

MINUTES OF THE COUNCIL MEETING HELD AT 9.03AM ON WEDNESDAY 30 JUNE 2017 AT COUNCIL CHAMBERS, 96 WEST END, KAIKOURA.

PRESENT: Mayor W Gray (Chair), Councillors T Blunt, C Harnett, J Howden, D Millton, N Pablecheque.

IN ATTENDANCE: A Oosthuizen (Chief Executive Officer), J Parfitt (Advisor to CEO), S Syme (Committee Secretary).

APOLOGIES: Councillors L Bond, C Mackle.
Moved by Mayor Gray, seconded by Councillor Howden and resolved that apologies be accepted. Unanimous.

1. DECLARATIONS OF INTEREST

Councillor Millton was a director of Waipapa Limestone which was involved with roading projects in the district.

2. PUBLIC FORUM

Ralph Hogan

R Hogan raised concerns regarding the changes to the crossing on State Highway 1 at the Ludstone Road intersection. It was noted that some people now stopped potentially out of courtesy or because they believed they were supposed to do so, because red meant stop and some children may now be expecting cars to stop. When a car slowed as it approached the crossing it was ambiguous as to whether they were slowing to a stop or just slowing for the corner.

R Hogan had a number of questions relating to the matter including;

- Why was the work undertaken with no public consultation?
- Was there consultation between Council or Council staff and NZTA?
- Where was the standard for this sort of thing in the NZTA guidelines?

A number of suggestions were put forward to mitigate the hazard including;

- Creating a 30km/h zone through the entire curve from the rail bridge to the point on Beach Road where it straightened out
- Install signs: reduce speed ahead, universal pedestrian sign, "SLOW"
- Install a proper zebra pedestrian crossing to make it mandatory to stop.
- Divert pedestrian traffic off the highway.

It was agreed that the Chief Executive Officer would raise the matter with the New Zealand Transport Agency.

The meeting adjourned at 9.19am and resumed at 11.44am.

3. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS

1. Water

(Councillor Blunt)

4. CONFIRMATION OF MINUTES

Council 17/05/2017

Moved by Mayor Gray, seconded by Councillor Pablecheque and resolved that the minutes of the Council meeting held on 17 May 2017 be confirmed a true and accurate record. Unanimous.

5. MINUTES TO BE RECEIVED

Kaikoura Water Zone Committee 17/02/2017

Moved by Councillor Blunt, seconded by Councillor Pablecheque and resolved that minutes of the Council meeting held on 17 February 2017 be confirmed a true and accurate record. Unanimous.

Kaikoura Water Zone Committee 29/03/2017

Moved by Councillor Blunt, seconded by Councillor Pablecheque and resolved that minutes of the Council meeting held on 29 March 2017 be confirmed a true and accurate record. Unanimous.

Kaikoura Water Zone Committee 26/04/2017

Moved by Councillor Blunt, seconded by Councillor Pablecheque and resolved that minutes of the Council meeting held on 26 April 2017 be confirmed a true and accurate record. Unanimous.

6. FINANCE REPORT

The cash settlement of the insurance claim on the Civic Centre had enabled the Civic Centre contingency loan to be repaid.

Revenue for the year to date was currently at approximately \$22million and significant variances to budget were to be expected. It was noted Council was acting as a banker for some funds for example the business grants programme. Revenue from grants and subsidies had been the biggest movement in cash during May.

There had been almost no capital work undertaken for “business as usual work”. It was noted that a forward maintenance programme needed to be put in place.

Moved by Mayor Gray, seconded by Councillor Pablecheque and resolved that the Finance Report be received. Unanimous.

7. ADOPTION OF THE ANNUAL PLAN 2017/18

A report and the Annual Plan document had been separately circulated. Legislation required that the Plan be adopted no later than 30 June. An overview of changes made to the Plan as a result of submissions was provided. Changes had also been made due to extra costs being added to the budget as confirmed by funding agreements and corrections and updates had been made to reflect other known changes since the draft document had been prepared. The rates increase had however been kept at 5.8% as indicated in the draft Plan.

An enquiry was made regarding whether rates from the NCTIR village had been included in the budgets. It was noted that the revenue had not been

included because a valuation had not yet been received to be able to calculate the rates. The changes to the budgets had effected the distribution of rates which had impacted commercial and rural rates to offset this the decision had been made to increase the Earthquake Levy to soften the impact across the sectors. The definition of a separately used and inhabited part of a rating unit had been changed for clarification and it was suggested that it needed to be modified to clarify separate uses of a property. A discussion was held regarding reserves which generally related to targeted rates.

An overview of the changes to fees and charges was also provided with the schedule of fees and charges separately circulated. A discussion was held regarding the collection of landing fees from those landing at the Airport. The current system was an honesty system but it was felt a more formal system should be put in place.

A discussion was also held regarding potentially increasing the single slipway launch fee. It was felt an increase in this fee would push people to buy a month pass. It was requested that a workshop regarding the Harbour and Airport be held prior to the preparation of the next Annual Plan.

Moved by Mayor Gray, seconded by Councillor Millton and resolved that the Adoption of the Annual Plan 2017/18 report be received. Unanimous.

Moved by Mayor Gray, seconded by Councillor Pablecheque and resolved that Council adopt the Annual Plan 2017/18 subject to minor changes to the definition of a separately used and inhabited part and clarification of the life of the landfill. Unanimous.

Moved by Councillor Pablecheque, seconded by Councillor Howden and resolved that Council authorise the Chief Executive Officer and the Finance Manager to make necessary minor edits and corrections to the Annual Plan 2017/18 prior to printing (if necessary). Unanimous.

Moved by Mayor Gray, seconded by Councillor Pablecheque and resolved that Council resolve to set and assess the following rates under the Local Government (Rating) Act 2002 and in accordance with the relevant provisions of the Long Term Plan 2015/25 and the Rating Funding Impact Statement for the 2017/18 year, on rating units in the Kaikoura District for the financial year commencing 1 July 2017 and ending on 30 June 2018 subject to minor changes to the wording of a separately used and inhabited part. Rates were inclusive of Goods and Services Tax (GST). Unanimous.

General Rate

The general rate is a rate set for all rateable properties within the Kaikoura District, and is based on the property's capital value. The Council introduced a differential of 0.9:1 on the general rate for rural and semi-rural properties, taking effect from the 2016/2017 financial year onwards.

