



# AGENDA

## RĀRANGI TAKE

### NOTICE OF AN EXTRAORDINARY MEETING OF

# COUNCIL

to be held on **Tuesday 30 June** commencing at **10.00 am** in the Council Chambers,  
36 Weld Street, Hokitika and via Zoom

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Chairperson: His Worship the Mayor

Members: Cr Carruthers (Deputy)  
Cr Hart  
Cr Kennedy  
Cr Martin  
Kw Tumahai

Cr Davidson  
Cr Hartshorne  
Cr Keogan  
Cr Neale  
Kw Madgwick

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In accordance with clause 25B of Schedule 7 of the Local Government Act 2002,  
members may attend the meeting by audio or audiovisual link

## **Council Vision:**

*We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.*

## **Purpose:**

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

### **1. KARAKIA TĪMATANGA OPENING KARAKIA**

### **2. NGĀ WHAKAPAAHA APOLOGIES**

### **3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

### **4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA**

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
- (a) the local authority by resolution so decides, and
  - (b) the presiding member explains at the meeting at a time when it is open to the public, –
    - (i) the reason why the item is not on the agenda; and
    - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, –
- (a) that item may be discussed at the meeting if –
    - (i) that item is a minor matter relating to the general business of the local authority; and
    - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
  - (b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

## 5. NGĀ TĀPAETANGA PRESENTATIONS

Nil

## 6. PŪRONGO KAIMAHI STAFF REPORTS

- Rating Policy 2020-21 (Pages 5 - 24)
- Adoption of draft Annual Plan 2020-21 (Pages 25 - 74)
- Rates Resolution 2020-21 (Pages 75 - 84)

## 7. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

The general subject of the matters to be considered while the public are 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 the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
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<b>1.</b>	Westland Discovery Centre	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason or withholding exists.
			Section 48(1)(a)

**DATE OF NEXT ORDINARY COUNCIL MEETING – 23 JULY 2020  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**

# Report



**DATE:** 30 June 2020  
**TO:** Mayor and Councillors  
**FROM:** Group Manager, Corporate Services

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## RATING POLICY 2020/2021

### 1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval of the proposed Rating Policy 2020/2021 as a supporting operational policy to the Revenue and Financing Policy.
- 1.2 This is not a statutory policy but it gives effect to the intentions of the documents referred in 1.1, whilst enabling Council to respond to changes in circumstances and practises during the intervening periods between LTPs.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the LTP 2018-28.
- 1.4 This report recommends that the proposed Rating Policy 2020/2021, attached as **Appendix 1**, be adopted.

### 2 BACKGROUND

- 2.1 There is no statutory requirement to adopt a Rating Policy.  
However, the use of a separate Rating Policy facilitates the continued application of the principles by adjusting factors and definitions as appropriate whilst remaining within the framework of the Revenue and Financing Policy.
- 2.2 It enables Council to respond efficiently to changes in its rating base and community needs. This policy informs the Funding Impact Statement in the Annual Plan 2020-2021.

### **3 CURRENT SITUATION**

- 3.1 The year ending 30 June 2021 is the third year of the LTP 2018-28.
- 3.2 The existence of a Rating Policy has supported a systematic review of Council's Rating Information Database and will support a continuous progression towards consistency.
- 3.3 The Rating Policy can also be used as a point of reference when Council considers submissions.
- 3.4 The differentials applied to the General Rate and the Community Rates were considered to be appropriate.
- 3.5 The proposed Rating Policy 2020/2021 contains one change to the Rating Policy 2019/20.
  - 3.5.1 The date that penalties will be applied has changed from the following working day, to within the next 5 business days to so much of any instalment not paid by due date.

### **4 OPTIONS**

- 4.1 Council can choose to:
  - 4.1.1 Adopt the proposed Rating Policy.
  - 4.1.2 Undertake further review.
  - 4.1.3 Reject the policy.

### **5 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 The quantification of rates has an impact on all ratepayers. However, the decision to adopt a policy is administrative and of low significance in accordance with Council's Policy on Significance and Engagement.

### **6 ASSESSMENT OF OPTIONS**

#### **6.1 Option 1 - Adopt the proposed Rating Policy**

- 6.1.1 The policy gives effect to the Revenue and Financing Policy and is enacted in the Funding Impact Statement. This enables Council to strike the rates for the year 2020/2021.

## 6.2 Option 2 - Undertake further review

6.2.1 The change proposed is to provide efficiencies for the rating officer and is administrative in nature, this change allows time to review the penalty run before application to the rating accounts. Any other material changes would require consultation. Changes that require amendment to the Revenue and Financing Policy would require a full s82 consultation and LTP amendment.

6.2.2 Without a basis for calculation Council cannot strike the rates for 2020/2021; and without an accurate Funding Impact Statement the Annual Plan 2020/2021 is incomplete and cannot be adopted.

## 6.3 Option 3 - Reject the policy

6.3.1 If Council rejects the policy in its entirety it must return to first principles and redraft and consult on a revised Revenue and Financing Policy.

## 7 PREFERRED OPTION AND REASONS

7.1 The preferred option is Option 1; adopt the proposed Rating Policy because it reflects the decisions made by Council and gives effect to the Revenue and Financing Policy.

## 8 RECOMMENDATION

A) **THAT** Council adopts the proposed Rating Policy attached as **Appendix 1**.

**Lesley Crichton**  
**Group Manager, Corporate Services**

**Appendix 1:** Rating Policy 2020/2021



# RATING POLICY 2020/2021

The purpose of this document is to support the Funding Impact Statement by setting out detailed rating policies applied by Council in order to determine the rates liability of a property. Council will review this policy annually as part of the rates setting process.

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## CONTENTS

1. Introduction
2. Calculation of uniform annual general charge
3. Description of general rate and community rate differentials
4. Rates based on location
5. Water and sewerage availability rates
6. Divisions
7. Payment methods and places
8. Minimum economic rate
9. Policy for early payment of rates in the current year
10. Rates penalties
11. Public availability of information
12. Disputes



## INTRODUCTION

This Rating Policy gives effect to the Funding Impact Statement contained in the Long Term Plan 2020-2021. The components of the policy are integral to the Funding Impact Statement but are contained in a separate policy to enable Council to review the factors applied within the parameters of the Revenue and Financing Policy during each Annual Plan.

Council must comply with the requirements of the Local Government Act 2002 (LGA) and the Local Government (Rating) Act 2002 (LGRA).

In doing so, and in order to set a lawful rate, Council must:

- Have completed a s.101(3) analysis (see Funding Needs Analysis)
- Adopted a Revenue and Financing Policy (see the Long-term Plan)
- Adopted a Funding Impact Statement (see either an Annual or Long-term Plan)
- Adopt an Annual or Long-term Plan.
- Adopt a rates resolution, consistent with everything above.

The requirements of cl.15 of Schedule 10 of the LGA, and its relationship to the LGRA, can be interpreted in several ways. Council believes the Funding Impact Statement to comply with those requirements. It may be interpreted that the requirements for cl.15 to go further than disclosed in the Funding Impact Statement. Should that be the case then those requirements are met by this Rating Policy.

## CALCULATION OF UNIFORM ANNUAL GENERAL CHARGE

Council has determined to set the Uniform Annual General Charge (UAGC) at a charge of 21.7% including GST.

A UAGC is charged to every rating unit, subject to the provisions of s20 LGRA.

## DESCRIPTION OF GENERAL RATE AND COMMUNITY RATE DIFFERENTIALS

The following rates are calculated differentially based on the use to which the land is put.

- General rate
- Community rates for:
  - Kumara
  - Hokitika
  - Ross
  - Harihari
  - Whataroa
  - Franz Josef Glacier
  - Fox Glacier
  - Haast
  - Bruce Bay

The LGRA Schedule 2 allows councils to rate based on the location of the land and the use to which the land is put. Each Council is able to define that use and rate based on that use. A property may be described under different rates as having different uses.

Council has determined the following rating use categories will be used for the differential categories for the general rate and each community rate:

Draft Rating Policy 2020/2021

Differential Category	Differential Description
<b>Residential</b>	<p>a) Land not identified as commercial, rural, rural residential or services (properties as defined by Schedule 1, LGRA that receive only charges for services. and either:</p> <ul style="list-style-type: none"> <li>- located in Kumara, Hokitika, Kaniere, Ross, Harihari, Whataroa, Franz Josef Resort, Franz Josef, Fox Glacier or Haast and has a District Plan zone of residential, residential mixed, coastal settlement, small settlement, tourist; or</li> <li>- land used for a residential purpose with a District Plan zone of rural and connected to a reticulated Council township water supply and less than 4ha; or</li> <li>- Land predominantly used for a residential purpose with an industrial/commercial or tourist District Plan zone;</li> <li>- Land located at Seaview that is not used for a commercial purpose.</li> </ul> <p>b) A residential purpose is land that is primarily used for the purposes of residential accommodation in a dwelling, apartment or institutional home, not more than 5 extra people are boarding with the residents, and no persons are employed or contracted other than for the purposes of caring for residents or boarders.</p>
<b>Rural Residential</b>	<p>a) Land not identified as commercial, rural or services and either:</p> <ul style="list-style-type: none"> <li>- located in Sanctuary Place, Arahura, Lake Kaniere, Woodstock, Rimu, Kokatahi, Ruatapu, Okarito, Bruce Bay, Okuru, Hannahs Clearing, Neils Beach and Jackson Bay and has a District Plan zone of coastal settlement, small settlement, tourist; or</li> <li>- land containing a dwelling with a District Plan zone of rural and less than 10ha.</li> </ul>
<b>Commercial</b>	<p>a) Any land used for a commercial purpose and any land in an industrial/commercial or tourist zone unless it is identified used for a residential, services or rural purpose.</p> <p>b) A commercial purpose is land that is used for the purposes of the sale of food, services and other commodities (excluding those identified as rural) and merchandise or the provision of services or professional advice.</p> <ul style="list-style-type: none"> <li>- For example this includes taverns, restaurants, utility networks, electricity generation activities, agricultural contractors, mineral processing (not extraction), timber milling (not felling), intensive farming or horticulture, manufacturing, tourism activities and accommodation.</li> <li>- Council will identify commercial purposes where advertising of the commercial activity is undertaken. Advertising includes: signage on or near the property, on vehicles, in print, radio, TV or other media, on websites or other electronic media or by direct mail. Commercial does not include any part of rural zoned land that meets the definition of rural purpose.</li> <li>- Commercial purposes does not include small hobbies, sale of personal items or the occasional provision of services from a home where only one person is involved in the activity and no other persons are employed or contracted and turnover is assessed as minimal and incidental to the household income.</li> </ul> <p>c) Any residential or rural zoned land used for commercial purposes. Where a rating unit has more than one use, a division of the rating unit will be undertaken.</p>
<b>Rural</b>	<p>a) Any land used primarily for rural purposes and any land in a rural zone unless it is identified used for a residential, services or commercial purpose.</p> <p>b) A rural purpose is land that is used for the purpose of agricultural, forestry and mining exploration and extraction activities. It includes mineral valuation assessments. An agricultural activity is land used for the primary purpose of producing livestock or vegetative matter and includes horticultural and pastoral farming. It does not include rural zoned land where 75% of the rating unit is covered and used for intensive farming or horticulture. These are considered commercial use for rating purposes.</p> <p>c) Residential, Commercial, Industrial and Tourism zoned land with an area of greater than 4ha used exclusively for rural purposes. Where a rating unit has more than one use, a division of the rating unit will be undertaken.</p>

Having determined the rating differential categories Council determines the differentiation factor for the different categories. The 2020/2021 differential factors are:

Rate	Differential Category	Differential Factor	Rate	Differential Category	Differential Factor
<b>General rate</b>	Residential	1.00	<b>Whataroa community rate</b>	Residential	1.00
	Rural Residential	0.75		Rural Residential	1.00
	Commercial	2.00		Commercial	1.00
	Rural	1.00		Rural	1.00
<b>Kumara community rate</b>	Residential	1.00	<b>Franz Josef Glacier community rate</b>	Residential	1.00
	Rural Residential	1.00		Rural Residential	0.75
	Commercial	1.00		Commercial	2.00
	Rural	1.00		Rural	0.75
<b>Hokitika community rate</b>	Residential	1.00	<b>Fox Glacier community rate</b>	Residential	1.00
	Rural Residential	0.75		Rural Residential	0.75
	Commercial	2.00		Commercial	2.00
	Rural	0.75		Rural	0.75
<b>Ross community rate</b>	Residential	1.00	<b>Haast community rate</b>	Residential	1.00
	Rural Residential	1.00		Rural Residential	1.00
	Commercial	1.00		Commercial	1.00
	Rural	1.00		Rural	1.00
<b>Harihari community rate</b>	Residential	1.00	<b>Bruce Bay community rate</b>	Residential	1.00
	Rural Residential	1.00		Rural Residential	1.00
	Commercial	1.00		Commercial	1.00
	Rural	1.00		Rural	1.00

## RATES BASED ON LOCATION

Council has established a number of rates where location is one of the matters used to define a category of rateable land. Rating boundaries have been drawn with the intention of encompassing whole rating units. Should a boundary split a rating unit Council will rate the property based on the predominate use of the property.

The following areas have been determined:

- Community rating zones
- Hokitika Promotions rating zone for commercial properties within the Hokitika Community rating zone.

Maps showing these areas are contained in Appendix 1.

## WATER AND SEWERAGE AVAILABILITY RATES

## **COUNCIL CHARGES WATER AND SEWERAGE RATES TO RATING UNITS THAT COUNCIL DETERMINES ARE ABLE TO BE CONNECTED TO THE WATER OR SEWERAGE SYSTEMS.DIVISIONS**

Council will undertake the division of rating units when a property has more than one use (as defined for differential rating). The legislation provides that it is Council's responsibility to apportion the differential categories.

A division will create a new rating unit, with a letter being appended to the valuation number.eg. 2541096401C. The division will be calculated using one of the following methods:

- By Agreement.
  - Council and the land owner will assess the area of the rating unit used for each purpose and will apportion the rateable value according to that ratio. This agreement will be in writing signed by the owner(s) and Council, a copy held by both parties. The ratio will be reviewed and reapplied at each revaluation.
- By Council's Valuer.
  - Where Council and the owner cannot agree the value, Council will request a formal valuation of the parts from Council's rating valuer. The cost of the valuation undertaken by Council's valuer will be charged to the property owner.

## **PAYMENT METHODS<sup>1</sup> AND PLACES**

Rates will be invoiced quarterly, payment is required on the following due dates of each year<sup>2</sup> or the first working day thereafter:

- 31 August
- 30 November
- 28 February
- 31 May

Monthly, fortnightly and weekly payment options will be available by arrangement with Council staff, to help customers avoid cash flow difficulties.

Rates may be paid by any of the following methods:

- Cash
- EFTPOS
- Automatic payment
- Cheque
- Internet Banking
- Credit Card
- Direct debit

Rates may be paid at Customer Service Centres:

- Westland District Council Headquarters, 36 Weld Street, Hokitika between the hours of 8.30am to 4.30pm Monday to Friday.

Any payments received for rates are applied to the oldest debt first.

Metered water rates are invoiced monthly or quarterly with due date for payment being 20<sup>th</sup> month following invoice date.

## **MINIMUM ECONOMIC RATE**

Council will not collect the rates payable on a rating unit if the sum of those rates is so small as to be uneconomic to collect<sup>3</sup>. Council has determined that it is uneconomic to collect rates owing on any rating unit of less than \$10.00 (including GST) per annum.

## **POLICY FOR EARLY PAYMENT OF RATES IN THE CURRENT YEAR**

A discount of 2.5%, calculated on total assessed rates in the current year less adjustments and remissions, will apply when all due rates are paid in full (which includes current rates and any outstanding rates and penalties from prior years). The total amount must be paid by the due date for payment of the first instalment being 31 August of each year.

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<sup>1</sup> The methods of payments are required by s.45 LGRA to be listed in the Rates Assessment

<sup>2</sup> These dates are set each year in the rates resolution as required by s.24 LGRA

<sup>3</sup> S.54 LGRA

## **RATES PENALTIES**

Council must set its rates penalties as part of its rates resolution<sup>4</sup>.

Generally Council will resolve the following penalties:

1. A 10% penalty is added within the next 5 business days to so much of any instalment not paid by due date.
2. A 10% penalty will be added to rates that remain unpaid from previous years. This will be added on 1 July of each year, or 5 working days after Council has passed the rates resolution (whichever is the later).
3. A further 10% penalty will be added to rates that remain unpaid from previous years. This will be added 6 months after the penalty made in 2 above.

Council notes that the penalties imposed under 2 and 3 above amount to the equivalent of 21% per annum as each subsequent penalty is on the full amount outstanding including previous penalties.

Any payments received for rates are applied to the oldest debt first.

## **PUBLIC AVAILABILITY OF INFORMATION**

Council will charge a fee for supplying any person with a copy of information from the rating information database.

The fee for this is shown in Council's Fees and Charges.

## **DISPUTES**

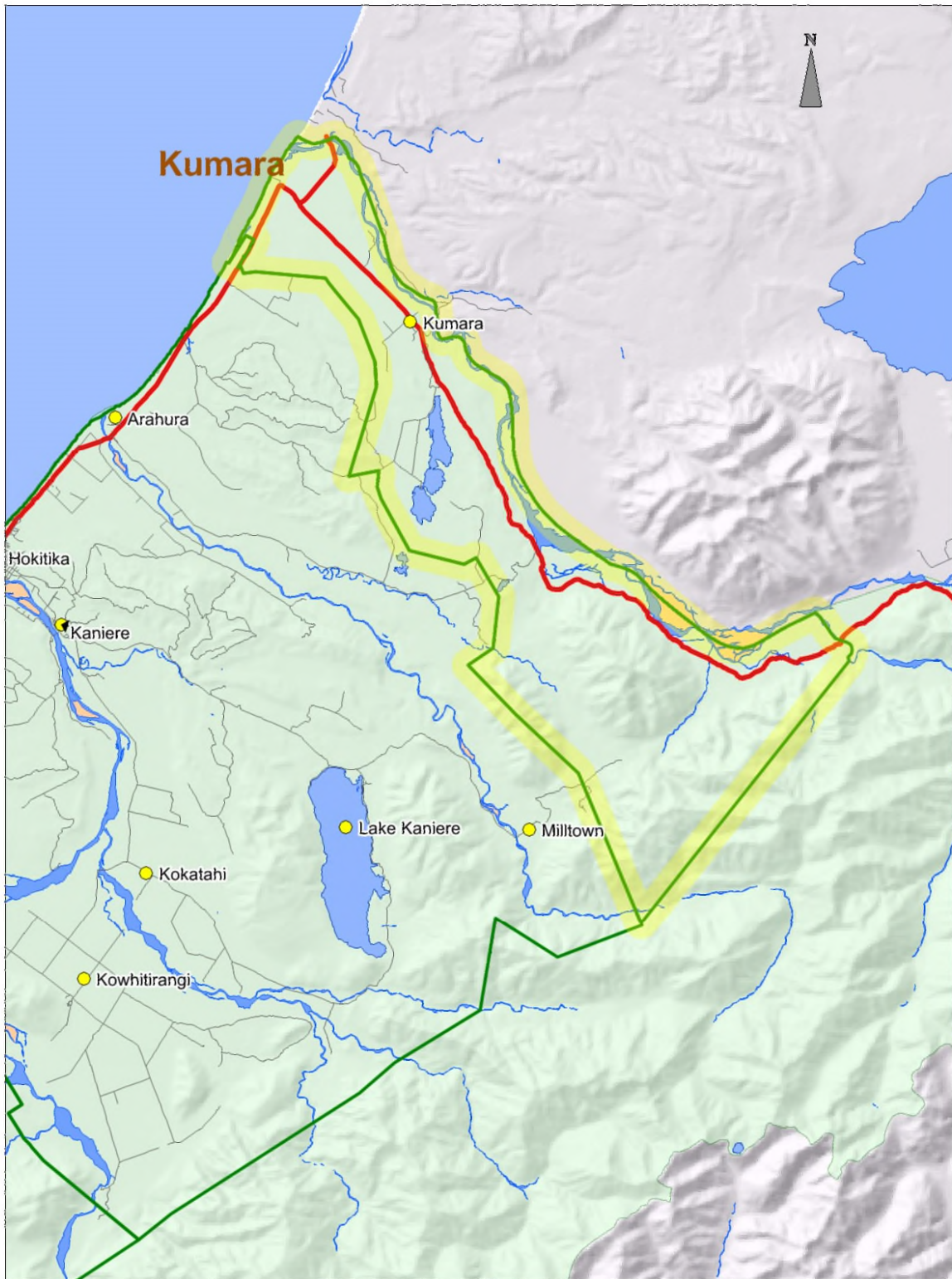
Objections to the Rating Information Database and rates records will follow the rules laid down by s.29 and s39 of the Local Government (Rating) Act 2002. Any dispute over the application of any of these rating policies that cannot be resolved through liaison with officers, must be made in writing to the Chief Executive. Should the Chief Executive be unable to reach agreement with the ratepayer the matter shall be decided by Council or any such committee or sub-committee it so delegates.

