
 - (c) provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

- 4.3 The SOI has been checked for compliance with the statutory requirements and there are no matters to bring to the attention of the Council.
- 4.4 In order to assist the Company, the shareholders (Council and Waimea Irrigators Ltd (WIL)) jointly issue a Letter of Expectations (attachment 2) which sets out the shareholders' expectations in regard to the content and performance measures in the Company's SOI.
- 4.5 All CCO's have been asked to consider the following in their SOI:

Risk management – Shareholders would like to understand better in the SOI how the Board is considering and managing risks, including natural hazards and climate change.

Sustainability – Shareholders would like to understand better in the SOI how the Board is addressing sustainability including carbon emissions, waste minimization and renewable energy generation.

- 4.6 With regard to WWL, the specific matters that the shareholders have asked the Company to consider are in regard to the above two matters, and the expectation that the Board will detail and specify how they are meeting their obligations in regard to these.
- 4.7 These matters have been covered in the SOI on pages 4 and 7.
- 4.8 The SOI (bottom of page 18) provides for a presentation to Council in May/November each year. For the 2019 year this will occur slightly later at the 20 June Council meeting. This is due to the fact that the new CEO Mike Scott does not join the company until 19 May and the Board Chair is out of the country at the time of the May Council meeting.

5 Options

- 5.1 The Council has two options:
- a) Option 1 - To formally refer the SOI back to the WWL Board with comments on the areas of the SOI that need attention prior to reconsideration of the final SOI by the Shareholders.
 - b) Option 2 – to accept the draft SOI (subject to updated financials and other matters arising from the WWL annual planning review) and advise the Company that the Council has no specific changes it wishes them to consider in drafting the final SOI.

6 Strategy and Risks

- 6.1 There is no identified change in risks associated with the WWL operations and this SOI.
- 6.2 The company will be providing a six monthly presentation to Council at the Full Council meeting on 20 June 2019. This will cover financial, administration and project activity and will provide an opportunity to cover off any issues arising with the construction project, not identified at the time this SOI has been produced.
- 6.3 There is a risk that the relationship between the shareholders and WWL could be significantly damaged if there is a failure of WWL and both shareholders to agree on the 2019/20 SOI.
- 6.4 As WWL is a Joint venture partnership with WIL, Council will need to consider the views and preferences of WIL in providing feedback to the company. WIL have advised that they are comfortable with the draft SOI.

7 Policy / Legal Requirements / Plan

- 7.1 A council-controlled organisation (CCO) must have an SOI that complies with clauses 9 and 10 of schedule 8 of the Local Government Act 2002 (LGA).
- 7.2 The principal objective of a CCO is set out in Section 59 (1) of the LGA.
- 7.3 SOIs must not be inconsistent with the CCO's constitution.
- 7.4 Draft SOIs must be delivered to Council on or before 1 March each year.
- 7.5 The LGA Schedule 8(3) requires the Board to consider any comments on the draft SOI that are made to it within two months (1 May 2018) and deliver a completed SOI to shareholders on or before 30 June each year.
- 7.6 S65 (2) of the LGA requires the Council as soon as practicable after receiving a statement of intent for a CCO to agree to the SOI, or, if it does not agree, to take all practicable steps under clause 5 of schedule 8 of the LGA to require the SOI to be modified.
- 7.7 If agreement with the Board of WWL on the SOI is not reached, the shareholders will need to consider imposing a modification of the SOI by resolution of the shareholders using their powers under the LGA schedule (8)(5). This would be a last resort approach as it would signal a breakdown in the relationship between the shareholders and the Company Board.

8 Consideration of Financial or Budgetary Implications

- 8.1 There are no financial or budgetary implications arising from this decision. The budgets included in the SOI are those agreed at Financial Close. The costs of the review of the SOI and engagement with WWL and WIL are met from within the existing Corporate Services Department budget.

9 Significance and Engagement

- 9.1 The adoption of the SOI for Waimea Water Ltd is considered to be of low significance to ratepayers as a whole. The SOI is consistent with arrangement entered into at Financial Close in December 2018. The project and the formation of WWL have been consulted on through formal engagement and consultation processes. Further engagement on the draft SOI is not required.
- 9.2 As shareholders, Waimea Irrigators Ltd (WIL) have also reviewed the SOI and have confirmed they are satisfied with it in its current form.

10 Conclusion

- 10.1 The draft WWL SOI was received in accordance with the statutory time-frame. The draft SOI meets statutory requirements. The Council should turn its mind to the matters included in the Letter of Expectations and determine what, if any, comment needs to be provided to the Company's Board.

11 Next Steps / Timeline

- 11.1 Officers will communicate the Council's decision and comments to the other shareholder (WIL) and to the Waimea Water Ltd Board.
- 11.2 On receipt of a revised SOI it will be presented to the shareholders for formal review and adoption.

12 Attachments

- | | | |
|----|--|-----|
| 1. | Waimea Water Limited - Draft Statement of Intent 2019-2020 | 149 |
| 2. | Letter of Expectation from Shareholders - Waimea Water Ltd | 175 |



INTRODUCTION

This Statement of Intent (SOI) sets out the activities and objectives of Waimea Water Limited (WWL) for the period 27th November 2018 to 30th June 2020.


Karen Jordan
Chair


Ken Smales
Director

28 February 2019

PURPOSE

This Statement of Intent outlines the purpose of Waimea Water Limited (WWL), which is to manage the construction, operation and maintenance of the Waimea Community Dam (WCD) to the benefit of water users in Nelson Tasman delivering a crucial part of the region's infrastructure, allowing our communities and economy to thrive.

The dam augments water supply and makes water available to meet demand in Nelson Tasman for the next 100+ years. The dam will improve the health and maintain the mauri of the Waimea River by using nature's storage and delivery system to provide water to our region.

WWL will also undertake some other associated works to maximise the benefits of the Waimea Community Dam, focusing upon environmental and biodiversity objectives, taking a best value for money approach, acknowledging the 100+ year design life span of the project.

The project is well advanced: with the site selection, design parameters and delivery partners all set. The next three years will focus on the safe delivery of: preparatory works, the construction of the dam itself, the management of environmental concerns, the filling of the reservoir and the orderly transition to efficient operation and maintenance.

This statement describes the comprehensive programme of works to help deliver on WWL's promises to its shareholders and community.

WWL is focused on ensuring that it has the people, the policies and positive relationships it needs to deliver a world-class water infrastructure project for the Nelson Tasman region.

ABOUT WAIMEA WATER LIMITED

Tasman district is running out of water, so doing nothing is not an option. New Zealand receives an abundance of water each year and we only use a very small percentage of it. We need to be smarter about storing it, so we can use it when we need to. A growing, resilient regional economy will offer future generations opportunities to stay in the region and raise their families with well-paying jobs and security. The dam makes water available to meet related urban and rural water demand for at least the next 100 years and likely many more and in doing so, plays its part to help the Nelson Tasman region thrive.

When the funding for this significant investment in infrastructure was secured in December 2018, WWL commenced operations to manage the delivery of the Waimea Community Dam in order to meet the known water supply issues and to address the forecast increases in demand for water.

The investment is in a concrete-face rock fill dam, approximately 53m high, 220m long, 6m wide at the crest and constructed from approximately 430,000m³ of rock. The lake created by the dam will contain approximately 13million m³ of water. The project is to be finished by February 2022, with the physical dam to be completed by October 2021, then the filling of reservoir and final commissioning by February 2022.

WWL was established by the partnership funding between Tasman District Council (TDC), Waimea Irrigators Limited (WIL) and Crown Irrigation Investments Limited (CIIL). TDC and WIL are shareholders of WWL, whilst CIIL is the financier. As TDC is the majority shareholder (51%), WWL is a Council Controlled Organisation (CCO) and operates on a cost recovery basis only, adhering to the governance and control framework specified under the Local Government Act 2002.

WWL's primary purpose and objectives are to build, own, operate and maintain the dam in accordance with shareholder agreements and the Company's constitution. WWL will work together with its stakeholders across the community to optimise other benefits arising from the construction of the dam, with particular focus on the environmental and biodiversity benefits.

WWL is required to remediate the land within the project footprint upon completion and deliver a number of carbon emissions offsetting projects within the region to compensate for trees necessarily removed during construction. WWL will ensure that rare plant species will be protected and



transplanted in accordance with resource consent conditions. This provides opportunity for raising community awareness to optimise the benefits from these environmental projects and WWL will develop an Environment and Sustainability Management Plan working with Ngāti Koata, FHTJV our delivery partners and in communication with our community.

OBJECTIVES OF THE WAIMEA COMMUNITY DAM

The Waimea Community Dam is a significant local infrastructure project to augment the supply of water and add to the sustainability of the region.

Objectives of the Waimea Community Dam					
Sufficient water at our homes all year round	Healthy Lee and Waimea Rivers with abundant fish and flora where we can swim and play	A robust economy from the success of horticulture and farming industries	Jobs for people in our primary industries and the support services working with them	A better chance that families can maintain and grow their businesses for children and grandchildren	Families staying and growing together in our community

CONTRIBUTION TO SPONSOR’S PRIORITIES

The Waimea Community Dam provides a strategic response to the priorities of its shareholders and WWL recognises the complex inter dependencies between the regional management of natural resources, the environment, health, well-being and life opportunities of our communities and a thriving regional economy.

RISK MANAGEMENT

The WWL Board and management will encourage a culture that is risk aware and will seek proactively to understand and mitigate risk where it is identified. WWL Board and management have adopted a best practice risk management procedure and have inherited a comprehensive risk assessment from the project investment appraisal, which sets a baseline that will be regularly



refreshed and maintained through an active risk management process. This has formed WWL's risk register. WWL will actively maintain and regularly update its register of strategic and operational risks, managing these risks with oversight from management and the Board.

A core competence for WWL is the governance and control of the project to mitigate delivery schedule and cost overrun risk.

WWL inherited the design, contract framework and main contractor (Fulton Hogan Taylors Joint Venture) following an extensive and rigorous process. Going forward, WWL has put in place a strong project office populated with a small number of senior, experienced project delivery professionals, deploying project delivery assurance best practices.

A Project Governance Board is in place, which will be chaired by WWL's CEO, with membership comprising senior leadership from WWL and the joint venture parent companies.

Professional design and assurance engineering consultants will be appointed to provide design change management and construction observation assurance; this will ensure that the dam is built in accordance with the approved design and that any necessary changes due to site conditions are properly quality controlled.

Professional quantity surveyors have been engaged and the Engineer to Contract (ETC) appointed; together they will provide robust mitigation to the risk of incorrect cost claims and reduce the likelihood of costly contractual disputes.

A monthly Contract Management meeting provides operational supervision and performance management across the construction activities.

FUNCTIONS AND OPERATIONS

WWL's activities are bounded by the requirements of a governance and accountability framework beginning with the Company constitution and Statement of Performance Expectations, statutory compliance obligations, company policies and procedures, a performance and accountability framework and best practise project control disciplines.

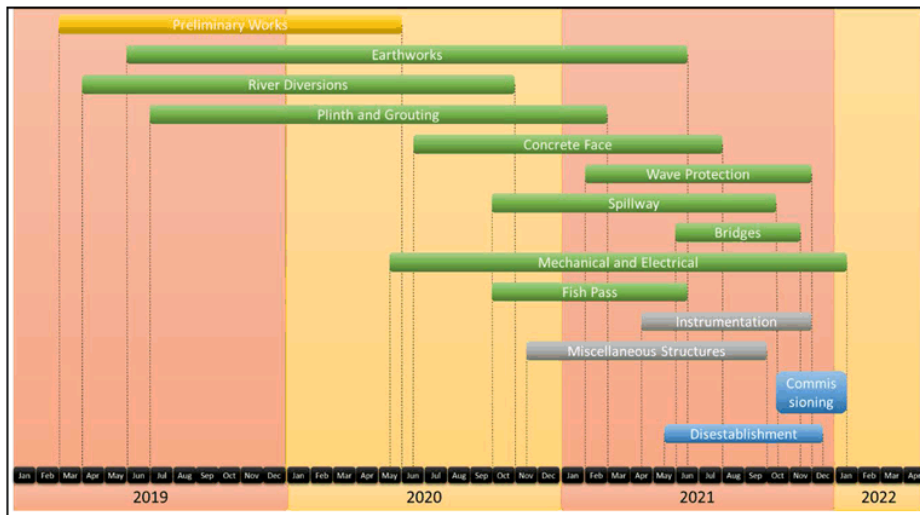
The WWL Board provides governance and assurance that management is delivering the project in accordance with its objectives. The Board has appointed a Chief Executive to be accountable for the safe, efficient and effective delivery of the project and enabling services. The Chief Executive is appointing a management team to provide leadership and performance responsibility in the safe delivery of the project and achievement of the mandated company outcomes.

Scope and Schedule

WWL is responsible for constructing Nelson Tasman region’s newest dam. This includes:

- resource consent compliance
- land and access rights transfer and management
- health and safety compliance and assurance
- environmental compliance and assurance
- optimisation of sustainability opportunities
- community and stakeholder engagement
- management of contracts required to complete the contracts, including construction, design assurance and cost assurance

The project is divided into a series of workstreams and the team structure is amended progressively to match the evolving requirements of the project through its lifecycle, and then as the dam is commissioned into ‘business as normal’ operation. The key project workstreams comprise:



COMMUNICATION AND ENGAGEMENT

In addition to shareholders, WWL has crucial relationships with other key parties and is committed to open and honest communication. The relationships include Crown Irrigation Investments Limited, Ministry for the Environment, Department of Conservation, LINZ, Mana Whenua, community groups and other interested parties named in consent conditions.

WWL will work closely with land owners, businesses and residential neighbours, and those who have a focus on the development and sustainability of the region. The ultimate users and consumers of water from the Waimea Community Dam are also at the front of mind during the construction and transition to operation of this asset.

WWL has established three key principles for communication with all of our stakeholders:

Proactive Communication

WWL will be upfront and transparent about the progression of the project and provide as much certainty and clarity as possible about timings and plans.

Style and Language

WWL will invest in face-to-face communication and personal attention. Communication will be fact based, straightforward, clear, and engaging. Jargon and “project speak” will be avoided.

Responsiveness

Responses will be timely, full, frank and as detailed as possible. WWL will demonstrate that it is listening, even if agreement is not always reached. When we cannot disclose information because of its commercially confidential nature, we will be upfront about this.

SUSTAINABILITY VISION

Sustainability is at the heart of WWL’s objectives. WWL has a vision of constructing and operating the Waimea Community Dam to the highest affordable sustainability standards. WWL will benchmark itself against best practices for delivering sustainable infrastructure in New Zealand and in the context of the United National Sustainable Development Goals.

WWL recognises that sustainability includes both social and environmental elements and these underpin the project from conception, design and planning, through to construction and operation. WWL will develop its Environment and Sustainability Plan to embed these considerations in everything we do.

ORGANISATIONAL HEALTH & CAPABILITY

Health and Safety

As a Council Controlled Organisation (CCO) operating in a construction environment, WWL will be a leader in health and safety management, ensuring compliance with the Health and Safety at Work Act 2015.

“No task is too important or so urgent as to preclude Health and Safety.”

WWL is committed to a culture that creates personal accountability for and a relentless focus on health and safety as part of the way we do things. WWL will live the value that says: **“no task is too important or so urgent as to preclude Health and Safety”**.

It will do this through:

- the Board and management modelling behaviours that they expect from WWL and contractors
- establishing best practice health and safety behaviours in the field and in the office environment, monitoring adherence to these practises and taking immediate corrective actions, if required
- ensuring that WWL and those who are working for WWL meet all health, safety and environmental regulatory obligations

Capability Development

We will support our people to achieve the Company’s objectives by:

- providing a safe and healthy environment for our people
- securing the best possible affordable talent for the roles
- providing clear leadership and support to our people
- establishing a culture of team work and collaboration

- setting clear personal responsibilities and agreeing aligned performance objectives
- regularly reviewing and then flexing roles and responsibilities throughout the life of the project to get best outcomes for the project
- supporting people to develop both within their current roles and in preparation for future career moves
- providing our people with the tools and technology needed to do their jobs
- providing a sound financial and internal control environment

Ensuring WWL is a Good Employer

The successful delivery of the project will depend on the technical, financial and commercial expertise of WWL. WWL wishes to attract and retain skilled staff by being a good employer and offering an attractive place to work, with a culture that is valued by its people and which supports the Company to meet its objectives.

ASSESSING PERFORMANCE

At incorporation, WWL was provided with an accepted design and baselines for schedule and cost, developed under the previous governance and management of shareholders. These parameters were set in the Company constitution, shareholders' agreements and the CIIL funding agreement.

Regular reporting against these schedules will assist management and the Board to deliver the project and keep both shareholders and financiers informed of progress.

WWL will report regularly to its shareholders as required under the Companies Act and the Local Government Act and to CIIL as required under the Finance Facility Agreement. Both our Interim (half yearly) and Annual Report will include a full set of financial statements, health and safety performance, compliance and audit status, forecast costs to complete and time to complete, risk updates and project progress information across all project activities. Performance against our Targets will be included in the Annual Report.

OUTCOMES, TARGET AREAS AND MEASURES

Health and Safety

Outcome

Every person employed, contracted, involved or in contact with the Company's activities has a right to be protected from health and safety risks and to come under no adverse harm as a result of being associated with the project or the activities of the Company.

WWL considers NZ Health and Safety legislation and international dam safety guidelines as minimum standards and will apply a relentless focus on health and safety continuous improvement.

The commissioning and transition to operation of the dam will be undertaken to achieve world-class operational safety performance.

Target Areas

WWL Corporate H&S:

- Development and deployment of a Wellbeing Score
- Development and implementation of an annual Health and Safety Management Plan

WWL Project Construction H&S:

- An agreed percentage of compliance evidenced in H&S audits
- An agreed percentage of incidents are investigated, reported, actions assigned and closed out within 2 weeks
- Total Recordable Injury Frequency Rate (TRIFR), Lost Time Injuries (LTI) and Near Miss Incidents (NMI) reported to WWL on a rolling twelve month basis

Measure

- Percentage of completed wellbeing surveys
- Quarterly audit compliance score from FHTJV
- Percentage of incidents investigated, reported, actions assigned and closed out within 2 weeks
- Number of injuries measured by TRIFR

Sustainability and Social Outcomes

Outcome

The decision to invest in the Waimea Community Dam is a strategic response to the challenges of climate change and the need for adaptation: rising sea levels, more storm events and droughts in our region. Our dam has resilience, as well as safe and efficient maintenance and operation designed into it. In building a future-proofed dam, WWL is providing the opportunity for hydro generation: an activity outside of our Company purpose but a capability which WWL will enable TDC to take forward clean energy opportunities.

WWL recognises that social outcomes are strongly related to environmental and economic outcomes and that a prosperous economy leads to good social and cultural outcomes. WWL will work collaboratively with Ngāti Koata to respect and integrate Iwi cultural values in caring for our environment and in doing so raise community awareness of environmental responsibility. WWL will take the opportunity to engage local community groups and particularly schools in the understanding of how the dam works, the importance of water to our community and the role the dam will play in river health. In summary, we aim to achieve more than just compliance but to seize the opportunity to maximise the societal benefits from this investment and raise community awareness of environmental and sustainability needs.

