

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

**Date:** Thursday 25 February 2021  
**Time:** 9.30 am  
**Meeting Room:** Tasman Council Chamber  
**Venue:** 189 Queen Street  
Richmond

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## Full Council

### AGENDA

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#### MEMBERSHIP

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

(Quorum 7 members)

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## AGENDA

### 1 OPENING, WELCOME

### 2 APOLOGIES AND LEAVE OF ABSENCE

#### Recommendation

That apologies be accepted.

### 3 PUBLIC FORUM

### 4 DECLARATIONS OF INTEREST

### 5 LATE ITEMS

### 6 CONFIRMATION OF MINUTES

That the minutes of the Full Council meeting held on Friday, 18 December 2020 and the minutes of the Extraordinary Full Council meeting held on Thursday, 11 February 2021, be confirmed as a true and correct record of the meeting.

### 7 PRESENTATIONS

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- 9.3 Hangar Houses, Motueka Aerodrome ..... 123
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## 7 PRESENTATIONS

### 7.1 TE MATATINI - KAPA HAKA EVENT

Information Only - No Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 February 2021
<b>Report Author:</b>	Robyn Scherer, Executive Assistant to the Mayor
<b>Report Number:</b>	RCN21-02-2

#### PRESENTATION

Whaea Jane du Feu and Sonny Alesana will make a presentation to the Full Council on the upcoming Te Matatini – Kapa Haka Events.

A briefing note is attached (**Attachment 1**).

#### Appendices

1. [↓](#) Te Matatini - briefing note

7



**Briefing Paper: Tasman District Council - Kapa Haka 2020/2026****1. Summary**

- 1.1 There are 11 regional events and three national events planned to be hosted in Nelson from 2020 to 2025. The most significant are Te Mana Te Mana Kuratahi in 2021 and Ngā Kura Tuarua Kapa Haka in 2022 that draw in 10,000 spectators. Te Matatini National Kapa Haka is expected to bring a minimum of 30,000-50,000 spectators to Te Tau Ihu rohe in 2026.
- 1.2 Te Matatini is a biennial national event. It is a world-class festival showcasing Māori performance excellence featuring the very best in competitive kapa haka. According to Greater Wellington Regional Council, in 2019, 42,500 spectators attended Te Matatini over the four-day event. Te Matatini is a whānau/family friendly, smoke, drug and alcohol-free event. It is an opportunity for all people, regardless of ethnicity, background or age to come together to share in and celebrate Māori culture.
- 1.3 This will be the first time that all of these National events have been held in the Nelson region with Te Mana Kuratahi being the first time to be held in Te Waipounamu.
- 1.4 The three main events are estimated to bring in over \$20 million into the Te Tau Ihu economy over a 5-year period. Furthermore, it will raise the profile of the Nelson-Tasman region among Māori across Aotearoa, with New Zealanders nationally, and also raise the profile of Māori internationally and within the Nelson-Tasman region.
- 1.5 To ensure the success of regional and national Kapa Haka events, the Te Tau Ihu o Te Waka ā Mauī Cultural Council will make a submission to the Long Term Plan seeking support from Tasman District Council.

**Background**

- 2.1 Te Tau Ihu o te Waka ā Mauī Cultural Council (formerly Te Upoko o Te Waka Māori Cultural Council) is a charitable trust established in the late 1960s. It is known more commonly as the Cultural Council and is the governing body for kapa haka in the (Te Tau Ihu o Te Waka a Maui rohe). The region encompasses Nelson-Tasman and Marlborough between Kahurangi Point to the west and Conway to the east. The Cultural Council is made up of kapa haka delegates and its role is to engage, grow and develop kapa haka within the region. All members are volunteers.
- 2.2 Representatives of the Cultural Council met with Tasman District Council staff on 14 December 2020 to discuss the upcoming kapa haka events over the next five years and to formalise a working partnership to ensure the successful coordination and organisation of the events. Similar meetings have been established with Nelson City Council and are being pursued with Marlborough District Council.
- 2.3 It is proposed that a 0.5 FTE Project Manager is appointed to support the Cultural Council to ensure Te Mana Kura Tahi, Ngā Kapa Haka Kura Tuarua and Te Matatini ki Te Ao and the 11 other regional events are a success. The role of the Project Manager is to provide administrative and events management support which will include sourcing funding and sponsorship that may include: Te Matatini Regional Fund, local iwi, Tasman District Council, Marlborough District Council, Nelson City Council, NRDA, Ministry of Culture and Heritage, Rata Foundation, Te Puni Kōkiri, Te Taura Whiri i Te Reo Māori, Department of Internal Affairs and local businesses i.e. Sealords, Talleys and Wakatū Inc.

**2. Issues**

- 2.1 A minimum of five teams need to participate in the Te Tau Ihu o Te Waka senior qualifying competition on 22 February 2024, for Te Tau Ihu to qualify for the national competitions in 2024 and be able to host Te Matatini 2026. (this was achieved at the 2020 regionals)
- 2.2 The Te Matatini Board will make a decision on whether the Nelson-Tasman region will host Te Matatini by 2023. Their assessment is based on:

- How well the region hosts Te Mana Kura Tahī National Primary School competition?
  - How well the region hosts Ngā Kapa Haka Kura Tuarua National Secondary School competition?
  - Support from local iwi, councils, community and local businesses?
  - And, an upfront hosting fee of \$350,000.
- 2.3 The Cultural Council is made up of volunteers so without dedicated resource there is a risk that events are not executed well and to a high standard. Furthermore, there is a risk that the Tau Ihu is not successful in its bid for Te Matatini February 2026.
- 2.4 Although this document suggests attendance of 30-50,000 spectators, previous regions have had numbers as high as 42,500 with the 2022 and 2024 Te Matatini events still to come. As Nelson has direct flights from the main centres – Auckland, Wellington and Christchurch – it is very likely that attendance will be similar to previous years, so there may be some pressure on our infrastructure during that week of Te Matatini.
- 2.5 Nelson City does not have the infrastructure for 50,000 visitors so there will need to be a regional plan across Te Tau Ihu. Many fans will camp and couch surf, however competitors travel in large groups (approximately 100) who will be looking for accommodation in hotels, motels or school halls. This will be a major role of the Project Manager to source suitable accommodation and dining facilities for large numbers, and provide information to competing teams.
- 2.6 It is unclear what funding is available and what funding can be used for. This will be explored more once a Project Manager is appointed.
- 2.7 Iwi are aware of the upcoming events and a number of face-to-face hui have occurred since 25 January 2020. In the past iwi have supported the regional events and teams travelling to nationals financially.
- 2.8 The Nelson City Council – Mayor Rachel Reese, Tasman District Council – Mayor Tim King and Marlborough District Council – Mayor John Leggett met with Carl Ross the CEO of Te Matatini and Te Tau Ihu Culture Council on 22 December 2020 and discussed the magnitude and economic benefits of the upcoming event in 2026. Each Mayor received a full briefing paper in January 2021.
- 2.9 The Organising Committee for the national events will consist of both iwi, Cultural Council members and targeted community members who are all passionate about kapa haka to make the event successful. Initial discussions have already taken place with iwi and the community members. Ongoing meetings with Council staff are scheduled as we move forward.
- 3.10 A submission to the Tasman District Long Term Plan has been lodged for consideration.



**7.2 WAIMEA COMMUNITY DAM UPDATE**

**Information Only - No Decision Required**

**Report To:** Full Council  
**Meeting Date:** 25 February 2021  
**Report Author:** Robyn Scherer, Executive Assistant to the Mayor  
**Report Number:** RCN21-02-3

**Item 7.2**

**PRESENTATION**

Waimea Water Ltd Chairman, David Wright and Chief Executive, Mike Scott will provide an update to the Council on the Waimea Community Dam.

**Appendices**

Nil



## 8 REPORTS

### 8.1 TASMAN'S 10 YEAR PLAN 2021-2031 CONSULTATION DOCUMENT, CONCURRENT CONSULTATIONS AND SUPPORTING INFORMATION

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 February 2021
<b>Report Author:</b>	Alan Bywater, Senior Policy Advisor; Kelly Kivimaa-Schouten, Revenue Accountant; Matthew McGlinchey, Finance Manager; Josh Douglas, Senior Management Accountant; Brylee Wayman, Senior Policy Advisor; Dwayne Fletcher, Activity Planning Manager; Mike Drummond, Corporate and Governance Services Manager; Jenna Neame, Senior Activity Planning Advisor
<b>Report Number:</b>	RCN21-02-4

#### 1 Summary

- 1.1 At the beginning of 2020, Councillors and staff started laying the groundwork for the Long Term Plan (LTP) 2021-2031, which we are calling "Tasman's 10 year Plan". We undertook early community engagement and sought public feedback between March and June 2020, which helped inform the development of the proposals and information contained in Tasman's 10 Year Plan Consultation Document.
- 1.2 In this LTP, we propose to increase our current rates revenue cap of 3% per annum to 4.5% and 7% as shown in the table below. The Net Debt cap will increase from the current \$200 million to \$260 million.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
4.5%	4.5%	4.5%	7.0%	7.0%	4.5%	4.5%	4.5%	4.5%	4.5%

- 1.3 The Consultation Document is themed around planting seeds for Tasman's future and seeks submissions on four key choices for the District:
- Homes for our community;
  - Waimea Community Dam – allocation of additional irrigator capacity costs;
  - A new company model for Nelson Airport and Port Nelson; and
  - Responding to climate change.
- 1.4 The Consultation Document also features some of our achievements since the LTP 2018-2028 was adopted, some of the major projects we are planning, other things that are on the horizon such as our planned digital innovation and the Government's three waters and Resource Management Act reforms.

- 1.5 The Consultation Document draws the readers' attention to the concurrent consultations taking place on the Revenue and Financing Policy, Rates Remission Policy, Development and Financial Contributions Policy and the Schedule of Fees and Charges.
- 1.6 At this meeting, Councillors are asked to adopt the Consultation Document and the Draft Revenue and Financing Policy, Draft Rates Remission Policy, Draft Development and Financial Contributions Policy (plus the associated consultation information in each case) for consultation.
- 1.7 In addition, Councillors are asked to adopt a number of documents (supporting information) that are relied on by the content of the Consultation Document and/or are necessary for the Auditor-General to provide the audit report.
- 1.8 Adopting these documents will enable public consultation to take place with submissions being received between 4 March and 5.00 pm on 6 April 2021.

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

1. **receives Tasman's 10 year Plan 2021-2031 Consultation Document, Concurrent Consultations and Supporting Information report RCN21-02-4; and**

**Supporting Information**

2. **adopts the following as supporting information for Tasman's 10 Year Plan Consultation Document as required by section 93G of the Local Government Act 2002:**
  - **Draft Financial Strategy (Attachment 1)**
  - **Draft Infrastructure Strategy (Attachment 2)**
  - **Draft Accounting Information (Attachment 3)**
  - **Draft Funding Impact Statement (Attachment 4)**
  - **Draft Council Activities Summaries (Attachment 5)**
  - **Draft Activity Management Plans (Attachment 6)**
  - **Draft Development of Ngā iwi and Māori capacity to contribute to decision making processes statement (Attachment 7)**
  - **Tasman Growth Projections 2021-2051 (Attachment 8)**
  - **A New Company Model for Nelson Airport and Port Nelson supporting information (Attachment 17)**
  - **Rates Example properties 2021/2022 to 2023/2024 (Attachment 18)**
3. **notes that the Council adopted a set of Forecasting Assumptions as supporting information for the Consultation Document at its meeting on 18 December 2020; and**
4. **adopts the amendment to and the additional forecasting assumptions (Attachment 9) as supporting information for the Consultation Document; and**

5. agrees to the Mayor and the Chief Executive Officer approving any further minor editorial amendments to these documents prior to them being published and made available for public consultation; and

#### Concurrent Consultations

6. notes that both Tasman's 10 Year Plan Consultation Document and the Revenue and Financing Policy Consultation Information include a proposed new targeted rate on irrigators and properties in the proposed Waimea Community Dam Extractive Use Rating Area, based on land value to fund additional costs of the Waimea Community Dam and also includes the following alternative options:
  - a District-wide rate
  - a targeted rate on all properties in the 'zone of affiliation', and
  - a mixture of targeted and District-wide rates; and
7. adopts the following as supporting information for concurrent consultations:
  - Draft Revenue and Financing Policy (Attachment 13)
  - Draft Rates Remission Policy (Attachment 14)
  - Draft Development and Financial Contributions Policy (Attachment 15); and
8. agrees that the most appropriate means of consulting on the documents in Resolution 7 is a similar process to that of a Special Consultative Procedure; and
9. adopts the Revenue and Financing Policy Consultation Information (Attachment 10) for concurrent consultation under the provisions of s82 of the Local Government Act 2002; and
10. adopts the Rates Remission Policy Consultation Information (Attachment 11) for concurrent consultation under the provisions of s82 of the Local Government Act 2002; and
11. adopts the Development and Financial Contributions Policy Consultation Information (Attachment 12) for concurrent consultation under the provisions of s82 of the Local Government Act 2002; and
12. agrees that these documents will be made available to the public on or before 4 March 2021; and
13. agrees that the submission period for these document closes at 5.00pm on 6 April 2021; and
14. agrees to the Mayor and the Chief Executive Officer approving any further minor editorial amendments to these documents prior to them being published and made available for public consultation; and

#### Tasman's 10 year Plan 2021-2031 Consultation Document

15. receives the Audit Opinion from Audit New Zealand for inclusion in the Consultation Document; and
16. agrees, that having considered the Council's Significance and Engagement Policy and the importance of other matters to the District and its communities, that the key issues and choices facing the Council and the District for the LTP 2021-2031 are:

- **Homes for our Community**
- **Waimea Community Dam – allocation of additional irrigator capacity costs**
- **A New Company Model for Nelson Airport and Port Nelson**
- **Responding to Climate Change; and**

**17. agrees that the Consultation Document in Attachment 16 to this report provides a fair representation of the matters that are proposed in the LTP 2021-2031; and**

**18. adopts the Consultation Document in Attachment 16 to this report incorporating any minor amendments agreed at the meeting for release as the basis for community consultation in accordance with sections 83, 83A, 93A, 93B, 93C, 93F, and 93G of the Local Government Act 2002; and**

#### **Consultation Period**

**19. agrees that the Consultation Document, concurrent consultations and supporting information be made available through Council offices, libraries, other public offices and on the Council’s dedicated Long Term Plan website; and**

**20. agrees these documents will be made available to the public on or before 4 March 2021; and**

**21. agrees that the submission period for these consultations closes on 5.00 pm on 6 April 2021; and**

**22. agrees to the Mayor and Chief Executive Officer approving any further editorial amendments in these documents prior to them being published and made available for public consultation.**

### 3 Purpose of the Report

- 3.1 The purpose of this report is to seek the Council's adoption of the documents required for the consultation process for the LTP 2021-2031 and its concurrent consultations.
- 3.2 This report seeks the Council's adoption of:
- a) the LTP 2021-2031 Consultation Document for consultation under sections 83, 83A, 93A, 93B, 93F and 93G of the Local Government Act 2002 (LGA);
  - b) the Draft Revenue and Financing Policy and associated consultation information, the Draft Rates Remission Policy and associated consultation information, the Draft Development and Financial Contributions Policy and associated consultation information for concurrent consultation in accordance with section 82 and 83A LGA; and
  - c) the Draft Funding Impact Statement, Draft Accounting Information including the additions and amendments to the forecasting assumptions, Draft Financial Strategy, Draft Infrastructure Strategy, Draft Summary of Groups of Activities, Draft Activity Management Plans, Tasman Growth Projections, and Draft Development of Ngā iwi and Māori capacity to contribute to decision making processes statement, information on a New Company Model for Nelson Airport and Port Nelson, as supporting information to the Consultation Document in accordance with section 93G of the LGA.

### 4 Background and Discussion

- 4.1 All councils are legally required to adopt a LTP and review it every three years. The LTP sets out the Council's activities, plans, budgets and policies and must be adopted before the beginning of the first year it relates to, having used a special consultative procedure to consult with the community. This LTP must be adopted prior to 1 July 2021.
- 4.2 Over the past 12 months, Councillors and staff have held a number of workshops and meetings to formulate the budgets and key directions for each of the groups of activities that are proposed to be included in the final LTP 2021-2031. These workshops have also been used to identify the key issues included in our Consultation Document titled "Tasman's 10-Year Plan".
- 4.3 Tasman's 10-Year Plan outlines five strategic priorities for our District over the next 10 years:
- a) a healthy and sustainable natural environment;
  - b) strong, resilient and inclusive communities;
  - c) enabling positive and sustainable development;
  - d) contributing to a diverse society and celebrating our culture and heritage; and
  - e) a high standard of service.
- 4.4 Tasman's 10-Year Plan outlines four key topics or choices for which the Council is seeking feedback from the community. They are:
- a) homes for our community;
  - b) Waimea Community Dam – allocation of additional irrigator capacity costs;

- c) a new company model for Nelson Airport and Port Nelson; and
  - d) responding to climate change.
- 4.5 It also includes the Council’s preferred plan of action for each choice along with alternative options and their respective implications.
- 4.6 Overall, Tasman’s 10-Year Plan aims to:
- a) ensure there is enough zoned and serviced land available to meet demand for new homes and businesses;
  - b) respond to climate change through projects, initiatives and adaptive planning;
  - c) focus on building, renewing and maintaining our infrastructure;
  - d) fund this by ensuring the Council applies for Government funding where it is available and increases its borrowing to a sensible level;
  - e) collect development and financial contributions to pay for the services associated with growth in the District; and
  - f) deliver on priority work programmes – roading, water, wastewater, stormwater, environmental improvements, climate change, recreation and important community spaces and facilities.
- 4.7 These aims are in addition to the wide and varied range of other services the Council provides to the community. Tasman District Council is one of six unitary councils in Aotearoa, meaning we do the work of both a regional council and a territorial authority.
- 4.8 Key projects or programmes of work proposed in Tasman’s 10 Year Plan are:
- a) replace/renew water supply, wastewater, transportation and stormwater infrastructure;
  - b) provide growth-related infrastructure;
  - c) water safety and source improvements;
  - d) walking and cycling improvements;
  - e) make improvements to waste management and minimisation;
  - f) improve digital technology and information services;
  - g) river management and improvement work including Motueka stop banks; and
  - h) contribute to a new Nelson Museum archives and research facility, a Motueka community pool and a new multi-purpose community facility for Brightwater/Wakefield.
- 4.9 As indicated by the projects listed above, infrastructure is a core part of what the Council provides to its community. In the Draft Infrastructure Strategy, we plan to spend \$969 million on infrastructure services over the next 10 years and a total of \$3.4 billion over the next 30 years.
- 4.10 In our Draft Financial Strategy, we are intending to increase our rates revenue cap from 3% (plus an allowance for growth) in the LTP 2018-2028 to the caps included in Table 1 below. Table 1 details the annual proposed rates revenue increase cap levels for the LTP 2021-2031.

**Table 1: Proposed Average General Rate Increase Caps**

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10



4.5%	4.5%	4.5%	7.0%	7.0%	4.5%	4.5%	4.5%	4.5%	4.5%
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- 4.11 Council is also proposing to increase the Net Debt Cap from the current \$200 million to \$260 million. Net debt is forecast to be at \$220.4 million as at June 2022. Over the 10 years of the LTP, it is forecast to peak at \$259 million in year 2024/2025 before falling to \$238 million in year 2030/2031.
- 4.12 Without these increases in the Council's financial caps, we would have to reduce existing levels of service and/or defer or remove some of the planned work projects and programmes.
- 4.13 The Draft Revenue and Financing Policy and its associated Consultation Information proposes several changes in how we fund various services and activities. These changes include the proposal for the allocation of additional costs for the Waimea Community Dam, which is also included in the LTP Consultation Document. At the Council meeting on 3 December 2020, the Council agreed to a range of options for inclusion in the consultation material for the Revenue and Financing Policy and the Consultation Document.
- 4.14 At the Policy and Strategy Committee meeting on 20 August 2020, the Council adopted the Draft Significance and Engagement Policy and the Vision, Strategic Priorities and Community Outcomes.
- 4.15 At the Council meeting on 18 December 2020, the Council adopted the Financial Strategy caps for inclusion in the Consultation Document. At that meeting, the Council adopted a set of Forecasting Assumptions for inclusion in the LTP 2021-2031.
- 4.16 At that time discussions were underway on plans for future office accommodation and as a result the forecasting assumption on this topic had not been finalised. Therefore, an assumption on the office accommodation needs to be added to the forecasting assumptions the Council adopted at its December meeting.
- 4.17 We also need to include an additional assumption about dividend levels and equity as a result of the proposed Port Nelson and Nelson Airport holding company. Also the assumption on population growth needs amending to note that Council's planned growth is based on an assumption that Nelson City Council provides adequately for Nelson's expected growth in line with recent growth trends.
- 4.18 The additional and amended forecasting assumptions are provided as Attachment 9 for adoption.
- 4.19 Table 2 sets out the various documents, policies and information that will be consulted on concurrently to support the LTP Consultation Document.

