

Notice is hereby given that an ordinary meeting of the Horowhenua District Council will be held on:

Date: Wednesday 6 May 2020

Time: 2.00 pm

via Audio Visual Link

Council

OPEN AGENDA

MEMBERSHIP

Mayor	Mr Bernie Wanden	
Deputy Mayor	Mrs Jo Mason	
Councillors	Mr David Allan	
	Mr Wayne Bishop	
	Mr Ross Brannigan	
	Mr Todd Isaacs	
	Mr Sam Jennings	
	Mrs Victoria Kaye-Simmons	
	Mr Robert Ketu	
	Mrs Christine Mitchell	
	Ms Piri-Hira Tukapua	
Reporting Officer	Mr David Clapperton	(Chief Executive)
Meeting Secretary	Mrs Karen Corkill	

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Full Agendas are available on Council's website
www.horowhenua.govt.nz

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1 Apologies

2 Public Participation

Due to the changing situation with the COVID-19 Lockdown, Council and Committee meetings will be held via audio-visual links. You will be able to watch a live-stream of these meetings via our website <https://www.horowhenua.govt.nz/CouncilMeetingsLive>

A recording of the meeting will be made available shortly after the meeting has finished. A link to the meeting can be found at <https://www.horowhenua.govt.nz/Council/Your-Council/Council-Meetings-Live>

You can be a part of the decision making process by making a written submission that will be referred to during the meeting, by sending to publicparticipation@horowhenua.govt.nz or by contacting our Governance Team on 06 366 0999.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

4 Declarations of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Confirmation of Minutes

5.1 Meeting minutes Open and In Committee - Council, 8 April 2020

6 Announcements

COVID-19 – Update

There will be an update on the current COVID-19 situation.

Proceedings of the Finance, Audit & Risk Committee 29 April 2020

File No.: 20/156

1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Committee meeting held on 29 April 2020.

2. Recommendation

- 2.1 That Report 20/156 Proceedings of the Finance, Audit & Risk Committee 29 April 2020 be received.
- 2.2 That the Council receives the minutes of the Finance, Audit & Risk Committee meeting held on 29 April 2020.

3. Issues for Consideration

The following items considered by the Finance, Audit & Risk Committee meeting held on the 29 April 2020 require further consideration by Council:

- The adoption of a Rates Postponement Policy.
A draft Rates Postponement Policy is an item on today's Agenda.
- A recommendation that the Council's Emergency Committee meets on 29 April 2020 to formalise a resolution to enable the planned Aquatic maintenance programme as outlined to proceed.
The Emergency Committee met on 29 April, as recommended, and the minutes of that meeting are included in today's Agenda.

Attachments


There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

Author(s)	Doug Law Chief Financial Officer	
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Approved by	Nicki Brady Deputy Chief Executive	
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Finance, Audit & Risk Committee

OPEN MINUTES

Minutes of a meeting of the Finance, Audit & Risk Committee held via Audio Visual Link on Wednesday 29 April 2020 at 1.00 pm.

PRESENT

Chairperson	Mr P Jones
Deputy Chairperson	Mrs C B Mitchell
Members	Mr D A Allan
	Mr W E R Bishop
	Mr R J Brannigan
	Mr T N Isaacs
	Mr B J Jackson
	Mr S J R Jennings
	Mrs V M Kaye-Simmons
	Mr R R Ketu
	Mrs J F G Mason
	Ms P Tukapua
	HWTM B P Wanden

IN ATTENDANCE

Reporting Officer	Mr D Law	(Chief Financial Officer)
	Mr D M Clapperton	(Chief Executive)
	Mrs N Brady	(Deputy Chief Executive)
	Mr D McCorkindale	(Group Manager – Customer & Strategy)
	Mr K Peel	(Group Manager – Infrastructure Operations)
	Mr B Maguire	(Group Manager – Infrastructure Development)
	Mrs L Slade	(Group Manager – People & Culture)
	Mr S Magi	(Information Services Manager)
	Mr B Harvey	(Community Facilities & Events Manager)
	Mrs T Glavas	(Health & Safety Advisor)
	Mr A Howard	(Emergency Management Officer)
	Ms S Hori Te Pa	(Governance & Executive Support Team Leader)
	Mrs K J Corkill	(Meeting Secretary)

1 Apologies

There were no apologies.

2 Public Participation

None requested.

3 Late Items

An opportunity has been identified under Alert Level 3 for the consideration of maintenance work at the Levin and Foxton Aquatic Centres to be considered that would otherwise be difficult to proceed with without interruption to the community enjoyment of the facilities. As this involved a four-week window, commencing 30 April 2020, this was being brought to the FAR Committee for consideration to be given to recommending it to the Emergency Committee of Council for the formalisation of a resolution to enable the works to proceed.

MOVED by Cr Tukapua, seconded Mayor Wanden:

THAT the late Item: Aquatic Brief – Planned Maintenance Window be considered by the Finance, Audit & Risk Committee.

CARRIED

With the agreement of the meeting, the Chair proposed a change in the order Agenda items would be addressed, as follows:

- 7.5 Chief Executive's Report
- 7.6 Draft Rates Postponement Policy
- 7.7 Horowhenua District Council COVID-19 Risk Management Update
The late report – Aquatic Brief – Planned Maintenance Window
- 7.1 Health & Safety Report
- 7.2 Projects Update
- 7.3 Nine Month Report 1 July 2019 – 31 March 2020
- 7.4 Treasury Report

4 Declarations of Interest

There were no declarations of interest.

5 Confirmation of Minutes

MOVED by Mr Jackson, seconded Cr Allan:

THAT the minutes of the meeting of the Finance, Audit & Risk Committee held on Wednesday, 26 February 2020, be confirmed as a true and correct record.

CARRIED

6 Announcements

There were no announcements.

7 Reports

7.5 Chief Executive's Report

Purpose

To update the Finance, Audit & Risk Committee with regard to Council's initial response to the COVID-19 pandemic.

Requesting the report be taken as read, Mr Clapperton provided more detail in relation to the different initiatives that Council had already established, or was in the process of implementing, as well as various initiatives that Council Officers were currently investigating.

One key area was in relation to rates and what could be done in that space to provide targeted relief to ratepayers and small businesses affected by the COVID-19 pandemic, whether using what was already in place, or putting in place other mechanisms such as a Rates Postponement Policy.

Mr Law, Mr Clapperton and Mrs Brady responded to queries and provided comment in relation to rates and the current Rates Remission Policy and its operation, particularly in terms of penalties and Council's success in collecting rates through the current system.

Mr Law did note that Council could include in its rates resolution (which was normally adopted by Council in July) that there would be no penalties or lower penalties for the ensuing year. The penalties that were in place were to try and ensure that Council had cash flow by incentivising people to pay rates on time. Council also had to abide by what was in its Policy which did mean requests for remissions were dealt with on a case by case basis with Officers working with ratepayers to work out arrangements that suited their situations, and any change to the Policy would need to be further considered at a Council level.

MOVED by Mr Jackson, seconded Cr Isaacs:

THAT Report 20/135 Chief Executive's Report be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.6 Draft Rates Postponement Policy

Purpose

To present to the Finance, Audit & Risk Committee a draft Rates Postponement Policy for consideration prior to it going out for public consultation as required by the Local Government Act 2002 (LGA), subsequent to its adoption by the Horowhenua District Council.

Mr Jones drew attention to the use of the word "must" in the Rates legislation, noting that in the Remission Policy the word "may" was used. He also noted that the Policy had to go out for public consultation and then come to full Council for adoption.

Some queries and concerns about the proposed conditions and criteria were raised and discussed, with the importance of ensuring the criteria was tight and targeted to those people who really needed it being stressed. Also noted was the potential to create cash flow issues which could impact on debt, with that depending on how many people did apply, which was unknown at this stage. Council did need to have a policy if it wanted to have the ability to postpone rates.

Responding to a query with regard to timing, Mr Law said taking into account the process which involved 30 days for public consultation, he did hope to have this completed in time for the adoption of the rates resolution which normally occurred at a Council meeting in July.

MOVED by Mr Jones, seconded Cr Allan:

THAT Report 20/131 Draft Rates Postponement Policy be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

THAT the Finance, Audit and Risk Committee recommends to the Horowhenua District Council that it considers the adoption of a Draft Rates Postponement Policy for public consultation, subject to further feedback from Elected Members.

CARRIED

Because of the possible adverse economic impact of the current situation, it was queried if a report could be sought from the Horowhenua New Zealand Trust on its views with regard to the impact on the Horowhenua.

Mr Clapperton said he had had a first cut of that information come through from the Trust, which gave an indication of what the impact might be sector by sector. In terms of job numbers, it might be possible to extrapolate that out and make an assessment on the number of people who might apply under a postponement policy. The early indications were that the impact could vary in different parts of the country, but it may not be as quite as severe in the Horowhenua as in other areas. He would give a verbal report at the Council meeting next week with some high level assumptions.

He also confirmed that there was a sector wide approach being made to government, with Council having forwarded information to the Local Government Response Unit, particularly around the rates rebate. Mrs Brady also had a Zoom meeting tomorrow with CEs from other Councils and would have the opportunity to raise questions there.

7.7 Horowhenua District Council Covid-19 Risk Management Update

Purpose

To update the Finance, Audit & Risk Committee on the controls being implemented by staff and the Incident Management Team (IMT) to manage the risks associated with Horowhenua District Council's (HDC) response to Covid-19.

Requesting the report be taken as read, Mr Magi noted that this was the risk matrix for the Incident Management Team in response to the current crisis and was separate from Council's Risk Register.

MOVED by Cr Kaye-Simmons, seconded Cr Allan:

THAT Report Horowhenua District Council Covid-19 Risk Management Update be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

THAT the Horowhenua District Council Covid-19 Risk Matrix be noted.

CARRIED

Aquatic Brief - Planned Maintenance Window

Purpose

To provide the Finance, Audit and Risk Committee with an outline of a proposed Aquatic maintenance programme to be carried out within a four-week window commencing from 30 April 2020.

Noting that Elected Members had already received prior correspondence in relation to this report and requesting that it be taken as read, Mrs Brady spoke in considerable detail outlining the rationale for doing this work at the current time which took into account a window of opportunity in terms of business interruption, particularly for the Levin Aquatic Centre which had very few days of the year available to undertake major maintenance without disruption to users, and also in terms of contractor availability and materials.

Funding and how this work meshed with the scheduling of other Aquatic future maintenance works was also raised and discussed. It was then:

MOVED by Cr Allan, seconded Cr Brannigan:

THAT Report 20/152 Aquatic Brief - Planned Maintenance Window be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002

THAT the Finance, Audit and Risk Committee recommends that the Emergency Committee meets on Wednesday 29 April 2020 to formalise a resolution to enable the planned Aquatic maintenance programme outlined to proceed.

CARRIED

7.1 Health & Safety - Quarterly Report

Purpose

To provide an update to the Finance Audit and Risk (FAR) Committee on health and safety matters at Horowhenua District Council for the six-month period January to March 2020.

Requesting that the report be taken as read, Mrs Glavas responded to queries, with Committee Members also commending her for the quality of the report which provided very good information.

MOVED by Cr Jennings, seconded Cr Isaacs:

THAT Report 20/129 Health & Safety - Quarterly Report be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

The meeting adjourned briefly (2.38-2.48 pm)

7.2 Projects Update

Purpose

To provide the Finance, Audit and Risk (FAR) Committee with an update on the projects being undertaken by the Infrastructure Group.

Mr Clapperton worked his way through the report, responding to queries raised in relation to the different projects.

MOVED by Mr Jackson, seconded Cr Allan:

THAT Report 20/67 Projects Update be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.3 Nine Month Report 1 July 2019 - 31 March 2020

Purpose

To present to the Finance, Audit & Risk (FAR) Committee the financial report for the nine months ended 31 March 2020.

Speaking to the report, Mr Law said it was probably the first month that the year-to-date deficit was higher than the budgeted YTD deficit and he was not sure if that trend would continue to the end of year. The Finance team were endeavouring to track the financial implications of COVID-19 on the organisation, which was not easy as in terms of such things as capital expenditure, that could flatten out because not much work had been done during April.

With Committee Members having a number of questions, Mr Clapperton suggested they be noted and a response circulated to Members.

MOVED by Cr Mitchell, seconded Cr Mason:

THAT Report 20/83 Nine Month Report 1 July 2019 - 31 March 2020 be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.4 Treasury Report

Purpose

To present to the Finance, Audit & Risk (FAR) Committee the Bancorp Treasury Report for the March 2020 quarter.

Saying these were difficult times with the whole market acting quite differently than normal, Mr Law reiterated the main points in the report.

Mr Jones added that he was nervous that all the economists were endeavoring to predict what was going to happen when the problem was that no-one could know.

MOVED by Mr Jones, seconded Cr Jennings:

THAT Report 20/130 Treasury Report be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

3.30 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE FINANCE, AUDIT & RISK
COMMITTEE HELD ON

DATE:.....

CHAIRPERSON:.....

Proceedings of the Emergency Committee held on 29 April 2020

File No.: 20/162

1. Purpose

To present to Council the minutes of the Council Emergency Committee meeting held on 29 April 2020.

2. Recommendation

- 2.1 That Report 20/162 Proceedings of the Emergency Committee held on 29 April 2020 be received.
- 2.2 That the Council receives the minutes of the Emergency Committee meeting held on 29 April 2020.

3. Issues for Consideration

There are no items considered by the Emergency Committee that require further consideration by Council.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

Author(s)	David Clapperton Chief Executive	
Approved by	David Clapperton Chief Executive	

Council Emergency Committee

OPEN MINUTES

Minutes of a meeting of the Horowhenua District Council's Emergency Committee held via Audio/ Visual Link on Wednesday 29 April 2020 at 5.16 pm.

PRESENT

Mayor	Mr B P Wanden
Deputy Mayor	Mrs J F G Mason
Member	Mrs C B Mitchell

IN ATTENDANCE

Reporting Officer	Mr D M Clapperton	(Chief Executive)
	Mrs N Brady	(Deputy Chief Executive)
	Mrs K J Corkill	(Meeting Secretary)

1 Apologies

There were no apologies.

2 Declarations of Interest

None declared.

3 Executive

3.1 Aquatic Brief - Planned Maintenance Window

Purpose

To provide the Emergency Committee of Council with an outline of a proposed Aquatic maintenance programme to be carried out within a four-week window commencing from 30 April 2020.

Deputy Chief Executive, Mrs Brady spoke to the report highlighting that this had been brought through to the Emergency Committee due to time constraints. A swift decision was required to allow the work proposed to be progressed over the next four weeks to take advantage of the current and possible alert level(s).

MOVED by Cr Mitchell, seconded Cr Mason:

THAT Report 20/157 Aquatic Brief - Planned Maintenance Window be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002

THAT as recommended by the Finance, Audit and Risk Committee, on behalf of the Horowhenua District Council, the Emergency Committee approves the Aquatic maintenance programme to proceed as outlined .

CARRIED

5.24 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE EMERGENCY COMMITTEE
OF COUNCIL HELD ON

DATE:.....

CHAIRPERSON:.....

Mayoral Report - April 2020

File No.: 20/126

1. Purpose

For His Worship the Mayor to report to Council on the community events and Council-related meetings attended through the month

AND FURTHER

To provide Councillors the opportunity to give a brief verbal update on conference/forums attended, or the activities of those organisations/groups for which they are a Council representative.

2. His Worship the Mayor's Recommendations

- 2.1 That Report 20/126 Mayoral Report - April 2020 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Mayoral Report – April 2020

Due to COVID-19 lockdown restrictions, all events and face-to-face meetings were cancelled or postponed whilst alternative arrangements were made. The following are Council-related meetings that did proceed in April via video conferencing:

- Ngāti Raukawa Hapū hui x2
- April Council Meeting
- April Finance, Audit & Risk Meeting
- Council briefings
- Mid Central Health COVID-19 updates
- Weekly Financial Resilience Working Party meetings
- Six zoom meetings with all Councillors
- Regular meetings with the CE
- Accessing Central NZ Governance Group meeting
- Regional Emergency Management Controllers meetings
- Dept. of Conservation meeting regarding the Tararua Traverse project
- Regional Chiefs meeting – this involves Mayors and Chief executives from the Horizons region
- Regular Radio Interviews
- Social Media updates
- Community Wellbeing discussions
- Meeting with Horowhenua NZ Trust to discuss Localism campaign
- Meeting with Eastern & Central Community Trust.

Zoom - The New Norm

Navigating 'Zoom' has become the new norm for many people including the Elected Members of Horowhenua District Council. Whilst I am no expert yet, it has certainly been an excellent tool for Elected Members to stay connected during the lockdown and remain informed of the issues and challenges that we are facing as a result of this pandemic.

As a Council, we have all learnt new meeting skills and quite importantly, we have learnt that meetings do not necessarily have to take place face-to-face. There will always be a place for face-to-face meetings and, in addition, we now have new video conferencing skills to use when needed.

Attachments

There are no attachments for this report.


Confirmation of statutory compliance

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

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

Signatories

Author(s)	Bernie Wanden Mayor	
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Approved by	Bernie Wanden Mayor	
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Monitoring Report to 6 May 2020

File No.: 20/127

1. Purpose

To present to Council the updated monitoring report covering requested actions from previous meetings of Council.

2. Recommendation

- 2.1 That Report 20/127 Monitoring Report to 6 May 2020 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

Attachments



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Confirmation of statutory compliance

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

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

Signatories

Author(s)	David Clapperton Chief Executive	
Approved by	David Clapperton Chief Executive	

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Completed	Officer Comment
17/534	27 November 2017	Provisional Local Alcohol Policy – Appeals	<i>THAT Council resolves that the Hearings Committee of Council be directed to act on behalf of Council on this matter as may be required following notification by the Licensing Authority.</i>	V Miller			ARLA directed HDC to reconsider 5 elements of the PLAP. Negotiated changes made with appellants & original submitters to the Draft LAP were notified in February; however due to the wrong version of the negotiated PLAP being sent out initially, the consultation period now extends to 21 May 2020.
19/199	12 June 2019	Proceedings of the Foxton Community Board 27 May 2019	<i>THAT as recommended by the Foxton Community Board, the Horowhenua District Council supports the development of a detailed design for a wetland at Holben Reserve and requests officers to progress to a detailed design through an RFP process.</i>	A Nelson	20.04.2020	ongoing	An initial concept design has been produced which is being presented at the Foxton Community Board meeting of 20 April 2020. Following collation of initial feedback from FCB a wider consultation will be undertaken with iwi and the Foxton Beach community.

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Completed	Officer Comment
20/116	8 April 2020	Delegations Register – Update	The delegated authority provided to the Chief Executive in 7.1 Authorisation of Operating and Capital Expenditure within Approved Budgets to be referred to the FAR Committee for further discussion	D Clapperton			
20/120	8 April 2020	Fees and Charges 2020/2021: Food Act and Resource Consenting (Planning)	<i>THAT the Horowhenua District Council resolves that the Food Act Fees and Resource Consent (Planning) Fees for the 2020/21 year be retained at the 2019/20 level and be consulted on using the special consultative procedure as set out in section 83 of the Local Government Act 2002.</i> <i>THAT the hearing of any submissions be heard by the Hearings Committee of Council acting under delegated authority, and a subsequent recommendation be made</i>	M Leyland/ V Miller			

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Completed	Officer Comment
			<i>by the Committee to Council on this matter.</i>				

Phase One Covid-19 Relief Response Update

File No.: 20/137

1. Purpose

To update Council on phase one of Council's COVID-19 relief response.

2. Recommendation

- 2.1 That Report 20/137 Phase One Covid-19 Relief Response Update be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Background/Previous Council Decisions

The impacts of COVID-19 on affected individuals, whānau, businesses and communities could be profound, long lasting and life changing. Therefore, recovery will be a long-term, multi-layered social and developmental process, that is more than simply replacing what COVID-19 has destroyed; it also includes the wellbeing rehabilitation of those affected.

At its centre, recovery is the complex process of individuals and communities who have been impacted by COVID-19 working to resolve the impacts that the event has had on the trajectory of their lives. Recovery provides an opportunity to improve aspects beyond previous conditions by enhancing social infrastructure, natural and built environments, and economies.

In Council's immediate response to the COVID-19 pandemic and Alert Level 4 lockdown provisions, it implemented:

- An economic and social recovery team within our civil defence structure. This function liaises directly with regional counterparts, government agencies and Council's economic development delivery partner, The Horowhenua New Zealand Trust.
- A Financial Resilience Working Party to assess the impact of COVID-19 on Council's finances and develop financial strategies to ensure Council's ability to withstand the recovery post COVID-19. The Working Party comprises Elected Members, including the Mayor, Council's independent members of the Finance Audit and Risk Committee, representatives from key Council partners and Council Officers.
- The option of a weekly payment cycle for suppliers, in addition to the monthly cycle in place. This will assist key suppliers to maintain regular cash flows, and in turn allow them to meet their payroll obligations so that the maximum possible number of staff in the region retain their jobs.
- Through the Finance, Audit and Risk Committee consideration to the current operative Rates Remission Policy, and proposed development of a draft Rates Postponement Policy for Council consideration.

4. Issues for Consideration

- 4.1 The impact of the COVID-19 pandemic has impacted New Zealand on a scale that will continue to unfold for many months, possibly years to come. Yet, it also shows us how people can come together to cope in the face of an epidemic in ways that are creative and effective.
- 4.2 What has become clear, even more so following the pandemic impacts, is if we want a better future, for all people, we will have to work for it. This would include an economy in better shape to withstand the longer term effects of the pandemic, and also deliver a broad range of outcomes for people, places and our community into the future.

- 4.3 Recovery must take a longer term view; however, it also needs to drive immediate solutions. The critical measure here is to ensure solutions, particularly those in the short term, are designed in a way to provide value and benefits over the long term.
- 4.4 In addition to Council's immediate response a number of short term relief actions were requested for Officer investigation.
- 4.5 The actions Council requested and the respective updates are below:
- No increase in fees and charges for 2020/2021.
 - A report which responds to this point is included for consideration within this 06 May 2020 Council meeting agenda.
 - Reconfigure and bring forward the Community Grants funding.
 - A report which responds to this point is included for consideration within this 06 May 2020 Council meeting agenda.
 - Consent fees relief and refunds for those not progressing with their projects.
 - Officers confirm processes are in place to offer full refunds to anyone who wants to cancel a building consent or resource consent application. It is likely this would apply to all consents accepted and paid prior to 24 March 2020, relating to work and fees within the current year.
 - 90-day credit terms for non-rate invoices.
 - Officers confirm that this opportunity can be communicated to businesses that are likely to be in need of extra liquidity, and offered for three to six months to allow businesses to gain some liquidity.
 - Water-by-meter charges are a deemed rate under section 9 of the Local Government Rating Act so would not be part of the regime.

4.6 Community Facilities Planning Update

- 4.6.1 In addition to the actions requested by Council, Officers have advanced planning within community infrastructure, namely Libraries and Aquatics.
- 4.6.2 Community facilities play a role in mobilising, celebrating and creating conditions for civic connectedness and creativity. By definition and nature of these facilities they provide a role in the community recovery options. Providing relief during the lockdown and into Alert Level 3 allowed opportunities for Libraries and Aquatics to utilise their online and e-platforms, and extensive networks with our customers and community through phone or email contact to support needs.
- 4.6.3 While community facilities remain closed to the public in Alert Level 3, from 28 April 2020 staff and contractors are able to return to Cultural and Community Hubs and Aquatics with appropriate procedures, and process in place to keep them safe.
- 4.6.4 While the facilities remain closed, this provides opportunities to complete planning and in some cases onsite work that would otherwise cause interruption to the community enjoyment of the facilities.

4.7 Aquatics Update

- 4.7.1 A comprehensive renewals and maintenance budget will be delivered in both the Levin and Foxton Aquatic Centres over a four-week period commencing 04 May 2020.
- 4.7.2 This will be communicated to the facility users captured in our database and the wider community. There is every possibility if the Alert Level 3 is extended, or for any reason New Zealand was to return to lockdown, that this closure will have no impact on the

community, as it would not be permitted in the Alert Level guidance to access aquatic facilities.

- 4.7.3 Through Alert Level 4 lockdown, the Aquatic Services staff contacted swim school families offering credits or refunds of remaining swim school lessons that were unable to be completed due to facility closures.
- 4.7.4 Aquatics Swim School staff have posted swimming skills videos for practice on dry land. These practices are available through Facebook, are free and with many children now familiar with remote learning practices implemented with our schools, these have had a high uptake.
- 4.7.5 Through Alert Level 4 lockdown, the Aquatic Services team carried out extensive planning and scenarios for a possible reopening in Alert Level 2. This includes consideration to how users of the Aquatic Centre would be registered at the facility (to enable any future possible contact tracing requirements), the distancing protocols which would need to be in place across all aquatic activities and programmes which may resume, and staff safety procedures.

4.8 Libraries Update

- 4.8.1 Libraries have delivered a comprehensive programme to the community throughout Alert Level 4 lockdown.
- 4.8.2 Carried out 1,188 check-in calls to library members and offered support, and in some cases assistance to access the extensive online and e-platform information available.
- 4.8.3 Registered 124 e-memberships via email or phone.
- 4.8.4 Purchased and loaded approximately 200 new titles for e-books and e-audio for immediate community uptake over e-membership.
- 4.8.5 Created and sent out three newsletters to 6,000 recipients.
- 4.8.6 Ordered and entered 900 books into the Library Management System in preparation for Alert Level 2.
- 4.8.7 Assisted 100 people in accessing SkinnyJUMP, a subsidised broadband initiative for Kiwi Homes. It should be noted that this is usually a face to face process of 45 minutes, however Officers have delivered over the phone.
- 4.8.8 Implemented a blanket waiver of overdue fees on library book returns for the period of lockdown and facility closures.
- 4.8.9 Catalogued approximately 1000 books.
- 4.8.10 Signed up 70 new Homelink customers in preparation for Alert Level 3.
- 4.8.11 Reviewed 5,048 memberships on Koha.
- 4.8.12 Active in the social media space to engage and connect our community, and provide educational and creative outlets. It should be noted our post reach is up by 209% and engagement up by 96% for April 2020.
- 4.8.13 Programming traditionally offered within the physical library space was offered on social media platforms through streaming, video and online content.

Attachments



There are no attachments for this report.

<u>Confirmation of statutory compliance</u>
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In accordance with section 76 of the Local Government Act 2002, this report is approved as:

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

Signatories

Author(s)	Nicki Brady Deputy Chief Executive	
Approved by	David Clapperton Chief Executive	

Horowhenua District Council Civil Defence Alert Levels

File No.: 20/159

1. Purpose

To provide the Horowhenua District Council with the concepts of the anticipated levels of Civil Defence & Emergency Management (CDEM) activities throughout the alert levels of the COVID-19 response.

2. Recommendation

- 2.1 That Report 20/159 Horowhenua District Council Civil Defence Alert Levels be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Background/Previous Council Decisions

Nationally

A National Crisis Management Centre (NCCMC) is established providing All of Government coordination (AOG) across all workstreams and Agencies. The NCCMC is likely to remain in effect until Recovery Plans are enacted – possibly in Level 1. Longer term, recovery will be structured nationally outside the Civil Defence & Emergency Management (CDEM) structure. The State Services Commission, Department of Prime Minister and Cabinet and Treasury are currently working on this.

Regionally

As Emergency Coordination Centre (ECC) is established and executing NCCMC/ National Emergency Management Agency (NEMA) direction largely in the National Welfare Coordination group (NWCG) and to a lesser extent Economic areas until Level 2/1. It's noted the Regional Chiefs have established a Regional Economic Task Force which is outside of the CDEM structure. This Task Force is designed largely to coordinate regional economic recovery, development and stimulus efforts.

