



**The Ordinary Meeting of the  
Kawerau District Council will be held  
on Wednesday 26 June 2024  
in the Council Chambers  
commencing at 9.00am**

**A G E N D A**

### **GUIDELINES FOR PUBLIC FORUM AT MEETINGS**

1. A period of thirty minutes is set aside for a public forum at the start of each Ordinary Council or Standing Committee meeting, which is open to the public. This period may be extended on by a vote by members.
2. Speakers may address meetings on any subject. However, issues raised must not include those subject to legal consideration, or be issues, which are confidential, personal, or the subject of a formal hearing.
3. Each speaker during the public forum is permitted to speak for a maximum of three minutes. However, the Chairperson has the discretion to extend the speaking time.
4. Standing Orders are suspended for the duration of the public forum.
5. Council and Committees, at the conclusion of the public forum, may decide to take appropriate action on any of the issues raised.
6. With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public forum. Questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

**The Ordinary Meeting of the Kawerau District Council  
will be held on Wednesday 26 June 2024  
in the Council Chambers commencing at 9.00am**

**A G E N D A**

1 **Karakia Timatanga | Opening Prayer**

2 **Apologies**

3 **Leave of Absence**

4 **Declarations of Conflict of Interest**

5 **Meeting Notices**

6 **Nga Mihimihi | Acknowledgements**

7 **Public Forum**

8 **CONFIRMATION OF COUNCIL MINUTES**

8.1 **Ordinary Council – 29 May 2024**

**Pgs. 1 - 7**

**Recommendation**

*That the minutes of the Ordinary Council Meeting held on 29 May 2024 be confirmed as a true and accurate record.*

8.2 **Extraordinary Council Meeting – 12 June 2024**

**Pgs. 8 - 11**

**Recommendation**

*That the Minutes of the Extraordinary Council meeting held on 12 June 2024 be confirmed as a true and accurate record.*

9 **RECEIPT OF COMMITTEE MINUTES**

9.1 **Regulatory and Services Committee Meeting – 12 June 2024**

**Pgs. 12 - 14**

**Recommendation**

*That the Minutes of the Regulatory and Services Committee meeting held on 12 June 2024 be confirmed as a true and accurate record.*

9.2 **Audit & Risk Committee Meeting – 10 June 2024**

**Pgs. 15 - 17**

**Recommendation**

*That the Minutes of the Audit & Risk Committee meeting held on 10 June 2024 be confirmed as a true and accurate record.*

10 **RECEIPT OF REGIONAL MINUTES**

11 **Her Worship the Mayor's Report (101400)**

**Recommendation**

*That Her Worship the Mayor's report for the period Thursday 23 May to Wednesday 19 June 2024 is received.*

**\*\* TO BE CIRCULATED SEPARATELY \*\***

12 **Action Schedule (101120)**

**Pgs. 18 - 21**

**Recommendation**

*That the updated Action Schedule of resolutions/actions requested by Council be received.*

13 **Adoption of the Rates Remission Policy for Sport, Recreation, and Community Organisations Leasing Council Land (Chief Executive) (110551)**

**Pgs. 22 - 31**

Attached is a report from Chief Executive on the Adoption of Rates Remission Policy for Sport, Recreation and Community Organisations Leasing Council Land.

**Recommendations**

- 1. That the report "Adoption of the Rates Remission Policy for Sport, Recreation, and Community Organisations Leasing Council Land" be received.*
- 2. That Council adopt the "Rates Remission Policy for Sport, Recreation, and Community Organisations Leasing Council Land".*

14 **Rate Remission for High Valued Properties Residential Properties 2024-25 (Group Manager, Finance & Corporate Services) (110551)**

**Pgs. 32 - 34**

Attached is a report from the Group Manager, Finance & Corporate Services on the Rate Remission for High Valued Residential Properties.

**Recommendation**

- 1. That the report "Rate Remission for High Valued Residential Properties 2024/25" be received.*
- 2. That Council increase the remission for high valued residential properties to \$5,500 for the 2024/25 rating year in accordance with Council's remission policy.*

15 **Fees & Charges 2024/25 (Group Manager, Finance & Corporate Services) (201600)**

**Pgs. 35 - 46**

Attached is a report from the Group Manager, Finance & Corporate Services on the Fees & Charges 2024/25

**Recommendations**

1. That the report "Fees & Charges 2024/25" be received.
2. That Council adopts the fees and charges (including GST) for 2024/25 as detailed in Appendix A.

**16 Adoption of Annual Plan 2024-2025 (Group Manager, Finance & Corporate Services) (110400)**

**Pgs. 47 - 50**

Attached is a report from the Group Manager, Finance & Corporate Services on the Adoption of the Annual Plan 2024-2025.

**Recommendations**

1. That the report "Adoption of Annual Plan 2024-2025" be received.
2. That Council resolves to adopt the "Annual Plan 2024/2025" as presented.

**17 Adoption of Rates Resolution (Group Manager, Finance & Corporate Services) (209900)**

**Pgs. 51 - 53**

Attached is a report from the Group Manager, Finance & Corporate Services on the Adoption of Rates Resolution.

**Recommendations**

*That the report "Adoption of Rates Resolution" be received.*

**SETTING OF RATES FOR THE 2024/25 FINANCIAL YEAR (CHIEF EXECUTIVE OFFICER) (209900)**

*Following the adoption of the 2024-25 Annual Plan, Council is required to set the rates for the 2024/25 financial year.*

**RECOMMENDATIONS**

1. That Council sets the following rates under the Local Government (Rating) Act 2002, on the rating units in the district for the financial year commencing on 1 July 2024 and ending on 30 June 2025.

**(a) Uniform Annual General Charge**

*A uniform annual general charge of \$900.00 (including GST) per separately used or inhabited part of a rating unit, set under section 15 of the Local Government (Rating) Act 2002 on every rateable rating unit within the district.*

**(b) General Rate**

*A General Rate set under section 13 of the Local Government (Rating) Act 2002 on every rating unit within the district, assessed on a differential basis as described below:*

- A rate of **0.4246** cents in the dollar (including GST) of capital value on every rateable rating unit zoned "residential", "rural lifestyle" and "reserve" in terms of Council's operative District Plan.
- A rate of **2.8362** cents in the dollar (including GST) of capital value for every rateable rating unit in all other land zones of Council's operative District Plan other than "residential", "rural lifestyle" and "reserve".

**(c) Water Supply Rates**

A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of **\$84.50** (including GST) per separately used or inhabited part of a rating unit to which water is connected (excluding those properties that are supplied by water meter).

A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of **\$0.27** (including GST) per cubic metre of water supplied to any rating unit on metered water supply.

**(d) Wastewater Disposal Rate**

A targeted rate for wastewater disposal, set under section 16 of the Local Government (Rating) Act 2002, of **\$170.00** (including GST) per separately used or inhabited part of a rating unit that is connected to Council's wastewater disposal network.

**(e) Refuse Collection Rate**

Targeted rates for refuse collection set under section 16 of the Local Government (Rating) Act 2002 for rating units to which refuse collection services are available, assessed as described below:

- A rate of **\$267.70** (including GST) per 60 or 80 litre residual waste bin.
- A rate of **\$327.70** (including GST) per 120 litre residual waste bin.

**DUE DATES FOR PAYMENT OF RATES**

2. That all rates (except metered water) will be payable in four equal instalments due on:

Instalment 1	23 August 2024
Instalment 2	22 November 2024
Instalment 3	21 February 2025
Instalment 4	23 May 2025

The due dates for metered water are as follows:

	<u>Reading Date</u>	<u>Payment Due Date</u>
1.	30 September 2024	25 October 2024
2.	30 December 2024	24 January 2025
3.	31 March 2025	24 April 2025
4.	30 June 2025	25 July 2025

### **PENALTIES**

3. That Council, applies penalties to unpaid rates (apart from metered water) as follows:

(i) A penalty of 5 percent on the amount of any instalment assessed between 1 July 2024 and 30 June 2025 and which is unpaid after the due date for that instalment, to be added on the following dates:

*Instalment 1 penalty added – 26 August 2024  
 Instalment 2 penalty added – 25 November 2024  
 Instalment 3 penalty added – 24 February 2025  
 Instalment 4 penalty added – 26 May 2025*

(ii) A further penalty of 3 percent on any rates assessed before 1 July 2024 including previously applied penalties, which remain unpaid on 4 July 2024 to be added on the 5 July 2024.

(iii) A further penalty of 3 percent on any rates to which a penalty has been added under (ii) above if the rates remain unpaid on 6 January 2025 to be added 7 January 2025.

*and delegates authority to the Chief Executive Officer to add the penalties.*

### **PAYMENT OF RATES**

4. That rates shall be payable at the Offices of the Kawerau District Council, Ranfurly Court, Kawerau between the hours of 8:00am and 5:00pm, Monday to Friday.

## **18 Activity Review for Economic Development (Economic & Community Development Manager) (103015)**

**Pgs. 54 - 62**

Attached is a report from the Economic & Community Development Manager on the Activity Review for Economic Development.

### **Recommendations**

1. That the report "Activity Review for Economic Development" be received.
2. That Council adopt the Economic Development service, as proposed in the report and Appendix B.

## **19 Activity Review for the Aquatic Centre Service (Group Manager, Operations & Services) (103015)**

Attached is a report from the Group Manager, Operations & Services on the Activity Review for the Aquatic Centre Service.

**Recommendations**

1. *That the report “Activity Review for the Aquatic Centre Service” be received.*
2. *That Council adopt the Aquatic Centre Service as proposed, in the report and Appendix A.*

**20 Activity Review for Pensioner Housing (Communications & Engagement Manager) (103015)**

Attached is a report from the Communications and Engagement Manager on the Activity Review for Pensioner Housing.

**Recommendations**

1. *That the report “Activity Review for Pensioner Housing” be received.*
2. *That Council adopt the Pensioner and Senior Housing delivery as proposed in the report and Appendix A.*

**21 Exclusion of the Public**

**Recommendation**

*That the public is excluded from the following part of the proceedings of this meeting, namely:*

- 1. Minutes for Confidential Meeting Held on 29 May 2024**
- 2. Rent Reviews of Council land leased by organisations that own the buildings on Council land**

*The general subject of the matter to be considered while the public is excluded; the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Information & Meetings Act 1987 for the passing of this resolution is as follows:*

<b>General Subject of the matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
1. Minutes for Confidential Meeting held on 29 May 2024.	Maintain the effective conduct of public affairs through the free and frank expression of opinions.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48 (1) (a) (i)



<p><i>2. Rent Reviews of Council land leased by organisations that own the buildings on Council land.</i></p>	<p><i>Maintain the effective conduct of public affairs through the free and frank expression of opinions.</i></p>	<p><i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.</i> <i>Section 48 (1) (a) (i)</i></p>
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*This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.*

**22 Karakia Whakamutunga | Closing Prayer**

M Godfery  
**Chief Executive Officer**

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**Minutes of the Ordinary Meeting of the Kawerau District Council  
held on Wednesday 29 May 2024  
in the Council Chamber commencing at 9.00am**

**Present:** Her Worship the Mayor F K N Tunui  
Deputy Mayor A Rangihika  
Councillor C J Ion  
Councillor B Julian  
Councillor R G K Savage  
Councillor Godfery  
Councillor Kingi  
Councillor J Ross  
Councillor R Andrews

**In Attendance:** Chief Executive Officer (M Godfery)  
Group Manager, Finance and Corporate Services (L Butler)  
Group Manager, Operations and Services (R Nel)  
Group Manager, Regulatory and Planning (M Glaspey)  
Communications and Engagement Manager (T Humberstone)  
Economic and Community Development Manager (L Barton)  
Administration Officer (T Barnett)

**1 Karakia Timatanga | Opening Prayer**

*Pastor Mark Kingi opened the meeting with a prayer.*

**2 Apologies**

*No Apologies were received.*

**3 Leave of Absence**

*No Leave of Absence was received.*

**4 Declarations of Conflict of Interest**

*Councillor Ion Declared a Conflict of Interest with Item 14 – Rates Remission Policy for Sport, Recreation, and Community Organisations.*

*Councillor Ross Declared a Conflict of Interest with Item 14 – Rates Remission Policy for Sport, Recreation and Community Organisations.*

*Councillor Julian Declared a Conflict of Interest with Item 15 – Hire Fee Options for Rangī Delamere Centre.*

**5 Meeting Notices**

*Her Worship the Mayor gave the following Meeting Notice:*

- For item 16, that three late submissions were received and tabled for the deliberations of submissions to the Mahere a Tau | Proposed Annual Plan 2024 – 2025.

## 6 **Nga Mihimihi | Acknowledgements**

CEO Godfery made acknowledgements to those who have lost family members

## 7 **Public Forum**

No Public Forum was heard.

## 8 **CONFIRMATION OF COUNCIL MINUTES**

### 8.1 **Ordinary Council – 24 April 2024**

**Resolved** **Deputy Mayor Rangihika / Councillor Savage**

*That the minutes of the Ordinary Council Meeting held on 24 April 2024 be confirmed as a true and accurate record.*

### 8.2 **Extraordinary Council – 15 May 2024**

**Resolved** **Deputy Mayor Rangihika / Councillor Godfery**

*That the minutes of the Ordinary Council Meeting held on 15 May 2024 be confirmed as a true and accurate record.*

### 8.3 **Extraordinary Council – 22 May 2024**

**Resolved** **Councillors Ross / Andrews**

*That the minutes of the Ordinary Council Meeting held on 22 May 2024 be confirmed as a true and accurate record.*

## 9 **RECEIPT OF COMMITTEE MINUTES**

### 9.1 **Regulatory and Services Committee Meeting – 15 May 2024**

**Correction:**

*Page 13 – Item 1 – Action Item – Change wording from “....to promote roaming dogs in the next newsletter....” to “....to make comment on roaming dogs in the next newsletter....”*

**Meeting adjourned at 9.15am**  
**Meeting recommenced at 9.19am**

**Resolved** **Councillors Ion / Savage**

*That the minutes of the Ordinary Council Meeting held on 15 May 2024 be confirmed as a true and accurate record.*

## **10 RECIPT OF REGIONAL MINUTES**

### **10.1 BOP Civil Defence Emergency Management – 4 April 2024**

#### **Action Items:**

Her Worship the Mayor to confirm with the Secretary of BOP Civil Defence Emergency Management, which is the Bay of Plenty Regional Council, the timeframe for feedback into the next round of the new Emergency Management Bill.

Meeting link to be shared on Councils platforms, and emailed to Elected Members, of the meeting held on the 4 April 2024.

**Resolved**

**Councillors Kingi / Ross**

*That the minutes from the BOP Civil Defence Emergency Management meeting held on 4 April 2024 be received.*

### **10.2 BOP Mayoral Forum – 3 May 2024**

#### **Action Item:**

Meeting link to be shared on Councils platform, and emailed to Elected Members, of the meeting held on the 3 May 2024.

**Resolved**

**Deputy Mayor Rangihika / Councillor Kingi**

*That the minutes from the BOP Mayoral Forum meeting held on 3 May 2024 be received.*

### **10.3 BOP Regional Transport – 7 May 2024**

#### **Action Item:**

Meeting link to be shared on Councils platform, and emailed to Elected Members, of the meeting held on the 7 May 2024.

**Resolved**

**Councillors Ion/ Savage**

*That the minutes from the BOP Regional Transport meeting held on 7 May 2024 be received.*

## **11 Her Worship the Mayor's Report (101400)**

**Resolved**

**Her Worship the Mayor / Councillor Kingi**

*That Her Worship the Mayor's report for the period Thursday 18 April 2024 to Wednesday 22 May 2024 is received.*

**12 Action Schedule (101120)**

**Resolved**

**Councillor Julian / Deputy Mayor Rangihika**

*That the updated Action Schedule of resolutions/actions requested by Council is received.*

**Chief Executive Officer Godfery left the meeting at 9.57am**

**13 Annual Plan Performance for the Nine Months Ended 31 March 2024 (Group Manager, Finance and Corporate Services) (110400)**

Council discussed the Annual Plan Performance for the Nine Months Ended 31 March 2024.