**Table 2: Summary of Consultation Material**

Document	Legal requirement (either for consultation or information)	Section of LGA or Rating Act	Adoption/Notes
<b>Consultation under section 83 of the Local Government Act 2002</b>			

Document	Legal requirement (either for consultation or information)	Section of LGA or Rating Act	Adoption/Notes
Consultation Document	Special Consultative Process (SCP)	Various - s93A-s93G	The Consultation Document is consulted on, and following consideration of submissions, a final LTP is adopted before the end of June 2021. <b>Attachment 1.</b>
<b>Consultation under section 82 of the Local Government Act 2002</b>			
Draft Revenue and Financing Policy and its Consultation Information	Consultation (s82). SCP like process to be used.	LGA s103, 102 (2)(a) and Schedule 10, Clause 10.	Consultation information and draft policy to adopt at this meeting for concurrent consultation. Required to be adopted as part of final LTP. Includes funding for the Waimea Community Dam. <b>Attachments 10 and 13.</b>
Draft Development and Financial Contributions Policy and its Consultation Information	Consultation (s82). SCP like process to be used.	LGA s82, s106 and s102 (2)(d).	Consultation information and draft policy to adopt at this meeting for concurrent consultation. LTP financials for growth related projects are based on this policy. Final policy is due to be adopted at same time as the final LTP. <b>Attachments 12 and 15.</b>
Draft Rates Remissions Policies and its Consultation Information	Consultation (s82). SCP like process to be used.	LGA s102(3) and 109	Consultation information and draft policy to adopt at this meeting for concurrent consultation. Final Policy is due to be adopted at same time as the final LTP. <b>Attachments 11 and 14.</b>
<b>Supporting Information Documents</b>			
Draft Financial Strategy	Information	LGA s101A and Schedule 10, Clause 9.	Draft strategy to adopt at this meeting as supporting information. Must be adopted by the Council prior to Consultation Document. The final Financial Strategy is to be included in the final LTP. <b>Attachment 1.</b>
Draft Infrastructure Strategy	Information	LGA s101B and Schedule 10, Clause 9.	Draft strategy to adopt at this meeting as supporting information. The final Infrastructure Strategy is to be included in the final LTP. <b>Attachment 2.</b>

Document	Legal requirement (either for consultation or information)	Section of LGA or Rating Act	Adoption/Notes
Development of Ngā iwi and Māori capacity to contribute to decision making	Information	LGA s81 and Schedule 10, Clause 8.	Draft Statement to adopt at this meeting as supporting information. The Council is required to have processes to provide opportunities for Māori to contribute to its decision-making processes and may consider ways to foster Māori capacity to contribute to these processes. The Council must also provide relevant information on these to Māori. The final Statement is to be included in the final LTP. <b>Attachment 7.</b>
Vision and Community Outcomes	Information	Various, including LGA 93(6)(b) and 101(3)(a)(i), and Schedule 10, clause 1.	Adopted for consultation at 20 August 2020 Policy and Strategy Committee meeting with descriptors adopted at 18 December 2020 Council meeting. The final Community Outcomes are to be included in the final LTP.
Accounting Information – Part 4 of LTP (including Inflation Adjusted Accounts, Reserve Funds and Financial Benchmarks)	Information	Schedule 10, clause 12.	Draft information to adopt at this meeting as supporting information. Provides additional information for those members of the public who are interested in more detail. Due to be adopted as part of the final LTP. <b>Attachment 3.</b>
Assumptions – Part 4 of LTP	Information	LGA Schedule 10, clause 17.	Draft information to adopt at this meeting as supporting information. Provides additional information for those members of the public who are interested in more detail. The bulk of the Forecasting Assumptions were adopted at 18 December 2020 Council meeting. Additional and amended assumptions for adoption are provided in <b>Attachment 9.</b> Due to be adopted as part of the final LTP.

Document	Legal requirement (either for consultation or information)	Section of LGA or Rating Act	Adoption/Notes
Treasury Risk Management Policy including Liability Management and Investment Policies	Information	LGA s102(b) and (c), 104 and 105.	The Council is required to have a liability management policy and an investment policy. These were adopted by the Council as its Treasury Risk Management Policy in June 2019. Aspects of this Policy must be included in the Financial Strategy.
Draft Funding Impact Statement – rates (FIS) (including Rating Maps)	Information	LGA Schedule 10, clause 15. Rating Act Section 23	Draft FIS rates to be adopted at this meeting as supporting information. The final FIS must be included in the final LTP. <b>Attachment 4.</b>
Rates Example Properties 2021/2022-2023/2024	Information	LGA Schedule 10 requires rates impact on example properties for Year 1.	Rates examples for Year 1 are included in the FIS. These include rates information for three years. <b>Attachment 18</b>
Draft Council Activities Summaries	Information	LGA Schedule 10, clauses 2, 3, 4 and 5.	Draft summaries of groups of Council activities to adopt at this meeting as supporting information. Provides additional information for those members of the public who are interested in more detail. Due to be adopted as part of the final LTP. <b>Attachment 5.</b>
Draft Activity Management Plans (AMPs)	Information	Various. Including s100 LGA (maintaining service capacity of assets)	Draft plans to adopt at this meeting as supporting information. AMPs are not required to be consulted on, however their adoption directly links the Council's decisions on budgets to the management of assets and activities. They also provide detailed information for those members of the public who are interested in specific projects. <b>Attachment 6.</b>

Document	Legal requirement (either for consultation or information)	Section of LGA or Rating Act	Adoption/Notes
Tasman Growth Projections 2021-2051	Information	N/A	Draft summary to adopt at this meeting as supporting information. Additional information on where the Council expects growth to occur in the District. <b>Attachment 8.</b>
A New Company Model for Nelson Airport and Port Nelson supporting information	Information (consultation is via the LTP Consultation Document)	LGA s.56 requires consultation on a proposal to form a council-controlled organisation. Provides information that assists in meeting sections 82 of the LGA	Further information on the Holding Company proposal and options to supplement the information in the LTP Consultation Document. <b>Attachment 17</b>
Policy on Remission and Postponement of Rates on Māori Freehold land	Information	LGA, sections 102 and 108.	Adopted by the Council in June 2018 as part of the LTP 2018-2028. Not reviewed as part of the LTP 2021-2031. To be provided for information.

- 4.20 Any material changes to the LTP Consultation Document or any of the supporting information, as a result of Audit New Zealand's review, will be identified and tabled at this Council meeting.
- 4.21 To help the public engage on the LTP, the Council will develop a dedicated website, which will include summary reports and webmaps of LTP plans and projects for most communities across the District.
- 4.22 The timeline to complete the LTP 2021-2031 is listed in Table 3.

**Table 3: LTP Timeline**

4 March – 6 April 2021	Public Consultation
19-22 April 2021	Hearings
4-7 May 2021	Deliberations
18 May 2021	Council workshop – review financial implications of any changes
1 June 2021	Council meeting – decide changes

30 June 2021

Council meeting – adopt LTP

**Item 8.1****Waimea Community Dam Funding**

- 4.23 Council is expecting to receive a new estimate of the costs to complete the Waimea Community Dam at about the same time as the Consultation Document is adopted. If the new estimate exceeds the proposed budgetary provision in the draft LTP 2021-2031 Council will need to consider the materiality of the increase to determine the appropriate course of action. If required, Council would consider a number of factors prior to adopting the final LTP 2021-2031 following public consultation. These include but are not limited to:
- the range of financing options available;
  - possible increased central government funding;
  - possible increased funding from Nelson City Council; and
  - further reviewing the programme of capital expenditure in the LTP 2021-2031 with a view to delaying some projects.
- 4.24 Regardless of the value of the new cost estimate to complete the Waimea Community Dam, Council will need to continue with publishing its Consultation Document and the planned consultation on the LTP 2021-2031. This will be necessary for Council to meet the requirement in the LGA to adopt an LTP before the commencement of the first year to which it relates and to be able to strike the rates for the 2021/2022 year. It will not be possible to revise the Consultation Document and supporting information in time to complete the necessary consultation and adopt the LTP by 30 June 2021.
- 4.25 Depending on the materiality of the revised costs estimate, Council may need to consider a LTP amendment in the 2021/2022 year.

**5 Options**

- 5.1 The options for the Council's consideration are:

**Option 1 – Recommended Option**

- adopt the LTP 2021-2031 Consultation Document for consultation pursuant to sections 83 and 93 of the LGA; and
- adopt the Revenue and Financing Policy and associated consultation information, the Draft Rates Remission Policy and associated consultation information and the Draft Development and Financial Contributions Policy and associated consultation information for concurrent consultation in accordance with section 82 and 83A LGA; and
- adopt the Draft Funding Impact Statement, Draft Accounting Information including the additions and amendments to the forecasting assumptions, Draft Financial Strategy, Draft Infrastructure Strategy, Draft Summary of Groups of Activities, Draft Activity Management Plans, Draft Tasman Growth Projections, Development of Ngā iwi and Māori capacity to contribute to decision making statement, and A New Company

Model for Nelson Airport and Port Nelson supporting information, as supporting information to the LTP Consultation Document pursuant to section 93G of the LGA.

- 5.2 This option is recommended as it will enable the Council to meet its statutory requirements and the deadlines under the LGA. The Council has considered the content of all the above documents at various meetings and workshops, and they should reflect the views of the Council.

#### **Option 2 – Alternative Option**

- Request amendments to the LTP Consultation Document, and/or any of the concurrent consultation policies and supporting information.
- 5.3 This option is not recommended. Depending on the extent of the amendments requested, it may mean we would need to refer back to Audit New Zealand which could cause substantial delays. This in turn could threaten our ability to carry out the required consultation, hearings and deliberations over the next few months. Council may not be in a position to adopt the LTP 2021-2031 and the rates resolution by the end of June 2021 as required under the LGA. This would mean that the Council would not be able to strike its rates for the 2021/2022 financial year.

## **6 Strategy and Risks**

- 6.1 The Council's strategy for the development of the LTP has been to ensure that the document aligns with our key strategic priorities.
- 6.2 There is a risk that the Council's consultation processes might be challenged. This is mitigated through:
- providing a consultation period that meets the one month minimum. This ensures the community has sufficient time to review the documents and make their submissions;
  - having a communications plan and monitoring this throughout the consultation process; and
  - providing communication technology that enables people to present their submissions to hearings remotely.
- 6.3 The risks associated with not adopting the LTP by 1 July 2021 are discussed above in Option 2.

## **7 Policy / Legal Requirements / Plan**

- 7.1 The relevant sections of the LGA and Local Government Rating Act 2002 are noted in Section 4 above. Running concurrent consultation processes is provided for by section 83A of the LGA.
- 7.2 Concurrent consultation, which is considered to be more efficient for both the Council and our community, is in line with the principles included in the Council's Significance and Engagement Policy.
- 7.3 For the concurrent consultations, the Council is expected to apply the principles in section 82 of the Local Government Act 2002 and to meet the information requirements detailed in section 82A. To help achieve this consultation, information has been prepared

on the Draft Revenue and Financing Policy, the Draft Rates Remission Policy and the Draft Development and Financial Contributions Policy.

- 7.4 Before adopting the LTP Consultation Document, section 93G requires that the Council must prepare and adopt the information that was relied upon to develop the content of the Consultation Document. This is necessary to enable the Auditor-General to provide their audit report and provides the basis for the preparation of the LTP 2021-2031.
- 7.5 A consultation document is a legal obligation under section 93A of the LGA.
- 7.6 The purpose of a consultation document is to provide an effective basis for public participation in local authority decision-making processes relating to the content of a LTP by:
- a) *providing a fair representation of the matters that are proposed for inclusion in the long-term plan, and presenting these in a way that -*
    - (i) *explains the overall objectives of the proposals, and how rates, debt, and levels of service might be affected; and*
    - (ii) *can be readily understood by interested or affected people; and*
  - b) *identifying and explaining to the people of the district or region, significant and other important issues and choices facing the local authority and district or region, and the consequences of those choices; and*
  - c) *informing discussions between the local authority and its communities about the matters in paragraphs (a) and (b) (Section 93B).*
- 7.7 Section 93C(1) of the LGA sets out the content required for a consultation document. The LGA states that the content must be such as a local authority considers, on reasonable grounds, will achieve the purpose in section 93B. It will include a mixture of discretionary and mandatory requirements.
- 7.8 The consultation document must describe each issue the local authority determines should be included having regard to:
- a) the Significance and Engagement Policy; and
  - b) the importance of other matters to the District and its communities.
- 7.9 For **each of the issues or key choices identified** (through the reasonable process):
- a) the main options for addressing the issue and implications (including financial) of each option;
  - b) the Council's proposal, if any, for addressing the issue; and
  - c) the likely consequences of proceeding with the proposal on rates, debt and levels of service.
- 7.10 Content must also include other matter of **public interest** relating to:
- a) the proposed content of the Financial Strategy including the quantified limits rates increases, and borrowing;
  - b) the proposed content of the Infrastructure Strategy;
  - c) and other financial information:



- (i) any significant changes proposed to funding operating and capital expenditure requirements, including changes to the rating system i.e. large funding changes;
- (ii) using graphs or charts for the direction and scale of changes to rates, debt levels, and levels of service that will result from proposed content of the LTP; and the direction and nature of any changes to levels of service;
- (iii) rating impact - the impact of the proposals on rates assessed on different categories of rateable land, with examples.

7.11 Section 93F covers the form and manner of presentation of a consultation document. In particular, it seeks to ensure that the contents of the consultation document are presented in a form and manner that enables the consultation document to achieve its purpose.

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

- 8.1 The financial implications of the proposed budgets for inclusion in the LTP 2021-2031 have been considered by the Council at Council meetings and workshops throughout 2020. The Consultation Document reflects the Council's direction from these meetings and workshops, the decisions made at the Council meeting on 18 December 2020 and includes the proposed options and allocated funding.
- 8.2 The Draft Revenue and Financing Policy and Draft Development and Financial Contributions Policy presented for concurrent consultation, have been used in developing the financial forecasts in the Consultation Document and supporting information. These have both been discussed with the Council.
- 8.3 Carrying out consultation on several LTP related policies concurrently with the Consultation Document is more transparent for the public, provides cost efficiencies and helps keep consultation costs at a reasonable level.
- 8.4 The costs of carrying out the LTP consultation are budgeted for in the 2020/2021 financial year.

## **9 Significance and Engagement**

- 9.1 The LTP Consultation Document sets out the key issues and choices facing the District and the Council as it plans its budgets, levels of services and work programme for inclusion in the LTP 2021-2031.
- 9.2 There are several proposals within the LTP Consultation Document that are of high public interest to specific communities and others that are of high public interest to the wider community. These proposals can have major financial implications for the Council and ratepayers. The decision to adopt the LTP Consultation Document has a high level of significance.
- 9.3 The LGA recognises the importance of the LTP Consultation Document and therefore, requires that the Special Consultative Procedure, as set out in section 83 must be used prior to adopting the final LTP.
- 9.4 The Council plans to hold meetings throughout the District as part of its community consultation process on the LTP. The schedule for these meetings is included in the

Consultation Document and will be available in our Newsline document and on the dedicated LTP website. There will be promotion and advertising of these meetings.

- 9.5 The availability of the Consultation Document and how people can make a submission and present their submissions, including in New Zealand sign language or te reo Māori, will be advertised in Newsline and local newspapers.
- 9.6 Staff note that if submitters would like to be heard but are unable to attend the hearings, that audio-links through Zoom or other means will be made available.
- 9.7 As noted in section 4 of this report, there are several policies and documents associated with, but separate from the LTP that will be consulted on concurrently. These will be consulted on using a process of submissions and hearings under section 82 of the LGA.
- 9.8 The consultation process described above and attached documents will meet the legislative requirements.
- 9.9 Table 4 below provides further detail on staff's assessment of significance.

**Table 4: Significance Assessment**

	<b>Issue</b>	<b>Level of Significance</b>	<b>Explanation of Assessment</b>
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low to High	<p>There are a number of decisions in the Consultation Document, the concurrent consultation documents and the related policies and documents that are likely to be of high public interest.</p> <p>The Waimea Community Dam funding choice is likely to be of high public interest, especially for those subject to the targeted rate.</p> <p>The proposed company model for the Nelson Airport and Port Nelson is likely to be of low public interest.</p>
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	High	The LTP sets out the Council's planned actions and budgets to enable social, economic, environmental and cultural well-being over the next ten years.

	Issue	Level of Significance	Explanation of Assessment
3.	Is there a significant impact arising from duration of the effects from the decision?	Medium	<p>The LTP has a 10-year time horizon, except for the Infrastructure Strategy that has a 30-year plus time horizon. The Annual Plan can be used to notify and consult with the community on any changes from the budgets and work programme in the LTP for 2022/2023 and 2023/2024. However there are some decisions (specified in the LGA02) that can only be made through a LTP or by amending a LTP.</p> <p>The Revenue and Financing Policy can be revisited before the next LTP review but it may trigger a LTP Amendment.</p> <p>The Development and Financial Contributions Policy can be amended prior to the next LTP review following appropriate consultation.</p>
4.	Does this activity contribute or detract from one of the goals in the <a href="#">Tasman Climate Action Plan 2019</a> ?	Medium/High	The proposed LTP includes actions and associated budgets to implement the Tasman Climate Action Plan over the next decade. Responding to Climate Change is one of the key choices in the consultation document.
5.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	High	The Consultation Document includes a proposal for a new company model for Nelson Airport and Port Nelson; both are defined as strategic assets in the Council's Significance and Engagement Policy.
6.	Does the decision create a substantial change in the level of service provided by Council?	Moderate	A number of minor changes to levels are proposed.
7.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	High	The documents set out the Council's Financial Strategy, budgets and funding sources for the next 10 years.
8.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	N/A

	Issue	Level of Significance	Explanation of Assessment
9.	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	N/A
1	Does the proposal or decision involve Council exiting from or entering into a group of activities?	N/A	N/A
1	Does the proposal require inclusion of Māori in the decision making process (consistent with s81 of the LGA)?	High	The supporting information includes the Council's statement on Development of Ngā Iwi and Māori Capacity to Contribute to Decision Making Processes

## 10 Conclusion

- 10.1 The preparation of the LTP Consultation Document, the concurrent consultations and supporting information, is the culmination of many months of work by Councillors and staff. The Consultation Document sets out the key choices and the Council's preferred options, while the supporting policies and documents provide important additional information on the strategic issues included in the Consultation Document.
- 10.2 The four key choices for our District are:
- homes for our community;
  - Waimea Community Dam – allocation of additional irrigator capacity costs;
  - a new company model for Nelson Airport and Port Nelson; and
  - responding to climate change.
- 10.3 Through the LTP Consultation Document, the Council proposes to increase rates and debt caps to enable the Council to deliver on the projects and work programmes set out in the Consultation Document and supporting information. The Draft Financial Strategy proposes to increase the cap for rates revenue increases (plus an allowance for growth) from 3% in the LTP 2018-2028 to a maximum of 4.5% for the first three years and the last five years, refer Table 1. For years four and five, we are proposing a maximum cap of 7.0%. We are proposing to increase our net debt cap from \$200 million to \$260 million.
- 10.4 Staff recommend that the LTP Consultation Document, supporting information and the documents for concurrent consultation be adopted and approved for public consultation. These will be made publicly available from 4 March 2021 to 6 April 2021 for consultation with our community.

**11 Next Steps / Timeline**

- 11.1 We propose to make the Consultation Document, concurrent consultation documents, supporting and further information, available to the public on or before 4 March 2021 with submissions closing on 6 April 2021. We have scheduled a number of community meetings around the District over the consultation period to discuss the LTP 2021-2031. Hearing of submissions will occur between 19 and 22 April 2021, after which the Council will consider and make decision in May 2021.
- 11.2 A summary of the Consultation Document, information about the concurrent consultations and information on how to make a submission will be published in Newsline on 5 March 2021. Printed copies of the Consultation Document and supporting information will be made available in our Council offices and libraries and on our dedicated LTP website.
- 11.3 Any minor editorial amendments made to the documents are to be signed off by the Mayor, Deputy Mayor and the Chief Executive Officer.

**Attachments**

1. Draft Infrastructure Strategy (*Under Separate Cover*)
2. Draft Accounting Information (*Under Separate Cover*)
3. Draft Funding Impact Statement (*Under Separate Cover*)
4. Draft Council Activities Summaries (*Under Separate Cover*)
5. Activity Management Plans - placeholder (*Under Separate Cover*)
6. Draft Development of Nga iwi and Maori Capacity to Contribute to Decision Making (*Under Separate Cover*)
7. Tasman Growth Projections 2021-2051 (*Under Separate Cover*)
8. Additional and Amended Forecasting Assumptions (*Under Separate Cover*)
9. Revenue and Financing Policy Consultation Information (*Under Separate Cover*)
10. Rates Remission Policy Consultation Information (*Under Separate Cover*)
11. Development and Financial Contributions Policy Consultation Information (*Under Separate Cover*)
12. Draft Financial Strategy (*Under Separate Cover*)
13. Draft Revenue and Financing Policy (*Under Separate Cover*)
14. Draft Rates Remission Policy (*Under Separate Cover*)
15. Draft Development and Financial Contributions Policy (*Under Separate Cover*)
16. Consultation Document (*Under Separate Cover*)
17. A New Company Ownership Model for Nelson Airport and Port Nelson Consultation Information (*Under Separate Cover*)
18. Rates Example Properties 2021/22 to 2023/2024 (*Under Separate Cover*)



## 8.2 AMENDMENTS/ADDITIONAL CHARGES FOR DRAFT SCHEDULE OF FEES & CHARGES 2021/2022

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 February 2021
<b>Report Author:</b>	Sandra Hartley, Policy Officer - Strategic Development
<b>Report Number:</b>	RCN21-02-5

### 1 Summary

- 1.1 At its December 2020 meeting, the Strategy and Policy Committee approved the Draft Schedule of Fees & Charges 2021/2022 (the Draft Schedule) for consultation purposes from 4 March to 6 April 2021.
- 1.2 Since the adoption of the Draft Schedule, there have been staff requests for amendments, additional charges and confirmation of charges.
- 1.3 The wastewater charges to some properties within the Nelson City Council boundaries that connect to the Tasman District Council wastewater network were not confirmed at the time the Draft Schedule was adopted for consultation.
- 1.4 There have been some changes to the Corridor Access Request (CAR) charges in the Transportation section with a modification to the definition and new charges to recover costs for previously free or uncharged services.
- 1.5 The Council is currently consulting on the Mooring Area Bylaw, which, if adopted, will require mooring fees and charges to be included in the Schedule of Fees & Charges.
- 1.6 Under Building Control, there has been a clarification regarding deposits and hourly rates for building consents and an exemption under Section 124 Dangerous & Insanitary & Affected Building Notice for buildings that have been affected by an emergency event.

### 2 Draft Resolution

#### That the Full Council:

1. receives the Amendments/Additional Charges for Draft Schedule of Fees & Charges 2021/2022 report RCN21-02-5; and
2. adopts the changes/additions as highlighted in the Draft Schedule (Attachment 1 to this report) for public consultation purposes.

### 3 Purpose of the Report

- 3.1 The purpose of this report is to seek the Council's approval to adopt some additions and changes to the Draft Schedule of Fees and Charges 2021/2022, which, if adopted, need to be included in the Draft Schedule for community consultation purposes.

