



Draft Financial and Other Policies

Long Term Plan 2021-2031

Adoption for Consultation - February 2021

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Revenue and Financing - Funding Needs Analysis

Purpose

This Funding Needs Analysis provides the background and analysis to explain the funding decisions considered by Bay of Plenty Regional Council (Council). It is guided by the financial principles documented in the Financial Strategy.

Council must comply with the Local Government Act (2002) (LGA) section 101(3). For each activity Council must determine the appropriate sources of funding that will meet the funding needs of each activity. Council will take into consideration:

- The community outcomes to which the activity primarily contributes
- The distribution of benefits between the community as a whole, any identifiable part of the community and individuals
- The period in or over which those benefits are expected to occur
- The extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity
- The costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities

Once the above analysis is done, Council is required by section 101(3)(b) to consider the overall impact of any allocation of liability for revenue needs current and future social, economic, environmental, and cultural well-being of the community. This allows Council, as a final measure, to modify the overall mix of funding in response to community needs in the short and long-term.

The application of these requirements is subjective and provides Council with considerable latitude for judgement. The legislation places no more or less weight or priority on any one of the factors. Appendix One contains a general assessment of operating and capital funding against these factors.

Previous reviews

Council has incorporated a review of its Revenue and Financing Policy into every Long Term Plan process.

Appendix Two contains an assessment of the proposed funding bands for each activity. This assessment identifies the sources of income for each activity.

At each review, Council may choose to reconsider all of the options for funding each activity or some particular activities. The Funding Needs analysis is adopted in support of the Revenue and Financing Policy, rather than fully incorporated.

Funding bands

The Revenue and Financing Policy is intended to be in place for the next three years before it is reviewed. Current good practice is to set bands rather than specific funding percentages to allow for minor changes over time e.g. a one off subsidy or grant.

The Revenue and Financing Policy will use the bands in table 1 below. The final setting of rates is based on the Funding Impact Statements for the relevant year. The ranges in Table 1 are expressed as a percentage of the revenue required to fund each activity and are indicative only. They may change over time because of changes in expenditure requirements. It is possible that actual funding sources may differ from budgeted funding sources.

Table 1: Funding bands

Name	Percentage range
Unlikely	0%
Minimal	0% - 20%
Low	20% - 40%
Moderate	40% - 60%
High	60% - 80%
Most	80% - 100%
All	100%

Activity analysis

Council must consider the funding for each activity in a way that relates exclusively to that activity. Distinct funding enables ratepayers or payers of user charges to assess more readily whether or not the cost of the service provided to them either directly or indirectly represents good value for money.

Other Measures

Council may remit rates where it considers it appropriate to do so and as documented in the Rates Remissions Policy adopted under the Local Government Act sections 102(3)(a), 108, 109 and 110. These policies address social matters as well as adjusting rates for benefits that differ for some rates assessments (e.g. additional or no provision of some services).

Council may use accounting provisions and reserve funds to spread the costs of activities over multiple years for the purpose of smoothing the cost to users and ratepayers. Council may also resolve to set an unbalanced budget if it is financially prudent to do so, having regard to the considerations in the Local Government Act section 100(2).

Other relevant policies

Revenue and Financing Policy and Rates Remission and Postponement Policy.

Appendix One Legislative assessment of funding considerations

The following table outlines the general considerations for funding against the legislative requirements of the Local Government Act (2002) section 101(3)(a). This has been used to contribute towards the activity specific funding considerations in Appendix Two.

Table 2: Legislative assessment of funding considerations

LGA s101(3)(a)	Operating funding considerations	Capital funding considerations
Community outcomes	Council determines which of its four community outcomes an activity contributes to. Council has an indirect link between community outcomes and funding sources based on the specific considerations for each activity.	A capital project is expected to contribute to the community outcomes in the same way as the activity in which it is funded, unless Council resolves otherwise.
Distribution of benefits	Determining distribution of benefit is subjective and is for Council to determine. Council will consider how the benefit of an activity applies to households, businesses and the community as a whole. Generally individual benefits lead to fees and charges, location based benefits lead to targeted rates, and wide community benefits leads to general rates.	The distribution of benefits is expected to be the same as that for the operating expenditure of the activity in which it is funded, unless Council resolves otherwise. Council may choose to target those people or organisations who primarily benefit through lump sum options or targeted rates.
Period of benefit	For most operating expenditure the benefit is received in the year the expense is incurred. For most activities Council will cash fund depreciation (an operating expense) from revenue sources and this, along with other surplus cashflow, will be used to fund capital expenditure for asset renewal or debt repayments. Some operational expenditure (provisions) may have a benefit over multiple years and so Council may choose to fund the activity over that period.	For most capital projects the benefit is received over the life of the asset. Council will have regard to the equitable distribution of costs to each generation for the building and renewal of the asset. Funding depreciation and interest are the primary ways to spread the cost of the asset over its life.
Who creates the need	Some things Council must do because the actions or inactions of individuals or groups creates the need to undertake the activity. Council may choose to target these people or organisations through fines, charges or rates.	Some capital projects are required by the actions or inactions of individuals or groups creates the need to undertake the activity. Council may choose to target these people or organisations through targeted rates.
Separate funding	Council must consider the practicalities of separate funding along with transparency and accountability. In some cases while it may be desirable to charge individuals there may be no practical way of doing so. With regard to the rates contribution, the costs and benefits of separate rating mechanisms for separate activities should be weighed up. Council does not wish to make a complex rating system which is expensive to maintain and confusing to interpret as this will not contribute to improved transparency and accountability.	Council must consider the practicalities of separate funding along with transparency and accountability. In some cases while it may be desirable to charge individuals there may be no practical way of doing so.

