



# DRAFT POLICIES & PROPOSALS

*Take Whakahāere  
me ona Kaupapa*

Alongside the Long  
Term Plan 2015-25

# **Draft Policies and Proposals**

**Consultation Pack**

**Supporting the Long term Plan 2015-25**

## **What this consultation pack is about**

Welcome to the Policies and Proposals Consultation Pack.

The Whakatāne District Council is in the process of reviewing a number of its policies, including a number of our financial policies and is also reviewing its Waste Management and Minimisation Plan (WMMP). This work is being completed to support the Long Term Plan (LTP) 2015-25.

The policies and proposals in this document are in draft form. We have developed them carefully but we would like to hear what you think before they are finalised. Knowing your views helps us to work towards the kind of District that you want. The Councillors will read and listen to your feedback as we work through the final decisions on these policies and proposals.

## **What policies and proposals are covered in this pack**

### **Waste Management and Minimisation Plan**

-Review of existing plan

This plan describes how we manage our waste in Whakatāne at the moment, how we intend to manage our waste in the future, and what we can all do to make this happen. This is a legislatively required plan and must be updated at least every six years.

Several actions are proposed with the aim of reducing the quantity of waste being sent to landfill, and the associated costs, while continuing to deliver a service that meets the needs of our communities. These actions include school education initiatives, carrying out a service review to ensure we deliver cost-effective services and to consider alternatives, the continued development of a greenwaste processing site and using our procurement processes to test the market and potentially alter services or provide new services.

### **Significance and Engagement Policy**

-Review of existing policy

The aim of this Policy is to set out when the Council will undertake consultation and engage with the community before making its final decision, and how far this engagement will go. This includes how the Council will determine the level of importance associated with a matter (the significance) and how much community engagement is needed to make a good decision. This is a legislatively required policy.

The proposed amendments update the Policy's schedule of significant activities to reflect the change in activity structures as part of the development of the LTP 2015-25.

### **Development Contributions Policy**

-Review of existing policy

The purpose of the Development Contributions Policy is to enable monetary (or land) contributions to be charged to developers at the time of obtaining a resource consent, when a building consent is issued or when an application for a service connection is granted. The principle underlying development contributions is that developers should meet the costs attributable to growth. This is a legislatively required policy.

The proposed amendments to the policy intend to reduce the level of Development Contributions required and limit where they will be charged. This not only responds to recent legislative change but reflects the Council's desire to foster economic development.

### **Revenue and Financing Policy**

-Review of existing policy

The Revenue and Financing Policy sets out the Council's funding philosophy and describes how each of the Council's activities will be funded including the rationale for the use of each funding method. The aim of the policy is to promote consistent, prudent, effective and sustainable financial management of the Council and to ensure activities are funded from the most appropriate source. This is a legislatively required policy.

The review forms an integral basis for the development of the Long Term Plan 2015-25 and reflects the Council's view on who benefits for activities and how they should pay.

### **Rates Remission and Postponement Policies**

-Review of existing policies and proposed new policies

Policies include:

- Remission of Uniform Annual General Charge and Targeted Rates (contiguous properties)
- Rates Remission for Education Institutions Sewerage (pan) Charges
- Rates Remission and Postponement for Financial Hardship
- Rates Remission for Outstanding Rates and Penalties on Undeveloped Sections
- Remission and Postponement of Rates on Māori Freehold Land
- Rates Remission for Penalties on Unpaid Rates
- Rates Remission for Water Leakage
- Draft Rates Remission and Postponement for a Rating Unit Affected by Natural Hazard
- Draft Rates Remission for Community, Sporting and Other Non-Profit Organisations

These policies define the circumstances in which the Council may remit or postpone rates. Remission of rates involves reducing the amount owing or waiving collection of rates altogether. Postponement of rates means that the payment of rates is not waived in the first instance, but delayed for a certain time or until certain events occur.

The review has suggested that the majority of the policies be retained in their current form. However, there are some changes and these are summarised below. The current policies can be viewed on our website.

Remission for Penalties on Unpaid Rates	A minor amendment has been proposed to allow Council staff to complete the written application for remissions (rather than just the ratepayer, as under the previous policy). This would allow efficient resolution of situations where a penalty may have been applied erroneously and where the ratepayer would be inconvenienced by having to apply for remission in writing.
Rates Remission for Water Leakage	An amendment is proposed to simplify the policy, removing some of the conditions and criteria, whilst also providing for up to 100% of water leakage to be remitted. The amendment will also allow more than one application within a two year period.
Draft Rates Remission and Postponement for a Rating Unit Affected by Natural Hazard	<p>The proposed policy aims to balance providing rates relief to those facing financial hardship while recognising the cost of providing rates relief to other ratepayers. The new policy applies to residential properties and may exclude service charges. It also encourages rebuilding or re-inhabitation as soon as possible through specified limited timeframes.</p> <p>This policy will replace the 'Rates Remission and Postponement for a Rating Unit Affected by a Natural Calamity Policy'. Which will be revoked following the adoption of the new policy *</p>
Draft Rates Remission for Community, Sporting and Other Non-Profit Organisations	This is a new policy. The proposed policy enables rates remission to be provided to non-profit organisations and formalises an approach already taken by Council. It provides clarity around the criteria for remission, allows for remission for organisations that meet the criteria but have an alcohol licence (this would not otherwise be possible under legislation), and simplifies the legislation for clarity.

*\* NOTE: The Council has previously received a number of submissions from ratepayers of undeveloped properties in the Awatarariki Stream fanhead area, in Matatā, about the application of this remission policy. The Council is currently completing a landslide and debris flow management project and is also seeking a Building Determination from the Ministry of Building, Innovation and Employment relating to building development in the Awatarariki Stream area. Subject to the outcomes of this work, the Council will consider a further review of the application of this policy, or the need for a separate rates remission policy related to the Awatarariki Stream fanhead area.*

## Fees and Charges 2015/16

-Annual update of Fees and Charges

This document outlines the proposed fees and charges for the 2015/16 year. User fees and charges are one of the ways that Council can pass on some of the costs directly to those who use our services and facilities. In this way, fees and charges reduce the amount of funding that is collected by rates. The draft document outlines the proposed changes using ‘tracked changes’ so that you can easily compare the changes we are proposing.

Some of the changes are slight, reflecting new budgets and/or inflation. Some of the bigger changes are outlined below.

Roading	7.2.Road Occupation Agreements	The current fees are proposed to be removed. Outside seating or a table displaying goods on the road reserve associated with adjacent businesses will no longer be charged, but will require a letter of approval from Council. Similarly rural grazing licence applications (allowing long-term fencing and grazing of the road reserve) will no longer be charged, but will also require a letter of approval from the Council. This is intended to promote and support business activity.
Roading	7.3 - Corridor Access Requests (consents that allow activity to be undertaken within the road reserve).	The adjustments ensure that we recover the actual cost of this function and allows the process to be simplified through the use of generic charges to limit the need for repetitive applications.
Roading	7.6 Over Weight Mass permits	Changes reflect that the New Zealand Transport Agency has begun processing all High Productivity Motor Vehicles permits on Whakatāne District Council permitted routes (listed on our website). Other unapproved routes will require inspection depending on what is needed and assessment will be charged at an hourly rate. This allows for actual costs to be recovered.

Cemeteries and Crematorium	11.2 and 11.3 Internment fees 12 Crematorium fees	The proposed changes are a result of direct consultation with funeral directors. They are intended to better reflect the needs of the community and extend the operating hours of the services.
Public Halls	15 Public Halls 16 Whakatāne War Memorial Complex	The changes intend to simplify the fee structure allowing administrative efficiencies and preventing issues around interpretation.
Visitor Centre	20 Visitor Centre Fees	The Visitor Centre is able to offer several advertising and display services. The proposed changes have removed the fixed charges for hardcopy brochure display and website advertising. Instead prices for all services will be set through individual agreements.

The Whakatāne Airport Landing Charges are not proposed to change as part of this process, however the Council will be looking at this over the coming year. We will carry out consultation on this matter with key stakeholders, before making any changes.

### **Tell us what you think**

#### **Before making a submission:**

We recommend you read through the relevant section of this document thoroughly to ensure you have all the information available.

#### **Feel free to contact us:**

If you have any questions about the policies and proposals contained in this pack, or about the process of making a submission, feel free to contact staff on: 07 306 0500.

#### **Making a submission is easy**

##### **In writing**

To do this you will need to get hold of a submission form. If you have not already got one, these are available from the Council offices, the Council's website ([www.whakatane.govt.nz](http://www.whakatane.govt.nz)) or can be found at the back of the Consultation Document.

Simply fill out the form and get it back to us before the closing date.

## **Electronically**

Electronic submissions can be completed easily from our website ([www.whakatane.govt.nz](http://www.whakatane.govt.nz)). Click on the 'Have Your Say' link and you will be taken to an online submission form, this can then be completed and submitted all online. No paper or postage needed.

## **In Person**

If you would like to present your submission to the Council in person, you still need to put in a submission, either in writing or electronically. On your submission form you should outline the key points of your submission. Make sure that you tick the box, on the form, indicating that you would like to be heard. Council staff will contact you to arrange a time for you to speak.

## **Key Dates**

### **Submission period**

12 March – 13 April

Submissions may be made on the draft policies and proposals contained in this consultation pack between March 12 2015 and no later than 5pm, April 13 2015.

### **Public hearings**

7 – 11 May

These are the dates set aside for those who would like to come and present their submissions to the Mayor and Councillors.

### **Deliberations**

14-22 May

The Council will hold a series of meetings on these dates to decide how they want to respond to submissions and whether changes are needed to our proposals.

### **Adoption**

25 June

Council will meet to formally adopt the final policies and proposals. This will include any changes that the Council agreed on through the deliberations process.





# Whakatāne District Council Draft Waste Management and Minimisation Plan 2015

[www.whakatane.govt.nz](http://www.whakatane.govt.nz)



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Whakatane District Council

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*Approved by:*

Marty Grenfell  
Chief Executive  
Whakatane District Council

## FOREWORD

This is Whakatāne District Council's second "Waste Management and Minimisation Plan" as required by the Waste Minimisation Act. The first was adopted in 2010.

Although the first Waste Management and Minimisation Plan (WMMP) did not need to be reviewed until the end of 2016, the Council have decided to do this now in conjunction with the 2015 Long Term Plan.

One of the reasons for this is that many of the Council's contracts for waste services are coming to an end during 2016. The WMMP describes what outcomes we are trying to achieve in managing and minimising our waste, and contracted services are one of the main ways the Council achieves these outcomes.

Therefore, in order to make sure that the Council puts in place new contracts that are going to deliver what the District wants and needs, the WMMP is being reviewed as the first step in the procurement process.

Since the last WMMP was adopted, central Government's guidance on how Councils are expected to manage and minimise waste has also changed. The New Zealand Waste Strategy has been reviewed, and there has been a general focus on efficiency and encouraging Councils to work towards increasing value for money for their ratepayers.

As required by the Waste Minimisation Act, the District's Waste Assessment has also been reviewed. This provides important background information that much of this WMMP has been based on.

**This document is the draft Waste Management and Minimisation Plan, which has been released for general consultation and feedback.**

This draft WMMP reflects the findings from the Waste Assessment, changes in government direction, and the challenges and opportunities that the District expects to face over the next six years. The Council wants to hear what you think of the draft Plan, and whether you agree with our ideas and proposals.

Once the Council have heard the community's views on this draft, any changes necessary will be made and the final Plan will be confirmed by the Council in June 2015. We will all then begin the task of implementing the various actions that have been agreed. In some cases, this will mean the community will be heavily involved; in other cases actions may be the sole responsibility of the Council.

As you read through this document, questions will prompt you to consider certain issues. The Council would like to hear your views on these questions, and any other issues you wish to raise. Your views can be submitted in writing, and you will also have the opportunity to discuss your views with the Council at hearings between 7 and 11 May 2015.

Signed

Tony Bonne  
Mayor  
Whakatāne District

## 1 Introduction

### 1.1 Part 1 – Background and the Waste Problem

Whakatane District Council is required to produce a **Waste Minimisation and Management Plan** (WMMP) under the Waste Minimisation Act (2008). In preparing the WMMP, the Council must meet requirements set out in the Waste Minimisation Act, including:

- Considering the ‘Waste Hierarchy’
- Ensuring waste does not create a ‘nuisance’
- “Having regard to” the New Zealand Waste Strategy and other key government policies
- Considering the outcomes of the ‘Waste Assessment’ ( a review of all information that we have about the current waste situation in the Whakatāne District, including rubbish from households and businesses)
- Following the special consultation procedure set out in the Local Government Act (1974).

The WMMP sets out how the Council believes the District can achieve effective and efficient waste management and minimisation.

#### 1.1.1 What is Waste?

The Waste Minimisation Act defines waste as something that has been “disposed of or discarded”.

The Ministry for the Environment also describes waste minimisation as reducing waste, and increasing the reuse, recycling, and recovery of waste and diverted material. ‘Diverted material’ is anything that is no longer required for its original purpose, but still has value through waste minimisation activities such as reuse or recycling. For example – your empty drink can is waste to you, but is worth money to metal recycling companies and so becomes ‘diverted material’.

In this WMMP, terms will be used like ‘rubbish’, ‘recycling’, and ‘waste’ that may not be familiar to you or may mean something different to how we use them. Definitions are provided at the back of this draft WMMP in the glossary.

The WMMP includes all waste and diverted material in the District, except some liquid and gas wastes that are already managed through other policies. The Council believes this is necessary to make sure we manage our waste in the most efficient and effective way possible. This does not necessarily mean that the Council is going to have direct involvement in the management of all waste – but there is a responsibility for Council to at least consider all waste in the District, and to suggest areas where other groups, such as businesses or householders, could take action themselves.

Once the Council have heard the community’s views on this draft WMMP, any changes necessary will be made and our final WMMP will be confirmed by Council in June this year. We will all then begin the task of implementing the various actions that have been agreed. In some cases, this will mean the community will be involved; in other cases actions may be the sole responsibility of the Council. The suggested responsibilities and roles are set out in Part Two – Action Plan.

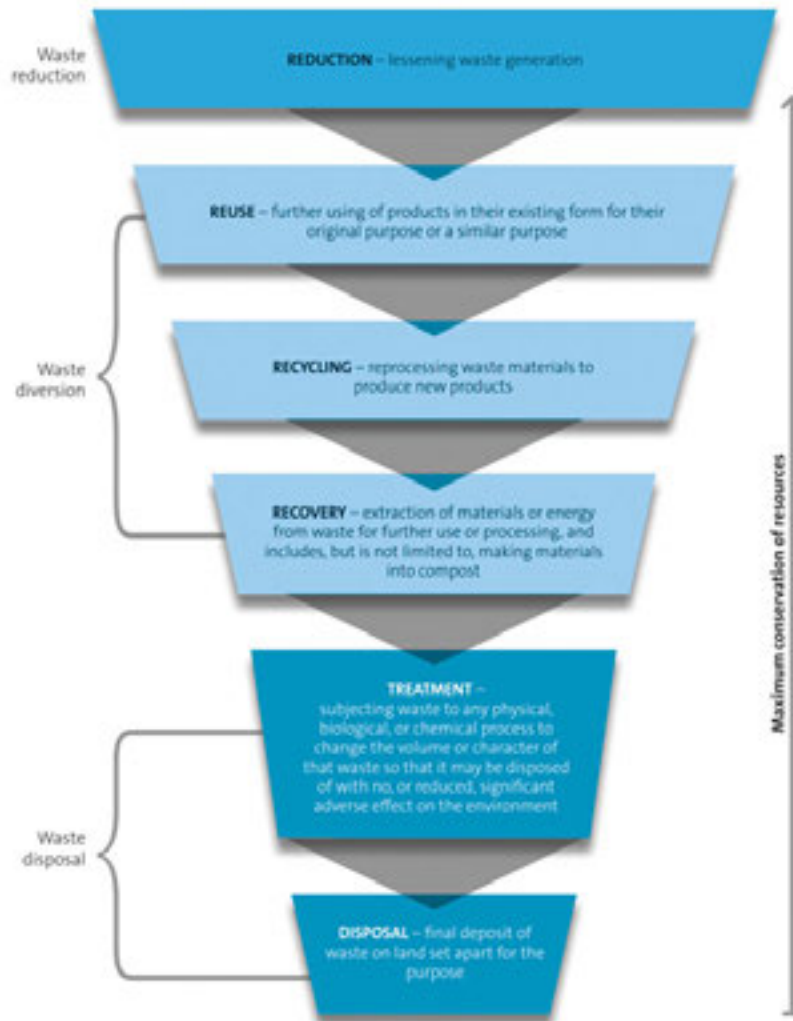
### 1.2 The Waste Hierarchy

The ‘waste hierarchy’ refers to the idea that preventing, reusing, reducing, recycling or recovering waste is preferable to disposal (which in New Zealand usually means a landfill).

The waste hierarchy can be shown like this:



**Figure 1**  
The waste hierarchy



Source: Performance Audit Report, Waste Management Planning by Territorial Authorities (Office of the Auditor General, 2007)

In general, actions higher up the hierarchy can reduce the costs at a lower level, and environmental impact is generally reduced at higher levels. However relative costs can vary significantly depending on factors such as disposal and transport costs.

### 1.3 New Zealand Waste Strategy and other Government Policies

The New Zealand Waste Strategy has two goals – to reduce harm, and to improve efficiency.

Relevant government policy for local government over the last two terms (2009 – 2014) has focused on the following areas:

- Fiscal responsibility, transparency and accountability
- Efficiency; through service reviews, joint working, and amalgamation
- Sustainable procurement, with a particular focus on innovation and partnership working
- Economic growth

#### **1.4 Waste Assessment**

The Council has recently completed a Waste Assessment for Whakatāne, and this is included as part of the full draft WMMP in Appendix 1.

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## 2 Vision, Goals, Objectives and Targets

Waste management is a key activity for the Council. Our approach to waste management and minimisation should contribute to and be consistent with the vision, purpose and community outcomes of the Long Term Plan (LTP). The LTP 2015-25 is being consulted on at the same time as this draft WMMP.

The vision and purpose of the LTP describe where the District wants to be, and how we get there. Our vision is:

*“To be known as the place of choice for people to live, work and play”*

In achieving our vision;

- Our community will be safe and surrounded by people who are friendly and caring
- Businesses will be thriving
- There will be respect for and pride in our history
- We will be successful guardians of our natural environment.

Council’s purpose is:

*“to lead the Whakatāne District to meet the current and future needs of our community”*

As a District Council we intend to achieve this through:

- Good governance, leadership and advocacy
- Integrated long term planning
- Effective and reliable community infrastructure
- Outstanding service delivery

In achieving this vision and purpose, the Council have outlined six community outcomes that the Council’s activities contribute towards.

- Effective Leadership
- Community needs
- Quality Services
- Valuing Our Environment
- Reliable and Affordable infrastructure
- Sustainable Economic Development

Our Waste Activity primarily contributes to Valuing our Environment, Community Needs and Quality Services.

In addition, it is important that we manage and minimise waste in a way that aligns with our principles – being affordable, sustainable, responsible and enabling.

### 2.1 Other Relevant Strategies or Plans

As well as aligning to the 2015-25 LTP, our WMMP must also support and align with other strategies and plans.

These include the Bay of Plenty Regional Waste and Resource Efficiency Strategy (2013), and the national New Zealand Waste Strategy (2010).

The Bay of Plenty regional document has a vision of “working together towards a resource-efficient region”. The strategy recognises waste as a resource, and includes five goals:

- to protect our communities, land, water and air from harmful and hazardous wastes
- to encourage resource efficiency and beneficial reuse of wastes that create sustainable economic growth in the region
- to work together to encourage and support innovative affordable solutions, with a preference for local solutions
- to reduce waste to landfill
- to promote consistent regulation and compliance monitoring requirements.

As an active member of the Waikato and Bay of Plenty Waste Liaison Group and the Bay of Plenty Waste Resources Advisory Group, the Council will seek to support the regional waste strategy through our waste management and minimisation activities.

## 2.2 Proposed Vision for this Plan

In managing solid waste in our District, the Council aims to provide cost effective and efficient waste services, while also fulfilling our legal responsibility to move waste up the hierarchy – which means working to reduce our reliance on landfill disposal, while increasing reuse, recycling and reduction of waste. This is a difficult balance to achieve, particularly considering the current low cost of sending waste to landfill.

The Council's proposed vision for waste management and minimisation in the District is:

*“Minimise environmental harm while sustainably managing services, finances and community assets”*

This is a change from the vision of the last WMMP. However this proposed vision reflects the need for the District to manage and minimise waste, while also providing value for money and responsible financial management.



## 2.3 Our Goals and Objectives

Through this draft WMMP, the Council is proposing goals and objectives that the Council, alongside the community, can work towards. The Council has developed these goals by thinking about our local issues and what the priorities are for the region and nationally.

- Goal: Provide quality, affordable services while meeting our responsibilities to reduce harm and improve efficiency
- Goal: Reduce the amount of waste we send to landfill or other disposal while also achieving sustainable financial management
- Goal: Reduce the risk of environmental damage resulting from our waste management methods

Our objectives:

- Achieve responsible financial management
- Provide effective and efficient services
- Take a waste hierarchy approach
- Consider environmental impacts
- Use resources more efficiently

Our Targets

Through the Waste Assessment Process, the Council has identified several areas of our current waste management system that present particular opportunities for better management.

Overall target

***Reduce waste to landfill to 11,000 tonnes by 2015/16  
and by 100 tonnes per year thereafter***

This overall target represents both an environmental improvement and a reduction in total cost to the community of waste management.

## 2.4 Council's Role

The Council currently plays a key role in waste management in the District, both by providing collection services and by providing the main facility for transferring and transporting waste out of the District to landfill disposal.

Therefore we propose that in general, our involvement in delivering most of the goals, objectives and targets is going to be fairly high – either the Council will be the 'lead agency' in delivering actions and achieving targets, or the Council will be a joint lead or key supporting agency in working with the community.

The Council cannot achieve the goals and targets set out here alone. Succeeding will mean the Council and the community working together, and everyone in the community taking responsibility and doing their bit to manage waste better. The Council's specific proposed role is explained for each action in Part Two – Action Plan.

## 2.5 The Waste Problem

The Whakatane District currently sends just over 11,000 tonnes of rubbish to landfill (2013/14 year). Since the end of 2009, when the landfill on Burma Road closed, all of the District's rubbish has had to be trucked out of the District to a private landfill near Paeroa. The only transfer stations or recycling

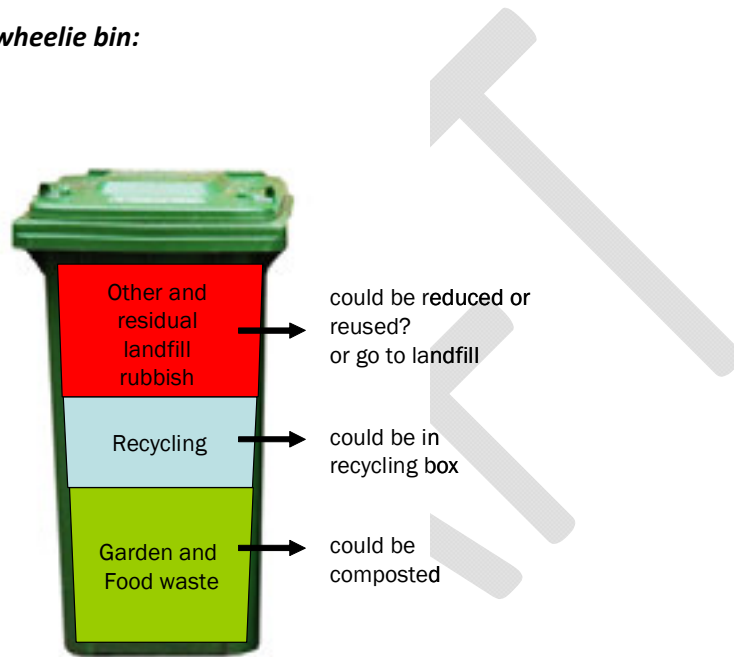
centres in the District are owned and operated by the Council with the exception of one small private transfer station.

**2.5.1 Is it 'wheelie' rubbish?**

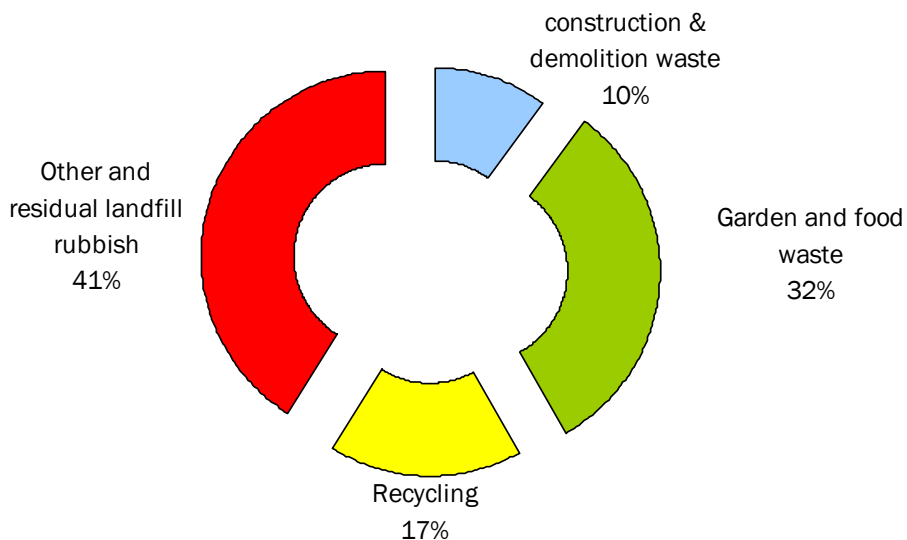
A lot of this isn't actually rubbish – we could be recycling a lot more than we are at the moment.

In 2007 the Council carried out a survey on the waste that is collected from the wheelie bins at the kerbside, and also on the waste we are sending to landfill. This survey showed that a large proportion of what we were throwing away as rubbish could actually be recycled or composted. This is probably still the case:

**2.5.2 The average household wheelie bin:**



**2.5.3 What we're sending to landfill:**



Note: due to changes made since this survey, we are probably sending less construction and demolition waste to landfill now than in 2007.

This means that each week, we may be sending 25 tonnes of recyclable paper and cardboard to landfill, 6 tonnes of glass, and 68 tonnes of food and garden waste that could be composted instead.

If we can find economical ways to get this recycling and compostable material out of the rubbish collection, then we can save costs on the amount we send to landfill, and reduce our environmental impact by recycling or composting these materials instead.

## 2.6 Existing services and facilities

The Council currently provides the following services:

Service	Provision	Service provider
<b>Rubbish collection</b> usually from 80L mobile garbage bins (MGBs)	Weekly to approximately 13,300 customers	Waste Management Ltd under contract to WDC until June 2016
<b>Recycling collection</b> for glass bottles/jars, plastic grades 1 & 2, aluminium/tin/steel cans, paper, and cardboard collected from a 60L recycling crate	Weekly to approximately 13,300 customers	Waste Management Ltd under contract to WDC until June 2016
<b>Garden waste</b> collection from 240L MGBs	Fortnightly to approximately 9700 customers	Waste Management Ltd under contract to WDC until June 2016
<b>Whakatane Recycling Park</b>	Operation of refuse and recycling drop-off facility	Waste Management Ltd under contract to WDC until June 2016
<b>Murupara Transfer Station</b>	Operation of refuse and recycling drop-off facility	Merrimans Ltd under contract to WDC until June 2016
<b>Waste Transfer</b>	Cartage of residual waste from Whakatane	Priority Logistics under contract to WDC until June 2016
<b>Waste Disposal</b>	Disposal of residual waste	H G Leach under contract to WDC until 1/1/2020
<b>Fly tipping</b>	Removal from public spaces	Various contractors and suppliers depending on location
<b>Litter Removal</b>	From 60L litter bins or 240L MGBs	Various contractors and suppliers depending on location
<b>Hazardous Waste</b>	Waste accepted at Whakatāne and Murupara transfer stations	R&S McGregor Ltd on behalf of WDC as and when required

These services are funded through a fixed targeted rate of \$379.18 per annum (including GST), for the 2014/15 financial year, per 'waste service package'. This charge is added to rates bills for each 'separately used or inhabited part' of a rating unit to which Council provides the weekly service. Rural and commercial properties pay \$306.80 – this charge is lower as no green waste service is

included. Any ratepayer can use these services, including businesses. Properties may purchase more than one 'waste service package'. (The charges are slightly higher for Ōhope; \$382.31 and \$309.93 respectively.) A portion of the uniform annual general charge (UAGC) for each rated unit is also used for waste disposal operations and closed landfill management. Council intends to continue this system of waste charging for the term of this draft WMMP. Further detail on charging and funding solid waste management and minimisation activities is provided in Part 2.

Additional 60L recycling crates are provided at a one-off charge of \$15 each.

The service packages are available to all ratepayers on current collection routes, with one charge per service package.

In addition to the collections provided by the Council, private collections can be arranged with one of four companies operating in the District. There are also collections for used cooking oil, which is turned in to fuel, and food waste which is usually taken to either pig farms or composted using worms.

The District has two public transfer stations, or 'refuse and recycling' parks – one in Whakatāne in Te Tahī Street, and one in Murupara.

More detailed information on waste facilities and services, and a more detailed analysis of waste composition and data, is contained in the completed Waste Assessment in Appendix 1.

### **3 The key issues**

The Council believes that the key issues for the District are:

Waste being sent to a landfill far from the District that could be recycled through the existing collection services, or composted at home

A large proportion of waste going to landfill is organic waste – this is a particular problem due to the negative environmental impacts

Varying demand through the District – summer visitors, rural customers, businesses

Many contracts are expiring during 2016 or at other times during the period of this Plan, which will give the District the opportunity to test the market and potentially alter services or provide new services. However there is also a risk that service costs could increase when contracts are renewed, particularly with the landfill disposal contract which expires in 2020.

## Part Two – Action Plan

This Action Plan sets out the Council's proposals for managing waste in the District for the period covered by this proposed draft WMMP. The Action Plan is intended to address the key issues listed earlier, and to ensure that we can accommodate any future growth and changes in the District. These proposals will continue to provide and improve effective and efficient waste management and minimisation in the District, and will meet the goals of the New Zealand Waste Strategy by reducing the harmful effects of waste and improving the efficiency of resource use.

The proposals will also allow the Council to contribute to the applicable community outcomes of:

- Valuing our Environment
- Quality Services; and
- Community Needs.

In preparing this draft Action Plan, Council has reviewed the Action Plan from the 2010 WMMP. The 2010 WMMP action plan included a large number of actions, some of which were optimistic and have proved difficult to achieve within the timeframes of the Plan. However, it is important to note that, the 2010 WMMP has only been operating for just over four years of its planned six year term. For these reasons, some actions in the previous WMMP were completed, some partially completed, and some were not completed.

This new draft Action Plan contains fewer actions, and concentrates on those which are priorities and are achievable over the next six years.

Currently the Council provides most of the waste services for Whakatane households, as well as providing a significant proportion of services to businesses. Recent amendments to the Local Government Act require all councils to undertake a review of the services they provide and evaluate them for effectiveness and efficiency. The action plan in this WMMP includes undertaking this service review and addresses any resulting actions through procurement of our council services like rubbish and recycling collections. Council is due to procure new services by 2016 and this provides an ideal opportunity for us to change our services or put in place new services if required.

Households need to increase the amount they recycle – a lot of what goes in to rubbish bins could actually be recycled. The Council believes that businesses also have significant improvements to make in their waste management. In some cases this might be because collection services are hard to access, although even where recycling services are available for businesses not all use them. The Council will encourage this through increased education and communication, regarding services and potentially alterations and/or improvements to services depending on the outcome of the procurement process.

### 1 Funding Waste Management Activities

Waste services provided by the Council are funded through rates. Private companies will charge directly for their services. The Council does receive some funding from Government; part of the \$10 per tonne Waste Levy charged at landfills is returned to Councils. The Council will use these funds to help pay for new and existing waste management activities as described below.

The Council also has the option of applying to Central Government for funding to help with specific projects. However as the Council cannot predict if any funding will be received, this has not been noted in the funding options below. Generally, the Council intends to fund those services provided directly by the Council through rates and levy funding. In a few cases, new services may have a

greater user-pays focus, whereby the amount paid would be directly proportional to the amount and regularity of individual use.

<b>Education and Information</b>	
<b>Action</b>	<b>Commentary</b>
Continuing support for Pare Kore, Paper for Trees, Conscious Consumers, CREW, Keep Whakatāne Beautiful and Pride Whakatāne	Ongoing action funded through rates
Expand support for school education initiatives	New action funded through waste levy funds; 2015/16 financial year onwards
Support further implementation of Agrecovery in the District	Expanded action funded through waste levy funds; 2015/16 financial year onwards
Expand general waste education and marketing activities, in particular to rural and agricultural sectors	New action funded through waste levy funds; 2015/16 financial year onwards
In all cases, work in partnership with other Councils where possible to increase efficiency and reduce costs	Ongoing action not requiring funding.
<b>Service Review and Procurement</b>	
<b>Action</b>	<b>Commentary</b>
Conclude the service review requirements of the amended Local Government Act (LGA) by conducting a cost-effectiveness review of all contracts expiring within the next two years (kerbside collections, transfer station operations and haulage of waste to landfill).	Under Section 17A of the amended 2002 LGA, the Council is required to conduct a service review where current services may change significantly or where contracts are due to expire within the next two years, and have a value of over \$250,000 (the threshold agreed by Council). The service review will feed into the procurement process; from July 2015. This will be funded by waste levy funds.
Procure new waste services and use this process to assess the alternative management options available in the market for recycling, organic waste, residual waste collections, treatment, and processing including transfer station operations	New action funded through waste levy funds, as the intention of the procurement process will be to achieve improved waste management and minimisation, depending on the options put forward by the private sector; from July 2015
<b>General</b>	
<b>Action</b>	<b>Commentary</b>

Review the existing solid waste bylaw to enable closer monitoring of wastes in the District	Action carried over from 2010 WMMP; from 2016/17 financial year once procurement process is concluded. Rates funded
Continue development of the green waste processing site, which will enable increased green waste composting in the District.	Action continued over from 2010 WMMP period. Ongoing. Waste levy and rates funded. Completing this action depends on obtaining the relevant resource consents.
Continue to support regional and cross-regional partnerships and liaison groups, including the Bay of Plenty and Waikato Waste Liaison Group and the Bay of Plenty Waste Resources Advisory Group.	Ongoing; no significant cost involved.
<b>Monitoring and Reporting</b>	
<b>Action</b>	<b>Commentary</b>
Waste streams will be monitored	Council will continue to monitor waste flows using data provided by contractors and through the Regional Council. Any new contracts developed during the procurement process will ensure that data continues to be supplied. Ongoing action; low cost.
Reporting	Council will continue to report progress in solid waste management and minimisation through the Annual Plan process. Ongoing action; low cost.



## Glossary

### 1 Key Definitions and Abbreviations

**Waste Hierarchy:** The Government’s definition of the waste hierarchy is as follows:

**Reduction:** lessening waste generation, including by using products more efficiently or by redesigning products; and in relation to a product, lessening waste generation in relation to the product

**Reuse:** the further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose

**Recycling:** the reprocessing of waste or diverted material to produce new materials

**Recovery:** extraction of materials or energy from waste or diverted material for further use or processing; and includes making waste or diverted material into compost.

**Treatment:** means subjecting waste to any physical, biological, or chemical process to change its volume or character so that it may be disposed of with no or reduced adverse effect on the environment; but does not include dilution of waste

**Disposal** (*summarised definition*): final deposit of waste into or onto land, or incineration (*From the Waste Minimisation Act, 2008*)

### 2 Other Definitions and Abbreviations

Food waste	Any food scraps – from preparing meals, leftovers, scraps, tea bags, coffee grounds
Green waste	Waste largely from the garden – hedge clippings, tree/bush prunings, lawn clippings
Hazardous waste	Waste that can cause harm or damage, to people or the environment, like strong chemicals. Shouldn’t go in to landfills.
Landfill	Tip or dump
LTP	Long Term Plan
MGB	Mobile garbage bin – wheelie bin.
New Zealand Waste Strategy	A document produced by the Ministry for the Environment in 2010. Currently being reviewed.
Recycling	Waste that can be recycled through the kerbside collection and/or at the Recycling Park
RRP	Whakatāne Refuse and Recycling Park (Te Tahi St transfer station)



Rubbish	Waste, that currently has little other management options other than disposal to landfill
Tonne (metric)	A thousand kilograms.
Transfer Station	Where waste can be sorted for recycling or reprocessing, or is dumped and put in to larger trucks for transport to landfill
Waste	Anything we no longer want – can be ‘diverted material’ through recycling or composting, or able to be reused by someone else, or is ‘rubbish’.
Waste Assessment	A document summarising the current situation of waste management in the Whakatāne District, with facts and figures, and required under the Waste Minimisation Act.
Waste Hierarchy	A list of waste management options with decreasing priority – usually shown as ‘reduce, reuse, recycle, reprocess, treat, dispose’
WMA	Waste Minimisation Act (2008)
WMMP	Waste Management and Minimisation Plan, also sometimes referred to as ‘the Plan’.

# Appendix 1

## Waste Assessment



Appendix 1:  
Whakatāne District Council  
Waste Assessment 2015

[www.whakatane.govt.nz](http://www.whakatane.govt.nz)





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## 1.0 INTRODUCTION

### 1.1 Whakatāne District

The Whakatāne District in the Eastern Bay of Plenty is one of the most diversely beautiful areas in New Zealand. Sandy beaches are predominant along the 54 kilometres of coastline that stretches from Otamarakau in the west to Ōhiwa in the east. Central areas include fertile lowlands and farming areas on the Rangitāiki Plains through to Murupara. Te Urewera National Park in the south makes up 41% of the district. This is protected native forest and is home to a rich array of flora and fauna. The total area of the district covers 433,000ha or 4,442km<sup>2</sup>. According to the 2013 census, the current population of the District is approximately 34,700 residing in 12,195 occupied households.

The main commercial centre for the District is the Whakatāne township, incorporating Ōhope and Coastlands. Other centres include Edgumbe, Matatā, Tāneatua, Te Teko, Wainui and Murupara.

The economy of the district is largely based on agriculture (dairying), forestry, and wood processing. Industry in Whakatāne tends to be relatively light and targeted at supporting the local community, with heavier industry more likely to be based nearby but out of the district at Kawerau.

The predominantly rural nature of the district has implications for waste management service provision. Commercial and industrial wastes streams are less significant compared to more urban areas, with household and agricultural waste streams likely to play a proportionately bigger role. In addition, servicing of rural properties is more problematic and expensive compared to areas with higher housing densities.

Figure 1: Map of Whakatāne District



## 1.2 Background

The Waste Minimisation Act 2008 (WMA) requires all Territorial Authorities to produce a Waste Management and Minimisation Plan (WMMP) which should be reviewed every 6 years (or earlier). The Council's current WMMP is due for review in 2016, however, the Council have decided to align the WMMP with the Long Term Plan (LTP) timeframes and review the plan in 2015.

Section 50 of the Waste Minimisation Act 2008 (WMA) requires all Territorial Authorities to prepare a 'Waste Assessment' before reviewing their WMMP, while Section 51 dictates the contents of the assessment. The Waste Assessment is the first step and a major input into the review process.

In 2000, the Council made a commitment to the 'Zero Waste' philosophy of waste management. The Council then produced a Waste Management Plan in 2003, in line with the requirements of the Local Government Amendment Act (No. 4) 1996. This was followed by a WMMP produced in 2010 in accordance with the WMA, which continued the commitment to the philosophy of Zero Waste.

The overall long term target of the 2010 WMMP was to reduce the amount of waste sent to landfill by 80% per person by 2025. The overall short term target was to reduce waste sent to landfill per person by 30% during the period of the plan. This was based upon a figure of 404kg per person per year from 2009/2010.

During the financial year 2013/14 the Council disposed of a total of 11,178 tonnes of waste to landfill. This equates to 322Kg per person per year, or a 20% reduction. The Council has therefore not met the overall short term target from the previous WMMP, although it should be noted that the period of that plan extended to October 2016. Closer analysis of data held by the Council has since shown that the baseline of 404kg per person was based on inaccurate data.

## 1.3 Purpose of this Waste Assessment

This waste assessment has been undertaken with reference to the 'Waste Management and Minimisation Planning: Guidance for Territorial Authorities' prepared by the Ministry for the Environment (MfE) and to section 51 of the WMA, which outlines that a waste assessment must include:

- A description of the collection, recycling, recovery, treatment, and disposal services provided within the territorial authority's district
- A forecast of future demands
- A statement of options
- A statement of the territorial authority's intended role in meeting the forecast demands
- A statement of the territorial authority's proposals for meeting the forecast demands (including infrastructure), and
- A statement about the extent to which the proposals will protect public health, and promote effective and efficient waste management and minimisation

The primary purpose of the assessment is to provide focus for how Council can progress waste management and minimisation in an informed and effective manner. It should provide the information necessary to identify the key issues and priority actions to be included in a draft WMMP.

## 1.4 Scope

### 1.4.1 General

Legal opinions obtained by various Councils around New Zealand have made it clear that, under the WMA, the Waste Assessment must go beyond those waste and material streams managed directly by

the Council; including an assessment of current commercial and industrial waste streams, a forecast of future demand, consideration of options to meet forecast demand, and determine The Council's intended role in meeting that demand.

WDC therefore, like all Councils, has a responsibility to plan for all waste generated in the District when considering waste infrastructure and services.

#### **1.4.2 Council Controlled and non-Council Controlled Waste Streams**

The Council has detailed information on the collections and facilities operated by them or on their behalf. While the vast majority of waste going to landfill from the District first passes through Council transfer stations, there is an unquantified amount that is collected, processed and disposed of, by private operations. Furthermore, due to recent changes in private practices the Council is no longer in control of all waste transfer facilities in the District. The impact of this recent change is for approximately 1300 tonnes per annum to now leave the District without passing through a Council-managed transfer station. While data is required from these private operations to provide a true waste assessment for the district, the Council believes there is sufficient data from Council controlled waste to identify the areas that should be prioritised and provide input to the waste strategy, targets and actions of the WMMP.

#### **1.4.3 Consideration of Solid, Liquid and Gaseous Wastes**

The guidance provided by the Ministry for the Environment on preparing Waste Management and Minimisation Plans states that:

*“Councils need to determine the scope of their WMMP in terms of which wastes and diverted materials are to be considered within the plan”.*

The guidance goes on to suggest that liquid or gaseous wastes which are directly managed by the Council, or are disposed of to landfill, should be seriously considered for inclusion in a WMMP.

The Council manages most liquid and gaseous wastes through other strategies, including assessments of services. This Waste Assessment therefore focuses on solid wastes, and excludes liquid and gaseous wastes, except where these are considered to have implications for solid waste management. These exceptions include gas from landfills, and some liquid hazardous wastes.

#### **1.5 Overview of Waste and Recycling Systems in Whakatāne**

WDC provides many waste management and minimisation services throughout the Whakatāne District, which ranges from the urban areas of the Whakatāne and Ōhope commercial and residential centres, to relatively sparsely populated outlying areas.

Since the Burma Road Municipal Landfill closed in December 2009, there has been no landfill open to the public in the District. The vast majority of solid waste going to landfill is first processed through one of the Council's transfer stations, and then transferred to Tirohia Landfill near Paeroa.

Solid waste management services are funded partly through a general charge applied to all rates bills (for waste disposal operations and closed landfill management) and through targeted rates for 'waste service packages'. The provision of services, and the charges levied for these services, varies depending where in the District customers are located.

The requirements of businesses and households that desire waste management services beyond those supplied by the Council to Whakatāne ratepayers are met by the private sector.

There are only a small number of private companies providing waste management services in the Whakatāne District. While some of them use the Council's transfer stations, Handee Can Services and Foote Bins are using a transfer station owned by the owners of Handee Can Services and hauling waste directly to Tirohia.

The Council provides their 'waste service package' to ratepayers who are on current collection routes and who wish to use them. The Council's waste services are described in section 3.1. Ratepayers can also choose to pay for additional packages.

The services provided by private companies in Whakatāne are targeted at those for whom the Council service is, for some reason, unsuitable. This may be because their waste volumes are so high that the Council service is not competitive, or because they have a specific single-material waste stream that can be better dealt with through a private collection.

A measure of control over the handling of waste in the District is obtained through the Solid Waste Bylaw (2006). This bylaw largely focuses on the management of waste on private properties, such as accumulation and storage issues. The Bylaw also aims to protect the general public from waste creating a nuisance or annoyance or becoming a danger to health and provides for the protection of waste collectors and the public by prohibiting hazardous materials being placed out for collection. There are also controls relating specifically to access to, and behaviour at, landfill facilities.

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## 2.0 WASTE FACILITIES SERVICING WHAKATANE DISTRICT

The tables in this section provide a summary of key strategic waste facilities that currently service households and businesses in the Whakatāne District.

### 2.1 Disposal

There are no sanitary landfills, cleanfills or other disposal facilities available in the District open to householders and businesses.

The nearest landfills to the District are listed below.

**Table 1 - Disposal Facilities**

Name/Operator	Type	Key Services/Waste Streams	Location	Capacity & Estimated Operational Life
Rotorua District Council	Municipal Landfill	Non-hazardous residential, commercial and industrial waste, including special wastes (although bylaw may be reviewed to exclude these in future).	SH 30, Rotorua	Consented to 2030
H G Leach	Municipal Landfill	Non-hazardous residential, commercial and industrial solid waste, including special wastes. Sludges with less than 20% solid by weight are prohibited.	Tirohia, Paeroa	Consented to approx. 2035
Envirowaste Services Ltd	Municipal Landfill	Non-hazardous residential, commercial and industrial solid waste, including special wastes. Sludges with less than 20% solid by weight are prohibited.	Hampton Downs, North Waikato	Consented to 2030

There are a number of private landfills near the District, but these are used only by the owners and only for very specific materials – such as the Carter Holt Harvey mono-fill for wood processing wastes near Kawerau. These are not an option for future landfill disposal for the Whakatāne District.

Kawerau District Council owns a landfill for which consents are still current, however the landfill is considered to have reached capacity and it no longer accepts any waste.

Because of these factors, and considering the distances required to access any other facilities and the charges that would be incurred, the preferred disposal option for the Whakatāne District currently is the Municipal Landfill in Tirohia. The Council have negotiated very favourable disposal rates with Tirohia until 2020. This is partly due to the Council’s commitment to a minimum quantity of 8,000 tonnes per annum of residual waste.

## 2.2 Cleanfill Facilities

The Ministry for the Environment’s Cleanfill Guidelines define cleanfill material and cleanfills as follows:

### **“Cleanfill material**

*Material that when buried will have no adverse effect on people or the environment. Cleanfill material includes virgin natural materials such as clay, soil and rock, and other inert materials such as concrete or brick that are free of:*

- *combustible, putrescible, degradable or leachable components*
- *hazardous substances*
- *products or materials derived from hazardous waste treatment, hazardous waste stabilisation or hazardous waste disposal practices*
- *materials that may present a risk to human or animal health such as medical and veterinary waste, asbestos or radioactive substances*
- *liquid waste”*

### **Cleanfill**

*A cleanfill is any landfill that accepts only cleanfill material as defined above.*

There are no known consented cleanfill sites in the Whakatāne District that are open to the public.

