

# Whangarei District Council Meeting

## Agenda

**Date:** Thursday, 25 February, 2021  
**Time:** 9:00 am  
**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei  
**Elected Members:** Her Worship the Mayor Sheryl Mai  
(Chairperson)  
Cr Gavin Benney  
Cr Vince Cocurullo  
Cr Nicholas Connop  
Cr Ken Couper  
Cr Tricia Cutforth  
Cr Shelley Deeming  
Cr Jayne Golightly  
Cr Phil Halse  
Cr Greg Innes  
Cr Greg Martin  
Cr Anna Murphy  
Cr Carol Peters  
Cr Simon Reid

For any queries regarding this meeting please contact  
the Whangarei District Council on (09) 430-4200.

<b>1. Karakia/Prayer</b>	
<b>2. Declarations of Interest</b>	
<b>3. Apologies</b>	
<b>4. Public Forum</b>	<b>2</b>
<b>5. Confirmation of Minutes of Previous Meeting of the Whangarei District Council</b>	
5.1. Minutes Whangarei District Council 17 December 2020	4
5.2. Minutes Whangarei District Council Meeting 16 February 2020	16
<b>6. Decision Reports</b>	
6.1. Proposed Fees and Charges 2021-2022	20
6.2. Draft policies for consultation alongside the 2021 - 2031 LTP	116
6.3. Adoption of the Consultation and Supporting Information for the Long Term Plan 2021-2031	120
6.4. Oruku Landing Working Party	126
6.5. CON18028 Whau Valley WTP Variation to Contract Value	130
6.6. Temporary Road Closure - ANZAC Dawn Parade 2021	134
6.7. Temporary Road Closure - International Rally of Whangarei 2021	138
6.8. Adoption of the amended Camping in Public Places Bylaw	166
6.9. Backflow Prevention Policy and Code of Practice Adoption	234
6.10. Update on establishment of a new Trust	264
<b>7. Information Reports</b>	



7.1.	Financial Report for the 7 months ending 31 January 2021	272
7.2.	January 2021 Capital Projects Report	288

## **8. Public Excluded Business**

- 8.1. Confidential Minutes Whangarei District Council 17 December 2020
- 8.2. Whangarei Airport Location Option Study
- 8.3. Lease Agreement

## **9. Closure of Meeting**

Recommendations contained in the Council agenda may not be the final decision of Council.

Please refer to Council minutes for final resolution.



## 4. Public Forum

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officer:** C Brindle (Senior Democracy Adviser)

### 1 Purpose

To afford members of the community an opportunity to speak to Council and to report on matters raised at public forums where appropriate.

### 2 Summary

Standing Orders allow for a period of up to 30 minutes to be set aside for a public forum at the commencement of each monthly council meeting.

The time allowed for each speaker is 5 minutes.

Members of the public who wish to participate should send a written application, setting out the subject matter and the names of the speakers, to the Chief Executive at least 2 clear working days before the day of the meeting.

#### Speakers

Speaker	Topic
Kevin Grose (Lead Co-ordinator of Inclusion Northland)	Present statement of support to Councillors in favour of implementing Maori wards for the local body elections from 2022

#### Report on actions taken or comment on matters raised

Where practicable actions taken on matters raised by previous speakers are reported back to public forum.

Speaker	Subject
Billy Leonard	Animal experimentation pre-emption Animal abuse in entertainment Better co-operation with NRC for bus service Noise Control 5G technology
<b>Report</b> Mr Leonard spoke on several matters including: <ul style="list-style-type: none"> <li>Animal cruelty – Mr Leonard would love to see a cruelty free district and suggested council look into creating a bylaw to address the issue of cruelty to animals in the district.</li> </ul>	

- He also raised concerns around increased noise due to the population increase and suggested council give consideration to this issue.
- Bus system – should be supported – it's minimal and there are no stops in Walton Street.
- Plastics & recycling – WDC could take the profit component out of recycling and give consideration to collecting plastics 3 & 7.
- Junk mail – re-visit, possibly look at bylaw.

Mr Leonard's speaking notes were tabled.

#### *Response*

Council thanks Mr Leonard for his informative presentation.

Animal cruelty - in response to the proposed Animal Torture Bylaw and the Animal Abuse in Entertainment Bylaw, both of these matters are address through existing New Zealand legislation. Although Rodeos are legal, the general welfare of animals is managed through the Animal Welfare Act 1999. It is also noted that the current Labour government has stated that it will review the legislation around Rodeos. At this stage, until there is greater clarity on the central government position, no further action is recommended.

Bus service – the local bus services are managed by the Northland Regional Council. The current service requires a subsidy to run as passenger fares are not sufficient to cover costs. The subsidy is currently provided by NZTA and the NRC. Future increases in services are reliant on increases in patronage.

The Whangarei District Council works closely with the NRC to deliver the local Bus Services in town, with Council being responsible for the provision of on-road facilities for the buses. Council has made provision in the Draft LTP for significant upgrades to the on-road bus facilities to provide for increased bus services and increased patronage in future years.

Plastics and recycling - In terms of plastics and recycling, council recognise the importance of looking after our environment for future generations. Council has adopted a Waste Minimisation and Management Plan. The Plan sets out the vision, goals, objectives and targets for waste minimisation and management in the district. The vision for waste minimisation and management in the Whangarei District is *'To deliver community benefits and work towards zero waste to landfill. Whangarei businesses and households will be provided with efficient and effective waste minimisation and management services that recognise waste as a resource.'* The collection and recycling of plastic requires a subsidy from rates. Plastic number 3 is PVC and plastic 7 is "other" neither of these plastic types has a current route for recycling. If a sustainable outlet for plastic number 5 is established then we will consider collecting it in future.

Junk Mail - in response to the proposed Junk Mail Bylaw. Property owners already have the ability to opt out of received 'junk mail' through signs on the letter boxes. Whangarei District Council has made "no advertising mail" stickers available to the public at no charge available at local libraries and other outlets. If junk mail is still received, a compliant can be made to the main media distribution companies or the Department of Internal Affairs which enforces current New Zealand Anti-Spam laws. However, a number of Councils in New Zealand have in place or are investigating 'No Junk Mail' Bylaws (e.g. Wellington) on the basis of the litter and nuisance that can be caused by junk mail. Staff will monitor the success of intervention through the Bylaw provisions and may include such provisions in future draft Solid Waste Bylaws.

**Item 5.1**
**Whangarei District Council Meeting Minutes**

**Date:** Thursday, 17 December, 2020  
**Time:** 9:00 a.m.  
**Location:** Council Chamber  
 Forum North, Rust Avenue  
 Whangarei

**In Attendance**  
 Her Worship the Mayor Sheryl Mai  
 (Chairperson)  
 Cr Gavin Benney  
 Cr Vince Cocurullo  
 Cr Nicholas Connop  
 Cr Ken Couper  
 Cr Tricia Cutforth  
 Cr Shelley Deeming  
 Cr Jayne Golightly  
 Cr Phil Halse  
 Cr Greg Innes  
 Cr Greg Martin  
 Cr Anna Murphy  
 Cr Carol Peters  
 Cr Simon Reid

**Also present**  
 Area Commander Martyn Ruth (NZ  
 Police)

**Scribe**  
 C Brindle (Senior Democracy Adviser)

**1. Karakia/Prayer**

Cr Murphy opened the meeting with a karakia/prayer.

**2. Declarations of Interest**

Item 7.6.

**3. Apologies**

There were no apologies.

**4. Public Forum**

Billy Leonard - Animal experimentation pre-emption

Animal abuse in entertainment  
 Better co-operation with NRC for bus service  
 Noise Control  
 5G technology.

## 5. Police Report

### 5.1 Police Report

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Nicholas Connop

That Council note the report.

**Carried**

*Item 7.1 resumed after Item 5.1.*

## 6. Confirmation of Minutes of Previous Meeting of the Whangarei District Council

### 6.1 Minutes of the Whangarei District Council meeting held on 26 November 2020

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Carol Peters

That the minutes of the Whangarei District Council meeting held on Thursday 26 November 2020, including the confidential section, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

**Carried**

### 6.2 Minutes Whangarei District Council meeting held on 8 December 2020

**Moved By** Cr Greg Martin

**Seconded By** Cr Greg Innes

That the minutes of the Whangarei District Council meeting held on Tuesday 8 December 2020, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

**Carried**

## 7. Decision Reports

### 7.1 Long Term Plan 2021 - 2031 Audit NZ review

Item 7.1 was adjourned prior to the motion being seconded. Item 7.1 reconvened following Item 5.1.

**Moved By** Her Worship the Mayor

**Seconded By** Cr Greg Innes

That the Council;

1. Approves the following draft documents for Audit NZ review:
  - Long Term Plan Consultation Document (Attachment 1)
  - Financial Strategy (Attachment 2)
  - Infrastructure Strategy (Attachment 3)
  - Activity Profiles (Attachment 4)
    - Activity FIS (attachment 4.1)
  - Significant Forecasting Assumptions (Attachment 5)
  - Financial Statements (Attachment 6)
    - Accounting Policies (Attachment 6.1)
    - Price Level Adjusters (Attachment 6.2)
    - Reserves (Attachment 6.3)
    - Disclosures (Attachment 6.4)
    - Depreciation Note (Attachment 6.5)
  - Whangarei District Growth Model (Attachment 7)
  - Revenue & Financing Policy (Attachment 8)
  - Funding Impact Statement (Attachment 9)
  - Project List (Attachment 10)
  - Development Contributions Policy (Attachment 11).
2. Authorises, through the Chief Executive, further non-material changes to Attachments 1 – 11 prior to the documents being received by Audit NZ, including further refinements, addressing items in progress and addressing any errors or typographical edits.
3. Notes the potential for increased carryforwards as a result of an ambitious programme, particularly in Transportation.
4. Endorses the wording in the Consultation Document being fleshed out to provide a clear signal to Government on Council's willingness and desire to collaborate, with any specific proposals being considered through future decision making processes.

#### Amendment

**Moved By** Cr Carol Peters

**Seconded By** Cr Ken Couper

That the Council;

1. Approves the following draft documents for Audit NZ review:
  - Long Term Plan Consultation Document (Attachment 1)
  - Financial Strategy (Attachment 2)
  - Infrastructure Strategy (Attachment 3)
  - Activity Profiles (Attachment 4)
    - Activity FIS (attachment 4.1)
  - Significant Forecasting Assumptions (Attachment 5)

- Financial Statements (Attachment 6)
  - Accounting Policies (Attachment 6.1)
  - Price Level Adjusters (Attachment 6.2)
  - Reserves (Attachment 6.3)
  - Disclosures (Attachment 6.4)
  - Depreciation Note (Attachment 6.5)
- Whangarei District Growth Model (Attachment 7)
- Revenue & Financing Policy (Attachment 8)
- Funding Impact Statement (Attachment 9)
- Project List (Attachment 10)
- Development Contributions Policy (Attachment 11);

subject to their being amended (where appropriate) to include \$500,000 per annum in the first 4 years of the LTP to build new pensioner housing; and

2. Note that staff will work through any consequential opex association with recommendation 1.
3. Authorises, through the Chief Executive, further non-material changes to Attachments 1 – 11 prior to the documents being received by Audit NZ, including further refinements, addressing items in progress and addressing any errors or typographical edits.
4. Notes the potential for increased carryforwards as a result of an ambitious programme, particularly in Transportation.
5. Endorses the wording in the Consultation Document being fleshed out to provide a clear signal to Government on Council's willingness and desire to collaborate, with any specific proposals being considered through future decision making processes.

*On the amendment being put Cr Cutforth called for a division:*

	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Her Worship the Mayor		X	
Cr Gavin Benney	X		
Cr Vince Cocurullo		X	
Cr Nicholas Connop	X		
Cr Ken Couper	X		
Cr Tricia Cutforth	X		
Cr Shelley Deeming		X	
Cr Jayne Golightly	X		
Cr Phil Halse	X		



Cr Greg Innes		X	
Cr Greg Martin		X	
Cr Anna Murphy	X		
Cr Carol Peters	X		
Cr Simon Reid		X	
<b>Results</b>	<b>8</b>	<b>6</b>	<b>0</b>

**The amendment was Carried (8 to 6)  
and subsequently Carried  
as the substantive motion.**

*A break was taken from 11am to 11.15am following Item 7.1.  
Cr Peters left the meeting at 11.16am.*

## **7.2 Delegated Financial Authority**

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Shelley Deeming

That the Council delegates the authority to make spend decisions up to \$10,000 to the Team Leader – ICT Projects.

**Carried**

## **7.3 Approval of parking places – Parks managed properties**

**Moved By** Cr Anna Murphy

**Seconded By** Cr Shelley Deeming

That the Whangarei District Council resolves:

1. Pursuant to Clause 15.1 of the Parking and Traffic Bylaw 2017 reserves the following sites as a parking place as shown on Attachment 1 to this report:
  - a. Bascule Park car park (previously known as Te Matau A Pohe car park)
  - b. William Fraser Memorial Park on Pohe Island – central car park
  - c. Aquatic Centre car park north and south
  - d. Okara Park – Semenoff Stadium car park
2. Pursuant to Clause 16 sets aside mobility parking spaces as shown on the Attachment 2 to this report.
3. Pursuant to 15.1.c prescribes a 4-hour parking restriction for the Aquatic Centre car park -south as shown on Attachment 3 to this report.

**Carried**

#### 7.4 Te Hape Road - Property Sale

**Moved By** Cr Phil Halse

**Seconded By** Cr Greg Innes

That the Council;

1. Declares the balance property at 44 Te Hape Road to be surplus,
2. Authorises staff to offer the property for sale to the open market,
3. Authorises the Chief Executive to enter into the necessary agreements on behalf of Council to complete the property sale.

**Carried**

*Cr Peters re-joined the meeting at 11.26 am.*

#### 7.5 Oruku Development Alternative Delivery Mechanism and Council Contribution to the Project Cost

**Moved By** Her Worship the Mayor

**Seconded By** Cr Carol Peters

That Council;

1. Rescind the Council resolution made 4 August 2020 providing conditional support to the Oruku Landing development:

*“That the Council:*

1. *Conditionally supports the overall Oruku Landing project and specifically the development of a Conference and Events Centre (the development) through the provision of supporting infrastructure on the following basis:*
  - a. *The financial / infrastructure contribution of Council is limited to :*
    - i. *The construction of the Oruku Boardwalk to a maximum cost of \$ 8.3 million;*
    - ii. *Roading upgrades, if considered to be required by Council to support the proposed development to a maximum cost of \$500,000;*
    - iii. *Upgrading wastewater connections, if considered to be required by Council to support the proposed development to a maximum cost of \$650,000;*
    - iv. *Subject to a satisfactory business case that satisfies Council (in its absolute discretion) as to the viability of a pedestrian bridge that allows the passage of boats moored at the Town Basin and a terminal for an electric ferry as envisaged in the project proposal to a maximum cost of \$13.4 million*
  - b. *Council is satisfied(in its absolute discretion) that the Trustees of Prosper Northland Trust (or other such*

*relevant entity that is formed to execute the development) have the experience, expertise, range of skills and resources required to complete the development of the Conference and Events Centre successfully.*

- c. A guarantee from Prosper Northland Trust (or other such relevant entity that is formed to execute the development) that they will not approach Council for any further funding for the construction or operation of the Conference and Events Centre*
  - d. Council will not offer any form of underwriting to the development or other funders to cover funding shortfalls or escalations of construction costs;*
  - e. Council will not provide any ongoing operational funding for the development;*
  - f. Council is satisfied that given that the viability of the Hotel and Conference and Events Centre are, respectively, co-dependent on each other's existence, that they will be constructed concurrently, together with other supporting infrastructure.*
- 2. Note that final approval is subject to a determination by Council to proceed with the above infrastructure contributions to the development if that is the outcome after consultation with the community.*
  - 3. Authorises the Chief Executive to notify other stakeholders of Council's agreed position as soon as practical and to continue negotiations thereon."*
2. Resolve, that subject to public consultation through the Long Term Plan process, Council take over the development Conference and Events Centre (CEC) to be built as a Council asset and to be operated by a community trust.
  3. Require that purchase of land for the CEC is at market value determined through an independent registered valuer and taking into account all relevant factors.
  4. Note Crown Infrastructure Partners co-funding the CEC to the maximum sum of \$60 million.
  5. Note Northland Regional Council co-funding the CEC fit out to a maximum sum of \$14 million.
  6. Note Crown Infrastructure Partners requirement for Whangarei District Council to commit at least \$17.66 million to the project.
  7. Note all cost overruns to be borne by Whangarei District Council.
  8. Note that any underspend is to be returned proportionately to the funders.
  9. Establish a Project Control Group.

Amendment**Moved By** Cr Gavin Benney**Seconded By** Cr Vince Cocurullo

That recommendation 9 be amended to 'Establish a Project Control Group by the end of February 2021'.

**The amendment was Carried**

*On the amendment being put as the substantive motion Cr Deeming called for a division:*

	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Her Worship the Mayor	X		
Cr Gavin Benney	X		
Cr Vince Cocurullo	X		
Cr Nicholas Connop	X		
Cr Ken Couper	X		
Cr Tricia Cutforth		X	
Cr Shelley Deeming		X	
Cr Jayne Golightly	X		
Cr Phil Halse	X		
Cr Greg Innes	X		
Cr Greg Martin		X	
Cr Anna Murphy	X		
Cr Carol Peters	X		
Cr Simon Reid		X	
<b>Results</b>	<b>10</b>	<b>4</b>	<b>0</b>

**The motion was Carried (10 to 4)****7.6 Temporary Road Closure - Chilltech Beach 2 Basin****Moved By** Cr Greg Martin**Seconded By** Cr Nicholas Connop

That Whangarei District Council,

1. Approves the proposal to temporarily close the following road to ordinary traffic for the Chilltech Beach 2 Basin on the following date in accordance with the Transport (Vehicular Traffic Road Closure) Regulations 1965.

**Sunday 7 March 2021**

**Beach Road**, 25 meters before the boat ramp to the Raurimu Roundabout (approximately 200m).

**Period of Closure:** 8:30am – 9:00am.

2. Approves the proposal to temporarily close the side roads off the roads to be closed for up to 100 meters from the intersection for safety purposes.
3. Delegates to the Chair of the Infrastructure Committee and General Manager Infrastructure the power to give public notice of these proposed temporary closures, to consider any objections and to either approve, cancel or amend any or all of the temporary road closures if applicable.

**Carried**

*Declaration of Interest:*

*Her Worship declared an interest as Council appointed Trustee on Sport Northland Board.*

## **7.7 Temporary Road Closure - Rev Up Whangarei 2021**

**Moved By** Cr Ken Couper

**Seconded By** Cr Vince Cocurullo

That Whangarei District Council,

1. Approves the proposal to temporarily close the following roads to ordinary traffic for the Rev Up Whangarei event on Saturday 17 April 2021 in accordance with the Transport (Vehicular Traffic Road Closure) Regulations 1965.

**Saturday 17 April 2021**

**Cameron Street**, from Bank Street to Walton Street.

**Rathbone Street**, from Cameron Street to Robert Street, including a closure of the Rathbone end of Butter Factory Lane.

**James Street**, from Cameron Street to Robert Street.

**John Street** from Cameron Street to 10 metres South of the entry ramp to the John St. public carparking building.

**Period of Closure:** 6:00am – 3:00pm.

2. Approves the proposal to temporarily close the side roads off the roads to be closed for up to 100 meters from the intersection for safety purposes.
3. Delegates to the Chair of the Infrastructure Committee and General Manager Infrastructure the power to give public notice of these proposed temporary closures, to consider any objections and to either approve, cancel or amend any or all of the temporary road closures if applicable.

**Carried**

## 8. Public Excluded Business

**Moved By** Cr Carol Peters

**Seconded By** Cr Vince Cocurullo

That the public be excluded from the following parts of proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
1.1	Confidential Minutes Whangarei District Council Meeting 26 November 2020	Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
1.2	Confidential Minutes Extra ordinary Whangarei District Council Meeting 9 December 2020		
1.3	Development Opportunity		
1.4	Strategic Commercial Property		

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public, are as follows:

Item	Grounds	Section
1.1	For the reasons as stated in the open minutes	
1.2	For the reasons as stated in the open minutes	
1.3	To enable Council to carry on without prejudice or disadvantage commercial activities	Section 7(2)(h)
	To enable Council to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)	Section 7(2)(i)
1.4	To enable Council to carry on without prejudice or disadvantage commercial activities	Section 7(2)(h)
	To enable Council to carry on without prejudice or	

	disadvantage negotiations (including commercial and industrial negotiations)	Section 7(2)(i)
--	--	-----------------

**Carried**

**9. Closure of Meeting**

The meeting concluded at 1.08pm

Confirmed this 25<sup>th</sup> day of February 2020

Her Worship the Mayor Sheryl Mai (Chairperson)





## Item 5.2

## Whangarei District Council Meeting Minutes

**Date:** Tuesday, 16 February, 2021  
**Time:** 10:30 a.m.  
**Location:** Council Chamber  
 Forum North, Rust Avenue  
 Whangarei

**In Attendance**

Her Worship the Mayor Sheryl Mai  
 (Chairperson)  
 Cr Gavin Benney  
 Cr Vince Cocurullo  
 Cr Nicholas Connop  
 Cr Ken Couper  
 Cr Tricia Cutforth  
 Cr Shelley Deeming  
 Cr Jayne Golightly  
 Cr Phil Halse  
 Cr Greg Innes  
 Cr Greg Martin  
 Cr Anna Murphy  
 Cr Carol Peters  
 Cr Simon Reid

**Scribe** C Brindle (Senior Democracy Adviser)

- 
1. **Karakia/Prayer**
  2. **Declarations of Interest**

There were no declarations of interest made.

3. **Apology**

Cr Vince Cocurullo

**Moved By** Cr Phil Halse

**Seconded By** Cr Simon Reid

That the apology be sustained.

**Carried**

*Cr Cocurullo joined the meeting at 10.33am.*

#### 4. Decision Reports

##### 4.1 Deliberations on the proposed amended Camping in Public Places Bylaw

**Moved By** Her Worship the Mayor

**Seconded By** Cr Shelley Deeming

That Council approves the recommendations as contained in this report and the associated attachments for the development of the final amended Camping in Public Places Bylaw as follows:

##### **Topic 1 – District-wide matters**

- a. That Council approves the proposed amendments to clause 12 of the Bylaw in relation to temporary prohibitions or restrictions on camping;
  - a. The Council approves the proposed amendments to clause 6.4 of the Bylaw in relation to provisions for health and safety;
  - b. That Council approves the proposed new clause 6.5 to the Bylaw in relation to the temporary nature of camping;

##### **Topic 2 – Area specific rules**

- a. That Council approves the changes to the proposed Schedules of the amended Bylaw as per the recommendations provided in Attachment 1.

##### **Topic 3– General bylaw content**

- a. That the title of the Bylaw is retained as “Camping in Public Places Bylaw”.
- b. That the requirement for certification of self-containment is retained as consulted on by reference to the NZ Standard 5465:2001.
- c. That an explanatory note be added after clause 6.4(a) of the proposed amended Bylaw as proposed in this report;
- d. That Council approves specific wording changes to elements of the proposed amended Bylaw to clarify and improve drafting as provided in tracked changes to the bylaw text in Attachment 3.

##### **Topic 4 – Other comments**

That Council notes the submissions.

##### **Topic 5 – Associated Public Places Bylaw amendments**

That Council approves further changes to clause 19 of the amended Public Places Bylaw as described in this report.

**Carried**

**5. Closure of Meeting**

The meeting concluded at 11.30am.

Confirmed this 25<sup>th</sup> day of February 2021

Her Worship the Mayor (Sheryl Mai)



## 6.1 Fees and Charges 2021 to 2022

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officers:** Delyse Henwood (Manager – Finance)

### 1 Purpose

To:

- adopt the Statement of Proposal for 2021-22 fees and charges which are subject to the Special Consultative Procedure of the Local Government Act 2002.
- resolve to seek public submissions on these fees and charges.
- adopt the 2021-22 fees and charges that are not subject to consultation.

### 2 Recommendation

That Whangarei District Council:

- Adopt the Statement of Proposal for 2021-22 fees and charges listed in Table A below which are subject to the Special Consultative Procedure process under the Local Government Act 2002.
- Resolve to seek public submissions on these fees and charges in accordance with the Special Consultative Procedure.

**Table A: 2021-22 Fees and charges subject to the Special Consultative Procedure**

TABLE A	Refer Statement of Proposal
Drainage (Waste Water and Trade Waste)	Page 4-6
Bylaw Enforcement	Page 7
Food Premises	Page 8-10
Gambling and Racing Act	Page 10
Health Act Registered Premises	Page 11
Public Places Bylaw	Page 12
Resource Management Act Resource Consents and District Plan Development Resource Management Administrative Charges Council Professional Fees Monitoring and Land use District Plan/Private Plan Changes	Page 13-21

Rubbish Disposal	Page 22-23
Water Supply	Page 24-25

- c. Adopt the 2021-22 fees and charges which are not subject to the Special Consultative Procedure listed in Table B below.

**Table B: 2021-22 Fees and charges not subject to the Special Consultative Procedure**

<b>TABLE B</b>	<b>Refer Attachment Proposed Fees and Charges</b>
Animals: Dogs, Stock Control	Page 3-4
Building Control	Page 5-12
Cameron Street Mall Permits	Page 13
Cemetery	Page 14-15
Forum North Venue Hire	Page 26
Laboratory	Page 29-30
Library	Page 31-34
Official Information	Page 36
Parks and Reserves	Page 37-39
Photocopying	Page 40
Searches	Page 47
Swimming Pool Fencing Inspections	Page 48
Transport	Page 49

- d. Authorise the Chief Executive to make minor amendments, drafting, typographical or presentation corrections necessary to the Proposed Fees and Charges and the Statement of Proposal prior to consultation.

### 3 Background

To ensure consistency in the development of various user charges, staff have developed a single report and fees and charges document covering each Department's fees and charges.

This report, and the corresponding document included as Attachment 1, covers both fees and charges being consulted on under the Special Consultative Procedure (Table A), and those that are not subject to the Special Consultative Procedure (Table B).

Attachment 2 is the Statement of Proposal which once adopted becomes Council's consultation document for the Fees and Charges proposed for 2021-22. This document includes only those fees subject to consultation.

The review of Fees and Charges includes measuring actual performance and projected budgets against the desired split between public and private benefit (as detailed within the Revenue and Financing Policy), whether these ratios are likely to be met by the current and proposed charges and, where available; a comparison with charges at other similar organisations.

In general, the following recommended changes have been made:

- The majority of fees include a proposed inflation increase of 2.5%. This is the inflation rate used across the 10 years of the LTP. The rate of 2.5% has been derived from the Business and Economic Research Ltd (BERL) Local Government Cost Adjustor Forecasts. BERL provided various scenarios and forecasts in their publication. The anticipated impacts and uncertainty of COVID-19 resulted in significant fluctuations in rates across the first few years of the LTP. Local government advice has been to ignore this short-term noise. To achieve this, Council's inflation adjustor of 2.5% has been calculated as an average of the 10 years of the LTP. This is referred to as 'LGCI-average' through this document.
- Hourly rates and Professional fees proposed for 2021/2022 have been adjusted to reflect a 2.5% increase in costs in accordance with the LGCI-average. The Professional Fee rates are used across Council to charge for services including Resource Consents and RMA work and for this reason they are included within the fees schedule as subject to consultation. The hourly rates and Professional fees are consistent across Council and used in other business functions for on-charging time, for example within building processes which are not subject to the same consultation requirements.
- Deposits for some consent applications have been reviewed and increased where applicable to better reflect the final values on-charged to customers for Resource Management applications.

The majority of Council's functions are specified in legislation, meaning time spent on these can be dictated to some degree by legislative processes.

In setting and reviewing fees the criteria developed by the Office of the Auditor General is followed:

- Charges cannot have a 'profit' component
- Charges should reflect the actual and reasonable costs incurred by Council
- Those who gain the benefit of Council's services contribute appropriately to those costs
- Costs will be itemised as required for a number of activities
- Fees are reviewed regularly.
- There should be no cross-subsidisation between functions.

Staff have focused on ensuring that costs for each of the significant activities are clearly identified.

All fees are GST inclusive unless otherwise stated.

Fees are reviewed on an annual basis (generally limited to LCGI adjustments) with rolling reviews periodically.

As part of the development of each Long Term Plan cycle, Council's Revenue and Financing Policy is reviewed. As part of this process each significant activity is reviewed to assess public versus private good ratios. User fee charges make up the 'user pays' or private good portion, with rates and other funding sources contributing to the 'public good'. These are defined as follows:

- User Pays  
*"An activity should be funded on a user pays basis if an individual or group of individuals directly receive benefits of the activity exclusively, and that costs of the activity can easily be attributed to that individual or group of individuals."*
- Public Good

*“An activity should be collectively funded if those that benefit directly cannot be identified and/or if those that benefit directly cannot be excluded from using the service.”*

Within each area, the funding policy split for the key activities undertaken and the proposed funding sources associated with that activity are presented within the Revenue and Financing Policy.

In addition to the standard annual review process, a rolling full review of fees and charges is still planned. The implementation of this process was postponed from 2020, due to the impact on Council resources from COVID, Annual Plan, LTP and other commitments. We are now at the full review commencing during 2021. The review would be comprehensive and detailed and will likely commence with a review of Council's allocations process. The review will also need to consider fee recovery implications of projects planned and underway and potential system changes, including Building Processing IT/system, Fees and Charges IT/software applications, and other projects currently under consideration.

## **4 Discussion**

### **2021 - 2022 Proposed Fees and Charges**

#### **PLANNING AND DEVELOPMENT GROUP**

##### **RMA: Resource Consents**

###### **Statutory Obligations**

Council's Resource Consents Department is primarily responsible for the processing of applications lodged under the Resource Management Act 1991 ('RMA'). Section 36 of the RMA allows councils to fix charges for the purposes of *'carrying out by the local authority of its functions in relation to the receiving, processing and granting of resource consents....'*

Section 36(3) allows councils to recover additional costs incurred where the initial deposit or lodgement fee has been exceeded. This is dealt with through a time recording and invoicing process.

Section 36(4) sets out criteria for fixing charges. In particular, it emphasises the ability of councils to only charge for those reasonable costs incurred by the local authority as a result of actions of a person making an application. In other words, while a council can charge reasonable costs for processing an application, it cannot charge for actions instigated by a council which benefit the community. This is recognised as a split between public funding and private (applicant) funding.

All RMA fees and charges must be fixed in accordance with Section 150 of the Local Government Act 2002 through the special consultative procedure process.

The processing of applications, including resource consents, other permissions, subdivision certificates and consent monitoring by Council directly benefits individuals or groups of individuals. A resource consent is a right to develop land and, in a vast majority of cases, the development is for the betterment of a specific party. Therefore, the total cost of an application is usually charged to the applicant. Any appeals to decisions are not usually recoverable.

Appeal costs are unable to be charged to an applicant and therefore 100% rates funded (Public good).

###### **Monitoring of Land Use Consent Conditions – RMA**

Fees are set under the Resource Management Act 1991 to recover the cost of monitoring of resource consents. Fees have been increased by the LGCI average rate of 2.5% for next



year. These are provided in Attached Statement of Proposal and *Proposed Fees & Charges 2021-22*.

## **Resource Consents Fees and Charges**

There are two components to the fees and charges. The first is the fixed initial deposit charge ('lodgement fee') which is required to be paid when lodging an application. The second component is the hourly rate each staff position is charged out at.

For the 2021/2022 year no increases are proposed to the deposit fees for applications however hourly rates for professional fees (in charged as applicable) are increased by 2.5% in line with the LCGI average.

Proposed lodgement fees and hourly rates are included in the Attached Documents *Statement of Proposal* and *Proposed Fees & Charges 2021-22*, with a comparison where necessary shown against the 2020/2021 fees and charges.

## **RMA: District Plan Development**

### **Statutory Obligations**

Council's District Plan Department is primarily responsible for writing and maintaining the District Plan and processing District Plan Change applications lodged under the Resource Management Act 1991 ('RMA'). Section 36 of the RMA allows councils to fix "*charges payable by applicants for the preparation or change of a policy statement or plan, for carrying out by the local authority of its function in relation to such application*"

Section 36(3) allows councils to recover additional costs incurred where the initial deposit or lodgement fee has been exceeded. This is dealt with through a time recording and invoicing process.

Section 36(4) sets out criteria for fixing charges. It emphasises the ability of councils to only charge for those reasonable costs incurred by the local authority as a result of actions of a person making an application. In other words, while a council can charge reasonable costs for processing an application, it cannot charge for actions instigated by a council which benefit the community. This is recognised as a split between public funding and private (applicant) funding.

All RMA fees and charges must be fixed in accordance with Section 150 of the Local Government Act 2002 through the special consultative procedure process.

The Development of the District Plan and any changes that Council initiates, are considered to be of public interest and for the public good which is therefore funded by general rates.

Private Plan Changes, although in nature are also of public interest, are normally submitted by developers for their own developments and mainly for profit. Council's policy set out in the LTP states that these must be fully funded by the applicant and 100% of costs are charged to the applicant.

### **District Plan Department Budget**

As the Department is largely involved in writing professional reports, the main resource is the staff. This is complemented by consultants either with specialist knowledge or where a project requires additional professionals over and above existing staff. The budget therefore is largely dictated by the cost of salaries or cost of professional consultants, with overheads allocated based on such matters as office space, computer access and use, and support services (such as ICT Department).

Each staff position has a different cost recovery capability, depending on their role. Where staff undertake work for a private plan change the full cost of their time spent on that project is charged and likewise the full cost of any consultancy work is on-charged to the applicant. Where public plan changes are processed, the cost is charged against the particular project as is any consultants cost. Team Leader and Managers cost recovery is determined by their direct line activity versus them managing the process. The latter is partly considered to be for the public good and not recoverable whilst their line function work is on-charged to the developer if it is a Private Plan Change.

Notably, where any Plan Change decisions are appealed to the Environment Court, significant costs can be incurred by Council being involved in those appeals.

It is not possible to recover those costs through User Pays; unless Council sees fit to seek an award of costs through the Court should its position be upheld. Generally, any award for costs that is achieved is not significant when compared to the total costs of the appeal. Appeals are therefore funded almost completely through general rates.

### **District Plan Fees and Charges**

There are two components to the fees and charges. The first is the fixed initial deposit charge ('lodgement fee') which is required to be paid when lodging an application. The second component is the hourly rate each staff position is charged out at.

For the 2021/22 year, changes are proposed to the charges and hourly rates as follows:

- Hourly rates are increased to reflect a 2.5% increase in costs in accordance with the LGCI average.

A draft fee schedule is included in the Attached Documents *Statement of Proposal* and *Proposed Fees & Charges 2021-22*, with a comparison where necessary shown against the 2020/2021 fees and charges.

Changes are proposed to the **lodgement** fees as follows:

- Private Plan Change – on receipt of a request to change the plan: Increased from \$14,500 to \$20,000
- Private Plan Change – before commencement of a notification: Increased from \$14,500 to \$20,000
- Private Plan Change – before commencement of a hearing: Increased from \$14,500 to \$20,000

The proposed changes to lodgement fee component better reflect the true and final cost of a private plan change.

### **Health and Bylaws**

The Health and Bylaws Department has several user fees due to its wide-ranging activities and functions. These include fees relating to Environmental Health (registration of food premises, other registered premises and alcohol licensing), consenting (under Gambling and Racing Acts), and contracted enforcement services (dog and stock control and various bylaw fees). Where possible and appropriate fees and charges are reviewed annually and increases are made to various fees to achieve and maintain cost recovery requirements established by Council.

Enforcement related work undertaken by the department consists of functions generally required by statute, some of which permits cost recovery and others not. In general, cost recovery can be applied where licensing regimes are in place, but there are other services provided such as health nuisance and bylaw enforcement, excessive noise investigation and monitoring of bathing water for example, where cost recovery is not authorised or possible.

Fees have been reviewed against cost recovery requirements of the Revenue and Financing policy and benchmarked against G9 local authorities, plus our neighbours at Kaipara and Far North District Councils. Fees are generally below or in line with those charged by these local authorities.

This report recommends that in general, except where otherwise provided fees are increased by the LGCI average of 2.5%. The fees are included within the attached document Statement of Proposal and Proposed Fees & Charges 21-22, with a comparison where necessary shown against the 2020/2021 fees and charges.

## **Dog Control**

Fees are set under the Dog Control Act.

There is a discounted fee for de-sexed dogs. Then there is the standard dog fee and the rural or working dog fee. Standard dog fees are split into two categories, 1) Paid prior to 31 July and 2) paid on or after 1 August. The Dog Control Act and our Bylaw/Policy allows the addition of a 50% penalty to the assessed and applicable (early bird) dog fees as of 1 August. This results in a standard dog cost of \$68 up to 31 July and of \$101 after that (from 1 August 2021).

Dog fees have been increased over the last five years in line with each annual LGCI. Despite this, increases have not kept up with increases to the cost of providing (mainly reactive) dog control services and as a result cost recovery targets as set under its Revenue & Financing and Dog Management Policies have not been met. (During the 2019/20 financial year cost recovery sat at approximately 84% of desired 90%).

### **Proposed changes:**

Two factors contribute to the proposed dog registration fee increases proposed for 2021/22.

- 1) In order to achieve a 90% cost recovery from users (dog owners), based upon current dog number income vs. total dog expenditure, dog fees for the 2021/22 financial year need to increase by \$10 per dog across all categories, including working dogs.
- 2) In addition, Council has agreed to enhance the future (1 July 2021 onwards) dog control services by providing more proactive and reactive services to reduce dog related incidences in the district. The enhancement shall address things such as identifying unregistered dogs, (which are responsible for approximately 65% of all dog attacks) aspire to improve owner behaviour to ensure dogs are kept securely on properties and will aim to provide for a fairer system to all dog owners. Based on current dog numbers, the cost of these additional (enhanced) service sits at \$22 per dog per year.

Thus, as a combination of these requirements we have proposed that dog registration fees for 2021/2022 increase by a total of \$32 per dog across all categories (excluding working dogs), to recover the additional costs for the additional services and to maintain cost recovery (as per the Dog Control policy) at around 90%. (Revenue and Financing policy User fees 80-100%)

### **Benchmarking**

The proposed changes compare well against benchmarking of basic dog registrations (undiscounted) fees for the 2020/21 financial year. Review against these shows that Council's late registration fee of \$101 is the lowest when compared against the G9 and the third lowest where Kaipara and Far North District Councils are included.

The average cost of a standard dog (with a late fee and no discount) across eleven councils is \$134.89, which is less than the proposed new (increased) fee of \$133 for this category of dog. More importantly for a de-sexed and 'early payment' dog the new

proposed fee of \$86 is only \$8.50 higher than the current year average when compared with other councils, which does not include any future or currently proposed increases by these councils.

Figure 1 - Basic dog registration fees across TAs for 2020/2021

	Tauranga	Gisborne	New Plymouth	Napier	Hastings	PNCCC	Rotorua	Wanganui	Far North	Kaipara	Whangarei	Average fee
Standard dog	130	111.25	158	165	165	217.50	138	120	79	99	101	134.89
Rural/working dog	-	60	59	72	72	75	94.50	40	61	66	68	66.75

### Summary

An increase of \$32 per dog across all categories, except for working dogs, has been incorporated in the proposed new fees for 2021/2022.

In addition, as available within the Dog Control Act an **Infringement for Non-Registration** fee of \$300.00 has been proposed for failure to renew registration by, or after 1 August. This would be applied in cases where there was a failure to renew registration (the date of 1 August is a minimum date, with the actual effective date to be determined within Management discretion).

The proposed fees are as per Attached Document *Proposed Fees & Charges 20-21*, with a comparison where necessary shown against the 2020/2021 fees and charges.

### Stock Control

Council's impounding and associated stock handling fees have not kept up with the real cost of removing stock from roads, especially where stock is causing a potential danger to road users, often at night. In addition, our current fee structure does not appear to incentivise stock owners to ensure that their stock is kept off the roads, even where stock ownership has been established.

Therefore for stock control services, a more substantial increase than the LGCI average of 2.5% is being proposed, as provided in Attached document: *Proposed Fees & Charges 2021-22*. In addition to increases to the stock driving charges, a stock sustenance fee increase and a new fee for stock impound charges are being proposed. All of the former should enable a better and more accurate cost recovery from 'users' and assist in the long-term goal to reduce the number of stock on roads.

### Health Act Registered Premises

Activities such as camping grounds, offensive trades, hairdressers and funeral directors are licensed by Councils under the Health Act 1956 and must comply with specific regulations to protect public health.

Fees recover the cost of licensing and inspection of these activities. Benchmarking with the G9 Territorial Authorities, plus our neighbours at Kaipara and Far North District Councils show these fees to be below the average fee charged.

Figure 3 – Registered premises fees across TAs for **2020/2021**

	Tauranga	Gisborne	New Plymouth	Napier	Hastings	PNCCC	Rotorua	Wanganui	Far North	Kaipara	Whangarei	Average fee
Hairdressers	246	284	153	188	194	250	204	200	334	360	198	237.36
Camping Grounds	324	499	306	336	307	633	306	200	334	520	346	373.73
Funeral Directors	122	341	153	239	194	633	255	200	334	360	237	278.91
Offensive Trades	246	341	153	239	194	633	290	120	334	200	237	271.55

An increase of LGCI average (2.5%) is recommended and presented in Attached Document *Proposed Fees & Charges 2021-22*

## Gambling Act and Racing Act

Based on professional fees and hourly rates, these fees have been increased by the LGCI average of 2.5% for next year. These are presented in the attached Documents *Statement of Proposal* and *Proposed Fees & Charges 2021-22*, with a comparison where necessary shown against the 2020/2021 fees and charges.

## Bylaw Enforcement and Licensing

There are several activities requiring enforcement or licensing under bylaws, for example applications for permits, and fees are set to recover the cost of these activities. Enforcement staff also undertake seizure of non-compliant road side signs, structures and other things and fees recover the cost of this.

Fees have been increased by the LGCI average of 2.5% for next year. These are provided in Attached Documents *Statement of Proposal* and *Proposed Fees & Charges 2021-22*.

## Food Premises

The Food Act 2014 provides for Territorial Authorities to provide registration and where accredited, verification (auditing) services to food business operators and allows for the full cost recovery of these services.

The table below shows the comparison of current Food Act fees across the G9 Territorial Authorities, plus our neighbours at Kaipara and Far North District Councils.

**Average Food Act Fees across G9 Authorities** plus our neighbours at Kaipara and Far North District Councils \*

Average Verification cost for Food Control Plans - FCP (max cost)	Average hours covered by FCP verification fee (max hrs)	Average Registration cost FCP & NP (max cost)	Average hours covered by registration fee (max hrs)	Average renewal of registration cost (max cost)	Average verification cost for National programme (max cost)	Average hourly rate (max rate)
\$564 (max \$745)	3.34 hrs (max 4 hrs)	\$319 (max \$537)	2 hrs (max 2.5 hrs)	\$225 (max \$537)	\$347 (max \$617)	\$172.27 (max \$186)

\*New Plymouth, Rotorua, Hastings, Tauranga, Napier, Gisborne, Wanganui, Palmerston North, Far North, Kaipara and Whangarei

Food fees charged in Whangarei are either at the midpoint or just above of the fees charged by the G9, plus KDC and FNDC. For example, the verification of a Food Control Plan (FCP) during 2020/21 costs \$588 in Whangarei, compared to the above average of \$564; the average registration of a FCP and a National Program was \$290.50, compared to \$319 above; and our hourly rate on which all of these are calculated was \$168, compared to the above average of \$172.27.

Council's Revenue and Financing Policy stipulates a "user" (food business owner) cost recovery of between 40 and 60%, with between 40 to 60% being "public good" and thus recovered from general rates. For the 2019/20 financial year user fee cost recovery vs. total expenditure sat at 33%.

This cost recovery shortfall would generally indicate the need for a larger than 2.5% LGCI increase. However, detailed analysis of our various service function categories and the actual cost/time of servicing these has shown that a LGCI average rate (2.5%) increase to the hourly rate from \$168 to \$172, together with a slight increase in the time required to complete some of the tasks will sufficiently increase cost recovery to within the range required by the Revenue and Financing Policy.

Furthermore, detailed analysis of the time it takes on average to complete the various tasks and functions under the Act has shown that since the fixed fees and cost were established a number of years ago, we have been under recovering staff time, especially for the more time consuming registration and renewal processes and the verification for often complex and changing National Program operations. As a result the fixed cost allocations have been amended to reflect the true time spent on these, with the resulting increases in costs.

For example, the time to process, mentor and grant a new Food Control Plan registration under the Act increases by 45 minutes from 2 hours to 2.75 hours. Based upon the new hourly rate this adds \$129 of additional cost to the process, which should be payable by the applicant. A similar increase in time and associated cost has been added to the registration of new National Program food businesses.

Based on the proposed fees, in future renewal applications will be charged at a fixed fee providing for up to two hours of processing, with the ability to charge for additional hours as required, opposed to the current system where the actual time spent is invoiced at the applicable hourly rate, which is time consuming and prone to input errors. It is also hoped that this new fixed fee will also give greater clarity to operators regarding future costs assisting budgeting and will achieve a more equal distribution of cost between all operators in the district.

Other than those stated above, an increase in fees in line with LGCI average (2.5%) is recommended and the proposed fees are shown in Attached Documents *Statement of Proposal* and *Proposed Fees & Charges 2021-22*.

## **Alcohol Licensing**

Fees and charges for alcohol licensing functions have been set in the Alcohol Fees Bylaw 2016, made under the Sale and Supply of Alcohol Act 2012 and cover fees for the 2021-2022 financial year.

Alcohol licensing fees are therefore not provided for in the current fee setting process having already been set under a separate process.

The Strategy team plan to review Alcohol Licensing in 2023 in order to have a new bylaw in place for 2024.

The currently applicable fees are as shown in the attached Document *Proposed Fees & Charges 2021-22* for completeness.

## Building Control

The Building Act 2004 gives Council the discretion in relation to imposing fees and charges under section 219 and 240 both in setting fees and charges, and in the collection of them. The Council can charge a fixed or variable fee, can require a deposit and then later payment of the balance, or can insist on payment in full from the outset.

The Council can also charge a fee for performing a function or service that is done on its own initiative and may increase fees to meet additional or actual costs in performing the service, and may waive or refund fees.

Recovery of costs for the Whangarei District Council Building Control functions are based on fair and reasonable costs incurred to provide the service and based on the recommendations of the Auditor General.<sup>1</sup>

Generally building charges have been subject to increase of 2.5% in line with the LGCI-average, with the following exceptions.

The charging structure for the Building Fees was changed last year. There have been further changes in regards designation of staff costs – for example with BWOFF receipt and admin and amendment, where rates have reduced to recognise these are functions undertaken by administration staff, and therefore chargeable at administration rates (rather than building officer rates which are of higher chargeable value).

Due to the administration rate adjustment (as detailed above), there is a flow-on effect on COA charges (resulting in an overall reduction) due to the inclusion of an administration fee charge component within the COA fees calculation.

The Building Control fees and charges are presented in attached document: *Proposed Fees & Charges 2021-22*.

## Fencing of Swimming Pool (Pool Barrier) Inspections

Under the Building Act 2004 Council are required to undertake 3 yearly inspections and monitor fencing around swimming pools and spas.

In 2018 an issue was found in relation to compliance with inspections completed by Armourguard under the previous (Fencing of Swimming Pools) Act and it was identified that all barriers in the District required reinspection. A three-year inspection regime, which commenced mid 2018, was undertaken by internal Council staff. Project 'Splash' was a specific, targeted action to ensure that all pools were audited as a high degree of poor compliance of pool fencing was suspected. The resulting additional staff resourcing incurred within the re-inspection process was not able to be on-charged to pool owners and this therefore had a negative result on the achievement levels (public/private ratios) when measured against Revenue and Financing policy. While there are still some actions remaining with compliance follow up, there has been a return to business as usual of regular 3 yearly inspections, on-charged to pool owners. This should result over time in a more favourable performance against Revenue & Financing policy.

Changes have been made to the following swimming pool fees:

- Pool inspections charges have increased to an hourly rate for a Technical officer. The adjusted rate will also cover administration associated with the fee. The mileage rate has been removed and is included within the standard inspection charge.

---

<sup>1</sup> Auditor General, 2008, "Charging fees for Public Sector Goods and Services", New Zealand Government.

- Pools administration fee – empty pools and IQPI notifications have been adjusted (downward) to reflect the Administration hourly rate.

The proposed pool fencing charges are as presented in attached Document *Proposed Fees & Charges 2021-22*.

## STRATEGY AND DEMOCRACY GROUP

### Strategic Policy

Much of the strategic planning undertaken by the Department is done under the provisions of the Local Government Act and is ratepayer funded. These are all activities that Council has determined are of benefit to the wider community and should therefore be paid for by the wider community through general rates as a public good.

## INFRASTRUCTURE GROUP

The activities undertaken within Infrastructure include a range of funding splits between user pays and public good. Fees and charges have been set in accordance with the Revenue and Financing Policy.

### Rubbish Disposal

Rubbish disposal fees are set according to the Waste Minimisation Act 2008 and are set at a rate to recover costs or to encourage behaviour that helps to meet the goals of the Council's Waste Management and Minimisation Plan. Specifically, fees are set according to clause 2.9.1 of the Solid Waste Management Bylaw and must be consulted on under s82 of the Local Government Act 2002 (LGA)

#### Waste Minimisation Act 2008

Section 46 Funding of plans (waste management and minimisation plan)

*“(1) A territorial authority is not limited to applying strict cost recovery or user pays principles for any particular service, facility, or activity provided by the territorial authority in accordance with its waste management and minimisation plan.*

*(2) Without limiting subsection (1), a territorial authority may charge fees for a particular service or facility provided by the territorial authority that is higher or lower than required to recover the costs of the service or facility, or provide a service or facility free of charge, if—*

*(a) it is satisfied that the charge or lack of charge will provide an incentive or disincentive that will promote the objectives of its waste management and minimisation plan; and*

*(b) the plan provides for charges to be set in this manner.”*

Section 53 Proceeds from activities and services must be used in implementing waste management and minimisation plan.

*“A territorial authority may sell any marketable product resulting from any activity or service of the territorial authority carried out under this Part, but any proceeds of sale must be used in implementing its waste management and minimisation plan.”*

WDC fees are not required to align with the ReSort fees although WDC staff do try to keep them the same. The main difference is that waste at ReSort is paid by weight and at the rural sites it is paid by volume.

Proposed for 2021/22: 65 litre rubbish bag charges are increasing due to inflation and the increase in the waste disposal levy. Other minor price changes have been made to better reflect the cost of providing the service or to simplify the price schedule. Due to frequent



complaints about the high cost of disposal at the rural transfer stations, there are no proposed increase to the volumetric charges for rubbish or green waste. With regards to tyres - changes have been made to ensure better alignment with costs and the charges at Re:Sort. Note: The tyre disposal costs may need to change if the tyre industry implements a recycling scheme during the next financial year.

Full details of the proposed rates for next year are presented in the attached Document *Statement of Proposal and Proposed Fees & Charges 2021-22*.

## **Drainage and Waste Water**

Fees and charges for drainage are authorised under the Waste Water Bylaw and must be consulted on in accordance with s82 of the LGA 2002

Existing drainage fees and charges have been increased by the LGCI average inflation rate of 2.5% and rounded.

The pan charge has been increased to align with the targeted rate pan charge.

Fees are as shown in the Attached Documents *Statement of Proposal and Proposed Fees & Charges 2021-22*.

## **Trade Waste**

Fees and charges for trade waste are authorised under the Trade Waste Bylaw and must be consulted on in accordance with s82 of the LGA 2002.

The components of trade waste charges are analysed every five years. As a result of last year's analysis, some of the charges were reduced. For the 2021/2022 year the fees and charges have been increased by the LGCI average inflation rate of 2.5% and rounded as shown in attached Documents *Statement of Proposal and Proposed Fees & Charges 2021-22*.

## **Water Supply**

Fees and charges for water are authorised under the Water Supply Bylaw and must be consulted on in accordance with s82 of the LGA 2002.

Fees and charges have been increased by the LGCI average inflation rate of 2.5 % and rounded appropriately, as provided below in attached Documents *Statement of Proposal and Proposed Fees & Charges 2021-22*.

The water consumption fee will increase at the LGCI average rate of 2.5% and from 1 July 2021 will be charged at the rate of \$2.32 per m<sup>3</sup>.

## **Laboratory Testing**

Laboratory fees are reviewed annually to ensure we continue to cover costs. Fees for laboratory testing services will be set at a rate to recover costs and may fluctuate through the year.

