



AGENDA

Ordinary Council Meeting Tuesday, 27 February 2024

Date Tuesday, 27 February 2024

Time 1pm

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1653203

Timaru District Council

Notice is hereby given that a meeting of the Ordinary Council will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 27 February 2024, at 1pm.

Council Members

Mayor Nigel Bowen (Chairperson), Cllrs Allan Booth, Peter Burt, Gavin Oliver, Sally Parker, Stu Piddington, Stacey Scott, Scott Shannon, Michelle Pye and Owen Jackson

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

Nigel Trainor

Chief Executive

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- 1 Opening Prayer and Waiata**
- 2 Apologies**
- 3 Public Forum**
- 4 Identification of Urgent Business**
- 5 Identification of Matters of a Minor Nature**
- 6 Declaration of Conflicts of Interest**

7 Reports

7.1 LTP policies - draft approval for review and consultation

Author: Brendan Madley, Policy Advisor

Authoriser: Paul Cooper, Group Manager Environmental Services

Recommendation

That Council:

1. Give draft approval to the “Treasury Management Policy”, “Rates Policy” and “Significance and Engagement Policy”; and
2. Approve for the policies to be reviewed by Audit New Zealand; and
3. Approve for the community to be afforded the opportunity to provide feedback on the draft policies as part of the 2024-34 Long Term Plan consultation; and
4. Note that it will be given the opportunity to consider feedback and make amendments to the policies prior to them receiving final adoption as part of the 2024-34 Long Term Plan; and
5. Repeal the “Activity Management Plan Policy”, the “Enhancing Māori Contribution to Decision Making Policy”, the “Rates Remission and Postponement Policy” and the “Rating District Halls/ Community Centres Policy”.

Purpose of Report

- 1 To present Council with the “Treasury Management Policy”, “Rates Policy” and “Significance and Engagement Policy” for draft approval, which will enable it to be considered by Audit New Zealand and included in the 2024-34 Long Term Plan (LTP) public consultation. Additionally, to request Council’s repeal of a number of associated policies.

Assessment of Significance

- 2 This report is assessed as being of medium to high significance when assessed against the current Significance and Engagement Policy. This is because Council’s approach to investments, liabilities, rates remissions and postponements, and the principles upon which it considers significance and engages with the wider community collectively has the potential to have a high Financial and Rating Impact for residents in the district and impact on their wellbeing.

Background

- 3 The Treasury Management Policy is required to meet Council’s mandatory statutory obligations under sections 104 and 105 of the Local Government Act 2002 (LGA) and contains Council’s approach to liability management and investments.
- 4 The Rates Policy is required to meet Council’s statutory obligations under sections 108-110 of the LGA. Note that it is not mandatory for Council to have a policy regarding general rates remissions and postponements; however, Council is required to state an approach to the same for Māori Freehold Land.

- 5 The Rates Policy is a consolidation of two existing Council policies, being the “Rates Remission and Postponement Policy”, and the “Rating District Halls/ Community Centres Policy”. Additionally, the former policy contains Council’s approach to Māori Freehold Land.
- 6 The Significance and Engagement Policy is required to meet Council’s mandatory statutory obligations under section 76AA of the LGA and contains the principles under which Council assesses the significance of any particular issue or proposal, and how it will engage with the community and mana whenua.
- 7 The “Significance and Engagement Policy” has incorporated the content of the “Enhancing Māori Contribution to Decision Making Policy”.
- 8 Council is required to present Audit New Zealand with a proposed version of these two policies for their review, as part of their wider audit of the LTP consultation material.
- 9 It is important to note this report requests a draft adoption. Council will be provided the opportunity to reconsider the policies based on feedback from Audit New Zealand and the community. It is expected that final adoption will occur in late June 2024, as part of the adoption of the Long Term Plan.

Discussion

- 10 These policies were discussed with Council at a LTP workshop in 2023 and February 2024.
Treasury Management Policy
- 11 This policy states Council’s approach to managing its investments and liabilities.
- 12 The main levers available to Council are:
 - (i) The parameters within which Council utilises and manages debt; and
 - (ii) The nature of investments, and the use of revenue generated; and
 - (iii) Internal processes and limits.
- 13 Bancorp have been involved in the review of this policy and have provided feedback. All feedback was accepted and incorporated into the draft policy. Most notably, Bancorp recommended that the limit for Council’s cash deposits and investments with NZ registered banks (as specified in the table in the Appendix) be increased from \$10 million, though did not specify a higher number. Officers propose that this number is updated to \$20 million.
- 14 All aspects of the policy were checked for compliance against statutory requirements, including the relevant aspects of the LGA as relate to the New Zealand Local Government Funding Agency.
- 15 All changes from the current Treasury Management Policy (adopted in 2021 as part of the 2021-31 LTP) have been track changed.

Rates Policy

- 16 This policy states Council’s approach to remitting and postponing rates, applying rate penalties, and providing for targeted rates for community facilities.
- 17 The main levers available to Council are:
 - (i) The criteria for rates remissions and postponements, including for Māori Freehold Land; and

- (ii) The criteria for the establishment and amendment of targeted rates for community centres.
- 18 The policy has been amended from the current, individual policies in the following ways:
- (i) Clarified Council’s position on property rates refunds – see “Policy on Refund of Property Rates” section on page 3; and
 - (ii) Updated rates regarding schools to reflect an update to Education and Training Act 2020 – see the “Remission of School Sewerage Charges” section on page 7; and
 - (iii) Clarified penalties regarding deceased estates and hardship – see clauses 38 and 39; and
 - (iv) Introduced a section regarding non-recoverable debts, whereby is no longer considered cost-effective for Council to actively chase the debt – see the “Waiver of small debt” section on page 16; and
 - (v) Updated delegations; and
 - (vi) Minor, non-material changes to enhance readability and clarity.
- 19 If Council resolves to adopt this policy, it would be appropriate to also resolve formally to repeal the two individual policies that have been consolidated.
- 20 All changes from the current policies (adopted individually in 2021 as part of the 2021-31 LTP) have been track changed.

Significance and Engagement Policy

- 21 This policy states the principles under which Council assesses the significance of any particular issue or proposal, and how it will engage with the community and tangata whenua.
- 22 The main levers available to Council are:
- (i) How Council’s relationship with Arowhenua is managed; and
 - (ii) Which assets are considered strategic; and
 - (iii) Which criteria are considered when assessing significance; and
 - (iv) The principles and circumstances under which Council will, or will not, engage; and
 - (v) The internal Council process for which significance is assessed and reviewed.
- 23 The draft policy has been amended from the current policy as follows:
- (i) Consolidated the current, standalone “Enhancing Māori Contribution to Decision Making Policy” into this policy – see part one, section five. This change is intended to better embed Council’s relationship and engagement with, and commitment to, Arowhenua within Council’s daily operational practices; and
 - (ii) Consolidated the criteria for assessing significance, and adding “Impact on environment” – see part two, section five and Appendix A; and
 - (iii) Enhanced the useability of the document for Council officers by adding an Assessment of Significance matrix (for illustrative purposes) to Appendix A and an Identification of Engagement Method flow-chart to Appendix B; and
 - (iv) Added the circumstances under which Council would not engage with the community – see section two, part seven; and

- (v) Added an enhanced and more rigorous internal process for assessing and reviewing significance (in addition to the legal and financial implications of reports) – see section two, part four.
- 24 The list of stated strategic assets is unchanged from the current policy – see part two, section eight. The policy now clarifies that the list of strategic assets can be amended either during a LTP process, or through an LTP variation as part of the Annual Plan process.
- 25 Work is underway to develop an engagement toolkit to improve and standardise how officers undertake the assessment of significance and ensure best practice community engagement. The toolkit will complement the objectives and principles of this policy.
- 26 If Council resolves to adopt this policy, it would be appropriate to also resolve formally to repeal the Enhancing Māori Contribution to Decision Making Policy, given that it has been consolidated. This current policy is attached to this report for reference.
- 27 Due to more significant changes of this policy relative to the other two in this report, for readability, changes to the policy have been highlighted in yellow rather than track changed. Therefore, the current policy is also attached, for reference.

Activity Management Plan Policy

- 28 Officers have identified that this policy is no longer fit for purpose. When the policy was developed in the early 2000s, activity management plans were applied almost exclusively to core Council infrastructure. The maturity of the LGA and local government best practice since then has meant that activity management plans are required for non-asset activities.
- 29 Officers recommend that the policy is repealed.
- 30 Officers intend to prepare an Asset Management Policy to set guidelines for implementing consistent asset management processes, which will ensure adequate provision is made for the long-term replacement of Council's assets and enable sustainable service delivery.
- 31 The current policy is attached, for reference.

Options and Preferred Option

- 32 **Option One: Give draft approval to the "Treasury Management Policy", "Rates Policy" and "Significance and Engagement Policy". Repeal the "Activity Management Plan Policy", the "Enhancing Māori Contribution to Decision Making Policy", the "Rates Remission and Postponement Policy" and the "Rating District Halls/ Community Centres Policy".**
- 33 This is the preferred option and supported by the policy review undertaken by officers.
- 34 **Option Two: Amend the "Treasury Management Policy", "Rates Policy" and "Significance and Engagement Policy", prior to draft approval. Decline to repeal the "Activity Management Plan Policy", the "Enhancing Māori Contribution to Decision Making Policy", the "Rates Remission and Postponement Policy" and the "Rating District Halls/ Community Centres Policy".**
- 35 The advantages and disadvantages of amending the "Treasury Management Policy", "Rates Policy" and "Significance and Engagement Policy" depend on the nature of the amendments made to the proposed policies. It may be necessary to delay approval to allow officers to undertake analysis of any proposed amendments.

- 36 No advantages have been identified regarding potentially declining the repeal of the four policies. It is particularly noted that Arowhenua may have a view on the proposed consolidation of the Enhancing Māori Contribution to Decision Making Policy.

Consultation

- 37 Officers recommend that the community is consulted on these policies due to the “High” assessment of significance.
- 38 Additionally, Council is required to undertake consultation of these policies in accordance with the “Principles of Consultation” stated in section 82 of the LGA 2002.
- 39 This consultation is proposed to be undertaken as part of the wider LTP 2024-34 public consultation, scheduled to commence in April 2024.
- 40 Arowhenua have been contacted to provide feedback on these draft policies.

Relevant Legislation, Council Policy and Plans

- 41 Local Government Act 2002
- 42 Local Government (Rating) Act 2002







Financial and Funding Implications

- 43 There are no financial or funding implications directly associated with this report.
- 44 The methods by which Council manages its finances, investments, liabilities and rates does have significant implications for its overall financial position. Council can have confidence that the policies presented will deliver its desired outcomes because they have been reviewed carefully, both internally by officers and independently, and are not a significant deviation from existing policy.

Other Considerations

- 45 There are no other considerations.

Attachments

1. Draft Treasury Management Policy [↓](#) 
2. Draft Rates Policy [↓](#) 
3. Draft Significance and Engagement Policy [↓](#) 
4. Current Significance and Engagement Policy [↓](#) 
5. Enhancing Māori Contribution to Decision Making Policy [↓](#) 
6. Activity Management Planning Policy [↓](#) 

Treasury Management Policy



Approved by:	Timaru District Council
Group:	Finance
Responsibility:	Chief Financial Officer
Date adopted:	TBC
Review:	Every 3 years, or as required This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Section 82 consultation as part of the LTP consultation
Policy Type	Council External Strategic

Part 1: Introduction

1. Purpose

1.1. The purpose of this policy is to:

- 1.1.1. Detail Council's policy on liability management;
- 1.1.2. Detail Council's policy on investment management, and;
- 1.1.3. Define key responsibilities and operating parameters within which Council's treasury activity is to be carried out.

2. Scope (section added)

- 2.1. This policy covers all Council employees, Council, Community Boards, any Trusts whose accounts are incorporated in the Council's Annual Report and Accounts, and covers any and all investments and liabilities as per sections 102, 104 and 105 of the Local Government Act 2002 (LGA).

3. Background

- 3.1. Timaru District Council undertakes liability management (borrowing), investment, cash and associated risk management activity, referred to as treasury activity.
- 3.2. Council's borrowing and investment activities are carried out within the requirements of the LGA, which define the operating environment for local authorities in relation to treasury management.

- 3.3. This policy includes Council's Liability Management Policy and Investment Policy, as required by sections 104 and 105 of the Act.
- 3.4. Council's borrowing activity is largely driven by its capital expenditure programme.
- 3.5. Council has a portfolio of investments comprising equity, property, forestry and treasury investments.

4. Treasury Objectives

- 4.1. Council's broad objectives and philosophy in relation to treasury activity are as follows:
 - 4.1.1. To ensure compliance with the Act and any other relevant legislation;
 - 4.1.2. To manage Council's borrowings and investments according to its strategic and commercial objectives, to promote the wellbeing of communities in the present and for the future, and to optimise returns within these objectives;
 - 4.1.3. To maintain funding mechanisms with an appropriate maturity profile to ensure adequate liquidity is available at margins and costs appropriate to Council's credit standing;
 - 4.1.4. To ensure the integrity of the financial market investments by only investing in appropriately rated organisations and in appropriate financial market instruments;
 - 4.1.5. To mitigate potential adverse interest rate risk and minimise financing costs within acceptable risk management parameters;
 - 4.1.6. To maintain relationships with financial market participants, enabling Council to carry out its treasury activities in an efficient and practical way, and;
 - 4.1.7. To provide timely and accurate reporting of treasury activity and performance.
- 4.2. In meeting these objectives, Council acknowledges that there are financial risks such as funding, liquidity, interest rate, credit and operational risks arising from its treasury activities.
- 4.3. Council is a risk adverse entity and does not wish to incur additional risk from its treasury activities. Accordingly, Council's finance function, in relation to its treasury activities, is a risk management function focused on protecting Council's budgeted interest costs and interest income and stabilising Council's cash flows.
- 4.4. Treasury activity which is unrelated to its underlying cash flows or is purely speculative in nature will not be undertaken without formal approval from Council.

5. Definitions (section added)

- 5.1. Local Government Funding Agency (LFGA), whose purpose is, "benefiting local communities through delivering efficient financing for local government".

- 5.2. Total revenue - defined as cash earnings from rates, government grants and subsidies, fees and charges, interest, dividends, and other financial transactions and excludes non-government capital contributions (e.g. developer contributions and vested assets).
- 5.3. Net Debt - defined as total consolidated debt less liquid financial assets and investments.
- 5.4. Liquidity - defined as external debt plus committed loan facilities plus liquid investments divided by external debt.
- 5.5. Liquid investments - defined as being overnight bank cash deposits, short term bank cash deposits (up to 30 days), bank registered certificates of deposits (RCD's) less than 181 days, approved fixed interest securities, and listed, non-core equity investments.
- 5.6. Annual rates income - defined as the amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002, together with any revenue received from other local authorities for services provided and for which the other local authorities rate.
- 5.7. Financial covenants - are measured on Council only, not the consolidated group.
- 5.8. Disaster recovery - are requirements to be met through the liquidity ratio.
- 5.9. Long Term Plan (LTP) – a 10 year plan which describes Council's work/activities and the broader results or community outcomes that are expected from doing this work. An LTP has a strong financial focus showing the resources needed to deliver the suite of work/activities. The LTP also provides accountability to the community, and includes a legislatively protected consultation requirement.

Part 2: Liability Management

6. General Policy

- 6.1. Sections 102 and 104 of the LGA requires that, in order to provide predictability and certainty about sources and levels of funding, Council must adopt a Liability Management Policy.
- 6.2. The policy must state Council's policies in respect of the management of both borrowing and other liabilities, including –
 - 6.2.1. Interest rate exposure;
 - 6.2.2. Liquidity and funding;
 - 6.2.3. Credit exposure; and
 - 6.2.4. Debt repayment.
- 6.3. Council's infrastructure and community assets generally have long expected lives and long term benefits. The use of debt is seen as an appropriate and efficient mechanism for promoting

intergenerational equity between current and future ratepayers in relation to Council's assets and investments, as well as assisting Council in meeting the infrastructure demands of its ratepayers on a timely basis.

6.4. Council borrows as it considers appropriate within the flexible and diversified borrowing powers contained within the LGA. Borrowings not included in the current long term plan must be approved by Council resolution.

6.5. Council raises debt for the following purposes:

- 6.5.1. General debt to fund Council's balance sheet, including borrowing to fund Council Controlled Organisations;
- 6.5.2. Specific debt associated with one-off projects and capital expenditure, and;
- 6.5.3. To fund assets with intergenerational qualities.

6.6. Council is able to borrow from the following sources:

- 6.6.1. Banks;
- 6.6.2. Local Government Funding Agency;
- 6.6.3. Capital markets, and;
- 6.6.4. Internal sources.

6.7. Council is able to borrow using the following financial market instruments:

- 6.7.1. Commercial paper;
- 6.7.2. Medium term notes;
- 6.7.3. Fixed rate bonds;
- 6.7.4. Floating rate bonds;
- 6.7.5. Bank sourced floating rate debt (Committed Cash Advance Facilities) and overdraft facilities, and;
- 6.7.6. Bank sourced fixed rate term loans.

6.8. Relevant margins under each borrowing source include:

- 6.8.1. Overall debt maturity profile;
- 6.8.2. Prevailing interest rates;
- 6.8.3. Available term from band and bond insurance, and;
- 6.8.4. Legal documentation and financial covenants.

7. Local Government Funding Agency Limited

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Treasury Management Policy

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- 7.1. Council may borrow from the New Zealand Local Government Funding Agency Limited (LGFA) and, in connection with that borrowing, may enter into the following related transactions to the extent in considers necessary or desirable:

- 7.1.1. Contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA;
- 7.1.2. Provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself;
- 7.1.3. Commit to contributing additional equity (or subordinated debt) to the LGFA if required;
- 7.1.4. Subscribe for shared and uncalled capital in the LGFA, and;
- 7.1.5. Secure its borrowing from the LGFA, and the performance of other obligations to the LGFA or its creditors with a charge over Council's rates and rates revenue.

8. Financial Covenants on Borrowing

- 8.1. In managing its borrowings, Council will adhere to the following financial covenants, set by the Local Government Funding Agency:

- 8.1.1. Net annual interest expense will not exceed 30% of total annual rates income;
- 8.1.2. Net annual interest expense will not exceed 20% of total revenue;
- 8.1.3. Net debt will not exceed 280% of total revenue, and;
- 8.1.4. Liquidity will be greater than 110%.

9. Interest Rate Risk Management

- 9.1. Council's borrowing gives rise to direct exposure to interest rate movements. Council recognizes that the longer the term of borrowing, the greater the sensitivity to these movements.
- 9.2. Interest rate risks may be managed by the use of derivative instruments, and by issuing fixed rate bonds or sourcing fixed rate bonds from the LGFA.
- 9.3. The table below outlines the minimum and maximum hedged or fixed rate exposure requirements within various time bands. The actual hedging percentages in place within these bands will be determined and reviewed on a regular basis by the officers.

Fixed Rate Hedging Percentages		
	Minimum Fixed Rate	Maximum Fixed Rate
Less than 2 years	40%	100%
2 years to 4 years	20%	80%
4 years to 8 years	0%	60%

- 9.4. Fixed rate hedging in excess of eight years is permissible provided that it is carried out in conjunction with, or aligns with, an underlying debt instrument.
- 9.5. When managing the interest rate risk of Council the hedging percentages above relate to total core debt. Core debt cannot exceed borrowing projections as per the Long Term Plan or Annual Plan. The actual quantum used for policy parameters will be reviewed annually.
- 9.6. The hedging parameters are cumulative. For example, if total debt was \$25 million, \$5 million of hedging entered into for a period of five years would increase the hedging profile for all time bands up to five years, by 20%.
- 9.7. Fixed rate debt is defined as any debt that has an interest rate reset beyond three months.
- 9.8. The hedging parameters are dependent on the Reserve Bank of New Zealand continuing to implement monetary policy through adjustments to the Official Cash Rate.
- 9.9. Management decides the interest rate risk management strategy by monitoring the interest rate markets on a regular basis, evaluating the outlook for short term rates in comparison to the rates payable on fixed rate borrowing.
- 9.10. The following interest rate risk management derivative instruments may be used for interest rate risk management activity:
- 9.10.1. Forward rate agreements;
 - 9.10.2. Interest rate swaps;
 - 9.10.3. Swaptions;
 - 9.10.4. Interest rate collar type option strategies in a ratio not exceeding 1:1;
 - 9.10.5. Fixed rate bonds, and;
 - 9.10.6. Fixed rate term loans.
- 9.11. Selling interest rate options for the primary purpose of generating premium income will not be undertaken because of its speculative nature.
- 9.12. The use of interest rate risk management options must be approved by the Chief Financial Officer.

10. Benchmarking

- 10.1. Council will evaluate the performance of the interest rate risk management policy, including the success and appropriateness of the risk control limits. This evaluation will

measure actual results (i.e. weighted average funding cost) against a market benchmark provided by an external source.

- 10.2. The benchmark standard shall consist of the following:
- 30% Average 90 day bank bill rate for the reporting month;
 - 10% Average 1 year swap rate for the reporting month;
 - 10% Average 1 year swap rate for the reporting month, 1 year ago;
 - 10% Average 3 year swap rate for the reporting month;
 - 10% Average 3 year swap rate for the reporting month, 3 years ago;
 - 15% Average 7 year swap rate for the reporting month;
 - 15% Average 7 year swap rate for the reporting month, 7 years ago.
- 10.3. The above percentages are predicated off the midpoints of the risk control bands contained in the 'Fixed Rate Hedging Percentages' table.
- 10.4. Council's cost of funds for benchmarking purposes is exclusive of any interest rate margin.
- 10.5. Benchmarking is not required if total external borrowing is less than \$10 million.

11. Liquidity and Funding Risk Management

- 11.1. To minimise the risk of large concentrations of debt maturing or being reissued in periods where credit margins are high for reasons within or beyond Council's control, Council ensures material debt maturities are spread over a number of years. Council manages this by aiming, where practical, to have no more than 33% of its outstanding borrowing subject to refinancing in any rolling 12 month period.
- 11.2. Council's treasury operation will ensure that there is sufficient liquidity to provide the funds to meet its immediate obligations such as creditors and current debt maturities.
- 11.3. Appropriate cash flow reporting mechanisms will be maintained to monitor Council's estimated liquidity position annually. Liquidity must be in place to give headroom of at least 110% over and above the maximum net debt requirement as estimated in the Long Term Plan or Annual Plan. Liquidity can include committed bank facilities, cash and term deposits held with an authorised bank and fixed interest investments with an approved credit rating.

12. Credit Exposure

- 12.1. It is considered that the range and size of Council's individual borrowings, together with the relative strength of these lender offsets any institutional credit risk.

13. Provision of Security

- 13.1. For its general borrowing programme Council offers security under its debenture trust deed, for which security is a charge over all rates.

- 13.2. In exceptional circumstances, security may be offered by providing a charge over one or more of Council's assets. Formal approval from Council is required in such circumstances.

14. Debt Repayment

- 14.1. Council repays borrowings from general or targeted rates, general funds or renewal loans.
- 14.2. Debt will be repaid as it falls due in accordance with the applicable loan agreement. Subject to the debt limits, a loan may be rolled over or renegotiated as and when appropriate. Council will manage debt on a net portfolio basis at all times.

15. Internal Borrowing

- 15.1. Internal borrowing against the investment pool Council maintains may be used in lieu of external borrowing. This policy applies whether the loans are internal or external and is governed by the policy covering Council investments in the document.

Part 3: Investment Policy

16. General Policy

- 16.1. Sections 102 and 105 of the LGA requires that, in order to provide predictability and certainty about sources and levels of funding, Council must adopt an Investment Policy.
- 16.2. The policy must state Council's policies in respect of investments, including:
- 16.2.1. The mix of investments;
 - 16.2.2. The acquisition of new investments;
 - 16.2.3. An outline of the procedures by which investments are managed and reporting on to Council, and;
 - 16.2.4. An outline of how risks associated with investments are assessed and managed.
- 16.3. Council generally holds investments for strategic reasons where there is some community, social or economic benefit accruing from the investment activity. In exercising its powers of investment, Council is required to exercise the care, diligence, and skill that a prudent person of business would exercise in managing the affairs of others. The Council may consider, in making any investment decisions:
- 16.3.1. the desirability of diversifying investments;
 - 16.3.2. the nature of existing investments;
 - 16.3.3. the risk of capital loss or depreciation;

- 16.3.4. the potential for capital appreciation;
- 16.3.5. the likely income return;
- 16.3.6. the length of the term of the proposed investment;
- 16.3.7. the marketability of the proposed investment during, and on the determination of, the term of the proposed investment;
- 16.3.8. the effect of the proposed investment in relation to tax liability;
- 16.3.9. the likelihood of inflation affecting the value of the proposed investment, and;
- 16.3.10. the credit rating of any entity or instrument (if applicable) in which it proposes to invest.

- 16.4. Council recognizes its custodial responsibility and shall review the performance and ownership of all investments at least on an annual basis.

17. Investment Mix

- 17.1. Council manages a portfolio of investments comprising:
 - 17.1.1. Equity investments, including corporate investments and other shareholdings;
 - 17.1.2. Property investments incorporating land, buildings and a portfolio of ground leases;
 - 17.1.3. Forestry investments, and;
 - 17.1.4. Treasury investments in short, medium and longer term liquid investments.

18. Equity Investments

Nature of Investment:

- 18.1. Council's current equity investments, including investments in corporate investments and other shareholdings, including an Energy Company and a Port Company.

Rationale for Holding Investment:

- 18.2. The Council's investments in such assets fulfil various strategic, economic development and financial objectives as outlined in Council's Long Term Plan and comply fully with the Local Government Act 2002.

Acquisition of New Investments:

- 18.3. The Council will acquire equity investments in line with its strategic, economic development and financial objectives as outlined in the Council's Long Term Plan and on the commercial merits of the proposal.

- 18.4. All equity investment purchases require prior Council approval.

Revenue:

- 18.5. The proceeds from the disposition of equity investments will be applied in accordance with Council's Revenue and Financing Policy, to:

- Offset the general rates;
- Repay district-wide and community funded debt;
- Fund approved capital expenditure, and;
- Purchase treasury investments

Risk Management:

- 18.6. Council manages its risk in equity investments through the governance of Timaru District Holdings Limited (TDHL) and the approving of Statements of Corporate Intent.

Management and Reporting Procedures

- 18.7. The Commercial and Strategy Committee reviews the performance of equity investments through regular reporting from TDHL to ensure the achievement of Statements of Corporate Intent.

- 18.8. TDHL reports to Council on a quarterly basis.

- 18.9. The Chief Financial Officer prepares an annual review of equity investment, including a calculation of the return on investment being achieved.

19. Property Investments

Nature of Investment:

- 19.1. Council owns a number of properties surplus to operational needs.

Rationale for Holding Investment:

- 19.2. Council's overall objective is to only own property that is necessary to achieve its strategic objectives. As a general rule, Council does not maintain a property investment where it is not essential to the delivery of relevant services, and property is only retained where it relates to a primary output of Council.

Acquisition of New Investments:

- 19.3. Council has no intention of acquiring additional investment properties, however, if it does, it will be based on the commercial merits of the proposal.

Revenue:

- 19.4. Proceeds from the disposal of property investments will be applied in accordance with Council's Revenue and Financing Policy, to:

- Fund approved capital expenditure (primarily in relation to the activity which held the original property or asset);
- Fund operational expenditure, and;
- Purchase treasury investments.

Risk Management:

- 19.5. Council manages its risk by reviewing its return on investment on an annual basis. It also ensures adequate insurance is in place to protect these assets from non-financial risks and a sound repair and maintenance plan is in place to protect the ongoing value of these assets.

Management and Reporting Procedures:

- 19.6. Council reviews property ownership through assessing the benefits of continued ownership in comparison to other arrangements, and the most financially viable method of achieving the delivery of Council services. Council generally follows a similar assessment criteria in relation to new property investments.
- 19.7. The Chief Financial Officer is responsible for undertaking this review annually.

20. Forestry Investments

Nature of Investment:

- 20.1. Council's forestry portfolio is made up of over 50 woodlots of land totally 235 hectares, consisting predominantly of Radiata Pine, with some blocks of Douglas Fir and Macrocarpa.

Rationale for Holding Investment:

- 20.2. Forestry assets are held as long term investments on the basis of their net positive discounted cashflows, factoring in projected market prices and annual maintenance and cutting costs, and to maintain the land upon which Council's forestry investment is held.

Acquisition of New Investments:

- 20.3. Council has no immediate intention of purchasing new forestry investments.

Revenue:

- 20.4. Proceeds from forestry investments will be applied in accordance with Council's Revenue and Financing Policy, to:
- Offset the general rates;
 - Repay district-wide and community funded debt;
 - Fund approved capital expenditure;
 - Replanting of existing, or development of new, forestry blocks, or;

- Purchase treasury investments.

20.5. Income from Council's forestry operation is reinvested in forestry through a separate fund. A dividend is payable to Council at any agreed time that does not affect the viability of the forestry operation.

20.6. Expenditure in maintaining the forestry investment is expensed in the year it is incurred.

Risk Management:

20.7. The risks associated with Council's forestry are minimised by the number and size of the blocks, the range of species, fire breaks, and the adoption of silviculture practices.

20.8. Forestry blocks are regularly inspected for pests and diseases, and foliage sampling and nutrient analysis is undertaken to maximise the crop.

20.9. Harvesting of forests is carried out at appropriate times to maximise Council's return on investment.

Management and Reporting Procedures:

20.10. Council's forestry portfolio is managed by the Community Services Group. The operating income and expenditure is reported to the council.

20.11. Council reviews property ownership through assessing the benefits of continued ownership in comparison to other arrangements, and the most financially viable method of achieving the delivery of Council services. Council generally follows a similar assessment criteria in relation to new property investments.

21. Treasury Investments

Nature of Investment:

21.1. Financial market investments are held for specific purposes, usually as bank deposits or in sovereign and non-sovereign bonds.

Rationale for Holding Investment:

21.2. Council maintains treasury investments for the following primary reasons:

- To provide liquidity in the form of readily available cash in the event of a natural disaster. This cash is intended to bridge the gap between the disaster and the reinstatement of normal income streams;
- To invest amounts allocated to special funds, bequests, and reserves;
- To invest funds allocated for approved future expenditure, to implement strategic initiatives or to support intergenerational allocations;
- To invest proceeds from the sale of assets, and;

- To invest surplus cash, and working capital funds.

Acquisition of New Investments:

- 21.3. Council acquires new treasury investments to maintain its policy of ensuring that funds held for specific purposes are matched with actual cash invested.

Revenue:

- 21.4. Income from investments for all specified funds will be credited on a pro rata basis between general rates and the specified fund.

Risk Management:

- 21.5. Council's primary objective when investing is the protection of its investment.
- 21.6. In conjunction with the rationale for the investments, Council also seeks to:
- Maximise investment return;
 - Ensure investments are liquid, and;
 - Manage potential capital losses due to interest rate movements if investments need to be liquidated before maturity.
- 21.7. The above objectives are captured in Appendix 1 – Approved Treasury Counterparty Limits and Investment Instruments, which provides operating parameters for investment activity.
- 21.8. Credit risk is minimised by placing maximum limits for each broad class of non-Government issuer, and by limiting investments to New Zealand Registered Banks, financial institutions, local authorities, State Owned Enterprises, and corporates within prescribed limits.
- 21.9. Liquidity risk is minimised by ensuring that all investments must be capable of being liquidated in the secondary market.
- 21.10. Performance of the Special Funds portfolio is benchmarked by measuring the performance of the portfolio against the performance of an appropriate external benchmark portfolio. The duration of the portfolio is also compared to the duration of the external benchmark portfolio and the Council is able to vary the duration of the portfolio within 25% either side of the external benchmark portfolio's duration. Comparison with the benchmark portfolio is not required if the nominal value of the portfolio is less than \$5 million.

Approved Investment Instruments

- 21.11. Within the constraints of Appendix 1 of this policy, the Council invests in the following instruments:
- Government debt instruments;
 - SOE debt instruments;

- New Zealand Registered Bank debt instruments;
- Local Authority debt instruments;
- Local Government Funding Agency debt instruments;
- Approved corporate debt instruments, and;
- Approved financial institutions debt instruments.

Interest Rate Risk Management

- 21.12. The Chief Financial Officer sets overall investment strategy, by reviewing on a regular basis, cashflow forecasts incorporating plans for approved expenditure and strategic initiatives, evaluating the outlook for interest rates and the shape of the yield curve, and where applicable, seeking appropriate financial advice.
- 21.13. The Chief Financial Officer and Finance Manager implement the investment management strategy by reviewing rolling cashflow forecasts and:
- Changing interest rate investment profiles by adjusting the average maturity of its investments according to current market conditions, and;
 - Using risk management instruments to protect investment returns.
- 21.14. Interest rate risk management instruments (of the type included under the Liability Management Policy – Section 7 above) may be used for interest rate risk management on investments, with the approval of the Chief Financial Officer.

Management and Reporting Procedures:

- 21.15. The management of Council's treasury investments and day-to-day treasury operations are delegated to the Chief Financial Officer and Finance Manager.
- 21.16. Reports on Council's treasury investments are prepared on a quarterly basis for Council.

22. Local Government Funding Agency Limited Investment (LGFA)

Nature of Investment:

- 22.1. Council may invest in shares and other financial instruments of the LGFA and may borrow to fund that investment.

Rationale for Holding Investment:

- 22.2. Council's objective for such investments will be to:
- Obtain a return on the investment, and;

- Ensure the LGFA has sufficient capital to maintain an appropriate credit rating so that it continues as a source of attractively priced debt funding for the local government sector.

22.3. Because of this dual objective, Council may invest in LGFA shares in circumstances in which the return on that investment is potentially lower than the return it could achieve with alternative instruments.

22.4. If required in connection with the investment, Council may subscribe for uncalled capital in the LGFA.

Acquisition of New Investments:

22.5. Council has no immediate intention of purchasing new LGFA investments, however if it does, it will be based on the commercial merits of the proposal.

Revenue:

22.6. Interest revenue from LGFA investments will be applied in accordance with Council's Revenue and Financing Policy to offset the general rates.

Risk Management:

22.7. Council manages its risk by reviewing its return on investment on an annual basis.

Management and Reporting Procedures:

22.8. The management of Council's LGFA investments and the day-to-day operations are delegated to the Chief Financial Officer and Finance Manager.

22.9. Reports on Council's LGFA investments are prepared on a quarterly basis for Council.

Delegations, References and Revision History (table updated)		
Delegations Identify here any delegations related to the policy for it to be operative or required as a result of the policy		
Delegation Reference	Manual	Delegations Register Reference
4.7.6 – Borrowing		Finance Manager: Authorise the deposit and withdrawal of funds as allowed for in the Council’s Treasury policy; Authority in accordance with Council Policy is granted to invest Council monies. A quarterly report is to be prepared for Commercial and Strategy Committee stating current investments, counterparty, term, and interest rate.
4.7.13 – Deposit of funds		
4.7.19 – Interest		
4.7.20 – Investments		Chief Financial Officer: Authority to negotiate loan interest rates and terms with brokers and/or lending institutions for loans raised by Council; Authority to approve interest rate risk management instruments; Authority to appoint independent advisor(s).
References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)		

Title	Relevant Reference within Document				
Revenue and Financing Policy					
Revision History					
Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1.0	Chief Financial Officer/ Management Accountant	16 March 2021	Council	3 Yearly	1399182
2.0	Chief Financial Officer/ Finance Manager	TBC	Council	3 Yearly	This document

Appendix 1 – Approved Treasury Counterpart Limits and Treasury Investment Instruments

Institution	Overall Portfolio Limit (as a % of the total portfolio)	Approved Financial Market Investment Instruments (must be denominated in NZ dollars)	Credit Rating Criteria – S&P (or Moody's or Fitch equivalents)	Limit for each issuer subject to overall portfolio limit for issuer class
New Zealand Government or Government Guaranteed	100%	Government Stock Treasury Bills	Not Applicable	No limit
New Zealand Registered Banks	100%	Call/Deposits/ Bank Bills/ Commercial Paper Bonds/MTN's/FRN's	Short term S&P rating of A1 or better Long-term rating of BBB or better Long-term rating of A- or better Long-term rating of A+ or better Long-term rating of AA- or better	\$20 million \$1 million \$2 million \$3 million \$4 million
Rated Local Authorities	70%	Commercial Paper Bonds/MTN's/ FRN's	Short term S&P rating of A1 or better Long term S&P rating of : BBB or better A- or better; A+ or better; AA or better	\$3 million \$1 million; \$2 million; \$3 million; \$4 million
Local Authorities where rates are used as security	60%	Commercial Paper Bonds/MTN's/FRN's	Not Applicable	\$2 million \$2 million
State Owned Enterprises	70%	Commercial Paper Bonds/MTN's/FRN's	Short term S&P rating of A1 or better Long-term rating of BBB or better Long-term rating of A- or better Long-term rating of A+ or better Long-term rating of AA- or better	\$3 million \$1 million \$2 million \$3 million \$4 million
Corporates*	60%	Commercial Paper Bonds/MTN's/ FRN's	Short term credit rating of A1 or better Long-term rating of BBB or better.	\$3 million \$1 million

Institution	Overall Portfolio Limit (as a % of the total portfolio)	Approved Financial Market Investment Instruments (must be denominated in NZ dollars)	Credit Rating Criteria – S&P (or Moody's or Fitch equivalents)	Limit for each issuer subject to overall portfolio limit for issuer class
			Long-term rating of A- or better. Long-term rating of A+ or better. Long term rating of AA- or better	\$2 million \$3 million \$4 million
Financials*	30%	Commercial Paper Bonds/MTN's/ FRN's	Short term credit rating of A1 or better Long-term rating of BBB or better. Long-term rating of A- or better. Long-term rating of A+ or better. Long term rating of AA- or better	\$3 million \$1 million \$2 million \$3million \$4 million

*The combined holding of Corporates and Financials shall not exceed 70% of the portfolio.

The combined holdings of entities rated BBB and or BBB+ shall not exceed 30% of the portfolio.

Investments that no longer comply with minimum rating criteria due to a downgrade in their rating must be recommended to Council within one month of the downgrade being notified.

Definitions and Descriptions

Investment instruments available in the market (excluding equities and property) can generally be discussed under four broad categories relating to the issuer of these instruments

New Zealand Government

- Treasury bills are registered securities issued by the Reserve Bank of New Zealand (RBNZ) on behalf of the Government. They are usually available for terms up to a year but generally preferred by investors for 90 day or 180 day terms. They are discounted instruments, and are readily negotiable in the secondary market.
- Government bonds are registered securities issued by the Treasury on behalf of the Government. Government bonds have fixed coupon payments payable every six months. They are priced on a semi-annual yield basis and are issued at par. They are readily negotiable in the secondary market.

Local Authorities

- Local Authority stocks are registered securities issued by a wide range of local government bodies. A fixed coupon payment is made semi-annually to the holder of the security, or in the case of a Floating Rate Note on a quarterly basis. They are negotiable and usually can be bought and sold in the secondary market.

State Owned Enterprises (SOE's)

- SOE bonds are issued by enterprises 100% owned by the New Zealand Government but do not necessarily have an explicit government guarantee. These bonds can be registered securities or bearer instruments. A fixed coupon payment is made semi-annually to the holder of the security, or in the case of a Floating Rate Note on a quarterly basis. They are usually issued at par. SOE bonds are negotiable and can be bought and sold in the secondary market.
- Commercial Paper that the Council is able to purchase is issued by SOE's with a minimum short term credit rating of 'A-1' that is sufficient to enable the paper to be issued without endorsement or acceptance by a bank.

Registered Banks

- Call and term deposits are funds accepted by the bank on an overnight basis (on call) or for a fixed term. Interest is usually calculated on a simple interest formula. Term deposits are for a fixed term and are expected to be held to maturity. Term deposits are not negotiable instruments. Termination prior to maturity date can often involve penalty costs.
- Certificates of deposits are securities issued by banks for their funding needs or to meet investor demand. Transferable certificates of deposits (TCDs) are non-bearer securities in that the name of the investor, face value and maturity date are recorded on the certificate. They are able to be transferred by registered transfer only. Negotiable certificates of deposits (NCDs) on the other hand, are bearer securities and are able to be transferred immediately. Both TCDs and NCDs are priced on a yield rate basis and issued at a discount to face value. They are generally preferred over term deposits because investors can sell them prior to maturity (i.e. they are negotiable instruments).

Corporates and Financial Institutions

- Corporate bonds are generally issued by companies with good credit ratings. A fixed coupon payment is made semi-annually to the holder of the security or in the case of a Floating Rate Note on a quarterly basis. They are priced on a semi-annual yield basis and are generally issued at par. Corporate bonds are negotiable and can be bought and sold in the secondary market.
- Commercial Paper that the Council is able to purchase is issued by borrowers who have a minimum short term credit rating of 'A-1' and standing in the market that is sufficient to enable the CP to be issued without endorsement or acceptance by a bank. Commercial Paper is issued with maturities ranging from 7 days to over one year. The common maturities are for 3 months. The face value of the CP is repaid in full to the holder on the due date.

Rates Policy



Approved by:	Timaru District Council
Group:	Finance
Responsibility:	Chief Financial Officer
Date adopted:	TBC
Review:	Every 3 years or as required. This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Section 82 review as part of LTP consultation
Policy Type	Council External Operational

Policy Purpose

1. Provide for rates remissions and postponements, including on Māori Freehold Land.
2. Details the objectives, conditions and criteria for each remission or postponement provided.
3. Allow a mechanism where halls and community centres can request a rate to be established around the facility to fund the operation of the facility, and in which the community bear the costs.
4. Recognise that District Halls and Community Centres create spaces for activities that increase community wellbeing and engagement.
5. Promote Council's community wellbeing outcomes by providing a rating system that is both responsive and transparent to the community.

Background

6. This policy is divided into two parts; the first relates to rate remissions and postponements, including on Māori Freehold Land, and the second relates to Rating District Halls/ Community Centres.
7. In determining this policy, Council has considered the matters set out in schedule 11 of the LGA and how it supports the principles set out in the Preamble to Te Ture Whenua Maori Act 1993.

Part One – Rates Remissions and Postponements

8. The Local Government Act 2002 (LGA) allows for Council to adopt either or both a rates remission policy and a rates postponement policy, and requires Council to adopt a policy on the remission and postponement of rates on Māori Freehold Land.¹

¹ Section 102 (2) and (3), Local Government Act 2002.
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9. This document combines all Council's policies on remissions and postponements.
10. The LGA sets out the requirements of these policies including:²
 - I. The objectives sought to be achieved by the remission or postponement;
 - II. The conditions and criteria to be met in order for rates to be remitted or postponed, and;
 - III. That the policies must be reviewed at least once every six years using a consultation process that gives effect to the requirements of section 82 of the LGA.
11. The Local Government (Rating) Act 2002 (LGRA) states that Council:
 - I. May remit all or part of the rates on a rating unit (including penalties for unpaid rates) if Council is satisfied that the conditions and criteria of this policy are met;
 - II. Must postpone the requirement to pay all or part of the rates on a rating unit (including penalties for unpaid rates) if the ratepayer has applied in writing, and Council is satisfied that the conditions and criteria of this policy are met.
12. Sections 6 and 7 above also apply to the remission and postponement of Māori Freehold Land.

Definitions

13. **Māori Freehold Land** – land that has had the status determined as Māori Freehold Land by order of the Māori Land Court.
14. **Rates Postponement** – a delay of payment of rates to a date determined by this Policy.
15. **Rates Remission** – a reduction in the amount of rates to be paid, as determined by this Policy.

Policy Statements

General Policy

16. Council has decided to remit all or part of the rates of rating units as detailed below provided that the criteria and conditions of this policy have been met.
17. Rates remissions will be provided for the following categories of rating units or under the following circumstances:
 - i. Community halls; sporting organisations; branches of the arts; community care organisations; volunteer organisation;
 - ii. Land protected for natural, historical or cultural conservation purposes;
 - iii. Rating units with penalties;
 - iv. Dwellings that were subject to a special ratable value for the purpose of Timaru District Council Rating as at 30 June 2003;

² Sections 108, 109 and 110, LGA.
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- v. School sewerage rates;
- vi. Rating units with excess water charges;
- vii. Low value properties;
- viii. Land affected by natural disaster;
- ix. Separate self-contained flats;
- x. Urban residential development land;
- xi. Buildings undergoing earthquake strengthening, and;
- xii. Māori Freehold Land.

18. The objectives for these remissions and the conditions and criteria to be met in order to receive the remission are detailed for each category below.

Delegations

- 19. Council has delegated authority to postpone or remit rates per this policy to the Chief Financial Officer and the Rates Remission Subcommittee.
- 20. In the case of any appeal, where an application for a remission or a postponement has been declined or only partly remitted, Council has delegated decision-making authority to the Rates Remission Subcommittee.
- 21. Council has delegated authority to the following officers to approve remissions on rates penalties in accordance with this policy:
 - I. Chief Financial Officer;
 - II. Senior Rates Officer;
 - III. Rates Officer;
 - IV. Customer Services Manager;
 - V. Customer Services Team Leader;
 - VI. Customer Services Officer.

Policy on Refund of Property Rates (section added)

Eligibility

- 22. Council may provide refunds for property rates if the current installment period has been cleared and:
 - I. a rates rebate has cleared the rates balance to 30 June and put the applicant in credit, or;
 - II. the rates account has been overpaid, or;
 - III. the rates have been adjusted resulting in a credit balance for the year, or;
 - IV. there has been a change in property ownership.

Policy on Remission for Community Halls; Sporting Organisations; Branches of the Arts; Community Care Organisations; Volunteer Organisations - Section 8 LG (Rating) Act.

Objective

23. The remission of rates for the community, sporting and other organisations is to facilitate the ongoing provision of non-commercial community services and non-commercial recreational opportunities for the residents of Timaru District.
24. The purpose of granting rates remission to an organisation is to:
 - I. Recognise the public good contribution made by such organisations.
 - II. Assist the organisation's survival.
 - III. Make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, aged people, and economically/ socially disadvantaged people.

Conditions and Criteria

25. The remission of rates will apply to land which is used exclusively or principally for sporting, recreation, or community purposes. The policy does not apply to organisations operated for pecuniary profit.
26. The policy does not apply to groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.
27. Organisations making applications should include, but not limited to, the following documents in support of their application:
 - I. Statement of objectives.
 - II. Financial assets.
 - III. Information on activities and programmes.
 - IV. Details of membership or clients.
 - V. Organisation constitution.

Remissions

- I. 100% remission on non-service rates;
- II. 50% remission on water charges, except water charged by the meter;
- III. Recreational Organisations, excluding chartered clubs receive 50% remission on sewer charges.

Remissions of Rates on Land Protected for Natural, Historical or Cultural Conservation Purposes

Objective

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28. Rates remission is provided to preserve and promote natural resources and heritage by encouraging the protection of land for natural, historical or cultural purposes.

Conditions and Criteria

29. Ratepayers who own rating units that have some feature of cultural, natural or historic heritage which is voluntarily protected may qualify for remission of rates under this policy.
30. Land that is non-rateable under Section 8, Schedule 1 of the Local Government (Rating) Act 2002 and is liable only for rates for water supply, sewerage disposal and waste collection will not qualify for remission under this part of the policy.
31. Applications should be supported by documented evidence of the protected status of the rating unit, for example, a copy of the covenant or other legal mechanisms.
32. In considering any application for remission of rates under this part of the policy, the Council will consider the following criteria:
- i) The extent to which the preservation of natural, cultural or historic heritage will be promoted by granting remission of rates on the rating unit.
 - ii) The degree to which feature of natural, cultural and historic heritage are present on the land.
 - iii) The degree to which features of natural, cultural and historic heritage inhibit the economic utilisation of the land.
 - iv) The extent to which the preservation of natural, cultural and historic heritage will be promoted by granting remission of rates on the rating unit.
 - v) The degree to which features of natural, cultural and historic heritage will be promoted by granting remission of rates on the rating unit.
 - vi) The degree to which feature of natural, cultural and historic heritage are present on the land.
 - vii) The degree to which features of natural, cultural and historic heritage inhibits the economic utilisation of the land.

Remissions

33. 100% remission on non-service rates.
34. 50% remission on water charges, except water charged by the meter.

Remission on Penalties

Objective

35. The remission of penalties is to allow the Council to act fairly and reasonably in its consideration of rates that have not been received by the Council by the penalty date due to circumstances outside the ratepayer's control.

Conditions and Criteria

36. Remission of the penalty will be granted if the ratepayer by written explanation satisfies the Council that the late payment was due to circumstances outside the ratepayer's control.
37. Each application will be considered on its merit and will be granted where it is considered fair and equitable to do so. This includes:
 - I. Humanitarian grounds.
 - II. Address problems which resulted in the rate account going to the wrong address.
 - III. The ratepayer did not receive an account.
 - IV. Due to a procedure at the bank that delayed or prevented payment.
 - V. The Council made a mistake.
 - VI. A property has changed ownership and the invoice has been issued in the name of the previous owner and/or timing issues associated with the change.
 - VII. Monies received on time but credited to a different rate account due to a ratepayer supplying an incorrect reference number.
 - VIII. Where no penalty has been remitted in the last two years and that ratepayer provides a reasonable explanation for the delayed payment.
38. Additionally, in the case of a deceased estate, Council may remit rates penalties from the time of death upon receipt of a letter from a Solicitor who has been granted probate, provided full payment of outstanding rates is expected within six months of the date of the letter. (clause added)
39. Penalty remission may be considered as part of an agreed repayment plan for ratepayers with significant arrears as a result of financial hardship or difficulties, with remission limited to the agreement period. An agreed repayment plan requires all rates to be paid within 18 months of the agreement commencement. The remission will apply at the completion of the repayment plan, provided the terms of the plan have been adhered to.
40. Where the Council has accepted an application for payment by direct debit that will clear the rates by 30 June in the current rating year, the property will not be charged penalties.

Remissions

41. All penalties incurred will be remitted. No penalties previously incurred will be remitted.

Partial Remission on Dwellings Subject to a Special Rateable Value

Objective

42. The remission of general rates is to provide relief for rating units in commercial, residential or industrial zones and must be used as the private residential dwelling of the ratepayer or the private dwelling of a tenant of the ratepayer and, in the opinion of Council's valuation service provider, the rateable land value of the rating unit has been inflated due to the location of the property in relation to surrounding properties zoning and land uses.