## 2.3 Transfer Facilities

There are two transfer facilities in the District which are owned by the Council and operated on their behalf by contractors, and one private transfer station.

There are also transfer stations nearby that are similarly owned by the relevant Councils and operated on their behalf. These are included in the list below.

**Table 2 - Transfer Facilities**

Name/Operator	Type	Key Services/Waste Streams	Location
Whakatāne Refuse and Recycling Park – Waste Management NZ Ltd	Council owned waste transfer and recycling centre	Accepts most waste and a wide range of recyclables (no liquid wastes accepted and a very limited range of hazardous materials)	Te Tahī Street, Whakatāne



Harvey Family Trust (owners of Handee Can Services) refuse transfer station	Waste transfer	Accepts residual waste, compacts and transfers to landfill	Mill Road, Whakatāne.
Murupara Transfer Station – Rex Merriman Ltd	Council owned waste transfer and recycling centre (no charges, free drop off for Ruatahuna and Minginui)	Accepts most waste and a wide range of recyclables (no liquid wastes accepted and a very limited range of hazardous materials)	Murupara
Ruatahuna Transfer Station	Community run waste transfer and recycling centre	Accepts most waste (not hazardous) and a wide range of recyclables	Ruatahuna
Minginui Transfer Station	Community run waste transfer and recycling centre	Accepts most waste (not hazardous) and a wide range of recyclables	Minginui
Ōpōtiki District Council	Waste transfer and recycling centre	Accepts all waste and a wide range of recyclables	Ōpōtiki
Kawerau District Council	Waste transfer and recycling centre	Accepts all waste and a wide range of recyclables	Kawerau

The materials accepted, and fees and charges applied, at the Whakatāne Refuse and Recycling Park (RRP) are as follows:

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**Table 2 - Fees & Charges, Whakatāne RRP (2014/15 Financial Year)**

Item	Charges from 1 July 2014 (GST inclusive)
<b>General refuse</b>	
Refuse Bag	\$4
Car and station wagon	\$32
Ute and small (single axle) trailer	\$47
Large tandem (twin axle) trailer	\$62
All other loads over weigh-bridge	\$240 per tonne
<b>Green waste</b>	
Car and station wagon	\$9
Ute and small (single axle) trailer	\$17
Large Tandem (twin axle) Trailer	\$22
Bulk green waste (Bulk load)	\$55
<b>Concrete</b>	
Clean and steel-free: Concrete Masonry Rock	\$35 per tonne
<b>Car bodies</b>	
Un-stripped	\$50
Stripped	\$40
<b>Tyres</b>	
Charges apply per tyre - no bulk weights	
<i>Type of vehicle / weight of tyre</i>	
a) Farm bike, motorcycle - under 6.5 kgs	\$4 each
b) Passenger car - 6.5 kg - 9.5 kgs	\$8 each
c) 4x4 light utility - more than 9.5 kgs	\$11 each
d) Truck tyres - more than 28 kgs	\$27 each
f) Long-haul vehicle - 50 - 80 kgs	\$60 each
g) Agricultural - up to 100 kgs	\$75 each
<b>Recyclable and reusable items</b>	
<b>Recyclable items</b>	
<ul style="list-style-type: none"> <li>Clean Plastics – <i>grades 1 and 2 only, no motor oil or chemical containers</i></li> <li>Glass</li> </ul>	Free



<ul style="list-style-type: none"> <li>Aluminium cans</li> <li>Cardboard</li> </ul>	
<b>Reusable items</b> Please take reusable items to <u>CRew</u> (Community Resources Whakatāne) at 40 Te Tahi Street. Phone 07 308 5963 for opening hours.	Free
<b>Hazardous Substances</b>	
Waste oil, paints and agricultural chemicals only. No commercial volumes accepted. Must be in original, undamaged containers.	Free
<b>Weighbridge</b>	
Tare weight (only) usage charge for weighbridge	\$10

Council has also implemented recycling practices at the transfer station that divert waste from landfill and these include:

- Green waste bins for commercial and residential customers
- Recycling bins for, plastics bottles, cans, paper, card-board and co-mingled
- Hazardous substance, LPG bottle and battery collection
- Scrap metal separation and recycling
- Timber separation which is hogged and used as fuel
- Concrete and rubble separation – used for roading and construction projects
- Tyre collection and reprocessing
- Diversion of products for re-use and re-sale to a community run organisation (CRew)

## 2.4 Recycling and Processing Facilities

There are a number of waste processing and recycling facilities available in the region or in neighbouring regions. These are listed below.

**Table 3 - Recycling & Processing**

Name/Operator	Type	Key Services/Waste Streams	Location	Capacity & Estimated Operational Life
CRew (Community Resources Whakatāne)	Re-use, re-purposing and re-selling of second hand items.	E-waste, furniture, construction materials, household items etc.	Whakatāne	NA
Waste Management	Liquid Waste dewatering and	Liquid waste from Ōpōtiki, Kawerau and Whakatāne	Whakatāne	NA

Technical Services	transfer	Districts		
WormTech	Vermicomposting in static windrows	Pig manure	Outskirts of Kawerau	5,200 tpa. Restricted by consent conditions.
Full Circle Recycling	Paper and Cardboard	Paper and Cardboard	Nationwide pick-ups	NA
McCaulay Metals	Scrap metal	All scrap metal	Whakatāne	NA
Industrial Traders	Scrap metal	All scrap metal including de-gassing white ware	Whakatāne and Kawerau	NA
NZ Remediation/Materials Processing Ltd	Green waste composting	Green waste	Te Muanga, Tauranga	Additional capacity available.
Envirofert	Organic waste processing	Green waste and some putrescible wastes	Tuakau, North Waikato	Unspecified, additional capacity available
Ecocast	Organic waste processing	Green waste and bio-solids	Kawerau	28,000 tpa of bio-solids consented to 2024. No consent for green waste

### 3.0 WASTE SERVICES AVAILABLE IN WHAKATANE DISTRICT

The tables in this section provide a summary of key waste services currently available to households and businesses in Whakatāne.

#### 3.1 Council Contracted Services

**Table 4 - Summary of Services**

Service	Provision	Service Provider
Residual waste collection usually from 80L mobile garbage bins (MGBs)	Weekly to approximately 13,300 customers (72.8% urban, 20.4% rural and 6.8% commercial)	Waste Management Ltd under contract to WDC until June 2016
Dry recyclables collection of glass bottles/jars, plastic grades 1 & 2, aluminium/tin/steel cans, paper, and cardboard collected from a 60L recycling crate	Weekly to approximately 13,300 customers	Waste Management Ltd under contract to WDC until June 2016
Green waste collection from 240L MGBs	Fortnightly to approximately 9700 (urban) customers	Waste Management Ltd under contract to WDC until June 2016
Whakatāne Recycling Park	Operation of refuse and recycling drop-off facility	Waste Management Ltd under contract to WDC until June 2016
Murupara Transfer Station	Operation of refuse and recycling drop-off facility	Merrimans Ltd under contract to WDC until June 2016
Waste Transfer	Cartage of residual waste from Whakatāne	Priority Logistics under contract to WDC until June 2016
Waste Disposal	Disposal of residual waste	H G Leach under contract to WDC until 1/1/2020
Fly Tipping	Removal from public spaces	Various providers on behalf of WDC
Litter Removal from 60L litter bins or public spaces	From litter bins and MGBs in public spaces	Various providers on behalf of WDC
Hazardous Waste	Waste accepted at Whakatāne and Murupara transfer stations	R&S McGregor Ltd on behalf of WDC as and when required

Inorganic collections for unwanted bulky items and appliances are not normally provided.

A charge of \$379.18 per annum (in the 2014/15 financial year) per 'waste service package' is added to rates bills to cover the costs of these services, for each separately used or inhabited part of a rating unit to which Council provides the weekly service. Rural and commercial properties pay \$306.80 per year as no green waste service is included. Any ratepayer can access these services, including businesses. Properties may purchase more than one service. (The charges are slightly higher for Ōhope; \$382.31 and \$309.93 respectively.) There is also an additional Uniform Annual Charge for each rated unit for waste disposal operations and closed landfill management.

Additional 60L recycling crates are provided at a one-off charge of \$15 each.

The service packages are available to all ratepayers on current collection routes, with one charge per service package.

### 3.2 Other WDC programs and services

In addition to these services, there are other programs or services provided by the Council or by a partnership supported by WDC. These cover the following:

- Agrecovery – The Council provide support to enable the service to be extended to the Whakatāne District
- Pride Whakatāne Group (coordinating Clean Up New Zealand week activities)
- Daily litter patrol
- Para Kore – marae based recycling and waste minimisation education
- Conscious Consumers – business accreditation programme for recycling
- Paper for Trees – School based recycling education

### 3.3 Private Services

There are a limited number of services available in Whakatāne besides those provided by the Council.

Waste Management Ltd, as well as being contracted to the Council, also provides waste collection services (residual waste and recycling). There are three other local companies that also provide rubbish collections; Handee Can Services, Foote Bins, and Blue Rock Bin Hire. None of these companies currently offer recycling services. A variety of residual waste receptacles are available through these companies, ranging from 44 gallon drums to various sizes of skip bins, along with a variety of collection frequencies including on-demand collections.

These companies largely target business and industrial customers, where volumes of waste are unsuitable for the Council collection services and rural customers that have chosen not to use the Council collection service or are unable to access the service. Handee Can Services currently services a number of rural residential properties in areas that are not serviced by the Council's kerbside collection service. Their service includes supplying metal drums with liners and collecting the refuse from the kerbside with a charge per-empty.

In addition, there are the usual complement of second-hand and charity stores in Whakatāne. These include CReW (Community Resources Whakatāne) who are a community based organisation who re-use, recycle and re-sell waste items. The Council works closely with CReW and diverts waste materials to them from the transfer station.

### 3.4 Waste Sources and Destination

The previous sections outline the solid waste sources and services available in the district. The table below outlines the relationship between these two.

**Table 6 - Processing and destination of different waste sources**

Waste Source	Processing	Destination
<b>Council Kerbside Collected Household and Commercial Refuse</b>	Offloaded at Whakatāne Transfer Station and dispatched to landfill	Tirohia Landfill
<b>Kerbside Collected Recycling</b>	Some separation at the kerbside and some at the Whakatāne Transfer Station Separation of glass, paper and cardboard, plastics,	Glass transported to Auckland for processing. Paper and cardboard sent to regional paper mills Co-mingled recycling sent to

	metals and co-mingled recycling	Tauranga for separation and forwarded for processing  Metal wastes forwarded to recyclers in Auckland
<b>Kerbside Collected Green Waste</b>	Offloaded at Whakatāne Transfer Station and mixed with public/commercial drop-offs	Green waste composting facility in Kawerau
<b>Commercial Refuse (includes both commercially collected waste and that dropped off by commercial organisations)</b>	Offloaded at Whakatāne, Murupara, and Harvey Family Trust Transfer Stations and dispatched to landfill	Tirohia Landfill
<b>Commercial Recycling (includes both commercially collected recycling and that dropped off by commercial organisations)</b>	Some separation at Whakatāne and Murupara Transfer Stations  Separation of glass, paper and cardboard, plastics and co-mingle recycling	Glass from Whakatāne transported to Auckland for processing and that from Murupara to Rotorua  Paper and cardboard sent to regional paper mills  Murupara co-mingle is sent to Whakatāne Transfer Station. All co-mingle recycling is then sent to Tauranga for separation and forwarded for processing
<b>Commercial Green Waste (includes both commercially collected green waste and that dropped off by commercial organisations)</b>	Offloaded at Whakatāne and Murupara Transfer Station and mixed kerbside drop-offs	Green waste composting facility in Kawerau
<b>Public drop-off refuse</b>	Whakatāne and Murupara Transfer Stations	Tirohia Landfill
<b>Public drop-off Recycling</b>	Some separation at Whakatāne and Murupara Transfer Stations  Separation of glass, paper and cardboard, plastics and co-mingle recycling	Glass from Whakatāne transported to Auckland for processing and that from Murupara to Rotorua  Paper and cardboard sent to regional paper mills  Murupara co-mingle is sent to Whakatāne Transfer Station. All co-mingle recycling is then sent to Tauranga for separation and forwarded for processing
<b>Commercial and public drop-</b>	Separated at Whakatāne	Timber sent to paper mills

<b>off Construction and Demolition (C&amp;D) wastes</b>	and Murupara Transfer Stations	<p>for fuel when required, or sent to Tirohia landfill when large backlogs occur</p> <p>Non-commercial loads of concrete (without steel) and clean-fill used in council construction projects</p> <p>Community Resources Whakatāne collect and re-sell used C&amp;D wastes</p> <p>Public are allowed to re-use C&amp;D wastes</p>
<b>Commercial and public drop-off metals</b>	Separation at Whakatāne and Murupara Transfer Stations	Metal wastes forwarded to recyclers in Auckland
<b>Commercial and public drop-off tyres</b>	Separation at Whakatāne and Murupara Transfer Stations	Tyres are collected and transported to either Waikato or Auckland for reprocessing
<b>Commercial and public drop-off hazardous waste</b>	Whakatāne and Murupara Transfer Stations	Collected and transported to Auckland for processing

### 3.5 Waste Education

Council provides educational material on its website and supports other educational programmes such as the 'Paper for Trees' programme, Para Kore and Conscious Consumers.

#### 4.0 WASTE DATA

The Council holds historical data from the 2006/07 financial year onwards for waste collected and sent to landfill, waste collected through recycling collections and subsequently re-processed, green waste, and litter and fly tipping removal. Incorrect recording of green waste volumes for 2010/11 and 2011/12 have led to estimated totals.

**Table 7 - Total waste streams annually**

Waste Type	Recycling	Green Waste	Construction and Demolition	Waste To Landfill	Total
<b>2006/07</b>	4,000	3,474	NA	9,509	<b>16,983</b>
<b>2007/08</b>	4,166	4,994	NA	14,261	<b>23,421</b>
<b>2008/09</b>	3,705	4,989	NA	14,909	<b>23,603</b>
<b>2009/10</b>	4,096	4,631	NA	13,892	<b>22,619</b>
<b>2010/11</b>	5,382	4,400 E	NA	13,244	<b>23,026 E</b>
<b>2011/12</b>	4,244	4,280 E	622	12,476	<b>21,662 E</b>
<b>2012/13</b>	4,121	4,164	761	11,962	<b>21,008</b>
<b>2013/14</b>	3,979	4,315	1,106	11,178	<b>20,578</b>

\* Note: 'E' indicates an estimated amount

The various waste streams are discussed in more detail below.

#### 4.1 Waste to landfill

This waste stream includes all Council controlled waste sent to landfill from the District – including the kerbside residual waste collections and all residual waste delivered directly to the Council's transfer stations.

Residual waste volumes appear to increase significantly between 2006/07 and 2007/08, then reduce from this time. However analysis of data recorded monthly over the period 2006-2008 suggests that this is due to changes in the way waste data was being recorded, with the first few months of the 2006/07 year particularly inaccurate as recording systems were introduced. Due to this anomaly, for practical purposes the 2006/7 data should be excluded from any analysis. The overall general trend over the period above is a continued decrease in waste sent to landfill, demonstrating Council's progress towards the overall target for waste minimisation.

Residual waste to landfill has two main sources; the Council kerbside collections and transfer station waste. The amount dropped off at the transfer stations is higher than the amount collected at kerbside. The amount deposited at the transfer station during 2013/14 has decreased significantly due to Handee Can Services and Foote Bins processing and transporting their own refuse to landfill representing a reduction of approximately 1300 tonnes per annum passing through the Whakatāne transfer station

Other changes to practices over the last few years, such as an increase in reusable material being diverted through the CReW Reuse Centre and alternative uses being found for waste concrete and timber, may also have resulted in a reduction in waste to landfill.



**Table 8 - Residual Waste streams**

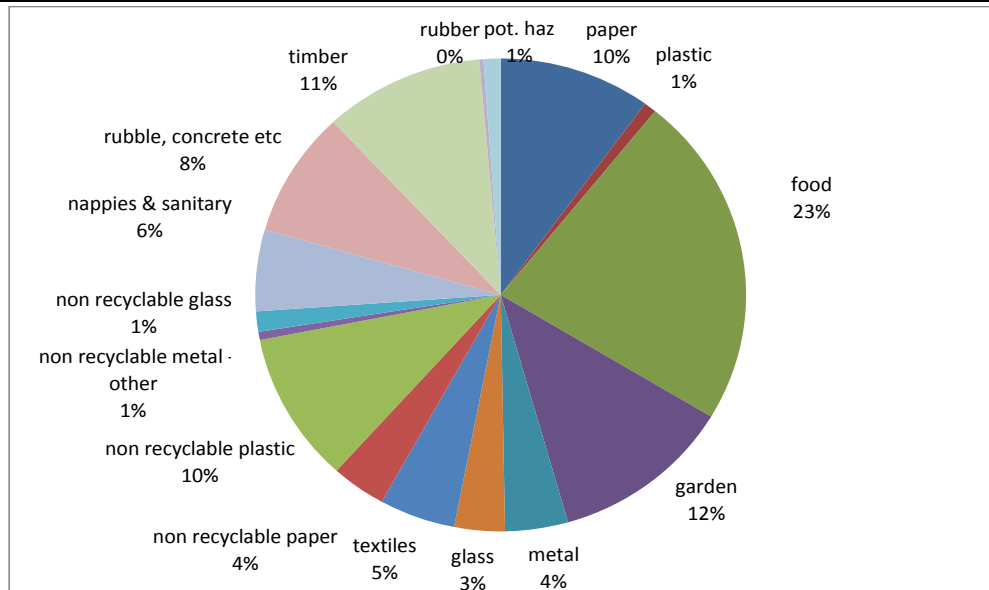
Residual Waste Source	Council Kerbside Collection	Waste Delivered To Transfer Station
<b>2007/08</b>	6,048	8,213
<b>2008/09</b>	6,069	8,840
<b>2009/10</b>	5,981	7,911
<b>2010/11</b>	5,125	8,119
<b>2011/12</b>	4,834	7,642
<b>2012/13</b>	4,914	7,048
<b>2013/14</b>	4,922	6,256

#### 4.2 Composition data and diversion potential from waste going to landfill

The composition of the waste that goes to landfill was analysed in 2007 and to an extent reflects the composition of kerbside collected refuse; see Fig 2. Some slight differences, such as a higher proportion of timber and rubber (tyres), are expected due to commercial drop-offs directly to the transfer station. The Council believes that the composition of landfill waste today has not changed significantly from that of 2007 and that the costs for undertaking another detailed composition assessment at this time were not justified. The Council also believes these results closely reflect the composition of landfill waste today and as such the potential for diverting waste from landfill is the same as in 2007.

The most significant change is likely to be seen in construction and demolition material, as the Council has introduced a new concrete diversion programme and the CREW Reuse Centre has opened.

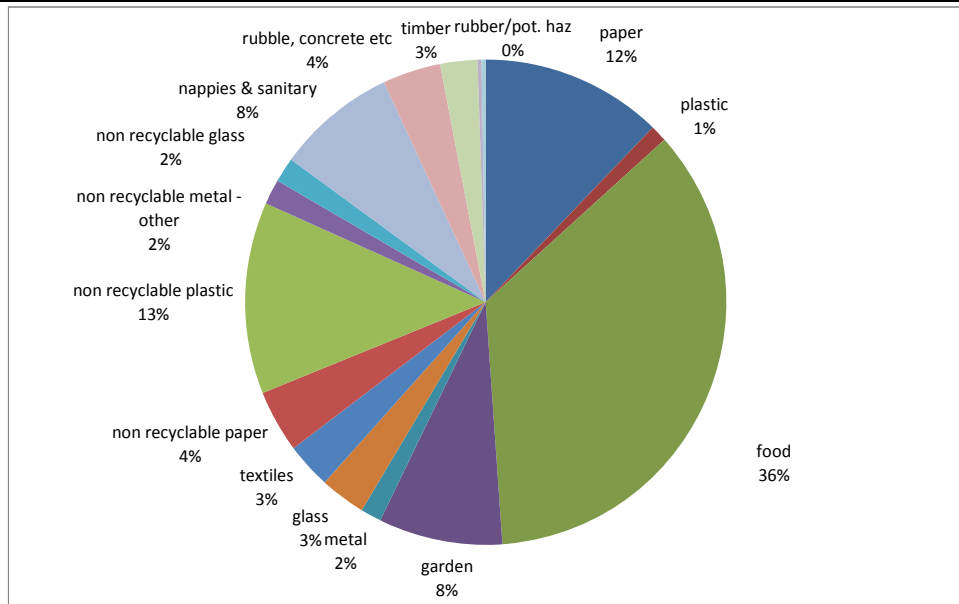
Figure 2 – Composition of Waste to Landfill (September 2007)



#### 4.3 Composition data and diversion potential from council kerbside collection

The Council undertakes kerbside collections for both businesses and residential properties. While no detailed analysis of kerbside refuse was undertaken for this assessment, there was an analysis of residential kerbside refuse undertaken in 2007. The Council believes that composition of waste today has not changed significantly from that of 2007 and that the costs for undertaking another detailed composition assessment at this time were not justified; although it is noted that this composition data only represents urban Whakatāne residential properties and therefore does not represent rural residential waste. The results of the 2007 composition assessment are shown below.

Figure 3 – Composition of Household Kerbside Refuse Collection (September 2007)



While the recycling rates have improved since this time, the Council believes that many characteristics of this data still apply today and that elements such as food waste, paper, nappies and non-recyclable plastics still make up a major part of the waste.

The data from this survey showed that at the time, 17.5% of kerbside refuse could have been recycled while 40.3% was compostable. This data and observations made of refuse collected at the kerbside show that many householders still do not separate all their recyclable waste. While it is not practically possible to divert 100% of any waste stream, recycling rates could be improved through education, changing household practices, and modifying the kerbside recycling collection.

The Council has a successful green waste kerbside collection and composting programme. Once again, as any contaminated or strongly odorous loads of green waste are diverted to landfill, it would not be feasible to divert 100% of green waste from landfill.

Due to public opposition, the Council does not intend to include food waste in the proposed green waste composting facility. However, food waste remains a major constituent of the kerbside and commercial refuse streams. Grades 1 and 2 plastics are currently recycled through kerbside collections.

#### 4.4 Recycling and recovery

Recycling quantities peaked in 2010/11 and have since fallen noticeably. Similarly, green waste quantities were highest in 2008/09 and have since declined. There are no clear reasons for this reduction and there is uncertainty about the accuracy of some data shown in Table 7. There may have been an impact from the increasing popularity of the CReW Reuse Centre over the last few years, and it is possible that residents may be improving their own waste management practices. Recovery of construction and demolition material has increased significantly over the last few years following a successful recovery programme introduced at the Whakatane transfer station.

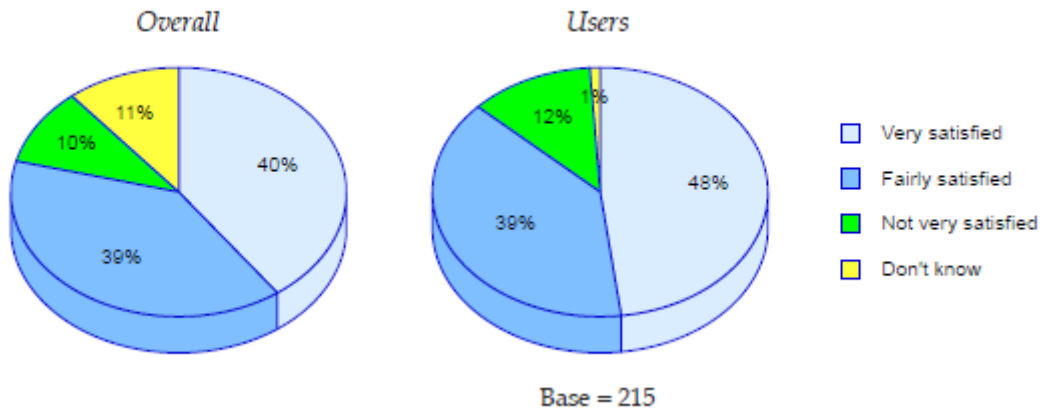
Waste to landfill, as a proportion of the total waste stream in the District, has been steadily reducing over the last few years. This means, conversely, that recovered and recycled materials may be making

up an increasing proportion of the total waste stream. Without further data it is not possible to analyse these waste streams further.

#### 4.5 Refuse and Recycling Participation

The most recent customer satisfaction survey for the Council was conducted in 2014 through a telephone survey of 300 residents throughout the district.. The results are shown below:

##### Satisfaction with transfer station disposal facilities:

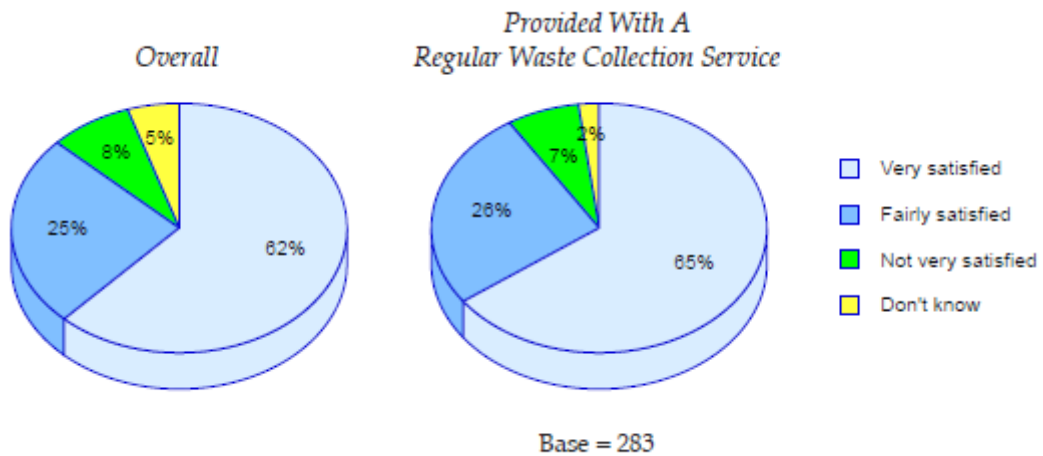


The results show that 79% of residents were satisfied with transfer station disposal facilities, including 40% who were very satisfied, 10% were not very satisfied and 11% were unable to comment. The percent not very satisfied with these services is similar to the national average.

72% of the households surveyed had used a transfer station facility in the previous 12 months, of these, 87% were satisfied and 12% not very satisfied.

There were no notable differences between different areas of the district or between socio-economic groups, in terms of those residents that were not very satisfied. However, it appears that rural residents were slightly more dissatisfied.

##### Satisfaction with kerbside collections (recycling, green waste and residual):



The results show that 87% of residents were satisfied with kerbside collection services, including 62% who were very satisfied, 8% who were not very satisfied and 5% were unable to comment. The percent not very satisfied with these services is similar to the national average.

94% of residents were provided with a regular kerbside collection service in the previous 12 months, of these 91% were satisfied and 7% not very satisfied. The main reasons for dissatisfaction were:

- recycling issues/extending the range of recyclables – mentioned by 2% of residents
- rubbish not always collected - mentioned by 2% of residents
- poor service from contractors/leaving rubbish behind - mentioned by 2% of residents

#### **4.6 Summary and Conclusions**

Per capita waste generation 2013-14 (refuse and recycling) was calculated to be 211Kg per capita per annum through kerbside collections and 593Kg per capita per annum in total.

While the kerbside collection figure is higher than many other districts, this may reflect a tendency for more non-residential customers to use the Council-provided kerbside collections. Many Councils in New Zealand do not provide kerbside collection services to non-residential customers.

WDC is responsible for the transport and disposal of most of the solid waste from the District. The Council therefore has a level of risk associated with its current financial exposure, should the costs of transport and disposal increase unexpectedly and cost recovery at the transfer stations is not adequately achieved. However, the Council negotiated very favourable long term landfill fees until 2020. WDC currently pays a total of about \$70 per tonne for haulage and disposal at landfill. This is very favourable compared to other Councils and sites, for example, Rotorua landfill disposal fees alone are currently \$138 per tonne for commercial users.

As most of the district's waste is in Council control, this also gives the Council much greater opportunity to divert waste from landfill compared to many other local authorities.

##### **4.6.1 Compostable Material**

If disposed of in a landfill, compostable waste breaks down in the anaerobic environment producing methane. Methane is a greenhouse gas around 21 times more powerful than CO<sub>2</sub> and therefore this is a significant waste management issue for the District in terms of potential environmental impacts.

The analysis from 2007 showed that the largest feasibly divertible fraction remaining in the kerbside collected waste was organic waste. The two main materials were food waste and garden waste. The Council diverts over 4,000 tonnes of green waste per annum for composting and does not include food waste in the composting process.

The Council submitted a Resource Consent application to operate its own green waste composting facility in July 2014. Due to public opposition and concerns over odours and vermin, the Council has excluded food waste from this application.

##### **4.6.2 Dry Recyclables**

There is still some recyclable material in the household residual waste stream that could be recycled through the kerbside recycling collection. Observations at the transfer stations show that there is also recyclable material currently going to landfill from non-household sources.

While capture of recyclable material that is easily retrieved from waste (wood, metals and plastics) occurs at the transfer station, much of the material that would be recycled is mixed with other waste and therefore not retrievable. To increase the recovery rate of recyclables, separation at source by the generator is the key.

##### **4.6.3 Rural Waste Management**

There is little data relating to rural waste composition, and surveys have shown that Council's services are used less in these areas. Recent research in the Bay of Plenty suggests that much rural waste is managed within properties, sometimes in less than ideal ways. National experience suggests there

may be issues specifically with this customer group relating to agricultural chemical containers, silage wrap, and on-site disposal or burning of wastes.

Anecdotal evidence suggests that many rural residents in Whakatāne either use private collection services, which generally do not include a recycling collection, or deliver their waste directly to the transfer station. However the lack of data specifically relating to the Whakatāne District makes it difficult to assess what the key issues are, and how serious they might be.

## **5.0 FUTURE DEMAND**

### **5.1 Future Demand**

A wide range of factors can affect future demand for waste and resource recovery services and infrastructure and these can vary over time. This means that predicting future demand has inherent uncertainties. Key factors which could affect Whakatāne's waste minimisation and management outcomes are outlined below.

#### **5.1.1 Population Growth**

The population of the Whakatāne District is projected to remain approximately stable until around 2033, experiencing both minor growth and decline until 2029 and falling to approximately 33,408 in 2033. Beginning around 2036, the increased decline reflects both an accelerated shift from natural increase to natural decline, and net migration across the entire period.

At the 2013 census, the District had a population of 32,691 (a decrease of 1.8% since 2006). The largest urban area is Whakatāne (including Ōhope). A total of 68% of the population live in the urban areas of Whakatāne, Edgecumbe, Murupara, Te Teko, Tāneatua and Matatā. Overall, rates of growth in the Whakatāne urban area have slowed since the 1990s but there is a strong growth in particular nodal areas such as Coastlands. This is symptomatic of a general trend, both nationally and internationally, of people moving closer to the coast.

There has been a clear trend which points to an increasing aging population (65+ years) and a decreasing younger population (0-14 years), that reflects the national trend. This is predicted to continue, over one-third of Whakatāne's population will be aged 65+ years by 2033 (up from 15.5% in 2013). This is driven primarily by the net migration loss of reproductive age adults and also initial gains at older ages.

It is not envisaged that population growth or decline, will have any significant effect on future demand for waste minimisation and management services within the district during the term of the WMMP.

#### **5.1.2 Household Trends**

Household growth is primarily a function of population growth. However the number of households is projected to increase, while population decreases, due to a trend towards smaller household and family sizes. This will have an impact on waste generation due to the fact that more waste per capita is generated from smaller households than from larger ones.

The National Institute of Demographic and Economic Analysis (NIDEA) provide projections for the number of households. It is predicted that despite a static and potentially declining population, the demand for housing is predicted to grow until around 2031. Ōhope, Whakatāne town and Coastlands are expected to have the greatest increase in households over the next ten years. The data estimates a steady increase in the number of family and one-person households, until 2033, before declining, partially due to the aging population. However, there is likely to be a decrease in the occupancy rate. This mirrors a current national trend with smaller families and a larger proportion of individuals living on their own (due in part to an aging population). As of the 2013 census, there are 2,757 one-person households making up 23.8 percent of all households in the Whakatāne District. In New Zealand, one-



person households make up 23.5 percent of all households. The average household size in the Whakatāne District is 2.7 people, which is the same as the average for all of New Zealand.

Residential development is occurring in a number of areas around the District, particularly in coastal areas. The nature of this includes both intensification of currently populated areas and extending into the lesser-populated 'greenfield' areas". Included in this are a number larger lifestyle blocks around Whakatāne. At present, Whakatāne urban and coastal areas are experiencing continued residential and commercial development due, in part, to the increasing number of people wishing to live and retire to a coastal area and the attraction of Whakatāne as a holiday destination.

It is not envisaged that household trends will have any significant effect on future demand for waste minimisation and management services within the district during the term of the WMMP, with the possible exception of increasing numbers of 'lifestyle' properties that may need different services to those currently offered.

### **5.1.3 Economic Growth**

Economic growth has traditionally been correlated with waste production. Higher levels of economic activity leads to greater production and consumption of goods and this in turn can lead to higher quantities of waste.

A common measure of economic growth is Gross Domestic Product (GDP) which is New Zealand's official measure of economic growth. As GDP increases so does consumption which then increases waste volumes.

The Treasury reports that growth in the March 2015 year and beyond is expected to pick up as business and residential investment rise, in part driven by the Canterbury rebuild. Annual real private consumption growth is forecast to peak at 2.8% in the 2014 and 2015 March years, before moderating to 2.0% in the March 2017 year.

In general, it is not anticipated that economic growth will be a significant factor in putting pressure on waste management services.

It is not envisaged that economic growth, will have any significant effect on future demand for waste minimisation and management services within the district during the term of the WMMP.

### **5.1.4 Recycling Markets**

Recovery of materials from the waste stream for recycling and reuse is heavily dependent on the recovered materials having an economic value. This particularly holds true for recovery of materials in the private sector. Markets for recycled commodities are influenced by prevailing economic conditions and most significantly by commodity prices for the equivalent virgin materials.

The recycling market has been greatly affected by China's introduction and subsequent enforcement of strict controls on imported plastics. This has resulted in some Councils stockpiling plastics collected for recycling for a period of time, particularly mixed plastics. Major E-waste recyclers have also recently gone out of business.

The subsequent changes in the market have had a particular impact on poor quality recycling – material that is not well sorted, or is a mixture of different types. Councils can reduce their exposure to this and future proof their recycling systems by ensuring that recyclables are separated into higher quality material streams. This may require changes to collection and sorting practices.

It seems likely that any increase in demand for processing would be able to be met by the private sector, contingent on the ongoing transport of recyclables to these markets. Development of a more localised recyclables processing market would require the Council, business, and community groups working together to identify potential opportunities.



### **5.1.5 Central Government Policy**

There are a number of key policies and pieces of legislation that may influence demand for refuse and recycling services in Whakatāne District. These include the WMA, the Emissions Trading Scheme and NZ Waste strategy. At the time of writing this document, central government has indicated some foreseeable changes including the introduction of mandatory product stewardship for some items, and the extension of the waste levy to cleanfills. This could affect future demand for waste management and minimisation during the term of the WMMP.

The Council is also now required to comply with the requirements of Section 17A of the Local Government Amendment Act 2014. This has implications for any solid waste management contracts that are due to expire within two years, which applies to many of the more significant service contracts.

### **5.1.6 Changes in lifestyles and consumption**

As explained above household waste growth is closely related to household consumption. The Organisation for Economic Co-operation and Development recognises the following driving forces behind current and projected household consumption patterns:

- Rising per capita income
- Demographics (more working women, more single person households, larger retirement population)
- Accompanying changes in lifestyles leading to individualised buying patterns
- Shift towards more processed and packaged products
- Higher levels of appliance ownership
- Wider use of services and recreation
- Technology
- Institutions and infrastructure that create the prevailing conditions faced by householders

While lifestyle factors such as increasing use of technology are likely to be ongoing agents of change, overall it is not expected that they will have any significant effect on future demand for waste minimisation and management services within the district during the term of the WMMP.

## 5.2 Gap Analysis

In general, based on the data in Section 4 and information in this section, total waste volumes in Whakatāne are unlikely to increase significantly in the foreseeable future. However, the demand for services may change slightly due to changes in lifestyle and community composition, and an increasing awareness of the costs and environmental impacts of waste disposal. These small changes are not expected to have any significant effect during the term of the WMMP.

Tables 7 and 8 show slight fluctuations in waste volumes for all waste types over recent years. Overall, there is a slight decrease in the total solid waste volumes with kerbside collected waste increasing slightly along with green waste, while waste delivered by the public to the transfer station has dropped slightly. While WDC aims to continually decrease the amount of waste sent to landfill for the term of the next WMMP and the current Long Term Plan, it is expected that overall waste volumes will be pretty stagnant and, except for changes in how waste is managed, it is not expected that there will be any significant changes affecting the solid waste services and infrastructure requirements.

However other factors result in existing and forecasted gaps in service. These are discussed in more detail below.

### 5.2.1 Service Review

Many of the Council's solid waste management contracts will expire during the term of the next WMMP. Several aspects of the service need reviewing partly to prepare for this procurement process, and partly to identify possible improvements in service. The Council is also required to comply with Section 17A of the Local Government Amendment Act 2014, which has specific criteria for a service review.

### 5.2.2 Recycling Infrastructure

There is very little recycling infrastructure in the region and recyclables are currently transported out of the region for processing, with the exception of a small amount of metals.

However, recycling infrastructure generally has capacity, with facilities in the Auckland region in particular currently importing recyclables from all over New Zealand.

Once again, transport costs are the key issue here. Development of more local recycling infrastructure, even if just pre-processing, would help to reduce exposure to this ongoing cost.

### 5.2.3 Organic Waste Infrastructure

The district's green waste is currently transported to and processed in Kawerau. As explained in Section 4, the Council has submitted a Resource Consent application for its own green waste processing facility. However, should the proposed site go ahead it will not process food waste.

There are probably no facilities that accept and recycle putrescible waste as a separate waste stream in the district or close enough to justify separate collection and transportation costs. This is an area that presents opportunity for the Council to reduce disposal costs, should an economically-feasible alternative processing option be found.

Householders can compost green waste and some food waste easily at home at low or no cost, and very few properties in the Whakatane District would be unable to do this for reasons of space; although many would probably choose not to compost some food wastes such as meat, dairy and cooked food at home. Some food waste can be managed at home by households using techniques such as vermicomposting or composting. Some cost may be involved if a manufactured 'worm bin' or composting bin is used. In addition, a proportion of households (approximately 1/3 according to national estimates) are equipped with in-sink food waste disposers and are likely to dispose of at least some of their food waste this way.

#### **5.2.4 Alternative Technologies**

The Council does not currently see a significant need for alternative technologies, particularly those that provide an alternative to landfill and often require high capital investment. The Council does not plan to exclude alternative technologies and will consider any options that are presented.

#### **5.2.5 Disposal Infrastructure**

As discussed earlier in Section 01, landfill capacity within or near the District is an issue. The landfill currently used presents no issue with capacity as such, but the distance for transport to this facility exposes the Council to a potentially significant and ongoing cost. While the Council has a good value haulage contract in place until January 2016, and a very favourable disposal rate until 2020, it is likely that these costs will increase in the future.

Disposal infrastructure presents an issue for the region as a whole, as well as the Whakatane District – all Councils in the Bay of Plenty, with the exception of Rotorua, currently transport their residual waste well out of the district for disposal.

While this doesn't present an immediate problem, given the Council's competitive disposal rates, this contract will come up for renewal during the period of the next WMMP and presents an area of risk at that stage.

#### **5.2.6 Rural waste management**

Although no data exists, the Council believes many rural residents either use private collection services, which generally do not include a recycling collection, burn their waste or drop it off at the Whakatane and Murupara transfer stations. It is known that one local provider supplies 44 gallon drums and liners to rural residents in areas not covered by Council services and charges 'per empty'. The organisation 'Agrecovery' periodically collects hazardous substances and containers from rural properties.

Research into this area has recently been undertaken by Waikato and Bay of Plenty Regional Councils. Appropriate responses will be considered as a result of this research.

A recent survey undertaken on waste disposal practices at rural properties within the Waikato and Bay of Plenty areas states that, "Rural waste disposal is creating a potential land and water contamination legacy which may impact on human, animal and ecological health for generations to come." The Council will be considering actions to address this issue in the WMMP.

#### **5.2.7 Waste Education**

While the Council provides educational material on its website and partakes in various programmes as listed in section 3.2, it is recognised that the Council could undertake more waste related education within the district.

#### **5.2.8 Public Place Recycling**

Although the District hosts a large number of tourists and temporary residents over holiday periods, there are few provisions for this customer group.

#### **5.2.9 Non-Council controlled wastes**

The lack of information available on waste collected by parties other than the Council makes it difficult to build a full picture of waste in the District, therefore making it more difficult to accurately identify future demand and gaps in service. Holding better data on non-Council controlled waste would also help the Council to support the proposed national waste data framework.



## 6.0 STATEMENT OF OPTIONS

The following subsections outline the broad options available to the Council to manage its waste in order to meet future demand.