**Chief Executive Officer Godfery returned to the meeting at 9.59am**

**Resolved**

**Councillor Ion / Deputy Mayor Rangihika**

*That the report "Annual Plan Performance for the Nine Months Ended 31 March 2024" be received.*

**14 Rates Remission Policy for Sport, Recreation and Community Organisations (Group Manager, Finance and Corporate Services) (110551)**

**Councillors Ion and Ross left the meeting at 10.10am**

Council discussed the report Rates Remission Policy for Sport, Recreation and Community Organisations.

**Resolved**

**Councillors Kingi / Ross**

1. *That the report "Rates Remission Policy for Sport, Recreation and Community Organisations" be received.*
2. *That Her Worship the Mayor, Deputy Mayor Rangihika, and Councillors Julian, Godfery, Andrews, Savage and Kingi approve the Rates Remission Policy for Sport, Recreation, and Community Organisations for consultation.*

**Councillors Ion and Ross returned to the meeting at 10.19am**

**15 Hire Fee Options for Rangī Delamere Centre (Group Manager, Finance and Corporate Services) (108107)**

**Councillor Julian left the meeting at 10.20am**

Council discussed the report on the Hire Fee Options for Rangī Delamere Centre.

**Resolved** **Councillor Julian / Deputy Mayor Rangihika**

**Resolved** **Deputy Mayor Rangihika / Councillor Ion**

1. *That the report "Hire Fee Options for Rangī Delamere Centre" be received.*

**Resolved** **Councillors Godfery / Kingi**

2.1 *That the bond for the Rangī Delamere Centre be set at \$200.00 (majority rules with Deputy Rangihika and Councillor Andrews opposing this motion).*

**Resolved** **Deputy Mayor Rangihika / Councillor Ion**

2.2. *That Council advise of Option 1 for hire fees being preferred (majority rules with Deputy Mayor Rangihika and Councillors Ion and Andrews opposing).*

- *Hourly rate of \$20 per hour*
- *Half day rate of \$70.00 per hour*
- *Full day rate of \$140.00 per hour*

**Resolved** **Councillor Ion / Her Worship the Mayor**

2.3 *That Council advise of the preferred option for the cleaning of the Rangī Delamere Centre of either:*

- *That cleaning will be provided after booking completed at a rate of \$50 per hour, or;*
- *The hirer as part of their booking will complete that cleaning.*

**Resolved** **Councillors Ion / Ross**

2.4 *Further consideration for block bookings to be confirmed by Chief Executive Officer Godfery.*

**Action Item:**

Elected Members and Leadership Team to return to the table for resolution and confirmation of block bookings.

**Councillor Julian returned to the meeting at 11.06am**

**16 Deliberations of Submissions to the Mahere a Tau | Proposed Annual Plan 2024-2025 (Manager, Communications and Engagement) (110553)**

Council deliberated the submissions for the Proposed Annual Plan for 2024 - 2025.

**Deputy Mayor Rangihika left the meeting at 11.41am**

**Deputy Mayor Rangihika returned to the meeting at 11.43am**

**Resolved****Her Worship the Mayor / Councillor Ross**

1. That the report “Deliberations of Submissions to the Mahere a Tau | Proposed Annual Plan 2024 - 2025” be received.

**Resolved****Her Worship the Mayor / Councillor Kingi**

2. That Council deliberations on submissions during the special consultative process of Mahere ā Tau | Proposed Annual Plan 2024-2025 provide Council staff with direction to respond to the submissions from residents and organisations; and

**Resolved****Her Worship the Mayor / Councillor Ion**

3. That Council request staff to review the budget and levels of service to determine budget savings to reduce the rates requirement.

**Resolved****Her Worship the Mayor / Councillor Ion**

4. Council to have an Extraordinary meeting on 12 June 2024 to decide on the opportunities and changed to the budget and rates requirements.

**Meeting adjourned at 12.00pm****Meeting resumed at 12.10pm****17 Exclusion of the Public – 12.11am****Resolved****Councillors Ross / Savage**

*That the public is excluded from the following part of the proceedings of this meeting, namely:*

1. **Minutes for Confidential Meeting Held on 15 May 2024**
2. **Business Proposal**

*The general subject of the matter to be considered while the public is excluded; the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Information & Meetings Act 1987 for the passing of this resolution is as follows:*

<b>General Subject of the matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
1. Minutes from Confidential Meeting held on 10 April. 2. Business Proposal.	Maintain the effective conduct of public affairs through the free and frank expression of opinions.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of

		<i>information for which good reason for withholding exists. Section 48 (1) (a) (i)</i>
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*This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.*

**Meeting closed with a karakia at 1.02pm**

F K N Tunui

**Mayor**

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**Minutes of the Extraordinary Meeting of the Kawerau District Council  
held on Wednesday 12 June 2024  
commencing at 9.01am**

**Present:** Her Worship the Mayor F K N Tunui  
Deputy Mayor A Rangihika  
Councillor W Godfery  
Councillor B Julian  
Councillor R G K Savage  
Councillor S Kingi (via Zoom)  
Councillor R Andrews  
Councillor J Ross

**In Attendance:** Chief Executive Officer (M Godfery)  
Group Manager, Finance and Corporate Services (L Butler)  
Group Manager, Regulatory and Planning (M Glaspey)  
Group Manager, Operations and Services (R Nel)  
Communications and Engagement Manager (T Humberstone)  
Economic and Community Development Manager (L Barton)  
Administration Officer (T Barnett)

**1 Karakia Timatanga | Opening Prayer**

*Pastor Dinal McMillan led the meeting in prayer*

**2 Apologies**

*No apologies were received.*

**3 Leave of Absence**

*No Leave of Absence were received.*

**4 Declarations of Conflict of Interest**

*No Declarations of Conflict of Interest were received.*

**5 Meeting Notices**

*Chief Executive Godfery gave the following Meeting Notices:*

- Confirmation that the extension for the proposed introduction of Fluoride was accepted, with an extension being granted until 30 September 2024.*
- That the Bill on Maori Wards was made available for the public to view on the Councils website.*
- CEO Godfery thanked the public for their patience during the repairs for the pool. Mercury Energy have been offering much appreciated assistance with some advice on how to manage the silica build up in the bore.*

**6 Nga Mihimihi | Acknowledgements**

Chief Executive gave the following Acknowledgements:

- To Theresa Barnett, Administration Officer on her resignation. Morgan, Her Worship the Mayor and Councillors thanked Theresa for her service during her time at Kawerau District Council, and wished her the best for her new venture.
- Her Worship the Mayor, and Councillors each gave individual congratulatory speeches on their time with the previous Mayor Malcolm Campbell, in light of his recent MNZM award, for services to local government and the community.

## 7 Public Forum

No Public Forum was received

## 8 Amendments to Proposed Budget for the Annual Plan 2024 / 25 (Group Manager, Finance and Corporate Services) (110400)

Council discussed the report on the Amendments to Proposed Budget for the Annual Plan 2024 /25

**Councillor Kingi left the meeting @ 2.00pm**

**Resolved**

**Councillors Ross / Godfery**

1. That the report "Amendments to Proposed Budget for the Annual Plan 2024 / 25" be received.

**Resolved**

**Deputy Mayor Rangihika / Councillor Savage**

2. That Council adopt the recommended budget amendments to reduce the rates requirement from 15.1% to 12.2% for the 2024 / 25 budget for inclusion in the preparation of the Final Annual Plan 2024 / 25 which will be adopted by Council on 26 June 2024.

**Resolved**

**Deputy Mayor Rangihika / Councillor Ion**

3. That Council set the Uniform Annual General Charge (UAGC) for 2024 / 25 at \$900

## 9 Stoneham Park Reserve Revocation Process (Communication and Engagement Manager) (110553)

Council discussed the report on the Stoneham Park Reserve Revocation Process.

**Resolved**

**Councillors Savage / Julian**

1. That the report "Stoneham Park Reserve Exchange and Reserve Revocation" be received.
2. The Council resolved to approve the application of the Reserve Revocation process for the Reserve, being Lot 1 DPS 54056, noting that there were no objections received, to the Minister via the Department of Conservation:
  - a. To enable the reserve status to be revoked and be replaced by freehold status enabling the eventual development and sale of the section;

- b. *To maximizes the use of the recreational reserve no longer required or being used for orgained sport.*
- c. *Acknowledging the fee simple land located on Fenton Mill Road being 5.44ha (Lot 2 DPS 77805), has been exchanged, becoming recreational reserve which will be developed and enhanced for this purpose.*

**10 Adoption of the Draft Dangerous and Insanitary Buildings Policy 2024 for Consultation (Group Manager, Regulatory and Planning) (304100)**

Council discussed the report on the Adoption of the Draft Dangerous and Insanitary Buildings Policy 2024 for Consultation.

**Resolved**

**Deputy Mayor Rangihika / Councillor Andrews**

1. *That the report “Adoption of the Draft Dangerous and Insanitary Buildings Policy 2024 for Consultation” be received.*
2. *That Council adopts the draft Dangerous, Affected and Insanitary Buildings Policy 2024 as presented for commencement of the special consultative procedure, with submissions closing at 5.00pm on Friday 19 July 2024.*

**11 Activity Review for the Parks and Reserves Service (Group Manager, Operations and Services) (408000)**

Council discussed the report on the Activity Review for the Parks and Reserves Service.

**Resolved**

**Councillors Ion / Ross**

1. *That the report “Activity Review for the Parks and Reserves Service” be received.*
2. *That Council adopt the Parks and Reserves Service as proposed in the report and appendix.*

**12 Activity (s17A) Review for Firmin Lodge (#2) – Booking Terms and Fees (Economic and Community Development Manager) (103015)**

Attached is a report on the Activity Review for Firmin Lodge

**Resolved**

**Deputy Mayor Rangihika / Ross**

1. *That the report “Activity (s17a) Review for Firmin Lodge (#2) - booking terms and fees” be received.*

**Resolved**

**Councillors Savage / Ion**

2. *That Council adopt **option two** – (Section One – Payment & Cancellation Terms).*

**Resolved**

**Councillor Julian / Her Worship the Mayor**

3. *That Council adopt **option two** – (Section Two – Booking Type & Fees)*

**Resolved**

**Her Worship the Mayor / Councillor Ross**

4. That Council **retains** the current bonds – (Section Three - Bonds):

- a) Accommodation Booking - \$500.00
- b) Casual Booking - \$200.00

**Resolved**

**Councillors Savage / Julian**

5. That Council **Tracks & Monitors** the new Payment & Cancellation Terms and Booking Type & Fees, and undertake a further review in 12 months – (Section Three - Request for Expressions of Interest (RFEI)).

**Resolved**

**Councillors Ion / Ross**

6. That Council adopt the Firmin Lodge delivery as proposed in this report and Appendix A.

**Karakia Whakamutunga**

**Dinal McMillan closed the meeting with a Karakia at 2.41pm**

F K N Tunui

**Mayor**

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**Minutes of the Regulatory & Services Committee  
held on Wednesday 12 June 2024  
commencing at 9.05am**

**Present:** Councillor C J Ion (Chairperson)  
Her Worship the Mayor F K N Tunui  
Deputy Mayor A Rangihika  
Councillor B Julian  
Councillor S Kingi (via Zoom)  
Councillor W Godfery  
Councillor J Ross  
Councillor R G K Savage  
Councillor R Andrews (arrived 9.09am)

**In Attendance:** Chief Executive Officer (M Godfery)  
Group Manager, Finance and Corporate Services (L Butler)  
Group Manager, Operations and Services (R Nel)  
Group Manager, Regulatory and Planning (M Glaspey)  
Communications Manager (T Humberstone)  
Economic and Community Development Manager (L Barton)  
Administration Officer (T Barnett)

**Karakia Timatanqa**

*Pastor Dinal McMillan opened the meeting with a prayer.*

**Acknowledgements**

*Acknowledgement to those in the Community who have lost loved loves recently.*

**Apologies**

*No Apologies were received.*

**Leave of Absence**

*No Leave of Absence were received.*

**Declarations of Conflict of Interest**

*No Declarations of Conflict of Interest were received.*

**Public Forum**

*No Public Forum was Heard*

**PART A – REGULATORY**

**1 Monthly Report - Regulatory and Planning Services (340000)**

The Committee discussed a report covering Regulatory and Planning activities for the month of May 2024.

**Resolved**

**Councillors Savage / Kingi**

*That the report on Regulatory and Planning Services activities for the month of May 2024 is received.*

**PART B – NON REGULATORY**

**2 Monthly Report - Finance and Corporate Services (211000)**

The Committee discussed a report from the Group Manager, Finance and Corporate Services covering activities for the month of May 2024.

**Resolved**

**Councillors Julian / Godfery**

*That the report from the Group Manager, Finance and Corporate Services for the month of May 2024 is received.*

**3 Monthly Report - Operations and Services (440000)**

The Committee discussed a report from the Acting Group Manager, Operations and Services covering activities for the month of May 2024.

**Actions Item:**

Provide a progress report to the residents of Hardie Avenue as to current situation and planned repairs.

**Resolved**

**Councillor Julian / Her Worship the Mayor**

*That the report from the Acting Group Manager, Operations and Services for the month of May 2024 is received.*

**4 Monthly Report - Economic and Community Development (Economic and Community Development Manager) (309005)**

The Committee discussed a report from the Economic and Community Development Manager covering economic and community activities for the month of May 2024.

**Resolved**

**Councillor Kingi / Deputy Mayor Rangihika**

*That the report from the Economic and Community Development Manager for the month of May 2024 is received.*

**5 Monthly Report – Communications and Engagement (Communications and Engagement Manager) (340100)**

The Committee discussed a report from the Communications and Engagement Manager covering communications and engagement activities for the month of May 2024.

**Action Item:**

Put the video up on Facebook of Porritt Glade done for the entry into the Taituara LGNZ Excellence Awards.

**Resolved**

**Her Worship the Mayor / Councillor Ross**

*That the report from the Communications and Engagement Manager for the month of May 2024 is received.*

**Meeting closed at 9.34am with a karakia from Pastor Dinal McMillan**

C J Ion

**Chairperson**

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**Kawerau District Council Minutes of an  
Audit and Risk Committee held on 10 June 2024  
commencing at 1.00pm**

**Present:** Philip Jones – P J Associates (Chair)  
Her Worship the Mayor – F K N Tunui  
Deputy Mayor – A Rangihika  
Councillor C Ion  
Councillor B J Julian

**In Attendance:** Chief Executive Officer (M Godfery)  
Group Manager, Finance and Corporate Services (L Butler)  
Group Manager, Regulatory and Planning (M Glaspey)  
Group Manager, Operations and Services (R Nel)  
Administration Officer (T Barnett)

**Karakia Timatanga | Opening Prayer**

*Chief Executive Officer Godfery opened the meeting with a prayer.*

**Apologies**

*No apologies were received.*

**Declarations of Conflict of Interest**

*No conflicts of interest were received.*

**1 CONFIRMATION OF AUDIT AND RISK COMMITTEE MINUTES**

**1.1 Audit and Risk Committee – 4 April 2024**

**Resolved** **Her Worship the Mayor / Councillor Ion**

*That the minutes of the Audit and Risk Committee Meeting held on 4 April 2024 be confirmed as a true and accurate record.*

**2 Health, Safety and Wellbeing Report for Period 1 April 2024 – 31 May 2024 (Group Manager, Regulatory and Planning (509500))**

Committee discussed the report from the Group Manager, Regulatory and Planning covering Health, Safety and Wellbeing report for period 1 April 2024 – 31 May 2024.

**Resolved** **Deputy Mayor Rangihika / Councillor Ion**

*That the report “Health, Safety and Wellbeing report for period 1 April 2024 – 31 May 2024” be received.*



**3 Treasury Report to 31 March and to 30 April 2024 (Group Manager, Finance and Corporate Services) (110551)**

Committee discussed the report on the Treasury Report to 31 March to 30 April 2024.

**Resolved** **Councillor Julian / Her Worship the Mayor**

*That the report "Treasury Report to 31 March and to 30 April 2024" be received.*

**4 Annual Plan Performance for the Nine Months Ended 31 March 2024 (Group Manager, Finance and Corporate Services) (110551)**

Committee discussed the report on the Annual Plan Performance for the Nine Months Ended 31 March 2024.

