



# Council Meeting 25 January 2024

## Item 2 - Workshop Sessions

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# Clutha District Council

## Item for WORKSHOP SESSION

**Workshop Topic** Financial Strategy – Key Financial Assumptions

**Workshop Date** 25 January 2024

**Item Number** 2 (Session 1A)

**Author** Sharon Jenkinson, Chief Financial Officer

**M-files Ref** 882836

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### PROPOSED OUTCOMES

Council to provide direction on the financial assumptions to be included in the 2024/34 LTP.

### REPORT SUMMARY

This report outlines direction provided in the 26<sup>th</sup> October 2023 Council workshop regarding assumptions relating to inflation, interest rates for borrowing and interest rates for investments. It also seeks direction on a Council's proposed debt cap related to our LGFA borrowing and a rates cap for the 10 years of the LTP.

### COUNCIL DIRECTIVES

1. Council gives direction on a debt cap for the LTP
2. Council gives direction on a rates cap for the LTP
3. Council confirms direction given in October relating to inflation, interest on borrowing and interest on investment rate assumptions.
4. Council confirms direction given in December to fully fund interest and principal on three waters loans and to phase in three waters depreciation to be fully funded over three years.

### REPORT

#### 1 Background

##### Debt Cap Options

Council currently has debt cap of 175% of Revenue. This cap is set by the Local Government Funding Agency (LGFA).

Council is currently budgeting to breach this limit in years three to ten of the LTP. There is also a very narrow window in year 1 of the LTP and there is pressure on in this annual plan year ending 30 June 2024.

This would mean we would receive an adverse opinion from Audit for the LTP and LGFA would not borrow to us once we breach the limit. We also don't want an emergency situation to arise as we end this financial year.

Council has the option of obtaining a credit rating, receiving lower funding costs from LGFA and increasing our debt cap to 280% of revenue.

This is a process that takes 60-90 days and requires significant time commitment from senior executives.

- **We seek direction from Council confirming actions being taken by staff around obtaining a credit rating.**

### **Rates Cap Options**

Council has been successful in managing our finances such that we have maintained a rates cap of 4%. Unfortunately, our historical approach is no longer sustainable and with recent changes to three waters reform, we are facing significant rate increases going forward.

Council's rates cap is a self-imposed limit and there are many ways of setting this.

Some options include:

- LGCI + a %
- Different % for each year
- A set % for the first three years, then a different % for the remaining years.

As an example, and using the draft LTP one option for the rates cap could be:

Years 1-3 25%

Years 4-10 10%

- **We seek direction from Council on setting our rates cap for inclusion in our financial strategy.**

### **Confirmation of Previous Direction given:**

At the Council workshop on the 26th October 2023, Council provided direction on inflation, interest on borrowing and interest on investment rates to include in the LTP as follows:

## Inflation:

### BERL

- One of the most important assumptions underlying a forecast centres around price level changes where we have historically relied on the BERL Indicators where available. These price level changes are used to forecast operational and capital expenditure using today's dollars.
- We obtained Council direction using an interim update from BERL (August 2023) in October as the final rates were not available.
- Previous Council direction was to recommend using the rates excluding waters for everything except water.
- The final report has now been issued and shows the following:

### Excluding water infrastructure

Year	Recreation Service/Community		Default/Admin	
	Interim	Final	Interim	Final
2025	3.10%	2.70%	3.10%	2.70%
2026	1.80%	2.00%	1.80%	2.00%
2027	1.80%	2.20%	1.80%	2.20%
2028	1.80%	2.20%	1.80%	2.20%
2029	1.80%	2.10%	1.80%	2.10%
2030	1.80%	2.00%	1.80%	2.00%
2031	1.70%	1.90%	1.70%	1.90%
2032	1.70%	1.90%	1.70%	1.90%
2033	1.70%	1.90%	1.70%	1.90%
2034	1.70%	1.80%	1.70%	1.80%

- We seek confirmation from Council to update the baseline calculations with the latest information.

### Other Inflation

- Previous direction from Council for Salaries and Information Technology, was to use the following rates which are consistent with what we have used since the LTP 21/31.

<b>Year</b>	<b>Salaries</b>	<b>Information Technology</b>
2025	2.50%	4.00%
2026	2.50%	4.00%
2027	2.50%	4.00%
2028	2.50%	4.00%
2029	2.50%	4.00%
2030	2.50%	4.00%
2031	2.50%	4.00%
2032	2.50%	4.00%
2033	2.50%	4.00%
2034	2.50%	4.00%

#### Borrowing interest rates:

- For the October Workshop we obtained the following estimates of interest rates for our LGFA borrowing. We also provide the interest rates we have used since the LTP 21/31
- Internal and external loans are calculated at the same rate.
- **Previous Direction from Council on the borrowing rates to include in our baseline calculations was to use an average of the first three years at 5.25%.**

	<b>Now</b>	<b>LTP 21/31</b>	<b>AP 22/23</b>	<b>AP 23/24</b>
2021/22		1.52%		
2022/23		1.52%	2.55%	
2023/24		1.52%	3.15%	3.54%
2024/25	5.03%	1.52%	3.65%	3.80%
2025/26	5.30%	1.52%		4.20%
2026/27	5.41%	1.52%		
2027/28	5.56%	1.52%		
2028/29	5.77%	1.52%		
2029/30	5.87%	1.52%		
2030/31	5.97%	1.52%		
2031/32	6.03%	1.52%		
2032/33	6.12%	1.52%		
2033/34	6.20%	1.52%		

### Return on Investments:

- We have provided updated predictions from Melville Jessop Weaver (MJW) each year but Council has retained our assumed interest rate return at 3.4% since the 2021/31 Long term plan.
- Each year we obtain advice from Ben Trollip of MJW based on continuing with the stance that a longer-term view takes into account market fluctuations over time. Melville Jessop Weaver's estimate this year reflects a 7.3% return for the new 10-year average.
- **Previous Direction from Council on the investment rates to include in our baseline calculations was to increase from 3.4% to 5.25% to match the borrowing interest rate.**

	Assets \$m	Expected return %	\$m
<b>Year ending 31 October</b>			
2023	29.4		
2024	31.7	7.9	2.3
2025	34.2	7.9	2.5
2026	36.9	7.9	2.7
2027	39.9	7.9	2.9
2028	43.0	7.9	3.2
2029	46.5	7.9	3.4
2030	50.1	7.9	3.7
2031	53.0	5.7	2.8
2032	56.0	5.7	3.0
2033	59.2	5.7	3.2
<b>Total (10 year average)</b>		<b>7.3</b>	<b>3.0</b>

### Other Matters for consideration:

- Council previously made the decision to fund only 25% of the depreciation on three waters and to interest only fund three waters loans. This enabled us to absorb increasing operating costs and maintain our 4% rates cap.
- **Previous Council direction was to fully fund interest and principal on three waters loans and to phase in Depreciation over three years.**

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# Clutha District Council

## Item for WORKSHOP SESSION

**Workshop Topic** Financial Strategy - Rates Rebates

**Workshop Date** 25 January 2024

**Item Number** 02 – Workshop Session 1B

**Author** Steve Hill, Chief Executive

**M-files Ref** 882837

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### PROPOSED OUTCOMES

Should tailored rates support progress to a consultation question in the LTP?

### REPORT SUMMARY

This is the final report of three for a direction by Council, followed by a resolution of Council, to determine if a consultation question for the LTP in the rates section should provide an option to for rates rebate over and above the government rebate.

### COUNCIL DIRECTIVES

Council will/will not include a consultation question on providing an additional rates rebate.

### REPORT

#### 1 Background

Please refer to the two previous reports on this subject; Rates impacts: options, models and principles dated 9 November 2023 and Rates impacts: options, models and principles dated 14 December 2023.

The previous reports have highlighted the issue for low-income vulnerable ratepayers. The original suggestion was linking an additional rebate to the 4% cap, but it has become clear that the significance of the rates rises are such that Council would be paying a large amount and carrying a significant risk from that option.

From the second report:

*“Using an average of \$555 rebate at the 4% “affordable” cap and just extrapolating to the 642 rebates it would total \$356,310.”*

## 2 Key Table

From the second report an extract from a key table is:

Town	23/24 Rates Paid With Full Govt Rebate	24/25 Rates Paid With Full Govt Rebate	Full 24/25 Rates
Balclutha	\$2,263.61	\$2,947.29	\$3,697.29
Clinton	\$1,711.51	\$2,300.35	\$3,050.35
Kaitangata	\$2,193.29	\$2,868.77	\$3,618.77
Kaka Point	\$2,201.90	\$2,861.54	\$3,611.54
Lawrence	\$2,076.84	\$2,781.76	\$3,531.76
Milton	\$2,123.77	\$2,771.27	\$3,521.27

From that can be calculated the movement in \$ for those rebate applicants:

Town	Difference Paid for those with Full Rebate between 23/24 and 24/25
Balclutha	\$683.68
Clinton	\$588.84
Kaitangata	\$675.48
Kaka Point	\$659.64
Lawrence	\$704.92
Milton	\$647.50

That column shows the increase for those ratepayers on a full rates rebate, so they would have to absorb that full increase.

## 3 The Question

The question then comes down to whether Council wishes to assist those most vulnerable or not, or at least include the matter as a consultation question, and in what form (if any) would that assistance take. Earlier iterations of this report suggested linking



assistance to the 4% cap and pay additional rebates over an above the 4%. Unfortunately Council would end up paying a large amount and carrying high risk – risk to the investment equity if the return isn't sufficient and risk to the total \$ paid if more people are eligible for the rebate.

The simplest solution would therefore be just a “top-up” to the government rebate. Something like \$250 in addition to the maximum rebate of \$750. That would limit risk to approximately \$160,500 whilst still making a material difference to affordability. When you look at the second table above and the real hardship that is going to accrue to those most vulnerable, \$250 would not solve the problem but would help ease it.