### 6.1 Waste Reduction, Communication, Consultation and Partnerships

Option	Strategic assessment	Comment & Analysis of Impact on Future Demand	Council's Role
Continue to provide some information about services	<p><b>Social/Cultural:</b> awareness of waste issues and behaviour will not change significantly</p> <p><b>Environmental:</b> waste reduction is not encouraged to a great extent</p> <p><b>Economic:</b> low cost option with small budget for communication</p>	The community will not change their behaviour and therefore future demand is likely to continue on baseline predictions – i.e. waste to landfill will not significantly change	Continue to provide some information
Provide frequent and detailed information about waste services, prevention and minimisation, alongside community engagement through a Waste Focus group, consultation processes and community leadership (e.g. waste champions, celebrating success)	<p><b>Social/Cultural:</b> community will be more aware of options, more engaged in the waste management process and should take a higher level of ownership of the issue</p> <p><b>Environmental:</b> diversion from residual waste should increase with resultant reduction in environmental impact</p> <p><b>Economic:</b> providing more frequent and detailed information to community will require more budget within the Council.</p> <p>Engagement with the community through consultation events and Waste Focus Group meetings is relatively low cost.</p>	<p>Analysis of data suggests there is significant potential to reduce, reuse and recycle more waste. The Council's Zero waste philosophy supports this approach.</p> <p>Community should reduce their reliance on residual waste collections. Demand for recycling services will increase.</p>	Council to produce and deliver more information, and work more closely with the community through Waste Focus Group and proactive consultation processes
Investigate and establish partnership arrangements with other local Councils	<p><b>Social/Cultural:</b> greater sharing of knowledge and experience, and improved cooperation between communities</p> <p><b>Environmental:</b> potential to establish facilities to recover materials and or energy from waste streams that WDC may not have the capability to do operating alone</p> <p><b>Economic:</b> opportunity to achieve economies of scale and enhance local economic development through enhanced local processing.</p>	There are likely to be benefits from working closely with neighbouring authorities, and BoPRC to establish organic waste and recycling infrastructure and to share knowledge and experience.	Establishing links and communication at key levels in Council

## 6.2 Organic Waste

Option	Strategic assessment	Comment & Analysis of Impact on Future Demand	Council's Role
<p>Continue existing services, with additional encouragement for home composting. Procure new contracts that continue existing services only.</p>	<p><b>Social/Cultural:</b> community will be more informed about garden waste options</p> <p><b>Environmental:</b> diversion from residual waste should increase slightly, with a resultant reduction in environmental impact</p> <p><b>Economic:</b> there would be a small cost to Council in encouraging home composting (potentially subsidising home composting bins) and providing shredding services. Cost of the green waste collection may reduce slightly if less tonnage is collected through the system.</p>	<p>Analysis of data shows that there is still green waste in the household residual waste stream, and the overall residual waste stream.</p> <p>Customers will be more likely to divert green waste from landfill, and manage it in ways that keeps it from the Council waste stream thus reducing demand for Council service</p>	<p>Continue to provide existing kerbside collection, and add information on home composting, shredding services, and any other initiatives (e.g. subsidised composting bins)</p>
<p>Use the procurement process to explore options to divert more organic waste from landfill, while not reducing services nor increasing costs. This would include services to rural customers.</p>	<p><b>Social/Cultural:</b> impact likely to be minimal although difficult to predict without being specific about potential options.</p> <p><b>Environmental:</b> additional collection services may be required. Additional processing facilities may be necessary. It would reduce the environmental impact of waste. Waste avoidance and resource recovery would improve.</p> <p><b>Economic:</b> there would be a cost for additional service and processing facility, or transport to existing processing facility. Economic benefit through beneficial use of organic materials, and reduced landfill costs. Supports less frequent collection of residual waste. Financial impact could be reduced by requiring 'options' to be possible at the same or similar price to existing services.</p>	<p>Analysis of data shows that a significant portion of the waste stream is food waste, both from householders and businesses.</p> <p>To divert this waste from landfill, collection services are required.</p> <p>New processing infrastructure would be required</p> <p>There would be reduced demand for residual collection and disposal</p>	<p>Design and procurement of services. – Council would need to assess relative cost/benefit of various collection options.</p> <p>Council could be sole lead, or could work in partnership with community and/or contractor to provide services</p>

### 6.3 Recycling

Option	Strategic Assessment	Comment & Analysis Of Impact On Future Demand	Council's Role
<p>Continue existing services. Procure new contracts that continue existing services only.</p>	<p><b>Social/Cultural:</b> awareness of recycling issues and behaviour will not change significantly</p> <p><b>Environmental:</b> recycling is not encouraged to a great extent</p> <p><b>Economic:</b> low cost option although doesn't test market for other options of same cost</p>	<p>The community will not change their behaviour and therefore future demand is likely to continue on baseline predictions – i.e. recycling will not increase and waste to landfill will not significantly change</p>	<p>Continue existing services</p>
<p>Council recycling collections - use the procurement process to explore options to divert more recyclable waste from landfill, while not reducing services nor increasing costs. This would include services to rural customers.</p>	<p><b>Social/Cultural:</b> impact likely to be minimal although difficult to predict without being specific about potential options.</p> <p><b>Environmental:</b> additional collection services may be required. Additional processing facilities may be necessary. It would reduce the environmental impact of waste. Waste avoidance and resource recovery would improve.</p> <p><b>Economic:</b> there would be a cost for additional service and processing facility, or transport to existing processing facility. Economic benefit through beneficial use of organic materials, and reduced landfill costs. Supports less frequent collection of residual waste. Financial impact could be reduced by restricting 'options' to those that are possible only at a similar total cost to the District.</p>	<p>Analysis of data shows that a significant proportion of recycling is still put in the rubbish collection, both from householders and businesses.</p> <p>To divert this waste from landfill, altered collection services are required.</p> <p>New processing infrastructure may be required</p> <p>There would be reduced demand for residual collection and disposal</p>	<p>Design and procurement of services. – Council would need to assess relative cost/benefit of various collection options.</p> <p>Council could be sole lead, or could work in partnership with community and/or contractor to provide services</p>



Option	Strategic Assessment	Comment & Analysis Of Impact On Future Demand	Council's Role
Provide drop-off facilities	<p><b>Social/Cultural:</b> there is a possibility of negative social impacts as recycling drop-off areas can sometimes attract fly tipping and other anti-social behaviour</p> <p><b>Environmental:</b> recycling could increase and the environmental impact of waste reduced by diverting more waste from landfill</p> <p><b>Economic:</b> more material would be recovered, and materials would be used more efficiently.</p>	<p>Projections of demand suggest more short-term demand for recycling services in coastal areas such as Coastlands and Ohope.</p> <p>Provision of drop-off facilities in these areas or at locations these customers visit frequently (e.g. harbour front or supermarkets) would encourage further recycling.</p> <p>These could also be provided as public place recycling facilities.</p>	Council could lead on provision of these facilities, or could encourage local community groups (such as Community Boards) to develop concepts, provide facilities and self-manage.
Introduce a by-law to support and enforce recycling systems	<p><b>Social/Cultural:</b> could be difficult to educate and communicate some sectors of the community about the need for a by-law; could also prompt some negative reaction. Extent of impact would depend to an extent how this is implemented – e.g. a high level of community involvement would have a more positive social and cultural outcome</p> <p><b>Environmental:</b> additional recyclables (and organic waste if this service is provided) could be diverted from the residual waste collection</p> <p><b>Economic:</b> more material would be recovered from the residual waste collection, further reducing transport and disposal costs</p>	This may increase demand for recycling services slightly	Council to alter existing by-law and promote

#### 6.4 Transfer Station Wastes

Option	Strategic assessment	Comment & Analysis of Impact on Future Demand	Council's Role
Introduce a by-law or other regulatory mechanism to encourage more source-separation of wastes such as C&D	<p><b>Social/Cultural:</b> social and cultural impacts would depend how this is implemented – e.g. a high level of community involvement would have a positive social and cultural impact</p> <p><b>Environmental:</b> additional recyclable or cleanfill material could be diverted from the residual waste stream</p> <p><b>Economic:</b> the construction industry may experience additional costs in separating these wastes at source</p>	<p>Analysis shows that there is a large proportion of C&amp;D waste still going to landfill</p> <p>Demand for alternative services will increase – such as C&amp;D waste recycling and access to cleanfill disposal</p>	<p>Council could work with the community and private sector to encourage the recycling of C&amp;D waste.</p>
Divert more wastes at the Whakatane Transfer Station through pricing tools, changed layout and/or more reuse and recycling options	<p><b>Social/Cultural:</b> social and cultural impacts would depend how this is implemented – e.g. a high level of community involvement would have a positive social and cultural impact</p> <p><b>Environmental:</b> additional recyclable or cleanfill material could be diverted from the residual waste stream</p> <p><b>Economic:</b> increased diversion of waste at the transfer station would probably have additional operational costs. However reduced waste to landfill would have a positive economic benefit.</p>	<p>Analysis of data and experience elsewhere suggests that more waste could be diverted from landfill at the transfer station stage.</p> <p>Less residual waste will need transporting to landfill disposal.</p> <p>Demand for various recycling and recovery facilities will increase.</p>	<p>Council considers that separation of waste streams at the transfer stations is effective but could be improved by working with the community and encouraging them to separate waste before visiting the transfer stations.</p> <p>Council will continue to work with non-profit community groups on recycling of materials.</p>

## 6.5 Liquid, gaseous and hazardous wastes

Option	Strategic assessment	Comment & Analysis of Impact on Future Demand	Council's Role
Provide a drop-off facility at the Whakatane Transfer Station for additional hazardous materials (e.g. lead-based paints and asbestos)	<p><b>Social/Cultural:</b> Improvement of the management of materials which are potentially hazardous to human health</p> <p><b>Environmental:</b> Provision of an official collection point will help to ensure hazardous materials, which are potentially highly environmentally damaging, are collected and subsequently disposed of in an appropriate manner.</p> <p><b>Economic:</b> ongoing cost to provide facility</p>	<p>Tonnage of hazardous waste is relatively small and not predicted to increase.</p> <p>Ongoing costs should therefore remain fairly stable.</p>	<p>Ensure hazardous waste dropped off is stored and disposed of appropriately.</p> <p>Continue to provide information about how to deal with hazardous waste.</p>
Provide information to the community on collection and disposal services available to the area, other than those provided by Council e.g. Agrecovery	<p><b>Social/Cultural:</b> Improvement of the management of materials which are potentially hazardous to human health</p> <p><b>Environmental:</b> Provision of information will aid appropriate collection and disposal of hazardous materials, which are potentially highly environmentally damaging. Reduction in inappropriate disposal of wastes, such as burning or burial.</p> <p><b>Economic:</b> costs of advertising</p>	<p>Collections by service providers at source (rural and urban) may reduce volumes at transfer stations.</p>	<p>Liaise with service providers and provide information to public and target groups, e.g. farmers.</p>
Investigate options for disposal of bio-solids from Whakatane water treatment ponds	<p><b>Social/Cultural:</b> potential social/cultural impacts if the bio-solids are incorporated in to an organic waste process such as vermicomposting, as social views will restrict the use of the end product.</p> <p><b>Environmental:</b> the bio-solids have been assessed as having low heavy metal levels. The environmental impact of disposal will depend on which option is chosen. Processing in to a soil improver product will mitigate a large proportion of the environmental impact.</p> <p><b>Economic:</b> cost to dispose of or process the bio-solids will vary depending what option is chosen.</p>	<p>The bio-solids have not been removed from the settlement ponds for some time but will require removal and processing at some point in the future. This action may be duplicated by liquid waste management plans, in which case management of bio-solids would be removed from the WMMP.</p>	<p>Council to investigate options for disposal/processing of the bio-solids, consult community on preferred options, and identify most appropriate strategic document for future management.</p>

## 6.6 Refuse collection, treatment and disposal (including cleanfill)

Option	Strategic Assessment	Comment & Analysis Of Impact On Future Demand	Council's Role
Council residual waste collections – continue status quo	<p><b>Cultural/Social/Environmental:</b> no new impacts</p> <p><b>Economic:</b> would not reduce costs on residual waste transport and disposal costs.</p>	Would not impact on status quo prediction of demand	Maintain existing service arrangements.
Council residual waste collections – use the procurement process to explore options to divert more waste from landfill, while not reducing services nor increasing costs. This would include services to rural customers.	<p><b>Cultural/Social:</b> impact likely to be minimal/moderate although difficult to predict without being specific about potential options.</p> <p><b>Environmental:</b> reducing residual waste to landfill and encouraging more diversion of recycling will help to recover more materials and to achieve environmental goals</p> <p><b>Economic:</b> there would be savings on residual waste collection, transport and disposal, but more may need to be spent on recycling/recovery services. However the financial impact could be reduced by restricting 'options' to those that would have a similar total cost to the District.</p>	<p>Analysis shows that a large amount of recyclables is still in the residual waste stream. Experience suggests that only restricting access to the residual waste service will change this significantly.</p> <p>Would reduce future service demand for residual collection but could increase demand for recycling/composting services. Some customers may be lost to alternative service providers who may not provide recycling services, therefore diverting waste to residual instead.</p>	Negotiate service changes and alter service delivery. Service changes could be developed in partnership with the community, or with the Council having sole responsibility
Refuse disposal for the District – continue status quo, using transfer stations and transporting out of District to landfill.	<p><b>Social/Cultural:</b> no impacts identified</p> <p><b>Environmental:</b> ongoing transport of waste out of the District will continue to have a negative environmental impact</p> <p><b>Economic:</b> would not reduce costs on residual waste transport and disposal costs. Disposal costs at transfer stations will have to be reviewed regularly to ensure that full cost recovery is taking place.</p>	<p>Increase in prices at transfer stations could increase demand for recycling services.</p> <p>Would require implementation of charges at all Council transfer stations.</p>	Maintain existing systems, and review charges at transfer stations to ensure full cost recovery takes place

Option	Strategic Assessment	Comment & Analysis Of Impact On Future Demand	Council's Role
Residual disposal for the District – Council develops a facility for disposal, whether landfill or energy from waste facility	<p><b>Social/Cultural:</b> social and cultural impacts would depend how this is implemented – e.g. a high level of community involvement would have a positive social and cultural impact. Could provide additional employment for the District</p> <p><b>Environmental:</b> the overall environmental impact would depend on the type and scale of facility chosen, and whether the facility is used by customers outside the District with associated transport impacts</p> <p><b>Economic:</b> if the facility is constructed to a capacity exceeding that of the District (which is very likely) then use of the facility could be offered on a commercial gate fee basis to other parts of the region, and nearby regions. Depending on the scale and type of facility chosen, this could have a beneficial economic impact for the District.</p>	Would not impact on status quo prediction of demand for residual waste disposal; however facility would be provided locally rather than relying on external parties/regions	Council could lead in development of facility, or could work in partnership with private and community sectors (e.g. local iwi), and/or with other local Councils and regional Council for a regional solution. Zero Waste approach would support high level of community involvement and partnership working.
Other waste streams – hazardous waste disposal arrangements	<p><b>Social/Cultural:</b> Reduction in potential for threat to human health from hazardous materials by provision of effective management of hazardous waste streams</p> <p><b>Environmental:</b> Reduction for potential for environmental damage by provision of effective management of hazardous waste streams</p> <p><b>Economic:</b> Cost to dispose of hazardous waste will vary depending on what option is chosen</p>	Provision of hazardous collection facilities at Whakatane RTS will continue to provide for safe disposal of hazardous waste	Council to continue to provide for safe disposal/processing of hazardous waste
Other waste streams - provide ongoing alternative option for some C&D wastes e.g. cleanfill disposal	<p><b>Social/Cultural:</b> no impacts identified</p> <p><b>Environment:</b> less waste would be transported to landfill disposal. As long as Cleanfill Guidelines are applied and materials restricted, little environmental impact.</p> <p><b>Economic:</b> transport and disposal costs would be reduced</p>	Quantities of construction and demolition waste change as the economy fluctuates.	Council could work with companies generating construction and demolition waste to encourage sorting at source.  Continue to seek and develop re-use options for construction and demolition waste. This could be done with community based organisations that recycle C&D waste.

## 6.7 Measuring and Monitoring

Option	Strategic Assessment	Comment & Analysis Of Impact On Future Demand	Council's Role
Status quo – occasional audits, participation surveys, and monitoring of waste flows through contracts	<b>No new impacts</b>	Would not impact on status quo prediction of demand	Maintain existing service arrangements.
Increase monitoring to provide more information in certain areas, such as commercial waste composition, and waste management in rural areas, need for seasonal services. This should assist with gaining a clearer understanding of how those not using waste collection services are managing their waste disposal.	<p><b>Social/Cultural:</b> could raise awareness of waste management in the rural sector (for example) with reduced illegal waste practices</p> <p><b>Environment:</b> if data highlights areas where additional services could be provided, localised issues addressed (such as impacts of offal pits, silage wrap, burning etc.), or certain customer groups targeted, then diversion of waste from landfill could be increased. Potential for reduced air and water impacts if burning and fly tipping practices are reduced.</p> <p><b>Economic:</b> if the above is achieved, transport and disposal costs would be reduced. There may be additional costs for new programmes put in place.</p>	<p>Analysis of available data has shown that there are gaps in knowledge and understanding of the waste streams in the District.</p> <p>Availability of more data, and tailoring of services accordingly, could increase demand for recycling services and reduce waste to landfill.</p> <p>Availability of more data, assessment of, for example, complaints, data from private waste operators, unlawful disposal incidents and nuisance information and tailoring of services accordingly, could increase demand for recycling services and reduce waste to landfill.</p>	Council to initiate and oversee research, studies and audits and feed results in to future iterations of WMMP and action plans.



## 7.0 COUNCIL'S PREFERRED OPTIONS

The methods of waste minimisation and management that the Council intends to provide or facilitate within the district include:

From the Statements of Options outlined in the previous section, the Council's preferred options are as follows:

- Increase education and information provision relating to effective waste management and minimisation, by:
  - Continuing support for Pare Kore
  - Continuing support for Paper for Trees
  - Continue support for Conscious Consumers
  - Continue support for CReW
  - Continue support for Keep Whakatane Beautiful
  - Expand support for school education initiatives
  - Expand general waste education and marketing activities, in particular to rural and agricultural customers
  - In all cases, work in partnership with other Councils where possible to increase efficiency and reduce costs
- Carry out the required Service Review in preparation for procurement of new contracts
- Use the forthcoming procurement process to assess the alternative management options available in the market for recycling, organic waste, and residual waste collections, treatment, and processing, including transfer station operations
- Review the existing Solid Waste Bylaw to enable closer monitoring of wastes in the District
- Continue development of the green waste processing site
- Continue to support regional and cross-regional partnerships and liaison groups

These proposals will continue to provide and improve the Council's effective and efficient waste management and minimisation and meet the goals of the NZ Waste Strategy by reducing the harmful effects of waste and improving the efficiency of resource use.

The proposals will also allow the Council to meet its intended solid waste community outcomes of:

- Reliable and Affordable Infrastructure
- Quality Services
- Valuing our Environment

More detail on these preferred options and a supporting Action Plan will be included in the Council's draft new WMMP.



## 8.0 PROTECTION OF PUBLIC HEALTH

By determining the overall approach to waste minimisation and management and assessing and choosing which methods of service and infrastructure delivery are appropriate for the district, the Council has considered economic, social, cultural and environmental aspects of the community's well-being, including public health concerns.

As required under Section 51 of the WMA, the Council has consulted with the Medical Officer of Health (MOH) over this Waste Assessment and their feedback is attached as Appendix A. The following table outlines the issues raised by the MOH and the Council's response.

### 8.1 Issues raised by MOH in response to the Draft Waste Assessment and Council's response

Issue raised by MOH	Council's Response
The gap in information over wastes handled by private operators has not decreased since 2010.	Prior to 2014 the two main private waste operators in the district used the council's transfer stations and their waste volumes and types were accounted for in council's waste data. The issue has only become more of a problem since early 2014 after these operators stopped using the council's transfer station.
Need to obtain more information regarding the types and volumes of waste going to landfill by private operators.	This has been identified in the Waste Assessment as an issue and is addressed in the Statement of Options section. The action in the previous WMMP to review the Bylaw was not completed due to lack of funding and resources. Recent changes in the way private operators manage their waste has made this a higher priority issue.
Explore a rating system which spreads more of the waste management cost over all ratepayers.	The council is currently reviewing the rates system in relation to solid waste services.
Council needs to consider disposal options for after 2020 when the current landfill contract expires.	This has been identified in the Waste Assessment as an issue and is addressed in the Statement of Options section.
Council needs to identify how and where cleanfill is disposed of within the district.	Council does not believe that incorrect disposal of cleanfill material is currently an issue in the District. Council does however intend to continue working with the Regional Council to improve management of consented cleanfill facilities and this is included in the Statement of Options.

Issue raised by MOH	Council's Response
<p>Confirmation of special waste types accepted at Tirohia Landfill and whether these are accepted at council transfer stations.</p>	<p>Tirohia Landfill accepts special waste including asbestos, contaminated soils and bio-solids. None of these materials are accepted at council transfer stations as they do not have the facilities to deal with them or the required consents. These waste types require professional storage and handling and council believes that operators who undertake these practices are more suitable to also handle their disposal and this should be viewed as part of their operations and responsibility.</p>
<p>Extend the range of hazardous materials accepted at the transfer stations.</p>	<p>Council will continue to provide a limited hazardous substance disposal service at the transfer stations. Council accepts household amounts, and there are a range of services available to non-household customers. It should be noted that the recent review of waste management on agricultural properties showed that many of them do not use the services that are available to them, including available collections of hazardous wastes through Agrecovery which is supported by the Council.</p> <p>The available data does not suggest that there is a significant issue with hazardous waste management in the District, with the possible exception of agricultural and rural properties. This has been addressed in the Statement of Options section. Council will continue to provide information in relation to private hazardous waste services that operate in the district and believes that businesses who produce larger volumes of such wastes should take responsibility for their disposal.</p>
<p>Council should consider providing free disposal of black bags at the transfer stations.</p>	<p>Council does not consider that free disposal of rubbish constitutes responsible waste management and minimisation, as is required of Council by Government. Furthermore, a significant amount of revenue is created from this source and to remove this would have a direct impact on rates for the district. The Council considers that the charge is fair as it applies to those that are not paying for a kerbside service or have extra waste on top of 'normal household volumes' covered by the kerbside collections and targeted rates.</p>

Issue raised by MOH	Council's Response
Explore the possibility of extending recycling services to cover plastic grades 3,4,5,6 and 7.	Reviewing the recycling collection has been identified in the Waste Assessment as an issue and is addressed in the Statement of Options section. However, it should be noted that under current market conditions and resources for processing these plastics it is not a viable option and other councils are currently 'stockpiling' these plastics, this is something council wishes to avoid.
Identify the percentage of the districts properties that are serviced by kerbside collections and the extent to which collection routes serve rateable and non-rateable occupied buildings.	The imminent renewal of the collections contract has been identified in the Waste Assessment as an issue and is addressed in the Statement of Options section, including a review of the collection routes.
Consider collecting bulky items which may alleviate improper disposal.	<p>Evidence across New Zealand demonstrates that free collection of bulky items does not have an impact on illegal dumping.</p> <p>Most of the waste that is disposed of incorrectly (fly-tipping) is general household waste. The areas subject to most frequent fly-tipping also provide free disposal at transfer stations. Council considers larger items as occasional, extra waste on top of normal household refuse and that households should be responsible for their disposal. Council provides services for their disposal at transfer stations and charges a fee to cover costs.</p>
Continue to explore organic composting opportunities including food waste.	This has been identified in the Waste Assessment as an issue and is addressed in the Statement of Options section.
Provide information on the rural waste assessment outlined in the 2010 WMMP.	This action was not completed.
Further Investigate rural waste services.	<p>This has been identified in the Waste Assessment as an issue and is addressed in the Statement of Options section.</p> <p>It should be noted that the assessment by Waikato and Bay of Plenty Regional Councils has identified issues in relation to rural waste on a regional basis. However, this information is limited as research was undertaken on 'agricultural type' properties and not rural residential properties.</p>

It is considered that the issues covered above and proposals in this document would adequately protect public health and meet the Council's requirements under the Health Act

1956 by ensuring that options are available to residents for solid waste collection and safe disposal.

DRAFT

## Appendix A

Toi Te Ora – Public Health Service  
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10 September 2014

Nigel Clark  
Whakatane District Council  
Commerce Street  
Private Bag 1002  
WHAKATANE 3158

Dear Nigel

### 2014 Draft Waste Assessment

Thank you for your email requesting Medical Officer of Health review of Council's draft waste assessment.

Medical Officers of Health have a responsibility through their designated positions for reducing conditions within their local community which are likely to cause disease or be injurious to health. Improperly disposed waste can lead to public health risk, eg by encouraging vermin which carry disease, create odour or contaminate land and water. This is why waste management is a core Council sanitary service necessary to protect public health.

The draft assessment is a concise, yet thorough, assessment of waste management in the Whakatane district. There are however, a few areas where I can suggest some changes or would like to see more information.

- 1.2 Background

I am in full support of Council's long and short term targets to reduce the amount of waste sent to landfill by 80% and 30% per person. Although Council has not met their short term target, I wish to acknowledge the progress made to date. A 20% reduction of waste to landfill per person is an encouraging start and the significance should not be overlooked but rather recognised.

I note that the assessment reflects only Council controlled waste because some private operators have ceased transferring waste through Council facilities and transporting directly to landfill. I recognise that Council is considering options to address this problem but also recognise that this information gap has not got smaller since the previous waste assessment in 2010. I would like to see Council make progress to assess what types and volumes of waste are going direct to landfill by private operators. Although the lack of information may be a small proportion, this may impact on the conclusions and therefore decisions made by Council from this assessment.

### 1.5 Overview of waste and recycling systems in Whakatane

A public work or service such as waste collection and disposal aims to protect public health for the greater good of the entire district irrespective of where people are located. This because the wider community will receive health benefit by reducing the



number of people exposed to improperly disposed waste. Much the same as a person having access to a quality wastewater or water reticulated service at some point as they go about their daily lives when moving around the community. This is why equal service provision and levies promotes good health and I encourage Council to explore a rating system which spreads more of the cost over all ratepayers.

I acknowledge the assessment mentions that a change to the waste bylaw needs consideration to enable Council to acquire data related to private companies. Developing a bylaw to license private operators and require data to be submitted to Council has been successfully implemented by other local authorities in the region. If this is the mechanism Council intends to use to address the problem, I wish to see headway to accomplish this and plan for *all* waste generated in the district.

#### *2.1 Disposal facilities*

I am pleased to see that WDC have secured a location to dispose the community waste until 2020. However, 2020 is not very far away and I seek an assurance from Council that planning is underway to consider disposal options in the future which will be affordable and accessible to Council.

#### *2.2 Cleanfill facilities*

The assessment indicates that there are no known consented cleanfill sites in the district. While cleanfill material by definition is unlikely to present a risk to human health unless it is appropriately managed there is an opportunity for contaminated cleanfill to be disposed of. It is also possible for inorganic materials to create vermin and mosquito habitats unless managed well, which may subsequently pose a health nuisance. I consider it important for Council to be aware of how and where cleanfill produced in the district is disposed of.

#### *2.3 Transfer facilities*

The key services and waste streams that transfer facilities deliver in Council's district and neighbouring districts indicate that Council accepts a very limited range of hazardous materials. To provide this service is considered pivotal to supporting environmental health and safety of the community.

Table 1 indicates that Tirohia accepts non-hazardous residential, commercial and industrial waste and also special wastes. It would be good to know by including in the assessment what materials are considered special wastes, and whether these are accepted at Council transfer facilities. I would also like to see the assessment include information of where Council disposes the very limited range of hazardous materials. Finally, I encourage Council to consider extending the range of hazardous waste accepted in Whakatane and Murupara facilities wherever possible. It is a substantial distance to Hampton Downs or Tirohia for residents and commercial operators to transport and dispose of hazardous material safely. Enabling people 'to do the right thing' locally by creating easy access to options of safe collection and disposal will support a safe environment. Asbestos containing material would be one example that Council should consider.

If I have interpreted Table 2 correctly it appears that Murupara transfer station is not charging for waste and recycling and provides free drop off for Ruatahuna and Minginui residents. If this is the case I am very supportive of this Council service, and ask Council to consider this service for the Whakatane facility?

Waste collection is a method employed to ensure that waste ends up in the right place and reaches a landfill or transfer station. Residents are rated for 'waste service packages' for collection service. There should not be an additional bag fee to



dispose of waste in the right way. Removing the \$4 general refuse bag fee at the transfer station would not also encourage safe disposal but also be fair between residents who receive Council kerbside collection, and those who do not and need to use the transfer station.

#### *Table 3 – Recyclable items*

In table 2 it says that Whakatane and Murupara facilities 'accept a wide range of recyclable items', however Table 3 – Fees and Charges indicates that clean plastics grades 1 and 2 are accepted items. To assist Council achieve their waste reduction target I recommend council explores extending this service by including 3,4,5,6 and 7.

I am sure newspaper, magazine, junk mail, envelopes and many other types of clean paper are recycled by Council and consequently suspect that omitting paper from the items listed for recycling to be an oversight.

#### *3.1 Council contracted services*

The assessment indicates that Council provides waste collection to 13,300 urban, rural and commercial customers and recycling collection to 9700 urban customers on current collection routes. It would be helpful to know the percentage of properties that this represents and the extent to which current collection routes serve the total number of rateable properties and non-rateable occupied buildings

The assessment indicates that unwanted bulky items and appliances are not normally provided by Council. It would be useful to assess whether the status quo is leading to improperly disposed waste. An assessment of the usual fly tipping materials, and the assessment of the bulkier items disposed to landfill which could have been diverted will inform Council whether it may be best to collect unwanted bulky items in the first instance.

#### *3.4 Waste education*

I am pleased to see that Council intends to investigate opportunities to further waste education. Education is an effective tool when combined with access and affordability to prevent ill health and minimise the risk of disease and injury. I look forward to seeing which education and initiatives Council undertakes to stimulate beneficial waste practices in the district.

#### *4.0 Waste data*

While I concur with your comment in part, the purpose of the waste assessment is to provide the necessary background information on the waste and diverted materials streams that will enable a council to determine a logical set of priorities and inform its activities<sup>1</sup>.

#### *4.3 Further diversion and Compostable material.*

In my feedback to the 2010 waste assessment I indicated support to give **organic** waste high priority for diversion from landfill and this position has not changed. It is noted that due to public opposition food waste will not be included in the proposed green waste composting operation. I encourage Council to continue to explore organic composting opportunities and make plans to address this significant waste stream. Collaboration and sharing resources with adjacent local councils could result in a multi-district composting facility for example. I am aware other Councils encourage individual households to compost, and while I'm support of this waste minimisation practice, Council needs to be mindful that organic waste is odorous by nature, and therefore more likely to be offensive. Consequently all practicable steps



need to be taken to eliminate the chance of odour from causing a nuisance when composting. This may include education to households on good composting practices, provide composting facilities which are professionally managed and operated, such as those operated by Councils, providing sufficient land for individuals to compost in the urban environment through district urban planning.

It is noted in the assessment that food waste was excluded from the current Greenwaste Facility Resource Consent Application due to public concerns over odour and vermin. Odour can be controlled but it is to what lengths Council wishes to control and manage odour. For example, some waste transfer stations in New Zealand are completely enclosed to reduce noise and odour when there is insufficient land to provide a buffer between the activity and neighbouring residents. In Tauranga a refuse sorting business is completely enclosed and the indoor air is filtered through carbon beds. I am not aware of any complaints from this activity.

#### *5.1.7 Rural waste sources*

An action in the 2010 waste management and minimisation plan sought to increase monitoring to provide more information regarding rural waste management. This was seen as a gap in the 2010 draft waste assessment and subsequently supported. I would be interested in know the findings of this monitoring. It would useful for Council to know the number of rural residents who are provided with private waste services.

The 2014 assessment suggests there is an adequate level of service provision to rural areas, yet the assessment lacks the necessary background information on waste management in rural areas. Consequently further information is considered necessary to confirm adequate service provision is available and that waste disposed on rural properties is or is not likely to cause a nuisance.

The Research discussed in this section of the assessment by Waikato and Bay of Plenty Regional Councils is just about complete as you may be aware. Preliminary information indicates that rural waste is likely to become a priority in the waste sector.

#### *8.0 Protection of public health*

I believe when Council is able to assess 'all' of the waste generated in the district that Council will go a long way towards safeguarding public health.

I am willing to provide early input to Council's draft waste management and minimisation plan and I look forward to reviewing the action plans for how Council waste services and infrastructure will be provided.

I wish to apologise for the delay in getting back to you. Our service has experienced a high level of demand in the past two to three weeks.

Please contact Annaka Davis, Health Protection Officer on 0800 221 555 in the first instance.

Yours sincerely



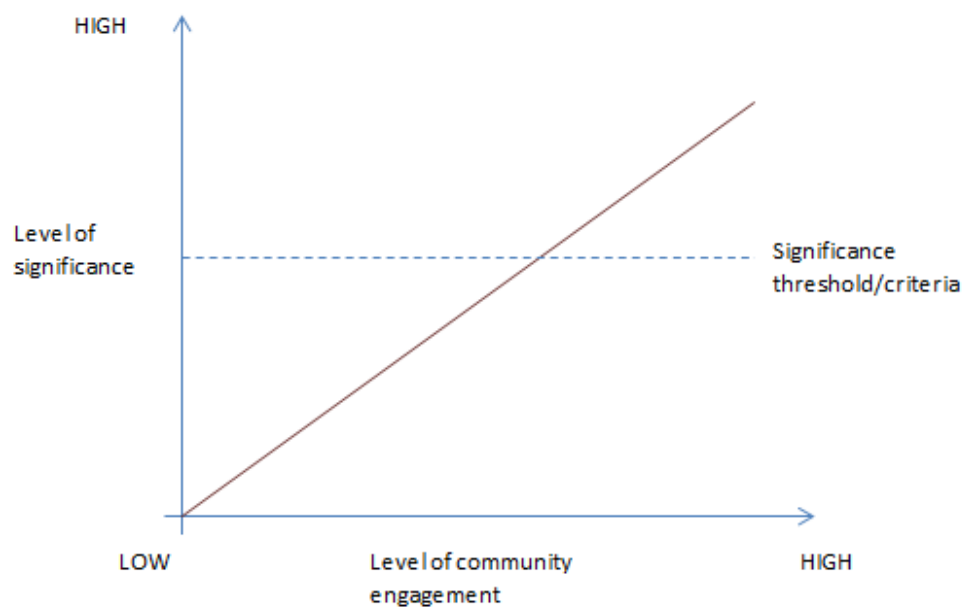
**Dr Jim Miller**  
Medical Officer of Health

# Significance and Engagement Policy

## 1.0 PURPOSE

Community input is essential to the success of Council. Council considers the community's views in making any decision and communicates with the community to let you know what has been decided. It is not possible to engage with the community on every matter before a decision is made.

The aim of this Policy is to set out when the Council will undertake consultation and engage with the community before making its final decision, and how far this engagement will go. To do this Council has to consider how important the matter is (the significance) and how much community engagement is needed to make a good decision.



Generally, the higher the level of significance the greater the level of community engagement sought. Over a certain level of significance, the Council will consult with the community before making a decision.

The purpose of this Policy is to provide guidance to the Council and the community when determining the significance of decisions, proposals and other matters (Part A) and the corresponding level of community engagement expected (Part B).

## 2.0 DEFINITIONS

**“Significant” and “Significance”:** The Local Government Act 2002 (LGA 2002) defines the terms “significant” and “significance”.

Significance means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for the district, any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter and the capacity of the local authority to perform its role, and the financial and other costs of doing so.

Significant means that the issue, proposal, decision, or other matter has a high degree of significance.

**“Community engagement”:** In relation to the Policy, community engagement is the process of involving the community in Council decisions. This may involve providing and seeking information to inform and assist decision making. There is a range of community involvement; it is not confined to a specific form.

**“Consult” and “Consultation”:** Consultation is only one form of community engagement. For the purposes of this Policy, consultation is the genuine exchange of information and points of view between decision-makers and people affected by or interested in a matter, before a decision is made. It is expected to be a two-way interaction; it may be undertaken in a variety of ways.

**“Strategic Asset”:** A list of the Strategic Assets of the Whakatāne District Council is contained in Appendix 1 of this Policy. For the purposes of the Policy, the Council considers its strategic assets as a whole, because it is the asset class as a whole that delivers the service.

**“Significant Activity”:** A list of the Significant Activities of the Whakatāne District Council is contained in Appendix 2 of this Policy. Significant activities, as identified in Appendix 2, are the activities in total and not the separate elements of the activities.

## PART A – SIGNIFICANCE

### 1.0 HOW WILL THE COUNCIL DETERMINE SIGNIFICANCE

#### 1.1 General Approach to Determining Significance

1.1.1 To determine if a proposal or decision is significant the Council will make judgements about the likely impact of that proposal or decision on:

- a) The District;
- b) The persons who are likely to be particularly affected by, or interested in, the proposal or decision; and
- c) The cost to, or the capacity of, the Council to perform its role and carry out its activities, now and in the future.

#### 1.2 Thresholds for Determining Significance

1.2.1 The following thresholds will be used as a guide to determine whether the proposal or decision being considered by the Council is significant.

1.2.2 Each threshold will be tested independently of the other thresholds and criteria. Where any individual threshold is exceeded, the matter will be determined to be significant.

1.2.3 Unbudgeted capital expenditure proposals or decisions, where the total cost would exceed 5% of the Council's total annual capital expenditure for the relevant financial year (see note 1 and note 2 below).

1.2.4 Unbudgeted operating expenditure proposals or decisions, where the total cost would exceed 1% of the Council's total annual operating expenditure for the relevant financial year (see note 1 and note 2 below).

1.2.5 Any proposal or decision to transfer ownership or control of a Strategic Asset to or from the Council (a list of the Strategic Assets is contained in Appendix 1 of this Policy).

1.2.6 Any proposal or decision to alter significantly the intended level of service provision for any significant activity (a list of the Significant Activities is contained in Appendix 2 of this Policy). A proposal is only considered significant if it relates to the activity as a whole.

**Note 1:** Where the proposal or decision will be funded from a funding source other than the Council, the Council's portion of a project, including ongoing costs will be included in the analysis of significance.

**Note 2:** Major spending decisions should be made in the context of the LTP, so decisions involving unidentified and unbudgeted expenditure should receive as least as much scrutiny as they would have received had they been included in the LTP.

### **1.3 Criteria for Determining Significance**

The following criteria will be used to determine whether the proposal or decision being considered by the Council is significant.

- 1.3.1 If any of the following criteria are met, the proposal or decision may be significant. However, the criteria should be considered collectively to make this determination. The majority of these criteria could be considered to fall on a continuum rather than being an absolute determination. They may be considered as being of low, medium or high significance rather than significant or not significant.
- 1.3.2 Where the significance of a proposal or decision is unclear against any of the criterion, then the Council will treat that criterion as being more rather than less significant.
- 1.3.3 The proposal or decision adversely affects all or a large portion of the community.
- 1.3.4 The impact or consequences of the proposal or decision on the affected persons (being a number of persons) will be substantial.
- 1.3.5 The financial implications of the proposal or decision on the Council's overall resources are substantial.
- 1.3.6 The proposal or decision will be difficult to reverse once the Council has committed to it.
- 1.3.7 The proposal or decision is likely to generate a high degree of controversy in the community.
- 1.3.8 The proposal or decision does not flow logically and consequentially from a significant decision already made, or, does flow from a significant decision already made but with substantial variations.

### **1.4 Implications**

- 1.4.1 Observe the decision making provisions of the LGA 2002: Where a proposal or decision is considered significant under this Policy, the Council must have greater regard for the decision-making provisions of the LGA 2002 (set out in sections 76-82). In particular this includes:
  - a) The extent to which different options are to be identified and assessed.
  - b) The degree to which benefits and costs are to be quantified.
  - c) The extent of the detail of the information to be considered.
  - d) The extent and nature of any written record to be kept of a manner in which it has complied with these considerations.

- 1.4.2 Consider Maori relationship with land and water: In accordance with section 77(1)(c) of the LGA 2002, when significant proposal or decision relate to land or a body of water, Council will take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna and other taonga.

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## **PART B – COMMUNITY ENGAGEMENT**

### **1.0 HOW THE COUNCIL WILL DETERMINE THE LEVEL OF COMMUNITY ENGAGEMENT**

- 1.1.1 The Council will give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter, for all decisions. However, the level of community engagement that is directly undertaken will vary, depending on the level of significance attached to the matter.
- 1.1.2 In general, the more significant an issue, the greater the need for, and level of, community engagement. If the matter is considered significant, under this Policy, then the Council may carry out a consultation process; again the extent of this will depend on the level of significance. This is outlined in Appendix 3 and some examples provided.
- 1.1.3 Consideration will also be given to appropriate levels of engagement for those issues that, while of community interest, do not exceed the significance criteria and thresholds.

### **2.0 WHEN THE COUNCIL WILL CONSULT**

- 2.1.1 **When legislation requires that consultation be undertaken:** The Council will consult when it is a legal requirement (as set out by the LGA 2002, Resource Management Act 1991 and other Acts). The Council will undertake these consultation processes in accordance with the legislative requirements guiding them, as a minimum.
- 2.1.2 **When a significant proposal or decision is being considered:** Subject to consideration of factors under section 4.2 of this Policy, the Council will consult whenever a 'significant decision' needs to be made. A significant decision is one which has been identified as such by the thresholds, criteria and approach identified in this Policy. A 'significant' decision will not automatically trigger the application of the Special Consultative Procedure (SCP).
- 2.1.3 **For some matters that are not considered significant:** In general, where a matter is not considered significant under this Policy, consultation will not be undertaken.
- 2.1.4 In some cases, where a decision is close to, but does not exceed, the significance test, under this Policy, the Council may decide that consultation is appropriate. Any determination of whether or not to consult on matters that are not significant will be subject to consideration of section 4.2 of this policy with particular regard to section 4.2 (a) and 4.2 (d).

### **3.0 WHEN THE COUNCIL MAY NOT CARRY OUT CONSULTATION**

3.1.1 Information is always necessary for the decision making process. However, there are times when it is not necessary, appropriate or possible to consult the community on a proposal or decision, even if it is considered significant under this Policy. The Council will still carry out community engagement, e.g. inform and educate. The Council may choose not to carry out consultation and if so will make this determination in accordance with the criteria below, notwithstanding any legislative requirements.

3.1.2 The Council may decide not to consult when:

- a) The matter is not of a nature or significance that requires consultation (LGA 2002, s82(4)(c)); or
- b) The Council already has a sound understanding of the views and preferences of the persons likely to be affected or interested in the matter (s82(4)(b) LGA 2002); or
- c) There is a need for confidentiality or commercial sensitivity (s82(4)(d) LGA 2002); or
- d) The costs of consultation outweigh the benefits of it (s82(4)(e) LGA 2002); or
- e) The matter has already been addressed by the Council's policies or plans, which have previously been consulted on; or
- f) An immediate response is necessary because of emergency or in the interests of health and safety; or
- g) There are no other practicable alternative options to choose from; or
- h) Works are required unexpectedly as a consequence of a policy, or following further investigations on projects, already approved by the Council; or
- i) The works required are related to the maintenance of a Council asset and responsible management requires the maintenance works to take place.

3.1.3 Where the above listed circumstances apply and consultation is not to be undertaken, the Council is still required to give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter (LGA 2002 section 78 (1)). The LGA 2002 requires that this consideration be in proportion to the significance of the matters affected by the decision (section 79 (1)).

### **4.0 HOW WILL THE COUNCIL UNDERTAKE COMMUNITY ENGAGEMENT**

4.1.1 Where the Council undertakes community engagement, the level of engagement, and the tools and techniques to be applied, will be tailored to the nature and significance of the matter being considered and to the target audience, notwithstanding legislative requirements.

- 4.1.2 There are a variety of tools and techniques that the Council may apply when undertaking community engagement. Appendix 3 illustrates the level of community engagement that will be undertaken depending on the degree of significance and provides examples of the types of tools the Council will use. The greater the degree of significance of any particular matter, the greater the level of engagement sought. The model in Appendix 3 sources information from the International Association for Public Participation (IAPP) and incorporates this into a Council approach to community engagement.
- 4.1.3 In carrying out consultation the Council will be cognisant of the requirements of section 82 and 82A of the LGA 2002.

## **5.0 MĀORI CONTRIBUTION TO DECISION MAKING**

- 5.1.1 The Council will establish and maintain processes that will provide opportunities for Iwi to contribute to decision making processes of the Council. The Iwi Chairs Forum, Memorandums of Understanding and targeted consultation will be considered as a starting point, when engaging with Māori.

## **6.0 RESPONDING TO COMMUNITY PREFERENCES**

- 6.1.1 The Council will endeavour to engage with the community in a manner that meets community preferences. The Council will monitor results from its Annual Residents Survey regarding the provision of information and consultation, the level of engagement in consultation processes and general feedback from the community. The Council will continue to explore a variety of community engagement methods and use new practices and media where appropriate.

## 7.0 REVIEW OF THE POLICY

7.1.1 The Council's Policy on Significance and Engagement Policy will be reviewed every three years to coincide with each Long Term Plan review process.

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Signature:

Originator:		Version No:	2.0
Strategic Policy Analyst	_____	Revised Date:	N/A
General Manager:		Issue Date:	x
General Manager Strategy and Economic Development	_____	Date of Review:	x
Approved by:	x		
Authorised on behalf of			
Whakatāne District Council	_____	Chief Executive	

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## APPENDIX 1 - REGISTER OF THE WHAKATANE DISTRICT COUNCIL'S STRATEGIC ASSETS

For the purposes of section 76AA of the LGA 2002 the Council considers the following assets to be strategic assets.

As outlined under section 2.4 of this Policy, the Council will consider the following strategic assets as a whole because it is the asset class as a whole that delivers the service. The Council will therefore not undertake the special consultative procedure for decisions that relate to the transfer of ownership or control, or minor construction or replacement, of a part of a strategic asset, unless that decision triggers the significance thresholds and criteria outlined in this Policy.

Asset	Notes
District Libraries	Includes books and collections
Museum	Includes artefacts and collections, excludes items on loan to the Council
Whakatane Aquatic Centre	Includes land, building and structures
Whakatāne, Ōhope and Edgumbe Halls	
Port (Whakatāne, Ōhope and Thornton)	Includes all land, buildings and structures associated with the Port Assets
Amenity parks, sports parks and facilities under the Reserves Act 1977	
Public toilets	
Cemeteries and crematorium	
Recycling Park and Transfer Stations	
Wastewater reticulation and treatment systems	Includes land, pipes, pump stations and sewage ponds
Stormwater reticulation systems	
Roading system	Includes the land, carriageway, footpaths, bridges, street lighting and off-street parking
Water reticulation, storage and treatment systems	Includes the land, pipes, pumps, reservoirs and treatment plants
Whakatane Airport	Section 5 of the Local Government Act 2002 requires this asset to be included in the list as a Strategic Asset
Harbour Endowment property	
Pensioner Housing	Section 5 of the Local Government Act 2002 requires this asset to be included in the list as a Strategic Asset

## APPENDIX 2 - REGISTER OF THE WHAKATANE DISTRICT COUNCIL'S SIGNIFICANT ACTIVITIES

The following is a full list of Council's external activities. Those that are considered as significant activities for the purposes of sections 76AA and 97(1) of the LGA 2002, are marked with a tick. These have been determined because of their strategic importance in the delivery of service to the community.

Activity Group	Activities	Significant Activities <input checked="" type="checkbox"/>
Leadership	Governance	<input checked="" type="checkbox"/>
	Community Support	
	Strategy and Policy	
Roads and Footpaths	Transport Networks	<input checked="" type="checkbox"/>
	Parking Enforcement	
Water Supply	Water Supply	<input checked="" type="checkbox"/>
Sewerage Treatment and Disposal	Sewerage Treatment and Disposal	<input checked="" type="checkbox"/>
Stormwater Drainage	Stormwater Drainage	<input checked="" type="checkbox"/>
Solid Waste	Solid Waste	<input checked="" type="checkbox"/>
Environmental sustainability	Resource Management – Consents	<input checked="" type="checkbox"/>
	Resource Management – Policy	<input checked="" type="checkbox"/>
Community Safety	Licensing (Alcohol and Gambling)	
	Environmental Health	<input checked="" type="checkbox"/>
	Regulation Monitoring	
	Building	<input checked="" type="checkbox"/>
	Animal Control	<input checked="" type="checkbox"/>
	Emergency Management	<input checked="" type="checkbox"/>
Recreation and Community Facilities	Parks, Reserves, Recreation and Sports-fields	<input checked="" type="checkbox"/>
	Aquatic Centres	<input checked="" type="checkbox"/>
	Halls	
	Cemeteries and Crematorium	<input checked="" type="checkbox"/>
	Public Conveniences	<input checked="" type="checkbox"/>
	Pensioner Housing	<input checked="" type="checkbox"/>
	Libraries	<input checked="" type="checkbox"/>

Activity Group	Activities	Significant Activities <input checked="" type="checkbox"/>
	Museum	<input checked="" type="checkbox"/>
	Community Development	
	Ports and Harbour	<input checked="" type="checkbox"/>
District Growth	Economic Development	
	Strategic Property	
	Events and Tourism	
Council Controlled Organisations	Whakatane Airport	<input checked="" type="checkbox"/>
	LGFA	
	Bay of Plenty Local Authority Shared Services	

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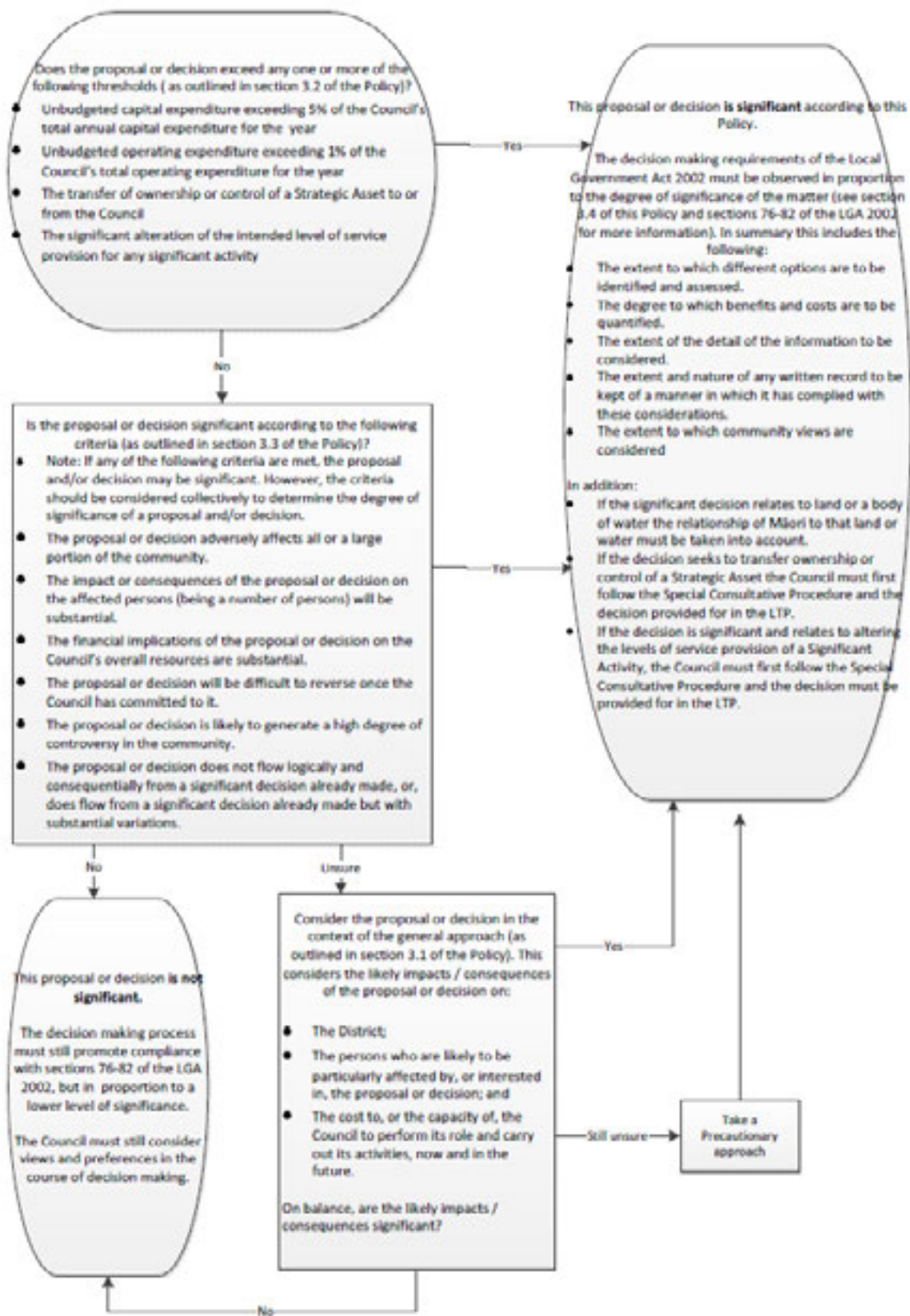
### APPENDIX 3: SPECTRUM OF COMMUNITY ENGAGEMENT

Degree of significance				
	Is considered 'significant' according to the Council's Significance and Engagement Policy		Is not considered 'significant' according to the Council's Significance and Engagement Policy	
Level of community engagement	Greater level of engagement is needed	Community engagement is needed	Lower level of community engagement may be needed	Limited community engagement needed
Example of Proposals/ Decisions	<p>Development of the Long Term Plan</p> <p>Adopt a bylaw which will significantly impact on the community</p> <p>A significant change to the level of service of a significant activity</p> <p>Sale of strategic assets</p> <p>Development of the Local Alcohol Policy</p>	<p>Adopt an Annual Plan with material differences from the LTP.</p> <p>Developing the Rates Remission Policy</p> <p>Developing a Development Contributions Policy</p> <p>Development of a Community Strategy</p> <p>Development of the Whakatāne River Greenway Concept Plan</p>	<p>Review of the Community Funding Policy</p> <p>Renaming a road under the Road Naming Policy</p> <p>Exemptions under bylaws</p>	<p>Notification of temporary road closure</p> <p>Acceptance of Late Submissions Policy</p> <p>Development of a Smoke-Free Policy for Council open spaces</p> <p>Conducting emergency repair works to Council infrastructure</p> <p>Adoption of the Annual Report</p>
Application of the SCP	The SCP should be considered as a minimum.	The SCP should be considered but may not always be appropriate.	The SCP is not likely to be considered but may be used where efficiencies can be achieved by consulting alongside another process.	The SCP is not required as consultation is not being undertaken.
Focus of public participation	Involve	Consult		Inform and educate
Council's promise to the community	The Council will work with the community through-out the process to ensure that their concerns and aspirations are understood and reflected in the options	The Council will make information available to all identified stakeholders, and the wider community, and will provide opportunities for the community to voice their concerns or aspirations with regard to the options being considered for the proposal or decision.		The Council will provide the public with balanced and objective information to assist them in understanding the situation, alternatives, opportunities and/or solutions.

