

Mā tō tātou takiwā
For our District

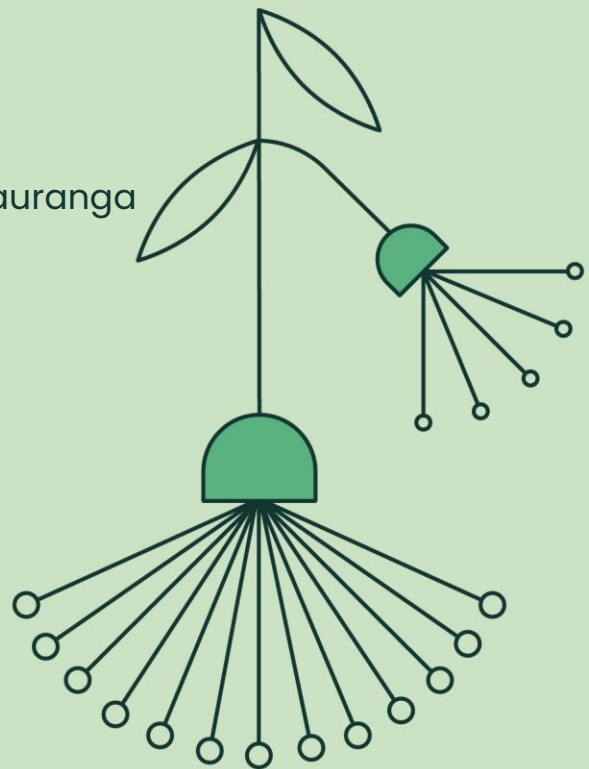
Annual Plan and Long Term Plan Committee

Komiti Kaupapa Tiro Whakamua

APLTP24-4

Thursday, 9 May 2024, 12.30pm

Council Chambers, 1484 Cameron Road, Tauranga



Annual Plan and Long Term Plan Committee

Membership:

Chairperson	Deputy Mayor John Scrimgeour
Deputy Chairperson	Cr Rodney Joyce
Members	Cr Tracey Coxhead TBC Cr Grant Dally Mayor James Denyer Cr Murray Grainger Cr Anne Henry Cr Margaret Murray-Benge Cr Allan Sole Cr Don Thwaites Cr Andy Wichers
Quorum	Six (6)
Frequency	As required

Role:

To manage the process of development of the Annual Plan, Long Term Plan and amendments, including the determination of the nature and extent of community engagement approaches to be deployed.

Scope:

To undertake on behalf of Council all processes and actions precedent to the final adoption of the Annual Plan, Long Term Plan and any amendments including, but not limited to:

- The development of consultation documents and supporting information,
- Community engagement approaches and associated special consultative processes (if required), and

- The review of policies and strategies required to be adopted and consulted on under the Local Government Act 2002 including the financial strategy, treasury management strategies and the infrastructure strategy.
- In relation to the Annual Plan and Long Term Plan, listen to and receive the presentation of views by people and engage in spoken interaction in relation to any matters Council undertakes to consult under the Local Government Act 2002. Receive audit reports in relation to the Long Term Plan and any amendments (prior to adopting a Consultation Document).

Power to act:

- To make all decisions necessary to fulfil the role and scope of the Committee subject to the limitations imposed, including the adoption for the purposes of consultation under the Local Government Act 2002 of the Consultation Document and Supporting Information.
- Receive audit reports in relation to the Long Term Plan and any amendments (prior to adopting a Consultation Document).

Power to recommend:

To Council and/or any Committee as it deems appropriate.

Power to sub-delegate:

The Committee may delegate any of its functions, duties or powers to a subcommittee, working group or other subordinate decision-making body subject to the restrictions on its delegations and provided that any sub-delegation includes a statement of purpose and specification of task.

Notice is hereby given that a Annual Plan and Long Term Plan Committee Meeting will be held in the Council Chambers, 1484 Cameron Road, Tauranga on:
Thursday, 9 May 2024 at 12.30pm

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1 KARAKIA

Whakatau mai te wairua	Settle the spirit
Whakawātea mai te hinengaro	Clear the mind
Whakarite mai te tinana	Prepare the body
Kia ea ai ngā mahi	To achieve what needs to be achieved.
Āe	Yes

2 PRESENT**3 IN ATTENDANCE****4 APOLOGIES****5 CONSIDERATION OF LATE ITEMS****6 DECLARATIONS OF INTEREST**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest that they may have.

7 PUBLIC EXCLUDED ITEMS**8 PUBLIC FORUM**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to five minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer relationship management system as a service request, while those requiring further investigation will be referred to the Chief Executive.