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Conditions and Criteria

43. Rating units must be situated in commercial, residential or industrial zones and must be used as the private residential dwelling of the ratepayer or the private dwelling of a tenant of the ratepayer and in the opinion of Council's valuation service provider the rateable land value of the rating unit has been inflated due to the zoning of the property.
44. Applications for remission must be made to Council prior to the commencement of a rating year. Applications received during a rating year will apply from the commencement of the following rating year.
45. Where an application is approved, the Council will direct its valuation service provider to inspect the rating unit and prepare a valuation that will treat the rating unit as if it were a comparable rating unit elsewhere in the district.
46. Values allocated under this policy are final and there is no right of objection or appeal against the level of valuation.
47. This policy will apply to all properties to which special rateable values applied at 30 June 2003 provided the use of the property has not changed.

Remissions

48. Remissions will be granted on all rates that are levied on the rateable land value of the rating unit, and the remission will be the difference between the rates that would have been struck on the rateable land value and the rates struck under the special land value allocated under this policy.

Remission of School Sewerage Charges

Objective

49. To provide relief and assistance to education establishments as defined Schedule 1, clause 6 of the LGRA.

Conditions and Criteria

50. The remission will apply to the following educational establishments:
 - i. a State school, or
 - ii. A State integrated school, or
 - iii. Specialist school;
 - iv. A special institution, or
 - v. An early childhood education and care centre, except an early childhood education and care centre that operate for profit, or
 - vi. A private school, except a registered school that operated for profit, or
 - vii. an institution.
51. The sewage disposal rate in any one year may not exceed the amount calculated in the clause immediately below.

52. The sewage disposal rate is the rate that will be levied using the same mechanism as is applied to other separately rateable rating units within the District, the number of toilets determined will be charged with the full charge.
53. The number of students in an educational establishment is the number of students on its roll on 1 March immediately before the year to which the charge relates.
54. The number of staff in an educational establishment is the number of administration and teaching staff employed by the educational establishment on 1 March immediately before the year to which the charge relates.

Remissions

55. Educational institutions will be levied for sewerage disposal on the basis of one charge per 20 pupils and staff or part thereof.

Remission of Rates and Charges on Land and/or Improvements Affected by Natural Exceptional Circumstances

Objective

56. The objective of this part of the policy is to assist ratepayers experiencing extreme financial circumstances, due to natural exceptional circumstances, which affect their ability to pay rates.

Conditions and Criteria

57. Only rating units, where the use that may be made of the land or improvements has been detrimentally affected by erosion, subsidence, submersion or other natural disaster will be eligible for consideration for rates remission.
58. Only the person entered as the ratepayer or their authorised agent may make an application for remission of rates and charges on land or improvements affected by natural exceptional circumstances.
59. The ratepayer must be the current owner of the rating unit which is subject to the application. The application should be supported by documented evidence that the rating unit has been detrimentally affected by natural exceptional circumstances.
60. All applications will be considered on a case by case basis.
61. When considering whether extreme financial circumstances exist, all of the ratepayer's personal and business circumstances will be relevant including the following factors: age, physical or cognitive ability, injury, illness and family circumstances or any other factors considered as necessary for consideration under this policy.
62. Before approving an application Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after the payment of rates, for regular health care, proper provision for maintenance of their home and chattels at an adequate standard, as well as making provision for regular day to day living expenses.

Remissions

63. Council may, where it considers it to be fair and reasonable to do so, remit wholly or in part, any rate or charge made and set in respect of the land and/or improvements

Remission of Excess Water Charges

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Objective

64. To standardise procedures to assist ratepayers who have excessive water rates due to a fault (leak) in the internal reticulation serving their rating unit, having acted promptly in remedying the fault.

Conditions and Criteria

65. The Council may remit all or part of the excess water rates where the application meets the following criteria:
- i. The policy will apply to applications from ratepayers who have excess water rates due to a fault(s) in the internal reticulation;
 - ii. That all applicants are requested to submit their application in writing;
 - iii. That proof of the repairs to the internal reticulation be submitted for verification (i.e. plumbers repair account);
 - iv. That proof be submitted for verification of the repairs being carried out promptly once the existence of a fault has been identified;
 - v. That the ratepayer be charged the full amount for regular consumption;
 - vi. That part or all of the excess amount be remitted.
66. The rate payer will be charged the full amount for regular consumption of water, and the excess amount will be remitted.

Remission on Rates for Low Value Properties

Objective

67. To assist ratepayers who own more than one property in the district, with at least one property of very low value.
- Conditions and Criteria*
68. Council may partially remit the Uniform Annual General Charge (UAGC) for ratepayers who own more than one property in the district. The ratepayer must have paid at least one full UAGC, and any remission will only apply to subsequent low value properties.
- Remissions*

70. The remission will be based on:

Capital Value (\$)	UAGC
0 – 20,000	\$30 contribution to UAGC
20,001 – 26,000	70% remission
26,001 – 30,000	50% remission
30,001 – 55,000	30% remission
Over 55,001	Full UAGC

72. To assist ratepayers who own properties with separate inhabitable unit/self-contained flat used only for private, non-profit purposes. To remit multiple use differential on

value based rates and additional service charges for separately used or inhabitable part of rating unit. *Conditions and Criteria*

74. The Council may remit the rates where the application meets the following criteria:

- I. The ratepayer has submitted an application stating that the separate inhabitable unit/self contained flat is used for extended family members or private use only and is not leased, or rented for any period of the previous year and not intended so for the next rating year.
- II. An application has to be submitted on or before 31 May of each year to apply for following rating year. Applications received during a rating year will apply from the commencement of the following rating year.

75. Where an application is approved, the Council could direct its valuation service provider to inspect the rating unit to confirm the status of the property. **Remission**

76. Where an application is approved Council may partially remit general rates, water, sewer and refuse charges, and the property will be rated as a single residential unit.

Remission of Rates for Development Land

Objective

77. To assist ratepayers who undertake significant development of land.

78. To ensure that unsold development land which is in more than one parcel, but has separate valuation assessment numbers, does not pay more than one Uniform Annual General Charge (UAGC).

Conditions and Criteria

79. The Council may remit the rates where the application meets the following criteria:

- I. Ratepayers who apply in writing providing details of the multiple lot subdivision.
- II. An application is submitted on or before 31 May of each year to apply for following rating year. Applications received during a rating year will apply from the commencement of the following rating year.
- III. The remission will only apply to development (defined as one deposited plan) where there are more than 2 allotments.
- IV. The remission will be for a maximum period of three rating years.
- V. The remission shall cease for any allotment if:
 - Any interest in the land is passed by the developer to another party, or
 - An application for a building consent is granted, or
 - The land is developed in some other way.

Remissions

80. The ratepayer will receive a 100% remission on the UAGC on the second and subsequent allotments.

Remission on Buildings Undergoing Earthquake Strengthening

Objective

81. To assist ratepayers who are unable to occupy their property while earthquake strengthening is being undertaken.

Conditions and Criteria

82. Only the person entered as the ratepayer or their authorised agent may make an application for remission of rates and charges on buildings undergoing earthquake strengthening.
83. Only properties where buildings have been determined by Council to be an Earthquake Prone Building will be eligible for a remission.
84. While receiving any remission, the property (rating unit) must not be used for any purpose, apart from the earthquake strengthening work and will not generate any revenue stream.
85. An application needs to be submitted on or before 31 May of each year to apply for following rating year. Applications received during a rating year will apply from the commencement of the following rating year.
86. The remission will only be available for a maximum of two rating years.

Remissions

87. A remission of up to 75% of the general rate will be granted.

Remission of Rates on Māori Freehold Land

Objectives

88. To ensure the fair and equitable collection of rates from all sectors of the community recognising that certain Māori-owned lands have particular conditions, features, ownership structures or other circumstances which make it appropriate to provide relief from rates.
89. The remission of rates on Māori freehold land is to:
- I. Recognise situations where there is no occupier or person gaining an economic or financial benefit from the land.
 - II. Set aside land that is better set aside for non-use because of its natural features (whenua rahui).
 - III. Recognise matters related to the physical accessibility of the land.
 - IV. Recognise and take account of the presence of wāhi tapu that may affect the use of the land for other purposes.
 - V. Grant remission for the portion of land not occupied where part only of a block is occupied.

- VI. Facilitate the development or use of the land where Council considers rates based on actual land value make the actual use of the land uneconomic.
- VII. Recognise and take account of the importance of land in providing economic and infrastructure support for marae and associated papakainga housing.
- VIII. Recognise and take into account the importance of the land for community goals relating to:
 - The preservation of the natural character of the coastal environment.
 - The protection of outstanding natural features.
 - The protection of significant indigenous vegetation and significant habitat of indigenous fauna.

Conditions and Criteria

- 90. Māori freehold land is defined in the Local Government (Rating) Act 2002 as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court. Only land that is the subject of such an order may qualify for remission under this policy.
- 91. Owners or trustees making application should include the following information in their applications:
 - I. Details of the property.
 - II. The objectives that will be achieved by providing a remission.
 - III. Documentation that proves the land, which is the subject of the application, is Māori freehold land.
- 92. Council will maintain a register titled the Māori Land Rates Relief Register (the register) for the purpose of recording properties on which it has agreed to remit rates pursuant to this policy. The register will comprise two category lists, these being:
 - I. The Māori Land General Remissions List.
 - II. The Māori Land Economic Adjustment Remissions List.
- 93. Council will review the register annually and may add properties that comply, or remove properties where circumstances have changed and they no longer comply.
- 94. Remissions are applied at the sole discretion of Council and may be cancelled and reduced at any time.

Māori Land General Remissions List

- 95. Council will consider remission of rates on land that comes within the following criteria:
 - I. The land is unoccupied and no income is derived from the use or occupation of that land, or;

- II. The land is better set aside for non-use (whenua rahui) because of its natural features, or is unoccupied, and no income is derived from the use or occupation of that land, or;
- III. The land is inaccessible and is unoccupied, or;
- IV. Only a portion of the land is occupied.

Māori Economic Adjustment Remissions List

- 96. Council will consider remission for land that carries a best potential use value that is significantly in excess of the economic value arising from its actual use.
- 97. The remission for land recorded in the *Māori Land Economic Adjustment Remissions List* will be the difference between the rates as assessed and the rates that would be assessed based on the actual use of the land.

Remissions

- 98. A full remission of any rates except targeted rates made for water supply, sewerage disposal or waste management.

Postponement of Rates on Māori Freehold Land

Objective

- 99. To facilitate the development and use of Māori Freehold Land for economic use.
- 100. The policy will be applied where Council considers utilisation would be uneconomic if full rates were required during the years of development and establishment.

Conditions and Criteria

- 101. Māori Freehold Land is defined in the Local Government (Rating) Act 2002 as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court. Only land that is subject of such an order may qualify for postponement under this policy.
- 102. Council will consider postponement of rates where previously unoccupied land is subject to clearing, development and commercial use where Council considers utilisation would be uneconomic if full rates were required during the years of development and establishment.
- 103. Application should be made prior to commencement of the development. Applications made after the commencement of the development may be accepted at the discretion of Council.
- 104. Owners or trustees making application should include the following information in their applications:
 - I. Details of the property.
 - II. The objectives that will be achieved by providing postponement.
 - III. Details of the proposed development.

105. Council may also, at its discretion, partially remit rates that are otherwise subject to postponement.

Rates Postponement Policy

Objective

106. The objective of this part of the policy is to assist ratepayers experiencing extreme financial circumstances which affect their ability to pay rates.

Conditions and Criteria

107. Only rating units used solely for residential purposes will be eligible for consideration.
108. Only the person entered as the ratepayer, or their authorised agent, may make an application for rates postponement for extreme financial circumstances.
109. The ratepayer must be the current owner of, and have owned for not less than five years, the rating unit which is the subject of the application.
110. The person entered on Council's rating information database as the "ratepayer" must not own any other rating units or investment properties (whether in the district or in another district).
111. The ratepayer (or authorised agent) must make an application to Council.
112. Council will consider, on a case by case basis, all applications received that meet this criteria.
113. When considering whether extreme financial circumstances exist, all of the ratepayer's personal circumstances will be relevant including the following factors: age, physical or mental disability, injury, illness and family circumstances.
114. Before approving an application Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after the payment of rates, for normal health care, proper provision for maintenance of his/her home and chattels at an adequate standard as well as making provision for normal day to day living expenses.
115. Where Council decides to postpone rates the ratepayer must first make acceptable arrangements for payment of future rates, for example by setting up a system for regular payments.
116. Any postponed rates will be postponed until:
- I. The death of the ratepayer(s); or
 - II. Until the ratepayer(s) ceases to be the owner or occupier of the rating unit; or
 - III. Until the ratepayer ceases to use the property as his/her residence; or
 - IV. Until a date specified by the Council.

117. The policy will apply from the beginning of the rating year in which the application is made although the Council may consider backdating depending on the circumstances.
118. 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.
119. Postponed rates will be registered as a statutory land charge on the rating unit title. This allows Council to have the first call on the proceeds of any revenue from the sale or lease of the rating unit.

Fees and Charges

120. Council will charge an annual administrative fee of \$100 on postponed rates for the period between the due date and the date they are paid.
121. The ratepayer will be required to pay the first \$1,000 of the rate account.

Waiver of small debt (section added)

122. The Rates Team Leader may make an application to the Chief Financial Officer to waive a small debt deemed not cost effective for Council to recover.
123. The Chief Financial Officer must give consideration to the size of the debt, the likelihood of collection, the ability of viable collection avenues and amount of exertion required to collect the debt.
124. A waiver is abandoning the right to not collect on this debt; it does not disestablish the debt. It does not preclude Council from re-raising or re-seeking this debt at a future point in time, if the conditions in this policy no longer prevail or circumstances change.

Part Two – Rating District Halls/ Community Centres

Background

125. There are a number of halls and community centres across the district that are owned by non profit organisations. This mechanism of utilizing Community Centre Rating District allows the cost to be spread across the community that uses and benefits from the halls and centres.

Definitions

126. **Community Centre Rating District** – is the area defined on a map that indicates all properties surrounding the hall or community centre that receive a targeted rate.

Policy Statements

127. That the minimum community support required before a Community Centre Rating District can be considered and established be 80% of the ratepayers within the particular area concerned.
128. That the amount of the targeted rate be reviewed in conjunction with the communities five years from the date is first set and thereafter every three years in conjunction with the preparation of the Long Term Plan.
129. That Community Centre and Hall Communities Committees be able to amend the amount of the targeted rate provided 80% of ratepayers in the Community Centre Rating District agree with the change.
130. One ratepayer from each rating unit is able to represent the view of the ratepayers for the rating unit.
131. New rates are only to be added in conjunction with the Council preparing a Long Term Plan.
132. That a 2% administration charge be received for all Community Centre Rating Districts.

Delegations, References and Revision History	
Delegations Identify here any delegations related to the policy for it to be operative or required as a result of the policy	
Delegation	Delegations Register Reference
7.101	Rates Officer: Remission of penalties in accordance with the Council's rates remission and postponement policy.
7.102	Rates Officer – Debt Recovery: Enter into any arrangement for payment of a rates debt owed to Council within the current rating year; Enter into any arrangement for payment of a rates debt owed to Council beyond the current rating year; Remission of penalties in accordance with the Council's rates remission and postponement policy; Power for recovery of rates if owner in default.
7.106	Revenue Team Leader: Authority to allocate rating units to different differential categories; Keep and maintain rating information data base; Authority to remove ratepayers names from the Rating Information Database where the name has been removed from the Land Transfer register; Power to correct rates; Power to issue an amended rates assessment if an error is corrected; Power to appoint a rates collector; Power not to collect rates that are uneconomic to collect; Power to add penalties for rates not paid by the due date.
References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)	
Title	Relevant Reference within Document
TBC	
Revision History Summary of the development and review of the policy	

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Rates Policy

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Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1	Chief Financial Officer	TBC	Council	2027	#1566638

Significance and Engagement Policy



Approved by: Timaru District Council

Date adopted: TBC

Review:	Every 3 years, or as required. This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Required as part of the Long Term Plan and section 82 of the Local Government Act 2002.
Policy Type	Council External Strategic

This document has been broken into two sections:

- Part 1: an overview to help the reader understand the wider context, and;
- Part 2: Council's policy on Significance and Engagement in accordance with statutory requirements.

Part 1: Overview

1. Context

For every decision Timaru District Council (Council) makes, whether big or small, we need to consider how important that decision is to our communities and how it might impact them. Sometimes we are already aware of people's views on a matter, or are very limited in our choices about a decision, but at other times, we need to hear your thoughts before we decide what to do, and at other times it may be appropriate that we collaborate with the community to reach a decision together, or empower the community to make decisions themselves.

Often when Council is making an important, or significant decision, the way we engage is set by legislation and there is a process we must follow, but other times we determine how to engage. When deciding how significant a decision is for our communities, we look at a number of factors, including:

- Who is affected by, or interested in the decision;
- What the costs will be, and;
- What the overall impact of the decision will be.

These factors are part of working out the best way to engage with our communities on the issue. Do we need to just tell the community it's happening? Do we need to ask the community for feedback on a draft proposal? Or will the best outcomes be reached if we involve the community every step of the way to design solutions to issues and make decisions?

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Significance and Engagement Policy

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The Significance and Engagement Policy guides Council's assessment of the significance of matters and sets out how and when our communities can expect us to engage, before making a final decision on both significant and less significant matters.

2. Legislative Framework

Council, under the Local Government Act 2002 (LGA), is an organisation of representative democracy. The LGA gives Council authority to make decisions for, and on behalf of the community and makes it accountable for those decisions through the election process.

Councils are also directed by the LGA to seek out and take account of community views in the process of decision-making.

One of the purposes of local government is "to enable democratic local decision-making and action by, and on behalf of, communities".

Sections 76-81 of the LGA provide a framework which applies to all decision-making processes, including the consideration of community views. For each decision, Council determines how those requirements apply.

Council's decision-making is further framed by other things, such as the requirements of government policy, technical matters and financial implications. These matters can also influence engagement on an issue (e.g., if there is only one, or very limited viable options, such as a specific change required by new legislation).

Some decisions of Council are made under legislation with specific consultation processes for plans, policies or other matters. Examples of these are District Plans under the Resource Management Act 1991 (RMA) and Reserve Management Plans under the Reserves Act 1977. For most other matters there is a prescribed consultation process and Council must follow the requirements of the LGA. These are explained in the following section.

Regardless of the level of significance, if the decision is about a matter that has a prescribed legal process, Council must follow that process. However this does not mean that Council is limited to only engaging in accordance with the legislation. Council can choose to undertake additional engagement activities to support the decision-making process if this is considered appropriate.

3. Local Government Act 2002 Consultation Requirement

Consultation is one of the ways we engage to find out about community views and preferences before making a decision. We consult on certain decisions because we recognise how important they are to our communities, or because we are required to by statute, or both.

The LGA contains principles which guide consultation as well as some specific requirements. It refers to consultation in two different, but closely related ways: 'consultation' and the 'special consultative procedure' (SCP). As the name implies, the 'special consultative procedure' is a specific kind of consultation.

Section 82 and 82A Local Government Act

Section 82 of the LGA provides some overarching principles for consultation. This includes:

- Identify people who will be affected by, or have an interest in the decision;

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- Provide them with reasonable access to relevant information in an appropriate format on the purpose and scope of the decision;
- Encourage people to give their views;
- Give people a reasonable opportunity to give their views in an appropriate way;
- Listen to, and consider those views, with an open mind, and;
- After the decision, provide access to the decision and any other relevant material.

Section 82A details some additional obligations if the consultation is a specific requirement under the LGA. Where this section applies Council also develops:

- A description of what we want to do and why;
- An analysis of the practical options (with advantages and disadvantages), and;
- A draft of the policy or relevant document (or details of the changes to any policy or document).

Section 83 – the Special Consultative Procedure (SCP)

The SCP builds on the principles of section 82 of the LGA as well as detailing additional requirements, including developing a ‘statement of proposal’ (SOP). An SOP is a document that provides detailed information on what the proposal is about and how people can provide their feedback. Depending on what the consultation is about, for example a Long Term Plan or a bylaw, the exact content requirements are further prescribed in the LGA. In some cases it requires the development of a specific consultation document, such as that required for the LTP or Annual Plan (in certain circumstances). In addition to meeting the principles of section 82, Council will:

- Make the SOP publically available;
- Allow feedback to be provided for a minimum of one month;
- Ensure people are given an opportunity to present their views to Council through spoken interaction (or using sign language).

4. What is ‘consultation’ and what is ‘engagement’?

Often the two terms ‘consultation’ and ‘engagement’ are used interchangeably, however, this is not accurate. Consultation is just one of the engagement options available, depending on the matter. Because Council is required by the LGA to undertake consultation for a range of reasons, it has become an easily recognisable term and process, for both Council and the community.

Consultation generally is when we develop a proposal, often a draft policy or plan, and then ask for the public’s views on the draft proposal. Council then considered these views before deciding on what the final policy or plan should say.

Most councils in New Zealand, including Timaru District Council, apply the principles developed by the International Association of Public Participation (IAP2) when talking about these matters.

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The IAP2 developed the Spectrum of Public Participation to assist with the selection of the appropriate level of participation, or ‘engagement’ for the issues or problem. The graph below provides a summarized version of the Spectrum.



This means that engagement can range from letting the community know about the decisions, to supporting others to make their own decisions that Council then implements.

Another way of looking at the different types of engagement is to look at the steps in the decision-making process as an issue, proposal or decision progresses from development to final decision. The diagram below outlines the steps and the associated types of opportunities for participation.



The highest level of engagement, ‘Empower’ is not included in the above graph, nor in the flow-chart in Appendix B. This is because it is a non-standard engagement method that is generally used in exceptional circumstances, or outside of Council’s formal decision-making process where Council’s role is assisting others to make a decision. Often this kind of engagement is supported by Council through a framework of grants, advice and support.

Very occasionally, and in certain circumstances, Council may choose to empower the community to decide through a binding referendum. Councils can also delegate decisions to a

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group of people, for example a reserve management committee, or by allowing for the establishment of a Business Improvement District.

5. Māori

Māori have a unique relationship with councils through the Treaty of Waitangi and supporting legislation. This relationship is reflected in the principles and requirements of the LGA to ensure participation by Māori in local authority decision-making process.

In summary, the LGA requires Council to:

- Take into account Māori interests where any significant decisions are to be made affecting 'land or a body of water';
- Establish and maintain processes to provide opportunities for Māori to contribute to council decision-making processes;
- Consider ways to foster the development of Māori capacity to contribute to council decision-making processes;
- Put in place processes to consult with Māori; and
- Assist Māori to better participate generally in decision-making.

Aside from the legislative requirements, the Council appreciates that Māori perspectives may offer different views of local issues, and is keen for those views to be included in its deliberations.

Council considers it important to further develop relationships with the papatipu rūnanga who represent those who hold mana whenua in the Timaru District, and, in doing so, acknowledges the role of Te Rūnanga o Arowhenua as the tangata whenua. Council will encourage both formal and informal opportunities for developing a closer relationship with groups representing local Māori.

The Council will ensure all its significant policy and decision-making processes include opportunities for discussion with mana whenua, through their mandated representatives, at the earliest opportunity and before decisions are made; and endeavor to provide resources to help facilitate that engagement. The Council acknowledges that the involvement of local Māori in the Council decision making process is not restricted to matters directly affecting the Rūnanga.

The Council will respect the views expressed on behalf of mana whenua and foster close collaboration at an operational level. Council will offer places for rūnanga representatives on Council Committees, including the Environmental Services Committee, the Safer Communities Committee and the Local Arts Assessment Committee, and other bodies as appropriate, and seek regular engagement with papatipu rūnanga to discuss matters of common interest and foster general relationships. Opportunities are also considered for appointments on planning and resource consent hearing committees.

To assist in this commitment and extending this relationship, Council has signed a Service Level Agreement with Aoraki Environmental Consultancy Ltd (AECL). AECL is mandated by Te Rūnanga o Arowhenua to help advise councils and other agencies on issues of interest to Arowhenua Rūnunga, to facilitate consultation with Arowhenua Rūnunga, and to ensure

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timely and appropriate input into policy, plans and processes on behalf of Te Rūnanga o Arowhenua.

The Mayor may enter into a Memorandum of Understanding to formally recognise the relationship with AECL and the expectations of it. Council's Senior Management are also available to meet with ngā rūnanga.

Part 2: Policy

1. Purpose

- 1.1. The purpose of this policy is to:
 - 1.1.1. Enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities;
 - 1.1.2. Provide clarity on how and when communities can expect to be engaged in the process of decision-making by Council;
 - 1.1.3. Inform Council from the beginning of the decision-making process about the extent, form and type of any public engagement that is expected before a particular decision is made.

2. Background

- 2.1. Section 76AA of the Local Government Act 2002 (LGA) requires Council to have a policy on significance and engagement that sets out:
 - 2.1.1. The general approach Council takes to determining significance;
 - 2.1.2. The criteria and procedures used by Council in assessing the extent to which something is significant, or may have significant consequences; and
 - 2.1.3. How Council will respond to community preferences, and what the community can expect in terms of engagement on matters with different degrees of significance.
- 2.2. For further detail on the context, legislative framework and requirements, see the Introduction to Significance and Engagement attached to this policy.

3. Definitions

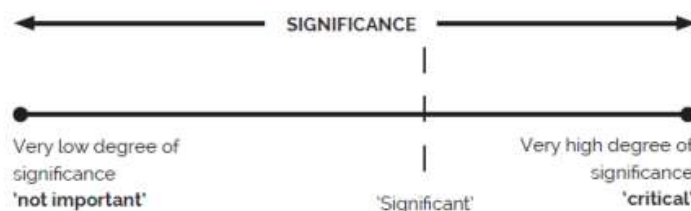
Engagement: The process of informing and seeking information from the community to assist with Council decision-making. There is a continuum of community involvement ranging from “Inform” to “Empower” (refer to Part One of this policy and Appendix B).

Significance:¹ In relation to any issue, proposal, decision, or other matter that concerns or is before Council, means the degree of importance of the issue, proposal, decision, or matter as assessed by Council in terms of its likely impact on, and likely consequences for, -

- a) The current and future social, economic, environmental or cultural wellbeing of the district;
- b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- c) The capacity of Council to perform its role, and the financial and other costs of doing so.

¹ As defined in section 5 of the LGA.
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Significant:² In relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision or other matter has a high degree of significance. The significance will fall somewhere on a continuum from low to high. At some point, a matter will transition from being not significant to being significant. This point is matter-specific and dependent on its individual circumstances.



Strategic Asset:³ In relation to the assets held by Council, means an asset or group of assets that Council needs to retain in order to maintain Council's capacity to achieve or promote any outcome that Council determines to be important to the current or future wellbeing of the community; and includes –

- a) Any asset or group of assets listed as strategic assets in Council's Significance and Engagement Policy; and
- b) Any equity securities held by Council in a port company within the meaning of the Port Companies Act 1988.

Special Consultative Procedure: A defined and mandated form of public consultation set out in section 83 of the LGA.

4. Approach to Determining Significance

- 4.1. Council's approach to determining the degree of significance of an issue, proposal, decision, or other matter (the issue) will include:

- 4.1.1. The relevant Council officer undertaking an assessment of the issue in the earliest stages of a proposal against this Policy, which is reviewed by a member of the Senior Leadership Team;

4.1.1.1. The Chief Executive may request that the Corporate Planning, Strategy and Governance Group undertake a separate assessment of significance, for example when an issue/ proposal is deemed to potentially contain a significant unbudgeted expense or variance, a high level of risk, or significantly affect a level of service or delivery of another, already approved Council activity.

4.1.1.2. Each report will receive a legal, financial and significance check as part of the review and approval process. The relevant aspects of each draft report are to be reviewed for legal content (by the Legal Services Manager or their appointed delegate), financial content (by the Chief Financial Officer or their

² As defined in section 5 of the LGA.

³ As defined in section 5 of the LGA, as it relates to Timaru District Council.

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appointed delegate), and assessment of significance (by the Corporate Planning and Governance Manager or their appointed delegate).

- 4.1.2. All decision-making reports presented to Council will include a summary of the assessment of significance, and recommend a corresponding level of engagement.
- 4.1.3. Due consideration by Council of the assessment of significance and engagement prior to any resolution on an issue. Elected members can make their own significance assessment, and may resolve that any matter has a higher or lower level of significance than that assessed by officers.
- 4.1.4. Where decision-making has been delegated to a committee of Council, the Chief Executive, or a Council officer, an appropriate assessment of significance will be carried out. This does not apply where officers are implementing Council policies, projects and programmes already approved by Council.

5. Criteria for Assessing Significance

- 5.1. Council will consider the following criteria when determining the degree of significance of an issue:
- 5.2. **Current and future impact on the community**, including the number of people affected by the issue/ proposal and the degree (including monetary cost) to which they might be affected;
- 5.3. **Impact on strategic assets**, being the effect of those assets listed in this policy on the purpose for which they are held by Council;
- 5.4. **Impact on levels of service**, being the expected degree to which Council's stated levels of service will be increased, decreased or affected;
- 5.5. **Extent of community interest**, being the level of community and media interest currently apparent, previously expressed or likely to be generated, and the extent to which the community holds united or divided views;
- 5.6. **Impact on manawhenua (Arowhenua Rūnanga)**, taking into account the relationship of Māori to their culture and traditions with their ancestral land, water, sites, wahi tapu, valued flora and fauna, and other taonga;
- 5.7. **Impact on Council's financial position**, including expected financial impact on budgets, reserves, debt levels, rates, fees and charges, and limits stated in Council's Financial Strategy;
- 5.8. **Consistency with approved plans, strategies and policies**, being the extent to which an issue or proposal is aligned or already provided for within Council's strategies, policies, and the current Long Term Plan or Annual Plan;
- 5.9. **Impact on the environment**, including the expected impact of the issue or proposal on pollution and greenhouse gas emissions, and the ability for these to be mitigated, and;
- 5.10. **Extent of risk**, including the level of financial, political, reputational, legal and health and safety risk the issue or proposal exposes Council to, and the expected level of difficulty to reverse the issue or proposal once a decision has been taken.

Note: any decision to alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, and any decision to transfer ownership or control of a strategic asset to or from Council can only be made if provided for in a Long Term Plan, or as part of a Long Term Plan variation through the Annual Plan and consulted on accordingly.

6. Engagement Principles

- 6.1. In considering the approach to engagement on any issue, Council will consider community preferences about engagement on decisions and will apply the following principles:
 - 6.1.1. **Appropriateness** – Council will determine the appropriate level of engagement on a case-by-case basis, according to the degree of significance, and engagement will be tailored to meet the particular needs of each issue, budget considerations, the stakeholders involved and the context.
 - 6.1.2. **Genuineness** – There is a genuine willingness on Council’s behalf to engage with an open mind to ensure the community’s views are included in the decision-making process.
 - 6.1.3. **Timeliness** – Council will consider engagement early in the planning process to ensure the public can be involved in the decision-making process and to ensure sufficient time to allow genuine engagement. Timeframes for engagement can vary accordingly.
 - 6.1.4. **Accessibility** – Council will provide reasonable access to engagement processes in a manner and format that is appropriate to people’s needs. This will require varying methodologies, taking into account factors such as location, technology, social and cultural context.
 - 6.1.5. **Information** – Council will provide relevant information to the issue under consideration, including options and consequences, in a manner that can be readily understood by interested or affected people.
 - 6.1.6. **Diversity** – Council will endeavor to seek the views of a wide cross-section of the community, using the most appropriate ways of engaging with various representative groups in the community.
 - 6.1.7. **Engaging with Māori** – Council will maintain processes to provide opportunities for iwi/Māori to contribute to Council’s decision-making processes and will continue to work with iwi to refine and improve these processes.
 - 6.1.8. **Feedback** – Council will provide information regarding the outcome of the decision-making process and the reasons for the decisions.

7. Engagement Processes

- 7.1. The degree of significance of an issue influences who is involved in the decision making process, and at what point they become involved. It also affects how much time and money Council will invest in exploring and evaluating options, and engaging with the community before making a decision.
- 7.2. Council will use the engagement spectrum to determine the most appropriate processes and methods for engagement with affected and interested communities on particular

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decisions or issues. This approach is based on the International Association for Public Participation (IAP2) framework.

- 7.3. For matters determined to have a high degree of significance, Council will, at a minimum, consult with the community in accordance with the requirements of section 82 of the LGA, except for matters with another prescribed statutory consultation process. In those cases, Council will consult in accordance with the relevant statutory requirements. Council can choose, within its power, to engage on something where assessment under the policy does not indicate a high degree of significance.
- 7.4. An engagement plan, addressing Council's engagement principles, will be developed for proposals with a high degree of significance. Where an issue has been determined to have a lower degree of significance, Council must still decide what level of engagement with the community is appropriate.
- 7.5. The decision on the level of engagement for all issues will be informed by determining the level of significance as assessed against Council's stated criteria. In determining this, Council will consider:

7.5.1. The views of Te Rūnanga o Arowhenua, and Council's commitments to engage with the same (refer to the "Māori" section of this policy in Part One);

7.5.2. What, if any, aspect of the decision can change as a result of engagement due to the legislative, technical and operational aspects of the matter;

7.5.3. The decision-making requirements of the LGA and any other relevant legislation;

7.5.4. The characteristics of the interested or affected persons (e.g. geographically, or by interest, age or activity);

7.5.5. The length of time the matter relates (e.g. is it a one off decision or a ten year strategy), and;

7.5.6. Whether it is appropriate for Council to engage. The circumstances in which Council will not engage include:

7.5.6.1. Where no viable alternative is deemed to be available, including where a decision is necessary to comply with the law;

7.5.6.2. Emergency management activities during a declared State of Emergency;

7.5.6.3. Urgent matters where an immediate or quick response is required, including for the protection of life, property and the environment;

7.5.6.4. A commercially sensitive or confidential matter, including to protect the privacy of individuals;

7.5.6.5. Where Council deems that it already has a comprehensive understanding of the views and preference of the interested or affected persons, and;

7.5.6.6. Where the matter relates to a policy, strategy or plan that Council has already consulted on recently.

- 7.6. While the above criteria will assist in determining the level of engagement and who to engage with, these details are also informed by the specific situation. Just because a

matter has a higher level of significance compared to another matter, it does not mean that a higher level of engagement is necessarily appropriate and vice versa.

- 7.7. See Appendix A and Appendix B for additional information about how to apply engagement principles.

8. Strategic Assets

- 8.1. The LGA requires that Council identify and list the assets considered to be strategic assets (see Glossary).⁴
- 8.2. Any decision to transfer the ownership or control of a strategic asset to or from the local authority must be explicitly provided for in a Long Term Plan, following community consultation.⁵ **Note that this includes a Long Term Plan variation through the Annual Plan.**
- 8.3. Council considers the assets, or groups of assets, listed in Appendix A to be strategic:
- 8.3.1. Council's equity securities in Timaru District Holding Ltd;
 - 8.3.2. Council's housing assets as a whole;
 - 8.3.3. Cultural and Learning Facilities as a whole;
 - 8.3.4. District cemeteries as a whole;
 - 8.3.5. Parks facilities as a whole;
 - 8.3.6. Recreational facilities as a whole;
 - 8.3.7. Redruth Landfill;
 - 8.3.8. Roading network as a whole;
 - 8.3.9. Timaru Airport, and;
 - 8.3.10. Water supply, Wastewater and Stormwater networks as a whole.
- 8.4. To remove doubt, strategic assets as defined above are the assets as a whole entity and not the individual elements of that asset. The requirements of section 97 of the LGA are only triggered if the proposal relates to the asset as a whole, or where it would materially affect the nature and operation of the asset.
- 8.5. Nothing in this section precludes Council from engaging with the community when proposing the transfer of ownership or control of any other Council asset, through Long Term Plan consultation, or other mechanisms as determined by this policy.

Delegations, References and Revision History

Delegations

Identify here any delegations related to the policy for it to be operative or required as a result of the policy

⁴ Section 76AA

⁵ Section 97 and 93E of the LGA

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Delegations Register Reference	Delegation				
	While there are no specific delegations relating to this policy or its implementation, wherever decision-making ability has been delegated by Council to a committee or officer, the responsibility of assessing the significance of a decision or an issue, and the resulting engagement required accompanies this delegation.				
References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
Document Reference	Title				
www.iap2.org	International Association for Public Participation (IAP2) framework				
Local Government Act 2002 (LGA)	Sections 76AA-81, 93E, 97				
Revision History Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1	Strategy and Corporate Planning Manager	15 February 2021	Timaru District Council	September 2023	#1404319
2	Strategy and Corporate Planning Manager	TBC	Timaru District Council	As part of the 2027-37 LTP	#1584635

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Appendix A: Assessment of Significance

The below table is a tool intended to assist in assessing the significance of an issue/ proposal. The Corporate Planning, Strategy and Governance Group are available to assist Council staff with this process and determination.

Step 1. Apply each of the “Criteria” and their associated “Factors to consider” to the issue/ proposal in question. Determine whether, for each criterion, the issue/ proposal meets the “High”, “Medium” or “Low” level of significance. The examples given are intended to be illustrative and provide a guide, rather than be determinative.

Step 2. Determine an interim overall level of significance by considering the number of “High”, “Medium” and “Low” ratings. For example, visually, where does the centre of gravity appear to lie? Discussion with the Corporate Planning, Strategy and Governance Group is encouraged if there are a large number that are rated “High” (four or more of the nine criteria, for instance).

Step 3. Consider whether there are any extenuating circumstances that mean that one or more criteria require additional weighting (where it counts more than another criteria), and therefore the issue/ proposal requires a different overall assessment of significance. It is important to note that the criteria do not necessarily have to be equal. Take the example of managed retreat due to coastal erosion at Rangitata Huts. Whilst the number of people affected may be relatively low, the impact on them would be so significant (the cost and disruption of relocating homes and moving to a new community) that the “impact on community” criteria would be given additional weighting relative to the others.

Step 4. Determine what the final overall level of significance is. It may be “High”, “Medium” or “Low”, or a range such as “Low – Medium”.

It is important to use careful and professional judgement when assessing significance as it is, by its nature, subjective. It is not a prescriptive exercise, and any particular issue/ proposal needs to be considered on its merits and individual circumstances. What is significant for one type of Council activity may be less significant for another activity.

Criteria	Factors to consider	Examples may include		
		High	Medium	Low
Impact on community	What number of people are affected, and to what extent? What is the potential for the impact to be more significant or widespread than intended?	<i>More than 500 people affected. Daily lives impacted to a significant extent on an ongoing basis. Costs incurred are significant relative to means. E.g. Rangitata Huts managed retreat from coastal erosion</i>	<i>Less than 500 people affected. Daily lives impacted to some extent. Some costs incurred but are not significant. E.g. Road closed for a month to upgrade safety features</i>	<i>Less than 100 people affected. Negligible or low impact on daily lives. Costs incurred are nil or minor. E.g. expansion of Fresh Air Project on Stafford Street</i>
Impact on strategic assets	Does the proposal affect a Council strategic asset? If yes, how?	<i>Sale or transfer of a strategic assets. E.g. proposal to centralise or privatise water network and services</i>	<i>Partial sale or transfer of an entire strategic asset, or entire sale and transfer of a non-strategic asset of high to moderate value E.g. sale of current Timaru Library building if library services have relocated</i>	<i>Sale or transfer of a non-strategic asset of low value E.g. sale of a low-value building deemed surplus to requirements</i>
Impact on levels of service	Does the proposal affect Council's stated levels of service for a particular activity? If yes, does it increase or decrease the level of service?	<i>High impact on levels of service. A new service created or existing service removed. High number of people affected. Level of service affected for an extended period. E.g. Aorangi Stadium/ grounds/ unavailable for a year whilst new stadium constructed</i>	<i>Medium impact on levels of service. Levels of service increased or decreased, but not to a significant extent. Moderate number of people affected. Impact occurs for a relatively short duration. E.g. CBay closure for a month for renovation</i>	<i>Minor to nil impact on levels of service. Low number of people affected. Impact occurs for a short duration. E.g. upgrade to small-scale water scheme</i>

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Criteria	Factors to consider	Examples may include		
		High	Medium	Low
Extent of community interest	Do the community and/ or media have a current or likely future interest in what is proposed?	<i>Significant, known public or media interest. Likely to be a regional or national or regional “front page” issue, or have sustained social media coverage. E.g. building a new stadium</i>	<i>Moderate public or media interest. Likely to receive coverage in a local or community paper, or have short-term social media coverage. E.g. amendment to Dog Bylaw</i>	<i>Low to no public or media interest. Not likely to feature in traditional media. Social media coverage likely to be minor to nil. E.g. amending Backflow Prevention Policy schedules</i>
Impact on manawhenua (Arowhenua Rūnanga)	Is the issue of interest to Arowhenua Rūnanga, and, if so, to what extent? Does the proposal affect a body of land, water or taonga?	<i>Yes/ High. Relates to a body of water, land or taonga that Arowhenua have an interest in. E.g. District Plan review</i>	<i>Some interest, but not to a high or specific extent. Issue does not directly relate to a body of water, land or taonga. E.g. Climate Change Policy</i>	<i>No special interest. Issue does not relate to a body of water, land or taonga. E.g. Local Alcohol Policy</i>
Impact on Council’s financial position	How does the proposal affect Council’s reserves, rates, fees and charges or debt? What is the unbudgeted expense, or variance from a prior approval?	<i>Significant impact on Council’s finances. Could impact Council’s debt cap. High unbudgeted cost or variance. E.g. extent of provision for, or revaluing of assets leading to increases in, depreciation</i>	<i>Moderate impact on Council’s finances. Medium impact on reserves, rates, fees and charges or debt overall. E.g. Fraser Park grant</i>	<i>Low to negligible impact on overall finances. Proposal able to be met within existing budgets. E.g. CPI-indexed change to existing contract</i>

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Criteria	Factors to consider	Examples may include		
		High	Medium	Low
Consistency with approved plans, strategies and policies	Is the proposal aligned with Council's current plans, as articulated in the Long Term Plan or Annual Plan? Is it consistent with existing strategies and policies? If no, what is the difference?	<i>High degree of inconsistency with Council plans, strategies, and policies. A response to an unexpected issue or opportunity. Community has not been previously consulted. E.g. urgent upgrade of Temuka residential water supply due to presence of asbestos</i>	<i>A moderate degree of inconsistency with Council plans, strategies, and policies. Perhaps an extension of a previous proposal. Community has been consulted on the broad topic within the past five years. E.g. extending the scope of the proposed Heritage Facility</i>	<i>Consistent with existing Council plans, strategies, and policies. "Business as Usual". The community is deemed to have a good understanding of the issue/s and options. E.g. upgrading CBD footpath tiles</i>
Impact on the environment	How does the proposal affect pollution in the natural environment, e.g. impact on waterways or habitats? Is the proposal consistent with Council's greenhouse gas (GHG) emission reduction goals? Can any negative impacts be mitigated?	<i>High pollution likelihood/ risk. Not consistent with Council's GHG reduction goals, e.g. a high increase in emissions relative to another option. Difficult or expensive to mitigate. E.g. Introduction of waste incinerator at Redruth</i>	<i>Reasonable likelihood of pollution occurring. A medium degree of inconsistency with Council's GHG reduction goals. Mitigation options are available but potentially expensive. E.g. large sealed area created for vehicle parking on a former playing field</i>	<i>No impact, or reduction of pollution. No impact, or reduction in greenhouse gas emissions. Mitigation options are available, affordable, and effective. E.g. increased buffer capacity for sewerage ponds to reduce frequency of local discharges into rivers after rainstorms</i>

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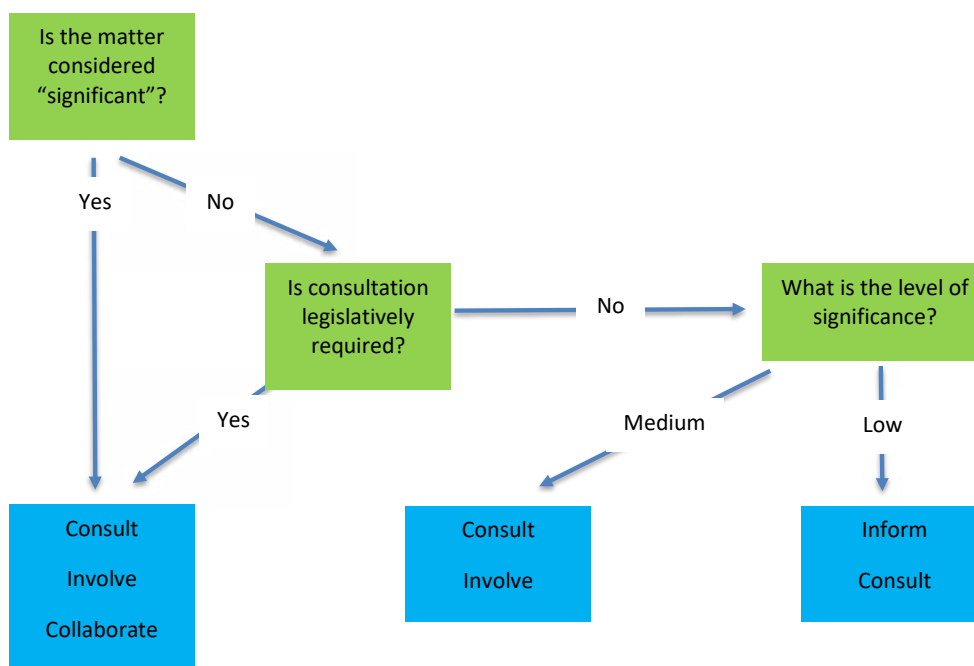
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		Examples may include		
Criteria	Factors to consider	High	Medium	Low
Extent of risk	What is the overall level of risk (financial, political, reputational, legal, health and safety, etc) of what is proposed? Could the decision be reversed, and how easily? How well understood are possible adverse effects and unintended consequences?	<i>Significant risks are present. There is a low, or expensive, degree of reversibility. Adverse effects and unintended consequences have not been considered to a meaningful extent. E.g. deferral of infrastructure projects which may lead to non-compliance with national standards</i>	<i>Some risk, but this is not deemed to be significant. Adverse effects and unintended consequences are well-scoped and can be mitigated. E.g. decision to proceed to detailed design for the Theatre Royal</i>	<i>Minor to negligible risk, or a potential opportunity. The decision to be made is not determinative, i.e. there is the opportunity for changes to be made. Adverse effects and unintended consequences are well understood. E.g. change to operational PPE</i>

Appendix B: Identification of Engagement Method

Once a degree of significance has been assessed, it is then necessary to use this determination to identify the appropriate corresponding engagement method.

The flow-chart and table below assist to determine what types of engagement methods may be suitable for any particular matter. These should be actioned in conjunction with the Engagement Processes section earlier in this policy. Further, where the issue or proposal is of significance to Te Rūnanga o Arowhenua, refer to the “Māori” section in part one of this policy.



	Inform	Consult	Involve	Collaborate	Empower
What does it involve	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives, and proposals to inform final decision making.	Participatory process designed to ensure that concerns and aspirations are understood and considered prior to decision-making.	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	The final decision making is in the hands of the public.
Types of issues that we might use this for	Annual Report, Infrastructure upgrades, Water restrictions.	Rates review, Bylaw reviews, Local Alcohol Policy.	District Plan, Long Term Plan, Infrastructure projects, policy development.	Representation Review, Canterbury Water Management Strategy, significant capital projects, matters of significant community interest.	Local body elections; when central government that mandate a local referendum; matters deemed to have exceptional community interest.
Tools Council might use	Websites, information flyers, advertising, public notices, media releases, newsletters, Council Noticeboard.	Formal submissions and hearings consultation processes, informal meetings, focus groups, surveys, expos, roadshows.	Workshops, Focus groups, Community Boards, Youth Councils, Public meetings, surveys.	Multi stakeholder process, Joint Committees, face to face liaison, working parties.	Referendums, local group involvement, advisory groups, citizens panels, participatory budgeting.
When the community can expect to be involved	Council would generally advise the community once a decision is made.	Council would generally advise the community once a draft decision is made and would generally provide the community with up to four weeks to participate and respond.	Council would generally involve the community at the refining state of the options.	Council would generally involve the community at the start to scope the issue, again after information has been collected and again when options are being considered.	As a non-standard engagement method, the point at which the community would become involved is situation-specific.

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Approved by: Timaru District Council

Date approved: 15 February 2021

Part 1: Overview

This document has been broken into two sections;

- Part 1: an overview to help the reader understand the wider context; and
- Part 2: Council's policy on Significance and Engagement in accordance with statutory requirements (page 6).

1. Context

For every decision Council makes, whether big or small, we need to consider how important that decision is to our communities and how it might impact them. Sometimes we are already aware of people's views on a matter, or are very limited in our choices about a decision, but at other times, we need to hear your thoughts before we decide what to do, and at other times it may be appropriate that we collaborate with the community to reach a decision together, or empower the community to make decisions themselves.

Often when Council is making an important, or significant decision, the way we engage is set by legislation and there is a process we must follow, but other times we determine how to engage. When deciding how significant a decision is for our communities, we look at a number of factors, including:

- a) Who is affected by, or interested in the decision;
- b) What the costs will be;
- c) What the overall impact of the decision will be.

These factors are part of working out the best way to engage with our communities on the issue. Do we need to just tell the community it's happening? Do we need to ask the community for feedback on a draft proposal? Or will the best outcomes be reached if we involve the community every step of the way to design solutions to issues and make decisions?

The Significance and Engagement Policy (SEP) guides Council's assessment of the significance of matters and sets out how and when our communities can expect us to engage, before making a final decision on both significant and less significant matters.

2. Legislative Framework

Council, under the Local Government Act 2002 (LGA), is an organisation of representative democracy. The LGA gives Council authority to make decisions for, and on behalf of the community and makes it accountable for those decisions through the election process.

Councils are also directed by the LGA to seek out and take account of community views in the process of decision-making.

One of the purposes of local government is “to enable democratic local decision-making and action by, and on behalf of, communities”.

Sections 76-81 of the LGA provide a framework which applies to all decision-making processes, including the consideration of community views. For each decision, Council determines how those requirements apply.

Council’s decision-making is further framed by other things, such as the requirements of government policy, technical matters and financial implications. These matters can also influence engagement on an issue (eg, if there is only one, or very limited viable options, such as a specific change required by new legislation).

Some decisions of Council are made under legislation with specific consultation processes for plans, policies or other matters. Examples of these are District Plans under the Resource Management Act 1991 and Reserve Management Plans under the Reserves Act 1977. For most other matters there is a prescribed consultation process and Council must follow the requirements of the LGA. These are explained in the following section.

Regardless of the level of significance, if the decision is about a matter that has a prescribed legal process, Council must follow that process. However this does not mean that Council is limited to only engaging in accordance with the legislation. Council can choose to undertake additional engagement activities to support the decision-making process if this is considered appropriate.