Target Areas

- We will comply with Resource Consent Conditions, including the requirement to relocate rare native species, enhance lowland areas (e.g. the lower reaches of the Waimea River and native areas of Rabbit Island), considering advice from the Biodiversity Technical Advisory Group (BTAG)
- We will remediate the site, including the planting of native species and leave enhanced road infrastructure at completion of the dam construction
- We will develop an Environment and Sustainability Plan optimising sustainability in our project and operations
- We will collaborate with our supply chain to minimise carbon emissions and waste. This will be defined in detail through both our Environment and Sustainability Plan and our contractor's plans

- We will develop and deliver a Tree Management and Carbon Offsetting Plan to target sustainability and biodiversity priorities
- We will seek strong and active engagement with our communities and stakeholders to encourage sustainability awareness, project outcomes and the ongoing support of the Communication Advisory Group will help us to achieve this

Measures

- 100% compliance with resource consents
- Achievement of the Environment and Sustainability Plan milestones
- Achievement of the Tree Management & Carbon Offsetting Plan milestones
- Effective engagement with the BTAG – satisfaction index
- Effective engagement with the CAG – satisfaction index
- Achievement of our Sustainability Communications and Engagement Plan milestones

Project Delivery

WWL will deliver the Waimea Community Dam to quality, time and cost in accordance with shareholders' expectations.

Target Areas

Design and Quality: that the dam is built as designed, to the quality and safety guidelines applicable

Schedule: that the dam is constructed in accordance with the baseline plan

Cost: that the dam is constructed within approved budget outturn cost (see Funding Envelope)

Measures

- Built as Designed Certificate (PS4) issued by Design and Assurance Consultants, verified by the Independent Technical Engineer
- Practical completion is achieved on or before October 2021 and commissioning is achieved on or before February 2022

Funding Envelope

Outcome

Achieve value for money through fiscal and budgetary prudence and efficiency.

Targets

- Track monthly, quarterly and yearly budget in relation to the level of activities agreed
- Meet statutory and other agreed financial reporting deadlines
- Operate an effective internal control environment

Measures

- Percentage of variance between actual and budget
- “No surprises” as a result of transparent reporting to stakeholders
- Unconditional sign off of the Company accounts from external auditors

Communication and Engagement

Outcome

Stakeholders and the community are engaged to become more informed about the dam and its benefits and have a range of formal and informal communication channels. There is readily available information about the project, its benefits and impacts that is current and intelligible. Enquiries have been responded to promptly and any issues resolved.

Targets

- WWL enables communities to become more informed about the dam
- WWL will be accessible and responsive
- WWL will provide regular and current information

Measures

- Track quarterly and annually information provision and events
- Proportionate social media presence and communication
- Compliance with relevant consent conditions
- Two working days response to public enquiries
- Mana Whenua contributions through agreed channels

OTHER STATUTORY REPORTING REQUIREMENTS

Governance and Organisational Form

WWL is a limited company, incorporated under the Companies Act 1993. WWL's shareholders are Tasman District Council (TDC) and Waimea Irrigators Limited (WIL). The Council owns 51% of the voting shares in WWL and WIL owns the remaining 49%, hence WWL is a Council Controlled Organisation (CCO) subject to the Local Government Act 2002.

Crown Irrigation Investments Limited (CIIL) provided \$25m to WWL, \$10m to TDC and further grants to WIL and TDC. CIIL also provided concessionary terms for their loans to WWL and TDC.

The Ministry for Environment (MfE) made a grant of \$7m and a \$5m contribution was received from Nelson City Council (NCC).

WWL had the project transferred to it on 21st December 2018 with TDC recovering \$6.3m + GST eligible sunk costs at Financial Close. Funding will continue by way of Scheduled Equity Contributions, Transfer of MfE and NCC grants and drawdowns from the CIIL funding.

As WWL operates on a cost recovery basis only, dividends are prohibited and will not be paid.

WWL does not undertake any activities for which the Board seeks compensation from any local authority; this is prohibited by WWL's constitution.

COMPANY VALUATION AND LIQUIDITY

Company Financial Statements

The **Statement of Comprehensive Revenue and Expense** below is drawn from the economic model (known as the “Northington Model”), which underpins the investment deal between TDC, WIL and CIIL. Additional updates have been included to reflect current forecasts.

Statement of Comprehensive Revenue and Expense

\$ 000	Financial Close 21 Dec 18	30-Jun-19	30-Jun-20	30-Jun-21	30-Jun-22
Revenue					
Interest Income	-	100	850	700	-
Construction Operating Costs Expensed					
Costs to Financial Close	6,329	1,388	3,674	3,276	1,750
CIIL Facility Establishment Fee	188				
Total Costs	6,517	1,388	3,674	3,276	1,750
Operating Profit	(6,517)	(1,288)	(2,824)	(2,576)	(1,750)
Interest Expense					100
Depreciation					300
Comprehensive Revenue and Expense	(6,517)	(1,288)	(2,824)	(2,576)	(2,150)

The **Statement of Financial Position** shows the opening balance sheet at Financial Close i.e. when the deal was signed, which reflects the initial equity contribution of TDC and WIL, less costs to Financial Close. This is the current valuation of the Company.

Total Assets comprise current assets, term deposits, capitalised dam construction costs and DSRA deposits. (DSRA is the Debt Servicing Reserve Account and is money held in a specific account of WWL for the benefit of CIIL, should WWL be in default.) External debt covers the CIIL and TDC loan facilities. Consolidated Shareholders Equity is made of paid up capital and retained earnings.

The investment model makes various assumptions, including the expensing of certain operating costs as opposed to fully capitalising all expenditure and this is the reason for the negative retained earnings on the Statement of Financial Position.

The ratio of consolidated shareholders equity to total assets shows Waimea Water Limited was 100% financed by equity at Financial Close, with this reducing to 63% by the completion of the project with the drawdown of the CIIL and TDC loan facilities.

Statement of Financial Position

	Financial Close 21 Dec 18	30-Jun-19	30-Jun-20	30-Jun-21	30-Jun-22
	\$ 000				
Current Assets					
Bank	10,700	730	8,740	4,740	-
GST Receivable	950	500	300	300	-
	11,650	1,230	9,040	5,040	-
Non Current Assets					
Term Deposits	15,000	15,200	15,600	-	-
Dam Fixed Asset		13,582	38,784	64,732	86,962
DSRA Debt Provided	100	100	100	100	450
	15,100	28,882	54,484	64,832	87,412
Total Assets	26,750	29,612	63,224	69,572	87,412
Term Liabilities					
Term Debt (CIIL, TDC)	-	1,100	12,100	12,160	32,250
	-	1,100	12,100	12,160	32,250
Total Liabilities	-	1,100	12,100	12,160	32,250
Net Assets	26,750	28,512	51,124	57,412	55,162
Equity					
TDC Paid up Capital	20,650	23,500	41,100	44,550	44,550
WIL Paid up Capital	12,617	12,617	21,791	25,967	25,967
Retained Earnings	(6,517)	(7,805)	(11,767)	(13,105)	(15,355)
	26,750	28,312	51,124	57,412	55,162

Ratios

Consolidated Shareholders Equity / Total Assets	100%	96%	81%	83%	63%
External Debt / Total Equity	0%	4%	24%	21%	58%

The **Statement of Cashflows** reflects a fully funded project with WWL having positive liquidity throughout the construction period.

Statement of Cashflows

\$ 000	Financial Close 21 Dec 18	30-Jun-19	30-Jun-20	30-Jun-21	30-Jun-22
Cash Flows from Operating Activities	-	-	-	-	-
Cash Flows from Investing and Financing Activities					
Cash was provided from:					
TDC Equity Investment	20,650	900	18,250	4,000	750
WIL Equity Investment	12,617		9,174	4,176	
CIL loans		1,100	11,000	600	10,800
TDC Loan					8,750
Funds Received from Term Deposits				16,650	
	33,267	2,000	38,424	25,426	20,300
Cash was applied to:					
Project Spend		12,920	30,414	29,426	24,690
Reimbursement TDC FC Costs	7,279	(950)			
CIL DSRA Costs	100				350
CIL Facility Establishment Fee	188				
Funds Invested in Term Deposits / Interest	15,000				
	22,567	11,970	30,414	29,426	25,040
Net Increase / Decrease in Cash	10,700	(9,970)	8,010	(4,000)	(4,740)
Represented by Cash at Bank	10,700	730	8,740	4,740	-

WWL's proposed Accounting Policies are shown in the Appendix of this document. They will be reviewed within the period of this SOI and adopted for application in the first formal report.

CORPORATE GOVERNANCE

Board of Directors

The WWL Board is committed to a high standard of corporate governance and regulatory compliance in guiding and monitoring WWL's activities.

It has seven highly experienced directors appointed by shareholders and Iwi: TDC (4); WIL (2); Ngāti Koata (1).

The Board will carry out its accounting, reporting, risk management and decision-making responsibilities in accordance with legislation and the directors will comply with their obligations under the Companies Act 1993, the Local Government Act 2002 and other relevant legislation. Board performance will be evaluated on an annual basis.

The Directors have been appointed for a period of four years. The Company will in due course consider director rotations in accordance with good governance practise, whilst retaining sufficient continuity of membership on the Board. This matter will be considered after the practical completion of the Waimea Community Dam in order to provide stability in governance right through to normal operations, when differing skill sets might be more appropriate.

The Chief Executive Officer has now been appointed and is accountable to the Board and has responsibility for the management, operation and administration of WWL. The Company has a suite of policies that underpin its objectives and mandate and provide a link to day to day operations.

Shareholders

WWL maintains relationships with its shareholders in a manner which respects their roles, responsibilities and expectations.

WWL's first Annual General Meeting (AGM) will be held in November 2019.

Local Government Act

In accordance with the Local Government Act 2002, the annual Letter of Expectation will be received from shareholders and in response, WWL's Statement of Intent (SOI) will be presented to shareholders each year, including submission to Full Council for approval.

In addition to the annual report, an Interim Report will be submitted to Council by 1st March each year. The Chair and Chief Executive will make 6-monthly presentations covering financial, administration and project activity at the Full Council meeting in May and November each year.

Other Statutory Requirements

Under the Public Audit Act 2001 the Controller and Auditor-General is the Auditor of WWL.

Various other Acts apply to WWL, including the Anti-Money Laundering and Countering Financing of Terrorism (Requirements and Compliance) Act 2011, Hazardous Substances and New Organisms Act 1996, Public Audit Act 2001.

WWL is committed to complying with its obligations under all legislation.

ADDITIONAL INFORMATION

More information is available on the WWL's website:

www.waimeawater.nz

Appendix: Proposed Accounting Policies

Statement of Accounting Policies

a) Reporting Entity

Waimea Water Limited is a Council Controlled Organisation under Section 6 of the Local Government Act 2002. Waimea Water Limited is registered under the Companies Act 1993.

Waimea Water Limited has been established to manage the construction, operation and maintenance of the Waimea Community Dam.

b) Basis of Preparation

Statement of Compliance

The financial statements will be prepared in accordance with Generally Accepted Accounting Practice in New Zealand as required by the Companies Act 1993.

Waimea Water Limited is a reporting entity preparing general purpose financial statements. It has elected to adopt the New Zealand Equivalents to International Financial Reporting Standards (NZ IFRS) – Reduced Disclosure Regime (RDR), which allows this entity to adopt the reduced disclosure requirements of the Not-For-Profit Accounting Standards. (i.e. Waimea Water Limited is a Tier 2 entity as issued by New Zealand External Reporting Board (XRB)) on the basis it is a non-large, for-profit, public benefit entity.

Measurement Base

The financial statements are prepared on the basis of historical cost basis.

Functional and Presentation Currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of Waimea Water Limited is New Zealand dollars (NZ\$).

Significant Accounting Estimates and Judgements

The preparation of financial statements requires Waimea Water Limited to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Future outcomes could differ from those estimates. The principal areas of judgement in preparing financial statements are set out below:

These will be assessed by management as part of the annual reporting process and included within the final annual accounts.

c) Property, Plant and Equipment

Property, Plant & Equipment (PPE) will be at historical cost less accumulated depreciation and any accumulated impairment losses. Historical Cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, if there is an indication of a significant change since the last reporting date. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Uncompleted capital works are not depreciated until ready for service.

Subsequent expenditure is capitalised and added to the carrying amount of an item of Property, Plant and Equipment when the cost incurred if it is probable that the future economic benefits embodied in the specific asset will flow to the Company and the cost of the item can be measured reliably. The costs of day-to-day servicing of Property, Plant and Equipment are recognised in the Statement of Profit or Loss as incurred.

Additions – the cost of an item of Property, Plant and Equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Company and the cost of the item can be measured reliably. Individual assets, or groups of assets, are capitalised if their cost is greater than \$500. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

The majority of capital expenditure will remain as work in progress for the duration of the project and is not depreciated until ready for service.

Disposals – gains and losses are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Profit or Loss. Net gains and losses are only recognised when the significant risks and rewards or ownership have been transferred to the buyer, recovery of the consideration is probable, the associated costs can be estimated reliably, and there is no continuing involvement.

The depreciable amount of an asset is determined based on its useful life. Rates and methods of depreciation reflect the pattern in which the assets' future economic benefits are expected to be consumed by Waimea Water Limited.

The assets useful lives will be determined by management as part of the annual reporting process and included within the final annual accounts.

- Buildings
- Plant and Equipment
- Motor Vehicles
- Office Equipment and Furniture
- Dam

d) Intangible Assets

Software Acquisition and Development

Acquired computer software licences are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with maintaining computer software are recognised as an expense when incurred.

e) Impairment of Non-current Assets

The carrying amounts of Waimea Water Limited's assets are reviewed at each balance date to determine whether there is any indication of impairment. If any such impairment exists, the asset's recoverable amount is estimated.

If the estimated recoverable value amount of an asset is less than its carrying amount, the asset is written down to its estimated recoverable amount, and an impairment loss is recognised in the profit or loss.

The recoverable amount of an asset is the higher of the fair value less costs to sell and value in use. Value in use is determined by estimating future cash flows from the use and discounting these to their present value using a pre-tax discount rate that reflects the current market rates and the risks specific to the asset. For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash generating unit to which the asset belongs.

Where an impairment loss subsequently reverses, the carrying amount of the asset (cash-generating unit) is increased to the revised estimate of its recoverable amount, but only to the extent that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (cash-generating unit) in prior years. A reversal of an impairment loss is recognised to the extent that an impairment loss for that asset was previously recognised in the profit or loss immediately.

f) Trade and Other Receivables

Trade and other receivables are initially stated at fair value and subsequently stated at their amortised cost using the effective interest method less impairment losses. A provision for impairment of receivables is established when there is objective evidence that Waimea Water Limited will not be able to collect all the amounts due according to the original terms of the receivables. The amount of the provision is the difference between the asset's carrying value and the present value of the expected future cash flows discounted using the effective interest method.

g) Other Financial Assets

Term investments over 90 days are classified as "other financial assets". They are initially measured at fair value, net of transaction costs. After initial recognition, financial assets in this category are measured at amortised cost using the effective investment method, less impairment. Gains and losses when the asset is impaired are recognised in the profit or loss.

h) Share Capital**Ordinary shares**

Ordinary shares are classified as equity. Direct costs of issuing shares are shown as a deduction from the proceeds of issue.

i) Interest Bearing Borrowings

Interest bearing borrowings are recognised initially at fair value less attributable transaction costs. Subsequent to initial recognition, interest bearing borrowings are stated at amortised cost using the effective interest method. Borrowing costs directly attributable to the acquisition or construction of a qualifying asset which is determined to be an asset that takes a period of greater than one year to get ready for its intended use are capitalised as part of the cost of the asset.

j) Employee Entitlements

A liability for annual leave is accrued and recognised in the Statement of Financial Position. The liability is calculated on an actual entitlements basis at current rates of pay. These include salaries and wages accrued up to balance date, alternate days earned but not yet taken, and annual leave earned but not yet taken up to balance date.

k) Trade and Other Payables

Trade and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

l) Revenue

Revenue comprises the fair value of the consideration received or receivable in the ordinary course of the Company's activities, net of discounts, rebates and taxes. Revenue is recognised to the extent it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured.

Interest income is recognised on an accrual basis using the effective interest method.

m) Expenses**Net Financing Costs**

Net financing costs comprise interest payable on borrowings calculated using the effective interest rate method and interest receivable on funds invested as it accrues.

Dividends

Waimea Water Limited operates on a cost recovery basis. Therefore no dividends are payable.

Income Tax

Income tax expense in relation to the profit or loss for the period comprises current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable profit for the current year, plus any adjustments to the income tax payable in respect to prior years. Current tax is calculated using rates that have been enacted or substantively enacted by balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of an asset and liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.

Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised, using tax rates that have been enacted or substantively enacted by balance date.

Current tax and deferred tax is charged or credited to the profit or loss, except when it relates to items charged or credited directly to equity, in which case the tax is dealt with in equity and other comprehensive income.

n) Goods and Services Tax (GST)

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, Inland Revenue is included as part of receivables or payables in the balance sheet.

The net GST paid to, or received from Inland Revenue, including the GST relating to investing and financing activities, is classified within operating cash flow in the Statement of Cash Flows.

o) Cash and Cash Equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities in the Statement of Financial Position.



File:
Mike.drummond@tasman.govt.nz
Phone 543 8400

9 January 2018

Waimea Water Limited

Attention: Board Chair Karen Jordan

By email: Karen.jordan@outlook.com

Dear Karen

Letter of Expectation

This Letter of Expectation is intended to inform Waimea Water Limited (WWL) of the Shareholders' high level strategic direction and performance expectations in advance of your preparation of your initial Statement of Intent (SOI) 2019/20. In clarifying our expectations early, we expect that the passage through to acceptance by both Shareholders will be more efficient and effective.

Statement of Intent 2019/20

The Tasman District Council (Council) and Waimea Irrigators Limited (WIL) expect WWL will treat the SOI as more than a strict compliance document and will aim for best practice. This will entail a SOI covering more than the statutory minimum requirements. To be effective, your SOI should tell the performance story of the company, providing a clear and succinct understanding of the company's purpose, the services it delivers and what success looks like. As shareholders, the Council and WIL are particularly interested in the Waimea Dam project progression to practical completion, and expected costs against the current project budgets.

The SOI must meet the requirements set out in the Local Government Act. Council and WIL wish to support the company in delivering a good SOI. Mike Drummond (Council) who is familiar with the Local Government Act and other Council CCO processes and requirements, and Natasha Berkett (WIL), are available to assist your team throughout the process.

The Council's general expectations for all CCOs are as follows. Please note we have highlighted when an expectation is not applicable to Waimea Water Limited. These are provided for consistency with the expectation letters sent to all Council CCOs.

- 1.1 The SOI must include a complete set of summary prospective financial statements for at least three years (preferably five years) i.e. Statement of Comprehensive Income, Statement of Financial Position and cashflow statement.