9 PRESENTATIONS

10 REPORTS

10.1 RECOMMENDATION FOR ADOPTION OF 2024-2025 DOG CONTROL AND HEALTH REGISTRATION FEES

File Number: A6170626

Author: Dougal Elvin, Compliance and Monitoring Manager

Authoriser: Alison Curtis, General Manager Regulatory Services

EXECUTIVE SUMMARY

1. This report seeks to recommend the adoption of 2024-2025 Dog Control and Health Act Registration Fees as proposed at the Annual Plan and Long-Term Plan Committee Meeting on 5 March 2024.
2. The 2024-2025 Dog Control and Health Act Registration Fees were adopted for Public Consultation on 5 March 2024.
3. Public consultation took place between 11 March 2024 to 11 April 2024.
4. The public consultation resulted in 22 submissions from the public regarding dog fees, and five submissions from the public regarding Health Fees.

RECOMMENDATION

1. That the Compliance and Monitoring Manager's report dated 9 May 2024 titled "Recommendation for Adoption of 2024-2025 Dog Control and Health Registration Fees", be received.
2. That the report relates to an issue that is of low significance in terms of Council's Significance and Engagement Policy.
3. That the Annual Plan and Long Term Plan Committee receives all feedback received through the consultation period, which ran from 11 March to 11 April 2024.
4. That the Annual Plan and Long Term Plan Committee recommended to Council the adoption of the 2024/25 Dog Control and Health Registration Fees and that they be approved for public notification in accordance with the Dog Control Act 1996.
5. That the Annual Plan and Long Term Plan Committee requests the Chief Executive to direct staff to prepare a decision story, in general accordance with the resolutions of this meeting and for approval by the Mayor, as the formal response to submitters and to be published on the Council's website.
6. That the Chief Executive Officer be delegated authority to make minor editorial changes to the documents if required.

BACKGROUND

5. The review of the Dog Control and Health registration Fees and charges are carried out annually.
6. In accordance with the Dog Control Act 1996, Council is required to adopt dog control fees for the coming registration year. The adopted fees and charges for dog control must be publicly notified at least once during the month preceding the start of the registration year, being 1 July 2024.
7. Dog registration invoices are required to be sent to the owners responsible, prior to their expiry date.
8. Legislation requires registration to be undertaken by dog owners in accordance with statutory timeframes. These timeframes require Council to provide registration information prior to the end of the financial year, being 30 June annually with the opportunity for owners to undertake registration in a timely manner prior to 30 June registration expiry. Due to these timeframes Council is required to adopt these fees in advance of the adopting the Annual Plan.
9. In accordance with Health (Registration of Premises) Regulations 1966, Council is required to ensure that premises are registered prior to licence expiry annually.
10. Council required premises to be registered by 30 June annually, for businesses to meet this requirement Council must provide annual fees and invoices to businesses owners at least a month prior to their licence expiry.
11. Those business that are impacted by this requirement include hairdressers, camping grounds and mortuaries.
12. The proposed dog control and health registration fees were released for public consultation from 11 March 2024 to 11 April 2024.

SIGNIFICANCE AND ENGAGEMENT

13. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.
14. The Policy requires Council and its communities to identify the degree of significance attached to issues, proposals, assets, decisions, and activities.
15. In terms of the Significance and Engagement Policy this decision is of **low** significance because it is not expected to have any major financial or social implications for the community.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed Consultation	
Ratepayers, Dog owners and other stakeholders.	Public consultation completed between 11 March 2024 to 11 April 2024, using Council website, an electronic newsletter, social media, the Doggy Day Out event in Omokoroa, Libraries, and service centres and the "Have Your Say" engagement website.	
Health premises users: campgrounds, hairdressers, and mortuaries.	All health premises users were directly communicated with using email to inform them of the proposed fees for 2024-2025 period.	Planned Completed

16. The channels used to engage with the public for their consultation included the Council website, an electronic newsletter, social media, the Doggy Day Out event in Omokoroa, Libraries, and service centres and the "Have Your Say" engagement website.
17. The channel used to gain feedback from the public regarding Health fees was to email all the health premises users, which included all campgrounds, hairdressers and both mortuaries.