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<sup>4</sup> Penalties are set each year in the rates resolution as required by s.58 LGRA

## APPENDIX 1: RATING MAPS

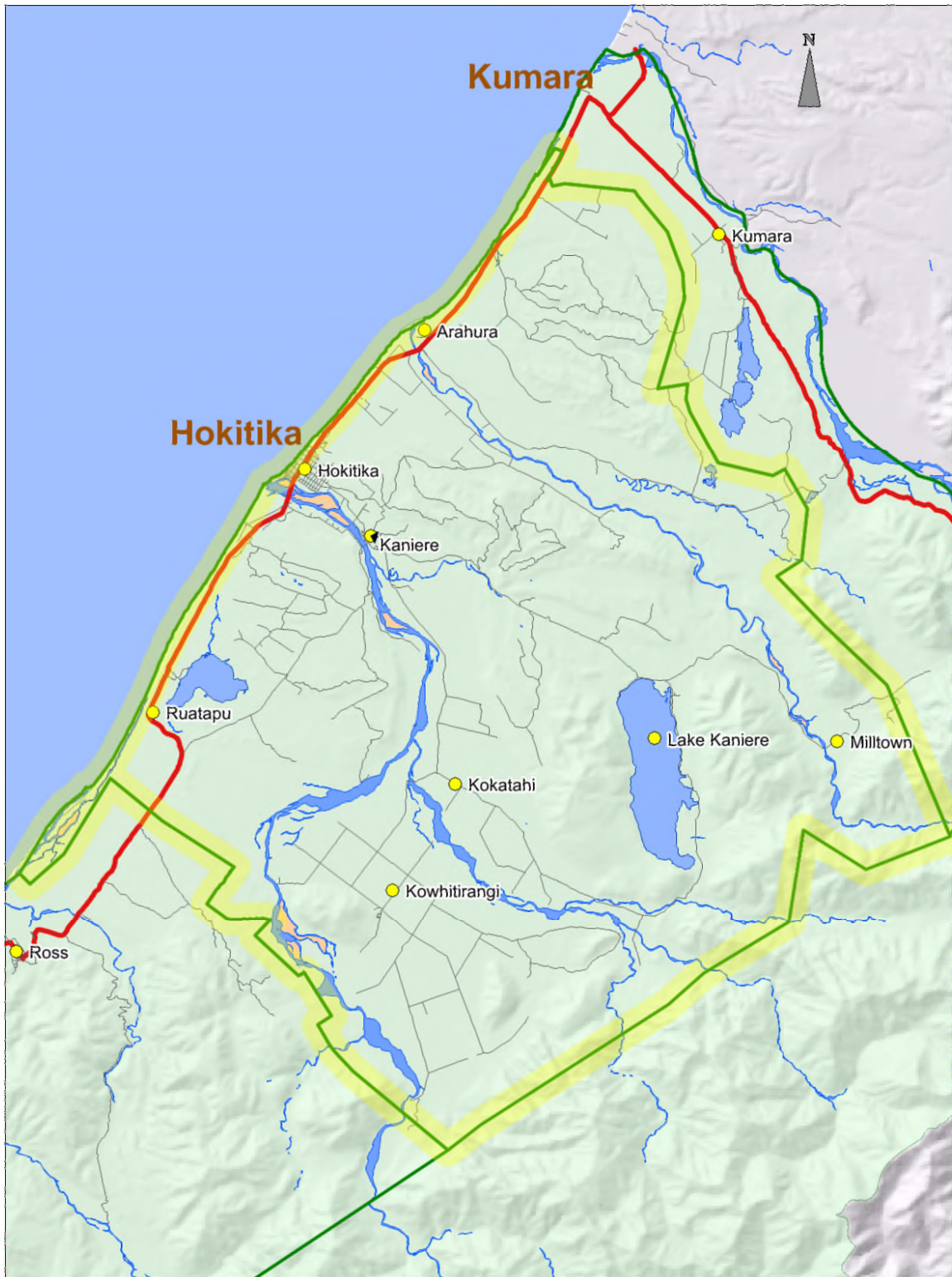




**Kumara Zone**  
*For Community Rating Purposes*

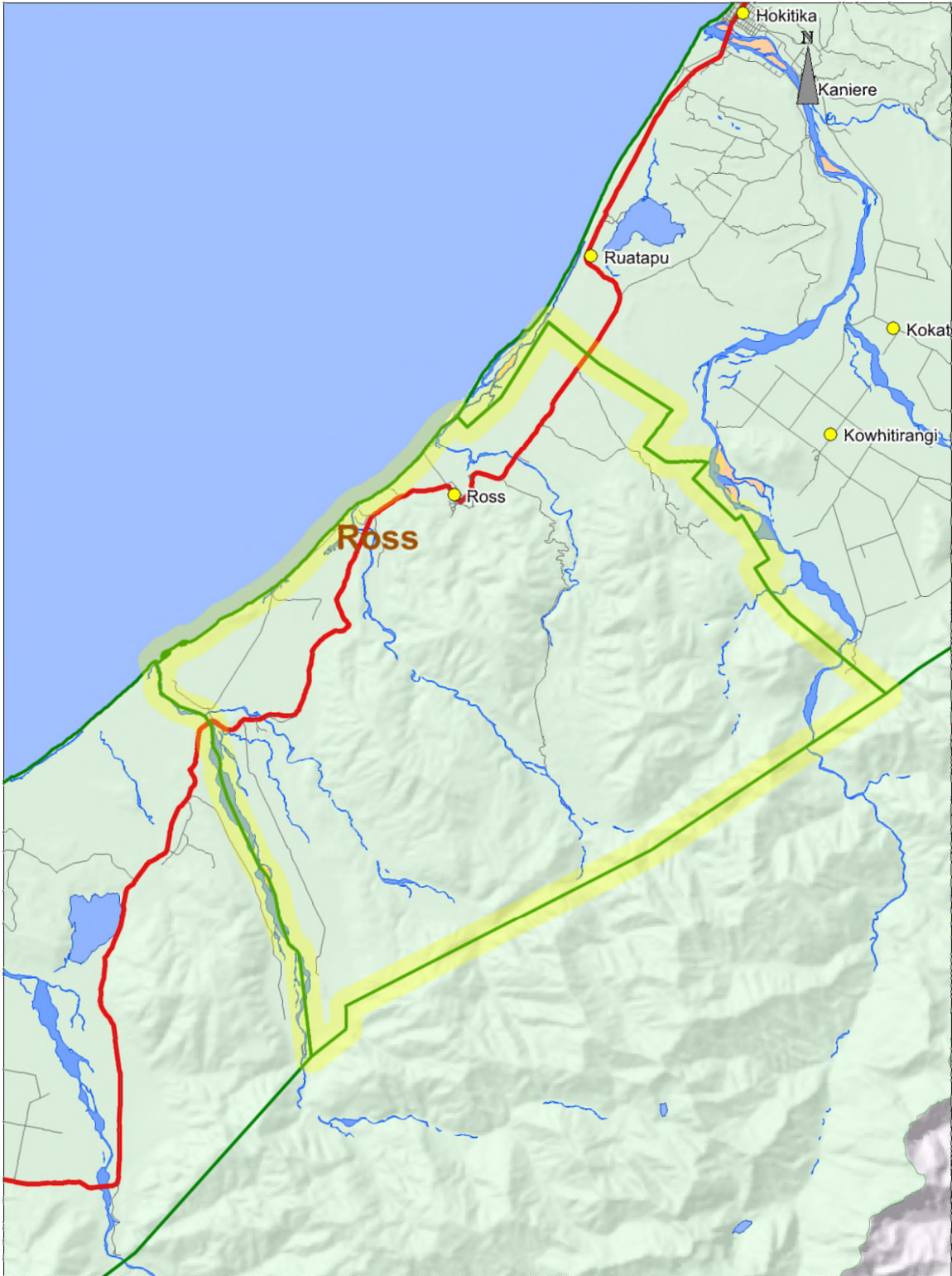






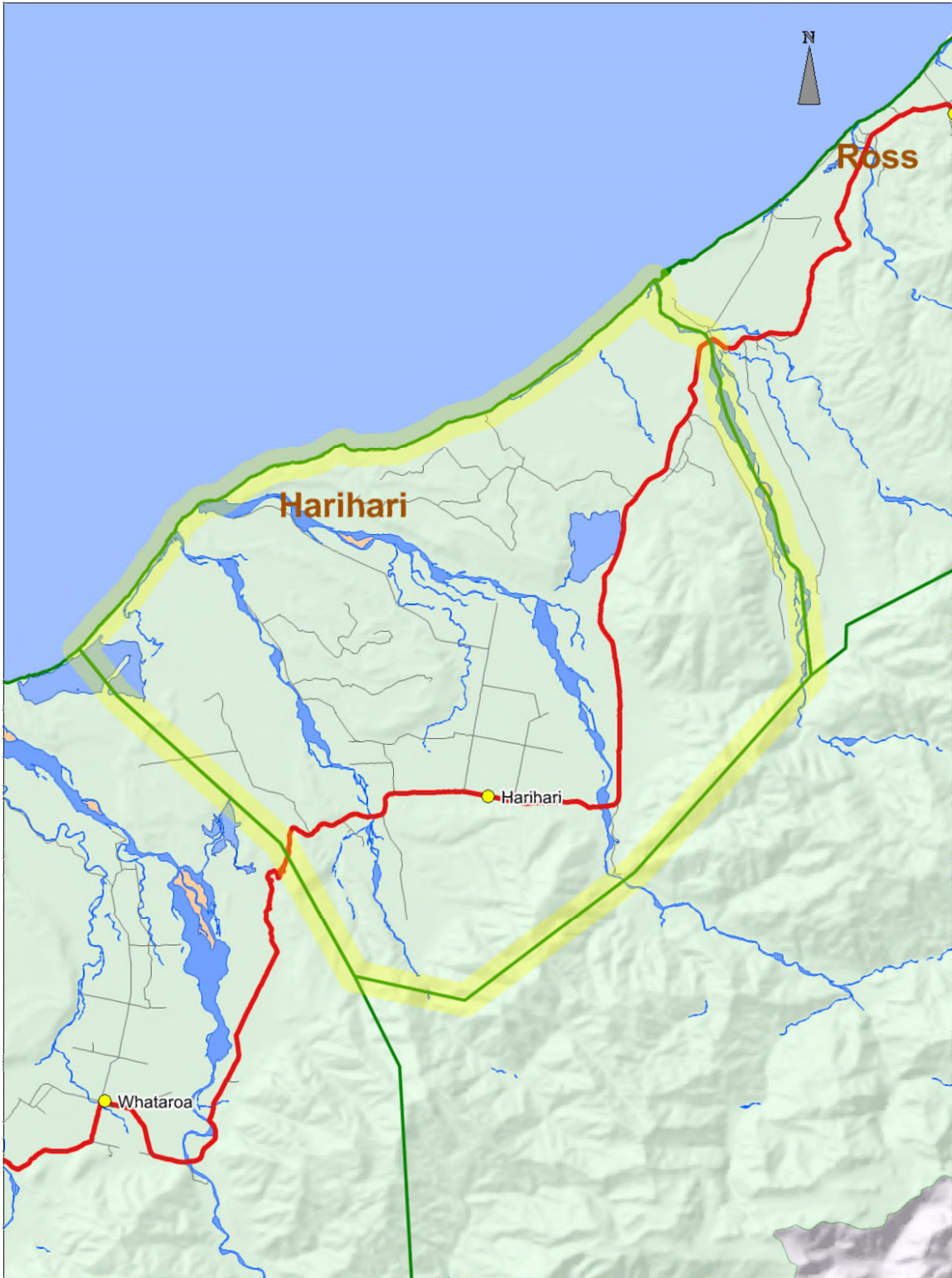
**Hokitika Zone**  
*For Community Rating Purposes*





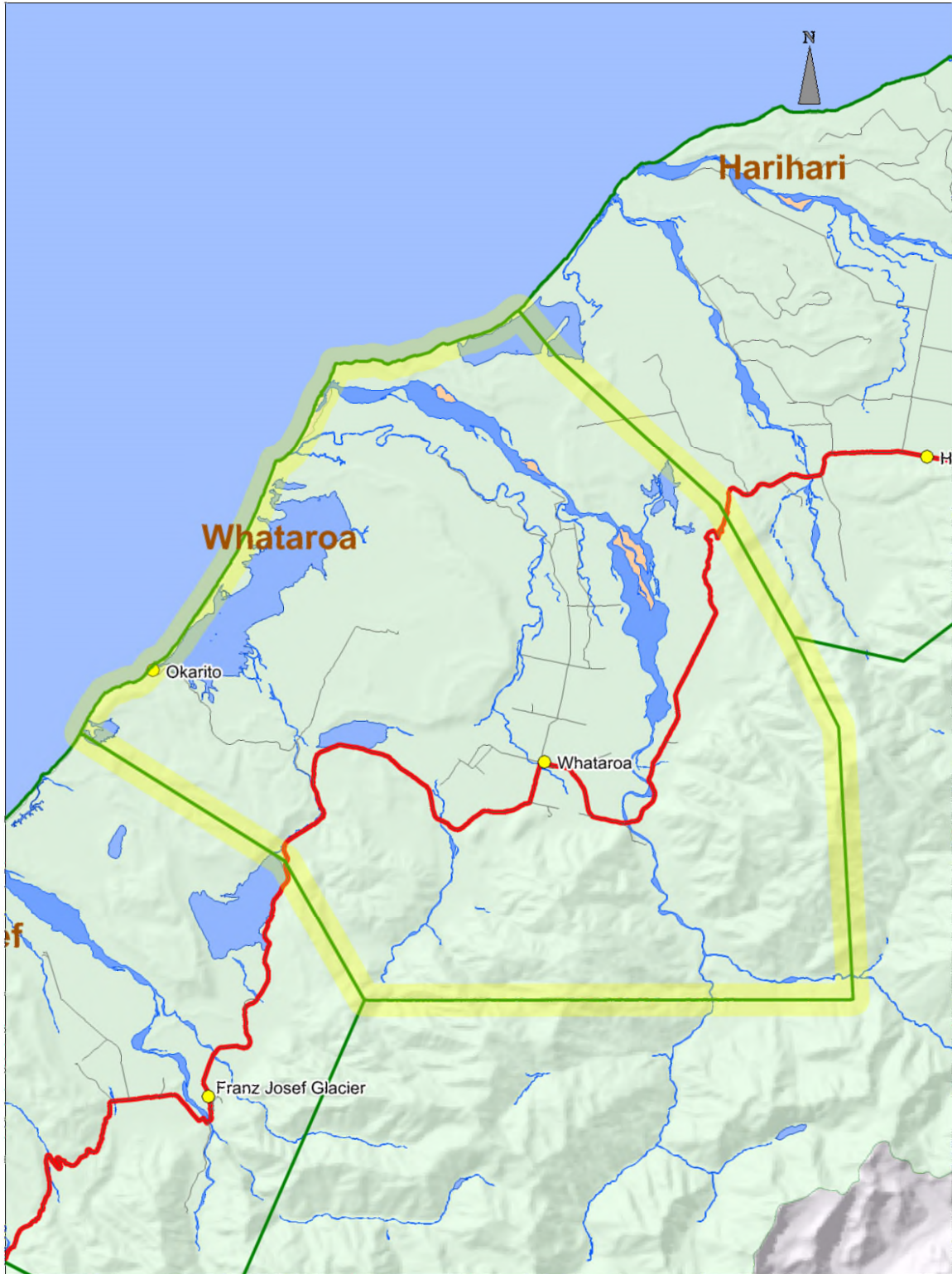
**Ross Zone**  
*For Community Rating Purposes*





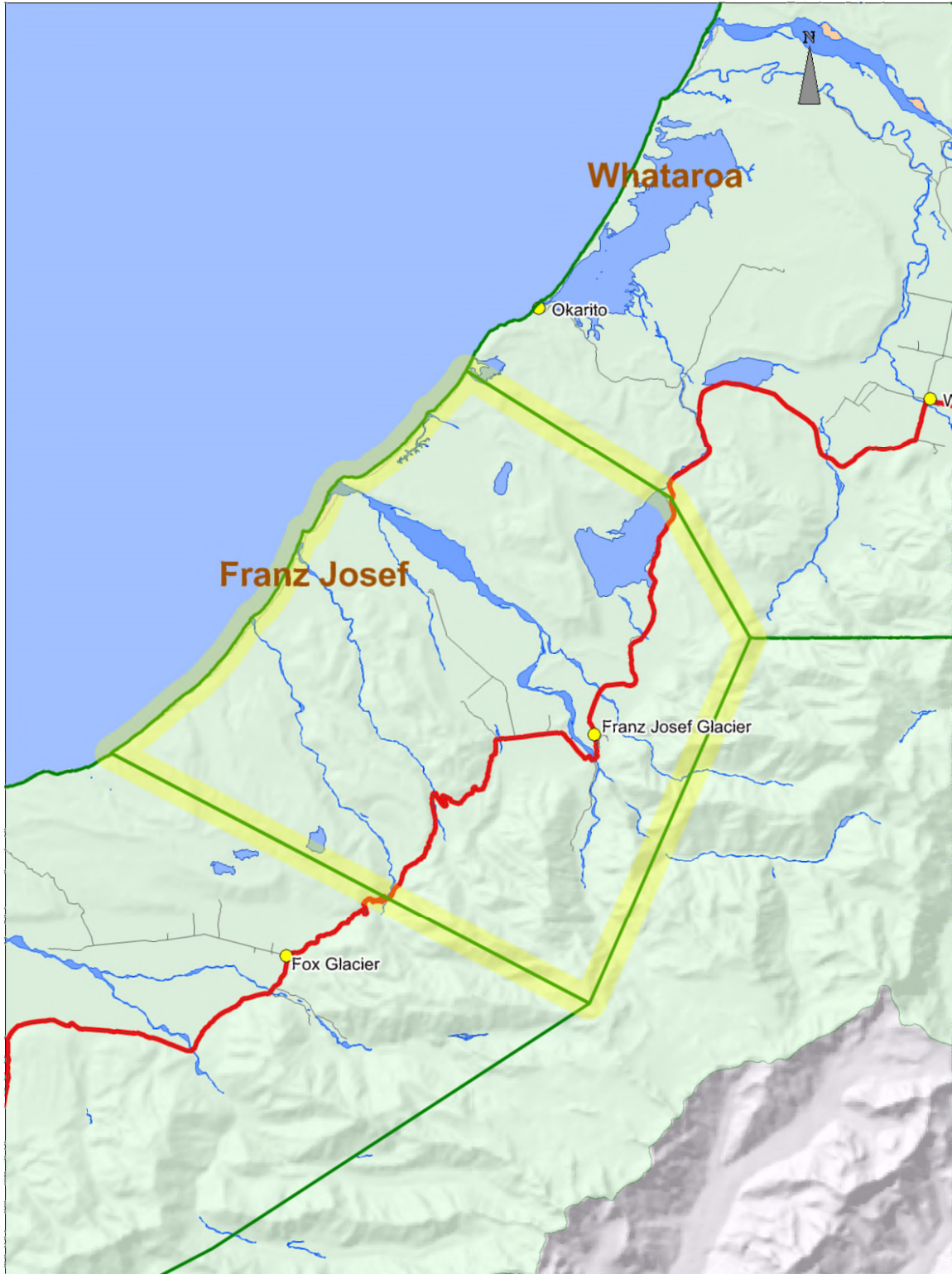
**Harihari Zone**  
*For Community Rating Purposes*