While some items remain unchanged and/or reduced from the 20/21 charges, the laboratory has experienced significant price increases on some items used for testing and the affected tests have been thoroughly reviewed to ensure charges reflect the true cost of testing. The tests affected include routine water profile and sample collection. These two test types have incurred increases over the 2.5% average LGCI.

The fees are detailed within the attached Document *Proposed Fees & Charges 2021-22*.

## Transport

Transport fees and charges remain unchanged from 2020/21 rates, with exception of Vehicle Crossing Application fees (as listed page 10 of Proposed Fees & Charges booklet) which have increased by the 2.5% LGCI average. Trade Cards and Road Corridor License have minimal use, so charges do not reflect greatly on revenue and remain at 2020/21 rates. The overweight vehicle is also unchanged due to being set on a contracted rate as paid on to Council Contractor, and therefore changes as and when the Contracted rate changes.

As per Council parking policy (Parking Management Strategy 2011), parking charges reflect demand and contract conditions and may change throughout the year.

The current and proposed fees are provided in attached Document *Proposed Fees & Charges 2021-22*.

## Cemeteries

It is proposed that Cemetery fees and charges do not increase for the 2021-22 financial year. This decision is based on the slight over-recovery position of fees when comparing 2020/21 actual revenue against the Revenue & Finance policy.

The proposed Cemetery fees and charges are provided in attached Document *Proposed Fees & Charges 2021-22*.

## Parks and Reserves

In 2019 playing field rentals charged to Clubs and codes were reduced as Clubs were finding these fees increasingly unaffordable and other clubs in the region and other similar cities such as Tauranga were not charged for the use of fields. At the time, there was also a general increase in fees for commercial use of reserves and a decrease in fees charged for community use. No increases to Park and Reserves fees and charges occurred during the 20/21 year.

For the 2021/22 it is proposed that Park and Reserve fees and charges be increased by the LGCI average inflation rate of 2.5% (and rounded appropriately). The proposed fees are provided in attached Document *Proposed Fees & Charges 2021-22*.

## COMMUNITY DEVELOPMENT GROUP

Fees and charges have been set in accordance with the Revenue and Financing Policy. All other activity in this area is funded by the ratepayer with some contestable Government Funding. The proposed fees are provided in attached Document *Proposed Fees & Charges 2021-22*.

## Venues and Events

The proposed 2020/2021 fees and charges for venue hire at Forum North include an LGCI average increase of 2.5%. The increased rates are presented in the attached Document *Proposed Fees & Charges 2021-22*

A community venue hire rate is available upon request for community groups that meet the criteria. The proposed fees are provided in the attached Document *Proposed Fees & Charges 2021-22*.

## Library

While Library fee recovery sits at the lower end of the User Fee % range in the Revenue and Financing Policy it is proposed that Libraries fees and charges remain at the same level as

last year (2020/21). The rationale provided for no increase is that the practicalities of administering a minimal increase outweighing any advantages.

The proposed fees are provided in attached Document *Proposed Fees & Charges 21-22*.

## **GENERAL**

### **Council Administered Community Property Hireage**

There are no changes proposed for Cameron St Mall permits, which therefore will remain at the rates charged in 2020/21.

### **Official Information**

The current charge is based on Ministry of Justice “Charging Guidelines for Official Information Act 1982 Requests” and is the standard charge used by most Council’s. The Ministry of Justice’s guidelines state that the charges “*represent what the Government regards as reasonable charges for the purposes of the Official Information Act and should be followed in all cases unless good reason exists for not doing so. Organisations covered by the Act who wish to develop their own charging regimes should be aware that charges are liable to review by an Ombudsman.*”

The current charge provided in Attachment 1; Proposed fees and charges, is in line with the Ministry of Justice Guidelines.

### **Photocopying**

General photocopying charges are proposed to remain the same as for 2020/21 and these are aligned to have one consistent charge applicable across the organisation. The proposed photocopying fees are provided in attached Document *Proposed Fees & Charges 2021-22*.

### **Searches**

Property searches are charged on a time basis. It is proposed to restructure these into 30 minutes charges (from 1 hour previously) as well as reduce the overall charge value. The proposed fees are provided in attached Document *Proposed Fees & Charges 2021-22*.

### **Summary**

Council has followed the best practice guide by the Auditor General in undertaking a review of its various fees. Fees are an important element of Council’s revenue and are used to recover actual and reasonable costs from those benefiting from the service provided. The level of recovery can vary dependent on the assessment of private/public benefit of each activity.

A number of fees are adopted under various legislation while others are adopted through a Special Consultative Process under the Local Government Act 2002.

The attached Statement of Proposal will be used for consultation in accordance with this Special Consultative Procedure process.

## **5 Significance and engagement**

The setting of fees and charges does not trigger the significance criteria outlined in Council’s Significance and Engagement Policy. While there is potential for the public interest criteria to

be triggered (particularly where the increase is over and above LGCI), Council anticipates this to be minor.

Fees and charges subject to a consultative process under s82 or a Special Consultative process (SCP) under s 83 will be consulted on in accordance with the legislation.

Fees and charges not subject to the SCP will be adopted by Council resolution and the public will be informed via publication on the website prior to 1 July 2021.

## **6 Attachments**

1. Proposed Fees and Charges 2021-22
2. Statement of Proposal Fees and Charges 2021-22



# PROPOSED FEES AND CHARGES 2021-22

A series of white Maori decorative patterns (hau) at the bottom of the page, including a swirl, a triangle, and a stylized leaf.

# Contents

<b>Animals</b> . . . . .	<b>3</b>	<b>Monitoring and land use consent</b>	
Dogs . . . . .	3	<b>conditions – RMA</b> . . . . .	<b>35</b>
Stock ranging/impounding . . . . .	4	Monitoring and land use consent	
<b>Building Control.</b> . . . .	<b>5</b>	conditions . . . . .	35
Project Information Memorandum (PIM)		Abatement notices . . . . .	35
application . . . . .	5	<b>Official information</b> . . . . .	<b>36</b>
Building consents . . . . .	6	<b>Parks and reserves</b> . . . . .	<b>37</b>
Other applications, functions or services .	10	Playing field rentals . . . . .	37
Building Warrant of Fitness and		Barge Park Show Grounds, Maunu . . . . .	38
compliance schedules . . . . .	11	Other . . . . .	38
Subscriptions and publications . . . . .	12	All parks and reserves . . . . .	38
Land Information Memorandum (LIM) . .	12	Botanica Whangārei . . . . .	38
<b>Bylaw enforcement</b> . . . . .	<b>13</b>	Mair Park . . . . .	39
Seizure of property under bylaws . . . . .	13	Laurie Hall Park . . . . .	39
<b>Cameron Street Mall permits</b> . . . . .	<b>13</b>	Sign parks . . . . .	39
<b>Cemetery</b> . . . . .	<b>14</b>	<b>Pensioner housing</b> . . . . .	<b>39</b>
Plot fees . . . . .	14	<b>Photocopying and file handling charges.</b> .	<b>40</b>
Ash interment fees . . . . .	15	<b>Public places bylaws</b> . . . . .	<b>40</b>
<b>Council professional fees.</b> . . . .	<b>16</b>	Licences issued under any Whangarei	
<b>District plan</b> . . . . .	<b>19</b>	District Bylaw . . . . .	40
Private plan change . . . . .	19	<b>Resource management administrative</b>	
<b>Drainage</b> . . . . .	<b>21</b>	<b>charges</b> . . . . .	<b>41</b>
<b>Food premises.</b> . . . .	<b>23</b>	<b>Rubbish disposal</b> . . . . .	<b>44</b>
Fees for functions under the Food Act		<b>Sale and Supply of Alcohol Act 2012</b> . . .	<b>45</b>
2014 . . . . .	23	Alcohol licensed premises . . . . .	45
Fees and charges under the food		<b>Searches</b> . . . . .	<b>47</b>
businesses grading bylaw 2016 . . . . .	25	<b>Swimming pool/spa pool barrier</b>	
<b>Forum North venue hire</b> . . . . .	<b>26</b>	<b>inspections</b> . . . . .	<b>48</b>
<b>Gambling Act and Racing Act application</b>	<b>27</b>	<b>Transport</b> . . . . .	<b>49</b>
<b>Health Act registered premises</b> . . . . .	<b>28</b>	Parking . . . . .	49
Fees for functions under the Health Act		<b>Water</b> . . . . .	<b>50</b>
1956: Registered Premises . . . . .	28	Water connections/disconnections . . . .	50
<b>Laboratory testing</b> . . . . .	<b>29</b>	Meter testing . . . . .	50
Chemical . . . . .	29	Meter only water connections . . . . .	50
Microbiological . . . . .	30	Boundary back flow devices . . . . .	50
Sample collection . . . . .	30	Special meter reading . . . . .	50
<b>Library</b> . . . . .	<b>31</b>	Standpipes metered . . . . .	51
Membership . . . . .	31	Tanker filling point – Kioreroa and Sime	
Rental items . . . . .	32	Road . . . . .	51
Other pay services – library . . . . .	32	Water consumption rates . . . . .	51
Room hireage . . . . .	34	<b>Abbreviations and acronyms.</b> . . . . .	<b>51</b>

# Animals

## DOGS

Registration fee		(\$)		
Current fee			Proposed fee	
	Earlybird 1-31 July 20	If paid on or after 1 August 20	Earlybird 1-31 July 21	If paid on or after 1 August 21
Standard owner	68.00	101.00	100.00	150.00
Discounted fee owner (desexed dog)	54.00	80.00	86.00	129.00
Working dogs	53.00	68.00	64.00	96.00
Dangerous dog	102.00	152.00	150.00	225.00
Service dogs	No fee	No fee	No fee	No fee
Puppy fees	1/12th the relevant fee for each complete month remaining in the registration year		1/12th the relevant fee for each complete month remaining in the registration year	
Note: Infringement for non-registration applicable for failure to renew registration on or after 1 August (registration fee additional)				300.00
Replacement tags	6.00	6.00	6.00	6.00
Other charges			(\$)	
			Current fee	Proposed fee
First impounding			142.00	146.00
Second impounding			161.00	165.00
Impound fee for third and any subsequent impounding			198.00	203.00
Dog sustenance fees – per day			24.00	25.00

## STOCK RANGING/IMPOUNDING

	(\$)	
	Current fee	Proposed fee
Impound fee for first impounding (driving charges additional)	142.00	146.00
Impound fee for second impounding (driving charges additional)	161.00	165.00
Impound fee for third and any subsequent impounding (driving charges additional)	198.00	203.00
Stock Control Impound Charges - per hour rate (driving charges and impound fees additional)	-	162.00
Stock sustenance fees – per day	11.00	20.00
Stock control – driving charges – per hour	91.00	170.00
Transportation charges	Actual	Actual



# Building Control

## PROJECT INFORMATION MEMORANDUM (PIM) APPLICATION

	(\$)	
	Current fee	Proposed fee
<b>PIM Commercial</b>		
All works for new, existing and alterations to existing buildings described in the terms of the Building Regulations under the classifications of commercial, industrial and communal residential. In short, if the works are not solely and expressly residential then it is deemed commercial.	551.00	565.00
Examples of such include, but are not limited to: show homes, milking sheds and other farm buildings, residential accommodation in or attached to a commercial building, schools, changing a bedroom so it can be used as part of a home occupation, retaining walls and bridges for sub divisional development, communal buildings within retirement villages.		
<b>Residential PIM – Type 1</b>		
All works for new, existing and alterations to existing buildings described in the terms of the Building Regulations under the classifications of housing, outbuilding and ancillary.	444.00	455.00
Examples of such include, but are not limited to: dwellings, minor residential dwellings, farm worker's accommodation, sleep outs, garages, carports, and any alterations affecting or changing the exterior footprint of the building, pergolas, decks, swimming pools, retaining walls and bridges not for sub divisional development.		
<b>Residential PIM – Type 2</b>		
Internal alterations with a change of use, re-roof with a change of pitch, re-cladding, drainage or re-piling.	196.00	201.00
Examples of such include, but are not limited to: altering a wardrobe or bedroom to become an en-suite/bathroom or laundry, closing in a carport to become a garage, changing from tiles to long run or corrugated iron roofing.		

	(\$)	
	Current fee	Proposed fee
<b>Residential PIM – Type 3</b>		
Minor alterations, fireplaces and plumbing. Removal or demolition of buildings.	122.00	125.00
Examples of such include, but are not limited to: replacing a window with a ranch slider, constructing or altering of a non-load-bearing wall without a change of use (see PIM – type 2 for examples of change of use), repositioning of kitchen or bathroom fixtures within existing kitchen or bathroom, wet area showers within existing bathroom, taking out a bath and replacing it with a shower.		

## BUILDING CONSENTS

The below fees are instalments only and may attract additional processing or inspection fees charged on a time basis.

Building consent applications with a market value in excess of \$19,999.00 will be subject to BRANZ and applications with a market value in excess of \$20,444.00 subject to MBIE levies in addition to the fees shown (see below).

Any external services that are required through the consenting process to be evaluated by an appropriate engineer or an agency such as Fire and Emergency New Zealand, will be invoiced at the actual cost incurred through the review or regulatory process. Inspection fees are charged at the scheduled rate below per inspection and any additional inspections will be charged at the rate at the time of service. Please note inspections are charged per inspection type and not per site visit.

## Building Consent Applications

A Building Consent Fee Calculator is available on Council's website: [www.wdc.govt.nz/BuildingandProperty/BuildingConsents/Pages/Building-Consent-Costs.aspx](http://www.wdc.govt.nz/BuildingandProperty/BuildingConsents/Pages/Building-Consent-Costs.aspx)

### RESIDENTIAL

The below fees are instalments only and may attract additional processing or inspection fees charged on a time basis.

		(\$)					
Building Consents				Certificate of Acceptance			
Building Consent (Includes PA)*				Building Consent (Includes PIM) *		Certificate of Acceptance (Includes PA)*	
Estimated value of the building project	Estimated number of inspections required	Includes inspection instalment based on estimated inspections required				Includes 1 Inspection. Additional inspection fees may apply	
		Current fee	Proposed fee	Current fee	Proposed fee	Current fee	Proposed fee
Heating and/or Solar Appliances	1	358	367	358	367	498	510
\$0 to \$5,000	2	1,324	1,357	1,340	1,373	1,307	1,165
\$5,001 to \$10,000	3	1,675	1,716	1,749	1,792	1,555	1,423
\$10,001 to \$50,000	5	2,652	2,715	2,811	2,878	2,470	2,189
\$50,001 to \$100,000	7	3,444	3,527	3,603	3,690	3,178	2,741
\$100,001 to \$250,000	9	4,132	4,231	4,291	4,394	3,678	3,258
\$250,001 to \$500,000	12	5,665	5,801	5,824	5,964	5,430	4,194
\$500,001 to \$900,000	18	7,823	7,979	7,982	8,142	7,118	5,860
\$900,001 and over	25	10,455	10,704	10,614	10,867	9,316	8,177

		(\$)					
Building Consents				Certificate of Acceptance			
Building Consent (Includes PA)*				Building Consent (Includes PIM) *		Certificate of Acceptance (Includes PA)*	
Estimated value of the building project	Estimated number of inspections required	Includes inspection instalment based on estimated inspections required				Includes 1 Inspection. Additional inspection fees may apply	
		Current fee	Proposed fee	Current fee	Proposed fee	Current fee	Proposed fee
* BRANZ levies apply on applications in excess of \$19,999.00.							
* MBIE levies apply on applications in excess of \$20,444.00.							
† Accreditation Levy apply to all Building Consent applications							

**BRANZ levy**

Calculated at \$1.00 per \$1,000.00 or part thereof of projects with an estimated value of building work exceeding \$19,999.00 (or as amended by BRANZ). The BRANZ levy is not subject to GST.

**MBIE levy**

Calculated at \$1.75 per \$1,000.00 or part thereof of projects with an estimated value of building work exceeding \$20,444.00 (or as amended by the MBIE). The Building (MBIE) levy includes GST.

**Accreditation levy**

21 cents per \$1,000.00 of project value or part thereof. The accreditation levy includes GST.

## COMMERCIAL

The below fees are instalments only and may attract additional processing or inspection fees charged on a time basis.

		(\$)					
Building Consents				Certificate of Acceptance			
Building Consent (Includes PA)*				Building Consent (Includes PIM)*		Certificate of Acceptance (Includes PA)*	
Estimated market value of the building project	Estimated number of inspections required	Includes inspection instalment based on estimated inspections required				Includes 1 Inspection. Additional inspection fees & hourly rate may apply	
		Current fee	Proposed fee	Current fee	Proposed fee	Current fee	Proposed fee
\$0 to \$5,000	2	2,159	2,213	2,350	2,409	2,531	2,427
\$5,001 to \$10,000	3	2,792	2,861	2,983	3,057	3,231	3,464
\$10,001 to \$50,000	4	3,665	3,756	3,856	3,952	4,411	4,176
\$50,001 to \$100,000	5	4,203	4,308	4,394	4,504	4,921	4,703
\$100,001 to \$250,000	7	5,643	5,784	5,834	5,980	6,669	6,319
\$250,001 to \$500,000	9	6,991	7,165	7,182	7,361	8,233	7,751
\$500,001 to \$1,000,000	12	9,888	10,134	10,079	10,330	12,329	11,954
\$1,000,001 to \$1,500,000	18	14,230	14,584	14,421	14,780	17,617	17,373
\$1,500,001 and over	25	20,104	20,605	20,295	20,801	25,403	24,664
* BRANZ levies apply on applications in excess of \$19,999.00.							
* MBIE levies apply on applications in excess of \$20,444.00.							
† Accreditation Levy apply to all Building Consent applications.							

## OTHER APPLICATIONS, FUNCTIONS OR SERVICES

The below fees are instalments only and may attract additional processing fees charged on a time basis.

	(\$)	
	Current fee	Proposed fee
Amendment to a Building Consent – residential	392.00	402.00
Amendment to a Building Consent – commercial	392.00	402.00
Certificate for Public Use Application – commercial (note additional time may be charged out at standard hourly rate).	569.00	391.00
Notification of change of use	134.00	137.00
Exemption under Schedule One (1) from the requirement for Building Consent	358.00	367.00
Extension of time application fee	65.00	N/A
Certificate of title registration or removal of registration (e.g. natural hazards identification or the binding of two or more allotments)	391.00	401.00
Vehicle crossing application to Council's engineering standards	418.00	428.00
Notice to fix issuance only (additional fees will be charged on a time basis)	288.00	295.00
Building code certificate under section 100(f) of the Sale and Supply of Alcohol Act 2012	188.00	188.00
Change of certifier – residential review (including two inspections)	1,015.00	1,040.00
Change of certifier – commercial review (including two inspections)	1,143.00	1,172.00
Change of certifier – heating appliance (including one inspection)	297.00	312.00
Building inspection fee – residential (per inspection)	219.00	224.00
Building inspection fee – commercial (per inspection)	283.00	290.00
Code compliance certificate (CCC) – residential	289.00	296.00
Code compliance certificate (CCC) – commercial	289.00	296.00
Potential contaminants site search (file review only) – residential (allowance of two (2) hours only)	259.00	344.00
Potential contaminants site search (file review only) – commercial (allowance of three (3) hours only)	430.00	516.00

	(\$)	
	Current fee	Proposed fee
Oakura Sewerage Charge	482.00	482.00
Deposit for Minor Works requiring Building Consent (examples available)	-	629.00

## BUILDING WARRANT OF FITNESS AND COMPLIANCE SCHEDULES

The below fees are instalments only and may attract additional processing fees charged on a time basis.

	(\$)	
	Current fee	Proposed fee
Independent qualified person (IQP) – new application to be registered	389.00	399.00
Specified system registration for an IQP (note: this is per system)	164.00	168.00
IQP annual renewal to remain registered (per person) not company	164.00	168.00
Compliance schedule statement	100.00	103.00
Building Warrant of Fitness (BWOF) receipt and administration fee	112.00	102.00
Amendment to compliance schedule	130.00	102.00
BWOF site audits (allowance of one (1) hour only) Std Inspection Fee	283.00	290.00
NEW: Property Filing fee (to Council Property File) for lodgement of information from Exempt projects (e.g. Shed).		102.00

## SUBSCRIPTIONS AND PUBLICATIONS

	(\$)	
	Current fee	Proposed fee
Issued building consent register – monthly	40.00	40.00
Issued building consent register - annual	331.00	340.00

## LAND INFORMATION MEMORANDUM (LIM)

The below fees are instalments only and may attract additional processing fees charged on a time basis.

Residential (including lifestyle blocks less than 20 hectares)	(\$)	
Used principally for residential purposes or lifestyle residential purposes	Current fee	Proposed fee
A lifestyle block includes properties of variable size, but generally comprise of 20 hectares or less, which might otherwise be categorised as rural, but which are used for non-economic (in the traditional farming sense) lifestyle residential purposes	384.00	394.00
LIM - Cancellation fee	100.00	100.00

Commercial (including farms over 20 hectares)	(\$)	
	Current fee	Proposed fee
Large commercial/industrial LIMs will be assessed and may incur additional costs	694.00	711.00
LIM - Cancellation fee	100.00	100.00



# Bylaw enforcement

## SEIZURE OF PROPERTY UNDER BYLAWS

		(\$)	
		Current fee	Proposed fee
Seizure and confiscation of signs under the Local Government Act 2002 and bylaws (fixed fee)	Signs under 1m <sup>2</sup>	67.00	69.00
	Signs over 1m <sup>2</sup>	136.00	139.00
Seizure of other property (hourly)		Actual cost recovery at \$90/hr. and mileage of \$0.79/km plus any additional specialist contractor's cost	Actual cost recovery at \$92/hr. and mileage of \$0.82/km plus any additional specialist contractor's cost
Seizure of skateboards, bikes and similar (fixed fee)		65.00	67.00
Where otherwise not specified any application for a permit, consent or exemption application or request under a Whangarei District Bylaw. Fee is for one hour of processing, with additional time charged at \$172.00 per hour.		168.00/hr	172.00/hr

## Cameron Street Mall permits

		(\$)	
		Current fee	Proposed fee
Cameron Street Mall permits		20.00	20.00
Preferred busking permit		20.00	20.00
Bond for power charge		20.00	20.00

# Cemetery

## PLOT FEES

Purchase and maintenance of plot fees	(\$)	
	Current fee	Proposed fee
Standard Burial plot	2,927.00	2,927.00
Family Burial plot	3,660.00	3,660.00
Natural Burial plot	2,928.00	2,927.00
Children's Burial plot (available up to 12 years)	769.00	769.00
Stillborn Burial plot	156.00	156.00
Standard Cremains plot	680.00	680.00
Family Cremains plot	889.00	889.00
Premium Cremains plot	732.00	732.00
Rose garden Pillar	262.00	262.00
Transfer of ownership fee	42.00	42.00

Burial (digging fees) Maunu, Onerahi and Kamo	(\$)	
	Current fee	Proposed fee
Standard Digging	941.00	941.00
Off-site Digging	1,464.00	1,464.00
Children's Digging	362.00	362.00
Stillborn and Babies Digging	No charge	No charge
Lowering device fee	74.00	74.00
Grave mats	No charge	No charge
Weekend Surcharge	305.00	305.00
Late Arrival Surcharge	249.00	249.00
Special Circumstances Surcharge	554.00	554.00
Oversize casket (extra)	187.00	187.00
Obstruction Surcharge	Actual Cost recovery	Actual Cost recovery
Dis-interment (burial plot)	1,968.00	1,968.00
Headstone or memorial permit fee (burial or ashes plot)	46.00	46.00

Other fees	(\$)	
	Current fee	Proposed fee
Memorial bench	3,066.00	3,066.00
Pop-up gazebo	57.00	57.00

## ASH INTERMENT FEES

	(\$)	
	Current fee	Proposed fee
Book of Remembrance entry	72.00	72.00
Cremains Interment	108.00	108.00
Cremains Scatter	61.00	61.00
Cremains Disinterment	124.00	124.00
A fee may be charged for the compilation of large amounts of information		

# Council professional fees

Hourly rates charged in 6 minute intervals	(\$)	
	Current fee	Proposed fee
Manager, RMA Consents	211.00/hr	216.00/hr
Manager, Parks and Recreation		
Manager, Infrastructure Development		
Manager, Infrastructure Planning & Capital Works		
Manager, Roading		
Manager, District Plan		
Manager, Health and Bylaws		
Manager, Building Control		
Manager, Libraries		
Manager, Water Services		
Manager, Waste and Drainage		
RMA Planning Specialist	188.00/hr	193.00/hr
Team Leader RMA Consents		
Senior Specialist Resource Consents		
District Plan Specialist		
Senior Planner (District Plan & Consents)		
Team Leader Development Engineering		
Senior Development Engineering Officer		
Development Engineer		
Engineering Officer, Water		
Senior Water Technician		
Infrastructure Asset Engineer		
Infrastructure Project Engineer		
Infrastructure Senior Engineer		
Distribution Engineer		
Solid Waste Engineer		

Hourly rates charged in 6 minute intervals	(\$)	
	Current fee	Proposed fee
Asset Engineer, Water	188.00/hr	193.00/hr
Waste and Drainage Engineer		
Waste and Drainage Asset Engineer		
Wastewater Projects Engineer		
Senior Building Controls Officer		
Team Leader Building		
Team Leader Infrastructure Planning		
Team Leader Landscape Architects		
Team Leader, Environmental Health		
Cemetery and Botanica Manager		
Senior Asset Engineer		
Planner (District Plan and Consents)	168.00/hr	172.00/hr
Team Leader RMA Approvals and Compliance		
Landscape Architect		
Post-Approval Subdivision Officer		
Development Contributions Coordinator		
Infrastructure Planner		
Development Engineering Officer		
Distribution Technician		
Engineering Officer (Drainage and Water)		
Team Leader RMA Support		
Strategic Asset Coordinator - Parks		
Infrastructure Technical Officer		
Senior Roding Engineer (Traffic and Parking)		
Traffic Projects Engineer	168.00/hr	172.00/hr
Building Control Officer		
Approvals and Compliance Officers (Building Control)		
Compliance Officer (RMA Consents)		
Architect/Urban Designer		
Environmental Health Officer		
Property Assessment Officer		

Hourly rates charged in 6 minute intervals	(\$)	
	Current fee	Proposed fee
Infrastructure Asset Systems Technician	144.00/hr	148.00/hr
Compliance Officer (Regulatory Services)		
Planning Assistant (RMA Consents)/Support Assistant (District Plan/Health and Bylaws/Building Processing)	100.00/hr	102.00/hr
Building Administrator (BCA and TA)	100.00/hr	102.00/hr
Mileage	79 cents/km	82 cents/km
Disbursements	At cost charged to department by provider	At cost charged to department by provider

- Hearings required for any resource consent or other permission will be charged at actual cost.
- Cost of any consultant/hearings commissioner will be charged at actual cost.
- Miscellaneous charges will be charged at actual cost.
- All costs will be itemised.
- All figures are standard fees inclusive of GST; the final fee in any one application will be determined by the Resource Consents Manager or his/her appointee.
- Council reserves the right to interim invoice applications where significant costs have been incurred over a period of one month or more without progress on the application.

# District plan

## PRIVATE PLAN CHANGE

All fees and charges are DEPOSITS unless otherwise stated. Processing may require further charges that exceed the initial lodgement deposit.

	(\$)	
	Current fee	Proposed fee
Private Plan Change – on receipt of a request to change the Plan	14,500.00	20,000.00
Private Plan Change – before commencement of notification	14,500.00	20,000.00
Private Plan Change – before commencement of a hearing	14,500.00	20,000.00
Disbursements	At cost charged to Department by provider	At cost charged to Department by provider
Hourly rates charged in six-minute intervals.	See pages 16-18	See pages 16-18
Hours over the above advance fee and mileage, plus disbursements, which may also involve work by other specialist planning, parks and engineering staff will be charged at a rate specified in Council's Professional Fee Schedule.		

### *Hearings required for any plan change*

Any and all costs of third party or independent Commissioners will be recoverable as well as the cost associated with the hearing (i.e. staff time, consultant's costs, venue hire, printing).

When a Councillor is appointed as a Hearings Commissioner the cost set by Regulation will be charged.

All figures are standard fees inclusive of GST, the final fee in any one change to the District Plan will be determined by the District Plan Manager or his/her appointee.

In the case where a consultant(s) is required, Council will charge the actual and reasonable costs incurred by the consultant, plus 5% for supervision and administration.

## Notes

Private plan changes may be processed by consultants. In this situation, an applicant will be asked to undertake, at the submission stage, to pay the full cost of such processing in addition to the normal cost of Council to process it's part of the application. Fees are charged to defray the cost of:

- a) Initial receipt of the application
- b) Cost of allocation of the application and distribution of information
- c) Site visits
- d) All professional and administrative staff costs at the hourly rate, mileage and disbursements in handling the application
- e) Request for additional information and review or peer review such information
- f) Notification procedure
- g) Summarising submissions and input into database
- h) Notification of submissions for further submissions
- i) Summary of further submissions and input into database
- j) Preparation of staff report to a Hearings Committee and/or Council
- k) Preparation of hearing, notices, hall hire, appointment of commissioners, etc
- l) Attendance and any cost of hearings plus secretarial services
- m) All cost of the hearing including full cost of independent commissioners
- n) Preparation and finalising the Hearings Committee's recommendation to Council
- o) Submission to Council of the hearings report and cost of any subsequent requirements of Council
- p) Updating of database with all the decisions of Council on submissions
- q) Distributing decision replies to all submitters
- r) Council may on-charge cost of an appeal where the decision of Council was in favour of the applicant, but was appealed by a submitter
- s) All costs will still be payable notwithstanding the outcome of the application, i.e., if an application is declined or only partially accepted/adopted/granted the cost still has to be recovered
- t) Cost can be reduced if all information is provided electronically and distributed electronically where applicable.



# Drainage

Services location	(\$)	
	Current fee	Proposed fee
Where work is done by Council to locate connections and the connection is found to be within 1.5 meters horizontally and 0.5 meters vertically of the 'as-built' position, work done will be charged at cost.	Actual cost of contractor	Actual cost of contractor

Septage treatment	(\$)	
	Current fee	Proposed fee
For disposal and treatment of septage at Council's treatment facility – types 1.02, 1.03 & 1.14	38.00	39.00/m <sup>3</sup>
For disposal and treatment of septage at Council's treatment facility – types 1.04 & 14.01	11.50	11.75/m <sup>3</sup>
Consent monitoring hourly rate	87.00	89.00
Trade Waste uniform annual charge	492.00	492.00
Trade Waste Consent Application Fee (controlled & conditional)	187.00	188.00
Trade Waste Consent Application Fee (permitted)	63.00	65.00

Pan charge	(\$)	
	Current fee	Proposed fee
Pan charge for discharge of wastewater into Council's wastewater system where connection cannot be charged as targeted rate**	492.00	513.00

\*\*An approved connection may be provided but as the building is not on land, no certificate of title exists therefore the charge cannot be levied as a rate under the Local Government Rating Act 2002

Part year wastewater charge	(\$)	
	Current fee	Proposed fee
Part year wastewater fee for properties connected to the public wastewater system during the year. After connection, properties are charged on 1 July as part of the rates.		

Part year wastewater charge	(\$)	
	Current fee	Proposed fee
Sewer connection date	(as a % of annual pan fee)	(as a % of annual pan fee)
July	92%	92%
August	83%	83%
September	75%	75%
October	67%	67%
November	58%	58%
December	50%	50%
January	42%	42%
February	33%	33%
March	25%	25%
April	17%	17%
May	8%	8%
June	0%	0%

Trade waste discharges	(\$)	
	Current fee	Proposed fee
By Volume	1.59/m <sup>3</sup>	1.63/m <sup>3</sup>
By Total Kjeldahl Nitrogen (TKN)	0.80/kg	0.81/kg
By Total Suspended Solids (TSS)	0.62/kg	0.64/kg
By Chemical Oxygen Demand (COD)	0.43/kg	0.44/kg

# Food premises

## FEES FOR FUNCTIONS UNDER THE FOOD ACT 2014

Registration – food control plan	(\$)	
	Current fee	Proposed fee
New application for registration of food control plan based upon a template (fee includes up to 2 hours of processing time, supply of thermometer and printed food safety plan).	332.00 fixed fee	-
New application for registration of food control plan based upon a template (fee includes up to 2.75 hours of processing time, supply of thermometer and printed food safety plan).	-	473.00 fixed fee
Fee for additional time in processing the application	168.00/hr	172.00/hr
Additional food control plan document pack	26.00 per pack	27.00 per pack
Thermometer	26.00	30.00
Registration renewal for one hour of processing	168.00/hr	N/A
Registration Renewal fixed fee for two hours of processing	-	344.00

Registration – national programmes	(\$)	
	Current fee	Proposed fee
Application for registration of model issued by MPI of a business subject to a national programme (includes up to 1.5 hours of processing time).	249.00	-
Application for registration of model issued by MPI of a business subject to a national programme (includes up to 2.75 hours of processing time).	-	473.00 fixed fee
Fee for additional time in processing the application	168.00/hr	172.00/hr
Additional national programme document pack	26.00 per pack	27.00 per pack
Thermometer	26.00	30.00
Registration renewal for one hour of processing	168.00/hr	N/A
Registration Renewal fixed fee for two hours of processing	-	344.00

Amendment to registration		(\$)
	Current fee	Proposed fee
Significant amendment to registered food control plan based on a template or model issued by MPI or an amendment to the registration of a business subject to a national programme (includes up to 1 hour of processing time)	168.00 fixed fee	172.00/hr
Fee for additional time in processing the application	168.00/hr	172.00/hr
Verification of food control plan		(\$)
	Current fee	Proposed fee
Verification including site visits and compliance checks with food control plans (includes up to 3.5 hours of processing and traveling time).	588.00 fixed fee	602.00 fixed fee
Where a verification results in the issue of a Corrective Action Request (CAR), that requires a return visit, then this follow up visit to check remedial actions and every additional visit is subject to additional compliance and monitoring fees.	-	172.00/hr
Fee for additional time of verification activity	168.00/hr	172.00/hr
Failure to attend scheduled verification	168.00/hr	172.00/hr
Unscheduled verification	168.00/hr	172.00/hr
Verification of national programme		(\$)
	Current fee	Proposed fee
One hour of verification activity, including site visits and compliance checks with national programme.	168.00 fixed fee	N/A
A fixed fee for up to 2.5 hours of verification activity for National Programmes	-	430.00
Where a verification results in the issue of a Corrective Action Request (CAR) that requires a return visit, then this follow up visit to check remedial actions and every additional visit is subject to additional compliance and monitoring fees.	-	172.00/hr
Fee for additional time of verification activity	168.00/hr	172.00/hr
Failure to attend scheduled verification.	168.00/hr	172.00/hr
Unscheduled verification	168.00/hr	172.00/hr
Hourly fee for additional processing time National Programme Registration – All levels	168.00/hr	172.00/hr

Compliance and monitoring	(\$)	
	Current fee	Proposed fee
Complaint driven investigation resulting in issue of improvement notice by food safety officer.	168.00/hr	172.00/hr
Application for review of issue of improvement notice.	168.00/hr	172.00/hr
Second and subsequent return to business to check on compliance with CAR.	168.00/hr	172.00/hr
Monitoring of food safety and suitability.	168.00/hr	172.00/hr

## FEES AND CHARGES UNDER THE FOOD BUSINESSES GRADING BYLAW 2016

	(\$)	
	Current fee	Proposed fee
Re-grading of premises under the Food Businesses Grading Bylaw 2016	188.00/hr	193.00/hr

## Forum North venue hire

			(\$)
Venue	Session	Current fee	Proposed fee
Expo Hall	Day	1,070 .00	1,097.00
	Evening	800.00	820.00
Cafler Suite	Day	450.00	461.00
	Evening	337.50	346.00
Bounty Room	Day	265.00	272.00
	Evening	198.00	203.00
Theatre	Day – peak	1,200.00	1,230.00
	Evening – peak	900.00	923.00
	Day – off-peak	950.00	974.00
	Evening – off-peak	713.00	731.00
	Day & evening – off-peak	1,188.00	1,218.00
Equipment Hire		Price on Application	Price on Application
A community venue hire rate may be available to eligible organisations upon application			

# Gambling Act and Racing Act application

	(\$)	
	Current fee	Proposed fee
Application for TLA consent under Gambling Act 2003 (s 99) and Racing Act 2003 (s 65B) – Deposit provides for a maximum of 7 hours of processing.	1,484.00	1,521.00
Additional processing time	211.00/hr	216.00/hr

# Health Act registered premises

## FEES FOR FUNCTIONS UNDER THE HEALTH ACT 1956: REGISTERED PREMISES

Funeral directors		(£)
	Current fee	Proposed fee
On application (annual fee) and renewal	237.00	243.00
Transfer	63.00	65.00
Hairdressers		(£)
	Current fee	Proposed fee
On application (annual fee) and renewal	198.00	203.00
Transfer	63.00	65.00
Camping grounds		(£)
	Current fee	Proposed fee
On application (annual fee) and renewal	346.00	355.00
Transfer	63.00	65.00
Offensive trades		(£)
	Current fee	Proposed fee
Offensive trades	237.00	243.00
Transfer	63.00	65.00
Miscellaneous		(£)
	Current fee	Proposed fee
Consultation work including inspection undertaken by request and other inspections under the Health Act 1956	Hourly rate of 168.00/hr plus mileage 79 cents/km	Hourly rate of 172.00/hr plus mileage 82 cents/km



# Laboratory testing

## CHEMICAL

	(\$)	
	Current fee	Proposed fee
#Biochemical Oxygen Demand (B.O.D.) (5)	47.00	47.00
#Carbonaceous Biochemical Oxygen Demand (C.B.O.D.) (5)	51.00	51.00
Chemical Oxygen Demand (C.O.D.)	39.00	40.00
Solids – total	24.00	24.00
Solids – suspended	24.00	24.00
Solids – total dissolved	24.00	24.00
Hardness – total	25.00	26.00
Hardness – calcium	25.00	26.00
Hardness – magnesium	No charge	No charge
Calcium	25.00	26.00
Total alkalinity (to pH 4.5)	25.00	26.00
Chloride	25.00	26.00
Free available chlorine	18.00	18.00
Total chlorine	18.00	18.00
Dissolved oxygen	13.00	13.00
Conductivity	13.00	13.00
Salinity	13.00	13.00
pH	13.00	13.00
Turbidity	13.00	13.00
Colour	13.00	13.00
Iron	21.00	22.00
Manganese	21.00	22.00
Ammonia nitrogen	17.00	17.00
Nitrate + nitrite (total oxidised nitrogen)	21.00	22.00
Dissolved reactive Phosphorous	21.00	22.00
Corrosive index (lsi)	71.00	73.00
Routine water profile (sub-contracted)	130.00	170.00

## MICROBIOLOGICAL

	(\$)	
	Current fee	Proposed fee
Faecal coliform (presumptive)	35.00	36.00
Escherichia coli & total coliform	40.00	40.00
Enterococci	51.00	51.00
Total plate count @ 35°C	37.00	38.00
Total plate count @ 20°C	37.00	38.00
Pseudomonas aeruginosa (presumptive)	37.00	38.00
Staphylococcus aureus (presumptive)	37.00	38.00

## SAMPLE COLLECTION

	(\$)	
	Current fee	Proposed fee
Sample collection – per hour	82.00	84.00
Mileage	79 cents/km	82 cents/km

# Library

## MEMBERSHIP

Membership	(\$)	
	Current fee	Proposed fee
Residents and ratepayers	Free	Free
Non-ratepayers/visitors	Free	Free

Inter-library loans	(\$)	
	Current fee	Proposed fee
From a cooperating library – per item	6.50	6.50
From a non-cooperating New Zealand library – per item	Minimum of 20.00	Minimum of 20.00
From an Australian library – per item	40.00	40.00
Urgent requests – per item	25.00-30.00	25.00-30.00

Lost/non-returned items	(\$)	
	Current fee	Proposed fee
Replacement value of item plus administration fee	Replacement value of item plus 10.00 admin fee	Replacement value of item plus 10.00 admin fee
Uncollected hold charge	1.50	1.00

Overdue charges (per non-rental item)	(\$)	
	Current fee	Proposed fee
Overdue fine (per item) – per day	0.40	0.40
Overdue fine – maximum	15.00	15.00

## RENTAL ITEMS

Bestseller books (green stickers)	(\$)	
	Current fee	Proposed fee
1 week	3.00	3.00
Overdue fine (per item) – per day	1.10	1.10
Overdue fine - maximum	20.00	20.00

DVDs	(\$)	
	Current fee	Proposed fee
Per week	2.00	2.00
Hearing impaired – 1 item per visit	No charge	No charge
Overdue fines (per item) – per day	0.50	0.50
Overdue fine - maximum	20.00	20.00

New release DVDs	(\$)	
	Current fee	Proposed fee
3 days	4.00	4.00
Overdue fine (per item) – per day	1.10	1.10
Overdue fine - maximum	20.00	20.00

## OTHER PAY SERVICES – LIBRARY

Self-help computer services	(\$)	
	Current fee	Proposed fee
Internet – per 3 minutes	0.20	0.20

Photocopy/printing services	(\$)	
	Current fee	Proposed fee
Black and white A4	0.10	0.10
Black and white A3	0.20	0.20
Colour A4	1.00	1.00
Colour A3	2.00	2.00

Photocopy/printing services	(\$)	
	Current fee	Proposed fee
Scanning per page	0.10	0.10
Laminating per A4 sheet	2.00	2.00
Laminating per A3 sheet	4.00	4.00

Miscellaneous	(\$)	
	Current fee	Proposed fee
Sales	Prices as marked	Prices as marked
Book mending & covering services	Prices on application	Prices on application
Sundry items	Prices as marked	Prices as marked

Fax	(\$)	
	Current fee	Proposed fee
0800 numbers – first page	2.00	2.00
Local – first page	2.00	2.00
National – first page	2.50	2.50
International – first page	3.00	3.00
Receiving – first page	1.00	1.00
All additional pages	0.20	0.20

Display	(\$)	
	Current fee	Proposed fee
Display cabinet – per week	12.50	12.50

## ROOM HIREAGE

May Bain Room	(\$)	
	Current fee	Proposed fee
Booking fee	25.00	25.00
Plus, room hire per hour	25.00	25.00
50% discount on room hire fees for local non-profit community groups		
Sundries supplied (per booking period)	12.00	12.00
Data projector hire (per booking period)	30.00	30.00
Wi-Fi access – per day	Free	Free
Leonard Room	(\$)	
	Current fee	Proposed fee
Room hire per hour	10.00	10.00

# Monitoring and land use consent conditions – RMA

## MONITORING AND LAND USE CONSENT CONDITIONS

	(\$)	
	Current fee	Proposed fee
<b>Deposit</b> invoiced at the time a resource consent decision is issued. Should the cost of monitoring (based on Council staff hourly rates and mileage) exceed the deposit an invoice will be issued for the additional amount.		
Residential deposit	425.00	425.00
Commercial deposit	610.00	610.00
Hours over the above advance fee and mileage, which may also involve work by other specialist planning, parks and engineering staff will be charged at a rate specified in Council's Professional Fee Schedule plus any additional specialist contractor costs.	See pages 16-18	See pages 16-18

## ABATEMENT NOTICES

	(\$)	
	Current fee	Proposed fee
Charge applied to issue an abatement notice	150.00	150.00
Charge to cover seizure, impounding, transporting and storing of property under Section 366, Resource Management Act 1991	233.00	239.00

# Official information

Where no other fee applies		(%)
Fee set out by statute		
	Current fee	Proposed fee
Time spent by staff searching for relevant material, extracting and collating, copying, transcribing and supervising access where the total time involved is more than one hour should be charged out as follows:	38.00/half hour	38.00/half hour

Photocopying		(%)
	Current fee	Proposed fee
First 20 pages of A4 black and White copies	Free	Free
	Thereafter – see Photocopy charges (page 40)	Thereafter – see Photocopy charges (page 40)

Other costs	
All other charges incurred will be fixed at an amount which recovers the full costs involved	

Fee in advance	
A fee in advance may be required where the charge is likely to exceed \$76.00 or where some assurance of payment is required to avoid waste of resources	



# Parks and reserves

## PLAYING FIELD RENTALS

Seasonal hire to parent sporting codes		(\$)	
		Current fee	Proposed fee
Cricket	Senior wickets	550.00	560.00
	Twilight wickets	100.00	100.00
	Artificial wickets	50.00	50.00
Softball and baseball	Diamond	250.00	250.00
Rugby	Senior field	550.00	565.00
	Junior field	450.00	460.00
Touch rugby	Field	250.00	250.00
Five-a-side soccer	Field	250.00	250.00
Soccer	Senior field	550.00	565.00
	Junior field	450.00	460.00
Rugby league	Senior field	550.00	565.00
	Junior field	450.00	460.00
Casual usage of sporting fixtures by businesses, social clubs and other groups during appropriate season. i.e., using existing field		41.00	42.00
Note: Rugby, soccer, hockey, touch, league, twilight and artificial cricket wicket per field, softball per diamond, netball per court			
Schools and pre-school groups		No charge	No charge

## BARGE PARK SHOW GROUNDS, MAUNU

	(\$)	
	Current fee	Proposed fee
Equestrian Federation and New Zealand Pony Club Association events cross country and dressage events etc per day per group	50.00 per day as per legal agreement	50.00 per day including set up day

## OTHER

	(\$)	
	Current fee	Proposed fee
Annual community/sports lease fee	500.00	510.00
Grazing license	By negotiation	By negotiation

## ALL PARKS AND RESERVES

	(\$)	
	Current fee	Proposed fee
Gala days and fundraising events by non-profit making organisation (all venues).	100.00	100.00
Fund raising events by non-profit orgs – bond	500.00	500.00
Filming on reserve (depending on scale of event)	Up to 500.00 per day	Up to 550.00 per day
Events by profit making or commercial organisations, with the intention of making a profit (all venues): Plus, bond \$500.00	Up to 600.00 depending on scale of event	Up to 600.00 depending on scale of event

## BOTANICA WHANGĀREI

	(\$)	
	Current fee	Proposed fee
Booking fee – per hour (or part thereof) and minimum fee	75.00	75.00

## MAIR PARK

	(\$)	
	Current fee	Proposed fee
Use of power. Key available ex Parks – per day	25.00	26.00

## LAURIE HALL PARK

	(\$)	
	Current fee	Proposed fee
Use of power. Key available ex Parks – per day	25.00	26.00

## SIGN PARKS

	(\$)	
	Current fee	Proposed fee
Community events – single site 1.2m x 1.2m – per 3 weeks	39.00	40.00
Community events – double site 1.2m x 2.4m – per 3 weeks	74.00	76.00

## Pensioner housing

Pensioner Housing rents are set in accordance to Council's Pensioner Housing Policy 0050, as a percentage of the tenant's superannuation entitlement.

Increases are implemented annually with the required notification period as detailed in the Residential Tenancies Act 1986.

Note: GST does not apply to pensioner housing rents.

Council's Pensioner Housing is administered by the Whangarei AMP Society, Whangarei.

# Photocopying and file handling charges

Photocopying and printing		(\$)	
		Current fee	Proposed fee
Black & white	A4	0.10	0.10
	A3	0.20	0.20
Colour	A4	1.00	1.00
	A3	2.00	2.00
Double sided – charge each side as a single page			

## Public places bylaws

### LICENCES ISSUED UNDER ANY WHANGAREI DISTRICT BYLAW

These are annual fees unless otherwise stated	(\$)	
	Current fee	Proposed fee
Any application for a permit, consent, exemption or request under a Whangarei District Bylaw, includes up to one hour of processing time. Additional time will be charged at \$172.00/hr.	168.00/site or application	172.00 site or application
Alfresco dining application fee	232.00	238.00
Alfresco dining monitoring fee	128.00	131.00
Animal powered vehicle license	185.00	190.00

# Resource management administrative charges

All fees and charges are DEPOSITS unless otherwise stated		(\$)
	Current fee	Proposed fee
You will be charged a final processing fee when council has reached a decision on your application. Interim billing may also occur. The processing charge covers tasks such as site visits, report preparation, information searches and input from other council staff. Mileage is also charged.		
Applications under the Resource Management Act as follows:	2,000.00	2,000.00
<ul style="list-style-type: none"> <li>• Non-notified or Limited Notified Resource Consent applications (Land Use and/or Subdivision)</li> <li>• Non-notified or Limited Notified Notices of Requirement for designations and alterations to existing designations under Sections 168, 168A, and 181</li> <li>• Applications for Certificates of Compliance under Section 139</li> <li>• Applications for Existing Use Rights Certificates under Section 139A</li> </ul>		
Applications requiring public notification under the Resource Management Act	10,000.00	10,000.00
Note: Where a determination is made requiring notification of an application where \$2,000.00 advance fees have already been paid, Council will require an additional \$8,000.00 advance fee to be paid before public notification proceeds		
Applications under the Resource Management Act as follows:	1,250.00	1,250.00
<ul style="list-style-type: none"> <li>• Non-notified or Limited Notified Change or Cancellation of Consent Condition/s under Section 127</li> <li>• Extension of time under Section 125</li> <li>• Outline Plan s176A</li> <li>• Review of Consent Condition/s under Section 128</li> <li>• Vary or cancel a consent notice under Section 221(3)</li> </ul>		

All fees and charges are DEPOSITS unless otherwise stated		(\$)
	Current fee	Proposed fee
<ul style="list-style-type: none"> <li>• Certification that Subdivision complies with District Plan under Section 226</li> <li>• Cancellation of covenant against transfer of allotment &amp; Cancellation of Amalgamation of allotments under Sections 240(4) and 241</li> <li>• Grant, Surrender, Transfer, Vary or Cancel Easements under Section 243</li> <li>• Applications under section 100 of the Sale and Supply of Alcohol Act 2012</li> <li>• Applications under sections 327A (Cancellation of Building Line Restriction) and 348 (Creation of right-of-way easement) of the Local Government Act</li> <li>• Applications under sections 94 and 114 (Conservation Covenants) of the Reserves Act</li> <li>• Applications under the First Schedule of the Overseas Investment Regulations 1995</li> </ul>	1,000.00	1,000.00
• Application for Boundary Activity under section 87B	500.00 (set fee)	500.00 (set fee)
• Application for Marginal or Temporary Activity under section 87BB	500.00 (set fee)	500.00 (set fee)
Applications under the Resource Management Act as follows: <ul style="list-style-type: none"> <li>• Approval of Survey Plan under Section 223</li> <li>• Completion Certificate for subdivision under Section 224</li> <li>• Surrender of Consent under Section 138</li> <li>• Monitoring of NES permitted activities</li> </ul>	Actual and reasonable costs	Actual and reasonable costs
Pre-Application meetings with Council staff Applicants can request to meet relevant Council staff to discuss potential resource consent matters prior to preparing and lodging an application, in accordance with Councils Pre-Application meetings process	One pre-application meeting free of charge*. All meetings requested thereafter (including preparation and follow-up) will be charged at actual and reasonable costs	One pre-application meeting free of charge*. All meetings requested thereafter (including preparation and follow-up) will be charged at actual and reasonable costs

All fees and charges are DEPOSITS unless otherwise stated		(\$)
	Current fee	Proposed fee
Rejection of Application with the information Requirements of Schedule 4  Council will charge actual and reasonable costs at the relevant hourly rate in the event that any application lodged is required to be rejected because it does not comply with the information requirements of Schedule 4.	Actual and reasonable costs	Actual and reasonable costs
Hours over the above deposit, plus mileage, and disbursements (which may also involve work by other specialist planning, parks and engineering staff), will be charged at a rate specified in Council's Professional Fee Schedule. Consultants will be on-charged at actual costs.	See pages 16-18	See pages 16-18

\*This includes all meeting preparation, staff attendance, and any follow-up actions undertaken by Council staff as a result of the first meeting. It does not include the cost of any technical assessments required by third parties acting on behalf of Council (i.e. use of consultants).

### ***Hearings required for any resource consent or other permission***

- Cost of third party/hearings commissioners will be charged at actual cost.
- All staff will be charged at the rate specified in Council's Professional Fee Schedule and Consultants will be on-charged at actual cost.
- Miscellaneous charges will be charged at the rate specified in Council's Professional Fee Schedule and Consultants will be charged at actual cost.
- All costs will be itemised.

### ***Notes***

All figures are standard fees inclusive of GST; the final fee in any one application will be determined by the Resource Consents Manager or his/her appointee.

Council reserves the right to interim invoice applications where significant costs have been incurred over a period of one month or more without progress on the application.

