

Mayor and Councillors
COUNCIL

14 JUNE 2018

Meeting Status: **Public**

Purpose of Report: For Decision

KĀPITI 2038: DECISIONS ON CORE COMPONENTS OF THE LONG TERM PLAN 2018-38

PURPOSE OF REPORT

- 1 This report seeks approval of the key components of the Long Term Plan 2018-38 (LTP) to allow Auditors to issue their Audit Opinion prior to the final LTP being tabled for adoption by the Council on 28 June 2018.

DELEGATION

- 2 Only the Council has the authority to adopt components of the LTP.

BACKGROUND

- 3 The 2018-38 LTP process began in February 2017.
- 4 Early in our planning we worked with representatives of the community to identify the challenges we face here in Kāpiti. Understanding these challenges helps us to build plans to address them or even turn them into opportunities.
- 5 In April 2017 workshops were held with community group representatives, with participants sharing their Kapiti 'golden moments' and imagined futures that addressed challenges and made the most of opportunities. These helped inform the development of draft Council outcomes. Meanwhile, activity managers were drafting activity management plans (AMPs).
- 6 In July 2017 initial themes were shared as part of wider community engagement that sought feedback on community, nature and growth focus areas. This feedback was utilised during the refinement of the strategic direction.
- 7 A series of workshops were held in November and December 2017 to familiarise elected members with all of the Council's activities; the key issues and decisions required, the levels of service and key performance indicators (KPIs), and proposed capital and operating budgets. The workshops also informed councillors of the outcome of the rating review and the proposed changes to the rating system.
- 8 In January and February 2018 councillors firmed up their views on the portfolio of major projects and initiatives and gave indications of what it wished to consult on with the community. A consultation document (CD) was produced reflecting decisions made at the 15 March 2018 meeting of Council.
- 9 As part of that work, the Council refreshed its vision for Kāpiti: *thriving environment, vibrant economy, strong communities; toitū te whenua, toitū te wai, toitū te tāngata*. The vision continues to reflect the drive for a vibrant and thriving Kāpiti as set out in our last long term plan, while also incorporating our aspiration for strong, safe communities. Together, these qualities articulate the unique appeal of the Kāpiti lifestyle. The use of te reo Māori captures our vision for a sustainable Kāpiti.

- 10 Toitū means to be sustainable. In communicating our vision, it means that, to achieve what we want for our community, we must look after and enhance our land, our waters and our people to create a thriving future for Kāpiti.
- 11 Key challenges, outcomes and a vision for Kāpiti were summarised in the CD, along with the financial strategy and infrastructure strategy. These documents were also available in full during consultation.
- 12 Consultation ran from 23 March to 23 April 2018 using the special consultative procedure. Three hundred and ninety formal submissions were received from various channels, including 78 from organisations. Copies of all submissions were distributed to elected members at a workshop on 10 May 2018. Oral hearings were held from 14 to 16 May and 107 submitters appeared to speak to their submissions.
- 13 Submissions were received from the following channels:
- 63% were received directly through our online consultation system
 - 18% were received by e-mail
 - 19% as letters or hard copies of the submission form
- 14 In addition to the formal submission process, less formal feedback received through engagement events held throughout the District and via the Councils Facebook page and this was provided to Council at the workshop held on 10 May 2018.

ISSUES AND OPTIONS

Where we're heading - our strategic direction

- 15 In 2015, we set ourselves some long-term goals and a vision to guide how we make our major decisions. Three years later, we have evolved those goals and vision for this long term plan, and created a set of '10-year outcomes'. These outcomes describe in detail the results we are aiming to achieve on the way to our long-term goals.
- 16 In the CD, the Council asked the community for its views on our strategic direction. Feedback received during the consultation period on this proposal is summarised in Table 1. There were no yes/no questions posed on these topics. Therefore, the percentages are based on the interpretation of comments made and the narrative feedback has been assessed qualitatively, with the weight of opinion reflected in the comments column.

Table 1 Feedback on our strategic direction

Strategic direction	% support*	Comments
Considering our challenges and constraints, do you think we're focusing on the right 10-year outcomes?	<p>Of the 182 comments made:</p> <ul style="list-style-type: none"> • 37% were supportive • 26% partially supportive and • 30% were against 	<p>Overall, the community was generally supportive that the council was focusing on the right 10-year outcomes.</p> <p>Common themes included preparing for more growth, responding to climate change, and the measurement of outcomes.</p>

- 17 The Council's revised strategic direction is included as a 'plan-on-a-page' at Appendix A. Officers recommend that Council adopt the plan-on-a-page as the Council's strategic direction effective from 1 July 2018.

Financial and infrastructure strategies

- 18 The Council's financial strategy sets out our overall financial goals for the next 20 years (2018–38). It determines how we will fund our operations and our proposed capital expenditure. The financial strategy supports our proposed 10 year outcomes, particularly improving our financial position and funding infrastructure investment that supports resilience and agreed growth projections.
- 19 The financial strategy focuses on reducing the Council's borrowings by limiting capital expenditure in the first six years of the LTP.
- 20 The Council's financial strategy aims to position the Council to be in a strong financial position at end of the LTP in order to manage the significant infrastructure renewals needed around 2045 (\$100m+). The Council will do this by reducing CAPEX, particularly in the first six years of the LTP, and fully funding depreciation by 2022/23. This reduces borrowings and generates a surplus from 2023/24 for additional debt repayment.
- 21 Feedback on the two strategies was largely positive and it was evident that the community understand the Council's financial position and the need to reduce debt. No changes to either strategy are proposed as a result of the feedback received. A summary of the feedback is presented in Table 2 below.

Table 2 Feedback on the financial and infrastructure strategies

Financial and infrastructure Strategies	% support	Comments
The Council plans to pay down debt, reduce borrowings and target infrastructure spending for resilience and growth. What are your views on this approach?	<p>Of the 172 comments made:</p> <ul style="list-style-type: none"> • 41% were supportive • 44% were partially supportive and 13% against • 2% were neutral 	Overall it was considered a reasonable approach. There was strong support for reducing debt, though there a desire for it to be managed with lower rates.

- 22 The financial strategy and the infrastructure strategy will be presented to the Council for approval on 28 June. There are changes proposed to the financial strategy, outlined in paragraphs 23 to 35, to reflect the proposed creation of a Resilience Fund and a Kāpiti Growth Fund in 2018/19.
- 23 The Resilience Fund proposes that the Council borrows \$10 million through the Local Government Funding Agency (LGFA) and invests this money in a managed fund to achieve a targeted return of at least 3% above the Council's cost of borrowing. The Fund surpluses will be used to fund increased insurance costs and Civil Defence costs as well as making a contribution towards resilience-focused projects.
- 24 The second fund, the Kāpiti Growth Fund also proposes that the Council borrows funds from the LGFA and invests the money in a managed fund to achieve a return. The surpluses from this fund will be used to fund growth-related projects.

- 25 The Growth Fund anticipates borrowing and investing \$10 million initially, with the ability to borrow and invest a further \$10 million. A key requirement of the Growth Fund would be the ability to withdraw capital which could be used to fund strategic purchases in the district.

Key decisions - changes to the rating system and a revised stormwater programme

- 26 In the CD, the Council asked the community for its views on two key decisions: *Should we change the way we share rates across the district, and What should we do next to address stormwater flood risks?* Feedback received during the consultation period on these proposals is summarised in Tables 3 and 4 below.

Rating system change

- 27 As part of the Council's long-term planning, the Council reviewed its rating system, which sets out the way that rates are allocated among the district's approximately 25,000 ratepayers. Note this does not affect the total amount of rates collected by the Council.
- 28 The purpose of the rating system review was to make sure the Council has the right balance in terms of fairness and appropriateness for sharing rates across the community, while considering the ability of ratepayers to pay their contribution.
- 29 In the context of these principles, the Council considered the current rating system, with 51% of revenue derived from fixed charges, to be regressive.
- 30 The rating review included a review of affordability, considering median rates and incomes in areas across the district.
- 31 The proposed change had two components – a change to the district wide fixed charge roading rate, and a change to a portion of the economic development funding in the district wide general rate.
- 32 The first change proposed changing the fixed-charge roading rate to a charge set according to a property's capital value. Under this change, rates collected through fixed charges would reduce from 51% of the total value to 42%. This would help to alleviate affordability issues and move closer to our target of 30% fixed charges.
- 33 The second change proposed was to establish a commercial targeted rate. The Council works with communities, businesses and others alongside regional and central government to get our district operating at its full potential. The Council plans to spend \$2.7m in the next year on economic development activities. Currently these activities are funded from our district wide general rate.
- 34 To reflect the benefit that businesses gain from having more people either moving to the district or visiting and spending on goods and services here, the Council proposed introducing a commercial targeted rate totalling \$0.5m which businesses in Kāpiti would contribute to. The remaining economic development funding would continue to be shared across all ratepayers.
- 35 Percentages indicated in Table 3 below are derived from the numbers of ticks in boxes but the narrative feedback has been assessed qualitatively and the weight of opinion reflected in the comments column.

- 36 A number of submitters ticked both yes and no, with their comments reflecting their support for one component of the proposed change, but not the other. Around 30 submitters that didn't tick either yes or no commented on the rates review and expressed a clear opinion – these are included in the comments analysis in Table 3.

Table 3 Feedback on the rating system review

Key decision	% support	Comments
<p>Do you agree with Council's preferred option to change the rating system?</p> <p>Council's preferred option is to change the fixed-charge roading rate to an apportioned charge and introduce a commercially targeted rate.</p>	<p>Of 213 Yes/No responses:</p> <ul style="list-style-type: none"> 39% support Council's preferred option 56% do not support the option 4% chose both support <u>and</u> don't support 	<p>Negative focus on the asset-rich and income-poor. Support for user-pays approach (typically supporting the commercial rate but not the roading rate change). Some would like to see other options proposed.</p> <p>Many supported just one of the changes.</p>
	<p>Of 145 comments on roading rate change:</p> <ul style="list-style-type: none"> 19% supportive 4% neutral 77% against the change 	<p>Capital value is not a good determinant of income.</p> <p>The roading change is inequitable, property value is not related to road usage</p>
	<p>Of 67 comments on commercial rate:</p> <ul style="list-style-type: none"> 73% supportive 13% against 14% neutral 	<p>Understand businesses benefit from economic development and proposed change may be a little conservative.</p> <p>A commercial rate is a disincentive to economic growth.</p>

- 37 During the public hearings held on 14-16 May and the following public workshops on 31 May and 7 June, there was considerable discussion and debate on the rating system and officers re-presented some of the detailed modelling analysis that was included in the workshops prior to the draft LTP. Councillors also debated the potential for a rural differential for the roading rate on 7 June.
- 38 It was agreed by the Council through a straw poll on 7 June, that it was appropriate to continue with the proposed rating system change included in the draft LTP as a rural differential would have reduced the level of rates paid by the rural sector further below the level paid for 2017/18. This is before rates increases for 2018/19 are taken into account.
- 39 Therefore, officers recommend that the Council adopt rating system changes as set out in the draft 2018-38 LTP.

Stormwater programme change

- 40 More than a quarter of Kāpiti properties are at risk of being flooded during a 1-in-100-year event. As a result of several severe weather events since 2015, more than 800 locations have been flooded – and these events are likely to happen more often and be more intense in future.
- 41 The Council's stormwater system manages surface water run-off from properties, roads, driveways and footpaths in urban areas. It helps us to manage the risks of flooding and its impacts on the safety and health of Kāpiti people, but it does not always cope with the heavy rains and storms we are experiencing now.
- 42 The functioning of our stormwater network is also linked to the quality of our waterways. Streams and tributaries make up a large part of our stormwater network, so in managing the flow of our stormwater the Council also looks after the health of our waterways.
- 43 Through our partnership with iwi, our stormwater monitoring programme focuses on the effects of stormwater discharges on ecosystem health, mahinga kai, recreation and Māori customary use as well as on human health.
- 44 The programme doesn't involve works on privately owned properties or buildings themselves. The Council's work involves making improvements to publicly owned assets, to address the risks to public and private properties.
- 45 Based on the funding allocated, the stormwater capital works programme in the 2015–35 long term plan would have taken 60 years to deliver.
- 46 Since 2015 we have undertaken a district wide investigation to better understand the degree of flood risks and the likely implications of floods around the district. Based on this we have developed a larger programme that the Council believes better addresses the risks of flooding and caters for our estimated population growth, and propose to deliver it over a period of 45 years.
- 47 Feedback on the proposed programme was largely supportive. A summary of the feedback is presented in Table 4 below.

Table 4 Feedback on timescale and scope of the stormwater capital works programme

Key decision	% support	Comments
Do you agree with Council's preferred option of a revised 45-year programme?	Of 174 Yes/No responses, 70% support Council's preferred option.	Acknowledgment of size of the issue, and urgency and desire for a shorter timeframe. Some support for user-pays and concern on recurring local issues.

- 48 Therefore, officers recommend that the Council adopt a revised 45-year stormwater programme as detailed in the draft 2018-38 LTP.

Work planned or in progress

- 49 In the CD (under ‘*Work on the go*’ pages 21-23), the Council asked the community for its views on some key initiatives and projects that are planned or in progress. Comments are summarised in Table 5 below.

Table 5 Feedback on work on the go

Area of work	Comments
Coastal hazards and climate change (Community engagement to commence from 2018/19.) 102 comments received	Feedback included support for the Council to become carbon neutral and to focus on climate change and mitigation as priorities, and to engage more with community. Other feedback requested use of targeted rates on those in at-risk areas, statements that it isn't the Council's responsibility and to adopt a 'managed retreat' approach.
Housing (signalling our intention to look at the Council's future role.) 86 comments received	Feedback included support for housing to be a priority for the Council, for making housing affordable, for Council to work with other organisations; and for Council to build / encourage the types of houses we need. Others noted that providing housing is not the Council's responsibility.
Replacing the Paekākāriki seawall (update on timing and cost of project.) 79 comments received	Feedback included making the seawall a priority and not delaying progress, along with concerns about effectiveness of seawalls.
Paraparaumu and Waikanae town centres (reviewing approach; Mahara Gallery upgrade deferred.) 101 comments received	Feedback included requests to leave town centres as they are, to extend the programme to other Kāpiti town centres, and uncertainty about the location of town centres in light of the expressway. There were also requests to seek more private investment. <i>Note: the Gallery upgrade proposal was consulted on during the last LTP round and a commitment made to the project subject to the Gallery Trust raising its share of the funding.</i>
Maclean Park (approach to redevelopment.) 57 comments received	Feedback included requests for work to happen sooner, or to deprioritise it and leave the park as it is.
Kapiti Island gateway (investigations into feasibility.) 91 comments received	Feedback included recognising the importance of the district's tourism activity, concern over funding given our financial situation, and requests for private / commercial funding to be sought.

- 50 Officers recommend that the Council notes the generally supportive feedback received on these initiatives and support of the proposed approach as outlined in Table 5.

Rates for 2018/19

- 51 Feedback was sought on the rates for 2018/19, which at the time that consultation was held was expected to increase by an average of 4.7% if the LTP is adopted with all of its recommended proposals.

Table 6 Feedback on rates for 2018/19

Rates for 2018/19	% support	Comments
If the draft long term plan is adopted with all our recommended proposals, a rates increase of 4.7% on average will apply across the district for 2018/19. Do you support this?	Of 194 Yes/No responses: 31% supported the proposed rates increase and 68% were against	Comments included that average increase wasn't actual for many, that the rate of increase was higher than superannuation and salary increases. And that no new facilities or services were being provided. Comments also noted that Increases should be in-line or less than CPI and larger increases should be moderated over a longer period.

- 52 As might be expected, support for the proposed rates increases was sometimes grudging: *"With great reluctance and anxiety but rebate for income poor people needs to be more generous. Only if there is some tangible benefit and Council investigates its own internal spending. Rate increases should be held at no greater than the CPI.* Therefore, submitters support for rates increases was largely conditional on Council examining issues of affordability and focusing on core services.
- 53 The final rates increases will be determined by decisions made as a result of this report. If the decision was to proceed with the proposals in this report, the average rates increase for 2018/19 would be 4.8%.

Fees and charges

- 54 Feedback was requested on the proposed 2018/19 fees and charges as part of the 2018-38 LTP consultation.
- 55 Community feedback on the Regulatory Services fees and charges was included in the report recommending their adoption (see Council report RS-18-498). The Council adopted these fees and charges on 31 May 2018, to allow invoicing to begin in June, prior to their adoption.
- 56 A change is proposed to the commercial damage deposit adopted on 31 May 2018. This deposit covers damage to assets and vehicle crossing installations and it is proposed to align it with the increase for residential (\$1,742 compared to draft \$2,600).
- 57 We received 44 comments on fees and charges outside of the Regulatory Services area. Many comments referred to fees and charges generally rather than commenting on specific charges. Comments on the overall increase in fees and charges were fairly evenly split on being in support and not supporting increases.

- 58 There are a small number of changes to fees and user charges in the draft 2018-38 LTP that need amendment in the final 2018-38 LTP. They include:
- References to encroachment licenses have been updated to use of Council land to trade in a public place with the application and processing fee sitting in Access and Transport fees section, and the permit renewal fee found in Environmental Protection compliance fees.
 - Resource Management home occupation (controlled activities) fee corrected to \$210 (draft had \$21).
 - A footnote has been added to the housing for older persons section for added clarity stating 'no existing tenants to be charged an increased greater than \$12 per week'.
 - Tahuna Units 1-8 in Otaki were incorrectly noted and have been amended to \$112 (from \$114) for weekly rent effective 1 July 2018 and to \$93 (from \$126) for weekly rent tenants pre 30 June 2015. The draft budgets approved reflect the correct rental income.
- 59 The full fees and charges schedule is included at Appendix B for reference.
- 60 At the LTP workshop on 7 June, the Council considered a specific fund for remission of market food stall fees. After deliberation, Council decided not to proceed with establishing this fund.

Key policies

- 61 Through the LTP development, the Council reviewed three of its key policies; the development contributions policy, the revenue and financing policy; and the rates remission policy. Changes proposed to those policies were outlined in the CD and full drafts of the policies were available during the consultation period.
- 62 We received approximately 60 comments on each of the three policies. Nearly a third of those commenting on the development contributions policy had no particular view, and just over a third supported the policy.
- 63 Comments on the revenue and financing policy were largely related to rates generally and of the comments on the rates remission policy, nearly half supported rates remissions, and many of those suggested changes.

The Development Contributions Policy

- 64 One significant submission on the development contributions policy was received (submission 312). Constructive conversations were held with the development community during and following the consultation process where solutions for improving the policy were discussed.
- 65 It is proposed that Council incorporate a significant number of the suggestions put forward by submitters. These changes include:
- Additional wording from the LGA has been added to the development contributions policy around developers' agreements to ensure clarity for the Council and the development community;
 - The description of minor flat has been expanded to minor flat or small household and proposes to recognise these units at a household unit equivalent rate of 0.7. This recognises the lower demand that one-bedroom units place on infrastructure requirements and may incentivise developers to build affordable one bedroom homes due to the reduced charge;

- The assumptions used to calculate the development contribution levy, and a link to the detailed calculation model will be added to the policy for increases transparency and clarity for the development community; and
- Detailed plans of the local/major roading projects will be available and shared with the development community.

66 The final development contributions policy will be included in the paper for approval on 28 June 2018.

The Revenue and Financing Policy and Rates Remission Policy

67 Some minor editorial changes were made to improve the quality of the final policies. These included changes to the delegations for rates remissions to allow sub-delegation from the GM Corporate Services to the Chief Financial Officer to approve certain categories of remission.

68 Officers recommend that the Council notes that no significant feedback was received on either of these policies and that they be adopted by Council. The policies are included in this paper at Appendices C and D.

The Significance and Engagement Policy

69 The Council's significance and engagement policy guides the decision-making of the LTP. The Council reviewed the policy prior to commencing development of the LTP and decided that no significant changes were required. A summary of the significance and engagement policy is required to be included in the LTP. The policy is included in this paper at Appendix E for reference.

Other key themes raised in consultation

70 During the consultation period, submitters were invited to comment on any other area of the draft LTP or of the Council's work. The key themes of these comments were in the areas of kerbside waste collection, footpaths, Paekākāriki Township, Town Centres and future uses for NZTA land (Perkins farm). Other issues raised by multiple submitters are set out in Table 7 below. This is by no means a complete list of submissions and the range of topics and issues raised by submitters, which have all been considered by the Council.

Table 7 Other key themes raised in consultation

Issue	Action proposed
7 submissions including support from the Paekākāriki Community Board have asked for reduced speed limits in Paekākāriki and traffic calming on The Parade.	Paekākāriki town centre is included in stage II of the Kapiti Coast District Speed Limits Review scheduled for early 2019. This review will also consider whether other measures such as line marking, parking and traffic calming would be appropriate in the town centre and adjoining roads such as Tilley Rd, Wellington Rd and The Parade.
7 submissions support a connection to Waikanae East by providing another level crossing north of the train station to assist traffic flow and access to the town centre from the east side of the tracks.	A notional road between Hadfield Road and Huia Street has been identified in the Proposed District Plan. Council will investigate options within the next two years for creating a link road in this location including considering other potential connection options for Waikanae East.
17 submissions represented	Council's current town centres priorities are

Issue	Action proposed
by Ngāti Haumiaki Paekākāriki submitted that Paekākāriki should be included in the LTP town centres review.	Paraparaumu and Waikanae. Discussions are underway with NZTA about the potential revocation of SH1 after Transmission Gully opens which will focus on the Paekākāriki Township.
Kerbside waste collection: a large number of submissions (32) commented on kerbside waste and recycling; in particular the removal of the kerbside bag collection service.	At this stage the Council does not have plans to re-establish a kerbside collection service. However, as a result of the feedback received the Mayor has offered to have a discussion with the community on waste management and minimisation.
Perkins Farm use: 18 submissions including support from the Paekākāriki Community Board. Support and resource for a community driven planning process for surplus NZTA land associated with the construction of the Transmission Gully Highway.	Any land that is identified as surplus, such as the Perkins Farm, will retain its current rural zoning and development, and would require a resource consent application or a district plan change by any new owner. The Council would be able to determine outcomes for the land in that process.
Footpaths: 15 submissions expressed concern as to the adequacy, accessibility and safety of the footpaths and kerb and channel across the district.	The Council has increased footpath and drainage budgets in the LTP to increase maintenance and renewals. NZTA has announced that these activities will now be subsidised which means the Council is now able to improve the level of service provided.