LGA s101(3)(a)	Operating funding considerations	Capital funding considerations
Current and future social, economic, environmental, and cultural well-being of the community.	<p>Current behaviours may not be compatible with the changing conditions into the future. Council will consider if long term behavior changes are required and may choose to vary funding sources to incentivise this if required.</p> <p>Council has significant investments in Quayside Holding Ltd. These investments return a substantial dividend to Council which reduces the general rates requirement. Council seeks to maintain the real value of the dividend and investments over time, and to provide for financial resilience for Climate Change or unexpected events.</p>	Council seeks to fund capital projects in the most financially efficient manner. The cost of capital is spread over the life of the asset by setting internal loans including an appropriate interest rate. These internal loans are financed either through borrowing or using accumulated reserves depending on the available interest rates.

Appendix Two Funding analysis for each activity

Catchment Management

Activity – Coastal Catchments

We protect and restore biodiversity and water quality by working with landowners, tangata whenua, industry, and the wider community, usually via Environmental Programmes. These involve a range of interventions, including fencing and planting of biodiversity and stream margins, wetland enhancement, treatment wetland construction, improved drain management, and a range of other controls designed to intercept contaminants and help control animal and plant pests.

The activity supports four co-governance bodies: Ōhiwa Harbour Implementation Forum, Rangitāiki River Forum, Te Maru o Kaituna River Authority, and the Tauranga Moana Advisory Group. Current projects to deliver our goals include the Rangitāiki Re-Connection Project, Fish Care BOP, Thriving Kaimai Mamaku, and Tauranga Harbour coastal wetland reclamation.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	<div>■ A healthy environment</div> <div>■ Freshwater for life</div>	
Who benefits?	The benefits of the activity are distributed evenly across the community. Regional benefits arise from protection and restoration of the Harbour and improved scientific knowledge of the coastal environment. Local benefits accrue to residents in the sub-region due to their immediate proximity. The activity provides benefits to individual landowners, Māori, rural industry sectors and communities across the region. The wider community and future generations will get enhanced economic, environmental, social and cultural value from these improvements.	
Time frame of benefits	The benefits of expenditure, relating to current planning and delivery of protection work, are both short and long-term, with cumulative benefits as environmental well-being improves over time. The activity is provided continuously, with the Biodiversity sub-activity Standard Operating Procedures being implemented, monitored and reviewed as work progresses.	
Individuals and groups creating demand for service	A wide range of community sectors drive the need for this activity, including people who interact with the water in the Harbour, and the landowners in the wider catchment who cause nutrients and contaminants to reach waterways that feed into the Harbour.	
Short and long-term well-being	Environmental well-being is maintained (or improved) by this activity over time. If environmental well-being were lowered over time it would effectively be transferring costs to a future generation.	
Rationale for funding mix	<p>The coastal environment is a public asset and activities to manage it provide regional benefits. However, it is clear that those living on or near the coast receive a greater benefit from sustainable coastal management than those living inland.</p> <p>The advice provided to individual landowners provides public good arising from sustainable land management across the region. It is not considered efficient to recover costs from individual beneficiaries as it may discourage landowners from obtaining advice.</p>	
Operating funding mix	80-100 percent general funds; 0-20 percent other revenue; 0-20 percent grants and subsidies.	
Capital funding mix	Capital is funded through loans, or the asset replacement reserve.	