Uniform Annual General Charge

This shall be a fixed amount per separately used or inhabited part of a rating unit, for all rateable land within the District.

A "separately used or inhabited part of a rating unit" is defined as:

Any portion of a rating unit used or inhabited by any person, other than the ratepayer or member of the ratepayer's household, having a right to use or inhabit that portion by virtue of a tenancy, lease, license or other agreement. Note a business entity is not a member of the ratepayer's household.

For clarification, this means that each flat within a block of flats, or each shop within a block of shops, for example, would be rated a uniform annual general charge. The same would apply to a farm with more than one dwelling (i.e. worker accommodation), or a residential property with a separate fully self-contained unit available for visitor accommodation.

Targeted Rates

Targeted rates enable the Council to identify specific properties that it considers receive the greatest benefit from, or create the greatest need for, the Council's various activities.

Targeted rates can be applied on a number of categories of rateable property, including (for example);

- the use to which the land is put,
- the provision of a service to the land,
- the availability of a service to the land,
- the location of the land

Targeted rates may be either a rate based on a property's value, or a set dollar amount per annum. Unless otherwise specified throughout the following pages, where a targeted **rate** is applied, this is a rate based on a property's capital value; and where a targeted **charge** is applied, this refers to a set dollar amount per annum.

The Council has chosen to apply most of its targeted charges to separately used or inhabited parts of a rating unit, to remain consistent with the principles of the uniform annual general charge. In some instances, however, such as the registered premises charge, or sewerage charges, these are applied subject to certain other factors.

General Rates

General Rates and the Uniform Annual General Charge apply to all rateable land. In 2016/2017 the Council introduced a differential on the general rate of 0.9:1 for all properties, except for utilities, in the rural and semi-rural areas (i.e. outside the urban area). A map indicates those rating areas is included in this report.

General Rate: to fund the general operations of Council, including general management, community services, environmental planning, the net costs of statutory planning, building control, dog control, community facilities, general parks and reserves, and a portion of public toilets and traffic control.

Category	Calculation	Amount required (including GST)
All rateable properties within the urban area, and all rateable properties classified as utilities	\$0.00094653 per dollar of rateable capital value	\$669,286
All rateable properties outside the urban area, except for properties classified as utilities	\$0.00085188 per dollar of rateable capital value	\$654,095
Total		\$1,323,381

Uniform Annual General Charge: to fund the general operations of Council, including landfill operations, governance, library services, sports fields, playgrounds, cemetery, walkways, public halls, general environmental health and civil defence training.

Category	Calculation	Amount required (including GST)
All rateable properties within the District	\$490.86 per separately used or inhabited part of a rating unit	\$1,475,027

Targeted Rates

The Council proposes two new rates – the Earthquake Rate, based on capital value, and the Earthquake Levy, being a set dollar amount.

Earthquake Rate: to fund the net costs of earthquake response and rebuilding, including loan servicing costs relating to earthquake work and earthquake cashflow loans.

Category	Calculation	Amount required (including GST)
All rateable properties within the District	\$0.00017465 per dollar of rateable capital value	\$257,600

Earthquake Levy: to build resilience reserves which can be used for current and future emergency event response and rebuilding.

Category	Calculation	Amount required (including GST)
All rateable properties within the District	\$45.00 per separately used or inhabited part of a rating unit	\$135,225

The roading rate and the district planning rate (as follows), also apply to all properties within the District. They are separate targeted rates for the purposes of transparency and accountability, rather than for the purpose of targeting certain categories of land.

<i>Roading Rate: to fund the net costs of upgrading and maintenance of the district bridges and roading network</i>		
Category	Calculation	Amount required (including GST)
All rateable properties within the District	\$0.00034831 per dollar of rateable capital value	\$513,727
<i>District Planning Rate: to fund the costs of District Planning for the Kaikōura District.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties within the District	\$0.00017159 per dollar of rateable capital value	\$253,086
<i>Civic Centre charge: to fund the net costs of the museum, library and Council office building.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties within the District	\$60.15 per separately used or inhabited part of a rating unit	\$180,736

The rates on the following pages are targeted rates for specific categories of land, and apply to specific services.

<i>Kaikōura Water Annual Charge: to fund the costs of the supply, treatment, upgrading and maintenance of the Kaikōura water supply, including the Suburban water scheme, as well as to partially subsidise the net costs of the Peketa and Oaro water supplies.</i>		
Category	Calculation	Amount required (including GST)
<u>Full Charge:</u> All rateable properties connected to the Kaikōura water supply.	\$273.88 per separately used or inhabited part of a rating unit	\$470,801
<u>Half Charge:</u> All rateable properties situated within 100 metres of any part of the Kaikōura water supply, but not connected to the supply.	\$136.94 per separately used or inhabited part of a rating unit	\$27,799
Total		\$498,600

<i>Kaikōura Water Loan Charge: to fund the loan servicing costs of the Kaikōura water supply.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties situated within 100 metres of any part of the Kaikōura water supply.	\$58.60 per separately used or inhabited part of a rating unit	\$112,455

Note that, for the Kaikōura water supply, certain properties are “extraordinary consumers”, such as commercial and accommodation premises, or properties with a swimming pool, for example. These properties are metered and water meter charges apply in addition to the applicable rates above.

<i>Ocean Ridge Water Annual Charge: to fund the costs of the supply, treatment, and maintenance of the Ocean Ridge water supply.</i>		
Category	Calculation	Amount required (including GST)
<u>Full Charge</u> : All rateable properties connected to the Ocean Ridge water supply.	\$496.88 per separately used or inhabited part of a rating unit	\$20,372
<u>Half Charge</u> : All rateable properties situated within 100 metres of any part of the Ocean Ridge water supply, but not connected to the supply.	\$248.44 per separately used or inhabited part of a rating unit	\$26,831
Total		\$47,203
<i>Rural Water Charges to fund the supply, treatment, upgrading, and maintenance of the following water supply areas.</i>		
Category	Calculation	Amount required (including GST)
East Coast Rural Water Charge: all rateable properties connected to the East Coast rural water supply.	\$690.00 per water unit (1,800 litres per day)	\$97,290
Kincaid Rural Water Charge: all rateable properties connected to the Kincaid rural water supply.	\$160.54 per water unit (1,000 litres per day)	\$99,053
Oaro Rural Water Charge: all rateable properties connected to the Oaro rural water supply.	\$273.88 per separately used or inhabited part of a rating unit	\$18,624

Peketa Rural Water Charge: all rateable properties connected to the Peketa rural water supply.	\$273.88 per separately used or inhabited part of a rating unit	\$5,204
Suburban Water Charge: all rateable properties within the Suburban water area.	\$191.72 per water unit (1,000 litres per day)	\$18,980
Fernleigh Rural Water Charge: all rateable properties connected to the Fernleigh rural water supply	\$23.86 per water unit (1,000 litres per day)	\$7,015

A “water unit” refers to a certain water connection, generally a rural water connection, that restricts the quantity of water supplied to a property, to the quantity of litres per day as specified.