Submissions with financial and resourcing implications

- 71 During the consultation process, requests for additional grants, additional funding or initiatives that could have financial implications for the Council were made by Community Boards, a range of community organisations and some individuals.
- 72 The Council has reviewed these submissions and given direction to staff to inform the preparation of the LTP. Where direction from the Council on a submission resulted in a change to the draft LTP, this is summarised in Table 8 below organised by the responsible Council group.
- 73 A significant number of requests that result in a change to the draft LTP can be accommodated within existing as planned, or by reallocating budgets and staff resources with no overall impact to total rates or borrowings.
- 74 A small number of requests do have an impact on rates and/or borrowings and these are made explicit where applicable. The total impacts on rates, borrowings and capital expenditure are outlined in the Financial Considerations section of this paper in paragraph 95.
- 75 Submissions that have not resulted in a change to the draft LTP are not included in this paper. However, Council staff will continue to work with the organisations and individuals who submitted to better understand their requests and consider the appropriate action. In some cases this may result in a recommendation to the Council through the 2019/20 annual plan process, or through the next long term plan.

Table 8 Submissions with financial and resourcing implications

Infrastructure Services	
Submission	Action recommended
Te Whakaminenga o Kāpiti: Support for a stormwater monitoring programme that focuses on the effects of stormwater discharges on mahinga kai and Māori customary use	Continue to work with iwi regarding effects of stormwater discharge and management of waterways. Provide funding at \$15,000 per year for 2018/19 and 2019/20. This expenditure has a rates impact in 2018/19 of 0.025%.
Riverbank Road cycleway/pathway: Provide east/west connection to new shared pathway	A network plan is to be developed in 2018/19 and will incorporate connections such as Riverbank Rd and others to the new shared pathway.
Lighting upgrade at and around Ōtaki Railway station carpark	Being considered as part of the PP2O design process.
Improve weed control particularly in gutters and around drains	Planned adjustments to spraying programme will resolve this issue.
Stride 'n' Ride programme: address gaps in walking and cycling network	Most areas identified are part of programmed work or are being investigated.
Shared off road pathway: New pathway on Peka Peka Road for road cyclists	The Council has been advocating for an off road pathway as part of Peka Peka interchange discussions.
Kāpiti Road traffic management	Optimisation of traffic lights is planned within two years.
Reikorangi roading: Signage, tree removal, road widening and cycleway / bridleway	Signage and tree removal to be considered. Safety works will be assessed as part of speed limit review.
Paekākāriki town centre: a number of submitters requested a range of improvements to address anticipated impacts of Transmission Gully.	Discussions are underway with NZTA about the potential revocation of SH1 after Transmission Gully opens. The Council plans to purchase land to future-proof its use for roading purposes. Paekākāriki will be included in stage II of the speed limits review (early 2019), which will include potential physical safety measures.
Raumati town centre: investigate a raised crossing and revisit previous consultation and one-way system options.	Investigate requested changes and the use of safety improvement budget, footpath budget, and align with speed limit review. Note that this will require reprioritisation of staff time. Any further capex to be discussed during the 2019/20 annual plan process.
Reikorangi Hall: Undertake feasibility assessment and improvements	Reallocate \$31,000 from the Parks budget to address minimum requirements.
Destination signage for Ōtaki	Work is already underway and will continue using existing resources

Community Services	
Submission	Action recommended
Kapiti Community Recreational Turf Trust requests that replacement of the turf is advanced from the 2022/23 financial year to the 2019/20 year.	Bring budget forward to 2020/21 and review condition of turf before replacing. This will impact borrowings in 2020/21 by bringing forward \$421k of capex from 2028/29.
Ōtaki College – request \$50,000 per year for six years as contribution towards Ōtaki College Gymnasium refurbishment.	Progress negotiation of an agreement between the Council, Ōtaki College and Ministry of Education to determine access arrangements, with a view to funding \$50,000 per year for six years from 2019/20 if an agreement is finalised. Impact of \$50,000 on 2019/20 borrowings, and 0.004% on 2019/20 rates.
Install additional toilet at Otaki library.	Investigate feasibility of installing a toilet. Allocate \$25k capex in 2018/19 including installation costs. This has a rates impact of 0.001%.
Free swim lessons at Ōtaki pool for children with community services card	Offer existing spaces through schools to children who qualify, at no cost to the Council.
Increase maintenance on escarpment track. Direct funding through Te Araroa Wellington Trust.	Provide an additional \$2k within existing budgets and direct the funding through Te Araroa Wellington Trust.
Kapiti Marine Reserve Discovery Centre. Proposal to use the Raumati pool building, including Council support for feasibility study	Supportive of the concept at no cost to the Council. A feasibility study would include community consultation to determine if this is the best use of the building.
Te Araroa Wellington Trust - increase funding for maintenance on escarpment track from \$3,000 to \$5,000 per annum.	The Council will increase the level of funding to \$5,000 per year within existing budgets.
Waikanae Park playground - the Waikanae Community Board requests reallocation of funds set aside for Waikanae skate park in 2023/24 and 2027/28.	There are sufficient funds available in the LTP to undertake the work sought. Staff will work with the Community Board during the year preceding the respective funding allocations to agree on priorities.
Waikanae Park basketball court - the Waikanae Community Board requests that the Council partner with community groups to build a basketball court at Waikanae Park, with labour and materials provided by the community.	The Council agree to partner with the community to progress this work, at no cost to the Council.

Community Services (continued)	
Submission	Action recommended
Establishment of an all-weather athletics facility. Submission 150.	Council staff will continue to engage with interested parties but no funding to be allocated at this point for staff time.
Gateway sail for Ōtaki. Submission 330 by Ōtaki Community Board.	Ensure that Ōtaki is included as part of the public art panel considerations. No additional budget required.
Establishment of a community hub for Ōtaki. Submission 274 by Adrian Gregory.	Support investigation of the merits of a hub but no additional funding through the LTP. Consideration of additional funding could happen through the next annual plan if required.
Promotion of Kapiti as an equestrian friendly district.	Support working with Kapiti Equestrian industry to look at opportunities but no additional funding. If additional funded was required, this could be signalled through the next Economic Development strategy.
Strategy and Planning	
Submission	Action recommended
Surf Lifesaving New Zealand – request increasing annual contributions in line with inflation.	The Council will provide an annual increase in line with CPI rate and within existing funding.
Paekākāriki Informed Community Inc (PICI) – contribution to support planned website for Paekākāriki and visitors.	The Council Economic Development team will work with PICI to ensure Paekākāriki is well profiled in our new destination website. There are no plans to fund and maintenance cost of Paekākāriki online website, however the Council can work with PICI to identify funding opportunities.
Waitohu Home and School Assn – continue support of Waitohu School annual fireworks display at \$3,500 per annum.	Council will work with Waitohu School to continue supporting the event at current funding of \$3,000 per year within existing budgets.
Wellington Culinary Events Trust – continue annual grant of \$4,000 per annum to support marketing activity for <i>Wellington on a Plate</i> in Kāpiti.	The Council will maintain level of funding support at \$4,000 per year as requested.
Paekākāriki escarpment: protection of escarpment as part of SH1 Revocation, possible land swap with NZTA.	The Council will take into account community concerns when working with NZTA on the SH1 revocation.

Strategy and Planning (continued)	
Submission	Action recommended
Introduce contingency fund approach: Explore ways of seeking larger contributions/contingencies from properties at higher risk of damage	Investigate as part of the Coastal Hazard Policy development.
Toimata Foundation – continue current funding for Enviroschools programme	The Council will maintain the current level of funding support.
Waikanae Beach plan change. Rezone Waikanae Beach to beach residential.	Council is committed to progressing this plan change; however, the matter is currently the subject of an appeal, which will need to be resolved before this work can be progressed.
Waikanae beach outcomes: traffic calming, special paving, allow med density development, design guidelines, retain 'beachy' character.	A number of the suggested initiatives already form part of the beach outcomes process and plan.
Corporate	
Submission	Action recommended
Council website. The Paraparaumu Raumati Community Board would like Council to improve its website and make it more user friendly for users. The search function in particular requires significant enhancement.	Staff acknowledge that the Kāpiti Coast District Council website is not as customer friendly as it could be. The 2018/19 LTP Budget allows for major website improvement and further development of online services.

Chief Executive's Report

- 76 Since the Council adopted the draft LTP in March 2018, additional information has been received that requires changes to the overall rates funding requirements and forecast borrowings for 2018-38.
- 77 These impacts need to be considered when finalising the LTP to ensure both robustness and achievability by the Council. In summary, the impacts of this additional information would increase the required average rates increase for 2018/19 to 4.8% and would increase the total gross capital spending planned for the first six years of the LTP. The key changes in borrowings, rates and capital spending since the draft LTP are outlined in the financial considerations sections of this paper in paragraph 95.

Capital Expenditure – Carry Forwards (increase 2018/19 budget by \$3.29 million)

- 78 Officers seek Council approval to carry forward \$3.29 million of capital expenditure included in the 2017/18 Annual Plan. Table 9 below summarises all carry over requests by activity. These projects will be completed during the 2018/19 year.

Table 9 Proposed capital expenditure carry overs

Activity	April YTD Actuals 2017/18 \$000	Revised Budget 2017/18 \$000	Total forecast 2017/18	Total Variance 2017/18	Proposed Carryovers 2017/18	Savings, Overspend 2017/18
Access and Transport	5,441	8,109	7,357	752	-	752
Coastal Management	404	1,589	603	987	1,161	(174)
Community Facilities and Community Support	445	812	472	340	658	(318)
Corporate	560	1,153	833	320	368	(49)
Economic Development	2,837	3,162	4,136	(975)	-	(975)
Governance and Tangata Whenua	101	489	489	(0)	-	-
Parks and Open Spaces	735	1,578	1,318	260	118	142
Recreation and Leisure	3,673	4,258	4,121	137	-	137
Regulatory Services	13	58	63	(6)	-	(6)
Solid Waste	436	518	518	0	-	0
Stormwater Management	819	1,452	1,464	(12)	-	(12)
Wastewater Management	1,058	3,156	1,953	1,203	981	222
Water Management	519	768	785	(17)	-	(17)
Grand Total	17,040	27,103	24,114	2,989	3,286	(297)

Proposed Infrastructure Changes - Roading

- 79 The New Zealand Transport Agency (NZTA) have increased the funding assistance rate (FAR) for 2018/19 from 50% to 51%
- 80 NZTA has also made two changes to their funding proposals. The FAR for LED streetlight upgrades has increased from 51% to 85% for 2018/19 only. The Council has proposed to take advantage of this and advance the full delivery of this programme to 2018/19. This requires moving \$630,000 from 2019/20 into 2018/19. The revised LED programme is now proposed to be \$1.5 million in 2018/19.
- 81 NZTA have now also approved funding for footpaths. The savings from the increased FAR for the LED programme, general FAR change and footpath funding provides the opportunity for the Council to increase the budget for footpaths budget by \$2 million.
- 82 The roading maintenance contract tender price, which is under negotiation, currently exceeds the 2018/19 annual budget by \$179,787 per year for three years (\$539,360).
- 83 To address this, it is proposed to increase the on-going budget by \$150,000, starting in the 2018/19 financial year. The intention is that this shortfall be funded 50% by rates and 50% by a portion of the 2017/18 forecast rating surplus. The 2017/18 rating surplus is currently forecast to be \$769,000 with the majority expected to be used to repay additional borrowings.

- 84 The impact of funding the increased cost of the new roading contract will increase rates for 2018/19 by 0.12%.

Insurance

- 85 During the preparation of the draft LTP the Council provided an additional \$170,000 for increased insurance costs in 2018/19.
- 86 Based on the experience of other councils who have recently negotiated their insurance contract renewals, costs have increased significantly and officers recommend it is prudent to provide an additional \$100,000 for increases anticipated in the Council's insurance programme when it is negotiated during the first half of 2018/19.
- 87 It is proposed to fund this provision through the forecast 2017/18 rating surplus, and therefore not impact on 2018/19 rates. If the surplus was not used to fund this provision, the impact on rates for 2018/19 would be 0.16%.

Other Items

- 88 During the consultation process, Council staff continued to review the draft LTP and identified some changes required to operating budgets to reflect progress in existing corporate projects since the draft was agreed.
- 89 Notable items include additional costs associated with developing and implementing the revised health and safety work programme, an unbudgeted upgrade of the PABX phone system and costs associated with increased use of software as a service.
- 90 Additionally, officers have reviewed the level of growth that has occurred in the ratepayer base and confirmed that actual growth has increased from the level proposed in the draft LTP of 0.7% to 1%.
- 91 Overall, these other changes result in no net impact on the average rates increase or borrowings.

CONSIDERATIONS

Policy considerations

- 92 As noted, the policies consulted on as part of the LTP special consultative procedure or in parallel with it were:
- Financial Strategy and Infrastructure Strategies;
 - Revenue and Financing Policy;
 - Development Contributions Policy.
- 93 Officer recommendations contained in this report will have implications for the Infrastructure Strategy and the Development Contributions policy. Once decisions on this paper have been made, these documents will be updated as appropriate and presented to the Council for adoption on 28 June 2018.

Legal considerations

- 94 The documentation prepared for consultation and the multiple channels used to engage with the community on the important elements of the draft LTP meet the requirements of the Local Government Act 2002.

Financial considerations

- 95 The overall impacts of the proposed changes from the draft LTP outlined above on gross capital spending, net borrowings and rates are shown below and are the subject of an officers' recommendation at paragraph 125:

Year 1-10

		2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Capital spending (\$m)	Draft LTP	24.8	28.6	34.8	26.5	29.4	25.0	34.9	33.8	32.5	29.4
	Proposed LTP	29.4	28.6	35.8	26.4	29.4	25.0	35.0	33.8	32.5	29.4
	Change	4.6	-	1.1	(0.1)	0.1	0.1	0.1	-	-	-
Net borrowings (\$m)	Draft LTP	166.6	177.8	187.8	191.8	196.1	192.6	198.0	198.5	196.3	191.9
	Proposed LTP	166.2	177.2	187.9	191.2	195.0	190.9	195.6	195.3	192.1	186.7
	Change	(0.4)	(0.6)	0.0	(0.6)	(1.1)	(1.7)	(2.4)	(3.2)	(4.2)	(5.2)
Total rates increase after growth (%)	Draft LTP	4.7%	5.5%	4.1%	4.5%	3.9%	2.5%	3.1%	3.9%	1.3%	2.1%
	Proposed LTP	4.8%	6.0%	3.7%	4.2%	3.8%	2.5%	2.8%	4.2%	1.3%	2.0%
	Change	0.1%	0.5%	(0.4%)	(0.3%)	(0.1%)	-	(0.3%)	0.3%	-	(0.1%)

Year 11-20

		2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38
Capital spending (\$m)	Draft LTP	32.9	35.4	33.6	36.6	37.6	37.8	37.8	37.9	35.5	36.4
	Proposed LTP	32.4	35.4	33.6	36.6	37.6	37.8	37.8	37.9	35.5	36.4
	Change	(0.4)	-	-	-	-	-	-	-	-	-
Net borrowings (\$m)	Draft LTP	190.1	189.2	185.3	183.1	179.3	174.2	167.2	160.9	150.9	140.7
	Proposed LTP	183.4	181.3	176.1	172.6	167.5	160.9	152.2	144.1	132.4	120.3
	Change	(6.7)	(7.9)	(9.2)	(10.4)	(11.9)	(13.4)	(15.0)	(16.7)	(18.6)	(20.4)
Total rates increase after growth (%)	Draft LTP	0.3%	2.8%	1.2%	1.5%	3.5%	0.2%	3.3%	0.9%	1.0%	1.6%
	Proposed LTP	0.3%	2.7%	1.2%	2.1%	2.9%	(0.8%)	3.4%	0.9%	1.0%	1.6%
	Change	(0.0%)	(0.1%)	-	0.6%	(0.6%)	(1.0%)	0.1%	-	-	-

Tāngata whenua considerations

- 96 A member of Te Whakaminenga o Kāpiti was present at most of the meetings and workshops where the components of the draft LTP were discussed. Te Whakaminenga o Kāpiti provided a submission in support of a number of issues, including a stormwater monitoring programme that focuses on the effects of stormwater discharges on mahinga kai and Māori customary use.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

- 97 This matter has a high degree of significance, and it is significant under Council policy.

Consultation already undertaken

- 98 Widespread engagement with the community was undertaken as the draft LTP was developed. Consultation and further engagement with the community has been undertaken on the draft LTP under the special consultative procedure as prescribed by legislation.
- 99 Community Boards and a number of other agencies, as well as many individuals, have taken the opportunity to comment on various elements of the draft.

Engagement planning

- 100 No further engagement with the community is planned other than to publicise the outcome of the final LTP.
- 101 All submitters will receive a written response following the adoption of the LTP. This will occur following the formal adoption of the 2018-38 LTP.

Publicity

- 102 A media statement regarding the results of the Council meeting of 28 June 2018 will be released following the meeting.
- 103 In addition, adoption of the LTP will be shared with the community via the Council's Facebook page, Everything Kapiti e-newsletter and the Council's own website.

RECOMMENDATIONS

It is recommended that the Council:

LTP development process and strategic direction

- 104 **notes** the process that was followed to develop the draft 2018-38 LTP which included significant engagement and consultation with the community.
- 105 **notes** the significant feedback received from the community during the special consultative procedure on the draft Long Term Plan 2018-38.
- 106 **adopts** for inclusion in the Long Term Plan 2018–38 the strategic direction including agreed 10-year outcomes as recommended to the community in the draft Long Term Plan 2018-38. (*Appendix A refers.*)

Financial and infrastructure strategies

- 107 **notes** the changes to the financial strategy to reflect the proposed creation of a Resilience Fund and a Kāpiti Growth Fund in 2018/19.
- 108 **notes** that both the financial strategy and the infrastructure strategy will be presented to the Council for approval on 28 June.

Key decisions – Changes to the rating system and a revised stormwater programme

- 109 **adopts** for inclusion in the Long Term Plan 2018-38 the changes to the rating system as included in the draft Long Term Plan 2018-38. Paragraphs 27 to 39 of this paper refer.
- 110 **adopts** for inclusion in the Long Term Plan 2018-38 the 45-year stormwater programme as included in the draft Long Term Plan 2018-38. Paragraphs 40 to 48 of this paper refer.

Work planned or in progress

- 111 **notes** the feedback received and responses to that feedback on a number of key initiatives and projects underway or coming up as outlined in the *work on the go* section of the CD. Paragraphs 49 to 50 of this paper refer.

Rates for 2018/19

- 112 **notes** the feedback received to the council's proposal to increase rates by an average of 4.7% Paragraphs 51 to 53 of this paper refer.

Fees and charges

- 113 **notes** the feedback received on the Council's proposed fees and charges schedule that will apply from 1 July 2018. Paragraphs 54 to 60 of this paper refer. (*Appendix B refers.*)

- 114 **adopts** the fees and charges (*Appendix B refers.*)

Key Policies

- 115 **notes** the feedback received and the proposed changes to the draft Development Contributions Policy. Paragraphs 64 to 66 of this paper refer.

- 116 **notes** that the Development Contributions Policy will be presented to the Council for approval on 28 June.

- 117 **notes** that no significant feedback was received on either the Revenue and Financing policy or the Rates Remissions policy. Paragraphs 67 to 68 of this paper refer

- 118 **adopts** the Revenue and Financing Policy (*Appendix C refers.*)

- 119 **adopts** the Rates Remissions Policy (*Appendix D refers.*)

- 120 **notes** that no significant changes were required to be made to the Council's significance and engagement policy and it does not need to be readopted by the Council. (*Appendix E refers.*) Paragraph 69 of this paper refers.

Other themes raised through consultation

- 121 **notes** the themes raised through consultation on the draft Long Term Plan 2018-38 and the actions proposed to address them. Paragraph 70 refers.

Submissions with financial and resourcing implications

- 122 **notes** the submissions with financial and resourcing implications and the associated impacts on rates and borrowings. Paragraphs 71 to 74 and Table 8 refer.

- 123 **adopts** for inclusion in the Long Term Plan 2018-38 the recommended actions to address the submissions with financial and resourcing implications. Paragraphs 71 to 74 and Table 8 refer.

Chief Executives Report

- 124 **adopts** for inclusion in the Long Term Plan 2018-38 using \$175,000 of the forecast 2017/18 operational rates surplus to reduce the average rates increase for 2018/19 by 0.3%.

- 125 **adopts** for inclusion in the Long Term Plan 2018-38 the changes proposed in the Chief Executive's Report section of the paper in paragraph 76 to 91.

Financial considerations

126 **notes** the overall impacts of the proposed changes from the draft Long Term Plan on gross capital spending, net borrowings and rates, as outlined in the financial considerations at paragraph 95.