If Council was of a mind to consult on this the question could be:

*Draft Consultation Document Narrative*

*Council has been successful for many years in keeping rates low, such that all ratepayers benefited from that fiscal restraint. Council continues to subsidise rates for all from investment returns to a limited extent (\$850K in 2023). With rates forecast to increase above 20% the impact on discretionary income on low-income ratepayers is disproportionate to those ratepayers with more income. The Rates Rebate Scheme paid by the NZ Government has a maximum rebate of \$750 which does not increase any further as rates increase.*

*Council would like your feedback on whether we should provide an additional rebate of \$250 for those receiving the maximum government rebate to lessen financial hardship for those more vulnerable ratepayers. The numbers on the rates rebate scheme in 2023 was 642 ratepayers. The cost of the additional rebate would be funded from budgeted investment returns in the same way as the current rates subsidisation which is proposed to continue.*

*Should Council provide an additional rebate of \$250 for those receiving the maximum government rebate to lessen financial hardship for vulnerable ratepayers paid for from budgeted investment returns?*

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# Clutha District Council

## Item for WORKSHOP SESSION

<b>Workshop Topic</b>	Financial Strategy – Fees and Charges
<b>Workshop Date</b>	25 January 2024
<b>Item Number</b>	2 (Session 2)
<b>Author</b>	Trey Willis-Croft, Financial Support Accountant
<b>M-files Ref</b>	882838

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### PROPOSED OUTCOMES

To receive Council feedback on the proposed schedule of fees and charges for the year 1 July 2024 to 30 June 2025.

### REPORT SUMMARY

This report presents the Proposed Schedule of Fees and Charges for the year 1 July 2024 to 30 June 2025.

### COUNCIL DIRECTIVES

The Proposed Schedule of Fees and charges incorporating any updates will be brought to the February 15<sup>th</sup> Council meeting for adoption as part of the suite of documents required to inform the LTP consultation.

The purpose of this part of the workshop is to provide feedback on the proposed schedule of fees and charges 2024/25.

### REPORT

#### 1 Background

Council's Schedule of Fees and Charges contains an amalgamation of the various fees and charges across Council activities and services.

In the attached proposed schedule of fees and charges, all sections have been reviewed with the exception of:

- Sec 25 – Sewerage
- Sec 30 – Trade Waste
- Sec 34 – Water Analysis
- Sec 35 - Water Rural
- Sec 36 - Water Urban

Updates for these items will be provided at the workshop.

Changes to the document are in red, with the corresponding figure from the previous year struck through.

Attachment A: Proposed Schedule of Fees and Charges 2024/25.

## Proposed Schedule of Fees & Charges 1 July 2024 to 30 June 2025

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## 1. AMUSEMENT DEVICE PERMIT (Set by Statute)

First device for up to 7 days	11.50
Each additional device for up to 7 days	2.30
For further period of up to 7 days	1.20

## 2. BUILDING CONSENT FEES

### 2.1 General Information

- i) All fee deposits must be paid upon application.
- ii) All deposits are based on expected officer involvement and are calculated relative to the estimated value of work.
- iii) In relation to deposits (minimum charges) paid, there shall be no obligation on the Council to perform any action until the appropriate charges are paid in full.
- iv) Charges may be reduced proportionally for consent elements certified by a building certifier
- v) Hourly rate for extra processing - \$170.00.

Estimated Value (\$)	Building without Plumbing & Drainage	Building with Plumbing & Drainage
0 – 5000	630.00	930
5001 – 10,000	945.00	1,240.00
10,001 – 25,000 <del>0 – 25,000</del>	<del>1,480.00</del> 1,035.00	<del>1,862.00</del> 1,390.00
25,001 – 50,000	<del>1,962.00</del> 2,380.00	<del>2,260.00</del> 2,895.00
50,001 – 75,000	<del>2,285.00</del> 2,765.00	<del>2,752.00</del> 3,330.00
75,001 – 100,000	<del>3,025.00</del> 3,660.00	<del>3,710.00</del> 4,485.00
100,001 – 200,000	<del>4,325.00</del> 5,220.00	<del>5,010.00</del> 6,045.00
200,001 – 400,000	<del>5,160.00</del> 6,250.00	<del>6,140.00</del> 7,430.00
<del>400,001 – 600,000</del> 400,001 – 700,000	<del>6,350.00</del> 7,680.00	<del>7,500</del> 9,065.00
<del>600,001 – 1,000,000</del> 700,001 – 1,200,000	<del>7,620.00</del> 9,220.00	<del>8,770.00</del> 10,605.00
<del>over 1,000,000</del> Over 1,200,000	Deposit <del>\$10,100</del> \$13,065, then actual costs calc \$170/hr \$205/hr	

### 2.2 Miscellaneous

Minor Building Consent, Drainage, Septic Tank, etc, with one inspection	675.00
Relocation of Dwellings	<del>2,290.00</del> 2,460.00
Solid Fuel Heater – Freestanding *	<del>410.00</del> 520.00
Solid Fuel Heater – Inbuilt & Residential Boilers	<del>520.00</del> 670.00

Marquees *	<del>380.00</del> 410.00
New Prefabricated Dwellings	<del>2,860.00</del> 3,480.00
<b>Plumbing &amp; Drainage Minor (not including septic tanks)</b>	<b>410.00</b>
<b>Septic Tanks</b>	<b>545.00</b>
Swimming Pool Application *	<del>340.00</del> 410.00
Swimming Pool Renewal	<del>170.00</del> 205.00
Notice to Fix	<del>600.00</del> 650.00
Amendment - Minor Variation	<del>140.00</del> 200.00
Amendment - Major	Actual Costs
Property Inspection and Report	<del>170.00/hr</del> 205.00/hr
Demolition	<del>300.00</del> 350.00
Project Information Memorandum (PIM)	<del>255.00</del> 280.00
Compliance Schedule	<del>372.00</del> 205.00/hr
Amendment to Compliance Schedule	<del>140.00</del> 205.00/hr
Building Warrant of Fitness	<del>170.00</del> 185.00
Building Warrant of Fitness Audit (on-site) 3-5 yearly	<del>170.00/hr</del> 205.00/hr
Certificate of Acceptance ( <del>Building fee applicable as well</del> ) (Plus Building Consent Fee and Levies where applicable)	<del>400.00</del> 450.00
Certificate of Public Use	<del>320.00</del> 350.00
Dangerous & Insanitary Building Inspection	<del>170.00/hr</del> 205.00/hr
Modification / Waiver of Building Code	<del>170.00</del> 200.00
Certificate of Title Record of Title	45.00
Exemption – Schedule 1.2 Lodgement	<del>170.00</del> 205.00/hr
<b>Exemption – Schedule 1 Owner Decided</b>	<b>90.00</b>
Sec 73 or 75 Title Registration	<del>400.00</del> 420.00
<b>Scanning of Documents (Per 50 Leaves)</b>	<b>80.00</b>
Printing of Electronic Plans (including emailed information)	0.20
A4 black and white	0.40
A3 black and white	1.00
A4 colour	2.00
A3 colour	
Cost to receive information in a non-digital format that requires digitisation	Actual cost

\* 1 Inspection only allowed for

Fees include the issuance of a Code Compliance Certificate upon satisfactory completion of work.

See following section for Additional Charges (i.e. BRANZ, BIA & Reserve Contributions)

## 2.3 Additional Charges

### 2.3.1 Reserve Contribution

A charge of \$560.00 (GST inclusive) will be payable for each dwelling house (with the exception of farm dwellings), or additional dwelling unit in multi-unit development, consented to under the Building Act in all cases where no charge has previously been levied.

These contributions will be used for the acquisition, improvement and development of recreational facilities throughout the District.

### 2.3.2 Building Research Levy

A compliance schedule is in place, but no amendment is necessary from any work resulting from this building consent.

Building Research Levy is payable on values of \$20,000 or more at a rate of \$1.00 per \$1,000 or part thereof, on the total value of the contract - GST inclusive. The Total Value includes Plumbing and Drainage Work and is always taken to the next \$1,000.

	<b>000</b>	<b>1,000</b>	<b>2,000</b>	<b>3,000</b>	<b>4,000</b>	<b>5,000</b>	<b>6,000</b>	<b>7,000</b>	<b>8,000</b>	<b>9,000</b>
20,000	20.00	21.00	22.00	23.00	24.00	25.00	26.00	27.00	28.00	29.00
30,000	30.00	31.00	32.00	33.00	34.00	35.00	36.00	37.00	38.00	39.00
40,000	40.00	41.00	42.00	43.00	44.00	45.00	46.00	47.00	48.00	49.00
50,000	50.00	51.00	52.00	53.00	54.00	55.00	56.00	57.00	58.00	59.00
60,000	60.00	61.00	62.00	63.00	64.00	65.00	66.00	67.00	68.00	69.00
70,000	70.00	71.00	72.00	73.00	74.00	75.00	76.00	77.00	78.00	79.00
80,000	80.00	81.00	82.00	83.00	84.00	85.00	86.00	87.00	88.00	89.00
90,000	90.00	91.00	92.00	93.00	94.00	95.00	96.00	97.00	98.00	99.00
100,000	100.00	101.00	102.00	103.00	104.00	105.00	106.00	107.00	108.00	109.00
110,000	110.00	111.00	112.00	113.00	114.00	115.00	116.00	117.00	118.00	119.00
120,000	120.00	121.00	122.00	123.00	124.00	125.00	126.00	127.00	128.00	129.00

### 2.3.3 Building Levy

Building Levy is payable on values of \$20,444 or more at a rate of \$1.75 per \$1,000 or part thereof, on the total value of the contract - GST inclusive. The Total Value includes Plumbing and Drainage Work and is always taken to the next \$1,000.

	000	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000
20,444		36.75	38.50	40.25	42.00	43.75	45.50	47.25	49.00	50.75
30,000	52.50	54.25	56.00	57.75	59.50	61.25	63.00	64.75	66.50	68.25
40,000	70.00	71.75	73.50	75.25	77.00	78.75	80.50	82.25	84.00	85.75
50,000	87.50	89.25	91.00	92.75	94.50	96.25	98.00	99.75	101.50	103.25
60,000	105.00	106.75	108.50	110.25	112.00	113.75	115.50	117.25	119.00	120.75
70,000	122.50	124.25	126.00	127.75	129.50	131.25	133.00	134.75	136.50	138.25
80,000	140.00	141.75	143.50	145.25	147.00	148.75	150.50	152.25	154.00	155.75
90,000	157.50	159.25	161.00	162.75	164.50	166.25	168.00	169.75	171.50	173.25
100,000	175.00	176.75	178.50	180.25	182.00	183.75	185.50	187.25	189.00	190.75
110,000	192.50	194.25	196.00	197.75	199.50	201.25	203.00	204.75	206.50	208.25
120,000	210.00	211.75	213.50	215.25	217.00	218.75	220.50	222.25	224.00	225.75

### 2.3.4 Accreditation Levy

This levy is payable on values of \$20,000 or more at a rate of \$1.00 per \$1,000 or part thereof, on the total of the contract. The total value includes plumbing and drainage work and is always taken to the next \$1,000.