SUMMARY OF SUBMISSIONS

18. Council received 22 Submissions from the public on the proposed dog fees consisted of a range of submissions stating:
 - (a) the rise in fees is not justified;
 - (b) that the cost of living is already high enough;
 - (c) that the fee increase is reasonable;
 - (d) that dog costs should only be covered by dog owners;
 - (e) that the fee is already too high;
 - (f) that cats should also be registered.
19. Nine of the dog fee submissions referred to the concern of the cost and development of dog parks. The feedback regarding dog parks will be referred through to the Strategy and Policy Committee.
20. There were five submissions made with respect to the Health Act fees. These submissions all questioned the rise in cost of the fee.

21. A copy of all submissions received is available in **Attachment 1 and 2** to this report.

ISSUES AND OPTIONS ASSESSMENT

Option A That Annual and Long-Term plan Committee recommend to Council the adoption of the 2024-2025 Dog Control and Health Registration Fees as initially proposed on 5 March 2024.	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<p>Council is required to set Dog Control Fees and Charges in advance of the registration expiry period. Dog fees and charges must be publicly notified at least once in the month immediately preceding the registration period on an annual basis.</p> <p>Council is required to set Health registration fees in advance of the registration expiry period.</p> <p>By recommending that Council adopt the fees, this ensures Council meets these obligations.</p>
Costs (including present and future costs, direct, indirect and contingent costs).	<p>This would enable Council to collect the increased fees as proposed through consultation.</p>
Option B That Annual and Long-Term plan Committee don't recommend to Council the adoption of the 2024-2025 Dog Control and Health Registration Fees as initially proposed on 5 March 2024.	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	Disadvantages <p>Should significant changes or rework be required, this may put at risk Council's ability to meet its legislative requirements.</p> <p>Legislative requirements mean that the draft Schedule of Fees and Charges should be subject to consultation prior to decisions being made to change on some fee categories.</p> <p>Submissions received stated concerns with rising registration fees. Any consideration to further raise these fees would not be in line with feedback receive. Any further significant increases in fees could result in</p>

	less compliance and further operational costs in chasing unpaid fees and unregistered dogs.
Costs (including present and future costs, direct, indirect and contingent costs).	Should changes or rework be required, then additional staff time will be involved, and the document will need to be represented to an extraordinary Committee meeting.

STATUTORY COMPLIANCE

22. The resolutions contained within this report meet all relevant statutory requirements.

FUNDING/BUDGET IMPLICATIONS

23. Funding information for Dog Control and Health Registration Fees has been considered as part of the overall Long Term Plan 2024-34 process.

ATTACHMENTS

1. **Dog Fees 2024-25 Submission Pack**  
2. **Health Premises Registration Fees 2024-25 Full Submission Pack**  
3. **Dog and Health Fees - Statement of Proposal PDF**  

10.2 ADOPTION OF THE DRAFT TREASURY POLICY AS SUPPORTING INFORMATION FOR THE LONG TERM PLAN 2024-34

File Number: A6172646

Author: Jackson Jury, Financial Analyst

Authoriser: Adele Henderson, General Manager Corporate Services

EXECUTIVE SUMMARY

The purpose of this report is to seek Annual Plan and Long Term Plan Committee adoption of the revised Treasury Policy.

RECOMMENDATION

1. That the Financial Analyst report dated 9 May 2024 titled 'Adoption of the draft Treasury Policy as Supporting Information for the Long Term Plan 2024-34' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That the Annual Plan and Long Term Plan Committee adopt the revised 'Draft Treasury Policy' (Attachment 1), in order to form part of the supporting information for consultation on the Long Term Plan 2024-2034.
4. That the Chief Executive is authorised to make any required editorial amendments to the draft Treasury Policy.

BACKGROUND

1. The Treasury Policy outlines approved policies and procedures in respect of all treasury activity to be undertaken by Western Bay of Plenty District Council. The formalisation of such policies and procedures will enable treasury risks within WBOPDC to be prudently managed.
2. The Treasury Policy was last updated in December 2020. In December 2023, Council engaged Bancorp Treasury Advisors to review and refresh the policy to align with best practice.
3. A further review was also undertaken by the Independent Committee member of the Audit Risk and Finance Committee, Stuart Henderson.