### 4 Background and Discussion

- 4.1 At its meeting on 27 December 2020, the Strategy and Policy Committee approved the Draft Schedule of Fees and Charges 2021/2022 and its Statement of Proposal for community consultation purposes. The following paragraphs in this section of the report outline the proposed additional charges and amendments to the Draft Schedule from those adopted in December 2020. Please refer to **Attachment 1** to this report for the specific changes that have been highlighted to enable Councillors to easily identify them as per the page numbers below.

#### Wastewater – Page 31

- 4.2 At the time of approval of the Draft Schedule of Fees and Charges 2021/2022, the wastewater rate for Tasman District Council ratepayers, was not confirmed. The wastewater charges are recovered through the Engineering Services Agreement (ESA). The small number of properties charged are invoiced directly by the Council. As the Schedule of Fees and Charges is set prior to the rates being adopted, we have amended the Schedule to refer to the applicable rates (in the Funding Impact Statement), rather than including the dollar amount.

#### Transportation – Page 24

- 4.3 There have been some changes to the Corridor Access Request (CAR) charges and new charges introduced for assessing and approving Traffic Management Plans in the Transportation section in the Draft Schedule.
- 4.4 The Standard CAR charges remain the same with a modification to the definition and new charges have been introduced to recover costs for previously free or uncharged services. These charges will affect anyone that needs to seek an approved Traffic Management Plan within Tasman, including utility network operators, event managers and others undertaking work in the road corridor.

#### Maritime Charges – Page 23

- 4.5 The Council is currently consulting on the Mooring Area Bylaw which, if adopted, along with Plan Change 72, will require associated mooring fees and charges to be included in the Schedule of Fees & Charges.
- 4.6 If the Bylaw and Plan Change are not adopted, these proposed charges will be removed from the final Schedule of Fees & Charges 2021/2022.

#### Building Control – Pages 11, 12 and 14

- 4.7 Deposits and hourly rates for building consents have been clarified whereby the deposit is payable and the staff charge out rate applies as per the time-based charging regime.
- 4.8 Under Section 124 Dangerous & Insanitary & Affected Building Notice, there is now an exemption from the charges for buildings that have been affected by an emergency event.



## 5 Options

### Option 1 - Approve the additions/changes to the Draft Schedule of Fees and Charges 2021/2022 and Statement of Proposal

5.1 This is the recommended option. The advantage is that the consultation process is able to commence on 4 March 2021 with final adoption of the Schedule of Fees and Charges by 30 June 2021 and implementation of charges from 1 July 2021.

### Option 2 – Amend/not accept the additions/changes for inclusion the Draft Schedule of Fees and Charges 2021/2022 and Statement of Proposal

5.2 The Council could choose to not amend or change some or all of the proposed charges, as set out in this report, for inclusion in the Statement of Proposal for the Draft Schedule of Fees and Charges for consultation.

5.3 The advantages of this option is that it provides the Council with the option of amending any of the charges prior to public consultation. The disadvantage is that it may cause delays in commencing consultation and/or result in less time to analyse any submissions received.

## 6 Climate Change Impact Assessment

Climate Change Consideration	Assessment	Explanation of Assessment
Is this activity associated with one of the goals in Council's Climate Action Plan?	The proposed changes to the Draft Schedule do not impact the goals in the Council's Climate Action Plan.	The proposed changes do not relate to matters covered in the Council's Climate Action Plan
Will this decision affect the ability of Tasman District to proactively respond to the impacts of climate change?	This decision will have no significant impact on climate change mitigation or adaptation.	As fees and charges are set annually, the Council can adjust them to respond to changing circumstances (ie, they are relatively flexible, as a tool for incentivising desired behaviours).

## 7 Strategy and Risks

7.1 The main risk is ensuring that the Schedule of Fees and Charges 2021/2022 is in place for implementation from 1 July 2021.

7.2 Staff propose to undertake consultation on the Draft Schedule concurrently with the Long Term Plan Consultation Document in March 2021. This enables joint community consultation and hearings.

## 8 Policy / Legal Requirements / Plan

- 8.1 Traditionally, the Council has chosen to consult on all its fees and charges.
- 8.2 The requirements for undertaking a Special Consultative Procedure (SCP) are set out in Section 83 of the LGA 2002.
- 8.3 As the Schedule of Fees and Charges proposal is self-explanatory, the Strategy and Policy Committee decided at their meeting in December 2020 that a summary of the Statement of Proposal was not necessary to enable public understanding. The Draft Schedule is detailed and different fees and charges will be important to different businesses and residents. The Statement of Proposal includes a summary of the main changes.

## 9 Consideration of Financial or Budgetary Implications

- 9.1 Fees and charges reduce the amount required to fund activities from General Rates and Targeted Rates. The proposed charges are reflected in the activity budgets and are in keeping with the proposed budgets for Year One of the Council's Long Term Plan 2021-2031 that will be consulted on at the same time in March 2021.

## 10 Significance and Engagement

- 10.1 Staff consider that the decisions sought in this report are of low significance. However, the Council must consult on some of its fees and charges using the SCP. Therefore, the Draft Schedule will go through a formal consultation process using the SCP.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	There will be some level of public interest due to proposed new and increased fees and charges.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	The Council reviews its Fees and Charges Schedule annually.
3.	Is there a significant impact arising from duration of the effects from the decision?	N/A	
4.	Does this activity contribute or detract from one of the goals in the <a href="#">Tasman Climate Action Plan 2019</a> ?	N/A	
5.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	N/A	

	<b>Issue</b>	<b>Level of Significance</b>	<b>Explanation of Assessment</b>
6.	Does the decision create a substantial change in the level of service provided by Council?	N/A	
7.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	The changes proposed in this report will help offset the need for rates income but only to a minor extent.
8.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	
9.	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	
10	Does the proposal or decision involve Council exiting from or entering into a group of activities?	N/A	
11	Does the proposal require inclusion of Māori in the decision making process (consistent with s81 of the LGA)?	N/A	

Item 8.2

## **11 Conclusion**

11.1 Under the Revenue and Financing Policy, the Council has the ability to set a Schedule of Fees and Charges to recover some of the costs associated with Council services. This report outlines the additional and amended charges to be included in the Draft Schedule of Fees and Charges 2021/2022 and requests that the Council approve these charges for incorporation in the Statement of Proposal for public consultation that will run concurrently with the Long Term Plan 2021-2031 consultation in March 2021.

## **12 Next Steps / Timeline**

12.1 Publicly notify the draft Statement of Proposal in Council's Newsline on Friday 5 March 2021 and in subsequent Newsline Updates and in local papers.

12.2 Consultation will be open from Thursday 4 March 2021 until 5.00 pm on Tuesday 6 April 2021.

12.3 Hearings, if required, will take place in April 2021.

12.4 The final Schedule of Fees and Charges 2021/2022 (including any amendments recommended following public consultation) will be reported to the Full Council at its meeting on 1 June 2021 if no submissions are received, or 30 June 2021 if hearings are required.

12.5 The new Schedule of Fees and Charges will come into force on 1 July 2021.

<b>Attachments</b>
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1. [↓](#) Draft Schedule of Fees and Charges 2021-2022

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**Tasman District Council**  
**DRAFT**  
**Schedule of**  
**Fees and Charges**  
**2021/2022**

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022

## STATEMENT OF PROPOSAL

### DRAFT

## SCHEDULE OF FEES & CHARGES 2021/2022

The Tasman District Council, acting under the Local Government Act 2002 (LGA), hereby prescribes the following charges. The charges shall come into force on 1 July 2021. The charges shall remain in force until amended by Council resolution, which may occur during the year. Certain charges can be amended by the Chief Executive Officer under delegated authority at any time. Some charges in this schedule are set by Government regulations and cannot be changed by Council.

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

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

### Summary of Changes from the 2020/2021 Schedule of Charges

**1** Most fees and charges have been inflation adjusted to recover costs and reduce the amount of general rate funding needed to offset any shortfall. Where appropriate fees and charges have been rounded up or down to the nearest dollar. Notwithstanding this all charges have been reviewed line by line. There are some charges that have not been increased because they are set by statute, or that budgets can be met from current fees.

**2** The hourly charge-out rate of \$160.00 in 2020/2021 for recovering staff costs has increased to \$164.00, in line with the rate of inflation.

### **3 Environment & Planning Department**

#### Resource Management

- Generally inflation adjusted.

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

- Generally inflation adjusted with a minor lift in some charges to reflect Activity Management Plans expectations.

#### Building Control

- Most inflation adjusted.
- Fuel heaters now separated into freestanding and inbuilt.
- Building Consents – With the exception of solid fuel burners, we propose to move from value based charging to time based charging across the range of processing building consent applications from 1st July 2021. Commercial processing have been time based charging since 1st July 2018 and amendment have been time based charging since 1st July 2019. This has worked very well and analysis has indicated there will be a similar result for Residential processing. The charging system will be uniform and into line with Resource consents so there is consistency between departments.
- Clarification of deposit verses minimum fee for time based charging.

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022

- Exemption for notices under Section 124 Building Act 2004 for buildings affected by natural disaster.
- Building Consents System Fee – new direct charge, previously incorporated into a fixed fee.
- Minor works application deleted as covered in time charged consent fee.
- Marquee fees deleted as covered in time charged consent fee.
- Amended Plans – formal amendments after consent granted deleted.

#### Property Information & Development Contributions

- Most inflation adjusted.
- Files transferred to CD deleted, as is superceded by transferring to either Sharefile or to a USB.
- Development contributions - increase in deposit for objection hearing, along with application for consideration.

#### Environmental Health

- Fees and charges inflation adjusted, with the exception of charges under Sale of Alcohol which are governed by statute.

#### Dog Control

- Charges not inflated, as the Dog account is a closed account and all money received in relation to dogs can only be expended for purposes authorised under S9 of the Dog Control Act 1996. The current fees are sufficient to meet the requirements of the Act for 2021/2022.

#### Maritime Charges

- Subject to the Mooring Area Bylaw 2020 being enacted, and the Mooring Area provisions in Plan Change 72 to the Tasman Resource Management Plan being operative, the proposed mooring charges will be in force.

### 4 Engineering Department

- All generally inflation adjusted.

#### Transportation

- Corridor Access Request (CAR) – definition modified and new charges introduced to recover costs for previously free or uncharged services.

#### Waste Management

- Mixed refuse disposal charges have increased to reflect higher landfill charges. The landfill increases include an increase in the national waste disposal levy (from \$11.50 to \$23.00 per tonne) and an increase in funding to Nelson City Council and Tasman District Council for waste management and minimisation activities.
- Greenwaste disposal by tonne has increased to reflect actual processing costs (but not handling transport costs, which are funded by general rate). Greenwaste disposal by volume has not increased as the new charge more accurately reflects real world density of greenwaste loads measured by volume.
- The minimum commercial transaction has increased from \$10.00 to \$15.00 to part recover invoicing costs and discourage small invoiced transactions.
- Household hazardous wastes – up to 20kg annually can be disposed at no charge at some locations but the source location must be declared and Council retains the right to refuse some materials.
- The cancellation and collection fee to collect for mobile recycling bin (if a bin from an invoiced service is not returned) has increased to reflect the cost to Council to collect a bin.
- We have also clarified the acceptance criteria for some items.

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022



v

**Wastewater Network Charges**

- Fees for wastewater services to some properties within the Nelson City Council boundaries, which are set at the same amounts as the wastewater rates that are paid by the residents of Tasman District, can be found in Council's Funding Impact Statement.

**5 Corporate and Governance Services Department****Aerodromes**

- No changes, as these fees had increased significantly two years ago.

**Collingwood Holiday Park Charges**

- Some minor increases.
- "Shoulder Season" removed.

**6 Community Development Department****Cemeteries**

- Richmond Memorial Wall plaque space – Out of District Fee removed, as no longer required as there is sufficient room on the wall to accommodate plaques for all.

**Sports grounds and miscellaneous parks and reserves charges**

- Sports grounds inflation adjusted.
- Baseball Senior charges removed as was a double up.
- Kina and McKee campground charges increased to align with DOC charges.

**Library**

- Library fees and charges have not increased by inflation, as they are small amounts and inflated amounts would be difficult to collect.
- The adult member maximum charge for overdue books has increased.
- Library room hire charges for commercial use have increased.
- CD rental charges have been removed, as there is no longer a CD collection.
- Junior member overdue charges have been removed.

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Resource Management	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<p>The hourly charge-out rate for recovering staff costs is now \$164.00 per hour.</p> <p>The Council has resolved to generally fix charges in accordance with Section 36 and Section 36AAA of the Resource Management Act 1991 (RMA) and Section 77(1) of the Housing Accords and Special Housing Areas Act 2013 (HASHAA) for processing applications or requests and carrying out reviews based on a formula of hourly rates multiplied by the actual and reasonable time required to carry out the activity, plus the costs of disbursements and specialised advice.</p> <p>For the activities to which this formula applies, the Council requires payment of minimum lodgement fees (deposits) as listed below but reserves the right to require further deposits, interim payments or advance payments of amounts to be determined by the Resource Consents Manager or the Environment &amp; Planning Manager if processing activity is protracted over time or will incur substantial costs over and above the listed lodgement fees.</p> <p>For some specific functions a standard charge or set fee applies as listed below. Refer also to the General Rules Applying in Respect of Charges set out in this Schedule.</p> <p>Where the formula or standard fee is inadequate to enable the Council to recover the actual and reasonable costs that are or will be incurred to carry out an activity, or where the Council considers that additional charges are warranted, they may be imposed under section 36(5) RMA and are subject to rights of objection.</p> <p>If a refund is due, the Council policy is to repay the person who originally supplied the deposit. Unless the Council receives written authority to the contrary, it cannot refund the money owing to someone else. Processing charges or credits of \$20.00 or less are deemed uneconomic to process and the Council will not issue invoices or refunds if the total processing costs are within this \$20.00 allowable variance.</p>		
Deemed Permitted Boundary Activity Notice	\$320.00	\$410.00
Marginal or Temporary Consent Exemption Notice (Actual charge will take account of whether Project Information Memorandum fee has been paid)	\$160.00/hr	\$164.00/hr
<p><b>Non-notified Applications for Resource Consent</b></p> <p>The following new land use consents:</p> <p>Building in Landscape Priority Areas</p> <p>Minor repair or addition to heritage building or structure</p> <p>Bores (except domestic bores between 8 and 30 metre depth)</p> <p>Minor building set-back or coverage breaches with affected persons approvals supplied (if not a deemed permitted boundary activity)</p> <p>Three or more dogs in residential zones with affected persons approvals supplied</p>	\$800.00 deposit	\$820 deposit
<p><b>Non-notified Applications for Resource Consent</b></p> <p>New domestic bore not exceeding 30 metres depth (set fee includes first monitoring action)</p>	\$600.00	\$600.00
<p><b>Non-notified Applications for Resource Consent</b></p> <p>New land use activities not listed above including, but not limited to, the following:</p> <p>Dwelling or building (including setback and coverage breaches)</p>	\$960.00 deposit	\$985.00 deposit

SCHEDULE OF FEES &amp; CHARGES 2020/2021

Resource Management	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
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)	\$960.00 deposit	\$985.00 deposit
<b>Non-notified Applications for Resource Consent</b> New subdivision	\$1,600.00 deposit	\$1,650.00 deposit
<b>Non-notified Applications for</b> Change or Cancellation of Consent Condition(s) on existing consents (S.127 RMA) Change or Cancellation of Consent Notice (S.221(3)(b) RMA)	\$800.00 deposit	\$820.00 deposit
<b>Notified and Limited Notification</b> All applications under the RMA requiring notification, including applications requesting change or cancellation of consent conditions or notified S.128 RMA reviews. Additional deposits may be required.	\$5,000.00 deposit	\$5,000 deposit
<b>Non-notified Application Hearing</b> All non-notified applications under the RMA requiring a hearing, including applications requesting change or cancellation of consent conditions or notified S.128 RMA reviews. Additional deposits may be required.	\$5,000.00 deposit	\$5,000 deposit

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Resource Management	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Administration, Monitoring and Supervision</b> A standard monitoring fee of \$164.00 will be applied to all land use, coastal and discharge consents where monitoring is required, except where a specific charge otherwise applies. Monitoring outside of the first review will be subject to the "Re-inspection Fee" below.	\$160.00	\$164.00
Monitoring due to repeat non-compliance (re-inspection fee)	\$160.00/hr	\$164.00/hr
Approval of Survey Plan under S.223 RMA, approval of Engineering Plans, and Completion Certificate under S.224 RMA, including monitoring, inspection and acceptance of as built plans. No deposit is required for any of these activities. Actual Council staff time and actual costs of consultants, including disbursements, will also be charged.	\$160.00/hr	\$164.00/hr
Pre-application advice after the first hour of staff time (Deposits may be required or interim charges made prior to application lodgement)	\$160.00/hr	\$164.00/hr
Dust suppression discharge permit – replacement permit (equates to two hours)	\$320.00	\$328.00
Dust suppression discharge permit – new permit applications (equates to two hours)	\$320.00	\$328.00
Outline plan consideration (S.176A RMA)	\$800.00 deposit	\$820.00 deposit
Outline Plan Waivers (S.176A(2)(c) RMA)	\$320.00 deposit	\$328.00 deposit
Certificate of Compliance (S.139 RMA)	\$960.00 deposit	\$985.00 deposit
Existing Use Certificate (S.139A RMA)	\$960.00 deposit	\$985.00 deposit
Extension of consent lapsing period (S.125 RMA)	\$800.00 deposit	\$820.00 deposit
Section 226(1)(e) RMA Certificate (allowing issue of separate title) (equates to two hours)	\$320.00 deposit	\$328.00 deposit
Bond Administration Fee	\$160.00	\$164.00
Certificate under Overseas Investment Act 2005	\$800.00 deposit	\$820.00 deposit
Certificate of Compliance for Sale of Alcohol	\$160.00	\$164.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Resource Management	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Document Execution and Use of Council Seal</b> Documents requiring Council resolution, Certification or Council Seal e.g. S221, 226, 241, 243, RMA S321, 327A, Local Government Act 2002 (LGA), Covenants, Easements in Gross and Caveats.	\$160.00	\$164.00 Minimum charge plus actual time cost if over 1 hour
<b>Objections under S.357, 357A and 357B RMA</b> Costs of processing objections including hearings may be charged in accordance with the general rules set out in this Schedule depending on the merits of the objection. Additional deposits may be required.	\$320.00 deposit	\$328.00 deposit
<b>Review of Consent Conditions</b> Request for review from consent holder	\$960.00 deposit	\$985.00 deposit
All reviews carried out under Section 128 RMA	\$160.00/hr	\$164.00/hr
Water meter reading fee (following failed water meter returns, 1.5 hour charge out rate)	\$240.00	\$246.00
Request for a change to a Plan (private plan change request). Additional deposits may be required.	\$6,000.00 deposit	\$6,000 deposit
Part transfer of coastal, water or discharge permit (S.135, S.136 and S.137 RMA) with no changes to conditions of consent	\$800.00 deposit	\$820.00 deposit
Water zone allocation waiting list registration	\$350.00	\$360.00
Full transfer of Permits (S.135(1)(a), S.136(1), S.136(2)(a), or S.137(2)(a) RMA)	\$160.00	\$164.00
Minor amendment to existing Water or Discharge Permit to recognise change in land description as result of subdivision or similar.	\$240.00	\$246.00
Return of property seized under S.323 and S.328 RMA	\$100.00/item \$10.00/week storage	\$100.00/item \$10.00/week storage

