



**I, Fergus Power, Chief Executive Officer, hereby give notice that
an Ordinary Meeting of Council will be held on:**

Date: Tuesday, 20 June 2017
Time: 1.30pm
**Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa**

AGENDA

Ordinary Council Meeting

20 June 2017

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

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- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING

Ordinary Meeting - 9 May 2017

Extraordinary Meeting - 17 May 2017

Extraordinary Meeting - 30 May 2017

Extraordinary Meeting - 1 June 2017

**MINUTES OF WAIROA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 9 MAY 2017 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little (Mayor), Cr Denise Eaglesome-Karekare (Deputy Mayor), Cr Michael (Mike) Bird, Cr Jeremy Harker, Cr Michael (Min) Johansen, Cr Charles (Charlie) Lambert, Mr Paul Kelly, Mr Kiwa Hammond

IN ATTENDANCE: F Power (CEO), J Cox (EM), J Baty (CSM), H Montgomery (COO), G Borg (CFO), K Tipuna (EDEM), A King (CS), C Knight (GAPS).

1 KARAKIA

Given by Mr K Hammond

2 APOLOGIES FOR ABSENCE

APOLOGY

RESOLUTION 2017/32

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Charles (Charlie) Lambert

That the apology received from Cr Hine Flood be accepted and leave of absence be granted.

CARRIED

3 DECLARATIONS OF CONFLICT OF INTEREST

Cr Jeremy Harker declared an other disclosable interest in relation to item 8.10, due to owning a home in Māhanga.

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

Draft Submission to the Hawke's Bay Regional Council Annual Plan 2017-2018

6 PUBLIC PARTICIPATION

Pauline Tangiora – Projects in the Draft Annual Plan 2017-2018

Denys Caves – Item 8.10 – Referendum – Māhanga Water Supply

8.1 OWNER DISQUALIFICATION - DOG CONTROL ACT 1996

Mr Sean O'Connor made a submission against his disqualification as an owner.

RESOLUTION 2017/33

Moved: His Worship the Mayor Craig Little

Seconded: Cr Michael (Min) Johansen

That Council uphold Mr O'Connor's disqualification from owning a dog for 5 years, as stated in the Dog Control Act 1996 Section 25.

CARRIED

Adjourned: 2.30pm

Reconvened: 2.52pm

8.10 REFERENDUM – MAHANGA WATER SUPPLY**RESOLUTION 2017/34**

Moved: Cr Michael (Min) Johansen

Seconded: Cr Denise Eaglesome-Karekare

That Council:

1. Receives the report.
2. Confirms the referendum timeframes for a poll on the decommissioning or otherwise of the Māhanga Water Supply as:

OPTION 1

- Roll open for inspection - 4 July 2017
- Roll closes - 1 August 2017
- Delivery voting packs - 5 September 2017
- Close of voting - 27 September 2017 (noon)

3. Staff develop an appropriate communication plan.

CARRIED

7 MINUTES OF THE PREVIOUS MEETING**RESOLUTION 2017/35**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Michael (Mike) Bird

That the minutes and confidential minutes of the Ordinary Meeting held on 28 March 2017 be confirmed.

CARRIED

8 GENERAL ITEMS**8.2 CHIEF EXECUTIVE OFFICER'S MONTHLY REPORT****RESOLUTION 2017/36**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That Council receive the report.

CARRIED

8.3 DECEMBER - 2016/17 QUARTER TWO FINANCIAL REPORT**RESOLUTION 2017/37**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That Council receive this report.

CARRIED

8.4 MAORI POLICY - ADOPTION**RESOLUTION 2017/38**

Moved: Cr Michael (Mike) Bird

Seconded: Cr Denise Eaglesome-Karekare

That Council adopt the Maori Policy attached as Appendix 1.

CARRIED

**8.5 TE KAUPAPA HERE MO TE REO MAORI KI TE KAUNIHERA O TE WAIROA –
WAIROA DISTRICT COUNCIL TE REO MAORI POLICY****RESOLUTION 2017/39**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Michael (Min) Johansen

That Council adopt the attached Draft Te Kaupapa Here mō Te Reo Māori ki Te Kaunihera o Te Wairoa – Wairoa District Council Te Reo Māori Policy for public consultation.

CARRIED

8.6 TRANSFER ARRANGEMENT - RESPONSE ASSETS**RESOLUTION 2017/40**

Moved: Cr Michael (Min) Johansen

Seconded: Cr Jeremy Harker

That Council confirm the transfer arrangements outlined in Appendix 1 with the following assets to be added to the licence to use arrangement:

- 54 Newcastle Street, Māhia – land only
- 1986 Ruakaturi Road – land only
- Tuai Main Rd – land only

CARRIED

8.7 DOG CONTROL POLICY & BYLAW

Council made an amendment to the proposed off lead areas under the bylaw:

c) Whakamahia Road from the end of the limestone walkway to the estuary excluding the DOC land that is fenced off (please see Map B for precise area)

RESOLUTION 2017/41

Moved: Cr Michael (Min) Johansen

Seconded: Cr Denise Eaglesome-Karekare

That Council consult the public on the proposed Dog Control Policy, Dog Control Bylaw, and Selected Owner Policy.

CARRIED

8.8 DRAFT WDC COMMUNICATIONS STRATEGY**RESOLUTION 2017/42**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Michael (Mike) Bird

That Council approves the Communications Strategy.

CARRIED

8.9 COMMITTEE TERMS OF REFERENCE

His Worship the Mayor notified Council of appointments to the Chief Executive Review Committee:

- Chairperson: Cr Hine Flood
- Member: Cr Min Johansen

RESOLUTION 2017/43

Moved: Cr Michael (Min) Johansen

Seconded: Cr Jeremy Harker

That Council receive the report and adopt the terms of reference for Infrastructure Committee and revised terms of reference for the Finance, Audit & Risk Committee.

CARRIED

Adjourned: 4.42pm

Reconvened: 4.45pm

8.11 NET PROMOTER SCORE**RESOLUTION 2017/44**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Michael (Mike) Bird

That Council receive the report.

CARRIED

8.12 SUBMISSION TO THE MAORI AFFAIRS SELECT COMMITTEE: IWI AND HAPU OF TE ROHE O TE WAIROA CLAIMS SETTLEMENT BILL**RESOLUTION 2017/45**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Michael (Min) Johansen

That Council retrospectively endorse the submission it has made to the Māori Affairs Select Committee on the Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Bill.

CARRIED

8.13 UPDATE - ARCHIVES BUILDING**RESOLUTION 2017/46**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Michael (Mike) Bird

That Council receive the report.

CARRIED

8.14 DRAFT SUBMISSION TO THE HAWKE'S BAY REGIONAL COUNCIL ANNUAL PLAN 2017 - 2018

RESOLUTION 2017/47

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act 1987 the item be considered given the item had not come to hand at the time of Agenda compilation and consideration of this matter is required now in order to respond within the timeframe allowed.

CARRIED

Councillors to provide any feedback on the draft submission by Friday 12th May at 12pm.

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS

Nil

10 PUBLIC EXCLUDED ITEMS

Nil

Closing karakia given by Mr K Hammond.

The Meeting closed at 5.04pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 June 2017.

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CHAIRPERSON

**MINUTES OF WAIROA DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON WEDNESDAY, 17 MAY 2017 AT 10AM**

PRESENT: His Worship the Mayor Craig Little (Mayor), Cr Denise Eaglesome-Karekare (Deputy Mayor), Cr Hine Flood, Cr Michael (Mike) Bird, Cr Jeremy Harker, Cr Michael (Min) Johansen

IN ATTENDANCE:

Mr F Power	(WDC Chief Executive Officer)
Ms H Montgomery	(WDC Chief Operating Officer)
Mr G Borg	(WDC Chief Financial Officer)
Mr J Cox	(WDC Engineering Manager)
Mr J Baty	(WDC Corporate Services Manager)
Mr K Tipuna	(WDC Economic Development and Engagement Manager)
Mr C Hankey	(WDC Financial Planning Manager)
C Knight	(WDC Governance Advisor and Policy Strategist)
R Moyle	(WDC Executive Assistant)
E Guzman	(WDC Governance Advisor)

1 KARAKIA

The karakia was given by James Baty.

2 APOLOGIES FOR ABSENCE

Cr Lambert

3 DECLARATIONS OF CONFLICT OF INTEREST

None.

4 PUBLIC PARTICIPATION

None.

5 GENERAL ITEMS

5.1 SUBMISSIONS TO THE 2017-2018 ANNUAL PLAN

Speaking to their submissions:

Michael Brown, Gisborne Rail Action Group – Gillian Ward and Nikki Searancke, Pua Malta Taumatua, Skyline Aviation – Mike Toogood, Ngaire Pasma, Long River Gallery – David King, Denys Cave, Wairoa Museum Friends – Brenda Allen, Jennifer Scothern-King, Alice Wairau.

RESOLUTION 2017/48

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That Council receive the submissions attached.

CARRIED

ADJOURNED: 11:55AM.

RECONVENED: 12:30PM.

At 12:30 pm, Cr Denise Eaglesome-Karekare left the meeting.

The non-speaking submissions were read.

The Meeting closed at 1:10 PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 June 2017.

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CHAIRPERSON

**MINUTES OF WAIROA DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 30 MAY 2017 AT 10AM**

PRESENT: His Worship the Mayor Craig Little (Mayor), Cr Denise Eaglesome-Karekare (Deputy Mayor), Cr Hine Flood, Cr Michael (Mike) Bird, Cr Jeremy Harker, Cr Michael (Min) Johansen, Cr Charles (Charlie) Lambert, Mr Paul Kelly, Mr Kiwa Hammond

IN ATTENDANCE: F Power (CEO), H Montgomery (COO), G Borg (CFO), J Cox (Engineering Manager, J Baty (Corporate Services Manager), K Tipuna (Economic Development and Engagement Manager), C Hankey (Financial Planning Manager), C Knight (Governance Advisor and Policy Strategist), E Guzman (Governance Advisor)

1 KARAKIA

The karakia was led by Kiwa Hammond.

2 APOLOGIES FOR ABSENCE

At 10.08 a.m., Cr Hine Flood entered the meeting.

None.

3 DECLARATIONS OF CONFLICT OF INTEREST

None.

4 PUBLIC PARTICIPATION

None.

5 GENERAL ITEMS

5.1 2017-2018 ANNUAL PLAN DELIBERATIONS

RESOLUTION 2017/32

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the Council undertake an investigation for the enhancement of Wairoa's central business district.

CARRIED

RESOLUTION 2017/33

Moved: Cr Hine Flood
Seconded: Cr Jeremy Harker

Against: Cr Michael (Min) Johansen

That the Council, having regard to the Airport Plan, only spend up to \$500,000 to extend the runway, subject to subsidies and other contributions sufficient to complete the project.

CARRIED

RESOLUTION 2017/34

Moved: Cr Denise Eaglesome-Karekare
Seconded: Cr Michael (Mike) Bird

That the Council construct facilities for visitors to, and residents of Wairoa.

CARRIED

RESOLUTION 2017/35

Moved: His Worship the Mayor Craig Little
Seconded: Cr Denise Eaglesome-Karekare

That the Council commit \$50,000 into a special reserve fund for the AUT Millenium project the exact use to be decided at a later date.

CARRIED

RESOLUTION 2017/36

Moved: Cr Michael (Min) Johansen
Seconded: Cr Jeremy Harker

That the Council establish partnerships to offer training, and build affordable homes in Wairoa, and build affordable homes in Wairoa.

CARRIED

RESOLUTION 2017/37

Moved: Cr Denise Eaglesome-Karekare
Seconded: Cr Michael (Mike) Bird

That the Council allocate up to \$40,000 from the profit from the sale of houses proposed in the Trade Training and Affordable Housing Initiative (TTAAHI), each to (a) the cadetship programme and (b) the supporting future participants in the TTAAHI programme.

CARRIED

RESOLUTION 2017/38

Moved: Cr Michael (Mike) Bird

Seconded: Cr Jeremy Harker

That the Council accelerate our capital works programme.

CARRIED

RESOLUTION 2017/39

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That the Council instruct the Chief Executive to review the equitable allocation of budget across the rating base.

CARRIED

RESOLUTION 2017/40

Moved: Cr Michael (Min) Johansen

Seconded: Cr Jeremy Harker

That the Council instruct the Chief Executive to present the final Annual Plan 2017-2018 for adoption.

CARRIED

RESOLUTION 2017/41

Moved: Cr Hine Flood

Seconded: His Worship the Mayor Craig Little

That the Council heard and considered all submissions, oral and written, in adopting the Annual Plan 2017-2018.

CARRIED

RESOLUTION 2017/42

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act 1987 the item LGNZ Remits and Training Opportunities be considered given the item had not come to hand at the time of Agenda compilation and consideration of this matter is required now in order to respond within the timeframe allowed.

CARRIED

RESOLUTION 2017/43

Moved: Cr Charles (Charlie) Lambert

Seconded: Cr Hine Flood

That the Council support the proposed GST remit application for re-investment in visitor infrastructure; and submit it (the application) to LGNZ by 31 May 2017.

CARRIED

RESOLUTION 2017/44

Moved: Cr Michael (Mike) Bird

Seconded: Cr Jeremy Harker

That the Council support the proposed remit to LGNZ AGM – Sugar Sweetened Beverages with the objective of reducing community exposure to foods which are regarded as high risk, in relation to diabetes and obesity.

CARRIED

RESOLUTION 2017/45

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the Council support the intent to review Section 19Z – 19ZH of the Local Electoral Act 2001 but do not support the wording of the remit in its present form.

CARRIED

The Meeting closed at 11:30am.

The minutes of this meeting were confirmed at the Council Meeting held on 20 June 2017.

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CHAIRPERSON

**MINUTES OF WAIROA DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON THURSDAY, 1 JUNE 2017 AT 5.10PM**

PRESENT: His Worship the Mayor Craig Little (Mayor), Cr Denise Eaglesome-Karekare (Deputy Mayor), Cr Hine Flood, Cr Michael (Mike) Bird, Cr Michael (Min) Johansen, Cr Charles (Charlie) Lambert

IN ATTENDANCE: F Power (CEO), J Cox (Engineering Manager), C Knight (Governance Advisor & Policy Strategist)

1 KARAKIA

Given by Cr Lambert.

2 APOLOGIES FOR ABSENCE

APOLOGY

RESOLUTION 2017/45

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the apology received from Cr Harker be accepted.

CARRIED

3 DECLARATIONS OF CONFLICT OF INTEREST

His Worship the Mayor Craig Little declared an other disclosable interest in relation to item 5.1, due to a family member working at QRS.

Cr Denise Eaglesome-Karekare declared an other disclosable interest in relation to item 5.1, due to a family member working at QRS.

4 PUBLIC PARTICIPATION

None.

5 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2017/46

Moved: Cr Michael (Min) Johansen

Seconded: Cr Charles (Charlie) Lambert

That at 5.13 p.m. the public be excluded from the following parts of the proceedings of this

meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
5.1 - WDC 3-waters procurement 2017	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - 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 for withholding would exist under section 6 or section 7

CARRIED

RESOLUTION 2017/47

Moved: His Worship the Mayor Craig Little
 That Council moves out of Closed Council into Open
 Seconded: Cr Hine Flood
 Council at 6.14pm.

CARRIED

Closing karakia: Cr Lambert

The Meeting closed at 6.15pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 June 2017.

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CHAIRPERSON

8 GENERAL ITEMS

8.1 ADOPTION OF 2017/18 FEES AND CHARGES

Author: Christopher Hankey, Financial Planning Manager

Authoriser: Gary Borg, Chief Financial Officer

Appendices: 1. Schedule of Fees and Charges 2017/18 Financial Year [↓](#)

1. PURPOSE

- 1.1 To present to Council the 2017/18 Fees and Charges Schedule for adoption

RECOMMENDATION

The Financial Planning Manager RECOMMENDS that Council adopts the Fees and Charges as scheduled for the 2017/18 Financial Year

2. BACKGROUND

- 2.1 Fees and charges are one of the most direct user pays funding mechanisms that Council employs. Council reviews this schedule annually to assist with monitoring the revenue derived in its activities against its financial strategy and to support budget preparation for the next Annual Plan.
- 2.2 The Fees and Charges for the 2016/17 were adopted in May 2016.
- 2.3 This is the first instance of this issue for the 2017/18 year being presented to Council
- 2.4 Presentation of the 2017/18 Fees and Charges supports the transparency of Council financial operations and in providing these charged services Council is presenting a balance between general funding and a user pays system.

3. HIGHLIGHTS

- 3.1 The listing of fees and charges is consistent with the 2016/17 year except that:
 - 3.1.1. A new category has been established for working dogs with a lower annual subscription rate @ \$50 per dog, with a standard discount available for early payment.
 - 3.1.2. The establishment of a charge for Operational Managers in Engineering @ \$135 per hour along with a review of charge out rates for other staff time
 - 3.1.3. The establishment of a \$2,500 bond for complex traffic management plans that also require rigorous monitoring by staff
 - 3.1.4. Removal of the Driving School hire charge at the Airport
 - 3.1.5. A number of charges have increased through CPI adjustments.
- 3.2 Dog infringement values have been corrected to the amounts as per Schedule 1 of the Dog Control Act 1996 for the upcoming year.

4. OPTIONS

- 4.1 The options identified are:
- a. Adopt the revised scales of fees and charges
 - b. Do not adopt the revised scales of fees and charges
- 4.2 Adopting the scales of fees and charges supports the preparation assumptions applied to the 2017/18 annual plan and represents an appropriate recovery of costs in respect to the items subject to a user pays recovery.
- 4.3 Should the scale of fees not be adopted the existing scale for the 2016/17 year would carry forward and be applied to the 2017/18 year. There are no changes to the infringements charges for this coming year so Council would remain compliant with all specific legislation. Rates would become a higher proportion of Council's revenue.
- 4.4 The preferred option is adoption of the schedule of fees and charges. This meets the purpose of local government as it will help deliver administrative and regulatory functions in a way that is most cost-effective for households and businesses.

5. CORPORATE CONSIDERATIONS**What is the change?**

- 5.1 There are no changes that will result from this decision.
- 5.2 This will not trigger a s17a review.

What are the key benefits?

- 5.3 A scale of fees and charges that fairly reflect the cost of provision of rechargeable services.

What is the cost?

- 5.4 There is no cost in this decision.

What is the saving?

- 5.5 There are no savings identified in this

Who has been consulted?

- 5.6 This has not been consulted on.

Maori Standing Committee

- 5.7 This matter has not been put to the MSC as there are no matters specific to Maori that would need consultation.

6. SIGNIFICANCE

- 6.1 While being of interest to the public at large, this decision does not trigger any aspects of the significance and engagement policy that would require consultation.

7. RISK MANAGEMENT

- 7.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10

and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:



- a. There are no strategic risks associated with this decision, since the fundamental charging structure has been in place for many years and the changes follow separate community engagement.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
<p>Author Christopher Hankey</p>	<p>Approved by Gary Borg</p>

FEES & CHARGES AS AT 30 JUNE 2017

CHARGE DESCRIPTION	Incl GST
CORPORATE SERVICES	
Corporate Services Charges	
Motor Vehicle Use Charge (Per KM) <u>Across All Council Activities</u>	\$0.80
Provision Of Information (First Hour No Charge) For Each Half Hour Or Part Thereof (Deposit May Be Required)	\$38.00
Access To Archives (First Hour No Charge) For Each Half Hour Or Part Thereof (Deposit May Be Required)	\$38.00
Photocopying (Black & White) A4 Single Sided	\$0.20
Photocopying (Black & White) A4 Double Sided	\$0.40
Photocopying (Black & White) A3 Single Sided	\$0.30
Photocopying (Black & White) A3 Double Sided	\$0.60
Photocopying (Colour) A4 Single Sided	\$0.50
Photocopying (Colour) A4 Double Sided	\$1.00
Photocopying (Colour) A3 Single Sided	\$1.00
Photocopying (Colour) A3 Double Sided	\$2.00
Corporate Services Staff Labour	
Senior Corporate Services Staff (Per Hour)	\$130.00
Other Corporate Services Staff (Per Hour)	\$90.00
Community Halls	
Wairoa Memorial Hall - Refer Combined Services Clubs Inc	
Tuai Hall - Refer Tuai Hall Committee	
Library	
Lost Book	
Charges As Per Purchase Cost Of Item Plus \$5.00 Administration Fee	
Sundry Income	
Lost Cards (Per Replacement)	\$2.00
Overdues	
Administration Fee Per Letter Sent	\$2.00
Phone Message/Text Message/Email Message	\$0.50
Per Day Per Book For Adult Books	\$0.10
Per Day Per Book For Children's Books	\$0.10

CHARGE DESCRIPTION	Incl GST
Photocopy	
Photocopying (Black & White) A4 Single Sided	\$0.20
Photocopying (Black & White) A4 Double Sided	\$0.40
Photocopying (Black & White) A3 Single Sided	\$0.30
Photocopying (Black & White) A3 Double Sided	\$0.60
Photocopying (Colour) A4 Single Sided	\$0.50
Photocopying (Colour) A4 Double Sided	\$1.00
Photocopying (Colour) A3 Single Sided	\$1.00
Photocopying (Colour) A3 Double Sided	\$2.00
User Charges	
Bestseller Collection (Charge Varies Depending On Book)	
Per 10 Days For Books - A Format	\$3.00
Per 10 Days For Books - B Format	\$4.00
Per Week For Magazines	\$1.00
Per Day For Overdue Books	\$1.00
Per Day For Overdue Magazines	\$0.50
Reserve System	
Per General Collection Reserve	\$1.00
Per Reserve On A Bestseller	\$2.00
Council Property	
Commercial Property – All Rentals/Leases Determined By Market Valuation	
Housing – Staff – Rentals Determined By Market Valuation	
Housing Community Category 1 – Bedsit (Per Week)	\$45.00
Housing Community Category 2 – Single Unit (Per Week)	\$60.00
Housing Community Category 3 – Double Unit (Per Week)	\$80.00

FINANCE

Rating Information	
Title Search	\$30.00
Copies Of Roll (Per 1000)	\$125.00
Geographic Information Services	

CHARGE DESCRIPTION	Incl GST
Plotter Printing Costs	
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A1	\$23.00
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A2	\$15.30
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A3	\$11.80
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A4	\$7.70
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A1	\$25.90
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A2	\$23.00
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A3	\$15.30
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A4	\$11.80
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A1	\$46.00
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A2	\$30.70
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A3	\$23.00
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A4	\$13.80
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A1	\$30.70
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A2	\$23.00
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A3	\$15.30
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A4	\$11.80
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A1	\$46.00
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A2	\$30.70
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A3	\$23.00
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A4	\$13.80
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A1	\$61.30
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A2	\$46.00
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A3	\$30.70
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A4	\$23.00
Geographic Information Service Staff Labour	
GIS Staff (Per Hour) (First ¼ Hour No Charge)	\$86.90

Special Map Request Charges

Specialised maps are those which require new layers to be added to the GIS, analysis work and/or specialised printing techniques to be used.

In addition to printing charges outlined above, charges are based on actual time to the nearest ½ hour plus any actual packaging or postage costs incurred.

CHARGE DESCRIPTION	Incl GST
ENGINEERING	
General Engineering Charges	
Tender Documents	\$50.00
Engineering Staff Labour	
Engineering Manager (Per Hour)	\$180.00
Operational Managers i.e Transport, Property & Utilities Asset Managers (Per Hour)	\$135.00
Other Engineering Staff (Per Hour)	\$105.00
Trainee/Cadets (Per Hour)	\$60.00
Traffic Management Plans & Corridor Access Requests	
Permit application - minimum charge	\$180.00
Bond - Complex applications that require rigorous monitoring	\$2,500.00
Consultants	
Consultancy costs are on-charged at cost. Council may charge an administration cost of up to 5%.	
Consultancy costs may be incurred for the following activities:	
- Permits for working in the road reserve	
- Subdivisions – general inspections as work progress. Normally 1 -2 visits per month.	
- Subdivisions – specific visits for testing of infrastructure – e.g. pressure test water mains or pre-seal inspections of road surface.	
- Advice on fence encroachments.	
- Enforcement of bylaws such as for fencing, cattlestops etc	
- Visits required where conditions of consent or other district plan rules are breached.	
- New access ways.	
Water Treatment Plant	
Laboratory Analyses Of Water Samples	
Bacteriological (Presence/Absence) (Per Sample)	\$35.00
Chemical Analysis (Chlorine, PH, Turbidity) (Per Sample)	\$35.00
Water Supply Connections	
Administration Charge	\$100.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	

CHARGE DESCRIPTION	Incl GST
Water Supply Reconnections, Disconnections & Re-check Of Meter Readings	
Administration Charge	\$25.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	
Sewerage Connections (excludes Mahia/Opoutama)	
Administration Charge	\$100.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	
Stormwater Connections – To Piped Stormwater System	
This Applies To Connections To Council's Piped Stormwater System	
Administration Charge	\$100.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	
Stormwater Connections – To Open Drain Or Kerbside	
Administration Charge	\$25.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	

NB: Contractor Costs for Services Connections

Except as otherwise approved (at the discretion of the Engineering Manager) connections to Council's services (Stormwater, Sewer & Water Reticulation) may only be carried out by Council's maintenance Contractor. All costs incurred in making the connection will be on-charged to the applicant. Council may charge an administration cost of up to 5% of the value of the work.

Waste Management

Weighbridge Rates (Minimum weight 20kg)

Direct User Charges – Non Recyclables

Wairoa Landfill – Weighbridge

Green Waste (Per Tonne)

\$60.00

Other Waste (Per Tonne)

\$185.00

NB: If the weighbridge computer is not working, the Non-weighed Rates are to be applied and the transactions manually carried out – with handwritten receipts being given for cash received.

Non-Weighed Rates

CHARGE DESCRIPTION	Incl GST
Clean Green Waste	
Clean Green Waste (Per 40 Litre Bag)	\$1.20
Clean Green Waste (Car)	\$6.00
Clean Green Waste (Small Van Or Trailer)	\$9.00
Clean Green Waste (Car & Trailer)	\$12.00
Commercial Vehicles (Trucks) - As Assessed By Attendant	
Unsorted Waste	
Unsorted Waste (Per 40 Litre Bag)	\$3.70
Unsorted Waste (Car)	\$10.00
Unsorted Waste (Small Van Or Trailer)	\$20.00
Unsorted Waste (Car & Trailer)	\$25.00
Commercial Vehicles (Trucks) - As Assessed By Attendant	
NB: 1 x 40 Litre refuse bag = 2 x Supermarket plastic shopping bags.	
Vehicles & Tyres	
A \$10 petrol voucher will be given for all vehicles accepted at the landfill. Vehicles must be presented with fluids removed and must not be filled with refuse or other debris.	
Tyres are accepted at the following rates to cover the cost of shredding:	
Car Tyres	\$7.00
Truck Tyres	\$17.00
Burial Of Asbestos	
Administration Fee (all Asbestos transitions)	\$50.00
Weighbridge Charges for Out of District Asbestos Waste (per tonne)	\$450.00
Note: Asbestos from sites within Wairoa District charged Admin Fee plus prevailing weighbridge rate for general refuse	
Airport	
Landing Fees	
Light Aircraft	\$14.00
Heavy Aircraft	\$18.00
Casual Landings Where Account Required To Be Sent	\$20.00
Facility Fees – Parking Of Aircraft	
Topdressing Aircraft (Per Annum)	\$1,771.00
Private Aircraft (Per Annum)	\$759.00

CHARGE DESCRIPTION	Incl GST
Wairoa Aero Club (Single Engine) (Per Annum)	\$379.50
Privately Owned Aircraft (Operated/Leased By Wairoa Aero Club)	\$390.50
Wairoa Aero Club Leased Planes (For Periods Of Less Than Six Months) (Per Month)	\$22.00
Cookson Air Facilities Lease (Ground Rental) (Per Month)	\$253.00
Storage Of Microlight Aircraft (Per Annum)	\$63.25
Hireage of aeroclub building (per day or night)	\$200.00
Cemeteries	
Plot Charges	
Ashes	\$155.00
Child	\$305.00
Standard	\$615.00
Interments	
Ashes	\$115.00
Still Born	\$70.00
Under 13 Years	\$480.00
Standard Single	\$615.00
Standard Double	\$665.00
Disinterment/Reinternment	
Contractor actual costs will be on-charged to the applicant. Council may charge an administration cost of up to 5% of the value of the work.	
Sundry Charges	
Monumental Work Permit	\$20.00
Parks & Reserves	
Rural Domains (Nuhaka, Frasertown, Otoi and Kotemaori)	
One off cases per day. User charges for rural domains determined by local Domain committees on a case by case basis.	
Urban Parks	
All i.e Clyde Domain, Alexandra Park, Pohutakawa Reserve, Lighthouse Reserve etc.. (per day)	\$50.00
Bonds	
Casual daily hirers will be required to pay a refundable bond of \$300 provided facilities left in acceptable state.	\$300.00

CHARGE DESCRIPTION

Incl GST

REGULATORY**Building Control****Building Control Staff**

Building Control Officer (Per Hour)

\$135.00

Regulatory Administration Officer (Per Hour)

\$100.00

Building/Drainage Consents

Consent Applications Based On Time Occupied

DBH Levy: the Building Act 2004 requires council to collect a levy of \$2.01 per \$1000 value of building work valued \$20,000 & over

BRANZ Levy: Building Research Levy Act 1969 requires Council to collect a levy of 0.1% (\$1.00 per \$1000 value) Of Building work valued \$20,000 & over

Value of Building Work: This is based on the Dept. of Building and Housing costs and Rawlinson's New Zealand Construction Handbook set costs

NB: Some of the fees are determined by statute/regulation and Council is not able to change them. They are subject to change without notice.

Central Govt. accreditation Audit Fee - under \$20,000

\$25.00

Central Govt. accreditation Audit Fee - under \$100,000

\$60.00

Central Govt. accreditation Audit Fee - over \$100,000

\$115.00

Central Govt. accreditation Audit Fee - Commercial

\$170.00

Residential Consent Deposits - Building Work <\$100,000 deposit

\$400 (dep)

Residential Consent Deposits - Building Work >\$100,000 deposit

\$1,000.00 (dep)

Commercial Consent Deposit

\$1,000.00 (dep)

Manual Lodgement Fee

\$125.00

Online Lodgement Fee

\$75.00

Solid Fuel Heaters – Free Standing within 20km of Wairoa Township (Includes Accreditation Fee) Note additional inspections at cost

\$265.00

Solid Fuel Heaters – Free Standing further than 20km from Wairoa Township (Includes Accreditation Fee). Note additional inspections at cost

\$325.00

Solid Fuel Heaters – In Built Heater within 20km of Wairoa Township (Includes Accreditation Fee). Note additional inspections at cost

\$325.00

Solid Fuel Heaters – In Built Heater further than 20km from the Wairoa Township (Includes Accreditation Fee). Note additional inspections at cost

\$385.00

Marquees (Includes One Inspection - Additional Inspections At Cost)

\$180.00

Demolition Consent (Includes One Inspection - Additional Inspections At Cost)

\$225.00

Code Compliance Certificate - project up to \$19,999

\$60.00

CHARGE DESCRIPTION	Incl GST
Code Compliance Certificate - project value over \$20,000	\$130.00
Code Compliance Certificate - For consents granted under Building Act 1991 (lodged prior to 30 November 2004)	\$130.00
Building Property Files Search	\$30.00
Building Consent Amendment	\$50.00
Building Consent Cancellation, Lapsing Fee & Refused Fee	\$70.00
Swimming Pool Fence Inspection (Plus Mileage & Time)	\$135.00
Certificate Of Acceptance (Plus Normal Inspection & Mileage)	\$515.00
Certificate Of Public Use (Plus Mileage & Time)	\$255.00
Notice To Fix	\$95.00
Building Relocation Report Request By Territorial Authority/Customer (Plus Mileage & Time)	\$515.00
Administration Fee - Maori Land Court Letter	\$50.00
Administration Fee - Road/footpath damage Bond	\$50.00
Issue of Consent reports - Monthly (Annual subscription)	\$50.00
Issue Of Compliance Schedule	\$255.00
Amendments To Certificate Of Compliance Schedule	\$115.00
Building Warrant Of Fitness Administration	\$100.00
Building Warrant Of Fitness Audit fee	\$150.00
Certificate Of Title Registration Of S73 & 74 Notice (Plus Any Inspection Costs)	\$250.00
Certificate Of Title Registration Of S77 & 78 Notice (Plus Any Inspection Costs)	\$250.00
Application for Building Consent Exemption Fee	\$180.00
Entry of Building Report On To Property File	\$65.00
Photocopy Charges (Refer To Administration Photocopying Charges)	
Scanning Building Consent Plans – Standard Fee A4 Sheets & Application Form	\$15.00
Scanning – A3 (Per Sheet)	\$2.00
Scanning – A2 & A1 (Per Sheet)	\$5.00
NB: The above are not applicable to fixed fee consents.	
Copy Of Certificate Of Title	\$30.00
Property Information	
Land Information Memorandum - 10 working days (Residential/Rural Property)	\$250.00
Property Information Memorandum	\$130.00
Engineering & Planning Fee	\$130.00
Environmental Health	

CHARGE DESCRIPTION	Incl GST
Registration Of Premises (annual fee) And/Or Approval Of Plan - Fee	
Apiaries	\$200.00
Ancillary Food Premises	\$200.00
Dairy/Grocery	\$200.00
Butchery/Bakery	\$300.00
Takeaways	\$320.00
Eating Houses	\$330.00
Fruit & Vegetables	\$200.00
Other Food Premises	\$200.00
Occasional Food Premises – Per Day	\$100.00
Temporary Food Stands	\$50.00
Market Stall	\$50.00
Boarding Houses Etc	\$250.00
Hairdressers	\$170.00
Funeral Directors	\$175.00
Offensive Trades	\$175.00
Motels	\$175.00
Camping Grounds With Shop	\$290.00
Camping Grounds Without Shop	\$190.00
Hawkers	\$165.00
Itinerant Traders	\$165.00
Mobile Shops	\$200.00
Inspections – Client Requested	\$210.00
Local Trade Permit	\$150.00
Registration of Food Control Plan	\$330.00
Annual Food Control Plan Audit	\$200.00
Environmental Health Officer (Per Hour) - charged when extended time required to resolve issues	\$115.00
Liquor Control	
Fees Set By Statute (Sale and Supply of Alcohol Act 2012 (Fees Regulations))	
On / Off / Club Licences and Renewal	
Risk	Application Annual Fee
Very Low	\$368.00 \$161.00
Low	\$609.50 \$391.00

CHARGE DESCRIPTION		Incl GST
Medium	\$816.50	\$632.50
High	\$1,023.50	\$1,035.00
Very High	\$1,207.50	\$1,437.50
Special Licences		
Class 1		\$575.00
Class 2		\$207.00
Class 3		\$63.25
Temporary Licence		\$296.70
Permanent Club Charter		\$632.50
Extract From Register		\$57.50
Appeals to ARLA		\$517.50
Extract Of Records		\$25.00
Managers Certificate and Renewals		\$316.25
Temporary Authority		\$296.70
Fees for Hearings are a Full Cost Recovery		
Liquor Licencing Officer (Per Hour)		\$115.00
Regulatory Administration Officer (Per Hour)		\$110.00
Dog Control		
Class D – Dogs classified Dangerous (\$10.00 discount if registered before 31 July)		\$130.00
Class M – Dogs classified Menacing (\$10.00 discount if registered before 31 July)		\$130.00
Class W – Dogs classified as working (\$10.00 discount if registered before 31 July)		\$50.00
Class S – being all other dogs (\$10.00 discount if registered before 31 July)		\$80.00
Replacement Tag		\$10.00
Micro Chipping		\$35.00
Dog Control Officers Time Where Rechargeable (Per Hour)		\$110.00
Impounding Fees		
First Impounding		\$50.00
Second Impounding		\$75.00
Third and Subsequent Impounding		\$110.00
Dogs Impounded After 6pm and Before 6am		\$120.00
Daily Sustenance Charge		\$15.00

CHARGE DESCRIPTION	Incl GST
Livestock Control	
Stock Impounding	
Horses & Cows (Per Head For First Day)	\$40.00
Horses & Cows (Per Head Per Day Thereafter)	\$25.00
Sheep (Per Head For First Day)	\$25.00
Sheep (Per Head Per Day Thereafter)	\$10.00
Driving Charges (Fee Based Upon Cost Of Shifting Stock To Pound (Minimum Charge \$10.00)	
Sustenance Charges (Based On Cost Of Stock Food)	
Stock Droving	
Droving Permit	\$75.00
Holding Paddock (Per Hundred Per Day)	\$40.00
Livestock Control Staff	
Council Supervision (Staff Time Charged At Appropriate Rate)	
Impounding Officer (Per Hour) Where Rechargeable	\$110.00
Resource Planning	
Deposit Payable With Full Cost Recovery:	
Deposit Land Use Consent Non Notified	\$450.00
Deposit Subdivision Consent Non Notified	\$800.00
Deposit Land Use & Subdivision Consent Limited Notified	\$2,000.00
Deposit Land Use & Subdivision Consent Notified	\$4,000.00
Deposit Change of Conditions	\$200.00
Deposit Designation & Notice Of Requirements	\$800.00
Deposit Heritage Orders	\$150.00
Deposit Private Plan Change	\$6,000.00
Deposit Overseas Investment Certificate /Crown Land Disposal Certificate	\$200.00
Deposit for Certificate Of Compliance	\$250.00
*Administration Fee	\$100.00
*Monitoring Fee	\$100.00
*Bond Administration Fee	\$50.00
Minimum Fee With Full Cost Recovery	
* Review & Signature Survey Plan - S223	\$200.00

CHARGE DESCRIPTION	Incl GST
* Review & Signature Survey Plan - S224	\$200.00
* Review & Signature Survey Plan - S226	\$200.00
* Outline Plan & Review – S176A	\$250.00
Waiver to Outline Plan	\$100.00
* Right Of Way Application – S348	\$300.00
NB: * = Minimum fee, additional fees may be charged.	
 Resource Planning Staff	
District Planner (Per Hour)	\$135.00
Regulatory Administration Officer (Per Hour)	\$110.00
Chief Operating Officer (Per Hour)	\$180.00
Engineering Staff at rates determined by the Engineering Manager but not less than \$100.00 per hour	
External Costs e.g. Consultants Are Recovered From Applicant At Cost	
 Emergency Management	
Fire Permits (No Cost)	
Fire Fighting Costs (Full Cost Recovery)	
Emergency Management Staff	
Inspections For Fire Plans (Per Hour)	\$100.00
Fire Officer (Per Hour)	\$100.00
 Board (TAB) Venue Consent Application	
Application Fee	\$300.00
License Inspection Fee (Per Inspection, Following Successful Application)	\$100.00
Consultation & Hearing Costs Are Recovered From Applicant	
 Noise Control	
First Call to Excessive Noise	\$50.00
Second Call to Excessive Noise	\$60.00
Third and Subsequent Calls to Excessive Noise	\$80.00
Recovery of Impounded Equipment = Actual Cost + 10%	
Noise Control Officer (Per Hour)	\$115.00
Regulatory Administration Officer (Per Hour)	\$110.00
Continuous excessive noise will result in further charges up to \$1000.00	

Infringement Fees - Dog Control Act 1996

<i>Section</i>	<i>Description of offence</i>	<i>Fee (\$)</i>
18	Wilful obstruction of dog control officer or ranger	\$750.00
19(2)	Failure or refusal to supply information or wilfully providing false particulars	\$750.00
19A(2)	Failure to supply information or wilfully providing false particulars about dog	\$750.00
20(5)	Failure to comply with any bylaw authorised by the section	\$300.00
23A(2)	Failure to undertake dog owner education programme or dog obedience course (or both)	\$300.00
24	Failure to comply with obligations of probationary owner	\$750.00
28(5)	Failure to comply with effects of disqualification	\$750.00
32(2)	Failure to comply with effects of classification of dog as dangerous dog	\$300.00
32(4)	Fraudulent sale or transfer of dangerous dog	\$500.00
33EC(1)	Failure to comply with effects of classification of dog as menacing dog	\$300.00
33F(3)	Failure to advise person of muzzle and leashing requirements	\$100.00
36A(6)	Failure to implant microchip transponder in dog	\$300.00
41	False statement relating to dog registration	\$750.00
41A	Falsely notifying death of dog	\$750.00
42	Failure to register dog	\$300.00
46(4)	Fraudulent procurement or attempt to procure replacement dog registration label or disc	\$500.00
48(3)	Failure to advise change of dog ownership	\$100.00
49(4)	Failure to advise change of address	\$100.00
51(1)	Removal, swapping, or counterfeiting of registration label or disc	\$500.00
52A	Failure to keep dog controlled or confined	\$200.00
53(1)	Failure to keep dog under control	\$200.00
54(2)	Failure to provide proper care and attention, to supply proper and sufficient food, water, and shelter, and to provide adequate exercise	\$300.00
54A	Failure to carry leash in public	\$100.00
55(7)	Failure to comply with barking dog abatement notice	\$200.00
62(4)	Allowing dog known to be dangerous to be at large unmuzzled or unleashed	\$300.00
62(5)	Failure to advise of muzzle and leashing requirements	\$100.00
72(2)	Releasing dog from custody	\$750.00

Infringement Fees - Building Act 2004

<i>Section</i>	<i>Description of offence</i>	<i>Fee (\$)</i>
s 40	Failing to comply with the requirement that building work must be carried out in accordance with a building consent	\$750.00
s 42	Failing to apply for a certificate of acceptance for urgent building work as soon as practicable after completion of building work	\$500.00
s 85(1)	Person who is not licensed building practitioner carrying out restricted building work without supervision of licensed building practitioner with appropriate licence	\$750.00
s 85(2)(a)	Licensed building practitioner carrying out restricted building work without appropriate licence	\$500.00
s 85(2)(b)	Licensed building practitioner supervising restricted building work without appropriate licence	\$500.00
s 101	Failing to comply with the requirement to obtain a compliance schedule	\$250.00
s 108(5)(a)	Failing to display a building warrant of fitness required to be displayed	\$250.00
s 108(5)(b)	Displaying a false or misleading building warrant of fitness	\$1,000.00
s 108(5)(c)	Displaying a building warrant of fitness other than in accordance with section 108	\$1,000.00
s 116B(1)(a)	Using, or knowingly permitting the use of, a building for a use for which it is not safe or not sanitary	\$1,500.00
s 116B(1)(b)	Using, or knowingly permitting the use of, a building that has inadequate means of escape from fire	\$2,000.00
s 124	Failing to comply with a notice, within the time stated in the notice, requiring work to be carried out on a dangerous, earthquake-prone, or insanitary building	\$1,000.00
s 128	Using or occupying a building, or permitting another person to do so, contrary to a territorial authority's hoarding, fence, or notice	\$2,000.00
s 168	Failing to comply with a notice to fix	\$1,000.00
s 314(1)	Person holding himself or herself out as being licensed to do or supervise building work or building inspection work while not being so licensed	\$500.00
s 363	Using, or permitting use of building having no consent or code compliance certificate or certificate for public use for premises for public use	\$1,500.00
s 367	Wilfully obstructing, hindering, or resisting a person executing powers conferred under the Act or its regulations	\$500.00
s 368	Wilfully removing or defacing a notice published under the Act or inciting another person to do so	\$500.00
<i>Dam safety offences</i>		
s 134(1)	Improper Representation as Licenced Inspector	\$500.00
s 140	Dam owner failing to prepare, or arrange the preparation of, a dam safety assurance programme and submit it for audit	\$500.00
s 145	Dam owner failing to comply with a direction from a regional authority to have a dam safety assurance programme re-audited and submitted	\$250.00
s 150(4)(a)	Dam owner knowingly failing to display a dam compliance certificate required to be displayed	\$250.00
s 150(4)(b)	Dam owner displaying a false or misleading dam compliance certificate	\$1,000.00

Infringement Fees - Building Act 2004

<i>Section</i>	<i>Description of offence</i>	<i>Fee (\$)</i>
s 150(4)(c)	Dam owner displaying a dam compliance certificate other than in accordance with section 150	\$1,000.00
s 154	Dam owner failing to comply with a notice, within the time stated in the notice, requiring work to be carried out on a dangerous dam	\$2,000.00
s 134	Dam owner failing to classify a dam	\$500.00
s 138	Dam owner failing to comply with a direction from a regional authority to have a classification re-audited and submitted	\$250.00

8.2 MINOR AMENDMENT TO THE REVENUE AND FINANCING POLICY - ALTERATION OF THE WAIROA URBAN RESIDENTIAL RATING DIFFERENTIAL THRESHHOLD

Author: Gary Borg, Chief Financial Officer

Authoriser: Fergus Power, Chief Executive Officer

Appendices: 1. Report to Committee 23 May 2017 [↓](#)

1. PURPOSE

1.1. The purpose of this report is to seek Council approval of minor amendment to its Revenue and Financing Policy to alleviate adverse consequences arising from land revaluations.

RECOMMENDATION

The Finance Audit and Risk Committee RECOMMENDS that:

- a. Council adopts the following amendment to the Revenue and Financing Policy: *the threshold for the Wairoa urban residential rating differential 0.55 be amended from a land value of less than \$80,000.00 to a land value of less than \$68,000.00 for the year commencing 1 July 2017.*
- b. Council resolves that this amendment is not significant and therefore requires neither audit under LGA S103(4) nor full public consultation under LGA S83 or S93A.



EXECUTIVE SUMMARY**1. BACKGROUND**

- 1.1 At its meeting of 23 May 2017, the Committee received the report attached as Appendix 1.
- 1.2 The Committee determined that the matter, in its opinion, is not significant and therefore requires neither audit under LGA S103(4) nor full public consultation under S83 or S93A.

2. CURRENT SITUATION

- 2.1 The matter must be resolved by Council before any amendment can be incorporated into the Annual Plan and Funding Impact Statement for the year ending 30 June 2018.
- 2.2 All other considerations are as described in Appendix 1.

Signatories

	
Author Gary Borg	Approved by Fergus Power

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA

23 MAY 2017

8.4 MINOR AMENDMENT TO THE REVENUE AND FINANCING POLICY - ALTERATION OF THE WAIROA URBAN RESIDENTIAL RATING DIFFERENTIAL THRESHHOLD

Author: David Doole, Senior Rates Officer

Authoriser: Gary Borg, Chief Financial Officer

Appendices: 1. Wairoa urban residential comparison

1. PURPOSE

- 1.1 The purpose of this report is to seek the approval of the Committee to amend that Wairoa urban residential rating differential 0.55 from a land value of less than \$80,000.00 to a land value of less than \$68,000.00 for the year commencing 1 July 2017.

RECOMMENDATION

The Senior Rates Officer RECOMMENDS that Committee endorses to Council the proposed alteration to the Wairoa urban residential rating differential 0.55 from a land value of less than \$80,000.00 to a land value of less than \$68,000.00 for the year commencing 1 July 2017.

2. BACKGROUND

- 2.1 For the years ending 30 June 2013 to 30 June 2016 rates were assessed using land and capital values from General Revaluation 2012, for the years ending 30 June 2017 to 30 June 2019, rates are assessed using land and capital values from General Revaluation 2015.
- 2.2 General Revaluation 2015 saw a decline in land value of residential properties in the Wairoa District by an average of 6.7%.
- 2.3 There are 42 Wairoa urban residential 0.55 ratepayers and 1665 Wairoa urban residential ratepayers at a differential of 1.0.
- 2.4 The Wairoa urban residential 0.55 applies to general rates and roading rates; it does not apply to recreation or services rates.
- 2.5 General rates and roading rates for residential properties in the Wairoa District are subject to a rating differential of 1.0 for properties with a land value of less than \$80,000.00 and a rating differential of 0.55 for properties with a land value of \$80,000.00 or greater.
- 2.6 For the year ending 30 June 2017 these rates are:
- | | |
|--------------------------------|--|
| General urban residential 1.0 | 0.000431 cents per dollar of land value |
| General urban residential 0.55 | 0.000237 cents per dollar of land value |
| Roading urban residential 1.0 | 0.016676 cents per dollar of land value |
| Roading urban residential 0.55 | 0.0064172 cents per dollar of land value |
- 2.7 When rates assessment notices were issued for the year commencing 1 July 2016 complaints were received from approximately 20 Wairoa urban ratepayers whose land value had fallen below \$80,000.00. These ratepayers incurred disproportionately higher general and roading rates when compared other Wairoa urban residential ratepayers.

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA**23 MAY 2017**

Appendix 1 details a typical Wairoa urban residential property where the land value has fallen below \$80,000.00 since General Revaluation 2012.

- 2.8 If no change is made to the Wairoa urban residential 0.55 ratepayers will be subject to disproportionately higher general urban residential and roading urban residential rates when compared with other general urban residential ratepayers.
- 2.9 A change to the Wairoa urban residential 0.55 to a land value of \$65,000.00 will increase the incidence of rates to Wairoa urban residential 1.0 ratepayers by \$6.70 per rateable property.

3. OPTIONS

- 3.1 The options identified are:
 - a. Leave the Wairoa urban residential 0.55 rates as they are.
 - b. Change the Wairoa urban residential 0.55 rate to take effect to properties with a land value of greater than \$65,000.00 from the year commencing 1 July 2017.
- 3.2 Clarity on rating differentials form part of the Revenue and financing policy. Section 94(3) of the Local Government Act 2002 (the Act) stipulates that a local authority may amend a long-term plan at any time. Section 103(4) of the Act advises that if a local authority amends it's revenue and financing policy under section 93(4), only a significant amendment to the policy is required to be audited in accordance with sections 93D(4) and 94.
- 3.3 The preferred option is to change the Wairoa urban residential 0.55 rate to take effect to properties with a land value of greater than \$65,000.00 from the year commencing 1 July 2017, this meets the purpose of local government as it will help meet the current and future needs of communities in a way that is most cost-effective for households and businesses. It will lead to a more equitable burden of rates.

4. CONCLUSION

- 4.1 An alteration to the Wairoa urban residential 0.55 is not a significant amendment to the revenue and financing policy.
- 4.2 An alteration to the Wairoa urban residential 0.55 will increase the incidence of rates to Wairoa urban residential 1.0 ratepayer by \$6.70 per property or \$11,035.00.

5. CORPORATE CONSIDERATIONS**What is the change?**

- 5.1 A change to the Wairoa urban residential 0.55 to a land value of \$65,000.00 will increase the incidence of rates to Wairoa urban residential 1.0 ratepayers by \$6.70 per rateable property.
- 5.2 An alteration to the Wairoa urban residential 0.55 is not a significant amendment to the revenue and financing policy. Only a significant amendment to the policy is required to be audited in accordance with sections 93D(4) and 94 of the Act.

Compliance with legislation and Council Policy

- 5.3 Clarity on rating differentials form part of the Revenue and financing policy. Section 94(3) of the Local Government Act 2002 (the Act) stipulates that a local authority may amend a

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA**23 MAY 2017**

long-term plan at any time. Section 103(4) of the Act advises that if a local authority amends its revenue and financing policy under section 93(4), only a significant amendment to the policy is required to be audited in accordance with sections 93D(4) and 94.

What are the key benefits?

5.4 A more equitable distribution of the incidence of rates.

What is the cost?

5.5 A change to the Wairoa urban residential 0.55 to a land value of \$65,000.00 will increase the incidence of rates to 1647 Wairoa urban residential 1.0 ratepayers by \$6.70 per rateable property or \$11,035.00

What is the saving?

5.6 Not applicable

Who has been consulted?

5.7 No consultation has taken place. This is a recurring issue that Council can rectify transparently via a policy amendment. Due to the restricted area of focus, and relatively low impact on affected stakeholders it is assessed that full consultation is not necessary. It is suggested that the proposed amendment be published on Council's website, via social media and at Council offices, inviting feedback from the affected ratepayers.

5.8 Subject to responses from the community, and following the hearing to submissions to the draft annual plan, this matter would then be taken to Council on 20 June 2017.

Service delivery review

5.9 Not applicable.

Maori Standing Committee

5.10 Not applicable.

6. SIGNIFICANCE

6.1 Although this report advocates an amendment to Council's Revenue and Financing Policy, the scope and impact is considered sufficiently narrow and minimal for this matter to be assessed as low significance.

7. RISK MANAGEMENT

7.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10 and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:

7.2 Section 94(3) of the Local Government Act 2002 (the Act) stipulates that a local authority may amend a long-term plan at any time. Section 103(4) of the Act advises that if a local authority amends its revenue and financing policy under section 93(4), only a significant amendment to the policy is required to be audited in accordance with sections 93D(4) and 94.

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA

23 MAY 2017


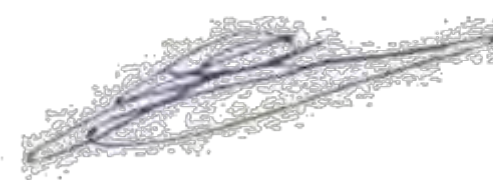
- 7.3 A change to the Wairoa urban residential 0.55 to a land value of \$65,000.00 will increase the incidence of rates to 1647 Wairoa urban residential 1.0 ratepayers by \$6.70 per rateable property or \$11,035.00.
- 7.4 If no change is made 18 Wairoa urban residential 0.55 ratepayers will incur disproportionately higher general and roading rates when compared other Wairoa urban residential ratepayers. It is anticipated that these ratepayers would complain about the level of rates assessed.
- 7.5 The main risks to consider are the balancing of unintended rates consequences arising from movements in land values versus the potential assertion that Council has not consulted effectively on an amendment to a statutory policy.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
<p>David Doole Author</p>	<p>Gary Borg Approved by</p>

8.3 APPROVAL OF VARIANCE - FINANCIAL PLANNING AND MANAGEMENT SYSTEM UPGRADE

Author: Gary Borg, Chief Financial Officer

Authoriser: Fergus Power, Chief Executive Officer

Appendices: 1. Report to Committee - Financial System Upgrade [↓](#)

1. PURPOSE

1.1 The purpose of this report is to seek Council approval of a variance to budget of \$19,000.

RECOMMENDATION

The Finance Audit and Risk Committee RECOMMENDS that Council approves a variance of \$19,000 to the budget for the year ended 30 June 2017 for the upgrade to its financial system.

EXECUTIVE SUMMARY

2. BACKGROUND

2.1 At its meeting of 23 May 2017, the Committee received the report attached as Appendix 1.


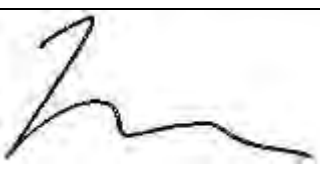
2.2 The Committee was satisfied that the variance, which would be funded through internal loan and general reserves is justified.

3. CURRENT SITUATION

3.1 The matter is referred so that Council can approve this variance to planned expenditure.

3.2 All other considerations are as described in Appendix 1.

Signatories

 	
Author Gary Borg	Approved by Fergus Power

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA**23 MAY 2017****8.7 APPROVAL OF VARIANCE - FINANCIAL PLANNING AND MANAGEMENT SYSTEM UPGRADE**

Author: Gary Borg, Chief Financial Officer
Authoriser: Fergus Power, Chief Executive Officer
Appendices: Nil

1. PURPOSE

- 1.1 The seek approval for unbudgeted expenditure on a financial system upgrade.

RECOMMENDATION

The Chief Financial Officer RECOMMENDS that the Committee recommend Council approves a variance of \$19,000 to the budget for the year ended 30 June 2017.

2. BACKGROUND

- 2.1 The last Long Term Plan and the past two Annual Plans have been prepared using an integrated spreadsheet. This has been an effective but cumbersome tool, however it was prepared as the MagiQ Long Term Financial Planning Module was not considered ready for market by Council staff at the time of the 2015-25 LTP preparation.
- 2.2 Three years have passed since this assessment and at a presentation to CFO and FPM at the MagiQ offices in April, MagiQ have shown a product that is flexible, easily updatable and usable for both LTP and Annual Plan preparation.
- 2.3 No report on 2018-28 LTP preparation has previously been prepared for consideration by Council or Committee.
- 2.4 Plans, while statutory in nature, support the financial transparency and planning of Council's operations as well as being the framework for the establishment of rating needs for the forthcoming years.
- 2.5 An Annual or Long Term Plan takes significant time and effort on all parts of the organisation to develop the budgets and funding requirements.
- 2.6 In 2014 Council reviewed a product offer from MagiQ that supported the development of the Long Term Plan 2015-25. The assessment at that time was that the product was not ready and would take more resources than what was available at that time within Council to implement and utilise successfully.

3. CURRENT SITUATION

- 3.1 In April 2017 CFO and FPM attended a demonstration of the updated product and it was the assessment of these officers that the development of the product has brought this to a state where it would now add value to the financial operations and the planning needs of the Council.
- 3.2 The product now offers up to 30 years of forward planning (which would align with the Infrastructure Strategy that is a fundamental component of the majority of the Council's

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA**23 MAY 2017**

operational and capital spending, and the ability to continuously develop Council's financial plans for future Annual Plans, strategies and LTPs.

- 3.3 The initial work on the planning on the 2017/18 Annual Plan was completed using the MagiQ Budgeting and Reporting (performance product) tool that Council has had in place and Finance utilises to support the Annual and monthly/quarterly reporting.

4. OPTIONS

- 4.1 The options identified are:
- a. Continue to Utilise a spreadsheet based preparation of plans
 - b. Build on the work of this year and move to a computerised planning platform.
- 4.2 The spreadsheet based preparation process has the advantage of being known by the staff, easily understood and amendable by staff to meet any radical changes. The workbook that has been developed has a self-check function, checks for staff that the system produces a balanced Financial Statement Report, reconciles all the statements that need to be reconciled and has been written to be compliant with the current legislative, International Public Sector Accounting Standards (IPSAS) and the International Financial Reporting Standards (IFRS).
- 4.3 The main issue that Council has, is that the person that developed the spreadsheet is no longer part of the Council's staff. While current staff have the ability to maintain the workbooks where necessary, the underlying knowledge base on the interconnectivity of the workbook is lost to Council. Also, this workbook solution is focused and reporting only on a 10 year basis. Longer term strategic planning (e.g, a 20 or 30 year plan) is not part of the workbook and as such does not align with the requirements around the asset management planning that is now part of the LTP process.
- 4.4 Council could continue to operate in this format, however it is limited in the full integration of the budget with Council's accounting software and preparation of future plans.
- 4.5 The Financial Planning Module as presented to staff is an integrated system that will utilise the existing system setup, design and functionality of the General Ledger and BR Reporting account mapping in organising and consolidating budgeting. It has been designed for maximum flexibility for the users, including the length, depth of budgets as well as an integrated method for overhead allocations.
- 4.6 As with any new system there will be a setup and acceptance process that will utilise staff time. With this proposal a mid-September installation, under current planning a point where it is forecast that the preparation of the Annual Report 2016-17 will be substantially complete and sufficiently close to the starting point of developing the 2018-28 LTP to be able to take maximum advantage of the training available to Council by MagiQ staff undertaking the installation.
- 4.7 The preferred option is to move to the integrated planning module as it will provide a consistent integrated financial planning tool that will sustain Council through numerous planning cycles.

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA**23 MAY 2017****5. CONCLUSION**

- 5.1 Council Officers are looking to move to a flexible, fit for purpose, integrated strategic and operational planning solution that it is believed the updated MagiQ Financial Planning Module now provides.
- 5.2 In total the acceptance and implementation would give rise to an adverse variance of \$19,000.

6. CORPORATE CONSIDERATIONS**What is the change?**

- 6.1 No operations or policies will change with this process.
- 6.2 This will not trigger a S17a review.

What are the key benefits?

- 6.3 Greater integration between Strategic Plans, LTP and Annual Plans and reporting.

What is the cost?

- 6.4 Included in the Annual Plan is a budget of \$15,000 for the implementation of this planning module. We have been advised that the total cost to establish this module, including the first year's licencing cost is in the order of \$34,000. The breakdown of this figure indicates that both capital and operational costs have been included in this quote.

What is the saving?

- 6.5 Reduced time in processing future plans, updates and changes to background options (e.g. BERL reported annual adjustments)

Who has been consulted?

- 6.6 No consultation has taken place on this item.

7. SIGNIFICANCE

- 7.1 In accordance with Council Significance and Engagement Policy this matter is assessed as being of low significance.

8. RISK MANAGEMENT

- 8.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10 and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:
 - a. There are no strategic risks associated with this item.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

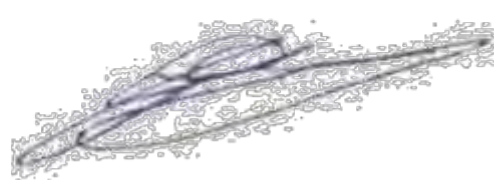
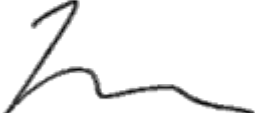
- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA

23 MAY 2017

- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
<p>Gary Borg Author</p>	<p>Fergus Power Approved by</p>

8.4 COMMUNITRAK SURVEY 2017

Author: Gary Borg, Chief Financial Officer

Authoriser: Fergus Power, Chief Executive Officer

- Appendices:**
1. Report to Committee 23 May 2017 [↓](#)
 2. Communitrak Survey 2017 [↓](#)
 3. Communitrak Survey 2017 - Verbatim Comments [↓](#)

1. PURPOSE

1.1 This report presents the results of the 2017 Communitrak Survey

RECOMMENDATION

The Finance Audit and Risk Committee RECOMMENDS that Council receives the report.

EXECUTIVE SUMMARY

[\[Type here\]](#)

2. BACKGROUND



2.1 At its meeting of 23 May 2017, the Committee received the report attached as Appendix 1, and the survey reports attached as Appendices 2 & 3.

3. CURRENT SITUATION

3.1 The report is now referred to Council for consideration.

3.2 All other matters are as described in Appendix 1

Signatories

	
<p>Author Gary Borg</p>	<p>Approved by Fergus Power</p>

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA**23 MAY 2017****8.5 2017 COMMUNITRAK SURVEY****Author:** Christopher Hankey, Financial Planning Manager**Authoriser:** Gary Borg, Chief Financial Officer**Appendices:**
1. 2017 Communitrak Survey Results
2. 2017 Survey Appendix - Freeform Questions Responses**1. PURPOSE**

- 1.1 This report provides information for Committee on the 2017 Communitrak Survey undertaken on behalf of the Council. No decisions are required by Committee at this stage.

RECOMMENDATION

The Financial Planning Manager RECOMMENDS that Committee:

1. Receive the report, and
2. Endorse the report for passing to Council.

2. BACKGROUND

- 2.1 Council engages a number of formats for interacting with the community. National Research Bureau (NRB) have been providing this service continuously from 1995. This is achieved through NRB's Communitrak™ Survey reviews various performance measures as seen by the community and their interaction with council's services and interaction with staff and Councillors. The advantages and benefits of this are twofold:
- 2.1.1. Council has the National Average and Peer Group Average comparisons against which to analyse perceived performance,
 - 2.1.2. Council introduced questions reflecting areas of interest to Wairoa District.
- 2.2 The last survey was completed in 2016.
- 2.3 This is the first presentation of the 2017 survey to Council or Committee.

3. OVERVIEW OF THE SURVEY

- 3.1 The Communitrak™ survey summarises the opinions and attitudes of Wairoa District Council residents and ratepayers to the services and facilities provided for them by their Council and their elected representatives.
- 3.2 The Wairoa District Council commissioned Communitrak™ as a means of measuring their effectiveness in representing the wishes and viewpoints of their residents. Understanding residents' and ratepayers' opinions and needs will allow Council to be more responsive towards its citizens.
- 3.3 Communitrak™ provides a comparison for Council on major issues, on their performance relative to the performance of their Peer Group of similarly constituted Local Authorities, and to Local Authorities on average throughout New Zealand.

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA

23 MAY 2017

- 3.4 200 residents of the district responded to the survey, at a response rate of 62.5%. This is higher than previous years. Calls were made between 4.30 and 8.30 weekdays and 9.30am and 8.30pm weekend days between Friday 10th and Sunday 19th March 2017.
- 3.5 The sample of district personnel were selected from the HB telephone directory with eligible person being the male or female, over the aged of 18 who had the next birthday at the location of the call.

4. SNAPSHOT OF KEY FINDINGS

- 4.1 Any additions of all results that do not total 100% is due to rounding.
- 4.2 Satisfaction with Services/Facilities

	Waikoa 2017		Waikoa 2016		Waikoa 2015	
	Very/fairly satisfied %	Not very satisfied %	Very/fairly satisfied %	Not very satisfied %	Very/fairly satisfied %	Not very satisfied %
Control of livestock	89 ↑	6 =	79	13	83	8
Library service	86 ↑	0 =	73	1	83	-
Waikoa Community Centre	66 =	4 =	62	2	80	5
The Waikoa Museum	77 ↑	0 =	69	1	73	-
Cemetery maintenance	71 ↑	5 =	61	2	70	3
Civil Defence Emergency Management	71 =	34 ↑	77	5	70	8
Dog control	71 =	26 =	71	21	63	29

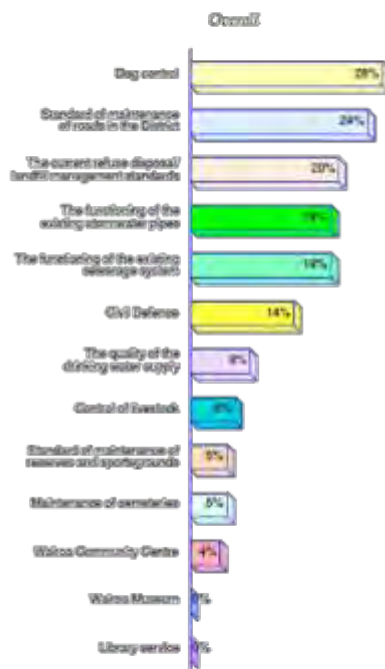
NB: where figures don't add to 100%, the balance is a "don't know" response

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA

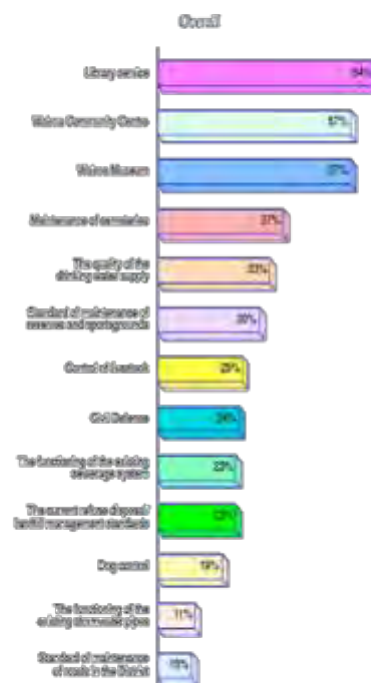
23 MAY 2017

4.3 Satisfaction vs. non-satisfied reporting is summarised as:

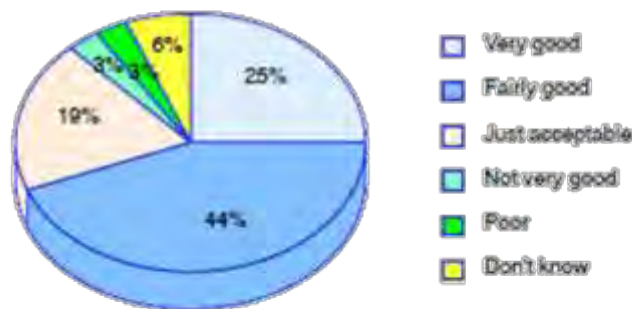
Percent Saying They Are Not Very Satisfied With...



Percent Saying They Are Very Satisfied With...



4.4 Performance of the Mayor and Councillors is above both peer group and the national averages for the total of Very and Fairly Good responses. This year is summarised as:

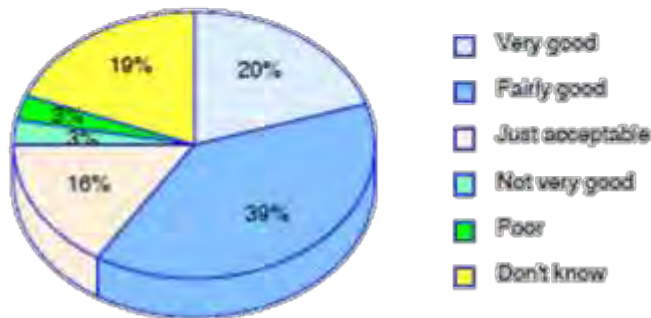


	Very good/ Fairly good %	Just acceptable %	Not very good/Poor %	Don't know %
2017	69	19	6	6
2016	55	32	5	9
2015	57	25	16	3

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA

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4.5 Performance of Council Staff is similar to both peer group and the national averages for the total of Very and Fairly Good responses. This year is summarised as:

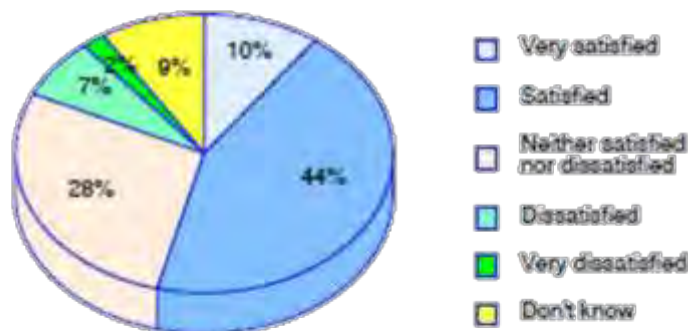


	Very good/ Fairly good %	Just acceptable %	Not very good/Poor %	Don't know %
2017	59	16	6	19
2016	66	19	5	10
2015	55	21	11	12

4.6 35% (2016 39%) of residents think that Wairoa is a better place to live than 3 years ago, with 8% (2016 11%) saying it is worse.

4.7 41% (2016 49%) think Wairoa is generally a safe place to live with 3% (2016 3%) saying that it is not really, or definitely not a safe place to live.

4.8 Public satisfaction with Council’s engagement with the community is summarised as:



	Very satisfied/ Satisfied %	Neither satisfied nor dissatisfied %	Dissatisfied/ Very dissatisfied %	Don't know %
2017	54	28	9	9
2016	54	27	13	7
2015	53	28	16	3

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA

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4.9 Consultation with Maori is assessed as:


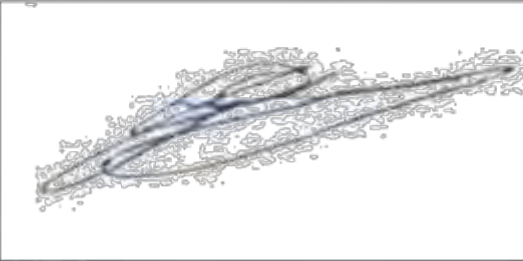
	More than enough %	Enough %	Not enough %	Nowhere near enough %	Don't know %
2017	26	43	8	4	19
2016	23	43	17	2	15
2015	21	45	13	4	17

4.10 Quality of Life is rated as:

	Very good %	Good %	Fair %	Poor %	Don't know %
2017	46	44	5	5	-
2016	47	39	11	3	-
2015	43	43	11	3	-

4.11 The full survey and the appendix, being the comments received where an open ended, or a "tell us what you think question" is asked.

Signatories

	
Christopher Hankey Author	Gary Borg Approved by

**WAIROA DISTRICT COUNCIL
COMMUNITRAK™ SURVEY
MARCH 2017**

COMMUNITRAK™ SURVEY

PUBLIC PERCEPTIONS AND INTERPRETATIONS OF COUNCIL SERVICES & REPRESENTATION

PREPARED AS PART OF THE PUBLIC FEEDBACK PROGRAMME FOR:

WAIROA DISTRICT COUNCIL

MARCH 2017



**National Research Bureau Ltd
PO Box 10118, Mt Eden, Auckland, New Zealand
P (09) 6300 655, www.nrb.co.nz**

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NB: Please note the following explanations for this report:

- Figures that are comparably lower than percentages for other respondent types.
- Figures that are comparably higher than percentages for other respondent types.

Arrows, whenever shown, depict a directional trend.

In general, where bases are small (<30), no comparisons have been made. For small bases, the estimates of results are not statistically reliable due to the high margins of error.

Icons used in this report made by Freepik from www.flaticon.com

A. SITUATION AND OBJECTIVES

The vision for Wairoa District Council reads:

"Creating the ultimate living environment. To be a vibrant, attractive and thriving District, by developing sustainable lifestyles based around our unique environment; the envy of New Zealand and recognised worldwide."

"Auaha mutunga kore o te taiao piki kōtuku. Ka kitea te ihi me te ātanga, kia anga whakamua tonu ai ngā mahi i roto i tā tātou rohe, kia whakapūmau tonu ai te āhua noho tōrere i tō tātou taiao ahurei, kia āhua pūhaehae ai o Aotearoa nei me te ao whānui."

Council has engaged a variety of approaches both to seeking public opinion and to communicating its decisions and programmes to residents and ratepayers. One of these approaches was to commission the National Research Bureau's Communitrak™ survey in 1993, 1995-2016 and now again in March 2017.

The advantages, and benefits of this are twofold ...

- Council has the National Average and Peer Group Average comparisons against which to analyse perceived performance,
- Council introduced questions reflecting areas of interest to Wairoa District.

* * * * *

2

B. COMMUNITRAK™ SPECIFICATIONS

Sample Size

This Communitrak™ survey was conducted with 200 residents of the Wairoa District.

Interview Type

All interviewing was conducted by telephone, with calls being made between 4.30pm and 8.30pm on weekdays and 9.30am and 8.30pm weekends.

Sample Selection

The relevant white pages of the Hawke's Bay telephone directory were used as the sample source, with every xth number being selected; that is, each residential (non-business) number selected was chosen in a systematic, randomised way (in other words, at a regular interval), in order to spread the numbers chosen in an even way across all relevant phone book pages.

Quota sampling was used to ensure an even balance of male and female respondents. In addition, proportional ethnic group quotas were used. Please see also Section E (Appendix).

Households were screened to ensure they fell within the Wairoa District Council's geographical boundaries.

Respondent Selection

Respondent selection within the household was also randomised, with the eligible person being the man or woman, normally resident, aged 18 years or over, who had the next birthday.

Call Backs

Three call backs, ie, four calls in all, were made to a residence before the number was replaced in the sample. Call backs were made on a different day or, in the case of a weekend, during a different time period, ie, at least four hours later.

Sample Weighting

Weightings were applied to the sample data, to reflect the actual gender, age group, and ethnic group proportions in the area as determined by Statistics New Zealand's 2013 Census data. The result is that the total figures represent the adult population's viewpoint as a whole across the entire Wairoa District. Bases for subsamples are shown in the Appendix. Where we specify a "base", we are referring to the actual number of respondents interviewed.

Survey Dates

All interviews were conducted from Friday 10th March to Sunday 19th March 2017.

Comparison Data

Communitrak™ offers to Councils the opportunity to compare their performance with those of Local Authorities across all of New Zealand as a whole (National Average) and with similarly constituted Local Authorities (Peer Group Average), through a National Survey of 1,000 residents carried out in July 2016.

Comparisons are made with this data, and with previous readings, when applicable.

The survey methodology for the comparison data is similar in every respect to that used in your Council's Communitrak™ reading.

Where comment has been made regarding respondents more or less likely to represent a particular opinion or response, the comparison has been made between respondents in each socio-economic group and not between each socio-economic group and the total.

Weightings have been applied to this comparison data to reflect the actual adult population in Local Authorities as determined by Statistics NZ 2013 Census data.

It is important to bear in mind that this is a 'yardstick' only to provide an indication of typical resident perceptions. The performance criteria established by Council are of particular relevance, and thus are the emphasis of the survey.

Comparisons With National Communitrak™ Results

Where survey results have been compared with Peer Group and/or National Average results from the July 2016 National Communitrak™ Survey, NRB has used the following for comparative purposes, for a sample of 200 residents:

above/below	±10% or more
slightly above/below	±8% to 9%
on par with	±4% to 7%
similar to	±1% to 3%

4

Margin Of Error

The survey is a quota sample, designed to cover the important variables within the population. Therefore, we are making the assumption that it is appropriate to use the error estimates that would apply to a simple random sample of the population.

The following margins of error are based on a simple random sample. The maximum likely error limits occur when a reported percentage is 50%, but more often than not the reported percentage is different, and margins of error for other reported percentages are shown below. The margin of error approaches 0% as a reported percentage approaches either 100% or 0%.

Margins of error rounded to the nearest whole percentage, at the 95 percent level of confidence, for different sample sizes and reported percentages are:

Sample Size	Reported Percentage				
	50%	60% or 40%	70% or 30%	80% or 20%	90% or 10%
900	±4%	±4%	±4%	±4%	±3%
400	±5%	±5%	±5%	±4%	±3%
300	±6%	±6%	±5%	±5%	±3%
200	±7%	±7%	±6%	±6%	±4%

The margin of error figures above refer to the **accuracy** of a result in a survey, given a 95 percent level of confidence. A 95 percent level of confidence implies that if 100 samples were taken, we would expect the margin of error to contain the true value in all but five samples. At the 95 percent level of confidence, the margin of error for a sample of 200 respondents, at a reported percentage of 50%, is plus or minus 7%.

Response Rate

The response rate for the 2017 Wairoa District Council was **62%**, which is much higher than seen typically in web or mail-out surveys (often in the 5%-30% range). With a decreasing response rate there is an increasing likelihood that the sample is less and less representative of the District.

Significant Difference

This is a test to determine if the difference in a result between two separate surveys is significant. Significant differences rounded to the nearest whole percentage, at the 95 percent level of confidence, for different sample sizes and midpoints are:

Sample Size	Midpoint				
	50%	60% or 40%	70% or 30%	80% or 20%	90% or 10%
500	6%	6%	6%	5%	4%
400	7%	7%	6%	6%	4%
300	8%	8%	7%	6%	5%
200	10%	10%	9%	8%	6%

The figures above refer to the difference between two results that is required, in order to say that the difference is significant, given a 95 percent level of confidence. Thus the significant difference, for the same question, between two separate surveys of 200 respondents is 10%, given a 95 percent level of confidence, where the midpoint of the two results is 50%.

Please note that while the Communitrak™ survey report is, of course, available to residents, the Mayor and Councillors, and Council staff, it is not available to research or other companies to use or leverage in any way for commercial purposes.

* * * * *



C. EXECUTIVE SUMMARY

This report summarises the opinions and attitudes of Wairoa District Council residents and ratepayers to the services and facilities provided for them by their Council and their elected representatives.

The Wairoa District Council commissioned Communitrak™ as a means of measuring their effectiveness in representing the wishes and viewpoints of their residents. Understanding residents' and ratepayers' opinions and needs will allow Council to be more responsive towards its citizens.

Communitrak™ provides a comparison for Council on major issues, on their performance relative to the performance of their Peer Group of similarly constituted Local Authorities, and to Local Authorities on average throughout New Zealand.

SNAPSHOT



89% of residents are satisfied with the standard of maintenance of reserves and sportsgrounds.



While 26% are not very satisfied with dog control.



97% of residents think Wairoa District is definitely/mostly a safe place to live.



54% of residents are satisfied with the way Council involves the public in the decisions it makes.



74% of residents feel very safe/safe in their home and for their livelihood if a natural disaster strikes.

COUNCIL SERVICES/FACILITIES

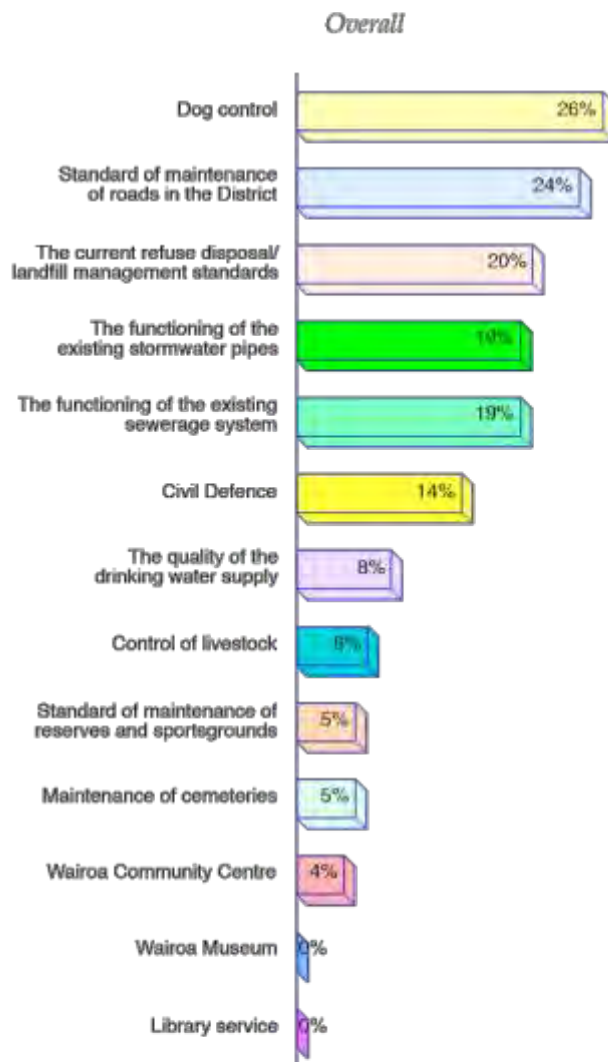
Comparison Table: Satisfaction With Services/Facilities (where applicable)

	Wairoa 2017		Wairoa 2016		Wairoa 2015	
	Very/fairly satisfied %	Not very satisfied %	Very/fairly satisfied %	Not very satisfied %	Very/fairly satisfied %	Not very satisfied %
Control of livestock	89 ↑	6 =	79	13	83	8
Library service	86 ↑	- =	73	1	83	-
Wairoa Community Centre	86 =	4 =	82	2	80	5
The Wairoa Museum	77 ↑	- =	69	1	73	-
Cemetery maintenance	71 ↑	5 =	61	2	70	3
Civil Defence Emergency Management	71 =	14 ↑	77	5	70	8
Dog control	71 =	26 =	71	21	63	29

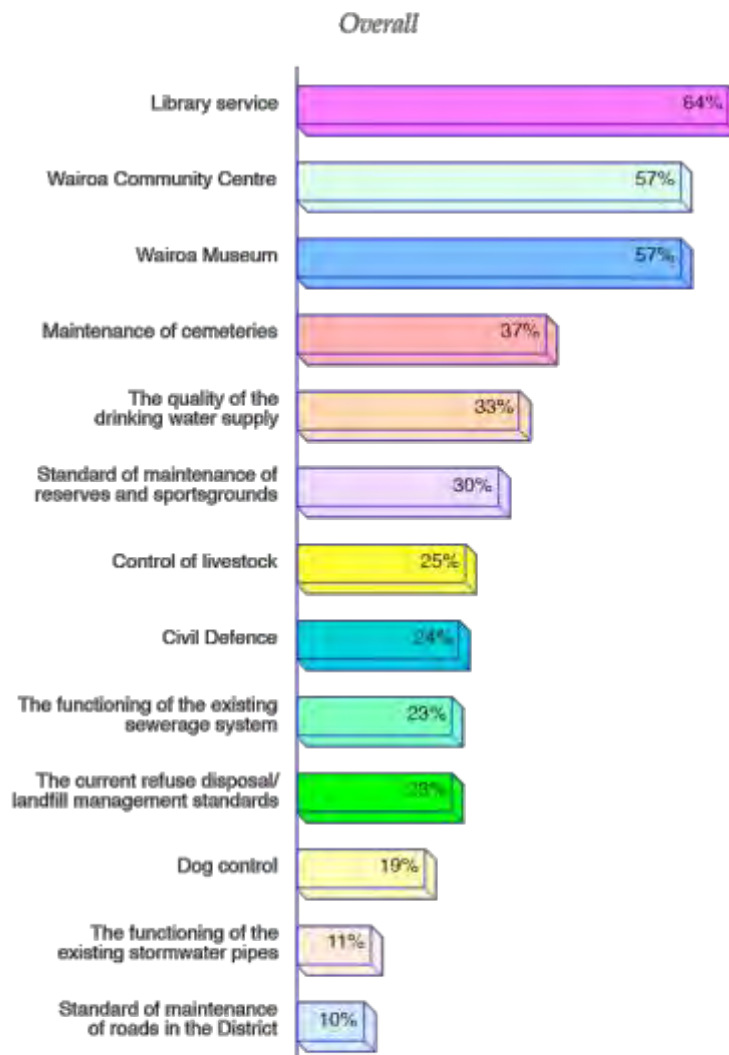
NB: where figures don't add to 100%, the balance is a "don't know" response

Key: ↑ above/slightly above 2016 reading
= similar/on par

Percent Saying They Are Not Very Satisfied With ...



Percent Saying They Are Very Satisfied With ...



Percent Not Very Satisfied Versus Peer Group/National Averages

The percent not very satisfied in Wairoa District is **higher/slightly higher** than the Peer Group Average and/or National Average for ...

	Wairoa %	Peer Group %	National Average %
• the functioning of the existing sewerage system	19	*5	*6

For the remaining services or facilities for which comparative data is available, Wairoa District performs **on par with/similar to** other like Local Authorities and Local Authorities nationwide on average for the following ...

• dog control	26	20	19
• standard and maintenance of roads in the District	24	**23	**25
• current refuse disposal and landfill management standards	20	†13	†17
• functioning of the District's existing stormwater pipes	19	**17	**14
• Civil Defence	14	7	7
• quality of the drinking water supply	8	◊14	◊9
• standard of maintenance of reserves and sportsgrounds	5	*5	*5
• cemetery maintenance	5	*3	*4
• library service	-	3	3
• the Wairoa Museum	-	3	3

* figures based on the **averaged** ratings for sportsgrounds and playgrounds, **and** parks and reserves, which were asked separately in the 2016 National Communitrak Survey

** figures based on ratings of stormwater services in general

† figures based on ratings of refuse disposal in general

** figures based on ratings of roading in general

* figures based on ratings of cemeteries, **including** maintenance

** figures based on ratings of sewerage system in general

◊ figures based on ratings of museums in general

◊◊ figures based on ratings of water supply in general

Please note that there are no comparative Peer and National Average figures for livestock control and Wairoa Community Centre.

Frequency Of Household Use - Council Services And Facilities

	Usage in the Last Year		
	Three times or more %	Once or twice %	Not at all %
A landfill in the District	78	4	18
A public library	57	16	27
Wairoa Community Centre	51	21	28
A reserve or sportsground	53	17	30
Wairoa Museum	22	35	43
A cemetery [†]	25	30	44
Council's free WiFi on Marine Parade to access the Internet	21	16	63
Control of dogs	8	14	78
Computers or WiFi in the library to access the Internet	11	6	83
Control of livestock	2	9	89

% read across

[†] does not add to 100% due to rounding

A landfill in the District, 82% (73% in 2016),
a public library, 73% (53% in 2016), and
Wairoa Community Centre, 72% (62% in 2016).

... are the facilities or services surveyed which have been most frequently used by
households in the last year.

CONTACT WITH COUNCIL**a. Who They Approach First**

Residents were asked who they would approach first when they have a matter that they need to raise with Council. 18% would approach a Councillor first (13% in 2016), while 64% would first approach the Council offices or staff (75% in 2016).

27% of residents say they have contacted a Councillor and /or the Mayor in the last 12 months (23% in 2016).

b. Satisfaction With The Service They Receive When Contacting The Council Offices

Overall, 60% of residents have had contact with the Council offices in the last twelve months. Of these, 93% are satisfied with the overall service received, and 7% who are not very satisfied. These readings are similar to the 2016 results.

In the last 12 months:

42% of residents contacted the Council offices **by phone** (41% in 2016), with 92% of these residents being satisfied.

43% of residents contacted the Council offices **in person** (47% in 2016), with 97% of these residents being satisfied.

3% of residents contacted the Council offices **in writing** (7% in 2016), with 75%* of these residents being satisfied.

11% of residents contacted the Council offices **by email** (10% in 2016), with 96%* of these residents being satisfied.

* caution: small bases

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REPRESENTATION

The success of democracy in the Wairoa District Council depends on the Council both influencing and encouraging the opinions of its citizens and representing these views and opinions in its decision making.

a. Awareness

86% of Wairoa residents can name at least one Councillor correctly, with 15% able to name five or more. These readings are similar to the 2016 results. On average, residents who can name a Councillor, can name three Councillors.

b. Accessibility Of Councillors

81% of residents feel they know how to contact a Councillor and would do so if the situation arose where they wanted to put a viewpoint, problem or issue to a Councillor. This is similar to the 2016 result.

c. Approachability

In terms of how approachable residents feel their Councillors are, 55% believe their representatives welcome questions, comments and requests, so that they would feel comfortable approaching them (58% in 2016). 12% feel Councillors would be reluctant and resistant to approaches (7% in 2016).

Wairoa District residents are slightly above Peer Group residents and residents nationwide, in terms of feeling their Councillors are approachable.

d. Open-mindedness

39% of Wairoa District residents feel that their Councillors give a fair and open-minded hearing when dealing with local community issues (44% in 2016). 15% feel Councillors are defensive and one-sided in these situations (12% in 2016). 39% feel the answer lies somewhere between the two (36% in 2016).

Wairoa District residents are similar to the Peer Group Average and on par with the National Average, in terms of their impressions of the Mayor and Councillors' open-mindedness.

e. Consultation

44% of Wairoa residents want consultation on major issues, and a further 20% wish to be consulted step by step on most issues. 33% want to leave the Mayor and Councillors to get on with the job they were elected for, while keeping the public informed. These readings are similar to the 2016 results.

Wairoa District residents are below Peer Group residents and residents nationwide, in wanting consultation on major issues.

Issues* considered major, that residents want consultation on, are ...

- sewerage issues, mentioned by 11% of all residents,
- expenditure / major spending / overspending, 7%,
- rates issues / increases / spending of rates, 7%,
- water supply issues, 6%,
- roading / footpath issues, 5%

* multiple responses allowed

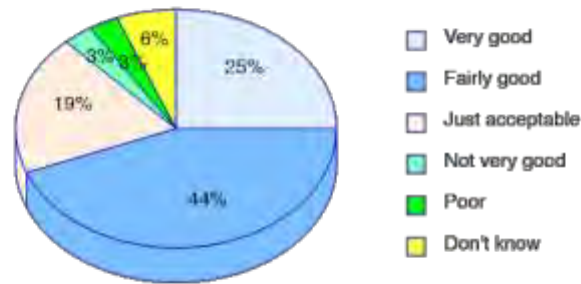
Those† wanting consultation expressed a desire for this to be channelled through ...

- newspapers / newspaper articles, 57% of those wanting consultation on most / major issues,
- public meetings / hous, 42%,
- internet / website pages, 21%,
- newsletters, 13%

† Base = 127

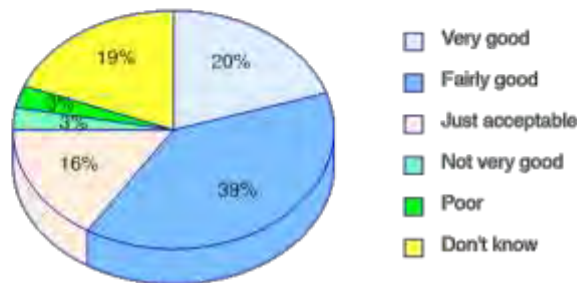
We believe that although a large number suggested meetings as a consultative measure, this cannot be taken to mean that large numbers would attend meetings. Rather, we feel this is the constituency calling for consultation on a more personal basis, with greater interaction and **two-way** communication between the Council and residents. In 2017, 7% of residents said they attended a public meeting in the last six months.

f. Performance Rating Of The Mayor And Councillors



Wairoa District is slightly above the Peer Group Average and above the National Average, in terms of rating the Mayor and Councillors' performance as very /fairly good.

g. Performance Rating Of The Council Staff



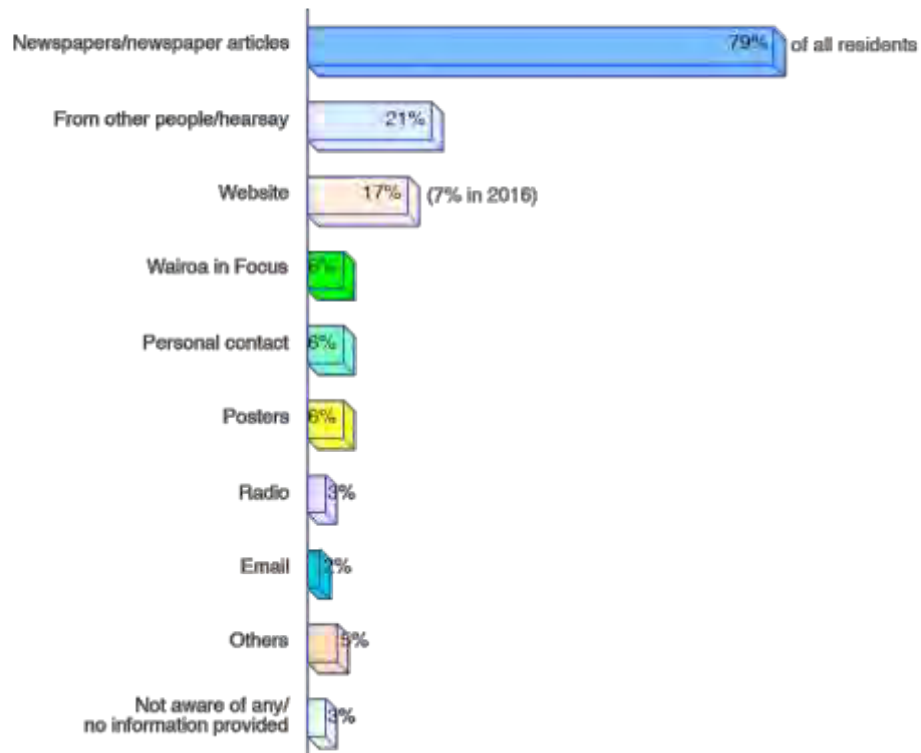
Wairoa District is similar to the Peer Group and National Averages, in terms of rating the performance of Council staff as very /fairly good.

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LOCAL ISSUES

Information

Where*, or from whom, do you see, read or hear about Wairoa District Council news and events?

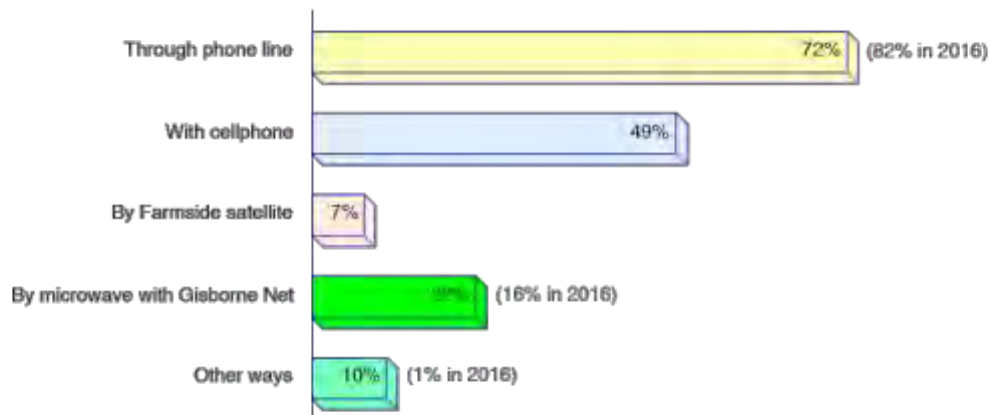


* multiple responses allowed

Internet Access

88% of residents say they have access to the Internet (83% in 2016).