**Note:** Council reserves the right to make additional charges depending upon circumstances, i.e. construction variations and/or re-inspections, inspections for multiple buildings on one consent.

Vehicle Crossings

All building consents applicants are required to sign an undertaking they will make good any repairs necessary to a footpath, kerb or road which may be damaged as a result of their activities.

### 2.3.5 Building Reports

\$75.00 per annum

### 2.3.6 Building Infringement Offences

Failing to comply with the requirement that building work must be carried out in accordance with a building consent (section 40)	1,000.00
Failing to apply for a certificate of acceptance for urgent building work as soon as after completion of building work (section 42)	500.00
Person who is not a licenced building practitioner carrying out restricted building work without supervision of licenced building practitioner with appropriate licence (section 85(1))	750.00
Licensed building practitioner carrying out restricted building work without appropriate licence section (section 85 (2)(a))	500.00



Licensed building practitioner supervising restricted building work without appropriate licence (section 85(2)(b))	500.00
Failing to comply with the requirement to obtain a compliance schedule (section 101)	250.00
Failing to supply territorial authority with a building warrant of fitness (section 108 (5)(aa))	<del>250.00</del> 1,000.00
Failing to display a building warrant of fitness required to be displayed (section 108(5)(a))	<del>250.00</del> 1,000.00
Displaying a false or misleading building warrant of fitness (section 108(5)(b))	1,000.00
Displaying a building warrant of fitness other than in accordance with section 108 (section 108(5)(c))	1,000.00
Using, or knowingly permitting the use of, a building for a use for which it is not safe or not sanitary (section 116B(1)(a))	1,500.00
Using, or knowingly permitting the use of, a building that has inadequate means of escape from fire (section 116B(1)(b))	2,000.00
Failing to comply with a notice, within the time stated in the notice, requiring work to be carried out on a dangerous, earthquake-prone, or insanitary building (section 124)	1,000.00
Using or occupying a building, or permitting another person to do so, contrary to a territorial authority's hoarding, fence, or notice (section 128)	2,000.00
Failing to comply with a notice to fix (section 168)	1,000.00
Person holding himself or herself out as being licensed to do or supervise building work or building inspection work while not being so licensed (section 314(1))	500.00
Using, or permitting use of building having no consent or code compliance certificate or certificate for public use for premises for public use (section 363)	1,500.00
Wilfully obstructing, hindering, or resisting a person executing powers conferred under the Act or its regulations (section 367)	500.00
Wilfully removing or defacing a notice published under the Act or inciting another person to do so (section 368)	500.00
Supervision of licensed building practitioner without appropriate licence (section 85(1))	750.00
Independent Qualified Persons who negligently issue a 12A form for a specified system where the inspection, maintenance, and reporting procedures of the compliance schedule have not been fully complied with in the last 12 months for that system;	50,000.00 for an individual 150,000 for a body corporate

### 2.3.7 Digitisation of Property Files Flat Charges: (new categories)

Category	
Building Consent	<i>Already included in fees in section 2</i>
Land Information Memorandum	20.00
Resource Consent	150.00
Property Searches	25.00

## 3. CAMPING GROUNDS

3.1 Annual Registration – Regulatory ~~155.00~~ 250.00

3.2 Taylor Park – Milton Charges

Non powered sites <del>per day per person base rate + one person (\$5 \$12.50 extra per person or child for additional campers. Under 5 years old, free.)</del>	<del>18.00</del> 19.00 per day night
Powered Sites <del>per day per person base rate + one person (\$6 \$16.50 extra per person or child or additional campers. Under 5 years old, free.)</del>	<del>22.00</del> 23.00 per day night
Long term campers	<del>140.00</del> per week
Tent left on site	<del>15.00</del> per week
Caravan left on site	<del>18.00</del> per week
Camper on powered site up to 49 nights base rate + one person (95.00 extra per person per week)	145.00 per week
Cabin for one or two persons up to 49 nights	130.00 per night 300.00 per week

## 4. CEMETERIES

### 4.1 Purchase of Plots

Single	<del>1,840.00</del> 1,900.00
Ashes	<del>640.00</del> 660.00
RSA Plot	No Charge
Exhumation	Actual Cost

### 4.2 Burial Fees

Interment	<del>1,650.00</del> 1,700.00
Infant (up to 12 years)	50% of normal

Ashes	<del>625.00</del> 645.00
Breaking Concrete	Actual Cost
Muslim Burials – additional requirement (timber lining)	<del>650.00</del> 675.00

#### Note

- All interments at extra depth, apart from Romahapa and Port Molyneux due to hard rock.
- The pre-selling of plots is not permitted except that one adjacent plot may be purchased at time of interment.

## 5. DOG CONTROL & REGISTRATION FEES

### 5.1 Registration Fee (Dogs 3 months of age or over at 1 July 2023)

Rural – Non-Working	<del>63.00</del> 70.00
Rural – Working	<del>45.00</del> 50.00
Urban – Working and Non-Working	<del>90.00</del> 99.00
Responsible Dog Owner – per dog	<del>63.00</del> 70.00
Dangerous Dog	Base fee plus 50%

### 5.2 Penalty Charge (After 1 August) – *additional to Fees in 5.1 above*

Rural – Non-Working	<del>31.50</del> 35.00
Rural – Working	<del>22.50</del> 25.00
Urban – Working and Non-Working	<del>45.00</del> 49.50
Responsible Dog Owner – per dog	<del>31.50</del> 35.00

### 5.3 Application Fees

Responsible Dog Owner	<del>25.00</del> 27.50
Three or more Dogs (Non-Working)	<del>66.00</del> 72.00

All new registrations for pups and dogs under three months of age reduced proportionately by one twelfth (1/12) per month, according to the date registered.

### 5.4 Impounding Fees – Dogs

First Offence	<del>70.00</del> 77.00
Second Offence	<del>105.00</del> 115.00
Third Offence	<del>150.00</del> 165.00

### 5.5 Impounding Fees – Stock

Sheep/Goats (first animal, \$15.00 per head thereafter)	<del>36.00</del> 40.00
Horse/Cattle/Deer (first animal, and \$20.00 per head thereafter)	<del>113.00</del> 125.00

## 5.6 Plus

Sustenance	<del>16.50</del> 18.50 per day or part thereof
Euthanasia Fee (per animal)	Actual Cost
Advertising	Actual Cost
Microchipping	Actual Cost

## 6. COUNCIL COMMUNITY HOUSING

Category & Location	Weekly Rental
Category 1: Clinton, Lawrence & Owaka	139.00
Category 2: Elderlee St & Spenser St (Milton) & Toshvale (Balclutha)	154.00
Category 3: Argyle St & Naish Courts (Balclutha), Kaitangata, Tapanui & Waihola	176.00

## Notes:

- Effective for all new tenancies from 1 July 2023.
- Double units will be rented at an additional \$10 per week on top of the weekly charges listed above.
- Double units will be rented to a single tenant at the double rate.
- Carport – additional \$5.00 per week.

## 7. EQUIPMENT HIRE

Binding – Ring (per copy)	2.00
1 – 25 pages	2.30
26 – 50 pages	2.60
51 – 99 pages	3.00
100 + pages	3.50

## 8. FOOD PREMISES CHARGES

Food businesses with food control plans or national programmes approved from 1 March 2016 under Food Control Act 2014.

Application fee for:

a) New registration of template food control plan or food business in a national programme for new or existing business	<del>165.00</del> 185.00
b) Multi-Site Business – in addition to above – additional fee per site	<del>85.00</del> 95.00

c) Renewal of registration for:	
• template food control plan (every 12 months from initial application)	85.00 95.00
• national programme (every 24 months from initial application)	85.00 95.00
Amendments and significant change in circumstances	160.00 185.00
Verification (hourly rate – invoiced following visit)	160.00/hr 210.00/hr
Food Control Plan documents (per pack)	40.00 45.00

#### 8.1 Compliance

Issue of notice	160.00 185.00
Application for review	160.00 185.00
Statement of compliance	80.00 95.00
Additional charges for time spent on site (per hour)	160.00/hr 185.00/hr
Non-registration of a premises	440.00

#### 9. FUNERAL DIRECTORS

Registrations	165.00 185.00
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#### 10. GAMBLING VENUES

Application fee	360.00 400.00
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#### 11. GIS MAPPING

Charges will vary depending on size and content of map required. A quote will be given on application.

#### 12. HAIRDRESSING

Annual Registration	165.00 185.00
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#### 13. ~~HALL~~ COMMUNITY BILLBOARD CHARGES

##### ~~13.1 Events Billboards (Balclutha) – Cost is per week, or part thereof~~

Rosebank Triangle	27.00
Water Tower Reserve	27.00

##### ~~13.2 Clutha District Council~~

Council Room Hire (at Service Centres)	40.00/day
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**14. KERBSIDE RENTAL**

For each operator per annum	150.00
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**15. LAND INFORMATION MEMORANDUM (LIM)**

LIM	Up to 10 Working Days	Urgent (2-3 days)
Residential – Deposit	<del>290.00</del> 320.00	<del>395.00</del> 435.00
Rural (over 10 hectares) - Deposit	<del>335.00</del> 365.00	<del>435.00</del> 475.00
Commercial/Industrial - Deposit	<del>410.00</del> 450.00	<del>525.00</del> 575.00

Where search requirements are complex or extensive an additional charge at the rate of ~~\$160.00~~ \$180.00 per hour may be charged.

**16. LIBRARY CHARGES**

<del>DVD rental</del>	No charge
Interlibrary Loans – minimum fee	7.00
Replacement membership cards	2.00
Laminating	A4 - 3.00 / A3 - 4.00
<del>Jigsaw rental</del>	<del>No charge</del>
Book Covering	10.00
Lost or Damaged material	Replacement Cost

**17. NOISE CONTROL****17.1 Recovery of Seized Equipment**

Contractors Charges and Travelling	Actual
Council Administration	<del>170.00</del>

**18. OFFENSIVE TRADES**

Tankered Waste Operators	<del>460.00</del> 500.00
Others	<del>153.00</del> 185.00

**19. OFFICIAL INFORMATION**

Schedule of Charges for the Provision of Information Under the Local Government Official Information and Meetings Act 1987

- a) If the request is made by an identifiable person seeking access to any personal information about that person, then such requests are not subject to any charge.
- b) If the amount of staff time spent in actioning a request exceeds one hour, then the basis of

charging is as follows:

An initial charge for the first chargeable half hour or part thereof	38.00
Then for each additional half hour or part thereof	38.00

- c) A charge may be modified or waived at the discretion of a Chief Executive where payment might cause the applicant financial hardship, or where remission or reduction of the charge would facilitate good relations with the public, or assist the applicant in its work.
- d) Photocopying charges for official information are 20 cents per A4 page, where the total number of pages is in excess of 20 pages.

