



---

**MINUTES**

**WEDNESDAY 27 MARCH 2013**

**5.35pm – 7.29pm**  
**7.27pm – 7.29pm – Public Excluded**

**Council Chamber**  
**First Floor, Town Hall**  
**Wakefield Street**  
**Wellington**

---

**PRESENT:**

Mayor Wade-Brown	(5.35pm – 7.29pm)
Councillor Ahipene-Mercer	(5.35pm – 7.29pm)
Councillor Best	(5.35pm – 7.29pm)
Councillor Cook	(5.35pm – 6.59pm)
Councillor Coughlan	(6.36pm – 7.29pm)
Councillor Eagle	(5.35pm – 7.29pm)
Councillor Foster	(5.35pm – 7.29pm)
Councillor Gill	(5.35pm – 7.27pm, 7.28pm - 7.29pm)
Councillor Lester	(5.35pm – 7.29pm)
Councillor McKinnon	(5.35pm – 7.29pm)
Councillor Marsh	(5.35pm – 7.29pm)
Councillor Morrison	(5.35pm – 7.29pm)
Councillor Pannett	(5.35pm – 7.29pm)
Councillor Pepperell	(5.35pm – 7.29pm)
Councillor Ritchie	(5.35pm – 7.29pm)

**APOLOGIES:**

Councillor Coughlan (for lateness)

001/13C **APOLOGIES**  
(1215/11/IM)

**Moved Mayor Wade-Brown, seconded Councillor McKinnon, the motion that Council receive apologies for lateness from Councillor Coughlan.**

**The motion was put and declared CARRIED on voices.**

**RESOLVED:**

*THAT Council:*

1. *Accept apologies for lateness from Councillor Coughlan.*

002/13C **CONFIRMATION OF MINUTES**  
(1215/11/IM)

**Moved Mayor Wade-Brown, seconded Ahipene-Mercer, the motion that Council approve the minutes of the meetings held on Wednesday 19 December 2012 (ordinary meeting), Wednesday 19 December 2012 (extraordinary meeting), Thursday 7 February 2013 (ordinary meeting) and Thursday 7 March 2013 (extraordinary meeting), having been circulated, that they be taken as read and confirmed as an accurate record of those meetings.**

**The motion was put and declared CARRIED on voices.**

**RESOLVED:**

*THAT Council:*

1. *Approve the minutes of the meetings held on Wednesday 19 December 2012 (ordinary meeting), Wednesday 19 December 2012 (extraordinary meeting), Thursday 7 February 2013 (ordinary meeting) and Thursday 7 March 2013 (extraordinary meeting), having been circulated, that they be taken as read and confirmed as an accurate record of those meetings.*

003/13C **PUBLIC PARTICIPATION**  
(1215/11/IM)

**NOTED:**

There was no public participation

004/13C **ANNOUNCEMENTS BY THE MAYOR**  
(1215/11/IM)

**NOTED:**

1. Mayor Wade-Brown advised the following:

*This past weekend it was my pleasure to attend the TrustPower National Community Awards in Kerikeri, where local charity and recycling initiative Kaibosh received terrific recognition for its wonderful work as New Zealand's first dedicated 'food rescue' organisation.*

*Representing Wellington City, Kaibosh was named Supreme Winner of the Awards, ahead of many other worthwhile organisations around Aotearoa, all of whom contribute great service to their communities.*

*Many of you will be familiar with Kaibosh through its success at the Wellington International Airport-sponsored community awards.*

*Kaibosh collaborates with food retailers and producers to rescue surplus food that's good enough to eat, but not good enough to sell, and distributes it to local charities and prevents it from being discarded into landfills.*

*Kaibosh addresses a paradox that in the middle of our affluent city, with cafes and markets galore, children go hungry and families can't afford fresh food. Foodbanks are struggling to meet increased demand, so we need food rescue.*

*Their work is a triple win for social, environmental and economic outcomes, and Kaibosh's success at the TrustPower National Community Awards is also a great example of our connected, socially-conscious capital.*

*The Council provides Kaibosh with funding of \$25,000 per year on a three-year service contract, and an accommodation assistance grant of \$5852; these grants are for social sector organisations and help with rental costs.*

*This is a superb investment in our Capital, our people and our environment.*

*I congratulate Kaibosh for the role they play in our Smart Capital, and for their success as the Supreme Winners at the 2013 TrustPower National Community Awards.*

2. Mayor Wade-Brown also advised that this was the last Council meeting for Garry Poole as Chief Executive Officer. She shared the following with the meeting.

*E ngā iwi, e ngā mana, e ngā reo  
 Tēnā koutou tēnā koutou tēnā koutou katoa  
 Ko te kupu tuatahi o tenei hui he **whakamihī** ki te kaha o Garry Poole  
 ki te whakahaere i te taone nui.  
 Haere ra, e Garry, te kaiwhakahaere matua ki te kaunihera o Pōneke.  
 Ngā mihinui ki a koe i tēnei ahiahi  
 Ngā mihinui ki tō mahi i ngā tau tekau mā rima  
 Ngā mihinui ki tō mahi hou ki Tauranga  
 E Garry, tēnā rawa atu koe*

*This evening we farewell Garry Poole. It is one of several farewells – from staff earlier today and from other Wellingtonians. There will be a private function for Councillors and members of the Executive Leadership Team following Council tonight.*

*Several of us remember being in this Chamber when Garry was appointed, by a unanimous decision, in this room in 1998. Few will be present in fifteen years' time.*

*It is entirely appropriate that we thank and farewell to Garry in this Council Chamber, at the meeting where we decide the annual budget. Garry has provided fifteen years of committed service to the Council, the City and the People of Wellington in his role as Chief Executive.*

*He has effectively provided executive leadership for the Council organisation, support for elected representatives and services to the people, businesses and visitors of Wellington.*

*Mayors Wilde, Blumsky, Prendergast and Wade-Brown have offered a range of political challenges to any Chief Executive. Mr Poole has been professional in his public expression of free and frank officer advice.*

*Several in this chamber remember the context of Garry's arrival fifteen years ago. Staff morale was low. Garry energised the organisation, provided leadership for staff and made the Wellington City Council a place where people wanted to work.*

*During his time at the helm Wellington City, and the Council, has faced numerous challenges, has responded to many changes, achieved good projects and enabled many dynamic events. Our initial notes ran to many pages so I have highlighted a few of many successes in managing change, building projects and successful events. Each elected member will have many more to add.*

*Changes that Garry has traversed have included the changing dynamics of Council as elected members and senior management have come and gone. There have also been significant changes in the expectations of the local government – the four wellbeings in 2002,*

*various accounting and legal changes and another shift in the repurposing of local government under the current government.*

*The way we operate as an organisation has transformed with new technology, needing to respond to the public's appetite for public information and accountability. Council's new website, which is portable across many different platforms, and our CBDfree service are but two examples.*

*Under Garry's executive leadership, Wellington City has achieved the completion of projects that provide great dividends now and for future generations.*

*Garry's a sporting man and is justifiably proud of the on-time, on-budget completion of the ASB Indoor Community Sports Centre and its community usage, the school pool partnerships that have delivered learn-to-swim programmes to our youngsters, and the artificial turfs that have been a tremendous success.*

*On the urban development front, Chews Lane is an exemplar of inner city improvement, and the conversion of the Kilbirnie bus depot to the Rita Angus retirement village is a most successful redevelopment. Our Social Housing upgrade project is creating better, healthier, warmer and safer homes for Wellingtonians who need them, and have also provided jobs and investment for our economy.*

*Community infrastructure has been expanded including the Newlands Community Centre., Karori Library.*

*Wellington remains the Events Capital of New Zealand, and we should all take pride in the International Festival of the Arts and the World of WearableArt remaining successful in the capital, visitors had brilliant experiences in Wellington during the Rugby World Cup 2011 and, of course, those simply magnificent world premieres for King Kong. The Return of the King and the first Hobbit movie.*

*On a very serious note, Garry has effectively managed the increasing physical resilience of the city and was  
Those events are part of our shared history, and now we bid farewell to Garry and wish him all the very best for his future in Tauranga. Garry's knowledge of local government will enable his strong contribution to another metro – Tauranga City. We will still meet through LGNZ and the Metro Sector meetings, among many other occasions, and all those organisations will do well to draw upon Garry's wealth of experience, his knowledge and his considerable skills.*

*Wellington has thrived, Wellington has sparkled, And Wellington has – and remains, despite tough times – the Coolest Little Capital in the World. Thank you Garry. Kia ora and Haere rā!*

005/13C **PRESENTATION OF APW AWARD**  
(1215/11/IM)

**NOTED:**

Mayor Wade-Brown presented an Absolutely Positively Wellingtonian award to Ross Graham. She shared the following with the meeting.

*E nga manuhiri tuarangi, Haere mai, haere mai.  
Haere mai ra kite whakanui, I te karanga o tenei ra.  
No reira, nau mai, haere mai, whakatau mai ra!*

*This evening we honour Ross Graham, who has made an outstanding contribution to our sporting community, our city and all Wellingtonians.*

*Ross has an energetic spirit and enthusiasm for sport, recreation and participation that has left an indelible mark on our city. Through his tireless efforts and leadership of Sport Wellington, tens of thousands of Wellingtonians have given sport a go.*

*Ross has lead the Wellington sport and recreation sector for many years. He was chair of Sport Wellington for 11 years and a board member for 13, only recently stepping down from that role.*

*Under Ross's leadership Sport Wellington set a vision to have 'everyone, everyday experiencing the force of sport and physical recreation'. The result is an incredibly effective organisation that makes a positive difference in our lives on many levels.*

*Under Ross's leadership, our iconic Round the Bays event has grown from 5000 participants to 12,000; the achievements of the Capital's finest athletes have been celebrated to inspire new generations of Wellingtonians; and Sport Wellington's Buggy Walks provide an active and social event for young children and their caregivers.*

*Ross was a driving force behind the inception of the ASB Indoor Community Sports Centre. Ross's leadership of the initial working group ensured that the vision of a world class indoor sports arena became a reality. As a city we all benefit from these actions, and the great sports centre they helped produce.*

*We know how powerful sport is at uniting a nation, and it is particularly important at a local level, making connections and bringing people together.*

*Families across the city know the weekly ritual of Saturday morning sport. For parents, it's a time to meet with others and share experiences. For kids, it's a time to learn skills to carry them through school and into the*

*workplace, and for some these Saturday mornings will turn into a lifelong career in sports.*

*For all it's a time to bond, to ignite their passions, to develop character, to increase vitality, to better themselves or to work as a team, and to be better people.*

*For others still they will go on to serve the community as Ross has for decades. Ross's support and advocacy for sport and recreation is one of the important factors that allows these bonds to be forged, creating opportunities for kids and parents alike.*

*Ross Graham, you truly are an Absolutely Positive Wellingtonian and we are proud to honour you today with this award.*

006/13C **PETITIONS**  
(1215/11/IM)

**NOTED:**

There were no petitions.