# Rubbish disposal

Rubbish service at kerbside	(\$)	
	Current fee	Proposed fee
Official rubbish bag (65-litre) or sticker	2.80	3.00
Small rubbish bag (35-litre)	1.80	1.80
Replacement recycling crate	15.00	15.00
Replacement recycling bin	N/A	N/A

Rubbish services at all WDC transfer stations	(\$)	
	Current fee	Proposed fee
Standard rubbish bag (65 litre) - rubbish	2.80	3.00
Standard rubbish bag (65 litre) - vegetation	1.60	2.00
Small rubbish bag (35 litre) - rubbish	1.80	1.80
Car boot - rubbish	20.00	20.00
Car boot - vegetation	12.00	12.00
Station wagons, people movers – rubbish	45.00 per m <sup>3</sup>	45.00 per m <sup>3</sup>
Station wagons, people movers – vegetation	22.50 per m <sup>3</sup>	22.50 per m <sup>3</sup>
Utes, vans, 4 wheel drives - rubbish	45.00 per m <sup>3</sup>	45.00 per m <sup>3</sup>
Utes, vans, 4 wheel drives – vegetation	22.50 per m <sup>3</sup>	22.50 per m <sup>3</sup>
Trailers - rubbish	45.00 per per m <sup>3</sup>	45.00 per m <sup>3</sup>
Trailers - vegetation	22.50 per m <sup>3</sup>	22.50 per m <sup>3</sup>
Loaded vehicle plus loaded trailer - rubbish	45.00 per per m <sup>3</sup>	45.00 per m <sup>3</sup>
Car tyre	7.50	7.00
Truck tyre	23.00	22.00
4WD and light commercial tyre	18.50	12.00
Tractor tyre	38.00	38.00
Tyres on rim	As above + 2.50	As above + 3.50
Earthmover tyres	Not accepted	Not accepted
Televisions/screens/other e-waste	7.00	20.00
Whiteware/gas bottles (de-gassing)	7.00	7.00



# Sale and Supply of Alcohol Act 2012

## ALCOHOL LICENSED PREMISES

The alcohol fees stated here are set under the Whangarei District Council Alcohol Fees Bylaw 2016. These fees replace the fees payable as stated under Regulation 7 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

The above Regulations however continue to determine and define the various application and annual risk categories for the various premises and does so by allocating a numeral weighting to each category, depending on the perceived risk. In addition, the Regulations also allocate a higher risk rating to premises that operate longer hours; or those that have in the past suffered some enforcement action.

The sum total of each of these then translate into five (5) different risk categories ranging from “very low” to “very high”. A very low risk category premises will pay a substantially lower application or annual compliance monitoring fee than premises in a higher risk category.

For Special licensed events, the Regulations provides for three (3) Classes, dependent upon the number of attendees. With Class 1 being the highest risk and Class 3, the lowest.

For a more detailed explanation and in order for applicants to predetermine their individual application and/or annual risk categories, please see the Sale and Supply of Alcohol (Fees) Regulations 2013.

Application fee (set by bylaw)	(\$)	
Fee set by bylaw	Current fee	Proposed fee
Very low	600.00	600.00
Low	994.00	994.00
Medium	1,456.00	1,456.00
High	1,669.00	1,669.00
Very high	1,969.00	1,969.00

Annual fee (set by bylaw)	(\$)	
	Current fee	Proposed fee
Very low	262.00	262.00
Low	637.00	637.00
Medium	1,031.00	1,031.00
High	1,687.00	1,687.00
Very high	2,344.00	2,344.00

Special license fee (set by bylaw)	(\$)	
	Current fee	Proposed fee
Class 1	937.00	937.00
Class 2	337.00	337.00
Class 3	102.00	102.00

Other fees (set by regulations)	(\$)	
	Current fee	Proposed fee
Temporary Authority*	484.00	484.00
Temporary License*	484.00	484.00
Manager's Certificate*	316.25	316.25

\*This fee is set through the regulations not through the bylaw but is included here for completeness.

# Searches

Note: Photocopy charges may also apply, see photocopying and file handling fees on page 40.

Basic property search	(\$)	
	Current fee	Proposed fee
Residential	140.00 per hour or part thereof	50.00 per search up to 30 mins
Commercial	140.00 per hour or part thereof	50.00 per search up to 30 mins
(Contains site plan, floor plan, drainage plans and CCC information).		

Specific searches	(\$)	
	Current fee	Proposed fee
Historical LIM (as scanned for record purposes)	140.00 per hour or part thereof	50.00 per search up to 30 mins
Historical PIM		
Building File		
Subdivision or Resource Consent		
Engineering reports		
Dangerous goods/health/licensing		
GIS consultancy		
Deposited plans	Free	Free

# Swimming pool/spa pool barrier inspections

	(\$)	
	Current fee	Proposed fee
Certificate of acceptance or building consent for pool barriers recorded on Council's register	629.00	645.00
First inspection of pool barrier	147.00	172.00
Follow up inspections	Direct recovery of actual cost for each inspection with time recovered at 121.00/hr	Direct recovery of actual cost for each inspection with time recovered at 172.00/hr
Administration of empty pools (admin)	121.00	102.00

# Transport

## PARKING

As per Council parking policy (Parking Management Strategy 2011), charges reflect demand and therefore may change throughout the year.

Trade cards – per day		(\$)	
	Current fee	Proposed fee	
Parking meter cards (trades)	16.00	16.00	
Road corridor – licence to occupy		(\$)	
	Current fee	Proposed fee	
Residential/non-commercial applicant	460.00	460.00	
Commercial applicant	1,329.00	1,329.00	
Overweight vehicles		(\$)	
	Current fee	Proposed fee	
Overweight vehicles – standard	135.00	135.00	
Overweight vehicles – HPMV	175.00	175.00	

# Water

## WATER CONNECTIONS/DISCONNECTIONS

	(\$)	
	Current fee	Proposed fee
Service connection to or disconnection to the public utility infrastructure	418.00	428.00

## METER TESTING

	(\$)	
	Current fee	Proposed fee
25mm diameter and under	391.00	401.00
Over 25mm up to 40mm diameter	447.00	458.00
Over 40mm diameter	651.00	667.00

## METER ONLY WATER CONNECTIONS

	(\$)	
	Current fee	Proposed fee
20mm manifold meter only	332.00	340.00
20mm manifold + meter	640.00	656.00
20mm manifold + meter + box	718.00	736.00
20mm In line meter + dual check valve	525.00	538.00
Cast iron meter box (materials only)	199.00	204.00

## BOUNDARY BACK FLOW DEVICES

Charges for backflow preventers are now targeted rates. Refer to the current Annual Plan or Long Term Plan for current costs.

## SPECIAL METER READING

	(\$)	
	Current fee	Proposed fee
For special meter readings requested by customers for each meter reading outside the normal reading cycle	64.00	66.00

## STANDPIPES METERED

	(\$)	
	Current fee	Proposed fee
Meter reading – (monthly)	77.00	79.00
Weekly hire (minimum charge one week)	36.00	37.00

## TANKER FILLING POINT – KIOREROA AND SIME ROAD

	(\$)	
	Current fee	Proposed fee
Per fill	17.00	17.00

## WATER CONSUMPTION RATES

	(\$)	
	Current fee	Proposed fee
Water consumption - per m <sup>3</sup> (standard domestic charge)	2.26	2.32
Water supply charge	34.50	35.00

## Abbreviations and acronyms

B.O.D	Biochemical Oxygen Demand	GIS	Geographic Information Systems
BC	Building Consent	HPMV	High Productivity Motor Vehicles
BRANZ	Building Research Association of New Zealand	IQP	Independent Qualified Person
BWOF	Building Warrant of Fitness	LIM	Land Information Memorandum
CAR	Health Corrective Action Request	LSI	Langelier Saturation Index
C.B.O.D	Carbonaceous Biochemical Oxygen Demand	MBIE	Ministry of Building Innovation and Employment
CCC	Code Compliance Certificate	PIM	Project Information Memorandum
COD	Chemical Oxygen Demand	PAT	Project Assessment Team
DBH	Department of Building and Housing	TLA	Territorial Local Authority



Private Bag 9023, Whangarei 0148, New Zealand

Forum North Building, Rust Avenue, Whangarei

Ruakaka Service Centre, Takutai Place, Ruakaka

P +64 9 430 4200

[mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz) | [www.wdc.govt.nz](http://www.wdc.govt.nz)

[Facebook.com/WhangareiDC](https://www.facebook.com/WhangareiDC)





# STATEMENT OF PROPOSAL PROPOSED FEES AND CHARGES 2021-22

# Contents

<b>1. Purpose</b>	<b>3</b>
<b>2. Background</b>	<b>3</b>
<b>3. Summary of changes</b>	<b>4</b>
Drainage	4
Wastewater	4
Trade waste	6
Health and Bylaws	7
Bylaw enforcement	7
Food Premises	8
Gambling Act and Racing Act	10
Health Act registered premises	11
Public places bylaws	12
Resource management Act	13
Resource Consents and District Plan development	13
Resource management administrative charges	13
Private plan change	16
Professional fees schedule	18
Monitoring and land use consent conditions	20
Abatement notices	21
Rubbish disposal	22
Waste Minimisation Act 2008	22
Water supply	24
Water connections/ disconnections	24
Meter testing	24
Meter only water connections	24
Boundary back flow devices	24
Special meter reading	25
Standpipes metered	25
Tanker filling point – Kioreroa and Sime Road	25
Water consumption rates	25
<b>4 Submission process</b>	<b>25</b>

## For more information

Private Bag 9023, Whangarei  
0148, New Zealand

Forum North Building, Rust  
Avenue, Whangarei

Ruakaka Service Centre, Takutai  
Place, Ruakaka

P +64 9 430 4200

[mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz)

[www.wdc.govt.nz](http://www.wdc.govt.nz)

[Facebook.com/WhangareiDC](https://www.facebook.com/WhangareiDC)

# 1. Purpose

Council's vision is to be an inclusive, resilient and sustainable District. This is supported by our four Community Outcomes:

Efficient and resilient core services

Positive about the future

Caring for the environment

Proud to be local

Our fees and charges play an important role in the delivery of these outcomes. In order to ensure our fees and charges are robust, we review them annually following Auditor Generals Best Practice Guidelines.

This Statement of Proposal is for fees and charges subject to consultation under Section 82 and 83 of Local Government Act, for the 2021-2022 Year.

# 2. Background

Council provides a wide range of services and functions to the community which have a cost associated with them. Council's Revenue and Financing Policy identifies two sources of funding for the provision of these services and functions being user charges (private good), and rates (public good). Fees and charges are set by Council to recover costs in varying proportion dependant on where the benefit of the service or function is seen to lie. Fees and charges are reviewed in accordance with the following criteria developed by the Office of the Auditor General:

- any charges cannot have a 'profit' component
- the charges should reflect the actual and reasonable costs incurred by Council
- those that gain the benefit of Council's services contribute appropriately to those costs
- costs must be itemised for a number of activities
- fees should be reviewed regularly
- there should be no cross-subsidisation between functions.

### 3. Summary of changes

The majority of fees include a proposed inflation increase of 2.5%. This is the inflation rate used across the 10 years of the LTP. The rate of 2.5% has been derived from the Business and Economic Research Ltd (BERL) Local Government Cost Adjustor Forecasts. BERL provided various scenarios and forecasts in their publication. The anticipated impacts and uncertainty of COVID-19 resulted in significant fluctuations in rates across the first few years of the LTP. Local government advice has been to ignore this short-term noise. To achieve this, Council's inflation adjustor of 2.5% has been calculated as an average of the 10 years of the LTP. This is referred to as 'LGCI -average' through this document.

The mileage rate used is the IRD 2020 mileage rate of .82 cents per kilometre (applicable for: Petrol, Diesel, Hybrid and Electric vehicles).

The following summarises the changes to Council's fees and charges in regards the specific council services that are subject to consultation:

#### DRAINAGE

##### Wastewater

Services location	(\$)	
	Current fee	Proposed fee
Where work is done by Council to locate connections and the connection is found to be within 1.5 meters horizontally and 0.5 meters vertically of the 'as-built' position, work done will be charged at cost.	Actual cost of contractor	Actual cost of contractor

Septage treatment	(\$)	
	Current fee	Proposed fee
For disposal and treatment of septage at Council's treatment facility – types 1.02, 1.03 & 1.14	38.00	39.00/m <sup>3</sup>
For disposal and treatment of septage at Council's treatment facility – types 1.04 & 14.01	11.50	11.75/m <sup>3</sup>
Consent monitoring hourly rate	87.00	89.00
Trade Waste uniform annual charge	492.00	492.00
Trade Waste Consent Application Fee (controlled & conditional)	187.00	188.00
Trade Waste Consent Application Fee (permitted)	63.00	65.00

Pan charge	(\$)	
	Current fee	Proposed fee
Pan charge for discharge of wastewater into Council's wastewater system where connection cannot be charged as targeted rate**	492.00	513.00
**An approved connection may be provided but as the building is not on land, no certificate of title exists therefore the charge cannot be levied as a rate under the Local Government Rating Act 2002		

Part year wastewater charge	(\$)	
	Current fee	Proposed fee
Part year wastewater fee for properties connected to the public wastewater system during the year. After connection, properties are charged on 1 July as part of the rates.		
Sewer connection date	(as a % of annual pan fee)	(as a % of annual pan fee)
July	92%	92%
August	83%	83%
September	75%	75%
October	67%	67%
November	58%	58%
December	50%	50%
January	42%	42%
February	33%	33%
March	25%	25%
April	17%	17%
May	8%	8%
June	0%	0%

## Trade waste

Fees and charges for trade waste are authorised under the Trade Waste Bylaw.

The Trade Waste Uniform Annual Charge remains unchanged from the 2020 Rate, while other existing Trade Waste charges have been increased by the LGCI-average inflation rate of 2.5% and rounded as shown below.

Trade waste discharges	(\$)	
	Current fee	Proposed fee
By Volume	1.59/m <sup>3</sup>	1.63/m <sup>3</sup>
By Total Kjeldahl Nitrogen (TKN)	0.80/kg	0.81/kg
By Total Suspended Solids (TSS)	0.62/kg	0.64/kg
By Chemical Oxygen Demand (COD)	0.43/kg	0.44/kg

## HEALTH AND BYLAWS

Health and Bylaws fees cover a wide range of activities and functions. These include fees relating to Environmental Health (registration of food premises, other registered premises and alcohol licensing), consenting under Gambling and Racing Acts), and contracted services (dog and stock control and various bylaw fees). The fees and charges are reviewed annually and increases are made to various fees to achieve and maintain cost recovery requirements established by Council. The Health and Bylaw activities which require public consultation are included below.

Enforcement related work undertaken by the Council consists of functions generally required by statute, some of which permits cost recovery and others not. In general, cost recovery can be applied where licensing regimes are in place but there are other services provided such as health nuisance and bylaw enforcement, excessive noise investigation and monitoring of bathing water for example where recovery cost is not authorised.

Fees have been reviewed against cost recovery requirements and benchmarked against G9 local authorities, including our neighbours Kaipara and Far North District Councils. Fees are generally in line with those charged by these other local authorities.

### ***Bylaw enforcement***

#### **SEIZURE OF PROPERTY UNDER BYLAWS**

		(\$)	
		Current fee	Proposed fee
Seizure and confiscation of signs under the Local Government Act 2002 and bylaws (fixed fee)	Signs under 1m <sup>2</sup>	67.00	69.00
	Signs over 1m <sup>2</sup>	136.00	139.00
Seizure of other property (hourly)	Actual cost recovery at \$90/hr. and mileage of \$0.79/km plus any additional specialist contractor's cost	Actual cost recovery at \$92/hr. and mileage of \$0.82/km plus any additional specialist contractor's cost	
Seizure of skateboards, bikes and similar (fixed fee)		65.00	67.00
Where otherwise not specified any application for a permit, consent or exemption application or request under a Whangarei District Bylaw. Fee is for one hour of processing, with additional time charged at \$172.00 per hour.		168.00/hr	172.00/hr

## Food Premises

Food premises and food related activities are covered by the Food Act 2014.

Hourly rates are increased to reflect a 2.5% increase in costs in accordance with the Local Government Consumer Index average (subject to rounding). The 2020/21 review process has also provided an opportunity to incorporate changes to time allocated for each function, to better reflect actual time spent.

### FEES FOR FUNCTIONS UNDER THE FOOD ACT 2014

Registration – food control plan	(\$)	
	Current fee	Proposed fee
New application for registration of food control plan based upon a template (fee includes up to 2 hours of processing time, supply of thermometer and printed food safety plan).	332.00 fixed fee	-
New application for registration of food control plan based upon a template (fee includes up to 2.75 hours of processing time, supply of thermometer and printed food safety plan).	-	473.00 fixed fee
Fee for additional time in processing the application	168.00/hr	172.00/hr
Additional food control plan document pack	26.00 per pack	27.00 per pack
Thermometer	26.00	30.00
Registration renewal for one hour of processing	168.00/hr	N/A
Registration Renewal fixed fee for two hours of processing	-	344.00

Registration – national programmes	(\$)	
	Current fee	Proposed fee
Application for registration of model issued by MPI of a business subject to a national programme (includes up to 1.5 hours of processing time).	249.00	-
Application for registration of model issued by MPI of a business subject to a national programme (includes up to 2.75 hours of processing time).	-	473.00 fixed fee
Fee for additional time in processing the application	168.00/hr	172.00/hr
Additional national programme document pack	26.00 per pack	27.00 per pack
Thermometer	26.00	30.00
Registration renewal for one hour of processing	168.00/hr	N/A
Registration Renewal fixed fee for two hours of processing	-	344.00



Amendment to registration	(\$)	
	Current fee	Proposed fee
Significant amendment to registered food control plan based on a template or model issued by MPI or an amendment to the registration of a business subject to a national programme (includes up to 1 hour of processing time)	168.00 fixed fee	172.00/hr
Fee for additional time in processing the application	168.00/hr	172.00/hr

Verification of food control plan	(\$)	
	Current fee	Proposed fee
Verification including site visits and compliance checks with food control plans (includes up to 3.5 hours of processing and traveling time).	588.00 fixed fee	602.00 fixed fee
Where a verification results in the issue of a Corrective Action Request (CAR), that requires a return visit, then this follow up visit to check remedial actions and every additional visit is subject to additional compliance and monitoring fees.	-	172.00/hr
Fee for additional time of verification activity	168.00/hr	172.00/hr
Failure to attend scheduled verification	168.00/hr	172.00/hr
Unscheduled verification	168.00/hr	172.00/hr

Verification of national programme	(\$)	
	Current fee	Proposed fee
One hour of verification activity, including site visits and compliance checks with national programme.	168.00 fixed fee	N/A
A fixed fee for up to 2.5 hours of verification activity for National Programmes	-	430.00
Where a verification results in the issue of a Corrective Action Request (CAR) that requires a return visit, then this follow up visit to check remedial actions and every additional visit is subject to additional compliance and monitoring fees.	-	172.00/hr
Fee for additional time of verification activity	168.00/hr	172.00/hr
Failure to attend scheduled verification.	168.00/hr	172.00/hr
Unscheduled verification	168.00/hr	172.00/hr
Hourly fee for additional processing time National Programme Registration – All levels	168.00/hr	172.00/hr

Compliance and monitoring	(\$)	
	Current fee	Proposed fee
Complaint driven investigation resulting in issue of improvement notice by food safety officer.	168.00/hr	172.00/hr
Application for review of issue of improvement notice.	168.00/hr	172.00/hr
Second and subsequent return to business to check on compliance with CAR.	168.00/hr	172.00/hr
Monitoring of food safety and suitability.	168.00/hr	172.00/hr

#### **FEES AND CHARGES UNDER THE FOOD BUSINESSES GRADING BYLAW 2016**

	(\$)	
	Current fee	Proposed fee
Re-grading of premises under the Food Businesses Grading Bylaw 2016	188.00/hr	193.00/hr

#### ***Gambling Act and Racing Act***

This fee recovers significant time required to assess and report on matters required by applications for territorial authority consent under policies which Council must adopt and maintain under the Gambling Act 2003 and Racing Act 2003. This includes assessment of social impact reports and reporting to Council on complex matters relating to gambling harm. A deposit and an hourly rate for additional processing time, to better reflect the likely cost of an application, is currently being charged. The proposed fees are shown below

	(\$)	
	Current fee	Proposed fee
Application for TLA consent under Gambling Act 2003 (s 99) and Racing Act 2003 (s 65B) – Deposit provides for a maximum of 7 hours of processing.	1,484.00	1,521.00
Additional processing time	211.00/hr	216.00/hr

## Health Act registered premises

Funeral directors	(\$)	
	Current fee	Proposed fee
On application (annual fee) and renewal	237.00	243.00
Transfer	63.00	65.00
Hairdressers	(\$)	
	Current fee	Proposed fee
On application (annual fee) and renewal	198.00	203.00
Transfer	63.00	65.00
Camping grounds	(\$)	
	Current fee	Proposed fee
On application (annual fee) and renewal	346.00	355.00
Transfer	63.00	65.00
Offensive trades	(\$)	
	Current fee	Proposed fee
Offensive trades	237.00	243.00
Transfer	63.00	65.00
Miscellaneous	(\$)	
	Current fee	Proposed fee
Consultation work including inspection undertaken by request and other inspections under the Health Act 1956	Hourly rate of 168.00/hr plus mileage 79 cents/km	Hourly rate of 172.00/hr plus mileage 82 cents/km

## Public places bylaws

### LICENCE FEES

These are annual fees unless otherwise stated	(\$)	
	Current fee	Proposed fee
Any application for a permit, consent, exemption or request under a Whangarei District Bylaw, includes up to one hour of processing time. Additional time will be charged at \$172.00/hr.	168.00/site or application	172.00 site or application
Alfresco dining application fee	232.00	238.00
Alfresco dining monitoring fee	128.00	131.00
Animal powered vehicle license	185.00	190.00

## RESOURCE MANAGEMENT ACT

### *Resource Consents and District Plan development*

There are two components to the fees and charges. The first is the fixed initial deposit charge ('lodgement fee') which is required to be paid when lodging an application. The second component is the hourly rate each staff position is charged out at.

For the 2021/2022 year, increases are proposed to some lodgement fees for applications that better reflect the cost of an application. Hourly rates are increased by 2.5% in line with the LCGI average.

### *Resource management administrative charges*

All fees and charges are DEPOSITS unless otherwise stated	(\$)	
	Current fee	Proposed fee
You will be charged a final processing fee when council has reached a decision on your application. Interim billing may also occur. The processing charge covers tasks such as site visits, report preparation, information searches and input from other council staff. Mileage is also charged.		
Applications under the Resource Management Act as follows: <ul style="list-style-type: none"> <li>• Non-notified or Limited Notified Resource Consent applications (Land Use and/or Subdivision)</li> <li>• Non-notified or Limited Notified Notices of Requirement for designations and alterations to existing designations under Sections 168, 168A, and 181</li> <li>• Applications for Certificates of Compliance under Section 139</li> <li>• Applications for Existing Use Rights Certificates under Section 139A</li> </ul>	2,000.00	2,000.00
Applications requiring public notification under the Resource Management Act  Note: Where a determination is made requiring notification of an application where \$2,000.00 advance fees have already been paid, Council will require an additional \$8,000.00 advance fee to be paid before public notification proceeds	10,000.00	10,000.00

All fees and charges are DEPOSITS unless otherwise stated		(\$)
	Current fee	Proposed fee
Applications under the Resource Management Act as follows:	1,250.00	1,250.00
<ul style="list-style-type: none"> <li>• Non-notified or Limited Notified Change or Cancellation of Consent Condition/s under Section 127</li> <li>• Extension of time under Section 125</li> <li>• Outline Plan s176A</li> <li>• Review of Consent Condition/s under Section 128</li> <li>• Vary or cancel a consent notice under Section 221(3)</li> </ul>		
<ul style="list-style-type: none"> <li>• Certification that Subdivision complies with District Plan under Section 226</li> <li>• Cancellation of covenant against transfer of allotment &amp; Cancellation of Amalgamation of allotments under Sections 240(4) and 241</li> <li>• Grant, Surrender, Transfer, Vary or Cancel Easements under Section 243</li> <li>• Applications under section 100 of the Sale and Supply of Alcohol Act 2012</li> <li>• Applications under sections 327A (Cancellation of Building Line Restriction) and 348 (Creation of right-of-way easement) of the Local Government Act</li> <li>• Applications under sections 94 and 114 (Conservation Covenants) of the Reserves Act</li> <li>• Applications under the First Schedule of the Overseas Investment Regulations 1995</li> </ul>	1,000.00	1,000.00
• Application for Boundary Activity under section 87B	500.00 (set fee)	500.00 (set fee)
• Application for Marginal or Temporary Activity under section 87BB	500.00 (set fee)	500.00 (set fee)
Applications under the Resource Management Act as follows:	Actual and reasonable costs	Actual and reasonable costs
<ul style="list-style-type: none"> <li>• Approval of Survey Plan under Section 223</li> <li>• Completion Certificate for subdivision under Section 224</li> <li>• Surrender of Consent under Section 138</li> <li>• Monitoring of NES permitted activities</li> </ul>		

All fees and charges are DEPOSITS unless otherwise stated	(\$)	
	Current fee	Proposed fee
<p>Pre-Application meetings with Council staff</p> <p>Applicants can request to meet relevant Council staff to discuss potential resource consent matters prior to preparing and lodging an application, in accordance with Councils Pre-Application meetings process</p>	<p>One pre-application meeting free of charge*.</p> <p>All meetings requested thereafter (including preparation and follow-up) will be charged at actual and reasonable costs</p>	<p>One pre-application meeting free of charge*.</p> <p>All meetings requested thereafter (including preparation and follow-up) will be charged at actual and reasonable costs</p>
<p>Rejection of Application with the information Requirements of Schedule 4</p> <p>Council will charge actual and reasonable costs at the relevant hourly rate in the event that any application lodged is required to be rejected because it does not comply with the information requirements of Schedule 4.</p>	<p>Actual and reasonable costs</p>	<p>Actual and reasonable costs</p>
<p>Hours over the above deposit, plus mileage, and disbursements (which may also involve work by other specialist planning, parks and engineering staff), will be charged at a rate specified in Council's Professional Fee Schedule. Consultants will be on-charged at actual costs.</p>	<p>See pages 18-20</p>	<p>See pages 18-20</p>

\*This includes all meeting preparation, staff attendance, and any follow-up actions undertaken by Council staff as a result of the first meeting. It does not include the cost of any technical assessments required by third parties acting on behalf of Council (i.e. use of consultants).

### HEARINGS REQUIRED FOR ANY RESOURCE CONSENT OR OTHER PERMISSION

- Cost of third party/hearings commissioners will be charged at actual cost.
- All staff will be charged at the rate specified in Council's Professional Fee Schedule and Consultants will be on-charged at actual cost.
- Miscellaneous charges will be charged at the rate specified in Council's Professional Fee Schedule and Consultants will be charged at actual cost.
- All costs will be itemised.

## Private plan change

All fees and charges are DEPOSITS unless otherwise stated. Processing may require further charges that exceed the initial lodgement deposit.

	(\$)	
	Current fee	Proposed fee
Private Plan Change – on receipt of a request to change the Plan	14,500.00	20,000.00
Private Plan Change – before commencement of notification	14,500.00	20,000.00
Private Plan Change – before commencement of a hearing	14,500.00	20,000.00
Disbursements	At cost charged to Department by provider	At cost charged to Department by provider
Hourly rates charged in six-minute intervals.	See pages 18-20	See pages 18-20
Hours over the above advance fee and mileage, plus disbursements, which may also involve work by other specialist planning, parks and engineering staff will be charged at a rate specified in Council's Professional Fee Schedule.		

## HEARINGS REQUIRED FOR ANY PLAN CHANGE

Any and all costs of third party or independent Commissioners will be recoverable as well as the cost associated with the hearing (i.e. staff time, consultant's costs, venue hire, printing).

When a Councillor is appointed as a Hearings Commissioner the cost set by Regulation will be charged.

All figures are standard fees inclusive of GST, the final fee in any one change to the District Plan will be determined by the District Plan Manager or his/her appointee.

In the case where a consultant(s) is required, Council will charge the actual and reasonable costs incurred by the consultant, plus 5% for supervision and administration.

## NOTES

Private plan changes may be processed by consultants. In this situation, an applicant will be asked to undertake, at the submission stage, to pay the full cost of such processing in addition to the normal cost of Council to process it's part of the application. Fees are charged to defray the cost of:

- Initial receipt of the application
- Cost of allocation of the application and distribution of information
- Site visits



- d) All professional and administrative staff costs at the hourly rate, mileage and disbursements in handling the application
- e) Request for additional information and review or peer review such information
- f) Notification procedure
- g) Summarising submissions and input into database
- h) Notification of submissions for further submissions
- i) Summary of further submissions and input into database
- j) Preparation of staff report to a Hearings Committee and/or Council
- k) Preparation of hearing, notices, hall hire, appointment of commissioners, etc
- l) Attendance and any cost of hearings plus secretarial services
- m) All cost of the hearing including full cost of independent commissioners
- n) Preparation and finalising the Hearings Committee's recommendation to Council
- o) Submission to Council of the hearings report and cost of any subsequent requirements of Council
- p) Updating of database with all the decisions of Council on submissions
- q) Distributing decision replies to all submitters
- r) Council may on-charge cost of an appeal where the decision of Council was in favour of the applicant, but was appealed by a submitter
- s) All costs will still be payable notwithstanding the outcome of the application, i.e., if an application is declined or only partially accepted/adopted/granted the cost still has to be recovered
- t) Cost can be reduced if all information is provided electronically and distributed electronically where applicable.

RMA and Private Plan processes can include inputs from across the whole organisation so all proposed Professional Fees for Council officers are included below:

## Professional fees schedule

Hourly rates charged in 6 minute intervals	(\$)	
	Current fee	Proposed fee
Manager, RMA Consents	211.00/hr	216.00/hr
Manager, Parks and Recreation		
Manager, Infrastructure Development		
Manager, Infrastructure Planning & Capital Works		
Manager, Rooding		
Manager, District Plan		
Manager, Health and Bylaws		
Manager, Building Control		
Manager, Libraries		
Manager, Water Services		
Manager, Waste and Drainage		
RMA Planning Specialist	188.00/hr	193.00/hr
Team Leader RMA Consents		
Senior Specialist Resource Consents		
District Plan Specialist		
Senior Planner (District Plan & Consents)		
Team Leader Development Engineering		
Senior Development Engineering Officer		
Development Engineer		
Engineering Officer, Water		
Senior Water Technician		
Infrastructure Asset Engineer		
Infrastructure Project Engineer		
Infrastructure Senior Engineer		
Distribution Engineer		
Solid Waste Engineer		

Hourly rates charged in 6 minute intervals	(\$)	
	Current fee	Proposed fee
Asset Engineer, Water	188.00/hr	193.00/hr
Waste and Drainage Engineer		
Waste and Drainage Asset Engineer		
Wastewater Projects Engineer		
Senior Building Controls Officer		
Team Leader Building		
Team Leader Infrastructure Planning		
Team Leader Landscape Architects		
Team Leader, Environmental Health		
Cemetery and Botanica Manager		
Senior Asset Engineer		
Planner (District Plan and Consents)	168.00/hr	172.00/hr
Team Leader RMA Approvals and Compliance		
Landscape Architect		
Post-Approval Subdivision Officer		
Development Contributions Coordinator		
Infrastructure Planner		
Development Engineering Officer		
Distribution Technician		
Engineering Officer (Drainage and Water)		
Team Leader RMA Support		
Strategic Asset Coordinator - Parks		
Infrastructure Technical Officer		
Senior Roding Engineer (Traffic and Parking)		
Traffic Projects Engineer	168.00/hr	172.00/hr
Building Control Officer		
Approvals and Compliance Officers (Building Control)		
Compliance Officer (RMA Consents)		
Architect/Urban Designer		
Environmental Health Officer		
Property Assessment Officer		

Hourly rates charged in 6 minute intervals	(\$)	
	Current fee	Proposed fee
Infrastructure Asset Systems Technician	144.00/hr	148.00/hr
Compliance Officer (Regulatory Services)		
Planning Assistant (RMA Consents)/Support Assistant (District Plan/Health and Bylaws/Building Processing)	100.00/hr	102.00/hr
Building Administrator (BCA and TA)	100.00/hr	102.00/hr
Mileage	79 cents/km	82 cents/km
Disbursements	At cost charged to department by provider	At cost charged to department by provider

- Hearings required for any resource consent or other permission will be charged at actual cost.
- Cost of any consultant/hearings commissioner will be charged at actual cost.
- Miscellaneous charges will be charged at actual cost.
- All costs will be itemised.
- All figures are standard fees inclusive of GST; the final fee in any one application will be determined by the Resource Consents Manager or his/her appointee.
- Council reserves the right to interim invoice applications where significant costs have been incurred over a period of one month or more without progress on the application.

### ***Monitoring and land use consent conditions***

	(\$)	
	Current fee	Proposed fee
<b>Deposit</b> invoiced at the time a resource consent decision is issued. Should the cost of monitoring (based on Council staff hourly rates and mileage) exceed the deposit an invoice will be issued for the additional amount.		
Residential deposit	425.00	425.00
Commercial deposit	610.00	610.00
Hours over the above advance fee and mileage, which may also involve work by other specialist planning, parks and engineering staff will be charged at a rate specified in Council's Professional Fee Schedule plus any additional specialist contractor costs.	See pages 18-20	See pages 18-20

## Abatement notices

	(\$)	
	Current fee	Proposed fee
Charge applied to issue an abatement notice	150.00	150.00
Charge to cover seizure, impounding, transporting and storing of property under Section 366, Resource Management Act 1991	233.00	239.00

## RUBBISH DISPOSAL

Rubbish disposal fees are set according to the Waste Minimisation Act 2008 and are set at a rate to recover costs or to encourage behaviour that helps to meet the goals of the Council's Waste Management and Minimisation Plan. Specifically, fees are set according to clause 2.9.1 of the Solid Waste Management Bylaw.

### **Waste Minimisation Act 2008**

Section 46 Funding of plans (waste management and minimisation plan)

*“(1) A territorial authority is not limited to applying strict cost recovery or user pays principles for any particular service, facility, or activity provided by the territorial authority in accordance with its waste management and minimisation plan.*

*(2) Without limiting subsection (1), a territorial authority may charge fees for a particular service or facility provided by the territorial authority that is higher or lower than required to recover the costs of the service or facility, or provide a service or facility free of charge, if—*

*(a) it is satisfied that the charge or lack of charge will provide an incentive or disincentive that will promote the objectives of its waste management and minimisation plan; and*

*(b) the plan provides for charges to be set in this manner.”*

Section 53 Proceeds from activities and services must be used in implementing waste management and minimisation plan.

*“A territorial authority may sell any marketable product resulting from any activity or service of the territorial authority carried out under this Part, but any proceeds of sale must be used in implementing its waste management and minimisation plan.”*

Rubbish service at kerbside	(\$)	
	Current fee	Proposed fee
Official rubbish bag (65-litre) or sticker	2.80	3.00
Small rubbish bag (35-litre)	1.80	1.80
Replacement recycling crate	15.00	15.00
Replacement recycling bin	N/A	N/A

Rubbish services at all WDC transfer stations		(\$)
	Current fee	Proposed fee
Standard rubbish bag (65 litre) - rubbish	2.80	3.00
Standard rubbish bag (65 litre) - vegetation	1.60	2.00
Small rubbish bag (35 litre) - rubbish	1.80	1.80
Car boot - rubbish	20.00	20.00
Car boot - vegetation	12.00	12.00
Station wagons, people movers – rubbish	45.00 per m <sup>3</sup>	45.00 per m <sup>3</sup>
Station wagons, people movers – vegetation	22.50 per m <sup>3</sup>	22.50 per m <sup>3</sup>
Utes, vans, 4 wheel drives - rubbish	45.00 per m <sup>3</sup>	45.00 per m <sup>3</sup>
Utes, vans, 4 wheel drives – vegetation	22.50 per m <sup>3</sup>	22.50 per m <sup>3</sup>
Trailers - rubbish	45.00 per per m <sup>3</sup>	45.00 per m <sup>3</sup>
Trailers - vegetation	22.50 per m <sup>3</sup>	22.50 per m <sup>3</sup>
Loaded vehicle plus loaded trailer - rubbish	45.00 per per m <sup>3</sup>	45.00 per m <sup>3</sup>
Car tyre	7.50	7.00
Truck tyre	23.00	22.00
4WD and light commercial tyre	18.50	12.00
Tractor tyre	38.00	38.00
Tyres on rim	As above + 2.50	As above + 3.50
Earthmover tyres	Not accepted	Not accepted
Televisions/screens/other e-waste	7.00	20.00
Whiteware/gas bottles (de-gassing)	7.00	7.00

## WATER SUPPLY

Fees and charges for water are authorised under the Water Supply Bylaw .

- Fees and charges have been increased by the LGCI-average inflation rate of 2.5 % and rounded appropriately, as provided below.
- The water consumption fee has been increased from \$2.26 per m3 to \$2.32 per m3.

### ***Water connections/disconnections***

	(\$)	
	Current fee	Proposed fee
Service connection to or disconnection to the public utility infrastructure	418.00	428.00

### ***Meter testing***

	(\$)	
	Current fee	Proposed fee
25mm diameter and under	391.00	401.00
Over 25mm up to 40mm diameter	447.00	458.00
Over 40mm diameter	651.00	667.00

### ***Meter only water connections***

	(\$)	
	Current fee	Proposed fee
20mm manifold meter only	332.00	340.00
20mm manifold + meter	640.00	656.00
20mm manifold + meter + box	718.00	736.00
20mm In line meter + dual check valve	525.00	538.00
Cast iron meter box (materials only)	199.00	204.00

### ***Boundary back flow devices***

Charges for backflow preventers are now targeted rates. Refer to the current Annual Plan or Long Term Plan for current costs.



### ***Special meter reading***

	(\$)	
	Current fee	Proposed fee
For special meter readings requested by customers for each meter reading outside the normal reading cycle	64.00	66.00

### ***Standpipes metered***

	(\$)	
	Current fee	Proposed fee
Meter reading – (monthly)	77.00	79.00
Weekly hire (minimum charge one week)	36.00	37.00

### ***Tanker filling point – Kioreroa and Sime Road***

	(\$)	
	Current fee	Proposed fee
Per fill	17.00	17.00

### ***Water consumption rates***

	(\$)	
	Current fee	Proposed fee
Water consumption - per m <sup>3</sup> (standard domestic charge)	2.26	2.32
Water supply charge	34.50	35.00

## 4. Submission process

Consultation on this policy will be publicly notified on Council's website. People interested in the proposal will be able to present their views during a formal submission period 3 March to 1 April 2021. This will be followed by formal hearings where any submitter may choose to speak to their submission.

This statement of proposal includes tables of the proposed Fees and Charges. Details on how to make a submission, can be found at [www.wdc.govt.nz/HaveYourSay](http://www.wdc.govt.nz/HaveYourSay)

Information on the consultation and submission process can also be found on the WDC website.

# Statement of Proposal Proposed Fees and Charges 2021-22 feedback form



## THE CLOSING DATE FOR FEEDBACK IS THURSDAY 1 APRIL 2021

We are interested in your feedback on this.

### POINTS TO REMEMBER WHEN SUBMITTING YOUR FEEDBACK

- Please print clearly. Make sure it can be easily photocopied, read and understood.
- All feedback is considered public under the Local Government Official Information and Meetings Act, so it may be published and made available to elected members and the public.
- Your feedback will not be returned to you once lodged with Council. Please keep a copy for your reference.
- You can also attend a hearing, scheduled for 13-14 April, to speak to your submission.

### HOW TO GET THIS FORM TO US

**Email to:** mailroom@wdc.govt.nz

**Mail to:** Statement of Proposal Proposed Fees and Charges 21-22 feedback, Whangarei District Council, Private Bag 9023, Whangarei 0148

**Deliver to:** Customer Services, Forum North, Rust Ave, Whangārei or Ruakaka Service Centre, Takutai Place, Ruakaka

### YOUR DETAILS

Name

I am making this submission as:      An individual      On behalf of an organisation

Organisation name

Postal address

Best contact number

Email

Do you wish to be heard in support of your submission at a traditional hearing on 13-14 April?      Yes      No

## YOUR FEEDBACK

**Please give us your feedback on the Statement of Proposal Proposed Fees and Charges 2021-22**

[illegible]

## 6.2 Draft policies for Consultation alongside the 2021 – 2031 Long Term Plan

**Meeting:** Council Meeting  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Dominic Kula – General Manager Strategy and Democracy

### 1 Purpose

To approve and adopt the attached for consultation in accordance with the Local Government Act 2002.

### 2 Recommendations

That Council:

1. Adopts the statement of proposal and draft revenue and financing policy which are subject to the special consultative procedure process under the Local Government Act 2002.
2. Adopts the statement of proposal and draft rates remission and postponement policy and early payment of rates policy which are subject to the Special Consultative Procedure process under the Local Government Act 2002.
3. Adopts the statement of proposal and draft development contributions policy which are subject to the special consultative procedure process under the Local Government Act 2002.
4. Resolves to seek public submissions on these draft policies in accordance with the special consultative process.
5. Authorises the Chief Executive to make any necessary drafting typographical or presentation corrections to the attached supporting documents prior to consultation.

### 3 Background

In December Council approved a series of documents for audit New Zealand review. This review is now complete, with any changes signaled prior to Christmas being made alongside those required by Audit.

Under the Local Government Act 2002, Council is now required to adopt a range of strategies, policies and plans, that must be consulted on concurrently to the 2021-2031 Long Term Plan. Once the drafts are adopted at this meeting, each item will be made available to the public throughout the consultation period.

(Note: The Fees and charges 2021-2022 approval was requested in a previous agenda item).

## 4 Discussion

The Local Government Act 2002 requires a series of policies to be adopted in draft for concurrent consultation with the Long-Term Plan 2021-31 Consultation Document. These are:

1. Statement of proposal on revenue and financing policy
2. Draft revenue and financing policy
3. Statement of proposal on: rates remission and postponement policy & early payment of rates policy
4. Draft rates remission and postponement policy
5. Draft early payment of rates policy
6. Statement of proposal on development contributions policy
7. Draft development contributions policy

A summary of these documents is provided below.

### Revenue and Financing Policy

The Revenue and Financing Policy is a requirement of the Local Government Act 2002, and outlines Council's funding sources for operating and capital expenditure. The policy is supported by analysis of the funding of each activity group and recognises that the funding policy is more than just a device for raising revenue but is also one of the instruments that can be used to promote community wellbeing.

#### Revenue and Financing Policy – Statement of Proposal

The Statement of Proposal is to inform the public and seek comments on Council's draft Revenue and Financing Policy. It outlines key changes made to the policy (listed below) and provides an updated Activity Funding Review summary.

This Revenue and Financing Policy is fundamentally the same as the previous Policy supporting the 2018-2028 Long Term Plan, with some minor changes including:

- updated content to improve readability and introduce additional information surrounding Covid-19 and our pandemic response
- potential additional sources of funding for capital expenditure, mainly due to additional central government funding
- changes to the formatting and percentage ranges used in the Activity Funding Review summary to provide a more reader-friendly format with additional flexibility.

### Development Contributions Policy

This policy provides information to meet the legislative requirements of sections 102 and 106 of the LGA (2002). It explains the rationale for using Development Contributions as a funding source, the methodology used to calculate the charges and how the policy is applied. Council is required to review the policy at least every three years using a consultative procedure that gives effect to the Principles of Consultation as outlined in S.82 of the LGA (2002). This is the eighth amendment of the policy.

#### Development Contributions Policy – Statement of Proposal

The Statement of Proposal is to inform the public and seek comments on the Council's Draft Development Contributions Policy. It outlines key changes to the policy and provides the analysis of reasonably practicable options.

## **Rates Remission and Postponement Policy – Statement of Proposal**

This statement of proposal provides information on the proposed changes to rating policy. The objective of rating policy is to ensure the fair and equitable collection of rates from all sectors of the community. These policies are governed by statute:

- **Rates Remission and Postponement Policy**

- Section 102 (3) of the Local Government Act 2002 (LGA) provides that Council adopts rates remission policy and (or) a rates postponement policy.
- Section 102 (2) of the LGA provides that Council adopts rates remission policy postponement policy on Māori freehold land.
- Sections 108 and 109 of the LGA requires that Council reviews rates remission and postponement policy at least once every 6 years using a consultation process that gives effect to section 82 of the LGA.

- **Early Repayment of Rates**

Sections 55 and 56 of the Local Government (Rating) Act 2002 provides that Council adopts policy for the early payment of rates in the current year and for subsequent years.

In discussion with Audit NZ, it has been determined that these documents meet the requirements of section 93G.

## **5 Significance and engagement**

The Council has reviewed and adopted the Significance and Engagement Policy as required under the Local Government Act. No decisions are being made at this time and the policies within this Agenda predominantly relate to the funding policies/mechanisms that are associated with any future decisions. Potential significant decisions associated with the LTP have been outlined in the draft Consultation Document and Supporting Documents to the 2021 – 2031 Long Term Plan. Public consultation will be undertaken from 01 March to 01 April 2021.

## **6 Attachments**

### **Under separate cover**

Attachments to be distributed under separate cover prior to the meeting





## 6.3 Adoption of the Consultation Document and Supporting Documents for the Long Term Plan 2021-31

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Dominic Kula (General Manager, Strategy & Democracy)

### 1 Purpose

To adopt the 2021-2031 Long Term Plan Consultation Document and Supporting Documents for consultation and engagement with the community.

### 2 Recommendations

That the Council;

1. Adopts the proposed Supporting Documents to the Consultation Document for the 2021-2031 Long Term Plan (included as Attachment 1):
  - a. Financial Strategy
  - b. Infrastructure Strategy
  - c. Statements of Service Provision
  - d. Significant Forecasting Assumptions
  - e. Financial Statements
  - f. Whangarei District Growth Model
  - g. Funding Impact Statement
  - h. Capital Expenditure
2. Authorises, through the Chief Executive any necessary drafting, administrative, typographical or presentation corrections prior to printing and distribution.

That the Council;

3. Adopts the Consultation Document for the 2021-2031 Long Term Plan (Attachment 2).
4. Authorises, through the Chief Executive any necessary drafting, administrative, typographical or presentation corrections prior to printing and distribution.
5. Notes the potential for increased carryforwards as a result of an ambitious programme, particularly in Transportation.
6. Notes that staff will continue to monitor risks around the availability of Central Government Transport subsidy and will bring this matter back to Council if necessary

### 3 Background

The Local Government Act 2002 (LGA) requires Councils to produce a Long Term Plan (LTP) every three years. The LTP outlines activities and priorities for the next ten years, providing a long-term focus for decision-making. It also explains how work will be scheduled and funded.

Before the plan is adopted, Councils are required to prepare “source” documents and a Consultation Document for use in gaining community feedback. A draft Long Term Plan, draft Consultation Document and draft supporting information was adopted at the Whangarei District Council meeting on 17 December 2020.

This step was necessary to enable Audit New Zealand / Mana Arotake Aotearoa to review the required documentation before consultation begins on the 1 March 2021.

### 4 Discussion

Over the course of 2020 Council had had a large number of Briefings, Workshops and meetings centred around development of a draft LTP for consultation.

These began with the establishment of the priorities, strategic drivers and vision for the LTP, before shifting into information/activity Briefings and early direction setting. Council then moved on to prioritising areas of new spend from asset management processes alongside those identified by councillors.

This process culminated adoption of the draft Consultation Documents and Supporting Documents for Audit on 17<sup>th</sup> December 2020

#### 4.1 **Finalising the draft documents for consultation**

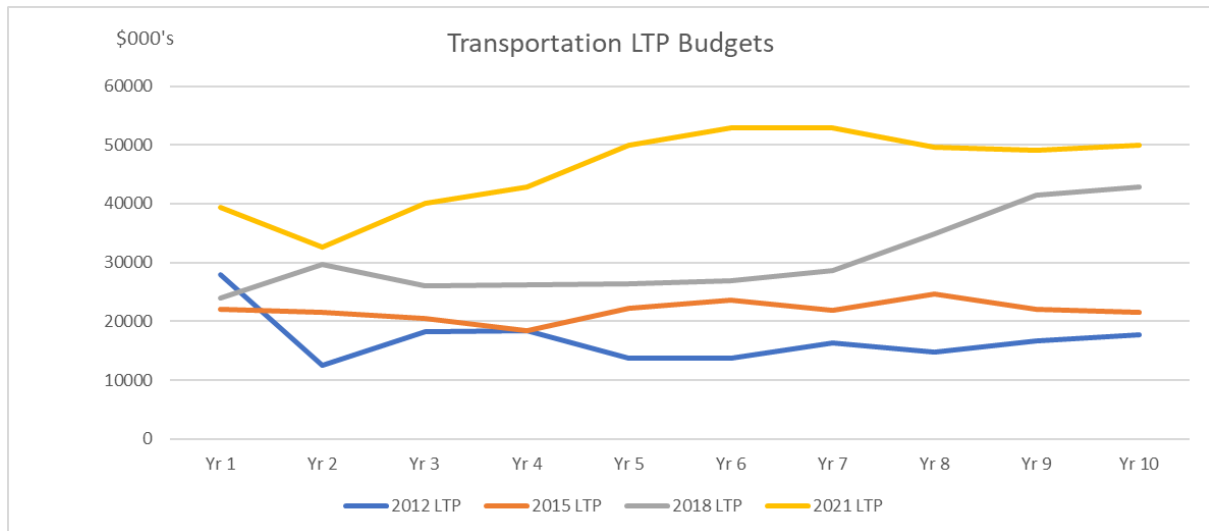
A key challenge for Council in working through this process has been developing a draft plan that meets community expectations, is affordable and can be delivered. Balancing these factors has been front of mind for Council as it has worked the process.

Following the draft adoption on 17<sup>th</sup> December 2020, and the subsequent Audit NZ review, Council staff have worked through the feedback from Audit and made the requested revisions in order to produce this next tranche of documents for adoption.

Key areas of focus through the process, along with a summary of key changes made as a result of Audit feedback, are provided below.

### Transportation:

Funding has materially increased within Transportation for this LTP. This includes increases to cycleways/shared paths, road sealing and bridge/structure renewal programmes (note, figures from previous LTP's have not been inflation adjusted):



This strongly reflects councillors priorities, including feedback that Transportation was the key priority for spend in rural areas within this LTP (acknowledging however that all residents use/benefit from the network).

This increase is also in line with increasing community expectations around Transportation and builds on the increased spend in this Activity under the 2018 LTP. Council was worked through the challenges associated with delivering an ambitious programme and the fact that, particularly in some areas of Transportation, this could result in carryforwards.

As anticipated deliverability of the capital programme was a key area of focus for Audit. While the programme is likely to receive an unqualified Audit opinion, it will be a challenge to deliver in some areas (i.e. road sealing). As such the potential for carryforwards is again noted.

A key risk for this area is the availability of Central Government subsidy. Should Waka Kotahi have insufficient funds to subsidise the proposed programme Council is unlikely to be able to meet its balanced budget benchmark, and would need to look at other funding sources if it wishes to continue with these projects (i.e. debt). This is being closely monitored and will be reported back to Council for direction once available subsidy is known (April for maintenance and September for capital projects).

### Asset Management:

Audit NZ required staff to provide evidence of confidence in our assets. Within the Consultation Document (p.44) and within the Infrastructure Strategy, staff have provided evidence to support our confidence.

### Spaces for Gathering / What would it cost:

Audit NZ stated that we had not been clear to the Community in how we would pay for Council's preferred option. Subsequently, we have revised the Consultation Document.

## Civil Defence Funding

As discussed with Council in February the Civil Defence programme has been adjusted to align with a proposal for Northland Regional Council (NRC) to fund the regional emergency operations centre (which NRC will consult on through their LTP). This facility will provide greater capacity for Northland to respond to any major emergency events, like tsunami or floods.

The plan now provides for increased investment in the renewal and upgrading of Tsunami Sirens, along with an operational grant for increased space within the Northland Regional Council's Emergency Operations Centre. This results in a net saving to Council.

## 4.2 LTP timeline

In March 2021, we will be seeking community feedback on the proposed LTP. Key issues identified for consultation are:

- Climate change.
- Rating options.
- Revitalisation of our city centre.
- Funding for conference facilities.

The key dates for 2021 are identified in the table below:

Activity	Date/time	Topic
Council	25 February	Consider Consultation and Support Documents for adoption
Public Consultation	1 March – 1 April 2021	
WDC Event to promote the LTP Venue William Fraser Memorial Park on Pohe Island	27 March 10am – 1pm	Family Fun Day
Council meeting	9am Tuesday 13 April Reconvening 9am Wednesday 14 April <u>Reserve dates:</u> 1pm Thursday 15 April 9am Friday 16 April 9am Monday 19 April	Submission hearings
Council Briefing	9am Thursday 29 April	Issues and Options
Council	9am Wednesday 12 May	Deliberations
Council Briefing	9am Wednesday 2 June	Review draft LTP and Supporting documents
Council (scheduled meeting)	Thursday 24 June	Adopt LTP and associated supporting documents

### **4.3 Summary of the Draft Consultation Document and Supporting Documents**

A summary of the Consultation Document and Supporting Documents for the 2021 – 2031 Long Term Plan, including key changes made through the Audit process, is provided below.