PROPOSED CHANGES

4. The review resulted in multiple updates to align with current best practice. Notwithstanding updates to presentation and structure, generally key updates comprised of:

- a) Removal of the 24-month forward start swap period limitation to allow Council to have greater flexibility when targeting future hedging requirements.
 - b) Reducing the CEO's daily transaction limit from \$25m to \$20m to align with their signed delegations.
 - c) Increasing GM of Corporate Services and CFO's daily transaction limit from \$10m to \$15m.
 - d) Increasing the maximum counterparty limit of NZ registered banks from \$30m to \$35m to reflect inflation movements and position Council for increasing rate takes over the next three years.
 - e) Updating the structure to reflect current positions responsible for management of Treasury.
 - f) Removal of reference to cheques in the policy.
 - g) Updating the net debt to total revenue ratio to align with LGFA's policy.
 - h) Updating the reporting requirements of equity investments to Council from quarterly, to reporting on equity investments when significant events relative to the investment occur
5. Further amendments have been made following the review by Stuart Henderson to best mitigate risk and follow industry best practice. These changes include:

a) Section 3.5

The Financial Analyst, alongside Councils Treasury Advisors are to undertake an annual review of the Treasury Policy. This will be more of an informal review to ensure the policies remain suitable for the Councils current and foreseeable treasury situation.

b) Section 6.2.2

- Added in a new set of funding control limits to minimise the concentration risk of loan maturities. To mitigate this risk, the Treasury Policy now includes new funding banding and wording:
- To minimise the risk of large concentrations of external debt maturing or being reissued in periods where credit margins are high for reasons within or beyond the Council's control, delegated staff ensure external debt maturities are generally spread widely over a band of maturities.
- Specifically, total committed funding in respect to all external debt/loans and committed facilities is controlled by the following system:

PERIOD	MINIMUM	MAXIMUM
<i>0 to 3 years</i>	<i>15%</i>	<i>60%</i>
<i>3 to 7 years</i>	<i>20%</i>	<i>85%</i>

7 years plus	0%	60%
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- A funding maturity profile that is outside the above limits, but self corrects within 90-days is not in breach of the Treasury Policy. However, a maturity schedule outside these limits requires specific Council approval.

c) Section 6.6

Added section around segregation of duties for transacting, reporting, reconciling, documenting and processing treasury transactions. This section was included to ensure there are sufficient internal controls in place around segregation of duties when it comes to the management of Council's treasury function.

d) Section 4.1

Amended to set the net debt revenue ratio limit to 200%.

SIGNIFICANCE AND ENGAGEMENT

6. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.
7. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
8. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is of low community interest and relevant financial consequences are minimal. Any proposed changes will be tested through the Long Term Plan consultation process before Council makes decisions on the Long term Plan 2024-2034 in September 2024.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

9. The draft Treasury Policy will be included as supporting information to the Long Term Plan Consultation Document 2024-34.

ISSUES AND OPTIONS ASSESSMENT

Option A	
Adopt the draft Treasury Policy as set out in Attachment 1	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	The draft Treasury Policy has been reviewed to ensure it is following best practice, fit for purpose and meets the current legislative and operating environment. Adopting the draft Policy provides clarity for the Long term Plan supporting information to enable consultation in May 2024.
Costs (including present and future costs, direct, indirect and contingent costs).	There are no additional costs associated with adopting the draft Policy.
Option B	
Do not adopt the Treasury Policy	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	Not adopting the draft Policy may delay the Long Term Plan consultation process, and would mean the existing policy is not fit for purpose.
Costs (including present and future costs, direct, indirect and contingent costs).	Additional staff time would be required to further review the Policy.

STATUTORY COMPLIANCE

10. Western Bay of Plenty District Councils Treasury Policy is governed by the following relevant legislation:
- Local Government Act 2002, in particular Part 6 including sections 101, 101A, 102, 104, 105 and 113.
 - Local Government (Financial Reporting and Prudence) Regulations 2014, in particular Schedule 4.
 - Trustee Act 1956. When acting as a trustee or investing money on behalf of others, the Trustee Act highlights that trustees have a duty to invest prudently and that they shall exercise care, diligence, and skill that a prudent person of business would exercise in managing the affairs of others. All projected external borrowings are to be approved by Council as part of the Annual Plan (AP) or the Long Term Plan (LTP) process, or resolution of Council before the borrowing is affected.

11. The policy has been prepared in accordance with the Local Government Act 2002 and meets the above legislative requirements.

FUNDING/BUDGET IMPLICATIONS

12. The review of this policy has been completed within operational budgets.

ATTACHMENTS

1. **DRAFT Treasury Policy - April 2024**  

10.3 ADOPTION OF STATEMENT OF PROPOSAL FOR REVIEW OF WATER RATES REMISSION POLICY AND REMISSION OF RATES PENALTIES POLICY

File Number: A6155894

Author: Katy McGinity, Senior Policy Analyst

Authoriser: Rachael Davie, Deputy CEO/General Manager Strategy and Community

EXECUTIVE SUMMARY

1. The purpose of this report is to seek approval of the Draft Water Rates Remission Policy and Remission of Rates Penalties Policy and accompanying Statement of Proposal (**Attachment A**) for consultation.