## 20. PHOTOCOPYING/PRINTING (per page)

A4	0.20
A3	0.40
Colour A4	1.00
Colour A3	2.00
(There is no multiple-copy discount)	
Scanning	No charge

## 21. RESERVE CONTRIBUTIONS

(See Rule FIN 7 District Plan)

Subdivision (per residential, commercial or industrial allotment created)	560.00
Building (per dwelling house – where no charge has previously been levied)	560.00

## 22. RESOURCE CONSENT APPLICATION (All charges listed below are minimum fee/deposit)\*

<b>Subdivision/Land Use (Minimum Fee/Deposit)*</b>	
Non-Notified Resource Consents	<del>1,200.00</del> 1,320.00
Notified Resource Consents	<del>3,500.00</del> 3,850.00
<b>Other Resource Consents (Minimum Fee/Deposit)*</b>	
Section 226 Subdivision	<del>750.00</del> 825.00
Section 128 Review of existing Resource Consent	<del>170.00</del> 190.00
Section 127 Variation of a Resource Consent	<del>750.00</del> 825.00
Section 221 Variation to a Consent Notice	<del>170.00</del> 190.00
Section 125 Lapse Date Extension	<del>340.00</del> 370.00
Section 139 Certificate of Compliance	<del>750.00</del> 825.00
Section 87AB Deemed Permitted Boundary Activity	<del>400.00</del> 440.00
Section 87BB Marginal/Temporary Permitted Activity	<del>400.00</del> 440.00
Section 223 – Depositing Survey Plan	<del>250.00</del> 275.00
Section 224I Confirmation all subdivision conditions have been	<del>300.00</del> 330.00

met. Rural/Urban Subdivisions over 10 Lots shall be charged an additional fee of \$170.00 per hour.

Section 223 and 224 combined ~~490.00~~ 540.00

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**Other Applications and Certificates (Minimum Fee/Deposit)\***

Section 348 Local Government Act 1974 Right of Way ~~750.00~~ 825.00

Easement

Section 243I Cancellation of Easement ~~170.00~~ 190.00

Section 241(3) Cancellation of Amalgamation Conditions ~~170.00~~ 190.00

Overseas Investment Regulations Certificates ~~170.00~~ 190.00

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**Notice of Requirements or Alterations to Designations, Heritage Orders (Minimum Fee/Deposit)\***

Minor – Section 181(3), no research required ~~600.00~~ 660.00

Minor – No research (public notice additional cost) ~~1,000.00~~ 1,100.00

Moderate – Standard Research (public notice additional cost) ~~3,000.00~~ 3,300.00

Major – Effect on large area of district (public notice additional cost) ~~15,000.00~~ 16,500.00

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**Outline Plan Approvals and Waivers (Minimum Fee/Deposit)\***

Section 176A Outline Plan Approval ~~750.00~~ 825.00

Outline Plan Waiver Approval ~~750.00~~ 825.00

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**Plan Change Application (Deposit)**

Minor Effect – Not requiring research ~~1,000.00~~ 1,100.00

Moderate Effect – Standard Research (public notice additional cost) ~~3,000.00~~ 3,300.00

Major Effect – Effect on large area of district (public notice additional cost) ~~15,000.00~~ 16,500.00

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**Bonds (Deposit)**

Bond Establishment Application ~~340.00~~ 370.00

Release of Bond ~~170.00~~ 190.00

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**Monitoring Resource Consents**

Planners (per hour) ~~170.00~~ 190.00

Development Engineer (per hour) ~~170.00~~ 190.00

Other Council Staff (per hour) ~~170.00~~ 190.00

Consultants (internal or External) Actual Costs

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\*Note that deposits are a minimum charge and are non-refundable. At the completion of the service actual costs are calculated and any remaining balance owing will be charged.

## 23. ROADING PERMITS

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New Vehicle Crossing Permits	<del>100.00</del> 105.00
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Dust Suppression Permit – where dust suppressant carried out by applicant – Note oil is not allowed to be used as per ORC Rules	No charge
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Roadside Planting Permits	<del>100.00</del> 105.00
Stock Crossing on Road Reserve	<del>100.00</del> 105.00
Street or Road Opening	No charge
Temporary Fencing Permits	<del>100.00</del> 105.00
Temporary Road Closure	Actual Cost of Advertising Plus cost of road inspection if necessary
Commercial Traffic Management Plan	<del>100.00</del> 105.00
Traffic Management Plan Amendment Fee – extension or alteration/addition	<del>50.00</del> 55.00
Traffic Management Plan Priority Processing Fee – where approval is required in less than that the statutory timeframe (i.e. less than 5 days for a standard TMP)	<del>200.00</del> 210.00
Non-Profit Group – Traffic Management Plan	No charge
License to Occupy Road Reserve	<del>100.00</del> 105.00
CAR Inspection Fee – if adequate photos and/or information have not been supplied by the applicant	<del>160.00</del> 170.00
Unauthorised Roadside Planting Inspection Fee	<del>160.00</del> 170.00
Danger & Damage to Roads Inspection Fee	<del>270.00</del> 280.00
<b>Note:</b> this is in addition to any costs associated with clean-up or removal of material or dangerous items	
Unauthorised Corridor Access Works Inspection – where no CAR has been applied for	<del>320.00</del> 355.00
Global Traffic Management Plans	<del>630.00</del> 660.00

#### 24. SALE AND SUPPLY OF ALCOHOL (FEES) REGULATIONS 2013 (Set by Statute)

Following the introduction of the Sale and Supply of Alcohol Act 2012 National risk-based fees apply for all applications received from 18 December 2013. All fees include GST.

Type	Fees are set out in the Sale and Supply of Alcohol (Fees) Regulations 2013	Application / Renew / Variation Fee inc GST*	Annual Fee inc GST**
<b>On / Off / Club new, renewal or variation</b>			
Very Low	The fee will be calculated using an	368.00	161.00

Type	Fees are set out in the Sale and Supply of Alcohol (Fees) Regulations 2013	Application / Renew / Variation Fee inc GST*	Annual Fee inc GST**
Low	assessment of factors:	609.50	391.00
Medium	Type of premises	816.50	632.50
High	Latest opening hour you operate	1,023.50	1,035.00
Very High	Number of enforcements you have had (Please see Table 1 and 2 to help calculate your fees)	1,207.50	1,437.50
<b>Special</b>	Application fees will be calculated according to the size and frequency of the event or events		
Class 3 (Small)	1-2 events of less than 100 persons	63.25	N/A
Class 2 (Medium)	1-3 events of 100-400 persons; or 3-12 Class 3 events	207.00	N/A
Class 1 (Large)	1 event with over 401 persons; or 4+ Class 2 events; or 13+ Class 3 events	575.00	N/A
<b>Managers New or Renewal</b>	All	316.25	N/A
<b>Other</b>			
Temporary Authority	Section 136(2)	296.70	N/A
Temporary Licence	Section 74	296.70	N/A
Permanent Club Charter	Section 414	632.50	N/A
Extract from Register	Section 66)2)	57.50	N/A

\* All fees are payable on application.

\*\* All Annual fees on existing licences are payable on or prior to the anniversary of the most recent of the following:

- The date on which the licence was issued
- The date on which the licence was renewed
- The date on which a variation of the licence was granted

#### 24.1 To Calculate your Premises Risk Rating and Fee

**Step 1** – select your premises type from Table 1 – record the weighting in the box below

**Step 2** – select your latest closing time (based on what is on your licence) from Table 1 – record the weighting in the box below

**Step 3** – select the number of enforcements for your premises in the last 18 months from Table 1 – record the weighting in the box below.

**Step 4** – add all the recorded weightings together to get your final risk rating score

**Step 5** – select your total weighting in Table 2 – this line in the table shows your risk category and fees applicable

Premises Weighting Score	Hours Weighting Score	Enforcement Weighting Score	Total Weighting Score	My Risk Category
+	+	=		

**24.2 Table 1: Determining a Premises Risk Rating and Fees**

Type of Licensed Premises		Latest Alcohol Sales Time	
Bottle Store, Supermarket, Grocery Store	15	On-licences and clubs before 2:01am; Off-licences before 10:01pm, Remote sales premises (at any time)	0
Night Clubs, Taverns, Adult premises, "Class 1" Restaurants	15	On-licences and clubs 2:01am 3:01am; Off-licences 10:01pm and later	3
Off-licence in a Tavern, Hotel	10	On-licences and clubs – all other closing times	5
Hotels, Function Centres, "Class 1" Clubs (on) "Class 2" restaurants	10		
Remote sales, "Class 2" clubs (on), "Class 3" Restaurants, "Class 1,2,3" Clubs (off), Other	5		
Theatres/Cinemas, Wine Cellar Doors, BYO Restaurants, "Class 3" clubs (on)	2		

PLUS	Number of Enforcements	Weighting
	None	0
	1	10
	2 or more	20

**24.3 Table 2: Fee Category**

Total Weighting	Risk Category	Application Fee (Incl. GST)	Annual Fee (Incl. GST)
0-2	Very Low	368.00	161.00
3-5	Low	609.50	391.00
6-15	Medium	816.50	632.50
16-26	High	1,023.50	1,035.00

26 plus	Very High	1,027.50	1,437.50
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#### 24.4 Definitions: Restaurants:

**Class 1** – restaurants with a significant separate bar area which operates that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area.

**Class 2** – restaurants that have a separate bar (which may include a small bar area) but which do not operate that area in the nature of a tavern at any time.

**Class 3** – restaurants that only serve alcohol to the table and do not have a separate bar area.

#### 24.5 Clubs:

**Class 1** – large clubs (with 1,000 or more members of drinking age) and which, operate in the nature of a tavern (e.g. a large working men’s club, combined clubs, or large ‘cossie’ clubs).

**Class 2** – clubs which do not fit Class 1 or Class 3 definitions (e.g. larger sports clubs, medium sized RSA’s, many provincial social clubs).