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Gravel/Shingle Extraction Fees</b>		
Waimea/Wairoa Rivers	\$6.56/m <sup>3</sup>	\$6.73/m <sup>3</sup>
Wai-iti	\$6.56/m <sup>3</sup>	\$6.73/m <sup>3</sup>
Motueka and Tributaries	\$6.56/m <sup>3</sup>	\$6.73/m <sup>3</sup>
Moutere	\$6.56/m <sup>3</sup>	\$6.73/m <sup>3</sup>
Riwaka/Sandy Bay	\$6.56/m <sup>3</sup>	\$6.73/m <sup>3</sup>
Tākaka and Tributaries	\$6.56/m <sup>3</sup>	\$6.73/m <sup>3</sup>
Aorere and Tributaries and other Golden Bay Rivers	\$4.93/m <sup>3</sup>	\$5.05/m <sup>3</sup>
Buller	\$3.82/m <sup>3</sup>	\$3.92/m <sup>3</sup>
Other Rivers, Streams and Coastal Marine Area	\$4.93/m <sup>3</sup>	\$5.05/m <sup>3</sup>
Gravel extraction outside of the above-listed areas on freehold land within the river berm area inundated by an annual flood	\$3.28/m <sup>3</sup>	\$3.36/m <sup>3</sup>
Gravel extraction on freehold land outside of the river berm area inundated by an annual flood	Actual and reasonable monitoring charges at \$160.00/hr	Actual and reasonable monitoring charges at \$164.00/hr
<b>Coastal Structures – Annual Charges</b>		
Coastal Structures per consent: Aquaculture Activity		
0 – 10 lines	\$503.00	\$516.00
Each additional line	\$28.00	\$29.00
Other structures (excluding structures that extend landward of Mean High Water Springs [MHWS])	\$111.00	\$114.00
<b>Water Permit Annual Charges</b>		
For stock water, private domestic use and firefighting	\$160.00	\$164.00
Permits to take water to or from storage, seepage or embayment at 5 l/s and greater, hydroelectric power generation ≤ 2.5 l/s, cooling water, private community water supplies, schools, campgrounds and retirement villages, seawater takes and frost protection (when a separate irrigation consent is held) irrespective of the quantity authorised.	\$270.00	\$300.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
For all other permits to take water, the fee is based on the average daily quantity of water authorised as set out below.		
Less than 250 m <sup>3</sup> /day	\$320.00	\$330.00
250 – 499 m <sup>3</sup> /day	\$400.00	\$415.00
500 – 999 m <sup>3</sup> /day	\$515.00	\$530.00
1,000 – 2,499 m <sup>3</sup> /day	\$660.00	\$680.00
2,500 – 4,999 m <sup>3</sup> /day	\$1,015.00	\$1,045.00
5,000 – 14,999 m <sup>3</sup> /day	\$1,630.00	\$1,675.00
15,000 – 49,999 m <sup>3</sup> /day	\$3,445.00	\$3,535.00
50,000 – 299,999 m <sup>3</sup> /day	\$10,125.00	\$10,388.00
300,000 m <sup>3</sup> /day or more	\$27,330.00	\$28,041.00
<b>For Permits to Dam Water</b>		
Damming for non-water take purposes or where a take from storage or surface take consent is held.	\$80.00	\$82.00
Consented damming for water take purposes	\$160.00	\$164.00
<b>Discharge Permits (Water or Contaminant)</b>		
Permits to discharge scour water from dams and pipelines, for water resource augmentation, spillway and compensation flows, minor cooling water discharges, minor spraying operations, flood/drainage discharges, stormwater related to commercial and industrial activities, minor sediment discharges and composting.	\$160.00	\$164.00
Dairy shed and piggery effluent discharges (including laboratory costs)	\$426.00	\$437.00
<b>Fish Farming</b>		
Less than 1,000 m <sup>3</sup> /day authorised discharge	\$160.00	\$164.00
1,000 – 4,999 m <sup>3</sup> /day	\$284.00	\$300.00
5,000 – 14,999 m <sup>3</sup> /day	\$782.00	\$802.00
15,000 – 49,999 m <sup>3</sup> /day	\$1,593.00	\$1,634.00
50,000 – 99,999 m <sup>3</sup> /day	\$3,994.00	\$4,098.00
100,000 m <sup>3</sup> /day or more	\$5,241.00	\$5,377.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Food Processing Industries (including by way of example, abattoirs, fish processing, vegetable processing, dairy factories, wineries)		
Food processing waste water to land	\$284.00	\$300.00
Semi-treated/screened waste to water		
Authorised at less than 200 m <sup>3</sup> /day	\$377.00	\$387.00
200 – 999 m <sup>3</sup> /day	\$1,139.00	\$1,169.00
1,000 m <sup>3</sup> /day or more	\$2,282.00	\$2,341.00
Fully treated waste to water		
Authorised at less than 200 m <sup>3</sup> /day	\$160.00	\$164.00
200 – 999 m <sup>3</sup> /day	\$230.00	\$246.00
1,000 m <sup>3</sup> /day or more	\$459.00	\$475.00
Gravel Wash and Mining Discharges		
Less than 1,000 m <sup>3</sup> /day authorised	\$284.00	\$300.00
1000 – 2,999 m <sup>3</sup> /day	\$459.00	\$475.00
3,000 m <sup>3</sup> /day or more	\$782.00	\$802.00
Sawmills, Timber Processing Discharges to land	\$284.00	\$300.00
Power Generation Discharges (≥ 2.6 l/s)		
Less than 1,000 m <sup>3</sup> /day authorised	\$160.00	\$164.00
1,000 – 4,999 m <sup>3</sup> /day	\$284.00	\$300.00
5,000 – 24,999 m <sup>3</sup> /day	\$558.00	\$575.00
25,000 – 299,999 m <sup>3</sup> /day	\$826.00	\$850.00
300,000 m <sup>3</sup> /day or more	\$5,356.00	\$5,495.00
Discharge Permits for Sewage		
Permits for residential dwellings with an on-site wastewater treatment system.	\$160.00	\$164.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022



Resource Management: Administration, Monitoring and Supervision Charges of Resource Consents	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
All other sewage including community schemes, more than two residential dwellings and commercial wastewater systems, including visitor and tourist accommodation:		
Less than 50 m <sup>3</sup> /day authorised	\$338.00	\$330.00
50 – 99 m <sup>3</sup> /day	\$514.00	\$527.00
100 – 999 m <sup>3</sup> /day	\$597.00	\$613.00
1,000 – 9,999 m <sup>3</sup> /day	\$800.00	\$821.00
10,000 m <sup>3</sup> /day or more	\$1,259.00	\$1,292.00
<b>Permits Discharge to Land under Section 15(1)(d) RMA</b>	\$160.00	\$164.00
<b>Discharge Permits (Air) Annual Charges</b>		
Major air discharges (former Pt A [Clean Air Act] activities)	\$2,500.00	\$2,565.00
Minor air discharges (former Pt B [Clean Air Act] activities)	\$400.00	\$410.00
Minor Air Discharges (former Pt C [Clean Air Act] activities)	\$160.00	\$164.00
<b>FORESTRY MONITORING CHARGES</b>		
Pre-harvest site inspection	\$650.00	\$650.00
<b>Harvesting Activity</b>		
Per inspection	\$650.00	\$650.00
Per upstream and downstream sample for colour, turbidity, and suspended solids, if required	\$120.00	\$120.00
<b>Post Harvesting Activity</b>		
Per inspection	\$650.00	\$650.00
Per upstream and downstream sample for colour, turbidity, and suspended solids, if required	\$120.00	\$120.00

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

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022

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

Charges will include all reasonable staff time associated with processing and assessing applications, excluding staff travel time to and from the site of the application and/or consent holder. Applications include private plan change requests and resource consent processing and monitoring associated with Special Housing Areas. Staff time will be charged at \$164.00 per hour inclusive of overhead component and GST from 1 July 2021. Costs associated with consent processing and assessment such as use of consultants and laboratory costs, where these skills cannot be provided by in-house staff, will be recovered at actual costs. This policy also applies to the monitoring of consent conditions where an annual charge is not made or where costs exceed the payable annual charge and Council elects to recover the difference.

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

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

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

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

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

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

Annual charges shall be due on 1 October or on the 20<sup>th</sup> of the month following the date of invoicing, whichever is the later, unless otherwise agreed in writing by Council. A standard administration fee of \$82.00 will be applied when a consent is deemed by the Council as not currently given effect to and the ability to give effect is not currently present. Excludes permits to take water.

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

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

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022

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

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

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

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

Rights-Of-Way	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Application Right-of-Way (S.348 Local Government Act (LGA))	\$960.00 deposit	\$985.00 deposit

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022

Building Control	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<p><b>Building Consents</b> Our building consent fees are charged on an hourly basis unless otherwise specified, the number of inspections will be charged in advance as specified on the Issued building consent (Form 5). Levies and other additional charges (such as the Building Consent System Fee, Project Information Memorandum, Resource Management Act Check, and Compliance Schedule Fees) will be itemised separately on your invoice. Charges for additional Inspections, Certificate of Public Use, Certification and any other incurred charges will be invoiced as required.</p> <p>Note: Council reserves the right to assess individual cases as required. Additional reasonable charges may be requested by virtue of Section 219(2) of the Building Act 2004 if costs incurred exceed the standard charge. Applications that require consultation with New Zealand Fire Service or Heritage New Zealand Puhere Taonga will have costs recovered. Review of engineer design buildings by consultant will be charged as specified below.</p> <p><b>A building project greater than \$20,000 will also attract Insurance, Quality (QA), BRANZ and MBIE levies. Work cannot commence until the consent is paid for and issued.</b></p>		
<b>Pre-Lodgement Meetings</b>		
First 30 minutes	Free	Free
30 minutes or more	\$160.00/hr	\$164.00/hr
<b>Solid Fuel Heater Application</b> (Inclusive of the Building Consent System Fee)		
Freestanding		\$410.00
Inbuilt	\$160.00	\$574.00
<b>Building Consents System Fee</b> Charged per Project Information Memorandum, Building Consent, Amendment, Certificate of Acceptance and Schedule 1(2) Exemption Applications		
		\$143.75
<b>Residential Building Consent Applications</b>		
		\$500.00 deposit \$164.00/hr
<b>All Other Building Work (excluding commercial)</b>		
		\$500.00 deposit \$164/hr

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Building Control	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Commercial Building Work</b>		
Buildings requiring assessment in terms of accessibility, fire safety and those buildings accessible to the public.	\$2,000.00 deposit	\$1,000.00 deposit \$164.00/hr
<b>Amended Plans</b>		
Formal Amendments and onsite variations are charged per hour. Related additional may apply, e.g. PIM rechecking, Additional inspections.	\$160.00/hr or part thereof	\$164.00/hr
<b>Associated Building Costs (GST inclusive)</b>		
Project Information Memorandum (PIM) New Construction, additions and alterations, additions/alterations	\$300.00	\$308.00
Resource Management Act Check (not applicable if PIM application has previously been made.)  <i>Note: further charges may apply if changes other than minor have been made requiring planning re-assessment.</i>	\$300.00	\$308.00
PIM/RMA Rechecking fee	\$190.00	\$195.00
<b>Insurance Levy</b>		
< \$20,000 assessed value	Nil	Nil
> \$20,000 assessed value	\$0.75/\$1,000 value of project	\$0.75/\$1,000 value of project
<b>Quality Levy</b>		
< \$20,000 assessed value	Nil	Nil
> \$20,000 assessed value	\$1/\$1,000 value of project	\$1/\$1,000 value of project
<b>BRANZ Levy</b>		
< \$20,000 assessed value	Nil	Nil
> \$20,444 assessed value	\$1/\$1,000 value of project	\$1/\$1,000 value of project

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Building Control	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>MBIE Levy</b>		
< \$20,000 assessed value	Nil	Nil
> \$20,000 assessed value	\$1.75/\$1,000 value of project	\$1.75/\$1,000 value of project
Certification Charge For historic consents older than 5 years	\$160.00/hr	\$164.00/hr
Inspection Fee (Including any additional Inspections and Code Compliance Certificate (per inspection))	\$160.00/hr	\$164.00/hr
Inspection Cancellation Fee (For cancellations after 2pm the day prior to the day of inspection)	\$160.00	\$164.00
Swimming Pool Audit Fee	\$160.00	\$164.00
Work Start Extension Request or Work Completion Request	\$160.00	\$164.00
Refuse, lapse and cancellation of building consent administration fee	\$160.00	\$164.00
Certificate of Public Use (CPU) – Section 363A Building Act 2004	\$375.00	\$385.00
Safety Barrier Inspection only	\$160.00	\$164.00
Renewal	\$375.00	\$385.00
Compliance Schedule New application, whether or not associated with Building Consent	\$400.00 deposit \$160.00/hr	\$400.00
Compliance Schedule Amendments	\$250.00 deposit Plus recovery of costs at \$160.00/hr	\$250.00
Building Warrant of Fitness	\$160.00	Plus recovery of costs at \$164.00
Building Warrant of Fitness for back flow preventer ONLY	\$50.00	\$50.00
Inspections Deposit if required	\$160.00	\$164.00
Building Act 2004 Infringement Notice issue and administration Issue and Administration *Plus recovery charges per hour for investigation and monitoring of notices under BA04	\$160.00 plus recovery charges at \$160.00/hr for investigation and monitoring of notices under the Building Act 2004	\$164.00 plus recovery charges at \$164.00/hr for investigation and monitoring of notices under the Building Act 2004

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Building Control	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Notice to fix</b>		
Issue and administration where building consent is held	\$170.00	\$174.00
Issue and administration where no building consent is held	\$510.00 plus recovery charges at \$160.00/hr for investigation and monitoring of notices under the Building Act 2004	\$523.00 plus recovery charges at \$164.00/hr for investigation and monitoring of notices under the Building Act 2004
Application for Certificate of Acceptance (COA) (Section 97 of the Building Act 2004) Applicants will be charged a \$500.00 application fee, charged per hour for the processing of the application, and any levies that would have been payable had building consent been applied for before carrying out the work. The deposit will be a down-payment towards these costs.	\$1,000.00 deposit \$160.00/hr	\$1,000.00 deposit \$164.00/hr
Building Act Schedule 1(2) Exempted Work (Levies will apply which is not included in the deposit)	\$400.00 deposit \$160.00/hr	\$400.00 deposit \$164.00/hr
Lodgement of unauthorised building reports (pre Building Act only – pre June 1991)	\$130.00	\$130.00
Lodgement of Building Act Schedule 1 Exempt work reports with owner's declarations	\$100.00	\$100.00
Building Code Waivers or Modification	\$250.00	\$250.00
Section 72, Section 75 (Building Act 2004) decision, plus legal disbursements	\$426.00 deposit	\$426.00 deposit
Section 124 Dangerous and Insanitary and Affected Building Notice (excludes buildings affected by an emergency event)	\$510.00 Plus \$160.00/hr	\$523.00 Plus \$164.00/hr
Consultancy Specific design peer reviews (unless provided by applicant)	At cost	At cost
Specialist input When a PS2 design is provided this fee may not be applicable	At Cost plus 10%	At Cost plus 10%
Building Certificates required under other legislation (e.g. Sale & Supply of Alcohol Act 2012) Plus inspection charge (if required)	\$160.00/hr or part thereof \$160.00	\$164.00/hr \$164.00
Documents requiring Council resolution, certification or Council seal Plus actual cost (over 60 minutes) and any legal disbursements	\$160.00 \$160.00/hr	\$164.00 \$164.00/hr

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Building Control	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Earthquake Prone Building</b>		
To obtain an Engineering assessment s133AI(3)(c) by the Territorial Authority	At cost plus \$160.00/hr	At cost plus \$164.00/hr
Application for Exemption to carry out Seismic work s133AN(2) (deposit plus hourly rate)	\$610.00 deposit	\$626.00 deposit
Application for an extension of time to complete seismic work for Heritage buildings s133AO(3) (deposit plus hourly rate)	\$610.00 deposit \$160.00/hr	\$626.00 deposit \$164.00/hr
Council to erect hoarding or fence for an EQP Building s133AR(1)(a) (deposit plus hourly rate)	At cost plus \$160.00/hr	At cost plus \$164.00/hr
Territorial Authority may carry out seismic work S133AS	\$610.00	\$626.00
Issue of Earthquake Prone Building notice S133AL	\$610.00 deposit	\$626.00 deposit
Assessment of information related to a Building's EQP status s133AH and s133AK (deposit plus hourly rate)	\$610.00 deposit \$160.00/hr	\$626.00 deposit \$164.00/hr
Determination Charge (Unless Council is the applicant of the determination)	\$160.00/hr	\$164.00/hr

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022



Property Information & Development Contributions	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Land Information Memorandum requested under the Local Government Official Information and Meetings Act 1987</b>		
Residential	\$272.00	\$279.00
Commercial/Industrial	\$409.00	\$420.00
Large properties involving more than one certificate of title will be quoted accordingly. Note: Should a special request be made that results in a field inspection and/or submitter research, Council reserves the right to charge any additional fees that are appropriate, based on the amount of time required to provide the requested information.		
<b>Property enquiries – access to Council records</b>		
File access	\$10.00	\$10.00
Files sent via Sharefile or transferred to USB Plus cost of USB if we have to provide	\$15.00/file Actual cost	\$15.00/file Actual cost
Property/rates Printout	\$4.00 ea	\$4.00 ea
<b>Frequent user discount is available as follows</b>		
<b>Option 1</b> A lump sum of \$1,290.00 payable annually in advance for a company gives access to an unlimited number of files	\$1,257.00	\$1,290.00
<b>Option 2</b> A coupon-based system. Each coupon will enable access to five site files.		
Residential files cost per coupon	\$50.00	\$51.00
Commercial/industrial files cost per coupon	\$131.00	\$134.00
Deposit for Development Contributions Objection Hearing	\$1,200.00	\$1,500.00
Application for Reconsideration	\$210.00	\$300.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Environmental Health	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>FOOD BUSINESSES</b>		
Pre-registration guidance (under LGA)	\$160.00/hour (pro rata)	\$164.00/hour (pro rata)
New Template Food Control Plan registration	\$242.00 + \$160.00/hr over 60 min	\$248.00 + \$164.00/hr over 60 min
Renewal of template Food Control Plan registration	\$98.00 + \$160.00/hr over 60 min	\$101.00 + \$164.00/hr over 60 min
New National Programme registration	\$146.00 +\$160.00/hr over 60 min	\$150.00 \$164.00/hr over 60 min
Renewal of National Programme registration	\$98.00 +\$160.00/hr over 60 min	\$101.00 + \$164.00/hr over 60 min
Amendment of Food Control Plan or National Programme registration	\$98.00 +\$160.00/hr over 60 min	\$101.00 + \$164.00/hr over 60 min
Verification (audit) including site visit, correspondence, report, following up corrective actions	\$160.00/hr + disbursements for boat travel	\$164.00/hr + disbursements for boat travel
Verification appointment cancellation fee within one week of agreed time	\$103.00	\$106.00
Verification appointment cancellation fee within 48 hours of agreed time	\$205.00	\$210.00
Compliance – development & issue of Improvement Notice	\$170.00 +\$160.00/hr over 60 min  Additional visits to check compliance charged at \$160.00/hr	\$174.00 +\$164.00/hr over 60 min  Additional visits to check compliance charged at \$164.00/hr
Compliance – application for review of Improvement Notice	\$170.00 +\$160.00/hr over 30 min	\$174.00 +\$164.00 /hr over 30 min

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Environmental Health	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Other Registered Premises</b>		
New premises application fee	\$155.00	\$159.00
Camping ground registration fee – basic fee (plus 50c for every camp site)	\$285.00	\$292.00
Funeral directors registration fee	\$285.00	\$292.00
Hairdressers registration fee	\$183.00	\$188.00
Offensive trade	\$264.00	\$271.00
Transfer of Registration Fee	\$96.00	\$99.00
Late payment fee	Additional 20%	Additional 20%
<b>Trading in Public Places Bylaw 2010</b>		
Mobile traders	\$96.00	\$99.00
Hawker's licence	\$54.00	\$55.00
Commercial services	\$54.00	\$55.00
Soliciting donations, selling street raffle tickets, and buskers	No fee	No fee
Registered premises exemption fee deposit (plus any costs associated with staff time, hearings, and inspections)	\$270.00	\$277.00
Gambling Venue Consent (Deposit fee only)	\$354.00	\$363.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Environmental Health	Charges from 1 July 2020 incl. GST	Charges From 1 July 2021 incl. GST
<b>SALE OF ALCOHOL</b>		
<b>Special Licences</b> The definition of event size for special licences is: large event is for more than 400 people; medium event is for between 100 and 400 people; and small event is for fewer than 100 people.		
Special Licence: class 1 (1 large event: or, more than 3 medium events: or, more than 12 small events). NB There is provision for applications by not-for-profit fundraising and community events to be reduced by one class depending on circumstances.	\$575.00	\$575.00
Special Licence: class 2 (3 medium events: or, 3 to 12 small events)	\$207.00	\$207.00
Special Licence: class 3 (1 or 2 small events)	\$63.20	\$63.20
Managers Certificate - application fee or renewal fee	\$316.20	\$316.20
Temporary Authority application	\$296.70	\$296.70
Temporary Licence application	\$296.70	\$296.70
Extract from Register	\$57.50	\$57.50
Refer to the table below to calculate fees for club, on or off licenses. A number of factors influence the final cost for any particular licence application or renewal fee, or annual licence fees.		