RECOMMENDATION

1. That the Senior Policy Analyst's report dated 9 May 2024 titled 'Adoption of Statement of Proposal for Review of Water Rates Remission Policy and Remission of Rates Penalties Policy' be received.
2. That the report relates to an issue that is considered to be of **low** significance in terms of Council's Significance and Engagement Policy.
3. That the Draft Water Rates Remission Policy and Remission of Rates Penalties Policy and Statement of Proposal, as set out in Attachment A, of this report to be adopted for the purpose of consultation from 17 May 2024 – 17 June 2024.

BACKGROUND

2. As part of its 2024 – 2034 Long Term Plan review process Council has reviewed its rates remission policies. Proposed amendments are considered necessary for the Water Rates Remission Policy and Remission of Rate Penalties Policy.

About the Policies

3. Tracked changed versions of the policies are included at the back of the Statement of Proposal (Attachment A). The Statement of Proposal sets out the key changes.
4. The purpose of the Water Rates Remission Policy is to provide certainty regarding the conditions which must be satisfied before Council will accept an application for the remission of excessive water consumption charges from a metered Council water supply, caused by previously undetected leaks. It aims to provide fair and reasonable relief to ratepayers who have excessive water consumption due to leakage, and to encourage customers to get all leakage repairs in a reasonable timeframe.

5. The purpose of the Remission of Rate Penalties Policy is to enable Council to act fairly and reasonably in its consideration of penalties for overdue rates, due to circumstances outside the ratepayer's control or where there is limited financial impact on Council.

Summary of proposed changes

6. The table below sets out the proposed changes to both the Water Rates Remission Policy 2021 and Rates Penalties Policy set out in the Statement of Proposal.

Policy	Proposed amendment
<p>Water Rates Remission Policy</p>	<p>Amend wording from:</p> <p><i>Only one remission will be granted in any five year period per rating unit. However, where a rating unit has a change of ownership, Council may consider an application from the new owner(s) within the five year period.</i></p> <p>To:</p> <p><i>Up to two remissions will be granted in a five year period per rating unit. Where a rating unit has a change of ownership, Council may consider an application from the new owner(s) within the five-year period.</i></p>
	<p>Delete current wording set out at section 6.3 of the policy:</p> <p><i>Remissions under \$5,000 can be approved by the Finance Manager. Remissions in excess of \$5,000 must be approved by the Chief Executive.</i></p>
	<p>Replace with the following statement:</p> <p><i>Decisions under this policy will be delegated to officers in accordance with Council's delegations register.</i></p>

<p>Remission of Rates Policy</p>	<p>Amend wording from:</p> <p><i>Council shall have regard to excellent payment history, with no penalties incurred within the previous five years.</i></p> <p>To:</p> <p><i>Council shall have regard to excellent payment history. In the instance where a penalty has been incurred within the previous five years staff have the discretion to assess this on a case-by-case basis</i></p>
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SIGNIFICANCE AND ENGAGEMENT

7. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.
8. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
9. In terms of the Significance and Engagement Policy this decision is considered to be of **low** significance because

ENGAGEMENT, CONSULTATION AND COMMUNICATION

10. Section 102 of the Local Government Act 2002 gives local authorities the power to set rates postponement and remission policies. A local authority may amend a policy adopted under this section at any time after consulting on the proposed amendments in a manner that gives effect to the requirements of section 82 of the Act.
11. Therefore, for Council to amend either of the above-mentioned policies it is required to undertake consultation on the proposed amendments pursuant to section 82 of the Act.
12. It is recommended that consultation on the proposed changes is undertaken concurrently with the Long Term Plan 2024-34 formal consultation period, which will run from 17 May until 17 June 2024.

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Tangata Whenua	The consultation will run concurrently with the formal consultation period for the Long Term Plan 2024-34. This consultation will take place from 17 May – 17 June 2024. This period will include the opportunity to provide feedback in person at neighbourhood events across the district, online, via feedback form and email. There will also be the opportunities to speak to a submission in a more formal setting for those that register.
General Public	

ISSUES AND OPTIONS ASSESSMENT

Option A - That the Committee adopt the Draft Water Rates Remission Policy and Remission of Rates Penalties Policy and Statement of Proposal for public consultation	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	Enables more efficient responses within existing officer delegations Responds to operational issues in applying the policies
Costs (including present and future costs, direct, indirect and contingent costs).	Costs will be met through existing operational budgets.
Option B - That the Committee <u>does not</u> adopt the Draft Water Rates Remission Policy and Remission of Rates Penalties Policy and Statement of Proposal for public consultation	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	Further rework may be undertaken. Concurrent consultation alongside the Long Term Plan would not occur and there may be a increase in costs.
Costs (including present and future costs, direct, indirect and contingent costs).	Costs may be met through existing operational budgets.