Report prepared by

Approved for submission

Approved for submission

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Corporate Planning and
Reporting

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Strategy and Planning

ATTACHMENTS

Appendix A – Revised Strategic Direction for the 2018-38 LTP – Plan on a page

Appendix B – Fees and Charges Schedule

Appendix C – Revenue and Financing Policy

Appendix D – Rates Remissions Policy

Appendix E – Significance and Engagement Policy

Our plan on a page

Our plan on a page illustrates the key elements of the strategic direction developed as part of the long term plan 2018–38. More information on our long term plan is available at kapiticoast.govt.nz/kapiti2038

Key challenges

Approaches

Financial strategy

10-year outcomes

Long term goals

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Affordability of
Council services


District Economy


Community &
connectedness


Environment

Living within
financial
constraints

Kotahitanga
and working
with the
community

Sustainable
growth

Enhancing
our natural
environment

Articulating
our attractor
factor

Deliver
affordable
rates

Minimise
borrowings

Optimise
capital
spending

3-year focus:

- » Improved financial position against financial constraints
- » Infrastructure investment that supports resilience and agreed growth projections
- » Improved accessibility of Council services
- » An effective response to climate change in Kāpiti
- » A positive response to our distinct district identity

- » Community satisfaction with Council services is maintained or improved
- » A more diverse range of business in the District
- » A community that is more resilient through Council's advocacy
- » A community better supported to lead initiatives in response to agreed community priorities
- » Improved biodiversity and environment through sustainable practices
- » WREMO levels of service consistently met or exceeded in response to emergency preparedness

WISE MANAGEMENT of public
resources and sustainable funding
of Council services



Council is a **TRUSTED PARTNER** with
tāngata whenua and strongly engaged
with the community

A high **QUALITY NATURAL
ENVIRONMENT** enjoyed by all



A **RESILIENT COMMUNITY** that has
access to basic needs and feels safe
and connected

An attractive and distinctive **KĀPITI
IDENTITY** and sense of place that makes
people proud to live, work and play here



A **STRONG ECONOMY** with more jobs
and higher average incomes

Our vision

thriving environment :: vibrant economy :: strong communities

toitū te whenua :: toitū te wai :: toitū te tāngata

toitū Kāpiti – the lifestyle choice

Schedule of user fees and charges

All fees and charges include GST.

Building consent fees

Applicants are required to pay the full fee for the consent at the time of application.

Under some conditions, applicants may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections, and other fees required under the Building Act 2004.

The inspection fee¹ is estimated on the number of inspections required for the type of work. If the number of inspections has been over-estimated a refund will be made. If additional inspections are required, they will be charged at the rate applicable at the time they occurred and will need to be paid before we issue a code of compliance certificate.

The fees exclude BRANZ, MBIE levies, and refundable deposits which are scheduled in the 'other fees' section and are additional to the building consent fees.

The building consent fees in the following table include a digital storage charge.

¹This fee includes inspection onsite, travel and review of documentation in office.

If the project is in a remote area or has difficult access, additional travel time will be charged.

Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$153 per hour.)	
Solid fuel heater (includes one inspection)	\$255
Solid fuel heater with wetback (includes two inspections)	\$372
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$306
Solar water heating (includes one inspection)	\$250
Plumbing and/or drainage work (includes two inspections)	\$428
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/conservatories/pergolas (includes two inspections)	\$765
Marquees (includes one inspection)	\$428
Residential demolition (includes one inspection)	\$520 plus \$590 refundable deposit
Commercial demolition (includes one inspection)	\$1,362 plus \$1,168 refundable deposit

Building consent fees (continued)

Processing of residential building consents	
Residential new building/alterations: \$10,001-\$20,000	\$740
Residential new building/alterations: \$20,001-\$50,000	\$1,045
Residential new building/alterations: \$50,001-\$100,000	\$1,346
Residential new building/alterations: \$100,001-\$250,000	\$1,652
Residential new building/alterations: \$250,001-\$500,000	\$1,958
Residential new building/alterations: \$500,001 upwards	\$1,958 plus \$153 for each \$100,000 (or part thereof) above \$500,000
New garage or farm building	\$893

Processing of commercial/industrial consents	
Commercial/offices/retail buildings: < \$20,000	\$1,200
Commercial/offices/retail buildings: \$20,001-\$50,000	\$1,958
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,723
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,182
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,636
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,248
Commercial/offices/retail buildings: >\$1,000,001	\$4,248 plus \$196 per additional \$100,000 value
Inspection fees ¹	
Standard inspection fee	\$114 per inspection
Final inspection fee	\$153

¹This fee includes inspection onsite, travel and review of documentation in office.

If the project is in a remote area or has difficult access, additional travel time will be charged.

Appendix B

Project information memorandum (PIM) fees

Applicants are required to pay the full fee for the PIM at the time of application.

Residential new dwellings	
PIM – Residential	\$439
Additions and alterations Multi-residential and commercial	
PIM – Multi-residential and commercial	\$760

Multi-proof consent fees

Applicants are required to pay the full fee for the consent at the time of application.

Under some conditions you may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections and other fees required under the Building Act 2004.

If the number of inspections has been over-estimated, a refund will be made.

The multi-proof consent fees below include a digital storage charge of \$46.

The fees exclude BRANZ, MBIE levies (these are not set by the Council) and refundable deposits.

Multi-proof consents	
Multi-use consent	\$734 (three hours' processing), additional hours charged at \$153 per hour

Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies	
BRANZ levy per \$1,000 or part (of project value over \$20,000)	\$1
MBIE levy per \$1,000 or part (of project value over \$20,444)	\$2.01
Accreditation levy	\$1 per \$1,000 of project value over \$20,000
For staged projects, the levies are to be assessed on the total project value	
Other charges	
Plan vetting (included in building consent fee)	\$153 per hour
Unscheduled building, plumbing and drainage inspections	Time charge based on \$153 per hour
Registration of Section 72 certificate (as at January 2018 the disbursements are \$285 per registration)	\$143 plus disbursements (includes registration at Land Information New Zealand)
Administration staff (per hour)	\$102 per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$86

Other charges	
Registration of Section 77(1) certificate (as at January 2018 the disbursements are \$285 per registration)	\$224 plus disbursements (includes registration at Land Information New Zealand)
Digital storage charge (if applicable and not already included in a separate fee)	\$46 per consent additional to above consent fees
Amendment to building consent application	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Warrant of fitness audit inspections	\$153 per hour
Inspection fees associated with a notice to fix	\$153 per hour
Engineering technical assessment/peer review	Cost plus 10%
New/amended compliance schedule	\$143

Appendix B

Building consent fees – other charges (continued)

Other charges	
Application for code compliance certificate	\$77
Certificate of public use	\$321
Application for certificate of acceptance	\$321 plus building consent fees applicable to project
The building consent fee does not include the cost of any structural engineer assessment which may be required	
Land information memorandum	\$316 payable on application
Land information memorandum with building plans	\$333 payable on application
Certificate of title	\$35 payable on application
Reassessment fee (amended plans)	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Alternative design/details applications	\$153 per hour
Environmental health/plan vetting	\$153 per hour

Other charges	
<p>An Infrastructure damage deposit of \$600 will be taken for each new build to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded less the inspection fee.</p> <p>The deposit is increased to \$1,600 if a new vehicle crossing is required to provide access from a residential building to the legal road.</p> <p>The deposit is increased to \$1,742 if a new commercial vehicle crossing is required to provide access from a commercial building to the legal road</p>	
Provision of building files and/or aerial maps via email or on CD	\$17
Access to building files/all copying/printing charges additional to the above services	Black and white: A4 – first 20 copies free then \$0.30 per page A3 – \$0.40 per page
	Colour: A4 – \$2.20 per page A3 – \$3.60 per page
Building certificate for supply and sale of alcohol	\$133
Building warrant of fitness renewal (one-two systems) up to half an hour processing	\$77 (first half-hour) \$153 per hour thereafter
Building warrant of fitness renewal (three + systems) up to 45 minutes' processing	\$153 (first 45 minutes) \$153 per hour thereafter
Removal of Section 72 certificate	\$143 plus disbursements

Building consent fees – other charges (continued)

Other charges	
Time extension fee (for consents about to lapse or 24 months after issue)	\$98
List of building consents issued each week (emailed)	\$86 per year
List of building consents issued each month (emailed)	\$43 per year
List of building consents issued each month (posted)	\$53 per year
Receiving third party reports or other information to place on a property file at the owner's request	\$102
Application for exemption from the requirement to carry out seismic work on the building or part	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Application for extension of time to complete seismic work for heritage building	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour

District plan check fee all applications (except minor)	
Building consents with a project value < \$20,000	\$77 (first half-hour) \$153 per hour thereafter
Building consents with a project value > \$20,001	\$153 (first half-hour) \$153 per hour thereafter

Resource management fees

Fees are as set under Section 36 of the Resource Management Act 1991. Initial deposit fees are set under section 36(1) and must be paid before we start processing your application. Further charges will be incurred if additional time is spent processing the request, or if disbursement costs are incurred, which are over and above the allocated time provisions.

If any charge for an application is not paid by the due date, then Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 to stop processing the application. This may include the cancellation of a hearing or the issuing of a decision. If a hearing is cancelled or postponed due to the non-payment of a charge, the applicant will be charged for any costs that may arise from that cancellation or postponement.

Discounts shall be paid on administrative charges for applications for resource consent applications that are not processed within the statutory timeframes. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991.

Notified applications	
Publicly notified applications	\$4,590 deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$3,978 deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Non-notified land use applications (including temporary events)	
Permitted activities (including temporary events)	nil

Trim protected tree (urban area)	nil
Home occupation (Controlled activities)	\$210 fixed fee
Non-notified land use activities – general	\$1,224 deposit (covers first 8 hours of processing time, \$153 per hour thereafter)
Fast track resource consent (Controlled activities)	\$1,148 deposit (covers the first 7.5 hours of processing time, \$153 per hour thereafter)
Fixed fee activities ² 1. removal/trimming protected trees causing significant structural damage (as determined by an appropriately delegated, qualified and experienced person, i.e. an ecologist or Council staff member); 2. trimming of protected vegetation to maintain existing farm tracks; and 3. earthworks to maintain existing farm tracks.	\$107

Resource management fees (continued)

Designations

² Conditions apply, applications will only be accepted on a case by case basis and assumes adequate information is provided.

Notice of requirement to designate land – non-notified	\$1,530 deposit (covers first 10 hours of processing time, \$153 per hour thereafter)
Notice of requirement to designate land - notified	\$3,978 deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,224 deposit (covers first 8 hours of processing time, \$153 per hour thereafter)
Outline plan approval	\$1,071 deposit (covers first 7 hours of processing time, \$153 per hour thereafter)
Outline Plan Waiver	\$612 deposit (covers the first 4 hours of processing time \$153 per hour thereafter)
Non-notified subdivision applications	
Subdivisions – 2-lot	\$2,448 deposit (covers first 16 hours of processing time, \$153 per hour thereafter)
Subdivisions (between 3 to 19 lots)	\$2,754 deposit (covers first 18 hours of processing time, \$153 per hour thereafter)

Subdivisions (20 or more lots)	\$4,590 deposit (covers first 30 hours of processing time, \$153 per hour thereafter)
Boundary adjustment (as defined by district plan)	\$1,224 deposit (covers first 8 hours of processing time, \$153 per hour thereafter)
Update existing cross-lease	\$306 fixed fee
Update cross-lease to fee simple title	\$612 fixed fee

Subdivision certifications	
Section 223 certificate	\$306 deposit (covers the first 2 hours of processing time, \$153 per hour thereafter)
Section 224(c) certificate including other certificates	\$1,224 deposit (covers the first 8 hours of processing time, \$153 per hour thereafter)
Section 224(f)	\$306 deposit (covers the first 2 hours of processing time, \$153 per hour thereafter)
Section 5(1)(g) of Unit Titles Act 1972 and s25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$306 deposit (covers the first 2 hours of processing time, \$153 per hour thereafter)

Non-notified subdivision applications

Resource management fees (continued)

Subdivision certifications	
Section 221 consent notice (when issued as a separate notice)	\$306 (fixed charge)
Section 226 certificate (certify subdivision complies with district plan provisions)	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)
Reserves valuation calculation	At cost
Miscellaneous applications/certificates	
Boundary activity	\$306 deposit (covers first 2 hours of processing time, \$153 per hours thereafter)
Marginal and temporary exemptions	\$306 deposit (covers first 2 hours of processing time, \$153 per hours thereafter)
Certificate of compliance (certifies land use complies with district plan provisions)	\$918 deposit (covers first 6 hours of processing time, \$153 per hour thereafter)
Existing use rights certificate	\$918 deposit (covers first 6 hours of processing time, \$153 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$306 (fixed charge)
Section 125 extensions of time	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)
Change or cancellation of conditions/consent notice	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)

Non-notified subdivision applications	
Revocation of easements	\$306 deposit (covers first 2 hours of processing time, \$153 per hour thereafter)
Right of way (ROW) approval	\$918 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)
Re-Issue certificate (all types)	\$306 (fixed charge)
Transfer instruments and other miscellaneous legal documents	\$306 deposit (covers first 2 hours of processing time, \$153 per hour thereafter)

Other	
Private plan change	\$6,120 deposit (covers first 40 hours of processing time, balance to be charged on time and material basis including advertising)
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)

Resource management fees (continued)

Other	
Planning certificate – alcohol licensing	\$153 (fixed charge)
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$153 per hour
Cancellation of building line restriction	\$612 (fixed charge)
Hourly charge out rates and disbursements	
Staff:	
- Planner/engineer (all levels)	\$153 per hour
- Planning manager, asset manager	\$184 per hour
- Environmental protection staff (all levels)	\$153 per hour
Administration staff	\$102 per hour

Hourly charge out rates and disbursements	
Elected member commissioner costs per hour for any hearing:	\$204 per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$102 per hour per elected member as chair and \$82 per hour per elected member on a committee up to a collective total of \$204 per hour (or part thereof)
Sitting with an independent commissioner	
Independent commissioners	At cost
Postage and stationery	At cost
Consultant's fees (the use of consultants/peer review will be undertaken in consultation with the applicant)	At cost
Provision of resource consent files via email or on CD	\$17 fixed fee
Copying and printing	Black and white: A4 – first 20 copies free then 30c per page
	Black and white: A3 – 40c per page
	Colour: A4 – \$2.20 per page A3 – \$3.60 per page

Engineering fees

Note: these fees apply in addition to the resource consent deposit fees on the proceeding pages. All consents will be subject to compliance monitoring which will be charged on an actual time basis at \$153 per hour.

Commercial/industrial development or infrastructure development	Application deposit	\$918 per application (includes the first 6 hours, \$153 per hour thereafter)
	Compliance monitoring administration fee	\$306 (includes the first 2 hours, \$153 per hour thereafter)
Non-notified land use consents		
Commercial/industrial development or infrastructure development	Engineering drawing approval	\$1,377 (includes three submissions of engineering drawings, beyond this will be charged at \$153 per hour thereafter)
	Engineering construction supervision	Determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,050)

Monitoring		
All compliance monitoring is to be charged at an hourly basis for staff time		\$153 per hour
Subdivision engineering drawing approval and engineering construction supervision		\$612 plus \$300 per lot deposit (\$153 per hour thereafter)
Other		
Objection to decision		\$153 per hour
Variation to consent conditions		\$153 per hour
Plan change applications		\$153 per hour
Easement – new/cancellation	Application deposit per application	\$306 deposit (includes the first 2 hours, \$153 per hour thereafter)
Specialist consultants		At cost

Animal management fees

Registration Entire dog		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2018
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$66	\$99
Working dogs (third and subsequent (B)	\$40	\$59
Standard dog (C)	\$182	\$272
Approved owner (D)	\$156	\$234
Registration fee for dog owner over 65	\$170	\$255
Dogs classified as dangerous dogs (H)	\$272	\$408
Owner current member of NZ Kennel Club (G) – provide proof of membership annually	\$156	\$234

Registration Neutered/speyed dog		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2018
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$66	\$99
Working dogs - third and subsequent (B)	\$40	\$59
Standard dog (E)	\$95	\$142
Approved owner (F)	\$66	\$99
Registration fee for dog owner over 65	\$75	\$112
Dogs classified as dangerous dogs (I)	\$142	\$212

Animal management impoundment charges

These fees are also set so they're in line with the local government cost index and have increased by 2% for the 2018/19 financial year.

Impounding has occurred when a dog is confined to a dog control officer's vehicle or impounded.

Seizure has occurred when a notice of seizure has been served on the dog owner or placed at the dog owner's property.

No dog or stock will be released without payment of all impounding fees unless in exceptional circumstances.

Item	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period
Impounded (must be registered and microchipped to release)	\$51	\$166	\$296
Impounded - unregistered	\$92		
Sustenance – dog (per day)	\$12	\$12	\$12
Microchipping – dog	\$40	N/A	N/A
Seizure and take custody fee	\$70	\$70	\$70

Item	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period
Prearranged after-	\$153 / Officer	\$153 / Officer	\$153 / Officer

Item	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period
hours release (two officers) – all	(one hour of time, additional time at \$102 per hour)	(one hour of time, additional time at \$102 per hour)	(one hour of time, additional time at \$102 per hour)
Impounding – sheep and goats	\$35 per head plus any costs incurred in transporting stock	\$61 per head plus any costs incurred in transporting stock	\$125 per head plus any costs incurred in transporting stock
Impounding – cattle and horses	\$61 per head plus any costs incurred in transporting stock	\$125 per head plus any costs incurred in transporting stock	\$250 per head plus any costs incurred in transporting stock
Animal control officer hourly charge-out rate		\$102 per hour	

Impoundment charges (continued)

Item	First impound or seizure	Second impound or seizure in any two year period	Third and subsequent impound or seizure in any two year period
Officer charges relating to impounding of stock	\$102 per hour - 0800-1700 hours \$153 per hour - 1701-0759 hours	\$102 per hour - 0800-1700 hours \$153 per hour - 1701-0759 hours	\$102 per hour - 0800-1700 hours \$153 per hour - 1701-0759 hours
Sustenance – sheep and goats (per day)	\$6 per day	\$6 per day	\$6 per day
Sustenance – cattle and horses (per day)	\$12 per day per unit	\$12 per day	\$12 per day

Other animal management charges

Item	Owner current member of NZ Kennel Club	Working	Standard	Approved owner
Permit for three or more dogs (special license)	\$61	N/A	\$61	\$61
Approved owner application	Free	N/A	\$48	\$48
Approved owner re-inspection fee*		N/A	\$26	\$26
Replacement tag	\$6 for first replacement tag \$12 for any subsequent replacement tag			
Euthanasia	Actual cost plus 10%, but minimum \$46			
Relinquishment fee	\$66 ³			

* For site visit if:

- an approved owner changes address or;
- re-inspection to check that any required improvements have been made.

³ Provides contribution towards sustenance costs (three days minimum and administration and/or euthanasia costs).

Environmental Health Food Act 2014 Fees

Registration and verification fees provide for a set time provision. Any additional time may be subject to the hourly rate of \$153.

Registration fees	
New Food Control Plans (FCP) or National Programme (NP)	\$300
Renewal of FCP and NP	\$150
New registration multisite business (FCP or NP)	\$300, plus \$150 for each additional site
Renewal of registration multisite business	\$150, plus \$50 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$150
Registered KCDC food business transitioning to a FCP or NP	\$150
Amendment to registration	\$153 per hour
Significant Amendment to registration	\$300

Verification fees	
These fees include preparation, travel [within the district] reporting and administration time, if the activity exceeds the maximum hours set, there will be an extra charge of \$153 per hour.	
Food Control Plan (FCP)	\$600
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$153 per hour
National Programme 1 (NP1)	\$153 per hour
National Programme 2 (NP2)	\$153 per hour
National Programme 3 (NP3)	\$153 per hour
Deemed (FCP)	\$600
Verification multisite business	See FCP or NP charges for first site plus \$153 per hour for any other site requiring verification
Unscheduled verification	\$153 per hour
Verification outside the district - FCP or NP	See cost for verification and add any extra time, actual travel and accommodation costs

Note for verification fees

Council is not currently verifying National Programme businesses, so this fee is a placeholder. National programme businesses will be ascertained by third party verifiers, who will set their own charges.

Other associated fees under Food Act 2014	
Corrective Action Request (CAR) follow up	\$153 per hour
Investigation resulting in improvement notice or direction	\$153 per hour
Follow-up in relation to compliance with an improvement notice or direction	\$153 per hour
Processing an application for review of Improvement Notice	\$153 per hour
Monitoring of food safety and suitability	\$153 per hour
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$50
Failure to attend or facilitate a scheduled verification	\$150
Investigation and enforcement activity related to registration or complaint	\$153 per hour
Mentoring and advice or pre-verifications related to implementing a FCP or NP	\$153 per hour
Service for which a fee may not have been set under the Food Act 2014	\$153 per hour
Replacement FCP or NP guidance	\$25
Replacement Licence	\$50
Events – food stall approvals	\$153 per hour

Environmental health fees

Food businesses operating under the Food Hygiene

Regulations 1974 and grading system prior to 30 November 2018

Note: when a food business operating under the Food Hygiene Regulations 1974 changes ownership, the business must now operate under the Food Act 2014 (refer previous fees).

Fee structure related to Food Hygiene Regulations 1974 and grading system

There are a small number of food businesses, such as coffee carts, dairies and service stations, as at 1 July 2018 have not yet transitioned to the Food Act 2014. These businesses must register a Food Control Plan (FCP) or National Programme (NP) under the new Act by 30 November 2018.

Given the shortened registration period (five months) and because they will likely only get one inspection in that time, a reduced and flat-rate fee will cover both A and B risk factor premises.

Number of inspections	Grade	Risk Factor	
		A	B
1	Any	\$239	\$357

Other food activities

Other food activity under the grading system

Additional inspection fee	\$153 per hour
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Premises required to be registered under the Health Act 1956 and associated Regulations – current fees

Other Health Act	
Hairdressers (home occupation)	\$209
Hairdressers (commercial premises)	\$250
Funeral directors	\$326
Camping grounds	\$326

Alcohol licensing fees

The application fee applies to applications for new licences, renewals of licences and variations to licences. Application fees are payable on date of application.