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

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

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022

Dog Control	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Registration Fees</b>		
Urban Dogs	\$50.00	\$50.00
Rural	\$30.00	\$30.00
Disability Assist Dogs	No charge	No charge
Search and Rescue Dogs	No charge	No charge
Late payment fee – if registration paid after 1 August	Additional 50%	Additional 50%
<b>Impounding Fees</b>		
1 <sup>st</sup> impounding	\$70.00	\$70.00
2 <sup>nd</sup> impounding	\$100.00	\$100.00
3 <sup>rd</sup> impounding	\$150.00	\$150.00
Sustenance	\$15.00/day	\$15.00/day
Drop Off Fee (where dogs are not impounded)	\$40.00	\$40.00
<b>Micro-chipping</b>		
Micro-chipping impounded dogs if required	\$25.00	\$25.00
Micro-chipping on request (when available)	\$15.00	\$15.00
Micro-chipping first registered dogs under 6 months	No charge	No charge
Fee for the euthanizing of impounded dogs	\$75.00	\$75.00
Kennel Licence: Initial Application (plus any additional costs associated with staff time, hearings and inspections)	\$100.00	\$100.00
Replacement registration tag or disk	\$5.00	\$5.00

Note: a 50% surcharge is made for dangerous dogs

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022

Stock Control	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Impounding Fees (per animal)</b>		
Sheep or goat	\$15.00	\$15.00
Horse, mule, donkey	\$30.00	\$31.00
Bull over the age of 9 months	\$30.00	\$31.00
All other cattle	\$25.00	\$26.00
Pig	\$30.00	\$31.00
Alpaca, llama or deer	\$25.00	\$26.00
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	\$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	Actual cost

Biosecurity Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Hourly staff charge-out rate that will apply when undertaking Council's responsibilities under the Biosecurity Act 1993, associated with inspection and administration when issuing notices under the Act.	\$160.00/hr	\$164.00/hr

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Commercial Operator's Licence	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Application Fee</b> Payable on initial application and in addition to the annual fee (plus reimbursement for any reasonable and necessary additional costs incurred by Council in assessing an application, e.g. evaluation of seaworthiness, qualifications and experience).	\$240.00	\$246.00
<b>Annual Fee</b> For each multiple of either one power-driven vessel or up to a total of 15 kayaks, rafts, waka or similar vessels that are not power-driven with greater than 10hpw.	\$310.00	\$318.00
Late Payment Fee	Additional 20%	Additional 20%

Proposed Maritime Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Subject to the Mooring Area Bylaw 2020 being enacted, and the Mooring Area provisions in Plan Change 72 to the Tasman Resource Management Plan being operative, the following proposed mooring charges will be in force.		
<b>Mooring Licence</b>		
<b>Application and renewal of existing mooring licence</b> For new applications or renewal of expiring mooring licences with substantial changes or lack of inspection report	N/A	\$296.00
<b>Annual monitoring and administration fee</b>	N/A	\$164.00
<b>Renewal of existing mooring licence</b> A renewal application where there are no substantial changes required to the mooring licence conditions and where all inspection reports	N/A	\$100.00
<b>Late payment fee (for annual renewal)</b>	N/A	Additional 20%
<b>Additional costs</b> Reimbursement of any reasonable and necessary additional costs incurred by Council in assessing an application or enforcing compliance	N/A	\$164.00/hr
<b>Waitlist</b> Administration cost	N/A	\$50.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022



Engineering Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Staff time for inspection (including subdivision inspections), engineering and as-built plan processing, or administration.	\$160.00/hr	\$164.00/hr
Fencing between private and Tasman District Council owned land excluding roads subject to a case by case basis	Council contribution - half actual cost per linear metre or \$65.00/metre (incl. GST), whichever is the lower	Council contribution - half actual cost per linear metre or \$67.00/metre (incl. GST), whichever is the lower
<b>TRANSPORTATION NETWORK CHARGES</b>		
Vehicle Access Crossing	\$157.00	\$161.00
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.		
Standard CAR – excavation (includes Traffic Management Plan (TMP) and 2 inspections)	\$273.00	\$273.00
Non-excavation on CAR/TMP (one off event, e.g. parade/sporting events)	N/A	\$80.00
Generic TMP	N/A	\$300.00
Generic TMP (inspection and mobile operations only)	N/A	\$80.00
Global CAR	N/A	Actual staff time and expenses \$164.00/hr
Non-approval penalty (undertaking activity without approval)	N/A	\$400.00
Parking permit	\$42.00/day	\$43.00/day
Application for Tourist Facility Sign (\$100 refunded if consent refused)	\$223.00 plus actual sign materials & installation costs	\$229.00 plus actual sign materials & installation costs
Road Closure (events, parades)	\$393.00 application fee, plus actual staff costs and expenses \$2,000 refundable deposit (Insurance and public liability cover)	\$403.00 application fee, plus actual staff costs and expenses \$2,000 refundable deposit (Insurance and public liability cover)
Application for a road name change	\$383.00	\$393.00
Applications for Road Stopping (S.342 Local Government Act) (S.116 Public Works Act)	\$315.00 application fee plus actual staff costs and expenses	\$323.00 application fee plus actual staff costs and expenses

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Engineering Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>WATER SUPPLY NETWORK CHARGES</b>		
<b>On Demand (Metered) Water Supply Network</b>		
Individual connection where the physical connection to the main is between the property boundary and the adjacent kerb and no footpath exists	\$1,600.00	\$1,642.00
All other connections	Actual costs (up to a maximum of estimate of costs) plus \$160/hr for administration	Actual costs (up to a maximum of estimate of costs) plus \$164/hr for administration
Special water reading fee	\$75.00/reading	\$77.00/reading
<b>RESTRICTED FLOW WATER SUPPLY NETWORK</b>		
Individual connection where the physical connection to the main is less than 10 metres from the main	\$1,600.00	\$1,642.00
All other connections	Actual costs (up to a maximum of estimate of costs) plus \$160/hr for administration	Actual costs (up to a maximum of estimate of costs) plus \$164/hr for administration
Alter restrictor size	\$250.00	\$257.00
To remove or relocate restrictor	Actual physical costs plus \$160/hr for administration	Actual costs (up to a maximum of estimate of costs) plus \$164/hr for administration
<b>SUBDIVISION</b>		
Undertaking connection to main	Actual physical costs plus \$160/hr for administration	Actual physical costs plus \$164/hr for administration

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Engineering Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>PERMIT TO TAKE FROM A FIRE HYDRANT SUPPLY (in accordance with the Council's Public Water Supply Bylaw 2016)</b>		
Annual charge	\$1,300.00 pa plus the current urban water rate per cubic metre for water consumed	\$1,334.00 pa plus the current urban water rate per cubic metre for water consumed
Additional permit to an existing permit holder	\$550.00 pa plus the current urban water rate per cubic metre for water consumed	\$564.00 pa plus the current urban water rate per cubic metre for water consumed
<p><b>General Rules Applying in Respect of Water Charges</b></p> <p>For Restricted Flow Water Supply, refer to the targeted rates section of the Long Term Plan 2021-2031 for the annual supply charge.</p> <p>The restricted supply schemes for Dovedale, Redwood Valley, Eighty-Eight Valley, and Māpua are currently closed due to lack of capacity from the source and/or the network.</p> <p>Connections to the restricted supply for Wakefield, Brightwater, and Richmond are subject to water availability.</p> <p>Connections to the Māpua Urban water supply are currently closed due to lack of capacity in the network.</p>		

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

**Solid Waste Charges**

- York Valley landfill charges are set by the Nelson-Tasman Regional Landfill Business Unit. Other Solid Waste charges may be amended at any stage during the year by the Chief Executive Officer. Council will advise the public of any price increases by public notification at least one month prior to the new charges taking effect.

Solid Waste Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Rubbish bags (Tasman District Council sale price)</b>		
Small bags (45 litres)	\$2.50 ea	\$3.30 ea
Big bags (60 litres)	\$3.20 ea	\$4.20 ea
<b>Mixed refuse</b>		
Weight based charge for account customers, vehicles over 3,500kg gross and light vehicles (when operational constraints allow)	\$189.75/tonne	\$223.10/tonne
Volume based charge, where weighbridge not available	\$67.45/m <sup>3</sup>	\$79.30/m <sup>3</sup>
60 litre bag (minimum charge)	\$4.00	\$5.00
Light wastes (polystyrene and other similar wastes, where >25% of load)	\$136.40/m <sup>3</sup>	\$160.00/m <sup>3</sup>
Fee to recover unacceptable and undeclared waste	\$26.50/load	\$27.00/load
Minimum commercial transaction	\$10.00	\$15.00
<b>Greenwaste</b>		
Weight based charge for account customers, vehicles over 3,500kg gross and light vehicles (when operational constraints allow)	\$60.00/tonne	\$71.30/tonne
Volume based charge, where weighbridge not available	\$15.90	\$16.00/m <sup>3</sup>
Minimum charge	\$4.00	\$4.00
<b>Hardfill – <u>clean, without contaminants</u> (where accepted)</b>		
The source location must be declared and Council retains the right to refuse loads or recover costs for disposal of contaminated material		
Where a Council provided weighbridge is available	\$23.50/tonne	\$24.00/tonne
At other sites	\$47.10/m <sup>3</sup>	\$48.00/m <sup>3</sup>
Minimum commercial or weighbridge transaction	\$10.00	\$15.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Solid Waste Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Scrap metals (where accepted)</b>		
Scrap steel (sheet)	No charge	No charge
Car bodies and other vehicles	No charge	No charge
Refrigerating Whiteware (including fridges, freezers & dehumidifiers)	\$6.80 ea	\$7.00 ea
Other Whiteware		No charge
<b>Recyclables (where accepted)</b> Domestic customers (quantities less than 1.0m <sup>3</sup> )		
Glass (bottles) – clean, colour sorted	No charge	No charge
Clean paper and cardboard	No charge	No charge
Clean, plastic bottles and containers (Grades 1, 2, 5 only)	No charge	No charge
Clean cans	No charge	No charge
Unsorted or contaminated materials	At mixed refuse charge	At mixed refuse charge
Commercial customers or domestic customers greater than 1.0m <sup>3</sup>	By arrangement with site contractor	By arrangement with site contractor
<b>Tyres</b>		
Car and motorcycle	\$9.70 ea	\$10.00 ea
Car tyres on rims	\$21.50 ea	\$22.00 ea
Truck	\$29.60 ea	\$30.00 ea
Truck tyres on rims and other large tyres not accepted		
<b>Paint (where accepted)</b>		
Resene branded	No charge	No charge
Other brands: containers 4 litres or smaller	\$1.00 ea	\$1.20 ea
Other brands: containers greater than 4 litres	\$2.50 ea	\$3.00 ea

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Solid Waste Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Hazardous waste (where accepted)</b>		
Automotive Oil	No charge	No charge
Gas cylinders	No charge	No charge
Batteries	No charge	No charge
Household hazardous wastes – up to 20kg annually The source location must be declared and Council retains the right to refuse some materials	At disposal cost	No charge
Commercial or agricultural hazardous waste not accepted		
<b>Kerbside recycling services</b>		
Additional kerbside recycling services - annual fee	\$140.40	TBA when targeted rate set
Additional kerbside recycling services - part year (per month)	\$11.70	TBA when targeted rate set
Replacement mobile recycling bin (delivered)	\$149.20	\$153.00
Replacement mobile recycling bin (from Council or RRC)	\$75.60	\$78.00
Additional or replacement glass recycling crate (delivered)	\$29.00	\$30.00
Additional or replacement glass recycling crate (from Council or RRC)	\$20.00	\$25.00
Cancellation fee to collect mobile recycling bin (if a bin from an invoiced service is not returned)	\$28.50	\$90.00
Tow-ball hitch for recycling bin	\$25.00	\$26.00
Exchange fee to deliver a smaller or larger recycling bin	\$79.70	\$90.00
<b>York Valley landfill charges</b>		
All Rubbish (except as below)	\$171.00/tonne	\$204.70/tonne
Buried rubbish (e.g. documents, odourous materials)	\$171.00/tonne (plus all associated costs)	\$204.70/tonne
Asbestos	\$171.00/tonne (plus all associated costs)	\$204.70 /tonne
Light waste (e.g. polystyrene or similar)	\$2,180.00/tonne	\$2,603.60 /tonne

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Solid Waste Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>HAIL (Hazardous Activities and Industries List) material</b>		
0-17,000 tonnes	\$154.00/tonne	\$184.00/tonne
>17,000 tonnes	\$146.00/tonne	\$173.65/tonne
Soil that has been tested, meets the NESCS recreation standards and can be used as construction or cover material. Residential only.	\$103.00/tonne	\$123.05 /tonne
7 -35 tonne quantities from A10 sites may be accepted without testing. Only commercial transporters are allowed to enter the landfill (no private individuals). A manifest must be completed with site plan and plot number from where material sourced.		

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

**Water Supply Charges**

Tasman District Council supplies water to some parts of the Nelson City, including the Champion Road/Hill Street North area and the Wakatu Industrial Estate, shown on the maps attached to this Schedule of Charges and referred to as Nelson Residential Water Supply Area and Nelson Industrial Water Supply Area. Water is also supplied to the area occupied by T&G Processed Foods Limited and the Alliance Group Limited.

Water supplied will be charged in accordance with the 2015 Engineering Services Agreement between Nelson City Council and Tasman District Council, or in accordance with any subsequent enacted agreement if applicable. For the water supplied to the Nelson Industrial Water Supply Area and the area occupied by T&G Processed Foods Limited and the Alliance Group Limited, if agreement is not reached with Nelson City Council, water charges may be charged directly to the customer and will be set to approximate the same rates charged as if the entities had been located in the Tasman District.

Wastewater Network Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Connections</b>		
Stand-over for connection only	No charge	No charge
<b>Wastewater Network Charges For Nelson City Council Properties</b>		
The Council provides wastewater services to a small number of properties within the Nelson City Council boundaries. The wastewater charges are set at the same \$ amounts as the wastewater rates that are paid by the residents of Tasman District. Please refer to Council's Funding Impact Statement for details of the amounts.		
<b>Trade Waste Discharges</b>		
<b>Annual (or part there-of) trade waste administration/inspection charge</b>		
Registered Trade Waste activity	\$165.00**	\$169.00**
Conditional Trade Waste activity (includes temporary discharges)	\$452.00	\$464.00
<b>Conditional Trade Waste Conveyance and Treatment Charges (including temporary discharges)</b>		
Volume	\$2.30/m <sup>3</sup>	\$2.38/ m <sup>3</sup>
Five-day Biochemical Oxygen Demand (BOD5)	\$2.16/kg	\$2.31/kg
Chemical Oxygen Demand (COD)	\$0.15/kg	\$0.16/kg
Total Suspended Solids (TSS)	\$1.27/kg	\$1.32/kg
Total Kjeldahl Nitrogen (TKN)	\$1.92/kg	\$2.00/kg
Total Phosphorus (TP)	\$1.07/kg	\$1.15/kg

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

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022



**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.

**Stormwater Network Charges**

Connections	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Stand-over for connection only	No charge	No charge

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

**Aerodrome Charges**

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

Motueka and Tākaka Aerodromes	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>General aviation user landing charges (via honesty box or bank transfer):</b> All Aircraft	<b>Per landing</b> \$10.00	<b>Per landing</b> \$10.00
<b>Regular recreational user landing charges (via annual invoice):</b>	<b>Per annum</b>	<b>Per annum</b>
Single User Aircraft	\$200.00/aircraft	\$200.00/aircraft
Single User Additional Aircraft	\$100.00/aircraft	\$100.00/aircraft
Single User Additional Aerodrome (Add Tākaka or Motueka Aerodrome)	\$100.00/aircraft	\$100.00/aircraft
Multiple User / Club Aircraft	\$600.00/aircraft	\$600.00/aircraft
Multiple User / Club Additional Aerodrome (Add Tākaka or Motueka Aerodrome)	\$200.00/aircraft	\$200.00/aircraft
<b>Regular commercial user landing charges (via annual invoice):</b>	<b>Per annum</b>	<b>Per annum</b>
All Aircraft	\$1,200.00/aircraft	\$1,200.00/aircraft
Commercial User Additional Aerodrome (Add Tākaka or Motueka Aerodrome)	\$300.00/aircraft	\$300.00/aircraft

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

**Port Tarakohe**

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

Wharfage	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Fish and shellfish</b> Includes all marine animals	\$23.00/tonne	\$23.59/tonne
<b>Fuel and oil</b> Other than fixed facility, and fuel transfer only – no storage	\$0.05/litre	\$0.06/litre
General cargo	\$8.50/tonne	\$8.72/tonne
<b>Passengers</b> Where no vessel berthed	\$7.50/person	\$7.69/person

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Wharfage	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Vehicles (includes vehicle passengers)</b>		
Cars and motorbikes up to 6m	\$25.00/vehicle	\$25.65/vehicle
Light vehicles incl. cars with trailers up to 12.6m	\$50.00/vehicle	\$51.30/vehicle
Medium vehicles (Gross Vehicle Mass > 3.5 tonnes) or any vehicles over 12.6m	\$75.00/vehicle	\$76.95/vehicle
Heavy vehicles (Gross Vehicle Mass > 12 tonnes)	Greater of \$100.00/vehicle or \$10.00/tonne	\$10.26/tonne
<b>Boat movements</b> Includes refloating etc.	\$23.00/tonne	\$23.59/tonne
<b>Weighbridge</b> All truck movements > 1.5 tonne	\$6.50/entry/exit	\$6.66/entry/exit

Berthage – Casual Rates	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Wharf berthage per day	\$5.50/metre	\$5.64/metre
Wharf berthage ancillary services – security, line charges and all other services	\$90.00/hr	\$92.34/hr
Marina/mooring berthage per day	\$3.50/metre or \$35.00/vessel, whichever is the greater	\$3.59/metre \$35.91/vessel, whichever is the greater

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Berthage – Annual Rates	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Plastic Marina - Berth length:</b>	<b>Per Annum</b>	<b>Per Annum</b>
8 metre – restricted access	\$2,650.00	\$2,718.90
8 metre	\$3,350.00	\$3,437.10
10 metre	\$4,200.00	\$4,309.20
12 metre	\$5,050.00	\$5,181.30
14 metre	\$5,875.00	\$6,027.75
16 metre	\$7,950.00	\$8,156.70
18 metre	\$9,000.00	\$9,234.00
20 metre	\$11,000.00	\$11,286.00
25 metre	\$15,000.00	\$15,390.00
<b>Concrete Marina - Berth length:</b>	<b>Per Annum</b>	<b>Per Annum</b>
12 metre – restricted access	\$6,600.00	\$6,771.60
12 metre	\$8,150.00	\$8,361.90
15 metre	\$10,250.00	\$10,516.50
25 metre	\$18,750.00	\$19,237.50
Moorings	\$1,750.00	\$1,795.50
<b>Live Aboard Charge (additional to berthage)</b>		
Marina	\$120.00/month	\$123.12/month
Mooring	\$60.00/month	\$61.56/month

Boat Ramp	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Port Tarakohe boat ramp barrier arm	\$10.00/use	\$10.00/use
Boat ramp access card	\$120.00/pa (plus \$10 for each access card)	\$150.00/pa (plus \$10.00 for each access card)
Pōhara Boat Club Members boat ramp access card – fees collected and paid by Pōhara Boat Club prior to issue of card	\$100.00/pa (plus \$10 for each access card)	\$125.00/pa (plus \$10.00 for each access card)

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Storage	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Boat Storage Compound</b>		
Weekly	\$50.00	\$51.30
Monthly	\$150.00	\$153.90
Annually	\$1,300.00	\$1,333.80
<b>Wharf storage</b>		
Daily	\$2.50/m <sup>2</sup>	\$1.90/m <sup>2</sup>
Monthly	\$25.00/m <sup>2</sup>	\$19.00/m <sup>2</sup>
Annually	\$250.00/m <sup>2</sup>	\$190.00/m <sup>2</sup>
<b>20' TEU container</b>		
Monthly	\$275.00	\$282.15
Annually	\$2,750.00	\$2,821.50
<b>40' FEU container</b>		
Monthly	\$550.00	\$564.30
Annually	\$5,500.00	\$5,643.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

### Collingwood Holiday Park Charges

Collingwood Holiday Park is owned and operated by the Council.

- Peak season is 1 December to 31 March, plus all holiday weekends.
- Off peak season is 1 April to 30 November, excluding holiday weekends.
- Long stay rates are available from 15 August to 30 November for stays that exceed 7 nights.
- All reservations require a 20% non-refundable deposit.
- Reservations are only confirmed on receipt of the full payment, or the 20% deposit with the balance being due on arrival.
- No reduction in fees for early departures or late arrivals.
- Minimum tariffs and stay periods may apply.
- Cancellations:
  - Peak season:**
    - 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.
  - Off peak season:**
    - 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.

Collingwood Holiday Park Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>PEAK SEASON (1 December – 31 March, plus all holiday weekends)</b>		
<b>Sites (Tent/Caravan/Motorhome)</b>	<b>Per Night</b>	<b>Per Night</b>
Waterfront Powered (1 or 2 persons)	\$45.00	\$50.00
Waterfront Unpowered (1 or 2 persons)	\$40.00	\$40.00
Powered (1 or 2 persons)	\$38.00	\$40.00
Unpowered (1 or 2 persons)	\$34.00	\$35.00
Extra Adult	\$20.00	\$20.00
Extra Child 2-14 years	\$10.00	\$10.00
Extra Child under 2 years	Free	Free

DRAFT SCHEDULE OF FEES & CHARGES 2021/2022

Collingwood Holiday Park Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Cabins &amp; Bach</b>	<b>Per Night</b>	<b>Per Night</b>
Ensuite Cabin (1 or 2 persons)	\$120.00	\$120.00
Waterfront Cabin (1 or 2 persons)	\$100.00	\$110.00
Standard Cabin (1 or 2 persons)	\$80.00	\$80.00
Backpacker Cabin (1 or 2 persons)	\$70.00	\$70.00
Bach (1 to 4 persons)	\$160.00	\$160.00
Extra Adult	\$25.00	\$25.00
Extra Child 2-14 years	\$15.00	\$15.00
Extra Child under 2 years	Free	Free
<b>OFF PEAK SEASON (1 April – 30 November, excluding holiday weekends)</b>		
<b>Sites (Tent/Caravan/Motorhome)</b>	<b>Per Night</b>	<b>Per Night</b>
Waterfront Powered (1 or 2 persons)	\$38.00	\$40.00
Waterfront Unpowered (1 or 2 persons)	\$34.00	\$35.00
Powered (1 or 2 persons)	\$34.00	\$35.00
Unpowered (1 or 2 persons)	\$30.00	\$30.00
Extra Adult	\$15.00	\$15.00
Extra Child 2-14 years	\$10.00	\$10.00
Extra Child under 2 years	Free	Free
<b>Cabins &amp; Bach</b>	<b>Per Night</b>	<b>Per Night</b>
Ensuite Cabin (1 or 2 persons)	\$100.00	\$100.00
Waterfront Cabin (1 or 2 persons)	\$85.00	\$90.00
Standard Cabin (1 or 2 persons)	\$70.00	\$70.00
Backpacker Cabin (1 or 2 persons)	\$60.00	\$60.00
Bach (1 to 4 persons)	\$130.00	\$130.00
Extra Adult	\$20.00	\$20.00
Extra Child 2-14 years	\$15.00	\$15.00
Extra Child under 2 years	Free	Free

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022



Collingwood Holiday Park Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>LONG STAY RATES (15 August – 30 November, for stays that exceed 7 nights)</b>		
<b>Sites (Tent/Caravan/Motorhome)</b>	<b>Per Night</b>	<b>Per Night</b>
Powered (1 or 2 persons)	\$23.00	\$30.00
Unpowered (1 or 2 persons)	\$20.00	\$25.00
Extra Adult	\$5.00	\$10.00
Extra Child 2-14 years	\$5.00	\$5.00
Extra Child under 2 years	Free	Free
<b>EXTRA CHARGES</b>		
Linen Hire (per person)	\$10.00	\$10.00
Internet ( per 24 hours)	\$5.00	\$5.00
Towel Hire (per item)	\$2.00	\$2.00
Vehicle and Caravan storage subject to seasonal availability in designated area (per night)	\$5.00	\$5.00
Caravan/ Campervan site occupancy but absent from holiday park (per night)	\$20.00	\$20.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Corporate Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>GIS Map Prices (per copy)</b>		
A4	\$5.00	\$5.00
A3	\$10.00	\$10.00
A2	\$15.00	\$15.00
A1	\$20.00	\$20.00
A0	\$30.00	\$30.00
<b>Subsequent copies</b>		
A4	\$2.50	\$2.00
A3	\$5.00	\$5.00
A2	\$7.50	\$7.50
A1	\$10.00	\$10.00
A0	\$15.00	\$15.00
Electronic files (e.g. Maps and GIS data in electronic format)	\$160.00/hr	\$164.00/hr
<b>Official Information Requests</b> Staff time will be charged out at a rate of \$38.00 per half hour. Copying will be charged out at the normal rate applicable.	\$38.00/ half hour	\$38.00/ half hour

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Photocopying	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>First 20 pages for requests under the Official Information Act</b>	Free	Free
Additional copies:		
Single sided	20c	20c
Double sided	40c	40c
A3 black and white		
Single sided	40c	40c
Double sided	70c	70c
Colour copies A3 and A4	\$2.00	\$2.00