Activity - Rotorua Lakes

The Rotorua Catchments Activity integrates the delivery of services within the Rotorua Te Arawa Lakes that focuses on ensuring the lakes are thriving by recognising and providing for te mana o te wai (the intrinsic value of water). We protect and restore biodiversity and water quality by working with landowners, tangata whenua, industry, and the wider community, and implement the Plan Change 10 requirements. Work includes fencing and planting of biodiversity sites and stream margins, wetland enhancement, and a range of other controls designed to intercept contaminants and help control animal and plant pests

This includes implementing the work for the Rotorua Te Arawa Lakes Programme, agreed by the Programme partners (Te Arawa Lakes Trust and Rotorua Lakes Council) and part-funded through a Deed of Funding Agreement with the Crown.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	<ul style="list-style-type: none"> ■ A healthy environment ■ Freshwater for life
Who benefits?	<p>This activity provides a mix of national, regional, local and individual benefits. National and regional benefits arise where a nationally-significant water body is protected or restored. Local and individual benefits arise for those who live near or adjacent to lakes protected or restored.</p> <p>The activity provides benefits to individual landowners, Māori, rural industry sectors and communities across the region. The wider community and future generations will get enhanced economic, environmental, social and cultural value from these improvements.</p>
Time frame of benefits	<p>The benefits of the current expenditure, relating to current planning and delivery of protection work, are both short and long-term, with cumulative benefits as environmental well-being improves over time. The activity is provided continuously with the Biodiversity sub-activity Standard Operating Procedures being implemented, monitored and reviewed as work progresses. Long-term benefits arise from capital expenditure on physical works such as structures to restore the Rotorua lakes.</p>
Individuals and groups creating demand for service	<p>Exacerbators include a range of land uses (particularly the primary sector) and households with septic tanks plus those individuals or groups of individuals who act in ways that are incompatible with sustainable management of our water resources. A significant component of exacerbation is historic land use, with some natural contributions from geothermal discharge. Regulatory controls are now in place to cap the current level of discharge from rural activities.</p> <p>Past and present landowners have contributed to a need to improve land management practices. Current landowners require advice to sustainably manage land.</p> <p>Examples include over-extraction from our water resources in periods of drought or discharges of contaminants that have more than minor adverse environmental effect.</p>
Short and long-term well-being	<p>Environmental well-being is maintained (or improved) by this activity over time. If environmental well-being were lowered over time it would effectively be transferring costs to a future generation.</p> <p>The programme to deliver sustained improvement of lake Trophic Levels is effectively the current generation paying for damage caused by previous generations.</p>
Rationale for funding mix	<p>Since the activity benefits a range of sectors described above, a combination of sources are required to fund the costs of services provided by the activity.</p>

Legislative assessment of funding considerations for operating and capital expenditure

	<p>The advice provided to individual landowners provides public good arising from sustainable land management across the region. It is not considered efficient to recover costs from individual beneficiaries as it may discourage landowners from obtaining advice.</p> <p>While all residents of the region benefit from sustainable water management, resource users receive greater benefits than other landowners. Where possible beneficiaries and exacerbators of the work undertaken on the investigation and management of our water resources are recovered via Resource Management Act (RMA) Section 36 charges.</p>
Operating funding mix	<p>Projects on the four priority lakes - Rotorua, Rotoiti, Rotoehu and Ōkāreka- are funded from the Rotorua Te Arawa Lakes Deed: 50 percent from Central Government (through the Ministry for the Environment); 25 percent from general funds and 25 percent from targeted rates. Projects not covered by the Rotorua Te Arawa Lakes Deed are funded 50 percent general funds and 50 percent targeted rates from the Rotorua District (differentiated by land area).</p> <p>Benefits accrue to the regional community from sustainable land use. Benefits to property indicates value-based rate. Expenditure for projects covered by the Deed that is carried forward from previous years will be funded from the Rotorua Lakes Deed Funding reserve. Operating costs for land use change to reduce nutrients in the catchments of the Rotorua Lakes will be funded 50 percent from existing reserves and 50 percent from Central Government (through the Ministry for the Environment).</p>
Capital funding mix	<p>Rotorua Te Arawa Lakes deed capital projects are funded 50 percent of funding comes from Central Government (through the Ministry for the Environment) and the remaining 50 percent, plus non-Deed projects, are funded through existing reserves and /or through loans.</p>