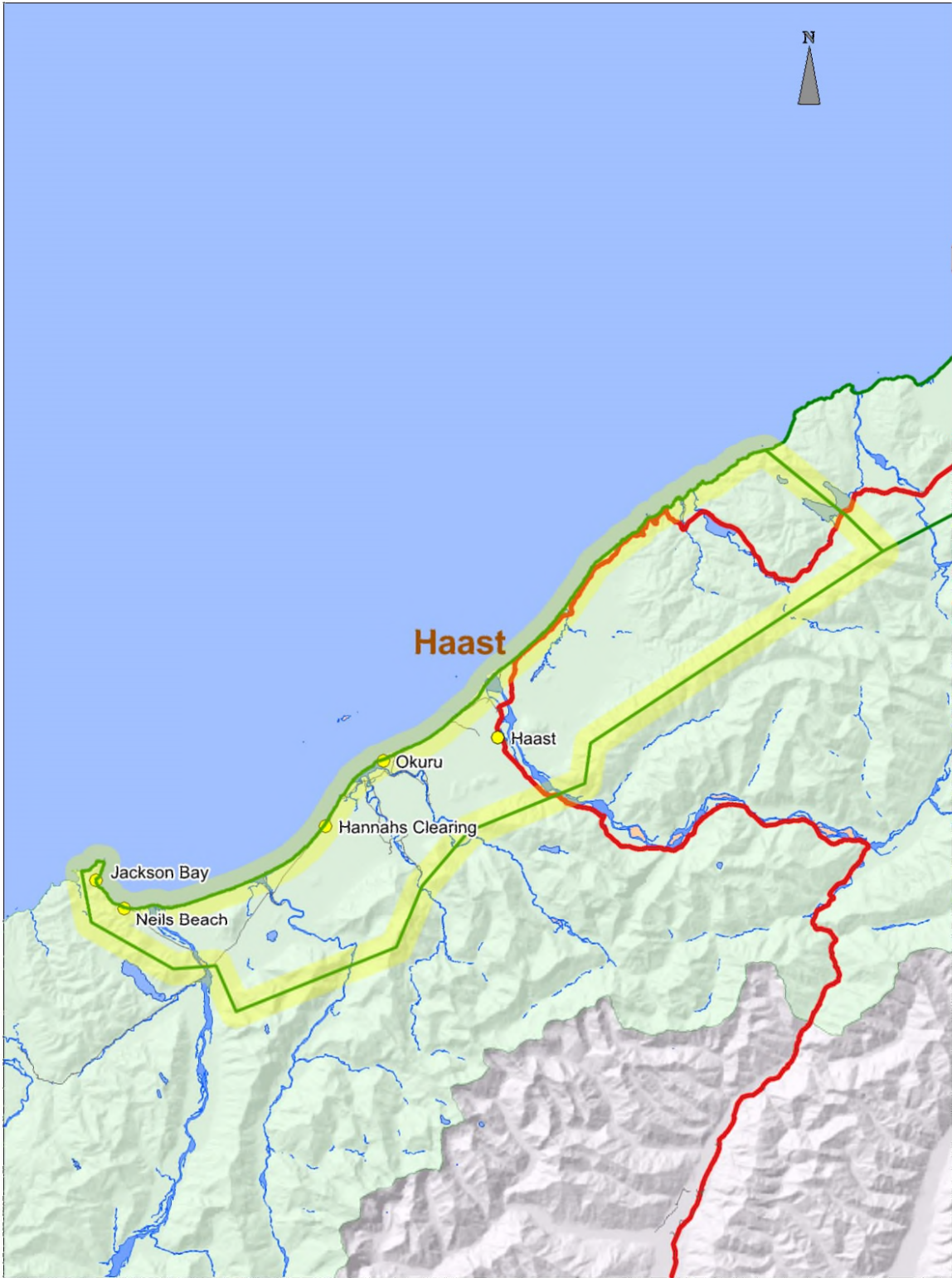
**Whataroa Zone**  
*For Community Rating Purposes*





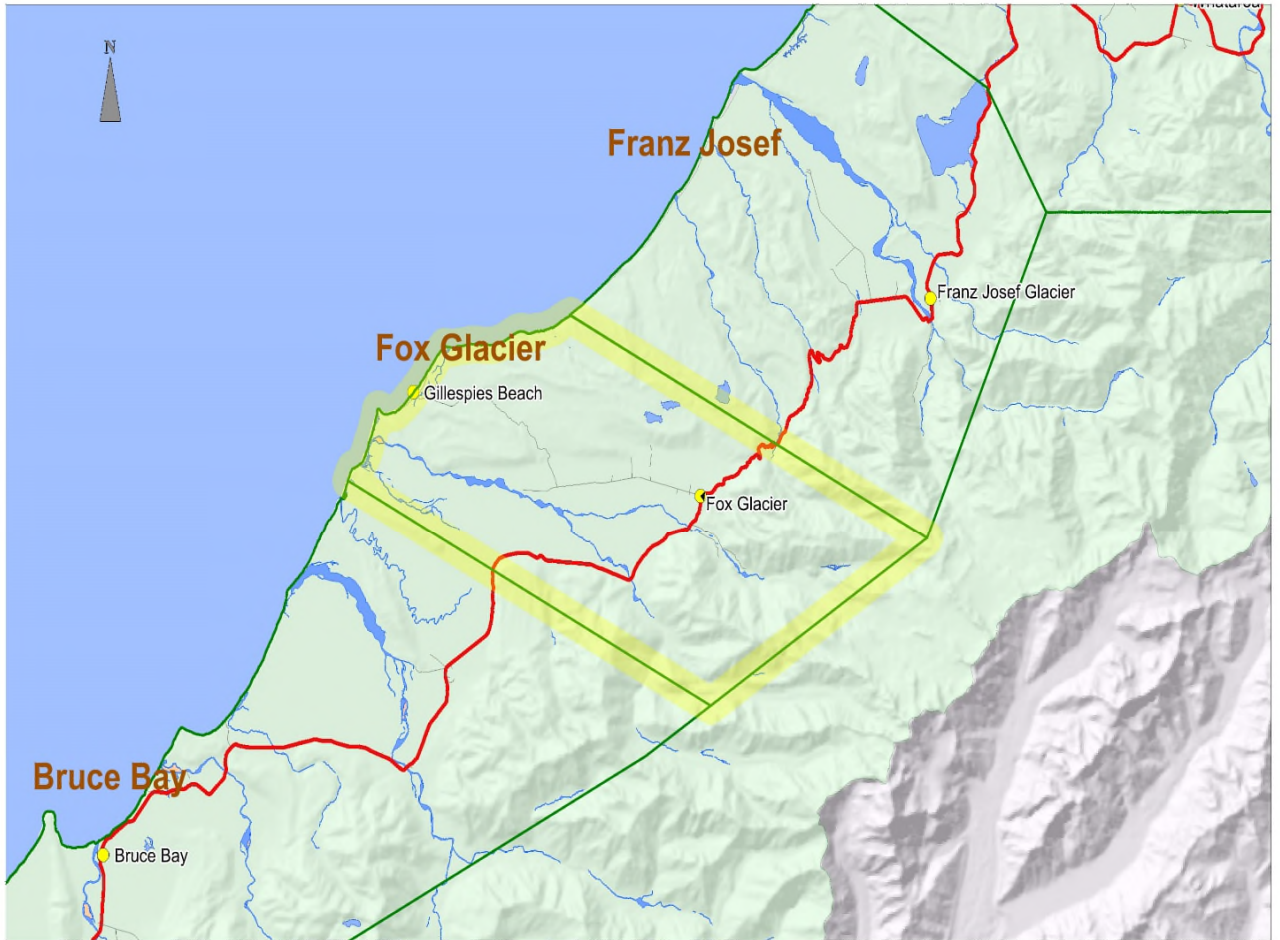
**Franz Josef Zone**  
*For Community Rating Purposes*





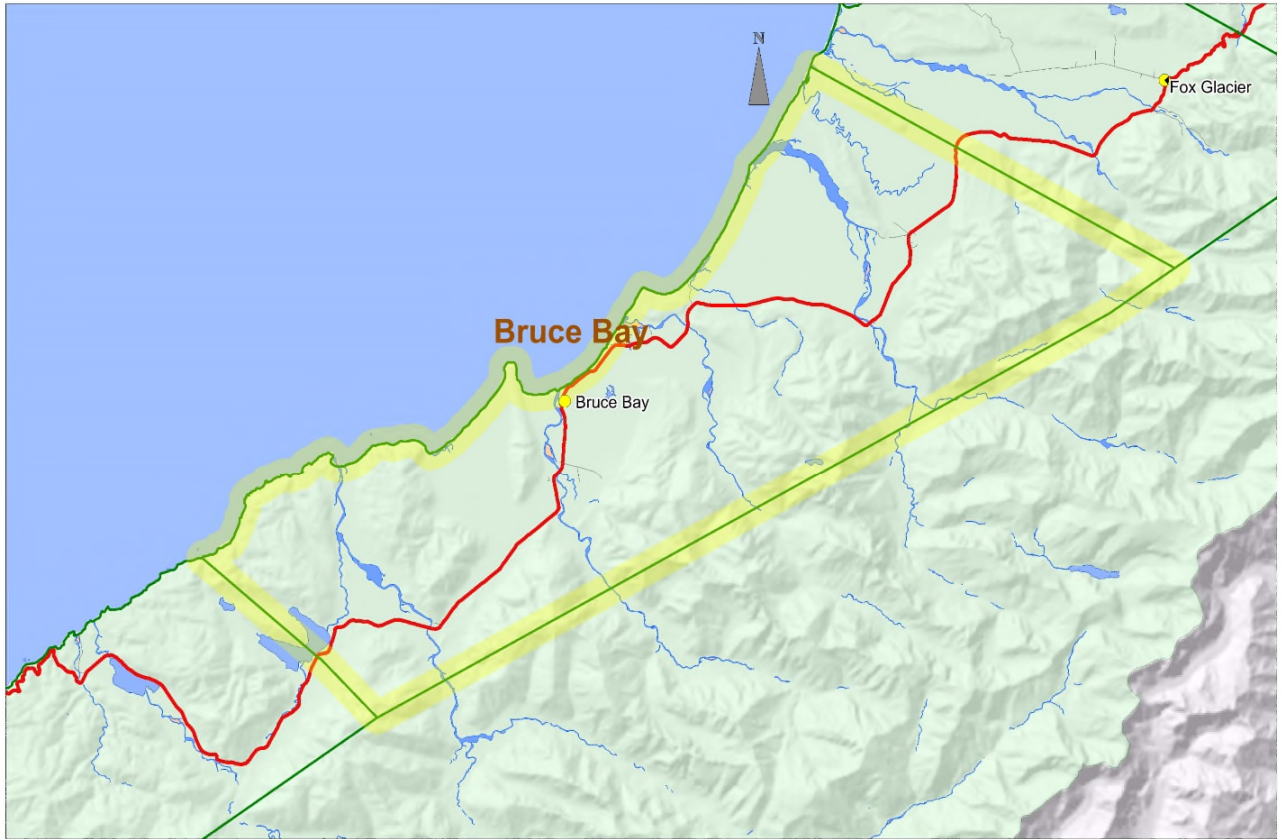
**Haast Zone**  
*For Community Rating Purposes*





**Fox Glacier Zone**  
*For Community Rating Purposes*





**Bruce Bay Zone**  
*For Community Rating Purposes*



DRAFT



# Report



**DATE:** 30 June 2020

**TO:** Mayor and Councillors

**FROM:** Strategy and Communications Advisor

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## ADOPTION OF DRAFT ANNUAL PLAN 2020/2021.

### 1 SUMMARY

- 1.1 The purpose of this report is to propose the adoption of the Draft Annual Plan for the financial year ending 30 June 2021, attached as **Appendix 1**.
- 1.2 This issue arises from the requirements of s 95 of the Local Government Act 2002 (LGA).
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28.
- 1.4 This report concludes by recommending that Council adopts the Draft Annual Plan for the financial year ending 30 June 2021.

### 2 BACKGROUND

- 2.1 Section 95(1) LGA requires Council to adopt an annual plan for each financial year. Council adopted a Draft Annual Plan 2020/2021 on 4 May 2020.
- 2.2 Council undertook s 95(2) Special Consultative Procedures for the Annual Plan from 7 May 2020 – 7 June 2020.
- 2.3 In addition to the Draft Annual Plan Council prepared and released a Consultation Document in accordance with s 95A, detailing the material differences between the Draft Annual Plan 2020/2021 and the corresponding year 3 of the Long Term Plan 2018-28 (LTP).

### 3 CURRENT SITUATION

- 3.1 Council received 132 written submissions to proposed changes contained in the Draft Annual Plan, compared to the LTP. In particular:
  - 3.1.1 54 submissions concerning the proposed Hokitika Ocean Outfall Project, of which over half were in support of exploring alternative options.
  - 3.1.2 62 concerning the purchase of Civil Defence Emergency containers, which was split between premium and basic.
  - 3.1.3 47 concerning the vesting of the Westland Sports Hub to Council and funding insurance through the Hokitika Community Rate, of which a small majority were in favour.
- 3.2 Council received presentations from submitters in a public hearing on 16 June 2020. All submissions were read and considered and Council conducted deliberations and debated the matters raised in the public meeting on 16 June 2020.
- 3.3 Council agreed to a zero rate increase for the 2020/2021 year, with funding provided in the 2020/2021 financial year to be rated for in the 2021/2022 year.
- 3.4 Council directed staff to include an additional \$27,500 budget for the Hokitika Regent Theatre to be made available making a total of \$57,500, with the additional funding to be rated in 2021/2022 and included in the 2021 – 31 LTP. The Westland Community Centre Inc. will be required to provide a business plan and six-monthly reports to the Community Development Committee.
- 3.5 Council directed staff to include a grant of \$15,000 to the Westland Wilderness Trail Trust to support their work and recognise the value that the trail provides to the district.
- 3.6 Council directed staff to include a grant of \$78,616.56 for the Westland Sports Hub to cover the shortfall of unforeseen costs of the project to be rated in the first year of the next Long Term Plan.
- 3.7 Council directed staff to support the development of the Gentle Annie Track with funding from the Reserves Development Fund, approximately \$130,000 of which is available to Kumara Junction.
- 3.8 The Franz Josef Community Association and Fox Inc. withdrew their request for additional funding through the Community Rate prior to the hearing and Council accepted the request.

- 3.9 All other items consulted on with the community were agreed to continue.
- 3.10 The updated Annual Plan 2020/2021 corresponds to year 3 of the LTP 2018-28 and is attached as **Appendix 1**. It is prepared in accordance with Part 2 of Schedule 10 of the LGA.
- 3.11 The purpose of an annual plan is to contain the proposed annual budget and funding impact statement for the year to which the annual plan relates [s 95(5)(a)] and identify any variation from the financial statements and funding impact statement included in the local authority's LTP in respect of the year [s 95(5)(b)].
- 3.12 As such, the Annual Plan does not supersede, and should be read with reference to, the LTP 2018 – 28.
- 3.13 The Draft Annual Plan consulted on proposed a zero (0%) rates increase compared to 2019/20. Year 3 of the LTP shows a forecast increase of 0%.
- 3.14 The budget contained in the Annual Plan 2020/2021 contains sufficient revenue to cover its operating expenses. On this basis the Annual Plan 2020/2021 contains a balanced budget.
- 3.15 Total capital expenditure in the Draft Annual Plan is \$12.6 million compared to \$8.5 million in the LTP, although some of this expenditure is carried over projects from previous years that have not yet been completed.

## 4 OPTIONS

- 4.1 Option 1: Do nothing
- 4.2 Option 2: Instruct the Chief Executive to make further amendments to the Annual Plan.
- 4.3 Option 3: Adopt the Draft 2020/2021 Annual Plan that is attached as **Appendix 1**.

## 5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's policy on Significance and Engagement the adoption of an Annual Plan, is administrative and of low significance.

- 5.2 The amendments made to these documents have been made in response to community engagement and Council direction.

## 6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option 1: The adoption of an annual plan is a statutory requirement, without which Council cannot strike Rates. Although Council may legally be able to revert to Year 3 of the LTP, it has communicated its responses to public consultation and thus created expectations in the community.
- 6.2 Option 2: Council may wish to make amendments. Any material changes could require further consultation, which would mean adoption would be delayed beyond the statutory timeframe. Council cannot strike Rates for a financial year until it has adopted an Annual Plan for that year. Any significant delay could seriously compromise and disrupt cash flows for both Council and ratepayers.
- 6.3 Option 3: Adoption of the Annual Plan enables Council to fulfil its objectives and fund its activities as set out in year 3 of the LTP and as amended through public consultation. It also enables Council to strike the rates for 2020-2021.

## 7 PREFERRED OPTION AND REASONS

- 7.1 The preferred Option is 3: Adopt the Draft 2020/2021 Annual Plan. The proposals contained in these documents demonstrate that Council is responding to community expectations while maintaining sound fiscal stewardship.

## 8 RECOMMENDATION

- A) **THAT** Council adopts the Annual Plan 2020/2021 attached as **Appendix 1**.
- B) **THAT** Council instructs the Chief Executive to publicly notify these documents in accordance with statutory provisions.

**Emma Rae**  
**Strategy and Communications Advisor**

Appendix 1: Draft Adopted Annual Plan 2020-21



# Westland District Council Draft Annual Plan 2020/2021

# Tena Koutou

The elections in 2019 saw the introduction of many new faces around the council table with enough returning councillors to provide a good mix of experience and new ideas and enthusiasm. Council is committed to working to deliver projects that have already been initiated and prioritising the work planned in the Long Term Plan (LTP). The enthusiasm that comes with new councillors and staff is always uplifting and refreshing. Balancing what our community can afford with what we want both now and in the future is something each local authority faces, with Westland being no exception. More than ever, with the Covid-19 pandemic and resulting change in economic environment, Council needs to be aware of looking after our community and ratepayers by ensuring that Council concentrates on our core and essential services and keep rates affordable.

With this in mind, the 2020/2021 Annual Plan process has gone through many stages to get to its current form. Council is committed to a rates freeze for the coming financial year. However, as Council does not intend to reduce any levels of service, in the short-term debt may be utilised to fund shortfalls in revenue. The result of this rates freeze will be higher rates increases in the future than planned for in the current LTP in order to continue projects essential to maintaining and improving the district's infrastructure. Council recognises that rates must be kept affordable but also assist in stimulating growth as a key stakeholder during the recovery period.

Economic recovery as well as providing stable and reliable infrastructure is our primary focus for the next 12 months. Council is working to optimise any external funding to support council projects.

Westland communities continue to demonstrate resilience in the face of severe weather events. The 2020/2021 Annual Plan has a strong focus on assisting Council and communities to become even more resilient. Council wants to ensure that Westland has resilience in infrastructure and all future projects to help our local communities bounce back when adversity hits. Once again Council will be looking towards Central Government for support to fund some of this work as a priority.

Work towards the next LTP process has already begun, with community engagement sessions throughout the region, focussing on wellbeing, which has been reintroduced into the Local Government Act. This will guide Council's planning for the next ten-year cycle.

Council will keep you updated on the work we are undertaking, so be sure to sign up for our Westland Matters newsletter, check Council's website or follow the Facebook page.

Nā māua noa, nā



Bruce Smith, Mayor



Simon Bastion, Chief Executive

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## The Annual Plan and changes to the Long Term Plan

This is the draft Annual Plan for Year 3 of the Long Term Plan.

In 2018 Council adopted the Long Term Plan 2018-28 (LTP) which set out what Council planned to do in the Westland District over the next ten years. This Annual Plan sets out the changes in Council's work programme and priorities for the coming financial year. Council has decided to freeze rates in year 3 to help ratepayers who are struggling financially. This means that rates will be struck at the same rate factor as in 2019/2020, which for most ratepayers will mean a zero percent rate increase. Where there is a change to your rates bill, this is because there has been a change to your property or the types of rates you are paying. An example would be a new water connection to a Council water supply will result in paying water rates on that property.

Council has closely reviewed operating expenditure and identified a number of areas where expenditure can be reduced over the coming year. Financial forecasting shows a small surplus of \$556,000. This is because Council will receive central government funding for certain capital projects and these grants are accounted for as revenue. The funding is only received when the project is completed and is only applied to the allocated project.

Council may need to take out short-term loans where required to provide enough revenue to operate our core and essential services. Loan funding will be kept to a minimum, drawn down only when necessary and repaid as quickly as possible.

There are also temporary measures that Council has taken with deferral of previous year's capital expenditure loan payments to take advantage of low interest rates. These will be paid back over a number of years through the Long Term Plan process.

Year 3 of the LTP included an Emergency Management Contingency Fund Rate. This rate will no longer be implemented to assist the rates freeze.

Low rate increases will not be sustainable in future years and in planning the next LTP Council will have to consider higher rates increases along with repayment of any new or deferred loans.

Council consulted on proposed changes to community rates for Hokitika if Council takes ownership of the Westland Sports Hub and on using of a portion of the Ross Endowment Land Fund to repair the Ross Community Squash Hall. The majority of submissions received were in favour of these changes and Council agreed.

Resilience is still high on Council's agenda and Council wants to support communities by providing Civil Defence Emergency supply containers and emergency communications devices.