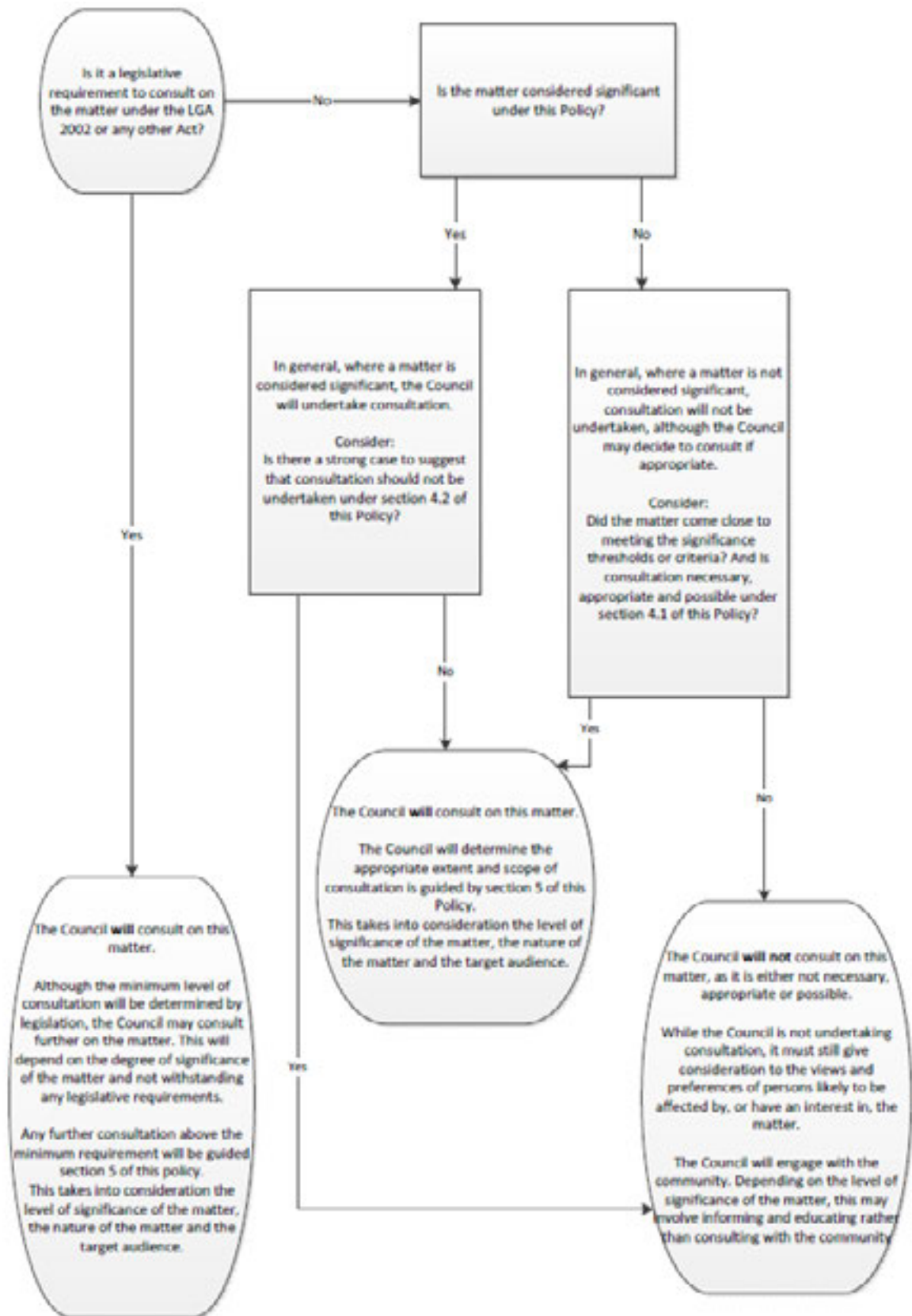
	being considered for the proposal or decision.		
Examples of possible tools and techniques	In addition to those used to “consult” (listed to the right), further tools may be used, such as: deliberate polling and ballots, citizen juries, participatory decision making.	In addition to those used to “inform and educate” (listed to the right), further tools may be used, such as: Pre-consultation with identified stakeholders Special consultative procedure Formal hearings Written submissions Oral submissions Stakeholder interviews Issues Clinic Working party / Focus group Open day/ Information displays Targeted engagement with sector and interest groups Community Board Feedback Iwi Chairs Forum Feedback Comment forms Survey/questionnaire Online forum / polls Public workshop Road-show Referendum Note: This is not an exhaustive list.	Public notice Display advertising Comprehensive briefing paper Letter drop/mail out/e-newsletter Information sheet Web page/article/video presentation Media release Ko Konei newsletter Radio advertising and interviews Social Media

# APPENDIX 4: PROCESS MAP

## Part A – Determining Significance



Part B – Determining Level of Community Engagement



# Development Contributions

## **1.0 INTRODUCTION**

This policy sets out what monetary contributions or contributions in the form of land will be required by the Council when development occurs that results in a growth related impact.

Under the Local Government Act 2002, (LGA) the Council is required to adopt a Development Contributions Policy, if it wants to fund or partly fund capital projects from development contributions. This allows the Council to adopt a framework to manage growth and ensure that its costs are suitably attributed.

The Council first adopted a Development Contributions Policy as part of its LTCCP in June 2004, and it has been regularly reviewed since. The current policy aligns with the 2015-25 LTP.

Development contributions under the LGA are in addition to, and separate from, financial contributions imposed as a condition of a resource consent under Section 108 of the Resource Management Act 1991 (RMA).

Development contributions taken by the Council under the LTP relate directly to the assumed cost of development on current and future community facilities.

## **2.0 PURPOSE**

The purpose of the development contributions provisions (and the need for a policy) is:

*To enable territorial authorities to recover from those persons undertaking development a fair, equitable, and proportionate portion of the total cost of capital expenditure necessary to service growth over the long term.*

The policy has been developed to meet the principles of the Act that (amongst other principles) require development contributions to be required:

- a) If the effects or cumulative effects of developments will create or have created a requirement for the Council to provide or to have provided new or additional assets or assets of increased capacity;
- b) Once consideration has been given to the capacity life of the assets in a way that avoids over-recovery of costs allocated to development contribution funding;
- c) Once consideration has been given to the persons who will benefit from the assets , including the community as a whole, as well as those who create the need for those assets;
- d) For or towards the purpose of the activity or the group of activities for which they were required, and for the benefit of the district or the part of the district where they were required.

The policy will apply to the type and/or location of development, where applications are received for:

- a) Resource consent (land use and subdivision consents); or
- b) Building consents; or
- c) Authorisations for service connection.

This policy applies to any applications received for resource consent, building consent or authorisations for service connections on or after 1 July 2015, for the type of activity or within a defined area as stipulated in this policy.

### **3.0 BACKGROUND**

Levels of development throughout the District are currently low and are generally not a major driver of costs to our infrastructure. However, there are specific growth areas that will require additional capacity of community facilities.

While the rate of growth in new dwellings and businesses is low, there are a number of new houses being constructed in Whakatāne and Ōhope urban areas and in some rural areas. Coastal locations are still a popular choice for new home buyers and those building. The opportunity for investment and the growth potential of the area is still being increasingly recognised and actively encouraged by regional and local economic development initiatives. It is very likely that this opportunity will be taken advantage of by developers over the medium and long term.

The infrastructure required to support new developments includes, but is not limited to:

- a) Water supply,
- b) Sewage treatment and disposal
- c) Stormwater drainage.

### **4.0 POLICY DIRECTION**

The Whakatāne District Council wishes to foster development and growth in the district, both in terms of population and the local economy. Consideration has therefore been taken to ensure that this Policy does not unnecessarily hinder or obstruct investment opportunities, but that the demand on community facilities growth initiatives do not place unfair costs on the wider ratepayer base.

**The Council will only charge development contributions for growth related works for:**

- a) **Water, sewerage and stormwater infrastructure, in the identified residential growth areas (catchments), with a primary focus on residential accommodation, such as houses, units, apartments, and temporary accommodation;**
- b) **Industrial or commercial development in the Mill Road area (in the defined catchment).**

This balances the Council's desire to encourage economic development and investment for a static population across the District, whilst recognising that new residential and industrial development in Whakatāne and Ōhope is likely to continue, and will need infrastructure to be provided.

The Council will update the Development Contributions Policy at least every three years, alongside the LTP cycle, to take account of:



- a) Any changes to the significant assumptions to the Development Contributions Policy (refer section 15.0);
- b) Any changes in policy as the Council deals with growth issues (or a lack of growth);
- c) Any changes in the capital works programme for growth;
- d) Changes in growth assumptions;
- e) Any changes in the pattern and distribution of development in the District;
- f) The regular reviews of the Financial Strategy, including the Revenue and Financing Policy;
- g) The use of financial contributions under the RMA.

## **5.0 FINANCIAL CONTRIBUTIONS**

Development contributions under the LGA are different from financial contributions under the RMA.

A financial contribution may be in the form of money or land or a combination of both. While Council generally considers development contributions as its main funding tool for growth related costs towards community facilities, it may also require financial contributions for other activities as set out in the District Plan.

Development contributions will not be required where a financial contribution has been applied as a condition on consent for the same purpose on the same development.

The RMA restricts the charging of financial contributions to only those activities that avoid, remedy or mitigate environmental effects.

The current Whakatāne District Plan (operative in 2010) does not contain a Financial Contributions Policy. The Council cannot therefore charge a financial contribution under the Operative District Plan.

However, the Proposed District Plan notified in June 2013 includes objectives, policies and rules to charge financial contributions once that section of the plan or the plan in total becomes operative. That is expected to occur in late 2015. This will enable contributions to be taken to mitigate environmental effects of a development or subdivision. Contributions may be taken to mitigate the effects on roads, public carparking and service lanes (for business activities), water supply, sewage collection and disposal, stormwater detention, collection and disposal, and community facilities, including reserves.

On this basis, and assuming low development rates for the majority of the next three year period, the anticipated income from financial contributions is likely to be small over the period of the LTP (less than \$200,000 per annum). There is a higher likelihood that the policy will be relied upon to acquire land for coastal reserves when the underlying property is subdivided. These areas are defined in the District Plan.

It is recognised that a financial contribution cannot be charged for the same purpose as a development contribution. Therefore, a financial contribution will be more commonly charged as a condition of resource consent to mitigate or remedy the environmental effects of a specific

development or subdivision. These effects are often localised or unanticipated and arise from the land use activity or subdivision itself, rather than the incremental or cumulative effects on a broader infrastructure network or the district as a whole.

## 6.0 CAPITAL EXPENDITURE FOR COMMUNITY FACILITIES

Development contributions reflect the impact that a development (or a development in conjunction with other developments) has in requiring new or additional assets or assets of increased capacity.

Capital works that are needed to improve the level of service to existing ratepayers or for renewal of existing assets are funded from other sources.

The Council will spend all collected contributions on the asset classes they are taken under to deliver the benefit, or equivalent benefit, for which they are collected.

The following table summarises:

- a) The total estimated capital expenditure (not inflation adjusted) for projects which include a growth component over the next 10 years; and
- b) The amount of total estimated capital expenditure which will be funded from development contributions.

Table 1: Ten-year estimated total capital expenditure and amount to be funded by development contributions

Asset Group	Total Cost Of Capital Works Projects	Amount Funded by Development Contributions
Water supply	\$3,860,000	\$886,140
Stormwater drainage	\$4,650,000	\$255,200
Sewage treatment and disposal	\$8,415,300	\$1,343,132
Total	\$16,925,300	\$2,484,472

The capital expenditure costs are based on the best current estimate of total cost (uninflated figures). These costs will be refined in subsequent revisions of the policy based on updated information about assets and growth.

In most cases, a percentage estimate of what is growth related costs has been used to determine the capital expenditure required for growth. This is based on additional household units within defined catchments over the next ten years or beyond.

### 6.1 Historic Capital Expenditure

In addition to the proposed capital programme, the Council has already incurred capital expenditure to cater for future development, and the development contributions include fees to continue to recover this growth component.

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Table 2: Historical capital expenditure and amount to be funded by development contributions

Asset Group	Total Cost of Capital Works Projects	Amount Funded by Development Contributions
Sewage treatment and disposal	\$2,289,012	\$228,901

In some cases, the Council has received development contribution income through the current and previous LTPs, and this has determined the balance of the amount needed to be further collected.

In the case of historic capital projects shown in the previous LTP in the activities of water, stormwater, solid waste, roading and carparking, community infrastructure and reserves, the revenue received matches the amount projected to be received from development contributions, or the Council has decided to fund any further shortfall in an alternative manner for reasons of administrative efficiency. The Council cannot continue to collect development contributions for this historic expenditure, other than where a shortfall still exists.

## 7.0 FUNDING CONSIDERATIONS

The Whakatāne District Council sets out its funding philosophy through the Revenue and Finance Policy.

The Council has determined that the use of development contributions is appropriate, for the above capital expenditure, with regard to community outcomes, the distribution of benefits across the community over time, those driving the need for the expenditure, costs and benefits and impact on future revenue requirements.

### 7.1 Community Outcomes

The Whakatāne District Council has six community outcomes. These are detailed through the LTP and identify the main goals the Council aims to achieve in order to fulfil its vision and purpose. They are:

- a) Reliable and Affordable Infrastructure
- b) Quality Services
- c) Sustainable Economic Development
- d) Valuing Our Environment
- e) Community Needs
- f) Effective Leadership

Water Supply, Sewage Treatment and Disposal and Stormwater Drainage principally contribute to Reliable and Affordable Infrastructure, Community Needs and Valuing Our Environment. This recognises the fact that these are key activities, providing core infrastructure and helping to

ensure the community's health. Development contributions are used to recognise the fact that the outcomes are necessary to service and facilitate new developments.

## 7.2 Distribution of benefits between the community as a whole, any identifiable part of the community, and individuals

It is appropriate that development contributions fund the additional capacity benefiting new households or equivalent units of development, as it is these units that will principally benefit. The use of development contributions not only allows the part of the community benefitting from the new works to be identified but also, through catchments, this is further refined to specific areas where the benefit will occur.

The Council runs a number of schemes across the district for water supply, stormwater and wastewater. Growth related capital expenditure improvements will generally have benefits mainly related to those people connected to that system. For this reason, development contributions for water, stormwater and sewerage are collected on the basis of defined catchments (planning areas). Only those lots or developments or service connections that are located within those catchments that will benefit from the works are required to pay a development contribution.

The identified catchments and their census area unit (CAU) equivalents are noted below.

Table 3: Catchments of benefit and Census Area Units (CAUs)

Project Catchments	CAUs
Whakatāne Sewerage Treatment and Reticulation	Allandale-Mokorua; Trident; Whakatāne North; Whakatāne West; Coastlands; and Huna/Shaw Road (Non CAU catchment – subset of Orini CAU).
Whakatāne Water treatment and reticulation (Whakatāne, Ōhope, Piripai, Huna/Shaw Road, Mill Road)	Allandale-Mokorua; Trident; Whakatāne North; Whakatāne West, Coastlands, Ōhope, Maraetōtara; Huna/Shaw Road (Non CAU catchment – subset of Orini CAU).
Whakatāne Sewerage (Mill Road)	Non CAU catchment – subset of Orini CAU
Whakatāne Water and Sewerage (Huna/Shaw Road)	Non CAU catchment – subset of Orini CAU
Whakatāne Water and Sewerage Reticulation (Piripai)	Non CAU catchment – subset of Coastlands CAU.
Whakatāne Stormwater (South of Whakatāne River)	Allandale-Mokorua; Trident; Whakatāne North; Whakatāne West.
Matatā Sewerage treatment and reticulation	Matatā CAU

### **7.3 The period over which benefits are expected to occur**

It is expected that the benefits of the capital works projects identified, some of which are already available to the District, may extend beyond the 10 year timeframe used according to the life of the particular asset built. The cost recovery timeframe is set for reasons of fiscal prudence. This approach helps manage the significant financial risks faced by Council in creating infrastructure in anticipation of growth, and is a fair balance of developer and wider community interests.

For some projects which will exclusively benefit new developments in a defined catchment, cost recovery is made across the whole development, and the timeframe for recovery will be set by the timeframe of completion of the development in the catchment.

While the 10 year timeframe is the basis of capital expenditure forecasting information held by the Council, growth rates longer than 10 years have been used where the currently proposed District Plan and household growth figures suggest not all anticipated growth will be realised within the next ten years. These areas are:

- a) Huna/Shaw new residential zone – Assuming this zone is confirmed through the District Plan review process, then development is likely to occur over the next 20 years;
- b) Piripai – sufficient land exists in this location to satisfy current household growth for the next 30 years or more;
- c) Mill Road Industrial land – land development in this location is likely to occur over a 20 year timeframe.
- d) Matatā – Assuming the sewage scheme for Matatā is granted resource consent, growth is anticipated over a 20 year timeframe.

### **7.4 The extent to which an exacerbator can be identified**

The need to install new capacity in Council-provided networks is caused by those undertaking subdivision, development or connection to a service in the district resulting in the creation of new household equivalent units. Accordingly, it is appropriate for the costs of installing additional capacity to be passed on through development contributions, payable by developers on the granting of resource or building consent or an application for a service connection.

The degree to which a development exacerbates a need for new assets or increased capacity can depend on its function. The Council will charge development contributions for residential development, in the identified catchment area. This recognises the increased pressure put on Council water, stormwater and sewerage schemes as a result of more people living in an area. Commercial development or subdivision for permanent or visitor accommodation (such as motels, hotels and retirement villages) will similarly be charged development contributions, due to the nature of the land use.

Non-residential development and subdivision will generally not be charged development contributions, except in the case of the Mill Road catchment area. This is due to the fact that the assets and works programmes for this area are primarily designed to service the industrial and commercial activity in this area. Other industrial and commercial areas are already serviced.

## **7.5 The costs, benefits and overall impact**

Development in the district will place a strain on the capacity of network infrastructure (such as water supply, stormwater and sewerage), if it is not well managed. The challenge is to put in place a transparent, consistent, and equitable basis for requiring contributions in order that those undertaking developments pay a fair share of the required growth capital expenditure without inhibiting growth.

Those undertaking developments, the Council, and the community benefit from growth, and the cost of growth needs to be fairly balanced given the limited sources of funding available to the Council.

If development contributions are not taken from developments, then either the Council will not be able to provide the necessary community facilities for new demand, or more revenue will need to come from other funding sources, most probably rates. The latter scenario means that existing ratepayers meet the costs for growth capacity for new development. This situation does not necessarily align with the Council's funding philosophy, given that the exacerbaters and high level of private benefit can be identified. However, the Council also recognises that development contributions fall on those developing land at a time of high cost through land development or construction costs. Therefore, the Council has been mindful to recognise that new development can bring wider economic, social and cultural benefits to the district over time, and that this benefit can outweigh the initial cost of a development contribution.

The Council considers that requiring an appropriate level of development contributions from development applied alongside other funding tools, is the best overall solution in achieving the community outcomes, while balancing the costs and benefits in terms of funding between the community, the Council, and those undertaking developments.

The benefits of collecting development contributions are expected to outweigh the administrative costs of collection.

The Development Contributions Policy will provide certainty about the sources and levels of funding for the costs of growth, and continue to ensure the sustainable development of the district as a whole, without negatively impacting on growth.

## **8.0 SCHEDULE TO DEVELOPMENT CONTRIBUTIONS POLICY**

The following is the Schedule to the Development Contributions Policy that is required under Sections 201(2) and 202 of the LGA. The Schedule specifies, in summary form where required:

- a) Statement on Goods and Services Tax.
- b) Explanation of units of demand.
- c) The event that will give rise to a requirement for a development contribution (resource consent, building consent or authorisation for service connection).
- d) The development contributions required from development for capital expenditure for growth for water, stormwater, and sewerage.
- e) The basis on which the value of additional allotments or land is assessed for reserves.



## 8.1 Requirement for Development Contributions

Section 197 of the LGA defines “development” as:

- (a) any subdivision or other development that generates a demand for reserves, network infrastructure, or community infrastructure; but*
- (b) does not include the pipes or lines of a network utility operator*

A development contribution may be required in relation to a “development” when:

- a) The effect of that “development” is to require new or additional assets or assets of increased capacity;
- b) The Council incurs capital expenditure to provide appropriately for those assets; and
- c) This policy provides for it to be required.

The “effect” of a development, in terms of impact on these assets, includes the cumulative effect that a development may have in combination with another development.

The Policy also enables Council to require a development contribution that pays, in full or in part, for capital expenditure already incurred by the Council in anticipation of development.

The Council will not require a development contribution if:

- a) Under s108(2)(a) of the Resource Management Act 1991, it has imposed a condition on a resource consent in relation to the same development for the same purpose; or
- b) The developer will fund or otherwise provide for the same reserve network infrastructure, or community infrastructure; or
- c) It has received, or will receive, full funding from a third party.

Development contributions will be required from new development in the form of money or land or both, at the Council’s discretion, for capital expenditure required for new or additional assets or assets of increased capacity arising from that development (or that development in combination with other development) for network infrastructure, community infrastructure and reserves according to the calculation of development contributions specified in 8.7.

Financial contributions under a policy in the District Plan for subdivision or land use of a site will still apply since these charges relate to environmental effects and will only be charged for effects not already anticipated by this policy.

The requirement for a development contribution is subject to the credits and review procedure provided for in section 9 of this policy.

Generally, the maximum level of development contributions will be required on development over and above that existing at the time of an application, where additional units of demand are generated, as assessed by the Council according to section 8.7 of this policy.

Under this policy, development contributions can be assessed with the applicant before the lodgement of a resource consent, building consent or service connection application. However, in the absence of an applicant seeking this assessment before the lodgement of an application, the Council will assess the quantity of the development contribution once it has received the

relevant application and will include that assessment with the decision for resource consent or the issuing of the building consent or the granting of a service connection.

## **8.2 Capital expenditure and cost inflation**

All costs from projects in the ten-year plan used in the Development Contributions Policy are based on current estimates of infrastructure construction prices in 2015 dollar terms.

The value of the development contribution will be inflation adjusted in accordance with the BERL adjustors in time for each financial year.

## **8.3 Statement on Goods and Services Tax (GST)**

The amounts in this development contributions policy are exclusive of GST.

Development contributions will be required inclusive of GST.

## **8.4 Units of demand**

The Council has apportioned the cost of capital works projects between renewal, additional capacity/growth and improved level of service. The additional capacity/growth component of capital expenditure has been allocated to growth on the basis of units of demand generated by new development only.

Growth assumptions provide an estimate of potential Household Equivalent Units (HEUs). The number of HEU's provides the base unit of demand for cost recovery across the district.

The total estimated HEUs for the Whakatāne District over the next ten years is based on the average household growth rate over the period 2001 to 2013, with emphasis on the last 7 years, based on CAU's from Statistics New Zealand, with verification of demand and capacity to accommodate demand having regard to:

- a) Previous demand for new dwellings and other forms of residential accommodation;
- b) Infill potential (including the potential for an increase in density of residential development by the construction of apartment complexes and similar forms of higher density residential development);
- c) Land zoned for a residential purpose or that could be potentially used for a household unit that can be subdivided;
- d) Vacant lots that have been subdivided;
- e) New growth areas as defined in the Proposed Whakatāne District Plan.

The unit of demand is the Housing Equivalent Unit (HEU), calculated as follows:

- a) For green-field residential development, a contribution per HEU will be applied uniformly for each lot regardless of size for reasons of administrative simplicity and because lot size is not considered to have a material impact on demand.
- b) For an infill residential development, one HEU is assessed as one household unit as defined in this policy.

- c) For industrial and/or commercial use in the Mill Road area, demand for network infrastructure will be applied based on a Household Equivalent Unit calculated by reference to the Whakatāne District Council Engineering Code of Practice 2008. Chapter 5 provides a basis to compare industrial flow demand from light, medium and heavy industrial unit, and compare it to a domestic flow. Based on this analysis, demand from a domestic flow is on average 0.1 litres/second/hectare. A factor of 4 will be applied to align with the Engineering Code of Practice requiring a minimum design flow for light industry of 0.4 litres/second/hectare.
- d) For household units that are 75m<sup>2</sup> in gross floor area or less, the HEU shall be reduced based on the actual gross floor of the proposed household as a percentage of 75m<sup>2</sup>. For example, a household unit of 60m<sup>2</sup> in gross floor area will be assessed as 0.8 of an HEU, being 80% of the size of a 75m<sup>2</sup> household unit.

Based on the Statistics New Zealand data from 2001 to 2013, and estimated growth in new residential zoned or serviced, or industrial serviced areas, HEU figures have been estimated for 2015 - 2025 (10 years) as follows:

- a) Whakatāne (South of the river) – 220 HEU's in 10 years.
- b) Whakatāne (North and south of the river) – 325 HEU's in 10 years. Note: this excludes the Huna/Shaw Road and Mill Road catchments.
- c) Ōhope – 85 HEU's in ten years.
- d) Coastlands/Piripai – 105 HEU's in 10 years; 650 in 30 or more years.
- e) Mill Road – 20 lots or new development or service connections in next ten years; 40 in 20 years. This will provide 20 HEU's for water and 80 HEU's for wastewater over 20 years.
- f) Huna/Shaw Road – 100 HEU's in 10 years; 200 HEU's in 20 years.
- g) Matatā - 45 HEU's in 10 years; 93 in 20 years.

Catchments of benefit, primarily for water, sewerage and stormwater assets, have been identified, and growth HEUs for these catchments have been identified based on analysis by Census Area Unit. The identified catchments are noted in Section 8.7 (Calculation of Development Contributions).

Non-residential growth HEUs and their distribution are taken into account when calculating the number of HEUs over which cost recovery will be spread. The following non-residential growth HEU estimates for Mill Road industrial and commercial land were estimated based on the pattern of subdivision that has occurred in the area recently characterised by larger lot sizes than the zone provisions provide for, ranging from 3,000 to 6,000m<sup>2</sup> in area.

## **8.5 Household Equivalent Conversion Factors**

For water, sewerage and stormwater services, residential and non-residential growth data has been used to assess the ten-year demand growth in HEU terms for each catchment and varies according to location.

Units of demand will be reviewed when the policy is reviewed. The Council has prepared the following conversion factors for different land use types as follows:

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Table 4: Units of Demand Applicable To Different Land Use and Subdivision Types

ACTIVITY	HEU CONVERSION FACTORS
<b>Subdivision or Service Connection</b>	
One residential lot	1.0 HEU
One industrial or commercial lot	4.0 HEU
<b>Development</b>	
One household unit - more than 75m <sup>2</sup> in gross floor area.	1.0 HEU per unit
One household unit of 75m <sup>2</sup> in gross floor area or less	Actual floor area as a percentage of 75m <sup>2</sup> . For example, 60m <sup>2</sup> /75m <sup>2</sup> is 80% or 0.8 HEU
One visitor unit of accommodation (excluding backpackers). For example, motel, hotel units.	0.6 HEU per unit.
Backpackers	0.6 HEU per 5 guest beds available
Industrial or commercial development	4.0 HEU

## 8.6 Timing

The event that will give rise to the **assessment** of a development contribution is, at Council's discretion, the earlier of:

- a) The granting of a resource consent under the Resource Management Act 1991; or
- b) The granting of a building consent under the Building Act 2004 for building work situated in the Whakatāne District; or
- c) The granting of an authorisation for a service connection.

Where payment is not made within twelve months of the date of the assessment of a development contribution, the amount of the development contribution will be reassessed in accordance with the latest contributions policy.

The event that will give rise to the requirement for **payment** of the assessed development contribution is, at Council's discretion, the earlier of:

- a) The granting of a building consent for the development;
- b) The granting of an authorisation of a service connection;
- c) A resource consent (land use) has been given effect to;

- d) The signing of a section 224(c) certificate under the Resource Management Act 1991 for a subdivision;

## 8.7 Calculation of Development Contributions Required from Development or Subdivision

Where

- DC = Development contributions payable.
- A = The applicable rate of development contribution as specified in Tables 5 to 7 below.
- B = The total units of demand for the site or total units of demand for the development, whichever is greater.

The total development contribution payable (DC) will be the Development Contributions Rate per HEU (A) times the Total HEUs for development (B)

### 8.7.1 Water

The development contributions payable for water will be calculated by:

$$DC = A \times B$$

Table 5: Development contributions for water

Catchment	Cost of Capital Works Projects	Growth Component of Capital Works Projects	Number of HEUs	Development Contributions Rate Per HEU
Whakatane (All)	\$3,060,000	\$102,140	430	\$237.53
Whakatāne (Huna/ Shaw Road)	\$300,000	\$294,000	200	\$1,470.00
Whakatāne (Piripai)	\$500,000	\$490,000	650	\$753.85

The dollar figure in the “Development Contributions Rate per HEU” column is the rate of development contribution required for water on a catchment basis applicable to the development as listed in Table 5. To determine if a site or development falls within the planning areas listed in the table above refer to Appendix A (Catchments).

Refer also to Table 4: Units of Demand Applicable to Different Land Use and Subdivision Types for the unit of demand.

Development contributions for water will not be required where:

- There is no connection to the Council’s water service and the development can proceed without this connection; or
- The applicant is required to complete or has elected to complete works to provide water to serve their development to an equivalent standard compliant with any relevant Act, regulation or District Plan rule.

### 8.7.2 Stormwater

The development contributions payable for stormwater will be calculated by:

$$DC = A \times B$$

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Table 6: Development contributions for stormwater

Catchment	Cost of Capital Works Projects	Growth Component of Capital Works Projects	Number of HEUs	Development Contributions Rate Per HEU
Whakatāne (Allandale-Mokorua; Trident; Whakatāne North; Whakatāne West)	\$4,650,000	\$255,200	220	\$1,160.00

The dollar figure in the “Development Contributions Rate per HEU” column is the rate of development contribution required for stormwater on a catchment basis applicable to the development as listed in Table 6. To determine if a site or development falls within the planning areas listed in the table above refer to Appendix A.

Refer also to Table 4: Units of Demand Applicable to Different Land Use and Subdivision Types for the unit of demand.

**Note:** A development contribution for stormwater is required by all developments and subdivisions as defined in the planning areas shown in Appendix A.

### 8.7.3 Wastewater treatment and disposal

The development contributions payable for sewerage will be calculated by:

$$DC = A \times B$$

Table 7: Development Contributions for Wastewater Treatment and Disposal

Catchment	Cost of Capital Works Projects	Growth Component of Capital Works Projects	Number of HEUs	Development Contributions Rate Per HEU
Whakatāne (All)	\$1,500,000	\$105,000	505	\$207.92
Whakatāne (All -Historic)	\$2,289,012	\$228,901	505	\$453.27
Whakatāne (Huna/Shaw Road)	\$550,000	\$539,000	200	\$2,695.00
Whakatāne (Piripai - Historic)	\$761,442	\$746,213	650	\$1,148.02
Whakatāne (Mill Road)	\$800,000	\$240,000	40 lots/service connections providing 160 HEU's	\$1,500 per HEU or \$6,000 per lot/ new development on a lot, or service connection

Matatā	\$5,565,300	\$139,132	93	\$1,496.04
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The dollar figure in the “Development Contributions Rate per HEU” column is the rate of development contribution required for sewerage on a catchment basis applicable to the development as listed in Table 7. To determine if a site or development falls within the catchment listed in the table above refer to Appendix A.

Refer also to Table 4: Units of Demand Applicable to Different Land Use and Subdivision Types for the unit of demand.

Development contributions for sewerage will not be required where:

- a) There is no connection to the Council’s sewerage service and the development can proceed without this connection; or
- b) The applicant is required to complete or has elected to complete works to provide sewage facilities to serve their development to an equivalent standard compliant with any relevant Act, regulation or District Plan rule.

### **8.8 Total Fees per HEU by Location**

Table 8 shows the total development contribution payable per HEU in the first three years of the policy. These contributions cover growth related capital expenditure listed in the LTP and historic capital expenditure incurred in anticipation of growth.

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Table 8: Total development contribution fees by location:

	Whakatane					Ohope	Matata
	Whakatāne – South of the Whakatane River	Whakatāne - North of River (excluding Piripai, Huna Road/Shaw Road and Mill Road catchments)	Piripai	Huna/Shaw Road	Mill Road	Ohope; Maraetotara (including Otarawairere)	Matata
Water	\$237.53	\$237.53	\$991.38	\$1,707.53	\$237.53	\$237.53	-
Stormwater	\$1,160.00	-	-	-	-	-	-
Wastewater	\$661.19	\$661.19	\$1,809.21	\$3,356.19	\$6,000.00 (\$1,500 per HEU x 4)	-	\$1,496.04
<b>Total Contribution</b>	<b>\$2,058.72</b>	<b>\$898.72</b>	<b>\$2,800.59</b>	<b>\$5,063.72</b>	<b>\$6,237.53 per lot/ new development on lot or service connection</b>	<b>\$237.53</b>	<b>\$1,496.04</b>

## **9.0 CREDITS**

Credits towards the requirement for development contributions will be considered by the Council on a case-by-case basis. There are two types of credits:

### **9.1 Credits that recognise previous contributions**

In awarding such credits, Council must take into account:

- a) The level of legally established existing development on the site or that occurred within the previous 5 years where the site is “between uses”. Where multiple existing uses are established the Council will have regard to the intensity of those uses in determining the level of credit to be given.
- b) Monies paid and/or works undertaken and/or land set aside by prior:
  - i. Financial contributions taken from a development under the District Plan for capital expenditure for growth for water, stormwater or wastewater.
  - ii. Developer agreements with the Council.
  - iii. Development contributions paid or land vested.
- c) Written confirmation of any other formally acknowledged credit given by the Council towards future development of a site.

### **9.2 Credits acknowledging historical demand on the site.**

In awarding such credits, Council must take into account:

- a) Where a subdivision is developed (e.g. a vacant lot is built upon) or an existing lot is further subdivided full credit will be given for the deemed existing use rights of the parent lot.
- b) For residential subdivisions (where the balance lot remains residential) the existing lot has a historic credit equal to 1 HEU developed in the catchment.
- c) Historical credits for properties will be calculated based on present day catchments and in terms of present day assessment methodology.
- d) Where a building has been relocated from one site to another, the title holder of the property will be given a credit of the relevant value of development contribution for the site or lot where the building was formerly sited and be required to pay a development contribution of the relevant value for the site or lot where the building will be moved to.

Credits will be associated with the existing title and calculated and assigned on a per activity basis. Any excess historical credits that are identified as a result of an amalgamation of individual titles will accrue on the new amalgamated title but will lapse if not utilised within a period of five years.

Any excess historical credits that are identified for any other reason other than amalgamation such as through subdivision of a parent lot will not accrue on an individual title.

Generally, development contributions will be required on development over and above that existing at the time of an application, creating additional units of demand, assessed by the Council according to section 8.7 of this policy.

Any credit given for a contribution paid in the past that exceeds the amount of the contribution payable under this policy cannot be credited towards other types of contributions that are otherwise payable. For example, a credit for water supply contributions paid in the past for a site cannot be used as a credit towards stormwater.

Where a development will result in a lesser number of units of demand than that exist in the site at the time of application, the credit will remain with the site for a period of 5 years and will not be payable to the applicant by the Council.

The units of demand applicable in the calculation of a development contribution required on a development shall be assessed by the Council at the time of application for the necessary consents or service connection, and may be re-adjusted prior to the issue of a section 224 Resource Management Act 1991 certificate in the case of subdivision, or prior to the commencement of a resource consent, the issue of a code compliance certificate under the Building Act or a service connection as applicable, in the case of a development. This is to allow for units of demand for which development contributions may have previously been paid over and above credits provided for in this policy. That is, adjustment will be made by the Council in its assessment to avoid potential double counting of development contributions required on the development.

## **10.0 RECONSIDERATION PROCESS**

An applicant may formally request the Council reconsider the development contributions required on the development concerned, under section 199A of the LGA.

The applicant must have grounds to believe that—

- a) The development contribution was incorrectly calculated or assessed under the territorial authority's development contributions policy; or
- b) The territorial authority incorrectly applied its development contributions policy; or
- c) The information used to assess the person's development against the development contributions policy, or the way the territorial authority has recorded or used it when requiring a development contribution, was incomplete or contained errors.

Any such request shall be made by notice in writing to the Council within 10 working days after the Council has advised in writing that development contributions are required on the development. The request shall set out the reasons for reconsideration.

## **11.0 OBJECTIONS**

An applicant may formally object to the assessed amount of development contributions required, under section 199C, of the Local Government Act 2002. The objection will be heard by Development Contributions Commissioners.

The applicant must lodge the objection, by serving notice of the objection to the Council within 15 working days of having been advised in writing by the Council that development contributions are required on the development or the outcome of a reconsideration process.

## **12.0 REFUNDS**

Sections 209 and 210 of the LGA apply to refunds of development contributions paid to Council, where:

- a) Resource consents lapse or are surrendered; or
- b) Building consents lapse; or
- c) The development or building does not proceed; or
- d) The Council does not spend the money to provide the growth infrastructure for which the development contribution was required; or
- e) Previous overpayment has been made (for whatever reason).

The development contribution will be refunded to the registered titleholders of the subject allotment as at the date of the refund assessment.

## **13.0 ENFORCEMENT**

Where payment is not received, the Council will, as relevant:

- a) Withhold a certificate under section 224(c) of the Resource Management Act 1991;
- b) Prevent commencement of a resource consent under the Resource Management Act 1991;
- c) Withhold a code of compliance certificate under section 95 of the Building Act 2004;
- d) Withhold a certificate of acceptance under section 99 of the Building Act 2004;
- e) Withhold a service connection to the development
- f) Register the development contribution under the Statutory Land Charges Registration Act 1928, as a charge on the title of the affected land.

## **14.0 METHODOLOGY**

The full methodology which demonstrates how the calculations for development contributions are made is set out in this policy.

## **15.0 SIGNIFICANT ASSUMPTIONS**

Significant assumptions underlying the calculation of the Schedule to the Development Contributions Policy (section 8.7) are as follows:

**Best available information** - Capital expenditure costs are based on the best available information at the time of preparation and largely represent a “rough order of costs” rather than specific estimates. In most cases, a percentage estimate of the increase in household units over the next ten years (or longer) has been used to determine the capital expenditure required for growth.

**Growth assumptions** - Growth assumptions underpinning this policy are based on Statistics New Zealand Census data from 2013. Estimates of future growth rates have largely been based on extrapolations from this data source.

New households and other forms of residential accommodation are a proxy for “growth”.

In the case of Mill Road industrial development, an assumption has been made about the likely pattern of subdivision that could occur there, that is less intensive than that provided by the District Plan rules. In this case, an estimate of the number of new lots is based on an assumption that lot sizes will typically range from 3,000m<sup>2</sup> to 6,000m<sup>2</sup> in area, with limited intensification of existing lots that are about this size. This reflects the actual pattern of subdivision that has occurred over the last five years.

For growth areas, the Proposed Whakatāne District Plan has been relied upon (based on the Integrated Urban Growth Strategy for Whakatāne and Ōhope). Until the District Plan is operative or appeals in relation to new growth areas have been resolved, there is uncertainty about the zoning of the Huna and Shaw Road area that could affect anticipated yields and timing of development and therefore the timing of planned capital expenditure. There are outstanding Environment Court appeals that may affect development opportunities (and therefore the estimated yield) for land within the Piripai catchment, and in relation to the proposed Matatā Wastewater scheme.

**Planning horizon** - A 10 year timeframe is used as a basis for forecasting growth, planning growth infrastructure provision and applying a development contribution. However, it is most unlikely that the capacity for growth in the identified catchments will be realised in 10 years. In cases where it is reasonable to assume growth capacity over a longer timeframe, then this longer period has been used.

**Estimates of growth related capital expenditure** - The Council has to assume that its planned growth related capital expenditure will be undertaken. This is a realistic assumption, given that the Council has planned its capital expenditure in accordance with statutory processes.

**Growth affordability** - Council assumes that managed growth within Whakatāne is affordable and that the Council’s share, for example contributions to trunk services, is able to be financed predominantly through capital expenditure, supported by development contributions in parallel with the Council’s core business and other projects.

**Community facilities built in anticipation of growth** - The Council’s policy on development contributions for development will include consistent and equitable contributions towards the impact of growth on existing community facilities, that is, water, stormwater and sewerage, built in anticipation of growth.

**Financial and administrative assumptions**



- a) All costs from projects in the ten-year plan used in the Development Contributions Policy are based on current estimates of infrastructure construction prices in 2014/15 dollar terms with inflation of all capital costs over the period using cost inflation factors supplied by BERL.
- b) That the income generated from rates will be sufficient to meet the operating costs of capital expenditure into the future.
- c) Operating expenditure will be allocated according to the Council's Revenue and Financing Policy.
- d) That there will be an impact from the capital expenditure on operating expenditure and an allowance has been made for this based on the type of asset.
- e) That the adopted methods of service delivery will remain substantially unchanged.

## **16.0 KEY RISKS**

The financial risks to Council are:

- a) That the growth assumptions are not met resulting in delayed development and delayed development contributions revenue. If this is the case, Council faces increased holding costs.
- b) That there is a lag between expenditure being incurred by the Council and contributions received from those undertaking developments.
- c) That the capital expenditures exceed those forecast.
- d) Finalisation of the District Plan and Environment Court decisions may affect the assumptions and outcomes relied upon to develop this policy.

## **17.0 POLICY REVIEW**

The Whakatāne District Council will review the implementation of the development contributions policy on an annual basis, through monitoring the actual uptake of building consents for dwellings, and commercial and industrial activities and the creation of allotments by subdivision to ensure that the estimates of the units of demand are accurate. The review process will be reported to the Council each year, where a decision will be made whether to change the policy under the provisions of the Local Government Act.