Miscellaneous Charges - Customer Services	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Records of Title	\$20.00	\$21.00
Survey Plan	\$20.00	\$21.00
Historic Titles	\$20.00	\$21.00
Scanning of Minor Building Consent applications for electronic processing	\$2.00/page Maximum 20 pages	\$2.00/page Maximum 20 pages

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Property Services Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Grazing Licence</b>		
Grazing land - application for licence to occupy	\$150.00	\$154.00
Grazing land licence to occupy documentation fee	\$150.00	\$154.00
Grazing land annual licence to occupy rental fee	By negotiation with a minimum \$230.00/pa	By negotiation with a minimum \$236.00/pa
<b>Retail/Community Licence To Occupy</b>		
Retail - application for licence to occupy (This is for vending carts, outdoor dining, market operator etc.)	\$150.00	\$154.00
Retail licence to occupy documentation fee	\$150.00	\$154.00
Retail licence to occupy temporary retail cart rental fee	\$59.00/week	\$64.00/week
Retail licence to occupy area for outdoor dining	\$29.00 per week up to 15m <sup>2</sup> , then \$3.50 per week per additional square metre	\$30.00 per week up to 15m <sup>2</sup> , then \$3.50 per week per additional square metre
Market operator licence to occupy	On a case-by-case basis by negotiation	On a case-by-case basis by negotiation
Community-based licence to occupy application fee	\$150.00	\$154.00
Community-based licence to occupy (sports clubs). Minimum rental	\$230.00/pa	\$236.00/pa
<b>Short Term Encroachments (less than 5 years)</b>		
Application for licence to occupy	\$150.00	\$154.00
Licence to occupy documentation fee	\$150.00	\$154.00
<b>Long Term Encroachments (underground services, bach, garage, carport)</b>		
Application fee for long term occupation agreement Documentation fee for long term occupation agreement	\$150.00 plus staff administration costs if the application is approved, all costs including staff time are payable	\$154.00 plus staff administration costs if the application is approved, all costs including staff time are payable

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Property Services Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Annual Rental for Short Term and Long Term Encroachments</b>		
Above ground encroachment in rural 1 or rural 2 zoned land up to 20m <sup>2</sup>	\$285.00/pa	\$292.00/pa
Above ground encroachment in any other zoned land up to 20m <sup>2</sup>	\$575.00/pa	\$590.00/pa
Above ground encroachment over 20m <sup>2</sup> in any zone	Charged at market value determined by independent valuer	Charged at market value determined by independent valuer
Below ground encroachment	On a case-by-case basis taking in to account the scale of the encroachment with a minimum of \$253.00/pa	On a case-by-case basis taking in to account the scale of the encroachment with a minimum of \$285.00/pa
<b>Miscellaneous</b>		
Application to transfer licence	\$150.00	\$154.00
Transfer of licence document fee	\$150.00	\$154.00
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	\$308.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Tasman District Council Cemeteries	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Plot – purchase right of burial</b>		
RSA in designated areas	No fee	No fee
New Plot – 12 years and over	\$1,266.00	\$1,300.00
Natural Burial – Standard Plot Size	\$1,266.00	\$1,300.00
Natural Burial – Large Plot Size	\$2,533.00	\$2,600.00
<b>Children’s areas where set apart</b>		
Child 5-12	\$645.00	\$662.00
Child 0-5 years	\$161.00	\$165.00
Stillborn	No fee	No fee
Out of District Fee on any Burial Plot – extra to above	\$1,266.00	\$1,300.00
<b>Ashes – purchase right of burial</b>		
RSA	No fee	No fee
Rose Garden – all ages	\$510.00	\$523.00
Tree Shrub Garden – all ages	\$510.00	\$523.00
Ash Berm – all ages	\$510.00	\$523.00
Stillborn	No fee	No fee
Out of District Fee on any Ash Plot – extra to above	\$510.00	\$523.00
Richmond Memorial Wall Plaque Space	\$194.00	\$200.00
<b>Burial interment fees</b>		
RSA	\$798.00	\$819.00
Interments – 12 years and over	\$798.00	\$819.00
Child – 5-12 years	\$479.00	\$490.00
Child – 0-5 years	\$152.00	\$156.00
Stillborn	No fee	No fee

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

Tasman District Council Cemeteries	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Burial interment fees cont.</b>		
Disinterment/Reinternment	Actual cost	Actual cost
Saturday extra charge – all ages	\$221.00	\$227.00
Sunday & Public Holiday extra charge – all ages	\$495.00	\$510.00
<b>Ash Interment Fees</b>		
All ash plots in all cemeteries – all ages	\$156.00	\$160.00
Disinterment/Reinternment – ashes	Actual cost	Actual cost
Saturday extra charge – all ages (if contractor attendance is required)	\$171.00	\$175.00
Sunday and Public Holidays extra charge – all ages (if contractor attendance is required)	\$276.00	\$283.00
<b>Miscellaneous</b>		
Concrete cutting when required	Actual cost	Actual cost
Late funeral hourly rate extra charge after 5pm	\$221.00	\$227.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022

**Sports Ground Charges**

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

Tasman District Council Sports Grounds Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Type</b>		
Cricket – Senior grade	\$3,469.00/block	\$3,559.00/block
Cricket – Second grade	\$2,649.00	\$2,718.00
Cricket – Artificial pitch	No charge	No charge
Rugby, Rugby League, Baseball, Football - Senior	\$376.00	\$386.00
Rugby, Rugby League, Football – Senior (where no field allocated)	\$103.00/occasion	\$106.00/occasion
Rugby, Football and Baseball - Junior	No charge	No charge
Athletics	\$134.00/track	\$137.00/track
Summer Rugby, Touch & Football - Senior	\$134.00/field	\$137.00/field
Velodrome – Cycle Club	\$410.00/season/club	\$421.00/season/club

Miscellaneous Parks and Reserves Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
Fencing between private and Tasman District Council owned land excluding roads subject to a case by case basis	Half actual cost per linear metre or \$65.00/metre whichever is the lower	Half actual cost per linear metre or \$67.00/metre whichever is the lower
Kina Campgrounds	Adult (16+ years) - \$8.00/night	Adult (16+ years) – \$10.00/night
McKee Campgrounds	Adult (16+ years) - \$8.00/night	Adult (16+ years) – \$10/night

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022



Library Charges	Charges from 1 July 2020 incl. GST	Charges from 1 July 2021 incl. GST
<b>Loans</b>		
New adult books – three-week loan	\$1.50	\$1.50
All magazines in adult section – two-week loan	50c	50c
DVDs – two-week loan	\$4.00	\$4.00
<b>Holds and Requests</b>		
Holds within Tasman District Libraries	\$2.00	\$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	\$5.00
Requests (inter-loan) outside Tasman District – child members	No charge unless a fee is charged by the lending library	No charge unless a fee is charged by the lending library
<b>Overdue items</b>		
Adult Member	30 cents/day (maximum charge \$5.00)	30 cents/day (maximum charge (\$7.00)
<b>Miscellaneous</b>		
Replacement Membership Card	\$3.00	\$3.00
Lost and Damaged Books	Replacement cost + administration fee	Replacement cost + administration fee
Lost Book Administration Fee (non-refundable)	\$8.00/item	\$8.00/item
Damaged Book Administration Fee (if charged)	\$5.00/item	\$5.00/item
<b>Library room hire charges (Meeting rooms and Learning Suite)</b>		
Non-profit Use - 1 hour	\$10.00	\$10.00
Non-profit Use - half day (4 hours)	\$20.00	\$20.00
Commercial Use - 1 hour	\$20.00	\$25.00
Commercial Use - per day	\$100.00	\$120.00

DRAFT SCHEDULE OF FEES &amp; CHARGES 2021/2022



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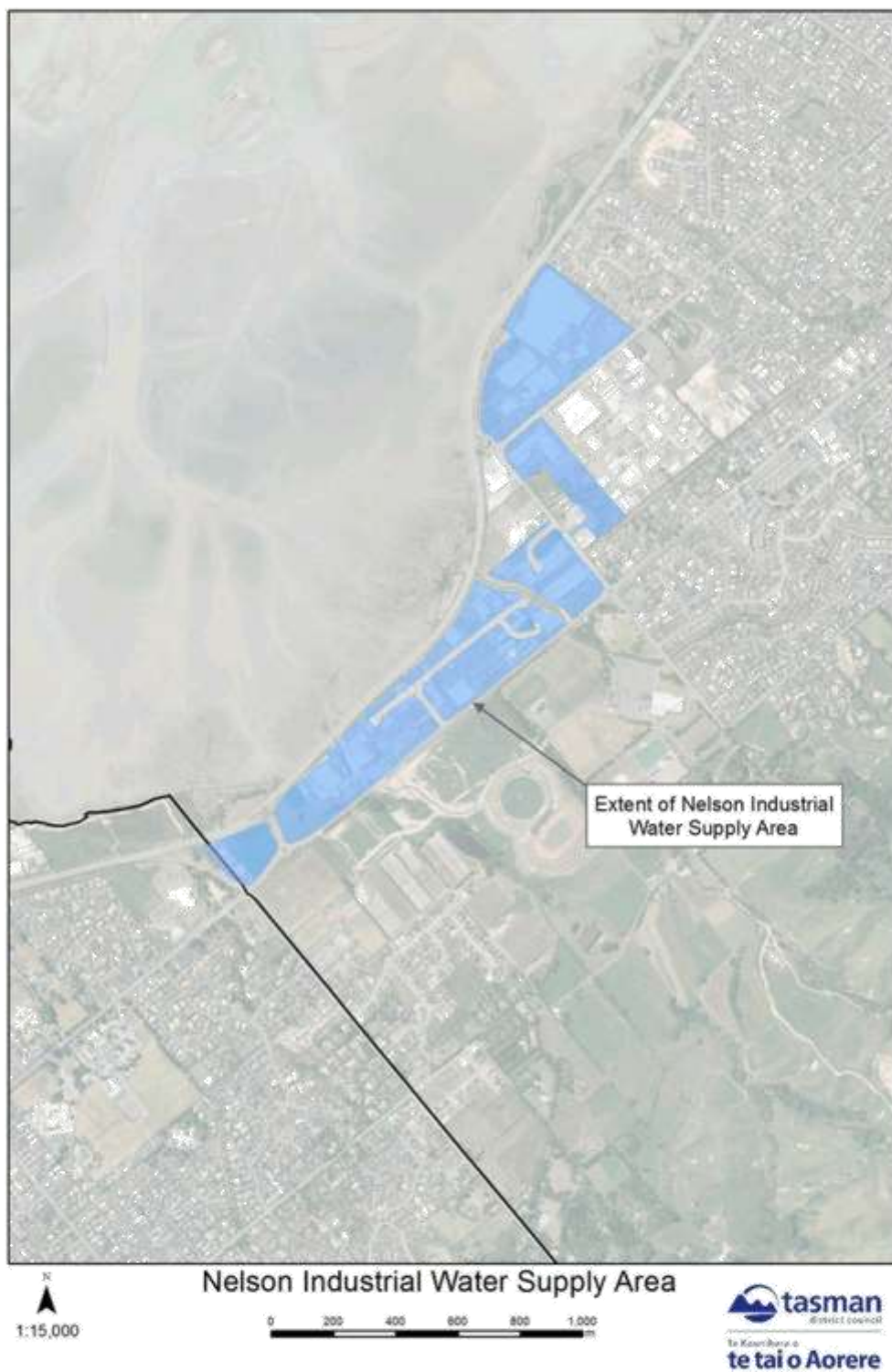
Nelson Residential Water Supply Area

0 200 400 600 800 1,000 m



Coordinates sourced from Land Information New Zealand data. Crown Copyright reserved. Contact Tasman DC regarding Copyright on Aerial Photography. The information on this map is prepared for indicative use only and is not intended for definitive legal, location or formal reference purposes. Date: 26/04/2016. Document Path: \\Fsad\IT\37094\_1172015\Final\Tasman\Maps\Annual\16\_2016-2017\Sched&Offens&Charg&Annual\16\_2016-2017\_NelsonResidentialWaterSupplyArea\_Appendix1.mxd

SCHEDULE OF FEES & CHARGES 2020/2021



DRAFT SCHEDULE OF FEES & CHARGES 2021/2022



**8.3 ESTABLISHMENT OF GOLDEN BAY RECREATION PARK MANAGEMENT COMMITTEE REPORT****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 February 2021
<b>Report Author:</b>	Susan Edwards, Community Development Manager
<b>Report Number:</b>	RCN21-02-6

**1 Summary**

- 1.1 On 19 March 2020, the Council passed a resolution authorising the establishment of a Golden Bay Recreation Park Management Committee with a view to resolving the longstanding dispute with the Golden Bay Agricultural and Pastoral Association and the Golden Bay Grandstand Community Trust.
- 1.2 The purpose of this report is to give effect to that resolution through the adoption of a Terms of Reference for the Committee and appointment of the members of the new Committee.
- 1.3 The Golden Bay Community Board's Delegations and Terms of Reference also need to be amended to remove specific responsibilities and powers in respect of the Golden Bay Recreation Park from the Board's jurisdiction as the new Committee will now undertake those responsibilities and powers previously done by the Board.

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

1. **receives the Establishment of Golden Bay Recreation Park Management Committee Report RCN21-02-6; and**
2. **approves the Terms of Reference for the Golden Bay Recreation Park Management Committee dated 11 February 2021 and contained in Attachment 1 to this report; and**
3. **appoints the following people to the Golden Bay Recreation Park Committee for the period up until the triennial local government election in October 2022; and**

<b>Organisation represented</b>	<b>Name</b>
Tasman District Council	Cr Chris Hill
Tasman District Council	Cr Celia Butler
A&P Association	Duncan McKenzie
User Representative	Wayne Packard
User representative	Anju Ejima

User representative	Lorna Pomeroy
User representative	Mayor to agree the person

4. agrees that the Mayor decide on the remaining User representative; and
5. agrees to amend the Golden Bay Community Board's Delegations to exclude the Golden Bay Recreation Park from its jurisdiction, as follows:

Add the following wording to the Community Board delegations in part 3.0 of the Delegations Register:

**3.5 Exclusion to Golden Bay Community Board's Delegations**

All matters relating to the Golden Bay Recreation Park are excluded from the Golden Bay Community Board's delegations with respect to clauses 3.2 – 3.3 of this Delegations Register.

6. agrees to amend the Golden Bay Community Board's Terms of Reference to exclude the Golden Bay Recreation Park from its jurisdiction, as follows:

Add the following wording to the Community Board Terms of Reference in:

**5.0 Exclusion to Golden Bay Community Board's Delegations**

All matters relating to the Golden Bay Recreation Park are excluded from the Golden Bay Community Board's delegations with respect to clauses 2.0 – 3.0 of this Terms of Reference.

### 3 Purpose of the Report

- 3.1 For the Council to decide on the Terms of Reference for the Golden Bay Recreation Park Management Committee, to appoint the members of the new Committee and to remove the Golden Bay Recreation Park from the relevant parts of the Golden Bay Community Board's delegations and Terms of Reference.

### 4 Background and Discussion

- 4.1 On 31 October 2019, the Council considered a report on the establishment of a committee structure to carry out its decision-making governance functions. At that stage, the Council did not consider establishing a Golden Bay Recreation Park Management Committee as an option.
- 4.2 Since then, in an effort to resolve the longstanding dispute with the Golden Bay Agricultural and Pastoral Association (A&P Association) and the Golden Bay Grandstand Community Trust (Trust), the Council has resolved that (among other things) it will form a new Committee of Council called the Golden Bay Recreation Park Management Committee.
- 4.3 The relevant parts of the resolution considered by the Council on 19 March 2020 (CN20-03-2) are as follows:
19. *approves the appointment of a committee to be known as the 'Golden Bay Recreation Park Management Committee to manage the land detailed in s. 18(7) of the Reserves and Other Lands Disposal Act 1959 ("ROLD Act");*
  20. *notes that the Golden Bay Recreation Park Management Committee should consist of:*
    - a) *two members appointed by the Tasman District Council;*
    - b) *one person appointed by the Tasman District Council on recommendation of the A&P Assn; and*
    - c) *other persons, not exceeding four in number as the Tasman District Council may from time to time appoint as nominees of other sporting bodies in the Takaka District;*
- 4.4 In order for the Council to establish a Committee and its members, the Committee will require a Terms of Reference. Staff have prepared a draft terms of reference for the Committee for the Council's consideration – please refer to **Attachment 1**. The Terms of Reference give effect to the Council's decision on 19 March 2020.
- 4.5 The proposed membership of the Committee is contained in the following table. Three Recreation Park users have been nominated by clubs who use the Park. However, a fourth member is still to be nominated. Therefore, staff recommend that the Mayor is delegated the power to appoint the remaining user representative on the Committee.

Organisation represented	Name
Tasman District Council	Cr Chris Hill
Tasman District Council	Cr Celia Butler
A&P Association	Duncan McKenzie

User representative	Wayne Packard
User representative	Anju Ejima
User representative	Lorna Pomeroy
User representative	Mayor to agree the person

- 4.6 Among other things, the Terms of Reference for the new Committee contain its role (section 4), its powers to recommend to the Council/Operations Committee (section 6), and the decision making powers of the Committee (section 7).
- 4.7 To limit duplication as far as possible, the Golden Bay Community Board's delegations in the Delegations Register and the Board's Terms of Reference also need to be amended to remove the responsibilities and powers in respect of the Golden Bay Recreation Park from the Board's jurisdiction. This is because the new Committee will now undertake some responsibilities and powers previously carried out by the Board.
- 4.8 To be clear, the Board's role in respect of the community it services is codified by statute. The Golden Bay Recreation Park exists within the community that the Board services, and on that basis, the general purpose and role of the Board in relation to the Golden Bay Recreation Park cannot be entirely excluded (e.g. ability to advocate and submit to the Council's Long Term Plan). That said, the Board's specific responsibilities and powers relating to the Golden Bay Recreation Park are able to be removed by the Council from the Board's delegations and Terms of Reference and this is the approach that I recommend is adopted.
- 4.9 I recommend that this change is implemented through an exclusion being added to both the Golden Bay Community Board's Terms of Reference and to the Delegations Register to remove specific responsibilities and powers of the Board in relation to the Park.
- 4.10 In late November 2020, Cr Butler, Cr Hill, Richard Hollier (Reserves and Facilities Manager) and I met with Duncan McKenzie and Noel Baigent representing the Golden Bay A&P Association, to discuss the draft Terms of Reference. As a result of that meeting, some changes were suggested to the document. These changes are reflected in the draft Terms of Reference contained in **Attachment 1**. The draft Terms of Reference have been re-circulated to the A&P Association representatives since amended. If we receive any further comments from them prior to the meeting, we will table them on the day.

## 5 Options

- 5.1 Option 1: Establish a new Golden Bay Recreation Park Management Committee based on the Terms of Reference (with or without minor amendments) outlined in **Attachment 1** and the membership outlined in section 4.5 of this report, and make amendments to the Golden Bay Community Board's Terms of Reference to remove the Golden Bay Recreation Park from the Board's jurisdiction.
- 5.2 Option 2: Ask staff to amend the Terms of Reference outlined in **Attachment 1** and/or the Committee membership and to report back to the next Council meeting with a revised Terms of Reference.
- 5.3 The advantages and disadvantages of the options are outlined in the following table.



Option	Advantages	Disadvantages
Option 1	<p>Enables the establishment of the Committee at this meeting.</p> <p>Enables the Council to make minor amendments to the draft Terms of Reference.</p> <p>Meets the requirements of the Reserves and Other Lands Disposal Act 1959.</p>	<p>Given that the decision to establish a Committee has already been made as part of the agreement on the Grandstand, there are no disadvantages with establishing the Committee now, provided the Council agrees with the draft Terms of Reference and Committee membership.</p>
Option 2	<p>The advantage of this option is that it enables the Council to make major amendments to the draft Terms of Reference if it is not satisfied with aspects of them.</p>	<p>Delays the establishment of the Committee.</p>

## 6 Strategy and Risks

- 6.1 The decision to establish a Committee was made by the Council on 19 March 2020. The aim of this resolution was to find a way forward with the A&P Association and the Trust and enable the Council and the Golden Bay community to work constructively together on matters relating to the Golden Bay Recreation Park.
- 6.2 There is a risk that some Committee members and Golden Bay residents may have higher expectations about what the Committee will be able to do than is provided for in the draft Terms of Reference.

## 7 Policy / Legal Requirements / Plan

- 7.1 The decision to establish the new Committee meets the requirements of section 18 (4) of the Reserves and Other Land Disposal (ROLD) Act 1959. The relevant provision in that Act follows:
- (4) The Golden Bay County Council shall appoint a standing committee under section 71 of the Counties Act 1956, to be known as the Showgrounds Management Committee, which shall have the management of the said land, and which shall consist of:
- 2 members to be appointed in that behalf by the Golden Bay County Council;
  - 1 person to be appointed by the Golden Bay County Council on the recommendation of the Association;
  - 1 person to be appointed by the Golden Bay County Council on the recommendation of the Club;
  - such other persons not exceeding 3 in number as the Golden Bay County Council may from time to time appoint as nominees of other sporting bodies in the Takaka District.
- Note: "Association" refers to the Golden Bay Agricultural and Pastoral Association and "Club" refers to the Takaka Athletic and Cycling Club.
- 7.2 It is important to note that the new Committee is subject to the control of the Council by virtue of Schedule 7 clause 30(3) of the Local Government Act 2002. As a result, it is for the Council to decide on the scope and content of the Terms of Reference for the Committee that it is establishing.

- 7.3 Council staff recommend the Council adopts the Terms of Reference as appended to this Report. Council staff have considered its ROLD Act obligations, existing Terms of Reference for other similar committees already in existence, as well as the scope and role of the existing Community Board and other existing management contracts already in place.
- 7.4 Council staff consider that the Terms of Reference as drafted provide for a constructive and manageable role for the Committee members and the Committee as a whole, for the Golden Bay Recreation Park.
- 7.5 For the avoidance of doubt, the Terms of Reference do not provide any decision making powers to the Committee in relation to the reinstatement of the Grandstand to public use (also the subject of the Council resolution dated 19 March 2020 CN20-03-02). A steering group is proposed to be set up by the Council to liaise with the community regarding the Grandstand reinstatement project and to assist with fundraising for the project.