Locally

An Incident Management Team (IMT) is established and executing ECC and NCCMC/ NEMA direction largely in the Welfare and to a lesser extent Economic areas until L3/2. we note a Horowhenua Economic Recovery Task Force and Financial Resilience Working Group have been established outside of the CDEM structure. Local Economic Development Agencies such as Horowhenua New Zealand Trust (HNZT) will be engaged with these Council groups to provide information, specialist advice, business advocacy and enhanced coordination and cooperation with Council. The Horowhenua Recovery TF lead will engage and coordinate with the Local Recovery Manager on issues impacting CDEM and also the Regional Economic Recovery Task Force.

Horowhenua District Council opted not to activate their Emergency Operations Centre (EOC) but instead manage their response with an Incident Management Team (IMT), with personnel filling in various functions aligned with the New Zealand Coordinated Incident Management Structure (CIMS). The reasons for this approach were:

- It was noted that the COVID-19 response was likely to last many months and therefore a measured approach was taken with the ability to activate the full EOC if required.
- The fact that New Zealand was in a pandemic situation and it was thought that bringing a large group of people into the EOC was in fact a high risk activity at that time, therefore

for the Health & Safety of staff a measured approach was implemented with the ability to activate the EOC under more controlled circumstances if required.

It must be noted that we are in an unprecedented situation with COVID-19 and this changes constantly presenting challenges as we navigate our way through.

4. Issues for Consideration

As the nation comes out of alert level 4 and into Alert Level 3 not much has changed from a CDEM perspective. The Incident Management Team is still engaged in the response phase of the emergency, with our continuing focus on the Welfare function. The Welfare team have coordinated with government agencies and non-government agencies (NGO) to meet the demands of the Horowhenua community to ensure that those who are either deemed as at higher risk from contracting COVID-19, or those that have lost employment as a result of the national lockdown, are still able to access essential supplies and services for themselves and their families.

The image in figure 1 is taken from the national Caring for Communities programme which was introduced by central government during Alert Level 4 and is used as a national framework by welfare agencies and teams to provide for their respective communities.

As can be seen there is little difference between Alert Level 3 and 4 from a CDEM context. The anticipated changes begin to be seen when New Zealand goes down to Alert Level 2. At this stage it is anticipated that the Incident Management Team will begin to scale down its activities, although the welfare function will continue their coordination support.

Once we are sure that the various agencies are able to maintain their ability to provide for the community, it is likely that the welfare team will begin to scale down their activity, thus transitioning from a coordination role into a support as required role. This will eventually reduce until the team members return to their Business as Usual (BAU) roles.

By contrast the recovery phase of COVID-19 will be the opposite. Current activity is fairly small with large amounts of planning being conducted, however as the nation moves down through the alert levels the recovery phase will gain momentum and the event will transition from a response phase into a recovery phase.

Anticipated Horowhenua DC CDEM activities through the levels

Alert Level 4.

National State of Emergency in effect.

- Enhanced IMT activation with all CIMS Functions activated and manned 8am - 5 pm (5 days) with significantly Welfare focussed response. Local Controller on duty remotely. EMO liaising with emergency services, Welfare manager liaising with welfare agencies. (Manning scaled down over weekends with monitoring by Incident controller/Response Manager for any urgent requests that need to be dealt with as a priority).
- While at Alert level 4 rotation of IMT personnel is kept to a minimum where possible.
- Daily IMT remote briefings lead by Incident Controller with all CIMS functions contributing and reporting to their activities.
- M-W CDEM Group Teleconferences with Controllers, CE'S & Mayors, Partner agencies. (Mon, Wed, Fri).
- Under national direction Horizons 0800 Welfare Helpline call centre activated (in boardroom) and currently operational 7am-7pm 7 days. This call centre will coordinated welfare request region wide which will in turn be passed onto Territorial Authorities (TA's) to action.
- District Recovery activities commenced and aligned with regional activities.

Alert Level 3

National State of Emergency in effect.

- Full IMT activation with all CIMS Functions activated and manned 8am - 5 pm (5 Days) with significantly Welfare focussed response but potentially more economic / infrastructure / social impacts identified and Planning activities required. Local Controller on duty remotely. EMO liaises with emergency agencies; welfare Manager liaises with welfare agencies. (Manning scaled down over weekends with Incident Controller/Response manager monitoring incoming welfare request and actioning anything urgent.).
- There will potentially be increased requirement of staff to return to BAU activities which may impact on staff availability to assist IMT and this should be considered. Incident Controller liaising with HDC Senior Management Team over staff allocations.
- Welfare resourcing and support to the community will continue and under Level 3 may well increase as social factors kick in. Thought beginning to turn to an exit strategy.
- Daily IMT remote briefings lead by Incident Controller with all CIMS functions contributing and reporting to their activities.
- Operation of 0800 Helpline call centre will continue and demands may increase if Level 3 continues for any significant period of time. Social consequences and demand for welfare assistance will only increase as unemployment and economic impacts are felt.
- Recovery activities continue and will require ongoing and increased resourcing.

Alert level 2

National State of Emergency rescinded.

Transition Notice in effect (period of 28 days).

- Review of IMT structures and operations.
- Possibly one model being considered is the Emergency Coordination Centre at Horizons becomes the lead which will enable districts to return to more BAU functions with the exception of Welfare which will still have a resource requirement re on ground delivery of support to the community. This will also provide longer term resource sustainability for the Group allowing further Horizons staff able to return to BAU duties where and when required.
- IMT activated with CIMS Functions operational but potentially scaled down, while moving to a Recovery focus.
- IMT hours remain 8 am – 5pm week days with ongoing afterhours monitoring by Incident Controller/Response Manager.
- Welfare focussed activities continue but with planning underway in terms of Social Support agencies taking more of a leading role in the coordination and delivery of Welfare support across the district.
- Operation of 0800 Helpline call centre continues but possibly scaled down dependant on demands.
- Exit planning underway with a view to transfer or closure of the 0800 helpline defined in line with identified operational demands and timelines. Awhina comes fully online to manage welfare requests.
- Recovery activities well underway with appropriate structures developed and functional across the district in line with Group Recovery office.
- IMT functions begin moving to a Recovery focus while still supporting response activities and requirements.

Alert Level 1.

No state of emergency activated.

Possible Transition Notice still in effect.

- IMT activated but scaled down with CIMS functions operational as required.
- Large focus on Recovery and ongoing Welfare coordination with functions resourced to levels required to maintain workloads.
- IMT hours remain 8 am – 5pm week days with after-hours operations managed by normal EMDO arrangements over the weekends.
- Welfare focussed activities scaled back completely but with monitoring of welfare agencies in place to ensure support to the Horowhenua Community.
- Operation of regional 0800 Helpline call centre closed, Awhina fully operational for any welfare requests. After hours requests via PNCC call centre who are operational in the Awhina Welfare Needs system.
- Local recovery activities continue across the district with National/regional support and lead by Local Recovery Manager.

As stated previously we are navigating unprecedented times and the challenges that Horowhenua District Council faces as we transition from the response phase to the recovery phase will need to be met and overcome, whilst be cognisant of more demands being placed on HDC staff to both assist in the recovery phase and manage BAU activities.

This document is for information purposes and a guide only and is certainly not to be taken as a definitive plan for moving through the various alert levels.

A large degree of flexibility will be required by Council as the Horowhenua District moves down through the various alert levels to ensure that the district maintains its prosperous future.

Attachments

No.	Title	Page
A	Horowhenua District Council Civil Defence Alert Levels - Figure 1	33

Confirmation of statutory compliance

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

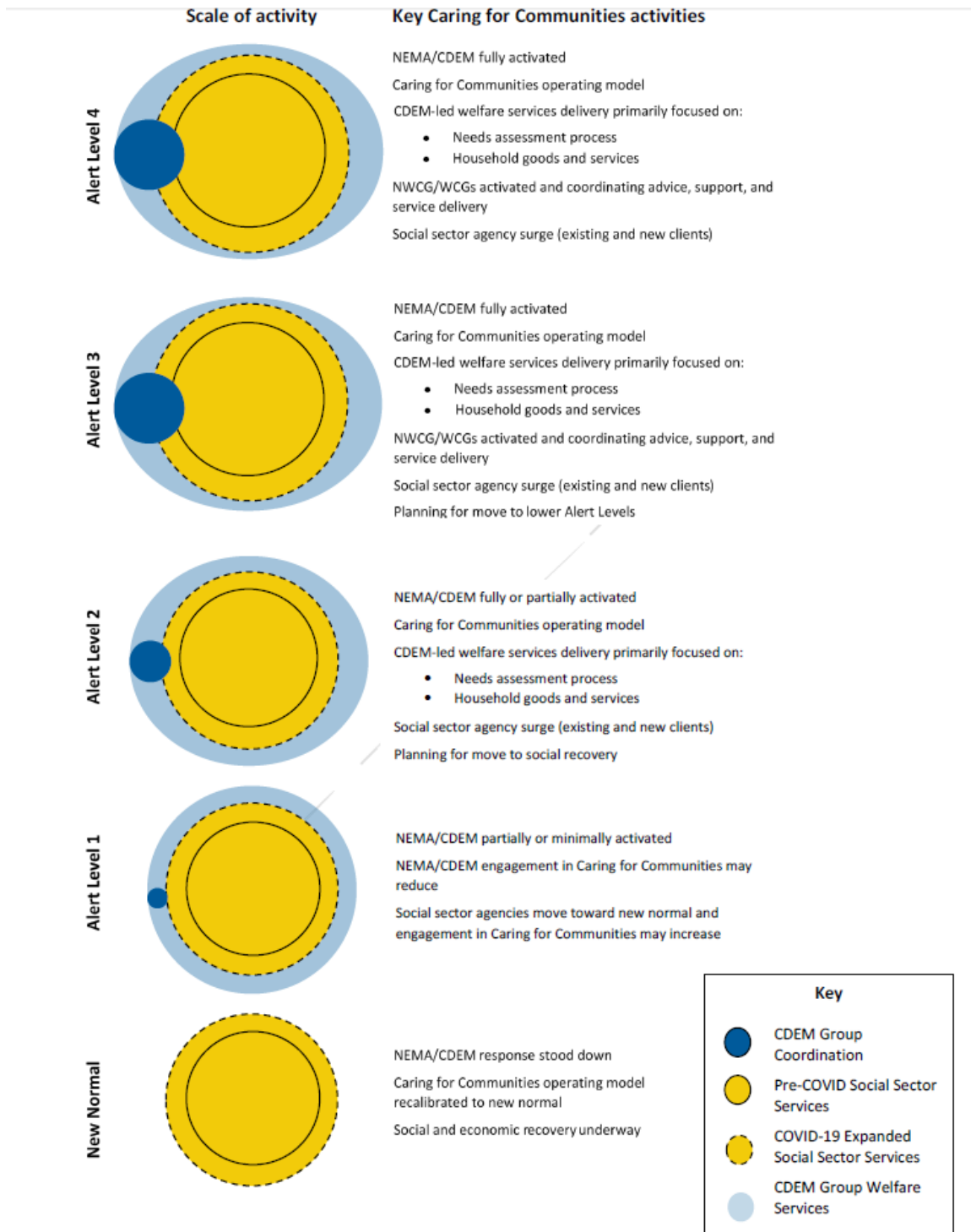
- containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance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

Signatories

Author(s)	Andrew Howard ERS - Emergency Management	
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Approved by	David Clapperton Chief Executive	
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Figure 1



File No.: 20/164

Draft Rates Postponement Policy

1. Purpose

To present to the Horowhenua District Council a draft Rates Postponement Policy for consideration prior to it going out for public consultation as required by the Local Government Act 2002 (LGA), subsequent to its adoption.

2. Executive Summary

- 2.1 With Council looking to provide targeted relief to ratepayers and small businesses affected by the COVID-29 pandemic, a draft Rates Postponement Policy was taken to the 29 April 2020 Finance, Audit & Risk Committee (FAR) meeting for consideration. The Committee passed the following resolution:

THAT the Finance, Audit and Risk Committee recommends to the Horowhenua District Council that it considers the adoption of a Draft Rates Postponement Policy for public consultation, subject to further feedback from Elected Members.

- 2.2 Council's consideration is now sought for the **attached** Draft Policy to enable consultation to be undertaken and, if adopted, for the policy to be implemented prior to the next financial year.

3. Recommendation

- 3.1 That Report 20/164 Draft Rates Postponement Policy be received.
- 3.2 That this matter or decision is recognised as significant in terms of S76 of the Local Government Act.
- 3.3 That the Horowhenua District Council adopts the Draft Rates Postponement Policy for public consultation.

4. Background / Previous Council Decisions

- 4.1 Council does not currently have a Rates Postponement Policy.
- 4.2 Such a policy is authorised under section 102(3)(b) of the Local Government Act 2002 (LGA).
- 4.3 The policy must conform with s 110 LGA, which provides:

"110 Rates postponement policy

- (1) *A policy adopted under [section 102\(3\)\(b\)](#) must state—*

- (a) *the objectives sought to be achieved by a postponement of the requirement to pay rates; and*
- (b) *the conditions and criteria to be met in order for the requirement to pay rates to be postponed.*

- (2) *In determining a policy under [section 102\(3\)\(b\)](#), the local authority may consider the matters set out in [Schedule 11](#).*

- (2A) *If a policy is adopted under [section 102\(3\)\(b\)](#), the policy—*

- (a) *must be reviewed at least once every 6 years using a consultation process that gives effect to the requirements of [section 82](#); and*

(b) *may be revoked following the review under paragraph (a)*”.

4.4 Once such a policy is adopted the Local Government Rating Act 2002 (LG(R)A) section 87 forces Councils to apply the policy:

“87 *Postponement of requirement to pay rates*

(1) *A local authority must postpone the requirement to pay all or part of the rates on a rating unit (including penalties for unpaid rates) if—*

(a) *the local authority has adopted a rates postponement policy under [section 110](#) of the Local Government Act 2002; and*

(b) *the ratepayer has applied in writing for a postponement; and*

(c) *the local authority is satisfied that the conditions and criteria in the policy are met.*

(2) *he local authority must give notice to the ratepayer—*

(a) *identifying the postponed rates; and*

(b) *stating when, or in which circumstances, the rates will become payable.”*

5. Discussion

5.1 Council is looking to provide targeted relief to ratepayers and small businesses ratepayers affected by the alert level 4 in place for the COVID-19 pandemic. Not all businesses and ratepayers will be affected by the economic downturn from the pandemic response. Main Street shops, cafes, restaurants, tourist attractions, accommodation providers and ratepayers who have been made redundant will need some relief while other business and ratepayers may be affected to a lesser extent.

5.2 A rate postponement policy enables Councils to postpone rates rather than writing them off as a remissions policy would do. Rates fund just over 70% of Council’s annual income. In turn, this is then invested back into the community to provide you services and support. Council can ill afford to reduce income long-term as we strive to maintain service levels while endeavouring to balance the budget and avoid loan funding operational costs

5.3 Postponement Policies do come with increased administrative work and complexities. They will also create short-term cash flow deficits.

5.4 Attached to this report is a suggested wording for a Postponement Policy that could be used for any emergency (including pandemic) and so be available long-term. At the foot of the policy is a suggested wording for the Council resolution that would need to be passed after the adoption of the policy, setting out how the eligible rating units would be identified under the policy. The resolution also provides for officers to negotiate rents relief for affected Council commercial tenants.

5.5 A Rates Postponement Policy must be consulted on under S102(4) LGA

5.6 Consultation on the policy will take 30 Days. This means that for the policy to be effective for the 2020/21 financial year, the consultation, submission hearings and adoption must be complete by the Council’s July meeting at the latest, for Council to adopt the policy at that meeting. This will to allow our rating systems to be set up to account for the new policy before the first installment.

5.7 It is hard to quantify how many businesses or individual ratepayers will apply for postponement. However, there are;

181 retail rating units currently paying \$722k in rates

12 tourist attraction rating units paying \$31k in rates

13 accommodation rating units paying \$47k in rates

358 Industrial rating units paying \$957k in rates.

- 5.8 Note that the resolution (at the foot of the attached draft policy) does not form part of the policy itself, but gives effect to the policy. This resolution needs to be adopted in July and could be changed at that time.
- 5.9 If Council resolves to adopt the draft policy at this meeting, officers will be able to get a flyer advertising the policy and consultation on the draft policy to be inserted with the next rates instalment due to be delivered in the second week of May.
- 5.10 The consultation period would run from 7 May through to 5 June with hearings the hearings 17 June deliberations 24 June (coinciding with the June FAR committee meeting. Adoption of the final policy and resolution on the 8 July.

6. Options

- 6.1 The Council could resolve not to have a Postponement Policy and rely upon the payment plan provisions of the Rates Remission Policy.
- 6.2 Adopt the policy for consultation the policy as attached.
- 6.3 Change the parameters for eligibility contain within the policy before adoption.

6.1 Cost

The costs will be in relation to advertising the consultation process and printing costs.

6.1.1 Rate Impact

There should be no rates impact as the rates income is postponed not written off.

6.2 Community Wellbeing

A postponement policy is for the social wellbeing of the community

6.3 Consenting Issues

No consents are required

6.4 LTP Integration

This policy is not in the last LTP, therefore any impacts are not modelled in the LTP

7. Consultation

The policy needs to be consulted on under S102(4) LGA using the special consultative provisions of S82.

8. Legal Considerations

As set out in section 5, including the fact that any qualifying rate payer must be given rates postponement. Refer to paragraph 4.4 above.

9. Financial Considerations

It is hard to estimate the number of ratepayers who will apply. Paragraph 5.7 above details the rates set for the industries likely to apply.

10. Iwi Considerations

There are no Iwi considerations.

11. Climate Change Considerations

There are no climate change considerations.

12. Environmental Considerations

There are no environmental considerations.

13. Health & Safety Considerations

There is no health and safety impact.

14. Other Considerations

There are no other considerations.

15. Next Steps

Staff will organise communications to go with the next rate instalment delivery and set up the necessary computer systems to administer the policy.

16. Supporting Information

Strategic Fit/Strategic Outcome N/A
Decision Making N/A
Consistency with Existing Policy N/A
Funding N/A

Confirmation of statutory compliance


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

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

17. Appendices

No.	Title	Page
A	Draft Rates Postponement Policy V2	39

Author(s)	Doug Law Chief Financial Officer	
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Approved by	Nicki Brady Deputy Chief Executive	
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Horowhenua District Council Draft Rates Postponement Policy April 2020

Purpose

To enable Council to postpone the requirement to pay all or part of the rates on a rating unit under Section 87 of the Local Government (Rating) Act 2002 where a rates postponement policy has been adopted and the conditions and criteria in the policy are met.

Postponement for Extraordinary or Emergency Events

Objective

To provide a rates postponement to ratepayers experiencing financial hardship directly resulting from an event that affects their ability to pay rates.

For the purpose of this policy the following definitions will apply:

- **Event:** as defined by Council resolution. An event may be natural or economic in nature, and will identify the type and location of properties affected.
- **Financial hardship:** as a result of an event, affected ratepayer income reduces to a level where paying Council rates would result in financial hardship.
- **Rating unit:** a property affected by the identified event.
- **Small business:** a business operated by a small business person, small partnership or closely-held company as defined in section YA 1 of the Income Tax Act 2007.

Once an event has been declared by Council, the criteria and application process (including an application form, if applicable), will be made available. Council may set a timeframe for the event. Council may review the criteria and/or timeframe of an event through subsequent resolutions.

Council resolution will include:

- a. the event triggering the policy; and
- b. how the event is expected to impact the community; and
- c. the types or location of properties effected by the event.

No application for postponement can be made under this policy unless declared by Council.

Conditions and Criteria

This policy will only apply to rating units used for residential purposes or by small businesses (as defined above).

The rateable [land](#) value of the property cannot be greater than \$42.5m.

The ratepayer must demonstrate, to the Council's satisfaction, where paying the rates would result in financial hardship.

The applicant must demonstrate to Council's satisfaction that the ratepayer has taken all steps necessary to claim any central government benefits or allowances the ratepayer is properly entitled to receive to assist with the payment of rates. Evidence such as official correspondence will assist in this process.

Only the person/s entered as the ratepayer (in the case of a closely-held company every director must sign the application form), or their authorised agent, may make an application for rates postponement for an event that resulted in financial hardship.

The ratepayer must be the current owner of the property, and has owned the property for ~~482~~ 90 days continuously at the time the event is declared by Council.

The entity entered on Council's rating information database as the 'ratepayer' must not own any other rating units, other than a residential property, in the case of business or in the case of a business, their residential property.

Where the Council decides to postpone rates the ratepayer must make acceptable arrangements for payment of future rates, for example by setting up a system for regular payments.

Council will charge an annual fee on postponed rates for the period between the due date and the date they are paid. This fee is designed to cover Council's administrative and financial costs. Fees will be set as part of the Council resolution identifying an event.

Postponed rates will remain postponed until:

- a. The ratepayer/s cease to be the owner or occupier of the rating unit; or
- b. ~~365 days (or 366 days if the period corresponds with a leap year) after~~ the Council resolves the effects are no longer felt in the community. At that date, the ratepayer must make arrangements to repay outstanding rates; or
- c. A date specified by Council.

Suggested resolution of Council:

That Council as interim measures under the Council Rates postponement policy, pending further Council amendment:

- a) Approve the following actions be taken on a case by case basis in relation to rates, water by meter and rental payments affected by the COVID-19 level 4 shutdown:
 - a. Remit penalties on rates and water accounts if the customer meets current policy criteria;
 - b. Provide delayed payment options for up to six months (or two rates instalments) for customers using the following criteria:
 - i. Commercial (Non-residential) customers
 1. A 30% reduction in revenue; or
 2. Qualification for a Government support package; or
 3. Qualification for a mortgage "holiday" from the bank.
 - ii. Residential (owner/occupied) customers, where the property is the residence
 4. Evidence of loss of employment; or
 5. Payment from an employer under the government support package evidence of a reduction in wage or salary down to the government guaranteed amount; or
 6. Qualification for a mortgage "holiday" from the bank; **and**
 - iii. For lease/rent payments under an ADLS lease with clause 27.5 a "fair proportion" of rent not payable be determined case by case

- iv. That the same proportion apply to other lease payments where the customer can show a COVID-19 shutdown related drop in income.
- iv.v. A landlord of commercial or industrial property whose main income is from rental income, where that landlord has voluntarily reduced the rents.
- c. Payment plans must be entered into with the Finance Management ~~and~~ and/or Rating officers and be maintained throughout the shutdown period following the postponed 2 instalments and beyond;
- d. Any actions approved would only be available to customers who are not in arrears with Council as at 1 July 2019 (arrears are determined as more than 1 instalment owing).
- e. The Annual fee will be set at 5% per annum calculated at a daily rate for the period of the level 4 alert. No interest will be charged.

File No.: 20/153

Proposed Schedule of Fees and Charges 2020/2021

1. Purpose

To propose a schedule of fees and charges for those fees that have not already been considered at the 08 April 2020 Council meeting.

2. Executive Summary

2.1 The schedule of fees and charges presented in this report are in addition to those considered by Council on 08 April 2020, due to their requirement to be consulted on using the Special Consultative Procedure laid down in the Local Government Act 2002, as follows:

- (a) Food Act Fees – Food Act 2014 section 205(2);
- (b) Resource Consent (Planning) Fees – Resource Management Act 1991 section 36(2)

3. Recommendation

- 3.1 That Report 20/153 Proposed Schedule of Fees and Charges 2020/2021 be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

4. Background / Previous Council Decisions

- 4.1 Council resolved at the 08 April 2020 meeting to consult with the public on a zero increase on fees associated with Food Premises that are subject to the Food Act 2014 and Resource Consenting (Planning).
- 4.2 Council thereafter at the 29 April 2020 Finance, Audit and Risk Committee Meeting, agreed to discuss and consider no increase to fees outlined in its existing schedule of fees and charges for 2020/2021.

5. Discussion

- 5.1 There are a number of key points for discussion as it relates to the Proposed Schedule of Fees and Charges attached.
- 5.2 Officers acknowledge the request of Council to consider a proposed zero fee increase to the schedule of fees and charges. This would, in essence, be a decision for Council to take the published and adopted 2019/2020 fees and charges, and extend those to apply to the 2020/2021 financial year.
- 5.3 As part of the Council consideration of this report, Officers present the following discussion points which have been identified, or raised by the community through feedback on the current schedule of fees and charges for consideration:
 - In Officer consideration of the current 2019/2020 schedule of fees and charges, it is recommended to reduce a number of fees and charges as identified in the attached proposed schedule. Existing fees where Officers recommend a decrease are captured within the proposed schedule presented with the note 'Reduction'.

- In Officer consideration of the current 2019/2020 schedule of fees and charges, requests from the community or users of our services in the current financial year were considered. In particular, it was investigated where public requests were not able to be met due to the lack of provision for an appropriate fee and/or charge for the service. Community feedback and suggestions for consideration of new offerings, such as additional services with bookable spaces, were also reviewed. To acknowledge this feedback, new fees where a current fee does not already exist within the current published schedule are presented with the note 'New'.
- In Officer consideration, existing fees which are set based on pass through of cost are clearly identified within the proposed schedule presented with the status 'Cost' or 'Cost plus'.
- In Officer consideration, existing fees which are charged associated with a time based mechanism are clearly stated within the proposed schedule.
- In Officer consideration, all other fees and charges which do not relate to the above points are captured within the proposed schedule clearly presented as a zero increase. This means the fee remains as per the current published year 2019/2020.
- In Officer consideration, it was noted that expected changes to Schedule 1 of the Building Act are anticipated from MBIE. These changes are likely to increase the scope of what work can be done under an exemption. These fees are still to be finalised by MBIE; however, it is noted they are proposed to take effect from 01 July 2020. If these fees to be set are not available prior to Council considering this report, they will be presented to Council as a separate report once these fees have been confirmed by MBIE.

6. Options

- Council proceeds with the fees and charges for the 2020/2021 year as per the current published schedule from 2019/2020. This would not introduce any changes to the fees and charges structure in place for the current financial year.
- Council proceeds with the fees and charges for the 2020/2021 year as per the current published schedule from 2019/2020, but recommends amendments to update any fees and charges where reductions are noted by Officers within the attachment of this report.
- Council proceeds with the fees and charges for the 2020/2021 year as per the proposed schedule attached to this report. This would include inclusion of new fees, reductions and zero increases for all remaining fees and charges.

6.1 Cost

Refer attached schedule which outlines proposed fees and charges.

6.1.1 Rate Impact

It is important to note that the process of reviewing fees and charges each year includes a review of if Council is meeting the private/public share split as set out in the Revenue and Financing Policy. In some situations, where a fee increase would have been proposed due to an observed need to recover costs, a zero fee increase in itself would ordinarily increase rates to fund the short-fall especially if there is not an ability to reduce that activity cost.

With a zero fee increase, Council dependence on rates as a percentage of income will increase, and it is possible that necessary increases in future years will be required to where Council needs to be in order to meet the private/public split. Council has in the past worked towards achieving the appropriate balance, and therefore reduced Council dependency on rate income to fund activities. It is important Council consider this in their decision making, and ensure that this is acknowledged with regards to future consequences which may arise after the year in which this relief is targeted being 2020/2021

6.2 Community Wellbeing

Council recommended consideration to a zero rate increase on existing fees and charges as part of its intent to provide short term response and community relief to the COVID-19 pandemic impacts.

This consideration is made alongside Council's consideration of potential changes to the draft Annual Plan 2020/2021, and the longer term requirements of the community with a particular focus on the social and economic impacts of the COVID-19 pandemic for the preparation of the Long Term Plan 2021-41.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

Not applicable to this report, consideration is to 2020/2021.