<i>Stormwater Rate: to fund the costs of stormwater disposal, loan servicing, upgrading and maintenance of the Kaikōura Stormwater scheme.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties within the Kaikōura urban area.	\$0.00018026 per dollar of rateable capital value	\$120,987
<i>Sewerage Loan Rate: to fund the loan servicing costs of the Kaikōura Sewerage scheme.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties within the area serviced by the Kaikōura sewerage system, or within 100 metres of any part of that system.	\$0.00024437 per dollar of rateable capital value	\$169,756
<i>Sewerage Charge: to fund the costs of sewage disposal, treatment, upgrading and maintenance of the Kaikōura sewerage scheme.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties within the area serviced by the Kaikōura sewerage system, not being either commercial or self-contained and serviced (definition on the following page).	\$278.95 for the first water closet and urinal within each separately used or inhabited part of a rating unit, and \$139.47 for each subsequent water closet and urinal within each separately used or inhabited	\$464,451

	<p>part of a rating unit where there are more than one water closet or urinal.</p> <p><i>A rating unit used primarily as a residence for one household will not be treated as having more than one water closet or urinal.</i></p>	
<p><u>Half Annual Charge:</u> All rateable properties situated within 100 metres of any part of the Kaikōura sewerage system, but not connected to the system.</p>	<p>\$139.47 per separately used or inhabited part of a rating unit.</p>	<p>\$44,492</p>
<p><i><u>Sewerage Charge (continued): to fund the costs of sewage disposal, treatment, upgrading and maintenance of the Kaikōura sewerage scheme.</u></i></p>		
Category	Calculation	Amount required (including GST)
<p><u>Self-contained and serviced:</u> all rateable properties within the area serviced by the Kaikōura sewerage system, and used principally for short term accommodation, but limited to those properties with motel-type units, including motels, motor lodges, motor inns, motel apartments, serviced apartments and serviced holiday cottages, each of which contain a private or ensuite bathroom, with bedding, linen and cooking facilities provided, and which are serviced daily.</p>	<p>\$278.95 for the first water closet and urinal within each rating unit, and</p> <p>\$105.00 for each subsequent water closet and urinal within each separately used or inhabited part of a rating unit where there are more than one water closet or urinal.</p>	<p>\$42,210</p>
<p><u>Commercial:</u> All rateable properties within the Kaikōura urban area used principally for commercial and/or industrial purposes; or used as a licensed premise under the Sale of Liquor Act 1989; or used for providing short term accommodation for commercial reward, but not including rateable properties defined as Self Contained and Serviced.</p>	<p>\$278.95 for the first water closet and urinal within each rating unit, and</p> <p>\$189.00 for each subsequent water closet and urinal within each separately used or inhabited part of a rating unit where there are more than one water closet or urinal.</p>	<p>\$48,384</p>
Total		\$599,538

<i>Kerbside Recycling Charge: to fund the costs of the weekly kerbside recycling collection service.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties that have access to the kerbside recycling collection service (including Oaro)	\$52.11 per separately used or inhabited part of a rating unit	\$101,933
<i>Rural Recycling Charge: to fund the net costs of the rural weekly recycling collection service which is made available at various pickup points around the District, and the residual costs of recycling facilities available at the landfill.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties other than those that have access to the kerbside recycling collection service	\$28.13 per separately used or inhabited part of a rating unit	\$29,026

Commercial Rates and Charges

Commercial businesses use, and contribute to the need for, certain services that a residential household or rural property does not. The commercial rate and accommodation sector charge ensure that these types of property continue to contribute to the costs of activities and services that they benefit from.

<i>Commercial Rate: to fund the net costs of tourism and economic development, the annual grant paid to the visitor centre, and a portion of traffic control, harbour facilities and public toilets.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties in the District; <ul style="list-style-type: none"> Used principally or exclusively for commercial and/or industrial purposes, (not being farmland as defined by Land Information NZ); or Used principally for visitor accommodation for commercial reward for <i>not less than five persons</i>, and for the avoidance of doubt, including any motel, hotel, motor lodge, bed and breakfast, hostel, camping ground or “boarding house”¹; or 	\$0.00249952 per dollar of rateable capital value	\$368,502

¹ As defined in the Kaikoura District Plan

<ul style="list-style-type: none"> Used as licensed premises under the Sale of Liquor Act 1989. 		
<p><i>Accommodation Sector Charge: to fund the net costs of tourism and economic development, the annual grant paid to the visitor centre, and a portion of traffic control, harbour facilities and public toilets.</i></p>		
Category	Calculation	Amount required (including GST)
<p>All rateable properties providing accommodation for commercial reward, but not meeting the criteria of a commercial property, and for the avoidance of doubt, including any property providing short-term accommodation such as small bed & breakfasts, and baches rented out as holiday homes, but not including long-term rental accommodation.</p>	<p>\$320.00 per separately used or inhabited part of a rating unit</p>	<p>\$58,880</p>
<p><i>Public Rubbish Bin Charge: to fund the costs of providing a public rubbish bin collection service at various locations around the District.</i></p>		
Category	Calculation	Amount required (including GST)
<p>All rateable properties in the District;</p> <ul style="list-style-type: none"> Used principally or exclusively for commercial and/or industrial purposes, (not being farmland as defined by Land Information NZ); or Used principally for visitor accommodation for commercial reward for <i>not less than five persons</i>, and for the avoidance of doubt, including any motel, hotel, motor lodge, bed and breakfast, hostel, camping ground or “boarding house”²; or Used as licensed premises under the Sale of Liquor Act 1989. 	<p>\$175.00 per separately used or inhabited part of a rating unit</p>	<p>\$40,250</p>