In the case of a new licence, the annual fee must be paid prior to the issue of the licence and subsequently must be paid on the anniversary of the date the licence was issued.

In the case of an existing licence, the annual fee is payable on the most recent of the following:

- the date on which the licence was issued;
- the date on which the licence renewed; and
- the date on which a variation of the licence was granted.

Pursuant to Regulation 6(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013 the Council may in its discretion and in response to particular circumstances assign a fees category to premises that is one level lower than the fees category determined.

Alcohol licensing fees – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	
Very low	Application fee \$368 and annual fee \$161
Low	Application fee \$609.50 and annual fee \$391
Medium	Application fee \$816.50 and annual fee \$632.50
High	Application fee \$1,023.50 and annual fee \$1,035
Very high	Application fee \$1,207.50 and annual fee \$1,437.50

The Sale and Supply of Alcohol Act 2012 (the Act) was fully enacted on 19 December 2013.

The Sale and Supply of Alcohol (Fees) Regulations 2013 associated with the Act include a fee regime for licensed premises and other types of licensing applications. In addition it includes a risk-based fee structure for licensed premises which includes both an application and annual fee component.

Dependent on changes to the operation of the premises or enforcement actions undertaken against a licensee or manager, the fees may change each year. The fee categories represent a risk rating for types of premises, their trading hours and if they have had enforcement actions taken against them. They are calculated in accordance with Regulation 4 to 8 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

Alcohol licensing fees (continued)

Special licences – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	
Class 1 – one large event or more than three medium events or more than 12 small events	\$575
Class 2 – one to three medium events or three to 12 small events	\$207
Class 3 – one or two small events	\$63.25

Definitions of an event which the Territorial Authority believes on reasonable grounds will have patronage of a:

- large event – more than 400 people;
- medium event – between 100 and 400 people;
- small event – fewer than 100 people.

Pursuant to Regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013, the territorial authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is one class below the class of licence that is issued.

Fees payable for other applications – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	
Manager's certificate application or renewal	\$316.25
Temporary authority	\$296.70
Temporary licence	\$296.70
Extract of register (ARLA or DLC)	\$57.50

Trade waste fees

Trade Waste Administrative Charges	
A1: Compliance monitoring	\$153 per hour plus consumables (laboratory testing)
A2: Trade waste application fee (Permitted - Registration only)	No Charge
A2: Trade waste application fee (Permitted)	\$229.50 (includes the first 1.5 hours, \$153 per hour thereafter)
A2: Trade waste application fee (Conditional)	\$382.50 (includes the first 2.5 hours, \$153 per hour thereafter)
A3: Penalty rate for re-inspection for non-compliance	\$229.50
A5: Temporary discharge application and discharge fee	\$153 (includes the first hour, \$153 per hour thereafter based on risk)

Residential Pool Fencing – Building (Pools) Amendment Act 2016

Residential Pool Fencing	
*Compliance inspection fee	\$153 per hour
Administration Fee	\$102 per hour

* Each inspection incurs a 30 minute travel component

General compliance fees – Environmental Protection

General compliance	
Extraordinary activities – bylaw permits, additional officer time	\$153 per hour
Litter Removal	Cost incurred for removal of litter plus 20%
Noise control – seizure fee (noise making equipment)	\$235 plus \$34 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control – alarm deactivation fee	Cost of service plus 20%
Amusement devices*	1 x 11.50 2 x 13.80 3 x \$16.10 4 x \$18.40
Environmental Compliance Officer hourly rate **	\$153
Compliance administration fee	\$102
Return of non-compliant signs	\$51
Permit renewal fee to use Council land to trade in a public place	\$189 (fixed charge)

*Amusement devices: Fees are set in the Amusement Device Regulations 1978. The Machinery Act 1950 defines an amusement device

** Includes processing of applications for trading in public places and outdoor dining.

Abandoned vehicles

Towage and recovery cost	Cost plus 20%
Daily storage fee	\$5.10 daily charge

Districtwide cemetery charges

The Council has an arrangement with certain funeral homes that provide services within the district to collect fees detailed in these cemetery charges on behalf of the Council. In return, the funeral homes keep 15% of any total fee to cover their administration costs associated with collecting these fees.

Cemetery charges will be reviewed regularly to ensure that they are consistent with the Council's revenue and financing policy.

Purchase of right for burial	Deceased was living in the district	Deceased was living out of the district
Services burial plot	No charge	No charge
Services cremation plot	No charge	No charge
Monumental and lawn area plots	\$1,709	\$3,609
Cremation garden and beam plots	\$951	\$2,753
Infant plots (under 1 year)	\$761	\$761
Natural burial plot	\$2,074	\$3,925
Interment fees		
Burial fee	\$1,094	\$1,094
Burial fee child (under 15 years)	\$547	\$547
Burial fee (Saturday)	\$1,898	\$1,898

Interment fees	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Burial fee child (under 15 years) (Saturday)	\$949	\$949
Burial fee infants (under 1 year)	No charge	No charge
Ashes interment	\$146	\$146
Ashes interment child (under 15 years)	\$72	\$72
Natural burial fee	\$1,094	\$1,094
Natural burial fee child (under 15 years)	\$547	\$547
Oversized casket fee (additional to burial fee)	\$274	\$274
Extra charges		
Monumental permit	\$151	\$151
Hire of lowering device	\$105	\$105
Hire of grass mats	\$105	\$105
Burial disinterment fee	\$1,329	\$1,329
Cremation disinterment fee	\$160	\$160

Housing for older persons - weekly rental charges

Accommodation category	Address	Weekly rent effective 1 July 2018	Weekly rent tenants pre 30 June 2015
Category A Single bedroom unit built pre-1960	Tahuna Units 1-8 Aotaki/Kirk Street, Ōtaki	112	\$93
Category B Single bedroom unit built post-1970	Oakley Court, Eatwell Avenue, Paraparaumu	\$114	\$103
	Donovan Road, Paraparaumu	\$114	\$101
	Arnold Grove, Paraparaumu	\$114	\$101
	Wellington Road, Paekākāriki	\$114	\$100
	Tahuna Flats, Kirk Street (Units 15 & 16)	\$114	Unit 15 \$93 Unit 16 \$112
Category C Single or double bedroom unit built pre-1970	Kainga Complex, Aotaki Street, Ōtaki	\$114	\$100

- No existing tenants to be charged an increased greater than \$12 per week.

Accommodation category	Address	Weekly rent effective 1 July 2018	Weekly rent tenants pre 30 June 2015
Category D Double bedroom unit post 1970	Paterson Court, Kirk Street, Ōtaki	\$146	\$126
	Tahuna Units 9, 10, 11, 12, 17, 18 Kirk Street, Ōtaki	\$146	\$126
	Hadfield Court, Te Rauparaha Street, Ōtaki	\$146	\$126
	Repo Street, Paraparaumu	\$146	\$128
	Oakley Court Eatwell Avenue, Paraparaumu	\$146	\$128
Category E Superior single bedroom units (Waikanae)	Belvedere Avenue, Waikanae	\$146	\$124

Swimming pools charges

Swimming pools charges	
Adult per swim ⁴	\$5.10
Child per swim ⁵	\$3.10
Under 5 years old swim	\$1.60
Adult swimming with child under five years of age	\$1.60
Spectators	Nil
Community services cardholder per swim	\$3.10
Senior citizen (65 years of age and over)	\$3.10
Student ⁶	\$3.10
AquaFit Adult per class	\$6.10
AquaFit Senior per class	\$5.60
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) ⁷	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults). Each extra family member is \$2.60	\$12.20
Family pass plus hydroslide Each extra family member is \$2.60 and extra slide pass is \$2.50	\$19.90

⁴ Adult 16 years plus

⁵ Child 5-15 years

⁶ On supply of a student ID

⁷ Adults accompanying an under 8 slide user do not pay the hydroslide fee.

Swimming pools charges		
Group discount adult (10 or more)	\$4.60	
Group discount child (10 or more)	\$2.80	
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry ⁸	\$2	
Spa (Waikanae Pool) in addition to pool entry ⁸	\$1	
Spa and/or sauna (Ōtaki Pool) in addition to pool entry ⁸	\$2	
10 swim	Adult	\$46
	Child	\$28
	Community Services Cardholder	\$31
	65 years of age and over	\$31
	AquaFit adult AquaFit senior	\$55 \$50.50
20 swim	Adult	\$87
	Child	\$52

⁸ Spa and/or sauna only (i.e. no swim) is at applicable pool entry rate.

*Subject to discretion of pool management depending on availability.

** After 4pm Saturday and Sunday, after 7pm weekdays.

Swimming pools charges (continued)

Swimming pools charges		
30 swim	Adult	\$122
	Child	\$73
50 swim	Adult	\$191
	Child	\$115
Swimming pool complex hire - Coastlands Aquatic Centre*	\$400 per hour (peak) \$200 per hour (off-peak**)	
Swimming pool complex hire - Ōtaki*	\$100 per hour	
Swimming pool complex hire - Waikanae*	\$300 per hour	
Competitive events	<u>plus</u> per head entry at applicable rate	
Lane hire	\$8 per hour	
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$8 per hour	
Commercial lane hire	\$12 per hour <u>plus</u> per head entry at applicable rate	

Swimming pools charges	
Meeting room hire (Coastlands Aquatic Centre only)	Community groups \$12 per hour \$40 half day use \$70 full day use Commercial use \$20 per hour \$70 half day use \$130 full day
Targeted aquatic events/activity programmes	Throughout the year the Council may organise targeted aquatic events/activity programmes. Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity. The participation fee will be authorised by the relevant group manager acting under general delegated authority.
Learn to swim	\$12.50 per lesson (depends on the number of weeks in the term)

Sportsgrounds charges (per season)

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	
Cricket (grass)	\$1,378 per block
Cricket (artificial)	\$610 per block
Croquet	\$1,071 per grass court
Netball	\$138 per court
Rugby	\$692 per field
Rugby league	\$692 per field
Football	\$692 per field
Softball	\$692 per field
Tennis	\$207 per court
Touch	\$343 per field
League tag	\$343 per field
Twilight football	\$171 per field

Sports activity (one-off bookings)

Cricket (grass)	\$193 per block
Cricket (artificial)	\$82 per block
Netball	\$11 per court
Rugby	\$109 per field
Rugby league	\$109 per field
Football	\$109 per field
Softball	\$90 per field
Tennis	\$16 per court
Touch	\$75 per field
League tag	\$75 per field

Reserve land rentals

Reserve land rentals	
Clubs with alcohol licences	\$861
Clubs without alcohol licences	\$431
Craft, hobbies and other activities	\$346
Educational (standard)	\$209
Youth and service	\$209

Hall hire charges

Hall hire	
Bond – all halls at Council's discretion in all respects	to a maximum of \$750
Paekākāriki Memorial Hall ⁹	\$15 per hour \$46 per four hours \$92 per eight hours \$2 coin user-pays system for heaters
Paekākāriki tennis club hall ⁹	\$12 per hour \$24 per four hours then \$6 per hour after that \$54 per eight hours then \$7 per hour after that
Raumati South Memorial Hall ⁹	\$12-\$15 per hour

⁹ Fees will vary in accordance with the space that is hired within the ranges, size and type of facility.

- Fees are payable at the time of booking
- Whole Complex charges for Raumati South Memorial hall, Paraparaumu Memorial Hall, Waikanae Memorial Hall and Otaki Memorial Hall receive a 10% discount on individual hire charges
- Cancellation fees:
 - No charge if cancelled greater than 28 days before hire date
 - 30% of booking fee if cancelled less than 28 days before hire date

Hall hire	
	\$46-\$48 per four hours then \$12 per hour after that \$92-\$96 per eight hours then \$12 per hour after that \$2 coin user-pays system for heaters
Paraparaumu Memorial Hall ⁹	\$12-\$15 per hour \$48-\$60 per four hours then \$12-\$15 per hour after that \$96-\$120 per eight hours then \$12-\$15 per hour after that \$2 coin user-pays system for heaters
Waikanae Memorial Hall ⁹	Main Hall \$16-\$32 per four hour block then \$4 or \$8 per hour after that \$54 for eight hours then \$7 per hour after that mezzanine floor, small hall, main hall = \$24 or \$32 per four hours then \$6 or \$8 an hour after that \$54 for 8 hours then \$7 per hour after that \$56 to hire a personal address system

Hall hire charges (continued)

Hall hire

Hall hire	
Waikanae Community Centre ⁹	\$45 per hour
Waikanae Beach Community Hall ⁹	\$12 per hour \$30 per four hours then \$7 per hour after that \$54 per eight hours then \$7 per hour after \$2 coin user-pays system for heaters
Reikorangi Community Hall ⁹	\$12 per hour \$24 per four hours \$54 per eight hours
Ōtaki Memorial Hall ⁹	\$12-\$15 per hour \$48-\$60 per four hours \$96-\$120 per eight hours \$2 coin user-pays system for heaters
Mazengarb Sports complex	\$14 per hour
Paraparaumu College gymnasium hall	\$32 per hour week days \$16 per hour weekends

Library fees and charges

Lending	
Best seller books ¹⁰	\$4.90
DVDs ¹⁰	\$3.90 or \$5.30 for multi disc set
Talking books	No charge
Loans/reserves	
Interloans	\$15 each
International interloans	\$31 each
Library membership	
Membership cards (replacement)	\$3.70
<p>Anyone living, working, owning property or studying on the Kāpiti Coast can join the Kāpiti Coast District Libraries at no charge and use the resources of all of our SMART Libraries.</p> <p>Horowhenua residents who do not meet the above criteria can join Kāpiti Coast District Libraries and use Ōtaki, Waikanae, Paraparaumu and Paekākāriki libraries.</p>	Free

¹⁰ Items will be reduced by 50% for holders of a super gold card or a community services card. No charge for the profoundly deaf borrowers for DVDs.

Library membership	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees.	\$2 per item, or \$65 for six months, or \$130 per annum

Other services	
Faxes and scanning – local/national	\$1 for first page 50c for each subsequent page
Faxes and scanning – international	\$1.50 for first page 50c for each subsequent page
Historic photo service	<p>\$5 per high-resolution digital image emailed or copied to a CD to customer for personal use.</p> <p>\$50 per high resolution digital image emailed or copied to a CD for commercial purposes.</p>
Laminating	\$2 for A4 and \$4 for A3
Photocopying and printing – black and white	20c per A4 side 30c per A3 side
Photocopying and printing – colour	\$1 charge per A4 side \$2 charge per A3 side
Library bags	\$3.30

Library fees and charges (continued)

Other services	
Replacement of lost or damaged library items	Price varies depending on publication \$5 administration fee also charged per item
eBook publishing	Price varies depending on publication
Purchase of library publications	Price varies depending on publication
Digital and ebook workshops	\$25-\$45 per session
3D printing	Workshops with model, \$45 Fabrication of a model price on application
Overdue loan charges	
Books, magazines, adult CDs	60c per day
Children's books	20c per day
Bestsellers and DVDs	\$1.30 a day
Services free of charge	
Children's CDs and talking books	No charge
Internet	No charge

Hire of the Coastlands meeting room at the Paraparaumu Library	
Community groups	
Community groups – evening	\$50
Half day	\$45
Full day	\$75
Half day plus evening	\$80
Full day plus evening	\$110
Commercial groups	
Commercial groups – evening	\$95
Half day	\$80
Full day	\$140
Half day plus evening	\$160
Full day plus evening	\$210

Arts and Museums fees and charges

Kāpiti Arts Guide and Trail	
Arts Trail participation fee and entry in Arts Guide	\$180
Entry in Kāpiti Arts Guide only	\$120

Solid waste charges

Otaihanga Landfill (cleanfill only)	
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website	\$13 per tonne \$13 minimum charge Pre-approved cleanfill ¹¹ no charge
License fee	\$185 annually

More information can be found on the Council website: kapiticoast.govt.nz

¹¹ Pre-approval **must** be obtained from the solid waste services manager **in advance** for disposal at no charge.

Fees for pre-paid rubbish bags, green waste and gate fees at the Otaihanga, Waikanae and Ōtaki resource recovery facilities are all set by commercial collectors and operators and are therefore not included in the schedule.

Official information request charges

Official information request charges are for requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

In determining these charges we have taken account of the Ministry of Justice and Office of the Ombudsman charging guidelines.

Official information request charges	
Staff time ¹² (in excess of two hours)	\$38 per half hour or part thereof
Black and white copying <ul style="list-style-type: none">- A4 per sheet (the first 20 copies free)- A3 per sheet	20c 40c
For any other cost, the amount incurred in responding to the request. For example specialty copying (maps etc.), including provision of electronic media storage devices, will be done at cost.	At cost
Requests requiring specialist experts, not on salary, to research and process the request	At cost

How official information charges are determined

In instances where a charge is to be applied, we will notify you as soon as possible. You will be provided with an estimate of the cost of the work involved in providing the response, whether a deposit is required and asked to confirm in writing that you agree to pay. You will only be charged for the actual work involved and the final charge will not exceed the estimate.

Labour:

¹² What can be charged for:

- search and retrieval, collation, research, editing and redacting;
- scanning or copying;
- reasonably required peer review in order to ensure that the above tasks have been carried out correctly;
- formatting information in a way sought by the requester;
- supervising access (where the information at issue is made available for inspection); and
- reproducing film, video or audio recordings.

Materials:

- paper (for photocopying); and
- discs or other electronic storage devices that information is provided on (these will be provided at cost but we cannot accept a device provided by the requester as this poses a risk to Council's ICT systems).

Other actual and direct costs:

- retrieval of information from off-site.

We will not charge for the following:

- work required to decide whether to grant the request in whole or part, including reading and reviewing, consultation, peer review and seeking legal advice to decide on withholding or releasing the response;
- work required to decide whether to charge and if so, how much;
- searching for or retrieving information that is not where it should be;
- formatting information in a way preferred by the agency but not sought by the requester;
- costs not directly related to supplying the information including general overheads and costs of establishing and maintaining systems and storage facilities;
- involvement by the chief executive or elected members;
- costs of liaising with an Ombudsman;
- liaison with a third party (e.g. informant);
- costs associated with transferring a request to another organisation; and
- costs of refining the request with the requester.

Additional factors

- Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first should be aggregated for charging purposes.
- A deposit may be required where the charge is likely to exceed \$76. In instances where a deposit is requested, work on the request may be suspended pending receipt of the deposit.
- Charges may be waived or modified at the discretion of the chief executive or a group manager. This will generally be in a situation where there is an agreed public interest in the disclosure of the requested information or where payment may cause financial hardship to the requestor, and therefore the charge may become an unreasonable deterrent to seeking information.

Access and transport charges

How corridor access fees are determined:

- Project works, major works, and minor works are as defined by the national code of practice for utility operators' access to transport corridors (November 2011).
- The Council may at its discretion allow for multiple sites to be included in a single CAR application with a single fee being charged. Applicants shall, if they consider there is a case to combine multiple sites, provide the Council with the justification for a combined application fee.
- Possible examples where a single fee may be considered are as follows:
 - repetitive works of a minor nature requiring minimal or no excavation works,
 - minor works on multiple sites (maximum of four to five minor streets); and
 - main contractor managing multiple works but located on a single site.

Corridor access fee	
Corridor access request (CAR) fee ¹³ project works	\$279
Corridor access request (CAR) fee ¹³ major works	\$141
Corridor access request (CAR) fee ¹³ minor works	\$70
Roading engineer	\$153 per hour
Clerk of works	\$102 per hour
Paper road closure	
Road stopping application fee	\$758
Hourly rate for additional work	\$153 per hour

¹³ In case of an emergency CAR approval, the minor works CAR fee will be charged.

Vehicle crossing inspection fee	
Traffic engineer/transport planner Hourly rate for administration of crossing application, pre-and post-construction site inspections and sign off	\$153 per hour
Overweight loads permit fee	
To cover vetting and issuing a permit for [an] overweight loads[s] or specialist vehicles using local roads and that starts or finishes its journey in Kāpiti Coast District** Processing time will be invoiced based on hourly engineering fee.* *Note: when a full technical bridge assessment is required this could take one to two working days and will be invoiced per hour.	\$153 per hour [minimum charge \$77]

**For SH1 permits, apply to New Zealand Transport Agency direct. During the 18/19 year a change will be implemented for journeys that cover both SH1 and the local roads – one application will be introduced. This will be published on the Council website.

Use of Council land to trade in a public place	
Application and processing fee for new permit to trade in public place on road reserve (see 'General Compliance Fee-Environmental Protection' if you wish to apply for renewal of your permit.)	\$153.00 per hour

Wastewater charges

Wastewater treatment	
Connection to network	Quoted as per site
Septage disposal and treatment	\$26 [per m ³]

Water charges

Water charges	
Connection to network	Quoted as per site
Water metering configuration modifications	Quoted as per site
Special reading – water meters	\$36
Water dedicated filling point access card	\$66
Water charge for potable water from water supply system	1.25 times the water rate per m ³
Water meter accuracy testing	\$383 for water meters up to DN25mm Quoted per site for water meters greater than DN25mm

Water rates

Fixed charge per separately used part of a rating unit – refer to the funding impact statement.

Volumetric charge – refer to the funding impact statement.

Laboratory charges

Testing of water - laboratory charges	
Alkalinity	\$11.70
Ammonia-N g/m ³	\$17.60
BOD g/m ³	\$23.50
Chloride g/m ³	\$17.60
COD g/m ³	\$23.50
Conductivity mS/cm	\$9.40
DO g/m ³	\$7
DRP-P g/m ³	\$17.60
F/Coli + E.Coli	\$30.50
Enterococci no/100ml	\$21.10
F/Coli no/100ml	\$18.80
Fluoride g/m ³	\$23.50
Iron g/m ³	\$17.60
Nitra+Nitri-N g/m ³ (Nitrate)	\$17.60
Nitrite-N g/m ³	\$17.60
pH	\$9.40
Presence/absence coliform	\$18.80
Salinity	\$9.40

Testing of water - laboratory charges	
TEMP °C	\$7
Total coliforms no/100ml	\$18.80
Total P g/M3	\$23.50
Total solids %	\$11.70
Total solids g/m ³	\$17.60
Turbidity NTU	\$9.40
UV transmission	\$9.40
Suspended solids g/m ³	\$17.60

Revenue and Financing policy

Background

The Local Government Act 2002 (LGA) requires the Council to adopt a range of policies in order to provide predictability and certainty about sources and levels of funding. These policies include a revenue and financing policy, which includes consideration of the following funding principles.