7. Consultation

No consultation was required to be undertaken to reach this point. Council provided a clear direction with regard to its desire to consider a zero rate increase on existing fees at the 29 April 2020 Finance, Audit and Risk Committee meeting.

8. Legal Considerations

There are no Legal Requirements or Statutory Obligations affecting options or proposals presented.

9. Financial Considerations

There are no additional financial considerations to that which have been outlined within the options of the report.

10. Iwi Considerations

There are no specific iwi considerations that would affect the options outlined in this report.

11. Climate Change Considerations

There are no specific climate change considerations that would affect the options outlined in this report.

12. Environmental Considerations

There are no specific environmental considerations that would affect the options outlined in this report.

13. Health & Safety Considerations

There are no specific health and safety considerations that would affect the options outlined in this report.

14. Other Considerations

There are no other considerations that would affect the options outlined in this report.

15. Next Steps

That Council adopts its preferred option and, therefore, the recommendation for Council Officers to implement and notify fees and charges effective 01 July 2020 to 30 June 2021.

16. Supporting Information

Strategic Fit/Strategic Outcome N/A
Decision Making N/A
Consistency with Existing Policy N/A
Funding N/A

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic					
Financial					
Service Delivery					
Legal					
Reputational					

Confirmation of statutory compliance

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

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

17. Appendices

No.	Title	Page
A	DRAFT - Schedule Of Fees and Charges 2020 - 2021 - Consideration To Zero Fee Increase - 6 May 2020	47

Author(s)	Nicki Brady Deputy Chief Executive	
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Approved by	David Clapperton Chief Executive	
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DRAFT Schedule of Fees and Charges

For the 2020/2021 Financial Year, effective 01 July 2020

All Fees and Charges are inclusive of GST

Infrastructure Services

The following charges relate to all services provided by Infrastructure Services that are considered to be chargeable. These charges have been set in accordance with the Local Government Act. All prices include GST unless otherwise stated.

Hourly Rates							
Infrastructure Services Staff Hourly Rates are as follows:							
	2019/2020	Proposed 20/21	Variance/ Notes		2019/2020	Proposed 20/21	Variance/ Notes
Manager – Infrastructure Services	\$250.00	\$250.00	Zero increase	Infrastructure Services Engineers	\$150.00	\$150.00	Zero increase
Infrastructure Services Managers	\$180.00	\$180.00	Zero increase	Infrastructure Services Cadets, Technicians and Officers	\$100.00	\$100.00	Zero increase
Pre-Lodgement Meetings / Site Visits							
All costs incurred as a result of pre-lodgement meetings or site visits with Council staff will be charged to the application on an actual time and cost basis.							
Peer Reviews, Technical or Professional Advice							
If Council needs to seek specialist technical or professional advice to assist in the determination of an application, then the costs of that specialist will also be passed on to the applicant on an actual time and cost basis.							
Disbursements							
Disbursements (mileage, copying, postage etc) may also form part of the final cost of an application and will also be invoiced to an applicant on an actual cost basis.							
Miscellaneous Fees and Charges							
	2019/2020	Proposed 20/21	Variance/ Notes				
Rural Numbering	\$15.00	\$15.00	Zero increase				
New Street Name Signs (supply and Install)	\$315.00	\$315.00	Zero increase				
Waste Water Fees							
Where unusual circumstances justify, e.g. more than two connections, additional fees may apply.							
The application fee also includes water connections.							
	2019/2020	Proposed 20/21	Variance/ Notes				
Application Fee – Per Connection/Disconnection(includes water connection)	\$200.00	\$200.00	Zero increase				
Connection/Disconnection to Network	Invoiced at cost	Invoiced at cost					
Septage – Tanker Loads	\$39.0000m ³ of tanker capacity	\$39.0000m ³ of tanker capacity	Zero increase				

Solid Waste Disposal Fees			
	2019/2020	Proposed 20/21	Variance/ Notes
Disposal of HDC Refuse Bag (up to 4)	Free	Free	Zero increase
Disposal of Private Plastic Bags (< 10kgs)	\$5.30	\$5.30	Zero increase
Disposal of Private Plastic Bags (10kgs +)	n/a	n/a	n/a
Cars <ul style="list-style-type: none"> Hatchbacks, sedans and small station wagons, where waste could be either inside the designated boot section or outside the boot section, i.e. on the seats and/or on the roof. People movers (6-8 seater family van) and SUV's (Sport Utility Vans), where all the waste is carried inside the designated boot section, i.e. not on the seats and/or on the roof. 			
	2019/2020	Proposed 20/21	Variance/ Notes
Cars – General	\$27.00	\$27.00	Zero increase
Cars – Green	\$13.00	\$13.00	Zero increase
Car boots <ul style="list-style-type: none"> Hatchbacks, sedans and small station wagons, where waste is inside the designated boot section, NOT outside the boot section, i.e. on the seats or on the roof. 			
	2019/2020	Proposed 20/21	Variance/ Notes
Car boot – General	\$20.00	\$20.00	Zero increase
Car boot – Green	\$10.00	\$10.00	Zero increase
Vans/Utes/ Vehicles <ul style="list-style-type: none"> People movers (6-8 seater family vans) and SUV's (Sport Utility Vans), where all waste is carried outside the designated boot section, i.e. on the seats and /or on the roof. Large Station Wagons Vehicles with a flat deck on a van type chassis; provided the waste in NOT higher than 1.0m. These 'light truck' type vehicles are recognisable as they have the same cabin as the van. 			
	2019/2020	Proposed 20/21	Variance/ Notes
Vans/Ute – General	\$47.00	\$47.00	Zero increase
Vans/Ute – Green	\$20.00	\$20.00	Zero increase
Trailers – General (up to 2m ³) up to 2.4m long x 1.2m wide – single or double axle	\$50.00	\$50.00	Zero increase
Trailers – Green (up to 2m ³) up to 2.4 long x 1.2m wide – single or double axle	\$20.00	\$20.00	Zero increase
Large Trailers – General (per m ³) up to 4.00m long x 1.2m wide	\$27.00 per m ³ (min \$46.00)	\$27.00 per m ³ (min \$46.00)	Zero increase
Large Trailers – Green (per m ³) up to	\$12.00 per m ³	\$12.00 per m ³	Zero increase

4.00m long x 1.2m wide	(min \$20.00)	(min \$20.00)	
Overweight – Truck, Trailer, Van or Ute loads containing concrete or similar	Plus \$40.00 on above	Plus \$40.00 on above	Zero increase
Special, Prohibited Wastes and Other Fees	2019/2020	Proposed 20/21	Variance/Notes
Car Bodies (Foxton only)	Free	Free	Zero increase
Paint Exchange	Free	Free	Zero increase
Waste Oil	\$2.00/Ltr	\$2.00/Ltr	Zero increase
Tyres (per tyre)	\$8.50	\$8.50	Zero increase
Truck/Tractor Tyres (per tyre)	\$20.00	\$20.00	Zero increase
Fridge/Freezer (per item)	\$31.00	\$31.00	Zero increase
General Whiteware (per item)	\$20.00	\$20.00	Zero increase
LPG Bottles/Tanks (per item)	\$6.00	\$6.00	Zero increase
Car Batteries	Free	Free	Zero increase
Official Council Rubbish Bags	2019/2020	Proposed 20/21	Variance/Notes
Large Kerbside Bag	\$4.00	\$4.00	Zero increase
Solid Waste Collectors	2019/2020	Proposed 20/21	Variance/Notes
Waste Collectors Annual Licence Fee	\$150.00	\$150.00	Zero increase
Recycling Crates	2019/2020	Proposed 20/21	Variance/Notes
Replacement Recycling Crate (Pick Up)	\$17.00	\$17.00	Zero increase
Replacement Recycling Crate (Delivered)	\$31.50	\$31.50	Zero increase
Additional Recycling Crate (Annual Charge)	\$53.00	\$53.00	Zero increase
New Crate/Wheelie Bin (New Build)	Free	Free	Zero increase
Replacement Wheelie Bin (Delivered)	\$75.00	\$75.00	Zero increase
Wheelie Bin Tow Hitch	\$25.00	\$25.00	Zero increase

Water Fees			
Where unusual circumstances justify, e.g. more than two connections, additional fees may apply.			
	2019/2020	Proposed 20/21	Variance/Notes
Application Fee – per connection/Disconnection (for water and/or sewer) Up to Two	\$200.00	\$200.00	Zero increase
Connection to Network	Invoiced at cost	Invoiced at cost	
Temporary Removal of Water Restrictor	2019/2020	Proposed 20/21	Variance/Notes
Removal and Reinstatement	\$200.00	\$200.00	Zero increase
Water Usage	Current unit rate	Current unit rate	
Water Meters	2019/2020	Proposed 20/21	Variance/Notes
Final Reading	\$61.00	\$61.00	Zero increase
Water Tanker Filling – This is only available from the Council depot on Hokio Beach Road	\$7.00 per load	\$7.00 per load	Zero increase
Water Tanker Filling Facility (has a Flat Rate Charge per Load, plus a Charge per Volume)	\$1.09/m ³ / volume	\$1.09/m ³ / volume	Zero increase

Roading			
The following charges relate to the management of the Roothing Corridor, the processing of Corridor Access Request (CAR) applications, issuing of Works Access Permits (WAP), the approval of Traffic Management Plans (TMP) and the monitoring of the physical works in the road corridor.			
Corridor Access Requests	2019/2020	Proposed 20/21	Variance/ Notes
Events (see Note 5)	\$100.00*	\$100.00*	Zero increase
Minor Works (see Note 6)	\$70.00	\$70.00	Zero increase
Major Works (see Note 7)	\$140.00	\$140.00	Zero increase
Minor Projects (see Note 8)	\$270.00	\$270.00	Zero increase
Major Projects (see Note 9)	By negotiation	By negotiation	
Generic TMPs (see Note 12)	\$370.00	\$370.00	Zero increase
Blanket CARs (see Note 13)	By negotiation	By negotiation	
Unapproved works (activities being undertaken without an approved WAP or TMP)	\$600.00	\$600.00	Zero increase
Non-Conforming Work Re-inspection charge	\$100.00	\$100.00	Zero increase
No notification of the commencement of works	\$70.00	\$70.00	Zero increase
Issue of a Stop Work order	\$160.00	\$160.00	Zero increase
Late completion (see Note 18)	\$50.00 per day	\$50.00 per day	Zero increase
Temporary Road Closure Public Notification	Cost	Cost	
Overweight Permits	2019/2020	Proposed 20/21	Variance/ Notes
Single or Multiple Trip Overweight Permit	\$20.00	\$20.00	Zero increase
Continuous Overweight Permit (Two Years)	\$55.00	\$55.00	Zero increase
Additional Urgent Application Fee	\$10.00	\$10.00	Zero increase

Notes

1. A CAR application and TMP is required to be lodged for all activities that require an excavation in either the footpath or the road carriageway.
2. A CAR application and TMP is required to be lodged for all activities where there is an effect on normal operating conditions of the road or footpath.
3. A CAR application is not required to be lodged for the carrying out of a single excavation in the grass berm that is less than 3m² or 6 metres in length. If the excavation is greater than 3m² or 6m in length and/or multiple excavations are required in the grass berm then a CAR application and TMP is required to be lodged.
4. A CAR application is not required to be lodged for non-excavation activities relating to existing utility infrastructure if the carrying out of the activities does not affect the normal use of the

road carriageway or footpath.

5. A CAR and TMP is required for all events that affect the normal operating conditions of the road, irrespective of whether the event is on the road carriageway, footpath, berm, road shoulder or outside the road reserve. *No fee will be charged to Non Profit Organisations.
6. Minor works are works that involve excavations in the grass berm or footpath, or effect normal operating conditions of the road or footpath, and have a duration of 28 days or less from establishment to final reinstatement.
7. Major works are works that require the carrying out of excavations in the road carriageway and have a duration of 28 days or less from establishment to final reinstatement.
8. Minor Project works has a duration of greater than 28 days and less than 90 days from establishment to final reinstatement.
9. Major Project works are projects which have a duration of greater than 90 days from establishment to final reinstatement or has the potential to cause major impacts on the network. The Corridor Manager may choose to issue WAP's for separable portions of the works which each have a duration of less than 90 days however the project itself will still be deemed to be a major project. Fees will depend on CAR processing and supervision time required for the work being undertaken and will be decided by negotiation.
10. Utility operators must give the Corridor Manager preliminary notification of project works using the form contained in Schedule A1 of the National Code of Practice for Utility Operators' Access to Transport Corridors. At this time the Corridor Manager will advise whether the works are considered to be a major or minor project.
11. It is expected that the Corridor Manager and utility operator will discuss and agree the cost for processing CAR applications for major projects prior to the lodgement of the CAR application.
12. Generic TMPs for regular work, for approved contractors, must be submitted annually through the CAR process to the Corridor Manager for approval.
13. Blanket CARs for regular work, for approved contractors who hold Generic TMPs, must be submitted through the CAR process to the Corridor Manager for approval. The work allowable under each Blanket CAR will vary between contractors based on requirements. Fees will depend on CAR processing and supervision time required for the work being undertaken and will be decided by negotiation.
14. A CAR application must be lodged within 48 hours of the commencement of emergency works if the work would have required the lodgement of a CAR application had it been planned.
15. The fee for the processing of CAR applications for emergency works is the same as that for planned works.
16. A works completion inspection will be undertaken in all cases where there is excavation works carried out in either the footpath or the road carriageway.
17. Non Conforming Work Re-inspection charge to apply for re-inspection following works deemed not satisfactory.
18. The failure to sign off the CAR for completed works as Completed will also be deemed to be a Late Completion.
19. If utility operators are working together at a work site then the Corridor Manager may agree to the lodgement of a single CAR application covering their activities.
20. The Corridor Manager will exercise judgement in respect to the application of the non-compliance charges and may waive or apply these charges as they see fit.

Customer and Community Services

Community Services - Proposed Fees and Charges 2020/2021 Community Centres, Halls and Meeting rooms

Charge rates for Community Centres and Halls are charged hourly, except where otherwise specified.

Where applicable, full day rate will apply if the hire is 5 hours or more. Per hour charge is a minimum 2 hours.

Hall foyers are not included in the booking unless the entire facility is booked.

Hire fees do not include the opening of facilities for hirers. Where the facility is required to be opened specially, the opening/unlocking service fee will apply.

Two fee groups exist. These are:

- Group A – Profit-Making Organisations, businesses, family functions, commercial functions, government agencies or Charged Events
- Group B – Community Rate
Organisations and groups applying for group B must be an incorporated society, charitable trust, community, voluntary or not-for-profit. If requested by HDC the organisation/group must be able to provide appropriate documentation e.g. a list of committee members. Organisations and groups requesting Group B fees must have a direct link to Horowhenua and the said activity must align with Horowhenua District Council's four Community Wellbeing Goals:
 - A Proud Community – where everyone feels valued and respected.
 - A Connected Community – where everyone can access the facilities, services and activities they need to experience positive wellbeing.
 - A Safer Community – dedicated to injury prevention and safety promotion.
 - A Healthy Community – where everyone is ready to learn, with positive values and attitudes.

Where in the view of Horowhenua District Council the public benefit of the activity is seen to clearly outweigh the private benefit, then Group B charges will apply.

Users can apply to Council for concession for the use of community facilities for one-off events. Applicants must complete and submit a concession application form at either one of the two dedicated funding rounds.

Community Market Car Park at Te Awahou Nieuwe Stroom is available for those wanting to sell goods, where people will be selling food applicants must ensure they comply with regulatory requirements. Communication with Council's Environmental Health Officer (EHO) may be necessary.

Extra Items – All Facilities	2019/2020	Proposed 20/21	Variance/ Notes
After Hours Staff Charge per hour (excl Civic)	\$55.00	\$55.00	Zero increase
Cleaning – Standard Charge per hour (excl Civic)	\$45.00	\$45.00	Zero increase
Cleaning/Damage Repairs	Cost	Cost	
Fire Warden Services	Cost	Cost	
Security Guard per hour	Cost	Cost	
Opening and Unlocking Service (per open)	\$40.00	\$40.00	Zero increase
Security Call-out Charge Block Charge	\$275.00 +	\$275.00 +	Zero increase

	costs	costs	
Lost Keys – Lost keys require the complete re-keying of the security profile. The cost for this work will be charged at cost to the user.	Cost	Cost	
Bond	\$150.00	\$150.00	Zero increase

Levin Memorial Hall, Corner Queen and Chamberlain Streets, Levin
*Each room will be charged out separately unless a 24 Hour Use block charge applies.
Open/Unlock fee applies to each booking. Per hour charge is a minimum 2 hours.*

	2019/2020		Proposed 20/21		Variance/ Notes
	Group A	Group B	Group A	Group B	
Entire Venue (24 Hour Block Charge)	\$585.00	\$450.00	\$585.00	\$450.00	Zero increase
Entire Venue per hour (All Facilities excluding sound)	\$61.50	\$47.50	\$61.50	\$47.50	Zero increase
Main Hall per hour	\$29.00	\$20.50	\$29.00	\$20.50	Zero increase
Freyberg Lounge (including drinks room per hour)	\$17.50	\$13.00	\$17.50	\$13.00	Zero increase
Kitchen per hour	\$15.50	\$11.50	\$15.50	\$11.50	Zero increase

Shannon Memorial Hall, Grey Street, Shannon
*Each room will be charged out separately unless a 24 Hour Use block charge applies.
Open/Unlock fee applies to each booking. Per hour charge is a minimum 2 hours.*

	2019/2020		Proposed 20/21		Variance/ Notes
	Group A	Group B	Group A	Group B	
Entire Venue (24 Hour Block Charge)	\$405.50	\$320.50	\$405.50	\$315.00	Reduction in Group B cost to encourage use.
Entire Venue per hour (All Facilities)	\$66.00	\$47.50	\$66.00	\$45.00	Reduction in Group B cost to encourage use.
Main Hall per hour	\$23.50	\$17.50	\$23.50	\$16.00	Reduction in Group B cost to encourage use.
Kitchen per hour	\$21.50	\$16.50	\$21.50	\$15.00	Reduction in Group B cost to encourage use.

Supper Room per hour	\$19.00	\$15.00	\$19.00	\$15.00	Zero increase
Mavis Vinsen Pavilion has become available for hire as the Community Group has surrendered exclusive control and maintenance – Vogel Street, Shannon					
Entire venue (day use)	n/a	\$150.00	n/a	\$120.00	Reduction. Group B cost reduction to encourage use.
Entire venue (per hour)	n/a	\$25.00	n/a	\$20.00	Reduction. Group B cost reduction to encourage use.

Foxton Memorial Hall, Corner Main and Clyde Streets, Foxton					
<i>Each room will be charged out separately unless a 24 Hour Use block charge applies. Open/Unlock fee applies to each booking. Per hour charge is a minimum 2 hours.</i>					
	2019/2020		Proposed 20/21		Variance/Notes
	Group A	Group B	Group A	Group B	
Entire Venue (24 Hour Block Charge)	\$515.00	\$435.00	\$515.00	\$425.00	Reduction in Group B cost to encourage use.
Entire Venue per hour (All Facilities)	\$61.00	\$48.00	\$61.00	\$45.00	Reduction in Group B cost to encourage use.
Main Hall per hour	\$28.00	\$20.50	\$28.00	\$20.00	Reduction in Group B cost to encourage use.
Kitchen per hour	\$14.50	\$11.50	\$14.50	\$10.00	Reduction in Group B cost to encourage use.
Stuart Ellwood Room per hour	\$17.50	\$13.50	\$17.50	\$12.00	Reduction in Group B cost to encourage use.
Podmore Room per hour	\$14.50	\$11.50	\$14.50	\$11.00	Reduction in Group B cost to encourage use.

Waitarere Surf Club					
<i>The Surf Club consists of a lounge, unisex toilet and small kitchen. Bookings of this venue are made to the Surf Club. Per Hour (2 hour minimum).</i>					
	2019/2020		Proposed 20/21		Variance/Notes
	Group A	Group B	Group A	Group B	
Clubrooms per hour	\$26.00	\$18.50	n/a	n/a	
Clubrooms (24 Hour Block Charge)	\$245.00	\$185.00	n/a	n/a	

HDC Civic Area, 126-148 Oxford Street, Levin					
<i>Each room will be charged out separately. The foyer cannot be booked for private use unless the entire facility is booked for use (exceptional circumstances may be considered). The foyer is only available for booking after working hours. Additional fees will be applied to all bookings held outside of normal opening hours. Catering can be arranged on behalf if required. Per hour charge minimum 2 hours*.</i>					
	2019/2020		Proposed 20/21		Variance/ Notes
	Group A	Group B	Group A	Group B	
Entire Venue (24 Hour Block Charge)	\$2,800.00	\$1,700.00	\$2,800.00	\$1,700.00	Zero increase
Entire Venue (Half day)	\$1,200.00	\$720.00	\$1,200.00	\$720.00	Zero increase
Council Chambers per hour*	\$72.00	\$38.00	\$72.00	\$38.00	Zero increase
Council Chambers (Full day)	\$360.00	\$220.00	\$360.00	\$220.00	Zero increase
Horowhenua Room per hour*	\$40.00	\$26.00	\$40.00	\$26.00	Zero increase
Horowhenua Room (Full day)	\$200.00	\$120.00	\$200.00	\$120.00	Zero increase
Ante Room per hour*	\$40.00	\$26.00	\$40.00	\$26.00	Zero increase
Ante Room (Full day)	\$200.00	\$120.00	\$200.00	\$120.00	Zero increase
Foyer per hour (Available After Hours Only)	\$40.00	\$26.00	\$40.00	\$26.00	Zero increase
Kitchen per hour	\$45.00	\$40.00	\$45.00	\$40.00	Zero increase
Afterhours Hire Bond	\$750.00	\$500.00	\$750.00	\$500.00	Zero increase
Cleaning per hour	\$50.00	\$50.00	\$50.00	\$50.00	Zero increase
Staff Charge	\$45.00	\$40.00	\$45.00	\$40.00	Zero increase

per hour					
Emergency call out charge	\$100.00	\$50.00	\$100.00	\$50.00	Zero increase
Extra Item per head – Tea and Coffee	\$3.50	\$3.50	\$3.50	\$3.50	Zero increase
Extra Item – AV set up	\$125.00	\$50.00	\$125.00	\$50.00	Zero increase
Extra Item – Catering	\$35.00 + Cost	\$30.00 + Cost	\$35.00 + Cost	\$30.00 + Cost	
<p>Holben Pavilion <i>The Pavilion located on Holben Reserve contains a small lounge, kitchen and toilets. Per Hour charge (2 hour minimum).</i></p>					
	2019/2020		Proposed 20/21		Variance/Notes
	Group A	Group B	Group A	Group B	
Entire Venue per hour	\$19.50	\$14.50	\$19.50	\$14.50	Zero increase
Entire Venue (24 Hour Block Charge)	\$190.00	\$145.00	\$190.00	\$145.00	Zero increase

Te Takeretanga o Kura-hau-po					
	2019/2020		Proposed 20/21		Variance/Notes
	Group A	Group B	Group A	Group B	
Large Meeting Room 1 (Rimu)	\$35.00	\$17.00	\$35.00	\$17.00	Zero increase
Large Meeting Room 1 (Rimu) Full day	\$175.00	\$87.50	\$175.00	\$87.50	Zero increase
Large Meeting Room 2 (Totara)	\$30.00	\$15.00	\$30.00	\$15.00	Zero increase
Large Meeting Room 2 (Totara) Full day	\$150.00	\$75.00	\$150.00	\$75.00	Zero increase
Large Meeting Rooms Combined (Rimu & Totara)	\$49.00	\$24.00	\$49.00	\$24.00	Zero increase
Large Meeting Rooms Combined (Rimu & Totara) Full day	\$325.00	\$162.00	\$325.00	\$162.00	Zero increase
Small Meeting Room 1 (Hebe)	\$20.00	\$10.00	\$20.00	\$10.00	Zero increase
Small Meeting Room 1 (Hebe) Full day	\$100.00	\$50.00	\$100.00	\$50.00	Zero increase
Small Meeting Room 2 (Kowhai)	\$20.00	\$10.00	\$20.00	\$10.00	Zero increase
Small Meeting Room 2 (Kowhai) Full day	\$100.00	\$50.00	\$100.00	\$50.00	Zero increase
Open Meeting Room	\$33.00	\$16.00	\$33.00	\$16.00	Zero increase
Open Meeting Room Full day	\$165.00	\$82.00	\$165.00	\$82.00	Zero increase
Open Meeting Room (Incl Audio/Visual equipment & Support)			\$44.00	\$22.00	New
Open Meeting Room All day (Incl Audio/Visual equipment & Support)			\$220.00	\$110.00	New
Mezzanine Floor	\$33.00	\$16.00	\$33.00	\$16.00	Zero increase

Meeting Rooms 1 – 4	\$79.00	\$55.00	\$79.00	\$55.00	Zero increase
Meeting Rooms 1- 4 Full day	\$525.00	\$367.00	\$525.00	\$367.00	Zero increase
Meeting Rooms 1-4, Open meeting room & East Lounge	\$107.00	\$75.00	\$107.00	\$75.00	Zero increase
Meeting Rooms 1-4, Open meeting room & East Lounge. Full day	\$715.00	\$500.00	\$715.00	\$500.00	Zero increase
Meeting Rooms 1-4, Open meeting room & East Lounge. 24 hours	\$1,716.00	\$1201.0 0	\$1,716.00	\$1201.00	Zero increase
Education Suite Conference room	\$35.00	17.00	\$35.00	17.00	Zero increase
Education Suite Computer room	\$40.00	20.00	\$40.00	20.00	Zero increase
Entire Education Suite	\$60.00	30.00	\$60.00	30.00	Zero increase
Community Space Afterhours	\$55.00	\$40.00	\$55.00	\$40.00	Zero increase
Youth Space	\$50.00	\$25.00	\$50.00	\$25.00	Zero increase
Exclusive use of Recording Studio (Room only)	\$25.00	\$15.00	\$25.00	\$15.00	Zero increase
Exclusive use of Recording Studio + technical staff member (while rostered on)	\$55.00	\$28.00	\$55.00	\$28.00	Zero increase
Exclusive use of Recording Studio + TSM (technical staff member - not rostered on)			\$25.00 + Hourly rate for TSM	\$15.00 + Hourly rate for TSM	New
Exclusive use of Recording Studio Full day (Room only)	\$100.00	\$70.00	\$100.00	\$70.00	Zero increase
Exclusive use of Recording Studio: Full day with TSM (technical staff member - rostered on)			\$150.00	\$75.00	New
Exclusive use of Recording Studio: Full day with TSM			\$100.00 + hourly rate for	\$70.00 + hourly rate	New

(technical staff member – not rostered on)			TSM	for TSM	
Extra Item – Tea & Coffee pp	\$3.00	\$3.00	\$3.00	\$3.00	Zero increase
Extra Item - Catering	Cost + 10% of total	Cost + 10% of total	Cost + 10% admin fee	Cost + 10% admin fee	
Specialist staff member	\$45.00	\$45.00	Zero increase	Zero increase	Zero increase
Staff member on-site (required after hours)	\$45.00 p/hr	\$45.00 p/hr	Zero increase	Zero increase	Zero increase
Security Guard Service			Cost	Cost	New
Equipment & Furniture Hired from External Sources	Hire Fee + \$20.00	Hire Fee + \$20.00	Hire Fee + \$20.00	Hire Fee + \$20.00	Zero increase
Sale of Artworks	20% Commission	20% Commission	20% Commission	20% Commission	
Locker Hire per year	\$70.00	\$50.00	\$70.00	\$50.00	Zero increase
Portable sound system – On Premises	\$150.00	\$75.00	\$150.00	\$75.00	Zero increase
Portable sound system – Off Premises			\$200.00 + Bond	\$150.00 + Bond	New
Hearing assistance system off-site	\$150.00	\$75.00	\$150.00	\$75.00	Zero increase
Stage (1 section) per	\$50.00	\$50.00	\$50.00	\$50.00	Zero increase
Stage (additional sections)	\$20.00	\$20.00	\$20.00	\$20.00	Zero increase
Stage (Per Section) - Off premises			\$50.00	\$50.00	New
Grey display boards (per board) per event	\$20.00	\$20.00	\$20.00	\$20.00	Zero increase
Use of Mobile Television (Per Event)			\$25.00	\$25.00	New
Use of Laptop (per laptop)			\$10.00	\$10.00	New