Activity – Regional Parks

The Regional Parks activity provides two regional parks (Pāpāmoa Hills Regional Park and Onekawa Te Mawhai Regional Park), primarily for the protection of cultural heritage values. Visitor numbers have increased in recent years, with our 2019/20 performance significantly above target despite the impact of COVID-19. Current work (both capital and operational) is focused on enhancing the visitor experience as well as our sustainable management of the parks' natural resources. The planting of steep slopes assists with mitigation of climate change.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	■ A healthy environment
Who benefits?	This activity provides benefits across the region. Visitors to the region also benefit from being able to enjoy and use the regional parks.
Time frame of benefits	The benefits of current expenditure are both short and long-term. Short-term benefits arise from the current park operation, and long-term benefits arise because assets are available for present and future generations.
Individuals and groups creating demand for service	The demand for this service is considered to be community-wide, with no one particular group or organisation creating the demand.
Short and long-term well-being	Both population and land-value are forecast to increase over time. Therefore the demand for, and total cost of providing, this activity may increase over time.
Rationale for funding mix	The evenly spread nature of the benefits from this activity across the region mean that the costs should be evenly distributed across the region's population. The funding tool that most closely approximates this is a UAGC on individual dwellings.
Operating funding mix	80-100 percent general funds, 0-20 percent user fees and charges. Benefits are evenly spread across the region's population. General funds are the best available proxy for benefit to all people in the region
Capital funding mix	Capital is funded through loans, or the asset replacement reserve, through the cash surplus created by depreciation.

Activity – Biosecurity

The Biosecurity Activity manages pests in the region through the Regional Pest Management Plan (RPMP). It conducts monitoring and management activities. This helps to protect ecosystem services (e.g. pollination, soil quality, clean water) and thus support our environment, people, and economy from the negative impacts of pests. Biosecurity provides benefits at the national, regional, local, and individual levels. The activity supports work done by the Ministry for Primary Industries and the Department of Conservation. The quantum of work is continually increasing to maintain current levels of service, due to new incursions of pest species. This activity received substantial central government funding (approx. \$4m p.a.) as part of Budget 2020 to manage wallabies and wildling conifers but with a primary goal of economic stimulus and job creation. The Biosecurity Act is under review and will affect operations during the LTP period and may introduce new tools to manage pests, e.g. infringement notices.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	<ul style="list-style-type: none"> ■ A healthy environment ■ A vibrant region 	
Who benefits?	This activity provides a mix of national, regional, local and individual/land owner benefits. National benefits arise from the prevention of pest spread to other regions. The regional benefit arises through protecting community values, including biodiversity and ecosystem services. Landowners also obtain a private benefit through having threats to their production removed.	
Time frame of benefits	The benefits are both short and long-term. The activity is provided on a continuous basis and is monitored and reviewed over time. Cumulative benefits accrue as environmental well-being is maintained or improves over time.	
Individuals and groups creating demand for service	Past and present landowners have contributed to a need to improve land management practices. Current landowners require advice to effectively manage pests. Regulatory tools are used to control and mitigate the effects of potential exacerbators. Central Government through the Biosecurity Act 1993.	
Short and long-term wellbeing	Maintaining (or decreasing) the number of pest species is focused on environmental well-being and protects the economic potential for production and export of goods. The cost of controlling a pest incursion once it is established is very high. Allowing pest species to become established therefore transfers costs to future generations.	
Rationale for funding mix	For initiatives that provide national benefits, the Council will seek recovery from the Ministry for Primary Industries (MPI) and Biosecurity NZ on a cost recovery basis. Substantial benefits to some landowners and occupiers through productivity gains and to the greater community through protecting biodiversity and ecosystem services.	
Operating funding mix	80-100 percent general funds, 0-20 percent other revenue, 0-20 percent grants and subsidies. Benefits accrue to the national and regional communities from sustainable land use. The benefits to property indicates value-based rate. Note: The 0-20 percent nominated above is an average recovery of costs for the activities. It does not constitute a target cost recovery but indicates an on-going average level of funding from other public funding.	
Capital funding mix	There are no significant capital costs.	