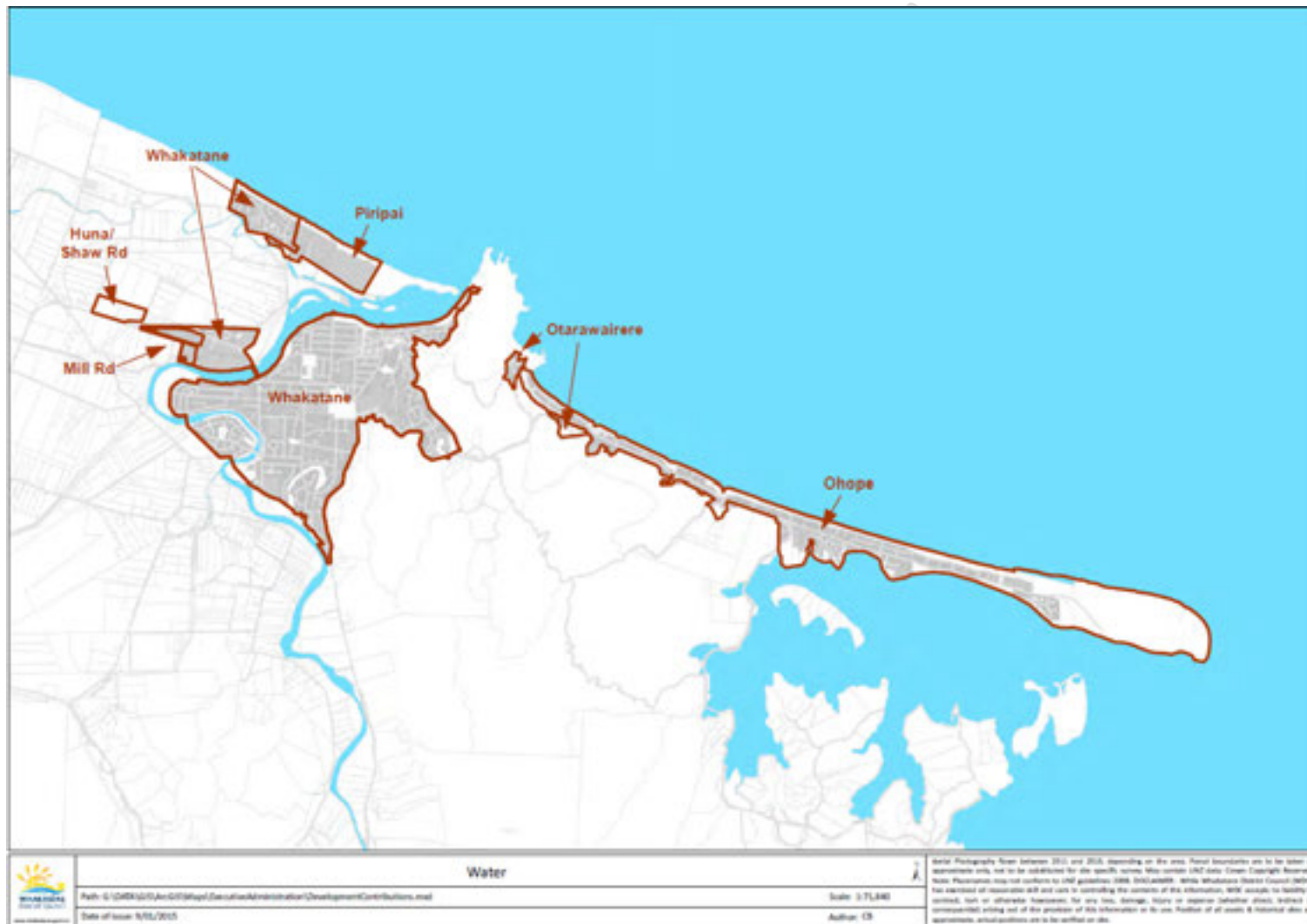
## **APPENDIX A: CATCHMENTS**

The following maps are included within this appendix:

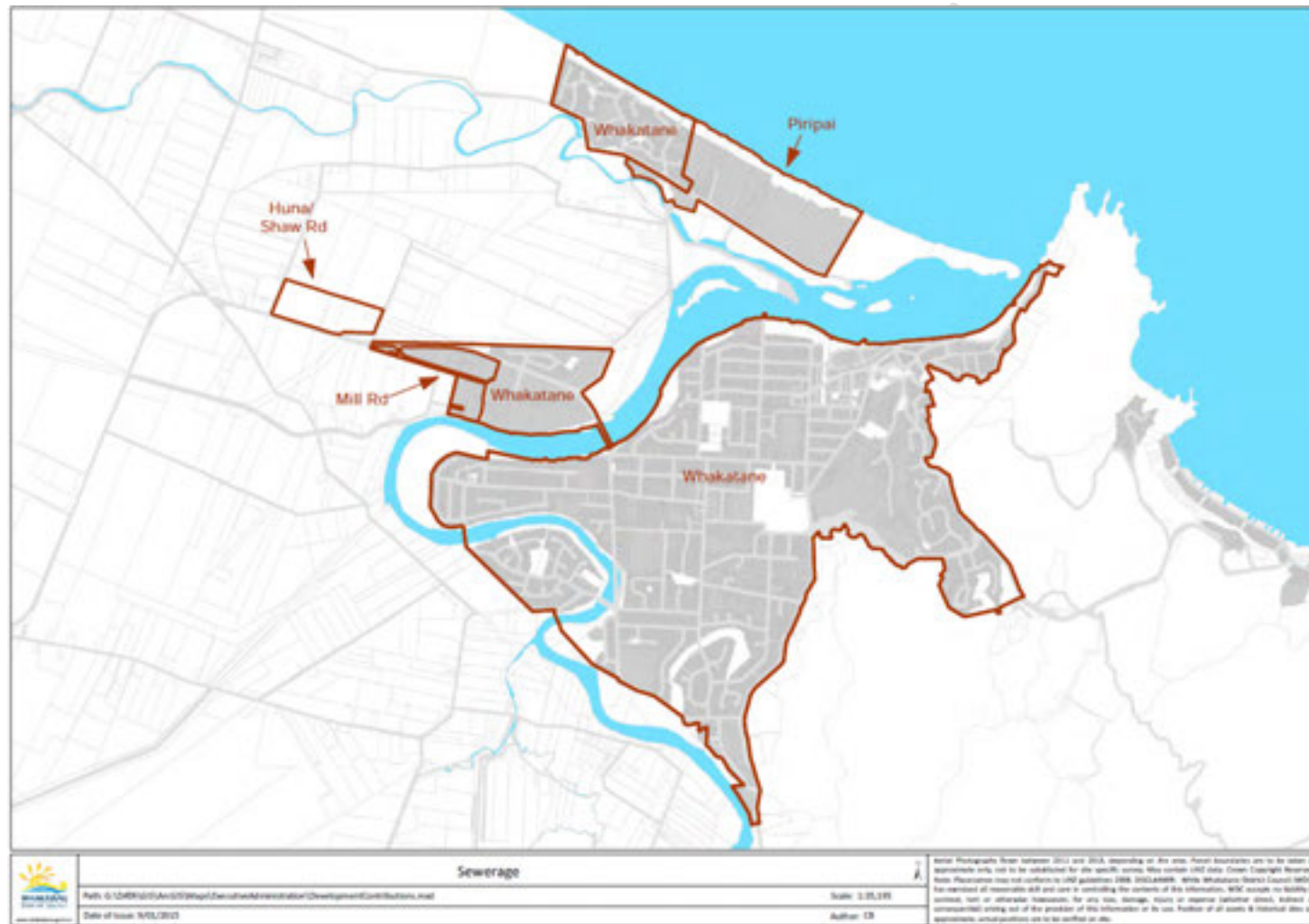
1. Water – Whakatāne, Piripai, Huna/Shaw Road, Mill Road, Ōhope and Ōtarawairere catchments.
2. Sewerage - Whakatāne, Piripai, Huna/Shaw Road and Mill Road catchments.
3. Stormwater - Whakatāne (South of the River) catchment.
4. Sewerage – Matatā catchment.

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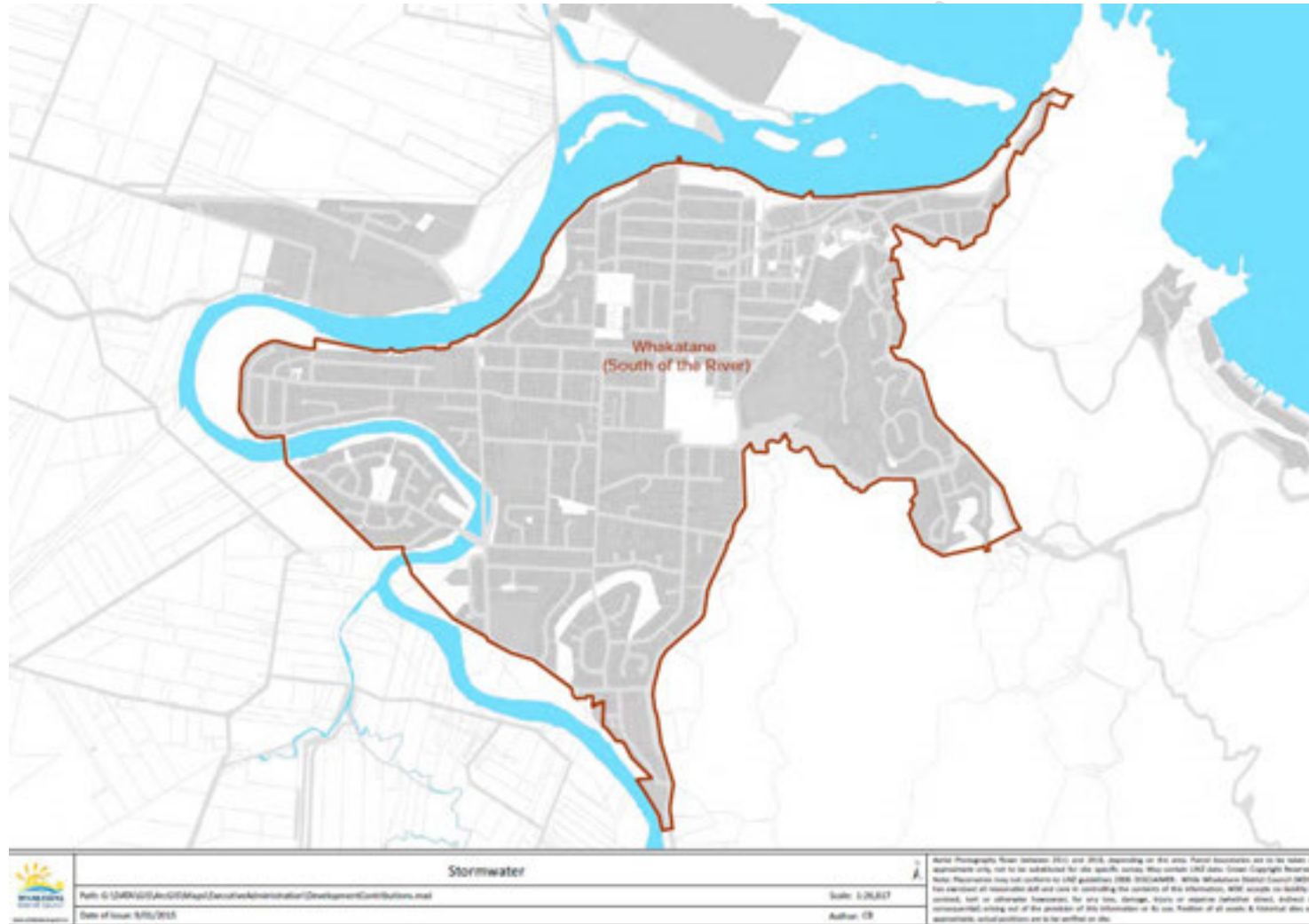
Water – Whakatāne, Piripai, Huna/Shaw Road, Mill Road, Ōhope and Ōtarawairere catchments.



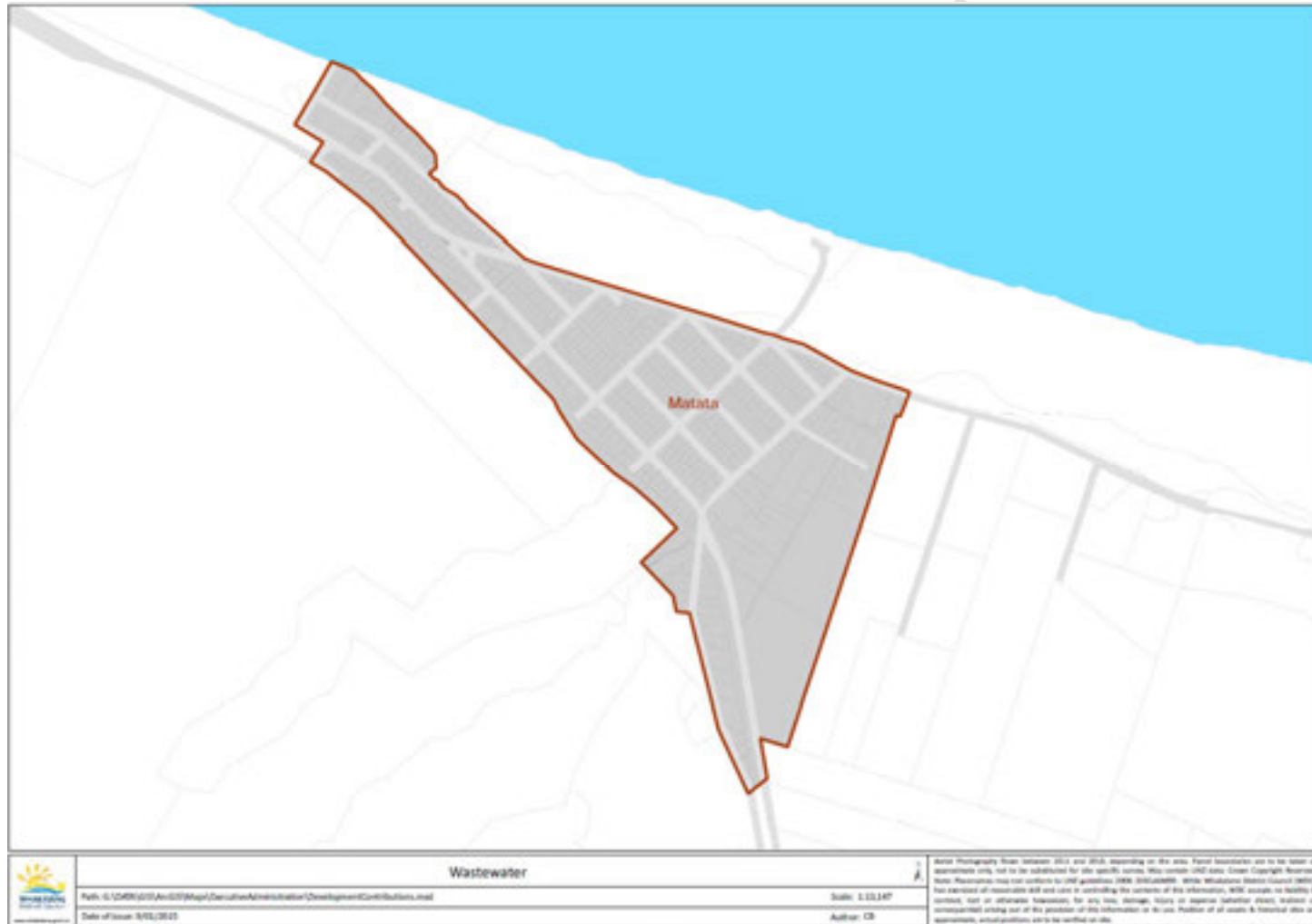
Sewerage - Whakatāne, Piripai, Huna/Shaw Road and Mill Road catchments.



**Stormwater - Whakatāne (South of the River) catchment**



Sewerage – Matatā catchment



## APPENDIX B: DEFINITIONS

Definitions	
<b>Activity</b>	<p>Has the same meaning set out in section 5 of the Local Government Act 2002 or any legislation substituted for the same as below:</p> <p>“5 Interpretation</p> <p>(1) In this Act, unless the context otherwise requires;</p> <p>activity means a good or service provided by, or on behalf of, a local authority or a council-controlled organisation;</p> <p>and includes;</p> <p>(a) the provision of facilities and amenities; and</p> <p>(b) the making of grants; and</p> <p>(c) the performance of regulatory and other governmental functions</p>
<b>Backpackers</b>	<p>Means temporary shared accommodation in a hostel or lodge where the emphasis is on the active travelling experience, facilitating cultural and social interaction for likeminded guests. Most offer a mixture of dormitories, double, twin and single rooms. Some rooms may include linen; otherwise they can be hired. Some rooms may also have TVs, refrigerators, tea and coffee and storage facilities. Facilities such as kitchens, bathrooms, lounges and laundries are usually shared, although private and ensuite bathrooms are sometimes available. Properties range from small converted houses to large hotel-like establishments.</p> <p>For clarity, the area used for permanent accommodation by the Manager(s) is considered to be a separate household unit for the purposes of this policy, and does not fall within this definition.</p>
<b>Commercial development</b>	<p>A development, which is not defined as an industrial activity, whose primary purpose is for commercial gain or any other professional activity not operated principally for commercial gain or place of public assembly. It includes retailing, professional offices, banks and other service providers, social service providers, commercial recreational facilities, administrative uses, visitor accommodation, churches, Marae, technological activities and sorting activities, but excludes accessory buildings directly related to primary production on the land, including agriculture, pastoral, horticultural and forestry production.</p>

Definitions	
<b>Community infrastructure</b>	<p>Has the same meaning set out in section 197 of the Local Government Act 2002 or any legislation substituted for the same as below:</p> <p>“197 Interpretation</p> <p>In this subpart,-</p> <p>community infrastructure means:</p> <p>(a) land, or development assets on land, owned or controlled by the territorial authority to provide public amenities; and</p> <p>(b) includes land that the territorial authority will acquire for that purpose”</p>
<b>Development</b>	<p>Has the same meaning set out in section 197 of the Local Government Act 2002 or any legislation substituted for the same as below:</p> <p>“197 Interpretation</p> <p>In this subpart,-</p> <p>development means:</p> <p>(a) any subdivision or other development that generates a demand for reserves, network infrastructure or community infrastructure; but</p> <p>(b) does not include the pipes or lines of a network utility operator”</p>
<b>Development contribution</b>	<p>Has the same meaning set out in section 197 of the Local Government Act 2002 or any legislation substituted for the same as below:</p> <p>“197 Interpretation</p> <p>In this subpart,-</p> <p>development contribution means a contribution:</p> <p>provided for in a development contribution policy included in the long-term council community plan of a territorial authority; and</p> <p>(b) calculated in accordance with the methodology; and</p> <p>(c) comprising-</p> <p>(i) money; or</p> <p>(ii) land, including a reserve or esplanade reserve (other than in relation to a subdivision consent), but excluding</p> <p style="padding-left: 40px;">Māori land within the meaning of Te Ture Whenua Act 1993, unless that Act provides otherwise; or</p> <p>(iii) both”</p>



Definitions	
<b>Development Contribution Policy</b>	<p>Has the same meaning set out in section 197 of the Local Government Act 2002 or any legislation substituted for the same as below:</p> <p>“197 Interpretation</p> <p>In this subpart,-</p> <p>development contribution policy means:</p> <p>the policy on development contributions included in the long-term council community plan of the territorial authority under section 102(4)(d).</p>
<b>Goods and Services Tax (GST)</b>	Means goods and services tax under the Goods and Services Tax Act 1985 or any legislation substituted for the same.
<b>Hosted</b>	<p>Means temporary accommodation in a bed and breakfast, farm or home stay, guest house, boutique lodge, inn, country hotel, and similar establishments providing “home-like” or “character” accommodation for a temporary period of time. There is normally an emphasis on personal interaction between the guest and the host. Kitchen/cooking facilities are not usually provided, although some properties may offer self-contained cottages. Depending on the style of the property, bedrooms may include tea and coffee making facilities, TV and a phone. Lounge facilities are usually shared with the hosts and/or other guests. Bathrooms may be ensuite, private or shared. Breakfast is usually provided and is usually part of an all-inclusive tariff.</p> <p>For clarity, the area used for permanent accommodation by the host(s) is considered to be a separate household unit for the purposes of this policy, and does not fall within this definition.</p>
<b>Hotel</b>	Means temporary accommodation in an establishment with at least one licensed bar and restaurant on the premises (or adjacent) with charge back facilities. All rooms have tea and coffee making facilities and there is on-site management at all times. All provide breakfast whether in a restaurant or breakfast room, or via room service. Some hotels have conferences and banqueting facilities. A standard room usually has one room for both sleeping and living, with an ensuite bathroom. A suite will usually have a living room and at least one separate bedroom and possible a mini kitchen. Hotel apartments usually have both mini kitchens and laundry facilities.
<b>Household unit</b>	A building or part of a building intended to be used as an independent residence, with a kitchen sink, a toilet and a shower or bath (or plumbing for these facilities). It includes any apartment, semi-detached or detached dwelling, townhouse, retirement unit, dwelling unit, flat or home unit.

Definitions	
<b>Industrial development</b>	A development whose primary purpose is to produce goods by manufacturing, processing, assembling or packaging, or dismantling, servicing, testing, repair, cleaning, painting, storage, and/or warehousing of any materials, goods or products, vehicles or equipment, and includes transportation activities, depots, engineering workshops, panel beaters, spray painters, the milling or processing of timber and offensive trades.
<b>Lot</b>	<p>A parcel of land held in a separate certificate of title (or two or more titles required to be held in one ownership) but does not include a parcel of land which has been or may be disposed of separately as a public reserve or for other public purposes or which is to be amalgamated with adjoining land.</p> <p>In the case of land subdivided under the cross-lease or company lease systems (other than strata titles), lot shall mean an area of land containing:</p> <p>(a) A building or buildings for residential or business purposes with any accessory building, plus any land exclusively  restricted to the users of that building, or</p> <p>A remaining share or shares in the fee simple creating a vacant part of the whole for future cross-lease or company  lease purposes.</p> <p>In the case of land subdivided under the Unit Titles Act 1972 (other than strata titles), lot shall mean an area of land containing a principal unit or proposed unit on a unit plan together with its accessory units, and an area of land being equivalent to the total land title area divided by the number of principal units located thereon.</p> <p>In the case of strata titles, site shall mean the underlying Certificate(s) of Title immediately prior to subdivision.</p>
<b>Mixed use</b>	A development or a lot created for a development that combines commercial and industrial development, but not a household unit.

Definitions	
<b>Motel</b>	<p>Means temporary, self contained and serviced accommodation and includes motor lodges, motor inns, motel apartments, serviced apartments and serviced holiday cottages. Units are usually serviced daily or as otherwise agreed with the guest, and are self contained providing at least tea and coffee making facilities and a private or ensuite bathroom. Frequently, cooking facilities (microwave and/or range) are provided within the accommodation so guests can prepare their own meals independently. Milk, tea, coffee and sugar are supplied for guests' immediate use. Off-street carparking and all bedding and linen are provided. Communal laundry facilities are available and some units may have their own laundry facilities. Units may have TV's, phone, iron and modem for computer use. At extra cost, breakfasts can usually be ordered the night before. There is a responsible person constantly in charge on site. A studio has one room for both living and sleeping. Other units can have one or more separate bedrooms.</p> <p>For clarity, the area used for permanent accommodation by the Motel Manager(s) is considered to be a separate household unit for the purposes of this policy, and does not fall within this definition.</p>
<b>Network infrastructure</b>	<p>Has the same meaning set out in section 197 of the Local Government Act 2002 or any legislation substituted for the same as below:</p> <p>"197 Interpretation</p> <p>In this subpart,-</p> <p>network infrastructure means:</p> <p>the provision of roads and other transport, water, Sewage, and stormwater collection and management."</p>
<b>Reserves</b>	Has the same meaning set out in section 2 of the Reserves Act 1977.
<b>Residential Lot</b>	A lot, as defined in this policy that is or will be used for a household unit or units.
<b>Roading</b>	Has the same meaning set out in section 315 of the Local Government Act 1974.
<b>Service connection</b>	<p>Has the same meaning set out in section 197 of the Local Government Act 2002 or any legislation substituted for the same as below:</p> <p>"197 Interpretation</p> <p>In this subpart,-</p> <p>service connection means:</p> <p>a physical connection to a service provided by, or on behalf of, a territorial authority."</p>
<b>Site Area</b>	The total area of the new and/or additional development proposed, including all buildings, structures and other areas used for car parking, access, manoeuvring areas, loading areas, outdoor storage and display areas, rubbish and waste collection areas and the like, associated with the new and/or additional development.

Definitions	
<b>Solid waste</b>	Recycling Park and refuse transfer station.
<b>Stormwater</b>	Stormwater drainage and any associated infrastructure.
<b>Units of demand</b>	<p>Means those units set out in Schedule 13 of the Local Government Act 2002 or any legislation substituted for the same as below:</p> <p>“Schedule 13</p> <p>Methodology for calculating development contributions</p> <p><b>1 Methodology for relating cost of community facilities to units of demand</b></p> <p>In order to calculate the maximum development contribution in respect of a community facility or an activity or group of activities for which a separate development contribution is to be required, a territorial authority must first-</p> <p>(a) identify the total cost of the capital expenditure that the local authority expects to incur in respect of the community facility, or activity or group of activities, to meet the increased demand resulting from growth within the district, or part of the district, as the case may be, as set out in the long-term council community plan in accordance with section 106(2)(a); and</p> <p>(b) identify the share of that expenditure attributable to each unit of demand, using the units of demand for the community facility or for separate activities or groups of activities, as the case may be, by which the impact of growth has been assessed.</p> <p><b>2 Attribution of units of demand to developments</b></p> <p>For the purpose of determining in accordance with section 203(2) the maximum development contribution that may be required for a particular development or type of development, a territorial authority must demonstrate in its methodology that it has attributed units of demand to particular developments or types of development on a consistent and equitable basis.</p>
<b>Visitor accommodation</b>	Means hotel, motel, hosted, backpackers or caravan park as defined in this policy.
<b>Wastewater</b>	Means sewerage, treatment and disposal of sewage wastewater and all associated infrastructure.

Definitions	
<b>Water</b>	<p>Means Water Supply which has the same meaning set out in section 124 of the Local Government Act 2002 or any legislation substituted for the same as below:</p> <p>“124 Interpretation</p> <p>In this part,- water supply means the provision of drinking water to communities by network reticulation to the point of supply of each dwelling house and commercial premise to which drinking water is supplied.</p>

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## APPENDIX C: SCHEDULE OF ASSETS DEVELOPMENT CONTRIBUTION FUNDED

Schedule of Assets: Development Contribution Funded											
	Proposed	Historic	Total	Reserve Balance Estimate at 1 July 2015	DC to Collect	Proposed Projects – DC Funding and Total Project Cost (TPC)	Historic Projects – DC Funding and Total Project Cost (TPC)	HEU	Comments	DC Amount per HEU	Revenue Assumptions
<b>Whakatāne (All)</b>											
Stormwater	\$ 316,200	\$ -	\$ 316,200	\$ 61,000	\$ 255,200	Hinemoa PS and Pipes (\$244,800/\$3,600,000 TPC); Upgrade St Joseph PS and drain (\$71,400/\$1,050,000 TPC);		220	Whakatāne, excluding Coastlands (105 HEU's), Huna Road (100 HEU's) and Mill Road (20 HEU's). Stormwater projects benefit Whakatāne (south of river).	\$ 1,160.00	10 years to receive revenue; even receipt of revenue each year (\$25,520 per year).
Water	\$ 211,140	\$ -	\$ 211,140	\$ 109,000	\$ 102,140	Whakatāne water storage (\$211,140/\$3,060,000 TPC)		430	Whakatāne including Huns/Shaw Road (325 HEU's) and Ohope (85 HEU's), plus Mill Road (20 HEU's)	\$ 237.53	10 years to receive revenue; even receipt of revenue each year (\$10,214 per year).
Wastewater	\$ 105,000	\$ 228,901	\$ 333,901	\$ -	\$ 333,901	Emergency Storage (\$105,000/\$1,500,000 TPC)	McAllister Street PS (\$121,960/\$1,219,599 TPC); City South pumpstation storage tank (\$46,322/\$463,320 TPC); Whakatāne wastewater upgrade (\$6,309/\$63,093 TPC); Stg 1 Whak W/W plant upgrade (\$54,300/\$543,000 TPC)	505	Whakatāne including Coastlands CAU (325 HEU), Huna Road (100 HEU over 10 years) and Mill Road (80 HEU's over 10 years (factor of 4 for light industry))	\$ 661.19	10 years to receive revenue; even receipt of revenue each year (\$33,390 per year)
<b>Whakatāne (Huna Road)</b>											
Water	\$ 294,000	\$ -	\$ 294,000	\$ -	\$ 294,000	Huna Road/Shaw Road (\$294,000/\$300,000 TPC)		200	20 year timeframe	\$ 1,470.00	20 year development period. Half of income likely to be received in 2018/19 (\$147,000). Balance estimated in 2025/26.
Wastewater	\$ 539,000	\$ -	\$ 539,000	\$ -	\$ 539,000	Huna Road/ Shaw Road (\$539,000/\$550,000 TPC)		200	20 year timeframe	\$ 2,695.00	20 year development period. Half of income likely to be received in 2018/19 (\$269,500). Balance estimated in 2025/26.
<b>Whakatāne (Coastlands)</b>											
Water	\$ 490,000	\$ -	\$ 490,000	\$ -	\$ 490,000	Coastlands Link Main (\$490,000/\$500,000 TPC)		650	25 – 30 year timeframe	\$ 753.85	25 – 30 year time period (if not longer). 90 HEU's estimated in next 10 years. Revenue even per year for those 105 HEU's (\$7,315 per year), except in year 2018/19 where 50 additional HEU's associated with a retirement village may be realised (\$37,693), totalling \$44,477 in that year.
Wastewater	\$ 746,213	\$ 746,213	\$ 746,213	\$ -	\$ 746,213		Piripai W/W projects (\$746,213/\$761,442 TPC)	650	25 – 30 year timeframe	\$ 1,148.02	25 – 30 year time period (if not longer). 105 HEU's estimated in next 10 years. Revenue even per year for those 105 HEU's (\$12,065 per year), except in year 2018/19 where 50 additional HEU's associated with a retirement village may be realised (\$57,401), totalling \$67,733.18 in that year.
<b>Whakatāne (Mill Road)</b>											
Wastewater	\$ 240,000	\$ -	\$ 240,000	\$ -	\$ 240,000	Mill Road (\$240,000/\$800,000 TPC)		40 lots/new development/ service connections over 20 years (factor of 4 applies = 160 HEU's)	20 year timeframe.	\$1,500 per HEU or \$6,000 per lot or new development or service connection	Light Industrial (Engineering Code of Practice) suggests factor of 4 should apply compared to domestic demand/flow. Assume even receipt of income from subdivision, development and service connections over next 10 years = 80 HEU's over 10 years x \$1,500 = \$120,000 or \$12,000 per year.
<b>Matata</b>											
Matatā Wastewater	\$ 139,132	\$ 139,132	\$ 139,132	\$ -	\$ 139,132	Matatā W/W Scheme (\$139,132/\$5,565,300 TPC)		93	20 year timeframe	\$ 1,496.04	45 HEU's in next 10 years. Distributed evenly over last 3 years of LTP. 1st year is construction period. (\$67,321.80 over 3 years is \$7,480.20 per year from 2016/17)
<b>Total</b>	<b>\$ 2,195,340</b>	<b>\$ 1,114,246</b>	<b>\$ 3,309,586</b>	<b>\$ 170,000</b>	<b>\$ 3,139,586</b>						

**APPENDIX D: SCHEDULE OF COMPLIANCE WHAKATĀNE DISTRICT DEVELOPMENT CONTRIBUTIONS POLICY SCHEDULE OF LOCAL GOVERNMENT ACT 2002 COMPLIANCE**

The following table sets out the requirements under the Local Government Act 2002 for the preparation of a Development Contributions Policy. The sections of the Development Contributions Policy which satisfy the requirements in the Local Government Act 2002 are noted in the second column. The Council considers that the Development Contributions Policy achieves full compliance.

**SCHEDULE OF LGA 2002 COMPLIANCE**

Provision of LGA 2002	Section of Development Contributions Policy
Section 106(2)(a): summarise and explain the [total cost of capital expenditure] identified in the long-term ... plan [, or identified under clause 1(2) of Schedule 13] that the local authority expects to incur to meet the increased demand for community facilities resulting from growth; and	Section 6 (In particular Table 1)
Section 106(2)(b): state the proportion of that [total cost of capital expenditure] that will be funded by development contributions; financial contributions; other sources of funding	Section 6 (In particular Table 1)
Section 106(2)(c): explain, in terms of the matters required to be considered under section 101(3), why the local authority has determined to use these funding sources to meet the expected capital expenditure.	-
Section 101(3): The funding needs of the local authority must be met from those sources that the local authority determines to be appropriate, following consideration of,—	-
Section 101(3)(a): in relation to each activity to be funded,-	-
Section 101(3)(a)(i): the community outcomes to which the activity primarily contributes; and	Section 7.1
Section 101(3)(a)(ii): the distribution of benefits between the community as a whole, any identifiable part of the community, and individuals; and.	Section 7.2
Section 101(3)(a)(iii): the period in or over which those benefits are expected to occur; and.	Section 7.3
Section 101(3)(a)(iv): the extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity; and	Section 7.4
Section 101(3)(a)(v): the costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities; and	Section 7.5

Provision of LGA 2002	Section of Development Contributions Policy
Section 101(3)(b): the overall impact of any allocation of liability for revenue needs on the community	Section 7.5
Section 106(2)(d): identify separately each activity or group of activities for which a development contribution will be required, and in relation to each activity or group of activities, specify the total amount of funding to be sought by development contributions	Section 6 (In particular Table 1) And Section 8.7
Section 106 (2)(f): Summarise the provisions that relate to financial contributions in the District Plan.	Section 5
Section 106 (2A): This section does not prevent a local authority from calculating development contributions over the capacity life of assets or groups of assets for which development contributions are required, so long as—  (a) the assets that have a capacity life extending beyond the period covered by the territorial authority’s long-term plan are identified in the development contributions policy; and  (b) development contributions per unit of demand do not exceed the maximum amount allowed by section 203.]	
Section 106(3): If development contributions are required, the local authority must keep available for public inspection the full methodology that demonstrates how calculations for those contributions were made.	Section 8.7
Section 201(1)(a): an explanation of, and justification for, the way in which each development contribution in the [Schedule to Development Contributions Policy] is calculated	Section 8
Section 201(1)(b): the significant assumptions underlying the calculation of the schedule of development contributions, including an estimate of the potential effects, if there is significant uncertainty as to the scope and nature of the effects	Section 15
Section 201(1)(c): the conditions and criteria (if any) that will apply in relation to the remission, postponement, or refund of development contributions, or the return of land.	Section 12
Section 201A:  1)If a territorial authority has determined to seek funding for community facilities under this subpart, the policy required by section 102 must include, in addition to the matters set out in sections 106 and 201, a schedule that lists—  (a) each new asset, additional asset, asset of increased capacity, or programme of works for which the development contributions	Section 8  (in particular section 8.7)



Provision of LGA 2002	Section of Development Contributions Policy
<p>requirements set out in the development contributions policy are intended to be used or have already been used; and</p> <p>(b) the estimated capital cost of each asset described in paragraph (a); and</p> <p>(c) the proportion of the capital cost that the territorial authority proposes to recover through development contributions; and</p> <p>(d) the proportion of the capital cost that the territorial authority proposes to recover from other sources.</p> <p>(2) For the purposes of subsection (1), assets for which development contributions are required can be grouped together into logical and appropriate groups of assets that reflect the intended or completed programmes of works or capacity expansion.</p> <p>(3) A schedule under subsection (1) must also include assets for which capital expenditure has already been incurred by a territorial authority in anticipation of development.</p> <p>(4) Information in the schedule under subsection (1) must group assets according to the district or parts of the district for which the development contribution is required, and by the activity or group of activities for which the development contribution is required.</p>	
<p>Section 202 - Contents of schedule to development contributions policy</p> <p>(1) The schedule of development contributions required by section 201 (2) must specify</p> <p>(a) the development contributions payable in each district, calculated, in each case, in accordance with the methodology in respect of-</p> <p>(i) reserves; and</p> <p>(ii) network infrastructure; and</p> <p>(iii) community infrastructure;</p> <p>(b) the event that will give rise to a requirement for a development contribution under section 198, whether upon granting</p> <p>(i) a resource consent under the Resource Management Act 1991; or</p> <p>(ii) a building consent under the Building Act 2004; or</p> <p>(iii) an authorisation for a service connection.</p> <p>(2) If different development contributions are payable in different parts of the district, subsection (1) applies in relation to the parts of the district.</p>	<p>Section 8</p> <p>And in particular section 8.7</p>

Provision of LGA 2002	Section of Development Contributions Policy
(3) The specifications required under subsection (1) or subsection (2) must be given separately in relation to each activity or group of activities for which separate development contributions are required.	
<p>Section 202A: Reconsideration process to be in development contributions policy</p> <p>(1) If a territorial authority has determined to seek funding for community facilities under this subpart, the policy required by section 102 must, in addition to the matters set out in sections 106 and 201 to 202-201 to 202, and subject to any regulations made under section 259(1)(e) or (f), set out the process for requesting reconsideration of a requirement under section 199A.</p> <p>(2) The process for reconsideration must set out—</p> <p>(a) how the request can be lodged with the territorial authority; and</p> <p>(b) the steps in the process that the territorial authority will apply when reconsidering the requirement to make a development contribution.]</p>	Section 10
<p>Section 203 - Maximum development contributions not to be exceeded</p> <p>(1) Development contributions for reserves must not exceed the greater of –</p> <p>(a) 7.5% of the value of the additional allotments created by a subdivision; and</p> <p>(b) the value equivalent of 20 square metres of land for each additional household unit [or accommodation unit] created by the development.</p> <p>(2) Development contributions for network infrastructure or community infrastructure must not exceed the amount calculated by multiplying the cost of the relevant unit of demand calculated under clause 1 of Schedule 13 by the number of units of demand assessed for a development or type of development, as provided for in clause 2 of Schedule 13 [, and as amended for any Producers Price Index adjustment adopted in a development contributions policy in accordance with section 106(2B),, as provided for in clause 2 of Schedule 13.</p>	Section 8

# Revenue and Financing Policy

## 1.0 PURPOSE

The aim of the policy is to promote consistent, prudent, effective and sustainable financial management of the Council and to ensure activities are funded from the most appropriate source.

The Revenue and Financing Policy sets out the Council's funding philosophy and describes how each of the Council's activities will be funded including the rationale for the use of each funding method.

The Local Government Act 2002 (the Act) requires all councils to adopt a Revenue and Financing Policy as part of its Long Term Plan. Specifically, this Policy is required to comply with sections 102 and 103 of the Act.

## 2.0 FUNDING PHILOSOPHY

The following funding philosophy has been adopted by the Council to underpin the revenue and rating system for the 2015-25 Long Term Plan.

*The Council has adopted the following philosophy for the apportionment of funding:*

- a) *Where services and the beneficiaries of those services can be clearly defined, those beneficiaries should contribute towards the cost of providing those services in proportion to their level of use through direct user charges provided it is administratively efficient to do so; and*
- b) *Where specific benefits accrue to a particular part or parts of the District, the cost of those benefits should be met through rates charged to that part or parts of the District, through the application of differentials and/or targeted rates; and*
- c) *Where benefits provided can be identified as a public good and accrue to the district as a whole, the Council will apply the generally accepted principles of taxation and the cost of those benefits will be met by Capital Value general rates across the district.*

Remission and Postponement policies will be provided as the safety net to assist in cases where ratepayers have a reduced ability to pay.

## 3.0 POLICY CONSIDERATIONS

Section 101(3)(a) of the Act requires local authorities to consider certain matters when determining the sources that will be used to meet funding needs. These considerations seek to ensure that financial affairs are managed prudently and in a manner that promotes the current and future interests of the community. This section of the Policy demonstrates how the Council has considered these matters.

### 3.1 Community outcomes

Community Outcomes represent the Council's contribution to community wellbeing in the District. They represent the goals that the Council is aiming towards and underpin the rationale for the activities and services the Council delivers. The six Community Outcomes of the Council are outlined below. The Activity Funding Tables within section eight of this Policy outline the Community Outcomes to which each activity contributes.

Reliable and Affordable Infrastructure	Sustainable Economic Development
Quality Services	Valuing our Environment
Effective Leadership	Community Needs

### 3.2 User/beneficiary pays

This consideration analyses the distribution of benefits an activity has between the community as a whole, any identifiable part of the community, and individuals. The activity funding tables within section eight of this Policy identify which proportion of each activity is considered being of public versus private benefit.

As the Council’s funding philosophy is centred around a beneficiary pays approach, the funding sources selected by the Council for each activity will typically, although not always, reflect the levels of public versus private benefit. The choice of funding source will also be influenced by the other policy considerations listed in this section.

The available funding sources are listed in section seven of this Policy. This includes an identification of whether these sources apply to either public or private good, or both. The Council also applies differentials to some rating categories. This provides both reduced and increased rates charges to recognise the level of access to services and facilities for some areas of the District as a result of remoteness.

### 3.3 Intergenerational equity

This consideration analyses the period in or over which the benefits of Council’s activities are expected to accrue. This then indicates the period over which the operating and capital expenditure should be funded.

For all activities, operating costs are directly related to providing benefits in the year of expenditure. As such, they are appropriately funded on an annual basis from annual revenue.

Intergenerational equity applies more readily to capital expenditure where assets have useful lives ranging from a few years through to many decades. One method used to spread these costs over time is loan funding. This ensures that current ratepayers do not pay for benefits received by future ratepayers. Each year’s ratepayers service the debt associated with this asset. This results in infrastructural costs being spread more evenly across the life of the asset and the different ratepayers who benefit from it.

### 3.4 Exacerbator Pays

This consideration analyses the extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity. Examples are parking enforcement, dog control, littering, noise control, enforcement of bylaws etc. This principle aims to identify the costs to the community of controlling the negative effects of individual or group actions. The principle suggests that Council should recover any costs directly from those causing the problem.

Some of Council’s activities exhibit exacerbator pays characteristics, in particular ‘Regulation Monitoring’. Through the use of fees and charges and fines the Council will seek to recover

expenditure where this situation exists. However it is acknowledged that it can be difficult or inefficient to identify exacerbators (e.g. fly-tipping of refuse) and in these circumstances activities will be funded through general rates.

### **3.5 Costs and benefits**

This consideration analyses the costs and benefits of funding the activity distinctly from other activities.

There are administration costs associated with separate funding and these need to be weighed against any benefits of targeting specific beneficiaries/users of a service, including transparency and accountability. Transparency and accountability are most evident when an activity has one defined funding source. This allows ratepayers, or payers of user charges, as the case may be, to see exactly how much money is being raised and spent on the activity, and to assess more readily whether or not the cost to them of the activity represents good value.

However, funding every activity this way would be extremely complex. For some activities, the quantity of rates funding to be collected amounts to only a few cents per ratepayer. The administrative cost and lack of significance lead Council to fund a number of activities by way of a general rate. To aid in transparency and accountability, Council separates the total general rate into reasonable activity breakdowns when presenting the ratepayer with their rates assessment notices. This then allows the ratepayer to make some form of meaningful assessment down to activity level.

## **4.0 FUNDING OF OPERATING EXPENDITURE**

Operating expenditure pays for Council's day to day expenditure of service delivery, maintaining existing assets, or other expenditure that does not buy or build a new asset.

Council funds operating expenditure from the following sources:

- a) General rates, including uniform annual general charges
- b) Targeted rates, including fixed targeted rates
- c) Fees and charges
- d) Interest and dividends from investments
- e) Grants and subsidies
- f) Other operating revenue (e.g. operating reserves).

The Council has determined the proportion of operating expenditure to be funded from each of the sources listed above, and the method for apportioning rates and other charges. The activity funding tables outlines in section eight of this Policy explains how those decisions have been made and provides information on how operating expenditure is funded for each activity.

The Council may choose to not fully fund operating expenditure in any particular year, if the deficit can be funded from operating surpluses in the immediately preceding or subsequent years. An operating deficit will only be budgeted when beneficial to avoid significant fluctuations in rates, fees or charges.

The Council may choose to fund from the above sources more than necessary to meet the operating expenditure in any particular year. The Council will only budget for an operating

surplus to fund an operating deficit in the immediately preceding or following years, or to repay debt.

The Council will have regard to forecast future debt levels when ascertaining whether it is prudent to budget for an operating surplus for debt repayment. The LGA requires Council to produce a Funding Impact Statement that provides details on the funding mechanisms to be used for each year covered, and for this Statement to be included in the Long Term Plan and Annual Plan, as appropriate. The Funding Impact Statement shows how the Council intends to implement the Revenue and Financing Policy each year. It also shows the amount of funding to be collected from each available source, including how various rates are to be applied.

## **5.0 FUNDING OF CAPITAL EXPENDITURE**

Capital Expenditure pays for buying or building new assets including replacing an existing asset or improving an existing one to deliver a better service.

The Council usually funds capital expenditure from borrowing and spreads repayment over several years. Borrowing is managed within the framework specified in Council's Liability Management Policy. Borrowing for capital expenditure enables the Council to ensure there is intergenerational equity in terms of who funds capital expenditure – the repayments are spread over the reasonably expected average life of the asset where practicable. This means today's ratepayers are not asked to fund tomorrow's assets.

Other funds include:

- a) Grants and Subsidies - from agencies such as the NZ Transport Agency and Ministry of Health
- b) Council reserves - including annual revenue collected to cover depreciation
- c) Development contributions
- d) Proceeds from the sale of assets
- e) Lump sum contributions

The Prospective Financial Statements included in the Long Term Plan contain a statement of prospective net debt position. This statement provides a summary of forecast borrowing levels, identifying the impact of capital expenditure and the various other capital funding sources listed above.

## **6.0 FUNDING SOURCES**

This section provides some simple definitions of the different sources that are available to fund Council's activities. Each activity may be funded from any one or more source.

General Rates	<p>General rates are used to raise revenue for activities that are of public good or where recovery from users (private good) is not efficient or possible. They include two portions. Part is set based on capital value (value of land plus improvements), and part is by a fixed amount per rating unit (Uniform Annual General Charges – UAGC-).</p> <p><b>Differential on the general rate</b></p> <p>A stepped differential is applied for properties with a capital value over \$15m. For properties that are in this category, the portion of the property valued under \$15m will attract the full capital value general rates charges. For the portion of the property with capital value over \$15m, only a half capital value general rates charge will apply. This differential does not apply to the UAGC portion.</p>
Targeted rates	<p>Targeted rates are used to raise revenue for activities where an area of benefit can be recognised, for example a rate may be charged to the commercial sector, or to a specific ward. They are set based on the capital value or as a fixed amount per rating unit (Fixed Targeted Rate). This can be used for both private good and public good.</p>
Lump sum contributions	<p>For the recovery of specific capital expenditure, otherwise loan funded (optional for ratepayer). These must have a high component of private good as they are paid by ratepayers for capital. Our policy is to not accept lump sum contributions for targeted rates.</p>
Fees and charges	<p>Fees, charges and the recovery of fines are used to raise revenue for services or activities that have a high component of either private good and where the users of the service or the exacerbators are identifiable.</p>
Interest and dividends from investments	<p>The Council has very little external investment holdings and these do not make any return of note. Any income that is received from an investment are generally used to fund activities of public good.</p>
Borrowing	<p>Loans, both short term and long term. Our policy is that borrowing is a funding tool and does not need a split between public and private good as it is only deferring the eventual charge.</p>
Proceeds from asset sales	<p>Our policy for the proceeds from the sale of assets is that the proceeds from assets sales will be applied to reduce debt either within the activity from which the sale arose or by Council allocating the proceeds to retire debt in a specific activity.</p>
Development contributions	<p>To levy these there must be a specific policy, however the revenue and financing policy must signal why these are going to be levied. This must have a high component of private good.</p>
Grants and subsidies	<p>Our policy is that income received from an external funding entity be applied against the project for which the subsidy was acquired. These generally would be of a public good however this can depend on the purpose or source of the grant or subsidy.</p>
Council created reserves	<p>Council created reserves are used to fund a number of activities, usually in instances where the activity meets the purpose for which the reserve was created. In some instances, where it is considered appropriate by the Council and where appropriate approval is granted, reserves are used to fund items outside of their original purpose.</p>



Any other  
source

Other funding sources may be available from time to time to fund Council activities.