Necessary health and safety upgrades for our water and wastewater assets and pensioner housing have also been included.



# SUMMARY OF KEY CHANGES

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## Freezing Rates

To promote the current and future interests of the community, due to the economic situation caused by the Covid-19 pandemic, Council will freeze rates at the same rating factors as the 2019/2020 Annual Plan. Council will take out short-term loans to cover any deficit to ensure core and essential services are still provided. Capital projects that are eligible for central government grants will have this funding applied as the projects are completed.

## Civil Defence Emergency Containers

Council will purchase five emergency shipping containers to be placed in high tourist and easily isolated areas throughout Westland. These containers will hold essential welfare supplies to assist communities in the event of a natural disaster or natural hazard event. It is very important to support communities by ensuring that they have the means to look after themselves and any other people who are in the district when a disaster happens.

## Hokitika Ocean Outfall project

Following the hearing and consideration of submissions to the Draft Annual Plan 2020/2021 Council will investigate a land based option for the future disposal of Hokitika wastewater in place of the current ocean outfall pipeline. Work with Westland Milk Products will be put on hold.

## Westland Sports Hub

The Sports Hub will be vested in Council, with insurance costs included in the Hokitika Community Rate from the 2021/2022 year. Council will also provide a grant of \$78,616.56 to cover the shortfall for unforeseen costs of the project. The grant will be rated for in the 2021/2022 year.

## Ross Endowment Land Fund

Ross Community Society has requested up to \$30,000 from the Ross Endowment Land Fund to undertake repairs to the Ross Community Gym and Squash Court building. This is a community asset and it is in the interest of the community that the building remains in good repair for health and safety and to ensure continued use by the community.

## Reduced operating expenditure

Reducing operational expenditure assists Council to budget for a low rates increase in the 2020/2021 year. Over the long term higher rates increases will be necessary to ensure that Council can meet Council's obligations to the community to maintain and improve Council's levels of service, and increase the district's resilience in Council's infrastructure network and against natural hazards.

## Emergency Communications

Emergency communications are vital during an emergency event. If communities do not have the tools available to maintain communication with civil defence the ability to assist is decreased. A number of Westland communities do not have reliable telecommunications coverage and potentially would have none during an emergency. Providing the communities with radio equipment ensures that these communities will have the ability to communicate with civil defence in an emergency.

## Generator for Council Headquarters

Council does not currently have a back-up generator located at the Council Headquarters. As the Westland Civil Defence Emergency Operations Centre is run from there during a civil defence emergency, it is important that Council has a generator in case Hokitika loses power. This will ensure that civil defence emergency operations can continue uninterrupted to support the community during an event.

## Health and Safety Upgrades

Council has undertaken a Health and Safety Audit of Water Supply and Wastewater assets and has identified a number of areas for improvement. It is important that Council completes this work as soon as possible as the Audit identified risks to both staff, contractors and the public. This work has already begun with the installation of the deer fence around the Hokitika Wastewater ponds.

## Pensioner Housing Bathroom Upgrades

Destination Westland manages 46 Council pensioner units on behalf of Westland District Council. Three of these units have bathrooms that need to be upgraded to meet best practice for elderly housing facilities and to comply with the Heathy Homes standards.

## West Coast Wilderness Trail Trust Funding

A grant of \$15,000 has been given to the West Coast Wilderness Trail Trust to support their work and recognise the value that the Trail provides to the District. The grant will be rated for in the 2021/2022 year.

## Regent Theatre Funding

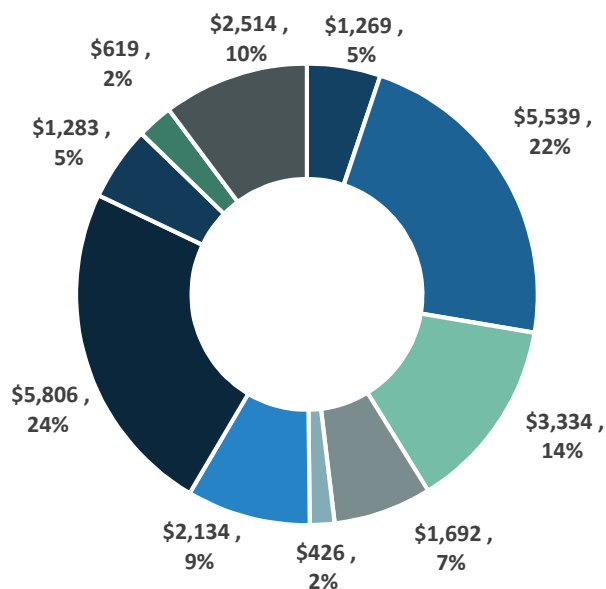
Funding for the Regent Theatre has been increased to \$57,500 from the budgeted \$30,000. Westland Community Centre Inc. will provide a business plan and six-monthly reports to the Community Development Committee. This funding will be rated for and included in the 2021 – 31 Long Term Plan.

# FINANCIAL SUMMARY

## Total Expenditure

This graph shows what Council forecasts spending in operating expenditure for the day-to-day running of services and facilities during the year.

Total Expenditure 2020/2021 (\$000s)

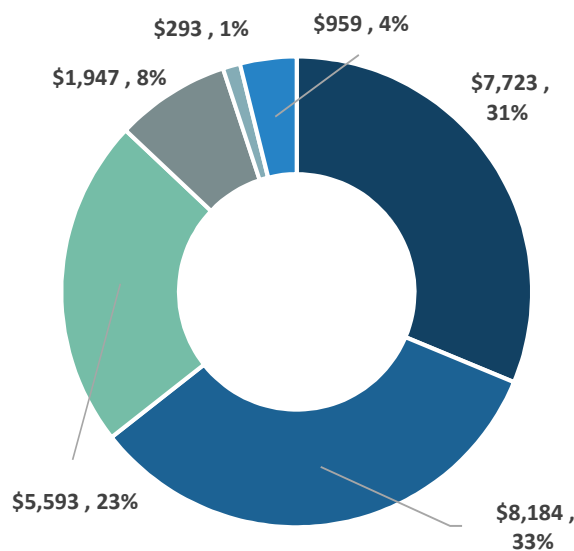


- Community Services
- Leisure Services & Facilities
- Resource Management
- Transportation
- Stormwater
- Leadership
- Regulatory Services
- Solid Waste
- Wastewater
- Water Supply

## Total Revenue

Expenditure is paid for from a mix of rates, fees, interest and dividends on Council's investments, and external sources such as financial assistance from government agencies (e.g. NZTA). The graph shows where forecast Revenue will come from in 2020/2021.

Total Revenue 2020/2021 (\$000s)



- General rates, uniform annual general charges, rates penalties
- Targeted Rates
- Subsidies and grants
- Fees and charges
- Interest and dividends from investments
- Local authorities fuel tax, fines, infringement fees, and other receipts

## Other Key Forecast Numbers:

**Borrowings: \$25,626,000**

**Reserve Funds: \$10,774**

**Grants and Subsidies: \$5,593,000**

**Operating Revenue: \$24,700,000**

**Operating Expenditure: \$24,616,000**

**Capital Expenditure: \$12,608,000**

## Fees and Charges

Some increases to fees and charges have occurred for activities such as the Swimming Pool, Environmental Services, Resource Management and Building Consents. Fees and charges are for activities that benefit the user and not ratepayers as a whole. Increases in fees and charges prevent the cost being passed on to general ratepayers. Full fees and charges are on pp 32 -- 43.

Full details of Council's financial forecasts and statements for 2020/2021 can be found on pp 10 -- 31.

## CAPITAL EXPENDITURE FOR 2020/2021

The following outlines *changes* in expenditure on major projects that Council is undertaking for the 2020/2021 year. Many of these projects were forecast in the LTP for year 3, but in some cases there have been changes to the timing or cost of these projects. There are also a number of new projects. The total represents all capital expenditure for that activity in 2020/2021. For a full list of planned projects, see the Long Term Plan 2018-28. Where there are significant increases for infrastructure, Council now has an improved understanding of asset condition and work that needs to be done and has programmed work accordingly.

### Leadership

Project	LTP Y3	Draft Annual Plan
Council HQ refurbishment and resilience	-	\$230,000
Council website and teleconferencing	-	\$95,000
IT Equipment	\$45,804	\$46,112
<b>All Projects Total</b>	<b>\$45,804</b>	<b>\$371,112</b>

- Council will improve facilities for staff and visitors and purchase a generator for emergency purposes.
- Modern teleconferencing will reduce travel costs and a refreshed website will be more user-friendly for the public.
- IT equipment ongoing programme of renewals of workstations and network upgrades.

### Leisure Services – Parks and Reserves

Project	LTP Y3	Draft Annual Plan
Cass square – Turf improvement	\$15,615	\$15,750
Cass Square – New Toilet	-	\$425,000
Cass Square – Upgrade of playground equipment	\$20,820	\$180,960
Ross – Upgrade of playground equipment	-	\$50,000
Whataroa – Upgrade of playground equipment	-	\$70,000
Cass Square goal posts	-	\$30,000
West Coast Wilderness Trail	-	\$75,000
Rimu Hill lookout	-	\$1,000
<b>All Projects Total</b>	<b>\$36,435</b>	<b>\$847,680</b>

- Ongoing programme of turf improvement in Cass Square.
- New public toilet facilities in Cass Square, closer to the playground.
- Refurbishment / renewal of playground equipment in Cass Square (including rubber matting), Ross and Whataroa in response to the playground safety audit conducted in 2019.
- West Coast Wilderness Trail maintenance and resilience.
- Replacement of kiosk and interpretation panels at Rimu Hill lookout.

### Planning and Regulatory Services

Project	LTP Y3	Draft Annual Plan
Noise Meter	-	\$6,000
<b>All Projects Total</b>	<b>-</b>	<b>\$6,000</b>

- Purchasing a noise meter will reduce contractor fees.

### Leisure Services – Other

Project	LTP Y3	Draft Annual Plan
Hokitika Cemetery	\$88,485	\$126,200
Ross Cemetery	-	\$10,250
Museum	-	\$417,100
Elderly Housing	\$20,820	\$116,933
Swimming Pool	-	\$58,300
i-SITE	\$1,041	\$10,000
Library	\$58,518	\$78,912
Haast Community Hall	\$26,025	\$26,200
Fox House	\$26,025	\$26,200
Ross Memorial Hall	-	\$4,500
Civil Defence	-	\$186,300
Hokitika lighting	-	\$45,000
Hokitika revitalisation plan	-	\$100,000
Rubbish bins	-	\$40,000
<b>All Projects Total</b>	<b>\$224,037</b>	<b>\$1,299,694</b>

- Hokitika Cemetery – Berm and other improvements and a tractor shed.
- Ross Cemetery – Berm development.
- Carnegie Building museum – roof replacement, health and safety improvements, preservation material and earthquake strengthening.
- Elderly housing upgrades throughout the district, including glazing and insulation, and heating.
- Swimming pool improvements including roof repairs and window replacements.
- I-SITE – Redevelopment of the i-SITE website.
- Library – As well as regular replacement of books and resources, a replacement heat pump will be installed in Westland District Library.
- Halls maintenance programme – Haast Community Hall, Fox House and Ross Memorial Hall.
- Civil Defence emergency communications and emergency containers.
- Heritage area lighting in Hokitika.
- Funding for Hokitika revitalisation.
- Additional rubbish bins for Hokitika, Kumara, Fox Glacier and Haast.

## Transportation

Project	LTP Y3	Draft Annual Plan
Unsealed road metalling	\$299,106	\$286,500
Sealed road resurfacing (3031)	\$887,400	\$850,000
Sealed road resurfacing (3070)	\$165,996	\$159,000
Low Cost Low Risk – Local	\$391,500	\$393,000
Low Cost Low Risk – SPR	\$135,720	\$136,240
Structures Component Replace (3033)	\$221,850	\$212,500
Structures Component Replace (3072)	\$55,332	\$53,000
Drainage renewals (3032)	\$165,996	\$159,000
Drainage renewals	\$28,188	\$27,000
Sealed Road Pavement Rehabilitation	\$240,120	\$237,200
Traffic Services Renewals (3034)	\$133,110	\$127,500
Traffic Services Renewals	\$11,484	\$11,000
Footpath upgrades	\$44,370	\$97,850
<b>All Projects Total</b>	<b>\$2,780,172</b>	<b>\$2,749,790</b>

The District's roads and footpaths are one of Council's major expenditure areas. Key projects in 2020/2021 include:

- Unsealed road metalling – An ongoing programme to replace the top surface metal on unpaved roads.
- Sealed road resurfacing – An ongoing programme to resurface roads throughout the district.
- Low Cost Low Risk – An ongoing programme of work to carry out small projects with low risk, such as minor safety improvements and small bridge replacements.
- Structure Component Replace – Ongoing programme to replace structures on assets such as bridges.
- Maintenance – Drainage renewals – Non-routine drainage renewals that reduce future maintenance costs.
- Sealed Road Pavement Rehabilitation – An ongoing programme of replacement of sealed pavement.
- Traffic Services Renewals – An ongoing programme of renewal of existing road furniture, lighting, signs and markings, and traffic management equipment and facilities.
- Footpath upgrades – New and upgraded footpaths throughout the district. Some footpath maintenance has been carried over from 2019/2020.

## Water Supply

Project	LTP Y3	Draft Annual Plan
Arahura Water Treatment Plant	-	\$185,500
Fox Glacier Water Treatment Plant	-	\$777,600
Franz Josef Water Treatment Plant	-	\$83,800
Hokitika Water Treatment Plant	-	\$36,450
Kumara Water Treatment Plant	\$47,160	\$59,200
Ross Water Treatment Plant	-	\$86,100
Hari Hari Water Treatment Plant	-	\$10,100
Haast Water Treatment Plant	-	\$800
Whataroa Water Treatment Plant	-	\$22,000
Disinfection upgrades programme	\$214,043	-
<b>All Projects Total</b>	<b>\$288,203</b>	<b>\$1,325,550</b>

Maintaining and upgrading the District's water supply is one of Council's major expenditure areas. Key projects in 2020/2021 include:

- Planned upgrades to the Arahura Water Treatment Plant and reservoir.
- Upgrade Fox Glacier Water Treatment plant to NZ Drinking Water Standards and reservoir upgrade.
- Upgrades to Franz Josef Water Treatment Plant and reservoir and install a stand-by generator.
- Hokitika Water Treatment Plant – Installing a seismic valve and general upgrades.
- Kumara Water Treatment Plant – Planned water mains replacement, replacement of existing reservoir and other Water Treatment Plant upgrades.
- Ross Water Treatment Plant and reservoir upgrades, and works at a new water source.
- Planned upgrades to Whataroa Water Treatment Plant and Reservoir, and installing a seismic valve at reservoir outlet.
- Planned upgrades to Hari Hari Water Treatment Plant and reservoir upgrades.
- Planned upgrades to Haast Water Treatment Plant and reservoir upgrades.
- Disinfection upgrades programme – Upgrades to the disinfection programme at Arahura, Fox Glacier, Franz Josef, Haast, Hari Hari, Hokitika, Kumara, Ross and Whataroa Water Treatment Plants will not take place in year 3.

## Wastewater

Project	LTP Y3	Draft Annual Plan
Health & Safety upgrades	-	\$12,300
Fox Glacier	\$33,536	\$33,536
Franz Josef	\$5,240	\$251,000
Hokitika Wastewater Treatment Plant	\$1,310,000	\$360,000
Kaniere Road Catchment	-	\$50,000
Wastewater Treatment Plant Components	\$20,960	\$20,960
New Development	\$10,480	\$10,480
<b>All Projects Total</b>	<b>\$1,437,856</b>	<b>\$2,681,156</b>

Maintaining and upgrading the District's wastewater is one of Council's major expenditure areas. Key projects in 2020/2021 include:

- Health and safety upgrades will be undertaken at Fox Glacier, Franz Josef, Haast, and Hokitika Wastewater Treatment Plants.
- Fox Glacier – Wastewater mains replacement.
- Franz Josef – Upgrade of the pump station and wastewater mains replacement.
- The proposed Hokitika Ocean Outfall Structure is no longer included as a Key Project in 2020/2021. Staff will explore other options, which will be brought back to Council.
- Funding for the Hokitika Wastewater Treatment Plant will be used for upgrades, including telemetry.
- Kaniere Road Catchment - I&I investigation and provisions for overflows.
- Wastewater Treatment Plant Components replacement funding for Fox Glacier, Franz Josef, Haast and Hokitika has been combined into a general capital pool.
- New development funding for Fox Glacier, Franz Josef, Haast and Hokitika has been combined into a general capital pool.

## Solid Waste

Project	LTP Y3	Draft Annual Plan
Landfill capping	\$52,400	\$91,000
Landfill armouring	-	\$50,000
Dump stations	-	\$169,000
Landfill protection	-	\$55,000
Transfer station	-	\$70,000
Carbon credits	-	\$80,000
Haast capping	\$52,400	\$32,400
<b>All Projects Total</b>	<b>\$52,000</b>	<b>\$515,000</b>

Council is working to improve waste management in the district and to extend the life of current landfills:

- Landfill capping will take place at Franz Josef (final), Butlers landfill (intermediate) and Haast.
- Further armouring will be placed at the closed Fox Glacier landfill.
- Development of Franz Josef dump station and upgrades to Hokitika dump station.
- Landfill protection works at Hari Hari and Neils Beach.
- Development of Haast Transfer Station
- Purchase of carbon credits under the Emissions Trading Scheme.
- The forecast cost of capping at Haast Landfill has decreased.

## Stormwater

Project	LTP Y3	Draft Annual Plan
Livingstone Street Pump Upgrade	\$901,280	\$901,280
Hokitika Stormwater Mains replacement	\$26,200	\$5,000
Tancred Street pump upgrade	-	\$100,000
Beach Street SW realignment	-	\$155,000
Jolie Street Extension	-	\$200,000
River Outfall Flap Gates	\$10,480	\$10,480
New developments	\$10,480	\$10,480
Richards Drive	\$31,440	-
Kaniere Pump upgrade	\$15,720	-
<b>All Projects Total</b>	<b>\$995,600</b>	<b>\$1,382,240</b>

Maintaining and upgrading the District's stormwater is one of Council's major expenditure areas. Key projects in 2020/2021 include:

- Planned upgrades to Livingstone Street pump.
- The cost of the Hokitika stormwater mains replacement has reduced because expenditure has been reallocated to specific projects or upgrades.
- Pump upgrade in Tancred Street to increase capacity.
- Beach Street realignment to improve capacity.
- Jolie Street extension to increase capacity.
- Contributions towards new developments.
- Richards Drive pipe open drain and Kaniere pump upgrade will not take place in year 3.