Funding principles

When making funding policy the Council must work through the process and matters set out in section 101(3) of the LGA and have regard to the section 101(1) obligation to act prudently and in the interests of the community.

Section 101(3) analysis is basically a two-step process, as discussed below.

First step considerations

The first step requires consideration *at activity level* of each of the following:

1. Community outcomes to which the activity primarily contributes;
2. The distribution of benefits between the community as a whole, and any identifiable parts of the community and individuals;
3. Period over which benefits occur;
4. The extent to which actions or inactions contribute to a need to undertake the activity pays principle, and
5. The costs and benefits of funding the activity distinctly from other activities.

No single criterion has greater weight *in law* than the others. The Council may adopt a policy that assigns more weight to one than the others, but the Council must

consider all the criteria, and be able to demonstrate this consideration to the public.

1. Community outcomes to which the activity primarily contributes

The LGA requires the Council (through its revenue and financing policy) to consider the community outcomes to which each activity primarily contributes.

The LGA defines community outcomes as the outcomes that a local authority aims to achieve in meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

The draft 2018-38 long term plan is constructed around a set of ten-year outcomes identified by the Council and based on community feedback.

- improved financial position against financial constraints;
- infrastructure investment that supports resilience and agreed growth projections;
- improved accessibility of Council services;
- an effective response to climate change in Kāpiti;
- a positive response to our distinct district identity;
- community satisfaction with Council services is maintained or improved;

- a more diverse range of business in the district;
- a community that is more resilient through Council's advocacy;
- a community better supported to lead initiatives in response to agreed community priorities;
- improved biodiversity and environment through sustainable practices; and
- WREMO levels of service consistently met or exceeded in response to emergency preparedness.

The Council manages 13 activities to support the achievement of these outcomes. An activity is an action area where Council delivers services to the community. The sections on pages 7-34 indicate which community outcomes are supported by each activity.

The 13 activities are grouped into four clusters as follows:

CLUSTER	ACTIVITY
Infrastructure	Coastal Management
	Access and Transport
	Water
	Stormwater Management
	Wastewater Management
	Solid Waste

2. The distribution of benefits between the community, identifiable parts and individuals

The LGA requires Council to specify who benefits from the activity, and the answer may lie in one or more of the following:

- the community as a whole;
- individuals; and
- identifiable groups in the community.

The community as a whole means all residents and ratepayers. Benefits to the community as a whole accrue when individual users cannot be easily identified or cannot be easily excluded from entry or where the community in general derives benefit from the activity. Activities that benefit the community as a whole are generally good candidates for funding mechanisms levied on the community as a whole; for example, a general rate.

Activities that benefit individuals or groups tend to be better candidates for mechanisms that recover the costs from those individuals or groups; for example, targeted rates, fees, and charges.

Many activities provided by local authorities tend to fall somewhere between these. In these cases, depending on other analyses, a local authority might apply a mix of tools.

3. Period over which benefits occur

This is the 'intergenerational equity' principle. Many of the activities provided by local government are either network or community infrastructure (for example, roads and stormwater channels), which last for a long time. Benefits from infrastructure can be expected to last for the life of the asset. This matter requires consideration of how the benefits and costs for the

Community Services	Recreation and Leisure
	Community Facilities and Community Support
	Parks and Open Spaces
	Economic Development
Planning and Regulatory Services	Regulatory Services
	Districtwide Planning

Governance and Tāngata Whenua	Governance and Tāngata Whenua
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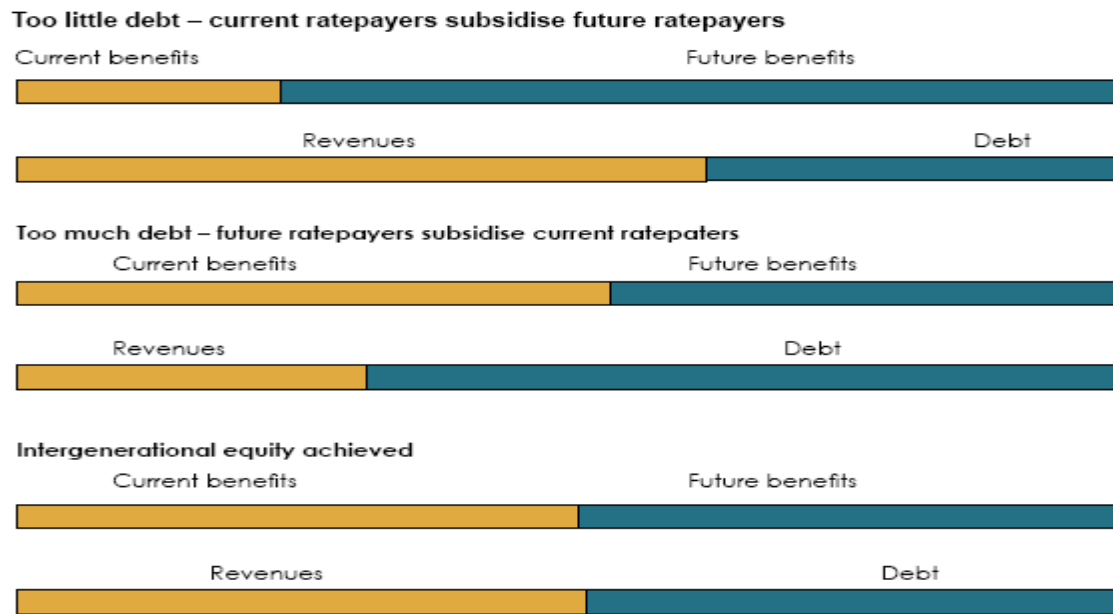
assets are distributed over time, so that current day ratepayers are not meeting the entire burden of paying for them now. This is illustrated in Figure 1.

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The main tool for ensuring intergenerational equity is the use of debt, and then rating future ratepayers to service the debt. This is similar to the way in which many people purchase their first homes. A decision not to borrow for new capital is effectively a decision that current ratepayers should meet the cost of services that future ratepayers will consume, and should be made as a conscious policy choice.

A meaningful assessment of intergenerational equity requires rigorous asset management information that sets out service levels, current and predicted asset conditions, expected service lives, programmes of capital, maintenance and renewal. The information source for this is an asset management plan.

Figure 1: The Intergenerational Equity Principle in Action



4. The extent to which actions or inactions contribute to a need to undertake the activity

This is the 'exacerbator pays' principle which basically holds that those groups or individuals whose actions or inactions give rise to a need to undertake a particular activity should contribute, where possible, to the costs of that activity.

5. Costs and benefits from funding the activity distinctly from other activities

This is a requirement to consider whether there is any advantage to funding the activity distinctly from others; for example, from a targeted source (such as a targeted rate, fee or charge etc.) or from a general funding source (such as rates). The costs and benefits of funding the activity distinctly from other activities can include any consequences for transparency and accountability.

The legislation specifically requires consideration of 'consequences for transparency and accountability'. This might include:

- *the financial scale of the activity* – the smaller the activity, the less likely it is that distinct funding will be economic;
- *the administrative costs that would be involved in funding the activity separately* – for example, the cost of creating the information necessary to administer a targeted rate on the rating information database and adding extra information to the invoice, invoicing and collection of a fee or charge etc;
- *legal requirements* – occasionally the law may require an activity to be 'ring-fenced'. For example, if a local authority is contemplating some capital work and wishes to offer ratepayers a lump sum contribution option then it must apply a targeted rate (for those who

choose not to pay a lump sum contribution at least for the capital component);

- *the distribution of benefits among the community may aid a decision* – for example, something that is of benefit to a subset of the community may be a stronger candidate for distinct funding than something that benefits the community as a whole;
- *promotion of value* – separating some activities, especially those to be funded from rates, may assist a local authority in its promotion of value for money. This is particularly relevant for some of the utility based activities such as water and sewage disposal. There may also be other activities in which a local authority may perceive a benefit in the community being able to see what it is 'getting for its money'; and
- *other benefits and costs.*

Second step considerations

The second step requires consideration of the overall impact of any allocation of liability for revenue needs on the community, and to consider if any changes are needed. This involves weighing up the impact of rates on the community. Such considerations might include:

- affordability - the ability to pay by low income households;
- barriers to access services;
- legal constraints;
- materiality;
- sustainability;
- fair treatment of the business sector - balancing the ability to pay and the benefits actually received.

The Council may, as a final measure, modify the overall mix of funding in response to these considerations.

Rating system review

To achieve the best rating system in terms of fairness and the ability of ratepayers to pay their contribution to the community's future, the rating system and the revenue and financing policy is reviewed three yearly, as required by legislation.

Overview of the Council's funding mechanisms

As required and permitted in s103(2) of the LGA, the Council uses a range of funding tools, mechanisms and sources for operating and capital expenditure. These tools help to allocate liability (i.e. who should be contributing to the costs) across different sectors of the community.

General rates

General rates are used where benefits flow to the district as a whole, where Council considers the community as a whole should meet the costs of those services and when the Council is unable to meet its user charge targets. The general rate is set on land value, on a differential basis.

The Council does not assess a uniform annual general charge.

Targeted rates

Targeted rates are used when the Council considers that transparency is important, or where the location or method of rating makes the use of a targeted rate more appropriate and more equitable.

Refer to the Funding Impact Statements – Rating Policies in the draft 2018/38 long term plan which outlines the Council's rating policies, in particular the funding mechanisms and the rating bases for these mechanisms.

Subsidies and grants

Most grants and subsidies are sourced primarily from central government and are typically related to specific activities. The main source of government subsidy is from the New Zealand Transport Agency (NZTA) to subsidise the construction of new local roading and the maintenance and renewal of existing local roading. The Council also receives a subsidy distribution of local authorities' petrol tax.

Fees and charges

The Council uses a range of fees and charges to recover a proportion of the costs of providing Council facilities and services. Generally, the greater the degree of identifiable private benefit, the more likely it is that the service costs can be recovered through fees and charges.

Interest and dividends from investments

The Council receives an annual dividend from its investment in the Local Government Funding Agency and interest income from its working capital balances and term deposits.

Fines, penalties and infringement fees

This includes penalties for late payment of rates, traffic infringements, library fines and fines for dog prosecution and noise control.

Borrowing

The Council borrows money to fund capital works where other sources of funding are not available or not appropriate. It may also enter into short-term borrowing arrangements for the management of cashflows. More detail about Council's borrowing is set out in its treasury management policy.

Proceeds from asset sales

Proceeds from asset sales will be used for the repayment of debt or the acquisition of new assets.

Development contributions and financial contributions

Section 198 of the LGA allows the Council to require a contribution for developments to ensure that a fair proportion of the cost of infrastructure needed to serve growth is funded by those who cause the need for that infrastructure (i.e. the developments leading to growth).

The Council currently has the ability to take financial contributions from new development under the Kāpiti Coast District Plan to avoid, remedy, or mitigate the adverse effects of development activities on the environment.

Lump sum contributions

Lump Sum contributions are where ratepayers are asked to make a capital (or lump sum) payment towards meeting the cost of providing a particular asset in their community rather than pay for these capital costs via an annual targeted rate.

Funding of operating expenditure

Operating revenue is set at such a level for the Council to meet its projected operating expenditure, as well as comply with applicable legislation and generally accepted accounting practice. The Council will use a mix of revenue sources to meet operating expenses, the major components of which are provided in the table below:

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Allocation of funding for operating expenditure	Six-year average from 1 July 2018 to 30 June 2024
Districtwide general rate	29%
Targeted rates	54%
Fees and charges	11%
Grants and subsidies	6%
Other operating income	0%
Total	100%

Funding of capital expenditure

The Council's funding of capital expenditure must comply with applicable legislation and generally accepted accounting practice, and is derived from a mix of revenue sources. The method of funding generally depends on the asset expenditure – whether it is a renewal of an existing asset or an upgrade of an existing asset or a completely new asset.

The key funding mechanism for asset renewals is depreciation, which means that the funding is effectively through rates.

Regarding infrastructure, there are two components of upgrade – a growth component to cater for the increased population and a level of service component which reflects community demands for new assets. The growth portion of our asset upgrades is funded largely by development contributions and the level of service portion is largely funded by debt.

The major sources of funding for capital expenditure are provided in the table below:

Allocation of funding for capital expenditure	Six-year average from 1 July 2018 to 30 June 2024
Depreciation	78%
Borrowings	6%
Capital grants	12%
Development contributions	4%
Total	100%

The Council prepares this long term plan with a commencement date of 1 July 2018. The following tables provide a summary of the proposed funding considerations for the 13 Council activities.

Coastal Management	
Nature of benefit/activity	<ul style="list-style-type: none"> • protection of Council-owned (community) assets: <ul style="list-style-type: none"> ○ roading; and ○ other assets*, • support of community coastal restoration initiatives focused on the protection and restoration of natural dune and coastal processes**, and • ongoing investigation and documentation of coastal hazards and management of areas of high and outstanding natural character. <p>Notes:</p> <p>* Such an activity purpose should not be construed as an absolute commitment to protection of all Council assets as a matter of course. Decisions will be made on a case by case basis, as set out under the relevant asset plan and guided by the Coastal Strategy.</p> <p>**This activity purpose does not include investment in, or responsibility for, the protection of private assets. This indicates a funding source for community initiatives and does not commit to any particular action.</p> <p>Where public intervention to protect public assets also creates private benefit via protection of private assets, the Council may seek contribution to the cost of the works based on the specific analysis of the private benefit created.</p>
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> • infrastructure investment supports resilience and agreed growth projections; and • an improved financial position against financial constraints.
<p>Who benefits - exacerbator or individuals or groups of individuals or community as a whole?</p> <p>Can the beneficiaries be identified?</p> <p>Public benefits?</p> <p>Period of benefits</p>	<ul style="list-style-type: none"> • community – all users of public assets protected; • community generally – protection and restoration of coastal character and systems; and • opportunities for private benefit from actions to protect public assets. <p>Yes, but private beneficiaries are a consequence of an action to protect a public asset (there is an explicit policy intention not to protect private assets).</p> <p>Primarily public benefit - any private benefit is an unintended consequence.</p> <p>Ongoing benefits for the period the infrastructural assets are being maintained and renewed.</p>
Who/what creates need?	Cumulative actions of settlement, climate processes, and the action of the sea.
Costs and benefits of distinct funding	Almost all benefits of this activity flow to the community as a whole, though there is a small amount of consequential private benefit. The cost of identifying, quantifying and recovering any such private benefits exceed any benefits this might provide.
Overall impact of allocation of liability	Coastal management costs are fully subsidised by the community. An increase in costs will flow directly to the community. Conversely, any reduction to these costs in each financial year will benefit the community.

Appendix C

Coastal Management	
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <ul style="list-style-type: none">• 100% public <p>Funded by:</p> <ul style="list-style-type: none">• districtwide general rate (non-roading assets); and• districtwide roading rate (roading assets). <p><u>Capital costs:</u></p> <ul style="list-style-type: none">• 100% public. <p>Funded by:</p> <ul style="list-style-type: none">• districtwide general rates;• borrowings; and• central government subsidies.

Access and transport	
Nature of benefit/activity	<ul style="list-style-type: none"> • provision of transport network and associated facilities for walking, cycling, vehicles and passenger transport; • maintenance, renewal and upgrading of the roading network including roads, cycleways, walkways and bridleways, traffic management services, environmental services etc; • road safety education programmes; • access links between public private spaces, facilities, social services, recreation etc; and • design focus has a wider benefit of urban amenity linked to community wellbeing.
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> • infrastructure investment in access and transport supports resilience and agreed growth projections; • an improved financial position against financial constraints; • an effective response to climate change in Kāpiti; and • a positive response to our distinct district identity.
<p>Who benefits - exacerbator or individuals or groups of individuals or community as a whole?</p> <p>Can the beneficiaries be identified?</p> <p>Public benefits?</p> <p>Period of benefits</p>	<ul style="list-style-type: none"> • the entire community benefits from accessibility of district and ease of transportation throughout the district (for example access to work and local economy, health and recreation, and environmental quality); • network users; and • land developers – creates access to new developments. <p>For capacity upgrade component from new developments, however, cannot differentiate individual network users at local level (central government petrol tax addresses this).</p> <p>Safety and accessibility; management of traffic flows in terms of amenity and impacts, health and economic return to district of access to services and facilities etc.</p> <p>Ongoing benefits for the period the infrastructural assets are being maintained and renewed.</p>
Who/what creates need?	The entire community creates the need for an accessible urban environment where transport links are readily available for both business and public use, including mode choice.
Costs and benefits of distinct funding	There are wide variations in the benefits received and impacts created by different road users. Therefore it is appropriate for a targeted rate, which includes a differential category reflecting different volumes of usage, to be applied to this activity.
Overall impact of allocation of liability	The majority of the roading cost is subsidised by NZTA, an increase in cost will result in an increase of local council share as well as an increase of required subsidy. A small portion is funded by the community only and an increase in these budgets will result in increased costs to the community. Examples of these budgets are the berm maintenance budget and the litter removal budget.

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Access and transport	
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <ul style="list-style-type: none">• 65% public and 35% private via central government allocations of road tax on individual users. <p>Funded by:</p> <ul style="list-style-type: none">• districtwide roading rates;• petrol tax;• districtwide roading fixed charges; and• central government – NZTA subsidy (50% in 18/19 and 51% in 19/20 and 20/21). <p><u>Capital costs:</u></p> <ul style="list-style-type: none">• 100% public-funded for works not incurred due to private development; and 49%-50% for NZTA subsidised works.• development contributions for capacity incurred for private development proportional to level incurred. <p>Funded by:</p> <ul style="list-style-type: none">• borrowings;• development contributions;• districtwide roading rates/fixed charges; and• NZTA subsidy (50%-51%).

Water	
Nature of benefit/activity	<ul style="list-style-type: none"> • efficient use of water and management of effects on the environment; • efficient use of potable water; • maintenance of safe and efficient provision of drinking water; • maintenance of health standards; and • services provided for commercial and fire-fighting purposes.
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> • infrastructure investment supports resilience and agreed growth projections; and • an improved financial position against financial constraints.
Who/what creates need?	<ul style="list-style-type: none"> • individuals and households for essential and agreed non-essential needs; • exacerbators – excessive users of potable water for non-essential needs; • entire community creates the need for a safe urban environment where water services are adequately provided and health standards maintained; • commercial and industrial enterprises create need for water services applicable to their businesses; and • fire-fighting services create need for water services to carry out their jobs.
Who benefits - exacerbator or individuals or groups of individuals or community as a whole?	<ul style="list-style-type: none"> • entire community benefits from safe and efficient provision of drinking water; • direct household benefit; • commercial businesses benefit specifically from the provision of water services; • entire community benefits from the provision of water services by ensuring fire fighting capabilities are maintained; and • ongoing benefits for the period the infrastructural assets are being maintained and renewed.
Can the beneficiaries be identified?	Yes, where measurement of consumptions is used.
Public benefits?	The public benefits from management of water use to reasonable/responsible levels – deferred impacts on the environment, deferred need for infrastructure investment.
Period of benefits	For period of active water management and the life of the water assets.
Costs and benefits of distinct funding	<p>Targeted rates are appropriate for this activity to enable a more equitable distribution of costs through a districtwide fixed annual charge and a volumetric charge. There is also a separate targeted rate for the Hautere/Te Horo water supply.</p> <p>The benefits of these targeted rates outweigh the associated administrative costs.</p>
Overall impact of allocation of liability	The majority of costs in this activity are funded by a targeted rate to water users with the remainder funded by fees and user charges.
Funding source allocation and funding source	<p>Urban water supplies</p> <p><u>Operating costs:</u></p>

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Water	
	<ul style="list-style-type: none"> private water user - 100% operating and financing costs. <p>Funded by:</p> <ul style="list-style-type: none"> funding from 1 July 2014 - water meter charges for private beneficiaries of the district's urban water supply system made up of a fixed charge and a volumetric charge; volumetric water charge for water used per rateable unit; fixed water charge per rateable unit or part use thereof; and targeted rates set for private beneficiaries who take up the Council's water retrofit service offer for Council-approved water conservation purposes that reduce the use of the Council's potable water supply (a detailed policy is being developed). <p><u>Capital costs:</u></p> <ul style="list-style-type: none"> 100% private <p>Funded by:</p> <ul style="list-style-type: none"> development contributions; borrowings; and fixed and volumetric water charges. <p>Hautere/Te Horo water supply</p> <p><u>Operating costs:</u></p> <ul style="list-style-type: none"> 100% private <p>Funded by:</p> <ul style="list-style-type: none"> Fixed charge per unit (1 unit = 1m³ /day)

Stormwater Management	
Nature of benefit/activity	<ul style="list-style-type: none"> • maintenance of a safe and efficient method of discharge of stormwater on land (private responsibility); • general benefits in terms of function of urban areas, public health and social wellbeing; and • protection of vulnerable areas from excess stormwater flooding.
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> • infrastructure investment supports resilience and agreed growth projections; and • improved financial position against financial constraints.
Who/what creates need?	<ul style="list-style-type: none"> • development which exacerbates stormwater run-off by construction of impermeable surfaces; • entire community (historic) location in areas vulnerable to flooding and hazard; and • climate change effects (increase over baseline).
Who benefits - exacerbators or individuals or groups of individuals or the community as a whole?	<ul style="list-style-type: none"> • developers – the use of downstream public assets to discharge stormwater. Note: the Council employs a policy of hydraulic neutrality for up to 1:100 year events; and • properties within stormwater rating areas benefit from safe and efficient discharge of stormwater.
Can the beneficiaries be identified?	Yes – it is possible to charge for stormwater effects based on permeable surfaces and for pre-development contribution properties.
Public benefits?	Primarily public benefit for current capacity (given historic decisions to settle and inability to charge back).
Period of benefits	Ongoing benefits for the period the infrastructure assets are being maintained and renewed.
Costs and benefits of distinct funding	This service is not equally available to all residents so there is no basis for charging all residents for its provision. Targeted rates are appropriate as the benefit accruing to individuals is related in part to the size of the property they inhabit. The size of the property is in turn linked to its capital value, making a capital value rating mechanism appropriate.
Overall impact of allocation of liability	The costs of this activity are 100% funded by a targeted rate so the community not within the stormwater network are not directly subsidising this activity through property rates.
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <ul style="list-style-type: none"> • 100% public. <p>Funded by:</p> <ul style="list-style-type: none"> • capital value rates set for each stormwater rating area <p><u>Capital Costs:</u></p> <ul style="list-style-type: none"> • 100% public funded for works not incurred due to private development; and • development contributions for capacity incurred for private development proportional to level incurred.