Te Awahou Nieuwe Stroom					
	2019/2020		Proposed 20/21		Variance/ Notes
	Group A	Group B	Group A	Group B	
Stuart Ellwood Room	\$35.00	\$17.00	\$35.00	\$17.00	Zero increase
Blue Room	\$35.00	\$17.00	\$35.00	\$17.00	Zero increase
Stuart Ellwood Room & Blue Room Combined	\$52.00	\$26.00	\$52.00	\$26.00	Zero increase
Ngārongo Iwikātea Mezzanine Lounge	\$55.00	\$27.00	\$55.00	\$27.00	Zero increase
Teal Room + Terrace	\$55.00	\$27.00	\$55.00	\$27.00	Zero increase
Teal Room, Mezzanine Lounge, Stuart Ellwood & Blue Room	\$94.00	\$66.00	\$94.00	\$66.00	Zero increase
Ngārongo Iwikātea, Mezzanine Lounge, Stuart Ellwood & Blue Room	\$94.00	\$66.00	\$94.00	\$66.00	Zero increase
Entire First Floor incl. 4 Rooms, Mezzanine Lounge and Terrace	\$135.00	\$94.00	\$135.00	\$94.00	Zero increase
Entire First Floor incl. 4 Rooms, Mezzanine Lounge and Terrace - Full Day	\$900.00 p/d	\$630.00 p/d	\$900.00 p/d	\$630.00 p/d	Zero increase
Entire First Floor incl. 4 Rooms, Mezzanine Lounge and Terrace – 24 Hours	\$2160.00 p/d	\$1512.00 p/d	\$2160.00 p/d	\$1512.00 p/d	Zero increase
Te Awahou Space After Hours	\$55.00	\$40.00	\$55.00	\$40.00	Zero increase
Extra Item – Tea & Coffee pp	\$3.00 pp	\$3.00 pp	\$3.00 pp	\$3.00 pp	Zero increase
Extra Item -	Cost +	Cost +	Cost + \$20.00	Cost + \$20.00	

Catering	\$20.00	\$20.00			
Staff member on-site (required after hours)	\$45.00	\$45.00	\$45.00	\$45.00	Zero increase
Security Guard Service			Cost	Cost	New
Equipment & Furniture Hired from External Sources	Hire Fee + \$20.00	Hire Fee + \$20.00	Hire Fee + \$20.00	Hire Fee + \$20.00	Zero increase
Sale of Artworks (in Te Awahou Nieuwe Stroom)	20% Commission	20% Commission	20% Commission	20% Commission	
Stage (One Section) - On premises			\$50.00	\$50.00	New
Stage Additional Sections - On premises			\$20.00	\$20.00	New
Use of Mobile Television (per event)			\$25.00	\$25.00	New
Use of Laptops (per Laptop)			\$10.00	\$10.00	New

Library Services			
Membership	2019/2020	Proposed 20/21	Variance/Notes
Temporary Borrower	\$20 deposit (refunded on return of card)	\$20 deposit (refunded on return of card)	Zero increase
Country Membership	\$25.00 per annum	\$25.00 per annum	Zero increase
Replacement Cards	\$2.00	\$2.00	Zero increase
Lending	2019/2020	Proposed 20/21	Variance/Notes
New Fiction	\$2.00 2 weeks	\$2.00 2 weeks	Zero increase
New DVDs	\$2.50 1 week	\$2.50 1 week	Zero increase
New Magazines	\$1.00 1 week	\$1.00 1 week	Zero increase
Rental Audio Books	\$3.00 3 weeks	\$3.00 3 weeks	Zero increase
Refundable Deposits	2019/2020	Proposed 20/21	Variance/Notes
Driver License road codes	\$5.00 rental & \$20.00 refundable deposit	\$5.00 rental & \$20.00 refundable deposit	Zero increase
Telescope	\$10.00 rental & \$40.00 refundable deposit (for non-financial members of Astronomical Society)	\$10.00 rental & \$40.00 refundable deposit (for non-financial members of Astronomical Society)	Zero increase
Overdues	2019/2020	Proposed 20/21	Variance/Notes
7-13 Days Overdue	\$1.00	\$1.00	Zero increase
14-20 Days Overdue	\$3.00	\$3.00	Zero increase
4 weeks overdue	\$4.00	\$4.00	Zero increase
Baycorp Administration Fee	\$15.00	\$15.00	Zero increase
Reserves	2019/2020	Proposed 20/21	Variance/Notes
General reserves, including inter-library loans	\$1.00	\$1.00	Zero increase
Items for Children, aged up to 16 years, reserved on Children's cards	Free	Free	Zero increase
Inter-loans (from NZ libraries)	\$5.00	\$5.00	Zero increase
Printing and Copying	2019/2020	Proposed 20/21	Variance/

			Notes
A4 Black & White	\$0.20	\$0.20	Zero increase
A4 Black & White Double Sided	\$0.30	\$0.30	Zero increase
A4 Colour	\$1.30	\$1.30	Zero increase
A4 Colour Double Sided	\$2.50	\$2.50	Zero increase
A3 Black & White	\$0.30	\$0.30	Zero increase
A3 Black & White Double Sided	\$0.40	\$0.40	Zero increase
A3 Colour	\$2.50	\$2.50	Zero increase
A3 Colour Double Sided	\$4.50	\$4.50	Zero increase
A2 Colour or Black & White – Single Sided Only	\$7.00	\$7.00	Zero increase
A1 Colour or Black & White – Single Sided Only	\$14.00	\$14.00	Zero increase
A0 Colour or Black & White – Single Sided Only	\$28.00	\$28.00	Zero increase
Laminating	2019/2020	Proposed 20/21	Variance/Notes
A4	\$3.00	\$3.00	Zero increase
A3 – Te Takere only	\$4.00	\$4.00	Zero increase
Book Covering	2019/2020	Proposed 20/21	Variance/Notes
Depending on size & style	\$3.00 - \$5.00	\$3.00 - \$5.00	Zero increase
Faxes	2019/2020	Proposed 20/21	Variance/Notes
Receiving	\$0.50 per page	\$0.50 per page	Zero increase
Sending Local	\$0.50 per page	\$0.50 per page	Zero increase
National	\$1.00 per page	\$1.00 per page	Zero increase
International	\$2.50 per page	\$2.50 per page	Zero increase
Scanning	2019/2020	Proposed 20/21	Variance/Notes
10 pages maximum	\$1.50	\$1.50	Zero increase
Merchandise	2019/2020	Proposed 20/21	Variance/Notes
Library Tote Bags (Small)	\$6.00	\$6.00	Zero increase
Library Tote Bags (Large)	\$7.00	\$6.00	Reduction.
USB Sticks	\$5.00	withdrawn	withdrawn
Pens	\$2.00	withdrawn	withdrawn

Aquatic Facilities			
Levin Pools Admission Fees	2019/2020	Proposed 20/21	Variance/ Notes
Adult – Single Ticket	\$5.00	\$5.00	Zero increase
Adult – 15 Ticket	\$60.00	\$60.00	Zero increase
Adult – 25 Ticket	\$95.00	\$95.00	Zero increase
Adult – 60 Ticket (12 Month Expiry From Date of Purchase)	\$220.00	\$220.00	Zero increase
Children (Up to 15yrs) – Single Ticket	\$3.50	\$3.50	Zero increase
Children (Up to 15yrs) – 15 Ticket	\$42.00	\$42.00	Zero increase
Children (Up to 15yrs) – 25 Ticket	\$66.00	\$66.00	Zero increase
Preschool	\$2.50	\$2.50	Zero increase
Senior Citizen – Single Ticket	\$3.50	\$3.50	Zero increase
Senior Citizen – 15 Ticket	\$42.00	\$42.00	Zero increase
Senior Citizen – 25 Ticket	\$66.00	\$66.00	Zero increase
Senior Citizen – 60 Ticket (12 Month Expiry from Date of Purchase)	\$157.00	\$157.00	Zero increase
Student/Beneficiary/Community Card Holder – Single Ticket	\$4.00	\$4.00	Zero increase
Student/Beneficiary/Community Card Holder – 15 Ticket	\$48.50	\$48.50	Zero increase
Student/Beneficiary/Community Card Holder – 25 Ticket	\$75.50	\$75.50	Zero increase
Aquacise/ Fit/ Deep/ Rehab – Single Entry	\$5.00	\$5.00	Zero increase
Aquacise/ Fit/ Deep/ Rehab – 15 Ticket	\$60.00	\$60.00	Zero increase
Family (2 Adults/3 Children or 1 Adult and 4 Children)	\$15.50	\$15.50	Zero increase
Showers/Amenities Only	\$3.50	\$3.50	Zero increase
Fitness classes (Land) incl. Aqua Float (Water) – Single Entry	\$7.00	\$7.00	Zero increase
Fitness classes (Land and Aqua Float) – 15 Class Concession Pass	\$84.00	\$84.00	Zero increase
MoveWell – Single Entry	\$2.00	\$2.00	Zero increase
Lane Hire (per hour)	2019/2020	Proposed 20/21	Variance/ Notes
Lane hire is charged based on the activity undertaken in the pool lane. Structured swimming is considered lane swimming with lane ropes. A maximum of 10 swimmers per lane is permitted. Unstructured swimming is considered free play, without lane ropes. Different ratios of swimmers apply with each lane hire.			
General Lane Hire – Structured Swimming (per	\$12.00	\$12.00	Zero increase

lane per hour)			
Club/School Lane Hire – Structured Swimming (per lane per hour)	\$9.00	\$9.00	Zero increase
1 Lane Hire – Unstructured Swimming (per hour – up to 20 people \$26 for first hour, then \$13 per hour thereafter)	\$25.00	\$25.00	Zero increase
2 Lane Hire – Unstructured Swimming (per hour – up to 70 people)	\$50.00	\$50.00	Zero increase
3 Lane Hire – Unstructured Swimming (per hour – up to 100 people)	\$75.00	\$75.00	Zero increase
4 Lane Hire – Unstructured Swimming (per hour – up to 125 people)	\$100.00	\$100.00	Zero increase
Complex Hire (Per Hour) * Any event or complex hire requires 1 Lifeguard for every 50 people in attendance	2019/2020	Proposed 20/21	Variance/ Notes
Main 25m Pool Max 200 swimmers at any one time	\$150.00	\$150.00	Zero increase
Teach Pool (Not Including Deep Lane) Max 50 swimmers at any one time	\$50.00	\$50.00	Zero increase
Play Pool (Excluding Toddlers pool) Max 50 swimmers at any one time	\$50.00	\$50.00	Zero increase
Deep Lane Max 8 swimmers at any one time	\$30.00	\$30.00	Zero increase
Hydrotherapy Pool - Whole	\$50.00	\$50.00	Zero increase
Hydrotherapy Pool - Half	\$30.00	\$30.00	Zero increase
Hydroslide	\$30.00	\$30.00	Zero increase
Complex Hire: – Restricted Entry Resulting in Facility Closure (Minimum of two hours) Main/ Play/ Toddlers/ Hydrotherapy/ HydroSlide/ excluding Teach pool & Deep lane	\$250.00	\$250.00	Zero increase
Personal Training Hire – Per Session	\$20.00	\$20.00	Zero increase
Small Group Training Structured (under 15 people) – Per Session	\$45.00	\$45.00	Zero increase

Meeting Rooms:	2019/2020		Proposed 20/21		Variance/ Notes
	Full room	Half room	Full room	Half room	
Conservatory – Per Hour	\$60.00	\$30.00	\$60.00	\$30.00	Zero increase
Conservatory – Full Day	\$300.00	\$150.00	\$300.00	\$150.00	Zero increase
Upstairs Meeting Room – Per Hour (Full room only)	\$40.00		\$40.00		Zero increase
Upstairs Meeting Room – Full Day (Full room only)	\$200.00		\$200.00		Zero increase
Mangahou – Per Hour	\$30.00	\$15.00	\$30.00	\$15.00	Zero increase
Mangahou – Full Day	\$150.00	\$75.00	\$150.00	\$75.00	Zero increase
Waikawa – Per Hour (Full room only)	\$30.00		\$30.00		Zero increase
Waikawa – Full Day (Full room only)	\$150.00		\$150.00		Zero increase
Social Space – Per Hour (Full room only)	\$30.00		\$30.00		Zero increase
Social Space – Full Day (Full room only)	\$150.00		\$150.00		Zero increase
Waikawa & Social Space Combined – Per Hour (Full room only)	\$45.00		\$45.00		Zero increase
Waikawa & Social Space Combined – Full Day (Full room only)	\$225.00		\$225.00		Zero increase

Other Pool Fees (per hour)	2019/2020	Proposed 20/21	Variance/ Notes
Inflatable The inflatable must be hired with four lanes. Max 100 swimmers with inflatable use.	\$30.00	\$30.00	Zero increase

Streamline Swim School (25 Minutes Unless Otherwise Stated). Any special student requirement needs to be discussed with the	2019/2020	Proposed 20/21	Variance/ Notes

Swim School Co-ordinator. Prices below are based on a full 10 week term. For shorter terms or public holidays during the term, these classes will be prorated basis. Bookings for the next term open at 6am on the Monday of Week 10 of the term before. Should you have 3 or more children to enrol, a 10% discount will be applied to the third and subsequent children enrolled. The discount will be applied to the lowest priced classes. We don't offer make up lessons during the term. Credits can only be applied if a valid medical certificate is provided. In all other instances of a missed lesson, a credit will not be applied.			
Water Babies and Toddlers (6 months to 3 years) Waterbabies and Toddlers Levels (Jellyfish - Turtle Advanced)	\$83.00	\$83.00	Zero increase
Preschool Levels (Tadpole levels)	\$110.00	\$110.00	Zero increase
School Age (Starfish - Penguin)	\$115.00	\$115.00	Zero increase
Advanced School Age (Penguin Advanced and Improvers) (45 minutes)	\$117.50	\$117.50	Zero increase
Squad School Age (Junior Development Squad and Fitness Youth Squad) (60 Minute Lesson)	\$120.00	\$120.00	Zero increase
Additional classes (Penguin Advanced, Improver, Junior Development Squad and Fitness Youth Squad)	\$55.00	\$55.00	Zero increase
Private Single (per lesson)	\$25.00	\$25.00	Zero increase
Private Single (per term)	\$250.00	\$250.00	Zero increase
Private Double (per lesson) *Please note: 2 children private relates to 2 children in the same lesson.	\$35.00	\$35.00	Zero increase
Private Double (per term)	\$350.00	\$350.00	Zero increase
Adult Lesson	\$110.00	\$110.00	Zero increase
5 Day Holiday Block Course	\$55.00	\$55.00	Zero increase
Private Swim School – NEW (draft, dependent on outcome of LTP) Accredited Quality swim school means: A bronze, silver or gold accreditation from AUSTSWIM NZ and/or Swimming NZ.	2019/2020	Proposed 20/21	Variance/ Notes
For profit accredited Quality Swim School – one lane per hour	\$50.00	\$50.00	Zero increase
Not for profit accredited Quality Swim School – one lane	\$18.00	\$18.00	Zero increase

per hour			
Foxton Pools Admission Fees (Foxton concessions not to be used in Levin)	2019/2020	Proposed 20/21	Variance/ Notes
Adult – Single Ticket	\$4.00	\$4.00	Zero increase
Adult – 15 Ticket	\$46.00	\$46.00	Zero increase
Children (15 and under) – Single Ticket	\$3.00	\$3.00	Zero increase
Children (15 and under) – 15 Ticket	\$36.50	\$36.50	Zero increase
Preschool	\$2.50	\$2.50	Zero increase
Senior Citizen – Single Ticket	\$3.50	\$3.50	Zero increase
Senior Citizen – 15 Ticket	\$42.00	\$42.00	Zero increase
Student or Beneficiary – Single Ticket	\$3.50	\$3.50	Zero increase
Student or Beneficiary – 15 Ticket	\$42.00	\$42.00	Zero increase
Family (2 Adults/3 Children or 1 Adult and 4 Children)	\$14.00	\$14.00	Zero increase
Aquacise – Single Entry	\$5.00	\$5.00	Zero increase
Aquacise/Aquafit Programmes – 15 Ticket	\$60.00	\$60.00	Zero increase
School Hire (Per Lane Per Hour)	\$9.00	\$9.00	Zero increase
Lane Hire			
Lane hire is charged based on the activity undertaken in the pool lane. Structured swimming is considered lane swimming with lane ropes. A maximum of 10 swimmers per lane is permitted. Unstructured swimming is considered free play, without lane ropes. Different ratios of swimmers apply with each lane hire.			
	2019/2020	Proposed 20/21	Variance/ Notes
General Lane Hire – Structured Swimming (Per Lane Per Hour)	\$11.00	\$11.00	Zero increase
Club/School Lane Hire – Structured Swimming (Per Lane Per Hour)	\$8.00	\$8.00	Zero increase
1 Lane Hire – Unstructured Swimming (Per Hour – up to 20 People)	\$17.00	\$17.00	Zero increase
2 Lane Hire – Unstructured Swimming (Per Hour – up to 65 People)	\$30.00	\$30.00	Zero increase
Swim School			
	2019/2020	Proposed 20/21	Variance/ Notes
Holiday Learn to Swim (Per Week) Based on a 5 day course	\$55.00	\$55.00	Zero increase
Private Swim School*			
	2019/2020	Proposed 20/21	Variance/ Notes
For profit accredited Quality Swim School - one lane per hour	\$40.00	\$40.00	Zero increase
Not for profit accredited Quality Swim School – one lane	\$16.00	\$16.00	Zero increase

per hour			
Pool Staff (per hour) Any event or complex hire requires 1 Lifeguard for every 40 people in attendance.	2019/2020	Proposed 20/21	Variance/ Notes
Learn to Swim Instructor	\$45.00	\$45.00	Zero increase
Aquacise Instructor	\$55.00	\$55.00	Zero increase
Operations Supervisor	n/a	n/a	n/a
Lifeguards	\$25.50	\$25.50	Zero increase
Receptionist	\$21.50	\$21.50	Zero increase
Poolside Team Leader	\$35.00	\$35.00	Zero increase
Complex Hire (per hour – during normal operating hours) Any event or complex hire requires 1 Lifeguard for every 40 people in attendance.	2019/2020	Proposed 20/21	Variance/ Notes
*Main Indoor 25m Pool Max 125 swimmers	\$50.00	\$50.00	Zero increase
*Playpool Max 40 swimmers	\$30.00	\$30.00	Zero increase
Shannon Summer Pools Admission Fees	2019/2020	Proposed 20/21	Variance/ Notes
Adult – Single Ticket	\$2.00	\$2.00	Zero increase
Children (15 and Under) – Single Ticket	\$1.00	\$1.00	Zero increase
Preschool	\$1.00	\$1.00	Zero increase
Senior Citizen – Single Ticket	\$1.50	\$1.50	Zero increase
Student or Beneficiary – Single Ticket	\$1.50	\$1.50	Zero increase
Family (2 Adults/3 Children or 1 Adult and 4 Children)	\$5.00	\$5.00	Zero increase

PARKS AND RESERVES			
Sports Fields (\$ / field)	2019/2020	Proposed 20/21	Variance/ Notes
Schools	Free	Free	Zero increase
Athletics (based on 20 week season)	\$615.00	\$615.00	Zero increase
Softball (skin diamond based on 20 week season)	\$615.00	\$615.00	Zero increase
Softball (per grass diamonds based on 20 week season)	\$95.00	\$95.00	Zero increase
Soccer, Rugby Union and Rugby League (based on 20 week season)	\$615.00	\$615.00	Zero increase
Casual Soccer, Rugby Union and Rugby League bookings	\$95.00	\$95.00	Zero increase
Twilight Soccer (based on per field per season)	\$95.00	\$95.00	Zero increase
Senior Cricket Wicket (based on per pitch per 20 week season)	\$1,275.00	\$1,275.00	Zero increase
Casual Cricket Use	\$175.00	\$175.00	Zero increase
Twilight Cricket including artificial wickets (based on 12 week season)	\$460.00	\$460.00	Zero increase
Netball (Donnelly Park 10 courts based on 20 week season)	\$1,710.00	\$1,710.00	Zero increase
Casual Netball and Tennis bookings (per hour)		\$12.00	New
Cycling (club activities per year)	\$450.00	\$450.00	Zero increase
Tennis Courts/Netball courts (club activities 20 week season)	\$450.00	\$450.00	Zero increase
All Junior Fields	Free	Free	Zero increase
Non-Charged Events excluding Levin Domain (per day)	2019/2020	Proposed 20/21	Variance/ Notes
General Reserves	\$80.00	\$80.00	Zero increase
Amenities Fee (Toilet and Changing Facilities if Available)	\$105.00	\$105.00	Zero increase
Floodlights – Invoiced at Cost plus 20% Administration Fee	Cost + 20%	Cost + 20%	
Levin Domain *Additional charge	2019/2020	Proposed 20/21	Variance/ Notes
Day Event	\$250.00	\$250.00	Zero increase
*Floodlights – Invoiced at Cost plus 20%	Cost + 20%	Cost + 20%	

Administration Fee			
*Grandstand (Includes Access to First Aid and Referees Room)	\$335.00	\$335.00	Zero increase
*Damage Deposit	\$1,275.00	\$1,275.00	Zero increase
Charged Events on all Parks and Reserves excl. Levin Domain (per day)			
Events that exclude the public from use of reserve land will be charged the maximum daily charge.			
*Additional charge			
	2019/2020	Proposed 20/21	Variance/ Notes
Charged Event with Less than 100 Spectators and Participants	POA	POA	
Charged Event Exceeding 100 Spectators and Participants – Price on Application	POA	POA	
*Amenities Fee (Toilet and/or Changing Facilities if Available)	\$120.00	\$120.00	Zero increase
*Damage Deposit	POA	POA	
Weddings	2019/2020	Proposed 20/21	Variance/ Notes
Ground Hire	\$130.00	\$130.00	Zero increase
Photos Only	\$0.00	\$0.00	Zero increase
Miscellaneous	2019/2020	Proposed 20/21	Variance/ Notes
Additional Bin and Rubbish Collection	Cost	Cost	
Linemarking and Post Replacement	Cost	Cost	
Keys	2019/2020	Proposed 20/21	Variance/ Notes
Refundable Key Bond (Per Set)	\$50.00	\$50.00	Zero increase
Lost Keys	Cost	Cost	

CEMETERY			
Plots	2019/2020	Proposed 20/21	Variance/ Notes
Adult	\$1635.00	\$1635.00	Zero increase
Child (up to 13 years)	Free	Free	Zero increase
Lawn Ashes	\$820.00	\$820.00	Zero increase
RSA Plot	Free	Free	Zero increase
RSA Ashes Plot	Free	Free	Zero increase
Stillborn	Free	Free	Zero increase

Memoriam Ashes Garden Plots	\$635.00	\$635.00	Zero increase
Te Pungarehu Bush – Ashes Scatter	\$105.00	\$105.00	Zero increase
Reserved Plots			
Reserved plots are only available at Shannon, Manakau and Foxton Cemeteries. Reserved plots, returned to Council will be refunded at 50% of the purchase price. The plot cancellation fee also applies.			
	2019/2020	Proposed 20/21	Variance/ Notes
Burial	\$2500.00	\$2500.00	Zero increase
Lawn Ashes	\$1,275.00	\$1,275.00	Zero increase
Memoriam Ashes Garden Plot	\$970.00	\$970.00	Zero increase
Interment Fees	2019/2020	Proposed 20/21	Variance/ Notes
Burial Fee (14 Years and over, Including Services Personnel)	\$1200.00	\$1200.00	Zero increase
Child (up to 13 Years)	Free	Free	Zero increase
Ashes	\$265.00	\$265.00	Zero increase
Other Cemetery Fees	2019/2020	Proposed 20/21	Variance
Double Depth (More than One Burial)	\$320.00	\$320.00	Zero increase
Triple Depth (More than Two Burials – Available at Avenue Cemetery Only)	\$430.00	\$430.00	Zero increase
After Hours (Additional to Standard Fee) Applies to all interments extending past 1pm Saturday and 4pm weekdays.	\$715.00	\$715.00	Zero increase
Out of District Fee per Plot (Additional to Standard Fee) Applies to all interments where the deceased was not living in the District or was not a ratepayer at the time of the death.	\$715.00	\$715.00	Zero increase
Monumental Permit A monumental permit is required for all headstone repairs, new headstones and plaques including ashes garden plaques within the cemetery.	\$60.00	\$60.00	Zero increase
Disinterment	Cost	Cost	
Cutting and Removing Concrete	Cost	Cost	
Sundays and Public Holidays Fee Applies to all interments on Sundays and public holidays excluding Easter Sunday, Anzac Day, Christmas, Boxing and New	\$1530.00	\$1530.00	Zero increase

Years Day when no interments are permitted.			
Manual Records Search Fee – Per Entry	Cost	Cost	
Plot Cancellation (Reserved Plots)	\$230.00	\$230.00	Zero increase

REGULATORY

Building

Special Notes

1. The Council is obliged under the Building Act to collect levies payable to BRANZ and Central Government.
2. Additional to these fees are any bonds that may be applicable, any structural engineering checking, vehicle crossing inspection, and any legal or consultancy cost that may be incurred by the Council during the processing of the applications.
3. Building consent fees are split into those activities for which a set fee will apply (Section A below) and those for which a time based fee will apply (Section B below).
4. Fixed Fee Consents: If the value of work is \$20,000.00 or more, BRANZ and MBIE levies apply.
5. All building consent applications, except fixed fee applications, are subject to a Digital Capture/or Simpli portal fee and an Accreditation Levy.
6. Inspection discounts may be available for multi-unit consents where multiple inspections of the same type are carried out at the same time. Please note, however that this discount will only apply if all of the inspections pass.