**Class 3** – small clubs (with up to 250 members of drinking age) and which operate a bar for 40 hours or less per week (e.g. small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSA’s).

**Enforcement** – has the same meaning as a “Holding” under Section 288 of the Sale and Supply of Alcohol Act 2012, or a previous offence for which a holding has been issued if the offence occurred before 18 December 2013.

Local Authority Compliance Certificate (not set by statute) \$350.00

- Licensees are required to obtain this as supporting documentation, demonstrating that the activity they are seeking a licence for complies with the provisions of the District Plan.

## 25. SEWERAGE

### 25.1 Sewerage connection fees

Financial Contribution	(see formula below)
Administration Charge – Application Fee	250.00
Engineering and Installation Costs (plant, labour, materials)	Actual Cost
Basic Development Engineering Inspection Fee	200.00

For a **new single connection inside** the Scheme area, where the property has paid a previous financial contribution, or has been paying a half rate charge for more than the five previous years, the Financial Contribution is not required but the other costs shown are payable. Where the property has been paying a half rate charge for less than the five previous years, the Financial Contribution shown shall be reduced pro-rata i.e. discounted 20% per year of half rate payment.

The Financial Contribution and other costs shown are payable for **new connections outside** the Scheme area, and **additional connections** inside the Scheme area, where no previous financial contribution or half rate charge has been paid. Where intensification occurs, each self-contained habitable unit is deemed to be a separate connection for fees and rating purposes.

Where extensions have been made to existing schemes, the Financial Contribution for properties

served by the extension includes the Financial Contribution for the existing scheme plus a contribution calculated on the basis of the value of the extension itself.

The Basic Development Engineering Inspection Fee is for inspections outside of the property boundary undertaken by Service Delivery Staff that are not covered under a building consent. The inspection can cover both sewerage and water supply inspections and is for developments up to three additional lots per inspection. Large developments will be charged on a time basis at the consent monitoring staff hourly rate.

## 25.2 Notes:

All properties connecting to or about to discharge to a public sewer shall complete the application form.

All costs associated with laying and making the connection, reinstating surfaces etc. shall be the responsibility of the applicant. This includes the costs associated with any required system upgrade.

Scheme	Financial Contribution per unit
Balclutha	2,825.00
Benhar	11,940.00
Clinton	5,856.00
Heriot	9,139.00
Kaitangata	5,639.00
Kaka Point	5,066.00
Lawrence	4,934.00
Lawrence – eastern extension	9,764.00
Milton town	3,987.00
Milton – OCF	5,155.00
Owaka	3,338.00
Pounawea – Gravity (includes Owaka contribution)	9,708.00
Pounawea – Pumped (includes Owaka contribution)	5,808.00
Stirling	5,283.00
Tapanui	4,236.00
Tokoiti Area A	19,089.00
Waihola	7,213.00

$$\text{Formula for FC (excluding Benhar and Tokoiti Area A)} = \frac{\text{BV-OL} \times 0.6 \times 2}{(\text{NC} \times 2) + \text{NN} + \text{GST}}$$

Financial Contributions for Benhar and Tokoiti are calculated according to the following formula:

$$FC = \frac{BV \times 0.9 \times 2}{(NC \times 2) + NN} + \text{GST} + FC \text{ for Milton} - \text{OCF or Balclutha as appropriate}$$

BV = Book Value

NN = Number Not Connected

OL = Outstanding Loans

FC = Financial Contribution

NC = Number Connected

### 25.3 Bulk sewage disposal fees

#### 25.3.1 Pre-treated Bulk Sewage Disposal Fee

This fee is for disposal of bulk treated sewerage effluent, from oxidation ponds or similar standard treatment system, into Council sewers.

Scheme	Fee
All Schemes	1.22/m <sup>3</sup>
All Schemes– annual admin fee	388.00

#### 25.3.2 Untreated Bulk Sewage Disposal Fee

This fee is for disposal of bulk untreated sewage effluent, including septic tank cleanings, into Council sewers. At present, untreated bulk sewage will only be accepted by prior arrangement and only at the approved site at Balclutha.

Scheme	Fee
All Schemes (but limited to Balclutha at present)	24.00/m <sup>3</sup>
All Schemes– annual admin fee – annual admin fee	388.00

Note: If disposal is by tanker, the administration fee as per Clause ~~26.3.1~~ 25.3.1 above applies.

## 26. SPORTSGROUNDS

Local club ground hire – Administration fee per club per season	<del>440.00</del> 455.00
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This does not include line marking, goals, wicket preparation or other services to set up playing fields. Clubs must register and pay the fee before the start of each playing season (i.e. summer and winter).

### 26.1 Special Charges

#### Balclutha A & P Showgrounds/Riverside Reserve Grounds

Major sports tournament	<del>215.00</del> per day
Circus & similar type activities	<del>450.00</del> 455.00 per day
Refundable bond payable on booking	<del>680.00</del> 700.00

Individual clubs will be charged directly for usage of grounds where maintained by Council.

Casual Sport Hire	<del>78.00</del> 80.00 per day
Event Hire	<del>110.00</del> 115.00 per day

#### Milton A & P Showgrounds

Event Hire	<del>110.00</del> 115.00 per day
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~~27. STOCK SALEYARDS~~ ~~62.00~~

28. SUNDRY LICENCE FEE

Where licence not otherwise covered	<del>155.00</del> 185.00
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29. SWIMMING POOLS

29.1 Balclutha/Milton

Swim	Adult	Snr Citizen	Child	Family
Casual	4.50	4.00	3.50	16.00
10 Swim Concession	36.00	32.00	28.00	
25 Swim Concession	78.70	70.00	61.20	
50 Swim Concession	135.00	120.00	105.00	
<b>Hire</b>				
Peak Pool Hire (per hour)	185.00			
Off Peak Pool Hire (per hour)	155.00			
Lane Hire (per hour)	30.00			
Meeting Room Hire (per hour) (Balclutha only)	20.00			
Meeting Room Day Hire	130.00			

Note:

Adult free if accompanying a pre-schooler. All hires are for a minimum of 1 hour

30. TRADE WASTE

Council adopted a Trade Waste Bylaw in 2019. Trade Waste discharges are classified as one of the following types:

**Permitted Trade Waste;** (in which case an Approval Notice must be obtained).

**Conditional Trade Waste,** (in which case a Consent must be obtained or a Trade Waste Agreement be entered into); or

**Prohibited Trade Waste,** (in which case no Consent will be granted and no Trade Waste Agreement will be entered into, will be required to pre-treatment or additional treatment if allowed to be connected at all).

Charges for 2023/24:

Type of Consent	Category	UAC	Application fee for New or Change in Activity	Consent Period (Years)	Annual Inspection Fee	Annual Consent Maintenance Fee	Volumetric flow charge
Permitted	1	480.00	140.00	5	0	0	Not applicable
Permitted	2	480.00	140.00	5	0	0	Excess volume x 0.8 x \$1.60
Conditional	3	480.00	280.00	5	280.00	140.00	Excess volume x 0.8 x \$1.60
Conditional	4	480.00	280.00	5	560.00	140.00	Excess volume x 0.8 x \$1.60

Note:

- Volumetric charges will be invoiced Quarterly based on the water meter readings.
- Annual charges will be invoiced in the first quarter.
- Excess volume = usage – 366 m<sup>3</sup>/year.
- There will be no application charges for the existing customers. If the activity of the existing customer has changed, customer requires to complete and submit the application.

**Examples:** The table below shows the categories for the Trade Waste Bylaw with industry examples and examples of likely costs. The different type of consent and categories are volumetric based.

Category	Description	Examples	Charging regime	Example annual charges for existing commercial properties
1	Equivalent to a domestic demand for water use and load	Small office, banks	<ul style="list-style-type: none"> <li>• Wastewater UAC</li> <li>• Application fee for new activities of change of activity or discharge conditions</li> </ul>	<ul style="list-style-type: none"> <li>• UAC = \$480</li> </ul>
2	Has higher water use than a domestic demand but with a similar load	Motels, camp-grounds	<ul style="list-style-type: none"> <li>• Wastewater UAC</li> <li>• Application fee for new activities of change of activity or discharge conditions</li> <li>• Wastewater flow charge</li> </ul>	<ul style="list-style-type: none"> <li>• UAC = \$480</li> <li>• Water use = 1,000m<sup>3</sup>/yr</li> <li>• Wastewater flow charge = (1000-366) x 0.8 x \$1.60 = \$811.50</li> <li>• Total Annual Charge = \$1,291.50</li> </ul>
3	Equivalent to a domestic demand for water use but with a higher load concentration	Hairdresser, takeaways, restaurant, bars, schools	<ul style="list-style-type: none"> <li>• Wastewater UAC</li> <li>• Application fee for new activities of change of activity or discharge conditions</li> <li>• Wastewater flow charge</li> <li>• Inspection fee</li> <li>• Annual consent maintenance fee</li> </ul>	<ul style="list-style-type: none"> <li>• UAC = \$480</li> <li>• Water use = 650m<sup>3</sup>/yr</li> <li>• Wastewater flow charge = (650-366) x 0.8 x \$1.60 = \$363.50</li> <li>• Inspection fee = \$280</li> <li>• Annual account maintenance fee = \$140</li> <li>• Total Annual Charge = \$1,263.50</li> </ul>



Category	Description	Examples	Charging regime	Example annual charges for existing commercial properties
4	Higher water use and increased load	Factories, Truck stops	<ul style="list-style-type: none"> <li>Wastewater UAC</li> <li>Application fee for new activities of change of activity or discharge conditions</li> <li>Wastewater flow charge</li> <li>Inspection fee</li> <li>Annual consent maintenance fee</li> </ul>	<ul style="list-style-type: none"> <li>UAC = \$480</li> <li>Water use = 6,000m<sup>3</sup>/yr</li> <li>Wastewater flow charge = (6000-366) x 0.8 x \$1.60 = \$7,211.50</li> <li>Inspection fee = \$560</li> <li>Annual account maintenance fee = \$140</li> <li>Total Annual Charge = \$8,391.50</li> </ul>

The examples above are dependent on the activity and on the number of inspections required per year. The costs for sampling and flow monitoring are not included in the charges above as these are site specific. Any costs incurred for sampling or flow monitoring will be passed onto the commercial business.