007/13C **CONFLICT OF INTEREST DECLARATIONS**  
(1215/11/IM)

**NOTED:**

Conflicts of interest were noted in relation to Report 3A - Report of the Strategy and Policy Committee, Meeting of Tuesday 12 March 2013 – 2013-2014 Draft Annual Plan: Recommendation - recommendation 9:

- Councillor Lester - (6.1 Urban Planning, heritage and public spaces development (6.1.2 – Waterfront Development)
- Councillor Ahipene Mercer - (4.1 Arts and Cultural Activities 4.1.1 - Galleries and Museums, Wellington Museums Trust and 4.1.2 - Visitor Attraction (part), Carter Observatory (C659).
- Councillor Marsh - (3.1 City Promotions and Business Support, 3.1.1 Tourism Promotion (PWT) Positively Wellington Tourism).
- Councillor Coughlan - (2.6 Conservation attractions, 2.6.1 - Conservation Visitor Attractions (Zoo and Zealandia) Wellington Zoo Trust (C046).

Having noted the conflicts there was no need to take each item separately.

## Reports from Committees

### Committee Decisions requiring Council approval

008/13C **STRATEGY AND POLICY COMMITTEE**  
**Meeting of Thursday 14 February 2013**  
 (1215/11/IM) (REPORT 1)

1. **ITEM 017/13P OFFER OF LAND AS A GIFT – SOUTH KARORI ROAD, KARORI**  
 (1215/52/IM) (REPORT 3)

**Moved Councillor Foster, seconded Councillor Morrison, the substantive motion.**

**The substantive motion was put.**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Best, Cook, Eagle, Foster, Gill, Lester, McKinnon, Marsh, Morrison, Pannett, Pepperell and Ritchie.

Voting against: Nil.

Majority Vote: 14:0

**The substantive motion was declared CARRIED.**

#### **RESOLVED:**

*THAT Council:*

1. *Agree to acquire approximately 75m<sup>2</sup> of land at 130 South Karori Road (the Land), held on Computer Freehold Register WN20C/944, Wellington Registry (as shown in Appendix 1 of the minutes) subject to the following conditions:*
  - (a) *That officers are satisfied that there are no undue physical, legal or other risks to Council in acquiring this land.*
  - (b) *That the parties (owner and Council) reach a formal agreement on the terms of the offer.*
2. *Authorise the Chief Executive Officer to conclude the final contract for the land acquisition on the basis that the subject land is being gifted to Council, with Council paying all associated costs.*
3. *Require the Land to be managed for reserve purposes in association with the adjoining Makara Peak Mountain Bike Park.*



009/13C **STRATEGY AND POLICY COMMITTEE**  
**Meeting of Thursday 7 March 2013**  
 (1215/11/IM) (REPORT 2)

1. **ITEM 041/13P REPORT BACK ON CONSULTATION - BUSINESS IMPROVEMENT DISTRICTS DRAFT POLICY**  
 (1215/52/IM) (REPORT 2)

**Moved Councillor Marsh, seconded Pannett, the substantive motion.**

**The substantive motion was put.**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Best, Cook, Eagle, Foster, Gill, Lester, McKinnon, Marsh, Morrison, Pannett, Pepperell and Ritchie.

Voting against: Nil.

Majority Vote: 14:0

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Agree to the Business Improvement District Policy, attached as Appendix 2 of the minutes.*
2. *Engage further with the interested parties on the Business Improvement District establishment process.*

2. **ITEM 042/13P SUMMER GARDEN WATERING WATER RESTRICTIONS**  
 (1215/52/IM) (REPORT 4)

**Moved Councillor Best, seconded Lester, the substantive motion with amended recommendations as follows from that which were agreed at the Strategy and Policy Committee meeting of 7 March 2013, due to additional information being provided:**

THAT Council:

1. Consult on a change to the Bylaw to be considered at the 27 March 2013 Council meeting that the current wording of clause 8.3 of the Water Services Bylaw 2012 does not allow for an appropriate

operational response to manage high seasonal or other demands-as attached-as appendix 2 to this report of Committee.

2. **Receive the information as attached in Appendix 2 of the report of the Committee.**
3. **Agree to the proposed amendments to Water Services Bylaw (attached as Appendix 2 of the report of the Committee) introducing increased powers for the Council to regulate water use.**
4. **Agree to adopt the Statement of Proposal attached and undertake the special consultative procedures in the Local Government Act 2002 as part of the Draft Annual Plan consultation.**
5. **Instruct Officers to report to the Strategy and Policy Committee the outcomes from the special consultative process along with any subsequent additional amendments to the draft Bylaw no later than 1 August 2013.**
6. **Delegate to the Chief Executive Officer and Three Waters and Waste Portfolio Leader the authority to include any amendments agreed by the Council and any associated minor consequential edits.**

**The substantive motion with amended recommendations was put.**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Best, Cook, Eagle, Foster, Gill, Lester, McKinnon, Marsh, Morrison, Pannett, Pepperell and Ritchie.

Voting against: Nil.

Majority Vote: 14:0

**The substantive motion with amended recommendations was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Consult on a change to the Bylaw to be considered at the 27 March 2013 Council meeting that the current wording of clause 8.3 of the Water Services Bylaw 2012 does not allow for an appropriate operational response to manage high seasonal or other demands-as attached-as appendix 2 to this report of Committee.*
2. ***Receive the information as attached in Appendix 2 of the report of the Committee.***

3. *Agree to the proposed amendments to Water Services Bylaw (attached as Appendix 2 of the report of the Committee) introducing increased powers for the Council to regulate water use.*
4. *Agree to adopt the Statement of Proposal attached and undertake the special consultative procedures in the Local Government Act 2002 as part of the Draft Annual Plan consultation.*
5. *Instruct Officers to report to the Strategy and Policy Committee the outcomes from the special consultative process along with any subsequent additional amendments to the draft Bylaw no later than 1 August 2013.*
6. *Delegate to the Chief Executive Officer and Three Waters and Waste Portfolio Leader the authority to include any amendments agreed by the Council and any associated minor consequential edits.*

**NOTED:**

The resolution differs from the Report of the Committee as follows:

The meeting added the text in **bold** and removed the text with ~~strikethrough~~.

010/13C **STRATEGY AND POLICY COMMITTEE**  
**Meeting of Tuesday 12 March 2013**  
 (1215/11/IM)

(REPORT 3A)

1. **2013/2014 DRAFT ANNUAL PLAN RECOMMENDATION TO COUNCIL**

**Moved Mayor Wade-Brown, seconded Councillor McKinnon, the substantive motion with changes as follows to the recommendations in the report of the Committee:**

It is recommended that the Council:

1. Note that the 2013/14 Draft Annual Plan statement of proposal reflects year two of the 2012-22 LTP and the deliberations and recommendations of the Strategy and Policy Committee meeting of 12-14 March 2013.
2. Note that the 2013/14 Draft Annual Plan statement of proposal will be consulted on using the special consultative procedure.
3. Note that the Strategy and Policy Committee will hear all oral submissions on the Draft Annual Plan from 21 May 2013.

4. Note that the proposed variances agreed at the Strategy and Policy Committee on 12 – 14 March 2013 have been included in the 2013/14 Draft Annual Plan statement of proposal (summarised in section 4.1 of the report of Committee) for consultation.
5. **Agree to amend the 2013/14 Draft Annual Plan to remove the proposed variance to close branch libraries in the evenings; and instead focus on using existing resources to promote evening opening hours, increasing rates by \$30,000 in 2013/14.**
6. Note that budget C534 has been reduced by \$40,000 (representing the catering cost for Committee meetings) in the 2013/14 Draft Annual Plan.
7. **Agree** Note that year two of the three year Waterfront Development Plan included in the 2012-22 LTP is included in the 2013/14 Draft Annual Plan **and that the initiatives below be included in the draft annual plan to obtain feedback prior to agreeing the final Waterfront Development Plan for 2013/14 in June 2013:**
  - (a) **An upgrade to the children’s playground in Frank Kitts Park (\$1.0m)**
  - (b) **Modifications to the north end of Shed 6 to facilitate increased public activity in this area (\$0.15m)**
  - (c) **Provision of facilities to promote a series of water based activities in the Queen’s Wharf precinct (\$0.15m)**
  - (d) **Note that the projects would only be considered on the basis that the company was able to source the new revenue and that they would not require any increase in the council loan.**
8. Agree that for 2013/14 it is financially prudent to forecast a surplus of \$32.019m, comprising:
  - Unfunded depreciation totalling (\$14.674m) on the following assets:
    - (a) Clearwater Sewage Treatment Plant (\$3.015m)
    - (b) Discontinued Living Earth Plant (\$0.221m)
    - (c) NZTA funded projects (\$7.438m)
    - (d) General (\$4.000m)
  - Revenue received for capital purposes totalling (\$40.378m):
    - (e) NZTA capital funding (\$10.407m)
    - (f) Housing capital grant and ring-fenced deficit (\$23.479m)
    - (g) Development contributions (\$5.000m)
    - (h) Bequests, trust and other external funding (\$1.492m)
  - Self Insurance Reserve (\$0.750m)
  - Weathertightness funding (\$4.996m)
  - Waste Minimisation Activity (\$0.018m)
  - Unrealised fair value adjustment for loans and receivables (\$0.550m)

9. **Agree the fees and charges schedule tabled at this meeting be included and consulted on in the 2013/14 Draft Annual Plan.**
10. Adopt the 2013/14 Draft Annual Plan statement of proposal (as attached in appendix one **with additions tabled and attached to the minutes as appendix 3, and any amendments made, at this meeting**) and initiate the special consultative procedure.
11. Agree the proposed approach to consultation and engagement on the 2013/14 Draft Annual Plan as set out in section 5 of the report of the Committee.
12. Delegate to the Chief Executive **and the Mayor** the authority to make any editorial changes that may arise as part of the publication process **and any other changes as a result of this meeting.**
13. Note that a summary document will be prepared from the executive summary of the 2013/14 Draft Annual Plan statement of proposal.
14. Note that the statement of proposal and summary will form the basis of the special consultative procedure on the 2013/14 Draft Annual Plan that will run from 16 April 2013 to 16 May 2013.
15. **Note that the Road Encroachment and Sale Policy flat fee structure (inflation adjusted) has been included in the 2013/14 Draft Annual Plan. This was approved by Strategy and Policy Committee on the meeting of the 12 March 2013.**
16. **Agree that the Financial Sustainability Working Party will meet before the June deliberations to consider any further savings for consideration as part of the 2013/14 Annual Plan.**
17. **Instruct officers to not carry forward to 2013/14 \$200,000 in budget line CX505, representing a reduction in the amount provided for the Mayoral Office relocation within the Town Hall Strengthening project, noting that in May this year officers will present to Councillors options for a revised programme and budget for the earthquake strengthening of Council buildings.**

**Moved Councillor Cook, seconded Councillor Best, the following amendment:**

**THAT Council:**

7. **Agree ~~Note~~ that year two of the three year Waterfront Development Plan included in the 2012-22 LTP is included in the 2013/14 Draft Annual Plan and that the initiatives below be included in the draft annual plan to obtain feedback prior to agreeing the final Waterfront Development Plan for 2013/14 in June 2013:**

- (d) **Note that the projects would only be considered on the basis that the company was able to source the new revenue and that they would not require any increase in the council loan.**

**The amendment was put:**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Best, Cook, Eagle, Foster, Gill, Lester, McKinnon, Marsh, Morrison, Pannett, Pepperell and Ritchie.