Tasman District Council
Email info@tasman.govt.nz
Website www.tasman.govt.nz
24 hour assistance

Richmond
189 Queen Street
Private Bag 4
Richmond 7050
New Zealand
Phone 03 543 8400
Fax 03 543 9524

Murchison
92 Fairfax Street
Murchison 7007
New Zealand
Phone 03 523 1013
Fax 03 523 1012

Motueka
7 Hickmott Place
PO Box 123
Motueka 7143
New Zealand
Phone 03 528 2022
Fax 03 528 9751

Takaka
78 Commercial Street
PO Box 74
Takaka 7142
New Zealand
Phone 03 525 0020
Fax 03 525 9972

- 1.2 The SOI should disclose measures like Earnings before interest and tax (EBIT) and Earnings before interest, tax, depreciation and amortisation (EBITDA) and balance sheet ratios where applicable.
- 1.3 SOIs must fully comply with Schedule 8 of the Local Government Act.
- 1.4 Compliance with legislation and reporting on Health and Safety matters must be given due emphasis.
- 1.5 Dividends (where applicable) are to be disclosed along with the dividend payout policies, where applicable. Where dividends are not increasing over time, then an explanation should be provided e.g. increased capital expenditure; the need to reinvest in the business (note: this does not apply to WWL).
- 1.6 Where the councils make a financial contribution to the operational costs of the organisation, the CCO should show how it intends to increase non-council revenue streams (note: this does not apply to WWL).
- 1.7 Capital expenditure and asset management intentions should be included.
- 1.8 CCOs should use the same information for both managing the business and reporting through to the shareholders i.e. the information used for setting targets and reporting against them for the SOI should overlap and be a subset of the information used for internal reporting.
- 1.9 SOIs and other CCO reports should be in a plain style, concise, relevant, accessible and focused on meeting the needs of the Shareholders and for Council the public they represent. The use of graphs, tables and charts is expected to convey both financial and non-financial information along with trends (past, current and future numbers).
- 1.10 To be effective the SOI must disclose the performance story for the CCO, providing a clear and succinct understanding of the CCO purpose, the goods and services it delivers and what success looks like. Shareholders providing a clear message to the CCO boards on these requirements and other expectations will assist in ongoing improvements in the SOI and reporting.
- 1.11 The main aspects of the SOI performance story are:
 - Strategic context
 - Specifying and presentation of the outcomes framework
 - Main measures and targets, outcomes and objectives
 - Linking the strategy outputs and performance together
- 1.12 Risk management - Shareholders would like to understand better in the SOI how the Boards are considering and managing risks, including natural hazards and climate change.
- 1.13 Sustainability - Shareholders would like to understand better in the SOI how the Boards are addressing sustainability including carbon emissions, waste minimisation and renewable energy generation.

- 1.14 Health and Safety – Given the requirements of the Health and Safety at Work Act (2015) (the Act), it is appropriate for Council to set out its expectations in relation to Health and Safety in the CCOs/CCTOs.
- 1.14.1 Under Section 44 (3) of the Act elected members do not have a duty to exercise due diligence to ensure that any council-controlled organisation complies with its duties or obligations under the Act unless that member is also an officer of that council-controlled organisation.
- 1.14.2 However as Shareholders it is still appropriate to set out expectations of Health and Safety management in CCOs/CCTOs.
- 1.14.3 Shareholders expect the Board to set an appropriate Health and Safety strategy and policy, understand the nature of risks/hazards within the business, monitor performance and activities to ensure risk is being managed, and review health and safety systems and performance.
- 1.15 Governance performance - In order to assist the Shareholders when making decisions on director/trustee remuneration and appointments, the Board should undertake regular evaluation of its own performance.
- 1.15.1 The Shareholders expect these reviews to be carried out at least once every eighteen months.
- 1.15.2 The Chair of the Board should reference this evaluation when making recommendations on the re-appointment or recruitment of Board members.

Specific Requirements for WWL SOI

In regard to risk management and sustainability as mentioned above, the expectation is that the Board must detail and specify how they are meeting their obligations in regard to these.

The initial SOI should cover the period from Company Incorporation 27 November 2018 through until 30 June 2020. This will avoid the need to produce a SOI for the current year and a second SOI for the coming year.

If you have any queries, please contact Mike Drummond on 03 543 8499 or Mike.drummond@tasman.govt.nz (for Council) or Natasha Berkett on 0276 511 411 (for WIL).

Yours sincerely



Richard Kempthorne
Mayor of Tasman District



Murray King on behalf of
Waimea Irrigators Limited

cc: Waimea Irrigators Ltd, Natasha Berkett
Tasman District Council – Mike Drummond, Corporate Services Manager

8.8 LOCAL GOVERNMENT FUNDING AGENCY DRAFT STATEMENT OF INTENT AND HALF YEAR REPORT TO 31 DECEMBER 2018

Information Only - No Decision Required

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Mike Drummond, Corporate Services Manager
Report Number:	RCN19-03-09

1 Summary

- 1.1 We received the LGFA Draft Statement of Intent 2019-20 on 27 February 2019, and the Half Year Report to 31 December 2018.
- 1.2 The draft Statement of Intent has been reviewed by the LGFA Shareholders' Council who met to discuss the deliverables and priorities they wished the Board to consider in the coming year.
- 1.3 A Letter of Expectation from the Shareholders' Council has been sent to the LGFA who have also responded. Copies of these are attached.
- 1.4 The Shareholders' Council will meet again prior to the Statement of Intent being adopted to provide further feedback. As members of the Shareholders' Council, our participation in this process is encouraged. Any Councillor feedback can be provided to the Corporate Services Manager who is the Council representative on the Shareholders' Council.
- 1.5 The LGFA is reporting another strong period of financial and non-financial performance in its Half Year Report to 31 December 2018. Highlights are provided in this report.

2 Draft Resolution

That the Full Council

- 1. receives the Local Government Funding Agency Draft Statement of Intent and Half Year Report to 31 December 2018 report RCN19-03-09; and**
- 2. receives the Local Government Funding Agency Draft Statement of Intent (Attachment 1); and**
- 3. agrees to the Statement of Intent and acknowledges that the Local Government Funding Agency Shareholder Council will provide feedback (if any) on the Statement of Intent on behalf of shareholding councils; and**
- 4. notes the Local Government Funding Agency Half Year results.**

3 Purpose of the Report

- 3.1 To provide an update on the Local Government Funding Agency Draft Statement of Intent 2019/20 and Half Year Report to 31 December 2018.

4 Background and Discussion – Draft Statement of Intent 2018/19**4.1 Draft Statement of Intent 2019/20**

We have received the LGFA Draft Statement of Intent (SOI) for the 2019/20 year, and a full copy is attached (see Attachment 1).

For its shareholders, the LGFA continues to focus on delivering a strong financial performance; monitoring asset quality; enhancing its approach to treasury and risk management; and ensuring it has the correct governance framework and capital structure in place.

For its borrowing councils, the LGFA seeks to optimise funding terms and conditions by achieving savings in borrowing costs; providing longer dated funding; and providing certainty of access to capital markets.

Prior to the Board completing this draft, the Shareholders' Council (SC) met to discuss the deliverables and priorities they wished the Board to consider in the coming year.

A copy of the Shareholders' Council Letter of Expectation is attached, along with the Board's response (see Attachment 2 and 3). Together they demonstrate a desire to take the largely 'status quo' approach, while ensuring maintenance of overall credit quality. The SC also asked the Board to take a proactive role in the development of any alternative funding options for the sector, and asked them to review their succession plan.

The SC will meet again prior to the final SOI being received and will provide further feedback if necessary. We are encouraged, as a member of the SC, to participate in this process.

The following points regarding the Draft 2019/20 SOI are worth noting:

- Profitability is forecast to remain strong with projections for Net Operating Gain of \$10.9m, \$11.2m and \$10.9m for the next three years, which is similar to results from previous years. However, the LGFA remains cautious in placing too much emphasis on the Year Three (2021/22) forecast given that over the next three years, they estimate that \$3.6 billion of the LGFA bonds and \$3.0 billion of council loans mature. Assumptions regarding timing of refinancing and interest rates have a meaningful impact on financial projections.
- Net interest income is expected to remain constant over the next three years as the balance sheet grows from council lending and the LGFA holding additional liquid assets to manage the LGFA bond maturities. However, this is offset by a modest reduction in on-lending margins as loans to councils made in previous years at higher margins are refinanced by councils at maturity with lower margin loans.
- The LGFA have increased their forecast for Local Government loans (short and long term) outstanding as at June 2020 to \$9.524 billion and to \$9.086 billion as at June 2021 (from \$8.421 billion and \$8.185 billion in the previous SOI). This reflects the higher long-term borrowing requirement outlined by councils in their 2018-2028 Long

Term Plans, increased utilization of short term borrowing from the LGFA by councils and a surge in new council members who typically refinance their debt with LGFA upon joining. In last year's SOI, the LGFA also had been conservative in expecting a reduction in borrowing appetite from councils because of the Housing Infrastructure Fund facility and other Central Government initiatives.

- The LGFA has assumed a small narrowing in credit margins as the credit quality of the sector improves and councils get rating upgrades. There are no forecast changes to the on-lending margins given the base lending margin now averages 10 bps (0.10%). Any further reductions in the base margin is unlikely as they need to ensure they have enough capital to match the growth in the balance sheet. LGFA on-lending margins are the narrowest when compared with their international peers.
- Compared to the previous SOI, issuance and on-lending costs excluding Approved Issuer Levy are forecast to be around \$200k to \$300k higher in each of the 2019/20 and 2020/21 financial years reflecting higher lending and issuance volumes.
- The SOI performance targets are the same as the targets in the previous SOI.
- There is some timing uncertainty within the SOI forecast relating to Local Government loans and LGFA bonds outstanding, due to the need to project both the repayment amount and timing of the Local Government loans that are due to mature in April 2020, May 2021 and April 2022. Decisions made by council members regarding early refinancing will have a phasing impact across all three years in the SOI forecast.

The final version of the SOI will go to shareholders by 30 June 2019.

5 Background and Discussion – Half Year Report to December 2018

5.1 Half Year Report to December 2018

We have also received the LGFA Half Year Report for the six month period to 31 December 2018. A full copy of this report is available to Councilors on request.

The LGFA is reporting another strong period of financial and non-financial performance. The following are highlights from the report:

- Total interest income for the six month period was a 1.5% increase over the 2017-18 comparable period, while Net Operating Profit was a 0.7% increase over the 2017-18 comparable period.
- Standard & Poor's and Fitch Ratings maintained the LGFA credit rating at AA+. This is the same as the NZ Government.
- Over the last six months, the LGFA has issued \$985m of long-dated bonds. They have seen a shift in investor composition over the past six months as offshore investors have become less attracted to lower yielding NZD fixed income asset class while domestic bank balance sheets have increased their holdings on the outlook for stable domestic monetary policy.
- The LGFA has \$9.104 billion of bonds (including Treasury stock used for bond lending purposes) on issue across eight maturities from 2019 to 2033.

- Five new members have joined the LGFA with Ruapehu District and Waikato Regional Councils joining as guarantors as well as Wairoa, Clutha and Mackenzie District Councils as non-guarantors, bringing total membership to 61 councils. This membership is expected to increase further over the coming year as several councils are partly through the joining process.
- Long-dated lending of \$1.05 billion for the period was strong with the lending activity a mix of new borrowing and the refinancing of council loans maturing on 15 March 2019.
- Bespoke customised lending continues to be popular for councils as it provides flexibility for maturity dates of borrowing and the date of drawdown. The LGFA lent \$800m on a flexible basis to councils during the six month period, which was approximately 76% of their total long-term lending over that period.
- Short-dated lending (less than 365-day terms) to councils has been very successful with loans to 31 councils of \$527m as at December 2018. This compares to \$332m lent to 25 councils as at December 2017.
- The underlying credit quality of the sector continues to remain very strong, with all member councils remaining compliant with the LGFA lending covenants.

6 Policy / Legal Requirements / Plan

- 6.1 The LGFA must have an SOI that complies with Clauses 9 and 10 of Schedule 8 of the Local Government Act 2002 (LGA). The Draft SOI complies.
- 6.2 The Statement of Intent must not be inconsistent with the company's constitution.
- 6.3 Draft SOIs must be delivered to shareholding councils on or before 1 March each year.
- 6.4 The LGA Schedule 8(3) requires the Board to consider any comments on the draft SOI that are made to it within two months and deliver a completed SOI to shareholders on or before 30 June each year. This is managed through the Shareholders' Council.
- 6.5 S65 (2) of the LGA requires Council as soon as practicable after receiving a SOI to agree to the SOI, or, if it does not agree to take all practicable steps under clause 5 of schedule 8 of the LGA to require the SOI to be modified.
- 6.6 Clause 5 of Schedule 8 to the LGA allows shareholders to impose certain SOI provisions on the company. Such a course of action would require shareholders to agree on the changes to be imposed.
- 6.7 Clause 7 of Schedule 8 to the LGA requires the Board to make a completed SOI available to the public within one month of delivery to shareholders.

7 Consideration of Financial or Budgetary Implications

- 7.1 There are no budgetary or financial implications in receiving the report or providing feedback on the Draft Statement of Intent.

8 Significance and Engagement

- 8.1 The significance of this report is assessed as low, and no special engagement with the community is required.

9 Conclusion

- 9.1 The Draft SOI provides for the status quo in terms of direction and approach by the LGFA. The company has met in the SOI the expectations as set out in the Letter of Expectations by the Shareholders' Council. The staff recommendation is for Council to agree to the draft SOI.
- 9.2 The half yearly report provides an assurance that the company continues to operate in a prudent and successful manner.

10 Next Steps / Timeline

- 10.1 The Draft SOI will be reviewed by the LGFA Shareholders' Council at its scheduled meeting on Tuesday 21 May 2019.
- 10.2 The final SOI will be received by shareholders by 30 June 2019.

11 Attachments

- | | | |
|----|---|-----|
| 1. | LGFA Draft Statement of Intent 2019-2020 | 185 |
| 2. | Letter of Expectation from Shareholders' Council | 199 |
| 3. | Letter to Shareholders accompanying the Draft SOI | 203 |



Statement of Intent 2019/20

1. Introduction

This Statement of Intent (SOI) sets out the intentions and expectations of New Zealand Local Government Funding Agency Limited (LGFA).

The LGFA is enabled under the Local Government Borrowing Act 2011 and is a council-controlled organisation (CCO) for the purposes of the Local Government Act 2002.

The SOI is prepared in accordance with section 64(1) of the Local Government Act 2002.

2. Nature and scope of activities

LGFA will raise debt funding either domestically and/or offshore in either NZ dollars or foreign currency and provide debt funding to New Zealand local authorities and may undertake any other activities considered by the Board of LGFA to be reasonably related or incidentally to, or in connection with, that business.

The LGFA will only lend to local authorities that enter into all the relevant arrangements with it (Participating Local Authorities) and comply with the LGFA's lending policies.

In lending to Participating Local Authorities, LGFA will:

- Operate in a manner to ensure LGFA is successful and sustainable in the long-term;
- Educate and inform Participating Local Authorities on matters within the scope of LGFA's operations;
- Provide excellent service to Participating Local Authorities;
- Ensure excellent communication exists and be professional in its dealings with all its stakeholders; and
- Ensure its products and services are delivered in a cost-effective manner.

3. Objectives

Principal Objectives

In accordance with the Local Government Act 2002, in carrying on its business, the principal objectives of LGFA will be to:

- Achieve the objectives and performance targets of the shareholders in LGFA (both commercial and non-commercial) as specified in this SOI;
- Be a good employer;
- Exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so; and
- Conduct its affairs in accordance with sound business practice.

Primary Objectives

LGFA will operate with the primary objective of optimising the debt funding terms and conditions for Participating Local Authorities. Among other things this includes:

- Providing savings in annual interest costs for all Participating Local Authorities on a relative basis to other sources of financing;
- Offering short and long-term borrowings with flexible lending terms;
- Enhancing the certainty of access to debt markets for Participating Local Authorities, subject always to operating in accordance with sound business practice; and
- Being the debt funder of choice for New Zealand local government.

LGFA will monitor the quality of the asset book so that it remains of a high standard by ensuring it understands each Participating Local Authority's financial position and the general issues confronting the Local Government sector. This includes

- LGFA will review each Participating Local Authority's financial position, its financial headroom under LGFA policies and endeavour to visit each Participating Local Authority on an annual basis;
- Implement the changes to the Foundation Policies that were approved at the November 2018 AGM to allow for lending to CCOs. Changes to operational policies and practices need to ensure that no additional risk is borne by lenders, guarantors or the Crown and
- LGFA will analyse finances at the Council group level where appropriate and report to the Shareholder Council and shareholders as to which Participating Local Authorities are measured on a group basis.

LGFA will take a proactive role to enhance the financial strength and depth of the local government debt market and work with key central government and local government stakeholders on sector and individual council issues.

LGFA DRAFT Statement of Intent 2019/20. Page 2

Additional objectives

LGFA has a number of additional objectives which complement the primary objectives. These objectives will be measurable and achievable and the performance of the company in achieving its objectives will be reported annually. These additional objectives are to:

- Operate with a view to making a profit sufficient to pay a dividend in accordance with its stated Dividend Policy;
- Provide at least 75% of aggregate long-term debt funding to the Local Government sector;
- Achieve the financial forecasts (excluding the impact of AIL) set out in section 4;
- Ensure its products and services are delivered at a cost that does not exceed the forecast for issuance and operating expenses set out in section 4;
- Take appropriate steps to ensure compliance with the Health and Safety at Work Act 2015;
- Maintain LGFA's credit rating equal to the New Zealand Government sovereign rating where both entities are rated by the same Rating Agency;
- Introduce CCO lending by December 2019 and report quarterly, the volume of lending to CCOs to both the Shareholder Council and shareholders and
- Comply with its Treasury Policy, as approved by the Board.

The measurement of the company performance regarding these additional objectives are set out as Performance Targets in Section 5 of this SOI.

4. Financial forecasts

LGFA's financial forecasts for the three years to 30 June 2022 are:

FINANCIAL YEAR (\$M)	SOI		
	Jun-20	Jun-21	Jun-22
Comprehensive income			
Interest income	272.1	293.2	294.0
Interest expense	253.6	274.2	275.1
Net Interest income	18.4	19.0	18.9
Issuance and on-lending costs	2.3	2.4	2.4
Approved Issuer Levy	1.5	1.6	1.6
Operating expenses	3.7	3.9	4.0
Issuance and operating expenses	7.6	7.8	8.0
P&L	10.9	11.2	10.9
Financial position (\$m)	Jun-20	Jun-21	Jun-22
Capital	25.0	25.0	25.0
Retained earnings	60.5	70.2	79.6
Total equity	85.5	95.2	104.6
Shareholder funds + borrower notes / Total assets	2.4%	2.5%	2.5%
Dividend provision	1.5	1.5	1.5
Total assets (nominal)	9,743.9	9,953.8	10,164.3
Total LG loans - short term (nominal)	460.0	460.0	460.0
Total LG loans (nominal)	9,100.2	9,346.0	9,418.7
Total bills (nominal)	425.0	425.0	425.0
Total bonds (nominal) ex treasury stock	9,064.0	9,264.0	9,454.0
Total borrower notes (nominal)	145.6	149.5	150.7

Note that there is some forecast uncertainty around the timing of Net Interest Income, Profit and Loss, Total Assets, LG Loans, Bonds and Borrower Notes depending upon council decisions regarding the amount and timing of refinancing of their April 2020, May 2021 and April 2022 loans. LGFA will work with council borrowers to reduce this uncertainty.

5. Performance targets

LGFA has the following performance targets:

- LGFA's net interest income for the period to:
 - 30 June 2020 will be greater than \$18.40 million.