A: Fixed Fee Building Consent Fees Payable at Lodgement

Work Type: Building Consent Fee	2019/2020	Proposed 20/21	Variance/ Notes
Freestanding Fire (Inspection Required)	\$330.00	\$330.00	Zero increase
Inbuilt Fire (2 x Inspections Required)	\$430.00	\$430.00	Zero increase
New Pool Fencing	\$220.00	\$220.00	Zero increase
Minor Residential Plumbing and Drainage Work (value of work under \$5,000)	Not applicable	\$330.00	New fixed fee category
Residential Carport, Shed (under 15m ²), Pergola or Conservatory	\$895.00	\$895.00	Zero increase. NOTE - Fee category description and/or fees may be required to change as a result of MBIE review of Schedule 1 of the Building Act 2004 for work that is exempt from the requirement for a consent.
Proprietary Garage and minor farm implement sheds (with no plumbing and drainage or firewall)	\$1195.00	\$1195.00	

B: Time-Based Building Consent Fees	2019/2020	Proposed 20/21	Variance/ Notes
Building Consent Fees (per hour)	\$155.00	\$155.00	Zero increase
Non-refundable deposit lodgement fee	\$800.00	\$800.00	Zero increase
<p>The following Consent Application types are charged on a time base for processing and inspection purposes:</p> <ul style="list-style-type: none"> • New Residential Dwellings • New Commercial Buildings • Residential Additions and Alterations • Commercial Additions and Alterations • Sleepouts • Repiling • Relocatable Dwellings and Yard Builds • All Plumbing & Drainage Work • Dairy Sheds • Wet Floor Showers <p>* Any other work not specifically stated.</p>			
<p>An indicative cost will be given at the time of lodgement of the Consent. An invoice for anticipated costs will be issued which must be paid prior to the issuance of the Building Consent. At completion of works overpayments will be refunded, or additional costs invoiced which must be paid before a Code Compliance Certificate will be issued.</p> <p>Invoice costs will also include fee for PIMs, Statutory Levies payable to BRANZ and the Ministry of Building Innovation and Employment (MBIE), and any deposits/bonds required.</p>			

Other Fees (These fees may be applicable to building consents or may be applied as a single charge).	2019/2020	Proposed 20/21	Variance/ Notes
Certificate of Title Search Fee	\$50	\$50	Zero increase
New Compliance Schedule (Specified Systems BA04)	\$155 + \$40.00 per specified system. Charge includes Compliance Schedule statement	\$155 + \$40.00 per specified system. Charge includes Compliance Schedule statement	Zero increase
Alteration to Existing Compliance Schedule	Time based hourly rate	Time based hourly rate	Zero increase
Building Warrant of Fitness Audit/Inspection (S111 of BA04)	Time based hourly rate	Time based hourly rate	Zero increase

Producer Statement Acceptance	\$65.00	\$65.00	Zero increase
Time-based Consent Lodgement Fee (non-refundable)	\$800.00	\$800.00	Zero increase
Code Compliance Certificate (additional to any other charge)	\$80.00	\$80.00	Zero increase
On Works cost, e.g. Fire Service Design Review Unit, Structural Engineer	Cost plus 20%	Cost plus 20%	Zero increase
Internal technical/professional referrals e.g. Development Engineer, Environmental Health Officer	Time based Hourly Rate (or part thereof)	Time based Hourly Rate (or part thereof)	Zero increase
Section 72 Certificate Condition (Planning)	\$275.00	\$275.00	Zero increase
Section 75 Certificate Condition (Planning)	\$225.00	\$225.00	Zero increase
Certificate of Acceptance (Plus Applicable Consent Fee)	\$600.00 Application fee plus time based hourly rate assessment fee plus inspection costs, plus statutory levies plus Digital Capture and Accreditation levies.	\$600.00 Application fee plus time based hourly rate assessment fee plus inspection costs, plus statutory levies plus Digital Capture and Accreditation levies.	Zero increase
PIM or Planning check	Time based Hourly Rate	Time based Hourly Rate	Zero increase
Simpli Submission Fee (applies to all applications submitted through the Simpli portal, excluding fixed fee applications)	\$45.00	\$45.00	Zero increase or as set by Simpli.
Digital Capture Levy (for applications submitted in hard copy and by email)	\$200.00	\$200.00	Zero increase
Accreditation Levy	\$25.00	\$25.00	Zero increase
Printed copies of consent documentation	\$1.00 per page	\$1.00 per page	Zero increase
Amended Documentation Fee (Time Related)	Time based hourly rate	Time based hourly rate	Zero increase
Building Act Exempt Work Assessment	\$155.00	\$155.00	Zero

(Domestic)	application fee plus time based on hourly rate plus levies.	application fee plus time based on hourly rate plus levies.	increase
Building Act Exempt Work Assessment (Commercial)	\$155.00 application fee plus time based on hourly rate plus levies.	\$155.00 application fee plus time based on hourly rate plus levies.	Zero increase
Certificate for Public Use	\$560.00	\$560.00	Zero increase
Inspection of building work (per inspection) – applies to Time Based Consents	\$155.00	\$155.00	Zero increase
Vehicle Crossing Deposit (If no indemnity form signed)			
• Urban (as defined in District Plan)	\$2000.00	\$2000.00	Zero increase
• Rural (as defined in District Plan)	\$1500.00	\$1500.00	Zero increase

Statutory Levies In Addition To Any Fees In This Table			
MBIE Levy – NOTE – Fee is currently \$2.01 per \$1,000 of building work – this change will take effect from 1 July 2020 onwards.	\$1.75 per \$1,000 of building work for which there is a building consent valued at \$20,444 (Including GST) or more		
BRANZ Levy	\$1.00 per \$1,000 of building work for which there is a building consent valued at \$20,000 or more		
<u>Other Fees and Charges</u>	2019/2020	Proposed 20/21	Variance/Notes
Amusement Permit	Set by legislation	Set by legislation	
Fencing Inspection Fee (per inspection)	\$155.00	\$155.00	Zero increase
Building Warrant of Fitness Renewal	\$80.00	\$80.00	Zero increase
Building Warrant of Fitness Audit Fee	Time based hourly rate	Time based hourly rate	

<u>Animal Control</u>				
Dog Registration		2019/2020	Proposed 20/21	Variance/ Notes
Disability Assist Dog	(Class 12)	Free	Free	
Selected Owner Status	(Class 15)	\$60.00	\$60.00	Zero increase
NZKC Registered Status	(Class 8)	\$60.00	\$60.00	Zero increase
Racing Greyhound Registered Status	(Class 6)	\$60.00	\$60.00	Zero increase
De-sexed Pet Urban	(Class 3)	\$72.00	\$72.00	Zero increase
Entire Pet Urban	(Class 11)	\$120.00	\$120.00	Zero increase
Working Dog	(Class 2)	\$58.00	\$58.00	Zero increase
Stock (Farm) Dog Exempt Microchipping	(Class 16)	\$58.00	\$58.00	Zero increase
Rural Dog De-sexed	(Class 17)	\$72.00	\$72.00	Zero increase
Rural Dog Entire	(Class 14)	\$120.00	\$120.00	Zero increase
Puppy	(Class 13)	\$50.00	\$50.00	Zero increase
Superannuitant Owner	(Class 1)	\$72.00	\$72.00	Zero increase
Dangerous Dog De-sexed	(Class 5)	150% of fee	150% of fee	
Dangerous Dog Entire	(Class 4)	150% of fee	150% of fee	
Late Fee if Paid after 31 July 2020		Plus 50%	Plus 50%	
<u>Other</u>				
Animal Control Officer Hourly Rate		2019/2020	Proposed 20/21	Variance/ Notes
Hourly Rate		\$155.00 per hour	\$155.00 per hour	Zero increase
Registration Discs		2019/2020	Proposed 20/21	Variance/ Notes
Transfer from Another Local Authority		Free	Free	
Replacement Disc		\$5.00	\$5.00	Zero increase
Dog Impounding		2019/2020	Proposed 20/21	Variance/ Notes
First Impound Fee, Per Dog		\$80.00	\$80.00	Zero increase

Second impound fee, per dog	\$130.00	\$130.00	Zero increase
Third and subsequent impound fee, per dog	\$180.00	\$180.00	Zero increase
Daily Fee Cost, Per Dog	\$10.00	\$10.00	Zero increase
After-Hours Cost in Respect of any Impoundment	\$155.00	\$155.00	Zero increase
Dog Surrender Fee	\$45.00	\$45.00	Zero increase
Microchipping Fee Following Impoundment	\$25.00	\$25.00	Zero increase
Stock Impounding (any four-legged, hoofed animal)	2019/2020	Proposed 20/21	Variance/ Notes
First Impound Fee	\$80.00	\$80.00	Zero increase
Second impound fee	\$130.00	\$130.00	Zero increase
Third and subsequent impound fee	\$180.00	\$180.00	Zero increase
After-Hours Call Out, Whether Animal(s) Impounded or Not	\$155.00	\$155.00	Zero increase
Daily Fee Costs, Per Head	\$7.00	\$7.00	Zero increase
Associated Costs (Transportation, Hay and the Like)	Cost + 20%	Cost + 20%	
Feline	2019/2020	Proposed 20/21	Variance/ Notes
Cage Deposit (50% Refundable)	\$24.00	\$24.00	Zero increase
Feral Cat Euthanasia	\$20.00	\$20.00	Zero increase
Other	2019/2020	Proposed 20/21	Variance/ Notes
NZKC/Greyhound Status - First Time Applicants	\$30.00	\$30.00	Zero increase
Additional Dog Licence Application (one off application fee)	\$30.00	\$30.00	Zero increase

Parking			
	2019/2020	Proposed 20/21	Variance/Notes
Metered parking spaces, per hour	\$1.00	\$1.00	Zero increase
Infringements – Excess Time or Metered Space	2019/2020	Proposed 20/21	Variance/Notes
Not More than 30 Minutes	\$12.00	\$12.00	Zero increase
More Than 30, Not More Than 1 Hour	\$15.00	\$15.00	Zero increase
More Than 1 Hour, Not More Than 2 Hours	\$21.00	\$21.00	Zero increase
More Than 2 Hours, Not More Than 4 Hours	\$30.00	\$30.00	Zero increase
More Than 4 Hours, Not More Than 6 Hours	\$42.00	\$42.00	Zero increase
More Than 6 Hours	\$57.00	\$57.00	Zero increase
Other Parking or Vehicle Infringements	2019/2020	Proposed 20/21	Variance/Notes
Designated Goods and Service Vehicles Only	\$40.00	\$40.00	Zero increase
On a Broken Yellow Line	\$60.00	\$60.00	Zero increase
On a Loading Zone	\$40.00	\$40.00	Zero increase
In a No Stopping Zone	\$40.00	\$40.00	Zero increase
On a Bus Stop/Taxi Stand	\$40.00	\$40.00	Zero increase
Double Parked	\$60.00	\$60.00	Zero increase
Parked on a Footpath	\$40.00	\$40.00	Zero increase
Mobility Permit Holder Park Only	\$150.00	\$150.00	Zero increase
Contrary to Council's Bylaw	\$40.00	\$40.00	Zero increase
Failure to Display Current WOF*	\$200.00	\$200.00	Zero increase
Failure to Display Current Licence Label*	\$200.00	\$200.00	Zero increase
Failure to Display Current COF*	\$600.00	\$600.00	Zero increase
*A diversion option may be applied for these notices if the previous WOF, COF or Registration has been expired for less than one month at the time the Notice was issued.			

<u>Environmental Health</u>			
Environmental Health charges are set in accordance with Regulation 7 of the Health (Registration of Premises) Regulations 1966.			
Note: Food Act 2014 fees and charges are set separately in accordance with Section 205(2) of the Act.			
General Premises (Annual Registration Fee) – set under Regulation 7 of the Health (Registration of Premises) Regulations 1966	2019/2020	Proposed 20/21	Variance/ Notes
Hairdressers	\$220.00	\$220.00	Zero increase
Funeral Directors / Mortuary	\$220.00	\$220.00	Zero increase
Camping Grounds	\$385.00	\$385.00	Zero increase
Transfer of Registration, if completed within 14 days of the change of occupier/ownership.	\$120.00	\$120.00	Zero increase
Offensive Trades	Nil	\$220.00	New fee
Saleyards	Nil	\$220.00	New fee

<u>Emergency Management</u>			
Fire Hazard	2019/2020	Proposed 20/21	Variance/ Notes
Long Grass Mowing	Cost Plus Admin at hourly rate	N/A	No longer a Council responsibility
Long Grass Inspection	\$30.00	N/A	No longer a Council responsibility
<u>Miscellaneous Fees & Charges</u>	2019/2020	Proposed 20/21	Variance/ Notes
Litter Infringement Offence	\$400.00	\$400.00	Zero increase
Mobile Shop/Hawker (Non Food) – Permit to Operate	\$300.00	\$300.00	Zero increase
Mobile Food Businesses registered with other Territorial Authorities – permit to operate (does not apply when operating at events only)	\$50.00	\$50.00	Zero increase
Water Testing for Registered Premises	\$70.00 plus costs	\$70.00 plus costs	
Certificate of Compliance (New Liquor Licence Application)	\$140.00	\$140.00	Zero increase
Interpreters	\$70.00 plus actual cost	\$70.00 plus actual cost	
Monitoring/Inspection Costs – Swimming Pools, Consent Monitoring Fee	Time based hourly rate at \$150.00 per hour	Time based hourly rate at \$150.00 per hour	
<u>Printing and Copying</u>	2019/2020	Proposed 20/21	Variance/ Notes
A4 Black & White	\$0.20	\$0.20	Zero increase
A4 Black & White Double Sided	\$0.30	\$0.30	Zero increase
A4 Colour	\$1.30	\$1.30	Zero increase
A4 Colour Double Sided	\$2.50	\$2.50	Zero increase
A3 Black & White	\$0.30	\$0.30	Zero increase
A3 Black & White Double Sided	\$0.40	\$0.40	Zero increase
A3 Colour	\$2.50	\$2.50	Zero increase
A3 Colour Double Sided	\$4.50	\$4.50	Zero increase

A2 Colour or Black & White – Single Sided Only	\$7.00	\$7.00	Zero increase
A1 Colour or Black & White – Single Sided Only	\$14.00	\$14.00	Zero increase
A0 Colour or Black & White – Single Sided Only	\$28.00	\$28.00	Zero increase
<u>Abandoned Vehicles</u>	2019/2020	Proposed 20/21	Variance/ Notes
Towage	\$150.00 plus actual costs and daily storage costs	\$150.00 plus actual costs and daily storage costs	
Daily storage	\$3.00 per day	\$3.00 per day	Zero increase
<u>Noise Control</u>	2019/2020	Proposed 20/21	Variance/ Notes
Return of Seized Equipment (Cash/Eftpos Only)	\$305.00	\$305.00	Zero increase
Infringement Fine Fee Set by Legislation	\$500.00	\$500.00	Zero increase
<u>Skateboards</u>	2019/2020	Proposed 20/21	Variance/ Notes
Return of Impounded Skateboard	\$20.00	\$20.00	Zero increase
<u>Administrative Services</u>	2019/2020	Proposed 20/21	Variance/ Notes
Support service administration fee (hourly rate)	\$107.00	\$107.00	Zero increase
Land Information Memorandum (commercial/industrial/rural/rural residential)	\$299.00 plus hourly rate over 3 hours	\$299.00 plus hourly rate over 3 hours	Zero increase
Land Information Memorandum (urban residential)	\$299.00	\$299.00	Zero increase
Property File Request	\$65.00	\$65.00	Zero increase
Certificate of Title search Consent Notice and easement documents at LINZ cost	\$50.00 per CT	\$50.00 per CT	Zero increase
Consents List (monthly subscription)	\$12.00 per month	\$12.00 per month	Zero increase
<u>Associated Costs for Special Events</u>	2019/2020	Proposed 20/21	Variance/ Notes
Road Closure	Cost	Cost	
Traffic Management Approval	Cost	Cost	
Advertising	Cost	Cost	

Flag Trax

Any costs associated with a physical flag are not the responsibility of Council, and it is expected that customers source their own flags.

All fees are stated as GST inclusive and are effective from 01 July 2020. Council reserves the right to review any fees and charges at any time. Please contact Council for any updates.

	2019/2020	Proposed 20/21	Variance/Notes
Installation of one FlagTrax Flag	\$21.50	\$21.50	Zero increase
Removal of one FlagTrax Flag	\$21.50	\$21.50	Zero increase

Alcohol Licensing Fees (set by legislation)	
Licence Application Fees (New, Renewal, Variations)	Fees set by legislation
Fee Category (Very Low)	\$368.00
Fee Category (Low)	\$609.50
Fee Category (Medium)	\$816.50
Fee Category (High)	\$1023.50
Fee Category (Very High)	\$1207.50
Licence Annual Fee (payable on anniversary of licence date)	Fees set by legislation
Fee Category (Very Low)	\$161.00
Fee Category (Low)	\$391.00
Fee Category (Medium)	\$632.50
Fee Category (High)	\$1035.00
Fee Category (Very High)	\$1437.50
Fees Payable for Other Applications	Fees set by legislation
Temporary Authority/Licence	\$296.70
Managers Certificate (Application and Renewal)	\$316.25
Appeal to the Alcohol Regulatory Licensing Authority (ARLA)	\$517.50
Extract from Licensing Register	\$57.50
Special Licences	Fees set by legislation
<ul style="list-style-type: none"> • Small Event less than 100 people • Medium Event 100 to 400 people • Large Event over 400 people <p>Note: All events on an application must be of a similar nature. For example; Birthday Parties, Fundraisers and Reunions would all need to be on separate applications.</p>	
Class 1: 1 large event; more than 3 medium events; more than 12 small events.	\$575.00
Class 2: 3 to 12 small events, 1 to 3 medium events.	\$207.00
Class 3: 1 or 2 small events	\$63.25

LGOIMA	
The first one (1) hour of time spent on fulfilling official information requests will be free; and then all additional time will be charged at \$38/half hour.	\$38/half hour
The first twenty (20) pages of black and white photocopying will be free, with a charge of 20c per page for all additional black and white	\$0.20 per page

pages	
<p>All other charges incurred shall be fixed at an amount that recovers the actual costs involved.</p> <p>This includes:</p> <ul style="list-style-type: none">i. Producing a document by computer or other like equipment;ii. Colour photocopies;iii. Reproducing a photograph, film, video or audio recording;iv. Arrange for the requester to hear or view an audio or visual recording;v. Providing a copy of any maps, plans etc.	

Options for Community Grants and Funding in the 2020/2021 financial year in response to COVID-19

File No.: 20/154

1. Purpose

To present options for Community Grants and Funding in the 2020/2021 financial year as part of Council's short term response to the COVID-19 pandemic.

2. Recommendation

- 2.1 That Report 20/154 Options for Community Grants and Funding in the 2020/2021 financial year in response to COVID-19 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Background/Previous Council Decisions

- 3.1 Council recognises that the impacts of COVID-19 on affected individuals, whānau, businesses and communities could be profound, long lasting and life changing. Therefore, recovery will be a long-term, multi-layered social and developmental process that is more than simply replacing what COVID-19 has destroyed; it also includes the wellbeing rehabilitation of those affected.
- 3.2 At its centre, recovery is the complex process of individuals and communities who have been impacted by COVID-19 working to resolve the impacts that the event has had on the trajectory of their lives. Recovery provides an opportunity to improve aspects beyond previous conditions by enhancing social infrastructure, natural and built environments, and economies.
- 3.3 Council sought short-term actions that it could consider and implement as part of the 2020/2021 year, while longer term requirements of the community with a particular focus on the social and economic impacts of the COVID-19 pandemic, were developed through preparation of the Long Term Plan 2021-41.
- 3.4 Council identified Grants and Funding as one avenue that could be explored to provide potential targeted response in the 2020/2021 year to support community recovery.
- 3.5 Council requested that Officers provide options to be considered by Council (which includes the Community Funding and Recognition Committee members) at the 06 May 2020 meeting.

4. Issues for Consideration

- 4.1 The grants and funding allocation for the 2019/2020 financial year are complete, which in effect does not leave any unallocated funds from the 2019/2020 grant rounds.
- 4.2 While there may be a small number of funds that are allocated that are unable to be spent in this financial year as a result of projects impacted by COVID-19, at this stage there are only two allocated applications where this may apply. The Community Funding and Recognition Committee have indicated they would like to work with these applications to understand how the funding could be used to support them in another way.
- 4.3 Officers have outlined options for consideration looking to the 2020/2021 Grants and Funding allocations:

Option 1

- Claw back all contestable grant funds and centralise into the Community Development fund which should give a total of approximately \$143,000.00 to allocate.
- Conduct a “super round” early in the new financial year (i.e. July 2020) and allocate as much of the money available as possible.
- This would require a defined outline for the new grant criteria in response to the COVID-19 pandemic and support for community recovery. Ultimately the criteria would look for and prioritise applications:
 - conducting projects/initiatives/organisations that support community recovery and are designed to provide future preparedness; and
 - initiatives that are designed to encourage community connectedness and supporting ‘local’.
- This would be a one-off response in 2020/2021, grants would resume as normal in 2021/2022.

Option 2

- Claw back all contestable grant funds and centralise into the Community Development fund which should give a total of approximately \$143,000.00 to allocate.
- Conduct the two normal funding rounds but closer together.
- This would require a defined outline for the new grant criteria in response to the COVID-19 pandemic and support for community recovery. Ultimately the criteria would look for and prioritise applications:
 - conducting projects/initiatives/organisations that support community recovery and are designed to provide future preparedness; and
 - initiatives that are designed to encourage community connectedness and supporting ‘local’.
- This would be a one-off response in 2020/2021, grants would resume as normal in 2021/2022.

Option 3

- Claw back all contestable grant funds and centralise into the Community Development fund which should give a total of approximately \$143,000.00 to allocate.
- Conduct a bi-monthly meeting for grant applications, similar to regional funds. Therefore, applications will be open for as long as the funds are available. Although there might be a large number of applications they will have to meet the criteria to be considered.
- This would require a defined outline for the new grant criteria in response to the COVID-19 pandemic and support for community recovery. Ultimately the criteria would look for and prioritise applications:
 - conducting projects/initiatives/organisations that support community recovery and are designed to provide future preparedness; and
 - initiatives that are designed to encourage community connectedness and supporting ‘local’.
- This would be a one-off response in 2020/2021, grants would resume as normal in 2021/2022.

It should also be noted that there are two Non-Council Grant Funds, where Council has no say on criteria:

- Creative Communities Scheme which will still be administered as per CreativeNZ guidelines, this is on track for 2019/20. Direction is expected for 2020/2021.

- Shannon Community Development Trust has not been allocated for 2019/2020; members of the community have asked if this can be allocated toward COVID-19 responsiveness. Criteria in the fund suggest it can be used for financial hardship. Officers are working with the committee at present.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

Author(s)	Nicki Brady Deputy Chief Executive	
Approved by	David Clapperton Chief Executive	

File No.: 20/133

Horowhenua Integrated Transport Strategy

1. Purpose

To present to the Horowhenua District Council (HDC), for adoption, the Horowhenua Integrated Transport Strategy.

2. Executive Summary

- 2.1 The Horowhenua Integrated Transport Strategy (HITS) sets out a future transport vision for the Horowhenua District. It provides a vision and principles-based planning framework to help coordinate the delivery of critical transport projects, which will collectively improve the transport system across the district. The strategy takes a multi-modal and strategic outcomes approach and identifies enabling transport investments (key catalysts), that will achieve sustainable development; the funding partners involved; and the general implementation timeframe.
- 2.2 HITS will guide the planning and investment and delivery of transport-related infrastructure in Horowhenua for the next 30 years. A Governance Group comprising CEO's and senior officials of HDC, Waka Kotahi NZ Transport Agency (NZTA) and the Manawatu-Wanganui Regional Council is established to oversee the implementation and delivery of the wider HITS Programme. Senior managers of these transport agencies, adjoining Councils and other key stakeholders were engaged at key milestones, in developing the HITS. HITS was finalised following the conclusion of an extensive, and staged, public engagement process with community and diverse stakeholder interest groups. The Cardno Technical Report, consultation, and discussions with transport stakeholders informed the HITS and underpins the strategy elements: the Objectives, Vision and Principles, and identified priority transport projects. Officers now present the Horowhenua Integrated Transport Strategy to Council for adoption.

3. Recommendation

- 3.1 That Report 20/133 Horowhenua Integrated Transport Strategy be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Council endorses the Horowhenua Integrated Transport Strategy and the Strategic Transport Outcomes Statement for the Horowhenua District.
- 3.4 That the Horowhenua District Council adopts the Horowhenua Integrated Transport Strategy.
- 3.5 That the Group Manager – Customer and Strategy be authorised to make minor amendments to Horowhenua Integrated Transport Strategy prior to publishing.

4. Background

- 4.1 The HITS Programme was initiated to help Council with its response to the NZTA's Roads of National Significance - Wellington Northern Corridor Project (RONS O2NL) and support Council's ability to optimise the transport, social and economic outcomes for Horowhenua.
- 4.2 A related planning imperative was the need for an overarching transport strategy and transport principles to support Council's planning programmes, namely Growth Master Plans

and Infrastructure and Community Plans, and strategic goal to build strong, resilient, and connected communities. (Reference: *Horowhenua District Council (2018) Horowhenua Growth Management Strategy 2040*; *Horowhenua District Council (2020) Horowhenua 2040*). To enable the District to grow and attract new business, investment and people, an effective multi-modal transport network was crucial.

- 4.3 The transport system in Horowhenua is characterised by multiple, complex, and interfacing transport issues. These include, but are not limited to, the following issues:
- poor safety records
 - dangerous state highway intersections
 - poor cycle safety on commuter routes and state highways
 - traffic congestion and travel time delays, especially in peak travel periods
 - poor interregional connectivity and east-west connectivity
 - limited public transport services and facilities
 - community severance associated with State Highway 1 and the effects of heavy traffic and freight traffic on the vitality and amenity of our town centres, and heightened safety risks
 - poor network resilience (road closures, the lack of a viable detour route between Ohau and Manakau, and aged network infrastructure, such as the Ohau and Manakau rail overbridges)
 - disruptions and closures on the national, strategic transport corridor and impacts on the efficient movement of freight, and national supply chain activities in the Lower North Island Regions and Wellington.
- 4.4 The intent of HITS is to set out a vision and a future path to transform the transport system in Horowhenua and to get transport flowing in a new direction. HITS is a key strategy for Council to achieve District transformation.
- 4.5 With the evident transport issues, the scope for the HITS Programme and the HITS itself, is broad. The strategy encompasses O2NL and O2NL-related projects (i.e., projects required to integrate O2NL into the District's network and projects related to future interchanges); revocation works for the existing State Highway 1; and Council-led projects on our local road network.
- 4.6 There may be other projects 'bundled' into HITS transport package, for example, where integration, process and cost efficiencies can be achieved. The HITS Programme Business Case (PBC) will confirm the projects and is near to being finalised.
- 4.7 As a multi-modal strategy, HITS encompasses strategic investment outcomes for active transport, public transport and rail modes, freight transport and some directions relating to town centres and settlements.
- 4.8 HITS has identified strategic planning and investment priorities for road and rail networks, notwithstanding that statutory responsibilities for state highways, regional public transport and rail network infrastructure, lies principally with NZTA, Regional Councils and KiwiRail. At this time in the District's history, multi-modal transport investment has the potential to dramatically improve our communities' wellbeing and liveability. More transport options, which are affordable, will provide better access to social and economic opportunity and economic development.
- 4.9 The process to develop the HITS and the strategic outcomes statement is described more detail, in the section below.