Voting against: Nil.

Majority Vote: 14:0

**The amendment was declared CARRIED.**

(Councillor Coughlan joined the meeting at 6.36pm.)

**The substantive motion recommendations 1 – 6, 7 as amended, 8 – 14 were put.**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Best, Cook, Coughlan, Eagle, Foster, Gill, Lester, McKinnon, Marsh, Morrison, Pannett, Pepperell and Ritchie.

Voting against: Nil.

Majority Vote: 15:0

**The substantive motion recommendations 1 – 6, 7 as amended, 8 – 14 were declared CARRIED.**

**The substantive motion recommendation 15 was put.**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Cook, Coughlan, Eagle, Gill, McKinnon, Marsh, Morrison, Pepperell and Ritchie.

Voting against: Councillors Best, Foster, Lester and Pannett.

Majority Vote: 11:4

**The substantive motion recommendation 15 was declared CARRIED.**

**The substantive motion recommendations 16 and 17 were put.**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Best, Cook, Coughlan, Eagle, Foster, Gill, Lester, McKinnon, Marsh, Morrison, Pannett, Pepperell and Ritchie.

Voting against: Nil.

Majority Vote: 15:0

**The substantive motion recommendations 16 – 17 were declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Note that the 2013/14 Draft Annual Plan statement of proposal reflects year two of the 2012-22 LTP and the deliberations and recommendations of the Strategy and Policy Committee meeting of 12-14 March 2013.*
2. *Note that the 2013/14 Draft Annual Plan statement of proposal will be consulted on using the special consultative procedure.*
3. *Note that the Strategy and Policy Committee will hear all oral submissions on the Draft Annual Plan from 21 May 2013.*
4. *Note that the proposed variances agreed at the Strategy and Policy Committee on 12 – 14 March 2013 have been included in the 2013/14 Draft Annual Plan statement of proposal (summarised in section 4.1 of the report of Committee) for consultation.*
5. ***Agree to amend the 2013/14 Draft Annual Plan to remove the proposed variance to close branch libraries in the evenings; and instead focus on using existing resources to promote evening opening hours, increasing rates by \$30,000 in 2013/14.***
6. *Note that budget C534 has been reduced by \$40,000 (representing the catering cost for Committee meetings) in the 2013/14 Draft Annual Plan.*
7. ***Agree Note that year two of the three year Waterfront Development Plan included in the 2012-22 LTP is included in the 2013/14 Draft Annual Plan and that the initiatives below be included in the draft annual plan to obtain feedback prior to agreeing the final Waterfront Development Plan for 2013/14 in June 2013:***
  - (a) ***An upgrade to the children’s playground in Frank Kitts Park (\$1.0m)***

- (b) **Modifications to the north end of Shed 6 to facilitate increased public activity in this area (\$0.15m)**
  - (c) **Provision of facilities to promote a series of water based activities in the Queen's Wharf precinct (\$0.15m)**
  - (d) **Note that the projects would only be considered on the basis that the company was able to source the new revenue and that they would not require any increase in the council loan.**
8. *Agree that for 2013/14 it is financially prudent to forecast a surplus of \$32.019m, comprising:*
- Unfunded depreciation totalling (\$14.674m) on the following assets:*
- (a) *Clearwater Sewage Treatment Plant (\$3.015m)*
  - (b) *Discontinued Living Earth Plant (\$0.221m)*
  - (c) *NZTA funded projects (\$7.438m)*
  - (d) *General (\$4.000m)*
- Revenue received for capital purposes totalling (\$40.378m):*
- (e) *NZTA capital funding (\$10.407m)*
  - (f) *Housing capital grant and ring-fenced deficit (\$23.479m)*
  - (g) *Development contributions (\$5.000m)*
  - (h) *Bequests, trust and other external funding (\$1.492m)*
- Self Insurance Reserve (\$0.750m)*
- Weathertightness funding (\$4.996m)*
- Waste Minimisation Activity (\$0.018m)*
- Unrealised fair value adjustment for loans and receivables (\$0.550m)*
9. **Agree the fees and charges schedule tabled at this meeting be included and consulted on in the 2013/14 Draft Annual Plan.**
10. **Adopt the 2013/14 Draft Annual Plan statement of proposal (as attached in appendix one of the report of the Committee **with additions tabled and attached to the minutes as appendix 3, and any amendments made, at this meeting**) and initiate the special consultative procedure.**
11. **Agree the proposed approach to consultation and engagement on the 2013/14 Draft Annual Plan as set out in section 5 of the report of the Committee.**
12. **Delegate to the Chief Executive **and the Mayor** the authority to make any editorial changes that may arise as part of the publication process **and any other changes as a result of this meeting.****
13. **Note that a summary document will be prepared from the executive summary of the 2013/14 Draft Annual Plan statement of proposal.**



14. *Note that the statement of proposal and summary will form the basis of the special consultative procedure on the 2013/14 Draft Annual Plan that will run from 16 April 2013 to 16 May 2013.*
15. *Note that the Road Encroachment and Sale Policy flat fee structure (inflation adjusted) has been included in the 2013/14 Draft Annual Plan. This was approved by Strategy and Policy Committee on the meeting of the 12 March 2013.*
16. *Agree that the Financial Sustainability Working Party will meet before the June deliberations to consider any further savings for consideration as part of the 2013/14 Annual Plan.*
17. *Instruct officers to not carry forward to 2013/14 \$200,000 in budget line CX505, representing a reduction in the amount provided for the Mayoral Office relocation within the Town Hall Strengthening project, noting that in May this year officers will present to Councillors options for a revised programme and budget for the earthquake strengthening of Council buildings.*

**NOTED:**

The resolution differs from the Report of the Committee as follows:

The meeting added the text in **bold** and removed the text with ~~strike through~~.

011/13C **STRATEGY AND POLICY COMMITTEE**  
**Meeting of Tuesday 12 March 2013**  
(1215/11/IM)

(REPORT 3B)

1. **ITEM 057/13P ROAD ENCROACHMENT AND SALE POLICY –  
REPORT BACK ON 2012-2022 LONG-TERM PLAN DECISIONS**  
(1215/52/IM) (REPORT 6)

**Moved Councillor Foster, seconded Councillor Gill, the substantive motion.**

(Councillor Cook left the meeting at 6.59pm.)

**The substantive motion was put.**

Voting for: Councillors Ahipene-Mercer, Coughlan, Eagle, Gill, McKinnon, Marsh, Morrison, Pepperell and Ritchie.

Voting against: Mayor Wade-Brown, Councillors Best, Foster, Lester and Pannett.

Majority Vote: 9:5

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Agree to the changes to the Road Encroachment and Sale Policy to retain a flat fee structure as agreed in the 2012 – 22 Long Term Plan attached as Appendix 4 of the minutes.*

012/13C **STRATEGY AND POLICY COMMITTEE**  
**Meeting of Thursday 21 March 2013**  
(1215/11/IM)

(REPORT 4)

1. **ITEM 070/12P SIGNIFICANCE POLICY AMENDMENTS 2013**  
(1215/52/IM) (REPORT 6)

**Moved Mayor Wade-Brown, seconded Councillor McKinnon, the substantive motion.**

**The substantive motion was put.**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Best, Coughlan, Eagle, Foster, Gill, Lester, McKinnon, Marsh, Morrison, Pannett, Pepperell and Ritchie.

Voting against: Nil.

Majority Vote: 14:0

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Agree to consult on the proposed amendments to the Council's Significance Policy as part of the 2013/14 draft Annual Plan consultation process.*

2. **ITEM 075/12P CAPACITY OUTCOME BASED BUSINESS MODEL (1215/52/IM) (REPORT 3)**

**Moved Councillor Best, seconded Councillor Foster, the substantive motion.**

**The substantive motion was put.**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Best, Coughlan, Foster, Lester, McKinnon, Marsh, Morrison and Pannett.

Voting against: Councillors Eagle, Gill, Pepperell and Ritchie.

Majority Vote: 10:4

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Note work is continuing to finalise the 2013/14 Service Level Agreement between Council and Capacity.*
2. *Note work is continuing to develop the Capacity Shareholder Memorandum of Understanding.*
3. *Note that Capacity's other current shareholder, Hutt City Council, has already unanimously voted to support Capacity to move to the outcomes based business model as set out in this report.*
4. *Agree the Capacity outcome based business model (already approved in principle) will now be implemented commencing the 2013/14 financial year, subject to the agreed transition plan and the capability review being reported back to the Council.*
5. *Note the current authority for the Council Chief Executive Officer to approve and execute all final documentation to move Capacity to an outcome based business model is subject to the Council Chief Executive Officer reporting back to the Council on the capability review by the end of May 2013.*

013/13C **QUESTIONS**  
(1215/11/IM)

**NOTED:**

There were no questions.

(Councillor Gill left the meeting at 7.27pm.)

014/013C **RESOLUTION TO EXCLUDE THE PUBLIC**  
(1215/11/IM)

**Moved Mayor Wade-Brown, seconded Councillor McKinnon, the motion to exclude the public.**

**The motion to exclude the public was put.**

Voting for: Mayor Wade-Brown, Councillors Ahipene-Mercer, Best, Coughlan, Eagle, Foster, Lester, McKinnon, Marsh, Morrison, Pannett, Pepperell and Ritchie.

Voting against: Nil.

Majority Vote: 13:0

**The motion to exclude the public was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

- 1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, resolve that the public be excluded from the following part of the proceedings of this meeting namely:*

***Report 5 - Appointment to the Council Controlled Organisation Performance Subcommittee and Reappointment to a Council Controlled Organisation***

*Grounds: Section 48(1) (a) that public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7*





## BUSINESS IMPROVEMENT DISTRICT POLICY

### Table of Contents

1. Definitions
2. Overview
3. Purpose of this policy
4. Framework for partnership between Wellington City Council and Business Improvement Districts
  - 4.1 Council responsibilities
  - 4.2 BID Association responsibilities
5. BID objectives
  - 5.1 What Business Improvement Districts can do
  - 5.2 Accountability
6. Alignment with city strategies
7. Establishing a Business Improvement District
  - 7.1 Considering a Business Improvement District
  - 7.2 Initial consultation
  - 7.3 BID boundaries
  - 7.4 Setting the targeted rate
  - 7.5 Constitution of a legal entity
  - 7.6 Developing a list of owners and occupiers
  - 7.7 Creating the voter register – eligible voters
8. Polling in a Business Improvement District
  - 8.1 Types of polls
  - 8.2 Informing voters
  - 8.3 Sending out the ballots
  - 8.4 The goals of the poll
  - 8.5 Proxy and absentee voting
  - 8.6 Non-registered eligible voters
  - 8.7 Confirming the result
  - 8.8 Final decision on BID changes to be made by the Council
9. Accountability processes of the BID Association
10. The relationship with the Council
  - 10.1 Applying for the targeted rate
  - 10.2 Council – Executive Committee relationship
  - 10.3 Council review
  - 10.4 BID Performance Survey
11. Dispute resolution
  - 11.1 Resolution between the Council and the BID Association
  - 11.2 Resolution between owners and BID Associations

### DEFINITIONS

BID	Business Improvement District
BID Association Council	a legal entity constituted to administer the BID Wellington City Council
Executive Committee	the body elected by businesses in the BID area to govern the operations of the BID
BID Manager	a person recruited or contracted to manage the BID programme

### OVERVIEW

A Business Improvement District (BID) is a partnership between a local authority and a defined local business community to develop projects and services that benefit the trading environment and which align with the local authority's objectives. A BID is supported by a targeted rate, levied on and collected from non-residential properties within the defined boundary.