#### **Long Term Plan Consultation Document**

The Consultation Document is a document that tells our Long Term Plan story and seeks input on key issues from the community. It's an important way for the community to understand what the challenges are that Council and the community face.

#### **Financial Strategy**

The financial strategy sets the financial parameters within which Council will operate and funds its operations and capital programme for the next 10 years. The financial parameters include limits on rates and debt, as well as achieving a balanced budget.

#### **Infrastructure Strategy**

This strategy is over a longer time frame of 30 years. It assumes no reduction in levels of service, and a continued focus on renewals, particularly in stormwater. All assets also have operational maintenance funding, some increasing over time.

There is some allowance for catering for growth in the District, improving amenity, and for responding to climate change.

The strategy provides for options associated with the Riverside/Onerahi Road projects and for upgrades and four laning associated with Council's adopted network strategy.

#### **Statements of Service Provision**

Each of Council's groups of activities has a Profile. Each profile includes:

- Strategic purpose and scope
- Potential negative effects
- Contribution to the four wellbeings
- Contribution to community outcomes
- Levels of service, and associated performance measures
- Funding Impact Statement

These profiles are the basis of the Council Activity chapters in the final LTP document.

#### **Significant Forecasting Assumptions**

The significant forecasting assumptions detail the key assumptions made while developing the 2021-31 Long Term Plan. It includes the level of risk, uncertainty and potential impacts for those assumptions classed as high risk.

#### **Financial Statements**

The draft financial statements are prepared based on the most up-to-date information at a point in time. They are therefore subject to change. Key changes to be made were worked through with Council prior to Christmas. Since that time we have:

- updated Property Reinvestment Reserve, opening debt and operational costs for recent property transactions
- made additions to the Capital Programme (and associated revenue) mainly due to the addition of projects funded through TIF and CIP grants
- added \$2m for pensioner housing as a result of Council's decision in December 2010
- revised operational budgets to reflect known changes to factors such as interest on debt, personnel, insurance and depreciation
- removal of civil defence emergency operations centre
- additional budget for tsunami sirens

- changes to the rating information database
- removal of annual grant expense for Oruku (included in error)

The above changes have resulted in net debt peaking at \$361m in year 10 (the draft provided in December saw debt peak at \$311m). A large portion of the increase relates to recent property purchases and changes to interest costs. Council continues to operate within the parameters and limits set in the financial strategy.

Assumptions made within our financial model are constantly changing as new information comes to hand. Updated financial statements, incorporating changes as a result of deliberations will be produced prior to the final adoption of the LTP in June.

### **Whangarei District Growth Model**

We produce a growth model every three years to support the development of the LTP. The growth model forecasts dwelling numbers and population over a 30 year period. In the absence of an up to date Statistics New Zealand population forecast, we have included data on building consents, subdivisions and land availability to produce a growth model which projects sustained growth over the 10 years of the LTP.

### **Capital Expenditure**

The project list has been grouped into LTP programme level to ensure flexibility. Budgets are shown over each 10 years of the LTP. The 'Sense of Place' programme has been broken down into each respective programme for ease of interpretation in the Consultation Document.

### **Funding Impact Statement**

This statement sets out the information required by clause 15 of Schedule 10 of the Local Government Act 2002 to assist ratepayers in understanding the impact of the LTP. The statement should be read in conjunction with the Revenue and Financing Policy (noted above).

The Funding Impact Statement shows the overall sources of funding, the amount of funds expected from each source and how those funds will be applied.

## **5 Significance and engagement**

The Council has reviewed and adopted the Significance and Engagement Policy as required under the Local Government Act. While no decisions are being made at this time any significant decisions associated with the draft Consultation Document have been outlined in the supporting documentation. Public consultation will be undertaken from 01 March to 01 April 2021.

## **6 Attachments**

### **Under separate cover**

Attachments to be distributed under separate cover prior to the meeting

## 6.4 Oruku Landing Project Control Group

**Meeting:** Whangarei District Council

**Date of meeting:** 25 February 2021

**Reporting officers:** Sandra Boardman (General Manager Community)  
 Simon Weston (General Manager Infrastructure)

### 1 Purpose

To establish a project control group to enable governance oversight of the Oruku Landing Conference and Events Centre project.

### 2 Recommendations

That Council

1. Approve the draft terms of reference for the Oruku Landing Project Control Group.
2. Appoint Councillor Greg Martin and Councillor Vince Cocurullo to the Oruku Landing Project Control Group.
3. Request the Chair of the Northland Regional Council appoint a Member to the Oruku Landing Project Control Group, (should Northland Regional Council proceed with the project through their Long Term Plan).

### 3 Background

At the 17 December meeting of Whangarei District Council, Elected Members resolved that subject to public consultation through the Long Term Plan process, Council should take over the development of the Oruku Landing Conference and Events Centre. The Centre to be built as a Council asset and be operated by a Community Trust, with the establishment of a Project Control Group.

### 4 Discussion

The attached draft terms of reference align with terms of reference for infrastructure projects such as the Carpark to Park Working Group.

The Oruku Landing Conference and Events Centre project includes infrastructure elements such as roading and wastewater connections upgrades, a boardwalk, pedestrian bridge and electric ferry terminal; as well as the conference and events centre. The Project Control Group will be considering issues within the purview of both the Infrastructure Committee and the Community Development Committee. For this reason it is recommended that the Project Control Group reports to Council.

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

## **6 Attachment**

Draft Terms of Reference Oruku Landing Project Control Group



## Oruku Landing Project Control Group - Terms of Reference

### Membership

**Chairperson:** Cr. Greg Martin

**Members:** Cr Vince Cocurullo, NRC Councillor (TBA)  
Project Sponsors (Simon Weston and Sandra Boardman), WDC  
Project Manager (TBA), Manager RMA Consents

### Meetings

Meetings will be held monthly

### Purpose

To oversee the design and construction of the Oruku Landing Conference and Events Centre

### Key Responsibilities

1. To provide assistance, advice and feedback on the project.
2. To report back to Council (all minutes from the Working Group meeting will be reported to Council).
3. Monitor and manage programme and budgets.
4. Establish working relationships with adjacent developments to maximise overall benefits.
5. Manage risks to ensure positive and solution-based outcomes.
6. Liaise with Crown Infrastructure Partners and Northland Regional Council as co-funders of the project.
7. Implement a positive communications strategy to ensure community and stakeholder buy-in.
8. Act and communicate in an open and honest way.
9. Ensure the project progresses through to a successful outcome.

### Delegations

The Working Party will have no delegated authority.



## 6.5 CON18028 Whau Valley Water Treatment Plant Variation to Contract Value

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Andrew Venmore (Manager - Water Services)

### 1 Purpose

Approval is sought to vary the contract amount of CON180028 Construction of the new Whau Valley Water Treatment Plant by \$2,711,294.85 from \$26,977,568.29 to \$29,688,863.14 (exclusive of GST).

### 2 Recommendation

That the Council approves an increase of \$2,711,294.85 for CON18028 for the construction of additional works for the new Whau Valley Water Treatment Plant, taking the contract value from \$26,977,568.29 to \$29,688,863.14 exclusive of GST.

### 3 Background

All tenders received for the construction of the Whau Valley Water Treatment Plant exceeded the available budget. Subsequently Water Services entered negotiations with the preferred tenderer and agreed a reduction in scope to reduce the overall costs.

The construction contract was subsequently awarded to Ventia (formerly Broadspectrum NZ Ltd) in February 2019.

Council has now received additional funding from Central Government as Tranche 1 of the Three Waters Reform of \$3.15m towards the Whau Valley Treatment Plant Project. This provides a great opportunity to bring some of the deleted scope back into the contract to increase the robustness of the treatment process, reduce the risk of contamination, and improve peak flows.

Approval to vary the contract amount by \$2,711,294.85 to \$29,688,863.14 (exclusive of GST) is sought.

### 4 Discussion

Contract CON18028 for the construction of the new Whau Valley Water Treatment Plant was competitively tendered, initially through an Expressions of Interest and subsequently a Request for Proposal with three shortlisted suppliers being Broadspectrum (New Zealand) Limited, Fulton Hogan and Joint Venture McConnell Dowel Constructors Ltd and United Civil Construction Limited.

Broadspectrum (New Zealand) Limited received the highest scores for their non-price attributes and also submitted the lowest tender price of \$28,457,361.29, however this was \$4.69m over the LTP budget of \$23,768,528.00 excl. GST.

Water Services entered negotiations with Broadspectrum Limited as the highest scoring tenderer. The negotiations included the following scope reductions to reduce the overall construction cost:

- Remove fluoride storage and dosing (Not being constructed)
- Powder Activated Carbon (PAC) equipment is not being purchased and installed
- Installation of only two of the four Biological Activated Carbon (BAC) filters
- Garage not being installed
- Replacement of raw water and treated water s-can units with UV transmittance analysers
- Replace specified poly batching unit / dosing unit with simplified unit

On conclusion of the negotiations the price for construction was able to be reduced by \$1,479,793.00. The budget shortfall of \$3,209,040.29 to the reduced contract amount was offset by moving other Water Services LTP projects around (reticulation renewals) and other savings (corporate savings and funding achieved from the sale of surplus Whau Valley land) to meet the project funding requirement without impacting on Council's net debt parameters set out within the 2018-28 Long Term Plan. The additional funding made available was \$3,211,000.00.

On 7<sup>th</sup> February 2019 the tender was awarded to Broadspectrum for the sum of \$26,977,568.29.

The price includes a contingency of \$2,759,704.50 or 10% of the total price. This is considered reasonable for a contract of this size and complexity. To date the contractor has submitted 55 variations, all of which have been reviewed and accepted at a total value of 1,195,521.46, which correlates to 43% of the total available contingency.

The current contract is expected to come in under budget with the estimated cost at completion being \$25,750,000.

#### 4.1 Central Government Three Waters Reform Programme

On 8 July 2020, the Government announced a funding package of \$761 million to provide immediate post-COVID-19 stimulus to local authorities to maintain and improve three waters infrastructure, support reform of local government water services delivery arrangements, and support the operation of Taumata Arowai – the Water Services Regulator.

Water Services successfully applied to the Department of Internal Affairs to obtain funding from the Three Waters Fund (\$3,150,000.00) to reintroduce items previously removed from the construction scope for the Whau Valley Water Treatment Plant and carry out additional works. The following table includes a description of additional work items and associated benefits.

Table 1 – Additional scope of works: -

Additional Scope of Works	Benefit
PAC dosing equipment	PAC dosing reduces the risk of disinfection by product (DBP) levels being above 50% of the maximum allowable value (MAV) of the drinking water standards. Also used to treat toxic algae if this occurs
Three bay garage	Provides covered space on site to store large items and vehicles.
Install 2 additional second stage filters	Increased iron and manganese removal.

<b>Additional Scope of Works</b>	<b>Benefit</b>
	No need to reduce plant capacity should iron and manganese events in the raw water occur.
Dangerous goods store	Dedicated storage area for dangerous goods

## 4.2 Financials

The total cost of the variation is \$2,711,294.85 excl. GST

The Engineers Estimate for the stage 2 works is \$2,543,420.61 excl. GST.

The available funding from the Three Waters Funding is \$3,150,000.00.

The following table summarises contract cost: -

Table 2 - Summary of project costs and funding

<b>Description</b>	<b>Amount (excl. GST)</b>
Original contract value (excl. contingency)	\$24,217,863.79
Contingency	\$2,759,704.50
<b>Total original contract value</b>	<b>\$26,977,568.29</b>
Total amount of variations	\$2,711,294.85
Total revised contract value	\$29,688,863.14
<b>Contract Variance</b>	<b>\$2,711,294.85</b>

The full cost of the additional work is funded by the Three Waters funding.

## 4.3 Programme

The overall programme for the Whau Valley Treatment Plant shows commissioning commencing at the end of February this year and will take approximately 2 months. The supply and installation of the additional works will take six months, and if awarded in February 2021, it will be completed in August 2021. This will not impact on commissioning.

## 4.4 Conclusion

The construction of a new Water Treatment Plant at Whau Valley is an important project for the City. The additional funding received from Central Government over \$3.15m will increase the robustness of the treatment process, reduce the risk of contamination, and improve peak flows.

Ventia are the incumbent contractor and have all the agreements in place with suppliers and subcontractors to complete the works quickly and at lowest cost. It is not practical to get another contractor to undertake the work at this late stage in the contract. Ventia's price for the stage two works is considered fair and reasonable.

# 5 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.



## 6.6 Temporary Road Closure – ANZAC Dawn Parade 2021

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Petra Gray (Community Events Coordinator)

### 1 Purpose

To seek approval of the proposal to temporarily close roads, to allow the ANZAC Dawn Parade 2021 to be held on Sunday 25 April 2021.

### 2 Recommendations

That Whangarei District Council,

1. Approves the proposal to temporarily close the following roads to ordinary traffic for the ANZAC Dawn Parade 2021 on the following date in accordance with the Transport (Vehicular Traffic Road Closure) Regulations 1965.

#### **Sunday 25 April 2021**

**Hannah Street**, from Reyburn Street to Walton Street

**Walton Street**, from Cameron Street intersection to the Pak n Save Carpark

**Robert Street**, from Walton Street to Laurie Hall Carpark

**Laurie Hall Carpark**

**Service Lanes** adjacent to the closed roads

**Period of Closure:** 4:00am – 8:00am

2. Approves the proposal to temporarily close the side roads off the roads to be closed for up to 100 meters from the intersection for safety purposes.
3. Delegates to the Chair of the Infrastructure Committee and General Manager Infrastructure the power to give public notice of these proposed temporary closures, to consider any objections and to either approve, cancel or amend any or all of the temporary road closures if applicable.

### 3 Background

Whangarei Returned and Services Association Inc. (RSA) are holding their annual ANZAC Dawn Parade and Service with an anticipated audience of approximately 6,000. The parade is scheduled to assemble at the RSA on Hannah Street, before marching to Laurie Hall Park for the Dawn Service. At the completion of the service the parade will return to the RSA.

## **4 Discussion**

Council Staff are working closely with the RSA and contractors to ensure a safe and well managed event.

Traffic management plans will be provided to Council prior to the event and implementation of the closures will managed by an approved contractor.

### **4.1 Risks**

Risks are managed through good event planning and communication. The temporary road closures will enable event organisers to manage the risks around roadways and pedestrian areas.

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via [Agenda publication on the website, Council News, Facebook and marketing by the event organisers.

## **6 Attachment**

1. ANZAC 2021 – Road Closure Request and Map





Petra Gray  
Community Events Co-ordinator  
Whangarei District Council  
Private Bag 9023  
Whangarei

26 January 2021

Dear Petra,

**ANZAC Dawn Parade**

On behalf of the Whangarei Returned and Services Association (Inc) I am writing to request a road closure for this year's ANZAC Dawn parade and March through the streets of Whangarei on the morning of Sunday 25<sup>th</sup> April 2021.

The parade schedules to assemble in Hannah Street from 5.15am on the morning of Sunday 25<sup>th</sup> April 2021. The March off will start at 5.50am and will proceed along Hannah Street, turning right and proceeding down Walton Street, turning left onto Robert Street and straight into Laurie Hall Park and around to the Cenotaph and War Memorial. A Police car will be positioned at the front and rear of Parade Marchers. The same route will be taken in reverse for the return and march back to Hannah Street and the Whangarei Returned and Services Association at 6.45 approx.

I would request that the Road Closures be in place 5.00am at the following positions:

- Hannah Street/Carruth Street & Hannah Street/Reyburn Street intersections.
- Walton Street from the Pak n Save Carpark to the Walton Street/Cameron Street intersection.
- Walton Street/Robert Street intersection (Corner of old ASB Bank & Old Army Hall).
- Robert Street/John Street & Robert Street/James Street intersections.
- Rathbone Street/Robert Street intersection on both sides of the road.
- All of Laurie Hall Lane and Laurie Hall Park area from the Rathbone Street intersection.

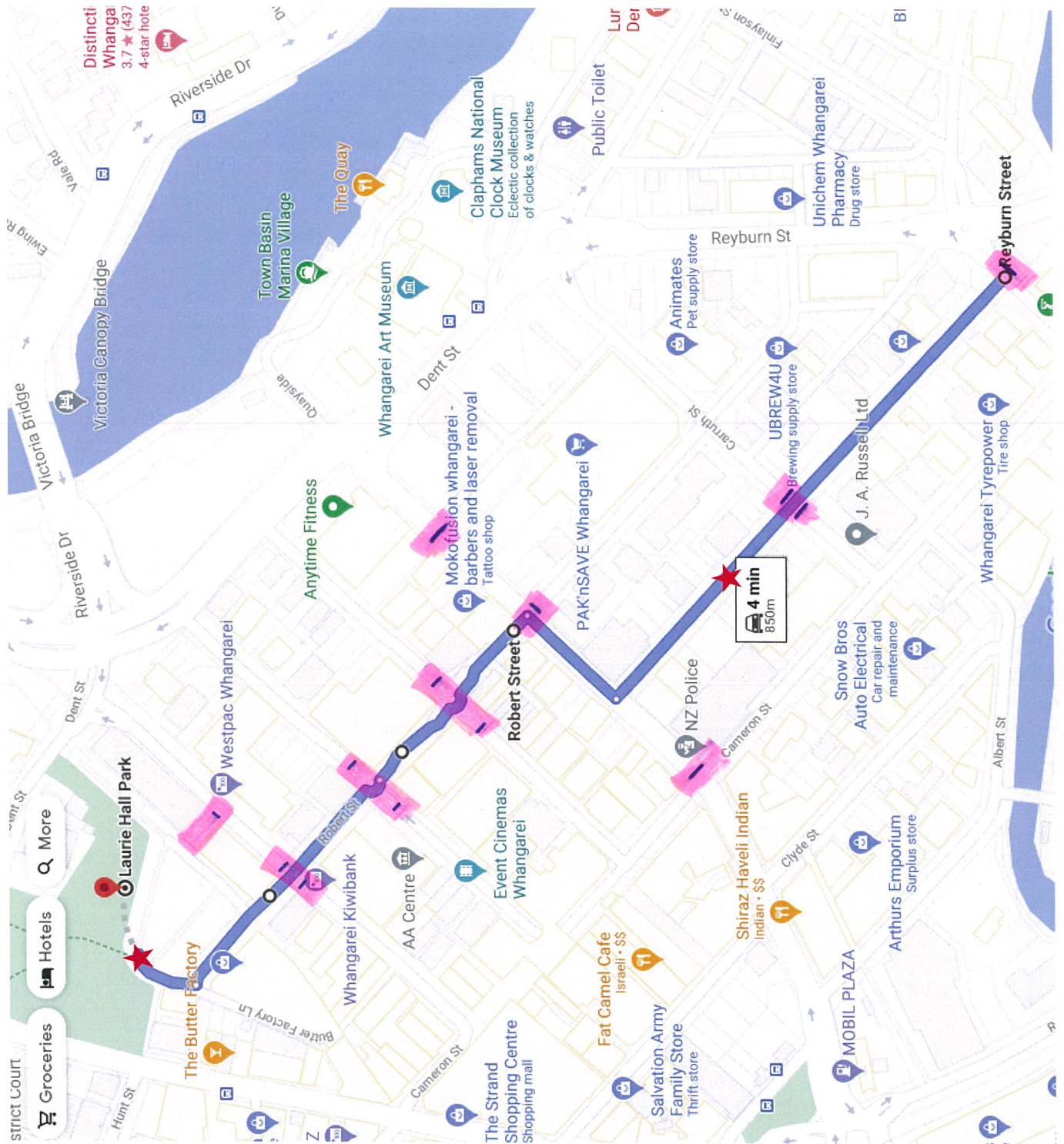
I have attached a plan of the streets etc to be closed for the morning and the times as listed above.

If you have any questions or concerns, please contact me on 02102771444 or by email [holly.taylor05@gmail.com](mailto:holly.taylor05@gmail.com)

Yours Sincerely,

Holly Taylor  
Executive Committee Member  
Whangarei Returned & Services Association

Red stars represent  
start & finish points  
of the March.



## 6.7 Temporary Road Closure – International Rally of Whangarei 2021

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Petra Gray (Community Events Coordinator)

### 1 Purpose

To seek approval of the proposal to temporarily close roads, to allow Rally New Zealand to hold the International Rally of Whangarei 2021.

### 2 Recommendations

That Whangarei District Council,

1. Approves the proposal to temporarily close the following roads to ordinary traffic for the International Rally of Whangarei 2021 on the following dates in accordance with the Transport (Vehicular Traffic Road Closure) Regulations 1965.

#### **Wednesday 12 May 2021**

##### **Testing**

**Hosking Road**, from Paparoa Oakleigh Road to Walker Road.

Period of Closure: 8:00am – 5:00pm

#### **Friday 14 May 2021**

##### **Ceremonial Start**

**Dave Culham Drive**, from Port Road to Riverside Drive.

Period of Closure: 4:00pm – 11:00pm

#### **Saturday 15 May 2021**

##### **Special Stages 3 and 7 HELENA**

**Webb Road**, from the end of the tarmac (Helena Bay) to Kaiikanui Road

**Kaiikanui Road**, from Webb Road to Pigs Head Road

**Pigs Head Road**, from Kaiikanui Road for approx. 500 meters

Period of Closure: 6:45am – 10:45am & 12:00pm – 4:00pm

##### **Special Stages 5 and 9 CROWS NEST**

**Crows Nest Road**, from SH1 to Paiaka Road  
**Paiaka Road**, to the District Boundary

Period of Closure: 9:00am – 1:00pm & 2:15pm – 6:00pm

**Special Stages 6 and 10 MARLOW**

**Otakairangi Road**, from Swamp Road to Riponui Road  
**Riponui Road**, from Otakairangi Road to Marlow Road  
**Marlow Road**, from Riponui Road to the District Boundary

Period of Closure: 9:30am – 1:30pm & 2:45pm – 6:15pm

**Sunday 16 May 2021**

**Special Stages 11 and 15 TANGIHUA**

**Otuhi Road**, from Weke Road to Codlin Road  
**Codlin Road**, from Otuhi Road to Tangihua Road  
**Tangihua Road**, from Codlin Road to Bint Road  
**Bint Road**, from Tangihua Road to Porter Road

Period of Closure: 6:30am – 2:30pm

**Special Stages 12 and 16 WAIOTIRA**

**Waiotira**, to Awarua Road  
**Hartnell Road**, from Awarua Road to Taipuna Road  
**Taipuna Road**, from Hartnell Road to Neville Road  
**Neville Road**, from Taipuna Road to Hosking Road  
**Hosking Road**, from Neville Road to Walker Road  
**Walker Road**, from Hosking Road to Waikiekie North Road  
**Waikiekie Road**, from Walker Road to Paparoa Road

Period of Closure: 7:00am – 3:15pm

**Special Stages 13 and 17 MILLBROOK**

**Millbrook Road**, from the District Boundary to Walters Road

Period of Closure: 7:45am – 3:45pm

**Special Stages 14 and 18 WAIPU CAVES**

**Waipu Caves Road**, from Shoemakers Road to Mangapai Caves Road  
**Mangapai Caves Road**, from Waipu Caves Road to Graham Road  
**Graham Road**, from Mangapai Caves Road to Ruarangi Road  
**Ruarangi Road**, from Graham Road to Mangapai Road

Period of Closure: 8:00am – 4:15pm

2. Approves the proposal to temporarily close the side roads off the roads to be closed for up to 100 meters from the intersection for safety purposes.

3. Delegates to the Chairperson of the Infrastructure Committee and General Manager Infrastructure the power to give public notice of these proposed temporary closures, to consider any objections and to either approve, cancel or amend any or all of the temporary road closures if applicable.

### 3 Background

The 2021 International Rally will be held on 14 to 16 May 2021. This will be the fourteenth year the district has hosted an International Rally event (the 2020 event was postponed due to Covid-19).

The event has been awarded FIA- Asia Pacific Rally Championship status and is also a round of the New Zealand Rally Championship.

The Rally is organized by Rally New Zealand which is a not for profit organization representing Motor Sport New Zealand and Members Clubs.

The event provides the Northland region with the opportunity for exposure through international media, including televised, social and print.

### 4 Discussion

Rally New Zealand (RNZ) is experienced in running events to the standards required by the FIA.

RNZ have established a good working relationship with Council staff and work closely with Council to host a well-managed and safe event holding a debrief each year to see where improvements can be made for the following year.

RNZ work with several local clubs and groups, providing opportunities for these groups to fundraise throughout the event for example marshalling, spectator management and food stands at the main spectator points.

#### 4.1 Risks

Safety is paramount when running Motorsport events for both competitors and spectators. Detailed safety plans for each event are developed in accordance with the FIA Safety Standards, ensuring the appropriate level of safety is met as the stages go through living environments which change continually.

Safety includes the setup of Special Stages which are advertised and managed to ensure spectator safety viewing.

Traffic Management plans adhere to current legislation and are submitted to Council for approval prior to the event.

Comprehensive public liability insurance is held under a Motorsport New Zealand permit as per standard operation procedures for such an event.

The operations for the event are under the ultimate control of the Clerk of the Course, assisted by the Chief Safety Officer

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website, Council News, Facebook and marketing by the event organisers.

## **6 Attachments**

1. Temporary Road Closure Application
2. Certificate of Insurance – Rally NZ
3. Whangarei Stage Maps 2021
4. Road Close Schedule
5. Itinerary V1.0



## International Rally of Whangarei

14 – 16 May 2021

7 December 2020

Attn: Gemma Aspden  
Whangarei District Council  
Private Bag 9023  
Whangarei 0148

Dear Gemma

### Re: Application for Temporary Road Closures

The 2021 International Rally of Whangarei will be held from 14 to 16 May 2021. It has been awarded FIA-Asia Pacific Rally Championship status and is also a round of the New Zealand Rally Championship.

The Rally is organised by Rally New Zealand which is a not for profit organisation representing MotorSport New Zealand and Member Clubs.

### The Rally has the following official status:

- FIA Asia-Pacific Rally Championship for Drivers and Co-Drivers
- FIA Junior APRC Championship for Drivers
- FIA APRC Pacific Cup Championship for Drivers and Co-Drivers
- FIA APRC 2 Championship for Drivers and Co-Drivers
- New Zealand Rally Championship

### FIA Asia-Pacific Rally Championship:

This is the 33<sup>rd</sup> Anniversary for the FIA Asia Pacific Rally Championship and New Zealand has hosted a round every year (except for Covid in 2020) since its inception. The 2021 Championship will be held in five countries and three continents:

- |                           |                       |
|---------------------------|-----------------------|
| • Japan Rally of Tsumagoi | 4 - 7 February (Asia) |
| • South India Rally       | 12 - 14 March (Asia)  |

- New Zealand Rally of Otago 16 – 18 April (Pacific)
- New Zealand International Rally of Whangarei 14 -16 May (Pacific)
- Japan Rally Hokkaido 11 – 13 September (Asia)
- Adelaide Hills Rally 15 – 17 October (Pacific)
- China Rally Longyou 22 – 24 October (Asia)
- Australia Coffs Harbour Rally 20 - 21 November (Pacific)

(Dates subject to WMSC approval)

#### **Examples of Community Groups which are involved include:**

- Rotary Clubs
- Lions Clubs
- School Committees
- Scout Groups

These Community Groups benefit from funds generated from outside of the district and in addition local businesses enjoy increased patronage from the rally.

The Organisers work closely with these local community groups to ensure community involvement and to provide opportunities for fund raising from visiting spectators.

As a round of the prestigious FIA Asia-Pacific Rally Championship the International Rally of Whangarei in 2019 had 38 accredited media attend the event and received extensive media coverage both in New Zealand and overseas.

#### **Rally New Zealand undertake to:**

1. Contact all owners and occupiers of property adjacent to the road explaining details of the closure and deliver the first letter setting out the details of the road closure and a second letter in the ten days before the closure confirming the closure times and emergency procedures.
2. Erect signs at the intersections of the road during the month before the rally setting out the times of the road closure and the reconnaissance convoy date and times.
3. Supply Traffic Management Plans.
4. Publish our “Safety Plan” which is prepared in accordance with the FIA Safety Standards. A copy of the Safety Plan will be forwarded to Council closer to the event.
5. The Rally is being held under a MotorSport New Zealand Permit which includes Public Liability of \$10 million. A copy of the Insurance Certificate is available.





6. Provide full emergency services including St John Ambulance Paramedics, New Zealand Fire Service Safety and Rescue Teams and AREC radio communications. All owners and occupiers of affected properties will be advised how to contact these services in an emergency.
7. Authorise the New Zealand Police to open the closed road. Should any emergency arise access will be allowed for emergency vehicles.
8. Fully repair any damage to fences and private property.
9. Pay the costs of advertising the proposed closure.

#### **Reconnaissance Thursday & Friday 13 -14 May 2021:**

1. Reconnaissance Convoy  
A two pass competitor reconnaissance convoy, supervised by rally officials, will travel over the roads to familiarise the drivers with the conditions. Residents will be advised of the times by letter and by signs erected at intersections.
2. Rally New Zealand Supervision  
The convoy will have a lead and sweeper cars plus roving officials supervising road behaviour.
3. Police Supervision  
Police will be in attendance.
4. Reconnaissance Cars  
Cars used for reconnaissance will have identifying numbers on both rear side windows plus the windscreen, and headlights will be switched on.

#### **Police Liaison:**

The Whangarei Police are provided with full details of the event including maps and time schedules for the reconnaissance and the event.

#### **Spectator Safety:**

The importance of setting up special stages to ensure the safety of spectator viewing is a strategic part of our event management. We continue to review our safety standards for the setting up of public areas. This includes:

- Identification of quality viewing areas
- Identification of danger points within the viewing area
- Erecting safety mesh fences plus taping to identify the areas where public can safely be located.
- To ensure at all times that personal safety is paramount.



- Training spectator safety marshals so that they can in a firm and polite manner advise the safety message to the public.

Rally New Zealand works with local community groups to make a spectator charge at controlled "quality viewing areas". This is an excellent opportunity for local community groups to source funds from outside their area. This includes many opportunities to raise funds for paddock parking, food stalls and so on.

#### **Road Maintenance:**

Competitors are used to experiencing a wide variety of road surfaces so no preparation is necessary. Rally New Zealand request Council to review their road grading timetable to ensure that grading is scheduled for immediately after the rally, not before. This will help to minimise resident concerns and costs.

#### **Council and Resident Recognition:**

Rally New Zealand wishes to sincerely thank both Council and Residents for their continuing support of rallying. This support allows your district and our country to gain valuable recognition, stimulate economic activity and provide residents with entertainment and leisure opportunities from this international event.

Please contact me if you require any further information or representation to Council.

Yours sincerely

*Willard Martin*

Willard Martin

Chairman and Sporting Director - International Rally of Whangarei

Ph. +64 9 5766 437

Mob. +64 29 5766 437

Email: [4kiwimartins@gmail.com](mailto:4kiwimartins@gmail.com)

[www.rallywhangarei.co.nz](http://www.rallywhangarei.co.nz)



Enclosures:

Maps

Road Close Schedule



APPLICATION BY : **RALLY NEW ZEALAND**  
 TO : **WHANGAREI DISTRICT COUNCIL**  
 FOR : **TEMPORARY ROAD CLOSURE**

To ensure safety, Rally New Zealand will be restricting spectator access for a distance of 100 metres from the specified road and all adjoining side roads.

The road closure times in this application are based on the maximum time allowance for competitors running at the end of the field. In the normal course we would anticipate that we would be able to open the road approximately 60 minutes earlier.

Rally New Zealand recommends that Council review their grading timetable so that the planned road grading around the date of the rally is made immediately following the Rally. This will help to minimise both costs and resident concerns.

### **RALLY TEMPORARY ROAD CLOSURES**

#### **TESTING WEDNESDAY 12 MAY 2021**

**HOSKING ROAD** - from Paparoa Oakleigh Road to Walker Road.  
 Testing will be organised by Peter Nelson and the Northland Car Club Inc.

Period of Closure	From 08:00 to 17:00hrs
-------------------	------------------------

#### **CEREMONIAL START – FRIDAY 14 MAY 2021**

Rally wishes to again use the Te Matau a Pohe Bridge for the Pre Start Park and Ceremonial Start on Friday 14 May 2021.

The cars will be on public display in the Pre Start Park before the Ceremonial Start.  
 This will be followed with the Pohe Island Super Special Stage.

### **TEMPORARY ROAD CLOSURE**

Dave Culham Drive from Port Road to Riverside Drive.

Period of Closure	From 16:00 to 23:00hrs
16:00	Bridge Closes and Set up Ceremonial Start Ramp
17:00	Pre Start Park
18:30	Opening Ceremony
18:45	1 <sup>st</sup> Car Starts
19:30	Pohe Island Super Special Stage Starts
23:00	Bridge Reopens



**SATURDAY 15 MAY 2021**

## SS 3 &amp; 7      HELENA – as per map

**Webb Road** from the end of the tarmac (Helena Bay) to Kallkanui Road

***Kallkanui Road*** from Webb Road to Pigs Head Road

***Pigs Head Road*** from Kallkanui Road for approx.. 500 metres

Period of Closure: 06:45 – 10:45hrs

12:00 – 16:00hrs

Estimated Number of Cars: 60

**SS5 & 9      CROWS NEST - as per map**

***Crows Nest Road*** from SH 1 to Paiaka Road

### *Paiaka Road* to the District Boundary

Period of Closure	09:00 – 13:00hrs
-------------------	------------------

14:15 – 18:00hrs

Estimated Number of Cars: 60

**SS 6 & 10      MARLOW – as per map**

***Otakairangi Road*** from Swamp Road to Riponui Road

***Riponui Road*** from Otakairangi Road to Marlow Road

**Marlow Road** from Riponui Road to the District Boundary

Period of Closure 09:30 – 13:30hrs

14:45 – 18:15hrs

Estimated Number of Cars: 60



**SUNDAY 16 MAY 2021****SS 11 & 15 TANGIHUA – as per map***Othui Road* from Weke Road to Codlin Road*Codlin Road* from Othui Road to Tangihua Road*Tangihua Road* from Codlin Road to Bint Road*Bint Road* from Tangihua Road to Porter Road

Period of Closure: 06:30 – 14:30hrs

Estimated Number of Cars: 60

**SS 12 & 16 WAIOTIRA – as per map***Waiotira* to Awarua Road*Hartnell Road* from Awarua Road to Taipuna Road*Taipuna Road* from Hartnell Road to Neville Road*Neville Road* from Taipuna Road to Hosking Road*Hosking Road* from Neville Road to Walker Road*Walker Road* from Hosking Road to Waikiekie North Road*Waikiekie North Road* from Walker Road to Paparoa Road

Period of Closure: 07:00 – 15:15hrs

Estimated Number of Cars: 60

**SS 13 & 17 MILLBROOK – as per map***Millbrook Road* from the District Boundary to Walters Road

Period of Closure: 07:45 – 15:45hrs

Estimated Number of Cars: 60



***Waipu Caves Road*** from Shoemakers Road to Mangapai Caves Road

***Waipu Caves Road*** from Shoemakers Road to Mangapai Caves Road

***Mangapai Caves Road*** from Waipu Caves Road to Graham Road

***Graham Road*** from Mangapai Caves Road to Ruarangi Road

***Ruarangi Road*** from Graham Road to Mangapai Road:

Period of Closure: 08:00 – 16:15hrs

Estimated Number of Cars: 60



Insurance Certificate		
Public & Products Liability	Client ID 43826	Agent No 8000014

We, the Insurers, Vero Liability Insurance Limited confirm that Public & Products Liability insurance has been effected on the following basis:

<b>POLICY NUMBER</b>	HO-LPL-6169522	
<b>THE INSURED</b>	Motorsport New Zealand Inc and Member Clubs in respect of Permitted Events Only	
<b>BUSINESS DESCRIPTION</b>	Administration, Governance and Regulation of Motor Sport in New Zealand	
<b>POLICY PERIOD</b>	From 4.00pm	1 February 2021
	To 4.00pm	1 February 2022
<b>LIMIT OF INDEMNITY</b>	\$ 10,000,000	any one Occurrence and for any one Period of Insurance in respect of Products Hazard
<b>EXCESS</b>	\$ 3,500	per Occurrence
<b>POLICY WORDING</b>	VL POL PL-082017	

This certificate is issued as a matter of information only and is subject to the terms and conditions of the issued policy.

Signed for and on behalf of Vero Liability Insurance Limited



Authorised Officer  
JCS

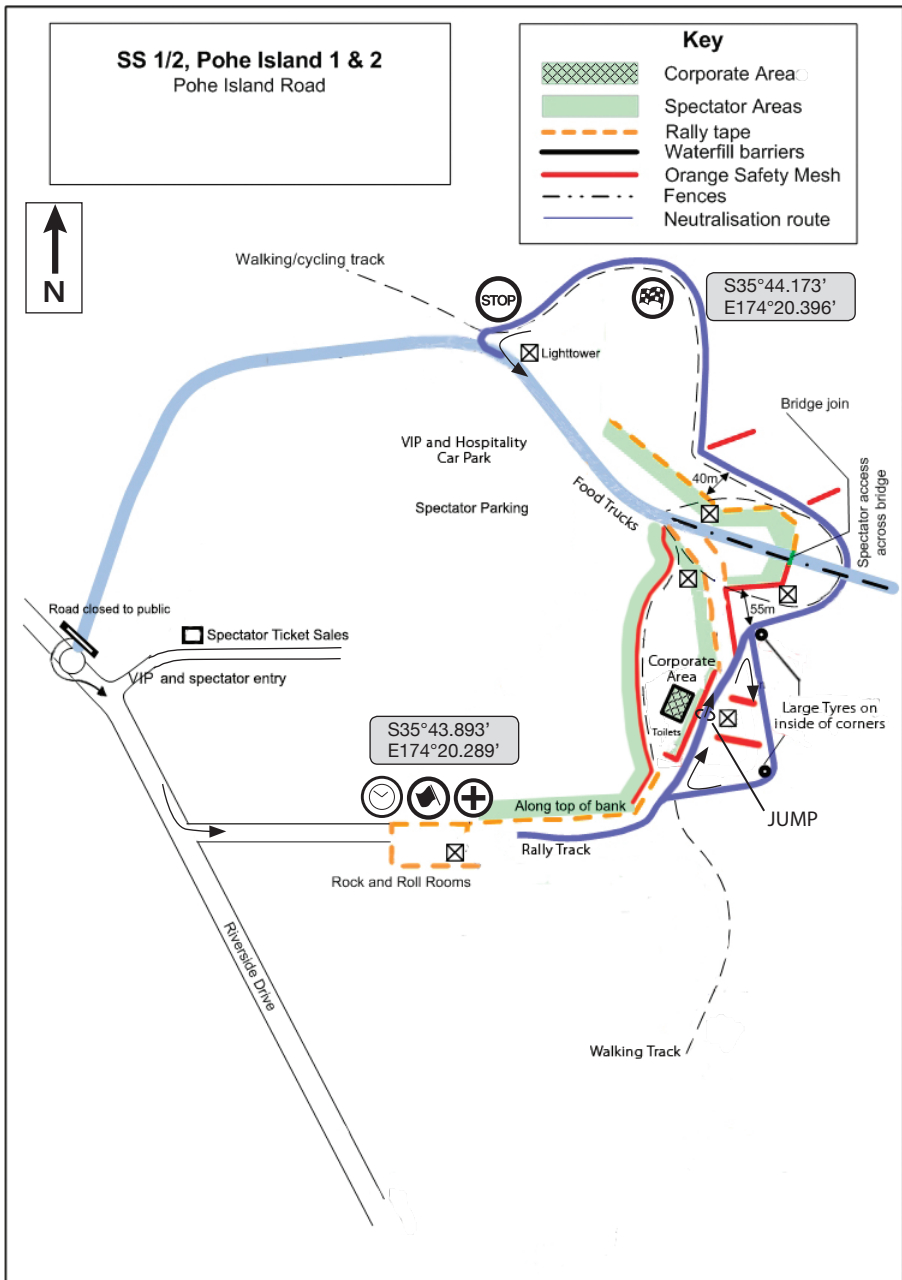


29 January 2021

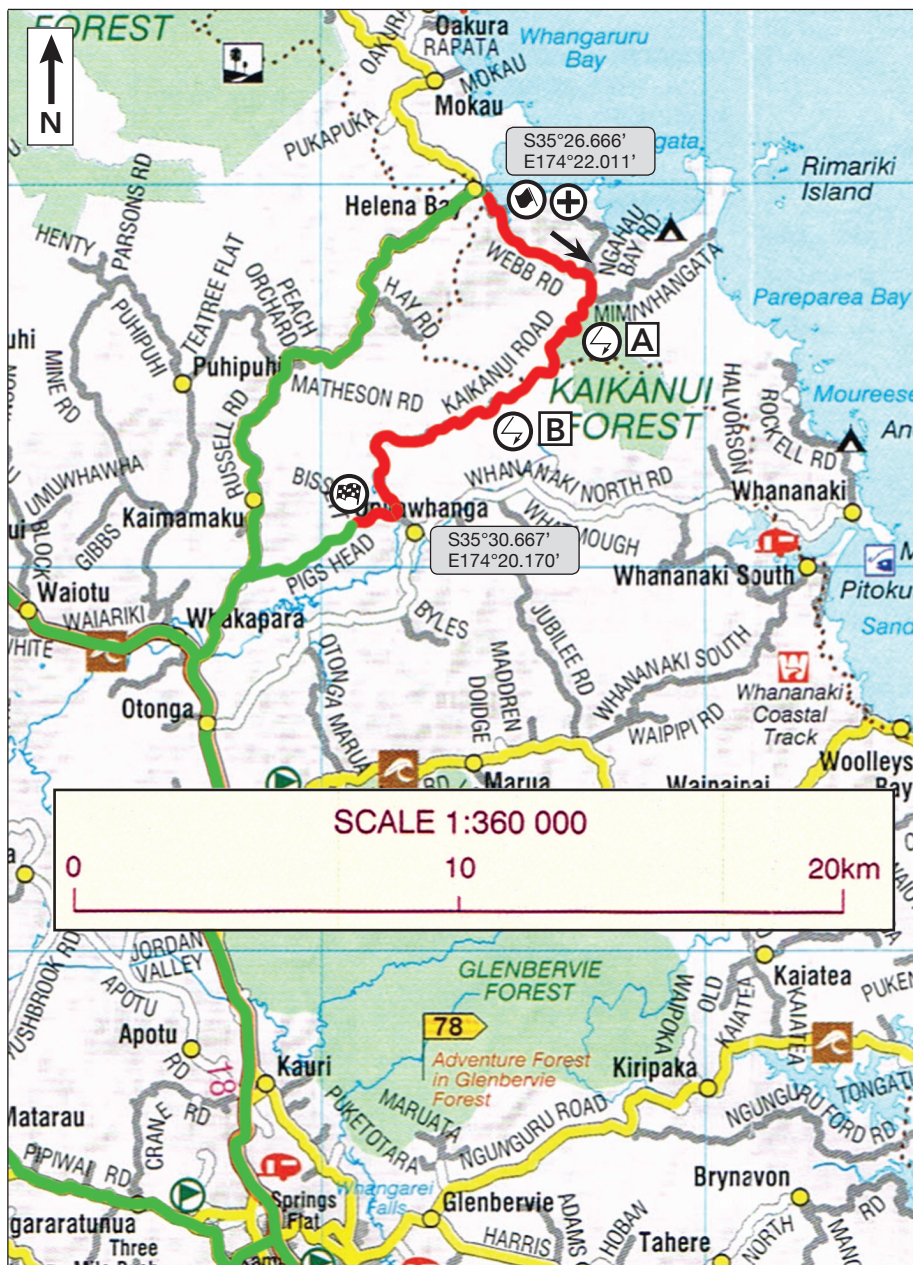




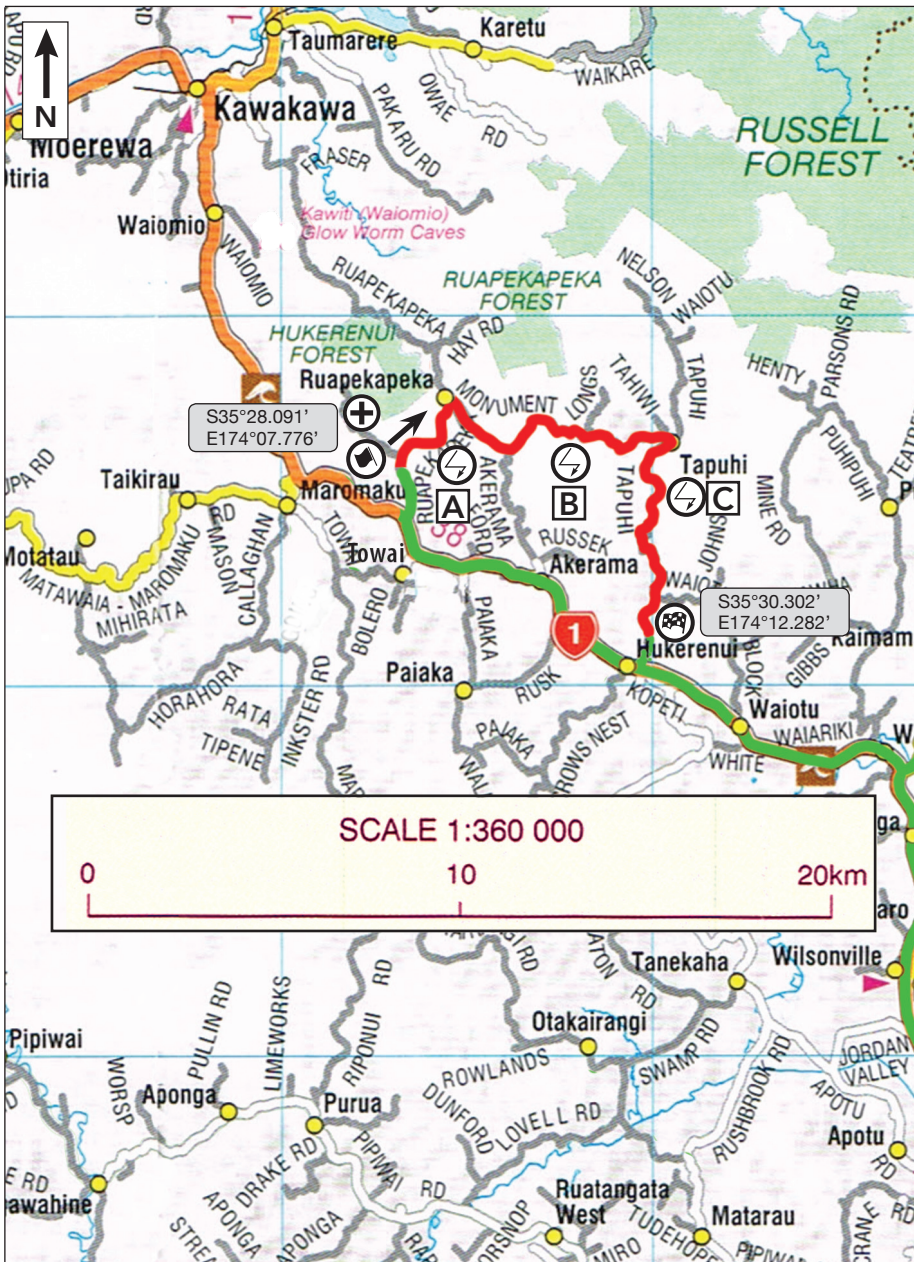
TC 1 / 2	SS 1 Pohe Island Super Special 1	TC 2 Pohe Island Super Special 2
	Distance 2.93 Kms	0 hr 10 min
	Time	Speed 17.6 Kph



TC 3 / 4		SS 3 Helena 1		153	TC 4 Tapuhi 1	
		Distance	40.33 Kms	Time	0 hr 45 min	Speed 53.8 Kph
TC 7/8		SS 7 Helena 2		TC 8 Tapuhi 2		
		Distance	40.33 Kms	Time	0 hr 45 min	Speed 53.8 Kph

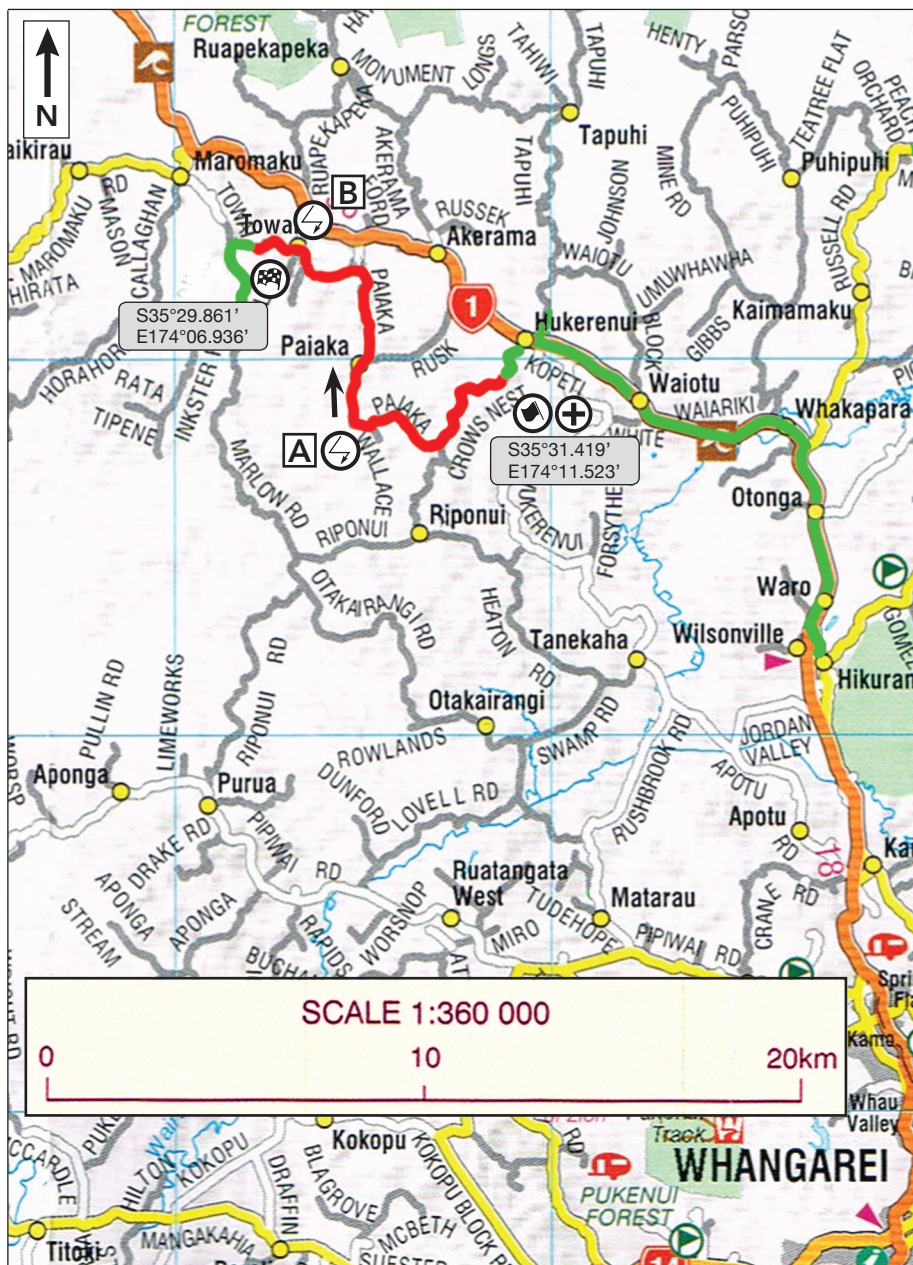


TC 4 / 4A		TC 4 Tapuhi 1		154	TC 4A Hikurangi Refuel & Meet the Drivers	
Distance		33.74 Kms	Time		0 hr 40 min	Speed 50.6 Kph
TC 8 / 8A		TC 8 Tapuhi 2			TC 4A Hikurangi Refuel & Meet the Drivers	
Distance		33.74 Kms	Time		0 hr 40 min	Speed 50.6 Kph