**Resolved** **Chair Jones / Deputy Mayor Rangihika**

*That the report "Annual Plan Performance for the Nine Months Ended 31 March 2024" be received.*

**5 Kawerau District Council Top 8 Risks (Chief Executive Officer) (105000)**

Committee discussed the report on Kawerau District Council's Top 8 Risks

**Resolved** **Chair Jones / Deputy Mayor Rangihika**

1. *That the report "Kawerau District Council's Top 8 Risks" be received.*

2. *That Committee members engage in the identification of relevant strategic risks.*

**6 Kawerau District Council Policies Overview (Group Manager, Regulatory and Planning) (110800)**

Committee discussed the report on Kawerau District Council Policies Overview.

**Resolved** **Councillor Ion / Her Worship the Mayor**

*That the report "Kawerau District Council Policies Overview" be received.*

**7 Audit and Risk – Capital Projects 2023 - 24 (Group Manager, Operations and Services) (440000)**

Committee discussed the report on the Audit and Risk – Capital Projects 2023 - 24.

**Resolved** **Chair Jones / Deputy Mayor Rangihika**

*That the report "Audit and Risk – Capital Projects 2023 - 24" be received.*

**8 Audit and Risk Review Timetable (Group Manager, Finance and Corporate Services) (101300)**

Committee discussed the Audit and Risk Review Timetable.

**Resolved** **Her Worship the Mayor / Councillor Ion**

*That the report "Audit and Risk Review Timetable" be received.*

**9 Update on Audit Management Report Recommendations for the Year Ended 30 June 2023 (Group Manager, Finance and Corporate Services) (201000)**

Committee discussed the update on Audit Management Report Recommendations for year ended 30 June 2023.

**Resolved** **Her Worship the Mayor / Deputy Mayor Rangihika**

*That the report "Update on Audit Management Report Recommendations for Year Ended 30 June 2023" be received.*

**10 Proposed Timetable for Annual Report to 30 June 2024 (Group Manager, Finance and Corporate Services) (110400)**

Committee discussed the proposed timetable for Annual Report to 30 June 2024.

**Resolved** **Chair Jones / Her Worship the Mayor**

*That the report "Proposed Timetable for Annual Report to 30 June 2024" be received.*

**11 Audit New Zealand – Draft Audit Plan for the Annual Report to 30 June 2024**

Committee discussed the Audit NZ – Draft Audit Plan for the Annual Report to 30 June 2024.

**Action Item:**

Circulate deed 11.3 (Deed of Supervision) to Committee Members

**Resolved** **Chair Jones / Deputy Mayor Rangihika**

*That the report "Audit New Zealand – Draft Audit Plan for the Annual Report to 30 June 2024" be received.*

**12 Long Term Plan 2025 – 2034 Proposed Timetable (Group Manager, Finance and Corporate Services) (110555)**

Committee discussed the report on the Long Term Plan 2025 – 2034 Proposed Timetable.

**Resolved** **Her Worship the Mayor / Councillor Ion**

*That the report "Long Term Plan 2025 – 2034 Proposed Timetable" be received.*

**Meeting closed with a karakia at 2.45pm**

P Jones

**Chairperson**

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## Action Schedule

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
A&R 04.02.20	<p><b>Council's Risk Maturity Improvement Programme</b></p> <p>Arrange KPMG to review Council's Risk Management Maturity profile once the tasks in progress / underway are completed.</p>	GM F&CS	Completed  In Progress	<p>Council has completed all areas recommended for improvement and will be engaging a consultant to further assess Council's risk maturity.</p> <p>The risk register that was developed is reviewed regularly by the Audit and Risk Committee.</p> <p>A potential provider was identified during July; however, the cost would be significant and more than budgeted for the 2023/24 financial year. Staff are investigating to see if there is a cost-effective option and approach.</p> <p>Completion of a risk assessment should include key input from a Governance and Senior Leadership Team perspective. With the change in CEO and soon to be Group Manager Operations, the recommendation is to do this review in September 2024, when the new roles in the Senior Leadership team are well established. This will also provide further time for staff to find a cost-effective option.</p>	September 2024
Council 28.06.22	<p><b>His Worship the Mayor's Report</b></p> <p>Elected Members agreed to move the cemetery records from the toilet block area to another area of the cemetery.</p>	GM O&S	In Progress	<p>Location for the new Cemetery Board signage has been confirmed and a simplified design and costings are being sourced.</p> <p>Community will be advised once installation is completed.</p>	July 2024

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
EC 22.11.23	<b>2025 Triennial Elections</b> Council resolved to establish one or more Māori wards for the Kawerau District in the 2025 and 2028 triennial elections.	C&EM	In Progress	Council will work through the review of representation arrangements. Consultation with Tangata Whenua and Iwi (meeting) and the community (via a survey) will take place.	Ongoing March to September 2024
R&S 13.03.24	<b>Monthly Report – Economic &amp; Community Development</b> Staff were asked to:- Arrange a meeting with the developers of the Off Highway Road to discuss plans moving forward. Arrange a meeting with ISK (Industrial Symbiosis Kawerau) to discuss future endeavours for the Kawerau District.	ECDM	In Progress	OHR investor has been sent a request from ECDM to update Council. No date confirmed as yet. ISK Board meet on April 10. A request to ISK Chair has been sent to consider a change of date to allow KDC CEO to attend (due to a Council meeting day). Waiting a reply, depending on response, an invite will be extended to ISK to meet and update Council on future ISK plans. <u>Update – 18 April 2024</u> ISK meeting rescheduled for Thursday 9 May. CEO due to attend <u>Update – 22 May 2024</u> ISK quarterly Board meeting date yet to be set, request sent to ISK for dates, awaiting reply	June 2024
R&S 15.05.24	<b>Monthly Report – Operations and Services</b> Staff to present to Elected Members the plans and costings of the new dog pound.	GM O&S	Pending	When the concept plans are finalised, a workshop will be arranged with Council.	
EC 15.05.24	<b>Activity Review for Civil Defence Services</b> Staff to hold a workshop to revisit Civil Defence (CEG) for Elected Members.	GM R&P	In Progress	A workshop was being prepared.	July 2024

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
OC 29.05.24	<b>Hire Fee Options for Rangī Delamere Centre</b> Elected Members and Leadership Team to return to the table for resolution and confirmation of block bookings.	CEO / GM F&CS		The Hire Fee was approved at the Council meeting. A further meeting with the CEO and the Netball Association is planned. A further report will come to Council regarding the block bookings for the Netball Association.	
R&S 12.06.24	<b>Monthly Report – Operations &amp; Services</b> Staff to provide a progress report to the residents of Hardie Avenue as to what stage the repairs are at.	GM O&S	In Progress	A meeting was being organised with a liaison resident of Hardie Ave, Council's CEO and new GM Operations & Services. Following this, a plan to update all residents will be confirmed.	

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OC: Ordinary Council  
GMF&CS: GM, Finance & Corporate Services  
C&EM: Communication & Engagement Manager

EC: Extraordinary Council  
A&R: Audit & Risk Committee  
GMO&S: GM, Operations & Services  
ECDM: Economic & Community Development Manager

R&S: Regulatory & Services Committee  
GMR&P: GM, Regulatory & Planning

**Completed Items**

R&S 12.07.22	<b>Monthly Report - Regulatory and Planning Services</b> Iwi consultation for the Spatial Plan.			Iwi will determine their representation, with the support of the Ngāti Tūwharetoa (BOP) Settlement Trust Chair.	
R&S 15.05.24	<b>Monthly Report – Regulatory and Planning</b> Staff to include in the next newsletter an article encouraging dog owners to keep dogs contained in their properties.			An article was published in the 4 May Council Newsletter.	
EC 15.05.24	<b>Activity Review for Building Services</b> Staff to report back to Elected Members, as to why the Building Services were not part of the Annual Survey.			Low numbers so minimal feedback available. Was never previously done and monthly surveys incorporated to cover this.	

OC 29.05.24	<p><b>Receipt of Regional Minutes – BOP Civil Defence Emergency Management</b></p> <p>Her Worship the Mayor to confirm with the Secretary of BOP Civil Defence Emergency Management, which is the Bay of Plenty Regional Council, the timeframe for feedback into the next round of the new Emergency Management Bill.</p> <p>Meeting link to be shared on Councils platforms, and emailed to Elected Members, of the meeting held on the 4 April 2024.</p>	<p>An email was received from Emergency Management BOP advising that there was no longer a timeline for feedback as the Minister of Emergency Management has formally discharged/withdrawn the Emergency Management Bill.</p> <p>A link to the livestream of the BOP Civil Defence Emergency Management meeting was emailed to Elected Members on Wednesday 29 May and placed on Council's webpage.</p>
OC 29.05.24	<p><b>Receipt of Regional Minutes – BOP Mayoral Forum</b></p> <p>Meeting link to be shared on Councils platform, and emailed to Elected Members, of the meeting held on the 3 May 2024.</p>	<p>A link to the livestream of the BOP Mayor Forum meeting was emailed to Elected Members on Wednesday 29 May and placed on Council's webpage.</p>
OC 29.05.24	<p><b>Receipt of Regional Minutes – BOP Regional Transport</b></p> <p>Meeting link to be shared on Councils platform, and emailed to Elected Members, of the meeting held on the 7 May 2024.</p>	<p>A link to the livestream of the BOP Regional Transport Committee meeting was emailed to Elected Members on Wednesday 29 May and placed on Council's webpage.</p>
A&R 10.06.24	<p><b>Audit New Zealand – Draft Audit Plan for the Annual Report to 30 June 2024</b></p> <p>Staff to circulate deed 11.3 (Deed of Supervision) to Committee Members.</p>	<p>The Deed of Supervision was circulated to Committee Members on Wednesday 12 June.</p>
R&S 12.06.24	<p><b>Monthly Report – Communications &amp; Engagement Manager</b></p> <p>Staff to upload the video of the Porritt Glade entry into the Taituara LGNZ Excellence Awards on Council's Social Media platforms.</p>	<p>The video was uploaded to Council's Social Media platforms on Wednesday 12 June.</p>

**Meeting:** Council

**Meeting Date:** 26 June 2024

**Subject:** **Adoption of the Rates Remission Policy for Sport, Recreation, and Community Organisations Leasing Council Land**

**File No.:** File Number

## 1 **Purpose**

The purpose of this Report is to adopt the proposed Rates Remission Policy for Sport, Recreation, and Community Organisations Leasing Council Land.

## 2 **Background**

Central government's chief financing tool is tax - a compulsory contribution against income, consumption, and profit. But local government's chief financing tool is rating – a compulsory charge against land. Under section 7(1) of the Local Government (Rating) Act 2002 “all land is rateable”, a general principle recognising that rating sustains local government operations. But under Schedule 1, Part 1 of the Act there are several well-known exceptions including for National Parks, State Schools, places of worship, and Māori customary land. This means that, taking the National Park example, any land with national park status is strictly non-rateable. This non-rateable status reflects the societal importance, and non-commercial character, of national park land.

Under section 85 of the Local Government Act 2002 local authorities can also “remit” rates. This means Councils can, where land is rateable, adopt a policy or suite of policies that write off rates due against otherwise rateable land. The Local Government Act grants local authorities broad discretion to determine and apply a remissions policy or policies. That means Councils can determine for themselves to whom and how remissions apply. As an example of the diverse suite of remissions policies, Whakatāne District Council maintains a remissions policy for properties subject to a natural disaster whereas Kawerau District Council does not. As a reverse example, Kawerau District Council maintains a remissions policy for commercial developments while Whakatāne District Council does not.

But one remission policy that is common across different Councils is remission for community, cultural, and sporting organisations. Kawerau's neighbouring Councils – Whakatāne and Ōpōtiki – maintain these policies. Ōpōtiki District Council's policy is similar in purpose and function to Kawerau District Council's proposed policy in that it applies to cultural and sporting organisations *leasing* Council land. Whakatāne District Council's policy applies to cultural and sporting organisations *in general* (i.e. whether leasing Council land or otherwise).

As well as the remission policy under consideration Council also maintains five current remissions policies:

- Rates remissions for high value residential properties;
- rates relief for farm properties;
- rates relief for developments;
- rate penalty remission; and
- rates remission and postponement for Māori freehold land.

That final policy – remission and postponement for land under Māori freehold title – is non-discretionary under the Local Government Act 2002. Councils *must* maintain a policy. But rates remission for sport, recreation, and community organisations is discretionary. Councils *may* maintain a policy.

Under the proposed policy a 100% rates remission will apply to the general rate for sport, recreation, and community organisations leasing Council land. There are two exceptions to this remission:

- Service charges (e.g. water, refuse collection, etc...); and
- Liquor licensed premises. Those otherwise eligible clubs holding liquor licenses will be liable for rates on their licensed area.

### **3 Policy Considerations**

Under the Local Government (Rating) Act 2002 land that a local authority utilises for sport or culture is 100% non-rateable. But if a private art or sporting organisation were utilising that same Council land (or their own land) for culture or sport then the private organisation is liable for 50% of the rates. The policy under proposal recognises this situation, where a local authority is non-rateable but a private organisation is 50% rateable for the same land, is difficult to justify.

Therefore, the policy proposes a 100% remission on the general rate for sporting, recreation, and community organisations leasing Council land. The policy under proposal establishes a qualifying threshold. To secure a remission the relevant organisation must meet a two-fold test. That test is:

1. A sport, recreation or community organisation;
2. Leasing Council land.

Qualifying organisations can access a 100% remission on the general rate, but those organisations are still liable for service charges (e.g. water and refuse collection).

There is one exception to the remission on the general rate and that is for organisations holding a liquor license. Organisations holding a liquor license cannot access a remission for their *liquor licensed area*. Take the example of a hypothetical recreation club that:

- a) Leases a Council clubroom facility; and
- b) Leases a Council sporting field.

The hypothetical recreation club decides to seek, and is then granted, a liquor license to serve alcohol within the clubroom only. Under the policy as proposed the club is liable for the general rate on a) the liquor licensed clubroom but not b) the non-



licensed sporting field. Therefore, the hypothetical recreation club *can secure a remission on the general rate for the non-licensed sporting field* but not the licensed clubroom.

This principle recognises that the sale and supply of liquor should not attract subsidies or remissions. It also reflects the principle in the Act where liquor licensed land cannot attract a rate remission.

#### 4 **Risks**

As of 2024 there are four organisations that meet the qualifying thresholds. If the policy is adopted these sporting, recreation, and community organisations leasing Council land can access rates remissions under the policy framework. This option is preferred to:

- Retain equity between Council and community providers; and
- ensure Council facilitates sporting, recreational and community participation options for the residents of Kawerau.

But if the policy is rejected or no longer deemed necessary the organisations could become liable for rates. This option is not preferred given the administrative and financial disruption it could cause to these voluntary organisations.

In the future more organisations might apply for or access the remission, but the *leasing Council land* threshold is a controlling mechanism. There is only a limited amount of suitable Council land meaning that the number of remittees cannot escalate unpredictably.

#### 5 **Financial Considerations**

Under the proposed policy the relevant sport, recreation, and community organisations will become liable for service charges (e.g. refuse collection, etc...). This will have a small (positive) financial impact for Council.

#### 6 **Options**

The following options are available:

1. Adopt the policy. This option is recommended;
2. Reject the policy. This option is not recommended.

#### 7 **Significance and Engagement**

Council opened a two-week consultation period promoting engagement via social media, the website, and direct engagement. Three of the directly impacted clubs were emailed inviting feedback while the final directly impacted club was phoned. Council received three submissions including one submission from a directly impacted club

(the Kawerau Bowling Club). Of the two individual submissions received, one (Allen Clarke) was out of scope addressing issues other than rates remissions. The individual submission that was within scope (Valarie Reid) did not support the policy as proposed. The Bowling Club's submission – see the attachment to this paper – was in support of the policy citing the tough economic environment where “every penny counts”. The policy was seen as a means to help assist clubs to meet their costs and continue to provide quality sporting and recreation services to the community.

## **8 Strategic Context**

In determining policy the role of governance is to consider and direct the principles they seek to apply. For example, equity. For sport, recreation, and community organisations leasing Council land it is equitable that they receive the same access to remissions as a Council-owned or Council-controlled sport or recreation organisation would.