Site inspection – actual cost	150.00 per hour
Tankered waste annual registration	388.00
Tankered waste discharge	24.00 per cubic metre

### 31. TRADING IN PUBLIC PLACES

(i.e. mobile shop, hawkers, itinerant traders)

Per day (non-charitable)	<del>32.00</del> 35.00
Per annum	<del>155.00</del> 185.00

### 32. VEHICLE STANDS ON STREETS

Per Stand	<del>115.00</del> 119.00
Per Operator Maximum	<del>230.00</del> 238.00
Per Day	<del>31.00</del> 33.00

### 33. WASTE MANAGEMENT

#### 33.1 Wheelie Bins

Bins damaged by consumer	<del>140.00</del> 145.00
Bins damaged on day while out for collection	No Cost
Wheelie Bin Charge	<del>220.00</del> 244.50

#### 33.2 Mt Cooe Landfill

	Disposal Charges
General Refuse	<del>251.00/tonne</del> 260.00/tonne

	<b>Disposal Charges</b>
Refuse Bag (max 70L)	<del>11.00/bag</del> <b>11.50/bag</b>
Green Waste Discount *	50%
Household Recycling (as specified)	Free
Batteries	Free
Scrap Metal (including whiteware)	Free
LPG Cylinders	<del>10.00 each</del> <b>10.50 each</b>
Disposal of Tyres: Car/4WD	<del>12.00 each</del> <b>12.50 each</b>
Disposal of Tyres: - Truck	<del>40.00 each</del> <b>41.50 each</b>
Disposal of Tyres: - Bulk	<del>1,030.00/tonne</del> <b>1,070.00/tonne</b>

**Notes:** \*This discount will apply to all loads of green waste as defined below and assessed by landfill staff. Any loads that are found to be contaminated as they are unloaded will be charged at the full refuse rate as estimated by the landfill staff.

Approved green waste includes: lawn clippings, hedge clippings, tree trimmings with branches less than 150mm diameter, and garden weeds. Small amounts of soil associated with plant roots, etc. is acceptable.

### 33.2.1 Special Waste

Application for registering Special Waste	<del>250.00</del> <b>260.00</b>
Deposit for special waste requiring further assessment	<del>700.00</del> <b>725.00</b>
Special Waste Charge	<del>420.00/tonne</del> <b>435.00/tonne</b>

Note: Any special burial costs will be additional to the above rate, e.g. the cost of a separate disposal hole.

### 33.2.2 Car Bodies

Complying	<del>35.00</del> <b>36.00</b>
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Note: Fuel tank shall be emptied and cap removed, LPG and CNH tanks shall be removed, Batteries shall be removed, Engine and transmission shall be drained of all oil, seats, upholstery, glass and tyres shall be removed).

Waste or organic material shall not be present.

### 33.3 Transfer Stations & Skip Sites

Refuse Bag (max 70L)	<del>11.00/bag</del> <b>11.50/bag</b>
Up to 0.5m <sup>3</sup>	<del>40.00</del> <b>41.50</b>
0.5-1.0m <sup>3</sup>	<del>66.00</del> <b>68.50</b>
1.0-1.5m <sup>3</sup>	<del>92.00</del> <b>95.50</b>

1.5-2.0m <sup>3</sup>	<del>192.00</del> 199.00
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Notes: Charging will be based on estimated refuse volume.  
Large volumes of waste in excess of 2.0m<sup>3</sup> will not be accepted.  
Special waste will not be accepted.

### 33.4 E Waste Recycling Price List

Computer (desktop or laptop)	<del>11.00</del> 11.50
Computer server	<del>22.00</del> 23.00
All screens under 29 inches	<del>28.00</del> 29.00
All screens 29 inches and over	<del>60.00</del> 62.00
Keyboards, docking stations, mouse, routers, network devices	<del>4.00</del> 4.50
Inkjet printers, fax machines, laminators, typewriters	<del>7.00</del> 7.50
Laser printers	<del>14.00</del> 14.50
Photocopiers (small)	<del>36.00</del> 37.00
Photocopiers (large)	<del>72.00</del> 74.50
UPS	<del>42.00</del> 43.50
Microwaves and other consumer electronics	<del>10.00</del> 10.50
Power cords, data cables, toner and inkjet cartridges (sealed), cell phones, batteries within a device, upright cabinets	Free

### 34. WATER ANALYSIS

Bacteriological, chemical	Actual Cost
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### 35. WATER SUPPLY (RURAL)

Financial Contribution	(See formula below)
Administration Charge – Application Fee, non-refundable	250.00
Rural Water Scheme Modelling (Deposit)*	600.00

\* Please note that \$600 deposit is required for work to get underway – Actual Charge will be confirmed with applicant before proceeding, and the difference will be refunded if applicable.

**Financial Contribution for new consumers and additional over-design supplies**, to apply where a property is not connected to the scheme and has a design capacity allocated to it but no corresponding financial contribution has been paid. The contribution to be levied is to be for no less than the design capacity allocated to the property, or a property that has previously paid a financial contribution and has been given a corresponding allocation now seeks an increased supply in excess of that allocation. Provided it is possible to supply the additional water, the contribution is to be levied on each unit approved above the allocation.

The base financial contribution shall be calculated by multiplying the Property Area by the Scheme Factor except where otherwise indicated (see below). Residential/lifestyle properties may attract an increased charge. **The minimum charge shall be for a 2-unit supply.** Financial Contributions levied will be in addition to any cost of additional capital works required to make the connection or provide the supply. Payment of the financial contribution is required prior to the supply being made. In each case the contribution and any entitlement created by it is to attach to the land.

In particular cases, financial contributions may be amended by resolution of the Rural Water Scheme Committee.

Notes:

All properties connecting to a public water main shall complete the application form.

All costs associated with laying and making the connection, reinstating surfaces etc. shall be the responsibility of the applicant. This includes the costs associated with any required system upgrade.

Scheme	Scheme Factor \$		Cost/Unit \$
Balmoral One	34.26		585.00
Balmoral Two	35.26		599.00
Clydevale – Pomahaka	<sup>2</sup>		1,070.00
Glenkenich	24.68		394.00
Moa Flat	21.04		336.00
North Bruce	39.70	farm connection (base charge)	887.00
North Bruce		residential / lifestyle <sup>1</sup>	3,548.00
Richardson	<sup>2</sup>	farm connection (base charge)	1,357.00
Richardson		residential / lifestyle <sup>1</sup>	3,252.00
South Bruce	22.44	farm connection (base charge)	380.00
South Bruce		Residential / lifestyle <sup>1</sup>	1,518.00
Tuapeka	22.65		371.00
Wangaloa	32.50		604.00
Waipahi			426.00

Scheme Factor =  $((BV-OL) \times 0.25) / SC \times 0.065 + GST$

Where: BV = Book Value. OL = outstanding loans and SC = scheme capacity.

<sup>1</sup>For properties less than 30 ha

<sup>2</sup>For the Richardson and Clydevale-Pomahaka Schemes the following contribution will respectively apply: The contribution shall be five times the current unit rate for the Richardson scheme and three times the current unit rate for the Clydevale-Pomahaka scheme per unit of additional supply.

### 35.1 Unauthorised Water Use

Under provisions of the CDC Water Supply Bylaw, unauthorised use of water on rural schemes will be charged for at the estimated maximum unauthorised usage rate multiplied by the annual scheme unit charge, multiplied by the estimated period in years of unauthorised use (minimum 1 year). Additional to the estimated charge for water used, an administration charge of \$281.25, plus the actual costs to remedy unauthorised fittings and of follow-up re-inspection, will also be payable by the offender.

Example: If a 2-unit restrictor is found drilled out to supply 18 units, typical charges will be:

16 (units stolen) x \$166.40 (scheme unit charge) + \$250 (admin) + GST = \$3,349.26 + actual remedial and

re- inspection costs.

### 35.2 Subdivision

The property owner at the time of subdivision shall be liable for all costs required to provide the minimum water allocation to each lot.

### 35.3 Out of District Water Rates

Charge per unit for the sale of water supplied to out of district customers, from the following Rural Water Schemes:

Glenkenich	426.10
Moa Flat	245.00
<b>Subject to change after rural water scheme meetings</b>	

## 36. WATER SUPPLY (URBAN)

### 36.1 Urban Water Connection Fees

Financial Contribution	(See formula below)
Administration Charge – Application Fee, non-refundable	250.00
Engineering and Installation Costs (plant, labour, materials)	Actual Cost
Basic Development Engineering Inspection Fee	200.00

For a **new single connection inside** the scheme area, where the property has paid a previous financial contribution, or has been paying a half rate charge for more than the five previous years, the Financial Contribution is not required but the other costs shown are payable. Where the property has been paying a half rate charge for less than the five previous years, the Financial Contribution shown shall be reduced pro-rata i.e. discounted 20% per year of half rate payment.

The Financial Contribution and other costs shown are payable for **new connections outside** the Scheme area, and **additional connections** inside the Scheme area, where no previous financial contribution or half rate charge has been paid. Where intensification occurs, each self-contained habitable unit is deemed to be a separate connection for fees and rating purposes.

For commercial premises (including residential premises converting to commercial) and for extraordinary connections (outside the Scheme area) a metered connection will be installed, for which the applicant shall be charged Actual Cost additional to all other relevant fees and charges.

The Basic Development Engineering Inspection Fee is for inspections outside of the property boundary undertaken by Service Delivery Staff that are not covered under a building consent. The inspection can cover both sewerage and water supply inspections and is for developments up to three additional lots per inspection. Large developments will be charged on a time basis at the consent monitoring staff hourly rate.

Notes:

All properties connecting to a public water main shall complete the application form.

All costs associated with laying and making the connection, reinstating surfaces etc shall be the responsibility of the applicant. This includes the costs associated with any required system upgrade.