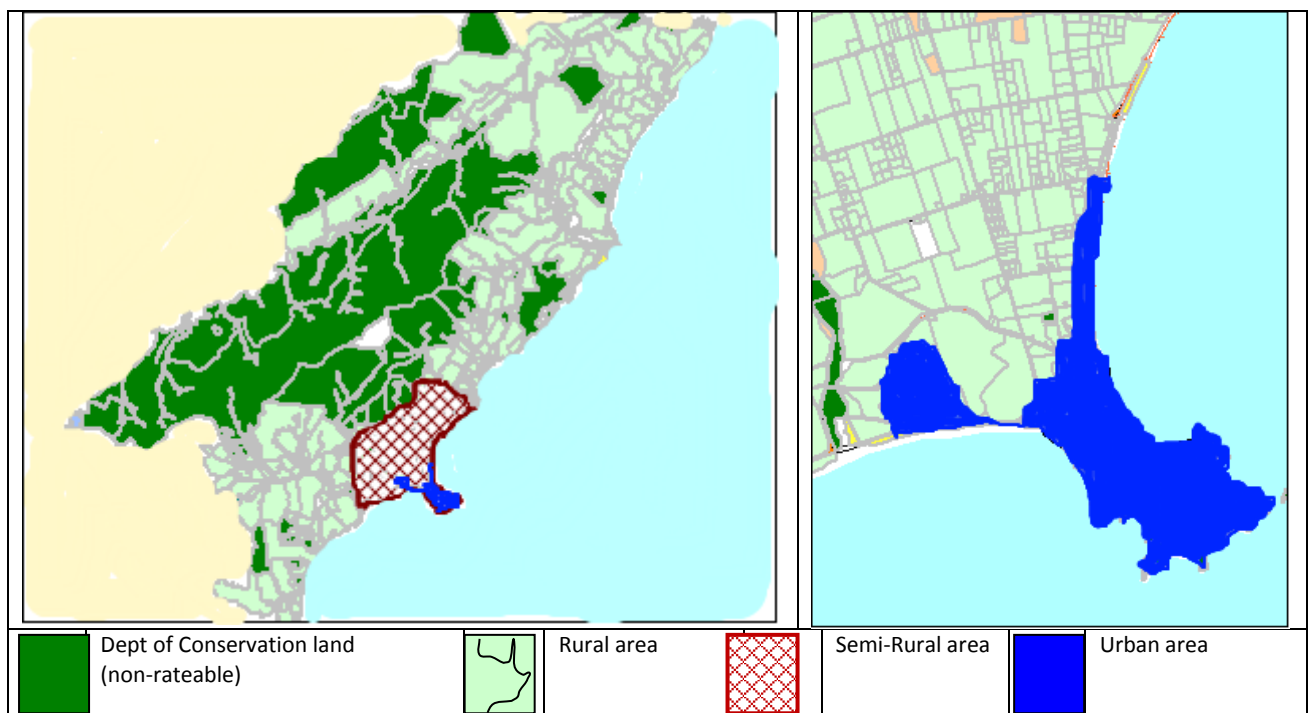
² As defined in the Kaikoura District Plan

Registered Premises Charge: to fund the net costs of liquor licensing, food and health safety inspections, and environmental health.

Category	Calculation	Amount required (including GST)
All rateable properties undertaking a licensed activity, such as premises where alcohol is sold or consumed, food premises, camping grounds, funeral directors or hairdressers.	\$308.08 per license	\$38,509

Rating Areas

Throughout these pages there is reference to properties within defined areas (urban, semi-rural and rural rating areas).



The map on the left is of the whole Kaikōura District, a large proportion of which is Department of Conservation land which is non-rateable. The bulk of the District is rural, portrayed in pale green. The red and white thatched area is the semi-rural area for rating purposes. It is an area defined for its proximity to urban services, and has no relationship to the size, land use, or value of individual properties within, or outside of, this area. The semi-rural area extends to the Hapuku River in the north, and to the Kahutara River to the south (thereby including the villages of Hapuku and Peketa). This area also extends inland to the foothills of Mt Fyffe, abutting the Dept of Conservation land.

The map on the right (above) shows the current urban area for rating purposes. As the town grows, this area may be extended to incorporate new areas as appropriate to meet the intent of these rates – i.e. in areas where footpaths, streetlights and/or stormwater is developed. The rating boundaries shown in the above maps are approximate, and for indicative purposes only.

These rating areas apply differentials to acknowledge that it is the properties within the urban area that benefit most from urban-type services, properties on the outskirts of the township benefit to a lesser extent, and properties further away from the town benefit least of all. Therefore, for each of the following three targeted rates (harbour rate, town centre rate, and footpath & streetlighting rate) a differential has been applied thus:

	Harbour Rate	Town Centre Rate	Footpath & Streetlights Rate	General Rate
Urban	1:1	1:1	1:1	1:1
Semi-rural	0.5:1	0.5:1	0.5:1	0.9:1
Rural	0.25:1	0.25:1	0.2:1	0.9:1
Utilities	N/A	N/A	N/A	1:1

Harbour Rate: to fund 50% of the net costs of operating the harbour facilities, including South Bay and the North and Old Wharves, including loan servicing costs.

Category	Calculation	Amount required (including GST)
All rateable properties within the urban area.	\$0.00007559 per dollar of rateable capital value	\$50,628
All rateable properties within the semi-rural area.	\$0.00003779 per dollar of rateable capital value	\$15,568
All rateable properties within the rural area.	\$0.00001890 per dollar of rateable capital value	\$6,725
Total		\$72,921

Town Centre Rate: to fund the net costs of town centre maintenance, including cleaning and servicing the West End toilets, and the loan servicing costs of the West End upgrading loans.

Category	Calculation	Amount required (including GST)
All rateable properties within the urban area.	\$0.00013716 per dollar of rateable capital value	\$91,870
All rateable properties within the semi-rural area.	\$0.00006858 per dollar of rateable capital value	\$28,250
All rateable properties within the rural area.	\$0.00003429 per dollar of rateable capital value	\$12,204
Total		\$132,324

<i>Footpath & Streetlight Rate: to fund the net costs of maintaining, upgrading and operating footpaths and streetlights, including electricity and loan servicing costs.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties within the urban area.	\$0.00023776 per dollar of rateable capital value	\$159,252
All rateable properties within the semi-rural area.	\$0.00011888 per dollar of rateable capital value	\$48,971
All rateable properties within the rural area.	\$0.00004755 per dollar of rateable capital value	\$16,924
Total		\$225,146

Two other targeted rates also rely upon these definitions of rating areas to determine which properties the rate applies to. They are the stock control rate and the rural fire rate.