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- 30 June 2021 will be greater than \$19.00 million.
- 30 June 2022 will be greater than \$18.90 million.
- LGFA’s annual issuance and operating expenses (excluding AIL) for the period to:
 - 30 June 2020 will be less than \$6.10 million.
 - 30 June 2021 will be less than \$6.20 million.
 - 30 June 2022 will be less than \$6.40 million.
- Total lending to Participating Local Authorities¹ at:
 - 30 June 2020 will be at least \$9,560 million.
 - 30 June 2021 will be at least \$9,806 million.
 - 30 June 2022 will be at least \$9,879 million.
- Conduct an annual survey of councils who borrow from LGFA and achieve at least an 80% satisfaction score as to the value added by LGFA to the council borrowing activities.
- Meet all lending requests from Participating Local Authorities, where those requests meet LGFA operational and covenant requirements.
- Achieve 75% market share of all council borrowing in New Zealand.
- Review each Participating Local Authority's financial position, its headroom under LGFA policies and arrange to meet each Participating Local Authority at least annually.
- No breaches of Treasury Policy, any regulatory or legislative requirements including the Health and Safety at Work Act 2015.
- Successfully refinance of existing loans to councils and LGFA bond maturities as they fall due.
- Maintain a credit rating equal to the New Zealand Government rating where both entities are rated by the same credit rating agency.

6. Dividend policy

LGFA will seek to maximise benefits to Participating Local Authorities as Borrowers rather than Shareholders. Consequently, it is intended to pay a limited dividend to Shareholders.

The Board’s policy is to pay a dividend that provides an annual rate of return to Shareholders equal to LGFA fixed rate bond cost of funds plus 2.00% over the medium term.

At all times payment of any dividend will be discretionary and subject to the Board’s legal obligations and views on appropriate capital structure.

¹ Subject to the forecasting uncertainty noted previously

7. Governance

Board

The Board is responsible for the strategic direction and control of LGFA's activities. The Board guides and monitors the business and affairs of LGFA, in accordance with the Companies Act 1993, the Local Government Act 2002, the Local Government Borrowing Act 2011, the Company's Constitution, the Shareholders' Agreement for LGFA and this SOI.

The Board comprises six directors with five being independent directors and one being a non-independent director.

The Board's approach to governance is to adopt best practice² with respect to:

- The operation of the Board.
- The performance of the Board.
- Managing the relationship with the Company's Chief Executive.
- Being accountable to all Shareholders.

All directors are required to comply with a formal Charter, to be reviewed from time to time in consultation with Shareholders.

The Board will meet on a regular basis and no fewer than 6 times each year.

Shareholders' Council

The Shareholders' Council is made up of between five and ten appointees of the Shareholders (including an appointee from the Crown). The role of the Shareholders' Council is to:

- Review the performance of LGFA and the Board, and report to Shareholders on that performance on a periodic basis.
- Make recommendations to Shareholders as to the appointment, removal, replacement and remuneration of directors.
- Make recommendations to Shareholders as to any changes to policies, or the SOI, requiring their approval.
- Ensure all Shareholders are fully informed on LGFA matters and to coordinate Shareholders on governance decisions.

8. Information to be provided to Shareholders

The Board aims to ensure that Shareholders are informed of all major developments affecting LGFA's state of affairs, while at the same time recognising both LGFA's obligations under NZX Listing Rules and that commercial sensitivity may preclude certain information from being made public.

² Best practice as per NZX and Institute of Directors guidelines

Annual Report

The LGFA's balance date is 30 June.

By 30 September each year, the Company will produce an Annual Report complying with Sections 67, 68 and 69 of the Local Government Act 2002, the Companies Act and Financial Reporting Act. The Annual Report will contain the information necessary to enable an informed assessment of the operations of the company, and will include the following information:

- Directors' Report.
- Financial Statements incorporating a Statement of Financial Performance, Statement of Movements in Equity, Statement of Financial Position, Statement of Cashflows, Statement of Accounting Policies and Notes to the Accounts.
- Comparison of the LGFA's performance with regard to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Auditor's Report on the financial statements and the performance targets.
- Any other information that the directors consider appropriate.

Half Yearly Report

By 28 February each year, the Company will produce a Half Yearly Report complying with Section 66 of the Local Government Act 2002. The Half Yearly Report will include the following information:

- Directors' commentary on operations for the relevant six-month period.
- Comparison of LGFA's performance with regard to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Un-audited half-yearly Financial Statements incorporating a Statement of Financial Performance, Statement of Movements in Equity, Statement of Financial Position and Statement of Cashflows.

Quarterly Report

By 31 January, 30 April, 31 July, and 31 October each year, the Company will produce a Quarterly Report. The Quarterly Report will include the following information:

- Commentary on operations for the relevant quarter, including a summary of borrowing margins charged to Participating Local Authorities (in credit rating bands).
- Comparison of LGFA's performance with regard to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Analysis of the weighted average maturity of LGFA bonds outstanding.
- In the December Quarterly Report only, commentary on the Net Debt/Total Revenue percentage for each Participating Local Authority that has borrowed from LGFA (as at the end of the preceding financial year).

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- To the extent known by LGFA, details of all events of review in respect of any Participating Local Authority that occurred during the relevant quarter (including steps taken, or proposed to be taken, by LGFA in relation thereto).

Statement of Intent

By 1 March in each year the Company will deliver to the Shareholders its draft SOI for the following year in the form required by Clause 9(1) of Schedule 8 and Section 64(1) of the Local Government Act 2002.

Having considered any comments from the Shareholders received by 30 April, the Board will deliver the completed SOI to the Shareholders on or before 30 June each year.

Shareholder Meetings

The Board will hold an Annual General Meeting between 30 September and 30 November each year to present the Annual Report to all Shareholders.

The Company will hold a meeting with the Shareholders' Council approximately every six months – prior to the Annual General Meeting and after the Half Yearly Report has been submitted. Other meetings may be held by agreement between the Board and the Shareholders' Council.

9. Acquisition/divestment policy

LGFA will invest in securities in the ordinary course of business. It is expected that these securities will be debt securities. These investments will be governed by LGFA's lending and/or investment policies as approved by the Board and/or Shareholders.

Any subscription, purchase or acquisition by LGFA of shares in a company or organisation will, if not within those investment policies, require Shareholder approval other than as concerns the formation of wholly-owned subsidiaries and the subscription of shares in such wholly-owned subsidiaries.

10. Activities for which compensation is sought from Shareholders

At the request of Shareholders, LGFA may (at its discretion) undertake activities that are not consistent with its normal commercial objectives. Specific financial arrangements will be entered into to meet the full cost of providing such as activities.

Currently there are no activities for which compensation will be sought from Shareholders.

11. Commercial value of Shareholder's investment

LGFA will seek to maximise benefits to Participating Local Authorities as Borrowers rather than Shareholders.

Subject to the Board's views on the appropriate capital structure for LGFA, the Board's intention will be to pay a dividend that provides an annual rate of return to Principal Shareholders equal to LGFA fixed rate bond cost of funds plus 2.00% over the medium term.

As the Shareholders will have invested in the LGFA on the basis of this limited dividend, the Board considers that at establishment the commercial value of LGFA was equal to the face value of the Shareholders' paid up Principal Shares - \$25 million.

In the absence of any subsequent share transfers to the observed share transfers on 30 November 2012, the Board considers the current commercial value of LGFA was at least equal to the face value of the Shareholders' paid up Principal Shares of \$25 million. This equated to a value per share of \$1.00.

12. Accounting policies

LGFA has adopted accounting policies that are in accordance with the New Zealand International Financial Reporting Standards and generally accepted accounting practice. A Statement of accounting policies is attached to this SOI.

The following statement is taken from the Financial Statements presented as part of LGFA's Annual Report 2018 (updated where necessary).

ATTACHMENT: Statement of accounting policies

a. Reporting Entity

The New Zealand Local Government Funding Agency Limited (LGFA) is a company registered under the Companies Act 1993 and is subject to the requirements of the Local Government Act 2002.

LGFA is controlled by participating local authorities and is a council-controlled organisation as defined under section 6 of the Local Government Act 2002. LGFA is a limited liability company incorporated and domiciled in New Zealand.

The primary objective of LGFA is to optimise the debt funding terms and conditions for participating local authorities.

The registered address of LGFA is Level 8, City Chambers, 142 Featherston Street, Wellington Central, Wellington 6011.

b. Statement of Compliance

LGFA is an FMC reporting entity under the Financial Markets Conduct Act 2013 (FMCA). These financial statements have been prepared in accordance with that Act and the Financial Reporting Act 2013. LGFA's bonds are quoted on the NZX Debt Market.

LGFA is a profit orientated entity as defined under the New Zealand Equivalents to International Financial Reporting Standards (NZ IFRS).

The financial statements have been prepared in accordance with New Zealand Generally Accepted Accounting Practice (NZ GAAP) and they comply with NZ IFRS and other applicable Financial Reporting Standard, as appropriate for Tier 1 for-profit entities. The financial statements also comply with International Financial Reporting Standards (IFRS).

c. Basis of Preparation

Measurement base

The financial statements have been prepared on a historical cost basis modified by the revaluation of certain assets and liabilities.

The financial statements are prepared on an accrual basis.

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Functional and presentation currency

The financial statements are presented in New Zealand dollars rounded to the nearest thousand, unless separately identified. The functional currency of LGFA is New Zealand dollars.

Foreign currency conversions

Transactions denominated in foreign currency are translated into New Zealand dollars using exchange rates applied on the trade date of the transaction.

Changes in accounting policies

There have been no changes in accounting policies.

Early adoption standards and interpretations

NZ IFRS 9: Financial Instruments. The first two phases of this new standard were approved by the Accounting Standards Review Board in November 2009 and November 2010. These phases address the issues of classification and measurement of financial assets and financial liabilities.

Standards not yet adopted

LGFA does not consider any standards or interpretations in issue but not yet effective to have a significant impact on its financial statements. Those which may be relevant to LGFA are as follows:

NZ IFRS 9: Financial Instruments (2014) – Effective for periods beginning on or after 1 January 2018. This standard aligns hedge accounting more closely with the risk management activities of the entity and adds requirements relating to the accounting for an entity's expected credit losses on its financial assets and commitments to extend credit.

d. Financial instruments**Financial assets**

Financial assets, other than derivatives, are recognised initially at fair value plus transaction costs and subsequently measured at amortised cost using the effective interest rate method.

Cash and cash equivalents include cash on hand; cash in transit, bank accounts and deposits with an original maturity of no more than three months.

Purchases and sales of all financial assets are accounted for at trade date.

At each balance date an assessment is made whether a financial asset or group of financial assets is impaired. A financial asset or a group of financial assets is impaired when objective evidence demonstrates that a loss event has occurred after the initial recognition of the asset(s), and that the loss event has an impact on the future cash flows of the asset(s) that can be estimated reliably.

Financial liabilities

Financial liabilities, other than derivatives, are recognised initially at fair value less transaction costs and subsequently measured at amortised cost using the effective interest rate method.

Derivatives

Derivative financial instruments are recognised both initially and subsequently at fair value. They are reported as either assets or liabilities depending on whether the derivative is in a net gain or net loss position respectively.

Fair value hedge

Where a derivative qualifies as a hedge of the exposure to changes in fair value of an asset or liability (fair value hedge) any gain or loss on the derivative is recognised in profit and loss together with any changes in the fair value of the hedged asset or liability.

The carrying amount of the hedged item is adjusted by the fair value gain or loss on the hedged item in respect of the risk being hedged. Effective parts of the hedge are recognised in the same area of profit and loss as the hedged item.

e. Other assets**Property, plant and equipment (PPE)**

Items of property, plant and equipment are initially recorded at cost.

Depreciation is charged on a straight-line basis at rates calculated to allocate the cost or valuation of an item of property, plant and equipment, less any estimated residual value, over its remaining useful life.

Intangible Assets

Intangible assets comprise software and project costs incurred for the implementation of the treasury management system. Capitalised computer software costs are amortised on a straight line basis over the estimated useful life of the software (three to seven years). Costs associated with maintaining computer software are recognised as expenses.

f) Other liabilities**Employee entitlements**

Employee entitlements to salaries and wages, annual leave and other similar benefits are recognised in the profit and loss when they accrue to employees.

g) Revenue and expenses**Revenue****Interest income**

Interest income is accrued using the effective interest rate method.

The effective interest rate exactly discounts estimated future cash receipts through the expected life of the financial asset to that asset's net carrying amount. The method applies this rate to the principal outstanding to determine interest income each period.

Expenses

Expenses are recognised in the period to which they relate.

Interest expense

Interest expense is accrued using the effective interest rate method.

The effective interest rate exactly discounts estimated future cash payments through the expected life of the financial liability to that liability's net carrying amount. The method applies this rate to the principal outstanding to determine interest expense each period.

Income tax

LGFA is exempt from income tax under Section 14 of the Local Government Borrowing Act 2011.

Goods and services tax

All items in the financial statements are presented exclusive of goods and service tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the IRD is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

h. Lease payments

Payments made under operating leases are recognised in profit or loss on a straight-line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total lease expense, over the term of the lease.

i. Segment reporting

LGFA operates in one segment being funding of participating local authorities in New Zealand.

j. Judgements and estimations

The preparation of these financial statements requires judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, and income and expenses. For example, the present value of large cash flows that are predicted to occur a long time into the future depends critically on judgements regarding future cash flows, including inflation assumptions and the risk-free discount rate used to calculate present values. Refer note 2b for fair value determination for financial instruments.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future

periods. Where these judgements significantly affect the amounts recognised in the financial statements they are described below and in the following notes.

1 February 2019

Craig Stobo
Chair
New Zealand Local Government Funding Agency Ltd
P O Box 5704
Wellington 6145



Dear Craig,

Shareholder Expectations and the Statement of Intent 2019/20

I am writing to set out the Shareholders' Council's (the Council's) expectations of the New Zealand Local Government Funding Agency Ltd (LGFA) for consideration in the LGFA's business planning for the upcoming year and the development of its 2019/20 Statement of Intent (SOI).

The Council acknowledges the LGFA's active role over the past year in seeking to coordinate a sector response to government infrastructure initiatives. We urge the LGFA to continue to seek to influence government decision-making for the benefit of the sector, and to keep abreast of the issues facing the sector.

The Council values the positive and open working relationship with the LGFA. The timely provision of information, and a 'no surprises' approach by both parties, helps ensure the relationship remains productive.

Governance

It is important that the LGFA continues to build on its board and management strengths, and works closely with the Council to ensure the board membership maintains an optimum mix of expertise, appropriate gender/diversity balance and experience. We expect the LGFA to maintain a focus on longer term succession planning, particularly with regard to the role of Chair and ensuring that there is appropriate senior experience working in or with central government amongst the Board's membership.

The shareholders would like a reconsideration of the current non-independent director rotation process. It seems appropriate that non-independent director rotation timing should be better aligned with that of independent directors. For example, at times where there is only one non-independent director it may be more appropriate for the rotation timing to be a minimum of two years.

Sector Representation

With the increase in the number of borrowers/guarantors over the last few years, the Council is conscious that there are now a significant number of councils that are affected by LGFA's overall operations; but who have limited visibility and no influence over them.

The Council intends to reach out to this group to see whether they are interested in appointing a representative to attend Council meetings as a first step towards improving communication flows.

However, we also request that the Board consider whether it is appropriate to increase the number of shareholders, possibly by way of a sell-down by existing shareholders and /or new share issuance.

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We would welcome dialogue with the Board on this issue at a suitable time and it may also be a relevant topic for discussion at the next Shareholder/Borrower day.

Constancy of objectives and intentions

It is the Council's expectation that the company's objectives and operating intentions, as set out in the 2018/19 SOI, will continue to be reflected in the 2019/20 SOI. The SOI is the ideal opportunity for the LGFA to reaffirm its:

- commitment to providing a range of borrowing products and services;
- focus on lowering the cost of local government borrowing;
- strategy for maintaining a high-quality asset book and ensure appropriate insurance cover and/or reserves maintained to cover unplanned event risk;
- proactive risk management approach; and
- intention to return a dividend to shareholders.

Performance indicators

Performance indicators should provide a robust, meaningful performance overview for key stakeholders. The Council asks that the LGFA's performance indicators and targets are reviewed to confirm that they are providing the most effective performance picture.

With reference to the current measurement of savings to council borrowers, we believe the current comparison to Auckland Council and Dunedin Council does not reflect the true value of savings to councils due to the overall impact of the LGFA.

Now that LGFA is firmly established as the primary funder to the sector it may be more appropriate to change this measure to demonstrate 'value added', rather than direct savings, which are becoming increasingly harder to isolate and track.

Treasury policy

It is the Council's enduring expectation that the LGFA will continue to take the appropriate steps to ensure that it understands each borrower's headroom, and the overall sector's financial position.

The LGFA's Lending Policies and Foundation Policies, as detailed in the company's Treasury Policy, should appropriately reflect the sector's position.

Financial and general reporting

The current SOI contains brief financial forecast information. The Council continues to appreciate the LGFA providing more detailed financial and operational information in the quarterly reports. It is important that this information continues to be provided in 2019/20.

The Council notes the importance of shareholders receiving full and early disclosure from the LGFA of company policy breaches by Participating Local Authorities. It is crucial that all shareholders are informed as soon as possible after an event has occurred, given their potential liability.

At the 2018 General Meeting shareholders supported changes to Foundation policies to allow the calculation of financial covenants at Group level and direct lending to Council Controlled Organisations. In supporting these changes, the Council wrote to all shareholders stating the "Shareholders' Council

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supports both changes as they reinforce LGFA's primary objective, which is to optimise the debt funding terms and conditions for Participating Local Authorities. However, this support is given on the basis that as the changes to the Foundation Documents are transformed into operational policies and practices, they ensure that no additional risk to either lenders, guarantors or the Crown is created. We have been assured by LGFA's management team and Board that they will ensure this happens."

As well as ensuring that the expectations outlined above are met, we request that the basis of the calculation of financial covenants and any direct lending to Council Controlled Organisations be included in quarterly and annual reports to ensure transparency for all stakeholders.

Delivery of draft 2019/20 SOI

The Council would welcome a discussion on the content of this letter and the LGFA's views on its priorities for 2019/20. We look forward to receiving the company's draft SOI as early as possible, to allow us to engage with shareholders in a meaningful fashion. The Council will respond with feedback as promptly as possible, and prior to the statutory deadline of 1 May 2019, in order that the company is in a position to deliver its final SOI by 30 June 2019.

It was a pleasure to attend the 2018 Annual General Meeting, and recognise the significant achievements of the LGFA over the last year. Please do not hesitate to contact me if you have any queries or comments.

Yours sincerely



Alan Adcock
Chair, LGFA Shareholders' Council
cc. Mark Butcher, Chief Executive LGFA

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27 February 2019

Dear Shareholder

Draft Statement of Intent 2019/20

Please find attached a copy of the Draft Statement of Intent (SOI) for the 2019/20 year.

LGFA continues to focus on delivering strong results for both our council borrowers and shareholders.