## FORECAST FINANCIAL INFORMATION

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***This section of the plan contains:***

*Prospective statement of comprehensive revenue and expense for the year ended 30 June 2021*

*Prospective changes of net assets / equity for the year ended 30 June 2021*

*Prospective statement of financial position as at 30 June 2021*

*Prospective statements of cashflows as at 30 June 2021*

*Prospective reconciliation of net surplus to operating activities for the year ended 30 June 2021*

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## Prospective Statement of Comprehensive Revenue and Expense for the year ended 30 June 2021

<b>Prospective Statement of Comprehensive Revenue and Expense</b>			
	<b>Annual Plan 2019/2020 (\$000)</b>	<b>Long Term Plan 2020/2021 (\$000)</b>	<b>Annual Plan 2020/2021 (\$000)</b>
<b>Revenue</b>			
Rates	16,347	16,376	15,907
Grants and subsidies	4,294	4,089	5,593
Interest revenue	82	100	43
Fees and charges	1,951	1,864	1,947
Other revenue	1,286	1,025	1,209
<b>Total operating revenue</b>	<b>23,960</b>	<b>23,455</b>	<b>24,700</b>
<b>Expenditure</b>			
Employee benefit expenses	4,090	3,974	4,236
Finance costs	740	831	867
Depreciation and amortisation	6,316	6,474	7,141
Other expenses	11,746	11,395	12,373
<b>Total operating expenditure</b>	<b>22,892</b>	<b>22,674</b>	<b>24,616</b>
<b>Operating Surplus/(Deficit)</b>	<b>1,067</b>	<b>781</b>	<b>84</b>
<b>Other comprehensive revenue and expense</b>			
Gain/(loss) financial assets	-	-	-
Gain/(loss) on revaluation	-	2,717	473
Movement in landfill provision	-	-	-
<b>Other Comprehensive Revenue and Expenses Subtotal</b>	<b>-</b>	<b>2,717</b>	<b>473</b>
<b>Total comprehensive revenue and expense/(deficit) for the year attributable to Council</b>	<b>1,067</b>	<b>3,498</b>	<b>556</b>

## Prospective changes of equity for the year ended 30 June 2021

<b>Prospective Statement of Changes in Equity</b>			
	<b>Annual Plan 2019/2020 (\$000's)</b>	<b>Long Term Plan 2020/2021 (\$000's)</b>	<b>Annual Plan 2020/21 (\$000's)</b>
<b>Equity balance at 30 June</b>			
Equity balance at 1 July	446,494	452,016	394,619
Comprehensive income for year	1,067	3,498	556
<b>Equity balance at 30 June</b>	<b>447,562</b>	<b>455,515</b>	<b>395,175</b>
<b>Components of Equity</b>			
<b>Retained earnings 30 June</b>			
Retained Earnings at 1 July	144,805	151,412	143,322
Net Surplus/(Deficit)	1,067	781	84
Transfers to/ (from) reserves	(984)	(2,782)	(1,024)
<b>Retained earnings 30 June</b>	<b>144,888</b>	<b>149,411</b>	<b>142,381</b>
<b>Revaluation Reserves 30 June</b>			
Revaluation Reserves at 1 July	292,091	292,091	241,483
Revaluation Gains	-	2,717	473
<b>Revaluation Reserves 30 June</b>	<b>292,091</b>	<b>294,808</b>	<b>241,956</b>
<b>Council created Reserves 30 June</b>			
Council Created Reserves at 1 July	9,598	8,449	9,750
Transfers to / (from) reserves	984	2,782	1,024
<b>Council created Reserves 30 June</b>	<b>10,582</b>	<b>11,231</b>	<b>10,774</b>
<b>Other comprehensive revenue and expense Reserve 30 June</b>			
Other comprehensive revenue and expense Reserves at 1 July	-	64	64
Transfers to / (from) reserves	-	-	-
<b>Other comprehensive revenue and expense Reserve 30 June</b>	<b>-</b>	<b>64</b>	<b>64</b>
<b>Components of Equity</b>	<b>447,562</b>	<b>455,515</b>	<b>395,175</b>



## Prospective Statement of Financial Position for the year ended 30 June 2021

<b>Prospective Statement of Financial Position</b>			
	<b>Annual Plan 2019/2020 (\$000)</b>	<b>Long Term Plan 2020/2021 (\$000)</b>	<b>Annual Plan 2020/2021 (\$000)</b>
<b>Assets</b>			
Current assets			
Cash & cash equivalents	2,570	9,422	3,689
Debtors & other receivables	1,919	2,258	5,251
Other financial assets	-	328	-
<b>Total Current Assets</b>	<b>4,489</b>	<b>12,007</b>	<b>8,941</b>
Non-current assets			
Council Controlled Organisation	8,695	8,695	8,695
Intangible assets	79	81	329
Assets Under Construction	1,309	1,309	1,474
Other Financial Assets	69	74	366
Property, Plant and Equipment	463,251	461,329	407,540
<b>Total Non-current assets</b>	<b>473,402</b>	<b>471,487</b>	<b>418,405</b>
<b>Total Assets</b>	<b>477,891</b>	<b>483,495</b>	<b>427,346</b>
<b>Liabilities</b>			
Current liabilities			
Creditors & other payables	2,453	2,183	2,807
Employee benefit liabilities	205	191	374
Tax payable	3	3	3
Borrowings	-	939	-
Other	377	393	395
<b>Total Current Liabilities</b>	<b>3,038</b>	<b>3,709</b>	<b>3,579</b>
Non-current liabilities			
Deferred Tax	28	28	32
Employee benefit liabilities	35	21	38
Provisions	2,089	2,089	2,222
Borrowings	24,339	21,633	25,626
Derivative financial instruments	800	500	673
<b>Total Non-Current Liabilities</b>	<b>27,291</b>	<b>24,271</b>	<b>28,591</b>
<b>Total Liabilities</b>	<b>30,329</b>	<b>27,980</b>	<b>32,170</b>
<b>Net Assets</b>	<b>447,562</b>	<b>455,515</b>	<b>395,175</b>

<b>Equity</b>			
Retained earnings	145,873	149,411	142,381
Restricted Reserves	9,598	11,231	10,774
Revaluation reserves	292,091	294,808	241,956
Other comprehensive revenue and expense reserve	-	64	64
<b>Equity</b>	<b>447,562</b>	<b>455,515</b>	<b>395,175</b>

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## Prospective Statement of Cashflows for the year ended 30 June 2021

<b>Prospective Statement of Cashflows</b>			
	<b>Annual Plan 2019/2021 (\$000's)</b>	<b>Long Term Plan 2020/2021 (\$000's)</b>	<b>Annual Plan 2020/2021 (\$000's)</b>
<b>Net Cashflow Operating Activities</b>			
<b>Cash was provided from:</b>			
Rates Revenue	16,472	16,491	15,775
Fees, charges, and other receipts (including donations)	2,171	1,864	1,947
Interest Received	82	100	43
Dividends received	520	531	250
Grants and Subsidies	4,337	3,876	4,759
Other Revenue	502	652	1,209
<b>Cash was provided from:</b>	<b>24,084</b>	<b>23,515</b>	<b>23,983</b>
<b>Cash was applied to:</b>			
Payment Staff & Suppliers	15,778	15,401	16,644
Interest Paid	740	831	867
<b>Cash was applied to:</b>	<b>16,518</b>	<b>16,233</b>	<b>17,511</b>
<b>Net Cashflow Operating Activities</b>	<b>7,566</b>	<b>7,282</b>	<b>6,472</b>
<b>Net Cashflow Investment Activities</b>			
<b>Cash was provided from:</b>			
Proceeds from Investments realised	-	-	-
Proceeds sale of property, plant and equipment	-	-	-
Proceeds from investment property	-	-	-
Movement in Westpac bonds	-	-	-
<b>Cash was provided from:</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash was applied to:</b>			
Purchase of property, plant and equipment	11,127	5,810	10,907
Purchase of intangibles	30	51	90
Purchase of Investments	-	-	-
<b>Cash was applied to:</b>	<b>11,157</b>	<b>5,861</b>	<b>10,997</b>
<b>Net Cashflow Investment Activities</b>	<b>(11,157)</b>	<b>(5,861)</b>	<b>(10,997)</b>

<b>Net Cashflow Finance Activities</b>			
<b>Cash was provided from:</b>			
Proceeds from borrowings	5,511	2,573	5,383
Capital works loan repayments	-	-	-
<b>Cash was provided from:</b>	<b>5,511</b>	<b>2,573</b>	<b>5,383</b>
<b>Cash was applied to:</b>			
Tenant contributions received	-	-	-
Repayment of borrowings	1,618	1,311	-
<b>Cash was applied to:</b>	<b>1,618</b>	<b>1,311</b>	<b>-</b>
<b>Net Cashflow Finance Activities</b>	<b>3,893</b>	<b>1,262</b>	<b>5,383</b>
<b>Cash Balance</b>			
<b>Cash Balance</b>			
Net increase/(decrease) in cash held	302	2,684	859
Total cash resources at start of the year	2,570	6,738	2,831
<b>Cash Balance</b>	<b>2,872</b>	<b>9,422</b>	<b>3,689</b>
<b>Cash Balance</b>	<b>2,872</b>	<b>9,422</b>	<b>3,689</b>

Prospective reconciliation of net surplus to operating activities for the year ended 30 June 2021

<b>Prospective Reconciliation of Net Surplus to Operating Activities</b>			
	<b>Annual Plan 2019/2020 (\$000)</b>	<b>Long Term Plan 2020/2021 (\$000)</b>	<b>Annual Plan 2020/2021 (\$000)</b>
Surplus/deficit after tax	1,067	3,498	556
	<b>1,067</b>	<b>3,498</b>	<b>556</b>
<b>Add/(Less) non cash expenses</b>			
Revaluation (gains)/losses	(292,091)	(2,717)	(473)
Gain/ (loss) in interest rate swap	(183)	(65)	202
Depreciation and amortisation	6,316	6,474	7,141
Bad debts	-	-	-
Assets vesting in council	-	-	-
	<b>(285,959)</b>	<b>3,692</b>	<b>6,870</b>
<b>Add/(Less) items classified as investing or financing activities</b>			
(Gains)/losses on sale of property, plant and equipment	65	-	69
(Gains)/losses in fair value of forestry assets	-	-	-
(Gains)/losses in fair value of investment properties	-	-	-
	<b>65</b>	<b>-</b>	<b>69</b>
<b>Add/(Less) non cash expenses</b>			
(Increase)/decrease in inventories	-	-	-
(Increase)/decrease in debtors and other receivables	(1,671)	(274)	(1,110)
Increase/(decrease) in creditors and other payables	2,453	(270)	68
Increase/(decrease) in employee entitlements	-	-	-
Increase/(decrease) in employee provisions	205	(14)	18
	<b>987</b>	<b>(558)</b>	<b>(1,024)</b>
<b>Net cash flow from operating activities</b>	<b>(283,839)</b>	<b>6,632</b>	<b>6,472</b>

## RATING BASE INFORMATION

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### *RATING BASE AS AT 30 JUNE 2020*

**2020/21**

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Projected number of rating units 6573

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Total capital value of rating units 2,469,754,950

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Total land value of rating units 1,292,793,250

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*The Funding Impact Statement contains the following information:*

- Rates Information for 2020/2021
- Rates calculations, as determined by Council’s Rating Policy.
- Rates Samples for 2020/2021
- The Whole of Council Funding Impact Statement for 2020/2021.

The Funding Impact Statement is given effect by the Rating Policy and should be read in conjunction with the Revenue and Financing Policy (see pp 196 – 204, Westland District Council Long Term Plan 2018-28) and Financial Statements.

The rates information and Rates Samples are GST inclusive; the Whole of Council Funding Impact Statement is GST exclusive.

## *Rating Information for 2020/2021*

Council sets the following rates under the Local Government (Rating) Act 2002:

General Rates:

- General Rate
- Uniform Annual Charge

Targeted Rates:

- |                                      |   |   |
|--------------------------------------|---|---|
| • Kumara Community Rate              | • Haast Community Rate                    | • Hokitika Area Promotions Rate                         |
| • Hokitika Community Rate            | • Bruce Bay Community Rate                | • Kaniere Sewerage Capital Contribution Rate            |
| • Ross Community Rate                | • Kokatahi / Kowhitirangi Community Rates | • Hannah’s Clearing Water Supply Capital Repayment Rate |
| • Harihari Community Rate            | • Water rates                             | • Emergency Management Contingency Fund Rate            |
| • Whataroa Community Rate            | • Metered Water Rates                     |   |
| • Franz Josef Glacier Community Rate | • Sewerage Rates                          |   |
| • Fox Glacier Community Rate         | • Refuse Collection Rates                 |   |
|                                      | • Tourism Promotion Rate                  |   |

Details of the activities these rates fund and the rating categories liable for the rates are listed below. This is followed by a table which shows how the rates are calculated and total revenue sought for each rate.

## Rating Information

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### General Rates

<b>General Rate</b>	A general rate is set and assessed on the capital value of all rateable land in the district. The general rate is set differentially based on the location of the land and use to which the land is put. The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.	<b>Uniform Annual General Charge</b>	A uniform annual general charge is set and assessed on all rateable land in the district as a fixed amount per rating unit.  The general rate and uniform annual general charge fund part of the following activities: democracy, corporate services, inspections and compliance, resource management, emergency management, animal control, community development and assistance, library, museum, public toilets, land and buildings, cemeteries, transportation and solid waste.
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## Targeted Rates

<b>Kumara Community Rate</b>	<p>The Kumara community rate is set and assessed as an amount per rating unit, on all rateable land in the Kumara community rate zone (as mapped in the Rating Policy). Within that area the rate is set based on the location of the land and the use to which the land is put.</p> <p>The categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and the factors applied are in the Rating Policy.</p> <p>The Kumara community rate funds all or part of the following activities: Transportation, township development fund, and parks and reserves.</p>
<b>Hokitika Community Rate</b>	<p>The Hokitika community rate is set and assessed an amount per rating unit, on all rateable land in the Hokitika community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Hokitika community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves, land and buildings (Carnegie Building, RSA Building, Custom House and Band rooms), community development and assistance (Regent Theatre), and swimming pools (Hokitika pool).</p>
<b>Ross Community Rate</b>	<p>The Ross community rate is set and assessed as an amount per rating unit, on all rateable land in the Ross community rate zone (as mapped in the Rating Policy). Within that area the rate is set based on the location of the land and the use to which the land is put.</p> <p>The categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and factors applied are in the Rating Policy.</p> <p>The Ross community rate funds all or part of the following activities: Transportation, township development fund, parks and reserves, community halls (Ross Memorial and Waitaha) and swimming pools (Ross pool).</p>
<b>Harihari Community Rate</b>	<p>The Harihari community rate is set and assessed as an amount per rating unit, on all rateable land in the Harihari community rate zone (as mapped in the Rating Policy). Within that area the rate is set based on the location of the land and the use to which the land is put.</p> <p>The categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and factors applied are in the Rating Policy.</p> <p>The Harihari community rate funds all or part of the following activities: Transportation, township development fund, and parks and reserves.</p>
<b>Whataroa Community Rate</b>	<p>The Whataroa community rate is set and assessed as an amount per rating unit, on all rateable land in the Whataroa community rate zone (as mapped in the Rating Policy). Within that area the rate is set based on the location of the land and the use to which the land is put.</p> <p>The categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and factors applied are in the Rating Policy.</p> <p>The Whataroa community rate funds all or part of the following activities: Transportation, township development fund (including Okarito), and parks and reserves.</p>
<b>Franz Josef /Waiau Community Rate</b>	<p>The Franz Josef Glacier community rate is set and assessed as an amount per rating unit, on all rateable land in the Franz Josef /Waiau community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p>



The Franz Josef /Waiau community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves and community development & assistance (Glacier Country Promotions).

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**Fox Glacier  
Community  
Rate**

The Fox Glacier community rate is set and assessed as an amount per rating unit, on all rateable land in the Fox Glacier community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Fox Glacier community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves and community development & assistance (Glacier Country Promotions).

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**Haast  
Community  
Rate**

The Haast community rate is set and assessed as an amount per rating unit, on all rateable land in the Haast community rate zone (as mapped in the Rating Policy). Within that area the rate is set based on the location of the land and the use to which the land is put.

The categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and factors applied are in the Rating Policy.

The Haast community rate funds all or part of the following activities: Transportation, stormwater, township development fund (Haast, Hannahs Clearing and Neils Beach), parks and reserves and community halls (Haast and Okuru).

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**Bruce Bay  
Community  
Rate**

The Bruce Bay community rate is set and assessed as an amount per rating unit, on all rateable land in the Bruce Bay community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Bruce Bay community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves and community halls.

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**Water Rates**

Water rates are set and assessed as a fixed amount per connection for connected rating units, and per rating unit for unconnected rating units, on all land, situated in specified locations, to which is provided or is available a council funded water supply service that is not metered.

The rate is set differentially depending on the nature of the connection to the land and the use to which the land is put. Commercial properties are defined as they are for the general rate (see Rating Policy).

The locations and differential categories are:

- Hokitika and Kaniere Treated water – Connected (all rating units other than commercial ones)
- Hokitika and Kaniere Treated water – Commercial connected
- Hokitika and Kaniere Treated water – Unconnected
- Rural Townships Treated water – Connected (all rating units other than commercial ones)
- Rural Townships Treated water – Commercial connected
- Rural Townships Treated water - Unconnected
- Rural Townships Untreated – Connected (all rating units other than commercial ones)
- Rural Townships Untreated –Commercial connected
- Rural Townships Untreated – Unconnected

Water rates fund part of the water supply activity.

**Metered Water Rates**

Water rates are set and assessed as a fixed charge per unit of water supplied on all properties located in a specified location and where the nature of the connection is a metered water supply.

The locations are:

- Hokitika and Kaniere metered water
- Rural Townships metered water

Metered water rates fund part of the water supply activity.

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**Milk Treatment Plant Water Rates**

Water rates are set and assessed on the property used as a milk treatment plant in Hokitika. For 2020/2021, the rates are:

- Hokitika Milk Treatment Plant rate fixed charge from 0 up to a projected demand for the year.
- Hokitika Milk Treatment Plant metered water greater than projected demand for the year.

Hokitika Milk Treatment Plant rates fund part of the water supply up to the projected demand for the year and includes the cost of finance for the river intake.

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**Sewerage Rates**

Sewerage rates are set and assessed on all land to which is provided or has available to the land a council funded sewerage supply service.

The rates are:

- Sewerage Connected (per water closet or urinal)
- Sewerage Unconnected (per rating unit)

Sewerage rates fund part of the wastewater activity.

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**Refuse Collection Rates**

Refuse collection rates are set and assessed as a fixed amount per bin on all land, located in specific locations, which is provided with a refuse collection service.

The location is:

- Refuse collection

A property may choose to have more than one supply and will pay a full refuse collection rate for each supply.

Refuse collection funds part of the solid waste activity.

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**Tourism Promotion Rate**

The tourism promotion rate is set and assessed as an amount per rating unit on all rateable properties in the district.

The tourism promotion rate is set differentially based on the use to which the land is put and for commercial use properties on the capital value of the rateable properties.

The differential categories are:

- Commercial
  - Greater than \$10m
  - Greater than \$3m and up to \$10m
  - Greater than \$1m and up to \$3m
  - \$1m or less
- Residential, Rural Residential and Rural

The definitions of each category are the same as those in the Rating Policy for the general rate.

The tourism and promotions rate funds part or all of the following activities: West Coast Wilderness Trail, i-Site and community development & assistance (Tourism West Coast grant).

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**Hokitika Area Promotions Rate**

The Hokitika area promotions rate is set and assessed as a fixed amount per rating unit on all rateable properties defined as commercial use properties (using the same definition as for the general rate) and located in the Hokitika Community rating zone.

The Hokitika area promotions rate funds the community development & assistance activity (Destination Hokitika grant).