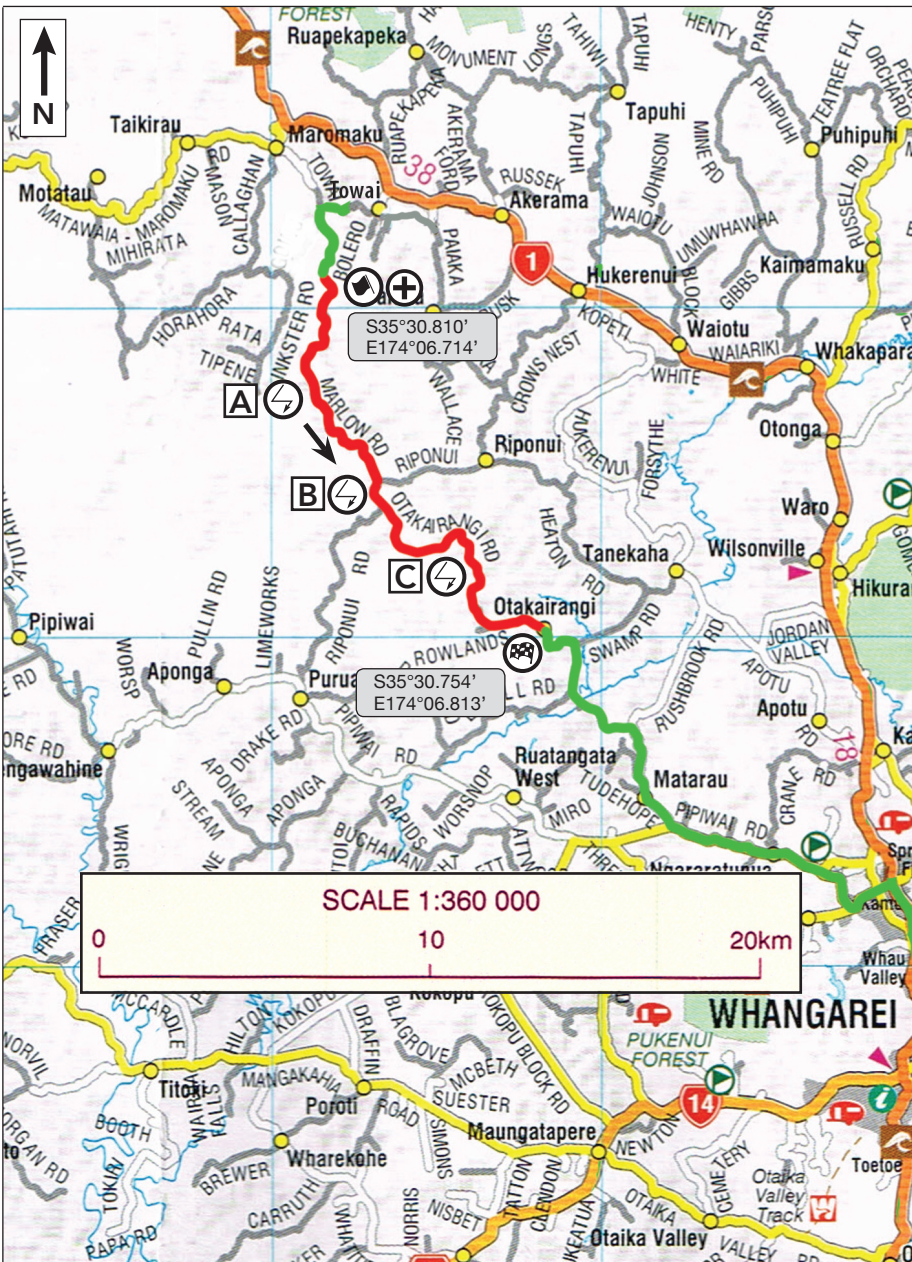
TC 5 / 6		SS 5 Crows Nest 1		155	TC 6 Marlow 1	
		Distance	18.47 Kms	Time	0 hr 25 min	Speed 44.3 Kph
TC 9 / 10		SS 9 Crows Nest 2		TC 10 Marlow 2		
		Distance	18.47 Kms	Time	0 hr 25 min	Speed 44.3 Kph



TC 6 / 6A	SS 10 Marlow 1			TC 6A Parc Ferme In		
	Distance	43.90 Kms	Time	0 hr 50 min	Speed	0.00 Kph

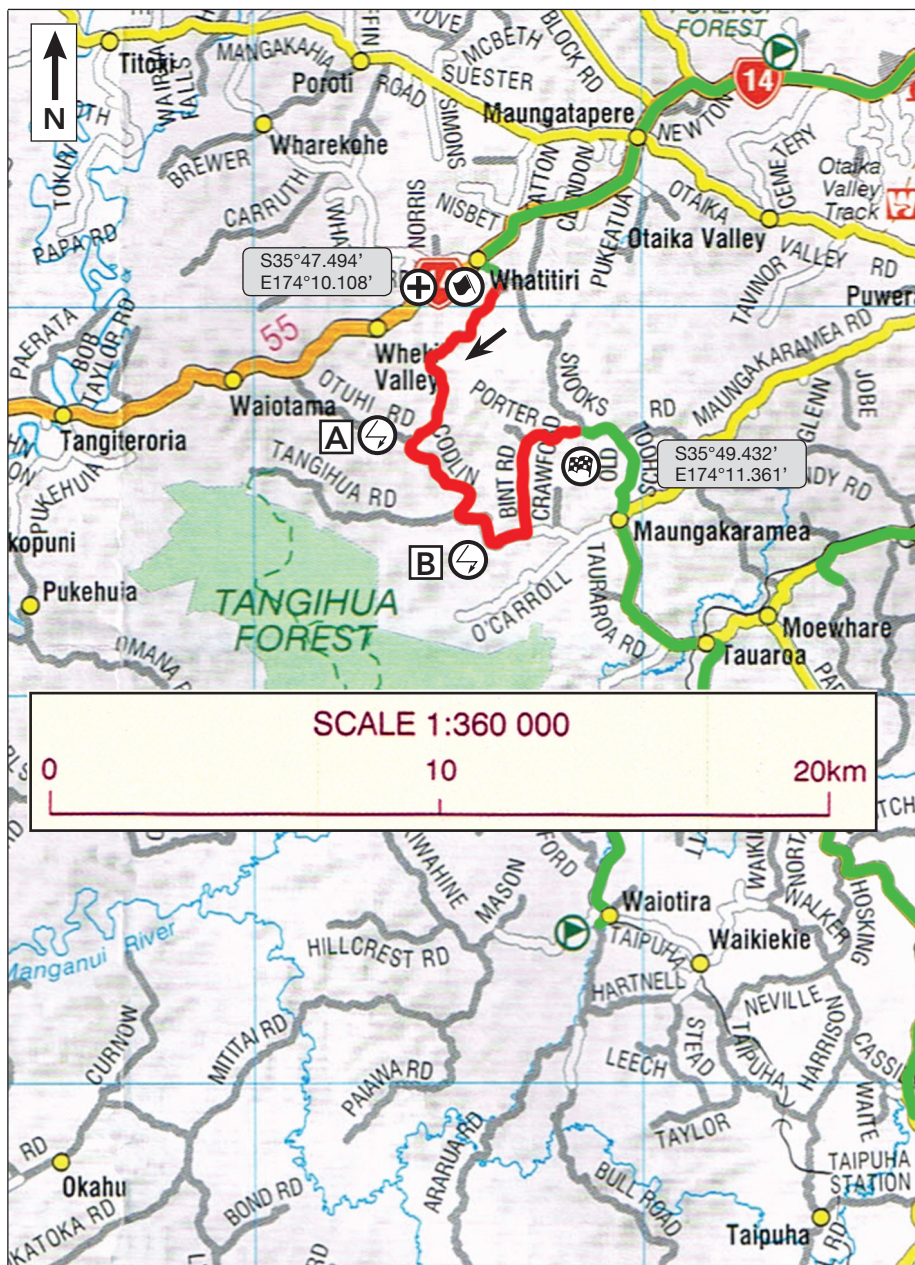
  

TC 10/10A	SS 10 Marlow 2			TC 10A Parc Ferme In		
	Distance	43.90 Kms	Time	0 hr 50 min	Speed	0.00 Kph





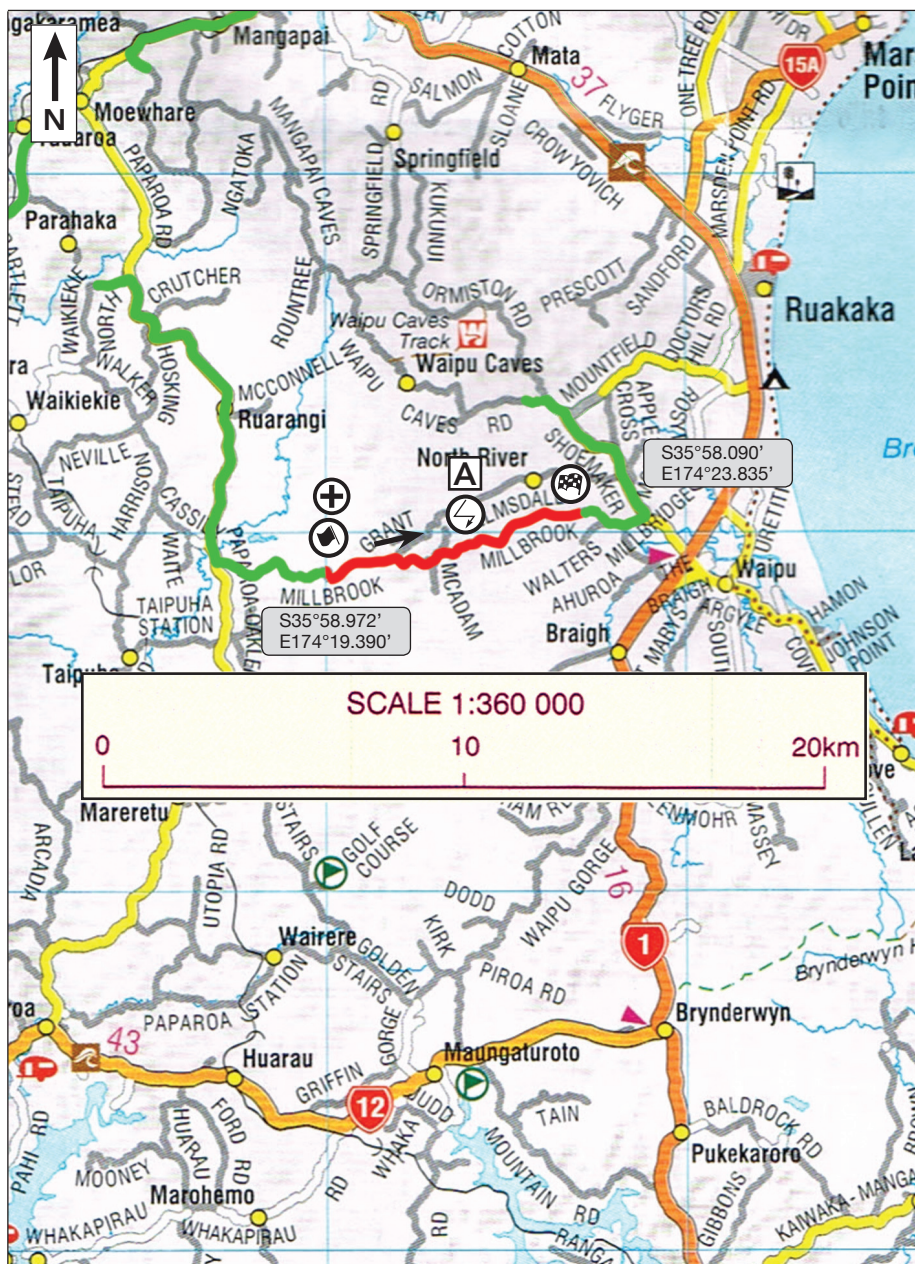
TC 11/12	SS 11 Tangihua 1			TC 12 Waiotira 1		
	Distance	33.55 Kms	Time	0 hr 36 min	Speed	55.9 Kph
TC 15/16	SS 15 Tangihua 2			TC 16 Waiotira 2		
	Distance	33.55 Kms	Time	0 hr 36 min	Speed	55.9 Kph





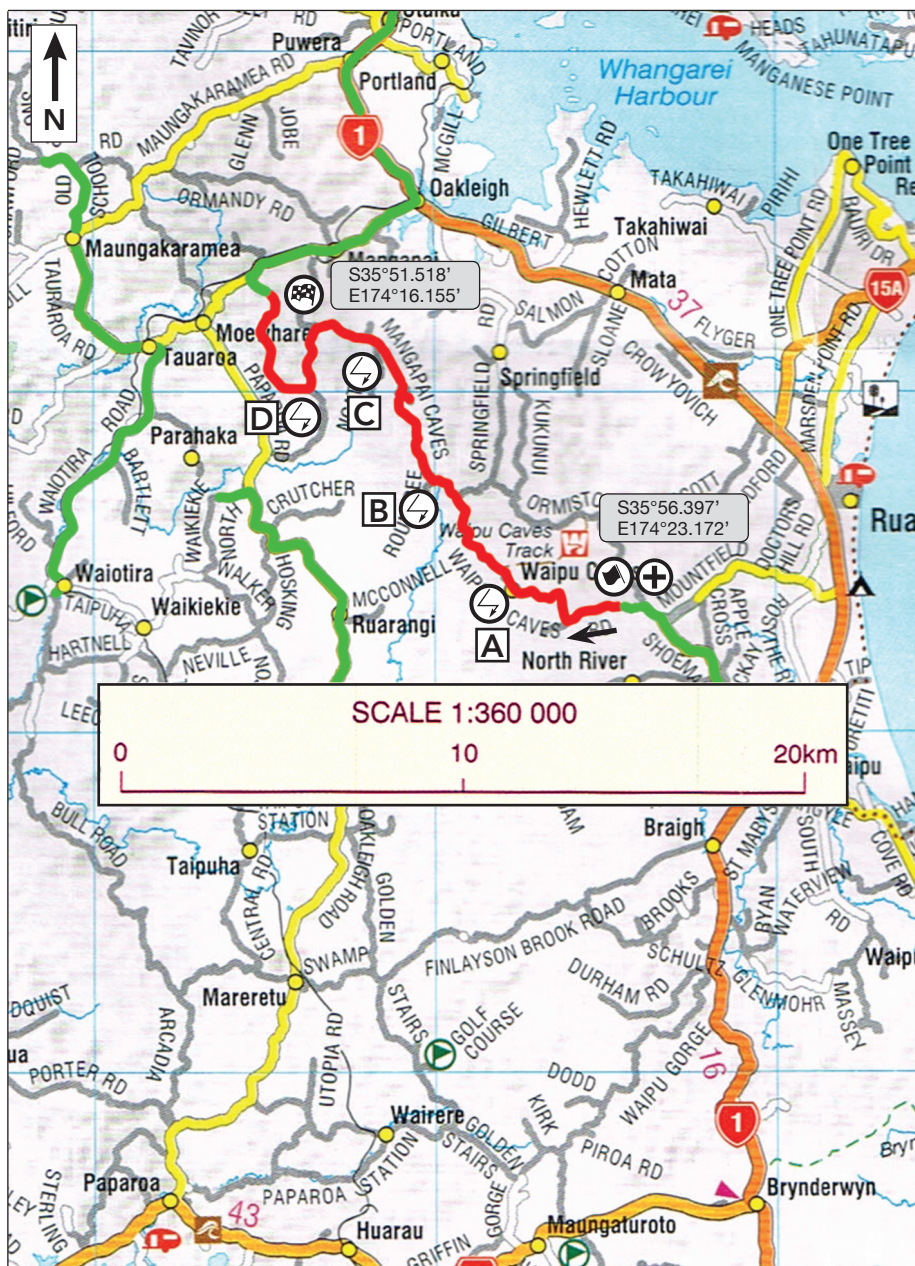


TC 13 / 14		SS 13 Millbrook 1		159	TC 14 Waipu Caves 1	
		Distance	15.94 Kms	Time	0 hr 18 min	Speed 53.1 Kph
TC 17 / 18		SS17 Millbrook 2			TC 18 Waipu Caves 2	
		Distance	15.94 Kms	Time	0 hr 18 min	Speed 53.1 Kph





TC 14/14A	SS 14 Waipu Caves 1	160		TC 14A Parc Ferme In		
	Distance	43.42 Kms	Time	0 hr 52 min	Speed	50.1 Kph
TC 18/18A	SS 18 Waipu Caves 2			TC 18A Service F In		
	Distance	43.42 Kms	Time	0 hr 52 min	Speed	50.1 Kph





## 2.6 2021 ROAD CLOSURE SCHEDULE

SS	Name	Km	1 <sup>st</sup> car	Closure Time	Council
<b>FRIDAY 14 May – RECONNAISSANCE &amp; SHAKEDOWN &amp; RALLY START</b>					
1 / 2	Pohe Island	1.00	12.45	12.00 – 23.00	Whangarei DC
	Bridge & Dave Culham Drive			16.00 – 23.00	Whangarei DC
<b>SATURDAY 15 May – LEG ONE</b>					
3	Helena 1	14.82	08:21	06.45 – 10.45	Whangarei DC
4	Tapuhi 1	17.22	09:09	07.30 – 11.30	Far North DC
5	Crows Nest 1	15.97	10:32	09.00– 13.00	Whangarei DC / Far North DC
6	Marlow 1	20.39	11:00	09.30 – 13.30	Whangarei DC / Far North DC
7	Helena 2	14.82	13:38	12.00 – 16.00	Whangarei DC
8	Tapuhi 2	17.22	14:26	12:45 – 16:45	Far North DC
9	Crows Nest 2	15.97	15:49	14.15 – 18.00	Whangarei DC / Far North
10	Marlow 2	20.39	16:17	14.45 – 18.15	Whangarei DC / Far North DC
<b>SUNDAY 16 May – LEG TWO</b>					
11	Tangihua 1	15.23	07.56	06.30 – 14.30	Whangarei DC
12	Waiotira 1	16.40	08.35	07.00 – 15.15	Whangarei DC
13	Millbrook 1	8.32	09.15	07.45 – 15.45	Whangarei DC
14	Waipu Caves 1	22.55	09.36	08:00 – 16.15	Whangarei DC
15	Tangihua 2	15.23	12.11	06.30 – 14.30	Whangarei DC
16	Waiotira 2	16.40	12.50	07.00 – 15.15	Whangarei DC
17	Millbrook 2	8.32	13.30	07.45 – 15:45	Whangarei DC
18	Waipu Caves 2	22.55	13.51	08:00 – 16.15	Whangarei DC



# Itinerary

The Itinerary as published in the road book will be the definitive itinerary

RALLY OF WHANGAREI - 14-16 May 2021							
TC SS	Location	SS Dist.	Liaison Dist.	Total Dist.	Target Time	1 <sup>st</sup> Car Due	
<b>Shakedown</b>				<b>Friday 14 May 2021</b>			
SD	Service Park Semenoff Stadium						
SD	Shakedown		2.18	2.18		12:55	
SD	Shakedown Pohe Island	1.25	1.20	2.45		13:00	
	Service Park Semenoff Stadium						
<b>SD totals</b>		<b>1.25</b>	<b>3.38</b>	<b>4.63</b>			
<b>Ceremonial Start &amp; LEG 1 PART 1 - SECTION 1</b>				<b>Friday 14 May 2021</b>			
	Ramp Ceremony on Te Matau ā Pohe bridge					18:00	
0	Neutralisation at Corporate Hospitality IN					<b>18:30</b>	
0A	Neutralisation at Corporate Hospitality OUT				00:34	19:04	
1			1.43	1.43	0:06	19:10	
<b>SSS1</b>	<b>Pohe Island SSS 1</b>	<b>1.25</b>				<b>19:13</b>	
1A	Neutralisation at Corporate Hospitality IN				0:10	19:23	
1B	Neutralisation at Corporate Hospitality OUT				0:41	20:04	
2			1.68	2.93	0:06	20:10	
<b>SSS2</b>	<b>Pohe Island SSS 2</b>	<b>1.25</b>				<b>20:13</b>	
2A	Overnight Parc Fermé IN		4.44	5.69	0:15	20:28	
<b>Start LEG 1 PART 2 – SECTIONS 2 &amp; 3</b>				<b>Saturday 15 May 2021</b>			
2B	Parc Fermé OUT					<b>07:00</b>	
2C	Service A IN		0.24	0.24	0:03	07:03	
	<b>Service A - Semenoff Stadium</b>	<b>(2.50)</b>	<b>(7.79)</b>	<b>(10.29)</b>	<b>0:15</b>		
2D	Service A OUT					07:18	
<b>RZ 1</b>	Refuel at Service Park Distance to next refuel	<b>(32.04)</b>	<b>(92.58)</b>	<b>(124.62)</b>			
3			50.23	50.23	1:00	08:18	
<b>SS 3</b>	<b>Helena 1</b>	<b>14.82</b>				<b>08:21</b>	
4			25.51	40.33	0:45	09:06	
<b>SS 4</b>	<b>Tapuhi 1</b>	<b>17.22</b>				<b>09:09</b>	
4A	Hikurangi Refuel & Meet the Drivers IN		16.84	34.06	0:40	09:49	
4B	Hikurangi Refuel & Meet the Drivers OUT				0:15	10:04	
<b>RZ 2</b>	Remote Refuel at Hikurangi Distance to next refuel	<b>(35.59)</b>	<b>(46.26)</b>	<b>(81.85)</b>			
5			18.48	18.48	0:25	10:29	
<b>SS5</b>	<b>Crows Nest 1</b>	<b>15.97</b>				<b>10:32</b>	
6			2.50	18.47	0:25	10:57	
<b>SS6</b>	<b>Marlow 1</b>	<b>19.62</b>				<b>11:00</b>	
6A	Parc Fermé IN		24.28	43.90	0:50	11:50	
6B	Parc Fermé OUT / Flexi Service IN						
	<b>Flexi Service B - Semenoff Stadium</b>	<b>(67.63)</b>	<b>(137.84)</b>	<b>(205.47)</b>	<b>0:20</b>		
6C	Flexi Service OUT / Parc Fermé IN						
6D	Parc Fermé OUT					12:35	
<b>RZ 3</b>	Refuel at Service Park Distance to next refuel	<b>(32.04)</b>	<b>(92.58)</b>	<b>(124.62)</b>			
7			50.23	50.23	1:00	13:35	
<b>SS7</b>	<b>Helena 2</b>	<b>14.82</b>				<b>13:38</b>	
8			25.51	40.33	0:45	14:23	
<b>SS 8</b>	<b>Tapuhi 2</b>	<b>17.22</b>				<b>14:26</b>	
8A	Hikurangi Refuel & Meet the Drivers IN		16.84	34.06	0:40	15:06	
8B	Hikurangi Refuel & Meet the Drivers OUT				0:15	15:21	
<b>RZ 4</b>	Remote Refuel at Hikurangi Distance to next refuel	<b>(35.59)</b>	<b>(45.26)</b>	<b>(80.85)</b>			
9			18.48	18.48	0:25	15:46	
<b>SS9</b>	<b>Crows Nest 2</b>	<b>15.97</b>				<b>15:49</b>	
10			2.50	18.47	0:25	16:14	
<b>SS10</b>	<b>Marlow 2</b>	<b>19.62</b>				<b>16:17</b>	
10A	Parc Fermé IN		24.28	43.90	0:50	17:07	
10B	Parc Fermé OUT / Flexi Service IN						
	<b>Flexi Service C - Semenoff Stadium</b>	<b>(67.63)</b>	<b>(137.84)</b>	<b>(205.47)</b>	<b>0:45</b>		
10C	Flexi Service OUT					17:52	
10D	Overnight Parc Fermé IN * (TC10D will close at 20:00hrs)		0.76	0.76	0:04	17:56	
	<b>Leg 1 Totals</b>	<b>137.76</b>	<b>284.23</b>	<b>421.99</b>			
	<b>*Early arrival is permitted</b>		<i>Sunrise</i>	<i>07:11</i>	<i>Sunset</i>	<i>17:26</i>	

RALLY OF WHANGAREI – 14-16 May 2021							
TC SS	Location	SS Dist.	Liaison Dist.	Total Dist.	Target Time	1 <sup>st</sup> Car Due	
<b>Start LEG 2 - SECTIONS 4 &amp; 5</b>				<b>Sunday 16 May 2021</b>			
10E	Parc Fermé OUT					07:00	SECTION 4
10F	Service D IN		0.24	0.24	0:03	07:03	
	<b>Service D - Semenoff Stadium</b>		<b>(0.24)</b>	<b>(0.24)</b>	<b>0:15</b>		
10G	Service D OUT					07:18	
RZ 5	Refuel at Service Park Distance to next refuel	(15.23)	(42.99)	(58.22)			
11			24.67	24.67	0:35	07:53	
<b>SS 11</b>	<b>Tangihua 1</b>	<b>15.23</b>				<b>07:56</b>	
12			18.32	33.55	0:36	08:32	
RZ 6	Remote Refuel at Waitotira Distance to next refuel	(47.27)	(43.25)	(90.52)			
<b>SS 12</b>	<b>Waitotira 1</b>	<b>16.40</b>				<b>08:35</b>	
13			14.76	31.16	0:37	09:12	
<b>SS13</b>	<b>Millbrook 1</b>	<b>8.32</b>				<b>09:15</b>	
14			7.62	15.94	0:18	09:33	
<b>SS 14</b>	<b>Waipu Caves 1</b>	<b>22.55</b>				<b>09:36</b>	
14A	Parc Fermé IN		20.87	43.42	0:52	10:28	SECTION 5
14B	Parc Fermé OUT / Flexi Service IN						
	<b>Flexi Service E - Semenoff Stadium</b>	<b>(62.50)</b>	<b>(86.24)</b>	<b>(148.74)</b>	<b>0:20</b>		
14C	Flexi Service OUT / Parc Fermé IN						
14D	Parc Fermé OUT					11:33	
RZ 7	Refuel at Service Park Distance to next refuel	(15.23)	(42.99)	(58.22)			
15			24.67	24.67	0:35	12:08	
<b>SS 15</b>	<b>Tangihua 2</b>	<b>15.23</b>				<b>12:11</b>	
16			18.32	33.55	0:36	12:47	
RZ 8	Remote Refuel at Waitotira Distance to finish	(47.27)	(43.25)	(90.52)			
<b>SS 16</b>	<b>Waitotira 2</b>	<b>16.40</b>				<b>12:50</b>	
17			14.76	31.16	0:37	13:27	
<b>SS 17</b>	<b>Millbrook 2</b>	<b>8.32</b>				<b>13:30</b>	
18			7.62	15.94	0:18	13:48	
<b>SS18</b>	<b>Waipu Caves 2</b>	<b>22.55</b>				<b>13:51</b>	
18A	Service F IN *		20.87	43.42	0:52	14:43	
	<b>Service F - Semenoff Stadium</b>	<b>(62.50)</b>	<b>(86.24)</b>	<b>(148.74)</b>	<b>0:10</b>		
18B	Service F OUT / Finish Holding Area IN *					14:53	
	Ceremonial Finish, Quayside Town Basin, Whangarei City Final Parc Fermé IN (Semenoff Stadium)					15:00	
	<b>Leg 2 Totals</b>	<b>125.00</b>	<b>172.72</b>	<b>297.72</b>			
	<b>*Early arrival is permitted</b>		<i>Sunrise</i>	<i>07:12</i>	<i>Sunset</i>	<i>17:25</i>	

V1.0 07/12/2020

TOTALS OF THE RALLY	SS	Liaison	Total		* %
Leg 1 – Friday/Saturday 14/15 May Sections 1 - 3	137.76	284.23	421.99		32.65
Leg 2 – Sunday 16 May Sections 4 – 5	125.00	172.72	297.72		41.99
<b>Total – 18 SS</b>	<b>262.76</b>	<b>456.95</b>	<b>719.71</b>		<b>36.51</b>

\* % = the percentage of the total distance of special stages.

## 6.8 Adoption of the amended Camping in Public Places Bylaw

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Vita Strohush – Strategic Planner Bylaws

### Purpose

- To adopt amendments to the Camping in Public Places Bylaw and to make the updated Bylaw operative.
- To adopt a consequential amendment to clause 19 of the Public Places Bylaw.

### Recommendations

That Council

1. Confirms the amendments to the final Camping in Public Places Bylaw and adopts the final Bylaw as set out in Attachment 2.
2. Makes the final Bylaw as set out in Attachment 2 operative on 1 October 2021.
3. Amends clause 19 of the Public Places Bylaw as shown in Attachment 3.
4. Authorises the Chief Executive to make any minor edits or amendments to the Bylaw, including typographical /formatting changes, or changes to correct any identified errors, or to reflect decisions made by Council at this meeting.

### Background

Whangarei District Council at its meeting on 22 October 2020 reviewed the Camping in Public Places Bylaw 2017 in accordance with section 13 of the Freedom Camping Act 2011 (FCA) and resolved that the Bylaw should be amended. In the course of review Council determined that a Bylaw made under the FCA is the most appropriate and proportionate way of dealing with the perceived problems relating to the activity of camping in public places on land under the control of Council. Council further determined that the proposed amended Bylaw as set out in the Statement of Proposal is the most appropriate and proportionate way of managing freedom camping on Council land, and that the amendments do not give rise to any implications under the New Zealand Bill of Rights Act.

Council carried out public consultation on the proposed amended Camping in Public Places Bylaw during 28 October – 27 November 2020. The Statement of Proposal also incorporated an associated amendment to the Public Places Bylaw to address the interface between the Public Places Bylaw and the Camping in Public Places Bylaw.

A Hearing was held on 8 December 2020.



## Discussion

### 3.1 Amendment to the Camping in Public Places Bylaw

Council deliberated on the proposed amended Bylaw on 16 February 2021. At that meeting, Council resolved to approve all staff recommendations for the final format and content of the Bylaw.

**Attachment 1** provides a tracked changes version showing a comparison between the version of the Bylaw adopted for consultation on 22 October 2020, and the final draft Bylaw. The Schedules and maps of the Bylaw have been omitted from this version due to the extensive nature of the tracked changes.

The final draft of the Bylaw is provided in **Attachment 2**, incorporating the decisions of Council made at the deliberations meeting.

### 3.1 Amendment to the Public Places Bylaw

To provide clarity around the use of public places for the purposes of accommodation an amendment was proposed to clause 19 of the Public Places Bylaw.

At present clause 19 prohibits (amongst other things) any tent or structure in a public place, however that is potentially contrary to any rights to camp pursuant to the Freedom Camping Act and the Camping in Public Places Bylaw. Further, the Public Places Bylaw does not expressly prohibit living in vehicles in public places. The proposed amendment provides that the Public Places Bylaw prohibits the use of public places for living accommodation, except for camping permitted under the freedom camping legislation or as otherwise authorised by the Council.

At the deliberations meeting Council approved the recommended amendment. Final proposed text of clause 19 of the Public Places Bylaw, showing tracked changes is provided in **Attachment 3**.

For completeness, Council should satisfy itself that the proposed amendment, in accordance with section 155 of the Local Government Act 2002, means that the bylaw incorporating the proposed amendments is the most appropriate form of bylaw and that the amendments do not give rise to any implications under the New Zealand Bill of Rights Act.

The proposed amendment is minor and is required to address the interface between the Public Places Bylaw and the Camping in Public Places Bylaw. The proposed amendment is the most appropriate way of clarifying that public places may not be used for living accommodation which is not camping (including in vehicles).

## 5 Implementation

The timing of 1 October 2021 for the amended Bylaw to come into force was scheduled to accommodate the Health and Bylaw department's workloads and in time for the next camping season.

## 6 Financial/budget considerations

There will be costs associated with signage changes for 18 locations to reflect the amended rules and maps. This is within the operational budget for signage.

Enforcement will continue as per the current programme. The amended Bylaw results in a net gain of two new designated sites that will require monitoring and it is expected that enforcement costs would not be significantly impacted by this change.



## **7 Significance and engagement**

### **7.1 Significance**

The decisions and matters of this agenda do not trigger the significance criteria of Council's Significance and Engagement Policy.

### **7.2 Engagement**

Council has consulted with the community on the issues of this agenda in accordance with the statutory requirements of the Local Government Act 2002.

Council will publicly notify the amendments made to the Bylaw in accordance with the requirements of section 157 of the Local Government Act 2002 for completeness, noting this is not a requirement under the Freedom Camping Act. The public will also be informed via agenda publication on Council's website.

## **8 Attachments**

Attachment 1 – Camping in Public Places Bylaw showing tracked changes

Attachment 2 – Final draft Bylaw, including maps to the Schedules

Attachment 3 – Amendment to the Public Places Bylaw



# *Camping in Public Places Bylaw*

**2017**



*Proposed Amended Camping  
in Public Places Bylaw*



# Contents

1. Title .....	3
2. Commencement .....	3
3. Application .....	3
<b>Part 1 Preliminary provisions . . . . .</b>	<b>4</b>
4. Purpose .....	4
5. Interpretation .....	4
<b>Part 2 Provisions for camping, and restricted and prohibited areas . . . . .</b>	<b>5</b>
6. Provisions for camping .....	5
7. Prohibited areas .....	6
8. Restricted areas for self-contained vehicles .....	6
9. Restricted areas for self-contained and non self-contained vehicles .....	6
10. Restricted areas for all camping .....	6
11. Prior consent from Council .....	7
12. Temporary <del>closures</del> <u>prohibitions or restrictions</u> .....	7
<b>Part 3 Enforcement, offences and penalties . . . . .</b>	<b>7</b>
13. Offences .....	7
14. Penalties .....	7
Schedule 1: Prohibited areas .....	8
Prohibited areas – maps .....	9
Schedule 2: Restricted areas for self-contained vehicles .....	32
Restricted areas for self-contained vehicles – maps .....	33
Schedule 3: Restricted areas for self-contained and non self-contained vehicles .....	37
Restricted areas for self-contained and non self-contained vehicles – maps ..	38
Schedule 4: Restricted areas for all camping .....	44
Restricted areas for all camping – maps ..	45
Additional information to Camping in Public Places Bylaw 2017. ....	48

## 1. Title

- 1.1** This Bylaw is the Camping in Public Places Bylaw 2017.

## 2. Commencement

- 2.1** This Bylaw comes into force on 21 October 2017.

## 3. Application

- 3.1** This Bylaw applies to the Whangārei District.

## Part 1 Preliminary provisions

### 4. Purpose

**4.1** The purpose of this Bylaw is to regulate and manage camping on land controlled and managed by Whangarei District Council to:

- a) protect areas
- b) protect the health and safety of people who may visit areas
- c) ensure appropriate public access to areas is maintained
- d) provide transparency for those wishing to camp in public places in the District
- e) support a positive experience for campers and residents.

*Explanatory note: The provisions of this Bylaw only apply to public places owned and/or controlled by Council and which are not managed as a camping ground. The Bylaw does not apply to land owned or controlled by other organisations, for example the Department of Conservation and The New Zealand Transport Agency, or privately owned land.*

### 5. Interpretation

**5.1** In this Bylaw, unless the context otherwise requires:

**Act** means the Freedom Camping Act 2011.

**Area** means a local authority area that is considered a discrete singular location and which may have multiple parking areas or marked parking spaces contained within it.

**Camp or camping** has the same meaning as freedom camp/freedom camping as provided in ~~ss section 5~~ of the Act or any subsequent legislation ~~that amends or replaces the Act in amendment of, or substitution for, the same.~~

**Council** means the Whangarei District Council

**Designated site** means a parking area or marked parking spaces identified within the areas in Schedules 2, 3 and 4 of this Bylaw and indicated by signs erected in the area where camping is permitted subject to any restrictions and conditions.

**District** means the district of Whangarei District Council

**Enforcement Officer** means a person appointed as an enforcement officer under the Act.

**Infringement offence** means an offence specified in ~~Section section~~ 20(1) of the Act.

**Local authority area** has the meaning set ~~in out in section 6 of~~ the ~~Freedom Camping Act 2011~~ or any subsequent legislation ~~that amends or replaces that Act. in amendment of, or substitution for, the same.~~

**Reserve management plan** means a management plan prepared under section 41 of the Reserves Act 1977 for reserves for which Council is the administering body.

**Self-contained vehicle** means a vehicle that complies with the New Zealand Standard 5465:2001 (the Standard), incorporating all amendments as at 1 September 2017 or any subsequent New Zealand Standard ~~that amends or replaces that Standard in amendment of, or substitution for, the same.~~ Evidence of compliance with the Standard is through the display of a current warrant card and the availability on request of the associated self-containment certificate.

*Explanatory note: A self-containment certificate is issued for vehicles that have systems to contain both black water (from toilets) and grey water (wastewater from sinks, showers or similar). The warrant that is issued in conjunction with the self-containment certificate should be displayed inside the front window of the vehicle.*

*Any plumber or other suitably qualified person registered under the Plumber, Gasfitters and Drainlayers Act 1976 is eligible to certify compliance with NZS 5465. The standard also provides for other entities to be issuing authorities if they have a suitable scheme for certifying testing officers.*

**Vehicle** has the same meaning as in section 2(1) of the Land Transport Act 1998.

**Waste** means any kind of waste, including human waste.

- 5.2 Every Schedule to ~~the this~~ Bylaw ~~and the several parts thereof shall be deemed to form~~ part of this Bylaw.
- 5.3 Any explanatory notes and attachments are for information purposes, do not form part of this Bylaw, and may be changed without formality.
- 5.4 The Interpretations Act 1999 applies to this Bylaw.

## Part 2 Provisions for camping, and restricted and prohibited areas

### 6. Provisions for camping

- 6.1 Camping is permitted in any local authority area within the District, except for those areas where it is prohibited or restricted:

- a) pursuant to this Bylaw; or
- b) under any other enactment.

*Explanatory note: The provisions of Council's District Plan, Reserve Management Plans and other bylaws; including, ~~but not limited to~~, the Parking and Traffic Bylaw 2017, the Alcohol Control Bylaw 2018 and the Public Places Bylaw 2014, also apply to camping.*

- 6.2 Camping is restricted to self-contained vehicles only in all areas of the District, except for those areas listed in Schedules 3 and 4 of this Bylaw.

*Explanatory note: All Schedules of this Bylaw provide specific restrictions for the areas contained in the Schedules, including for self-contained vehicles. For all areas not included in the Schedules, camping is permitted only in self-contained vehicles.*

- 6.3 Except where this Bylaw provides for a lesser period, no person may camp for more than three nights in any four-week consecutive period in any one area, or within 1 kilometre of any area they have previously camped in within that four-week period. The four consecutive weeks ~~period~~ begins on the date the first camping commences from the first stay.

- 6.4 All camping activities must comply with the following conditions:

- a) vehicles must park within existing marked parking spaces or within identified parking areas, whichever is present. Where marked parking spaces are present, only one vehicle per marked space is allowed

*Explanatory note: where campers are travelling by bicycle and camping in a tent, bicycles may be stored near a tent provided the storage of bicycles is not preventing others from undertaking legitimate activities in the area and is not restricting access to public areas.*

- b) vehicles must be legally parked
- c) the site used must be left in a clean and tidy state
- d) the camping ~~activity~~ must not prevent others from undertaking legitimate activities in the area
- e) the camping ~~activity~~ must not restrict public access to public areas
- f) enforcement officers must be able to inspect any site being used for camping and campers must comply with any reasonable directions of an enforcement officer, including requests to view self-containment certificates and/or warrants

g) no effluent tanks may be emptied in public toilets.

- 6.5 To avoid doubt, nothing in this Bylaw allows a person to take up permanent or semi-permanent residence on any local authority area.

*Explanatory note: In some locations in the District, parking on the grass area of a road reserve is an accepted and commonly occurring activity. In areas where such parking occurs during the day, the parking of camping vehicles is also deemed generally acceptable. However, this is at Council's discretion and campers may be asked to move on in certain circumstances.*



## 7. Prohibited areas

- 7.1 All camping is prohibited in the areas identified in Schedule 1 of this Bylaw.

## 8. Restricted areas for self-contained vehicles

- 8.1 In the areas identified in Schedule 2 of this Bylaw, camping is restricted to a designated site or marked parking spaces and is subject to the following restrictions:
- a) camping is restricted to self-contained vehicles only
  - b) no person may camp for more than one night in any four-week consecutive period in any one area, or within 1 kilometre of any area they have previously camped in within that four-week period, unless otherwise provided for in the Schedule. The four consecutive weeks ~~period~~ begins on the date the camping commences from the first stay
  - c) all camping must comply with any additional restrictions as provided in Schedule 2
  - d) all camping is subject to the conditions listed in clause 6.4.
- 8.2 Council may, by resolution, change the location of a designated site within a restricted area, and record such changes on the maps to Schedule 2.

*Explanatory note: In some instances, a reserve or park may be upgraded or modified in a way that will necessitate relocation of the designated site within an area. The number and maximum length of camping vehicles possible will be limited by the size of each designated site. Signs and/or information will be provided on the maximum length of vehicles permissible at each site.*

## 9. Restricted areas for self-contained and non self-contained vehicles

- 9.1 In the areas identified in Schedule 3 of this Bylaw, camping is restricted to a designated site or marked parking spaces, and is subject to the following restrictions:
- a) camping is restricted to self-contained and non self-contained vehicles only
  - b) no person may camp for more than one night in any four-week consecutive period in any one area, or within 1 kilometre of any area they have previously camped in within that four-week period, unless otherwise provided for in the Schedule. The four consecutive weeks ~~period~~ begins on the date the camping commences from the first stay
  - c) all camping must comply with any additional restrictions as provided in Schedule 3
  - d) all camping is subject to the conditions listed in clause 6.4.
- 9.2 Council may by resolution change the location of a designated site within a restricted area, and record such changes on the maps to Schedule 3.

## 10. Restricted areas for all camping

- 10.1 In the areas identified in Schedule 4 of this Bylaw, camping is restricted to a designated site within an area and subject to the following restrictions:
- a) no person may camp for more than one night in any four-week consecutive period in any one area, or within 1 kilometre of any area they have previously camped in within that four-week period, unless otherwise provided for in the Schedule. The four consecutive weeks ~~period~~ begins on the date the camping commences from the first stay
  - b) all camping must comply with any additional restrictions as provided in Schedule 4
  - c) all camping is subject to the conditions listed in clause 6.4.

*Explanatory note: The areas listed in Schedule 4 allow for camping in self-contained and non self-contained vehicles, as well as tents. Any vehicle associated with a tent is subject to the same restrictions and requirements of Clause 6.*

- 10.2 Council may by resolution change the location of a designated site within a restricted area, and record such changes on the maps to Schedule 4.



## 11. Prior consent from Council

- 11.1 Consent may be sought from Council for ~~these~~ camping ~~activities~~ that ~~are~~ specifically provided for in Council's Reserve Management Plans. Consent must be applied for in writing to Council.
- 11.2 Consent may be sought from Council to allow camping in an area listed in Schedule 1. Any consent granted may be subject to such conditions as Council considers appropriate. Consent must be applied for in writing, providing sufficient detail about the proposed camping at least 20 working days in advance of the date planned for the camping ~~activity to commence~~.
- 11.3 Permission may be sought from Council to waive or modify camping restrictions in an area listed in Schedules 2,3, or 4 and/or the restrictions as set out in clause 6.4. Any consent granted may be subject to such conditions as Council considers appropriate. Consent must be applied for in writing, providing sufficient detail about the proposed camping, at least 20 working days in advance of the date planned for the camping ~~activity to commence~~.

## 12. Temporary ~~closures~~ prohibitions or restrictions

- 12.1 Council may temporarily ~~close~~ prohibit or restrict camping on any area or part of any area where a restriction is considered necessary by Council to:
  - a) prevent damage to the area or facilities in the area
  - b) allow maintenance ~~to~~ of the area or facilities ~~of~~ in the area
  - c) protect the safety of persons or property
  - d) enable public access, including in circumstances where events are planned for or occurring in that area.
- 12.2 Where reasonably practicable, prior notice will be given of any temporary ~~closure~~ prohibition or restriction, and the length of that ~~closure~~ prohibition or restriction, or its removal, in a manner appropriate to the circumstances.
- 12.3 A temporary ~~closure~~ prohibition or restriction ~~pursuant to~~ under clause 12.1 shall not, ~~unless necessary to protect the safety of persons or property,~~ extend for more than 14 consecutive days, however this does not limit Council's power to make a fresh prohibition or restriction under clause 12.1 for the same area where the prerequisites in that clause are satisfied, and shall not be repeated in respect of the area to which it applied, more than twice in any twelve-month period.

## Part 3 Enforcement, offences and penalties

### 13. Offences

- 13.1 ~~As specified~~ Any person who camps in breach of clause 6, 7, 8, 9, 10 or 12 of this Bylaw commits an offence in under section 20 of the Act.

*Explanatory note: Section 20 of the Act provides for offences, including freedom camping in a local authority area in breach of any prohibition or restriction in a bylaw made under the Act. It also includes further offences such as not properly disposing of waste into a waste receptacle, damaging or interfering with the flora and fauna in an area, and obstructing or threatening an enforcement officer.*

### 14. Penalties

- 14.1 The penalties in section 23 of the Act apply to the offence of camping in breach of this Bylaw..

*Explanatory note: Camping in breach of a prohibition or restriction contained in this Bylaw is an infringement offence. The penalty is \$200 or any other amount prescribed in regulations. Section 22 of the Act sets out defences to a freedom camping offence. Council officers use their discretion when investigating freedom camping complaints, which will include consideration of any defences that may be available to a person.*

## Schedule 1: Prohibited areas

Area	Map Reference
<a href="#">Abbey Caves – new carpark</a>	<a href="#">S1-01A</a>
Bland Bay Reserve	<a href="#">S1-01B</a>
Drummond Park Scenic Reserve (Parihaka Lookout carpark)	S1-02
Eliott Reserve	<a href="#">S1-03A</a>
<a href="#">Finlayson Street/ Reyburn House Lane carpark</a>	<a href="#">S1-03B</a>
<a href="#">Helena Bay</a>	<a href="#">S1-03C</a>
Herekino Street - service lane and carpark behind 4-22 Herekino Street	S1-04
Hikurangi Sportspark	S1-05
Hora Hora Sportspark	S1-06
Kamo Sportspark	S1-07
Kensington Park	S1-08
Koropupu Community Sportspark (Springs Flat)	S1-09
Langs Beach - Cove Road beach access and carpark area	S1-10
Mander Park	S1-11
Marsden Point Wharf	S1-12
Matapōuri - Morrison Road carpark	<a href="#">S1-13A</a>
<a href="#">McAuslin Road, Matapōuri</a>	<a href="#">S1-13B</a>
McLeod Bay - playground and reserve Area	S1-14
McLeod Bay – Stuart Road, all road Reserve	S1-15
Morningside Sportspark	S1-16
Moureeses Bay	S1-17
Ngunguru School	S1-18
Onerahi Beach Reserve – between Cliff Street and Johnson Street	S1-19
<del>Onerahi Sportspark</del>	<del>S1-20</del>
<a href="#">One Tree Point Road layby</a>	<a href="#">S1-20</a>
Otaika Sportspark	<a href="#">S1-21A</a>
<a href="#">Otamure Bay</a>	<a href="#">S1-21B</a>
Otangarei No.1 Reserve	S1-22
Otangarei Sportspark	S1-23
Pātaua South	S1-24

Area	Map Reference
Port Road - service lane and carpark area behind 11-67 Port Road	S1-25
Portland Recreation Reserve	S1-26
Ruakākā - Princes Road Reserve	S1-27
Ruakākā Recreation Grounds	S1-28
Taiharuru	S1-29
Takahiwi Sportspark	S1-30
Teal Bay/Ngawai Bay - Teal Bay Recreation Reserve	S1-31
<del>Tikipunga Sportspark</del>	<del>S1-32</del>
Tutukākā Marina Reserve	S1-33
Urquharts bay	S1-34
Whananaki – Mangaiti Reserve	<a href="#">S1-35A</a>
<a href="#">Whangaumu Reserve - west (22 Whangaumu Street)</a>	<a href="#">S1-35B</a>
Whau Valley Dam	S1-36
William Fraser Memorial Park on Pohe Island	S1-37
Woolleys Bay – eastern carpark	S1-38

*Explanatory note: Organised camping activities at Kensington Park and William Fraser Memorial Park on Pohe Island in accordance with their respective Reserve Management Plans may be applied for in accordance with clause 11 of this Bylaw.*

## Schedule 2: Restricted areas for self-contained vehicles

Camping is subject to the restrictions stated in the table.

Area	Restriction	Map Reference
<del>Finlayson Street/Reyburn House Lane carpark</del>	<del>Restricted to the marked parking spaces as indicated on the referenced map. Parking permitted for a maximum of 3 nights.</del>	<del>S2-01</del>
Onerahi - Beach Road Reserve	Restricted to the designated site as indicated on the referenced map.	S2-02A
<u>Onerahi Sportspark</u>	<u>Restricted to times when Sportspark is not being used for sporting activities from 18 December up until Northland/Auckland Anniversary Day.</u>	<u>S2-02B</u>
<u>Riverside/Hātea East Carpark</u>	<u>Restricted to the marked parking spaces as indicated on the referenced map.</u>	<u>S2-03A</u>
Ruakākā Beach Reserve	Restricted to the designated site as indicated on the referenced map.	S2-03B
<u>Ruakākā Riverside Reserve</u>	<u>Restricted to the designated site as indicated on the referenced map.</u>	<u>S2-03C</u>
<u>Tikipunga Sportspark</u>	<u>Restricted to times when Sportspark is not being used for sporting activities from 18 December up until Northland/Auckland Anniversary Day.</u>	<u>S2-03D</u>
Whangārei Falls Scenic Reserve	Restricted to the marked parking spaces as indicated on the referenced map.	S2-04

## Schedule 3: Restricted areas for self-contained and non self-contained vehicles

Camping is subject to the restrictions stated in the table.

Area	Additional Restrictions	Map Reference
AH Reed Memorial Park – Whareora Road carpark	Restricted to the designated site as indicated on the referenced map.	S3-01
Basculer carpark – Port Road	Restricted to the designated site as indicated on the referenced map. Parking permitted for a maximum of 3 nights.	S3-02
Kowharewa Bay	Restricted to the designated site as indicated on the referenced map. <u>Camping restricted to outside the peak season (which runs from 18 December to 08 February).</u>	S3-03
Manaia walkway carpark	Restricted to the designated site as indicated on the referenced map.	S3-04
Marsden Bay Reserve	Restricted to the designated site as indicated on the referenced map.	S3-05
Matapouri – Wehiwehi Road carpark	Restricted to the designated site as indicated on the referenced map. <u>Camping restricted to outside the peak season (which runs from 18 December to 08 February).</u>	S3-06
Ngunguru Library	Restricted to the designated site as indicated on the referenced map.	S3-07
Ocean Beach carpark	Restricted to the designated site as indicated on the referenced map.	S3-08
One Tree Point - boatramp carpark	Restricted to the designated site as indicated on the referenced map.	S3-09
Reotahi	Restricted to the designated site as indicated on the referenced map.	S3-10
Tarewa I-Site	Restricted to the designated site as indicated on the referenced map.	S3-11
Wellingtons Bay – main reserve (Whangaumu Reserve)	Restricted to the designated site as indicated on the referenced map. <u>Camping restricted to outside the peak season (which runs from 18 December to 08 February).</u>	S3-12

## Schedule 4: Restricted areas for all camping

Camping is subject to the restrictions stated in the table.

Area	Restriction	Map Reference
Parua Bay	<u>All camping restricted to a maximum of 3 nights, except where Council has determined, due to problems with overcrowding, there should be a 2-night maximum.</u> <u>The permitted stay period will be indicated on a sign displayed in the area.</u>	S4-01
Sandy Bay - toilet block carpark/grass area	Restricted to the designated site as indicated on the referenced map. <u>Camping restricted to outside the peak season (which runs from 18 December to 08 February).</u>	S4-02
Tamaterau	Restricted to the designated site as indicated on the referenced map.	S4-03
Waipū Caves	Restricted to the designated site as indicated on the referenced map.	S4-04
<del>Whananaki North</del>	<del>Restricted to the designated site as indicated on the referenced map.</del>	<del>S4-05</del>
Woolleys Bay – western carpark	Restricted to the designated site as indicated on the referenced map. <u>Camping restricted to outside the peak season (which runs from 18 December to 08 February).</u>	S4-06



# ***Camping in Public Places Bylaw***

**2017**    





# Contents

1. Title .....	3
2. Commencement .....	3
3. Application .....	3
<b>Part 1 Preliminary provisions . . . . .</b>	<b>4</b>
4. Purpose .....	4
5. Interpretation .....	4
<b>Part 2 Provisions for camping, and restricted and prohibited areas . . . . .</b>	<b>5</b>
6. Provisions for camping .....	5
7. Prohibited areas .....	6
8. Restricted areas for self-contained vehicles .....	6
9. Restricted areas for self-contained and non self-contained vehicles .....	6
10. Restricted areas for all camping .....	6
11. Prior consent from Council .....	7
12. Temporary prohibitions or restrictions .	7
<b>Part 3 Enforcement, offences and penalties . . . . .</b>	<b>7</b>
13. Offences .....	7
14. Penalties .....	7
Schedule 1: Prohibited areas .....	8
Prohibited areas – maps .....	9
Schedule 2: Restricted areas for self- contained vehicles .....	32
Restricted areas for self-contained vehicles - maps .....	33
Schedule 3: Restricted areas for self- contained and non self-contained vehicles .....	37
Restricted areas for self-contained and non self-contained vehicles - maps . .	38
Schedule 4: Restricted areas for all camping .....	44
Restricted areas for all camping - maps . .	45
Additional information to Camping in Public Places Bylaw 2017. ....	48

## 1. Title

- 1.1** This Bylaw is the Camping in Public Places Bylaw 2017.