For our borrowing councils we seek to optimize funding terms and conditions by

- Achieving savings in borrowing costs
- Provide longer dated funding and
- Provide certainty of access to markets

For our shareholders we are focused on

- Delivering a strong financial performance
- Monitoring asset quality
- Enhancing our approach to treasury and risk management and
- Ensuring we have the correct governance framework and capital structure in place

The following points regarding the Draft 2019/20 SOI are worth noting:

- Profitability is forecast to remain strong with projections for Net Operating Gain of \$10.9 million, \$11.2 million and \$10.9 million for the next three years, which is similar to results from previous years. However, we remain cautious in placing too much emphasis on the Year Three (2021/22) forecast given that over the next three years, we estimate that \$3.6 billion of our LGFA bonds and \$3.0 billion of council loans mature. Assumptions regarding timing of refinancing and interest rates have a meaningful impact on financial projections.
- Net interest income is expected to remain constant over the next three years as the balance sheet grows from council lending and we hold additional liquid assets to manage the LGFA bond maturities. However, this is offset by a modest reduction in on-lending margins as loans to councils made in previous years at higher margins are refinanced by councils at maturity with lower margin loans.
- We have increased our forecast for Local Government loans (short and long term) outstanding as at June 2020 to \$9.524 billion and to \$9.806 billion as at June 2021 (from \$8.421 billion and \$8.185 billion in the previous SOI). This reflects the higher long-term borrowing requirement outlined by councils in their 2018-28 Long-Term Plans, increased utilisation of short term borrowing from LGFA by councils and a surge in new council

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members who typically refinance their debt with LGFA upon joining. In last year's SOI, we had also been conservative in expecting a reduction in borrowing appetite from councils because of the Housing Infrastructure Fund facility and other Central Government initiatives.

- We have assumed a small narrowing in credit margins as the credit quality of the sector improves and councils get ratings upgrades. There are no forecast changes to the on-lending margins given the base lending margin now averages 10 bps (0.10%). Any further reductions in the base margin is unlikely as we need to ensure we have enough capital to match the growth in the balance sheet. LGFA on-lending margins are the narrowest when compared with our international peers.
- Compared to the previous SOI, issuance and on-lending costs, excluding Approved Issuer Levy ("AIL") are forecast to be around \$200k to \$300k higher in each of the 2019/20 and 2020/21 financial years reflecting higher lending and issuance volumes.
- The SOI performance targets are similar to targets in the previous SOI except we have replaced the objective relating to savings to council borrowers with a survey-based measure as to the perceived "value add" by LGFA to councils. It has become increasingly difficult to accurately measure savings in borrowing costs due to the lack of single name bond issuance by councils who are not members of LGFA.
- As noted above, there is some timing uncertainty within the SOI forecast relating to Local Government loans and LGFA bonds outstanding as we need to project both the repayment amount and repayment timing of the Local Government loans that are due to mature in April 2020, May 2021 and April 2022. Decisions made by our council members regarding early refinancing will have a phasing impact across all three years in the SOI forecast.

If you have any questions or wish to provide comments by 30 April 2019 then please feel free to contact myself or any member of the Shareholders Council. The LGFA Board will consider any feedback received and provide a final version of the SOI to shareholders by 30 June 2019.

Yours sincerely



Mark Butcher
Chief Executive

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8.9 DECEMBER 2018 QUARTERLY FINANCIAL UPDATE**Information Only - No Decision Required**

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Matthew McGlinchey, Finance Manager; Josh Douglas, Senior Management Accountant; Kelly Kivimaa-Schouten, Revenue Accountant
Report Number:	RCN19-03-10

1 Summary

- 1.1 This quarterly financial report provides an update on key financial information as at the end of December 2018.
- 1.2 Please note that a reforecast exercise was undertaken by staff in January 2019 based on the December 2018 year to date (YTD) actual results.
- 1.3 The 2018/19 Annual Plan budgeted for a controllable deficit of \$1.4m. As a result of the January reforecast, the Council is forecasting a surplus of \$2m, which is a favourable movement of \$3.4m.
- 1.4 The reforecast year-end position does not include any adjustments for the fire or drought events. We are currently establishing the level of additional cost incurred by Council. These will have a negative impact on the final year-end position.

Financial summary, \$000's

Budgeted Total Controllable Operating Surplus	(1,408)
Projected Year End Surplus at December 2018 (January Reforecast)	1,964
Indicative favourable variance	3,372

Key Drivers**Favourable Movements**

Additional port dividend	750
Finance income	642
Finance expense	1,752
Depreciation charges	1,039
Forestry revenue	3,026

Less: Unfavourable Movements

Net recovery costs of storm events Gita/Fehi	2,583
Forestry expense	1,254
Total	3,372

- 1.5 The focus of this report is the forecast year-end position as at 30 June 2019. The table below provides a reconciliation of the accounting position compared to the controllable operational position. This table strips out non-cash items and items that can only be used to fund capital expenditure, or are non-cash in nature, e.g. swap revaluations and vested assets.

Accounting Surplus v Operating Surplus, \$000's			
	Forecast 2018/19	Budget 2018/19	Var
Accounting Surplus/(Deficit)	12,561	10,793	1,768
Less Non Controllable			
Revaluation of Swaps (non cash)	(1,507)	466	(1,973)
Vested Assets (non cash)	4,259	4,259	0
Capital subsidies	4,542	4,173	369
Share of Joint Ventures	3,303	3,303	0
Total	10,597	12,201	(1,604)
Controllable Operational Surplus/(Deficit)	1,964	(1,408)	3,372
Explained by			
Income	122,119	115,774	6,345
Expenditure	120,155	117,182	(2,973)
Total	1,964	(1,408)	3,372

- 1.6 Net debt at the end of December was \$159m and is forecast to be \$172m by year-end, which is \$17m lower than the net debt forecast position in the 2018 Long Term Plan.
- 1.7 December YTD capital expenditure is \$17.7m against a full year revised budget of \$66.2m. The forecast year-end expenditure is \$53.6m.
- 1.8 In general, trends over receivables remain positive. Rates receivable balances and debtor days outstanding have declined. Water rates and accounts receivable balances have increased as a result of increased invoicing, however debtor trends remain stable or in decline.

2 Draft Resolution

That the Full Council receives the December 2018 Quarterly Financial Update report, RCN19-03-10.

3 Purpose of the Report

- 3.1 To report to the Council on the YTD financial performance to 31 December 2018 and forecast out the financials results to the end of the 2018/19 financial year.

4 Background and Discussion – Quarterly Financial Report and Year End Forecast to 30 June 2019

- 4.1 This is the second quarterly financial report for the 2018/19 financial year. The year-end forecasts and commentary in this report do not include any adjustment for the recent fire and drought events.
- 4.2 Controllable operating income is forecast to reach \$122.1m by year-end. This is a favourable variance of \$6.3m on the annual budget of \$115.8m. The key drivers are set out in section six.
- 4.3 Controllable operating expenditure is forecast to reach \$120.2m by year-end. This is an unfavourable variance of \$3m on the annual budget of \$117.2m. The key drivers are set out in section seven.
- 4.4 Capital expenditure totals \$17m as at December, and is forecast to reach \$53.6m by year-end. This is a variance of \$12.6m on the budget of \$66.2m (includes \$24m of carryovers). Expenditure by Department is set out in section ten.
- 4.5 Total net debt as at December was \$159m and is forecast to be \$172m as at 30 June 2019 compared to the budgeted \$189m.
- 4.6 A summary of the debtor position is included with this report. Increased revenues have seen a corresponding increase in some categories of debtors, however debtor days outstanding trends remain positive at either stable or declining levels.

5 Statement of Comprehensive Financial Performance

Statement of Comprehensive Revenue and Expense, \$000's			
For the year to 30 June 2019			
	Forecast	Budget	Var
	2018/19	2018/19	
REVENUE			
General rates	38,501	38,374	127
Targeted rates (other than for water supply)	30,115	30,062	53
Targeted rates for a water supply	4,257	4,260	(3)
Development and financial contributions	9,637	10,033	(396)
Operating subsidies and grants	4,817	3,620	1,197
Capital subsidies and grants	4,542	4,173	369
Fees and charges	15,121	15,020	101
Other revenue	22,933	18,309	4,624
Fair value movement on revaluation	(1,507)	466	(1,973)
Other gains	62	62	0
Finance income	935	293	642
Revenue of joint ventures	6,890	6,890	0
Share of associates surplus/deficit	0	0	0
Total revenue	136,303	131,562	4,741
EXPENSE			
Finance expense	7,944	9,696	1,752
Employee related expense	23,858	23,806	(52)
Other expenses	32,315	32,002	(313)
Maintenance	30,685	25,286	(5,399)
Depreciation and amortisation	25,353	26,392	1,039
Expenditure of joint ventures	3,587	3,587	0
Total expense	123,742	120,769	(2,973)
Surplus/(deficit) before taxation	12,561	10,793	1,768
Income tax expense			
Surplus/(deficit) after tax	12,561	10,793	1,768
Total other comprehensive revenue and expense	0	0	(0)
Total comprehensive revenue and expense	12,561	10,793	1,768
TOTAL OPERATING SURPLUS (as above)	12,561	10,793	1,768
Less Non-Controllable Activities			
Capital subsidies	4,542	4,173	369
Vested assets	4,259	4,259	0
Fair value movement on revaluation	(1,507)	466	(1,973)
Share of JV & associates surplus/deficit	3,303	3,303	0
Total Non-Controllable Activities	10,597	12,201	(1,604)
Total controllable surplus/deficit	1,964	(1,408)	3,372

5.1 Commentary is provided on the revenue and expenditure forecast changes in sections six and seven.

6 Income Analysis

Income by Department, \$000's			
	Forecast	Budget	
	2018/19	2018/19	Var
Environment & Planning	18,727	18,162	564
Engineering	64,060	62,089	1,971
Community Development	20,623	21,274	(651)
Council Enterprises	12,134	9,472	2,662
Governance	4,048	4,043	5
Departmental Overheads	2,526	735	1,791
Total Controllable Income	122,118	115,775	6,344
Non-Controllable Income			
Fair value movement on revaluation	(1,507)	466	(1,973)
Capital subsidies and grants	4,542	4,173	369
Revenue of joint ventures	6,890	6,890	0
Vested assets	4,259	4,259	(0)
Total Income	136,302	131,563	4,740

- 6.1 Additional income of \$4.7m is expected over and above budget.
- 6.2 The increase in revenue expectations in Environment and Planning relates to additional revenue for Building Control, which is demand driven.
- 6.3 The favourable revenue variance in Engineering Services relates to increased revenue for road maintenance relating to cyclones Gita and Fehi from NZTA. It is offset by increased unplanned expenditure.
- 6.4 The reduction in revenue in the Community Development area is due to less income from Reserve Financial contributions due to delays in some developments.
- 6.5 The increase in revenue in Council Enterprises is in relation to additional income from harvesting of the Eves Valley and Rabbit Island forests.
- 6.6 The main driver of the additional revenue in departmental overheads is a larger than expected dividend from Port Nelson Limited and additional interest revenue. How this revenue is used will be discussed in the September 2019 Activity Balance report. Additional unbudgeted expenditure will be necessary to implement the outcomes from the Capacity and Capability review and to support the Digital Strategy.

7 Operating Expenditure Analysis

Operating expenditure by Department, \$000's			
	Forecast 2018/19	Budget 2018/19	Var
Environment & Planning	5,151	4,433	(718)
Engineering	31,704	28,129	(3,575)
Community Development	10,623	10,771	148
Council Enterprises	7,076	5,843	(1,233)
Governance	1,801	1,775	(27)
Departmental Overheads	30,503	30,143	(360)
Total	86,858	81,094	(5,764)
Finance expense	7,944	9,696	1,752
Depreciation and amortisation	25,353	26,392	1,039
Total (including dep & amort)	120,155	117,182	(2,973)
Non-Controllable Expenditure			
Expenditure of joint ventures	3,587	3,587	0
Total Expense	123,742	120,769	(2,973)

- 7.1 An unfavourable variance of \$3m is forecast in this area. There are a number of significant items that drive this variance.
- 7.2 The reduced finance expense is the result of a lower debt figure as reported earlier. In total, interest savings of \$1.8m are expected because of the reduced level of debt; a lower than budgeted weighted average interest rate; and a lower than budgeted forecast capital spend.
- 7.3 Depreciation is \$1m favourable to budget as a result of a lower than budgeted capital spend. It is also impacted by the revaluation that occurred in the infrastructure area.
- 7.4 Environment and Planning is forecasting to be unfavourable to budget due mainly to increased building control expenses, however there is a favourable offsetting variance in their income.
- 7.5 Engineering Services has a forecast \$3.6m unfavourable variance due mainly to additional roading and river expense relating to cyclones Gita and Fehi. The Council will receive NZTA subsidy to offset a portion of these costs.
- 7.6 Council Enterprises are forecasting an unfavourable variance due to an increase in harvesting and maintenance costs at Rabbit Island (offset by increased harvesting income).

8 Statement of Financial Position

Statement of Financial Position, \$000's As at 31 December 2018		
	Dec-2018 YTD	Budget 2018/19
CURRENT ASSETS		
Cash and cash equivalents	11,656	6,047
Trade and other receivables	7,265	19,632
Other financial assets	25,315	1,833
Non current assets held for resale	0	560
Total current assets	44,236	28,072
CURRENT LIABILITIES		
Trade and other payables	24,455	17,578
Employee benefit liabilities	1,755	2,180
Current portion of borrowings	25,003	16,228
Current portion of derivative financial instruments	0	818
Total current liabilities	51,213	36,804
Working capital	(6,977)	(8,732)
NON CURRENT ASSETS		
Investments in associates	134,405	123,311
Other financial assets	47,179	38,553
Intangible assets	1,350	1,386
Trade & other receivables	0	0
Forestry assets	41,220	36,724
Investment property	4,662	4,700
Property, plant and equipment	1,425,988	1,428,248
Total non current assets	1,654,804	1,632,922
NON CURRENT LIABILITIES		
Term borrowings	170,498	180,872
Derivative financial instruments	14,673	11,582
Employee benefit liabilities	480	557
Provisions	1,898	3,286
Total non current liabilities	187,549	196,297
Total net assets	1,460,278	1,427,893
EQUITY		
Accumulated equity	611,909	626,909
Restricted reserves	20,366	9,825
Revaluation reserves	828,003	791,159
Total equity	1,460,278	1,427,893

* Please note the budget column represents the approved budget as per the 2018 LTP

- 8.1 Overall, the financial position of the Council remains strong and ahead of year-end budget expectations.
- 8.2 Other Financial Assets are higher than budget because we currently have an \$18m in term deposits that will mature before 30 June 2019. This is being used to pre-fund maturing LGFA debt due in March 2019.

9 Total Net Debt

Total Net Debt, \$000's	
Opening Net Debt 1 July 2018	141,510
Net Debt December 30 2018	158,530
Net Debt Reforecast 30 June 2019	172,293
Net Debt 30 June 19 per LTP 2018	189,220

- 9.1 Total net debt is forecast to be \$172m as at 30 June 2019, compared to a budget of \$189.2m. This favourable variance is driven by a forecast rephasing of capital expenditure.
- 9.2 Net debt is gross debt less cash on hand and other liquid financial assets.

10 Capital Expenditure Analysis

Capital Expenditure by Department, \$000's				
	Actual Dec YTD	Forecast 2018/19	Budget 2018/19	Budget v Forecast Var
Environment & Planning	61	452	428	(24)
Engineering	15,857	40,037	51,410	11,373
Community Development	1,313	7,756	8,957	1,201
Council Enterprises	17	3,257	3,253	(4)
Governance	7	63	56	(7)
Departmental Overheads	474	2,029	2,127	99
Total Capital Expenditure	17,728	53,594	66,231	12,637

- 10.1 Overall, the capital programme budget is forecast to be underspent by \$12.6m at year-end.
- 10.2 Delays in several water supply and wastewater projects are driving the majority of the forecast underspend.

Engineering Services Capital Expenditure

Engineering Capital Expenditure by Activity, \$000's				
	Actual Dec	Forecast	Budget	Budget v
	YTD	2018/19	2018/19	Forecast Var
Coastal Structures	89	89	70	(19)
Rivers & Flood Protection	384	929	821	(108)
Roading - Non Subsidised	1,496	4,474	3,891	(584)
Roading - Subsidised	1,820	7,794	7,683	(111)
Solid Waste	690	2,353	2,375	22
Stormwater	4,160	7,391	9,605	2,214
Water Supply	4,108	8,168	14,992	6,824
Wastewater	3,109	8,838	11,972	3,134
Total Capital Expenditure	15,857	40,037	51,410	11,373

10.3 Stormwater: The forecast underspend is mainly due to the delay of the purchase of land for the Richmond South stormwater system.

10.4 Water Supply: Is forecast to underspend, primarily as the result of delaying the construction of the Wakefield water treatment plant until we have the required water quality data.

10.5 Wastewater: This activity is forecast to underspend its capital programme in 2018/19 primarily due to the re-phasing of work on the Stafford Drive pump station and rising main.

11 Accounts Receivable Report 31 December 2018

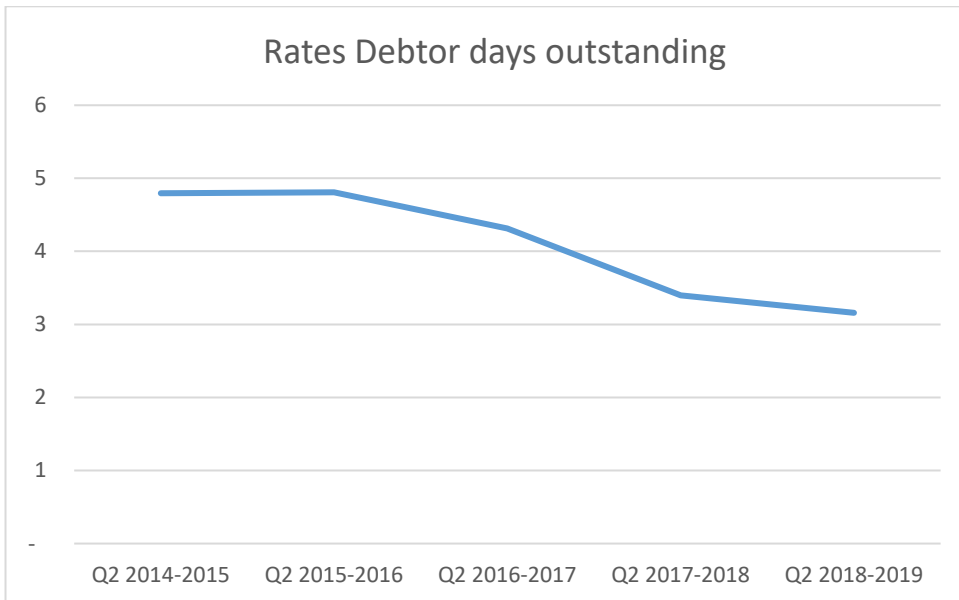
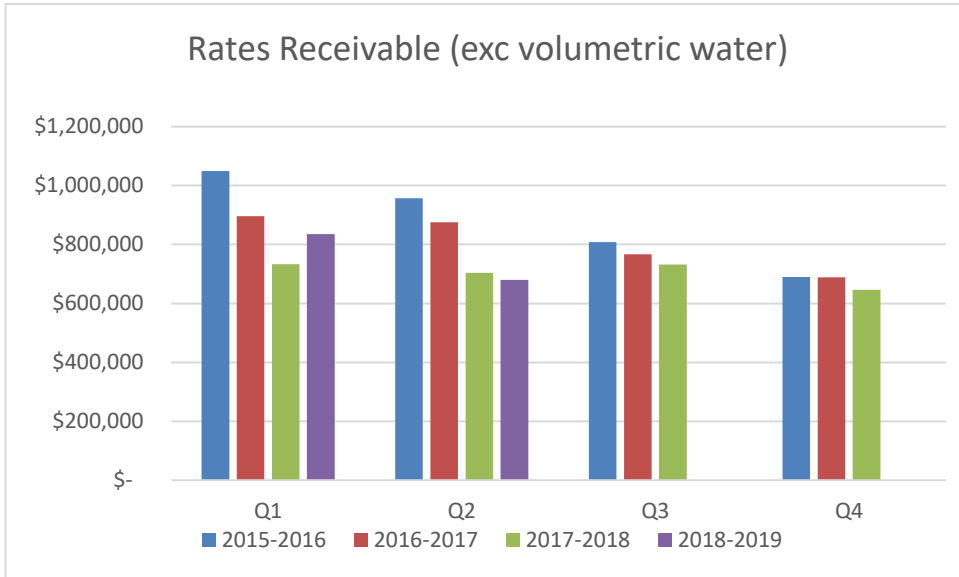
11.1 This section of the report covers:

- Rates collections.
- Water billing collections.
- Trade accounts receivable collections (excluding animal control, infringement income, forestry income and other sundry type receivables).
- The Rates Rebate Scheme update.