3. Local Government Act 2002 Consultation Requirement

Consultation is one of the ways we engage to find out about community views and preferences before making a decision. We consult on certain decisions because we recognise how important they are to our communities, or because we are required to by statute, or both.

The LGA contains principles which guide consultation as well as some specific requirements. It refers to consultation in two different, but closely related ways: ‘consultation’ and the ‘special consultative procedure’ (SCP). As the name implies, the ‘special consultative procedure’ is a specific kind of consultation.

Section 82 and 82A Local Government Act

Section 82 of the LGA provides some overarching principles for consultation. This includes:

- Identify people who will be affected by, or have an interest in the decision;
- Provide them with reasonable access to relevant information in an appropriate format on the purpose and scope of the decision;
- Encourage people to give their views;

- Give people a reasonable opportunity to give their views in an appropriate way;
- Listen to, and consider those views, with an open mind;
- After the decision, provide access to the decision and any other relevant material.

Section 82A details some additional obligations if the consultation is a specific requirement under the LGA. Where this section applies Council also develops:

- A description of what we want to do and why;
- An analysis of the practical options (with advantages and disadvantages); and
- A draft of the policy or relevant document (or details of the changes to any policy or document).

Section 83 – the Special Consultative Procedure (SCP)

The SCP builds on the principles of section 82 of the LGA as well as detailing additional requirements, including developing a ‘statement of proposal’ (SOP). An SOP is a document that provides detailed information on what the proposal is about and how people can provide their feedback. Depending on what the consultation is about, for example a Long Term Plan or a bylaw, the exact content requirements are further prescribed in the LGA. In some cases it requires the development of a specific consultation document, such as that required for the LTP or Annual Plan (in certain circumstances). In addition to meeting the principles of section 82, Council will:

- Make the SOP publically available;
- Allow feedback to be provided for a minimum of one month;
- Ensure people are given an opportunity to present their views to Council through spoken interaction (or using sign language).

4. What is ‘consultation’ and what is ‘engagement’?

Often the two terms ‘consultation’ and ‘engagement’ are used interchangeably, however, this is not accurate. Consultation is just one of the engagement options available, depending on the matter. Because Council is required by the LGA to undertake consultation for a range of reasons, it has become an easily recognisable term and process, for both Council and the community.

Consultation generally is when we develop a proposal, often a draft policy or plan, and then ask for the public’s views on the draft proposal. Council then considered these views before deciding on what the final policy or plan should say.

Most councils in New Zealand, including Timaru District Council, apply the principles developed by the International Association of Public Participation (IAP2) when talking about these matters.

The IAP2 developed the Spectrum of Public Participation to assist with the selection of the appropriate level of participation, or ‘engagement’ for the issues or problem. The graph below provides a summarized version of the Spectrum.



This means that engagement can range from letting the community know about the decisions, to supporting others to make their own decisions that Council then implements.

Another way of looking at the different types of engagement is to look at the steps in the decision-making process as an issue, proposal or decision progresses from development to final decision. The diagram below outlines the steps and the associated types of opportunities for participation.



Empowerment

The highest level of engagement ‘empowerment’ is not included in the graph above. This is because it is generally used in circumstances outside of Council’s formal decision-making process, where Council’s role is assisting others to make a decision. Often this kind of engagement is supported by Council through a framework of grants, advice and support.

Very occasionally, and in certain circumstances, Council may choose to empower the community to decide through a binding referendum. Councils can also delegate decisions to a group of people, for example a reserve management committee, or by allowing for the establishment of a Business Improvement District.

5. Māori

Maori have a unique relationship with councils through the Treaty of Waitangi and supporting legislation. This relationship is reflected in the principles and requirements of the LGA to ensure participation by Maori in local authority decision-making process.

In summary, the LGA requires Council to:

- Take into account Maori interests where any significant decisions are to be made affecting 'land or a body of water';
- Establish and maintain processes to provide opportunities for Maori to contribute to council decision-making processes;
- Consider ways to foster the development of Maori capacity to contribute to council decision-making processes;
- Put in place processes to consult with Maori; and
- Assist Maori to better participate generally in decision-making.

With this legislative framework in mind, Council considers it important to further develop relationship with the papatipu rūnunga who represent those who hold mana whenua in the Timaru District. Fostering these relationships is key to enabling the Council to meet its statutory requirements under the LGA and RMA. The Council will ensure all its key policy and decision-making processes include opportunities for discussion with mana whenua, through their mandated representatives, at the earliest opportunity and before any decisions are made; and endeavor to provide resources to help facilitate that engagement.

Council shall provide opportunities for mana whenua to engage in the development of key policies and plans, including the long term plans and annual plans, policies and strategies including the process, timing and content of plan or policy development and review.

Opportunities are also considered for appointments on planning and resource consent hearing committees. To assist in this commitment, Council has signed a Service Level Agreement with Aoraki Environmental Consultancy Ltd (AECL). AECL is mandated by Te Rūnunga O Arowhenua to help advise councils and other agencies on issues of interest to Arowhenua Rūnunga, to facilitate consultation with Arowhenua Rūnunga, and to ensure timely and appropriate input into policy, plans and processes on behalf of Te Rūnunga O Arowhenua.

Council will also continue to offer places for rūnunga representatives on Council Committees, including the Environmental Services Committee, the Safer Communities Committee and the Local Arts Assessment Committee, and other bodies as appropriate, and seek regular engagement with papatipu rūnunga to discuss matters of common interest and foster general relationships.

Council's Senior Management are also available to meet with ngā rūnanga.

Part 2: Policy

1. Purpose

- 1.1. The purpose of this policy is to:
 - 1.1.1. Enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities;
 - 1.1.2. Provide clarity on how and when communities can expect to be engaged in the process of decision-making by Council;
 - 1.1.3. Inform Council from the beginning of the decision-making process about the extent, form and type of any public engagement that is expected before a particular decision is made.

2. Background

- 2.1. Section 76AA of the Local Government Act 2002 (LGA) requires Council to have a policy on significance and engagement that sets out:
 - 2.1.1. The general approach Council takes to determining significance;
 - 2.1.2. The criteria and procedures used by Council in assessing the extent to which something is significant, or may have significant consequences; and
 - 2.1.3. How Council will respond to community preferences, and what the community can expect in terms of engagement on matters with different degrees of significance.
- 2.2. For further detail on the context, legislative framework and requirements, see the Introduction to Significance and Engagement attached to this policy.

3. Glossary

Engagement: The process of informing and seeking information from the community to assist with Council decision-making. There is a continuum of community involvement (refer to Appendix 2 – Engagement Spectrum)

Significance:¹ In relation to any issue, proposal, decision, or other matter that concerns or is before Council, means the degree of importance of the issue, proposal, decision, or matter as assessed by Council in terms of its likely impact on, and likely consequences for, -

- a) The current and future social, economic, environmental or cultural wellbeing of the district;
- b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- c) The capacity of Council to perform its role, and the financial and other costs of doing so.

¹ As defined in section 5 of the LGA.
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Significant:² In relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision or other matter has a high degree of significance.

Strategic Asset:³ In relation to the assets held by Council, means an asset or group of assets that Council needs to retain in order to maintain Council's capacity to achieve or promote any outcome that Council determines to be important to the current or future wellbeing of the community; and includes –

- a) Any asset or group of assets listed as strategic assets in Council's Significance and Engagement Policy; and
- b) Any equity securities held by Council in a port company within the meaning of the Port Companies Act 1988.

Special Consultative Procedure: A defined and mandated form of public consultation set out in section 83 of the LGA.

4. Approach to Determining Significance

- 4.1. Council's approach to determining the degree of significance of an issue, proposal, decision, or other matter (the issue) will include:
 - 4.1.1. The relevant Council officer undertaking an assessment of the issue in the earliest stages of a proposal against this Policy;
 - 4.1.2. All decision-making reports presented to Council will include a summary of the assessment of significance, and the corresponding level of engagement required.
 - 4.1.3. Due consideration by Council of the assessment of significance and engagement prior to any resolution on an issue.
 - 4.1.4. Where decision-making has been delegated to a committee of Council, the Chief Executive, or a Council officer, an appropriate assessment of significance will be carried out. This does not apply where officers are implementing Council policies, projects and programmes already determined by Council.

5. Criteria for Assessing Significance

- 5.1. Council will consider the following criteria when determining the degree (very low to very high) of significance of an issue:
- 5.2. **Current and future impact on the community** including:
 - 5.2.1. The number of people affected by, or with an interest in the matter;
 - 5.2.2. The degree to which they may be impacted by the decision;
 - 5.2.3. The level of community interest already apparent, or previously expressed for the issue;
 - 5.2.4. The potential to generate community interest;
 - 5.2.5. Known divided community views on the matter;

² As defined in section 5 of the LGA.

³ As defined in section 5 of the LGA, as it related to Timaru District Council.

- 5.3. **Wellbeing impact** including the expected level of adverse impact on the current and future wellbeing of our communities or Districts.
- 5.4. **Rating impact** including expected costs to the community or sectors within the community, in terms of rates;
- 5.5. **Financial impact** including expected financial impact on Council including on budgets, reserves, debt levels, overall rates, and limits within Council's Financial Strategy.
- 5.6. **Consistency** including the extent to which a proposal or decision is consistent with Council's strategic direction, policies, and the current Long Term Plan.
- 5.7. **Reversibility** including the expected level of difficulty to reverse the proposal or decision once committed to.
- 5.8. **Impact on Maori** taking into account the relationship of Maori to their culture and traditions with their ancestral land, water, sites, wahi tapu, valued flora and fauna, and other taonga.
- 5.9. **Impact on levels of service** including the expected degree to which Council's levels of service will be impacted.
- 5.10. **Impact on strategic assets** including the expected impact on the performance or intended performance of Council's Strategic Asset for the purpose for which they are held.
- 5.11. See Appendix 1 for Significance Criteria Guidance

Note: any decision to alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, and any decision to transfer ownership or control of a strategic asset to or from Council can only be made if provided for in a long term plan and consulted on accordingly (LGA Section 97).

6. Engagement Principles

- 6.1. In considering the approach to engagement on any issue, Council will consider community preferences about engagement on decisions and will apply the following principles:
 - 6.1.1. **Appropriateness** – Council will determine the appropriate level of engagement on a case-by-case basis, according to the degree of significance, and engagement will be tailored to meet the particular needs of each issue, budget considerations, the stakeholders involved and the context.
 - 6.1.2. **Genuineness** – There is a genuine willingness on Council's behalf to engage with an open mind to ensure the community's views are included in the decision-making process.
 - 6.1.3. **Timeliness** – Council will consider engagement early in the planning process to ensure the public can be involved in the decision-making process and to ensure sufficient time to allow genuine engagement. Timeframes for engagement can vary accordingly.
 - 6.1.4. **Accessibility** – Council will provide reasonable access to engagement processes in a manner and format that is appropriate to people's needs. This will require varying

methodologies, taking into account factors such as location, technology, social and cultural context.

- 6.1.5. **Information** – Council will provide relevant information to the issue under consideration, including options and consequences, in a manner that can be readily understood by interested or affected people.
- 6.1.6. **Diversity** – Council will endeavor to seek the views of a wide cross-section of the community, using the most appropriate ways of engaging with various representative groups in the community.
- 6.1.7. **Engaging with Maori** – Council will maintain processes to provide opportunities for iwi/Maori to contribute to Council's decision-making processes and will continue to work with iwi to refine and improves these processes.
- 6.1.8. **Feedback** – Council will provide information regarding the outcome of the decision-making process and the reasons for the decisions.

7. Engagement Processes

- 7.1. The degree of significance of an issue influences how much time and money Council will invest in exploring and evaluating options, and engaging with the community before making a decision.
- 7.2. Council will use the engagement spectrum to determine the most appropriate processes and methods for engagement with affected and interested communities on particular decisions or issues. This approach is based on the International Association for Public Participation (IAP2) framework.
- 7.3. For matters determined to have a high degree of significance, Council will, at a minimum, consult with the community in accordance with the requirements of section 82 of the LGA, except for matters with another prescribed statutory consultation process. In those cases, Council will consult in accordance with the relevant statutory requirements. Council can choose, within its power, to engage on something where assessment under the policy does not indicate a high degree of significance.
- 7.4. An engagement plan, addressing Council's engagement principles, will be developed for proposals with a high degree of significance. Where an issue has been determined to have a lower degree of significance, Council must still decide what level of engagement with the community is appropriate.
- 7.5. The decision on the level of engagement for all issues will be informed by:
 - 7.5.1. What, if any, aspect of the decision can change as a result of engagement due to the legislative, technical and operational aspects of the matter;
 - 7.5.2. The decision-making requirements of the LGA;
 - 7.5.3. The level of Council's existing understanding of the views and preference of the interested or affected persons;
 - 7.5.4. The need for confidentiality or commercial sensitivity;
 - 7.5.5. Whether the matter relates to a policy, strategy or plan that Council has already consulted on;

- 7.5.6. The characteristics of the interested or affected persons (e.g. geographically, or by interest, age or activity);
 - 7.5.7. Urgent matters where an immediate or quick response is required;
 - 7.5.8. The length of time the matter relates (e.g. is it a one off decision or a ten year strategy).
- 7.6. While the above criteria will assist in determining the level of engagement and who to engage with, these details are also informed by the specific situation. Just because a matter has a higher level of significance compared to another matter, it does not mean that a higher level of engagement is necessarily appropriate and vice versa.

8. Strategic Assets

- 8.1. The LGA requires that Council identify and list the assets considered to be strategic assets (see Glossary).⁴
- 8.2. Any decision to transfer the ownership or control of a strategic asset to or from the local authority must be explicitly provided for in a Long Term Plan, following community consultation.⁵
- 8.3. Council considers the following assets, or groups of assets to be strategic:
 - 8.3.1. Council's equity securities in Timaru District Holding Ltd
 - 8.3.2. Social housing assets as a whole
 - 8.3.3. Cultural and Learning Facilities as a whole
 - 8.3.4. District cemeteries as a whole
 - 8.3.5. Parks facilities as a whole
 - 8.3.6. Recreational facilities as a whole
 - 8.3.7. Redruth Landfill
 - 8.3.8. Roding network as a whole
 - 8.3.9. Timaru Airport
 - 8.3.10. Wastewater and Stormwater networks as a whole
 - 8.3.11. Water supply network as a whole.
- 8.4. To remove doubt, strategic assets as defined above are the assets as a whole entity and not the individual elements of that asset. The requirements of section 97 of the LGA are only triggered if the proposal relates to the asset as a whole, or where it would materially affect the nature and operation of the asset.
- 8.5. Nothing in this section precludes Council from engaging with the community when proposing the transfer of ownership or control of any other Council asset, through Long Term Plan consultation, or other mechanisms as determined by this policy.

⁴ Section 76AA

⁵ Section 97 and 93E of the LGA

#1404319

Significance and Engagement Policy

Appendix 1: Significance Criteria Guidance

Number of people affected	<p>Low <i>Degree of Significance</i> High</p>  <p>Small number of people affected Large number of people affected</p>
Degree to which people may be impacted	<p>Low <i>Degree of Significance</i> High</p>  <p>The impact on people is low The impact on people is high</p>
Community Interest	<p>Low <i>Degree of Significance</i> High</p>  <p>Consistent community agreement/views and/or generally low historical interest Divided community views and/or strong historical community interest</p>
Impact on Wellbeing	<p>Low <i>Degree of Significance</i> High</p>  <p>No adverse impact on wellbeing High impact on community wellbeing</p>
Financing and Rating impact	<p>Low <i>Degree of Significance</i> High</p>  <p>Minor impact on Council finances and all/some rates High impact on Council financing and all/some rates</p>
Consistent with Council policies and plans	<p>Low <i>Degree of Significance</i> High</p>  <p>Is consistent with policies/plans Is inconsistent with policies/plans</p>

Reversibility	<div><div><div>Low</div><div>Degree of Significance</div><div>High</div></div><div><div></div></div><div>Can be reversed with ease and little cost</div><div>Cannot be reversed, or has a high cost to reverse</div></div>
Impact on Maori	<div><div><div>Low</div><div>Degree of Significance</div><div>High</div></div><div><div></div></div><div>Little or no impact on Maori, their culture and traditions</div><div>High impact on Maori, their culture and traditions</div></div>
Impact on levels of service	<div><div><div>Low</div><div>Degree of Significance</div><div>High</div></div><div><div></div></div><div>No impact on levels of services</div><div>Large change in levels of service</div></div>
Impact on strategic assets	<div><div><div>Low</div><div>Degree of Significance</div><div>High</div></div><div><div></div></div><div>No impact on strategic assets</div><div>High impact on strategic assets</div></div>

Appendix 2: Engagement Spectrum

	Inform	Consult	Involve	Collaborate	Empower
What does it involve	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision-making.	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	The final decision making is in the hands of the public.
Types of issues that we might use this for	Annual Report, Infrastructure upgrades, Water restrictions	Rates review, Bylaw reviews, Local Alcohol Policy	District Plan, Long Term Plan, Infrastructure projects. policy development	Representation Review, Canterbury Water Management Strategy	Locally based policies and initiatives, local body elections
Tools Council might use	Websites, information flyers, advertising, public notices, media releases, newsletters, Council Noticeboard	Formal submissions and hearings consultation processes, informal meetings, focus groups, surveys, expos, roadshows	Workshops, Focus groups, Community Boards, Youth Councils, Public meetings, surveys	Multi stakeholder process, Joint Committees, face to face liaison, working parties	Referendums, local group involvement, advisory groups, citizens panels, participatory budgeting
When the community can expect to be involved	Council would generally advise the community once a decision is made	Council would advise the community once a draft decision is made Council and would generally provide the community with up to 4 weeks to participate and respond.	Council would generally provide the community with a greater lead in time to allow them time to be involved in the process.	Council would generally involve the community at the start to scope the issue, again after information has been collected and again when options are being considered.	Council would generally provide the community with a greater lead in time to allow them time to be involved in the process. e.g. typically a month or more.

Delegations, References and Revision History				
Delegations Identify here any delegations related to the policy for it to be operative or required as a result of the policy				
Delegations Register Reference	Delegation			
	While there are no specific delegations relating to this policy or its implementation, wherever decision-making ability has been delegated by Council to a committee or officer, the responsibility of assessing the significance of a decision or an issue, and the resulting engagement required accompanies this delegation.			
References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)				
Document Reference	Title			
www.iap2.org	International Association for Public Participation (IAP2) framework			
Revision History Summary of the development and review of the policy				
Owner	Date Approved	Approval By	Next Review	Doc Ref
Strategy and Corporate Planning Manager	15 February 2021	Timaru District Council	September 2023	#1404319

Enhancing Maori Contribution to Decision-making



Approved by: Policy & Development Committee

Date

Approved: 9 February 2016

Keywords:

1.0 Purpose

The purpose of this policy is to acknowledge the value of Maori contribution to Council decision-making, and commit to strengthening relationships and enhancing opportunities for dialogue.

2.0 Background

The Council values the contribution Maori make to Council decision-making. It also recognises the imposition the consultation demands of many organisations and pieces of legislation place on local Maori resources. Apart from the legislative requirements, the Council appreciates that the Maori perspective may offer a different view of local issues and is keen for those views to be included in its deliberations.

Section 81 of the Local Government Act 2002 requires all Local Authorities to develop ways that it can involve local Maori in the Council decision-making process. This is not restricted to just matters directly affecting the Runanga and therefore the Council needs to provide opportunities for discussion on a wide range of matters in the early stages of policy development and planning.

3.0 Key Definitions

4.0 Policy

- 4.1 The Council acknowledges the role of Arowhenua Runanga as the tangata whenua.
- 4.2 The Council will encourage both formal and informal opportunities for developing a closer relationship with groups representing local Maori.
- 4.3 The Council will respect the views expressed on behalf of local Maori and foster close collaboration at an operational level.
- 4.4 The Council acknowledges that the involvement of local Maori in the Council decision making process is not restricted to matters directly affecting the Runanga.
- 4.5 The Council will provide opportunities for discussion on a wide range of matters in the early stages of policy development and planning.
- 4.6 The Mayor may enter in to a Memorandum of Understanding to formally recognise any such relationship and the expectations of it.

#975449

5.0 Delegations, References and Revision History					
<i>5.1 Delegations - Identify here any delegations related to the policy for it to be operative or required as a result of the policy</i>					
<i>5.2 Related Documents - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)</i>					
<i>5.3 Revision History – Summary of the development and review of the policy</i>					
5.1 Delegations					
Delegation				Delegations Reference	Register
Include summary of delegation				Include	Delegations Register reference
5.2 References					
Title				Document Reference	
Identify title of any documents related to the policy				Include Record Number of Document and what Folder it is included within TRIM (e.g. #12232, F123: Dog Control Policy)	
5.3 Revision History					
Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
#1	Chief Executive	9 February 2016	Policy Development Committee &	February 2019	TRIM# 975449

#975449



Activity Management Planning Policy

Approved by: *Commercial and Strategy Committee*

**Date
Approved:** *26 November 2019*

Keywords: *Activity, Maturity Index, Management*

1.0 Purpose

This policy details the approach taken by the Timaru District Council regarding the development of Activity Management Plans.

2.0 Background

Schedule 10 of the Local Government Act effectively requires the preparation of comprehensive Activity Management Plans (AMP's) that details how activities and assets are to be provided, levels of service, future work programmes, funding requirements and performance measures. The preparation and level of complexity of AMP's needs to be fit for purpose and be aligned with the significance of the activity.

The International Infrastructure Management Manual (IIMM) identifies a Maturity Index which specifies the details to be included in an AMP. The Maturity Index classifications are:

- Aware
- Basic
- Core
- Intermediate
- Advanced

3.0 Key Definitions

- **Activity Management Plan (AMP)** – A plan prepared in accordance with the International Infrastructure Management Manual that details how a particular Council Activity will be provided to the Timaru District Community.
- **International Infrastructure Management Manual (IIMM)** – A comprehensive manual on how to prepare and use Activity Management Plans. The IIMM was updated in 2015 and contains guidance, methods, best practice and case studies within a NZ context.
- **Levels of Service** – Details the performance level of the service to be provided to the community.
- **Maturity Index** – A method used in the IIMM to determine both the scope and scale of the detail within an AMP. The maturity index classifications are Aware, Basic, Core, Intermediate and Advanced.

829744

4.0 Policy

- 1) That the Timaru District Council will prepare Activity Management Plans generally in accordance with the International Infrastructure Maintenance Manual (IIMM).
- 2) That an AMP be prepared for each Timaru District Council activity or groups of activities.
- 3) That a IIMM Maturity Index classification be determined for each AMP prepared, in line with the Long Term Plan.

5.0 Delegations, References and Revision History

5.1 Delegations – Identify here any delegations related to the policy for it to be operative or required as a result of the policy

5.2 Related Documents – Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)

5.3 Revision History – Summary of the development and review of the policy

5.1 Delegations	
Delegation	Delegations Reference Register
Determine IIMM Maturity Index classification for each AMP – Chief Executive	#868246

5.2 References

Title	Document Reference
IIMM – International Infrastructure Management Manual.	F2444
Activity Management Planning Policy report to District Services Committee 14 June 2016.	#998269
Activity Management Planning Policy report to Commercial and Strategy Committee 26 November 2019.	#1292905

5.3 Revision History

Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
1	Group Manager District Services	14 June 2016	Policy and Development Committee	June 2019	#829744
2	Group Manager Infrastructure	26 November 2019	Commercial and Strategy Committee	November 2019	#829744

829744

7.2 Draft Environmental Scan and Significant Forecasting Assumptions LTP 2024-34**Author:** Vincie Billante, LTP Project Lead**Authoriser:** Paul Cooper, Group Manager Environmental Services**Recommendation**

That Council approves the Draft Environmental Scan and Significant Forecasting Assumptions as supporting documentation for the Draft Long-Term Plan 2024-34 for audit.

Purpose of Report

- 1 The purpose of this report is to present the Draft Environmental Scan and Significant Forecasting Assumptions (Attachment 1) for approval to be audited as part of the supporting documentation for the Draft Long-Term Plan 2024-34 (LTP). These will then be provided to Audit NZ as part of the audit process for the Council's Consultation Document.

Assessment of Significance

- 2 While the LTP is an important document, this matter is of low significance in terms of Council's Significance and Engagement Policy. The Council has based the scan and significant forecasting assumptions on recognised authorities and credible sources and these assumptions once audited will form part of the public consultation on the LTP.

Background

- 3 The LTP is built on a set of assumptions that are applied consistently across the entire LTP and used throughout the process of preparing the LTP, including its various components.
- 4 The Local Government Act 2002, schedule 10 (17) requires the Council to include significant forecasting assumptions in its LTP:

"Significant forecasting assumptions

A long-term plan must clearly identify—

- a) all the significant forecasting assumptions and risks underlying the financial estimates;*
- b) without limiting the generality of paragraph (a), the following assumptions on which the financial estimates are based:*
 - (i) the assumptions of the local authority concerning the life cycle of significant assets; and*
 - (ii) the assumptions of the local authority concerning sources of funds for the future replacement of significant assets;*
- c) in any case where significant forecasting assumptions involve a high level of uncertainty,—*
 - (i) the fact of that uncertainty; and*
 - (ii) an estimate of the potential effects of that uncertainty on the financial estimates provided"*

- 5 Forecasting assumptions need to be realistic, evidence-based, consistent with each other, and consistently applied. Corporate assumptions apply across the entire Council organisation (e.g. population change), but some assumptions may apply only to individual activities.
- 6 Significant forecasting assumptions are those that have a material effect on the Council's:
 - overall revenue or expenditure
 - ability to finance and fund the future operating and capital expenditure
 - assets, particularly strategic assets
 - overall ability to deliver intended levels of service
- 7 The audit of the LTP specifically reports on the quality of the information and assumptions underlying the forecast information provided in the plan.

Discussion

- 8 The table below lists the significant General and Financial Forecasting assumptions upon which the draft LTP has been prepared.

General Assumptions	Financial Assumptions
• Population Growth	• Inflation
• Household Change	• Interest rates on borrowing
• Demographic Change	• Return on investments
• Economic, Industry and Employment Growth	• Funding Sources
• Council Political Structure	• Credit availability
• Joint Venture or Shared Service Arrangements/Council Controlled Organisations	• Costs
• Levels of Service	• NZTA Financial Assistance
• Resource Consents	• Emissions Trading Scheme
• Staffing Levels & Accommodation	• Capital Delivery
• Strategic & Significant Assets	• Rating base
• Affordable Water Reforms (3 Waters)	• Landfill Aftercare
• Future of Local Government Review	
• Legislative Reforms	
• Climate Change	
• Pandemics	
• Natural hazards & Emergency Events	
• Disruptive Technology	
• Availability of Contractors and Materials	

Inflation

- 9 Council's inflation assumption is based on the Local Government Cost Index (LGCI) prepared by Business and Economic Research Limited (BERL) for local government. This index better reflects the specific cost pressures faced by local government in the provision of services, and differs from the standard CPI reported through the media and compiled by Statistics NZ. The Local Government Cost Adjustor Forecasts October 2023 prepared by BERL were the basis for the final draft of the inflation assumptions, as recommended by Audit NZ and state: *"It is not possible to compare the 2023 update of the LGCI to previous years on its own due to 3 waters infrastructure being removed and the LGCI rebalanced"*.

- 10 BERL have moved to a single forecast scenario, included legacy cost adjustor estimates, and rebalanced indices to account for three waters.
- 11 Council has sought advice if it can utilise different inflationary factors for some areas, such as staffing costs, to better reflect empirical evidence of the labour market, and have been advised on how to proceed should it wish to go down that path, using market data and union evidence.

Demographic Assumptions

- 12 Assumptions for population, demographic and household change are based on Statistics NZ Estimated Resident Population 2023 (2018 Census base) Projections were prepared for Council by Infometrics in 2020 and are still relevant due to the slow change in population. Population and household projections are driven by the demographic processes of ageing, births, deaths, and net migration. Infometrics' projections of net migration into Timaru District are informed by forecasts of employment in the district – this means that the final population projections are driven by economic as well as demographic factors.
- 13 Key points in the demographic assumptions are:
 - (i) The District's population is projected to increase to 49,700 by 2033, reaching 51,600 in 2053 (0.2% average annual increase).
 - (ii) Population growth slowed down over 2021-23 due to COVID-19. From 2023 onwards, population growth is projected to resume at a slow but steady rate and will continue growing steadily until the late 2030s. A lower rate of growth is projected in the 2040s as employment growth wanes, reaching a population of 51,600 in 2053.
 - (iii) In recent years the 'natural' population increase has been slightly negative with deaths exceeding births, and this trend is expected to deteriorate further. This reflects the age makeup of the Timaru District population. Growth will be reliant on net migration.
 - (iv) The average household size is expected to decrease from 2.34 individuals per household in 2021 to 2.30 in 2043.
 - (v) The District's population will age significantly over the next thirty years. The 65 years and older age group is the fastest growing age group, a common theme across the country.
 - (vi) Ethnically, the population is expected to remain largely NZ European/New Zealander with a slowly increasing Maori, Asian and Pacific Islands population.

Options and Preferred Option

- 14 Significant Forecasting Assumptions are a requirement of the LTP. The 2024-34 Assumptions have been prepared using the best available information. The options are:
 - (i) Adopt the Assumptions as presented
 - (ii) Adjust the assumptions as presented. Please note this may impact on the preparation of the LTP.

Consultation

- 15 The Draft LTP 2024-34, which is underpinned by the Significant Forecasting Assumptions, will be consulted on as part of the LTP engagement in April/May 2024.

Relevant Legislation, Council Policy and Plans

- 16 Local Government Act 2002, schedule 10, (17)

Financial and Funding Implications

- 17 There are no financial or funding implications related to the Significant Forecasting Assumptions.

Other Considerations

- 18 The Significant Forecasting Assumptions for the 2024-34 LTP include factoring in the impact of the turbulent legislative reforms and ongoing impacts from the geo-political environment compounding the freight logistics issues still present from the pandemic recovery. The uncertainty that surrounds the global economic recovery and the changing landscape of the new government's priorities means that there is a greater level of uncertainty around a number of assumptions being used for the period of this LTP.

Attachments

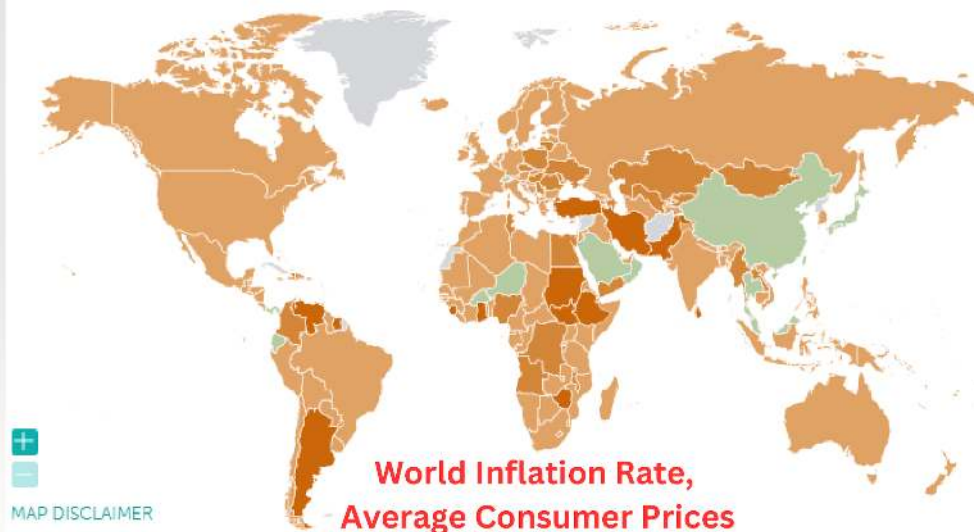
1. **Draft Environmental Scan and Significant Forecasting Assumptions LTP 2024-34** [!\[\]\(13dd0e1ab3baa23f7c1ed52b3eec2756_img.jpg\)](#) 



GLOBAL ECONOMY



● 25% or more ● 10% - 25% ● 3% - 10% ● 0% - 3% ● less than 0% ● no data



MAP DISCLAIMER

Source: International Monetary Fund World Economic Outlook, April 2023
and World Bank

Global Inflation at 7% (2023)

- Rising inflation is a global phenomenon that is affecting countries around the world; NZ is aligned to the majority of countries with its inflation rate of 6.0% (July 2023).
- It is projected that by 2030, 588 million people will be living in extreme poverty - 51 million more than pre-pandemic estimates.
- The Russian-Ukraine war is likely to extend its impact on inflation, affecting oil, gas and food prices.
- The global economy is having more impact than normal on the NZ economy, so it is imperative to consider the global position in years to come.

- Global inflation projected to fall to 4.3% in 2024
- Global growth will fall to 2.8% in 2023 but rise to 3.0% in 2024 - however advanced economies (such as NZ) will see growth fall to as little as 1% with rising energy prices and supply chain disruptions
- Rising interest rates and Ukrainian/Russian war main influences on economic activity; China's reopening has sped up recovery faster than predicted.
- OECD unemployment rate is at the record low of 4.8%
- Global GDP was US\$100trillion in 2022

NZ ECONOMY

- GDP in NZ expanded 2.5% YoY in Dec 2022, following a growth of 6.5% in previous quarter
- Inflation hit a peak of 7.3% in June 2022, which is now reduced to 6.7% for the year ending March 2023; anticipated inflation forecasts are to fall to 4.5% by the end of 2023, and to be back into the target band of 1-3% by Sept 2024.
- As of Sept 2023, inflation rates are projected to remain at around 6% until 2028.
- Unemployment remains at a low 3.4% for NZ, with projections from Treasury in May 2023 forecasting an increase to 5.0% for 2024, 5.3% for 2025, and 4.9% in 2026.
- The Official Cash Rate (OCR) was increased to 5.5% in May 2023, with Infometrics forecasting another rise to 5.75% in 2023 before the Reserve Bank starts reducing the OCR.
- Salary and wages rose 4.2% in the public sector for year end of March 2023, whereas the private sector saw a 4.5% increase for the same period.
- House prices have continued to drop, the REINZ House Price Index showing the changing value of housing nationwide decreased 13.9% from 2022 (Feb YoY) with a median house price of \$762,000.
- Wage increases are failing to keep up with inflation which is compounding the labour market shortage; talent attraction, retention, and addressing skills shortages will continue to be a challenge for employers.
- Migration is expected to return to a conservative 25,000 people per annum over the longer term (3-5 years) which will help with labour shortages, but the government's migration policy 'reset' is focused on reducing the reliance on migrant labour.
- Infometrics' projections for network infrastructure expenditure to increase by 56% compared to the last decade, mainly due to maintenance and upgrades of local networks.
- This is likely to lead to competition for limited resources for materials and labour in the infrastructure sector
- Rooding is expected to dominate network infrastructure spending – 44% of all infrastructure spending is on rooding alone. The 3 Waters (water, wastewater, stormwater) account for about 19% of infrastructure spending.
- Electricity generation, airports, rail, and water infrastructure are expected to receive more than double the investment they received in the previous decade.
- Suppliers are managing risk by providing short-term pricing for contracts and tenders; the result of which is increasing the risk of escalating project costs over the project's lifetime.

GLOBAL GEOPOLITICS



- Russia/Ukraine war still having an impact on commodity prices – oil, gas, and food prices still remain high (note however that oil companies and supermarkets have also seen record profits at the same time)
- Developed nations grappling with rising energy prices, supply chain disruptions, less favourable financial conditions, and how to deal with rising inflation
- Global economy has had more disruption over the past two years than previously – historic trends not likely to be indicative of what to expect
- Projections are that by 2030, 588 million people will live in extreme poverty, which is 51 million more than pre-pandemic estimates
- Global competition in the labour market will show as skills shortages in several areas
- Overall global trade value rose to US\$7.7 trillion in Q12022, driven by increased cost of commodities not by increased volumes
- Energy & Food markets will be the most affected due to tighter policies and geopolitical frictions (Brexit, Russia/Ukraine war, tension between China/US & Australia)
- Increasing global demand for environmentally sustainable products
- Cybersecurity becoming a bigger issue with more cybercriminal attacks from a larger global base than previously – could have implications for disparity in digitisation between countries if greater restrictions to access digital technologies are imposed
- China exerting more power in the Indo-Pacific region, growing its trade, aid, diplomatic and commercial activity which could enhance its control on supply and access for Australia/NZ
- China's pursuit of becoming a global power focuses greatly on technology, particularly big data and artificial intelligence
- BRICS (Brazil, Russia, India, China, South Africa) which was formed in 2010, is set to accept six new countries, which would increase its control of world energy supplies and population base. Big economic challenge to OECD countries.

NZ GEOPOLITICS



- New Zealand's two-way trade value is at \$197 billion for 2022, a 21% increase year-on-year. Trade figures for 2022 saw total exports amounting to \$90 billion for goods and services (an increase of 16%) while imports grew by 25% to \$107.1 billion. The trade balance deficit of \$17 billion is mainly due to high import prices, and it is anticipated that the return of tourism and international education will help to offset this going forward. International trade makes up around 60% of New Zealand's economic activity.
- Dairy remains the largest export good at \$19.2 billion in 2022; other exports such as meat and meat products, wood and wood products, fruit, and seafood totalled \$21.3 billion for the same period, and international tourism is down to \$1.9 billion post-pandemic as the borders were opening up more in 2022.
- Although most goods sectors saw increases, some fruit markets had declines with horticulture affected by lower production, higher shipping costs, and decreased labour availability. The long-term impacts of Cyclone Gabrielle in the key exporting regions will likely result in adverse economic effects, particularly for products such as apples.
- China is New Zealand's top trading partner, taking 28.8% of the country's total exports. Australia and the United States take another 22% together, with other Asian-Pacific countries (Japan, South Korea, Indonesia, Taiwan, and Singapore) taking around 18%. This means over 60% of New Zealand's exports were delivered to Asian countries.
- The greatest risks to NZ's open market economy include ongoing tensions from the Russian/Ukraine war and China's interests in the Pacific affecting the supply chain, increased competition for trade commodities, cyber-attacks that could potentially disable businesses and infrastructure/facilities, and adverse impacts from climate change that affect primary production areas (such as Cyclone Gabrielle).



COVID-19 ONGOING IMPACTS

Globally

- 600 million confirmed cases of Covid-19 worldwide, over 6 million deaths
- Long-Covid affects about half of people who contracted Covid, lasting for longer than six months post-infection
- OECD countries have had the strongest labour market recovery which has resulted in a tight labour market
- Vacancy rates have increased in OECD countries in manufacturing industries, accommodation, food services, and health care
- Pressure on health sectors and businesses along with the disruption to global supply chains has resulted in low unemployment and higher inflation world-wide (transport costs for goods to NZ doubled in 2021)

Nationally

- Supply chain disruptions from international borders closing have continued but have started to ease up in 2022. Global shipping (99% of NZ's imports and exports are shipped) rates have increased, with freight rates to and from China tripling in price since 2020.
- NZ feels more impact from supply chain issues because of the high importing of capital goods and consumer goods, therefore when global supply chains begin to ease, it takes longer for NZ to see improvements.
- The high costs of crude oil, exacerbated by the Russian/Ukraine war, will continue to present issues for NZ and makes our freight and supply chain systems vulnerable.
- Importers have altered habits to increase inventory footprints and placing larger and less frequent shipments which can contribute to permanent supply chain challenges.
- Border closures resulted in a smaller pool of labour resources available for work, which in turn has resulted in low unemployment and the highly competitive labour market, where employers are struggling to attract and secure talent.
- Construction activity is considered to have peaked and is forecast to decrease over the next 10 years. Government has increased its investment in infrastructure which will put further pressure on limited resources such as materials and labour.
- Social media is the country's most consumed media, displacing free-to-air TV. The risks in this are the lack of regulations and increased likelihood of unverified information spreading. Misinformation is a growing concern of New Zealand public. Covid -19 social media campaigns regarding vaccines and/or the origins and veracity of the virus's effects contributed to the increased mistrust of and dissatisfaction with authority and officials from groups and communities.

Timaru District Council | Environmental Scan 2023

GLOBAL CLIMATE CHANGE

- Net anthropogenic GHG emissions globally from 2010-2020 were the highest than at any other time in human history (average annual emission levels were higher than in the previous 100 years for each group of GHGs).
- Transport and industry showing the fastest rise in GHG emissions.
- Wealthy countries responsible for 92% of all excess historic emissions, with world's wealthiest 1% creating double the carbon emissions of the bottom 50%.
- Current trajectory is projected to see a 2.4oC warming – 1.8oC is the most optimistic scenario after COP26, falling short of the 1.5oC goal from the Paris Climate Agreement.
- GHG levels dipped during Covid-19 lockdowns, but when lockdowns lifted, rose faster in 2020 alone than the average over the last decade.
- Rapid global decarbonisation is likely to increase economic and social disruption, but would be less costly or disruptive than taking a slower pace with fewer short-term impacts.
- By 2050, 68% of humans will live in cities, resulting in higher energy consumption, more infrastructure needs, and increased carbon emissions.
- Worldwide the impacts of climate change are evident through extreme heat, fires, floods, and storms in numerous countries.
- Failure to act increases extreme weather events which will likely lead to involuntary migration (climate refugees), food insecurity, and erosion of social cohesion.

NZ'S CHANGING CLIMATE

- The average temperature is increasing in NZ, with 2022 being the warmest year on record. The nationwide average temperature calculated by NIWA was 13.76°C, being 1.15°C above the 1981-2010 annual average, and surpassing 2021 by +0.20°C.
- Emissions dropped in the Sept 22 quarter, mainly due to a drop in the amount of coal being burned to make power and record wind generation. Manufacturing emissions showed a decrease, whilst primary industries (agriculture, forestry, fishing, mining) remained stable, and transport emissions increased for both commercial/industrial and household sectors. The Sept quarter drop follows successive increases for the previous three quarters.
- Electric vehicle imports increased by 127% in the 12 months to March 2023, the highest increase in imported vehicles for the period, with hybrid electric vehicles increasing by 79% and plug-in hybrid vehicles increasing by 123%. Internal combustion vehicles are still the most popular choice for imports, but the trend is seeing lower emission vehicles increasing at a faster rate.
- Sea-level rises were previously thought to be uniform around the globe, but researchers have discovered there are variations in different geographic coastal areas. New Zealand is one of the places where sea-level rise will occur sooner because of the proximity of the Antarctic Ice Shelf and the vertical land movement of the coastline due to plate tectonics and earthquakes.
- Tide gauge readings have shown that some areas of New Zealand, like the ports in Wellington and Lyttelton, have had more than double the mean sea-level rise per year from 1961 to 2020 than from 1901 to 1961.
- In 2022 the Government has released the first Emissions Reduction Plan (ERP) for New Zealand which has specific roles for local government. It is a legal requirement for Council to have regard to the ERP when preparing or changing the District Plan.
- Climate change will increase the frequency and severity of natural hazards that are experienced within New Zealand including flooding, heatwaves, drought, and wildfires.
- Adapting to the climate changes poses challenges for every council in New Zealand, as different communities will be impacted in different ways. One key fact that is universally accepted is that there will be groups and communities disproportionately affected by financial impacts or the lack of resources to adapt and inequities may be exacerbated. These include youth, low-income households, Maori, migrant communities, and people with disabilities amongst others.
- The three key goals that the national adaptation strategy is based on are:
 - Reduce vulnerability to the impacts of climate change;
 - Enhance adaptive capacity and consider climate change in all decisions at all levels; and
 - Strengthen resilience.

Timaru District Council | Environmental Scan 2023

NZ GOVERNMENT REFORMS

Affordable Water Reforms

The Affordable Water Reforms were passed in Parliament prior to the election. A major objective is to transition the responsibility for water services from 67 councils to 10 new Water Services Entities. Current legislation drafted states drinking water, waste water, and stormwater services will transition to the new entity by July 2026. The newly elected Coalition Government has declared it will repeal this legislation, but it is unclear what will be put into place as the alternative. It is unlikely to return to the status quo unless the government reinstates several clauses over multiple Acts that formally pertained to Three Waters.

Resource Management Reforms

The Resource Management Act 1991 has been replaced by the three new pieces of legislation introduced: the Natural and Built Environment Act (NBA), the Spatial Planning Act (SPA), and the Climate Change Adaptation Act (CAA). National Policy Statements exist for Highly Productive Land, Urban Development, Electricity Transmission and Renewable Electricity Generation. These reforms are to streamline planning processes. Currently the Coalition Government is planning on repealing this legislation before Christmas, but it is unclear what the replacement legislation to the RMA will be.

Future for Local Government

Review Panel's Final Report delivered to Local Government Minister in June 2023 with 19 recommendations including establishing a Crown department to build the relationship between central & local government, stronger legislation around Te Tiriti o Waitangi and the role of Māori in local government, 4-year electoral terms with STV, more funding being available to local government for climate change, and Crown land being rated which government would pay. To date, no clear signal of implementing any of the Panel's recommendations from Parliament.

TIMARU'S FACTS & STATS

History

- Originally used by Māori as a place of rest for waka travelling along the eastern coastline and experts allege it was called either "Te Maru" (a place of shelter) or "ti maru" (shady cabbage tree).
- Settlements have been found in Temuka and in caves of Opuha and Opihi rivers estimated to date back pre-1400.
- Te Rūnanga o Arowhenua is the manuhenua of the Aoraki rohe.
- European settlement began with whaling in mid 1800s, and Caroline Bay was established. The SS Strathallan arrived from England in 1859 with 120 immigrants.
- Timaru Port was established in 1877.

Population

- Population as of 2022 was 48,500 showing a 0.0% growth rate from 2021. This increased to 0.8% in 2023. The average growth rate is 0.5%pa over the past five years.
- Since 1996, the population grown peaked in 2016 at 1.5%; since 2017 it has had a steady decline.
- The net results in population increases since 1996 shows an additional 5,000 people in the district as of 2023 according to stats nz.
- The main source of population increase has come from internal migration up to 2017, when international migration was the main source until covid-19 lockdowns occurred.

Population growth

Annual % change, June years



TIMARU'S FACTS & STATS

Demographics

- Demographics show Timaru has a higher than average older population (Aged 65+) and a lower than average working (15-64) and younger population (0-14) than in NZ.
- In 2022, there were more deaths than births which counteracted the internal migration.
- International migration peaked in 2020 (490 people) but showed a strong return up to Sept 2023 with 450 migrants arriving.

Population by 5-year age group, 2022

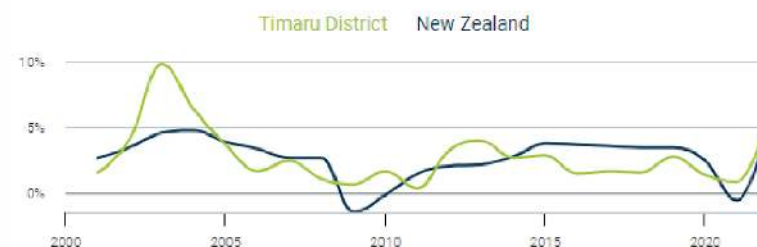
% of total, as at 30 June



Economic Growth

- Timaru had 5.8% economic growth in 2022, higher than NZ's 5.3% (although this slowed by 30 September year on year to 1.7%).
- The largest contributors to that growth were in the manufacturing sector, the health care and social support sector, and construction. There are concerns with recent declines in payouts for the primary sector, with higher farm input prices.
- There was 2.6% growth in employment, with the manufacturing sector providing most of this, although health care and social support showed more job growth than the primary industries.

Economic growth, 2000-2022



TIMARU'S FACTS & STATS

Wellbeing

- Timaru outperformed NZ in civic engagement and governance, and housing.
- Timaru ranks 14th nationwide for territorial authorities in civic engagement and governance, but 7th for Canterbury councils.
- Voter turnout was higher for the general election (2020) with 84.4%; and local election turnout was 55.6% in 2019 (2022 total election turnout figures not available).
- The average house price in Timaru is currently at \$516k (2023).
- Housing affordability is much lower than the national average of 7.4, with Timaru showing 4.8, and a mortgage payment proportion of 32.8% compared to 50.4% for the national average.
- Timaru has underperformed NZ in the areas of environment, health, income & consumption, jobs & earnings, knowledge & skills, safety, and social connections.





INTRODUCTION

These are the significant assumptions for projected changes in the Timaru District. All assumptions carry uncertainty and are based on evidence from authenticated sources that are true for the present time. As we base all the planning and budgeting for our activities on these assumptions, they are a critical piece of information that Audit NZ review to ensure accuracy in the Long-Term Plan and all the supporting documents. The level of uncertainty is determined by the likelihood of occurrence and the financial materiality for each assumption. This means there will be a variation in the levels of reliability in the forecasting for our plan.

It is important to note that assumptions are not predictions, they are projections based on the past and present situation to give a foundation on which to prepare our future services. Consideration is given of Bills before Parliament that are likely to be adopted, based on expert analysis of the likely impact on councils by Taituara.

We have made a number of significant assumptions in preparing our financial forecasts. The assumptions are based on both industry advice and best practice.

1. Financial information has been prepared on best estimate assumptions regarding the potential for future events, economic shifts, and the domestic and global economic climate.
2. Forecast cost indices have been prepared on advice from Business and Economic Research Limited (BERL) who forecast price level change indice adjustors for councils to use in long-term plans. These are used for both operating and capital budgets, based on a medium-term view.
3. Other assumptions have considered information from Stats NZ, Dot Loves Data, NIWA, MBIE, MfE, MPI, MFAT, GCSB, Treasury, and Infometrics.

Our significant forecasting assumptions ensure there is a consistent and justifiable basis for the preparation of our plan for the next ten years.

POPULATION GROWTH

Confidence of Assumption: HIGH

Risk Level (Likelihood): LOW

Assumption: Timaru's population is projected to increase to 49,700 by 2033, reaching 51,600 in 2053 (0.2% average annual increase).

Comment: Population growth has been slow in the Timaru District with an increase of 5,000 people over the past 27 years. After peaking at 1.6% in 2016, it has slowed significantly from 2021-23 due to COVID-19 impacts, resulting in zero growth for 2022 calendar year, but rising to 0.8% YoY to Sept 2023. As immigration picks up, population growth is projected to resume but will likely be at a slower rate than previous projections. A lower rate of growth is projected in the 2040s as employment growth wanes, reaching an estimated population of 51,600 in 2053. Population projections do not represent forecasts but indicate what the future size and structure will be if the underlying assumptions regarding births, deaths and migration prevail. In recent years the 'natural' population increase has been negative, with the number of deaths exceeding births. This reflects the age makeup of the Timaru District population. Growth will be reliant on net migration, which was at 0.00% in 2021-22 (attributed to the effects of Covid-19 with closed international borders) but did increase to 0.8% in 2022-23. Based on medium population projections from Stats NZ (2018 Census data updated in December 2022).