How residents[†] access Internet at home



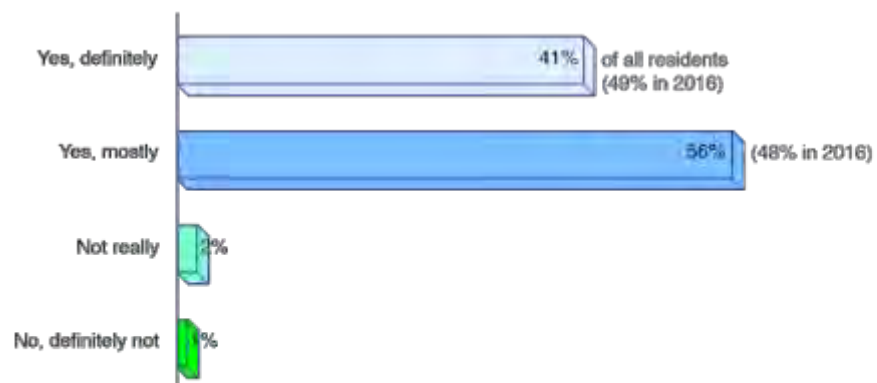
[†] residents who have access to Internet at home
Base = 164

Place To Live

35% of residents think Wairoa District is better, as a place to live, than it was three years ago (39% in 2016), while 52% feel it is the same (44% in 2016) and 8% say it is worse (11% in 2016). 5% are unable to comment.

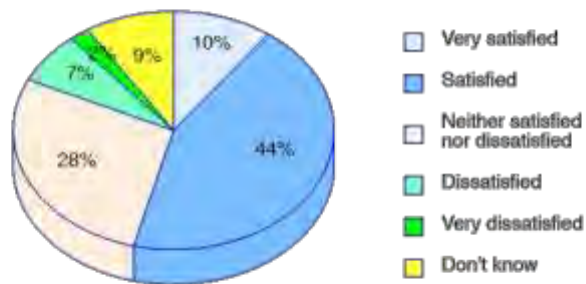
Perception Of Safety

Is Wairoa District generally a safe place to live?



Council Consultation And Community Involvement

Satisfaction with the way Council involves the public in the decisions it makes.



Residents think the Council's level of consultation with Maori in the District is:

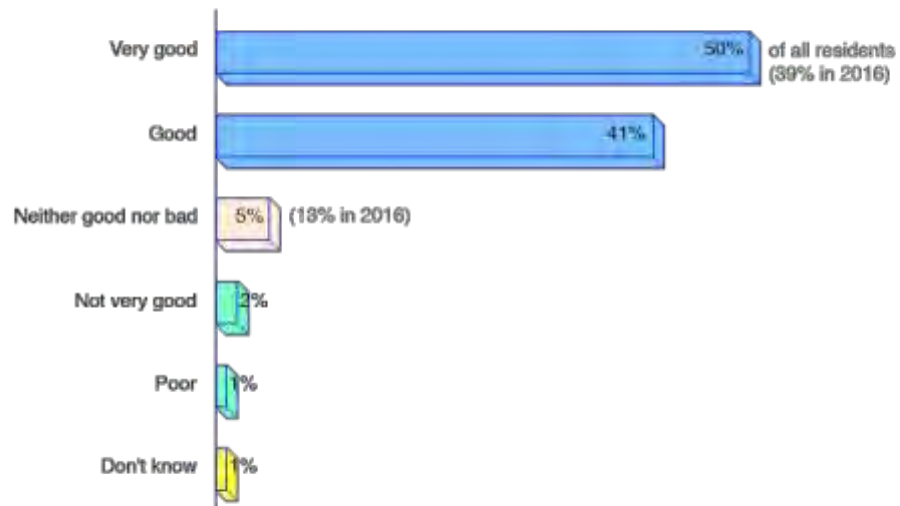
More than enough	26% of all residents
Enough	43%
Not enough	8% (17% in 2016)
Nowhere near enough	4%
Don't know	19% (15% in 2016)

Quality Of Life

Overall, 46% of residents feel the quality of life in Wairoa District is very good, 44% say it is good (39% in 2016), 5% think it is fair (11% in 2016) and 5% say it is poor.

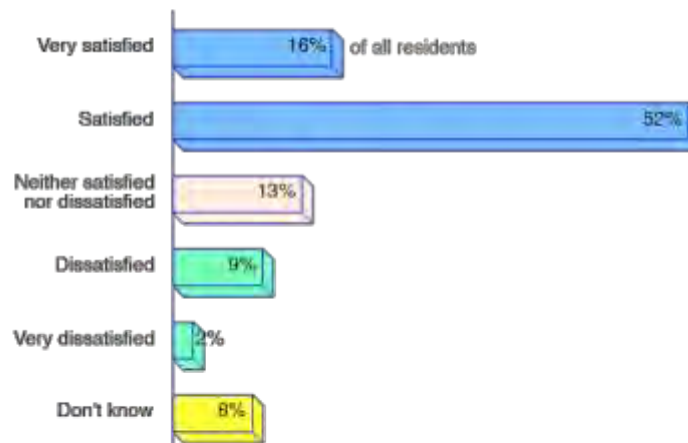
Community Spirit

Residents rate the community spirit of Wairoa District as ...



Natural Environment

Satisfaction that the natural environment in the Wairoa District is being preserved and sustained for future generations ...



21

Civil Defence/Emergency Management

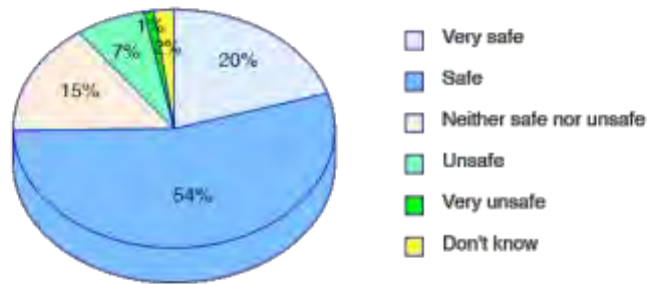
66% of residents say they are prepared for a Civil Defence emergency, while 34% say they are not.

The Council has an ongoing education programme to encourage residents to prepare for a Civil Defence emergency. 50% of residents say they are aware of this campaign.

Where or from whom residents get Civil Defence information*:

- visiting a website / the Internet / looking online, mentioned by 43% of all residents (20% in 2016),
 - by ringing / visiting the District Council, 39%,
 - the phone book, 19% (26% in 2016),
 - family / friends / neighbours / other people, 3%,
 - phone 111 / emergency services, 3%,
 - Civil Defence / Civil Defence staff, 2%,
 - police, 2%,
 - radio, 2%,
 - newspaper, 2%,
 - TV, 1%,
 - fire brigade, 1%,
 - others, 2%,
 - don't know, 4%.
- * multiple responses allowed
not mentioned in 2016

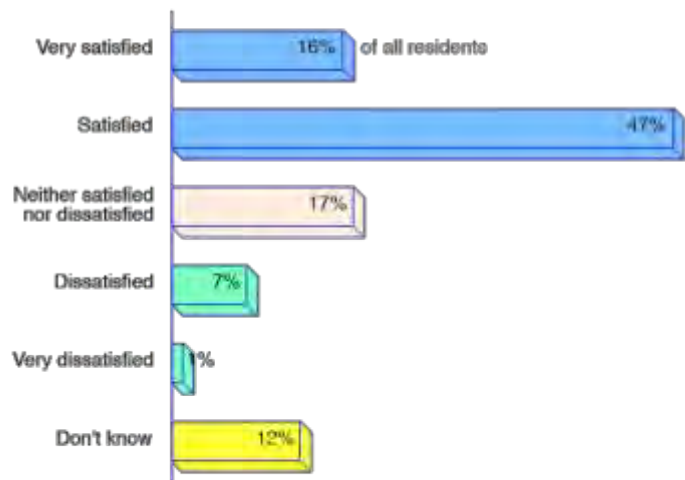
How safe do residents feel in their home and for their livelihood if a natural disaster strikes?:



(does not add to 100% due to rounding)

Community Benefit Organisations

Satisfaction with the value for money Wairoa District is receiving from funding used for supporting community benefit organisations.





D. MAIN FINDINGS

Throughout this Communitrak™ report comparisons are made with figures for the National Average of Local Authorities and the Peer Group of similar Local Authorities, where appropriate.

For Wairoa District Council, this Peer Group of similar Local Authorities are those comprising a rural area, together with a town(s) or urban component.

NRB has defined the **Rural Peer Group** as those Territorial Authorities where less than 66% of dwellings are in urban meshblocks, as classified by Statistics New Zealand's 2013 Census data.

In this group are ...

Buller District Council
 Carterton District Council
 Central Hawke's Bay District Council
 Central Otago District Council
 Clutha District Council
 Far North District Council
 Hauraki District Council
 Hurunui District Council
 Kaitiaki District Council
 Kaipara District Council
 MacKenzie District Council
 Manawatu District Council
 Matamata-Plato District Council
 Opoitiki District Council
 Otorohanga District Council
 Rangitikei District Council

Ruapehu District Council
 Selwyn District Council
 South Taranaki District Council
 South Wairarapa District Council
 Southland District Council
 Stratford District Council
 Tararua District Council
 Tasman District Council
 Waikato District Council
 Waimakariri District Council
 Waimate District Council
 Waitaki District Council
 Waitomo District Council
 Western Bay of Plenty District Council
 Westland District Council



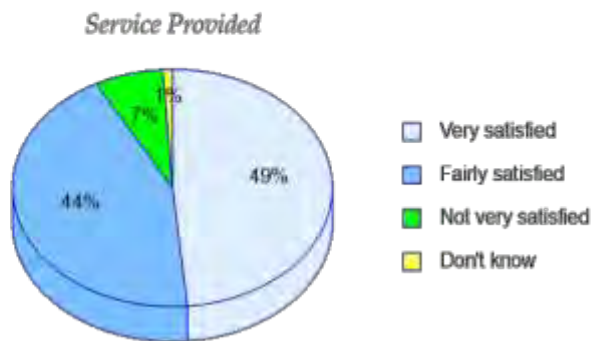
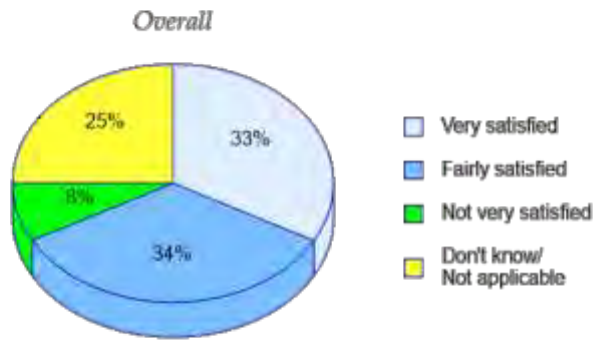
1. COUNCIL SERVICES/FACILITIES

26

A. SATISFACTION WITH COUNCIL SERVICES AND FACILITIES

Residents were read out a number of Council functions and asked whether they are very satisfied, fairly satisfied or not very satisfied with the provision of that service or facility.

i. The Quality Of The Drinking Water Supply



Base = 126

67% of Wairoa District residents are satisfied with their water supply, including 33% who are very satisfied. 8% are not very satisfied and 25% are unable to comment.

The percent not very satisfied is on par with the Peer Group Average and similar to the National Average readings for **water supply in general**.

60% of residents say they receive a piped water supply (65% in 2016). Those with a piped water supply are more likely to be satisfied (93%), than residents overall, while being less likely to be unable to comment (1%).

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the quality of the drinking water supply.

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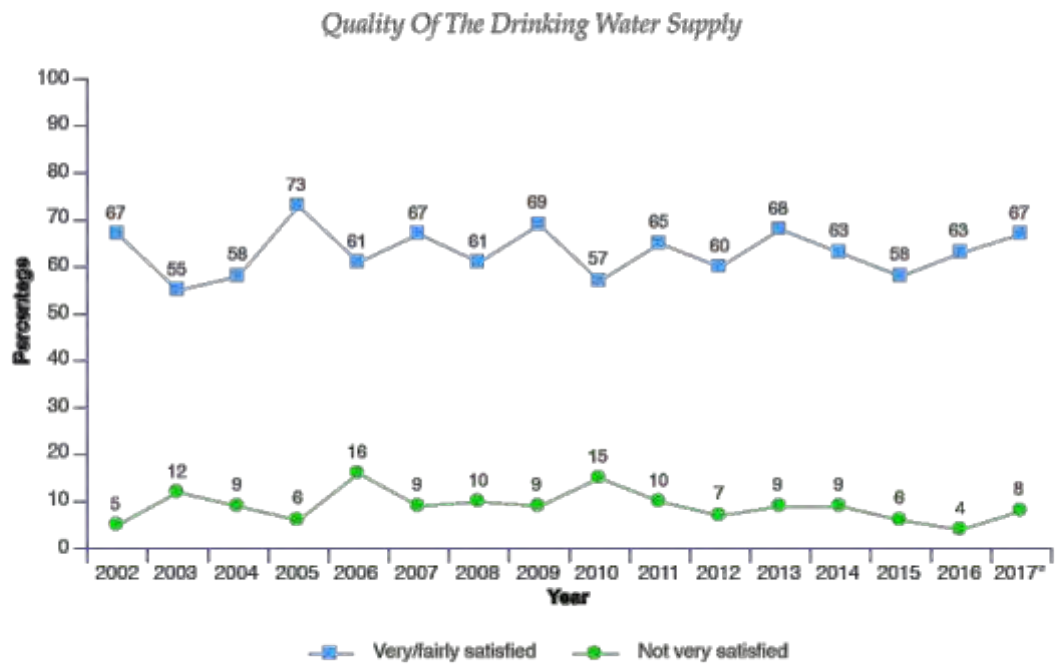
Satisfaction With The Quality Of The Drinking Water Supply

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District 2017	33	34	67	8	25
2016	35	28	63	4	33
2015†	40	18	58	6	37
2014	41	22	63	9	28
2013	41	27	68	9	23
2012	29	31	60	7	33
2011	35	30	65	10	25
2010	20	37	57	15	28
2009	31	38	69	9	22
2008	27	34	61	10	29
2007	34	33	67	9	24
2006	32	29	61	16	23
2005	43	30	73	6	21
2004	40	18	58	9	33
2003	26	29	55	12	33
2002	35	32	67	5	28
2001	26	31	57	10	33
2000	37	24	61	6	33
Service Provided†	49	44	93	7	1
Comparison*					
Peer Group Average (Rural)	29	29	58	14	28
National Average	50	31	81	9	10
Area					
Urban	47	45	92	8	-
Rural	19	23	42	8	50

% read across

* readings prior to 2017 and Peer Group and National Averages refer to water supply in general

† does not add to 100% due to rounding

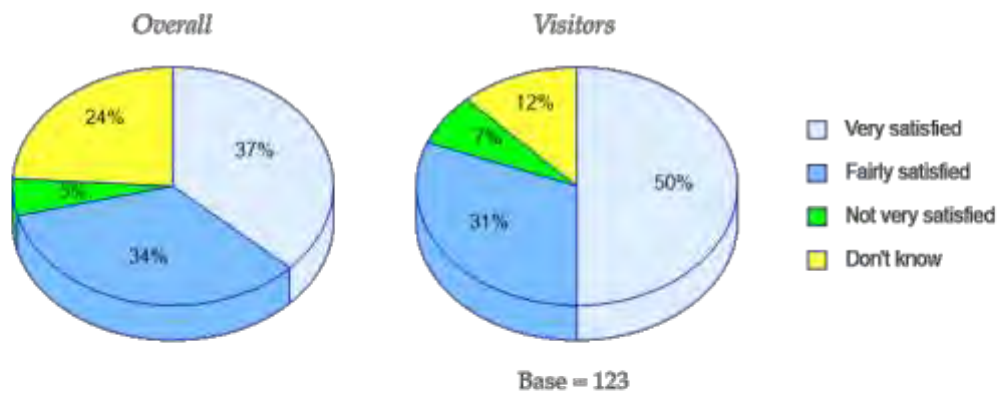


* readings prior to 2017 refer to water supply in general

Recommended Satisfaction Measures For Reporting Purposes:	
Total District	= 67%
Receivers of Service	= 93%

30

ii. Maintenance Of Cemeteries



71% of residents are satisfied with the maintenance of cemeteries (61% in 2016), including 37% who are very satisfied. 5% are not very satisfied and 24% are unable to comment (37% in 2016).

The percent not very satisfied is similar to the Peer Group and National Averages for **cemeteries, including maintenance of cemeteries**, and the 2016 reading.

56% of households have visited a cemetery in the last 12 months. Of these, 81% are satisfied and 7% not very satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the maintenance of cemeteries.

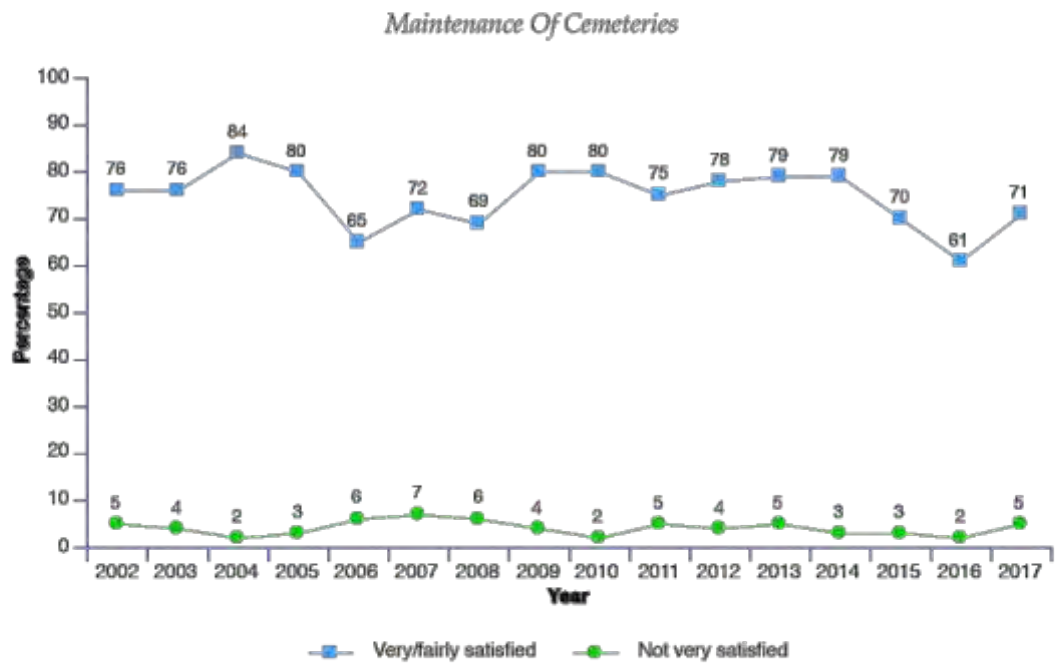
Satisfaction With Maintenance Of Cemeteries

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District 2017	37	34	71	5	24
2016	39	22	61	2	37
2015	43	27	70	3	27
2014	51	28	79	3	18
2013	45	34	79	5	16
2012	32	46	78	4	18
2011	33	42	75	5	20
2010	32	48	80	2	18
2009	31	49	80	4	16
2008	37	32	69	6	25
2007	28	44	72	7	21
2006	28	37	65	6	29
2005	52	28	80	3	17
2004	58	26	84	2	14
2003	44	32	76	4	20
2002	40	36	76	5	19
2001	37	37	74	2	24
2000	45	29	74	6	20
Visitors	50	31	81	7	12
Comparison*					
Peer Group Average (Rural)	49	27	76	3	21
National Average†	41	30	71	4	24
Area					
Urban	45	38	83	3	14
Rural	29	29	58	7	35

% read across

* Peer Group and National Average readings are based on ratings for cemeteries, including maintenance of cemeteries

† does not add to 100% due to rounding

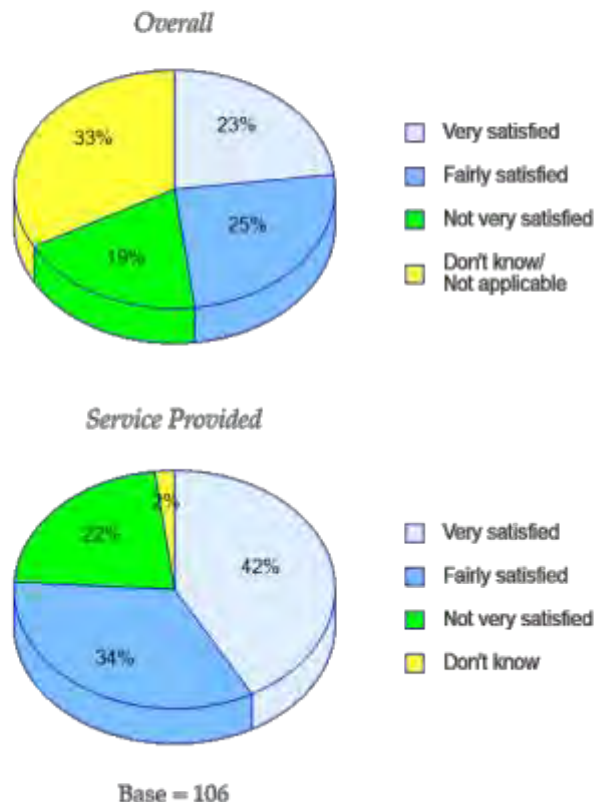


Recommended Satisfaction Measures for Reporting Purposes:

Total District = 71%

Visitors = 81%

iii. The Functioning Of The Existing Sewerage System



48% of residents are satisfied with the functioning of the existing sewerage system, while 19% are not very satisfied. 33% are unable to comment.

The percent not very satisfied is above the Peer Group and National Averages for the **sewerage system in general**.

51% of residents are provided with a sewerage system. Compared to residents overall, they are more likely to be satisfied (76%), less likely to have been unable to comment (2%) and similar in terms of being not very satisfied (22%).

Residents with an annual household income of more than \$50,000 are more likely to be not very satisfied with the functioning of the existing sewerage system, than other income groups.

Satisfaction With The Functioning Of The Existing Sewerage System

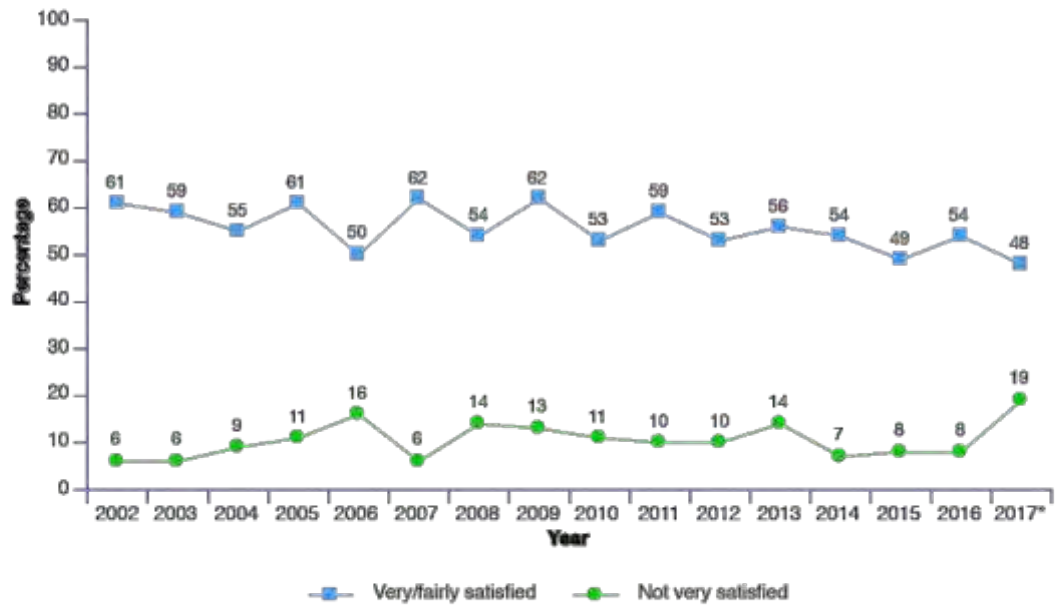
	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District 2017	23	25	48	19	33
2016 [†]	30	24	54	8	39
2015 [†]	32	17	49	8	42
2014	31	23	54	7	39
2013 [†]	27	29	56	14	29
2012 [†]	20	33	53	10	38
2011 [†]	30	29	59	10	30
2010	20	33	53	11	36
2009	26	36	62	13	25
2008	26	28	54	14	32
2007	29	33	62	6	32
2006	25	25	50	16	34
2005	32	29	61	11	28
2004	34	21	55	9	36
2003	27	32	59	6	35
2002	25	36	61	6	33
2001	19	34	53	7	40
2000	31	26	57	3	40
Service Provided	42	34	76	22	2
Comparison*					
Peer Group Average (Rural)	32	30	62	5	33
National Average	48	33	81	6	13
Area					
Urban	40	36	76	22	2
Rural	6	14	20	16	64
Household Income					
Less than \$30,000 pa	21	50	71	11	18
\$30,000-\$50,000 pa [†]	49	13	62	8	31
More than \$50,000 pa [†]	15	16	31	27	43

% read across

* readings prior to 2017 and Peer Group and National Averages relate to sewerage system in general

[†] does not add to 100% due to rounding

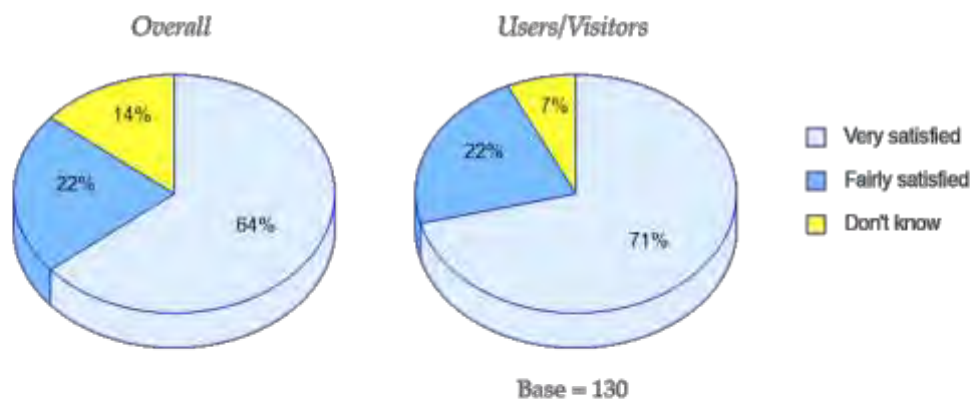
The Function Of The Existing Sewerage System



* readings prior to 2017 refer to sewerage system in general

Recommended Satisfaction Measures For Reporting Purposes:	
Total District	= 48%
Receivers of Service	= 76%

iv. Library Service



86% of Wairoa District residents are satisfied with the library service in the District (73% in 2016), including 64% who are very satisfied (53% in 2016). 14% are unable to comment (25% in 2016).

The percent not very satisfied (0%) is similar to the Peer Group and National Averages and the 2016 reading.

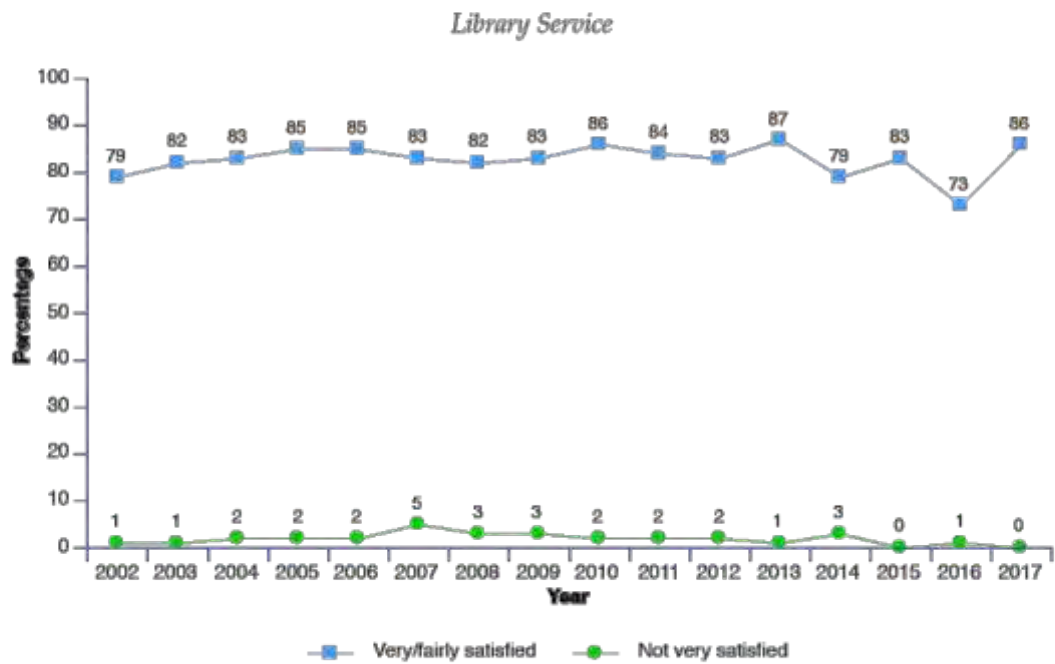
73% of households have used or visited a public library in the District in the last 12 months (53% in 2016). Of these, 93% are satisfied and 7% are unable to comment.

Satisfaction With Library Service

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District 2017	64	22	86	-	14
2016 [†]	53	20	73	1	25
2015	62	21	83	-	17
2014 [†]	67	12	79	3	17
2013	67	20	87	1	12
2012	59	24	83	2	15
2011	60	24	84	2	14
2010	61	25	86	2	12
2009	51	32	83	3	14
2008	69	13	82	3	15
2007	64	19	83	5	12
2006	66	19	85	2	13
2005	68	17	85	2	13
2004	66	17	83	2	15
2003	54	28	82	1	17
2002	62	17	79	1	20
2001	47	26	73	3	24
2000	56	23	79	5	16
Users/Visitors	71	22	93	-	7
Comparison					
Peer Group Average (Rural)	57	23	80	3	17
National Average	69	17	86	3	11
Area					
Urban	60	28	88	-	12
Rural	67	16	83	-	17

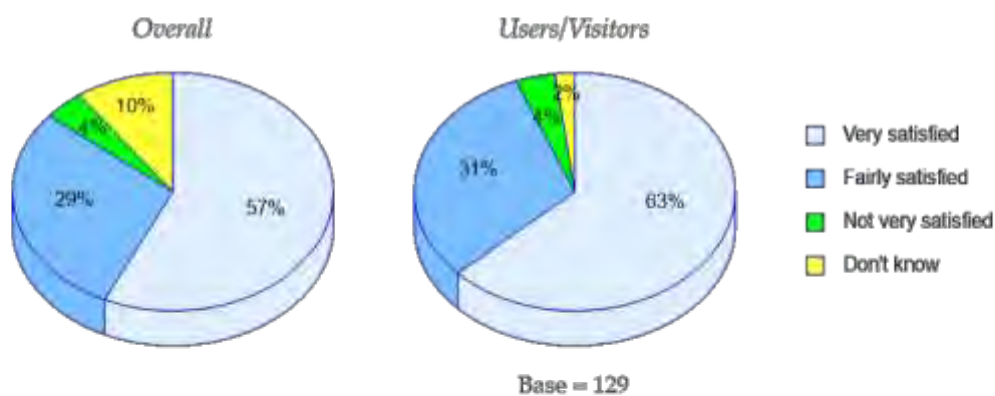
% read across

[†] does not add to 100% due to rounding



Recommended Satisfaction Measures For Reporting Purposes:
 Total District = 86%
 Users/Visitors = 93%

v. Wairoa Community Centre



86% of residents are satisfied with the Wairoa Community Centre (82% in 2016), including 57% who are very satisfied (51% in 2016). 4% are not very satisfied and 10% are unable to comment (16% in 2016).

There are no comparative Peer Group and National Average figures for this reading, however the not very satisfied reading is similar to the 2016 result.

72% of households have used or visited the Wairoa Community Centre in the last 12 months (62% in 2016). Of these "users / visitors", 94% are satisfied and 4% not very satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups in terms of those residents not very satisfied with the Wairoa Community Centre.

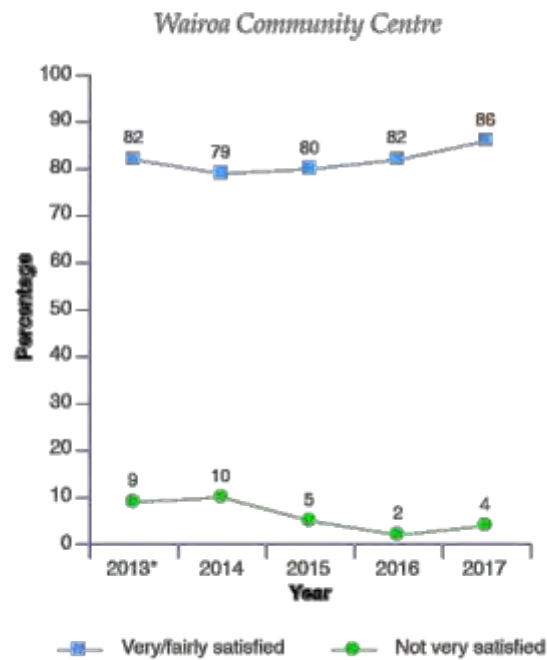
Satisfaction With Wairoa Community Centre

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District 2017	57	29	86	4	10
2016	51	31	82	2	16
2015 [†]	55	25	80	5	16
2014 [†]	54	25	79	10	10
2013 [*]	52	30	82	9	9
Users/Visitors [†]	63	31	94	4	2
Area					
Urban	57	28	85	6	9
Rural [†]	57	30	87	1	11

% read across

* not asked prior to 2013

† does not add to 100% due to rounding



* not asked prior to 2013

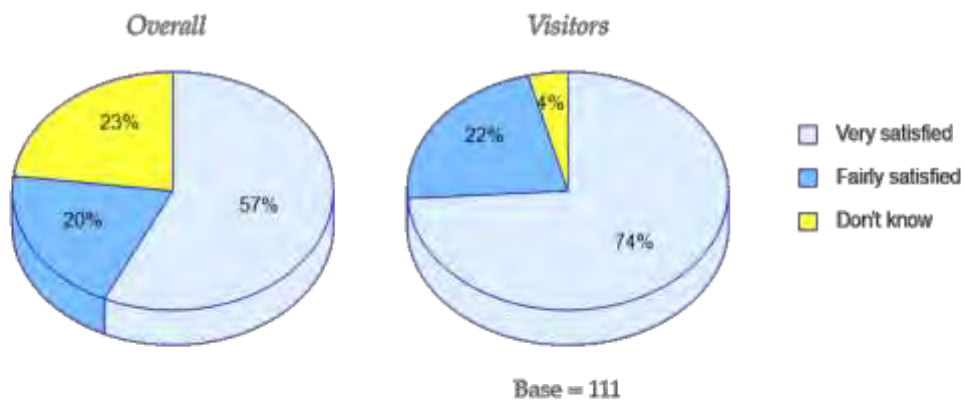
Recommended Satisfaction Measures For Reporting Purposes:

Total District = 86%

Users/Visitors = 94%

42

vi. Wairoa Museum



77% of residents are satisfied with the Wairoa Museum (69% in 2016), including 57% who are very satisfied (42% in 2016), while 23% are unable to comment (30% in 2016).

The percent not very satisfied (0%) is similar to the Peer Group and National Averages and the 2016 reading.

57% of households have visited the Wairoa Museum in the last 12 months (43% in 2016). Of these, 96% are satisfied.

Satisfaction With The Wairoa Museum

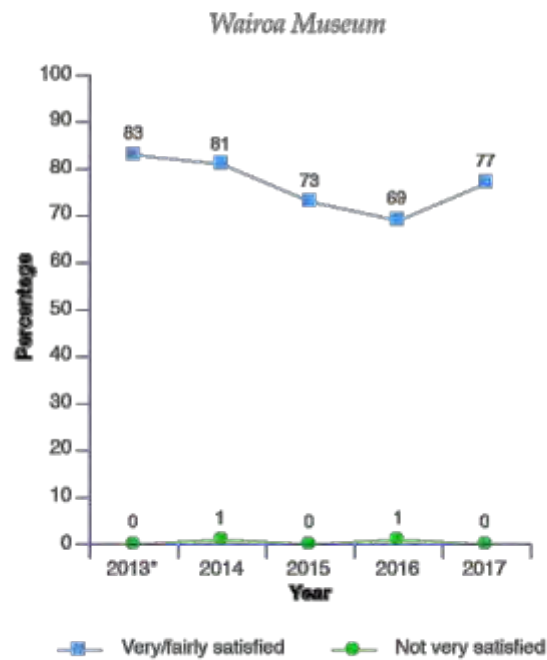
	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District 2017	57	20	77	-	23
2016	42	27	69	1	30
2015 [†]	56	17	73	-	26
2014	59	22	81	1	18
2013 [†]	53	30	83	-	17
2005	66	16	82	1	17
2004	51	22	73	2	25
2003	44	22	66	2	32
2002	36	12	48	9	43
2001	17	25	42	6	52
2000	21	24	45	6	49
Visitors	74	22	96	-	4
Comparison**					
Peer Group Average (Rural)	30	21	51	3	46
National Average [†]	55	16	71	3	27
Area					
Urban	53	26	79	-	21
Rural	61	15	76	-	24

% read across

* not asked from 2006-2012. Readings from 2000-2005 refer to 'The Museum'.

** Peer Group and National Averages refer to ratings for museums in general

[†] does not add to 100% due to rounding



* not asked from 2006-2012

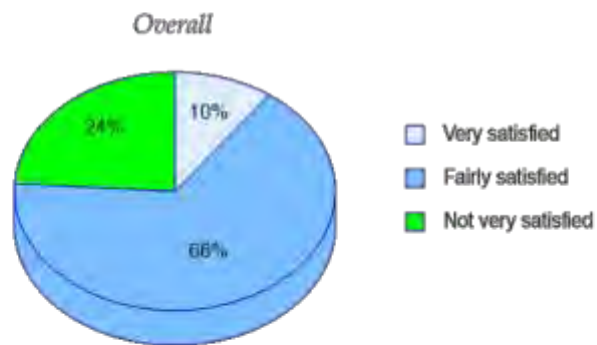
Recommended Satisfaction Measures For Reporting Purposes:	
Total District	= 77%
Visitors	= 96%

45

B. SATISFACTION WITH COUNCIL SERVICES/FACILITIES - WITH REASONS FOR DISSATISFACTION

Residents were read out a number of Council functions and asked whether they are very satisfied, fairly satisfied or not very satisfied with the provision of that service or facility. Those residents not very satisfied were asked to say why they felt this way.

i. Standard And Maintenance Of Roads In The District (excluding State Highways 2 and 38, as they are not Council roads)



76% of residents are satisfied with the standard and maintenance of roads in the District, while 24% are not very satisfied.

The percent not very satisfied is similar to the Peer Group and National Averages for **roads in the District**.

Rural residents are more likely to be not very satisfied with the standard and maintenance of roads in the District, than Urban residents.

Satisfaction With Standard And Maintenance Of Roads In The District

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District 2017	10	66	76	24	-
2016	12	60	72	27	1
2015	19	61	80	20	-
2014†	12	59	71	27	3
2013	13	62	75	25	-
2012†	13	58	71	28	2
2011	16	53	69	29	2
2010	10	59	69	30	1
2009	10	71	81	17	2
2008	15	53	68	32	-
2007	14	59	73	27	-
2006	10	48	58	41	1
2005	12	55	67	32	1
2004	18	48	66	32	2
2003	23	44	67	32	1
2002	12	54	66	34	-
2001	11	56	67	33	-
2000	24	42	66	33	1
Comparison*					
Peer Group Average (Rural)	17	59	76	23	1
National Average	21	54	75	25	-
Area					
Urban	10	73	83	17	-
Rural	10	58	68	32	-

% read across

* prior to 2006, State Highways 2 and 38 were not specifically excluded. Readings prior to 2017 and Peer Group and National Average refer to roads in general (excluding State Highways)

† does not add to 100% due to rounding

47

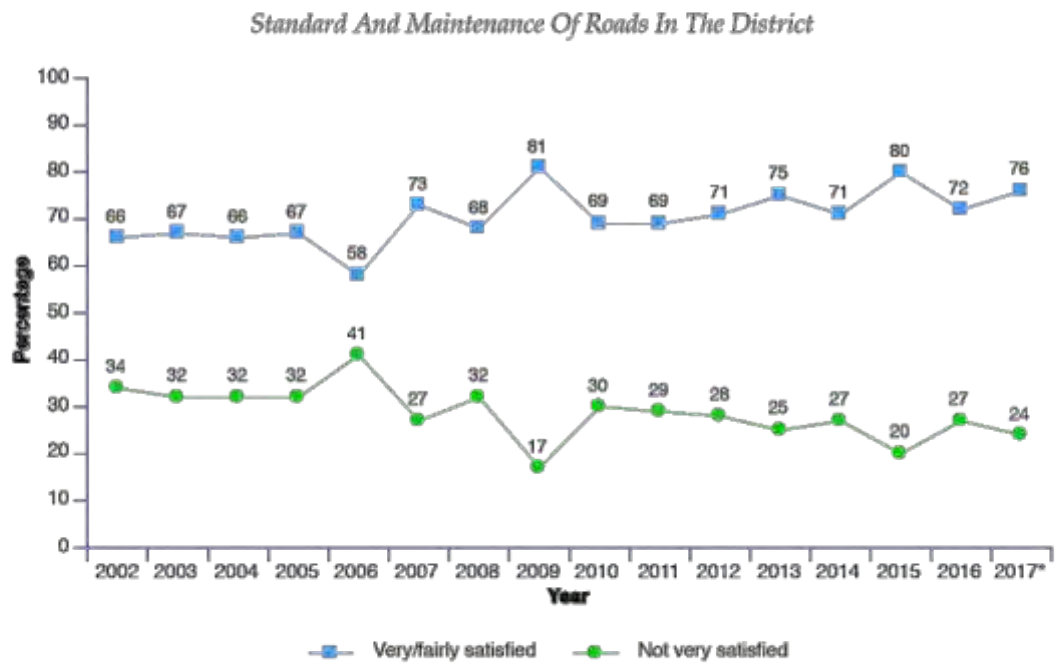
The main reasons residents are not very satisfied with the standard and maintenance of roads in the District are ...

- poor condition/need maintenance/upgrading,
- potholes/rough/uneven/bumpy/corrugations,
- unsealed roads/dust problems/need tarsealing,
- needs more metal.

Summary Table: Main Reasons* For Being Not Very Satisfied With The Standard And Maintenance Of Roads In The District

	Total District 2017 %	Area	
		Urban %	Rural %
Percent Who Mention ...			
Poor condition/need maintenance/upgrading	13	12	14
Potholes/rough/uneven/bumpy/corrugations	7	3	11
Unsealed roads/dust problems/need tarsealing	4	1	7
Needs more metal	3	2	4

* multiple responses allowed

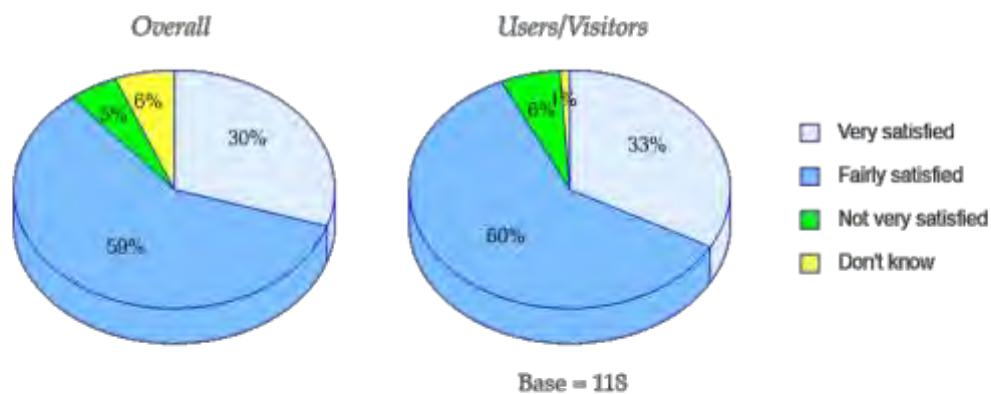


* prior to 2006, State Highways 2 and 38 were not specifically excluded. Readings prior to 2017 and Peer Group and National Average refer to roads in general

Recommended Satisfaction Measures For Reporting Purposes:
Total District = 76%

49

ii. Standard And Maintenance Of Reserves And Sportsgrounds



89% of Wairoa District residents are satisfied with the standard and maintenance of reserves and sportsgrounds, including 30% who are very satisfied, while 5% are not very satisfied. 6% are unable to comment.

The percent not very satisfied is similar to the **averaged** Peer Group and National figures for **sportsgrounds and playgrounds and parks and reserves**.

70% of households have used or visited a reserve and/or sportsground in the last 12 months (61% in 2016). Of these "users / visitors", 93% are satisfied and 6% are not very satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the standard and maintenance of reserves and sportsgrounds.

Satisfaction With Standard Of Maintenance Of Reserves And Sportsgrounds

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall**					
Total District 2017	30	59	89	5	6
2016	30	52	82	8	10
2015	34	53	87	6	7
2014†	23	48	71	20	10
2013	29	57	86	9	5
2012	23	61	84	7	9
2011	28	54	82	8	10
2010	28	51	79	12	9
2009	22	61	83	12	5
2008	20	54	74	14	12
2007	26	51	77	13	10
2006	22	60	82	10	8
2005	31	45	76	15	9
2004	24	48	72	18	10
2003	32	37	69	15	16
2002	29	41	70	20	10
2001	19	49	68	19	13
2000	32	37	69	22	9
Users/Visitors	33	60	93	6	1
Comparison*					
Peer Group Average (Rural)	53	35	88	5	7
National Average	58	33	91	5	4
Area					
Urban	21	66	87	6	7
Rural	39	52	91	5	4

% read across

* Peer Group and National Average readings are based on the **averaged** ratings for sportsgrounds and playgrounds **and** parks and reserves

** readings prior to 2017 refer to reserves and sportsgrounds

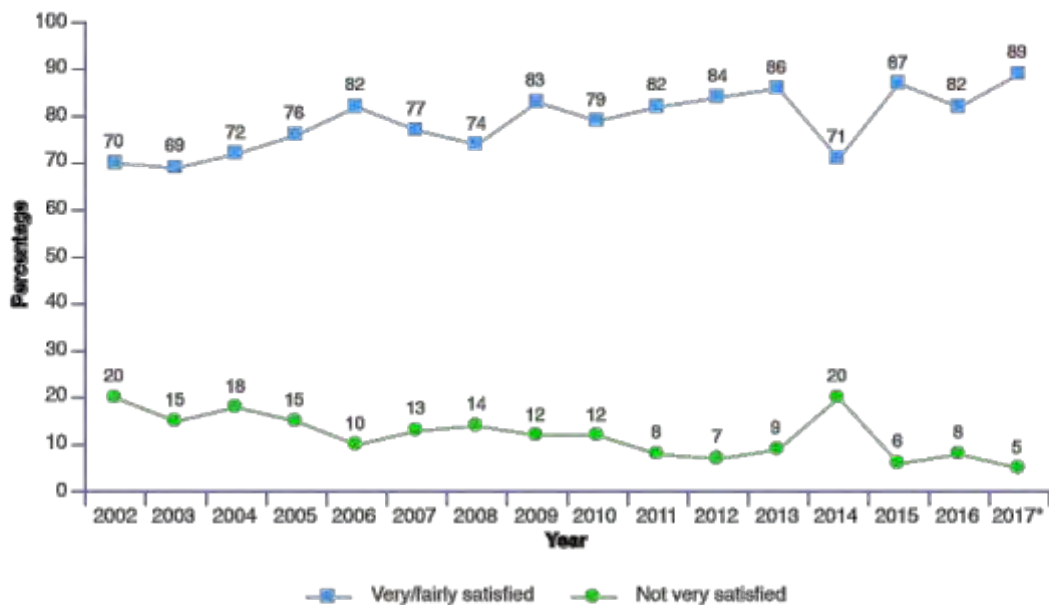
† does not add to 100% due to rounding

The reasons* residents are not very satisfied with the standard and maintenance of reserves and sportsgrounds are ...

- need better upkeep/ more maintenance, mentioned by 3% of all residents,
- others, 3%.

* multiple responses allowed

Standard And Maintenance Of Reserves And Sportsgrounds

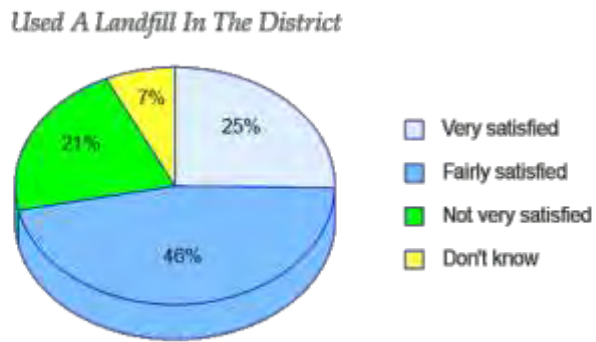
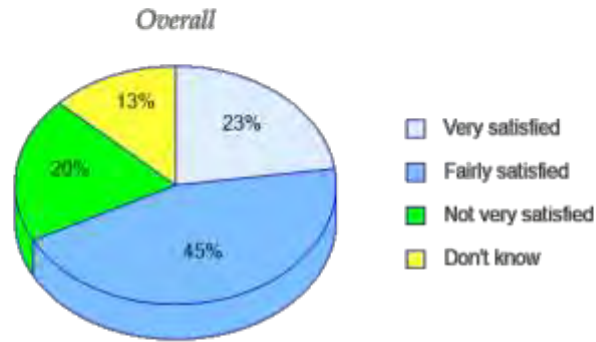


* readings prior to 2017 refer to reserves and sportsgrounds

Recommended Satisfaction Measures For Reporting Purposes:
 Total District = 89%
 Users/Visitors = 93%

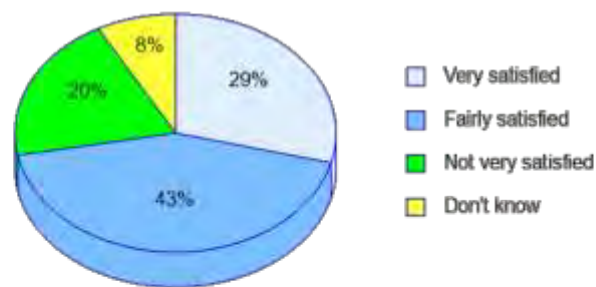
52

iii. Current Refuse Disposal/Landfill Management Standards



Base = 159

Receive A Regular Rubbish Collection



Base = 149

68% of Wairoa District residents are satisfied with current refuse disposal and landfill management standards. 20% are not very satisfied and 13% are unable to comment.

The percent not very satisfied is on par with the Peer Group Average and similar to the National Average for **refuse disposal**.

82% of households say they have used a landfill in the District in the last 12 months (73% in 2016). 71% of these "users" are satisfied and 21% not very satisfied.

67% of residents receive a regular rubbish collection (75% in 2016), with 72% satisfied and 21% not very satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the current refuse disposal and landfill management standards.

54

Satisfaction With Current Refuse Disposal/Landfill Management Standards

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall**					
Total District 2017 [†]	23	45	68	20	13
2016	26	39	65	18	17
2015	32	43	75	15	10
2014	30	37	67	28	5
2013	32	42	74	22	4
2012	22	52	74	18	8
2011	27	42	69	24	7
2010 [†]	21	43	64	30	7
2009	18	48	66	31	3
2008	18	31	49	48	3
2007	14	33	47	49	4
2006	13	34	47	43	10
2005	25	31	56	36	8
2004	25	33	58	34	8
2003	20	29	49	42	9
2002	21	24	45	46	9
2001	12	37	49	37	14
2000	42	31	73	17	10
Used a Landfill in District [†]	25	46	71	21	7
Receive a Regular Rubbish Collection	29	43	72	21	7
Comparison*					
Peer Group Average (Rural)	30	33	63	13	24
National Average	31	33	64	17	19
Area					
Urban	27	44	71	22	7
Rural [†]	18	47	65	17	19

% read across

* Peer Group and National Average readings are based on the ratings for refuse disposal **only**

** readings prior to 2017 refer to refuse disposal and landfill management

[†] does not add to 100% due to rounding

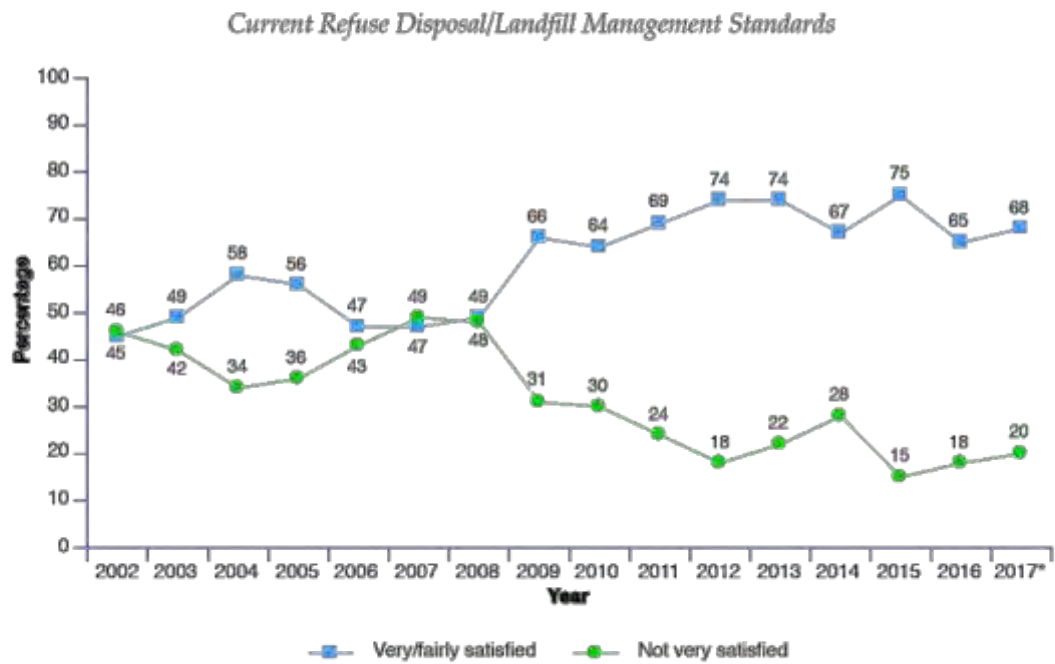
The main reasons residents are not very satisfied with the current refuse disposal and landfill management standards are ...

- recycling service,
- cost/too expensive/rates should cover/encourages fly-tipping,
- limited opening hours/not convenient.

Summary Table: Main Reasons* For Being Not Very Satisfied With Current Refuse Disposal/Landfill Management Standards

	Total District 2017 %	Area	
		Urban %	Rural %
Percent Who Mention ...			
Recycling service	5	6	4
Cost/too expensive/rates should cover/encourages fly-tipping	5	2	8
Limited opening hours/not convenient	4	6	12

* multiple responses allowed

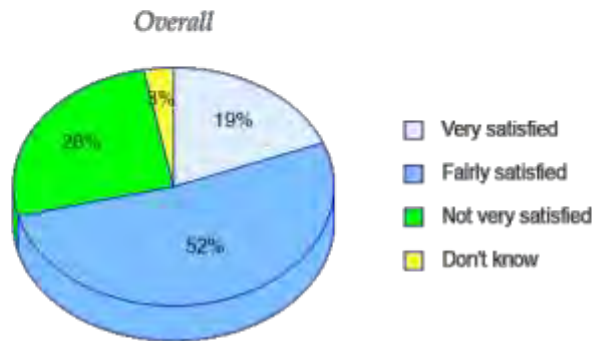


* readings prior to 2017 refer to refuse disposal and landfill management

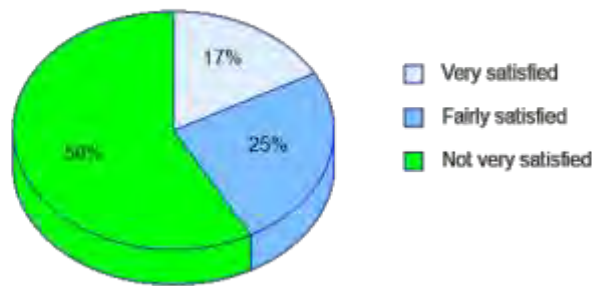
Recommended Satisfaction Measures For Reporting Purposes:	
Total District	= 68%
Users of Landfill	= 71%
Receivers of Rubbish Collection	= 72%

57

iv. Control Of Dogs



Contacted Council In Last 12 Months



Base = 46

71% of residents are satisfied with the control of dogs, while 26% are not very satisfied (21% in 2016) and 3% are unable to comment (8% in 2016).

The percent not very satisfied is on par with the Peer Group and National Averages.

22% of residents have contacted Council about the control of dogs in the last 12 months. Of these, 42% are satisfied (64% in 2016) and 58% are not very satisfied (37% in 2016).

Residents more likely to be not very satisfied with the control of dogs are ...

- Urban residents,
- men.

Satisfaction With Control Of Dogs

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District 2017	19	52	71	26	3
2016	26	45	71	21	8
2015	16	47	63	29	8
2014	24	47	71	24	5
2013	24	41	65	31	4
2012	15	41	56	36	8
2011 [†]	25	41	66	30	3
2010 [†]	20	36	56	42	3
2009	16	46	62	33	5
2008	16	40	56	36	8
2007 [*]	9	42	51	44	5
2006	13	45	58	38	4
2005	22	38	60	34	6
2004	19	43	62	30	8
2003	13	48	61	35	4
2002	16	43	59	38	3
2001	13	41	54	36	10
2000	22	39	61	37	2
Contacted Council	17	25	42	58	-
Comparison					
Peer Group Average (Rural)	30	40	70	20	10
National Average	32	41	73	19	8
Area					
Urban [†]	22	43	65	33	1
Rural	17	60	77	18	5
Gender					
Male	15	51	66	34	-
Female	23	53	76	19	5

% read across

* readings prior to 2007 are based on satisfaction with dog and livestock control

† does not add to 100% due to rounding

59

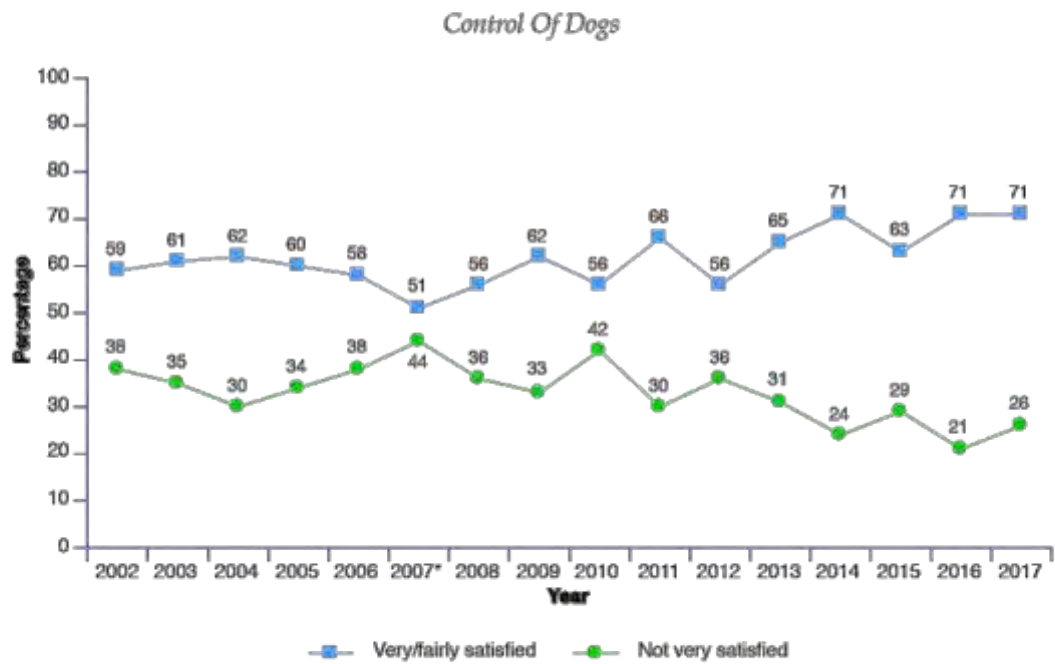
The main reasons residents are not very satisfied with the District’s control of dogs are ...

- too many roaming dogs,
- dangerous dogs/danger to people and other animals/feel unsafe,
- owners are not responsible.

**Summary Table:
Main Reasons* For Being Not Very Satisfied With The Control Of Dogs**

	Total District 2017 %	Area	
		Urban %	Rural %
Percent Who Mention ...			
Too many roaming dogs	19	25	13
Dangerous dogs/danger to people and other animals/feel unsafe	5	6	4
Owners are not responsible	4	5	3

* multiple responses allowed

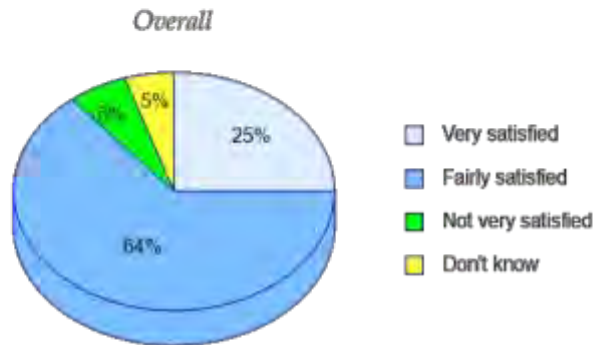


* readings prior to 2007 are based on satisfaction with dog **and** livestock control

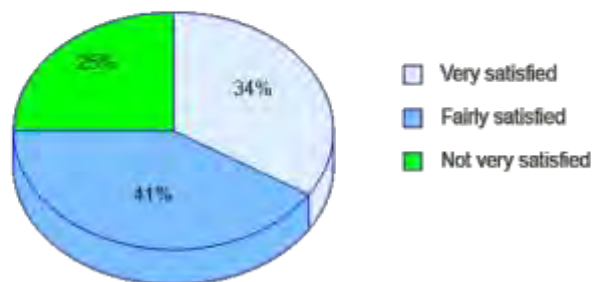
Recommended Satisfaction Measures For Reporting Purposes:	
Total District	= 71%
Contacted Council	= 42%

61

v. Control Of Livestock



Contacted Council In Last 12 Months



Base = 22*
* caution: small base

89% of residents are satisfied with the control of livestock (79% in 2016), including 25% who are very satisfied (32% in 2016), while 6% are not very satisfied (13% in 2016). 5% are unable to comment.

11% of households have contacted Council about control of livestock in the last 12 months. Of these, 75% are satisfied and 25% are not very satisfied (caution is required as the base is small, N=22).

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the control of livestock.

Satisfaction With Control Of Livestock

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District 2017	25	64	89	6	5
2016	32	47	79	13	8
2015	35	48	83	8	9
2014	34	45	79	10	11
2013 [†]	26	57	83	7	9
2012 [†]	20	64	84	10	7
2011 [†]	32	51	83	11	7
2010	29	49	78	12	10
2009	24	55	79	13	8
2008	18	51	69	20	11
2007	16	59	75	15	10
Contacted Council ^{***}	34	41	75	25	-
Area					
Urban	28	61	89	2	9
Rural	23	66	89	10	1

% read across

* not asked separately prior to 2007

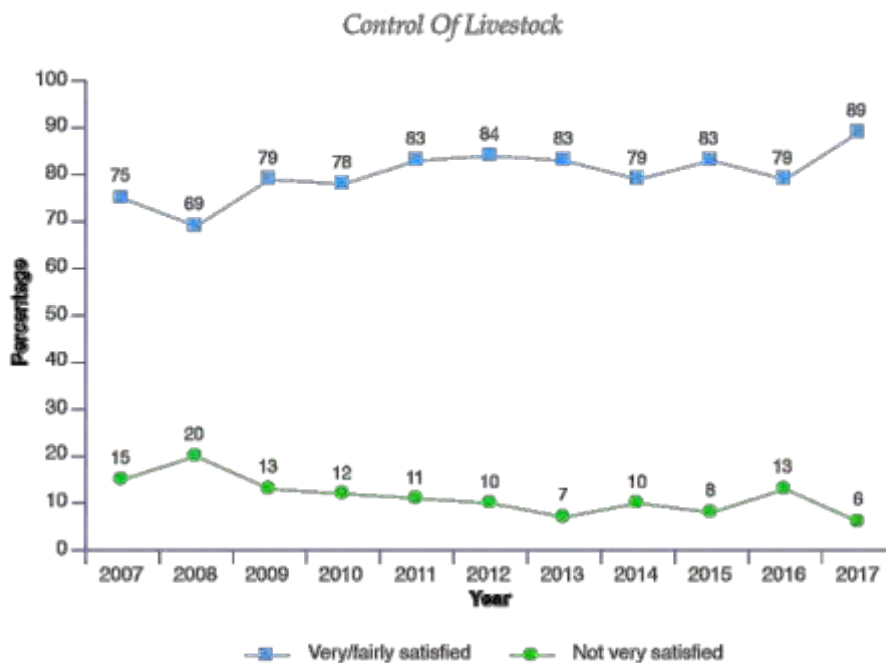
** caution: small base

[†] does not add to 100% due to rounding

The main reasons* residents are not very satisfied with the control of livestock are ...

- stock on the roads/roaming, mentioned by 3% of all residents,
- should be owners responsibility, 1%,
- goats on the roads/roaming, 1%,
- horses on the road, 1%.

* multiple responses allowed

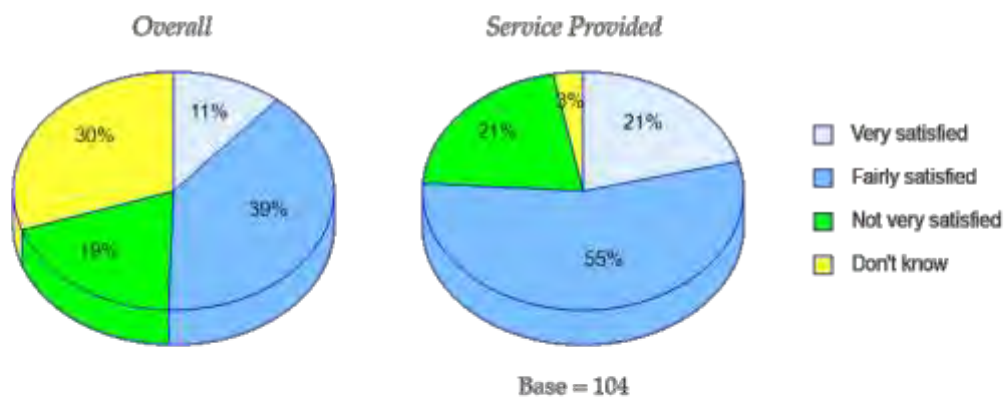


Recommended Satisfaction Measures For Reporting Purposes:
 Total District = 89%
 Contacted Council* = 75%

* caution: small base

64

vi. Functioning Of District's Existing Stormwater Pipes



50% of residents are satisfied with the functioning of the District's existing stormwater pipes, while 19% are not very satisfied and 30% are unable to comment.

The percent not very satisfied is similar to the Peer Group Average and on par with the National Average readings for **stormwater services in general**.

49% of residents are provided with stormwater drainage and, of these, 76% are satisfied and 21% are not very satisfied.

Residents more likely to be not very satisfied with the functioning of the District's existing stormwater pipes are ...

- men,
- residents with an annual household income of more than \$50,000.

Satisfaction With The Functioning Of The District's Existing Stormwater Pipes

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District 2017†	11	39	50	19	30
2016	10	46	56	26	18
2015	21	40	61	24	15
2014	14	39	53	31	16
2013	17	46	63	22	15
2012	11	47	58	25	17
2011	13	41	54	28	18
2010†	16	39	55	38	8
2009	8	49	57	35	8
2008	9	33	42	42	16
2007	12	44	56	29	15
2006	13	33	46	33	21
Service Provided	21	55	76	21	3
Comparison**					
Peer Group Average (Rural)	20	35	55	17	28
National Average	36	39	75	14	11
Area					
Urban	20	54	74	20	6
Rural	3	25	28	18	54
Gender					
Male	11	30	41	26	33
Female	12	48	60	13	27
Household Income					
Less than \$30,000 pa†	9	57	66	11	22
\$30,000-\$50,000 pa	18	39	57	12	31
More than \$50,000 pa†	9	29	38	27	36

% read across

* not asked prior to 2006. Readings prior to 2017 refer to stormwater drainage

** Peer Group and National Averages refer to stormwater services in general

† does not add to 100% due to rounding

66

The main reasons residents who are not very satisfied with the functioning of the District's existing stormwater pipes are ...

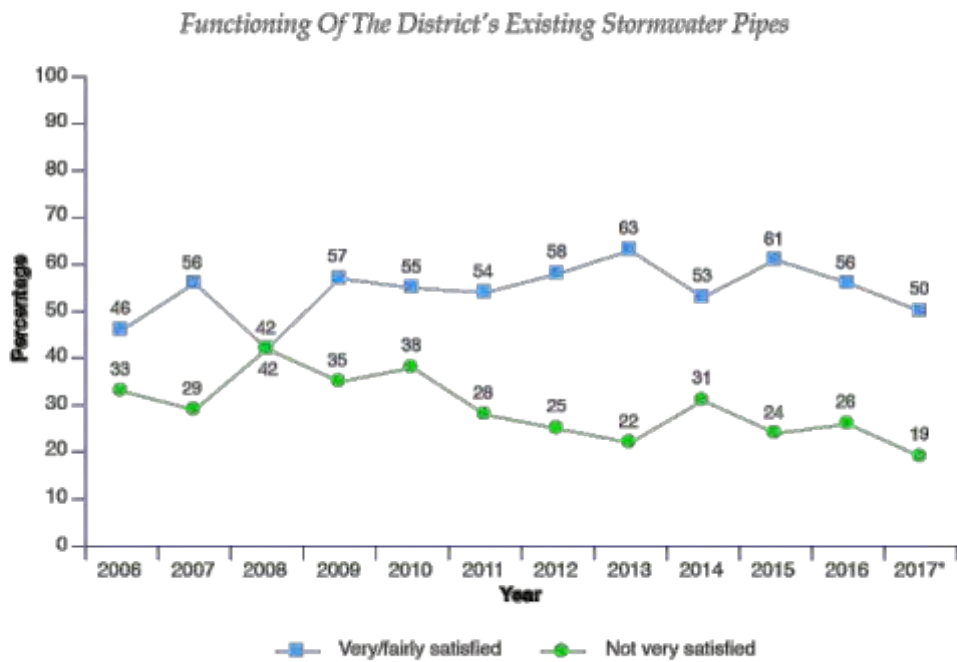
- inadequate system/overflows/need improving,
- flooding/surface flooding,
- drains get blocked/need clearing/cleaning out/maintenance.

Summary Table: Main Reasons* For Being Not Very Satisfied With The Functioning Of The District's Existing Stormwater Pipes

	Total District 2017 %	Area	
		Urban %	Rural %
Percent Who Mention ...			
Inadequate system/overflows/need improving	9	6	11
Flooding/surface flooding	7	7	7
Drains get blocked/need clearing/cleaning out/maintenance	6	9	3

* multiple responses allowed

NB: no other reason is mentioned by more than 3% of all residents

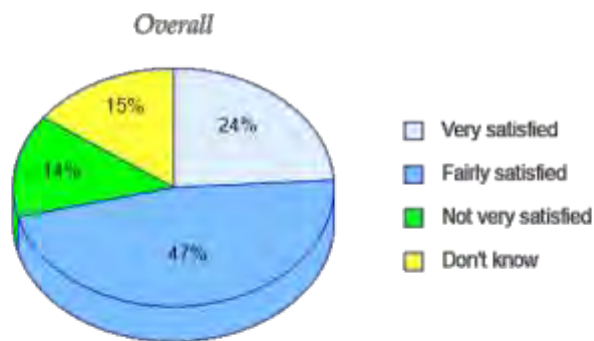


* readings prior to 2017 refer to stormwater drainage

Recommended Satisfaction Measures For Reporting Purposes:	
Total District	= 50%
Receivers of Stormwater Drainage	= 76%

68

viii. Civil Defence, ie, emergency management



71% of residents are satisfied with Civil Defence (77% in 2016), while 14% are not very satisfied and 14% are unable to comment.

The percent not very satisfied is on par with the Peer Group and National Averages and 9% above the 2016 reading.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with Civil Defence.

Satisfaction With Civil Defence

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District 2017 [†]	24	47	71	14	14
2016	33	44	77	5	18
2015	38	32	70	8	22
2014	29	38	67	5	28
2013	40	35	75	4	21
2012 [†]	27	45	72	7	22
Comparison					
Peer Group Average (Rural)	34	31	65	7	28
National Average	29	31	60	7	33
Area					
Urban	21	46	67	18	15
Rural	28	48	76	10	14

% read across

* not asked prior to 2012

[†] does not add to 100% due to rounding

70

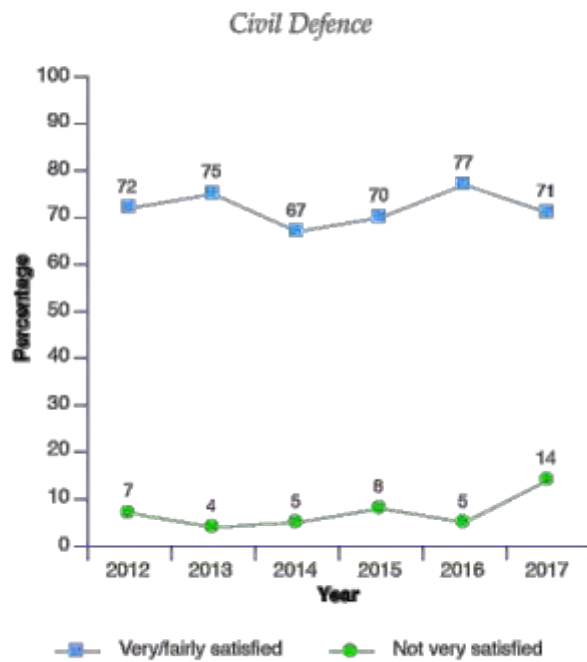
The main reasons residents who are not very satisfied with Civil Defence are ...

- need a warning system to alert citizens,
- don't know what sirens sound like/what they mean,
- nothing in place/not prepared,
- lack of information/don't hear anything/don't know what to do.

Summary Table: Main Reasons* For Being Not Very Satisfied With Civil Defence

	Total District 2017 %	Area	
		Urban %	Rural %
Percent Who Mention ...			
Need a warning system to alert citizens	6	10	2
Don't know what sirens sound like/what they mean	4	7	2
Nothing in place/not prepared	4	3	5
Lack of information/don't hear anything/don't know what to do	3	3	3

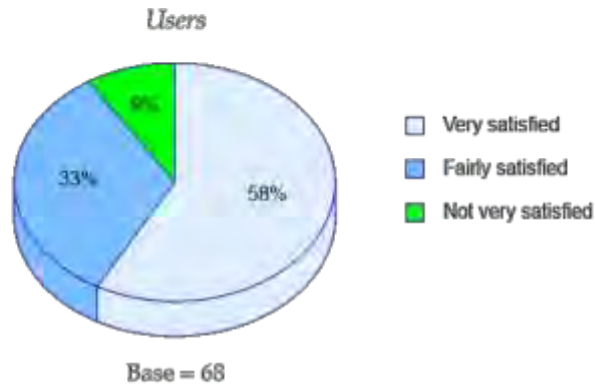
* multiple responses allowed



Recommended Satisfaction Measures For Reporting Purposes:
Total District = 71%

72

C. USER SATISFACTION: COUNCIL OWNED COMMUNITY HALLS



31% of residents say they, or a member of their household, have used a Council owned community hall in the District, in the last year.

Of these, 91% are satisfied with the community halls, including 58% who are very satisfied. 9% are not very satisfied.

The percent not very satisfied is similar to the Peer Group and National Averages.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents[†] who are not very satisfied with the community halls.

[†] residents whose households have used a community hall in the District, in the last year, N=68

Satisfaction With Council Owned Community Halls

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Users*					
Total District 2017	58	33	91	9	-
2016	57	39	96	3	1
2015	66	27	93	7	-
2014	49	43	92	8	-
2013	67	27	94	6	-
2012	46	49	95	5	-
2011	57	38	95	5	-
2010	61	36	97	2	1
2009	57	36	93	2	5
2005	44	47	91	3	6
2004	52	30	82	7	11
2003	49	36	85	9	6
2002	47	30	77	10	13
2001	39	40	79	15	6
2000	55	31	86	6	8
Comparison°					
Peer Group Average (Rural)	50	33	83	8	9
National Average	39	45	84	9	7
Area					
Urban	43	45	88	12	-
Rural**	79	17	96	4	-

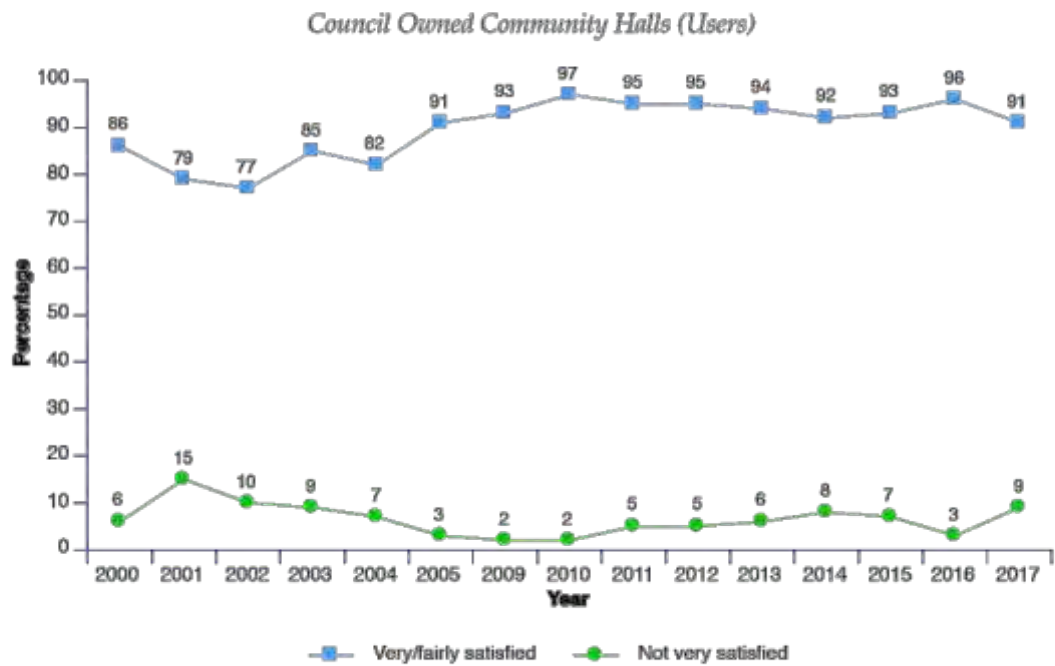
Base = 68

% read across

* not asked in 2006-2008. 2000-2005 readings refer to satisfaction with community halls in Wairoa/Tuaiti

** caution: small base

° Peer Group and National Average relate to **user/visitor** satisfied with public halls



* readings from 2000-2005 refer to satisfaction with community halls in Wairoa / Tuai

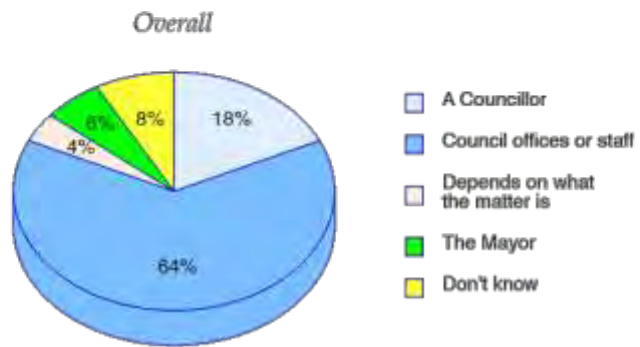
Recommended Satisfaction Measures For Reporting Purposes:
Users = 91%



2. CONTACT WITH COUNCIL

76

A. WHO THEY APPROACH FIRST IF THEY HAVE A MATTER TO RAISE WITH COUNCIL



**Summary Table:
Who They Approach First If They Have A Matter To Raise With Council**

	Total District 2017 %	Total District 2016 %	Total District 2015 %	Total District 2014 %	Area	
					Urban %	Rural %
Percent Who Mention ...						
The Council offices or staff	64	75	72	60	65	63
A Councillor	18	13	18	36	15	21
Depends on what the matter is	4	2	2	2	3	4
The Mayor	6	7	5	1	3	9
Don't know	8	4	3	1	14	3
Total	100	*101	100	100	100	100

* does not add to 100% due to rounding

64% of residents would contact Council offices or staff first if they have a matter to raise with Council (75% in 2016), followed by a Councillor, 18% (13% in 2016).

Residents with an annual household income of less than \$30,000, are more likely to have contacted Council staff or offices, than other income groups.

Residents who say 'it depends on what the matter is', were asked to give examples of what they would contact a Councillor, the offices, or a Community Board member for ...

Contact A Councillor

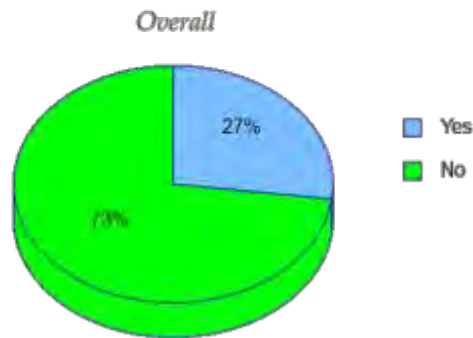
- "If it was a matter of principle would go to a Councillor."*
- "Anything where my opinion differs from theirs."*
- "About tarsealing of our roads, Lucknow Street."*
- "When I am on Council business, eg, the clean drinking water problem over summer."*
- "Depends on the issue, covers either personal or community problems."*
- "If it was something to do with rate rises."*
- "If I wanted to ask about celebrating the Anzac festival or something like that. I would ask what the Councillor was doing about the celebrations and I would ask a Councillor that I know feels strongly."*
- "If serious go straight to the Mayor."*
- "Would probably contact the Mayor if I had an issue."*
- "I had an incident on a footpath and went straight to the Mayor and told him what happened. I am in contact with the Councillors quite often in the community."*
- "If I wanted support for an idea."*
- "Know them all."*
- "I would talk to Craig directly."*
- "If we needed help with conservation issues and funding where Councillors might be able to target conservation around the Awa and waterways."*

Contact The Offices

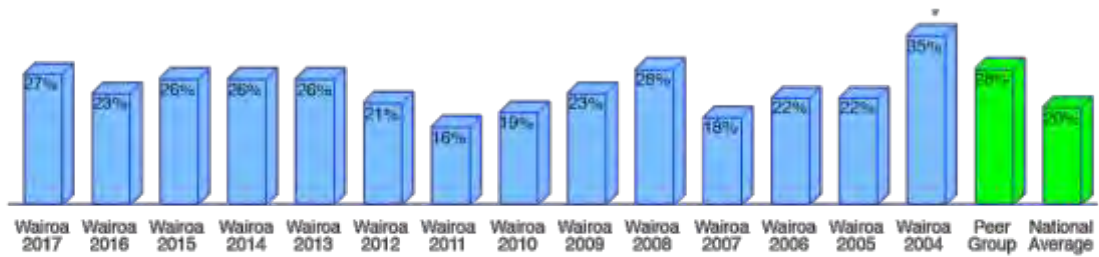
- "Party at night, loud noise."*
- "Rates enquiry and building consent."*
- "A dog problem, dogs worrying or something like that."*
- "Rates billing, building permits."*
- "About rubbish on the road."*
- "When I need some local help, enquiry about rates."*
- "Illegal dumping."*
- "For control of dogs or livestock, questions or complaints."*
- "A technical issue like Resource Management Act."*
- "Footpath issue."*

79

B. HAVE RESIDENTS CONTACTED A COUNCILLOR OR THE MAYOR IN THE LAST 12 MONTHS?

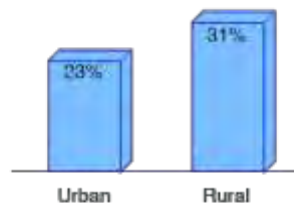


Percent Saying 'Yes' - Comparison

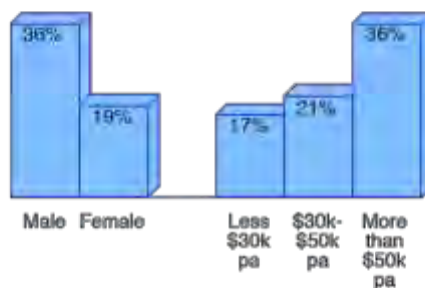


* prior to 2003, percentages relate to those who have **spoken** to a Councillor or the Mayor

Percent Saying 'Yes' - By Area



Percent Saying 'Yes' - Comparing Different Types Of Residents



27% of Wairoa District residents have contacted a Councillor or the Mayor in the last 12 months (23% in 2016).

This is similar to the Peer Group Average and on par with the National Average.

Residents more likely to have contacted a Councillor or the Mayor, in the last 12 months are ...

- men,
- residents with an annual household income of more than \$50,000.

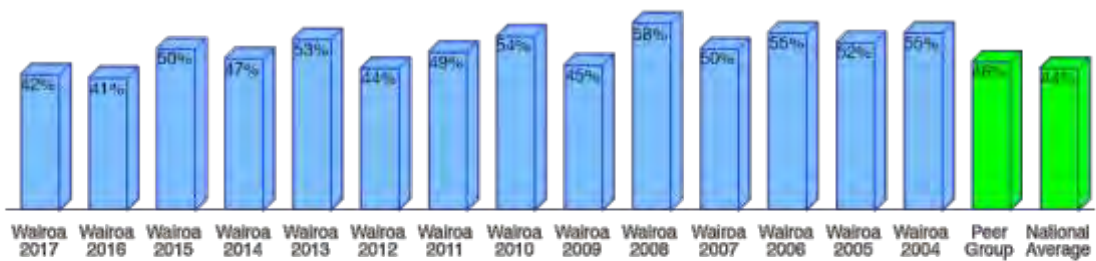
81

C. LEVELS OF CONTACT

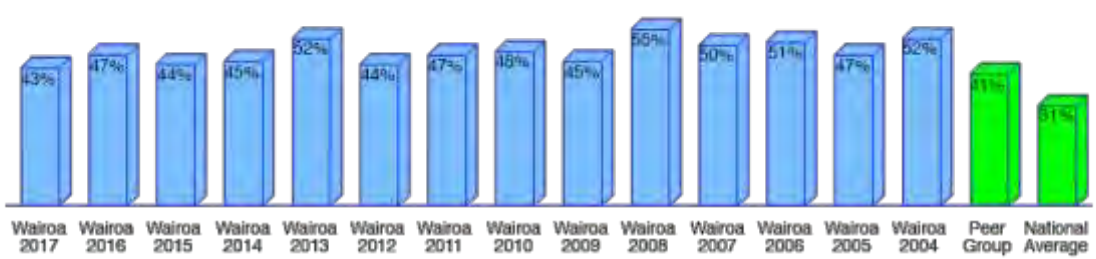
2017 - Yes, Have Contacted ...



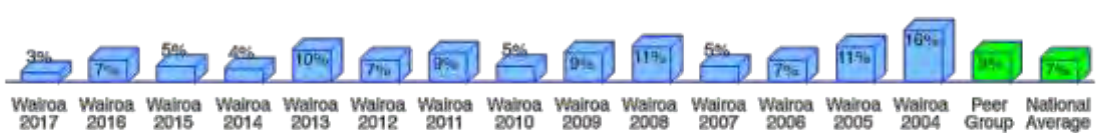
Percent Saying 'Yes - By Phone' - Comparison



Percent Saying 'Yes - In Person' - Comparison



Percent Saying 'Yes - In Writing' - Comparison



Percent Saying 'Yes - By Email' - Comparison



42% of residents have contacted Council offices by phone in the last year, while 43% visited a Council office in person (47% in 2016), 3% contacted Council in writing (7% in 2016) and 11% by email.

Residents are on par with Peer Group residents and similar to residents nationwide in saying they contacted Council by phone.

Residents are more likely than residents nationwide, and similar to Peer Group residents, to say they contacted Council in person.

Residents are on par with Peer Group residents and residents nationwide in terms of contacting Council in writing.

And residents are slightly below Peer Group residents and on par with residents nationwide in terms of contacting Council by email.

Residents with an annual household income of \$30,000 to \$50,000 are more likely to have contacted Council by **phone**, than other income groups.

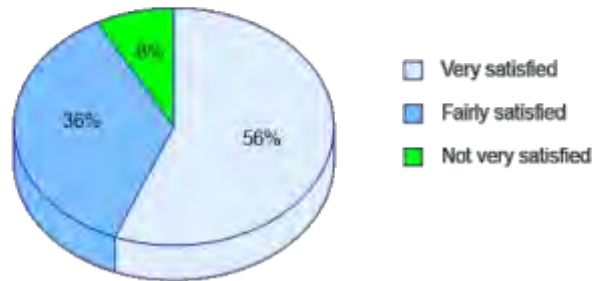
There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents who have contacted Council in **person**.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents who have contacted Council in **writing**.

Rural residents are more likely to contact Council by **email**, than Urban residents.

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D. SATISFACTION WHEN CONTACTING THE COUNCIL OFFICES BY PHONE



Base = 93
Margin of error ±10.2%

92% of residents contacting the Council Offices by phone in the last 12 months are satisfied, including 56% who are very satisfied, while 8% are not very satisfied. These readings are similar to the 2016 results.

The percent not very satisfied is on par with the Peer Group and National Averages.

There are no notable differences between Urban and Rural residents[†] and between socio-economic groups, in terms of those residents[†] who are not very satisfied.

[†] those contacting Council by phone (N=93)

Satisfaction With Contacting Council Office By Phone

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Contacted Council By Phone					
2017	56	36	92	8	-
2016	58	36	94	5	1
2015	45	39	84	16	-
2014	32	58	90	10	-
2013	48	42	90	10	-
2012 [†]	47	45	92	8	1
2011	44	39	83	17	-
2010	54	32	86	13	1
2009	53	38	91	9	-
2008	39	45	84	16	-
2007	39	49	88	12	-
2006	25	49	74	25	1
2005	43	43	86	14	-
2004	41	44	85	15	-
2003	40	33	73	26	1
2002	47	36	83	14	3
2001	41	34	75	25	-
2000	57	33	90	10	-
Comparison					
Peer Group Average (Rural)	51	35	86	14	-
National Average	47	35	82	15	3
Area					
Urban	55	37	92	8	-
Rural	57	35	92	8	-

Base = 93

% read across

[†] does not add to 100% due to rounding

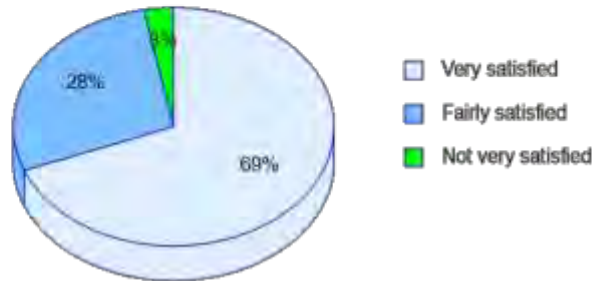
The reasons* residents contacting Council Offices by phone are not very satisfied are ...

- lack of action/no follow-up, mentioned by 3% of residents contacting Council by phone,
- others, 5%.

* multiple responses allowed

86

E. SATISFACTION WHEN VISITING THE COUNCIL OFFICES IN PERSON



Base = 87
Margin of error ±10.5%

97% of residents visiting a Council office in person in the last 12 months are satisfied (91% in 2016), including 69% who are very satisfied (53% in 2016). 3% are not very satisfied (9% in 2016).

The percent not very satisfied is similar to the Peer Group Average and on par with the National Average.

There are no notable differences between Urban and Rural residents[†] and between socio-economic groups, in terms of those residents[†] who are not very satisfied.

[†] those contacting Council in person (N=87)

Satisfaction When Visiting The Council Office In Person

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Contacted Council In Person					
2017	69	28	97	3	-
2016	53	38	91	9	-
2015	50	29	79	21	-
2014	49	39	88	12	-
2013	63	29	92	8	-
2012	51	40	91	8	1
2011	60	32	92	8	-
2010	72	25	97	3	-
2009	56	36	92	8	-
2008	54	34	88	12	-
2007	50	43	93	7	-
2006	43	50	93	7	-
2005	59	32	91	9	-
2004	63	24	87	13	-
2003	53	38	91	9	-
2002	53	35	88	12	-
2001	48	39	87	13	-
2000	69	25	94	6	-
Comparison					
Peer Group Average (Rural)	65	32	97	3	-
National Average	58	31	89	10	1
Area					
Urban [†]	67	32	98	2	-
Rural	71	25	96	4	-

Base = 87

% read across

[†] does not add to 100% due to rounding

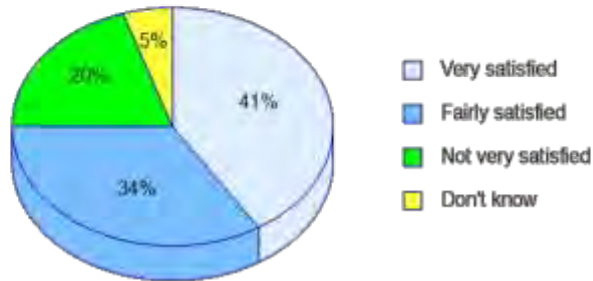
The reasons* residents visiting the Council offices in person are not very satisfied are ...

- staff hard to get hold of/ unavailable, mentioned by 1% of residents visiting the Council in person,
- others, 1%.

* multiple responses allowed

89

F. SATISFACTION WHEN CONTACTING THE COUNCIL OFFICES IN WRITING



Base = 11*
 * caution: small base
 Margin of error ±29.5%

75% of residents contacting the Council offices in writing in the last 12 months are satisfied, while 20% are not very satisfied. Caution is required as the base is small, N=11.

No comparisons have been made with the Peer Group and National Averages, as the base is small (N=11). Also, as the bases for Urban and Rural residents, and all socio-economic groups are small, no comparisons have been made.

Satisfaction When Contacting The Council Office In Writing

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Contacted Council In Writing					
2017	41	34	75	20	5
2016	42	17	59	41	-
2015	37	17	54	46	-
2014	16	60	76	24	-
2013	32	36	68	32	-
2012 [†]	33	52	85	16	-
2011	53	18	71	29	-
2010 [†]	55	30	85	6	10
2009	30	21	51	9	40
2008	39	32	71	29	-
2007	30	36	66	34	-
2006	29	48	77	19	4
2005	31	33	64	33	3
2004	26	27	53	39	8
2003	22	46	68	32	-
2002	35	36	71	29	-
2001	18	37	55	40	5
2000	53	17	70	29	1
Comparison					
Peer Group Average (Rural)	53	27	80	18	2
National Average	30	30	60	38	2

Base = 11*

% read across

* caution: small base

† does not add to 100% due to rounding

The reasons* residents contacting Council Offices in writing are not very satisfied are ...

"My written responses were disregarded and my respect, in my opinion."