STATUTORY COMPLIANCE

13. The recommendation in this report meets the requirements of the Local Government Act 2002.

FUNDING/BUDGET IMPLICATIONS

14. All costs associated with this consultation will be met through existing operational budgets.

ATTACHMENTS

1. **Statement of Proposal – Rates Remission Policies 2024** 

10.4 ADOPTION OF STATEMENT OF PROPOSAL FOR DRAFT REVENUE AND FINANCING POLICY

File Number: A6155245

Author: Sarah Bedford, Finance Manager

Authoriser: Adele Henderson, General Manager Corporate Services

EXECUTIVE SUMMARY

1. The purpose of this report is to seek Committee adoption of the draft Revenue and Financing Policy for consultation alongside the Long Term Plan 2024-34.

RECOMMENDATION

1. That the Finance Manager's report dated 9 May 2024 titled 'Adoption of Statement of Proposal for draft Revenue and Financing Policy' be received.
2. That the report relates to an issue that is considered to be of **medium** significance in terms of Council's Significance and Engagement Policy.
3. That the draft Revenue and Financing Policy (**Attachment A**) and the related draft statement of proposal (**Attachment B**) be adopted for public consultation alongside the Long Term Plan 2024-34.
4. That the Chief Executive is authorised to make any required editorial changes to the draft Revenue and Financing Policy or Statement of Proposal.

BACKGROUND

2. The Revenue and Financing Policy sets out Council's position for determining who pays for what. The purpose of the policy is to provide our high-level rating philosophy and the rationale for the split of funding for each activity. A copy of the draft Revenue and Financing Policy is contained in Attachment A.
3. The Local Government Act 2002 outlines the process councils need to take when reviewing their Revenue and Financing Policy. It is important to consider our Revenue and Financing Policy when developing the Long Term Plan as it drives the allocation of costs across the community and customers.
4. At the 19 March 2024 Annual Plan Long Term Plan Committee the Committee approved a draft Revenue and Financing Policy to inform the development of the Long Term Plan and passed specific resolutions.
5. The Committee resolved that the four district wide targeted rates (fixed amounts paid by each rating unit), which are the district-wide uniform roading rate, environment protection rate, library services rate and heritage museum targeted

rate be amalgamated under the Uniform Annual General Charge (UAGC – this is the flat amount each rateable unit pays).

6. The Committee resolved to increase the roading rate on land value differential for Commercial/Industrial and Post-Harvest zoned properties to 4.0.
7. The Committee resolved that Council would look to introduce rating based on where a rating unit has three or more Separately Used or Inhabited Parts (SUIPs), for the UAGC and specific targeted rates, from year two of the Long Term Plan.
8. Following the 19 March 2024 decisions, the draft Revenue and Financing Policy has been updated as follows:
 - (a) The following activities have been updated as a result of combining the four district-wide targeted rates into the UAGC, which has moved more funding under the 'general rates' category:
 - (i) Transportation
 - (ii) Libraries and Service Centres
 - (iii) Recreation and Open Space
 - (iv) Community Facilities
 - (v) Solid Waste
 - (vi) Natural Environment and Sustainable Living
 - (vii) Wastewater
 - (b) Updating the definition of SUIPs.
 - (c) Updates to the banding for activities that required changes including Animal Services, Community Protection, Economic Development and Water Supply.
9. The draft Revenue and Financing Policy is contained in Attachment A.

KEY CHANGES TO THE REVENUE & FINANCING POLICY

10. Amendments to the Revenue and Financing Policy must be publicly consulted on. Attachment B contains the statement of proposal outlining the key changes to the Revenue and Financing Policy.
11. The key changes are:
 - (a) Simplifying the language and tone of the policy to enable better understanding of how each activity is funded and the rationale underpinning that decision.
 - (b) Combining the four district-wide uniform targeted rates into the UAGC.
 - (c) Increasing the roading rate differential from 2.0 to 4.0.
 - (d) Defining a SUIP and introducing a charge on 3 or more SUIPs from year 2 of the Long Term Plan.

- (e) How some of our activities are funded, with Water Supply; and Natural Environment and Sustainable living having notable changes.
- (f) Increasing the general rate proportion of funding for the Regulatory Services activities.