Risk Statement

Population change across the district occurs at a higher or lower rate than expected, or shows no change at all.

Consequence of assumption variation

A significant and consistent decline in population may adversely affect the ability of the Council to set rates at a level that is affordable to the community. A stable population with no significant or consistent growth may impact on future service provisions, requiring Council to consider changes in service levels to maintain affordable rates for the existing population. A significant and consistent rise in population may adversely affect the ability of Council to deliver some services to existing service levels.

Approach to Risk Mitigation

Council will continue to monitor population change in the District. Generally, small increases in population can be managed within the existing level of service. Declines in population will not necessarily result in a lower number of ratepayers as the number of people per household is declining, however affordability of rates with a larger percentage of pensioners will be a factor for consideration. Where any population growth requires additional infrastructure (e.g. subdivisions), Council can currently require financial contributions for this work. Costs over this amount may result in additional Council expenditure which is likely to be funded from debt.

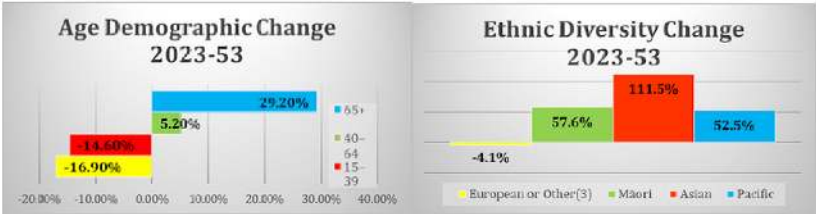
DEMOGRAPHIC CHANGE

Confidence of Assumption: HIGH

Risk Level (Likelihood): LOW

Assumption: The District’s population will age significantly and become more ethnically diverse over the next thirty years.

Comment: Timaru District has a higher than average aging population compared to all of New Zealand, showing a projected increase of close to 30% of seniors aged 65+yrs. The consecutive decrease of younger people, particularly those in the workforce from ages 15-39, has implications for delayed retirements and burdens on aged care services, including housing stock, health care, and pensions. Ethnic diversity will increase with the largest projections for Asian peoples; however increases of ethnic populations will not change their minority status, as 85% of the population in 2053 is projected to be European or Other. Based on medium population projections from Stats NZ (2018 Census data updated in December 2022).



Risk Statement

Demographic changes across the district occur at a higher or lower rate than expected.

Consequence of assumption variation

Changes to projected demographics may place pressure on some Council services due to increased demand over time, leading to provision of a lower levels of service. It could also lead to a mismatch of service levels to the community expectations. As the population ages, this may lead to increasing affordability issues due to increasing numbers of residents on fixed incomes.

Approach to Risk Mitigation

Council will continue to monitor demographic change in the District and adapt or redirect service levels and activity provision to meet needs where possible within reasonable costs. It will consult with targeted groups on service levels where necessary. Council’s Aging Together Strategy will provide frameworks to alter services to suit the changing demographic profile of the community. Options exist where affordability issues may arise including rates postponement.

POPULATION & GROWTH

HOUSEHOLD CHANGE

Confidence of Assumption: MODERATE

Risk Level (Likelihood): LOW

Assumption: The number of households in the district is projected to increase from 21,000 in 2023 to 23,800 in 2043.
The average household size will decrease from 2.34 individuals per household in 2023 to 2.30 in 2043.

Comment: Timaru District household change has historically been characterised by steady growth of households, with pockets of stronger growth in urban centres in Timaru, Geraldine, Temuka, and Pleasant Point. Household size is declining due to a combination of factors including an aging population, increasing life expectancy and societal trends including couples having fewer children. Household projections do not represent forecasts, but indicate what future households will be if the underlying assumptions prevail.
Based on medium population projections from Stats NZ (2018 Census data updated in December 2022).

Household numbers and type, Timaru District
Medium projection, 2018(base)-2043

Number of households

Year	Family	Other multi-person	One-person
2018	12,500	2,500	6,000
2023	13,000	2,500	5,500
2028	13,500	2,500	5,000
2033	14,000	2,500	4,500
2038	14,500	2,500	4,000
2043	15,000	2,500	3,500

Family numbers and type, Timaru District
Medium projection, 2018(base)-2043

Year	Couple-without-children	Two-parent	One-parent
2018	8,000	4,000	5,000
2023	8,500	4,000	4,500
2028	9,000	4,000	4,000
2033	9,500	4,000	3,500
2038	10,000	4,000	3,000
2043	10,500	4,000	2,500

Risk Statement

Household change across the district occurs at a higher or lower rate than expected.

Consequence of assumption variation

A slower rate of household growth may mean some activities have overinvested in infrastructure resulting in over-capacity.
A higher rate of growth in households may mean some activities have underinvested in infrastructure and services resulting in having a lack of capacity for the community.

Approach to Risk Mitigation

Council will continue to monitor household change in the District. Existing infrastructure is being managed to address specific growth factors associated with an activity (e.g. traffic demand) which may be generated from an increase in households. Where growth requires additional infrastructure (e.g. subdivisions), Council can currently require financial contributions for this work.

Item 7.2 - Attachment 1

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POPULATION & GROWTH

ECONOMIC, INDUSTRY & EMPLOYMENT GROWTH

Confidence of Assumption: LOW

Risk Level (Likelihood): MODERATE

Assumption: Economic growth will continue to stay strong in Timaru District, driven by local industry and contributing to the District's low unemployment levels.

Comment: Economic projections are highly uncertain due to the extenuating global and national factors that have impact on the local economy. Government regulations can, and do, change with changes in governments and these have trickle down effects in areas like Timaru that rely heavily on the primary sector for its GDP and employment. In 2022, Timaru's GDP growth was greater than the NZ national figures, up 5.8% from the previous year. Unemployment figures were lower than the national average, with a 14.3% drop in 2023 from the previous year to a low of 3.4% on the job seeker support. Disparity exists in the disproportionate number of Māori and Pasifika on either the means-tested benefit or single parent support, which shows no sign of reduction over time. It is projected that employment in the healthcare, education, training, and social assistance sectors will grow over the next thirty years. This reflects the shift from other industries that adopts more technology to replace manual labour, which will require education and training to upskill into new career pathways, and the projected growth in the health industry with an aging population. Based on projections from Infometrics 2020 Timaru Report, Venture Timaru's Economic Development Strategy 2021, and Dot Loves Data Community Compass Quarterly Report for Timaru District (March 2023).

Risk Statement

Economic, Industry and Employment growth is lower or higher than forecast due to external factors, such as a slower or quicker than predicted global recovery from the global recession (lingering Covid-19 supply chain issues which have been exacerbated by the Russian invasion of Ukraine), or other limitations to accessing the global market affecting export demand for primary produce, and limiting overseas migration which the primary sector relies upon for workers.

Consequence of assumption variation

Changes to projected growth may impact on the demand for certain Council services (e.g. water supply, sewer, waste). This may impact on the cost of the service or provision of over/under capacity (depending on the nature of the change)

Approach to Risk Mitigation

Council continues to support employment growth and address disparities through the Mayoral Taskforce for Jobs initiative. Ongoing monitoring of the economic climate of the Timaru District to help position Council to support any changes to the industry profile. Council supporting local industry through the Business Improvement District initiative for Central Timaru businesses.

COUNCIL OPERATIONAL

COUNCIL POLITICAL STRUCTURE

Confidence of Assumption: HIGH

Risk Level (Likelihood): LOW

Assumption: The outcome of the Representation Review in 2023 will result in no significant changes to the Council's political structure and there will not be any amalgamation with other councils within the next ten years.

Comment: Representation Reviews are required every six years and Timaru has shown to have adequate representation for its population in previous reviews. Due to the lack of population growth, It is unlikely that there will be any need to adjust the representation numbers. With the low Māori population in the District (~10%), it is not thought that the threshold to establish a Māori Ward is feasible for this Representation Review.

The Future for Local Government Review outlines 17 recommendations including adopting a four-year election term, lowering the thresholds for Māori wards, appointing Māori representation onto councils, and changing voting systems to lower the voting age to 16 and adopting the universal STV system for all councils. However, amalgamation is not amongst the recommendations and it is unlikely this will be pushed by any government for this LTP period.

Based on the Review into the Future for Local Government Report (2023) He piki tūranga, he piki kotuku.

Risk Statement

Changes in the political structure are made either through amalgamation with other councils, legislative changes to the LGA, the community votes for changes through the Representation Review, or a Māori Ward is established.

Consequence of assumption variation

Changes in the political structure could either be minor or major depending on the nature of the changes. For example, an amalgamation will have a significant impact on the delivery of Council services.

Approach to Risk Mitigation

Any changes in political structure will occur through either the Representation Review processes or formal processes driven either by the community, Council or central government. Council will monitor the community and legislative sentiment regarding changes to political structure.

COUNCIL OPERATIONAL

JOINT OR SHARED SERVICE ARRANGEMENTS/ CCOs

Confidence of Assumption: MODERATE

Risk Level (Likelihood): MODERATE

Assumption: Existing joint arrangements or shared service arrangements or Council Controlled Organisations (CCOs) are expected to remain and new joint arrangements, shared service arrangements or CCOs are likely to happen over the life of this LTP.

Comment: The Affordable Infrastructure Reforms may result in joint/shared service arrangements for drinking water, waste water, and stormwater services, *if* there is any change to the proposed transition of assets to the entities through legislation. As of this writing, the Water Services Entities Amendment Act has been passed in Parliament. Should legislation be altered to allow councils to voluntarily establish joint entities (such as CCOs) as has been indicated by Opposition parties in the lead up to the General Election (who have reportedly already drafted the repealing legislation, which does not reinstate the status quo as is widely believed), it is possible this could be seriously considered as an option for Timaru.

Based on current legislation and published media statements from NZ Parliament and Opposition Parties

Risk Statement

New arrangements are proposed due to circumstances beyond the Council's control or existing arrangements being no longer tenable.

Consequence of assumption variation

Additional costs may be created as the result of the failure of an existing arrangement, or the desire or need for a new arrangement. Efficiencies may be made through shared services and CCOs.

Approach to Risk Mitigation

Joint arrangements or shared service arrangements or CCO creation are undertaken following analysis of the potential benefits and costs and any proposed changes are subject to robust analysis. Council will have a robust performance management system in place for all joint or shared service or CCO arrangements. Where government legislation is involved, this will be monitored for any impacts on joint or shared service arrangements.

Under Section 17A of the Local Government Act 2002, Councils are required to review the cost-effectiveness of current arrangements including governance, funding and delivery of activities every six years. The full review due in 2023 has been deferred until 2024/25 due to resource constraints and lack of capacity.

COUNCIL OPERATIONAL

LEVELS OF SERVICE

Confidence of Assumption: **HIGH**

Risk Level (Likelihood): **MODERATE**

Assumption: The services levels will likely change for some activities to reflect value for money to ratepayers, with rating adjustments made accordingly to enable the delivery of those services at those levels.

Comment: Service level increases may be initiated from increased community expectations or demand, or there may be a need to reduce levels of service within the district due to affordability issues, or significant service level changes may be required as a result of government legislation, regional or district policy. The way that services are provided or delivered may change and this may subsequently have a significant effect on service levels.

Based on Council discussions and community feedback.

Risk Statement

Changed service levels are demanded by the community or required by the government on local authorities in one or more areas of activity, which may also be driven by focusing on the value for money in some services. Levels of service may decrease due to the impacts of climate change, where the cost of maintaining the level is prohibitive, or due to physical changes the service is no longer possible.

Consequence of assumption variation

Service levels continue to rise without consideration of value for money, which increases rates and need for additional resources.

Approach to Risk Mitigation

The Council regularly monitors existing service provision within its operations and reviews and sets levels of service through activity management planning and corporate planning processes. Service levels may change due to technology enhancements. Minor changes may be made to service levels where budget, contracts and resources allow. These will generally occur within existing budgets. Significant changes in service levels will be confirmed with the community via consultation. These may require increases to fees or rates, depending on how the service involved is funded, or by reducing the levels of service to stay within current budget limits.

COUNCIL OPERATIONAL

RESOURCE CONSENTS

Confidence of Assumption: **HIGH**

Risk Level (Likelihood): **HIGH**

Assumption: The conditions of new and renewed resource consents required by Council during the period of this plan will be more rigorous and will likely take longer to obtain.

Comment: Resource consents due for renewal can be found within the relevant Activity Management Plan for individual activities. National Policy Statements, National Environmental Standards, and legislative changes to the RMA have increased the work required to process consents, and compounded with staff attraction and retention issues, has resulted in a backlog of consents and significant delays in processing. With current legislation already adopted, the length of time to establish the new processes will result in dual systems operating over a significant period of time, adding to the confusion and increasing workload on an already stretched workforce.

Risk Statement

A resource consent is not obtained or renewed or conditions imposed are unacceptable.

Consequence of assumption variation

The non-granting or non-renewal of a major resource consent for a Council activity would have significant impacts on costs and the ability to provide that activity. A major non-renewal may mean an entirely new approach to the activity would be required. Non-granting of resource consents may delay project benefits or increase Council's risk.

Approach to Risk Mitigation

Appropriate planning for resource consent applications/renewals should ensure that they are obtained. All project planning will include planning and a risk assessment of resource consenting. Council will maintain the resource consent database. Monitoring of compliance with existing resource consent conditions will provide a record of compliance for future processes and renewals. The renewal of consents is dependent upon the legislative and environmental standards and expectations that exist at that time.

COUNCIL OPERATIONAL

STAFFING LEVELS & ACCOMMODATION

Confidence of Assumption: HIGH

Risk Level (Likelihood): HIGH

Assumption: Staff numbers will increase to more FTEs being needed by the end of 2033/34, associated with changing local government responsibilities, economic growth, and increasing customer expectations.

Comment: Timaru District Council has experienced challenges with recruitment and retention in a tight labour market during times of low unemployment within the District. This has resulted in Council contracting external support as necessary to ensure statutory deadlines are met and key milestones on capital and operational projects are achieved; however Timaru has fewer staff and consultants than neighbouring councils or councils of a similar size throughout the country. With the current growth in staff numbers due to increased responsibilities and legislative standards to be met, pressures on accommodating staff are evident and space is at a premium with a high number of vacancies in positions. Council's current office buildings are not adequate to meet the need for existing staff to operate productively and the future growth in staff numbers. No budget provision has been made for a substantial change for the current building footprint for the King George Place facilities, with earthquake strengthening required for the South Block building. With the uncertainty about the long-term future of the Three Waters portfolio being out of Council, it cannot be assumed that the office space pressures will be alleviated by the relocation of the Three Waters units to an external provider. If Council continues to offer hybrid working-from-home arrangements, space pressures can be managed but it is not likely this can be sustained indefinitely as more staff are needed for future requirements.

Risk Statement

Staffing requirements grow to a lesser extent or more slowly because of efficiencies, improved information technology, or changes to Council's functions; alternatively, the staffing requirements grow to a greater extent or more rapidly than assumed.

Consequence of assumption variation

If the staffing level remains as is currently with a number of vacancies and the staffing numbers grow slowly, earthquake strengthening, and potential expansion/refurbishment of the South Block could occur to expand available office space. If staffing levels increase more rapidly, there will be an urgent need to supplement existing capacity through additional office accommodation. This may have to be funded either through increased rates or borrowing for capital expenditure to earthquake strengthen and refurbish South Block or defer another capital works project to accommodate this need.

Approach to Risk Mitigation

Council will continue to monitor the office space allocation and allow for flexible working arrangements to relieve pressures of needing desk space. A workforce planning assessment to help determine the staffing and space needs, with a timeline, will be conducted in 2024/25 to better inform future civic office needs.

COUNCIL OPERATIONAL

STRATEGIC & SIGNIFICANT ASSETS

Confidence of Assumption: MODERATE/HIGH

Risk Level (Likelihood): LOW

Assumption: Council will retain its involvement in the management of strategic and significant assets (as listed in the Significance and Engagement Policy), including the Three Waters assets post-July 2026. Council will maintain various reserve funds for cash-funded depreciation of assets, addressing extreme weather events damage, and will borrow if there is a shortfall in the total funding required for asset renewals, upgrades, or replacements.

Comment: The management of assets will include maintaining the asset information to ensure it is reliable and accurately reflects the condition and performance of those assets. It is assumed no assets will fail but will require ongoing renewal and upgrades before being replaced at the end of their economic life, save for damage from extreme weather events. Council has moved to a fair value measure for its revaluation system of property, plant, and equipment assets. Useful lives of significant assets are detailed in Asset Management Plans which provide information to support the replacements and renewal of Council infrastructure. Useful lives used in the calculation of depreciation are stated in the Council's Accounting Policies under depreciation. Significant Assets refer to key infrastructure assets such as sewer, water supply, stormwater, waste minimisation, roading and key community facilities. The Affordable Water Reforms legislation in effect removes the sewer, water supply, and stormwater assets from Council to the Canterbury/West Coast Entity by 1 July 2026, however this Council believes the Coalition Government will repeal this and has based this LTP on retaining these assets. This is based on current practice for assets listed in the Significance and Engagement Policy and the Affordable Waters Reforms and the Coalition Government's public statements regarding Affordable Waters.

Risk Statement

Significant assets fail sooner or later than estimated or are inadequately covered for the replacement cost during revaluation, or there is no change in Affordable Waters legislation and Council must surrender the 3 waters to Entity I.

Consequence of assumption variation

A major change in the useful life of a significant asset or a flawed revaluation may have significant financial and community repercussions, including increasing the cost of repairing or replacing the asset to current or improved service levels and the loss of use of the asset for the period it is out of action. If a new entity was established to look after existing Council water assets (regardless if it is a CCO or the government's Entity I), there is likely to be a loss of control of data and information.

Approach to Risk Mitigation

Asset life is based on the estimates of engineers and valuers. These are regularly reviewed through asset monitoring and testing and regular "fair value" revaluations. Annual revaluations are undertaken for investment properties and forestry assets. Where an asset wears out earlier than anticipated, mitigation may also involve reprioritisation of the capital work programme. Negative impacts are likely to be at least partially offset by some assets lasting longer than estimated. Council will continue to invest in and gather good quality asset data. Where there is potential for failure of an asset, intensive data work should be funded. Council will continue to operate a risk management system across all its activities and is planning on its water assets remaining in its control.

EXTERNAL FACTORS

AFFORDABLE WATER REFORMS (3 WATERS)

Confidence of Assumption: LOW/MODERATE

Risk Level (Likelihood): HIGH

Assumption: The assumption is that the Three Waters portfolio of activities will remain in-house the new coalition government stating it would repeal the Affordable Waters legislation, hence Council will maintain the business-as-usual approach for this LTP. Should the legislation amendments not result in the long-term retention of water assets, Council will adapt its Infrastructure Strategy and LTP through LTP amendments.

Comment: Current government legislation states Council will not have direct management and control of, or responsibility for, drinking water, wastewater, and stormwater services for the District at some point between 1 July 2024 and 1 July 2026. The newly-elected Coalition Government has promised to pass amendments or revoke the legislation in effect currently. This would impact on the LTP, the Financial Strategy, and Infrastructure Strategy. Despite the understanding that local authorities are required to develop their LTPs according to the legislation in effect at the time of development, it is prudent for Council to plan on the likelihood that Three Waters will remain in-house with all the indications from Wellington currently. It is anticipated that if these changes from Central Government impact on the ability to deliver the LTP in a timely manner, then the Minister would grant extensions to councils to adopt their LTPs in a similar vein as post-disaster situations where councils were given an additional three months. Based on the Affordable Waters Reforms legislation in effect, Central Government Statements, and Taituara's Guidance for Local Government.

Risk Statement

The Affordable Water Reforms transition continues and Council does not retain the Three Waters portfolio, or the Affordable Waters legislation is revoked or amended and Council only retains partial ownership/management of the portfolio.

Consequence of assumption variation

Council will either have overstated the requirement of management and ownership within their LTP budgets, expecting the income from rates and the infrastructure planning for the water services for longer than they may have if the transition times continue and are brought forward, or the repeals result in Council only retaining part of the Three Waters portfolio.

Approach to Risk Mitigation

Council will continue to monitor the legislative processes to ensure it is compliant with the relevant Acts in effect at the time of adopting the LTP. By taking a conservative view of the anticipated repeal of the current legislation and planning with a BAU approach, Council is aligning with other Canterbury councils who are also planning along these lines.

Confidence of Assumption: HIGH

Risk Level (Likelihood): LOW

EXTERNAL FACTORS

Based on the Review into the Future for Local Government Report (2023) He piki tūranga, he piki kotuku.

Risk Statement

Radical changes over and above the Review's recommendations are adopted and implemented earlier than expected.

Consequence of assumption variation

Council may not have the adequate resource or capacity to implement those changes effectively.

Approach to Risk Mitigation

Council will continue to monitor the progress of the Review and adjust any forward planning accordingly.

EXTERNAL FACTORS

LEGISLATIVE REFORMS (RMA, WMA, BA, CCA)

Confidence of Assumption: HIGH

Risk Level (Likelihood): MODERATE

Assumption: The dynamic landscape around legislative changes will have implications for the potential increase in responsibilities of Council to implement and manage these changes.

Comment: The reforms currently adopted replacing the Resource Management Act indicate there will be significant changes on Council’s planning functions; both the Spatial Planning Act and the Natural and Built Environment Act have been enacted by Parliament and will require additional resourcing and an overlap of operating dual resource consenting systems for a period of time. However, the recent change of government has indicated these will be repealed but it is unclear what will be put in place as an alternative. Changes made to the Waste Minimisation Act require additional commitment from Council to allocate almost six times the total of Waste Levy Funds for Waste Minimisation initiatives for the Timaru District. Climate Change legislation is requiring stricter reporting requirements on Council’s carbon footprint and how it is reducing this to meet New Zealand’s commitment to meet its carbon reduction targets, and new Building Act and Building Code requirements strengthen safety requirements.

Based on reform legislation currently passed by Parliament and Taituara’s Guidance for Local Government Series.

Risk Statement

Legislative changes may require implementation quicker than expected.

Consequence of assumption variation

Council will need to adjust quickly to new requirements by either hiring additional resource or contracting support services in order to meet legislative requirements.

Approach to Risk Mitigation

Council will continue to monitor progress of all legislative changes and keep submitting to Parliamentary committees as appropriate to provide information of the impact on operations and resourcing.

CLIMATE CHANGE

Confidence of Assumption: HIGH

Risk Level (Likelihood): MODERATE

Assumption: There will be an increase of extreme weather events that will challenge traditional expectations and responses; hence Council is integrating the risks of climate change and mitigating actions in all its relevant activities and infrastructure management.

Comment: Timaru's climate is changing with warmer temperatures (including the warmest average temperature in Autumn for the past 40 years on record in 2023, an average increase of 1.5oC for the month of July, and further warmer weather expected as shown on NIWA projections on the following page), increased heavy rainfall events. Timaru District is susceptible to infrastructure damage to bridges, roads, and public utilities, along with disruption to core services during extreme weather events because of climate change. Coastal communities, farmland and infrastructure are also under threat due to sea level rise which will lead to increase coastal inundation. Vulnerable communities will struggle to adapt to climate change impacts due to land availability (retreat) and financial limitations – energy costs for cooling and heating along with increased insurance premiums. Traditional crops or processes might be no longer economic for our primary sector, along with increased needs for pest controls; however, new opportunities will be identified which could be supported for the transition. Recent flooding events in the past few years have seen damage to bridges and roads, effectively disrupting transport throughout the District and creating limited access across the Rangitata River. Additionally, flood events and shifting river patterns has exposed closed landfill surficial rubbish adjacent to the Rangitata, and coastal erosion is threatening other closed landfills adjacent to the shoreline. Because of Timaru's proximity to the eastern coast, sea level rise has serious implications for many residents and the Timaru Port, effectively threatening the economic livelihood for major industry employers in the District.
Based on NIWA Climate Change Projections for NZ (IPCC Assessment), Meteo.com Timaru Climate Change information.

Risk Statement

Climate change impacts on Council critical infrastructure, public utilities, and core services across the district at a higher and more severe rate than expected.

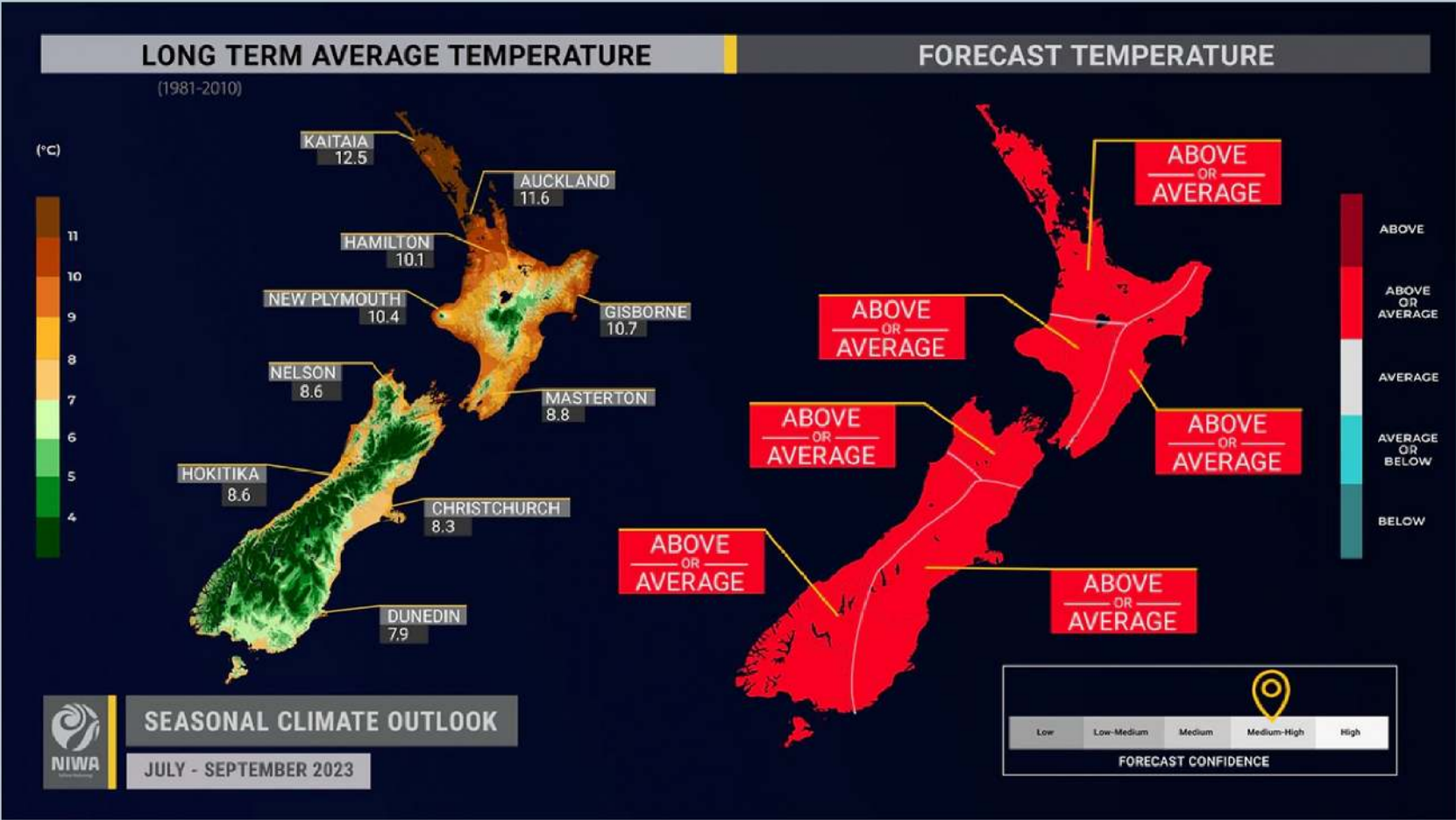
Consequence of assumption variation

A higher rate of climate change effects may mean Council has underinvested in infrastructure protection, so facilities and assets are not able to withstand higher temperatures and/or severe weather events. Poor planning for business continuity, or not taking the threats of climate change seriously, could result in disrupted services that creates a lack of capacity for the community, with vulnerable people more at risk of suffering the consequences.

Approach to Risk Mitigation

Council has resourced in-house climate change expertise to help develop and track key data metrics to measure Council's carbon footprint in an effort to reduce its contribution to greenhouse gases and emissions. Additionally, Council is developing a Timaru District Climate Change Strategy to integrate a multi-agency approach to reducing the District's risks from climate change effects, and to work collaboratively to help meet New Zealand's international obligations for carbon emission reduction targets. All activities are including climate change risks and mitigations as part of the Activity Management Plan development and will monitor their carbon emissions for the life of this LTP.

Forecasted temperatures for New Zealand for remaining 2023 winter season, illustrating the increased temperatures in all regions.



Confidence of Assumption: HIGH

Risk Level (Likelihood): HIGH

EXTERNAL FACTORS

Comment: The World Health Organisation (WHO) has identified the nine viruses and bacteria with pandemic potential that it is advising governments and organisations to prepare for in future. These include the Nipah virus, Crimean—Congo haemorrhagic fever, Lassa fever, Rift Valley fever, Zika, Ebola & Marburg viruses, MERS, SARS, and allowing for future genetic mutations the WHO highlights potential for an as-yet unknown disease to become a pandemic that it calls Disease X. New Zealand's experience with the Covid-19 pandemic was an effective but costly response that saw the mortality rate far below other developed countries, including island nations. The high vaccination rate helped to limit the spread and reduce the mortality rate, but showed the flaws in the public health system. The WHO recommend the bolstering of the public health system by the governments for all countries, and for organisations to have adequate planning to accommodate future pandemics with regards to workforce pressures, vaccinations, and business continuity measures in place as much as practicable should universal lockdowns occur in future.

Based on World Health Organisation R&D Blueprint for Epidemics, 2022.

Risk Statement

Pandemics occur more frequently and interrupt business operations and wider society through preventative measures to contain spread.

Consequence of assumption variation

International lockdowns and immigration freezes impact adversely on Council's resourcing (for staff and materials due to supply chain issues), plus sickness and quarantines impact on Council's ability to deliver services. Demand for service levels change and could create more logistical mechanisms to help contain disease spread which creates more demand on staff resources. Lockdowns and business closures could increase unemployment which could impact on ratepayer's ability to pay their rates, creating financial downturns and further impacting on Council's ability to maintain service delivery.

Approach to Risk Mitigation

Council will continue to work on its pandemic planning and business continuity planning, and maintain monitoring global trends and health updates as necessary.

EXTERNAL FACTORS

NATURAL HAZARDS & EMERGENCY EVENTS

Confidence of Assumption: HIGH

Risk Level (Likelihood): HIGH

Assumption: Natural hazards such as flooding, erosion, drought and other extreme weather events will be regular occurrences and make up a large part of civil defence emergencies throughout New Zealand, and particularly for Timaru’s braided rivers and river mouth communities.

Comment: Timaru District is prone to natural hazards due to its proximity to the Alpine Fault (a 75% probability in next 50 years) and being located on the Canterbury Plains which has always been susceptible to flooding and erosion. Communities are becoming more challenged by regular events directly impacting their own wellbeing or by witnessing extended whanau being displaced or impacted by the economic realities of increased insurance costs or other fiscal requirements.. Emergency Management’s role is increasing with the need to support other agencies in coordination during complex events. Flooding events in the past few years have had impacts on the District’s infrastructure programme, requiring repairs and replacement of critical infrastructure as well as support for displaced residents who have had to be evacuated from their homes. As these events can occur suddenly without warning, Council has had to provide for emergency funding and interrupt its normal service delivery programme on many occasions to respond to the immediate and urgent needs of the community, compromising the likelihood of being able to deliver levels of service for normal activities. Additionally, staff wellbeing for personnel undertaking EOC duties on top of normal workloads in high stress response situations is a critical aspect that impacts on service delivery.
Based on information from Ministry of Civil Defence and Emergency Management and CDEM Canterbury.

Risk Statement

Emergency events due to natural hazards or pandemics could occur more frequently and more severely than expected.

Consequence of assumption variation

Council is unable to respond adequately to the increased needs of its community during emergency events from flooding, erosion, drought, earthquakes, tsunamis, or pandemics and cannot complete its planned work programme or sustain levels of service to the community without additional support from central government.

Approach to Risk Mitigation

Council will continue to protect the community through its asset management, CDEM, and district planning activities. The vulnerability of any infrastructure to coastal erosion or inundation is taken into account in all asset planning and replacement, and coastal communities have evacuation plans in place to help in times of flooding. Community resilience and facilities will continue to be strengthened by education and strategic improvements. Council also monitors the geological science updates from GNS (i.e. Project AF8) and is an active member of the Canterbury CDEM Group. The Local Authority Protection Programme Disaster Fund Trust (LAPP) which Council belongs to provides a level of assurance in addition to Council’s insurance cover that emergency works and infrastructure repairs (except for roads) will be done as necessary. Council would also expect in extreme emergencies under declaration that central government support would be provided.

EXTERNAL FACTORS

DISRUPTIVE TECHNOLOGY - 4TH INDUSTRIAL REVOLUTION

Confidence of Assumption: **HIGH**

Risk Level (Likelihood): **MODERATE**

Assumption: Technology will continue to improve and develop at a pace faster than the public sector can keep up with, presenting challenges for cybersecurity and data integrity.

Comment: Technology is progressing at a rate that is faster than local government's ability to adapt, and in the Fourth Industrial Revolution the technological advances are replacing cognition instead of replacing physical labour as in previous times. Some technologies such as Artificial Intelligence (AI) like ChatGPT, Virtual Reality (VR), or cybersecurity attacks may disrupt Council's processes if not adequately safeguarded against. Tools such as ChatGPT or VR have legitimate uses to enhance or streamline some communication tactics, but without clear protocols of how and when they can be used, they may misrepresent information to or about the Council as there are no security measures to ensure accuracy or truthfulness in these technologies at present time. Cybersecurity attacks are becoming more sophisticated and diverse; they can potentially cost millions (on average they cost \$16m per year of financial loss nationally) and shut down core systems which can affect Council's levels of service. The Russian invasion of Ukraine presents the most significant threat to New Zealand is through an indirect malicious cyberattack that affects a critical supply chain. New Zealand has also been the recipient of Chinese state-sponsored cyberattacks that affected Microsoft emails of local national organisations; with the GCSB identifying 30% of serious malicious cyber activity attributed to various state-sponsored actors.
Based on National Cyber Security Centre (Te Tira Tiaki) Cyber Threat Report 2021/22.

Risk Statement

Council could suffer from a cybersecurity attack to its IT systems which may compromise privacy, surveillance, or financial records and/or is inadequately prepared to manage the transition towards the Fourth Industrial Revolution.

Consequence of assumption variation

If Council does not commit the resource into enhancing the skills of the IT function, it could potentially be vulnerable to misuse of data or a misrepresentation of information from advanced technologies such as ChatGPT or VR. Cyber security threats are evolving as the international political landscape becomes more volatile and Council's IT systems could be compromised by malicious malware, ransomware, phishing/credential harvesting, scams and fraud, and unauthorised access.

Approach to Risk Mitigation

Council will continue to keep abreast of technological developments and use the appropriate systems to help provide communities with data and give them a way to engage with Council safely. By ensuring the cyber security protocols are adhered to (updated licences, staff training on phishing and email scams, etc.), Council can help reduce the risks posed by external cyber-attacks and help to protect Council's data. Council needs to ensure sufficient resourcing is invested into IT to enable the agility to respond to new technologies appropriately over the next ten years.

EXTERNAL FACTORS

RESOURCE AVAILABILITY (CONTRACTORS, MATERIALS)

Confidence of Assumption: **HIGH**

Risk Level (Likelihood): **MODERATE**

Assumption: Resources will be under pressure for a considerable amount of time due to the lengthy issues with supply chain, having enough contractors, and the availability of materials.

Comment: Supply chain issues arose from the Covid-19 pandemic which caused disruption to shipping routes and the supplying of goods to remote places like New Zealand. The Russian invasion of the Ukraine has exacerbated the supply chain issues, creating a long-term situation where shortages of materials from overseas is a dominant theme for most contractors. Additionally, with low unemployment and the lack of international migration of workers, most organisations and contract companies face staff shortages and delays in the delivery of projects. Project management for all infrastructure activities, including vertical infrastructure, must now allow for delays of arrivals of materials and take this into account when determining timelines and milestones. Based on International Monetary Fund and MFTE information.

Risk Statement

Council is unable to deliver key projects or programmes of work on time or on budget due to supply chain issues, unavailability of materials, and lack of contractors' staffing.

Consequence of assumption variation

Supply chain issues delay projects for extended periods of time as necessary materials cannot be supplied to meet key project milestones, and/or contracting staff shortages create delays to projects or work programmes and impact on Council's levels of service.

Approach to Risk Mitigation

Council will update its procurement information to keep up-to-date with supply chain issues, and ensure adequate project planning allows for variations of materials (if possible) or incorporates longer supply timeframes within projects. Enhanced contract management will enforce minimum staffing levels needed for contracted projects to ensure milestones are met and the levels of service are maintained.

FINANCIAL ASSUMPTIONS

INFLATION

Confidence of Assumption: MODERATE

Risk Level (Likelihood): MODERATE-HIGH

Assumption: The LTP is prepared on the inflation rates assumed in the table below for periods beyond 2024/25 which is based on Local Government Cost Index (LGCI) legacy scenario prepared by BERL.

Comment: This scenario is modelled using the previous 'basket of goods' and does not reflect the 3 waters changes, in accordance with our assumption regarding the 3 waters reform which assumes Councils will retain 3 waters functions, ie status quo. BERL quote the index at 30 June for each year.

Year	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Operational	2.9%	2.2%	2.3%	2.3%	2.2%	2.1%	2.0%	2.0%	1.9%	1.9%
Capital	3.0%	2.2%	2.4%	2.3%	2.2%	2.1%	2.1%	2.0%	2.0%	1.9%
Total	2.9%	2.2%	2.3%	2.3%	2.2%	2.1%	2.0%	2.0%	1.9%	1.9%

Risk Statement

The rate of inflation differs from that assumed.

Consequence of assumption variation

A significant change in inflation will result in changed revenue and expenditure. This could be significant and may adversely affect the ability of the Council to set rates at a level that is affordable to the community.

Approach to Risk Mitigation

The Council will review this financial assumption following the central government direction on Affordable Waters reform have been confirmed. Thereafter it will review its budget annually through the LTP/Annual Plan process and may adjust work programmes/budgets where necessary.

FINANCIAL ASSUMPTIONS

INTEREST RATE ON BORROWING

Confidence of Assumptions: LOW

Risk Level (Likelihood): MODERATE

Assumption: Interest on borrowing is assumed to be between 4.8% and 6.2%

Comment: For each \$10 million of borrowing a 1% increase in interest rates increases Council's borrowing costs by \$100,000.

Risk Statement

Interest rates on borrowing are higher or lower than forecast

Consequence of assumption variation

Council costs could increase or decrease as interest rates fluctuate up and down. Based on Council's projected debt levels, interest cost would increase/decrease by \$3.5M per year for each 1% movement in effective interest rate.

Approach to Risk Mitigation

Council hedges interest rate exposures as per the Liability Management Policy.

RETURN ON INVESTMENTS

Assumptions: Bank deposits and bond portfolio assumed return is between 5.4% and 5.7%. Timaru District Holdings Limited assumed dividend is \$1M per annum. Forestry assumed return is \$0 over the 10 years

Risk Statement

Forecast returns are higher or lower than forecast

Consequence of assumption variation

Council income could increase or decrease as investment returns fluctuate up and down.

Approach to Risk Mitigation

Council maintains a long term investment portfolio with fixed interest rates which minimises fluctuations. Investments are also managed using the Investment Policy to minimise risks. Changes in investment returns are generally partially offset by a change in borrowing costs.

FINANCIAL ASSUMPTIONS

FUNDING SOURCES

Confidence of Assumptions: MODERATE

Risk Level (Likelihood): MODERATE

Assumption: Current funding sources (including external funding sources) do not change over the first three years of this plan.

Comment: Funding sources are specified in the Revenue and Financing Policy and Financial Strategy. This applies to user fees, charges and external funding towards projects and assets Council currently does not collect Development Contributions.

Risk Statement

Projected revenue from user charges or financial assistance is not achieved. Levels and sources of funding differ from those forecast.

Consequence of assumption variation

Revenue could reduce without the ability to reduce expenditure proportionately. In this event, the account would run in deficit, with charges reviewed for the next financial year. Project and asset funding could result in projects being revised or alternative funding sources used.

Approach to Risk Mitigation

Levels of revenue from user charges have been set at realistic levels in accordance with the ratios outlined in the Revenue and Financing Policy. There is a concentration of risk associated with a small number of industrial consumers for some revenue streams (e.g. extraordinary water charges and trade waste charges). Regular liaison is maintained with these consumers. Funding for projects and assets is considered before the commencement of each project or asset. A significant impact from changes in funding or funding sources may result in a revised capital work programmes, or changes in the level of user fees and charges, borrowing or rating requirements.

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FINANCIAL ASSUMPTIONS

WAKA KOTAHI FUNDING ASSISTANCE

Confidence of Assumptions: MODERATE

Risk Level (Likelihood): MODERATE

Assumption: The Funding Assistance Rate (FAR) received from Waka Kotahi for qualifying road works remains at 51% for the 2024-34 period. Future reviews will occur within the LTP cycle.

Comment: We will not know for certain the Waka Kotahi funding approved for the District until after this LTP is adopted due to the different time frames for the Waka Kotahi budget process and the development of this LTP

Risk Statement

Changes in subsidy rates or to criteria for roading and footpath projects have a positive or negative effect on Council's transport budget. Further changes in Waka Kotahi FAR will affect Council's transport budget.

Consequence of assumption variation

Funding would need to be obtained from alternative sources or work programmes adjusted. Levels of service may need to be adjusted. If sufficient funding is not available, it may mean that projects are delayed or scrapped.

Approach to Risk Mitigation

The budget is reviewed annually through the LTP/Annual Plan process and may require adjusted work programmes/budgets where necessary.

COSTS

Risk Level (Likelihood): LOW

Assumptions: Costs will remain stable over the period of the Long Term Plan (refer also to inflation assumption) with maintenance expenditure based on historical trends.

Risk Statement

Costs are higher or lower than anticipated

Consequence of assumption variation

Variability of prices, such as for oil, could cause variability in costs which would result in Council either having to borrow to make up the shortfall of funding, or defer projects to the next financial year .

Approach to Risk Mitigation

The Council and management will review its budget annually through the LTP/Annual Planning process and may adjust work programmes/budgets where necessary.

RATING BASE

Confidence of Assumptions: MODERATE

Risk Level (Likelihood): LOW

Assumption: There will be a modest increase in the rating base over the 10 years of this LTP, given predicted increase in household growth – specifically more smaller housing units as a result of a growth in the 1-2-person household numbers.
Based on medium population projections from Stats NZ (2018 Census data updated in December 2022).

Risk Statement

Rating units change across the district occurs at a higher or lower rate than expected.

Consequence of assumption variation

An increase in the overall rating base could result in a decrease in rates for rating units as the total rates are spread across a larger base. If the rating base was to reduce, there could be an increase in rates.

Approach to Risk Mitigation

The rating base is reviewed annually when determining the rates for the year.

CREDIT AVAILABILITY

Assumptions: Credit can be obtained from financial markets on competitive terms and conditions.

Risk Statement

Interest rates on borrowing are higher or lower than forecast

Consequence of assumption variation

Council costs could increase or decrease as interest rates fluctuate up and down. Based on Council's projected debt levels, interest cost would increase/decrease by \$3.5M per year for each 1% movement in effective interest rate.

Approach to Risk Mitigation

Council hedges interest rate exposures as per the Liability Management Policy.

FINANCIAL ASSUMPTIONS	<div> <div>LANDFILL AFTERCARE</div> <div>Confidence of Assumptions: MODERATE</div> <div>Risk Level (Likelihood): LOW</div> </div>	
	Assumption: Council assumes there will be significant restoration work on the most vulnerable closed landfills in the district but Redruth Landfill has no material changes to post-closure costs as all landfill cells are actively monitored.	
	Comments: Council has budgeted \$1M per annum to address closed landfill remediation on an as-needs basis, but should removal and restoration be required, there may need to be additional funding allocated which will be consulted on at that time with the community.	
	Risk Statement	Landfill restoration work is required earlier than planned or higher than budgeted.
	Consequence of assumption variation	Landfill restoration work being required earlier than planned could result in a higher funding requirement earlier than anticipated.
	Approach to Risk Mitigation	Council reviews the basis for the provision it makes for these costs on an annual basis. Active monitoring of landfill cells to enable ongoing landfill aftercare post closure. Review of possible impacts on closed landfills via climate change work in next three years.
	<div> <div>EMISSIONS TRADING SCHEME</div> <div>Risk Level (Likelihood): MODERATE</div> </div>	
	Assumption: The price for NZUs increases to \$79 in year 1 of the LTP, with the market price beyond this likely to rise.	
	Comments: TDC has ETS liability each year (a requirement to surrender NZUs) in relation to its landfill operations, and in some years due to deforestation. Council surrenders approximately 45,000 NZUs annually for its operations and purchases units at ETS auctions when able rather than the secondary market to reduce costs. The landfill gas capture system at Redruth enables Council to apply for a Unique Emissions Factor to also reduce the cost of carbon credits.	
	Risk Statement	The carbon price could be higher or lower than expected.
	Consequence of assumption variation	Council could hold more or less NZU's for forestry assets and landfill costs & user charges could vary.
	Approach to Risk Mitigation	Forestry assets are maintained with a long term view but programmes are reviewed annually. Any sale of forestry land will compensate for the loss of NZUs and associated benefits. Landfill costs and waste volumes are monitored continuously.

CAPITAL DELIVERY

Confidence of Assumptions: LOW

Risk Level (Likelihood): MODERATE

Assumption: : For any given year in the 10-year 2024-34 LTP period, 100% of the capital work programme will be delivered and the financial model was developed based on this assumption.

Comment: Council's capital works programme has increased in recent years, going from approximately \$30M of CAPEX spend per annum to over \$50M in 2022/23. With increased pressures around aging infrastructure, increasing costs, and limited capacity of contractors, Council rationalises and prioritises its capital delivery programme to ensure critical services are maintained for the district.

Risk Statement

The delivery of the capital work programme is below 100%.

Consequence of assumption variation

If less than 100% is delivered, this may result in the creation of a backlog of capital projects that will delay the completion of other capital projects in the next Annual Plan or LTP period. Potential for increased budget required for capital projects, due to delays in completion. Increased operating expenditure due to increase in the maintenance costs as not all planned renewals are completed. Risk of losing grant / subsidy due to non-delivery and therefore increase in borrowings required to fully fund and complete the project, resulting in higher costs to ratepayers.

Approach to Risk Mitigation

Close and regular monitoring and reporting of the work programme internally. Ongoing liaison with the construction sector to ensure resources availability and responsiveness of the market. Renewal plan prepared in a conservative way and based on asset condition and useful life of asset to ensure assets are being replaced before they pose a significant risk of failure. Include renewals as part of maintenance and renewals contracts to mitigate risk of non-delivery for renewals programme. Resourcing has been allocated for all large projects with dedicated managers overseeing key projects. Ongoing monitoring and re-forecast of project delivery if required. External project support where required.

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7.3 Draft Long Term Plan 2024-34 LOS Statements

Author: Vincie Billante, LTP Project Lead
Toni Morrison, LTP Technical Lead

Authoriser: Paul Cooper, Group Manager Environmental Services

Recommendation

That Council:

1. Receives this report; and
2. Adopts the attached draft Long Term Plan 2024-34 Levels of Service Statements and Performance Measures to go to Audit NZ.

Purpose of Report

- 1 The purpose of this report is to seek that Council adopt the draft Levels of Service Statements (Attachment 1) and associated performance measures for the Groups of Activities in the draft Long Term Plan (LTP). These will then be provided to Audit NZ as part of the audit process for the Council's Consultation Document.

Assessment of Significance

- 2 While the LTP is an important document, this matter is of low significance in terms of Council's Significance and Engagement Policy. The Council is not proposing significant changes to any levels of service, and these statements of service performance once audited will form part of the public consultation on the LTP.

Background

- 3 Council's overall performance management framework covers both financial and non-financial performance monitoring and reporting. The financial performance framework is set through budget processes such as the LTP, Annual Plan and Financial Strategy, and is monitored and audited through regular budget and risk reporting and Annual Reports.
- 4 Schedule 10 of the Local Government Act requires the Council's LTP to include statements for each group of activities which specify the level of service to be provided, and performance measures and targets for those levels of service. These statements form part of the Council's non-financial performance framework.
- 5 Levels of Service (LOS) reflect Council's promises to the community and should link to the Council's identified community outcomes. The intention is that LOS are driven from the community wellbeings.
- 6 Each LOS statement has a series of associated performance measures. These measures are the indicators that are used to determine whether levels of service are being delivered. LTPs need only include those measures associated with major levels of service; they do not

measure ALL levels of service or all services. It should be noted that LTPs provide only a subset of a wider set of performance measures.

- 7 There are mandatory performance measures for some activities, which all Councils are required to monitor and report against. Where measures are mandatory, they are identified as such in the activity tables attached.
- 8 **Performance targets** are the levels of performance sought. The draft targets for the next ten years set out in the attachment aim to maintain current levels of service.
- 9 Once consultation is completed and the LTP is adopted, the non-financial performance framework is monitored using the Council's internal performance system Opal3 and is reported on quarterly to the Council and in each Annual Report.

Discussion

- 10 The attached draft LOS have been developed as follows:
 - Initial review of the current LOS statements and measures from the 2021-31 LTP, in draft Activity Management Plans;
 - Updating of the LOS statements and targets as required, for any activity changes or legislative amendments, and for consistency with budget proposals;
 - Draft levels of service statements and measures were recently workshopped with the Council at a public workshop. The attachment reflects the discussion at that workshop.
- 11 Further minor changes to the draft LOS statements have been sought by managers since the workshop and have been included in the attachment for Council's consideration. These changes and the reasons for them are as follows:
 - Climate Change activity: Amendment to the timing of the Critical Assets Climate Change Management Plan, to provide for the development of such a plan over three years rather than all in year 1, to recognise resourcing constraints;
 - Waste Management Activity: updates to three measures for waste reduction. These are required for consistency with the Government Waste Strategy introduced in March 2023. The strategy provides more prescriptive measures with the aim to standardise waste management services and waste minimisation. The new measures and targets align with the TDC Waste Minimisation Management Plan which gives effect to the Waste Strategy.
- 12 At the workshop Councillors asked staff to consider inclusion of the term 'enabling' in the LOS statements for Regulatory Activities. As it is a matter that relates more to the way in which Council delivers its services rather than a specific level of service, it is proposed that this is instead included in the high level activity statements in the Environmental Services chapter of the LTP.
- 13 These LOS statements will be consulted on as part of the Council's development of its LTP, once the audit process associated with the Consultation Document is completed.