Rates Receivable (excluding volumetric water)

11.2 Rates income (excluding volumetric water) was budgeted to be \$79m in 2018-2019.

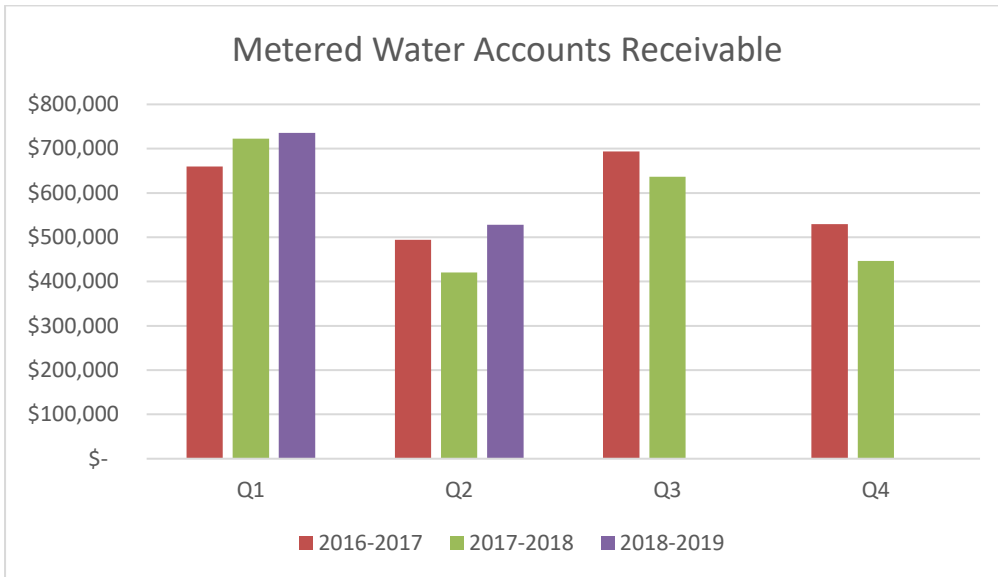
11.3 Outstanding rates receivables continue to trend down slightly, despite district growth and increases in rates year on year. Debtor days also continue to trend down, showing a faster collection of outstanding accounts.



11.4 Of the rates that remain unpaid at 1 July 2018, 81% have been paid compared with 77% at this time last year leaving only \$120k owing.

Metered Water Billing

11.5 Metered water income was budgeted to be \$6.2m in 2018-2019.

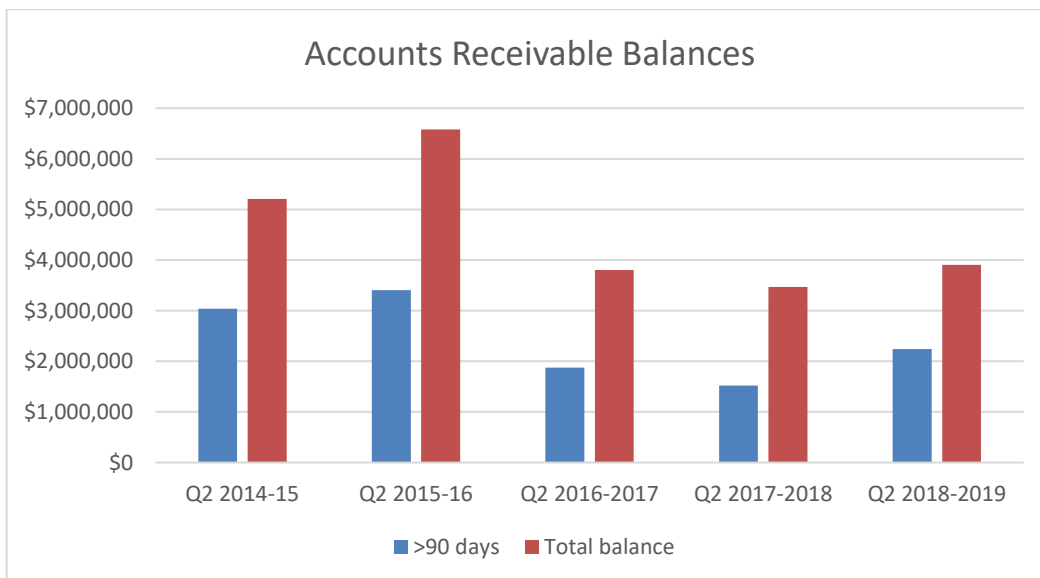


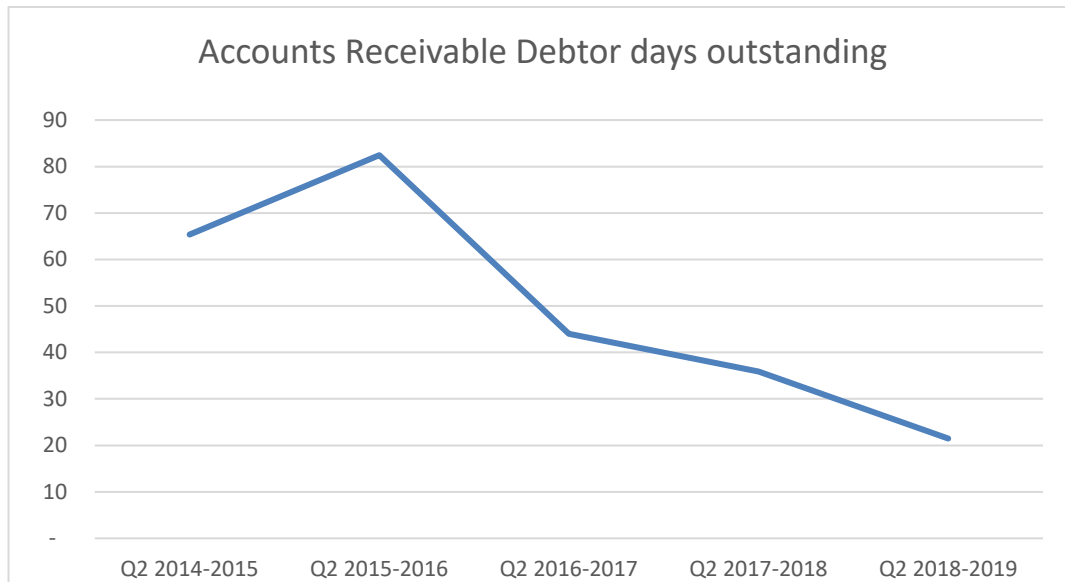
11.6 Total amounts owing are up slightly, but debtor days remain within expectation at under 30 days.

11.7 Of the metered water owing at 1 July 2018, 98% has been paid leaving only \$9k owing.

Accounts Receivable

11.8 The Council invoiced \$45m in the prior year. This year we have already invoiced \$33m by the end of December, due mainly due to Waimea Dam and cyclone Gita/Fehi related invoicing.





11.9 Debtors' balances have increased by \$0.4m from the prior year, however total revenue has substantially increased, and debtor days have fallen, indicating faster collections overall.

11.10 Debtors aged more than 90 days increased by \$0.7m since the prior year primarily due to invoices for development contributions that are expected to be paid prior to code of compliance certificates being issued.

Department of Internal Affairs Rates Rebates Scheme

11.11 The rates rebate scheme, run by the Department of Internal Affairs (DIA), and administered by local councils, provides a subsidy to low income homeowners for their rates.

11.12 The first retirement village applicants were processed during the second quarter.

11.13 Rates rebate claims have increased slightly from the prior year.

	2017/18	2018/19
Number of claims	1,163	1,213
Dollar value of claims	\$675,000	\$722,000

12 Attachments

Nil

8.10 TREASURY REPORT**Information Only - No Decision Required**

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Kim Dunn, Project Accountant; Matthew McGlinchey, Finance Manager
Report Number:	RCN19-03-11

1 Summary

- 1.1 The Council borrowings at 28 February 2019 are \$195.5m, up from \$153.5m at 30 June 2018. The projected gross debt level out 12 months is \$178m.
- 1.2 The **net debt** level at the end of February is \$143.6m. We had \$33m on deposit, \$24m of which has since matured and been used to pay down Local Government Funding Agency (LGFA) debt and \$9m pre-funding a Council Controlled Organisation (CCO) loan commitment we have made to Waimea Water Limited (WWL).
- 1.3 The Council's funding and liquidity risk position is currently compliant with Treasury Management Policy parameters. This has been achieved with the implementation of the following strategies:
 - We have negotiated a three year extension to the current Westpac Bank funding facility of \$12m from 31 August 2019 to 31 March 2022.
 - We have repaid \$24m of LGFA March 2019 debt.
 - We have pre-funded a \$9m loan commitment we have made to WWL by way of a five year bespoke piece of LGFA lending at a rate of 2.8%. This was to provide interest rate certainty and to align with the \$8.75m loan agreement with WWL. It is expected that the initial draw on these funds will be in October 2020. In the meantime these funds have been placed on term deposit at a rate of 3.74%.
- 1.4 The positive interest rate differential between the amount we borrowed from the LGFA and the amount we reinvested is a side benefit and not the driver of our pre-funding strategy.
- 1.5 The Council is not in full compliance with its Treasury Management Fixed-Rate Maturity Policy due to the one to three year fixed-rate maturity being lower than policy target, and the five year plus fixed-rate maturity level being higher than policy target. This non-compliance is considered minor, as these exceptions are a result of the Council taking advantage of the current low interest rate environment by taking fixed-rate debt with long dated maturities of 2027 and 2033.
- 1.6 The Council's cost of funds, including interest rate swaps, bank margins and line fees is 3.96%, compared to a budget of 5.08% (2018: 5.31%). The Treasury cost centre has a retained surplus due to the lower than forecast debt levels and the lower than budgeted finance costs over the past few years. Staff continue to closely monitor the markets to capitalise on opportunities to reduce the Council's external borrowing costs.

- 1.7 Market expectation is that the Official Cash Rate (OCR) will remain at 1.75% until early 2020. Any further changes are dependent on future inflation, growth figures and the strength of the New Zealand dollar. The OCR only impacts on the Council's short-term borrowing costs, with longer-term costs being influenced by external factors.
- 1.8 In a recent monthly Treasury update from our Treasury advisors, PricewaterhouseCoopers (PwC), two issues were raised that you need to be aware of as elected officials. They are:
- Proposed changes to Standard and Poor's (S&P) Local Government Credit Rating methodology. The recommended changes may impact current ratings without any change in Council activity. We are monitoring the situation.
 - Proposed changes to the Reserve Bank Capital requirements. Essentially this will require banks to hold more cash compared to lending levels.

These issues will be explained more detail later in the document.

2 Draft Resolution

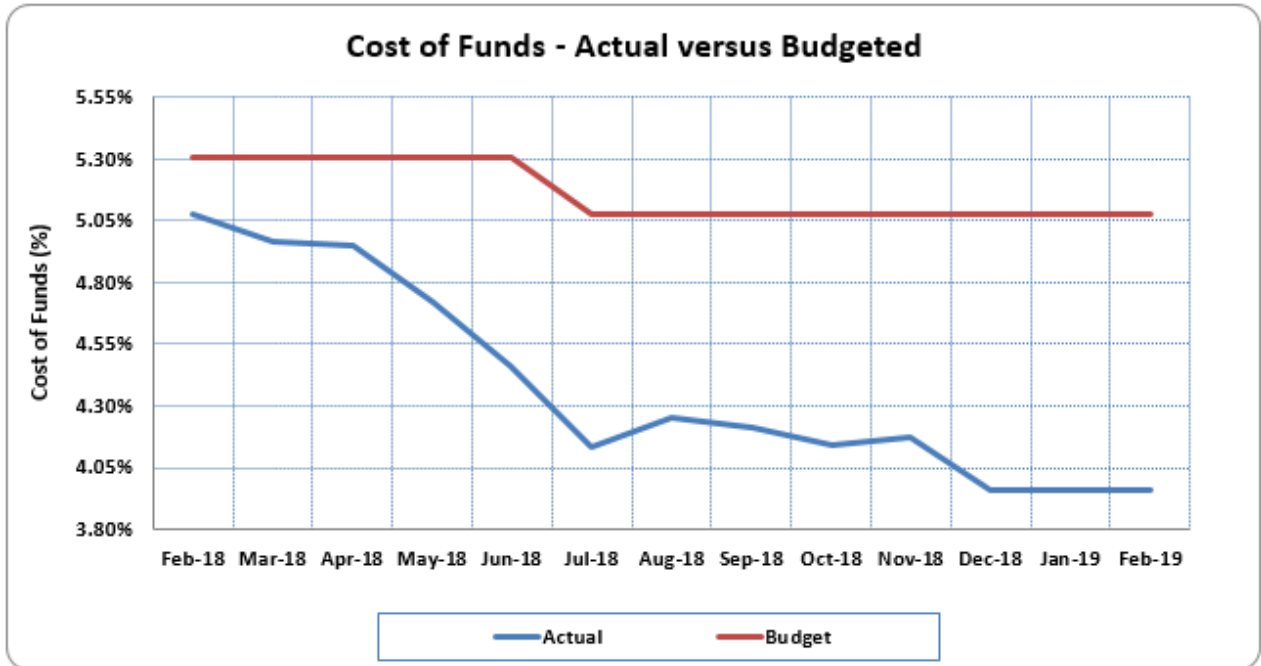
That the Full Council receives the Treasury Report, RCN19-03-11.

3 Treasury: February 2019

Debt Levels

- 3.1 The Council's debt at 28 February 2019 stands at \$195.5m, with an average interest rate of 3.96% (February 2018: 5.08%).

Cost of Funds



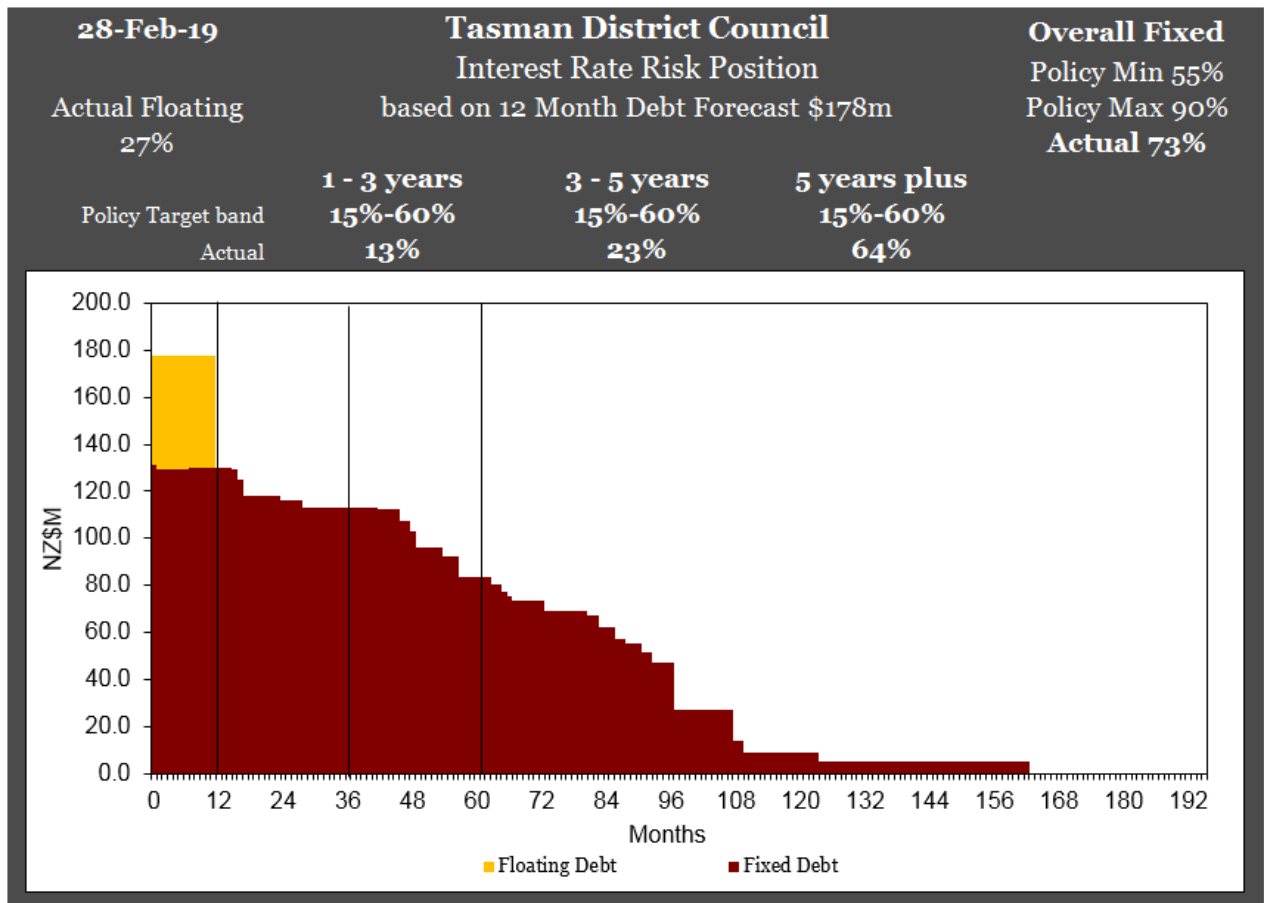
The graph above shows the Council's actual weighted average cost of funds at 28 February 2019, including interest rate swaps, bank margins and an average interest rate of 3.96% against a budgeted rate of 5.08%.

Interest Rate Swaps

- 3.2 The Corporate Services Manager has delegated authority to enter into interest rate swaps on behalf of the Council, on the proviso that such transactions are reported back to the Council. The Council approval is required before entering into long-dated swaps with a maturity over 12 years.
- 3.3 Three swaps transactions were entered into in April 2018 with a combined notional value of \$13m. This extended the cover of existing swaps from 2024 out to 2029, 2031 and 2032.
- 3.4 As at 28 February 2019, the Council had \$114.05m of interest rate swaps in place. This equates to 58% cover over existing debt.

Treasury Limits

- 3.5 The following are details of the Council's compliance with Treasury limits. The chart below displays the interest rate risk position of the Council.