## 2. Commencement

- 2.1** This Bylaw comes into force on 21 October 2017.

## 3. Application

- 3.1** This Bylaw applies to the Whangārei District.

## Part 1 Preliminary provisions

### 4. Purpose

**4.1** The purpose of this Bylaw is to regulate and manage camping on land controlled and managed by Whangarei District Council to:

- a) protect areas
- b) protect the health and safety of people who may visit areas
- c) ensure appropriate public access to areas is maintained
- d) provide transparency for those wishing to camp in public places in the District
- e) support a positive experience for campers and residents.

*Explanatory note: The provisions of this Bylaw only apply to public places owned and/or controlled by Council and which are not managed as a camping ground. The Bylaw does not apply to land owned or controlled by other organisations, for example the Department of Conservation and The New Zealand Transport Agency, or privately owned land.*

### 5. Interpretation

**5.1** In this Bylaw, unless the context otherwise requires:

**Act** means the Freedom Camping Act 2011.

**Area** means a local authority area that is considered a discrete singular location and which may have multiple parking areas or marked parking spaces contained within it.

**Camp or camping** has the same meaning as freedom camp/freedom camping as provided in section 5 of the Act or any subsequent legislation that amends or replaces the Act.

**Council** means the Whangarei District Council

**Designated site** means a parking area or marked parking spaces identified within the areas in Schedules 2, 3 and 4 of this Bylaw and indicated by signs erected in the area where camping is permitted subject to any restrictions and conditions.

**District** means the district of Whangarei District Council

**Enforcement Officer** means a person appointed as an enforcement officer under the Act.

**Infringement offence** means an offence specified in section 20(1) of the Act.

**Local authority area** has the meaning set out in section 6 of the Act or any subsequent legislation that amends or replaces that Act.

**Reserve management plan** means a management plan prepared under section 41 of the Reserves Act 1977 for reserves for which Council is the administering body.

**Self-contained vehicle** means a vehicle that complies with the New Zealand Standard 5465:2001 (the Standard), incorporating all amendments as at 1 September 2017 or any subsequent New Zealand Standard that amends or replaces that Standard. Evidence of compliance with the Standard is through the display of a current warrant card and the availability on request of the associated self-containment certificate.

*Explanatory note: A self-containment certificate is issued for vehicles that have systems to contain both black water (from toilets) and grey water (wastewater from sinks, showers or similar). The warrant that is issued in conjunction with the self-containment certificate should be displayed inside the front window of the vehicle.*

*Any plumber or other suitably qualified person registered under the Plumber, Gasfitters and Drainlayers Act 1976 is eligible to certify compliance with NZS 5465. The standard also provides for other entities to be issuing authorities if they have a suitable scheme for certifying testing officers.*

**Vehicle** has the same meaning as in section 2(1) of the Land Transport Act 1998.

**Waste** means any kind of waste, including human waste.

**5.2** Every Schedule to this Bylaw forms part of this Bylaw.

- 5.3** Any explanatory notes and attachments are for information purposes, do not form part of this Bylaw, and may be changed without formality.
- 5.4** The Interpretations Act 1999 applies to this Bylaw.

## Part 2 Provisions for camping, and restricted and prohibited areas

### 6. Provisions for camping

- 6.1** Camping is permitted in any local authority area within the District, except for those areas where it is prohibited or restricted:

- a) pursuant to this Bylaw; or
- b) under any other enactment.

*Explanatory note: The provisions of Council's District Plan, Reserve Management Plans and other bylaws; including the Parking and Traffic Bylaw 2017, the Alcohol Control Bylaw 2018 and the Public Places Bylaw 2014, also apply to camping.*

- 6.2** Camping is restricted to self-contained vehicles only in all areas of the District, except for those areas listed in Schedules 3 and 4 of this Bylaw.

*Explanatory note: All Schedules of this Bylaw provide specific restrictions for the areas contained in the Schedules, including for self-contained vehicles. For all areas not included in the Schedules, camping is permitted only in self-contained vehicles.*

- 6.3** Except where this Bylaw provides for a lesser period, no person may camp for more than three nights in any four-week consecutive period in any one area, or within 1 kilometre of any area they have previously camped in within that four-week period. The four consecutive week period begins on the date the first camping commences.

- 6.4** All camping activities must comply with the following conditions:

- a) vehicles must park within existing marked parking spaces or within identified parking areas, whichever is present. Where marked parking spaces are present, only one vehicle per marked space is allowed

*Explanatory note: where campers are travelling by bicycle and camping in a tent, bicycles may be stored near a tent provided the storage of bicycles is not preventing others from undertaking legitimate activities in the area and is not restricting access to public areas.*

- b) vehicles must be legally parked
- c) the site used must be left in a clean and tidy state
- d) the camping must not prevent others from undertaking legitimate activities in the area
- e) the camping must not restrict public access to public areas
- f) enforcement officers must be able to inspect any site being used for camping and campers must comply with any reasonable directions of an enforcement officer, including requests to view self-containment certificates and/or warrants
- g) no effluent tanks may be emptied in public toilets.

- 6.5** To avoid doubt, nothing in this Bylaw allows a person to take up permanent or semi-permanent residence on any local authority area.

*Explanatory note: In some locations in the District, parking on the grass area of a road reserve is an accepted and commonly occurring activity. In areas where such parking occurs during the day, the parking of camping vehicles is also deemed generally acceptable. However, this is at Council's discretion and campers may be asked to move on in certain circumstances.*

### 7. Prohibited areas

- 7.1** All camping is prohibited in the areas identified in Schedule 1 of this Bylaw.

## 8. Restricted areas for self-contained vehicles

- 8.1** In the areas identified in Schedule 2 of this Bylaw, camping is restricted to a designated site or marked parking spaces and is subject to the following restrictions:
- a) camping is restricted to self-contained vehicles only
  - b) no person may camp for more than one night in any four-week consecutive period in any one area, or within 1 kilometre of any area they have previously camped in within that four-week period, unless otherwise provided for in the Schedule. The four consecutive week period begins on the date the camping commences
  - c) all camping must comply with any additional restrictions as provided in Schedule 2
  - d) all camping is subject to the conditions listed in clause 6.4.
- 8.2** Council may, by resolution, change the location of a designated site within a restricted area, and record such changes on the maps to Schedule 2.

*Explanatory note: In some instances, a reserve or park may be upgraded or modified in a way that will necessitate relocation of the designated site within an area. The number and maximum length of camping vehicles possible will be limited by the size of each designated site. Signs and/or information will be provided on the maximum length of vehicles permissible at each site.*

## 9. Restricted areas for self-contained and non self-contained vehicles

- 9.1** In the areas identified in Schedule 3 of this Bylaw, camping is restricted to a designated site or marked parking spaces, and is subject to the following restrictions:
- a) camping is restricted to self-contained and non self-contained vehicles only
  - b) no person may camp for more than one night in any four-week consecutive period in any one area, or within 1 kilometre of any area they have previously camped in within that four-week period, unless otherwise provided for in the Schedule. The four consecutive week period begins on the date the camping commences
  - c) all camping must comply with any additional restrictions as provided in Schedule 3
  - d) all camping is subject to the conditions listed in clause 6.4.
- 9.2** Council may by resolution change the location of a designated site within a restricted area, and record such changes on the maps to Schedule 3.

## 10. Restricted areas for all camping

- 10.1** In the areas identified in Schedule 4 of this Bylaw, camping is restricted to a designated site within an area and subject to the following restrictions:
- a) no person may camp for more than one night in any four-week consecutive period in any one area, or within 1 kilometre of any area they have previously camped in within that four-week period, unless otherwise provided for in the Schedule. The four consecutive week period begins on the date the camping commences
  - b) all camping must comply with any additional restrictions as provided in Schedule 4
  - c) all camping is subject to the conditions listed in clause 6.4.

*Explanatory note: The areas listed in Schedule 4 allow for camping in self-contained and non self-contained vehicles, as well as tents. Any vehicle associated with a tent is subject to the same restrictions and requirements of Clause 6.*

- 10.2** Council may by resolution change the location of a designated site within a restricted area, and record such changes on the maps to Schedule 4.

## 11. Prior consent from Council

- 11.1** Consent may be sought from Council for camping that is specifically provided for in Council's Reserve Management Plans. Consent must be applied for in writing to Council.
- 11.2** Consent may be sought from Council to allow camping in an area listed in Schedule 1. Any consent granted may be subject to such conditions as Council considers appropriate. Consent must be applied for in writing,

providing sufficient detail about the proposed camping at least 20 working days in advance of the date planned for the camping to commence.

- 11.3** Permission may be sought from Council to waive or modify camping restrictions in an area listed in Schedules 2,3, or 4 and/or the restrictions as set out in clause 6.4. Any consent granted may be subject to such conditions as Council considers appropriate. Consent must be applied for in writing, providing sufficient detail about the proposed camping, at least 20 working days in advance of the date planned for the camping to commence.

## 12. Temporary prohibitions or restrictions

- 12.1** Council may temporarily prohibit or restrict camping on any area or part of any area where a restriction is considered necessary by Council to:
- a) prevent damage to the area or facilities in the area
  - b) allow maintenance of the area or facilities in the area
  - c) protect the safety of persons or property
  - d) enable public access, including in circumstances where events are planned for or occurring in that area.
- 12.2** Where reasonably practicable, prior notice will be given of any temporary prohibition or restriction, and the length of that prohibition or restriction, or its removal, in a manner appropriate to the circumstances.
- 12.3** A temporary prohibition or restriction under clause 12.1 shall not extend for more than 14 consecutive days, however this does not limit Council's power to make a fresh prohibition or restriction under clause 12.1 for the same area where the prerequisites in that clause are satisfied.

## Part 3 Enforcement, offences and penalties

### 13. Offences

- 13.1** Any person who camps in breach of clause 6, 7, 8, 9, 10 or 12 of this Bylaw commits an offence under section 20 of the Act.

*Explanatory note: Section 20 of the Act provides for offences, including freedom camping in a local authority area in breach of any prohibition or restriction in a bylaw made under the Act. It also includes further offences such as not properly disposing of waste into a waste receptacle, damaging or interfering with the flora and fauna in an area, and obstructing or threatening an enforcement officer.*

### 14. Penalties

- 14.1** The penalties in section 23 of the Act apply to the offence of camping in breach of this Bylaw..

*Explanatory note: Camping in breach of a prohibition or restriction contained in this Bylaw is an infringement offence. The penalty is \$200 or any other amount prescribed in regulations.*

## Schedule 1: Prohibited areas

Area	Map Reference
Abbey Caves – new carpark	S1-01A
Bland Bay Reserve	S1-01B
Drummond Park Scenic Reserve (Parihaka Lookout carpark)	S1-02
Eliott Reserve	S1-03A
Finlayson Street/ Reyburn House Lane carpark	S1-03B
Helena Bay	S1-03C
Herekino Street - service lane and carpark behind 4-22 Herekino Street	S1-04
Hikurangi Sportspark	S1-05
Hora Hora Sportspark	S1-06
Kamo Sportspark	S1-07
Kensington Park	S1-08
Koropupu Community Sportspark (Springs Flat)	S1-09
Langs Beach - Cove Road beach access and carpark area	S1-10
Mander Park	S1-11
Marsden Point Wharf	S1-12
Matapouri - Morrison Road carpark	S1-13A
McAuslin Road, Matapouri	S1-13B
McLeod Bay - playground and reserve Area	S1-14
McLeod Bay – Stuart Road, all road Reserve	S1-15
Morningside Sportspark	S1-16
Moureeses Bay	S1-17
Ngunguru School	S1-18
Onerahi Beach Reserve – between Cliff Street and Johnson Street	S1-19
One Tree Point Road layby	S1-20
Otaika Sportspark	S1-21A
Otamure Bay	S1-21B
Otangarei No.1 Reserve	S1-22
Otangarei Sportspark	S1-23
Pātaua South	S1-24

Area	Map Reference
Port Road - service lane and carpark area behind 11-67 Port Road	S1-25
Portland Recreation Reserve	S1-26
Ruakākā - Princes Road Reserve	S1-27
Ruakākā Recreation Grounds	S1-28
Taiharuru	S1-29
Takahiwai Sportspark	S1-30
Teal Bay/Ngawai Bay - Teal Bay Recreation Reserve	S1-31
Tutukākā Marina Reserve	S1-33
Urquharts bay	S1-34
Whananaki – Mangaiti Reserve	S1-35A
Whangaumu Reserve - west (22 Whangaumu Street)	S1-35B
Whau Valley Dam	S1-36
William Fraser Memorial Park on Pohe Island	S1-37
Woolleys Bay – eastern carpark	S1-38

*Explanatory note: Organised camping activities at Kensington Park and William Fraser Memorial Park on Pohe Island in accordance with their respective Reserve Management Plans may be applied for in accordance with clause 11 of this Bylaw.*



## Prohibited areas – maps

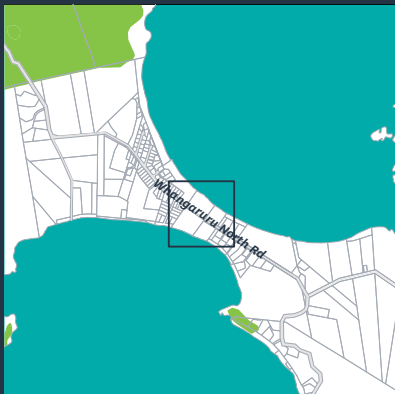
### Abbey Caves – S1-01A

 All camping prohibited



### Bland Bay Reserve – S1-01B

 All camping prohibited



## Drummond Park Scenic Reserve (Parihaka Lookout carpark) – S1-02

 All camping prohibited



## Eliott Reserve – S1-03A

 All camping prohibited





### Finlayson Street/ Reyburn House Lane carpark – S1-03B

 All camping prohibited



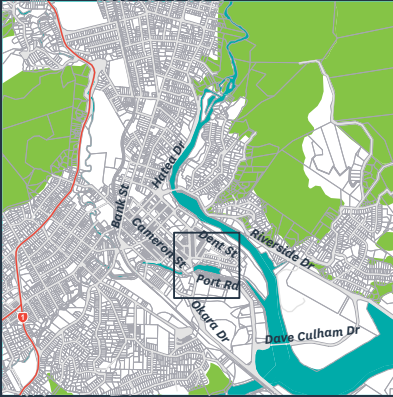
### Helena Bay – S1-03C

 All camping prohibited



### Herekino Street – service lane and carpark behind 4-22 Herekino Street – S1-04

 All camping prohibited



### Hikurangi Sportspark – S1-05

 All camping prohibited





## Hora Hora Sportspark – S1-06

 All camping prohibited



## Kamo Sportspark – S1-07

 All camping prohibited





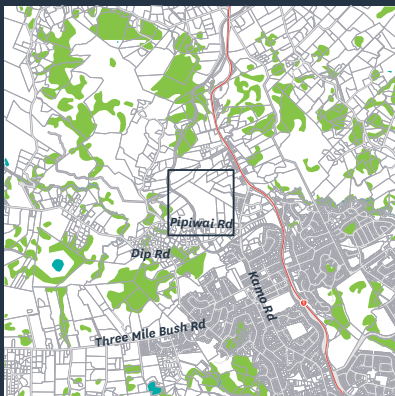
## Kensington Park – S1-08

 All camping prohibited



## Koropupu Community Sportspark (Springs Flat) – S1-09

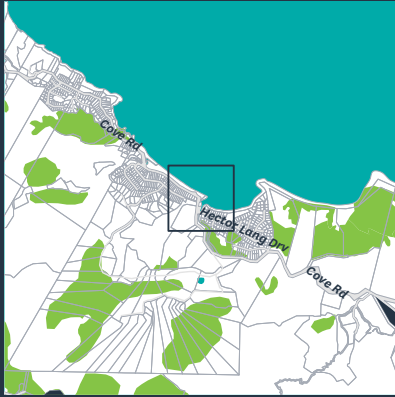
 All camping prohibited





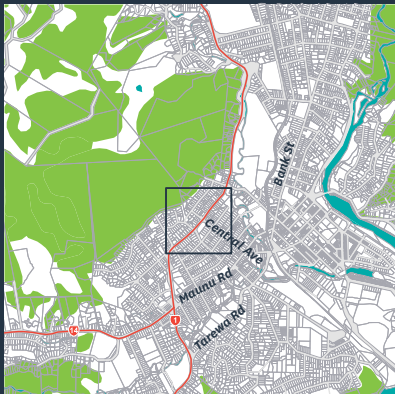
## Langs Beach – Cove Road beach access and carpark area – S1-10

 All camping prohibited



## Mander Park - S1-11

 All camping prohibited



## Marsden Point Wharf – S1-12

 All camping prohibited



## Matapōuri – Morrison Road carpark – S1-13A

 All camping prohibited





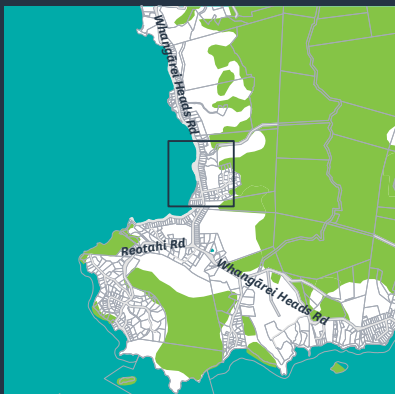
### McAuslin Road, Matapouri – S1-13B

○ All camping prohibited



### McLeod Bay – playground and reserve area – S1-14

○ All camping prohibited



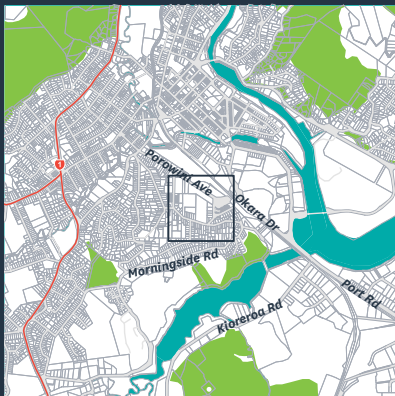
## McLeod Bay – Stuart Road, all road reserve – S1-15

 All camping prohibited



## Morningside Sportspark – S1-16

 All camping prohibited





### Moureeses Bay – S1-17

 All camping prohibited





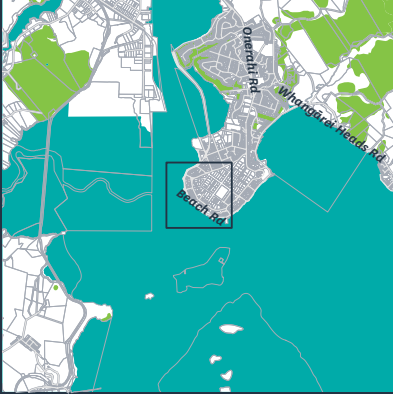
### Ngunguru School – S1-18

 All camping prohibited



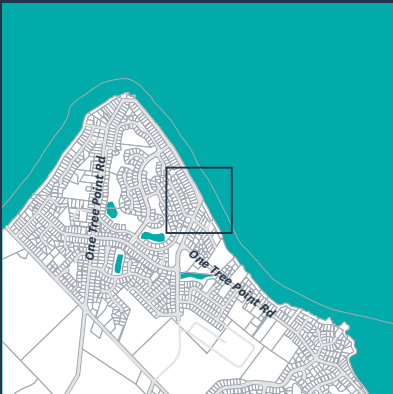
### Onerahi Beach Reserve – between Cliff Street and Johnson Street – S1-19

-  All camping prohibited
-  Self-contained vehicles in designated site or marked parking spaces only



### One Tree Point layby – S1-20

-  All camping prohibited





## Otaika Sportspark - S1-21A

 All camping prohibited



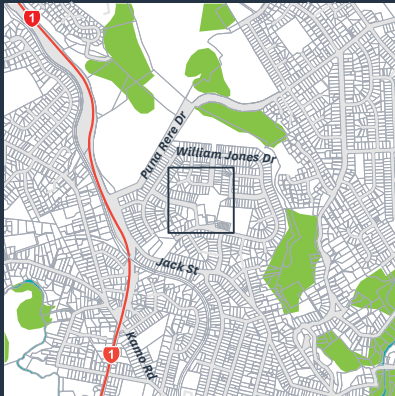
## Otamure Bay – S1-21B

 All camping prohibited



## Otangarei No.1 Reserve - S1-22

 All camping prohibited



## Otangarei Sportspark - S1-23

 All camping prohibited





### Pātaua South – S1-24



All camping prohibited



### Port Road – service lane and carpark area behind 11-67 Port Road – S1-25



All camping prohibited



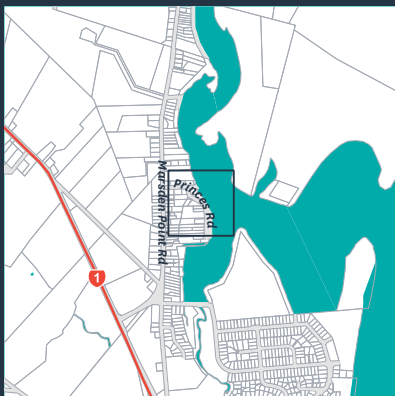
## Portland Recreation Reserve – S1-26

○ All camping prohibited



## Ruakākā – Princes Road Reserve – S1-27

○ All camping prohibited





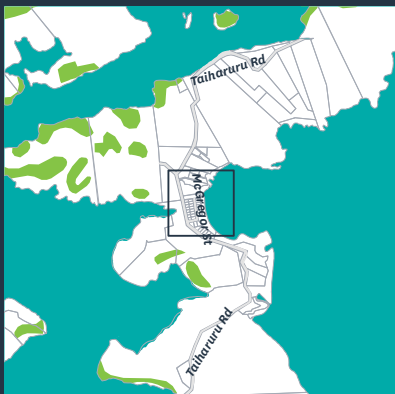
## Ruakākā Recreation Grounds – S1-28

 All camping prohibited



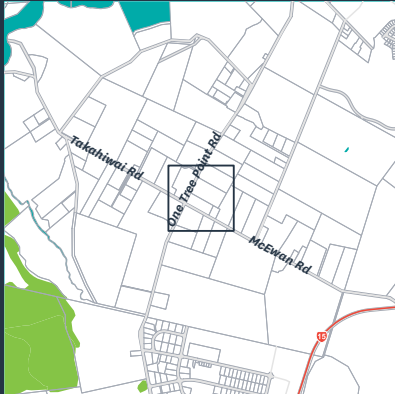
## Taiharuru – S1-29

 All camping prohibited



## Takahiwai Sportspark – S1-30

 All camping prohibited





## Teal Bay/Ngawai Bay – Teal Bay Recreation Reserve – S1-31

 All camping prohibited





## Tutukākā Marina Reserve – S1-33

-  All camping prohibited
-  The large carparking area further along from the Tutukākā Marina Reserve is under the control of the Marina Management Trust and the Trust prohibits all camping in that area, in accordance with the signage in place.



## Urquharts Bay – S1-34

-  All camping prohibited



## Whananaki – Mangaiti Reserve – S1-35A

 All camping prohibited



## Whangaumu Reserve west (22 Whangaumu Street) – S1-35B

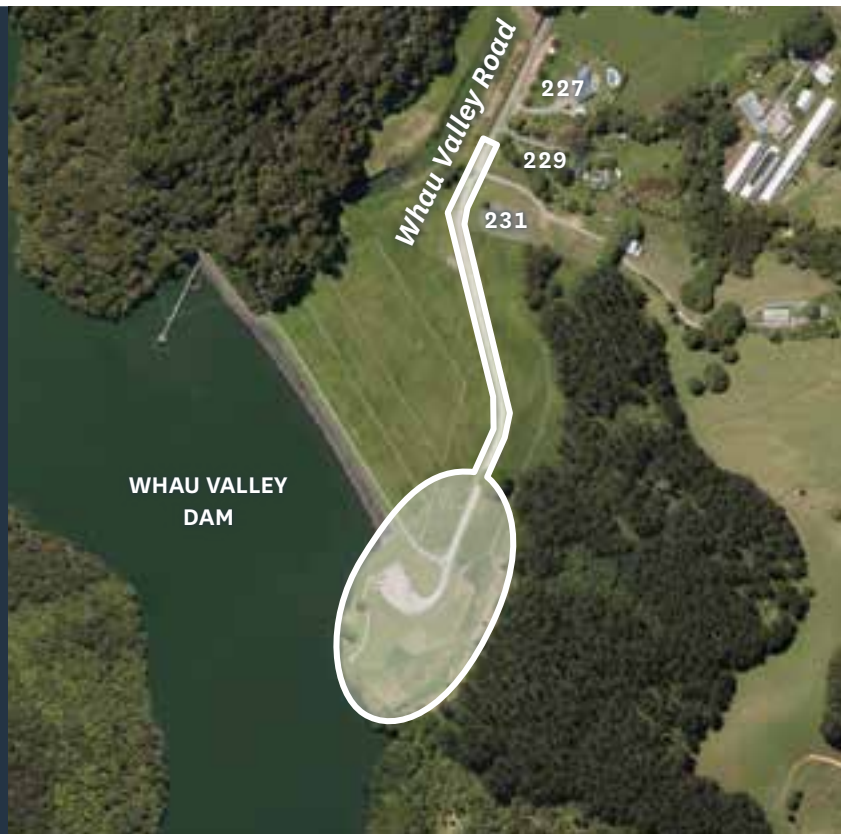
 All camping prohibited





## Whau Valley Dam - S1-36

 All camping prohibited



## William Fraser Memorial Park on Pohe Island - S1-37

 All camping prohibited



## Woolleys Bay – eastern carpark – S1-38



All camping prohibited



## Schedule 2: Restricted areas for self-contained vehicles



Camping is subject to the restrictions stated in the table.

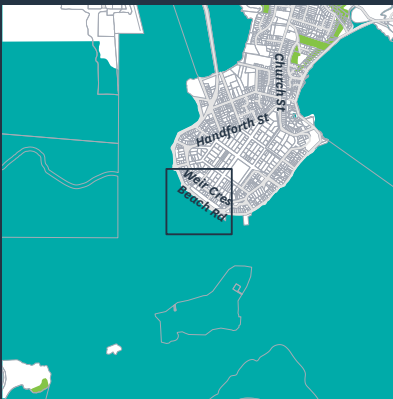
Area	Restriction	Map Reference
Onerahi - Beach Road Reserve	Restricted to the designated site as indicated on the referenced map.	S2-02A
Onerahi Sportspark	Restricted to times when Sportspark is not being used for sporting activities from 18 December up until Northland/Auckland Anniversary Day.	S2-02B
Riverside/Hātea East Carpark	Restricted to the marked parking spaces as indicated on the referenced map.	S2-03A
Ruakākā Beach Reserve	Restricted to the designated site as indicated on the referenced map.	S2-03B
Ruakākā Riverside Reserve	Restricted to the designated site as indicated on the referenced map.	S2-03C
Tikipunga Sportspark	Restricted to times when Sportspark is not being used for sporting activities from 18 December up until Northland/Auckland Anniversary Day.	S2-03D
Whangārei Falls Scenic Reserve	Restricted to the marked parking spaces as indicated on the referenced map.	S2-04





## Restricted areas for self-contained vehicles - maps

### Onerahi – Beach Road Reserve – S2-02A

-  All camping prohibited
-  Self-contained vehicles in designated site or marked spaces only



### Onerahi Sportspark – S2-02B



-  All camping prohibited
-  Self-contained camping in designated site or marked parking spaces only

Camping restricted to times when Sportspark is not being used for sporting activities from 18 December up until Northland/Auckland Anniversary Day.

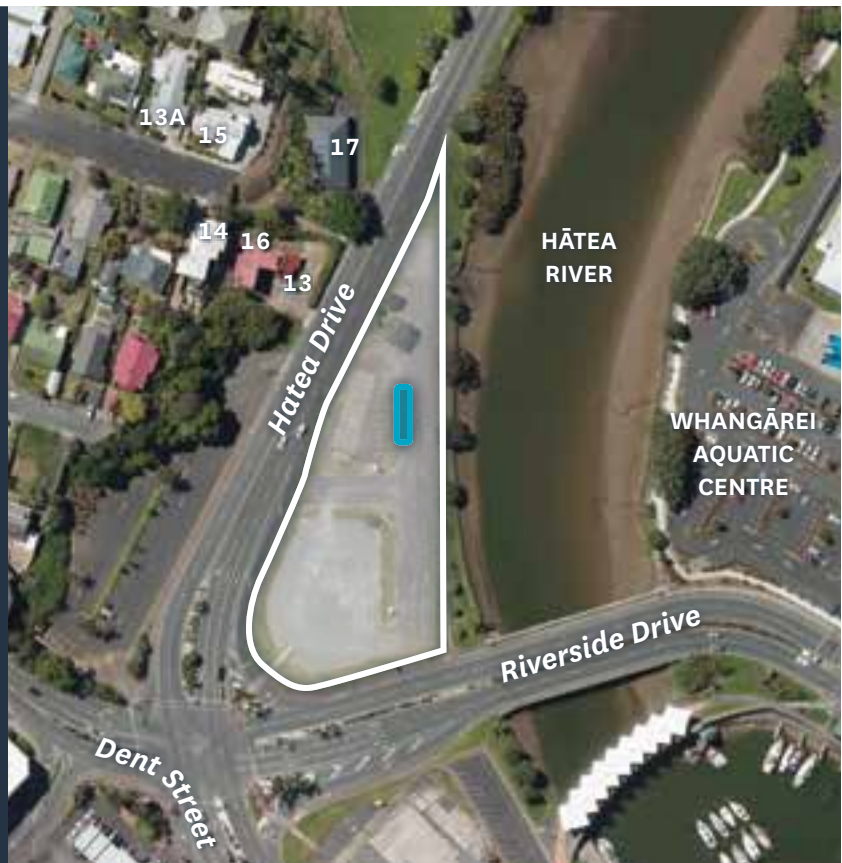






## Riverside/Hātea East Carpark – S2-03A

-  All camping prohibited
-  Self-contained camping in marked parking spaces only

Camping restricted to the hours between 6pm-8am. One night stay maximum. Parking rules apply after 8am.





## Ruakākā Beach Reserve – S2-03B

-  All camping prohibited
-  Self-contained vehicles in designated site or marked spaces only







## Ruakākā Riverside Reserve – S2-03C

-  All camping prohibited
-  Self-contained vehicles in designated site only



## Tikipunga Sportspark – S2-03D

-  All camping prohibited
-  Self-contained camping in designated site or marked parking spaces only

Camping restricted to times when Sportspark is not being used for sporting activities from 18 December up until Northland/Auckland Anniversary Day.





## Whangārei Falls Scenic Reserve – S2-04



All camping prohibited



Self-contained vehicles in designated site or marked spaces only





## Schedule 3: Restricted areas for self-contained and non self-contained vehicles

Camping is subject to the restrictions stated in the table.

Area	Additional Restrictions	Map Reference
AH Reed Memorial Park – Whareora Road carpark	Restricted to the designated site as indicated on the referenced map.	S3-01
Bascule carpark – Port Road	Restricted to the designated site as indicated on the referenced map. Parking permitted for a maximum of 3 nights.	S3-02
Kowharewa Bay	Restricted to the designated site as indicated on the referenced map. Camping restricted to outside the peak season (which runs from 18 December to 08 February).	S3-03
Manaia walkway carpark	Restricted to the designated site as indicated on the referenced map.	S3-04
Marsden Bay Reserve	Restricted to the designated site as indicated on the referenced map.	S3-05
Matapouri – Wehiwehi Road carpark	Restricted to the designated site as indicated on the referenced map. Camping restricted to outside the peak season (which runs from 18 December to 08 February).	S3-06
Ngunguru Library	Restricted to the designated site as indicated on the referenced map.	S3-07
Ocean Beach carpark	Restricted to the designated site as indicated on the referenced map.	S3-08
One Tree Point - boatramp carpark	Restricted to the designated site as indicated on the referenced map.	S3-09
Reotahi	Restricted to the designated site as indicated on the referenced map.	S3-10
Tarewa I-Site	Restricted to the designated site as indicated on the referenced map.	S3-11
Wellingtons Bay – main reserve (Whangaumu Reserve)	Restricted to the designated site as indicated on the referenced map. Camping restricted to outside the peak season (which runs from 18 December to 08 February).	S3-12



## Restricted areas for self-contained and non self-contained vehicles - maps

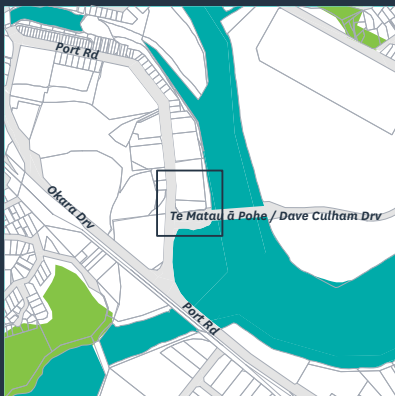
### AH Reed Memorial Park – Whareora Road carpark – S3-01

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only





### Bascule carpark – Port Road – S3-02

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only







### Kowharewa Bay – S3-03

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only





### Manaia walkway Carpark – S3-04

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only





### Marsden Bay Reserve – S3-05

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only





### Matapōuri – Wehiwehi Road carpark – S3-06

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only







### Ngunguru Library - S3-07

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only





### Ocean Beach carpark - S3-08

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only






### One Tree Point boatramp - S3-09

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only





### Reotahi - S3-10

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only
-  Note: Camping regulated under the Reserves Act 1977.







### Tarewa i-SITE – S3-11

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only



### Wellingtons Bay – main reserve (Whangaumu Reserve) – S3-12

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only









## Schedule 4: Restricted areas for all camping

Camping is subject to the restrictions stated in the table.

Area	Restriction	Map Reference
Parua Bay	All camping restricted to a maximum of 3 nights, except where Council has determined, due to problems with overcrowding, there should be a 2-night maximum.  The permitted stay period will be indicated on a sign displayed in the area.	S4-01
Sandy Bay - toilet block carpark/grass area	Restricted to the designated site as indicated on the referenced map. Camping restricted to outside the peak season (which runs from 18 December to 08 February).	S4-02
Tamaterau	Restricted to the designated site as indicated on the referenced map.	S4-03
Waipū Caves	Restricted to the designated site as indicated on the referenced map.	S4-04
Woolleys Bay – western carpark	Restricted to the designated site as indicated on the referenced map. Camping restricted to outside the peak season (which runs from 18 December to 08 February).	S4-06



## Restricted areas for all camping - maps

### Parua Bay – S4-01

-  All camping prohibited
-  Self-contained vehicles in designated overflow site when ground conditions permit
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only
-  Tents permitted in designated site






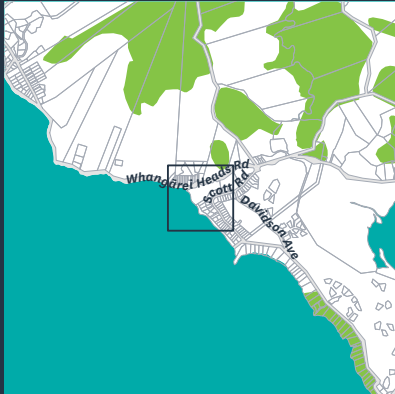
### Sandy Bay – toilet block carpark/grass area – S4-02

-  All camping prohibited
-  All camping permitted in designated site or marked parking spaces only





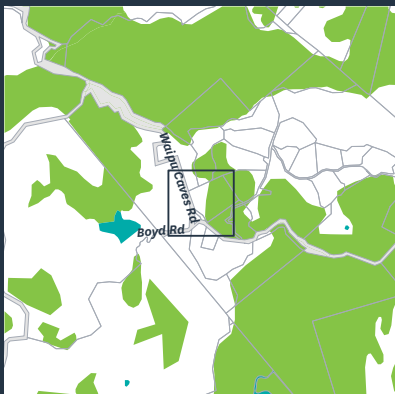
### Tamaterau – S4-03

-  All camping prohibited
-  Self-contained and non self-contained vehicles in designated site or marked parking spaces only
-  Tents (maximum of 2) permitted in designated site



### Waipū Caves – S4-04

-  All camping prohibited
-  All camping permitted in designated site or marked parking spaces only



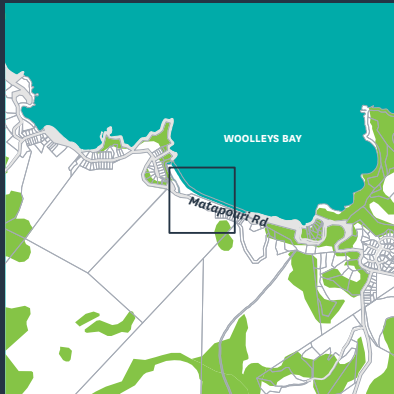
## Woolleys Bay – western carpark – S4-06



All camping prohibited



All camping permitted in designated site or marked parking spaces only





## Additional information to Camping in Public Places Bylaw 2017

This document is for information purpose only and does not form part of this Bylaw. It contains matters made pursuant to this Bylaw and information to help users to understand, use and maintain this Bylaw. The document may be updated at any time.

### Section 1: History of Bylaw

Action	Description	Date of decision	Commencement
Make	Camping in Public Places Bylaw	28 September 2017	21 October 2017
Change locations of designated sites	Resolution to change locations of three designated sites	27 September 2018	1 November 2018

### Section 2: Related documents

Document	Description	Location	Date
<i>Reports to Council/Committee/Panels (note: does not contain references to 2016 process)</i>			
Camping in Public Places - Briefing	Review of process to date and discussion on a revised bylaw option	<a href="#">Council meetings webpage - link</a>	16/5/2017
Camping in Public Places - Briefing	Discussion of key options for inclusion in a draft bylaw	<a href="#">Council meetings webpage - link</a>	25/5/2017
Adoption of Statement of Proposal for proposed Camping in Public Places Bylaw	Statement of Proposal including draft Bylaw adoption for public consultation	<a href="#">Council meetings webpage - link</a>	29/6/2017
Hearing – proposed Camping in Public Places Bylaw consultation	Hearing for interested parties to share their views in person	<a href="#">Council meetings webpage - link</a>	2/8/2017
Proposed Camping in Public Places Bylaw – consultation feedback	Council Briefing to receive written submissions and a summary of all feedback received	<a href="#">Council meetings webpage - link</a>	15/8/2017
Deliberations – proposed Camping in Public Places Bylaw	Deliberations on submission issues raised	<a href="#">Council meetings webpage - link</a>	7/9/2017
Making of Bylaw	Council makes final Bylaw	<a href="#">Council meetings webpage - link</a>	28/9/2017

Document	Description	Location	Date
<i>Legislation</i>			
Freedom Camping Act	Provides the functions, duties powers and penalties to make and enforce this Bylaw.	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>	NA
Bylaws Act 1910	Provides for certain matters related to the validity of bylaws.	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>	NA
Interpretations Act 1999	Provides for certain matters related to the interpretation of bylaws.	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>	NA

### Section 3: Delegations

Clause	Function, Duty, Power to be delegated	Delegated Authority	Delegation date	Delegation active date
11	Power to provide consent to allow for camping in prohibited or restricted areas or where camping is provided for in a Reserve Management Plan.	Technical Officer Parks	28 September 2017	21 October 2017
12	Power to temporarily close an area.	Parks and Recreation Manager	28 September 2017	21 October 2017

### Section 4: Enforcement powers

Legislative provision	Description
Freedom Camping Act 2011	<p>Section 20 (1) Every person commits an offence who:</p> <p>freedom camps in a local authority area in breach of any prohibition or restriction in a bylaw made under section 11 that applies to the area; or while freedom camping in a local authority area:</p> <ul style="list-style-type: none"> <li>• interferes with or damages the area, its flora or fauna, or any structure in the area; or</li> <li>• deposits waste in or on the area (other than into an appropriate waste receptacle); or</li> <li>• makes preparations to freedom camp in a local authority area in breach of any prohibition or restriction in a bylaw made under section 11 that applies to the area; or</li> <li>• deposits waste, generated while freedom camping, in or on a local authority area other than into an appropriate waste receptacle; or</li> <li>• fails or refuses to leave a local authority area when required to do so by an enforcement officer acting under section 36</li> <li>• refuses to give information when required to do so by an enforcement officer under section 35 or gives false or misleading information.</li> </ul> <p>Section 20 (2) Every person commits an offence who:</p> <p>discharges a substance in or on a local authority area in circumstances where the discharge of the substance is likely to be noxious, dangerous, offensive, or objectionable to such an extent that it:</p> <ul style="list-style-type: none"> <li>• has, or is likely to have, a significant adverse effect on the environment; or</li> <li>• has caused, or is likely to cause, significant concern to the community or users of the area or land.</li> </ul> <p>Section 20 (3) Every person commits an offence who:</p> <p>while an enforcement officer is carrying out his or her functions and duties under this Act:</p> <ul style="list-style-type: none"> <li>• intentionally prevents the officer from carrying out those functions and duties; or</li> <li>• obstructs or impedes the officer; or</li> <li>• assaults, threatens, or intimidates the officer; or</li> <li>• uses language that is abusive or threatening to the officer; or</li> <li>• behaves in a threatening manner towards the officer; or</li> <li>• incites any other person to do any act referred to in the list above.</li> </ul>



## Section 5: Offences and penalties

Provision	Description of offence	Maximum fine upon conviction	Infringement fee
Freedom Camping Act	An offence under section 20(1)	NA	\$200
Freedom Camping Act	An offence under section 20(2)	\$10,000	NA
Freedom Camping Act	An offence under section 20(3)	\$5,000	NA
Camping in Public Places Bylaw	Freedom camps, or prepares to freedom camp in an area in breach of any prohibition, restriction or condition in the clauses of the Bylaw	NA	\$200

## Section 6: Amendments to designated sites by Council resolution (Clauses 8.2, 9.2 and 10.2)

Area	Description of change	Date of resolution	Map Ref
Tamaterau	split of designated site to better accommodate tent camping	27/09/2018	S4-03
Whangārei I-site – Tarewa Road	relocation and slight reduction of site to southern boundary	27/09/2018	S3-11
Whananaki North	reduction of site size	27/09/2018	S4-05
Tamaterau Carpark	provide for formally marked spaces at the north site adjacent to the toilet block	22/10/2019	S4-03
One Tree Point Boatramp Carpark	designated area moved to the east of the carpark	22/10/2019	S3-09
Bascule Carpark	designate sites area moved from the north of the carpark to the south to reflect the new carpark upgrade layout	22/10/2019	S3-02



Private Bag 9023, Whangārei 0148, New Zealand

Forum North Building, Rust Avenue, Whangārei

Ruakākā Service Centre, Takutai Place, Ruakākā

P +64 9 430 4200 | 0800 932 463

[mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz) | [www.wdc.govt.nz](http://www.wdc.govt.nz)

[Facebook.com/WhangareiDC](https://www.facebook.com/WhangareiDC)

## Attachment 3

### Amendment to the Public Places Bylaw 2014

#### **19 ~~Buildings~~ Structures and Living Accommodation in Public Places Prohibited**

*1. No person shall, ~~except with the written consent of the Chief Executive or delegate:~~*

*a. erect, construct or place any temporary or permanent building, tent or other structure whatsoever, or any part thereof, under, over or across any public place, ~~except with the prior written consent of the Chief Executive Officer or delegate;~~*

*b. use any building, tent, caravan or vehicle ~~or structure~~ on any public place for the purpose of living accommodation.*

*2. Subclause 1 does not apply to any use of the public place for the purposes of freedom camping permitted in that place pursuant to the Freedom Camping Act and any bylaw under that Act.*



## 6.9 Backflow Prevention Policy and Code of Practice Adoption

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Andrew Venmore (Manager Water Services)

### 1 Purpose

To seek Council's approval on the updated Backflow Prevention Policy and Code of Practice.

### 2 Recommendation

That the Council adopts the updated Backflow Prevention Policy and Code of Practice 0020.

### 3 Background

Whangarei District Council Water Quality Policy requires Water Services to maintain a multi barrier approach to water quality. One of the key barriers to contamination is backflow prevention. This backflow prevention policy outlines Whangarei District Council's (Council) commitment to the protection of the potable water.

The Health (Drinking Water) Amendment Act 2007, updated 2019 guides water suppliers in respect to the development of a backflow prevention policy to protect the water supply. Council will achieve this aim through effective and efficient enforcement of the Water Supply Bylaw, the Backflow Prevention Code of Practice and public education.

The current policy is due for review. The Water Service department has completed the review of the policy and the proposed amended draft policy is attached for Council's consideration. The current policy was still relevant; however, the following minor amendments have been made:

- Change/simplify language without changing the content
- Update legislation relevant to the area of backflow prevention
- Add a section about alternate supplies for clarity in Section 4 and Appendix A as follows:
  - "Alternate supplies such as rainwater tanks or springs are unlikely to comply with drinking water standards and may become contaminated"
  - "The hazards normally found at properties with private water supplies would be cross connections between public water supplies and:
    - 1 Rainwater tanks
    - 2 Spring sources
    - 3 Bores
    - 4 Rivers and Streams

- 5 Small dams
- Transferal into new template

The policy's next review date is set for 2025.

#### **4 Discussion**

The new policy is a 'refresh' of the existing policy dated June 2015 with minor changes.

The recommendation is therefore that Council approve and adopt the Backflow Prevention Policy and Code of Practice.

#### **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

#### **6 Attachment**

1. Proposed Policy – Backflow Prevention Policy and Code of Practice



## **Whangarei District Council**

# **Backflow Prevention Policy and Code of Practice Policy 0020**

Drinking-water quality policy			
Group	Infrastructure	Business owner	Water
Date adopted	February 2021	Adopted by	Council
Review Cycle	5 years (statutory)	Last Review date	NA

## Table of Content

<b>Policy Statement</b> .....	<b>4</b>
<b>Code of Practice</b> .....	<b>5</b>
<b>1. Introduction</b> .....	<b>5</b>
1.1. Definitions.....	5
<b>2. Legislation</b> .....	<b>5</b>
2.1. The Building Act 2004.....	5
2.2. Health Act 1956.....	6
2.3. Health (Drinking Water) Amendment Act 2007.....	6
2.4. Council's Water Supply Bylaw.....	6
2.5. Health and Safety at Work Act 2015.....	6
2.6. Local Government Act 2002.....	6
2.7. Other Legislation.....	6
2.8. Relevant Standards and Guidelines .....	7
<b>3. Council's General Requirements</b> .....	<b>7</b>
3.1. Ownership of Boundary Backflow Devices.....	8
3.2. Roles and Responsibilities.....	8
3.2.1. Water Services Department .....	8
3.2.2. Building Compliance Department.....	8
3.2.3. Customer Responsibility.....	8
<b>4. Types of Hazards</b> .....	<b>9</b>
4.1. Levels of Risk.....	10
<b>5. Disconnection of Water Supply</b> .....	<b>10</b>
5.1. Backflow Incidents .....	10
<b>6. Types of Backflow Preventers</b> .....	<b>11</b>
6.1. Backflow Manufacture.....	11
<b>7. Installation of Backflow Preventers</b> .....	<b>11</b>
7.1. Installation requirements .....	11
7.2. Installation Considerations.....	12
<b>8. Testing</b> .....	<b>12</b>
8.1. IQP's Responsibilities.....	12
8.2. Qualifications.....	13
8.3. Registration.....	13

8.4.	<i>Re-Registration</i> .....	13
8.5.	<i>Removal of IQP Status</i> .....	13
8.6.	<i>Company IQP Status</i> .....	13
8.7.	<i>Insurance</i> .....	13
8.8.	<i>Hygiene Requirements</i> .....	14
8.9.	<i>Test Procedures</i> .....	14
8.9.1.	Test Equipment.....	14
8.9.2.	Test Tags (for Boundary Devices only) .....	14
8.9.3.	Backflow Registration Numbers (for Boundary Devices only).....	14
8.9.4.	Test Certificate.....	14
<b>9.</b>	<b>Surveying</b> .....	<b>15</b>
<b>10.</b>	<b>Acknowledgements</b> .....	<b>15</b>
	<b>Appendix A Specific Hazards: Examples of Facilities and Hazard Ratings</b> .....	<b>16</b>
	<b>Appendix B Hazard Levels: New Zealand Building Code G12/AS1</b> .....	<b>21</b>
	<b>Appendix C Backflow Prevention Devices</b> .....	<b>23</b>
	<b>Appendix D Backflow Testing Procedure</b> .....	<b>25</b>
	<b>Appendix E WDC Backflow Prevention Device Test Certificate Form</b> .....	<b>26</b>
	<b>Appendix F Requirements for Backflow Surveys</b> .....	<b>28</b>

Backflow Prevention Policy and Code of Practice			
<b>Audience (Primary)</b>	Internal	<b>Business Owner (Dept)</b>	Water
<b>Policy Author</b>		<b>Review date</b>	June 2015

Whangarei District Council Water Quality Policy requires Water Services to maintain a multi barrier approach to water quality. One of the key barriers to contamination is backflow prevention. This backflow prevention policy outlines Whangarei District Council's (Council) commitment to the protection of the potable water.

The Health (Drinking Water) Amendment Act 2019 guides water suppliers in respect to the development of a backflow prevention policy to protect the water supply. Council will achieve this aim through effective and efficient enforcement of the Water Supply Bylaw, the following Backflow Prevention Code of Practice and public education.

## Policy Statement

To minimise the risk that the water supply once treated, becomes contaminated, Council requires that an appropriate level of backflow prevention is provided on all water connections. When implementing this requirement Council shall consider the following:

- All new connections require a type of backflow prevention at the point of supply between the customer and the water supplier
- The type of backflow prevention device being dependant on the risk to the water supply posed by the customer
- Generally domestic/ordinary use connections will have a non-testable dual check device and commercial/extraordinary use customers will require a testable backflow prevention device at the point of supply.
- Point of supply or boundary backflow prevention devices are vested to Council and will be maintained and replaced as required, with the option given to the customer to retain ownership.
- Testing of boundary backflow prevention devices will be done at least annually and after maintenance.
- A schedule of targeted rates for backflow prevention devices of different sizes will be included in the Annual and Long Term Plans. The appropriate charge will be added to the customer's water account.
- Existing extraordinary, use as defined by the bylaw (generally commercial and industrial connections), without adequate backflow prevention are to be upgraded at the customers cost. These will be prioritised according to potential risk and customers will be given the option to install the device or have Council install and pass on the cost.
- Existing ordinary use as defined by the bylaw (domestic) connections without backflow prevention will be upgraded when the meters are replaced.
- Periodic surveying of existing connections will be undertaken to determine any change of use requiring upgrading of backflow prevention.
- Enforcement where necessary will be as set out in the Water Supply Bylaw.

## Code of Practice

### 1. Introduction

Backflow can happen unintentionally when pressures change resulting in a reversal in the flow of the water supply which can then cause contamination to flow back into the supply system as a result of back pressure or back siphonage. To prevent this from occurring Council requires a mechanical backflow prevention device on all connections at the point of supply.

This document seeks to provide a guideline to achieving the aims of the Water Supply Bylaw 2012 and Backflow Policy in practical sense that is clear for both Council staff and customers.

Both Water Services and Building Control staff manage backflow prevention, and this document is intended to bring together all Council requirements.

The enforcement and monitoring of backflow prevention is an essential Water Services activity for ensuring the protection of public health.

#### 1.1. Definitions

Auxiliary Water Supply	means any water supply on or available to any premises other than a public water supply.
Backflow	is the undesirable flow of a liquid or a contaminant back into the potable public water supply. There are two types of backflow: Back pressure and back siphonage.
Backflow Prevention Device	means a device designed to prevent backflow due to back pressure or back siphonage. For the purposes of this code of practice this refers to devices installed at the property boundary or point of supply.
Back Pressure	occurs when the pressure in the downstream plumbing is higher than the supply pressure, thus 'pushing' the water or other substances back into the supply line.
Back Siphonage	occurs when a temporary drop in water pressure occurs and water is siphoned into the drinking water pipeline.
Containment	means the prevention of backflow into the public system by the installation of backflow prevention device on the property boundary
Cross Connection	means an actual or potential connection between the potable water supply and an auxiliary supply or pipe work containing a contaminant.
Customer	means owner or occupier of a property who is responsible for the water reticulation within that property.
IQP	Independent Qualified Person under the Building Act 2004. Suitably qualified to test backflow prevention devices, assess hazards and provide written documentation. Wherever this is referenced in the document it shall also be interpreted to mean IQP as per the Boundary Backflow Prevention for Drinking Water Supplies Code of Practice 2012.
LBP	Licensed Building Practitioner as per Section 298-301 of Building Act 2004.
Potable Water	is water that is suitable for human consumption and as defined by the Drinking water Standard of New Zealand 2005 (revised 2018).