Options and Preferred Option

- 14 Council may choose to adopt the proposed LOS statements as is for inclusion in the draft LTP for consultation. (Preferred option)
- 15 Council may choose not to adopt the proposed statements, requiring a rewrite of LOS statements and/or performance measures and causing further delay to the LTP adoption process. This is not recommended.

Consultation

- 16 These LOS statements will be part of the LTP Special Consultative Procedure to be held in April/May this year.

Relevant Legislation, Council Policy and Plans

- 17 Local Government Act 2002
- 18 Long-Term Plan 2024-34

Financial and Funding Implications

- 19 There are no financial or funding implications of adopting these proposed LOS statements for audit purposes.

Other Considerations

- 20 There are no other considerations.

Attachments

- 1. Draft LTP Levels of Service Statements [!\[\]\(11a0966cbb90b5c1d6ebfc666ec75f78_img.jpg\) !\[\]\(2f6f35750fca7eca6b879311cf96b8dc_img.jpg\)](#)

DRAFT LONG TERM PLAN 2024-34: LEVELS OF SERVICE STATEMENTS

Governance and Strategy

Levels of Service	Performance Measures	Targets Years 1 – 3 2024/25 – 2026/27	Targets Years 4 – 10 2027/28 - 2034/35
Effective community engagement	Resident satisfaction with quality of information provided by Council (annual residents' survey)	Year 1: 60% Year 2: 70% Year 3: 80%	80%
Council processes comply with statutory requirements	Annual Plans, Reports and Long Term Plans are adopted within statutory timeframes	Statutory timeframes achieved	Statutory timeframes achieved
	Council and committee meeting agendas are made available to the public within statutory timeframes	Statutory timeframes achieved	Statutory timeframes achieved
	Responses to LGOIMA requests are provided according to statutory timeframes	100%	100%

Community Services

Levels of Service	Performance Measures	Targets Years 1 – 3 2024/25 – 2026/27	Targets Years 4 – 10 2027/28 - 2034/35
Community Facilities, the Airport and Council Housing Units are well maintained, clean and safe	Occupied Council Housing complies with building regulations and Healthy Homes Standards in accordance with the Residential Tenancies Act	100%	100%
	Community facilities meet legislative safety and environmental requirements	100%	100%
	Civil Aviation Authority (CAA) accreditation	CAA airport certification is maintained at all times	CAA airport certification is maintained at all times
Improve individual and community awareness of the risks from hazards and assist them to build resilience to emergency events	How well prepared for a disaster residents feel	50% or more feel prepared	50% or more feel prepared
Contribute to Council's role in economic development and tourism	Performance targets in the Venture Timaru Statement of Intent are met	Quarterly performance reporting to Council	Reporting timeframes met
		100% performance targets in SOI met	100% performance targets in SOI met

Climate Change Activity Levels Of Service	Performance Measure	Targets			
		Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Years 4-10 2027/34
Identification and reduction of the Council's corporate carbon emissions	Baseline emissions are identified to establish emissions from Council activities Reported to an externally verified standard such as ISO 14064-1	Baseline emissions established and reported for 10 activities	Baseline emissions established and reported for 10 activities	Baseline emissions established and reported for remaining activities	As per performance measure for Climate Action Plan implementation Yrs 4-10 below
	A Climate Action Plan ¹ to achieve net zero carbon emissions by 2050 is developed, adopted, and implemented	Climate Action Plan developed and adopted by Council	4% reduction in carbon emissions achieved where appropriate, in accordance with Council-approved Climate Action Plan	4% reduction in carbon emissions achieved where appropriate, in accordance with Council-approved Climate Action Plan	4% carbon emissions reduction achieved in Yr 4; 5% reduction in Yrs 5-8; 6% in Yrs 9-10, where appropriate and in accordance with Council-approved Climate Action Plan
Council's infrastructure assets are managed to mitigate damage from climate change impacts	A clear Critical Assets Climate Change Management Plan to protect critical infrastructure from damage due to climate change is developed, adopted, and implemented	Years 1-3	Year 4	Years 5-6	Years 7-10
		Database of all Council's vertical and horizontal infrastructure developed that shows the likely impact of climate change	Mitigation plans to protect each critical infrastructure asset from climate change impacts are developed and added to database	Mitigation plans are implemented and progress is recorded in database	Damage to infrastructure assets due to climate change events start to decrease over time due to mitigation plans being implemented

¹ While this measure relates to an action by Council which gets audited, the Climate Action Plan has a wider community focus than just the Council's activities and internal processes, enabling advocacy and advisory services.

Environmental Services

Levels of Service	Performance Measures	Targets Years 1 – 3 2024/25 – 2026/27	Targets Years 4 – 10 2027/28 - 2034/35
Deliver timely, efficient processing of consents and related requirements in line with statutory requirements	Building Consent Authority accreditation	Building Consent Authority accreditation retained	Building Consent Authority accreditation retained
	Building Control consent average processing time	< 12 working days	< 12 working days
	% of building consent applications processed within statutory time frames	100%	100%
	Resource Consent processing within statutory timeframes	100%	100%
Provide useful, timely and consistent information and education on building, planning and regulatory services	Building and planning services: Provide the local community and/or local industry with regular updates and information at least four times per year	100%	100%
	Provide Dog Control education to one school/ pre-school/ organization per term	100%	100%
	Information on the website is reviewed and updated quarterly for all regulatory activities	100%	100%
Support responsible dog ownership	Percentage of known dogs in District registered	95%	95%

Ensure buildings issued with a Building Warrant of Fitness (BWOFF), swimming pools and food and liquor premises are certified safe and comply with legislation	BWOFF audits completed	20% per annum	20% per annum
	% of residential swimming pools' fencing in the District audited at least once every 3 years	Year 3: ² 100%	Years 6 and 9: 100%
	% of scheduled audits of registered food premises completed or in process	100%	100%
	Number of alcohol regulated premises that have been inspected	number to be reported	number to be reported
	Number of food businesses requiring escalation to the Registration Authority and/or Food Safety Officer for follow up	number to be reported	number to be reported
Council's responsibilities for regulating the management of earthquake-prone buildings are met	% of potential non-priority earthquake prone buildings identified by July 2027	Year 3: 100% ³	N/a

² Swimming pool audits are done once every three years, so there is no target to meet in the intervening years.

³ This project will occur in Year 3 and will not be measured in any other years

Recreation and Leisure

Levels of Service	Performance Measures	Targets Years 1 – 3 2024/25 – 2026/27	Targets Years 4 – 10 2027/28 - 2034/35
Recreation and leisure facilities, programmes and materials are accessible to residents and visitors	Museum		
	Number of museum service users (includes museum visitors, attendees at on site and off site programmes, information or collection requests)	25,000	25,000
	Number of exhibitions and events	14	14
	Libraries		
	Visitors to Libraries	200,000	200,000
	Online website and catalogue searches	400,000	400,000
	Library issues (physical & digital) of materials	500,000	500,000
	Community Programme interactions – held on site and in the community+ + a non traditional library service	1,500	1,500
	Art Gallery		
	Visitors to Art Galleries	Year 1: 15,000 Year 2: 16,000 Year 3: 18,000	20,000
	Online website searches and social media interactions	2,000	2,000
	Community Programmes – held on site and in the community	24	24
	CBay Complex and Community Pools		
	Visitors to CBay	Year 1: 300,000 Year 2: 310,000 Year 3: 320,000	330,000
	Visitors to Pleasant Point Community Pool ⁴	4,500 per season	4,500 per season

⁴ this is general admission and does not include school bookings, swim clubs or private bookings.

	Visitors to Geraldine Community Pool ⁵	11,500 per season	11,500 per season
	Visitors to Temuka Community Pool ⁶	7,500 per season	7,500 per season
	Aqua Fitness classes participant numbers	10,000	10,000
	Aquatic swim for life participants water safety participant numbers	2,000	2,000
	Aquatic learn to swim enrolments participant numbers	3,000	3,000
	CBay Fitness Memberships	1,200	1,200
	CBay Group Fitness class participants	57,600	57,600
	Southern Trust Events Centre (STEC)		
	Bookings for special events	15 days per annum	20 days per annum
	Bookings by sports clubs and groups	120 days per annum	120 days per annum
Provide a high quality and safe experience at district recreation and leisure facilities	Facilities meet legislative safety requirements	Legislative requirements are met	Legislative requirements are met
Collections of local and heritage and art objects, records and information preserved for and available to the community and visitors	Art Gallery Number of Art Gallery exhibitions (including touring, regional and permanent art works)	15	20
	Art works conserved	5	5
	Museum Collection items available online	18,500	18,500
Parks and recreational open spaces are	Kilometres of off-road walking and biking tracks	90	90

⁵ this is general admission and does not include school bookings, swim clubs or private bookings.

⁶ this is general admission and does not include school bookings, swim clubs or private bookings.

accessible for residents and are maintained to meet current and future community needs	Park and recreational open space hectares per 1,000 residents	13 ha	13 ha
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Roading and Footpaths

Levels of Service	Performance Measures	Targets Years 1 – 3 2024/25 – 2026/27	Targets Years 4 – 10 2027/28 - 2034/35
Rural and urban transport networks are designed to road user needs and maintained to nationally acceptable standards	Response to customer services requests (mandatory)	70% of customer service requests are responded to within 15 working days	70% within 15 working days
	Road condition – average quality of ride on sealed local road network % smooth travel exposure index (mandatory)	Average Smooth Travel Exposure Index on all sealed district roads = 92%	92%
	Resurfacing of road network (mandatory)	6% of the sealed road network is resurfaced annually	6%
	# bridges that allow Class 1 loading	Maintain the current level of bridges that can carry Class 1 traffic loadings	Maintain the current level of bridges that can carry Class 1 traffic loadings
	Rehabilitation of sealed road network	1% of the sealed pavement network is rehabilitated annually	1% of the sealed pavement network is rehabilitated annually
Road safety initiatives (engineering and education) build community awareness of road safety and assist in the reduction of harm on our roads	Road fatalities and serious injury crashes (mandatory)	Number of fatalities and serious injury crashes on the local road is less than the previous financial year on an annual basis	Decrease from previous year
	Road safety awareness	60% of residents are aware of road safety programmes or advertisements	60%
Infrastructure to support active and public transport is provided and maintained to nationally acceptable standards	Footpath condition (mandatory)	75% of footpaths to be average or better condition	75%
	Footpath network resurfaced (mandatory)	4% of the footpath network is resurfaced annually	4%

Sewer

Levels of Service	Performance Measures	Targets Years 1 – 3 2024/25 – 2026/27	Targets Years 4 – 10 2027/28 - 2034/35
Maintain excellent sewer network services	Number of dry weather overflows from the sewer system (Mandatory)	2.5 or fewer per 1,000 connections	2.5 or fewer per 1,000 connections
Deliver sewer services according to required environmental standards	Compliance with Resource Consents conditions (Mandatory)	No abatement notices, infringement notices, enforcement orders or convictions	No abatement notices, infringement notices, enforcement orders or convictions
Maintain excellent customer service	Median attendance and resolution times to sewage overflow faults in the network (Mandatory)	<ul style="list-style-type: none"> Median attendance time less than one hour Median resolution time less than eight hours 	<ul style="list-style-type: none"> Median attendance time less than one hour Median resolution time less than eight hours
	Total complaints received about: <ol style="list-style-type: none"> Sewage odour Sewage system faults Sewage system blockages TDC response to sewage issues 	14 or fewer complaints received per 1,000 connections	10 or fewer complaints received per 1,000 connections

Stormwater

Levels of Service	Performance Measures	Targets Years 1 – 3 2024/25 – 2026/27	Targets Years 4 – 10 2027/28 - 2034/35
Maintain excellent stormwater network services	Number of flooding events in the Timaru District (Mandatory)	Zero flooding for rain events up to a 1 in 5 year return for residential zones, and a 1 in 10 year return for commercial and industrial zones	Zero flooding for rain events up to a 1 in 5 year return for residential zones, and a 1 in 10 year return for commercial and industrial zones
	Number of habitable floors affected by flooding events in the Timaru district (Mandatory)	Zero habitable floors affected by a flooding event	Zero habitable floors affected by a flooding event
Deliver stormwater services according to required environmental standards	Compliance with Resource Consent conditions (Mandatory)	No abatement notices, infringement notices, enforcement orders, convictions	No abatement notices, infringement notices, enforcement orders, convictions
Maintain excellent customer service	Median response times to attend a flooding event (Mandatory)	Median time to attend a flooding event will be less than one hour	Median time to attend a flooding event will be less than one hour
	Total complaints received about performance of stormwater system	10 or fewer per 1,000 connected properties	10 or fewer per 1,000 connected properties

Waste Minimisation

Levels of Service	Performance Measures	Targets Years 1 – 3 2024/25 – 2026/27	Targets Years 4 – 10 2027/28 - 2034/35
No adverse effects on the environment or human health from the operation of waste minimisation services	Compliance with Resource Consent conditions+ + Excluding all minor non-compliance as reported by Environment Canterbury	No abatement notices, infringement notices, enforcement orders and convictions	No abatement notices, infringement notices, enforcement orders and convictions
Waste reduction	Kerbside refuse collection waste volumes (mandatory)	130kg per resident	124kg per resident
	Total waste received at Transfer stations and resource recovery parks (mandatory)	<9,050 tonnes	<9,050 tonnes
	Level of contamination of recycling (mandatory)	Less than 10%	Less than 10%

Water Supply

Levels of Service	Performance Measures	Targets Years 1 – 3 2024/25 – 2026/27	Targets Years 4 – 10 2027/28 - 2034/35
Provide safe drinking water	<p>Compliance with Drinking Water Standards (Drinking Water Quality Assurance Rules) 2022 T3 Treatment Rules 4.10.1 T3 Bacterial Rules (Mandatory)</p> <p>Compliance with Drinking Water Standards (Drinking Water Quality Assurance Rules) 2022 T3 Treatment Rules 4.10.2 T3 Protozoal Rules (Mandatory)</p>	Bacterial and Protozoal compliance – all drinking water supply schemes	Bacterial and Protozoal compliance – all drinking water supply schemes
Maintain excellent customer service	<p>Percentage of real water loss from TDC's networked reticulation systems (Mandatory)</p> <p>Median attendance and resolution times for urgent and non-urgent callouts for water supply faults or unplanned interruptions in the network (Mandatory)</p>	<p>% real water loss from network system reduces</p> <p>The median time to attend urgent:</p> <ul style="list-style-type: none"> urban callouts – less than one hour rural callouts – less than four hours. <p>The median time to resolve urgent:</p> <ul style="list-style-type: none"> urban callouts – less than four hours rural callouts – less than eight hours. <p>The median time to attend and resolve all non-urgent callouts will be reported.</p>	<p>% real water loss from network system reduces</p> <p>The median time to attend urgent:</p> <ul style="list-style-type: none"> urban callouts – less than one hour rural callouts – less than four hours. <p>The median time to resolve urgent:</p> <ul style="list-style-type: none"> urban callouts – less than four hours rural callouts – less than eight hours. <p>The median time to attend and resolve all non-urgent callouts will be reported.</p>

	<p>Total complaints received about:</p> <ul style="list-style-type: none"> • Drinking water clarity • Drinking water taste • Drinking water odour • Drinking water pressure or flow • Continuity of supply • TDC response to these issues <p>(Mandatory)</p>	26 or fewer complaints received per 1,000 connections	26 or fewer complaints received per 1,000 connections
Provide demand management of water supply services	Average consumption of drinking water per day per resident within Timaru district (Mandatory)	300L per day per resident	300L per day per resident
Deliver water services according to required environmental standards	Compliance with Resource Consent conditions	No abatement notices, infringement notices, enforcement orders, convictions	No abatement notices, infringement notices, enforcement orders, convictions

7.4 Draft Financial Strategy 2024-34**Author:** Vincie Billante, LTP Project Lead**Authoriser:** Paul Cooper, Group Manager Environmental Services**Recommendation**

That Council:

1. Adopts the Draft Financial Strategy as the supporting document for the Long-Term Plan 2024-34 for audit and public consultation.

Purpose of Report

- 1 The purpose of this report is to present the Draft Financial Strategy to Council for adoption for consultation as part of the Long-Term Plan 2024-34 requirements.

Assessment of Significance

- 2 In accordance with Council's Significance and Engagement Policy, this is considered as being of significance requiring public consultation in accordance with s82 of the Local Government Act 2002.

Background

- 3 As part of the Long-Term Plan 2024-34 preparation, Council is required to review and present the Financial Strategy under Local Government Act 2002 s101A.
- 4 The Financial Strategy must set out the Council's plan for prudent financial management and establish the framework by which it considers proposals for funding and expenditure.
- 5 It must also provide the context for public consultation on Council's proposals for funding and expenditure by providing a transparent statement of the effects of these proposals on services, rates, debt, and investments.
- 6 The Financial Strategy must also include the various factors that may have a significant impact on Council for the ten years the strategy covers. These include population and/or land use changes, any associated capital and operating costs, the capital expenditure on network infrastructure to maintain existing levels of service, and any significant factors that may affect Council's ability to maintain those existing levels or service or address increased demand.
- 7 The financial statements within the Financial Strategy must clearly state Council's quantified limits on rate increases and borrowing (its debt cap), and the assessment on Council's ability to address levels of service delivery and increased demand within those limits.
- 8 The policy on borrowing securities and Council's objectives for holding and managing financial investments and equity securities, including the quantified targets for the returns on those investments and equity securities, must also be included within the Financial Strategy.

Discussion

- 9 Council reviews its Financial Strategy every triennium as part of the Long-Term Plan development process.

- 10 For this Long-Term Plan 2024-34, discussions with Council at workshops and meetings have determined the proposed limits that elected members feel comfortable with for rates and debt limits in order to deliver on the ambitious capital works programme ahead.
- 11 To this end, the Financial Strategy sets out the rates limit of 7% over the ten years, allowing for a larger rate increase in earlier years (15% in Year 1, with 12% in Years 2-3) to enable the delivery of services and projects and reducing the deficit to establish a balanced budget by Year 4. Subsequently, the rates increases in further years are reduced to being under 5% for the remaining seven years in order to meet the 7% threshold.
- 12 Council's debt cap limit has been increased from the present 210% limit to be 250% from the first 2024/25 fiscal year and then reduces to 220% from Year 7 onwards.
- 13 These debt limits enable Council to achieve its planned schedule of works whilst ensuring adequate debt headroom to account for urgent borrowing capacity if needed for emergencies in future years. The legal debt cap is 280% and Council is well within those limits for all years of this Financial Strategy, which secures Council's current AA- credit rating.
- 14 Council's projected net debt will increase over time, reaching a peak of \$413 million in 2030 before declining to \$389 million by 2034.
- 15 The fiscally prudent approach of applying any operating surpluses to pay off debt in future years maintains Council's borrowing sustainability and enhances its strong fiscal standing

Options and Preferred Option

- 16 Council can choose to adopt the Draft Financial Strategy 2024-34 presented as-is as part of the Long-Term Plan 2024-35 consultation process (preferred option); or,
- 17 Council can choose not to adopt the current Draft Financial Strategy to make amendments before being released for consultation.

Consultation

- 18 The Financial Strategy requires a s82 consultation process as defined in the Local Government Act 2002, however it is usually included in the Special Consultative Procedure for the suite of supporting documents as defined in s83 of the Local Government Act 2002.

Relevant Legislation, Council Policy and Plans

- 19 Local Government Act 2002, s101A
- 20 Draft Long-Term Plan 2024-34

Financial and Funding Implications

- 21 The process of adopting this draft Financial Strategy has no inherent financial implications; however, the consequences of not adopting this may have impacts on Council's ability to borrow to achieve its proposed plan of works within the Long-Term Plan 2024-34 and will breach Council's legal obligations under the LGA02.

Attachments

1. **Financial Strategy Draft for Adoption**  

TIMARU DISTRICT
COUNCIL

**FINANCIAL
STRATEGY
LONG TERM PLAN
2024-34**



Financial Strategy 2024-34

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Introduction

The Financial Strategy sets forth our guiding principles for managing the Council's finances and making budgetary decisions..

The 2024-2034 Long Term Plan (LTP) budget was developed to prioritise core services, business operations, and Council-approved priorities. Council has committed to sustaining current service levels, upgrading community facilities, and addressing climate change. As such, the LTP budget allocates more funding to asset renewal and replacements that will directly enhance the city's infrastructure and livability. The increases invest in renewing assets and replacing aging facilities to improve amenities for the community.

Our district faces significant challenges from aging infrastructure, insufficient investment in depreciation and renewals, upcoming regulatory changes for water services, and rising community expectations for high-quality, affordable service. On top of escalating service demands, Council must address emerging policy and legislative mandates around resource planning, water quality standards, transportation, climate change, wastewater, and stormwater management. The confluence of deteriorating assets, tightening budgets, and heightened regulatory scrutiny requires strategic leadership and fiscal prudence from Council. A coordinated, proactive approach is needed to upgrade critical infrastructure, comply with new regulations, and deliver value to ratepayers.

As Council continues investing in infrastructure assets, our asset portfolio expands, resulting in higher costs to maintain these assets over the 10-year period. The growing asset base drives increasing maintenance expenses through the next decade.

The Financial Strategy aims to get the balance right so that we can achieve our goals of:

- Maintaining long-term financial resilience;
- Providing high-quality infrastructure and facilities;
- Ensuring our services are affordable and meet the wellbeing needs of our community.

Our Strategy responds to the challenges Council and our District is facing including:

- Ageing infrastructure, requiring a large capital renewal programme;
- Increasing operating costs for our activities across the board;
- Increasing regulatory requirements and community expectations;
- The need to maintain infrastructure and services that are resilient to natural disasters and the impacts of climate change;
- Impending regulatory changes for water services.

This Financial Strategy complements our Infrastructure Strategy and relies on our Significant Forecasting Assumptions and Activity Statements. Together, these documents elaborate on Council's plans to achieve its key outcomes and address the pressing challenges outlined above. The Infrastructure Strategy and forecasting assumptions outline the context, while the Activity Statements detail steps for realising our financial and infrastructural goals. This integrated planning supports Council in delivering results.

Debt

The long-term debt-to-revenue limit starts at 250% for the 2024/2025 fiscal year, then decreases to 220% in the 2031/2032 year and remains at that level for the rest of the Long Term Plan.

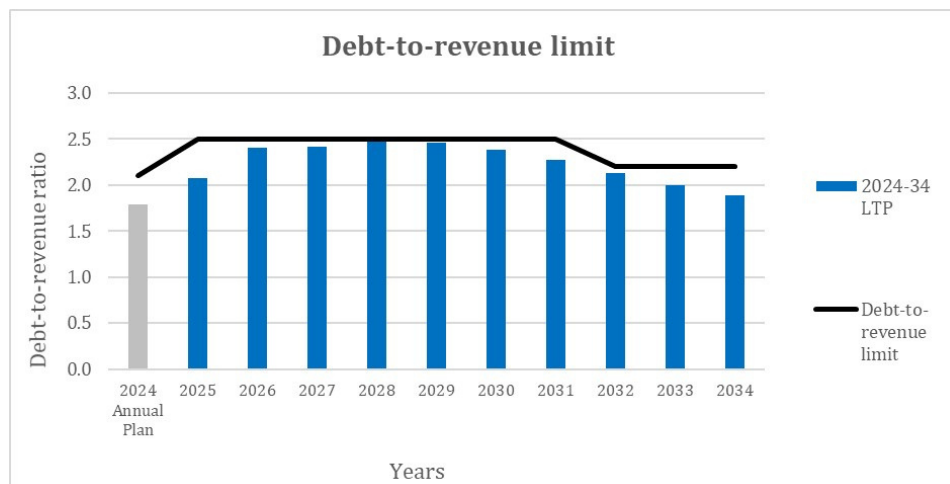
Over the 10-year period, Council is allocating \$654 million towards capital projects, including community infrastructure, asset renewals, and initiatives that advance key priorities. This capital investment delivers on objectives to upgrade assets, improve amenities, and enable quality services.

Compared to the previous Financial Strategy, the debt-to-revenue limit has been raised in the first year to 250%, then reduced to a higher initial limit than was established earlier. Although our maximum allowable debt level is 280% of operating revenue, this Financial Strategy caps our normal debt operating limit at 250% or lower - aligned with NZ LGFA thresholds. By staying below a 250% limit over the 10-year period, we uphold Council's strong AA- credit rating.

Council infrastructure and community facilities are long-term assets that serve residents across multiple generations. Debt financing spreads the costs equitably over present and future beneficiaries. This intergenerational equity allows Council to address infrastructure needs expediently rather than deferring costs to tomorrow's ratepayers. With long asset lifetimes, debt enables each generation to collectively fund the shared capital assets they will utilise together as a community.

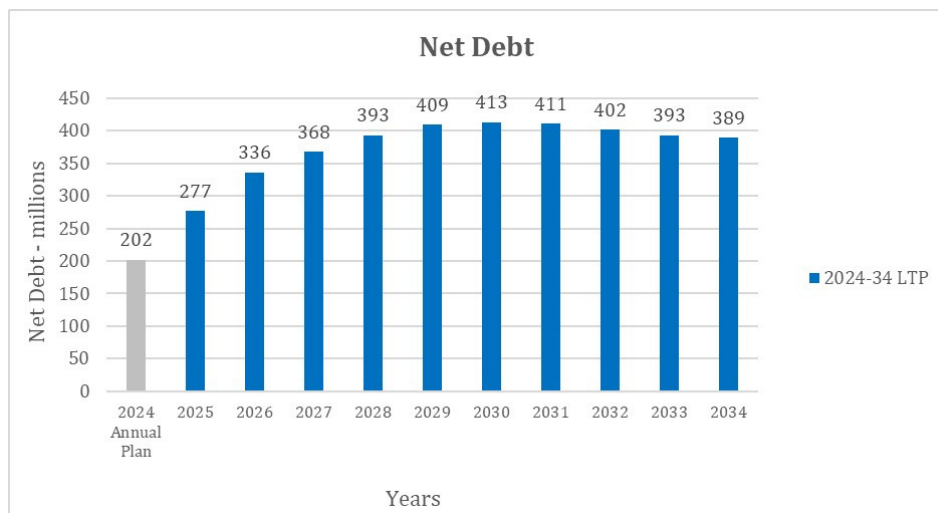
While leveraging debt financing for major capital investments, Council remains fiscally prudent through planned operating surpluses to gradually repay debt obligations within this Long Term Plan period. Projected net debt will increase from \$277 million in 2025 to a maximum of \$413 million in 2030 before declining to \$389 million by 2034. Council has developed a sustainable debt servicing approach through allocating surplus cash to repay debt principal – this prudent strategy maintains strong fiscal standing over the long term.

Graph 1 below compares the budgeted net debt to total revenue ratio with the limits established in the financial strategy for each fiscal year.



Debt (continued)

Graph 2 presents the budgeted net debt figures for the financial years ending June 30, 2024 to June 30, 2034.



Forecasts indicate net debt will rise to a high of \$413 million in 2030. From 2030 onward, rate hikes will generate budget surpluses to pay down debt over the last four years of the Long Term Plan.

By 2034, there will be \$124 million of available debt capacity (headroom) based on the 250% debt-to-revenue threshold, and \$186 million based on the 280% limit. These conservative limits ensure borrowing ability remains for unforeseen events like natural disasters. The lowest projected debt headroom occurs in 2028 at \$5 million per the 250% ratio, and \$52 million at 280%. By restricting borrowing, capacity is preserved for contingencies while exercising fiscal restraint.

Council's 2024-2054 Infrastructure Strategy identifies substantial infrastructure investments needed beyond 2034 to address aging assets and upgrade community facilities like the CBay and Timaru Library. The debt limits in this Financial Strategy provide future debt capacity and flexibility for the district's long-term interest. This headroom enables future Councils to determine spending priorities important to their communities. The strategy empowers future decision-making for critical infrastructure and facilities.

Balanced Budget

Ongoing operating expenses should be funded by steady operating revenues. Insufficient revenue sources lead to rising debt burdens to subsidise current costs – meaning today's ratepayers do not fully cover services received, while future generations inherit added interest expenses. This imprudent leverage is unsustainable.

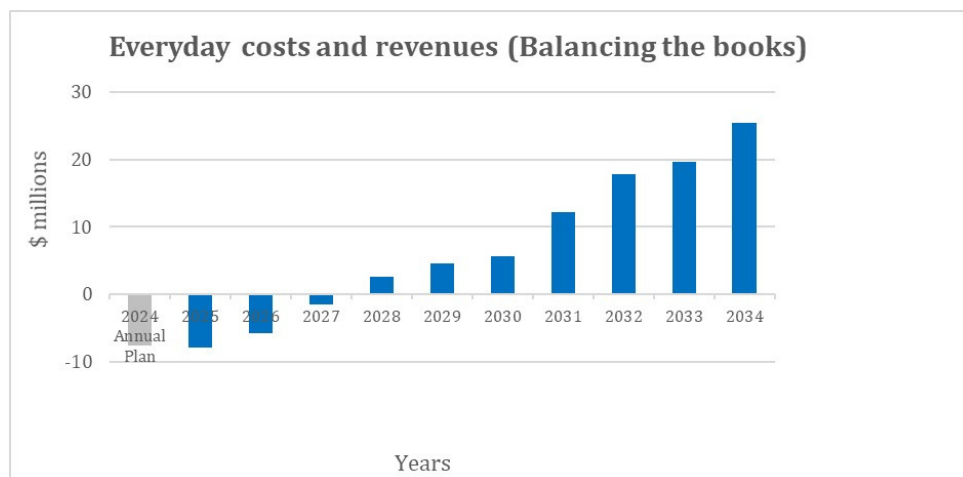
Generating consistent budget surpluses is imperative to service existing debts and continue investing in infrastructure for the city's future. This Financial Strategy targets a balanced budget or surplus from the fourth year onward.

Throughout the plan timeframe, Council will persistently pursue expenditure control and efficiency gains across all services.

In determining true operating surpluses or deficits, capital items like vested assets, financial contributions, capital subsidies, and gains/losses are excluded. This yields an accurate picture of sustainable everyday finances.

Projected rates increases from 2030 forward will produce growing surpluses to pay down existing debts.

Graph 3 shows the projected everyday operational costs against revenue.



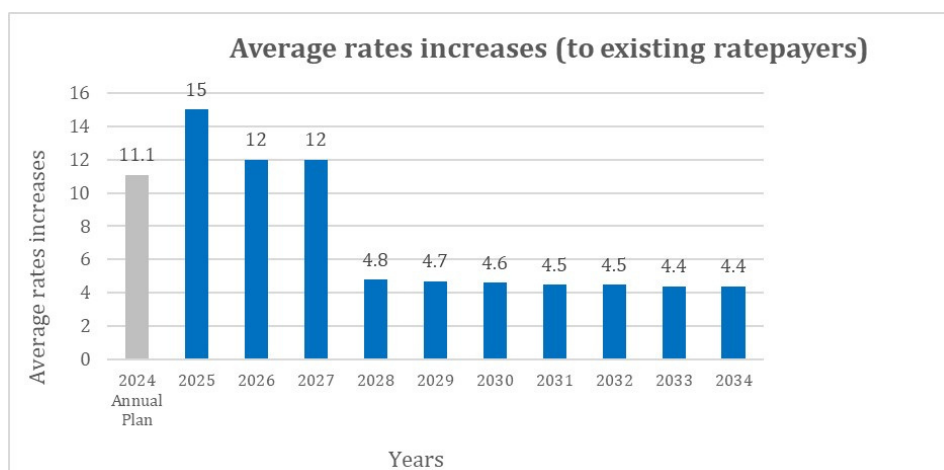
Rates

For context, Timaru District Council currently has the third lowest rates of all 23 provincial councils as per the 2023 Ratepayers Report. While service levels do vary, this indicates historical under-rating across the district. With costs rising, our lower comparative rating base further pressures available rate income in the current environment. We have room to make judicious adjustments coming from this low starting point.

Rates Increases

Average rates increases to existing ratepayers are proposed to be 15% in 2024/25, 12% in 2025/26 and a further 12% in 2026/27. From 2027/28 onwards, rate increases will not exceed 5%. The 2021/31 Financial Strategy had a rates limit set at 7%, it is proposed to maintain this level.

After making budget decisions, capping debt and agreeing that paying for everyday costs with everyday revenues was a priority, we have determined our rates limits. The Council's rating system has been considered with the intention that it represents the most appropriate rates options to address the present and future needs of the city (see Graph 4 below).



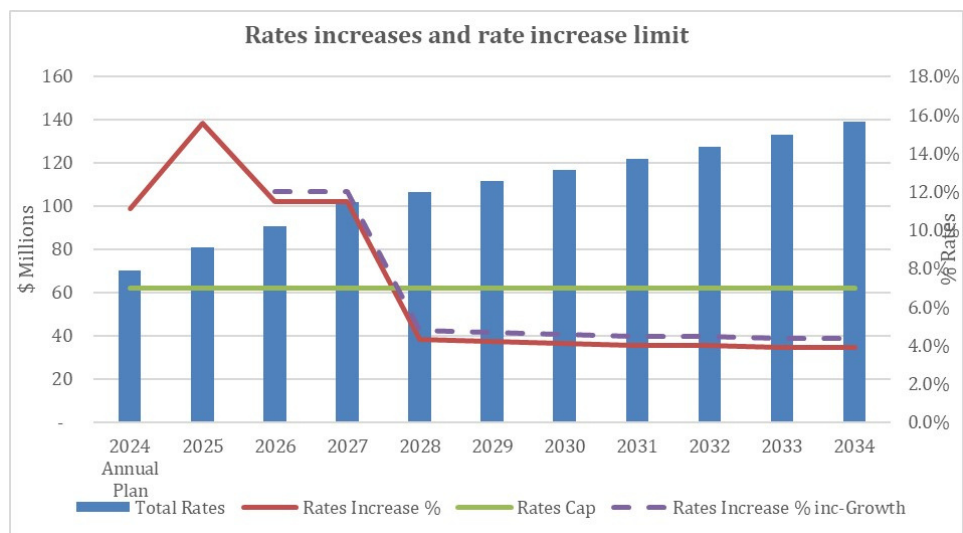
Two new targeted rates have been introduced for 2024/25 onwards:

- The Timaru CBD Group, in partnership with the Timaru District Council has developed a Business Improvement District (BID) that aims to create a stronger town centre and business district which maximises economic opportunities and enhances the lifestyle and wellbeing of the local community. A targeted rate will be established to fund promotional initiatives within that area.
- The three Timaru District Community Boards (Geraldine, Temuka, and Pleasant Point) have developed Community Strategic Plans with actions and deliverables. These communities already have a targeted rate which will be increased to fund these Strategic Plans.

Rates (continued)

The average rates increases represent the minimum viable levels to fund planned capital investments. Since borrowing capacity depends on debt ratios, rising interest costs would necessitate higher rates obligations. These budgets allow completing capital projects, sustaining services, and generating surpluses for debt payments within debt constraints. Council struck a prudent balance enabling investments for the future while maintaining affordability.

Rates from district growth (new housing and business investment) are pivotal within the financial strategy. Inclusive of this anticipated growth, total rates revenue grows an average 0.5% annually over the 10-year span. Slowing growth would constrain capital plans, as baseline rates from existing properties could not solely fund intended investments. New ratepayers are thus factored materially into budgeting and affordability considerations, as shown in Graph 5 below.

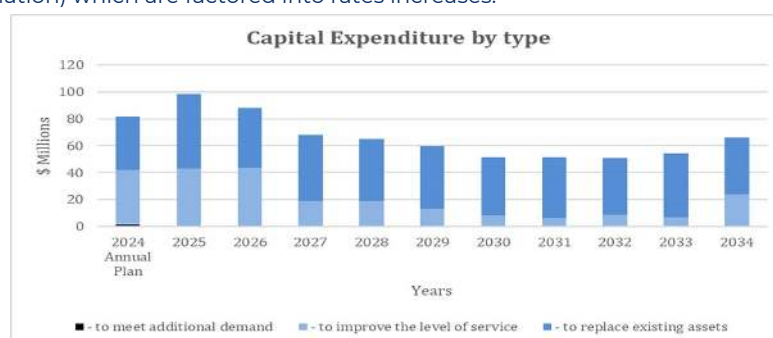


Capital Expenditure

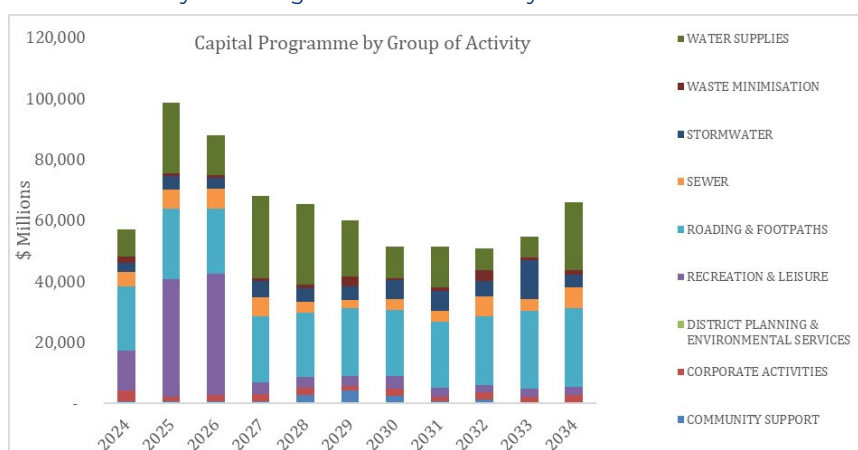
To achieve its vision and foster community wellbeing, Council furnishes both vital infrastructure and enriching assets that improve quality of life. In addition to basic water and transportation systems, Timaru provides libraries, recreation centers, cultural hubs, the port, and the airport. These amenities help attract residents and businesses, driving economic growth and cementing Timaru's reputation as a vibrant, inviting place to live. Council's strategic investments in infrastructure and public assets cultivate social, economic, and cultural wellbeing across the community.

Council has budgeted \$654 million towards capital projects over the next decade. All costs include future inflation estimates. The bulk of capital investments centre on renewing and upgrading foundational infrastructure such as water, sewer, roads, footpaths, and the landfill. This will enable Council to uphold and elevate service levels guided by its Activity Management Plans.

Graph 6 exhibits the 10-year capital expenditure categorized by investment type. Growth spending provides new and upgraded assets supporting future population increases. Service level improvements deliver new assets for existing residents. Renewals restore assets to original function. Added assets incur operating costs (like depreciation) which are factored into rates increases.



Additionally, Council acknowledges the value of cherished community venues such as the Theatre Royal, Museum, Stadium, and Art Gallery for bolstering wellbeing. This Strategy supports funding key facility upgrades and initiatives over the next decade to elevate lifestyles across the district's communities. Graph 7 exhibits capital spending plans categorised across each core Group of Activities. Investments in these spaces aim to enrich community wellbeing and enrich our lifestyle.



Depreciation Funding

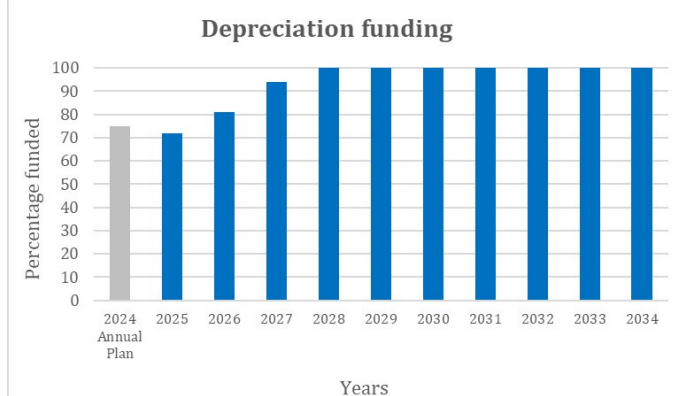
Responsible financial management necessitates planning and budgeting for asset replacements and renewals at end-of-life to maintain service levels. The intergenerational equity principle suggests each generation of ratepayers should fund their fair share of asset lifecycles consumed. Councils can achieve this in three key ways:

1. Pay as you go
 - Capital can be funded through annual rates charges that existing ratepayers cover in a given year. This approach works best when capital spending remains steady over time, reducing the risk of today's ratepayers paying less than their fair share versus future generations.
2. Saving for asset replacement (charge rates over the life of the asset – spend later)
 - Ratepayers can be annually rated to accumulate depreciation reserves, which fund future asset replacements. However, this approach is problematic if ratepayers are still paying down debt from initial asset acquisition. In that case, current ratepayers would effectively double-pay by servicing existing debts alongside depreciation savings for the future. Leveraging both mechanisms burdens today's users unfairly.
3. Borrowing to fund asset replacement (spend now – charge rates over the life of the asset)
 - Ratepayers can be rated annually to service debt tied to assets' useful lives, covering both interest and principal payments. Future asset replacements could utilise similar debt financing models. This approach works if overall debt levels can accommodate the necessary borrowing without overleveraging.

Legally, councils need not accumulate dedicated depreciation reserves. However, under the Local Government Act 2002, they must achieve balanced budgets where revenues exceed operating costs (including depreciation). Since budget balance applies at the whole-authority level, an activity-level deficit can occur if offset by a surplus elsewhere. Thus, retaining standalone renewal funds annually is unnecessary provided financial strategies demonstrate rates can amply future-fund asset renewals as needed.

In setting rates, affordability implications for various community groups are weighed carefully. Where principles collide, redistribution through the financial strategy may provide balance.

This Strategy phases in fully funding depreciation by 2028, as shown. Once achieved, excess rates can service debts. This approach still supports renewals while considering affordability.





Investments

Our primary investments are in equity, property, and cash. We intend to maintain the value of these investments in the long term.

Equity Investments

We have shareholdings in a number of entities primarily to achieve efficiency, to help meet our community wellbeing outcomes, and for a financial return on our investment.

The largest equity investment held by Council is its investment in Timaru District Holdings Limited (TDHL) which in turn holds the Council's interests in Alpine Energy Limited and PrimePort Timaru Limited as well as a property portfolio.

We also have a shareholding in Civic Financial Services which is a local authority collective providing insurance and Kiwisaver services to its members.

Our target for returns on these investments is a dividend of \$1 million per annum from TDHL.

Property Investments

Council also owns a number of properties that we don't use for Council business. Our objective is to only own property that is required to be held or necessary to achieve our strategic objectives and meet operational requirements. We will be reviewing our property portfolio in the first three years of the LTP.

Cash Investments

Investments of cash held for specific purposes (special funds) are usually held as short-term deposits or in bonds.

The Council maintains cash investments for the following primary reasons:

- To provide liquidity in the form of readily available cash in the event of a natural disaster. This cash is intended to bridge the gap between the disaster and the reinstatement of normal income streams;
- To invest amounts allocated to special funds, bequests, and reserves;
- To invest funds allocated for approved future expenditure, to implement strategic initiatives or to support intergenerational allocations;
- To invest proceeds from the sale of assets; and
- To invest surplus cash, and working capital funds.

Our target for return on these investments is between 1.1% and 1.5%.

Other Investments

Council also holds 235 hectares of forestry woodlots which is held as a long-term investment to support cashflow, and to help maintain the Council land where the woodlots are situated.

We assume no return on our forestry investments in the short-term due to the state of maturity of the current forestry stock in the growth cycle. In the longer term (beyond this LTP timeframe, there may be future cashflows that accrue.

Disclosure Statement

We have included the Disclosure Statement in this LTP in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014. The purpose of this statement is to disclose our planned financial performance in relation to various nationally consistent benchmarks. These benchmarks enable the assessment of whether we are prudently managing our revenues, expenses, assets, liabilities, and general financial dealings. Our LTP budget meets or exceeds all measures of financial management as determined by the government. Our target of everyday revenues paying for everyday costs is more appropriate than the regulation measure for balancing the books. This is because it excludes capital revenue. Capital revenue is used for building assets and not to pay for everyday costs. The result is a more transparent view of what it would normally cost to run the city. The following benchmarks are reported against in this LTP:

- Rates affordability benchmark – how rates compare to the financial strategy limit imposed
- Debt affordability benchmark – planned debt compared to financial strategy debt-to-revenue limit
- Balanced budget benchmark – planned revenue as a proportion of planned expenses – shows surplus/deficit at a cash level. Revenue is defined as (Revenue less development contributions, financial contributions, vested assets, gains on derivative financial instruments and revaluations of property plant and equipment)
- Essential services Benchmark – planned capital expenditure on network services as a proportion of expected depreciation on network services
- Debt servicing benchmark – planned borrowing costs as a percentage of planned revenue





Other Considerations

Affordable Water Reforms

Over the next ten years, legislative changes regarding the ownership, management and delivery of three waters are inevitable, but it is unclear what the final outcome will be. We have assumed that delivery of three waters will continue as usual, but with more changes required to meet new standards and compliance requirements.

If water services are ultimately delivered by larger entities such as Council-Controlled Organisations or other means, it is expected that funding will be available to renew or replace aging water assets.

Climate Change

Climate change is primarily affecting our infrastructure through extreme weather events such as floods, fires, droughts, heat waves, cold and wind. Sea-level rise is already impacting some of our coastal areas such as roading, with flooding impacts impacting a broad array of infrastructure such as bridges, culverts, water pipes, and closed landfills in danger of breaching into waterways.

Our wastewater and stormwater networks are more likely to overflow and flood during wet weather. Warmer weather puts more demand on our water supply, and increased fire risk can also strain our rural water supply network. As a result of seasonal weather pattern changes, our "green" assets, such as parks, forestry, and gardens may need enhanced pest control, new planting schemes, and more irrigation during droughts, stressing water supply systems.

Unplanned Events

This Long-Term Plan provides for the everyday maintenance of assets and the renewal of assets at the end of their economic life. Unplanned events require earlier than planned investment (e.g. Civil Defence emergencies, natural events, river slips, fire, theft, and safety concerns). These events, if they occur, could result in significant unplanned operating and capital costs.

The Council has mitigations that can be executed in the case of such an event. Over the life of the LTP, the Council has budgeted \$1 million for civil defence emergencies and \$5 million for Roading emergency works and can call on an additional \$5 million bank facility, and has the ability to urgently reprioritise and reduce capital spending.

Inflation Costs

All financial forecast in this strategy include inflation unless otherwise stated. There is a high degree of uncertainty due to long-term inflation forecast that are likely to change over time. A change in inflation could have a significant impact on financial forecast accuracy. This would require either decreasing or increasing funding to continuing the same levels of service. The Long Term Plan assumptions for 2024-34 outline inflation rates for the first 10 years.



Other Considerations (continued)

Growth and Land Use Changes

Population and household growth in the Timaru District is slow and steady. We are projecting a 0.2% annual population growth over the next ten years. The number of households in the district is projected to increase from 21,000 in 2023 to 23,800 in 2043. The average household size will decrease from 2.34 individuals per household in 2023 to 2.30 in 2043. We have factored the rates contribution of this growth into our forecast rates increases.

While Council is not assuming significant land-use change over the next ten years, past and future land use change has, and will continue to impact on Council's delivery of services particularly for road maintenance in rural areas and the provision of services for new development on urban fringes.

Dwelling projections have been used to prepare a 30-year demand forecast for the 2024-2054 Infrastructure Strategy and the related capital expenditure programme for the Long-Term Plan has been prioritised from this forecast.

Should growth be lower than forecast, revenue budgets for rates, building consents and resource consents may not be met. This will constrain borrowing as the debt limit is calculated based on revenue levels. We would need to reconsider the appropriateness of the capital programme. Should growth be higher than forecast, then revenue would be higher. We would then need to consider the speed and timing of the capital programme. These impacts are further considered in the Significant Forecasting Assumptions section of this Long-Term Plan.

Other Revenue

Council has a number of other sources of revenue aside from rates, including fees and charges, and funding assistance from Waka Kotahi (New Zealand Transport Agency), and interest and dividends from investments. Our Revenue and Financing Policy details how these revenue streams contribute to all the services we provide. Our Financial Strategy is based on an assumption that these revenue streams will remain consistent.

Security of Borrowing

Council provides security on its borrowing. This provides our lenders with a charge over the Council's rates income and means that, if we defaulted on a loan, the lender would have the ability to set a rate and recover the sums owed. In practice, it is the ability of local authorities to set rates that makes it very unlikely that a local authority would default on its obligations.

Council has obtained a credit rating from Fitch Ratings. This is currently AA- with a stable outlook. It is expected that this will be maintained as a minimum during the 10-year period.

7.5 Draft Infrastructure Strategy 2024-54

Author: Vincie Billante, LTP Project Lead
Steph Forde, LTP Project Officer

Authoriser: Paul Cooper, Group Manager Environmental Services

Recommendation

That Council receives this report and adopts the Draft Infrastructure Strategy as a supporting document that will be consulted on as part of the Long-Term Plan 2024-34.

Purpose of Report

- 1 The purpose of this report is to provide Council with the Asset Management Plans for Roothing and Three Waters activities and outline key aspects of the Draft Infrastructure Strategy (IS) for Council's consideration as a part of the Long Term Plan 2024-34 (LTP).

The Roothing Asset Management Plan is aligned to Waka Kotahi NZ Transport Agency Business Case documents and the Canterbury Regional Land Transport Plan.

The Three Waters Asset Management Plan is aligned with current legislation.

The Waste Minimisation & Management Plan aligns with international and national legislation.

Assessment of Significance

- 2 The Infrastructure Strategy (IS) is deemed as of medium – high significance under Council's Significance and Engagement Policy given the number of ratepayers affected, the potential financial and service impacts and the community interest in the LTP process.
- 3 The implications of the IS are reflected in the 2024-34 Draft LTP and eventually future LTPs. The strategy will be consulted on as part of the LTP engagement in April/May 2024.