Interest Rate Risk Position Graph

- 3.6 The interest rate risk position graph visually represents the interest rate position within approved interest rate control limits, as set out in the Council's Treasury Policy. The chart takes a snapshot of the risk position as at the reporting date.
- 3.7 The crimson part of the graph depicts the amount of debt which is fixed – this includes fixed-rate bonds, together with payer swaps, meaning debt which gets repriced in one year's time or later. The top of the yellow area represents the forecast debt in a year's time. The yellow area therefore illustrates the amount of debt deemed floating rate and will include any forecast debt which has not been pre-hedged. Any existing loans or financial instruments which will be repriced within the next 12 months are included in the red area.
- 3.8 The key areas of focus are:

Fixed-Rate Percentage Limit: (wholesale interest rate certainty).

- The fixed-rate percentage calculation is the total amount of fixed-rate debt/interest rate hedges over the 12 month forecast net debt amount. Fixed rate is defined as having an interest rate resetting maturity/expiry date of greater than 12 months.

Fixed-Rate Maturity Limits: (spreading of wholesale interest rate maturity risks).

- Fixed-rate repricing maturity dates are spread based on defined maturity band limits; one to three years, three to five years and five to ten years. Minimum and maximum percentage limits within each time band ensure a spread of maturities and reduce the risk of maturity concentrations.

Fixed-Rate Maturity Profile Limit

- 3.9 This measures the spread of the Council's risk of refinancing interest rates, achieved through the use of interest rate swaps.

	Minimum	Maximum	Actual: February 2019	Within Limits
1–3 years	15%	60%	13%	<input checked="" type="checkbox"/>
3–5 years	15%	60%	23%	✓
5–10 years	15%	60%	64%	<input checked="" type="checkbox"/>

- 3.10 The non-compliance is considered minor. The exception is a result of the Council taking advantage of the current low interest rate environment by taking fixed debt with long dated maturities of 2027 and 2033. The Treasury management team meet monthly and have reviewed this position.

Fixed/Floating Profile

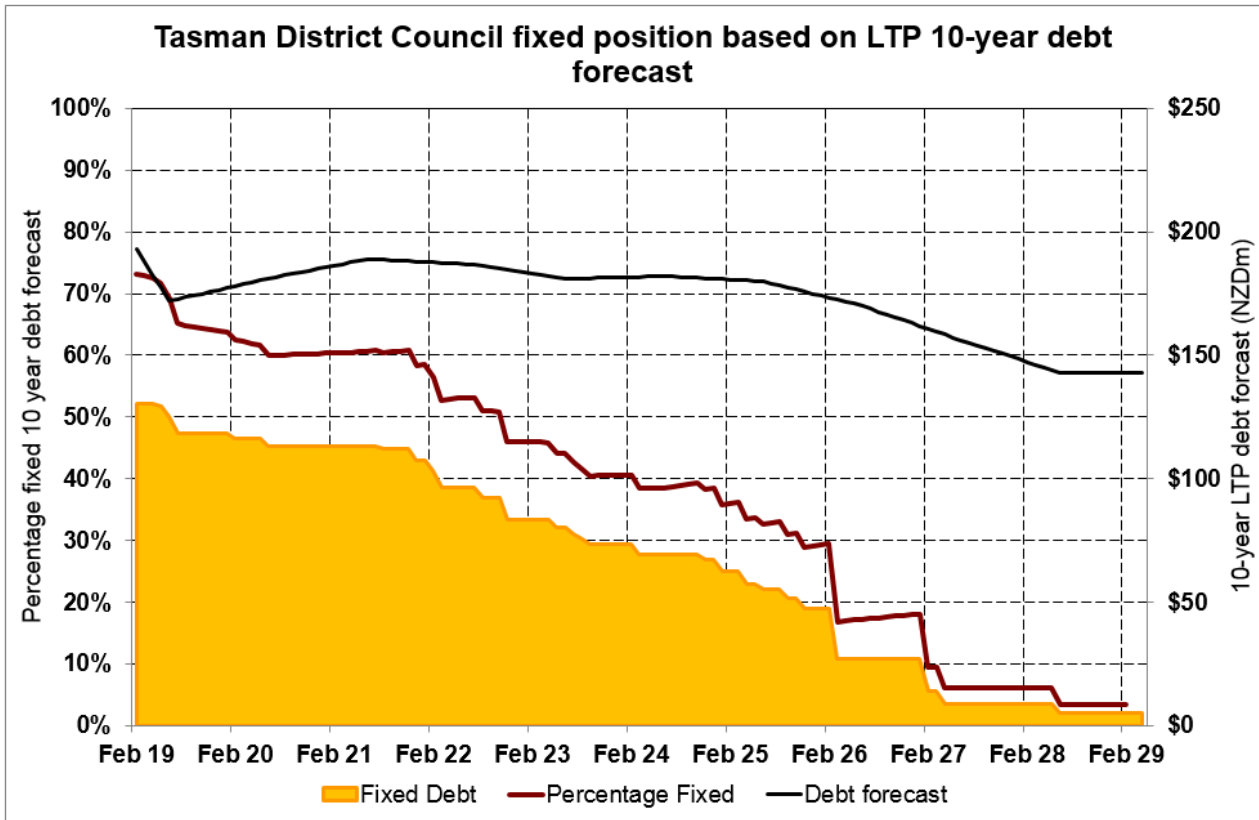
- 3.11 This measure shows the balance between minimising exposures to negative fluctuations in floating rates against savings opportunities. The Council's strategy is to limit negative exposures and provide certainty of future interest rate costs. This is achieved through its use of interest rate swaps.

(A maturity greater than one year is defined as fixed).

Minimum	Maximum	Fixed Actual: February 2019	Within Limits
55%	90%	58%	✓

Cumulative Interest Rate Position

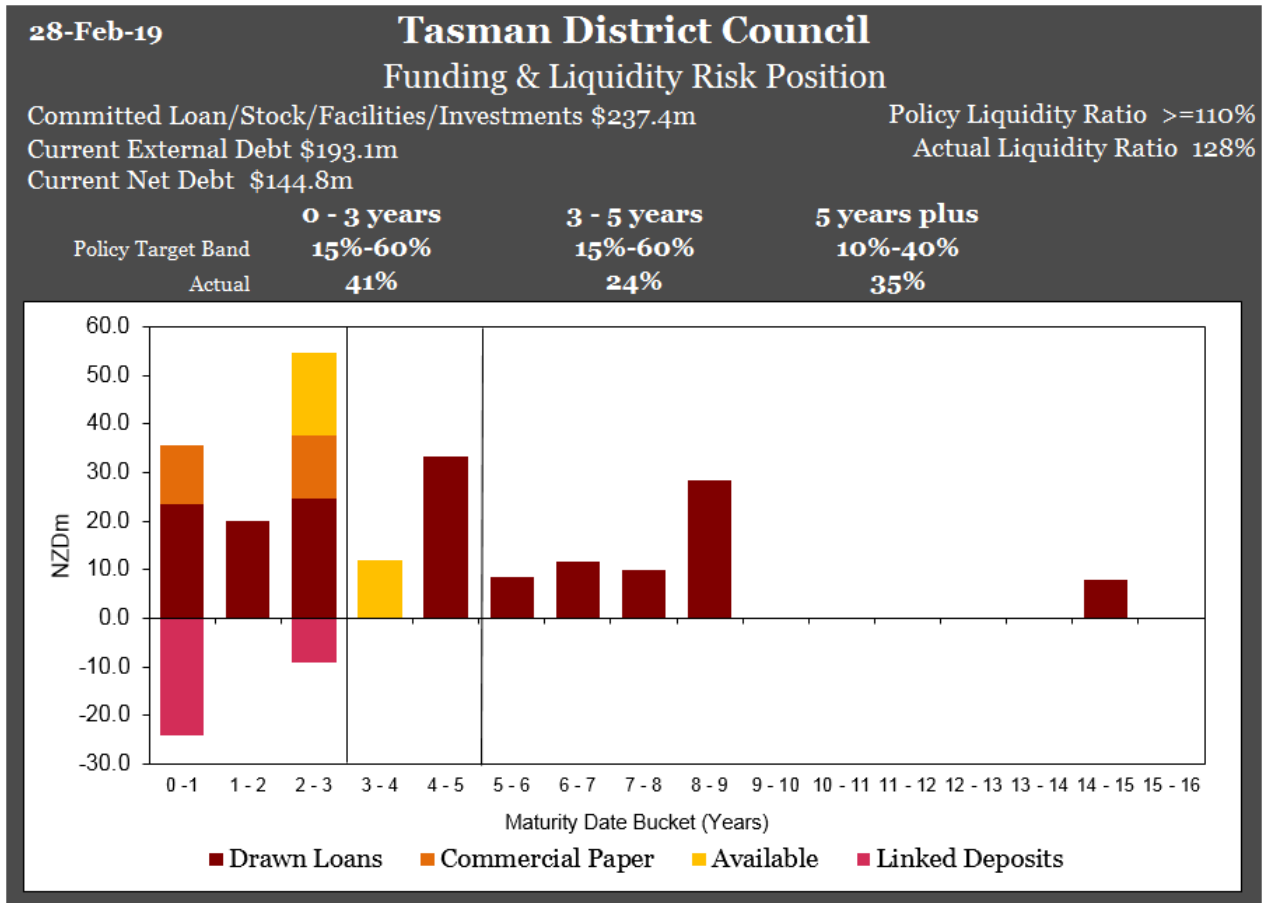
- 3.12 The chart that follows shows the cumulative interest rate position for the Council. The chart represents the actual percentage of 12 month debt (\$178.0m) which has a fixed interest rate out to 10 years.



Facility Maturity Limit

3.13 Total committed funding in respect to all loans and committed bank facilities is reported as follows:

The chart that follows represents the Council’s funding maturity profile. The measures indicate how effectively the Council has spread the risk of refinancing its facilities and loans. The liquidity ratio represents the debt headroom available in the Council’s facilities, along with cash available over and above its existing external debt.



Liquidity and Funding Maturity Risk Position Graph

3.14 The liquidity and funding risk position visually represents the approved funding maturity limits as set out in the Council’s Treasury Policy. The chart takes a snapshot of the risk position as at the reporting date.

3.15 The key areas of focus are:

Liquidity Ratio: (maintaining additional committed liquidity).

- The liquidity ratio calculation represents the total committed bank facilities and term debt amounts, together with liquid investments, over the total debt amount.

Funding Maturity Risk Position: (spreading of debt maturity dates).

- Existing committed bank facility expiry dates and term debt maturity dates are spread based on defined maturity band limits of up to three years, three to five years and five years plus. Minimum and maximum percentage limits within each time band ensure a spread of maturities and reduce the risk of maturity concentrations.

3.16 The Council is complying with its Treasury Management Policy, and is within all funding and liquidity limits.

3.17 At 28 February 2019 the Council had \$20m in private placements. The private placements allow the Council to place longer term debt in the years between LGFA issues. The Council also has \$175.5m of debt placed with the LGFA.

Treasury Limits	Actual	Within Limits
-----------------	--------	---------------

	February 2019	
Net debt not to exceed 20% of equity	9.9%	✓
Net external debt not to exceed 225% of total operating revenues	122.5%	✓
Net interest as a % of total revenues to be less than 15%	5.1%	✓
Net interest as a % of total annual rates to be less than 25%	8.7%	✓
Liquidity over existing external debt to be at least 110%	128%	✓

Counterparty Credit Risk

- 3.18 The Council's policy is that New Zealand registered banks must have a minimum S&P's (or equivalent) short term rating of A-1+ or long-term rating of AA-. All counterparty banks are S&P AA- rated.
- 3.19 The policy credit limit (NZ\$) for each New Zealand registered bank is \$30m. This covers the Council's interest rate risk management instruments and cash investments.

Bank	Cash/Cash Investments \$m	Notional Swaps \$m	Credit Exposure \$m	Compliance
Westpac	7.2	46.05	22.1	Within Policy
ASB	26.28	28.00	31.5	Outside Policy
ANZ	Nil	40.00	6.8	Within Policy
BNZ	15.97	Nil	16.0	Outside Policy

Note: We have breached the \$10m cash investment section of the policy for ASB and BNZ. This is as a result of our prefunding of debt maturing in the next six months. The breaches were rectified on 14 March 2019 when our \$24m term deposit matured and was used to repay a LGFA loan. We have also breached the \$30m total credit exposure to BNZ. This was also resolved on 14 March 2019 as described above.

Funding Mix

- 3.20 The objective is to have a mix of 80% debt capital markets (such as the LGFA, private placements and commercial paper) and 20% committed bank facilities. The current mix is as follows:

Funding Source	\$m	%
Bank Debt	0.0	0.0%
Private Placement	20.0	10.2%

LGFA Debt	175.5	89.8%
Total	195.5	100.0%

4 Investments

4.1 The Council cash investments total \$49.45m with an average interest rate of 2.94% (June 2018 3.22%). In line with the Treasury Policy, specific reserves are not kept as cash. The Council continues to maintain adequate cash reserves and committed bank facilities to support any drawdown against specified reserves.

4.2 The individual investment balances are as follows:

	\$ Invested	Interest Rate
Term Deposit (120 days)	1,200,000	3.50%
Term Deposit (233 days)	12,000,000	3.49%
Term Deposit (169 days)	6,000,000	3.33%
Term Deposit (112 days)	6,000,000	3.15%
Term Deposit (1,097 days)	9,000,000	3.74%
ASB on call Money Market	13,320,000	2.00%
Other Investments	1,930,000	0%
Total	49,450,000	2.94%

5 PwC Treasury 1 March 2019

5.1 In March 2019 PwC advised Council of upcoming matters and explained how they would likely impact the local government sector. Two of these are significant enough for staff to bring them to your attention. The two issues are:

Proposed changes to Standard and Poor's Local Government rating methodology.

5.2 S&P have recently released a consultation document that proposes changes to how they determine credit ratings for councils. The review was required as part of their normal cyclical review, and because they wanted to create a fit for purpose global standard that can be applied uniformly across all countries. There are three changes that will likely impact us:

- Re-scoping budgetary flexibility to now fall within budgetary performance criteria.
- A contingent liabilities factor has now been included within the debt burden factor.
- Changes to how S&P measure liquidity requirements.

5.3 The changes proposed in the consultation document if implemented, could have an immediate impact on Council's credit rating. S&P believe that the liquidity provision will likely have the most impact on some New Zealand councils. S&P will increasingly be focusing on the debt refinancing and capital borrowing for 12 to 18 months out, this translates to Council having ready assets to support liquidity or contracts in place if it

becomes difficult to raise debt. We are unable to assess the level of impact the proposed changes in the methodology (if implemented) will have on Council credit ratings.

Proposed changes to the Reserve Bank Capital requirements.

- 5.4 The Reserve Bank is proposing changes to bank capital requirements to err more on the side of prudence. This will mean that banks will have to hold more cash against their lending portfolios. This requirement will increase the bank's cost of lending, which is being passed on to customers through higher interest rates and line fees.
- 5.5 For Council this will mean that our lending institutions will look at us to ensure that we are providing a satisfactory return against the capital employed by the bank. They will be looking to ensure their return is as effective as possible given the change to the Reserve Bank capital requirements. This in turn could push up the bank corporate lending rates. Another potential outcome is that the cost of committed undrawn standby type facilities are harder to arrange as the bank considers these as being underperforming. Council have these arrangements so the change will have impact on us.
- 5.7 Council staff will be monitoring developments along with our Treasury advisors to ensure we are able to mitigate as much risk and cost as much as practicable.

6 Emissions Trading Scheme (ETS)

- 6.1 The Council's forestry assets and the related ETS liabilities/credits are accounted for by the Council.
- 6.2 Consultation has started on proposed improvements to the New Zealand ETS. There are two sets of proposed improvements being to strengthen the ETS framework and to reduce the complexity around the forestry scheme.
- 6.3 Our policy has ETS credits managed in defined time buckets incorporating minimum or maximum hedging.

	Minimum Cover	Maximum Cover	Actual February 2019	Within Limits
*Committed	80%	100%	100%	✓
Forecast period				
0 – 1 years	0%	80%	80%	✓
1 – 2 years	0%	50%	50%	✓
2 – 3 years	0%	30%	0%	✓

**exposure becomes committed in January-March (quarter following emission period as Council must report emission from the previous year.).*

7 Commercial Paper and Working Capital Funding

- 7.1 The LGFA has made available short-term borrowing from 30 days to one year. This is more cost effective than bank borrowing. The current rates for 30-day debt is an additional margin

of nine basis points (bps), or 0.09% compared to bank facility borrowing margin at 80 to 90 bps (0.8% to 0.9%). We are taking advantage of the cheaper LGFA funding when appropriate.

8 Market Comment

- 8.1 Market commentators are expecting the OCR to remain at 1.75% until early 2020. Future changes are dependent on inflation, growth figures, the strength of the New Zealand dollar and other matters external to New Zealand.

9 Treasury Cost Centre

- 9.1 The Treasury cost centre operates as the Council's internal bank. In essence, the cost centre manages the external costs of borrowing and allocates them across internal loans within individual activities. It also pays/charges interest on reserves and activity balances. As per the Treasury Risk Management Policy, these interest rates are set quarterly. For the quarter ending March 2019, interest is charged on loans and overdrawn closed account balances at 4.38%, and paid at 1.98% on credit balances for the next quarter.
- 9.2 The Commercial Committee has asked the Corporate Services Manager to review the Treasury Policy with a view to allowing the commercial activities to arbitrage their own group activity notional "balance sheet". This would reduce borrowing costs to commercial activities, in particular Port Tarakohe. There would be a corresponding increase in costs elsewhere in the Council. Such a change would require the Treasury Policy to be formally amended.
- 9.3 We are reluctant to recommend this change as the Council continues to manage its balance sheet (borrowing/deposits) as a whole, not by activity. In addition, with the decision to proceed with the Waimea Community Dam, a significant amount of the surplus currently held, and future commercial income streams are now committed to the project and will be transferred from the activity.

10 Attachments

Nil

8.11 MAYOR'S ACTIVITY REPORT

Information Only - No Decision Required

Report To: Full Council
Meeting Date: 28 March 2019
Report Author: Richard Kempthorne, Mayor
Report Number: RCN19-03-12

1. Summary

- 1.1. The attached report is a commentary of the Mayor's activities for the months of February to 22 March 2019 for Councillors' information.

2. Draft Resolution

That the Tasman District Council receives the Mayor's Activity Report RCN19-03-12.