HITS: Strategy development process and key milestones

- 4.10 The work to prepare the Horowhenua Integrated Transport Strategy (HITS) commenced in January 2019.
- 4.11 To appropriately inform the HITS Programme - the development of the HITS and the HITS Business Case - Cardno were commissioned to research and investigate existing transport issues in the District. Seven transport areas were identified as key focus areas for reporting: access, safety, resilience, public transport, active transport modes, freight and logistics, issues for our town centres and settlements. The Technical Report, including recommendations, was issued to Council in May 2019.
- 4.12 An Engagement and Communications Plan was produced to guide the development of HITS. A multi-media engagement campaign was designed and ran over March and April 2019. The engagement programme comprised face-to-face engagements, meetings and presentations, displays and community conversations at Council events and community celebrations (*Reference: The Pasifika Festival, Fairfield School Gala, via Annual Plan engagements – Foxton, Shannon, and Levin*). A HITS webpage was also developed to support engagement and hosted on Council's website. The webpage provided background information and invited people to complete an online transport survey (Survey Monkey).
- 4.13 Several other initiatives were planned to reach iwi, youth, the 'transport disadvantaged' and community interest groups. These groups are typically underrepresented in public engagement processes. An engagement pilot was run with iwi (a co-designed initiative) and the 'youth voice' was bolstered by surveying Yep leaders and interviewing participants at the Yep "Youth Olympics" in the Youth Space. A further valuable opportunity was afforded to the HITS project team by Waiopahu College. Officers were invited to work with Year 12 geography students on a transport project. After a presentation and some informal mentoring with the students, the students undertook original transport research with a focus on public transport, cycling and the Levin Transport Centre. Online transport surveys were designed and promoted (and facilitated by the school community). The transport survey data was subsequently provided to Council and used to augment Council's transport research and work on the Shared Pathways Network Concept (August 2019).
- 4.14 At the close of the consultation period, more than 500 submissions were received via the HITS on-line survey. The quality and breadth of the feedback received from the survey and across the entire engagement campaign was highly valuable. Further information on this engagement and key findings can be viewed here: <https://www.horowhenua.govt.nz/News-Notices/News/Lack-of-transport-options-and-busy-roads-of-concern-to-Horowhenua-residents>
- 4.15 The Cardno Technical Report and Public Engagement findings were used to develop the HITS Vision and Principles. The 'Cone' framework, developed by Amy Webb of the Future Today Institute, was also instrumental in shaping the conceptual approach to developing the Vision and Principles and the structure of the HITS. (*Reference: Amy Webb, Future Today Institute: A Futurist's framework for Strategic Planning*).
- 4.16 In November a second transport engagement was undertaken for HITS. This engagement centered around a consultation document and an online survey, given the success of the earlier HITS e-campaign. The purpose of the engagement was to seek feedback on a draft Vision and Principles for HITS. Views on priority transport projects and initiatives were also invited. To prompt high quality feedback across the seven transport topics, the consultation document and survey included an issues summary and possible tactical actions and 'strawmen' projects to resolve the transport issues. Over 250 submissions were received during the consultation period. Minor amendments were made to the HITS Vision and

Principles after considering all of the feedback. The second engagement confirmed strong support for the Vision and Principles and directions on the key transport projects.

5. Discussion

- 5.1 HITS puts Council in a stronger position, than previously, to make the changes required to transport planning and transport priority settings, in Horowhenua.
- 5.2 HITS:
- identifies the key investment priorities to resolve exiting transport issues
 - provides the framework and directions for future strategic investment to achieve integrated land use and transport planning, going forward
 - provides certainty for transport planning and priority setting, by our transport partners
 - helps Council and officers in their work with NZTA on the O2NL project, in advocating for critical access and safety projects (e.g., the Queen St/SH57), and supports the HITS Programme Business Case (PBC)
 - is backed by a comprehensive technical evidence and has strong community input and support.
- 5.3 The Council has an important leadership and influencing role, with our transport partners, to realise change. HITS, the wider HITS Programme and the progressive implementation of HITS will help Council secure the transformational transport changes the District needs.
- 5.4 With an adopted transport strategy, clear strategic directions and technical evidence-base, Council is able to advocate strongly for investment in catalyst transport projects, improved passenger transport services and safe infrastructure projects.
- 5.5 Significantly, the HITS (and Strategic Transport Outcomes Statement) has good alignment with the Ministry of Transport's operating objectives and will also deliver on the strategic investment priorities of the draft Government Policy Statement on Land Transport (GPS 2021). In brief there are: Safety, Better Travel Options, Climate Changes and Improving Freight Connections. Delivery of the HITS fits well with the GPS 2021 goals of mode-shift and emissions reduction.
- 5.6 As a 30-year Council strategy, HITS is an important long term strategic document for Council. It will influence future planning including the development of Council's Long Term Plans (LTP), Infrastructure Strategies and Transport Programmes, notably Asset Management Plans and Forward Work Programmes prepared under the Land Transport Management Act (LTMA 2003) and the Local Government Act (LGA 2002). Giving effect to HITS via local, regional and national planning processes will be critical.
- 5.7 Outside of HITS there are other complementary transport initiatives, tools and delivery mechanisms that will pave the way forward and 'future-proof' the transport system in the District e.g., Travel Demand Management Planning and initiatives, Workplace and School Travel Management Plans. Council can also step up in terms of providing information about travel options and alternatives in the Horowhenua, i.e., beyond relying on Horizon's publications. In this respect, the HITS website could be put to good use. Council can and should continue to support national and regional safety and education campaigns aimed to improve safety, walking and cycling, and rail safety at level crossings.

6. Options

The HITS Programme is a transformational move for the Horowhenua District.

HITS is a core component of delivering the HITS PBC and will inform the Council's Asset Management Plan and the Long Term Plan and Infrastructure Strategy.

The HITS Programme is founded on a collaborative partnership with our key transport agencies. The HITS Governance Group and management structure works to support and expedite the Horowhenua transport projects based on HITS and a clear understanding by the partners on the priority transport projects, project interrelationships, and reaching agreements on most effective delivery mechanisms. The collaborative partnership was underpinned by a Joint Governance Agreement and Term of References. The updated Terms of Reference being adopted on 24 September 2019 by the HITS Governance Group.

This project management structure is considered the best way to manage and co-ordinate the multiple of national, regional and local transport projects planned to take place on our transport network over the 30-year period, while ensuring governance continuity for HITS. With the planned integration of NZ Rail into the land transport network, it is timely that HITS is a comprehensive, multi modal strategy, and adopts a strategic 'one network' approach.

Option 1 – Adoption of the Horowhenua Integrated Transport Strategy.

Option 2 – Delay adopting the Horowhenua Integrated Transport Strategy and provide direction to officers on required changes.

The Officer recommendation is Option 1 for the reasons set out earlier in this report.

6.1 Cost

In HITS there are short term actions and medium term transport investment and projects outlined.

The short term actions align with transport outcomes that are either in progress, need to get underway imminently, or need to get started due to long lead-in times for delivery. HITS PBC covers planning investigations and delivery of suite of projects related to O2NL and integration into the exiting network. Complementary, strategic or logical projects, can be met within existing operational and transport budgets.

Medium and long term projects, studies and investigations may lead to the requirement for business case development, which would identify any additional funding (and the appropriate funder) requirements for consideration.

6.1.1 Rate Impact

There will be no rate impacts arising from this report.

6.2 Community Wellbeing

As noted in Section 4 above, HITS will support current and future planning to develop an integrated multi-modal transport network in Horowhenua. The progressive implementation of the HITS and the strategic transport outcomes identified has the potential to dramatically improve our communities wellbeing and liveability. For example, investment in improved passenger transport services (bus and rail) will provide better access to social and economic opportunity and economic development. There are no negative impacts on community wellbeing arising.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

There is no specific LTP programme related to HITS, which are discussed in this report. HITS will inform the development process for Council's Activity Management Plan (AMP) and there may be HITS projects that are considered as part of the forthcoming LTP 2021-2041 and 30-year Infrastructure Strategy.

7. Consultation

The consultation processes for developing HITS have been outlined in Section 4 of this report. High levels of community support exist for HITS in terms of feedback.

It is proposed that HITS will be presented to the HITS Governance Group and other key transport agencies e.g. KiwiRail. A number of other follow up engagements are also planned with senior officials of NZTA and adjoining Councils.

8. Legal Considerations

There are no legal requirements or statutory obligations affecting HITS or the Strategic Transport Outcomes Statement.

In time, HITS projects will be funded and advanced via the HITS PBC (NZTA). Other transport projects may be implemented via Council's AMP and / or potentially through Regional Council planning processes, as provided for in the Land Transport Management Act (LTMA 2003) and the Local Government Act (LGA 2002).

9. Financial Considerations

The 30 year HITS Programme (notably the suite of transport projects approved via the PBC), will be funded principally by our transport partner NZTA. Rail projects will be funded by the Crown or NZTA/KiwiRail funding processes.

Some of the projects, planning studies and technical investigations which have been identified in HITS will take place over a variety of timescales, in the short term, medium or longer term. Some of the actions identified in the HITS Transport Statement may be subject to further business case development.

The HITS PBC process will confirm the primary funding arrangements (and the appropriate funder/contributions) for particular projects and the financial requirements for Council and the partner organisations. Other projects may be fully funded, or partially funded by Council, in which case these will be included in the Council's AMP and form part of the Council's deliberations on the LTP.

10. Iwi Considerations

The progressive implementation of the HITS and the identified strategic transport outcomes has the potential to dramatically improve our communities wellbeing and liveability. Consultation with iwi confirmed there was strong support for improved safety outcomes and better transport choices in Horowhenua. One transport issue of great concern for iwi are existing access and safety issues for marae located on the State Highway network or on strategic roads within the District. These matters are being considered as part of the HITS PBC process and discussions are continuing with our iwi partners.

11. Climate Change Considerations

HITS promotes and support the development of a multi-modal transport system. Over time, strategic investment in rail infrastructure, facilities and services will support the transition to a low carbon transport system and emissions reduction. Investment in on road cycling commuter routes and shared pathways may promote mode-shift away from private car trips to more sustainable travel options.

12. Environmental Considerations

The transport outcomes promoted in HITS contributes to environmental sustainability. The strategic projects, investigations and actions identified in HITS met objectives relating to achieving integrated land use and transport planning and will contribute to sustainable development.

13. Health & Safety Considerations

HITS will contribute to improving transport-related safety outcomes in the district. HITS promotes investment in network infrastructure and transport services that will increase community connectedness. The HITS PBC package and the wider transport projects anticipated over time, will collectively facilitate greater community well-being through improved access, public health (active travel, and road safety).

14. Other Considerations

There are no other considerations.

15. Next Steps

Following the adoption of HITS, Council officers will continue to progress the HITS PBC and the develop the AMP. Other actions identified in HITS identified will be advanced through appropriate planning processes, for example the Regional Land Transport Plan.

The Council will undertake follow up engagement with its transport partners and other key stakeholders on the HITS. The strategic directions and Transport Outcomes Statement. The document will be published and made available on Council's website.


16. Supporting Information

<p>Strategic Fit/Strategic Outcome</p> <p>HITS is a key strategy for Council. It aligns to the strategic goals in the LTP 2018-2038, Council's Community Outcomes and Community Wellbeing Strategy. It will also complement and support the objectives of the Horowhenua Growth Strategy 2040 and Horowhenua 2040. HITS has close alignment with the Draft GPS 2021 and the Transport Outcomes Framework developed by the Ministry of Transport</p>
<p>Decision Making</p> <p>A resolution from Council is required for adoption of the Horowhenua Integrated Transport Strategy.</p>
<p>Consistency with Existing Policy</p> <p>The Horowhenua Integrated Transport Strategy is consistent with delivering on Council's Vision, Community Outcomes and the Community Wellbeing Strategy.</p>
<p>Funding</p> <p>Not applicable. As noted in this report, funding for the wider HITS Programme is, in large part, progressing via the HITS PBC, with NZTA. Future funding of some critical local road transport projects will be advanced via the AMP, which is under development. Other projects will be delivered principally by our transport partners and KiwiRail. It is noted that future funding contributions may be required for work or activities associated with transport projects managed by our transport partners. Additional funding requirements will require special budgetary consideration.</p>

17. Appendices

No.	Title	Page
A	HITS Document FINAL - 24 April 2020 (<i>Under Separate Cover</i>)	

Author(s)	Cynthia Ward Principal Policy Advisor	
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Approved by	David McCorkindale Group Manager - Customer & Strategy	
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File No.: 20/91

Draft Water Supply Bylaw 2020

1. Purpose

To seek Council approval to publicly consult on the draft Horowhenua District Council Water Supply Bylaw 2020, through the Special Consultative Procedure. Included for Council's approval is also the Statement of Proposal required as part of the Special Consultative Procedure.

2. Executive Summary

2.1 Council's existing Water Supply Bylaw was released and adopted by the Council on 2 July 2014. The purpose of this review of the current Water Supply Bylaw is to ensure the current Bylaw remains current, relevant and improve regulation of the water supply activity by the Council.

2.2 This report is to facilitate this requirement.

3. Recommendation

3.1 That Report 20/91 Draft Water Supply Bylaw 2020 be received.

3.2 That this matter or decision is recognised as not significant in terms of Section 76 of the Local Government Act 2002.

3.3 That the Horowhenua District Council resolves that the Special Consultative Procedure as required by Section 156(1) of the Local Government Act 2002 be used for consultation purposes, and the Draft Water Supply Bylaw 2020 attached as **Attachment A** be used as the Statement of Proposal, the Summary of Information attached as **Attachment B** and the Submission Form attached as **Attachment C** be consulted on using the special consultative procedure as set out in Section 83 and Section 86 of the Local Government Act 2002.

3.4 That the hearing of any submissions on this matter be heard by the Hearings Committee of Council acting under delegated authority, and a subsequent recommendation be made by the Committee to Council on this matter.

4. Background / Previous Council Decisions

4.1 The Horowhenua District Council is responsible for the supply of water throughout the Horowhenua District. A Bylaw is considered the most appropriate means to regulate the water supply activity.

4.2 Council's existing Water Supply Bylaw 2014 was released and adopted by Council on 2 July 2014 (Report 14/608). It is proposed that the Draft Water Supply Bylaw 2020 (Attachment A) will replace the current Water Supply Bylaw 2014.

4.3 Bylaws are required to be reviewed no later than 5 years after the date on which the Bylaw is made (Section 158 (1) of the Local Government Act, 2002). Bylaws that are to be amended, revoked, revoked and replaced, or to continue without amendment must use the Special Consultative Procedure (Section 160 of the Local Government Act, 2002).

4.4 Section 160A of the Local Government Act 2002 allows Council a grace period of 2 years to review and adopt the bylaw; therefore, the final date for adoption of this bylaw is 2 July 2021.

- 4.5 Council's decision to review the current Water Supply Bylaw is in alignment with the requirement for Bylaws to be reviewed every 5 years. The current Water Supply Bylaw has been updated to ensure that it remains current and relevant and to improve the regulation of the water supply activity by the Council.

5. Discussion

- 5.1 A decision was taken to undertake a review of the current Horowhenua District Council Water Supply Bylaw 2014 to address issues identified by Council Officers. The review has resulted in the Draft Water Supply Bylaw 2020 which is attached.
- 5.2 Fundamentally the draft Bylaw 2020 is very similar to the current Water Supply Bylaw 2014. However, the Bylaw review has provided an opportunity to strengthen and clarify certain areas.
- 5.3 The current Bylaw provides a mechanism for regulating Council's supply of water to communities within the district but this has been further defined in the draft Bylaw. Council still largely relies on the public and businesses to "do the right thing" when it comes to usage of water that is supplied by the Council.
- 5.4 Council has concentrated their efforts on improving water demand management practices across the district. This draft Water Supply Bylaw 2020 is an important building block to enable Council to better manage water demand, through enforcement provisions relating to the take of water from fire hydrants, which is prohibited and a major cause of damage to Council's water infrastructure. The draft further includes arrangements around the installation of meters at subdivision stage to assist with the monitoring and managing of water consumption volumes which form an integral part of water demand management.
- 5.5 The proposed replacement to the current Water Supply Bylaw will provide a more robust mechanism for the Council to better regulate the water supply activity. The Bylaw proposes various controls that would assist to protect the district's physical water supply infrastructure from intentional or inadvertent damage or misuse. Moreover, the Bylaw sets out responsibilities of installers, owners and the public, and the expectations of the Council in terms of appropriate use of water and access to components of the water supply system.

6. Options

There is only one option; a new (updated) Bylaw ensures that Council complies with Section 158 of the Local Government Act 2002 and also provides Council with the opportunity to:

- Improve clarity on some definitions and processes.
- Add detail on some key water supply matters such as which areas of the district Council will supply water to.
- Support district wide water demand management initiatives.

The timing of this report is to enable the consultation period and any hearing to be completed in time for the Bylaw to be in place before the period of review expires.

6.1 Cost

Not applicable to this report.

6.1.1 Rate Impact

Adoption of this Bylaw will not have any impact on rates.

6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing. Efficient management of the water supply activity through some of the provisions provided for in the draft Water Supply Bylaw 2020 will ensure a more sustainable water supply to the community now and into the future.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

Not applicable to this report.

7. Consultation

No consultation was required to be undertaken to reach this point. This report is to trigger the formal consultation process under the Special Consultative Procedure.

8. Legal Considerations

The legal considerations relate to consultation; adopting the recommendations in this report will address this matter.

9. Financial Considerations

There is no financial impact from the discussion or options above.

10. Iwi Considerations

There are no specific Iwi considerations that would affect the recommendation of Council Officers outlined in this report.

11. Climate Change Considerations

There are no climate change considerations that would affect the recommendation of Council Officers outlined in this report.

12. Environmental Considerations

There are no environmental considerations that would affect the recommendation of Council Officers outlined in this report.

13. Health & Safety Considerations

There are no health & safety considerations that would affect the recommendation of Council Officers outlined in this report.

14. Other Considerations

There are no other considerations that would affect the recommendation of Council Officers outlined in this report.

15. Next Steps

That Council adopts the recommendations which will then allow the consultation plan as follows:

Task	Date
Council approve the Statement of Proposal and Summary of Information – Recommendation 3.4 of this Report.	06 May 2020
Submission open	TBA
Submission close	TBA
Officer Consideration of Submissions	TBA
Hearing of Submissions by Hearing Committee	TBA
Report to Council and Council decision	TBA

16. Supporting Information



<p>Strategic Fit/Strategic Outcome</p> <p>The draft Water Supply Bylaw 2020 will facilitate the provision of a more sustainable water supply activity within the District.</p>
<p>Decision Making</p> <p>The report is to request Council's approval to publicly consult on the draft Horowhenua District Council Water Supply Bylaw 2020, through the Special Consultative Procedure.</p>
<p>Consistency with Existing Policy</p> <p>N/A</p>
<p>Funding</p> <p>No funding will be required.</p>

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic					
Financial					
Service Delivery					
Legal					
Reputational					

<p><u>Confirmation of statutory compliance</u></p> <p>In accordance with Section 76 of the Local Government Act 2002, this report is approved as:</p> <ol style="list-style-type: none"> containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

1. 17. Appendices

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B	Draft Water Supply Bylaw 2020 - Summary of Information	135
C	Draft Water Supply Bylaw 2020 - Submission Form	138

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Statement of Proposal



HOROWHENUA DISTRICT COUNCIL DRAFT WATER SUPPLY BYLAW 2020

Chief Executive

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HOROWHENUA DISTRICT COUNCIL WATER SUPPLY BYLAW 2020

The Horowhenua District Council (Council) makes this bylaw pursuant to Section 145 and 146 of the Local Government Act 2002 and Section 64 of the Health Act 1956 and all other Acts or authorities enabling it to make this Bylaw.

1 Short Title, Commencement, Application and Repeal

- 1.1 This Bylaw is to be known as the Horowhenua District Council Water Supply Bylaw 2020.
- 1.2 This bylaw shall come into force on 1 May, 2020.
- 1.3 This bylaw applies to the Horowhenua District.
- 1.4 As from the day this Bylaw comes into force, any previous water supply bylaw or parts of any previous water supply bylaw and their amendments in force in the Horowhenua District (including the former local authorities that now comprise the Horowhenua District Council) shall be revoked.
- 1.5 Savings:
 - (a) The revocation of any previous water supply bylaws or parts of any previous bylaw and their amendments specified in clause 1.4 shall not prevent any legal proceedings, criminal or civil, being taken to enforce those bylaws and any such proceedings shall continue to be dealt with and completed as if the bylaw or part bylaw or amendment had not been revoked; and
 - (b) Any resolution, approval, permit or other decisions made under a bylaw referred to in clause 1.4 remains in force until such resolution, approval, permit or other decision is revoked, has expired or is replaced with an equivalent or replacement resolution, permit or other decision made pursuant to this Bylaw or other applicable bylaw.

2 Purpose, Objectives, and Scope

- 2.1 The purpose of this Bylaw is to protect, promote and maintain public health and safety, to protect public water supply infrastructure, to protect the public from Nuisance by making rules for the supply of water, and to manage and regulate the Council's Water Supply.
- 2.2 The objectives of this Bylaw are to:
 - (a) Provide for public health and safety in the supply of water and to ensure fair and reasonable use of resource;
 - (b) Protect publicly owned water supply infrastructure from incorrect use and damage; and
 - (c) Promote reasonable use of water in the District.
- 2.3 This Bylaw is made under the authority of the Local Government Act 2002 and the Health Act 1956 for the supply of water to its customers by the Horowhenua District Council. The supply and rating for water by Council is subject to:
 - (a) Statutory Acts and Regulations

- (i) Building Act 2004;
 - (ii) Fire Service Act 1975;
 - (iii) Health Act 1956;
 - (iv) Health (Drinking Water) Amendment Act 2007;
 - (v) Local Government Act 2002;
 - (vi) Local Government (Rating) Act 2002; and
 - (vii) Resource Management Act 1991.
- (b) Relevant Codes and Standards
- (i) Drinking Water Standards for New Zealand 2005 (revised 2018);
 - (ii) New Zealand Building Code;
 - (iii) BS EN 14154-3:2005 Water Meters. Test Methods and Equipment;
 - (iv) SNZ PAS 4509:2008 New Zealand Fire Service Fire Fighting Water Supplies Code of Practice; and
 - (v) NZWWA Backflow Code of Practice 2006;
 - (vi) NZWWA Water Meter Code of Practice 2003;
 - (vii) OIML R49 Water meters intended for the metering of cold potable water (International Organisation of Legal Metrology, 2013)
 - (viii) NZS4404:2010 Land Development and Subdivision Engineering;
 - (ix) National Policy Statement for Fresh Water Management 2014;
 - (x) One Plan – Horizons Regional Council's;
 - (xi) Civil Defence Emergency Management Act 2002;
 - (xii) National Environmental Standards under the RMA 1991;
 - (xiii) The Horowhenua District Council Plan, 2015.

3 Interpretation

- 3.1 Unless the context requires otherwise, the definitions set out in clause 4 shall be applied. A reference to a repealed enactment should be read as a reference to its replacement.
- 3.2 For the purposes of this Bylaw, the word 'shall' refers to practices that are mandatory for compliance with this Bylaw, while the word 'should' refers to practices that are advised or recommended.

4 Definitions

For the purpose of this Bylaw, unless inconsistent with the context, the following definitions apply:

Air Gap Separation means a physical separation between the free flowing discharge end of a Potable Water supply pipeline, and the highest overflow level of the receiving vessel, used to prevent Backflow.

Approved or Approval means permitted in writing by the Council, either by resolution of the Council or by any officer of the Council authorised for that purpose.

Authorised Agent	means any Person authorised or appointed in writing by the Council to do anything in respect of the Water Supply System.
Backflow	means the unplanned reversal of flow of water or mixtures of water and contaminants into the water supply network.
Backflow Prevention Device	means a device that prevents Backflow of water or mixtures of water and contaminants back into the water supply network.
Buried Services	means any underground infrastructure owned and maintained by Council, including but not limited to water mains, Service Pipes or Fittings
Catchment	means the area upstream, including all tributaries of the raw water abstraction point, bounded by the watershed, or the aquifer and recharge zone of a ground water system.
Chambers	means the housing of any Fittings.
Commercial Area	means a Commercial Zone as that term and area is defined in the Horowhenua District Plan.
Connection	means the Service Pipe from the Council's water main to the Point of Supply that is owned and maintained by the Council and includes any pipes, valves, manifolds, water meters, Backflow Prevention Device that is installed on the Council's side of the Point of Supply and the protection structure for any such Backflow Prevention Device, and the water meter box.
Council	means the Horowhenua District Council or any officer authorised to exercise the authority of the Council, and includes any Enforcement Officer appointed by the Council to carry out general or authorised specific duties arising from any of the provisions of this bylaw.
Council Water Supply	means Council's supply of Potable Water to its customers.
Customer	means the Owner or legal occupier of any Property who has obtained the right to use or direct the manner of use of, water supplied by the Council to any Property.
Dedicated Filling Point	Points in the Water Supply System that are provided by the Council for the purpose of allowing commercial operators to obtain bulk water in accordance with a Permit issued by the Council.
Detector Check Valve	means a check (non-return) valve, which has a positive closing pressure and a metered bypass to measure flows typically associated with leakage or unauthorised use on a dedicated fire supply.
Emergency	an Emergency is a situation that poses an immediate risk to life, health, property, or the environment that requires a immediate response.

Extraordinary Supply	means a category of an On Demand Supply including all purposes for which water is supplied other than ordinary domestic supply and which may be subject to specific conditions and limitations.
Extraordinary User	means a Customer that receives an Extraordinary Supply of water and that specifically includes the following water users: <ul style="list-style-type: none">• Residential properties with swimming pools, spas or collapsible pool• Residential properties with advanced on-site wastewater treatment systems• Commercial or business premises (including home-based commercial activities e.g. dentists, hairdressers, bed and breakfast and other cottage type industries)• Industrial premises• Temporary supplies• Out of District customers (supply to or within another local authority)• Public facilities, golf clubs, parks and reserves• Educational facilities• Health facilities• Retirement villages• Any properties at which horticultural or agricultural land use is occurring• Any other Property found by Council to be using more than 15% of the assessed average daily allocation over a 12-month period.
Fees and Charges	means the list of items, terms, and prices for services associated with the supply of water as adopted by the Council in accordance with the LGA 2002 and the Local Government (Rating) Act 2002
FENZ Personnel	means any Fire and Emergency New Zealand personnel under the Fire and Emergency New Zealand Act 2017.
Fitting	All accessories, connections and fixtures on pipes, including valves, Restrictors and water meters
Fire Installation	means a water installation, which conveys water solely for the purpose of firefighting.
Green-Belt Residential Area	means a Green-Belt Residential Zone as that term and area is defined in the Horowhenua District Plan
Horowhenua District or District	means the area or constituency constituted from time to time pursuant to the Local Government Act 2002.

Horowhenua District Council	means the Horowhenua District Council as named in Part 2 of Schedule 2 to the Local Government Act 2002.
Horowhenua District Plan	means the current operative district plan of the Horowhenua District Council as published from time to time on its website.
Industrial Area	means an Industrial Zone as that term and area is defined in the Horowhenua District Plan
Level of Service	The measurable performance standards on which the Council undertakes to supply water to its customers.
Meter	A Council owned device used to measure the volume of water supplied to a Customer.
Notice	means a notice issued by the Council pursuant to this Bylaw.
Nuisance	means anything that disturbs the reasonable use of water supply or endangers life and health or is offensive.
On Demand Supply	means a supply, which is available directly to the Customer without restriction of flow from the Point of Supply subject to the agreed levels of service.
Open Catchment	means a Catchment that does not have major points of access fenced, and is not controlled to human or animal access.
Ordinary Supply	means a category of On Demand Supply used solely for domestic purposes, excluding any identified extraordinary water use.
Owner	means the Person who is for the time being entitled to the rack rent of the land or building or who would be so entitled if the land or Property were let to a tenant at a rack rent.
Permit	means any written permission or consent required by this Bylaw or any other relevant legislation.
Person	means a natural person, corporation sole, a body corporate or an unincorporated body.
Point of Supply	means the point where the Connection meets the Supply Pipe; this marks the boundary of responsibility between the Customer and the Council, irrespective of Property boundaries.
Potable Water	means water that is held out by the Council to be suitable (either as supplied or subject to additional treatment recommended by the Council) for drinking and other forms of domestic and food preparation use.
Property	means (a) A property or allotment which is held under a separate record of title or for which a separate record of title may be issued and in respect to which a building consent has been or may be issued; or

- (b) A building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a record of title is available; or
- (c) A separately used or inhabited part of a rating unit as defined in the Council's Funding Impact Statement; or
- (d) Land held in public ownership (e.g. reserve) for a particular purpose.

Public Notice

means a Notice published in—

- (a) One or more daily newspapers circulating in the Manawatu region or Horowhenua district; or
- (b) One or more other newspapers that have a combined circulation or at least an equivalent circulation in the Manawatu region or Horowhenua district to the daily newspapers circulating in the Manawatu region or Horowhenua district;
and
- (c) Is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the Council's website.