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<b>Kokatahi / Kowhitirangi Community Rates</b>	<p>Kokatahi / Kowhitirangi community rates are set and assessed on all rateable properties located in the Kokatahi / Kowhitirangi Community area.</p> <p>The rate will be charged on the rateable land value of each property in the Kokatahi/Kowhitirangi area from Geologist Creek in the north to Hokitika Gorge in the south and the Kaniere/Kowhitirangi Road from Nesses Creek onward.</p> <p>The Kokatahi / Kowhitirangi community rate is set as a fixed rate per rating unit and as a rate on the land value per rating unit.</p> <p>The Kokatahi / Kowhitirangi community rate funds the community development &amp; assistance activity (Kokatahi / Kowhitirangi community grant).</p>
<b>Kaniere Sewerage Capital Contribution Rate</b>	<p>The Kaniere sewerage capital contribution rate is set and assessed as a fixed rate per rating unit on all rateable properties that are connected to the Kaniere sewerage scheme and have not repaid the capital amount.</p> <p>The Kaniere Sewerage Capital Contribution Rate funds part of the Waste water activity (Kaniere sewerage upgrade loan).</p>
<b>Hannah's Clearing Water Supply Capital Repayment Rate</b>	<p>The Hannahs Clearing water supply capital repayment rate is set and assessed as a fixed rate per rating unit on all rateable properties located in Hannahs Clearing where the nature of the connection is a Council funded water supply.</p> <p>The Hannahs Clearing water supply capital repayment rate funds part of the water supply activity.</p>
<b>Emergency Management Contingency Fund Rate</b>	<p>The emergency management contingency fund rate is set and assessed on the land value of all rateable properties in the district.</p> <p>The emergency management contingency fund rate funds part of the emergency management &amp; rural fire activity.</p>

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*Council will accept lump sum contributions equivalent to the capital portion of the rate outstanding on the following rates:*

- Kaniere Sewerage Capital Contribution Rate
- Hannahs Clearing Water Supply Capital Repayment Rate

## Indicative Rates Calculations for the Year Ended 30 June 2021

### General Rates

Rate	Factor	Sector				Units	Totals	
		Rural	Rural Residential	Residential	Commercial		Revenue	
<b>General Rates</b>							Inc GST \$	Ex GST \$
General Rate	Capital Value	994,653,850	401,197,130	590,551,350	483,352,620	2,467,660,450		
	Per \$ Capital Value	0.00166	0.00125	0.00166	0.00332			
	Revenue	1,639,983	497,846	977,019	1,602,207		4,716,469	4,101,277
Uniform Annual General Charge	Rateable Units	1,734	1,290	2,415	447			
	Each	710.78	710.78	710.78	710.78			
	Revenue	1,146,488	914,063	1,782,636	384,532		4,261,835	3,705,943
<b>Total General Rates</b>		<b>1,639,983</b>	<b>497,846</b>	<b>977,019</b>	<b>1,602,207</b>		<b>8,978,304</b>	<b>7,807,221</b>

Targeted community rates

Rate	Factor	Sector				Units	Totals	
		Rural	Rural Residential	Residential	Commercial		Revenue	Revenue
<b>Community Rates</b>							Inc GST \$	Ex GST \$
Kumara	Rateable Units	108	145	193	19	465		
	Each	122	122	122	125			
	Revenue	13,159	17,649	23,454	2,335		56,596	49,214
Hokitika	Rateable Units	620	745	1,685	258	3,308		
	Each	413	411	549	1,103			
	Revenue	255,965	306,266	925,084	284,669		1,771,984	1,540,855
Ross	Rateable Units	134	27	176	15	352		
	Each	381	381	381	381			
	Revenue	51,055	10,097	67,058	5,525		133,735	116,291
Harihari	Rateable Units	107	34	94	17	252		
	Each	127	127	127	127			
	Revenue	13,565	4,349	11,916	2,181		32,010	27,835
Whataroa	Rateable Units	111	89	55	32	287		
	Each	191	191	191	191			
	Revenue	21,199	16,951	10,530	6,075		54,755	47,613
Franz Josef	Rateable Units	82	41	128	82	333		
	Each	220	218	292	584			
	Revenue	18,001	8,881	37,328	47,801		112,010	97,400
Fox Glacier	Rateable Units	47	11	76	43	177		
	Each	273	269	359	718			
	Revenue	12,690	3,042	27,195	30,827		73,754	64,134
Bruce Bay	Rateable Units	71	39	0	3	113		
	Each	7	7	7	7			
	Revenue	509	276	0	22		807	701
Haast	Rateable Units	232	226	78	38	574		
	Each	149	149	149	149			
	Revenue	34,445	33,748	11,661	5,629		85,482	74,333
<b>Total Community Rates</b>	<b>Rateable Units</b>	<b>1,512</b>	<b>1,357</b>	<b>2,485</b>	<b>507</b>	<b>5,861</b>		
	<b>Revenue</b>	<b>420,589</b>	<b>401,257</b>	<b>1,114,224</b>	<b>385,062</b>		<b>2,321,132</b>	<b>2,018,376</b>

Other targeted rates

Rate	Factor	Unit Amounts				Units	Totals	
		\$	\$	\$	\$		Inc GST \$	Revenue Ex GST \$
<b>Refuse Collection Rates</b>								
Refuse Collection	Per bin				284	3,097	879,982	765,201
<b>Total Refuse Collection Rates</b>						<b>3,097</b>	<b>879,982</b>	<b>765,201</b>
<b>Water Supply Rates</b>								
Untreated Water	Each	283				5		
Treated Water	Each	378	661	189	330.49	2792	1,111,563	
Hannah's Clearing Capital	Each				575	9	5,175	4,500
Hokitika Milk Treatment Plant Fixed Water Rate					2,410,636	1	2,410,636	
Metered Water Rates	Volumetric						587,455	
<b>Total Water Supply Rates</b>							<b>4,114,829</b>	<b>3,578,112</b>
<b>Sewerage Rates</b>								
Connected	Each				372	8,803	1,441,662	
Unconnected	Each				186	149	27,703	
<b>Total</b>							<b>1,469,365</b>	
Kaniere Sewerage Capital	Each				417	53	22,101	19,218
<b>Total Sewerage Rates</b>							<b>1,491,466</b>	<b>1,296,927</b>

Rate	Factor	Unit Amounts \$				Units	Revenue	
							Inc GST \$	Ex GST \$
<b>Kokatahi / Kowhitirangi Community Rate</b>								
Land Value	Per \$ Value				0.0001	200,802,500	20,402	
Uniform Basis	Rateable Units				116	189	21,962	
<b>Total Kokatahi / Kowhitirangi Community Rates</b>							<b>42,364</b>	<b>36,938</b>
<b>Hokitika Area Promotions Rate</b>	Rateable Units				173	248	<b>42,965</b>	<b>37,361</b>
<b>Tourism Promotions Rates</b>								
<i>Non Commercial</i>	Each				10	5,415	56,209	48,878
Commercial within Capital Value Range:		<u>Over \$10 million</u>	<u>\$3 - 10 million</u>	<u>\$1 - 3 million</u>	<u>\$0 - 1 million</u>			
	Units	5	15	76	437	533		
	Each	6,842	3,421	1,378	687			
	Revenue	34,208	51,313	104,712	300,183		490,417	426,449
<b>Total Tourism Promotions Rates</b>							<b>546,626</b>	<b>475,327</b>
<b>Total Other Targeted Rates</b>							<b>7,118,231</b>	<b>6,189,766</b>
<b>Total Rates</b>							<b>18,384,138</b>	<b>15,986,207</b>

Indicative rates: The individual rates factors will remain the same as the current year, however changes in the Rating Information Database will impact the revenue per rate type and total revenue.

## RATES SAMPLES FOR THE YEAR ENDED 30 JUNE 2021

The table below shows what the indicative rates are likely to be if Council adopts all of the proposals and the preferred options outlined in this document.

Type	Capital Valuation \$	2019/2020 Rates \$	Draft 2020/2021 Rates \$	Variance \$	Percentage Variance %
Rural, Kumara	9,500	858.73	858.73	0	0%
Residential, Kumara	132,000	1,723.76	1,723.76	0	0%
Commercial, Kumara	165,000	3,015.70	3,015.70	0	0%
Rural Residential, Kumara	160,000	1,326.39	1,326.39	0	0%
Rural, Hokitika	430,000	2,002.30	2,002.30	0	0%
Residential, Hokitika	350,000	2,884.24	2,884.24	0	0%
Commercial, Hokitika	500,000	6,765.04	6,765.04	0	0%
Rural Residential, Hokitika	445,000	1,970.82	1,970.82	0	0%
Rural, Hari Hari	2,100,000	4,579.14	4,579.14	0	0%
Residential, Hari Hari	108,000	1,311.00	1,311.00	0	0%
Commercial, Hari Hari	225,000	2,932.22	2,932.22	0	0%
Rural Residential, Hari Hari	94,000	965.00	965.00	0	0%
Rural, Whataroa	1,050,000	2,586.43	2,586.43	0	0%
Residential, Whataroa	94,000	1,446.21	1,446.21	0	0%
Commercial, Whataroa	240,000	2,385.67	2,385.67	0	0%
Rural Residential, Whataroa	265,000	1,242.61	1,242.61	0	0%
Rural, Franz Josef	345,000	1,368.77	1,368.77	0	0%
Residential, Franz Josef	400,000	2,425.85	2,425.85	0	0%
Commercial, Franz Josef	1,000,000	7,159.29	7,159.29	0	0%
Rural Residential, Franz Josef	300,000	1,312.73	1,312.73	0	0%
Rural, Fox Glacier*	130,000	1,209.31	1,587.01	377.70	31.23%
Residential, Fox Glacier	640,000	2,891.11	2,891.11	0	0%
Commercial, Fox Glacier	720,000	5,248.38	5,248.38	0	0%
Rural Residential, Fox Glacier	86,000	1,097.48	1,097.48	0	0%
Rural, Haast	65,000	977.57	977.57	0	0%
Residential, Haast	240,000	2,017.54	2,017.54	0	0%
Commercial Haast	1,290,000	6,517.32	6,517.32	0	0%
Rural Residential, Haast	250,000	1,181.62	1,181.62	0	0%
Rural, Ross*	285,000	2,021.08	1,547.04	- 474.04	-23.45%
Residential, Ross	180,000	2,062.54	2,062.54	0	0%
Commercial, Ross*	119,000	1,720.95	3,118.90	1,397.95	81.23%
Rural Residential, Ross	580,000	2,108.58	2,108.58	0	0%

\*These example properties have changed the basis for rates during the 2019/2020 year, for example one of the properties has been connected to Council water supply.

Information on your property's proposed rates for 2020/2021 will be available from 1 May 2020. See the Council's Rating Information Database (RID) online at: <http://e-search.westlanddc.govt.nz/property/>



# WHOLE OF COUNCIL PROSPECTIVE FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021

<b>Prospective Funding Impact Statement</b>			
	<b>Annual Plan 2019/2020 (\$000)</b>	<b>Long Term Plan 2020/2021 (\$000)</b>	<b>Annual Plan 2020/2021 (\$000)</b>
<b>(SURPLUS) / DEFICIT OF OPERATING FUNDING</b>			
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	7,666	7,637	7,723
Targeted Rates	8,682	8,854	8,184
Subsidies and grants for operating purposes	2,075	2,035	2,896
Fees and charges	1,951	1,929	1,947
Interest and dividends from investments	602	631	293
Local authorities fuel tax, fines, infringement fees, and other receipts	766	524	959
<b>Total Operating Funding (A)</b>	<b>21,741</b>	<b>21,611</b>	<b>22,002</b>
Applications of Operating Funding			
Payments to staff and suppliers	15,836	15,463	16,609
Finance Costs	740	831	867
Other operating funding applications	-	-	-
<b>Total Applications of Operating Funding (B)</b>	<b>16,576</b>	<b>16,294</b>	<b>17,475</b>
<b>Surplus/(Deficit) of Operating Funding (A - B)</b>	<b>5,164</b>	<b>5,317</b>	<b>4,527</b>
<b>(SURPLUS) / DEFICIT OF CAPITAL FUNDING</b>			
Sources of Capital Funding			
Subsidies and grants for capital expenditure	2,219	1,841	2,697
Development and financial contributions	-	97	-
Increase (decrease) in debt	3,893	1,262	5,383
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total Sources of Capital Funding (C)</b>	<b>6,112</b>	<b>3,200</b>	<b>8,081</b>
Application of Capital Funding			
Capital Expenditure:			
- to meet additional demand	41	10	31
- to improve the level of service	6,414	2,521	6,000
- to replace existing assets	4,702	3,329	5,102
Increase (decrease) in reserves	119	2,656	1,475
Increase (decrease) of investments	-	-	-
<b>Total Applications of Capital Funding (D)</b>	<b>11,276</b>	<b>8,517</b>	<b>12,608</b>
<b>Surplus/(Deficit) of Capital Funding (C - D)</b>	<b>(5,164)</b>	<b>(5,317)</b>	<b>(4,527)</b>
<b>Funding Balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Annual Plan Disclosure Statement for the year ending 30 June 2021

## What is the purpose of this statement?

The purpose of this statement is to disclose the council's planned financial performance in relation to various benchmarks, to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings. Council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014. Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark	Limit	Planned	Met
Rates (income) affordability benchmark	\$20,047,762	\$15,907,415	Yes
Rates (increase) affordability benchmark	5%	0%	Yes
Debt affordability benchmark	\$96,483,160	\$25,625,791	Yes
Balanced budget benchmark	100%	100%	Yes
Essential services benchmark	100%	122%	Yes
Debt servicing benchmark	10%	3.5%	Yes

## Notes

### **1 RATES (INCOME) AFFORDABILITY BENCHMARK**

For this benchmark, the council's planned rates income for the year is compared with a quantified limit on rates contained in the financial strategy included in the council's long-term plan. The council meets the rates (income) affordability benchmark if its planned rates income for the year equals or is less than each quantified limit on rates

### **2 RATES (INCREASE) AFFORDABILITY BENCHMARK**

For this benchmark, the council's planned rates increases for the year are compared with a quantified limit on rates increases for the year contained in the financial strategy included in the council's long-term plan. The council meets the rates affordability benchmark if its planned rates increases for the year equal or are less than each quantified limit on rates increases.

### **3 DEBT AFFORDABILITY BENCHMARK**

For this benchmark, the council's planned borrowing is compared with a quantified limit on borrowing contained in the financial strategy included in the council's long-term plan. The council meets the debt affordability benchmark if its planned borrowing is within each quantified limit on borrowing.

Council meets this benchmark in the Plan, but because interest rates are very low the limit is high. Increases will reduce this limit. This limit does not reflect Local Government Funding Agency limits, which are much lower.

### **4 BALANCED BUDGET BENCHMARK**

For this benchmark, the council's planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluations of property, plant, or equipment) is presented as a proportion of its planned operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment). The council meets the balanced budget benchmark if its revenue equals or is greater than its operating expenses.

### **5 ESSENTIAL SERVICES BENCHMARK**

For this benchmark, the council's planned capital expenditure on network services is presented as a proportion of expected depreciation on network services. The council meets the essential services benchmark if its planned capital expenditure on network services equals or is greater than expected depreciation on network services.

### **6 DEBT SERVICING BENCHMARK**

For this benchmark, the council's planned borrowing costs are presented as a proportion of planned revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment). Because Statistics New Zealand projects that the council's population will grow slower than the national population growth rate, it meets the debt servicing benchmark if its planned borrowing costs equal or are less than 10% of its planned revenue.

## Reserve Funds

### Council Created Reserves

Reserve	Purpose of each reserve fund	Balance 1 July 2020	Transfers into fund	Transfers out of fund	Balance 30 June 2021
		\$000	\$000	\$000	\$000
Kumara Township fund	Township funding for the purpose of community related projects	0	14	(14)	0
HariHari township	Township funding for the purpose of community related projects	2	14	(14)	2
Whataroa township	Township funding for the purpose of community related projects	1	14	(14)	1
Ross township	Township funding for the purpose of community related projects	0	14	(14)	0
Haast township	Township funding for the purpose of community related projects	0	14	(14)	0
Franz township	Township funding for the purpose of community related projects	2	35	(35)	2
Fox township	Township funding for the purpose of community related projects	1	35	(35)	1
Kokatahi community fund	Township funding for the purpose of community related projects	16	-	-	16
Foreshore	Foreshore Protection for groin replacement on the foreshore.	20	-	-	20
Glacier country promotions	Targeted rates collected from Glacier Country to provide funding for marketing projects.	0	65	(65)	0
Prestons bush	Mr Preston donated the reserve to Council. This fund was for the community to beautify the bush with tracks and interpretation boards.	8	6	(6)	8
HariHari community complex	The Harihari Pony Club land was sold and the funding was to go towards a new community complex. (Another \$100,000 is allocated from the Reserve Development Fund.)	68	-	-	68
Guy Menzies trust	Surplus from Guy Menzies Day Event.	1	0	0	1
Emergency contingency fund	Rates collected to support Westland in a Civil Defence emergency.	63	0	0	63
Transport renewals	For funding the renewal of roads and bridges.	1,055	1,197	(949)	1,303
Water renewal	For funding the renewal of water supplies networks	2,376	1,169	(178)	3,367
Waste water renewal	For funding the renewal of sewerage and sewage networks	2,628	570	(358)	2,840
Stormwater renewal	For funding the renewal of stormwater systems	892	324	(5)	1,211
Solid Waste renewal	For funding the renewal of Refuse transfer Stations and landfills.	0	0	0	0
Parks and Reserves renewals	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal	492	116	(552)	56
Building renewals	For renewal of all Council operational buildings.	642	176	(386)	432
Administration renewals	For renewal of office equipment, furniture, technical equipment, vehicles and technology	141	228	(155)	214
Library renewals	To replace library books	222	116	(79)	259
<b>Total Council created reserves</b>		<b>8,630</b>	<b>4,107</b>	<b>(2,876)</b>	<b>9,864</b>

## Restricted Reserves

Reserve	Purpose of each reserve fund	Balance 1 July 2020 \$000	Transfers into fund \$000	Transfers out of fund \$000	Balance 30 June 2021 \$000
Off street Parking	Collected from developments in town to pay for off-street parking. Imposed by RMA/District Plan	33	-	-	33
Reserve Development	Monies collected from developments. Imposed by RMA/District Plan	263	62	(164)	161
Museum Assistance Fund	Originally the Museum Bequest Fund (\$8,458) & Carnegie Furnishings (\$3,929)	21	-	-	21
Kumara Endowment Fund	Proceeds from sale of Endowment land. Our brief research has not identified the specific terms of the endowment.	358	-	-	358
Euphemia Brown Bequest	Interest earned on funds administered by Public Trust Offices for the estates of Euphemia & William E Brown.	24	-	-	24
Mayoral Relief Funds	Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust;	84	1	(1)	84
Three Mile Domain	To fund three mile domain costs.	75	-	-	75
Ross Endowment Land	Various endowment land parcels in Ross sold over time.	68	-	(30)	38
Big Brothers Big Sisters	Grant funding Received	(1)	-	-	(1)
Community Patrol	Grant funding Received	(0)	-	-	(0)
Graffiti	Grant funding Received	6	-	-	6
Taxi Chits	Grant funding Received	(4)	-	-	(4)
Hokitika War Memorial	Contributions from RSA parking lease	0	-	-	0
Haast Marks Road	proceeds from the sale of Haast reserve land, 50% Civil Defence for Haast, 50% Haast Community	191	-	-	191
<b>Total Restricted Reserves</b>		<b>1,118</b>	<b>63</b>	<b>(195)</b>	<b>986</b>
<b>Total reserves</b>		<b>9,748</b>	<b>4,170</b>	<b>(3,071)</b>	<b>10,850</b>

# Fees and charges 2020/21

ALL FEES AND CHARGES ARE GST INCLUSIVE UNLESS OTHERWISE STATED

## Corporate Service charges

### Customer enquiries

First 30 minutes of staff costs, after that pro-rata  
\$55/hour

### Black & White Photocopying

Single Sided - A4	\$0.30
Single Sided - A3	\$0.50
Double Sided - A4	\$0.40
Double Sided - A3	\$0.60
Single Sided - A2	\$2.60
Single Sided - A1	\$3.60
Single Sided - A0	\$5.10
Overheads - A4	\$0.50

### Colour Photocopying

Single Sided - A4	\$2.60
Single Sided - A3	\$4.10
Double Sided - A4	\$3.60
Double Sided - A3	\$5.10

### Laminating

A4 - Per Page	\$3.10
A3 - Per Page	\$4.10

### Binding

Small - less than 100 pages	\$4.10
Large - more than 100 pages	\$6.10

### Scanning and scanning to email

Large scale format scanning	\$3.00 per scan
Document scanning via photocopy machine	\$1.00 per scan

## Requests under the Local Government Official Information and Meetings Act (LGOIMA)

First hour of staff costs	Free
First 20 black and white copies	Free
Additional time	\$38 per ½ hour
Black and white copies in excess of 20 pages	\$0.20
Other costs – recovery	Actual cost

### Other charges as per fees and charges schedule

## Financial Services

Rates settlement refund processing fee	\$28.75
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## Marriage services

No longer offered: all enquiries regarding Births, Deaths, or Marriages please free phone 0800 225 252

## Westland Library

Overdue Charges - per day (Adults)	\$0.30 (Max \$9.00)
Referral to Credit Recoveries – Administration fee	\$15
DVDs	\$3.00
Adult music CDs	\$2.00
Book reserve fee	\$1.00
Replacement cards	\$2.00
Lost / Damaged Items	Replacement Cost
No subscription charges for residents of Westland, Buller, Grey or Selwyn Districts.	
No subscription charge is made for exchange students staying with families in the District for six months or more	
Interlibrary loans (per item)	\$8.00 - \$22
Corporate Interlibrary Loans (per Item)	\$41
Book Covering	\$4.00 - \$6.00
Computer print outs: single side A4	\$0.30
Computer print outs: double side A4	\$0.40

## Room Hire

Available during library opening hours

History Room \$10 per hour

Digital Learning Centre \$20 per hour  
\$30 for 4 hour block  
\$50 for 8 hour block

## Hokitika Museum

### Admission fee

Westland residents Free

Adult visitors \$6.00

School age visitors (5 years - 18 years) \$3.00

Visitors under 5 years Free

### Research

In person enquiry first half hour \$5.00

Additional hours thereafter \$30 per half hour

Written research service (per hour) \$60

Minimum charge \$30

Special project research By negotiation

Postage/packing At cost

### Photographs

Photographic prints A5: \$15  
A4: \$20

Laser copy on card A5/A4: \$8.00  
A3: \$12

Digital image – 1-2MB jpg \$20

Digital image – High resolution TIF \$40

Flash drive for supply of digital images \$10 per 4GB flash drive  
No extra charges beyond image charges above

### Photocopies

Photocopying- Black and white A4 and A3 Refer to charges as set out in Corporate Services Charges

**Reproduction fees** The following charges are for reproduction of Museum items for the purposes below, and are additional to the above charges

Books / publications (including internet and other digital publications) \$20 per item

Greeting cards / Postcards / Advertising / Display / Publicity \$100 per item

Full reproduction and reprint of items from the museum collection, including books, manuscripts, fine art or other material 5% of the recommended retail price of entire print run

Motion pictures, TV, videos (excluding for TV news items) \$22.50

Filming in museum under supervision (per hour or part thereof) \$75

Reproduction charges for the purposes of news media, newspaper articles and news broadcasts No fee

Reproduction charges for the purpose of family histories Negotiable

### Venue Hire

Carnegie Gallery Hire (per week) \$60

Commission on sales 20%

Staff supervision outside normal hours \$60 per hour

## Sports field charges

### Cass Square (season hire)

Touch Rugby per season \$165

Softball per season \$165

Rugby - per season \$900

Cricket per season \$165

Soccer per season \$900

### Cass Square (casual use)

Daily \$60

Hourly \$25

Wildfoods Festival \$5,750

Showers and Changing Rooms \$40

Changing Rooms only \$20

Commercial Operators. To be negotiated depending on type of usage

## Cemetery Charges

### Hokitika

New grave (includes plot, interment and maintenance in perpetuity)	\$1,703
Ashes: plot purchase and interment (includes plot in Ashes Garden area and opening of plot)	\$477
Pre-purchase new Plot	\$1,299
Dig Grave site to extra depth	\$124
Interment on Saturday, Sunday or Public Holiday	\$269
Additional Cost to excavate grave on Saturday, Sunday or Public Holiday	\$349
Reopen a grave site	\$683
Intern Ashes in an existing grave	\$139
New grave in RSA area	\$644
Reopen a grave in the RSA Area	\$644
Intern a child under 12 in Lawn Area	\$1,703
Intern a child under 12 in children's section	\$387
Intern a child under 18 months in the children's section	\$181
Research of cemetery records for family trees per hour (one hour minimum charge)	\$35
Muslim boards	At cost

### Ross and Kumara

New grave (includes plot, interment and maintenance in perpetuity)	\$1703
Inter a child under 18 months in a new grave	\$451
Pre-purchase new plot	\$1299
Bury Ashes (including registration)	\$387
Reopen a grave site	\$683
Research of cemetery records for family trees per hour (one hour minimum charge)	\$35

## Land Information Services

Land online Search—CT or Plan Instrument \$15

### Land Information

GIS Map—A4	\$10.00
GIS Map- A4 with aerial photos	\$15
GIS Map - A3	\$20.40
GIS Map - A3 with aerial photos	\$31
GIS Client Services (per hour)	\$100

## Animal Control

### Dog control

#### Standard Registration

Registration Fee: Hokitika and Kaniere township (urban)	\$74
Registration Fee: Other Areas	\$58.50

#### Responsible Owners

Inspection fee (first year)	\$50
Registration Fee: all areas	\$50

#### Dangerous dogs

Registration Fee: all areas	Standard registration fee plus 50%
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#### Late Registration

Registration Penalty –from 1 August	50% of applicable registration fee
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#### Dog Impounding Fees

First Impounding Offence	\$82
Second Impounding Offence	\$164
Third Impounding Offence	\$245

Second & third impounding will apply if occurring within 12 months of the first impounding date.