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Stormwater Management	
	<p>Funded by</p> <ul style="list-style-type: none">• borrowings;• development contributions (flood mitigation); and• capital value rates for each of the stormwater rating areas.

Wastewater Management	
Nature of benefit/activity	<ul style="list-style-type: none"> • maintenance of a safe and efficient method of collection, treatment and disposal of wastewater; • waste minimisation initiatives; • maintenance of health standards; and • services provided for commercial and industrial purposes.
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> • infrastructure investment supports resilience and agreed growth projections; and • an improved financial position against financial constraints.
Who/what creates need?	<ul style="list-style-type: none"> • individuals and businesses through the need to dispose of personal waste; • users of waste water service for disposal of waste created by business activity; • exacerbators who dispose of excessive volumes of waste due to high water use; and • entire community as a result of the need for public health services due to density of settlement.
Who benefits - exacerbator or individuals or groups of individuals or the community as a whole?	<ul style="list-style-type: none"> • entire community benefits from safe and efficient disposal of wastewater; • commercial and industrial businesses benefit specifically from the provision of wastewater services to treat and dispose of waste; • households benefit from the disposal of personal waste; and • exacerbators benefit.
Can the beneficiaries be identified?	Yes.
Public benefits?	Public benefit from dealing with public health effects.
Period of benefits	Ongoing benefits for the period the infrastructure assets are being maintained and renewed.
Costs and benefits of distinct funding	Users can be identified and charged the full costs of the activity through connection charges, targeted rates and development contributions. The benefits of targeting these rates outweigh the associated collection costs.
Overall impact	The costs of this activity are 100% privately funded so the community is not directly subsidising this activity through property rates.
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <ul style="list-style-type: none"> • 100% private. <p>Funded by:</p> <ul style="list-style-type: none"> • fixed charges (including differential) per sewerage pan <p><u>Capital costs:</u></p> <ul style="list-style-type: none"> • 100% private

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Wastewater Management	
	<p>Funded by:</p> <ul style="list-style-type: none">• borrowings; and• development contributions for capacity incurred for private development proportional to level incurred; and• fixed charges (including differential) per sewerage pan.

Solid Waste	
Nature of benefit/activity	<ul style="list-style-type: none"> enabling and providing effective and efficient solid waste services and facilities; waste minimisation education, projects and support; and after-care of landfills.
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> infrastructure investment supports resilience and agreed growth projections; and improved financial position against financial constraints.
<p>Who benefits - exacerbator or individuals or groups of individuals or the community as a whole?</p> <p>Can the beneficiaries be identified?</p> <p>Public benefits?</p> <p>Period of benefits</p>	<ul style="list-style-type: none"> the entire community benefits from a solid waste services and waste minimisation education and support; the exacerbator (waste disposer) benefits from the safe and efficient collection and disposal of solid waste by licensed collectors who are monitored by the Council; and households and businesses benefit from refuse collection and recycling. <p>Yes, the entire community.</p> <ul style="list-style-type: none"> public benefits in terms of health; Waikanae residents benefit from convenience of location and operating hours of Waikanae Recycling Centre; and Ōtaki residents benefit from convenience of the location and operating hours of the Ōtaki Resource Recovery Centre. <p>Ongoing benefits for the period the service is undertaken.</p>
Who/what creates need?	Creation of problem by producer and consumer. Waste disposer creates the need to reduce waste and dispose of safely.
Costs and benefits of distinct funding	There is no benefit to funding this activity separately. User fees are used to recover costs in many ways to reflect individual private benefits and the residual cost is funded by the districtwide general rate.
Overall impact of allocation of liability	Solid waste costs are largely subsidised by the community. An increase in the costs of this activity will result mainly in increased costs to the community. Conversely, any reduction to these costs in a given financial year will benefit the community.

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Funding source allocation and funding source	<p><u>Operating costs:</u></p> <ul style="list-style-type: none">• 35% private - recovery of loan servicing costs of Otaihangā Resource Recovery Centre, lease revenues, cleanfill gate fees, licence fees, waste minimisation levies; and• 65% public - debt servicing costs on landfill closure and aftercare costs. Operation of Waikanae Recycling Centre, Otaihangā landfill final cap construction, landfill management, environmental management, waste facilities asset management, performance monitoring of licensed waste collectors and operators, waste minimisation education and support, Regional Waste Management and Minimisation Plan implementation. <p><u>Capital costs:</u></p> <ul style="list-style-type: none">• 100% public - landfill closure and aftercare and waste facilities asset management. <p>Funded by:</p> <ul style="list-style-type: none">• borrowings.
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Recreation and leisure		
Nature of benefit/activity	<p>Libraries, Arts and Museums</p> <ul style="list-style-type: none"> enable and support the community to be informed, educated, inspired and creative ; provide publically available recreational facilities and opportunities for social interaction and engagement; and provide access to a range of collection items, including historical items and items of cultural and community significance. <p>Aquatics</p> <ul style="list-style-type: none"> pools maintained to enhance the health, enjoyment and quality of life of the district's residents and visitors. 	
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> improved accessibility of Council services; an improved financial position against financial constraints; and community's satisfaction with Council services maintained or improved 	
Who/what creates need?	<ul style="list-style-type: none"> entire community for library, museum and arts experience and access to information resources and services as a key factor in civic life; and entire district creates the need for swimming pools. 	
<p>Who benefits - exacerbator or individuals or groups of individuals or the community as a whole?</p> <p>Can the beneficiaries be identified?</p> <p>Public benefits?</p> <p>Period of benefits</p>	<p>Libraries, Arts and Museums</p> <ul style="list-style-type: none"> the entire community benefits from choice of recreational activities and educational opportunities the library offers; and the entire community benefits from an informed community. <p>Yes – the entire community and specific benefits to borrowers of material, and users of library services.</p> <p>Public benefits deriving from an informed community, recreation, community interaction, and community meeting space.</p> <p>Ongoing benefit for the period the assets are being maintained and renewed.</p>	<p>Aquatics</p> <ul style="list-style-type: none"> the pools benefit users, the entire district and visitors to the district; <p>Yes – individuals and groups.</p> <p>Private and public benefit (public health, community activity, social wellbeing).</p> <p>Ongoing benefit for the period the assets are being maintained and renewed.</p>
Costs and benefits of distinct funding	<ul style="list-style-type: none"> User charges cover some of the costs of this activity; however, the bulk of the funding is through a targeted (community facilities) rate which reflects the different levels of usage. The community facilities rate applies to libraries, parks and reserves, swimming pools, public halls and community centres. The cost of further separating the community facilities rate into its constituent activities would exceed any benefits gained. 	
Overall impact of allocation of liability	<p>Recreation and leisure costs are largely subsidised by the community. An increase in the costs of this activity will mainly result in increased costs to the community. Conversely, any reduction to these costs in a given financial year will mostly benefit the community.</p>	

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Recreation and leisure		
Funding source allocation and funding source	<p>Libraries, Arts and Museums</p> <p><u>Operating costs:</u></p> <ul style="list-style-type: none"> 95% public and 5% private. <p>Funded by:</p> <ul style="list-style-type: none"> community facilities fixed charges; and library fees and charges. <p><u>Capital costs:</u></p> <ul style="list-style-type: none"> 100% public funded for works not incurred due to private development; and development contributions for capacity incurred for private development proportional to level incurred. <p>Funded by:</p> <ul style="list-style-type: none"> development contributions (community infrastructure); borrowings; and community facilities fixed charges. 	<p>Aquatics</p> <p><u>Operating costs:</u></p> <ul style="list-style-type: none"> 70% public (community facilities fixed charges – transitional differentials apply for multi-occupied properties); and 30% private (swimming pool fees). <p><u>Capital costs:</u></p> <ul style="list-style-type: none"> 100% public funded for works not incurred due to private development; and development contributions for capacity incurred for private development proportional to level incurred. <p>Funded by:</p> <ul style="list-style-type: none"> borrowings; development contributions; districtwide general rate; community facilities fixed charges; and community contribution (for example the Coastlands Aquatic Centre Trust).

Community facilities and community support		
Nature of benefit/activity	<p>Community Facilities</p> <ul style="list-style-type: none"> ensuring some affordable housing is available for older persons; and providing public facilities that allow for community participation. <p>Supporting Social Wellbeing</p> <ul style="list-style-type: none"> promotion of the community's social and cultural wellbeing through facilitation and advocacy; reduced social problems; and provision of social services support via contracts and grants. 	
Council Outcomes to which the activity contributes	<ul style="list-style-type: none"> the community is more resilient through Council's advocacy; an improved financial position against financial constraints; the community is better supported to lead initiatives in response to agreed community priorities; community's satisfaction with Council services is maintained or improved; and improved accessibility of Council services. 	
Who benefits - exacerbator or individuals or groups of individuals or the community as a whole?	<p>Community facilities</p> <ul style="list-style-type: none"> entire district; users of the facilities provided; visitors to the district; older persons within the community who qualify for housing; and entire community benefits through the availability of public facilities. 	<p>Supported social wellbeing</p> <p>The entire community benefits through improved levels of the community's social and cultural wellbeing.</p>
Can the beneficiaries be identified?	<ul style="list-style-type: none"> public halls – yes – community groups and individuals; public toilets –yes – individuals; cemeteries – yes – entire community and private beneficiaries; and housing for older persons – yes – individuals. 	<p>Yes – entire community and private beneficiaries.</p>

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Community facilities and community support		
Public benefits?	<ul style="list-style-type: none"> public halls and community centres – significant individual and community group benefit. Equal public benefit in terms of community activity, health and engagement; public toilets – private and public benefit (public health, tourism attraction); cemeteries – private benefit – place to bury dead in a respectful way; public benefit – public health, continuing of cultural traditions around burial; housing for older persons – primarily private benefit of affordable housing. Public benefits of community care for vulnerable; and 	Public benefits include health, cooperation, ability to leverage funding into the district, and the provision of services to the community.
Period of benefits	<ul style="list-style-type: none"> ongoing benefits for the period the assets are being maintained and renewed. 	Ongoing benefits.
Who/what creates need?	<p>Community Facilities</p> <ul style="list-style-type: none"> the entire district creates the need for these facilities; and the entire community creates the need for affordable housing and public facilities. <p>Supporting Social Wellbeing</p> <ul style="list-style-type: none"> the entire community creates the need/desire for a community that works collectively and cooperatively and is able to withstand external pressures and shocks; and the more involved and skilled people are, the more they contribute to the economic, social and cultural wellbeing of the district. 	
Costs and benefits of distinct funding	<p>User charges cover some of the costs of this activity; however the bulk of the funding is through a targeted (community facilities) rate which reflects the different levels of usage.</p> <p>The community facilities rate applies to libraries, parks and reserves, swimming pools, public halls and community centres. The cost of further separating the community facilities rate into its constituent activities would exceed any benefits gained.</p>	
Overall impact of allocation of liability	Community facilities and community services costs are largely subsidised by the community. An increase in the costs of this activity will mainly result in increased costs to the community. Conversely, any reduction to these costs in a given financial year will mostly benefit the community.	

Community facilities and community support

<p>Funding source allocation and funding source</p>	<p>Community Facilities</p> <p><u>Operating costs:</u></p> <ul style="list-style-type: none"> • public halls and community centre: <ul style="list-style-type: none"> ○ 80% public (community facilities fixed charges – transitional differentials apply for multi-occupied properties); and ○ 20% private (hall rental charges). • public toilets: <ul style="list-style-type: none"> ○ 100% public (districtwide general rate). • public cemeteries: <ul style="list-style-type: none"> ○ 60% public (districtwide general rate); and ○ 40% private (cemetery fees). • housing for older persons: <ul style="list-style-type: none"> ○ 80% private - (rental costs for housing for older persons) 20% districtwide general rate. <p><u>Capital costs:</u></p> <ul style="list-style-type: none"> • 100% public funded for works not incurred due to private development; and • development contributions for capacity incurred for private development proportional to level incurred. <p>Funded by:</p> <ul style="list-style-type: none"> • borrowings; • development contributions; • districtwide general rate; • community facilities fixed charges; and • housing for older person's rental income. 	<p>Supporting Social Wellbeing</p> <p><u>Operating costs:</u></p> <p>100% public – community and social development.</p> <p>Funded by:</p> <p>districtwide general rate.</p>
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Parks and open space	
Nature of benefit/activity	<ul style="list-style-type: none"> • parks, reserves, sports fields, public gardens; • focus for community activity and involvement in improving environment; • amenity in urban environments – sources of pleasure and community pride and places for recreation (reserves); • source of health and wellbeing for community; • significant source of urban biodiversity (dependant on planting policies); and • open space as overflow paths for stormwater, water quality management.
Council Outcomes to which the activity contributes	<ul style="list-style-type: none"> • improved financial position against financial constraints; • infrastructure investment that supports resilience and agreed growth projections; • a positive response to our distinct district identity; and • community satisfaction with Council services is maintained or improved.
Who benefits - exacerbator or individuals or groups of individuals or the community as a whole?	<ul style="list-style-type: none"> • entire district; • adjacent residents – amenities; • users of the facilities provided; and • visitors to the district.
Can the beneficiaries be identified?	Yes, although individual users of passive open spaces cannot be easily differentiated.
Public benefits?	<ul style="list-style-type: none"> • significant public benefits – health, culture, amenity and biodiversity, and hazard management; • private benefit from sports fields at time of use – valuable as general open space at other times.
Period of benefits	<ul style="list-style-type: none"> • Ongoing benefits over life of asset.
Who/what creates need?	The entire district creates the need for these facilities.
Costs and benefits of distinct funding	<p>User charges to reflect private benefits cover some of the costs of this activity; however, the bulk of the funding is through a targeted (community facilities) rate which reflects the different levels of usage. Junior (school age) sports are not charged for.</p> <p>The community facilities rate applies to libraries, parks and reserves, swimming pools, public halls and community centres. The cost of further separating the community facilities rate into its constituent activities would exceed any benefits gained.</p>
Overall impact of allocation of liability	Parks and open spaces costs are largely subsidised by the community. An increase in the costs of this activity will mainly result in increased costs to the community. Conversely, any reduction to these costs in a given financial year will mostly benefit the community.

Parks and open space	
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <ul style="list-style-type: none"> • reserves; <ul style="list-style-type: none"> ○ passive open space – 100% public; and ○ sports fields and facilities 98% public and 2% private. (as total income against costs); <p>(Note: reflects the current income levels from sporting and community organisations).</p> <p>Funded by:</p> <ul style="list-style-type: none"> • community facilities charges. <p><u>Capital costs:</u></p> <p>Funded by:</p> <ul style="list-style-type: none"> • reserves contributions; • borrowings; and • community facilities fixed charges.

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Economic development	
Nature of benefit/activity	<ul style="list-style-type: none"> • promotion and encouragement of economic development opportunities within the Kāpiti Coast District; • tourism information and development services; and • overall economic strategy developed for district and neighbouring local authorities.
Council Outcomes to which the activity contributes	<ul style="list-style-type: none"> • the community is more resilient through Council's advocacy; • an improved financial position against financial constraints; and • the community is better supported to lead initiatives in response to agreed community priorities.
Who benefits - exacerbator or individuals or groups of individuals or the community as a whole?	<ul style="list-style-type: none"> • the entire community through a healthy, growing and sustainable economy; • individual businesses will benefit from specific initiatives; • residents achieving local employment; • the entire community benefits through improved economic activity in tourism; • individual businesses benefit from tourism opportunities; and • visitors to the district.
Can the beneficiaries be identified?	<ul style="list-style-type: none"> • the beneficiaries of this activity are principally the community as a whole and businesses
Public benefits?	<ul style="list-style-type: none"> • the activity benefits residents by providing jobs through attracting a more diverse range of businesses, raising incomes through offering more skilled and sustainable employment opportunities.
Period of benefits	<ul style="list-style-type: none"> • variable. Most identifiable tourism information services last for the life of the asset or lease arrangement.
Who/what creates need?	<ul style="list-style-type: none"> • the entire community (development of economy); • individual businesses; and • visitors.
Costs and benefits of distinct funding	Benefits from this activity flow to the community as a whole with some identifiable benefit for the business sector.
Overall impact of allocation of liability	Economic development costs are fully subsidised by the community. An increase in costs will flow directly to the community. Conversely, any reduction to these costs in a given financial year will benefit the community.

Economic development	
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <ul style="list-style-type: none"> • 100% public. <p>Funded by:</p> <ul style="list-style-type: none"> • districtwide general rate; • commercial targeted rate. <p><u>Capital costs:</u></p> <ul style="list-style-type: none"> • 100% public. <p>Funded by:</p> <ul style="list-style-type: none"> • borrowings.

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Regulatory services			
Nature of benefit/activity	<p>Building</p> <ul style="list-style-type: none"> standards of safety and quality of buildings within the district are monitored and enforced. <p>Resource consents and compliance</p> <ul style="list-style-type: none"> the sustainable management of all physical and natural resources on the Kāpiti Coast to sustain the life-supporting capacity of these resources to meet the needs of future generations; and the district is developed in a planned and orderly manner in harmony with the environment and community aspirations and values. <p>Environmental protection</p> <ul style="list-style-type: none"> provision of an efficient monitoring, regulatory and emergency response service; and administration of current, relevant legislation and bylaws to promote the health, safety and wellbeing of the community and protect the unique environment of the Kāpiti Coast. 		
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> improved accessibility of Council services; community satisfaction with Council services is at least maintained; an effective response to climate change in Kāpiti Coast District Council; and a more diverse range of business in the district. 		
Who benefits - exacerbator or individuals or groups of individuals or community as a whole?	<p>Building</p> <ul style="list-style-type: none"> entire district benefits; and the users of building regulatory services. 	<p>Resource consents and compliance</p> <ul style="list-style-type: none"> the entire community benefits from the sustainable management of the Kāpiti Coast environment; and subdividers/developers/landowners benefit from the process. 	<p>Environmental protection</p> <ul style="list-style-type: none"> the entire district benefits from regulatory requirements that promote the health, safety and wellbeing of the community; users of regulatory services; and the ongoing benefits of a regulatory environment for the district.
Can the beneficiaries be identified?	Yes – entire community; and specific benefits to building owners and users.	<ul style="list-style-type: none"> yes – entire community; and yes – specific developers/land owners. 	Yes - however, private beneficiaries cannot be identified for hazardous substances and environmental health compliance.

Regulatory services			
Public benefits?	<p>All activities for this team are a mix of private and public benefit. LIMs (land information memoranda) are mainly private benefit for the recipient whereas building warrant of fitness work is mainly of benefit to the public improving building safety for occupants. Other activities such as building consent activities are primarily a private benefit with the public deriving benefit through the safe use of the buildings now and into the future.</p> <p>Enforcement work and enquiries are a mix of private and public benefit.</p>	<p>Ongoing benefits from ensuring compliance with environmental standards set under the Resource Management Act 1991 and subsequent amendments and regulations, and the district plan.</p>	<ul style="list-style-type: none"> • full public benefit for hazardous substances, environmental health, and environmental compliance; • food and alcohol licensing is primarily a private benefit to operate a business, but the public enjoys ongoing benefits of business; • the entire community and trade waste dischargers benefit from managing trade waste discharges into the wastewater system; • fencing of pools is a significant private benefit; • private benefit for animal control in relation to dog ownership, however control of stock and managing dogs to ensure that they do not cause nuisance, injure, endanger or cause distress is a benefit to community; and
Period of benefits	Ongoing.	Ongoing.	<ul style="list-style-type: none"> • Ongoing.
Who/what creates need?	<p>Building</p> <ul style="list-style-type: none"> • the entire community creates the need for monitored standards of safety and quality of buildings; • property owners; and • statutory requirements. <p>Resource consents and compliance</p> <ul style="list-style-type: none"> • subdividers/developers/land owners; • the entire community – current and future generations; • physical and built environment; and • statutory requirement. <p>Environmental protection</p> <ul style="list-style-type: none"> • users of regulatory services; • the district as a whole to ensure there is a consistent regulatory framework to promote health, safety and wellbeing of the people and environment of the Kāpiti Coast; and • statutory requirements. 		