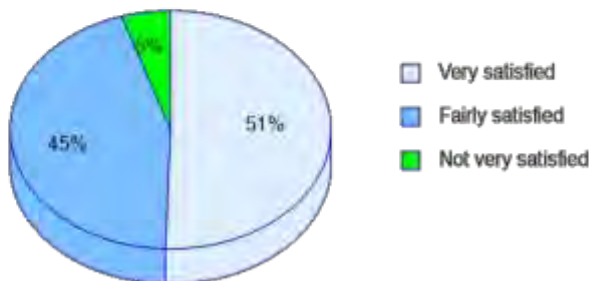
"Not made to feel welcome to be heard."

"The Mayor does not respond to e-mails so I try writing but they still don't respond."

* multiple responses allowed

91

G. SATISFACTION WHEN CONTACTING THE COUNCIL OFFICE BY EMAIL



Base = 19**
 ** caution: small base
 Margin of error ±22.5%

96% of residents contacting the Council offices by email in the last 12 months are satisfied, while 5% are not very satisfied. Caution recommended as the base is small (N=19).

As the overall base is small and the bases for Urban and Rural residents and all socio-economic groups are very small, no comparisons have been made.

Satisfaction When Contacting The Council Office By Email

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Contacted Council By Email					
2017 [†]	51	45	96	5	-
2016	77	3	80	10	10
2015	41	46	87	13	-
2014	37	49	86	14	-
2013	57	43	100	-	-
2012	84	12	96	4	-
2011	45	50	95	5	-
Comparison					
Peer Group Average (Rural)	48	36	84	15	1
National Average [†]	39	31	70	26	5

Base = 19^{*}

% read across

* caution: small base

† does not add to 100% due to rounding

The reason[†] residents contacting Council Offices by email are not very satisfied is ...

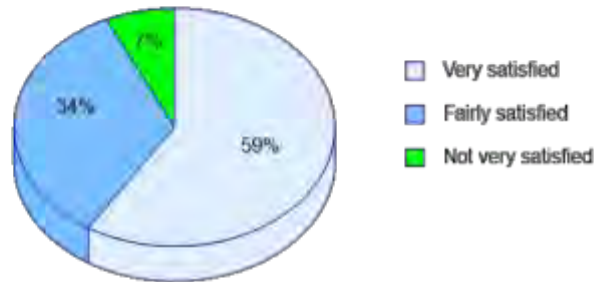
"Not very satisfied because I didn't get a reply."

† multiple responses allowed

93

H. SATISFACTION WITH THE OVERALL SERVICE RECEIVED WHEN CONTACTED COUNCIL

Contacted A Council Office In The Last 12 Months



Base = 125

Of the 60% of residents who have contacted the Council offices by phone, in person, in writing and/or by email in the last 12 months, 93% are satisfied with the service they received, including 59% who are very satisfied. 7% are not very satisfied. These readings are similar to the 2016 results.

The percent not very satisfied is similar to the Peer Group Average and on par with the National Average.

There are no notable differences between Urban and Rural residents[†] and between socio-economic groups in terms of those residents[†] not very satisfied with the overall service they received.

[†] those contacting the Council offices in the last 12 months, N=125

Satisfaction With Overall Service Received When Contacted Council

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Contacted Council					
2017	59	34	93	7	-
2016	57	36	93	7	-
2015	53	32	85	15	-
2014	41	46	87	13	-
2013	50	45	95	5	-
2012 [†]	40	51	91	8	-
2011	45	40	85	14	1
2010	52	38	90	10	-
2009	47	47	94	6	-
2008	38	53	91	9	-
2007	34	55	89	11	-
2006	24	57	81	19	-
2005	44	43	87	13	-
2004	44	46	90	10	-
2003	39	49	88	12	-
2002	37	52	89	11	-
2001	42	47	89	10	1
2000	51	40	91	9	-
Comparison					
Peer Group Average (Rural)	46	45	91	8	1
National Average	46	39	85	14	1
Area					
Urban [†]	66	28	94	7	-
Rural	51	42	93	7	-

Base = 125

% read across

[†] does not add to 100% due to rounding

Recommended Satisfaction Measures For Reporting Purposes:	
Contacted Council In Last 12 Months	= 93%
Contacted Council By Phone	= 92%
Contacted Council In Person	= 97%
Contacted Council In Writing**	= 75%
Contacted Council By Email**	= 96%

** caution: small bases



3. REPRESENTATION

The success of democracy of the Wairoa District depends on the Council both influencing and encouraging the opinions of its citizens and representing these views and opinions in its decision making. Council wishes to understand the perceptions that its residents have on how easy or how difficult it is to have their views heard. It is understood that people's perceptions can be based either on personal experience or on hearsay.

A. AWARENESS OF THEIR COUNCILLORS

To be able to put a viewpoint to a Councillor, a citizen must first know who their Councillors are.

Number Of Councillors Correctly Identified	2017 %	2016 %	2015 %	2014 %	2013 %	2012 %
Five or more	15	14	31	27	31	18
Four	11	12	9	18	9	11
Three	21	18	11	18	15	18
Two	21	17	16	12	18	21
One	17	23	19	9	16	10
No names correctly identified	14	16	14	16	11	22
Total %	99	100	100	100	100	100
Base	200	200	202	200	200	203

+ does not add to 100% due to rounding

86% of residents can name at least one Councillor in 2017, with 15% able to name five or more Councillors. These readings are similar to the 2016 results..

On average, Wairoa District residents who are able to name a Councillor, can name three Councillors (two in 2016).

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B. ACCESSIBILITY OF COUNCILLORS

Summary Table: Accessibility Of Councillors

		Would know how to make contact and do so %	Wouldn't know how to - would let matter drop %	Don't know %
Overall				
Total District	2017	81	16	3
	2016	81	17	2
	2015	81	17	2
	2014	76	19	5
	2013	87	13	-
	2012	78	21	1
	2011	80	19	1
	2010	83	16	1
	2009	84	15	1
	2008	83	15	2
	2007	75	24	1
	2006	78	21	1
	2005	78	22	-
	2004	90	10	-
	2003	84	16	-
	2002	81	19	-
	2001	77	22	1
	2000	82	18	-
Area				
Urban		76	20	4
Rural		86	13	1
Gender				
Male		76	19	5
Female		86	14	-

% read across

* does not add to 100% due to rounding

Overall, 81% of residents feel they know how to contact a Councillor and would go ahead and do so if the situation arose where they wanted to put a viewpoint, problem, or issue to a Councillor. This is similar to the 2016 result.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents who feel their Councillors are accessible.

However, it appears that residents slightly more likely to feel this way ...

- Rural residents,
- women.

99

C. COUNCILLORS' APPROACHABILITY

Summary Table: Degree Of Approachability

	Welcome comments - be comfortable approaching %	Reluctant/ resistant - have to push hard %	Somewhere between the two %	Don't know %
Overall				
Total District				
2017	55	12	23	10
2016	58	7	23	12
2015	56	10	25	9
2014 [†]	68	9	16	6
2013	56	11	30	3
2012	53	11	28	8
2011	53	16	24	7
2010	55	10	27	8
2009 [†]	47	13	33	6
2008	49	13	29	9
2007	41	16	37	6
2006	41	20	33	6
2005	46	8	39	7
2004	58	12	27	3
2003	43	8	41	8
2002	50	11	29	10
2001	32	20	42	6
2000	38	20	34	8
Comparison				
Peer Group Average (Rural) [†]	47	9	30	13
National Average	38	15	35	12
Area				
Urban	58	10	18	14
Rural	52	14	28	6

continued ...

Summary Table: Degree Of Approachability (continued)

	Welcome comments - be comfortable approaching %	Reluctant/ resistant - have to push hard %	Somewhere between the two %	Don't know %
Household Income				
Less than \$30,000 pa	61	9	18	12
\$30,000-\$50,000 pa [†]	66	13	17	5
More than \$50,000 pa	46	15	31	8
Household Size				
1-2 person household	70	7	19	4
3+ person household	42	16	27	15

% read across

[†] does not add to 100% due to rounding

In terms of how approachable residents feel their Councillors to be, 55% believe their elected representatives welcome questions, comments and requests, so that they would feel comfortable approaching them (58% in 2016).

12% believe their Councillors are reluctant and resistant to comments (7% in 2016), while 23% feel the answer lies somewhere between the two.

Wairoa District residents are slightly above the Peer Group residents and above residents nationwide in feeling their Councillors are approachable.

Residents more likely to feel their Councillors are approachable are ...

- residents with an annual household income of \$50,000 or less,
- residents who live in a one or two person household.

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D. PERCEIVED DEGREE OF OPEN-MINDEDNESS OF THE MAYOR AND COUNCILLORS

Summary Table: Degree Of Open-Mindedness

	Give fair and open-minded hearing %	Give defensive one-sided hearing %	Somewhere between the two %	Don't know %
Overall				
Total District 2017 [†]	39	15	39	6
2016	44	12	36	8
2015 [†]	49	11	34	7
2014 [†]	57	8	30	6
2013	37	12	45	6
2012	37	14	42	7
2011	44	12	37	7
2010	44	15	39	2
2009	35	17	42	6
2008	39	15	40	6
2007	30	27	39	4
2006	32	23	39	6
2005	32	14	49	5
2004	47	10	36	7
2003	31	14	47	8
2002	32	11	51	6
2001	27	28	37	8
2000	28	19	48	5
Comparison				
Peer Group Average (Rural)	36	14	40	10
National Average	32	19	39	10
Area				
Urban [†]	37	15	43	6
Rural	41	16	36	7
Household Size				
1-2 person household [†]	47	14	36	4
3+ person household	33	17	42	8

% read across

[†] does not add to 100% due to rounding

39% of Wairoa District residents feel that the Mayor and Councillors give a fair and open-minded hearing when dealing with local community issues (44% in 2016). 15% believe the Mayor and Councillors give a defensive and one-sided hearing, whilst 39% feel the answer is somewhere between the two (36% in 2016).

Wairoa District residents are similar to the Peer Group Average and on par with the National Average in terms of their impressions of the Mayor and Councillors' open-mindedness.

Residents who live in a one or two person household are more likely to feel the Mayor and Councillors are fair and open-minded, than those who live in a three or more person household.

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E. EXPECTED DEGREE OF CONSULTATION

Summary Table: Expected Degree Of Consultation

	Get on with job, keep informed %	Consult on major issues %	Consult on most issues %	No opinion %
Overall				
Total District 2017	33	44	20	3
2016	36	43	21	-
2015	28	50	21	1
2014†	39	43	19	-
2013†	26	45	29	1
2012	20	56	24	-
2011	28	48	23	1
2010	22	53	24	1
2009	26	47	27	-
2008	19	45	35	1
2007	15	43	40	2
2006	24	38	36	2
2005	17	44	38	1
2004	18	56	25	1
2003	23	45	29	3
2002	20	53	27	-
2001	10	49	40	1
2000	19	41	38	2
Comparison				
Peer Group Average (Rural)	16	60	22	2
National Average	16	61	22	1
Area				
Urban†	46	35	20	-
Rural	21	53	20	6

continued ...

Summary Table: Expected Degree Of Consultation (continued)

	Get on with job, keep informed %	Consult on major issues %	Consult on most issues %	No opinion %
Household Income				
Less than \$30,000 pa	40	45	14	1
\$30,000-\$50,000 pa	43	16	39	2
More than \$50,000 pa [†]	20	60	16	5
NZ Ethnicity				
NZ European	25	57	13	5
NZ Māori	39	33	27	1

% read across

[†] does not add to 100% due to rounding

When asked how much consultation they would like Council to have with its citizens, 33% opt for leaving the Mayor and Councillors to get on with the job they were elected for, while keeping the public informed. 44% of residents would like to see consultation with people on major issues only, otherwise getting on with the job they were elected to do. 20% of residents wanted consultation on most issues. These readings are similar to the 2016 results.

Wairoa District residents are below Peer Group residents and residents nationwide, in terms of wanting consultation on major issues.

Residents more likely to want **consultation on major issues** are ...

- Rural residents,
- residents with an annual household income of more than \$50,000,
- NZ European residents.

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Those residents who expressed a desire for consultation on major issues, 44% overall, were asked what they considered to be major issues. Main issues* arising were ...

- sewerage issues, mentioned by 11% of all residents,
- expenditure/major spending/overspending, 7%,
- rates issues/increases/spending of rates, 7%,
- water supply issues, 6%,
- roading/footpath issues, 5%.

Other major issues* mentioned by 4% of residents are ...

- major projects/anything major that would affect people,

2% are ...

- rubbish/recycling issues,
- attracting business/employment issues,

1% are ...

- stormwater/drainage issues,
- Rocket Lab,
- environmental issues.

* multiple responses allowed

Summary Table: Main Issues* Residents Would Like To Be Consulted On

	Total District 2017 %	Area	
		Urban %	Rural %
Percent Who Mention ...			
Sewerage issues	11	10	12
Expenditure / major spending / overspending	7	5	9
Rates issues / increases / spending of rates	7	4	10
Water supply issues	6	5	6
Roading / footpath issues	5	1	10

* multiple responses allowed

F. MEANS OF CONSULTATION

Summary Table: Means Of Consultation Suggested*

	Those Who Want Consultation On Most/Major Issues 2017	Those Who Want Consultation On Most/Major Issues 2016	Those Who Want Consultation On Most/Major Issues 2015	Area 2017	
	%	%	%	Urban %	Rural %
Percent Who Mention ...					
Newspapers/ newspaper articles	57	57	56	58	57
Public meetings/huis	42	40	43	38	46
Internet/website pages	21	14	6	20	21
Newsletters	13	12	16	14	13
Surveys	10	2	3	4	14
Pamphlets/brochures/flyers	9	12	18	11	7
Personal contact/personal visit	6	12	10	9	4
Letters	5	15	5	6	4
Radio	4	2	7	1	7
Submissions	3	2	2	-	6
Working parties	1	-	-	3	-
Public notices	1	3	3	2	-
Referendum/public referendum/referenda	1	-	1	1	1
Emails	-	2	-	-	-
Social Media - Facebook	-	7	-	-	-
Others	1	-	-	1	2
Don't know	1	1	5	2	-

(Base = 127)

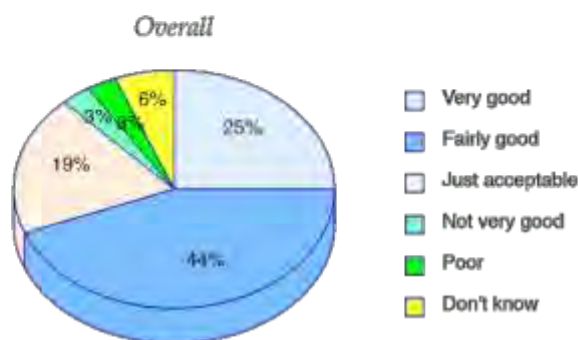
* multiple response

Those residents who wished to be consulted on most issues or major issues were asked what, in their view, would be the best ways for Council to consult with them.

As in previous years, newspapers/newspaper articles and public meetings are seen as the best means by which Council should consult with its residents.

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G. PERFORMANCE RATING OF THE MAYOR AND COUNCILLORS IN THE LAST YEAR



69% of Wairoa District residents rate the performance of the Mayor and Councillors over the past year as very or fairly good (55% in 2016), while 19% rate their performance as just acceptable (32% in 2016). 6% rate the performance of the Mayor and Councillors as not very good/poor and 6% are unable to comment.

Wairoa District residents rate the performance of the Mayor and Councillors slightly above the Peer Group Average and above the National Average, in terms of their performance being very/fairly good.

65% of those who have contacted a Councillor or the Mayor in the last year, rate the performance of the Mayor and Councillors as very or fairly good (58% in 2016).

Residents more likely to rate the performance of the Mayor and Councillors as very/fairly good are ...

- Urban residents,
- women,
- residents with an annual household income of \$50,000 or less.

Summary Table: Performance Rating Of The Mayor And Councillors In The Last Year

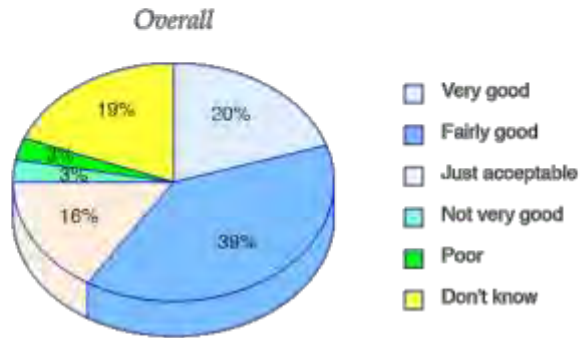
	Rated as ...			
	Very good/ Fairly good %	Just acceptable %	Not very good/Poor %	Don't know %
Overall				
Total District				
2017	69	19	6	6
2016†	55	32	5	9
2015†	57	25	16	3
2014	67	18	4	11
2013	63	27	6	4
2012†	69	21	6	5
2011	71	16	8	5
2010	61	28	9	2
2009	59	30	8	3
2008	54	31	9	6
2007	57	30	10	3
2006	46	34	15	5
2005	67	18	11	4
2004	69	21	6	4
2003	59	29	8	4
2002	61	22	9	8
2001	46	31	18	5
2000	49	26	13	12
Contacted the Mayor / a Councillor in last 12 months (N=58)†	65	24	11	1
Comparison				
Peer Group Average (Rural)	60	26	8	6
National Average	49	27	17	7
Area				
Urban†	77	16	4	4
Rural	61	23	8	8
Gender				
Male†	63	22	10	6
Female	75	17	2	6
Household Income				
Less than \$30,000 pa	82	12	3	3
\$30,000-\$50,000 pa	79	17	4	-
More than \$50,000 pa	62	22	8	8

% read across

† does not add to 100% due to rounding

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H. PERFORMANCE RATING OF THE COUNCIL STAFF IN THE LAST YEAR



59% of residents rate the performance of the Council staff as very or fairly good (66% in 2016), 16% rate their performance as just acceptable, and 6% say it is not very good or poor. 19% are unable to comment (10% in 2016).

Wairoa District Council staff's performance is similar to staff nationwide and Peer Group Councils' staff, in terms of it being rated very/fairly good.

Residents more likely to rate the performance of Council staff over the past year as very/fairly good are ...

- Urban residents,
- residents with an annual household income of \$50,000 or less, in particular those with an annual household income of less than \$30,000.

Summary Table: Performance Rating Of The Council Staff In The Last Year

	Rated as ...			
	Very good/ Fairly good %	Just acceptable %	Not very good/Poor %	Don't know %
Overall				
Total District 2017	59	16	6	19
2016	66	19	5	10
2015 [†]	55	21	11	12
2014	53	24	11	12
2013	69	20	6	5
2012 [†]	71	14	5	9
2011	70	14	9	7
2010 [†]	65	22	6	8
2009	57	27	7	9
2008	62	22	7	9
2007	57	24	12	7
2006	53	28	11	8
2005	67	15	8	10
2004	66	17	5	12
2003	66	18	5	11
2002	57	22	9	12
2001	65	14	5	16
2000	59	17	7	17
Comparison[†]				
Peer Group Average (Rural)	61	18	9	11
National Average	57	21	10	11
Area				
Urban	68	12	5	15
Rural	49	21	7	23
Household Income				
Less than \$30,000 pa	85	6	3	6
\$30,000-\$50,000 pa [†]	67	17	6	11
More than \$50,000 pa	43	22	8	27

% read across

[†] does not add to 100% due to rounding

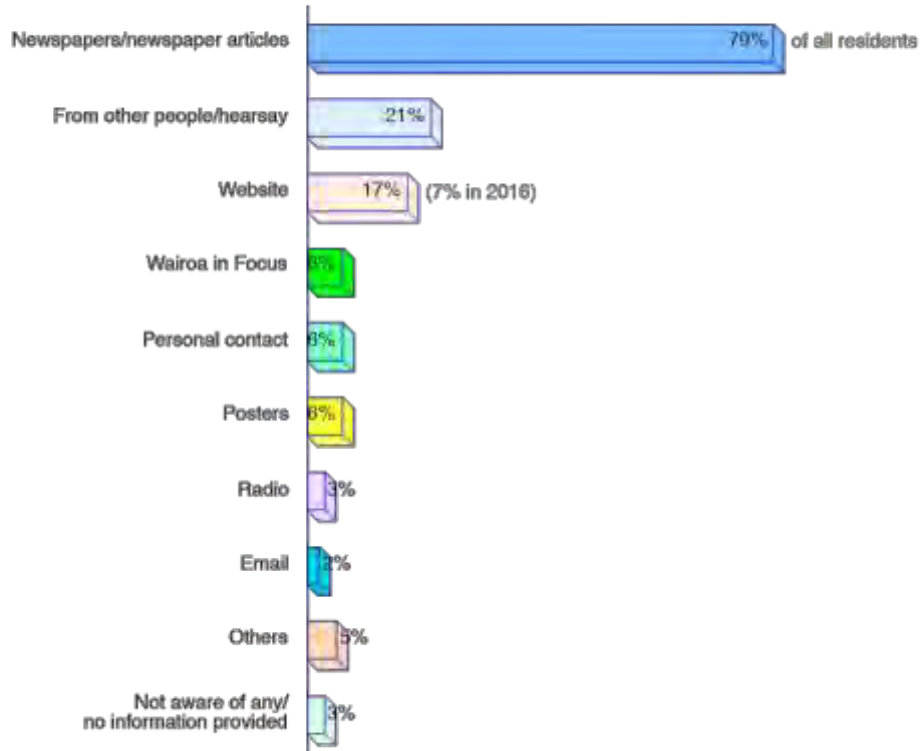


4. LOCAL ISSUES

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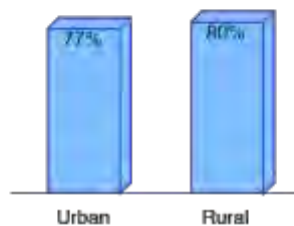
A. INFORMATION

Where*, or from whom, do you see, read or hear about Wairoa District Council news and events?

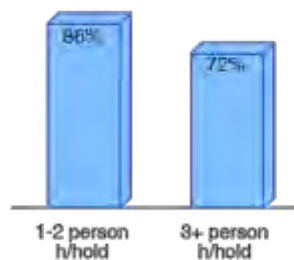


* multiple responses allowed

Percent Mentioning 'Newspapers' - By Area



Percent Mentioning 'Newspapers' - Comparing Different Types Of Residents



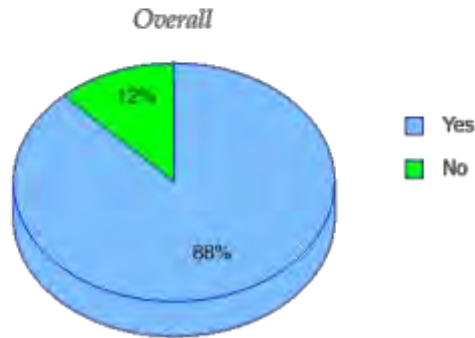
79% of residents say they see, read or hear about Wairoa District Council news and events in newspapers/newspaper articles. This is similar to the 2016 result.

Residents who live in a one or two person household are more likely to mention newspapers, than those who live in a three or more person household.

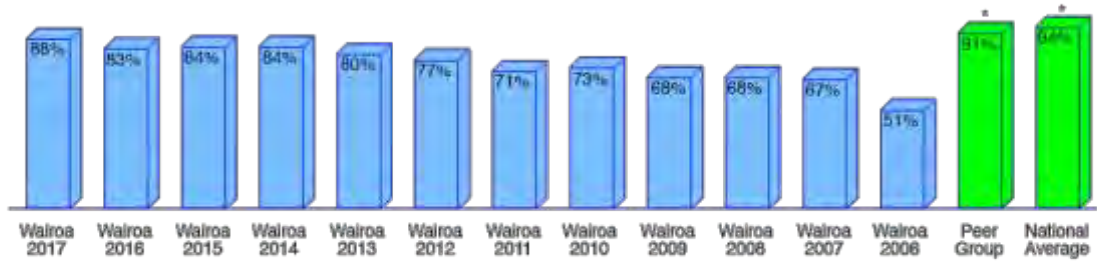
115

B. INTERNET ACCESS

i. Internet Access At Home

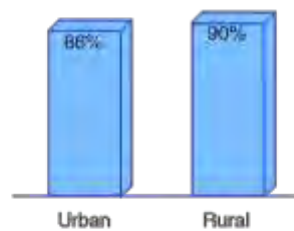


Percent Saying 'Yes' - Comparison

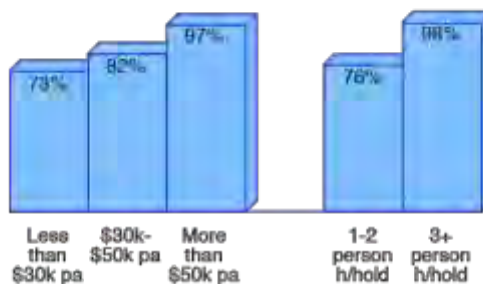


* readings prior to 2015 and Peer Group and National Averages refer to access to Internet in general

Percent Saying 'Yes' - By Area



Percent Saying 'Yes' - Comparing Different Types Of Residents



88% of Wairoa District residents say they have access to the Internet at home (83% in 2016). This is similar to the Peer Group and National Averages.

Residents more likely to say 'Yes' are ...

- residents with an annual household income of more than \$50,000,
- residents who live in a three or more person household.

ii. How Residents† Access Internet At Home

	Yes 2017 %	Yes 2016 %	Area	
			Urban %	Rural %
Through phone line	72	82	91	53
With cellphone	49	46	54	44
By Farmside Satellite	7	9	5	8
By microwave with Gisborne Net	22	16	3	40
Other	10	1	11	9

Base = 164

72% of residents† say they access the Internet at home through their phone line (82% in 2016), while 49% use their cellphone.

Residents† more likely to access their Internet at home **through their phone line** are ...

- Urban residents,
- residents who live in a three or more person household.

† residents who have Internet access at home, N=164

The other sources mentioned are ...

- "Wairoa Free Wi-Fi."
- "Wi-Fi."
- "By PC, ipads."
- "Wireless."
- "Broadband."
- "Spark data."
- "Satellite phone."
- "Evolution Wireless from Gisborne through to Mahia."

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C. PLACE TO LIVE

Residents were asked to think about the range and standard of amenities and activities which Council can influence. With these in mind, they were then asked to say whether they think their District is better, about the same, or worse, as a place to live, than it was three years ago.

	Better %	Same %	Worse %	Unsure %
Overall				
Total District 2017	35	52	8	5
2016 [†]	39	44	11	7
2015	24	52	17	7
2014	28	52	13	7
2013 [†]	27	62	8	4
2012	22	64	6	8
2011	32	53	13	2
2010 [†]	31	54	12	4
2009	38	51	6	5
2008	33	53	8	6
2007	36	49	9	6
2006	39	41	10	10
2005	44	40	10	6
2004	41	46	8	5
Comparison				
Peer Group Average (Rural)	34	53	7	6
National Average	38	45	13	4
Area				
Urban [†]	44	45	7	5
Rural	27	60	9	4
Household Income				
Less than \$30,000 pa [†]	31	60	5	5
\$30,000-\$50,000 pa	53	35	8	4
More than \$50,000 pa [†]	30	59	8	2

% read across

[†] does not add to 100% due to rounding

35% of residents think their District is better than it was three years ago (39% in 2016), 52% feel it is the same (44% in 2016) and 8% say it is worse. 5% are unable to comment.

The percent saying better (35%) is similar to the Peer Group and National Averages.

Residents **more** likely to feel their District is **better** than it was three years ago are ...

- Urban residents,
- residents with an annual household income of \$30,000 to \$50,000.

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D. PERCEPTION OF SAFETY

Is Wairoa generally a safe place to live?...

	Yes, definitely %	Yes, mostly %	Not really %	No, definitely not %	Don't know %
Overall					
Total District 2017	41	56	2	1	-
2016	49	48	3	-	-
2015 [†]	53	41	5	1	1
2014 [†]	52	47	1	1	-
2013	49	49	1	1	-
2012	40	57	2	1	-
2011 [†]	39	50	9	1	-
2010	33	58	6	1	2
2009	36	54	8	-	2
2008	41	50	7	1	1
2007	27	67	4	2	-
2006	31	59	6	3	1
2005	28	54	13	4	1
2004	42	45	10	1	2
Comparison					
Peer Group Average (Rural)	51	45	4	-	-
National Average	36	54	7	2	1
Area					
Urban	44	54	2	-	-
Rural [†]	38	58	3	2	-
Household Income					
Less than \$30,000 pa	35	60	5	-	-
\$30,000-\$50,000 pa	57	41	2	-	-
More than \$50,000 pa	39	57	2	2	-

% read across

[†] does not add to 100% due to rounding

41% of residents feel that generally Wairoa District is definitely a safe place to live (49% in 2016), 56% say it is mostly (48% in 2016). 2% of residents think the District is not really a safe place to live and 1% say it is definitely not.

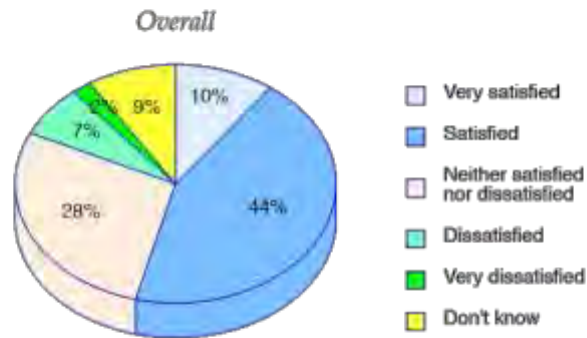
The percent saying 'yes, definitely' (41%) is below the Peer Group Average and on par with the National Average.

Residents with an annual household income of \$30,000 to \$50,000 are more likely to feel that Wairoa District is **definitely** a safe place to live, than other income groups.

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E. COUNCIL CONSULTATION AND COMMUNITY INVOLVEMENT

i. Satisfaction With The Way Council Involves The Public In The Decisions It Makes



54% of residents are very satisfied/satisfied with the way Council involves the public in the decisions it makes, while 9% are dissatisfied/very dissatisfied. 28% are neither satisfied nor dissatisfied and 9% are unable to comment. These readings are similar to/on par with the 2016 results.

The very satisfied/satisfied reading (54%) is slightly above the Peer Group and National Averages.

Residents more likely to be **very satisfied/satisfied** are ...

- men,
- residents who live in a one or two person household.

It also appears that Urban residents are slightly more likely than Rural residents, to feel this way.

Summary Table: Level Of Satisfaction With The Way Council Involves The Public In The Decisions It Makes

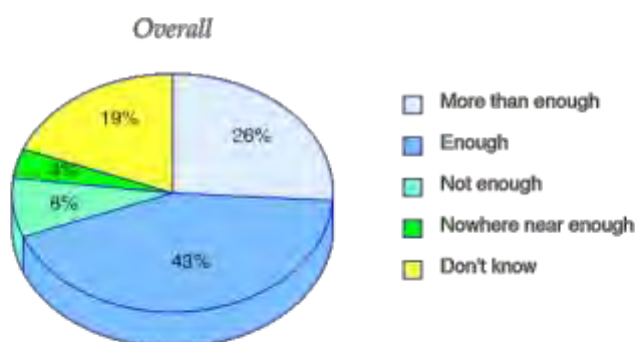
	Very satisfied/ Satisfied %	Neither satisfied nor dissatisfied %	Dissatisfied/ Very dissatisfied %	Don't know %
Overall				
Total District 2017	54	28	9	9
2016'	54	27	13	7
2015	53	28	16	3
2014 [†]	60	20	11	8
2013	53	32	10	5
2012	55	33	9	3
2011 [†]	69	14	12	6
2010'	64	21	12	4
2009	54	26	13	7
2008	59	24	16	1
2007	48	25	22	5
2006	53	26	18	3
2005	58	28	11	3
2004	64	23	10	3
Comparison				
Peer Group Average (Rural) [†]	45	31	16	7
National Average	45	28	22	5
Area				
Urban	60	22	5	13
Rural	49	33	14	4
Gender[†]				
Male	68	12	11	10
Female	42	43	8	8
Household Size				
1-2 person household	68	21	7	4
3+ person household	43	34	11	12

% read across

[†] does not add to 100% due to rounding

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ii. Council's Level Of Consultation With Māori In The District



26% of residents think that the Council's level of consultation with Māori is more than enough, while 43% think it is enough. 12% feel there is not enough/nowhere near enough consultation (19% in 2016), and 19% are unable to comment (15% in 2016).

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents who think the Council's level of consultation with Māori in the District is **more than enough/enough**. However, it appears that the following residents are slightly more likely to feel this way ...

- NZ European residents,
- residents who live in a one or two person household.

NZ Māori residents are more likely, than NZ European residents, to think the level of consultation is **not enough/nowhere near enough**.

Council's Level Of Consultation With Māori In The District

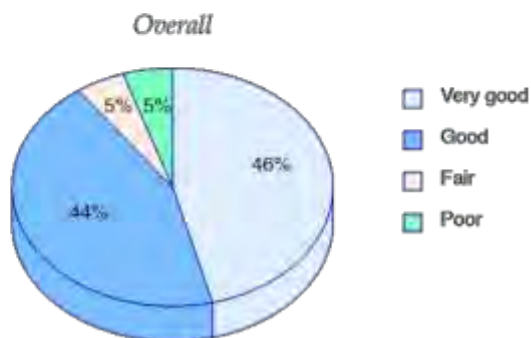
		More than enough %	Enough %	More than enough/ Enough %	Not enough %	Nowhere near enough %	Not enough/ Nowhere near enough %	Don't know %
Overall*								
Total District	2017	26	43	69	8	4	12	19
	2016	23	43	66	17	2	19	15
	2015	21	45	66	13	4	17	17
	2014†	27	43	70	13	4	17	12
	2013†	28	43	71	15	5	20	10
	2012	34	39	73	12	5	17	10
	2011†	29	45	74	10	5	15	12
	2010	32	42	74	9	3	12	14
	2009	27	40	67	16	8	24	9
	2008	25	38	63	14	6	20	17
	2007	24	42	66	14	8	22	12
	2006	23	46	69	13	6	19	12
Area								
Urban		24	44	68	4	3	7	25
Rural		27	42	69	13	4	17	14
Ethnicity								
NZ European		37	37	74	1	1	2	24
NZ Māori		16	48	64	15	5	20	16
Household Size								
1-2 person household		28	46	74	7	4	11	15
3+ person household†		24	40	64	9	3	12	23

% read across

† does not add to 100% due to rounding

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F. QUALITY OF LIFE



46% of residents think that, overall, the quality of life in their District is very good, while 44% say it is good (39% in 2016), 5% feel it is fair (11% in 2016) and 5% think it is poor.

Wairoa District residents are similar to Peer Group residents and on par with residents nationwide, in rating the quality of life in their District as **very good**.

NZ European residents are more likely to rate the overall quality of life in their District as **very good**, than NZ Māori residents.

Rating The Quality Of Life In The District

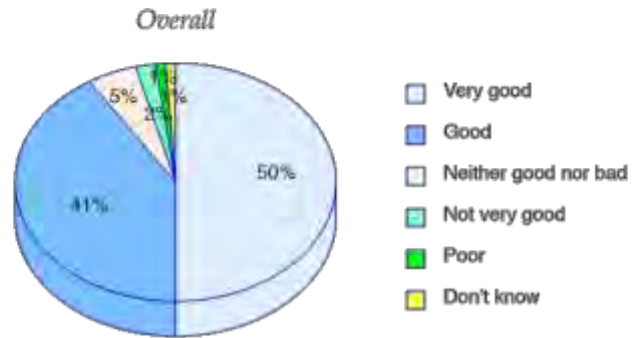
	Very good %	Good %	Fair %	Poor %	Don't know %
Overall					
Total District 2017	46	44	5	5	-
2016	47	39	11	3	-
2015	43	43	11	3	-
2014	51	41	6	2	-
2013	44	47	5	3	1
2012	38	46	12	4	-
2011	37	41	16	5	1
2010	38	44	13	4	1
2009	35	50	13	2	-
2008	38	45	14	3	-
2007	30	56	11	3	-
2006	37	44	16	2	1
2005	42	43	10	5	-
2004	45	42	12	1	-
Comparison					
Peer Group Average (Rural)	44	47	7	2	-
National Average [†]	41	43	14	2	1
Area					
Urban	45	44	6	5	-
Rural	47	44	4	4	1
Ethnicity					
NZ European	57	38	3	2	-
NZ Māori [†]	37	49	7	7	1

% read across

[†] does not add to 100% due to rounding

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G. COMMUNITY SPIRIT



91% of residents rate the community spirit in their District as very good / good (81% in 2016), including 50% who feel it is very good (39% in 2016). 5% say the community spirit is neither good nor bad (13% in 2016), while 3% rate it not very good / poor.

Wairoa District residents are on par with Peer Group residents and above residents nationwide, in rating community spirit as **very good/good**.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents who rate the community spirit in their District as **very good/good**.

Rating Community Spirit In The District

	Very good/ Good %	Neither Good nor Bad %	Not very good/ Poor %	Don't know %
Overall				
Total District 2017	91	5	3	1
2016	81	13	5	1
2015	85	10	5	-
2014	90	7	2	1
2013	86	12	2	-
2012 [†]	79	14	6	-
2011 [†]	79	13	7	-
2010	77	17	6	-
2009	82	15	3	-
2008	75	20	3	2
2007	77	17	6	-
2006	79	11	9	1
2005	83	10	7	-
2004	85	11	4	-
Comparison				
Peer Group Average (Rural)	84	11	4	1
National Average	77	15	7	1
Area[†]				
Urban	90	5	2	2
Rural	92	4	3	-

% read across

[†] does not add to 100% due to rounding

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H. NATURAL ENVIRONMENT

Residents were asked to say how satisfied they are that the natural environment in the Wairoa District is being preserved and sustained for future generations.

	Very satisfied %	Satisfied %	Very satisfied/ Satisfied %	Neither satisfied nor dissatisfied %	Dis-satisfied %	Very dissatisfied %	Dissatisfied/ Very dissatisfied %	Don't know %
Overall								
Total District								
2017	16	52	68	13	9	2	11	8
2016	17	57	74	14	9	2	11	1
2015	19	48	67	23	8	1	9	1
2014	22	52	74	10	7	6	13	3
2013	17	53	70	18	8	2	10	2
2012†	21	54	75	15	5	3	8	1
2011†	21	56	77	13	7	-	7	2
2010	23	54	77	11	9	1	10	2
2009	23	53	76	9	8	4	12	3
2008	25	46	71	13	13	3	16	-
2007	15	53	68	20	8	4	12	-
2006	20	47	67	13	13	4	17	3
2005	16	56	72	14	10	2	12	2
Comparison								
Peer Group	21	52	73	13	8	3	11	3
National Average	16	51	67	15	12	4	16	2
Area								
Urban	12	58	70	20	5	-	5	5
Rural	20	47	67	6	13	3	16	11
Ethnicity								
NZ European	16	46	62	14	9	-	9	15
NZ Māori	14	59	73	13	10	2	12	2
Household Income								
Less than \$30k pa†	11	70	81	10	2	-	2	8
\$30k-\$50k pa	19	57	76	13	6	2	8	3
More than \$50k pa	14	45	59	14	15	2	17	10

% read across

† does not add to 100% due to rounding

68% of residents are very satisfied/satisfied that the natural environment in the Wairoa District is being preserved and sustained for future generations (74% in 2016). This is on par with the Peer Group Average and similar to the National Average.

11% of residents are dissatisfied/very dissatisfied, while 13% are neither satisfied nor dissatisfied. These readings are similar to the 2016 results.

Residents are more likely to feel **very satisfied/satisfied** are ...

- NZ Māori residents,
- residents with an annual household income of \$50,000 or less.

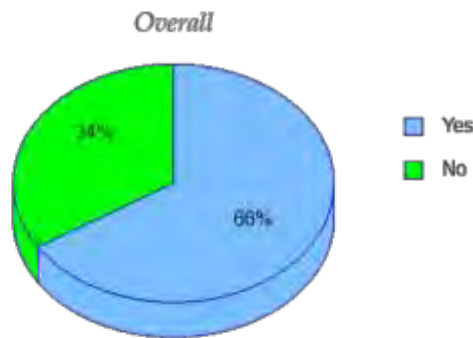
There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents who feel **dissatisfied/very dissatisfied**. However, it appears that Rural residents are slightly more likely to feel this way, than Urban residents.

132

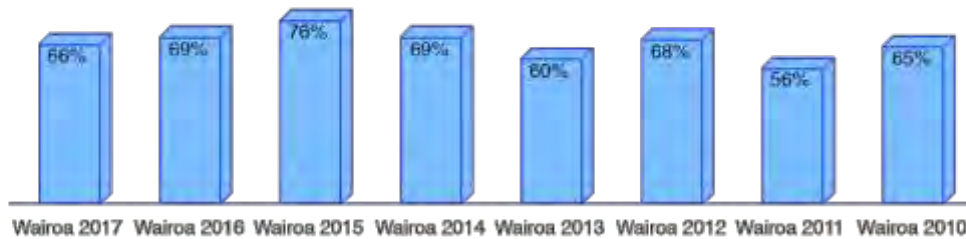
I. EMERGENCY MANAGEMENT

To be prepared for a Civil Defence emergency, households should have an emergency kit, which includes stored food, water, a radio, batteries and a torch, and also have an emergency plan of what to do. Bearing this in mind, residents were asked to say whether their household is prepared for a Civil Defence emergency.

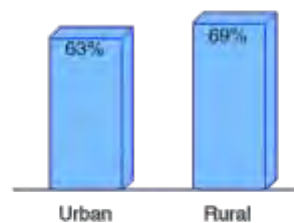
i. Preparedness



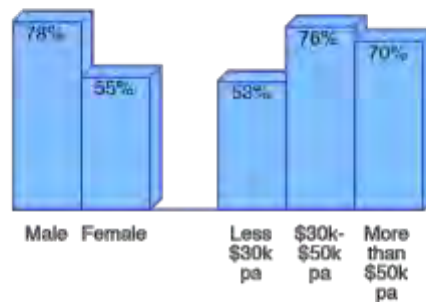
Percent Saying "Yes" - Comparison



Percent Saying "Yes" - By Area



Percent Saying "Yes" - Comparing Different Types Of Residents



66% of residents say their household is prepared for a Civil Defence emergency, while 34% say they are not. These readings are similar to the 2016 results.

Residents more likely to say 'Yes' are ...

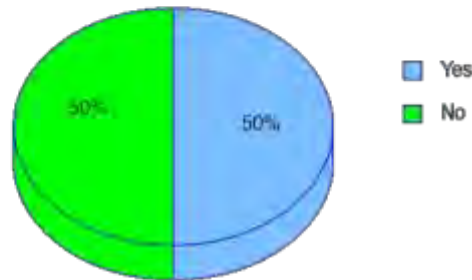
- men,
- residents with an annual household income of \$30,000 or more.

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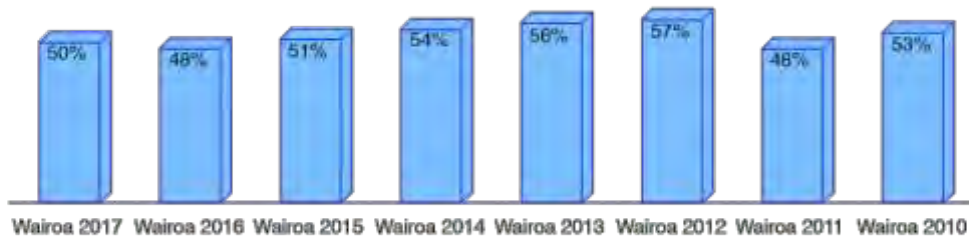
ii. Awareness

The Council has an ongoing education programme to encourage residents to prepare for a Civil Defence emergency. Are residents aware of this campaign?

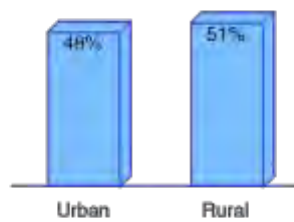
Overall



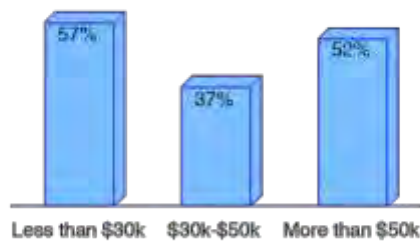
Percent Saying "Yes" - Comparison



Percent Saying "Yes" - By Area



Percent Saying "Yes" - Comparing Different Types Of Residents



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50% of residents are aware of Council's campaign, while 50% are not. These readings are similar to last year's results.

Residents with an annual household income of \$30,000 to \$50,000 are **less** likely to say 'Yes', than other income groups.

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iii. Source Of Information

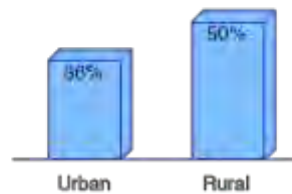
If residents had to get some Civil Defence information right now, where or who would they get this information* from ...

- visiting a website/the Internet/looking online, mentioned by 43% of all residents (20% in 2016),
- by ringing/visiting the District Council office, 39%,
- the phone book, 19% (26% in 2016),
- family/friends/neighbours/other people, 3%,
- phone 111/Emergency Services, 3%,
- Civil Defence/Civil Defence staff, 2%,
- Police, 2%,
- radio, 2%,
- newspaper, 2%[◊],
- TV, 1%,
- fire brigade, 1%,
- others, 2%,
- don't know, 4%.

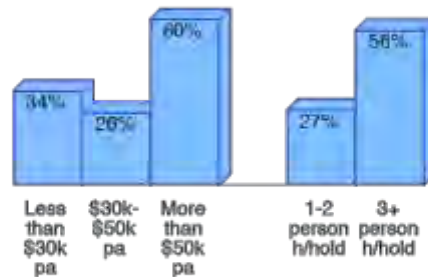
* multiple responses allowed

◊ not mentioned in 2016

Percent Saying 'Visiting A Website/The Internet/Looking Online' - By Area



Percent Saying 'Visiting A Website/The Internet/Looking Online' - Comparing Different Types Of Residents



43% of residents say that if they had to get some Civil Defence information right now, they would get this information by visiting a website/the Internet/looking online, while 39% say they would ring/visit the District Council office.

Residents more likely to say they would **visit a website/the Internet/look online** are ...

- Rural residents,
- residents with an annual household income of more than \$50,000,
- residents who live in a three or more person household.

The other sources mentioned are ...

"Cell phone, social media."

"Library."

"Information Centre."

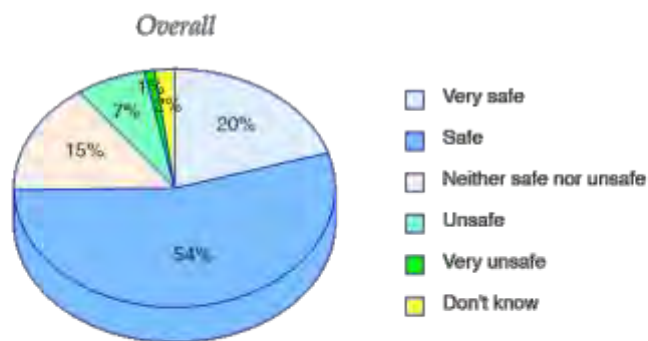
"Search and Rescue."

"Councillor who lives nearby."

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iv. Feeling Of Safety

Residents were asked to say, with respect to the **Wairoa District only**, how safe they feel in their home and for their livelihood if a natural disaster strikes.



74% of residents feel very safe / safe in their home and for their livelihood, if a natural disaster strikes (78% in 2016), while 8% feel unsafe / very unsafe. 15% say they feel neither safe nor unsafe (12% in 2016).

Residents more likely to feel **very safe/safe** are ...

- men,
- NZ European residents.

Summary Table: How Safe Do Respondents Feel?

		Very safe %	Safe %	Very safe/ Safe %	Neither safe nor unsafe %	Unsafe %	Very unsafe %	Unsafe/ Very unsafe %	Don't know %
Overall*									
Total District	2017†	20	54	74	15	7	1	8	2
	2016†	26	52	78	12	5	2	7	2
	2015	20	58	78	18	4	-	4	-
	2014†	24	55	79	12	4	3	7	3
	2013	19	50	69	19	9	-	9	3
	2012†	18	44	62	21	9	2	11	5
	2011	18	49	67	17	9	3	12	4
	2010	20	54	74	13	7	4	11	2
Area									
Urban		15	56	71	19	6	2	8	2
Rural†		26	51	77	11	8	1	9	2
Gender									
Male		24	56	80	10	7	1	8	2
Female		17	51	68	20	8	2	10	2
Ethnicity									
NZ European		18	62	80	16	2	1	3	1
NZ Māori		23	45	68	16	13	1	14	2

% read across

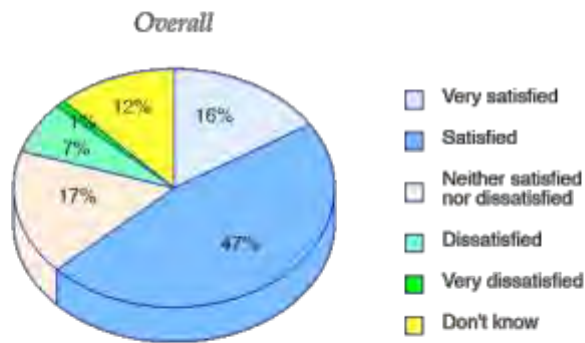
* not asked prior to 2010

† does not add to 100% due to rounding

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J. COMMUNITY BENEFIT ORGANISATION

Wairoa District Council currently spends \$75.47 per rating unit on supporting a range of community benefit organisations like the Museum and the Community Centre, along with various other grants to activities and organisations in the District. Residents were asked to say how satisfied they are with the value for money that Wairoa is receiving from this funding.



63% of residents are very satisfied / satisfied with the value for money Wairoa District receives from funding used for supporting a range of community organisations, while 8% are dissatisfied / very dissatisfied. 17% are neither satisfied nor dissatisfied and 12% are unable to comment.

Residents with an annual household income of more than \$50,000 are more likely to be **very satisfied/satisfied**, than other income groups.

Satisfaction With The Value For Money The District Receives From Funding Used For Supporting A Range Of Community Benefit Organisations

	Very satisfied %	Satisfied %	Very satisfied/ Satisfied %	Neither satisfied nor dissatisfied %	Dis-satisfied %	Very dissatisfied %	Dissatisfied/ Very dissatisfied %	Don't know %
Overall*								
Total District								
2017	16	47	63	17	7	1	8	12
2016	6	43	49	29	6	2	8	14
2015	4	38	42	41	8	4	12	5
2014	5	37	42	28	15	2	17	14
2013	5	45	50	36	6	1	7	7
2012	4	36	40	38	14	3	17	5
2011	5	46	51	24	13	4	17	8
2010*	8	43	51	24	16	4	20	6
2009	8	42	50	25	13	3	16	9
2008	6	38	44	30	14	6	20	6
2007	4	35	39	25	27	2	29	7
Area								
Urban	16	49	65	17	4	1	5	13
Rural†	16	45	61	17	11	1	12	11
Household Income								
Less than \$30k pa	9	45	54	21	9	-	9	16
\$30k-\$50k pa	15	41	56	28	7	2	9	7
More than \$50k pa†	19	54	73	13	8	1	9	6

% read across

* not asked prior to 2007. Question prior to 2017 read "how satisfied are you with the value for money Wairoa, as a whole, gets for the amount of rates spent on support community facilities and organisations"

† does not add to 100% due to rounding

The 125 residents who are very satisfied/satisfied were asked to give examples of where they believe the District is receiving value for money from their funding. The main mentions* are ...

- Community Centre, mentioned by 56% of residents who are very satisfied/satisfied with the value for money Wairoa District is receiving from this funding,
- library, 27%,
- museum, 24%.

28% of residents† have an example of where they believe Council is **not** receiving value for money. The main examples* mentioned are ...

- unnecessary spending/priorities wrong, mentioned by 30% of residents‡,
- parks/playgrounds, 17%,
- rubbish/recycling, 17%.

* multiple responses allowed

† the 140 residents who are either very satisfied/satisfied or dissatisfied/very dissatisfied

* * * * *

E. APPENDIX

Base by Sub-sample

	Actual respondents interviewed	*Expected number according to population distribution
Gender		
Male	99	95
Female	101	105
Age		
18-44 years	26	83
45-64 years	86	75
65+ years	88	42
Ethnicity*		
NZ European	94	96
NZ Māori	100	97
<p>* two respondents identified their ethnicity as Pacific Island, one as Asian, and three respondents specified their ethnicity as 'Other' (unweighted)</p>		

- * Post stratification (weighting) has been applied to adjust back to population proportions in order to yield correctly balanced overall percentages. This is accepted statistical procedure. Please also pages 2 to 4.

* * * * *

**WAIROA DISTRICT COUNCIL
COMMUNITRAK™ SURVEY APPENDICES
MARCH 2017**

WAIROA DISTRICT COUNCIL
COMMUNITRAK™ SURVEY
MARCH 2017

APPENDICES OF
VERBATIM RESPONSES TO THE
OPEN-ENDED QUESTIONS



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Q5b Major issues they feel residents should be consulted on**Rates issues / rates increases / spending of rates money**

- "Rate rises."
- "The rating level is exorbitant, excessive. We pay more than the big cities do on their rates."
- "Rates issue."
- "Rates charges, consult where rates should be used and how much they charge."
- "Rate rises in the back country, the unfairness of some rural rate rises. There has been a big transfer of the burden and it is getting worse and it is not fair. We didn't make a big fuss at the election, we were promised it would be looked into."
- "Rates, any increases or deviation from what they currently are."
- "Unpaid rates, Maori issues, a lot of multiple ownership properties don't have rates collected. I have read this uncollected rates is big dollars."
- "Use of our rates."
- "Distribution of ratepayer money."

Major projects / anything major that would affect people

- "Large projects."
- "Major projects, eg, buildings that may have to come down, but maybe not safe."
- "Changing ways radically which would make a big impact on people."
- "Something major that would affect the majority of the ratepayers."
- "Just anything that is major."
- "Any major works."
- "The major things that affect everyone."

Expenditure / major spending / overspending

- "When spending big should consult."
- "Consultation on the use of reserved funding on big ticket items."
- "Major expenditure."
- "A budget limit, the cost where public money is involved, eg, a velodrome."
- "Spending money on the internet/WIFI."
- "Where there is major expenditure involved."
- "People should be consulted if they are going to spend a large amount of money."
- "When they are spending a large amount of money on a community project."
- "Major expenses that we need to be informed about."

Roading / footpath issues

- "More tarseal on back roads."
- "Roading and the impact forestry has on it."
- "Major road decisions."
- "Country roads need attention, Titirangi Road, a metal road. It was graded before the recent rain, it is now very sloshy and with heavy traffic one has to be very careful otherwise could slide over the bank."
- "District roads would be a major."
- "Roading."
- "Not enough focus on our roads."
- "A major change in the funding formula for roads."
- "Roading, prioritising where road funding goes. We have been left out of road upgrades."
- "Mobility scooters have trouble getting off some of the footpaths. To cross the road there is no plate, they have to get off and lift their scooter down."

Water supply issues

- "Water reticulation."
- "A water problem."
- "Anything to do with water."
- "The resolution of the water problems at Mahanga."
- "Water, would like water out in our area, Nuhaka, would be a great benefit to our district."
- "Drinking water."
- "Any major undertakings to do with water."
- "Water quality especially in the country."
- "Water issues."
- "The water supply."
- "Upgrading the water pipes."
- "Water, putting in new water lines, they are always blowing. I think they should ask people what they think."
- "New water tank on Rutherford Street, Tuwhara Valley."

Stormwater / drainage / flooding issues

- "Should consult on stormwater."
- "Closing in drains. There are huge open drains near the hospital and they are disgusting."
- "Upgrading of stormwater pipes."
- "Flooding."

Sewerage issues

- "Sewerage system."
- "Upgrading the sewerage scheme."
- "When it comes to replacing or upgrading the sewerage system."
- "A major upgrade to the sewerage."
- "Get the sewerage system updated, there is sewerage backup after rain, Kabul Street. Let us know how things are being planned."
- "Anything to do with sewerage."
- "Tuai sewerage."
- "Sewerage treatment."
- "Any major undertakings to do with sewerage."
- "Town sewerage."
- "Sewerage problem in Waihere Road, toilet blocks up every time it rains."
- "Not enough focus on sewerage."
- "The wastewater coming up."

Rubbish / recycling issues

- "Recycling."
- "The rubbish and recycling issue."
- "Not enough focus on rubbish."

Environmental issues

- "The river, maintaining the bar and what goes into the river."
- "River was dirty from TrustPower, so silted up. Took to court, settled out of court. We should have been kept informed."
- "One that involves the environment that will require spending ratepayers' money."

Rocket Lab

- *"Rocket Lab."*
- *"Too much focus on Rocket Lab."*

Attracting business / employment issues

- *"Need to help industries here, ie, forestry."*
- *"Job development."*
- *"Employment."*

Others

- *"Definitely consult on freedom camping."*
- *"Freedom camping."*
- *"One thing they should consider is putting more rubbish bins around town so people don't throw their rubbish on the ground. There is a walking track on Kopu Road and there are no rubbish bins."*
- *"Building permits."*
- *"Rural issues."*
- *"The centre of town should have more security lights."*
- *"The young ones are driving recklessly around town late at night without any consequences."*
- *"Whether to adopt Maori Wards."*
- *"A big new playground going in town, we should be consulted first."*
- *"Tourism."*
- *"Land issues."*
- *"Civil Defence Emergency."*

Q6 Best ways for Council to consult with residents on District issuesNewspapers/newspaper articlesNewslettersSurveysPollsRadioTVLettersPamphlets/brochures/flyersPublic meetingsPublic noticesSubmissionsPersonal contact/personal visit/phone callInternet/Website page(s)Working partiesReferendum/public referendum/referendaOthers

- *"It depends on the issue. Issues vary so there are different methods to consult."*
- *"Years ago there was a mobile caravan where we could pop in and discuss things over the weekend or evening in the summer. For a Councillor to make themselves available would be good."*

Q11 Reasons why not very satisfied with
a. "the standard of maintenance of roads in the District, excluding State Highways 2 and 38"

Poor condition/need maintenance/upgrading

- *"The roads are shocking, they are third world standard, all country gravel roads particularly the Putere District."*
- *"Condition of Hereheretau Road is poor."*
- *"In Mohaka township road we have massive washouts on bends and it is dangerous especially for the school bus."*
- *"Bridge Street needs some maintenance."*
- *"A significant time since the roads have been done in Mahia area."*
- *"We have the worst roads in the country."*
- *"The road out to Mohaka down to the Village needs to be fixed."*
- *"Applies to a number of rural metal roads, but I think the strategy to maintain roads is that things aren't done until they absolutely have to be."*
- *"I have a small business in town on Freyberg Street and nothing has ever been done on the road in the 5 years I have been there."*
- *"Mahia roads have only just been started to be maintained because of the Rocket launch. Finally put up signs on the road which we've been asking for, for years."*
- *"Most rural roads not maintained to a good standard."*
- *"The road from Nuhaka to Mahia, Opoutama Road needs a big upgrade."*
- *"Ruataniwha Road, Kiwi Road and Waihirere Road need upgrading."*
- *"River Road washed out."*
- *"Ruakituri Road, trees on road, slips, Council not proactive at getting onto the job. Roads should be checked daily."*
- *"Metal roads need attention at Waikaremoana and Tuai area."*
- *"Could be better in Mahia."*
- *"Road to Mohaka Village needs attention, and many country roads."*
- *"Our road, Waihua Valley Road is terrible."*
- *"Most rural roads are not well maintained. Gravel or sealed roads, all poorly maintained."*
- *"The road between Nuhaka and Mahia is appalling, not good for tourists let alone the locals."*
- *"Need more maintenance all over."*
- *"Roads are shocking in Mahia."*
- *"Mahia East Coast Road, a gravel road, condition deteriorating rapidly, Rocket Lab traffic contributing to road deterioration."*

Roads not graded enough/not graded properly

- *"Country roads not graded enough which corrects corrugation, Cricklewood Road."*
- *"I have some niggles about how they grade the road, they could be smarter, they waste a lot of gravel and they make a flat road, a gravel road should be crowned."*

Potholes / rough / uneven / bumpy / corrugations

- "The roads are full of potholes and Council does nothing."
- "The road to from Nuhaka to Mahia is all uneven."
- "Potholes not fixed fast enough."
- "Rural roads, in general, are rough and corrugated, Ohuka Road and Pukemakihī, in particular."
- "Main roads into Mahia are very rough."
- "Waiatai Road is rough."
- "Most of the rural roads (gravel ones) in the district are corrugated."
- "Putere Road area, lots of corrugations and vehicles/trucks getting stuck."
- "Potholes are bad on rural roads."
- "The road between Nuhaka and Mahia is very bumpy."
- "Mahia roads have potholes."
- "Lots of potholes, in general, in all the roads."
- "'Dead man's corner' near Piripaua, lots of corrugations."

Poor quality of work / materials used

- "Maintenance done is short term."
- "Patching roads does not work."
- "Main roads to Mahia, very patchy."
- "The road repairs they do they don't do very well, like the resealing is horrible. By the golf club the sealing of the road is bad."
- "Our road, Brownlie Road, Frasertown, just been done up last week and is already a mess. Seems in a worse state now than before."
- "We have just had our road in Frasertown sealed and it is already starting to break up and patches coming off all the way down the hill."
- "More traction seal on the back roads especially on the steep roads. We've pulled eight stock truck trailers out and the Council has never helped. They need to do something about it."
- "They seem to put patches in rather than do a proper job especially on the main streets."

Need more metal

- "Ruakituri Road, Papuni, the road needs to be metalled on time like now."
- "We need gravel on our road, Waihua Valley Road, now and we need it every year."
- "They need way more metal put on these roads, they are getting really thin. You can see it's going to come at a big cost soon."

Unsealed roads / dust problems / need tarsealing

- *"From Tuai to the Mangapapa Bridge there is 10kms of unsealed road, dust in the houses. The dust gets into their water tanks in Piripaua."*
- *"Need Kiwi Road to be tarsealed to stop the dust."*
- *"Ruatanioha Road, Kiwi Road and Waihirere Road need tarsealing."*
- *"Waiatai Road, a metal road, why is it not tarsealed?"*
- *"I live at Ngamotu, we have gravel roads here and some tarseal on the hill for the trucks that are laden with goods. We have to wash our windows all the time so we would like some tarseal outside our home to keep the dust down."*
- *"I'm on a loose metal road one kilometre in from town and we have logging operations up the road from us."*
- *"We live in Whakaki and they only tarsealed halfway up all the roads that go to the main road. They missed in front of my son's house and all the dust from the machinery going past comes into the house, and they suffer from asthma."*
- *"Mahia East Road, a gravel road, we have issues with dust in the house, gets everywhere. Rocket lab traffic contributes to the dust problem."*

No road markings

- *"Main road to Mahia, there should be more white lines especially on Newcastle Street."*
- *"Would help to have side markers on the roadsides for visibility for the motorists and visitors on the roads."*

Narrow / windy roads / poor camber

- *"'Dead man's corner' near Piripaua, road is too narrow towards the river, very dangerous, even the barriers have been smashed."*
- *"Pretty twisty, windy roads."*
- *"The road from Nuhaka to Mahia, Opoutama Road, camber of the road is very much out of alignment."*

Verges / vegetation overgrown / poor visibility

- *"The visibility, eg, mowing the edges makes a difference."*
- *"Open drain on Mitchell Road is a problem, full of overgrown vegetation and rubbish and not maintained by Council as it is too steep to mow."*

Too many trucks / issues with trucks

- *"Achilles Street is unsafe as I vibrate and is very noisy with trucks."*
- *"The logging flux on Hereheretau Road."*
- *"We live on a road where they have built a place for the Rocket and we put in a complaint for the trucks to slow down on the road."*

Others

- *"Main roads to Mahia should have speed humps especially during holiday times."*
- *"I want to see speed bumps put on the streets to stop the speedsters, Kopu Road and Lahore Street in particular."*
- *"Footpaths in Mahia are shocking, Newcastle Street. Ormond Drive coming into Mahia needs a footpath and also for the hundreds of people who come here for Christmas and the holidays."*
- *"Good footpaths are required in the town for the disabled, walkers and mobility scooters and wheelchairs. Please be wider and smoother, a safety issue, and kerbing at corners in particular, it's very difficult and unsafe to negotiate."*
- *"Footpaths, holes in these in driveways. The footpaths have been neglected especially near driveways."*
- *"Awamate Road, dairy farmer leaves cow shit on the road. This seems acceptable to Council as nothing is done about it."*

Q11 Reasons why not very satisfied with
b. "the standard of maintenance of reserves and sportsgrounds"

Need better upkeep / more maintenance / upgrading

- *"They need upgrading, the one in town needs upgrading."*
- *"Some of them are a bit slap-happy. There is a picnic area coming into Wairoa, it is an eyesore and doesn't encourage people to sit there."*
- *"They don't look after the parks and reserves out of Wairoa township."*
- *"Not really maintained especially the one on the corner of Churchill Road and Mitchell Road."*
- *"Don't do anything for the Mahia sportsgrounds, we do all the work at Mahia."*
- *"There could be more maintenance done on the netball courts in Wairoa, they look a bit rundown and the facilities need replacing."*
- *"The mowing is poor and they are not kept up especially the riverside reserves. They are very poorly maintained and sportsfields are average."*
- *"Some of the reserves, ie, Plantation Reserve at Waikukupu is full of weeds. Need someone to be responsible for the reserves."*

Others

- *"Don't like freedom camping behind toilets in Queen Street."*
- *"We need a new playpark or park that is near our awesome river in the middle of town."*
- *"They need to pay more attention to the children. I don't think there are enough amusements for tiny kids. More play equipment is needed for little kids."*

Q11 Reasons why not very satisfied with
c. "the current refuse disposal and landfill management standards"

Cost /too expensive /rates should cover /encourages fly-tipping

- *"Why do they keep raising the cost?"*
- *"Dump station at Mahia too expensive."*
- *"Too expensive, don't see why I should pay."*
- *"We pay twice, on rates and at the time of dumping."*
- *"Too expensive."*
- *"We pay for that service to use it, we pay a fee in our rates and we pay to take our own rubbish to the dump, and we also have to pay for the rubbish bags."*
- *"It's quite expensive to go to the dump."*
- *"Every few months the charges seem to be going up and it is discouraging people from using it. Too much rubbish being dumped."*
- *"The cost, pay rates and still have to pay for bags to be picked up. This creates a lot of fly-dumping."*
- *"The charges are quite expensive to dump rubbish."*
- *"Costs \$8 to take a rubbish bag to the dump."*
- *"We have to pay if we take rubbish to the landfill."*
- *"Quite expensive to go to the dump."*

Limited opening hours /not convenient

- *"Opening hours of the landfill need looking at."*
- *"The opening hours are not long enough."*
- *"The hours of the landfill are not to my standard because I'm a lawn mowing contractor and I have to wait till 11 o'clock for them to open."*
- *"The hours need to be extended."*
- *"The hours are shocking, they need to be extended."*
- *"Better times of opening, more frequent."*

Rubbish collection system /too many bins /have to sort rubbish

- *"We need too many different containers to comply with the needs at Tuai, too many restrictions and people are not going to comply because it is too complicated. Everyone is using the old dump now as a dumping ground for household refuse, I can already see it is affecting the waterways."*
- *"We need to have too many bins, people are getting put off using it."*
- *"Not happy with being told what to do with the sorting as difficult in the country to manage."*
- *"A better sorting system would be good."*
- *"They are wanting to put it back onto the actual householder, they want us to separate stuff and the householder has to do it or it's just left out on the road. This is how they want it and I think it's just gone downhill."*
- *"Our rubbish collection, we need to sort it, we didn't used to do sorting."*
- *"The idea of putting rubbish bags inside rubbish bags is stupid."*

Have to pay for bags /bags too expensive

- *"We have to buy the rubbish bags from the Council."*
- *"The bags are expensive, my elderly mother has to buy a bag to be collected."*
- *"We have to pay for the rubbish bags, should use the cheaper bags from the supermarkets."*
- *"We have to buy plastic bags from the supermarket and they are very expensive."*
- *"Out here to get a rubbish bag it's about \$7."*
- *"We pay rates and we still have to buy rubbish bags, too expensive when already paying rates."*
- *"We only get expensive rubbish bags, we have to buy them."*

Rubbish bags too small /not strong enough

- *"They are not good bags and badly made."*
- *"Bags are small and not very strong."*
- *"Bags are not very big."*

Recycling service

- *"Issue with recycling not being picked up and red stickered. Need explanations please in the paper so citizens understand."*
- *"Don't take all recycling rubbish, leave it all."*
- *"More recycling needed."*
- *"I'm not satisfied with the way the recycling is operated. We are too far away from services to deal with it. The consumables need to go to Wellington or Auckland and it costs more than the value of the items."*
- *"Too strict on recycling rules for kerbside pickup."*
- *"Have made recycling so much more difficult for residents, false economy as people will just put it into the rubbish and that goes to the landfill."*
- *"We are in a local community at Kotemaori, we would rather have one complete recycling station. It could be largely improved like Hastings District Council have."*
- *"We have to take our recycling to Kaiwairua Road."*
- *"Recycling needs to be better managed as people are not happy with the present system."*
- *"I work in town and used to get cardboard and recycling picked up monthly but this service has stopped."*
- *"We have to go 15kms to do recycling."*

No rubbish collection

- *"They used to do pick-ups around town and now they don't. It's user pays."*
- *"We live in the country, Awamate Road and we don't get rubbish collection but we get charged for rubbish."*
- *"We are rural, outside of having collection at all."*

Others

- *"Still see rubbish not picked up on the side of the road, summer holidays, with freedom camping, not allowed for extra help."*
- *"It's pretty hard to get rid of something unless you want to go for an hours trip each way, Mahia."*
- *"Could they not shift the drop-off area so much, it's hard to know where to go."*
- *"The holiday population swells, there is a need for more bins around Mahia Beach area or more collection of rubbish at holiday times as bach owners dump rubbish."*
- *"The existing dump station, they don't look after the venue or their staff."*
- *"In Clyde Road the refuse tip is okay for recycling, when you go through to the dump part people have just chucked their bags over the edges, not very nice."*
- *"I went to a landfill to throw my rubbish, there is a concrete pavement there. I was told by a loader driver to bring the rubbish closer to him. He was grabbing the excavator and telling me to bring the rubbish inside. I didn't have safety shoes to wear inside and that is not allowed. He is not aware of the health and safety issue."*

**Q11 Reasons why not very satisfied with
d. "control of dogs"**

Too many roaming dogs

- *"Too many roaming dogs around the town."*
- *"There are still dogs roaming around especially at night."*
- *"Too many roaming dogs in Apatu Street."*
- *"Too many dogs run onto my property in Onepoto."*
- *"Roaming at night near the Yacht Club."*
- *"Roaming dogs all over."*
- *"Lots of dogs roaming at night in our area."*
- *"Dogs roaming around at night on Lucknow Street."*
- *"Roaming dogs, Frasertown."*
- *"Wandering dogs all over town."*
- *"Roaming dogs in Collins Street area, frequently."*
- *"Too many loose dogs in the town area and in Mahia."*
- *"Roaming dogs in Lahore Street at night and early in the morning."*
- *"Too many roaming dogs, mainly in the town centre."*

Dogs barking

- *"Too many barking dogs at night, a car just has to stop here and the dogs next door bark, Lahore Street."*
- *"Dogs barking at night."*
- *"Barking dogs are a problem."*

Dangerous dogs / danger to people and other animals / feel unsafe

- *"My partner got bitten by a dog and had to go to hospital, Karaka Street."*
- *"Person attacked by a dog in Wairoa last week."*
- *"I have a dog, an old dog, and I'm dodging roaming pitbulls everyday, Hapitu Street. A month ago it was in Karaka Street."*
- *"I won't take my dog for a walk because I am absolutely petrified that there will be dogs that are going to attack us. I know I'm not the only one."*
- *"Wairoa Star reported six attacks on people by dogs, all over town."*
- *"Roaming dogs come onto my property and annoy my dogs."*
- *"Dogs attacking people and other dogs constantly."*
- *"Frasertown Road has had dogs worrying sheep."*
- *"I see quite vicious dogs wandering the streets when I go to work in the morning."*
- *"I'm a nurse at the hospital and deal with a lot of dog bites."*
- *"There are always kids and people and other dogs being attacked/bitten."*

Need more control / enforcement / need to be stricter

- *"Not enough control, when dogs removed they are easily returned to owners with a slap over the wrist."*
- *"Should have better dog control in Tuai area."*
- *"Some dogs should not be allowed in New Zealand, cannot rely on owners."*
- *"All dogs should be shot."*

Owners are not responsible

- *"People do not know how to handle dogs."*
- *"Dogs are out of control in Frasertown."*
- *"Dog owners should keep their dog under control."*
- *"Some of the owners do not take responsibility."*
- *"People are not keeping their dogs on leads."*
- *"The same dog owners create the problems."*
- *"People just leave their dogs roaming around, Campbell Street."*
- *"The locals at Mahia are generally good, but the visitors seem to feel they can do what they want, eg, not having their dogs on leads."*

Unregistered dogs

- *"Too many unregistered dogs still around the Tuai area."*
- *"A lot of dogs around town are not registered."*
- *"Responsible dog owners are paying for irresponsible dog owners with registration."*

Poor ranger service/better service from Council

- *"Dogs roaming at night, no one picks them up, they set everyone else's dogs off."*
- *"Need some night patrols."*
- *"Still need some work, lots of dogs roaming at night in our area."*
- *"There was a major issue with a dog in Mahia and they did not do anything about it."*
- *"I think the dog control officer is biased, he is not fair with dog owners."*

Others

- *"Sometimes there are dog droppings on the lawn at the front."*

**Q11 Reasons why not very satisfied with
e. "control of livestock"**

Goats on the roads / roaming

- *"Sometimes there are goats running around."*
- *"Goats always outside at Mahia and on the State Highway."*
- *"Not sure if they are supporting farmers with their boundary fences, ongoing issue with goats."*

Horses on the roads

- *"People housing horses on the side of the road, and the horses get a fright when cars come past, Apatu Street and Koopu Street."*
- *"Have horses outside my house on East Coast Road, and when I've rung up nobody comes."*

Should be owners responsibility

- *"Cattle get out and feed on the verge and make a mess and the farmers don't clean it up."*
- *"Some of the fences aren't the best in some places and they jump."*
- *"It's taken them two days to get out and shift stock, why?"*

Stock on roads / roaming

- *"Always stock on the road, Ruakituri Road, same person, it's okay for a week or so and reverts back to stock loose again."*
- *"Ruakituri Valley, can be a lot of wandering stock at times, sheep and cattle quite often."*
- *"I have seen a lot of wandering stock on the main roads in Frasertown."*
- *"Stock can escape because the Council are not spraying the side of the road, farmers don't want to put fences up because of the blackberry so the stock get out. I feel Council don't keep their end up."*
- *"My neighbour has stock that gets onto the beach and my property. His fencing is not up to the job, doesn't exist. I'm not sure whether Council can deal with this. Animal control has helped in charging for my time of mustering. Still no prosecution."*

Others

- *"I shoo them."*

Q11 Reasons why not very satisfied with
f. "the functioning of our existing stormwater pipes"

Flooding/ surface flooding

- "Flooding in areas, eg, Mansfield Street, after heavy rain."
- "Rutherford Street floods."
- "Too much flooding occurs in the same streets, the end of McLean Street and Karaka Street."
- "Flooding through the streets in town after heavy rain."
- "Flooding in our back yards, Lahore Street."
- "Frasertown Road, flooding on properties, no help from Council."
- "Corner of Black and Achilles Streets, flooding on the road when there is a downpour."
- "Flooding in Opoutama Village Road, stream flows through village and is silted up on a regular basis."
- "Flooding on Mahia East Road."

Drains get blocked / need clearing / cleaning out / maintenance

- "Drains not well maintained and constantly blocking up, Clyde Road and Kitchener Street."
- "Drains are blocked, nothing flows."
- "Sometimes the drains need cleaning out, they cause flooding when there is heavy rain."
- "Need to be cleaned, a lot of debris gets into the stormwater system in town."
- "Open drains are not maintained and full of rubbish and bottles in Clyde Road. We have lived here for eleven years and we've never seen the Council clean the drains out at all."
- "Kimberley Street, the drain in front of our house has not been cleaned out and leaves are blocking the drains. It has been like this for a while, would be good to have it cleaned out before winter."
- "Newcastle Street hasn't been cleaned out for years, there is rubbish and green growth in it which would flood very easily under pressure."
- "Too many blocked drains in town after heavy rainfall."
- "Drains needed to be cleared away after spraying, still get blocked, Nuhaka."
- "Open drains, Wairoa east need to be cleaned out regularly."
- "We have a drain on our front lawn and a big downpour blocks it up."

Inadequate system / overflows / need improving

- *"When we get a lot of rain everything backs up. The whole system needs to be renewed all over."*
- *"Pipes keep bursting in Rutherford Street."*
- *"They overflow all the time, the drainage is shocking in the whole area."*
- *"They are bursting all over the place, they are too old and need replacing."*
- *"The whole town has an issue with aging pipes which flood where there is heavy rain."*
- *"Need some attention, back up problems. The ditch between my neighbours gets full of water from a back up from further down, Lahore Street."*
- *"Stormwater pipes need looking at in Marine Parade."*
- *"They don't look after Mahia but happy to take my money for rates."*
- *"Backup of water after heavy rain in Lahore Street."*
- *"All areas of Wairoa have collapsing culverts."*
- *"Mahia East Road, culvert needs to be put in or made bigger."*
- *"Very bad in Lucknow Street, drainage of stormwater is very poor."*
- *"Along Frasertown Road, by Awatere Creek Bridge and by Clyde Road."*
- *"As soon as it rains stormwater backs up very quickly."*
- *"Rotten Row, towards the Tuai School, there is a problem."*

Open drains

- *"Too many open drains, eg, Clyde Road and Kitchener Street."*
- *"I have a metre deep drain outside my house which gets fairly full when there is heavy rain."*
- *"Too many open drains especially Kitchener Street."*
- *"We live in Clyde Road and my neighbour and I have an open drain out the front of our properties."*
- *"All areas of Wairoa have open drains."*
- *"Children playing in open drains in Lucknow Street."*
- *"A lot of open drains in the town itself."*
- *"Open drains in Wairoa east, need to be piped."*

Stormwater draining onto our property / problems with run-off

- *"The water is running on the roads and the Council does nothing, Onepoto."*
- *"We get road runoffs in our street."*
- *"No driveway culverts in our street, so there is no drainage away from the property. Road drains onto my property, Kopu Road."*
- *"Water coming down in Nuhaka, have not paid Regional Council rates and will not do so until it's fixed."*

Others

- *"Rotten Row, towards the Tuai School, one-lane road, has dropped, it's been like that for months, land slipping into the water."*
- *"Stormwater getting into the sewerage pipes."*

**Q11 Reasons why not very satisfied with
g. "Civil Defence, ie, emergency management"**

Don't know what sirens sounds like / what they mean

- *"We have no idea what the siren sounds like."*
- *"Could we have our siren for tsunami please so we know what it sounds like?"*
- *"The siren goes off, we can all hear it, what does it mean. It means nothing, I don't know what it's for."*
- *"Nobody would know or hear the siren as we do not know the sound it makes. I suggest we have the two sirens working in conjunction, eg, the Affco siren and the Fire Brigade siren."*
- *"When the siren goes a lot of people are not familiar with what the siren means, it could be fire etc."*
- *"Don't know what the tsunami siren sounds like."*
- *"A siren that is different."*
- *"I don't know what I'd have to listen for. I know what the fire alarm sounds like but if anything really serious happens I have no idea what to listen for."*

Lack of information / don't hear anything / don't know what to do

- *"I don't know what to do."*
- *"Our local marae is the centre for Civil Defence but my concern is that they have not called a meeting in the last ten years. We have no contact about who is in charge from the Council, walkie talkie radios or support."*
- *"Mohaka marae is the local centre but does not get any support, they are expected to do it themselves."*
- *"There have been some conflicting things and people don't really know what's going on."*
- *"No one knew what to do during the last earthquake on the coast."*
- *"Could be better, we live in the country, we have no Civil defence meeting place regarding what to do and where to go in an emergency."*
- *"Need more communication at the local level."*
- *"The Civil Defence out our way, Ngamotu, is not very good. We don't even know who our Civil Defence man is."*
- *"After the November 2016 earthquake we heard nothing about what to do. Had to hear from my neighbour as to what had happened."*

Nothing in place / not prepared

- *"No helicopter at Mahia, when there was an earthquake there was no Civil Defence, we are vulnerable."*
- *"There needs to be a tsunami drill."*
- *"I don't think they are really prepared for a major event. Need to have much more involvement with the community and don't just think it's going to happen. Need better structures in place."*
- *"They need to do practices so the town can learn the sound."*
- *"I think the last one did not go well, they need to plan better."*
- *"Not good in Mahia, need a plan please."*

Need a warning system to alert citizens

- *"Last time there was an emergency no one knew about it."*
- *"There was a tsunami alert around Christmas and we were not notified at all. Slept through it while others were escorted up the hill, Te Mahia."*
- *"No tsunami warnings and everyone rushes to Teuhai Hill and create a traffic jam."*
- *"Did not hear about the last earthquake on the coast."*
- *"What about a tsunami siren warning system."*
- *"There should be a special siren as a warning for evacuation so everybody can hear it."*
- *"I think we could do with a tsunami warning, just a siren."*
- *"Last time I was out of town there was a tsunami warning and no one was told."*
- *"Automatic phone call and text to alert citizens."*
- *"No alarm for people."*
- *"We don't get any warnings, eg, tsunami warnings."*
- *"When we had the last earthquake ten weeks ago, they was a cop in a car telling people to go to higher ground, they missed my street, it was mickey mouse, nobody was prepared."*

Others

- *"If the siren is going and a southerly is blowing we cannot hear it and the siren is not clear."*
- *"Where I am in Frasertown I would not hear the alarms."*

Q16 Who they approach first when they have a matter to raise with Council**Contact a Councillor**

- *"If it was a matter of principle would go to a Councillor."*
- *"Anything where my opinion differs from theirs."*
- *"About tarsealing of our roads, Lucknow Street."*
- *"When I am on Council business, eg, the clean drinking water problem over summer."*
- *"Depends on the issue, covers either personal or community problems."*
- *"If it was something to do with rate rises."*
- *"If I wanted to ask about celebrating the Anzac festival or something like that. I would ask what the Councillor was doing about the celebrations and I would ask a Councillor that I know feels strongly."*
- *"If serious go straight to the Mayor."*
- *"Would probably contact the Mayor if I had an issue."*
- *"I had an incident on a footpath and went straight to the Mayor and told him what happened. I am in contact with the Councillors quite often in the community."*
- *"If I wanted support for an idea."*
- *"Know them all."*
- *"I would talk to Craig directly."*
- *"If we needed help with conservation issues and funding where Councillors might be able to target conservation around the Awa and waterways."*

Contact the offices

- *"Party at night, loud noise."*
- *"Rates enquiry and building consent."*
- *"A dog problem, dogs worrying or something like that."*
- *"Rates billing, building permits."*
- *"About rubbish on the road."*
- *"When I need some local help, enquiry about rates."*
- *"Illegal dumping."*
- *"For control of dogs or livestock, questions or complaints."*
- *"A technical issue like Resource Management Act."*
- *"Footpath issue."*

Q20 Reasons why they were not very satisfied when they contacted Council**a. "by phone"****Lack of action/no follow up**

- *"Mainly to do with roading issue. There has been no follow up from the Council. Am I expected to contact them."*
- *"I'm not satisfied because they still have not cleaned the toilets properly. It's the toilet on the back of the building (Barbs County Flowers). I have complained lots of times but it is still not cleaned properly."*
- *"Nothing gets done, just promises but no action."*
- *"They had other things to do with people that were in a worse situation, but they never got back to me, about flooding in front in Jellicoe Avenue."*

Others

- *"They haven't sorted out the address for us so there is all this confusion about address and location."*
- *"Didn't get a decision I wanted."*
- *"Trying to charge for sewerage in rates when we have a septic tank."*
- *"I can't go straight to the phone lines, it goes to reception and he's busy all the time, I have to make an appointment."*

Q20 Reasons why they were not very satisfied when they contacted Council
b. "in person"

Staff hard to get hold of/unavailable

- *"Always out."*
- *"The staff I needed to see were unavailable."*

Others

- *"Lack of passion."*
- *"Depends on who you talk to, the difficulty of claiming a rates rebate, needs a user friendly system. People who have claimed previously and whose circumstances haven't changed should not be required to gather all the information annually again."*

Q20 Reasons why they were not very satisfied when they contacted Council
c. "in writing"

100% Handtabs

- *"My written responses were disregarded and my respect, in my opinion."*
- *"Not made to feel welcome to be heard."*
- *"The Mayor does not respond to e-mails so I try writing but they still don't respond."*

Q20 Reasons why they were not very satisfied when they contacted Council
d. "by email"

100% Handtabs

- *"Not very satisfied because I didn't get a reply."*

Q22 Where, or from whom, they saw, read or heard about Wairoa District Council news and events

Newspapers/newspaper articles

Radio

Wairoa in Focus

Email

Website

Posters

Personal contact

From other people/hearsay

Not aware of any/no information provided

Others

- "Facebook." (x2)
- "Library."
- "Council newsletters that come out with rates. Also available in supermarkets."
- "In my letterbox, about the activities."
- "Mailbox, local dairies, shops."
- "They send out flyers every now and then."
- "Through our Iwi and marae."

Q24 How they access the internet at homePhone LineCellphoneFarmside SatelliteMicrowave with Gisborne NetOthers

- *"Wairoa Free Wi-Fi."*
- *"Wi-Fi." (x3)*
- *"By PC, ipads."*
- *"Wireless."*
- *"Broadband."*
- *"Spark data."*
- *"Satellite phone."*
- *"Evolution Wireless from Gisborne through to Mahia."*

Q34 If they needed some Civil Defence information right now, where or who they would get this information from

The Phone book

By ringing/visiting the District Council

Visiting a website/the internet/looking online

Police

Fire Brigade

Civil Defence/Civil Defence staff

Family/friends/neighbours/other people

Radio

TV

Phone 111/Emergency Services

Newspaper

Others

- *"Cell phone, social media."*
- *"Library."*
- *"Information Centre."*
- *"Search and Rescue."*
- *"Councillor who lives nearby."*

Q36b Example(s) of where they believe the District is receiving value for money from the funding used for supporting a range of community benefit organisations

Community Centre

- *"The Community Centre is very good."*
- *"The Community Centre."*
- *"The Community Centre is well used and is value for money."*
- *"The Wairoa Community Centre."*
- *"The Community Centre seems to be well used by the locals kids. Good for teenagers, there is not much else for them to do."*
- *"The money that they are putting into the Community Centre is probably one of the best things because they support a number of activities that are good for the community."*
- *"The Community Centre is brilliant."*
- *"The Community Centre is excellent."*
- *"The Community Centre is now getting a lot of use."*
- *"The Community Centre in town on Marine Parade."*
- *"The Community Centre because lots of people use it so it's a valued part of the community."*
- *"The Community Centre does a good job."*
- *"The Community Centre caters for all and services are outstanding."*
- *"The Community Centre, the facilities offered, the use of buildings for meetings."*

Library

- *"The library, good value for money."*
- *"The library is excellent."*
- *"The library is good."*
- *"The library, great community asset."*
- *"The library, they have a great range of books."*
- *"Holiday programmes at the library."*
- *"Keeping the local library is a really good idea. I think the infrastructures are taken away from these small towns and they are like the hub of these towns."*
- *"The library is very good."*

Museum

- *"The Museum is very active."*
- *"The Museum."*
- *"The Museum has gone ahead in leaps and bounds."*
- *"Wairoa Museum, very worthy."*
- *"I think what the Museum is doing is amazing, the work they have put into that. Preserving the heritage that could have been lost."*
- *"The Museum does a good job."*
- *"The Museum, the effort that has gone into that has provided a beautiful way to tell the Wairoa story."*
- *"The Museum, quite a lot of tourists go in there."*
- *"I think the Museum is doing a wonderful job, I take my hat off to them."*
- *"The Museum attracts a lot of visitors."*
- *"The Museum, going forwards in the last few years."*
- *"The Museum, it allows people to see different works by locals, eg, portraits of old ancestors."*
- *"The Museum, everything they do, they change things often and always interesting."*
- *"The Museum is awesome. They are maintaining the history of the place."*

Sportsgrounds

- "The rugby grounds are very good."
- "The sportsfields have improved a lot recently."
- "Sport centres."
- "Sportsgrounds."

Walkways / cycleways

- "New walkways."
- "Walkways."
- "The walkway along the river."
- "Cycle tracks."
- "Access to the beach, Whakamahi, so now we have a walking track and cycle area. It's really nice and great for the district."
- "We have got a cycle wāve to the river and beach."

Parks / playgrounds

- "Keeping the parks up."
- "QRS funding for parks and reserves."
- "Playground for the kids, skateparks."

Road / footpaths

- "Road/footpath cleaning."
- "Upgrade of roads, paths in Tuai."
- "Keeping up with the roading in rural areas."

Others

- "Great pools."
- "Lights on lighthouse."
- "New amenities being put in."
- "The water supply system is very good."
- "Activities for the young ones, ie, walkathon."
- "Supporting health services."
- "Renal health for patients."
- "Schools are in marvellous order."
- "Budget Advice."
- "They support the marae out here for mahi like planting trees."
- "Conservation."
- "The farming industry."
- "Art gallery."
- "Tourism."
- "Lambton Square."
- "They support the cinema."
- "The Gaiety Theatre."
- "Even though I don't use the facilities I think they are important and they are good for the community."
- "The community patrol is funded by the Council in return for security services."
- "War Memorial Hall."
- "All over."
- "Very important to cover the whole district, a benefit for everyone."

continued ...

Others (continued)

- *"I think it's wonderful they are supporting the town like this. We've been through Ebola and they've been very good through the years."*
- *"We've had a couple of grants out where we are. As long as they are spreading the money around."*

Q36d Example(s) of where they believe the District is not receiving value for money from the funding used for supporting a range of community benefit organisations

High rates/high for services received/not value for money

- "Rates are wicked."
- "I feel the rates are too high for the area, we live outside of town. We don't have the same services and facilities that they have in town yet they charge us the same."
- "We are rural and feel that we hardly use the facilities at all."

Roading

- "Roading, our road is overlooked."
- "Some of the gravel roads. Roads not sealed."
- "Roading contracts could be more open to other outside contractors."
- "They should put more money into traction sealing on the rural roads."
- "The roading."
- "Stick to basics like roading."
- "The worst thing is the roading."

Rubbish/recycling

- "The refuse/recycling area, they could do with some money, and then we don't need to pay for our bags and for our rubbish."
- "Rubbish collection over the holiday period, especially bins in prominent places."
- "Mahia rubbish, with tourists."
- "Rubbish not being cleared during weekends, bins are full."
- "Stick to basics like rubbish."

Youth issues

- "The youth of the district, more attention required."
- "The younger age group."
- "Our youth, 12-18 year olds need some of the community funding towards them, eg, entertainment interests to keep them off the streets."

Specified services/facilities

- "The museum."
- "At Mahanga, only some areas have street lights, there should be more from the entrance to the roundabout."
- "Sewerage."
- "The library could do with an upgrade."

Unnecessary spending / overspending / priorities wrong

- "Rocket Lab, more money spent for outsiders."
- "I believe there is a person who is meant to be policing the freedom campers and the Council is certainly not getting their moneys worth from him. The freedom campaign has not been meeting the brief. Too often they are outside the area and there are too many of them."
- "The new art gallery in town was opened by the Council, they should have put money towards other things such as a playground. The pool project also was a disaster."
- "If this funding is used for foreign students who work in Council then I am not happy. We should be grooming our own kids, New Zealanders before foreigners."
- "They see the ratepayers as a cash cow and a lot of organisations could raise their own funds. I am not happy with how the money flows. The economic development needs help."
- "The library, a lot of money spent and I think it is for very few people."
- "Community Centre, costs too much to run and I doubt if we are getting value for money."

Schools

- "Country schools."
- "The schools need more grants."

Stormwater drainage

- "The drains need to be filled in."
- "The drains outside our place need cleaning out as they are open drains and some money could be spent there."
- "Stormwater."

Parks / playgrounds

- "Some of the parks could do with an upgrade."
- "Better playgrounds."

Community issues / activities

- "Community Centre."
- "Taihoa marae."
- "The marae in general."
- "Manaaki Health for drug and alcohol problems, would be nice to see it continue."
- "Budget Services here need more help."
- "More activities on the parade or on the beach."
- "More activity on the river and needs to be driven."

Others

- "The Power Board is not committing to the Council, we have too many power cuts."
- "The hospital needs upgrading and extra support and strengthening for earthquakes."
- "In terms of a disaster I don't think the Council is up to par in that area."
- "Lambton Square is in need of improvements."

8.5 ADOPTION OF THE 2017/18 ANNUAL PLAN

Author: Christopher Hankey, Financial Planning Manager

Authoriser: Gary Borg, Chief Financial Officer

Appendices: 1. 2017/18 Draft Annual Plan [↓](#)

1. PURPOSE

- 1.1 To present to Council the 2017/18 Annual Plan for Adoption

RECOMMENDATION

The Financial Planning Manager RECOMMENDS that Council Adopts the 2017/18 Annual Plan

2. BACKGROUND

- 2.1 The Annual Plan process is a requirement under s95 of the Local Government Act 2002, and must be adopted prior to the 30th June in the year that the plan relates to s95(3) of the Act.
- 2.2 A consultation plan was adopted for the 2017/18 year on 28th March 2017, and seven initiatives of significance were passed to the community for consultation, in a consultation document also adopted on the 28th March 2017.
- 2.3 At a meeting on the 30th May 2017 Council resolved to progress all seven consulted items in accordance with the preferred options as presented for Public Consultation.
- 2.4 The annual plan discloses:
- 2.4.1. The financial requirements and support for each delivery of each activity.
 - 2.4.2. A breakdown by activity on why Council will deliver all services to the public.
 - 2.4.3. Details on how the delivery of the services will be measured.
 - 2.4.4. The proposed financial statements and basis for preparation of the accounts.
 - 2.4.5. The proposed funding impact statement.

3. CHANGES TO THE PLAN SINCE THE LAST COUNCIL REVIEW

- 3.1 Two changes have been made to the plan from the consultation plan that was adopted.
- 3.1.1. A \$60,000 triennially undertaken project line item originally included in the computing services budget has been delayed by at least one year. Accordingly this has been removed from the expenditure for the year. This is funded through a rates spread so there is no change to the level of rates required at this time.
 - 3.1.2. The Target Rate for the Capital Scheme has been added on finalisation of the payments received under the early repayment option. While this has increased the total value of rates, these charges are specific to the property and are not part of the 4.9% increase for operational cost changes consulted on.

4. OPTIONS

- 4.1 The options identified are:

- a. Adopt the current annual plan.
 - b. Do not adopt the annual plan
- 4.2 Adoption of the budget will mean that Council is compliant with s95 of the Local Government Act 2002 in adopting an Annual Plan for the upcoming year, and provide certainty around the finance and operations of Council for the upcoming year. This would also confirm and validate the Consultation with the public and all the workshop process' that Council has undertaken in developing this Annual Plan.
- 4.3 Not adopting the presented Annual Plan would require Council to begin the development of an Annual Plan for the 2017/18 year and would halt all works currently planned until such time as a Plan is adopted. As this Annual Plan was consulted on, this revised process would also need a period of public consultation and review. No rates would be able to be set for the upcoming period as the Annual Rating Resolution requires that an Annual Plan is adopted prior to rates being set for that year, nor would council staff be able to undertake any of the ordinary day to day running cost without prior approvals from Council.
- 4.4 The preferred option is adoption of the existing plan, this meets the purpose of local government as it will help meet the current and future needs of communities for good-quality infrastructure, local public services, transparency in financial operations and performance of regulatory functions in a way that is most cost-effective for households and businesses.