## **9 RECOMMENDATIONS**

1. That the report “Adoption of the Rates Remission Policy for Sport, Recreation, and Community Organisations Leasing Council Land” be received.
2. That Council adopt the “Rates Remission Policy for Sport, Recreation, and Community Organisations Leasing Council Land”.

Morgan Godfery

**CEO**

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# Proposed Rates Remission Policy – Sport, Recreation, and Community Organisations leasing Council land.

## Policy Objectives

The objective of this policy is to facilitate the on-going provision of sport, recreation, and community opportunities for the residents of Kawerau by ensuring that the general rates charged to sporting, recreational, and community organisations that lease Council land are on the same basis as if Council was providing these services.

This objective to remit the general rate is provided for under the Local Government Act 2002 and the Local Government (Rating) Act 2002.

## Principle

The level of general rates charged to sporting, recreational, and community organisations should be fair and equitable where the provision of those opportunities are on a non-commercial basis.

## Background

There are current leases where Council-owned reserve or recreation reserve land is leased to organisations to provide sporting, recreational, and community activities.

From a rates perspective, if the organisation does not hold a liquor license then it is liable for 50% of the general rates plus service charges (water, wastewater, and refuse charges). Council considers that it is equitable and efficient to remit the general rates excluding the service charges to facilitate and support the sporting, recreational, and community organisations.

## Policy Criteria

Council will grant a 100% remission for the general rate charged to sporting, recreational, and community organisations that are leasing Council reserve and recreational reserve land and not holding a liquor license.

This remission is conditional on the properties continuing to provide sporting, recreational, and community services to Kawerau while also not holding a liquor license.

The remission policy will apply to the general rate (charged on capital value and the Uniform Annual General Charge).

The remission does not apply to targeted rates for services (water, wastewater, and refuse) which will be charged to these organisations on a quarterly basis.

This policy will be reviewed as part of the preparation of the Long Term Plan 2025 - 2034.

APPENDIX 1.

## Table of Submissions to the Proposed Policy for Sport, Recreation, and Community Organisations Leasing Council Land

Special Consultative Period from Friday, 31 May to Friday, 14 June 2024

**Thank you to all submitters, no submitter wished to speak.**

*Council asked the community for feedback on the following consultation topics:*

**Q1. Do you agree with the Proposed Rates Remission Policy for Sport, Recreation and Community Organisations Leasing Council Land?**

**Q2. Comments**

**Q3. Do you have any further feedback about the Proposed Rates Remission Policy for Sport, Recreation and Community Organisations Leasing Council Land?**

No	Name	Contact	Submission	Response
1	Allan Clarke	6 Mackenzie Street Kawerau 0285459217 allan.clarke@gmail.com	Q1. No (does not agree with policy).  Q2. After council request for ratepayers to stump with a 15% rate increase you are not a benevolent organisation the rate payer is your income and let's see some	Thank you Mr Clarke for your submission received on Wednesday, 5 June 2024 regarding the Proposed Rates Remission Policy for Sport, Recreation and Community Organisations Leasing Council Land.

			<p>accountability and responsibility by you elected councillors.</p> <p>Q3. I have yet to see some cost savings from your long term plan which the community submitted on.</p>	<p>With regard to your enquiry about the proposed annual plan and the proposed 15.1% rates increase. Following submissions by the community and the hearing and further deliberations, Council asked staff to revisit the proposed budget for the coming year 1 July 2024 to 30 June 2025.</p> <p>These initiatives to lower the budget and the overall rates increase, were tabled at the Extraordinary Council Meeting last Wednesday, 12 May 2024. Council agreed with these initiatives and trimmed the budget by almost 3%. This means the overall rates increase for the 2024-2025 year will be 12.2%.</p> <p>This was achieved by maintaining depreciation levels at the 35% level for strategic assets, not employing additional personnel, and changing the timing of loan drawdowns which positively impacts finance costs.</p> <p>You will receive a response to your submission for the Annual Plan, once Council adopt the 12.2% rates increase on 26 June 2024 and the rates are struck.</p> <p>We appreciate your time and effort to participate in the annual planning and consultation processes.</p>
<b>No</b>	<b>Name</b>	<b>Contact</b>	<b>Submission</b>	<b>Response</b>
2		69 Domett Street	Q1. No (does not agree with policy)	

	Valarie Reid	Kawerau 0272618813 Mizhoha@hotmail.com	<p>Q2. No because it's Kawerau Community land and it's for those purposes. It's ok to rent them for the day for like market or festival etc but not Less</p> <p>Q3. Rates should not be increased regularly because we are a small town with not much jobs and people can't afford to keep taking rates up and why are we paying water rates to Kawerau and Tauranga? Should only be to Kawerau</p>	
			<p>Q1. Yes (agrees with policy)</p> <p>Q2. I am sure like most sporting groups in Kawerau we are struggling to get more playing members, due to the aging population and the conception that bowls is for older people. Rates is an added expense which assist the council in delivering quality service, it is so hard to meet our bills and to repair an ageing premises within Kawerau and every penny counts. It is wonderful that council leases the land at a reasonable cost which is a great help</p>	
No	Name	Contact	Submission	Response
3	Angela Harris Kawerau Bowling Club Secretary	Plunket Street, Kawerau, New Zealand 021 1418406 kbcboard22@xtra.co.nz		

			<p>to the club. We have tournaments from other towns within the eastern bay and further, they are impressed by the club and Kawerau as a whole. Any help to our Club is a bonus.</p> <p>Q3. I would like to see Council have one day a year earmarked for all clubs to have an open day where we can all come together to showcase what we offer, I know very little about clubs apart from what I have myself discovered and I have been here three years. This would not only assist the population in knowing what is available, give things a try and maybe build the clubs to what they used to be many years ago. This would also showcase what the council does for the people in Kawerau and the assistance they provide to help maintain what we have.</p>	
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**Meeting:** Council

**Meeting Date:** 26 June 2024

**Subject:** **Rate Remission for High Valued Residential Properties  
2024/25**

**File No:** 110551

## 1 **Purpose**

The purpose of this report is to review the rate remission policy for high valued residential properties for 2024/25.

## 2 **Background**

The Local Government Act 2002 requires that Council adopt rate remission and postponement policies if Council intends to remit or postpone rates.

The policies must be reviewed at least every 6 years and consulted with the community.

The policies were reviewed and consulted on prior to the adoption of the 2021 – 31 Long Term Plan. Council further reviewed and confirmed these policies for the 2022/23 Annual Plan following the district wide revaluation.

Council has the following rate remission and postponement policies:

- Rates remission for high valued residential properties
- Rates relief for farm properties
- Rates relief for developments
- Rates remission and postponement policy for Māori freehold land
- Rates penalty remission policy

Council cannot remit rates (including penalties) unless it has a policy that permits that particular rate remission.

## 3. **Remission for high valued residential properties**

Council has a remission policy for high valued residential properties, which is to cap residential rates by way of a remission, the policy is attached in Appendix 1. This remission was introduced so disproportionately high rates did not act as a disincentive for improvement to existing homes. Also, Council considered that a small number of residential rating units with high capital values would incur a disproportionate amount of rates. This remission was first adopted in the 2005/2006 rating year, with a cap of \$2,000. For each subsequent year the level of the cap has risen by the percentage increase in total rates. For the 2023/24 year the cap was \$4,900.

To continue increasing the cap based on the total rates increase, Council will need to increase the minimum rate payable by residential properties to \$5,500 for 2024/25 in accordance with the remission policy. Residential properties with capital values of \$980,290 or higher will pay this amount for Council rates.

#### **4. Legal and Policy Considerations**

The Local Government Act 2002 requires Council to adopt a rate remission and postponement policy for Māori freehold land. Also, Council may adopt other rate remission and postponement policies, and these policies must be reviewed and consulted on with the community every 6 years. These policies were reviewed as part of the Long Term Plan 2021-2031.

A further review of this policy will be undertaken as part of the Long Term Plan 2025-2034.

#### **5. RECOMMENDATIONS**

1. That the report "Rate Remission for High Valued Residential Properties 2024/25" be received.
2. That Council increase the remission for high valued residential properties to \$5,500 for the 2024/25 rating year in accordance with Council's remission policy.



Lee-Anne Butler, CA, BMS

**Group Manager, Finance & Corporate Services**

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# Rates Remission for High Value Property Policy

## Policy Objectives

The objective of this policy is to cap residential rates by way of a rate remission (KDC rates only)

## Principles

Council believes that disproportionately high rates would discourage residential development in the District and act as a disincentive for improvement to existing homes. It also considers that they would place an unfair burden on a small group of ratepayers.

## Definitions

### Capital Value

Capital value is the value of land plus improvements, as determined by the Valuer General.

### Rating Unit

For land for which there is a certificate of title, a rating unit is the land comprised in the certificate of title. Where there is no certificate of title, what constitutes a rating unit is either the land described in an instrument which exists or if there is no instrument, the land that the Valuer General considers would be appropriate to sell or transfer as a separate property or, for crown land, to treat as if comprised in a certificate of title. If land in a rating unit is in two or more districts, the part in each district constitutes a separate rating unit.

### Separately used or inhabited part of a rating unit

Separately used or inhabited part of a rating unit is any portion of a rating unit that is used or inhabited by a person who has the right to do so by virtue of a tenancy, lease, licence or other agreement.

## Background

Council's rating system is based on capital value. This previously resulted in a small number of residential rating units with high capital values incurring disproportionately high annual rates. Therefore, Council decided to adopt a remission policy to put a cap on the rates that are charged to individual residential properties.

Council first adopted the Rates Relief for High Value Properties policy for the 2005/06 rating year. At that time, the cap was set at \$2,000 (including GST) per rating unit. For each subsequent year the level of the cap rose by the percentage increase in total rates. For the 2022/23 year, the proposed cap is \$4,450.00.

Year	Maximum Rates (Incl. GST)
2022/23	\$4,530.00
2023/24	\$4,900.00

## Policy Statement

All residential rating units, or separately used or inhabited parts thereof, that incur rates above the cap will have the excess rates remitted automatically. The cap applies to the sum of the general rate, one uniform annual general charge and one standard targeted rate for each service rated in that way.

The following charges will be payable in addition to the cap:

1. Targeted rates for all services provided to each separately used or inhabited part of a rating unit.
2. Additional residual refuse bins supplied to any rating unit or separately used or inhabited part of a rating unit.
3. All rates levied by Bay of Plenty Regional Council and collected on its behalf

**Meeting:** Council  
**Meeting Date:** 26 June 2024  
**Subject:** Fees & Charges 2024/25  
**File Number:** 201600

## **1 Purpose**

The purpose of this report is to consider and adopt the proposed fees and charges for the 2024/25 financial year. These fees and charges are part of the underlying budgeted revenue for the 2024/25 Annual Plan.

## **2 Background**

Council must adopt its fees and charges at the beginning of each year apart from those that are determined by legislation (such as infringements). The fees and charges reflect the contributions that are paid by the users of a service as identified in Council's Revenue and Financing policy.

The fees and charges do not have to be consulted with the community, however, some fees and charges must be advertised, such as the dog fees. Council's Annual Plan Consultation Document did state that Council is proposing to increase most fees by inflation for 2024/25.

Council previously determined that it would increase fees and charges by inflation each year to avoid significant increases, which are usually not well received by the community. The annual inflation rate (CPI) to 31 December 2023 was 4.7%, which is the basis of the fees increases for the majority of Council's proposed Fees and Charges as detailed in this report.

There is no increase proposed for photocopying fees (including for the Museum where staff have to provide more input), these rates are consistent with national charge rates and are well above the actual cost incurred.

The Rangi Delamere Centre fees as previously adopted by Council have been included in Appendix A for completeness. As requested by Council a meeting between the CEO and the Netball Association is planned with regards to a block booking for the Netball Association, which will then be reported back to Council in a separate report.

## **3 Fees and Charges – 2024/25**

Attached to this report in Appendix A are the proposed fees and charges for 2024/25 for Council's consideration and adoption. The fees have been rounded for customer and administrative ease.

For the majority of the Fees and Charges an increase for inflation of 4.7% has been applied, which Council indicated in the Annual Plan Consultation Document. There are some fees and charges that are proposed to increase more than inflation as follows:

- Cemetery – The exhumation fee has been increased, as this is a complex process and clarity has been added for a re-internment of any casket, that this does not include the plot, as the plot is an additional fee. Clarity has been added for the weekend or public holiday burial fees, that the rate is per hour to recover costs.
- Administration - A new fee for Staff Administration has been added which is for additional work completed by staff for searching, abstracting, collating, copying and transcribing for specific information requests.
- Maurie Kjar Aquatic Centre - The private hire fees for the Maurie Kjar Aquatic Centre have been increased to slowly move closer to a fair rate, reflective of the valuable facilities available. The BBQ hire fees have also been increased to reflect the cost of providing these facilities.
- Hall and Facilities – Fees for the piano, spotlights, heating and kitchen use for certain halls have been removed due to the inability to monitor usage and control access.
- Solid Waste – New fees have been included for the collection of Soil and Crushed Concrete, Mulch and Compost. The option of un-serviced bins has been removed for events, with only serviced bins being available to ensure the appropriate removal of refuse occurs after events.

The amount charged for replacement bins is substantially lower than the actual cost of replacement (\$12 versus \$71.35 for an 80/120L bin). To increase the replacement cost to the actual costs would be significant and likely have negative impacts on refuse disposal. Council will look to increase this fee gradually over time, therefore the recommended increase for 2024/25 is from \$12 to \$18. The \$18 charge is to apply to all bin sizes, including recycling bins.

- Impounding of Vehicles – This has been increased to actual costs, to recover the costs incurred.
- Impounding of Bicycles, Skateboards and Scooters release fee has been removed.
- Food Registration Plans – The fees for food plans have been too low, therefore the increase is to better align with better cost recovery of this service and the fee has been split into new or renewals. The Verification fee was a set fee this has been changed to an hourly rate.
- Offensive Trades – New annual fee has been introduced.
- Firmin Lodge - The casual rate has been increased to cover the cleaning costs of a hire. As part of the Activity review of the Lodge accommodation the fee structure, terms of hire and fee levels were reviewed by Council. The fee amendments as approved by Council have been included in the Fees and Charges schedule.

- For Building Fees, the details for the Accreditation Levy have been added and have increased to help cover the increasing costs of the accreditation process and audit.

#### **4 RECOMMENDATIONS**

1. That the report "Fees & Charges 2024/25" be received.
2. That Council adopts the fees and charges (including GST) for 2024/25 as detailed in Appendix A.