Background

- 4 The purpose of the Strategy is to tell the story about the issues driving demand for infrastructure, where big decisions are required to be made, and the financial and service consequences of these decisions.
- 5 The 'building blocks' for the IS are alignment with the International Infrastructure Management Manual (IIMM), community wellbeing, relevant long-term strategies, previous Long-Term Plans, policies, levels of service statements, asset condition/performance information that inform renewal programmes, and potential technology changes.
- 6 The Infrastructure Strategy is a document key to providing the strategic (30-year) outlook capturing Council's strategic direction and informing shorter term planning documents. The Infrastructure Strategy links closely with TDC's strategy, asset and activity management plans and Long-Term Plan. The Asset and Activity Management Plans and LTP provide the strategic and programme case for each asset/activity over a ten-year period, identify the problems, benefits, and consequences each asset/activity has identified in achieving Council's overall strategic direction, and is an enabler of the Infrastructure Strategy.

- 7 It focuses on significant infrastructure challenges for the Timaru District and identifies the principal options for managing and the implications of those challenges.
- 8 This is largely based on good asset and activity management practices and strategic thinking in taking a longer-term view of Timaru District's infrastructure requirements. The IS represents indicative estimates based on the current information of Timaru District's infrastructure requirements. It is not a budget and does not commit Council to any future project, costs, or timing. It represents current thinking based on assumptions and the issues facing the district's infrastructure.
- 9 Section 101B of the Local Government Act 2002 (the Act) requires Council to develop an IS (see attachment). The Act requires the IS to cover a minimum 30-year period, identify significant infrastructure issues and decisions, when decisions are required, principal options and cost implications, outline the future management of these assets and include financial estimates. For Timaru District Council, at a minimum, the IS must cover the Three Waters (Water Supply, Stormwater and Wastewater) and Roding and Footpaths.
- 10 The IS should:
 - Identify significant infrastructure issues;
 - Identify principal options for managing those issues;
 - Identify the implications of the options including financial affordability.
- 11 In addition, Council must outline how it intends to manage its infrastructure assets considering the need to:
 - Renew or replace existing assets;
 - Respond to growth or decline in demand;
 - Increase or decrease in levels of service;
 - Maintain or improve public health and environmental outcomes;
 - Provide for infrastructure resilience.
- 12 The IS aims to ensure the district's infrastructure is meeting the community's needs aligned with Council's Strategic Direction, particularly with the highest Strategic Priority being resilient infrastructure followed closely by providing quality community facilities and services.

Discussion

- 13 The IS covers the 30-year period 2024-54, and focuses on the Three Waters, Land Transport (Roding and Footpaths), and Waste Minimisation.
- 14 The IS also includes at a high level the development and renewal of key liveable assets (community facilities). The long-term costs focus on the eventual replacement of upgrading these assets (e.g. CBay) that may be required in the next 30 years. The inclusion of these liveable assets is to provide a better picture of resources required of Council long-term.
- 15 Preparation of the IS 2024-54 occurred against a backdrop of adopted changes to legislation for the Three Waters components of Council's operations (i.e. the government's Affordable Water Reforms). While this is acknowledged, there is uncertainty surrounding possibility of further changes to legislation following a change in Government in 2023. The IS has been prepared on the basis that Council will retain ownership and management of these assets and this activity.
- 16 The IS summarises the key emerging challenges and trends facing the key infrastructural assets including population and demographic change, new technologies, changing

government priorities and legislative environment, climate change and natural hazards, ageing infrastructure, maintaining (and growing) economic activity, land use change, and improving resilience.

- 17 The IS outlines the Council's key asset and service priorities such as:
- (i) Maintain and optimise asset life – through timely and effective maintenance using a variety of approaches;
 - (ii) Continue to replace ageing infrastructure – through maintaining a robust renewal programme based on good condition and capacity information;
 - (iii) Maintaining the current levels of service (and in some instances, improving them);
 - (iv) Manage the impacts of growth and land use change – through using the guidance provided via the Growth Management Strategy, District Plan and seeking contributions for development needs such as potential development contributions;
 - (v) Comply with legislative requirements;
 - (vi) Providing long-term affordable services – through balancing affordability with community expectations within Council's financial framework;
 - (vii) Managing the impact of technology changes – through continuing to monitor technological developments and implement where they assist infrastructural delivery;
 - (viii) Addressing resilience; and,
 - (ix) Climate change considerations.
- 18 The Strategy includes the following significant infrastructural issues and decisions for each of the activities:
- 18.1 Water Supply
- Ageing infrastructure
 - Water supply resilience
 - Drinking Water Standard compliance and meeting new standards
 - Climate change
 - Urban water supply metering
 - Legislative/ regulatory changes
- 18.2 Wastewater
- Climate change
 - Ageing infrastructure
 - Resource consent compliance
 - Legislative/ regulatory changes
- 18.3 Stormwater
- Ageing infrastructure
 - Resource consent compliance
 - Climate change
 - Timing and funding of stormwater strategy
- 18.4 Roading and Footpaths
- Ageing assets and increased consumption

- Road safety – Road to zero road safety vision
- Capacity of network for heavy vehicle access
- Active Transport provision – accessibility and safety
- Climate change and transport emissions reduction

18.5 Waste Minimisation

- Landfill life and provision for new landfill cells when required.
- Landfill capacity management including contamination of recycling and organic waste in kerbside collection
- Landfill at capacity (replacement)
- Climate change
- Resource Consent compliance
- Ageing infrastructure
- Landfill aftercare including management of closed landfills

18.6 Community Facilities

- 19 The total capital expenditure (for growth, renewals, and improving levels of service) planned in the first 10 years as detailed in the Draft Long Term Plan 2024-34 is \$655 million. The Draft IS details planned capital work for the next ten years (2034-44) of \$1.1 billion and a further \$825 million in the following ten years (2044-54).

Options and Preferred Option

- 20 Council may choose to adopt the Draft Infrastructure Strategy 2024-54 as part of the LTP supporting documentation for audit and consultation. This is the preferred option.
- 21 Council may defer adopting the Draft Infrastructure Strategy 2024-54 which will jeopardise the timeline for adopting the final LTP in June 2024.

Consultation

- 22 Material provided for the LTP engagement in April/May will include a summary of key matters relating to the IS in the Consultation Document, while the full draft IS will be available as part of the Supporting Information

Relevant Legislation, Council Policy and Plans

- 23 Local Government Act 2002, Section 101B (attached)
- 24 Long Term Plan 2021-31
- 25 Infrastructure Strategy 2018-68
- 26 Asset Management and Activity Management Plans

Financial and Funding Implications

- 27 The development and adoption of the Infrastructure Strategy has no direct financial cost to Council as it is a strategic document that encapsulates the planning and budgeting set out in Asset Management, Activity Management Plans and the Long-Term Plan 2024-34.
- 28 The IS must align with Financial Strategy. Infrastructure costs included are a mix of capital and operating expenditure. Depreciation is provided for to reflect the consumption of the asset over time, providing funding for future replacement or renewal.

- 29 Funding sources for operating expenditure for infrastructure is generally funded from rates, user charges, and Waka Kotahi NZ Transport Agency Financial Assistance. Capital is generally funded from loan, depreciation, financial contributions and Waka Kotahi NZ Transport Agency Financial Assistance.
- 30 Revaluations of the water, sewer and roading assets have resulted in increases in depreciation funding required. To fund these increases, significant rating increases would be required and Council may choose to not fully fund this depreciation in the short term, but with the view that full funding will be achieved over time.

Other Considerations

- 31 There are no other considerations

Attachments

1. **LGA Section 101B - Infrastructure Strategy** [↓](#) 
2. **DRAFT Stormwater Asset Management Plan 2024-2054** [↓](#) 
3. **DRAFT Wastewater Asset Management Plan 2024-2054** [↓](#) 
4. **DRAFT Water Supply Services Asset Management Plan 2024-2054** [↓](#) 
5. **DRAFT Rooding Activity Management Plan Part A** [↓](#) 
6. **DRAFT Rooding Asset Management Plan Part B** [↓](#) 

101B Infrastructure strategy

- (1) A local authority must, as part of its long-term plan, prepare and adopt an infrastructure strategy for a period of at least 30 consecutive financial years.
- (2) The purpose of the infrastructure strategy is to—
 - (a) identify significant infrastructure issues for the local authority over the period covered by the strategy; and
 - (b) identify the principal options for managing those issues and the implications of those options.
- (3) The infrastructure strategy must outline how the local authority intends to manage its infrastructure assets, taking into account the need to—
 - (a) renew or replace existing assets; and
 - (b) respond to growth or decline in the demand for services reliant on those assets; and
 - (c) allow for planned increases or decreases in levels of service provided through those assets; and
 - (d) maintain or improve public health and environmental outcomes or mitigate adverse effects on them; and
 - (e) provide for the resilience of infrastructure assets by identifying and managing risks relating to natural hazards and by making appropriate financial provision for those risks.
- (4) The infrastructure strategy must outline the most likely scenario for the management of the local authority's infrastructure assets over the period of the strategy and, in that context, must—

- (a) show indicative estimates of the projected capital and operating expenditure associated with the management of those assets—
 - (i) in each of the first 10 years covered by the strategy; and
 - (ii) in each subsequent period of 5 years covered by the strategy; and
- (b) identify—
 - (i) the significant decisions about capital expenditure the local authority expects it will be required to make; and
 - (ii) when the local authority expects those decisions will be required; and
 - (iii) for each decision, the principal options the local authority expects to have to consider; and
 - (iv) the approximate scale or extent of the costs associated with each decision; and
- (c) include the following assumptions on which the scenario is based:
 - (i) the assumptions of the local authority about the life cycle of significant infrastructure assets;
 - (ii) the assumptions of the local authority about growth or decline in the demand for relevant services;
 - (iii) the assumptions of the local authority about increases or decreases in relevant levels of service; and
- (d) if assumptions referred to in paragraph (c) involve a high level of uncertainty,—
 - (i) identify the nature of that uncertainty; and
 - (ii) include an outline of the potential effects of that uncertainty.

A local authority may meet the requirements of section 101A and this section by adopting a single financial and infrastructure strategy document as part of its long-term plan.

In this section, **infrastructure assets** includes—

- (a) existing or proposed assets to be used to provide services by or on behalf of the local authority in relation to the following groups of activities:
 - (i) water supply;
 - (ii) sewerage and the treatment and disposal of sewage;
 - (iii) stormwater drainage;
 - (iv) flood protection and control works;
 - (v) the provision of roads and footpaths; and
- (b) any other assets that the local authority, in its discretion, wishes to include in the strategy.

7.6 Draft LTP 2024-34 Budget

Author: Vincie Billante, LTP Project Lead
Andrea Rankin, Chief Financial Officer

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That Council:

1. Approves the draft LTP 2024-34 Group of Activities (GOA);
2. Approves the draft LTP 2024-34 Budget as presented in Attachment 1 as the basis for the development of the Long Term Plan 2024-34, the LTP Consultation Document, Financial Strategy and Infrastructure Strategy;
3. Approves the draft LTP 2024-34 GOA Funding Impact Statements (FIS) with the associated capital and operational expenditures as presented in Attachment 1 as the basis for the development of the Long Term Plan 2024-34 for the following Groups of Activities:
 - (i) Community Services FIS
 - (ii) Corporate Activities FIS
 - (iii) District Planning and Environmental Services FIS
 - (iv) Land Transport FIS
 - (v) Recreation and Leisure FIS
 - (vi) Stormwater FIS
 - (vii) Water Supply FIS
 - (viii) Wastewater FIS
 - (ix) Waste Minimisation

Purpose of Report

- 1 The purpose of the report is to provide the overview of the draft budgets and a summary of the proposed capital and operating work programme that will be included in the draft Long Term Plan 2024-34 – entitled “Timaru District – It’s About Balance”.
- 2 The draft LTP sets the direction for the Timaru District Council for the next ten years. It sets out the services and activities Council will provide, the projects we will carry out, and the levels of service that the community can expect. The LTP will also include how much Council expects these activities, services, and projects to cost, how Council will pay for it, and what this will mean for rates and debt.
- 3 The Plan includes the 2024/25 Annual Plan in year 1 of the document.
- 4 The report highlights the context within which the LTP has been developed, including the challenges Council, and the community is facing, and outlines how Council is proposing to address these challenges.

Assessment of Significance

- 5 This report is of high significance, as it presents the draft budget information for the 2024-34 LTP for Council decision to be consulted on as part of the Long-Term Plan 2024-34 engagement during April/May 2024.
- 6 The significance of the budget, and many items within the budget are considered high across many of the assessment criteria, including impact on the community, impact on rates and Council's finances as a whole, and impact on the wellbeing of the community now and in the future.

Options and Preferred Option

- 7 The Council has the following two options:
 - (i) Confirm the draft activity budgets, rating option, and other information for the Draft Long Term Plan 2024-34 (Preferred Option)
 - (ii) Review and adjust the draft activity budgets, rating options, and other information for the Draft Long Term Plan 2024-34, with the understanding that meeting the 25 June deadline for adopting the LTP would likely be in jeopardy and Council would need to adopt and strike the rates at a later date, with the associated consequences.

Background

- 8 The Local Government Act 2002 (LGA) requires that Council must abide by the obligations stated for financial management. These obligations are:
 - (i) Financially prudent management that protects current and future interests of the community (s101);
 - (ii) Following the two-step funding process to consider the funding principles and impact on community wellbeing (s101(3));
 - (iii) Preparing a Financial Strategy (s101A) and an Infrastructure Strategy (s101B);
 - (iv) Adopting a set of funding and financial policies to provide certainty about funding (s102); and,
 - (v) Running a balanced budget (s100).
- 9 To achieve legislative compliance, Council budgets its rate revenue to cover operating expenses and capital plans, enabling sustainable service levels now and into the future.
- 10 Legacies of past financial decisions compound infrastructure renewal pressures today. Historically inadequate depreciation funding and asset maintenance lead to current deficits, end-of-life backlogs, and noncompliant infrastructure - requiring major capital projects for renewal and standards compliance. Coupled with community desires for upgraded amenities, past fiscal constraints now converge with present upgrade necessities across roads, waters, facilities, and new regulations.
- 11 The legacy of below average rating levels over many years has compounded the challenges Council currently faces, with community expectations exceeding the willingness to pay for higher levels of service. Recent years have seen an increase in rates to provide higher levels of service throughout the district.
- 12 In recent years, Council has focused on improving infrastructure assets and has significantly increased its investment into capital works delivery, delivering 268% more the amount of capital projects in 2022 than in 2017 (an increase in over \$53million of capital expenditure).

Discussion

Groups of Activities

- 13 Council must approve the basic structure of how its activities are grouped for financial planning purposes. It is proposed to make minor modifications for the Groups of Activities for this LTP 2024-34, namely to alter the Group names to better reflect the services provided by that particular group of activities.
- 14 The proposed Groups of Activities (with activities contained within them) are as follows (all budgets have been modelled on this structure to date):
- (i) Community Services
 - Cemeteries
 - Civil Defence
 - Climate Change
 - Community Development & Funding
 - Economic Development
 - Council Housing
 - Public Toilets
 - Timaru Airport
 - (ii) Corporate Activities
 - Chief Executive
 - Commercial and Strategy
 - Communications
 - Corporate Planning
 - Customer Services
 - Financial Arrangements
 - Financial Services
 - Information Technology
 - People and Capability
 - People and Digital
 - Property
 - Risk and Assurance
 - Vehicle Management
 - General Group Management
 - (iii) Democracy (Public Responsibility/Governance)
 - (iv) Environmental Services
 - District Building Control
 - District Health
 - District Planning
 - Animal Control
 - (v) Recreation & Leisure
 - Aigantighe Art Gallery
 - Aorangi Stadium
 - District Libraries

- Fishing Huts
- Forestry
- Halls and Community Centres
- Motor Camps
- Parks and Recreation
- South Canterbury Museum
- Swimming Pools
- Theatre Royal/Heritage Centre

(vi) Land Transport

- Geraldine non-subsidised roading
- Parking
- Road/Street Landscapes
- Rural non-subsidised roading
- Street lighting
- Subsidisable Roothing
- Temuka non-subsidised roading
- Timaru non-subsidised roading

Draft Budget

- 15 The attached budget reflects the average rate increase of 15% in Year 1, followed by 12% for Years 2-3, and subsequent 4.8% declining to 4.4% from Years 4-10, whilst allowing Council to remain below its new debt cap of 250% throughout the life of the plan, and to achieve a balanced budget with operating surplus being projected to help pay off debt from Year 4 onwards.
- 16 The debt levels to deliver the plan requires a rise in the debt cap to 250%, leaving enough headroom for emergencies if urgent borrowing is required in the future. The debt levels peak in 2030 at 247% but decrease incrementally to 189% by 2034.
- 17 Council has given a clear directive it is committed to ensuring it protects its community infrastructure and enhance the resilience for the long-term benefit, making it the number one priority for its strategic direction setting. This draft budget developed from the asset and activity management plans places a heavy emphasis on realising Council's priorities for resilient infrastructure and providing high quality facilities and services to the community.
- 18 This drives the elevated capital expenditures in this budget, with the most ambitious capital works programme planned for Years 1 and 2 to heavily invest in water supply renewals and to complete the community facilities Council has formally committed to through publicly recorded resolutions. Budget modelling clearly shows that the bulk of the capital expenditure is in the Three Waters activity, with 37% of rates income spent in this area (compared to 4% for the two community facilities).
- 19 Timaru is one of the lowest rating provincial councils in Aotearoa New Zealand. This means even with the projected rate increase of 15%, the highest ever set for Timaru, it will still place well above average on the rates affordability scale for provincial councils.

Draft Funding Impact Statements

- 20 Each Group of Activity (GOA) has an associated Funding Impact Statement (FIS) to clearly identify projected revenue amounts and sources, with projected operational and capital expenditure for the ten years in the life of the plan.

- 21 The FIS shows how much funding is required for growth, to improve our levels of service, or to replace existing assets (renewals). The majority of the projected \$655million capital works programme is aimed at renewals for this ten year period.

Consultation

- 22 The overall impact of Council's draft budget will be summarised through the LTP Consultation Document, with key issues and significant and important issues and choices consulted on in more detail. Supporting information will be made available online including draft financial statements, activity statements, and project information.

Relevant Legislation, Council Policy and Plans

- 23 Long Term Plan 2021-31
24 Draft Activity Management Plans and Asset Management Plans
25 Annual Plan 2023-24
26 Local Government Act 2002

Financial and Funding Implications

- 27 The funding and financial implications are outlined throughout this report.

Other Considerations

- 28 There are other options open to Council.
- 29 One option is Council may choose to defer adoption of this draft budget, and consequently the draft LTP, in favour of finding further savings to reduce the rating impact through additional budget reviews. This option is not recommended by officers for a number of reasons; firstly, there have been multiple budget reviews to reduce operating expenditure and defer capital expenditure projects to date which has resulted in this current draft budget that enables Council to achieve all it has set out to do, secondly, further delays are unlikely to change the reality of the true cost of delivering the high capital works programme arising from the new water regulations and the current state of our infrastructure assets requiring high investment of renewals, and finally, the current rate rise is aligned with councils throughout the country facing the same issues so Timaru is not out of step with the national situation.
- 30 Another option is Council may choose to reduce the rates indicated to single-digit increases throughout the first three years of this draft LTP and increase subsequent years to meet the 7% average for the whole life of the plan. This option is also not recommended by officers as it will not meet Council's objectives of reducing the projected deficits in the first three years and delivering a balanced budget with operating surplus from Year 4 to pay off debt. The budget reviews undertaken were conducted to help meet those two objectives in the most prudent and expedient manner to address elected members concerns about the balanced budget and exhibiting fiscally prudent financial management. Officers believe the current draft budget will deliver the desired outcomes that Council has mandated must be met.

Attachments

1. **Draft Budget & FIS LTP 2024-34** [!\[\]\(4695f05050b0d393767d0512587d4e50_img.jpg\) !\[\]\(e6380cce6342e403c00cb7c9feb7e762_img.jpg\)](#)

	FORECAST	LONG TERM PLAN									
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Rates (excluding penalties & remissions)	(70,299,704)	(80,855,234)	(90,585,209)	(101,484,817)	(106,363,366)	(111,369,270)	(116,499,266)	(121,748,210)	(127,233,189)	(132,837,583)	(138,689,087)
Rates Increase %		15%	12%	12%	4.8%	4.7%	4.6%	4.5%	4.5%	4.4%	4.4%
Metered Water	(2,113,848)	(2,822,491)	(3,029,286)	(3,251,910)	(3,491,210)	(3,748,044)	(4,023,824)	(4,319,972)	(4,639,032)	(4,982,148)	(5,352,396)
Fees and Charges	(18,640,488)	(20,931,563)	(22,403,732)	(23,976,267)	(25,127,162)	(26,308,200)	(27,518,457)	(28,757,191)	(30,051,526)	(31,374,712)	(32,755,757)
Fees and Charges Increase %		12%	7%	7%	4.8%	4.7%	4.6%	4.5%	4.5%	4.4%	4.4%
Subsidies and Grants	(15,530,457)	(18,318,076)	(12,849,785)	(12,739,977)	(13,229,113)	(13,736,302)	(14,261,818)	(14,806,669)	(15,372,228)	(15,959,064)	(16,567,824)
Interest Revenue	(1,752,000)	(2,901,783)	(2,927,078)	(2,954,098)	(2,981,693)	(3,008,712)	(3,035,157)	(3,060,797)	(3,087,012)	(3,112,422)	(3,138,292)
Dividend Revenue	(1,115,080)	(1,115,080)	(1,139,612)	(1,165,816)	(1,192,578)	(1,218,783)	(1,244,429)	(1,269,296)	(1,294,719)	(1,319,363)	(1,344,452)
Other Revenue	(6,184,120)	(6,480,325)	(6,358,314)	(6,384,554)	(6,531,117)	(6,674,620)	(6,870,874)	(7,019,554)	(7,102,098)	(7,246,742)	(7,483,417)
Total Revenue	(115,635,697)	(133,424,552)	(139,293,016)	(151,957,439)	(158,916,239)	(166,063,931)	(173,453,825)	(180,981,689)	(188,779,804)	(196,832,034)	(205,331,225)
Staff Costs	28,666,454	30,099,634	31,823,627	33,150,648	34,534,024	35,915,507	37,352,252	38,847,322	39,690,088	42,015,524	43,694,798
Finance Costs External	10,671,600	14,933,001	19,026,418	22,545,172	22,427,481	23,787,870	24,675,443	22,672,065	22,563,877	22,101,113	21,637,679
Depreciation	34,060,486	34,516,272	36,837,702	39,130,258	39,392,157	40,705,451	42,264,816	42,404,394	43,549,061	44,954,639	45,033,906
Other Expenses	55,211,813	58,014,549	59,114,766	60,338,087	61,383,943	62,536,484	64,683,743	65,797,575	66,310,388	68,865,737	69,969,297
Total Expenses	128,610,353	137,563,456	146,802,513	155,164,165	157,737,605	162,945,312	168,976,254	169,721,356	172,113,414	177,937,013	180,335,680
(Surplus) - Deficit	12,974,657	4,138,904	7,509,497	3,206,726	(1,178,634)	(3,118,619)	(4,477,571)	(11,260,333)	(16,666,390)	(18,895,021)	(24,995,545)
Other Comprehensive Income (Revaluations)	-	(81,362,970)	(69,938,019)	-	(57,252,148)	(64,316,464)	-	(57,814,490)	(62,956,332)	-	(57,743,968)
Net Borrowing	(208,933,033)	(277,156,646)	(335,802,543)	(367,822,070)	(392,556,415)	(408,694,098)	(413,490,984)	(411,327,210)	(402,071,931)	(392,803,252)	(388,866,916)
Borrowing ratio to Total Revenue	1.81	2.08	2.41	2.42	2.47	2.46	2.38	2.27	2.13	2.00	1.89
Opex Surplus for Debt Repayment	-	-	-	-	1,457,598	3,136,368	3,720,202	9,700,651	14,641,930	15,488,086	20,111,807
Total Capital Expenditure	57,162,864	98,600,981	87,974,101	67,943,059	65,305,135	59,961,752	51,539,272	51,500,953	50,960,172	54,580,981	66,093,114
Headroom to 2.5	(80,156,209)	(56,404,734)	(12,429,997)	(12,071,528)	(4,734,183)	(6,465,730)	(20,143,579)	(41,127,013)	(69,877,579)	(99,276,833)	(124,461,147)
Headroom to 2.8	(114,846,918)	(96,432,100)	(54,217,902)	(57,658,759)	(52,409,054)	(56,284,909)	(72,179,726)	(95,421,519)	(126,511,520)	(158,326,443)	(186,060,514)
Depreciation unfunded		(9,602,615)	(6,831,465)	(2,168,654)	-	-	-	-	-	-	-
% of Depreciation Funded per year		72%	81%	94%	100%	100%	100%	100%	100%	100%	100%



Group of Activities: Governance (Democracy) FIS

Model Balanced											
Report	FIS										
Sum of Inflated\$	Column Label										
Row Labels	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1: (SURPLUS) / DEFICIT OF OPERATING FUNDING	467,681	-	(1)	(1)	(1)	-	(1)	(1)	-	-	-
1.1: Sources of Operating Funding	(3,957,405)	(5,423,296)	(5,607,880)	(5,790,930)	(5,975,888)	(6,173,526)	(6,371,356)	(6,577,210)	(6,786,720)	(7,012,900)	(7,242,372)
1.100: General rates, uniform annual general charges, rates	(3,957,405)	(5,423,296)	(5,607,880)	(5,790,930)	(5,975,888)	(6,173,526)	(6,371,356)	(6,577,210)	(6,786,720)	(7,012,900)	(7,242,372)
1.2: Applications of Operating Funding	4,425,086	5,423,296	5,607,879	5,790,929	5,975,887	6,173,526	6,371,355	6,577,209	6,786,720	7,012,900	7,242,372
1.200: Payments to staff and suppliers	1,246,520	1,392,616	1,437,449	1,484,451	1,533,095	1,582,778	1,633,578	1,685,454	1,739,131	1,793,961	1,850,690
1.201: Finance Costs		28,061	28,061	28,061	25,722	25,722	25,722	23,384	23,384	23,384	23,384
1.202: Internal charges and overheads applied	3,178,566	4,002,619	4,142,369	4,278,417	4,417,070	4,565,026	4,712,055	4,868,371	5,024,205	5,195,555	5,368,298
2: (SURPLUS) / DEFICIT OF CAPITAL FUNDING	(467,681)		1	1	1	-	1	1	-	-	-
2.1: Sources of Capital Funding	(467,681)		1	1	1	-	1	1	-	-	-
2.102: (Increase) decrease in debt	(467,681)		1	1	1	-	1	1	-	-	-
Grand Total	0	-	-	-	-	-	-	-	-	-	-

Group of Activities: Community Services FIS

Model Balanced												
Report	FIS											
Sum of Inflated\$		Column Label										
Row Labels		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 : (SURPLUS) / DEFICIT OF OPERATING FUNDING		(50,695)	(986,952)	(1,051,522)	(1,134,148)	(1,240,751)	(1,371,434)	(1,555,218)	(1,748,868)	(1,882,198)	(2,034,313)	(2,229,717)
1.1 : Sources of Operating Funding		(6,740,491)	(7,602,991)	(7,469,641)	(7,686,153)	(7,898,660)	(8,319,662)	(8,886,246)	(9,325,842)	(9,634,960)	(10,018,871)	(10,418,519)
1.100 : General rates, uniform annual general charges, rates		(4,349,791)	(4,714,414)	(4,388,128)	(4,398,997)	(4,392,825)	(4,582,135)	(4,903,517)	(5,083,961)	(5,119,891)	(5,215,960)	(5,313,450)
1.102 : Subsidies and grants for operating purposes		(56,436)	(56,004)	(57,236)	(58,552)	(59,896)	(61,212)	(62,500)	(63,750)	(65,027)	(66,264)	(67,524)
1.103 : Fees and charges		(2,286,036)	(2,701,061)	(2,889,872)	(3,091,108)	(3,305,286)	(3,532,572)	(3,773,462)	(4,028,430)	(4,297,343)	(4,581,042)	(4,878,981)
1.107 : Local authorities fuel tax, fines, infringement fees, a		(48,228)	(131,512)	(134,405)	(137,496)	(140,653)	(143,743)	(146,767)	(149,701)	(152,699)	(155,605)	(158,564)
1.2 : Applications of Operating Funding		6,689,796	6,616,039	6,418,119	6,552,005	6,657,909	6,948,228	7,331,028	7,576,974	7,752,762	7,984,558	8,188,802
1.200 : Payments to staff and suppliers		5,839,322	5,732,180	5,411,192	5,527,913	5,611,609	5,744,849	5,876,601	6,005,970	6,138,639	6,268,975	6,402,229
1.201 : Finance Costs		291,150	394,398	387,607	378,454	337,841	446,402	630,048	656,567	635,732	649,556	618,084
1.202 : Internal charges and overheads applied		559,324	489,461	619,320	645,638	708,459	756,977	824,379	914,437	978,391	1,066,027	1,168,489
2 : (SURPLUS) / DEFICIT OF CAPITAL FUNDING		50,696	986,952	1,051,522	1,134,148	1,240,751	1,371,434	1,555,218	1,748,868	1,882,198	2,034,313	2,229,717
2.1 : Sources of Capital Funding		(750,287)	113,160	152,549	178,144	(1,932,333)	(3,297,724)	(1,631,306)	461,104	(232,284)	676,860	711,682
2.102 : (Increase) decrease in debt		(750,287)	113,160	152,549	178,144	(1,932,333)	(3,297,724)	(1,631,306)	461,104	(232,284)	676,860	711,682
2.2 : Application Capital Funding		800,983	873,792	898,973	956,004	3,173,084	4,669,158	3,186,524	1,287,764	2,114,482	1,357,453	1,518,035
2.201 : • to improve the level of service		20,807	220,000	170,990	151,743	1,233,843	2,673,085	2,124,596	85,553	52,358	53,406	54,419
2.202 : • to replace existing assets		684,329	415,000	434,350	455,228	1,485,418	1,433,758	402,192	410,652	1,138,172	249,228	253,953
2.203 : Increase (decrease) in reserves		95,847	238,792	293,633	349,033	453,823	562,315	659,736	791,559	923,952	1,054,819	1,209,663
Grand Total		1	-	-	-	-	-	-	-	-	-	-

Group of Activities: District Planning & Environmental Services FIS

Model Balanced											
Report	FIS										
Sum of Inflated\$	Column Label										
Row Labels	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 : (SURPLUS) / DEFICIT OF OPERATING FUNDING	2,542,052	1,832,379	1,114,068	568,020	306,019	49,156	(143,873)	(212,532)	(285,364)	(360,262)	(438,316)
1.1 : Sources of Operating Funding	(6,122,618)	(8,842,316)	(9,161,399)	(9,778,810)	(10,279,979)	(10,659,350)	(10,940,472)	(11,416,656)	(11,787,561)	(12,263,941)	(12,838,744)
1.100 : General rates, uniform annual general charges, rates	(2,027,122)	(4,021,171)	(4,015,157)	(4,285,908)	(4,418,509)	(4,406,929)	(4,274,050)	(4,312,443)	(4,221,646)	(4,211,328)	(4,275,031)
1.103 : Fees and charges	(3,830,104)	(4,571,477)	(4,891,081)	(5,231,874)	(5,594,449)	(5,979,534)	(6,387,792)	(6,820,015)	(7,276,025)	(7,757,206)	(8,262,688)
1.107 : Local authorities fuel tax, fines, infringement fees, a	(265,392)	(249,668)	(255,161)	(261,028)	(267,021)	(272,887)	(278,630)	(284,198)	(289,890)	(295,407)	(301,025)
1.2 : Applications of Operating Funding	8,664,670	10,674,695	10,275,467	10,346,830	10,585,998	10,708,506	10,796,599	11,204,124	11,502,197	11,903,679	12,400,428
1.200 : Payments to staff and suppliers	6,329,597	7,938,766	7,295,744	7,233,049	7,391,195	7,406,420	7,393,453	7,735,553	7,941,242	8,229,244	8,605,728
1.201 : Finance Costs	186,900	367,967	467,113	523,874	503,103	512,545	508,918	450,793	436,637	420,141	401,232
1.202 : Internal charges and overheads applied	2,148,173	2,367,962	2,512,610	2,589,907	2,691,700	2,789,541	2,894,228	3,017,778	3,124,318	3,254,294	3,393,468
2 : (SURPLUS) / DEFICIT OF CAPITAL FUNDING	(2,542,051)	(1,832,379)	(1,114,068)	(568,020)	(306,019)	(49,156)	143,873	212,532	285,364	360,262	438,316
2.1 : Sources of Capital Funding	(2,380,813)	(1,638,493)	(932,083)	(400,942)	(156,530)	81,090	253,395	299,316	346,112	395,369	444,484
2.102 : (Increase) decrease in debt	(2,380,813)	(1,638,493)	(932,083)	(400,942)	(156,530)	81,090	253,395	299,316	346,112	395,369	444,484
2.2 : Application Capital Funding	(161,238)	(193,886)	(181,985)	(167,078)	(149,489)	(130,246)	(109,522)	(86,784)	(60,748)	(35,107)	(6,168)
2.203 : Increase (decrease) in reserves	(161,238)	(193,886)	(181,985)	(167,078)	(149,489)	(130,246)	(109,522)	(86,784)	(60,748)	(35,107)	(6,168)
Grand Total	1	-	-	-	-	-	-	-	-	-	-

Group of Activities: Corporate Activities FIS

Model Balanced											
Report	FIS										
Sum of Inflated\$	Column Label										
Row Labels	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 : (SURPLUS) / DEFICIT OF OPERATING FUNDING	(3,488,324)	7,891,732	5,696,114	1,477,759	(2,063,510)	(3,762,534)	(4,458,813)	(10,665,342)	(16,053,984)	(17,616,934)	(23,035,597)
1.1 : Sources of Operating Funding	(35,196,980)	(23,740,000)	(29,038,941)	(34,669,178)	(39,356,629)	(41,820,148)	(43,301,559)	(50,387,939)	(56,096,672)	(58,167,162)	(64,023,019)
1.100 : General rates, uniform annual general charges, rates	(1,354,952)	10,969,352	8,520,467	4,074,785	706,590	(738,972)	(1,013,264)	(6,598,169)	(11,253,228)	(11,939,514)	(16,203,535)
1.102 : Subsidies and grants for operating purposes	(369,912)										
1.103 : Fees and charges	(913,068)	(1,050,023)	(1,123,459)	(1,201,771)	(759,023)	(243,611)	349,690	1,026,184	1,761,417	2,588,532	3,479,443
1.105 : Interest and dividends from investments	(2,867,080)	(4,016,863)	(4,066,690)	(4,119,914)	(4,174,271)	(4,227,495)	(4,279,586)	(4,330,093)	(4,381,731)	(4,431,785)	(4,482,744)
1.106 : Internal charges and overheads recovered	(27,311,212)	(27,261,710)	(29,936,125)	(30,933,197)	(32,583,706)	(34,007,904)	(35,701,475)	(37,775,845)	(39,458,834)	(41,567,484)	(43,945,705)
1.107 : Local authorities fuel tax, fines, infringement fees, a	(2,380,756)	(2,380,756)	(2,433,134)	(2,489,081)	(2,546,219)	(2,602,166)	(2,656,924)	(2,710,016)	(2,764,296)	(2,816,911)	(2,870,478)
1.2 : Applications of Operating Funding	31,708,656	31,631,732	34,735,055	36,146,937	37,293,119	38,057,614	38,842,746	39,722,597	40,042,688	40,550,228	40,987,422
1.200 : Payments to staff and suppliers	23,294,430	22,711,497	25,123,442	26,004,634	27,158,756	27,850,762	28,766,199	29,944,985	30,688,211	31,696,840	32,936,829
1.201 : Finance Costs	2,643,525	2,842,548	3,321,024	3,635,436	3,444,511	3,294,560	2,939,663	2,391,738	1,734,528	961,856	(95,880)
1.202 : Internal charges and overheads applied	5,770,701	6,077,687	6,290,589	6,506,867	6,689,852	6,912,292	7,136,884	7,385,874	7,619,949	7,891,532	8,146,473
2 : (SURPLUS) / DEFICIT OF CAPITAL FUNDING	3,488,324	(7,891,732)	(5,696,114)	(1,477,759)	2,063,510	3,762,534	4,458,813	10,665,342	16,053,984	17,616,934	23,035,597
2.1 : Sources of Capital Funding	2,980,857	(10,350,981)	(7,929,316)	(4,715,771)	(17,289)	3,526,105	2,705,310	10,213,927	12,341,857	18,039,147	21,388,433
2.102 : (Increase) decrease in debt	2,980,857	(10,350,981)	(7,929,316)	(4,715,771)	(17,289)	3,526,105	2,705,310	10,213,927	12,341,857	18,039,147	21,388,433
2.2 : Application Capital Funding	507,467	2,459,250	2,233,201	3,238,012	2,080,800	236,429	1,753,503	451,415	3,712,126	(422,213)	1,647,164
2.201 : • to improve the level of service	1,440,909	300,000	51,100	502,313	102,000						
2.202 : • to replace existing assets	1,960,946	1,304,375	2,001,213	1,909,209	2,259,883	1,585,906	2,318,277	1,653,303	2,346,698	1,681,538	2,375,756
2.203 : Increase (decrease) in reserves	(2,894,388)	854,875	180,888	826,490	(281,083)	(1,349,477)	(564,774)	(1,201,888)	1,365,428	(2,103,751)	(728,592)
Grand Total	0	0	(0)	0	0	(0)	(0)	0	(0)	(0)	(0)

Group of Activities: Recreation and Leisure

Model Balanced											
Report	FIS										
Sum of Inflated\$	Column Label										
Row Labels	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 : (SURPLUS) / DEFICIT OF OPERATING FUNDING	1,579,919	(2,985,373)	(3,485,952)	(4,183,304)	(4,400,071)	(4,444,867)	(4,715,305)	(4,718,267)	(4,613,412)	(4,891,212)	(4,915,320)
1.1 : Sources of Operating Funding	(20,520,889)	(28,882,656)	(32,671,709)	(36,109,578)	(36,425,538)	(37,201,196)	(38,359,915)	(38,859,000)	(38,968,729)	(40,846,622)	(41,991,367)
1.100 : General rates, uniform annual general charges, rates	(14,630,901)	(24,352,052)	(28,151,808)	(31,514,444)	(31,627,848)	(32,193,134)	(33,077,557)	(33,337,753)	(33,267,075)	(34,889,791)	(35,679,120)
1.102 : Subsidies and grants for operating purposes	(1,997,536)	(111,456)	(113,908)	(116,527)	(119,202)	(121,821)	(124,385)	(126,871)	(129,411)	(131,875)	(134,382)
1.103 : Fees and charges	(1,587,120)	(1,843,715)	(1,972,050)	(2,108,661)	(2,254,138)	(2,408,623)	(2,572,418)	(2,745,774)	(2,928,645)	(3,121,575)	(3,324,206)
1.107 : Local authorities fuel tax, fines, infringement fees, a	(2,305,332)	(2,575,433)	(2,433,943)	(2,369,946)	(2,424,350)	(2,477,618)	(2,585,555)	(2,648,602)	(2,643,598)	(2,703,381)	(2,853,659)
1.2 : Applications of Operating Funding	22,100,808	25,897,283	29,185,757	31,926,274	32,025,467	32,756,329	33,644,610	34,140,733	34,355,317	35,955,410	37,076,047
1.200 : Payments to staff and suppliers	15,526,320	17,255,002	18,206,983	18,571,306	18,874,075	19,330,913	19,907,983	20,504,399	20,439,479	21,686,533	22,393,489
1.201 : Finance Costs	1,322,250	2,468,777	4,231,114	6,381,917	5,815,564	5,772,659	5,713,785	5,161,933	5,071,484	4,966,388	4,864,497
1.202 : Internal charges and overheads applied	5,252,238	6,173,504	6,747,660	6,973,051	7,335,828	7,652,757	8,022,842	8,474,401	8,844,354	9,302,489	9,818,061
2 : (SURPLUS) / DEFICIT OF CAPITAL FUNDING	(1,579,920)	2,985,373	3,485,952	4,183,304	4,400,071	4,444,867	4,715,305	4,718,267	4,613,412	4,891,212	4,915,320
2.1 : Sources of Capital Funding	(14,696,821)	(35,574,355)	(36,408,697)	621,268	809,980	1,100,100	655,435	1,838,176	2,130,865	2,066,547	2,148,046
2.100 : Subsidies and grants for capital expenditure		(6,200,000)	(580,000)								
2.102 : (Increase) decrease in debt	(14,696,821)	(29,374,355)	(35,828,697)	621,268	809,980	1,100,100	655,435	1,838,176	2,130,865	2,066,547	2,148,046
2.2 : Application Capital Funding	13,116,901	38,559,728	39,894,649	3,562,036	3,590,091	3,344,767	4,059,870	2,880,091	2,482,547	2,824,665	2,767,274
2.201 : • to improve the level of service	9,512,033	36,376,446	37,717,559	1,622,075	1,070,601	863,456	279,314	399,267	290,895	415,406	302,342
2.202 : • to replace existing assets	3,528,440	2,002,710	2,171,296	2,142,536	2,556,297	2,505,988	3,753,687	2,458,659	2,284,010	2,420,542	2,461,773
2.203 : Increase (decrease) in reserves	76,428	180,572	5,794	(202,575)	(36,807)	(24,677)	26,869	22,165	(92,358)	(11,283)	3,159
Grand Total	(1)	-	-	-	-	-	-	-	-	-	-

Group of Activities: Land Transport FIS

Model Balanced											
Report	FIS										
Sum of Inflated\$	Column Label										
Row Labels	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 : (SURPLUS) / DEFICIT OF OPERATING FUNDING	(11,468,590)	(7,863,072)	(8,653,016)	(8,727,795)	(8,843,466)	(9,548,404)	(9,652,975)	(9,793,135)	(10,525,615)	(10,632,748)	(10,749,409)
1.1 : Sources of Operating Funding	(28,871,541)	(26,630,360)	(28,604,246)	(30,571,626)	(31,012,264)	(32,260,194)	(34,441,546)	(34,709,159)	(35,948,490)	(38,180,110)	(39,000,617)
1.100 : General rates, uniform annual general charges, rates	(15,495,028)	(20,510,711)	(22,583,725)	(24,272,385)	(24,420,702)	(25,362,487)	(27,223,573)	(27,156,087)	(28,045,438)	(29,911,112)	(30,350,108)
1.102 : Subsidies and grants for operating purposes	(12,206,573)	(4,722,343)	(4,599,237)	(4,783,078)	(4,974,543)	(5,173,746)	(5,380,801)	(5,596,223)	(5,820,003)	(6,052,955)	(6,294,818)
1.103 : Fees and charges	(1,082,448)	(1,244,814)	(1,331,867)	(1,424,690)	(1,523,446)	(1,628,332)	(1,739,531)	(1,857,257)	(1,981,462)	(2,112,522)	(2,250,202)
1.107 : Local authorities fuel tax, fines, infringement fees, a	(87,492)	(152,492)	(89,417)	(91,473)	(93,573)	(95,629)	(97,641)	(99,592)	(101,587)	(103,521)	(105,489)
1.2 : Applications of Operating Funding	17,402,951	18,767,288	19,951,230	21,843,831	22,168,798	22,711,790	24,788,571	24,916,024	25,422,875	27,547,362	28,251,208
1.200 : Payments to staff and suppliers	11,286,942	11,840,210	11,696,848	12,911,625	12,678,350	12,525,312	13,799,384	13,512,686	13,325,853	14,651,954	14,335,620
1.201 : Finance Costs	1,318,200	2,242,694	2,913,169	3,420,469	3,598,185	4,006,486	4,440,792	4,392,278	4,727,472	5,067,297	5,541,672
1.202 : Internal charges and overheads applied	4,797,809	4,684,384	5,341,213	5,511,737	5,892,263	6,179,992	6,548,395	7,011,060	7,369,550	7,828,111	8,373,916
2 : (SURPLUS) / DEFICIT OF CAPITAL FUNDING	11,468,590	7,863,072	8,653,016	8,727,795	8,843,466	9,548,404	9,652,975	9,793,135	10,525,615	10,632,748	10,749,409
2.1 : Sources of Capital Funding	(9,175,221)	(15,013,350)	(12,275,278)	(12,492,932)	(11,772,513)	(12,342,539)	(11,841,562)	(11,744,934)	(11,970,949)	(14,989,985)	(15,067,855)
2.100 : Subsidies and grants for capital expenditure		(6,228,273)	(6,477,404)	(6,736,320)	(7,005,972)	(7,286,523)	(7,578,132)	(7,881,525)	(8,196,687)	(8,524,770)	(8,865,400)
2.102 : (Increase) decrease in debt	(9,175,221)	(8,785,077)	(5,797,874)	(5,756,612)	(4,766,541)	(5,056,016)	(4,263,430)	(3,863,409)	(3,774,262)	(6,465,215)	(6,202,455)
2.2 : Application Capital Funding	20,643,811	22,876,422	20,928,294	21,220,727	20,615,979	21,890,943	21,494,537	21,538,069	22,496,564	25,622,733	25,817,264
2.201 : • to improve the level of service	15,665,568	4,100,000	5,000,000	5,727,764	5,050,051	6,518,122	5,639,152	5,062,849	5,154,043	5,959,336	8,058,327
2.202 : • to replace existing assets	5,593,377	19,070,000	16,381,100	15,901,568	15,896,819	15,661,285	16,076,508	16,591,482	17,388,246	19,629,672	17,643,687
2.203 : Increase (decrease) in reserves	(615,134)	(293,578)	(452,806)	(408,605)	(330,891)	(288,464)	(221,123)	(116,262)	(45,725)	33,725	115,250
Grand Total	0	-	-	-	-	-	-	-	-	-	-

Group of Activities: Water Supply FIS

Model Balanced												
Report	FIS											
Sum of Inflated\$		Column Label										
Row Labels		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 : (SURPLUS) / DEFICIT OF OPERATING FUNDING		(4,233,232)	(6,696,631)	(6,737,935)	(7,317,398)	(7,442,398)	(7,567,398)	(8,089,549)	(8,089,549)	(8,089,549)	(8,591,102)	(8,591,102)
1.1 : Sources of Operating Funding		(15,490,044)	(17,801,413)	(19,297,692)	(20,504,883)	(21,910,503)	(24,078,293)	(25,594,501)	(25,505,244)	(26,139,925)	(27,174,032)	(27,595,290)
1.101 : Targeted Rates		(12,835,128)	(14,535,246)	(15,814,969)	(16,789,110)	(17,944,782)	(19,845,311)	(21,075,535)	(20,680,236)	(20,985,741)	(21,666,927)	(21,707,954)
1.103 : Fees and charges		(2,113,848)	(2,822,491)	(3,029,286)	(3,251,910)	(3,491,210)	(3,748,044)	(4,023,824)	(4,319,972)	(4,639,032)	(4,982,148)	(5,352,396)
1.107 : Local authorities fuel tax, fines, infringement fees, a		(541,068)	(443,676)	(453,437)	(463,863)	(474,511)	(484,938)	(495,142)	(505,036)	(515,152)	(524,957)	(534,940)
1.2 : Applications of Operating Funding		11,256,812	11,104,782	12,559,757	13,187,485	14,468,105	16,510,895	17,504,952	17,415,695	18,050,376	18,582,930	19,004,188
1.200 : Payments to staff and suppliers		5,661,628	5,990,564	6,061,978	6,231,307	6,627,695	7,471,409	7,666,910	7,831,525	8,000,208	8,307,359	8,487,618
1.201 : Finance Costs		2,634,475	3,475,594	4,455,850	4,838,897	5,511,879	6,557,939	7,148,566	6,623,572	6,889,047	6,847,361	6,763,080
1.202 : Internal charges and overheads applied		2,960,709	1,638,624	2,041,929	2,117,281	2,328,531	2,481,547	2,689,476	2,960,598	3,161,121	3,428,210	3,753,490
2 : (SURPLUS) / DEFICIT OF CAPITAL FUNDING		4,233,232	6,696,632	6,737,934	7,317,398	7,442,398	7,567,398	8,089,549	8,089,549	8,089,549	8,591,102	8,591,102
2.1 : Sources of Capital Funding		(5,222,648)	(16,346,275)	(6,384,097)	(19,567,713)	(19,019,253)	(10,738,658)	(2,497,541)	(5,309,489)	833,717	1,685,616	(13,863,656)
2.102 : (Increase) decrease in debt		(5,222,648)	(16,346,275)	(6,384,097)	(19,567,713)	(19,019,253)	(10,738,658)	(2,497,541)	(5,309,489)	833,717	1,685,616	(13,863,656)
2.2 : Application Capital Funding		9,455,880	23,042,907	13,122,031	26,885,111	26,461,651	18,306,056	10,587,090	13,399,038	7,255,832	6,905,486	22,454,758
2.200 : • to meet additional demand		550,000										
2.201 : • to improve the level of service		1,157,722	1,239,100		10,465,000	10,706,000						14,511,600
2.202 : • to replace existing assets		7,405,990	21,944,984	13,210,227	16,460,269	15,728,370	18,278,201	10,562,289	13,367,008	7,223,299	6,869,496	7,906,706
2.203 : Increase (decrease) in reserves		342,168	(141,177)	(88,196)	(40,158)	27,281	27,855	24,801	32,030	32,533	35,990	36,452
Grand Total		1	1	(1)	0	(0)	(0)	(0)	(0)	(0)	(0)	(0)