## 8 Consideration of Financial or Budgetary Implications

- 8.1 There will be costs associated with servicing the new Committee, which will need to be funded from Council's Governance budget. There will also be costs associated with staff servicing the Committee, which will divert staff from other work. However, the Council has already decided to establish the Committee. This report is giving effect to that decision.
- 8.2 We have not received any request to pay the non-Council members of the Committee for their role and are not proposing to pay them an honorarium.

## 9 Significance and Engagement

- 9.1 The overall level of significance in relation to the decision to adopt a Terms of Reference for the Committee and appoint its members is low. Staff consider that the Council does not need to consult prior to making the decisions sought in this report.
- 9.2 The Golden Bay Community Board members have been advised of the proposed change to the Board's Terms of Reference and delegations.
- 9.3 The A&P Association and the Chair of the Golden Bay Shared Recreational Facility User Council have been provided with a draft of the Terms of Reference. Cr Butler, Cr Hill and staff meet with two members of the Association to discuss the draft document. Staff have incorporated the changes agreed at the meeting into the Terms of Reference contained in Attachment 1.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	Staff consider that the decisions sought in this report are of low public interest. The important decision was the one made in March 2020 to establish such a Committee.

	Issue	Level of Significance	Explanation of Assessment
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	The decisions sought in this report are likely to have a minor positive impact on the social well-being of the community by providing greater opportunity for the Committee members to have oversight of the Golden Bay Recreation Park management.
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	The Terms of Reference and Committee membership can be reviewed at any time and will be reviewed following the next triennial local government election.
4.	Does this activity contribute or detract from the goals in the Tasman Climate Action Plan?	No	Climate Change considerations are not relevant to the decisions sought in this report.
5.	Does the decision relate to a strategic asset?	No	
6.	Does the decision create a substantial change in the level of service provided by Council?	No	
7.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	There will be costs for staff time reporting to and servicing the Committee and a minor impact on the Council's Governance budget.
8.	Does the decision involve the sale of a substantial proportion or controlling interest in a CC(T)O?	No	
9.	Does the decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
10	Does the decision involve Council exiting from or entering into a group of activities?	No	
11	Does the proposal require inclusion of Māori in the decision making process (s81 LGA)?	No	

## 10 Conclusion

- 10.1 In March 2020, the Council decided to establish a new Golden Bay Recreation Park Management Committee as part of reaching agreement with the A&P Association and the Trust on the grandstand. This report proposes giving effect to that decision by establishing the membership of the Committee and approving the Terms of Reference for the new Committee. The establishment of the new Committee will also require the removal of the

Golden Bay Recreation Park from the specific responsibilities and powers of the Golden Bay Community Board.

**11 Next Steps / Timeline**

11.1 If the Council approves the Terms of Reference for and membership of the Committee, staff will advise the appointed people of the decision and set up the inaugural meeting of the Committee. Staff will advise the Community Board of the Terms of Reference changes.

**12 Attachments**

1. [↓](#) Draft Terms of Reference - Golden Bay Recreation Park Management Committee 101

## Golden Bay Recreation Park Management Committee

### Terms of Reference

#### 1. Purpose

The Golden Bay Recreation Park Management Committee (the Committee) is to oversee management of the land (including buildings) detailed in s. 18(7) of the Reserves and Other Lands Disposal Act 1959 (“ROLD Act”) on behalf of Tasman District Council (the Council).

#### 2. Membership

Membership of the Committee shall comprise:

- a) two members appointed by the Tasman District Council;
- b) one person appointed by the Tasman District Council on recommendation of the Golden Bay Agricultural and Pastoral Association; and
- c) other persons, not exceeding four in number as the Tasman District Council may from time to time appoint as nominees of other sporting bodies in the Takaka Ward.

The Chairperson of the Committee will be decided by the Tasman District Council Mayor and be from one of the two members appointed by the Council in a) above.

If the Chair is unavailable, the other Council member appointed by the Council in a) above will chair the meeting.

#### 3. Iwi and Stakeholders

Representatives from iwi, Youth Council, relevant sporting codes and relevant community groups, may be invited to attend Committee meetings as iwi representatives or as key stakeholders when required. However, these representatives will only have speaking rights with the agreement of the Committee Chair. The representatives will not have voting rights.

#### 4. Role of the Committee

To act as a governance group by:

- i. providing recommendations to the Council on the matters set out in section 6 of these terms of reference; and
- ii. making the decisions on the matters set out in section 7 of these terms of reference; and
- iii. communicating and engaging with community organisations and user groups to determine their views as to the use and development of the Golden Bay Recreation Park; and

- iv. overseeing and monitoring progress on Council's capital works programme for the Golden Bay Recreation Park; and
- v. undertaking such other functions as may from time to time be delegated to the Committee by the Council or other Operations Committee.

## 5. **Functioning of the Committee**

The Committee is directly responsible and accountable to the Council via the Operations Committee for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must recognise that the primary responsibility for governance of the Council rests with the elected members of the Tasman District Council and that the primary responsibility for Council operational activities rests with the Council's Chief Executive.

Quorum for the Committee is three members, including a minimum of one member appointed by the Council in 2 a) above.

Ordinary Committee meetings will be held twice per year.

Tasman District Council Standing Orders apply to Committee meetings.

Committee meetings will comply with the Local Government Official Information and Meetings Act 1987 requirements.

Minutes of Committee meetings will be referred to the Council's Operations Committee, at which point any recommendations will be considered.

## 6. **Powers to Recommend**

The Committee has the powers to recommend and to provide advice to Council or the Operations Committee (as appropriate) on the following matters relating to the Golden Bay Recreation Park on:

- i. the Committee's priorities and preferences for input into the relevant reserve management plan processes and other Council policy processes in so far as how they relate to the Golden Bay Recreation Park;
- ii. the priorities for expenditure, capital works projects and other proposals for reserve developments relating to the Golden Bay Recreation Park for Council to consider including in its Annual Plans and Long Term Plans;
- iii. the granting of leases or licences on the Golden Bay Recreation Park; and
- iv. the granting of a new contract for management of the Rec Park Centre, but only where there is a change to the service provider for the management contract;
- v. matters related to the reinstatement of the Grandstand to public use, including final design, community engagement processes and fundraising;
- vi. opportunities for Council to apply for funding from external agencies which can be held by Council for application to projects to be undertaken at the Golden Bay Recreation Park;

- vii. the setting of fees for use of the Golden Bay Recreation Park for inclusion in the Council's Long Term Plan and Annual Plan; and
- viii. any permanent or major development at the Golden Bay Recreation Park that may change the use of the Park's land or buildings (this power does not apply to short term or temporary uses e.g. events which are approved by staff).

## 7. Powers to decide

The Committee has the powers to decide the following matters relating to the Golden Bay Recreation Park to:

- i. approve the design and location of playground equipment, park furniture,, fencing and landscape design plans at the Golden Bay Recreation Park.
- ii. grant consent for the removal of trees from the Golden Bay Recreation Park; and
- iii. write letters of support for funding applications (funds to be held by the Council) to external organisations which can be applied to projects at the Golden Bay Recreation Park.

## 8. Notes for clarification to sections 6 and 7:

- i. In relation to the decision making powers above, the Committee must comply with relevant legislation and Council policies.
- ii. The Committee has no powers, other than those listed section 7, to decide or to act on any matters relating to the Golden Bay Recreation Park.
- iii. The Rec Park Centre is managed under contract by a separate organisation. The Committee does not have any direct decision making powers or powers to make recommendations relating to the renewal of the existing management contract for the Rec Park Centre. The renewal of the existing management contract is considered annually by Council officers in the ordinary course of events.
- iv. The Council also has general management contracts in place for upkeep and maintenance of the Golden Bay Recreation Park and these contracts will remain the prerogative of the Operations Committee and staff under delegation.
- v. There will be occasions when the Committee needs to liaise and work collaboratively with the Golden Bay Community Board on matters relating to the Golden Bay Recreation Park.

## 9. Role of the Chair

The role of the Committee Chair is to:

- i. review the agenda with staff prior to Committee meetings;
- ii. chair meetings according to Council's Standing Orders and the agreed agenda, and to assist the Committee to reach consensus on issues, options, recommendations to Council and on decisions which are within its power to make; and
- iii. undertake such other responsibilities as are outlined in Standing Orders.

**10. Role of staff**

Council staff will provide technical expertise, project management and administrative support to the Committee. Their role is to:

- i. procure, manage and provide oversight of maintenance and project works at the Golden Bay Recreation Park;
- ii. provide advice and reports to enable full consideration of the options by the Committee;
- iii. provide advice to the Committee on legal and statutory issues and obligations;
- iv. lead technical discussions on options under consideration;
- v. manage project resources (budget and staff time);
- vi. manage project issues, risks, changes and advise the Committee of issues as they arise;
- vii. provide staff reports to meetings at decision making points;
- viii. organise and manage engagement with iwi and key stakeholders and the wider community and keep the Committee briefed on key matters arising through engagement activities;
- ix. manage leases, licences and management contracts (including annual renewal of management contracts) at the Golden Bay Recreation Park;
- x. prepare and distribute agendas for Committee meetings;
- xi. maintain records of meetings, key decisions made by the Committee and reasons for decisions, so that the decision making process can be clearly understood; and
- xii. manage bookings of the land and buildings, other than for the Rec Park Centre, and advise the Management Committee of bookings as part of the staff briefing for each Committee meeting.

**11. Varying Terms of Reference**

These terms of reference may be varied by resolution of the Council.

**12. Review of Terms of Reference**

These Terms of Reference will be reviewed after each triennial election.

**13. Remuneration**

The Committee members will not receive any remuneration for their role on this Committee.

Dated: 11 February 2021



**8.4 MAYOR'S UPDATE****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 February 2021
<b>Report Author:</b>	Tim King, Mayor
<b>Report Number:</b>	RCN21-02-7

**1 Summary**

- 1.1 Welcome to 2021. I hope that you have enjoyed some well-earned rest over the holiday break.
- 1.2 We are already well into what will be a very busy year for both Councillors and Council staff. With development of the Long Term Plan, the ongoing review of the Tasman Environment Plan, the Resource Management Act review, freshwater reforms and the three-waters regulations (amongst other things), we will have more than enough to keep us occupied.
- 1.3 The hail event in Motueka in Boxing Day has seriously affected many of the local horticultural crops with growers in the Motueka, Upper Moutere and Lower Moutere area losing at, or near, 100% of their crop with the direct loss of returns expected to exceed \$100 million. For kiwifruit and apple growers, not just this year's crop has been lost but the damage to the trees and vines also means that next year's crop may be affected.
- 1.4 I have been working with local horticultural bodies (New Zealand Apples & Pears, New Zealand Kiwifruit Growers and Horticulture New Zealand) and the Rural Support Trust to see how we can help the affected growers. The horticultural bodies have also written collectively to Ministers Grant Robertson, Damien O'Connor and Stuart Nash seeking Government support.
- 1.5 I am pleased to advise that Elizabeth Lucas has accepted the TUIA Scholarship for 2021. Elizabeth will be attending her first wananga in Hamilton in early March.
- 1.6 At this meeting, our Kaumatua, Jane du Feu and members of the Te Matatini organising team will make a presentation to the Council about the upcoming Te Matatini events that are being held in our region this year, next year and in 2026.
- 1.7 We have received advice that the Chief Executive, President and Vice-President of Local Government New Zealand are planning a roadshow of New Zealand councils starting in April. They intend to meet with elected members, senior staff and iwi partners of each council with the purpose of introducing themselves and their vision for the sector. They have also asked for a list of important topics that are on our agenda and how they might provide some support to us.

**Delegations Register**

- 1.8 Under the current Delegation Register, the Chair of the Regulatory Committee, who may co-opt other members, can approve potential settlements by Consent Order relating to Resource Management Act Plans or Policy settlements. Traditionally, the Resource Consent

Manager and/or Principal Planner have also signed off Consent Orders following mediation on resource consent appeals, after discussion with the Chair of the Regulatory Committee.

- 1.9 We are about to embark on Court assisted mediation for Te Waikoropupu Water Conservation Order which could come under the term “policy settlement”. However, out of an abundance of caution and to ensure that someone representing the Council has authority to settle, if the parties are able to settle at the upcoming mediation session, it is recommended that the scope of the delegations be updated.
- 1.10 Therefore, this report recommends that the Delegations Register be amended as noted in the resolution.

### **Resolutions from the Golden Bay Community Board Meeting**

- 1.11 At its meeting on 16 February 2021, the Golden Bay Community Board passed the following resolutions regarding freedom camping and the Golden Bay Grandstand. Both issues have been referred to staff for an appropriate response.

### **Moved Chair Langford/Board Member Grant**

#### **GBCB21-02-1**

**That the Golden Bay Community Board, having discussed freedom camping issues,**

- 1. Supports the Council’s position as expressed in the Responsible Camping Strategy to discourage non self-contained camping, except in authorised areas;**
- 2. Does not support the use of Council land for freedom camping beyond what is already provided for in the Freedom Camping Bylaw;**
- 3. Supports the use of existing camping grounds for camping purposes as the means by which the Council provides land for such purposes;**
- 4. Is concerned that music and dance festival operators do not provide accommodation options for patrons in an authorised manner and that problems are transferred to other parts of the Ward and the Council needs to address this issue in a timeframe quicker than the review of the Tasman Environment Plan;**
- 5. Supports enforcement of the bylaw even if that means more infringement fines are issued and recommends that funding for ambassadors program should shift to more compliance resource.**

**CARRIED**

### **MOVED by Cr Langford/Board Member Grant:**

#### **GBCB21-02-2**

**That the Board requests the Council to agree to work to bring the Golden Bay Grandstand up to a minimum functioning standard so it can be used for the 125<sup>th</sup> anniversary of the A&P Show in 2022, including the removal of squash courts, prior to completion of the full restoration using funds currently available for completion of the Golden Bay Recreation Facility.**

**CARRIED**

**2 Draft Resolution**

**That the Full Council:**

- 1. receives the Mayor's Update report RCN21-02-7; and**
- 2. agrees to amend the Delegations Register as follows:**
  - (i) The Chairperson of the Regulatory Committee or Strategy and Policy Committee, who may co-opt other members, can approve potential settlements by Consent Order relating to RMA proceedings.**
  - (ii) The Environment and Planning Manager, or Environmental Policy Manager or Resource Consent Manager or Principal Planner – Resource Consents can, following consultation with the Chairperson of the Regulatory Committee or Strategy and Policy Committee depending on the subject matter, approve potential settlements by Consent Order relating to RMA proceedings provided the settlement is in general accord with a stated Council position or, where any deviation from such a position, is the result of consensus reached at Court assisted mediation.**

<b>Mayoral Activity</b>
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1.2 Since the last Council meeting on 18 December last year, I have attended the following:

- Met with Nelson Mayor, Rachel Reese, Marlborough Mayor John Leggett, our kaumātua, Whaea Jane de Feu and staff from the three councils regarding the proposal to hold the Te Matatini (kapa haka) festival in our region in 2026. A presentation will be made at this meeting.
- On Christmas Day, I joined a number of our residents at the annual Richmond Community Christmas Dinner organised by the Church on the Hill. Once again, we were treated to an amazing meal and I acknowledge the hard work of those behind the scenes who do so much to support those less fortunate in our community.
- After the Boxing Day hailstorm, I visited Motueka and spoke to some of the affected local orchardists and inspected damage caused to both buildings and crops.
- I joined the Taylors Contracting team at the Richmond Harness races on 10 January.
- On 13 January 2021, our Kaihautū, Te Waari Carkeek and I met with a representative from the Mayors' Taskforce for Jobs regarding the TUIA Scholarship for 2021. As noted above, we have confirmed Elizabeth Lucas in this role.
- On the same day, I met with two representatives from the Ministry of Education regarding an initiative they are hoping to develop between different government agencies, councils and other groups across the top of the south, to assist young people to connect with employment and training. The programme would work with Secondary Schools to develop opportunities for young people, with the “whatever they might do next” space. That could mean training, education or employment. A further meeting with the Mayors of all three Top of the South councils and the Ministry of Social Development is scheduled for early March.
- Attended a “hail support” meeting with some affected growers and horticultural organisations on 14 January 2021 followed by a visit to affected hop growers.
- It was great to attend the opening of the South Island Colgate Games at Saxton Field on 15 January 2021; many enthusiastic and talented kids from throughout the mainland aged between seven to 14 years took part. While medals are awarded for some events, the focus is on participation.
- That afternoon I met with two representatives from St John Ambulance, Tasman regarding emergency ambulance services in the Murchison area.
- Nelson MP, Rachel Boyack visited on 15 January 2021 with Jamie Strange, MP for Hamilton East and Chair of the Economic Development Select Committee.
- The Labour Caucus spent the week of 18 January in the Nelson-Tasman region for their annual retreat. I joined Ministers Grant Robertson, Stuart Nash and Damien O'Connor along with Rachel Boyack on a visit to the Waimea Community Dam site on 20 January 2021. Rachel Reese and I also met briefly with Hon Nanaia Mahuta, Hon David Parker and Hon Michael Wood on 21 January 2021.
- Chief Executive, Janine Dowding, Deputy Mayor, Stuart Bryant and I met with the Chair and some members of the Rotoiti & Districts Community Council in St Arnaud on 27 January 2021.

- These meetings, held annually with community/ratepayer group chairs, provide an opportunity to air any issues and talk about what is coming up. As a result of recent discussions, the Council has agreed to host a mini workshop with all the community group Chairs providing them with an opportunity to network and discuss areas of mutual interest and also to gain some support in managing conflict.

## 2 Passing of Albie Aubrey

2.2 I wish to acknowledge the recent passing of Albie Aubrey. Albie was a longstanding member of staff with the former Waimea County Council (as County Clerk) and was the inaugural Community Services Manager when Tasman District Council was formally established in 1989.

2.3 Many of you will remember Albie coming along to Public Forum in recent years to discuss his thoughts on rating issues.

2.4 A sympathy card was sent on our behalf to Albie's family.

## 3 Mayor's Discretionary Fund

3.2 Late last year I provided funding from the Mayor's Discretionary Fund to a Richmond student, Maddie Cornelisen to support her travel costs to attend the Under-16 National Volleyball Championships in Hamilton. Maddie was very grateful for our support and while the Tasman team didn't win, they came a creditable sixth overall.



*Maddie (in the orange shirt) and members of the Tasman Under-16 Volleyball team*

## 4 Richmond West Development

4.2 The Richmond West Development Company Ltd have recently sent me a few photos of their "Meadows" development off McShane Road. The photos below show how much progress has been made in less than two years. The first photo was taken in March 2019 and the second in January 2021 (note, the red circles indicate the same position on each photo). Quite an amazing transformation.

Item 8.4



*Richmond West April 2019*



*Richmond West January 2021*

**Attachments**

Nil

**8.5 CHIEF EXECUTIVE'S ACTIVITY REPORT TO FULL COUNCIL**

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 February 2021
<b>Report Author:</b>	Janine Dowding, Chief Executive Officer
<b>Report Number:</b>	RCN21-02-8

Item 8.5

**1 Purpose of the Report**

- 1.1 This report provides an update to Councillors on some key activities since my last report in December 2020. It also includes the updated Council Action Sheet (**Attachment 2**).

**2 Draft Resolution**

That the Full Council:

1. receives the Chief Executive's Activity Report to Full Council RCN21-02-8; and
2. approves an amendment to Standing Orders, Section 27 Minutes as follows:
  - “27.1 The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. When confirmed by resolution at a subsequent meeting, the minutes will be signed by the Chairperson and stored electronically. They will provide prima facie evidence of the proceedings they relate to”; and
3. notes the Council Action Sheet.

### 3 Tasman Climate Action Plan

- 3.1 The Council's Tasman Climate Action Plan (Action Plan) brings together all the work that the Council is already doing in response to climate change along with new goals, targets and actions.
- 3.2 Key progress highlights since my last update include:
- 3.2.1 The Council has signed up to FutureFit for councils. FutureFit is a tool created by Auckland and Wellington Councils that enables individuals to compete and form teams to reduce their carbon footprint. It also makes reduction recommendations and sends reminders each week to check on progress. Throughout the year, the Council will be encouraging Tasman residents to take on the challenge, alongside our alternative transport and waste minimisation messaging.
- 3.2.2 Tasman District Council and Nelson City Council officers are working through options and reviewing the greenwaste trial to divert organics from landfill that started this month.
- 3.2.3 The first round of community engagement with the Tasman Environment Plan (TEP) was completed in December 2020. Some of the key planning issues that were raised by the community will be addressed via the Future Development Strategy (FDS) and will be implemented through the TEP. Issues raised included housing (sustainable growth and safe, affordable places to live) and transport (support for a range of options for moving around the district). A review of the FDS will commence late 2021 and initial background work is already underway.
- 3.2.4 The Council has received a positive response to, and uptake of, the Warmer Healthier Homes project. Council officers are currently working with the Nelson Tasman Housing Trust to further promote use of the subsidy for Tasman residents.
- 3.2.5 The Coastal Risk Assessment report was released on 17 December 2020, followed by a targeted media campaign to raise awareness of the reports information in the community. Council officers are now scoping the Phase 3 work programme which will involve community engagement on coastal management issues and options mid-2021.
- 3.3 The Council has asked for feedback on the Council's response to climate change. We will provide this through quarterly updates to the Strategy and Policy Committee. Regular updates will continue to be shared with Councillors through the weekly Councilor Update.

### 4 Recording of Council and Committee Meetings

- 4.1 Under Clause 28, Schedule 7 of the Local Government Act 2002, the Council is required to keep minutes of its proceedings.
- 4.2 The Act further states that "minutes of proceedings, duly entered and authenticated as prescribed by a local authority, are prima facie evidence of those proceedings."
- 4.3 Under the Model Standing Orders produced by the Society of Local Government, we have included the following wording in our Standing Orders:
- 27.1 "The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard copy, signed and included in the council's minute book and, when confirmed by



resolution at a subsequent meeting and signed by the Chairperson, will be prima facie evidence of the proceedings they relate to.”