5. CONCLUSION

- 5.1 The 2017/18 Annual Plan is as adopted for the consultation process, except that one line item of expenditure has been removed on the advice of Council Officers that the expenditure will not be required this financial year.
- 5.2 Public consultation and deliberation on the submissions has been undertaken in the preparation of this Annual Plan.
- 5.3 All items of Consultation were supported and subsequently adopted by Council for inclusion in the Annual Plan.
- 5.4 A rating requirement of \$12,263,641 has been identified as part of this process.
- 5.5 Planning is for capital work of \$15,

6. CORPORATE CONSIDERATIONS

What is the change?

- 6.1 A number of areas have changes in operations and how this impacts on the budget, however there are no changes to policy that the budget triggers.
- 6.2 The potential that this change will trigger an s17a review has been considered, however no review is expected from this budget.

Compliance with legislation and Council Policy

- 6.3 This is the Annual Plan for 2017/18 year.
- 6.4 Rating requirement and operational expenditure is less than year 3 of the long term plan.
- 6.5 This supports the delivery of the District Plan and Economic activities.

6.6 In adopting the plan, Council will be compliant with:

- 6.6.1. The Local Government Act 2002,
- 6.6.2. The Local Government (Financial Reporting and Prudence) Regulations 2014,
- 6.6.3. The Financial Reporting Act 2013,
- 6.6.4. International Public Sector Accounting Standards (IPSAS), and
- 6.6.5. International Financial Reporting Standards (IFRS)

What are the key benefits?

6.7 Compliance with legislative requirements, giving effect to the items consulted on with the community in line with the wishes of the community and providing certainty

What is the cost?

6.8 The marginal costs of this activity are budgeted as part of the Governance and Leadership Council Activity.

What is the saving?

6.9 No cost savings are generated from this decision.

Who has been consulted?

6.10 A full public consultation was undertaken on this annual plan. Seven items of significance were included in the consultation document.

6.11 20 submissions were received from the public, with 10 submitters asking to present to Council. One of the submitters was not able to attend, however his submission was read included with the written were received from the public.

6.12 An open to the public submission hearing meeting of Council was held on the 17th May 2017 and a separate deliberation meeting was held on the 30th May 2017 to consider all of the submissions and the items included in the Consultation Document.

6.13 No further consultation is required as there are no material changes to the consultation budget resulting from the public consultation.

6.14 Tangata Whenua were included in the general consultation that was undertaken on this budget, however there has not been a separate consultation undertaken or assessed as needed after the general consultation period.

Service delivery review

6.15 No s17a service reviews are expected from this budget as items that may have triggered the possibility of a review were included in the consultation document.

Maori Standing Committee

6.16 This matter has not been referred to the MSC as it was publically consulted and there are no matters of specific relevance to Maori that have not already been passed to the MSC.

7. SIGNIFICANCE

7.1 All citizens of the district are impacted by the Annual Plan of the Council.

- 7.2 Annual and Long Term Plans normally have a high level of interest from the public.
- 7.3 This is the budget and set the level of funds to be available for the next financial year
- 7.4 This decision can be reversed once made, however this is unusual. Normal practice is for variations to the plan to be put to Council or the Finance Audit and Risk Committee for approval.
- 7.5 As consulted on there is an increase in the total meters of drains to be laid and footpaths to be created over and above the quantity identified as part of the 2015-25 Long Term Plan
- 7.6 This plan includes expenditure of a significant number of assets including water and stormwater reticulation, and provision for the ongoing review of the Wairoa Wastewater Treatment options for the re-consenting process currently under action.
- 7.7 This Annual Plan reflects recent changes in organisational structure and a further review of the alignment of the Activities to the new alignment will be undertaken during the 2018-28 Long Term Plan.
- 7.8 There is no separate impact on relationship of Maori to taonga initiated in this Annual Plan. Items in the Annual Plan that impact on this relationship, for example the Wastewater Consenting work, is being separately consulted on.

8. RISK MANAGEMENT

- 8.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10 and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:
 - a. Financial Risk: If this Annual Plan is not approved Council will not be able to operate in an effective, open and transparent mode, and will fall outside of the legislated date for the adoption of the Annual Plan. This will bring additional scrutiny from the Office of the Auditor General and the Secretary of Local Government.
 - b. Financial Risk: If this Annual Plan is not approved Rates for the District will not be able to be set until such a time that an Annual Plan is adopted and depending on the timeframe for this there is a risk that cashflow will be negatively affected.
 - c. Financial Risks: There are a number of legislative and Council imposed benchmarks and policy limits that this plan meets. A lack of appropriate review and testing of the expenditures and proposed income levels in the budget can mean that Council fails any or a combination of these benchmarks and limits. This Annual Plan meets all benchmarks and self-imposed limitations except the Balanced Budget Test where Council has chosen to not fund depreciation on a number of assets and/or asset groups.
 - d. Reputational Risk: Following consultation not implementing the plan as proposed along with the significant item consulted on Council would not be upholding the local governance good faith basis of the consultation process in the Local Government Act 2002.

Background Papers

A number of legislative and accounting standards influence the preparation of an Annual Plan. These are detailed above and can be accessed at:

Legislation: <http://legislation.govt.nz/>

Accounting Standards: <https://www.xrb.govt.nz/>

References (to or from other Committees)

A number of reports have been referred to Council on the 2017/18 Annual Plan. These are:



Report	Date of Report
Framework for the completion of the 2017/18 Annual Plan	14 th February 2017
Adoption of the Draft Consultation 2017/18 Annual Plan	28 th March 2017
Adoption of the Draft 2017/18 Consultation Document	28 th March 2017
Submissions received on the 2017/18 Consultation Document	17 th May 2017
2017-18 Annual Plan Deliberations	30 th May 2017
Setting of Fees and Charges for the 2107/18 Financial Year	20 th June 2017

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
Author Christopher Hankey	Approved by Gary Borg

WAIROA DISTRICT COUNCIL

DRAFT ANNUAL PLAN

FOR THE YEAR ENDING 30 JUNE 2018



Wairoa District Council 2017 ©

2017/18 Annual Plan

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JOINT STATEMENT FROM THE MAYOR AND CHIEF EXECUTIVE OFFICER

'Nā ngā pakihwi o ō tātou tīpuna, ka taea e tātou te titiro whakamua.'
'From the shoulders of our ancestors, we are able to see the future.'

Kia ora tātou and welcome to the Wairoa District Council Annual Plan for 2017/18. This is Year 3 of our currently-approved 10-year Long-Term Plan. We are on track to deliver the services signalled in the Long-Term Plan and are looking to invest in the future of the Wairoa community, as well as continuing to maintain core infrastructure and services.

We continue to work hard to increase efficiencies within Council's operations, and the Annual Plan for 2017/18 has a general rates increase for this year of only 4.9%, again (as last year), an 18% reduction in rates increase than previously forecast in the 2015/25 Long-Term Plan (the previous forecast was for an increase of 5.96% for 2017/18). Of this increase just over 3% is required to maintain the existing services that Council operates. The balance of the increase is focused on investing in the future of the District and the continuation of our successful arrest and reversal of population decline.

Included in the plan is a project that looks to improve the community's access to high-quality health care, by extending the airport runway. This will allow aeromedical evacuations to be accomplished by ICU-capable jet aircraft that air rescue teams have recently heavily invested in. These aircrafts cannot use our airport in its current state. Council believes that all residents of this district deserve access to the very best medical services and clinical outcomes. A recent change to New Zealand's major trauma policy has meant that patients are now flown directly to the specialist hospital required. Without our airport extension, citizens of Wairoa would be relegated to a second-class medical response category – which of course would be undesirable.

Also included is the Trade Training and Affordable Housing Initiative (TTAAHI), where Council will seek to partner with trade training institutions to build four affordable houses in Wairoa. This will allow our people, whether youth gaining their first set of skills or older persons that are retraining, an opportunity to gain real life skills through the training that these organisations provide. These houses will then be sold as affordable properties, and profit re-invested in our people through support for a cadetship programme.

We are seeing more expat Wairoans returning home, along with new people coming into the district. We are also seeing the benefits of previous innovative businesses having started up in our district and this coming year will likely see a further increase in tourists/visitors. We look forward to the start of Rocket Lab commercial operations, increased diversification and development of horticulture, the return of rail freight services between Wairoa and Napier, and the commencement of the Railbike Adventure tourism offering between Wairoa and Gisborne. We are focused on ensuring that our core services will manage with any related increased demand.

This district is rich in history, with a depth of Māori culture, history and mythology that represents a tremendous opportunity for engagement in cultural exchange, tourism and entertainment. Our natural environment includes some of the most spectacular scenery in Aotearoa, and our community is famed for the authenticity of its warm welcome.

Who would have thought, just a few short years ago, that Te Wairoa would be home to the world's first privately-operated space launch complex?

This is an exciting time for Te Wairoa, and we invite you to join us on this journey of rejuvenation and growth.

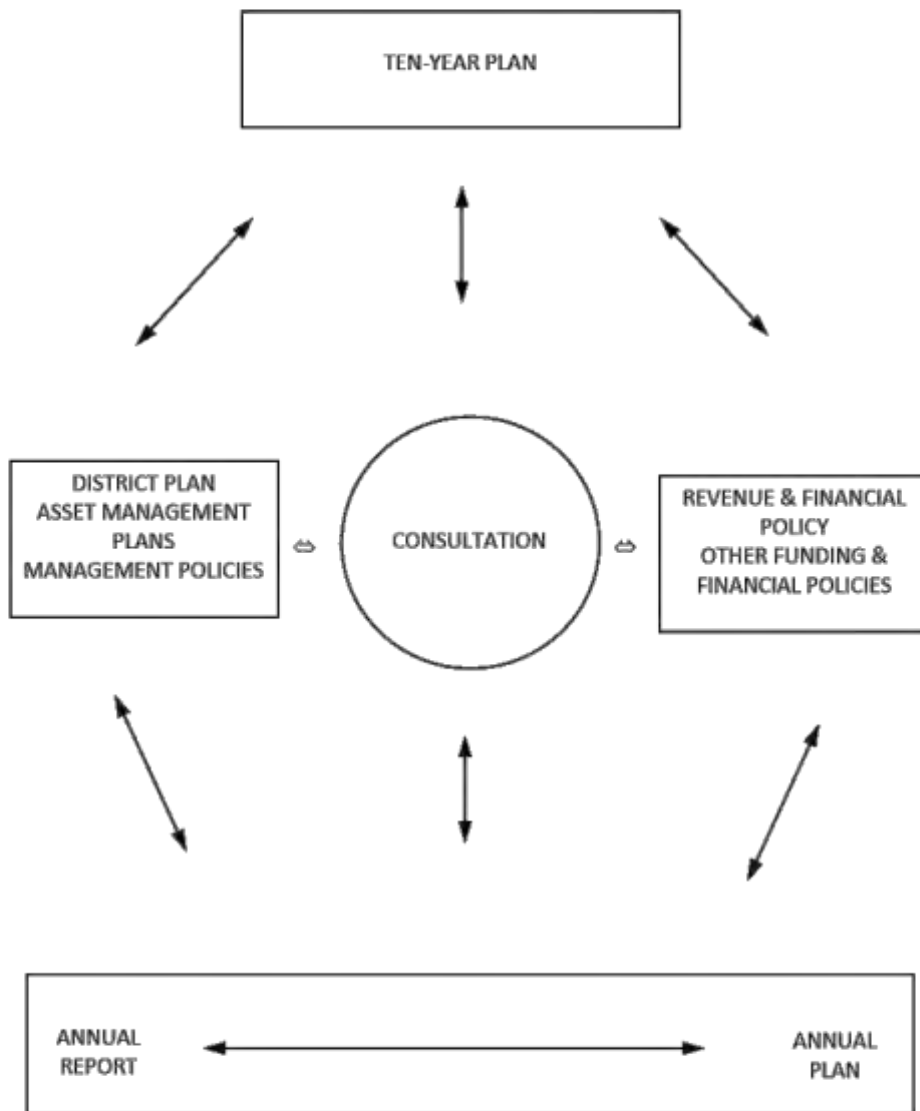


Fergus Power
CEO
WAIROA DISTRICT COUNCIL



Craig Little, JP
MAYOR
WAIROA

RELATIONSHIP BETWEEN COUNCIL'S POLICIES AND PLANS



LOCAL GOVERNMENT REFORM – WHAT DOES IT MEAN FOR WAIROA DISTRICT COUNCIL?

In March 2012 the Government announced an eight-point reform programme for local government. This is part of the Government's broader programme for building a more productive, competitive economy and better public services.

The first phase of the programme culminated in legislation that was passed in December 2012 and made some substantial amendments to the Local Government Act 2002.

The Local Government Act 2002 Amendment Act 2014 became law on 8 August 2014.

The Amendment Act amends the Local Government Act 2002 to:

- change what development contributions can be used for;
- allow for objections to development contributions charges;
- encourage more collaboration and shared services between local authorities;
- make consultation requirements more flexible;
- provide for a new significance and engagement policy;
- enable more efficient and focused consultation on long-term plans and annual plans;
- remove unnecessary duplication between annual plans and long-term plans;
- introduce new requirements for infrastructure strategies and asset management planning;
- enable elected members to use technology to participate in council meetings, rather than attending in person;
- require councils to disclose information about their rating bases in long-term plans, annual plans and annual reports; and
- require disclosure of risk management arrangements for physical assets in annual reports.

The Act also includes provisions that enable the Local Government Commission to:

- establish local boards (similar to those in Auckland) as part of new unitary authorities, and in existing unitary authorities; and
- create council-controlled organisations and joint committees as part of a reorganisation scheme.

We believe that there is still a mandate for local Councils to deliver the services we currently deliver.

We will continue to focus on delivering our outcomes:

1. A strong, prosperous and thriving economy.
2. A safe and secure community.
3. A lifetime of good health and well-being.
4. An environment that is appreciated, protected and sustained for future generations.
5. Supportive, caring and valued communities.
6. A safe and integrated transport system.
7. Strong district leadership and a sense of belonging.
8. Safe and accessible recreational facilities.
9. A community that values and promotes its culture and heritage.

We will continue delivering on the commitments that we made in our 2012-2022 Ten-Year Plan, with a focus on being more cost-efficient.

The Local Government Act 2002 Amendment Bill (No 3) was introduced in November 2013.

Wairoa District Council presented to the Select Committee reviewing this piece of legislation at the end of 2016. Our submission mirrored those of Local Government NZ (LGNZ), The Society of Local Government Managers (SOLGM) and many of the other Councils from around New Zealand, in that while supporting the Bill in its general intent, in particular the transfer of the power to make certain decisions from the Community to the Minister, without Consultation of the affected communities, was contrary to democracy and the not in the spirit of support the ability for local communities to make the best decisions for their community.

Government listened. Critical reviews of the various parts of the Bill are now being undertaken, and the time for consideration of the Bill at the Select Committee Stage has been extended. Council will continue to monitor any changes in the Bill and strongly represent keeping democracy and the power for communities to make decisions on issues that will affect them.

MISSION/VALUES/THEMES WHĀINGA/NGĀ WHAI TIKANGA/NGĀ KAUPAPA

VISION

Connected Communities.
Desirable Lifestyles.
Treasured Environments.

Creating the ultimate living environment. To be a vibrant attractive and thriving district, by developing sustainable lifestyles based around our unique environment; the envy of New Zealand and recognised worldwide.

VALUES

The vision for our district and the mission for our organisation are underpinned by Wairoa District Council's commitment to the fundamental core values below. These values guide the way we do business in all activities and services for the benefit of the community:

- Communication
- Customer First
- Innovation and Excellence
- Valuing Employees and Partnerships
- Visionary Leadership.

THEMES

The following themes reflect the community outcomes we aim to achieve through our mission, vision and values:

- Community Health and Well-being
- Environmental Management
- Positive Economic Growth
- Unique District Identity
- Vibrant Community.

MOEMOEĀ

Hapori Tūhono
Āhua Noho Tōrere
Taiao Piki Kōtuku

Auaha mutunga kore o te taiao piki kōtuku. Ka kitea te ihi me te ātanga, kia anga whakamua tonu ai ngā mahi i roto i tā tātou rohe, kia whakapūmau tonu ai te āhua noho tōrere i tō tātou taiao ahurei, kia āhua pūhaehae ai o Aotearoa nei me te ao whānui.

NGĀ WHAI TIKANGA

Ko tā tātou wawata, tā tātou whāinga mō te rohe whānui nei hei tautokotia tonutia te noho here e Te Kaunihera-a-Rohe o Te Wairoa ki ngā pūtake take whai tikanga, kei raro nei. Ko ngā whai tikanga hei ārahi ki tā tātou manaakitanga i ngā mea katoa ki te taha o te hapori o Te Wairoa:

- Whakaputa Whakaaro
- Wāhanga Āwhina Tāngata
- Wairua Hihiko Hou me te Hiranga
- Whakamana i ngā kaimahi me ngā mahi ngātahi
- Matakite Kalārahitanga

NGĀ KAUPAPA

Koia ngā kaupapa nei a te hapori hei whai whakaaro me ngā tukunga iho a tā mātou tino kaupapa hei whakatutuki i tēnei pūtake puta noa i tā tātou whāinga, tā tātou whai tikanga me tā tātou kaupapa:-

- He Hapori Hauora me te Oranga
- Te Roopu Whakahaere o te Taiao
- Whakatupu Ohaoha Inetahi
- He Tuakiri Ahurei o te Rohe
- He Hapori Tikorikari

'Nā ngā pakihīwi o ō tātou tīpuna, ka taea e tātou te titiro whakamua.'
'From the shoulders of our ancestors, we are able to see the future.'

COMMUNITY PROFILE

WAIROA – WHO ARE WE?

The 2013 Census provided us with an up-to-date profile of what we look like in terms of who makes up our unique community, along with what we do, how we live and who we live with.

Here are a few highlights:

- The population is 7890.
- The median age is 38.8, with an increasing number of 0-4 year olds, and 50-69 year olds.
- The majority of our families are made up of couples with no children (38.9%), followed by couples with children (34.8%).
- 59% of our population are of Māori descent.
- 5% were born overseas. Of those born overseas, most are from the UK.
- \$42,400 is the median household income.
- 49.3 percent of us own our own homes.
- 11.7% are unemployed.
- Our dominant industries are agriculture, manufacturing, forestry and fishing.
- Health care is an emerging industry.

To get a more detailed picture of the facts behind our community, pay a visit to the Community Profile online. Go to www.wairoadc.govt.nz and click on the Community Profile icon at the top of the home page.

OUR ENVIRONMENT

The Wairoa district covers a total area of about 4,118 square kilometres with approximately 130 kilometres of coastline. The majority of the region is hill country, merging with mountains in the west, deeply dissected with gorges. Areas of coastal and river flats of versatile soils give greater variety to the landscape.

The Wairoa district boasts one of the most spectacular ranges of wilderness landscapes in New Zealand – rainforest-surrounded Lake Waikaremoana in Te Urewera, the surf and fishing beaches of balmy Māhia Peninsula, thermal hot springs at Mōrere and the sunny riverside town of Wairoa at the centre of the district. There are also numerous lakes, rivers and wetlands—a number of which are of local, regional and national importance—including the Mohaka, Nūhaka and Wairoa Rivers. There are also a series of interconnected wetlands, the largest of which is Lake Whakakī. Within the district, there are high quality trout-fishing areas, and coastal lagoons that are important for providing waterfowl habitat and game-bird hunting opportunities.

HIGHLIGHTS

UPDATES

Marine Parade Toilets – New toilet facilities were included in the 2015/16 budget to complement the planned upgrade of Marine Parade and carried forward to the 2016/17 year. Council decided this was a necessary service to meet the needs of visitors to the main business area of town. This facility is now being considered in light of the installation of a children's playground adjacent to the Community Centre to provide supporting facilities to the children and parents that are expected to use this facility.

District Signage – Council begun during the 2016/17 year a project for placement of signs at all entry points to the district and to highlight the rich heritage and history of the District. There are new signs being installed to indicate district boundaries, following public consultation. The budgeted cost of the signs is \$80,000. This project is expected to be completed by the end of the 2016/17 year.

Archives Facility – The Public Records Act 2005 sets the framework for creating and managing information in government and for recordkeeping in public offices and local authorities. Its purpose is to promote government accountability through reliable recordkeeping, enhance public confidence in the integrity of government records and protect New Zealand's documentary heritage.

Council identified in the Long Term Plan 2015-2025 process that its current repository requires attention in order to meet the standards enshrined in the Public Records Act 2005. Accordingly Council in the 2015/16 financial year provided \$30,000 for the design and planning of a new archives facility to be built over 2016/17 (\$410,000) and 2017/18 (\$420,660) years.

The detailed design of the facility was considered by Council late in the 2016/17 financial year, which resulted in a request for alternative locations to be considered. An alternative site has been located and negotiations around the use of this site is ongoing.

Walkway Loop Design Feasibility – The previous Council witnessed the positive impact the walkway has had on the district and were interested in investigating an extension or loop to the current track. Included in the plan is tourism facilities that will support visitors/tourists coming into the district as the unique aspects of the District become available to visitors.

Whakamahia Beach Enhancement – The Whakamahia beach enhancement project has concluded with the formation of a limestone walkway from the existing walkway at Pilot Hill alongside the wetlands adjacent to the road and historic gun emplacements then finishing at the Whakamahia lagoon road beach frontage. Modern toilets, all weather barbecue tables and seating has been installed along the beach front and an ongoing programme of native plantings and weed clearance on Rangihoua (Pilot Hill) has been planned.

Māhia Community Wastewater Scheme – The Māhia community wastewater scheme has been completed and the plant and core reticulation infrastructure has been commissioned. The scheme is expected to service 371 existing connections and is designed to service up to 619. Surplus capacity is incorporated into the scheme to cater for future economic growth and development of the Māhia Township.

The costs for connections of individual properties to the processing reticulation and plant has been funded through a capital rating plan. An early repayment policy was consulted on and adopted during the 2016/17 year, and a number of property owners have taken advantage of this policy to clear the outstanding amounts. Included in this plan is the continuing rating assessment for those ratepayers who continue to utilise the capital rating plan process.

Ōpoutama Community Sewerage Scheme – The Ōpoutama community wastewater scheme has been completed and the plant and core reticulation infrastructure have been commissioned.

The costs for connections of individual properties to the processing reticulation and plant has been funded through a capital rating plan. An early repayment policy was consulted on and adopted during the 2016/17 year, and a number of property owners have taken advantage of this policy to clear the outstanding amounts. Included in this plan is the continuing rating assessment for those ratepayers who continue to utilise the capital rating plan process.

Road Maintenance – There is significant pressure nationally to reallocate road maintenance funding. The new financial assistance subsidy rates for approved roading authorities sees Council receiving a higher overall subsidy however emergency funding has been reduced. This has been reflected within this plan.

Community Centre and Skate Park – Council assumed ownership of the Wairoa Community Centre in 2011. A \$1.8 million programme of refurbishment and upgrade was proposed which included a range of renewal projects, a new learners' pool and an upgrade to the skate park. These upgrades are complete. Council is supporting a community initiative to install a children's playground area that will be located next to the skate park.

The new skate park extension and learn to swim pool are now fully operational and general refurbishment of the centre is ongoing. Costs for the relocation of the gym area are contained within this plan.

Public Cemetery at Māhia – This project was originally approved in the 2009 Long-term Plan (LTP) but not progressed to completion for lack of suitable land acquisition. A public advertisement in 2011 seeking land for the purpose returned some interest, but no land that was deemed suitable. Although no specific funding is allocated for the project in this particular plan, Council is still keen to explore the possibility of a public cemetery at Māhia. To this end Council will continue to investigate suitable land options with the public.

Implement Reserves Management Plans – Over the course of the past few years Council has adopted Reserve Management Plans for Māhia Beach, Māhia Reserves, Māhanga, Ōpoutama, Waikōkopu (draft), Wairoa Riverbank and Rangi-houa (Pilot Hill). Some provision is made in this plan to fund the capital projects contained in some of the Reserves Management Plans. Council has decided to progressively fund, via the capital works programme, the implementation of the Reserve Management Plans.

Wairoa Sewerage Reticulation Investigations – Wastewater has loomed large for Wairoa over recent years and whilst the Māhia Beach scheme and the Ōpoutama scheme are complete, wastewater will continue to be an issue for years to come.

Council is currently working on the renewal of the Wairoa discharge consent. While the current consent is valid until 2018, we have seen from our experience with Māhia that obtaining consents is not necessarily a straightforward process. Dialogue with Hawke's Bay Regional Council continues and a key issue to address is whether continued discharge of treated effluent direct to the Wairoa River is acceptable and what the costs of alternatives might be. A significant amount of investigation has already begun and a Focus group made up of persons across the community has been set up and meets as needed to discuss the issues and provide guidance for what will become an item of public consultation. The Long Term Plan 2015-2025 identified likely funding needs of approx. \$6M spread over a number of years to address this issue. This Annual Plan includes \$422,985 to continue this process.

Wairoa Water Supply – The Christchurch earthquake offered up some good lessons on the resilience of water supply systems. Commissioned in 2016/17 was the Tawhara Reservoir which brought the water storage capability up to a full 24 hours of normal use. Engineering staff continue to review the condition of the system and identify upgrade options to ensure continuity of supply.

Māhanga Water Supply – The Māhanga water supply does not meet the national drinking water standards. It is in fact designated as a non-potable supplementary supply. Furthermore the pressure available from the supply means it is not suitable for firefighting, even though there are hydrants in the reticulation. Preliminary work carried out several years ago indicated capital investment of around \$300,000 was required to upgrade the supply. As the drinking water supplier, Council is required by law to either meet the national standards by 2016 or discontinue/transfer the supply. The process of discontinuing/transferring a drinking water supply cannot happen without a 75% majority from a binding referendum conducted under the Local Electoral Act. A referendum will be held this financial year to gauge the public's desired outcome with this process and the cost of this has been included in the budget.

Forestry Rooding Differential – Those forestry properties, which represent 2.7% of the ratepayers that contribute to Rural Rooding costs, and occupy over 25% of our rateable rural land, now contribute a little over 18% of the rates burden to maintain our rural road network. The difference between the proportion of land area and share of rating burden is now comparable to (low intensity) pastoral farming.

The Council will continue to work with the industry, local government and other land users to determine to what extent, forestry places additional pressure on our roading networks. Council's engineering manager has contributed to a set of national guidelines on this matter. This will also be considered in the upcoming rating review.

New Footpaths, Piping Open Drains – The 2015-25 LTP includes an annual sum of \$100,000 for piping open drains and a similar amount for new footpaths. For this plan we consulted on and have increased the amount that we will be spending this year to \$300,000 for Drains and \$200,000 for footpaths.

A priority list for these activities has been developed and will be published on Council's website for comment.

Marine Parade Upgrade – The Marine Parade upgrade has had final approval from Council. This includes replacement of the roundabout as well as the gardens along Marine Parade and on the bridge approaches (both ends). The garden work is now complete and remaining funding in relation to some of the roundabout work has been carried over subject to the project not commencing this financial year.

Te Urewera Rainforest Route Upgrade (SH38) – Over the previous Council term, consultation with tangata whenua and neighbouring Councils led to the formation of a group which focused on promoting the upgrade of Te Urewera Rainforest Route from Frasertown to Rainbow Mountain (intersection with SH5).

A post settlement group has now been formed which includes tangata whenua representatives, Te Uru Taumatua as well as representatives from the Wairoa and Whakatāne District Councils, New Zealand Transport Authority and Department of Conservation.

This plan continues the seed funding to help with the running costs of the group as well as contributing to some of the research projects. NZTA, Te Uru Taumatua, Whakatāne district and Wairoa Councils are meeting regularly on this issue.

Waste Management – The district philosophy of moving toward zero waste has had a consequence of reducing waste volumes over the weighbridge and increasing the quantity of recycling (no user charges). This is putting pressure on maintaining the current charging regime for waste management and future rate impacts are inevitable unless we change the way we are managing this process.

Council has agreed to consider options to extend the district landfill to become a regional facility to improve the economics of the operation. A trial is underway to understand the impacts of accepting out-of-district waste. A sum has been set aside in this plan to improve the existing diversion facilities as well as make alterations to the existing cell to facilitate bulk-waste disposal.

Future landfill utilisation options including accepting waste from outside the district will continue to be evaluated. Incremental improvements to diversion facilities continue to be carried out.

WAIROA DISTRICT COUNCIL 30 JUNE 2016



<p>His Worship the Mayor Mr Craig Little</p>	<p>Councillors: Denise Eaglesome-Karekare (Deputy Mayor) Mike Bird Charles Lambert Hine Flood Jeremy Harker Min Johansen</p>
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MĀORI STANDING COMMITTEE MEMBERS

<p>Chairperson: Mr. Kiwa Hammond</p>	<p>Mr Paul Kelly, Mrs Here Nissen Ms Whaiora Maindonald Mr Henare Mita, Ms Sharon Cooper, Mr Adrian Manuel Mr Peter Whaanga Ms Theresa Thornton Councillor Jeremy Harker (Council Representative) Councillor Charles Lambert (Council Representative)</p>
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MANAGEMENT STRUCTURE

Chief Executive Officer**Fergus Power**

OFFICE OF THE CHIEF EXECUTIVE	ECONOMIC DEVELOPMENT AND ENGAGEMENT	ENGINEERING SERVICES	FINANCE SERVICES	CORPORATE SERVICES	OPERATING SERVICES
FERGUS POWER	KITEA TIPUNA	JAMIE COX	GARY BORG	JAMES BATY	HELEN MONTGOMERY
CEO	ECONOMIC DEVELOPMENT AND ENGAGEMENT MANAGER	ENGINEERING MANAGER	CHIEF FINANCIAL OFFICER	CORPORATE SERVICES MANAGER	CHIEF OPERATING OFFICER
<ul style="list-style-type: none"> • Transformation • Human Resources • Stakeholder Relations • Māori Governance 	<ul style="list-style-type: none"> • Economic Development • Information Centre • Tourism & Events • Communications 	<ul style="list-style-type: none"> • Roads, Streets & Bridges • Cemeteries • Sports Grounds • Reserves • Airport Control • Water Supply • Wastewater • Stormwater • Waste Management • Street Lighting • Traffic Management • Asset Management • Property Administration • Pensioner Housing 	<ul style="list-style-type: none"> • Accounting Services • Information Services • Financial Management • Revenue Collection • Rating • Risk Management 	<ul style="list-style-type: none"> • Secretarial Services • Social Services • Library • Public Halls • Recreational • Official Information • Records and Archives • Elections • Work Health and Safety 	<ul style="list-style-type: none"> • Subdivision • Resource Planning • Building Control • Environmental Health • Liquor Licensing • Animal Control • Bylaws • Emergency Management

COMMUNITY OUTCOMES

Community outcomes are aspirational statements that describe what the community believes are important for its present and future economic, social, cultural and environmental well-being.

The community outcomes were derived from a regional-wide approach by the five Hawke's Bay Councils: Hastings District Council, Napier City Council, Central Hawke's Bay District Council, Wairoa District Council and the Hawke's Bay Regional Council, to work collectively with the community to identify community outcomes and determine a long-term vision for the future of our region. The community have reconfirmed the outcomes identified.

The community outcomes in this plan remain unchanged and are as follows:

1. A strong, prosperous and thriving economy.
2. A safe and integrated transport system.
3. A community that values and promotes its culture and heritage.
4. Safe and accessible recreational facilities.
5. Supportive, caring and valued communities.
6. Strong district leadership and a sense of belonging.
7. A safe and secure community.
8. A lifetime of good health and well-being.
9. An environment that is appreciated, protected and sustained for future generations

It is important to note that Council is not solely responsible for the delivery of these community outcomes. Council will work with the community, key organisations and stakeholders to achieve the community outcomes together. Council's role therefore will vary, depending on the specific outcomes and the activities involved.

More information on the outcomes and the way in which Council will work towards achieving them can be found in the LTP 2015-2025 on Council's website or from Council's office.

Council Activities

Council activities are divided into two strategic goal areas being:

- **Community Development & Participation**
Council's aim is to provide services and facilities to encourage community focus, ensuring access to information and leisure opportunities and to promote the expansion of the economy by encouraging tourism options and business development.
- **Safe Living Environment**
Council's aim is to provide services and facilities which contribute to community health and safety and ensure that the natural and physical resources of the district are preserved for future generations.

These are in turn supported by:

- management services
- investments.

In addition Council has grouped its activities into seven "Key Activity Areas" and the following table shows how these grouped key activity areas relate to the work of Council, the strategic goal areas of Council, and shows where there is a direct linkage to the community outcomes identified in the LTP.

Community Outcomes		
<p>ECONOMIC WELL-BEING</p> <ul style="list-style-type: none"> • A strong, prosperous and thriving economy. • A safe and integrated transport system. 	<p>SOCIAL AND CULTURAL WELL-BEING</p> <ul style="list-style-type: none"> • A community that values and promotes its culture and heritage. • Safe and accessible recreational facilities. • Supportive, caring and valued communities. • Strong district leadership and a sense of belonging. 	<p>ENVIRONMENTAL WELL-BEING</p> <ul style="list-style-type: none"> • A safe and secure community. • A lifetime of good health and well-being. • An environment that is appreciated, protected and sustained for future generations.



Council's Strategic Response		
UNITY DEVELOPMENT & PARTICIPATION	SAFE LIVING ENVIRONMENT	
Community Representation Māori Relationships Economic Development Parks & Reserves Airport Library Community Support Property Land Transport	Resource Planning Environmental Health Bylaw Compliance: <ul style="list-style-type: none"> • Dog Control • Livestock Control • General Bylaw Enforcement Cemeteries Building Control Liquor Control Water Supply Stormwater Wastewater	Waste Management Emergency Management Land Transport

Key Activity Areas

ACTIVITIES GROUP	ACTIVITY	ECONOMIC WELL-BEING			SOCIAL AND CULTURAL WELL-BEING			ENVIRONMENTAL WELL-BEING		
		A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
1. Water Services	Water Supply	✓				✓		✓	✓	✓
	Stormwater	✓	✓		✓	✓		✓	✓	✓
	Wastewater	✓		✓		✓		✓	✓	✓
2. Waste Management	Waste Management	✓	✓	✓	✓	✓		✓	✓	✓
3. Transport	Land Transport	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Airport	✓	✓	✓	✓			✓	✓	✓
4. Community Facilities	Cemeteries			✓	✓	✓				✓
	Library			✓	✓	✓			✓	
	Parks & Reserves			✓	✓	✓		✓	✓	✓
	Community Support			✓	✓	✓				

ACTIVITIES GROUP	ACTIVITY	ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
		A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
5. Planning & Regulatory	Resource Planning								✓	✓
	Environmental Health							✓	✓	
	Building Control	✓			✓			✓	✓	
	Liquor Control							✓	✓	✓
	Bylaw Compliance – Dog Control							✓	✓	✓
	Bylaw Compliance – Livestock Control							✓		
	Bylaw Compliance – General Bylaws Enforcement							✓	✓	✓
	Emergency Management							✓	✓	✓
6. Leadership & Governance	Community Representation	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Māori Liaison			✓			✓			
	Economic Development	✓								
7. Corporate Functions	Property	✓		✓	✓	✓		✓	✓	✓
	Corporate & Funds Management	✓	✓	✓	✓	✓	✓	✓	✓	✓

Each of the above outcomes is aligned to Council services which will contribute towards their achievement. We are responsible for monitoring our performance each year, and the results are provided in our Annual Report. How we are going with each of our services will give a good indication of how we are going overall in achieving the community outcomes. See the Council activity management plans for performance information.

Activity Group One WATER SERVICES

1. Water Supply

For more details:

Refer to the relevant section of the Water Supply Asset Management Plan. Alternatively contact Wairoa District Council's Asset Management Department on (06) 838 7309 or visit our offices to discuss any queries you may have.

What the Council does

Wairoa District Council owns and operates water supply systems in Wairoa, Frasertown, Tuai and Māhanga. Each system comprises the following key components:

- water sources (surface takes and groundwater bores)
- water treatment (Māhanga is untreated and is a supplementary supply only)
- water storage
- water reticulation network
- pump stations.

The Wairoa and Frasertown reticulation comprises of treated water supplied by the water treatment plant in Frasertown sourced from the Wairoa River. The Tuai supply is sourced from the Waimako Spring, and then reticulated. The Tuai supply has recently been upgraded and now complies with the Drinking water Standards.

The Māhanga supply is a non-potable supply sourced from a shallow groundwater bore and is considered a 'supplementary' supply. Residents are required to have a tank for collection of rainwater from the roof of the house. A referendum will be held this year to gain a clear community based direction on the supply of and quality of water supply to be provided into the future.

Council develops and implements a Water Supply Asset Management Plan to ensure that agreed levels of service can be delivered to existing and future residents in the most cost-effective way. This has involved the creation of policy to ensure a level of asset management is delivered.

The water supply webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

There is a statutory basis for Council's involvement in this activity.

Current legislation and regulations which set the minimum service levels that must be provided, and which affect asset operation, maintenance and development of the water supply activity include:

- Local Government Act 2002
- Health Act 1956
- Health (Drinking Water) Amendment Act 2007
- Resource Management Act 1991
- Local Government (Rating) Act 2002.

Council is required to maintain water supply services under Section 130 of the Local Government Act 2002.

The water supply activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL WELL-BEING			ENVIRONMENTAL WELL-BEING			
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓				✓		✓	✓	✓

Council's goal is to comply with the New Zealand Drinking Water Standards.

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will own, operate and maintain reliable drinking water systems serving Wairoa, Frasertown, Tuai and Mahanga, protecting public health	All domestic householders and non-domestic premises connected to the water supply systems will be provided with a service that delivers a reliable supply of drinking water	Council will have in place, at all times, suitable water supply operation and maintenance contracts and arrangements to provide the services outlined Minimum 24 hours' daily consumption storage capacity to be maintained
	Community's willingness to pay for the service will be considered	Monitor for complaints of cost of service through Annual Plan process
	The provision of facilities shall be adequate for current and foreseeable demand	Mahanga supply assessment to continue in consultation with local community
	Customers' water pressure will be maintained	No valid CSRs regarding inadequate water pressure
Council will comply with current standards, legislation and Council bylaws	Council shall meet all legislative requirements	Annual review of current legislation for compliance
	Council shall comply with Fire Fighting Standards	Council shall comply with Fire Fighting Standards
	Council's Water Supply Bylaw shall be enforced	Council shall provide for monitoring of the bylaw All known breaches of the bylaw shall be addressed as provided for in the bylaw
	Council shall meet the requirements of the Drinking Water Standards (NZDWS)	Bacterial compliance shall be monitored in accordance with part 4 of the Drinking Water Standards Protozoal compliance shall be monitored in accordance with part 5 of the Drinking Water Standards

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
	Customers will have water service available to them except during planned maintenance or an emergency	No CSRs regarding unplanned or emergency shutdowns Planned shutdowns are advertised
	The taste, smell and look of the water are monitored	Compliance with the Drinking Water Standards in accordance with requirements of the Health Act in relation to taste, smell and look (aesthetic determinants)
	Council shall comply with conditions of consent for all systems.	There shall be no abatement notices, infringement notices, enforcement orders or convictions in relation to resource consents
Council will maintain water supplies to ensure long-term sustainability	Asset database to be maintained	Asset database to be maintained up to date including all additions and disposals Critical assets identified Develop programme for condition assessments of the reticulation
	% of water loss from the reticulation systems through leakage, shall reduce with time	% water loss* shall not exceed 20% <i>*calculated as difference between quantity of water produced and that consumed based on per capita standard consumption</i>
	The average consumption of drinking water per day per resident shall reduce with time <i>(due to system leakage, estimated 2014 consumption is 1,400m³/person/day)</i>	The average consumption of drinking water per day per resident shall be less than 1,400m ³
	All maintenance, renewals and other programmed and reactive works are completed on time and within budget	Forward works program to be set as part of Annual Plan process Works to be within budget +/- 5%
	Operational and maintenance activities are undertaken in a safe and healthy manner	No health and safety non compliances are received or issued. Annual Review of hazard register.

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
<p>Customers will receive a prompt and efficient service</p>	<p>Level of customer satisfaction through annual survey indicates a 'fairly good', 'very good' or better minimum 80% approval rating</p>	<p>80% satisfaction rating</p>
	<p>Council shall respond to faults / interruptions in the network reticulation</p>	<p>The medium response time to attend a fault/interruption to the network reticulation from receiving notification to the time that service personnel reach the site shall not exceed 4 hours for URGENT call-outs.</p> <p>The medium response time to confirm resolution of the blockage or other fault from receiving notification shall not exceed 4 hours for NON-URGENT call-outs.</p> <p>The medium response time to attend a fault/interruption to the network reticulation from receiving notification to the time that service personnel reach the site shall not exceed 4 hours for URGENT call-outs.</p> <p>The medium response time to confirm resolution of the blockage or other fault from receiving notification shall not exceed 4 hours for NON-URGENT call-outs.</p>
	<p>Complaints received annually shall not exceed:</p> <ul style="list-style-type: none"> • 20 for drinking water clarity • 20 for drinking water taste • 20 for drinking water odour • 40 for drinking water pressure or flow • 40 for continuity of supply • 20 for response to issues expressed per 1000 connections. 	<p>Complaints received annually shall not exceed:</p> <ul style="list-style-type: none"> • 20 for drinking water clarity • 20 for drinking water taste • 20 for drinking water odour • 40 for drinking water pressure or flow • 40 for continuity of supply • 20 for response to issues expressed per 1000 connections.
<p>Council will implement systems/processes to ensure continued service delivery in emergency events.</p>	<p>Contingency plans shall be implemented for emergency events such as earthquake, tsunami, fire which result in the inability to provide the service</p>	<p>Annual meeting with civil defence team</p> <p>Contingency plans shall be developed</p>
	<p>There shall be a minimum of 24-hours' storage of potable water at all times</p>	<p>There shall be a minimum of 24-hours' storage of potable water at all times</p>

PROSPECTIVE FUNDING IMPACT STATEMENT - WATER SUPPLY

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
	General rates, uniform annual charges, rates			
	- penalties	-	-	-
930,124	Targeted rates (other than a targeted rate for water supply)	1,061,693	1,144,485	(82,792)
	- Subsidies and grants for operating purposes	-	-	-
1,070,633	Fees charges and targeted rates for water supply	1,051,722	1,121,616	(69,894)
107,574	Local authorities fuel tax, fines, infringement fees, and other receipts	49,824	127,165	(77,341)
2,108,331	Total Operating Funding	2,163,239	2,393,266	(230,027)
Applications of Operating Funding				
1,411,557	Payments to staff and suppliers	1,414,125	1,574,051	(159,927)
6,228	Finance costs	14,443	119,442	(104,999)
342,617	Internal Charges and overheads applied	294,916	316,858	(21,942)
	- Other operating funding applications	-	-	-
1,760,402	Total applications of operating funding	1,723,484	2,010,351	(286,868)
347,929	Surplus (Deficit) of operating funding	439,755	382,915	56,841
Sources of capital funding				
1,484,000	Subsidies and grants for capital expenditure	-	484,000	(484,000)
	- Development and financial contributions	-	-	-
103,800	Increase (decrease) in debt	240,714	106,914	133,800
	- Gross proceeds from sale of assets	-	10,000	(10,000)
	- Lump sum contributions	-	-	-
1,587,800	Total sources of capital funding	240,714	600,914	(360,200)
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	10,000	-	10,000
103,800	- to improve the level of service	230,714	106,914	123,800
1,460,473	- to replace existing assets	882,494	1,713,502	(831,008)
371,456	Increase (Decrease) in reserves	(442,739)	(836,587)	393,848
	Increase (Decrease) of investments			
1,935,729	Total application of capital funding	680,469	983,829	(303,360)
(347,929)	Surplus (Deficit) of capital funding	(439,755)	(382,915)	(56,840)
	- Funding Balance	-	-	-
468,440	Group depreciation and amortisation	521,786	468,596	53,190

**Activity Group One
WATER SERVICES**

2. Stormwater

For more details:
Refer to the relevant section of the Stormwater Asset Management Plan. Alternatively contact Wairoa District Council's Asset Management Department on (06) 838 7309 or visit our offices to discuss any queries you may have.

What the Council does

The stormwater activity is a network of pipes, open drains and outlets. The stormwater activity specifically relates to Wairoa urban area, Tuai village and Māhia Beach. Other rural networks of primarily open drains with some culverting are treated as part of the roading asset inventory.

Stormwater assets includes:

- Approximately 39km of pipework
- Manholes, catchpits and sumps
- Inlets and outlets
- junctions

The Council develops and implements a Stormwater Asset Management Plan to ensure that these assets can deliver agreed levels of service to existing and future residents in the most cost-effective way. This has involved the creation of policy to ensure an appropriate level of asset management is delivered.

The stormwater webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

There is a statutory basis for Council's involvement in this activity.

Current legislation and regulations which set the minimum service levels that must be provided and which affect asset operation, maintenance and development of the stormwater activity include the Resource Management Act 1991.

The stormwater activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND COMMUNITY WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓	✓		✓	✓		✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will own, operate and maintain a stormwater system within the town limits of Wairoa, Tui and Mahia that will protect properties from flooding events	All domestic households and non-domestic premises connected to the stormwater system will be provided with a service that removes stormwater from their properties	Council will have in place at all time, suitable stormwater system operation and maintenance contracts and arrangements to provide the services outlined
	Community's willingness to pay for the service will be considered	Monitor for complaints of cost of service through the Annual Plan process
	The stormwater system shall be managed to limit the number of flooding events where 'flooding event' means an overflow of stormwater from the stormwater system and the impact of those flooding events on properties	There shall be no more than 10 flooding events For each flooding event, the number of habitable floors affected shall not exceed 50 per 1000 properties connected to the system
Council will comply with current legislation and Council bylaws	Council shall meet all legislation requirements	Annual review of current legislation for compliance
	Council shall comply with conditions of consent for any systems	There shall be no abatement notices, infringement notices, enforcement orders or convictions in relation to resource consents
	Council's Stormwater Bylaw shall be enforced (once adopted)	Council shall provide for monitoring of the bylaw All known breaches of the bylaw shall be addressed as provided for in the bylaw
Council will maintain stormwater systems to ensure long-term sustainability	Asset database to be maintained	Asset database to be maintained up to date including all additions and disposals Develop program to update asset database over next two years Critical assets identified
	Address impacts of infiltration and inflow into Wairoa system	Address impacts of infiltration and inflow into Wairoa system as they arise
	All maintenance, renewals and other programmed and reactive works are completed on time and within budget	Forward works program to be set as part of Annual Plan process Works to be within budget +/- 5%

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
	Operational and maintenance activities are undertaken in a safe and healthy manner	No health and safety non compliances are received or issued; Annual Review of hazard register.
Customers will receive a prompt and efficient service	Level of customer satisfaction through annual survey indicates a 'fairly good', 'very good' or better minimum 80% approval rating	80% satisfaction rating
	Council shall respond to faults / interruptions in the network reticulation	The medium response time to attend a flooding event from receiving notification to the time that service personnel reach the site shall not exceed 4 hours
	The total number of complaints received shall not exceed 50 per 1000 connections	The total number of complaints received shall not exceed 50 per 1000 connections
Council will implement systems/processes to ensure continued service delivery in emergency events	Contingency plans shall be implemented for emergency events such as earthquake, tsunami, fire which result in the inability to provide the service	Annual meeting with civil defence team Contingency plans shall be developed

PROSPECTIVE FUNDING IMPACT STATEMENT - STORMWATER

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP PER LTP	VARIANCE
Sources of Operating Funding				
	General rates, uniform annual charges, rates penalties	-	-	-
287,737	Targeted rates (other than a targeted rate for water supply)	451,305	417,600	33,705
	- Subsidies and grants for operating purposes	-	-	-
	Fees charges and targeted rates for water supply	-	-	-
59,357	Local authorities fuel tax, fines, infringement fees, and other receipts	18,850	65,333	(46,483)
347,094	Total Operating Funding	470,155	482,933	(12,778)
Applications of Operating Funding				
68,120	Payments to staff and suppliers	137,846	114,475	23,371
	- Finance costs	18,415	85,476	(67,061)
107,088	Internal Charges and overheads applied	125,918	124,439	1,479
	- Other operating funding applications	-	-	-
175,208	Total applications of operating funding	282,179	324,390	(42,211)
171,885	Surplus (Deficit) of operating funding	187,976	158,543	29,433
Sources of capital funding				
	- Subsidies and grants for capital expenditure	-	-	-
	- Development and financial contributions	-	-	-
103,800	Increase (decrease) in debt	306,914	106,914	200,000
	- Gross proceeds from sale of assets	-	-	-
	- Lump sum contributions	-	-	-
103,800	Total sources of capital funding	306,914	106,914	200,000
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	-	-	-
103,800	- to improve the level of service	306,914	106,914	200,000
472,290	- to replace existing assets	429,792	406,273	23,459
(300,404)	Increase (Decrease) in reserves	(241,756)	(247,730)	5,974
	Increase (Decrease) of Investments	-	-	-
275,686	Total application of capital funding	494,890	265,457	229,433
(171,886)	Surplus (Deficit) of capital funding	(187,976)	(158,543)	(29,433)
	- Funding Balance			
171,886	Group depreciation and amortisation	194,114	201,886	(7,772)

Activity Group One WATER SERVICES

3. Wastewater

For more details:

Refer to the relevant section of the Wastewater Asset Management Plan. Alternatively contact Wairoa District Council's Asset Management Department on (06) 838 7309 or visit our offices to discuss any queries

What the Council does

Wairoa District Council owns and operates wastewater systems in Wairoa, Tuai, and Māhia and Ōpoutama. Each system comprises the following key components:

- network of pipes
- pump stations
- treatment plants
- disposal facilities.

The Wairoa network services a mix of residential, commercial and light industrial properties, through a network of gravity pipes, pump stations and rising mains.

The Tuai network serves a small village and was designed on the basis that grey water and sewage (black water) are reticulated as separate systems.

The Mahia Beach township system has been recently completed and comprises private septic tanks discharging to a public system of reticulation to a pump station and rising main that transfers wastewater to treatment ponds over the hills. The treated wastewater is used to irrigate a plantation forest owned by Hawke's Bay Regional Council.

The Opoutama system has also been recently completed and comprises a network of pipes and pump stations discharging to a treatment plant at the former Blue Bay subdivision site and the discharge of treated wastewater into the ground.

Council develops and implements a Wastewater Asset Management Plan to ensure that these assets can deliver agreed levels of service to existing and future residents in the most cost-effective way. This has involved the creation of policy to ensure a level of asset management is delivered.

The wastewater webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

There is a statutory basis for Council's involvement in this activity.

Current legislation and regulations which set the minimum service levels that must be provided and which affect asset operation, maintenance and development of the wastewater activity include:

- Waste Minimisation Act 2008
- Health Act 1956
- Hazardous Substances and New Organisms Act 1996
- Resource Management Act 1991.

The wastewater activity primarily contributes to the following community outcomes:

Economic Well-being		Social Services, Culture, History & Heritage			Environmental Well-being			
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓		✓		✓		✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will own, operate and maintain a sewer system to Wairoa, Tuai, Mahia and Opoutama that removes wastewater from properties and protects public health and the environment	All domestic householders and non-domestic premises connected to the sewer system will be provided with a service that removes wastewater from their properties	Council will have in place at all time, suitable wastewater system operation and maintenance contracts and arrangements to provide the services outlined
	Council will provide, operate and maintain treatment facilities to enable appropriate disposal/discharge of wastewater	Council will have in place at all time, suitable wastewater system operation and maintenance contracts and arrangements to provide the services outlined
	Community's willingness to pay for the service will be considered	Monitor for complaints of cost of service through the Annual Plan process
	The provision of facilities shall be adequate for current and foreseeable demand	Develop programme towards renewal of the Wairoa consent
Council will comply with current legislation and Council bylaws	Council shall meet all legislative requirements	Annual review of current legislation for compliance
	Council shall comply with conditions of consent for all systems	There shall be no abatement notices, infringement notices, enforcement orders or convictions in relation to resource consents for the Wairoa, Mahia, Opoutama or Tuai systems Council shall report 6-monthly to MBRC on progress in relation to the inflow and infiltration study and associated renewals/rehabilitation
	There shall be no dry weather sewerage overflows	There shall be no dry weather sewerage overflows for the Wairoa, Mahia, Opoutama or Tuai systems
	Council's Trade Waste and Wastewater Bylaw shall be enforced	Council shall provide for monitoring of the bylaw All known breaches of the bylaw shall be addressed as provided for in the bylaw

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will maintain wastewater facilities to ensure long-term sustainability	Asset database to be maintained	Asset database to be maintained up to date including all additions and disposals Critical assets identified
	Address infiltration and inflow into the Wairoa system	Infiltration and inflow physical investigations and remedial works – set program and budget for Annual Plan
	All maintenance, renewals and other programmed and reactive works are completed on time and within budget	Forward works program to be set as part of Annual Plan process Works to be within budget +/- 5%
	Operational and maintenance activities are undertaken in a safe and healthy manner	No health and safety non compliances are received or issued Annual Review of hazard register.
Customers will receive a prompt and efficient service	Level of customer satisfaction through annual survey indicates a 'fairly good', 'very good' or better minimum 80% approval rating	80% satisfaction rating
	Council shall respond to sewerage overflows resulting from a blockage or other fault in the sewerage system	The medium response time to attend an overflow from receiving notification to the time that service personnel reach the site shall not exceed 4 hours The medium response time to confirm resolution of the blockage or other fault from receiving notification shall not exceed 4 hours
	The total number of complaints received shall reduce each year	Complaints received shall not exceed: <ul style="list-style-type: none"> • 20 for sewerage odour • 20 for sewerage system faults • 20 for sewerage system blockages • 20 for response to issues with sewerage system Per annum and expressed per 1000 connections.
Council will implement systems/processes to ensure continued service delivery in emergency events.	Contingency plans shall be implemented for emergency events such as flooding, earthquake, tsunami, fire which result in the inability to provide the service	Annual meeting with civil defence team Contingency plans shall be developed

PROSPECTIVE FUNDING IMPACT STATEMENT - WASTEWATER

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
	General rates, uniform annual charges, rates			
	- penalties	-	-	-
1,374,134	Targeted rates (other than a targeted rate for water supply)	1,403,950	1,461,857	(57,907)
	- Subsidies and grants for operating purposes	-	-	-
131,981	Fees charges and targeted rates for water supply	2,526	7,887	(5,361)
162,681	Local authorities fuel tax, fines, infringement fees, and other receipts	57,621	104,680	(47,059)
<u>1,668,796</u>	Total Operating Funding	<u>1,464,097</u>	<u>1,574,424</u>	<u>(110,327)</u>
Applications of Operating Funding				
738,864	Payments to staff and suppliers	743,065	695,583	47,482
306,228	Finance costs	315,246	99,744	215,502
268,808	Internal Charges and overheads applied	372,543	238,626	133,917
	- Other operating funding applications	-	-	-
<u>1,313,900</u>	Total applications of operating funding	<u>1,430,854</u>	<u>1,033,953</u>	<u>396,901</u>
<u>354,896</u>	Surplus (Deficit) of operating funding	<u>33,243</u>	<u>540,471</u>	<u>(507,228)</u>
Sources of capital funding				
	- Subsidies and grants for capital expenditure	-	-	-
	- Development and financial contributions	-	-	-
103,800	Increase (decrease) in debt	254,102	171,062	83,040
	- Gross proceeds from sale of assets	-	-	-
	- Lump sum contributions	-	-	-
<u>103,800</u>	Total sources of capital funding	<u>254,102</u>	<u>171,062</u>	<u>83,040</u>
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	-	-	-
103,800	- to improve the level of service	317,628	213,828	103,800
1,351,184	- to replace existing assets	1,614,035	914,115	699,920
(996,288)	Increase (Decrease) in reserves	(1,644,317)	(416,410)	(1,227,907)
	Increase (Decrease) of investments			
<u>458,696</u>	Total application of capital funding	<u>287,346</u>	<u>711,533</u>	<u>(424,187)</u>
<u>(354,896)</u>	Surplus (Deficit) of capital funding	<u>(33,243)</u>	<u>(540,471)</u>	<u>507,228</u>
	- Funding Balance			
648,858	Group depreciation and amortisation	426,546	648,858	(222,312)

PROSPECTIVE FUNDING IMPACT STATEMENT - WATER SERVICES

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
	General rates, uniform annual charges, rates			
	- penalties	-	-	-
2,591,429	Targeted rates (other than a targeted rate for water supply)	2,916,948	3,023,942	(106,994)
	- Subsidies and grants for operating purposes	-	-	-
1,203,181	Fees charges and targeted rates for water supply	1,054,248	1,129,503	(75,255)
	Interest and Dividends from Investments			-
329,612	Local authorities fuel tax, fines, infringement fees, and other receipts	126,295	297,178	(170,883)
4,124,222	Total Operating Funding	4,097,491	4,450,623	(353,132)
Applications of Operating Funding				
2,218,542	Payments to staff and suppliers	2,295,036	2,384,109	(89,072)
312,456	Finance costs	348,104	304,662	43,442
718,513	Internal Charges and overheads applied	793,377	679,923	113,454
	- Other operating funding applications	-	-	-
3,249,511	Total applications of operating funding	3,436,517	3,368,694	67,824
874,711	Surplus (Deficit) of operating funding	660,974	1,081,929	(420,956)
Sources of capital funding				
1,484,000	Subsidies and grants for capital expenditure	-	484,000	(484,000)
	- Development and financial contributions	-	-	-
207,600	Increase (decrease) in debt	801,730	384,890	416,840
	- Gross proceeds from sale of assets	-	10,000	(10,000)
	- Lump sum contributions	-	-	-
1,691,600	Total sources of capital funding	801,730	878,890	(77,160)
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	10,000	-	10,000
311,400	- to improve the level of service	855,256	427,656	427,600
3,283,947	- to replace existing assets	2,926,261	3,033,890	(107,629)
(1,029,035)	Increase (Decrease) in reserves	(2,328,812)	(1,500,727)	(828,085)
	- Increase (Decrease) of investments	-	-	-
2,566,311	Total application of capital funding	1,462,705	1,960,819	(498,114)
(874,711)	Surplus (Deficit) of capital funding	(660,974)	(1,081,929)	420,955
	Funding Balance			
1,289,184	Group depreciation and amortisation	1,142,446	1,319,340	(176,894)

WATER SERVICES

Forecast Statement of Cost of Service for the year ending 30th June 2018

BUDGET		COSTS	REVENUE	NET COST	2015/25 Yr 3	
2016/17		2017/18	2017/18	2017/18	PER LTP	VARIANCE LTP
1,047,993	Water Reticulation	1,338,605	216,324	1,122,281	1,225,949	(103,668)
2,075	Water Production	906,139	884,696	21,443	4,220	17,223
287,737	Stormwater and Drainage	476,293	18,850	457,443	460,942	(3,499)
1,668,097	Sewerage	1,857,400	60,147	1,797,253	1,570,244	227,009
<u>3,005,902</u>		<u>4,578,437</u>	<u>1,180,017</u>	<u>3,398,420</u>	<u>3,261,355</u>	<u>137,064</u>
	Less Internal Allocation	<u>126,295</u>	<u>126,295</u>			
		<u>4,452,142</u>	<u>1,053,722</u>			
	Funded by					
2,591,429	Rates			2,916,948	3,023,940	(106,992)
(40,936)	Reserves			293,225	(285,728)	578,953
455,409	Depreciation not Funded			188,247	523,140	(334,893)
<u>3,005,902</u>				<u>3,398,420</u>	<u>3,261,352</u>	<u>137,068</u>
	Capital Expenditure					
1,098,360	Water Reticulation	616,740		616,740	1,338,668	(721,928)
465,913	Water Production	506,468		506,468	481,754	24,714
576,090	Stormwater and Drainage	736,646		736,646	513,187	223,459
1,454,984	Sewerage	1,931,663		1,931,663	1,127,943	803,720
<u>3,595,347</u>		<u>3,791,517</u>		<u>3,791,517</u>	<u>3,461,552</u>	<u>329,965</u>
	Funded by					
-	Rates	-		-	-	-
1,903,747	Depreciation Reserves	2,989,786		2,989,786	2,646,804	342,982
-	Depreciation not Funded	-		-	-	-
207,600	Loans	801,730		801,730	320,742	480,988
-	Sale of Assets	-		-	10,000	(10,000)
1,484,000	Subsidies	-		-	484,000	(484,000)
<u>3,595,347</u>		<u>3,791,517</u>		<u>3,791,517</u>	<u>3,461,546</u>	<u>329,971</u>

Activity Group Two WASTE MANAGEMENT

1. Waste Management

For more details:

Refer to the relevant section of the Waste Management Asset Management Plan. Alternatively contact Wairoa District Council's Asset Management Department on (06) 838 7309 or visit our offices to discuss any queries you may have.

What the Council does

The waste management activity comprises of asset-based services such as the:

- provision of a landfill
- recycling centre.

Also service-based functions such as:

- litter collection
- domestic refuse collection
- kerbside recycling.

The waste management facilities provide a service by which refuse can be disposed of in a controlled manner. Council's initiative 'zero waste to landfill' is changing the way people dispose of their waste. More emphasis is given to diversion and recycling which means new infrastructure and a different way of operating.

The assets are as follows:

- landfill cell
- buildings
- weighbridge office, computer hardware and software
- weighbridge pit and plant
- leachate system
- drainage systems
- access road/handling areas and fencing.

Council develops and implements a Waste Management Asset Management Plan to ensure that these assets can deliver agreed levels of service to existing and future residents in the most cost-effective way. This has involved the creation of policy to ensure a high level of asset management is delivered.

The waste management webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

Council would like to better understand our customers to achieve the following benefits:

- improved cost efficiency and reduced costs
- improved customer satisfaction
- transparency in decision making
- sustainability.

There is a statutory basis for Council's involvement in this activity.

Current legislation and regulations which set the minimum service levels that must be provided and which affect asset operation, maintenance and development of the waste management activity include:

- Health Act 1956
- Local Government Act 2002
- Litter Act 1979
- Resource Management Act 1991
- Hazardous Substances and New Organisms Act 1996
- Waste Minimisation Act 2008.

The waste management activity primarily contributes to the following community outcomes:

A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓	✓	✓	✓	✓		✓	✓	✓

Council's main initiative for this activity is 'Reliable and safe collection and disposal of waste'. More emphasis is given to diversion and recycling which means new infrastructure and a different way of operating.

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will continue to own and deliver the waste management activity to ensure protection of public health and the environment	All domestic households and non-domestic premises have access to a disposal method for their waste, whether this is a kerbside collection, drop-off point or landfill disposal	Council will have in place at all time, suitable waste management contracts and arrangements to provide the services outlined
	A reliable recyclables service will be provided: <ul style="list-style-type: none"> • weekly from the kerbside in Wairoa & Frasertown • fortnightly at specified drop-off points from Mahia, Nuhaka and Mohaka 	Council will have in place at all time, suitable waste management contracts and arrangements to provide the services outlined
	Council will operate and maintain the Wairoa landfill for the disposal of domestic and commercial refuse, being open for the public at least: <ul style="list-style-type: none"> • 5 hours per day • 359 days per year 	Council will have in place at all time, suitable waste management contracts and arrangements to provide the services outlined
	Council shall continue to provide for the community-run waste disposal and recycling service in Waikaremoana and Raupunga	Council will have in place at all time, suitable waste management contracts and arrangements to provide the services outlined
	Council will provide for the disposal of hazardous waste	Council will have in place at all time, suitable waste management contracts and arrangements to provide the services outlined
	Community's willingness to pay for the service will be considered	Monitor for complaints of cost of service through the Annual Plan

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
		process
	Most appropriate form of service delivery to be provided	Current and alternative methods of procurement to be assessed to meet future needs and desires of community.
Council will comply with current legislation and Council bylaws	Council shall meet all legislative requirements, in particular the Litter Act 1979	Review current legislation for compliance
	Council will comply with all resource consent conditions	There shall be no breaches of consent conditions
	Review and update current bylaws to support effective and efficient waste minimisation; addressing issues such as illegal dumping, litter, private waste collections and community-based services	Council shall provide for monitoring of the bylaw All known breaches of the bylaw shall be addressed as provided for in the bylaw
Council will maintain the landfill to ensure long-term sustainability	Asset database to be maintained including additions and disposal as well as condition information	Asset database to be set up in AssetFinda Develop programme to update asset database annually
	Council will undertake a continual improvement approach with the aim of continually reducing the amount of waste going into the landfill	Waste going into the landfill is reducing. Education programme to be developed to provide regular and detailed information about waste services, waste prevention and waste reduction Undertake review of the current landfill operation and develop initiatives for the future including community-led schemes, working with other districts.
Council will undertake operational, maintenance and renewals activities in a cost-effective manner	All maintenance, renewals and other programmed and reactive works are completed on time and within budget	Forward works program to be set as part of Annual Plan process Works to be within budget +/- 5%
	Landfill and recycling area will be well maintained, clean and tidy at all times	No complaints regarding the tidiness of the landfill area.
	Council shall implement measures to control the spread of litter in Wairoa, Mahia and on reserves	Litter bins shall be serviced and maintained in accordance with the Litter Act 1979 CSR reports of litter and fly dumping with be cleared
	Operational and maintenance activities are undertaken in a safe and healthy manner	No health and safety non compliances are received or issued. Annual Review of hazard register.

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Customers will receive a prompt and efficient service	Council will monitor opening and closing times to ensure people are satisfied	Review CSR/Annual Plan submissions regarding landfill opening and closing times Set programme for public consultation on opening and closing times
	Level of customer satisfaction through annual survey indicates 'fairly good', 'very good' or better minimum 80% approval rating	80% satisfaction rating
	Analysis of CSR complaints to enable issues to be addressed	Number of complaints shall reduce
Council will implement systems/processes to ensure continued service delivery in emergency events	Contingency plans shall be implemented for emergency events e.g. pandemics where additional collection services are required or where access is prevented due to flooding	Annual meeting with civil defence team Contingency plans shall be developed

PROSPECTIVE FUNDING IMPACT STATEMENT - WASTE MANAGEMENT

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
	General rates, uniform annual charges, rates			
	- penalties	-	-	-
784,859	Targeted rates (other than a targeted rate for water supply)	808,885	847,121	(38,236)
	- Subsidies and grants for operating purposes	-	-	-
358,750	Fees charges and targeted rates for water supply	362,000	368,078	(6,078)
	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
1,143,609	Total Operating Funding	1,170,885	1,215,199	(44,314)
Applications of Operating Funding				
889,764	Payments to staff and suppliers	902,917	909,282	(6,365)
3,000	Finance costs	5,700	46,605	(40,905)
156,845	Internal Charges and overheads applied	165,275	174,434	(9,159)
	- Other operating funding applications	-	-	-
1,049,609	Total applications of operating funding	1,073,892	1,130,321	(56,429)
94,000	Surplus (Deficit) of operating funding	96,993	84,878	12,115
Sources of capital funding				
	- Subsidies and grants for capital expenditure	-	-	-
	- Development and financial contributions	-	-	-
50,000	Increase (decrease) in debt	95,000	-	95,000
	- Gross proceeds from sale of assets	-	-	-
	- Lump sum contributions	-	-	-
50,000	Total sources of capital funding	95,000	-	95,000
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	-	-	-
50,000	- to improve the level of service	95,000	-	95,000
55,250	- to replace existing assets	133,100	63,099	70,001
38,750	Increase (Decrease) in reserves	(36,107)	21,779	(57,886)
	- Increase (Decrease) of investments	-	-	-
144,000	Total application of capital funding	191,993	84,878	107,115
(94,000)	Surplus (Deficit) of capital funding	(96,993)	(84,878)	(12,115)
	Funding Balance			
95,000	Group depreciation and amortisation	96,893	95,000	3,893

WASTE MANAGEMENT*Forecast Statement of Cost of Service for the year ending 30th June 2018*

BUDGET		COSTS	REVENUE	NET COST	2015/25 Yr 3	VARIANCE
2016/17		2017/18	2017/18	2017/18	PER LTP	LTP
785,859	Waste Management	1,172,785	362,000	810,785	857,243	(46,459)
<u>785,859</u>		<u>1,172,785</u>	<u>362,000</u>	<u>810,785</u>	<u>857,243</u>	<u>(46,459)</u>
Funded by						
784,859	Rates			808,885	847,121	(38,237)
-	Reserves			-	-	-
1,000	Depreciation not Funded			1,900	10,122	(8,222)
<u>785,859</u>				<u>810,785</u>	<u>857,243</u>	<u>(46,459)</u>
Capital Expenditure						
105,250	Waste Management	228,100		228,100	63,099	165,001
<u>105,250</u>		<u>228,100</u>		<u>228,100</u>	<u>63,099</u>	<u>165,001</u>
Funded by						
-	Rates	-		-	-	-
55,250	Depreciation Reserves	133,100		133,100	63,099	70,001
-	Depreciation not Funded	-		-	-	-
50,000	Loans	95,000		95,000	-	95,000
-	Sale of Assets	-		-	-	-
-	Subsidies	-		-	-	-
<u>105,250</u>		<u>228,100</u>		<u>228,100</u>	<u>63,099</u>	<u>165,001</u>

Activity Group Three TRANSPORT

1. Land Transport

For more details:

Refer to the relevant section of the 2011 Land Transport Asset Management Plan. Alternatively contact the Road Asset Manager, on (06) 838 7309 or visit our offices to discuss any queries you may have.

What the Council does

Council manages and maintains a network of 875 kilometres of roads, 175 bridges, 346 retaining structures, 41 kilometres of footpaths, 844 streetlights, over 3,000 signs and 23,130 square meters of car parking and other road-related amenities.

Council manages this land transport infrastructure for the safe and efficient flow of all traffic – motor vehicles, cycles and pedestrians.

Council delivers agreed levels of service to the existing and future residents in the most cost-effective way possible, including policy to ensure an appropriate level of asset management is delivered.

Accordingly Council develops and implements a Land Transport Asset Management Plan to:

- assist the community to achieve its strategic goals
- bring asset management functions closer to physical works operations to achieve these objectives
- meet customer expectations and regulatory requirements
- present outline plans and options for the sustainable future management of assets
- understand the cost of providing the service over the long term and the best funding strategy
- provide transparency in decision making.

The land transport webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

There is a statutory basis for Council's involvement in this activity. Current legislation and regulations which set the minimum service levels that must be provided and which affect asset operation, maintenance and development of the land transport activity include:

- Local Government Act 2002
- Transit New Zealand Act 1989
- Resource Management Act 1991
- Building Act 1991
- Land Transport Management Act 2003
- Health and Safety in Employment Act 2002
- Civil Defence Emergency Management Act 2002
- Traffic Regulations Act 1976
- Public Works Act 1981
- Utilities Access Act 2010.

The land transport activity contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓	✓	✓	✓	✓	✓	✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council delivers a land transport system to the community	The land transport network is trafficable at all times, other than when affected by natural events (e.g. slips) and notified planned road closures	The land transport network is trafficable at all times (excluding natural events of notified road closures).
	Road closures for planned events (e.g. rallies, bridge repairs etc.) are notified through public notices and residents of affected roads informed.	Road closures for planned events are publically notified
Council will manage the land transport system in a sustainable manner, sufficient to meet the current and projected demand	The percentage of the sealed local road network that is resurfaced, expressed as a number (<i>new mandatory performance measure</i>)	The percentage of the sealed local road network that is resurfaced, expressed as a number
Customers will receive a prompt and efficient service	The public and other road users satisfied with the overall level of service provided. Target is to have no less than 75% of respondents consider the land transport service to be 'fairly good, very good, or better', as measured by the annual public-satisfaction survey.	75% satisfaction rating
	All requests for service and complaints are dealt with properly and promptly. Appropriate Council staff contact and discuss complaints received with complainants (subject to contact details being provided) in an effort to improve relationships and responsiveness to customers. 90% of all CSRs and complaints are dealt with within the prescribed timeframes (<i>new mandatory performance measure</i>)	90% of CSRs are dealt with within the prescribed timeframes
The district funded footpaths will be maintained in good order	Not more than the number of footpath complaints and CSRs received than the previous year	Not more than the number of footpath CSRs received than the previous year
	The percentage of footpaths that fall within the level of service or standard of condition of footpaths set out in Council's relevant document, expressed as a number (<i>new mandatory performance measure</i>)	The percentage of footpaths that fall within the level of service or standard of condition of footpaths set out in Council's relevant document

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
The district-funded land transport activity will contribute to overall road safety by adequately catering for pedestrians, cyclists and other non-motorised road users	Walking & Cycling Strategy programme to be implemented. <i>(Note that general road safety and vehicular safety in particular is dealt with in the NZTA-funded activities)</i>	Walking & Cycling Strategy programme implemented
The district-funded streetlights will be maintained in good order	Not more than the number of streetlight complaints and CSRs received than the previous year <i>(Note that most streetlights are covered by the NZTA-subsidised activities. Non-subsidised streetlights are those in place for amenity or not specifically related to road safety)</i>	Not more than the number of streetlight CSRs received than the previous year
Council provides car parking that is sufficient to meet the current and projected demand	The Wairoa Township and Mahia Beach car parking facilities will be accessible at all times, other than when affected by natural events (e.g. flooding) and notified planned road closures	Public car parking facilities will be accessible at all times (excluding natural events and notified road closures)
	Not more than the number of parking complaints and CSRs received than the previous year	Not more than the number of parking CSRs received than the previous year
The service is provided at a reasonable cost (value for money)	The costs of these services are consulted on annually	Annual Plan delivered to the community
	Local supplier opportunities to be considered prior to engagement of an external supplier to reduce overhead costs and increase in-house efficiency	Local suppliers are engaged in roading related contracts
Council endeavours to programme, provide, develop and manage the land transport network in a manner that assists the economic development of the district	Physical works and professional engineering services' procurement options directed to best reflect the local resources where possible, to sustain the district's economy, and to promote local knowledge and technical expertise within the community	Procurement options direct to best reflect the local resources where possible
When using the network, all road users will experience a "fair" ride quality on a well maintained and managed asset (qualified to the extent that it has to be appreciated that over 66% of the network is unsealed)	Council's target is to provide a "fair" ride quality i.e. average sealed road NAASRA <110 for "fair" ride quality (new mandatory performance measure)	Average NAASRA of the sealed road network <110
Council works with NZ Police and NZTA to promote the safe use of the land transport network by motorists and others	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number (new mandatory performance measure)	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number
	No accidents attributed to engineering aspects of the road network (e.g. loose chip from reseals)	No accidents attributed to engineering aspects of the road network

Activity Group Three TRANSPORT

2. Airport

For more details:

Refer to the relevant section of the Airport Asset Management Plan. Alternatively contact Wairoa District Council's Asset Management Department on (06) 838 7309 or visit our offices to discuss any queries

What the Council does

The airport activity comprises of asset-based services such as:

- runway (includes lighting)
- taxiway
- buildings
- helicopter pad at Memorial Park.

The airport provides a service for light aircraft and charter operations.

Council is the controlling authority of the airport and helicopter pad and manages and funds this airport to ensure that an operational airport remains within the Wairoa district in order to serve the needs of the community.

Council owns the following:

- the area of land that the Wairoa Airport is situated on
- the waiting lounge building and toilets
- the rural land blocks immediately surrounding the airport.

Council develops and implements an Airport Asset Management Plan to ensure that these assets can deliver agreed levels of service to existing and future residents in the most cost-effective way. This has involved the creation of policy to ensure a high level of asset management is delivered.

Why the Council does this

For all infrastructure assets, Council has a role to:

- identify levels of service and monitor performance
- manage the impact of growth through demand management and asset development
- identify, assess and manage risks that may impact on the activity
- develop and implement the most cost-effective strategies for operating, maintaining, replacing and/or improving the assets
- have a long-term financial plan which identifies required expenditure and how it will be funded.

The benefits of understanding the asset/service environment are:

- improved cost efficiency and reduced costs
- improved customer satisfaction
- transparency in decision making
- sustainability.

There is a statutory basis for Council's involvement in this activity.

Current legislation and regulations which set the minimum service levels that must be provided and which affect asset operation, maintenance and development of the airport activity include:

- Airport Authorities Act 1966
- Civil Aviation Act 1990.

The airport activity primarily contributes to the following community outcomes:

ECONOMIC		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL AND WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓	✓	✓	✓			✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will continue to provide the Wairoa Airport service to meet the current and foreseeable demand of the community	Council shall continue to provide the service at Wairoa Airport to standards appropriate for its use.	Council will have in place, at all times, a suitable maintenance contract
	The community's willingness to pay for the service will be considered.	Monitor for complaints of cost of service through the Annual Plan process
	The provision of the service shall be adequate for current and foreseeable demand.	Review and document current services being provided at airport Survey key stakeholders/users to determine likely future demand for the service
Council will comply with current legislation and Council bylaws	Council shall meet all legislative requirements	Review current legislation for compliance
	Facilities shall meet all relevant safety standards.	Facilities shall be maintained in a safe condition, in accordance with relevant standards
Council will maintain the airport and associated facilities to ensure long term sustainability	Asset database to be maintained	Asset database to be set up in AssetFinda Develop programme to update asset database annually
Council will undertake operational, maintenance and renewal activities in a cost-effective manner	All maintenance, renewals and other programmed and reactive works are completed on time and within budget	Forward works program to be set as part of Annual Plan process Works to be within budget +/- 5%

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
	Operational and maintenance activities are undertaken in a safe and healthy manner	No health and safety non compliances are received or issued. Annual Review of hazard register.
Customers will receive a prompt and efficient service	Level of customer satisfaction through annual survey indicates a 'fairly good', 'very good' or better minimum 80% approval rating	80% satisfaction rating
	Analysis of CSR complaints to enable issues to be addressed	Number of complaints shall reduce
Council will implement systems/processes to ensure continued service delivery in emergency events	Contingency plans shall be implemented for emergency events such as earthquake and flooding where services may be affected or facilities damaged	Annual meeting with civil defence team Contingency plans shall be developed

PROSPECTIVE FUNDING IMPACT STATEMENT - TRANSPORT

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
	General rates, uniform annual charges, rates			
	(0) penalties	256,272	60,336	195,936
3,606,246	Targeted rates (other than a targeted rate for water supply)	3,495,540	3,623,566	(128,026)
4,362,823	Subsidies and grants for operating purposes	4,480,776	5,008,197	(527,421)
	Fees charges and targeted rates for water supply			
64,493	Local authorities fuel tax, fines, infringement fees, and other receipts	81,536	875,520	(793,984)
	- fees, and other receipts	-	-	-
8,033,562	Total Operating Funding	8,314,124	9,567,619	(1,253,495)
Applications of Operating Funding				
5,876,731	Payments to staff and suppliers	6,090,499	7,437,260	(1,346,761)
21,634	Finance costs	75,266	3,000	72,266
1,397,822	Internal Charges and overheads applied	1,485,631	1,260,726	224,905
	- Other operating funding applications	-	-	-
7,296,187	Total applications of operating funding	7,651,396	8,700,986	(1,045,590)
737,375	Surplus (Deficit) of operating funding	662,728	866,633	(203,905)
Sources of capital funding				
3,756,478	Subsidies and grants for capital expenditure	4,536,716	4,846,294	(309,578)
	- Development and financial contributions	-	-	-
360,572	Increase (decrease) in debt	1,254,448	-	1,254,448
	- Gross proceeds from sale of assets	-	10,000	(10,000)
	- Lump sum contributions	-	-	-
4,117,050	Total sources of capital funding	5,791,163	4,856,294	934,870
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	-	-	-
679,982	- to improve the level of service	1,852,897	385,898	1,466,999
5,578,959	- to replace existing assets	6,234,422	6,069,903	164,519
(1,404,516)	Increase (Decrease) in reserves	(1,633,428)	(732,874)	(900,554)
	- Increase (Decrease) of investments	-	-	-
4,854,425	Total application of capital funding	6,453,891	5,722,927	730,964
(737,375)	Surplus (Deficit) of capital funding	(662,728)	(866,633)	203,906
	- Funding Balance	-	-	-
2,497,851	Group depreciation and amortisation	2,676,022	2,639,108	36,914

TRANSPORT

Forecast Statement of Cost of Service for the year ending 30th June 2018

BUDGET		COSTS	REVENUE	NET COST	2015/25 Yr 3	VARIANCE TO
2016/17		2017/18	2017/18	2017/18	PER LTP	LTP
44,772	Airport	345,395	48,484	296,911	10,108	286,803
4,851,010	Roading (NZTA assisted)	9,443,964	4,480,776	4,963,188	5,021,006	(57,818)
416,258	Roading (District funded)	472,730	33,052	439,678	373,368	66,310
-	Infrastructural Works Unit	748,533	748,533	-	-	-
54,682	Parking	65,329	-	65,329	51,895	13,434
<u>5,366,722</u>		<u>11,075,951</u>	<u>5,310,845</u>	<u>5,765,106</u>	<u>5,456,377</u>	<u>308,729</u>
Funded by						
3,606,246	Rates			3,751,812	3,683,902	67,909
65,017	Reserves			32,508	32,508	-
1,695,459	Depreciation not Funded			1,980,786	1,739,967	240,819
<u>5,366,722</u>				<u>5,765,106</u>	<u>5,456,377</u>	<u>308,729</u>
Capital Expenditure						
335,000	Airport	1,973,140		1,973,140	205,000	1,768,140
5,113,876	Roading (NZTA assisted)	5,369,273		5,369,273	5,953,589	(584,316)
598,160	Roading (District funded)	648,637		648,637	459,394	189,243
50,750	Infrastructural Works Unit	35,000		35,000	31,550	3,451
161,155	Parking	61,268		61,268	11,268	50,000
<u>6,258,941</u>		<u>8,087,319</u>		<u>8,087,319</u>	<u>6,660,801</u>	<u>1,426,517</u>
Funded by						
-	Rates	-		-	-	-
2,141,891	Depreciation Reserves	2,296,155		2,296,155	1,804,507	491,648
-	Depreciation not Funded	-		-	-	-
360,572	Loans	1,254,448		1,254,448	-	1,254,448
-	Sale of Assets	-		-	10,000	(10,000)
3,756,478	Subsidies	4,536,716		4,536,716	4,846,294	(309,579)
<u>6,258,941</u>		<u>8,087,319</u>		<u>8,087,319</u>	<u>6,660,801</u>	<u>1,426,517</u>

**Activity Group Four
COMMUNITY FACILITIES**

1. Cemeteries

For more details:
Refer to the relevant section of the Cemeteries Asset Management Plan. Alternatively contact Wairoa District Council's Asset Management Department on (06) 838 7309 or visit our offices to discuss any queries you may have.

What the Council does

The cemeteries are an asset and service-based activity that relies primarily on available land to function, along with a network of roading and utilities.

The cemeteries are as follows:

- Wairoa
- Nūhaka (managed by others)
- Frasertown
- Ruakituri
- Mōrere.

Council develops and implements a Cemeteries Asset Management Plan to ensure that these assets can deliver agreed levels of service in the most cost-effective way. This has involved the creation of policy to ensure an appropriate level of asset management is delivered.

The cemeteries webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

There is a statutory basis for Council's involvement in this activity.

Current legislation and regulations which set the minimum service levels that must be provided and which affect asset operation, maintenance and development of the cemeteries activity include:

- Burial and Cremation Act 1964.

The cemeteries activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND COMMUNITY WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
		✓	✓	✓				✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will continue to own and deliver a cemetery service suitable for the current and foreseeable needs of the community	The provision of cemetery land shall be adequate for current and foreseeable demand	Use census data to assess remaining capacity of Wairoa cemetery Develop and implement (as necessary) contingency plan for situation such as pandemics where there may be a significantly increased demand over a short period of time
	Community's willingness to pay for the service will be considered	Monitor for complaints of cost of service through the Annual Plan process
Council will comply with current legislation and Council bylaws	Council shall meet all legislative requirements	Review current legislation for compliance
	Council's Public Safety Bylaw shall be enforced	Council shall provide for monitoring of the bylaw All known breaches of the bylaw shall be addressed as provided for in the bylaw
Council shall provide an up-to-date records and enquiry service	Cemetery interment records are updated and maintained	Cemetery interment records are updated monthly in accordance with the maintenance contract
Council will maintain any public cemeteries to ensure long term sustainability	Asset database to be maintained	Asset database to be set up in Assetfinda Develop programme to update assets database annually
Council will undertake operational, maintenance and renewals activities in a cost-effective manner	All preventative maintenance, renewals and other programmed and reactive works are completed on time and within budget	Forward works program to be set as part of Annual Plan process Works to be within budget +/- 5%
	Operational and maintenance activities are undertaken in a safe and healthy manner	No health and safety non compliances are received or issued. Annual Review of hazard register.
Customers will receive a prompt and efficient service	Level of customer satisfaction through annual survey indicates a 'fairly good', 'very good' or better minimum 80% approval rating	80% satisfaction rating
	How the service is delivered to the community will be monitored through the CSR system	Number of complaints for inadequate service shall reduce

Activity Group Four COMMUNITY FACILITIES

2. Parks & Reserves

For more details:

Refer to the relevant section of the Parks and Reserves Asset Management Plan. Alternatively contact Wairoa District Council's Asset Management Department on (06) 838 7309 or visit our offices to discuss any queries you may have.

What the Council does

Wairoa District Council owns and operates parks and reserves in the Wairoa district. This is an asset and service-based activity that relies primarily on available land to function.

The parks and reserves activity provides services in the form of:

- sports grounds
- public gardens and memorials
- neighbourhood parks and playgrounds
- access along riverbank reserves
- access along foreshore reserves
- Public toilets.

The parks and reserves asset portfolio is made up of the following:

- land/vegetation
- buildings
- walkways
- playground equipment
- fences, sealed areas and lighting
- boat ramps
- sports facilities such as lighting, seating, clubrooms
- seating, tables, litter bins and memorials.

Council develops and implements a Parks and Reserves Asset Management Plan to ensure that these assets can deliver agreed levels of service to existing and future residents in the most cost-effective way. This has involved the creation of policy to ensure a level of asset management is delivered.

Why the Council does this

There is a statutory basis for Council's involvement in this activity.

Current legislation and regulations which set the minimum service levels that must be provided and which affect asset operation, maintenance and development of the parks and reserves activity include:

- Forest and Rural Fires Act 1977
- Reserves Act 1977
- Litter Act 1979
- Building Act 1992.

The parks and reserves activity primarily contributes to the following community outcomes:

ENVIRONMENTAL	WELL-BEING	SOCIAL AND CULTURAL			ENVIRONMENTAL	WELL-BEING	WELL-BEING	
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well being.	An environment that is appreciated, protected and sustained for future generations.
		✓	✓	✓		✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will continue to provide parks and reserves with associated facilities to meet the current and foreseeable desires of the community	The provision of land and facilities shall be adequate for current and foreseeable demand	Develop plan for monitoring use of parks, reserves and sports grounds
	Council shall implement development projects from Reserve Management Plans (RMP)	Set programme of works based on priorities from Reserve Management Plans
	Community's willingness to pay for the service will be considered	Monitor for complaints of cost of service through the Annual Plan process
Council will comply with current legislation and Council bylaws	Council shall meet all legislative requirements	Review current legislation for compliance
	Council's Public Safety Bylaw shall be enforced	Council shall provide for monitoring of the bylaw All known breaches of the bylaw shall be addressed as provided for in the bylaw
	Facilities shall meet all relevant safety standards	Facilities shall be maintained in a safe condition, in accordance with relevant standards Develop and implement plan for monitoring safety of park facilities (minimum annually)
Council will maintain parks and reserves and associated facilities to ensure long term sustainability	Asset database to be maintained	Asset database to be set up in Assetfinda Develop programme to update assets database annually
	All maintenance, renewals and other programmed and reactive works are completed on time and within budget	Forward works program to be set as part of Annual Plan process Works to be within budget +/- 5%

	Operational and maintenance activities are undertaken in a safe and healthy manner	No health and safety non compliances are received or issued. Annual Review of hazard register.
Customers will receive a prompt and efficient service	Level of customer satisfaction through annual survey indicates a 'fairly good', 'very good' or better minimum 80% approval rating	80% satisfaction rating
	How the service is delivered to the community will be monitored through the CSR and Annual Plan systems	Number of complaints for inadequate service shall reduce
Council will implement systems/processes to ensure continued service delivery in emergency events	Contingency plans implemented for emergencies such as earthquake & flooding where services may be affected or damaged	Annual meeting with civil defence team Contingency plans shall be developed

Activity Group Four COMMUNITY FACILITIES

3. Library

What the Council does

Library lending and information services are principally provided through the Wairoa Centennial Library building on Marine Parade, Wairoa. However, electronic resources and eBooks can be accessed directly through the library website and enquiries can be placed by phone, fax, email or Facebook.

The main services provided are:

- access to a range of information resources both paper and electronic
- library and information professionals to assist customers with enquiries
- loan of materials from a collection of more than 30,000 items to over 3000 members
- inter-library loan of materials from other libraries
- programmes and events for all ages
- collecting and preserving material about the district, its culture and heritage
- community facility for reading, studying and relaxing
- Aotearoa People's Network Kaharoa (APNK) computers and Wi-Fi giving free broadband internet access, and cost recovery printing.

The most successful annual programme the library runs is the Summer Reading Programme. This is a family-orientated, incentive-based reading programme for young children and teenagers. It is made available free of charge due to a substantial grant from the Eastern and Central Community Trust. The aim of the programme is to encourage and stimulate children's interest in reading through regular, fun and interactive use of the library.

Full membership of the library is required to borrow any item from the lending collection. eAccess cards to borrow ebooks and to access the electronic resources can be requested online via the library website. Full in-house use is open to anyone. The majority of the lending collection is available free of charge. However, newer items in the bestseller collection are charged for, and fines are imposed for overdue, damaged and lost books.

The Aotearoa People's Network Kaharoa is a collaboration between the National Library of New Zealand, public libraries and business, with initial funding from the Government's Community Partnership Fund. This covers equipment, networking, training and access to web-based tools and services. Each computer also has a wide suite of software both licensed and open source. It is part of the Government's wider Digital Content Strategy to unlock the nation's stock and build opportunities for New Zealanders to access it.

Library opening hours

Monday to Thursday: 10:00 am – 5:00 pm

Friday: 9:30 am – 6:00 pm

Saturday: 10:00 am – 12:00 pm (noon)

Closed: Sundays & Statutory Public Holidays

Why the Council does this

Council's long-term purpose in operating a library service is to enhance the social and cultural well-being of the community. This is achieved through the provision of access to literature and other learning resources via books and

electronic media. Longer term, the concept of libraries as just a receptacle for the written word will likely be invalid, as libraries become portals to vast public information and knowledge bases.

The library is one showcase for demonstrating how communication, knowledge and information sharing is evolving, and it is a readily accessible means for all in the community to experience such opportunities.

Improving literacy levels through the encouragement of reading may have positive effects on the long-term socio-economic status of residents. The community benefits from a better informed and more literate population. As libraries make information available to everyone in the community, many residents value this activity even though they may not use the service themselves. Having a library contributes to public pride.

Council will continue to manage and operate the library, having in the past explored and rejected a number of alternative options. There is a strong statutory basis for Council's involvement in this activity and Council believes that there are positive advantages to the community.

The library website can be accessed through www.wairoalibrary.co.nz.

The library activity primarily contributes to the following community outcomes:

Economic		Social and Cultural Living				Environmental		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
		✓	✓	✓			✓	

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
<p>Demand and Capacity Council will continue to provide library services for the district through the Wairoa Centennial Library.</p>	<p>A regular pattern of new member enrolments is demonstrated.</p> <p>An increase in the number of eBook issues.</p> <p>Library visits exceed benchmark of 60,000.</p>	<p>Achieve measure</p> <p>Reports of library visits (both physical and virtual) reflect significant use by the Wairoa community</p>
<p>Accessibility Excluding statutory and public holidays, the Wairoa Centennial Library will be open during the times displayed.</p>	<p>The library building is accessible during the displayed opening hours and there is 24/7 online access to eBooks and EPIC reference information sources.</p>	<p>Achieve measure</p> <p>Encourage and promote use of/visits to library facilities (physical and virtual)</p>

<p>Quality and Reliability The services provided will include:</p> <ul style="list-style-type: none"> • events and programmes for all ages: preschool, school age, teen and adult • loan and in-house collections of print materials that reflect the community • access to electronic resources and eBooks both in the library and via the internet at home • support services to schools and organisations promoting lifelong learning • APNK public computers with software and internet access • a regional and national inter-library loan system • printing, photocopying, fax and scanning facilities • skilled staff to assist customers to find resources to meet their needs. 	<p>Increased awareness of EPIC collections through advertising, targeted sessions and one-on-one support.</p> <p>Opportunities to participate in the annual Eastern & Central Regional Summer Reading Programme are provided via in-library displays, newspaper, library website, Facebook and flyers to schools. Staff have opportunities for professional development.</p>	<p>Achieve measure</p> <p>Develop accurate reporting of holdings and /or deletions of stock</p> <p>Develop and maintain access to past, current and future published materials unique to the Wairoa District.</p> <p>Report on and recommend future staff development in stock maintenance and repair</p> <p>Report on and recommend adequate staffing levels</p> <p>The cataloguing and reference database is operational to the satisfaction of library staff</p>
<p>Costs and Funding Council will manage library activities in a financially viable manner.</p>	<p>All preventative maintenance, renewals and other programmed works are completed on time and within budget.</p>	<p>Achieve measure</p> <p>Annual maintenance and renewal programmes are identified.</p>
<p>Customer Service and Satisfaction Council will respond to all enquiries, requests, complaints, and identified issues in a timely manner.</p>	<p>Level of customer satisfaction (through survey indicates a 'fairly good, very good or better' minimum 80% approval rating.</p>	<p>Achieve measure</p> <p>With the exception of public holidays, the Wairoa Centennial Library will be open: Monday to Thursday: 10:00 am – 5:00 pm Friday: 9.30 am – 6:00 pm Saturday 10:00 am – 12:00 pm (noon) Closed: Sundays and Statutory Public Holidays</p>

**Activity Group Four
COMMUNITY FACILITIES**

4. Community Support

What the Council does

Council believes it has a role to play in supporting community events and facilities by providing funding for community initiatives. Community support covers the activities associated with community funding.

The provision of grants is an integral component of Council’s strategy to empower local communities and assist them in achieving their vision and strategic outcomes. Council’s preferred mechanism for involvement is through funded service contracts, or advocacy on behalf of community groups and organisations.

Historically, Council’s role in community development/support has mainly been through involvement in the provision of essential services. In recent years Council has adopted a facilitator role, providing grants and services that empower local groups and communities to make their own decisions about the issues that affect them.

Council is engaged in the provision of funding towards community facilities and organisations because of the public expectation that Council will contribute to the recreational and social aspirations of the district. Council provides funding to the Wairoa Community Centre, Wairoa District Heritage & Museum Trust, Sport Hawke’s Bay, Wairoa Mobility Bus, RoadSafe Hawke’s Bay, Yroa Ynot!, etc. Applications from other organisations engaged in the management of community facilities/events are currently considered on a case-by-case basis as they come to hand.

Council is continuously working with regional partners to develop regional strategies.

Council supports the ongoing relationship building between Council and the Wairoa District Heritage & Museum Trust. Council also supports their new vision “A Museum Without Walls – a living entity linking people, history, taonga and place”.

Why the Council does this

Council has identified a need within the community to provide a range of support activities to the District’s community. This has been undertaken after consultation with the community last reviewed with the 2015-25 Long-Term Plan.

There is a cost associated with delivering the levels of service described and these costs are presented below.