Lee-Anne Butler CA, BMS

**Group Manager Finance and Corporate Services**

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## FEES AND CHARGES – 2024/2025

<b>Cemetery</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b><u>Purchase of Plots</u></b>		
<b>Adults</b>		
Purchase of each plot 2.45m x 1.25m with Right of Burial in perpetuity	\$1,400.00	\$1,460.00
<b>Children (under 10 years)</b>		
Purchase of each plot 1.52m x 1.37m with Right of Burial in perpetuity	\$700.00	\$730.00
<b>Stillborn Infants/Ashes</b>		
Plot 1.25m x 1.90m provided	\$210.00	\$220.00
<b>RSA</b>		
Plots in the RSA section of the Cemetery are provided free of charge	No charge	No charge
<b><u>Burial Fees</u></b>		
Adults	\$550.00	\$580.00
Children (under 10 years)	\$250.00	\$260.00
Stillborn Infants	\$110.00	\$115.00
Second Interment	\$550.00	\$580.00
Ashes	\$110.00	\$115.00
RSA	\$550.00	\$580.00
Weekend or Public Holiday (per hour)	\$140.00	\$145.00
<b>Miscellaneous</b>		
Exhumation of Casket from the Cemetery	\$680.00	\$1,000.00
Re-interment of any Casket in the Cemetery (which excludes the plot, the plot is additional cost as above)	\$480.00	\$500.00
Purchase Niche in Wall of Remembrance	\$80.00	\$85.00
Purchase of Plaque with the Standard Inscription	\$214.00	\$224.00

<b>Administration Fees</b>	<b>2023/2024</b>	<b>2024/2025</b>
Annual Plan (per copy) *	\$23.00	\$24.00
Annual Report (per copy) *	\$23.00	\$24.00
Long-Term Plan (LTP - per copy) *	\$23.00	\$24.00
* NB: These charges only apply to non-residents who are not ratepayers		
<b>Staff Administration Fee</b>		
Time spent by staff searching for relevant material, abstracting and collating, copying and transcribing where the total time involves in excess of 30 minutes shall be charged out at \$60.00 per hour or part thereof. This excludes the cost of photocopying charges which will be per photocopy charges.		\$60.00 per hour

<b>Administration Fees (cont'd)</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b>Photocopying Charges</b>		
Photocopying/Printing (per page) A4 – B&W (per copy)	\$0.20	\$0.20
Photocopying/Printing (per page) A4 – Colour (per copy)	\$1.00	\$1.00
Photocopying/Printing (per page) A3 – B&W (per copy)	\$0.40	\$0.40
Photocopying/Printing (per page) A3 – Colour (per copy)	\$2.00	\$2.00

<b>Maurie Kjar Aquatic Centre</b>	<b>2023/2024</b>	<b>2024/2025</b>
Private Hires (per hour)	\$30.00	\$50.00
School & Fitness Activity Bookings (per hour)	\$6.50	\$8.00
BBQ Hire (per BBQ) – Small (portable) for 2 hours	\$6.00	\$10.00
BBQ Hire (per BBQ) – Large (Fixed) for 2 hours	\$12.00	\$20.00

<b>Public Hall Facilities for Hire</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b><u>Boyce Park</u></b>		
Casual Hire (per day)	\$23.00	\$24.00
<b><u>Circus Paddock</u></b>		
Hire (per day)	\$46.00	\$48.00
Power Charge (per day)	Actual Cost	Actual Cost
<b><u>Concert Chamber</u></b>		
<b>Discounted</b>		
Casual Hire (per hour)	\$13.00	\$14.00
Bulk Hire (20 hours or more – per hour)	\$6.50	\$7.00
<b>Not Discounted</b>		
Casual Hire (per hour)	\$45.00	\$47.00
Bulk Hire (20 hours or more – per hour)	\$22.00	\$23.00
<b><u>Firmin Field</u></b>		
Casual Hire	\$23.00	\$26.00
<b><u>Prideaux Park</u></b>		
Casual Hire (per day)	\$23.00	\$24.00
Cricket Pavilion (per hour)	\$11.50	\$12.00
Floodlights (per hour)	\$11.50	\$12.00
<b><u>Tarawera Park</u></b>		
Casual Hire (per field per day)	\$23.00	\$24.00
<b><u>Toilets</u></b>		
Service Fee (per toilet block)	\$46.00	\$48.00



<b>Public Hall Facilities for Hire (Cont'd)</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b><u>Town Hall</u></b>		
<b>Discounted</b>		
Casual Hire (per hour)	\$15.00	\$16.00
Bulk Hire (20 hours or more – per hour)	\$7.50	\$8.00
Kitchen Hire (per hire/day)	\$23.00	\$24.00
<b>Not Discounted</b>		
Casual Hire (per hour)	\$51.00	\$54.00
Bulk Hire (20 hours or more – per hour)	\$25.50	\$27.00
Kitchen Hire (per hire/day)	\$80.00	\$84.00
<b><u>Recreation Centre</u></b>		
<b>Not Discounted</b>		
Casual Hire (per hour)	\$23.00	\$24.00
Bulk Hire (20 hours or more – per hour)	\$12.00	\$13.00
Kitchen Hire (per hire/day)	\$23.00	\$24.00
<b>Discounted</b>		
Casual Hire (per hour)	\$78.00	\$82.00
Bulk Hire (20 hours or more – per hour)	\$36.00	\$38.00
Kitchen hire (per hire/day)	\$83.00	\$87.00
<b><u>Bert Hamilton Hall</u></b>		
Day Hire (Up to 4 hours)	\$15.00	\$16.00
Night Hire – from 5:00 pm	\$25.00	\$26.00
<b><u>Rangī Delamere Centre</u></b>		
<b><u>Whole facility</u></b>		
• Casual Hire (per hour)		\$20.00
• Half day Hire		\$70.00
• Full day Hire		\$140.00
<b><u>Central Room (includes Kitchen)</u></b>		
• Casual Hire (per hour)		\$17.00
• Half day Hire		\$60.00
• Full day Hire		\$115.00
<b><u>Changing Rooms &amp; Toilet Block only</u></b>		
• Casual Hire (per hour)		\$15.00
• Half day Hire		\$50.00
• Full day Hire		\$100.00
<b><u>Meeting Room only</u></b>		
• Casual Hire (per hour)		\$15.00
• Half day Hire		\$50.00
• Full day Hire		\$100.00

<b><u>Public Hall Facilities for Hire (Cont'd)</u></b>	<b>2023/2024</b>	<b>2024/2025</b>
<b><u>Firmin Lodge</u></b>		
Main Hall & Kitchen - Casual Booking	\$275.00	\$325.00
Sole occupancy per nights booked		
<ul style="list-style-type: none"> <li>• One night</li> </ul>	\$1,020.00	\$1,150.00
<ul style="list-style-type: none"> <li>• Subsequent nights</li> </ul>		\$950.00

<b><u>Library Fees</u></b>	<b>2023/2024</b>	<b>2024/2025</b>
Interloan Requests (per item)	\$3.00	\$3.50
Lost Book Fee	Actual Cost	Actual Cost
Replacement Library Cards (per card)	\$2.50	\$2.50
Photocopying/Printing (per page) A4 – B&W (per copy)	\$0.20	\$0.20
Photocopying/Printing (per page) A4 – Colour (per copy)	\$1.00	\$1.00
Photocopying/Printing (per page) A3 – B&W (per copy)	\$0.40	\$0.40
Photocopying/Printing (per page) A3 – Colour (per copy)	\$2.00	\$2.00
<b><u>Overdue Fines</u></b>		
Administration Fee (for overdue items/per item)	\$5.00	\$6.00
<b><u>Withdrawn Library Items for Sale</u></b>		
Hardback Books	\$1.00	\$1.00
Softback Books	\$0.50	\$0.50
Children's Books	\$0.50	\$0.50
Magazines	\$0.50	\$0.50
DVDs	\$2.00	\$2.00

<b><u>Museum Fees</u></b>	<b>2023/2024</b>	<b>2024/2025</b>
Photocopies (per copy):		
Black and White A4	\$1.00	\$1.00
Colour A4	\$2.00	\$2.00
Black and White A3	\$2.00	\$2.00
Colour A3	\$4.00	\$4.00
<b><u>Laminated photocopies (per copy):</u></b>		
Black and White A4	\$3.50	\$3.50
Colour A4	\$4.50	\$4.50
Black and White A3	\$4.50	\$4.50
Colour A3	\$8.00	\$8.00
<b><u>Images for publication (per image):</u></b>		
Local History/Education	\$12.00	\$12.00
Commercial	\$60.00	\$60.00
<b><u>Digital Scan (per image &amp; includes CD):</u></b>		

<b>Museum Fees (cont'd)</b>	<b>2023/2024</b>	<b>2024/2025</b>
First Image	\$30.00	\$30.00
Additional Imagines (same CD)	\$24.00	\$24.00
<b>Commercial prints (Black &amp; White/Colour):</b>		
6x4	\$12.00	\$12.00
5x7	\$15.50	\$15.50
6x8	\$17.50	\$17.50
8x10 & 8x12	\$28.50	\$20.00
12x18	\$41.00	\$20.00

<b>Landfill and Solid Waste</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b><u>Non Recycled Loads</u></b>		
Bags	\$6.00 (\$17.00 max)	\$6.50 (\$18.00 max)
Cars	\$18.00	\$19.00
All other vehicles (including trailers)	\$18.00 + \$319.00/ t	\$19.00 or \$334.00/ t
<b><u>Fully Recycled Loads</u></b>		
Bags	\$3.50 (\$10.00 max)	\$3.50 (\$10.50 max)
Cars	\$10.00	\$10.50
All other vehicles (including trailers)	\$6.00/m <sup>3</sup> (\$6.00 min)	\$6.50/m <sup>3</sup> (\$6.50 min)

Bags	\$3.50	\$16.00/m <sup>3</sup>
All other loads	\$15.00/m <sup>3</sup>	\$16.00/m <sup>3</sup>
Soil and broken concrete	\$65.00/t	\$68.00/t
Tyres – Cars & Utes	\$15.00 each	\$15.50 each
- Trucks	\$40.00 each	\$42.00 each
- Tractors	Not Accepted	Not Accepted
Wood waste	\$285.00/t	\$334.00/t
Construction and Demolition Material	\$319.00/t	\$334.00/t
Asbestos	Not Accepted	Not Accepted
<b><u>Collection</u></b>		
Soil and Crushed Concrete		\$20/m <sup>3</sup>
Wood		Free
Mulch		\$10/m <sup>3</sup>
Compost		\$20/m <sup>3</sup>
<b>Miscellaneous</b>	<b>2023/2024</b>	<b>2024/2025</b>
Serviced Bins Events (for 5 bins)	\$85.00	\$89.00

<b>Residual Refuse Bin Charges</b>		<b>2023/2024</b>	<b>2024/2025</b>
<b>Residual Refuse Bin upgrade to 120-litre (NB Difference between targeted rates for 60/80 litre &amp; 120 litre bin)</b>			
<b>Month Requested</b>	<b>Months Chargeable</b>	<b>Pro Rata Cost</b>	
July	12	\$60.00	
August	11	\$55.00	
September	10	\$50.00	
October	9	\$45.00	
November	8	\$40.00	
December	7	\$35.00	
January	6	\$30.00	
February	5	\$25.00	
March	4	\$20.00	
April	3	\$15.00	
May	2	\$10.00	
June	1	\$5.00	
<b>Replacement Bin Charges</b>			
		<b>2023/2024</b>	<b>2024/2025</b>
120-litre residual wheelie bin *		\$12.00	\$18.00
80-litre residual wheelie bin *		\$12.00	\$18.00
240-litre green wheelie bin *		\$12.00	\$18.00
60-litre recycle crate *		\$12.00	\$18.00

<b>Annual Premises Licence and Registration Fees</b>	<b>2023/2024</b>	<b>2024/2025</b>
Hairdressers' Registration (per annum)	\$110.00	\$140.00
Offensive Trade Registration (per annum)	No charge	\$140.00

<b>Other Inspection Fees</b>	<b>2023/2024</b>	<b>2024/2025</b>
Abandoned vehicles	\$235.00	Actual Cost
Private Swimming Pool inspection	\$70.00	\$73.00
Services not otherwise listed	Actual Cost	Actual Cost
Specific expertise	Actual Cost	Actual Cost

<b>Building</b>	<b>2023/2024</b>	<b>2024/2025</b>
Solid Fuel Heater – Free Standing	\$283.00	\$296.00
Solid Fuel Heater – In built	\$352.00	\$369.00
Marquee – Public Use	\$416.00	\$435.00
Marquee – Private Use	\$416.00	\$435.00
Garage/Carport	\$416.00	\$435.00
Garage/Carport – Specific Design	\$552.00	\$578.00
Conservatory (Deck in situ)	\$416.00	\$436.00
Conservatory (New Deck)	\$622.00	\$650.00

<b>Building (cont'd)</b>	<b>2023/2024</b>	<b>2024/2025</b>
Wet area shower	\$416.00	\$435.00
Dwelling Alterations - Minor	\$622.00	\$650.00 Deposit
Dwelling Alterations - Complex	\$1,290.00	\$1,350.00 Deposit
Relocated Dwelling	\$822.00	\$860.00 Deposit
New Dwelling	\$1,740.00	\$1,822.00 Deposit
Commercial	\$2,782.00 Deposit	\$2,913.00 Deposit
Industrial	\$3,726.00 Deposit	\$3,900.00 Deposit
Industrial Commercial - Alterations	\$1,026.00 Deposit	\$1,074.00 Deposit
Certificate of Acceptance	Cost of consent + \$470 penalty	Cost of consent + \$492.00 penalty
Amendment	\$205.00 Deposit	\$215.00 Deposit
Exemption	\$99.00	\$104.00
Exemption (Discretionary)	\$188.00	\$197.00
Compliance Schedule	\$134.00	\$140.00
Certificate of Public Use – with building consent	\$82.00	\$86.00
Certificate of Public Use - lodged after building consent	\$153.00	\$160.00
Extension of time	\$53.00	\$55.00
Extension of time – with inspection	\$117.00	\$122.00
Waiver and Modification	\$171.00	\$179.00
Notice to Fix	\$134.00	\$140.00
Swimming Pool Fencing	\$134.00	\$140.00
BWOF audit – 3 yearly	\$171.00	\$179.00
Processing and Inspection Fee (per hour)	\$134.00	\$140.00
Land Information Memorandum - Residential	\$172.00	\$179.00
- Commercial/Industrial		\$320.00
Project Information Memorandum	\$70.00	\$73.00
Accreditation Levy	\$1.00 per \$1,000 of building work >\$20,000 in value	\$2.00 per \$1,000 of building work >\$20,000 in value

### **Building Infringement Offences and Fees**

**Council will also impose infringements, offences and fees (as specified in the Building Regulations 2007) for failing to comply with the following provisions in the Building Act:**

**Sections 40, 42, 85(1), 85(2)(a), 85(1)(b), 101, 108(5)(aa), 108(5)(a), 108(5)(b), 108(5)(c), 116B(1)(a), 116B(1)(b), 124, 128A(2), 162E, 168(1AA), 168(1), 314(1), 362D(4), 362F(4), 362T(4), 362, 367, 368, 133AU(1), 133AU(2), 133AU(3) and 133AU(5)**

**Note: Fines and penalties imposed for an offence created by statute are not subject to GST.**

<b>Dog Registrations</b>	<b>2023/2024</b>	<b>2024/2025</b>
- Refer to separate resolution adopted on the 24 <sup>th</sup> of April 2024		

<b>Trading in Public Places Fees</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b><u>Food Premises:</u></b>		
New Registration Fee – Food Plan	\$176.00	\$280.00
Renewal Registration Fee – Food Plan	\$176.00	\$180.00
New Registration Fee – National Programme	\$176.00	\$280.00
Renewal Registration Fee – National Programme	\$176.00	\$180.00
Verification Fee – Food Plan (per hour)	\$176.00	\$140.00
Compliance and Monitoring Fee – Food Plan (per hour)	\$59.00	\$140.00
Hawkers Licences (issued per Bylaws)	\$35.00	\$37.00
Mobile Shops Bylaw Licence (per annum):		
- If trading within the Kawerau District more than once a fortnight on average.	\$329.00	\$344.00
Mobile Shops Bylaw Licence (per annum)	\$141.00	\$148.00
Mobile Shops Bylaw Licence (per month)		
- If trading within the Kawerau District less than once a fortnight on average.	\$12.00	\$12.50
<b><u>Miscellaneous Fees</u></b>		
Event Fees and Charges:		
Amusement Device Permit	\$13.50	\$14.00
Additional Device (each)	\$2.70	\$3.00
<b>NB: The devices certificate of registration must be provided.</b>		
Food Sale Licence (each)	\$12.00	\$12.50
Marquee Building Consent (exceeding 100m <sup>2</sup> )	\$68.00	\$71.00
<b><u>Noise Control</u></b>		
Impounded stereo release fee	\$118.00	\$123.50
<b><u>Stock Impounding Fees</u></b>		
Impounding costs	Actual Costs	Actual Costs

<b>Resource Management Activity</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b>Land Use Consent:</b>		
	<b>Deposit*</b>	<b>Deposit*</b>
Notified application (ex cost of advertisement)	\$2,934.00*	\$3,072.00*
Limited notified	\$1,467.00*	\$1,536.00*
Non-notified	\$610.00*	\$639.00*
Boundary Activity – approved by neighbours	\$235.00*	\$246.00*
Change or cancellation of conditions (S127)	\$610.00*	\$639.00*
Extension of approval period (S125)	\$610.00*	\$639.00*
Review of consent conditions (S128)	\$610.00*	\$639.00*
Cost of commissioning report and other costs	Actual cost	Actual cost
Compliance monitoring (per inspection)	\$153.00 per hour	\$160.00 per hour