- 4.4 With the availability of reliable electronic data storage, a number of local authorities in New Zealand have changed their Standing Orders and deleted the requirement to keep hard copies of signed minutes.
- 4.5 I propose the following process:
- 4.5.1 Unconfirmed minutes are provided in electronic form to the Council and on the Council’s website as soon as possible after a committee meeting.
- 4.5.2 Once the minutes are confirmed, the watermark is changed to “Confirmed Minutes” and they are circulated in electronic form and uploaded to the website as above. Note, this copy will not display the committee chair’s signature but will indicate the name of the chair in the “minutes confirmed” section.
- 4.5.3 A copy of the “Confirmed Minutes” affixed with the electronic signature of the chair will be stored electronically by Council and Executive Services staff as evidence that we meet the requirements of the Local Government Act. These electronic records are securely stored and “backed up”.
- 4.5.4 Any minutes that are circulated to the public in the future will not include the chair’s signature, only the person’s name. This will avoid any forgery of signatures.
- 4.6 This will be documented in the amended Standing Orders as follows:
- “27.1 The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. When confirmed by resolution at a subsequent meeting, the minutes will be signed by the Chairperson and stored electronically. They will provide prima facie evidence of the proceedings they relate to.”

## **5 Otago Lead Levels in Water Supply**

- 5.1 In response to the ongoing water crisis in Otago due to lead contamination, we have reviewed the Council’s systems for monitoring results for water quality. This includes the notification for events where the results are outside safe limits.
- 5.2 In general, the most frequent monitoring is through in-plant instruments at our water treatment plants that continuously monitor parameters such as FAC (chlorine concentration), turbidity and UV performance. For these key parameters, tiered alarms are configured to notify the operators (Downer) by text if the treatment plant is operating outside the normal range before there is a water safety risk. The data is communicated through our telemetry network (1-2 minute polling period) which can also be viewed by Council staff in the SCADA system. Risk of contamination of the supply is mitigated by controls that automatically shut down or divert plants when water quality set points are breached.
- 5.3 We can also react to positive microbiological results, which are sampled weekly to monthly dependent on scheme population. In the event of a positive E.coli result, the testing laboratory has an escalation phone list of contacts of our contractors and key Council staff who are sent a text message so that a response can be initiated. All results are also emailed to our contractor and collated in Water Outlook.

- 5.4 Inorganic (eg. lead) and organic (eg. pesticides) chemical testing of P2 determinants is conducted on a less frequent schedule, which is currently five years (but may reduce under the new Water Services Bill requirements) and usually aligns with the review of the Water Safety Plan for a scheme. However, extensive testing was done in 2020/2021 and the results are being analysed.
- 5.5 As part of the new Water Safety Plans, we are required to have Source Protection Plans and Risk Management Plans and if these identify new risks or we are notified of changes in activities in the water source catchment at our regular Water Safety meeting, that includes the E&P Department, we will adapt our chemical sampling to manage the risks.

## 6 Managing People

- 6.1 There have been two events notified by staff since my last report. A staff member slipped on the stairs and twisted their ankle and another staff member was stung by a bee while working in the field.
- 6.2 The six monthly health and indicators and monitoring report is shown in **Attachment 1**. The data in the report is for the July to December 2020 period.
- 6.3 The human resources statistics for the quarter ending December 2020 show that we have 330 FTE and a headcount of 362. This has increased from the 321 FTE (headcount of 352) as at September 2020. The new positions that have commenced up to 31 December 2020 are listed below. Turnover for the quarter was 1.93% and the 12-month rolling period is 9.66%.

Corporate & Governance	Rates Officer
Engineering Services	Transportation Planning Officer Project Manager
Environment & Planning	Project Manager – Jobs for Nature (fixed term) Consent Planner – Subdivision Approvals
Executive & Council Services	PMO Director (fixed term) Project Management Advisor – PMO (fixed term) Reporting & Insights Analyst – PMO (fixed term) PMO Co-ordinator (fixed term)
Information Services	Cybersecurity Manager

- 6.4 Following the mid-February Government announcement that we were moving to Alert Level 2 we were able to seamlessly reinstate the health and safety protocols associated with this alert level. We had appropriate customer queue management, QR codes, ballot box sign-in and had physical distancing in place. We also re-introduced a customer appointment system. I would like to thank staff for their responsiveness and thank our customers for their support during this uncertain time.
- 6.5 Recruitment levels remain consistent and we are finding ourselves having to re-advertise a growing number of vacancies, as we are not seeing the same calibre or number of applicants that have applied in the past. Some of this is possibly being caused by our District's higher housing costs compared to other districts, the timing of advertising (during the extended summer break period) and potentially some effect from COVID-19 which may be leading to some potential applicants reconsidering changing employment.
- 6.6 Strategic Policy Manager, Sharon Flood has left the organisation to pursue another career opportunity. We were sorry to see Sharon leave, but I am pleased that Activity Planning

Programme Leader, Jenna Neame has been seconded into the role of Acting Strategic Policy Manager and will lead the Strategic Policy Team as they continue to support the Council with its Long Term Plan 2021-2031 process.

6.7 We were also pleased to welcome Tania Harris from January 2021 as Resource Consents Manager. Tania joins us from Environment Canterbury and has had an extensive career in Resource Consents.

6.8 We are currently at various stages of recruiting for:

- Team Leader – Environmental Health (replacement)
- Communications Officer x 2 (replacement)
- Assistant Financial Officer – fixed term 12 months (replacement)
- Building Technical Officer (replacement)
- Building Officer – Compliance (replacement)
- Consent Planner – Land Use (replacement)
- Consent Planner – Natural Resources (replacement)
- Senior Resource Scientist – Soils/Land (replacement)
- Value Stream Analyst x 2 (replacement)
- Applications Specialist – Sharepoint (new position)
- Digital Solutions Architect (new position)
- Digital Workplace Engineer (new position)
- Team Leader – Building Compliance
- Property Officer (new position)

6.9 Since my last report, another 10 appointments have been made:

- Digital Content Lead (replacement)
- Internal Communications & Change Advisor (new position)
- Consents Officer – Land Use (new position)
- Applications Specialist – Sharepoint (new position)
- Team Leader – Biosecurity & Biodiversity (replacement)
- Special Projects Analyst – Biosecurity, fixed term 36 months (new position)
- Administration Officer – Compliance (replacement)
- Administration Officer – Resource Consents, fixed term 3 months (new position)
- Reserves & Facilities Administrator (replacement)
- Strategic Policy Manager (secondment replacement)

**7 Ancillary Matters****Port Tarakohe**

- 7.1 Nelson City Council was invited in September, to consider a contribution to the costs of the Port Tarakohe project, given the significant benefit to the Nelson City economy and labour market. They have formally responded that due to the Council's decision not to proceed with the proposed redevelopment they will not be considering funding within their Long Term Plan.

**Workshop with Golden Bay Community Board**

- 7.2 A workshop has been planned between the Golden Bay Community Board, ward Councillors, Cr Ogilvie, Motueka Community Board Chair Brent Maru, the Department of Internal Affairs, the Mayor and I for 3 March 2021. The aim of this workshop is to discuss the options for delegations to the Golden Bay Community Board following the Local Government Commission's decision on the option of a Local Board.

**Attachments**

1. [↓](#) July to December 2020 Health and Safety Indicators and Monitoring Six Month Report 117
2. Council Action Sheet (*Under Separate Cover*)

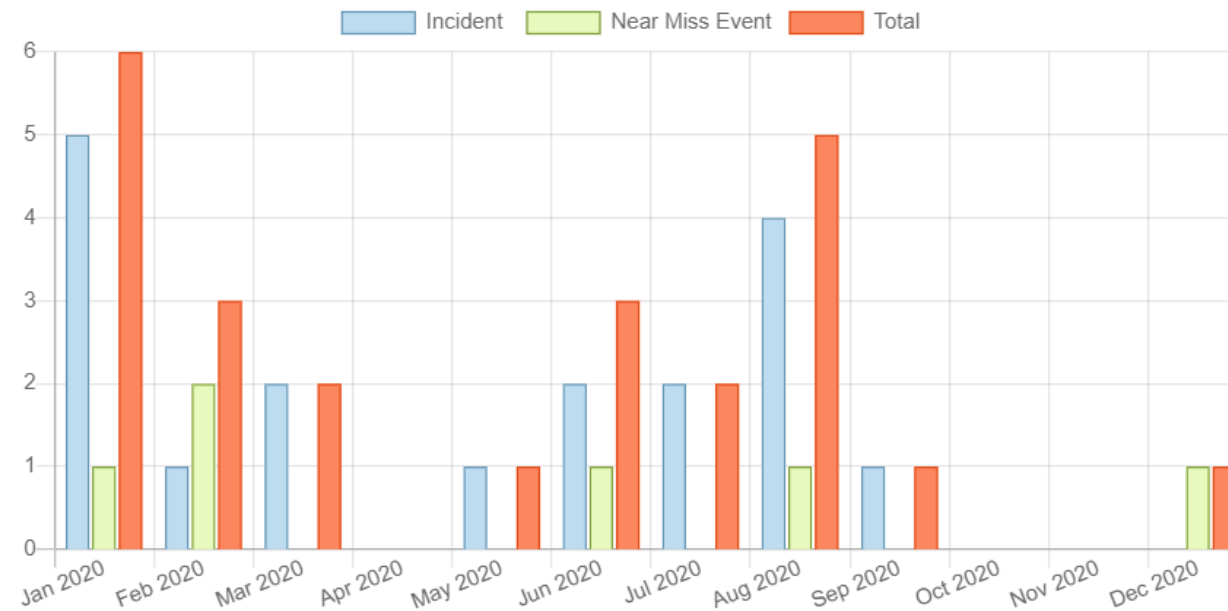
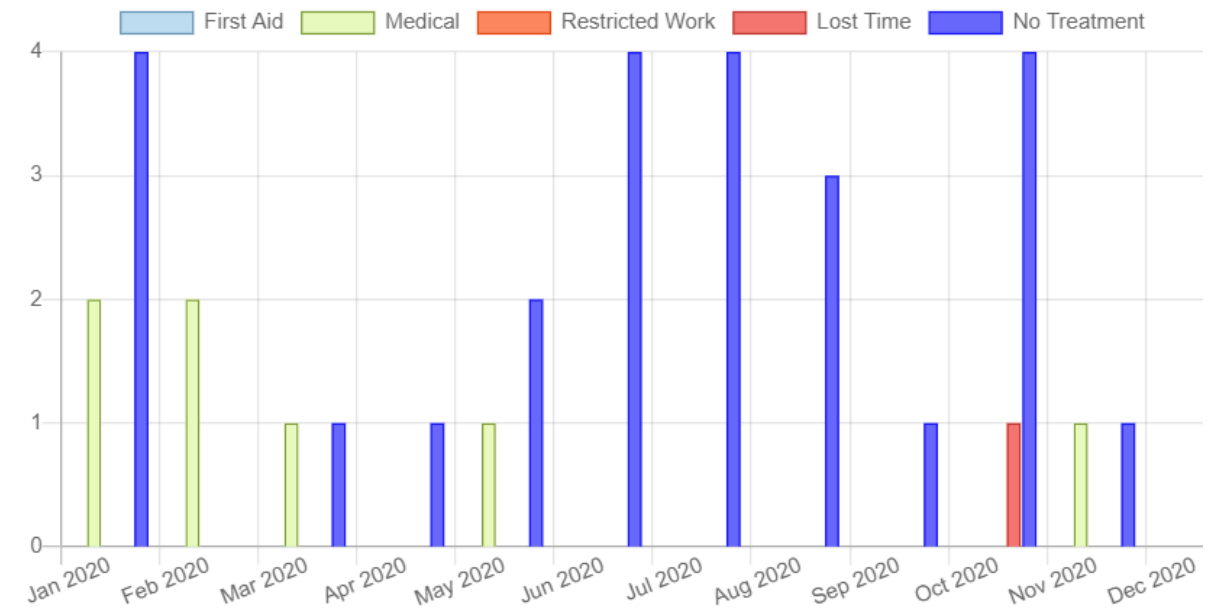
## Health and Safety Indicators and Monitoring Report – for Six Month Period 1 July to 31 December 2020 (\*Financial Year Event Statistics)

Health and Safety Commitment – We promote a safe work environment that puts the wellbeing and safety of our people first.																																																																																																																		
<b>Leadership</b>	<b>Visible Commitment and Decision Making</b>	Currently no specific H&S leadership indicators have been identified because the demonstration of safety leadership is fundamental to the Council (PCBU) effectively managing its H&S responsibilities and is interwoven through everything we do. This includes performance goals/KRAs, induction processes, and safety leadership training.																																																																																																																
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The graph on the right represents employee injury and illness events for the 12 month period July 2019 to June 2020.

The lost time injury resulted in 7 days 'lost time' wrist injury caused from twisting and lifting heaving boxes from above head high.

The effects of the COVID-19 Level 4 and 3 lockdown are evident between March and May as there was only a very small number of minor incidents reported while staff were working from home.



The graph on the left represents employee incidents and near miss events for the 12 month period January to December 2020.

Analysis of the incident category shows two main reporting areas and these are (1) abusive / threatening behaviour – 5 events; (2) vehicles – 6 events). There is also a cluster of facilities related events e.g. static electric shocks, lighting issues, paint fumes and hot water burns.

Again, the effects of the COVID-19 Level 4 and 3 lockdown are evident in the statistics.

Health and safety training completed

**195** (134) staff

- |  |    |
|--|----|
| 1. 4WD training                            | 12 |
| 2. Advanced driver                         | 20 |
| 3. Driver (theory) awareness               | 15 |
| 4. Confined space                          | 1  |
| 5. First aid refresher                     | 25 |
| 6. Fire warden refresher                   | 8  |
| 7. Growsafe                                | 1  |
| 8. Traffic controller                      | 15 |
| 9. Site traffic management supervisor      | 3  |
| 10. Health & Safety Rep training           | 2  |
| 11. Forestry induction (Waimea Dam)        | 12 |
| 12. Psychological first aid                | 1  |
| 13. Conflict (situational safety) training | 50 |
| 14. Workstation set up training            | 30 |

Health & Safety Committee meetings

**5** (3)

Health & Safety Representatives

**8** (8) (H&S Reps elected Nov)

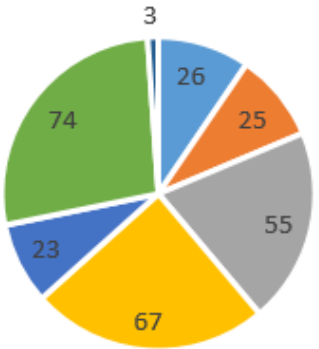
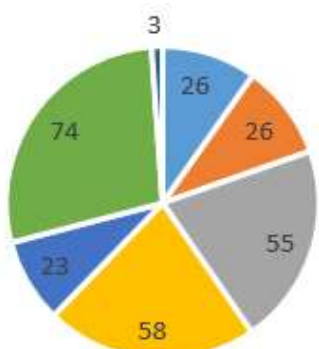
Registered Volunteer Workers

**194** (189)

Flu vaccinations – **0** (159) staff

Eye tests – **13** (12) staff

<b>Systems</b>	<b>Health and Safety Management Systems (HSMS)</b>	The Council has a Health and Safety Management Systems Manual (HSMS) and this forms the primary framework for managing H&S. It complies with the requirements of the Health and Safety at Work Act.																										
		The Council's corporate H&S policies and processes were reviewed in November 2019 and are due for review again in November 2021. There are 30+ corporate H&S processes documented in Promapp and these are updated as required.																										
		Internal H&S Audits / Internal Practice Reviews <b>5</b> <sub>(0)</sub>	External H&S audits <b>0</b> <sub>(0)</sub>	Outstanding audit corrective actions <b>0</b> <sub>(0)</sub>																								
<b>Risk</b>	<b>Contractor Health and Safety Monitoring</b>	Contractors H&S pre-qualified <b>234</b> <sub>(257)</sub>	Contractors H&S pre-qualification-pending <b>0</b> <sub>(20)</sub>	* H&S Event Statistics to 30 June 2020 Contractors  <table border="1"> <thead> <tr> <th>All Events</th> <th>6 Mths</th> <th>Current FY</th> <th>FY2019</th> </tr> </thead> <tbody> <tr> <td>Notifiable</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Medical</td> <td>1</td> <td>1</td> <td>4</td> </tr> <tr> <td>First Aid</td> <td>2</td> <td>2</td> <td>1</td> </tr> <tr> <td>No Treatment</td> <td>11</td> <td>11</td> <td>15</td> </tr> <tr> <td>Totals</td> <td>14</td> <td>14</td> <td>20</td> </tr> </tbody> </table> 'No treatment' includes incidents and near miss reports	All Events	6 Mths	Current FY	FY2019	Notifiable	0	0	0	Medical	1	1	4	First Aid	2	2	1	No Treatment	11	11	15	Totals	14	14	20
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Contractor safety observations <b>36</b> <sub>(13)</sub>	Contractor HSMS audits <b>0</b> <sub>(0)</sub>																											
Contractor Notifiable Events <b>0</b> <sub>(0)</sub>	No notifiable events reported this period  The Council is not informed of every contractor health and safety event, and only records and reports on contractor events that are notifiable to WorkSafe.																											
<b>Risk Management</b>	H&S Risks identified (recorded in Vault) <b>268</b> <sub>(263)</sub>	Critical Residual Risks (risk rating of ≥15) <b>0</b> <sub>(0)</sub>	Critical Risk corrective actions raised <b>0</b> <sub>(0)</sub>																									

		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Total # of Risks Identified by Department July to December 2020</p>  <table border="1"> <caption>Risk Distribution July to December 2020</caption> <thead> <tr> <th>Department</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Asbestos Register</td> <td>74</td> </tr> <tr> <td>Environment &amp; Planning</td> <td>67</td> </tr> <tr> <td>Executive &amp; Governance</td> <td>23</td> </tr> <tr> <td>Information Services</td> <td>3</td> </tr> <tr> <td>Corporate &amp; Governance Services</td> <td>25</td> </tr> <tr> <td>Community Development</td> <td>26</td> </tr> </tbody> </table> </div> <div style="text-align: center;"> <p>Total # of Risks Identified by Department January to June 2020</p>  <table border="1"> <caption>Risk Distribution January to June 2020</caption> <thead> <tr> <th>Department</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Asbestos Register</td> <td>74</td> </tr> <tr> <td>Environment &amp; Planning</td> <td>58</td> </tr> <tr> <td>Executive &amp; Governance</td> <td>23</td> </tr> <tr> <td>Information Services</td> <td>3</td> </tr> <tr> <td>Corporate &amp; Governance Services</td> <td>26</td> </tr> <tr> <td>Community Development</td> <td>26</td> </tr> </tbody> </table> </div> </div>	Department	Count	Asbestos Register	74	Environment & Planning	67	Executive & Governance	23	Information Services	3	Corporate & Governance Services	25	Community Development	26	Department	Count	Asbestos Register	74	Environment & Planning	58	Executive & Governance	23	Information Services	3	Corporate & Governance Services	26	Community Development	26
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<p><b>Communication</b></p>	<p><b>Sharing Information</b></p>	<p>Currently no specific H&amp;S communication indicators have been identified because communication and sharing information on H&amp;S is fundamental to the Council (PCBU) effectively managing its H&amp;S responsibilities and is interwoven through everything we do. This includes formal contract documentation, site meetings and recorded safety observations.</p>																												



**8.6 MACHINERY RESOLUTIONS REPORT**

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	25 February 2021
<b>Report Author:</b>	Rhian Williams, Executive Support Officer - Executive and Council Services
<b>Report Number:</b>	RCN21-02-9

**EXECUTIVE SUMMARY**

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

**RECOMMENDATION/S**

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

**DRAFT RESOLUTION**

That the Tasman District Council:

1. receives the Machinery Resolutions report, and that the execution of the following documents under the Seal of Council be confirmed:
  - a) Loan Agreement – Good Sports Motueka Incorporated – i.e temporary seating they purchased from the Council
  - b) Deed of Assignment of Lease – White-Johnson to Rimu Grove Winery Limited – Unit 2, Shed 4 Mapua Warf was leased to Susan White-Johnson. Upon the closing of Susan’s business Rimu Wine Bar agreed to take over the area at the same terms as the original lease. A rent reduction was applied to complete renovations to incorporate unit 2 into Rimu Grove’s current tenancy unit 3-4.
  - c) Deed of Lease - The Scout Association of NZ Trading as Riwaka Scouts – New lease as recommended by the new Motueka Reserve Management Plan, same basic terms as previous scout leases, five year tenure to 31 May 2025, standard community lease fee of \$200+GST per annum, no auto-renewal or right of renewal.
  - d) Deed of Lease – Lowburn Estate Vineyards Limited – New lease to Lowburn Estate Vineyards Limited as Motueka Aerodrome. Including 504m<sup>2</sup> site to construct a 260m<sup>2</sup> aircraft hangar. New lease commences 1 March 2021 with an expiry of 28 February 2070 being two terms of 20 years and one of 9 years. Subject to a three year rent discount with a three yearly rent reviews.
  - e) Deed of Lease/Deed of Sub Lease – Motueka District Museum Trust – lease of Motueka Museum, extension of longstanding arrangement, including sublease for café.

**Item 8.6**

- f) Deed of Renewal (Right of Renewal) – Fire, Emergency New Zealand’s (FENZ) – Deed of renewal under rights of renewal for three Fire, Emergency buildings – St Arnaud, Ngatamoti and Motueka.**
- g) Plan Change Approval Certificate under RMA 1991 – Approval and commencement of Plan Change 70 (Network Tasman Site Expansion) to the Tasman Resource Management Plan as per Council resolution SAPCC20-12-06.**
- h) Deed of Lease – Motueka Pottery Workshop Incorporated – New lease as recommended by the new Motueka Reserve Management Plan, same basic terms as previous leases, five year tenure from 1 June May 2020 to 31 May 2025, no auto-renewal or right of renewal, No special conditions.**

## 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 Waimea Water Limited Update

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)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.  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.

### 9.3 Hangar Houses, Motueka Aerodrome

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)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.  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.

**9.4 Best Island - Access to Residential Properties**

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
<p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(c)(ii) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to damage the public interest.</p>	<p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>