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Regulatory services			
Costs and benefits of distinct funding	A large degree of private benefit across this activity makes user charging feasible where legislation allows (usually when consent or licence is sought). Where costs are not met by user charges, public contribution is at the districtwide general rate.		
Overall impact of allocation of liability	Regulatory services are partly funded by revenue from fees. Part of any increased costs will result in increased costs to the community. Conversely, any reduction to these costs in a given financial year will mostly benefit the community.		
Funding source allocation and funding source	<p>Building</p> <p><u>Operating costs:</u></p> <ul style="list-style-type: none"> 45% public and 55% private; (excludes earthquake prone building project costs). <p>Funded by:</p> <ul style="list-style-type: none"> districtwide general rate; and building fees and charges. 	<p>Resource consents and compliance</p> <p><u>Operating costs:</u></p> <ul style="list-style-type: none"> 60% public and 40% private; legal fees for Environmental Court hearings are excluded from the funding apportionment. <p>Funded by:</p> <ul style="list-style-type: none"> districtwide general rate; and fees and charges. 	<p>Environmental protection</p> <p>Environmental protection has been considered three separate units within the Environmental Standards team for private/rates funding split: animal control; environmental health; and compliance.</p> <p><u>Operating costs:</u></p> <ul style="list-style-type: none"> animal control: 40% public and 60% private; environmental health 75% public and 25% private; and compliance 60% private and 40% public. <p>Funded by:</p> <ul style="list-style-type: none"> districtwide general rate; and fees and charges for users of services.

Districtwide planning	
Nature of benefit/activity	<p>Strategic planning and policy development enables the Council to achieve the community's outcomes. Examples include :</p> <ul style="list-style-type: none"> • ensuring that urban areas retain their unique character and existing amenity values; • improving environmental monitoring; • ensuring that all physical and natural resources on the Kāpiti Coast are sustainably managed; • improving design and landscaping of urban development; • enabling business development and growth; and • developing vibrant ,diverse and liveable communities.
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> • the community is more resilient through Council's advocacy; and • improved financial position against financial constraints
<p>Who benefits - exacerbator or individuals or groups of individuals or community as a whole?</p> <p>Can the beneficiaries be identified?</p> <p>Public benefits?</p> <p>Period of benefits</p>	<ul style="list-style-type: none"> • developers in terms of a clear consistent policy framework for development proposals; • people immediately affected by development proposals; and • the entire community benefits from a sustainable environment protecting the unique character and existing amenity values of the district; and • the community benefits from the opportunities for growth and more liveable and vibrant urban areas. <p>yes for private plan changes — full benefits accrue to the developer and can be identified. If sufficient public benefit is arising, can choose to treat as a public plan change; and</p> <p>the whole community benefits from general policy including district plan development.</p> <p>yes, from providing a regulatory framework to manage development and change as it affects the environment; and</p> <p>yes, from community involvement in design processes.</p> <p>ongoing in terms of protecting the environment for future generations.</p>
Who/what creates need?	<ul style="list-style-type: none"> • developers; • business owners; • entire community; and • statutory requirement.
Costs and benefits of distinct funding	<p>The benefits from this activity flow to the community as a whole, except for private plan changes which are fully funded by the private beneficiary. The most appropriate way to fund the bulk of this activity is through the districtwide general rate as the cost of funding this activity separately exceeds any benefits that might be gained.</p>
Overall impact of allocation of liability	<p>Districtwide planning costs are fully subsidised by the community. An increase in costs will flow directly to the community. Conversely, any reduction to these costs in a given financial year will benefit the community.</p>

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Districtwide planning	
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <ul style="list-style-type: none">• 100% public (except for private plan change costs, which are fully private-funded); <p>Funded by:</p> <ul style="list-style-type: none">• districtwide general rate. <p><u>Capital costs:</u></p> <ul style="list-style-type: none">• 100% public. <p>Funded by:</p> <ul style="list-style-type: none">• borrowings;• development contributions; and• districtwide general rate.

Governance and tāngata whenua	
Nature of benefit/activity	<ul style="list-style-type: none"> • public accountability of Council governance; • contribution of the public to the decision-making process is valuable; • ensures that public expectations are met regarding identifying community needs, both current and future; • sustainability of Council activities; and • civil defence emergency management.
Council outcomes to which the activity contributes	<ul style="list-style-type: none"> • improved financial position against financial constraints. • infrastructure investment that supports resilience and agreed growth projections. • improved accessibility of Council services. • a community that is more resilient through Council's advocacy. • a community better supported to lead initiatives in response to agreed community priorities. • WREMO levels of service consistently met or exceeded in response to emergency preparedness.
<p>Who benefits - exacerbator or individuals or groups of individuals or community as a whole?</p> <p>Can the beneficiaries be identified?</p> <p>Public benefits?</p> <p>Period of benefits</p>	<ul style="list-style-type: none"> • the entire community benefits from involvement with the Council's decisions and goals, knowledge of the intended paths to meet those goals, and monitoring of progress. <p>Yes – entire community, and community groups (through community boards).</p> <p>Major benefits in terms of operation of local democracy and statutory processes.</p> <p>Benefits are on-going with a Council/public partnership.</p>
Who/what creates need?	<ul style="list-style-type: none"> • need is created by entire community for knowledge of and involvement in the Council's decisions; • need is created by the Council for an efficient and effective interface with and guidance from the public in decision making; • statutory requirement; and • health and safety of the entire community.
Costs and benefits of distinct funding	<p>Targeted rates are appropriate to fund the different costs and requirements of the individual communities in the district – Paraparaumu/Raumati, Waikanae, Ōtaki and Paekākāriki, as well as the service charges for Ōtaki and Paekākāriki.</p> <p>The balance of funding is through the districtwide general rate, as significant benefits arising from this activity flow to the wider community.</p>
Overall impact	There is no rationale or mechanism to relieve the districtwide general rate burden of this activity by charging fees or further targeting of rates.

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Governance and tāngata whenua	
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <ul style="list-style-type: none"> • 100% public. <p>Funded by:</p> <ul style="list-style-type: none"> • districtwide general rate; • local community rates; and • local service charges (Ōtaki and Paekākāriki) <p><u>Capital costs:</u></p> <ul style="list-style-type: none"> • 100% public. <p>Funded by:</p> <ul style="list-style-type: none"> • borrowings; • districtwide general rate; and • development contributions.

Rates remission policy

In order to allow rates relief where it is considered fair and reasonable to do so, the Council is required to adopt a policy specifying the circumstances under which rates will be considered for remission. There are various types of remission, and the circumstances under which a remission will be considered for each type may be different. The conditions and criteria relating to each type of remission are set out on the following pages, together with the objectives of the policy.

This policy is prepared under section 109 of the Local Government Act 2002 and is made up of the following nine parts:

Māori freehold land

Part 1 Rates remission and rates postponement on Māori freehold land

Rates postponement

Part 2 Rates postponement for farmland located in the urban rating areas of the Kāpiti Coast district

Part 3 Optional rates postponement

Rates relief

Part 4 Rates remission for Council community properties, sporting, recreation and other community organisations

Part 5 Rates remission for recreation, sporting and other community organisations which lease private property for a period of one year or longer

Part 6 Rates remission of late payment penalty

Part 7 Rates remissions for land protected for natural or cultural conservation purposes

Part 8 Rates relief for residential rating units containing two separately habitable units

Part 9 Rates assistance policy

Part 1 - Rates remission and rates postponement on Māori freehold land

Policy objective

The objectives of this policy are to:

- recognise that certain pieces of Māori freehold land may have particular conditions, features, ownership structures, or other circumstances that make it appropriate to provide for relief from rates;
- recognise where there is no occupier or person gaining an economic or financial benefit from the land;
- recognise that the Council and the community benefit through the efficient collection of rates; and
- meet the requirements of section 102 of the Local Government Act 2002 to have a policy on the remission and postponement of rates on Māori freehold land.

Policy conditions and criteria

Application for a remission or postponement under this policy should be made prior to the commencement of the rating year. Applications made after the commencement of the rating year may be accepted at the discretion of the Council. A

separate application should be made for each rating year.

Owners or trustees making application should include the following information in their applications:

- details of the rating unit or units involved;
- documentation that shows that the land qualifies as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court; and
- the objectives that will be achieved by the Council providing a remission.

The Council may investigate and grant remission or postponement of rates on any Māori freehold land in the district.

Relief and the extent thereof is at the sole discretion of the Council and may be cancelled and reduced at any time, in accordance with the policy.

The Council will give a remission or postponement of up to 100% of all rates for the year for which it is applied for based on the extent to which the remission or postponement of rates will:

- support the use of the land by the owners for traditional purposes;
- support the relationship of Māori and their culture and traditions with their ancestral lands;

- avoid further alienation of Māori freehold land;
- facilitate any wish of the owners to develop the land for economic use;
- recognise and take account of the presence of wāhi tapu that may affect the use of the land for other purposes;
- recognise and take account of the importance of the land in providing economic and infrastructure support for Marae and associated papakainga housing (whether on the land or elsewhere);
- recognise and take account of the importance of the land for community goals relating to:
 - the preservation of the natural character of the coastal environment;
 - the protection of outstanding natural features;
 - the protection of significant indigenous vegetation and significant habitats of indigenous fauna;
- recognise the level of community services provided to the land and its occupiers;
- recognise matters related to the physical accessibility of the land; and
- provide for an efficient collection of rates and the removal of rating debt.

The policy shall apply to owners of Māori freehold land who meet the relevant criteria as approved by the Chair of the Council committee with responsibility for managing Council finances (at the time of adopting this policy this is the Chair of the Operations and Finance Committee), and the Group Manager, Corporate Services.

This policy relates to Kāpiti Coast District Council rates only.

Part 2 - Rates postponement for farmland located in the urban rating areas of the Kāpiti Coast district

Policy objective

The objective of this policy is to encourage owners of farmland located in the urban rating areas to refrain from subdividing their land for residential, commercial, and industrial purposes unless doing so demonstrably supports intended outcomes of the Kāpiti Coast District Plan.

Policy conditions and criteria

The policy will apply to rating units that are:

- located in the urban rating area of a ward of the Kāpiti Coast district;
- individual or contiguous rating units, 10 hectares in area or more;
- farmland whose rateable value in some measure is attributable to the potential use to which the land may be put for residential, commercial, industrial, or other non-farming development; and
- actively and productively farmed by the ratepayer or the farming business.

The application for rate postponement must be made to the Council prior to the commencement of the rating year. Applications received during a rating year will be eligible for the commencement of the following rating year. No applications will be backdated.

A new application must be made for each financial year.

Ratepayers making application should include the following documents in support of their application:

- details of ownership of the rating unit; and
- information on the farming activities.

If an application is approved the Council will request its valuation service provider to determine a rates postponement value of the land. The rates postponement value specifically excludes any potential value that, at the date of valuation, the land may have for residential purposes, or for commercial, industrial, or other non-farming use.

The rates postponed for any rating period will be the difference between the rates calculated according to the rateable land value and the rates calculated according to the rates postponement land value.

Any objection to the rate postponement land value, determined by the Council and its valuation service provider, will not be upheld.

All rates whose payment has been postponed and which have not been written off become due and payable immediately on:

- the land ceasing to be farmland;
- the land being subdivided;
- the value of the land ceasing to have a portion of its value attributable to the potential use to which the land may be put for residential, commercial, industrial, or other non-farming development; or
- there being a change of ownership of the farmland.

Postponed rates may be registered as a charge against the land so that in the event that the property is sold the Council has first call against any of the proceeds of that sale.

The policy shall apply to ratepayers who meet the relevant criteria as jointly approved by the Chair of the Council Committee with responsibility for managing Council finances (at the time of adopting this policy this is the Chair of the Operations and Finance Committee) and the Group Manager, Corporate Services.

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Part 3 - Rates postponement due to extreme financial hardship

Policy objective

The objective of this policy is to assist residential ratepayers 65 years of age and over who want to defer the payment of rates by using the equity in their property. The policy also applies to those who may have financial difficulties or unusual circumstances, as long as they have the required equity in their property.

Policy criteria

Current and all future rates may be postponed indefinitely:

- ☐ if at least one of the applicants is 65 years of age or older; or
- ☐ in demonstrable cases of significant financial difficulty.

Only rating units defined as residential, that are owned by the applicant and used by the applicant as their sole or principal residence will be eligible for consideration of rates postponement.

For the year of application, the applicant must have applied for the government rates rebate before any rates will be postponed.

The postponed rates (including any GWRC postponed rates) will not exceed 80% of the available equity in the property. The available equity is the difference between the Council's valuation of the property and the value of any encumbrances against the property, including mortgages and loans.

The property must be insured for its full value.

All rates are eligible for postponement except for:

- ☐ targeted rates for water supplied by volume; and
- ☐ lump sum options which are rates paid in advance

All applications for postponement must be made on the prescribed form.

Those applying for postponement of rates because they are experiencing significant financial difficulty should provide clear details and proof of their circumstances.

Policy conditions

The Council recommends that all applicants seek advice from an appropriately qualified and independent financial advisor on the financial impacts and appropriateness of postponing their rates.

The Council will postpone payment of the residual rates (the amount of rates payable after any optional payment has been made) if the ratepayer meets the above criteria

An administration fee will be charged on the postponed rates which will not exceed the administrative and financial costs to Council of the postponement.

If the property in respect of which postponement is sought is subject to a mortgage, then the applicant will be required to obtain the mortgagee's consent before the Council will agree to postpone rates.

The postponed rates, or any part thereof, may be paid at any time.

The applicant may choose to postpone a lesser amount of rates than the amount they may be entitled to under the terms of this policy.

Any postponed rates (under this policy) will be postponed until:

- a) the ratepayer's death;
- b) the ratepayer no longer owns the rating unit;

- c) the ratepayer stops using the property as his or her residence; or
- d) until a date specified by the Council.

Postponed rates will be registered as a statutory charge against the property to protect the Council's right to recover postponed rates. At present, the law does not allow councils to register such a statutory land charge against Māori freehold land. Accordingly, Māori freehold land is not eligible for rates postponement (unless and until the law is changed so that the Council can register a statutory land charge).

For the rates to be postponed the Council will require evidence each year, by way of statutory declaration, of the ratepayer's property insurance and the value of encumbrances against the property, including mortgages and loans.

Review or suspension of policy

The policy is in place indefinitely and can be reviewed subject to the requirements of the Local Government Act 2002 at any time. Any resulting modifications will not change the entitlement of people already in the scheme to continued postponement of all future rates.

The Council reserves the right not to postpone any further rates once the total of postponed rates and accrued charges exceeds 80% of the rateable value of the property as recorded in the Council's rating information database.

The policy acknowledges that future changes in policy could include withdrawal of the postponement option.

Procedures

Applications must be on the required application form which is available on the Council's website.

The policy will apply from the beginning of the rating year in which the application is made although the Council may consider backdating past the rating year in which the application is made depending on the circumstances.

The policy shall apply to ratepayers who meet the relevant criteria as approved by the Group Manager, Corporate Services (with sub-delegation to Chief Financial Officer).

Part 4 - Rates remission for Council community properties, sporting, recreation and other community organisations

Policy objective

The objectives of this policy are to:

- facilitate the on-going provision of non-commercial (non-business) community services and/or sporting and recreational opportunities that meets the needs of Kāpiti Coast district's residents;
- provide rating relief to Council community properties, sporting, recreation and other community organisations; and
- make membership of the sporting, recreation and other community organisations more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, older persons and economically disadvantaged people.

Policy conditions and criteria

The policy may apply to land owned by the Council which is used exclusively or principally for community purposes, sporting, recreation, or to land which is owned and occupied by a charitable organisation and used exclusively or principally for sporting, recreation or other community purposes.

The policy does not apply to:

- organisations operated for private pecuniary profit, or those which charge commercial tuition fees; and
- groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

Under this policy the following rate remission may apply to the Council and those sporting, recreation and other community organisations which qualify:

- A 50% remission may apply to the Council rates and charges (excluding water and wastewater).

Any land which is 50% non-rateable under Part 2 of Schedule 1 of the Rating Act is not eligible for this remission.

The policy requires that applications for rate remission from all other qualifying organisations must be made to the Council by 31 March each year. Applications received during a rating year will be applicable from the commencement of the following rating year. No applications will be backdated.

Organisations making an application must provide the following documents in support of their application:

- statement of objectives;
- full financial accounts;
- information on activities and programmes; and
- details of membership or clients.

The policy may automatically apply to land owned by the Council which is used exclusively or principally for community purposes, sporting and recreation.

The policy may apply to recreation, sporting and other community organisations who meet the relevant criteria as jointly approved by the Chair of the Council committee with responsibility for

managing Council finances (at the time of adopting this policy this is the Chair of the Operations and Finance Committee) and the Group Manager, Corporate Services.

Part 5 - Rates remission for recreation, sporting and other community organisations which lease or own private property for a period of one year or longer

Policy objective

The objectives of this policy are to:

- facilitate the on-going provision of non-commercial (non-business) community services and/or recreational opportunities that meets the needs of Kāpiti Coast district's residents;
- provide rating relief to recreation, sporting and other community organisations; and
- make membership of the recreation, sporting and other community organisations more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, older persons, and economically disadvantaged people.

Policy conditions and criteria

The policy may apply to property leased or owned by a charitable organisation for a period of at least one year, is used exclusively or principally for recreation, sporting or community purposes, and the organisation is liable for the payment of the Council's rates under the property's lease agreement, or as the property owner.

The policy does not apply to:

- organisations operated for private pecuniary profit, or those which charge commercial tuition fees; and
- groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or

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community services as a secondary purpose only.

Under this policy the following rate remission may apply to those recreational, sporting and other community organisations which qualify:

- a 50% remission of the Council's rates and charges (excluding water and wastewater).

This 50% maximum rate remission may also apply to recreation, sporting and other community organisations that qualify and have a liquor licence. (Note: The reason for allowing recreation, sporting and other community organisations with liquor licences to also receive a 50% rate remission is because the change in social drinking patterns means that the liquor licenses no longer provide the same level of funding as was previously the case.)

No second remission of rates will be made on those properties which have already received a rate remission for a financial year or whose rateable land and/or capital values have been reduced by 50% under the provisions of schedule one, part two, of the Local Government (Rating) Act 2002.

The policy requires that applications for rate remission must be made to the Council after full payment of the rates responsibility of the organisation for the relevant financial year.

Organisations making application must provide the following documents in support of their application:

- statement of objectives;
- full financial accounts;
- evidence of their lease or ownership of the property;
- evidence of the amount of rates paid to the property owner or to the Council for each financial year;
- information on activities and programmes; and

- details of membership or clients.

The policy may apply to recreation, sporting and other community organisations who meet the relevant criteria as jointly approved by the chair of the Council committee with responsibility for managing Council finances (at the time of adopting this policy this is the Chair of the Operations and Finance Committee) and the Group Manager, Corporate Services.

Note: this approach will give the organisations affected the same net reduction in rates.

Part 6 - Rates remission of late payment penalty

Policy objective

The objective of this policy is to enable the Council to act fairly and reasonably when rates have not been received by the penalty date.

Policy conditions and criteria

The policy will apply to a ratepayer who has had a penalty levied where it is demonstrated that the penalty has been levied because of an error by the Council. Remittance will be upon either receipt of an application from the ratepayer or identification of the error by the Council.

Or

The policy may apply to a ratepayer where the Council considers that it is fair and equitable to do so. Matters that will be taken into consideration include the following:

- the ratepayer's payment history;
- the impact on the ratepayer of extraordinary events;
- the payment of the full amount of rates due; and
- the ratepayer entering into an agreement with the Council for the payment of their rates.

Under this policy the Council reserves the right to impose conditions on the remission of penalties. The policy shall apply to ratepayers who meet the relevant criteria as approved by the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer).

Part 7 - Rates remission for land protected for natural or cultural conservation purposes

Policy objective

The objective of this policy is to preserve and promote natural resources and heritage land to encourage the maintenance, enhancement and protection of land for natural or cultural purposes.

Policy conditions and criteria

This policy supports the provisions of the Kāpiti coast district plan and the heritage strategy. It recognises that most heritage features are already protected by rules in the district plan and encourages landowners to maintain, enhance and protect heritage features by offering a financial incentive.

Ratepayers who own rating units which have some feature of cultural or natural heritage which is voluntarily protected may qualify for remission of rates under this policy, for example:

- properties that have a QEII covenant under section 22 of the Queen Elizabeth the Second National Trust Act 1977 registered on their certificate(s) of title;
- properties that have a conservation covenant with the Department of Conservation registered on their certificate(s) of title;
- properties that have a site listed in the district plan heritage register (excluding any buildings);
- appropriately protected riparian strips; and

- heritage features that are protected by a section 221 consent notice (Resource Management Act 1991) registered on the certificate of title (excluding buildings).

This policy does not apply to land that is non-rateable under section 8 of the Local Government (Rating) Act 2002 and is liable only for rates for water supply, wastewater disposal, waste collection or recycling.

Applications for rates remission in accordance with this policy must be in writing and supported by documentary evidence of the protected status of the rating unit, for example, a copy of the covenant agreement or other legal mechanism.

In considering any application for remission of rates under this policy, the Council committee responsible for the Council's environmental and natural heritage portfolio (at the time of adopting this policy this is the Operations and Finance Committee) will consider the following criteria:

- the extent to which the preservation of natural or cultural heritage will be promoted by granting remission on rates on the rating unit;
- the degree to which features of natural or cultural heritage are present on the land;
- the degree to which features of natural or cultural heritage inhibit the economic utilisation of the land;
- whether, and to what extent, public access to/over the heritage feature is provided for;
- the extent to which the heritage feature is legally (e.g. covenanted) and physically (e.g. fenced) protected;
- in respect of geological sites and wāhi tapu:
 - the importance of the place to the tāngata whenua;
 - the community association with, or public esteem for, the place;

- the potential of the place for public education;
- the representative quality and/or a quality or type or rarity that is important to the District;
- the potential of the place as a wildlife refuge or feeding area;
- the potential of the place for its diversity in flora and fauna.