The community support activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
		✓	✓	✓				

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
<p>Demand Council will assist in the provision of healthy, accessible and enjoyable community facilities and encourage community participation.</p>	<p>The number of customers visiting the Wairoa Community Centre and Wairoa Museum and level of customer satisfaction are the same or better than that of the previous year.</p>	<p>Achieve measure Community facilities are user focused, reviewed, and improved/changed in direct response to feedback from the local community through:</p> <ul style="list-style-type: none"> • Consultation • Needs analysis • Surveys
<p>Quality Community facilities will provide a valuable resource for the creation of local communities of interest as meeting places and for passive and physical leisure.</p>	<p>Overall 'user' satisfaction of community facilities through survey indicates a 'fairly good, very good or better' approval rating of not less than 80%.</p>	<p>Achieve measure Councillors, Managers, and staff will have a broad level of awareness of local needs and ensure these are well represented in policy, plans, and provision of community facilities provided or funded by the Council</p> <p>Reports are received from the Wairoa Community Sports Centre, Wairoa Museum and Sport's Hawkes Bay in accordance with funding contracts/agreements</p> <p>Monthly reports are received from the Visitor Information Centre.</p>
<p>Costs and Funding Funds are provided for community facilities and initiatives in accordance with Council's community outcomes.</p>	<p>Council grants to funded organisations are paid in accordance with funding contracts/agreements.</p> <p>Funding contracts/agreements are reviewed annually/triennially in accordance with existing funding contract specifications.</p> <p>Residents are satisfied with value for money through rates on supporting community facilities and organisations with an approval rating of not less than 80%.</p>	<p>Achieve measure Funding is made available for distribution to community facilities and organisations within allocated timeframes</p> <p>Funded organisations achieve/exceed agreed service provision targets as specified in funding contracts/agreements</p> <p>Community organisations are assisted to build capabilities, resources, and structures</p> <p>Council to review and approve the annual/triennial renewal of existing funding contracts/agreements</p>

PROSPECTIVE FUNDING IMPACT STATEMENT - COMMUNITY FACILITIES

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
1,026,709	General rates, uniform annual charges, rates penalties	945,034	1,106,420	(161,386)
829,754	Targeted rates (other than a targeted rate for water supply)	985,695	743,369	242,326
47,877	Subsidies and grants for operating purposes	62,568	49,122	13,446
63,875	Fees charges and targeted rates for water supply	148,064	59,015	89,049
	Local authorities fuel tax, fines, Infringement fees, and other receipts	-	-	-
1,967,215	Total Operating Funding	2,141,361	1,957,926	183,435
Applications of Operating Funding				
1,560,442	Payments to staff and suppliers	1,664,533	1,564,820	99,713
46,680	Finance costs	62,700	58,837	3,863
277,370	Internal Charges and overheads applied	336,207	235,846	100,361
	- Other operating funding applications	-	-	-
1,884,492	Total applications of operating funding	2,063,440	1,859,503	203,937
82,723	Surplus (Deficit) of operating funding	77,921	98,423	(20,502)
Sources of capital funding				
	- Subsidies and grants for capital expenditure	100,000	-	100,000
	- Development and financial contributions	-	-	-
778,000	Increase (decrease) in debt	1,045,000	85,184	959,816
	- Gross proceeds from sale of assets	-	-	-
	- Lump sum contributions	-	-	-
778,000	Total sources of capital funding	1,145,000	85,184	1,059,816
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	-	-	-
823,100	- to improve the level of service	1,186,310	131,456	1,054,854
201,250	- to replace existing assets	435,000	-	435,000
(163,627)	Increase (Decrease) in reserves	(398,389)	52,151	(450,540)
	- Increase (Decrease) of Investments	-	-	-
860,723	Total application of capital funding	1,222,921	183,607	1,039,314
(82,723)	Surplus (Deficit) of capital funding	(77,921)	(98,423)	20,502
	- Funding Balance	-	-	-
151,318	Group depreciation and amortisation	188,198	151,318	36,880

COMMUNITY FACILITIES

Forecast Statement of Cost of Service for the year ending 30th June 2018

BUDGET		COSTS	REVENUE	NET COST	2015/25 Yr 3	
2016/17		2017/18	2017/18	2017/18	PER LTP	VARIANCE
867,935	Parks & Reserves	1,043,688	37,210	1,006,478	792,060	214,419
392,131	Library - Operating	440,462	12,800	427,662	406,207	21,455
570,936	Community Support	649,268	140,000	509,268	595,594	(86,286)
93,055	Cemeteries	124,220	26,622	97,598	108,862	(11,264)
1,924,058		2,257,638	216,632	2,041,006	1,902,684	138,324

Funded by

1,855,463	Rates			1,930,729	1,849,790	80,939
34,355	Reserves			75,177	17,177	58,000
34,240	Depreciation not Funded			35,100	35,717	(617)
1,924,058				2,041,006	1,902,684	138,322

Capital Expenditure

935,250	Parks & Reserves	1,445,000		1,445,000	-	1,445,000
	Library	161,310		161,310	131,456	29,854
-	Community Support	-		-	-	-
13,000	Cemeteries	15,000		15,000	-	15,000
948,250		1,621,310		1,621,310	131,456	1,489,854

Funded by

-	Rates	-		-	-	-
195,250	Depreciation Reserves	476,310		476,310	46,273	430,037
-	Depreciation not Funded	-		-	-	-
753,000	Loans	1,045,000		1,045,000	85,184	959,816
-	Sale of Assets	-		-	-	-
-	Subsidies	100,000		100,000	-	100,000
948,250		1,621,310		1,621,310	131,456	1,489,854

**Activity Group Five
PLANNING & REGULATORY**

1. Resource Planning

What the Council does

In June 2005, Council adopted the Operative Wairoa District Plan. The plan sets out the framework for the sustainable management of natural and physical resources in the Wairoa district. Council is required to review the District Plan every 10 years. The review of the current District Plan is due in 2015.

The District Planner is primarily responsible for administration and implementation of the District Plan which includes the formulation of environmental and development policy as well as the control of development by processing resource consents (land use and subdivision) and other regulatory approvals.

The resource consent webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz along with the District Plan.

Why the Council does this

There is a strong statutory basis for Council’s involvement in this activity. This activity is responsible for addressing resource management and planning responsibilities. These include Council’s statutory requirements under the Resource Management Act 1991 and the Local Government Act 2002 as well as addressing the expectations of the community outcomes process.

One aspect of the resource planning function undertaken by Council is to specifically manage potential and material negative effects. While this activity is focussed in its most direct form, on environmental effects, failure by Council to carry out its role in resource planning could result in significant negative effects not only in terms of the environmental well-being but also the economic, social and cultural well-being of the district and its residents. Such effects are taken into consideration in policy formation and implementation.

The resource planning activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
							✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Legislative Obligations:		
a) As required by the Resource Management Act 1991, the Council will maintain an	Council is committed to processing all applications within the statutory timeframes as set under the Resource Management Act.	Achieve measure

<p>Operative District Plan to guide the future development of the District.</p> <p>The present District Plan became operative in June 2005. It was due for review in 2015 and is currently being reviewed.</p> <p>The Council will also formulate development policies and strategies.</p> <p>b) The Council will ensure that all subdivision and development in the district takes place in conformity with all of the requirements of the District Plan.</p>	<p>No situations where inadequate conditions were imposed relating to roading, water supply, wastewater or stormwater infrastructure to be constructed and transferred to the Council, or to the standard and condition to which it was actually built before being transferred.</p> <p>No instances where legal proceedings have succeeded against the Council, alleging that it has acted unlawfully or has been negligent in the exercise of its responsibilities.</p> <p>The number of actual or potential claims that have had to be notified to the Council's insurers.</p>	<p>No Council resource consent or land use consent decisions subsequently overturned by the Environment Court.</p> <p>Achieve measure</p> <p>Target – none.</p>															
<p>Costs and Funding:</p> <p>a) The services will be provided at a cost that will be publicly consulted on annually – via either the LTP or Annual Plan preparation process.</p> <p>b) The Council will fund this activity by a combination of user charges and the general rate. The following table shows the approximate share of the cost from each source:</p> <table border="1" data-bbox="236 927 660 1249"> <thead> <tr> <th></th> <th>General Rate</th> <th>User Fees and Charges</th> </tr> </thead> <tbody> <tr> <td>Policy Development</td> <td>100%</td> <td></td> </tr> <tr> <td>Consent Applications</td> <td></td> <td>100%</td> </tr> <tr> <td>Consent Monitoring</td> <td></td> <td>100%</td> </tr> <tr> <td>Environmental Monitoring</td> <td>100%</td> <td></td> </tr> </tbody> </table>		General Rate	User Fees and Charges	Policy Development	100%		Consent Applications		100%	Consent Monitoring		100%	Environmental Monitoring	100%		<p>The cost related to this activity does not exceed the approved budget.</p>	<p>Expenditure to be within budget +/- 5%</p>
	General Rate	User Fees and Charges															
Policy Development	100%																
Consent Applications		100%															
Consent Monitoring		100%															
Environmental Monitoring	100%																
<p>Customer Service:</p> <p>a) All complaints and requests for service will be responded to within the following timeframes:</p> <ul style="list-style-type: none"> • verbal complaints – 3 working days • written complaints and requests for information – 10 working days. <p>b) All applications for consent will be responded to within the following timeframes:</p> <ol style="list-style-type: none"> i) If not required to be notified – within 20 working days. ii) If required to be notified – notified, and notice served within 10 working days. <p>The Council will aim to ensure that the users of the services and the general public will be satisfied with the overall level of service that is being provided.</p>	<p>a) 100% of applications for consent dealt with within specified timeframes.</p>	<p>Achieve measure</p>															

Activity Group Five PLANNING & REGULATORY

2. Environmental Health

What the Council does

Environmental health encompasses a range of activities aimed at protecting and improving public health of communities, and is closely linked with the prevention of ill health by promoting positive environmental factors. The Health Act requires that Councils retain the services of environmental health personnel for these purposes.

Wairoa District Council is approved as an organisation to undertake audits and approval of food control plans.

The Environmental Health Officer is responsible for a number of environmental health duties for Council including:

- inspecting and licensing food premises in accordance with the Food Hygiene Regulations 1974
- sampling of water quality under the Health Act 1956 and other statutes
- investigation of public health nuisances such as noise, pollution (air/water/land), odour, rodents and pests, sub-standard housing, sewage disposal, litter/fly dumping
- general administration and implementation of public health regulatory frameworks i.e. bylaws, codes of practice, standards, Council policy, regulations and acts of parliament.

Wairoa District Council provides an after-hours noise control service to deal with noise complaints and during office hours the Environmental Health Officer deals with any noise complaints.

The Environmental Health webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

Council's long-term focus for environmental health activities is to promote a safe living environment through education, the monitoring and enforcement of legislation, regulations and bylaws.

There is a strong statutory basis for Council's involvement in this activity and Council believes that there are positive advantages to the community's well-being through this involvement.

Under Section 31 of the Resource Management Act, territorial authorities have a responsibility to control the emission of noise and to mitigate the effects of noise within their districts. Noise complaints generally fall into the category of unreasonable or excessive noise.

Under Section 23 of the Health Act, every local authority has a duty to promote and conserve the public health within its district. This is achieved through investigations and abatement of nuisances, the making and implementation of other public health controls through bylaws, codes of practice, standards, Council policy, regulations and acts. These relate to a wide range of activities e.g. camping grounds, hairdressers and funeral directors, noise and litter control etc.

The environmental health activity primarily contributes to the following community outcomes:

A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
						✓	✓	

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
<p>Legislative Obligations: (a) The Council will inspect all premises that are required to be registered under the Health Act 1956, the Food Act 2014, and the Food Hygiene Regulations 1974, for compliance every year, e.g.:</p> <ul style="list-style-type: none"> • food premises • hairdressers • funeral directors • camping grounds. <p>And it will take steps to ensure that all food workers are aware of their obligations.</p> <p>(b) It will also:</p> <ol style="list-style-type: none"> i) monitor the community's water, wastewater, stormwater and sanitary services to ensure that they are being satisfactorily managed, and are performing satisfactorily, from the health point of view ii) maintain a general overview of the public health of the district and respond to public health complaints. 	<p>100% of all registered premises inspected during the year.</p>	Achieve measure
	<p>Any illness will be investigated with the cause of illness to be identified and measures instituted to minimise or eliminate the risk of it reoccurring.</p>	Achieve measure
	<p>100% of all complaints about unreasonable noise are responded to in accordance with legislation, regulations and Council policy.</p>	Achieve measure
<p>Health and Safety: All of the above responsibilities will be carried out safely.</p>	<p>No health or safety incidents</p>	Achieve measure
<p>Costs and Funding: The services will be provided at a cost that will be publicly consulted on annually via the LTP or Annual Plan process. The Council will fund the activity by way of a combination of user fees and charges and the general rate.</p>	<p>The cost related to this activity did not exceed the approved budget.</p>	Expenditure to be within budget +/- 5%
<p>Customer Service: All complaints will be responded to within the following timeframes:</p> <ul style="list-style-type: none"> • verbal complaints – emergencies – 1 hour • other – 1 working day • written complaints – 10 working days. <p>b) The Council will aim to ensure that the users of the service and the general public will be satisfied with the overall level of service that is being provided.</p> <p>c) Maintain 'approval' status as organisation and Environmental Health Officer.</p>	<p>Target: Not less than 95% of all complaints dealt with within the specified timeframes.</p>	Achieve measure

Activity Group Five PLANNING & REGULATORY

3. Building Control

What the Council does

Council undertakes a wide range of building-related functions including:

- administering the Building Act 2004 and the regulations
- enforcing the Building Code and regulations
- receiving and considering applications for building consents
- approving or refusing building consent applications within prescribed time limits
- issuing project information memorandum
- issuing code compliance certificates
- receiving and considering applications for certificates of acceptance
- receiving and considering applications for certificates of public use
- issuing notices to fix
- issuing compliance schedules
- recording building warrant of fitness details
- determining whether applications for waiver or modification of the building code, or documents for use on establishing compliance with the provision of the code should be granted or refused
- maintaining a building records system available for public access for the life of the building to which it relates
- investigating complaints relating to unauthorised building work and to safe and insanitary buildings
- providing information to the public on building-related matters
- protecting other property from physical damage from the construction, use and demolition of buildings
- any other function specified under the Building Act 2004.

The building control webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

Council is required by law to carry out building control activities under the Building Act 2004. The purpose of this Act is to provide for the regulation of building work, the establishment of a licensing regime for building practitioners, and the setting of performance standards for buildings to ensure that:

- (a) people who use the buildings can do so safely and without endangering their health
- (b) buildings have attributes that contribute appropriately to the health, physical independence, and well-being of the people who use them
- (c) people who use a building can escape from the building if it is on fire
- (d) buildings are designed, constructed, and able to be used in ways that promote sustainable development.

Responsibilities under the Building Act 2004 can be clearly delineated into responsibilities as a building consent authority (BCA) and responsibilities as a territorial authority (TA).

Wairoa District Council has chosen to register as a BCA and to complete the requirements for being accredited as such. The BCA must meet the standards outlined in the Building (Accreditation of Consent Authorities) Regulations 2007 and be reassessed every two years to maintain accreditation status.

The building control activity primarily contributes to the following community outcomes:

Community Outcome		Community Outcome			Community Outcome			
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓			✓			✓	✓	

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Legislative Obligations:	Accreditation as a Building Consent Authority (as required by the Building Act) obtained and continued to be maintained with each International Accreditation New Zealand (IANZ) assessment.	Achieve measure
(a) Council will monitor and exercise control over all building work that is undertaken in the district in accordance with its role as a Building Consent Authority.	Number of historic building consents, still needing code compliance certificates, is to be reduced annually.	Achieve measure
(b) Council processing, inspection and certification of buildings meet the requirements of the Building Act 2004.	Any unfenced or non-complying swimming pool fences identified during the year are addressed.	Achieve measure
(c) Ensure that all building work will be monitored and addressed to the extent that offers assurance that people, places and property will not be significantly harmed.	Council responds to 100% of all known illegal or unauthorised buildings (or instances of illegal or unauthorised building work identified during the year).	Achieve measure
(d) Council will monitor and enforce the requirements of the Fencing of Swimming Pools Act 1977.	No instances where legal proceedings have been taken against, or have been threatened to be taken against Council, alleging that it has acted unlawfully or has been negligent in the exercise of its responsibilities.	Achieve measure
Costs and Funding:	Operations and associated capital investments (vehicles) are undertaken cost effectively.	Expenditure to be within budget +/- 5%
The service will be provided at a cost that will be publicly consulted on annually – via either the LTP or Annual Plan processes.		
The Council will fund this activity entirely from user fees and charges (except the cost of statutory administrative duties, which will be met from the general rate).		

<p>Customer Service of Building Consent Authority and Territorial Authority:</p> <p>All applications for consent or other information will be processed within the following timeframes:-</p> <ul style="list-style-type: none"> i) Building consents – 20 working days ii) Project information memoranda – 20 days iii) Code of compliance certificates – 20 days iv) Certificates of acceptance – 20 days v) Certificates of public use – 20 days 	<p>The number of consents, inspections, etc. are processed within the prescribed times.</p> <p>Target: 100%.</p>	<p>Achieve measure:</p>
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**Activity Group Five
PLANNING & REGULATORY**

4. Liquor Control

What the Council does

This activity is responsible for the licensing control and administration of liquor.

Wairoa District Council uses the Wairoa District Licensing Committee as its agency to regulate the sale of liquor under the Sale and Supply of Alcohol Act 2012. The object of this Act is that (a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and (b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Council has put in place a framework to meet its obligations as regards the District Licensing Committee. All licensing requirements for the district are processed by the Liquor Control Section within the Regulatory Department of Council. In addition to the licensing requirements, Council undertakes monitoring of licensed premises under the Sale and Supply of Alcohol Act 2012.

Why the Council does this

A liquor licence is required when selling liquor, in any shape, way or form. All liquor licences and managers' certificates are processed by Council's District Licensing Committee.

The liquor licensing webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Council's long-term focus for liquor control activities is to ensure a safe living environment is maintained through the promotion, monitoring and enforcement of legislation, regulations and bylaws.

The liquor control activity primarily contributes to the following community outcomes:

ECONOMIC VITALITY		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
						✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
<p>Legislative Obligations:</p> <p>The District Licensing Committee will issue 'on, off and club' licenses that allow the sale and supply of liquor. Inspections will be carried out as required.</p> <p>It will also process applications for renewal licences and for special licences (which are licences that allow the sale and supply of liquor at events such as sporting occasions, street parties and other functions).</p>	100% of all 'on, off and club' licensed premises monitored during the year.	Achieve measure
	Council responds in accordance with legislation to 100% of all known unlicensed liquor premises or other activities in contravention of the requirements of the Sale and Supply of Alcohol Act 2012.	Achieve measure
	Council responds in accordance with legislation to 100% of all situations where licences have to be suspended or revoked during the year.	Achieve measure
<p>Costs and Funding:</p> <p>The services will be provided at a cost that will be publicly consulted on annually – via either the LTP or Annual Plan preparation process.</p> <p>The Council will fund the activity by a combination of user fees and charges and the general rate.</p>	The cost related to this activity did not exceed the approved budget.	Expenditure to be within budget +/- 5%
<p>All complaints will be responded to within the following timeframes:</p> <ul style="list-style-type: none"> • verbal complaints, emergencies – 1 hour • other – 1 day • written complaints – 10 working days. <p>The Council will aim to ensure that the users of the service and the general public will be satisfied with the overall level of service that is being provided.</p>	Not less than 95% of all complaints dealt with within the specified timeframes.	Achieve measure

**Activity Group Five
PLANNING & REGULATORY****5. Bylaw Compliance****Dog Control****Livestock Control****General Bylaw Enforcement****What the Council does**

The activity group covers the enforcement of many of Council's bylaws. A bylaw is a regulatory instrument put into place under an act of parliament and enacted through Council. Bylaws are put into place for various reasons, some of which are:

- Public health and safety
- Animal control
- Environmental controls not covered by other regulatory instruments or legislation.

Dog Control

This activity is responsible for the administration and enforcement of the Dog Control Act 1996 and its amendments as well as the associated Wairoa District Council Dog Control Bylaw and Dog Control Policy. The Dog Control Act requires dogs within the Wairoa district to be registered, cared for and kept under proper control. Under the Dog Control Act, Council is also empowered to impound neglected, maltreated and uncontrolled dogs as these have the potential to cause damage to people and property.

Council currently leases one dog pound, located at the Quality Roading & Services depot in Kaimoana Road, Wairoa. The pound is retained for impounding purposes.

The dog control webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Livestock Control

This activity is responsible for the retrieval and impounding of roaming animals on roads other than state highways. Impounding of stock is an activity required by the provisions of the Impounding Act 1955 and Wairoa District Council bylaws.

Council also has a responsibility to resolve any complaints relating to animal nuisances. Council's long-term focus for livestock control activities is to ensure a safe living environment is maintained through the monitoring and enforcement of legislation, regulations and bylaws. There is a strong statutory basis for Council's involvement in this activity and Council believes that there are positive advantages to the community's well-being through this involvement.

General Bylaws Enforcement

This activity involves the investigation of complaints as well as the implementation of appropriate actions to ensure bylaw compliance is achieved. Council enforces the following parts of the current Wairoa District Council Consolidated Bylaw:

- Part 1 – Introductory Bylaw
- Part 2 – Land Transport Bylaw
- Part 3 – Public Safety Bylaw
- Part 4 – Urban Fire Prevention Bylaw
- Part 5 – Water Supply Bylaw
- Part 6 – Cemeteries Bylaw

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- Part 7 – Dog Control Bylaw and Related Dog Control Policy
- Part 8 – Trade Waste and Waste Water Bylaw

A copy of the bylaws can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

There is a strong statutory basis for Council’s involvement in this activity and Council believes that there are positive advantages to the community’s well-being through Council’s involvement in ensuring the community’s safety and health are safeguarded.

The bylaw compliance activity primarily contributes to the following community outcomes:

ACTIVITY	ECONOMIC & ENVIRONMENTAL		COMMUNITY WELL-BEING				ENVIRONMENTAL		
	A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
Dog Control							✓	✓	✓
Livestock Control							✓		
General Bylaws Enforcement							✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
<p>Legislative Obligations – DOG CONTROL: The Council will exercise its responsibilities under the Dog Control Act 1996 and the Dog Control Amendment Act 2003, including:</p> <ul style="list-style-type: none"> a) the maintenance and regular review of a Dog Control Policy and of a Dog Control Bylaw b) the maintenance of a register of all known dogs in the district and National Dog Database c) the promotion of responsible dog ownership d) impounding (and, if not claimed, destroying) stray dogs e) responding to complaints about dangerous stray/barking/nuisance dogs etc. <p>Council will issue a public report annually about the administration of its policy and dog control practices,</p>	a) All known dogs registered by 30 June each year.	Achieve measure
	b) Annual Report about the administration of the Council’s policy and dog control practices adopted by 30 August each year.	Achieve measure
	c) Council responds in accordance with legislation to 100% of complaints in relation to instances of: <ul style="list-style-type: none"> i) dogs attacking persons or animals ii) dogs rushing at persons, animals, or vehicles iii) dogs causing serious injury iv) dogs at large and an immediate disturbance or threat to wildlife. 	Achieve measure

<p>including information relating to:</p> <ul style="list-style-type: none"> i) the number of registered dogs in the district (currently about 3,580) ii) the number of probationary owners and disqualified owners within the district iii) the number of dogs classified as dangerous and menacing iv) the number of infringement notices issued v) the number of complaints received, and the number of prosecutions taken. 		
<p>Legislative Obligations – LIVESTOCK CONTROL:</p> <p>The Council will provide a stock ranging service for the retrieval and impounding of roaming animals on roads other than state highways.</p> <p>It will also respond to complaints relating to animal nuisances.</p>	<p>a) The extent to which wandering stock poses a danger to traffic in the district as measured by:</p> <ul style="list-style-type: none"> i) The number of complaints received about wandering stock. ii) The number of times stock has had to be impounded during the year. <p>b) No complaints about the manner in which the Council has carried out its livestock control responsibilities.</p>	Achieve measure
<p>Legislative Obligations – GENERAL BYLAWS ENFORCEMENT:</p> <ul style="list-style-type: none"> (a) The Council will maintain bylaws for a variety of purposes relating to community well-being. (b) The Council will enforce compliance with its bylaws as and when necessary. 	<p>a) The number of occasions when the Council has had to formally enforce compliance with any of its bylaws, or institute a legal action under them during the year.</p> <p>b) Target: No court decisions against the Council on the basis that any Council bylaw is, or the Council's enforcement of it has been, unreasonable or ultra vires.</p>	Achieve measure
<p>Costs and Funding – DOG CONTROL:</p> <p>The services will be provided at a cost that will be publicly consulted on annually via the LTP or Annual Plan process. 90% of the cost of this activity will be funded from dog control fees, with the balance of 10% being met from the general rate.</p>	<i>The cost related to this activity does not exceed the approved budget.</i>	Expenditure to be within budget +/- 5%
<p>Costs and Funding – LIVESTOCK CONTROL:</p> <p>The services will be provided at a cost that will be publicly consulted on annually – via either the LTP or Annual</p>	<i>The cost related to this activity did not exceed the approved budget.</i>	Expenditure to be within budget +/- 5%

Plan process. The activity will be funded by fines and pound charges, supplemented by an input from the general rate.		
Costs and Funding – GENERAL BYLAWS: The services will be provided at a cost that will be publicly consulted on annually – via either the LTP or Annual Plan process. The activity will be funded by fines and supplemented by an input from the general rate.	<i>The cost related to this activity did not exceed the approved budget.</i>	Expenditure to be within budget +/- 5%
Health and Safety: All of the above responsibilities will be carried out safely.	The number of reported health or safety incidents is the same or less than the previous year.	Achieve measure
Customer Service: The Council will aim to ensure that the users of the service and the general public will be satisfied with the overall level of service that is being provided.		Achieve measure
Customer Service - DOG & LIVESTOCK CONTROL: <i>All complaints will be responded to within the following timeframes:</i>	a) Not more than the number of complaints received in the previous year – in total and by type.	Achieve measure
<ul style="list-style-type: none"> - urgent complaints – immediately. - non-urgent verbal complaints – 1 working day. - written complaints – 3 working days. 	b) Not less than 95% of all complaints dealt with within the specified timeframes.	Achieve measure
	c) Not less than 70% of the respondents rate the service as 'fairly good or better' in the annual public satisfaction survey.	Achieve measure
Customer Service - ENFORCEMENT <i>All complaints will be responded to within the following timeframes:</i>	Not less than 95% of all complaints dealt with within the specified timeframes.	Achieve measure
<ul style="list-style-type: none"> - urgent complaints – 1 working day. - non-urgent verbal complaints – 1 working day. - written complaints – 10 working days. 		

**Activity Group Five
PLANNING & REGULATORY****6. Emergency Management
Civil Defence
Rural Fire
Hazardous Substances****What the Council does****Civil Defence**

Wairoa District Council is a member of the Hawke's Bay Civil Defence Emergency Management Group, which is tasked with the co-ordination of civil defence emergency management in Hawke's Bay and the implementation, review and amendment of the Hawke's Bay Emergency Management Group Plan.

Council has a fully operational Emergency Operations Centre and an Emergency Management Officer in its employ, to assist in meeting its responsibilities in this area. Council relies largely upon volunteers to assist in meeting emergency management legislative responsibilities.

The delivery of civil defence is provided by one full-time Emergency Management Officer funded jointly by Hawke's Bay Regional Council.

The Mayor is Council's representative on the Civil Defence Emergency Management Group with Council's Chief Executive Officer being Council's representative on the Hawke's Bay Emergency Management Co-ordinating Executive Group for civil defence activities.

Community safety is the central focus of this activity and it includes the sub-activities of civil defence, rural fire and response to hazardous substance incidents.

The civil defence webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Rural Fire

To assist Council in meeting statutory requirements, volunteer rural fire forces have been established at Tuai, Ruakituri, and Māhia. One of the bylaw staff fulfils the role of Rural Fire Officer while the Principal Rural Fire Officer role is contracted out. The Principal Rural Fire Officer is responsible for the overall administrative and operational management of this activity. Work is currently underway on centralising command and control of Rural Fire under the Fire and Emergency New Zealand (FENZ) Service.

The rural fire webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Hazardous Substances

While Council is no longer legislatively required to manage hazardous substances as a separate activity, the potential impact of hazardous substances on a community following accidents and spills requires Council involvement by way of response. Please refer to the environmental health activity plan.

Why the Council does this**Civil Defence**

Council has a statutory responsibility to plan and provide for civil defence emergency management in the district, as prescribed by the Civil Defence Emergency Management Act 2002.

Rural Fire

Council has a statutory responsibility to promote and carry out rural fire control measures. This includes having an approved Fire Plan for the Wairoa Rural Fire Authority pursuant to the Forest and Rural Fires Act 1977, and the Forest

and Rural Fire Regulations 2005.

Council is involved in the provision of rural fire services, pursuant to its statutory obligations under the Forest and Rural Fires Act 1977, and in response to the community's expectation that Council will provide rural fire protection and prevention services.

The emergency management activity primarily contributes to the following community outcomes:

Prosperous with a future		Vital and resilient communities				Thriving and well-being		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
						✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will work with residents, tangata whenua, businesses, industry, and stakeholders to develop initiatives that promote emergency management preparedness.	<i>Warden groups are established in civil defence sectors.</i>	Achieve measure
	<i>Public awareness of rural fire and civil defence through liaison with community groups, volunteers and the media is maintained.</i>	Achieve measure
Council will ensure emergency management resources are available to all ratepayers, residents, stakeholders, and visitors to the district when required.	Rural Fire Plan maintained and meets statutory and local requirements.	Achieve measure
Readiness and Preparedness: Council will be prepared to respond to and manage emergency management incidents.	<i>Response plans and Standard Operating Procedures (SOPs) are current and reflect perceived threats.</i> Appropriate response plans and SOPs are developed and maintained. Council staff and volunteers are trained and exercised to the degree necessary to maintain efficient and effective rural fire and civil defence operations. <i>Appropriately trained personnel are identified for the position of controller</i>	Achieve measure
Response/Recovery: Council will provide resources to effectively manage emergency management incidents	<i>Non-declared and declared events are responded to and recovered from efficiently and effectively in accordance with Hawke's Bay Civil Defence Emergency Management Plans.</i> <i>The procedures described in the Adverse Events Plan and the Civil Defence</i>	Achieve measure

	<p><i>Emergency Management Group Plan pertaining to warning systems, co-ordination, and management, of response and recovery activities are complied with</i></p> <p><i>Rural fire prevention and suppression activities are administered effectively and efficiently in accordance with Council's Rural Fire Plan 2014</i></p>	
<p>Cost and Funding:</p> <p>Council will deliver an effective, efficient and economical emergency management service, which meets the needs and expectations of our communities.</p>	<p><i>All preventative maintenance, renewals and other programmed works are completed on time and within budget</i></p> <p><i>90% rural firefighting costs recovered.</i></p> <p><i>100% of claims on the National Rural Firefighting Fund are successful.</i></p>	Achieve measure
<p>Customer Service:</p> <p>Council will provide timely response, information, advice and support to the local community.</p>	<p><i>A Duty Officer is on-call 24/7 for 365 days of the year.</i></p> <p><i>Response times to customer enquiries will be as follows:</i></p> <ul style="list-style-type: none"> ▪ <i>telephone calls (1 working day).</i> ▪ <i>reception (15 minutes).</i> ▪ <i>letters, faxes, e-mail (8 working days).</i> 	Achieve measure

PROSPECTIVE FUNDING IMPACT STATEMENT - PLANNING AND REGULATORY

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
319,133	General rates, uniform annual charges, rates penalties	385,709	447,981	(62,272)
346,180	Targeted rates (other than a targeted rate for water supply)	346,180	396,494	(50,314)
	- Subsidies and grants for operating purposes	-	-	-
543,760	Fees charges and targeted rates for water supply	559,161	541,263	17,898
	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
1,209,073	Total Operating Funding	1,291,049	1,385,738	(94,688)
Applications of Operating Funding				
1,286,838	Payments to staff and suppliers	1,676,686	1,786,055	(109,369)
900	Finance costs	3,900	8,003	(4,103)
462,330	Internal Charges and overheads applied	520,666	421,687	98,979
	- Other operating funding applications	-	-	-
1,750,068	Total applications of operating funding	2,201,252	2,215,745	(14,493)
(540,996)	Surplus (Deficit) of operating funding	(910,203)	(830,007)	(80,195)
Sources of capital funding				
	- Subsidies and grants for capital expenditure	-	-	-
	- Development and financial contributions	-	-	-
15,000	Increase (decrease) in debt	65,000	-	65,000
	- Gross proceeds from sale of assets	-	20,000	(20,000)
	- Lump sum contributions	-	-	-
15,000	Total sources of capital funding	65,000	20,000	45,000
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	-	-	-
15,000	- to improve the level of service	65,000	-	65,000
93,250	- to replace existing assets	60,000	94,649	(34,649)
(634,246)	Increase (Decrease) in reserves	(970,203)	(904,656)	(65,547)
	- Increase (Decrease) of investments	-	-	-
(525,996)	Total application of capital funding	(845,203)	(810,007)	(35,196)
540,996	Surplus (Deficit) of capital funding	910,203	830,007	80,196
	Funding Balance			
	-	-	-	-
54,644	Group depreciation and amortisation	73,139	54,644	18,495

PLANNING AND REGULATORY

Forecast Statement of Cost of Service for the year ending 30th June 2018

BUDGET 2016/17		COSTS 2017/18	REVENUE 2017/18	NET COST 2017/18	2015/25 Yr 3 PER LTP	VARIANCE
467,678	Resource Planning	954,778	41,500	913,278	889,158	24,120
98,212	Environmental Health	113,050	13,913	99,137	104,443	(5,307)
107,946	Building Inspection	970,062	272,185	97,877	129,568	(31,691)
65,024	Liquor Licensing	82,221	14,196	68,025	67,556	470
190,564	Bylaw Control	496,422	211,900	284,522	156,031	126,491
93,542	Civil Defence	88,591	-	88,591	121,487	(32,897)
238,756	Rural Fire	169,268	5,467	169,801	258,882	(95,081)
<u>1,261,722</u>		<u>2,274,391</u>	<u>559,161</u>	<u>1,715,230</u>	<u>1,729,126</u>	<u>(13,895)</u>

Funded by

665,313	Rates			731,888	844,475	(112,587)
577,588	Reserves			963,895	864,231	99,664
18,052	Depreciation not Funded			19,447	20,420	(973)
<u>1,260,953</u>				<u>1,715,230</u>	<u>1,729,126</u>	<u>(13,895)</u>

Capital Expenditure

-	Resource Planning	-	-	-	-	-
10,250	Environmental Health	-	-	-	-	-
-	Building Inspection	-	-	-	31,550	(31,550)
-	Liquor Licensing	-	-	-	-	-
75,000	Bylaw Control	125,000	-	125,000	63,099	61,901
-	Safer Communities	-	-	-	-	-
-	Civil Defence	-	-	-	-	-
12,000	Rural Fire	-	-	-	-	-
<u>97,250</u>		<u>125,000</u>		<u>125,000</u>	<u>94,649</u>	<u>30,351</u>

Funded by

-	Rates	-	-	-	-	-
82,250	Depreciation Reserves	60,000	-	60,000	74,649	(14,649)
-	Depreciation not Funded	-	-	-	-	-
15,000	Loans	65,000	-	65,000	-	65,000
-	Sale of Assets	-	-	-	20,000	(20,000)
-	Subsidies	-	-	-	-	-
<u>97,250</u>		<u>125,000</u>		<u>125,000</u>	<u>94,649</u>	<u>30,351</u>

Activity Group Six LEADERSHIP & GOVERNANCE

1. Community Representation

What the Council does

The emphasis for local authorities under the Local Government Act 2002 has moved significantly towards participatory democracy, community outcomes, and consultation. As a result, community representation will play an even greater role in the governance and maintenance of Council processes, bringing all Council functions together.

As a unit of local government, Council is required to provide for the district's democratic representation, and overall governance and administration, for and on behalf of all the residents within the district.

Under community representation are the sub-activities of Council consultation and reporting, Council remuneration, and Council support. For the purpose of this plan, Council support has been expanded to include:

- elections
- governance structure
- elected members' roles and the Code of Conduct
- policies
- Official Information Act requests
- Annual Report
- Annual Plan
- Long-term Plan.

For each of these sub-activities the Council is also required, under the Local Government Act 2002, to outline any significant negative effects under its Significance and Engagement Policy.

The Wairoa district is represented, following triennial elections, by a Council of the Mayor and six representatives elected at large.

In consultation with the community, Council is required to review its representation arrangements and recommend the outcome of consultation to the Local Government Commission. Council and the community will also review the need for Māori representation, and the form of electoral system to be adopted.

Council's long-term leadership focus is to work with the community to assist them to achieve their vision for the future. Council believes the quality of representation, and the sustainability of the district, are critical outcomes to be achieved.

For detailed information on Council's roles and responsibilities and an overview, refer to the Wairoa District Council's:

- Local Governance Statement
- Code of Conduct, and
- Significance and Engagement Policy.

The above documents are available on Council's website www.wairoadc.govt.nz or on request from the Administration Offices, Queen Street, Wairoa.

Why the Council does this

Community representation activity goals are:

- To ensure participation in the provision of effective representation and governance for and on behalf of the district.
- To ensure the provision of a triennially elected Council of one Mayor and six representatives.
- To ensure people participate in the decision-making processes of the elected Council and regular opportunities are provided for community involvement and participation.
- To ensure Council and Councillor representatives' roles are effectively and efficiently performed in the best interests of the whole community.
- To ensure the effective and efficient servicing of the Council.
- To ensure the timely provision of advice and understanding on issues relevant to Māori and Tangata Whenua.
- To ensure the provision of continuing support and resources to community-specific functions and ceremonies and the encouragement of community participation.

Under the Revenue and Financing Policy, Council determines who should carry the cost. The benefits for this activity accrue evenly to properties regardless of their value or size. Therefore, the activity is rated through the uniform annual general charge, which is a charge on every separately used, or inhabited, portion of a rating unit in the district.

Council achieves different aspects of the community representation activity primarily through the engagement of contracts with service providers.

The community representation activity primarily contributes to the following community outcomes:

Economic Well-being		Social and Environmental Well-being				Health and Well-being		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓	✓	✓	✓	✓	✓	✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Access Opportunities are provided to the public to address Council on any matter through public forums and submissions.	Business conducted in confidence is kept to a minimum, and where decisions are deemed to not be of a sensitive nature, confidential items are released as public information.	Achieve measure Meetings of Council are scheduled, advertised, and conducted in the advertised day. Elected representatives attend all meetings of Council, and where they are absent, a formal leave of absence has been applied for prior to the meeting.
Quality Council will promote and maintain ethical standards.	Council's Code of Conduct, policies, and other such documentation are available to the public on request and/or from Council's website.	Achieve measure Council's Governance Statement is clear, understandable, and in line with current practice.

	<p>Council activities meet legislative requirements.</p>	<p>Codes and policies cover all legal requirements and standards for councillors, staff, and contractors.</p> <p>Council's policy manual is up to date.</p> <p>Council formally adopts significant changes and/or amendments to policy following review.</p>
<p>Leadership The services provided will include: Council will demonstrate leadership to the community as a whole, to its electors, stakeholders, and within the organisation.</p>	<p>Executive Officer and all other officers of the Council are clearly defined.</p> <p>Lines of accountability and delegation are defined.</p>	<p>Achieve measure Corporate structures ensure that planning, standards, performance management, internal controls and communications are consistently applied across the Council. Council's vision acknowledges both community priorities and Council's strategy. Leadership is open to self-criticism, challenge, and review via mechanisms such as surveys. Potential problems between politics and management, councillors and officers, and clients and contractors, are minimised. Senior managers engage openly and honestly with staff and internal communication is regular. Staff meetings.</p>
<p>Consultation Council will communicate clearly and informatively with, and on behalf of, the ratepayers, Tangata Whenua, and stakeholders of the Wairoa district. The interests of the district will be represented at all levels, including government, its agencies, and other local authorities. Council will make decisions openly, in a timely manner, and communicate decisions effectively.</p>	<p>No complaints are upheld against Council for not publicly consulting via the special consultative procedure when it was legally required to do so.</p> <p>Opportunities are provided for community groups, ratepayers, Tangata Whenua and stakeholders to fully participate in consultation and the development and fostering of community outcomes.</p>	<p>Achieve measure Continue to develop and maintain a strong relationship with Tangata Whenua by providing for the ongoing support and involvement of the Māori Committee. Consultation provides understanding of the needs of the different and diverse communities of the district.</p>

<p>Costs and Funding Council will manage community representation activities in a financially viable manner.</p>	<p>The cost related to this activity did not exceed the approved budget.</p>	<p>Achieve measure</p>
<p>Customer Service and Satisfaction Council will respond to all enquiries, requests, complaints, and customers are happy with the Mayor and councillors, and Council staff performance.</p>	<p>Mayor and councillors 'not very good or poor' rating in annual survey is less than 10%.</p> <p>Council staff 'not very good or poor' rating in annual survey is less than 10%.</p>	<p>Achieve measure</p> <p>With the exception of public holidays, Council offices will be open Monday through Friday 9:00am – 4:30pm</p> <p>Response times to customer enquiries will be as follows:</p> <ul style="list-style-type: none"> • telephone calls (1 working day) • reception (15 minutes) • letters, faxes, e-mail, submissions (8 working days).

Activity Group Six LEADERSHIP & GOVERNANCE

2. Māori Relationships

What the Council does

Council employs a full-time Māori Relationships Manager, whose job exists to provide advice to, and liaison between, Council and its committees, and Council staff and the community in respect to Council activities and their relationship with, and impact on, Tangata Whenua. Council achieves this through liaison with the Wairoa District Council Māori Standing Committee and the provision of administration support to the committee.

Māori Policy

The goal of Council's Māori Policy is to maintain a high commitment to effective communication and consultation with Tangata Whenua of the Wairoa district.

The purpose of this policy is to:

- establish a relationship between Wairoa District Council and Tangata Whenua to achieve mutually beneficial outcomes for the community of Wairoa
- set up processes and procedures that facilitate effective communication between Wairoa District Council and Tangata Whenua o te Wairoa
- enable a Māori world view to be incorporated into local government decision making, policies and procedures
- improve the degree to which Māori participate in Council/community consultation.

Wairoa District Council is committed to the Māori Policy for the following reasons:

- Recognition of the principles of the Treaty of Waitangi 1840: The Treaty provided the Crown with governance/kawanatanga rights, while actively protecting the tino rangatiratanga/full sovereignty and authority of Māori, in respect of their natural physical and metaphysical resources.
- Legislative requirements of the Resource Management Act 1991: The Resource Management Act clearly expects consultation to be undertaken by those exercising responsibilities under the Act. Only with an effective process of consultation can local authorities and the Crown meet their obligations as detailed in the Act.

The Resource Management Act 1991 clearly intends that Tangata Whenua should have a significant role in resource management and enables Tangata Whenua to take steps to protect tribal interests. The Resource Management Act 1991 provides, under certain conditions, for the transfer of functions by a local authority to a recognised iwi authority as defined in Section 2 of the Resource Management Act 1991.

Council recognises the many and varied issues surrounding the ownership of Māori land, in particular the question of local authority rates. In order to address these issues, Council has developed a policy. The policy, known as the Whenua Rāhui Register, works on the principle of the recognition of occasions when it would be unfair and/or unreasonable to collect rates from owners of Māori land due to varying circumstances.

There are currently 62 known hapū and 37 marae with manawhenua responsibilities within the Wairoa local authority district. These marae cater to the needs of individual hapū, and hapū groupings when required, thereby providing a platform for iwi representation. The marae are administered by elected trustees and are registered under Section 439 of the Māori Affairs Act 1953. Consultation with marae is of vital importance when considering issues relating to a particular marae area.

The Māori Standing Committee is an appropriate mechanism for Māori participation in decision making but it doesn't preclude Māori using other avenues as appropriate to enhance that involvement. The Model Standing Orders for Meetings of Local Authorities and Community Boards are the basis of committee meeting procedures. The Māori Standing Committee can only recommend to Council particular courses of action or outcomes, except when Council has delegated the authority to the Committee to act on Council's behalf. The Māori Standing Committee's core involvement in Council decision making will be through recommendation to Council on "policy and/or issues of significance".

Section 81 of the Local Government Act 2002 outlines contributions to the decision-making process by Māori. A local authority must:

- a) establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority
- b) consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority
- c) provide relevant information to Māori for the purpose of paragraphs a) and b).

This very clearly places a requirement on Council to have Māori participate in the decision-making processes. Council has open to it a range of mechanisms by which participation in the decision-making processes can occur.

The Wairoa District Council Māori Standing Committee is representative of marae/hapū of the district. Whilst the Māori Standing Committee is a direct link into decision-making processes, the role of the Māori Relationships Manager is seen as being a vital link in terms of capacity building and focussing the delivery of Council services to the Māori community.

Why the Council does this

Māori are a specific community group identified in recent legislation, in particular the Local Government Act 2002 and the Resource Management Act 1991, for particular attention and involvement in public sector governance and management.

The purpose of the Māori Liaison Officer is to provide advice to, and liaison with, Council and its committees, Council staff and the community in respect to their relationship with, and impact on Tangata Whenua. The long-term aim of the Wairoa District Council in respect to this activity is to enhance the capacity of the Māori community to participate in decision making.

The Māori Standing Committee webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

The provision of Māori Relationships activities to residents, ratepayers, and stakeholders, influences and contributes to Council's strategic goal of the provision of 'Community Development and Participation'. In particular the Māori Relationships activities are an integral part of achieving the following specified outcome: A community that values and promotes its culture and heritage.

The Māori liaison activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
		✓			✓			

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Demand Council will ensure effective representation is maintained.	The required number of nominated representatives are received within established timeframes and appointments made to Council's Māori Standing Committee.	Achieve measure Vacancies on the Māori Standing Committee are filled. Council to nominate two councillors as representatives on the Māori Standing Committee.
Access Opportunities are provided for Māori to address Council on policy, reports, submissions, and any other Council-related business.	No less than bimonthly meetings of the Māori Standing Committee are scheduled, advertised, and conducted on the advertised day.	Achieve measure
Consultation With respect to Council's Māori Policy the Council will ensure that whenever an option relating to any proposed decision involves a significant decision in relation to land or a body of water, it will take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.	Māori Standing Committee meetings, public meetings and special consultative meetings provide opportunities for Māori to contribute to the decision-making process.	Achieve measure Tangata Whenua are actively involved in the design, implementation and evaluation of the consultation process. Advice and analysis is provided in a timely manner and can be supported by appropriate sources/references.
Costs and Funding Council will manage Māori liaison activities in a financially viable manner.	Agreed levels of service are Achieved within budget.	Achieve measure: Budgets clearly defined and accounted for.
Customer Service and Satisfaction Council will respond to all enquiries, requests, complaints, and identified issues in a timely manner.	Council offices are open during the hours displayed. All complaints are responded to within established timeframes.	Achieve measure With the exception of public holidays, Council offices will be open Monday through Friday 9:00am – 4:30pm. Response times to customer enquiries will be as follows: <ul style="list-style-type: none"> • telephone calls (1 working day) • reception (15 minutes) • letters, faxes, e-mail (8 working days).

Activity Group Six LEADERSHIP & GOVERNANCE

3. Economic Development

What the Council does

This activity group covers the range of activities related to economic development. These are:

- strategic planning and policy
- district promotion
- visitor information.

Strategic Planning & Policy

Economic development is seen as a top priority for Council as the Wairoa district of tomorrow will be materially affected by its changing population trend and recent incoming commercial ventures. These ventures are expected to significantly boost the expected numbers of tourist and visitors to the District. This means that for Council to continue to maintain the level of service enjoyed by the district, let alone to improve these services, investment in facilities and support to local, national and international business have and are making significant investment in the community. Vital to this is the need to balance increased business and employment opportunities, a stronger and more varied local economy while promoting a vibrant living environment.

In March 2012 Council adopted an Economic Development Plan which identified seven key themes – each theme providing its own set of challenges and Council's response to these challenges as a means of influencing economic development.

District Promotion

The aim of district promotion is self-explanatory – promoting the district to potential residents and businesses as well as domestic and international tourists as an attractive place to visit, live, work, or invest in. Throughout the year Council undertakes a small amount of general promotion activities, primarily with an emphasis on tourism.

Tourism is considered a sector that has potential to provide major economic value to the district as a whole. Our tourism activity is delivered at present by the Visitor Information Centre (Wairoa i-SITE) and with regional alliances with Business Hawke's Bay and Tourism Eastland.

The district's communities also contribute to tourism at the regional level through a targeted rate to the Hawke's Bay Regional Council.

Visitor Information

Council manages the Wairoa Visitor Information Centre (Wairoa i-SITE) www.visitwairoa.co.nz which is responsible for:

- promoting the district to domestic and international tourists
- assisting in the co-ordination of events in the district that will attract additional visitors
- co-ordinating activities and promotion of the district
- operating and managing the Information Centre.

The economic development webpage can be accessed through the Wairoa District Council website www.wairoadc.govt.nz.

Why the Council does this

Economic development and district promotion are the two activities that the district’s communities believe the Council should do. Communitrak surveys repeatedly indicate that this is an area where people would like Council to do more.

The economic development activity primarily contributes to the following community outcome:

Economic Development		Community Well-being				Environment		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓								

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Strategy planning & policy:	Development of Economic Development Plan.	Completed – Action Plan to be developed
	Number of actions completed in the Economic Development Plan – Action Plan.	40% of actions completed.
District Promotion	Number of tourism focused events	Achieve measure
	Number of business promotion events.	Achieve measure
Promoting economic development of the district:	The number of businesses that have been established in the district annually.	Achieve measure
	The number of registered unemployed in the district.	Annual reduction in, or at least no increase, in the number of unemployed compared with the same period of the previous year.
Visitor Centre	The number of visitors to the Visitor Information Centre.	Increase of 5% more visitors per annum
	Number of visitors who stay overnight in the district.	Achieve measure
Funding of the net cost of the activity (after any financial assistance that may be available from the government or other sources) by way of the general rate.	The cost related to this activity did not exceed the approved budget.	Achieve measure
Customer complaints will be dealt with promptly and properly.	Verbal complaints within 1 working day.	Achieve measure
	Written complaints within 3 working days.	Achieve measure

PROSPECTIVE FUNDING IMPACT STATEMENT - LEADERSHIP AND GOVERNANCE

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
2,221,539	General rates, uniform annual charges, rates penalties	2,522,780	2,114,343	408,437
183,717	Targeted rates (other than a targeted rate for water supply)	183,717	149,220	34,497
	- Subsidies and grants for operating purposes	-	-	-
126,536	Fees charges and targeted rates for water supply	115,719	129,826	(14,107)
	Interest and Dividends from Investments		-	-
	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
2,531,792	Total Operating Funding	2,822,217	2,393,389	428,827
Applications of Operating Funding				
1,322,330	Payments to staff and suppliers	1,422,047	1,109,917	312,130
12,750	Finance costs	5,340	10,950	(5,610)
1,279,479	Internal Charges and overheads applied	1,383,650	1,290,305	93,345
	- Other operating funding applications	-	-	-
2,614,558	Total applications of operating funding	2,811,037	2,411,172	399,865
(82,766)	Surplus (Deficit) of operating funding	11,180	(17,783)	28,962
Sources of capital funding				
	- Subsidies and grants for capital expenditure	-	-	-
	- Development and financial contributions	-	-	-
212,500	Increase (decrease) in debt	89,000	-	89,000
	- Gross proceeds from sale of assets	-	10,000	(10,000)
	- Lump sum contributions	-	-	-
212,500	Total sources of capital funding	89,000	10,000	79,000
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	-	-	-
212,500	- to improve the level of service	135,500	-	135,500
22,000	- to replace existing assets	-	25,000	(25,000)
(104,766)	Increase (Decrease) in reserves	(35,320)	(32,783)	(2,537)
	- Increase (Decrease) of Investments	-	-	-
129,734	Total application of capital funding	100,180	(7,783)	107,963
82,766	Surplus (Deficit) of capital funding	(11,180)	17,783	(28,963)
	- Funding Balance	-	-	-
7,200	Group depreciation and amortisation	18,070	7,200	10,870

LEADERSHIP AND GOVERNANCE

Forecast Statement of Cost of Service for the year ending 30th June 2018

BUDGET 2016/17		COSTS 2017/18	REVENUE 2017/18	NET COST 2017/18	2015/25 Yr 3 PER LTP	VARIANCE
1,562,591	Community Representation	1,670,918	-	1,670,918	1,610,098	60,820
182,727	Maori Liaison	206,677	-	206,677	191,717	14,959
468,863	Economic Development	599,378	-	599,378	337,510	261,868
281,841	Visitor Information Centre	352,135	115,719	236,416	149,221	87,195
2,495,222		2,829,107	115,719	2,713,388	2,288,546	424,842

Funded by

2,405,256	Rates			2,706,498	2,263,563	442,935
89,966	Reserves			3,640	24,983	(21,343)
-	Depreciation not Funded			3,250	-	3,250
2,495,222				2,713,388	2,288,546	424,842

Capital Expenditure

-	Community Representation	13,000		13,000	-	13,000
-	Maori Liaison	-		-	25,000	(25,000)
212,500	Economic Development	122,500		122,500	-	122,500
-	Visitor Information Centre	-		-	-	-
212,500		135,500		135,500	25,000	110,500

Funded by

-	Rates	-		-	-	-
22,000	Depreciation Reserves	46,500		46,500	15,000	31,500
-	Depreciation not Funded	-		-	-	-
212,500	Loans	89,000		89,000	-	89,000
-	Sale of Assets	-		-	10,000	(10,000)
-	Subsidies	-		-	-	-
234,500		135,500		135,500	25,000	110,500

Activity Group Seven CORPORATE FUNCTIONS

1. Property

For more details:

Refer to the relevant section of the Property Asset Management Plan. Alternatively contact Wairoa District Council's Asset Management Department on (06) 838 7309 or visit our offices to discuss any queries you may have.

What the Council does

Council has created a Property Asset Management Plan (AMP). The intention of the AMP is to become a facilities management document that deals with the sustainability of the physical structures of Council's property assets.

Wairoa District Council provides a range of services within the property activity:

- camp ground
- information centre
- corporate property such as the Council offices
- community halls
- pensioner and staff housing
- commercial property
- land investments (not part of the property AMP)
- Wairoa Community Centre
- Wairoa Library.

The intention is to provide our tenants/lessees with a single point of contact and communication. As such, Council recently established a property management team, as part of the Engineering Department, that now manages all aspects of the relationship from the establishment of a lease/rental agreement through to the ongoing maintenance of Council building assets.

An arrangement with Sport Hawke's Bay and Council has been developed to deliver the community centre service.

The property webpage is accessed through the Council website www.wairoadc.govt.nz.

Why the Council does this

Current legislation and regulations which set the minimum service levels that must be provided, and which affect asset operation, maintenance and development of the property activity include:

- Building Act 2004
- Fencing Act 1978
- Fencing of Swimming Pools Act 1987
- Health Act 1956
- Plumber, Gas Fitters and Drainlayers Act 1976
- Property Law Act 2007
- Residential Tenancies Act 1986.

The property activity primarily contributes to the following community outcomes:

COMMUNITY WELL-BEING		COUNCIL AND COMMUNITY WELL-BEING				ENVIRONMENTAL		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities.	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓		✓	✓	✓		✓	✓	✓

Service Levels and Performance Measures

LEVEL OF SERVICE STATEMENT	PERFORMANCE MEASURE	TARGET
Council will continue to provide property services to meet the current and foreseeable demand of the community including: <ul style="list-style-type: none"> • Commercial • Corporate • Halls • Staff & Pensioner housing • Campgrounds and • The Wairoa Community Centre 	The listed facilities will be provided and maintained to enable continued service provision	Council will have in place, at all times, suitable maintenance contract/s and / or arrangements to enable provision of the services
	Community's willingness to pay for the service will be considered	Monitor for complaints of cost of service through Annual Plan process
	The provision of the services shall be adequate for current and foreseeable demand	Use census data to assess adequacy of facilities provided
Council will comply with current legislation and Council bylaws	Council shall meet all legislation requirements	Review current legislation for compliance
	Council's 'Public Safety Bylaw' shall be enforced	Council shall provide for monitoring of the bylaw All known breaches of the bylaw shall be addressed as provided for in the bylaw
	Facilities shall meet all relevant safety standards	Facilities shall meet all relevant safety standards
Council will maintain the facilities to ensure long term sustainability	Asset database to be maintained	Asset database to be set up in Assetfinda Develop programme to update assets database annually.
Council will undertake operational, maintenance and renewals activities in a cost-effective manner	All maintenance, renewals and other programmed and reactive works are completed on time and within budget	Forward works program to be set as part of Annual Plan process Works to be within budget +/- 5%
	Operational and maintenance activities are undertaken in a safe and healthy manner	No health and safety non compliances are received or issued. Annual Review of hazard register.
Customers will receive a prompt and efficient service	Level of customer satisfaction through annual survey indicates a 'fairly good', 'very good' or better	80% satisfaction rating
	Analysis of CSR complaints to enable issues to be addressed	Number of complaints shall reduce
Council will implement systems / processes to ensure continued service delivery in emergency events	Contingency plans shall be implemented for emergency events such as earthquake and flooding where services may be affected or facilities damaged	Annual meeting with civil defence team Contingency plans shall be developed

**Activity Group Seven
CORPORATE FUNCTIONS**

2. Corporate & Funds Management

What the Council does

This activity covers the management of corporate funds derived from Council investment in the following financial assets:

- equity investments and loan advances
- property investments
- treasury investments.

These investments generate funds for Council that can be used to offset expenditure associated with day-to-day operations. When there are excess balances in Special Funds, Council may authorise an internal advance to particular Council capital projects in the form of bridging finance.

The management of Council’s investment funds is conducted on behalf of Council by First NZ Capital Securities in line with Council Treasury Policy.

Why the Council does this

Council’s investment portfolio provides a revenue stream that, when a surplus is generated, could be used for other Council projects and infrastructure improvements.

The corporate and funds management activity primarily contributes to the following community outcomes:

ECONOMIC WELLBEING		SOCIAL AND CULTURAL WELLBEING				ENVIRONMENTAL WELLBEING		
A strong, prosperous and thriving economy.	A safe and integrated transport system.	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community.	A lifetime of good health and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓	✓	✓	✓	✓	✓	✓	✓	✓

How people can judge the Council

In its treasury investment activity, Council’s primary objective when investing is the protection of its investment. Accordingly, only investments with creditworthy parties are acceptable.

Activity Group Seven CORPORATE FUNCTIONS

3. Council-controlled Organisations

What the Council does

Council-controlled organisations (CCOs) can be an effective, efficient and financially viable way for Council to deliver services and activities.

The Local Government Act 2002 defines CCOs as entities in which Council has more than 50% shareholding, or the ability to appoint more than 50% of the directors. There are trading and non-trading CCOs. Council-controlled trading organisations (CCTOs) operate like a company undertaking trading for the purpose of making a profit.

Wairoa District Council has one CCO (which is also classified as a CCTO), Quality Roading and Services (Wairoa) Ltd. (QRS).

Why the Council does this

Council believes that it is important to maintain expertise in construction, roading and maintenance work in the Wairoa district, and to reduce costs to the ratepayer by providing effective competition.

How people can judge the Council

CCOs are accountable to Council, which determines the objectives for each CCO and monitors its performance. Council is accountable to its ratepayers and residents for the performance of the CCOs. Each CCO is required to agree to a Statement of Intent with Council each year and to make this available to the public. The Statement of Intent sets out the CCO's nature and scope of activities, key performance targets and reporting requirements along with other matters. At the end of each financial year, each CCO must report performance against the Statement of Intent.

Section 59 of the Local Government Act 2002 states that the principal objective of a CCO is to:

- achieve the objectives of its shareholders, both commercial and non-commercial, as specified in the Statement of Intent
- be a good employer
- exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so
- conduct its affairs in accordance with sound business practice where the CCO is a CCTO.

The Local Government Act 2002 requires Council to include in the Long-term Plan Information on CCOs. This section summarises information derived from QRS's Statement of Intent.

Quality Roading and Services (Wairoa) Ltd.

QRS is a CCO that is 100% owned by the Wairoa District Council.

Further information on QRS is available from their website www.qrs.co.nz.

Nature and scope of activities

QRS is a specialist construction and maintenance provider of all types of civil construction, infrastructure and roading. The principal activities of the company are:

- roading maintenance and construction
- civil construction
- quarrying
- utility services

- reserves maintenance
- heavy transport
- other activities associated with any of the above.

Future revenues generated by QRS are provided to Council (100% shareholder) by way of dividends at 40% of tax-paid profit.

Policy and objectives in relation to ownership

Council does not intend to change the ownership or control of QRS over the term of this plan.

Council's objectives for QRS are to ensure:

- it is profitable, and that all financial targets are met
- a positive cash flow
- the effective governance of the company.

Key performance targets

The following performance targets are the measures by which the company's performance will be judged.

	2018 Plan	2019 Plan	2020 Plan
Net profit before tax as a percentage of opening shareholder funds	6%	6.2%	6.7%
Total cost of public debt servicing not to exceed 20% of operating revenue	20%	20%	20%
Ratio of shareholder funds to total assets – not less than	45%	45%	45%
Local permanent workforce	>60	>60	>60

PROSPECTIVE FUNDING IMPACT STATEMENT - PROPERTY

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
132,308	General rates, uniform annual charges, rates penalties	107,332	266,744	(159,412)
46,424	Targeted rates (other than a targeted rate for water supply)	46,424	19,497	26,927
	- Subsidies and grants for operating purposes	-	-	-
120,272	Fees charges and targeted rates for water supply	129,003	303,791	(174,788)
	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
299,005	Total Operating Funding	282,759	590,032	(307,273)
Applications of Operating Funding				
291,201	Payments to staff and suppliers	340,482	373,597	(33,115)
59,940	Finance costs	9,300	130,773	(121,473)
(128,537)	Internal Charges and overheads applied	(150,979)	27,404	(178,383)
	- Other operating funding applications	-	-	-
222,605	Total applications of operating funding	198,803	531,774	(332,971)
76,400	Surplus (Deficit) of operating funding	83,956	58,258	25,698
Sources of capital funding				
	- Subsidies and grants for capital expenditure	-	-	-
	- Development and financial contributions	-	-	-
999,000	Increase (decrease) in debt	155,000	-	155,000
	- Gross proceeds from sale of assets	-	-	-
	- Lump sum contributions	-	-	-
999,000	Total sources of capital funding	155,000	-	155,000
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	-	-	-
999,000	- to improve the level of service	155,000	-	155,000
90,736	- to replace existing assets	387,484	51,430	336,054
(14,336)	Increase (Decrease) in reserves	(303,528)	6,828	(310,356)
	- Increase (Decrease) of investments	-	-	-
1,075,400	Total application of capital funding	238,956	58,258	180,698
(76,400)	Surplus (Deficit) of capital funding	(83,956)	(58,258)	(25,698)
	Funding Balance			
	-	-	-	-
495,989	Group depreciation and amortisation	479,432	496,181	(16,749)

PROSPECTIVE FUNDING IMPACT STATEMENT - INVESTMENTS

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
	General rates, uniform annual charges, rates			
(321,648)	penalties	(361,812)	(24,932)	(336,880)
	Targeted rates (other than a targeted rate for			
	- water supply)	-	-	-
	- Subsidies and grants for operating purposes	-	-	-
	Fees charges and targeted rates for water			
	- supply	-	-	-
	Local authorities fuel tax, fines, infringement			
1,012,350	fees, and other receipts	924,171	807,731	116,440
690,702	Total Operating Funding	562,359	782,799	(220,440)
Applications of Operating Funding				
702,702	Payments to staff and suppliers	602,359	782,799	(180,440)
	- Finance costs	-	-	-
	- Internal Charges and overheads applied	-	-	-
	- Other operating funding applications	-	-	-
702,702	Total applications of operating funding	602,359	782,799	(180,440)
(12,000)	Surplus (Deficit) of operating funding	(40,000)	-	(40,000)
Sources of capital funding				
	- Subsidies and grants for capital expenditure	-	-	-
	- Development and financial contributions	-	-	-
	- Increase (decrease) in debt	-	-	-
	- Gross proceeds from sale of assets	-	-	-
	- Lump sum contributions	-	-	-
	- Total sources of capital funding	-	-	-
Application of capital funding				
	Capital expenditure			
	- to meet additional demand	-	-	-
	- to improve the level of service	-	-	-
	- to replace existing assets	-	-	-
(12,000)	Increase (Decrease) in reserves	(40,000)	-	(40,000)
	- Increase (Decrease) of investments	-	-	-
(12,000)	Total application of capital funding	(40,000)	-	(40,000)
12,000	Surplus (Deficit) of capital funding	40,000	-	40,000
	- Funding Balance	-	-	-
	- Group depreciation and amortisation	-	-	-

PROSPECTIVE FUNDING IMPACT STATEMENT - SUPPORT SERVICES

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
8,000	General rates, uniform annual charges, rates penalties	-	1	(1)
(82,630)	Targeted rates (other than a targeted rate for water supply)	(91,853)	-	(91,853)
-	- Subsidies and grants for operating purposes	-	-	-
8,838	Fees charges and targeted rates for water supply	12,129	15,879	(3,750)
-	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
(65,792)	Total Operating Funding	(79,724)	15,880	(95,604)
Applications of Operating Funding				
4,002,069	Payments to staff and suppliers	4,386,551	4,025,346	361,205
35,940	Finance costs	37,900	55,420	(17,520)
(4,163,823)	Internal Charges and overheads applied	(4,533,829)	(4,090,337)	(443,492)
-	Other operating funding applications	-	-	-
(125,814)	Total applications of operating funding	(109,378)	(9,571)	(99,807)
60,023	Surplus (Deficit) of operating funding	29,654	25,451	4,203
Sources of capital funding				
-	- Subsidies and grants for capital expenditure	-	-	-
-	- Development and financial contributions	-	-	-
599,000	Increase (decrease) in debt	631,660	420,660	211,000
20,000	Gross proceeds from sale of assets	-	40,000	(40,000)
-	- Lump sum contributions	-	-	-
619,000	Total sources of capital funding	631,660	460,660	171,000
Application of capital funding				
-	Capital expenditure	-	-	-
-	- to meet additional demand	-	-	-
599,000	- to improve the level of service	631,660	420,660	211,000
187,625	- to replace existing assets	83,413	66,254	17,159
(107,602)	Increase (Decrease) in reserves	(53,759)	(803)	(52,956)
-	- Increase (Decrease) of investments	-	-	-
679,023	Total application of capital funding	661,314	486,111	175,203
(60,023)	Surplus (Deficit) of capital funding	(29,654)	(25,451)	(4,203)
-	Funding Balance	-	-	-
140,967	Group depreciation and amortisation	226,614	140,967	85,647

PROPERTY

Forecast Statement of Cost of Service for the year ending 30th June 2018

BUDGET 2016/17		COSTS 2017/18	REVENUE 2017/18	NET COST 2017/18	2015/25 Yr 3 PER LTP	VARIANCE
10,956	Corporate Property	190,761	171,734	19,027	12,687	6,340
(15,796)	Staff Housing	12,648	35,360	(22,712)	239	(22,951)
16,600	Camping Grounds	16,632	-	16,632	17,199	(567)
(1,116)	Commercial Property	23,510	3,643	19,867	(1,072)	20,939
16,226	Information Centre Property	31,108	-	31,108	25,036	6,072
-	Library Property	-	-	-	-	-
550,226	Community Centre	441,722	-	441,722	637,437	(195,715)
23,267	Community Halls	43,007	-	43,007	25,187	17,820
(14,419)	Pensioner Housing	80,543	90,000	(9,457)	(8,811)	(646)
2,695	Sundry Property	16	-	16	2,864	(2,048)
9,719	Forestry	10,023	-	10,023	13,397	(3,374)
598,358		849,969	300,737	549,232	724,163	(174,931)

Funded by

178,770	Rates			153,756	286,241	(132,485)
-	Reserves			-	-	-
419,589	Depreciation not Funded			395,476	437,922	(42,446)
598,359				549,232	724,163	(174,931)

Capital Expenditure

-	Corporate Property	130,000		130,000	-	130,000
-	Staff Housing	-		-	-	-
3,000	Camping Grounds	5,000		5,000	-	5,000
-	Commercial Property	-		-	-	-
-	Information Centre Property	20,000		20,000	-	20,000
76,100	Library Property	-		-	-	-
1,060,080	Community Centre	357,984		357,984	47,232	310,752
-	Community Halls	-		-	-	-
26,656	Pensioner Housing	29,500		29,500	4,198	25,302
-	Sundry Property	-		-	-	-
-	Forestry	-		-	-	-
1,165,836		542,484		542,484	51,430	491,054

Funded by

-	Rates	-		-	-	-
332,836	Depreciation Reserves	387,484		387,484	51,430	336,054
-	Depreciation not Funded	-		-	-	-
833,000	Loans	155,000		155,000	-	155,000
-	Sale of Assets	-		-	-	-
-	Subsidies	-		-	-	-
1,165,836		542,484		542,484	51,430	491,054

INVESTMENTS

Forecast Statement of Cost of Service for the year ending 30th June 2018

BUDGET 2016/17		COSTS 2017/18	REVENUE 2017/18	NET COST 2017/18	2015/25 Yr 3 PER LTP	VARIANCE
(776,455)	Funds Management	602,359	705,371	(103,012)	194,267	(297,279)
(150,000)	Dividends	-	150,000	(150,000)	(150,000)	-
(67,445)	Corporate	-	68,800	(68,800)	(69,199)	399
<u>(993,900)</u>		<u>602,359</u>	<u>924,171</u>	<u>(321,812)</u>	<u>(24,932)</u>	<u>(296,880)</u>
	Less Internal Allocation	<u>126,295</u>	<u>126,295</u>			
		<u>476,064</u>	<u>797,876</u>			
	Funded by					
(321,648)	Rates			(361,812)	(24,932)	(336,880)
12,000	Reserves			40,000	-	40,000
-	Depreciation not Funded			-	-	-
<u>(309,648)</u>				<u>(321,812)</u>	<u>(24,932)</u>	<u>(296,880)</u>
	Capital Expenditure					
-	Funds Management	-		-	-	-
-	Dividends	-		-	-	-
-	Corporate	-		-	-	-
<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
	Funded by					
-	Rates	-		-	-	-
-	Depreciation Reserves	-		-	-	-
-	Depreciation not Funded	-		-	-	-
-	Loans	-		-	-	-
-	Sale of Assets	-		-	-	-
-	Subsidies	-		-	-	-
<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>

SUPPORT SERVICES

Forecast Statement of Cost of Service for the year ending 30th June 2018

BUDGET 2016/17		COSTS 2017/18	REVENUE 2017/18	NET COST 2017/18	2015/25 Yr 3 PER LTP	VARIANCE
723,549	Chief Executive Officer	795,244	-	795,244	725,798	69,447
1,005,138	Administration Services	1,050,028	4,129	1,045,899	963,365	82,533
863,751	Financial Services	1,044,414	8,000	1,036,414	975,357	61,058
657,331	Information Services	775,086	-	775,086	752,695	22,391
816,941	Engineering Services	902,695	-	902,695	642,958	259,737
174,818	Regulatory Manager	174,302	-	174,302	145,679	28,623
4,241,529		4,741,769	12,129	4,729,640	4,205,852	523,787

Funded by

(74,630)	Rates			(91,853)	(0)	(91,853)
68,965	Reserves			173,627	89,704	83,923
11,980	Depreciation not Funded			23,333	25,813	(2,480)
4,295,214	Overhead Allocation			4,624,533	4,090,337	534,196
4,241,529				4,729,640	4,205,853	523,786

Capital Expenditure

38,000	Management	-		-	42,066	(42,066)
622,000	Administration Services	616,660		616,660	420,660	196,000
-	Financial Services	-		-	-	-
86,625	Information Services	63,413		63,413	24,188	39,225
40,000	Engineering Services	35,000		35,000	-	35,000
-	Regulatory Manager	-		-	-	-
786,625		715,073		715,073	486,914	228,159

Funded by

-	Rates	-		-	-	-
167,625	Depreciation Reserves	83,413		83,413	24,188	59,225
-	Depreciation not Funded	-		-	-	-
599,000	Loans	631,660		631,660	422,726	208,934
20,000	Sale of Assets	-		-	40,000	(40,000)
-	Subsidies	-		-	-	-
786,625		715,073		715,073	486,914	228,159

PROSPECTIVE FUNDING IMPACT STATEMENT
For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Sources of Operating Funding				
3,879,109	General rates, uniform annual charges, rates penalties	4,542,742	3,970,893	571,849
7,811,913	Targeted rates (other than a targeted rate for water supply)	8,004,109	8,803,209	(799,100)
4,415,942	Subsidies and grants for operating purposes	4,543,344	5,057,319	(513,975)
3,188,143	Fees charges and targeted rates for water supply	3,147,294	3,422,875	(275,581)
945,725	Interest and Dividends from Investments	856,173	1,036,551	(180,378)
66,625	Local authorities fuel tax fines, infringement fees, and other receipts	68,000	68,357	(357)
20,307,457	Total Operating Funding	21,161,662	22,359,205	(1,197,542)
Applications of Operating Funding				
18,524,683	Payments to staff and suppliers	19,940,248	20,373,173	(432,925)
493,304	Finance costs	548,210	618,250	(70,040)
-	Other operating funding applications	-	-	-
19,017,987	Total applications of operating funding	20,488,458	20,991,423	(502,965)
1,289,471	Surplus (Deficit) of operating funding	673,204	1,367,782	(694,577)
Sources of capital funding				
5,240,478	Subsidies and grants for capital expenditure	4,636,716	5,330,294	(693,578)
-	- Development and financial contributions	-	-	-
3,221,672	Increase (decrease) in debt	4,136,838	890,734	3,246,104
20,000	Gross proceeds from sale of assets	-	90,000	(90,000)
-	- Lump sum contributions	-	-	-
8,482,150	Total sources of capital funding	8,773,554	6,311,028	2,462,526
Application of capital funding				
-	Capital expenditure			
-	- to meet additional demand	10,000	-	10,000
3,689,982	- to improve the level of service	4,976,623	1,365,670	3,610,953
9,513,016	- to replace existing assets	10,259,680	9,404,225	855,455
(3,431,378)	Increase (Decrease) in reserves	(5,799,545)	(3,091,085)	(2,708,460)
-	- Increase (Decrease) of investments	-	-	-
9,771,621	Total application of capital funding	9,446,757	7,678,810	1,767,948
(1,289,471)	Surplus (Deficit) of capital funding	(673,203)	(1,367,782)	694,578
Funding Balance				
4,732,153	Group depreciation and amortisation	4,902,814	4,903,758	(944)

PROSPECTIVE RECONCILIATION BETWEEN THE SURPLUS IN THE PROSPECTIVE COMPREHENSIVE INCOME STATEMENT AND SURPLUS (DEFICIT) OF OPERATING FUNDING IN THE FUNDING IMPACT STATEMENT
For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
	Reconciliation of Revenue			
	Sources of operating funding			
20,307,458	Total operating funding as per Funding Impact Statement	21,161,663	22,359,205	(1,197,542)
	Add sources of capital funding:			
5,240,477	Subsidies and grants for capital expenditure	4,636,714	5,330,305	(693,591)
	- Development and financial contributions	-	-	-
	- Lump sum contributions	-	-	-
	- Consolidated Internal Interest	-	(297,178)	297,178
	- Consolidated Internal Rents	-	(196,603)	196,603
<u>25,547,935</u>		<u>25,798,377</u>	<u>27,195,729</u>	<u>(1,397,352)</u>
<u>25,547,935</u>	As per Prospective Statement of Comprehensive Income - Total Operating Revenue	<u>25,798,377</u>	<u>27,195,729</u>	<u>(1,397,352)</u>
-		-	-	-
	Reconciliation of Expenditure			
	Applications of operating funding			
19,017,987	Total applications of operating funding as per Funding Impact Statement	20,488,458	20,991,423	(502,965)
4,732,153	Add depreciation and amortisation expense	4,902,814	4,903,758	(944)
(206,953)	Less capital funding not through Income Statement	(222,291)	(270,077)	47,786
	Consolidated Internal Interest	-	(297,178)	297,178
	Consolidated Internal Rents	-	(196,603)	196,603
<u>23,543,187</u>		<u>25,168,981</u>	<u>25,131,323</u>	<u>37,658</u>
<u>23,543,187</u>	As per Prospective Statement of Comprehensive Income - Total Operating Expenditure	<u>25,168,982</u>	<u>25,131,323</u>	<u>37,659</u>
-		-	-	-

PROSPECTIVE RECONCILIATION BETWEEN THE SURPLUS IN THE PROSPECTIVE COMPREHENSIVE INCOME STATEMENT AND SURPLUS (DEFICIT) OF OPERATING FUNDING IN THE FUNDING IMPACT STATEMENT
For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
Reconciliation of Total Comprehensive Revenue				
1,289,472	Surplus / (Deficit) of operating funding from funding impact statement	673,205	1,367,782	(694,577)
5,240,478	Add subsidies and grants for capital expenditure	4,636,714	5,330,305	(693,591)
	- Add development and financial contributions	-	-	-
(4,732,153)	Add depreciation and amortisation expense	(4,902,815)	(4,903,758)	943
206,953	Add capital funding not through Income Statement	222,291	270,077	(47,786)
<u>2,004,750</u>	<u>Net Surplus before taxation in Prospective Revenue Statement</u>	<u>629,395</u>	<u>2,064,406</u>	<u>(1,435,011)</u>

PROSPECTIVE FINANCIAL STATEMENTS

Prospective Statement of Comprehensive Revenue and Expense
Prospective Statement of Financial Position (Estimated)
Prospective Statement of Changes in Equity
Prospective Statement of Cash Flows
Prospective Movement in Reserves Statement (Estimated)
Prospective Statement Concerning Balanced Budget
Proposed Project Expenditure
Statement of Accounting Policies
Policy on Replacement of Assets
Prospective Funding Impact Statement

PROSPECTIVE STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
REVENUES				
10,761,464	Rates	11,501,987	11,629,617	(127,630)
929,558	Targeted Rate for Water Supply	1,044,864	1,144,485	(99,621)
9,656,420	Subsidies	9,180,060	10,387,613	(1,207,553)
66,625	Petrol Tax	68,000	68,357	(357)
3,188,143	Fees and Charges	3,147,294	3,226,284	(78,990)
945,725	Investment Income	856,172	739,373	116,799
25,547,935		25,798,377	27,195,729	(1,397,352)
EXPENDITURE				
4,434,543	Water Services	4,462,931	4,584,979	(122,048)
1,143,609	Solid Waste	1,170,885	1,215,199	(44,314)
10,490,508	Transport	10,985,963	11,338,427	(351,464)
2,099,081	Community Facilities	2,340,085	1,975,104	364,981
1,804,412	Planning and Regulatory	2,273,091	2,267,721	5,370
2,603,908	Leadership and Governance	2,824,207	2,408,322	415,885
373,090	Investments	476,065	485,621	(9,556)
590,863	Property	543,352	750,367	(207,015)
3,173	Corporate (Support Services)	91,403	105,583	(14,180)
23,543,187		25,168,982	25,131,323	37,659
2,004,748	Net Surplus (Deficit) on Operations Plus Profit on Sale of Fixed Assets Revaluation Increases	629,395	2,064,406	(1,435,011)
2,004,748	Net Surplus (Deficit) after taxation	629,395	2,064,406	(1,435,011)
OTHER COMPREHENSIVE REVENUE				
42,254,057	Gains (Loss) on property revaluation	-	-	-
44,258,805	TOTAL COMPREHENSIVE REVENUE	629,395	2,064,406	(1,435,011)

PROSPECTIVE STATEMENT OF FINANCIAL POSITION

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
CURRENT ASSETS				
104,826	Cash and Cash Equivalents	265,648	106,212	159,436
3,921	Inventories	3,921	38,291	(34,370)
2,080,145	Trade and other receivables	2,265,092	5,956,621	(3,691,529)
14,949,821	Financial assets at fair value	5,529,277	8,120,660	(2,591,383)
<u>17,138,713</u>		<u>8,063,938</u>	<u>14,221,784</u>	<u>(6,157,846)</u>
LESS CURRENT LIABILITIES				
4,585,799	Trade and other payables	5,225,116	4,029,562	1,195,554
<u>4,585,799</u>		<u>5,225,116</u>	<u>4,029,562</u>	<u>1,195,554</u>
12,552,914	Working Capital	2,838,822	10,192,222	(7,353,400)
NON CURRENT ASSETS				
299,789,849	Property Plant and Equipment	310,133,337	301,731,519	8,401,818
60,247	Loans and other receivables	60,247	-	60,247
1,250,000	Investments in Subsidiary	1,250,000	1,250,000	-
277,000	Investment in Property	277,000	277,000	-
150,380	Biological Asset - Forestry	150,380	69,946	80,434
147,109	Intangible Assets	147,109	143,277	3,832
22,992	Available for sale financial assets	22,992	22,992	-
<u>314,250,491</u>		<u>314,879,887</u>	<u>313,686,956</u>	<u>1,192,931</u>
NON CURRENT LIABILITIES				
5,000,000	Term Debt	5,000,000	8,011,874	(3,011,874)
121,063	Employee Entitlements	121,063	147,883	(26,820)
478,126	Landfill Aftercare	478,126	859,562	(381,436)
<u>5,599,189</u>		<u>5,599,189</u>	<u>9,019,319</u>	<u>(3,420,130)</u>
<u>308,651,303</u>	NET ASSETS	<u>309,280,699</u>	<u>304,667,637</u>	<u>4,613,061</u>
EQUITY				
20,231,715	Reserves	14,821,926	15,647,008	(825,082)
288,419,588	Retained Earnings	294,458,773	289,020,629	5,438,143
<u>308,651,303</u>		<u>309,280,699</u>	<u>304,667,637</u>	<u>4,613,061</u>

PROSPECTIVE STATEMENT OF CHANGES IN EQUITY

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
264,392,498	Public Equity Opening Balance	308,651,303	302,603,231	6,048,072
44,258,805	Total Comprehensive Revenue for year	629,396	2,064,406	(1,435,010)
<u>308,651,303</u>	Closing Balance	<u>309,280,699</u>	<u>304,667,637</u>	<u>4,613,062</u>

PROSPECTIVE STATEMENT OF CASH FLOWS

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
OPERATING ACTIVITIES				
Cash will be provided from:				
10,759,767	Rates	11,263,694	12,725,403	(1,461,709)
16,181,034	Other Revenue	14,223,440	14,524,337	(300,897)
26,940,801		25,487,134	27,249,740	(1,762,606)
Cash will be applied to:				
24,611,836	Operations Expenditure	25,099,247	25,055,107	44,140
4,732,153	Less Depreciation	4,902,814	4,903,758	(944)
493,300	Less Interest	548,210	618,250	(70,040)
19,386,383	Payments to Suppliers and Employees	19,648,223	19,533,098	115,124
493,300	Interest Paid	548,210	618,250	(70,040)
19,879,683		20,196,433	20,151,348	45,084
7,061,118	Net Cash Flow from Operations	5,290,701	7,098,392	(1,807,690)
INVESTING ACTIVITIES				
Cash will be provided from:				
20,000	Sale of Assets	-	90,000	(90,000)
3,971,672	Sale of Short term Investments	9,546,838	2,650,000	6,896,838
3,991,672		9,546,838	2,740,000	6,806,838
Cash will be applied to:				
11,114,989	Asset purchases and formation	14,676,717	10,752,197	3,924,520
-	Increase in Loans and Advances	-	-	-
-	Investments purchased	-	-	-
11,114,989		14,676,717	10,752,197	3,924,520
(7,123,317)	Net Cash Flows from Investing	(5,129,879)	(8,012,197)	2,882,318
FINANCING ACTIVITIES				
Cash will be provided from:				
-	Loans raised	-	890,734	(890,734)
Cash will be applied to:				
-	Loans repaid	-	-	-
-	Net Cash Flow from Financing	-	890,734	(890,734)
(62,199)	Net Increase/(Decrease)	160,822	(23,071)	183,894
167,025	Plus Opening Bank Balance	104,826	129,283	(24,457)
104,826	Bank Balance at end of year	265,648	106,212	159,437

PROSPECTIVE MOVEMENT IN RESERVES STATEMENT

For the year ending 30th June 2018

Budget 2016/17		Budget 2017/18	Per LTP 2017/18	VARIANCE
Reserves held for Emergency Purposes				
677,082	Opening Balance	713,435	713,435	-
36,354	Transfers to Reserves	10,246	22,618	(12,372)
-	Transfers from Reserves	-	-	-
<u>713,435</u>	Closing balance	<u>723,681</u>	<u>736,053</u>	<u>(12,372)</u>
Reserves held for future Asset Purchases				
16,872,871	Opening Balance	16,087,126	16,087,126	-
4,958,670	Transfers to Reserves	2,489,516	2,591,710	(102,194)
(5,744,415)	Transfers from Reserves	(8,118,114)	(4,892,584)	(3,225,530)
<u>16,087,126</u>	Closing balance	<u>10,458,528</u>	<u>13,786,252</u>	<u>(3,327,724)</u>
Reserves held for future Operational Costs				
2,402,507	Opening Balance	3,012,596	3,012,596	-
723,089	Transfers to Reserves	43,264	61,636	(18,372)
(113,000)	Transfers from Reserves	(63,000)	(606,335)	543,335
<u>3,012,596</u>	Closing balance	<u>2,992,860</u>	<u>2,467,897</u>	<u>524,963</u>
Reserves held for repayment of maturing debt				
439,279	Opening Balance	418,557	418,557	-
214,025	Transfers to Reserves	228,300	293,300	(65,000)
(234,747)	Transfers from Reserves	-	-	-
<u>418,557</u>	Closing balance	<u>646,857</u>	<u>711,857</u>	<u>(65,000)</u>
<u>20,231,715</u>	Total Reserve Funds	<u>14,821,926</u>	<u>17,702,060</u>	<u>(2,880,134)</u>

Emergency funds include:

Disaster Recovery Reserve to fund Council's share of any natural disaster or costs of an unforeseen event.

Reserves held toward future asset purchases

These include proceeds from the sale of Council-owned infrastructure and land and buildings that are held in the District Development Reserve and may be used towards the cost of purchasing or constructing new assets. A number of Depreciation Reserves are held to fund the renewal of infrastructure and other assets.

Reserves held to meet future operational costs

These reserves include:

- administration reserves – funds carried over from one financial year to the next to match related expenditure.
- retirement and restructuring reserves – to fund future retirement, redundancy, long-service gratuities and costs associated with Council reorganisations.

Reserves held against repayment of maturing debt

Reserves are held for the purpose of repaying debt as it matures.

PROSPECTIVE STATEMENT CONCERNING BALANCED BUDGET
For the year ending 30th June 2018

Reconciliation of Surplus (Deficit)

BUDGET 2016/17		BUDGET 2017/18	Per LTP 2017/18	VARIANCE
2,004,748	Surplus (Deficit) on Operations	629,395	2,064,406	(1,435,011)
	Non -Funded Depreciation			
5,690	Community Halls	6,819	5,690	1,129
29,080	Parks & Reserves	32,400	31,514	886
160	Cemeteries	300	2,300	(2,000)
400,820	Community Centre	369,795	400,820	(31,025)
	- Community Property	5,833	18,333	(12,500)
5,000	Library	2,400	1,903	497
17,752	Rural Fire Service	18,147	17,752	395
300	Bylaw Enforcement	1,300	2,668	(1,368)
1,695,458	LTNZ Portion Subsidised Roothing	1,980,285	1,738,300	241,985
	- Parking	500	1,667	(1,167)
	- Stormwater And Drainage	6,138	43,343	(37,205)
	- Water Reticulation	18,200	22,250	(4,050)
2,076	Water Production	4,614	4,214	400
453,333	Mahia/Opoutama Sewerage Scheme	159,295	453,333	(294,038)
1,000	Waste Management	1,900	10,122	(8,222)
	- Council	3,250	-	3,250
11,920	Administration	21,333	25,813	(4,480)
60	Information Services	2,000	-	2,000
4,421	Staff Housing	4,608	4,421	187
8,658	Camping Ground	8,421	8,658	(237)
2,635,728		2,647,538	2,793,101	(145,563)
806,954	Reserves Transfer	1,582,071	742,875	839,196
(5,447,431)	Capital Subsidy	(4,859,005)	(5,330,298)	471,294
	- Rate Funding Projects	0	(270,088)	270,088
	- Surplus (Deficit)	-	(4)	4

PROPOSED PROJECT EXPENDITURE

The following projects/initiatives have been considered by Council as priority projects and are included in the 2017/18 Annual Plan.