Restricted Supply

means a type of water supply where a limited flow is supplied by a flow control device, and storage is provided on-site by the Customer to cater for demand fluctuations.

Restrictor

means a flow control device fitted to the Service Pipe to limit the flow rate of water to a customer's premises.

Residential Area

means a Residential Area as defined by the Horowhenua District Plan.

Roading Authority

means Horowhenua District Council or New Zealand Transport Agency.

Rural Area

means a Rural Zone as that term and area is defined in the Horowhenua District Plan.

Rural Supply

means water supplied to currently serviced Rural Areas.

Service Pipe

means that section of water pipe between a water main and the Point of Supply that is owned and maintained by the Council.

Service Valve or Toby

means the valve at the Customer end of the Service Pipe.

Storage Tank

means a secure vessel for holding Potable Water.

Supply Pipe

means the section of pipe between the Point of Supply and the customer's Property through which water is conveyed to the premises.

Urban Water Supply Area means an area formally serviced by the Council as an area serviced by a reticulated Water Supply System with a

firefighting capability that is intended to supply water to customers via on demand supplies.

Water Supply Area means an area formally serviced by the Council as an area serviced by a reticulated water supply.

Water Supply Authority (WSA) means Horowhenua District Council

Water Supply System means all those components of the network between the point of abstraction from the natural environment and the Point of Supply. This includes but is not limited to: wells, infiltration galleries, intake structures, open raw water storage ponds/lakes, falling mains, treatment plants, treated water reservoirs, trunk mains, service mains, rider mains, pump stations and pumps, valves, hydrants, scour lines, Service Pipes, boundary assemblies, meters, Backflow prevention devices and tobies

Unit of Water means the flow of water that is equivalent to 1,000 litres a day for any restricted water Connection.

5 Supply of Water

- 5.1 No water shall be taken from a Council Water Supply without prior Approval.
- 5.2 No Person may abstract water from the Council's Dedicated Filling Points without a Permit from the Council authorising such abstraction. The Council at its sole discretion may grant a Permit to abstract water from the Council's Dedicated Filling Points on any terms or conditions it considers appropriate.
- 5.3 The supply of water shall be subject to payment of any applicable water rates, Fees and Charges and any applicable development or financial contributions.
- 5.4 A Property shall only have one Connection, unless otherwise Approved.
- 5.5 A Supply Pipe shall serve only one Property, and shall not extend by hose or any other pipe beyond the boundaries of that Property. In particular, any water, which the Customer draws from the Council Water Supply, shall not be provided to any other Person without prior Approval.
- 5.6 With reference to clause 5.4 and 5.5, if a single Connection services more than one Property (as in the case of cross-lease properties), Council may recover costs arising from metered water consumption from any or all of the Property Owners, which are serviced by that Connection.
- 5.7 No Connection shall be made to a Council Water Supply in a Rural Area.
- 5.8 Only properties in the Residential Area, Green-Belt Residential Area, Commercial Area, or Industrial Area, or in a Rural Area already serviced by the Council, shall be generally entitled to Potable Water supplied by the Council.
- 5.9 Any Person wishing to connect a Property to a reticulated Council Water Supply must either:
 - (a) Complete and submit the Council's "Application for Connection/Disconnection" form (available on Council's website and from any of Council's Service Centres); or

- (b) Hold an Approved subdivision consent for that Property with a condition requiring connection to a Council Water Supply and comply with all relevant consent conditions including the submission of the Council's "Application to Connect" form.

5.10 The following provisions apply to applications made under clause 5.9:

- (a) The applicant must be the Owner or have the legal authority to act on behalf of the Owner of the Property for which supply is sought, and shall produce written evidence of this if required;
- (b) There must be adequate capacity within the supply system to allow the additional Connection or Connections;
- (c) Any new Connections and/or upgrading of an existing water Connection must be applied for and installed at the cost of the applicant and/or consent holder. The water Connection is to be provided at the Point of Supply. Refer to schedule 1- Point of Supply and Typical Layouts;
- (d) An application fee shall be payable;
- (f) In deciding whether to approve the application Council shall consider and may specify all or any the following:
 - (i) The type of water supply to be provided (restricted or on-demand);
 - (ii) The size of the Connection to be provided;
 - (iii) The design of the Connection to be provided;
 - (iv) Any additional elements of the Connection or supply including water meters, pipes, valves, Backflow prevention devices and any other equipment deemed necessary by the Council; or
 - (v) Subdivision consent conditions;
- (g) The Council may approve or refuse the application and shall notify the applicant of the decision and give reasons for any refusal;
- (h) The Council's written approval to connect to a water supply shall expire after 12 months unless given effect to, or an extension of time is Approved;
- (i) New Connections shall only be installed by an Authorised Agent and will be at the applicant's expense; and
- (j) Upon installation of the new Connections, the applicant shall provide the Council with an installation certification from the Authorised Agent.

5.11 A Customer with a requirement for an uninterrupted Level of Service (flow, pressure, or quality) shall give notice to the Council of the requirement and shall provide the necessary storage, backup facilities, or equipment to provide for that requirement and the following will apply:

- (a) The Council will take all practicable steps to notify affected Persons of planned water shutdowns.

- (b) In the event where shutdowns last for more than eight hours, Council will notify the Drinking Water Assessors Unit at MidCentral DHB, of the reasons for the interruption as soon as practicable and in any event not later than 24 hours after the commencement of the interruption in accordance with the provisions of the Health Act 1956.
- (c) The Council does not guarantee (even where notice is given under Clause 5.11(b) an uninterrupted supply of water level of service to any Property. The Council may also shut down the supply of water to any part of the District as and when required in order to maintain, repair, alter, or extend its water supply network. This may occur without notice where immediate action is required. The Council will not be liable for any loss, damage, or inconvenience that the Customer (or any Person using the supply) may sustain as a result of deficiencies in or interruptions to the Level of Service or supply of water.

5.12 The Level of Service, which the Council undertakes to supply water to its Customers, is:

- (a) Network supply pressure at the Property boundary of not less than 250kPa for On Demand Supply connections in urban areas, or 150kPa for restricted or Rural Supply connections;
- (b) Firefighting flows as defined in NZ Fire Service Fire Fighting Water Supplies Code of Practice SNZ 4509:2008: (i) Urban Water Supply Areas – FW2, (ii) For all other areas, as may be Approved under clause 14.1.
- (c) The Council does not guarantee an uninterrupted supply of water or the provision of a fire protection supply at any particular flow or pressure to any Property.

5.13 Where a Customer has, or seeks to, alter the ground levels in the vicinity of the Connection, the Council shall first be advised and the existing Service Pipe and cover shall be altered to ensure the Connection complies with the Council's engineering requirements. Such work shall be carried out by an Authorised Agent at the Customer's expense.

5.14 Where a Customer supplies and installs a new or altered Supply Pipe up to the Point of Supply, the Customer shall contact the Council to arrange an inspection and obtain written approval of the completed works prior to covering the Supply Pipe.

6 Private Water Supplies

6.1 The Council may accept responsibility for ownership, management, operation and maintenance of privately owned water supply schemes on behalf of users, after completion of a development, provided that:

- (a) The scheme can be operated and maintained in a cost effective manner;
- (b) The scheme is designed and constructed to a standard acceptable to the Council;
- (c) The scheme can be demonstrated to be compliant with the conditions of any resource consent authorising the development; and
- (d) Any easements are provided, on terms satisfactory to the Council, that the Council considers necessary for the supply of water to the development and for reticulation of water within the development.

6.2 A water supply scheme shall only vest in the Council on terms and conditions agreed to in writing by the Council, which may include all or any of the following:

- (a) The standard of design and construction;
- (b) The standard of maintenance required prior to transfer of ownership;

- (c) The performance requirements that the scheme must meet; and
 - (d) The timing of the transfer of ownership, which will be dependent on all conditions imposed on any resource consent relating to the community water supply scheme having been complied with to the reasonable satisfaction of the Council.
- 6.3 The costs of the scheme management will be recovered from the Customer by way of a rating charge on each Property serviced.
- 6.4 The Council will advise developers and Owners of the likely annual operating costs of the water scheme per lot proposed to be serviced in the development, and may require an arrangement with the developer or the Owner to ensure that the prospective purchasers of lots in the development are made aware of the potential annual commitment for operational costs.

7 Point of Supply

Responsibility for Maintenance

- 7.1 The Council shall own and maintain the Service Pipe and Fittings up to the Point of Supply. The Customer shall own and maintain the Supply Pipe between the Point of Supply and the Customer's Property.
- 7.2 Except with prior Approval or as otherwise provided in clause 7.3, no Person shall make any Connection to, damage, alter or otherwise directly or indirectly interfere with, any part of the Water Supply System.
- 7.3 The Customer may use the Service Valve to isolate the supply to the Customer's Property. The Council does not guarantee that any Council Service Valve will be operational at all times and in accordance with section 175 of the Local Government Act 2002, any Customer who wilfully or negligently damages or interferes with the Service Valve shall be liable for any costs arising.

Location

- 7.4 For individual Customers the Point of Supply shall be located as shown in Figures 1 to 3 of Schedule 1 or as close as possible to where fences, walls, or other permanent structures make it difficult to locate it at the required position. Other positions shall require specific approval.
- 7.5 The typical layout at a Point of Supply is shown in Figures 4a to 4e of Schedule 1.

8 Access to Point of Supply

- 8.1 Where the Point of Supply is on private Property the Customer shall allow the Council access to the Point of Supply between 7.30am and 6.00pm, 7 days a week, including all statutory and public holidays for:
- (a) Meter reading without notice; or
 - (b) Checking, testing and maintenance work, with reasonable notice being given to the Owner and occupier (if any).
- 8.2 Outside these hours (such as for night time leak detection) the Council shall give reasonable notice to the Customer.
- 8.3 If, after giving reasonable notice, an Authorised Agent is prevented from accessing the Point of Supply at any of the above times and a return visit is required, a fee may be charged to the Customer in accordance with the Fees and Charges.
- 8.4 In accordance with section 173 of the Local Government Act 2002, where there is a sudden Emergency the Council may enter the Property without notice and the Customer shall allow the Council free access to, and about, the Point of Supply at any hour,.

- 8.5 The Customer shall maintain the area in and around the Point of Supply, keeping it free of soil, growth, or other matter or obstruction, which prevents or is likely to prevent convenient access.
- 8.6 No Person other than the Council and its Authorised Agent shall access any part of the Water Supply System up to the Point of Supply, except to operate the Service Valve other than the Service Valve on the Property boundary.

9 Protection of Water Supply

- 9.1 No Person other than the Council and its Authorised Agent shall have access to any part of the Water Supply System unless with prior Approval.
- 9.2 Except as set out in Clause 11 (Fire Hydrants), no Person shall make any Connection or interfere with any part of the Water Supply System, unless with prior Approval.
- 9.3 The Customer shall take due care not to damage any part of the Water Supply System, including but not limited to pipework, valves, meters, Restrictors, Chambers, and Backflow prevention devices, and shall advise the Council immediately should any such damage occur.
- 9.4 The Customer shall maintain any pipe, tap, appliance, or Fitting used in relation to any water supply at any Property so that they do not cause water to be wasted. Where the Council is of the opinion that a pipe, tap, appliance, or Fitting is causing water to be wasted or is insufficient for the proper supply of water, the Council may serve on the Customer a Notice requiring the defect (as specified in the Notice) to be rectified within the time specified. The Customer shall comply with the Notice at the customer's expense.

10 Protection of Source Water

Open Catchments

- 10.1 In Open Catchment areas there shall generally be no restriction on activities other than those set out in the Regional or the District Plan and the National Environmental Standards.
- 10.2 Any Person planning to undertake any activity in the catchment area of a Council Water Supply likely to have an adverse effect on water quality shall notify the Council in writing at least four weeks prior to the activity being undertaken.

Spillages and adverse events

- 10.3 In the event of a spillage, or any event, which may contaminate or otherwise affect the water quality of the water supply, any Person who causes, contributes to, or is otherwise responsible for the spillage or event (including a principal who is responsible for the acts of its employees and agents) shall advise the Council immediately.
- 10.4 Advising the Council as required by clause 10.3 does not void any notification requirements to any other authorities.

11 Fire Hydrants

- 11.1 No Person shall gain access to, and draw water from any fire hydrants for the purposes of firefighting except for the attending FENZ Personnel.
- 11.2 No Person shall access or draw water from fire hydrants other than FENZ Personnel except for:
- (a) The Council and its Authorised Agent;
 - (b) Permit holders Approved to draw water from fire hydrants.

- 11.3 Without prejudice to other remedies available and pursuant to section 164 of the Local Government Act 2002, the Council may seize and impound any Property or assets of any Person that is directly or indirectly involved in the breach of this Bylaw. The Council may also assess and recover the value of water drawn without approval and any other associated costs.
- 11.4 Privately owned fire hydrants shall be maintained by the Customer at their own expense.
- 11.5 In the event that any privately owned fire hydrant needs to be repaired or upgraded, any costs of doing any such repair or upgrade will be met by the Customer.

12 Working Around Buried Services

- 12.1 No Person shall excavate without first reviewing the Council's records ('as-builts') of the location of its Buried Services (up to the Point of Supply). The Council may charge a fee for the provision of this information. The Council does not guarantee accuracy or completeness of any such information. The Persons proposing to carry out the excavation work shall conduct all necessary site checks to ensure Buried Services are not damaged or affected.
- 12.2 Any excavation within the road reserve is subject to the Permit process of the appropriate Roothing Authority and, for the avoidance of doubt, to obtaining any other applicable regulatory approvals.
- 12.3 Any Person proposing to excavate in the vicinity of the Council's Buried Services shall give the Council notice of such excavations at least 5 days prior to commencing.
- 12.4 Where appropriate the Council may mark out to within ± 0.5 m on the ground the location of its Buried Services and nominate in writing any restrictions on the work it considers necessary to protect its Buried Services. The Council may charge a fee for this service.
- 12.5 When excavating and working around Buried Services due care shall be taken by the Person carrying out the excavation to ensure the services are not damaged, and that bedding and backfill are reinstated in accordance with any specification given by the Council.
- 12.6 Any damage, which occurs to any component of the Council's water supply network, shall be reported to the Council immediately.
- 12.7 Pursuant to section 175 of the Local Government Act 2002, any Person who wilfully or negligently destroys, damages, stops, obstructs or otherwise interferes with the water supply network shall be liable for costs arising.

13 Backflow Prevention

- 13.1 The Customer shall take all necessary measures to prevent water, which has been drawn from the Council's Water Supply on the Customer's side of the Point of Supply from returning to that supply. "All necessary measures" shall mean:
- (a) Backflow prevention either by providing an adequate air gap, or by the use of an appropriate Backflow Prevention Device; and
 - (b) Provision for the exclusion of any direct cross-connection between the Council's Potable Water supply and
 - (i) Any other water supply (potable or non-potable);
 - (ii) Any other water source;
 - (iii) Any Storage Tank;
 - (iv) Any other pipe, fixture or equipment containing chemicals, liquids, gases, or other non-potable substances;
 - (v) The installation of Backflow Prevention Devices where required; and

- (vi) The installation of fire protection systems that include appropriate Backflow prevention measures where required, for example in cases where the system is supplied by a non-potable source or a Storage Tank or fire pump that operates at a pressure in excess of the Council's normal minimum operating pressure.
- 13.2 Where a Customer fails to take all necessary measures as required by 13.1 and fails to comply with a Notice requiring him/her to do so, the Council may undertake the required works and fit a Backflow Prevention Device on the Council's side of the Point of Supply where a Customer cannot demonstrate that the risk of Backflow is adequately managed. In accordance with section 186 of the Local Government Act 2002, the Council may recover its costs as a debt from the Customer.
- 13.3 Any Backflow Prevention Device installed beyond the boundary of the Property will be owned and maintained by the Council.
- 13.4 Separation distances between the Water Supply Network and other services including buried wastewater pipelines shall comply with the standards as set in relevant codes and standards listed in clause 2.3(b). This is to reduce the possibility of contamination being drawn into the Water Supply System, particularly when the Water Supply System is subjected to low pressures or vacuums.

14 Fire Protection Connections

- 14.1 No Person shall install a new Connection for fire protection unless Approved to do so. Any such Connection shall be installed by Council's Authorised Agent at the applicant's expense and shall be subject to any terms and conditions specified by the Council. All fire connections shall have a Council Approved Detector Check Valve fitted at the Owner's expense.
- 14.2 The Council does not guarantee provision of a fire protection water supply at any particular flow or pressure.
- 14.3 It shall be the Customer's responsibility to ascertain in discussion with the Council whether the water supply available is adequate for the Customer's intended purpose.
- 14.4 The Customer shall monitor whether the water supply available remains adequate for the Customer's intended purpose.
- 14.5 Any Person designing fire protection shall consider Council's Levels of Service.
- 14.6 A Customer with a fire sprinkler system on their properties shall prevent water being drawn from the system for any purpose other than fire control and shall construct, install and maintain the system in good order, and for its intended purpose.
- 14.7 Where the supply of water to any Property is metered the Council may, upon receipt of a written request from a Customer, approve the supply of water for fire control purposes to be made in a manner which bypasses the Meter, provided that:
 - (a) The drawing of water is possible only in connection with the sounding of an automatic fire alarm or the automatic notification of the local FENZ Personnel; or
 - (b) A Council Approved Detector Check Valve has been fitted on the Meter bypass;
 - (c) Such a Connection shall not be used for any purpose other than for fire control or for testing the fire protection system.
- 14.8 Where a Connection has been installed or located for fire protection but it is likely or possible that water may be drawn from it for purposes other than fire control, the Council may require the supply to be metered.
- 14.9 No Person shall test fire protection systems in a manner that requires a draw off water without prior Approval.

- 14.10 Where the supply of water to any Property is metered, fire hose reels shall be connected only to the metered supply and not to the fire protection system. The water supply to fire hose reels shall comply with the requirements of NZS 4503:2005 (Hand operating firefighting equipment).
- 14.11 The Council will not charge for water used for the purpose of fire control. Where the fire protection Connection is metered and water has been used for fire control purposes, the Council may estimate the quantity of water so used and credit to the customer's account an amount based on that estimate.
- 14.12 No Person shall connect the fire hose reels on any Property to the fire protection system.

15 Water Metering

- 15.1 All water connections to Extraordinary Users shall be metered and the Council will charge for water usage on a volumetric basis.
- 15.2 In communities where universal metering has been installed (only Foxton Beach at the time of commencement of this Bylaw), both ordinary and extraordinary use of water shall normally be metered and levied as targeted rates, as prescribed in sections 9 and 15 to 19 of the Local Government (Rating) Act 2002.
- 15.3 In communities where universal metering has not been installed, an ordinary use of water shall not normally be metered (subject to the Council reserving the right to fit a Meter and charge where it considers water use is excessive, or for a Meter to be fitted at the customer's request) and the cost of such use shall be as prescribed in sections 9 and 15 to 19 of the Local Government (Rating) Act 2002.
- 15.4 The Council may fit a Meter to any Connection on any Property at any time for the purposes of determining water consumption.
- 15.5 Meters and Restrictors shall be located in a position where they are readily accessible for reading and maintenance and, if practicable, immediately on the Customer side of the Point of Supply.
- 15.6 Replacement Meters for on demand supplies, and replacement Restrictors for restricted flow supplies, shall be supplied, installed and maintained by the Council and shall remain the Property of the Council.
- 15.7 All lots formed as a result of a subdivision that lie within an Urban Water Supply Area shall have a Meter fitted to the Service Pipe. This may require the upgrading of any existing Connection or Connections.
- 15.8 The Council may recover all unpaid water charges from any premises as prescribed in sections 57 to 90 of the Local Government (Rating) Act 2002.

Meter Accuracy

- 15.9 All Meters installed shall be accurate to OIML R49-1 for the purposes of volumetric charging.
- 15.10 The Council may test meters as and when required or as prescribed in OIML R49-1 (Refer referenced documents). The maximum permissible error for the upper flow rate zone ($Q_2 < Q < Q_4$) is $\pm 2\%$, for temperatures from 0.1°C to 30°C and the maximum permissible error for the lower flow rate zone ($Q_1 < Q < Q_2$) is $\pm 5\%$. This accuracy shall be applied to all Meters with $Q_3 < 100\text{m}^3/\text{h}$ and may be applied to Meters with values of $Q_3 > 100\text{m}^3/\text{h}$. The flow Restrictors shall be accurate to within $\pm 10\%$ of their rated capacity.

Where Q is the flow rate:

Q1 is the minimum flow rate;

Q2 is the transitional flow rate;

Q3 is the permanent flow rate; and

Q4 is the overload flow rate as defined in OIML R49-1.

- 15.11 Any Customer who disputes the accuracy of a Meter would first be encouraged to carry out a self-assessment, the details of which can be requested from Council. The Customer may then apply to the Council for the Meter to be tested provided that the testing is not requested within three months of the last test. If the test shows the Meter is non-compliant with the accuracy range described in clause 15.10, the Customer shall not be charged for the test. If the test shows the Meter is in compliance with the accuracy range described in clause 15.10, the Customer shall pay a fee in accordance with the Council current Fees and Charges.
- 15.12 Meters shall be tested as prescribed in OIML R49-2 and the test report shall be made available as prescribed in OIML R49-3.
- 15.13 If any Meter, after being tested, is found to register a greater or lesser consumption than the quantity of water actually passed through such a Meter, the Council shall make an adjustment in accordance with the results shown by such tests, backdated for a period at the discretion of the Council but not exceeding 12 months, and the Customer shall pay a greater or lesser amount according to the adjustment.
- 15.14 Where a Meter is under-reading by more than 20% or has stopped, the Council reserves the right to charge for the amount of water assessed as having been used over the past billing period, taking into account any seasonal variations in demand.
- 15.15 Where a Meter is over-reading, the Council shall make appropriate adjustments to the customer's invoice(s), based on a period of similar use and backdated to when it is agreed the over-reading is likely to have occurred.

Estimating consumption

- 15.16 Where a Meter is damaged, ceases to register, has been removed, or where the seal or dial of the Meter is broken, or the Meter has otherwise been interfered with, the Council may estimate the consumption for the period since the previous reading of the water meter (based on the average of the previous four meter readings in respect of the Property) and the Customer may be required to pay according to such as estimate
- 15.17 Where by reason of a large variation of consumption due to seasonal or other causes, the average of the previous four Meter readings would be an unreasonable estimate of the consumption, or where there have not been four previous Meter readings in respect of that Property, the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the Customer may be required to pay according to such an estimate.
- 15.18 If a Meter indicates a significant increase in consumption to a Property, which is established as being caused by a previously unknown leak, the Council may either estimate consumption as provided in clauses 15.16 and 15.17, provided that the Customer repairs the leak as soon as practicable and with due diligence, otherwise the Customer shall be liable for the cost of water which passes through the water meter regardless of whether this is used or is the result of leakage.

Incorrect accounts

- 15.19 Where a situation occurs, other than as provided for in Clauses 15.9 to 15.19, where the recorded consumption does not accurately represent the actual consumption on a Property, the account shall be adjusted using the best information available to the Council. Such situations may include, but are not limited to, misreading of the Meter, errors in data processing, meters assigned to the wrong account and unauthorised supplies.

- 15.20 Where an adjustment is required under Clause 15.19, whether in favour of the Council or the Customer, such adjustment shall not be backdated more than 12 months from the date the error occurred.

16 Restricted Connections

- 16.1 Green-Belt Residential Areas shall receive only a Restricted Supply, where a reticulated supply exists.
- 16.2 Rural Areas that are connected to a Council Water Supply at the commencement of this Bylaw shall receive only a Restricted Supply, where a reticulated supply exists.
- 16.3 All properties with a Restricted Supply shall receive a maximum of one Unit of Water/day.
- 16.4 At any time, the Council may install (on a temporary or permanent basis) a Restrictor on any on-demand Connection within the Restricted Supply area.
- 16.5 Where the Council requires the permanent installation of a Restrictor on a previously on-demand Connection, the Owner or Customer shall meet all reasonable costs of providing for the restricted Connection including provision of an on-site Storage Tank, to be owned and maintained by the Customer.

17 Procedure for Testing a Restrictor

- 17.1 Restrictors should be accurate to within $\pm 10\%$ of their rated capacity. Any Customer who disputes the accuracy of a Restrictor may request that the Council test it, provided that no such request can be made within three months of the last test.
- 17.2 An initial test shall be carried out by the Council or its Authorised Agent at the Point of Supply to determine the accuracy of the Restrictor. Results will be provided to the Customer on request.

18 Demand Management

- 18.1 The Council may issue water restrictions at any time and for any specified purpose on use of Potable Water from any Council Water Supply if the Council considers that the supply capacity is limited.
- 18.2 During an Emergency, the Council may restrict or prohibit the use of Council Water Supply for any specified purpose, for any specified period and for any or all of its Customers.
- 18.3 No Person shall contravene any restrictions issued by the Council under 18.1 and/or 18.2.
- 18.4 The Council will give Notice of any restrictions issued under 18.1 and 18.2 and, despite the restrictions, will take all practicable steps to ensure that an adequate supply for domestic purposes is provided to each Point of Supply.
- 18.5 Council Water Supply shall not be used as an energy source. No Customer shall use Council Supply Water or water pressure directly from the Council Water Supply for driving lifts, machinery, generators, condensers or any other similar device, unless specifically Approved.
- 18.6 No Customer shall use Council Supply Water for a single pass cooling system or to dilute trade waste prior to disposal, unless specifically Approved.
- 18.7 An industrial plant shall not use water from the Council Water Supply for cooling purposes, unless specifically Approved.
- 18.8 No Customer shall allow Council Supply Water to run to waste from any pipe, tap, hose, sprinkler, or other device or Fitting, nor allow the condition of the plumbing within the Property to deteriorate to the point where leakage or waste occurs.

- 18.9 Under section 192 of the Local Government Act 2002 no Person may waste water supplied by the Council or allow it to be wasted, and under section 224 it is an offence to contravene section 192 and to continue to do so after receiving a written warning from the Council. A Person convicted of this offence is liable to a fine not exceeding \$5,000 (section 242 of the Local Government Act 2002 refers).

19 Plumbing System

- 19.1 No Person shall use quick closing valves, pumps or any other equipment that may cause pressure surges or fluctuations to be transmitted within the Water Supply System, or compromise the ability of the Council to maintain its Level of Service, without prior Approval.
- 19.2 In accordance with the Building Regulations 1992 any plumbing system shall be compatible with the Council Water Supply.

20 Transfer of Rights and Responsibilities

- 20.1 No Customer shall transfer to any other party the Customer's rights and responsibilities set out in this Bylaw.

21 Change of Ownership

- 21.1 In the event of a Property changing ownership, the Council shall record the new Owner as being the Customer at that Property. Where a Property is metered the outgoing Customer shall give the Council at least five working days' notice to arrange a final Meter reading.
- 21.2 Where the Property is not metered, a water meter will be installed at the cost of new Customer.

22 Offences and Breaches

- 22.1 Every Person breaches this Bylaw and commits an offence who:
- (a) Does anything, or Permits anything to be done that is contrary to this Bylaw; or
 - (b) Fails to do or perform any act, or thing, that is required by this Bylaw, within the time and in the manner required, or
 - (c) Commits any other breaches of the terms and conditions of this Bylaw; or
 - (d) Fails to comply with any condition of any authorisation granted by the Council under this Bylaw;
 - (e) Fails to comply with any Notice issued under this Bylaw; or
 - (f) Obstructs or hinders any Council Officer or other Council appointed Person in performing any duty or in exercising any power under this Bylaw; or
 - (g) Alters a Connection or any Restrictor, or drawing from a Connection or Restrictor that has been tampered with; or
 - (h) Provides incorrect information in an application for supply that affects the Council's assessment of that application or the conditions imposed.
- 22.2 In addition to the above offences, every person commits an offence under the Local Government Act 2002 who:
- (a) Under sections 192 and 224 wastes water or allows it to be wasted after receiving a written warning from the Council;

- (b) Under section 227(a) alters the index of, or in any other manner tamper with, a Meter;
- (c) Under section 227(b) alters the position of a Meters; and
- (d) Under section 229 prevents a Council enforcement officer from carrying out their functions or duties or to obstruct or impede a Person from exercising or attempting to exercise a power of entry conferred by that Act or refuses to give information to an enforcement officer of the Council or knowingly misstates information.