- in respect of ecological sites (areas of significant indigenous vegetation and significant habitats of indigenous flora) whether the site has:

- Representativeness - the site contains an ecosystem that is under-represented or unique in the ecological district;
- Rarity - the site contains threatened ecosystems; threatened species; and species that are endemic to the ecological district;
- Diversity - the site has a diversity of ecosystems species and vegetation;
- Distinctiveness - the site contains large / dense population of viable species; is largely in its natural state or restorable; has an uninterrupted ecological sequence; and contains significant land forms;
- Continuity and linkage within landscape - the site provides, or has potential to provide, corridor/buffer zone to an existing area;
- Cultural values - the site has traditional importance for Māori; recreational values; significant landscape value; protection of soil values; water catchment protection; recreation or tourism importance; and aesthetic coherence;

- Ecological restoration - an ability to be restored; difficulty of restoration; and cost/time;
- Landscape integrity - significance to the original character of the landscape; isolated feature (for example, does it stand out or blend in?); and whether it has a role in landscape protection; and
- Sustainability - size and shape of area; activities occurring on the boundaries which may affect its sustainability; adjoins another protected area; links; and easily managed.

Where remission of rates is granted under this policy the landowner, in conjunction with the Council, will be required to develop a heritage management plan.

The purpose of a heritage management plan is to set out a plan of action for managing a heritage feature within the Kāpiti coast district that is subject to rates remission.

The heritage management plan will:

- be reviewed on an annual basis by the Council in conjunction with the landowner;
- may contain conditions which shall be complied with on an on-going basis, including requirements to fence off the area, undertake weed control and restoration, undertake pest control and keep stock out of the area; and
- will ensure that the site will be managed in a manner that protects and enhances the heritage feature.

Any decision on whether to grant remission on rates will be at the discretion of the Council committee responsible for the Council's environmental and natural heritage portfolio (at the time of adopting this policy this is the Operations and Finance Committee). The amount of remission will be determined on a case-by-case basis by that same committee, taking into account the merits of the

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protected feature and the extent to which it meets the criteria specified in this policy. The amount of rates remission will be reviewed by that same committee as appropriate.

In granting rates remission under this policy, the Council committee responsible for the Council's environmental and natural heritage portfolio (at the time of adopting this policy this is the Operations and Finance Committee) may specify certain conditions before remission will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

Part 8 – Policy for rates relief for residential rating units containing two separately habitable units

Policy objective

The objectives of this policy are:

Objective 1

To enable the Council to provide relief for ratepayers who own a residential rating unit containing two habitable units, where the second unit is:

- ☐ either a consented family flat or is designated a minor flat¹; and
- ☐ used only to accommodate non-paying guests and family

Objective 2

To enable the Council to provide relief for ratepayers who own a residential rating unit containing two habitable units, where the second unit is:

- ☐ designated a minor flat; and

¹ A designated minor flat has a floor area less than 60m² in a rural zone and a floor area less than 54m² in an urban zone.

- ☐ only rented out for less than one month each year.

Policy conditions and criteria

Objective 1

- 1.1 The Council may remit a second targeted rate for community facilities and water supply rates set on a separately habitable portion of the rating unit, provided that:
 - a) the ratepayer provides a written application each year;
 - b) their rating unit contains two habitable units, where the second unit is either a consented family flat or is designated a minor flat;
 - c) the second unit is used only for family and friends of the occupants of the first unit on a non-paying basis; and
 - d) the application is accompanied by a statutory declaration of intent made by the ratepayer that declares that all the above conditions will be complied with in the ensuing year.

- 1.2 If a rating unit contains more than two habitable units used by non-paying guests and family, only one is entitled to remission.

Objective 2

- 2.1 The Council may remit a second targeted rate for community facilities and water supply rates set on a separately habitable portion of the rating unit, provided that:
 - a) the ratepayer provides a written application each year;
 - b) their rating unit contains two habitable units, where the second unit is designated a minor flat;

- c) their rating unit contains two habitable units; where the second unit is only rented out for less than one month each year; and
- d) the application is accompanied by a statutory declaration of intent made by the ratepayer that declares that all the above conditions will be complied with in the ensuing year.

- 2.2 If a rating unit contains more than two habitable units used by non-paying guests and family, only one is entitled to remission.

Application process for Objectives 1 and 2

The application for remission must be made to the Council prior to the commencement (by 30 June) of the rating year for which the remission is being applied. Applications will not be backdated.

Decisions for remission of rates for rating units consisting of two separately habitable units will be delegated to the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer).

Part 9 - Rates assistance policy

Policy objectives

The objective of this policy is to set out the circumstances in which the Council will offer financial assistance (a remission of rates) to those people experiencing difficult financial circumstances.

Introduction

This policy is divided into three sections as follows:

1. People who are facing on-going financial difficulties:
 - a) Ratepayers who own their own home;
 - b) Ratepayers who own rental properties, who are applying jointly with and on behalf of a tenant facing difficult financial circumstances;

- c) Ratepayers who own a licence to occupy retirement village applying jointly with and on behalf of a licensee who is experiencing financial difficulty.

2. People who are facing temporary financial difficulties.

3. Water rate remission for vulnerable households relating to high water use.

General criteria

Application for rates assistance must be made between 1 January and 30 June in the rating year in which the assistance is being applied for. Applications will be processed from 1 February onwards.

Funding will be available until such time as the rates assistance fund is fully subscribed in each financial year.

1. On-going financial assistance Policy conditions and criteria

Ratepayers who own their own home

(A) A ratepayer who is experiencing on-going financial difficulty may be eligible for financial assistance (a remission of rates) of up to \$300 if they meet the following criteria:

- the applicant owns the property;
- the applicant resides at the property;
- their total income before tax is less than \$34,000 a year and proof of income is supplied;
- an explanation of the financial difficulties experienced is provided with appropriate support;
- the ratepayer has first applied for the central government rates rebate; and

- expenditure on Kāpiti Coast District Council rates (after netting off any central government rates rebate) is more than 5% of net disposable income.

(B) Ratepayers who own rental properties, who are applying jointly with and on behalf of a tenant facing difficult financial circumstances

A tenant who is experiencing on-going financial difficulty can make a joint application with their landlord for financial assistance (a remission of rates) of up to \$300. Only the landlord, as the owner of the property, can receive this financial assistance (a remission of the Council's rates) from the Council. If the landlord receives a remission, they must pass it on to the tenant.

The tenant and landlord may be eligible for financial assistance if the following criteria have been met:

- the landlord is renting to a tenant whose total income before tax is less than \$34,000 a year and proof of income is supplied;
- the landlord and tenant provide a joint application form and an explanation of the financial difficulty experienced with appropriate support;
- expenditure on Kāpiti Coast District Council rates is more than 5% of the tenant's net disposable income;
- the tenant has a rental agreement for no less than six months and a copy of the rental agreement is provided;
- the landlord provides proof of the current record of the rental paid; and
- proof at the end of the year that the full amount of annual rate remission has been forwarded on to the tenant.

Should the landlord receive the remission and then not continue to pass on the remission to the tenant, the amount of the remission will be subsequently charged to the relevant rateable property.

(C) Ratepayers who own a licence to occupy retirement village applying jointly with and on behalf of a licensee who is experiencing financial difficulty

An owner of a licence to occupy unit in a retirement village may apply for financial assistance (a remission of rates) of up to \$150 per licensee property provided that:

- the licensee's total income before tax is less than \$34,000 a year and proof of income is supplied;
- the owner and licensee provide a joint application form and an explanation of the financial difficulty experienced with appropriate support;
- expenditure by the ratepayer on Kāpiti Coast District Council rates for the individual licence to occupy unit is more than 5% of the tenant's (licensee's) net disposable income
- the licensee attaches a copy of the licence to occupy agreement;
- the owner of the retirement village provides proof of the current amount of rates charged to the licensee in their weekly/monthly charges; and
- proof at the end of the year that the full amount of annual rate remission has been forwarded on to the licensee.

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Should the retirement village owner receive the remission and then not forward it on to the licensee the amount of remission would be subsequently charged back to the retirement village.

2. Temporary financial assistance

The Council will make available financial assistance (a remission of rates) of up to \$300 per rateable property for those applicants who are experiencing financial difficulties due to, for example, repair of water leaks, a serious health issue (including on-going serious health issues) or for essential housing maintenance. Applications may be made throughout the year and will be considered until the \$25,000 fund is fully subscribed.

Policy conditions and criteria

A ratepayer who has incurred significant one-off expenditure may be eligible for financial assistance (a remission of rates) of up to \$300 if they meet the following criteria:

- the applicant is the owner of the property;
- the applicant resides at the property;
- their total income before tax is less than \$34,000 a year and proof of income is supplied;
- one-off expenditure has been incurred in relation to repairs for water leaks, a serious health issue or for essential housing maintenance within the same financial year and proof of expenditure and reasons for expenditure are provided;
- the applicant has also applied for the central government rates rebate and is receiving all relevant funding; and
- the effect of the one-off expenditure is to reduce net disposable income such that rates, net of any central government rates rebate, is more than 5% of net disposable income.

3. Water rate remission for vulnerable households relating to high water use

Applicants may apply for this remission in May with applications being assessed and applied to individual water rate accounts in June.

Criteria for approving water rate remission

Applications will be assessed against the following criteria:

(A) Ratepayer: owner of property - water variable charge paid by property owners

A property owner with two or more dependents living at the property may apply for a water rate remission provided that:

- the applicant owns the property;
- the applicant resides at the property;
- the property owner is receiving a working for families tax credit;
- total water rate charges from 1 July to 30 April have exceeded \$311.

(B) Landlord and tenant: water variable charge - paid by landlord and on-charged to tenant

A tenant with two or more dependents living at the property may apply for a water rate remission provided that:

- the tenant has a rental agreement for no less than six months and a copy of the rental agreement is provided;
- the tenant resides at the property and the property is also classified as residential;
- the tenant is receiving a working for families tax credit;
- total water rates charges from 1 July to 30 April have exceeded \$311;

- their landlord is informed and agrees to adjust any on-charged variable water charge to their tenant by the amount remitted by the Council.

Should the landlord receive the remission and then not continue to pass on the remission to the tenant, the amount of the remission will be subsequently charged to the relevant rateable property. The tenant will continue to be responsible for any remaining variable charge for water.

General conditions

- no rates remission will be paid for any variable charge for water use where that water use is for other than internal or essential household use.

Assessment

All rates remission applications will be treated on a case-by-case basis and will be approved/declined by the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer). Other information or evidence may also be requested in certain circumstances (for example, information supporting what change of circumstance may have occurred to cause temporary financial difficulty).

Significance and engagement policy

Policy statement

1. Council has developed this policy because –
 - community participation in the democratic process is inherently valuable, and
 - community engagement can support robust decision making, and
 - section 76AA of the Local Government Act 2002 (LGA) requires the policy.

Operation of the policy

Date policy becomes effective

2. This policy takes effect when adopted by Council.

Interpretation of terms in this policy

3. The following terms and their interpretation apply to this policy:

decision means any decision made by or on behalf of Council including decisions made by officers using powers delegated by Council. Management decisions made by officers using delegated powers in order to implement a Council decision are not significant.

significance, in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by Council, in terms of its likely impact on, and likely consequences for, –

- a) the District or region:

- b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter:
- c) the capacity of Council to perform its role, and the financial and other costs of doing so.



significant, in relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance. If something is “significant” then it has a high degree of importance:

- a) a significant activity is one with a high degree of importance.
- b) a significant decision is a decision with a high degree of importance.



Significant decision = high degree of importance

strategic asset refers to an asset or group of assets that Council needs to keep in order to maintain its capacity to achieve or promote its outcomes, and that may be important to the current or future well-being of the community. This includes –

- a) the assets listed in clause 17; and
- b) any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- c) any equity securities held by the local authority in –

- i) a port company within the meaning of the Port Companies Act 1988;
- ii) an airport company within the meaning of the Airport Authorities Act 1966.

Purpose

4. The purpose of the policy is-

- a) to enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities; and
- b) to provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters; and
- c) to inform Council from the beginning of a decision-making process about –
 - i) the extent of any public engagement that is expected before a particular decision is made; and
 - ii) the form or type of engagement that is required.

Policy principles

5. Council is committed to engaging with communities that are directly affected by an issue, matter or proposal.
6. Council will engage with communities in different ways because of the diversity of the District's communities and the expanding number of ways that people communicate.
7. Council will use the special consultative procedure when required to do so by legislation.
8. Council acknowledges the unique perspective of Māori, who are more than an interest group.

9. Council's engagement planning on an issue will take account of –
 - a) Council's prior and current knowledge about the views and preferences of affected or interested parties; and
 - b) the expected costs and benefits of engagement.

Policy operation

10. All decision-making bodies of Council will decide on the degree of significance of a matter in the course of making a decision or dealing with a matter.
11. Council may reassess the significance of a matter at any point during a decision making process.
12. Any report to Council that requires a decision will include -
 - a) an assessment of the significance of the matter; and
 - b) advice on how Council can meet its engagement obligations.
13. If Council is called upon to make a significant decision quickly and the likely cost of delay will outweigh the benefits of consultation, it may make a decision without the usual public consultation. In these circumstances Council will still engage with District communities by providing information about the decision.
14. Council will publish guidance on the operation of this policy on its website.

Exclusions

15. This policy does not cover any engagement process that may be required under the Resource Management Act 1991.

Review and amendment

16. Council will consult on any proposed amendments to the policy in accordance with

section 82 LGA unless it considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.

Significance

Strategic assets

17. Council's strategic assets are significant to Council and its communities. They are –
 - a) water treatment plants, reservoirs and water reticulation system as a whole, including all land, structures, tanks, pipes, pump stations and other plant.
 - b) wastewater treatment plants and reticulation systems, as a whole, including all land, buildings, pipes, pump stations and plant
 - c) stormwater reticulation system as a whole, including all land, structures, pipes, pump stations and other plant
 - d) roading system as a whole including bridges, footpaths, lighting, signs, and off-street parking
 - e) amenity parks, sports fields and facilities under the Reserves Act 1977, as a whole
 - f) District library, as a whole, including branch library buildings, books, the Māori collection, other special collections, and other lending resources
 - g) District swimming pools, as a whole
 - h) housing for older persons, as a whole.
 - i) other Council properties, as a whole, including all land, buildings and structures
 - j) refuse transfer stations
 - k) landfills
 - l) cemeteries, including all land, buildings and structures owned by Council.

18. Council manages its strategic assets "as a whole". While the asset as a whole is a strategic asset, some components are not necessarily strategic. For example, the roading network is a strategic asset, but individual sections of the network might not be. That means the sale or purchase of individual parcels of land is unlikely to constitute a significant decision.

General approach to assessing significance

19. Council's general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters is to consider the following matters –
 - a) the consequences for a strategic asset
 - b) the financial impact on Council, including the impact on debt
 - c) the impact on rates
 - d) the impact on levels of service, as specified in the current long term plan
 - e) the size of the directly affected community
 - f) mana whenua's relationships with land and water
 - g) the level of community interest.

Criteria for assessing significance

20. In order to assess extent to which an issue, proposal, asset, decision, or activity is significant or may have significant consequences, Council will consider the following set of criteria. The criteria are a set, and no single point automatically makes a matter significant.

Criteria	
Strategic assets	Does the matter affect a strategic asset?
Financial impacts	What impact would there be on Council's finances? What would

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	be the impact on Council's debt? What would be the impact on rates?
District strategy	How consistent is the matter with Council's long term plan, annual plan or another major Council plan that may be relevant to the matter?
Public interest	How widespread is the public interest?
Mana whenua's relationships with land and water	Is this consistent with the values and aspirations of tāngata whenua with regards to the sustainable management of the District? What impact would this have on mana whenua's relationships with land and water?
Legislation	Are there any legislative requirements that indicate the significance of the matter?

Thresholds for assessing significance

21. These thresholds provide an initial indication that a matter may be significant:

Thresholds

Strategic assets	Council would incur capital expenditure of more than 25% of the value of the strategic asset relevant to the decision.
Finances	Council would incur capital

Engagement

Community preferences for engagement

26. To identify community preferences for engagement, Council will draw on feedback and

	expenditure of more than 1% of the total value of Council's assets; or Council would incur operational expenditure of more than 5% of its annual budget for that year; or Council would breach its long term plan debt limit; or Council would reasonably expect to breach its long term plan cap on rates increases in the next year
District strategy	Council would reduce its share in any Council controlled organisation to the point where it no longer had a controlling interest
Public interest	There is District-wide public debate.
Mana whenua's relationships with land and water	The matter relates to the Memorandum of Partnership with tāngata whenua, co-management opportunities and ongoing formal agreements with tāngata whenua.

Significance and engagement in relation to decisions on water assets

Significant decisions for water assets

22. Council's Standing Orders require a 75% majority of members present and voting to make a significant decision in relation to water assets.

advice from elected members, District stakeholder groups, the District's communities, and the professional expertise of Council's advisers.

General approach and framework for engagement

27. Council will use the following framework for engagement, taking account of

23. Council will hold a referendum before making any significant decision in relation to water assets.
24. Any of the following decisions in relation to Council's water assets is significant:
 - a) divest ownership of the assets
 - b) transfer assets and services to a local government organisation
 - c) contract the management or operation of the supply system as a whole, either to a private interest or a local government organisation
 - d) establish a joint local government arrangement
 - e) transfer control of any of the following to any other local government organisation or private interest –
 - i) the funding policy
 - ii) pricing
 - iii) charging responsibilities
 - f) depart from Council's not-for-profit charging regime.
25. For the avoidance of doubt, clause 24 c does not apply to contracts for maintenance, renewal and upgrade works, or for professional services, design and contract management.

- a) the significance of the matter
- b) Council's familiarity with the views and preferences of persons who would be affected by a proposal
- c) community preferences for engagement
- d) the types of engagement that are suitable for the matter
- e) the costs and benefits of any consultation process or procedure
- f) any legislative requirements for particular forms of consultation

Engagement principles

28. Council is committed to engaging with communities on issues of concern to them, and especially when they are directly affected by an issue, matter or proposal.
29. Council will determine who it will engage with on any issue bearing in mind the communities that may be affected by a matter.

	District.	
Collaborate	Council and stakeholders work together from the initial concept to achieve mutual goals.	Memoranda of partnership Working parties Groups established to address specific issues.
Involve	People participate in the process and work directly with the Council to try to identify the best solution.	Council may test policies in the early stages of development with major stakeholders. Council may seek community views on a new community recreation facility.
Consult	Council provides information to communities and consults with them to get feedback on ideas, alternatives and proposals. That consultation, together with specialist or technical advice, then informs Council's decision making.	Council uses both formal and informal consultation mechanisms to learn about community views. Informal consultation can take many forms, according to the issue, matter or decision, including, including <ul style="list-style-type: none"> community meetings public meetings feedback via social media Formal consultation mechanisms include <ul style="list-style-type: none"> the special consultative procedure written submissions and hearings.
Inform	Council informs communities by providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Council uses a wide range of tools to inform communities including: Council website and publications including plans, reports, pamphlets, posters, etc <ul style="list-style-type: none"> public meetings local newspapers social media, and others as required.
Purpose of Engagement	Description	Practices
Empower	Council empowers stakeholders and communities to make some decisions directly. Communities elect representatives to make decisions on behalf of the whole	Council delegates decision-making powers to community boards. Council is elected to make decisions on behalf of the District.

30. Council works in partnership with the tāngata whenua of the District, being the iwi and hapū of Te Āti Awa ki Whakarongatai, Ngā Hapū o Otaki (Ngāti Raukawa) and Ngāti Toa Rangatira. Te Whakaminenga o Kāpiti will advise on how best to manage the consultation process and to facilitate the relationships between Council and iwi exercising mana whenua.

31. Council will work with other organisations as part of its engagement approach
32. Council will use a range of engagement methods and processes with District communities because –
 - a) different matters have different degrees of significance

- b) the District has a diverse range of communities
- c) the District's communities have a wide range of engagement preferences

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- d) Council and the District's communities are increasingly using an expanding range of digital communication channels.
- 33. Council will support meaningful engagement by defining issues and providing information so that communities may make informed responses.
- 34. When project consultants are involved in community engagement as part of a project, Council will oversee the process to ensure that the agreed engagement process is followed, and the information is gathered in a way that is valuable to Council.
- 35. Council will consult on service levels as part of its long term activity planning, and will then continue to maintain District assets without further consultation.

Engagement planning

- 36. Council's engagement planning on an issue will take account of –
 - a) Council's knowledge about the views and preferences of affected or interested parties, and
 - b) the expected costs and benefits of engagement.
- 37. Engagement plans may be changed from time to time to take account of changing circumstances.
- 38. Engagement plans will be made available on request.
- 39. Council will use the following (*below*) Engagement decision tree to guide its engagement planning.
- 40. Council may choose to limit its engagement when –
 - a) it already has a good understanding of the views and preferences of those who are affected; or

- b) personal information and commercially sensitive information are protected under various statutes; or
- c) the matter has already been addressed in a Council policy or plan; or
- d) an immediate or speedy decision is required for public health or safety; or
- e) emergency works are required; or
- f) the matter relates to the operation and maintenance of a Council asset and responsible management requires the work to take place, or
- g) costs are expected to outweigh the benefits.

Special consultative procedure

- 41. Council will use the special consultative procedure when required to do so by legislation. This includes reviewing, adopting, amending, or revoking many policies and plans, including –
 - a) the long term plan
 - b) bylaws, (s156(1)(a), LGA 2002)
 - c) a local alcohol policy
 - d) the local approved products (psychoactive substances) policy
 - e) the class 4 venue policy (Gambling Act 2003)
 - f) and others.
- 42. Council may also use the special consultative procedure when it considers it to be appropriate.

Explanations for decisions

- 43. If Council makes a decision that is not consistent with the bulk of public submissions it will explain the reasons for the decision.

If a Council decision is significantly inconsistent with a policy or plan it has already adopted, it will explain -

- a) the inconsistency
- b) the reasons for the inconsistency
- c) how the policy or plan will be modified to accommodate the decision.

Engagement decision tree