A BID provides a vehicle for local business-led initiatives that support key city objectives of vibrant centres, business creation and development and increased employment.

There is no minimum size for a BID, however any proposed BID must demonstrate that it is viable and fit for purpose.

### PURPOSE OF THIS POLICY

This policy provides guidance for prospective BIDs, and describes the role of Wellington City Council (Council) which is required to approve any BID and collect the associated targeted rates.

The policy addresses:

- the responsibilities of the Council and BID Associations
- the objectives that a BID must meet
- the process to establish a BID
- the operation of a BID
- managing the performance of a BID.

### FRAMEWORK FOR PARTNERSHIP BETWEEN WELLINGTON CITY COUNCIL AND BUSINESS IMPROVEMENT DISTRICTS

#### Council responsibilities

The Council will:

- provide information and advice as appropriate
- consider whether to set a targeted rate for the purpose of BID programmes
- set a targeted rate, providing the Association has complied with the terms of this policy
- monitor and review the performance of BIDs.



### **BID Association responsibilities**

The BID Association will:

- comply with its constitution and the BID policy
- comply with all other relevant laws and regulations
- maintain proper meeting and accounting records demonstrating how the targeted rate and grant money is used, and make such records available to the Council on request.

### **BID OBJECTIVES**

#### **What Business Improvement Districts can do**

All BID programmes should develop an in-depth understanding of the particular needs of their business community. The BID policy allows for a wide range of activities that could be undertaken with the provisos that the activities:

- align with the Wellington City Council's strategic objectives and priorities
- are relevant for their business community
- are not already being undertaken as part of the Council's responsibilities under the general rating provision. There is no prohibition of BIDs within the Downtown Levy area where a particular business group wishes to provide services additional to those provided by the Council through general rates or through the Downtown Levy.

#### **Accountability**

The BID Association is accountable to its eligible voters. It is also accountable to the Council for the use of the BID targeted rate and alignment with the Council BID Policy.

This accountability is supported by the development of a business plan, the measurement of key performance indicators, production of an annual report with audited accounts for its members, and annual reporting to the Council.

The Council is accountable for the collection and payment of the BID targeted rate amount to individual BID Associations, and ensuring the targeted rate collected is spent as intended. The BID targeted rate may only be applied to the agreed activities of the BID Association and for no other purpose.

Where the Council has serious concerns with performance of a specific BID Association, the BID targeted rate may be withheld until specific improvements or alterations have been made by the BID Association.

In accordance with the provisions of the Local Government Act 2002 and the Local Government (Rating) Act 2002, the Council will make the final decisions on what BID targeted rates, if any, to set in any particular year (in terms of the amount and the geographic area to be rated).

### **ALIGNMENT WITH CITY STRATEGIES**

BIDs have been identified as important elements that can contribute towards delivering Wellington City Council's strategic objectives, including those identified in the Economic Development and Urban Development strategies and

the Centres Policy. They can also play an important part in the Wellington Towards 2040: Smart Capital strategy.

The strategic goals underpinning these strategies include:

- *attracting, retaining and growing investment, creating jobs, and supporting sustainable economic growth in Wellington City*
- *strengthening the vibrancy and multi-functional nature of centres, including their role as social and community focal points, public transport hubs, places where people live and work, and centres for entertainment, recreation and local services.*

The business plan of each BID will clearly set out how it supports the priorities underpinning these strategies. The planning of the BID programme should take account of key Wellington City Council planning and policy documents.

### **ESTABLISHING A BUSINESS IMPROVEMENT DISTRICT**

The following steps must be taken by any group proposing to establish a Business Improvement District:

1. Undertake initial consultation with the business community on the potential range of services a BID could undertake to determine its level of support for forming a BID. If there is sufficient interest (indicatively >25 percent support) then the following steps would be undertaken:
2. Confirm the district boundaries where the targeted rate would apply.
3. Develop a business plan outlining the proposed activities that will be funded by the targeted rate and which comply with BID policy.
4. Agree the level of targeted rate required to support the BID budget and the basis for its collection.
5. Agree a constitution and establish a legal entity to administer the BID. The Council should be consulted on the constitution.
6. Develop a voting register of eligible businesses within the district.
7. Undertake full consultation on the targeted rate and the planned activities and complete an establishment vote with a majority vote supporting the BID.
8. Undertake an initial AGM, adopting the constitution, appointing board members and officers and approving the business plan.
9. Apply to the Council for a targeted rate, with the following supporting documents:
  - o evidence of a mandate from voters
  - o a business plan which is aligned with Council priorities
  - o an approved constitution for the entity.
10. Gain approval of the targeted rate for the BID in the Council Annual Plan process. Note that the previous steps need to be completed in sufficient time so that steps 9 and 10 can be completed to meet the Annual Plan timelines. This would be expected to be submitted to the Council before November of any year to be included in the following year's Annual Plan process.

### **Considering a Business Improvement District**

Discussions to explore the establishment of a BID may be initiated at any time by any interested party. A key factor to support these discussions will be evidence that there is sufficient support from the community to sustain the challenge of establishing and operating a BID.

#### **Initial consultation**

One of the first steps is to undertake initial consultation with key stakeholders within (and potentially outside) the proposed area. These stakeholders might include, for example, owners of businesses, land owners and ratepayers, local or central government agencies within the proposed BID, or interested community groups.

This consultation could include a public meeting to communicate the proposal to establish a BID, the area that it is proposed to cover, and its potential objectives and activities.

Following this initial consultation, the group proposing the BID will give feedback to the Council on the response received, and whether they wish to proceed with the establishment of a BID.

#### **BID boundaries**

In the first instance, the Council will allow those proposing a BID to determine the boundaries within which the targeted rate will be collected. However, should the Council disagree on the proposed boundaries, the Council's decision is final, as it is the Council which takes responsibility for the targeted rate.

#### **Setting the targeted rate**

The Local Government (Rating) Act 2002 gives the Council authority to set a targeted rate for an activity such as a BID. The level of the rate needs to be sufficient to support the BID programme of activities. The BID must agree the total budget required for the programme with its members (at an AGM), and advise the Council that the BID targeted rate be included in the Annual Plan of the Council.

#### **Rating options**

There are three options for calculating the targeted rate collection. Targeted rates can be established by the:

- proportional value method
- flat rate method
- hybrid method (which is a combination of both the proportional value and flat rate methods).

Council staff will work through the different options with BIDs on a case-by-case basis.

### **Proportional value method**

Under the proportional value method, the total amount of the targeted rate to be collected is divided by the capital value of the properties within the collection area. As a result, larger capital value properties pay a greater proportion of the targeted rate. Every property will therefore be paying a different BID targeted rate amount.

This method is preferable where owners owning or renting more valuable areas of land or businesses will gain significantly more from the BID programme than owners with less valuable areas of land or businesses.

### **Flat rate method**

Under the flat rate method, the Council applies a flat rate for every rateable business within the BID programme area. This method is used where there is little difference between the size of the businesses within the boundary or the likely benefits from the BID programme.

### **Hybrid rate method**

The hybrid method involves setting a flat rate per business and then, above this amount, applying a proportional rate based on capital value.

This method is most appropriate where there are a large number of small businesses balanced by a smaller number of large businesses operating within the BID area. The advantage of this approach is that it evens out the impact of the targeted rate across all businesses and ensures the larger businesses pay a higher amount proportional to their value.

The hybrid rating method is often the preferred approach for a BID targeted rate.

### **Constitution of a legal entity**

Before a BID can be set up, a legal entity to administer the BID must be established and registered. In many cases an incorporated society structure is used. The Council will not set a rate without evidence that the BID Association has been legally constituted and a constitution has been developed in consultation with the community. The Council should be consulted on the BID Association's constitution before registration.

### **Developing a list of owners and occupiers**

A list must be compiled of owners and occupiers within the agreed boundaries of the BID. Businesses occupying, but not owning property, will need to be identified. The Council will assist in compiling property owner details. The list will form the basis of the voter register.

The following are not covered under this policy, will not be on the voter register and will not become liable for the targeted rate:

- private (non-business) residents

## APPENDIX 2

- properties owned by either local or central government (wholly or proportionally) including educational facilities, government offices and any property not attracting a commercial rate
- business owners who operate their businesses from residentially rated property within the BID
- business owners who give a business address which is a commercial property within the BID, but who do not physically run their businesses from that address (for example, businesses who use their accountant's address, or businesses who have mail delivered to a relative or friend running a business within the BID).

Those proposing the BID have the final decision over eligibility, in consultation with the Council.

New properties or redeveloped properties liable to pay the BID targeted rate and appearing in the BID area during any financial year will not be rated until the following financial year. These properties have the impact of redistributing the existing total BID targeted rate collected.

### **Creating the voter register – eligible voters**

Those proposing a BID must contact every owner and occupier within the proposed district to determine who will be registered as a voter on the final voter register.

This policy is based on the principle of 'one person, one vote'.

If the owner and/or occupier is an individual, that person should be registered as the voter unless they nominate someone else to act on their behalf. All future communication from those proposing the BID or the eventual BID Association must be addressed to that nominated individual, unless the owner or occupier subsequently communicates a desire to nominate a different representative to the BID Association.

If the owner and/or occupier is not an individual, those proposing a BID must communicate with the owner's management and request the name of a nominated representative to register as a voter.

All registered voters automatically qualify to become members of the BID.

Once established, it is the responsibility of the BID to maintain and update the membership register.

### **POLLING IN A BUSINESS IMPROVEMENT DISTRICT**

#### **Types of polls**

Those proposing a BID should consult with Council on the timing of BID voting. Polls must be completed in sufficient time so that they can be ratified by the Council and any changes included in the Annual Plan process (refer to section 7 of this policy).

BID polls must be run in the following circumstances.

### **Establishing a BID**

A poll is held when the BID is being established to ensure that the rateable businesses within the district boundaries support the proposal.