FUNDING	SCHEME	BUDGET 2016/17	BUDGET 2017/18	LTP 2017/18	Var
	Water Reticulation - Ren Ex				
Depreciation Reserves	Replacement Reservoir- professional services	100,000	-	-	-
Depreciation Reserves	Replacement reservoir -construction	750,000	-	1,050,000	(1,050,000)
Depreciation Reserves	Walroa pipelines renewals	155,700	350,000	213,828	136,172
Depreciation Reserves	Valve replacements	10,380	21,071	10,691	10,380
Depreciation Reserves	Renewals modelling	25,950	52,679	26,729	25,951
Depreciation Reserves	Condition reporting	20,760	21,383	21,383	-
Depreciation Reserves	Mahanga retic	5,190	10,536	5,346	5,190
Depreciation Reserves	Tuai retic	10,380	21,071	10,691	10,380
Depreciation Reserves	Walroa Reservoir	-	100,000	-	100,000
Depreciation Reserves	Tuai Reservoir	-	10,000	-	10,000
	Water Reticulation - Prior Year Approved Projects				
Depreciation Reserves	Asset Management Modelling Design	20,000	20,000	-	20,000
	Water Reticulation - Cap Ex				
Loans	New Tawhara Reservoir	-	10,000	-	10,000
	Water Production - Ren Ex				
Depreciation Reserves	Scada System	5,000	-	-	-
Depreciation Reserves	Safety Improvement	16,015	-	-	-
Depreciation Reserves	Replacement of Intake Valves	13,000	-	-	-
Depreciation Reserves	WTP Pumps	25,950	-	-	-
Depreciation Reserves	Chlorine Analyser	18,023	-	-	-
Depreciation Reserves	Gravelectric Cones	7,209	-	-	-
Depreciation Reserves	Cleaning Inspection Reservoir	15,000	-	-	-
	Water Production - Prior Year Approved Projects				
Depreciation Reserves	Investigations	50,000	-	-	-
Depreciation Reserves	Clarifiers	20,000	-	-	-
Depreciation Reserves	Pipe Main Condition Sampling	10,380	-	10,691	(10,691)
Depreciation Reserves	Mower	2,076	-	2,138	(2,138)
Depreciation Reserves	Vehicle	25,950	-	21,383	(21,383)
Depreciation Reserves	Boundary Pumps AFFCO	-	-	53,457	(53,457)
Depreciation Reserves	Sand	-	-	53,457	(53,457)
Depreciation Reserves	Renewal expenditure - Water Treatment	36,330	37,420	37,420	-
Depreciation Reserves	Filter Cloth	-	-	21,383	(21,383)
Depreciation Reserves	Boundary Valves - Pump Station	10,380	10,691	10,691	(0)
Depreciation Reserves	Switchboard Replacement	-	100,000	160,371	(60,371)
Depreciation Reserves	Purchase Computer	3,000	3,843	3,843	-
Depreciation Reserves	BlueBay Bore rehabilitation	-	20,000	-	20,000
	Water Production - Cap Ex				
Loans	Mahanga treatment upgrade	51,900	158,814	106,914	51,900
Loans	Mahanga telemetry installation	51,900	51,900	-	51,900
Loans	Investigate Alternative Water Supply	-	20,000	-	20,000
	Stormwater and Drainage - Ren Ex				
Depreciation Reserves	Mahia Bch Pipelines Renewals	51,900	-	-	-
Depreciation Reserves	Wairoa Pipeline Renewals	259,500	267,285	267,285	-
Depreciation Reserves	Deterioration modelling	5,190	5,190	5,346	(156)
Depreciation Reserves	CCTV	51,900	105,357	53,457	51,900
Depreciation Reserves	Discharge consent	51,900	-	26,729	(26,729)
Depreciation Reserves	Condition reporting	51,900	51,900	53,457	(1,557)

FUNDING	SCHEME	BUDGET 2016/17	BUDGET 2017/18	LTP 2017/18	Var
	Stormwater and Drainage - Cap Ex				
Loans	PIPING OPEN DRAINS - WAIROA	103,800	306,914	106,914	200,000
	Sewerage - Ren Ex/Cap Ex				
Depreciation Reserves	WWTP Solids Filter	120,000	-	-	-
Depreciation Reserves	Infiltration Study - Night Time Flow	51,900	-	53,457	(53,457)
Depreciation Reserves	Mahia/Opoutama WW scheme renewals	31,140	-	32,074	(32,074)
Depreciation Reserves	CCTV Infiltration Investigation	155,700	106,914	106,914	-
Depreciation Reserves	Wairoa Consent application-Consultation and legal costs	51,900	105,357	53,457	51,900
Depreciation Reserves	WAIROA RETICULATION - RENEWALS	259,500	534,570	534,570	-
Depreciation Reserves	Consultancy for Wairoa WW consent	77,850	80,186	80,186	1
Depreciation Reserves	Data verification/condition reporting	103,800	157,257	53,457	103,800
Depreciation Reserves	Infiltration Tests	20,000	125,357	-	125,357
Depreciation Reserves	Telemetry Base sets	-	25,000	-	25,000
	Sewerage - Prior Year Approved Projects				
Depreciation Reserves	Deluge Oxidation Ponds	60,076	60,076	-	60,076
Depreciation Reserves	Flow Meters	10,380	10,380	-	10,380
Depreciation Reserves	Step Filter	30,038	30,038	-	30,038
Depreciation Reserves	Pump station renewals	51,900	51,900	-	51,900
Depreciation Reserves	Magnaflux Transducers	40,000	40,000	-	40,000
Depreciation Reserves	Larger Pumps North Clyde	30,000	30,000	-	30,000
Depreciation Reserves	Replace Kopu Road Line	177,000	177,000	-	177,000
Depreciation Reserves	Tual Sand Filters	80,000	80,000	-	80,000
	Sewerage - Cap Ex				
Loans	Construction of Plant for new Wairoa consent	103,800	317,628	213,828	103,800
	Waste Management - RenEx				
Depreciation Reserves	Construction - New Cell	15,000	-	-	-
Depreciation Reserves	Cover Wairoa Landfill	30,000	-	-	-
Depreciation Reserves	Effluent system	10,250	10,517	10,517	1
Depreciation Reserves	Recycling Centre renewals	-	52,583	52,583	-
Depreciation Reserves	Landfill Road Resealing	-	20,000	-	20,000
Depreciation Reserves	Diversion Infrastructure renewals	-	50,000	-	50,000
	Waste Management - CapEx				
Loans	RTS Landscaping/Trees	-	20,000	-	20,000
Loans	Set up recycling centre Mahia	50,000	75,000	-	75,000
	Airport - RenEx				
Depreciation Reserves	Investigate Upgrade Runway Lighting	10,000	-	-	-
Depreciation Reserves	RenEx - Runway Lighting	50,000	200,000	-	200,000
Depreciation Reserves	RenEx - Runway Resurfacing	205,000	411,000	-	411,000
Depreciation Reserves	Paint Building	-	20,000	-	20,000
Depreciation Reserves	Building renewals	30,000	10,000	-	10,000
Depreciation Reserves	Certification	20,000	20,000	-	20,000
	Airport - CapEx				
Loans	Runway Safety Margins	20,000	40,000	-	40,000
Loan/Subsidy	Runway Extension	-	1,000,000	-	1,000,000
Loans	Airport Facilities Improvements	-	40,000	-	40,000
Loans	Kitchen Upgrade	-	35,000	-	35,000
Loans	Interior men's toilets	-	20,000	-	20,000
Loans	Security Installation	-	77,140	-	77,140
Loans	Fuel Sustainability	-	100,000	-	100,000
	Roading Subsidised				
Depreciation Reserves/Subsidy	Expenditure District Roads - Emergency	1,521,000	1,554,462	1,554,462	-
Depreciation Reserves/Subsidy	Expenditure District Roads - Physical Works	2,808,640	2,844,665	2,844,665	(0)

FUNDING	SCHEME	BUDGET 2016/17	BUDGET 2017/18	LTP 2017/18	Var
Depreciation Reserves/Subsidy	Renewal Expenditure - Physical Works	464,826	871,695	1,456,013	(584,318)
Loan/Subsidy	Blacks Beach Erosion Protection Stage 2	319,410	98,449	98,449	-
	Roading - WDC				
Depreciation Reserves	New Footpath	44,000	-	-	-
Depreciation Reserves	C/Way Lighting - Replace/New	15,000	-	-	-
Depreciation Reserves	Footpath Renewals	82,000	100,000	84,132	15,868
Depreciation Reserves	New Streetlights	20,250	10,000	10,517	(517)
Depreciation Reserves	Upgrade Crossings	2,563	5,000	2,629	2,371
Depreciation Reserves	Upgrade Road Stormwater Outlets	35,875	15,000	36,808	(21,808)
Depreciation Reserves	Newcastle St Walkway/Cycle	16,200	34,613	8,413	26,200
Depreciation Reserves	Tual Footpath Upgrade (DDF)	25,625	51,916	26,291	25,625
Depreciation Reserves	Walkway James Carroll Expenses	3,075	4,800	3,155	1,645
Depreciation Reserves	Marine Parade Upgrade	13,000	10,000	-	10,000
	Roading - CapEx				
Loans	New: Rowing/Ski Club Loop Road	50,000	-	-	-
Loans	New Footpaths	133,572	280,000	147,580	132,420
	Urewera Rainforest Route Upgrade				
Loans	Feasibility	40,500	25,000	21,033	3,967
Loans	Walkway/Cycleway Loop Design	40,500	40,500	21,033	19,467
	Mahia Beach Drainage – Pipi Crescent				
Loans	Tamure Cres Run-Off Control (2015/16)	35,000	35,000	60,996	(25,996)
Loans	Mahanga Beach – Village Drainage Outlet Through Happy Jacks Rd (2016/17)	41,000	36,808	36,808	(0)
	Car Parking - Ren Ex				
Depreciation Reserves	Reseal Wairoa Power	121,155	-	-	-
Depreciation Reserves	Remark Carparks		11,268	11,268	0
Depreciation Reserves	Renewals of Carparks (Resealing)	40,000	25,000		25,000
	Carparking - CapEx				
Loans	Whakamahi Development Project	-	25,000	-	25,000
	Infrastructure Business Unit - Ren Ex				
Depreciation Reserves	Condition Rating Equipment	20,000	-	-	-
Depreciation Reserves	Vehicles	30,750	30,000	31,550	(1,550)
Depreciation Reserves	Surveying Equipment		5,000	-	5,000
	Parks and Reserves - RenEx				
Depreciation Reserves	Blacks Beach Toilets	20,000	-	-	-
Depreciation Reserves	New Public Toilets Raupunga	5,000	-	-	-
Depreciation Reserves	Improve Boat Ramp	5,000	-	-	-
Depreciation Reserves	Develop Boat Park	5,000	-	-	-
Depreciation Reserves	Traffic Control structures	10,000	-	-	-
Depreciation Reserves	Playground equipment	10,250	10,000	-	10,000
Depreciation Reserves	Clyde domain pavilion renewals	-	10,000	-	10,000
Depreciation Reserves	Lambton square buildings	-	5,000	-	5,000
Depreciation Reserves	Oraka toilets renewals	50,000	60,000	-	60,000
Depreciation Reserves	Picnic Tables	-	40,000	-	40,000
Depreciation Reserves	Lighthouse retrofit	35,000	45,000	-	45,000
Depreciation Reserves	Vegetation at Dump Farm		30,000	-	30,000
Depreciation Reserves	New Public toilets Tual		20,000	-	20,000
Depreciation Reserves	Riverbank planting		20,000	-	20,000
Depreciation Reserves	Mahanga Toilets refit		20,000	-	20,000
Depreciation Reserves	Resealing netball courts		5,000	-	5,000
Depreciation Reserves	New Toilet - North Clyde		5,000	-	5,000
Depreciation Reserves	Kopu Rd Bank Protection		10,000	-	10,000
Depreciation Reserves	Nuhaka Domain Tree removal		20,000	-	20,000
Depreciation Reserves	Skate Park Upgrade		25,000	-	25,000

FUNDING	SCHEME	BUDGET 2016/17	BUDGET 2017/18	LTP 2017/18	Var
	Parks and Reserves - RenEx - Prior Year Approved Projects				
Depreciation Reserves	Nuhaka toilets	50,000	25,000	-	25,000
Depreciation Reserves	Coronation Square renewals		85,000		85,000
	Parks and Reserves - CapEx				
Loans	Solar Power Panel Emergency Landing Lights	21,000		-	-
Loans	Blacks Beach Platform, Toilets - New	100,000		-	-
Loans	Whakamahī Beach Project	199,000		-	-
Loans	LED lighting	25,000	30,000	-	30,000
Loans	Marine Parade Christmas Decorations		20,000	-	20,000
Loans	Public Space Enhancement		10,000	-	10,000
Loans	Playground fence		40,000	-	40,000
Loans	Implement Opoutama RMP		20,000	-	20,000
Loans	Mokotahi Toilets		15,000	-	15,000
Loans	Mahia Beach Toilet Improvement		25,000	-	25,000
Loans	Whangawehi Toilets		60,000	-	60,000
Loans	Wilding Pine Clearance		10,000	-	10,000
Loans	Enhancement CBD - Stage 1		200,000	-	200,000
Loan/Subsidy	Tourism Infrastructure		200,000	-	200,000
	Parks and Reserves - CapEx - Prior Year Approved Projects				
Loans	New Playground Equipment	100,000	100,000	-	100,000
Loans	Camera Installation	-	10,000	-	10,000
Loans	Implement Rangihoua Reserve Management Plan	50,000	20,000	-	20,000
Loans	Main Street Toilets Project	250,000	250,000	-	250,000
	Cemetery				
Depreciation Reserves	Cemetery Database	5,000		-	-
Loans	New Beams	-	10,000	-	10,000
Loans	CapEx - Stormwater	8,000	5,000	-	5,000
	Library				
Depreciation Reserves	Exterior Repaint	6,000			-
Loans	Library Management System	25,000		49,428	(49,428)
Loans	Downstairs storage option			10,517	(10,517)
Loans	Air conditioning in newspaper area			4,207	(4,207)
Loans	Library entrance upgrade			15,775	(15,775)
Loans	Small meeting room partition			5,258	(5,258)
Depreciation Reserves	Book purchases	39,975	35,000	39,963	(4,963)
Depreciation Reserves	ebook purchases	5,125	6,310	6,310	-
Loans	Library Alterations		120,000		120,000
	Environmental Health				
Depreciation Reserves	Replacement of sound level meter	10,250		-	-
	Building Control				
Depreciation Reserves	Mobile Devices	-		31,550	(31,550)
	Bylaw Control				
Depreciation Reserves	Replace Stock Yards And Race	60,000		-	-
Depreciation Reserves	Replacement of 2 vehicles - 2x4 Utes	-	60,000	63,099	(3,099)
Loans	Extension to dog pound	15,000	65,000	-	65,000
	Civil Defence				
Depreciation Reserves	Civil Defence Signage	2,000		-	-
Depreciation Reserves	Welfare Registration Kits	1,000		-	-
Depreciation Reserves	PC's for EOC Civil Defence	5,000		-	-
Depreciation Reserves	Tsunami Signs	3,000		-	-
	Rural Fire				
Depreciation Reserves	Rural Fire Signage	5,000		-	-

FUNDING	SCHEME	BUDGET 2016/17	BUDGET 2017/18	LTP 2017/18	Var
Depreciation Reserves	Fire Equipment Forestry Packs	7,000		-	-
	Administrative Property - Ren Ex				
Depreciation Reserves	Council Entry surfacing (Hot mix)		25,000		25,000
Depreciation Reserves	Council flower boxes		10,000		10,000
Depreciation Reserves	Repaint Council building		45,000		45,000
	Administrative Property - Cap Ex				
Loans	Exchange Building Fitout	-	25,000	-	25,000
Loans	Security Cameras Queen St		25,000		25,000
	Pensioner Housing - RenEx				
Depreciation Reserves	Painting exterior block of Lambert flats	20,000		-	-
Depreciation Reserves	Livingstone flat roofing	-		-	-
Depreciation Reserves	Painting exterior block of Outram flats	6,656	10,000	-	10,000
Depreciation Reserves	Livingstone flat stoves(4)	-	4,500	4,198	302
	Pensioner Housing - RenEx - Prior Year projects				
Depreciation Reserves	Painting exterior block of Livingstone flats	-	15,000	-	15,000
	Camping Grounds				
Depreciation Reserves	Repaint TV Room	3,000	5,000	-	5,000
	Enterprise Building - VIC				
Depreciation Reserves	I-SITE Upgrade	-	20,000	-	20,000
	Community Centre - RenEx				
Depreciation Reserves	Renew Pool Heat Pump	15,000		-	-
Loans	Centre Remedial Works	191,000		-	-
Depreciation Reserves	Community Center Remedial Works	40,960	232,984	41,984	191,000
Depreciation Reserves	Renewals pool	5,120	20,000	5,248	14,752
	Community Centre - CapEx				
Loans	LTS pool	768,000	30,000	-	30,000
Loans	Relocate Gym Upstairs	40,000	30,000	-	30,000
Loans	Community Complex Upgrade		45,000	-	45,000
	Council				
Depreciation Reserves	Installation of Infocouncil System	22,000		-	-
Loans	Display Equipment		6,500	-	6,500
Depreciation Reserves	Council Chambers Display Staging		6,500	-	6,500
	Maori Governance				
Depn Reserves/Asset Sale	New Vehicle	-		25,000	(25,000)
	Chief Executive Officer				
Depn Reserves/Asset Sale	New Vehicle	38,000		42,066	(42,066)
	Administration				
Depreciation Reserves	Upgrade of WAIROAWIFI Hardware	20,000		-	-
Depreciation Reserves	Student Computers	6,000		-	-
Loans	Fitting out I site	40,000		-	-
Loans	Archives Building	410,000	420,660	420,660	-
Loans	Software File Management		50,000		50,000
	Administration - Prior Year Project				
Loans	Future Office Accommodation	146,000	146,000	-	146,000
	Economic Development				
Depreciation Reserves	Tourism Manager's Vehicle	30,000	40,000	-	40,000
Loans	Signage	80,000		-	-
Loans	Enhancement of River Use	102,500	82,500	-	82,500
	Information Services				

FUNDING	SCHEME	BUDGET 2016/17	BUDGET 2017/18	LTP 2017/18	Var
Depreciation Reserves	Replacement physical servers DL380G9 x 2	20,000		-	-
Depreciation Reserves	Replacement Tower PCs	10,250		-	-
Depreciation Reserves	Purchase Record Management Software	8,000		-	-
Loans	Fibre Optic Cable Library	3,000		-	-
Depreciation Reserves	Tape drive	-	8,413	8,413	-
Depreciation Reserves	Replacement laptops	15,375	24,000	15,775	8,225
Depreciation Reserves	NCS Upgrades - Project & Ent / BR 4 etc.	30,000	15,000	-	15,000
Depreciation Reserves	Adobe Pro Licences		6,000		6,000
Loans	Drone		10,000		10,000
	Engineering				
Depreciation Reserves	Utilities - Vehicles	40,000	30,000	-	30,000
Loans	iPad AssetFinda		5,000		5,000
		13,202,999	15,246,300	10,769,898	4,476,403
	TOTAL CAPITAL PROJECTS FOR THE YEAR	13,202,999	15,246,300	10,769,898	4,476,403
	FUNDED BY:				
	Rates	-	-	-	-
	Asset Sales	20,000			
	Depreciation Reserves	6,115,839	6,440,395	4,959,088	1,481,307
	Roading Subsidies	3,771,688	5,205,542	4,589,860	615,682
	Other Subsidies	-	500,000	-	500,000
	Loans (Internal)	3,295,472	3,100,364	1,220,950	1,879,414
	Water Production Reserve	-	-	-	-
	District Development Reserve	-	-	-	-
	Tual Reserve	-	-	-	-
		13,202,999	15,246,300	10,769,898	4,476,403

STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

Wairoa District Council (WDC) is a territorial local authority in New Zealand governed by the Local Government Act 2002. The Council group consists of Wairoa District Council and its 100% owned subsidiary, Quality Roothing and Services (Wairoa) Ltd (QRS Ltd).

The primary objective of WDC is to provide goods or services for the community or social benefit rather than making a financial return. Accordingly WDC has designated itself and the group as public benefit entities (PBE) for financial reporting purposes.

Basis of Preparation

The financial statements of the WDC have been prepared in accordance with the requirements of the Local Government Act 2002: which includes the requirement to comply with the New Zealand generally accepted accounting practice (NZ GAAP).

These financial statements comply with PBE Standards.

The financial statements have been prepared in accordance with Tier 2 PBE Standards. The criteria under which WDC is eligible to report in accordance with Tier 2 PBE Standards are WDC does not have public accountability and is not large.

The financial statements have been prepared on a historical cost basis, modified by the revaluation of land and buildings, certain infrastructure assets, investment property, biological assets and financial instruments.

The financial statements have been presented in New Zealand dollars. Foreign exchange transactions are translated into New Zealand dollars using the exchange rate prevailing at the date of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions are recognised in the Statement of Comprehensive Revenue and Expense.

Basis of Consolidation

The consolidated financial statements include Council and its subsidiary QRS Ltd. All significant inter-entity transactions, balances and unrealised gains are eliminated on consolidation. Accounting policies of QRS Ltd have been changed to ensure consistency with the policies adopted by the group.

WDC's investment in its subsidiary is carried at cost less any impairment charges in WDC's own "parent entity" financial statements.

Revenue

Revenue comprises rates, revenue from operating activities, investment revenue, subsidies, petrol tax and fees and charges and is measured at the fair value of consideration received or receivable.

Revenue may be derived from either exchange or non-exchange transactions.

Exchange transactions

Exchange transactions are transactions where the Council receives assets (primarily cash) or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of goods, services, or use of assets) to another entity in exchange.

Non-exchange transactions

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange revenue transaction, the Council receives value from another entity without directly giving approximately equal value in exchange.

Revenue received from a non-exchange transaction cannot be deferred unless there is both a performance obligation and a return obligation attached to it. For example where grant or subsidy funding is received without performance obligation then revenue is recognised when receivable. Where a performance obligation exists revenue is recognised upon satisfactory completion of the performance.

Revenue from non-exchange transactions**Rates revenue**

Rates are set annually by a resolution from Council and relate to a financial year. All ratepayers are invoiced within the financial year to which the rates have been set. Rates revenue is recognised when receivable.

Government Subsidies

WDC receives government grants from New Zealand Transport Agency, which subsidises part of WDC's costs in maintaining the local road infrastructure. The subsidies are recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled.

Vested Assets

Where a physical asset is acquired for nil or nominal consideration, the fair value of the asset received is recognised as revenue. Assets vested in WDC are recognised as revenue when control over the asset is obtained.

Provision of services

Non-exchange revenue from the rendering of services consists of services in activities where Council subsidise the activity. Such revenue is recognised by reference to the stage of completion of the transaction at balance date based on the actual service provided as a percentage of the total service to be provided only when there are conditions attached that require the funds to be returned if performance does not occur. Where no conditions are attached revenue is recognised when receivable.

Construction Contracts Revenue on construction contracts is recognised progressively over the period of each contract. The amount included in the statement of financial performance, and the value of the contract work in progress are established by assessment of the individual contracts taking into account the proportion of work completed, cost analysis and estimated final results.

When the contract income cannot be reliably measured, revenue is recognised only to the extent of the expenses recognised which are recoverable.

Revenue from exchange transactions**Revenue from Water by Meter**

Water billing revenue is recognised on an accrual basis. Unbilled usage as a result of unread meters at year end is accrued on an average usage basis.

Provision of services

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

Sale of Goods

Sales of goods are recognised when a product is sold to the customer.

Income Tax

Income tax assets and liabilities for the current and prior periods are measured at the amount expected to be recovered from or paid to the taxation authorities based on the current period's taxable income. The tax rates and tax laws used to compute the amount are those that are enacted or substantially enacted by balance date.

Deferred income tax is provided on all temporary differences at the balance date between the tax bases of assets and liabilities and their carrying amounts for financial reporting purposes.

Deferred income tax liabilities are recognised for all taxable temporary differences except when the deferred income tax liability arises from the initial recognition of goodwill or an asset or liability in a transaction that is not a business combination and that, at the time of the transaction, affects neither the accounting profit nor the taxable profit or loss.

Deferred income tax assets are recognised for all deductible temporary differences, carry forward of unused tax credits and unused tax losses, to the extent that it is probable that taxable profit will be available against which the deductible temporary differences and carry-forward of unused tax credits and unused tax losses can be utilised, except when the deferred tax asset relating to the deductible temporary difference arose from the initial recognition of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor the taxable profit or loss.

Current and deferred tax is charged or credited to the Statement of Comprehensive Revenue and Expense, except when it relates to items charged or credited directly to equity, in which case the tax is charged or credited directly to equity.

Leases*Operating lease*

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Cash or Cash Equivalents

Cash or cash equivalents comprise cash balances and call deposits, and other short-term, highly liquid investments with maturities of three months or less.

Trade and Other Receivables

Trade receivables are recognised initially at fair value and are subsequently measured at amortised cost using the effective interest method less an allowance for any uncollectable amounts.

An allowance for uncollectable receivables is established when there is objective evidence that WDC will not be able to collect all amounts due according to the original terms of receivables.

Inventories

Inventories are stated at the lower of cost (on a first-in-first-out basis) or net realisable value. Net realisable value is the estimated selling price in the ordinary course of business, less the estimated costs of completion and selling expenses.

Financial Assets

WDC classifies its financial assets into the three categories as detailed under A, B and C below. The classification depends on the purpose for which the financial assets were acquired.

Management determines the classification of its financial assets at initial recognition and re-evaluates this classification at each reporting date.

Financial assets and liabilities are initially measured at fair value plus transaction costs unless they are carried at fair value through profit and loss in which case the transaction costs are recognised in the Statement of Comprehensive

Revenue and Expense.

Purchases and sales of financial assets are recognised on trade-date, the date on which WDC commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and WDC has transferred substantially the risks and rewards of ownership.

The fair value of financial instruments traded in active markets is based on the quoted market prices at the balance sheet date. The quoted price used is the current bid price.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. WDC uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

A. Financial assets at fair value through profit and loss

This category has two sub categories: financial assets held for trading, and those designated at fair value through profit and loss at inception. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management. Included in this category are short-term investments, which are valued at fair value.

Assets in this category are classified as current assets if they are either held for trading or are expected to be realised within 12 months of the balance sheet date.

After initial recognition they are measured at their fair values. Gains or losses on re-measurement are recognised in the Statement of Comprehensive Revenue and Expense.

Council has classified its investments as financial assets at fair value through profit and loss. The portfolio includes investments in local authority and Government stock, registered bank bills and bonds, and corporate stocks and bonds. The reason for the classification is that the investments were acquired for the purpose of selling and trading in the near term, and they are part of a portfolio of identified financial instruments that are managed together and for which there is evidence of a pattern of short-term profit-taking. In addition, there is a quoted market price in an active market where fair value can be reliably measured.

B. Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. Included in this category are sinking funds that are valued at amortised cost. Community loans are included at amortised cost.

Gains and losses when the asset is impaired or derecognised are recognised in the Statement of Comprehensive Revenue and Expense.

C. Available-for-sale financial assets

Available-for-sale financial assets are non-derivatives that are either designated as available for sale or not designated in any of the other categories. Available-for-sale financial assets are held at fair value with gains or losses recognised directly in equity with the exception of impairment losses that are recognised in the Statement of Comprehensive Revenue and Expense. In the event of impairment, any cumulative losses previously recognised in equity, will be removed from equity and recognised in the Statement of Comprehensive Revenue and Expense, even though the asset has not been derecognised.

Impairment of Financial Assets

At each balance date WDC assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired. Any impairment losses are recognised in the Statement of Comprehensive Revenue and Expense.

Loans and other receivables

Impairment of a loan or receivable is established when there is objective evidence that WDC will not be able to collect

amounts due according to the original terms. Significant financial difficulties of the debtor/issuer, probability that the debtor/issuer will enter into bankruptcy, and default in payments are considered indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. For trade and other receivables, the carrying amount of the asset is reduced through the use of a doubtful debt account, and the amount of the loss is recognised in the statement of financial performance. When the receivable is uncollectible, it is written-off against the debtor account. Overdue receivables that have been renegotiated are reclassified as current (i.e. not past due). For term deposits, local authority stock, Government stock and community loans, impairment losses are recognised directly against the instruments carrying amount. Impairment is established when there is objective evidence that WDC will not be able to collect amounts due to the original terms of the instrument. Significant financial difficulties of the issuer, probability the issuer will enter into bankruptcy, and default in payments are considered indicators that the instrument is impaired.

Quoted and unquoted equity investments

A significant or prolonged decline in the fair value of the investment below its cost is considered an indicator of impairment. If such evidence exists the cumulative loss is removed from equity and recognised in the statement of financial performance. Impairment losses recognised in the statement of financial performance are not reversed through the statement of financial performance.

Interest-bearing borrowings

Interest-bearing borrowings are recognised initially at fair value less attributable transaction costs. Subsequent to initial recognition, interest-bearing borrowings are stated at amortised cost with any difference between cost and redemption value being recognised in the income statement over the period of the borrowings on an effective interest basis.

Non-current assets held for sale

Non-current assets are classified as held for sale and stated at the lower of their carrying amount and fair value less costs to sell if their carrying amount will be recovered principally through a sale transaction rather than through continuing use.

An impairment loss is recognised for any write down of the asset to fair value less costs to sell. A gain is recognised for any subsequent increases in fair value less costs to sell, but not in excess of any cumulative impairment loss previously recognised.

Non-current assets held for sale are not depreciated or amortised while they are classified as held for sale. Interest and other expenses attributable to the liabilities of a disposal group classified as held for sale continue to be recognised.

Property, Plant & Equipment

Property, plant and equipment consists of:

Operational assets – these include land, buildings, library books, plant and equipment and motor vehicles.

Restricted assets – restricted assets are parks and reserves owned by WDC that provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions.

Infrastructure assets – infrastructure assets are the fixed utility systems owned by WDC. Each asset class includes all items that are required for the network to function; for example, sewer reticulation includes reticulation piping and sewer pump stations.

Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses.

Additions

Additions of an item of property, plant and equipment are recognised at cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

Disposals

Gains and losses on disposal are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposal are included in the Statement of Comprehensive Revenue and Expense. When re-valued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to retained earnings.

Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that the future economic benefits or service potential associated with the item will flow to WDC and the cost of the item can be measured reliably.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment for WDC other than land, at rates that will write-off the cost (or valuation) of the assets to their estimated residual values over their useful lives. Our subsidiary company QRS Ltd. uses the diminishing value basis for depreciating plant, equipment and motor vehicles, office equipment and furniture, and computer hardware.

The useful lives and associated depreciation rates of major assets have been estimated as follows:

Property, Plant and Equipment

Estimated Life	Years
Quarries	30–40
Buildings	30–40
Other improvements	10–50
Plant, Equipment and Vehicles	4–10
Library Collection	2–10
Office Equipment, Furniture and Fittings	5–10
Computer Equipment	4–5

SEWERAGE	Life years	STORMWATER	Life years
Structures	50	Reticulation piping	50-100
Oxidation ponds	40	Culverts	50-100
Pipes	80-100	Manholes/sumps	50-100
Manholes	100	Open drains	Not depreciated
Pumps	10-15		
Plant	10-15		
Resource consents	25		

WATER SUPPLY	Life years	ROADS	Life years
Structures	50	Top surface (seal)	13
Pumps	15-20	Basecourse (sealed roads)	60
		Basecourses (unsealed roads)	Not depreciated
Reticulation piping	60-100	Formation	Not depreciated
Meters	20	Bridges	20-80
WATER SUPPLY	Life years	ROADS	Life years
Hydrants	40	Footpaths	15-40
Resource consents	20-25	Kerbs	50
Reservoirs	80	Streetlights (poles)	50

Application of the estimated useful economic lives of assets is subject to change depending on the individual circumstances of the asset, particularly when assets are revalued and the valuers provide an annual depreciation figure. The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

Revaluation

Those assets classes that are revalued are valued on a three-yearly valuation cycle on the basis described below. All other asset classes are carried at depreciated historical cost. The carrying values of revalued items are reviewed at each balance date to ensure that those values are not materially different to fair value. If there is a material difference then a revaluation is performed.

Increases in asset carrying amounts due to revaluation increase revaluation reserves in equity. Decreases in asset carrying amount decrease revaluation reserves in equity only to the extent that the class of asset has sufficient reserves to absorb the reduction. All other decreases are charged to the Statement of Comprehensive Revenue and Expense. If a revaluation increase reverses a decrease previously recognised in the Statement of Comprehensive Revenue and Expense, the increase is recognised first in the Statement of Comprehensive Revenue and Expense to reverse any previous reduction.

Operational Land and Buildings

Operational land and buildings were valued at fair value effective from 30 June 2005. WDC has elected to use the fair value of operational land and buildings as at 30 June 2005 as deemed cost. Operational land and buildings are no longer re-valued.

Restricted Land and Buildings

Restricted land and buildings were valued at fair value effective from 30 June 2005. WDC has elected to use the fair value of restricted land and buildings as at 30 June 2005 as deemed cost. Restricted land and buildings are no longer revalued.

Infrastructure Asset Classes: roads, water reticulation, sewerage reticulation and stormwater systems

Infrastructure assets are carried at fair value on a depreciated replacement cost basis as assessed by an independent valuer. At balance date WDC assesses the carrying values of its infrastructure assets to ensure that they do not differ materially from the assets' fair value. If there is a material difference, then the off-cycle asset classes are revalued. Any additions since valuation are carried at depreciated cost.

Land under Roads

Land under roads was valued on the basis of fair value of adjacent land as at 30 June 2005. WDC has elected to use the fair value of land under roads as at 30 June 2005 as deemed cost.

Intangible Assets

Software acquisition and development – acquired computer software licenses – are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs associated with maintaining computer software are recognised as an expense when incurred. Costs that are directly associated with the development of software for internal use by WDC are recognised as an intangible asset. Direct costs include software development employee costs and an appropriate portion of relevant overheads.

Amortisation

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use, and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the Statement of Comprehensive Revenue and Expense.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

Computer software	3 years	33%
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Impairment of Property, Plant and Equipment and Intangible Assets

Intangible assets that have an indefinite useful life, or are not yet available for use, are not subject to amortisation and are tested annually for impairment. Assets that have a finite useful life are reviewed for indicators of impairment at each balance date. When there is an indicator of impairment the asset's recoverable amount is estimated. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the asset's ability to generate net cash flows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service potential.

The value in use for cash-generating assets and cash-generating units is the present value of expected future cash flows.

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. For re-valued assets the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the Statement of Comprehensive Revenue and Expense.

For assets not carried at a revalued amount, the total impairment loss is recognised in the Statement of Comprehensive Revenue and Expense.

The reversal of an impairment loss on a revalued asset is credited to the revaluation reserve. However, to the extent that an impairment loss for that class of asset was previously recognised in the Statement of Comprehensive Revenue and Expense, a reversal of the impairment loss is also recognised in the Statement of Comprehensive Revenue and Expense.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the Statement of Comprehensive Revenue and Expense.

Forestry Assets

Forestry assets are independently valued annually at fair value less estimated costs to sell for one growth cycle. Fair value is determined based on the present value of expected net cash flows discounted at a current market determined pre-tax rate. This calculation is based on existing sustainable felling plans and assessments regarding growth, timber prices, felling costs and silvicultural costs and taking into consideration environmental, operational and market restrictions.

Gains or losses arising on the initial recognition of biological assets at fair value less estimated point-of-sale costs and from a change in fair value less estimated point-of-sale costs are recognised in the Statement of Comprehensive Revenue and Expense. The costs to maintain forestry assets are included in the Statement of Revenue and Expense.

Investment Property

Properties leased to third parties under operating leases are classified as investment property unless the property is held to meet service delivery objectives, rather than to earn rentals or for capital appreciation. Investment property is measured initially at its cost including transaction costs.

After initial recognition, WDC measures all investment property at fair value as determined annually by an independent valuer. Gains or losses arising from changes in fair values of investment properties are included in the Statement of Comprehensive Revenue and Expense.

Investment properties are derecognised when they have been disposed of or when the investment property is permanently withdrawn from use and no future benefit is expected from its disposal.

Any gains or losses on derecognition of an investment property are recognised in the Statement of Comprehensive

Revenue and Expense in the year of derecognition.

Impairment of Non-Financial Assets

Non-financial assets that have an indefinite useful life are not subject to amortisation and are tested annually for impairment. Assets that have a finite life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For a revalued asset, the impairment loss is recognised in the revaluation reserve for that class of asset. For an asset carried at cost, the impairment loss is recognised in the Statement of Comprehensive Revenue and Expense.

Trade and Other Payables

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

Borrowings

Borrowings are initially recognised at their fair value net of transaction costs incurred. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless WDC has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Employee Benefits

Short-term benefits

Employee benefits which WDC expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months and sick leave.

WDC recognises a liability for sick leave based on entitlements accrued at balance date, which WDC expects employees to use in future periods. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that WDC anticipates it will be used by staff to cover for future absences.

Long-term employee entitlements

Entitlements that are payable beyond 12 months, such as long service leave and retiring leave, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based upon years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlement information
- the present value of the estimated future cash flows.

The discount rate is based upon the weighted average of interest rates for Government stock with terms to maturity similar to those of the relevant liabilities. The inflation factor is based upon the expected long-term increase in remuneration for employees.

Superannuation

Defined Contribution Pension Plan obligations are recognised as an expense in the Statement of Comprehensive Revenue and Expense as incurred.

Provisions

WDC recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditure will be required to settle the obligation, and a reliable estimate can be made of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense.

Borrowing Costs

Borrowing costs are recognised as an expense in the period in which they occur.

Equity

Equity is the community's interest in WDC and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of reserves.

The components of the reserves are:

- retained earnings
- restricted reserves
- property plant and equipment reserves
- fair value through equity reserves.

Restricted & Council-created Reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by WDC.

Restricted reserves are those subject to specific conditions accepted as binding by WDC and which may not be revised by WDC without reference to the courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by Council decision. Council may alter them without references to any third party or the courts. Transfers to or from these reserves are at the discretion of Council.

Goods and Services Tax (GST)

All amounts in the financial statements are exclusive of GST, with the exception of receivables and payables that are stated at GST-inclusive amounts. When GST is not recoverable as an input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to the Inland Revenue Department (IRD), is included as part of receivables or payables in the statement of financial position. The net GST paid to or received from the IRD, including the GST relating to investing and financing activities, is classified as operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Overhead Cost Allocation

WDC has derived the cost of service for each significant activity using cost allocation systems outlined below.

Direct costs are those costs directly attributable to a significant activity. Indirect costs are those costs, which cannot be identified in an economically feasible manner, with a specific activity.

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities using appropriate cost drivers such as actual usage, staff numbers and floor area.

Critical Accounting Estimates and Assumptions

Management has exercised the following critical judgements in applying WDC's accounting policies for the period ended 30 June 2017:

Changes in Accounting Policies

The accounting policies are now in accordance with Tier 2 PBE accounting standards. Prior to 1 July 2014, Council financial statements were prepared in accordance with NZ IFRS accounting policies.

POLICY ON REPLACEMENT OF ASSETS

Compliance with Local Government Act 2002

The following policy was consulted on in 1999 and reconfirmed on 30 August 2006.

Depreciation:

The Local Government Act 2002 requires all territorial local authorities to fund the loss of service potential (i.e. depreciation). WDC has reviewed its assets and advises that the following assets will be depreciated but not funded for replacement.

1. Community halls and buildings on reserves
2. Community Centre
3. Ruakituri and Tuai fire appliances
4. Subsidised portion of roading
5. Staff housing
6. Camping ground
7. Loan-funded assets including the Māhia wastewater system and the Ōpoutama sewerage system.

The above assets will be maintained on an ongoing basis at a level that meets the needs of the community. Where appropriate Council will cover each asset with insurance cover for fire, earthquake and natural catastrophe.

The effects of this decision are that:

1. The current assets will be available for many years to come.
2. Once an asset reaches the point where it is considered unsafe to use then that asset will be removed. Any decision to provide a replacement service will be considered as a new service at that time and will be the subject of consultation.
3. Should any asset under this policy be the subject of an insurance claim then, prior to reinstatement, Council will decide whether reinstatement of the asset should proceed or whether the service should be discontinued at the time of loss.
4. By not funding loss of service potential (depreciation) there is a reduction in rates payable by the present ratepayers.

This reduction is as listed below.

Depreciation not funded:

Community Halls	6,819
Housing	4,608
Ruakituri and Tuai Fire Appliances	18,147
Camping Ground	8,421
LTNZ Portion Subsidised Roding	1,980,285
Community Centre	369,795
Loan Funded Assets including the Mahia wastewater and Opoutama sewerage systems	259,463
	<u>2,647,538</u>

Financial Prudence Benchmarks

Annual plan disclosure statement for year ending 30 June 2017

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.

The council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the **regulations**). Please refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark		Planned	Met
Rates affordability benchmark			Yes
• income	60% of total income	49%	Yes
• increases	LGCI plus 3.5%	4.9%	Yes
Debt affordability benchmark	Net debt less than 100% of total revenue	-37%	Yes
Balanced budget benchmark	100%	86%	No
Essential services benchmark	100%	311%	Yes
Debt servicing benchmark	Debt Servicing less than 10% of total revenue	2.7%	Yes

Notes:

1 Rates affordability benchmark

(1) For this benchmark,

- (a) the council's planned rates income for the year is compared with 60% of total income on rates contained in the financial strategy included in the council's long-term plan; and
- (b) the council's planned rates increases for the year are compared with LGCI plus 3.5% on rates increases for the year contained in the financial strategy included in the council's long-term plan.

(2) The council meets the rates affordability benchmark if—

- (a) its planned rates income for the year equals or is less than each quantified limit on rates; and
- (b) its planned rates increases for the year equal or are less than each quantified limit on rates increases.

2 Debt affordability benchmark

(1) For this benchmark, the council's planned borrowing is compared with net debt less than 100% of total revenue on borrowing contained in the financial strategy included in the council's long-term plan.

(2) The council meets the debt affordability benchmark if its planned borrowing is within each quantified limit on borrowing.

3 Balanced budget benchmark

(1) 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).

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

4 Essential services benchmark

(1) For this benchmark, the council's planned capital expenditure on network services is presented as a proportion of expected depreciation on network services.

(2) 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.

5 Debt servicing benchmark

(1) 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).

(2) 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.

FUNDING IMPACT STATEMENT

Council commissioned a legal review of its Funding Impact Statement. Following receipt of this advice, Council has decided to change some aspects of the Funding Impact Statement to ensure the Funding Impact Statement, and the rates set in accordance with the Funding Impact Statement, comply with the Local Government (Rating) Act 2002 and the Local Government Act 2002.

Various sections of the Local Government (Rating) Act 2002 ("Rating Act") and the Local Government Act 2002 that the Council sets its rates under require particular information to be identified in Council's Funding Impact Statement. This includes identifying the following:

- The basis for setting the general rate i.e. land, annual or capital value (Rating Act, section 13).
- Any category or categories that will be used for setting the general rate differentially (Rating Act, section 14).
- The activity or activities for which a targeted rate will be set (Rating Act, section 16).
- The category or categories that will be used to establish rateable land for a targeted rate (Rating Act, section 17).
- For each category, any factor that will be used to calculate liability for a targeted rate (Rating Act, section 18).
- The Council's intention to set a targeted rate for the quantity of water supplied (Rating Act, section 19).
- If the targeted rate is set differentially the total revenue sought from each category of rateable land or the relationship between the rates set on rateable land for each category (Local Government Act 2002, Sch 10, cl 20(4)(d)).
- Whether lump sum contributions will be invited in respect of the targeted rate (Local Government Act 2002, Sch 10, cl 20(4)(e)).
- Examples of the impact of the general rate and targeted rate rating proposals on the rates assessed on different categories of rateable land with a range of property values for the first year of the plan (Local Government Act 2002, Sch 10, cl 20(5)).

The total rates requirement included in the plan is \$11,893,576 (exclusive of doubtful debts and GST, and water supplied by meter), which represents an increase of \$530,992 from the 2016/17 financial year.

DIFFERENTIAL RATING FACTORS

The Rating Act authorises the concept of rates being charged at different rates in the dollar for different categories of rateable land. The categories must be defined using the matters in Schedule 2 of the Rating Act.

Council uses the authorisation to set rates on a differential basis to recognise the different rateable value of land, the uses of land within the district, and the differing provision and consumption of Council services relative to other categories of ratepayers in the district.

Council operates different cost centres for the urban and rural differential categories, so the base differential factor for the urban and rural differential categories may be different.

Council will use the differential categories set out below in the period 1 July 2016 to 30 June 2017 for the purposes of setting the general rate and the roading, recreation and services targeted rates: -

Urban differential categories

	Differential Category	Differential factor
i.	Wairoa Township (all properties not included in (ii), (iii), (iv) or (v) below) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township", and with a land value less than \$68,000.</i>	1

	Differential Category	Differential factor
ii.	<p>Wairoa Township (Commercial/Industrial) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township Commercial/Industrial".</i></p> <p>The reason for this differential is to reflect the relative advantage this group has relative to other ratepayers located in the same urban area. The benefits derive from the proximity to and the usage of Council services provided and the occupation of the Council developed precinct of the district.</p>	3.85
iii.	<p>Wairoa Township (Commercial/Industrial) (CV <\$200,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township Commercial/Industrial with rateable capital value less than \$200,000.00".</i></p> <p>The reason for this differential is to recognise the relative unfair burden of rates relative to services received for these properties.</p>	2.75
iv.	<p>Wairoa Township (Commercial/Industrial) (CV ≥\$200,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township Commercial/Industrial with rateable capital value equal to or greater than \$200,000.00".</i></p> <p>The reason for this differential is to recognise the relative unfair burden of rates relative to services received for these properties.</p>	2.75
v.	<p>Residential 3 (LV ≥\$68,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township" and with a land value equal to or greater than \$80,000.</i></p> <p>This differential category recognises the relative unfair burden of rates relative to services received for these properties.</p>	0.55

Rural differential categories

	Differential Category	Differential factor
vi.	<p>Wairoa Rural (all properties not included in (vii), (viii), (ix), (x), (xi), (xii) and (xiv) below) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural"</i></p>	1
vii.	<p>Rural Villages of Frasertown, Nūhaka and Raupunga <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural Residential" (the rural townships of Frasertown, Raupunga and Nūhaka).</i></p>	1.25
viii.	<p>Rural Non-Forestry (LV ≥\$100,000 and < \$1,000,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural", with a land value equal to or greater than \$100,000 and less than \$1,000,000.</i></p>	1
ix.	<p>Rural Non-Forestry (LV ≥\$1,000,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural" with Land Values greater than or equal to \$1,000,000.</i></p>	1
x.	<p>Rural Residential/Residential One (Māhia) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Māhia Rural Residential".</i></p> <p>The reason for this differential is to recognise the relatively high property values that unfairly penalise ratepayers in the district. Also, Council is collecting the similar dollar value as was previously collected.</p>	0.85

	Differential Category	Differential factor
xi.	Rural Residential - Residential One (b) (Tuai) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Tuai Rural Residential".</i> The reason for this differential is to recognise the relatively high property values that unfairly penalise ratepayers in the District. Also, Council is collecting the same dollar value as was previously collected.	0.5
xii.	Rural Rooding Forestry (<100ha) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural Forestry" and with a land area less than 100 hectares.</i>	1
xiii.	Rural Rooding Forestry (≥100ha) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural Forestry" and with a land area equal to or greater than 100 hectares.</i> This differential category recognises the use to which the land is put and subsequent additional maintenance costs as a result of the forestry activities.	1.54
xiv.	Rural Commercial (CV ≥\$200,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a.</i> The reason for this differential is to reflect the advantage this group has compared to other ratepayers located in the same rural area, by consuming greater Council resources relative to other rural properties.	3.7

Rates per unit in the following paragraphs are per \$000's of rateable value unless otherwise stated. Amounts shown are inclusive of GST at 15.0% (except in relation to water by meter rates which are expressed as being exclusive of GST).

GENERAL RATE

Council will assess a general rate based on the land value of all rateable land in the district, set differentially according to where land is situated, the use to which the land is put and the land value of the land.

The rates (per (\$000's) of land value) for 2017/2018 are:

	Differential Category	Rate per \$1000 of Land Value (incl GST) (\$)	Revenue Generated (incl GST) (\$)
i.	Wairoa Township (all properties not included in (ii) or (iii) below)/General Urban	2.4506	63,324
ii.	Wairoa Township (Commercial/Industrial)	9.4345	53,901
iii.	General Urban/Residential 3 (LV ≥\$68,000)	1.3478	8,620
iv.	Wairoa Rural (all properties not included in (v), (vi) or (vii) below)	0.377	313,166
v.	Villages of Frasertown, Nūhaka and Raupunga	0.4712	2,889
vi.	General Rural Residential/Residential One (Māhia)	0.3205	51,613

	Differential Category	Rate per \$1000 of Land Value (incl GST) (\$)	Revenue Generated (incl GST) (\$)
vii.	General Rural Residential - Residential One (b) (Tuaia)	0.1885	1,042

The general rate will raise \$494,556 (including GST) in 2017/18.

General rates will be used to fund all activities that are not covered by the uniform annual general charge, targeted rates or other funding mechanisms outlined in the Revenue and Financing Policy.

UNIFORM ANNUAL GENERAL CHARGE

Council will set and assess a uniform annual general charge as a fixed amount per separately used or inhabited part of a rating unit within the district. The Council's definition of separately used or inhabited part of a rating unit is set out at the end of the Funding Impact Statement.

The uniform annual general charge for 2017/18 is \$671.90 (incl GST), raising \$3,442,097 (incl GST) compared with \$3,267,357 (incl GST) in 2016/17.

The calculation for the uniform annual general charge is determined by the activities to be funded by this charge.

The uniform annual general charge will be used to fund Community Representation, Māori Liaison, Library costs, and 30% of Economic Development costs and the Community Complex.

TARGETED RATE – ROADING

Council will assess a targeted rate for roading on the land value of all rateable land in the district, set differentially according to where land is situated, the use to which the land is put and the land value of the land.

The rates (per (\$000's) of land value) for 2017/18 are:

	Differential Category	Rate per \$1000 of Land Value (incl. GST) (\$)	Revenue Generated (incl. GST) (\$)
i.	Wairoa Township (all properties not included in (ii) or (iii) below)/Roading Urban	8.4126	217,392
ii.	Wairoa Township (Commercial/Industrial)	32.3885	185,043
iii.	Residential 3 (LV ≥\$68,000)	4.627	29,591
iv.	Wairoa Rural (all properties not included in (v), (vi), (vii), (viii) and (ix) below)/Roading Rural	3.4368	173,991
v.	Rural Villages of Frasertown, Nūhaka and Raupunga	4.296	26,400
vi.	Rural Non-Forestry (LV ≥\$100,000 and < \$1,000,000)	3.4368	482,121
vii.	Rural Non-Forestry (LV ≥\$1,000,000)	3.4368	1,767,743
viii.	Roading Rural Residential/Residential One (Māhia)	2.9213	471,362

	Differential Category	Rate per \$1000 of Land Value (incl. GST) (\$)	Revenue Generated (incl. GST) (\$)
ix.	Roading Rural Residential - Residential One (b) (Tuai)	1.7184	9,503
x.	Rural Roding Forestry (<100ha)	3.4368	11,023
xi.	Rural Roding Forestry (≥100ha)	5.2927	645,653

The roading targeted rate will raise \$4,109,823 (including GST) in 2017/18.

The roading rate will be used to fund the roading activity.

TARGETED RATE – RECREATION

Council will assess a targeted rate for parks and reserves on the capital value of all rateable land in the district, set differentially according to where land is situated, the use to which the land is put and the capital value of the land.

The rates (per (\$000's) of capital value) for 2016/2017 are:

	Differential Category	Rate per \$1000 of Capital Value (incl. GST) (\$)	Revenue Generated (incl. GST) (\$)
i.	Wairoa Township (all properties not included in (ii) and (iii) below)/Recreation Urban	1.9238	348,327
ii.	Wairoa Township (Commercial/Industrial) (CV <\$200,000)	5.2903	46,139
iii.	Wairoa Township (Commercial/Industrial) (CV ≥\$200,000)	5.2903	172,260
iv.	Wairoa Rural (all properties not included in (v), (vi), (vii) and (viii) below)/Recreation Rural	0.3453	363,981
v.	Rural Villages of Frasertown, Nūhaka and Raupunga	0.4316	11,430
vi.	Recreation Rural Residential/Residential One (Māhia)	0.2935	77,049
vii.	Recreation Rural Residential/Residential One (b) (Tuai)	0.1727	2,692
viii.	Commercial Rural (CV ≥\$200,000)	1.2774	111,573

The recreation targeted rate will raise \$1,133,450 (including GST) in 2016/2017.

The recreation rate will be used to fund the parks and reserves activity.

TARGETED RATE – SERVICES

Council will assess a targeted rate in respect of other services, which includes regulatory services, economic development and community support on the capital value of all rateable land in the district, set differentially according to where land is situated, the use to which the land is put and the capital value of the land.

The rates (per (\$000's) of capital value) for 2017/18 are:

	Differential Category	Rate per \$1000 of Capital Value (incl GST) (\$)	Revenue Generated (incl GST) (\$)
i.	Wairoa Township (all properties not included in (ii) or (iii) below)/Services Urban	1.4922	270,379
ii.	Wairoa Township (Commercial/Industrial) (CV <\$200,000)	4.1035	35,788
iii.	Wairoa Township (Commercial/Industrial) (CV ≥\$200,000)	4.1035	133,617
iv.	Wairoa Rural (all properties not included in (v), (vi), (vii) and (viii) below)	0.2942	310,026
v.	Rural Villages of Frasertown, Nūhaka and Raupunga	0.3677	9,635
vi.	Rural Residential/Residential One (Māhia)	0.2501	65,641
vii.	Rural Residential/Residential One (b) (Tua)	0.1471	2,293
viii.	Commercial Rural (CV ≥\$200,000)	1.0883	95,054

The services targeted rate will raise \$ 922,434 (including GST) in 2016/2017.

The services rate will be used to fund the regulatory services, community support activities, and 70% of economic development costs.

TARGETED RATE – WATER SUPPLY (Fixed Charge)

Council will assess a targeted rate to fund water supply, set differentially according to where land is situated and the provision, or availability to the land of a service provided by, or on behalf of, Council as a fixed amount per separately used or inhabited part of a rating unit.

The rates for 2017/18 are:

	Differential Category	Basis for Liability	Charge (incl. GST) (\$)	Revenue Generated (incl. GST) (\$)
i.	Wairoa Township/Wairoa Ward Supply Area (including Frasertown and Wairoa Environs) – connected Water Charge Wairoa Frasertown Water Supply Peri Urban Water Supply	Per separately used or inhabited part of a rating unit	606.80	1,069,266 100,637 37,739
ii.	Wairoa Township Supply Area (including Frasertown and Wairoa Environs) – not connected but available <i>being a property to which water can be supplied but is not supplied (being a property within 100 metres of any part of the water reticulation system)</i>	Per separately used or inhabited part of a rating unit	303.40	

	Differential Category	Basis for Liability	Charge (incl. GST) (\$)	Revenue Generated (Incl. GST) (\$)
iii.	Māhanga Supply Area – connected	Per separately used or inhabited part of a rating unit	409.10	25,159
iv.	Māhanga Supply Area – not connected but available <i>being a property to which water can be supplied but is not supplied (being a property within 100 metres of any part of the water reticulation system)</i>	Per separately used or inhabited part of a rating unit	204.55	
iii.	Tuai Supply Area – connected	Per separately used or inhabited part of a rating unit	457.50	25,159
iv.	Tuai Supply Area – not connected but available <i>being a property to which water can be supplied but is not supplied (being a property within 100 metres of any part of the water reticulation system)</i>	Per separately used or inhabited part of a rating unit	228.75	

The water supply (fixed amount) targeted rate will raise \$1,211,702 compared with \$1,101,263 in 2016/17.

The Water supply rates will be used to fund the water supply activities in the Wairoa Township, Frasertown and Wairoa Environs, Māhanga, Tuai.

TARGETED RATE – WATER SUPPLY (Water by Meter)

Council will assess a targeted rate to fund water supply, set based on the volume of water consumed or supplied, for all rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply.

The rates for 2017/2018 are:

	Area	Basis for Liability	Charge per m ³ (Incl. GST) (\$)
i.	Wairoa Township Reticulation Area	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.48
ii.	Wairoa Environs Area (not including rating units in (i), (iii) and (iv))	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.48
iii.	Frasertown Reticulation Area	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.48
iv.	Tuai Reticulation Area	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.48
v.	Land Used for Meat Processing within the Wairoa Township	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.45

The Water supply rates will be used to fund the water supply activities in the Wairoa Township, Frasertown and Wairoa Environs, Māhanga, Tuai.

TARGETED RATE – SEWERAGE

Council will assess a targeted rate in respect of sewerage, set differentially according to where land is situated and the provision, or availability to the land of a service provided by, or on behalf of, Council.

The rates for 2017/18 are:

	Differential Category [1]	Basis for Liability	Charge (incl. GST) (\$)	Revenue Generated (incl. GST) (\$)
i.	Wairoa Ward – connected (not temporary accommodation businesses)	Per water closet or urinal connected (for up to the first five)	493.10	1,094,682
ii.	Wairoa Ward (not temporary accommodation businesses) – connected	Per water closet or urinal connected (for six to up to and including 15)	70% full rate	
iii.	Wairoa Ward (not temporary accommodation businesses) – connected	Per water closet or urinal connected (for 16 or more)	50% full rate	
iv.	Wairoa Ward – connected (temporary accommodation businesses)	Per water closet or urinal connected (for up to the first five)	493.10	
v.	Wairoa Ward – connected (temporary accommodation businesses)	Per water closet or urinal connected (for six or more)	50% full rate	
v.	Wairoa Ward – not connected but available <i>where a property is situated within 30 metres of a public sewerage drain to which it is capable of being connected, either directly or through a public drain.</i>	Per rating unit	246.55	28,600
vi.	Tuai Village - connected²	Per water closet or urinal connected	493.10	
vii.	Tuai Village – not connected but available <i>where a property is situated within 30 metres of a public sewerage drain to which it is capable of being connected, either directly or through a public drain.</i>	Per rating unit	246.55	
Viii.	Māhia – connected or required to be connected under the Trade Waste and Wastewater bylaw 2012	Per number or nature of connections from the land within each rating unit to the reticulation system	493.10	190,337
ix.	Ōpoutama – connected or required to be connected under the Trade Waste and Wastewater bylaw 2012	Per number or nature of connections from the land within each rating unit to the reticulation system	493.10	13,807

The sewerage targeted rate will raise \$ 1,327,425 (including GST) in 2017/18.

The sewerage rate will be used to fund the sewerage activity.

TARGETED RATE – WASTEWATER SCHEMES

Council will set and assess a targeted rate pursuant to the provision or availability to the land of a service provided by, or on behalf of, the local authority by the Māhia and Ōpoutama wastewater schemes.

The rates for 2017/18 are:

	Differential Category	Basis for Liability	Charge (incl. GST) (\$)	Revenue Generated (incl. GST) (\$)
i	Māhia Wastewater Scheme – capital repayment and finance costs associated with the scheme over 5 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Māhia Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.		79,201
	Māhia Wastewater Scheme – capital repayment and finance costs associated with the scheme over 10 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Māhia Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.		9,028
	Māhia Wastewater Scheme – capital repayment and finance costs associated with the scheme over 20 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Māhia Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.		155,286
	Māhia Wastewater Scheme – capital repayment and finance costs associated with the scheme over 30 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Māhia Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.		7,661
ii	Ōpoutama Wastewater Scheme – capital repayment and finance costs associated with the scheme over 5 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Ōpoutama Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.		4,393
	Ōpoutama Wastewater Scheme – capital repayment and finance costs associated with the scheme over 10 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Ōpoutama Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.		5,927
	Ōpoutama Wastewater Scheme – capital repayment and finance costs associated with the scheme over 20 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Ōpoutama Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.		17,739
	Ōpoutama Wastewater Scheme – capital repayment and finance costs associated with the scheme over 30 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Ōpoutama Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.		4,463

TARGETED RATE – WASTE MANAGEMENT

Council will assess a targeted rate in respect of waste management, set differentially according to where land is situated and the provision, or availability to the land of a service provided by, or on behalf of, Council. The rate is set as a fixed amount per separately used or inhabited part of a rating unit in the Wairoa Township Area and the Wairoa

Rural Area.

The rates for 2017/18 are:

	Differential Category	Basis for Liability	Charge (incl GST) (\$)	Revenue Generated (incl GST) (\$)
i.	Wairoa Township Area <i>being all rateable properties defined under the Rate Review Special Order Differential Rating Special Orders Resolution confirmed on 1st August 2001 under A General 2 "The Urban Area".</i>	Per separately used or inhabited part of a rating unit	208.20	402,412
ii.	Rural Areas <i>being all rateable properties defined under the Rate Review Special Order Differential Rating Special Orders Resolution confirmed on 1st August 2001 under A General 2 "The Rural Area".</i>	Per separately used or inhabited part of a rating unit	172.60	555,712

The waste management targeted rate will raise \$958,124 (including GST) in 2017/2018.

The waste management rate will be used to fund the waste management activity.

TARGETED RATE – DRAINAGE

Council will set and assess a targeted rate in respect of drainage set differentially according to where land is situated and the provision, or availability to the land of a service provided by, or on behalf of, Council. The rate is set as a fixed amount per separately used or inhabited part of a rating unit in the Wairoa Urban and the Māhia Township Areas.

The rates for 2017/18 are:

	Differential Category	Basis for Liability	Charge (incl. GST) (\$)	Revenue Generated (incl GST) (\$)
i.	Wairoa Urban Area <i>being all rateable properties defined under the Rate Review Special Order Differential Rating Special Orders Resolution confirmed on 1st August 2001 under A General 2 "The Urban Area".</i>	Per separately used or inhabited part of a rating unit	250.50	454,509
ii.	Māhia Township Area <i>being all rateable properties situated within the Māhia Township area</i>	Per separately used or inhabited part of a rating unit	175.00	80,207

The drainage targeted rate will raise \$534,716 (including GST) in 2016/2017.

The drainage rate will be used to fund the stormwater activity.

Definition of Separately Used or Inhabited Parts of a Rating Unit:

For the purposes of the general and targeted rates set by Council, a separately used or inhabited part of a rating unit is defined as:

A separately used or inhabited part of a rating unit includes any part of a rating unit that is used or inhabited by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement, or any part or parts of a rating unit that are used or inhabited by the ratepayer for more than one single use. Separately used or inhabited parts include:

- A residential property that contains two or more separately inhabitable units, flats or houses each of which is separately inhabited or is capable of separate habitation.

- A commercial, or other non-residential property that contains separate residential accommodation in addition to its commercial, farming or other primary use,
- A commercial premises that contains separate shops, kiosks or other retail or wholesale outlets, each of which is operated as a separate business or is capable of operation as a separate business.
- An office block which contains several sets of offices, each of which is used by a different business or which is capable of operation as separate businesses.

Council has recognised that there are certain instances where the above situations will occur, but in circumstances that do not give rise to separate uses or inhabitations. These specific instances are:

- Where a business, farm, orchard, vineyard or horticultural operation contains accommodation on a rent-free basis for the owner, staff or sharemilkers associated with the enterprises' productive operation.
- Where a residential property contains not more than one additional separately inhabited part and where members of the owner's family inhabit the separate part on a rent-free basis.
- Where an orchard, vineyard or horticultural operation contains a stall for the sale to goods produced solely by the operation or a residence that provides accommodation on a rent-free basis for the owner and staff of the operation.

PROSPECTIVE FUNDING IMPACT STATEMENT

For the year ending 30th June 2018

BUDGET 2016/17		BUDGET 2017/18	PER LTP 2017/18	VARIANCE
	Rates Revenue			
401,941	General Rate	430,094	439,177	(9,083)
2,797,796	Uniform Annual General charge	2,993,766	3,056,990	(63,224)
778,745	Uniform Annual Charge - waste management	833,292	850,889	(17,598)
3,978,482		4,257,152	4,347,057	(89,905)
	Targeted Rates			
1,022,723	Water Supply	1,094,359	1,117,471	(23,111)
1,317,540	Sewerage	1,409,826	1,439,599	(29,773)
	- Refuse Collection	-	-	
434,679	Drainage	465,126	474,949	(9,823)
749,708	Services	802,220	819,162	(16,942)
3,266,716	Roading	3,495,531	3,569,351	(73,820)
	- Stormwater/Drainage	-	-	
921,174	Recreation	985,697	1,006,514	(20,816)
7,712,540		8,252,759	8,427,045	(174,286)
	Other Revenue			
9,656,420	Subsidies	9,180,060	10,387,613	(1,207,553)
66,625	Petrol Tax	68,000	68,357	(357)
3,188,143	Fees and Charges	3,147,294	3,226,284	(78,990)
945,725	Investment Income	856,172	739,373	116,799
13,856,913		13,251,526	14,421,627	(1,170,101)
25,547,935	Total Operating Income	25,761,437	27,195,729	(1,434,292)
	- Loans Raised	-	1,220,950	(1,220,950)
20,000	Asset Sales	-	-	-
	- Sale of Investments	-	-	-
25,567,935		25,761,437	28,416,679	(2,655,242)

Note: GST Exclusive

Indicative Rating Sample 2017/18

	2015 Capital Value	2015 Land Value	Actual 2015/16	2015/16 to 2016/17 % (+/-)	Actual 2016/17	Budget 2017/18	2016/17 to 2017/18	\$ (+/-)	% (+/-)
Wairoa urban residential	160,000	16,000	2,603	2.65%	2,672	2,951	increase of	\$279.27	10.45%
Wairoa urban residential	380,000	100,000	3,260	5.13%	3,427	3,633	increase of	\$205.86	6.01%
Wairoa urban residential	250,000	26,000	2,973	3.63%	3,081	3,367	increase of	\$286.64	9.30%
Opoutama residential *	67,000	27,000	844	7.65%	908	969	increase of	\$60.55	6.67%
Wairoa urban commercial	510,000	29,000	7,420	9.26%	8,107	8,614	increase of	\$507.11	6.26%
Heavy Industrial	185,000	17,000	4,261	2.80%	4,381	4,680	increase of	\$299.24	6.83%
Utilities	6,330,000	0	13,003	-9.47%	11,772	14,975	increase of	\$3,203.08	27.21%
Mahia residential *	660,000	380,000	2,924	-4.58%	2,790	3,103	increase of	\$313.46	11.24%
Opoutama residential *	103,000	29,000	1,262	6.46%	1,343	1,488	increase of	\$144.40	10.75%
Tuai residential	86,000	34,000	1,615	4.88%	1,693	1,888	increase of	\$194.24	11.47%
Hill Country Property - Waikaremoana	2,950,000	2,450,000	11,580	4.34%	12,084	12,920	increase of	\$836.04	6.92%
Hill Country Property - Southern	2,240,000	1,850,000	8,919	-2.18%	8,725	9,333	increase of	\$607.71	6.97%
Hill Country Property - Morere	2,400,000	1,930,000	9,279	-1.94%	9,100	9,740	increase of	\$640.53	7.04%
Forestry Property - Southern	20,600,000	18,800,000	89,110	28.91%	114,874	120,609	increase of	\$5,734.66	4.99%
Nuhaka residential	109,000	10,000	852	6.75%	909	979	increase of	\$70.00	7.70%
Raupunga residential	65,000	5,000	792	8.39%	859	920	increase of	\$61.59	7.17%
Frasertown residential	180,000	6,500	1,414	4.28%	1,474	1,626	increase of	\$152.46	10.34%

* includes wastewater scheme capital scheme targeted rate

RATING BASE

The total projected rating units within the district at the end of the financial year is 7,058.

The total projected land value of all rating units is \$1,116,764,800.

The total projected capital value of all rating units is \$1,862,455,950.

OFFICIAL INFORMATION

Wairoa District Council, PO Box 54, Coronation Square, Wairoa 4160
Phone (06) 838 7309 Fax (06) 838 8874
email: info@wairoadc.govt.nz

DOCUMENTS HELD BY COUNCIL

Council holds a variety of documents spread between its departments. All requests for official information in the first instance should be addressed to:

Corporate Services Manager
Wairoa District Council
PO Box 54
Wairoa 4160

POLICY MANUALS/DOCUMENTS

The following documents contain policies, principles, rules or guidelines under which Council makes recommendations and decisions:

District Plan
Wairoa District Operative District Plan.

Local Government Act 2002 and Amendments
This Act sets out the powers and functions of regional Councils and territorial local authorities.

Local Government Official Information and Meetings Act 1987
This Act sets out the regulations relating to Official Information and Meeting Procedures for Local Bodies.

Long-term Plan 2015-2025

Wairoa District Policies

Civil Defence Plan
The Civil Defence Plan is a management plan for civil defence emergencies within the community. It is designed to minimise the effect of a major disaster on the population and to restore normal services back to the community as soon as possible.

Rural Fire Plan
The Rural Fire Plan is a management plan for rural fire emergencies within the community. It is designed to provide the necessary procedures and co-ordination to effectively respond and deal with fires in the rural area of the district.

Standing Orders (NZS 9202 - 2001)
Rules of conduct and standards for debate at meetings of Council.

Wairoa District Council Consolidated Bylaw
Asset Management Plans

COUNCIL DIRECTORY AS AT 30 JUNE 2017**EXECUTIVE STAFF**

Chief Executive Officer	F. Power
Corporate Services Manager	J. Baty
Economic Development and Engagement Manager	K. Tipuna
Engineering Manager	J. Cox
Chief Operating Officer	H. Montgomery
Chief Financial Officer	G. Borg

POSTAL ADDRESS

PO Box 54
Wairoa 4160

LOCATION

Coronation Square
97-103 Queen Street
Wairoa 4108

TELEPHONE

(06) 838 7309

FACSIMILE

(06) 838 8874

EMAIL

info@wairoadc.govt.nz

WEBSITE

www.wairoadc.govt.nz

AUDITORS

Ernst & Young
PO Box 490, Wellington 6140
On behalf of the Auditor-General

BANKERS

Westpac Banking Corporation
Marine Parade, Wairoa 4108

SOLICITORS

I. R. McDonald	Robinson Lawson	Simpson Grierson
Barristers & Solicitors	Barristers & Solicitors	Commercial Law
Locke Street, Wairoa 4108	PO Box 45, Napier 4140	PO Box 2402, Wellington 6140

INSURANCE BROKERS

Jardine Lloyd Thompson Ltd
PO Box 11-145, Wellington 6142

FEES & CHARGES AS AT 30 JUNE 2017

CHARGE DESCRIPTION	Incl GST
CORPORATE SERVICES	
Corporate Services Charges	
Motor Vehicle Use Charge (Per KM) <u>Across All Council Activities</u>	\$0.80
Provision Of Information (First Hour No Charge) For Each Half Hour Or Part Thereof (Deposit May Be Required)	\$38.00
Access To Archives (First Hour No Charge) For Each Half Hour Or Part Thereof (Deposit May Be Required)	\$38.00
Photocopying (Black & White) A4 Single Sided	\$0.20
Photocopying (Black & White) A4 Double Sided	\$0.40
Photocopying (Black & White) A3 Single Sided	\$0.30
Photocopying (Black & White) A3 Double Sided	\$0.60
Photocopying (Colour) A4 Single Sided	\$0.50
Photocopying (Colour) A4 Double Sided	\$1.00
Photocopying (Colour) A3 Single Sided	\$1.00
Photocopying (Colour) A3 Double Sided	\$2.00
Corporate Services Staff Labour	
Senior Corporate Services Staff (Per Hour)	\$130.00
Other Corporate Services Staff (Per Hour)	\$90.00
Community Halls	
Wairoa Memorial Hall - Refer Combined Services Clubs Inc	
Tuai Hall - Refer Tuai Hall Committee	
Library	
Lost Book	
Charges As Per Purchase Cost Of Item Plus \$5.00 Administration Fee	
Sundry Income	
Lost Cards (Per Replacement)	\$2.00
Overdues	
Administration Fee Per Letter Sent	\$2.00

CHARGE DESCRIPTION	Incl GST
Phone Message/Text Message/Email Message	\$0.50
Per Day Per Book For Adult Books	\$0.10
Per Day Per Book For Children's Books	\$0.10
Photocopy	
Photocopying (Black & White) A4 Single Sided	\$0.20
Photocopying (Black & White) A4 Double Sided	\$0.40
Photocopying (Black & White) A3 Single Sided	\$0.30
Photocopying (Black & White) A3 Double Sided	\$0.60
Photocopying (Colour) A4 Single Sided	\$0.50
Photocopying (Colour) A4 Double Sided	\$1.00
Photocopying (Colour) A3 Single Sided	\$1.00
Photocopying (Colour) A3 Double Sided	\$2.00
User Charges	
Bestseller Collection (Charge Varies Depending On Book)	
Per 10 Days For Books - A Format	\$3.00
Per 10 Days For Books - B Format	\$4.00
Per Week For Magazines	\$1.00
Per Day For Overdue Books	\$1.00
Per Day For Overdue Magazines	\$0.50
Reserve System	
Per General Collection Reserve	\$1.00
Per Reserve On A Bestseller	\$2.00
Council Property	
Commercial Property – All Rentals/Leases Determined By Market Valuation	
Housing – Staff – Rentals Determined By Market Valuation	
Housing Community Category 1 – Bedsit (Per Week)	\$45.00
Housing Community Category 2 – Single Unit (Per Week)	\$60.00
Housing Community Category 3 – Double Unit (Per Week)	\$80.00

CHARGE DESCRIPTION	Incl GST
FINANCE	
Rating Information	
Title Search	\$30.00
Copies Of Roll (Per 1000)	\$125.00
Geographic Information Services	
Plotter Printing Costs	
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A1	\$23.00
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A2	\$15.30
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A3	\$11.80
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A4	\$7.70
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A1	\$25.90
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A2	\$23.00
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A3	\$15.30
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A4	\$11.80
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A1	\$46.00
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A2	\$30.70
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A3	\$23.00
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A4	\$13.80
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A1	\$30.70
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A2	\$23.00
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A3	\$15.30
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A4	\$11.80
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A1	\$46.00
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A2	\$30.70
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A3	\$23.00
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A4	\$13.80
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A1	\$61.30
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A2	\$46.00
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A3	\$30.70
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A4	\$23.00
Geographic Information Service Staff Labour	
GIS Staff (Per Hour) (First ¼ Hour No Charge)	\$86.90

CHARGE DESCRIPTION**Incl GST****Special Map Request Charges**

Specialised maps are those which require new layers to be added to the GIS, analysis work and/or specialised printing techniques to be used.

In addition to printing charges outlined above, charges are based on actual time to the nearest ½ hour plus any actual packaging or postage costs incurred.

ENGINEERING**General Engineering Charges**

Tender Documents	\$50.00
Engineering Staff Labour	
Engineering Manager (Per Hour)	\$180.00
Operational Managers i.e Transport, Property & Utilities Asset Managers (Per Hour)	\$135.00
Other Engineering Staff (Per Hour)	\$105.00
Trainee/Cadets (Per Hour)	\$60.00

Traffic Management Plans & Corridor Access Requests

Permit application - minimum charge	\$180.00
Bond - Complex applications that require rigorous monitoring	\$2,500.00

Consultants

Consultancy costs are on-charged at cost. Council may charge an administration cost of up to 5%.

Consultancy costs may be incurred for the following activities:

- Permits for working in the road reserve
- Subdivisions – general inspections as work progress. Normally 1 -2 visits per month.
- Subdivisions – specific visits for testing of infrastructure – e.g. pressure test watermains or pre-seal inspections of road surface.
- Advice on fence encroachments.
- Enforcement of bylaws such as for fencing, cattletops etc
- Visits required where conditions of consent or other district plan rules are breached.
- New access ways.

CHARGE DESCRIPTION	Incl GST
Water Treatment Plant	
Laboratory Analyses Of Water Samples	
Bacteriological (Presence/Absence) (Per Sample)	\$35.00
Chemical Analysis (Chlorine, PH, Turbity) (Per Sample)	\$35.00
Water Supply Connections	
Administration Charge	\$100.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	
Water Supply Reconnections, Disconnections & Re-check Of Meter Readings	
Administration Charge	\$25.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	
Sewerage Connections (excludes Mahia/Opoutama)	
Administration Charge	\$100.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	
Stormwater Connections – To Piped Stormwater System	
This Applies To Connections To Council's Piped Stormwater System	
Administration Charge	\$100.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	
Stormwater Connections – To Open Drain Or Kerbside	
Administration Charge	\$25.00
Connection Costs (On Charged At Cost – Refer Note Below Regarding Contractor Costs)	

NB: Contractor Costs for Services Connections

Except as otherwise approved (at the discretion of the Engineering Manager) connections to Council's services (Stormwater, Sewer & Water Reticulation) may only be carried out by Council's maintenance Contractor. All costs incurred in making the connection will be on-charged to the applicant. Council may charge an administration cost of up to 5% of the value of the work.

CHARGE DESCRIPTION	Incl GST
Waste Management	
<u>Weighbridge Rates (Minimum weight 20kg)</u>	
Direct User Charges – Non Recyclables	
Wairoa Landfill – Weighbridge	
Green Waste (Per Tonne)	\$60.00
Other Waste (Per Tonne)	\$185.00
NB: If the weighbridge computer is not working, the Non-weighed Rates are to be applied and the transactions manually carried out – with handwritten receipts being given for cash received.	
<u>Non-Weighed Rates</u>	
Clean Green Waste	
Clean Green Waste (Per 40 Litre Bag)	\$1.20
Clean Green Waste (Car)	\$6.00
Clean Green Waste (Small Van Or Trailer)	\$9.00
Clean Green Waste (Car & Trailer)	\$12.00
Commercial Vehicles (Trucks) - As Assessed By Attendant	
Unsorted Waste	
Unsorted Waste (Per 40 Litre Bag)	\$3.70
Unsorted Waste (Car)	\$10.00
Unsorted Waste (Small Van Or Trailer)	\$20.00
Unsorted Waste (Car & Trailer)	\$25.00
Commercial Vehicles (Trucks) - As Assessed By Attendant	
NB: 1 x 40 Litre refuse bag = 2 x Supermarket plastic shopping bags.	
Vehicles & Tyres	
A \$10 petrol voucher will be given for all vehicles accepted at the landfill. Vehicles must be presented with fluids removed and must not be filled with refuse or other debris.	
Tyres are accepted at the following rates to cover the cost of shredding:	
Car Tyres	\$7.00
Truck Tyres	\$17.00

CHARGE DESCRIPTION	Incl GST
Burial Of Asbestos	
Administration Fee (all Asbestos transitions)	\$50.00
Weighbridge Charges for Out of District Asbestos Waste (per tonne)	\$450.00
Note: Asbestos from sites within Wairoa District charged Admin Fee plus prevailing weighbridge rate for general refuse	
Airport	
Landing Fees	
Light Aircraft	\$14.00
Heavy Aircraft	\$18.00
Casual Landings Where Account Required To Be Sent	\$20.00
Facility Fees – Parking Of Aircraft	
Topdressing Aircraft (Per Annum)	\$1,771.00
Private Aircraft (Per Annum)	\$759.00
Wairoa Aero Club (Single Engine) (Per Annum)	\$379.50
Privately Owned Aircraft (Operated/Leased By Wairoa Aero Club)	\$390.50
Wairoa Aero Club Leased Planes (For Periods Of Less Than Six Months) (Per Month)	\$22.00
Cookson Air Facilities Lease (Ground Rental) (Per Month)	\$253.00
Storage Of Microlight Aircraft (Per Annum)	\$63.25
Hireage of aeroclub building (per day or night)	\$200.00
Cemeteries	
Plot Charges	
Ashes	\$155.00
Child	\$305.00
Standard	\$615.00
Interments	
Ashes	\$115.00
Still Born	\$70.00
Under 13 Years	\$480.00
Standard Single	\$615.00
Standard Double	\$665.00

CHARGE DESCRIPTION	Incl GST
Disinterment/Reinternment	
Contractor actual costs will be on-charged to the applicant. Council may charge an administration cost of up to 5% of the value of the work.	
Sundry Charges	
Monumental Work Permit	\$20.00
Parks & Reserves	
Rural Domains (Nuhaka, Frasertown, Otoi and Kotemaori)	
One off cases per day. User charges for rural domains determined by local Domain committees on a case by case basis.	
Urban Parks	
All i.e Clyde Domain, Alexandra Park, Pohutakawa Reserve, Lighthouse Reserve etc.. (per day)	\$50.00
Bonds	
Casual daily hirers will be required to pay a refundable bond of \$300 provided facilities left in acceptable state.	\$300.00
REGULATORY	
Building Control	
Building Control Staff	
Building Control Officer (Per Hour)	\$135.00
Regulatory Administration Officer (Per Hour)	\$100.00
Building/Drainage Consents	
Consent Applications Based On Time Occupied	
DBH Levy: the Building Act 2004 requires council to collect a levy of \$2.01 per \$1000 value of building work valued \$20,000 & over	
BRANZ Levy: Building Research Levy Act 1969 requires Council to collect a levy of 0.1% (\$1.00 per \$1000 value) Of Building work valued \$20,000 & over	
Value of Building Work: This is based on the Dept. of Building and Housing costs and Rawlinson's New Zealand Construction Handbook set costs	
NB: Some of the fees are determined by statute/regulation and Council is not able to change them. They are subject to change without notice.	
Central Govt. accreditation Audit Fee - under \$20,000	\$25.00
Central Govt. accreditation Audit Fee - under \$100,000	\$60.00

CHARGE DESCRIPTION	Incl GST
Central Govt. accreditation Audit Fee - over \$100,000	\$115.00
Central Govt. accreditation Audit Fee - Commercial	\$170.00
Residential Consent Deposits - Building Work <\$100,000 <u>deposit</u>	\$400 (dep)
Residential Consent Deposits - Building Work >\$100,000 <u>deposit</u>	\$1,000.00 (dep)
Commercial Consent Deposit	\$1,000.00 (dep)
Manual Lodgement Fee	\$125.00
Online Lodgement Fee	\$75.00
Solid Fuel Heaters – Free Standing within 20km of Wairoa Township (Includes Accreditation Fee) Note additional inspections at cost	\$265.00
Solid Fuel Heaters – Free Standing further than 20km from Wairoa Township (Includes Accreditation Fee). Note additional inspections at cost	\$325.00
Solid Fuel Heaters – In Built Heater within 20km of Wairoa Township (Includes Accreditation Fee). Note additional inspections at cost	\$325.00
Solid Fuel Heaters – In Built Heater further than 20km from the Wairoa Township (Includes Accreditation Fee). Note additional inspections at cost	\$385.00
Marquees (Includes One Inspection - Additional Inspections At Cost)	\$180.00
Demolition Consent (Includes One Inspection - Additional Inspections At Cost)	\$225.00
Code Compliance Certificate - project up to \$19,999	\$60.00
Code Compliance Certificate - project value over \$20,000	\$130.00
Code Compliance Certificate - For consents granted under Building Act 1991 (lodged prior to 30 November 2004)	\$130.00
Building Property Files Search	\$30.00
Building Consent Amendment	\$50.00
Building Consent Cancellation, Lapsing Fee & Refused Fee	\$70.00
Swimming Pool Fence Inspection (Plus Mileage & Time)	\$135.00
Certificate Of Acceptance (Plus Normal Inspection & Mileage)	\$515.00
Certificate Of Public Use (Plus Mileage & Time)	\$255.00
Notice To Fix	\$95.00
Building Relocation Report Request By Territorial Authority/Customer (Plus Mileage & Time)	\$515.00
Administration Fee - Maori Land Court Letter	\$50.00
Administration Fee - Road/footpath damage Bond	\$50.00
Issue of Consent reports - Monthly (Annual subscription)	\$50.00
Issue Of Compliance Schedule	\$255.00
Amendments To Certificate Of Compliance Schedule	\$115.00

CHARGE DESCRIPTION	Incl GST
Building Warrant Of Fitness Administration	\$100.00
Building Warrant Of Fitness Audit fee	\$150.00
Certificate Of Title Registration Of 573 & 74 Notice (Plus Any Inspection Costs)	\$250.00
Certificate Of Title Registration Of 577 & 78 Notice (Plus Any Inspection Costs)	\$250.00
Application for Building Consent Exemption Fee	\$180.00
Entry of Building Report On To Property File	\$65.00
Photocopy Charges (Refer To Administration Photocopying Charges)	
Scanning Building Consent Plans – Standard Fee A4 Sheets & Application Form	\$15.00
Scanning – A3 (Per Sheet)	\$2.00
Scanning – A2 & A1 (Per Sheet)	\$5.00
NB: The above are not applicable to fixed fee consents.	
Copy Of Certificate Of Title	\$30.00
Property Information	
Land Information Memorandum - 10 working days (Residential/Rural Property)	\$250.00
Property Information Memorandum	\$130.00
Engineering & Planning Fee	\$130.00
Environmental Health	
Registration Of Premises (annual fee) And/Or Approval Of Plan - Fee	
Apiaries	\$200.00
Ancillary Food Premises	\$200.00
Dairy/Grocery	\$200.00
Butchery/Bakery	\$300.00
Takeaways	\$320.00
Eating Houses	\$330.00
Fruit & Vegetables	\$200.00
Other Food Premises	\$200.00
Occasional Food Premises – Per Day	\$100.00
Temporary Food Stands	\$50.00
Market Stall	\$50.00
Boarding Houses Etc	\$250.00

CHARGE DESCRIPTION	Incl GST
Hairdressers	\$170.00
Funeral Directors	\$175.00
Offensive Trades	\$175.00
Motels	\$175.00
Camping Grounds With Shop	\$290.00
Camping Grounds Without Shop	\$190.00
Hawkers	\$165.00
Itinerant Traders	\$165.00
Mobile Shops	\$200.00
Inspections – Client Requested	\$210.00
Local Trade Permit	\$150.00
Registration of Food Control Plan	\$330.00
Annual Food Control Plan Audit	\$200.00
Environmental Health Officer (Per Hour) - charged when extended time required to resolve issues	\$115.00
Liquor Control	
Fees Set By Statute (Sale and Supply of Alcohol Act 2012 (Fees Regulations))	
On / Off / Club Licences and Renewal	
Risk	Application Annual Fee
Very Low	\$368.00 \$161.00
Low	\$609.50 \$391.00
Medium	\$816.50 \$632.50
High	\$1,023.50 \$1,035.00
Very High	\$1,207.50 \$1,437.50
Special Licences	
Class 1	\$575.00
Class 2	\$207.00
Class 3	\$63.25
Temporary Licence	\$296.70
Permanent Club Charter	\$632.50
Extract From Register	\$57.50
Appeals to ARLA	\$517.50

CHARGE DESCRIPTION	Incl GST
Extract Of Records	\$25.00
Managers Certificate and Renewals	\$316.25
Temporary Authority	\$296.70
Fees for Hearings are a Full Cost Recovery	
Liquor Licencing Officer (Per Hour)	\$115.00
Regulatory Administration Officer (Per Hour)	\$110.00
Dog Control	
Class D – Dogs classified Dangerous (\$10.00 discount if registered before 31 July)	\$130.00
Class M – Dogs classified Menacing (\$10.00 discount if registered before 31 July)	\$130.00
Class W – Dogs classified as working (\$10.00 discount if registered before 31 July)	\$50.00
Class S – being all other dogs (\$10.00 discount if registered before 31 July)	\$80.00
Replacement Tag	\$10.00
Micro Chipping	\$35.00
Dog Control Officers Time Where Rechargeable (Per Hour)	\$110.00
Impounding Fees	
First Impounding	\$50.00
Second Impounding	\$75.00
Third and Subsequent Impounding	\$110.00
Dogs Impounded After 6pm and Before 6am	\$120.00
Daily Sustenance Charge	\$15.00
Livestock Control	
Stock Impounding	
Horses & Cows (Per Head For First Day)	\$40.00
Horses & Cows (Per Head Per Day Thereafter)	\$25.00
Sheep (Per Head For First Day)	\$25.00
Sheep (Per Head Per Day Thereafter)	\$10.00
Driving Charges (Fee Based Upon Cost Of Shifting Stock To Pound (Minimum Charge \$10.00)	
Sustenance Charges (Based On Cost Of Stock Food)	

CHARGE DESCRIPTION	Incl GST
Stock Droving	
Droving Permit	\$75.00
Holding Paddock (Per Hundred Per Day)	\$40.00
Livestock Control Staff	
Council Supervision (Staff Time Charged At Appropriate Rate)	
Impounding Officer (Per Hour) Where Rechargeable	\$110.00
Resource Planning	
Deposit Payable With Full Cost Recovery:	
Deposit Land Use Consent Non Notified	\$450.00
Deposit Subdivision Consent Non Notified	\$800.00
Deposit Land Use & Subdivision Consent Limited Notified	\$2,000.00
Deposit Land Use & Subdivision Consent Notified	\$4,000.00
Deposit Change of Conditions	\$200.00
Deposit Designation & Notice Of Requirements	\$800.00
Deposit Heritage Orders	\$150.00
Deposit Private Plan Change	\$6,000.00
Deposit Overseas Investment Certificate /Crown Land Disposal Certificate	\$200.00
Deposit for Certificate Of Compliance	\$250.00
*Administration Fee	\$100.00
*Monitoring Fee	\$100.00
*Bond Administration Fee	\$50.00
Minimum Fee With Full Cost Recovery	
* Review & Signature Survey Plan - S223	\$200.00
* Review & Signature Survey Plan - S224	\$200.00
* Review & Signature Survey Plan - S226	\$200.00
* Outline Plan & Review – S176A	\$250.00
Waiver to Outline Plan	\$100.00
* Right Of Way Application – S348	\$300.00
NB: * = Minimum fee, additional fees may be charged.	

CHARGE DESCRIPTION	Incl GST
Resource Planning Staff	
District Planner (Per Hour)	\$135.00
Regulatory Administration Officer (Per Hour)	\$110.00
Chief Operating Officer (Per Hour)	\$180.00
Engineering Staff at rates determined by the Engineering Manager but not less than \$100.00 per hour	
External Costs e.g. Consultants Are Recovered From Applicant At Cost	
Emergency Management	
Fire Permits (No Cost)	
Fire Fighting Costs (Full Cost Recovery)	
Emergency Management Staff	
Inspections For Fire Plans (Per Hour)	\$100.00
Fire Officer (Per Hour)	\$100.00
Board (TAB) Venue Consent Application	
Application Fee	\$300.00
License Inspection Fee (Per Inspection, Following Successful Application)	\$100.00
Consultation & Hearing Costs Are Recovered From Applicant	
Noise Control	
First Call to Excessive Noise	\$50.00
Second Call to Excessive Noise	\$60.00
Third and Subsequent Calls to Excessive Noise	\$80.00
Recovery of Impounded Equipment = Actual Cost + 10%	
Noise Control Officer (Per Hour)	\$115.00
Regulatory Administration Officer (Per Hour)	\$110.00
Continuous excessive noise will result in further charges up to \$1000.00	

Infringement Fees - Dog Control Act 1996		
Section	Description of offence	Fee (\$)
18	Wilful obstruction of dog control officer or ranger	\$750.00
19(2)	Failure or refusal to supply information or wilfully providing false particulars	\$750.00
19A(2)	Failure to supply information or wilfully providing false particulars about dog	\$750.00
20(5)	Failure to comply with any bylaw authorised by the section	\$300.00
23A(2)	Failure to undertake dog owner education programme or dog obedience course (or both)	\$300.00
24	Failure to comply with obligations of probationary owner	\$750.00
28(5)	Failure to comply with effects of disqualification	\$750.00
32(2)	Failure to comply with effects of classification of dog as dangerous dog	\$300.00
32(4)	Fraudulent sale or transfer of dangerous dog	\$500.00
33EC(1)	Failure to comply with effects of classification of dog as menacing dog	\$300.00
33F(3)	Failure to advise person of muzzle and leashing requirements	\$100.00
36A(6)	Failure to implant microchip transponder in dog	\$300.00
41	False statement relating to dog registration	\$750.00
41A	Falsely notifying death of dog	\$750.00
42	Failure to register dog	\$300.00
46(4)	Fraudulent procurement or attempt to procure replacement dog registration label or disc	\$500.00
48(3)	Failure to advise change of dog ownership	\$100.00
49(4)	Failure to advise change of address	\$100.00
51(1)	Removal, swapping, or counterfeiting of registration label or disc	\$500.00
52A	Failure to keep dog controlled or confined	\$200.00
53(1)	Failure to keep dog under control	\$200.00
54(2)	Failure to provide proper care and attention, to supply proper and sufficient food, water, and shelter, and to provide adequate exercise	\$300.00
54A	Failure to carry leash in public	\$100.00
55(7)	Failure to comply with barking dog abatement notice	\$200.00
62(4)	Allowing dog known to be dangerous to be at large unmuzzled or unleashed	\$300.00
62(5)	Failure to advise of muzzle and leashing requirements	\$100.00
72(2)	Releasing dog from custody	\$750.00

Infringement Fees - Building Act 2004		
Section	Description of offence	Fee (\$)
s 40	Failing to comply with the requirement that building work must be carried out in accordance with a building consent	\$750.00
s 42	Failing to apply for a certificate of acceptance for urgent building work as soon as practicable after completion of building work	\$500.00
s 85(1)	Person who is not licensed building practitioner carrying out restricted building work without supervision of licensed building practitioner with appropriate licence	\$750.00
s 85(2)(a)	Licensed building practitioner carrying out restricted building work without appropriate licence	\$500.00
s 85(2)(b)	Licensed building practitioner supervising restricted building work without appropriate licence	\$500.00
s 101	Failing to comply with the requirement to obtain a compliance schedule	\$250.00
s 108(5)(a)	Failing to display a building warrant of fitness required to be displayed	\$250.00
s 108(5)(b)	Displaying a false or misleading building warrant of fitness	\$1,000.00
s 108(5)(c)	Displaying a building warrant of fitness other than in accordance with section 108	\$1,000.00
s 116B(1)(a)	Using, or knowingly permitting the use of, a building for a use for which it is not safe or not sanitary	\$1,500.00
s 116B(1)(b)	Using, or knowingly permitting the use of, a building that has inadequate means of escape from fire	\$2,000.00
s 124	Failing to comply with a notice, within the time stated in the notice, requiring work to be carried out on a dangerous, earthquake-prone, or insanitary building	\$1,000.00
s 128	Using or occupying a building, or permitting another person to do so, contrary to a territorial authority's hoarding, fence, or notice	\$2,000.00
s 168	Failing to comply with a notice to fix	\$1,000.00
s 314(1)	Person holding himself or herself out as being licensed to do or supervise building work or building inspection work while not being so licensed	\$500.00
s 363	Using, or permitting use of building having no consent or code compliance certificate or certificate for public use for premises for public use	\$1,500.00
s 367	Wilfully obstructing, hindering, or resisting a person executing powers conferred under the Act or its regulations	\$500.00
s 368	Wilfully removing or defacing a notice published under the Act or inciting another person to do so	\$500.00
<i>Dam safety offences</i>		
s 134(1)	Improper Representation as Licenced Inspector	\$500.00
s 140	Dam owner failing to prepare, or arrange the preparation of, a dam safety assurance programme and submit it for audit	\$500.00
s 145	Dam owner failing to comply with a direction from a regional authority to have a dam safety assurance programme re-audited and submitted	\$250.00

Infringement Fees - Building Act 2004

<i>Section</i>	<i>Description of offence</i>	<i>Fee (\$)</i>
s 150(4)(a)	Dam owner knowingly failing to display a dam compliance certificate required to be displayed	\$250.00
s 150(4)(b)	Dam owner displaying a false or misleading dam compliance certificate	\$1,000.00
s 150(4)(c)	Dam owner displaying a dam compliance certificate other than in accordance with section 150	\$1,000.00
s 154	Dam owner failing to comply with a notice, within the time stated in the notice, requiring work to be carried out on a dangerous dam	\$2,000.00
s 134	Dam owner failing to classify a dam	\$500.00
s 138	Dam owner failing to comply with a direction from a regional authority to have a classification re-audited and submitted	\$250.00

8.6 RESOLUTION TO SET RATES FOR THE YEAR COMMENCING 1ST JULY 2017 TO 30TH JUNE 2018

Author: Gary Borg, Chief Financial Officer
Authoriser: Fergus Power, Chief Executive Officer
Appendices: 1. Rates Resolution 2017-18 [↓](#)

1. PURPOSE

1.1 The purpose of this report is to set the rates for the year commencing 1 July 2017.

RECOMMENDATION

The Chief Financial Officer RECOMMENDS that Council set the following rates under the Local Government (Rating) Act 2002 for the financial year commencing 1st July 2017 in accordance with the resolution attached as Appendix 1.

EXECUTIVE SUMMARY**2. BACKGROUND**

2.1 Having adopted the Annual Plan for the year ending 30 June 2018, Council s23 LGRA requires Council to set rates in accordance with the Funding Impact Statement contained in that plan.

3. CURRENT SITUATION

- 3.1 This report discloses the individual rates required to implement decisions made in the Annual Plan 2017/18. The individual rates shown in Appendix 1 are inclusive of Goods and Services Tax (GST).
- 3.2 Rates are calculated in the Funding Impact Statement in accordance with Council's Revenue and Financing Policy.
- 3.3 The rates assessed on individual ratepayers will be as set by resolution, subject to minor changes in the Rating Information Database between the resolution date and the commencement of the financial year.

4. OPTIONS

- 4.1 The options identified are:
- Set the rates as described in Appendix 1.
 - Modify the rates.
 - Do not set rates for the year ending 30 June 2018.
- 4.2 Under option (a) rates would be set consistently with Council's Revenue and Financing Policy and appropriate funding would be set to meet the commitments set out in the Annual Plan 2017/18.
- 4.3 Option (b) would require consultation if it invoked any material changes to either the Annual Plan budgets or the Revenue and Financing Policy. This would delay the setting of rates beyond the start of the financial year and Council's funding capacity would be

compromised. As an interim measure s50 LGRA permits Council to continue to invoice rates equivalent to those for the year ended 30 June 2017. However this would mean a delay to Council initiating the undertakings contained in its Annual Plan and would create uncertainty for ratepayers regarding their liability for the year.

- 4.4 Rates comprise approximately 48% of Council's revenue. Therefore under option (c) Council would be unable to fund its operations sufficiently to meet its objectives for community services and infrastructure for the year.
- 4.5 The preferred option is a) Set the rates as described in Appendix 1. This meets the purpose of local government as it will help meet the current and future needs of communities for good-quality infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

5. CORPORATE CONSIDERATIONS

What is the change?

- 5.1 No change is envisaged by the recommendation and there are no service delivery implications.

Compliance with legislation and Council Policy

- 5.2 The recommendation is consistent with:
- 5.2.1. Annual Plan 2017/18
 - 5.2.2. Council's Revenue and Financing Policy
 - 5.2.3. Local Government (Rating) Act 2002
 - 5.2.4. Local Government Act 2002

What are the key benefits?

- 5.3 The setting of rates consistent with the Funding Impact Statement contained in the Annual Plan 2017/18 will enable Council to derive sufficient revenue in the appropriate composition to give effect to the decisions made in the plan.

What is the cost?

- 5.4 There is no direct cost inherent in setting rates. However, there may be revenue foregone if the rates are not set as recommended, with a consequential impact on operations and projects.

What is the saving?

- 5.5 It is unlikely that any savings by the rates resolution alone. These possibilities were examined as part of the budget reviews for the Annual Plan.

Who has been consulted?

- 5.6 The rates proposed are those required to provide sufficient revenue for the undertakings contained within the Annual Plan. Council conducted public consultation on this via the Long-term Plan 2015-25 and the consultation document for the Annual Plan 2017-18.

Maori Standing Committee

- 5.7 This matter has not been referred to the Maori Standing Committee as the setting of rates affects the community as a whole.

6. SIGNIFICANCE

- 6.1 In accordance with Council's Significance and Engagement Policy the setting of rates consistent with an Annual Plan is administrative and assessed as being of low significance.

7. RISK MANAGEMENT

- 7.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10 and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:
- a. There are no strategic risks with setting rates consistent with an Annual Plan.
 - b. There are risks associated with not setting rates or setting rates that differ to those contained in the Funding Impact Statement:
 - i. Financial and Reputational: Council would be unable to generate sufficient revenue to meet the objectives contained in the Annual Plan, and may be unable to fulfil its expected levels of service
 - ii. Legal: Rates not set in accordance with the Funding Impact Statement or without appropriate consultation may be ultra vires.

Further Information

Prospective rates for 2017/18 are available to ratepayers on Council's website.

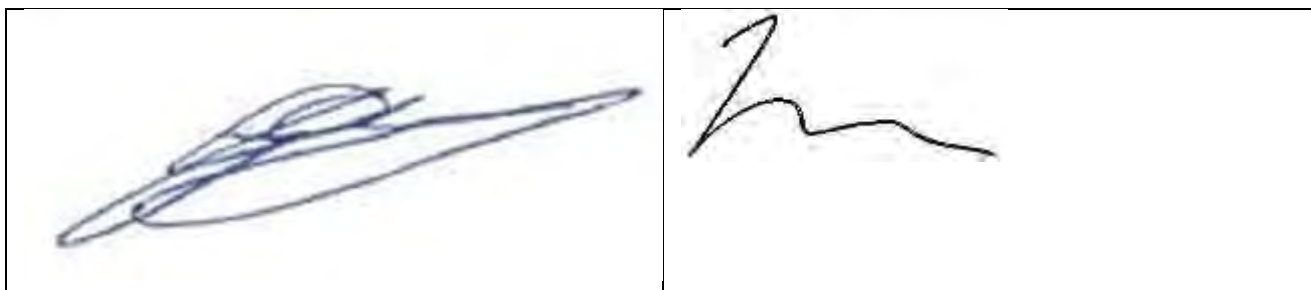
Background Papers

Annual Plan 2017/18

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author Gary Borg	Approved by Fergus Power
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Council

20 June 2017

**Appendix 1****Resolution to set Rates for the year commencing 1st July 2017**

THAT:

The Wairoa District Council sets the following rates under the Local Government (Rating) Act 2002 for the financial year 1st July 2017 to 30 June 2018.