<i>Stock Control Rate: to fund the net costs of stock control.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties outside the urban area (i.e. including both semi-rural and rural properties).	\$0.00001679 per dollar of rateable capital value	\$12,888
<i>Rural Fire Control Rate: to fund the net costs of rural fire control.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties outside the urban area (i.e. including both semi-rural and rural properties).	\$0.00003001 per dollar of rateable capital value	\$23,044

The previous pages identify each rate for the 2017/2018 financial year. Note that all amounts are GST inclusive.

Other Rates & Charges

Water Meter Charges

Extraordinary consumers, such as commercial properties and homes with swimming pools, and properties with more than one connection, have water meters attached to their property to measure water use. These water meters are read twice each year (in January and June), and the consumers are charged for the amount of water they use. Charges are in addition to the water rates on the previous pages.

For water usage which exceeds 365m³ per annum, a charge of \$1.00 including GST per cubic meter applies. All properties with a meter will incur a twice-annual meter maintenance charge of \$25.00 (\$50.00 per year) to cover the costs of the meter as well as administration expenses.

Meter read date:	For the period:	Due date for payment:
1 st week July	January to June	20 August 2017
1 st /2 nd week January	July to December	20 February 2018

For practical reasons, the meter reading dates and the period they cover are approximate.

Rates Penalties

A 10% penalty will be added to any portion of the instalment remaining unpaid after the relevant last date for payment. However, a penalty on the first instalment will be waived if the total years rates are paid on or before 20 December (the last day for payment of instalment 2).

An additional 10% penalty will be added to all previous year's rates unpaid as at 20 July and 20 January (up to 20% pa in total).

Penalties are applied no earlier than the next working day after the last date for payment, and as soon as practicable.

Rates Instalment Dates and Due Dates

	For the period:	Last date for payment:
Instalment 1:	1 July 2017 to 30 September 2017	20 September 2017
Instalment 2:	1 October 2017 to 31 December 2017	20 December 2017
Instalment 3:	1 January 2018 to 31 March 2018	20 March 2018
Instalment 4:	1 April 2018 to 30 June 2018	20 June 2018

Moved by Councillor Howden, seconded by Councillor Millton and resolved that Council set its fees and charges in accordance with the following schedule. Unanimous.

Schedule of Fees & Charges 2017/2018

Building Control Fees

The following building control fees are a deposit only. They include processing times and inspections. The fees are not determined until all processing is complete, then an invoice may be produced and any extra fees will be required to be paid before the consent is issued. External consultants such as Fire Engineers or Structural Engineers are not included in the deposit, but may be required for some consent processing (usually commercial buildings); these are determined on a case-by-case basis. Further fees may accrue throughout the building process subject to the management of the project, for example extra inspections booked by builders, agents, etc. The following fees are not fixed costs or final costs.

	All Prices Include GST
New Dwelling – large > 250m ²	\$3,434.00
New Dwelling – small < 250m ²	\$2,624.00
Dwelling alterations – large	\$1,814.00
Dwelling alterations – small	\$907.00
Dwelling minor alterations	\$270.00
Dwelling relocated	\$1,312.00
Garage residential new	\$974.50
Garage and plumbing new	\$1,447.00
Dwelling – solid fuel heater – freestanding	\$270.00
Dwelling – solid fuel heater – inbuilt	\$405.00
Dwelling – minor plumbing	\$270.00
Farm building/lean-to	\$637.00
Commercial building new >\$500,000	\$3,437.00
Commercial alterations large	\$2,797.00
Commercial new/alterations small	\$1,177.00
Marquee over 100m ²	\$270.00
Application for exempt work	\$135.00
Application for property report	\$70.00
Notice to fix	\$135.00 + hourly rate
Compliance schedule	\$70.00 + hourly rate
Certificate of acceptance	\$562.00 + costs
Natural hazard (section 73)	\$311.00

Swimming pool failed re-inspection	\$145.00 per hour
Building Warrant of Fitness audits	\$135.00 + hourly
Certificate of Public Use	\$135.00
Planning check	\$135.00
Certificate of Title (NEW)	\$12.00
Miscellaneous administration (INCREASE FROM \$70.00)	\$90.00 per hour
Service approval fees (for each of water, sewerage and stormwater)	\$230.00 per service
BRANZ Levy	0.1% of value of building work over \$20,000
DBH Levy	0.201% of value of building work over \$20,000
Building Compliance Levy	0.4% of value of building work up to \$20,000, or 0.13% of value of building work \$20,000 and over

Resource Management

All resource management fees are based on actual processing time, and are the *minimum* payable, subject to additional actual costs. "Additional actual costs" includes photocopying and postage, additional processing time above the base fee, and consultant's charges, legal advice, etc. Fees are payable on application for consent, and an invoice may be issued for any additional actual costs where these are higher than the fee paid.

	All fees include GST and are subject to additional actual costs
Sign Consents	
Signs Permit Fee	\$160.00
Land Use Consents	
Category 1 – Non-Notified Land Use Base Fee	\$700.00
<ol style="list-style-type: none"> 1. Less than 20% breach of bulk and location standards of the District Plan for the following rules: <ul style="list-style-type: none"> - Internal Boundary or Road Setback - Recession plane - Site Coverage - Height - Density 2. Visitor accommodation 3. Relocated buildings 	
Category 2 – Non-Notified Land Use Base Fee	\$360.00
<ul style="list-style-type: none"> - Building in a flood hazard area - Earthworks or modification within an archaeological area or site - Temporary activities 	
Category 3 – All other Non-Notified Land Use Consent Applications not listed as either category 1 or category 2 – Base Fee	\$900.00
If an application requires a hearing	An additional base fee of \$1,600.00 plus costs