**7.0 ACTIVITY FUNDING TABLES**

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- F = 100%

**LEADERSHIP**

Governance	Effective Leadership	<p>This activity provides the opportunity for people to participate in the democratic process, and for the elected members to lead the Council on behalf of the community.</p> <p>The public good component of this activity reflects that the governance activity, (which provides for local body elections every three years and supports elected members to be effective, responsible and accountable decision-makers) is contributing to the open, transparent and accountable democratic process of local government.</p> <p>Operational costs are funded predominantly through general rates reflecting the public good component of this activity. Targeted rates are used to fund each of the five Community Boards of the District.</p>	100	0	Nil	Nil	Nil	Nil	<p>General rates H</p> <p>Targeted rates L</p>	Nil
Community Support	Community Needs	<p>This activity provides support to organisations and groups that are contributing to the current and future needs of the district.</p> <p>The public good component of this activity recognises the contribution made by organisations and groups within the community and offers a helping hand in appreciation of this voluntary contribution in the way of grants or subsidised rentals. The public good component also reflects the civil ceremonies and recognition awards as well as developing sister city relationships which contribute to the social and cultural well-being of the community.</p> <p>Operational costs are funded through the general rate reflecting the public good component of this activity.</p>	100	0	Nil	Nil	Nil	Nil	<p>General rates F</p>	Nil

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS						FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Strategy and Policy	Effective Leadership	<p>This activity provides strategy and policy advice to enable effective decision making and long-term planning.</p> <p>The public good component of this activity recognises that the services delivered by this activity are of public good. The advice supports elected members in their policy and direction decisions for the benefit of the community and the majority of the plans and policies developed in this activity are requirements of legislation.</p> <p>Operational costs are funded through the general rate reflecting the public good component of this activity.</p>	100	0	Nil	Nil	Nil	Nil	General rates	F	Nil

ROADS AND FOOTPATHS

Transport Network	<p>Reliable and Affordable Infrastructure</p> <p>Community Needs</p> <p>Sustainable Economic Development</p>	<p>This activity provides and maintains transport networks (such as roads, footpaths, parking facilities and bridges), public transport infrastructure (such as bus shelters) and traffic control mechanisms (such as signage, lighting and road markings). This activity provides for the safe and efficient movement of goods, services and people throughout the District.</p> <p>Specific users of the network are able to benefit from the safe, efficient, effective and affordable transport network. This represents the private component of this activity. The activity also supports the economic and social wellbeing outcomes for the district as a whole which is reflected in the public good component of this activity.</p> <p>Operational costs are funded through a targeted rate (including a Fixed Targeted Rate) across the District. This activity is also funded through subsidies from the New Zealand Transport Agency.</p>	50	50	M	M	L	M	<p>Targeted rates</p> <p>Grants and subsidies</p>	M	<p>Targeted rates</p> <p>Grants and subsidies</p> <p>Development contributions</p> <p>Operating and capital reserves</p> <p>Borrowings</p>
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ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES			
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Parking Enforcement	Community Needs  Quality Services  Sustainable Economic Development	<p>The activity provides parking enforcement services primarily in the Whakatāne town centre and Kopeopeo shopping area. The parking wardens also check vehicles for registrations and warrants of fitness.</p> <p>The public good component of this activity reflects that this service is provided at the request of the community and businesses of the CBD, so parking spaces in our busiest areas have an appropriate level of turn-over and are available for shoppers and businesses. This activity helps to ensure parking is done in a way that is safe and does not cause a hazard or obstruction for other road users. The activity also assists with making sure that vehicles are generally safe to be on the road.</p> <p>While the Council recognises the public good component of this activity, the exacerbator component is so high that operational costs are recovered entirely by way of fees and charges (also includes fines). This activity is entirely self funding.</p> <p>Any revenue surpluses are required by legislation to be applied to transportation projects in the (geographic) area where that revenue was collected.</p>	0	100	M	L	H	L	Fees and charges	F	Nil

WATER SUPPLY

Water Supply	Reliable and Affordable Infrastructure  Community Needs	<p>The activity provides a potable water supply service to consumers who are able to connect to schemes within the district.</p> <p>The Council recognises the benefit to the health and wellbeing of the community from providing safe and reliable water schemes and also recognises the strong community demand for the Council to provide healthy drinking water. The Council further recognises the benefits of providing adequate water pressure across urban areas for fire fighting purposes for residential dwellings as this promotes public safety.</p> <p>Although there is a public good aspect to this activity the Council has considered that the user pay philosophy applies in this instance given that the users of this activity can be easily identified and it is administratively efficient to apply targeted rates. The private good component of this activity recognises the benefits to the individual households and businesses from the provision of safe and reliable water schemes. People who are not connected to a water scheme do not contribute to this activity as they supply their own water, therefore the use of general rates to fund this activity is not considered to be fair and reasonable.</p>									
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ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%
		<p>Operational costs are funded through targeted rates (targeted to properties where connection to a scheme is possible) and through fees and charges.</p> <p>Fees and charges are used to recover costs of water use where meters exist. Where there are no meters in place the targeted rate will include a charge equal to the national average level of water use. These two funding mechanisms have been applied in acknowledgement that this activity is of private good and reflects a user pays approach.</p> <p>Water supply schemes across the District are amalgamated for funding purposes, rather than each scheme paying for its own costs. This means that everyone receiving a similar service of having access to a scheme, pays the same regardless of the costs related to each individual scheme. In general, this benefits smaller schemes which have a higher per ratepayer cost. The water schemes for Ruatāhuna, Plains and Murupara have not been amalgamated with the others, each for different reasons. The Ruatāhuna scheme is not owned by the Council. The Plains scheme is primarily an agricultural scheme and has a unique 50 year management strategy. The Murupara scheme is gravity fed rather than relying on pumps and therefore requires comparatively low cost to run. Amalgamating the Murupara Scheme would place an unaffordable cost on this community.</p>	0	100	H	H	L	L	<p>Targeted rates H</p> <p>Fees and charges L</p>	<p>Targeted rates</p> <p>Grants and subsidies</p> <p>Development contributions</p> <p>Operating and capital reserves</p> <p>Borrowings</p>

SEWERAGE TREATMENT AND DISPOSAL

Sewerage Treatment and Disposal	<p>Reliable and Affordable Infrastructure</p> <p>Valuing our Environment</p> <p>Community Needs</p>	<p>The activity provides a sewage disposal service to consumers who are able to connect to a scheme within the district.</p> <p>The Council recognises the benefit to the health and wellbeing of the community from public sewage disposal schemes and recognises the wider environmental and cultural benefits of having sewage treated and disposed appropriately and protecting the environment from contaminants. Although there is a public good aspect to this activity the Council has considered that the user pays philosophy applies in this instance given that the users of this activity can be easily identified and it is administratively efficient to apply targeted rates.</p>								
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ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES				
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL	
		<p>The private good component reflects the private benefit received by individual households and businesses from the provision of a safe and reliable sewage disposal schemes.</p> <p>This activity also includes trade waste. This function manages waste discharged into Council's sewerage system from industrial and commercial premises. The private benefit is to commercial and industrial premises for using the sewerage system.</p> <p>Operational costs are funded through targeted rates (targeted to properties where connection to a scheme is possible) and through fees and charges (for the trade waste component). These two funding mechanisms have been applied in acknowledgement that this activity is of private good and reflects a user pays approach.</p> <p>People who are not connected to a sewerage scheme do not contribute to the funding of the sewerage schemes as they have their own septic tanks or community schemes, therefore the use of general rates to fund this component of the activity is not considered to be fair and reasonable.</p> <p>Although each sewerage scheme has different costs to maintain and operate, sewerage schemes across the District have been amalgamated for funding purposes, rather than each scheme paying for its own costs. This means that everyone receiving a similar service of having access to a scheme, pays the same regardless of the costs related to each individual scheme. In general, this benefits smaller schemes which have a higher per ratepayer cost. Similar to the amalgamation of water schemes. Murupara is again an exception.</p> <p>Matatā sewerage scheme is expected to be complete in 2016/17 and Matatā will be charged a half charge sewerage targeted rate for 2016/17 and the full sewerage targeted rate in 2017/18.</p>	0	100	H	H	L	L	<p>Targeted rates</p> <p>Fees and charges</p>	H	L	<p>Targeted rates</p> <p>Grants and subsidies</p> <p>Development contributions</p> <p>Operating and capital reserves</p> <p>Borrowings</p>

STORMWATER DRAINAGE

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS						FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Stormwater Drainage	Community Needs Reliable and Affordable Infrastructure Valuing our Environment	<p>The Council provides a variety of infrastructure to deal with stormwater within our urban areas.</p> <p>The Council recognises the strong community demand to be protected and safe within our homes and the wider economic and social benefits of protecting people from floodwaters as there is a high emotional and financial cost associated with flooding. The Council further recognises the benefits of protecting Council infrastructure that can be damaged by excessive floodwater.</p> <p>Although there is a public good aspect to this activity the Council has considered that the user pay philosophy applies in this instance given that the users of this activity can be easily identified and it is administratively efficient to apply targeted rates.</p> <p>The private good component reflects the private benefit received by individual households and businesses from the provision of protection from inundation.</p> <p>A component of the stormwater activity is disaster mitigation works and the repayment of debt related to these works.</p> <p>Operational costs of this activity are funded through targeted rates (targeted according to each area benefiting from a stormwater scheme). This acknowledges the private benefit to households receiving that service and reflects a user pays approach.</p> <p>Funding for Matatā disaster mitigation is an exception as the costs place a huge and unaffordable burden onto that community. As a result a portion of costs will be funded across the district. The Council recognises this is inconsistent with the funding for the rest of this activity but considers it necessary to ease the rating burden on the Matatā community.</p>	0	100	L	H	L	L	Targeted rates H General Rates (for Matatā disaster mitigation only) L	Targeted rates General Rates Development contributions Operating and capital reserves Borrowings	

SOLID WASTE

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS						FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Solid Waste	Valuing our Environment	<p>The purpose of this activity is to provide for the collection, diversion, reprocessing and disposal of waste. The activity seeks to reduce the quantity of waste going to landfill for disposal through reprocessing or recycling, resulting in environmental benefits and cost savings to the ratepayers.</p> <p>The public good component of this activity recognises that the provision of facilities for the community to dispose of waste in a convenient and secure way helps to protect public health and reduces the harmful effects of waste getting into the environment. The facilities are designed to minimise fly-tipping and reduce issues of odour or contamination caused by incorrectly disposed waste.</p>									
	Community Needs	<p>Operational costs are funded through a mix of targeted rates, general rates and fees and charges. Mainly the operational costs are paid for through targeted rates (targeted to communities where the wheelie bin, recycling bin and green waste wheelie bin collection services are available). This acknowledges the private good to households who have access to these services. The fees and charges component also acknowledges the private good to users of the transfer stations where those fees and charges are leveraged.</p>	10	90	H	M	M	L	<p>Targeted rates H</p> <p>General rates L</p> <p>Fees and charges L</p>	H L L	<p>Targeted rates</p> <p>Operating and capital reserves</p> <p>Borrowings</p>
	Quality Service	<p>General rates are used to fund this activity, to recognise the public benefit of managing waste appropriately and safely and that it contributes to the environmental well-being of the district. The Council also acknowledges that a stronger user pays approach would be prohibitive.</p>									

ENVIRONMENTAL SUSTAINABILITY



ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES			
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Resource Management-Consents	Quality Services Valuing our Environment Sustainable Economic Development	<p>This activity manages subdivision and development of the District through the consent process.</p> <p>The public good component of this activity recognises that the enabling and controlling of growth in the District is of wider benefit to the community. It also recognises the service to customers who have not necessarily made a consent application.</p> <p>The private good component represents the benefit to those applying for subdivision and land-use consents.</p> <p>Operational costs are funded through general rates and through fees and charges reflecting the public and private good components of the activity.</p>	50	50	H	L	L	L	General rates Fees and charge	M L	Nil
Resource Management-Policy	Valuing our Environment Community Needs Sustainable Economic Development Effective Leadership	<p>This activity provides a framework for the sustainable management of growth and development in the District. Through this activity we prepare plans and policies that implement the Resource Management Act 1991 (RMA), specifically the District Plan. The District Plan controls the way we use, subdivide and develop land in the District, it identifies where activities can take place, what land can be developed and what special features of our District should be protected. This activity is of public benefit as it weighs up the costs (both financial and environmental) and benefits (to the long term well-being of the community) of the decisions that are made under the RMA.</p> <p>Operational costs of this activity are funded entirely through general rates. This acknowledges that the activity is predominantly of public benefit.</p>	90	10	L	L	L	L	General rates	F	Nil

COMMUNITY SAFETY

Licensing (Alcohol and Gambling)	Community Needs	<p>The activity allows the operation of licensed premises but provides some control over the sale of alcohol.</p> <p>Operational costs of this activity are funded through the general rate and through fees and charges.</p> <p>Default fees and charges for alcohol are set through the Sale and Supply of Alcohol Act 2012. These fees will continue to apply unless the Council changes these through a bylaw.</p>	5	95	H	Nil	M	L	General rates Fees and charges	M M	Nil
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ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES			
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Environmental Health	Community Needs Quality Services Valuing our Environment	<p>This activity responds to nuisance complaints (such as noise, refuse, odour) and to provide licensing for registered premises that provide restricted goods and services (such as food, hair dressers, camp grounds etc).</p> <p>The services provided by this activity contribute to public health. The private benefit acknowledges that businesses receive licensing services which they require to operate lawfully.</p> <p>Operational costs are funded primarily by general rates to reflect the public benefit component of this activity. Fees and charges also fund this activity to reflect the private good component of this activity.</p>	70	30	M	Nil	M	L	General rates Fees and charges	M L	Nil
Regulation Monitoring	Community Needs Quality Services Valuing our Environment	<p>This activity administers and enforces bylaws, legislation and policies relating to health and safety in public places.</p> <p>There are public good benefits to the whole community of undertaking this enforcement role. The private benefit recognises that exacerbators should pay for their actions.</p> <p>Operational costs are predominantly funded through general rates reflecting the public benefit component of this activity.</p> <p>Some fees and charges (fines are included in this category) are able to be recovered. However, there are difficulties in identifying the exacerbators for actions such as fly tipping and abandoning vehicles. Therefore there is a limited ability to recover costs from fees and charges.</p>	90	10	L	Nil	M	L	General rates Fees and charges	H L	Nil

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%
Building	Community Needs Quality Services Sustainable Economic Development	<p>This activity manages the legal requirements for the construction and alteration of buildings under the Building Act 2004.</p> <p>The public good component of this activity is delivered through projects such as identifying earthquake prone buildings, dealing with leaky homes liability and interacting with customers who have not necessarily made a consent application. The public good component further reflects that this activity protects the community from unsafe buildings and ensures buildings are designed and constructed in a manner that promotes sustainable development and to enables buildings that contribute to the health and wellbeing of the community.</p> <p>The public good component further recognises that it is important for the economic wellbeing of the district not to deter development and growth through high consent costs.</p> <p>The private good component of this activity reflects the private benefit to those applying for building consents.</p> <p>Operational costs are predominantly funded through fees and charges reflecting the private good component of those applying for consents.</p> <p>The general rates component acknowledges the public good component of this activity.</p>	30	70	H	Nil	M	L	General rates L Fees and charges H	Nil

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES			
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Animal Control	Community Needs Quality Services	<p>This activity protects human safety and health through the registration and enforcement of legislation, bylaws and policies of dogs, stock and other animals.</p> <p>This activity contributes to the safety of the community and this is recognised in the public good component.</p> <p>The private benefit of this activity recognises the services to dog owners.</p> <p>In the past the Council recognised that this activity was mainly of private benefit and this resulted in high fees to dog owners. It is considered that this did not fairly represent the wider public safety element of this activity as the complaint service is largely accessed by non-dog owners. It was also not considered equitable, in that the majority of dog owners are responsible dog owners who were penalised for the actions of those who were not. The Council acknowledges that it is an individual's choice to own a dog and the private good component reflects this.</p> <p>Operational costs are funded through general rates and fees and charges. The general rates component acknowledges the public good of this activity in contributing to the safety of the community. The fees and charges portion recognises both the private benefit of services to dog owners specifically and the high exacerbator element.</p>	30	70	H	L	H	M	General rates Fees and charges	L H	General rates Fees and charges Operating and capital reserves
Emergency Management	Community Needs Effective Leadership	<p>The purpose of this activity is to have in place measures that prepare the community for disasters and to be able to respond and recover from them.</p> <p>There is a strong community desire for the Council to take a lead in an emergency situation and there are also statutory obligations for the Council to be involved in Civil Defence, Rural Fire and Hazardous Substances planning and response.</p> <p>This activity is considered to be of public good.</p> <p>Operational costs are predominantly funded through the general rate reflecting the public good component of this activity. Grants and subsidies are also able to be sourced to support this activity.</p>	100	0	Nil	L	Nil	L	General rates Grants and subsidies	H L	General rates and subsidies

RECREATION AND COMMUNITY SERVICES

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS						FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% M = 30-70% H = 71-99% F = 100%		CAPITAL
Parks, Reserves, Recreation & Sports-fields	Community Needs Sustainable Economic Development Reliable and Affordable Infrastructure	<p>This activity provides a range of leisure, recreational, educational and sporting opportunities for the public.</p> <p>The activity is considered to be have a high public good component and reflects the strong desire from the community to have quality recreational space available in the most appropriate and convenient locations. This activity helps to build communities that interact with each other, are healthy, happy and well connected.</p> <p>The private benefit component reflects the use of reserves and recreational facilities by clubs and individuals.</p> <p>Operational costs are substantially funded through general rates reflecting the high public good component.</p> <p>Fees and charges are used to recover some costs from users where possible. A stronger user pays approach is not possible by the nature of the services and facilities being provided and would not be appropriate as this would deter people from using them.</p>	95	5	L	H/L	M	M	General rates Grants and subsidies	H L	General rates Fees and charges Development contributions Operating and capital reserves Borrowings Subsidies
Aquatic Centres	Community Needs Quality Services Reliable and Affordable Infrastructure	<p>This activity provides facilities for recreational, educational and sporting use.</p> <p>The activity is considered to have a high public good component and reflects the strong desire from the community to have quality facilities to enable opportunities to exercise and have fun in a social environment. Having facilities available in our District for people to learn to swim in a safe environment is considered to have a high public benefit to the community. Swimming facilities have a positive impact on the community's health and well-being and are used for occupational therapy treatment and rehabilitation.</p> <p>The private benefit recognises the benefits to the users of the aquatic centres.</p> <p>Operational costs are predominantly funded through general rates acknowledging the high level of public good. Fees and charges are used to recover some costs from service users and reflect the private benefit component of this activity.</p> <p>While a stronger user pays approach could be implemented it is considered that this would deter people from using the aquatic centres.</p>	80	20	M	H	L	L	General rates Fees and charges	H L	Targeted rates Fees and charges Operating and capital reserves Borrowings

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES				
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL		CAPITAL	
									L = <30% 70%	M = 30- 70%		
									H = 71-99%	F = 100%		
Halls	Community Needs  Reliable and Affordable Infrastructure	<p>This activity provides public facilities for community use.</p> <p>The public good component identifies the contribution of halls to social cohesion of the communities they serve. The private benefit component reflects the benefits to those individuals and organisations hiring the halls.</p> <p>Operational costs are predominantly funded through general rates, reflecting the public good component of this activity. Operational costs are also funded through fees and charges which recognises the private benefit component of this activity.</p> <p>While users of the service can easily be identified and a strong user pays approach could be implemented, it is considered that this would deter people from using the halls.</p>	80	20	H	M	Nil	L	General rates Fees and charges	L H	General rates Fees and charges Operating and capital reserves Development Contributions	
Cemeteries and Crematorium	Community Needs  Quality Services  Reliable and Affordable Infrastructure	<p>This activity provides for an appropriate method and location for burials and cremations.</p> <p>The public good component of this activity acknowledges that the appropriate burials and cremation processes contribute to the health and safety of the public. There is a strong community demand to provide attractive, restful facilities which cater for the differing needs of the community. The social and cultural well-being of the community is enhanced by this activity. This activity also maintains closed cemeteries.</p> <p>The private benefit component of this activity reflects the benefits to those families of the deceased who chose to use the facilities.</p> <p>Operational costs are funded through fees and charges reflecting the high private benefit of this activity. General rates funding recognises the public good component of this activity.</p>	40	60	L	H	H	M	General rates Fees and charges	M M	General rates Fees and charges Development contributions Operating and capital reserves Borrowings	
Public Conveniences	Community Needs  Reliable and Affordable Infrastructure	<p>This activity provides appropriately located public conveniences for public use.</p> <p>The public good component of this activity recognises the benefit of public conveniences for the whole of the community and the strong community demand.</p> <p>Operational costs are entirely funded through general rates acknowledging the public good component of this activity.</p>	100	0	L	H	H	M	General rates Restricted Reserves	H L	General rates Development contributions Operating and capital reserves Borrowings	

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS						FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% M = 30- 70% H = 71-99%		F = 100%
Pensioner Housing	Community Needs Quality Services	<p>This activity provides low cost housing for the elderly. Although the Council recognises there is a public good aspect to this activity the Council has considered that the user pay philosophy applies in this instance given that the users of this activity can be easily identified.</p> <p>The private benefit component of this activity reflects the benefit to those renting the pensioner housing.</p> <p>Operational and capital costs are completely self-funded through the rentals charged to occupants. This reflects the private benefit to those using this service.</p>	0	100	H	M	Nil	L	Fees and charges	F	Fees and charges Operating and capital reserves
Libraries	Community Needs Quality Services	<p>This activity provides access to printed and digital information for education and recreation and to encourage literacy through programmes delivered by this activity.</p> <p>The public good component of this activity reflects the strong public demand for a community hub which provides resources and opportunities to access information in printed form or on-line. This activity provides access to relevant information whether it is for leisure, research or education. This activity increases the socio-economic conditions of our district by running and supporting programmes that work to raise literacy rates and increase levels of qualifications.</p> <p>The private good component of this activity recognises that individuals and organisations receive private benefit from the activities and services provided.</p> <p>Operational costs of this activity are funded mainly through the general rate to reflect the public good component of this activity. Fees and charges are also used but not to a level in keeping with the private good component of the activity.</p> <p>While users of the service can easily be identified and a strong user pays approach could be implemented it is considered that this would result in a level of fees and charges that would deter users from using the libraries.</p>	50	50	L	M	L	L	General rates Fees and charges Subsidies	H L L	General rates Operating and capital reserves Borrowings Grants and Subsidies

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES			
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Museum	Community Needs Quality Services Reliable and Affordable Infrastructure	<p>This activity manages the preservation, display and provision of education around the artefacts and other historical assets on behalf of the community.</p> <p>The public good component of this activity reflects the cultural, educational, leisure and community values of the District. Te Koputu a te Whanga a Toi, offers exhibition space for a number of local, national and international exhibitions. The museum preserves our cultural heritage intergenerationally and provides research and archives facilities. The preservation, presentation, protection and education of the community, about its origins, also provides a significant sense of pride in the place we have chosen to live. This activity also encourages and develops cultural tourism.</p> <p>The private good component of this activity reflects the private benefit to those using the services.</p> <p>Operational costs are predominantly funded through general rates in recognition of the public good component of this activity.</p> <p>Fees and charges are also used, however these are generally not able to achieve a level of return reflecting the private good component of this activity.</p>	80	20	L	M	Nil	L	General rates Fees and charges Subsidies	H L L	General rates Operating and capital reserves Borrowings Grants and Subsidies



ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES			
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Ports and Harbour	Reliable and Affordable Infrastructure Community Needs Sustainable Economic Development	<p>This activity manages the port, launch facilities and associated assets. This includes the main commercial wharf, Otuawhaki (Green Wharf) and the Game Wharf in Whakatāne as well as Ōhope Wharf, Thornton and Ōhiwa ramps and various groynes and navigational equipment. This activity also includes some facilities around the ports and harbours including car parks, jetties, a weigh station, hardstand, wharves and navigation markers. The operation of this activity also includes services such as disking the river mouth, undertaking soundings and providing assistance to boat owners in times of high floodwater.</p> <p>The public benefit component of this activity recognises that these facilities enhance the economy of the District through enhanced recreational and business opportunities. Operational costs are funded by the harbour fund reserves, sourced from harbour property leases.</p> <p>This funding situation recognises the unique situation of the harbour assets vested in the Council where any income received from those assets can only be reapplied to their maintenance and development. This has an impact of offsetting any funding requirement that might otherwise be sourced from general rates.</p> <p>Fees and charges are also used, however these are generally not able to achieve a level of return reflecting the private good component of this activity. The Council will continue to assess options to recover costs from private users, where this would be administratively efficient.</p>	70	30	L	H	L	L	Harbour Fund Reserves	F	Investment Income Fees and charges Operating Reserves Harbour Fund Reserves

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES			
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%	CAPITAL
Community Development	Community Needs Effective Leadership	<p>This activity promotes a safe community through a variety of methods including education, interagency collaboration and externally funded programmes. This activity includes road safety, youth development and community safety.</p> <p>The public good component of this activity reflects the contribution of road safety programmes and community safety initiatives, undertaken to support the wellbeing and safety of the community. This activity has a wider public benefit of reducing the social costs associated with road accidents through its road safety function.</p> <p>Operational costs of the community safety component of this activity are funded through general rates. Operational costs of the road safety component of this activity are funded through targeted rates. This recognises the public good component of this activity</p> <p>The private good component acknowledges the benefit to individuals who participate in the externally funded programmes that the Council delivers. These are funded through grants and subsidies.</p>	60	40	L	L	M	L	General rates Grants and subsidies	L H	Grants and Subsidies Harbour Fund Operating and Capital Reserves

DISTRICT GROWTH

Economic Development	Effective Leadership Sustainable Economic Development	<p>This activity promotes, supports and facilitates projects that have economic benefits to the District.</p> <p>The Council has strengthened its focus on economic development and the high public good component recognises the contribution of this activity to the economic wellbeing of our community.</p> <p>Operational costs are funded primarily through the general rate reflecting the high public good component of this activity. Fees and charges, targeted rates and subsidies are used to reflect the private good component of this activity.</p>	70	30	L	H	Nil	M	General rates Fees and charges Subsidies Targeted Rates	M L L M	
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ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30- 70% F = 100%
Strategic Property	Sustainable Economic Development	<p>This activity manages commercial assets vested in the Council and includes a number of different properties attributed to the harbour fund. The majority of these are for commercial land and are held in perpetual ground lease.</p> <p>The assets of the Harbour Board were gifted to the Council for the benefit of the community as harbour endowment land and the Council has an obligation to maintain, operate and develop the port and harbour facilities for the good of the community. The harbour endowment land earns income through leases, which is used to pay for the on-going operation, maintenance and improvements of the ports and harbour facilities.</p> <p>The private good component recognises the benefit to those leasing the Council's commercial assets for private use.</p> <p>Operational costs are funded through a mix of general rates, fees and charges, subsidies and in the case of harbour fund property, through the harbour fund reserve.</p> <p>The high private good component recognises the benefit to those leasing the Council's commercial assets for private use. Where the Council is unable to achieve a higher level of private benefit funding sources for its non-harbour assets, it uses general rates to fund the shortfall.</p>	0	100	H	H	Nil	M	General rates L Fees and charges H Subsidies L	General rates Fees and charges Operating and capital reserves
Events & Tourism	Community Needs Quality Services Sustainable Economic Development	<p>This activity provides information about services and facilities available to the local community and visitors to the District. It also provides marketing and events promotion and includes the Visitor Centre.</p> <p>The public good component of this activity recognises the contribution to the recreational and prosperity outcomes for the District.</p> <p>The private good component of this activity recognises the benefits of marketing and information distribution to the commercial sector.</p> <p>The use of general rates to fund the operational costs of this activity recognises the public good component. The use of fees and charges and targeted rates recognises the private good components of this activity.</p>	70	30	M	Nil	Nil	M	General rates M Targeted rates M Fees and charges L	Nil

ACTIVITIES	COMMUNITY OUTCOME	RATIONALE FOR ALLOCATION	CONSIDERATIONS					FUNDING SOURCES		
			PUBLIC %	PRIVATE %	USER PAYS	BENEFITS OVER TIME	EXACER-BATOR	COSTS AND BENEFITS	OPERATIONAL L = <30% 70% H = 71-99%	M = 30-70% F = 100%

CORPORATE AND DISTRICT ACTIVITIES

Corporate Activities	Internal activities, therefore Community Outcomes are delivered on behalf of external activities.	These activities manage the development and maintenance of internal organisational systems to support the delivery of efficient and effective external services								As this is an internal activity, allocations from other external activities fund these corporate activities.	Borrowings  Operational and Capital Reserves
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COUNCIL CONTROLLED OPRGANISATIONS

Whakatāne Airport		<p>This Council Controlled Organisation supports the safe and secure movement of aircraft passengers and freight.</p> <p>The public good component of this activity recognises the public benefit to the District as a whole from operating a sub-regional airport.</p> <p>The private good component of this activity recognises the private benefit to those residents, businesses and visitors using the Whakatane Airport.</p> <p>Operational costs are predominantly funded through fees reflecting the high private good component of the activity. Where the Council is unable to achieve a higher level of private benefit funding sources, it uses general rates to fund the shortfall. The use of general rates recognises the public good component of this activity.</p>	20	80	H	H	M	H	<p>Fees and charges H</p> <p>General rates L</p> <p>Joint venture funding L</p>	<p>Operating and Capital Reserves</p> <p>Joint Venture Funding</p> <p>Borrowings</p>
BoPLASS		This Council Controlled Organisation delivers shared back office services and communications. As such BoPLASS supports the outcomes of the activities to which those deliverables relate.	-	-	-	-	-	-	<p>General rates H</p> <p>Fees and charges L</p>	The funding requirements on the Whakatāne District Council of participating in this Council Controlled Organisation will be specifically relevant to each deliverable and will be considered individually as they arise.

# Rates Remission Policies

## **REMISSION OF UNIFORM ANNUAL GENERAL CHARGE AND TARGETED RATES - (CONTIGUOUS PROPERTIES)**

### **1.0 OBJECTIVE OF THE POLICY**

The objective of this remission policy is to apply the Uniform Annual General Charge and Fixed Charges on a fair and equitable basis to ratepayers. Section 20 of the Local Government (Rating) Act 2002 provides for two or more rating units to be treated as one unit for setting a rate if the units are:

- a) In the same ownership, and
- b) Used jointly as a single unit, and
- c) Contiguous or separated by a road, railway, drain, water race, river or stream.

This Policy provides for the possibility of a rates remission where the above three conditions are not all met, but where it is nevertheless considered inequitable for the rating units to be treated as separate. In addition, it provides for remission of uniform annual general charges (UAGCs) and/or targeted fixed charge rates where a rating unit is liable for multiple charges but it is considered inequitable or excessive to assess full charges. This Policy may also be applied to individual lots for subdivisions, before the titles are sold.

### **2.0 CONDITIONS AND CRITERIA**

- 2.1 The units may be in separate ownership, but if they are contiguous and are used jointly as a single unit, they will be treated as a single unit, so long as the contiguous rating unit does not contain any habitable dwellings; or
- 2.2 The remission will be the uniform annual general charge plus targeted fixed charge rates, on all but one rating unit where all of these rating units are:
  - a) subdivided into 5 or more lots where the titles have been issued; and
  - b) owned by the original developer who is holding the individual titles pending their sale to subsequent purchasers; and
  - c) originally contiguous or separated only by road, railway, drain, water race, river or stream.

### **3.0 RATES TO BE REMITTED**

- 3.1 Rating units that meet the criteria under this policy may qualify for a remission of the uniform annual general charges (UAGC's) and any targeted rates set on the basis of a fixed dollar charge per rating unit. The ratepayer will remain liable for at least one set of each type of uniform annual general charge or fixed charge.

### **4.0 DELEGATION**

- 4.1 That the delegated authority for this policy is set out in the Delegations Register.

## **RATES REMISSION FOR EDUCATIONAL INSTITUTIONS SEWAGE (PAN) CHARGES**

### **1.0 OBJECTIVE OF THE POLICY**

The objective of this remission policy is to enable the Council to reasonably rate educational institutions for sewerage disposal, having regard to the number of water closets and urinals needed for the number of staff and students rather than for the actual number of water closets and urinals available.

### **2.0 CONDITIONS AND CRITERIA:**

2.1 This policy will apply to the following educational establishments:

- a) a state school under section (2)(1) of the Education Act 1989;
- b) an integrated school under section (2)(1) of the Private School Conditional Integration Act 1975;
- c) a special institution under section 92(1) of the Education Act 1989; or
- d) an early childhood centre under section 308(1) of the Education Act 1989, but excluding any early childhood centre operating for a profit.

2.2 This Policy does not apply to schoolhouses.

2.3 Upon receipt of an annual written application from the educational establishment, including an annual return of staff and student numbers, the Council may remit the number of pan charges in excess of the deemed number of pans. The excess number of pans will be the number of water closets and urinals available, less the deemed number of pans. The deemed number of pans will be calculated as follows:

- a)  $(\text{Number of Staff} + \text{Number of Students}) / 20 = \text{Deemed number of pans}$ .

2.4 The number of staff in an educational establishment is the number of teaching staff and administration staff employed by the educational establishment on 1 March immediately before the year to which the charge relates. The number of students in an educational establishment is the number of students on its roll on 1 March in the year immediately before the year to which the charge relates. If the actual number of water closets and urinals for the educational establishment exceeds the deemed number of pans, Council will remit the difference.

### **3.0 RATES TO BE REMITTED**

3.1 The number of pan charges for rates remission shall be “the number of water closets and urinals available less the number of deemed water closet and urinals”.

### **4.0 DELEGATION**

4.1 That the delegated authority for this policy is set out in the Delegations Register.

## **RATES REMISSION & POSTPONEMENT FOR FINANCIAL HARDSHIP**

### **PART I - POSTPONEMENTS IN CASES OF FINANCIAL HARDSHIP**

#### **1.0 OBJECTIVE OF THE POLICY:**

To enable Council to provide reasonable assistance to ratepayers whose financial circumstances affect their ability to pay their rates.

#### **2.0 CONDITIONS AND CRITERIA:**

- 2.1 When considering whether financial hardship exists, all of the ratepayer's personal circumstances will be relevant including the following factors: income from any source, including benefits (whether monetary or otherwise) received from any trust, the ratepayer's age, physical or mental disability, injury, illness and family circumstances.
- 2.2 If after due enquiry the Council is satisfied that financial hardship exists (or would exist if the rates or a portion of the rates were not postponed, the Council may postpone part or all of the rates.
- 2.3 An application will only be considered where the following criteria are met:-
- a) The ratepayer must be the current owner of, and have owned for not less than 5 years, the rating unit which is the subject of the application.
  - b) The rating unit must be the ratepayer's normal place of residence.
  - c) The ratepayer must not own any other rating units, investment properties or other realisable assets.
  - d) The ratepayer must make application to the Council on the prescribed form.
- 2.4 Even if rates are postponed, as a general rule the ratepayer will be required to pay the first \$500 of the rate account.
- 2.5 The ratepayer must make acceptable arrangements for payment of future rates, for example by setting up a system for regular payments.
- 2.6 The Council will add a postponement fee to the postponed rates for the period between the due date and the date they are paid. This fee will not exceed an amount which covers the Council's administration and financial costs.
- 2.7 Any postponement will apply from the beginning of the rating year in which the application made.
- 2.8 Where an application is granted, the rates will be postponed until the earlier of: -
- a) the death of the ratepayer(s); or
  - b) until the ratepayer(s) ceases to be the owner of the rating unit; or
  - c) until the ratepayer(s) ceases to use the property as his/her residence; or
  - d) until a date as determined by the Council in any particular case.



- 2.9 The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would be entitled to have postponed pursuant to this policy.
- 2.10 Postponed rates will be registered as a statutory land charge on the title of the rating unit.
- 2.11 The financial consideration of the postponement fee to be added under clause 2.6 will be an annual interest rate to be set by the Council by ordinary resolution at the time of setting the rates for any rating year.
- 2.12 The interest rate to be set under clause 2.11 will be set so as to be neutral (or as close to neutral as is reasonably possible) on Council's cash flows.

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## **PART II - REMISSION IN CASES OF EXTREME FINANCIAL HARDSHIP**

### **1.0 CONDITIONS AND CRITERIA:**

- 1.1 When considering whether extreme financial hardship exists, all of the ratepayers personal circumstances will be relevant including but not limited to the following factors: income from any source, including benefits (whether monetary or otherwise) received from any trust; the ratepayers age, physical or mental disability, injury, illness and family circumstances.
- 1.2 If after full enquiry, the Council is satisfied that extreme financial hardship exists or would be caused to the ratepayer, by requiring payment of the whole of the rates, it may remit part or all of the rates.
- 1.3 If under Clause 3.2 the Council remits part of the rates, it may postpone the balance or any part of the balance under Part I of this policy.
- 1.4 Any remission granted under this part of this policy will not apply to future years.
- 1.5 Applications must be in writing by or on behalf of the ratepayer and will only be considered where the following criteria are met:-
- a) The ratepayer must be a natural person
  - b) The ratepayer must have continuously owned and occupied for not less than the immediate past ten years, and continue to own and occupy the rating unit which is the subject of the application, as their normal place of residence.
  - c) The ratepayer must not own any other rating units, investment properties or other realisable assets.

### **2.0 DELEGATION**

- 2.1 That the delegated authority for this policy is set out in the Delegations Register.

## **RATES REMISSION FOR OUTSTANDING RATES AND PENALTIES ON UNDEVELOPED SECTIONS**

Remission of outstanding rates and penalties on:

- a) undeveloped sections, or;
- b) those rating units where the building(s) have been removed, or;
- c) where buildings are in a derelict state; and
  - i. where those rating units are purchased by the owner(s) of a rating unit that is contiguous to or is separated from the rating unit in question only by a road, railway, drain, water race, river or stream; and
  - ii. the two rating units are used as one residential unit, or;
  - iii. where the rating units have been subject to a rating sale under Section 67 of the Local Government (Rating) Act 2002

### **1.0 OBJECTIVE OF THE POLICY**

The objective of this Policy is to facilitate the purchase of vacant rating units (sections) by adjoining property owners to enhance the social and environmental well-being of the community and to facilitate the land being brought back into use so that it may contribute towards the rating revenues of the District in future years.

### **2.0 CONDITIONS AND CRITERIA:**

- 2.1 The Council will postpone outstanding rates and outstanding rates penalties owing on a rating unit for a period of up to five years or until the purchaser of the rating unit applies for a building consent for the construction of a building on the rating unit, whichever comes first, as defined in the Whakatane District Plan if:
- a) That rating unit is undeveloped, the building(s) have been removed or are in derelict state AND the rating unit is purchased by the owner of adjoining property such that section 20 of the Local Government (Rating) Act 2002 is satisfied; or
  - b) The rating unit has been the subject of a rating sale under section 67 of the Local Government (Rating) Act 2002 and such sale has produced insufficient funds to clear all of the rates and penalties owing, and, in either case.

3.0 **RATES TO BE REMITTED**

3.1 After a period of five years from the date any such postponement comes into effect and the rates payable from the rating unit continue to be paid in full for that rating unit for the same period the Council may remit the postponed rates in full.

4.0 **DELEGATION**

4.1 That the delegated authority for this policy is set out in the Delegations Register.

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# POLICY ON THE REMISSION AND POSTPONEMENT OF RATES ON MĀORI FREEHOLD LAND

## 1.0 INTRODUCTION

The aim of this policy is to recognise that Māori Freehold Land may have particular conditions, ownership structures or other circumstances, which make it appropriate to remit or postpone rates for defined periods. Remission of rates involves reducing the amount owing or waiving collection of rates altogether. Postponement of rates means that the payment of rates is not waived in the first instance, but delayed for a certain time, or until certain events occur.

The Local Government Act 2002 (LGA 2002) requires the Council to adopt policies for the remission and/or postponement of rates on Māori Freehold Land (section 102(4) (f)). In developing this policy, the Council must consider the matters set out in Schedule 11 of the LGA 2002. This includes the recognition that there are particular cultural, historical and legal factors that distinguish Māori Freehold Land from General Land. These factors include:

- a) The land is generally multiply owned; and/or
- b) There are legislative and cultural constraints on the ability to alienate Māori Freehold Land; and/or
- c) The land is undeveloped and/or unoccupied for cultural, spiritual or practical reasons; and/or
- d) Māori Freehold Land is not freely tradeable and is difficult to alienate (and in many cases, the owners do not want to alienate the land).

In compliance with the LGA 2002 and in recognition that the nature of Māori Freehold Land is different to General Land, the Council has formulated a Policy on the Remission and Postponement of Rates on Māori Freehold Land.

## 2.0 KEY DEFINITIONS

**“Māori Freehold Land”** means land whose beneficial ownership has been determined by the Māori Land Court by freehold order (Section 5, Local Government (Rating) Act 2002).

**“Unoccupied”** means, in respect of a block of land or a portion<sup>1</sup> of a block of land, that there is no person, whether with a beneficial interest in the land or not, who, alone or with others:

- a) leases the land, and/or
- b) does any of the following things on the land, with the intention of making a profit or for any other benefit
- c) resides on the land
- d) de-pastures or maintains livestock on the land

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<sup>1</sup> See section 98 of the Local Government (Rating) Act 2002, which allows for the apportionment of rates.

e) stores anything on the land.

**“Waahi Tapu”** means a place sacred to Māori in the traditional, spiritual, religious, ritual or mythological sense (Section 2 of the Historic Places Act 1993).

**“General Land”** means land that is not Māori Freehold Land as defined above.

### **Policy objectives**

To recognise that Māori Freehold Land may have particular conditions, ownership structures or other circumstances which make it appropriate to remit or postpone rates for defined periods of time.

To introduce a policy which promotes the collection of rates from owners of Māori Freehold Land in order to achieve a fair and equitable collection of rates from all sectors of the community?

### **What is available?**

This policy is in three parts. Each part deals with distinct situations.

**Part 1** deals with the remission of rates on Māori Freehold Land that is unoccupied and undeveloped.

**Part 2** deals with the postponement of rates on Māori Freehold Land to facilitate the development and use of that land for economic purposes: where the Council considers that the utilisation of that land would be uneconomic if full rates were payable immediately.

**Part 3** deals with the remission of uniform charges on Māori Freehold Land as encouragement for that land to be used for agricultural purposes in conjunction with other adjacent land.

## **PART 1**

### **1.0 BACKGROUND**

The Whakatane District contains areas of Māori Freehold Land that is unoccupied. This land creates a significant rating burden on the Māori owners who may not have the means or in some cases, the desire to make economic use of the land.

The reason why Māori Freehold Land remains unoccupied is due to a number of factors which may include:

- a) the nature of land ownership (for example, the land is owned by multiple owners, many of whom do not live near the land); and/or
- b) the land has some special significance which makes it undesirable to develop or reside on; and/or
- c) the land is isolated, difficult to access and marginal in quality.

### **2.0 OBJECTIVE**

Recognise situations where land has been set aside for cultural or natural heritage reason and no income is derived from the land.

To avoid further alienation of Māori Freehold Land as result of pressures that may be brought by the imposition of rates on unoccupied land.

To recognise matters relating to the physical inaccessibility of land.

To provide the ability to grant remission for portions of land that is not occupied.

To support the traditional relationship of kaitiakitanga (guardianship) to the land including the use of the land by the owners for traditional purposes

### **3.0 CONDITIONS AND CRITERIA**

3.1 The Council will consider remitting rates on Māori Freehold Land under Part 1 if the following criteria are met:

- a) The land is Māori Freehold Land as defined by section 5 of the Local Government (Rating) Act 2002. This definition is set out above under the heading "Key definitions"
- b) The land is unoccupied, as defined above under the heading "Key definitions".
- c) The land has been identified as requiring special treatment for rating purposes. This includes land which is:
  - iv. Unoccupied; AND
  - v. it is uneconomic to use; OR
  - vi. no tangible benefit is derived from the use and occupation of the land; OR
  - vii. the land is inaccessible; OR

viii. the community benefits from –

- The protection of outstanding natural features on the land; OR
- The protection of significant indigenous vegetation and significant habitats of indigenous fauna on the land; OR
- The land contains waahi tapu affecting the use of the land for other purposes.

3.2 Any application for a remission of rates is to be made in writing annually, except where a remission has been granted for a longer period OR when staff recognises that a property is unoccupied or uneconomic to use, staff may initiate the application for remission of rates so that arrears are not overstated in the Council's records.

3.3 Where applicable, staff has the discretion to negotiate remission of rates and penalties as a tool to clear arrears and current rates.

3.4 The Council may consider a portion of a block of Māori Freehold Land to be unoccupied.<sup>2</sup>

3.5 The Council reserves the right to seek such additional information from the applicant/s or from any other source as it may determine as necessary in considering that application.

#### 4.0 RATES TO BE REMITTED

4.1 Rates remissions (for all or part) may be applied to all rates charged on Māori Freehold Land with the exception of any targeted rate for connection to water and wastewater services or where a refuse collection service is provided.

4.2 Any approved remission will generally be for a period of one year, but may be considered for up to three consecutive rating years. With the exception, that where the Council is considering a remission of rates for past rating years, the three year maximum period of remission may be exceeded at the Council's discretion.

#### 5.0 DELEGATION

5.1 Applications for the remission of rates for Māori Freehold Land will be approved for remission in terms of the Council's delegations register.

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<sup>2</sup> See section 98 of the Local Government (Rating) Act 2002, which allows for the apportionment of rates.



## **PART 2**

### **1.0 BACKGROUND**

The Council recognises that significant rate arrears can act as a disincentive to any new or existing occupation of Māori Freehold Land.

Policies for the postponement of rates for Māori Freehold Land encourage the use of the land by occupiers who agree to pay the current and future rates for the period of time that they will use the land.

Postponement means that the rates remain as a debt against the property until they are written off after six years or the status of the land changes. Whilst the rates are postponed, the Council does not seek to collect them.

Part 2 is consistent with the objectives set out in Schedule 11 of the Local Government Act 2002, which include the need to facilitate the wish of the owners of Māori Freehold Land to develop the land for economic use

Part 2 provides for the remission of outstanding penalties and the postponement of rate arrears outstanding at the time that the agreement contemplated under this policy comes into force.

Part 2 provides that in the event that the current rates continue to be paid, the postponed rates will be remitted at the completion of the time period specified by the Council, which will not exceed six years after the date which they were charged to the land.

### **2.0 OBJECTIVE**

To facilitate the development and use of Māori Freehold Land for economic use where the Council considers that the utilisation of that land would be uneconomic if full rates were payable

To support any wish of the owners to develop the land for economic or other purposes by removing the rates burden while they plan for this development.

Conditions and Criteria

- 2.1 The Council will consider agreeing to postpone the arrears of rates on Māori Freehold Land subject to the land being continuously used by a person or persons as defined by section 96 of the Local Government (Rating) Act 2002 and that person or persons agreeing to pay the current and future rates by the due date, while they are using the land, subject to the following criteria:
- 2.2 The land is Māori Freehold Land as defined by section 5 of the Local Government (Rating) Act 2002, set out above.
- 2.3 The application must be in writing signed by the owner/s, their agent, or the person or persons proposing to use the land.
- 2.4 The person or persons using the land must enter into an agreement in writing with the Council to keep the current and future rates up to date while they are using the land.
- 2.5 All previous instalments of the current years rates must be paid in full within one month of the agreement date or in part payments, by the 30th June of the applicable year OR at the discretion of the Council an agreement may be entered into with the owners or trustees of any Māori Freehold Land, which allows for the staged payment of rates over a 5-year period according to the following schedule:
  - a) Year 1: Not less than 20% payable for that year
  - b) Year 2: Not less than 40% payable for that year
  - c) Year 3: Not less than 60% payable for that year
  - d) Year 4: Not less than 80% payable for that year
  - e) Year 5: 100% payable that year.
- 2.6 Any agreement negotiated under clause 4 must be supported by the following information:
  - a) A 5-year projected cash flow prepared by a suitably qualified person, which shows the increase in annual cash surplus over the 5-year period.
  - b) An assessment by the Council that the projected cash flow is realistic and can be achieved.
  - c) An annual report from the owners or trustees.
  - d) Any other documents the Council considers necessary to make an assessment.

- 2.7 The Council will have the sole judgement on whether or not to grant the application and may seek such additional information as it may require before making the final decision.
- 2.8 Pursuant to section 88 of the Local Government (Rating) Act 2002, a postponement fee may be added to the postponed rates.