Flood Protection and Control

Activity – Rivers and Drainage Schemes

This Activity delivers a range of services designed to protect people, property, and livelihoods from flooding, and to provide land drainage to some of the region's most productive land. Services include the creation and maintenance of flood protection and drainage assets and implementation of the Flood Protection and Drainage Bylaws.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	<div> <div></div> <div>Safe and resilient communities</div> </div>
Who benefits?	<p>The river scheme sub-activities have public(local, regional and national) and private benefits. The private benefits accrue to individual landowners and occupiers through the protection of lives, livelihoods and property. Local benefits occur because a range of public facilities, infrastructure and services receive security from flooding. Private and local benefits account for the greatest proportion of benefit from the sub-activity.</p> <p>Regional and national benefits arise because productive land, in flood prone areas provides an economic benefit through the multiplier effect to the wider region and nation.</p>
Time frame of benefits	<p>The benefits are both short and long-term. The activity is provided continuously, with the Asset Management Plan being implemented, monitored and reviewed over time. Long-term benefits arise from on-going protection of land from anticipated future increases in flood events. Cumulative benefits also accrue as land management practices(for example, soil conservation and stream protection works) improve in the scheme catchment over time.</p>
Individuals and groups creating demand for service	<p>People whose actions or inaction cause damage to scheme works are exacerbators. The Council has a regulator mechanism – the Floodway and Drainage Bylaw – to control these exacerbators. The land use practices of landowners that increase the amount of rainfall runoff into the catchment's network of waterways increase the required capacity of the schemes to cope with flood events.</p>
Short and long-term wellbeing	<p>The long-term outlook for Climate Change is that high rainfall events will become more frequent. This means that flooding events are likely to be more severe and more frequent in the future. The climate change is exacerbated by current and previous generations and the majority of the resulting decline in social and economic well-being, or increased protection costs, will be borne by future generations.</p>
Rationale for funding mix	<p>A mix of funding tools is required to reflect the wide range of benefits that the schemes provide to different groups and individuals. The significant amount of activity-specific capital costs suggests a need for a mix of short and long-term funding tools.</p> <p>These benefits are drained land for production.</p> <p>Those within a scheme who, in addition to their share of national and regional benefits, also receive local or individual benefits from the scheme should contribute additional funding to reflect those benefits. These local and individual benefits make up the vast proportion of the benefits from the scheme, and a targeted rate is therefore the best funding tool to recover the associated costs.</p> <p>The targeted rate based on where the land is situated within the scheme and land area within each rating unit would most accurately match the apportionment of benefits.</p> <p>The general rate is value-based as the benefits are to the property as well as regionally.</p>
Operating funding mix	<p>River Schemes; 0-20 percent general funds; 60-80 percent targeted rates to catchment- land area differential; 0-20 percent other revenue; 0-20 percent reserves.</p>

Legislative assessment of funding considerations for operating and capital expenditure

	<p>Targeted rates recognise the private benefits to properties in the catchment. They are struck on the basis of a given per hectare rate that has been calculated for each of a number of sub catchments. The general funding component reflects economic benefit from protection of productive property and infrastructure falling equally to people across the region.</p> <p>Rangitāiki Drainage Scheme; 100 percent targeted rates for the land area differential. The targeted rate land area differential reflects private benefits in proportion to property land area.</p> <p>The Minor Rivers Schemes are funded 100 percent from targeted rates.</p> <p>Minor River Schemes (Ōpōtiki); 80-100 percent targeted rates and 0-20 percent general funds. Three of the Minor River Schemes in the Ōpōtiki area have 20 percent general funding to recognise the regional benefit from protection of the transport network, and 80 percent targeted funding to reflect private benefit.</p> <p>Non Scheme works; 100 percent general funds.</p>
Capital funding mix	<p>River and drainage capital expenses provide long-term protection and are funded through reserves, loans, and/or capital grants. Major flood repair projects will be funded from loans and some insurance recoveries are forecast.</p>

Activity – Regional Flood Risk Coordination

The Regional Flood Risk Coordination Activity provides leadership, management, information and advice to manage flood risks and flood hazards in the Bay of Plenty. This includes carrying out flood forecasting, floodplain monitoring and river and engineering surveys to support the development of floodplain management strategies, working with other parts of Council in taking an integrated catchment approach. Alongside this, we provide flood management systems, flood room functionality and maintain a flood warning manual. We are also responsible for managing water levels in Lakes Rotorua and Rotoiti. Requests for assistance and advice have been increasing in the last years, following the April 2017 flood event, and the trend is expected to continue.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	■	Safe and resilient communities
Who benefits?	The activity provides region-wide benefits by providing advice on flood management throughout the region.	
Time frame of benefits	The benefits are both short and long-term. The activity is provided continuously. Long-term benefits from flood management manuals, and the design of structural and non-structural flood mitigation measures.	
Individuals and groups creating demand for service	No major exacerbators.	
Short and long-term well-being	Responding to flood events relates to current well-being and forward planning relates to future well-being.	
Rationale for funding mix	Flood risk co-ordination provides benefits across the region. The majority of the costs should be met by the region as a whole. Where specific advice is provided for private benefit of an individual or organisation, the Council will seek to recover the portion of the cost that is a private benefit. Owners of high-value land have more to lose from poor catchment management than owners of low value land. The land value general rate is therefore an appropriate funding tool for this sub-activity.	
Operating funding mix	100 percent general funds. The general funding component reflects economic benefit from protection of productive property and infrastructure falling equally to people across the region - land area differential.	
Capital funding mix	Capital is funded through loans, reserves and/or capital grants.	