### 2. Legislation

The following are some of the principle acts and Regulations that are relevant to the area of backflow prevention and cross connection control.

#### 2.1. The Building Act 2004

The Building Act requires that buildings are safe and sanitary and the occupants are safeguarded from possible illness.

The Act requires an annually renewable Building Warrant of Fitness (for non-residential buildings) to ensure the specified systems stated in the compliance schedule are operating correctly. The compliance schedule includes any backflow preventers installed at the source of possible contamination.

The Building Act calls upon the Building Code in the Building Regulations 1992, specifically, Schedule 1, G12 Water Supplies regarding backflow prevention. The code requires that water supply systems be installed in a manner that avoids the likelihood of contamination within both the system and the water main. It also identifies the level of risk for certain hazards and introduces the requirement for IQPs to test backflow prevention devices. This is the minimum acceptable standard to comply with the Building Act. However, Council requires additional measures to ensure effective protection of the water supply.

All property owners must take all necessary measures on their side of the point of supply to prevent water which has been drawn from the public water supply or from any other source returning to that supply.

## **2.2. Health Act 1956**

The Health Act requires that adequate water supplies are provided to communities. Any buildings being built, sold or let must have an adequate and convenient supply of wholesome water.

The Act also provides for council "To make bylaws under and for the purposes of this Act or any other Act authorising the making of bylaws for the protection of public health", refer section 23.

The Act further states that it is an offence to pollute a public drinking water supply under Section 60 and can incur a fine.

## **2.3. Health (Drinking Water) Amendment Act 2007**

These require that a backflow preventer be fitted in situations where a network supplier (Water Services) considers a need to protect the distribution system from risks of pollution caused by water and other substances on properties connected to the system.

The regulations require:

- Water Services to install a suitable backflow prevention device on the council side of the point of supply; and the owner of the property to reimburse council for the cost of the backflow prevention device including installation, testing and ongoing maintenance.
- or
- Water Services to allow the owner of the property to install a suitable backflow prevention device as close as practicable to the boundary of the property
- Water Services to require the owner to repair or modify any faulty backflow prevention device.

They also require Water Services to ensure the backflow prevention device is tested at least once a year. The costs for conducting the annual test shall be met by the property owner.

## **2.4. Council's Water Supply Bylaw**

This requires that the public water supply be protected where a cross-connection may contaminate the public water supply. The bylaw requires a backflow prevention device on all connections in most cases this is a non testable dual check on ordinary use (domestic supply) and a testable device on extraordinary use (industrial and commercial connections). The bylaw contains typical layouts of different connection types and fittings details with the location of the point of supply.

## **2.5. Health and Safety at Work Act 2015**

This Act provides for prevention of harm to employees at work. It makes the employer responsible for providing and maintaining a safe working environment for employees. The employer must ensure that hazards are identified and eliminated or minimized.

## **2.6. Local Government Act 2002**

Under the Local Government Act Council may make bylaws as it thinks fit for the purposes of "protecting, promoting, and maintain public health and safety", Section 145.

This Act also states that it is an offence to pollute the water supply of a Local Authority and also gives Council the power to stop the water supply in response to an event that may become a danger to public health.

## **2.7. Other Legislation**

Other Acts and Regulations which may impact on the requirements for backflow prevention include:

- Camping Ground Regulations 1985



- Civil Defence Emergency Management Act 2002
- Consumer Guarantees Act 1993
- Crimes Act 1961
- Education (Early Childhood Centre) Regulations 2008
- Employment Contracts Act 1991
- Food (Safety) Regulations 2002
- Food Act 2014
- Food Hygiene Regulations 1974
- Game Regulations 1975
- Local Government Rating Act 2002
- Old People's Homes Regulations 1987
- Public Works Act 1981
- Resource Management Act 1991
- Soil Conservation and Rivers Control Act 1941.

## 2.8. Relevant Standards and Guidelines

- Backflow Prevention for Drinking Water Suppliers Code of Practice 2012, published by NZ Water
- New Zealand Drinking Water Standards 2005 (revised 2018)
- Public Health Risk Management Plan Guide 'Distribution System – Backflow Prevention', version 1, Ref D2.4 published by Ministry of Health
- Public Health Grading of Community Drinking-Water Supplies and Guidelines
- Council's Environmental Engineering Standards
- AS/NZS 2845.1:2010 Water supply - Backflow prevention devices - materials, design and Performance requirements
- AS/NZS 3500.1:2018 Plumbing and drainage - Standards - Water Services
- New Zealand Industry Standard: Field testing of backflow prevention devices and verification of air gaps.

## 3. Council's General Requirements

As a result of the above legislation, Council requires the following backflow prevention devices installed:

### a Source (point of risk) protection

For buildings covered by the Building Act an appropriate backflow prevention device must be installed as close as possible to the source of potential contamination. The type of device used shall be in accordance with the Building Code Approved Document G12.

### b Zone protection

Generally only applicable within large industrial or commercial complexes and is usually required to separate workshop areas from offices and communal areas.

### c Boundary (containment) protection

In addition to the internal backflow prevention and in accordance with the Health (Drinking Water) Amendment Act 2007 an appropriate backflow prevention device must be installed on Council service pipe as close as practicable to the point of supply. The device shall be rated according to the highest risk on the site.

Where the water connection is an extra ordinary use or a specific risk is identified the boundary protection device installed shall be fully testable with the minimum standard being a double check valve. Extra ordinary use as defined by the Water Supply Bylaw includes all commercial and industrial customers. For all other properties with ordinary use which is domestic use only a dual check valve device will suffice.

All costs associated with the installation, maintenance and testing of backflow preventers shall be met by the customer. However, Council may undertake these works and charge the customer in accordance with the Funding Policy and the Schedule of Fees and Charges.

### **3.1. Ownership of Boundary Backflow Devices**

The point of supply is the location of change of ownership from Council to the property owner. The point of supply as defined by the Water Supply Bylaw 2012, being directly downstream of the water meter and/or backflow prevention device. Therefore, boundary backflow devices are in Council ownership. However, there is an option for the property owner to retain ownership if they wish by written agreement with Council.

### **3.2. Roles and Responsibilities**

Various departments within Council as well as customers have responsibilities under the aforementioned acts and regulations. Council's requirements for backflow prevention and cross connection control fall into two distinct areas; Water Services requirements and the Building Compliance requirements.

#### **3.2.1. Water Services Department**

Water Services responsibilities are governed primarily by the Health (Drinking Water) Amendment Act. This gives Water Services a general responsibility for the safety of the public water supply system. The Act requires Water Services to ensure that containment devices are provided at the boundary of all properties with a potential risk of cross connection. This cross connection could be made either accidentally or deliberately and boundary protection is independent of any internal backflow prevention.

Water Services may need to inspect the property to determine the level of risk and re-assess the requirements upon being informed of a change of water use within the property. Water Services require that all costs associated with the installation, testing, maintenance and possible replacement or upgrading of boundary backflow prevention are borne by the property owner. This will also include provision of isolation valves and strainers.

Water Services are required to ensure that all boundary backflow preventers are tested annually. Water Services may undertake to do the testing and keep records of the test results. The cost of the testing may then be passed on to the property owners as a uniform annual charge on the water rates or invoiced separately.

#### **3.2.2. Building Compliance Department**

The Building Compliance Department is responsible for ensuring compliance with the Building Act and Building Code. Various Acts of Parliament are focused on protecting the building occupants and users from possible dangers, including cross connections and backflow. It is the customer's responsibility under these regulations to protect the occupants, and they must install and test backflow preventers where required under the Building Act.

Where a backflow has not been installed, has the wrong hazard rating or fails a test; the compliance department may issue a Notice to Fix under the Building Act 2004. Failure to comply with a Notice To Fix is an offence and has an infringement fee of \$1,000 or if taken to prosecution a maximum fine of \$200,000 and \$20,000 for every day that the offence continues.

If the backflow preventer forms part of the compliance schedule for the building, the Building Warrant of Fitness cannot be renewed until the annual test has been done and Form 12A had been completed by a Council approved IQP.

#### **3.2.3. Customer Responsibility**

The customer (building owner or employer) is responsible for the protection of all employees and visitors to the site as well as protecting the public supply. It is the customer's responsibility to install and maintain all backflow prevention devices as may be required by the relevant Acts, Regulations and Bylaws. The customer and their approved building certifiers shall ensure that on initial construction all necessary backflow preventers are installed and added to the Building Compliance Schedule and Water Services database for boundary devices. The customer shall ensure that the backflow devices installed meet the current standards. Should the standards be amended then it shall be the customer's responsibility to fully comply with the new standards.

The customer shall arrange for the internal backflow devices to be tested in accordance with the relevant regulations and the Building Compliance Schedule. The customer shall keep all test reports for a minimum of two years. Also after any renovations requiring consent the customer shall ensure that cross connections are avoided or backflow preventers installed to conform to the Building Act and Health (Drinking Water) Amendment Act. The customer shall allow Council staff or appointed representatives access to the site by

prior arrangement for the purpose of checking for cross connections and compliance with this document. They shall also provide a person knowledgeable in the water layout of the property to assist with the inspection. The customer shall also be responsible for obtaining the necessary permits and consents prior to any plumbing alterations or changes of building or water use.

The customer shall be responsible for the payment of all fees and costs associated with permits, installation, maintenance, testing or removal of devices as may be required in this document.

Failure to meet the requirements of this document may result in the disconnection of the customer's water supply (see section 5).

## 4. Types of Hazards

Details of specific types of hazards are included in Appendices A and B; however there are many common installations which require backflow protection, regardless of the nature of the activities conducted on the premises. The hazard rating supplied in brackets is a general assessment and the specific hazard for an installation may differ when in doubt use to the hazard definitions in section 4.1 below.

These types of installations include:

### **Air conditioning units, heat exchangers and other water cooled equipment (Medium)**

This equipment may be contaminated with algae or bacterial slime.

If potentially connected to the sewage system or treated with chemicals. **(High)**

### **Agricultural (Medium)**

Stock water can be contaminated with bacterial slime

Supplies to cow sheds that could be contaminated with stock effluent or stock water with direct injection of chemicals **(High)**

### **Boilers (High)**

Chemicals are often added and water made non potable.

### **Public toilets and urinals (Medium)**

These are usually connected to the sewage system and often contain cleaning agents in the water stored for flushing.

### **Hose connections (Medium)**

When hoses are connected they can easily become submerged in a contaminated non-potable liquid.

Common hazard areas are wash down areas and hose taps close to grease traps.

### **Swimming pools, spa pools and fish ponds (Medium)**

May be contaminated with algae or bacterial slime or treated with chemicals. They are typically filled either by fixed piping or hose which may be left running below water level.

### **Irrigation and sprinkler systems (Medium)**

Any below ground or pop up system would constitute a risk.

Chemicals added to the water or applied to the ground. **(High)**

### **Auxiliary sources (Medium)**

Water pumped with a booster pump and held in a storage reservoir for use (i.e. on upper floors of multi-storied buildings) which could backflow into the potable system with a loss in pressure in the distribution main. The quality of auxiliary water supplies will typically not comply with relevant standards of potable for consumption.

### **Alternate Supply (Medium)**

Alternate supplies such as rainwater tanks or springs are unlikely to comply with drinking water standards and may become contaminated.

### **Fire protection systems (Medium)**

The water in these systems is often poor quality as no usage occurs for months on end.

If toxic chemicals are added to these systems. **(High)**

#### 4.1. Levels of Risk

The levels of risk to public health identified relates to a hazard rating as defined in G12 of the Building Code are:

Hazard Rating	Description
High Hazard	Any condition, device or practice which, in connection with the potable water supply system, has the potential to cause death.
Medium Hazard	Any condition, device or practice which, in connection with the potable water supply system, has the potential to injure or endanger health.
Low Hazard	Any condition, device or practice which, in connection with the potable water supply system, would constitute a nuisance, by colour, odour or taste, but not injure or endanger health.

A full list of hazards and their classifications of table 1 from G12 is included in Appendix B.

Unless otherwise exempted, Water Services require that an appropriate and testable boundary protection device be provided as close as practicable to the boundary on Council's service pipe of any property containing either a high hazard or a medium hazard.

Exemptions may be granted at the discretion of Water Services where it is agreed that there is no significant potential for a cross connection to be made either accidentally or intentionally that could result in contamination of the public water supply. Examples of situations where exemption may be granted include:

- Situations where the point of supply is at an elevation 10.5 metres or more higher than the identified hazard. (For back siphonage hazards only).
- Spa pools, fish ponds or rainwater tanks of total volume less than 1000L.
- Interior spa pools where the method of filling is unlikely to result in cross connection.

Should a dispute arise over the level of risk, or the backflow prevention device required at the boundary, the Water Services Manager shall nominate the device. Where it is unclear as to the level of risk or for reasons the water usage is unknown a Reduced Pressure Zone backflow preventer shall be installed.

All other properties shall have dual check valves incorporated within the water meter installation.

### 5. Disconnection of Water Supply

Where a hazard or potential hazard to the water supply exists and is not remedied within a reasonable period of time (as specified by Water Services but not longer than 30 days from the date of notification) Water Services may disconnect the water supply to the customer. Other instances where a disconnection of the water supply would be considered include but are not limited to:

- Unprotected, direct or indirect connection between a contaminant and the public water supply
- Removal or bypassing of a boundary backflow preventer.

Disconnection of the water supply may be undertaken in accordance with the following legislation; The Local Government Act 2002 , the Council's Water Supply Bylaw 2012 and the current versions of the Water Services Act.

Water Service will make every effort to inform customers in advance of disconnection. However, in the event that a potentially serious hazard to the public water supply exists the connection to that property may be disconnected immediately. Reconnection of the supply shall not be undertaken until the appropriate action has been undertaken to the satisfaction of the Water Services Manager. The cost of the disconnection, and reconnection if applicable, shall be met by the consumer. Failure to provide sufficient backflow prevention inside a premises or building as required under the Building Act or other regulations shall be deemed an offence under those regulations. Any penalties or actions to be taken shall be in accordance with the relevant legislation and at the discretion of the Building Control Department and/or the Drinking Water Regulator.

#### 5.1. Backflow Incidents

Notwithstanding any legal action that may result from a backflow incident the cost of rectifying contamination of the public water supply shall be the responsibility of those allowing the backflow to occur.

## 6. Types of Backflow Preventers

The types of backflow preventers are categorised in accordance with the level of risk, low, medium or high (See Appendix B). However, certain devices may not be suitable in all situations even if they have the correct hazard rating. For example an air gap would often be impractical as a boundary device. The types of devices depending on location are shown below:

Hazard	Boundary (Containment) Device	Source (Point of Risk) Device
Low Hazard	Dual check valve	Dual check valve Dual check valve with atmospheric port Hose connection vacuum breaker
Medium Hazard	Double check valve Double check detector	Double check valve Atmospheric vacuum breaker Pressure vacuum breaker Spill proof vacuum breaker
High Hazard	Reduced pressure zone Reduced pressure zone detector	Reduced pressure zone Registered air gap

A brief description of each device is in Appendix C.

### 6.1. Backflow Manufacture

All backflow prevention devices shall be manufactured in accordance with AS/NZS 2845.1 Water supply Backflow prevention devices Materials, design and performance requirements. For Boundary devices on the property boundary, only top entry backflow preventers complying with AS 2845.1 shall be used. See Water Services Approved Materials List for approved models.

It is important to ensure that the correct device is chosen for the potential hazard. It is also essential that the installer and tester are fully aware of the installation requirements and operating characteristic of all devices. If in doubt a higher level of protection should be used.

## 7. Installation of Backflow Preventers

### 7.1. Installation requirements

Before a boundary backflow preventer can be installed or removed consent must be obtained from Water Services. Water Services may request the owner to undertake a comprehensive survey of the site by a qualified IQP. Installation of a backflow prevention device may be required following any of the following events:

- Building Consent for construction of a new building or alteration of an existing building
- Public Utility Application
- Change of Use Application
- Property inspection by Council's backflow contractor

For new buildings with a new water connection the consent will come with the approval for the water connection in the form of an approved drawing stating the type of device required. When a change in the use of the building occurs a "Change of Use Application" must be made to Water Services who will inform the customer if any change to the boundary backflow prevention is required. Where the applicant is unsure of the final use of the water supply Water Services may allow a double check valve to be installed. However, should the water subsequently be used for high hazard activities the backflow preventer shall be upgraded at the customer's expense. For internal backflow preventers as required by the Building Act a building consent will also be required.

All source (point of risk) devices shall be installed as near as practicable to the potential source of contamination (appliance) while still in an easily accessible position for maintenance and testing.

All backflow preventers must be installed with isolating valves and a line strainer upstream. The only exception being on fire sprinkler lines when strainers shall not be used unless the make and model is approved by the Insurance Council. The isolating valves must be ball valves or resilient seated gate valves

for large (greater than 40mm) devices and shall be installed adjacent to the backflow preventer. All high hazard devices shall be installed above ground in a securely fenced / housed or caged area with a lockable access to protect from physical damage. The installation of high hazard devices shall be such that discharge from the relief valve can drain and does not cause damage.

No device shall be bypassed unless the bypass is also fitted with a device appropriate for the same hazard rating.

New source (point of risk) protection devices will be added to that buildings compliance schedule. All boundary (containment) protection devices will be added to Council's property database.

The installation of internal backflow prevention devices shall only be undertaken by a craftsman plumber or by a licensed plumber working under the direction of a craftsman plumber. For boundary devices Council only Licensed Contractors or contractors specifically approved by Water Services shall be allowed to install the backflow preventer.

All devices shall be installed in accordance with Council's Environmental Engineering Standards, this document, and the manufacturer's recommendations. The device shall be tested immediately following installation to prove compliance with all requirements. This shall be carried out by a registered IQP.

## 7.2. Installation Considerations

When installing a backflow prevention device the following criteria need to be considered:

- Level of risk
- Appropriate backflow prevention device for level of risk
- Location of backflow prevention device (at source or boundary)
- Appropriate backflow prevention device for type of water use downstream - consideration must be given to the head losses through the device and appropriate size of connection to meet anticipated flow rates
- Ease of access for testing, maintenance and replacement
- Manufacturer's recommendations
- Pressure loss across device
- Safety of testing for maintenance personnel
- Continuity of supply while testing. A bypass line may be required, also with a backflow preventer
- Installation above ground level or with adequate functioning drainage where no part of the device can become submerged
- Protection, from vandalism, traffic, hazardous environments
- Approved brand (a copy of the latest list of Approved Materials shall be obtained from Water Services)

## 8. Testing

It is a requirement under the Building Act 2004 that all internal backflow preventers are tested within the required time frame by an IQP. This will normally be part of the building's Compliance Schedule. An IQP is defined within the building act as being "a person who:

- a Has no financial interest in the building, other than as a qualified person; and
- b Is accepted by the territorial authority as being appropriately qualified to undertake the inspection and maintenance of the feature or system concerned."

Boundary devices that are not part of the building compliance schedule shall be tested annually by an IQP or as directed by the Water Services Manager. Water Services may undertake the testing of boundary devices and recover the cost from the consumer. Alternatively Water Services may allow the consumer to organise the test and forward the test certificate to Water Services.

### 8.1. IQP's Responsibilities

The IQP shall inform both the customer and Council if the level of protection offered by the backflow device is at any time found to be insufficient for the highest hazard on the property.



The IQP shall report any unsanitary plumbing practices and report any unprotected backflow risks to Council.

The individual who holds the IQP status shall inform Council if he leaves a company, and/or joins a new company and wishes to continue to operate as an IQP.

## **8.2. Qualifications**

Council requires that all approved IQPs have a thorough knowledge of backflow prevention and cross connection control. They must be able to recognise potential backflow hazards as well as testing devices. An IQP must be able to advise property owners on backflow requirements and be familiar with all acts and regulations pertaining to backflow and cross connection issues. In addition, they shall have attended and passed an approved course of not less than 40 hours duration or obtained competency in unit standards US23847 and US23848. For qualified plumbers have obtained competency in unit standard US2117.

In order to keep up to date with changes in regulations, equipment and procedures, each IQP must also attend a recognised refresher course at least every three years.

## **8.3. Registration**

Persons wishing to become registered as an IQP, as specified in the Building Regulations, for Section G – “Any automatic backflow preventer connected to a potable water supply” with the Whangarei District shall complete the relevant application form. They shall enclose with their application a copy of the qualification certification (or refresher certificate if applicable), medical certificate signed by their doctor (Water Services Hygiene Code, WSMQ1 form), their test kit serial number with a copy of current calibration verification along with the appropriate application fee. If the applicant has the correct qualifications and is deemed suitable Council will notify the applicant and include their name to the IQP register.

## **8.4. Re-Registration**

Every year all IQPs shall re-register with Council in order to maintain their approved status. The IQP will be contacted by Council and asked to reapply before a certain date. The applicant shall apply in writing enclosing the appropriate fee, a copy of their test kit annual calibration report and their refresher course certification if due. If all details are in order then approved status will be granted for a further year.

## **8.5. Removal of IQP Status**

If in the opinion of the Water Services Manager or Building Control Manager, an IQP has not undertaken their obligations to a satisfactory level then Council may immediately withdraw their IQP status. Reasons approved status might be withdrawn are:

- Failure to adequately test backflow preventers
- Failure to comply with this policy
- Failure to comply with the relevant acts and regulations
- Breaches of OSH regulations
- Poor, unsafe or unhygienic work practices.

For minor offences Council may first issue a written warning, but reserves the right to immediately remove IQP status for serious breaches. Council may ask an IQP to re-sit the 40 hour course before reapplication for approved status. However, Council shall be under no obligation to reinstate any IQP who has been removed from the register.

## **8.6. Company IQP Status**

Only individuals are eligible for IQP status. Companies with IQP on their staff may advertise as such but the status is attached to the individual only. Council will keep a record of companies who have IQP on their staff and the companies will be listed in Council's IQP register. Should the individual leave the company the company will immediately be removed from the register. Only IQP employed or contracted by the company shall be allowed to test backflow preventers and sign report forms.

## **8.7. Insurance**

All IQPs must hold current public liability and/or professional indemnity insurance suitable for the type of areas in which they will be working.

## 8.8. Hygiene Requirements

Every IQP shall be familiar with the requirements of the Water Services Hygiene Code of Practice for persons working on potable water mains. IQPs shall obtain a blue card by getting medical clearance from their doctor in accordance with the requirements of the hygiene code. The blue card (medical clearance) shall be kept up to date. Failure to do so may result in the removal of IQP status.

## 8.9. Test Procedures

Testing procedures for backflow preventers shall be in accordance with the New Zealand Industry Standard: Field testing of backflow prevention devices and verification of air gaps and/or the American EPA Cross Connection Control Manual. In addition, visual checks will also be required for registered break pressure tanks and atmospheric vacuum breakers. Testing shall be done at the following times:

- Immediately after installation
- Annually
- On completion of any maintenance work
- After a backflow or suspected backflow incident
- At the request of the Drinking Water Regulator, Building Control Officer, Dangerous Goods Inspector or Water Services Manager.

The test procedures shall be as per the New Zealand Industry Standard. The test forms for backflow prevention devices shall be as shown in Appendix M of that document or Appendix E of this document.

**Note** For boundary backflow prevention devices the registration number of the device and the meter number to which it is attached must be included.

Prior to the annual test of a backflow preventer the line strainer must first be cleaned.

### 8.9.1. Test Equipment

The test equipment used shall be the correct type for the device being tested. The equipment shall be a recognised make and model and not a “homemade” device. The test kit shall have a maximum working pressure of at least 1200kPa, and shall have colour coded hoses for ease of use. It is recommended that each hose should contain an in-line filter which should be cleaned out regularly.

Calibration tests shall be done annually by an International Accreditation New Zealand (IANZ) registered testing laboratory, or Water Services approved laboratory. The calibration frequency should be those set out in The New Zealand Industry Standard: Field testing of backflow prevention devices and verification of air gaps. Current calibration test certificates must be forward at the time of re-registration.

### 8.9.2. Test Tags (for Boundary Devices only)

The “test completed” tag shall be attached to the boundary backflow device on completion of a successful test. The tags shall be durable with a 5 year date grid. The IQP shall drill a hole in the date grid corresponding to the date of the successful test. The tag shall be securely fastened to the backflow, clearly visible and legible. Test tags shall only be obtained through the Whangarei District Council.

### 8.9.3. Backflow Registration Numbers (for Boundary Devices only)

Each boundary backflow shall have a unique registration number. This registration number shall be stamped on the front of the test tag. The test tags with the number must be obtained from Water Services prior to the installation test for a new backflow.

If a device requires a new tag (i.e. if testing date on tag has expired), then a new tag shall be securely fastened to the backflow. Both the old and the new registration numbers must be written on the report forms, and all other correspondence to Water Services regarding individual backflow prevention devices.

### 8.9.4. Test Certificate

The backflow prevention test form is to be completed for every test (as per Appendix E), and returned to Whangarei District Council within five (5) working days. The form shall have the following information:

- Type of test (initial, annual etc.)
- Owner details (name, address)
- IQP details (name, IQP number)
- Device details (location, make, model, size, serial number)

- Unique backflow registration number (if tag requires replacement then both old and new number shall be recorded)
- Associated water meter number (for boundary devices only)
- Type of hazard (for internal backflow preventers only)
- Strainer cleaning
- Test results
- Maintenance work undertaken
- Pass / Fail result
- Test kit information (make, serial number, calibration date)
- Additional information if required
- IQP signature and date of test

## 9. Surveying

The surveying of properties for cross connections and potential backflow problems shall be undertaken by persons experienced in this field. They shall have attended a recognised backflow survey course of not less than 3 days duration. The surveyor shall have a survey accreditation ID card that shall be carried at all times when undertaking surveys. The surveyor shall have the necessary public liability and professional indemnity insurances as required by Council.

Two types of survey may be undertaken:

- A highest hazard survey only determines the highest hazard on a property and is used to determine the level of boundary backflow prevention required.
- A full survey should determine all risks and possible cross connections which may prove hazardous to the occupants.

On completion of a survey, a report should be submitted to the relevant Council department and a copy should be kept by the surveyor. Further descriptions of survey requirements are at Appendix F.

## 10. Acknowledgements

Much of the information for this policy came from the following sources:

- Water New Zealand, Backflow Prevention Code of Practice for Water Supplier
- Department of Housing, New Zealand Building Code Acceptable Solutions G12/AS1
- The Master Plumbers, Gasfitters and Drainlayers NZ and Water New Zealand, New Zealand Industry Standard: Field testing of backflow prevention devices and verification of air gaps
- USEPA Cross-Connection Control Manual
- Unitec Backflow Survey Course Notes

## Appendix A Ratings

## Specific Hazards: Examples of Facilities and Hazard

This Appendix gives examples and guidance for the overall hazard when determining the boundary backflow required in the types of premises described. The hazard rating supplied in brackets is a general assessment and the overall hazard for the specific site may differ when in doubt use to the hazard definitions in section 4.1.

### Sewage Plants, Pump Stations and Water Reduction Facilities (High)

The hazards normally found in plants of this type include cross connections between the public water supply and:

- 1 Sewage pumps for priming, cleaning, flushing or unclogging purposes.
- 2 Water operated sewage sump ejectors.
- 3 Chlorinators using potable water when disinfecting wastewater.
- 4 Sewer lines for purpose of disposing of filter or softener backwash water or water from cooling systems.

### Plating and Chemical Companies (High)

The hazards normally found in plants of this type include cross connections between the public water supply and:

- 1 Plating facilities involving the use of highly toxic cyanides, heavy metals in solution, acids and caustic solutions.
- 2 Plating solution filtering equipment with pumps and circulating lines.
- 3 Tanks, vats or other vessels used in painting, de-scaling, anodizing, cleaning, stripping, oxidizing, etc for the preparation or finishing of productions.
- 4 Steam generating facilities and lines which may be contaminated with boiler compounds.
- 5 Water cooled equipment which may be sewer connected such as compressors, heat exchangers, and air conditioning equipment.

### Hospitals (High)

The hazards normally found in facilities of this type include cross connections between the public supply and:

- 1 Contaminated or sewer connected equipment such as bedpans, washers, flush valve toilets and urinals, autoclaves, specimen tanks, sterilizers, aspirators, autopsy and mortuary equipment laboratories.
- 2 Sewer lines for the purpose of disposing of filter or softener backwash water.
- 3 Water cooled equipment such as compressors, heat exchangers, air conditioning equipment, etc.
- 4 High pressured coil system.
- 5 Cooling towers which may be heavily contaminated with bird droppings, vermin, algae, etc., or with toxic water treatment compounds.
- 6 Steam generating facilities and lines.
- 7 Kitchen and food processing equipment including dishwashers, icemakers, carbonated beverage machines.
- 8 Haemodialysis units.
- 9 Auxiliary emergency water supplies.

### Convalescent and Nursing Homes (High)

The hazards normally found in facilities of this type include cross connections between the public water supply and:

- 1 Contaminated or sewer connected equipment such as bedpan washers, flush valve toilets, urinals and whirlpool baths.

- 2 Kitchen and food processing equipment including dishwashers, ice-makers, carbonated beverage machines.
- 3 Auxiliary emergency water supplies.

#### **Funeral Homes and Mortuaries (High)**

The hazards normally found in this type of facility include cross connection between the public water supply and:

- 1 Prep room equipment such as hose connections and aspirators.
- 2 Boilers with chemicals added.

#### **Schools and Universities (High)**

The hazards normally to be found in a facility of this type include cross connections between the public water system and:

- 1 Contaminated and/or sewer connected facilities such as inadequately protected flush valve toilets, urinals, aspirators, retorts, pipette tube washers, etc.
- 2 Laboratory equipment which may be chemically or bacteriologically contaminated.
- 3 Steam sterilizers, autoclaves, specimen tanks, autopsy and morgue equipment.
- 4 Sewer connected plumbing fixtures such as flush valve toilets and urinals.
- 5 Steam generating facilities and lines, which may be contaminated with boiler compounds.
- 6 Water cooled equipment which may be sewer connected such as compressors, heat exchangers, air conditioning equipment, etc.
- 7 High pressured coil systems.
- 8 Irrigation systems which may be equipped with pumps, injectors, or other facilities for injecting chemicals or subject to contamination from submerged inlets, auxiliary water supplies, or polluted or contaminated waters.
- 9 Tanks, automatic film processing machines or facilities.
- 10 Auxiliary water supplies.
- 11 Lab sinks and other hose connections.

#### **Medical Laboratories (High)**

The hazards normally found in this type of facility are cross connections between the public water supply and:

- 1 Lab sinks and hose connections.
- 2 Pipette washers, sterilizers, autoclaves, etc.
- 3 Sewer lines for the purpose of disposing of samples.
- 4 Filter equipment, deionizers, membrane filters and distillers.

#### **Car Wash Facilities (High)**

The hazard normally found with this type of facility would be a cross connection between the public water supply and:

- 1 The scrubber and rinsing plumbing, which would enable a re-circulating pump to force recycled water back into the public water supply.

#### **Veterinary Hospitals, Grooming Establishments (High)**

The hazards normally found in this type of facility would be a cross connection between the public water supply and:

- 1 Bath tubs where animals are washed with chemicals for treatment of fleas, skin disorders, etc.
- 2 Hoses used to wash wastes from pens and run areas.
- 3 Medical equipment such as x-ray development.

**Marinas, Yacht Clubs and Docks (High)**

The hazards normally found in water front facilities include cross connection between the public water supply and:

- 1 Outlets available for supplying water to docks using common garden hoses.
- 2 Large supply lines used to supply drinking water for larger seagoing vessels.
- 3 Kitchen/restaurant facilities such as dishwashers, ice machines, carbonated beverage machines.
- 4 Gas tanks which hydraulically raise gas levels.
- 5 Cooling towers.
- 6 Fire protection systems.
- 7 High pressure washing systems.
- 8 Motor testing tank with bottom feeds.

**Swimming Pools (Medium)**

The hazards normally found at swimming pools are cross connections between public water supply and:

- 1 Below rim inlets.
- 2 Hoses left running and dropped into the pools.
- 3 Direct connections at the chlorination equipment.
- 4 Steam generating facilities and lines which may be contaminated with boiler compounds.

**Greenhouses (Medium)**

The hazards normally found at greenhouses are cross connections between the public water supply and:

- 1 Irrigation systems.
  - 2 Hoses left running on the floor or in planters where there is a possibility of back siphonage.
- However **(High)** if facility includes
- 3 Chemical injectors.
  - 4 Steam generating facilities which may be contaminated with boiler compounds.

**Farms and Agricultural Facilities (Medium)**

The hazards normally found with farms and agricultural facilities are a cross connection between the public water supply and:

- 1 Stock troughs
- 2 Chillers
- 3 Dams and other auxiliary supplies

However **(High)** if facility includes

- 4 Cowsheds and slurry pits
- 5 Irrigation systems with chemigation/fertigation.

**Tank Trucks and Sprayers (High)**

The hazards normally found with tank trucks and sprayers are a cross connection between the public water supply and:

- 1 A fill pipe which becomes submerged in the tank during filling.
- 2 Hydroseeders, sweepers, sewer vacuums, sewer rodders or lawn maintenance equipment which may be subject to back siphonage during use.

**Automobile Repair and Related Industries (High)**

The hazards normally found with these types of facilities are cross connections between the public water supply and:



- 1 Submerged inlets into testing tanks where chemicals are present.
- 2 Rinse hoses lying on the floor stuck into tanks.
- 3 Steam generating lines which may be contaminated with boiler compounds.

#### **Laundries, Dry Cleaners and Dye Works (High)**

The hazards normally found in this type of facility are a cross connection between the public water and:

- 1 Laundry machines having under rim inlets.
- 2 Steam generating facilities which may be contaminated with boiler compounds.
- 3 Water storage tanks equipped with re-circulating pumps
- 4 Dye vats using chemicals.
- 5 High pressure coil heat exchangers.
- 6 Sewer connected compressors.
- 7 Dry cleaning equipment with solvents and heat exchangers.

#### **Solar Heating Systems (Medium)**

The hazards normally found with solar heating and/or cooling systems include cross connections between the public water supply and:

- 1 Single wall heat exchangers between the consumer's water and non-potable water.
- 2 Negative pressure zones created by circulation pumps.

However **(High)** if facility includes

- 3 Reservoirs and/or solar collector fluids which may have antifreeze, toxic corrosion inhibitors, or non-potable water.

#### **Food Processing such as Bottling Companies, Canneries and Meat Packing (Medium)**

The hazards normally found in this type of facility would be cross connections between the public water supply and:

- 1 Steam connected facilities such as pressure cookers, autoclaves, retorts etc.
- 2 Equipment used for washing, cooking, cleaning, blanching, flushing, or fluming or for transmission of foods.

However **(High)** if facility includes

- 3 Fertilizers or wastes.
- 4 Can and bottle washing machines and lines where caustics, acids, detergents and other compounds are used in cleaning, sterilising etc.
- 5 Cooling towers and circulating systems which may be contaminated with bird droppings, vermin, algae, bacterial slimes or with toxic water treatment compounds.
- 6 Steam generating facilities and lines which may be contaminated with boiler compounds.

#### **Beauty Salons - Barber Shops - Beauty Schools (Medium)**

The hazards normally found in these facilities are cross connections between the public water supply and:

- 1 Hair wash sinks that have hoses for rinsing hair during washing, dying or other chemical treatments.

#### **Doctors' and Dentists' Offices (High)**

The hazards normally found in these facilities are cross connections between the public water supply and:

- 1 Autoclaves.
- 2 Specimen tanks.
- 3 Sterilisers.

- 4 Aspirators.
- 5 Laboratory sinks.
- 6 Dental suction hoses.
- 7 X-ray equipment.
- 8 Air compressor lines.
- 9 Water cooled equipment such as air conditioning equipment which may be connected to sewers.

#### **Restaurants and Cafes (Medium)**

The hazards normally found in these types of facilities would be cross connections between public water supplies and:

- 1 Dishwashing sinks particularly with detergent injectors.
- 2 Deep sinks with aspirators with soap, detergents etc.
- 3 Cleaner's sinks.
- 4 Toilets and urinals.
- 5 Air conditioning units piped directly to sewers.
- 6 Steam generating facilities which may be contaminated with boiler compounds.
- 7 Water cooled equipment such as air conditioners, which may be connected to the sewers.
- 8 Garbage can washers.
- 9 Garbage disposal units.
- 10 Soda equipment, espresso boilers with salt filters.
- 11 Lawn sprinklers.

#### **Alternate Water Supplies**

The hazards normally found at properties with private water supplies would be cross connections between public water supplies and:

- 1 Rainwater tanks
- 2 Spring sources
- 3 Bores
- 4 Rivers and Streams
- 5 Small dams

## Appendix B Hazard Levels: New Zealand Building Code G12/AS1

Below the type of hazard is taken from G12/AS1 of the Building Code and gives a good indication of the devices required for particular situations.

**Note** The final decision as to which device is required shall be made by the Water Services Manager.

Type of Hazard	Acceptable Devices
<p><b>High</b> may include but not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>a Autoclaves and sterilizers</li> <li>b Systems containing chemicals such as anti-freeze, anti-corrosion, biocides or fungicides</li> <li>c Beauty salon and hairdresser's sinks</li> <li>d Boiler, chiller and cooling tower make-up water</li> <li>e Car and factory washing facilities</li> <li>f Chemical dispensers</li> <li>g Chemical injectors</li> <li>h Chlorinators</li> <li>i Dental equipment</li> <li>j Direct heat exchangers</li> <li>k Fire sprinkler systems and fire hydrant systems that use toxic or hazardous water</li> <li>l Hose taps associated with High hazard situations like mixing of pesticides</li> <li>m Irrigation systems with chemicals</li> <li>n Laboratories</li> <li>o Mortuaries</li> <li>p Pest control equipment</li> <li>q Photography and X-ray machines</li> <li>r Piers and docks</li> <li>s Sewage pumps and sump ejectors</li> <li>t Sluice sinks and bed pan washers</li> <li>u Livestock water supply with added chemicals</li> <li>v Veterinary equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Registered air gap</li> <li>• Reduced pressure backflow prevention device</li> </ul>
<p><b>Medium</b> may include but not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>a Appliances, vehicles or equipment</li> <li>b Auxiliary water supplies such as pumped and non-pumped fire sprinkler secondary water</li> <li>c Deionised water, reverse osmosis units and equipment cooling without chemicals</li> <li>d Fire sprinkler systems and building hydrant systems</li> <li>e Hose taps and fire hose reels associated with Medium hazard</li> <li>f Irrigation systems with underground controllers</li> <li>g Irrigation without chemicals</li> <li>h Livestock water supply without added chemicals</li> <li>i Untreated water storage tanks</li> <li>j Water and steam cleaning</li> <li>k Water for equipment cooling</li> <li>l Drink dispensers with carbonates</li> </ul>	<ul style="list-style-type: none"> <li>• Registered air gap</li> <li>• Reduced pressure backflow prevention device</li> <li>• Double check valve</li> </ul>

m Swimming pools, spas and fountains	
<b>Low</b> may include but not necessarily be limited to: a Drink dispensers (except carbonators)	As above plus <ul style="list-style-type: none"> <li>• Hose connection vacuum break</li> <li>• Dual check valve</li> </ul>

**Note** the examples given are not an exhaustive list. Where there is doubt comparison must be made to the hazard definitions.

## Appendix C Backflow Prevention Devices

### Hose Connection Vacuum Breakers

This device can be attached to the outlet of any standard hose bib tap and prevents back siphonage only. It will not work under back pressure or continuous pressure conditions. A similar device is also available for laboratory outlets.

### Dual Check Valves

These are in line non testable devices which are suitable for continuous pressure applications in low hazard applications.

### Dual Check Valves with Atmospheric Port

As above, but with an atmospheric vent. This allows water to discharge to atmosphere if the second check valve does not close correctly.

### Double Check Valve

These are fully testable and can be used for back siphonage and back pressure conditions. They may only be used to protect against a contaminant that could at worst cause illness, hence they are classified as medium hazard devices.

### Double Check Detector Assembly

This is specifically designed for fire sprinkler lines where backflow prevention is combined with the need to detect unauthorised water usage or leakage. It incorporates a large and a small double check valve in parallel with a meter on the smaller line. It provides the same level of protection as a double check valve however it will detect small flows. Large flows, such as in the event of a fire, will go through the large line and hence not be recorded. This assembly has carefully matched components and cannot be field assembled from stock double check valves.

### Atmospheric Vacuum Breaker

These devices are used to protect against back siphonage of a pollutant only. They should not be subject to back pressure and are therefore only to be used on open ended pipeline such as irrigation systems or garden hoses with no downstream valves. They are not suitable as boundary devices and should be installed a minimum of 150mm above all downstream piping. They may also only be used for a maximum of 12 hours out of any 24 hour period as long usage may cause the seat to stick. Whilst atmospheric vacuum breakers cannot be tested, they can be opened and checked to ensure they are working correctly. This should be done on an annual basis.

### Pressure Vacuum Breaker

These devices are similar to the atmospheric vacuum breaker and are only suitable for back siphonage conditions. They can however be used under constant pressure conditions and can be tested in line. They must be installed at least 300mm above all downstream outlets.

### Spill Proof Vacuum Breakers

Similar to the pressure vacuum breaker but can be installed in areas where spillage of water from the device is not wanted. They are testable and only suitable for protection against back siphonage. They must be installed in accordance with the manufacturer's recommendations and are not suitable as boundary devices.

### Reduced Pressure Zone

These devices are acceptable for contaminants that can cause illness or death as they are rated for high hazards. They will protect against both back pressure and back siphonage and are fully testable. They must be installed above ground in a free draining area.

### Reduced Pressure Zone Detector Assembly

This is specifically designed for fire sprinkler lines which use chemical additives and where backflow prevention is combined with the need to detect unauthorised water usage or leakage. It incorporates a large and a small reduced pressure zone backflow preventer in parallel with a meter on the smaller line. It provides the same level of protection as a reduced pressure zone device, however it will detect small flows. Large flows, such as in the event of a fire, will go through the large line and hence not be recorded. This

assembly has carefully matched components and cannot be field assembled from stock reduced pressure zone valves. This device must be assembled above ground in a free draining area.

#### **Registered Air Gap or Break Tank**

Air gaps are non mechanical devices which when installed correctly offer high hazard protection against both back siphonage and back pressure. The air gap should be at least two times the diameter of the inlet pipe and not less than 25mm. Air gaps are usually used at the end of a service for a reservoir or storage tank. The resultant loss of pressure may mean that a booster pump is required. At an air gap, the potable water is in contact with the surrounding air, so it must not be installed in a toxic environment. Air gaps should be registered and inspected annually to ensure that they have not been bypassed and the overflow capacity is sufficient.



## Appendix D Backflow Testing Procedure

### Fully Testable Devices

The following procedure shall be followed when testing backflow prevention devices using a recognised test kit:

- Determine appropriate date and time with property owner
- Confirm model and size of backflow preventers to be tested and ensure correct test kit (calibrated) is available
- Check with building occupants prior to shutting of water to building, area or equipment
- **Note** If testing fire line or sprinkler backflow preventer, the Fire Service or monitoring company will also need to be notified
- Check installation is correct, including correct level of protection, and all test ports accessible. If not owner should be notified and test delayed until problem fixed
- Check no health and safety risks at test site. See Appendix A of the New Zealand Industry Standard: Field testing of backflow prevention devices and verification of air gaps
- Prior to testing the line strainer must be cleaned
- Undertake test in accordance with correct procedure (New Zealand Industry Standard: Field testing of backflow prevention devices and verification of air gaps; or USEPA Manual)
- Complete test certificate form Appendix E or appropriate form from New Zealand Industry Standard: Field testing of backflow prevention devices and verification of air gaps
- Should the device fail, the owner's permission must be sought before undertaking any maintenance work
- Mark test complete tag, or attach new tag to backflow device and mark
- Report to building occupiers when test is complete and water restored
- Submit test report forms to correct authority.

Boundary Devices – Water Services

Internal Devices – Building Control Authority

- The tester should give a copy to the Council and keep a copy of the report form themselves for a period of not less than two years.

### Atmospheric Vacuum Breakers

The procedure for atmospheric vacuum breakers is similar to that for fully testable devices. The only difference is the test itself. As there are no test ports the device has to be dismantled to visually inspect the disk seating for sticking or damage. The test procedure is Appendix K of New Zealand Industry Standard: Field testing of backflow prevention devices and verification of air gaps with a report form in appendix M that can be used.

### Registered Air Gaps

A registered air gap or break tank requires no physical testing as such. However they do require examination at intervals the same as fully testable devices. The test procedure is obtained by following the checklist and verifying the air gap as detailed in Appendix C of New Zealand Industry Standard: Field testing of backflow prevention devices with a report form in appendix M that can be used.

## **Appendix E      WDC Backflow Prevention Device Test Certificate Form**

A Copy of the test form is overleaf.

## Inspection and Maintenance Form for Backflow Prevention Devices

☐ Initial test      ☐ Retest      ☐ Annual test      ☐ Other

Owner/Occupier \_\_\_\_\_

Address \_\_\_\_\_

IQP Name \_\_\_\_\_ WDC IQP No \_\_\_\_\_

### Device Details

☐ Containment backflow      ☐ Internal backflow

Backflow Registration No \_\_\_\_\_ Hazard \_\_\_\_\_

Associated Meter No \_\_\_\_\_ ☐ High risk      ☐ Medium risk

Device location \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_

Size \_\_\_\_\_ Serial No \_\_\_\_\_

☐ Strainer cleaned

	Reduced Pressure Zone Devices		Pressure Vacuum Breaker		
	Double Check Devices		Relief valve	Air inlet	Check valve
	First check	Second check			
Initial test	<input type="checkbox"/> DC closed tight RP _____ kpa <input type="checkbox"/> Leaked	<input type="checkbox"/> Closed tight <input type="checkbox"/> Leaked	Opened at _____ kpa	Opened at _____ kpa <input type="checkbox"/> Did not open	_____ kpa <input type="checkbox"/> Leaked
Maintenance undertaken, parts & materials used					
Test after maintenance	<input type="checkbox"/> Closed tight RP _____ kpa	<input type="checkbox"/> Closed tight	Opened at: _____ kpa	Opened at _____ kpa	_____ kpa

☐ Pass      ☐ Fail

Test kit make \_\_\_\_\_ Serial No \_\_\_\_\_

Date test kit last verified \_\_\_\_\_

Remarks (correct hazard rating, suitable location, recommended course of action, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
IQP Signature

\_\_\_\_\_  
Date of test

## Appendix F Requirements for Backflow Surveys

The procedures to be followed when conducting a full backflow survey are as follows:

- A letter of intent should be sent to the water customer at least one week prior to the inspection
- Whenever possible the customer or their agent should accompany the surveyor on the inspection. A copy of the drawings of the water layout should also be requested
- The surveyor must carry ID and wear the correct safety gear for the property
- The survey should start at the property boundary and continue to the last free flowing outlet
- The report should be collated during the survey. Notes and sketches (if possible photographs) should be made of all areas requiring backflow protection
- Any existing or potential cross connections should be noted on the report
- Recommendations for corrective actions should also be documented and discussed with the owner
- The report should be signed by the inspector and countersigned by the owner who also keeps a copy
- A follow up inspection date should also be in the report
- If the surveyor discovers a situation where contaminants are in the process of or suspected of entering the distribution system they shall inform the utility immediately

The highest hazard survey should include as many of the above items as are required to determine the hazard rating of the property.

## 6.10 Update on management of the Northland Events Centre

**Meeting:** Council Workshop  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Dominic Kula – General Manager Strategy and Democracy

### 1 Purpose

To seek endorsement of the approach and principles for the preferred option for the management of the Northland Events Centre, subject to the outcomes of consultation.

### 2 Recommendations

That Council:

1. Notes that the establishment of a new trust will be subject to consultation as part of the 2021 – 2031 Long Term Plan Consultation Document.
2. Subject to the outcomes of consultation, and in order to provide clarity on the preferred option, endorses the;
  - a. Expectations for the facility and guiding outcomes/principles for the preferred option (**Attachment 1**)
  - b. Event allocation, asset management and collaboration model (**Attachment 2**)
3. Notes that the process, skills and expectations of new trustees are still being worked through and will be brought back to Council for feedback.

### 3 Background

At its meeting of July 2020 Council considered options for the governance and management of the Northland Events Centre going forward. At the meeting Council endorsed, a “*New Trust Full – a CCO which employs all managerial, operational staff and support staff*” (Option 1) as the preferred option.

The Agenda set out an indicative implementation pathway for a change management process to be undertaken ‘over at least 12 months’, noting that a more detailed implementation plan would be developed. It also noted that success would “*require Council and Northland Events Centre Trust (NECT) to work collaboratively to ensure collective skills and expertise are harnessed, particularly through the transition period*”.

While it was recommended that the process be supported by an additional/unbudgeted change management resource key Council staff have worked alongside NECT trustees (the Transition Team) to develop a plan for the transition to a new trust, subject to the outcomes of consultation.

In a December 2020 Briefing the Transition Team reported back to Council seeking feedback on:

- The proposed timeline and transition plan for implementation of a new trust
- Winding up the current trust and establishing a new trust rather than NECT amending the current Trust Deed and Council appointing new trustees (as was anticipated in the original Agenda to Council).
- Proposed changes to the 2010 Trust deed, with a view to the amended Deed being the foundation document for a new trust.
- Re-confirming Council's expectations for the facility (as set in June 2020) and setting guiding outcomes and principles for the transition process (Attachment 1 has been updated to reflect the completed work below).

As a result of feedback received the following tasks have been completed/commenced by the Transition Team:

- Expectations Confirmed
- Principles & Outcomes Agreed
- Trust Deed Reviewed
- Consultation Process in place (via the LTP)
- Event allocation undertaken
- Asset management/maintenance/ownership principles agreed
- Model for collaboration developed
- Trust model/scale clarified
- Funding confirmed (\$670k p.a. made up of \$305k 'BAU' plus \$365k additional funding provided for in LTP)
- Trustee Recruitment Process investigated (ongoing)

The following is still being worked through by the Transition Team

- Trustee recruitment process, skills and expectations/questions – to be worked through with options presented to Council. Note, given the term of a number of the existing NECT trustees this process/information will be required by Council even if it were to maintain the status quo following consultation.
- Processes, Policies and systems required by the new Trust – to be workshopped/documented with actions required prior to the transition being worked through with Council staff, and an 'inventory' of policies, procedures and systems to be implemented by the new Trust during the transition period developed.

An informal update was provided to Council on 09 February 2021. This Agenda seeks formal endorsement of the approach and principles underpinning the preferred option noting that these will be subject to, and support, the consultation process.

## 4 Discussion

A key early action of the Transition Team was to review the Trust Deed. In doing so NECT highlighted a desire to wind up NECT and use the 2010 Trust Deed as the founding document for a new trust (rather than making amendments to the existing trust deed). It was envisioned that Council would then consult on the establishment of a new CCO through the Long Term Plan (LTP) process, with a new Trust being established following consultation.

While this was a different implementation pathway than that recommended in the July 2020 Agenda to Council, which envisioned NECT amending the current Trust Deed and Council appointing new trustees, it provided for a clean transition and a more collaborative process. This approach was supported by Council in the December 2020 Briefing.



#### 4.1 Refinement of approach/timeline

Also supported at that time was a proposed implementation plan and timeline which centred around determining the scale, resourcing, operating structures and systems/process required by a new Trust so that these could be in place at 'go live'. However, in working through these matters it was highlighted by the NECT Chair that the appointment of a manager for the new Trust was critical, and that position should determine these matters.

A revised timeline was developed to reflect this. The timeline clearly identifies the actions required by each of the entities. Under the revised timeline it is envisioned that there will be a defined transition period where the existing services provided by Council under the management agreement remain in place. This will enable the trustees to be appointed by Council, a manager to be appointed by the new trust and the structure, resourcing and back office functions to be established by the new Trust.

While it was noted that this was a departure from the process/timeframes previously presented to Council, and that meeting a 01 July 2021 go live would be difficult, all felt that this was a clearer/more logical approach.