### 3.0 **TERMINATION AND REPAYMENT OF POSTPONED RATES**

- 3.1 Postponed rates will remain as a charge on the property for a period of six years from the date on which the rate was assessed, after which time they will be remitted.
- 3.2 If the current and future rates are not paid within one month of the due dates, the Council reserves the right to reapply the postponed rates to the land, subject to any agreement negotiated under clause 4 of Part 2 of this Policy.

### 4.0 **DELEGATION**

- 4.1 Applications for the postponement of rates for Māori Freehold Land will be approved in terms of the Council's delegations register.

DRAFT

## **PART 3**

### **1.0 BACKGROUND**

There are situations where opportunities to utilise Māori Freehold Land for agricultural purposes in conjunction with adjacent General land or other adjoining Māori freehold land blocks used contiguously are lost due to the rating liability attached to the Māori Freehold Land.

### **1.0 OBJECTIVE**

The intent of this part of this policy is to remove that impediment so as to facilitate productive use of that Māori Freehold Land.

### **2.0 CONDITIONS AND CRITERIA**

The Council will consider remitting all uniform charges on Māori Freehold Land under this Part if the following criteria are met:

- a) The land is Māori Freehold Land as defined by section 5 of the Local Government (Rating) Act 2002. This definition is set out above under the heading “Key definitions”
- b) There is agreement for the land to be used together with adjacent General land or Māori freehold land used contiguously for agricultural purposes
- c) Any application for a remission of uniform charges is to be made in writing annually, except where a remission has been granted for a longer period.

### **3.0 RATES TO BE REMITTED**

Rates remissions may be applied to all uniform charges assessed on the Māori Freehold Land during the period that the Māori Freehold is utilised together with the adjacent General Land for agricultural purposes.

### **4.0 DELEGATION**

Applications for the remission of uniform charges of rates on Māori Freehold Land will be approved in terms of the Council’s delegations register.

## **RATES REMISSION FOR PENALTIES ON UNPAID RATES**

### **1.0 OBJECTIVE OF THE POLICY**

The objective of the remission policy is to enable the Council to act fairly and reasonably in its consideration of rates which have not been received by the Council by the due date.

### **2.0 CONDITIONS AND CRITERIA:**

2.1 In this part of this policy, the term "Individuals" means ratepayers who are natural persons. Penalties will be remitted where an applicant meets any of the following criteria: -

- a) Individuals on benefits or other low-incomes or who have been made redundant/unemployed, without substantial other means and who have exhausted all other avenues of relief
- b) Individuals suffering significant family disruption, e.g. serious illness or accident of self or a close family member, death of a close family member, marriage or separation/divorce
- c) Individuals in cases of extenuating circumstances, e.g. loss of records by fire or theft
- d) Individuals who are no longer able to manage their own affairs because of age and/or health and another person has assumed responsibility for the payment of accounts, etc. (Limited to one application per ratepayer)
- e) Individuals who contact Council prior to a penalty date to advise that they will not have funds available to pay the instalment charge until after the due date, and payment is effected within fourteen (14) days of the due date. (Limited to one penalty within any two (2) year period for any particular ratepayer)
- f) Ratepayers who have paid within 7 days after the due date, and who have not previously incurred a penalty for late payment. (Limited to one application within any two (2) year period for any particular ratepayer)

2.2 Ratepayers where:

- a) There is a proven problem with the delivery of instalment notices to a particular area, i.e. letter of confirmation from New Zealand Post.
- b) There is a delay with overseas postage. (Limited to one penalty for any particular ratepayer)
- c) Penalties may be remitted in other situations where, in the opinion of the Council, it would be just and equitable to do so.
- d) Applications for remission of penalties must be in writing.
- e) Rates (excluding the penalty) should be paid in full before remission is considered, except where provision is made for the remission of penalties prior to full repayment where regular payment plans, extending beyond 12 months, are in place and performing satisfactorily.

### **3.0 DELEGATION**

That the delegated authority for this policy is set out in the Delegations Register.

DRAFT

## **RATES REMISSION FOR WATER LEAKAGE**

### **1.0 OBJECTIVE OF THE POLICY**

The objective of the remission policy is to enable the Council to act fairly and reasonably to reduce accounts that are unusually high due to water leakage where there is clear evidence of timely repairs.

### **2.0 CONDITIONS AND CRITERIA**

2.1 This policy applies only to targeted rates for water consumption.

2.2 Up to 100% of water leakage will be remitted unless negligence is shown in regard to timeliness of repair or maintenance of system (i.e. multiple leaks).

2.3 Applications under this policy must be in writing and must be made by the ratepayer of the rating unit concerned.

### **3.0 DEFINITION**

**“Water Leakage”**: The difference between the average consumption of the property and the consumption over and above that average.

**“Average consumption”**: The average of the previous four billing periods charged to the customer.

### **4.0 DELEGATION**

4.1 That the delegated authority for this policy is set out in the Delegations Register.

## **DRAFT RATES REMISSION & POSTPONEMENT FOR A RATING UNIT AFFECTED BY A NATURAL HAZARD**

### **1.0 OBJECTIVE OF THE POLICY**

The objective of this policy is to provide short term financial assistance to residential properties through providing postponement of rates in the first instance and remission of rates once an application has been received, to those ratepayers that have been detrimentally affected by erosion, subsidence, submersion or other natural hazard event;

Rates remission is to alleviate some of the financial pressure faced by residents that have had to move out of their homes. In these circumstances, property owners often end up incurring unexpected costs while their homes are not suitable for habitation. For some, this can affect the ability to pay their rates.

### **2.0 CONDITIONS AND CRITERIA**

The following conditions and criteria apply:

- 2.1 The Council may postpone and remit rates charged on a rating unit if a dwelling is detrimentally affected by erosion, subsidence, submersion or other natural hazard event to such an extent that the resident ratepayers are no longer able to reside there.
- 2.2 Applications for rates remission must be made in writing and be received by Council within a period of 12 months from the date on which the natural hazard event occurred.
- 2.3 An application will only be considered where the following criteria are met:
  - f) The ratepayer must be the current owner of the rating unit which is the subject of application.
  - g) The rating unit must be a residential property. .
  - h) Rates remitted may exclude the following service charges: water, sewerage disposal and mobile rubbish bins.
- 2.4 The Council may remit rates for the duration of the period that the residents are unable to reside in the dwelling for a period of up to 90 days commencing seven days after the natural hazard event.
- 2.5 At the end of the 90 day period, the Council may extend the remission of rates to a fixed date if applicants can demonstrate adequate reasons for not being able to inhabit the dwelling within the 90 day period e.g. section 124 notice (dangerous building) under the Building Act 2004.

### **3.0 DELEGATION**

The delegated authority for this policy is set out in the Delegations Register.



## **DRAFT RATES REMISSION FOR COMMUNITY, SPORTING AND OTHER ORGANISATIONS**

### **1.0 OBJECTIVE OF THE POLICY**

The objectives of this policy are:

- a) To facilitate the ongoing provision of non-commercial (business), non-profit, voluntary, community and sporting services to the general public.
- b) To assist the organisation's survival.
- c) To make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, aged people and economically disadvantaged people.

### **2.0 CONDITIONS AND CRITERIA**

The following conditions and criteria apply:

- 2.1 Remission is available to land occupied or used by a charitable organisation which is non-profit and provides voluntary, community or sporting services to the general public.
- 2.2 The organisation's purpose meets the objectives.
- 2.3 50% remission of rates and charges, excluding those for water, sewerage and refuse disposal, will apply for organisations, including those with a permanent club liquor licence.
- 2.4 Applications for remission must be made on an approved declaration form.
- 2.5 An application must include:
  - a) A signed statement from the organisation's treasurer to prove no profit is derived from its activity
  - b) A statement of objectives, information on activities and programmes and details of membership of clients.
- 2.6 Applications for remission must be completed every two years

### **3.0 DELEGATION**

- 3.1 The delegated authority for this policy is set out in the Delegations Register.

# FEES AND CHARGES 2015/16

(Including GST)

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## A. Infrastructure Department

<b>1. WATER SUPPLY – SERVICE CONNECTION, EXTENSION AND DISCONNECTION CHARGES</b>					
<b>1.1. General Charges</b>					
1.1.1	Final meter reading:				
	a) Whakatāne and Ōhope Urban				\$35.00
	b) All other areas				\$50.00
1.1.2	Flow restrictor removal:				
	a) Whakatāne and Ōhope urban				\$90.00
	b) All other areas				\$120.00
1.1.3	Meter test (refundable if meter is faulty)				\$155.00
1.1.4	Annual permit to draw water from fire hydrant			\$60.00 plus usage charge \$1.47 per m <sup>3</sup>	
1.1.5	One-off permit to draw water from fire hydrant			\$30.00 plus usage charge \$1.47 per m <sup>3</sup>	
1.1.6	Share of extension of water main:				
	Wherever connections are required and there is no existing main, the reticulation pipe can be extended at the Council's discretion. A cost contribution is required to meet the actual cost of extending the main to the new connection point. The contribution will be 100% of the actual cost if there is no benefit to the remainder of the supply area. Otherwise, shared contribution cost will be calculated based on an engineering assessment of benefit.				
1.1.7	Disconnections:				
	a) Temporary disconnection				\$85.00
	b) Reconnection after temporary disconnection				\$85.00
	c) Permanent disconnection				\$150.00
	d) Reconnection to water supply (following permanent disconnection)				\$150.00
<b>1.2 All Schemes - Excluding Plains Water Scheme (see 1.3)</b>					
	Scheme	Description of the connection	Capital Contribution*	Connection fee	Total fee
1.2.1	All metered domestic supply excluding Plains	20mm connection	-	\$665.00	\$665.00
		Existing connection (meter only)	-	\$160.00	\$160.00
		Existing connection (meter and manifold)	-	\$280.00	\$280.00
1.2.2	All metered supply other than domestic connections excluding Plains	20mm connection	-	\$1,045.00	\$1,045.00
1.2.3	All District non-metered domestic connections.	20mm connection	-	\$565.00	\$565.00
1.2.4	All District non-metered supply other than domestic connections.	20mm connection	-	\$920.00	\$920.00
1.2.5	Cost of further required extension – Clause 1.1.6 applicable for 1.2.1 – 1.2.5.				
*Note	<p>1. Capital contributions for extraordinary connection applications (in particular for connections outside the established original scheme areas) shall be determined on a case-by-case basis calculated from the supply allocation, the values of the scheme and based on actual expenditure to provide the connection.</p> <p>2. If thrusting under the road is required, an extra \$1,535.00 shall be charged to the connection fee in all schemes, except in the Plains Water Scheme.</p> <p>3. If inspection is requested by the customer of the water lines, \$75.00 per hour shall be charged by the Council's Operations Business Unit.</p> <p>4. The Council's professional fee rate for investigations is \$155.00 per hour.</p>				
<b>1.3 Plains Water Scheme</b>					

<b>1. WATER SUPPLY – SERVICE CONNECTION, EXTENSION AND DISCONNECTION CHARGES</b>	
	a) All connections require engineering approval including an approved water plan outlining design criteria to ensure there is no contamination from the farm supply to the domestic/cowshed supply. A fact sheet is available from the Council outlining various examples of how this can be demonstrated.
1.3.1	b) The daily entitlement is calculated at 0.553 m3/hectare otherwise normal charges apply.
	c) Maximum entitlement for domestic supply and small blocks (<2.7 hectares) is 1.5m3/day and for cow sheds 2m3/day.
	d) Cost of further required extension – Clause 1.1.6 applicable.
Note:	No additional thrusting charges will apply.
<b>1.3.2</b>	<b>Description of connection</b>
	a) General Connection (other than Awakeri Extension). \$1,840.00
	b) Awakeri Extension Connection* \$1,840.00 + \$1,615.00 for capital contribution**
Note:	* Water boundary specified (note: limited connections available). ** Availability relates to any property that bounds onto the road reserve with a water main or has a legal access from the road reserve with a water main.
1.4	Operations Business Unit's charge out rate \$60.00 per hour
1.5	The Council's professional fee rate for investigations, studies, inspections, advice etc. \$155.00 per hour
<b>2. SEWERAGE SCHEMES – SEWER CONNECTION</b>	
<b>2.1</b>	<b>Sewerage Schemes</b>
2.1.1	New connection inspection fee. \$160.00
2.1.2	Extra inspection fee for non-compliant new sewer connections. \$100.00
2.1.3	CCTV camera inspection of the pipes requested by the customer. \$185.00/hour
2.1.4	Disconnection inspection fee. \$75.00
2.1.5	Operation Business Unit's charge out rate \$60.00/hour
2.1.6	The Council's professional fee rate for investigations, studies, inspections, advice, etc. \$155.00/hour
Note 1:	Septic tank effluent shall not be discharged directly into the reticulation or to the ponds.
Note 2:	Capital contributions for extraordinary connection applications (in particular for connections outside the established original scheme areas) shall be determined on a case by case basis calculated from the waste generation, the value of the scheme and based on actual expenditure to provide the connection.
Note 3:	Wherever connections are required and there is no existing main, the reticulation pipe can be extended at the Council's discretion. A cost contribution is required to meet the actual cost of extending the main to the new connection point. The contribution will be 100% of the actual cost if there is no benefit to the remainder of the supply area. Otherwise, shared contribution cost will be calculated based on an engineering assessment of benefit.
<b>3. STORMWATER SCHEMES</b>	
<b>3.1</b>	<b>Stormwater schemes</b>
3.1.1	New connection inspection fee. \$160.00
3.1.2	Extra inspection fee for non-compliant new stormwater connections. \$100.00
3.1.3	CCTV camera inspections of the pipes requested by the customer. \$185.00/hour
3.1.4	Disconnection inspection fee. \$75.00
3.1.5	Operations Business Unit's charge out rate \$60.00/hour
3.1.6	The Council's professional fee rate for investigations, studies, inspections, advice, etc. \$155.00/hour
<b>4. TRADEWASTE CHARGES</b>	
<b>4.1</b>	<b>Tradewaste charges</b>
4.1.1	Trade waste charges will be calculated according to Appendix one of the Trade Waste Bylaw. Copies are available on the Council's website; <a href="http://www.whakatane.govt.nz">www.whakatane.govt.nz</a> or by contacting the Council on (07) 306 0500. An additional administrative fee of \$123.00 per year will apply to each entity liable for paying conditional discharge fees.
<b>5. RECYCLING PARK CHARGES</b>	
<b>5.1</b>	<b>General refuse:</b>
5.1.1	Refuse bag – Maximum 15kg (60 litre bag max) \$4.00 each

<b>5. RECYCLING PARK CHARGES</b>	
5.1.2	Car and station wagon \$332.00
5.1.3	Ute and small (single axle) trailer \$487.00
5.1.4	Large tandem (twin axle) trailer \$632.00
5.1.5	All other loads over weigh-bridge \$2429.00/tonne
<b>5.2 Greenwaste</b>	
5.2.1	Car and station wagon \$109.00
5.2.2	Ute and small (single axle) trailer \$187.00
5.2.3	Large tandem (twin axle) trailer \$232.00
5.2.4	Bulk greenwaste \$575.00/tonne
5.2.5	Concrete masonry, rock, clean and dirt-free \$375.00/tonne
<b>5.3 Car bodies</b>	
5.3.1	Un-stripped \$50.00
5.3.2	Stripped \$40.00
<b>5.4 Tyres</b>	
5.4.1	Individual tyres
	<i>Type of vehicle</i> <i>Weight of tyre</i> <i>Tyres on Rims</i> <i>Tyres only</i>
	a) Farm bike, motorcycle      Under 6.5kgs      \$6.00 each      \$4.00 each
	b) Passenger car      6.5kg – 9.5kg      \$10.00 each      \$8.00 each
	c) 4x4 light utility      More than 9.5kgs      \$13.00 each      \$11.00 each
	d) Truck tyres      More than 28kgs      \$32.00 each      \$27.00 each
	e) Long-haul vehicle      50kgs – 80kgs      \$65.00 each      \$60.00 each
	f) Agricultural      Up to 100kgs      \$85.00 each      \$75.00 each
<b>5.5 Recyclable and reusable items</b>	
5.5.1	Recyclable items (glass, aluminium cans, cardboard, plastics, etc.) Free
5.5.2	Reusable/saleable items (lawnmowers, windows, doors, bicycles, etc.) Free
<b>5.6 Weigh bridge charges</b>	
5.6.1	Tare weight usage charge \$10.00 per weigh in
Note:	For items deemed by the Council or its agents to be outside those provided in the above list of waste categories, charges will be set by negotiation. The Council reserves the right to decline acceptance of any item at the Murupara transfer station and the Council Recycling Park. Such items shall be removed by, and/or at the expense of the submitter.
<b>6. ADDITIONAL REFUSE BINS</b>	
<b>6.1 Charges for additional refuse bins</b>	
6.1.1	The fee for each additional refuse bin is based on the targeted rural/commercial property rate for refuse disposal as outlined in the funding impact statement. The fee for additional refuse bins part year is pro-rated on a per month basis.
6.2	<b>Charge for additional recycle crate \$15.00</b>
<b>7. ROADING</b>	
<b>7.1 Road stopping applications</b>	
7.1.1	Administration fee \$295.00
7.1.2	Initial deposit for valuation \$565.00
7.1.3	Additional payment for covering direct processing costs \$2,010.00
Note:	The policy and practice is for the applicant to pay all survey, legal, valuation, and advertising costs directly attributable to the road stopping. If the actual costs exceed the deposit of \$565.00 plus the payment of \$2,010.00, the applicant will pay the additional costs.
<b>7.2 Road occupation agreement</b>	
7.2.1	Administration fee See 18.1
7.2.2	Selling or displaying goods for sale on street (up to 12 m <sup>2</sup> ) \$390.00 per annum
7.2.3	Tables and chairs used in conjunction with café/restaurant \$200.00 per table per

		annum
7.2.4	Rural Grazing licence applications	\$385.00
<b>7.3</b>	<b>Corridor Access Requests (Consents to undertake activity within the road reserve)</b>	
<b>7.3.1</b>	<b>Excavation Application Fees</b>	
7.3.1.1	Minor Works (as defined in National Code of Practice for Utility Operators' Access to Transport Corridors). Includes Traffic Management Plan review, Works Completion inspection and Maintenance Completion Inspection	\$ 264.50 each
7.3.1.2	Major Works (as defined in National Code of Practice for Utility Operators' Access to Transport Corridors). Includes Pre-commencement Inspection, Traffic Management Plan review, 1x Progress Inspection, 1x Works Completion Inspection and Maintenance Completion Inspection.	<del>\$700.00</del> <del>862.50</del> each
7.3.1.3	Project Works (as defined in National Code of Practice for Utility Operators' Access to Transport Corridors). Includes Pre-commencement Inspection, Traffic Management Plan review, 3x Progress Inspection, 1x Works Completion Inspection and Maintenance Completion Inspection.	<del>\$1100.00</del> <del>1,058.00</del> each
7.3.1.4	<u>3 Month Generic CAR for Minor Works (Thrust up to 20m; excavate around pillar, pedestal or pole; excavate to locate services; excavate at customers boundary). Includes Generic Traffic Management Plan review, Works Completion Inspections and Maintenance Completion Inspections</u>	\$960.00
<b>7.3.2</b>	<b>Non-excavation Application Fees</b>	
7.3.2.1	All activities. Includes Traffic Management Plan review, Works Completion Inspection.	\$ 264.50 each
7.3.2.2	<u>All generic activities. Includes Generic Traffic Management Plan review (12 months or to 30 June – whichever comes first)</u>	<u>\$500.00 each</u>
<b>7.3.3</b>	<b>Emergency Works</b>	
7.3.3.1	Retrospective corridor access request	Included in 7.3.1.1 or 7.3.2.1 as appropriate
<b>7.3.4</b>	<b>Traffic Management Plans (TMPs)</b>	
7.3.4.1	Review of Standard Traffic Management Plans (as defined through the Code of practice for temporary traffic management: Part 8 of the Traffic Control Devices Manual)	Included in 7.3.1.1, 7.3.1.2, 7.3.1.3 and 7.3.2.1
7.3.4.2	Review of Generic Traffic Management Plans (as defined through- the Code of practice for temporary traffic management: Part 8 of the Traffic Control Devices Manual)	<u>Included in 7.3.1.4 and 7.3.2.2</u> <del>\$396.75</del> each
<b>7.3.5</b>	<b><u>Inspections / Audits (Additional Corridor Access Request Inspections and Traffic Management Plan)</u></b>	
7.3.5.1	Additional Inspections ( <u>Progress, Works Completion</u> )	\$132.25 each
<b>7.3.6</b>	<b>Non Compliance</b>	
7.3.6.1	Unapproved Works (activities being undertaken without an approved Works Approval Permit or Traffic Management Plan)	\$396.75 each
7.3.6.2	Issue of a non-conformance / Stop Work order	\$ 201.25 each
<b>7.3.7</b>	<b>Temporary Road Closures</b>	
7.3.7.1	Application Fee ( <u>in addition to costs in 7.3.1, 7.3.2 and 7.3.3</u> )	<del>\$132.30</del> <del>310.50</del> each
<b>7.3.8</b>	<b>Public Notices</b>	
7.3.8.1	Public Notification as required. i.e. Road Closures, affected property access.	All Costs to be met by the applicant
<b>7.3.9</b>	<b>Damage to road and Structures</b>	
7.3.9.1	Repairs to road and structures	All Costs to be met by the applicant to reinstate road and/or structures to <u>original required</u> standard
<b>7.4</b>	<b>Footpaths and road reserve damage deposit</b>	Refer to 27.8.5
<b>7.5</b>	<b>Bridge Engineers Supervision Fee</b>	<del>\$1650.00</del> per hour
<b>7.6</b>	<b>Over Weight Mass Permits</b>	
7.6.1	High Productivity Motor Vehicles (HPMV) Permit – <del>initial processing</del> <u>Non-Permitted routes</u>	<del>\$150.00</del> <u>\$115.00 per hour</u>
7.6.2	<u>Subsequent HPMV Permit amendments</u>	\$75.00

7.6.3	Over Weight Mass Permit — One-off	\$135.00
7.6.4	Over Weight Mass Limits — Area Wide	\$135.00
<b>7.7</b>	<b>Flags</b>	
7.7.1	Hanging Fee (per site)	\$20.00 per month
Note:	Installation and removal is at the cost of the applicant upon Council approval of the contractor.	
7.8	<b>Local Facility &amp; Road Name Sign Requests Changes</b>	
<u>7.8.1</u>	Single-sided name blade sign (inc. installation)	<del>\$128.23</del> <u>\$95.00</u>
<u>7.8.2</u>	Double-sided name blade sign (inc. installation)	<del>\$150.08</del> <u>\$116.00</u>
<u>7.8.3</u>	<u>Post and Socket (inc. installation)</u>	<u>\$180.00</u>

## B. Community and Economic Development Department

<b>8.</b>	<b>HARBOUR CHARGES</b>	
<b>8.1</b>	<b>Harbour launch hire</b>	
8.1.1	Per engine hour minimum hire 1 hour	\$250.00
8.1.2	Stand-by per hour	\$80.00
<b>8.2</b>	<b>Visitor mooring rental</b>	
8.2.1	Casual rental/week or part thereof	\$20.00
<b>8.3</b>	<b>Hardstand rent:</b>	
8.3.1	Hardstand rent/day	\$35.00
8.3.2	Penalty rate/day (after ten days or part thereof)	\$55.00
8.3.3	Refuse or clean up charges	Actual Cost
<b>8.4</b>	<b>Barge hire – James Fox</b>	
8.4.1	Hire rate/day	\$180.00
8.4.2	Hire rate/ half day	\$110.00
<b>8.5</b>	<b>Casual berthage fees</b>	
8.5.1	Casual berthage/day or part thereof	\$46.00
Note:	All users to be subject to a casual berth charge when occupying Council-owned wharves, piers or jetties.	
<b>8.6</b>	<b>Licensed berthage fees</b>	
8.6.1	Uniform annual fee for vessels up to 10 metres and first 10 metres of all vessels.	\$3,542.00
8.6.2	Per metre of length/annum for length in excess of 10 metres	\$290.00
8.6.3	Discount for multiple berth	15%
8.6.4	Harbour utility fee annual change	\$140.00
<b>8.7</b>	<b>Wharf – event charge</b>	
8.7.1	Non- commercial	\$55.00
8.7.2	Commercial	\$110.00
<b>9.</b>	<b>WHAKATĀNE AIRPORT LANDING CHARGES</b>	
<b>9.1</b>	<b>Scheduled flights (Terminal users)</b>	
9.1.1	MCTOW: Maximum Combined Take-off Weight (kilograms)	
	a) 5,000-5,999	\$52.00
	b) 6,000-10,000	\$58.50
<b>9.2</b>	<b>Non-scheduled flights (General aviation)</b>	
9.2.1	Invoicing fee (to be added to applicable charge below)	\$15.00 per invoice
9.2.2	MCTOW (kilograms)	
	a) 0-682 Microlights and single engine helicopters	\$5.00
	b) 683-1,999	\$12.00
	c) 2,000-3,499	\$20.00
	d) 3,500-4,999 (includes invoicing charges)	\$45.00
	e) 5,000-5,999 (includes invoicing charges)	\$65.00
	f) 6,000-9,999 (includes invoicing charges)	\$80.00
	g) 10,000 and greater (includes invoicing charges)	\$145.00
<b>9.3</b>	<b>Annual landing charges for locally based recreational aircraft (paid annually in advance)</b>	
9.3.1	All aircraft types (up to 2,000kg MCTOW)	\$150.00
<b>9.4</b>	<b>Annual landing charges for locally based commercial aircraft (paid quarterly in advance)</b>	
9.4.1	MCTOW: Maximum Combined Take-off Weight (kilograms)	
	a) 0-682 All aircraft types	\$150.00
	b) 683-2000 All aircraft types	\$520.00



<b>10. SWIMMING POOLS</b>	
<b>10.1</b>	<b>Whakatāne Aquatic and Fitness Centre</b>
10.1.1	Single admission
	a) Child/Current full time Student/Senior Citizen/Beneficiary \$2.20
	b) Adult \$4.00
	c) Children under five years \$1.00
	d) Family day pass (two adults plus up to three children) \$11.50 (extra child \$1.50)
	e) Hydro slide \$4.00
	f) Hydro slide (function/exclusive use outside normal operating hours) \$4.00 per hour per person (min 15 people) + additional lifeguard fee if required
10.1.2	10-swim passes (plus one free)
	a) Child/Current full time Student/Senior Citizen/Beneficiary \$22.00
	b) Adult \$40.00
10.1.3	30-swim passes (plus three free)
	a) Child/Current full time Student/Senior Citizen/Beneficiary \$66.00
	b) Adult \$120.00
10.1.4	Season tickets
	a) Individual seasonal ticket \$350.00
10.1.5	Other
Note:	Any hireage which requires additional lifeguards will incur an additional charge of \$285 per lifeguard per hour.
	a) School use (per student) \$1.50 per swim
	b) Community rate - Carnivals/competitions (either the inside or outside pool) \$165.00 per ½ day
	c) Community rate - Sole use of lane \$28.00 per lane per hour
	d) Community rate - Each additional lane \$7.50 per lane per hour
	e) Commercial use – sole use of lane \$60.00 per hour + single admission
	f) Commercial use - Each additional lane \$15.00 per lane per hour
	g) Dive Schools \$40.00 per hour + single admission
	h) Sport BOP Holiday Programme \$1.50 per child
	i) Hire spa pool (therapeutic use only): one spa available for public use \$32.00 per hour
10.1.6	Fitness Centre
	For current membership pricing, please call the Whakatāne Aquatic and Fitness Centre on 07 308 4192 or visit <a href="http://www.whakatane.govt.nz">www.whakatane.govt.nz</a>
10.1.7	Learn to Swim
	For current learn to swim pricing, please call the Whakatāne Aquatic and Fitness Centre on 07 308 4192 or visit <a href="http://www.whakatane.govt.nz">www.whakatane.govt.nz</a>
<b>10.2</b>	<b>Murupara Swimming Pool</b>
10.2.1	Single admission
	a) Child/Current full time Student/Senior Citizen/Beneficiary \$1.50
	b) Children under five years \$0.50
	c) Adult \$3.00
10.2.2	10 swim pass (plus one free)
	a) Child/Current full time Student/Senior Citizen/Beneficiary \$15.00
	b) Adult \$30.00
10.2.3	Individual season pass
	a) Child \$30.00
	b) Current full time student/ Senior Citizen/Beneficiary \$35.00
	c) Adult \$45.00

<b>10. SWIMMING POOLS</b>		
	d) Family <u>(two adults plus up to three children)</u>	\$80.00
10.2.4	Other	
	a) School use (per student)	\$1.00 per swim
	b) Carnivals	\$120.00
	c) Commercial use (whole complex)	\$60.00 per hour + single admission
<b>11. CEMETERIES</b>		
Note:	All memorials are at plot holder's expense. Plot fees include maintenance of the plot. 11.1 to 11.5 refer to all cemeteries, except Awakaponga.	
<b>11.1 Purchase of plot</b>		
11.1.1	Adults	\$1,975.00
11.1.2	Children (up to 12 years)	\$1,055.00
11.1.3	Babies (Over 20 weeks gestation or weighing more than 400 grams and up to 2 years)	\$527.00
11.1.4	Stillborns (Under 20 weeks' gestation or weighing less than 400 grams)	\$200.00
11.1.5	RSA	No charge
11.1.6	Ashes plot	\$250.00
<b>11.2 Interment fees for graves</b>		
11.2.1	Weekdays (9:00am and 3:30pm)	
	a) Adults (including RSA)	\$585.00
	b) Children under 12 years and babies/stillborn	\$325.00
	c) Second interment in grave (including RSA)	\$585.00
11.2.2	Saturdays <u>&amp; Public Holidays</u> (9:00am and <u>3:30pm</u> ) <del>12:00 noon:</del>	
	a) Adults (including RSA)	\$815.00
	b) Children under 12 years and babies/stillborn	\$425.00
	c) Second interment in grave (including RSA)	\$815.00
<del>11.2.3</del>	<del>Saturdays between 12:00 noon and 3:30pm and on public holidays:</del>	
	<del>a) Adults (including RSA)</del>	<del>-\$1,630.00</del>
	<del>b) Children under 12 years and babies/stillborn</del>	<del>-\$850.00</del>
	<del>c) Second interment in grave (including RSA)</del>	<del>-\$1,630.00</del>
<b>11.3 Ash interment and disinterment fees</b>		
11.3.1	Weekdays (9:00am and 3:30pm)	
	a) Ash interment, <del>or disinterment in grave</del> or additional interment <u>in grave</u> or <del>disinterment in</del> an ash plot other than in the RSA section	\$215.00
	b) RSA ash interment or disinterment	\$200.00
11.3.2	Saturdays <u>&amp; Public Holidays</u> (9:00am and <u>3:30pm</u> ) <del>12:00 noon:</del>	
	a) Ash interment, <del>disinterment in grave</del> or additional interment in <u>grave or</u> an ash plot other than in the RSA section	\$ <del>53</del> 15.00
	<del>b) RSA ash interment</del>	<del>-\$395.00</del>
<del>11.3.3</del>	<del>Saturdays between 12:00 noon and 3:30pm and on public holidays:</del>	
	<del>a) Ash interment in grave or additional interment in an ash plot other than in the RSA section</del>	<del>-\$1,030.00</del>
	<del>b) RSA ash interment</del>	<del>-\$790.00</del>
<b>11.4 Disinterment</b>		
11.4.1	Disinterment fee	\$3,070.00
11.4.2	Re-interment and purchase of plot	As detailed in 11.1 and 11.2
<b>11.5 Additional charges</b>		
11.5.1	Any work undertaken by the Sexton and Sexton's Assistant, outside of normal operating hours (charging to begin at 4:00pm all days).	<del>\$50.00</del> <u>64.40</u> per person per hour (or part <u>hour</u> thereof)
<b>11.6 Awakaponga Cemetery</b>		

<b>11. CEMETERIES</b>	
11.6.1	Adult burial plot
	a) Single depth \$1,253.00
	b) Double depth \$1,421.00
11.6.2	Children under 12 years, baby's and stillborn burial plot \$500.00
11.6.3	Interment fee in grave (all above categories) \$670.00
11.6.4	Ashes interment
	a) Existing grave \$125.00
	b) Ashes plot \$250.00
<b>12. CREMATORIUM</b>	
<b>12.1 Crematorium fees</b>	
<u>12.1.1</u>	<u>Weekdays (9:00am – 4:30pm)</u>
<del>12.1.1</del>	a) Adult cremation \$470.00
<del>12.1.2</del>	b) Child cremation 5-12 years \$200.00
<del>12.1.3</del>	c) Child cremation under 5 years \$100.00
<del>12.1.4</del>	<del>Cremation surcharge – Saturdays, public holidays and after hours (after 4pm) \$200.00</del>
<del>12.1.5</del>	d) Chapel – Full service (Maximum 1 hour – 3:30pm last booking) \$125.00
<del>12.1.6</del>	e) Chapel – Committal (Maximum 30 minutes – 4:00pm last booking) \$75.00
<del>12.1.7</del>	<del>Chapel surcharge – Saturdays and public holidays \$60.00</del>
<u>12.1.2</u>	<u>Saturdays and Public Holidays (9:00 – 4:30pm)</u>
	<u>a) Adult cremation \$670.00</u>
	<u>b) Child cremation 5-12 years \$400.00</u>
	<u>c) Child cremation under 5 years \$300.00</u>
	<u>d) Chapel – Full Service (Maximum 1 Hour – 3:30pm last booking) \$125.00</u>
	<u>e) Chapel – Committal (Maximum 30 minutes – 4:00pm last booking) \$75.00</u>
<b>12.2 Additional Charges</b>	
<u>12.2.1</u>	<u>Any work undertaken by the Sexton and Sexton's Assistant, outside of normal operating hours (charging to begin at 5:00pm all days). \$50.00 per person per hour (or part hour)</u>
<b>13. RESERVES RENTALS</b>	
<b>13.1 Regular Sportsground users (Charges for seasonal ground use)</b>	
	<b>Regular seasonal sportsground users:</b>
Notes:	1. Sportsground rentals are based on a percentage of the sportsground maintenance cost (although other factors are considered). The actual rentals are as per the schedule below for the applicable summer or winter season.
	2. Regular sportsground users where no gate entry is charged, the rental shall be based on 12.5% of the annual budgeted sportsground maintenance cost.
	3. Regular sportsground users where a gate entry is charged, the rental shall be based on 50% of the budgeted sportsground annual maintenance cost.
13.1.1	Whakatane
	<b>Reserve Name of organisation Fee type Fee</b>
	a) Eve Rimmer Sportsfield Whakatāne Mustangs League Club Ground rent \$460.00
	Whakatāne Rugby sub-union Ground rent \$160.00
	b) Red Conway Park Marist Rugby and Sport Ground rent \$1,070.00
	c) Rex Morpeth Park Whakatāne Town Football Association Ground rent \$2,120.00
	Eastern BOP Cricket Association Ground rent \$1,630.00
	Whakatāne Touch Association Ground rent \$1,580.00
	d) Athletic Domain Whakatāne Athletic and Harriers Club Ground rent \$540.00
	e) Rugby Park Whakatāne Rugby Sub-Union Ground rent \$1,825.00
13.1.2	Rangitāiki CB

<b>13. RESERVES RENTALS</b>				
	<b>Reserve</b>	<b>Name of organisation</b>	<b>Fee type</b>	<b>Fee</b>
	a) Edgecumbe Domain	Edgecumbe Rugby and Sport	Ground rent	\$1,655.00
	b) Awakeri Sports Fields	Edgecumbe Plains Rangers Soccer (Apr-Sept)	Ground rent	\$630.00
	c) Eivers Park (Te Teko)	Te Teko Rugby Club	Ground rent	\$555.00
	d) Richmond Park (Matatā)	Matatā Rugby Club	Ground rent	\$1,825.00
	e) Matatā Recreation Reserve	Matatā Tennis Club	Ground rent	\$175.00
	f) Awakeri Sports Fields	Awakeri Junior Soccer Club	Ground rent	\$245.00
		Twilight Cricket	Ground rent	\$167.00
13.1.3	Ōhope CB			
	<b>Reserve</b>	<b>Name of organisation</b>	<b>Fee type</b>	<b>Fee</b>
	a) Bluett Park	Ōhope Junior Soccer Club	Ground rent	\$490.00
		Ōhope Twilight Cricket	Ground rent	\$167.00
	b) Wharekura Reserve	Ōhope Tennis Club	Ground rent	\$273.00
13.1.4	Tāneatua CB			
	<b>Reserve</b>	<b>Name of organisation</b>	<b>Fee type</b>	<b>Fee</b>
	a) Tāneatua Domain and Recreational Reserve	Tāneatua Rugby Football Club Inc.	Ground rent	\$826.00
	b) Mitchell Park (Tāneatua)	Twilight Cricket	Ground rent	\$542.00
	c) Waimana Domain	Waimana Rugby Club	Ground rent	\$530.00
13.1.5	Murupara CB			
	<b>Reserve</b>			<b>Fee</b>
	a) Galatea Domain and recreational Reserve	Administered by the Galatea Reserves Management Committee		
<b>13.2</b>	<b>Casual park user charges (per day)</b>			
Note:	For all commercial operators, a surcharge of 100% will be added to the “non-commercial” charge (applies to 13.2.1 – 13.2.6(a))			
	<b>Reserve</b>			<b>Non-commercial</b>
13.2.1	Whakatane			
	a) Rex Morpeth Park			\$358.00
	b) Athletics Domain			\$74.00
	c) Cricket Wicket No.1			\$121.00
	d) Cricket Wicket No.2			\$43.00
	e) RMP Training ground No.1			\$74.00
	f) RMP Training ground No.2			\$43.00
	g) Soccer Grounds			\$173.00
	h) Rugby Park			\$151.00
	i) Warren Park			\$145.00
	j) Eve Rimmer Sportsground or Mataatua Reserve			\$121.00
	k) Camelia Park, Sullivan Lake, Rose Gardens, Wairere Waterfall, or Peace Park			\$47.00
	l) Sunday market ( Mitchell Park)	\$50.00 plus surcharge for commercial operator		
13.2.2	Rangitāiki CB			
	a) Edgecumbe Domain			\$189.00
	b) Hockey			\$121.00
	c) Rugby			\$74.00
	d) Awakeri Sportfield			\$74.00
	e) Richmond Park (Matatā)			\$121.00
13.2.3	Ōhope CB			
	a) Bluett Park			\$121.00

<b>13.</b>	<b>RESERVES RENTALS</b>		
	b) Mahy Reserve or Maraetōtara Reserve		\$74.00
	c) West End Reserve	Salt Surf School	\$287.00 per season
13.2.4	Murupara CB		
	a) Murupara Tennis/Netball Court		\$3.00 per hour
	b) Wingate Park full day		\$24.00
	c) Wingate Park ½ day		\$12.00
	d) Wingate Park Touch Module		\$142.00
13.2.5	Tāneatua CB		
	a) Mitchell Park (Tāneatua)		\$120.00
13.2.6	Other		
	a) All other reserves		\$46.00
	b) Administration and inspection fee per reserve booking		\$30.00
<b>13.3</b>	<b>Service charges</b>		
13.3.1	Weddings – Park booking fee (One off charge – no individual reserve hire fees apply)		\$55.00
13.3.2	Water charge		\$35.00
13.3.3	Electrical terminal usage		\$40.00
13.3.4	Pikowai Camping Area		
	a) Per camp site per night (minimum charge based on 2 adults/2 children in all)		\$16.00
	b) Additional adult		\$6.00 per night
	c) Additional child		\$2.00 per night
13.3.5	Restricted reserve access		\$150.00 refundable deposit
<b>13.4</b>	<b>Exclusive use reserve leases for clubrooms and pavilions</b>		
13.4.1	Reserve land allocated for permanent clubroom or building	Rent	\$400/annum plus utilities
13.4.2	Reserve land allocated for permanent clubroom or building where a liquor license is held	Rent	\$800/annum plus utilities
<b>14.</b>	<b>TE KŌPUTU A TE WHANGA A TOI (WHAKATĀNE LIBRARY AND EXHIBITION CENTRE)</b>		
<b>14.1</b>	<b>Library charges</b>		
14.1.1	Membership for local residents		Free
14.1.2	Non-resident annual membership (info-share library residents are classified as residents)		\$31.00
14.1.3	Visitor card (limit of 5 items)		\$11.00/month plus \$40.00 refundable bond on items
14.1.4	Replacement borrower's card		\$3.00
14.1.5	Rental items		As priced
14.1.6	Overdue charges for each subsequent day until item is checked in		\$0.30
14.1.7	Rental Items - Overdue charges for each subsequent day until rental item is checked in		\$0.50
14.1.8	Reservation fee/item		\$2.05
14.1.9	Interlibrary loan fee for items from reciprocal libraries		\$6.00
	Plus add on costs charged by non-reciprocal libraries		Actual cost
14.1.10	Sale of deleted stock		As priced
<b>14.2</b>	<b>Library and Exhibition Centre charges</b>		
14.2.1	Admission		Admission by donation to all non-residents, with a recommended level of \$5.00 per adult.
14.2.2	Admission to Touring Exhibitions		As priced
<b>14.3</b>	<b>Library and Exhibition Centre Hireage</b>		

<b>14.</b>	<b>TE KŌPUTU A TE WHANGA A TOI (WHAKATĀNE LIBRARY AND EXHIBITION CENTRE)</b>	
14.3.1	Bay Trust Room	\$30.00 per session (9.00am-12.30pm or 1.00pm-4.30pm)
14.3.2	Eastern Bay Energy Trust Room	\$30.00 per session (9.00am-12.30pm or 1.00pm-4.30pm)
14.3.3	Little Orchard Activity Room	\$75.00 per session (9.00am-12.30pm or 1.00pm-4.30pm)
14.3.4	Sheaff Gallery	\$400.00 (up to four hours hireage from 5.15pm)
14.3.5	Opus Gallery	\$600.00 (up to four hours hireage from 5.15pm)
14.3.6	Museum exhibition area	By application
Note 1:	A 20% discount for non-profit community organisations applies for all facility hireage.	
Note 2:	Other charges may be applicable depending on use	
Note 3:	All hireage subject to restrictions and conditions	
<b>14.4</b>	<b>Digital images on CD or USB flash drive</b>	
14.4.1	Scanning, colour photographs, reproduction and lamination fees on application	1 <sup>st</sup> image: \$20.00 (including CD, excluding USB flash drive) 2 or more images: \$15.00 each (same CD, including CD, excluding USB flash drive)
<b>14.5</b>	<b>Microfilm printouts</b>	
14.5.1	Microfilm printouts	\$1.00 per sheet (A4 only)
<b>14.6</b>	<b>Online resource printouts</b>	
14.6.1	Per sheet (A4) digital resources from public terminals	\$0.20
<b>14.7</b>	<b>Reproduction of photographs</b>	
14.7.1	6" x 4"	\$5.00
14.7.2	8" x 6"	\$8.50
14.7.3	8" x 10"	\$9.50
14.7.4	12" x 10"	\$18.50
14.7.5	15" x 12"	\$28.50
14.7.6	Urgent (less than 10 working days)	Add 100% for URGENT fee
Note:	Where no datasheet or digital file exists, a fee of \$2.50 will be charged. This will be refunded if an order for that image is placed. This file remains the property of the Whakatāne District Museum and Gallery.	
14.7.7	Postage per order for postage and packing	Actual cost
<b>14.8</b>	<b>Publication fee</b>	
14.8.1	Publication fees will apply for every image reproduced from the collections and published in any way in the public domain (including reports, websites, exhibitions etc.). The scale of fees are:	
	a) local history and education publications;	\$15.00 per image or reproduction
	b) commercial publications	\$100.00 per image or reproduction
Note 1:	A copy of all publications featuring the images from the Museum Collection is to be deposited free of charge by the author into the HD London Research Library	
Note 2:	These fees are on top of any charges for scanning and photographic reproduction	
<b>14.9</b>	<b>Research fee</b>	
14.9.1	Use of the facilities for local users will be free of charge.	
14.9.2	Use of the facilities for non-local users will incur a part charge of \$5.00 per day, or an annual charge of \$25.00 per year.	
14.9.3	There will be no charge for the first half hour for research requests; subsequent rate of \$25.00 per half hour will be levied, with a minimum chargeable period of half an hour and up to a maximum nominated by the customer. This charge is in addition to any charges for the photographic reproduction, photocopies and publication charges, which will be set at the normal rates.	
<b>15.</b>	<b>PUBLIC HALLS (EXCLUDING WHAKATĀNE WAR MEMORIAL COMPLEX)</b>	
<b>15.1</b>	<b>Edgcombe War Memorial Hall</b>	
	<b>General</b>	
15.1.1	Main hall or reception lounge	

<b>15.</b>	<b>PUBLIC HALLS (EXCLUDING WHAKATĀNE WAR MEMORIAL COMPLEX)</b>	
	a) All day and evening	\$245.00
	b) Day or evening	\$190.00
15.1.2	Main hall and reception lounge (combined)	
	a) All day and evening	\$318.00
	b) Day or evening	\$260.00
	<b>Meetings</b>	
15.1.3	Main hall and reception lounge casual meetings ( <u>up to 3 hrs</u> )	\$64.00 per meeting \$27.00 per hour
15.1.4	St John's Room casual meetings ( <u>up to 3hrs</u> )	\$49.00 per meeting \$27.00 per hour
	<b>Other</b>	
15.1.5	Non-profit <u>community</u> organisations (all areas)	<del>\$120.00</del> per hour
<del>15.1.6</del>	<del>Other users</del>	<del>\$12.50 per hour</del>
15.1. <del>6</del> <sup>7</sup>	Kitchen facility (crockery by arrangement)	\$90.00 <u>per day</u>
<b>15.2</b>	<b>Edgumbe Community Library</b>	
	<b>General</b>	
15.2.1	Lions Reading Room	\$17.00 per hour
15.2.2	Non-Profit <u>Community</u> Organisations	\$10.00 per hour
<b>15.3</b>	<b>Murupara Town Hall</b>	
Note:	Limited tables and chairs are included in the rent charge for use in the Hall only.	
	<b>Social event</b>	
15.3.1	Social events e.g. Wedding, Balls, Socials, Dances etc.	
	a) All day and evening	<del>\$260</del> <u>45.00</u>
	b) Day or evening	<del>\$160</del> <u>50.00</u>
	c) Decorating before function ½ day	<del>\$65.00</del> <u>63.50</u>
	<b>Meetings</b>	
15.3.2	Meeting (up to 3 hours)	<del>\$25</del> <u>3.00</u>
	<b>Sporting</b>	
15.3.3	Sports bodies	
	a) Club nights	\$35.00 <u>per night</u>
	b) Tournaments	\$70.00 per day
	c) Practices	\$12.00 per hour
	<b>Other</b>	
15.3.4	Concert and Church nights	<del>\$60</del> <u>59.00</u>
15.3.5	<del>Charitable</del> <u>Non Profit Community</u> Organisations (up to 3 hours)	<del>\$20</del> <u>16.00</u>
<del>15.3.6</del>	<del>Heating</del>	<del>\$6.00 per hour</del>
<b>15.4</b>	<b>Murupara Sports Pavilion</b>	
Note:	No alcohol permitted	
	<b>General</b>	
15.4.1	Pavilion (per hour)	<del>\$12</del> <u>1.00</u>
15.4.2	Pavilion (per day)	<del>\$65</del> <u>1.00</u>
<del>15.4.3</del>	<del>Heater charges</del>	<del>\$3.00 per hour</del>
<b>15.5</b>	<b>Ōhope Hall</b>	
	<b>Social event</b>	
15.5.1	Weddings, <u>Social Functions</u> <del>Cabarets/Balls etc.</del>	<u>300.00 per day</u>
	<u>a) Additional Hours</u>	<u>\$20.00 per hour</u>
	<del>a) Day and evening</del>	<del>\$300.00</del>
	<del>b) Day only</del>	<del>\$230.00</del>