Subdivision Consents	
Subdivision – two lots	Base fee \$1,800.00
Subdivision – more than two lots	Base fee plus \$400.00 per lot over two lots
If public or limited notification of an application requires a hearing	An additional base fee of \$1,600.00 plus additional actual costs
<p>Subdivision Consent (Post Decision) – this is invoiced on completion of the consent. These fees are charged on an hourly rate based on time spent. These fees and charges relate to the processing and administration of subdivision consent post decision up to the S224 stage and include the following:</p> <p>Planner’s time per hour:</p> <ul style="list-style-type: none"> - Title plan checking and certification (s223) - Consent notice preparation & issue - Refundable bond preparation - Checking & Issuing conditions certificate (s224) - Registering bond preparation & releases <p>Engineering time per hour:</p> <ul style="list-style-type: none"> - Engineering Plan checking and approval - Roads, access ways and services 	See “Processing Fees” on the next page.
Hearings/Committee Meetings – non-notified applications	\$72.00 for first ½ hour or part thereof \$145.00 per hour after first ½ hour, plus officer’s attendance per hour per officer, plus Commissioner (if required) at actual cost
Hearings/Committee Meetings – notified applications	Actual cost of committee attendance, facility cost, officer attendance, minutes secretary, or independent Commissioner (if required) at actual cost
Submitter request to Council for independent Commissioner under section 100A(2)	Base fee \$1,300.00 plus additional actual costs
Application for variation of consent conditions (including change of consent notices)	\$360.00
Application for extension of consent timeframe	\$360.00
Application for existing use rights	\$360.00
Certificate of Compliance (section 139 RMA)	\$360.00

Processing Fees & Administration	
Processing fees (hourly rates) per processing officer	
Planning Officer	\$115.00
Senior Planner	\$150.00
Asset Manager	INCREASE \$160.00
Engineering Technical Support Officer	\$145.00
Monitoring Officer	\$145.00
Environmental Health Officer	\$150.00
Administration	INCREASE \$90.00
Building Control Officer	\$150.00
Consultancy/Legal Advice	At actual cost
Creation/Variation or Waiver of Esplanade Strips and Reserves	\$260.00
Monitoring and Enforcement	
Compliance monitoring	\$90.00 per hour, plus 57c per km outside residential or business zone boundaries
Plan Changes & Designations	
Fees are the minimum payable and required in advance – final fees will be based on actual time spent, at the hourly rate of the processing officer	
Plan Change	\$6,000.00
Requirement for Designations or Heritage Orders	\$1,740.00
Alteration of Designation	\$650.00
Assessment of Outline Plan	\$650.00
Removal of Designation	\$650.00
Miscellaneous Charges	
Consultation of more than 60 minutes regarding interpretation of District Plan	Base fee \$30.00 plus fee at the hourly rate of the processing officer
Cancellation of Building Line Restriction	\$340.00
Cancellation of Easements	\$350.00
Certified Resolution	\$350.00
Right of Way Approval	\$350.00
Completion Certificate	\$250.00
Withdrawal of Caveat	\$200.00
Certificate Under s226 of the RMA	\$650.00
Reports and Plans	
Kaikōura District Plan (Full Copy)	\$175.00
Kaikōura District Plan (Maps Only)	\$35.00
Kaikōura District Plan (CD)	\$60.00

Animal Control Fees

	All Prices Include GST
Standard Fee	\$50.00 per dog
Neutered or Spayed Dogs	\$40.00 per dog
Menacing/Dangerous Dogs	INCREASE \$100.00 per dog
Working Dogs (three or more) ³	INCREASE \$110.00
Working Dogs (less than three)	\$35.00 per dog
Guide Dogs	-
<i>Late Registration Penalty</i>	
Each dog	\$15.50
Three dogs or more (Working Dogs only)	\$37.00
<i>Impoundment and Call Out Fees</i>	
Impoundment First Offence	\$50.00
Impoundment Second Offence	\$100.00
Impoundment Third Offence	\$150.00
Daily Impoundment Fee	\$20.00 per day
Roaming dog fee (dog returned to owner the same day)	\$30.00
Miscellaneous inspection fee	\$45.00
Roaming stock fee	Impoundment fee plus transportation, sustenance and advertising costs
<i>Licence Fee for keeping more than two dogs in a residential area</i> (Kaikōura Township, Oaro, Goose Bay, Puketa, Hapuku, Rakautara, Clarence and Kekerengu)	
	\$40.00

The Dog Control Act 1996 provides for a number of infringement fees such as for failing to register dogs, failing to keep a dog under control, and other provisions relating to dog attacks. Those fees and remedies are in addition to the above fees and charges.

Part refunds of dog registration fees may be given following death of a dog (proof required).

³ Working Dogs are as defined in the Dog Control Act 1996

Liquor Licensing Fees

	Application Fee	Annual Fee*	Risk Weighting
On, Off and Club premises			
Very low risk	\$368.00	\$161.00	0-2
Low risk	\$609.50	\$391.00	3-5
Medium risk	\$816.50	\$632.50	6-15
High risk	\$1,023.50	\$1,035.00	16-25
Very high risk	\$1,207.50	\$1,437.50	26 plus
Special licence			
Small (one or two events)	\$63.25	Less than 100 people attending	
Medium (1-3 medium events or 3-12 small events)	\$207.00	100-400 people attending	
Large (3 or more small events or more than 4 medium events)	\$575.00	400 plus people attending (AMP required)	
Other fees			
Temporary Authority	\$296.70		
Managers Certificate	\$316.25	New applications and renewals	

* Annual fees are payable on the anniversary of the date the licence was issued. If the annual fee is not paid within 30 days of due date, the licence is no longer valid.

New Food Premises fees under the Food Act 2014

The Food Act 2014 has introduced a number of new fees and charges, with a focus for full cost-recovery of the cost of processing food premises registrations and audits.