SIGNIFICANCE AND ENGAGEMENT

12. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.
13. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
14. In terms of the Significance and Engagement Policy this decision is considered to be of **medium** significance. The Local Government Act 2002 requires changes to the Revenue and Financing Policy to be consulted on. The policy proposes make changes to how our community are rated.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

15. Section 102 of the Local Government Act 2002 states that local authorities must have a Revenue and Financing Policy.
16. Council may amend a policy adopted under this section at any time, after consulting on the proposed amendments in a manner that gives effect to the requirements of section 82 of the Act.
17. It is recommended that consultation on the proposed changes is undertaken concurrently with the 2024-34 Long Term Plan consultation period, which is planned to run from 17 May until 17 June.

Interested/Affected Parties	Planned Consultation		
Tangata Whenua	The consultation will run concurrently with the formal consultation period for the Long Term Plan 2024-34. This period will include the opportunity to provide feedback in person at neighbourhood events across the district, online, via feedback form and email. There will also be the	Planned	Completed
General Public			

	<p>opportunities to speak to a submission in a more formal setting for those that register.</p> <p>Targeted consultation for those directly impacted by the change in differential and the introduction of SUIPs.</p>		
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ISSUES AND OPTIONS ASSESSMENT

<p>Option A THAT the Committee adopt the draft Revenue and Financing Policy and statement of proposal for public consultation.</p>	
<p>Assessment of advantages and disadvantages including impact on each of the four well-beings</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<p>Council is required to review its overall Revenue and Financing Policy and consult in a manner that gives effect to section 82 of the Local Government Act 2002.</p> <p>Changes to the policy aim to improve readability and reflect previous direction.</p>
<p>Costs (including present and future costs, direct, indirect and contingent costs).</p>	<p>Costs are within current budgets.</p>
<p>Option B THAT the Committee does not adopt the draft Revenue and Financing Policy and statement of proposal for public consultation.</p>	
<p>Assessment of advantages and disadvantages including impact on each of the four well-beings</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<p>May allow time for further information to be prepared.</p> <p>Should significant changes or rework be required, this may put at risk Council's ability to adopt the final Revenue and Financing Policy, prior to the adoption of the Long Term Plan.</p>
<p>Costs (including present and future costs, direct, indirect and contingent costs).</p>	<p>Should changes or rework be required, then additional staff time will be involved prior to seeking adoption at a future meeting.</p>

STATUTORY COMPLIANCE

18. The recommendations of this report meet the requirements of:

- (a) the Local Government Act 2002

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Revenue and Financing Policy Review	All costs associated with the production and consultation on the Revenue and Financing Policy are included in current budgets.

ATTACHMENTS

1. **Draft Revenue and Financing Policy**  
2. **Draft Statement of Proposal for the Revenue and Financing Policy**  

10.5 ADOPTION OF THE CONSULTATION DOCUMENT AND THE SUPPORTING INFORMATION FOR THE LONG TERM PLAN 2024-2034

File Number: A6120285

Author: Matthew Leighton, Policy and Planning Manager

Authoriser: Rachael Davie, Deputy CEO/General Manager Strategy and Community

EXECUTIVE SUMMARY

1. The purpose of this report is to seek the Committee's approval of the draft Consultation Document (**Attachment A**), and its Supporting Information (**Attachment B**) for consultation.

RECOMMENDATION

1. That the Policy and Planning Manager's report dated 9 May 2024 titled 'Adoption of the Consultation Document and the Supporting Information for the Long Term Plan 2024-2034', be received.
2. That the report relates to an issue that is considered to be of **high** significance in terms of Council's Significance and Engagement Policy.
3. That in accordance with section 93G of the Local Government Act 2002, the Long-Term Plan 2024-2034 Supporting Information set out in **Attachment B** to this agenda be adopted for the purposes of providing supporting information for the Long Term Plan 2021-2031 Consultation Document.
4. That in accordance with section 93C(4) of the Local Government Act 2002, the Audit Report on the draft Long Term Plan 2024-2034 Consultation Document be received.
5. That in accordance with section 93A of the Local Government Act 2002, the audited draft Long Term Plan 2024-2034 Consultation Document as set out in **Attachment A** to this agenda be adopted for the purpose of consultation from 17 May 2024 – 17 June 2024.
6. That the Chief Executive Officer be delegated authority to make minor editorial changes to the supporting information documentation if required.