Group of Activities: Wastewater FIS

Model Balanced											
Report	FIS										
Sum of Inflated\$	Column Label										
Row Labels	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 : (SURPLUS) / DEFICIT OF OPERATING FUNDING	(3,729,486)	(5,063,252)	(5,063,252)	(5,498,692)	(5,498,692)	(5,498,692)	(5,878,102)	(5,878,102)	(5,878,102)	(6,242,544)	(6,242,544)
1.1 : Sources of Operating Funding	(9,980,379)	(11,647,357)	(12,014,732)	(12,575,614)	(12,583,541)	(12,763,479)	(13,315,554)	(13,239,873)	(13,384,737)	(13,951,248)	(14,148,731)
1.101 : Targeted Rates	(6,828,531)	(7,669,133)	(7,753,864)	(8,011,081)	(7,693,201)	(7,524,007)	(7,701,781)	(7,224,740)	(6,938,045)	(7,041,139)	(6,739,547)
1.103 : Fees and charges	(3,058,572)	(3,884,948)	(4,165,540)	(4,467,013)	(4,790,581)	(5,137,521)	(5,509,677)	(5,908,957)	(6,338,389)	(6,799,745)	(7,296,721)
1.107 : Local authorities fuel tax, fines, infringement fees, a	(93,276)	(93,276)	(95,328)	(97,520)	(99,759)	(101,951)	(104,096)	(106,176)	(108,303)	(110,364)	(112,463)
1.2 : Applications of Operating Funding	6,250,893	6,584,105	6,951,480	7,076,922	7,084,849	7,264,787	7,437,452	7,361,771	7,506,635	7,708,704	7,906,187
1.200 : Payments to staff and suppliers	2,545,673	3,004,124	3,080,233	3,075,687	3,156,573	3,357,450	3,518,566	3,602,448	3,723,495	3,862,944	3,964,419
1.201 : Finance Costs	2,135,900	2,613,915	2,691,120	2,779,160	2,593,358	2,489,624	2,390,039	2,085,852	2,002,418	1,922,321	1,845,428
1.202 : Internal charges and overheads applied	1,569,320	966,066	1,180,127	1,222,075	1,334,918	1,417,713	1,528,847	1,673,471	1,780,722	1,923,439	2,096,340
2 : (SURPLUS) / DEFICIT OF CAPITAL FUNDING	3,729,486	5,063,252	5,063,252	5,498,692	5,498,692	5,498,692	5,878,102	5,878,102	5,878,102	6,242,544	6,242,544
2.1 : Sources of Capital Funding	(847,257)	(1,286,748)	(1,467,328)	(832,633)	1,886,079	1,810,635	1,738,210	1,668,682	1,601,934	1,537,857	648,136
2.102 : (Increase) decrease in debt	(847,257)	(1,286,748)	(1,467,328)	(832,633)	1,886,079	1,810,635	1,738,210	1,668,682	1,601,934	1,537,857	648,136
2.2 : Application Capital Funding	4,576,743	6,350,000	6,530,580	6,331,325	3,612,613	3,688,057	4,139,892	4,209,420	4,276,168	4,704,687	5,594,408
2.200 : • to meet additional demand	600,000										
2.202 : • to replace existing assets	3,976,743	6,350,000	6,530,580	6,331,325	3,549,039	2,735,500	3,452,148	3,650,240	6,399,250	3,679,080	6,759,987
2.203 : Increase (decrease) in reserves					63,574	952,557	687,744	559,180	(2,123,082)	1,025,607	(1,165,579)
Grand Total	0	-	-	-	(0)	(0)	(0)	(0)	(0)	(0)	(0)

Group of Activities: Waste Minimisation FIS

Model Balanced											
Report	FIS										
Sum of Inflated\$	Column Label										
Row Labels	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 : (SURPLUS) / DEFICIT OF OPERATING FUNDING	364,591	(914,768)	(926,147)	(936,463)	(946,759)	(958,184)	(998,201)	(1,005,188)	(1,018,322)	(1,055,880)	(1,062,151)
1.1 : Sources of Operating Funding	(11,738,086)	(12,619,744)	(13,028,225)	(13,317,866)	(13,634,544)	(13,965,959)	(14,475,846)	(14,772,386)	(15,126,852)	(15,642,556)	(16,006,195)
1.100 : General rates, uniform annual general charges, rates penalties		1,764,484	1,942,813	2,280,054	2,622,433	2,974,381	3,172,974	3,609,205	4,022,346	4,300,064	4,764,519
1.101 : Targeted Rates	(4,814,570)	(7,617,391)	(7,784,974)	(7,963,983)	(8,146,800)	(8,325,809)	(8,501,009)	(8,670,877)	(8,844,553)	(9,012,898)	(9,184,289)
1.102 : Subsidies and grants for operating purposes	(900,000)	(1,000,000)	(1,022,000)	(1,045,500)	(1,069,500)	(1,093,000)	(1,116,000)	(1,138,300)	(1,161,100)	(1,183,200)	(1,205,700)
1.103 : Fees and charges	(5,883,140)	(5,635,525)	(6,029,863)	(6,451,150)	(6,900,239)	(7,378,007)	(7,885,267)	(8,422,942)	(8,991,079)	(9,591,154)	(10,222,402)
1.107 : Local authorities fuel tax, fines, infringement fees, a	(140,376)	(131,312)	(134,201)	(137,287)	(140,438)	(143,524)	(146,544)	(149,472)	(152,466)	(155,368)	(158,323)
1.2 : Applications of Operating Funding	12,102,677	11,704,976	12,102,078	12,381,403	12,687,785	13,007,775	13,477,645	13,767,198	14,108,530	14,586,676	14,944,044
1.200 : Payments to staff and suppliers	11,211,029	10,582,364	10,823,801	11,081,160	11,344,386	11,603,373	11,858,171	12,106,808	12,361,406	12,609,891	12,863,422
1.201 : Finance Costs	90,850	397,193	394,987	388,290	350,588	352,335	488,784	424,548	436,399	562,510	542,056
1.202 : Internal charges and overheads applied	800,798	725,419	883,290	911,953	992,811	1,052,067	1,130,690	1,235,842	1,310,725	1,414,275	1,538,566
2 : (SURPLUS) / DEFICIT OF CAPITAL FUNDING	(364,591)	914,768	926,147	936,463	946,759	958,184	998,201	1,005,188	1,018,322	1,055,880	1,062,151
2.1 : Sources of Capital Funding	(4,802,879)	36,768	111,613	97,170	(31,769)	(2,480,887)	396,030	(237,035)	(2,522,209)	409,074	(334,591)
2.102 : (Increase) decrease in debt	(4,802,879)	36,768	111,613	97,170	(31,769)	(2,480,887)	396,030	(237,035)	(2,522,209)	409,074	(334,591)
2.2 : Application Capital Funding	4,438,288	878,000	814,534	839,293	978,528	3,439,071	602,171	1,242,223	3,540,531	646,806	1,396,742
2.201 : • to improve the level of service	1,698,004	612,000	559,034	577,668	694,819	3,165,521	322,871	951,344	3,243,838	338,238	1,082,324
2.202 : • to replace existing assets	344,000	266,000	255,500	261,625	283,709	273,550	279,300	290,879	296,693	308,568	314,418
2.203 : Increase (decrease) in reserves	2,396,284										
Grand Total	0	-	-	-	-	-	-	-	-	-	-

Group of Activities: Stormwater FIS

Model Balanced												
Report	FIS											
Sum of Inflated\$	Column Label											
Row Labels		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 : (SURPLUS) / DEFICIT OF OPERATING FUNDING		(3,069,746)	(3,163,158)	(3,163,158)	(3,435,190)	(3,435,190)	(3,435,190)	(3,672,218)	(3,672,218)	(3,672,218)	(3,899,895)	(3,899,895)
1.1 : Sources of Operating Funding		(4,328,476)	(5,067,856)	(5,277,272)	(5,149,678)	(5,416,427)	(5,543,505)	(5,890,173)	(6,082,700)	(6,167,305)	(6,617,306)	(7,146,676)
1.101 : Targeted Rates		(4,328,476)	(5,067,856)	(5,277,272)	(5,149,678)	(5,416,427)	(5,543,505)	(5,890,173)	(6,082,700)	(6,167,305)	(6,617,306)	(7,146,676)
1.2 : Applications of Operating Funding		1,258,730	1,904,698	2,114,114	1,714,488	1,981,237	2,108,315	2,217,955	2,410,482	2,495,087	2,717,411	3,246,781
1.200 : Payments to staff and suppliers		938,191	1,666,857	1,794,242	1,353,524	1,520,422	1,548,366	1,575,367	1,664,899	1,582,136	1,700,990	1,739,366
1.201 : Finance Costs		48,350	101,854	136,373	170,614	246,730	329,598	389,126	461,400	606,776	680,299	1,134,126
1.202 : Internal charges and overheads applied		272,189	135,987	183,499	190,350	214,085	230,351	253,462	284,183	306,175	336,122	373,289
2 : (SURPLUS) / DEFICIT OF CAPITAL FUNDING		3,069,746	3,163,157	3,163,158	3,435,190	3,435,190	3,435,190	3,672,218	3,672,218	3,672,218	3,899,895	3,899,895
2.1 : Sources of Capital Funding		(714,283)	(591,611)	(570,666)	(1,642,439)	(1,506,689)	(1,082,328)	(2,152,990)	(2,907,499)	(1,470,452)	(9,076,576)	(1,003,743)
2.102 : (Increase) decrease in debt		(714,283)	(591,611)	(570,666)	(1,642,439)	(1,506,689)	(1,082,328)	(2,152,990)	(2,907,499)	(1,470,452)	(9,076,576)	(1,003,743)
2.2 : Application Capital Funding		3,784,029	3,754,768	3,733,824	5,077,629	4,941,879	4,517,518	5,825,208	6,579,717	5,142,670	12,976,471	4,903,638
2.201 : • to improve the level of service		417,920										
2.202 : • to replace existing assets		2,606,076	4,400,366	3,491,152	5,434,736	4,688,286	4,267,380	6,328,938	6,579,717	5,142,670	12,976,471	4,367,822
2.203 : Increase (decrease) in reserves		760,033	(645,598)	242,672	(357,107)	253,593	250,138	(503,730)				535,816
Grand Total		(0)	(1)	(0)	(0)	(0)	(0)	(0)	-	-	-	(0)

7.7 Fees and Charges 2024/25

Author: Diana Somerville, Senior Finance Business Partner

Authoriser: Andrea Rankin, Chief Financial Officer

Recommendation

That Council

1. Approves and adopts the information for consultation contained in this report which provides a basis for the Draft Fees and Charges 2024/25 with any amendments made by resolution at this meeting, as per Attachment 1.

Purpose of Report

- 1 The purpose of this report is to introduce the proposed Draft Fees and Charges 2024/25 schedule for adoption as part of the Long Term Plan Special Consultative Procedure.

Assessment of Significance

- 2 The schedule of fees and charges for 2024/25 includes mostly modest increases for all activities to reflect the costs associated with providing these services and facilities. The revised schedule of fees and charges apply from 1 July 2024.

Discussion

- 3 The total impact of the changes made to the 2024/25 Fees and Charges is modest. As per Council's request, all fees and charges were increased by 15%, with exception to the Art Gallery, Library, Planning, Swimming pools and Parking which reflect the services provided to the community.
- 4 Several Activities have removed fees, and other activities have introduced new fees to replicate the current economic environment as follows:

(i). **Removed Fees:**

- **Cemeteries**

All Cemeteries – Single Concrete Beam (\$400, page 11)

All Cemeteries – Other Concrete Beam (\$205, page 11)

- **Licence Fees**

Taxi Stands – Cab Free (\$107 per year, page 35)

- **Parking**

Parking Fees for the Library (\$1 per hour, page 43)

Parking fees for Barnard St (\$0.80 per hour, page 43)

Parking fees for Landing Services (\$1.40 per hour, page 43)

Parking fees for Cains Terrace (\$1 per hour, page 43)

Parking Fees for Bay Hill on Street (\$1.40 per hour, page 43)

Parking Fees for Cone Hire (\$15 per day, page 43)

- **Planning**

Certificates for LMVD (\$640, page 45)

- **Sewer**

Additional charge for high solids content (\$190, page 48)

(ii). **New Fees:**

- **Building Control**

Minor Variation and Amendment (Invoice, page 8)

Dangerous, Affected and Insanitary Building (Invoice, page 9)

Application/Consent being refused, withdrawn or cancelled (Invoice, page 11)

- **Cemeteries**

Natural Burial – Single Interment (\$2,000, page 11)

Natural Burial Infant Interment (\$920, page 11)

Natural Burial – Single Plot Purchase (\$2,300, page 11)

Natural Burial – Infant Plot Purchase (\$1,000, page 11)

- **Facilities (page 14 – 28)**

Cancellation fee – Forfeit of Deposit

Public Liability Insurance Cover (if required) - \$16 per hire

Deposit for Caroline Bay Lounge - \$50

Deposit for all other Facilities - \$100

- **Land Transport**

Working in Road Reserve without an approved Corridor Access Request (\$1,000, page 32)

Working in Road Reserve without an approved Temporary Traffic Management Plan (\$1,000, page 32)

CAR and/to Temporary Traffic Management time extension fee (\$250, page 32)

Road Closures Community Events – Advertising and Traffic Management Costs (No charge, page 33)

Road Closures Commercial/Industrial – Advertising and Traffic Management Costs (Actual Cost, page 33)

- **Licence Fees**

MPI Titiro Database (\$13.50 per premises, page 37)

- **Research and Information Services**

Staff Time – Managers and Team Leaders (\$125 per hour, page 47)

Staff Time – Professional and Technical (\$110 per hour, page 47)

Staff Time – Administrative (\$95 per hour, page 47)

- **Sewer**

Permitted connection – annual charge (\$1,000, page 48)

- **Stormwater**

Flood Risk Certificate - Standard (\$200, page 52)

Flood Risk Certificate - Detailed (Actual processing cost, page 52)

- 5 Building Control has changed Exempt Building Work from \$277 to invoice and Technical Process Fees from \$100 to invoice, as the set fees in 2023/24 did not reflect the time spend for completing the work.
- 6 Licence Fees has changed the Travel charges applied to their fees from \$10 fixed charge per visit to invoice.
- 7 The schedule of draft Fees and Charges is attached as Appendix 1.

Relevant Legislation, Council Policy and Plans

- 8 Long Term Plan 2024-34
- 9 Local Government Act 2002, Section 82, 95, 95A, Schedule 10

Other Considerations

- 10 A report will be provided for the respective April 2024 Community Board meetings to enable community board feedback to Council.
- 11 There are no further considerations.

Attachments

1. **Fees and Charges 2024/25** [↓](#) 



Fees and Charges

For period 1 July 2024 to 30 June 2025

Adopted by Council 27 June 2024

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Airport

Description	Weight Category (kgs)	2024/25 (GST incl.)	2023/24 (GST incl.)
a) Terminal users			
MTOW	20,001 – 30,000	\$549.50	\$447.50
MTOW	10,001 – 20,000	\$362.50	\$315.00
MTOW	5,001 – 10,000	\$103.00	\$89.50
MTOW	3,501 – 5,000	\$79.00	\$68.50
MTOW	2,001 – 3,500	\$60.50	\$52.50
MTOW	< 2,000	\$24.50	\$21.00
b) Non-terminal users			
MTOW	> 30,000	\$315.00	\$273.50
MTOW	20,001 – 30,000	\$140.00	\$121.00
Business Jet		\$182.00	\$158.00
MTOW	10,001 – 20,000	\$73.00	\$63.00
MTOW	5,001 – 10,000	\$55.00	\$47.50
MTOW	3,501 – 5,000	\$42.00	\$36.50
MTOW	2,001 – 3,500	\$36.50	\$31.50
*MTOW	701 – 2,000	\$12.00	\$10.50
*MTOW	< 700	\$12.00	\$10.50
Helicopters		\$12.00	\$10.50
Glider Tow Planes		\$12.00	\$10.50
Airport parking			
Daily charge		\$13.00	\$11.00
Lost Ticket		\$65.00	\$55.00

Note:

- Touch and Go Practice Landings Treated as One Landing.
- Tow Plane and Glider Charged for Tow Plane Only.
- Scheduled service providers subject to separate agreement.
- Unpaid landing fees will incur an administration fee of \$25.00.

Animal Control – Dog Registration

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
First Registration Fee for a New Puppy (3 months to 12 months)	\$46.00	\$40.00
Registration Fees for Working Dogs, Rural Pet Dogs, and Selected Dog Owner	\$50.00	\$42.00
Registration Fees for Neutered Dogs (12 months and above)	\$80.00	\$69.00
Registration Fees for Entire Dogs (not desexed) (12 months and above)	\$150.00	\$121.00
Registration Fees for Disability Assist Dog (Certified In Training / Trained)	No charge	No charge

Late Registration: Plus 50% of the appropriate fee (as provided by Statute) in the event of a dog not being re-registered by 1 September.

Dangerous Dog: Plus 50% of the appropriate fee (as provided by Statute) for Dog classified as Dangerous.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Dangerous Dogs – Entire	\$225.00	\$181.00
Dangerous Dogs – Neutered	\$120.00	\$103.00
Dangerous Dogs – Rural/Working	\$75.00	\$63.00
Selected Owners Policy (SOP) Application Fee (New Fee)	\$52.00	\$46.00
3 Plus Licence	\$52.00	\$46.00
SOP/3 Plus Dual Application Fee (New Fee)	\$77.00	\$67.00
SOP/3 Plus Re Inspection Fee	\$42.00	\$37.00
Replacement registration tag	\$6.00	\$5.00



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Dog Registration / Refunds for Deceased Dogs and Registration / Refunds Pro Rata of Current Fees

Month	Pets (> 1 year) 2024/25 (GST incl.)	Pets (> 1 year) 2023/24 (GST incl.)	Neutered 2024/25 (GST incl.)	Neutered 2023/24 (GST incl.)	Working 2024/25 (GST incl.)	Working 2023/24 (GST incl.)	Rural Pets 2024/25 (GST incl.)	Rural Pets 2023/24 (GST incl.)	Selected Owner Policy 2024/25 (GST incl.)	Selected Owner Policy 2023/24 (GST incl.)	Puppy Refunds Only (Deceased) 2024/25 (GST incl.)	Puppy Refunds Only (Deceased) 2023/24 (GST incl.)
July	\$150.00	\$121.00	\$80.00	\$69.00	\$50.00	\$42.00	\$50.00	\$42.00	\$50.00	\$42.00	\$46.00	\$40.00
August	\$138.00	\$110.00	\$74.00	\$62.00	\$46.00	\$38.00	\$46.00	\$38.00	\$46.00	\$38.00	\$42.00	\$38.00
September	\$126.00	\$100.00	\$68.00	\$56.00	\$42.00	\$35.00	\$42.00	\$35.00	\$42.00	\$35.00	\$38.00	\$35.00
October	\$114.00	\$90.00	\$62.00	\$50.00	\$38.00	\$31.00	\$38.00	\$31.00	\$38.00	\$31.00	\$34.00	\$31.00
November	\$102.00	\$80.00	\$56.00	\$45.00	\$34.00	\$28.00	\$34.00	\$28.00	\$34.00	\$28.00	\$30.00	\$28.00
December	\$90.00	\$70.00	\$50.00	\$39.00	\$30.00	\$24.00	\$30.00	\$24.00	\$30.00	\$24.00	\$26.00	\$24.00
January	\$78.00	\$60.00	\$44.00	\$34.00	\$26.00	\$21.00	\$26.00	\$21.00	\$26.00	\$21.00	\$22.00	\$21.00
February	\$66.00	\$50.00	\$38.00	\$28.00	\$22.00	\$17.00	\$22.00	\$17.00	\$22.00	\$17.00	\$18.00	\$17.00
March	\$54.00	\$40.00	\$32.00	\$22.00	\$18.00	\$14.00	\$18.00	\$14.00	\$18.00	\$14.00	\$14.00	\$14.00
April	\$42.00	\$30.00	\$26.00	\$16.00	\$14.00	\$10.00	\$14.00	\$10.00	\$14.00	\$10.00	\$10.00	\$10.00
May	\$30.00	\$20.00	\$20.00	\$11.00	\$8.00	\$7.00	\$8.00	\$7.00	\$8.00	\$7.00	\$6.00	\$7.00
June	\$18.00	\$10.00	\$14.00	\$5.00	\$4.00	\$3.00	\$4.00	\$3.00	\$4.00	\$3.00	\$2.00	\$3.00

Note: The Registration of a new puppy is always \$46.00. There is no pro-rata for Registration.



Animal Control – Dog Impounding Fees

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
First impoundment in a 12 month period – Dog microchipped	\$98.00	\$86.00
First impoundment in a 12 month period – Dog not wearing tag/not microchipped	\$138.00	\$121.00
Second impoundment in a 12 month period	\$115.00	\$100.00
Second impoundment in a 12 month period – Dog not wearing tag (¹ plus micro-chipping charge)	Delete as simplifying fees	\$131.00
Third impoundment in a 12 month period – Dog wearing tag (² plus \$200 infringement may apply)	\$126.00	\$109.00
Third impoundment in a 12 month period – Dog not wearing tag (² plus \$200 infringement may apply)	Delete as simplifying fees	\$141.00
Daily sustenance	\$18.00	\$16.00
Micro-chipping fee – Pound	\$6.00	\$52.00
Micro-chipping fee – community	\$60.00	\$52.00
Surrender	\$50.00	\$40.00
Seizure	\$60.00	\$60.00
Barking collar hire (Hire \$30 & Bond \$30.00)	\$60.00	\$55.00
Adoption from Pound	\$125.00	\$110.00
After hours fee	\$30.00	\$25.00

1. Second impoundment also results in a micro-chipping charge of \$52.00 per dog.
2. Third impoundment may result in a \$200.00 infringement for failing to control a dog.

Appropriate impounding fee applies to dogs returned home by an Animal Control Officer.
Unregistered dog – above fees plus appropriate registration and micro-chipping charge.

Animal Control – Impounding Fees (Dogs and other animals)

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Rangers charge out rate	\$90 per hr	\$84.00 per hour
Travel charge per km	\$0.95	\$0.90

To be charged at the actual charge out rate per hour or part thereof plus any other costs including travel and impounding fees and a 25% administration fee.



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Art Gallery

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Exhibition Hire (subject to contractual approval and management of the exhibition)		
Main Gallery	\$50.00	\$44.00 per day
Main Gallery – Community Groups	\$39.00	\$39.00 per day
Main Gallery – Corporate Groups	\$100.00	\$88.00 per day
Octagon Foyer	\$30.00	\$27.00 per day
After Hours	\$85 per hour plus \$36 per hour staff charge	\$84 per hour plus \$32 per hour staff charge
Hourly staff rate for after hour events	\$36.00	\$32.00
Research Fee (first 15 minutes free)	\$30.00 per half hour	\$27.00 per half hour
Student Research fee	Free	Free
Reproduction Fee (per image outside Copyright)		
Laser print A4	\$8.50	\$8.50
Laser print A3	\$12.50	\$12.50
Digital image (300 dpi jpeg via online link)	\$21.00	\$21.00
A4 Poster	\$63.00	\$63.00
A3 poster	\$84.00	\$84.00
A2 Poster	\$105.00	\$105.00
A1 Poster	\$126.00	\$126.00
Custom size poster	\$POA	\$POA



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For images under copyright the applicant is required to produce written authorization from the copyright holder before the Gallery can reproduce the image/s. Any fees payable to a copyright holder is an additional to fees due to the gallery. If the applicant requires the gallery to seek copyright authorisation from the copyright holder this will be charged at research fee rate		
Photography Fees		
Staff hourly rate for photography of artworks (when a new image needs to be created from an original artwork. This fee covers the staff time involved in retrieval of collection items, installation, and photography setup and production)	\$144.90	\$126.00
Publication Fee (per image and per print run)		
Books, Periodicals, Internet	\$84.52	\$73.50
Calendars, Book Covers	\$345	\$300.00
Advertising / Publicity (labels, packaging, posters)	\$300.00	\$300.00
TV Programmes and Commercial Films (New Zealand)	\$300.00	\$300.00
TV Programmes and Commercial Films (International)	\$630.00	\$630.00
TV Commercials	\$630.00	\$630.00
Commercial Still Photography and Filming in the Gallery	\$300.00	\$300.00
Postage within NZ	\$10.50	\$10.50
Postage International	\$31.50	\$31.50

Exhibitions initiated by Gallery: No rental, but 30% commission if works are for sale.

Exhibitions not initiated by Gallery (subject to approval of Gallery Manager)

Community i.e. "non-profit" Groups	No commission but rental (also refer note below)
Single Artist / Artist Groups	30% commission plus daily rental
Young South Canterbury Solo Artist	25% commission within minimum daily rental
Corporate / Commercial (selling) Exhibition	25% commission and double daily rental

Note:

- No commission or rental charge for Friends of Aigantighe.
- Exhibitions falling outside categories to be charged at Gallery Manager's discretion.



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Assignment of Other Leases (Residential / Commercial / Rural)

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Lease details		
Deed of Assignment of Lease requested by Counter Party – Administration Fee	\$240.00	\$210.00
		+ actual and reasonable legal costs and LINZ registration fees (if applicable)



Building Control Services

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Lodgement / Administration / Code Compliance fee		
Work with a value of less than \$20,000	\$348.00	\$227.00
Work with a value of between \$20,001 and \$100,000	\$435.00	\$303.00
Works with a value of between \$100,001 and \$500,000	\$522.00	\$454.00
Work with a value of more than \$500,000	\$783.00	\$681.00
Amendments	\$261.00	\$227.00
Certificate of Acceptance	\$261.00	\$227.00
Minor Applications (set fee)		
Solid and Liquid Fuel Heating Appliances	\$547.00	\$460.00
Solid Fuel Heater (insert/inbuilt 2 inspections required)	\$777.00	\$652.00
Marquees	\$547.00	\$460.00
Demolition (Residential Only)	\$547.00	\$460.00
Solar Hot Water Systems	\$547.00	\$460.00
Project Information Memorandum (PIM)		
PIM Application	\$547.00	\$452.00
Existing PIM Assessment (if applicable to new building consent application)	\$202.00	\$170.00
Building Consents / Amendments / Minor Variations		
Advice Notes (Minor)	\$202.00	\$176.00
Advice Notes (All other work)	\$547.00	\$452.00
Technical Processing (per half hour or part thereof)	\$115.00	\$100.00
Full Inspection	\$230.00	\$201.00
Waivers & Modifications (technical processing hourly rate or part thereof – min charge ½ hr)	Invoice	Invoice
Minor Variation (technical processing hourly rate or part thereof – min charge ½ hr)	Invoice	
Amendment (technical processing hourly rate or part thereof – min charge ½ hr)	Invoice	
Exempt Building Work (schedule one)		
Exempt Building Work Notification	\$174.00	\$151.00



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Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Exempt Building Work (Discretionary - technical processing ½ hr rate or part thereof – min charge ½ hr)	Invoice	\$277.00
Compliance Schedules and BWOFs		
Compliance Schedules (Issue & Register)	\$432.00	\$364.00
Amended and Provision of Existing Compliance Schedules	\$174.00	\$146.00
Compliance Schedule (one specified system only)	\$174.00	\$146.00
Receiving Building Warrant of Fitness	\$174.00	\$146.00
Audit of Building Warrant of Fitness	\$432.00	\$340.00
Re-Inspection following non-compliance	\$230.00	\$201.00
Certificates of Acceptance		
Technical Process (technical processing ½ hr rate or part thereof – min charge ½ hr)	Invoice	\$100.00
Inspection	\$230.00	\$202.00
Other Building Regulatory Charges		
Notice to Fix – Technical Check and Administration (plus relevant inspections at full inspection rate)	\$777.00	\$553.00
Dangerous, Affected and Insanitary Building (technical processing ½ hr rate or part thereof+ Inspections + Consultant + 10%)	Invoice	
Certificate under Sale and Supply of Liquor Act 2012 (plus all inspections and other action necessary to confirm compliance)	\$115.00	\$90.00
Extension of Time (Building Consent EOT new start or completion date)	\$202.00	\$176.00
Non-consent Inspections	\$230.00	\$201.00
Section 73 Notice (Building on land subject to natural hazards)	\$777.00	\$654.00
Section 77 Notice (Building on two or more allotments)	\$777.00	\$654.00
Section 83 (removal of section 77 notice)	\$202.00	\$277.00
Building Record Update (Non-Technical Check and Administration)	\$317.00	\$277.00
Change of Use/Extension of Life/Subdivision of Building (assessment and record) (per ½ hr or part thereof)	\$174.00	\$101.00
Certificate for Public Use (technical check, administration, plus relevant inspections at full inspection rate) Note: Cost of any subsequent CPU application = previous charge x 2.	\$434.00	\$378.00
Amusement Device (charges set by legislation) (for 1 device, for the first 7 days of proposed operation or part thereof)	\$11.50	\$11.50



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Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Amusement Device (charges set by legislation) (for each additional device operated by the same owner, for the first 7 days or part thereof)	\$2.30	\$2.30
Amusement Device (charges set by legislation) (for each device for each further period of 7 days or part thereof)	\$1.15	\$1.15
Building File Request (fee \$ x number of parcels)	\$87.00	\$50.00
Administration fee (per half hour or part thereof)	\$87.00	\$76.00
Fencing of Residential Swimming Pools		
Exemptions (Schedule One)	\$174.00	\$151.00
Registration of Swimming Pool (new)	\$317.00	\$227.00
Administration (per half hour or part thereof)	\$87.00	\$76.00
Pool Safety Audit (3 yearly inspection)	\$202.00	\$201.00
Re-inspection follow-up (resulting from pool safety audit)	\$230.00	\$201.00
South Island IQP Processing		
Application	\$322.00	\$280.00
Per feature / specified system	\$23.00	\$20.00
Annual Renewals	\$138.00	\$120.00
Earthquake Prone Buildings		
Registration and maintenance of Earthquake Prone Building Register (per building)	\$404.00	\$441.00
If technical assessments or reviews are required in addition to the above registration fee, time will be charged at a technical rate per half hour or part thereof	\$115.00	\$76.00
Contractors and Consultants		
Due to the nature of some applications or the incorporation of specialist services the Council may, at its discretion, refer these applications to consultants for checking. The fees and charges incurred will be additional to the fees identified on this schedule	At Cost	At Cost

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Printing /photocopying of a full Building Consent or additional copies (other than minor consents)	Invoice	By Invoice
USB Drive	\$30.00	\$21.00
Building Consent Statistics monthly report (fee per month)	\$87.00	\$48.00
BCA Accreditation levy (minor building consent applications)	\$10.00	



Description	2024/25 (GST incl.)	2023/24 (GST incl.)
BCA Accreditation levy (all other building consent applications)	\$50.00	
Certain charges remain applicable if an application/consent is refused, withdrawn or cancelled.	Invoice	
The Building Control Manager has delegated authority to use discretion as required for any of the fees within this list or any other fee or charge relating to Building Control Services.		

Cemeteries

Description	Type	Plot Purchase	Plot Purchase	Interment	Interment	Concrete Beam	Concrete Beam
		2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)
All Cemeteries	Single	\$2000.00	\$1340.00	\$1700.00	\$1450.00	0	\$400.00
	Infant (Four years and under)	\$500.00	\$450.00	\$800.00	\$680.00	0	\$205.00
	Stillborn	\$350.00	\$300.00	\$0.00	\$0.00	0	\$205.00
	Ashes	\$600.00	\$300.00	\$360.00	\$310.00	0	\$205.00
Natural Burial	Single	\$2300.00		\$2000.00	\$0.00	\$400.00	\$0.00
	Infant	\$1000.00		\$920.00	\$0.00	\$400.00	\$0.00
RSA Sections (Timaru, Temuka, Geraldine)	Single		-	\$1700.00	\$1450.00		-
	Ashes		-	\$360.00	\$310.00		-

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Additional Charges		
Record search more than ONE request per day	\$25.00	\$20.00 per enquiry



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Description	2024/25 (GST incl.)	2023/24 (GST incl.)
*Funeral – Saturday (completed 12.00pm to 4.00pm)	\$770.00	\$670.00
*Funeral – Saturday (completed after 4.00pm)	\$1840.00	\$1600.00
*Funeral - Statutory Holiday/Sunday (completed 10.00am to 4.00pm)	\$1400.00	\$1225.00
*Funeral – Statutory Holiday/Sunday (completed after 4.00pm)	\$2200.00	\$1900.00
Funeral – Monday to Friday (completed after 4.00pm)	\$770.00	\$670.00
Dig Grave – Statutory Holiday/Saturday/ Sunday (where requested)	\$770.00	\$670.00
Concrete Removal	\$770.00	\$670.00
Extra Depth (3 Burials in One Plot)	\$770.00	\$670.00
Lowering Device Placement (where supplied by Funeral Director)	\$150.00	\$132.00
Arundel Burial Surcharge	\$1100.00	\$0.00
Memorial Application Approval	\$43.00	\$37.00

- Burial Warrants (interment) - Must be received by the Customer Services staff at least eight working hours before a burial.
For funerals to take place before 2.00pm on Monday or the day following a Statutory Holiday, burial warrants must be received by Customer Services staff prior to 4.00pm on the previous Council work day.
* Funerals on weekends or statutory holiday are subject to availability.
- RSA - Pleasant Point, Pareora West and Arundel do not have an RSA section and Arundel does not have concrete burial berms.
- Memorial Application Approval – All headstones, plaques and other memorials erected in cemeteries must be approved by Council for compliance with the appropriate New Zealand Standard and be applied for and erected by a Monumental Mason.

Council and Standing Committee Agendas

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Organisations and individuals who request copies of the Council and Standing Committee agendas on a regular basis may be charged a fee of \$30.00 per copy.	\$30.00	\$25.00 per copy

Note: This shall not apply to the media.

- Agendas are available from Timaru District Council Website at no cost.



Facility Hire – Alpine Energy Community Centre, Temuka

Preparation time (must be arranged at the time of booking the facilities. This will be charged at the normal hire charge)

Hire (minimum hire charge of two hours per hire including preparation / pack out time).

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Deposit	\$100.00	
Bond (function involving alcohol)	\$800.00	\$750.00
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	
AD Hally Lounge (upstairs)		
Meetings only	\$25.00 per hour	\$22.00 per hour
Others:		
morning to 6.00pm	\$32.00 per hour	\$28.00 per hour
6.00pm to 2.00am	\$36.00 per hour	\$32.00 per hour
Preparation/pack-in night before event and pack-out/clean up morning after event, charged at normal hourly rate		
Maximum Daily Rate (day/night events, multi-day events)	\$295.00	\$265.00
Kitchenette	\$11.50 per hire	\$10.00 per hire
Stadium		
Sporting Activity	\$18.00 per hire	\$16.00 per hire
Others:		
morning to 6.00pm	\$35.00 per hire	\$31.00 per hire
6.00pm - 2.00am	\$41.00 per hour	\$36.00 per hour
Preparation/pack-in night before event and pack-out/clean up morning after event, charged at normal hourly rate		
Maximum Daily Rate (day/night events, multi-day events)	\$395.00	\$345.00
Main Kitchen (Tea/Coffee only)	\$14.00 per hour	\$12.00 per hour
Changing Rooms and Showers	\$31.00 per room plus cleaner with Club's agreement	\$27.00 per room plus cleaner with Club's agreement
Heater – Downstairs Stadium	\$2.00	\$2.00 coin operated



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Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Public Liability Insurance Cover (if required)	\$16.00 per hire	\$14.00 per hire
Regular Users Rates Per Annum		
Temuka Fitness Centre	\$1,950.00	\$1,750.00
Temuka Small Bore Rifle Club	\$1,650.00	\$1,450.00
Temuka Cricket Club	\$160.00	\$145.00

Facility Hire – Aorangi Pavilion, Timaru

The Aorangi Pavilion, Lounge, Aorangi Park may be used for sporting events, wedding receptions, exhibitions and public meetings as approved by Council. Other uses are considered on an individual basis. The facilities available are the Lounge which is licensed for 80.

Preparation time (must be arranged at the time of booking the facilities. This will be charged at the normal hire charge)

Hire (minimum hire charge of two hours per hire including preparation / pack out time).

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Deposit	\$50.00	
Bond (function involving alcohol)	\$800.00	\$750.00
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	
Hire		
Hourly Rate (includes kitchen)	\$25.00 per hour	\$22.00 per hour
Public Liability Insurance Cover (if required)	\$16.00 per hire	



Facility Hire – Caroline Bay Entertainment Centre

**This facility is now leased to the Caroline Bay Association and is no longer available for hire.*

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Facility Hire – Caroline Bay Lounge

The Caroline Bay Lounge may be used for meetings, seminars, receptions and smaller functions for up to 100 people.

Hire Minimum hire charge of two hours per hire. Hirer will be charged from start of booking (including pack in and pack out) until end of booking including hirer's clean up.

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$ 16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Deposit	\$50.00	
Bond (function involving alcohol)	\$800.00	\$750.00
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	
Hire		
Hourly Rate (includes kitchen)		
- Up to 11pm	\$20.00 per hour	\$17.00 per hour
- After 11pm	\$23.00 per hour	\$20.00 per hour
- Preparation/pack-in night before event (after 5pm) and pack-out/clean up, morning after event (before 12pm) charged at normal hourly rate		
Maximum Daily Charge (day/night events, multi-day events)	\$250.00	\$220.00
Electrical facilities (Heating, Lighting etc.)	\$0.60 per unit	\$0.53 per unit
Public Liability Insurance Cover (if required)	\$16.00 per hire	\$14.00 per hire
* Security Check	\$48.00 per check	\$42.00 per check

* **Security:** Please note an additional charge of securing the lounge will apply to any hire closing **from 11.00pm onwards** as per the security company's scale of charges. Should this fee change, any hirer who requires this service is notified by letter. District Plan rules and bylaws apply limiting hours of use (e.g. noise control).



Facility Hire – Caroline Bay Hall

The Caroline Bay Hall may be used for dances, socials, cabarets, wedding receptions, exhibitions and public meetings.

Hire Minimum hire charge of two hours per hire, including pack in and pack out) until end of booking including clean up.

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Deposit (required one month prior to your reservation)	\$60.00	\$50.00
Bond (function involving alcohol)	\$800.00	\$750.00
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	
Hire		
Hourly Rate		
- Up to 6pm	\$35.00 per hour	\$31.00 per hour
- 6pm-11pm	\$78.00 per hour	\$68.00 per hour
- After 11pm	\$110.00 per hour	\$98.00 per hour
- Preparation/pack-in night before event and pack-out/clean up, morning after event charged at normal hourly rate		
Maximum Daily Rate (day/night events, multi-day events)	\$710.00	\$640.00
Electrical facilities (Heating, Lighting etc.)	\$0.60 per unit	\$0.53 per unit
Kitchen facilities if not hiring any other part of the Hall	\$35.00 per hour	\$31.00 per hour
Public Liability Insurance Cover (if required)	\$16.00 per hire	\$14.00 per hire
Security Check*	\$48.00 per check	\$42.00 per check
Miscellaneous Charges		
Conference chairs for use <u>within</u> the hall (if alcohol or food is served)	\$1.80 each per day	\$1.60 each per day
Use of baby grand piano	\$100.00	\$50.00

* **Security:** Please note an additional charge of securing the hall will apply to any hire closing **from 11.00pm onwards** as per the security company's scale of charges. Should this fee change, any hirer who requires this service is notified by letter. District Plan rules and bylaws apply limiting hours of use (e.g. noise control).



Facility Hire – Caroline Bay Soundshell

The Caroline Bay Soundshell is an outdoor venue with seating for 1,780.

Deposit - A deposit is required on signing the Agreement to cover the Statutory Advertising. This will only be refundable if cancellation notice is given one week prior to concert.

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Screen Fencing - Council can provide screen fencing for the Bay Hill frontage from the Piazza to about opposite the restaurant. This would be erected on the afternoon of the concert if it is required. The cost of fencing will vary accordingly to the requirements of each concert, typically at a cost of \$2,500 - \$3,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Hire - Show Charging Admission		
Deposit (refundable)	\$345.00	\$300.00
Soundshell hire, electricity supply, clean up/labour, two public notices re Liquor ban / exclusive use and admission charge	\$700.00	\$650.00
Fencing / labour	At cost	At cost
Hire – Show with No Admission Charge or Community Event		
A Community Events is when admission is by donation (gold coin or similar) and/or the net proceeds are being donated to an approved charity or community cause		
Deposit (refundable)	\$230.00	\$200.00
Hire	\$140.00	\$125.00
Covers limited electricity supply: Any additional electricity supply must be arranged for and paid by the hirer.		
Clean up: Any additional clean up / rubbish removal etc. must be paid by the hirer.		
Public Liability Insurance Cover (if required)	\$16.00 per hire	\$14.00 per hire
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	

Council does **NOT** offer the following Services: Security, Ticket Sales/Booking Agent, Ushers, Sound, Electrician, Additional Electrical Supply, Additional Spot Lighting, and Additional Stage Lighting. Please make your own arrangements for these services. A list of service providers can be supplied if required.

The Hirer's attention is drawn to the following legal requirements of the Electrical Regulations covering outdoor venues:

- Should the Hirer's 'Electrical Load' requirements exceed the capacity of the 'Residual Current Device Protected 3 Phase 5 Pin Sockets' then a power supply of '3 Phase 150 Amp' may be drawn from a fuse/switch provided.
- The Hirer's electrician when taking a power connection from the fuse/switch is responsible for arranging his own Electrical Permit and assumes full legal responsibility at all times for the temporary electrical installation whilst it is connected to a power supply.



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- The Council shall **NOT** accept any responsibility or claims for compensation of loss due to power failure at the venue for whatever reason. The Hirer and the hirer's electrician are totally responsible for all electrical safety of performers, staff and the public.

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Facility Hire – Geraldine Pavilion

Preparation time (must be arranged at the time of booking the facilities. This will be charged at the normal hire charge)

Hire (minimum hire charge of two hours per hire including preparation / pack out time).

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Deposit	\$50.00	
Bond (function involving alcohol)	\$800.00	\$750.00
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	
Lounge (upstairs)		
Hourly Rate (includes kitchen)		
- Up to 11pm	\$25.00 per hour	\$22.00 per hour
- After 11pm	\$25.00 per hour	\$22.00 per hour
- Preparation/pack-in night before event (after 5pm) and pack-out/clean up, morning after event (before 12pm) charged at normal hourly rate		
Public Liability Insurance Cover (if required)	\$16.00 per hire	\$14.00 per hire
Changing Rooms (downstairs)		
Hire	\$30.00 per hire	\$26.00 per hire
Storage Rooms	By arrangement	By arrangement



Facility Hire – Pleasant Point Town Hall

Hire Minimum hire charge of two hours per hire. Hirer will be charged from start of booking (including pack in and pack out) until end of booking including clean up. Preparation time to be arranged at time of booking (charged at normal rates).

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Bond – Dances, Socials, Cabarets including alcohol	\$800.00	\$750.00
Deposit – Dances, Socials, Cabarets	\$115.00	\$100.00
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	
Hire		
Hourly Rate – Meetings only	\$17.00 per hour	\$15.00 per hour
Hourly Rate – Sports only	\$12.50 per hour	\$11.00 per hour
Others – morning to 6pm	\$20.00 per hour	\$17.00 per hour
Others – 6pm - midnight	\$26.00 per hour	\$23.00 per hour
Others – midnight to 2am	\$28.00 per hour	\$25.00 per hour
Preparation/pack-in night before event (after 5pm) and pack-out/clean up, morning after event (before 12pm) charged at normal hourly rate		
Maximum Daily Rate (day/night events, multi-day events)	\$240.00	\$210.00
Miscellaneous		
Heating	\$2.30 per hour of use	\$2.00 per hour of use
Kitchen facilities	\$12.00 per hour	\$11.00 per hour
Memorial Lounge only	\$14.00 per hour	\$12.00 per hour
Supper Room only	\$14.00 per hour	\$12.00 per hour
Public Liability Insurance Cover (if required)	\$16.00 per hire	\$14.00



Facility Hire – Pleasant Point Gymnasium

The gymnasium is now leased to the Pleasant Point Community Health & Fitness Club Incorporated. Fees and charges are set by the lessee.

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Facility Hire – The Southern Trust Events Centre

The Southern Trust Events Centre features a large multi-purpose Stadium, a Lounge including Kitchen and Bar, and a Meeting Room.

Commercial and special events rates are available on request. Quoted prices will vary depending on the type of event, spaces required, door charges, services requested etc.

A bond of up to \$1,000 may be charged depending on the usage/function. **Stadium** (up to 2,400 people).

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	Adult / Senior Competition	Adult / Senior Competition	School Usage Junior Competition	School Usage Junior Competition
	2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)
Full Stadium Floor (three sections)				
Hourly	\$129.00	\$112.00	\$104.00	\$90.00
Full Day (8.00am-5.00pm)	\$850.00	\$756.00	\$698.00	\$607.00
Full Day and Evening (8.00am-11.00pm)	\$1,450.00	\$1,260.00	\$1,164.00	\$1,012.00
Lighting per hour (electricity)	\$52.00	\$45.00	\$52.00	\$45.00
Heating per hour (gas)	\$70.00	\$61.00	\$70.00	\$61.00
Air vents / Circulation per hour (electricity)	\$52.00	\$45.00	\$52.00	\$45.00
Two Thirds Stadium Floor (two sections)				
Hourly	\$85.00	\$74.00	\$69.00	\$60.00
Full Day (8.00am-5.00pm)	\$575.00	\$499.00	\$465.00	\$405.00
Full Day and Evening (8.00am-11.00pm)	\$955.00	\$832.00	\$765.00	\$675.00
Lighting per hour (electricity)	\$35.00	\$30.00	\$35.00	\$30.00
Heating per hour (gas)	\$45.00	\$41.00	\$45.00	\$41.00
Air vents / Circulation per hour (electricity)	\$35.00	\$30.00	\$35.00	\$30.00
One Third Stadium Floor (one section)				
Hourly	\$43.00	\$37.00	\$35.00	\$30.00
Full Day (8.00am-5.00pm)	\$340.00	\$296.00	\$280.00	\$245.00
Full Day and Evening (8.00am-11.00pm)	\$575.00	\$499.00	\$465.00	\$405.00
Lighting per hour (electricity)	\$17.00	\$15.00	\$17.00	\$15.00



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Description	Adult / Senior Competition	Adult / Senior Competition	School Usage Junior Competition	School Usage Junior Competition
Heating per hour (gas)	\$23.50	\$20.50	\$23.50	\$20.50
Air vents / Circulation per hour (electricity)	\$17.00	\$15.00	\$17.00	\$15.00

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Upstairs Meeting Room (up to 40 people)		
Hourly	\$40.00	\$35.00
Morning, Afternoon or Evening	\$90.00	\$80.00
Upstairs Lounge, Kitchen and Bar (up to 300 people)		
Morning or Afternoon	\$144.00	\$125.00
Full Day (8.00am-5.00pm)	\$288.00	\$250.00
Full Day and Evening (8.00am-11.00pm)	\$360.00	\$315.00
Evening only	\$190.00	\$165.00
Weddings	\$678.00	\$590.00
Other Social Functions	\$430.00	375.00
Exercise class with own instructor per hour	\$48.00	\$42.00
Other Charges		
Cancellation of Booking - at Manager's discretion	\$36.00 minimum	\$31.50 minimum
Set up/pack down equipment (per hour) - at Manager's discretion	\$48.00	\$42.00
External Changing Rooms (per room per half day)	\$120.00	\$104.00
Downstairs commercial kitchen (large functions and events)	\$380.00	\$330.00
Electricity per kwh	\$0.32	\$0.28
Additional clean up (per hour) – at Manager's discretion	\$48.00	\$42.00
Security Unlock / Lock up	\$84.50	\$73.50
Public Liability Insurance Cover (if required)	\$16.00 per hire	

Note: The Centre reserves the right to adjust the final account based on the actual level of use, additional services provided and any damage incurred.

Note: The lounge is not available for hire should the activity involved dancing, jumping and dance music as this creates dynamic floor movements.



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Facility Hire – Temuka Domain Pavilion

Preparation time (must be arranged at the time of booking the facilities. This will be charged at the normal hire charge)

Hire (minimum hire charge of two hours per hire including preparation / pack out time).

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Deposit	\$100.00	
Bond (function involving alcohol)	\$800.00	\$750.00
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	
Hire		
Hourly Rate	\$18.00 per hour	\$16.00 per hour
Public Liability Insurance Cover (if required)	\$16.00 per hire	

Facility Hire – Theatre Royal Timaru – currently closed for The Theatre Royal Upgrade/Heritage Facility Project



Facility Hire – Washdyke Community and Sports Centre

The Washdyke Community and Sports Centre may be used for meetings, seminars, receptions and functions for up to 200 people.

Hire of the Lounge and Bar: Contact Soccer South Canterbury, telephone 03 693 8594 or 027 637 4775.

Hire of the Squash Courts: Contact Don McLean, telephone 03 688 6330.

Council administers the hire of the **Gymnasium and the Squash Lounge as follows:**

- **Hire** Minimum hire charge of two hours per hire. Hirer will be charged from start of booking (including pack in and pack out) until end of booking including clean up.
- **Public Liability Insurance** The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Bond – Functions including alcohol	\$800.00	\$750.00
Deposit – Required one month prior to reservation	\$60.00	\$50.00
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	
Hire	\$20.00 per hour	\$18.00 per hour
- Minimum Charge 2 hours \$36.00		
Electrical facilities (heating / lighting)	\$0.60 per unit	\$0.53 per unit
Public Liability Insurance Cover (if required)	\$16.00 per hire	\$14.00 per hire
*Security check	\$48.00 per check	\$42.00 per check

* Please note: An additional charge for a **security** check of the Centre will apply to all functions at which alcohol is served and to any reservation closing from 11.00pm onwards as per the security company's scale of charges. Should this fee change, any hirer who requires this service is notified by letter.



Facility Hire – West End Hall

The West End Hall may be used for meetings, seminars, receptions and functions for up to 200 people.

Hire Minimum hire charge of two hours per hire. Hirer will be charged from start of booking (including pack in and pack out) until end of booking including hirer's clean up.

Public Liability Insurance The hirer is required to have Public Liability Insurance and provide a confirmation of this to the Council before the booking is confirmed. If the hirer does not have Public Liability Insurance the Council will charge \$16.00 per hire. This provides cover to a maximum of \$2,000,000.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Deposit	\$100.00	
Bond – Functions including alcohol	\$800.00	\$750.00
Cancellation Fee (for cancellations made within 48 days of the hire date)	Forfeit of Deposit	
Hire		
Meeting Room (can be hired separately)	\$24.00 per hour	\$21.00 per hour
Hall Hireage		
Hourly Rate		
- Morning to 6pm	\$35.00 per hour	\$31.00 per hour
- 6pm to midnight	\$47.00 per hour	\$41.00 per hour
- Midnight to 2am	\$55.00 per hour	\$48.00 per hour
Preparation/pack-in night before event (after 5pm) and pack-out/clean up, morning after event (before 12pm) charged at normal hourly rate		
Maximum Daily Charge – day/night events, multi-day events	\$505.00	\$440.00
Kitchen Facilities (can be hired separately)	\$28.00 per hour	\$25.00 per hour
West End Bowls	\$25.00 per hour	\$20.00 per hour
Committee Room (Masonic Lodge)	\$21.00 per hour	\$19.00 per hour
Ante Room (available only when Committee Room and Lodge Room not in use)	\$15.00 per hour	\$13.00 per hour
Public Liability Insurance Cover (if required)	\$16.00 per hire	\$14.00 per hire

Cleaning Costs: Should the Hall require additional cleaning following hire, the hirer will be charged at an hourly rate.