Resource Regulation and Monitoring

Activity – Air Quality

The Air Quality activity is focused on the Mount Maunganui and Rotorua Airsheds. Historical work has included regulation and funding to assist with the removal of solid fuel burners from the Rotorua Airshed. The current focus is the monitoring and enforcement of air discharges, and investigation of exceedances when they occur. Air quality standards are likely to change in the next few years as a result of the current central government programme of regulatory reform.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	<div></div> A healthy environment
Who benefits?	<p>A significant proportion of the benefits are distributed across the Rotorua community. There are also wider regional public benefits from reduction in air pollution, particularly public health and regional amenity benefits for Rotorua as a domestic and international destination.</p> <p>The Mount Manganui airshed is an emergent issue related to industrial activities. Resolving these issues primarily benefit local residents, but also protects amenity values for tourism.</p>
Time frame of benefits	The benefits are both short and long-term. The activity is provided continuously.
Individuals and groups creating demand for service	Exacerbators are predominantly homes with inefficient heating appliances (primarily Rotorua) and air discharges from industry or business (primarily Mount Maunganui).
Short and long-term wellbeing	Air pollution is relatively short lived compared to ground or water pollution, however, removing the causal factors may require capital investment or business changes to reduce the generation of pollutants.
Rationale for funding mix	
Operating funding mix	<p>40-60 percent general funds, 40-60 percent uniform targeted rate to the Rotorua urban area.</p> <p>A uniform targeted rate (a fixed charge per property in the Rotorua urban area) is the best proxy for equal individual benefit across the area. General funds reflect wider benefits and a regional commitment to address significant problems wherever in the region these occur.</p> <p>Mount Maunganui air is funded 100% from general funds as a targeted rate on industrial properties did not have a strong enough link to exacerbators.</p>
Capital funding mix	There are no significant capital costs that are specific to the above activity. Hot Swap loans are funded from external or internal loans and recovered through a targeted rate for properties within the Rotorua Airshed area that have received a loan from the Council under the Clean Heat Conversion scheme.

Activity – Resource Consents

The Resource Consent activity processes and makes decisions on resource consent applications, which is a permission required for an activity that may have an effect on the environment. This ensures statutory requirements are fulfilled and a fair process for decision-making on regional natural and physical resource use is followed. Key beneficiaries include consent applicants, affected parties to the consent, members of the public, internal BOPRC staff (as part of the consent lifecycle) and Tangata Whenua. Over the last four years, volumes processed have increased by approximately 13%, a rate higher than population growth, while statutory timeliness has increased from 67% to 95%. Central government regulatory reform will likely influence future demands.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	<div> <div></div> <div>A healthy environment</div> </div> <div> <div></div> <div>Freshwater for life</div> </div>	
Who benefits?	<p>Those who benefit most directly from this activity are the consent applicants who seek resource consent(a resource allocation). They pay a direct charge (actual and reasonable costs)for this service.</p> <p>This activity benefits the Bay of Plenty region. It ensures through allocation that the development and use of the natural and physical resources in the region is sustainable for ratepayers and residents.</p>	
Time frame of benefits	<p>The benefits are both short and long-term. The activity is provided continuously. The duration of benefits for individuals is determined by the term of the consent issued. The long-term benefit is the sustainable management of scarce natural resources balancing competing demands for future generations.</p>	
Individuals and groups creating demand for service	<p>Those individuals and businesses who undertake activities that require resource consents are exacerbators.</p>	
Short and long-term well-being	<p>Resource consents ensure that appropriate environmental protections are required. This ensures that the current generation is paying to reduce the potential future impacts of their activity.</p>	
Rationale for funding mix	<p>Consent processing provides substantial benefits to consent holders. The benefits, separately funded through user fees and charges (Section 36 charges), exceed the costs. The remaining benefits from providing information and advice to the public about the consents process and rules in our plans are spread evenly across the regional community.</p>	
Operating funding mix	<p>40-60 percent general funds; 40-60 percent fees and charges.</p> <p>The Council's aim is to ensure user fees and charges under Section 36 of the RMA are set to the level that maximises recovery of actual and reasonable costs of the private good component of this activity. This currently equates to approximately 40-60percent user charges. This is an average recovery of costs for the whole activity. It does not constitute a target cost recovery but indicates an on-going average level of funding from fees and charges. The balance of costs after user charges (approximately 40-60 percent of the total activity cost) is met by general funding. General funds are used to recover costs which deliver a public good, those which cannot be recovered for statutory reasons and other costs which cannot be recovered efficiently from private beneficiaries</p>	
Capital funding mix	<p>There are no significant capital costs.</p>	

Activity – Regulatory Compliance

The Regulatory Compliance activity promotes good environmental outcomes and environmental stewardship by delivering three core services; (1) compliance monitoring of resource consents, (2) responding to environmental complaints and (3) enforcing compliance with the RMA, regional plans, and national regulations and standards. In addition, we work to promote compliance and the effective implementation of plans.