Scheme	Financial Contributions \$ / Unit
Balclutha	1,624.00

Scheme	Financial Contributions \$ / Unit
Benhar	6,377.00
Clinton (incl. Clydevale-Pomahaka Contribution)	2,502.00
Kaitangata	2,472.00
Kaka Point (incl. Richardson Contribution)	5,263.00
Lawrence	2,671.00
Milton town	4,275.00
Milton – OCF	5,094.00
Owaka	2,964.00
Stirling & Cherry Lane	2,036.00
Tapanui	1,799.00
Waiholā (incl. North Bruce Contribution)	5,658.00

Formula for FC =  $\frac{(BV-OL) \times 0.6 \times 2}{(NC \times 2) + NN} + GST$

BV = Book Value

NN = Number Not Connected

OL = Outstanding Loans

FC = Financial Contribution

NC = Number Connected

### 36.2 Metered Water Connection Charges

Water used below 366 m <sup>3</sup> /year	0.00 (incorporated in annual water rate)
Water used over 366 m <sup>3</sup> /year	1.94/m <sup>3</sup>
Water used Commercial/industry penalty – in excess of agreed maximum	3.90/m <sup>3</sup>
Annual admin fee	326.00

Metered water charges will apply as per section 25 of the Clutha District Council Water Supply Bylaw as above for all metered commercial and residential connections and will be charged once the base allocation (usually 366 cubic metres per annum) has been used. The Annual Admin fee is for bulk water carriers.

## 37. Inflow and Infiltration

### 37.1 Inflow and Infiltration Reinspection

	Hours	Rate	Total Cost \$
Inspection costs including travel and vehicle	2	150.00	300.00
Admin and follow up	1	80.00	80.00
			<b>380.00</b>

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# Clutha District Council

## Item for WORKSHOP SESSION

<b>Workshop Topic</b>	Financial Policies Approach Update
<b>Workshop Date</b>	25 January 2024
<b>Item Number</b>	2 (Session 3)
<b>Author</b>	Sharon Jenkinson, Chief Financial Officer
<b>M-files Ref</b>	882839

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### PROPOSED OUTCOMES

Council is informed of the timeframe and approach.

### REPORT SUMMARY

This report outlines the proposed timeframe and approach for reporting the financial policies required to be reviewed and adopted for the LTP 2024/34 to committees for information.

### REPORT

#### 1 Background

As part of the LTP 2024/34 Council is required to review, update and adopt the following policies:

- Treasury Management Policy
- Investment and Liability Management Policy
- Revenue & Financing Policy
- Policy on Rates Remission
- Policy on Rates Postponement
- Policy on Remission & postponement of rates for Maori freehold land.
- Financial Contribution Policy

Staff have been reviewing these policies and have sought independent review of the Treasury Management Policy and the Investment and Liability Management Policy from Miles O'Connor from Bancorp, our borrowing advisor.

Staff are proposing to bring these policies to the Risk and Assurance Committee on the 1<sup>st</sup> February for recommendation to Council on the 15<sup>th</sup> February.

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# Clutha District Council

## Item for WORKSHOP SESSION

<b>Workshop Topic</b>	Residual matters from Council Workshops of 7 and 14 Dec 2023
<b>Workshop Date</b>	25 January 2024
<b>Item Number</b>	2 (Session 4)
<b>Author</b>	Peter Stafford, Strategy Planning Manager
<b>M-files Ref</b>	882840

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### PROPOSED OUTCOMES

Provide direction on matters carried over from the Council Workshops of 7 and 14 December 2023

### REPORT SUMMARY

This session will provide an opportunity to address the following matters carried over from Council's workshop on the 14 December 2023.

- Disability Planning (from 2023/24 Annual Plan Submission)
- Heritage - Lawrence-Tuapeka Community Plan (from 2023/24 Annual Plan Submission)
- Clutha Budget Advisory Service Food Hub (Early LTP Submission).

### COUNCIL DIRECTIVES

1. Should Council develop a Clutha District Council Disability Strategy in Year 1 of the LTP 2024-34 from within existing operational budgets?
2. Does Council support the development of a staff submission as part of the LTP submission process to consider resourcing options to support the Heritage - Lawrence-Tuapeka Community Plan? If it does support a staff submission what of the options outlined in the report section below are preferred?
3. Does Council support the development of a staff submission as part of the LTP submission process to support the Clutha Budget Advisory Service Food Hub with up to \$25,000 per annum.

### REPORT

#### 1 Disability Planning (from 2023/24 Annual Plan Submission)

CCS Disability Action submitted.



- Community Housing: When planning healthy home upgrades that the Council includes an accessibility audit and identifies and plans access improvements.
- Street Accessibility Audits: Street Accessibility Audits for roading improvements and renewals, these can also be accompanied by accessibility plan reviews

It is noted that Council as part of its on-going operations

- for transport all new and renewal has to comply with latest disability standards
- access audits for housing will be included as part of its project planning.

## **2 Heritage - Lawrence-Tuapeka Community Plan (from 2023/24 Annual Plan Submission)**

As part of its Annual Plan 2023-24 Council decided to consider during the development of the LTP, heritage-protection methods listed in the Our Place Lawrence-Tuapeka Community Plan (LTCP), including funding of salary for a heritage office, and development of a Heritage Toolkit.

Possible options to progress this matter to inform a staff submission as part of the LTP submission process include.

- Option 1: No additional Salary funding, with funds for specific works.
- Option 2: No additional Salary funding, with funds for specific works including a Heritage 'toolbox'
- Option 3: \$75,000 for 0.5 FTE with funds for specific works including a Heritage 'toolbox'

## **3 Clutha Budget Advisory Service Food Hub**

Clutha Budget Advisory Service have requested ongoing funding of \$25,000 to support the delivery of Food Hub services to meet the demands of individuals and families across our communities.

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# Clutha District Council

## Item for WORKSHOP SESSION

**Workshop Topic** Consultation Document Outline and Questions

**Workshop Date** 25 January 2024

**Item Number** 2 (Session 5)

**Author** Peter Stafford, Strategy Planning Manager

**M-files Ref** 882841

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### PROPOSED OUTCOMES

Consider and provide direction on a draft Consultation Document outline, consultation questions and feedback questions.

### REPORT/SUMMARY

Provide as attachment are

- An outline

### COUNCIL DIRECTIVES

Council direction is sought on Attachment A, in particular the

- Consultation Document Outline
- Consultation Questions
- Feedback Questions.

### REPORT

#### 1 Background

At Council's workshops on 14 December Council provided direction on possible consultation questions for the Consultation Document.

#### 2 Consultation Document Format

It is proposed the Consultation Document will follow a similar format to the LTP 2021-31 Consultation Document – the distribution of which was facilitated through the use of a Clutha Leader broadsheet lift out.

#### 3 Consultation Document Outline and Consultation Questions

A draft Consultation Document outline, consultation questions and feedback questions is provided at Attachment A for workshop discussion.

## Attachment A Workshop Session 5

### Consultation Document Outline

#### (Draft 22/01/24)

##### 1. Front Page (1 page)

Title, contents, pictures of the region, identifying information.

##### 2. Mayor Message (1 page)

- Photos and names of councillors
- Mayor's message
- Picture and name of mayor
- Sharing our plans for the Clutha District. Tell us what you think.
- Photo of interest

##### 3. Our Journey over the last 3 years + projects achieved & projects underway – 1 page

##### 4. Financial Challenges – 1 page

- Facing the facts
  - The rate reality
  - Our proposed rates increases
- The challenges we face
  - Three waters reform
  - Costs of providing three waters / ever increasing Central Government Standards
  - Debt capacity
  - Underinvestment in ageing infrastructure
  - Rates held at below 4%
  - The quantum of investment required
- Who pays and affordability ( To be confirmed by council)
- Initiatives to reduce the impact
- **Consultation Question – Rates (See page 4)**

##### 5. Rates Examples – 1 page

- What our proposals in this document mean for your rates
  - Variations to rates
  - Infographic to show rate changes in each area
  - How each dollar is spent – chart

##### 6. Fees and Charges & New Water Rating Areas (half to 1 page)

##### 7. Our Finances 1 (1 page)

- What is in the financial mix?
- How much we are proposing to rate
- Revenue we are expecting
- How much we are expecting to receive from investments
- How much we are proposing to spend (Table per infrastructure area e.g. roading, water)

##### 8. Our Finances 2 (1 page)

- How much we are proposing to borrow

- Our strategy is to use debt to our advantage
- Chart - limits on debt
- Photos of interest

#### **9. Living and Working Strategy - connect to financial challenges (1 page)**

- Living and working in the Clutha District
- Our story so far
- Where we are heading
- What are priorities
  - Facilitating more quality housing
  - Filling our jobs
  - Improving health, safety and well being
  - Reducing our environmental footprint
  - Supporting culture and Heritage
  - Addressing Climate change
  - Investing in infrastructure

#### **10. Infrastructure 1 – Investing in our infrastructure (1 page)**

- What we are planning
  - Where we are now
  - Our challenges
- Our opportunities
  - Our areas for growth
  - Roads water everywhere!
  - Lifestyle: Working from home – the ability to work from the mountains to the sea
- **Where we want to be**
- Our strategy is to
- What we plan to do
- Our investment priorities
  - Priorities to improve levels of service
  - Priorities to take care of what we've got (Renewals)

#### **11. Infrastructure 2 – Our proposed Investment in Infrastructure (1 page)**

- Our proposed investment in infrastructure is the biggest in council's history
  - Safe drinking water
  - Increasing standards for discharges to the environment
  - Improving stormwater protection
  - Maintaining our roads at an appropriate level (new)
  - Efficient sealed road renewals
  - Strengthening our bridges
  - Critical bridges. These bridge projects will commence after year 10 so for year 11 (2031-54)
  - Community housing improvements
  - Securing the future of Mt Cooe Landfill
  - Milton main street improvements
  - Milton Library and Swimming Pool complex
  - Balclutha Library renewals
  - Balclutha streetscape stage 3 (new)

#### **12. Infrastructure 3 – Infrastructure at a glance (1 page)**

- Table showing vital statistics for infrastructure per area ( e.g. Roothing, water)
- Delivering out capital programme

- Why are we doing this
- How do we plan on delivering this
- Responding to climate change

### 13. Waste Management ( half to 1 Page)

- Why do we need a plan
- Our vision for the future
  - Our goals and objectives
  - Our targets
  - Action plan
- Issues
  - Collection – refuse bin size
  - Collection – Areas
  - Transfer station
- Timeline
- Consultation Question (see page 5)

### 14. Climate Change ( half page)

- Climate Change Strategy
- Consultation Question (see page 6)

### 15. Project that Support Living and Working in Clutha (up to 2 pages)

- Housing (1/3 page) + Consultation question (see page 7)
- Kaka Point Toilets (1/3 page) + Feedback question (see page 7)
- Growing Tourism & Destination marketing Feedback question (see page 8)
- Other TBA (see page 8)

### 16. Audit Statement/Opinion/Other(TBC)

### 17. Combined Survey Questions

Consultation Question		
<b>Rates</b>	<b>Options</b>	<b>Tick One Box</b>
<b>What of the following two options do you prefer to manage rating impacts</b>	Option 1 - A single rating increase of X% in Year 1 (2024-25) of the Long Term Plan	<input type="checkbox"/>
	Option 2 - Any rating increase to be spread of the first three years of the Long Term Plan as follows - Year1 (2024-25) - X% - Year1 (2025-36) - Y% - Year3 (2026327) - Z%	<input type="checkbox"/>
<b>Any Comments?</b>		

Feedback Question							
<b>Living and Working Strategy Priorities</b>	<b>How important is:</b>	<b>Not important=1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Very Important=6</b>
	More Quality Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Healthy & Safe Communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Culture and Heritage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Climate Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Infrastructure Investment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Environmental Footprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Filling Jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any Comments?</b>							

Consultation Question							
<b>Waste Minimisation Management</b>							
Part 1: Waste Minimisation Management Plan		Strongly disagree	Disagree	Neutral	Strongly Agree	Strongly Agree	No Comment
Goals Objective and Targets	I support the goals and objectives in the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I support the targets outlined in the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action Plan	I support the action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any Comments?							
<b>Part 2: Collection</b>							
Transfer Stations		Not important	Somewhat important	Neutral	Important	Very Important	No Comment
If you do not live in Balclutha how important is it to have a transfer station in your local town (insert list of places) for the following materials?	Household waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recycling (plastics, steel and aluminium cans, paper, cardboard, glass)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Green waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any Comments?							