### **Increasing or decreasing the boundary**

A BID may be expanded to include adjoining areas not included in the original proposal.

Where the BID is to be expanded, the BID Association can apply to the Council for a list of property owners in the new area, and arrange for a poll to be conducted in the expansion area only. In the event of a BID boundary being reduced, a poll is conducted for the whole BID area because this change implies a reduction in budget for the whole programme.

### **Dissolving a BID programme**

This may be called by the BID Association at any time, however the Council does not need a disestablishment poll to stop setting a targeted rate.

### **Informing voters**

The BID Association must inform all registered voters of any poll and ensure voters are aware of the key issues to be decided. Such issues include, but are not limited to:

- the boundaries of the proposed BID
- the total budget and approximate targeted rate to be assessed
- the objectives of the BID strategic and business plans
- the contacts for those proposing the BID.

To achieve these aims, those proposing a BID must:

- advise and hold at least one information meeting, open to all interested parties, no less than 10 days before the poll closes
- place at least two advertisements about the poll in local newspapers, at least seven days apart, with the last advertisement a minimum of three days before the poll closes.

Additional methods may be used to inform eligible voters of the vote, such as face-to-face meetings, email, fax or newsletters.

### **Sending out the ballots**

The Council will provide the services of its returning officer or recommend one for the group to use. The group will contact the returning officer as soon as the voter register has been finalised to enable the election service to begin preparing for the poll. Material prepared for the poll will include:

- a copy of the register of voters
- a copy of an easy-to-understand information sheet outlining the BID proposal
- a copy of a ballot form approved by the independent election service

## APPENDIX 2

- a copy of a contact update form which includes the name of the nominated representative of the business
- boundary information if the poll includes an increase or decrease of the BID boundary area.

The Council's returning officer will send out an envelope including the information sheet, the ballot form, the contact update form and a prepaid return envelope.

### **The goals of the poll**

It is a goal of the BID poll to achieve a 75% voting return from the eligible voters for that poll; and for 75% of those votes to be in favour of the proposition. (This majority must be by number of eligible voters voting in the poll, and those voting in favour must also represent the majority of rating valuation of those voting). This ensures that the vote has a high level of participation and has majority support by both larger and smaller entities within the district. The higher the level of the voting return achieved by the poll, the greater the level of assurance for the Council in any decision to support, or not support, a targeted rate.

### **Proxy and absentee voting**

Proxy voting is not permitted for BID polls. Registered voters who will be absent from their registered addresses during the period of the poll, but who wish to vote, should provide a forwarding address to the BID.

### **Non-registered eligible voters**

Those proposing a BID should attempt to ensure all eligible voters in a BID area are registered. In the event that an individual believes he or she is entitled to vote, but does not appear on the register of voters, the returning officer shall determine the status of the individual and whether a ballot should be issued to that individual.

### **Confirming the result**

The independent election service will receive, count and verify all returned ballot papers. It will then report the result of the poll to those proposing the BID/Association and the Council.

### **Final decision on BID changes to be made by the Council**

The final decision about whether to establish, extend, reduce or disestablish a BID shall be made by the Council because, under the Local Government (Rating) Act 2002, it is the Council alone which can set the targeted rate. In making that decision, the Council will take into account, but will not be bound by, the poll result.

## **ACCOUNTABILITY PROCESSES OF THE BID ASSOCIATION**

The BID Association will be required to have processes in place to ensure that it can demonstrate accountability to the levy payers.

This will include having:

- an appropriate constitution including membership rights for any eligible voting business within the boundary area (and any associate membership types) and entitlements of the individual member
- meeting processes including for the initial annual general meeting following a successful establishment poll and subsequent annual general meetings
- processes for the appointment of any officers and Executive Committee and their rights and responsibilities
- processes for the development, approval and updating of the BID Association budget, strategic and business plans, and performance measures.

The Council must be advised of any changes to the constitution and the contact details of elected officers and committee members.

### **THE RELATIONSHIP WITH THE COUNCIL**

#### **Applying for the targeted rate**

Once confirmation of legal incorporation has been received, the BID Association can apply to the Council for a targeted rate. The BID Association must present the following information to the Council:

- evidence of a mandate
- evidence of incorporation
- the agreed BID boundaries
- the budget that has been ratified at the AGM
- the business plan that has been ratified at the AGM.

Any payment to the BID Association from the targeted rate will be by a conditional BID Funding Grant under the Local Government Act 2002. Consistent with the Local Government Act 2002, the grant must be separately accounted for in the BID Association's financial records. The funding generated from any BID targeted rate will be paid to the BID Association after the end of each financial quarter.

#### **Council – Executive Committee relationship**

The BID Association and the Council will at all times communicate with each other in such a way as to most effectively further the strategic objectives of the stakeholders and to protect and enhance the partnership relationship between the BID Association and the Council.

The Council's Annual Plan and budget process provides a mechanism for reviewing BID budgets and existing programme boundaries. In order for the Council to change the targeted rate, the Executive Committee must submit a detailed programme, budget and performance reports.

By the end of November each year, the Executive Committee must provide the Council with the following information:

- a copy of the audited accounts and annual report for the previous financial year (including statements that the association has acted in compliance with its constitution and all other relevant laws and regulations)
- any proposed changes to the boundaries.



In January each year, the Executive Committee must provide the Council with a detailed programme and budget for the period 1 July to 30 June (the next financial year).

### **Council review**

In the Council's planning processes, it will review the performance of the BID against the stated strategic and business plans, KPIs, audited accounts and any reporting.

Where the Council has concerns with the progress or success of a BID, the targeted rate may be withheld until specific improvements or alterations have been made to business, communication or strategic plans, or implementation processes.

In accordance with the provisions of the Local Government Act 2002 and the Local Government (Rating) Act 2002, the Council will make the final decisions on what targeted rate, if any, to set in any particular year (in terms of the amount and the geographic area to be rated).

The Council may initiate a review of all or any particular BID programme outside the annual and three-yearly reviews. Such a review will be funded through general rates.

### **BID Performance Survey**

The Council may commission a BID performance survey. The results of the survey will be used to analyse the performance of individual BIDs as well as the success of the BID programme on a citywide basis.

The survey process and delivery will be formulated in collaboration with all of the BID programmes to ensure a high rate of return and clarity of objectives. An approach of continuous improvement will be used for the survey to ensure that latest technology and best-practice methods are considered and used where possible.

The cost of the survey will be funded proportionally (based on BID programme budgets) by the city's BIDs through the targeted rate.

The primary focus of the survey will be on the business community's perception of the effectiveness of the BID programme in each district. The survey will cover such aspects of the BID programme as: overall satisfaction; the ability of eligible voters to influence the programme; the results achieved; the communication processes used; and other such matters agreed between the Council and the associations administering BID programmes.

## **DISPUTE RESOLUTION**

### **Resolution between the Council and the BID Association**

Any decisions about whether or not to set a targeted rate, the amount of that rate, to provide for an additional rate or alter the boundaries of the area subject to the rate, and whether or not to establish, disestablish, reduce or extend the

BID, are within the discretion of the Council to make as part of its annual funding and rating decision-making process.

Any other disputes between the BID Association and the Council will be settled in accordance with the following procedure:

- Having exhausted normal means of resolving a dispute or difference (by engaging in a process of good faith negotiation and information exchange), either party may give written notice specifying the nature of the dispute and its intention to refer such dispute or difference to mediation.
- If a request to mediate is made then the party making the request will invite the chairperson of the New Zealand Chapter of Lawyers Engaged in Alternative Dispute Resolution (LEADR) to appoint a mediator to enable the parties to settle the dispute.
- All discussions in the mediation will be without prejudice and will not be referred to in any later proceedings. The parties will bear their own costs in the mediation and will equally share the mediator's costs.
- If the dispute is not resolved within 30 days after appointment of a mediator by LEADR, any party may then invoke the following provisions:
- The dispute will be referred to arbitration by a sole arbitrator in accordance with the Arbitration Act 1996.
- The award in the arbitration will be final and binding on the parties.
- 

### **Resolution between owners and BID Associations**

Disputes between owners or their nominated representatives (ONR) and the BID Associations will be settled in accordance with the following procedure:

- Unless matters can be resolved quickly and informally, ONR are obliged to bring their concerns to the attention of the BID Association's Executive Committee in writing. An initial written response is required within seven working days, outlining the manner and the timeframe in which the concerns will be addressed. The Council as major fund provider should be made aware of any such issues.
- Having exhausted reasonable means of resolving the dispute, the BID Association may approach the New Zealand Chapter of Lawyers Engaged in Alternative Dispute Resolution (LEADR) to appoint a mediator to enable the parties to settle the dispute. All discussions in the mediation will be without prejudice and will not be referred to in any later proceedings. The parties will bear their own costs in the mediation and will equally share the mediator's costs.
- If the dispute is not resolved within a further 30 days after appointment of a mediator by LEADR, any party may then invoke the following provisions:
- The dispute will be referred to arbitration by a sole arbitrator in accordance with the Arbitration Act 1996.
- The award in the arbitration will be final and binding on the parties.

## Fees and User Charges

Our Revenue and Financing Policy guides our decisions on how to fund Council services. Under the policy, we take into account who benefits from a service (individuals, parts of the community, or the community as a whole) to help us determine how the service should be funded. The policy sets targets for each Council activity, determining what proportion should be funded from each of user charges, general rates, targeted rates and other sources of income.

For 2013/14, in line with that policy, we are proposing some changes to fees and charges in the following areas.

- Recycling, Waste Minimisation and Disposal
- Swimming Pools
- Burials and Cremations
- Public health regulations
- Building control and facilitation

New fees will be implemented as of 1 July 2013 and are inclusive of GST unless otherwise stated. For more information see [www.Wellington.co.nz](http://www.Wellington.co.nz)

*Note that the following list of fees and charges is not a complete list of all fees and charges levied by the Council. It consists of those fees and charges subject to consultation and which are proposed to change from 1 July 2013.*

### Recycling, Waste Minimisation and Disposal

We are proposing to increase our fees for waste disposal.