Our aim is to ensure development activities involving water, geothermal, air, land and coastal resources do not negatively impact on the natural environment or put people's health at risk. In recent years, the quantity of work has increased as a result of both regional growth and increased level of regulatory complexity. Central government regulatory reform will likely drive future growth as well. Currently we conduct approximately 15,000 assessments and respond to approximately 3,800 pollution hotline service requests annually.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	<ul style="list-style-type: none"> ■ A healthy environment ■ Freshwater for life
Who benefits?	The activity provides a mix of national, regional, local and individual benefits. National and regional benefits arise from minimising the potential impact on people and the natural environment caused by contaminated land. Local and individual benefits arise because adjacent resource users.
Time frame of benefits	The activity provides both immediate short-term benefits (for example, compliance monitoring and enforcement) and long-term benefits (for example, managing contaminated sites). The activity is provided on a continuous basis.
Individuals and groups creating demand for service	Identified exacerbators include consent holders for individuals, industries and businesses, and previous landowners who have contaminated land.
Short and long-term well-being	Regulatory compliance ensure that appropriate environmental protections set by resource consents are implemented. This ensures that the current generation is paying to reduce the potential future impacts of their activity.
Rationale for funding mix	<p>Monitoring resource consent compliance is 100 percent cost recovered through Section 36 charges. If enforcement is required for a breach of a regional plan and a resource consent is not involved, costs may be recovered through infringement notices and prosecutions.</p> <p>The bulk of our response and proactive activities are not currently recovered although the Council endorses the 'polluter pays' principle. The most cost-effective funding method is user charges. General funds will be used where costs cannot be recovered by other means.</p>
Operating funding mix	<p>60-80 percent general funds; 20-40 percent fees and charges.</p> <p>The Council's aim is to ensure user fees and charges under Section 36 of the RMA are set to the level that maximises recovery of actual and reasonable costs of the private good component of this activity. This currently equates to approximately 20-40 percent user charges. This is an average recovery of costs for the whole activity. It does not constitute a target cost recovery but indicates an on-going average level of funding from fees and charges.</p> <p>The balance of costs after user charges (approximately 60-80 percent of the total activity cost) is met by general funding. General funds are used to recover costs which deliver a public good, those which cannot be recovered for statutory reasons and other costs which cannot be recovered efficiently from private beneficiaries. Regulatory compliance costs that are a result of current consent holder or polluter activities are not subsidised from general funding. The Council aims to recover 100 percent of private good or exacerbator driven costs.</p>
Capital funding mix	There are no significant capital costs.

Activity – Maritime Operations

The Maritime Operations activity ensures navigation safety and maritime oil spill response is provided 24/7 in the Bay of Plenty region as required by regulations and Council requirements. Our goal is to ensure that all our users operate safely and in harmony with one another and the environment to ensure our waters are available for the prosperity and enjoyment of future generations.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	<ul style="list-style-type: none"> ■ A healthy environment ■ Freshwater for life
Who benefits?	The activity provides a mix of national, regional, local and individual benefits. National and regional benefits arise from minimising the likelihood of maritime accidents that have an impact on people and the natural environment, including oil pollution response. Local and individual benefits arise because navigation aids help commercial and recreational vessels to avoid accidents and the associated financial and personal costs.
Time frame of benefits	The benefits are both short and long-term. The short-term initiatives are providing immediate mitigation and response to maritime incidents to immediately benefit the community. Long-term benefits include providing designated areas (such as shipping channels, mooring areas, and recreational use) in Council's frameworks.
Individuals and groups creating demand for service	Individuals who carry out unsafe navigation safety practices are potential causes of accidents. The exacerbators of the marine oil pollution are those who use or transport petrochemical products in the marine environment. The activity is a necessary 'insurance policy' against the possibility of oil spills.
Short and long-term well-being	Maritime functions protect the long-term viability of the harbor by ensuring the current activities do not cause lasting damage (e.g. major oil spill etc).
Rationale for funding mix	<p>To reflect the national and regional benefits for both people and the environment from ensuring safe use of the region's navigable waterways, a regional contribution towards the costs of navigation safety is required.</p> <p>To reflect the individual and private privileges from mooring commercial operations, boat owners/operators pay a representative proportion of the costs of the activity. The most appropriate tools to recover these costs are fees and charges on owners and operators.</p> <p>The polluter of maritime oil incidents will meet the majority of the costs of Council's oil spill response.</p>
Operating funding mix	<p>60-80 percent general funds; 20-40 percent fees and charges; 0-20 percent grants and subsidies.</p> <p>Benefits are evenly spread across the region's population. General funds are the best available proxy for benefit to all people in the region. User charging through mooring charges and Port levies are set to the level that fully recovers the actual and reasonable costs of the private good component of this activity.</p> <p>Note: The 20-40 percent nominated above is an average recovery of costs for the activities. It does not constitute a target cost recovery but indicates an on-going average level of funding from user charges.</p>
Capital funding mix	Capital is funded through loans, or the asset replacement reserve, through the cash surplus created by depreciation.