Feeding per day	\$26
Call-out for Dog Reclaiming (after hours)	\$150
Microchipping per dog	\$30

#### Investigations

Investigation Fee	\$150 per
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#### Impounding Act

Stock Control Callout Fees	\$225 per callout
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Stock poundage and sustenance Fees	Cattle, horse, deer, mule: \$25/head/day Sheep, goats, pigs, other animals: \$5/head/day
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## Environmental Services

### Food Act 2014

Registration fee	\$200 (initial registration) \$150 (renewal of registration)
Verification fee (audit)	\$200 flat rate plus \$150 per hour (\$100 per hour administration time after first 30 minutes)
Compliance and Monitoring fee	\$150 per hour (\$100 per hour administration time)

### Health Act 1956

Hairdressers Registration	\$388
Offensive Trade Registration	\$388
Mortuary Registration	\$388
Camping Ground Registration	\$388
Camping Ground - fewer than 10 sites	\$286
Transfer of Registration	50% of registration fee
Overdue Health Act Licences	50% penalty day after expiry date

## LGA Activities

### Trading in Public Places (hawkers and mobile Shops)

Full Year	\$500
1 October to 31 March only	\$350

## Activities under other Legislation

### Amusement Devices

For one device, for the first seven days of proposed operation or part thereof.	\$11.50
For each additional device operated by the same owner, for the first seven days or part thereof.	\$2.30
For each device, for each further period of seven days or part thereof.	\$1.15

### Class 4 Gaming

Class 4 Gambling Venue	\$287.50
Licence inspection Fee	\$150

## Resource Management

NOTE: All fees and charges below are non-refundable, unless specified as a Fixed Fee, are deposits and minimum fees paid as initial charges on application. Staff time will be calculated at the hourly rates below. Under Section 36 of the Resource Management Act 1991, the costs of staff time and costs incurred processing the consent over the deposit will be invoiced, and where a charge is inadequate to enable the recovery of actual and reasonable costs the Council may require payment of any additional charge.

Printed copy of the District Plan	\$200
Public enquiries (including pre-application meetings) that exceed 30 minutes of staff input	\$160 per hour

Preparation and change to the District Plan (deposit)	\$7,5000
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### Land Use

Consent for single Rural Dwelling	\$800
Vegetation Clearance	\$1400
Commercial Activity	\$1400
Land use activities (not listed elsewhere)	\$1200
Limited (where more than one party) or Public Notification of resource consents (in addition to deposit) Hearing	\$1000
	\$5000

### Subdivision

Subdivisions 2-5 lots	\$1000
Subdivision 2 -5 lots with Land Use	\$1200
Subdivisions 6-10 lots	\$1,500
Subdivisions 6-10 lots with Land Use	\$2,000
Subdivisions 11+ lots	\$2,500
Subdivisions 11+ lots with Land Use	\$3,000

### General & Certificates



Administration fee for every granted consent	\$150
Variations to Resource Consent	\$800
Certificates and Permitted Subdivision (Compliance, existing use, marginal and temporary, boundary activities): fixed fee	\$500
Extension of time (s125)	\$600
s223 Survey Plan Approval: fixed fee	\$160
s224 Approval fee	\$300 plus staff time if inspection required
s223 and s224 approval combined	\$400 plus staff time if inspection required
Monitoring charges	\$160 per hour
Release of covenants, caveats, encumbrances and other title instruments	\$450 plus applicable legal fee

#### Designations

Variations to Designations	\$1000
New Designations, Notices of Requirement and Heritage Orders	\$2000
Approval of outline plan	\$500
Consideration of waiving outline plan	\$400

#### Personnel time

Planning staff processing time per hour for resource consent activities	\$160 per hour
Administration staff time per hour	\$125 per hour
Internal engineering services per hour which exceed 15 minutes	\$160 per hour
Independent hearing commissioner	At cost

#### Compliance

Issue of abatement notice: fixed fee	\$600
Return of items seized pursuant to section 328 of the Resource Management Act 1991: fixed fee	\$600

#### Recreation contribution

5% of the value of each new allotment or the value of 4,000m<sup>2</sup> of each new allotment, whichever is the lesser. The minimum charge is \$2,000 per new allotment and the maximum charge is \$5,000 per new allotment, both GST-inclusive.

#### Performance Bonds

Performance bonds may be put in place from time to time with the amount to be established on a case by case basis. Lodgement fee \$500

#### Relocated buildings

In addition to Building Consent Fees, and the Building Research Levy, a minimum deposit of up to \$10,000 is required for buildings being relocated.

#### Land information memoranda

LIMs are issued per valuation number. Where multiple valuation numbers are under one title, individual LIMs will be required. Where there is more than one Certificate of Title, obtaining additional titles will be charged.

Land Information Memoranda – Residential Property	\$300
Land Information Memoranda – Commercial Property	\$500
Urgent residential only - within 48 hours	\$450
Hourly rate for time exceeding standard deposit	\$160
Certificate of Title or Instrument	\$15 each

#### Building Consent Activity

Total fees will vary according to the extent of processing required to grant a building consent and the number of inspections that may need to be undertaken. An estimated number of inspections will be charged for at the outset, with additional inspections charged for at the end of the project. Any refunds may be available for any unused inspections.

Deposit to Lodge BC application – non refundable	\$500 – residential \$1,000 commercial projects
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#### Residential Housing

Project Information Memorandum	\$75 plus \$150 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61
Consent & processing – this is based on the complexity of the build. Council staff will be able to assist you on what category your building is.	Category Res 1 \$509 Res 2 \$663 Res 3 \$809 plus \$150 per hour processing (\$100 per hour for administrative staff)
Online processing charge	\$75 plus gst or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$125

Inspection Fees	\$205 each
Code Compliance Certificate – this is based on the complexity of the build. Council staff will be able to assist you on what category your building is.	Category Res 1 \$509 Res 2 \$663 Res 3 \$809 plus \$150 per hour (\$100 per hour for administrative staff)

BCA Accreditation Levy	\$85
Inspection Fee	\$205 each
Code Compliance Certificate	\$61 plus \$150 per hour (\$100 per hour for administrative staff)

### **Commercial/Industrial/Multi Unit Development**

Project Information	\$125
Memorandum	plus \$150 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61
Consent & processing – this is based on the complexity of the build. Council staff will be able to assist you on what category your building is.	Category Com 1 \$665 Com 2 \$809 Com 3 \$809 plus \$150 per hour processing (\$100 per hour for administrative staff)
Online processing charge	\$75 plus gst or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$150
Inspection Fee	\$205 each
Code Compliance Certificate – this is based on the complexity of the build. Council staff will be able to assist you on what category your building is.	Category Com 1 \$665 Com 2 \$809 Com 3 \$809

### **Accessory Buildings**

Project Information	\$75
Memorandum	plus \$150 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61
Consent & processing	\$184 plus \$150 per hour processing (\$100 per hour for administrative staff)
Online processing charge	\$75 plus gst or 0.065% for total value of work over \$125,000

### **Minor Alterations/Renovations (<\$30,000)**

Project Information	\$75
Memorandum	plus \$150/hour (\$100 per hour for administrative staff)
Compliance Check	\$61
Consent & processing	\$184 plus \$150 per hour processing (\$100 per hour for administrative staff)
Online processing charge	\$75 plus gst or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$85
Inspection Fee	\$205 each
Code Compliance Certificate	\$61 plus \$150 per hour (\$100 per hour for administrative staff)

### **Major Alterations/Renovations (>\$30,000)**

Project Information	\$75
Memorandum	plus \$150 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61
Consent & Processing – this is based on the complexity of the build. Council staff will be able to assist you on what category your building is.	Category Res 1 \$509 Res 2 \$663 Res 3 \$809 Category Com 1 \$665 Com 2 \$809 Com 3 \$809 plus \$150 per hour processing (\$100 per hour for administrative staff)
Online processing charge	\$75 plus gst or 0.065% for total value of work over \$125,000

BCA Accreditation Levy	\$85
Inspection Fee	\$205 each
Code Compliance Certificate	Category Res 1 \$509
– this is based on the complexity of the build. Council staff will be able to assist you on what category your building is.	Res 2 \$663 Res 3 \$809 Category Com 1 \$665 Com 2 \$809 Com 3 \$809

plus \$150 per hour  
(\$100 per hour for administrative staff)

#### Free-standing Spaceheater

Set fee, including one inspection \$560

Additional Inspection Fees \$205 each

#### Drainage & Plumbing - Public System

Project Information Memoranda At cost \$150 per hour (\$100 per hour for administrative staff)

Consent & Processing \$123 plus \$150 per hour processing (\$100 per hour for administrative staff)

Online processing charge \$75 plus gst or 0.065% for total value of work over \$125,000

BCA Accreditation Levy \$85

Inspection Fee \$205 each

Code Compliance Certificate \$51 plus \$150 per hour (\$100 per hour for administrative staff)

#### Drainage & Plumbing – Stand Alone System

Project Information Memorandum At cost \$150 per hour (\$100 per hour for administrative staff)

Consent & Processing \$184 plus \$150 per hour processing (\$100 per hour for administrative staff)

Online processing charge \$75 plus gst or 0.065% for total value of work over \$125,000

BCA Accreditation Levy	\$85
Inspection Fee	\$205 each
Code Compliance Certificate	\$51 plus \$150 per hour (\$100 per hour for administrative staff)

#### Temporary Buildings

Project Information \$150 per hour  
Memorandum (\$100 per hour for administrative staff)

Compliance Check \$61

Consent & Processing \$102 Plus \$150 per hour processing (\$100 per hour for administrative staff)

Online processing charge \$75 plus gst or 0.065% for total value of work over \$125,000

BCA Accreditation Levy \$85

Inspection Fee \$205 each

Code Compliance Certificate \$61 plus \$150 per hour (\$100 per hour for administrative staff)

#### Marquees Only

Consent & Processing \$61 plus \$150 per hour processing (\$100 per hour for administrative staff)

Online processing charge \$75 plus gst or 0.065% for total value of work over \$125,000

BCA Accreditation Levy \$85

Inspection Fee \$205 each

#### Reports

Monthly building consent reports \$49.10

#### Election Signs

Up to 3 signs \$307

Up to 6 signs \$613

For each additional sign in excess of 6. signs \$20

#### Signs

Project Information Memorandum	At cost \$150/hour (\$100 per hour for administrative staff)
Compliance Check	\$61
Consent	\$123 plus \$150 per hour (\$100 per hour for administrative staff)
Online processing charge	\$75 plus gst or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$85
Inspection Fee	\$205 each
Code Compliance Certificate	\$31 plus \$150 per hour (\$100 per hour for administrative staff)

**Other**

Residential Swimming Pool compliance inspection	First inspection free Re-inspection \$205
Swimming pool barrier consent fee	\$200
Variation to Building Consent	\$100 plus \$150 per hour (\$100 per hour for administrative staff)
Building Consent Amendment	\$123 plus \$150 per hour (\$100 per hour for administrative staff) Plus 0.065% of estimated value of consented works in excess of \$125,000 (online processing charge).
Extension of time for exercise of building consent	\$153
Extension of time for obtaining CCC	\$153
Fee to reinstate a refused CCC	<b>Category</b> Residential accessory building or spaceheater \$184 Res 1-3 \$509 Com 1- 3 \$665

**Category**

Insurance Levy	Residential accessory building – assessed value of work over \$20,000 \$100 Fee Res 1 \$100 Res 2 \$150 Res 3 \$200 Com 1 \$300 Com 2 \$300 Com 3 \$400
Road Damage Deposit – Refundable deposit	\$716

**Building Research Levy**

In addition to the Building Consent Fee, a Building Research Levy based upon \$1.00 per \$1,000 or part thereof of total value is required to be paid.

Consents of lesser value than \$20,000 are exempt from this levy.

**Building MBIE Levy**

In addition to the Building Consent, a Building Industry Levy based upon \$1.75 per \$1,000 or part thereof of total value is required to be paid.

Consents of lesser value than \$20,444 are exempt from this levy.

**Independent Building Consent Authority (BCA)**

Where the services of a Building Certifier are used, the fee will be established on a case by case basis to ensure full cost recovery.

**Demolition (if not exempt work under Schedule 1 of Building Act 2004)**

Consent	\$123 plus \$150 per Hour (\$100 per hour for administrative staff)
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BCA Accreditation Levy	\$85
Inspection Fee (where necessary)	\$205 each

**Receiving and Checking Building Warrant of Fitness**

On or before due date	\$90 plus \$15 for each system
After due date	\$180 plus \$15 for each system

## Application for PIM only

BCA Accreditation Levy	\$85
Residential	\$75 plus \$150/hour (\$100 per hour for administrative staff)
Commercial/Industrial	\$125 plus \$150/hour (\$100 per hour for administrative staff)
Stock Underpass	Levies Only
Solar water heating installations	Consent fee \$184 Online processing fee \$75 plus gst Accreditation levy \$85 Inspections \$205 Plus any levies

Where any building charge is inadequate to enable the recovery of the actual and reasonable costs, a further charge may be payable.

## Other Building Charges

Certificate of Acceptance	\$511 plus \$150 per Hour (\$100 per hour for administrative staff) Plus the applicable Building Consent Fee for the project - this includes consent, compliance check, inspections, online processing fee, BCA accreditation levy, CCC or 0.065% of estimated value of consented works in excess of \$125,000 (online processing charge).
Certificate of Public Use	\$256 First Fee \$512 Second Fee \$768 Third Fee plus \$150 per hour processing (\$100 per hour for administrative staff)
Compliance Schedules	\$286
Duplicate Compliance Schedules	\$143
Amendment to Compliance Schedule	\$92 plus \$150 per hour processing

Preparation of Certificates for Lodgement (s 75)	\$450 deposit plus \$150 per hour processing (\$100 per hour for administrative staff) – actual cost will be charge or refunded once known
Preparation of Sec 37 Certificate	\$73
Receiving and reviewing EPB reports	\$150 per hour
Exemptions under Schedules 1 & 2	\$350 plus levies
Notices to Fix	\$256 Fee for first \$512 Fee for second \$768 Fee for third plus \$150/per hour processing (\$100 per hour for administrative staff)
Additional Inspections	\$205
Online processing charge	\$75 plus gst or 0.065% for total value of work over \$125,000.
Building Infringement	Relevant set fee plus \$153 administration charge

## Hokitika Swimming Pool

Spectator	Free
<b>Single Admission</b>	
Adult	\$5.00
Senior Citizen (60+)	\$4.00
Child at school	\$3.00
Pre Schooler	\$1.50
Pre Schooler and Parent	\$3.00
Family (2 adults / 2 children)	\$13.00
<b>Concession Ticket - 10 Swims</b>	
Adult	\$40.00
Senior Citizen (60+)	\$32.00
Child at school	\$24.00
Pre Schooler	\$12.00
Pre Schooler and Parent	\$24.00
Family (2 adults / 2 children)	\$104.00

## Season Ticket

Adult	\$330.00
Senior Citizen (60+)	\$260.00
Child at school	\$200.00

## Baches on Unformed Legal Road

Annual Site Fee	\$2,050
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## Elderly Housing Property Rentals

Council property rentals are regularly reviewed to ensure they are set at fair market value.

## District Assets

### Water Supply Connections

Actual cost recovery relating to the installation of water supply connections.

### Sewerage & Stormwater Connections

Actual cost recovery relating to the installation of sewerage and stormwater connections.

### Vehicle Crossings

Actual cost recovery relating to the installation of vehicle crossings.

### Sewerage Supply

Trade Waste charges are levied separately according to waste volume and utilisation of sewerage system.

Minimum fee of \$1600 per annum

Dumping into sewerage system	\$500
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### Water Supply Annual Charges

Hokitika / Kaniere Water Supply	Commercial metered supply per cubic metre \$1.80
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The minimum charge for commercial or significant user metered water connections is the same as the commercial water rate.

Council reserves the right to negotiate metered charges with significant users

Treated Supplies—Rural Towns Fox Glacier / Franz Josef / Whataroa / Hari Hari	Commercial metered supply per cubic metre \$1.80
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## Temporary Road Closures

Non-refundable application fee	\$100
Additional Information request (from applicant)	\$100 per hour
Public Notification on approval	At cost
Management of temporary road closure	At cost
Call Out / Audit of Traffic Management Plan	\$225 per hour
Not for Profit Organisations	Exempt

## WASTE MANAGEMENT

Any legislative charges under the Waste Management Act will be imposed as a levy if required.

**Note:** Government requires Council to charge a levy of \$10.00 per tonne, or equivalent volume at non weighbridge sites, on all waste disposed of to landfill. This is included in the below fees.

For non-standard loads, the Transfer Station Operators reserve the right:

- To measure the waste and charge the per cubic metre rate or;
- To measure the load and use the Ministry for the Environment Conversion Factors for compacted or dense waste.

## Hokitika Transfer Station

### Refuse Site Gate Fees

#### General Waste

Per tonne	\$475
60L bag	\$4.00

#### Green Waste

Green Waste per tonne	\$46
60L bag Green Waste uncompacted	\$0.50
Accepted Recyclable Items*	Free

\*All glass will be accepted free of charge.