<b>Recycling, Waste Minimisation &amp; Disposal</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Landfill levy (per tonne inclusive of recycling levy)	\$114.70	\$118.10
Rubbish Bags (RRP each)	\$2.52	\$2.50

### City Archives

<b>City Archives</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Residential plan search – first item	\$27.50	\$27.50
Residential plan search – additional items	\$5.50	\$5.50
Commercial plan search – first item	\$38.50	\$38.50
Commercial plan search – additional items	\$7.70	\$7.70
Student plan search – first item	\$7.00	\$7.00

## APPENDIX 3

Student plan search – additional items	\$3.00	\$3.00
Historic research fee (per ½ hour)	\$27.50	\$27.50
A0 photocopy	\$8.50	\$8.50
A1/A2 photocopy	\$4.50	\$4.50
A3 photocopy	\$0.80	\$0.80
A4 photocopy	\$0.50	\$0.50
Digital copy of plan	\$2.00	\$2.00
Digital photograph (low res)	\$18.50	\$18.50
Digital photograph (high res)	\$37.50	\$37.50

### Sportsfields

Sportsfields	Current Fee	Proposed Fee
<b>Cricket</b>		
<b>Casual</b>		
Level 1	\$379.00	\$379.00
Level 2	\$251.00	\$251.00
Artificial pitch on concrete base	\$162.00	\$162.00
Artificial pitch on grass base	\$162.00	\$162.00
<b>Seasonal</b>		
Level 1	\$2,862.00	\$2,862.00
Level 2	\$2,388.00	\$2,388.00
Level 3	\$1,392.00	\$1,392.00
Artificial pitch on concrete base	\$955.00	\$955.00
Artificial pitch on grass base	\$760.00	\$760.00
<b>Rugby, League, Soccer, Aussie Rules</b>		
<b>Casual</b>		
Level 1	\$139.00	\$139.00
Level 2	\$105.00	\$105.00
Level 3	\$81.00	\$81.00
<b>Seasonal</b>		
Level 1	\$1,971.00	\$1,971.00
Level 2	\$1,505.00	\$1,505.00
Level 3	\$1,274.00	\$1,274.00
<b>Softball</b>		
<b>Casual</b>		
Level 1	\$173.00	\$173.00
Level 2	\$122.00	\$122.00

## APPENDIX 3

<b>Seasonal</b>		
Level 1	\$725.00	\$725.00
Level 2	\$487.00	\$487.00
<b>Touch, 5-a-side, Ultimate Flying Disk, Gridiron</b>		
<b>Casual</b>		
Level 1	\$182.00	\$182.00
Level 2	\$146.00	\$146.00
<b>Seasonal</b>		
Level 1	\$1,505.00	\$1,505.00
Level 2	\$1,163.00	\$1,163.00
<b>Netball - per Court</b>		
Court per season	\$139.00	\$139.00
Off-season or organised	\$11.00	\$11.00
Casual	\$42.00	\$42.00
<b>Tennis</b>		
Court per season	\$189.00	\$189.00
Off-season or organised	\$18.00	\$18.00
Casual	\$42.00	\$42.00
<b>Cycling</b>		
Casual	\$170.00	\$170.00
Seasonal	\$1,713.00	\$1,713.00
<b>Athletics</b>		
Casual	\$621.00	\$621.00
WRFU Speed Trials	\$138.00	\$138.00
Seasonal	\$10,360.00	\$10,360.00
<b>Croquet - One Lawn</b>		
Casual	\$168.00	\$168.00
Seasonal	\$787.00	\$787.00
<b>Training</b>		
<b><i>Ground Only</i></b>		
1 night	\$105.00	\$105.00
1 night (season)	\$376.00	\$376.00
2 nights (season)	\$753.00	\$753.00
3 nights (season)	\$1,128.00	\$1,128.00
4 nights (season)	\$1,505.00	\$1,505.00
5 nights (season)	\$1,880.00	\$1,880.00
<b>Training</b>		
<b><i>Ground and Changing Rooms</i></b>		
1 night	\$189.00	\$189.00
1 night (season)	\$792.00	\$792.00

## APPENDIX 3

2 nights (season)	\$1,582.00	\$1,582.00
3 nights (season)	\$2,373.00	\$2,373.00
4 nights (season)	\$3,164.00	\$3,164.00
5 nights (season)	\$3,955.00	\$3,955.00
<b>Elite Parks</b>		
Rugby League Park	\$627.00	\$627.00
Newtown Park	\$627.00	\$627.00
Picnics	\$57.00	\$57.00
<b>Marquees</b>		
Booking Fee (non-refundable)	\$84.00	\$84.00
Marquee up to 50m2	\$502.00	\$502.00
Marquee up to 100m2	\$835.00	\$835.00
Marquee > 100m2	\$1,330.00	\$1,330.00
<b>Add-Ons</b>		
Groundsman - hourly rate (minimum 2 hours)	\$35.00	\$35.00
Toilets Open	\$35.00	\$35.00
Toilets and Changing Rooms Open	\$84.00	\$84.00
Litter collection		

### Synthetic Turf Sports fields

Synthetic Turf Sports Fields	Current Fee	Proposed Fee
<b>Nairnville Synthetic Turf</b>		
Peak (per hour)	\$51.50	\$51.50
Off Peak (per hour)	\$32.00	\$32.00
Junior/College (per hour)	\$25.50	\$25.50
<b>Full Size Synthetic Turf</b>		
Peak (per hour)	\$75.00	\$75.00
Off Peak (per hour)	\$50.00	\$50.00
Junior/College (per hour)	\$37.50	\$37.50
Winter Weekend Daily Rate	\$750.00	\$750.00
National Hockey Stadium	\$34,485.00	\$34,485.00

**Notes:**

*Charges for events, tournaments and commercial activities are by quotation.*

*Charges for charity events will be charged at the Operation Manager's discretion.*

### Swimming Pools

We are proposing to increase our fees for Swimming Pools.

## APPENDIX 3

<b>Pool Fees</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
<b>All Pools Except Khandallah</b>		
Adult Swim	\$5.70	\$5.90
Child Swim	\$3.50	\$3.60
Under 5 Swim	\$1.20	\$1.20
Leisure Card Adult	\$2.90	\$3.00
Leisure Card Child	\$1.70	\$1.70
Family Pass 2 adults 3 children	\$15.00	\$15.40
Adult 12 Swim Concession	\$57.00	\$58.50
Adult 30 Swim Concession	\$142.50	\$146.00
Child 12 Swim Concession	\$35.00	\$35.90
Child 30 Swim Concession	\$87.50	\$89.70

### **Khandallah Pool**

Adult Swim	\$2.00	\$3.00
Child Swim	\$1.00	\$1.50

### **All Pools Except Khandallah**

Swim Membership Adult Month	\$57.80	\$59.25
Swim Membership Adult Yearly	\$693.10	\$710.45
Swim Membership Child Month	\$34.60	\$35.45
Swim Membership Child Yearly	\$415.90	\$426.30

### **Burials and Cremations**

We are proposing to increase our fees for burials and cremations.

<b>Burials and Cremations</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
<b>Karori Cemetery</b>		
<b>Rose Garden Plots</b>		
Ash Plots (2 interments)	\$918.00	\$946.00
Memorial Plots	\$515.00	\$530.00
Granite Book Memorial	\$357.00	\$368.00
<b>Memorial Plaques</b>		
Bronze Columbarium Wall (135x95)	\$296.00	\$305.00
<b>Niches</b>		
Old Single Niche (Bronze)	\$867.00	\$893.00
Plaque (Name, Date of Death, Age)	\$326.00	\$336.00
New Single Niche (Bronze)	\$1,000.00	\$1,030.00

## APPENDIX 3

Plaque (Name, Date of Death, Age)	\$326.00	\$336.00
New Double Niche (Bronze)	\$1,148.00	\$1,182.00
Plaque (Name, Date of Death, Age)	\$413.00	\$425.00
New Single Niche (Granite)	\$938.00	\$966.00
Plaque- Enquire Monumental Mason		
New Double Niche (Granite)	\$1,566.00	\$1,613.00
Plaque- Enquire Monumental Mason Soldiers (In Perpetuity) (when available)	\$209.00	\$215.00
Plaque	\$434.00	\$447.00
Second Inscription	\$230.00	\$237.00
<b>Interment Fees</b>		
Second interment	\$1,148.00	\$1,182.00
Ashes	\$153.00	\$158.00
Niche placement/removal	\$153.00	\$158.00
Vault placement	\$311.00	\$320.00
Indigent	\$204.00	\$210.00
Serviceman/Woman's	\$581.00	\$598.00
Stillborn (unmarked)		
Interment fee	\$87.00	\$90.00
Plot	\$41.00	\$42.00
<b>Extras</b>		
Disinterment	\$1,877.00	\$1,933.00
Ash disinterment	\$255.00	\$263.00
Extra width (per 300mm)	\$189.00	\$195.00
Extra depth (per 300mm)	\$250.00	\$257.00
Breaking concrete floor	\$209.00	\$215.00
Concrete cutting floor	\$260.00	\$268.00
Grave plot probe	\$51.00	\$53.00
Core drilling ash interments (Karori only)	\$230.00	\$237.00
Muslim Boards (adult)	\$173.00	\$178.00
Muslim Boards (child)	\$102.00	\$105.00
Change of deed	\$61.00	\$63.00



## APPENDIX 3

Plaque placement/removal	\$82.00	\$84.00
Plaque polishing	\$31.00	\$32.00
Permit fee for monument work	\$82.00	\$84.00
Permit fee for monument work – Karori Rose Gardens	\$51.00	\$53.00
Non-compliance fee for no permit	\$71.00	\$73.00
Outside district fee – casket plot *	\$887.00	\$913.00
Outside district fee – ash plot *	\$418.00	\$430.00
Outside district fee – indigent burial *	\$138.00	\$142.00
Outside district fee – 2nd interment into existing plot *	\$571.00	\$588.00
Outside district fee – ash scatter *	\$41.00	\$42.00
* applies to all plot purchases, where deceased has lived outside Wellington City for the last 5 years or more		
<b><u>Makara Cemetery</u></b>		
<b>Adult Plot (Plaque Lawn)</b>		
Plot	\$908.00	\$935.00
Maintenance fee	\$557.00	\$574.00
Interment fee	\$622.00	\$641.00
Beam fee	\$153.00	\$158.00
Engraved plaque &		
1st inscription	\$612.00	\$630.00
2nd inscription	\$230.00	\$237.00
Embossed plaque (for up to 100 letters - \$1/letter thereafter)	\$966.00	\$995.00
<b>Second Interments</b>		
All sections	\$1,148.00	\$1,182.00
<b>Denominational Areas</b>		
Plot	\$1,122.00	\$1,156.00
Maintenance Fee	\$778.00	\$801.00
Interment fee	\$627.00	\$646.00
Beam fee	\$153.00	\$158.00
<b>Natural Burial</b>		
Plot	\$1,250.00	\$1,287.00
Maintenance Fee	\$624.00	\$643.00
Interment fee	\$938.00	\$966.00

## APPENDIX 3

<b>Miscellaneous</b>		
Temporary Grave Marker (13mth lease)	\$138.00	\$142.00
Funerals booked after 3:30pm	\$189.00	\$195.00
Public Holiday Fee	\$836.00	\$864.00
Cancellation Fee	\$102.00	\$105.00
<b>Overtime</b>		
Casket Interment w/end	\$627.00	\$646.00
Ash Interment w/end	\$209.00	\$215.00
<b>Ash Plots</b>		
<b>Ash Beam</b>		
Plot	\$286.00	\$295.00
Maintenance	\$158.00	\$163.00
Beam fee	\$153.00	\$158.00
Interment fee	\$153.00	\$158.00
<b>Ash Circle</b>		
Plot	\$490.00	\$505.00
Maintenance	\$158.00	\$163.00
Interment fee	\$153.00	\$163.00
<b>Cremations, Ashes &amp; Chapel Hire</b>		
<b>Adult</b>		
Delivery Only	\$685.00	\$685.00
Committal Service (1/2 Hour)	\$838.00	\$838.00
Full Service (1 Hour)	\$894.00	\$894.00
Funerals booked after 3.30pm	\$189.00	\$189.00
Indigent	\$122.00	\$122.00
<b>Children</b>		
1 to 10 years	\$190.00	\$190.00
Birth to 1 year	\$73.00	\$73.00
Stillborn	\$67.00	\$67.00
<b>Chapel Hire:</b>		
Per 1/2 hour	\$189.00	\$195.00
Chapel Hire for Burials & Cremations per 1/2 hour	\$204.00	\$210.00
Chapel hire for cremation elsewhere	\$233.00	\$240.00