<b>15.</b>	<b>PUBLIC HALLS (EXCLUDING WHAKATĀNE WAR MEMORIAL COMPLEX)</b>	
	<b>Meetings</b>	
15.5.2	Meetings – <u>Casual use by local school / playcentre / service clubs</u>	<u>\$14.00 per hour</u>
	a) <del>Hall</del>	<del>\$14.00 per hour</del>
	b) All day	\$90.00 per day
	<b>Sporting</b>	
15.5.3	Local sports/Recreation groups/ <u>Church Groups</u>	<del>\$20</del> 1.00 per hour
15.5.4	Ōhope Indoor Bowling Club (indoor bowling season)	\$34.00 per night
	<u>Additional Hours</u>	<u>\$20.00 per hour</u>
	<u>Surcharges</u>	
<u>15.5.5</u>	<u>Commercial operators</u>	<u>100%</u>
	<b>Other</b>	
15.5.5	Scouts and Cubs	\$280.00 per annum
15.5.6	<del>Casual use by local school/play centre/service clubs</del>	
	a) <del>Hall</del>	<del>\$14.00 per hour</del>
	b) <del>All day</del>	<del>\$90.00 per day</del>
15.5.7	<del>Church groups</del>	<del>\$21.00 per hour</del>
15.5.8	<del>Concerts and commercial enterprises</del>	<del>\$425.00</del>
15.5.9	Craft market – day only	\$300.00
15.5.10	<del>Set up fees (prior to 6:00pm for evening use)</del>	<del>\$21.00 per hour</del>
<b>15.6</b>	<b>Āwakeri War Memorial Hall</b>	
	<b>Social events</b>	
15.6.1	Dances/Weddings/Functions etc.	\$92.00 <u>per day</u>
	<b>Sporting</b>	
15.6.2	Bowls	\$15.00 per night
	<b>Other</b>	
15.6.3	YFC	\$185.00 per year
15.6.4	Other evening uses	\$30.00 per night
15.6.5	Other day use	\$17.00 per day
<b>15.7</b>	<b>Manawahe Hall</b>	
	<b>General</b>	
15.7.1	Private – whole day (including social functions)	\$70.00
15.7.2	Private – night only	\$32.00
15.7.3	Supper room only	\$20.00
<b>15.8</b>	<b>Otakiri Hall</b>	
	<b>Social event</b>	
15.8.1	Socials	
	a) Supper room	\$65.00
	b) Main hall and supper room	\$90.00
	<b>Meetings</b>	
15.8.2	Meetings	
	a) Evening ( <del>2½ to 4</del> <u>Up to 3</u> hours)	\$16.00
	b) Day	\$32.00
	<b>Other</b>	
15.8.3	Schools	\$690.00 per annum
<b>15.9</b>	<b>Tāneatua School and Community Hall</b>	
	<b>General</b>	
15.9.1	Day functions	\$50.00 per day
	<b>Social event</b>	



<b>15.</b>	<b>PUBLIC HALLS (EXCLUDING WHAKATĀNE WAR MEMORIAL COMPLEX)</b>	
15.9.2	All social functions	\$185.00 <u>per day</u>
	<b>Meetings</b>	
15.9.3	Meetings <u>(non-profit community organisations) up to 3 hrs</u>	<del>\$20</del> 31.00 per night
<del>15.9.4</del>	<del>Community meetings</del>	<del>\$5.50 per night</del>
	<b>Sporting</b>	
15.9.5	Sports bodies	
	a) Regular users	\$13.00 per night
	b) Non-regular users	\$26.00 per night
<b>15.10</b>	<b>Te Teko War Memorial Hall</b>	
	<b>General</b>	
15.10.1	Function (day or night)	\$105.00
	<b>Meetings</b>	
15.10.2	Meetings <u>(non-profit community organisations) up to 3hrs</u>	<u>\$20.00</u>
	a) <del>First hour</del>	<del>\$25.00</del>
	b) <del>Per hour thereafter</del>	<del>\$13.00</del>
	<b>Other</b>	
15.10.3	Country and Western Club	\$63.00 per night
<b>15.11</b>	<b>Waimana-Nukuhou War Memorial Hall</b>	
	<b>Social event</b>	
15.11.1	Social function – use of hall	\$50.00 <u>per day</u>
	<b>Meetings</b>	
15.11.2	Half day meeting	\$11.00
15.11.3	Full day meeting	\$17.00
	<b>Youth Centre</b>	<u>\$15.00 per hour</u>
<b>15.12</b>	<b>Bonds</b>	
15.12.1	Edgecumbe War Memorial Hall, Murupara Town Hall and Ōhope Hall	
	a) Social functions	\$550.00
	b) Other functions	\$200.00
15.12.2	Murupara Sports Pavilion	<del>\$25</del> 06.00
15.12.3	Otakiri Hall, Taneatua School and Community Hall, Manawahe Hall and Waimana-Nukuhou War Memorial Hall	\$100.00
<b>16.</b>	<b>WHAKATĀNE WAR MEMORIAL COMPLEX</b>	
<b>16.1</b>	<b>Bond</b>	
16.1.1	Local residents and regular users (low risk events)	
	Little Theatre, Reception Lounge, Stadium or Multiple Facilities	\$220.00 each
16.1.2	Non-local users and high risk events	
	a) Little Theatre, Reception Lounge, Stadium or Multiple Facilities	\$550.00 each
<b>16.2</b>	<b>Surcharges</b>	
16.2.1	The following surcharges will be added for non-local or commercial operators. This surcharge will be added to the “local” charge where applicable or unless otherwise stipulated. (Only one of charge a) or b) will apply)	
	a) Non-local	50%
	b) Commercial	100%
	<u>The total charges will be inclusive of air conditioning and, heating and theatre lighting (where appropriate) but exclusive of preparation and clean up charges which will be levied as set down for the appropriate section if applicable.</u>	
<b>16.3</b>	<b>Little Theatre</b>	<b>Local</b>
16.3.1	General use <u>(including rehearsal room)</u>	
	a) With no charge for admittance	\$880.00 per day or <u>\$5247.00 (up to 4 hrs) per ½ day</u>

<b>16.</b>	<b>WHAKATĀNE WAR MEMORIAL COMPLEX</b>	
	b) With admittance charge	\$17761.00 per day or <del>\$10495.00</del> (up to 4 hrs) per ½ day
16.3.2	Theatre lighting – Equipment charges:	
	a) Standard charge (includes first use)	\$252.00
	b) Each further use	\$19.00
16.3.3	Air conditioning and heating—available by prior arrangement with the Custodian	
	a) Theatre (Fixed charge for all users)	\$23.00 per hour
	b) Rehearsal and dressing room (Fixed charge for all users)	\$7.50 per hour
<b>16.4</b>	<b>Rehearsal Room</b>	<b>Local</b>
16.4.1	Available for hire as a separate facility when the Little Theatre and stage area is not previously booked	\$32.00 per function-day or \$12.00 per hour
<b>16.5</b>	<b>Foyer and Foyer bar</b>	
Notes	<p>1. <del>Under normal circumstances the</del> Foyer area provides access to <b>both</b> the Little Theatre and the Reception Lounge. <del>However it is available for hire as a separate function room, or as an addition to the Reception Lounge with the Foyer Bar also in use. This is possible when there is no performance or continuous use scheduled for the Little Theatre.</del> If exclusive use of the foyer is required the theatre and the reception lounge must be booked.</p> <p>2. Where the foyer is used as an entrance or overflow area in conjunction with the Little Theatre and/or Reception Lounge there is no separate charge.</p>	
<del>16.5.1</del>	<del>Where the foyer is used as a specific function or display area it will be charged out at the rates as set out below:</del>	
	<del>a.) Meetings and social functions</del>	<del>\$79.00 per function or \$21.00 per hour</del>
	<del>b.) Continuous daily use</del>	<del>\$113.00 per day</del>
<b>16.6</b>	<b>Reception Lounge</b>	
<del>16.6.1</del>	<del>Social events and functions e.g. Weddings, socials etc. (including kitchen)</del>	<del>\$340.00 per day</del>
	<del>a) Additional hours</del>	<del>\$25.00 per hour</del>
<del>16.6.2</del>	<del>Meetings, seminars (including kitchen)</del>	
	<del>a) Up to 4 hrs (half day)</del>	<del>\$80.00</del>
	<del>b) 4 to 10 hrs (full day)</del>	<del>\$130.00</del>
	<del>c) Less than 4 hrs use and additional hours</del>	<del>\$25.00 per hour</del>
16.6.1	Casual use (Includes preparation)	
	a) 3 hours and up to 10 hours	\$172.50 per function
	b) Less than 3 hours use	\$58.50 per hour
16.6.2	Regular	
	a) Weekly/fortnightly/monthly bookings including the kitchen for 4 hours or less	\$64.00 per function
16.6.3	Regular	
	a) Weekly/fortnightly/monthly users—including the kitchen for 4 hours or more	\$101.00 per function
16.6.4	Social functions	
	a) Weddings, dances, anniversaires, parties, etc.	\$235.00 per function
	b) Preparation charge (Fixed charge for all users)	\$18.00 per hour
16.6.5	Kitchen	
	a) Refreshments (Fixed charge for all users)	\$33.00 per function or day
	b) Full facilities (Fixed charge for all users)	\$74.00 per function or day
16.6.6	Any other continuous daily use (24 hours) (does not include kitchen)	\$222.00 per day
16.6.7	Air conditioning and heating (Fixed charge for all users)	\$22.50 per hour
<b>16.7</b>	<b>Stadium</b>	
		<b>Local</b>
16.7.1	Sporting usage	<b>Local</b>
	a) Monday to Thursday 5:00pm to 10:00pm	\$353.00 per hour
	b) All other times	
	i) Club play or practice	\$17.00 per hour

<b>16.</b>	<b>WHAKATĀNE WAR MEMORIAL COMPLEX</b>	
	ii) Junior Club play or practice	\$8.00 per hour
	c) School use or local tournaments <u>per day</u>	<del>\$130</del> 117.00 <u>per day</u>
	d) Provincial, Regional or National tournaments <u>per day</u>	<del>\$250</del> 235.00 <u>per day</u>
<b>16.7.2</b>	<b>Other Uses</b>	
	Meetings, conferences, seminars, workshops, <u>expos, youth events per day</u> (includes preparation charge) (Day – 10am to 5pm or 5pm to midnight)	\$27 <del>51</del> .00 per day <u>or \$135.00 per ½ day or \$39.00 per hour (for less than 3 hours)</u>
	<u>a) Up to 4 hrs</u>	<u>\$150.00</u>
	<u>b) Additional hours</u>	<u>\$25.00 per hour</u>
	e) Hourly charge outside of the prescribed times	\$23.00 per hour
	f) Continuous daily usage (24 hour day)	\$337.50 per day
	Social functions	<del>\$450</del> 395.00 per <u>function day</u>
	<u>a) Up to 4 hrs</u>	<u>\$275.00</u>
	<u>b) Additional hours</u>	<u>\$25.00 per hour</u>
	<u>g) Preparation charge (Fixed charge for all users)</u>	<u>\$18.00 per hour</u>
	<u>h) Fundraising fairs</u>	<u>\$160.50 per day</u> <u>\$78.50 per ½ day</u>
<b>Note:</b>	Any organisation making use of this facility which clears the area no later than 2:00pm on the day of use.	
	<u>i) Ventilation and heating by prior arrangement with Custodian (Fixed charge for all users)</u>	<u>\$22.50 per hour</u>
<b>16.8</b>	<b>Multiple facilities charges</b>	
16.8.1	When two or more sections of the Centre are hired for large events on a combination basis, the charges set down will be reduced by 20%.	
16.8.2	The total charges will be inclusive of air conditioning <u>and</u> , heating, <u>and theatre lighting (where appropriate) but exclusive of preparation and e</u> Clean up charges which will be <u>charged additionally if applicable</u> . <del>levied as set down for the appropriate section if applicable.</del>	
<b>16.9</b>	<b>Youth Centre</b>	<u>\$15.00 per hour</u>
<b>16.10</b>	<b>Additional fees (Fixed charges for all users)</b>	
16.10.1	Cleaning fees	\$50.00 per hour
16.10.2	Sound system (only for Reception Lounge (16.6) and stadium (16.7))	\$64.00 per day
<b>17.</b>	<b>STAGE HIRE</b>	
<b>17.1</b>	<b>Portable stage hire</b>	<del>\$76</del> 5.00
<b>18.</b>	<b>PROPERTY DOCUMENTATION CHARGES</b>	
<b>18.1</b>	<b>Leases and licences of Council land</b>	
18.1.1	Administration fee for new lease or licence application	\$300.00
18.1.2	Administration fee for renewal of lease or licence	\$120.00
18.1.3	Administration fee for assignment, subletting or variation of lease	\$200.00
18.1.4	Administration fee for Landlord's consent application	\$150.00
<b>18.2</b>	<b>Financial transactions</b>	
18.2.1	Processing release Rural Housing Loans, mortgage consents, etc.	\$200.00
<b>18.3</b>	<b>Applications involving Council owned properties</b>	
18.3.1	Administration fee for boundary adjustments, reserve revocations	\$310.00
<b>19.</b>	<b>PENSIONER HOUSING</b>	
<b>19.1</b>	<b>Whakatāne</b>	
19.1.1	Single at Alice Stone	<del>\$148</del> 136.00 per week
19.1.2	Double at Alice Stone	<del>\$156</del> 144.00 per week
19.1.3	Single at Allandale and Lovelock Courts	<del>\$144</del> 132.00 per week
19.1.4	Double at Allandale and Lovelock Courts	<del>\$152</del> 140.00 per week

19.1.5	Single at Veronica Flats	\$ <del>144</del> 132.00 per week
19.1.6	Double at Veronica Flats	\$ <del>156</del> 144.00 per week
<b>19.2</b>	<b>Murupara</b>	
19.2.1	Single	\$56.00 per week
19.2.2	Double	\$60.00 per week
19.2.3	Hardie Flats	\$68.00 per week
<b>20.</b>	<b>VISITOR CENTRE</b>	
<b>The Visitor Centre offers a number of advertising and display services. Prices are set through individual agreements, through the Visitor Centre.</b>		
<b>20.1</b>	<b>Brochure display service</b>	<del>\$120.00</del>
<b>20.2</b>	<b>Website advertisement</b>	\$172.50 plus design fee
<b>21.</b>	<b>ACCESS TO SITE FILE RECORDS/PROPERTY RECORDS</b>	
<b>21.1</b>	<b>Access to site file records/property records</b>	
21.1.1	Administration fee for property files	\$15.00 per property file, plus \$15.00 for subdivision files for the specific property (subdivision files optional)
21.1.2	Photocopy of entire property file (hardcopy)	\$20.00 plus actual time cost to photocopy file (minimum 15 minutes). Actual time based on \$20.00 per 15 minutes.
21.1.3	Digital copy of property file on CD (only applies if scanned files exist) - allow 2 days	\$45.00
21.1.4	For regular users (access >10 property files per month), accounts can be setup and invoiced monthly.	\$15.00 per property file, plus \$15.00 for subdivision files for the specific property (subdivision files optional)
<b>22.</b>	<b>LOCATION SERVICES (GEOGRAPHIC INFORMATION SYSTEMS)</b>	
<b>22.1</b>	<b>Geospatial Data (Digital)</b>	
22.1.1	Where available	The cost of media plus staff time
<b>22.2</b>	<b>Geospatial Maps/Plots/Images (Hardcopy)</b>	
22.2.1	A4	\$8.00 plus staff time
22.2.2	A3	\$12.00 plus staff time
22.2.3	A2	\$19.00 plus staff time
22.2.4	A1	\$30.00 plus staff time
22.2.5	A0	\$48.00 plus staff time
<b>22.3</b>	<b>Aerial Imagery</b>	
22.3.1	Where available	The cost of media plus staff time
<b>22.4</b>	<b>LIDAR Data</b>	
22.4.1	Where available	The cost of media plus staff time
<b>23.</b>	<b>RURAL (RAPID) NUMBERS</b>	
<b>23.1</b>	<b>Replacement Rural Number Plates</b>	\$20.00 (includes numbers & letters)

## C. Strategy and Planning Department

24.	NOTES
<b>24.1</b>	<b>Information for all Strategy and Planning Department Charges</b>
24.1.1	All fees quoted are GST inclusive.
24.1.2	<p>a) Other Authority and Agencies' Charges are the fees as set by the relevant authority or agency.</p> <p>b) Where consultants or other experts are used to carry out Strategy and Planning duties, the actual and reasonable cost incurred will be charged to an applicant.</p> <p>c) An additional administrative charge of ten percent of the fee will also be charged.</p>
24.1.3	Staff will, upon request; endeavour to provide an estimate of costs associated with a particular request/application.
<b>24.2</b>	<b>Planning</b>
24.2.1	Resource Consent Fees:
	<p>a) The amount stated is a fixed charge deposit, payable at the time of lodging an application or when making any other request for Council to perform any other function under the Resource Management Act 1991. The above deposits are charges fixed under Section 36(1) Resource Management Act and are payable in full at the time of lodging the application</p> <p>b) The actual and reasonable costs incurred by the Council will be charged for all applications. Therefore, a charge additional to the fixed charge deposit paid, may be made once the application has been determined. Actual and reasonable costs will also be charged for applications that are withdrawn</p> <p>c) Actual and reasonable costs will include costs incurred by Council in respect of staff salaries and wages (including travel time, and on-costed to cover overheads), internal analytical costs, record keeping/storage (e.g. photocopying), external analytical costs or consultant costs, vehicle usage costs and any other direct costs or disbursements (including postage, advertising costs, etc), plus GST. The charge out rate for Council Officers is between \$80.00 and \$180.00/hour</p> <p>d) Additional charges will be made for sums in excess of \$20.50 (inclusive of GST) of the Council's costs. In all cases, an itemised statement of the Council's costs will be provided</p> <p>e) Council may, in any particular case, remit the whole or any part of any charge of a kind referred to in this section which would otherwise be payable, for any of the following reasons:</p> <p style="padding-left: 40px;">i) The charge does not accurately reflect the benefit to the community from the activity or service, as distinct from the benefit to the applicant</p> <p style="padding-left: 40px;">ii) The charge does not accurately take into account the "cost of democracy" associated with the application or the service</p> <p style="padding-left: 40px;">iii) The charge does not accurately reflect the actual and reasonable costs incurred in respect of the activity to which the charge relates</p> <p style="padding-left: 40px;">iv) The charge for monitoring a resource consent does not accurately reflect the anticipated number of inspections required over the life of the consent to ensure compliance with conditions of the consent, or the likely effects of that activity on the environment</p>
24.2.2	Monitoring Fee:
	A charge based on the estimated number of inspections for a development or an annual charge will be payable to Council for the monitoring and supervision of resource consents and monitoring the state of the environment. The fee will reflect the estimated actual cost for the Monitoring Officer and/or other specialist Council Officers or their representative to inspect the site for compliance with consent conditions. Where the estimated charge does not accurately reflect the actual and reasonable costs incurred in the monitoring of the resource consent to which the charge relates, that additional charge will be recovered from the consent holder.
<b>24.3</b>	<b>Building fees</b>
24.3.1	The application fee is a non-refundable deposit payable at the time an application is lodged. Additional charges are calculated on time spent. The charge-out rate for Council officers is between \$80.00 and \$180.00/hour. All other actual and reasonable costs incurred in the processing of building consents will be recovered, including for example, specialists' advice and insurance premiums.
24.3.2	The Restricted Project Information Memorandum fee applies to all projects that are either not greater than \$10,000 in value, or alternatively, not greater than 30 m <sup>2</sup> in area. Other projects that may qualify for a Restricted Project Information Memorandum are fences, retaining walls, swimming pools and most accessory buildings (garages, hay-barns, etc)
	The Small Project Information Memorandum fee applies to projects such as small internal alterations, heaters, plumbing and drainage work.
24.3.3	A bond is payable prior to a building consent being issued for the removal of a dwelling or other building from a property. It will be refunded upon application when Council is satisfied that all conditions of the building consent have been met.

<b>24.4</b>	<b>Annual licence, and registration and verification fees</b>
24.4.1	The fees charged will be calculated at a fixed charge which includes up to two inspections. Further inspections will be charged at actual cost. The charge-out rate for Council officers is between \$80.00 to \$180.00/hour.
24.4.2	Simple Food Premises – Simple foods consist of pre-packaged food that is of low risk to public health, e.g., biscuits, confectionery, and frozen confections. Pre-packaged food that requires heating (e.g. readily perishable food) is not classified as 'low risk food'
24.4.3	Food Premises – ancillary use. This category has been developed to cater specifically to registered premises that are used for the preparation of food for sale by more than one party. The intention is for the primary occupier to pay the registered premises fee and the secondary occupier to pay an ancillary fee. Secondary occupiers typically include those that prepare food for sale at markets on a regular basis.
<b>24.4.4</b>	<b><u>Exempted premises (Food Control Plans) under the Food Act 2014. The existing Food Act 1981 and Food Hygiene Regulations 1974 are yet to be repealed, resulting in dual regulatory systems existing for food based activities. In anticipation of the mandatory transition to a risk-management approach under the new Act, eligible food businesses have an opportunity to voluntarily implement pre-approved Food Control Plans.</u></b>
24.4.4	Camping Grounds – temporary use. This category of license has been developed for organisations who have obtained resource consent or similar permission for camping of several nights' duration at any one time on property other than established camping grounds. Temporary use camp ground licenses shall be obtained by the organisers of meetings or similar gatherings and be on a per night stayed basis. Licence approval shall be conditional upon the use of fully self-contained motor homes or similar vehicles by campers. Fully self contained motor homes or similar will have sufficient water and waste capacity and other essentials necessary for the adequate and safe convenience of its passengers without posing health risk or giving rise to health nuisance or potential for same
24.4.5	Mobile Trading – The Whakatane District Council Bylaw 2007 Part 4 Mobile Trading definition of mobile trading includes sale of goods, wares or merchandise by hawkers or peddlers on foot, which was previously subject to a separate licence and fee. Categorising the mobile trading licenses into the two types enable the fees to continue to be proportional to the scale of the different activities within the widened definition. The sale of goods, wares or merchandise from a cart, vehicle, caravan, or similar whether or not self-propelled continues to have the higher license fee reflecting the higher scale of this activity. While the licence for the hawkers activity will continue with the lower fee
<b>24.5</b>	<b>Development Contributions Fee</b>
24.5.1	The Council's Development Contributions Policy sets out the financial contributions that will be required when development occurs
<b>24.6</b>	<b>Other fees</b>
24.6.1	For any certificate, authority, approval, consent, or service given, or inspection made by the Council under the Local Government Act or any other enactment in any case where that provision or enactment contains no provision authorising the Council to charge a fee, and does not provide that the certificate, authority, approval, consent, service, or inspection is to be given or made free of charge, the fee will be based on the charge out rate for the officer concerned, as identified above. Notwithstanding, any such fee may be refunded, remitted, or waived in such situations as the Council may determine.
<b>25.</b>	<b>ANIMAL CONTROL</b>
Note:	The fees charged will be either those charged by any contractor employed by the Council or Council Officers. The charge-out rate for Council staff is calculated on time spent and is set at \$56.00 per hour
<b>25.1</b>	<b>Dogs</b>
25.1.1	Dog control and registration fees:
	<b>Discount fee applies if paid on or before 1 August 2014</b>
	a) De-sexed \$50.00
	b) Entire \$60.00
	<b>Full fee (paid after 1 August 2014)</b>
	a) De-sexed \$75.00
	b) Entire \$90.00
25.1.2	Certified companion dogs, Hearing dogs, Guide dogs \$5.00
25.1.3	Dogs owned by incorporated hunt clubs
	a) Discounted fee if paid on or before 1 August 2014 \$50.00 per dog
	b) Full fee if paid after 1 August 2014 \$75.00 per dog
25.1.4	Impounding fees
	a) First impounding \$60.00
	b) Second impounding \$90.00

	c) Third and subsequent impounding	\$120.00
	d) Sustenance cost per day	\$7.50
	e) Additional fees for dogs impounded between 5:00pm and 8:00am	Charged at cost
	f) Microchip transponder implant fee for impounded dogs	\$24.50
25.1.5	Other fees:	
	a) Destruction of dog	\$30.00
	b) Replacement of registration tags	\$2.00
	c) Microchip transponder implant fee (on request of owner)	\$15.00
<b>25.2</b>	<b>Stock</b>	
25.2.1	Impounding per day per animal	
	a) Cattle, horses, deer	\$15.00
	b) All other livestock	\$10.00
25.2.2	Sustenance per day	
	a) Cattle, horses, deer	\$3.50
	b) All other livestock	\$1.50
25.2.3	Call-out fee	Charged at cost
25.2.4	Advertising fee	Actual cost plus 10% administration fee
25.2.5	Droving fee minimum fee	\$25.00 plus actual costs
25.2.6	Transport	Actual cost
25.2.7	Horse float	\$60.00
25.2.8	Stock crossing permit application fee	\$250.00
<b>26.</b>	<b>ANNUAL LICENCE AND REGISTRATION FEES</b>	
	(See note 24.4)	
<b>26.1</b>	<b>General licence and registration fees</b>	
26.1.1	Food premises (except for Simple food premises)	\$390.00
26.1.2	Simple food premises	\$125.00
26.1.3	Food premises – ancillary use	\$165.00
26.1.4	Other premises required to be inspected pursuant to Regulation 83(3) of Food Hygiene Regulations 1974	\$256.00
26.1.5	Billiard parlours	\$145.00
26.1.6	Camping grounds	\$360.00
26.1.7	Camping – temporary use	\$5.50 per night
26.1.8	Funeral directors premises	\$205.00
26.1.9	Hairdressers premises	\$205.00
26.1.10	Offensive trades	\$205.00
<b>26.2</b>	<b>Licensed premises</b>	
26.2.1	Hotels, taverns, tourist houses	\$390.00
26.2.2	Premise with Off-licence and Club licence	\$205.00
26.2.3	Reports on premises for liquor licences	At cost
26.2.4	Request for health inspection prior to transfer or any other reason	At cost
26.2.5	Transfer of licence	\$51.50
<b>26.3</b>	<b>Amusement devices</b>	
26.3.1	One device	\$11.50
26.3.2	Each additional device	\$2.30
<b>26.4</b>	<b>Mobile trading</b>	
26.4.1	Mobile traders licence	\$154.00
26.4.2	Hawkers licence	\$23.00

<b>26.</b>	<b>ANNUAL LICENCE AND REGISTRATION FEES</b>	
26.4.3	Lease	\$200 per month per portion of an approved site, with a minimum charge for one calendar month
26.4.4	Beekeepers	\$100.00
<b>27.</b>	<b>BUILDING (SUBJECT TO BUILDING ACT 2004)</b>	
<b>27.1</b>	<b>Project Information Memoranda</b>	
27.1.1	Full	Actual cost
27.1.2	Restricted (see 24.3.2(a))	\$75.00
27.1.3	Small (see 24.3.2(b))	\$10.00
27.1.4	Planning	Actual cost
27.1.5	Engineering	Actual cost
27.1.6	Territorial Authority Review	Actual cost
<b>27.2</b>	<b>Building Consent</b>	
27.2.1	Application	\$255.00
27.2.2	Online Service Provider Levy	\$75.00
27.2.4	Plan and specification certification and inspection	
	a) Council	Actual cost
	b) Other agencies	Actual cost
27.2.5	Application for extension of time to complete consent	\$100.00
27.2.6	Solid fuel heater – set cost (including one inspection)	Actual cost (maximum charge \$180.00)
27.2.7	Fencing of swimming pool inspection (including one inspection)	Actual cost (maximum charge \$180.00)
27.2.8	Solar water heaters	Free
27.2.9	Minor works (will apply to consents for which processing time is less than 15 minutes, and require one inspection, e.g. replacement of hot water cylinders, replacement of disposal fields from on-site effluent treatment systems)	Actual cost (maximum charge \$180.00)
27.2.10	Additional inspections	Actual cost
<b>27.3</b>	<b>Code compliance</b>	
27.3.1	Certificate	\$75.00
27.3.2	inspection	Actual cost
<b>27.4</b>	<b>Compliance schedule</b>	
27.4.1	Application for compliance schedule	\$75.00
27.4.2	Application to amend compliance schedule	\$75.00
27.4.3	Approval and issue of amended compliance schedule	Actual cost
<b>27.5</b>	<b>Building Warrant of Fitness</b>	
27.5.1	Audit fee (triennial)	Actual cost
27.5.2	Additional inspection(s) to ensure compliance	Actual cost
<b>27.6</b>	<b>Certificate of Acceptance</b>	
27.6.1	Application fees (excludes urgent work)	\$1,000.00
27.6.2	Application fee (where urgent work provisions apply)	\$300.00
27.6.3	Application to amend the Durability provision of a building consent	\$150.00
27.6.4	Certificate	\$75.00
27.6.5	Evaluation of plans and specifications and inspection of building work	Actual cost
<b>27.7</b>	<b>Certificate of public use</b>	
27.7.1	Application fee	\$200.00
27.7.2	Certificate	\$75.00
<b>27.8</b>	<b>Other</b>	
27.8.1	Building Consent Authority levy	
	a) Over \$20,000 in value	\$5.50 per \$1,000 over \$20,000



<b>27.</b>	<b>BUILDING (SUBJECT TO BUILDING ACT 2004)</b>	
	b) For every additional \$1,000 over \$1,000,000	\$2.75 per \$1,000
	c) For every \$1,000 over \$5,000,000	\$1.38 per \$1,000
27.8.2	Inspection reports – relocated buildings deposit	\$200.00
27.8.3	Any other inspection performed by the Council	Actual cost
27.8.4	Inspections requiring specific expertise (i.e. by agencies other than Council on Council's behalf)	Actual cost plus 10% administration fee
27.8.5	Footpath and road reserve damage deposit	\$400.00
27.8.6	Housing removal bond	\$1,000.00
27.8.7	Registration/revocation of registration of section 36 Building Act 1991 or section 72 Building Act 2004 notification	\$205.00
27.8.8	Registration/revocation of registration of section 37 Building Act 1991 or section 72 Building Act 2004 notification	\$205.00
27.8.9	Registration/revocation of registration of section 75 Building Act 2004 notification	\$205.00
27.8.10	Application for exemption	\$200.00
<b>27.9</b>	<b>Provision of information</b>	
27.9.1	Commercial information requests on building consents	
	a) 1 copy per month	\$160.00 per annum
	b) 1 copy per fortnight	\$300.00 per annum
	c) 1 copy per week	\$600.00 per annum
	d) 1 individual copy	\$15.00
27.9.2	Information requests on compliance schedules:	
	a) Cost/category	\$25.00
	b) All categories (18)	\$200.00
27.9.3	Information requests on independent qualified persons:	
	a) Cost/category	\$25.00
	b) Cost for all categories	\$200.00
27.9.4	Time spent searching and compiling information in respect of building consents and inspectorial enquiries	Actual cost
<b>28.</b>	<b>GAMBLING</b>	
<b>28.1</b>	<b>Application fee</b>	
28.1.1	Existing venues	\$405.00
28.1.2	New venues	\$490.00
28.1.3	Hearing costs	\$165.00 per hour
<b>28.2</b>	<b>Monitoring fee</b>	
28.2.1	Annual Charge	\$31.00 per machine
<b>29.</b>	<b>GENERAL LICENCE AND PERMIT FEES</b>	
Note	The fees charged will be calculated on time spent. The charge-out rate for Council officers is \$67.00 per hour	
<b>29.1</b>	<b>General</b>	
29.1.1	Fee payable to recover any sign or goods impounded from public place	\$41.00
29.1.2	Fees for recovery of vehicle impounded pursuant to s356 Local Government Act 1974	Actual cost of recovering vehicle
29.1.3	Storage of impounded vehicle	\$12.00 per day
29.1.4	Fee for re-inspection where a notice has not been complied with	\$32.50 per visit
29.1.5	Inspection fee for any matter not specifically provided for in this schedule	Charged at cost
<b>29.2</b>	<b>Fee to erect banners</b>	
29.2.1	Charitable organisation	\$10.50 per week
29.2.2	Commercial	\$51.50 per week
<b>29.3</b>	<b>Fee for consent to operate stall</b>	

<b>29.</b>	<b>GENERAL LICENCE AND PERMIT FEES</b>	
29.3.1	Charitable organisation	
	a) Food stalls	Free
	b) Non-food stalls	Free
29.3.2	Commercial	
	a) Food stalls	\$31.00 per event
	b) Non-food stalls	\$20.00 per event
<b>30.</b>	<b>SALE AND SUPPLY OF ALCOHOL LICENCES</b>	
Note	Fees payable for applications relating to the sale and supply of alcohol are prescribed in the Sale and Supply of Alcohol (Fees) Regulations 2013 and summarised below. For on, off, club and special licence applications, the fees are based on a cost/risk rating that is prescribed in the regulations.	
30.1	<b>On-Licences, Off-Licences, Club Licences</b>	
30.1.1	Very Low – Fees category for premises	
	a) Application Fee	\$368.00
	b) Annual Fee	\$161.00
30.1.2	Low– Fees category for premises	
	a) Application Fee	\$609.50
	b) Annual Fee	\$391.00
30.1.3	Medium– Fees category for premises	
	a) Application Fee	\$816.50
	b) Annual Fee	\$632.50
30.1.4	High– Fees category for premises	
	a) Application Fee	\$1023.50
	b) Annual Fee	\$1035.00
30.1.5	Very High– Fees category for premises	
	c) Application Fee	\$1,207.50
	d) Annual Fee	\$1,437.50
30.2	<b>Special Licences</b>	
30.2.1	Class 1	\$575.00
30.2.2	Class 2	\$207.00
30.2.3	Class 3	\$63.25
30.3	<b>Managers Certificates</b>	
30.3.1	New applications	\$316.25
30.3.2	Renewal applications	\$316.25
30.4	<b>Other Fees</b>	
30.4.1	Temporary Authority	\$296.70
30.4.2	Temporary Licence	\$296.70
30.4.3	Permanent Club Charters	\$592.25
30.4.4	Extract from Register	\$57.50
<b>31.</b>	<b>NOISE CONTROL</b>	
31.1	Return of seized equipment	Actual cost of time and mileage involved.
31.2	Attendance at noise complaints	Actual and reasonable costs for justified complaints.
<b>32.</b>	<b>RESOURCE MANAGEMENT (SUBJECT TO THE RESOURCE MANAGEMENT ACT 1991)</b>	
Note:	Reference to sections below refer to the Resource Management Act 1991	
		<b>Fixed Charge (additional fees may apply)</b>
<b>32.1</b>	<b>Certificates of compliance/existing use certificates (s139) (initial deposit)</b>	<b>\$2400.00</b>

<b>32. RESOURCE MANAGEMENT (SUBJECT TO THE RESOURCE MANAGEMENT ACT 1991)</b>	
<b>32.2</b>	<b>Resource Consents (see note 24.2.1) ( fixed charge)</b>
32.2.1	Land use
	a) Notified / <u>Limited Notified</u> \$4,000.00
	b) Non-notified \$1,500.00
	c) Change or cancellation of conditions (s127) \$250.00
	d) Extension of approval period (s125) \$100.00
	e) Review of consent conditions (s128) \$250.00
	f) Cost of commissioning reports Actual costs incurred in preparing report + staff time
	g) Preparation of bond documents \$300.00 + legal costs incurred in preparing bond documents
32.2.2	Subdivision
	a) Notified / <u>Limited Notified</u> \$4,000.00
	b) Non-notified \$1,500.00
	c) Boundary Adjustment \$500.00
	d) Minor Amendments to Cross-lease plans (additions and alterations) \$200.00
	e) Right-of-way Approval pursuant to Local Government Act 1974 \$200.00
	f) Cost of Commissioning Reports Actual cost incurred in preparing report + 10% of the cost for administration of that work.
	g) Extension of Approval Period (s125) \$200.00
	h) Approval of Survey Plan (s223) \$100.00
	i) Change or cancellation of conditions (s127) \$200.00
	j) Change or cancellation of consent notice (s221) \$200.00 + legal costs incurred
	k) Signing s224(c) Certificate <del>\$250.00</del> 100.00 (actual cost to be charged as an additional fee)
	l) Signing s224(f) Certificate \$50.00
	m) Inspections to confirm compliance with conditions s224(c) or S224(f) Actual cost
	n) Certificates pursuant to Section 226(e) \$200.00
	o) Revocation of easement (s243(e)) \$200.00
	p) Other certificates/ documents including the preparation of consent notices (see note 24.2.1) \$200.00 per certificate/ document plus legal costs incurred in preparing or checking documents
	q) Preparation of Bond Documents \$300.00 + legal costs incurred in preparing bond documents
32.2.3	Other
	a) Application to review development contribution (initial deposit). \$400.00
32.2.4	Monitoring fee (see note 24.2.2)
	Standard charge for administering, monitoring and supervising of land use resource consents for:
	a) Notified resource consent Range: \$160.00-\$1000.00
	b) Non notified resource consent Range: \$160.00-\$1000.00
Note 1	Determined as either a single charge or as an annual charge where ongoing monitoring is required. The amount is based on the estimated number of inspections required during the course of the development.
Note 2	Notwithstanding the above, where there is good and reasonable cause for un-programmed monitoring and additional site inspections, then the costs of that will be a charge on the consent holder. Such costs are recovered on an actual and reasonable basis, as defined in the General Conditions and Notes of this Schedule. Actual and reasonable costs

<b>32. RESOURCE MANAGEMENT (SUBJECT TO THE RESOURCE MANAGEMENT ACT 1991)</b>	
	Notwithstanding all the above, a higher monitoring charge may be applied as a condition of consent for significant applications, for the actual monitoring time undertaken as:
Note 3	a) a single charge; Actual and reasonable costs b) separate charges for each inspection; c) an annual charge d) where ongoing monitoring is required.
<b>32.3 Plan changes/ designations/ heritage orders</b>	
Note	See note 24.2.1
32.3.1	Request and processing of:
	a) Plan change \$3,070.00
	b) Designation \$1,535.00
	c) Heritage order \$1,535.00
<b>32.4 Alteration of Designation/heritage order</b>	
32.4.1	Notified \$767.00
32.4.2	Non-notified \$512.00
32.4.3	Removal of designation/ heritage order \$230.00
32.4.4	Outline plan of work \$256.00
<b>32.5 Requests for information</b>	
Note:	See note 24.2.1
32.5.1	Land Information Memorandum
	a) Residential Property / Rural Property used predominantly for farming or rural purposes. \$200.00
	b) Business / Rural Property used for a commercial or industrial use. <del>\$300.00</del> 200.00
	c) Time spent researching and compiling information in respect of planning queries, plans or resource consents Actual cost
<b>32.6 Miscellaneous charges</b>	
32.6.1	Pre-application meetings Actual cost
32.6.2	Plan checking and inspection of engineering works associated with resource consent applications, District Plan provisions, etc Actual cost
32.6.3	All other certificates/documents, e.g. liquor licences \$150.00
32.6.4	Copies of District Plans (including maps):
	a) Whakatane District Plan (hardcopy) \$200.00
	b) Whakatane District Plan (CD) \$50.00
<b>32.7</b>	<b>Hearings Actual cost</b>

## D. General

<b>33.</b>	<b>PHOTOCOPYING CHARGES</b>	
<b>33.1</b>	<b>A4 size</b>	
33.1.1	Black and white	\$0.20 each
33.1.2	Colour	\$0.60 each
<b>33.2</b>	<b>A3 size</b>	
33.2.1	Black and white	\$0.30 each
33.2.2	Colour	\$0.70 each
<b>33.3</b>	<b>A2 size</b>	
33.3.1	Black and white	\$5.00 each
<b>33.4</b>	<b>A1 size</b>	
33.4.1	Black and white	\$10.00 each
<b>33.5</b>	<b>A0 size</b>	
33.5.1	Black and white	\$20.50 each
<b>33.6</b>	<b>Research Storage and Archives</b>	
Note:	The following services are only available at the Research, Storage and Archives facility	
33.6.1	Long runs of single original	On application
33.6.2	Large files (150 pages or more) or miscellaneous papers	\$45.00 per hour or part thereof and \$0.20 per page
<b>34.</b>	<b>ACCESS TO OFFICIAL INFORMATION</b>	
<b>34.1</b>	<b>Fixing the Amount of Charge</b>	
34.1.1	The amount of charge for requests of official information will be determined by:	
	a) The aggregate amount of staff time exceeding one hour spent in actioning the request. This will include search and retrieval of information, the provision of transcripts and the supervision of access.	
	b) The number of A4 sized photocopies or printed pages to be provided. Non standard sized photocopy or printed paper such as that used for reproducing maps and plans will be charged out as per the charges set down in the fees and charges schedule.	
	c) For any other cost, the amount actually incurred in responding to the request. This will cover the provision of copies of video, audio and film tapes, the provision of documents in electronic form, the retrieval of information off-site, or other situations where a direct charge is incurred	
	d) Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first should be aggregated for charging purposes.	
	e) The charge shall represent a reasonable fee for access given. It may include time spent:	
	(i) in searching an index to establish the location of the information;	
	(ii) in locating (physically) and extracting the information from the place where it is held;	
	(iii) in reading or reviewing the information; and	
	(iv) in supervising the access to the information.	
	f) The charge shall not include any allowance for:	
	(i) extra time spent locating and retrieving information when it is not where it ought to be; or	
	(ii) time spent deciding whether or not access should be allowed and in what form. Note however that the actual, physical editing of protected information is chargeable.	
<b>34.2</b>	<b>Staff time</b>	
34.2.1	Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing and supervising access where the total time involved is in excess of one hour shall be charged out as follows, after the first hour:	
	a) An initial charge of \$450.00 (except for the Chief Executive, <del>and</del> General Managers <del>and Manager Development and Compliance</del> , whose charge rate is \$85.00 ) for the first chargeable half hour or part thereof; and	
	b) The rate of charge applies irrespective of the seniority or grading of the staff member who deals with the request, except where staff with specialist expertise who are not on salary are required to process the request, in which case a higher rate not above their actual rate of pay may be charged.	

	c) Time spent by staff in deciding whether or not to approve access and in what form to provide information shall not be charged. While the decision to redact protected information is not chargeable, the physical editing is part of making the information available and is subject to charges.
<b>34.3</b>	<b>Photocopying</b>
34.3.1	Photocopying or printing shall be charged out as per photocopying charges set down at section 33.
<b>34.4</b>	<b>Other costs</b>
34.4.1	All other costs incurred shall be fixed at an amount which recovers up to the actual costs involved, including:
	a) the provision of documents in electronic form
	b) the retrieval of information off-site
	c) reproducing a film, video or audio recording
	d) arranging for the applicant to hear or view an audio or visual recording
	e) providing a copy of any map, plan or other document larger than A4 size
<b>34.5</b>	<b>Remission of charges</b>
34.5.1	The liability to pay any charge may be modified or waived at the discretion of the Chief Executive. Such decisions shall be made on a case by case basis taking into consideration the following :
	a) whether payment might cause the applicant hardship
	b) whether remission or reduction of the charge would facilitate good relations with the public or assist the Council in its work
	c) whether remission or reduction of the charge would be in the public interest because it is likely to contribute significantly to public understanding of, or effective participation in, the operations or activities of the Council, and the disclosure of the information is not primarily in the commercial interest of the requester. In order to determine the level of public interest the following questions could be asked:
	(i) Is the use of the information by the requester likely to make a significant contribution to the operations and activities of the Council?
	(ii) Has the Council requested submissions from the public on a particular subject and is the information necessary to enable informed comment?
	(iii) Is the use of information likely to contribute significantly to the understanding of the subject by the public at large as opposed to the individual understanding of the requester or a narrow segment of interested people?
	(iv) Is the information already in the public domain in either the same or similar form which the requester could acquire without substantial cost?
	(v) Is the public at large the primary beneficiary of the expenditure of public funds necessary to release the information or is it for the requester or a narrow segment of interested persons?
	(vi) Is the information primarily in the commercial interest of the requester rather than the public interest?
<b>34.6</b>	<b>Deposit</b>
34.6.1	A \$50.00 deposit may be required where the charge is likely to exceed \$100.00 or where some assurance of payment is required to avoid waste of resources. A deposit may only be requested after a decision has been made to make the information available.
34.6.2	The applicant shall be notified of the amount of deposit required, the method of calculating the charge and the likely final amount to be paid. Work on the request may be suspended pending receipt of the deposit.
34.6.3	The unused portion of any deposit will be refunded to the applicant together with a statement detailing how the balance was expended.
<b>34.7</b>	<b>Ombudsman Investigations</b>
34.7.1	Applicants will be advised at the time they are informed of charges to be paid, that in terms of section 28(1)(b) of the Official Information Act 1982, the Ombudsman may investigate and review any decision on the charge to be paid in respect of a request for access to official information.
34.7.2	A record will be kept of all costs incurred. Whenever a liability to pay is incurred the applicant will be notified of the method of calculating the charge and this fact noted on the record.
34.7.3	Any Ombudsman discharging statutory functions of investigation under the Ombudsmen Act 1975 in terms of the Local Government Official Information and Meetings Act 1987 is not subject to any charging regime.
<b>34.8</b>	<b>Cost control</b>
34.8.1	In order to reduce the amount of staff time and resources incurred in dealing with requests the Council may ask for requests for official information to be in writing in order to narrow down the scope of the request and avoid confusion as to what is being requested.
34.8.2	The Council may refer the request to another organisation if the request relates more closely to the functions of another Council or government department.

<b>35. MISCELLANEOUS FEES</b>		
35.1	Any requests for information from all Council departments not otherwise specified	At cost
35.2	Authenticated copies	\$60.00
35.3	Other certificates or approvals	\$140.00
35.4	Certificates of Title	\$20.00
35.5	Survey plans	\$15.00
<b>36. STAFF TIME</b>		
<b>36.1</b>	<b>Unless otherwise specified, all staff will be charged out at the following rates</b>	
36.1.1	An initial charge of \$40.00 (except for the Chief Executive, General Managers and Manager Development and Compliance, whose charge rate is \$85.00 ) for the first chargeable half hour or part thereof; and	
36.1.2	The rate of charge applies irrespective of the seniority or grading of the staff member who deals with the request, except where staff with specialist expertise who are not on salary are required to process the request, in which case a higher rate not above their actual rate of pay may be charged.	