23 Notices

- 23.1 The Council may serve on any Person in breach of this Bylaw a Notice requiring compliance with this Bylaw within a stated period. Any Person served with such a Notice shall comply with the requirements of the Notice within the stated time, unless granted an extension of time by the Council.
- 23.2 In accordance with section 194 of the Local Government Act 2002 and if after the time specified in the notice in Clause 23.1 the Customer has not complied with the Notice's requirements, the Council may, in addition to any other powers and remedies, execute the required works and/or restrict the flow rate of water to the Customer without notice.
- 23.3 The Council shall take reasonable steps to ensure any restricted flow will of Council Water Supply under clause 23.2 will not cause undue hardship before restricting flows and shall not create unsanitary conditions in, or associated with, any Property.
- 23.4 The Council shall ensure that, notwithstanding any restricted flow of Council Water Supply under clause 23.2, an adequate supply of Potable Water is supplied to the Customer's Point of Supply, being a a minimum of 50 litres per Person per day where showers are available or 90 litres per Person per day where bath only is available.
- 23.5 If the Council restricts the flow rate, the full Level of Service shall be re-established only after payment of the applicable fee and compliance with the Notice by the Customer to the satisfaction of the Council.
- 23.6 Subject to sections 69S and 69T of the Health Act 1956, if the breach by the Customer is such that the Council is required to disconnect the supply for health and safety considerations, such disconnection will be carried out without notice.

24 Service of Notices and Documents

- 24.1 Except as otherwise expressly provided for in any Act, where any notice, order or other document is required to be served on any Person or Property for the purposes of this Bylaw, the Council may serve notice by:
- (a) By delivering it personally to the Person; or
 - (b) By delivering it at the usual or last known place of residence or business of the Person; or
 - (c) By sending it by pre-paid post addressed to the Person at the usual or last known place of residence or business of the Person; or
 - (d) By posting it to the Post Office box address that the Person has specified as an address for service; or
 - (e) By leaving it at a document exchange for direction to the document exchange box number that the Person has specified as an address for service; or
 - (f) By sending it to the fax number that the Person has specified as an address for service; or
 - (g) By sending it by email to the email address, which has been specified by the Person

on an address for service.

- 24.2 Where a notice or other document is to be served on a body (whether incorporated or not) for the purposes of this Bylaw, service on an officer of the body, or on the registered office of the body, in accordance with 24.1 shall be deemed to be service on the body.
- 24.3 Where a notice or other document is to be served on a partnership for the purposes of this Bylaw, service on any one of the partners in accordance with Clause 24.1 shall be deemed to be serviced on the partnership.
- 24.4 Where a notice or other document is sent by post to a Person it shall be deemed, in the absence of proof to the contrary, to be received by the Person at the time at which the letter would have been delivered in the ordinary course of the post.

25 Enforcement & Penalties

- 25.1 Under the Local Government Act 2002, the Council has powers to enter Property in certain circumstances. These powers include, but are not limited to:
- (a) The general power to enter Property under section 171;
 - (b) The power under section 172(1) to enter land for the purpose of detecting a breach of a bylaw, having given, if practicable, reasonable notice;
 - (c) The power under section 172(3) to enter a dwelling house for the purpose of detecting a breach of a bylaw, subject to a warrant being granted under the Search and Surveillance Act 2012;
 - (d) The power under section 173 to enter Property without giving prior notice in cases of sudden Emergency or there is danger to any works or adjoining property;
 - (e) The power under section 181 to enter land, having given reasonable notice, to inspect alter, renew, repair, or clean any work constructed under that section of the Act or under the corresponding provision of a former Act;
 - (f) The power under section 182 to enter any land or building (but not a dwelling house) for the purpose of ascertaining whether the Council Water Supply is being wasted or misused, or any drainage works are being misused, or any appliance of equipment associated with a Council utility service is in a condition that makes it dangerous to life or property, having given reasonable notice;
- 25.2 In the event of a breach of this Bylaw, the Council may issue a Notice under clause 23 and has all the powers available to it under the Local Government Act 2002 and any other applicable statute or regulation. Those powers include, but are not limited to:
- (a) The power under section 162 to apply for an injunction restraining a Person from committing a breach of this Bylaw or an offence;
 - (b) The power under section 163 to remove or alter works in breach of this Bylaw and recover the costs of removal or alteration from the person who committed the breach;
 - (c) The powers under sections 164, 165, and 168 to seize and impound property and to then dispose of that property;
 - (d) The power under section 176 to recover the costs of remedying damage arising from a breach of this Bylaw;
 - (e) The power under section 186 to execute works if the Owner or occupier fails to do so; and
 - (f) The powers under section 239 and 242 to prosecute for the offence of breaching this Bylaw.

- 25.3 Under section 193 of the Local Government Act 2002 the Council may also restrict the water supply to a Property or building in a manner it thinks fit, including where a Person fails to comply with this Bylaw or obstructs a Council Enforcement Officer from entering a Property or building to check whether water is being wasted or misused.
- 25.4 Any Person who commits a breach of this Bylaw or fails to comply with the requirements of this Bylaw, or a Notice issued under this Bylaw, commits an offence and shall be liable on summary conviction to the penalty set out in section 242(4) of the Local Government Act 2002, being a fine not exceeding \$20,000.

26 Fees

- 26.1 The Council may in accordance with Section 150 of the Local Government Act 2002 prescribe fees or charges in respect of any matter provided for under this Bylaw, including for any certificate, Approval, Permit or consent form or inspection made by the Council under this Bylaw.
- 26.2 The Customer shall be liable to pay for the water and related services as provided in accordance with this the Bylaw, any applicable Acts or Regulations and in accordance with Council's Fees and Charges prevailing at the time.
- 26.3 A development contribution levied under the Local Government Act 2002 may also be payable for new connections as specified in the Council's "Development Contributions Policy". A financial contribution may be payable as determined in accordance with the Resource Management Act 1991.

27 Payment

- 27.1 The Customer shall be liable to pay for the supply of water and related services in accordance with the Council's Fees and Charges prevailing at the time and the Local Government Act 2002 and the Local Government (Rating) Act 2002.
- 27.2 The Council may recover all unpaid water charges as prescribed in sections 57 to 83 of the Local Government (Rating) Act 2002.

28 Dispensing of Powers

- 28.1 The Council may waive full compliance with any provision of this Bylaw where the Council is of the opinion that full compliance would needlessly cause significant harm, loss or inconvenience to any Person or business without any corresponding benefit to the community. The Council may in its absolute discretion impose any terms and conditions of any such waiver.

29 Review of Bylaw

- 29.1 This Bylaw shall be reviewed by April 2025.
- 29.2 This Bylaw can be reviewed at any other time before the date at the discretion of the Council.

30 Commencement Date

- 30.1 This Bylaw comes into force on 1 May 2020, being the day at which the Horowhenua District Council in its meeting confirmed the making of this Bylaw by public resolution.

Attestation

SCHEDULE 1: Points of Supply and Typical Layouts

Figure 1: With street frontage

(Note – Point of Supply is tail piece of boundary box, Meter, or Service Valve regardless of Property boundary).

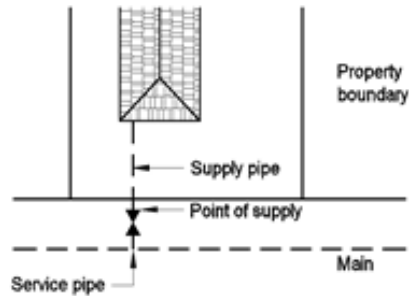


Figure 1a: Service for single Property

Figure 2: Rear lots on right-of-way

(Note – Point of Supply is tail piece of boundary box, Meter, or Service Valve regardless of Property boundary).

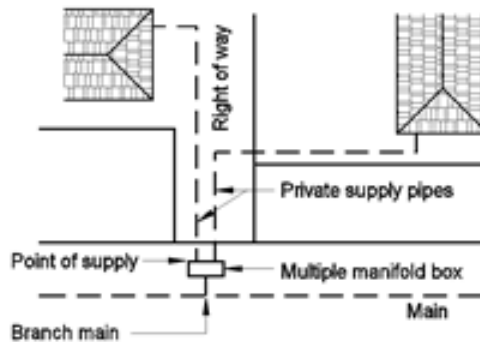


Figure 2a: Referred solution for lots on right-of-way

Infill Development

Cross Boundary Water Connections

The water connection of a property shall not be provided through another property. Any exception to this prohibition is solely at the Council's discretion.

Where an exception is granted by the Council, easements must be registered over the water connections in favour of the property it serves.

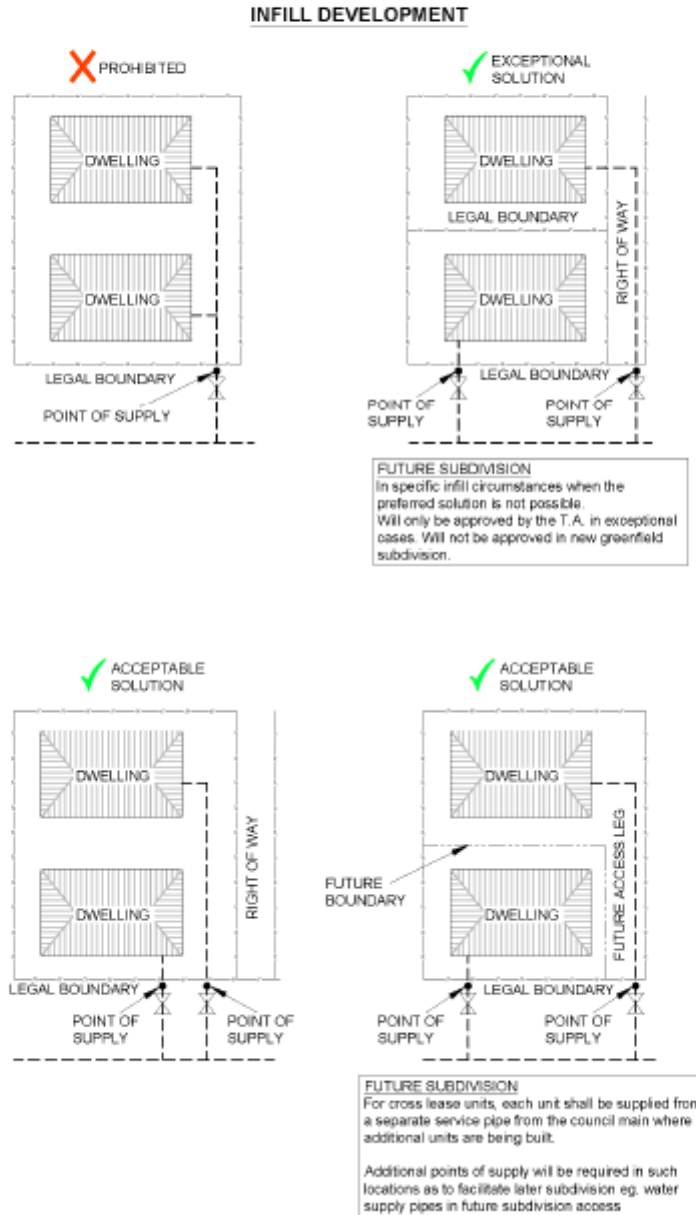


Figure 2b: Infill Development

Figure 3: Industrial, commercial, domestic fire and service connections (including schools)

(Note – Point of Supply is tail piece of boundary box, Meter, or Service Valve regardless of Property boundary).

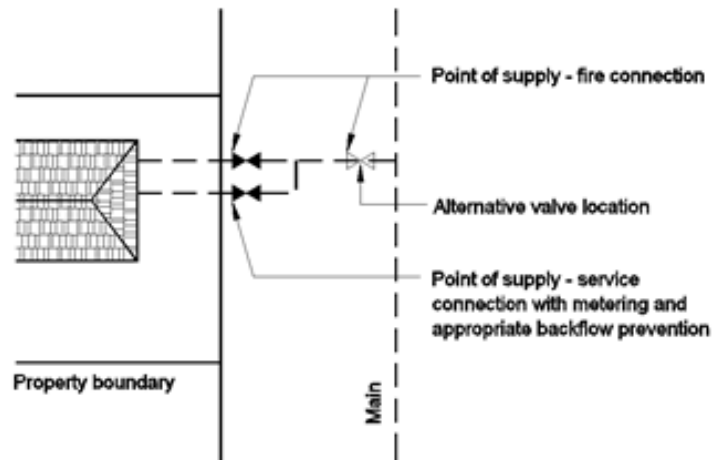


Figure 3a: Combined fire and service Connection

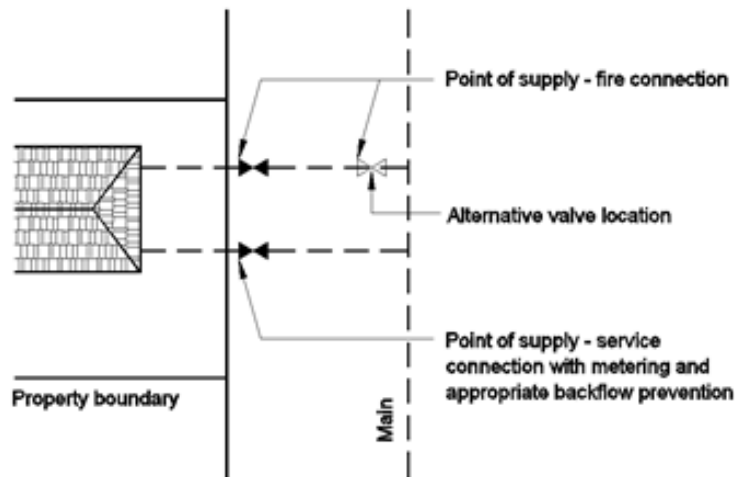


Figure 3b: Separate fire and service Connection

Figure 4: Typical layouts at point of supply

- (Notes: 1. Point of Supply is tail piece of boundary box, Meter, or Service Valve regardless of Property boundary.
2. The New Zealand Building Code may require the Customer to install additional Backflow Prevention Devices within the site, which will remain the responsibility of the Customer.)*

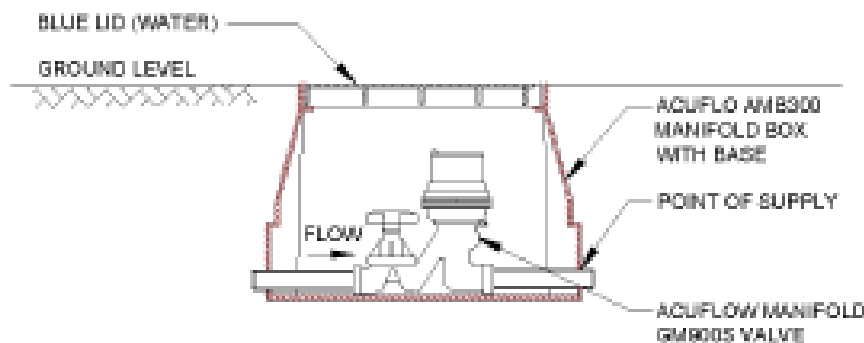


Figure 4a: Typical boundary box detail

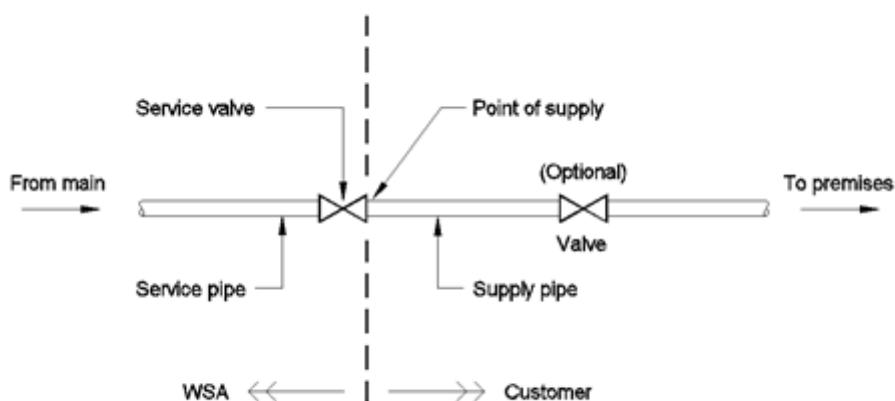


Figure 4b: Domestic unmetered supply

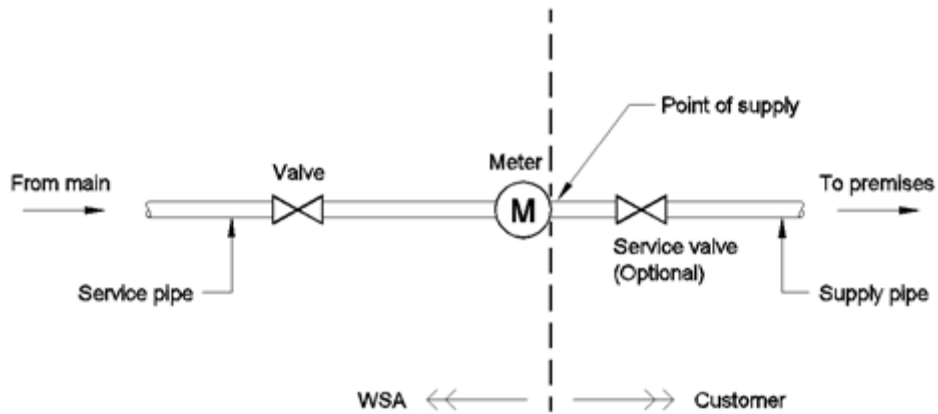


Figure 4c: Domestic metered supply

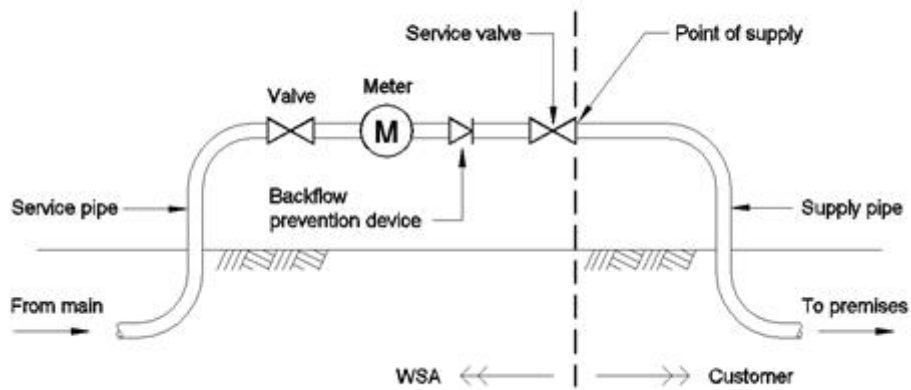


Figure 4d: Metered supply with Backflow Prevention Device owned by WSA

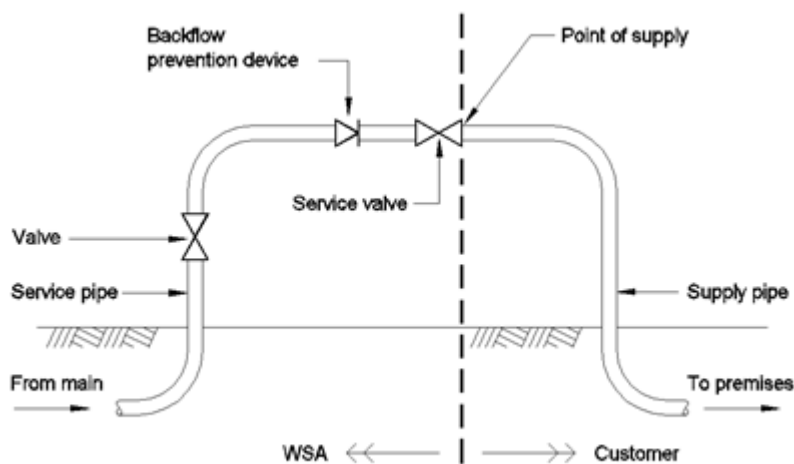


Figure 4e: Unmetered supply with Backflow Prevention Device owned by WSA

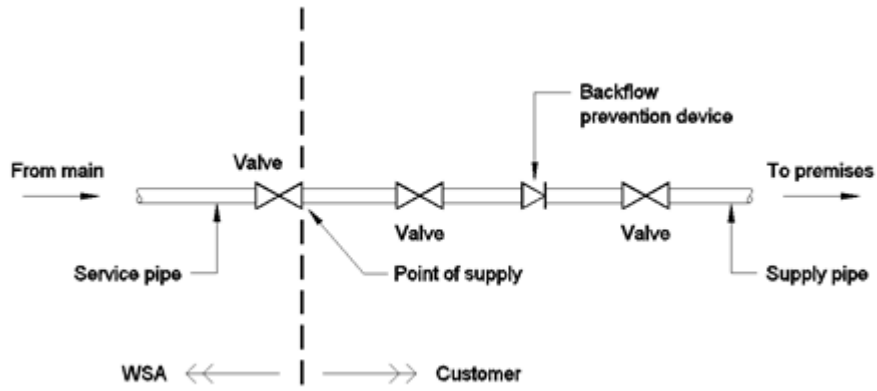


Figure 4f: *Unmetered supply with Backflow Prevention Device owned by Customer*

SUMMARY OF INFORMATION
HOROWHENUA DISTRICT COUNCIL
DRAFT WATER SUPPLY BYLAW 2020

Proposal

To implement an amended Water Supply Bylaw for the Horowhenua District Council, effective from the date of adoption by Council with the purpose –

“to protect, promote and maintain public health and safety, to protect public water supply infrastructure, to protect the public from Nuisance by making rules for the supply of water, and to manage and regulate the Council’s Water Supply.”

Summary of Information

In accordance with Section 86 of the Local Government Act 2002 Council gives notice of its intent to amend the Water Supply Bylaw 2014 with the Draft Horowhenua District Council Water Supply Bylaw 2020.

Council is required to use the Special Consultative Procedure to review and update the proposed Bylaw as laid out in the Local Government Act 2002. The Statement of Proposal and Summary of Information have been prepared in accordance with the requirements set out in Section 86 of the Local Government Act 2002 for the adoption of the Special Consultative Procedure. They include:

- I. A summary of information
- II. The reason for the proposal
- III. Summary of changes made to the Water Supply Bylaw 2014
- IV. A draft of the proposed Bylaw.

- 1 Short Title, Commencement, Application and Repeal
- 2 Purpose, Objectives, and Scope
- 3 Interpretation
- 4 Definitions
- 5 Supply of Water
- 6 Private Water Supplies
- 7 Point of Supply
- 8 Access to Point of Supply
- 9 Protection of Water Supply
- 10 Protection of Source Water
- 11 Fire Hydrants
- 12 Working Around Buried Services
- 13 Backflow Prevention
- 14 Fire Protection Connections
- 15 Water Metering

- 16 Restricted Connections
- 17 Procedure for Testing a Restrictor
- 18 Demand Management
- 19 Plumbing System
- 20 Transfer of Rights and Responsibilities
- 21 Change of Ownership
- 22 Offences and Breaches
- 23 Notices
- 24 Service of Notices and Documents
- 25 Enforcement & Penalties
- 26 Fees
- 27 Payment
- 28 Dispensing of Powers
- 29 Review of Bylaw
- 30 Commencement Date

SCHEDULE 1: Points of Supply and Typical Layouts

The reason for the proposal

Council's existing Water Supply Bylaw 2014 was released and adopted by the Council on 2 July 2014. The purpose of this review of the current Water Supply Bylaw is to ensure the current Bylaw remains current, relevant and improve regulation of the water supply activity by the Council.

Summary of changes made to the Water Supply Bylaw 2014

Clause-1

1.5 New clause added to clarify that the revocation of any previous water supply Bylaws or parts of any previous Bylaw and their amendments shall not prevent any legal proceedings, criminal or civil, being taken to enforce those Bylaws.

Clause-2

2.3 (b) Eight relevant codes and standards have been added.

Clause-4

New definitions have been added for: Buried Services, Dedicated Filling Point, Horowhenua District Council, Horowhenua District, FENZ Personnel, Emergency and Notice.

Definitions have been updated for: Fitting, Public Notice and Meter.

Clause-5

5.2 Added new clause to draw water from Dedicated Filling Point.

5.6 Added a new clause for the recovery of costs arising from metered water consumption in the case of a shared Connection such as for cross-lease properties.

5.10 (c) Old clause number 5.7 (c) deleted as it was irrelevant and replaced with new clause relating to the responsibility for costs and the location of new or upgrading existing Connections.

5.10 (f) Subdivision consent conditions have been added for approval of any water applications.

5.12 New clause added to state the Level of Service which the Council undertakes to supply water to its Customers.

Clause-7

7.2 New clause added prohibiting Connection to or interference with any part of the Water Supply System without prior Approval.

Clause-11

11.4 & 11.5 Clauses have been added for privately owned fire hydrants.

Clause-13

13.4 New clause has been added for separation requirement in buried pipelines.

Clause-15

15.7 New clause added relating to the water Connections of lots formed as a result of a subdivision that lie within an Urban Water Supply Area.

General Comments:

- All the Notes in the previous Bylaw have been changed to clauses. In some instances, this has resulted in a change to the numbering of subsequent clauses.
- Where relevant, clause numbering has also changed due to the addition of new clauses.
- Minor rephrasing has been done to improve the readability or clarify the intention of some clauses.

A copy of the draft Bylaw can be viewed at Council's Services Centres:

Clyde Street, Foxton; Plimmer Terrace, Shannon; 126 Oxford Street, Levin; or Te Takeretanga o Kura-hau-pō, Bath Street, Levin; or on Council's website: www.horowhenua.govt.nz.

Telephone enquiries can be made to Council's Customer Service Centre on (06) 366 0999.

Submissions close at 5 pm on TBA.

Submission Form

Proposed Draft Water Supply Bylaw 2020

OFFICE USE ONLY

RM8 #:

Submission No: _____

Please print using a black or dark blue pen

Your details

Name: Mr / Mrs / Miss / Ms / Dr (circle): _____

Name of organisation (if applicable): _____

Postal address: _____

_____ Post Code: _____

Telephone: day: _____ evening: _____ mobile: _____

Email: _____

Communication

Preferred method of communication: Email Telephone Post

Presentation

Submissions will be heard by the Hearings Committee, with hearing dates to be confirmed once submissions close.

Do you wish to present your comments to Council at a hearing? Yes No

My Submission(s):

Please note your submission will be included in a public agenda.

(continued overleaf)

Return your submission by:

Post to: Proposed Draft Water Supply Bylaw 2020 Submission, Horowhenua District Council,
Private Bag 4002, Levin 5440.

Email to: recordsprocessing@horowhenua.govt.nz

Fax to: (06) 366 0983

We need to receive your submission by 5.00 pm on TBA

A copy of the draft Water Supply Bylaw 2020 and the Summary of Information can be viewed at Council's Services Centres:

Clyde Street, Foxton; Plimmer Terrace, Shannon; 126 Oxford Street, Levin; or Te Takeretanga o Kura-hau-pō, Bath Street, Levin; or on Council's website: www.horowhenua.govt.nz.

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