#### 4.2 Event allocation, asset management/maintenance and collaboration

Alongside the timeline and approach the Transition Team have worked together to confirm the principles for allocating events, the subsequent allocation of events and asset management/maintenance responsibilities (which define the resulting ownership).

In doing so the Team identified that there will be 'cross overs' between the interests of each entity and informal and formal mechanisms for collaboration will be critical to managing / maintaining relationships. To address this the Team developed an Event Allocation, Asset Management/Maintenance and Collaboration Model (Attachment 2) which captures:

- Which events each entity will be responsible for (including those with Council funding and major events)
- The events that would fall with each entity from the current 'BAU' events schedule (identifying those that require collaboration and/or a change in the funding model)
- The asset management/maintenance/delivery (and by default ownership) responsibilities of each entity
- The intersect where collaboration on events and asset management/maintenance will be required.

It should be noted that while these principles resulted in a logical allocation of BAU events there may need to be changes from the status quo if each of the entities wish to proceed with these events (i.e. in changes to funding models and/or branding). This have been signalled in the model.

Ultimately the schedule of events each entity delivers will be a decision for that entity going forward. However, development of principles and the allocation of the BAU events has provided clear guidance on the scale likely to be required for the New Trust.

#### 4.3 Risks

As noted in the February 2021 update the timeline for a 01 July 2021 go live is tight and will be challenging to meet, particularly given the requirement for meaningful consideration of feedback received through consultation. The timeline therefore represents a key risk.

Potential impacts on, and uncertainty for, staff were also identified as key risks as was continuity in planning for, and delivery of, the Rugby World Cup (i.e. if there is disruption prior to the event).

The inclusion of a transition period goes some way towards mitigating these risks. This will need to be supported by communication and change management processes that provide as much certainty as possible to staff through the transition, while ensuring that Council meets its responsibilities as a good employer.

The Transition Team therefore discussed that the priority/focus needs to be on 'getting this right'.

## **5 Significance**

This matter relates to the mechanism for management of an existing facility. Having assessed Council's significance criteria the matter is not considered significant. However, consultation on the establishment of a new Council Controlled Organisation is required under the Local Government Act 2002. This will be undertaken through the 2021 – 2031 Long Term Plan process

## **6 Attachments**

- 1 Expectations, outcomes and principles
- 2 Event Allocation, Asset Management/Maintenance and Collaboration Model

## **Expectations for the facility and guiding outcomes/principles for the preferred option (subject to the outcomes of consultation)**

### Performance Expectations for the Facility

- i. Operating as a multipurpose, community facility for the benefit of Northland
- ii. Delivering large events which raise the profile and contribute to the vibrancy of the District/Region
- iii. Being managed on a commercial basis according to industry best practice
- iv. Being financially successful based on contribution to the economic impact on local businesses, rather than by profit generated.
- v. Delivering the outcomes of the Whangarei District Council Events Strategy – building local confidence, local capability and local connection
- vi. Acting as a hub to support sporting codes in a post-COVID-19 environment
- vii. Attracting external funding to support facility development and event delivery.

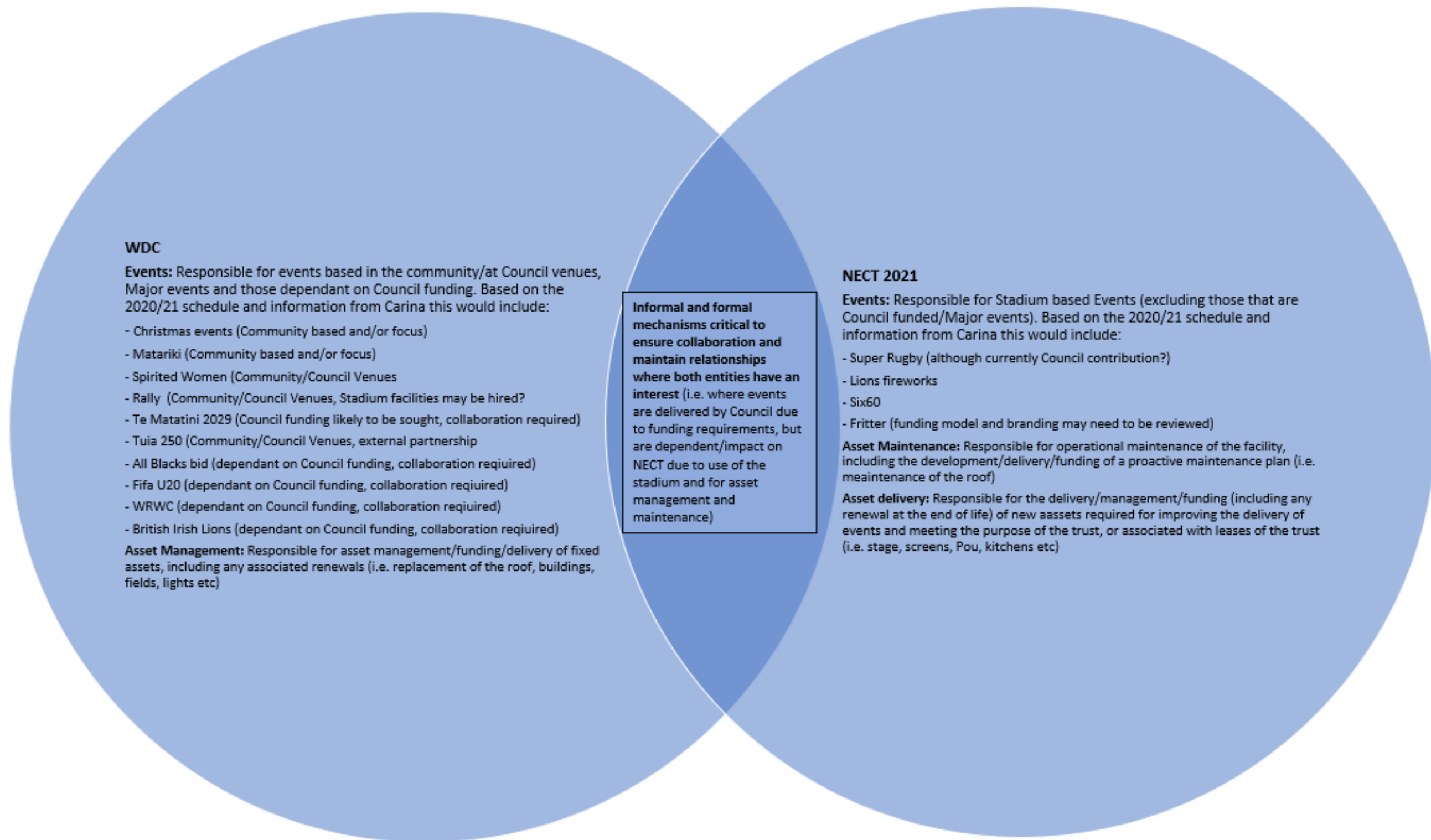
### Outcomes for the preferred option

- Achieve the best outcome for Community/Facility
- Have a standalone/successful Trust (i.e. with clear/transparent governance and funding arrangements)
- Look after our people

### Principles the preferred option

- Establishing a new trust based on BAU, with ability to build capacity going forward
- The Trust and its staff will be responsible for events in accordance with Council's expectations and the event allocation, asset management/ownership and collaboration model
- WDC is responsible for events in accordance with the event allocation, asset management/ownership and collaboration model
- The new trust will be funded through a Council grant (\$305k BAU + \$365k additional funding in the LTP) and external commercial revenue streams
- Collaboration will be required on in areas where the responsibilities of each entity intersect







## 7.1 Financial Report for the 7 months ending 31 January 2021

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Alan Adcock (General Manager – Corporate/CFO)

### 1 Purpose

To provide the operating result for the seven months ending 31 January 2021.

### 2 Recommendation

That the Council notes the operating results for the seven months ending 31 January 2021.

### 3 Background

#### 3.1 Operating Result

##### Year to date

The year to date position is a surplus of \$17.2 million, compared to a budgeted surplus of \$3.9 million, resulting in a favourable variance of \$13.3 million.

The year to date favourable variance is mainly attributable to Council's share of the MBIE agreement not yet spent, as well as higher than budgeted revenue, including Development Contributions, Fees and Charges, and other revenue. The year-to-date variance is also impacted by differences between the phasing of the budget and when costs are incurred.

##### Full year forecast

The forecast net surplus for the financial year ending 30 June 2021 is \$5.6 million compared to the budgeted surplus of \$3.1 million resulting in an favourable variance of \$2.5 million. These results are based on forecast figures provided by budget managers in November 2020. The forecast figures will be updated for February 2021 reporting to Council.

Flood damage has resulted in forecasted unbudgeted roading repairs expenditure of \$5.9 million. This has been partially offset by \$3.8 million of unbudgeted subsidies received to partially cover the repair cost.

The unbudgeted MBIE Te Tai Tokerau Worker Redeployment Package has provided grants revenue of \$11.4 million, with \$7.4 million being distributed to other parties to the contract (year to date). The full year revenue received under this agreement is forecast to be \$13.3 million, of which \$8.5 million will be distributed to the other parties. These transactions have been identified separately within the Income Statement.

The unbudgeted MBIE Te Tai Tokerau Worker Redeployment balance of \$4.8 million expenditure has been allocated to Roding \$4.0 million and Parks \$0.8 million.



**Key full year forecast variances include:**

<b>Revenue</b>			
Development contributions	Higher than budget	\$4.0m	Favourable
Subsidies and grants	Higher than budget (includes unbudgeted subsidies for flood damage)	\$6.5m	Favourable
Revenue	Other revenue, fees and charges	\$1.3	Favourable
MBIE agreement	WDC Share	\$4.8	Favourable
<b>Expenses</b>			
RMA	Sustainable solvents	(\$2.4m)	Unfavourable
Support Services	Net Interest expense	\$2.6m	Favourable
Building	Inspections and consents	(\$0.5m)	Unfavourable
Transportation	Offset by subsidies and MBIE grants revenue	(\$19.6m)	Unfavourable

**3.2 External Net Debt and Treasury**

Total net external debt at the end of January 2021 was \$120.0 million compared to year to date budgeted net debt of \$140.0 million, resulting in net debt being \$20.0 million under budget.

This favourable variance is due to assumptions made regarding the opening net debt balance of the 2020-21 Annual Plan (opening balance was \$5m less than budgeted), higher than budgeted rates instalments received, central government funding received and the year to date favourable operating surplus.

As at 31 January 2021 cash and term deposits held of \$54.9 million was comprised of:

- \$23.0 million of term deposits relating to prefunding undertaken.
- \$10.0 million of term deposits relating to short term borrowings not yet required.
- \$12.0 million of term deposits relating to excess cash not currently required.
- \$9.9 million of cash on hand.

**Economic Outlook**

The commentary in italics below was taken from the Economic Outlook provided by PWC Treasury Advisory, dated 9 February 2021.

*We expect the RBNZ to hold the OCR at 0.25% at their 24 February 2021 meeting. The economic outlook has improved since the November meeting but expect the RBNZ to note that risks remain tilted to the downside.*

*The impact of the RBNZ's previous stimulus is becoming evident in a mix of economic data, most recently highlighted by January's CPI release with annual inflation printing at 1.4%.*

*Unemployment fell unexpectedly to 4.9% in the December 2020 quarter, and underlying measures (hours worked, wage inflation and underutilisation were better than at the September quarter).*

*Inflation for the same period was also markedly higher at 0.5% quarter on quarter (1.4% year on year) and better than both market and RBNZ expectations. With inflation expectations also gaining momentum (the latest ANZ Business Confidence survey suggests 1.78% year on year, with RBNZ 2-year ahead at 1.59% from 1.43%) the justification for additional stimulus is waning.*

## **4 Accounts Receivable and Arrears**

Total arrears as at 31 January 2021 was \$4.5 million, compared to \$4.3 million in the previous year. This is mainly due to land and water rates arrears being \$0.4 million higher than last year and sundry debtors \$0.2 million lower than last year.

## **5 Significance and engagement**

The decisions or matters of this agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

## **6 Attachments**

1. Monthly key indicators
2. Monthly activity summary
3. Monthly income statement
4. Quarterly cashflow statement
5. Quarterly balance sheet
6. Treasury report



**MONTHLY KEY INDICATORS**  
**JANUARY 2021**



	YTD to January 2021					Full Year Forecast			
	Actual	Revised Budget	Variance	YTD	YTD Trend	Full Year Forecast	Revised Budget	Variance	YTD
	YTD \$ m	YTD \$ m	YTD \$ m	Indicator	Current / previous month	2020-21 \$ m	2020-21 \$ m	2020-21 \$ m	Indicator
<b>OPERATING</b>									
<b>Total Rates</b>	58.8	59.0	(0.2)	●		103.5	103.8	(0.3)	●
<b>Development Contributions</b>	6.2	3.0	3.2	●		7.0	3.0	4.0	●
<b>Subsidies and Grants</b>	14.2	11.0	3.2	●		28.2	21.7	6.5	●
<b>User Fees</b>	9.3	7.7	1.6	●		13.8	13.0	0.8	●
<b>Total Operating Income</b>	95.0	85.4	9.6	●	↓	161.4	149.8	11.6	●
<b>Personnel Costs</b>	15.8	16.7	0.9	●		29.4	29.4	0.0	●
<b>Other Operating Expenditure</b>	37.8	34.7	(3.1)	●		79.7	64.5	(15.2)	●
<b>Total Operating Expenditure</b>	82.6	83.0	0.4	●	↑	160.2	148.2	(12.0)	●
<b>Surplus/(Deficit) from Operations</b>	16.6	2.3	14.3	●	↑	5.9	1.6	4.3	●
<b>Total Surplus/(Deficit)</b>	17.2	3.9	13.3	●	↑	5.6	3.1	2.5	●
<b>EXTERNAL DEBT FUNDING</b>									
<b>External Net Debt</b>	120.1	140.0	20.0	●					
<b>Net Interest on debt</b>	2.5	4.3	1.8	●		4.7	7.3	2.6	●

KEY	
●	Favourable to budget
●	Unfavourable, but within 5% of budget
●	Unfavourable, over 5% of budget
↑	Favourable to previous month
↓	Unfavourable to previous month

**Note:** The above information includes excerpts taken from the Monthly Income Statement. The shaded lines above represent key totals from the Monthly Income Statement but are not totals of the lines above.



# MONTHLY ACTIVITY SUMMARY JANUARY 2021



	YTD to January 2021					Full Year Forecast			
	Actual Surplus/ (Deficit) \$m	Revised Budget Surplus/ (Deficit) \$m	Variance Surplus/ (Deficit) \$m	YTD Indicator	YTD Trend Current / previous month	Full Year Forecast Surplus/ (Deficit) \$m	Revised Budget Surplus/ (Deficit) \$m	Variance Surplus/ (Deficit) \$m	Full Year Indicator
<b>Surplus/(deficit) from operations</b>	16.6	2.3	14.3	●	↑	5.9	1.6	4.3	●
<b>Transportation</b>	(4.0)	(9.0)	5.0	●	↑	(17.0)	(18.3)	1.3	●
<b>Water</b>	3.6	2.7	0.9	●	↑	2.4	1.4	1.0	●
<b>Solid Waste</b>	1.9	2.1	(0.2)	●	↓	2.0	2.1	(0.1)	●
<b>Waste Water</b>	7.8	5.9	1.9	●	↑	9.6	8.1	1.5	●
<b>Storm Water</b>	(2.4)	(2.2)	(0.2)	●	↓	(4.7)	(4.9)	0.2	●
<b>Flood Protection</b>	0.2	0.3	(0.1)	●	↓	0.2	0.3	(0.1)	●
<b>Community Facilities</b>	(12.9)	(15.1)	2.2	●	↑	(36.3)	(37.4)	1.1	●
<b>Governance &amp; Strategy</b>	0.1	(1.3)	1.4	●	↑	(3.3)	(3.6)	0.3	●
<b>Planning &amp; Regulatory</b>	0.1	(1.3)	1.4	●	↑	(11.7)	(9.1)	(2.6)	●
<b>Support Services</b>	22.2	20.2	2.0	●	↑	64.7	63.0	1.7	●

## KEY:



Favourable to budget



Unfavourable, but within 5% of budget



Unfavourable, over 5% of budget



Favourable to previous month



Unfavourable to previous month



No change to previous month

**Note:** The above information is at Council Operations level and excludes non-cash adjustments





## MONTHLY INCOME STATEMENT

### 31 JANUARY 2021

Council Summary	Actual	Revised Budget	Forecast	Revised Budget	Variance*
	YTD	YTD	2020-21	2020-21	2020-21
	\$000	\$000	\$000	\$000	\$000
<b>Operating income</b>					
Rates	58,795	59,047	103,491	103,784	(293)
Development and other contributions	6,165	2,990	7,000	2,990	4,010
Subsidies and grants	14,215	10,992	28,206	21,732	6,473
Fees and charges	9,331	7,734	13,790	12,953	837
Interest revenue	352	187	519	381	137
Other revenue	6,161	4,418	8,385	7,960	425
<b>Total operating income</b>	<b>95,020</b>	<b>85,369</b>	<b>161,390</b>	<b>149,800</b>	<b>11,590</b>
<b>Operating expenditure</b>					
Other expenditure	37,768	34,675	79,694	64,531	(15,163)
Depreciation and amortisation	26,049	27,162	45,951	46,564	613
Finance costs	2,905	4,488	5,224	7,687	2,463
Personnel costs	15,833	16,707	29,367	29,437	70
<b>Total operating expenditure</b>	<b>82,555</b>	<b>83,032</b>	<b>160,235</b>	<b>148,218</b>	<b>(12,017)</b>
<b>Plus MBIE Te Tai Tokerau agreement</b>					
Grants received	11,930	-	13,320	-	13,320
Grants paid	(7,758)	-	(8,539)	-	(8,539)
<b>Total MBIE Te Tai Tokerau agreement</b>	<b>4,173</b>	<b>-</b>	<b>4,781</b>	<b>-</b>	<b>4,781</b>
<b>Surplus/(deficit) from operations</b>	<b>16,637</b>	<b>2,337</b>	<b>5,936</b>	<b>1,582</b>	<b>4,354</b>
<b>Plus non-cash income adjustments</b>					
Vested assets income	2,456	2,300	1,943	3,066	(1,123)
Gain on disposal of assets	-	-	-	-	-
<b>Total non-cash income adjustments</b>	<b>2,456</b>	<b>2,300</b>	<b>1,943</b>	<b>3,066</b>	<b>(1,123)</b>
<b>Less non-cash expenditure adjustments</b>					
OPEX on capital projects**	1,527	757	1,907	1,510	(397)
Loss on disposal of assets	332	-	374	-	(374)
<b>Total non-cash expenditure adjustments</b>	<b>1,858</b>	<b>757</b>	<b>2,281</b>	<b>1,510</b>	<b>(771)</b>
<b>Total non-cash adjustment</b>	<b>597</b>	<b>1,542</b>	<b>(338)</b>	<b>1,556</b>	<b>(1,894)</b>
<b>Total surplus/(deficit)</b>	<b>17,235</b>	<b>3,879</b>	<b>5,598</b>	<b>3,138</b>	<b>2,460</b>

\* Favourable variances are recorded as positive amounts (unfavourable variances as negative amounts)

\*\* This expenditure is included within the Capital Projects Report



**QUARTERLY CASH FLOW STATEMENT**  
**YTD TO DECEMBER 2020**

	Actual 2020-21	Actual 2019-20	Annual Plan 2020-21
<b>Council Summary</b>	<b>YTD</b>	<b>YTD</b>	<b>Full Year</b>
	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
<b>Cash flows from operating activities</b>			
Rates (inc metered water)	61,739	57,429	100,837
Grants & Subsidies received	27,062	9,017	21,171
Other income	21,050	16,501	22,253
Interest & dividends received from investments	157	844	415
Payments to suppliers and employees	(61,910)	(51,030)	(95,452)
Interest paid	(2,450)	(3,334)	(7,687)
<b>Net cash (to) / from operating activities</b>	<b>45,647</b>	<b>29,427</b>	<b>41,537</b>
<b>Cash flows from investing activities</b>			
Proceeds from sale of property, plant and equipment	23	933	-
Maturity of investments and loans	1,550	-	-
Purchase and development of fixed assets	(47,445)	(31,483)	(69,057)
Purchase of investments and loans provided	(575)	(160)	-
<b>Net cash flows (to) / from investing activities</b>	<b>(46,448)</b>	<b>(30,710)</b>	<b>(69,057)</b>
<b>Cash flows from financing activities</b>			
Loans raised	43,000	30,000	22,000
Loan repayments received	53	76	-
Repayment of public debt	(20,000)	(20,000)	-
Loans granted	-	-	-
<b>Net cash flows (to) / from financing activities</b>	<b>23,053</b>	<b>10,076</b>	<b>22,000</b>
<b>Net Cash Movement increase / (decrease)</b>	<b>22,254</b>	<b>8,793</b>	<b>(5,520)</b>
<b>Cash Reconciliation</b>			
Cash, cash equivalents and bank overdrafts at the beginning of the year	36,060	39,230	30,402
Cash, cash equivalents and bank overdrafts at the end of the period	58,314	48,023	24,882
<b>Net increase / (decrease) in cash, cash equivalents and bank overdrafts</b>	<b>22,254</b>	<b>8,793</b>	<b>(5,520)</b>



**QUARTERLY BALANCE SHEET**  
**AS AT 31 DECEMBER 2020**

<b>Council Summary</b>	<b>Actual 2020-21 YTD \$000</b>	<b>Annual Plan 2020-21 Full year \$000</b>	<b>Variance \$000</b>
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	58,314	24,882	33,432
Debtors and receivables	22,854	22,936	(83)
Derivative financial instruments	-	61	(61)
Other financial assets	164	328	(164)
Other current assets	2,266	918	1,348
<b>Total current assets</b>	<b>83,598</b>	<b>49,125</b>	<b>34,473</b>
<b>Non-current assets</b>			
Investment in CCO's and similar entities	9,962	12,226	(2,264)
Investment in other entities	3,935	2,970	965
Property, plant and equipment	1,758,751	1,799,981	(41,230)
Intangible assets	11,006	12,773	(1,767)
Forestry assets	819	820	(1)
Investment properties	56,347	59,084	(2,737)
<b>Total non-current assets</b>	<b>1,840,820</b>	<b>1,887,854</b>	<b>(47,034)</b>
<b>Total assets</b>	<b>1,924,418</b>	<b>1,936,979</b>	<b>(12,561)</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Payables and deferred revenue	25,940	25,042	898
Derivative financial instruments	142	804	(662)
Current borrowings	33,000	30,000	3,000
Employee benefits liabilities	3,429	2,628	801
Provisions	43	55	(12)
<b>Total current liabilities</b>	<b>62,554</b>	<b>58,529</b>	<b>4,025</b>
<b>Non-current liabilities</b>			
Derivative financial instruments	20,923	17,298	3,625
Non-current borrowings	142,000	144,000	(2,000)
Employee benefits liabilities	412	407	5
Provisions	523	1,346	(823)
Payables and deferred revenue	90	101	(11)
<b>Total non-current liabilities</b>	<b>163,948</b>	<b>163,152</b>	<b>795</b>
<b>Total liabilities</b>	<b>226,502</b>	<b>221,681</b>	<b>4,821</b>
<b>Net assets</b>	<b>1,697,916</b>	<b>1,715,298</b>	<b>(17,382)</b>
<b>Equity</b>			
Retained earnings	955,091	938,300	16,791
Other reserves	69,295	72,597	(3,302)
Asset revaluation reserve	673,530	704,401	(30,871)
<b>Total equity attributable to Council</b>	<b>1,697,916</b>	<b>1,715,298</b>	<b>(17,382)</b>



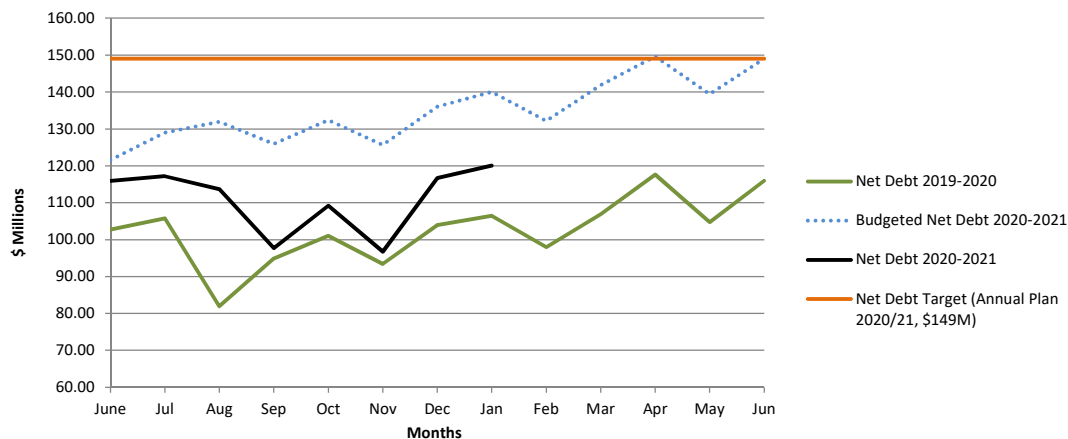
**TREASURY REPORT**  
**31 JANUARY 2021**

**STANDARD AND POORS CREDIT RATING:****AA**

Outlook: Positive

**DEBT SUMMARY:****As at 31 January 2021**

<b>External Debt</b>		
Opening public debt as at 1 January 2021		
		175,000,000
Plus loans raised during month	5,000,000	
Less loan repayments made during month (Note: Facility movement has been netted)	(5,000,000)	
Net movement in external debt		-
<b>Total External Debt</b>		<b>175,000,000</b>
Less: Cash balances (excluding funds held on behalf)	9,937,301	
Term deposits (Funds held on deposit until required for project funding)	45,000,000	
Total cash and term deposits		54,937,301
<b>Total Net External Debt</b>		<b>120,062,699</b>
<i>Note: Council also holds \$2.6m of LGFA borrower notes. These are not included in net external debt as per Council's Treasury Risk Management Policy.</i>		
<b>External debt is represented by:</b>		
Less than 1 Year		33,000,000
1-3 Years		30,000,000
3-5 Years		33,000,000
Greater than 5 Years		79,000,000
<b>Total</b>		<b>175,000,000</b>

**NET EXTERNAL DEBT COMPARED TO BUDGET:**

<b>Internal Funding*</b>		
Community Development Funds		
		10,731,231
Property Reinvestment Reserve - Committed	11,043,000	
Property Reinvestment Reserve - Available for Investment	16,096,610	
		27,139,610
Water Reserve		22,490,321
<b>Total</b>		<b>60,361,163</b>

Note: Reserves Funding is disclosed to ensure transparency of Council's use of cashflow management to fund capital works.

Where funds are raised through property sales or targeted rates for Water, but they are not required for immediate investment in that asset category, Council's Revenue and Financing policy allows them to be used for other purposes, rather than being held on deposit.

To ensure total transparency of this we create Reserve Accounts so that the appropriate funding can be made available and transferred back when it is required. The timing of projects requiring these funds is set out in our Long Term Plan (LTP) and/or Annual Plan (AP).

These Reserves are not a liability to an external party, and are not part of Council's debt obligations.

The Property Reinvestment Reserve is split to record funds that have been committed to the future purchase of land for the proposed airport site; and the remaining uncommitted balance that is available for other future investment purchases.

The only situation where our Net Debt would increase as a result of these Reserves is if major expenditure on Water Assets or property purchases is brought forward from the dates set out in the LTP/AP.





## 7.2 Capital Projects Report – January 2021

**Meeting:** Whangarei District Council  
**Date of meeting:** 25 February 2021  
**Reporting officer:** Alan Adcock (General Manager – Corporate / CFO)

### 1 Purpose

To provide the Capital Projects Report for the seven months ending 31 January 2021.

### 2 Recommendation

That the Council notes the Capital Projects Report for the 7 months ending 31 January 2021.

### 3 Background

This report provides an update on the Capital Projects expenditure to date compared with budget, forecast spend for the year, and budget updates due to project timing differences (carry forwards and bought forwards).

### 4 Discussion

The Capital Projects expenditure as at 31 January 2021 is \$5.4 million less than budget YTD. Note that externally funded projects (additional to the Revised Budget) have increased the capital programme by \$7.2m.

Based on January forecasting by Project Managers (this is a net position based on individual project progress), Council is anticipating overall capital projects expenditure of \$97.9 million. While the forecast is optimistic it does align with Councils trend year to date, which is tracking well ahead of last year's delivery (as shown in the attached graph).

Project managers are currently updating forecasts for the full financial year that will be presented in the March agenda. This will allow the carry forward position to be further refined at the individual project level. In the meantime, an overall carry forward figure of \$25 million has been used for debt modelling purposes in the draft Long Term Plan.

Significant timing differences include:

<b>Project</b>	<b>Timing Movement</b>	<b>\$ 000</b>
Sewer Network Renewals	Bought Forward	1,660
Coastal Structure Renewals	Bought Forward	748
Civic Centre	Carry Forward	2,969
Asset Management Software	Carry Forward	581
Pohe Island Development	Carry Forward	573
Dog Pound Renewals	Carry Forward	527
Town Basin Carpark to Park	Carry Forward	500

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

## **6 Attachments**

1. January Capital Projects Report
2. January Capital Projects Graphs

# CAPITAL PROJECTS REPORT

AS AT 31 January 2021

(Figures include both Operating and Capital Expenditure)

	Actual YTD \$000	Revised Budget YTD \$000	Variance YTD \$000	Full Year Forecast Expenditure \$000	Full Year Revised Budget \$000	Full Year Forecast \$000	Net Carried Forwards/ (Bought Forwards) \$000	Total Underspent/ (Overspent) \$000
<b>Transportation</b>								
Amenity Lighting	0	48	48	97	97	97	0	0
Bus Shelters	101	70	(31)	166	166	166	0	0
Bus Terminal Development/Relocation	0	0	0	0	0	0	0	0
Coastal Protection Structures - Roading	1	43	42	86	86	86	0	0
Community Led Development	0	149	149	297	297	297	0	0
COVID 19 (MBIE)	440	0	(440)	621	0	621	0	(621)
Cycleways - Subsidised	352	345	(7)	500	390	500	0	(110)
Cycleways - Unsubsidised Programmed Work	0	0	0	31	31	31	0	0
Drainage Renewals	388	839	450	1,413	1,406	1,413	0	(7)
Footpaths Renewals	27	225	198	403	390	403	0	(13)
Land for Roads	332	0	(332)	(200)	0	(200)	0	200
LCLR Minor Improvement Projects	3,397	5,105	1,708	8,321	7,780	8,321	0	(541)
LCLR New Footpaths	0	263	263	0	526	0	0	526
LED Streetlight Upgrades	414	535	121	460	535	460	0	75
MBIE Projects	18	0	(18)	2,500	0	0	0	0
Mill Rd/Nixon St/Kamo Rd - Roading	(14)	0	14	0	0	0	0	0
Parking Renewals	104	237	133	318	237	318	0	(81)
Seal Extensions - House Frontage Sealing	327	0	(327)	7	0	7	0	(7)
Seal Extensions - Unsubsidised	180	1,115	935	4,010	3,898	4,010	0	(112)
Seal Extensions - Wright/McCardle	2	0	(2)	0	0	0	0	0
Sealed Road Pavement Rehabilitation	4,376	3,661	(715)	5,680	6,660	5,680	0	980
Sealed Road Resurfacing	3,441	2,573	(869)	6,114	5,016	6,114	0	(1,098)
Springs Flat Roundabout	0	0	0	0	0	0	0	0
Structures Component Replacement	561	842	281	1,341	1,276	1,341	0	(65)
Subdivision Works Contribution	20	27	6	53	53	53	0	0
Traffic Sign & Signal Renewals	195	647	452	605	1,195	605	0	590
Transport Planning Studies & Strategies	12	107	95	0	213	0	0	213
Unsealed Road Metalling	541	447	(94)	1,480	864	1,480	0	(616)
Urban Intersection Upgrades	513	619	106	619	619	619	0	0
<b>Transportation Total</b>	<b>15,729</b>	<b>17,896</b>	<b>2,167</b>	<b>34,924</b>	<b>31,735</b>	<b>32,424</b>	<b>0</b>	<b>(689)</b>
<b>Water</b>								
Accelerated Renewals (3 Waters)	759	834	75	1,704	1,233	101	0	1,132
Asset Condition Assessments (3 Waters)	0	0	0	15	0	15	0	(15)
Capital Projects (3 Waters)	58	0	(58)	717	0	611	0	(611)
Data and Technology Systems (3 Waters)	66	0	(66)	425	0	425	0	(425)
Fairway Drive Pump Station Upgrade	10	50	40	92	533	92	450	(9)
Kamo Reservoir Additional Capacity	0	40	40	73	113	73	0	40
Minor Projects - Emergency Works	172	60	(112)	431	320	431	0	(112)
Preparation for Reform (3 Waters)	19	0	(19)	300	0	0	0	0
Programme Delivery (3 Waters)	30	0	(30)	640	0	0	0	0
Reservoir Rehabilitation - Programmed Work	90	35	(55)	90	107	90	0	16
Reticulation - Programmed Work	938	0	(938)	1,063	0	1,063	0	(1,063)
SCADA Upgrade	216	260	44	491	679	491	170	18
Three Mile Bush Reservoir Additional Capacity	0	35	35	385	69	385	0	(315)
Treatment Plant Renewals	115	0	(115)	115	0	115	0	(115)
Treatment Plant Upgrades	58	111	53	238	291	238	0	53
Water Meter Renewals	35	73	37	198	373	198	150	25
Water Treatment Plant & Equipment Replacement	518	262	(256)	788	533	788	0	(256)
Whau Valley New Water Treatment Plant	7,730	8,343	613	9,340	10,916	9,340	0	1,576
<b>Water Total</b>	<b>10,815</b>	<b>10,103</b>	<b>(712)</b>	<b>17,106</b>	<b>15,166</b>	<b>14,457</b>	<b>770</b>	<b>(61)</b>
<b>Solid Waste</b>								
Transfer Station Upgrades	11	0	(11)	11	0	11	0	(11)
<b>Solid Waste Total</b>	<b>11</b>	<b>0</b>	<b>(11)</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>(11)</b>
<b>Wastewater</b>								
Laboratory Equipment Renewals & Upgrades	4	32	29	37	36	37	0	(1)
Public Toilets	8	345	337	263	345	263	100	(18)
Sewer Network Renewal	751	643	(107)	3,131	1,854	3,131	(1,660)	383
Sewer Network Upgrades	362	726	364	377	976	377	438	161
Wastewater Assessment	151	22	(128)	181	45	181	0	(136)
Wastewater Projects	0	0	0	0	0	0	0	0
Wastewater Pump Station Renewals	217	179	(38)	417	357	417	0	(60)
Wastewater Reticulation Upgrade	10	0	(10)	425	125	425	(300)	(0)
Wastewater Treatment Plant Biogas Generator	6	0	(6)	6	0	6	0	(6)
Wastewater Treatment Plant Renewals	388	353	(35)	689	721	689	0	32
Wastewater Treatment Plant Upgrades	197	276	79	571	770	571	0	199
<b>Wastewater Total</b>	<b>2,093</b>	<b>2,576</b>	<b>483</b>	<b>6,096</b>	<b>5,229</b>	<b>6,096</b>	<b>(1,422)</b>	<b>554</b>
<b>Stormwater</b>								

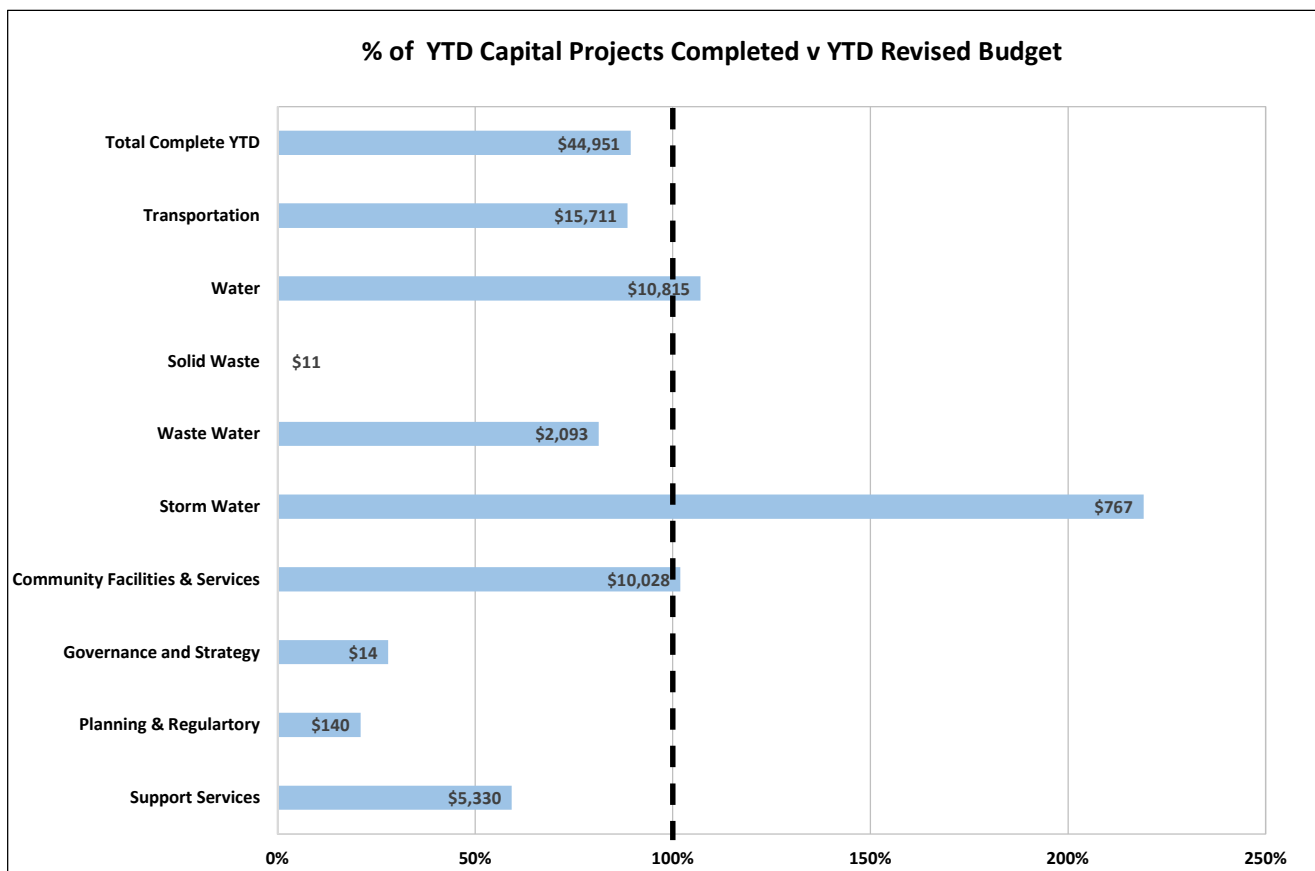
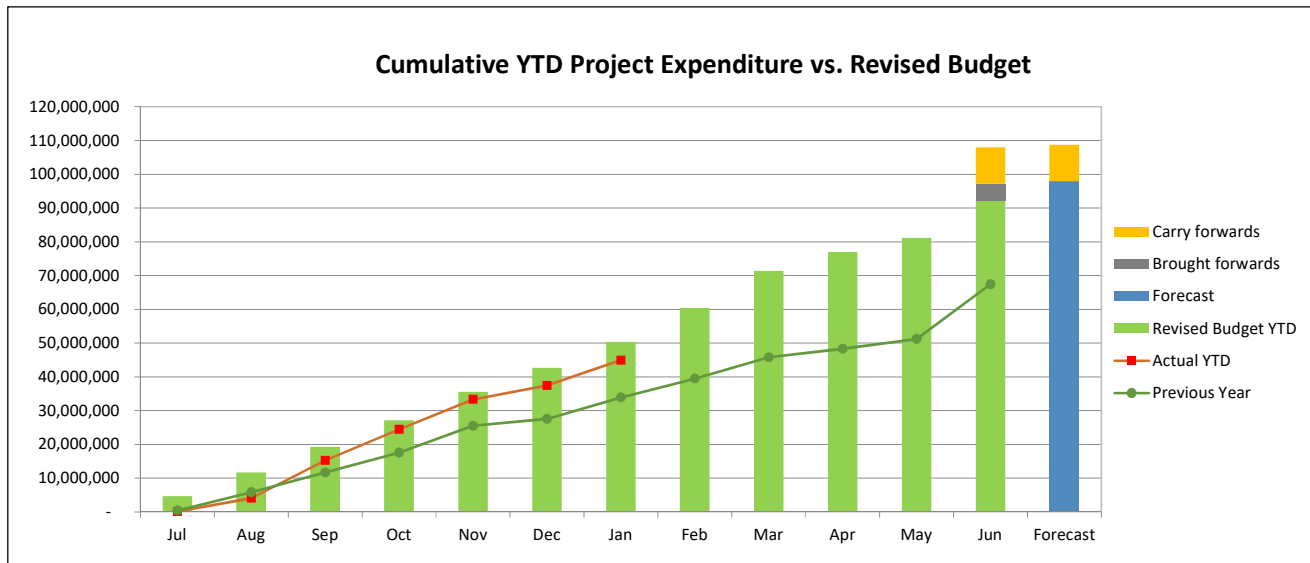
	Actual YTD \$000	Revised Budget YTD \$000	Variance YTD \$000	Full Year Forecast Expenditure \$000	Full Year Revised Budget \$000	Full Year Forecast \$000	Net Carried Forwards/ (Bought Forwards) \$000	Total Underspent/ (Overspent) \$000
Blue/Green Network	35	0	(35)	35	160	35	0	125
Stormwater Catchment Management Plans & Assessments	196	0	(196)	323	0	323	0	(323)
Stormwater Renewals	528	314	(214)	1,182	1,117	1,182	0	(65)
Stormwater Upgrades	8	35	27	33	61	33	0	27
<b>Stormwater Total</b>	<b>767</b>	<b>350</b>	<b>(417)</b>	<b>1,573</b>	<b>1,338</b>	<b>1,573</b>	<b>0</b>	<b>(235)</b>
<b>Community Facilities &amp; Services</b>								
<i>Business Support</i>								
Forum North Venue Renewals	6	250	244	6	250	6	0	244
<b>Business Support Total</b>	<b>6</b>	<b>250</b>	<b>244</b>	<b>6</b>	<b>250</b>	<b>6</b>	<b>0</b>	<b>244</b>
<i>Civil Defence</i>								
Civil Defence Emergency Management Equipment Renewals	0	0	0	41	41	41	0	0
Civil Defence Emergency Management New Equipment	0	0	0	5	5	5	0	0
Tsunami Signage	0	0	0	52	52	52	0	0
Tsunami Sirens New	0	0	0	59	59	59	0	0
Tsunami Sirens Renewals	0	0	0	18	18	18	0	0
<b>Civil Defence Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>0</b>	<b>0</b>
<i>Community Development</i>								
CCTV Upgrades & Improvements	79	92	13	184	184	184	0	0
Community Buildings Renewals & Improvements	15	148	133	296	296	296	0	(0)
Community Led Development	21	150	128	174	299	174	0	125
Pensioner Housing Renewals & Improvements	182	372	189	744	744	744	0	0
<b>Community Development Total</b>	<b>298</b>	<b>762</b>	<b>463</b>	<b>1,398</b>	<b>1,523</b>	<b>1,398</b>	<b>0</b>	<b>125</b>
<i>District Development</i>								
Walkway & Track Renewals	7	0	(7)	7	0	7	0	(7)
<b>District Development Total</b>	<b>7</b>	<b>0</b>	<b>(7)</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>(7)</b>
<i>Infrastructure Planning &amp; Capital Works</i>								
Whangarei City Centre Plan Implementation	14	0	(14)	14	0	14	0	(14)
<b>Infrastructure Planning &amp; Capital Works Total</b>	<b>14</b>	<b>0</b>	<b>(14)</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>(14)</b>
<i>Libraries</i>								
Book Purchases	305	373	68	609	676	609	0	67
Library IT Equipment	32	0	(32)	268	237	268	0	(32)
Library Renewals	5	5	1	5	5	5	0	1
Mobile Bus Replacement	0	2	2	3	4	3	0	1
<b>Libraries Total</b>	<b>342</b>	<b>380</b>	<b>39</b>	<b>885</b>	<b>922</b>	<b>885</b>	<b>0</b>	<b>37</b>
<i>Parks &amp; Recreation</i>								
Cemeteries Level of Service	0	0	0	0	0	0	0	0
Cemeteries Renewals	90	69	(21)	237	484	237	247	0
Cemetery Land Purchases	4	0	(4)	4	0	4	(2)	(2)
Coastal Structures Level of Service	20	38	18	41	63	41	0	22
Coastal Structures Renewal	47	310	264	1,408	596	1,408	(748)	(64)
Emerald Necklace - Sense of Place	89	0	(89)	89	0	89	(89)	0
MBIE Projects	741	0	(741)	1,021	0	1,021	0	(1,021)
Neighbourhood & Public Gardens Level of Service	39	0	(39)	107	0	43	0	(43)
Neighbourhood & Public Gardens Renewals	110	830	720	1,186	1,472	1,156	164	153
Playgrounds & Skateparks Level of Service	21	0	(21)	21	0	21	30	(51)
Playgrounds & Skateparks Renewals	910	284	(626)	1,049	443	1,049	0	(606)
Pohe Island Development	2,272	2,129	(143)	5,783	4,316	3,783	573	(40)
Public Art	20	35	15	75	77	75	0	2
Seawalls Renewal	10	0	(10)	10	0	10	0	(10)
Sport & Recreation Growth	615	368	(247)	615	368	615	0	(247)
Sport & Recreation Level of Service	490	788	298	987	788	987	0	(199)
Sport & Recreation Renewals	368	40	(328)	446	57	446	(24)	(365)
Sportsfields Land Purchases	6	0	(6)	366	0	366	(2)	(364)
Tikipunga Soccer Hub	8	0	(8)	8	0	8	(8)	0
Town Basin - Conversion of Carpark to Park	610	543	(67)	2,610	2,243	2,610	500	(867)
Visitor Destination Upgrades	79	0	(79)	339	0	339	0	(339)
Walkway & Track Renewals	568	71	(497)	1,109	428	1,109	84	(765)
Waterfront Programme	22	54	32	67	99	67	0	32
<b>Parks &amp; Recreation Total</b>	<b>7,141</b>	<b>5,560</b>	<b>(1,581)</b>	<b>17,579</b>	<b>11,436</b>	<b>15,485</b>	<b>726</b>	<b>(4,776)</b>
<i>Venue and Events Whangarei</i>								
Forum North Venue Renewals	84	114	31	203	214	203	0	12
Forum North Venue Upgrades	10	105	95	90	105	90	0	15
NEC - Exterior General Renewals	80	100	20	585	580	585	0	(5)
NEC Building Renewals	179	381	202	387	381	387	0	(6)
NEC Field Renewals	0	0	0	287	326	287	0	39
NEC Light Tower Renewals	1,647	1,874	227	3,261	3,261	3,261	0	(0)
Sport & Recreation Renewals	219	165	(54)	219	165	219	0	(54)

	Actual YTD \$000	Revised Budget YTD \$000	Variance YTD \$000	Full Year Forecast Expenditure \$000	Full Year Revised Budget \$000	Full Year Forecast \$000	Net Carried Forwards/ (Bought Forwards) \$000	Total Underspent/ (Overspent) \$000
Venue and Events Whangarei Total	2,219	2,739	520	5,033	5,033	5,033	0	0
<b>Community Facilities &amp; Services Total</b>	<b>10,028</b>	<b>9,691</b>	<b>(337)</b>	<b>25,097</b>	<b>19,338</b>	<b>23,003</b>	<b>726</b>	<b>(4,391)</b>
<b>Governance and Strategy</b>								
Central City Carpark Upgrades & Improvements	7	0	(7)	208	201	208	0	(7)
New Airport Evaluation	7	0	(7)	373	370	373	0	(3)
Parihaka Transmission Mast Upgrade	0	50	50	0	913	0	913	0
<b>Governance and Strategy Total</b>	<b>14</b>	<b>50</b>	<b>36</b>	<b>582</b>	<b>1,485</b>	<b>582</b>	<b>913</b>	<b>(10)</b>
<b>Planning &amp; Regulatory</b>								
Dog Pound Renewals	140	668	528	140	668	140	527	1
<b>Planning &amp; Regulatory Total</b>	<b>140</b>	<b>668</b>	<b>528</b>	<b>140</b>	<b>668</b>	<b>140</b>	<b>527</b>	<b>1</b>
<b>Support Services</b>								
<i>Business Support</i>								
Civic Centre	4,151	7,120	2,969	9,237	12,206	9,237	2,969	0
Council Vehicle Replacements	94	172	78	217	295	217	0	78
Furniture Renewals	31	19	(12)	44	32	44	0	(12)
Information Centre Upgrade	0	126	126	0	126	0	0	126
Water Services Building Renewals	0	0	0	0	0	0	0	0
<b>Business Support Total</b>	<b>4,276</b>	<b>7,436</b>	<b>3,160</b>	<b>9,498</b>	<b>12,658</b>	<b>9,498</b>	<b>2,969</b>	<b>191</b>
<i>District Development</i>								
Commercial Property Renewals & Improvements	4	0	(4)	4	0	4	0	(4)
<b>District Development Total</b>	<b>4</b>	<b>0</b>	<b>(4)</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>(4)</b>
<i>ICT</i>								
Asset Management Mobility	0	0	0	0	0	0	0	0
Asset Management Software Upgrade	250	384	135	415	996	415	581	0
Business Improvement Projects	0	50	50	52	102	52	0	50
CiA Upgrade	111	361	250	927	955	927	0	28
Corporate Performance Management	0	10	10	0	322	0	322	0
Customer Access - Online Services	0	0	0	50	50	50	0	0
Digital District Plan and Policies Online	0	0	0	51	51	51	0	0
Digital Platform	155	200	44	155	384	155	0	229
Digitisation of Records	229	151	(78)	304	288	304	0	(16)
IT Equipment New	4	53	50	40	53	40	0	14
IT Equipment Replacement	241	175	(66)	316	339	316	0	23
IT Network Upgrades	0	0	0	0	0	0	0	0
Minor ICT Projects	0	83	83	55	83	55	28	0
Mobility Technology - Building	3	3	0	3	117	3	113	0
Platform as a Service	50	72	22	183	428	183	246	0
Software Application Integration	0	0	0	0	0	0	0	0
Upgrade Kete SharePoint	0	0	0	261	261	261	0	0
<b>ICT Total</b>	<b>1,044</b>	<b>1,542</b>	<b>498</b>	<b>2,813</b>	<b>4,430</b>	<b>2,813</b>	<b>1,290</b>	<b>327</b>
<i>People &amp; Capability</i>								
Office Furniture	7	16	10	30	40	30	0	10
<b>People &amp; Capability Total</b>	<b>7</b>	<b>16</b>	<b>10</b>	<b>30</b>	<b>40</b>	<b>30</b>	<b>0</b>	<b>10</b>
<b>Support Services Total</b>	<b>5,330</b>	<b>8,995</b>	<b>3,664</b>	<b>12,344</b>	<b>17,128</b>	<b>12,344</b>	<b>4,259</b>	<b>525</b>
<b>Total</b>	<b>44,926</b>	<b>50,327</b>	<b>5,401</b>	<b>97,873</b>	<b>92,085</b>	<b>90,629</b>	<b>5,774</b>	<b>(4,318)</b>





## CAPITAL PROJECT EXPENDITURE AS AT 31 JANUARY 2021





**RESOLUTION TO EXCLUDE THE PUBLIC****Move/Second**

That the public be excluded from the following parts of proceedings of this meeting.

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

<b>General subject of each matter to be considered</b>		<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for passing this resolution</b>
1.1	Confidential Minutes Whangarei District Council 17 December 2021	Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
1.2	Airport Location Study		
1.3	Lease Agreement		

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public, are as follows:

<b>Item</b>	<b>Grounds</b>	<b>Section</b>
1.1	For the reasons as stated in the previous minutes	
1.2	To maintain legal professional privilege To enable Council to carry on without prejudice or disadvantage commercial activities	Section 7(2)(g) Section 7(2)(h)
1.3	To enable Council to carry on without prejudice or disadvantage commercial activities To enable the Council to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations) To prevent the disclosure or use of official information for improper gain or improper advantage	Section 7(2)(h)  Section 7(2)(i)  Section 7(2)(j)

**Resolution to allow members of the public to remain**

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

**Move/Second**

"That \_\_\_\_\_ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item \_\_\_\_\_.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because \_\_\_\_\_.

*Note: Every resolution to exclude the public shall be put at a time when the meeting is open to the public.*