<b>Resource Management Activity (Cont'd)</b>	<b>2023/2024</b>	<b>2024/2025</b>
Certificates of Compliance (S139)	\$153.00 per hour	\$160.00 per hour
Existing use certificate	\$153.00 per hour	\$160.00 per hour
<b>Subdivision Consents:</b>	<b>Deposit*</b>	<b>Deposit*</b>
Notified application (ex cost of advertisement)	\$2,934.00*	\$3,072.00*
Limited notified	\$1,467.00*	\$1,536.00*
Non-notified	\$610.00*	\$639.00*
Each additional lot	\$59.00	\$62.00
Company leases, cross leases, unit title plans	\$610.00*	\$639.00*
Certification of survey plans (S223)	\$153.00*	\$160.00*
Issue of compliance certificate (S224(c))	\$235.00*	\$246.00*
Combined survey plans and compliance certificates	\$295.00*	\$309.00*
Inspections to confirm compliance with conditions S224(c) or S224(f)	\$143.00 per hour	\$160.00 per hour
Extension, re-approval or variation of scheme plan or land transfer plan	\$610.00*	\$639.00*
Certificate under S226	\$153.00 p/hour	\$160.00 per hour
Preparation of bond documents, consent notices, other legal	Actual cost*	Actual cost*
Engineering plan checking and inspection	\$153.00 per hour	\$160.00 per hour
Right of way	\$610.00*	\$639.00*
<b>Plan Changes, Designations, Heritage Orders</b>	<b>Deposit*</b>	<b>Deposit*</b>
Request for plan change	\$4,695.00*	\$4,916.00*
Notice of requirement for designation/heritage order	\$4,695.00*	\$4,916.00*
Alteration, review, renewal of designation/heritage order	\$940.00*	\$984.00*
Waiver of requirement for Outline Plan	\$376.00	\$394.00
<b>Miscellaneous Charges</b>	<b>Deposit*</b>	<b>Deposit*</b>
Planning certificate sale of liquor	\$305.00*	\$319.00*
Overseas investment certificate	\$141.00*	\$148.00*
Certificates requiring Council Seal	\$64.00*	\$67.00*
Requests for Information	Actual Cost	Actual Cost
Processing and Inspection Fees	\$176.00 p/h	\$184.00 p/h

\*Additional charges may apply

<b>Powered Sites Connections (Firmin Lodge/Prideaux Park)</b>	<b>2023/2024</b>	<b>2024/2025</b>
Bond (power box and key**)	\$6.00	\$6.50
Power Charges (after 3 nights)	\$11.00	\$12.00

\* Bond is refundable upon return of key, payment of power charges and no reports of damage.

**Meeting:** Council

**Meeting Date:** 26 June 2024

**Subject:** Adoption of Annual Plan 2024-2025

**File No.:** 110400

## 1 **Purpose**

The purpose of this report is to provide Council with the final Annual Plan 2024-2025 for Council to adopt.

## 2. **Budget 2024-2025**

The following table includes the revenue and expenditure budgets as well as the rate increase for the Annual Plan 2024-2025.

	<b>2023/24</b>	<b>2024/25</b>
<b>Revenue</b>		
General Rates	11,770,850	13,212,910
Targeted Rates	1,167,360	1,305,840
<b>Total Rates</b>	<b>12,938,210</b>	<b>14,518,750</b>
Grants & Subsidies	5,596,530	4,852,850
Petrol Tax	65,000	65,000
Interest Revenue	97,530	52,000
Other Revenue	2,802,160	2,840,680
<b>Total Revenue</b>	<b>21,499,430</b>	<b>22,329,280</b>
<b>Expenditure</b>		
Personnel costs	6,579,380	7,335,980
Depreciation	3,973,210	4,338,620
Finance	177,500	350,000
Other Expenditure	11,553,390	7,770,210
<b>Total Expenditure</b>	<b>22,283,480</b>	<b>19,794,810</b>
<b>Surplus/(Deficit)</b>	<b>(784,050)</b>	<b>2,534,470</b>
<b>Rate Increase (%)</b>	<b>8.2%</b>	<b>12.2%</b>
<b>Capital Budget</b>	<b>6,727,700</b>	<b>5,624,680</b>

The Annual Plan 2024-2025 as presented for adoption, has an overall rates increase of 12.2% and the Uniform Annual Charge set at \$900.



At the Extraordinary meeting of 10 April 2024, Council adopted the draft budget for the Annual Plan 2024-2005 with a proposed rates increase of 15.1% and an increase in the Uniform Annual General Charge to \$950. This proposal was included in the Annual Plan Consultation Document, and community consultation was undertaken from 12 April 2024 to 14 May 2024.

At the Council meeting on 29 May 2024, Council considered and deliberated on the submissions as received and heard on 22 May 2024. Council requested that staff review the budget and look to make operational savings to reduce the rates increase from the proposed 15.1%.

Then Council, at the Extraordinary meeting on 12 June 2024, considered and agreed to the Uniform Annual General Charge being set at \$900 and the recommended expenditure reductions as follows:

- Depreciation Funding – increase the level of depreciation not funded back to 35%, resulting in a decrease in the rates requirement of \$114,500 (0.8%).
- Personnel Costs – decreasing the personnel costs by \$213,000 (1.6%) by not establishing additional roles as originally proposed (with an allowance of additional contractor expenditure as a contingency for the risk of not establishing these roles) and not filling current vacancies with Parks & Reserves and Events Management.
- Finance Costs – saving of \$45,000 (0.3%) following recalculation of projected interest rates, the timing of uplifting loans and total funds management.
- Community Grants – reduction of \$10,000 (0.08%) based on projected allocation.
- Asbestos Containment – removal of the planned further viability study of \$150,000, which was funded from depreciation reserves, therefore an interest saving of approximately \$3,000, which is taken into account in finance costs above.

While the above reductions have reduced the rates requirement to 12.2% the main contributors to the rates increase are driven by inflationary impacts on personnel costs and other expenditure items such as insurance, electricity, election and civil defence. There is also a net increase in funding of the additional depreciation expenditure and additional finance costs to fund new loans for water reticulation renewals. For 2023/24 there was a Government Grant which was funding towards the Spatial Plan, this funding is not available for 2024/25, therefore an additional \$120,000 to be funded from rates.

### **3 Enhanced Annual Plan 2024-2025**

At the Extraordinary Council meeting of 20 March 2024, Council resolved to prepare an Annual Plan 2024-2025 and an Annual Plan Consultation Document 2024-2025, rather than preparing a Long Term Plan for the period 2024 to 2034. Council took the decision to adopt the transitional option preparing an enhanced Annual Plan under the options provided to Local Authorities under clauses 48 and 49 of Schedule 1AA of the Local Government Act 2002 (inserted by the Water Services Acts Repeals Act 2024).

Appended to this report is the Annual Plan 2024-2025. This document includes all the information required by the Local Government Act 2002. Council now needs to adopt the Annual Plan 2024-2025, which must be adopted by 30 June 2024.

The Annual Plan is a public document and Council must make this document available to anyone requesting it, a copy will also be available on Council's website.

#### **4 Policy and Plan Considerations**

An Annual Plan is usually prepared in the years that Council does not prepare a Long Term Plan. A Long Term Plan would normally have been prepared for the years 2024 to 2034.

On 10 April 2024, Council resolved under clauses 48 and 49 of Schedule 1AA of the Local Government Act 2002 (inserted by the Water Services Acts Repeal Act 2024), to prepare and adopt:

- An Annual Plan for 2024-2025;
- An Annual Plan Consultation Document 2024-2025; and
- A nine-year Long-Term Plan for 2025-2034, which will be adopted in 2025

Council opted for the transitional option, of preparing an enhanced Annual Plan for 2024-2025, which includes the forecast data for year four of the current Long Term Plan 2021-2031.

#### **5 Significance and Engagement**

Council adopted the Consultation Document for its Proposed Annual Plan 2024-2025 on 10 April 2024, with the consultation period being from 12 April to 14 May 2024.

Council completed a thorough engagement process with the community for the Annual Plan Consultative Document. Consultation included distributing the printed consultation flyers and newsletters to all households in the district; promotion via online channels, face to face meetings with different stakeholders and planned public meetings.

Council received a total of 62 submissions and five submitters spoke to their submissions. Following this engagement and community feedback, Council met at the Extraordinary Council Meeting on 12 June 2024, to consider options to reduce the rates increase and consider the level of the Uniform Annual General Charge (UAGC). Council adopted amendments to the budget reducing the rates increase from 15.1% to 12.2% and set the Uniform Annual General Charge for 2024-2025 at \$900.

## **6 Financial Considerations**

Council has prepared, consulted, considered and decided on the budget and rates requirement for 2024-2025 which are set in Annual Plan 2024-2025. This report also details the financial implications of the decisions made.

The development of Annual Plan 2024-2025, including the process of the special consultation procedure, were met within existing budgets for this work.

## **7 Legal Considerations**

The Annual Plan has been prepared according to the procedural and substantive requirements of the Local Government Act 2002, which includes the additional clauses 48 and 49 of Schedule 1AA (inserted by the Water Services Acts Repeal Act 2024), with the transitional option to prepare and adopt an Annual Plan for 2024-2025.

## **8 RECOMMENDATIONS**

1. That the report "Adoption of Annual Plan 2024-2025" be received.
2. That Council resolves to adopt the "Annual Plan 2024-2025" as presented.



Lee-Anne Butler, CA, BMS

**Group Manager Finance and Corporate Services**

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**Meeting:** Council  
**Meeting Date:** 26 June 2024  
**Subject:** Adoption of Rates Resolution  
**File No.:** 209900

## 1 **Purpose**

The purpose of this report is for Council to set the rates for the 2024-2025 financial year.

## 2. **Adoption of Rates Resolution**

Following the adoption of the Annual Plan 2024-2025, Council is required to set the rates for the 2024/25 financial year. Each recommendation in the resolution details the specific sections for the Local Government (Rating) Act 2002, that the rate is set under.

## 3. **RECOMMENDATIONS**

1. That the report "Adoption of Rates Resolution" be received.
2. That Council resolve the recommendations as attached.



Lee-Anne Butler, CA, BMS

**Group Manager Finance and Corporate Services**

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**SETTING OF RATES FOR THE 2024/25 FINANCIAL YEAR (CHIEF EXECUTIVE OFFICER) (209900)**

Following the adoption of the 2024-25 Annual Plan, Council is required to set the rates for the 2024/25 financial year.

**RECOMMENDATIONS**

1. *That Council sets the following rates under the Local Government (Rating) Act 2002, on the rating units in the district for the financial year commencing on 1 July 2024 and ending on 30 June 2025.*

**(a) Uniform Annual General Charge**

*A uniform annual general charge of \$900.00 (including GST) per separately used or inhabited part of a rating unit, set under section 15 of the Local Government (Rating) Act 2002 on every rateable rating unit within the district.*

**(b) General Rate**

*A General Rate set under section 13 of the Local Government (Rating) Act 2002 on every rating unit within the district, assessed on a differential basis as described below:*

- *A rate of 0.4246 cents in the dollar (including GST) of capital value on every rateable rating unit zoned "residential", "rural lifestyle" and "reserve" in terms of Council's operative District Plan.*
- *A rate of 2.8362 cents in the dollar (including GST) of capital value for every rateable rating unit in all other land zones of Council's operative District Plan other than "residential", "rural lifestyle" and "reserve".*

**(c) Water Supply Rates**

*A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$84.50 (including GST) per separately used or inhabited part of a rating unit to which water is connected (excluding those properties that are supplied by water meter).*

*A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$0.27 (including GST) per cubic metre of water supplied to any rating unit on metered water supply.*

**(d) Wastewater Disposal Rate**

*A targeted rate for wastewater disposal, set under section 16 of the Local Government (Rating) Act 2002, of \$170.00 (including GST) per separately used or inhabited part of a rating unit that is connected to Council's wastewater disposal network.*

**(e) Refuse Collection Rate**

*Targeted rates for refuse collection set under section 16 of the Local Government (Rating) Act 2002 for rating units to which refuse collection services are available, assessed as described below:*

- *A rate of \$267.70 (including GST) per 60 or 80 litre residual waste bin.*
- *A rate of \$327.70 (including GST) per 120 litre residual waste bin.*

**DUE DATES FOR PAYMENT OF RATES**

2. *That all rates (except metered water) will be payable in four equal instalments due on:*

<i>Instalment 1</i>	<i>23 August 2024</i>
<i>Instalment 2</i>	<i>22 November 2024</i>
<i>Instalment 3</i>	<i>21 February 2025</i>
<i>Instalment 4</i>	<i>23 May 2025</i>

*The due dates for metered water are as follows:*

	<b><u>Reading Date</u></b>	<b><u>Payment Due Date</u></b>
1.	30 September 2024	25 October 2024
2.	30 December 2024	24 January 2025
3.	31 March 2025	24 April 2025
4.	30 June 2025	25 July 2025

**PENALTIES**

3. *That Council, applies penalties to unpaid rates (apart from metered water) as follows:*

- (i) *A penalty of 5 percent on the amount of any instalment assessed between 1 July 2024 and 30 June 2025 and which is unpaid after the due date for that instalment, to be added on the following dates:*

*Instalment 1 penalty added – 26 August 2024*  
*Instalment 2 penalty added – 25 November 2024*  
*Instalment 3 penalty added – 24 February 2025*  
*Instalment 4 penalty added – 26 May 2025*

- (ii) *A further penalty of 3 percent on any rates assessed before 1 July 2024 including previously applied penalties, which remain unpaid on 4 July 2024 to be added on the 5 July 2024.*
- (iii) *A further penalty of 3 percent on any rates to which a penalty has been added under (ii) above if the rates remain unpaid on 6 January 2025 to be added 7 January 2025.*

*and delegates authority to the Chief Executive Officer to add the penalties.*

**PAYMENT OF RATES**

4. *That rates shall be payable at the Offices of the Kawerau District Council, Ranfurly Court, Kawerau between the hours of 8:00am and 5:00pm, Monday to Friday.*

**Meeting:** Council

**Meeting Date:** 26 June 2024

**Subject:** **Activity Review for Economic Development**

**File No.:** 103015

## **1 Purpose**

The Local Government Act requires, under s17A(l), that a local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.

This review of Economic Development is part of the development of the Long-Term plan 2025-2034. This review must consider the governance, funding and delivery of services, and requires specified options to be considered.

Governance relates to how decisions are made about a service, Finance relates to how funding is provided to the service, and Delivery is how the service is operated.

## **2 Activity Goal**

*To facilitate the development of Kawerau as a district that supports a diverse, resilient industry base capable of providing a wide range of job opportunities for people of all ages and skill levels.*

*To enable the expansion of the Kawerau District to allow further industrial development. Council encourages industrial development and investment through active participation in ISK and Toi EDA.*

## **3 Service and Scope**

*To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.*

Council takes a leadership role in local economic development initiatives and involved in economic development at sub-regional and regional levels.

Council is a member and invests into Industrial Symbiosis Kawerau (ISK), ISK is based on the principles of creating shared opportunities through the smart and sustainable use of resources and waste streams.

Council is a member and invests in the Eastern BOP economic development agency, Toi EDA. Council invests in the Film BOP agency, which advocates for and attracts film and TV productions to the region.

Council invests resources (human & financial) into economic development. The following organisations with an economic development focus currently have Council investment on an annual basis:

- *Toi Economic Development Agency (EDA)* – Toi EDA is the economic development agency for the Eastern Bay of Plenty. Toi EDA strategy adopted in 2019 (appendix A) operates across three guiding pou (pillars)
- *Film Bay of Plenty* - Film Bay of Plenty, Ngā Auaha Whakaari o Te Waiāriki is a Regional Film Office that grows, strengthens and supports the screen sector in the Bay of Plenty.
- *Industrial Symbiosis Kawerau (ISK)* - ISK promotes and advances the symbiotic interests of the industry in the district, workforce development and investment opportunities for new business.
- *Infometrics* –An independent collection of advisors providing data on how the New Zealand economy is performing.