## APPENDIX 3

<b>Ashes:</b>		
Interment of Ashes	\$153.00	\$158.00
Disinterment of Ashes	\$255.00	\$263.00
Ash Scattering	\$77.00	\$78.00
Ash Scattering Overtime	\$189.00	\$195.00
Niche Placement/Removal	\$153.00	\$158.00
Certificate of Cremation	\$51.00	\$52.00
<b>Miscellaneous:</b>		
Cremation Overtime	\$311.00	\$311.00
Cleaning chapel/ crematorium	\$51.00	\$51.00
Chapel only overtime	\$204.00	\$204.00
Express Ash (Weekend Collection)	\$209.00	\$209.00
Viewing Casket Charge	\$82.00	\$82.00
Public Holiday Fee	\$592.00	\$592.00
URNS - wooden ADULT	\$66.00	\$68.00
URNS - wooden INFANT	\$31.00	\$32.00
URNS - plastic	\$10.00	\$10.00
<b>Book Of Remembrance</b>		
2 Lines- name, date of death, age	\$92.00	\$95.00
Per Line - up to 4 lines	\$41.00	\$42.00
Per Line -up to 8 lines	\$82.00	\$84.00

### **Public Health Regulations**

We are proposing to increase our fees in this area.

## APPENDIX 3

<b>Health Licensing and Inspection</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
New food premises (1st yr set up)	\$480.00	\$495.00
New Non Food Premises (1st yr set up)	\$240.00	\$250.00
Change of occupiers fee base fee	\$185.00	\$190.00
Change of occupiers fee base fee – additional over 1 hr	\$125.00	\$130.00
Inspections (per hr) for legal action	\$125.00	\$130.00
Late payment	+10%	+10%
<b>Annual Licence for registered food premises</b>		
Excellent grade**	\$180.00-\$595.00	\$185.00 - \$615.00
Very good grade**	\$300.00-\$840.00	\$310.00 - \$865.00
Ungraded**	\$360.00-\$1,080.00	\$370.00 - \$1,110.00
Ungraded – high risk**	\$480.00-\$1,845.00	\$495.00 - \$1,900.00
VIP registration and verification**	\$470.00-\$1,795.00	\$485.00 - \$1,850.00
Additional inspections (over 3hrs) per hr	\$125.00	\$130.00
Re-grading of premises (per hr)	\$125.00	\$130.00
<b>Health licence</b>		
Sports clubs (min. food prep)**	\$150.00	\$155.00
Unregistered eating houses**	\$210.00	\$215.00
<b>Temporary License</b>		
Temporary/mobile food stalls base fee	\$180.00	\$185.00
Temporary/mobile food stalls base fee-charge over 1hr (per hr)	\$125.00	\$130.00
Fairs: "small"	\$150.00	\$155.00
One day food stall	\$125.00	\$130.00
Fairs "large"	\$360.00	\$370.00
<b>Annual Licence for registered premises**</b>		
Animal boarding**	\$240.00	\$250.00
Camping grounds**	\$240.00	\$250.00
Hairdressers**	\$125.00	\$130.00
Mortuaries/Funeral Directors**	\$150.00	\$155.00
Offensive Trades**	\$300.00	\$310.00
Poultry farm/Piggeries**	\$150.00	\$155.00

## APPENDIX 3

<b>Annual Licence**</b>		
Pools: commercial pools/spas**	\$240.00	\$250.00
Saunas only**	\$105.00	\$110.00
<b>Health Check</b>		
Building consent for food premises base fee	\$250.00	\$260.00
Per hour fee (over 2hrs)	\$125.00	\$130.00
<b>Annual Licence For Registered Premises</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
<b>Trade Waste</b>		
Trade waste licence fee		
Initial inspection fee	\$185.00	\$190.00
High risk	\$1,845.00	\$1,900.00
Medium risk	\$920.00	\$950.00
Low risk	\$307.50	\$315.00
Minimal risk	\$133.50	\$137.50
Monitoring (lab charges)	Actual costs	
<b>Grease &amp; Grit traps</b>		
Initial application fee	\$185.00	\$190.00
Grease traps	\$133.50	\$137.50
Shared grease trap (per premises)	\$66.75	\$70.00
Grease converter	\$307.50	\$315.00
Grit traps	\$133.50	\$137.50
<b>Collection &amp; Transport of Trade Waste</b>		
Initial application fee	\$155.00	\$160.00
Charge after first hr (per hr)	\$130.00	\$135.00
Annual licence fee	\$185.00	\$190.00
<b>Conveyance &amp; Transport of Trade Waste</b>		
	\$130.00	\$135.00
Processing fee (per hr of part thereof)		
Assessment of building consent including trade waste element	\$130.00	\$135.00
<b>Volume</b>		
Up to 100m <sup>3</sup> /day	\$0.25/m <sup>3</sup>	\$0.26/m <sup>3</sup>
Between 100m <sup>3</sup> /day and 7000m <sup>3</sup> /day	\$0.11/m <sup>3</sup>	\$0.12/m <sup>3</sup>
Above 7000m <sup>3</sup> /day	\$0.80/m <sup>3</sup>	\$0.83/m <sup>3</sup>

## APPENDIX 3

<b>Suspended Solids</b>		
Up to 3150kg/day	\$0.27/kg	\$0.28/m3
Above 3150kg/day	\$0.61/kg	\$0.63/m3
<b>B.O.D</b>		
Up to 1575kg/day	\$0.26/kg	\$0.27/m3
Above 1575kg/day	\$0.49/kg	\$0.51/m3
<b>Animal Control</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
<b>Registration per animal</b>		
Entire**	\$165.00	\$170.00
Neutered/spayed (with proof)**	\$118.80	\$122.50
Working dogs**	\$48.00	\$50.00
Approved responsible owner**	\$57.00	\$59.00
Charge for late payments	+50%	+50%
Licence for 3 or more dogs	\$33.00	\$34.00
Application for RDO status or change of RDO address	\$57.50	\$59.00
<b>Impounding Fees</b>		
* First per animal	\$102.50	\$106.00
* Subsequent impounding	\$164.00	\$170.00
* Sustenance per day	\$18.00	\$18.50
* Destruction fee	\$34.00	\$35.00
Collection or delivery of dog on behalf of owner	\$28.00	\$29.00
After hours callout for collection of delivery of dog	\$28.00	\$29.00
Replacement of registration tag	\$11.00	\$11.50
Infringements	\$100.00-\$750.00	\$100.00 - \$750.00
Micro-chipping	Actual costs	
<b>Pavement Permissions</b>		
Initial application	\$184.50	\$190.00
Renewal	\$92.50	\$95.00
Special application	\$260.00	\$270.00
Extension of liquor licensing area	\$90.00	\$95.00
Central city (per m2)	\$87.00	\$90.00
Suburbs (per m2)	\$56.50	\$58.50
<b>Gambling Permissions</b>		
Initial application & renewal	\$123.00	\$127.00

\*\* Under the Dog Control Act 1996 and the Health (Registration of Premises) Regulations 1966, a public consultation of these fees is not required. They are usually set by resolution of Council outside of the DAP process in order to enable customers/applicants to meet legislative registration requirements.

## APPENDIX 3

### Building Control and Facilitation

We are proposing to increase our fees for Building Control and Facilitation services.

Building Consent Fees	Current Fee	Proposed Fee
<b>Small Works fees</b>		
	\$290.00	\$299.00
Drainage/plumbing (value to \$2000)		
Free standing fireplace	\$192.50	\$198.50
In-built fireplace	\$405.50	\$418.00
	\$154.00	\$159.00
Additional inspection charge (per hr)		
<b>Customer Services</b>		
Pre-application meetings: consent officer / expert / compliance officer (2 hours total officer time free, then a charge per hour thereafter).	\$154.00	\$159.00
Monthly report of Issued Building Consents	\$73.00	\$75.50
	See text	See text
Official information requests (property): Disbursements – 1st 20 A4 sheets free – 20c per additional sheet		
Administration Fee (refunds/cancellations)	\$97.50	\$100.00
Time extension initial fee (0.5 hr admin, 0.5 hr inspector). Any time spent over this initial time will be charged at the relevant hourly rate	\$122.00	\$129.50
Time extension – additional inspectors time, hourly rate	\$154.00	\$159.00
	\$97.50	\$100.00
Administration fee (other) – hourly rate		
Restricted building work check (per Licensed Building Practitioner)	\$48.75	\$50.00
<b>Lodging fee</b>		
Lodging Fee for building consents	\$97.50	\$100.00
Code Compliance Certificate (for category 1 applications)	\$97.50	\$100.00
Code Compliance Certificate (for category 2 applications)	\$97.50	\$100.00
Code Compliance Certificate (for category 3 applications)	\$122.00	\$126.00
<b>PIM (if lodged with building consent)</b>		

## APPENDIX 3

PIM only – single resident dwelling including accessory buildings	\$385.00	\$397.00
PIM only – other	\$462.00	\$476.00
<b>Building Consent Fees</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
<b>Plan Check Fees</b>		
<\$10,000 (Category 1)	\$346.50	\$357.00
<\$10,000 (Category 2)	\$539.00	\$555.00
<\$10,000 (Category 3)	\$693.00	\$714.00
\$10,001 - \$20,000 (Category 1)	\$770.00	\$793.00
\$10,001 - \$20,000 (Category 2)	\$770.00	\$793.00
\$10,001 - \$20,000 (Category 3)	\$770.00	\$793.00
\$20,001 - \$100,000 (Category 1)	\$847.00	\$872.50
\$20,001 - \$100,000 (Category 2)	\$847.00	\$872.50
\$20,001 - \$100,000 (Category 3)	\$847.00	\$872.50
\$100,001 - \$500,000 (Category 1)	\$924.00	\$952.00
\$100,001 - \$500,000 (Category 2)	\$1,386.00	\$1,428.00
\$100,001 - \$500,000 (Category 3)	\$1,386.00	\$1,428.00
	\$2,156.00	\$2,221.00
\$500,001 - \$1,000,000 (Category 1)		
	\$2,464.00	\$2,538.00
\$500,001 - \$1,000,000 (Category 2)		
	\$2,772.00	\$2,855.00
\$500,001 - \$1,000,000 (Category 3)		
\$1,000,001 + (Category 1)	N/A	N/A
\$1,000,001 + (Category 2)	\$2,849.00	\$2,935.00
\$1,000,001 + (Category 3)	\$2,849.00	\$2,935.00
For each \$500K or part thereof over \$1,000,000	\$731.50	\$753.50
Consent Suspend Fee (To review additional information. Charged per additional hour of office reassessment time)	\$154.00	\$159.00
<b>Plan Check for National Multi-use approval fees (NMUA)</b>		
	\$462.00	\$476.00
Building Consent Fee, for applications using a NMUA (approved by Dept. of Building & Housing). Initial fee of 3 hours, then hourly rate and charges apply after this.		