BACKGROUND

2. Council is legislatively required to review its Long Term Plan every three years and has been in the process of reviewing the current 2021-2031 Long Term Plan. The Consultation Document and Supporting information for the Long Term Plan 2024-2034 identify the significant issues for the coming 10 years and propose options to

address these issues. The Consultation Document provides the basis to now seek community feedback on the plan.

3. Council has developed a 30-year Infrastructure Strategy, which sets out our approach to looking after existing assets to ensure they continue to meet community needs and providing infrastructure for the future. Council's Financial Strategy sets out our approach to managing our finances over the next 10 years.
4. The supporting information, provided as Attachment B, are the components required for inclusion in the Long Term Plan (Schedule 10 – Local Government Act 2002), and include the Infrastructure Strategy and Financial Strategy.
5. The Consultation Document is legislatively required to contain a report from the Auditor-General on whether the consultation document gives effect to its legislative purpose and the quality of the information and assumptions underlying the information provided in the consultation document. This report will be tabled at the meeting.

SIGNIFICANCE AND ENGAGEMENT

6. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
7. In terms of the Significance and Engagement Policy this decision is considered to be of **high** significance because of the Long Term Plan is the primary tool to consider Council's levels of service, infrastructure provision, financial strategy and rating approach for the next 10 years, and in particular the first three years. Council must use the Local Government Act 2002 special consultative procedure for community engagement on any Long Term Plan.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

8. Council has made a comprehensive effort to reflect community views into the development of its Consultation Document and Supporting Information for the Long Term Plan 2024-2034. This has included one phase of pre-engagement.
9. The 'Your Place – Tō Wāhi' campaign was community led. From 30 May to 30 June 2023, we worked with community groups to lead localised conversations across the district. The district was split into 12 neighbourhoods allowing local communities to identify and provide feedback on their priorities and input into Council activities. This informed the development of the Long Term Plan 2024-2034.

10. Council is required to use the special consultative procedures under the Local Government Act 2002.

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication	
General Public	<ul style="list-style-type: none"> • The key online engagement platform is https://haveyoursay.westernbay.govt.nz/ • Kanohi ki te kanohi opportunities will be available at community events across the District (at least one in each of the 12 neighbourhoods). • Formal hearing opportunity for those who register. Primarily intended for stakeholder groups. • Postcard mailed to non-resident ratepayers in New Zealand, and a bespoke postcard for Pukehina residents on the Pukehina Development Rate. • Promotion of Long Term Plan consultation through Council channels (website, electronic newsletter and Antenno), and social media (Council channels and community Facebook pages), and paid print, radio and digital media. 	
Tangata Whenua	<ul style="list-style-type: none"> • Events planned for Matakana Island and Te Puke to attract feedback from tangata whenua. • Workshop offered for iwi and hapū representatives. • Development of targeted collateral for Long Term Plan, building on previous hui a hapū engagement. 	
Community Boards	<ul style="list-style-type: none"> • Joint Community Board workshop. 	

Planned

Completed

Key Stakeholder Groups	<ul style="list-style-type: none"> Email/mail out to key stakeholder groups (Long Term Plan in general, and specific to key proposal topics). 		
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ISSUES AND OPTIONS ASSESSMENT

Option A That the Committee adopt the Consultation Document and Supporting Information for the Long Term Plan 2024-2034	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> Economic Social Cultural Environmental 	<p>Council is legislatively required to review its Long Term Plan every three years and undertake consultation with its community.</p> <p>The Long Term Plan Consultation Document and Supporting Information reflects previous community feedback and seeks further engagement from the community and stakeholders. This consultation will inform final decision making.</p>
Costs (including present and future costs, direct, indirect and contingent costs).	<p>Met within current budgets.</p>
Option B That the Committee <u>does not</u> adopt the Consultation Document and Supporting Information for the Long Term Plan 2024-2034	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> Economic Social Cultural Environmental 	<p>May allow for further rework and consideration of budgets and projects.</p> <p>Council would be unlikely to meet the legislative timeframes.</p>
Costs (including present and future costs, direct, indirect and contingent costs).	<p>Will increase costs but may be able to be met within current budgets.</p>



STATUTORY COMPLIANCE

11. The recommendations of this report meet the requirements of:
- Section 82, 83, 93, 93A and 150 of the Local Government Act 2002; and
 - Local Government Rating Act 2002.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Long Term Plan production and community engagement cost	All costs associated with the production of the Long Term Plan and community engagement can be met within existing budgets.

ATTACHMENTS

1. **Draft Long Term Plan 2024-2034 Consultation Document**  
2. **Draft Long Term Plan 2024-2034 Supporting Information** 