Council invests into these organisations, (except Infometrics where Council buys a product as part of a shared agreement). The organisations act on behalf of Council and the rate payers in economic development. Council has oversight of these organisations.

#### *KDC Development Feasibility Fund*

Council has a funding pool available with the following criteria for successful applicants:

The proposed business must be located in Kawerau, or have a significant benefit to Kawerau. All applications must be in writing and provide the following information:

- Specific details of the proposed business
- An outline of how the business plan or development feasibility study is to be prepared and who will write it
- The level of funding requested
- Specific details on how the funds will be used
- Details of additional funding sought elsewhere
- Details of other feasibility studies already undertaken

#### *Bay of Connections (BoC)*

As of July 1 2024, Bay of Connections will no longer exist. The website, social media platforms and staff email addresses will become inactive and unavailable to the public and Councils.



## **4 Current Governance and Service Delivery**

Kawerau District Council governs decisions around budget allocation towards human and financial investment into the aforementioned economic development organisations and agencies.

The following provides a broad overview of the structures of the various organisations Council engages with, works collaboratively alongside and invests into.

### *Toi EDA*

This EBOP based EDA has its own Board of Directors representing different interests from across the EBOP. There are currently six Trustees on the Toi EDA Board. The Board appoints a CEO and an operations team.

Kawerau District Council has its own representation on the Toi EDA Board.

Each EBOP Council will have representation at Board meetings and provides a report on recent economic activities, firstly in the form of the Council CEO and if unavailable, a delegated other, largely the Council employee representing economic development for that Council.

### *Film Bay of Plenty*

Film Bay of Plenty is the Regional Film Office, with the mission to stimulate regional economic growth by attracting, facilitating, and marketing screen productions; developing the film sector for regional business; and maximising opportunities for regional film professionals.

The Board appoints two operational personnel with a Film Office Executive and a Marketing Manager & Production Supervisor.

### *ISK*

ISK currently has eight Board members. Kawerau District Council has a Board representative in the form of the KDC CEO.

ISK is responsible for sourcing its own operational funds and one of those revenue streams is in the form of annual membership subscription fees. Each member of ISK is charged a membership fee, based on the quantity of full time employees in that business.

### *Infometrics*

Infometrics provide products that assist in aspects of strategic decision making which impact economics; locally, regionally, nationally and globally. Infometrics cover specialist fields from data analysis, forecasting, software development and economists.

Council has an annual subscription negotiated through Bay of Plenty Regional Council; the subscription provides a unique deal for the three EBOP Councils investing in the collective package.

## 5 Current Performance Measures for Level of Service

Community Outcome	Level of Service	Measure	Current Performance (2019/20)	2021/22	2022/23	2023/24	2024/25 to 2030/31	Data Source
<b>Quality Indicators</b>								
Council works in partnership to attract people to visit, live and do business in Kawerau and to enhance economic and employment opportunities for our community.	Council is actively involved in the Eastern BOP Regional Economic Development Agency	Representation at Trustee meetings	60%	90% of meetings attended	90% of meetings attended	90% of meetings attended	90% of meetings attended	Toi-EDA minutes

## 6 Current cost of Service

The operational cost for this activity is \$157,565. Of which, \$70,500 is for economic development specific activities, outlined next.

### *Membership costs*

- Toi EDA - \$25,000 pa
- Film BOP - \$ 2,500 pa
- ISK - \$ 8,800 pa (calculated at \$100 per FTE)
- Infometrics \$ 4,200 pa

Kawerau District Council also provides in-kind support for Toi EDA to manage the accounts on an annual basis.

### *KDC Development Feasibility Fund*

Council may contribute up to \$1,500 for this purpose per application, and the funds are allocated from the annual Economic Development allocation (\$70,500).

The remainder of the Council budget allocation is available for key projects as and when they occur.

## 7 Analyses of the Service

### **Need of the Service**

Outlined as a purpose, local government is: *To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.* (Local Government Act 2002, section 10 (1)).

### **Efficiency and Effectiveness of the Service**

Council invests into each external agency, each has differing efficiencies and effectiveness, each in its own right has its own niche and position to assist with economic development.

The return of investment is largely dependent on the outcomes observed to date, and the opportunities that exist in the future.

Council's role is oversight, advocacy, relationship & network building and creating the right environment, enabling business investments to progress.

### **Improvements of the Service**

Council is currently working alongside the Eastern Bay Local Authorities on an Economic and Community Development Strategy, on completion this will provide a regional focus and a leverage tool for future investment in the region and Kawerau District.

Kawerau District Council will then develop its own KDC specific strategy.

### **Constraints of the service**

Council is not leading business investment opportunities, this sits with investors.

With Bay of Connections ceasing to operate on June 30 2024, there is no regional wide oversight of economic development. Developing relationships and a region wide lens of economic development is now the responsibility of each regional Economic Development Agency and Local Authority.

### **Risks of the service**

The organisations receiving funds from Council may be at risk to continue operating if the funding is withdrawn or reduced.

## **8 Delivery Options of the Service**

### Funding


General rates are the current funding option with external funds which can become available through Central Government and some philanthropic organisations.

### Delivery

No other methods of delivery have been identified.

**9**    **RECOMMENDATIONS**

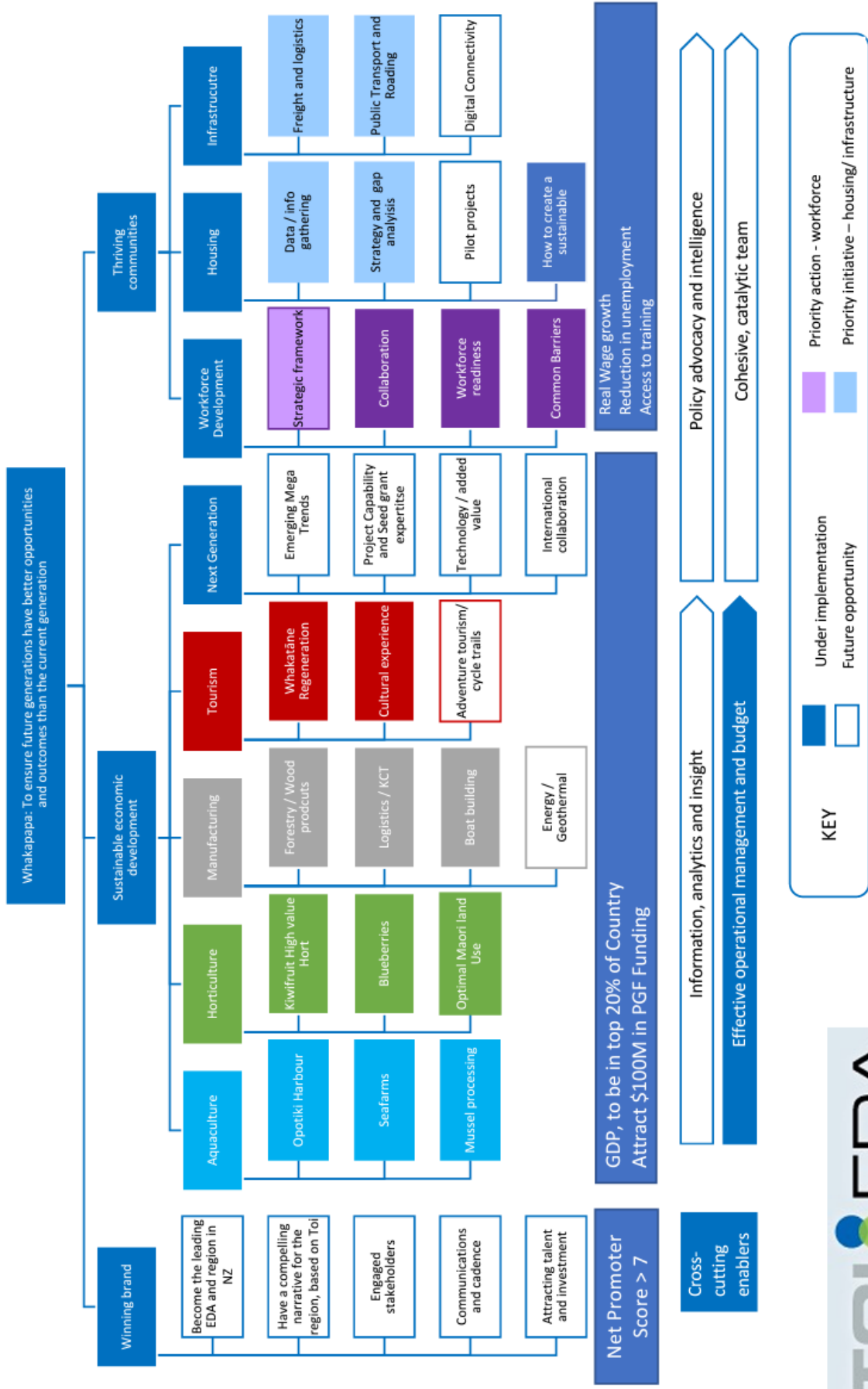
1. That the report “Activity Report for Economic Development” be received.
2. That Council adopt the Economic Development service, as proposed in the report and Appendix B.

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Lee Corbett Barton

**Economic & Community Development Manager**

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<b>PART I: PRESENT ARRANGEMENTS</b>	
<i>Name of the service and scope</i>	<i>Economic Development</i>
<i>Rationale for service provision</i>	<p><i>To facilitate the development of Kawerau as a district that supports a diverse, resilient industry base capable of providing a wide range of job opportunities for people of all ages and skill levels.</i></p> <p><i>To enable the expansion of the Kawerau District to allow further industrial development. Council encourages industrial development and investment through active participation in ISK and Toi EDA.</i></p>
<i>Present arrangements</i>	<i>Council maintains an oversight of economic development activities, collaborates with EBOP Local Authorities, advocates on behalf of local industry, seeks opportunities to unlock investment and while leading Council lead activities towards economic development.</i>
<i>Last review</i>	<i>2017</i>
<i>Performance</i>	<i>Council works in partnership to attract people to visit, live and do business in Kawerau and to enhance economic and employment opportunities for our community.</i>
<i>Cost</i>	<i>\$157,565 p.a.</i>
<b>PART II: DECISION TO REVIEW</b>	
<i>Why is a review considered?</i>	<p><i>Economic development is a priority service to enable prosperity and economic growth in the Kawerau District.</i></p> <p><i>Economic growth in the Kawerau District will increase the rate base, which will reduce financial burden to rate payers and flow on to regional economic benefits.</i></p>
<i>Are there any exceptions to undertake this review?</i>	<i>None</i>
<i>Is a full or a partial review required</i>	<i>Full</i>

<b>PART III: ANALYSES OF OPTIONS</b>	
<i>Governance options</i>	<i>Retained under Council governance, with investment from Council into external agencies with economic development focus (i.e. Toi EDA)</i>
<i>Funding options</i>	<i>Status quo, but continue to monitor for external funding opportunities to enable economic growth.</i>
<i>Operational options</i>	<i>Status quo</i>

**Meeting:** Council

**Meeting Date:** 26 June 2024

**Subject:** **Activity Review for the Aquatic Centre Service**

**File No.:** 408600

## **1 Purpose**

The Local Government Act requires that a local authority review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.

This review of the Aquatic Centre Service must consider the governance, funding, and delivery of services and requires specified options to be considered. Governance relates to how decisions are made about a service, finance relates to how funding is provided for the service, and delivery is how the service is operated.

## **2 Activity Goals**

The primary goal of the activity is to offer a high-quality recreational facility that meets our community's social, cultural, economic and environmental needs. Secondary goals include providing local schools and clubs with a water safety and training facility and attracting visitors to the district to support local businesses.

To achieve this, we must provide pools of various depths and lengths and comply with all consent, cultural, environmental, and water safety requirements. This will involve considering the social and recreational needs of our community and ensuring that all facilities and infrastructure continue to operate sustainably.

## **3 Service and Scope**

This Service provides an aquatic facility consisting of five pools:

- 25 m exercise pool with lines and ropes
- 12 m training pool (the bulkhead pool)
- 1.2 m deep learner's pool
- 0.3 m deep toddler's pool
- 40-person spa pool

The pools and spa are heated using geothermal energy and provide hot water all year round.



This Service also provides recreational facilities:

- A BBQ-covered area with a large BBQ, suitable for up to 80 people.
- Mobile BBQ and lunch areas
- Picnic tables and grass lawns
- Splash pad
- Jumping pillow
- First aid room and defibrillator

The large and mobile BBQs are available for hire during opening hours. The pools are shared with the general public during these hires, and only the BBQ areas and tables are reserved.

The facility also has clubrooms available for local swimming clubs. Public ablution facilities with hot showers and toilets are available to patrons and the general public. There is full disability access to the ablutions, the bulkhead, and spa pools.

The facility is available for after-hours hire for exclusive recreational use. It is also available to schools and other service providers for aquatic sports and water training events, with options for exclusive use (such as large school galas) and shared use (normal school swim days).

The pools are open year-round but closed during Christmas and for annual maintenance, usually in October. During the summer months, the pools are open from 8 am to 5:30 pm, and during the winter months, they are open from 9 am to 5:30 pm. After 5:30 pm in the winter, the steam causes poor visibility and creates health and safety risks, so keeping the pools open later is not recommended. However, patrons are allowed to shower and change clothes until 6 pm. The pools are available for private bookings from 6 pm onwards.

In the mornings, the staff start working at 6 am in the summer and 7 am in the winter to prepare the pools for the day, and certain groups are allowed to access the pools during these hours by agreement for training.

The current services delivered are:

- Managing and maintaining the facility and all infrastructure
- Monitoring water quality through in-house sampling and testing
- Maintaining all resource consent compliance
- Planning to meet future requirements and improve operations

#### **4 Current Governance and Service Delivery**

Council governs the Aquatic Centre Service.

Council staff are responsible for providing and maintaining the pool services and infrastructure.

Council uses its in-house Asset Management and Project Management teams to deliver the required services.

Specialized water monitoring and control services are provided by external specialists, and large infrastructure works are carried out by contractors selected through a tender process.

## **5 Current Performance Measures for Level of Service**

The Aquatic Centre Service has the following Levels of Service:

- Community satisfaction with the Pools Service is measured through a Triennial Residents survey. The 2023 survey showed an approval rating of 72% (69% NZ benchmark). The relatively low satisfaction was due to the closure of the aquatic centre to refurbish the geothermal bore and temporary staff shortages.
- The pools are open to the community. The duration of pool accessibility is documented in the pool log books.
- Pools are open at least 48 weeks a year. This was not the case in 2022/23 due to the refurbishment of the geothermal bore.
- Pool water meets water quality standards.
  - Council pool water has to comply with the NZ pool quality standards. Compliance is measured through internal and independent water testing. All conditions were met in 2022/23.
    - At least 95% of all tests are compliant.
    - Compliance with all resource consent conditions.

## **6 Current cost of Service**

The Aquatic Centre Service has an operational budget of \$965,000 for 2023/24. It is funded through \$950,000 in rates and \$15,000 in fees and charges. A capital renewal budget of \$290,000 is planned for the current financial year.

## **7 Analyses of the Service**

### **Need of the Service**

The Aquatic Centre Service is not required by legislation or regulation.

The chlorine supply is sponsored by industry partners and is well supported by the community. It is the only recreational swimming area in the district that is staffed by lifeguards.

During the school term, an average of 150 patrons visit the pools daily on weekdays and 300 patrons daily on weekends. During school holidays, the pools receive an average of 350 visitors daily. The maximum number of visitors allowed at any given time is limited by the number of lifeguards on duty with a limit of 100 visitors at a time on weekdays and 150 visitors at a time on weekends. On peak days, as many as 600 people have visited the pools in a single day.

In 2018, there were just over 76,000 visits to the pools. The total numbers have been lower due to COVID-19 lockdowns in 2020 and 2021 and geothermal bore issues in 2022 and 2023. The attendance records up to May 2024 indicate that more than 80,000 people may visit the pools this year.

**Efficiency and Effectiveness of the Service**

The service is efficient and utilizes local staff. The service is cost-effective, and fees and charges are the lowest in the region.

**Improvements of the Service**

The Aquatic Centre Service can be expanded and improved by offering several additional services and facilities.