Fishing Huts

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Lease Transfer	\$240.00	\$200.00
Rangitata Hut Lease	\$760.00	\$745.00
Rangitata Hut Lease – Permanent Resident	\$1,110.00	\$1,095.00
Stratheona Hut Lease	\$760.00	\$745.00



Infrastructure Group Administration Fees

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Services Consents (Connection/Disconnections to Public Infrastructure)		
Application Fee	\$650.00	\$550.00
Amendment Fee	\$325.00	\$275.00
Retrospective Approval Fee (additional to application fee)	\$325.00	\$275.00
Inspection / Re-inspection Fee for non-compliant works or missing information (per inspection)	\$350.00	\$275.00
Charge for works that are non-remedied after non-complaint inspection	Monthly Fee per site \$250.00	Monthly Fee per site - \$100.00
Bond Application Fee	\$800.00	\$550.00
Request for Time Extension (for other than minor changes)	\$200.00	\$150.00
Acceptance of Engineering Design (for new assets to be vested to Council)	Actual Cost	Actual Cost
Occupation of Road Reserve (Installation of Private Services)		
Application Fee	\$350.00	\$300.00
Amendment Fee	\$175.00	\$150.00
Charge Rates (staff time rate)		
Group Manager	\$350.00 per hour	\$300.00 per hour
Unit Manager	\$250.00 per hour	\$210.00 per hour
Senior Engineer	\$200.00 per hour	\$175.00 per hour
Engineer/Technician	\$180.00 per hour	\$140.00 per hour
Infrastructure Planner	\$200.00 per hour	\$175.00 per hour
Administration Staff	\$100.00 pr hour	\$95.00 per hour



Land Information Memorandum

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Residential Single Unit Properties (based on rating differential)	\$450.00	\$336.00
All Other Properties	\$650.00	\$472.50

Latter Street Car Park

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Clamping release fee for unauthorised vehicles	\$90.00	\$84.00



Land Transport

Note refer to Infrastructure Group Administration Fees for Staff hourly rates.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Services Consents (Connection/Disconnections to Public Infrastructure)		
Application fee	\$650.00	\$550.00
Vehicle crossing – application fee	Refer CAR fees below	Refer to CAR Fees below
Occupation of Road Reserve (Installation of Private Services)		
Application fee	\$350.00	\$300.00
Amendment fee	\$175.00	\$150.00
Road Occupation Inspection Fee	\$175.00	\$125.00
Private Bridge / Stock Underpass Structural Inspection Fee	\$800.00	\$640.00
Corridor Access Request (CAR) – Application Fees		
Works within footpaths/berms:		
• Type FB1 (Minor) Up to 6 square metres and/or 20 lineal metres	\$100.00	\$100.00
• Type FB2 (Major) Greater than 6 square metres and/or 20 lineal metres, but less than 10 square metres and/or 100 lineal metres	\$700.00	\$550.00
Works within road carriageway (formed road):		
• Type C1 (Minor) Up to 2 square metres and/or 5 lineal metres	\$700.00	\$500.00
• Type C2 (Major) Greater than 2 square metres and/or 5 lineal metres, but less than 10 square metres and/or 15 lineal metres	\$2000.00	\$1,500.00
Project Work Areas greater than the above category types	At Cost	At Cost
All Infrastructure Consents / CAR's		
Working in Road Reserve without an approved Corridor Access Request	\$1000.00	(new fee)
Working in Road Reserve without an approved Temporary Traffic Management Plan	\$1000.00	(new fee)
CAR and/or Temporary Traffic Management time extension fee	\$250.00	(new fee)
Reinspection Fees for non-compliant works or missing information	\$350.00	\$275.00
Charge for works that are not remedied after non-compliant inspection – monthly fee per site (CAR)	\$250.00	\$150.00
Temporary Traffic Management Audit fees	Actual cost + 15%	At cost on charge



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Overweight and Overdimension Permit Fees		
Permit Fees are in accordance with Waka Kotahi - Vehicle dimensional and mass permitting manual (volume 1).	As per NZTA (Waka Kotahi) fees	As per Waka Kotahi Permit Fees
Additional costs can be charged for applications with less than 3 days' notice	Actual Cost	Actual Cost
Additional costs for investigation into feasibility of crossing bridges within proposed route	Actual Cost	Actual Cost
Any work to facilitate the movement of an overweight or overdimension vehicle (ie signs / bridge engineering supervision)	Actual Cost	Actual Cost
Road Closures		
Community Events - Advertising and Traffic Management Costs	No Charge	Previously not listed in F&C
Commercial / Industrial – Advertising and Traffic Management Cost	Actual Cost	Previously not listed in F&C

Library



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Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Out of District Membership – per adult member	Free	Free
Temporary Membership – residing in Timaru District – 1 week – 6 months	Free	Free
Fines - Adult	Free	Free
Fines - Children	Free	Free
Adult Reserves	Free	Free
Interloans	From \$7.00	From \$6.00
Lost Borrower Card	Free	Free
Photocopying		
A4	\$0.10 per page \$0.20 double sided	\$0.10 per page \$0.20 double sided
A4 Colour	\$1.00 per page \$2.00 double sided	\$1.00 per page \$2.00 double sided
A3	\$0.20 per page \$0.40 double sided	\$0.20 per page \$0.40 double sided
A3 Colour	\$1.50 per page \$3.00 per page	\$1.50 per page \$3.00 per page
Other		
Temuka Meeting Room	\$21.00 per hour Free to Community Groups	\$18.50 per hour Free to Community Groups
Geraldine Meeting Room	\$21.00 per hour Free to Community Groups	\$18.50 per hour Free to Community Groups
Lost/Damaged Item - Administration fee – per invoice	\$10.00	\$10.00
Lost Book	Replacement cost	Replacement cost



Licence Fees

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Bylaws Licences		
Taxi Stands – Cab Fee This fee is now obsolete	\$0.00	\$107.00 per year
Annual Mobile shop or stall permit / public trader	\$185.00	\$157.00
Annual Multiple mobile shop outlets for same produce/same trader (New Fee)	\$185.00 for first unit plus 25% for each additional unit	\$157.00 for first unit plus 25% for each additional unit
Monthly Mobile Shop or stall permit / public trader	\$125.00	\$105.00
One Day Mobile Shop / Stall or Hawkers permit / public trader	\$50.00	\$42.00
Street Dining Areas (Permit to Occupy) Timaru, Geraldine, Temuka and Pleasant Point:		
Seat up to 17 persons	\$340.00	\$285.00
Seat 17 + persons	\$665.00	\$555.00
Health Licences		
Application for / Renewal of: -		
Camping Grounds	\$375.00	\$315.00
Food Premises:		
Charge-out rate – to apply to any activities that requires recovery of costs	\$180.00	\$163.00 per hour
Administration fees (Food/Health)	\$80.00	\$78.75 per hour
Application for / Renewal of:		
Hairdressers	\$230.00	\$193.00
Public Health – Low Risk (i.e. Beauty Therapists [makeup only] - Non-Transferable	\$200.00	\$130.00
Public Health–High Risk (i.e. Skin piercing, Tattooing, etc) - Non-Transferable	\$300.00	\$225.00
Offensive Trades	\$300.00	\$225.00



Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Funeral Directors	\$300.00	\$225.00
Public Health Pool Registration/Renewal (Bylaw) includes inspection	\$300.00	\$220.00
Pre-Opening, etc – Cost of licence plus charge out rate per hour or part thereof.	Cost of relevant license plus \$180.00/hr and travel costs	\$220.00 - \$415.00+\$168.00 per hour
New Registration		
Food Control Plan - single site	\$180.00 fixed fee plus \$90/half hr after 1 st hour	\$150.00 fixed fee plus \$77.50 per half hour after 1st hour
Food Control Plan – multi site	\$270.00 fixed fee plus \$90.00 per half hour after 1 st hour	\$225.00 fixed fee plus \$77.50 per half hour after 1 st hour
National Programme	\$180.00 fixed fee plus \$90/half hr after 1 st hour	\$150.00 fixed fee plus \$77.50 per hour after 1 st hour
Consultancy (optional) – new business set up assistance/preopening visit	\$180.00/hr	\$155.00 per hour
Food Control Plan Mentoring (optional)	\$360.00 fixed fee	\$310.00 fixed fee
Registration Renewal		
12 month renewal Food Control Plan - single site	\$180.00 fixed fee	\$150.00 fixed fee
12 month renewal Food Control Plan - multi site	\$270.00 fixed fee	\$225.00 fixed fee
24 month renewal National Programme	\$270.00 fixed fee plus \$90 per half hour after 1 st hour	\$150.00 fixed fee plus \$77.50 per half hour after 1 st hour
Food Control Plan Mentoring (optional)	\$360.00 fixed fee	\$300.00 fixed fee
Compliance and Monitoring		
Food Control Plan – annual allocation	\$90.00	\$75.00 fixed fee
National Plan – 24 month	\$180.00	\$150.00 fixed fee
Verification (Audit)		



Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Food Control Plan – single site audit	\$360.00 fixed fee plus \$90 per half hr after first 2 hrs	\$300.00 fixed fee plus \$77.50 per half hour after the first 2 hours
Food Control Plan – multi site audit	\$360.00 fixed fee plus \$90 per half hr after first 2 hrs	\$300.00 fixed fee plus \$77.50 per half hour after the first 2 hours
Food Control Plan Audit close-out over 15 minutes	\$180.00 per hour	\$155.00 per hour
National Plan 1 Check (one off)	\$180.00 per hour	\$155.00 per hour
National Plan 2 Audit – 3 yearly	\$180.00 per hour	\$155.00 per hour
National Plan 3 Audit – 2 yearly	\$180.00 per hour	\$155.00 per hour
Complaint Driven Investigation		
Complaint resulting in issue of improvement notice	\$180.00 per hour plus actual travel costs and disbursement	\$155.00 per hour plus actual travel costs and disbursement
Exemption		
Application and Assessment	\$180.00 per hour	\$155.00 per hour
Travel Charges (applied to the fees above as appropriate)		
Timaru District Obsolete fee – change in fee structure – charging out actual costs	Actual	\$10.00 fixed charge per visit
Actual Travel Costs	\$0.95 per km plus travel time @ \$180.00 per hour	Where applicable, charges at 0.85c per km plus staff travel time at \$155.00 per hour
Miscellaneous Licences / Fees		
Re-inspection for Non Compliance - All licences	\$180.00 per hour	\$168.00 per hour
Environmental Health Regulatory Functions and Enforcement	\$180.00 per hour	\$168.00 per hour
Transfer Fee	\$135.00	\$110.00
MPI Titiro Database license charge	\$13.50 per premises charged at time of verification	NEW FEE
Gambling Act Consent Fee – Deposit (Includes processing of application up to a maximum of 2 hours: Charge out fee per hour or part thereof applies thereafter)	\$400.00 plus \$180.00 charge out fee of \$180.00 per hour or part thereof	\$330.00



Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Public Swimming and Spa Pools – Investigation and Tests	\$180.00 per hr plus lab costs	\$168.00 per hour plus lab costs
Liquor		
Application fees (On, Off, Club)		
Very low	\$386.00	\$386.00
Low	\$640.00	\$640.00
Medium	\$857.00	\$857.00
High	\$1,075.00	\$1,075.00
Very high	\$1,268.00	\$1,268.00
Annual fees (On, Off, Club)		
Very low	\$169.00	\$169.00
Low	\$410.00	\$410.00
Medium	\$664.00	\$664.00
High	\$1,087.00	\$1,087.00
Very high	\$1,509.00	\$1,509.00
Special licence		
Class 3: one or two small events	\$66.50	\$66.50
Class 2: three to twelve small events or one to three medium events	\$217.00.	\$217.00
Class 1: one large event, more than three medium events, more than twelve small events	\$604.00	\$604.00
Other application fees		
Public Notice of Application Fee	\$52.50	\$52.50
Managers certificate application and renewal	\$332.00	\$332.00
Temporary authority	\$311.50	\$311.50
Temporary licence	\$311.50	\$311.50



Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Appeal to Alcohol Regulatory Licensing Authority (paid to ARLA)	\$543.00	\$543.00
Extract of register	\$60.00	\$60.00
Permanent club charter	\$664.00	\$664.00
Bylaws Regulatory function and Enforcement ³		
Removal of advertising signs	\$135.00	\$110.00
Removal of abandoned vehicles	\$125.00 per hour staff time plus actual cost of towage	\$105.00 per hour staff time plus actual cost of towage
Litter		
a) As permitted under the Litter Act 1979	\$420.00	\$420.00
b) Clean – up relating to litter and illegal dumping	Actual cost of contractor plus \$60 administration fee	Actual cost of contractor + \$52.50 administration fee
Animals Seized under Local Government Act 2002		
Sustenance Fee per animal (New Fee)	\$18 per day per animal	\$16 per day
Bylaws Regulatory functions and enforcement		\$105 per hour after first hour
Breach of Bylaw	\$525.00	\$525.00

1 Applies to applications for new licences, renewals of licences and variations to licences.

2 Event Definitions:

- Small Event (0 – 100 people)
- Medium Event (100 – 400 people)
- Large Event (more than 400 people)

3 Bylaw fees and fines are charged under the LGA 2002. When the cost of bylaw monitoring and or enforcement related processes exceeds the stated fee, (min. charge), Council may recover all additional costs on a time and cost bases

Note: All Liquor Licence Fees are set by Government Statute and are subject to change.



Museum

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Room rental		
Open Hours	\$35.00 per hour	\$30.00 per hour
After Hours	\$45.00 per hour plus \$35.00 staff charge	\$40.00 per hour plus \$30.00 staff charge

Note: Use of Digital Theatre equipment will attract further charge to South Canterbury Museum Development Trust. Rental fees may be reduced for organisations linked to the South Canterbury Museum at the Museum Director's discretion.

Description	Public 2024/25 (GST incl.)	Public 2023/24 (GST incl.)	SC Historical Society /Friends of the Museum 2024/25 (GST incl.)	SC Historical Society /Friends of the Museum 2023/24 (GST incl.)
Photocopying –B/W	\$1.00	\$0.50	\$0.50	\$0.30
Photocopying – Colour	\$1.50	\$1.00	\$1.00	\$0.50
Microfilm scans / digital images / colour copies – A4	\$1.50	\$1.00	\$1.00	\$0.50
Microfilm scans / digital images / colour copies – A3	\$2.00	\$1.50	\$1.50	\$1.00
Database printouts – per page	\$1.50	\$1.00	\$1.00	\$0.50
Research				
SC Genealogy Society fee ¹	\$2.00	\$2.00	\$2.00	\$2.00
Research by staff	\$35.00 per ½ hour	\$31.50 per ½ hour	\$31.50 per ½ hour	\$31.50 per ½ hour

1 Fee applies to use of South Canterbury Genealogy Society resources by person who is not a member of the Society.



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Description	Public	Public	SC Historical Society/ Friends of the Museum	SC Historical Society/ Friends of the Museum
	2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)
Digital reprints²				
Catalogue print	\$2.00	\$1.00	\$1.00	\$0.50
Laser print – A5 / A4	\$0.00	\$8.00	\$0.00	\$7.00
Laser print – A3	\$0.00	\$12.00	\$0.00	\$10.00
Digital images (300dpi JPG on CD)	\$25.00	\$20.00	\$20.00	\$20.00
Commercial use of single image	\$70.00	\$50.00 per image	\$50.00	\$50.00 per image
Television or commercial filming in museum ³	\$300.00	\$280.00	\$250.00	\$280.00
Delivery timeframe (indicative)		5-10 working days Postal charges apply		5-10 working days Postal charges apply

2 Prices given are for personal, private and non-commercial purposes. Commercial use of the museum's images will incur further charges.

3 Fee may be reduced or waived with agreement from Museum Director. Filming for advertisements will be charged double the fee.

Motor Camps

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Pleasant Point		
Cabins	\$36.00 adult / \$15.00 child	\$32.00 adult / \$13.00 child
Caravan power sites	\$25.00 adult / \$9.00 child	\$22.00 adult / \$8.00 child
Unpowered sites	\$19.00 adult / \$8.00 child	\$17.00 adult / \$7.00 child

These motor camps are leased on term contracts.

- Geraldine Holiday Park
- Rangitata South Reserve
- Temuka Motor Camp
- Winchester Motor Camp



Parking

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
On Street Meters	\$1.40 per hour	\$1.40 per hour
Sophia Street Carpark		\$1.20 per hour
Sophia Street Farmers Library	\$0.90 per half hour	\$0.80 per half hour
Barnard Street	NA	\$1.00 per hour
The Landing Services		\$0.80 per hour
Cains Terrace		\$1.40 per hour
Bay Hill On Street		\$1.00 per hour
Cone Hire		\$1.40 per hour
Cone Hire		\$15.00 per day
Infringement Fees Any parking offence involving parking on a road in breach of a bylaw, in excess of a period fixed by a meter or otherwise, where the excess time is:	(Legislation set)	
Not more than 30 minutes	\$12.00 discounted \$2.00 for prompt payment	\$12.00 discounted \$2.00
More than 30 minutes but not more than 1 hour	\$15.00 discounted \$2.00 for prompt payment	\$15.00 discounted \$2.00
More than 1 hour but not more than 2 hours	\$21.00 discounted \$2.00 for prompt payment	\$21.00 discounted \$2.00
More than 2 hours but not more than 4 hours	\$30.00 discounted \$2.00 for prompt payment	\$30.00 discounted \$2.00
More than 4 hours	\$42.00 discounted \$2.00 for prompt payment	\$42.00 discounted \$2.00
More than 6 hours	\$57.00 discounted \$2.00 for prompt payment	\$57.00 discounted \$2.00
Failing to display 'Pay & Display' Receipt or pay 'Pay & Park' fee	\$40.00	\$40.00

Note: Discounts apply if paid within 14 days. Infringement fees are set by Statute.



Planning

Resource Management Fees

Section 36 of the Resource Management Act 1991 enables Council to charge additional fees to recover actual and reasonable costs where the Lodgement Fee is inadequate.

When the total cost to process an application exceeds the Lodgement Fee in Table One, the additional fees are charged at the rates specified in Table Two of this fee schedule.

The Council also reserves its discretion to refund part of the fixed fee if the work required to process the application is less than usual.

The Lodgement Fee will be required to accompany the application. An invoice will be sent for any additional fees. The Lodgement Fee is a deposit only and may not be the complete charge. There may be additional fees or a part refund as explained above.

Discounts shall be paid on administrative charges for applications for resource consent and applications to change or cancel conditions that are not processed within the statutory timeframes. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Table 1:		
Lodgement Fees (Deposit)		
Notified Consent	\$7,500.00	\$7,500.00
Limited Notified (service only) Consent	\$5,000.00	\$5,000.00
Non-notified Subdivision Consent	\$2,000.00	\$2,000.00
Non-notified Land Use Consent	\$1,800.00	\$1,800.00
Monitoring deposit for all land use consent (2hours * monitoring officer)	\$310.00	\$270.00
Non-notified Subdivision Consent - Change to Flats Plan or Unit Title	\$900.00	\$780.00
Right of Way Approval (not included in Subdivision Consent)	\$900.00	\$780.00
Revocation of Easements and Consent Notices (not included in Subdivision Consent)	\$900.00	\$780.00
Existing Allotments Section 226 Certificate (new titles created)	\$900.00	\$780.00
Section 223 Certificate (survey plan approval)	\$725.00	\$630.00
Section 224(c) Certificate	\$725.00	\$630.00
Section 224(c) Certificate including Section 223 Certificate	\$725.00	\$630.00
Removal of Building Line Restriction	\$900.00	\$780.00
Certificates of Compliance	\$900.00	\$780.00



Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Change or Cancellation of Conditions	\$900.00	\$780.00
Existing Use Rights and Existing Use Certificate	\$900.00	\$780.00
Extension of Time	\$900.00	\$780.00
Outline Plan	\$900.00	\$780.00
Waiver of Outline Plan	Actual Cost	Actual cost
Alteration to a Designation	\$1,200.00	\$1,200.00
Extension of Time to a Designation	\$1,200.00	\$1,200.00
Plan Change	\$20,000.00	\$20,000.00
Notice of Requirements for Designations or Heritage Order	\$6,000.00	\$6,000.00
Certificates for LMVD	\$0.00	\$640.00
Overseas Investment Office Certificate	Actual cost	Actual cost
Pre-Lodgement Work – Staff time conducting assessments, attending meeting(s) and writing correspondence prior to the lodgement of specific resource consent application(s) and private plan change(s).	Actual cost after first half hour free	Actual cost after first half hour free
Permitted Boundary Activity Notice	\$750.00	\$640.00
Permitted Activity Notice	\$750.00	\$640.00
Monitoring of Permitted Activity under the National Environmental Standards	\$160.00	\$135.00 per hour
Monitoring of resource consents and monitoring of non-compliance with the Timaru District Plan or the Resource Management Act 1991	\$160.00	\$135.00 per hour
Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Table 2:		
Charge Rates (staff time rate)		
District Planning Manager	\$265.00	\$230.00 per hour
Team Leader	\$225.00	\$195.00 per hour
Senior Planner	\$190.00	\$165.00 per hour
Planner	\$160.00	\$135.00 per hour
Subdivision and Compliance Officer	\$160.00	\$135.00 per hour
Monitoring Officer / Biodiversity Officer	\$160.00	\$135.00 per hour
Administration Staff	\$105.00	\$90.00 per hour



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Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Council Staff from other Units	hourly rate as specified for their role	hourly rate as specified for their role
Public Notices	At cost	At cost
Disbursements	At cost	At cost
Consultants/Legal Advice (incl Aoraki Environmental Consultancy)	At cost	At cost
Commissioning Special Reports	At cost	At cost
Hearing costs		
Hearings Committee	\$116.00 per hour for the chairperson \$93.00 per hour per member who is not the chairperson	\$116.00 per hour for the chairperson \$93.00 per hour per member who is not the chairperson
Commissioner	At Cost	At cost
Other Charges		
Hard copy of Timaru District Plan (Operative)	250.00 + postage	\$250.00 + postage
Update to the hard copy of District Plan	At cost	At cost
Allocation of new Rapid Number (includes Plate)	\$70	\$60.00
Replacement Rapid Number Plate	\$35.00	\$30.00
Bond Application	\$650.00	\$550.00
Bond Refund	Variable	Variable
Road name request	\$900.00	\$750.00



Research and Information Services Charges

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Staff time	\$0.00	\$55.00 per half hour
Official Information Enquiries		
Staff time – first half & hour is free - then		
Staff time – per half hour, or part thereof	\$0.00	\$40.00
Executive Staff (per hour)	\$160.00	
Managers and Team Leaders (per hour)	\$125.00	
Professional and Technical Staff (per hour)	\$110.00	
Administrative Staff (per hour)	\$95.00	



Sewer

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Services Consents (Connection/Disconnections to Public Infrastructure)		
Application Fee	\$650.00	\$550.00
Inspection/Re-inspection fee for non-compliant works or missing information (per inspection)	\$350.00	\$275.00
Charge for works that are not remedied after non-compliant inspection	Monthly Fee per site - \$250.00	Monthly Fee per site - \$100.00
Connection/Disconnection (Physical Works)		
All pipe sizes and manholes – all locations	Actual Cost	Actual Cost
Trade Waste Charges		
Fixed costs – per cubic metre of consented median discharge volume per day	\$0.98	\$0.78
Variable costs – per cubic metre of discharge	\$0.17	\$0.14
(Invoiced after 1 July irrespective of time period covered)		
Non-routine unscheduled Inspection or Investigation (per visit)	\$350.00 + actual costs (e.g. lab fees) + 10% admin fee	\$275.00
Special Liquid Waste Charges		
Disposal charge (per cubic metre)	\$15.70	\$10.50
Additional charge for high solids content (per cubic metre) – dependant on solids content – Minimum charge 1 cubic metre	\$0.00	\$190.00
Solid waste requiring landfill disposal	\$450.00 minimum charge + \$107.00 / t for each subsequent tonne	\$350.00
Permitted connection* annual charge <i>*Permitted connection being a trade waste permit holder that is not metered or subject to an Individual Agreement</i>	\$1,000.00	



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Social Housing

In accordance with amendments to the Residential Tenancies Act, rent may only be increased every 12 months.

	Single (weekly) [If full cost recovery required]	Single (weekly) [If full cost recovery required]	Double (weekly) [If full cost recovery required]	Double (weekly) [If full cost recovery required]
	2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)
Timaru				
Clyde Street / Le Cren Street – One bedroom	\$161.00	\$151.00	\$195.00	\$181.00
Clyde Carr Crescent – One bedroom	\$151.00	\$141.00	\$175.00	\$161.00
Clyde Carr Crescent – Bedsits	\$125.00	\$115.00	\$150.00	\$135.00
Craigie Avenue – One bedroom	\$156.00	\$146.00	\$180.00	\$166.00
Edinburgh Street – One bedroom	\$176.00	\$166.00	\$195.00	\$181.00
Flemington Street – One bedroom	\$176.00	\$166.00	\$195.00	\$181.00
Hanan Place – One bedroom	\$151.00	\$141.00	\$175.00	\$161.00
7A – 9A Harper Street – One bedroom	\$151.00	\$141.00	\$175.00	\$161.00
9 Harper Street – One bedroom	\$161.00	\$151.00	\$190.00	\$176.00
James Street / Keith Street – One bedroom	\$151.00	\$141.00	\$180.00	\$166.00
Jonas Street – One bedroom	\$166.00	\$156.00	\$195.00	\$181.00
Maltby Avenue – One bedroom	\$176.00	\$166.00	\$195.00	\$181.00
Princes Street – One bedroom	\$156.00	\$146.00	\$180.00	\$166.00
Rhodes Street – One bedroom	\$151.00	\$141.00	\$175.00	\$161.00
Taylor Street – One bedroom	\$136.00	\$126.00	\$160.00	\$146.00
Taylor Street – Bedsits	\$125.00	\$115.00	\$150.00	\$135.00
Victoria Street – One bedroom	\$181.00	\$171.00	\$200.00	\$186.00
Wilson Street – One bedroom	\$151.00	\$141.00	\$175.00	\$161.00
Woodlands Road – One bedroom	\$151.00	\$141.00	\$175.00	\$161.00



In accordance with amendments to the Residential Tenancies Act, rent may only be increased every 12 months.

	Single (weekly) [If full cost recovery required)	Single (weekly) [If full cost recovery required)	Double (weekly) [If full cost recovery required)	Double (weekly) [If full cost recovery required)
	2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)
Temuka				
Hamilton Street – One bedroom	\$151.00	\$141.00	\$175.00	\$161.00
Hewlings Place – One bedroom	\$156.00	\$146.00	\$190.00	\$176.00
King Street – One bedroom	\$156.00	\$146.00	\$175.00	\$161.00
Levens Lane – One bedroom	\$156.00	\$146.00	\$190.00	\$176.00
Whitcombe Street – Bedsits	\$125.00	\$115.00	\$150.00	\$135.00
Wilkin Street – One bedroom	\$151.00	\$141.00	\$175.00	\$161.00
Wilmshurst Road – One bedroom	\$151.00	\$141.00	\$180.00	\$166.00
Wilmshurst Road – Bedsits	\$125.00	\$115.00	\$150.00	\$135.00
Wilmshurst Road / King Street – One bedroom	\$176.00	\$166.00	\$195.00	\$181.00
Geraldine				
Huffey Street – One bedroom	\$156.00	\$146.00	\$175.00	\$161.00
89 Talbot Street – One bedroom	\$143.00	\$133.00	\$168.00	\$153.00
113-115 Talbot Street – One bedroom	\$176.00	\$166.00	\$195.00	\$181.00
Pareora				
King Street – One bedroom	\$156.00	\$146.00	\$180.00	\$166.00
Pleasant Point				
Horton Street – One bedroom	\$151.00	\$141.00	\$175.00	\$161.00
Horton Street – Bedsits	\$120.00	\$110.00	\$145.00	\$130.00

Sports Grounds

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Private hire per ground	\$60.00	\$50.00
Site Fees - Clubs with facilities on Council land will pay site fees of:		
Up to 200m ²	\$40.00	\$35.00 per annum
200m ² – 5,000m ²	\$125.00	\$110.00 per annum
5,000m ² – 10,000m ²	\$255.00	\$220.00 per annum
10,000m ² – 50,000m ²	\$400.00	\$340.00 per annum
50,000m ² – 100,000m ²	\$530.00	\$460.00 per annum
100,000m ² – 200,000m ²	\$700.00	\$600.00 per annum
Greater than 200,000m ²	\$1400.00	\$1200.00 per annum

Sports fields - Charges for sports fields will be based on the extra cost of maintaining the area at sports field standard, compared with just maintaining it as a passive green area. These are additional to any Site Fees and reflect the actual marginal cost.

Hardcourts - Charges for publicly available Hardcourts and sealed areas will be based on:

- A 25% user capital contribution when the courts are constructed or resealed.
- 20% of the balance being recovered through user charges spread over the life of the improvements
- 20% of the annual maintenance cost recovered from user charges.

Stormwater

Note refer to Infrastructure Group Administration Fees for Staff hourly rates

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Services Consents (Connection/Disconnections to Public Infrastructure)		
Application Fee	\$650.00	\$550.00
Inspection/Re-inspection Fee for non-compliant works or missing information (per inspection)	\$350.00	\$275.00
Charge for works that are non-remedied after non-compliant inspection	Monthly fee per site - \$250.00	Monthly fee per site - \$100.00
All pipe sizes and manholes – all schemes	Actual Cost	Actual Cost
Pipe to water table – rural schemes	Actual Cost	Actual Cost
Application for Stormwater Discharge		
Application Fee – using Council acceptable solution	No Charge	No Charge
Application Fee – Specific Design	Actual Processing Cost	Actual Processing Cost
Flood Risk Certificate		
Standard	\$200.00	New
Detailed	Actual Processing Cost	New



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Swimming Pools: Geraldine, Pleasant Point and Temuka

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Admission		
One Preschool (under 5 years) with a paying Adult	No Charge	No Charge
Junior (5 - 17 years)	\$4.00	\$3.00
Adult	\$6.00	\$5.00
i Adult 65 years and over	\$5.00	\$4.00
ii Adult 80 years and over (upon application)	Free Entry	Free entry
Family Group Admission		
Adult with 2 Preschoolers (under 5 years)	\$8.00	\$6.00
i Adult 65 years and over with 2 Preschoolers (under 5 years)	\$7.00	\$5.00
Adult with Child under 8 (5 to 7 years)	\$7.00	\$6.00
i Adult 65 years and over with Child under 8 (5 to 7 years)	\$7.00	\$6.00
Entry Only Discounts		
Buy 10 receive 11	\$40.00 junior / \$60.00 adult / \$50.00 for 65+	\$30.00 junior / \$50.00 adult / \$40.00 for 65+
Buy 20 receive 23	\$80.00 junior / \$120.00 adult / \$100.00 for 65+	\$60.00 junior / \$100.00 adult / \$80.00 for 65+
Buy 50 receive 60	\$200.00 junior / \$300 adult / \$250.00 for 65+	\$150.00 junior / \$250.00 adult / \$200.00 for 65+
Seasonal swim membership	\$150.00 junior / \$250.00 adult / \$200.00 65+	\$126.00 junior / \$200.00 adult / \$160.00 65+
Aqua classes (plus admission)	\$2.00	\$2.00

Notes:

- The Recreation Facilities Manager has delegated authority to negotiate the hire of a portion of the facilities.
- One Pre-school child will be admitted to the pool with one paying Adult and the child must remain within arms length.
- ⁱ Adult 65 years and over - please supply proof of age
- ⁱⁱ Adult 80 years and over – application must be made and approved. Application Forms are available on request.



Swimming Pools: Caroline Bay Trust Aoraki Centre (CBay)

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Admission		
One Preschool (under 5 years) with a paying Adult	No Charge	No charge
Junior (5 - 17 years)	\$4.00	\$4.00
Adult	\$6.50	\$6.50
i Adult 65 years and over	\$5.50	\$5.50
ii Adult 80 years and over (upon application)	Free Entry	Free entry
Family Group Admission		
Adult with 2 Preschoolers (under 5 years)	\$8.50	\$8.50
i Adult 65 years and over with 2 Preschoolers (under 5 years)	\$7.50	\$7.50
Adult with Child under 8 (5 to 7 years)	\$8.50	\$8.50
i Adult 65 years and over with Child under 8 (5 to 7 years)	\$7.50	\$7.50
Hydro slide per session (plus admission)	\$4.00	\$4.00
Sauna / steam / spa per session (plus admission)	\$3.50	\$3.00
Entry Only Discounts		
Buy 10 receive 11	\$40.00 junior / \$65.00 adult / \$55.00 over 65 years	\$40.00 junior / \$65.00 adult / \$55.00 over 65 years
Buy 20 receive 23	\$80.00 junior / \$130.00 adult / \$110.00 over 65 years	\$80.00 junior / \$130.00 adult / \$110.00 over 65 years
Buy 50 receive 60	\$200.00 junior / \$325.00 adult / \$275.00 over 65 years	\$200.00 junior / \$325.00 adult / \$275.00 over 65 years
Buy 100 receive 125	\$400.00 junior / \$650.00 adult / \$550.00 over 65 years	\$400.00 junior / \$650.00 adult / \$550.00 over 65 years
Annual swim membership	\$500.00 junior / \$750.00 adult / \$625.00 over 65 years	\$500.00 junior / \$750.00 adult / \$625.00 over 65 years
Learn to Swim classes		
Explore and Learn - Pipi-frog (was Pipi-swordfish)	\$10.50	\$10.50
Explore and Learn - Turtle-swordfish	\$12.00	\$12.00
400Gold – per class – Seal-silver (CBay Learn to Swim After School Programme)	\$13.00	\$13.00



Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Aqua classes (plus admission)		
Aqua gentle - morning	\$3.00	\$3.00
Aqua fit – evenings	\$5.00	\$5.00
Fitness Pricing (prices to increase from 6 August – when pool reopens)		
Casual Gym Visit (Includes Group Fitness classes including GRIT & RPM booking in may be required)	\$20.00	\$16.00
CBay Fitness Locker (3 hours use)	Free	Free
Premium Full Membership	\$24.50 per week or \$1,050.00 one year membership upfront payment	\$24.50 per week or \$1,050.00 one year membership upfront payment
Premium Off-Peak Membership	\$17.50 per week or \$840.00 one year membership upfront payment	\$17.50 per week or \$840.00 one year membership upfront payment
Standard Full Membership	\$18.50 per week or \$895.00 one year membership upfront payment	\$18.50 per week or \$895.00 one year membership upfront payment
Standard Off-Peak Membership	\$14.50 per week or \$685.00 one year membership upfront payment	\$14.50 per week or \$685.00 one year membership upfront payment

Notes:

- The Recreation Facilities Manager has delegated authority to negotiate the hire of a portion of the facilities.
- One Pre-school child will be admitted to the pool with one paying Adult and the child must remain within arms length.
- ⁱ Adult 65 years and over - please supply proof of age.
- ⁱⁱ Adult 80 years and over – application must be made and approved. Application Forms are available on request.
- Premium Fitness memberships include all facilities - The Pools, Gym, all Les Mills Group Fitness Classes inc. GRIT, RPM, all Aqua Fitness Classes and the Chillax Area (Steam, Sauna & Spa). Standard Fitness memberships include gym facilities only - The Gym, all Les Mills Group Fitness Classes inc. GRIT & RPM Classes.



Water

Note refer to Infrastructure Group Administration Fees for Staff hourly rates.

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Services Consents (Connection/Disconnections to Public Infrastructure)		
Application Fee - Connection/Disconnection/Flow Alteration – all schemes	\$650.00	\$550.00
Application Fee – Request to deviate from Downlands Policy	\$920.00	\$820.00
Inspection / Re-inspection fee for non-compliant works or missing information (per inspection)	\$350.00	\$275.00
Charge for works that are non-remedied after non-compliant inspection	Monthly fee per site - \$250.00	Monthly fee per site - \$100.00
Connections/Disconnections/Flow Alterations (Physical Works)		
Connections - All pipe sizes – all schemes	Actual Cost	Actual Cost
Disconnections - Permanent/ Temporary/Reconnections	Actual Cost	Actual Cost
Flow Alterations – Jet Alterations – all schemes	Actual Cost	Actual Cost
Backflow Preventor and Water Meter		
Backflow Testing – By Owner	Actual Cost	Actual Cost
Backflow Testing – By Council	\$500.00	\$300.00
Installation	Actual Cost	Actual Cost
Sale Price of Water (per cubic metre) (Invoiced after 1 July irrespective of time period covered)		
Geraldine	\$0.95	\$0.83
Pleasant Point	\$0.95	\$0.83
Seadown	\$1.24	\$1.08
Temuka	\$0.95	\$0.83
Timaru	\$0.95	\$0.83
Winchester	\$0.95	\$0.83
Rural Schemes – Connection Fee		
Downlands – per new connection (ie each additional tank)	\$7,500.00	\$6,500.00
Downlands – per Unit	\$9,200.00	\$8,000.00
Orari	\$800.00	\$700.00
Seadown	\$2,050.00	\$1,750.00
Te Moana Downs – per new connection (ie each additional tank)	\$7,500.00	\$6,500.00



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Description	2024/25 (GST incl.)	2023/24 (GST incl.)
Te Moana Downs – per Unit	\$9,200.00	\$8,000.00
Other Fees		
Bond to cover remedial work	\$800.00 minimum to 10% of estimated value of work	\$600.00 minimum to 10% of estimated value of work
Damage to network infrastructure by third party	Actual cost + 10% admin fee	Actual cost
Unauthorised water tampering or take from all water supplies (including illegal use of standpipes)	\$2,500.00 plus actual cost	\$2,000.00 plus actual cost
Upper Pareora Water Supply (annual charges) - per Tank Connection	\$692.00	\$692.00
Upper Pareora Water Supply (annual charges) - per Unit	\$277.00	\$277.00



Waste Minimisation

The small and large options are available upon application.

Extra Bins - It is likely that there will be situations where people will require extra bins (limits will apply – contact Council if required – up to two sets per property). For example, an extra recycle or rubbish bin for businesses, an extra compost bin for properties with a large garden. This option is available on application and will be invoiced pro-rata in the first year, after which costs will be charged on rates.

Extra Bin Fee	Compost	Compost	Recycle	Recycle	Rubbish	Rubbish	Glass (New)	Glass (New)
	2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)
Standard 140L	\$300.00	\$257.00	\$200.00	\$168.00	\$550.00	\$356.00	\$200.00	\$168.00
Large 240L	\$360.00	\$306.00	\$250.00	\$197.00	\$750.00	\$494.00	\$250.00	\$197.00

Replacement Bin Fee	2024/25 (GST incl.)	2023/24 (GST incl.)
Standard 140L	\$200.00	\$167.00
Large 240L	\$250.00	\$200.00

Bin Reinstatement Fee	2024/25 (GST incl.)	2023/24 (GST incl.)
Return of bins after removal for non-compliance	\$140.00	\$115.00



Geraldine, Pleasant Point, Temuka and Timaru Transfer Station charges (for non-permitted users)

A Waste Levy of \$69.00 per tonne is recovered by Council on behalf of Central Government. This is incorporated into the fees.

Key: t = Tonne

Description (all vehicles charged by weight)	Charge by Tonne	Charge by Tonne	Minimum Charge	Minimum Charge
	2024/25 (GST incl.)	2023/24 (GST incl.)	2024/25 (GST incl.)	2023/24 (GST incl.)
Rubbish	\$365.00	\$323.00 /t	\$20.00	\$17.00
Sand, Soil, Clay*	\$13.50	\$12.00 /t	\$15.00	\$12.00
Bricks, Blocks, Concrete	\$120.00	\$98.00 /t	\$15.00	\$12.00
Organic	\$110.00	\$93.00 /t	\$15.00	\$12.00
Recyclable °	\$85.00	\$71.00 /t	\$15.00	\$12.00

Description	Minimum Charge	Minimum Charge
	2024/25 (GST incl.)	2023/24 (GST incl.)
Public weigh	\$15.00	\$13.00

* Sand, Soil, Clay not currently accepted at Pleasant Point Transfer Station

° Applies to recycling delivered to the Materials Recovery Facility only

Free drop-off facilities for recyclable materials are provided at all transfer stations.



Special Waste Streams

A **Waste Levy** of \$69.00 per tonne is recovered by Council on behalf of Central Government. This is incorporated into the fees.

Key: t = Tonne

Waste Materials Requiring Permits

Criteria apply for the delivery of the following goods. Customers may apply to Enviro NZ for the following permits:

Permit Type	Description of Materials	Cost of Permit	Cost of Permit	Cost of Materials (GST incl.)	Cost of Materials (GST incl.)
Organics Permit	Delivery of organic materials to the Compost Facility	Set by EnviroNZ	\$55.00	\$107.00 / t Minimum fee: \$15.00	\$93.00 / t Minimum fee: \$12.00
Polystyrene Permit	Delivery of clean packaging polystyrene to the Materials Recovery Facility		\$0.00		\$5.00/woolsack \$ 10.00 / m3
Landfill Access Permit (LAP) Waste Category	Delivery of waste to Redruth Landfill	Set by EnviroNZ	\$55.00	Waste \$325.00 / t Minimum fee: \$50.00	Waste \$290.00 / t Minimum fee: \$45.00
Landfill Access Permit (LAP) Clean fill Category	Delivery of clean fill to Redruth Landfill	Set by EnviroNZ	\$55.00	Sand, soil, clay \$13.50 / t Minimum fee \$15.00 Slurry \$100.00 / t Minimum fee \$15.00 Hardfill: bricks, blocks, concrete \$112.00 / t Minimum fee \$15.00 Other clean fill as notified	Sand, soil, clay \$12.00 / t Minimum fee \$12.00 Slurry \$40.00 / t Minimum fee \$12.00 Hardfill: bricks, blocks, concrete \$98.00 / t Other clean fill as notified
Waste Manifest	Required for Special or Hazardous Waste			\$365.00 / t Minimum fee \$20.00	\$323.00 / t Minimum fee \$12.00



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Cover – Recreational Guidelines – testing and approval required, along with Waste Manifest approval			\$65.00 / t	\$54.00 / t

Recycling Services

Description	2024/25 (GST incl.)	2023/24 (GST incl.)
ESCRAP		
Computer Screen	\$18.00	\$15.00
Televisions and Microwaves	\$20.00	\$18.00
Photocopier/Printer - small - medium (0.1 – 0.5m3)	\$35.00	\$30.00
Photocopier/Printer - large (>0.5m3)	\$60.00	\$52.00
All other miscellaneous electronic items accepted at no charge for households only. Commercial deliveries (schools, organisations, businesses) please contact Council.		
Mice, cellphones, GPS units and digital cameras free for deliveries.		
Child car seat	\$8.00	\$5.00
Whiteware and any other item that requires de-gassing	\$35.00	
Tyres – Subject to Legislative Requirements		
Car / 4x4 / Light Truck	\$10.00	\$8.00
Heavy Truck	\$30.00	\$23.00
Tractor	\$100.00	\$85.00
Per tonne (must be de-rimmed or per tyre charge applies)	\$885.00	\$770.00



Transfer Station Administration Fees	2024/25 (GST incl.)	2023/24 (GST incl.)
Monday to Friday after hours opening. Actual cost charged if exceeds minimum	\$150.00 Minimum fee	\$120.00 Minimum fee
Saturday, Sunday and Public Holidays after hours opening. Actual cost charged if it exceeds minimum	\$200.00 Minimum fee	\$175.00 Minimum fee
Drive off Administration Fee	\$50.00	\$35.00
Delivery of non-compliant materials	\$150.00 Minimum fee or charged at cost	\$125.00 Minimum fee or charged at cost



7.8 Long Term Plan 2024-34 Draft Consultation Document Outline and Key Issues for Consultation

Author: Vincie Billante, LTP Project Lead
Steph Forde, LTP Project Officer

Authoriser: Paul Cooper, Group Manager Environmental Services

Recommendation

1. That Council confirms the following issues for consultation for the LTP 2024-34 Consultation Document, including a preferred option:
 1. Do we move to core services only and not invest in community facilities?
 2. Do we pare back for now, delaying big projects until Year 5 onwards?
 3. Do we do it all within the next few years as modelled for this LTP?
2. That Council provides any other feedback on the LTP Consultation Document as outlined via this report.

Purpose of Report

- 1 The purpose of this report is to present an overview of the outline of the proposed LTP Consultation document and confirm the issues and options for community engagement.

Assessment of Significance

- 2 This report is of high significance, as it confirms the issues for engagement with the Community as part of the Long Term Plan 2024-34 engagement during April/May 2024.

Background

- 3 The LTP Consultation Document (CD) is the primary tool for engagement and is required to be audited prior to adoption and public release. The purpose of the CD is *"...to provide an effective basis for public participation in local authority decision-making processes relating to the content of a long-term plan.."*¹. These matters must be represented fairly, explaining overall objectives and financial impacts, be easily understood and outline the significant and important choices facing the Council and district. Refer to the attachment for a copy of legislation relating to the CD.
- 4 The content of the CD must include:
 - The issues, including options, implications, preferred option and financial consequences
 - Other matters of public interest relating to the financial and infrastructure strategy
 - Significant changes to how either operating or capital expenditure is funded, including rating system impacts

¹ Local Government Act 2002, S93B

- Changes to Council's rates levels, debt levels, levels of service and rating impacts on various categories of property
- Consultation information
- An audit opinion

The CD should be presented as simply and concisely as possible.

Discussion

- 5 Council has considered a number of issues in preparing this Long Term Plan that could be included in the CD. Work on these issues has been progressing over the period of LTP preparation.
- 6 The legislation talks about assessing the inclusion of issues after consideration against the Council's Significance and Engagement policy and the importance of other matters to the district and its communities. The key purpose underpinning this is to ensure the community is given the opportunity to consider the important issues and choices facing the Council and the district, including their consequences, and be given the opportunity to comment on them.
- 7 As outlined in earlier reports to Council, this Long Term Plan is being branded 'It's about balance'.
- 8 The following are proposed for inclusion as issues in the LTP 2024-34 CD:
 1. Do we move to core services only and not invest in community facilities?
 2. Do we pare back for now, delaying big projects until Year 5 onwards?
 3. Do we do it all within the next few years as modelled for this LTP?
- 9 The content of the CD is being drafted. The Draft will be presented to Council as soon as available. The attachments outline a rough draft of the issues and potential options for discussion or review at the meeting. Also attached is the overall structure of the CD document for comment.

Options and Preferred Option

- 10 The Council has the following options:
 - (i) Confirm the issues and preferred options for the LTP Consultation Document as outlined (Preferred Option)
 - (ii) Review and change the issues for the LTP Consultation Document as outlined, either by adding additional issues or reviewing the significance of issues as presented.

Consultation

- 11 Issues will be included in the LTP Consultation Document and will represent the significant and important issues and choices being determined for the 2024-34 LTP, with a significant portion of the LTP engagement focused on them. Supporting information will be made available online.

Relevant Legislation, Council Policy and Plans

- 12 Local Government Act 2002, particularly Section 93B, 93C

Financial and Funding Implications

- 13 The funding and financial implications of the key issues are outlined as part of the information provided through the LTP engagement process, including the effects on rates, debt and levels of service. The impact of Council's preferred options, where identified, is included in the 2024-34 budget.

Other Considerations

- 14 There are no other considerations.

Attachments

1. LGA Section 93B/C - Long Term Plan Consultation  

93B Purpose of consultation document for long-term plan

The purpose of the consultation document is to provide an effective basis for public participation in local authority decision-making processes relating to the content of a long-term plan by—

- (a) providing a fair representation of the matters that are proposed for inclusion in the long-term plan, and presenting these in a way that—
 - (i) explains the overall objectives of the proposals, and how rates, debt, and levels of service might be affected; and
 - (ii) can be readily understood by interested or affected people; and
- (b) identifying and explaining to the people of the district or region, significant and other important issues and choices facing the local authority and district or region, and the consequences of those choices; and
- (c) informing discussions between the local authority and its communities about the matters in paragraphs (a) and (b).

93C Content of consultation document for adoption of long-term plan

- (1) The content of the consultation document for the adoption of a long-term plan must be such as the local authority considers on reasonable grounds will achieve the purpose set out in [section 93B](#).
- (2) Without limiting subsection (1), the consultation document must describe—
 - (a) each issue that the local authority determines should be included having had regard to—
 - (i) the significance and engagement policy adopted under [section 76AA](#); and
 - (ii) the importance of other matters to the district and its communities; and
 - (b) for each issue identified under paragraph (a),—
 - (i) the principal options for addressing the issue and the implications (including financial implications) of each of those options; and
 - (ii) the local authority's proposal, if any, for addressing the issue; and
 - (iii) the likely consequences of proceeding with the proposal on the local authority's rates, debt, and levels of service; and
 - (c) other matters of public interest relating to—
 - (i) the proposed content of the local authority's financial strategy (under [section 101A](#)) including, without limitation, the quantified limits on rate increases and borrowing in that strategy; and
 - (ii) the proposed content of the local authority's infrastructure strategy (under [section 101B](#)); and
 - (d) any significant changes that are proposed to the way the local authority funds its operating and capital expenditure requirements, including changes to the rating system described in [clause 15\(3\) and \(4\)](#) of Schedule 10; and
 - (e) using graphs or charts, the direction and scale of changes to the local authority's rates and debt levels that will result from the proposed content of the long-term plan; and
 - (f) using graphs or charts where practicable, the direction and nature of changes to the local authority's levels of service associated with the proposed content of the long-term plan; and
 - (g) the impact of proposals on the rates assessed on different categories of rateable land with a range of property values, by the provision of examples as provided for in [clause 15\(5\)](#) of Schedule 10.
- (3) The consultation document—
 - (a) must be presented in as concise and simple a manner as is consistent with [section 93B](#) and this section; and
 - (b) without limiting paragraph (a), must not contain, or have attached to it,—
 - (i) a draft of the long-term plan, as proposed to be adopted; or
 - (ii) a full draft of any policy; or
 - (iii) a full draft of the local authority's financial strategy or infrastructure strategy; or
 - (iv) any detailed information, whether described in [Part 1](#) of Schedule 10 or otherwise, that is not necessary or desirable for the purposes of subsections (1) and (2); and
 - (c) must state where members of the public may obtain information adopted by the local authority under [section 93G](#), which may include, for example, providing links or references to the relevant documents on the local authority's Internet site; and
 - (d) may be given the title of the local authority's choice, provided that the title or subtitle make reference to this being a consultation document for the proposed long-term plan for the relevant years.
- (4) The consultation document must contain a report from the Auditor-General on—
 - (a) whether the consultation document gives effect to the purpose set out in [section 93B](#); and
 - (b) the quality of the information and assumptions underlying the information provided in the consultation document.
- (5) The report under subsection (4) must not comment on the merits of any policy content of the consultation document.

8 Consideration of Urgent Business Items

9 Consideration of Minor Nature Matters

10 Public Forum Items Requiring Consideration