## APPENDIX 3

<b>Plan Check for Fast Track Consents</b>		
Fast Track – consents only – issued within 10 days (criteria applies, and applications will only be accepted on a case by case basis) Applies to all fees related to approval of consent.	2 x consent approval charges	2 x consent approval charges
Fast Track – consents only – issued within 5 days (criteria applies, and applications will only be accepted on a case by case basis). Applies to all fees related to approval of consent.	3 x consent approval charges	3 x consent approval charges
<b>Building Certificate (pre-requisite for liquor licence application)</b>		
Where application for building certificate received with application for town planning certificate	\$154.00	\$159.00
Where application received independently	\$250.00	\$257.50
Additional charge per hour for processing Building Certificate. Where processing times exceeds 1 hr.	\$154.00	\$159.00
<b>Building Consent Fees</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
<b>Certificates of Acceptance</b>		
Lodgement fee	\$97.50	\$100.00
If the certificate is NOT for work carried out under urgency (or other special circumstances) a surcharge applies to all COA fees. Fees include plan check and initial fee for inspections. Additional inspections charged at \$154 per hour.	50.00%	50.00%
<\$10,000 (Category 1)	\$654.50	\$674.50
<\$10,000 (Category 2)	\$847.00	\$872.50
<\$10,000 (Category 3)	\$1,001.00	\$1,031.50
\$10,001 - \$20,000 (Category 1)	\$1,078.00	\$1,110.50
\$10,001 - \$20,000 (Category 2)	\$1,078.00	\$1,110.50

## APPENDIX 3

\$10,001 - \$20,000 (Category 3)	\$1,078.00	\$1,110.50
\$20,001 - \$100,000 (Category 1)	\$1,463.00	\$1,507.00
\$20,001 - \$100,000 (Category 2)	\$1,463.00	\$1,507.00
\$20,001 - \$100,000 (Category 3)	\$1,463.00	\$1,507.00
\$100,001 - \$500,000 (Category 1)	\$1,540.00	\$1,586.50
\$100,001 - \$500,000 (Category 2)	\$2,002.00	\$2,062.00
\$100,001 - \$500,000 (Category 3)	\$2,002.00	\$2,062.00
\$500,001 - \$1,000,000 (Category 1)	\$2,772.00	\$2,855.00
\$500,001 - \$1,000,000 (Category 2)	\$3,080.00	\$3,172.50
\$500,001 - \$1,000,000 (Category 3)	\$3,388.00	\$3,490.00
\$1,000,001 + (Category 1)	N/A	N/A
\$1,000,001 + (Category 2)	\$3,465.00	\$3,569.00
\$1,000,001 + (Category 3)	\$3,465.00	\$3,569.00
For each \$500k or part thereof over \$1,000,001	\$731.50	\$753.50
Inspections over initial fee at hourly rate	\$154.00	\$159.00
<b>S77 Fees (building over two or more allotments)</b>		
Processing time per hour	\$154.00	\$159.00
<b>Amended Plan</b>		
Lodging fee	\$73.00	\$75.00
Initial fee (includes 1 hour processing time)	\$154.00	\$159.00
Processing time over 1 hour	\$154.00	\$159.00
<b>Certificate of Public Use</b>		
Lodging fee	\$73.00	\$75.00
Initial fee (includes 1 hr processing time)	\$154.00	\$159.00
Process time over 1 hour	\$154.00	\$159.00
<b>Compliance Schedule / Building Warrant of Fitness</b>		
New compliance schedule (linked with Building Consent).	\$231.00	\$238.00

## APPENDIX 3

This is the minimum charge (based on one hour of processing), additional charges will apply for time taken over this, at \$159 per hour for additional hours	\$154.00	\$159.00
Alterations & amendments to compliance schedule (linked to Building Consent or application for amendment to CS Form 11) will be charged on a time taken basis. At \$159 per hour of officer time	\$154.00	\$159.00
Additional charge per hour for new compliance schedule (linked with Building Consent)	\$154.00	\$159.00
Minor compliance schedule amendment – change of owner/agent, minor change to draft CS	\$38.50	\$40.00
IQP Registration Fee (New & Renewal)	\$154.00	\$159.00
Additional charge for each new competency registered	\$73.00	\$75.00
Building Warrant of Fitness - Annual Certificate.  This is the base charge for 1 specified system. Additional charges will apply for time over 0.5 hours	\$77.00	\$79.50
Building Warrant of Fitness - Annual Certificate.  This is the base charge for 2 - 10 specified systems. Additional charges will apply for time taken over 1 hour	\$154.00	\$159.00
Building Warrant of Fitness - Annual Certificate.  This is the base charge for 11+ specified systems. Additional charges will apply for time taken over 1.5 hours	\$231.00	\$238.00
Building Warrant of Fitness Inspection (per hour)	\$154.00	\$159.00
<b>Fire Service</b>		
Fire Service Review admin	\$73.00	\$75.50

## APPENDIX 3

<b>LIM and Information Services</b>		
LIM : Residential	\$314.00	\$323.50
Fast Track residential LIMs	\$471.00	\$485.00
LIM: Commercial Base Fee	\$733.00	\$755.00
LIM : Commercial per hour after 10 hrs	\$97.50	\$100.00
Property Reports: Building Consents	\$146.50	\$151.00
Property Reports: Resource Management	Replaced	
Property Reports: Public Drainage	Replaced	
Property Report: Multi-residential 3 - 8 unit property	\$214.00	\$220.50
Property Report: Multi-residential 8+ unit property	\$227.00	\$234.00
Building Consent printout (site specific)	\$26.00	\$27.00
Certificate of Title	\$25.00	\$26.00
<b>Building Consent Fees</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
<b>Structural Fee Deposits &amp; Additional Charges</b>		
Structural fee for checking elements of specific design on projects comprising structural works, supported by a Producer Statement from a Chartered professional engineer		
Deposit for Category 1 structural work (on Plan reviews)	\$275.00	\$283.50
Deposit for Category 2 structural work (on Plan reviews)	\$375.00	\$386.50
Deposit for Category 3 structural work (on Plan Reviews)	\$685.00	\$706.00
Deposit for Category 1 structural work (for Amended Plans)	\$310.00	\$319.50
Deposit for Category 2 structural work (for Amended Plans)	\$310.00	\$319.50
Deposit for Category 3 structural work (for Amended Plans)	\$410.00	\$422.50
Hourly Charge for Engineers (including internal overheads), over and above deposit	\$276.25	\$285.00

## APPENDIX 3

Hourly charge for Contract Management, over and above deposit	\$131.75	\$136.00
Deposit for all categories for structural checking not supported by a Producer Statement from a Chartered professional engineer	\$685.00	\$706.00
<b>Swimming Pool</b>		
Pool fencing inspection per hour. Fees charged on actual time spent.	\$154.00	\$159.00
Exemptions: Base fees (including 5.5 hours of processing time)	\$847.00	\$872.50
Exemptions: processing costs after the initial 5.5 hours	\$154.00	\$159.00
<b>Building Inspections</b>		
Hourly charge: Deposit based on estimate of inspections required. Charges on basis of actual time.	\$154.00	\$159.00
Engineering inspections (not covered by a Producers Statement), including fire, engineering, structural engineering for unusual proposal, specific design	Actual costs plus \$97.50	Actual costs plus \$100.00
<b>Special Activity &amp; Monitoring</b>		
Hourly charge for officer time considering proposals and monitoring compliance	\$154.00	\$159.00
<b>Development, Control and Facilitation</b>		
<b>RMA Checking Service of Building Consents</b>		
Initial Fee for the assessment of building consent against the District Plan or for compliance with resource consent conditions.	Replaced	
Initial Fee for the assessment of building consent against the District Plan or for compliance with resource consent conditions.  (Charge for first hour, then additional charges apply per hour of processing time above this)	\$150.00	\$150.00
Additional hours (per hour):	\$150.00	\$150.00
Outline Plan Waiver	\$300.00	\$300.00

## APPENDIX 3

### Parking

<b>Parking</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Hourly Parking Charge – Fee area 1	Parking fees across the city range from a minimum of \$1.00 (minimum charge) to a maximum of \$4.00 per hour.	Parking fees across the city range from a minimum of \$1.00 (minimum charge) to a maximum of \$4.00 per hour.
Hourly Parking Charge - Fee area 2		
Hourly Parking Charge - Fee area 3		

Further information on the proposed fees and policy changes, including a full copy of the amended policy, is available on request. Please contact the Council on 499 4444 for this information.

# ROAD ENCROACHMENT AND SALE POLICY

### Section 5.9 Fees

This section outlines the fees and rental charges applicable to road encroachments.

Residential annual rental fees will be **adjusted annually** according to Consumer Price Index changes and reviewed every three years by the Council as part of its long-term planning process (LTP) ~~every three years~~. The fees review will take into consideration the latest relevant rateable land values for residential properties ~~across the city by suburb~~.

~~Rental fee rates will be based on a differentiated fee structure where the rental rate per square metre is set generally as a proportion of land values in a given suburb. The rate per square metre will be set at a discount to estimated market rental rates for land in the relevant suburb, recognising that legal road is generally less valuable than normal freehold land due to the uncertainties and encumbrances on it. A maximum and minimum rental rate will apply. Some grouping of suburbs may also be considered when setting rental fee rates.~~

The following fees and charges are applicable for existing and proposed legal road encroachments.

- A landowner consent application fee for Council (as landowner) assessing an encroachment and, if approved, issuing a licence or lease that provides for the private occupation of legal road. The fee is also payable where the Council undertakes an assessment of an existing illegal encroachment that is unlicensed and a licence is subsequently issued.
- An administration fee is for changes to existing licences or leases. This applies to changes in:
  - the ownership of the licence or lease holder
  - the use of the road encroachment
  - the size of an existing structure on the road encroachment.
- An annual rental for the use of the legal road. The annual rental is determined according to the nature and size of the encroachment (see 5.9.1 Annual Road Encroachment Rental). ~~For residential encroachments a suburb specific cost per square metre is applied when determining the annual rental for a particular encroachment in a particular area.~~
- For commercial encroachments a market rental will be charged.
- For airspace leases a one-off charge covering the life of the lease may be charged (see 5.9.2).

The market rental will be determined by an independent valuer who may be appointed by the Council or be chosen by the licence applicant/holder, subject to the approval of the Council. The cost of obtaining the valuation will be paid by the licence applicant/holder.