One option to consider is combining the I-site and pool offices. This will be evaluated through further consultation with the council and the public and considered as part of the proposed in the upcoming Long Term Plan.

**Constraints of the service**

There are abundant water sources and geothermal heat available to operate the facility. Furthermore, there is sufficient space to expand the facility and add additional features. A new geothermal permit was acquired in 2023, which will be valid until 2033.

**Risks of the service**

The pool area poses a high risk due to the presence of open water. Although the pools are not deep, there is still a risk of drowning. Full-time lifeguards are on duty during opening hours to minimize this risk. After-hours rental agreements must include the nomination of qualified first aid responders and lifeguards within each rental party to ensure safety.

Water in the pool is regularly tested and monitored to prevent health risks from contamination.

**8 Delivery Options of the Service****Current arrangement**

The service is governed, funded, and delivered by Council.

**Governance**

There are currently no other options identified for alternative governance of the service.

**Funding**

The service is funded through rates and by charging fees to after-hours and BBQ users. Swimming paraphernalia (swimming nappies) are sold to the public. There is significant demand for other related items such as swimming clothes, goggles, and refreshments.

The Aquatic Centre is currently free to the public but could be funded by charging entry fees. Implementing this change would require modifying the entrance to allow access control.

A 2022 study evaluated charging entrance fees. One option considered was keeping the pools free to ratepayers and charging a nominal fee to out-of-town visitors. Of the annually estimated 75,000 visits to the pools currently, it is further estimated that 45,000 visits are by local residents and 30,000 visits by

out-of-town visitors. Most of the out-of-town visitors visit the pools during the weekend.

Considering the fees charged at Awakeri (private), Whakatane, and Tauranga (Council), a fee structure of \$2 per child and \$4 per adult was recommended:

	<b>Awakeri</b>	<b>Whakatane</b>	<b>Tauranga</b>	<b>Kawerau</b>
<b>Adult</b>	\$9.00	\$6.50	\$8.10	\$4.00
<b>Child</b>	\$6.00	\$3.50	\$5.40	\$2.00
<b>Spectator</b>	\$3.00	\$1.00	\$1.50	\$1.00

If the Pools remain free for residents and only out-of-town visitors are charged fees, an additional \$80,000 could be earned annually. However, a cost to staff a ticket office would exceed the income generated. An option to enable charging access fees would be combining the I-Site with the pools, which was discussed in 2022.

Survey responses to the Long-Term Plan early engagement survey regarding charging at the pools show that 45% responded “Yes to charging but only the visitors (non-residents),” with 46.25% responding keep free entry to everyone and 8.75% responding yes to charging everyone.

These options will be considered further through consultation with the council and public and considered for inclusion in the upcoming Long Term Plan.

#### Delivery

The service is delivered by Council staff, and all infrastructure is developed and maintained by Council.

No other identified external agencies or contractors could be considered to provide this service.

## **RECOMMENDATIONS**

1. That the report “Activity Review for the Aquatic Centre Service” be received.
2. That Council adopt the Aquatic Centre Service as proposed, in the report and Appendix A.



Riaan Nel, B. Tech (Mech), BSc (Hons)  
**Group Manager, Operations & Services**

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<b>PART I: PRESENT ARRANGEMENTS</b>	
<i>Name of the service and scope</i>	<u><i>Aquatic Centre Service</i></u> <i>To provide an aquatics centre with five pools and other recreational facilities for the Kawerau District.</i>
<i>The rationale for service provision</i>	<i>Providing heated pools, water play areas, and water sports facilities for the Kawerau District.</i>
<i>Present arrangements</i>	<i>The service is governed by Council. All operations, management, and maintenance of the service are provided by Council staff. The service is funded through rates, fees, and charges.</i>
<i>Last review</i>	<i>July 2017</i>
<i>Performance</i>	<i>Performance is currently measured by: Community satisfaction surveys conducted every three years. Quality of pool water. Attractiveness of gardens and displays. Safety of playgrounds and equipment.</i>
<i>Cost</i>	<i>\$965,000 per year</i>
<b>PART II: DECISION TO REVIEW</b>	
<i>Why is a review considered?</i>	<i>It has been 6 years since the previous full review, and a full review is required.</i>
<i>Are there any exceptions to undertaking this review?</i>	<i>There are no exceptions that may be considered when undertaking this review.</i>
<i>Is a full or a partial review required</i>	<i>It has been 6 years since the previous full review, and a full review is required.</i>

<b>PART III: ANALYSES OF OPTIONS</b>	
<i>Governance options</i>	<i>There are no other governance options.</i>
<i>Funding options</i>	<p><i>The service is financed by rates, fees, and charges as determined by the Council's Revenue &amp; Financing Policy.</i></p> <p><i>External funding may be sought for facility and plant expansions or improvements when available.</i></p>
<i>Operational options</i>	<p><i>The service is managed, maintained, and operated by Council staff. This approach is highly cost-effective and provides the Council with direct control of the service.</i></p> <p><i>No shared services with other councils or organisations are involved in managing, maintaining, or operating this service.</i></p> <p><i>Furthermore, no other entities have been identified that may manage, maintain, or operate the service.</i></p>

**Meeting:** Council

**Meeting Date:** 26 June 2024

**Subject:** **Activity Review for Pensioner Housing**

**File No.:** 103015

## **1 Purpose**

The Local Government Act requires that a local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.

This review must consider the governance, funding and delivery of services, and requires specified options to be considered. Governance relates to how decisions are made about a service, Finance relates to how funding is provided to the service, and Delivery is how the service is operated.

## **2 Activity Goal**

The overall activity goals stated in the Long Term Plan 2021-2031 are for Council to provide housing for seniors and pensioners part of the local rest home village complex.

The provision of senior and pensioner housing supports Council's Housing Strategy to provide and facilitate the provision of additional housing for the existing community, the growing population of older people, and additional people who will move here to work in new industries.

## **3 Service and Scope**

The growing population of those aged 60-plus is set to continue with significant forecast increases. There are approx. 2,750 dwellings in Kawerau. Eighty percent of the housing stock is more than three decades old. There is a limited supply available in the Kawerau rental market and bonds lodged year on year show a 20% reduction. The lack of properties listed for lease to rent indicate there is solid demand for rental property in the area.

Council implemented its housing strategy in 2018 to grow the district and enable more housing. Council has provided pensioner housing for many decades in the form of rental accommodation with 27 units.

Council has been actively enabling additional residential housing to provide quality affordable accommodation for seniors, pensioners and the wider community. Even with the addition of approx. 100 homes in the planned subdivision on the former Stoneham Park soccer grounds, an additional 35 across Central Cove, Bell Street and Hine Te Ariki Place, there is still likely to be a shortage for some sectors of the community, particularly seniors.

Since 2020, Council has been a registered retirement village operator and constructed a 29-unit retirement village in Porritt Glade Lifestyle Village. These are sold at lower than market purchase prices due to an Occupation Right Agreement effectively being a long-term lease. However, this does not offer an affordable option for all seniors and pensioners living in the district.

Kawerau Social Services Trust is another provider of pensioner housing, operating a resthome and units. In addition, KSST leases and manages the Council-owned rental pensioner accommodation. KSST advises there is a considerable waiting list for pensioner rentals and regular additional enquiries seeking this type of accommodation.

Kawerau Social Services Trust (KSST) was set up in 1989 with the vision to provide quality accommodation for the ageing population. KSST provides pensioner housing via its rest home with 54 beds and an addition of 18 village units that are sold with a right to occupy (one of those units is occupied by the on-site manager).

#### **4 Current Governance and Service Delivery**

Council has leased the rental pensioner portfolio that it owns to Kawerau Social Services Trust. This provides a good community service, with KSST managing the rental portfolio along with the ongoing maintenance programme for the units.

Kawerau District Council owns and operates the Porritt Glade Lifestyle Village independently as a retirement village operator. The village does not have additional resthome care or hospital services. Porritt Glade Lifestyle Village is currently operated by Council (staff) as the Village Manager in-house who also manages the selling and purchasing of the right to occupy for residents.

#### **5 Current Performance Measures for Level of Service**

Levels of service:

Council owns 27 rental pensioner units.

Kawerau and Districts Ageing in Place (Kadap) conducted a survey of 355 residents aged 55 and over in 2022. Survey results stated that 15% of the Kawerau seniors survey would move into smaller and purpose-built accommodation for seniors if available.

#### **6 Current Service Delivery Costs**

Service is provided by KSST. Council leases the units to them for a minimal rental fee. Essentially this is a cost neutral arrangement, as KSST pays the rates and completes the ongoing maintenance for all the units.

This includes getting all the units up to the New Zealand healthy homes standards with ventilation, insulation and heat pumps.



Annual rates input of \$21,895 for 2023/24 primarily relates to the Bert Hamilton Hall and asset renewals of \$50,000 put aside by Council for the Bert Hamilton Hall roof.

## 7 **Analyses of the Service**

### **Need for the Service**

The provision of pensioner rental units is part of the Council's strategic vision and captured in the Long Term Plan 2021-2031 in which it stated that Council plans to continue to deliver the current levels of service for these activities.

There is a current need for affordable rental property for senior citizens in Kawerau and that is likely to increase with the population forecasts.

By enabling Kawerau Social Services Trust to manage the rental property portfolio at a reasonable rate, this ensures that affordable quality accommodation is available to seniors who are looking to downsize and/or wish or need to rent accommodation, rather than be a property owner.

KSST advises there is an ongoing waiting list for the rental housing for seniors.

### **Council Pensioner Units - RENTALS**

Bedsit rental (Waterhouse Street)	5
One bedroom (Porritt Drive)	10
Two Bedroom Rentals	12
<i>Total number of pensioner units</i>	<i>27</i>

### **Pensioner & Senior Units sold with a Right to Occupy**

Porritt Glade Lifestyle Village	29
Kawerau Social Services Trust	18 (one for onsite manager)
<i>Total number units ORA</i>	<i>47</i>

### **Efficiency and Effectiveness of the Service**

The lease to KSST provides the most efficient and effective service to the community.

### **Priorities**

Council priorities are to complete the delivery of house and land packages in the current residential developments. The Stoneham Park development will enable two-key dwellings to cater for seniors as part of the 'residential growth precinct' in that area.

The Kawerau Social Services Trust is another organisation in the community that is offering and providing accommodation services for seniors, which shares the load with Council. Other Kawerau organisations are also developing housing models for the community which will enhance the overall provision of services.

### **Improvements or Additional Services**

Late in 2022, Council received a formal request from Kawerau Social Services Trust outlining their plans for the current and future expansions of their operations. Stage one of the expansion is now underway.

Stage one of the KSST expansion entails:

- Temporarily decommissioning two of the units sold with a right to occupy to free up land area
- Expanding the rest home facility by eight additional beds to 62 beds
- Developing properties nearby the Mountain View Rest Home to complement the facility and provide onsite living quarters for staff

Stage two of the expansion entail:

- Replacing the two units, and potentially two or more additional units for a total of 20 (or more) to be sold with a right to occupy
- The possibility of further expansion of the KSST boundary onto Firmin Field by approx. 30 to 50 metres to the east along the boundary and ascertaining access via a long-term lease with Council and/or reserve revocation for freehold land
- Repurposing the two units and adding additional units for more independent living

Council has the opportunity at the time of the KSST second stage expansion to consider expanding Porritt Glade Lifestyle Village with more duplexes adjacent to the cul-de-sac at Piripiri Crescent. An additional number of duplexes (to be determined) could be located on the Firmin Field area.

Alternatively or additionally, this could include the expansion of further pensioner or senior rental housing units.

Further site and technical investigations need to be undertaken at a later stage.

#### **Constraints of the service**

The constraints at this stage are that there are limited quality and affordable pensioner rentals for seniors in the Kawerau district.

#### **Risks of the service**

Over capitalise on the provision of specific pensioner housing, which could at a later date become surplus to requirements. Over-delivery can be off-set by any pensioner housing (as long as it is fit for purpose) being offered to different age ranges in the community.

Focus on the delivery of pensioner and senior housing to the detriment of other areas of residential housing. Albeit this is off-set within the goal of the Stoneham Park Residential Development that will offer a range of section sizes and pricing to attract a cross section of the community from first home buyer, rental properties, inter-generational living and those wishing to downsize sections sizes and homes.

## **9 Service Delivery Options**

Kawerau Social Services Trust operates Mountain View Rest Home and retirement village units, and manages the Council's pensioner housing portfolio. This was enacted some time ago, after it became increasingly difficult for Council to stay at arms' length with regard to the provision of services, and in particular, the required rental increases.

Kawerau Social Services Trust and Council signed another lease agreement with regard to the pensioner rental units in 2021 for another 20 years until 2040.

#### **Transfer of functions**

Council is able to transfer one or more of its functions, duties or powers to another territorial authority. This is subject to following a set process, which includes undertaking a special public consultative procedure under the Local Government Act.

Where a full transfer of functions, duties or powers is undertaken, Council is not required to maintain accreditation and registration. All costs and fees recovery for this option would be the responsibility of the transferee.

As such, KSST has a maintenance programme for the pensioner rental units in progress and all units are being refurbished.

Council has enacted this responsibility by out-sourcing the management of the pensioner housing portfolio to Kawerau Social Services Trust. This is being effectively managed and Council extended the lease for the rentals in 2021 for another 20 years until 2040, when that would be reviewed prior to expiring.

### **Shared Services**

Currently, the KSST provision enables the independent operation of the rental pensioner housing operation and there would be no current advantage or need to create a shared service.

### **Contracted Service**

Not covered in this review.

### **In-house Delivery**

At the establishment stage, Council maintains in-house service delivery of the Porritt Glade Retirement Village, which enables the full set-up and recovery of costs as the village becomes fully occupied.

Future delivery methods of the Porritt Glade Lifestyle Village that provides senior and pensioner housing with a right to occupy will be investigated at the time that the village is fully occupied and been operating for a period.

## **10 RECOMMENDATIONS**

1. That the report "Activity Review for Pensioner and Senior Housing" be received.
2. That Council adopt the Pensioner and Senior Housing delivery as proposed in the report and Appendix A.



Tania Humberstone

**Manager Communications and Engagement; Residential Development**

<b>PART I: PRESENT ARRANGEMENTS</b>	
<i>Name of the service and scope</i>	Activity Review for Pensioner and Senior Housing
<i>Rationale for service provision</i>	To provide and facilitate the provision of additional housing for the existing community, the growing population of older people
<i>Present arrangements</i>	Service is provided by KSST. Council leases the units to them for a minimal rental fee.
<i>Last review</i>	2017
<i>Performance</i>	Kawerau Social Services Trust and Council signed another lease agreement with regards to the pensioner rental units in 2021 for another 20 years until 2040. <i>The Trust has upgraded the pensioner units to the required New Zealand Healthy Homes standards and carried out required maintenance on the units as part of their ongoing maintenance strategy.</i>
<i>Cost</i>	<i>Essentially this is a cost neutral arrangement, as KSST pays the rates of \$21,895, insurance costs and completes the ongoing maintenance for all the units as required.</i>
<b>PART II: DECISION TO REVIEW</b>	
<i>Why is a review considered?</i>	<i>It has been six years since the previous full review and a full review is required.</i>
<i>Are there any exceptions to undertake this review?</i>	<i>There are no exceptions that may be considered to undertake this review.</i>
<i>Is a full or a partial review required</i>	<i>Full review required. Albeit the lease agreement with the service provider is in place until 2040.</i>
<b>PART III: ANALYSES OF OPTIONS</b>	
<i>Governance options</i>	<i>Council has enacted this responsibility by out-sourcing the management of the pensioner housing portfolio to Kawerau Social Services Trust. Regular or annual review reports and/or meetings as part of the lease agreement would need to be implemented during the remaining period of the lease as directed by Council.</i>
<i>Funding options</i>	<i>Funding at this stage is on a cost neutral basis with the service provider.</i>
<i>Operational options</i>	<i>In the upcoming Long Term Plan 2025-2034 Council to signal the intent that at some stage in the future it may wish to action detailed investigations into the future requirements and expansion of pensioner and senior housing in conjunction and/or independently with other service providers in the rohe.</i>