	All Prices Include GST
New registration	
Food Control Plan (FCP) single site	INCREASE \$270.00
Food Control Plan multi-site	INCREASE \$300.00
National Programme (NP)	INCREASE \$420.00
FCP or NP involving more than one hour officer time	\$150.00/hr
New business assistance over one hour, or pre-opening visit	\$150.00/hr plus travel
Registration renewal	
12 month renewal of Food Control Plan single site	INCREASE \$270.00
12 month renewal of Food Control Plan multi-site	INCREASE \$300.00
24 month renewal National Programme	INCREASE \$420.00

Site audits	
Food Control Plan – single site audit (incl. Close out up to 15 minutes)	INCREASE \$380.00
Food Control Plan – multi site audit (incl. Close out up to 15 minutes)	INCREASE \$380.00 plus travel
Food Control Plan audit close out over 15 minutes	\$150.00/hr plus travel
NP 1 check (one-off)	INCREASE \$300.00 plus travel
NP 2 audit (three-yearly)	INCREASE \$400.00 plus travel
NP 3 audit (two-yearly)	DECREASE \$150 per hour/plus travel
Additional fees	
Food Control Plan mentoring (based on two hours)	\$300.00 plus travel
Monitoring and compliance (based on half hour time spent)	\$75.00
Complaint resulting in issue of improvement notice and its review	\$150.00/hr plus travel
Application for exemption	\$150.00/hr plus travel
Travel fees	
Where fees are stated “plus travel” above, the following charges apply:	
Zone 1	No additional fee
Zone 2	\$29.95
Zone 3	\$83.93
Zone 4	\$163.55

Landfill Charges

	All Prices Include GST
Bag	\$3.85 per bag
Large bag	\$7.10 per bag
Electronics, whiteware, gas bottles	\$3.00 per item
General refuse INCREASE	\$300.00 per tonne
Green waste	\$40.00 per tonne
Wood waste	\$40.00 per tonne
Clean Fill	\$70.00 per tonne
Car	\$3.50
4X4	\$7.00
Large vehicle/truck	\$13.00
Truck Spills and Out of District Refuse	\$645.00 per tonne

Memorial Hall & Civic Centre Daily Hire Fees

Memorial Hall	All Prices Include GST
Main hall	\$300.00
Supper room	\$100.00 whole day \$50.00 half day
Meeting rooms	\$5.00 per hour (\$10.00 minimum)
Itinerant Trader	\$400.00
Chair Hire	\$1 per chair, plus \$50.00 bond
Trestle Hire	\$5.00 per trestle, plus \$50.00 bond
Hall and Supper Room Hire Bond (no alcohol)	\$200.00
Hall and Supper Room Hire Bond (with alcohol)	\$400.00
Civic Centre	NEW FEES
Council Chambers	\$80.00 whole day \$40.00 half day
Top floor Meeting/Function Room	\$50.00 whole day (\$20.00 minimum)
Equipment hire	
Data projector	\$120.00
Projector screen	\$40.00

Hall hires are subject to an additional charge for metered use of heater. The above equipment hire charges are for a full day. Half day hires are available at 50% of the above rates. Terms and conditions apply to hire of the hall and all equipment hire.

LIM Fees

	All Prices Include GST
LIM – available within 10 working days	INCREASE \$200.00
LIM – fast track (two working days)	INCREASE \$300.00

Environmental Health Fees

	All Prices Include GST
Funeral director	\$160.00
Camping Grounds Registration	\$265.00
Playground Inspection	\$125.00
Hairdressers Registration	INCREASE \$195.00
Offensive Trade Licence	INCREASE \$210.00

Transfer Fees	INCREASE \$75.00
Itinerant Traders	\$115.00
Hawkers Licence	\$23.00
Mobile Shop (Non Food)	\$115.00
Mobile Shop (Food)	\$184.50
Any other environmental health service (including Amusement Devices)	\$150.00 per hour plus mileage

Airport Landing Fees

	All Prices Include GST (per landing)
Up to 800kg gross take-off weight	\$7.00
800-1500kg	\$10.00
1500-2000kg	\$14.00
2000-3000kg	\$20.00
3000-4000kg	\$30.00
4000-5000kg	\$40.00
Aerial spray contractors	INCREASE \$7.00 per tonne

Harbour Fees

	All Prices Include GST	Frequency
Slipway fee (single launch)	\$10.00	Per launch
Slipway fee (one month ticket)	INCREASE \$85.00	Per month
Slipway fee (one year ticket)	INCREASE \$299.00	Per annum
South Bay boat park lease (per boat park)	INCREASE \$3,450.00	Per annum
Slipway fee (commercial user)	INCREASE \$1,725.00	Per annum
Fishing charters and other commercial users	INCREASE \$230.00	Per month
Berthage fees – New North Wharf	INCREASE \$2,300.00	Per annum
Passenger Cruise vessels	\$2.00 per person	Per visit

Licence to Occupy

	All Prices Include GST
Mobile shops (foreshore, Beach Rd, Esplanade)	\$2,875.00 per annum
West End carpark (e.g. signs, per whole car park)	NEW \$368.00 per month

Engineering Fees

	All Prices Include GST
Road Crossing Fee Applies to laying of services under a road or footpath	\$320.00 Plus hourly rate of processing officer should reinstatement fail to comply with stated conditions
Service Approval Fees For each of water, sewerage and stormwater services	\$230.00 per service
Effluent Disposal Fees Applies to septic tank and/or portaloos emptying to the sewerage ponds	NEW \$11.50 per cubic metre of waste
Hourly processing fees	INCREASE Asset Manager \$160.00 Engineering Support \$145.00

Cemetery Charges

	All Prices Include GST
Ashes Plot:	
Ashes Plot Fee	\$200.00
Plinth Base	\$200.00
Preparation of Plot	\$150.00
Standard Rose	\$50.00
Maintenance Fee	\$100.00
	\$700.00
Lawn Cemetery:	
Lawn Plot Fee	\$500.00
Preparation of Plot (includes extra depth)	\$1,000.00
Children under 15	60% of Adult
RSA Lawn Plot preparation	\$1,000.00
RSA Ashes Plot preparation	\$150.00

Marriage Licence Fees

	All Prices Include GST
Notice of Marriage by Celebrant	\$122.60
Notice of Marriage by Registrar	\$173.78

Pensioner Units

	All Prices Include GST
Single Bed Unit	\$105.00 per week
Double Bed Unit	\$140.00 per week
Two Bedroom Units (1 x double + 1 guest room)	\$155.00 per week

Administration Fees

	All Prices Include GST
A4 Photocopying	20c per sheet
A4 Photocopying Double Sided	25c per sheet
A3 Photocopying	35c per sheet
Debtors Booking Fees	\$25.00
Property File Lookups (if not your own property)	\$20.00

Development Contributions

	Per Housing Equivalent Unit ⁴	Per Bed (Accommodation)
Roading	\$1,552.50	\$256.16
Water	\$2,501.25	\$412.71
Sewer	\$2,724.35	\$449.52
Stormwater	\$1,046.50	\$172.67
Other Development Contribution Levies		
Parks & Reserves The land value is to be determined by either; <ul style="list-style-type: none"> - An independent valuation for the new lot(s) which is no greater than three months old, arranged at the applicants cost, Or - a signed sale and purchase agreement for the new lot(s) 	Residential	2.5% of land value of each additional lot
	Rural residential (lots < 5 hectares)	1.0% of land value of each additional lot (assessed up to maximum 6,000m ²)
	Rural (lots > 5 hectares)	0.5% of land value of each additional lot (assessed up to maximum 40,000m ²)
	Non-subdivision	The value equivalent to 20m ² of land for each additional housing equivalent unit created

⁴ Please refer to Councils Development Contributions Policy for details on the Housing Equivalent Unit, and how this policy applies. The Policy can be found on our website www.kaikoura.govt.nz or at the Council office.