1. Uniform Annual General Charge

- (a) a uniform annual general charge under section 15 of the Local Government (Rating) Act 2002 on all rateable land of \$671.90 (incl GST) per separately used or inhabited part of a rating unit.

2. General Rate

- (a) a general rate under sections 13 and 14 of the Local Government (Rating) Act 2002 at different rates in the dollar of land value for all rateable land in all differential categories used for setting the general rate, as follows:

	Differential Category	Rate in the \$ of Land Value (incl GST) (\$)
i.	Wairoa Township (all properties not included in 2(ii) or (iii) below) / General Urban <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township", and with a land value less than \$68,000.</i>	0.0024506
ii.	Wairoa Township (Commercial/Industrial) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township Commercial/Industrial".</i>	0.0094345
iii.	General Urban/Residential 3 (LV ≥\$68,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township" and with a land value equal to or greater than \$68,000.</i>	0.0013478
iv.	Wairoa Rural (all properties not included in 2(v), (vi) or (vii) below) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural".</i>	0.0003770

	Differential Category	Rate in the \$ of Land Value (Incl GST) (\$)
v.	Rural Villages of Frasertown, Nuhaka and Ruapunga <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural Residential" (the rural townships of Frasertown, Raupunga and Nuhaka).</i>	0.0004712
vi.	General Rural Residential / Residential One (Mahia) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Mahia Rural Residential".</i>	0.0003205
vii.	General Rural Residential - Residential One (b) (Tua) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Tua Rural Residential".</i>	0.0001885

3. Roading Targeted Rate

- (a) a roading targeted rate set under section 16 of the Local Government (Rating) Act 2002 at different rates in the dollar of land value for all rateable land in all differential categories used for setting the roading targeted rate, as follows:

	Differential Category	Rate in the \$ of Land Value (Incl GST) (\$)
i.	Wairoa Township (all properties not included in 3(ii) or (iii) below) / Roading Urban <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township", and with a land value less than \$68,000.</i>	0.0084126
ii.	Wairoa Township (Commercial/Industrial) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township Commercial/Industrial".</i>	0.0323885
iii.	Residential 3 (LV ≥\$68,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township" and with a land value equal to or greater than \$68,000.</i>	0.0046270
iv.	Wairoa Rural (all properties not included in 3(v), (vi), (vii), (viii) and (ix) below) / Roading Rural <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural" with a land value less than \$100,000.</i>	0.0034368
v.	Rural Villages of Frasertown, Nuhaka and Ruapunga <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural Residential" (the rural townships of Frasertown, Raupunga and Nuhaka).</i>	0.0042960

2

	Differential Category	Rate in the \$ of Land Value (incl GST) (\$)
vi.	Rural Non-Forestry (LV ≥\$100,000 and < \$1,000,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural", with a land value equal to or greater than \$100,000 and less than \$1,000,000.</i>	0.0034368
vii.	Rural Non-Forestry (LV ≥\$1,000,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural" with Land Values greater than or equal to \$1,000,000.</i>	0.0034368
viii.	Roading Rural Residential / Residential One (Mahia) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Mahia Rural Residential".</i>	0.0029213
ix.	Roading Rural Residential - Residential One (b) (Tua) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Tua Rural Residential".</i>	0.0017184
x.	Rural Roding Forestry (<100ha) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural Forestry" and with a land area less than 100 hectares.</i>	0.0034368
xi.	Rural Roding Forestry (≥100ha) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural Forestry" and with a land area equal to or greater than 100 hectares.</i>	0.0052927

4. Recreation Targeted Rate

- (a) a recreation targeted rate set under section 16 of the Local Government (Rating) Act 2002 at different rates in the dollar of capital value for all rateable land in all differential categories used for setting the recreation targeted rate, as follows:

	Differential Category	Rate in the \$ of Capital Value (incl GST) (\$)
i.	Wairoa Township (all properties not included in 4(ii) or (iii) below) / Recreation Urban <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township".</i>	0.0019238
ii.	Wairoa Township (Commercial/Industrial) (CV <\$200,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township Commercial/Industrial with rateable capital value less than \$200,000.00".</i>	0.0052903

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	Differential Category	Rate in the \$ of Capital Value (incl GST) (\$)
iii.	Wairoa Township (Commercial/Industrial) (CV ≥\$200,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township Commercial/Industrial with rateable capital value equal to or greater than \$200,000.00".</i>	0.0052903
iv.	Wairoa Rural (all properties not included in 4(v), (vi), (vii) and (viii) below) / Recreation Rural <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural".</i>	0.0003453
v.	Rural Villages of Frasertown, Nuhaka and Raupunga <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural Residential" (the rural townships of Frasertown, Raupunga and Nuhaka).</i>	0.0004316
vi.	Recreation Rural Residential / Residential One (Mahia) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Mahia Rural Residential".</i>	0.0002935
vii.	Recreation Rural Residential / Residential One (b) (Tuai) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Tuai Rural Residential".</i>	0.0001727
viii.	Commercial Rural (CV ≥\$200,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a."</i>	0.0012774

5. Services Targeted Rate

- (a) a services targeted rate set under section 16 of the Local Government (Rating) Act 2002 at different rates in the dollar of capital value for all rateable land in all differential categories used for setting the services targeted rate, as follows:

	Differential Category	Rate in the \$ of Capital Value (incl GST) (\$)
i.	Wairoa Township (all properties not included in 5(ii) or (iii) below) / Services Urban <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township".</i>	0.0014922
ii.	Wairoa Township (Commercial/Industrial) (CV <\$200,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township Commercial/Industrial with rateable capital value less than \$200,000.00".</i>	0.0041035

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	Differential Category	Rate in the \$ of Capital Value (incl GST) (\$)
iii.	Wairoa Township (Commercial/Industrial) (CV ≥\$200,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Township Commercial/Industrial with rateable capital value equal to or greater than \$200,000.00".</i>	0.0041035
iv.	Wairoa Rural (all properties not included in 5(v), (vi), (vii) and (viii) below) / Recreation Rural <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural".</i>	0.0002942
v.	Rural Villages of Frasertown, Nuhaka and Ruapunga <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Wairoa Rural Residential" (the rural townships of Frasertown, Ruapunga and Nuhaka).</i>	0.0003677
vi.	Services Rural Residential / Residential One (Mahia) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Mahia Rural Residential".</i>	0.0002501
vii.	Services Rural Residential / Residential One (b) (Tuai) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a as Tuai Rural Residential".</i>	0.0001471
viii.	Commercial Rural (CV ≥\$200,000) <i>being all rateable properties defined under the Rate Review Special Order "Differential Rating Special Order Resolution – E: Explanatory Statement 3a."</i>	0.0010883

6. Water Supply (Fixed Charges) Targeted Rate

- (a) a water supply (fixed charges) targeted rate set under section 16 of the Local Government (Rating) Act 2002 on all land connected to a water supply in the district (and not metered exclusively for water supply), set differentially for different categories of land, as follows:

	Differential Category	Basis for Liability	Charge (incl GST) (\$)
i.	Wairoa Township/Wairoa Ward Supply Area (including Frasertown and Wairoa Environs) - connected	Per separately used or inhabited part of a rating unit	606.80
ii.	Wairoa Township Supply Area (including Frasertown and Wairoa Environs) – not connected but available <i>being a property to which water can be supplied but is not supplied (being a property within 100 metres of any part of the water reticulation system)</i>	Per separately used or inhabited part of a rating unit	303.40

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	Differential Category	Basis for Liability	Charge (incl GST) (\$)
iii.	Mahanga Supply Area – connected	Per separately used or inhabited part of a rating unit	409.10
iv.	Mahanga Supply Area – not connected but available <i>being a property to which water can be supplied but is not supplied (being a property within 100 metres of any part of the water reticulation system)</i>	Per separately used or inhabited part of a rating unit	204.55
v.	Tuai Supply Area – connected	Per separately used or inhabited part of a rating unit	457.50
vi.	Tuai Supply Area – not connected but available <i>being a property to which water can be supplied but is not supplied (being a property within 100 metres of any part of the water reticulation system)</i>	Per separately used or inhabited part	228.75

7. Water by Meter Targeted Rate

- (a) A water supply (water by meter) targeted rate set under section 19 of the Local Government (Rating) Act 2002 for all rating units fitted with a water meter and metered for ordinary water supply or extraordinary supply, set on a differential basis as a volumetric charge, as follows:

	Area	Basis for Liability	Charge per m ³ (incl GST) (\$)
i.	Wairoa Township Reticulation Area	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.48
ii.	Wairoa Environs Area (not including rating units in (i), (iii) and (iv))	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.48
iii.	Frasertown Reticulation Area	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.48
iv.	Tuai Reticulation Area	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.48

	Area	Basis for Liability	Charge per m ³ (incl GST) (\$)
v.	Land used for meat processing located within the Wairoa Township Reticulation Area	All rating units fitted with a meter and metered exclusively for ordinary supply or metered for extraordinary supply	0.45

8. Targeted Waste Management Rate

- (a) a waste management targeted rate under section 16 of the Local Government (Rating) Act 2002 set differentially for different categories of rateable land as follows:

	Differential Category	Basis for Liability	Charge (incl GST) (\$)
i.	Wairoa Township Area <i>being all rateable properties defined under the Rate Review Special Order Differential Rating Special Orders Resolution confirmed on 1st August 2001 under A General 2 "The Urban Area".</i>	Per separately used or inhabited part of a rating unit	208.20
ii.	Rural Areas <i>being all rateable properties defined under the Rate Review Special Order Differential Rating Special Orders Resolution confirmed on 1st August 2001 under A General 2 "The Rural Area".</i>	Per separately used or inhabited part of a rating unit	172.60

9. Drainage Targeted Rate

- (a) a drainage targeted rate under section 16 of the Local Government (Rating) Act 2002 on all rateable land in the Wairoa Urban Area and specified Mahia Township areas, set differentially as follows:

	Differential Category	Basis for Liability	Charge (incl GST) (\$)
i.	Wairoa Urban Area <i>being all rateable properties defined under the Rate Review Special Order Differential Rating Special Orders Resolution confirmed on 1st August 2001 under A General 2 "The Urban Area".</i>	Per separately used or inhabited part of a rating unit	250.50
ii.	Mahia Township Area <i>being all rateable properties situated within the Mahia Township area</i>	Per separately used or inhabited part of a rating unit	175.00

10. Sewerage Disposal Targeted Rate

- (a) a sewerage disposal targeted rate under section 16 of the Local Government (Rating) Act 2002 on all land connected to a sewerage disposal scheme in the district, set differentially for different categories of land as follows:

	Differential Category ¹	Basis for Liability	Charge (incl GST) (\$)
i.	Wairoa Ward – connected (not temporary accommodation businesses)	Per water closet or urinal connected (for up to the first five)	493.10
ii.	Wairoa Ward (not temporary accommodation businesses) – connected	Per water closet or urinal connected (for six to up to and including 15)	345.17
iii.	Wairoa Ward (not temporary accommodation businesses) – connected	Per water closet or urinal connected (for 16 or more)	246.55
iv.	Wairoa Ward – connected (temporary accommodation businesses)	Per water closet or urinal connected (for up to the first five)	493.10
v.	Wairoa Ward – connected (temporary accommodation businesses)	Per water closet or urinal connected (for six or more)	246.55
v.	Wairoa Ward – not connected but available <i>where a property is situated within 30 metres of a public sewerage drain to which it is capable of being connected, either directly or through a public drain.</i>	Per rating unit	246.55
vi.	Tuai Village - connected	Per water closet or urinal connected	493.10
vii.	Tuai Village – not connected but available <i>where a property is situated within 30 metres of a public sewerage drain to which it is capable of being connected, either directly or through a public drain.</i>	Per rating unit	246.55
	Mahia wastewater – connected or required to be connected under the Trade Waste and Wastewater Bylaw 2012	Per number or nature of connections from land within each rating unit to the reticulation system	493.10
	Opoutama wastewater – connected or required to be connected under the Trade Waste and Wastewater Bylaw 2012	Per number or nature of connections from land within each rating unit to the reticulation system	493.10

¹ For the purposes of this rate, a rating unit used primarily as a residence for one household must not be treated as having more than one water closet or urinal.

	Differential Category ¹	Basis for Liability	Charge (incl GST) (\$)
vi.	Mahia Wastewater Scheme – capital repayment and finance costs associated with the scheme over 3 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Mahia Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.	
	Mahia Wastewater Scheme – capital repayment and finance costs associated with the scheme over 5 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Mahia Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.	
	Mahia Wastewater Scheme – capital repayment and finance costs associated with the scheme over 10 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Mahia Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.	
	Mahia Wastewater Scheme – capital repayment and finance costs associated with the scheme over 20 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Mahia Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.	
	Mahia Wastewater Scheme – capital repayment and finance costs associated with the scheme over 30 years. <i>In accordance with the Capital Funding Plan.</i>	The extent of provision of the services provided by the Mahia Wastewater Scheme including the infrastructure costs, connection costs (if any), and finance costs, relating to that property.	

Differential Category ¹	Basis for Liability	Charge (incl GST) (\$)
<p>Opoutama Wastewater Scheme – capital repayment and finance costs associated with the scheme over 3 years. <i>In accordance with the Capital Funding Plan.</i></p>	<p>The extent of provision of the services provided by the Opoutama Wastewater Scheme including the Infrastructure costs, connection costs (if any), and finance costs, relating to that property.</p>	
<p>Opoutama Wastewater Scheme – capital repayment and finance costs associated with the scheme over 5 years. <i>In accordance with the Capital Funding Plan.</i></p>	<p>The extent of provision of the services provided by the Opoutama Wastewater Scheme including the Infrastructure costs, connection costs (if any), and finance costs, relating to that property</p>	
<p>Opoutama Wastewater Scheme – capital repayment and finance costs associated with the scheme over 10 years. <i>In accordance with the Capital Funding Plan.</i></p>	<p>The extent of provision of the services provided by the Opoutama Wastewater Scheme including the Infrastructure costs, connection costs (if any), and finance costs, relating to that property</p>	
<p>Opoutama Wastewater Scheme – capital repayment and finance costs associated with the scheme over 20 years. <i>In accordance with the Capital Funding Plan.</i></p>	<p>The extent of provision of the services provided by the Opoutama Wastewater Scheme including the Infrastructure costs, connection costs (if any), and finance costs, relating to that property</p>	
<p>Opoutama Wastewater Scheme – capital repayment and finance costs associated with the scheme over 30 years. <i>In accordance with the Capital Funding Plan.</i></p>	<p>The extent of provision of the services provided by the Opoutama Wastewater Scheme including the Infrastructure costs, connection costs (if any), and finance costs, relating to that property</p>	

11. Due dates for payment

That the Wairoa District Council resolves that rates be due, as set out below:

- (a) All rates (other than water by meter targeted rates) will be invoiced in quarterly instalments over the whole of the district. The due dates for payment are as set out below:

Instalment	Due Date
1	21 August 2017
2	20 November 2017
3	20 February 2018
4	21 May 2018

- (i) Water by meter targeted rates will be invoiced to all relevant rating units in quarterly instalments. The due dates are as set out below:

Instalment	Due Date
1	20 September 2017
2	20 December 2017
3	20 March 2018
4	20 June 2018

12. Penalties

That the Wairoa District Council resolves to apply the following penalties on unpaid rates:

- (a) a charge of 10 per cent will be added to any portion of rates assessed in the current year which remains unpaid after the relevant due date of each instalment as set out above. For rates other than water by meter targeted rates, the penalty will be applied on the relevant penalty date as set out below:

Instalment	Penalty Date
1	22 August 2017
2	21 November 2017
3	21 February 2018
4	22 May 2018

- (b) penalties will be applied for unpaid water by meter rates on the relevant penalty date as set out below:

Instalment	Penalty Date
1	21 September 2017
2	21 December 2017
3	21 March 2018
4	21 June 2018

- (c) an additional charge of 10 per cent on any portion of rates assessed (including previously applied penalties) in previous financial years which remain unpaid on 5 July 2018. The penalty will be added on 9 July 2018.

8.7 RATES REBATES UPDATE

Author: David Doole, Senior Rates Officer

Authoriser: Gary Borg, Chief Financial Officer

Appendices:

1. Extract from Rates Rebates Act [↓](#)
2. Rates notice [↓](#)
3. Rates insert [↓](#)
4. DIA flyers [↓](#)

1. PURPOSE

- 1.1 This report provides information for Council about rates rebates application levels and the active measures taken to encourage homeowners to make rates rebate applications in the future. No decisions are required by Council at this stage.
- 1.2 To provide information about the rates rebate scheme and what active measures have been taken to encourage homeowners to apply for a rates rebate.

RECOMMENDATION

The Senior Rates Officer RECOMMENDS that Council receive the report.

2. BACKGROUND

- 2.1 The Rates Rebate Act 1973 established the rates rebate scheme. The scheme provides a subsidy to low income homeowners on the cost of their rates. Those renting or otherwise occupying a rating unit (such as those in a retirement village) do not qualify for a rates rebate, regardless of their income.
- 2.2 Homeowners can make an application for a rates rebate from 1 July of each year. The closing date for applications is 30 June of each year.
- 2.3 Homeowners are unable to retrospectively apply for a rates rebate. Homeowners that are eligible, but do not make an application for a rates rebate, will not receive a rates rebate.
- 2.4 For the year ending 30 June 2017 any rates rebate granted will not exceed \$610.00.
- 2.5 Appendix 1 sets out section 3 of the Rates Rebate Act 1973. This prescribes a formula for the calculation of a rates rebate. From 1 July 2017 the rebate limit has increased to \$620.00 and the prescribed income threshold has increased to \$24,790.00. The income threshold is increased by \$500.00 for each dependant in the ratepayers care.
- 2.6 Much of the administration of the scheme is done by territorial authorities on the Government's behalf. Homeowners make their applications to the territorial authority, which does most of the processing and then forwards the applications to the Department of Internal Affairs to approve. The final decision is the Department's.
- 2.7 Rates rebate applications have been received and processed for the years ending 30 June as follows:

2014	360 rates rebate applications
2015	341 rates rebate applications

2016 334 rates rebate applications

2017 263 rates rebate applications to date

- 2.8 The majority of rates rebates applications are received from super-annuitants who receive the maximum rates rebate.
- 2.9 Greater than 95% of rates rebate applications are completed on an appointment basis. Historically a large portion of rates rebate applicants request that their rates rebate be processed before the first instalment due date of 20 August; the rebate is used to pay the first rates instalment.

3. RECENT RATES REBATE PROMOTION.

- 3.1 Prior to March 2017 rates rebate eligibility was not actively publicised by Council in print or audio media; little endeavours were undertaken to make homeowners aware of their eligibility to apply for a rates rebate.
- 3.2 In March 2017 radio and print media was used to promote rates rebate eligibility; this resulted in a marked increase of rates rebate applications and generated more phone enquiries about rates rebate eligibility.
- 3.3 In April 2017 the Rating Information Database was matched to compare homeowners who applied for a rates rebate in the year ending 30 June 2016 but not the year ending 30 June 2017. All homeowners concerned were sent a letter inviting them to make a rates rebate application for the year ending 30 June 2017.
- 3.4 Presently appointments are scheduled for three afternoons per week with staff who make themselves available to assist homeowners complete their rates rebate application forms. Homeowners who call into Council unannounced are provided with assistance to complete rates rebate applications.

4. FUTURE RATES REBATE PROMOTION.

- 4.1 Homeowners can make an application for a rates rebate from 1 July each year. Those renting or otherwise occupying a rating unit do not qualify for a rates rebate, regardless of their income.
- 4.2 Rates assessment notices and rates invoices clearly display that they may be eligible for a rates rebate on the reverse side of the notice/ invoice; this is detailed in Appendix 2. An insert is included with the first instalment rates notice; this provides further detail about rates rebate eligibility. This insert is included in Appendix 3.
- 4.3 From instalment 2, 2018 radio and print media will be used to promote rates rebate eligibility.
- 4.4 Appendix 4 shows an example of flyers which will be ordered from the Department of Internal Affairs. These will be displayed at the front reception of Council offices and inserted into general correspondence issued to eligible ratepayers, who have not yet applied for a rates rebate, throughout the year by the rates team.
- 4.5 From instalment 3, 2018 the Rating Information Database will be matched to compare homeowners who applied for a rates rebate in the year ending 30 June 2017 but not the year ending 30 June 2018. All homeowners concerned will be sent a letter inviting them to make a rates rebate application for the year ending 30 June 2018.

5. CONCLUSION

- 5.1 The Rates Rebate Act 1973 established the rates rebate scheme. The scheme provides a subsidy to low income homeowners on the cost of their rates. Those renting or otherwise occupying a rating unit (such as those in a retirement village) do not qualify for a rates rebate, regardless of their income.
- 5.2 Continued efforts will be made to make homeowners aware of the rates rebate scheme by using print and radio media, active screening of the Rating Information Database, and including rates rebate information in general correspondence issued to eligible ratepayers.

Further Information

[\[List any websites or papers where people interested could read more on this topic\]](#)



Background Papers

[\[List any papers/websites used in preparing the report and/or are referenced in the report\]](#)

References (to or from other Committees)

[\[List any instances this report or previous reports on this topic have gone to Council/Committee\]](#)

Signatories

	
Author David Doole	Approved by Gary Borg

Rates Rebate Act 1973***Section 3 Rates rebate***

- (1) A ratepayer who, at the commencement of a rating year, was the ratepayer of a residential property is entitled, on application in that year, to a rebate of—
- (a) so much of the rates payable for that rating year in respect of the property as represents—
- (i) two-thirds of the amount by which those rates exceed \$160, reduced by—
- (ii) \$1 for each \$8 by which the ratepayer's income for the preceding tax year exceeded \$24,470, that last-mentioned amount being increased by \$500 in respect of each person who was a dependant of the ratepayer at the commencement of the rating year in respect of which the application is made; or
- (b) \$610,—
- whichever amount is smaller.
- (1A) A ratepayer who, at the commencement of a rating year, was the ratepayer of a residential property, and later during that year becomes the ratepayer of another residential property, is entitled to a rates rebate under subsection (1). The amount of the rebate must be apportioned according to the amount of time the ratepayer was the ratepayer of each residential property during the rating year.
- (2) The Governor-General may from time to time, by Order in Council, amend the provisions of subsection (1) by substituting any amount for any amount specified in that subsection.

GENERAL INFORMATION

INSPECTION & OBJECTION TO RATING INFORMATION & RECORDS

As the ratepayer for this rating unit you have the right to inspect the Council's Rating Information Database and rating records and object on certain grounds set out in the Local Government (Rating) Act 2002. Council will determine all objections.

RATING INFORMATION

In accordance with Section 28C of the Local Government (Rating) Act 2002 you may request that your name and or postal address be withheld from the Rating Information Database and rates records. No reason needs to be provided and you may revoke this request at any time. All requests must be in writing.

SALE OR TRANSFER OF PROPERTY

Section 31 of the Local Government (Rating) Act 2002, requires every owner of property who sells or transfers the property to give notice to the Local Authority in writing within one month after the effective date of the sale or transfer. The notice must include the full name and address of the purchaser or transferee, and **UNTIL THE VENDOR GIVES SUCH NOTICE, THE VENDOR SHALL REMAIN LIABLE FOR ALL RATES PAYABLE IN RESPECT OF THE PROPERTY.** Notice shall not release the vendor from liability to pay any rates at the time it is given.

(The vendor's solicitor normally takes action under this section.)

RATES REBATE

Ratepayers on low incomes who may be eligible for a rebate should discuss the matter with Council staff after they have received their first or later instalment notice.

PAYMENT OPTIONS

Payment may be made at the offices of the Wairoa District Council, Coronation Square, Wairoa from 8.00am to 4.30pm Monday to Friday.

For your convenience EFTPOS is now available. Other payment options include Direct Debit, Internet Banking, Automatic Payment (Direct Credit), Telebanking, either by instalment or weekly/fortnightly/monthly/quarterly. Please contact Council if you wish to consider these options.

PAYMENT DIFFICULTIES

If you think you are going to have trouble paying your rates, please contact our Rates Department **BEFORE THE DUE DATE** so that all options can be considered. The penalties for late payment only apply to the unpaid portion.

WAIROA DISTRICT COUNCIL
PO BOX 54
WAIROA 4160

Please show any changes of address here



RATES POLICIES

Wairoa District Council would like to let you know about policies on rates remissions. Comprehensive details of our rates remission policies can be found at: www.wairoadc.govt.nz or you can contact the rates team on 838 7309. Various rates remission policies are available and they may not be suitable for all rating situations.

RATING INFORMATION

In accordance with Section 28C of the Local Government (Rating) Act 2002 you may request that your name and/or postal address be withheld from the Rating Information Database and rates records. No reason needs to be provided and you may revoke this request at any time. All requests must be in writing.

PENALTIES ADDED TO UNPAID RATES

A penalty may be remitted when it is established that a penalty has been imposed due to an error made by Council. A penalty remission will also be considered if a person makes a written application to have a penalty remitted, penalties are remitted when it is fair and reasonable to do so.

UNIFORM ANNUAL GENERAL CHARGES AND TARGETED RATES IN CERTAIN CIRCUMSTANCES

Council will consider not imposing a uniform annual general charge if multiple properties are contiguous (they are next door to each other or within close proximity of each other). For this policy to apply it is important that all properties are used for the same purpose. Generally this policy applies to rural or farming land but, in some situations, it may apply to residential property. For more information about this policy please contact the rates team on 838 7309.

UNIFORM ANNUAL GENERAL CHARGES AND TARGETED RATES IN CERTAIN CIRCUMSTANCES - RURAL LAND

A remission of the uniform annual general charge and some targeted rates (for example the waste management charge) may be suitable when a rural ratepayer acquires additional land. The additional land needs to be used for the same purpose (farming).

EXCESS WATER RATES

This policy provides relief to people who have excessive metered water rates resulting from a fault or leak in the system or when an error has been made by Council.

COMMUNITY, SPORTING AND OTHER ORGANISATIONS

Land owned by societies (whether incorporated or not) can be eligible for a 50% remission of rates. All applications need to be made in writing and applications must include relevant supporting documentation.

REMISSION AND POSTPONEMENT OF RATES ON MAORI FREEHOLD LAND

This policy applies to Maori freehold land. Maori freehold land is defined in the Local Government (Rating) Act 2002 *as land whose beneficial ownership has been determined by a freehold order issued by the Maori Land Court*. There are various options available for rates relief of Maori freehold land, not all situations are the same. In some cases, unused, multiple owned Maori freehold land may be eligible for 100% rates relief for a period of five years. For more information about this policy please contact the rates team on 838 7309 or view the policy details on www.wairoadc.govt.nz

LAND PROTECTED FOR NATURAL, HISTORIC OR CULTURAL CONSERVATION PURPOSES

The objective of this policy is to protect and promote significant natural areas, culturally significant sites, historic buildings structures/ places and archeological sites. Applications for rates relief should be in writing and include evidence (documentation) of the protective status of the land. For more information on this please visit www.wairoadc.govt.nz or contact the rates team on 838 7309.

RATES USED FOR GRAZING/ FARMING

This applies to rural land used for farming. If the value of the land assessed for rating purposes is above its' actual 'economic use' then rates relief can be applied for. This policy is applicable if land is valued on a 'coastal value' but the land is used for farming or grazing purposes. This policy is targeted at high value coastal farming properties and not all farms will be eligible for a remission of rates under this policy.

RATES ON LAND AFFECTED BY NATURAL CALAMITIES

This policy is designed to help people when land has been detrimentally affected by erosion, subsidence, submersion or other natural calamities. Whether rates are remitted or not depends on the circumstances of each application. All applications for rates relief will be considered by your elected Councillors.

RATES REBATES SCHEME

The rates rebate scheme is administered by the Department of Internal Affairs but is managed by local Councils. Ratepayers on low incomes who may be eligible for a rebate should discuss the matter with Council staff after they have received their first or later instalment notice. Rates rebates are calculated based on your income, annual rates (Wairoa District Council rates and Hawkes Bay Regional Council rates) and the number of dependants living with you. You cannot apply for a rates rebate if your property is used principally for farming, commercial, industrial, business purposes or if the property is a rental property. It is essential that you are the legal ratepayer of the property (the owner). This year the maximum rates rebate is \$610.00.

Please contact Wairoa District Council on 838 7309 to request a rates rebate application form or make an appointment with the rates team to complete an application. Please remember to get verification of your taxable income for the year ended 31 March 2016. More information about the scheme can be found at www.ratesrebates.govt.nz (including an online calculator).

New Zealand Government

Rates Rebate Scheme

Applications for 2016/17

The Rates Rebate Scheme provides a rebate of up to \$610 for low income earners who were paying rates for the home in which they were living on 1 July 2016.

How do I apply?

Application forms are available from your local council or can be downloaded from the internet on www.dia.govt.nz/ratesrebates

You need to apply to your local council.

What do I need to provide?

- Accurate information about your income (and that of any spouse/partner and/or joint home owner who lives with you) for the tax year ended 31 March 2016.
- Your regional council rates bill if received separately.

Where do I go for help?

You should contact your local council. Their details will be on your rates bill or you can go to www.localcouncils.govt.nz

APPLICATIONS CLOSE ON 30 JUNE 2017



New Zealand Government

How is my rebate worked out?

Your rebate will be calculated based on your income, rates and the number of dependants living with you.

The income eligibility for a rebate is \$24,470.

However, if your income exceeds this amount you could still be entitled to a rebate depending on the total cost of your rates and the number of dependants.


Please refer to the application form or your local council for more information.

You cannot apply for a rebate if:

- the property is used principally for farming, commercial, industrial or business purposes; or
- the property is a rental property; or
- you have already applied for a rebate in the current rating year; or
- you do not qualify as a legal ratepayer.

For more information see www.dia.govt.nz/ratesrebates

APPLICATIONS CLOSE ON 30 JUNE 2017



8.8 CONTRACT FOR THE PROVISION OF VALUATION SERVICES

Author: David Doole, Senior Rates Officer

Authoriser: Gary Borg, Chief Financial Officer

Appendices:

1. Existing Contract for the Provision of Valuation Services and Database Management Services. [↓](#)
2. Variation Agreement. [↓](#)

1. PURPOSE

1.1 The purpose of this report is to seek Councils approval to renew its contract with Quotable Value Limited for the provision of valuation services and database management services for a period of three years commencing 1 July 2017.

RECOMMENDATION

The Senior Rates Officer RECOMMENDS that Council approves the contract for the provision of valuation services and database management services proposed by Quotable Value Limited for a period of three years commencing 1 July 2017 at a total cost of \$273,352.50.

EXECUTIVE SUMMARY

[\[Type here\]](#)

2. BACKGROUND

2.1 The Valuer General (of Land Information New Zealand) monitors a territorial authority's compliance with the Rating Valuations Act 1998 (the Act) which includes the quality and accuracy of data contained within the District Valuation Roll (the DVR).

2.2 Among the essential services provided by a Valuation Service Provider (VSP) compliance with the Act includes, but is not limited to:

(a) Triennial revaluation of all properties in the district,

(b) Maintenance valuations generated from:

(i) Subdivisions;

(ii) Building consents;

(iii) Resource consents;

(iv) Revaluation of sold properties;

(v) Processing of objections to valuations within legislated timeframe;

(vi) Responding to the Officer of Valuer-General in relation to auditing and monitoring requests;

(vii) District Valuation Roll Maintenance;

(viii) Responding to general valuation enquiries;

(ix) Compliance with rating valuation rules (RVR's).

2.3 Council is due for its next triennial revaluation in 2018.

- 2.4 The current contract for database management services and provision of valuation services with Quotable Value is due to expire on 30 June 2017. A copy of the existing contract for the provision of valuation services and database management services is attached in Appendix 1. A variation to this agreement, extending this contract for a further three years, is attached in Appendix 2.

Notwithstanding the existing contract allows for the continuation of database management services for a period of up to three months following the expiry of the agreement. The last triennial revaluation took place in 2015 (effective date of valuation of 1 August 2015).

- 2.5 Quotable Value Limited has offered to renew the provision of these services for a term of three years commencing 1 July 2017; this is three years less than the tenure of the previous contract.
- 2.6 This matter is brought to Council because the value of the contract exceeds officer delegation.

3. CONTRACT SERVICE PROVIDERS

- 3.1 Quotable Value Limited are a well-established VSP. Council has engaged the services of Quotable Value for at least the past ten years; as has Central Hawkes Bay District Council, Hastings District Council and Napier City Council.
- 3.2 Napier City Council have renewed their database management and valuation service with Quotable Value for a further two years. It has been indicated by rating staff from Central Hawkes Bay District Council and Hastings District Council that they will renew their database management and valuation with Quotable Value Limited; there is no intention to seek the services from another VSP.
- 3.3 Landmass Technology are the only other widely known VSP in New Zealand; they have recently been acquired by Opteon, an Australian owned company. Landmass Technology is based in Takapuna, Auckland and Opteon is based in Sydney, Australia.
- 3.4 Information received from Opteon about its database management and valuation services has been limited; no detailed scope of works or draft contract has been received from Opteon.
- 3.5 Verbal conversations with the director of Landmass Technology Limited have indicated that Opteon may be interested in providing database management services and valuation services to Wairoa District Council in the future, two-to-three years from now. The services offered by Opteon are no greater than those proposed by Quotable Value Limited.

4. OPTIONS

- 4.1 The options identified are: [\[Type here\]](#)
- a. Approve the contract for the provision of database management and valuation services with Quotable Value for a period of three years commencing 1 July 2017.
 - b. Engage with Landmass Technologies Limited and Opteon before 1 July 2020 to ascertain the scope of database management and valuation services capable of being provided to Wairoa District Council.
 - c. Do nothing

5. CONCLUSION

- 5.1 The services of a VSP are critical to maintaining an accurate and reliable DVR.
- 5.2 Council is due for its next triennial revaluation in 2018.
- 5.3 It would be prudent of Council to approve the contract with Quotable Value Limited for a period of three years commencing 1 July 2017.

6. CORPORATE CONSIDERATIONS**What is the change?**

- 6.1 There is no change.
- 6.2 Endorsing the contract with Quotable Value limited would maintain the status quo of continuing compliance with the Act and add surety regarding the quality and accuracy of data contained within the DVR.

Compliance with legislation and Council Policy

- 6.3 The Valuer General monitors a territorial authority's compliance with the Rating Valuations Act 1998; this imposes a responsibility upon territorial authorities to maintain the quality and accuracy of data contained within the District Valuation Roll.
- 6.4 A territorial authority is required to undertake a minimum of a triennial revaluation of all properties in the district. The next triennial revaluation is due to take place in 2018.

What are the key benefits?

- 6.5 Quotable Value Limited is a well-established VSP; Wairoa District Council has engaged the services of Quotable Value for a least the past ten years; as have Central Hawkes Bay District Council, Hastings District Council and Napier City Council.
- 6.6 Key features of the service are identified in 2.2.

What is the cost?

- 6.7 The cost of rating Valuation Services is:
 - 1 July 2017 – 30 June 2018 \$84,000.00 per annum excluding GST
 - 1 July 2018 – 30 June 2019 \$86,100.00 per annum excluding GST
 - 1 July 2019 – 30 June 2020 \$88,252.50 per annum excluding GST
- 6.8 The cost of Database Management Services is \$5,000.00 per annum excluding GST for all three years
- 6.9 There is adequate provision for these costs contained in the budget for the Annual Plan 2017/18.

What is the saving?

- 6.10 There are no savings.

Who has been consulted?

- 6.11 No consultation is required.

Service delivery review

6.12 Not applicable.

Maori Standing Committee

6.13 This matter has not been referred to the Maori Standing Committee because it relates to an administrative function relevant to the entire district.

7. SIGNIFICANCE

7.1 In accordance with Council’s Significance and Engagement Policy this matter is assessed as being of low significance because it relates to the continuation of existing services.

8. RISK MANAGEMENT



8.1 A territorial authority must gain certified approval of the Valuer-General following a general (triennial) revaluation. No rate may be assessed on the basis of the values proposed in the general revaluation unless the Valuer-General has certified the approval of a (triennial) revaluation.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
<p>Author David Doole</p>	<p>Approved by Gary Borg</p>

**Contract for the Provision of
Valuation Services**

And

Database Management

between

Wairoa District Council

and

Quotable Value Limited

WDC Contract 2017-2017 - Version 3 - 17/06/2017

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SCHEDULE 1-PROVISIONS THAT APPLY TO VALUATION SERVICES ONLY

Appendix 1 - Valuation Services

SCHEDULE 2-PROVISIONS THAT APPLY TO DATABASE MANAGEMENT ONLY

Appendix 1 - Database Management Services

SCHEDULE 3 - Contractors Fee

SCHEDULE 4 - Key Personnel

THIS AGREEMENT

BETWEEN **WAIROA DISTRICT COUNCIL** a local authority pursuant to the Local Government Act 2002, together with its successors ("the Council");

AND **QUOTABLE VALUE LIMITED (QV RATING)** a duly incorporated company, together with its successors, having its registered office at Level 1, QV House, 22 NEVIS STREET, PETONE ("the Contractor").

IS MADE ON THE day of 2011.

WHEREAS:

- A.** The Council has engaged the Contractor to provide valuation services for:
- (a) the triennial revision of the District Valuation Roll;
 - (b) provision of and maintenance of the District Valuation Roll;
 - (c) valuation of utilities for rating purposes on the District Valuation Roll;
 - (d) processing and completion of objections and appeals to the District Valuation Roll; and
 - (e) other valuation services.
- B.** The Rating Valuations Act 1998 (the "Act") and the Rating Valuation Rules 2008 require certain data to be maintained by territorial authorities.
- C.** The Council has engaged the Contractor to provide and manage the Council's Valuation Database.
- D.** The parties agree to be bound by the terms and conditions set out in this Agreement.

THE PARTIES AGREE AS FOLLOWS:**1. DEFINITIONS AND INTERPRETATION****1.1 Definitions****1.1.1** In this agreement, unless the context requires otherwise:

"Act" means the Rating Valuations Act 1998;

"Agreement" means this agreement, the Schedules and appendices attached which the parties agree are binding on them;

"Completion of the Triennial Revaluation" and "Completing the Triennial Revaluation" means the completion of the Triennial Revaluation to the satisfaction of the OVG under the Rules, notwithstanding that certification by the OVG may be given at a later date.

"Contractor's Fee" means the amount or amounts payable to the Contractor by the Council calculated in accordance with part 9;

"Confidential Information" means any information which:

- (a) is made available to the Contractor; or
- (b) which the Contractor discovers or generates in the course of carrying out its duties and providing the services under this agreement;

concerning the organisation, methods, business or finances of the Council, its customers or clients, its administration and operation and includes the content but not the existence of this agreement. It does not include information which when disclosed to or by the Contractor is generally available to and known by the public, unless the information is generally available to and known by the public only because the Contractor or any person under the Contractor's control has already disclosed it, either directly or indirectly.

"District Valuation Roll" and "Roll" mean the roll prepared for the Wairoa District for the purpose of section 6 of the Act and approved under section 11 of the Act and includes divisions of the Roll as defined by the Council from time to time;

"Default Interest Rate" means the interest rate calculated as the 90 day accepted bills rate as quoted in Reuters page BKBM as fixed at 10.45 am on the due date, plus 5% per annum;

"Extra Services" means any work agreed to be undertaken by the Contractor which is not already the obligation of the Contractor under this agreement, as referred to in clause 10;

"Extra Services Fee" means the fee referred to in clause 10;

"GST" means Goods and Services Tax or any tax imposed pursuant to the provisions of the Goods and Services Tax Act 1985 and known as Goods and Services Tax;

"Law" means any present or future statute, regulation or Order in Council and includes the Rules;

"OVC" means the Office of the Valuer General;

"Wairoa District" means the area of the Wairoa District Council;

"Wairoa District Roll" means the District Valuation Roll for the Wairoa District;

"Rules" means the Rating Valuations Rules 2008 and any replacement thereof;

"Regulations" means the Rating Valuations Regulations 1998 and any replacement thereof;

"Services" means those services specified in Schedules 1 and 2;

"Utilities" means all Electricity Lines Businesses, Gas Distributors Networks, Telecommunications Networks and all water, stormwater and sewerage reticulation networks within the Wairoa District that are not already on the Wairoa District Roll and are required to be valued by the OVG;

"Working Day" means any day except Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, Labour Day, New Zealand's anniversary day and Hawke's Bay anniversary day, and a day in the period commencing on the 24th day of December in any year, and ending with the 5th of January in the following year.

1.2 Interpretation

1.2.1 In the construction of this agreement, unless the context requires otherwise:

- (a) References to parts, clauses and appendices are references to parts, clauses and appendices of this agreement.
- (b) Reference to "parties" is a reference to the parties to this agreement.
- (c) All headings appear as a matter of convenience and do not affect the construction of this agreement.

- (d) The singular includes the plural and vice versa, and words importing one gender include the other genders.
- (e) Where a word or expression is defined in this agreement, other parts of speech and grammatical forms of that word or expression have corresponding meanings.
- (f) A reference to an enactment or any regulations is a reference to that enactment or those regulations as amended, or to any enactment or regulations substituted for that enactment or those regulations.
- (g) A reference to any document or agreement, including this agreement, includes a reference to that document or agreement as amended, notated or replaced from time to time.
- (h) References to monetary amounts are to New Zealand currency.
- (i) References to "written" or "in writing" include all modes of presenting or reproducing words, figures and symbols in a tangible and permanently visible form.
- (j) A waiver of any provision of this agreement shall not be effective unless given in writing, and then it shall be effective only to the extent that it is expressly stated to be given.
- (k) No variation or amendment or substitution of this agreement shall be deemed to be binding on the parties until both parties have signed an agreed written variation, amendment or substituted agreement.
- (l) If any part of this agreement is held by any court or administrative body of competent jurisdiction to be illegal, void or unenforceable, such determination shall not impair the enforceability of the remaining parts of this agreement.
- (m) No failure, delay or indulgence by a party in exercising any power or right conferred on it by this agreement will operate as a waiver of that power or right; nor will a single exercise of any power or right preclude further exercise of that power or right, or the exercise of any other power or right under this agreement.

2. APPOINTMENT AND TERM**2.1 Appointment**

- 2.1.1** The Council appoints the Contractor to provide the Services specified in Schedules 1 and 2.
- 2.1.2** The Council accepts the terms and conditions set out in this agreement.
- 2.1.3** The Contractor accepts appointment on the terms and conditions set out in this agreement.

2.2 Term

- 2.2.1** This agreement will commence on 1 July 2011 and will be for a term of six (6) years, expiring on 30 June 2017 unless the agreement is terminated as provided for in this agreement.
- 2.2.2** Council may, at its own volition, seek a further three (3) year term, extending the final expiry date of the contract to 30 June 2020.
- 2.2.3** Notwithstanding the expiry or termination of this agreement, Quotable Value Limited will, if requested by the Council, continue to supply the database management services detailed in Schedule 2, for a period of up to three (3) months following expiry or termination, to facilitate changeover to a new supplier. The applicable terms and conditions of this agreement shall continue to apply to any such period. Where any fee is payable other than an hourly rate or per unit cost basis the fee payable shall be a pro rata proportion of the fee for that service.

3. PERFORMANCE STANDARDS**3.1 Purpose of this Agreement**

The purpose of this agreement is to have the Contractor:

- 3.1.1** Provide to the Council valuation services required by the Act, the Rules and the Regulations, including:
- (a) triennial revaluation of all properties in the District;
 - (b) maintenance valuations as generated from:
 - (i) subdivisions;
 - (ii) building consents;
 - (iii) resource consents; and
 - (iv) revaluation of sold properties;

- (c) processing of objections to valuations within legislated timeframes;
 - (d) liaison with Land Information New Zealand;
 - (e) liaison with the Office of the Valuer-General including responding to auditing and monitoring requests;
 - (f) DVR data in agreed hardcopy form for the purpose of updating and maintaining Council records;
 - (g) property inspections;
 - (h) maintenance of District Valuation Roll and Council databases for agreed property record fields;
 - (i) electronic and hard copy storage of District Valuation Roll data;
 - (j) reporting to Council;
 - (k) responding to queries on unreconciled items from monthly statements of valuation roll (note: monthly statements to be sourced from the District Valuation Roll);
 - (l) maintenance of separate rating areas;
 - (m) informing property owners of new valuations;
 - (n) liaison with Council;
 - (o) responding to public and Council inquiries;
 - (p) valuation policy advice to Council;
 - (q) achieving required performance indicators (see Appendix I of the Contract for the Provision of Valuation Services);
 - (r) fulfilling the requirements of the Contract; and
 - (s) fulfilling the requirements of the Office of the Valuer-General.
- 3.1.2** Complete the Triennial Revaluation on or before 30 October 2012;
- 3.1.3** Manage the Council's Database as required by the Act, the Rules and the Regulations;
- 3.1.4** Provide to the Council the Services provided in Schedules I and 2.

3.2 Performance Criteria and Standards

- 3.2.1 The performance criteria and standards applying at the time this agreement is entered into are as identified in Schedule 1 – Appendix 1 and Schedule 2 – Appendix 1 alongside the Service to be provided.
- 3.2.2 The Council may propose additional criteria, or amendments to, or deletions of existing criteria.
- 3.2.3 The Contractor may make representations on any additional, amended or deleted criteria proposed by the Council before they are adopted by Council and the Council shall have due regard to any representations made.
- 3.2.4 Where a proposal has implications on cost or outlay for the Contractor, adequate provision shall be made for that cost or outlay.
- 3.2.5 For the purposes of clause 3.2.4 "adequate provision" means:
- (a) such amount as may be agreed by the Contractor and Council; or
 - (b) where agreement is not able to be reached, such amount as is determined by an umpire appointed and acting in accordance with clauses 3.2.6 and 3.2.7.
- 3.2.6 Reference to an umpire means reference to an umpire appointed by agreement between the Contractor and the Council. Where agreement on an umpire has not been reached within five Working Days, either party may request the President for the time being of the New Zealand Institute of Valuers to appoint an umpire.
- 3.2.7 An umpire appointed under clause 3.2.6 shall:
- (a) be deemed to be acting as an expert and not an arbitrator;
 - (b) have power to request either party to provide the umpire with such oral or written statements, documents or information as the umpire may determine;
 - (c) have power to determine the procedure for dealing with the dispute;
 - (d) have power to consult with persons who, in the umpire's opinion, are expert in the matter in dispute;
 - (e) be entitled to rely in good faith upon the opinions of any persons or experts consulted.
- 3.2.8 Each party shall bear its own costs and shall pay half the costs of the umpire.

3.2.9 The Contractor shall fully co-operate with the Council in the evaluation and implementation of any performance criteria and comply with any directions given by the Council arising out of a failure by the Contractor to meet any of the criteria.

4. OBLIGATIONS OF THE CONTRACTOR

4.1 Standard of Performance

4.1.1 The Contractor shall carry out its obligations and provide the Services diligently, professionally and with the degree of skill, care and diligence of a competent professional acting at all times in the interests of the Council. The Contractor shall act consistently with the purpose of this agreement as set out in clause 3.1.

4.2 Conflicts of Interest

4.2.1 The Contractor shall avoid actual and potential conflicts of interest and shall disclose in writing to the Council any actual or potential conflict of interest as soon as it arises.

4.2.2 For the purposes of this agreement, the term "conflict of interest" shall have the meaning given by and be applied in accordance with the Code of Ethics of the New Zealand Institute of Valuers.

4.2.3 If the parties agree or it is determined that a conflict of interest has arisen, the Council shall be entitled to make alternative arrangements suitable to the Council for the supply or provision of the service in this specific instance. In that event the Council shall be entitled to deduct or withhold from the Contractor's fee the sum necessary to purchase the alternative supply.

4.2.4 The making of an alternative arrangement by the Council pursuant to clause 4.2.3 shall not entitle the Contractor to act or continue to act for any other person except in accordance with the Code of Ethics of the New Zealand Institute of Valuers.

4.3 Public Statements

4.3.1 Neither the Council nor the Contractor may make a public communication or announcement at any time to any other person (including any section of the media) in respect of this agreement without the prior written approval of the other party.

4.3.2 The Contractor shall bring to the immediate attention of the Council any public or media enquiries on any matter in respect of this agreement which could become contentious.

4.4 Confidentiality

4.4.1 The Contractor undertakes during the term of this agreement and at all times after termination of this agreement to:

- (a) use Confidential Information only for purposes for which it was disclosed;
- (b) keep confidential all information that is not freely available to the public and not divulge the existence of such information to any person, except to the extent necessary to comply with the obligations and to provide the services under this agreement.

4.4.2 Clause 4.4.1 does not apply to:

- (a) the disclosure of information or terms which are or have become generally available to the public otherwise than as a result of this agreement;
- (b) the disclosure of information or terms to the Contractor's professional advisors;
- (c) the disclosure of information which either party is required by the Public Finance Act 1989 or any other law to supply to any Minister of the Crown or any other person;
- (d) any disclosure required by the Local Government Official Information and Meetings Act or the Privacy Act or any other law relating to the disclosure of public or personal information.

4.4.3 Subject to the Local Government Official Information and Meetings Act 1987, each party undertakes with the other party that it will preserve the confidentiality and secrecy and will not directly or indirectly reveal, report, publish, disclose or transfer any confidential information pertaining to the other party's business.

4.5 Endorsement

4.5.1 The Contractor shall not, at any time, make any statement or claim that might be construed as an endorsement by the Council of the performance by the Contractor of its obligations under this agreement.

4.6 Contractor's Insurance

4.6.1 The Contractor shall at all times during the term of this agreement keep in full force and effect;

- (a) professional indemnity insurance cover in the sum of NZ\$1,000,000.00 for any one incident with automatic reinstatement;
- (b) public liability insurance with a minimum limitation sum of NZ\$ 2,000,000.00; and
- (c) statutory liabilities insurance with a minimum limitation sum of NZ\$ 500,000.00.

4.6.2 The Contractor shall produce evidence to the Council that such insurance cover has been effected within 10 Working Days after the date of this agreement and subsequently within five Working Days after each annual anniversary of the commencement date of this agreement, where it continues for the following year.

4.6.3 The Contractor shall maintain the insurance cover for a period of six years after termination of the agreement (whether by effluxion of time or whatever) and shall continue to produce evidence as required by clause 4.6.2.

4.7 Compliance with Law

4.7.1 The Contractor shall comply with all applicable Laws, including but not limited to the Rating Valuations Act 1998, the Health and Safety in Employment Act 1992 and the Privacy Act 1993.

4.8 Indemnities

4.8.1 Without derogating from the Council's rights at law, the Contractor covenants with the Council to indemnify, and keep indemnified, the Council against all liabilities (including strict liability), actions, proceedings, costs, claims, penalties, damages, charges, accounts, expenses, demands or loss suffered or incurred by the Council:

- (a) as a result of any act or omission by the Contractor in respect of an injured employee or the Contractor's performance of this agreement, other than medical misadventure;
- (b) in respect of any complaint, action or proceeding taken against the Council as a result of a breach of:
 - (i) the Health and Safety in Employment Act 1992;
 - (ii) the Privacy Act 1993; or
 - (iii) any other legislation;

directly or indirectly relating to the performance of this agreement by the Contractor, except to the extent that it arises from any act or

omission of the Council, and without releasing the Council from its obligation to comply with the applicable legislation.

4.9 Keeping of Records and Audit

- 4.9.1** The Contractor shall keep full, up-to-date and accurate records relating to all matters covered by this agreement in a generally recognised and effective accounting and management system.
- 4.9.2** The Council may, throughout the term of this agreement, implement a regime of random audits in any aspect of this agreement. The Contractor will provide access to all relevant data, systems and procedures requested by the Council or its duly appointed agent in relation to these random audits.
- 4.9.3** Upon request by the Council, the Contractor shall produce or permit the Council to inspect (upon the giving of 24 hours notice, or less where this is agreed) such records and accounts as may be required to enable the Council to satisfy itself that the Contractor has complied with the provisions of this agreement.

4.10 Prospective Litigation

- 4.10.1** If it appears that the Council or the Contractor could become involved in contentious legal proceedings as a result of their respective interests, the Contractor shall initially use its best endeavours to remedy any actual problem or avert any potential problem or to avoid such proceedings and subsequently (if necessary) provide a prompt recommendation to the Council of any steps (including legal action) which should be taken to remedy the actual problem or avert the potential problem and to protect the Council's position.

4.11 Reporting

- 4.11.1** The Contractor will give the Council written reports on the matters and at the times outlined in Schedule 1 – Appendix I and Schedule 2 – Appendix L.
- 4.11.2** The reports shall give the Council a reasonable assessment of the Contractor's performance of contractual obligations.
- 4.11.3** On receipt of the reports a meeting may be held between the Contractor and representatives of the Council, this meeting being to provide a forum for discussion on the agreement.
- 4.11.4** The Council may require additional information in order to enable an adequate assessment to be made about the services provided by the Contractor, and the Contractor will provide the Council with any additional information reasonably requested by the Council.

4.12 Representations and Warranties**4.12.1 The Contractor warrants that:**

- (a) In deciding to enter into this agreement it has not relied in any way on the Council's skill and judgment;
- (b) It is authorised to enter into this agreement;
- (c) It has the ability to perform the Contractor's obligations and provide the Contractor's services diligently, professionally and with the degree of skill, care and diligence of a competent professional acting at all times in the interests of the Council;
- (d) Representations, whether oral or in writing, made on its behalf as to experience, the financial resources and abilities intended for this contract are true and correct;
- (e) There are no liabilities, encumbrances, debts, attachments or other matters which would interfere with its ability to discharge any obligation under this agreement.

5. PERSONNEL**5.1 The Council Representative**

- 5.1.1 The Council shall appoint and make available a person designated "the Council Representative" who shall be the contact and representative for all matters concerning this agreement and the Council's dealings with the Contractor and the Contractor's representative. The Council Representative shall also supervise the activities of the Contractor.
- 5.1.2 If the Council Representative delegates responsibility for any aspects of the agreement, the Council Representative shall inform the Contractor Representative accordingly in writing.
- 5.1.3 All communications, notices, requests for approvals, approvals, directions and the like to be given or received by the Council shall be properly given or received if done so by the Council Representative.
- 5.1.4 The Council may change such representative by notice in writing to the Contractor.

5.2 The Contractor Representative

- 5.2.1 The Contractor shall appoint and make available a person designated "the Contractor Representative" who shall be the contact and representative for all matters concerning this agreement and the

Contractor's dealings with the Council and the Council Representative.

5.2.2 All communications, notices, requests for approvals, approvals, directions and the like to be given or received by the Contractor, shall be properly given or received if done so by the Contractor Representative,

5.2.3 The Contractor may change such representative by notice in writing to the Council.

5.3 Key Personnel

5.3.1 The Contractor acknowledges and agrees that the key personnel listed in Schedule A, or alternative staff approved by the Council, will be actively involved in the provision of the services under this agreement for and on behalf of the Contractor. The parties acknowledge that the Council requires the highest standard of service delivery and the Contractor has been chosen because of the Council's evaluation of the capacity of the Contractor to fulfil the exact standards required. The parties agree that key personnel may be replaced (in this agreement) only with the prior written approval of the Council. The Council's approval shall not be unreasonably withheld but taking into account the high standards indicated. The Contractor Representative shall direct and co-ordinate the activities of the key personnel in consultation with the Council Representative.

5.4 Staffing

5.4.1 The Contractor will provide sufficiently qualified and competent staff for it to properly fulfil its obligations in terms of this agreement.

5.4.2 The provision of all staff is to be at the Contractor's expense.

5.4.3 At all times the Contractor will do everything reasonably necessary to ensure that those employees dealing with the public are employees who are appropriate for that work and have the degree of skill, care and diligence of a competent professional required to pleasantly and helpfully deal with the public in all circumstances.

5.5 Subcontracting

5.5.1 The Contractor may subcontract the performance of any of the obligations of the Contractor under this agreement (but not the whole of the obligations) with the prior written consent of the Council, which will not be unreasonably withheld.

5.5.2 The Council will not withhold its consent to a subcontracting where any one of the following conditions is met:

- (a) the proposed subcontractor is qualified to provide valuation services;

(b) the obligation subcontracted is a discrete part of the Contractor's obligations and the Contractor is able to demonstrate to the reasonable satisfaction of the Council that the proposed subcontractor has the necessary qualifications or experience to perform those obligations on behalf of the Contractor.

5.5.3 The subcontracting of any of the Contractor's obligations shall not relieve the Contractor from any liability or obligation under this agreement.

5.5.4 If the Contractor fails to provide any of the Services in accordance with this agreement the Council may by written notice to the Contractor elect to perform or have performed such Services. The Contractor will pay the Council all of the Council's costs incurred in providing the Services or in having them provided. Alternatively the Council may deduct or set off such costs against any money payable or becoming payable to the Contractor under this agreement.

5. NATURE OF AGREEMENT

5.1 Agreement Personal to the Contractor

5.1.1 This agreement and the rights and interests hereby created in favour of the Contractor are personal to the Contractor. The Contractor shall not assign, charge (whether outright or in security) or transfer in whole or in part any of its rights under this agreement, except as provided in clause 5.5 or except with the prior written consent of the Council which may not be unreasonably or arbitrarily withheld.

5.1.2 It shall be deemed to be an assignment of the rights under the agreement in breach of this clause if, by a transfer or allotment of shares or amendment of its constitution or by some other act or deed, the effective control of the Contractor changes or passes to any person not having effective control as at the date of this agreement, without the prior written approval of the Council.

5.2 No Partnership

5.2.1 Nothing in this agreement shall be deemed to create or constitute as creating the relationship of partnership, principal and agent, or joint venture between the parties, and the Council shall not be liable for any debts or obligations incurred by the Contractor in the course of its business except expenses properly reimbursable to the Contractor.

5.3 Employer/Employee Relationship Not Created

5.3.1 Nothing in this agreement shall be deemed to create or constitute as creating an employment relationship. The Contractor is an independent contractor and, as such, responsible for the payment of

its own income tax, GST, ACC levies and the like from the Contractor's Fee payable to it under this agreement or from other funds it may have.

6.4 Access to Land

The Council will, if requested by the Contractor, provide the Contractor with any necessary authorisations in the required form for a purpose contemplated by section 45 of the Act.

6.5 Privity of Contract

6.5.1 Nothing in this agreement is intended to confer any enforceable right or benefit on any person other than a party to it, the intention being that this agreement shall be enforceable solely by the Council or the Contractor.

6.5.2 Notwithstanding clause 6.5.1, nothing in this agreement shall restrict any right which any person may have under the Act or at law, except to the extent specified in this agreement.

6.6 Entire Agreement

6.6.1 This agreement embodies the entire understanding of the parties and supersedes any prior promises, representations, understandings or agreements.

6.6.2 No modification, alteration or waiver of the terms of this agreement shall be binding unless it is writing and executed by the parties to this agreement.

6.7 Variations to Terms of Agreement

6.7.1 The parties may agree at any time to vary the terms of this agreement. Any such variation shall be recorded in writing and may take the form of an exchange of letters between the parties.

6.8 Freedom to Undertake Other Work

6.8.1 The Contractor is free to undertake appropriate and compatible work other than under this agreement provided that such work does not interfere with its performance under this agreement.

6.9 Injury

6.9.1 The Contractor shall exercise its rights and duty completely at its own risk, and if, in the performance of any services, any person is injured or any equipment of the Contractor is damaged or destroyed by any means, no part of the loss, injury or damage shall under any circumstances be borne by the Council.

6.10 Warranties and Representation

6.10.1 The parties acknowledge that the warranties, representations, agreements and covenants contained in this agreement shall not merge upon termination of the agreement but each shall endure for the benefit of the party entitled to the benefit of that warranty, representation, agreement or covenant, notwithstanding assignment or any other act pursuant to the provisions of this agreement.

6.11 Severance

6.11.1 In the event that any provision or part of a provision contained in this agreement is void, invalid or unenforceable, then such provision or part shall be severed from this agreement without affecting the remaining provisions.

7. NOTICES**7.1 Mode of Sending Notices**

7.1.1 All notices provided for or permitted under this agreement may be sent by mail with postage prepaid or by hand delivery or by facsimile or by email to the party concerned at its usual business address.

7.2 When Notices Deemed to be Given

7.2.1 All such notices shall be deemed to have been given or made

- (a) Three working days following deposit in the mail with postage prepaid by mail; or
- (b) on delivery when delivered by hand; or
- (c) if sent by facsimile, when a completed transmission report is received by the sender unless a verifiable query as to material legibility is promptly raised; or
- (d) if sent by e-mail, on receipt by the sender of an e-mail message indicating that the e-mail has been opened at the recipient's terminal -

but if a notice is served by hand or received by facsimile or e-mail after 5.00 pm on a working day that notice shall be deemed to have been duly received by the recipient at 9.00 am on the first working day after that day.

7.3 Changes of Address

7.3.1 Each party may from time to time notify any change in its usual business address to the other party in writing prior to that change of address taking place.

8. GENERAL PROVISIONS**8.1 Ad Hoc Reports**

8.1.1 The Contractor will provide the Council, free of charge, with any ad hoc reports on any matter which requires immediate attention.

8.2 Report to Council

8.2.1 Upon termination of this agreement for any reason, the Contractor shall, if so directed by the Council, assemble all relevant information and findings into a report to be provided to the Council. Without limitation, the report shall contain a statement as at the date of termination of the then current position relating to all items which are to be reported on to the Council in the reports, together with a report of all outstanding or incomplete actions at the date of termination.

8.3 Return of Information

8.3.1 Following termination of this agreement for any reason the Contractor shall immediately return to the Council all paper records relating to this agreement which are in the possession or control of the Contractor. Electronic data shall be downloaded and transferred to the Council in a format acceptable to the Council.

8.4 Co-operation

8.4.1 Following termination of this agreement for any reason the Contractor agrees to co-operate to the fullest extent possible with the Council in any audit the Council, the Council's Auditors or the office of the Valuer General may undertake.

8.5 Retention

8.5.1 The Council may at its entire discretion withhold all or any part of the Contractor's Fee payable to the Contractor until all requirements under clauses 3.1 and 4.1 are met, and an audit by the Council's auditors is completed, to the Council's satisfaction.

9. CONTRACTOR'S FEE**9.1 Contractor's Fee**

9.1.1 The Council will pay the Contractor's Fee at the rates set out in Schedule 3 and in accordance with the procedures set out in clause 11. This fee will increase by 2.5% upon each anniversary of the contract commencement in lieu of an inflationary provision.

9.2 Basis for Payment

9.2.1 The payment to which the Contractor is entitled under this agreement will be calculated in accordance with the items in Schedule 3 – Contractor's Fee.

9.2.2 The payment rates shown in Schedule 3 are set for the duration of the term of the agreement.

9.2.3 Payment of any fixed price payments for the base will be in equal monthly instalments, in arrears.

9.2.4 Any per unit payments where the volumes of maintenance work exceed the limits detailed in Schedule 3, will be made in accordance with clause 11 of this agreement.

9.3 Appeals

9.3.1 The Council will pay the Contractor on an hourly rate basis for their assistance for any appeals arising out of the Triennial Revaluation process. The Contractor will prepare the reports required and will make itself available to attend, as an expert witness if required, in any tribunal or court hearing in relation to the Triennial Revaluation and will provide all other assistance reasonably required by the Council.

9.4 Provision and Maintenance of Database

9.4.1 The Council will pay the Contractor a fixed fee for the provision of the Database Services and general database maintenance.

9.5 Change in Law

Where a change in law has a material impact on the level of services to be provided:

9.5.1 The parties will negotiate in good faith to determine what, if any, changes are required to levels of service or fees.

9.5.2 If the parties are unable to reach agreement, either party may request that the matter be referred to an umpire appointed and acting in accordance with clauses 3.2.6 and 3.2.7.

9.6 Disbursements

9.6.1 The Contractor is not entitled to reimbursement for its costs and disbursements associated with the performance of this agreement and the provision of the Services including, but not limited to:

- employee related costs;
- travel costs;
- telephone charges;
- photocopying costs;
- courier charges;
- printing costs;
- postage costs.

10. CONTRACTOR'S EXTRA SERVICES FEE

10.1 Council May Request Extra Services

10.1.1 The Council may request the Contractor in writing to undertake any Extra Services.

10.2 Parties to Agree

10.2.1 The Council and the Contractor shall agree upon a basis for remuneration in respect of the Extra Services requested by the Council. In the absence of the parties agreeing otherwise, any Extra Services Fee shall be calculated on a time and cost basis, based on an hourly rate. The Council reserves the right to negotiate a fixed fee for any particular extra work requirement. The Council shall not be liable for any Extra Services Fee unless it has previously agreed in writing to pay such fee prior to the start of work for which such fee is claimed.

10.2.2 Unless specifically approved in advance by the Council on a case-by-case basis, the above hourly rates are considered to be inclusive of the Contractor's disbursements.

10.3 Disputes over Extra Attendance Fee

10.3.1 Where the Contractor is unwilling or unable to undertake Extra Services, the Contractor may, by notice in writing to the Council, decline such work.

10.3.2 If the Contractor declines to undertake such work then the Council may assign that work to another party and the Contractor will co-operate fully with that party in the undertaking of that work.

10.3.3 Costs associated with the Contractor providing the resources, information and support to and the service provider referred to in 10.3.2 shall be agreed subject to 10.2.

11. PAYMENT OF FEES

11.1 Monthly Invoice for Contractor's Fee

11.1.1 The Contractor shall, no later than five (5) Working Days after the end of each month, supply to the Council an invoice in a form prescribed by the Council for the Contractor's Fee due in respect of the previous month.

11.1.2 The Contractor shall, no later than five (5) Working Days after the end of each month, supply to the Council a separate invoice for any Extra Services Fee due. This shall clearly identify the extra services to which the invoice relates and a copy of the associated Council approval shall be attached to the invoice.

11.2 Contractor to Satisfy Enquiry

11.2.1 The Contractor shall promptly and truly satisfy any enquiries or requisitions the Council may have in relation to any invoice, and promptly report on any overpayment of the Contractor's Fee and refund the overpayment within five Working Days of a request by the Council.

11.3 Payment of Monthly Invoice for Contractor's Fee

11.3.1 The Council shall on the 20th day of the following month of receiving a satisfactory invoice pay the Contractor the Contractor's invoices for fees.

11.4 Procedure Where Invoice Content Cannot be Agreed

11.4.1 Where the parties are unable to agree on the sum of money properly due and payable under any invoice, then the Council shall pay the amount not in dispute within 15 Working Days of receipt of the invoice. Any dispute as to the balance claimed shall be determined in the manner provided in clause 13.

11.5 Contractor's Fee Global

11.5.1 Subject to clause 13, the Contractor's Fee is consideration for the compliance by the Contractor with its obligations under this agreement and for all services to be provided under the agreement.

11.6 GST

- 11.6.1** The Contractor will deliver a tax invoice ("the tax invoice") to the Council on or before each due date of payment by the Council for the supply or provision of the Services.
- 11.6.2** All references to amounts shall be exclusive of GST and GST shall be payable in addition.
- 11.6.3** Subject to the receipt of the tax invoice the Council will pay to the Contractor GST in respect of that payment payable by the Council to the Contractor.
- 11.6.4** Subject to the receipt of the tax invoice if the Council makes default in payment and the Contractor becomes liable to pay additional GST then the Council shall, on demand, pay the additional tax to the Contractor.

11.7 Default Interest

- 11.7.1** If either party does not pay any amount due to the other party under an agreement and which the party has no right to withhold, the other party may, without prejudice to any other rights it may have, charge interest at the Default Interest Rate until all outstanding payments have been made.

12. DEFAULT**12.1 Default by Contractor****12.1.1 If**

- (a) the Contractor breaches any of its obligations under this agreement; and
- (b) such default remains unremedied for 14 days after written notice of the breach has been given by the Council to the Contractor -

the Council may exercise all or any of the following powers and authorities (without prejudice to any other rights, powers or authorities to the remedies that it may have):

- (i) seek specific performance;
- (ii) seek damages from the Contractor;
- (iii) withhold from the Contractor a reasonable proportion of any fee payable until the Contractor's breach has been duly remedied;

- (iv) engage a competent alternative supplier to provide the service or services and withhold or reduce any payments due to the Contractor on account of the fee by the sum necessary to purchase from the alternative supplier the Service or Services not provided in accordance with this agreement;
- (v) if the Contractor has committed a material breach of this agreement, give any reasonable direction to the Contractor on the manner in which the Services are to be supplied (including as to the employment of more or different staff);
- (vi) do anything that the Council may reasonably require to remedy any breach or default or non-compliance with this agreement by the Contractor and recover all reasonable costs (including legal expenses) incurred in so doing;
- (vii) cancel this agreement either in whole or in part in respect of any one or more of the components of the Services;
- (viii) cancel any or all other agreements between the Council and the Contractor for the provision of Services.

12.1.2 Clauses 12.1.1(vii) and 12.1.1(viii) will apply only if:

- (a) the Council will, or is likely to, incur a material liability to a third party, or material loss or damage; or
- (b) section 7(5)(b) of the Contractual Remedies Act 1979 applies; or
- (c) the breach is material; or
- (d) the supply of any of the Services is in any material respect inadequate or inappropriate to meet the reasonable requirements of the Council.

12.1.3 If this agreement is cancelled in part, the fee payable for the Services will immediately decrease by the amount otherwise payable for the supply of those components of the Services in respect of which that agreement has been cancelled.

12.2 Additional Grounds for Termination

12.2.1 The Council may terminate this agreement either in whole or in part with immediate effect by giving written notice to the Contractor upon the happening of any one of the following events:

- (a) The Contractor becomes insolvent or unable to pay its debts (including contingent debts) in the ordinary course of business.

- (b) An order is made or a resolution passed for the winding-up of the Contractor;
- (c) A creditor or debenture holder of the Contractor takes possession of or a receiver or statutory Contractor or liquidator is appointed over the whole or any part of the assets or undertaking of the Contractor;
- (d) The Contractor ceases to trade or carry on business or materially changes business operations.

12.3 Contractor to Advise the Council of Event of Default

12.3.1 If the Contractor is aware of the happening of any event under clause 12.2, the Contractor shall advise the Council of that event within 10 Working Days of the event occurring.

12.4 Liability of Contractor

12.4.1 The Contractor shall be liable to the Council if a breach of the Contractor's obligations to the council is established against the Contractor.

12.4.2 Notwithstanding clause 12.4.1, the Contractor will not be liable for:

- (a) any of the consequences of the Council's decisions;
- (b) any errors in or omissions from data, documents or information not prepared by the Contractor, its employees or persons under the control of the Contractor;
- (c) any act or omission or failure of performance by the Council or any consultant or other third party employed by the Council;
- (d) any indirect or consequential loss, whether arising in contract or tort;
- (e) any circumstances beyond the Contractor's reasonable control.

12.4.3 In the event that the Contractor is held liable to the Council, the maximum liability of the Contractor shall be:

- (a) a maximum of \$1,000,000 (one million dollars) for any one event or series of related events; and
- (b) a maximum of \$1,000,000 (one million dollars) in any 12-month period.

12.4.4 The limitations contained in clauses 12.4.2 and 12.4.3 shall apply only to the extent permitted by law.

12.4.5 The Council acknowledges that the supply under this agreement is a supply of services and goods for an undertaking which is a business within the meaning of sections 2 and 43 of the Consumer Guarantees Act 1993, and accordingly the provisions of the Consumer Guarantees Act 1993 do not apply to any supply of services or goods made pursuant to this agreement.

12.5 Default by Council

12.5.1 If:

- (a) any sum of money not in dispute due and owing to the Contractor under this agreement remains unpaid for more than 30 Working Days after the Council receives notice of default from the Contractor; or
- (b) the Council breaches any of the terms and conditions of this agreement and fails to remedy the breach (where the breach is material and capable of remedy) within ten Working Days of service of a notice by the Contractor specifying the nature of the breach.

then, in addition to any other remedy for non-payment, the Contractor may exercise all or any of the following remedies:

- (i) cancel this agreement;
- (ii) seek specific performance of this agreement;
- (iii) seek damages from the Council.

12.5.2 Cancellation by the Contractor will not affect any right of the Contractor to damages under clause 12.5.1(iii).

12.5.3 Clause 12.5.1(i) will only apply if:

- (a) the Contractor will, or is likely to, incur a material liability to a third party, or material loss or damages; or
- (b) section 7(4)(b) of the Contractual Remedies Act 1979 applies; or
- (c) the breach is material.

12.6 Force Majeure

- 12.6.1** Neither party will be liable to the other for any delays or non-performance of any obligation in any agreement caused by force majeure.
- 12.6.2** If either party is unable to perform its duties and obligations under this agreement because of force majeure such party shall give written notice to the other of such inability and stating the reason.
- 12.6.3** If the Contractor is unable to supply the services because of force majeure the Council shall be entitled after discussion with the Contractor to make alternative arrangements suitable to the Council for the supply or provision of the Services during the period the Contractor is unable to provide a supply of the Services. In that event the Council shall be entitled to withhold or deduct from the fee payable to the Contractor the sum necessary to purchase the alternative supply.
- 12.6.4** The operation of this agreement will be suspended during the period in which the force majeure continues, but only during the period and only to the extent that the party relying on force majeure is unable to comply with this agreement.
- 12.6.5** Immediately upon the cessation of the force majeure, the party relying on it shall give written advice of this fact to the other party.
- 12.6.6** If the force majeure continues for a period of more than 90 days and substantially affects the commercial basis of this agreement, the parties agree to negotiate co-operatively and in good faith for the purposes of agreeing on what action should be taken in the circumstances and, if appropriate, to amend and modify the provisions and terms of this agreement as necessary to mitigate or eliminate the force majeure in question.
- 12.6.7** If the negotiations referred to in clause 12.6.6 are unsuccessful, the party not claiming relief under clause 12.6.1 has the right to cancel this agreement upon giving 20 Working Days' written notice of such termination to the other party.

12.7 Effect of Termination

12.7.1 Termination under the provisions in clause 12 is without prejudice to the rights of either party in respect of any existing breaches and does not relieve a party from obligations to be carried out after termination.

13. DISPUTE RESOLUTION**13.1 Spirit of Agreement**

13.1.1 The parties acknowledge and declare the importance to each of them that any dispute or difference as to the meaning or application of any part of this agreement or any other matter touching or concerning this agreement be avoided or minimised and that each party actively, openly and in good faith discuss the dispute or difference with a view to a speedy resolution.

13.2 Initiating Resolution

13.2.1 If a dispute fails to be resolved by direct negotiation or discussion, either party may then initiate the following resolution procedures by giving written notice to the other party.

13.3 Negotiations

13.3.1 The party who initiates the resolution procedures shall name its representative in the negotiations when giving written notice to the other party. The party receiving such written notice shall then give prompt written notice to the other party naming its representative in the negotiations. Each representative shall have authority to settle the dispute. Within two Working Days after each party has been so advised of the other's representative, the representatives shall enter into negotiations to try to resolve the dispute.

13.4 Alternative Dispute Resolution

13.4.1 If the dispute is not resolved within the following five Working Days then, within a further two Working Days, the parties shall try to agree on a process for resolving the dispute, such as further negotiations, mediation, independent expert determination or mini-trial, but not arbitration or litigation. Agreement on a process is to include agreement on:

- (a) the procedure and timetable for any exchange of documents and other information relating to the dispute;
- (b) procedural rules and timetable for the conduct of the selected method of processing;

- (c) a procedure for selection and compensation of any neutral person who may be employed by the parties.

13.4.2 Each party shall maintain the confidentiality of any documents or other information made available to it or coming to its knowledge in the course of negotiations or other dispute resolution process established under this part. The parties may use such information in settling the dispute, but not for any other purpose. Neither party may rely on, or introduce as evidence in any arbitral, judicial or other proceeding:

- (a) views expressed or suggestions made by the other party on a possible settlement of the dispute;
- (b) any admission or concession, made by the other party in the course of negotiations or any other agreed process to resolve the dispute;
- (c) proposals made or views expressed by a neutral person employed by the parties; or
- (d) the fact that the other party had or had not indicated willingness to accept a proposal for settlement.

13.4.3 Where a time limit is set in these alternative dispute resolution provisions the parties' representatives may agree to extend that time limit.

13.5 Arbitration

13.5.1 If the parties:

- (a) fail to agree on a dispute resolution process within the set or extended time limit; or
- (b) using an agreed dispute resolution process, fail to settle the dispute within a further 10 Working Days;

then they agree to refer the dispute to arbitration in accordance with the Arbitration Act 1996. Either party may commence the arbitration by giving written notice to the other stating the subject matter and details of the dispute and that party's desire to have the dispute referred to arbitration. The arbitration shall be conducted by one arbitrator to be agreed upon by the parties or, failing agreement, to be appointed by the then President of the New Zealand District Law Society.

Agreement signed for and on behalf of

WAIROA DISTRICT COUNCIL by



in the presence of



Name David Dudgeon

Occupation Policy Officer

Address Regional Council Offices, 100 St Johns St, Wairoa

Agreement signed for and on behalf of

QUOTABLE VALUE LIMITED by



in the presence of

Name Peter O'Shea

Occupation Director of Finance

Address Wairoa District Council

Executed on the 1st day of July 2011.

SCHEDULE 1

PROVISIONS THAT APPLY TO VALUATION SERVICES ONLY

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

"*DIR Data*" means the data described in the Rules but does not include:

- (a) any copy of the national property database separately acquired by the Contractor; or
- (b) any such data, or any right to use such data, acquired by the Contractor from the Council pursuant to any separate agreement or arrangement.

"*Law*" includes:

- (c) any legislation, decree, judgment, order, regulation or bylaw; and
- (d) any future law.

"*Maintain the District Valuation Roll*" includes:

- (e) the making of alterations to the District Valuation Roll pursuant to sections 14 and 15 of the Act and the Rules;
- (f) the issue of new valuations pursuant to section 16 of the Act;

and related phrases shall have a corresponding meaning.

"*Objection*" means an objection pursuant to Part 4 of the Act.

"*Services*" means the services described in clause 2.1 and in Schedule 1 -- Appendix 1.

"*Systems*" means the technology and telecommunications equipment, software, embedded code and services used by or provided to the Contractor for its business operations.

2. SERVICES

2.1 In this schedule the term "Services" includes the performance of:

- (a) valuation services for triennial revision of the District Valuation Roll;
- (b) valuation services for maintenance of the District Valuation Roll;
- (c) valuation services for processing and completing objections to the District Valuation Roll;
- (d) dealing with general valuation queries by the public;
- (e) valuation policy advice to the Council;
- (f) general liaison

in accordance with the specific services, performance criteria and timeframe/outputs specified in Schedule 1 - Appendix 1.

3. INFORMATION SYSTEMS

3.1 Information Systems

- 3.1.1 The Contractor shall use and maintain a fully computerised electronic system that will provide for the integration of all the physical, legal and financial data necessary to achieve the purpose of this agreement. This system is to be compatible with any computerised network system used by the Council.
- 3.1.2 The Contractor shall ensure that at the expiration of this agreement (whether by effluxion of time or otherwise) the whole of the information in the Contractor's system as it relates to this agreement will be returned to the Council. The information will be provided to the Council in an electronic data form acceptable to the Council, at no extra cost.
- 3.1.3 The Contractor acknowledges that all DVR Data held in the system remains in the ownership of the Council at all times. The Contractor disclaims all or any ownership right to DVR Data in favour of the Council.
- 3.1.4 The Council authorises the Contractor to use or reproduce the DVR Data, but only for purposes relevant to its obligations under this agreement. Use of the DVR Data for any other purpose shall require the prior written consent of the Council.

- 3.1.5** The Contractor acknowledges that the Council will own and have copyright in all DVR Data produced by the Contractor for the purposes of providing the services and may copy or use them without further payment.
- 3.1.6** If the DVR Data contain works or materials of which the Contractor is the copyright owner within the meaning of the Copyright Act 1994, the Contractor grants and agrees to grant to the Council an unrestricted, irrevocable and royalty-free licence to access, use and copy such works and materials.
- 3.1.7** The Council acknowledges that software and systems used by the Contractor to store, retrieve, and/or manipulate the DVR Data remain in the ownership of the Contractor at all times. The Council disclaims all or any ownership right to such software and systems in favour of the Contractor.
- 3.1.8** No DVR Data held in the system run by the Contractor shall be:
- (a) released by the Contractor, except as permitted or required by the Act or as permitted or required by clause 3.1.4 above;
 - (b) provided or sold to third parties without the prior written approval of the Council.
- 3.1.9** The Council shall provide the Contractor with all relevant building, subdivision or planning consent information from plans and files held by the Council for the purposes of enabling the Contractor to perform the services required of the Contractor under this agreement.
- This information will be supplied by the Council in A2 or A3 format within three months of the building subdivision or planning consent being granted.

SCHEDULE 1 -- APPENDIX 1

Introduction:

The Contractor is to provide all services necessary to enable the Council to fulfil its obligations under the Rating Valuations Act for the provision and maintenance of the District Valuation Roll, and for the keeping and maintenance of information and documents required by the Valuer-General. The detail of the contract is to be interpreted having regard to the overriding purpose of the document set out in the preceding sentence.

SERVICE	PERFORMANCE STANDARD	TIMEFRAME/OUTPUT	COMMENT
<p>I. TRIENNIAL REVALUATION</p> <p>Work Program.</p> <p>The Contractor shall produce and agree with the Council a detailed work program outlining:</p> <ul style="list-style-type: none"> * the timetable the Contractor will use; * the liaison that will be undertaken with the Office of the Valuer-General (OYG); * the activities that the Council must perform to facilitate the revaluation; and * any other matters necessary for the efficient conduct of the revaluation. 	<p>The work program is agreed with the Council.</p>	<p>A draft work program is presented by 18 May 2012.</p> <p>The final work program is agreed no later than 1 June 2012.</p>	<p>It is expected that there will be consultation with the OYG on the work program.</p>

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<p>Revaluation</p> <ul style="list-style-type: none"> • Carry out all necessary fieldwork, research and statistical analysis necessary to prepare the revaluation. • Complete the revaluation. 	<p>All work carried out to the standards required by the OVG, and all necessary approvals obtained from the OVG.</p>	<p>Effective date of the revaluation is to be 1 August 2012.</p> <p>Completed revaluation with all necessary approvals from the OVG is to be supplied to Council in electronic format suitable to Council's needs no later than 29 October 2012.</p>	
<p>Implementation</p> <ul style="list-style-type: none"> • Notices to owners and occupiers are prepared and posted by Contractor. • The Contractor shall be responsible for supplying the base stock of notice forms. • Hardcopy of DVR is supplied to the Council if required. 	<ul style="list-style-type: none"> • All notices posted on time with suitable audit checks in place to prove that all notices have been properly supplied to the postal agent engaged by the Contractor. • The Contractor shall agree the form in which this notice is to be presented to occupiers and owners with the Council. • Parties to agree 6 months prior to revaluation what format any hardcopy requirements are to be presented in and required delivery dates. 	<ul style="list-style-type: none"> • Not before, and no later than 10 days after electronic copy is supplied to Council. • Form agreed no later than 31 July 2012. • Delivered within agreed timeframe. 	

<p>Provide Analytical Material on the Revaluation</p> <p>The Contractor is to provide Council with sufficient analytical information to enable Council:</p>	<ul style="list-style-type: none"> • Initial material supplied at the time the DMR is submitted to the OVG for approval. 	<ul style="list-style-type: none"> • No later than 1 October 2010. 	<p>Wairarapa District Council expects that its staff will have a clear understanding of what has happened in the revaluation, and will be able to give to both the public and the Council clear explanations as to what has happened with the revaluation and why, to the level of detail that is relevant to those groups.</p>
<p>a) To make initial press releases on the revaluation and major trends in the revaluation at the time the revaluation is released to the public;</p>	<ul style="list-style-type: none"> • Provide a detailed analytical report identifying trends of movement in property values by average, by dispersion, and by location for each major class of property in the District. 	<ul style="list-style-type: none"> • Parties to discuss expectations of this report no later than 31 July 2012. 	
<p>b) To identify and understand the reasons for shifts in the incidence of values that will affect the incidence of rates in the district.</p>	<ul style="list-style-type: none"> • Attendance at meetings scheduled by Council to discuss the revaluation results, if required. 	<ul style="list-style-type: none"> • Report to be delivered no later than 26 October 2012. 	
<ul style="list-style-type: none"> • The Contractor is to be available to present a summary of the revaluation results at meetings of Council. 		<ul style="list-style-type: none"> • Additional material to be provided on request up to 28 February 2013. 	

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<p>Respond to Public Enquiries</p> <ul style="list-style-type: none"> The Contractor shall respond to all public enquiries pertaining to particular properties and their revaluation. 	<p>The Contractor shall make available adequate means of public communication to enable individual property owners and occupiers to have their queries dealt with. If the Contractor does not have a physical office presence in the City of Napier or the City of the Council this shall include physical attendance at a location in the Council District to enable face-to-face meetings with property owners.</p>	<p>The Contractor shall agree with the Council no later than 31 July 2010 the physical arrangements the Contractor shall put in place to meet this requirement. This may include the attendance of the Contractor at premises agreed with the Council for a period not exceeding two days (which may include a Saturday) to allow unscheduled public enquiries.</p>	<p>Council sees adequate arrangements for members of the public to have their enquiries dealt with face-to-face as an important part of the public relations aspect of the revaluation. High standards of customer service are expected in this area.</p>
<p>Process Objections</p> <ul style="list-style-type: none"> The Contractor shall act as Council's agent in the processing of objections. In particular, the Contractor shall receive objections on Council's behalf. The parties shall agree procedures to be used for the processing of objections no later than 15 July 2013. <p>The Council requires those procedures to include a meeting to review objections received, and to agree priorities for the processing of objections and an indicative timetable for their processing soon after objections close.</p>	<p>The forms and reports used in the processing of objections meet Council's needs.</p> <p>Copies of such objection are made available to Council staff to assist with the approval process.</p> <p>All requirements of the OVG are met.</p>	<p>All objections identified by the Council as politically sensitive or with potential fiscal impact on rating policies are processed by 28 February 2013.</p> <p>All other objections processed by 31 May 2013.</p>	<p>Uncertainty over the outcome of the objection process can cause the Council difficulty in developing the funding policy review and in subsequently dealing with submissions on the funding policy review.</p> <p>Likely priorities for the Council in dealing with objections will be major commercial properties, rural properties with connections to the Maori community in Wairoa District, and any mass objection from Housing New Zealand.</p>

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<p>Appeals</p> <ul style="list-style-type: none">• Appeals are expected to be relatively low, and therefore these will be priced on an individual basis by agreement between Council and the Contractor• The Contractor shall make relevant staff available to give evidence in any appeals that are lodged against objection. Council at the time how appeals are to be processed and what legal advice is to be engaged.	<p>All requirements of the OVG are met.</p>		
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<p>2. MAINTENANCE OF DISTRICT VALUATION ROLL Action Building Consents</p> <ul style="list-style-type: none"> The Council shall provide the Contractor, monthly, with a schedule of building consents issued. The Contractor shall revalue those properties within the timeframes specified. The Contractor shall advise the owners and occupiers of those properties of the new valuations. The Contractor shall process objections to those valuations in compliance with the Rating Valuations Act and the Rating Valuation Rules, using the procedures agreed for objections to the Triennial Revaluation, with such modifications as shall be agreed between the parties. The Contractor shall liaise with the Council in relation to consents for buildings of unusually large value (especially commercial buildings) and give their valuation priority where required. 	<ul style="list-style-type: none"> Building consent maintenance is carried out to a standard acceptable to the OVG and meets the OVG's audit requirements. Such buildings are valued within timeframes agreed by the Contractor and Council. 	<ul style="list-style-type: none"> Building consent maintenance meets the OVG timeliness requirements, and All consents are processed within four months of advice that the building is completed; and All actionable consents as at 31 May each year will be on the valuation roll by 30 June each year; and All consents completed after 31 May and before 1 July are processed within 7 working days of year end each year. 	<ul style="list-style-type: none"> Timeliness of processing consents is important to Council's budgeting and rating processes. The time frames specified have been reached after careful consideration and are necessary to allow Council to accurately budget and levy its rates income. Major buildings can have significant impact on the rates setting and budgeting process. Having accurate and timely information on their rateable value can be of critical significance to Council.
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<p>Action Subdivisions</p> <ul style="list-style-type: none"> The Contractor shall action all subdivisions as they become available. It shall be the responsibility of the Contractor to put in place arrangements with LINZ to be notified of all subdivisions as plans deposit. The Contractor shall assign the valuation numbers for new entries to the DVR. The Contractor shall advise the owners and occupiers of those properties of the new valuations. The Contractor shall process objections to those valuations in compliance with the Rating Valuations Act and the Rating Valuation Rules, using the procedures agreed for objections to the triennial revaluation with such modifications as shall be agreed between the parties. 	<p>Subdivision maintenance is carried out to a standard acceptable to the OVG and meets the OVG's audit requirements.</p>	<ul style="list-style-type: none"> Subdivision maintenance meets the OVG requirements, and All subdivisions are processed within four months of advice that the subdivision is completed; and All actionable subdivisions as at 31 May each year will be on the valuation roll by 30 June each year; and All subdivisions completed after 31 May and before 1 July are processed within 7 working days of year end each year. 	<p>Timeliness of processing consents is important to Council's budgeting and rating processes. The time frames specified have been reached after careful consideration and are necessary to allow Council to accurately budget and levy its rates income.</p> <p>Council is prepared to assist in the identification of subdivisions in process so that the Contractor can anticipate subdivision work. However, at this stage Council is not able to offer a comprehensive service of subdivision advice.</p>
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<p>Action Divisions</p> <ul style="list-style-type: none"> The Contractor shall action all divisions as approved by Council. Requests for divisions received directly by the Contractor must be approved by the Council before being actioned. 	<ul style="list-style-type: none"> Such maintenance is carried out to a standard acceptable to the OVG and meets the OVG's audit requirements. 	<ul style="list-style-type: none"> Such maintenance shall be carried out within 60 days of Council approval. Where the maintenance arises from a ratepayer request that Council has approved, the Contractor shall endeavour to complete the maintenance within 21 days of notification of Council approval to the maintenance. All such maintenance notified to the Contractor before 1 July shall be completed no later than 7 working days after year end. 	<ul style="list-style-type: none"> Where such maintenance arises from a ratepayer request good customer service and public relations will dictate that it is actioned as soon as possible.
<p>Revalue Sold Properties</p> <ul style="list-style-type: none"> The Contractor shall inspect properties where sales notices indicate a property value appreciably greater than expected, and shall issue revaluation notices for such properties where appropriate. This work applies to the 12 month period preceding a revaluation of the DVR. Work carried out within this period shall be deemed to fall within the work included in the triennial revaluation. 	<ul style="list-style-type: none"> Such maintenance is carried out to a standard acceptable to the OVG and meets the OVG's audit requirements. 	<ul style="list-style-type: none"> Such maintenance shall be carried out within two months of advice of the sale. 	

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<p>Other Maintenance</p> <ul style="list-style-type: none"> • The Contractor shall carry out such other maintenance as is necessary under sections 14 to 17, and sections 22 to 28 of the Rating and Valuations Act 1998. Such maintenance shall only be carried out at the direction of Council. • If the Contractor becomes aware in the course of the Contract of circumstances which lead it to believe that such maintenance should be carried out, it shall first obtain the approval of Council before undertaking the maintenance work. • The Contractor shall provide an annual updated valuation for utilities where any deletions or additions to the network have occurred. 	<ul style="list-style-type: none"> • Such maintenance is carried out to a standard acceptable to the OVG and meets the OVG's audit requirements. • In agreed format. 	<ul style="list-style-type: none"> • Such maintenance shall be carried out within 60 days of Council approval. Where the maintenance arises from a ratepayer request that Council has approved, the Contractor shall endeavour to complete the maintenance within 21 days of notification of Council approval to the maintenance. • All such maintenance notified to the Contractor before 1 July shall be completed no later than 7 working days after year end. • Electronic form prior to the end of the Council's financial year. 	<ul style="list-style-type: none"> • Where such maintenance arises from a ratepayer request, good customer service and public relations will dictate that it is actioned as soon as possible. • This information has a commercial value to Council and its timely and accurate processing is essential to realising that potential.
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(OGC Contract 2017-2018 - Version 3 - 17062017)

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<p>Maintenance of Supporting Data</p> <ul style="list-style-type: none"> • The Contractor shall process change of address advice received from the Council. • The Contractor shall process sales advice information received from the Council. 	<ul style="list-style-type: none"> • There shall be an error rate of no more than 1 incorrect entry per every 200 entries. • Sales data shall be correctly entered into the database and shall be classified in accordance with the requirements of the OMG. 	<ul style="list-style-type: none"> • All entries processed within five working days of receipt. • Where a separate valuation entry exists, sales data processed within five working days of receipt. Where a separate entry does not exist, it shall be processed within five working days of the entry being created. 	<ul style="list-style-type: none"> • This information has a commercial value to Council and its timely and accurate processing is essential to realising that potential.
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<p>4. REPORTING</p> <ul style="list-style-type: none"> The Contractor shall provide, annually, and at other times when requested, a print-out detailing assessments and values to enable the Council to reconcile the data it is using for rating purposes with the District Valuation Roll The Contractor shall provide reports covering the areas detailed below, or make access available to the database for Council, to run these reports as required: <ul style="list-style-type: none"> Status of Consents received for processing of objections Summary of objections received Summary of objections completed Summary of objections outstanding Status of subdivisions received for processing Summary of Sales processed. Summary of Values 	<ul style="list-style-type: none"> Data provided in an agreed format and with sufficient accuracy to enable Council to be confident that its rating records are accurate. Data provided in an agreed format and with sufficient accuracy to enable Council to be confident that its rating records are accurate. 	<ul style="list-style-type: none"> Data provided within agreed timeframes. Data provided, or made available within agreed timeframes. 	<ul style="list-style-type: none"> It is important to the credibility of the rating process that Council has the ability to independently verify the accuracy of its rating records. A factor in the evaluation of the Contract proposals will be the ability of Council to access this data and generate customised reports from it.
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<p>5. LIAISON WITH COUNCIL</p> <ul style="list-style-type: none"> * The Contractor shall appoint a Contractor manager to liaise with Council officers on day to day issues. * The Contractor shall meet twice each year with Council to review each parties contractual obligations. 	<ul style="list-style-type: none"> * The Contractor's representative is readily available to discuss day to day issues as they may arise. * Contractor's representatives to meet with Council representatives twice a year to review and discuss the operation and performance of the Contract. 	<ul style="list-style-type: none"> * Liaise as require. 	<ul style="list-style-type: none"> * Meet twice a year at times agreed.
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SCHEDULE 2

PROVISIONS THAT APPLY TO DATABASE MANAGEMENT ONLY

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

"Council Data" means all valuation data supplied by or on behalf of the Council for inclusion in the Council's Database which amends the data held in the Contractor's Database, and includes such data as amended or modified.

"Council's Database" means the Council's database containing -

- (a) the District Valuation Roll;
- (b) the District Valuation Roll Supporting Data specified in the Rules;
- (c) the Council's section of the National Property Database.

"Manage the Council's Database" and "Database Management" means to provide the services described in clause 2.1 and in Schedule 2 - Appendix 1.

2. SERVICES

2.1 In this agreement the term "manage the Council's Database" includes

- (a) the storage of data and fields contained in the Council's Database so as to be accessible and available when reasonably required;
- (b) the maintenance of security of data as required by the Rules;
- (c) the supply of information from the Council's Database lawfully required by the Valuer General;

in accordance with the specific services specifications, performance criteria and timeframe/outputs specified in Schedule 2 - Appendix 1, but does not include -

- (i) valuation services for revision of the District Valuation Roll;
- (ii) valuation services for maintenance of the District Valuation Roll;
- (iii) valuation services for processing of objections to the District Valuation Roll;
- (iv) dealing with general valuation queries by the public;
- (v) valuation policy advice to the Council;
- (vi) general liaison -

all of which are provided for in Schedule 1 - Appendix 1.