Consultation Question							
Climate Change Strategy							
Part 1: Waste Minimisation Management Plan		Strongly disagree	Disagree	Neutral	Strongly Agree	Strongly Agree	No Comment
The Strategy	I support the draft Clutha District Climate Change Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategy Principles	Support the Principles of the Climate Change Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions	I support the Action Plan and its priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any Comments?							

Consultation Question		
Community Housing	Options	Tick One Box
Q1 What of the following two options do you prefer to fund Council's Community Housing program?	Option 1 - Focus on a targeted maintenance regime to keep community housing cost neutral for ratepayers (Increased rents cover all maintenance costs)? This is Council's Preferred Option.	<input type="checkbox"/>
	Option 2 - Improve the quality and supply of housing though a mix of increased rents and subsidisation from general rates?"	<input type="checkbox"/>
Q2 Do you agree we should ease community housing waiting lists by considering a form of mean testing on community housing applications?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Any Comments?		



Consultation Question		
<b>Kaka Point Toilets</b>	<b>Options</b>	<b>Tick One Box</b>
Do you think Council should upgrade the Kaka Point Toilets at this time and if so how should it do so?	Option 1 - I do not support an upgrade of Kaka Point Toilets, so long as the existng toilets are appropriately maintained.	<input type="checkbox"/>
	Option 2 - I support a refurbishment of the existing facilities at a rating cost of X	<input type="checkbox"/>
	Option 3 - I support the building of a new replacement facility on the current site with a rating cost of X	<input type="checkbox"/>
	Option 4 - I support a combined facility comprising new toilets at a rating cost of X, in conjunction with the proposed Kaka Point Surf Life Saving Club redevelopment AND A contribution of up to X to the Life Saving Club redevelopment at a rating cost of X	<input type="checkbox"/>
Any Comments?		

Feedback Question		
<b>West Otago Musuem</b>	<b>Options</b>	<b>Tick One Box</b>
Do you support funding of the Otago Museum?	Option 1 - I do not support Council funding for the West Otago Museum	<input type="checkbox"/>
	Option 2 - I support Council funding of up to \$200,000 for the West Otago Musueum as a grant at a rating cost of X	<input type="checkbox"/>
	Option 3 - I support Council funding of up to \$200,000 for the West Otago Musueum as a loan to be repaid.	<input type="checkbox"/>
Any Comments?		

**Feedback Questions** (Further development required - to be updated at workshop)

Living and Working Strategy Projects	How important is:	Not important=1	2	3	4	5	Very Important=6
	Growing Tourism & Destination Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any Comments?							

FOR DISCUSSION

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## Clutha District Council

### Item for WORKSHOP SESSION

<b>Workshop Topic</b>	LTP 2024 Consultation Plan
<b>Workshop Date</b>	25 January 2024
<b>Item Number</b>	2 (Session 6)
<b>Author</b>	Kara Steedman, Senior Policy Advisor Di Byers, Communications Manager
<b>M-Files Ref</b>	881578

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#### PROPOSED WORKSHOP OUTCOMES

Review and provide direction on key assumptions of the LTP 2024/34

#### REPORT SUMMARY

This report provides Councillors with a range of information that together makes up the Communication, Engagement and Consultation Plan for the Long Term Plan 2024/34.

#### COUNCIL DIRECTIVES

Does the Council wish to approve the communication activities outlined below?

Does the Council wish to make any changes or additions to these activities?

#### REPORT

Objectives of the Communication, Engagement and Consultation Plan

#### Background

Clutha District Council's Long Term Plan 2024/34 is a core document for the Clutha District. It details what the Council aims to achieve for the Clutha District over the medium to long term, the projects it intends to deliver, the costs of providing them, and how we intend to measure progress towards the aims and projects contained in the plan.

This Communication, Engagement and Consultation Plan covers:

- How we intend to raise awareness of and communicate the proposals contained within the Long Term Plan.

- The processes by which we will promote participation by the community and receive feedback from them.

The communication and consultation methods presented aim to provide a range of tools and an appropriate mix of opportunities for people to express their views about the Long Term Plan. The methods follow a similar pattern to previous years in areas that have proven useful, with some improvements in relevant areas.

The consultation document is the basis for engagement about the Long Term Plan, as well as the basis for accountability. It needs to tell the story of what the Council is doing, and why, and make clear the effects of people's choices. The consultation document should be a fair representation of the key issues in the Long Term Plan.

### Communication objectives

The objectives are:

- To make people aware of the consultation document and supporting information.
- To stimulate interest in the consultation document and supporting information and highlight its importance to the district.
- To encourage the public to consider the issues, debate the options and provide feedback.
- To enable the public and other stakeholders to make submissions if they wish to.

### Target Audience

- Key stakeholder groups
- Residents and ratepayers
- Specific urban communities
- Elderly and youth

### Previous Engagement

The Our Place community plan consultation processes have allowed Council to already engage with these communities prior to the Long Term Plan and some of the projects stemming from these will be considered as part of the Long Term Plan work.

### Internal Communication – Keeping Elected Members and Staff informed

- Media releases will be emailed to Council staff and elected members.
- Everyone will be able to access information on the Council website and stay informed by following Facebook.
- Long Term Plan workshops with councilor's and key staff members.
- Updates in the monthly internal staff noticeboard.

## Financial Impact

All communication and consultation costs are expected to be provided for within the Policy budget contained in the 2024/24 Annual Plan.

## Proposed Communication Activities

### Communication Tools – raising awareness

The communication tools (as distinct from the specific consultation tools outlined later in this document) aim to raise awareness of the consultation document and Long Term Plan process. They include:

Method	Description	Existing	New
Media Releases	Media releases leading up to and during the consultation period to hopefully generate news stories.	X	
Website	Council's website will include key information, outline the consultation process, contacts, and include an online submission form.	X	
Public notices	Public notices as required will be placed in the Otago Daily Times, Southland Times, and Clutha Leader newspapers.	X	
Radio advertisements	A series of radio advertisements highlighting key issues and the availability of the document will be aired prior and during consultation.	X	
Council News newsletter	An outline of the upcoming process and encouragement to engage and submit to be included in the February 2024 edition of Council News.	X	
Clutha Leader advertising	Using the February 2024 Noticeboard page to highlight key messages and other advertising as required.		X
Community Newsletters	Community newsletters such as the Blue Mountain Express, Tuapeka Times, and Milton Genesis will be used to inform communities.	X	
Presentations to groups in the district	Ward councilor's have the opportunity to speak to any community groups they are part of, or aware of. This would be at the discretion of ward councilor's to organise, with staff support if necessary.	X	

Social Media	Council will use its Facebook account to help raise awareness of the consultation document and process. This is likely to include the use of videos, boosted posts and targeted posts and links to online submission tools.	X	X
Posters and displays	Replicate the information provided on the Council website about project workstreams and hot topics in service centres throughout the district. Submission forms will be held at service centres.		X
Mayor's soapboxes/ Café Conversations	The Mayor (accompanied by elected members if they wish) will hold soapbox sessions or café conversations throughout the district to raise the key issues and hear feedback from residents. Potentially accompanied by staff so feedback can be received more easily.	X	X
Antenno	Council will use its app to help raise awareness of the consultation document and links to Council's website		X

#### Consultation Tools – gathering feedback

Consultation tools are aimed specifically at gaining feedback about the key issues, although obviously work to raise awareness of the process as well.

Method	Description	Existing	New
Consultation Document	A submission form will be included in the Consultation Document.	X	
Website	An online submission form/survey will be posted on the website where people can automatically submit their comments.	X	
Presentations to groups in the district	As mentioned above, the purpose of the meetings is to both provide information and gain feedback.	X	
Soapboxes	Residents are able to provide feedback at these sessions.		
Social Media	Facebook and Antenno posts will link to online submission forms.		X

	They may also generate feedback comments, which we will endeavour to capture.		
Formal and verbal submissions	At this stage, the submission process is intended to run in April/May. A hearing of verbal submissions will follow as well as a special meeting to consider all submissions and discuss changes.	X	

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# Clutha District Council

## Item for WORKSHOP SESSION

**Workshop Topic** Infrastructure Strategy and supporting AMPS - Update

**Workshop Date** 25 January 2024

**Item Number** 2 (Session 7)

**Author** Donna McArthur, Head of Infrastructure Strategy and Services  
Peter Stafford, Strategic Planning Manager.

**M-files Ref** 882842

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### PROPOSED OUTCOMES

Provide an update on finalisation of Infrastructure Strategy (IS) and supporting Activity Management Plans (AMP)

### REPORT/SUMMARY

The IS and AMPs have been substantially completed. This includes a substantial new AMP on 3 Waters required following announcements by the Government on 14 December 2024.

The revised documents are being reviewed for completion by Tuesday 30 January 2024. At that time the IS/AMPS they will be circulated to Council, should Councillors wish to provide comments prior to 6 February 2024.

Following that the documents will be formally submitted to Council for pre-audit consideration/endorsement at Council's meeting on 15 February 2024.