8. EXTENSION OF RATES REMISSION PACKAGE FOR OWNERS OF EARTHQUAKE DAMAGED PROPERTIES

Included in the agenda was a report regarding the extension of the Rates Remission Policy for owners of earthquake damaged properties which ended on 30 June 2017. The Policy criteria had been clarified to provide certainty and consistency to the process.

A mix of applications had been received to date and it was difficult to forecast who would apply going forward. A discussion was held regarding using forestry funds to reduce the impact of remitted rates. It was noted that the purpose of forestry funds was to reduce the impact of rates.

Moved by Councillor Pablecheque, seconded by Councillor Millton and resolved that;

- 1. Council Receive the "Extension of rates remission package for owners of earthquake damaged properties" report.***
- 2. Council extend its rates remission package to the 2017/18 financial year, for landowners of earthquake damaged properties, as clarified and refined in the Policy statements.***
- 3. The authority to assess the actual remission awarded for Type B properties continue to be delegated to the Finance, Audit and Risk Committee. Type A properties are those properties deemed uninhabitable by a suitably qualified person and the remission package is sufficiently clear for these to be approved and processed by Council staff, and as currently delegated.***
- 4. Council confirm that penalties on overdue rates will apply as per normal from 1 July 2017.***
- 5. Forestry funds be used to cover the cash loss from the rates relief package. Unanimous.***

The meeting adjourned for lunch at 1.03pm and resumed at 1.23pm.

9. REQUEST FOR TEMPORARY ROAD CLOSURE – SEAFEST 2017

Moved by Mayor Gray, seconded by Councillor Millton and resolved that under Transport (Vehicular Traffic Road Closure) Regulations 1965 the Council agree to close Killarney Street and Torquay Street from the Takahanga Bowling Club to the Post Office cutting from 7.30am to 6pm on Saturday 7 October 2017 for the purposes of Seafest. Unanimous.

10. KAIKOURA YOUTH COUNCIL

Petra Jellyman and Edana Clarenbeek from the Kaikoura Youth Council were in attendance to present this item.

A report of Youth Council activities was tabled which included;

- Monthly youth blast nights with a focus on improving youth wellbeing and creating a youth friendly environment.
- Set up of a youth wellbeing programme in schools
- Kaikoura Youth Awards event
- Youth Week Competition
- Hurunui Youth programme – basketball exchange.

A discussion was held regarding the location of the temporary skate ramp. The Chief Executive Officer requested a meeting the following week to confirm the location of the temporary skate ramp. An offer had also been received to repair the existing skate park.

11. COMMITTEE UPDATES

Finance, Audit and Risk

Councillor Howden had attended the Audit New Zealand Day which had been very beneficial.

Destination Kaikoura

Destination Kaikoura had some major issues with the building however these were fixable.

There were a number of marketing initiatives for Kaikoura that were underway or in preparation stages for later in the year. These included;

- A television campaign
- Airport advertising
- A boost plan.

Kaikoura Water Zone Committee

Environment Canterbury and farmers had put together an application to the Ministry for Primary Industries for earthquake damaged land research. \$600,000 had been applied for to look at the effects on dairy farm land and what needed to be undertaken regarding water quality and drainage given the landscape had changed.

Events

There were a number of Matariki events organised. These included a fashion show on the next Saturday and a junior Matariki ball the following week.

12. MAYOR'S REPORT

C Barlow was visiting Kaikoura on Monday to talk about Kiwican and Kiwicash. The system allowed people to pay for use of facilities without using cash. Elected members were invited to attend the meeting.

13. COUNCIL PUBLIC EXCLUDED SESSION

Moved by Mayor Gray, seconded by Councillor Howden and resolved that the public be excluded from the following parts of the proceedings of this meeting namely;

- a) Confirmation of Council Public Excluded Minutes 17/05/2017***
- b) New Zealand Transport Agency update. Unanimous.***

14. ADVISORY BOARD FOR RECOVERY PLAN IMPLEMENTATION

The Recovery Plan had been put together after extensive engagement with the Community. When Recovery was phased out how could the community know that actions would be implemented. It was noted some of the actions in the Plan sat outside of Council and could fall across more than one organisation therefore it was suggested a group to guide and oversee Recovery Plan implementation be considered.

The Advisory Board would report to Council. An example of a similar group in Christchurch was discussed and the Council had made a decision based on the Advisory Group's views with all the background work undertaken before it was brought to Council.

A discussion was held regarding how people would be recruited onto the board. It was suggested there was a need to provide an opportunity for people who were not so well known in the community to be on the Board. Recovery had unearthed a lot of people in the community who had unbelievable qualifications, knowledge and enthusiasm.

Moved by Councillor Millton, seconded by Councillor Howden and resolved that Council;

- 1. Receive the "Advisory Board for Recovery Plan Implementation" report.***
- 2. Adopt the Terms of Reference for an Advisory Board as set out in Appendix A of the report.***
- 3. Appoint Councillors Harnett and Pablecheque, the Chief Executive Officer and the Recovery Manager as Council's representatives on the Board, noting the Mayor would be ex-officio.***
- 4. Appoint a recruitment panel consisting of a nominated Councillor, the Chief Executive Officer and the Recovery Manager to call for expressions of interest from iwi, the community and youth to serve on the Advisory Board.***
- 5. Request the panel make recommendations to Council regarding whom it should appoint on the Advisory Board. Unanimous.***

There being no further business the meeting closed at 4.02pm.