3. INFORMATION SYSTEMS

3.1 Information Systems

- 3.1.1** The Contractor will provide and maintain a fully computerised electronic system that will provide for the integration of Council Data so as to achieve the purpose of this agreement.
- 3.1.2** The Contractor must ensure that the Council has reasonable access at all times during normal business hours, to the whole or any part of the Contractor's information system which contains Council Data.
- 3.1.3** If required by the Council, read-only access to the Contractor's electronic system is installed at the Council's expense.
- 3.1.4** The Council acknowledges that the Contractor is entitled to manage Council's Database as an integrated part of its own database and is not obliged to maintain Council's Database separate and distinct.
- 3.1.5** The Contractor acknowledges that Council Data integrated into the contractor's database remains in the ownership of the Council at all times. The Contractor disclaims all or any ownership right to Council Data in favour of the Council.
- 3.1.6** The Council authorises the Contractor to use or reproduce Council Data, but only for purposes relevant to its obligations under this agreement. Use of Council Data for any other purpose shall require the prior written consent of the Council.
- 3.1.7** If Council Data contains works or materials of which the contractor is the copyright owner within the meaning of the Copyright Act 1994, the Contractor grants and agrees to grant to the Council an unrestricted, irrevocable and royalty-free licence to access, use and copy such works and materials.
- 3.1.8** The Council acknowledges that software and systems used by the Contractor to store, retrieve, and/or manipulate Council Data remains in the ownership of the Contractor at all times. The Council disclaims all or any ownership right to such software and systems in favour of the Contractor.
- 3.1.9** All Council Data held in the Contractor's systems shall not be:
- (a) released by the Contractor except as permitted or required by the Act or as permitted or required by clause 3.1.5 above;
 - (b) provided or sold to third parties without the prior written approval of the Council.

SCHEDULE 2 - APPENDIX 1

SERVICE	PERFORMANCE STANDARD	TIMEFRAME/OUTPUT	COMMENT
<p>I. MANAGEMENT OF THE DISTRICT VALUATION ROLL Provision of Database</p> <p>The Contractor shall provide and maintain on behalf of the Council a database of all information required to be kept for the District Valuation Roll. For the avoidance of doubt, this database shall contain both the roll data itself and any supporting data the Valuer-General requires to be kept by the Council.</p> <p>At the conclusion of the Contract, the Contractor shall make available to Council or its agent all data held in the database in an electronic form which allows it to be transferred either into the Council's in-house MIS systems, or into the database systems of another Contractor.</p>	<p>The database shall meet all requirements of the OVG and shall pass any auditing conducted by the OVG.</p>	<p>The database shall be kept up-to-date at all times.</p> <p>The Contractor shall notify the Council in hard copy or electronic form weekly of all maintenance changes made to the database. The Contractor shall work with the Council to establish systems where maintenance changes can be provided electronically.</p>	<p>Council has no wish to hold data on its in-house systems other than that necessary for rating purposes. This is an area of the Contract where the Contractor can add value to Council's operation by providing a service that both meets and exceeds statutory requirements.</p> <p>A factor in the evaluation of the contract proposals will be the ability of Council to access this data and generate customised reports from it.</p> <p>The data contained in the database shall at all times remain the exclusive property of the Council and may not be sold or used by other parties without the prior consent of Council. Council may charge a fee for access to the data where the data is used for purposes other than revaluation and maintenance of the valuation roll.</p>

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<p>Field Notes</p> <p>The Contractor shall maintain such field notes in manual form as are required to meet the requirements of the OVG</p>	<p>The field notes shall meet all requirements of the OVG and shall pass any auditing conducted by the OVG.</p>	<p>The field notes shall be kept up-to-date at all times</p>	<p>The field notes shall at all times remain the exclusive property of the Council and may not be sold or used by other parties without the prior consent of Council. Council may charge a fee for access to the field notes other than where the field notes are used for purposes other than revaluation and maintenance of the valuation roll.</p>
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SCHEDULE 3 – CONTRACTORS PRICE

Item Description	Fixed Price
Total cost for all rating valuation services including the Tricentral Property Revaluation, objections, and all associated work, maintenance valuation including subdivisions, building consents, resource consents, objections and all associated work.	\$78,000 pa*
Provision of Database	
Total Cost of Provision of Database and general maintenance	\$ 5,000 pa

*The fee includes:

- Printing and mailing owners notices
- Classifying and inputting sales into the database

The services covered by the above annual fee do not include the handling by QV Rating of any objections proceeding to the Land Valuation Tribunal or higher court. The fees for these services would be:

Senior Valuer	\$1,500 plus GST per day
Valuer	\$1,000 plus GST per day
Support	\$500 plus GST per day

The above fee includes the preparation of a basis sales analysis, satisfying OVG audits, processing objections (up to threshold levels), handling rate payer enquiries, printing and mailing owners notices.

Any additional objections to the revaluation above the nominated volume would be charged at the above rate.

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SCHEDULE 4

Key Personnel

Management

David Nagel (Operations Manager)
Bevan Pickett (Office Manager)
Jan O'Donogue (Revaluations Manager)

Valuers

Lucas Paku
Aaron Hart
Ben Bakalich
Paul Simson
Michelle Beech

Administration

Marie Rangihika
Jill McMahon
Felicity Blithe



Quotable Value Limited
www.qv.co.nz

Variation Agreement

Parties

Quotable Value Limited at Wellington ('QV')

Wairoa District Council at Wairoa (**Council**)

Existing Contract Details

QV and the Council are parties to a contract for the provision of Valuation Services and the provision of Database Management Services (the '**Agreement**') dated 1 July 2011 expiring on 30 June 2017.

Council has the option to seek a further three year term extending the final expiry date of the contract to 30 June 2020.

The parties agreed to extend the term of the Agreement until 30 June 2020.

Operative provisions

The Parties agree:

1. To vary clause 9.1.1 of the Agreement to provide for an alternative calculation of fee adjustment.

The existing agreement provides for a fee increase by 2.5% upon each anniversary of the contract commencement in lieu of an inflationary provision. No fee adjustment shall be applied for the period 1 July 2017 to 30 June 2018.

From 1 July 2018 the Standard Fee and Extra Services Fees will be adjusted annually for the Consumer Price Index (All Groups) (CPI), on each anniversary of this agreement. In each subsequent year of the term of this agreement the fee will be equivalent to the previous year's annual fee plus the CPI adjustment. To give all parties certainty of fees, the annual adjustment the CPI (All groups) adjustment will be calculated based on the index as at 1 April in the year due and variation applicable from 1 July.

2. The total contract price as at 1 July 2017 for Valuation Services is \$84,000 plus GST per annum and Database Management is \$5,000 plus GST per annum
3. Definitions in the Variation Agreement have the same meanings as in the existing agreement unless the context suggests otherwise.
4. The parties agree to make the following adjustments to service levels from the existing agreement:



a. General & Public Enquiries (Schedule 1 – Appendix 1)

SERVICES	PERFORMANCE STANDARDS	SERVICE LEVEL/MEASURE (KPI)
Communication with Council:		
<p>Response times- The Contractor will provide responses to Council on an as needed basis for enquiries relating to Rating Valuations.</p>	<p>The Contractor will acknowledge all Council enquiries immediately and provide the Council with a response that exchange.</p> <p>The Contractor will establish a standard email address for all such enquiries to be directed</p> <p>The Council will categorise the priority of enquiries as:</p> <ul style="list-style-type: none"> • Urgent • Important; or • Standard <p>The Contractor will respond to all enquires in accordance with the following timeframes:</p> <ul style="list-style-type: none"> ▪ Urgent – enquiries to be addressed by phone or email within 24 hours ▪ Important – enquiries to be addressed within two working days with written response if requested ▪ Standard – enquiries to be addressed in writing within five working days <p>Details of actions undertaken as a result of queries must be documented by the Contractor.</p>	<p>The Contractor will meet the response times outlined in the Performance Standards at least 95% of the time.</p>
<p>Daily Issues – Contractor to liaise directly with Council on day to day issues, including recommendations for improvements to the any processes undertaken where appropriate</p>	<p>The Contractor is to communicate with Council as required to ensure ‘no surprises’.</p> <p>Contractor will ensure no issues are escalated to Council by any third party that the Council is not made aware of by the Contractor.</p>	<p>The Contractor will advise the Council within four hours where a third party has indicated they will escalate an issue</p>



Public Inquiries		
<p>The Contractor will respond to day to day general enquiries from the public on any issue related to Rating Valuations within the Hawkes Bay Region.</p>	<p>The Contractor personnel will respond to information requests competently and in a manner which leaves the customer satisfied that their queries have been accurately addressed within a reasonable timeframe. All written and verbal communications must be to the highest standards.</p>	
<p>The Contractor will provide the following Services, as a minimum:</p> <ul style="list-style-type: none"> • a phone service operating during normal business hours on Business Days throughout the term of the Agreement, • provision for face-to-face customer contact, and • provision for accepting enquires electronically and in hard copy. 	<p>The Contractor will acknowledge all public enquiries immediately and provide the caller with a response time if the query cannot be answered in that exchange.</p> <p>Response times to be as follows:</p> <p>*Simple matters – callers’ questions able to be addressed immediately. Queries generally related to rating valuation processes and procedures and the checking of property data e.g. a ratepayer wanting to know why their value has changed/what was my last valuation/when is the next revaluation/when will this value be rated on/how do I get incorrect data corrected etc.</p> <p>*Medium queries– value related queries which require a valuer to obtain details of the property and undertake a desk top check of the value. Response to be within two Business Days.</p> <p>* Complex queries - either value related or not, which require conversations to be had with other people and/or Council; data checking and/or a field inspection and a written response, within five Business Days.</p>	
<p>Contentious Issues - Any complaints which in the reasonable opinion of the Contractor cause negative publicity for the Council shall be</p>	<p>The Contractor will assist Council to avoid unnecessary adverse impacts through a ‘no surprises’ approach to the Contractor becoming aware of</p>	<p>All contentious issues are notified to the Council within one Business Day of the Contractor becoming aware of</p>



brought to the immediate attention of the Council.	supply of information to Council.	the issue.
Maintenance for properties with rating apportionments	The Contractor will undertake appropriate ongoing maintenance of data relating to ownership and postal address for whole numbers where apportionments exist – these are not maintained via EDE, yet are used as the primary source of contact information by QV.	The Contractor will review these records prior to the issue of 3-yearly revaluation notices.

5. Except as amended above, all other terms and conditions of the Existing Agreement remain in full force and effect.
6. Any provisions of the Existing Agreement relating to its interpretation and operation will also apply to this Variation Agreement.
7. Except as varied by this variation no other terms or conditions of the Contract shall be negated or changed.

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Signed for and on behalf of

Quotable Value Limited by _____

Print Name:

Position/title:

Date:

Witness: _____

Print Name

Occupation

Address

Signed for and on behalf of

Wairoa District Council by _____

Print Name:

Position/title:

Date:

Witness: _____

Print Name

Occupation

Address

8.9 GENESIS ENERGY LIMITED - JULY 2017 - APRIL 2018 EXPENDITURE PURCHASE ORDER APPROVAL

Author: Stefini-Hunia Burling-Claridge, Cashier/Clerk

Authoriser: Gary Borg, Chief Financial Officer

Appendices: 1. [Line Item Details Purchase Order 173818 - Gensis Energy Limited](#) ↓
2. [Electricity Accounts Budgets 2017/18](#) ↓

1. PURPOSE

- 1.1 To seek approval of purchase order for Electricity Costs for the period 1 July 2017 to 30 April 2018 in excess of CEO's financial delegation

RECOMMENDATION

The Cashier Creditors Clerk RECOMMENDS that Council approve Purchase Order 173818 for \$575,000.00 (Incl. GST) in favour of Genesis Energy Limited for Council's power usage for period July 2017 – April 2018.

2. BACKGROUND

- 2.1 Operational and Capital Expenditure in excess of the CEO's delegation must be approved by Council
- 2.2 Without a valid Purchase Order we will revert to old practices of a Purchase Order being raised retrospectively after the receipt of the invoice, defeating the purpose of the Electronic Purchase Order (EPO) system and the internal control that this system provides.
- 2.3 On 28 February 2017 the Finance, Audit & Risk Committee Meeting authorised approval of PO 172859 for \$250,000.00 for Council's power usage for period March – June 2017. This PO follows on chronologically in the life of this contract.

3. DISCUSSION

- 3.1 It is preferred process with an internal control system, that where there is a common, regular and known supply of goods or services under an existing contract from a single vendor, that a single purchase order be created for the entire contract.
- 3.2 Genesis Energy Limited provides Council's energy supply for all operations. The account is normally around \$50,000 per month, after discount and smoothing any seasonal adjustments. This contract was established after a review of the market identified Genesis as the preferred vendor for the supply of energy.
- 3.3 In lieu of Council approval of the original contract, purchase order 173818 has been setup in the EPO system (refer to Appendix 1).
- 3.4 Purchase Order 173818 is for the remaining period of our existing Energy Supply Agreement with Genesis Energy which expires 30 April 2018 and the amount is the estimated costs over that period.

- 3.5 The budget for this cost is spread over the entire Cost Centre Structure. For administrative ease Finance Department staff code this to a single central code, where the cost is then transferred over the remainder of the organisation. Appendix 1 shows no budget in the selected code. This is the effect of the recharge process in having budgets spread over other areas. Appendix 2 shows the budgets for the codes that costs have been coded to as part of the normal analysis and costing of each months account.

4. OPTIONS

- 4.1 The options identified are:
- Approve this purchase order; or
 - Not approve this purchase order.
- 4.2 Approving this purchase order permits council staff to progress payment of accounts as they are provided to Council and also enables Council to take advantage of the discount made available as part of the contract. This also reduces administrative burden in having to raise and approve individual purchase orders each month, and maximises the advantages of Council's EPO system (good financial management overview of costs and the internal control that such a system offers).
- 4.3 Budgetary provision for power has been made in the 2017/18 budget as shown at appendix 2 and this purchase order is within the total allowed for the remaining period of our existing agreement with Genesis Energy.
- 4.4 Non-approval of the purchase order will require Council staff act outside of delegations in order to continue to pay for a previously contracted service and avoid disruption.

THE PREFERRED OPTION IS OPTION A, THIS MEETS THE PURPOSE OF LOCAL GOVERNMENT AS IT WILL DEMONSTRATE COUNCIL EXERCISING GOVERNANCE OVER SIGNIFICANT PROCUREMENT.

5. CONCLUSION

- 5.1 A single EPO for similar items purchased under the auspices of a single contract from a single vendor is preferred, allowing the authorised manager the option to track the impact of that cost on the operational or capital budget for that item.
- 5.2 The expenditure for Genesis Energy at approx. \$50,000 per month represents a ~\$600,000 spend over a single financial year.
- 5.3 To achieve the purposes of good financial management a single pre-approved EPO in advance of the provision of service is sought.

6. CORPORATE CONSIDERATIONS

What is the change?

- 6.1 There is no change with this decision.
- 6.2 This will not trigger a s17A review.

Compliance with legislation and Council Policy

- 6.3 Budgetary provision has been made for power charges in the Annual and Long Term Plans.
- 6.4 This does not impact the District Plan.

6.5 This does not impact Economic Development Strategy.

6.6 This does not impact other Council Policies.

What are the key benefits?

6.7 Application of good financial management of Council spending.

What is the cost?

6.8 The EPO has been raised for \$500,000, at \$50,000 per month plus GST. Budget provision has been made for this cost across Council Cost Centres and the cost is transferred to each cost centre each month.

What is the saving?

6.9 WDC receives an approximate 10% discount on the cost of provision of power if the account is paid by the 28th of each month.

Who has been consulted?

6.10 This has not been consulted on.

Service delivery review

6.11 There is no impact on s17A service delivery or the need for a review

Maori Standing Committee

6.12 This has not been presented to the MSC as this is an operational item and is not significant to the MSC.

7. SIGNIFICANCE

7.1 This does not trigger any of the significance and engagement policy requirements.

8. RISK MANAGEMENT

8.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10 and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:

- a. Good financial management of Council resources; and
- b. Application of internal control procedures in the procurement of goods and services.

References (to or from other Committees)

On 28 February 2017 the Finance, Audit & Risk Committee Meeting authorised approval of PO 172859 for \$250,000.00 for Council's power usage for period March – June 2017. This PO follows on chronologically in the life of this contract.


Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,

- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
<p>Author Stefini-Hunia Burling-Claridge</p>	<p>Approved by Gary Borg</p>

ST

<http://wdclinux.wairoadc.govt.nz/cgi-bin/orders/stwebord?mode=setu...>

Order: 173818

Creditor: 12311 Genesis Power Limited

Supplier

Our Supplier Number	12311 Genesis Power Limited
Postal Address	PO Box 17188 Greenlane Auckland 1546
Phone	09 580 4771
Email	genesispayments@genesisenergy.co.nz

Header

Status	New - Not Committed
Initiator	stefini - Stefini Hunia Burling-Claridge
Raised On	11/05/17
Total Value	500000.00
Sent By	Email
Sent On	11/05/17
Deliver To	Wairoa District Council Coronation Square 97 - 103 Queen Street Wairoa 4108 Power July 17 - April 2018

Lines

Line	Job/GL No and Detail	Quantity	Expected Value	Expected Date
History Change 01 Delete 01	Power - Jul 17 - Apr 18			
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	31/07/17
	Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00			
History Change 02	Power - Jul 17 - Apr 18			
	Total Value Excluding GST - Use received value once lines received		500000.00	
	Plus GST		75000.00	
	Total Value Including GST		575000.00	

ST

<http://wdclinux.wairoadc.govt.nz/cgi-bin/orders/stwebord?mode=setu...>

Line	Job/GL No and Detail	Quantity	Expected Value	Expected Date
Delete 02				
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	31/08/17
Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00				
History Change 03 Delete 03	Power - Jul 17 - Apr 18			
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	30/09/17
Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00				
History Change 04 Delete 04	Power - Jul 17 - Apr 18			
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	31/10/17
Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00				
History Change 05 Delete 05	Power - Jul 17 - Apr 18			
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	30/11/17
Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00				
History Change 06 Delete 06	Power - Jul 17 - Apr 18			
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	31/12/17
Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00				
Total Value Excluding GST - Use received value once lines received			50000.00	
Plus GST			75000.00	
Total Value Including GST			575000.00	

ST

<http://wdclinux.wairoadc.govt.nz/cgi-bin/orders/stwebord?mode=setu...>

Line	Job/GL No and Detail	Quantity	Expected Value	Expected Date
History Change 07 Delete 07	Power - Jul 17 - Apr 18			
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	31/01/18
	Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00			
History Change 08 Delete 08	Power - Jul 17 - Apr 18			
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	28/02/18
	Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00			
History Change 09 Delete 09	Power - Jul 17 - Apr 18			
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	31/03/18
	Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00			
History Change 10 Delete 10	Power - Jul 17 - Apr 18			
	GC2035 Electricity Control Account (010 : Purchases)	1	50000.00	30/04/18
	Year Budget= 0.00 , Spent= 40,171.65 , Order years : Current= 43,478.26 , Previous= 0.00 , Next= 43,478.26 , Total= 86,956.52 , Total Actual + Orders vs Budget 127,128.17 / 0.00			
	Total Value Excluding GST - Use received value once lines received		500000.00	
	Plus GST		75000.00	
	Total Value Including GST		575000.00	

Notes

Date Author

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**PO 173818 Allocated Account Budgets for the 2017/18 Financial Year
Codes that Electricity is recharged to**

CM153054	Grants Yroa Ynot Donations	4,000
EP2035	Electricity	4,200
FI1550; 108541	Tuai Clubrooms Recharged Power	0
FI1550;10871	Airport Electricity Recharged	0
HP1035	General Expenses	1,050
HP2035	Electricity Laundry	650
HP2050	Repairs & Mtce: Housing	24,141
HS1035	General Expenses	420
LM2035	Electricity	7,700
MH20351	Electricity Tuai	3,000
PC2035	Electricity Coronation Sq	21,570
PC20351	Electricity Locke St	1,078
PC20352	Electricity Lucknow St	1,078
PR20151	Cleaning Toilets Mahanga	7,800
PR20152	Cleaning Toilets Mahia	60,000
PR20153	Cleaning Toilets Nuhaka	7,800
PR20156	Cleaning Toilets Wairoa	48,000
PR20406	Operations Lighthouse	2,720
PR20407	Reserves Lighting	3,235
PR204072	Reserves Upkeep: F/Town Domain	1,120
PR204073	Reserves Upkeep: Mahia	35,879
PR204075	Reserves Upkeep: Other Rural	8,961
PR204076	Reserves Upkeep: Tuai	35,000
RF2035	Electricity	4,314
RS3500	Traffic Services Maintenance	0
SD5300	Wairoa Pumps - Electricity	2,102
SG204012	Operating Costs - Mahia/Opoutama	150,000
SG5100	Wairoa Wwtp - Electricity	15,317
SG5700	Wairoa Pump Stns - Electricity	41,316
SG6100	Tuai - Electricity	3,264
WA2035	Electricity	4,000
WR20351	Electricity Tuai	5,031
WR5240	Frasertown Reservoirs -Elect	1,059
WR5340	Tuai Reservoirs - Electricity	1,076
WR5440	Mahanga Reservoirs Electricity	2,031
WT20351	Electricity Intake	50,000
WT20352	Electricity Water Treatment Pl	50,000
WT20353	Electricity Affco	10,785
WT20354	Electricity Tawhara	75,000
WT204051	Ops-Awatere Road Pump Stn	500
WT204055	Ops-Hillcrest Road Pump Stn	500
		695,697

8.10 HBLASS STATEMENT OF INTENT 2017-18

Author: Gary Borg, Chief Financial Officer

Authoriser: Fergus Power, Chief Executive Officer

Appendices:

1. HBLASS Sol - Report to Finance Audit and Risk Committee [↓](#)
2. HB LASS Limited Statement of Intent for 2017-18 Final [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is to present the adopted Statement of Intent of HBLASS for the year ending 30 June 2018.

RECOMMENDATION

The Finance Audit and Risk Committee RECOMMENDS that Council receives the report.

EXECUTIVE SUMMARY**2. BACKGROUND**

- 2.1 At its meeting of 11 April 2017, the Committee received the report attached as Appendix 1.
- 2.2 The Committee did not consider any revisions were necessary.

3. CURRENT SITUATION

- 3.1 The adopted statement of intent is attached as Appendix 2. Other than confirming the appointment of the new Chief Executive of Hawke's Bay Regional Council as that council's representative on the company's board, the document is identical to the draft that was reviewed by the Committee.
- 3.2 All other considerations are as described in Appendix 1.

4. OPTIONS



- 4.1 The options identified are:
 - a. Receive the report
 - b. Identify modifications in the Statement of Intent and resolve to consult with the board.
- 4.2 Council has the option, under S5 Sch 8 LGA 2002 to initiate further consultation with the board and ultimately may require the Statement of Intent to be modified.
- 4.3 Council is one of five shareholding entities who have all had the opportunity to comment on the draft prior to its adoption.
- 4.4 The preferred option is receive the report. This will demonstrate co-ordinated governance by the Hawke's Bay councils and enable the HBLASS to continue with its focus on service delivery.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
<p>Author Gary Borg</p>	<p>Approved by Fergus Power</p>

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA

11 APRIL 2017

8.5 HB LASS STATEMENT OF INTENT 2017-18

Author: Gary Borg, Chief Financial Officer
Authoriser: Fergus Power, Chief Executive Officer
Appendices: 1. HB LASS draft Sol 2017-18

1. PURPOSE

- 1.1 The purpose of this report is to assist the Committee in fulfilling its governance role in respect Council Controlled Organisations by presenting the HB LASS Statement of Intent for the year ending 30 June 2018.

RECOMMENDATION

The Chief Financial Officer RECOMMENDS that Committee receives the report and provides comments it deems appropriate to be referred to the directors.

1. REASON FOR INCLUSION AS LATE ITEM

The information that this report relies on was received after the stipulated agenda deadline. It has been included as a late item in the interests of providing the Committee with the opportunity to comment in a timely fashion and to meet the statutory timeframe for responding. There are no matters of significance to be considered.

2. BACKGROUND

- 2.1 HB LASS Limited was formed in December 2012 with the Hawkes Bay local authorities each owning a 20% shareholding. As such HB LASS meets the definition of a Council Controlled Organisation (CCO).
- 2.2 The framework for a statement of intent (Sol) is prescribed by Schedule 8 LGA. In particular, the purpose of a statement of intent is to:
- 2.2.1. state publicly the activities and intentions of a council-controlled organisation for the year and the objectives to which those activities will contribute; and
 - 2.2.2. provide an opportunity for shareholders to influence the direction of the organisation; and
 - 2.2.3. provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

3. CURRENT SITUATION

- 3.1 The draft Statement of Intent (Sol), attached at **Appendix 1**, was received on 6 April 2017, beyond the statutory timeframe.
- 3.2 The Sol confirms the purpose of the HB LASS as being 'to investigate, develop and deliver shared services, where and when that can be done more effectively for any combinations of some or all of the councils.' The HB LASS supports the LGA s17A objective of local authorities to continually and periodically 'review the cost-effectiveness of current arrangements for meeting the needs of communities within its district'. Consequently the HB LASS Sol is unlikely to fundamentally change from one year to another.

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA**11 APRIL 2017**

3.3 The following matters are observed in the 2017-18 Sol compared to the corresponding document for 2016-17:

- 3.3.1. *'Increased value'* inserted as an expected benefit
- 3.3.2. Vision statement updated to *"HAWKE'S BAY COUNCILS DELIVERING VALUE AND SERVICE THROUGH COLLABORATION"*
- 3.3.3. Nature and Scope of Activities updated to include *'Work collaboratively to identify, assess, develop and implement opportunities. Facilitating collaboration direct with council officers who are responsible for the identified work streams and driving beneficial outcomes'*
- 3.3.4. A director representing Hawke's Bay Regional Council has been appointed [vacant 2016-17].
- 3.3.5. An updated list of feasibility studies that will be considered is provided. The RFP process for Internal Audit services is currently in progress.
- 3.3.6. The publishing of a newsletter is proposed to change from quarterly to six monthly.
- 3.3.7. The level of proposed contributions from members is unchanged. Council's contribution is set at \$9,058.50 for the year.

4. OPTIONS

- 4.1 The options identified are:
 - a. Receive the report and provide comment as appropriate
 - b. Do nothing
- 4.2 Due to the administrative nature of this item, no options analysis is warranted.
- 4.3 The preferred option is that the Committee receives the report, this meets the purpose of local government by exercising governance over an entity that exists to identify cost-effective services for the member councils.

5. CORPORATE CONSIDERATIONS AND SIGNIFICANCE

- 5.1 In accordance with Council's Significance and Engagement Policy this matter is of low significance. No consultation is required and there are no financial implications.

Confirmation of statutory compliance

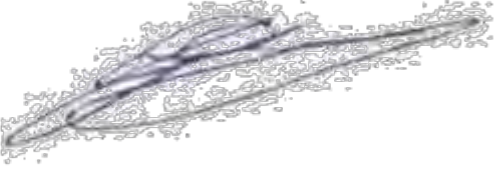

In accordance with Section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

FINANCE, AUDIT & RISK COMMITTEE MEETING AGENDA

11 APRIL 2017

Signatories

	
Gary Borg Author	Fergus Power Approved by

ADM-02-7-15-281



HB LASS Ltd
Statement of Intent for 2017-18

Adopted 8 June 2017

HB LASS Ltd Statement of Intent 2017/18

Hawke's Bay Councils Delivering Value and Service



ADM-02-7-15-281

HB LASS Introduction

This Statement of Intent (SOI), developed under schedule 8 of the Local Government Act 2002, is:

- A public declaration of the activities and intentions of HB LASS Ltd and the objectives to which those activities will contribute.
- Provides an opportunity for the shareholders to influence the direction of HB LASS Ltd, and
- Provides a basis for the accountability of the directors to the shareholders for the performance of HB LASS Ltd.

This Statement of Intent covers HB LASS Ltd and any subsidiary company established in pursuance of the objectives herein.

Background

The Councils that operate within the Hawke's Bay have formed a CCO to investigate, develop and deliver shared services, where and when that can be done more effectively for any combinations of some or all of the councils.

The expected benefits that can be achieved through shared services are:

- improved levels and quality of service;
- increased value
- a co-ordinated and consistent approach to the provision of services;
- reductions in the cost of support and administrative services;
- opportunities to develop new initiatives;
- economies of scale resulting from a single entity representing many councils in procurement.

These benefits and opportunities can apply to all Councils irrespective of location or size.

In essence the Council Shareholders have established HB LASS Ltd as a means to develop opportunities to address the "most cost effective" elements of the Purpose of Local Government as set out in Section 10 of the Local Government Act 2002.

HB LASS Ltd Statement of Intent 2017/18

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Our Vision

"HAWKE'S BAY COUNCILS DELIVERING VALUE AND SERVICE THROUGH COLLABORATION"

Objectives of HB LASS Ltd

Working together with the full support and involvement of staff, we will provide benefit to Councils and their stakeholders through improved levels of service, reduced costs, improved efficiency and/or increased value through innovation.

These will be achieved primarily through:

Joint Procurement

Being the procurement of services or products by two or more Councils from an external provider regardless of whether the service is paid for through HB LASS Ltd or individually by participating Councils.

Shared Services

For HB LASS Ltd "shared services" means the provision of a service or activities (including procurement and service harmonisation) through a jointly owned provider or where one Council or more together performs the service for the other/s.

It is noted that the implementation of any Shared Service proposal will require the agreement of the individual Councils who wish to participate in the relevant proposal.

Nature and Scope of Activities

The principal nature and scope of the activities of HB LASS Ltd is to:

- *Work collaboratively to identify, assess, develop and implement opportunities. Facilitating collaboration direct with council officers who are responsible for the identified work streams and driving beneficial outcomes*
- *Use Joint Procurement to add value to goods and services sourced for its constituent Councils.*

HB LASS Ltd Statement of Intent 2017/18

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- *Facilitate Shared Services that benefit Councils and their stakeholders through improved levels of service, reduced costs, improved efficiency, innovation and/or increased value.*
- *Pursue best practice in the management of all activities to obtain best value and minimise risk.*
- *Demonstrate fiduciary responsibility by ensuring that its activities are adequately funded from savings achieved, levies, Council contributions, or Government funding where available.*
- *Allow other Councils or organisations to participate in its activities where this will benefit its constituent councils directly or indirectly.*
- *Represent the collective views of its shareholders in matters with which it is associated.*

Governance

HB LASS Ltd will conduct itself in accordance with its Constitution, its annual Statement of Intent, and the provisions of the Companies Act 1993 and the Local Government Act 2002.

The Company is governed by its directors. To ensure total synergy between the Company's activities and its council shareholders' activities, the directors are also the Chief Executives of their respective shareholding Councils. The dual roles recognise the interdependence of HB LASS and its Councils in the undertaking of its activities.

The Directors representing the shareholding Councils are:

Shareholder	Director
Central Hawke's Bay District Council	Monique Davidson
Hastings District Council	Ross McLeod
Hawke's Bay Regional Council	James Palmer
Napier City Council	Wayne Jack
Wairoa District Council	Fergus Power

HB LASS Ltd Statement of Intent 2017/18

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In addition, in accordance with the Constitution the Board has re-appointed an Independent Director Mr Craig Waterhouse as Chairman.

In addition, the Board may appoint up to three Independent Directors to supplement the Directors/Chief Executives' expertise.

At an operational level, each activity or project is developed collaboratively by a Working Group, where participants from relevant service areas are nominated by each of the shareholding councils. The Board retains the right to approve nominations to the Working Groups and all of their material decisions.

Each shared service will be subject to a formal service level agreement between HB LASS Ltd and the participating Councils, outlining the services and activities provided, where, when and how they are provided; and reflecting the capital and operational costs being met by each service shareholder.

Joint Procurement initiatives consistent with their nominated role may be undertaken by any Advisory Group as approved by the Directors. Such initiatives will not require the setting up of a separate business unit unless the administration requirements of the procurement process require it.

Subject to the approval of shareholders in accordance with the shareholder agreement the directors may decide that a particular activity is best managed as a subsidiary company and, subject to meeting legislative requirements, proceed accordingly.

As provided in Section 64(5)(b) of the Local Government Act 2002 this Statement of Intent shall apply to any subsidiary company whose objectives are in accordance with the objectives set out in this Statement of Intent. Such subsidiary companies shall not be required to have a separate Statement of Intent.

Future Developments

Feasibility studies for shared services that are on hold but will be reconsidered in 2017/18 are:

- Regional Call Centre
- Rates services (debt management, advisory etc)
- Asset Management Services

Current feasibility studies for shared services that are under action or being prepared for consideration are:

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- Building Control
- Training and Development
- Water Testing
- IT
- Parks
- Facilitating 17A Review Requirements
- Legal Services
- Archives and Records Management
- Animal Control

Other shared services may be provided after the Board has considered each individual business case and formally agreed to take on and deliver (or host/procure etc.) the shared service. The Board has identified a range of other activities that will be investigated as the contributing Councils have resources available to support the investigations.

Joint procurement initiatives will be considered by the Board and/or its advisory groups where there is demonstrated support from two or more member Councils.

HB LASS Ltd will also proactively explore opportunities to partner with other local authorities and shared services organisations within NZ where they are either developing or considering developing cost effective shared services and products that are of value to the Hawke's Bay Councils.

The Board has identified an opportunity for HB LASS to become a vehicle that can assist all the shareholding Councils in meeting the obligations for Service Delivery Reviews that are required to be undertaken under Section 17A of the Local Government Act 2002. It will maintain a watching brief over developments in this area.

The Board has identified that there is a need to become more actively engaged with staff of each of the Councils and that a greater level of activity will require additional administrative support. To this end there will be a need for higher levels of financial input from the shareholders. A Strategy is in development that will identify more clearly the pathway forward to greater adoption of Shared Services within the shareholding councils.

That strategy is designed so as to bring to consideration the findings from the Asset Management services project together with development of initiatives to look at Financial Services and Human Resources activities during the next twelve months.

Performance Targets

To ensure the Company continues to operate effectively in both governance and management terms over the next three years, the targets are to:

HB LASS Ltd Statement of Intent 2017/18

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- Initiate at least one shared service each year and no less than two shared services successfully implemented within the following three years;
- Implement Shared Services demonstrating best practice and added value to participating councils and stakeholders;
- Explore Joint Procurement initiatives for goods and services from sources offering best value, service, and/or continuity of supply;
- Publish a newsletter setting out the Company's activities at least six monthly;
- Ensure sufficient income is available from activities to sustain a viable company;
- Operate in a manner that conforms with any applicable regulatory requirements.

9 Statement of Financial Position

The Local Government Act 2002 requires the SOI to include the projected ratio of shareholders' funds to total assets within the Forecast Statement of Financial Position. As HB LASS Ltd has minimal capital (\$5,000 of paid up capital), and does not expect to acquire any material assets, the Board believes that this ratio does not add any value to the SOI and is therefore not included at this time.

As asset owning shared services are approved, the Board will, if appropriate, provide a mechanism for the recognition of each Council's contribution.

10 Accounting Policies

The Company will maintain accounting records in accordance with the Companies Act 1993 and the Local Government Act 2002 as applies to Council Controlled Organisations.

The financial statements of the Company will be prepared in accordance with the New Zealand equivalent to the International Financial Reporting Standards (NZ IFRS) as prescribed by Chartered Accountants Australia and New Zealand (CAANZ). The accounting policies will be determined in consultation with the

HB LASS Ltd Statement of Intent 2017/18

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Company's accountants and the auditors prior to preparation of the 2016/17 financial statements.

11 Distributions to Shareholders

The Company is not expected to make profits that would ordinarily be distributed by way of dividends. Any surplus funds are expected to be retained in the business.

12 Information to be Provided to Shareholders

The Company will deliver the following statements to shareholders:

- Within two months of the end of the first half of the financial year: Financial Performance, Movements in Equity, Financial Position and Statement of Service Performance.
- Within three months of the end of the financial year the following audited statements: Statement of Financial Performance, Movements in Equity, Statement of Financial Position, Statement of Service Performance plus a summary of how the company has fared against its objectives and prospects for the next financial year, and a report on the Company's medium to long term plans.
- Regular summaries of activities and achievements.

13 Procedures for the Purchase and Acquisition of Shares

The Board will give approval before HB LASS Ltd subscribes for, purchases or otherwise acquires shares in any company or other organisation which is external to the group.

14 Activities for Which the Board Seeks Compensation

The ongoing activities to identify, develop, procure shared services will be budgeted for in advance, subject to a business case, and either funded by

HB LASS Ltd Statement of Intent 2017/18

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individual Councils without HB LASS Ltd involvement; or agreed by the Board to be funded by HB LASS Ltd with consequent recovery from participating Councils.

Shareholding Councils will make a contribution to the operational costs of the company on an annually agreed basis. Contributions required from the shareholding councils to cover administration charges are as follows:

Central Hawke's Bay District Council	\$ 9,058.50
Hastings District Council	\$ 21,411.00
Hawke's Bay Regional Council	\$ 21,411.00
Napier City Council	\$ 21,411.00
Wairoa District Council	\$ 9,058.50

The Company will also seek contributions by way of a levy or administration charges on services provided or administered. In determining an appropriate charge the directors may take into account the cost of running the company, its future operational requirements, the nature and cost of the service provided, benefits achieved and Councils' ability to pay.

The Company may provide services (at a cost recovery or a cost plus basis) to other non-shareholding councils within or beyond the region. Any surplus from such activity will be used to either reduce service costs and/or, invest in further developing that or other services, as agreed by the Advisory Group and by the Board.

15 Value of Shareholders' Investment

The Directors estimate that at this stage, HB LASS Ltd has little or no commercial value. As each shareholder's investment in HB LASS Ltd is only \$1,000 initially, the Board believes that that fairly represents the value of their investment.

The Directors will reassess the value of this shareholding on or about the 1st of March each year

HB LASS Ltd Statement of Intent 2017/18

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8.11 WASTE SERVICES- REGIONAL COLLABORATION OPPORTUNITIES

Author: Jamie Cox, Engineering Manager
Authoriser: Fergus Power, Chief Executive Officer
Appendices: Nil

+9PURPOSE

To identify the benefits of regional collaboration in the waste services area and confirm commitment to further explore these opportunities with Gisborne District Council.

RECOMMENDATION THAT COUNCIL RECEIVE THIS REPORT

The Engineering Manager RECOMMENDS that Council receive the report and instruct council officers to continue investigation of further regional collaboration in the waste services area.

1. BACKGROUND

Wairoa District Council have commissioned Morrison Low and Associates to undertake the Section 17A review on waste services with a particular focus upon the Wairoa Landfill.

Scope and reason for the Section 17A review

Section 17A of the Local Government Act requires that *“A local authority must review the **cost-effectiveness** of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions.”*

This review has been triggered by the end of the contract period of the waste management services contract which expires within the next twelve months, as well as the requirement for services to be reviewed under section 17a of the LGA.

The scope of the Section 17A review covers all waste services which include the waste strategy and policy, waste education, waste collection services (via kerbside collections or refuse transfer stations) and the Wairoa landfill. This review has a particular focus on the Wairoa Landfill.

As part of this review, opportunities for regional collaboration has been a key focus and an initial discussion between Wairoa and Gisborne District Council staff officers was held on 25th May 2017. This meeting identified a number of opportunities in the waste services area, particularly around the Wairoa Landfill. It was agreed that it would be appropriate to update Councillors from both councils on this process and confirm commitment to explore regional opportunities in the waste area going forward.

Existing Situation – Wairoa Landfill

Wairoa District Council

The Wairoa landfill is currently owned and operated by Wairoa District Council. It receives in the order of 2,000 tonnes/year, predominantly from Wairoa District. Its consent expires 2031 but has capacity beyond this date. It is the only landfill in the district and has the ability to increase its annual tonnages significantly. The Section 17A analysis work has identified the opportunity for the landfill to be a regional facility.

Gisborne District Council

Gisborne District Council currently have a contract for waste services with Waste Management NZ Limited. As part of this contract Gisborne generated waste is transported to a Waste Management owned landfill at Tirohia, near Paeroa, a distance of over 300 kilometres.

While the current contract does not expire until 2022 there is the order of 700 tonnes per annum generated in the Ruatoria area that need to go to alternative landfill site from 2018 when the Waiapu landfill closes.

2. DISCUSSIONS TO DATE

A meeting was held on 25th May attended by Wairoa representatives - Jamie Cox (Engineering Manager) and Luke Knight (Property Manager) and Gisborne District Council representatives – Andrew White (Director Liveable Communities) and Dwayne Pomana (Solid Waste Engineer). Morrison Low and Associates Limited were also in attendance.

At this meeting, regional opportunities for waste services were discussed with a particular focus on the Wairoa Landfill. There was agreement that there were clear opportunities and that bearing in mind where current contractual arrangements were the timing was appropriate to look at these in more detail.

It was recognised that both councils have similar communities and issues that need to be addressed. There are real opportunities to gain efficiencies (both financial and non-financial) through regional collaboration including cost savings, better environmental outcomes (e.g. transport related carbon efficiencies) and greater control of both councils' destiny through less dependence on the waste contracting industry.

In addition to the Wairoa Landfill, which has been a catalyst for discussions, further opportunities for regional collaboration were identified. In the waste area, these could include alignment of objectives and actions in Waste Management and Minimisation Plans, exploring joint procurement options, and consistent waste minimisation messaging.

3. CONCLUSION

Officers from both councils believe there are significant benefits from exploring regional initiatives. The waste services area is an ideal service to commence discussions on, given the potential opportunity to explore the joint use of Wairoa Landfill.

The purpose of this report is to get confirmation from Councillors on the commitment for both Councils to investigate the regional opportunities in order that these can be reported back to Council in time for inclusion in the next LTP round as appropriate.

In addition, it is proposed that a joint Councillor working group be set up to work with Council officers from both councils to explore the options and refine the benefits from a regional approach. It is proposed that a site visit to the Wairoa Landfill and other waste facilities be arranged for Councillors.

4. CORPORATE CONSIDERATIONS**What is the change?**

Nothing at this point.

Compliance with legislation and Council Policy

This review complies with section 17a service review provisions.

What are the key benefits?

Information gathering on inter-regional collaboration.

What is the cost?

Minimal but managed within current budgets.

What is the saving?

No savings at this stage.

Who has been consulted?

Not required at this point.

Service delivery review

This option is being assessed as part of an ongoing service delivery review (17a) of solid waste management.

Maori Standing Committee

This matter has not been referred to the committee at this point because it is at an investigative stage.

5. SIGNIFICANCE

5.1 Current and planned service delivery would identify opportunities with Gisborne District.

6. OPTIONS

6.1 The options identified are:

- a. Do nothing and this opportunity would lapse and the 17 a review would be reduced
- b. Further investigate collaboration over waste management.

6.2 The preferred option is (b); this meets the purpose of local government as it will help meet the current and future needs of communities for good-quality infrastructure in a way that is most cost-effective for households and businesses.

7. RISK MANAGEMENT

7.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10 and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:



- a. Public perception.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
<p>Author Jamie Cox</p>	<p>Approved by Fergus Power</p>

8.12 EASTLAND GROUP COMMUNITY FUND

Author: Kitea Tipuna, Economic Development and Engagement Manager

Authoriser: Fergus Power, Chief Executive Officer

Appendices: Nil

1. PURPOSE

- 1.1 Council to allocate the Eastland Group Wairoa Community Fund of \$15,000 for the purposes of supporting Wairoa focused events and activities.

RECOMMENDATION

The Economic Development & Engagement Manager RECOMMENDS that Council approve the Eastland Group Wairoa Community Fund of \$15,000 be allocated to the Wairoa Museum for the purposes of contributing to Stage Three of the Museum's major development – Kakapa

EXECUTIVE SUMMARY

Eastland Group has committed \$15,000 per year for 10 years as part of a Wairoa Community Fund for the purposes of supporting Wairoa focused events and activities.

2. BACKGROUND

- 2.1 The Wairoa Museum is embarking on Stage 3 of its major redevelopment - Kakapa. The focus will be on incorporating technology in to the heritage and museum services being offered to the residents of, and visitors to, the Wairoa District
- 2.2 Stage 3 will be phased and rolled out as funding opportunities are realised. The Museum's first priority will be to work with Curve Technology to develop an interactive touch table to showcase the museum's rich and diverse collections. Content for this will come from the inventory that have been created as part of stage one of Kakapa, together with information from the Museum's own collection management database - and many other sources.
- 2.3 Kakapa is entering its third year - the first of its kind since the museum opened in 2001. The following outlines progress to date
- 2.4 **Stage 1**
- Published a Wairoa District heritage inventory featuring the Museum's collection – The Museum has produced a document featuring the museum's impressive collection and integrating it with people, places and stories to create a Heritage Inventory of the Wairoa region. This includes a database of Wairoa provenanced artefacts held outside the District.
- 2.5 **Stage 2**
- Refurbished all exhibition spaces – The Museum has more than doubled its exhibition space. Up until now less than 3% of the museum's collection was on display. Now in excess of 90% of its displayable collection is on show. The Museum has converted

one of its two storage vaults into a public gallery, refurbished what were storage shelves into display cases. The Museum is now using its own heritage inventory to interpret the collection.

- Created an interactive Discovery Space including production of educational activities and resources – The Museum has created an interactive discovery space linking its exhibitions and collections with local heritage sites in thought provoking and fun activities. This includes the production of large scale interactive heritage maps as well as the production of a heritage trail and a large “cabinet of curiosities”.
- Curated, designed and installed a major exhibition focussing on the mid-1800s in the Wairoa District - Included in this space is a refurbished and repositioned reception area, new taonga gallery and research space .
- Installed an IT hub including security cameras and monitors, data cabling and new desktop and lap top.
- Implemented a heritage and museum studies internship programme at the Wairoa Museum - In 2016 EIT began delivering a Diploma in Heritage and Museum Studies and the Wairoa Museum will operate as a base for interns undertaking this qualification.

2.6 Stage 3

- Before the redevelopment began, the Museum undertook a consultation process. The aim was to gain an understanding of attitudes to the museum and ways in which the museum might respond more effectively to the local community. One of the key findings from that research was a call to utilise technology, particularly as a means of engaging younger audiences.
- Secondly, early on the Museum decided that the first thing it needs to do was establish an inventory of the collection. The Museum already managed a collection management database but it wanted something that was “richer”, something that could link taonga with people, places, stories and time.

2.7 Now, with Stage Two complete, the Museum will return to its collection and a plan that will make the collection even more accessible to the community. This will be done through the development of a fully interactive touch table that will be available to visitors to the museum in its main exhibition space. The touch table will allow users to access the collection and link objects with people, maps, videos, timelines and much more. Several users will be able to use the 65” table simultaneously and will continually add and update data.

2.8 The Wairoa Museum will work with local IT specialists, Curve Technology on the development of the interactive Touch table. They have particular expertise in this field and the Museum is very fortunate to have them located in Wairoa.

3. OPTIONS

3.1 The options identified are:

- a. Do nothing
- b. Approve the Eastland Group Wairoa Community Fund of \$15,000 be allocated to the Wairoa Museum for the purposes of contributing to Stage Three of the Museum's major development – Kakapa



3.2 The preferred option is (b), this meets the purpose of local government as it will help meet the current and future needs of communities for good-quality infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
Author Kitea Tipuna	Approved by Fergus Power

8.13 LTP 2018-2028 PROJECT PLAN

Author: James Baty, Corporate Services Manager

Authoriser: Fergus Power, Chief Executive Officer

Appendices: 1. LTP 2018-2028 Project Plan [↓](#)

1. PURPOSE

- 1.1 This report provides information for Council on the LTP 2018-2028 Project Plan. No decisions are required by Council at this stage.
- 1.2 This information-only report is submitted in order to keep Council informed of progress on this matter.

RECOMMENDATION

The Corporate Services Manager RECOMMENDS that Council receive the report.

2. BACKGROUND

- 2.1 The Long-Term Plan (LTP) is a document required to be published by councils every three years under the Local Government Act 2002 that sets out a local authority's priorities over the next ten years.
- 2.2 The LTP provides a long term strategy for the ongoing delivery of services to the Wairoa community. The development of the LTP provides opportunity for the community to participate in the process. The adopted LTP also provides a means by which the community may monitor the effectiveness of Council's service delivery decisions over time.
- 2.3 The purpose of the Wairoa District Council Long Term Plan 2018-2028 ("LTP") is to:
 - Describe the activities of the Council
 - Describe the community outcomes desired for the district
 - Provide integrated decision making (between Council and the community) and co-ordination of resources
 - Provide a long term focus for Council's decision and activities
 - Provide a basis for accountability to the district community
 - Provide an opportunity for community participation in planning for the future.
- 2.4 This plan contributes to Council's vision and all of the adopted community outcomes.

3. CURRENT SITUATION

- 3.1 The LTP Project Plan has been prepared and is attached for Council's information.
- 3.2 Council Officers are currently reviewing the "Group of Activities" structure and a report will be completed in due course for Council's consideration.

4. CONCLUSION

- 4.1 Council Officers will continue to keep involved throughout the plan's development and informed of relevant matters as we progress.

Further Information

<http://www.legislation.govt.nz/act/public/2002/0084/latest/DLM172344.html>



Background Papers

Not applicable.

References (to or from other Committees)

Not applicable.

Signatories

	
Author James Baty	Approved by Fergus Power

Project Plan

for

Wairoa District Council Long Term Plan 2018-2028

Version Control

Version	Date updated	Document	By Who
Draft – Version 1	December 2016	LTP Project Plan	J Baty/C Knight
Draft – Version 2	May 2017	LTP Project Plan	J Baty/C Knight

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INTRODUCTION

Overview

Every three years the Wairoa District Council must produce a Long Term Plan which sets out the priorities for the decade that have been agreed between the Council and the community.

The purpose of the Wairoa District Council Long Term Plan 2018-2028 ("LTP") is to:

- Describe the activities of the Council
- Describe the community outcomes desired for the district
- Provide integrated decision making (between Council and the community) and co-ordination of resources
- Provide a long term focus for Council's decision and activities
- Provide a basis for accountability to the district community
- Provide an opportunity for community participation in planning for the future.

Objectives

2.1 The Long Term Plan must be based on robust technical information and a clear understanding of economic, environmental, social and cultural aspirations of the community.

2.2 Objectives for this project plan are:

- To establish the scope, schedule and requirements for development of the LTP.
- To ensure the process for preparing the LTP complies with the requirements of the Local Government Act 2002 and its amendments.
- To ensure that elected representatives are involved and kept update throughout development of the LTP.
- To ensure that there are opportunities for the community of the Wairoa district to be involved in the development of the LTP.
- To ensure that all financial reporting standards are IPSAS/PBE compliant.
- To ensure that the adoption and audit of the LTP is completed before statutory date of **30 June 2018**.

Assumptions

3.1 This project plan has been prepared on the following assumptions;

- Staff will be available to work on the LTP as required.
- There is sufficient 'in-house' knowledge to deliver the LTP.

- There will be adequate and appropriate resources available to support preparation of the LTP.
- Key information necessary to progress preparation of the LTP will be received on time and in the appropriate format.
- The draft LTP will require minimal adjustment in order to satisfy audit requirements.
- The final LTP is approved on or before the 30 June 2018 statutory deadline.

Constraints

- 4.1 The following constraints may create some limitations to the scope of the work done in relation to the LTP:
- Conflicting work priorities for required staff may create limitations to the capacity of staff to take on the LTP work.
 - Mitigation: Plan out in advance and identify gaps that will require work to be undertaken by a consultant
 - Ability to access key information (e.g. specific demographic information) may constrain the ability to fully comply with statutory requirements.
 - Population projections:
http://www.stats.govt.nz/browse_for_stats/population/estimates_and_projections/ta-pop-projections-2013-43-update.aspx
 - New policy or legislative developments that may necessitate a review of a particular aspect of the plan.
 - Availability of key stakeholders for engagement in the LTP process.
 - Scheduling of workshops and consultation may affect the ability of the local community to effectively engage in the LTP process.

PROJECT SCOPE

Project Scope

- 5.1 The scope of this project is to develop and produce a comprehensive LTP that will provide long-term guidance for decision-making around the operations of the Council.
- 5.2 The LTP only covers 10 years of that time period, and in terms of reporting and statutory requirements, only 3 years of that decade.
- 5.3 The LTP has three functions:
- It provides a vision for what the community aspires to be.
 - It outlines key goals and indicators that will inform Council's corporate planning.
 - It provides the grounds on which the community and other stakeholders can base future endeavours.
- 5.4 The scope of work to prepare the LTP includes:
- Preparation of position papers on key LTP components to provide for certainty of decision making.
 - Reporting to Council on the process and approval.
 - General management of the community, stakeholder and tangata whenua consultation process (including public hearings), responding to correspondence and phone enquiries etc.
 - Preparation of a consultation document for public consultation.
 - Audit review of information supporting the content of the consultation document and audit the document itself.
 - Preparation of final LTP.
- 5.5 The amendments to Local Government Act together with the Office of the Auditor General and Department of Internal Affairs analytical reports have raised a number of issues that will need to be addressed in the 2018-2028 LTP.

The issues include:

- Accessibility of LTPs
- Performance management frameworks
- Asset management planning
- Financial modelling
- 30-year Infrastructure Strategy
- Significance and Engagement Policy
- New consultation document

Key Milestones

	MILESTONES	TASK RESPONSIBILITY
Agreement on the LTP project plan	Jun 2017	Project Working Group
Completion of "Stocktake" (refer to Key Tasks)	Sep 2017	All
Completion of LTP Format Review	Sep 2017	Corporate Services
Completion of Level of Service Review (desktop review) (including 17a review)	30 Sep 2017	All
Completion of Consultation Policy Review	30 Sep 2017	Corporate Services
Approval Point for each of the inputs to the draft LTP: <ul style="list-style-type: none"> • Draft Financial Strategy and Policies • Draft Infrastructure Strategy • Draft Activity Management Plans • Draft Significance and Engagement Policy 	11 Nov 2017	Project Working Group & Elected Representatives
Completion of Financial Strategy and Policies (link to Infrastructure Strategy)	28 Nov 2017	Finance
Completion of 30 Year Infrastructure Strategy ¹ (link to Financial Strategy)	28 Nov 2017	Engineering Finance
Completion of Asset Management Plans	28 Nov 2017	Engineering
Water and Sanitary Services Assessment Summary	28 Nov 2017	Engineering
Waste Management Plan Summary	28 Nov 2017	Engineering
Adoption of New Significance and Engagement Policy	By 1 Dec 2017	Finance Regulatory
Approval point for: <ul style="list-style-type: none"> • Draft 10 Year Financials 	17 Dec 2017	Finance
Preparation of draft LTP Preparation of Consultation Document	Dec 2017 – Jan 2018	Corporate Services
Audit Opinion (Audit of Consultation Document) and of those documents that formed the basis of the Consultation Document	Feb 2017 (TBC)	Finance/Corporate Services
Decision to adopt Consultation Document for public consultation	Feb 2018	Elected Representatives
Public consultation on Consultation Document (statutory minimum – 4 weeks)	Mar–Apr 2018	Corporate Services
Public hearings and deliberations on Consultation Document	Apr 2018	Elected Representatives

¹ This can be combined with the financial strategy (s101A) or prepared separately

Final LTP preparation following hearings and deliberations	May 2018	All/Corporate Services
Audit of final LTP	31 May 2018	Finance/Corporate Services
Final LTP preparation following Audit	May-Jun 2018	Corporate Services
LTP Adoption	9 Jun 2018	Elected Representatives

PROCESS

Project Programme

7.1 The project programme covers an 18 month period which has been divided into 4 phases:

PHASE 1:	Investigation and review: <ul style="list-style-type: none"> • Pre-engagement • "Stocktake" • Level of Service • Rates • Financial Modelling 	January 2017 – December 2017
PHASE 2:	Drafting and Audit	October 2017 – January 2018
PHASE 3:	Consultation, Deliberation and Resolution	February 2018 – April 2018
PHASE 4:	Finalisation	May 2018 - June 2018

Key Tasks

PHASE 1: Investigation and Review (January 2017-December 2017)		
	KEY TASK	COMMENTARY
0.	<p>Pre-engagement Inform the community about key financial issues that need to be addressed in developing the next Long Term Plan (LTP); and Gather community views on priorities for Council spending, and preferred approaches to making financial decisions.</p>	<ul style="list-style-type: none"> • Could we increase rates? • Could we reduce services? • Could we delay things? • Could we borrow more? • Could we sell assets? • Could we improve returns from assets?
1.	<p>Strategic Review and Activity Planning (GOA Review) "Whole of Council" and "Group" activities review of linkages between the community outcomes, other strategic priorities and activities, and development of the rationale for service delivery and assessment of significant negative effects.</p> <p>Review LTP format taking into account the mandatory changes from legislation look at readability.</p>	<p>GOA review needs to be undertaken early on in the process and presented to Council in workshops. N.B. There are five principal GOAs under legislation: 3 waters, Roading and Flood Protection.</p> <p>LTP format review is a separate task in 2018-2028 Project Plan but is part of the Strategic Review and Activity Planning.</p> <p>Feedback from OAG suggests that they are interested in "the story" being told in the LTP.</p>
2.	<p>Develop organisational-wide forecasting assumptions Links to Financial Strategy</p>	<p>These drivers for change will inform activity planning and should be consistently applied across the organisation. Could include:</p> <ul style="list-style-type: none"> ▪ Population growth/structure ▪ LG reform ▪ Compliance requirements ▪ Changes in LG costs indices
3.	<p>Stocktake of Existing Strategies, Policies and Plans Linkages between the LTP and other strategies and plans to inform future decision-making and consultation by collating information regarding:</p> <ul style="list-style-type: none"> ▪ The priorities of council ▪ Issues, legislation or decisions impacting on Council ▪ Any gaps in Council's positions on important issues 	<p>Stocktake of council documents to see what stage of lifecycle they are at and inform work on planning and budgeting. This could form a section of the LTP or be noted in the relevant activity section, i.e. the Policy/Strategy and its status</p>
4.	<p>Council Direction Setting Elected representatives and senior management consider Council's role in regards to:</p> <ul style="list-style-type: none"> ▪ Community/council outcomes (review these). What does 	<p>Signals to the community what council's priorities are and any emerging issues. Signals what the Council hopes to achieve.</p> <p>Community Outcomes review is a separate key task in 2018-2028 Project Plan, but is</p>

	<p>Council hope to achieve?</p> <ul style="list-style-type: none"> ▪ Priorities set ▪ Core Services ▪ Financial Strategy ▪ Performance management framework 	<p>part of the Council strategic direction-setting. Reviews the relevance of stated outcomes.</p> <p>Results of direction-setting to be used in budgeting/ prioritisation process and build a strategic case for new money and/or retaining funding.</p>
5.	<p>Level of Service Review</p> <ul style="list-style-type: none"> ▪ 17a review ▪ Identification and review of Council's current and future service priorities ▪ Development of options relating to Council service provision. ▪ Consideration of the options (i.e. status quo or change) <p>The outcome from the Level of Service review is a recommendation to the elected representatives from the executive management team about service priorities.</p>	<p>LOS Review could focus on those activities that have the lowest satisfaction rate (through community survey or other measurement). Council may have determined particular focus areas for LOS review.</p> <p>Complete LOS review is being promoted this time round.</p>
6.	<p>Develop Financial Strategy Links to Rates Review</p>	<p>Review to recognise any comments from OAG on 2018 Financial Strategy.</p>
7.	<p>Rates Review Links to Financial Strategy.</p> <ul style="list-style-type: none"> ▪ Identification and review of Council's current and future funding requirements ▪ Development of options relating to Council funding mechanisms – targeted and differential rates. ▪ Consideration of the options (status quo or change). <p>The outcome from the Rates Review is a recommendation to the elected representatives from the executive management team about service priorities.</p>	<p>Considered best practice to review in developing LTP.</p> <p>This should be done after the GOA review</p> <p>Policies must be reviewed at least once every 6 years</p> <p>Series of workshops required with council.</p>
8.	<p>Review of any particular strategies that are due for review, e.g. Economic Development, External funding</p>	<p>Deemed prudent to review and revise any strategies that have a direct link with any major projects or key issues that will be addressed in this LTP, to ensure that they meet the strategic goals identified for the LTP 2018.</p>
9.	<p>Review Consultation Policy</p>	<p>Indicated by WDC that this policy needs to be reviewed.</p>
10.	<p>Review Financial Policies</p>	<p>Indicated by WDC that these policies need to be reviewed as they are outdated and need to be more reflective of current community.</p>
11.	<p>Treasury Policy</p>	<p>Considered best practice to review when developing LTP.</p>
12.	<p>CCOs</p>	<p>Section 7, Schedule 10 requires certain</p>

PHASE 2: Drafting and Audit (October 2017-January 2018)	
KEY TASK	COMMENTARY

		information on CCOs to be included in LTP. Review wording from 2012 LTP and test relevance.
13.	Review of Debt Repayment Strategy/Policy	Considered prudent to review as part of LTP
14.	Develop new joint Significance and Engagement Policy	To be adopted by 1 December 2017 . SCP is not required but some councils are consulting. Recommend informal consultation via website.
15.	Develop 30-yr Infrastructure Strategy	Must identify significant infrastructure issues, identify the principal options for managing those issues plus estimated projected CAPEX and OPEX
16.	Water and Sanitary Services Review	Identified by WDC as needing review
17.	Waste Management Plan Summary	Identified by WDC as needing review

1.	Review of Forecasting Assumptions	<p>Linked to Task A5 Part of Financial Strategy Review of assumptions around "growth" and/or "decline" in the district over the last 10-year period of the LTP Review or other key forecasting assumptions.</p> <p>Include:</p> <ul style="list-style-type: none"> ▪ Projected price changes ▪ Useful lives of significant assets ▪ Depreciation rates ▪ Forecast return on investment ▪ Interest rates <p>NZTA subsidy rates.</p>
2.	Review of LGA policies/ requirements	<p>Review of policies required for inclusion in the LTP. Review of new requirements in LGA amendment bills since last LTP.</p>
3.	Performance Measures	<ul style="list-style-type: none"> ▪ Development of key performance measures for Council services ▪ Development of performance targets to set desired levels of performance against performance measures (Links to LOS review) ▪ Consider monitoring of performance measures
4.	Financial Forecasts Links to Financial Strategy and Rates Review	<p>Development and review of the forecasted financial statements and associated disclosures and the funding impact statement. This includes substantive checks on the financial impacts of decisions to date, and on the overall financial strategy.</p>
5.	Financial Reporting	<ul style="list-style-type: none"> ▪ Funding Impact Statements required by Schedule 10 – disclose income from all rates, targeted rates for metered water supply, capital funding received; ▪ Disclosure statement of actual or planned performance against certain benchmarks.
6.	Activity Management Plans	<p>Update existing AMPs to reflect results of Council direction setting and LOS review. Changes may be required to AMPs to reflect:</p> <ul style="list-style-type: none"> ▪ Actual or planning growth and development ▪ Changing or new standards ▪ Exit from changing modes of service delivery <p>Expenditure and funding requirements to deliver each activity must be reviewed against the strategic intent, the activity objectives and service standards.</p>
7.	Asset Management Plans	<p>Complete:</p> <ul style="list-style-type: none"> ▪ Levels of service ▪ Demand management ▪ Lifecycle management ▪ Risk management ▪ Financial projections ▪ Improvement Plan
8.	Major Projects	<p>Focus of consultation document. Consider:</p> <ul style="list-style-type: none"> ▪ Timing

		<ul style="list-style-type: none"> ▪ Dollars ▪ External funding assumptions
9.	Preparation of Consultation Document	<p>New consultation document. Must include:</p> <ul style="list-style-type: none"> ▪ Fair representation of the matters that are proposed for inclusion in the LTP ▪ Identify and explain the significant and important issues and choices and the consequences of those choices ▪ Inform discussions between the local authority and its community about the matters/issues in the LTP ▪ Must be presented in a concise and simple manner. It must not be a draft LTP but must state where members of the public can obtain the information adopted by the local authority, which backgrounds the content of the consultation document and provides the basis for the LTP.

PHASE 3: Consultation, Deliberation and Resolution (February 2018-April 2018)		
	KEY TASK	COMMENTARY
1.	Public Consultation on LTP	<p>The form and manner of the consultation document must be such that it achieves its purpose.</p> <p>Council can effectively tailor the document to suit the consultation expectations of the local community.</p>
2.	Submissions Compilation	Copyright and summary of submissions.
3.	Deliberations	Submissions received, analysis of them, provision of advice on submissions to elected representatives and hearings.

PHASE 4: Finalisation (May 2018-June 2018)		
	KEY TASK	COMMENTARY
1.	Final LTP Preparation	Preparation of final LTP incorporating decisions made by the elected representatives following consultation
2.	Audit	Final audit of LTP to ensure legislative compliance
3.	Final Adoption of LTP	Formal adoption of LTP by elected representatives including distribution of the LTP and publicity around this.

Project Roles and Responsibilities

9.1 Project Coordinator

The role of the project coordinator is to coordinate:

- Key tasks are completed in accordance with the key milestone dates set out in section 8.
- All information necessary to prepare the LTP is received in the appropriate format.
- Preparation of the LTP – draft and final – for auditing.

9.2 LTP Project Working Group

The LTP Working Group will provide the core management of the LTP development and preparation process.

The LTP Working Group will consist of staff from each Council department responsible to key LTP components as follows:

Corporate Services Department

- Corporate Services Group Activity Management Plans

Engineering Department (including IBU);

- Levels of Service Review
- Asset Management Plans.
- Engineering Group Activity Management Plans
- Specific Group Activity Management Plans for:
 - Water Supply
 - Sewerage and the treatment and disposal of sewage
 - Stormwater drainage
 - The provision of roads and footpaths
 - Flood Protection
- Water and Sanitary Assessments

Finance Department:

- Finance Group Activity Management Plans
- Rates Review
- Financial Strategy & Funding Impact Statement
- Financial Plans and Policies

Regulatory Department:

- Regulatory Group Activity Management Plans.

From time to time, a number of other staff may be engaged to ensure that key milestones are met throughout the development of the LTP.

9.3 Executive Management

The role of Executive Management is to ensure that officers in the respective departments are able to meet the workload and deadlines required in the LTP development and preparation process.

9.4 Councillors (Elected Representatives)

The Councillors are responsible for approval of the financial policies, activity management plans and overall LTP prior to Audit as required under the Local Government Act 2002.

Budget

- 10.1 It is expected that the following financial costs will be incurred during the LTP project
- Consultation requirements (information packs, stakeholder meetings)
 - Communication requirements (promotional materials, media advertising)
 - Administrative and Overhead expenditure
 - External consultants (specialist services, desk-top publishing, printing and distribution)

Consultation, Stakeholder Engagement and Communications Plan

11.1 The Stakeholder Engagement Plan and Communications Plan will be developed to support the LTP development process.

Note: Both plans will be focussed on the consultation period for the consultation document and are not intended to cover consultation required as a part of the reviews in Phase 1.

11.2 The Stakeholder Engagement Plan and Communications Plan will use communications channels and the processes that best meet the needs of stakeholders and the community.

Internal Stakeholders

- Council staff and contractors
- Off-site Council staff – Water Treatment Plant, IBU, Library, Info Centre

External Stakeholders

- Community organisations
- Business community
- Industry/Sector agencies – Tourism, Farming, Forestry
- Neighbouring local governments
- Central government agencies
- Youth, Disability and Seniors sectors
- Tangata Whenua

QUALITY ASSURANCE

Risk Management

12.1 The following table lists potential project risks, probabilities and responses.

Probability

- High – a greater than 60% chance of occurring
- Medium – a 40-60% chance of occurring
- Low – a less than 40% chance of occurring

Potential Risks	Impact	Probability	Priority & Response	Preventative Measures
Data, trends and analysis are weak	High	High	Reduce	Ensure adequate lead up time and clear understanding of requirements

Potential Risks	Impact	Probability	Priority & Response	Preventative Measures
Limited internal resources due to competing priorities	High	Medium	Prevent	Project included in operational planning
Lack of support	High	Medium	Prevent	Get buy in and support from the respective managers and process owners
Council staff may not participate in planning process	High	Medium	Prevent	Discuss with all involved time lines for completion and get buy in
Council may not commit to LTP planning processes and outcomes	High	Medium	Prevent	Workshop scope of project to gain commitment and reinforce the imperative for Councillor participation.
People not available	High	Medium	Prevent	Discuss with all involved time lines for completion and get buy in
Community engagement is limited	High	Medium	Reduce	Show by example how to process map
Low Community take up and support	Medium	Medium	Prevent	Build strategies into the process which will drive community take-up and implementation
Project not completed on time	High	High	Reduce	Project milestones to be realistic and monitored by project co-ordinator

Issues Management

- 13.1 An Issues Register will be maintained to record issues that have arisen during the course of the project, what has been done to address them and by whom. Issues are risks and unforeseen problems that have eventuated.

Reporting and Monitoring

- 14.1 Monthly status report to Executive Management and the Project Working Group.
- 14.2 Quarterly report on progress on the LTP process and will address the following information:
- Stage of the process
 - Key milestones met or missed
 - Gaps in information
 - New information
 - Recommendations for the Working Group and Councillors for next stage of project

Success Criteria

15.1 The following table is a checklist of measures:

Criteria	Responsibility	Target
Diversity and depth of engagement	Working Group LTP Coordinator	All demographic groups and localities are represented equitably in consultation process reflecting the demographic profile and geographic composition of the district. Variety of mechanisms inviting people to take part in the process over an extended period of time. Diversity of stakeholders participating in all stages of the process.
Council commitment to process	Council Staff Executive Management Councillors Project Working Group LTP Coordinator	Council staff engaged in all stages of the process Councillors engaged in all stages of the process
Project completed within statutory timeframe	Project Working Group LTP Coordinator	Draft LTP completed by end of December 2017 ready for audit opinion Final LTP adopted and completed by 30 June 2018

WAIROA DISTRICT														
Table 1 Summary of population projections, 2013(base)-2043 update														
Year ⁽¹⁾	Population ⁽²⁾	Population change		Births ⁽³⁾	Annual crude birth rate ⁽⁴⁾	Deaths ⁽⁵⁾	Annual crude death rate ⁽⁴⁾	Natural increase	Population age distribution(%)			Median age (years) ⁽⁶⁾	Projection assumptions	
		Number	Average annual rate (%)						0-14	15-64	65+		Net migration ⁽⁷⁾	Total fertility rate ⁽⁸⁾
Estimated														
2013	8,300	-240	-0.6	690	16.4	360	8.4	330	25.1	59.6	15.3	37.7	-570	2.97
High projection: assuming high fertility, low mortality and high migration														
2018	8,390	80	0.2	680	16.2	390	9.5	280	25.1	57.7	17.2	37.3	-200	2.90
2023	8,400	10	0.0	700	16.6	380	9.1	310	25.5	54.4	20.0	37.0	-300	2.92
2028	8,400	0	0.0	690	16.4	390	9.2	300	25.6	51.4	23.0	37.1	-300	2.94
2033	8,350	-50	-0.1	650	15.6	400	9.6	250	25.4	50.3	24.2	37.7	-300	2.94
2038	8,230	-120	-0.3	610	14.8	430	10.4	180	24.8	50.6	24.6	38.2	-300	2.95
2043	8,070	-160	-0.4	600	14.6	460	11.2	140	24.2	51.7	24.1	38.0	-300	2.95
Medium projection: assuming medium fertility, medium mortality and medium migration														
2018	8,140	-160	-0.4	640	15.6	400	9.8	240	24.8	57.9	17.3	37.5	-400	2.80
2023	7,890	-250	-0.6	630	15.8	380	9.6	250	24.9	54.9	20.2	37.5	-500	2.76
2028	7,610	-290	-0.7	600	15.4	380	9.9	210	24.4	52.1	23.5	37.9	-500	2.71
2033	7,250	-360	-1.0	530	14.4	390	10.5	140	24.1	51.0	24.9	39.0	-500	2.67
2038	6,810	-440	-1.2	470	13.4	410	11.7	60	23.3	51.1	25.6	40.4	-500	2.66
2043	6,310	-500	-1.5	420	12.9	430	13.0	0	22.4	52.2	25.4	41.1	-500	2.66
Low projection: assuming low fertility, high mortality and low migration														
2018	7,900	-400	-1.0	610	15.1	420	10.3	200	24.6	58.2	17.3	37.7	-600	2.70
2023	7,380	-520	-1.3	570	15.0	390	10.2	180	24.2	55.5	20.3	38.0	-700	2.60
2028	6,810	-570	-1.6	510	14.4	380	10.7	130	23.1	53.0	23.9	38.7	-700	2.49
2033	6,160	-660	-2.0	420	13.1	380	11.7	40	22.5	51.8	25.7	40.4	-700	2.40
2038	5,410	-740	-2.5	340	11.9	390	13.5	-40	21.4	51.7	26.8	42.6	-700	2.36
2043	4,600	-820	-3.2	270	10.9	390	15.6	-120	20.2	52.6	27.3	45.2	-700	2.36
(1) All data is for the five years ended 30 June except population, population age distribution and median age which are at 30 June. (2) The projections have as a base the estimated resident population of the area at 30 June 2013. (3) Live births registered in New Zealand to mothers resident in the area occurring during the five-year period. (4) Per 1,000 mean population. (5) Deaths registered in New Zealand of people resident in the area occurring during the five-year period. (6) Half of the population is younger, and half older, than this age. (7) For the five years ended 30 June 2013, net migration is the estimated population change minus the estimated natural increase, where the estimated population change is the estimated resident population at 30 June 2013 minus the estimated resident population at 30 June 2008. (8) The average number of live births that a woman would have during her life if she experienced the age-specific fertility rates of the given period. The historical fertility rates are not derived using conventional fertility methods but are merely modelled on the total number of registered live births for each area. Therefore modelled total fertility rates should not be used as a precise measure of subnational fertility or of fertility differentials between areas. (9) The average length of life of a newborn baby if they experienced the age-specific mortality rates of the given period. The historical life expectancies at birth derived using conventional life table methods but are merely modelled on the total number of registered deaths for each area. Therefore, these modelled life expectancies at birth should not be used as a precise measure of subnational mortality or of mortality differentials between areas.														
Note: These projections were released in December 2016 and refer to boundaries at 1 January 2017. Owing to rounding, individual figures do not always sum to the stated totals.														
Source: Statistics New Zealand														

WAIROA DISTRICT																		
Table 2A	Projected population by age and sex at 30 June, 2013(base)-2043 update																	
High projection: assuming high fertility, low mortality and high migration																		
Year at 30 June	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85+
Total																		
2013	730	700	660	590	460	370	410	420	460	490	620	590	530	450	310	240	160	120
2018	730	730	650	540	500	470	400	410	410	440	470	620	590	510	400	250	170	120
2023	740	720	680	520	420	480	480	390	400	380	410	460	620	570	460	340	190	130
2028	740	740	670	550	410	410	490	470	380	370	360	410	470	600	520	400	260	150
2033	700	730	690	550	430	390	420	480	460	350	350	360	420	470	560	460	320	210
2038	660	700	680	560	430	420	400	410	470	430	330	340	370	420	440	510	380	280
2043	650	660	650	560	450	410	430	390	400	440	410	330	360	370	390	400	420	360
Male																		
2013	400	350	340	320	200	170	180	200	220	240	310	300	250	240	170	120	80	50
2018	380	390	330	290	270	190	180	180	200	220	240	310	310	250	210	140	80	50
2023	380	370	370	270	220	250	200	170	170	190	210	230	310	300	220	170	100	50
2028	380	380	350	320	210	200	260	190	170	170	190	210	240	300	270	180	130	70
2033	370	380	360	300	250	190	210	250	180	160	170	190	220	240	280	230	140	90
2038	350	360	360	310	230	230	190	200	240	180	160	170	200	220	220	250	180	120
2043	340	340	340	300	240	210	240	190	180	240	170	160	180	200	210	200	200	150
Female																		
2013	330	350	330	270	260	210	230	210	240	250	320	290	280	200	130	120	80	70
2018	350	330	320	250	230	280	220	230	210	220	240	310	280	260	180	120	90	70
2023	360	350	300	250	200	230	280	210	220	190	200	230	310	270	240	160	90	80
2028	350	360	320	230	200	210	240	280	210	200	170	200	230	300	250	220	130	80
2033	340	350	330	250	180	200	210	230	270	190	160	170	200	230	280	230	180	120
2038	320	340	330	260	190	180	210	210	230	250	170	180	170	200	210	260	200	170
2043	310	320	310	250	200	200	190	210	210	210	230	170	180	170	180	200	220	200
<p>Note: The projections have as a base the estimated resident population of the area at 30 June 2013. These projections were released in December 2016 and refer to boundaries at 1 January 2017. Owing to rounding, individual figures do not always sum to the stated totals.</p>																		
Source: Statistics New Zealand																		

WAIROA DISTRICT																	
Table 2B	Projected population by age and sex at 30 June, 2013(base)-2043 update																
	Medium projection: assuming medium fertility, medium mortality and medium migration																
Year at 30 June	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-8
Total																	
2013	730	700	660	590	460	370	410	420	460	490	620	590	530	450	310	240	16
2018	680	710	640	520	480	460	390	400	400	430	460	600	580	500	390	250	17
2023	660	650	650	490	400	460	460	370	370	360	390	440	590	540	440	320	17
2028	630	640	590	500	370	370	460	440	350	340	330	380	440	560	480	370	24
2033	570	600	580	450	380	340	370	430	420	310	310	320	380	410	510	420	28
2038	500	540	540	430	320	350	340	350	410	380	280	300	320	360	370	450	33
2043	460	480	480	400	310	290	350	320	330	380	350	270	300	300	320	330	36
Male																	
2013	400	350	340	320	200	170	180	200	220	240	310	300	250	240	170	120	8
2018	360	390	320	280	260	190	180	180	200	210	230	300	300	240	210	130	8
2023	350	340	360	260	210	240	190	160	160	180	200	220	300	280	210	170	9
2028	330	330	310	300	190	190	240	170	150	150	180	200	220	280	250	170	12
2033	300	310	300	250	230	160	180	220	160	140	150	170	200	210	250	210	12
2038	260	280	280	240	180	200	160	170	210	150	130	140	170	190	190	210	16
2043	240	250	250	220	170	150	200	150	160	200	140	130	150	170	170	160	17
Female																	
2013	330	350	330	270	260	210	230	210	240	250	320	290	280	200	130	120	8
2018	320	320	320	240	220	270	210	220	200	220	230	310	280	260	180	110	9
2023	320	310	290	230	190	220	270	200	210	180	190	220	300	260	230	150	8
2028	300	310	280	210	180	190	220	260	200	190	160	180	210	280	230	200	12
2033	270	290	270	200	150	180	190	210	250	170	160	150	180	200	250	210	16
2038	240	260	260	190	140	150	180	180	200	230	150	160	150	170	180	230	17
2043	220	230	230	170	140	140	150	170	170	180	200	140	150	140	150	170	19
<p>Note: The projections have as a base the estimated resident population of the area at 30 June 2013. These projections were released in December 2016 and refer to boundaries at 1 January 2017. Owing to rounding, individual figures do not always sum to the stated totals.</p>																	
Source: Statistics New Zealand																	

WAIROA DISTRICT																	
Table 2C	Projected population by age and sex at 30 June, 2013(base)-2043 update																
Low projection: assuming low fertility, high mortality and low migration																	
Year at 30 June	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80+
Total																	
2013	730	700	660	590	460	370	410	420	460	490	620	590	530	450	310	240	
2018	630	690	620	510	470	450	380	380	390	420	440	590	560	490	380	240	
2023	590	590	610	460	370	430	430	350	350	350	370	420	570	520	420	300	
2028	520	550	510	450	330	330	420	400	320	310	300	350	400	520	450	340	
2033	440	480	470	350	320	290	320	390	370	270	270	280	340	360	460	370	
2038	360	400	400	310	210	280	270	290	360	330	230	250	270	300	310	380	
2043	290	320	320	250	170	170	270	240	260	320	290	210	240	240	260	260	
Male																	
2013	400	350	340	320	200	170	180	200	220	240	310	300	250	240	170	120	
2018	330	380	310	270	260	180	170	170	190	210	220	290	290	230	200	130	
2023	310	310	340	240	190	230	180	150	150	170	190	210	280	270	200	160	
2028	270	280	270	270	170	160	220	160	140	140	160	180	200	260	230	150	
2033	230	250	250	200	200	140	160	200	140	120	130	150	180	190	230	180	
2038	190	210	210	180	130	160	130	140	190	130	110	120	150	160	160	180	
2043	150	170	170	150	100	90	160	110	120	170	110	100	120	140	140	130	
Female																	
2013	330	350	330	270	260	210	230	210	240	250	320	290	280	200	130	120	
2018	300	310	310	240	210	270	210	210	200	210	220	300	270	250	170	110	
2023	280	280	270	220	180	210	260	190	200	170	180	210	280	250	220	150	
2028	250	260	240	180	160	170	200	250	180	170	140	170	190	260	220	190	
2033	210	230	220	150	120	150	160	190	230	150	140	130	160	180	230	190	
2038	170	190	190	130	90	110	140	150	170	200	120	130	120	140	150	200	
2043	140	150	150	100	70	80	110	130	140	150	170	110	120	100	120	130	
Note: The projections have as a base the estimated resident population of the area at 30 June 2013. These projections were released in December 2016 and refer to boundaries at 1 January 2017. Owing to rounding, individual figures do not always sum to the stated totals.																	
Source: Statistics New Zealand																	

Key points from LTP conference to address:

- Be innovative with the introduction → move away from traditional Mayor/CE intro
- Front-end consultation
- Plain English
- Factor in 'boom' periods and annual leave
- Outward focus i.e. external influences
- Useful life of assets outlined clearly
- Integrated story across docs
- Forecasting based on what we know now
- SOLGM resources
- CD a separate project and it is not a LTP summary → selection of issues, length of document (don't bury things), at least 2 options per issue, cost all options and have same level of info for all (no steam rolling things through), start early to get a good structure etc
- Include stock take into timeframes → avoids duplication of issues, alignment with existing Council strategies, S & E policy in particular
- Involve and describe to CCOs → alignment of goals for the CCO
- Alignment between IS and AMPs → IS not a summary of AMPs
- Review OAG reports
- Significant decision isn't always a project
- Significant issue/s in the IS should be in the CD
- Impact of changing technology → IT an infrastructure asset
- Align IS & FS
- Can include more than the stat requirements → focus on the story you want to tell
- Make financial limits in FS meaningful
- Use modelling
- Separate consultation and resolution on the revenue and financing policy
- If doing rates review then also consult on remissions policy at same time so submissions can be dealt with
- Link rates to % of household income → use FS to address gap and how much the community can afford to pay

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS

9.1 MINUTES OF FINANCE, AUDIT & RISK COMMITTEE MEETING - 23 MAY 2017

Author: Charlotte Knight, Governance Advisor & Policy Strategist

Authoriser: Fergus Power, Chief Executive Officer

Appendices: 1. Minutes of Finance, Audit & Risk Committee Meeting - 23 May 2017

RECOMMENDATION

1. That the Minutes of the Finance, Audit & Risk Committee Meeting held on Tuesday 23 May 2017 be received and the recommendations therein be adopted.

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 23 MAY 2017 AT 1.30PM**

PRESENT: Cr Jeremy Harker (Chairman)
His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Mr Philip Jones

IN ATTENDANCE: Cr Mike Bird (until 2:30pm), Cr Charlie Lambert (from 1:55pm), H Montgomery (Acting CEO), G Borg (CFO), J Baty (Corporate Services Manager), J Cox (Engineering Manager), E Guzman (Governance Advisor), A King (Communications Officer), D Doole (Senior Rates Officer)

1 KARAKIA

Given by the Corporate Services Manager.

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2017/20

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the apology received from Cr Hine Flood be accepted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

Supplementary appendix to Item 8.2 – Projects and Capital Programme

MOTION**COMMITTEE RESOLUTION 2017/21**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act 1987 the Supplementary appendix to Item 8.2 – Projects and Capital Programme be considered given the item had not come to hand at the time of Agenda compilation and consideration of this matter is required now in order to respond within the timeframe allowed.

CARRIED

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2017/22**

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

That the minutes of the Ordinary Meeting held on 11 April 2017 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 HEALTH & SAFETY REPORT - MAY 2017****COMMITTEE RESOLUTION 2017/23**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

CARRIED

8.2 2016/17 QUARTER THREE (MARCH 2017) FINANCIAL REPORT**COMMITTEE RESOLUTION 2017/24**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Philip Jones

That the Committee receive this report and approve its referral to Council.

CARRIED

8.3 PUBLIC LIABILITY & PROFESSIONAL INDEMNITY INSURANCES**COMMITTEE RESOLUTION 2017/25**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee approve the proposed subscription to JLT's Local Government Liability Programme.

CARRIED

8.4 MINOR AMENDMENT TO THE REVENUE AND FINANCING POLICY - ALTERATION OF THE WAIROA URBAN RESIDENTIAL RATING DIFFERENTIAL THRESHHOLD**COMMITTEE RESOLUTION 2017/26**

Moved: Mr Philip Jones

Seconded: Cr Denise Eaglesome-Karekare

That the Committee endorse to Council the proposed alteration to the Wairoa urban residential rating differential 0.55 from a land value of less than \$80,000.00 to a land value of less than \$68,000.00 for the year commencing 1 July 2017. Further, the Committee believes this is not a significant amendment under Section 103, Subsection 4 of the Local Government Act, as amended.

CARRIED

8.5 2017 COMMUNITRAK SURVEY**COMMITTEE RESOLUTION 2017/27**

Moved: Mr Philip Jones

Seconded: His Worship the Mayor Craig Little

That the Committee:

1. Receive the report, and

2. Endorse the report for passing to Council.

CARRIED

8.6 ANNUAL REPORT 2016-17 TIMETABLE

COMMITTEE RESOLUTION 2017/28

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

That the Committee approve the proposed timetable for presentation to Council's auditors.

CARRIED

8.7 APPROVAL OF VARIANCE - FINANCIAL PLANNING AND MANAGEMENT SYSTEM UPGRADE

COMMITTEE RESOLUTION 2017/29

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That the Committee recommend Council approves a variance of \$19,000 to the budget for the year ended 30 June 2017.

CARRIED

8.1 SUPPLEMENTARY APPENDIX TO ITEM 8.2 - PROJECTS AND CAPITAL PROGRAMME

COMMITTEE RESOLUTION 2017/30

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the supplementary appendix.

CARRIED

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting at 2:45pm. The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Civic Financial Services Annual General Meeting	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - 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 for withholding would exist under section 6 or section 7

COMMITTEE RESOLUTION 2017/31

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That Council move out of Closed Council into Open Council at 2:55pm.

CARRIED

The Meeting closed at 3:00pm.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 4 July 2017.

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CHAIRPERSON

9.2 MINUTES OF ECONOMIC DEVELOPMENT COMMITTEE MEETING - 16 MAY 2017

Author: Emmanuel Guzman, Governance Advisor

Authoriser: Fergus Power, Chief Executive Officer

Appendices: 1. Minutes of Economic Development Committee Meeting - 16 May 2017

RECOMMENDATION

1. That the Minutes of the Economic Development Committee Meeting held on Tuesday 16 May 2017 be received and the recommendations therein be adopted.

**MINUTES OF WAIROA DISTRICT COUNCIL
ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 16 MAY 2017 AT 1.30PM**

PRESENT: Cr Denise Eaglesome-Karekare (Deputy Mayor), Mr Paul Kelly

IN ATTENDANCE: G Borg, K Tipuna, E Guzman, C Knight, Cr Bird, A King, L Taylor (Tuhoe), R Thomas (TMOTW), K Bowen (TMOTW)

The Meeting closed at 1:35 PM due to lack of quorum.

The minutes of this meeting were confirmed at the Economic Development Committee Meeting held on 27 June 2017.

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CHAIRPERSON

9.3 MINUTES OF MĀORI STANDING COMMITTEE MEETING - 8 JUNE 2017

Author: Emmanuel Guzman, Governance Advisor

Authoriser: Fergus Power, Chief Executive Officer

Appendices: 1. Minutes of Māori Standing Committee Meeting - 8 June 2017

RECOMMENDATION

1. That the Minutes of the Māori Standing Committee Meeting held on Thursday 8 June 2017 be received and the recommendations therein be adopted.

**MINUTES OF WAIROA DISTRICT COUNCIL
MĀORI STANDING COMMITTEE MEETING
HELD AT PUTERE MARAE, 2084 PUTERE ROAD, WAIROA
ON THURSDAY, 8 JUNE 2017 AT 12.56PM**

PRESENT: His Worship the Mayor Craig Little (Mayor), Cr Charles (Charlie) Lambert, Mr Kiwa Hammond, Mr Paul Kelly, Mrs Here Nissen, Ms Whaiora Maindonald, Mr Henare Mita, Ms Sharon Cooper, Ms Theresa Thornton

IN ATTENDANCE: K Tipuna (Economic Development & Engagement Manager), D Culshaw (Maori Relationship Manager), E Guzman (Governance Advisor), R Moyle (Executive Assistant)

1 KARAKIA

The karakia was led by Walker Gilbert.

2 APOLOGIES FOR ABSENCE

APOLOGIES

COMMITTEE RESOLUTION 2017/21

Moved: Ms Whaiora Maindonald

Seconded: Mrs Here Nissen

That the apologies received from Cr J Harker, Mr P Whaanga, Mr F Power and Mrs C Knight be accepted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

The Chairperson announced the outcome of the interview process for the Māori Relationships Manager position. The Chairperson announced that Duane Culshaw have been offered and has accepted the position.

5 LATE ITEMS OF URGENT BUSINESS

- 1) Te Reo Māori Policy Consultation Process
- 2) HBRC Submission
- 3) Unscheduled Meeting – Sitting Fee
- 4) Te Maruata Hui – Saturday, 22 July 2017
- 5) MSC Point of Contact

6 PUBLIC PARTICIPATION**COMMITTEE RESOLUTION 2017/22**

Moved: Mr Kiwa Hammond

Seconded: Mr Henare Mita

That the Māori Standing Committee thank the following for their participations:

- Walker Gilbert Jnr – internet connection and possibility of a repeater/connector for the Marae; metal for roads, culvert that needs maintenance; improving the road to Putere Marae
- Alan Smith – rural emergency response and civic response to emergencies
- Marie Moses – Nūhaka issues, communication equipment needs
- Ina Kara-France – museum and library improper handling and storage of important taonga and historical artefacts; Mātauranga Māori Freshwater National Policy Statement
- Katarina Kawana – water quality and erosion into the lake, dumping of rubbish materials into the lake, obnoxious weeds
- Christine Smith – freshwater strategy, environmental forum, chemical run off.

CARRIED

COMMITTEE RESOLUTION 2017/23

Moved: Ms Whaiora Maindonald

Seconded: Mrs Here Nissen

That the Māori Standing Committee thank Nicola Henderson, NZ Walking Access Commission for her presentation regarding NZ Walking Access Commission, Access along rivers, lakes and the coast, and Walking Access Rights and Responsibilities.

CARRIED

At 1:48 pm, Cr Charles (Charlie) Lambert left the meeting.

At 1:49 pm, His Worship the Mayor Craig Little left the meeting.

At 1:50 pm, Cr Charles (Charlie) Lambert returned to the meeting.

At 1:51 pm, His Worship the Mayor Craig Little returned to the meeting.

At 1:51 pm, Mr Paul Kelly left the meeting.

At 1:53 pm, Mr Paul Kelly returned to the meeting.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2017/24**

Moved: Mrs Here Nissen

Seconded: Ms Sharon Cooper

That the minutes [and confidential minutes] of the Ordinary Meeting held on 11 May 2017 be confirmed with minor editorial amendments to read as follows:

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2017/16**

Moved: Mr H Mita

Seconded: Cr Charlie Lambert

That K Hammond (Chairperson), A Manuel and H Nissen will represent the Māori Standing Committee for the submission to the Māori Affairs Select Committee and the Chairperson will speak on it.

8 GENERAL ITEMS**2. WASTE WATER CONSENT FORUM**

The stakeholders group have met twice to continue their discussion around the consent process for the Wastewater Consent to HBRC. The group is a cross-section of the Wairoa community to assist the Council to consider the most practicable option for the new consent.

CARRIED

COMMITTEE RESOLUTION 2017/25

Moved: Ms Whaiora Maindonald

Seconded: Mr Henare Mita

Against: Cr Paul Kelly

That the Māori Standing Committee no longer require formal representation to the Wairoa Wastewater Stakeholder Group.

CARRIED

At 2:17 pm, Mrs Here Nissen left the meeting.

At 2:20 pm, Mrs Here Nissen returned to the meeting.

COMMITTEE RESOLUTION 2017/26

Moved: Mrs Here Nissen

Seconded: Mr Henare Mita

That the Committee hold the second half of the Road Naming Workshop on Wednesday, 14 June 2017 at the Council Chambers.

CARRIED

COMMITTEE RESOLUTION 2017/27

Moved: Ms Whaiora Maindonald

Seconded: Mr Paul Kelly

That the Committee resolve that Chairperson Kiwa Hammond and Ms Sharon Cooper represent the Māori Standing Committee at the next Te Maruata hui scheduled for Saturday, 22 July 2017 and that travel arrangements and sitting fee be approved.

CARRIED

At 2:30 pm, Ms Sharon Cooper left the meeting.

At 2:33 pm, Ms Theresa Thornton left the meeting.

At 2:38 pm, Ms Sharon Cooper returned to the meeting.

At 2:38 pm, Ms Theresa Thornton returned to the meeting.

COMMITTEE RESOLUTION 2017/28

Moved: Mrs Here Nissen

Seconded: Ms Sharon Cooper

That the Māori Standing Committee formally define the role of the Committee's Deputy Chairperson who shall assume the role of Chairperson in his absence and that staff be directed to update the policy.

CARRIED

At 3:33 pm, Cr Charles (Charlie) Lambert left the meeting.

At 3:37 pm, Cr Charles (Charlie) Lambert returned to the meeting.

COMMITTEE RESOLUTION 2017/29

Moved: Mrs Here Nissen

Seconded: Ms Whaiora Maindonald

That Paul Kelly represent the Committee at the Hawke's Bay Regional Council hearing on 12 June 2017 regarding the supplementary submission of the Māori Standing Committee to the Council's submission and that a sitting fee be approved.

CARRIED

COMMITTEE RESOLUTION 2017/30

Moved: Ms Whaiora Maindonald
Seconded: Ms Theresa Thornton

That Chairperson Kiwa Hammond and Mr Henare Mita represent the Māori Standing Committee at the Te Reo Māori Policy Consultation hearing, if required, and that a sitting fee be approved.

CARRIED

8 GENERAL ITEMS

8.1 MRM REPORT - 8 JUNE 2017

COMMITTEE RESOLUTION 2017/31

Moved: Mr Henare Mita
Seconded: Ms Theresa Thornton

That the Committee receive the report of the Māori Relationships Manager.

CARRIED

COMMITTEE RESOLUTION 2017/32

Moved: Mr Kiwa Hammond
Seconded: Mr Paul Kelly

That the Committee receive the report of Chairperson Kiwa Hammond.

CARRIED

The Meeting closed at 4.18pm.

The minutes of this meeting were confirmed at the Māori Standing Committee Meeting held on 13 July 2017.

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CHAIRPERSON

10 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Statute Barred Rate Arrears Write-off 2009-2010.	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - 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 for withholding would exist under section 6 or section 7
10.2 - WDC Quarry options	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - 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 for withholding would exist under section 6 or section 7