1 Activities

- 1.1 On Saturday 2 February I went along to the Nelson Vintage Engine & Machinery Club in Pigeon Valley.
- 1.2 On Sunday 3 February I attended the Sarau Festival in Moutere Hills and in the evening the Richmond Bowling Club Centennial Dinner.
- 1.3 On Wednesday 6 February Mayor Rachel Reese and I declared a state of emergency due to the Pigeon Valley Fire which began on Tuesday 5 February. You will be aware that this was an enormous contribution from myself, all of the civil defence team and all of the responders who were involved.
- 1.4 On Thursday 7 February, I chaired the Extraordinary Full Council meeting regarding the drought in Council Chambers.
- 1.5 On Friday 8 February, I attended the LGNZ National Council meeting in Wellington.
- 1.6 On Saturday 9 February, I attended the Tasman Asian Night Food Fair at Washbourn Gardens.
- 1.7 On Sunday 10 February, I attended the Chinese New Year NZ China Friendship Society banquet in Richmond.
- 1.8 The two weeks from 5 February – 20 February I attended numerous press conferences, civil defence meetings and community meetings in relation to the Pigeon Valley Fire.
- 1.9 On Tuesday 12 February I attended the Top of Rural South Trust Board Strategy meeting.
- 1.10 On Sunday 17 February I attended the NZ Army Band performance in recognition of the many volunteers and organisations involved with the Pigeon Valley Fire.
- 1.11 On Thursday 21 February, I chaired the Full Council Meeting which was held at Headingly Centre, Richmond due to FENZ having taken over the Council Chambers in Richmond.
- 1.12 On Friday 22 February I was invited to attend the PICs Peanut Butter official opening of their new factory in Saxton Road.
- 1.13 On Monday 25 February I attended the LGNZ Policy Advisory Group meeting in Wellington.
- 1.14 On Tuesday 26 February I was involved with a meeting with Minister Mahuta to discuss with Pigeon Valley Fire event. We discussed the outstanding contribution of our local iwi with their connectivity in to the civil defence response to the fire.
- 1.15 On Thursday 28 February I attended the Extraordinary Full Council Meeting relating to the drought at Headingly Centre, Richmond.
- 1.16 On the afternoon of Thursday 28 February I attended the LGNZ Localism Symposium in Wellington.
- 1.17 On Friday 28 February I attended the Sport Tasman Board Meeting which was held at Sport House, Saxton Field.
- 1.18 On Monday 4 March I attended the Top of the South Rural Support Trust meeting.
- 1.19 On Tuesday 5 March I attended the Joint Council Workshop in Nelson City chaired by Mayor Rachel Reese.

- 1.20 On Tuesday 5 March I attended as Chair, of the Tasman Drought Response Committee inaugural meeting which consists of numerous agencies working together in Tasman and Nelson. There have been several meetings of this group with a particular focus on assisting pastoral farmers suffering adversely because of the drought. While the grass has generally greened up following the rain two weeks ago, there is very little growth and pastures are awaiting the next rainfall.
- 1.21 On Wednesday 6 March it was my privilege to officiate new citizens at the Citizenship Ceremony held at the Headingly Centre, Richmond.
- 1.22 On Thursday 7 March I attended the Environment and Planning Committee in Council Chambers.
- 1.23 On Thursday 7 March I attend the Extraordinary Full Council meeting held in Council Chambers regarding further steps in respect of the drought situation in the Tasman District.
- 1.24 On Thursday 7 March I attended the LGNZ Stakeholder Function held in Wellington.
- 1.25 On Friday 8 March, I attended the Community Drop In session at Hope Community Church along with the other agencies for those affected by the Pigeon Valley Fire could call in from 3pm – 8pm.
- 1.26 On Sunday 10 March I attended a BBQ held in Teapot Valley for those residents affected by the Pigeon Valley fire.
- 1.27 On Monday 11 March I attended the Workshop relating to the Takaka Freshwater Land Advisory Group (FLAG).
- 1.28 On Tuesday 12 March I, Deputy Mayor King, CEO Janine Dowding, Environmental and Planning Manager Dennis Bush-King, and Joseph Thomas attended the Golden Bay Water User meeting held in Takaka.
- 1.29 On Wednesday 13 March I attended the Air New Zealand Auckland Domestic Airport Familiarisation. This was a tremendous explanation of the operation of Air NZ and the challenges they face and a very informative discussion regarding a healthy visitor economy.
- 1.30 On Thursday 14 March I attended the Reform of Vocational Education meeting held at NMIT, Nelson. Those in attendance were generally very concerned potential centralisation of governance of polytechnics. The same applies to suggested changes to secondary schools.
- 1.31 On Friday 15 March I attended the function with John Kirwan at the Hope Community Church.
- 1.32 On Monday 18 and Tuesday 19 March, I co-chaired the LGNZ Zone 5 & 6 Meeting which was held in Hanmer Springs, Hurunui District.
- 1.33 On Wednesday 20 March I spent the day with Mayor Natori of Fujimi and his party travelling from Council to Nelson Lakes National Park, and back via Sunrise Valley. They were very interested in where historically blackcurrants have been grown and they thought St Arnaud is a beautiful place. That evening I attended dinner with the Fujimi Visitors and the Fujimi Richmond Friendship Committee.
- 1.34 On Thursday 21 March I attended the Broods Concert held at Nelson College which was organised by Air New Zealand for emergency services staff, volunteers and affected members of the Tasman Nelson community who fought the fires and rallied around the 3,500 residents affected.

- 1.35 On Friday 22 March I attended by teleconference the LGNZ National Council Meeting. This meeting was originally to be held in Palmerston North and that location was cancelled due to the horrific attack last Friday in Christchurch.
- 1.36 On Friday 22 March I attended at the Nelson Mosque for prayers for those persons affected by the event in Christchurch on Friday 15 March.

2 Other

Pigeon Valley Fire Event

- 2.1 The Pigeon Valley Fire event started on Tuesday 5 February 2019. A state of emergency was declared on Wednesday 6 February 2019.
- 2.2 Those of you who visited the emergency operations centre (EOC) will know the manic amount of work that was undertaken in order to respond to the fire and the support that was given to residents who were evacuated. I would like to thank everyone in the community who was either evacuated or assisted those evacuated. This has been a tremendous community response and I am proud of our community.
- 2.3 The notice issued for transition to recovery was signed on 27 February 2019 at 10.13AM. We have now moved in to recovery and reinstatement of land and property caused by the fire control measures. I encourage everyone who was affected by the fire to make an application to the Mayoral Disaster Relief Fund.

Drought in Tasman District

- 2.4 By now we are all very familiar with the extreme drought we have experienced this summer. This has impacted many of all of our water supplies, some of them severely. This has been a perfect example of the need that has been articulated for building the Waimea Dam. Our irrigators on the Waimea Plains have been severely impacted particularly on earlier crops, our industries were severely impacted for several weeks as were residents in many of our towns. I would like to thank everyone for the considered response to request for water rationing and working as a community.
- 2.5 Pastoral farmers have also been severely impacted by dry weather and drought. We have received a donation from Ministry of Primary Industries to be managed through the Mayoral Disaster Relief Fund for farmers who have been affected by the drought and to cover the partial reimbursement of costs incurred for freight for additional feed.

Zone 5 & 6 Meeting – 18/19 March 2019

- 2.6 The LGNZ Zone 5 & 6 Meeting was held in Hanmer Springs, Hurunui District for Mayors, Chief Executives and Councillors from South Island Councils. We did have cancellations from a number of councils following the Christchurch event however we decided to proceed with the meeting due to the costs and travel for many involved.
- 2.7 The main topics of discussion were Three Waters, Destination South Island Management, Civil Defence Management legislation, functionality of the NZ Transport Agency and an update from Sport New Zealand.
- 2.8 The next zone meeting will be held in November, in Oamaru (dates to be confirmed).

Appendices

Nil

8.12 CHIEF EXECUTIVE'S UPDATE REPORT

Information Only - No Decision Required

Report To:	Full Council
Meeting Date:	28 March 2019
Report Author:	Janine Dowding, Chief Executive Officer
Report Number:	RCN19-03-13

1 Summary

- 1.1 This report updates Council on some key issues and activity since my last Activity Report on 14 February 2019.
- 1.2 The updated Council Action Sheet is attached (**Attachment 1**) for Councillors' information.

2 Draft Resolution**That the Full Council**

1. receives the Chief Executive's Update Report RCN19-03-13; and
2. notes the Council Action Sheet.

3 Purpose of the Report

- 3.1 The purpose of this report is to advise Council about some key issues and activity since the Full Council meeting on 14 February 2019.

4 Emergency Response and Recovery**Council Resources**

- 4.1 As advised in my last report considerable council resources were required in order to support the Pigeon Valley fire and the drought. The financial and workload impacts are still being assessed but the following is a summary of the staffing impacts:
- 115 staff were involved in Emergency Operations Centre (EOC) related work through 713 EOC shifts or part shifts;
 - staff were dedicated full time to drought related work with many more involved;
 - 10 staff were seconded to other response work (GIS phones, CSO counter, etc);
 - 57% of Richmond based centre and library staff were involved;
 - total EOC related hours worked : 665 8 hour days;
 - days owed to staff through time in lieu or alternate days accrued: 225 8 hour days.
- 4.2 Overall 890 days have been lost from the work programme. There will be significant impacts on our ability to deliver all planned work and we are in the process of prioritising.
- 4.3 I would like to commend staff for their willingness to provide support and to go beyond standard business expectations eg.12-14 hour day and night shifts. The demands of the fire, the drought, and keeping business as usual under control were significant and have left staff feeling tired and on low reserves. We are encouraging that staff take leave and time in lieu as soon as possible.

Update on Recovery Work

- 4.4 The recovery is going very well and feedback from the community is positive.
- 4.5 The Land Remediation Team have managed to visit all of the properties damaged by the fire and/or firefighting works and accurately assess the damage. The information is being used to assess total costs and seek the required funding from Central Government to repair damage done whilst firefighting.
- 4.6 The welfare team continue to assist those that need support. Volunteer groups such as "Clean Up Nelson" and organisations such as Rural Support Trust are still heavily engaged in the community.
- 4.7 A meeting is to be held on 26 March 2019 with Tasman Pine and members of council staff and the recovery team to assess what can be done to limit the negative effects of wash down sediment and ash from the fire. This will also be an opportunity to discuss further options to improve the fire safety in forestry blocks.
- 4.8 All stakeholders are still appropriately engaged and good communication with them and the public continues.

5 Drought Update

- 5.1 Recent rain combined with recovering river and groundwater levels mean water restrictions for the Waimea area move back to Stage 1 as of 20 March 2019.
- 5.2 Stage 1 means a 20% cut in permitted allocations for permit holders across the Waimea Plains. People connected to the reticulated water supply in Richmond, Hope, Brightwater, Mapua, Ruby Bay and Wakefield may now water their gardens using handheld hosing on alternate days. Sprinklers are banned but other outdoor water use is permitted.
- 5.3 Staff are making good progress on the replacement of the water tank and ridge pipeline for Redwood Valley with good communication and cooperation of the properties along the route.
- 5.4 Attached is the 20 March 2019 media release, which provides details of all of the current water restrictions.

6 Managing People

- 6.1 There have been 9 related health and safety events reported by staff since my last report. One event involved aggressive/abusive customer behaviour towards a staff member, two were manual handling minor sprain injuries, , one event resulted in a bruising/impact injury to a shoulder, one was an allergic reaction to an insect bite, one event caused minor damage to a vehicle, two near misses with one of these involving a vehicle, and there was one report of self-discomfort.
- 6.2 This year's Collective Employment Agreement negotiation meetings have been scheduled and the first meeting is in early June.
- 6.3 We are currently at various stages of recruiting for a:
 - Team Leader – Building Consents (replacement)
 - Consent Planner – Subdivision (new position)
 - Consent Planner – Land Use (replacement)
 - Policy Planner – Natural Resources (replacement)
 - Building Technical Officer – Inspections (replacement)
 - Community Partnerships Co-ordinator (replacement)
 - Revenue Officer (replacement)
 - Rates Officer (replacement)
 - Administration Officer – Building Assurance (replacement)
- 6.4 Since my last report, another 11 appointments have been made:
 - Team Leader – Customer Services, Richmond (replacement)
 - Kaihautū – Recovery Support (new fixed term position)
 - Recovery Administrator (new fixed term position)
 - Environmental Monitoring Officer x 3 (new fixed term positions)
 - Building Inspector – Compliance (replacement)

- Customer Services Officer – Richmond x 2 (replacement)
- Administration Assistant – Customer Services (fixed term replacement)
- Consent Planner – Land Use (replacement)

7 Attachments

- | | | |
|----|---|-----|
| 1. | Water Restrictions Update - 20 March 2019 | 239 |
| 2. | Council Action Sheet - 28 March 2019 | 241 |



20 March 2019

Media Release

Water restrictions move back to Stage 1 – sprinkler ban in force

Recent rain combined with recovering river and groundwater levels mean water restrictions for the Waimea area move back to Stage 1 with immediate effect.

Stage 1 means a 20% cut in permitted allocations for permit holders across the Waimea Plains. People connected to the reticulated water supply in Richmond, Hope, Brightwater, Mapua, Ruby Bay and Wakefield may now water their gardens using handheld hosing on alternate days.

Sprinklers are banned but other outdoor water use is permitted.

Dry Weather Taskforce convenor Dennis Bush-King said while rain over the past two weeks had provided relief to the District's struggling water sources, people still needed to be careful and conserve water.

"We continue to be very grateful for the voluntary water saving efforts residents and businesses are making. We're able to relax some of the restrictions, but please do keep up your water conservation efforts as our water supplies are not back to full strength yet.

"Some Golden Bay water users are still under restrictions as provided for in their consent conditions.

"The Wai-iti Dam is still only 20 percent full. We are not yet out of the woods and there are still four to five weeks of irrigation to go as crops are harvested."

Dennis added: "The Moutere Western and Moutere Eastern groundwater zones are slowly responding but will remain at Stage 1 restrictions at this stage. Dovedale is the only area to remain on a cease take for irrigation. There is some flow from the Dove into the Motueka River but it is insufficient to resume irrigation."

Dennis said conditions will be reviewed next week but in the meantime people should still use their water wisely. The Motupiko and Wangapeka zones are under watch in case restrictions need to be reintroduced in future.

Full list of water restrictions from Wednesday 20 March 2019

Urban communities and rural extensions

Stage 1: Richmond, Hope, Brightwater, Wakefield, Mapua, Ruby Bay

- Hand held hosing of gardens every second day permitted (even house numbers may water on even calendar days; odd house numbers on odd calendar days)

- Sprinkler ban

Rural communities

Water permit holders

- **Cease take (water for essential human needs and stock health only):** Remains in place for Dovedale water management zone
- **Stage 1 (20% cut):** Upper Catchment, Reservoir, Waimea West, Delta, Upper Confined Aquifer, and Golden Hills zones move back from Stage 2 restrictions; Moutere Western Groundwater and Moutere Eastern Groundwater zones remain at Stage 1.
- Some Golden Bay consent holders face restrictions as outlined in their consent conditions

Rural supply schemes (Dovedale, Eighty-Eight Valley, Redwood Valley)

- **Dovedale:** Water for essential human needs and animal welfare only.
- **Redwood and Eighty-Eight Valley:** Hand held hosing of gardens every second day permitted.

ENDS

For more information, contact Dennis Bush-King

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Action Sheet – Full Council as at 14 February 2019

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date 5 April 2018			
Recovery from Ex-Cyclones Fehi and Gita	Report back on the overall deficit in operating budgets affected by the weather event, including the impact on the General Disaster Reserve, Rivers Emergency and Parks and Reserves Emergency Funds.	Engineering Services Manager/Recovery Manager	Reported to 24 May 2018 Full Council meeting. Further information will be available at the end of the financial year.
Meeting Date 9 August 2018			
Ratepayer Communication Regarding the Waimea Community Dam (RCN18-08-10)	Provide updates to the community via a regular column within Newsline to enhance engagement on water management as it develops and answer questions as they arise.	Community Relations Manager	Ongoing.
Waimea Community Dam (RCN18-09-02)	Progress negotiations and work streams through to a final agreement for Council approval as part of the project financial close in late November 2018.	Chief Executive / Corporate Services Manager	Ongoing. Updates continue to come to Council through reports to the Full Council.
Meeting Date 13 December 2018			
Annual Plan 2019/2020 - Consultation and Engagement	Prepare a less formal communication process for public engagement, which does not involve calling for submissions from the community.	Strategic Policy Manager	In progress.
Meeting Date 7 February 2019			

Item	Action Required	Responsibility	Completion Date/Status
Managing Demand and Public Water Supplies	Report back via weekly Councillor's update as well as to the next Full Council and Engineering Services Committee meetings on how delegated authority has been used by Council officers.	Managing Demand and Public Water Supplies	Report back via weekly Councillor's update as well as to the next Full Council and Engineering Services Committee meetings on how delegated authority has been used by Council officers.
Meeting Date 14 February 2019			
Notice of Motion – Cr Ogilvie to 14 February 2019 Full Council Meeting	Staff to prepare a report for May 2019 Full Council meeting outlining the options, process, cost and timelines to review the current rating policy as it relates to retirement villages or like operations.	Corporate Services Manager	In progress.
Mayor's Activity Report	Staff to report to a future Council meeting on the proposal to amend Council's existing Standing Orders to allow members of the public to phone in for the purpose of speaking at Public Forum, at the discretion of the Chairperson.	Chief Executive / Community Development Manager	In progress.

8.13 MACHINERY RESOLUTIONS REPORT

Decision Required

Report To: Full Council
Meeting Date: 28 March 2019
Report Author: Rhian Williams, Administration Assistant - Governance
Report Number: RCN19-03-14

Executive Summary

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

Recommendation

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

Draft Resolution

That the Tasman District Council

1. receives the Machinery Resolutions report RCN19-03-14; and
2. confirms the execution of the following documents under the Seal of Council:
 - Right of renewal of Deed of Lease – Golden Bay Senior Citizens Association incorporated – The Golden Bay Senior Citizens Associations are entitled to review their Lease of Tasman District Council Land at 94A Commercial Street Takaka. The renewal is for another 20 years until 30 November 2038.
 - Easement – George and Denise Deimel – Consent 6 of RM180663 requires an easement in gross over the Redwood Valley scheme water supply which traverses the site - 166 Hoddy Road, Richmond two lot subdivision.
 - Easement in Gross – Richmond West Development Company – SHI8003 – The fields SHA – Stage 1 – This will cover all the individual sewerage pumps allowed in the development to allow access for Council.
 - Deed of Covenant – Miyabi Ltd – Deed of Covenant to register an encumbrance for the yoga studio built on Road Reserve - 195 Tokongawa Drive
 - Amalgamation Covenant – J Levy, P Reeve and Pivac – RM180757 – 71 Gibbs Valley Road, Wakefield – This Covenant is required to hold two limited parcels of land on Titles 871421 and 873775 together. Required by condition 4 or RM180757.
 - Amalgamation Covenant and Covenant in Gross - - J Levy, P Reeve and Pivac – RM180757 – 71 Gibbs Valley Road, Wakefield – The Amalgamation Covenant is required to hold limited titles together and the Covenant in Gross provides access to Councils Water supply pipes.
 - Deed of Lease X2 Appleby Highway Lease and River Road Lease – Mrs Elizabeth A O'Connor – Waimea River berm leases to Elizabeth O'Connor for grazing of livestock – 5 year terms. Appleby Highway Lease expires 28/02/2022 \$9200 +GST pa. River Road Lease expires 30/09/2022 \$8835 + GST pa.
 - Deed of Lease – Scout Association of NZ – Brightwater Scouts – New 5 year Lease for Brightwater Scouts in their hall on Brightwater Recreational Reserve – 10 Charlotte Lane, Brightwater, 1st December 2018- 30 November 2023.
 - Deed of Lease – Scout Association of NZ – Wakefield Scouts – New 5 year Lease for Wakefield Scouts in their hall on Faulkner Bush Reserve – 16 Treeton Place, Wakefield, 1st December 2018- 30 November 2023.
 - Authority to Register Easements in Gross for Tasman District Council – Wakefield Developments – Phillips + Berkett – RM170607- 2A Lord Auckland Road, Wakefield. Council has a Stormwater infrastructure and a Right of Way over Private land as part of constructing a 23 Lot subdivision.

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 Collingwood Holiday Park Upgrade Works Business Plan

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.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) 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.