### Non Weighbridge Sites

#### Uncompacted General Waste

Per Cubic Metre small loads < 0.5m <sup>3</sup>	\$65
Per Cubic Metre large loads > 0.5m <sup>3</sup>	\$95
60L bag	\$4.00
120L Wheelie Bin	\$8.00
240L Wheelie Bin	\$16
Small Trailer /Ute (0.68m <sup>3</sup> )*	\$65

Medium Trailer (0.91m <sup>3</sup> )*	\$90
Cage or Large Trailer (2.7m <sup>3</sup> )*	\$260

\*Take to Hokitika site. All glass accepted free of charge

#### Uncompacted Green Waste

Per Cubic Metre	\$10.00
60L bag	\$0.50
Small Trailer /Ute (0.68m <sup>3</sup> )	\$6.00
Medium Trailer (0.91m <sup>3</sup> )	\$10.00

#### All Sites: Other Items

Gas Bottle Disposal	\$10.00
Whiteware (Fridges must be degassed, per item)	\$10.00
Tyres (Based on average weight of 7.5kg, per item)	\$3.50
Cars Prepared (Conditions apply, per item)	\$45

#### Rubbish & recycling receptacles

Additional rubbish and recycling bins (maximum 2 x sets of bins per household)	\$190
Replacement recycling bin 240 L	\$95
Replacement rubbish bin 120 L	\$85
Delivery fee for replacement bins	\$20

#### Jackson Bay Wharf Charge (prices exclude GST)

Commercial Fishing Vessels operating from the Wharf for discharge of wet fish and / or crayfish must have a licence to occupy.

#### Annual Charge

Vessels over 13.7 metres (45 feet)	\$4,000
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$1,500
Vessels up to 9.1 metres (30 feet)	\$1,000
Casual users landing wet fish (per tonne)	\$23
Casual users landing crayfish (per tonne)	\$300

#### Other Vessels (not discharging) must pay a daily charge (24 hours) as below

Vessels over 13.7 metres (45 feet)	\$250
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$200
Vessels up to 9.1 metres (30 feet)	\$100

For information: [facilities@destinationwestland](mailto:facilities@destinationwestland)

Destination Westland Limited (03) 755 8497

Recreational Boat Ramp use \$10 per day

#### SALE AND SUPPLY OF ALCOHOL

##### On, Off or Club Licence

Applications and renewals for On, Off or Club Licence are assessed using a cost / risk rating system. The cost / risk rating of the premises is the sum of the highest applicable weighting for the type of premises and type of licence, the hours of operation and any enforcement holdings in the last 18 months.

The cost/risk rating used to set the fees above is calculated using the tables below.

Cost/risk rating	Fees category	Application fee \$ incl GST	Annual fee \$ incl GST
0-2	Very low	\$368	\$161
3-5	Low	\$609.50	\$391
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1,023.50	\$1035
26 plus	Very High	\$1,207.50	\$1437.50

##### Latest alcohol sales time allowed for premises

Type of Premises	Latest trading time allowed (during 24 hour period)	Weighting
Premises for which an on-licence or club-licence is held or sought	2.00 am or earlier	0
	Between 2.01 and 3.00 am	3
	Any time after 3.00 am	5
Premises for which an off-licence is held or sought (other than remote sales)	10.00 pm or earlier	0
	Any time after 10.00 pm	3
Remote sales premises	Not applicable	0

##### Type of premises

Type of Licence	Type of Premises	Weighting
On-licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2

Off-Licence	Supermarket, grocery store, bottle store	15
	Hotel, Tavern	10
	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club-licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

#### Enforcement holdings

Number of enforcement holdings in respect of the premises in the last 18 months	Weighting
None	0
One	10
Two or more	20

#### Definitions for types of premises

Type	Class	Description
Restaurants	1	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern.
	2	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time.
	3	A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area.
	BYO	A restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Clubs	1	A club that has or applies for a club licence and has at least 1,000 members of purchase age and in the opinion of the territorial authority, operates any part of the premises in

the nature of a tavern at any time.

2 A club that has or applies for a club licence and is not a class 1 or class 3 club

3 A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.

#### Remote sales premises

Premises for which an off-licence is or will be endorsed under section 40 of the Act.

#### Enforcement holding

A holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.

#### Special Licences

The fee payable for a Special Licence is assessed using a cost / risk rating system depending on the size of the event and the number of events applied for.

**Large event:** Means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

**Medium event:** Means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.

**Small event:** Means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

Class	Issued in respect of	Application fee \$ incl GST
1	1 large event: More than 3 medium events: More than 12 small events	\$575
2	3 to 12 small events: 1 to 3 medium events	\$207
3	1 – 2 small events	\$63.25



# Glossary of Terms

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## **Activity**

Services provided by, or on behalf of, Council, for example the library.

## **Activity / Asset Management Plan**

A plan for managing an activity ensuring that it has capacity to maintain service, there is a future strategy and work and future costs are planned for.

## **Activity Group**

Several activities grouped together. There are nine activity groups at Westland District Council.

## **Annual Plan**

The Annual Plan is produced in years 2 and 3 of the Long Term Plan. It includes the work programme for the year and financial statements and identify any amendments to the Long Term Plan for that year.

## **Annual Report**

An audited end of financial year report on the performance of Council against the objectives, policies, activities, performance measures, indicative costs, and sources of funds outlined in the Annual Plan and Long Term Plan. Any variances are explained.

## **Asset**

Something that the Council owns on behalf of the community, generally infrastructure.

## **Assumptions**

These are the underlying ideas made by Council that affects financial planning for Council activities.

## **Borrowing**

Raising of loans for capital items, such as water treatment.

## **Capital Expenditure**

Expenditure that will increase the value of Council's assets. Generally replacing an existing asset or building a new one.

## **Capital Value**

Value of land including any improvements.

## **Community**

Everyone who lives and works in Westland District.

## **Consultation**

The dialogue held before decision-making. An exchange of information, points of view and options for decisions between affected people and decision makers.

## **Consultation Document**

A document used to consult on issues. It may contain options and preferred options.

## **Cost of Services**

Relate to a specific activity. This includes the direct and indirect costs that have been allocated to the activity. Indirect costs include interest on public debt, cost of support services and depreciation allowances.

## **Council Controlled Organisation (CCO)**

Defined by s 6 of the Local Government Act. An organisation in which one or more local authorities:

- 50 percent or more shareholding
- 50 percent or more voting rights; or
- Right to appoint 50 percent or more of the directors.

## **Depreciation**

The wearing out, consumption or loss of value of an asset over time.

## **Financial Strategy**

Required under s 101A of the Local Government Act. Council's financial direction, including information around revenue, expenditure, rating, debt and investments.

## **Financial Year**

Runs from 1 July to 30 June of the following year.

## **General Rate**

A rate levied across all properties in a district for activities that benefit the whole district.

## **Income**

Includes fees and licences charged for Council services and contributions by outside parties.

## **Infrastructure**

The assets that provide essential services.

## **Infrastructure Strategy**

Under s 101B of the Local Government Act. A 30 year strategy that at minimum covers roading and footpaths, sewer, stormwater, flood control and water supply.

## **Land Value**

Value of land, excluding any improvements.

## **Levels of Service**

The standard to which Council commits to provide services.

## **Local Government Act 2002**

The legislations that defines the powers and responsibilities of local authorities.

## **Long Term Plan (LTP)**

The ten year plan setting out Council's strategic framework, work programme, performance framework, funding approach and budgets for the next ten years.

## **Operating Expenditure**

Day-to-day spending on expenses such as salaries, utilities and rentals.

## **Operating Revenue**

Money received by way of grants or assistance for provision of particular services, and income generated through activities such as permits and fees.

**Operating Surplus/(Deficit)**

Accounting terms meaning greater income than expenditure, and greater expenditure than income respectively. This is inclusive of non-cash items such as income and expenditure owing but not paid (debtors and creditors) and depreciation.

**Performance Measures**

Measures used to assess if the Council is achieving objectives set in the Long Term Plan.

**Rates**

Funds collected from levies on property. Based on the land value of the property. Can include Uniform Annual General Charges and Targeted Rates.

**Revenue and Financing Policy**

Describes how the Council's work will be paid for and how funds will be gathered.

**Significance**

The degree of importance of an issue, proposal, decision or matter, as assessed by the local authority.

**Significance and Engagement Policy**

A policy adopted by Council that enables Council and communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities. Describes how and when communities can expect to be engaged in decisions that Council is making.

**Solid Waste**

Waste products that are not liquid or gas, for example, general household rubbish.

**Statement of Cash Flows**

The cash effect of transactions. Broken down into operating, investing and financial activities.

**Statement of Comprehensive Revenue and Expense**

Also known as the Profit and Loss Statement, Income Statement or Operating Statement. Shows the financial results of Council activities at the end of each period, either as surplus or deficit. Does not include asset purchases or disposals.

**Statement of Financial Position**

Also known as the Balance Sheet. The financial state of affairs at a particular time.

**Stormwater**

Water that is discharged during rain and run-off from hard surfaces.

**Subsidies**

Amounts received from other agencies for the provision of services.

**Targeted Rates**

A rate that is for users of a specific service, rather than a general rate. For example, water use.

**Transfer to/from Reserves**

Transfer of funds to reserves are generally surpluses on operations. Transfers from reserves assist to fund capital expenditure.

**Uniform Annual General Charge (UAGC)**

A portion of the general rate collected for each property. All properties receive equal benefit for services regardless of the rateable value. For example, libraries.

**User Charges**

Charges levied for the use of Council services, for example Building Consent fees.

**Wastewater**

Waste products from homes and businesses.

**Working Capital**

Net current assets held in cash or readily converted to cash, less liabilities due for payment within a year. This is indicative of Council's abilities to meet its obligations as they become due.

# Report



**DATE:** 30 June 2020  
**TO:** Mayor and Councillors  
**FROM:** Group Manager: Corporate Services

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## **RATES RESOLUTION 2020-21**

### **1 SUMMARY**

- 1.1 The purpose of this report is for Council to set the rates for the year ended 30 June 2020.
- 1.2 This issue has arisen as a result of consultation on the Annual Plan 2020-21, Council's Revenue and Financing Policy, and the requirements of the Local Government (Rating) Act 2002 (LGRA).
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the 2018-28 LTP. These are stated on Page 2 of this agenda.
- 1.4 This report recommends that Council:
  - 1.4.1 Adopts all of the Rates described and quantified in the Rates Resolution, to be tabled at the meeting.
  - 1.4.2 Instructs the Chief Executive to strike the Rates for the year ended 30 June 2021 in accordance with the Annual Plan 2020-21.

### **2 BACKGROUND**

- 2.1 Council's forecast revenue excluding gains and internal recharges for 2020-21 is \$24,699,762. Of this, 65% is derived from Rates, which is within the parameters prescribed by the Revenue and Financing Policy.

2.2 Section 23 LGRA requires that Rates must be set by resolution and in accordance with the relevant provisions of the local authority's Long Term Plan and Funding Impact Statement for the relevant financial year.

### **3 CURRENT SITUATION**

3.1 The rate types and descriptions contained in the resolution tabled, reflect the decisions of Council following consultation on the Annual Plan 2020-21.

3.2 The distribution of rates and factors applied as a result of consultation are addressed in the Rating Policy. These are reflected in the Funding Impact Statement contained in the Annual Plan 2020-21. The Rating Resolution gives effect to the Funding Impact Statement.

3.3 Council requested staff to maintain a zero rate increase due to the COVID-19 situation, this means that ratepayers will be rated at the same factors as in 2019-20, any rates that do change will be as a result of changes to the individual ratepayers rating information.

### **4 OPTIONS**

4.1 Council can choose to:

4.1.1 Option 1 - Resolve to strike the rates for 2020-21 as proposed.

4.1.2 Option 2 - Undertake further consultation.

4.1.3 Option 3 - Do nothing.

### **5 SIGNIFICANCE AND ENGAGEMENT**

5.1 The decision to strike rates is administrative, in that it gives effect to decisions made as a result of the Annual Plan process. In accordance with Council's Policy on Significance and Engagement this decision is assessed as low significance.

5.2 Consultation was undertaken through the Annual Plan process.

### **6 ASSESSMENT OF OPTIONS (Including Financial Implications)**

**6.1 Option 1: Resolve to strike the rates for 2020-21 as proposed**

6.1.1 The rates proposed are in accordance with the Funding Impact Statement contained in the Annual Plan 2020-21.

6.1.2 The decision enables Council to lawfully strike rates. Council have still maintained a balanced budget regardless of reduced rates revenue.

## **6.2 Option 2: Undertake further consultation**

6.2.1 The rates proposed are as a result of consultation and consideration of submissions.

6.2.2 Since the Rates Resolution must be consistent with the Funding Impact Statement, any proposed amendments would require revisions to the Annual Plan. If Council determine to carry out further consultation rates cannot be struck within the statutory timeframe and will cause an issue in striking rates for the financial year.

## **6.3 Option 3: Do nothing**

6.3.1 Council would be unable to meet its financial commitments or borrow to fund capital expenditure.

## **7 PREFERRED OPTION AND REASONS**

7.1 The preferred option is Option 1 - Resolve to strike the rates for 2020-21 as proposed because it enables Council to generate sufficient revenue to carry out its objectives for Year 3 of the Long Term Plan 2018-28, as ratified by the Annual Plan 2020-21.

## **8 RECOMMENDATIONS**

A) **THAT** Council adopts the Rates Resolution as tabled.

B) **THAT** Council instructs the Chief Executive to strike the Rates in accordance with the Annual Plan 2020-21.

**Lesley Crichton**

**Group Manager: Corporate Services**

Appendix 1: Rates Resolution 2020-21

## Resolution to Set the Rates - 2020/21 Financial Year

### Recommendation:

Council resolves to set the rates and due dates for payment and authorise the penalty regime for the 2020/21 financial year commencing 1 July 2020 and ending 30 June 2021, in accordance with the Funding Impact Statement contained in the Annual Plan 2020/21 as follows; all amounts are GST inclusive:

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Must be read in conjunction with the Funding Impact Statement</b>				
<b>General Rate</b>	Set at different rates in the dollar of rateable value for different categories of rateable land on the capital value of each rating unit in the District.	s13(2)(b)		
Residential			\$0.0016585	\$977,019
Rural Residential			\$0.0012453	\$497,846
Commercial			\$0.0033178	\$1,602,207
Rural			\$0.0016557	\$1,639,983
<b>Uniform Annual General Charge</b>	Set at a fixed amount per rating unit on each rating unit in the District.	s15(1)(a)	\$710.78	\$4,227,719
<b>Kumara Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Kumara Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$121.84	\$23,454
Rural Residential			\$121.84	\$17,648
Commercial			\$125.19	\$2,335
Rural			\$121.84	\$13,159
<b>Hokitika Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Hokitika Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$549.79	\$925,083
Rural Residential			\$412.02	\$306,266

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
Commercial			\$1,104.36	\$284,669
Rural			\$413.53	\$255,965
<b>Ross Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Ross Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$381.01	\$67,058
Rural Residential			\$381.01	\$10,097
Commercial			\$381.01	\$5,525
Rural			\$381.01	\$51,055
<b>Harihari Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Harihari Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$127.44	\$11,916
Rural Residential			\$126.78	\$4,349
Commercial			\$126.78	\$2,181
Rural			\$126.78	\$13,565
<b>Whataroa Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Whataroa Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$191.45	\$10,530
Rural Residential			\$191.45	\$16,951
Commercial			\$191.45	\$6,075
Rural			\$191.45	\$21,199
<b>Franz Josef Glacier / Waiau Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Franz Josef/Waiiau Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$291.74	\$37,328
Rural Residential			\$217.98	\$8,880

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
Commercial			\$584.29	\$47,800
Rural			\$219.52	\$18,001
<b>Fox Glacier Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Fox Glacier Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$358.96	\$27,195
Rural Residential			\$269.22	\$3,042
Commercial			\$717.91	\$30,827
Rural			\$272.91	\$12,690
<b>Bruce Bay Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Fox Glacier Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$7.17	\$0
Rural Residential			\$7.17	\$276
Commercial			\$7.17	\$22
Rural			\$7.17	\$509
<b>Haast Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Haast Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$148.79	\$11,661
Rural Residential			\$149.13	\$33,748
Commercial			\$148.79	\$5,629
Rural			\$148.79	\$34,445
<b>Water Rates</b>	Set differentially depending on the nature of the connection to the land and the use to which the land is put.	s16(3)(b) s16(4)(b)		
Treated water – Connected Commercial	Per Connection		\$660.98	



Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
Treated water – Connected non commercial	Per Connection		\$377.70	
Treated water – Unconnected Commercial	Per unit		\$330.49	
Treated water – Unconnected non commercial	Per unit		\$188.85	
Rural Untreated – Connected non commercial	Per Connection		\$283.28	
Rural Untreated – Unconnected	Per unit		\$141.64	
				\$1,111,563
<b>Metered Water Rates</b>	Set on all rateable properties located in a specified location and for the quantity of water provided as a fixed charge per unit of water supplied	s19(2)(a)		
Metered Water Rates [excluding Milk Treatment Plant]			\$1.80 m <sup>3</sup>	\$587,455
<b>Milk Treatment Plant Fixed Water Rates</b>		s16(3)(b) s16(4)(a)		
Hokitika Milk Treatment Plant fixed water rate	Per Rating unit		\$2,410,636	\$2,410,636
<b>Milk Treatment Plant Metered Water Rates</b>	Set on the property used as a milk treatment plant in Hokitika for the quantity of water provided as a fixed charge per unit of water supplied up to 2,155,934 m <sup>3</sup> .  Water supplied over that amount will be charged at the current metered water rate.	s19(2)(a)		
Hokitika Milk Treatment Plant metered water rate			\$ m <sup>3</sup>	\$0

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Sewerage Rates</b>	Set as a fixed amount for rating units which are provided or has available to the land a council funded sewerage supply service.	s16(3)(b) s16(4)(b)		
Connected	Per Water Closet or Urinal Commercial, Per Connection Residential		\$371.85	\$1,441,662
Unconnected	Per Rating Unit		\$187.95	\$27,703
<b>Refuse Collection Rates</b>	Set as a fixed amount for rating units, located in a specific location, which is provided with a refuse collection service and according to where the land is situated.	s16(3)(b) s16(4)(b)		
Refuse Collection	Per Bin Set		\$284.14	\$879,982
<b>Tourism promotions rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the District.	s16(3)(b) s16(4)(b)		
Commercial rating units Over \$10 million capital value			\$6,841.75	\$34,209
Commercial rating units greater than \$3 and up to \$10 million capital value			\$3,420.88	\$51,313
Commercial rating units greater than \$1 and up to \$3 million capital value			\$1,377.79	\$104,712
Commercial rating units greater than \$0 and up to \$1 million capital value			\$687.17	\$300,183
Residential, Rural Residential and Rural			\$10.38	\$56,209
<b>Hokitika Area Promotions Rate</b>	Set as a fixed rate per rating unit on all rateable properties defined as commercial use properties and located in the Hokitika community zone (as mapped in the Rating Policy).	s16(3)(b) s16(4)(a)	\$173.07	\$42,965
<b>Kokatahi / Kowhitirangi Community Rates</b>	Set differentially as a fixed rate and as rate on the land value of all rateable properties located on the Kokatahi / Kowhitirangi area.	s16(3)(b) s16(4)(b)		
Land Value			\$0.00010156	\$20,402

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
Rating Unit			\$116.20	\$21,962
<b>Kaniere Sewerage Capital Contribution Rate</b>	Set as a fixed rate per rating unit on all rateable properties that are connected to the Kaniere sewerage scheme and have not repaid the capital amount.	s16(3)(b) s16(4)(a)	\$417.00	\$22,101
<b>Hannah's Clearing Water Supply Capital Repayment Rate</b>	Set as a fixed rate per rating unit on all rateable properties located in Hannah's Clearing where the nature of the connection is a Council funded water supply and the capital amount has not been repaid.	s16(3)(b) s16(4)(a)	\$575.00	\$5,175
<b>Emergency Management Contingency Fund Rate</b>	Set on the land value of all rateable properties in the district.	s16(3)(a) s16(4)(a)	\$0.000	\$0

### Instalments

Rates will be collected by four equal quarterly instalments due on the following dates. Payments will be applied to the oldest debt first.

Instalment Number	Due Date
One	31 August 2020
Two	30 November 2020
Three	28 February 2021
Four	31 May 2021

### Water by Meter

Water by Meter is invoiced Monthly and Quarterly. Payments are due on the 20<sup>th</sup> of the month following invoice date.

### Penalty Regime

1. A 10% penalty is added under s.58(1)(a) within the next 5 business days to so much of any instalment not paid by the due date.
2. A 10% penalty will be added to rates under s.58(1)(b) that remain unpaid from previous years. This will be added on 1 July 2021, or 5 working days after Council has passed the rates resolution (whichever is the later).
3. A further 10% penalty will be added to rates under s58(1)(c) that remain unpaid from previous years. This will be added 6 months after the penalty made in 2 above if the rates remain unpaid.

## **Delegations**

Council confirms that all matters that can be delegated under s.132 of the Local Government (Rating) Act 2002 are delegated to the Chief Executive, Group Manager: Corporate Service, Finance Manager and Rates Officer.