Transport and Urban Planning

Activity – Public Transport

The Public Transport activity provides public passenger transport services across the region, and transport for people with impairments, to improve accessibility to employment, education and essential services for the community, while reducing road congestion and emissions.

We plan, contract, fund and monitor passenger transport services, including the Bayhopper and Schoolhopper, and concessionary fare schemes such as Total Mobility. Effective public transport requires a continued collaborative approach between Regional Council and Operators, Territorial Local Authorities and NZTA. Continued population growth, the upcoming Government Policy Statement on Land Transport, and the Regional Public Transport Plan are factors which are likely to affect the delivery of the activity.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	<div> <div></div> A healthy environment </div> <div> <div></div> A vibrant region </div>
Who benefits?	<p>This activity provides benefits that are evenly distributed across the region. It plans for a safe, integrated, sustainable and responsive land transport system that provides benefits to all people (both residents and visitors). National benefits also arise because the benefits of transport planning in the Bay of Plenty are received by visiting land transport users from outside the region.</p> <p>Local benefits from passenger transport services arise for those who live in close proximity to the services. Differential local benefits also arise depending on the level of service available in local communities.</p> <p>Private benefits accrue to those using passenger transport services.</p> <p>The rural service provides national and regional benefit from improved mobility and efficient transport networks. Local benefit is uneven across the region, as some rural centres have higher levels of service. There is also individual benefit to users.</p>
Time frame of benefits	The benefits of are both short and long-term. The activity is provided continuously, with transport planning documents regularly reviewed and updated. Cumulative benefits accrue over time as well-being increases due to improvements to the quality of land transport networks and services in the Bay of Plenty.
Individuals and groups creating demand for service	Increased population generally contribute to the need for additional passenger transport services. Different service levels are required by different areas. Individuals or groups of users are charged through the fare box.
Short and long-term wellbeing	Increasing passenger transport services may reduce future costs and well-being impacts by reducing the need to additional cars, parking, and roads. Reducing commuter pollution contributes to long-term environmental wellbeing.
Rationale for funding mix	<p>Increased service levels have begun to be delivered. Different levels of benefit are provided to communities across the region based on their level of service for their location. In order to provide clear links to areas where a higher level of service is provided, a targeted rate for bus services is based on location. Reserves are used to party fund bus route optimisation as part of the Western Bay Transport Systems Plan to as those changes improve long term wellbeing.</p> <p>Private beneficiaries (in this instance passenger transport users) are charged directly through fares.</p>
Operating funding mix	Tauranga Passenger Services:

Legislative assessment of funding considerations for operating and capital expenditure

	<p>40-60 percent grants and subsidies; 0-20 percent fees and charges; 40-60 percent targeted rates; 0-20% reserves.</p> <p>Rotorua Passenger Services:</p> <p>40-60 percent grants and subsidies; 0-20 percent fees and charges; 40-60 percent targeted rates.</p> <p>Western Passenger Services:</p> <p>40-60 percent grants and subsidies; 0-20percent fees and charges; 40-60 percent targeted rates</p> <p>Eastern Passenger Services:</p> <p>40-60 percent grants and subsidies; 0-20percent fees and charges; 40-60 percent targeted rates</p> <p>Regional Services:</p> <p>20-40 percent grants and subsidies; 0-20 percent fees and charges; 60-80 percent general funds</p>
Capital funding mix	Capital is funded through loans, or the asset replacement reserve, through the cash surplus created by depreciation.

Activity – Transport and Urban Planning

This activity supports an effective and efficient transport network and a collaborative approach to providing public transport. The activity provides urban and transport planning to meet our obligations under the Land Transport Management Act 2003. Including:

- Regional Land Transport Plan (RLTP) - which we develop in partnership with the local councils and the New Zealand Transport Agency and provides guidance and policies that direct the investment in public transport across the Bay of Plenty Region.
- Regional Passenger Transport Plan (RPTP) - which provides guidance and policies that direct the investment in public transport (PT) across the Bay of Plenty and encourages councils and PT operators to work together in developing PT services and infrastructure.

We review and provide strategic planning for the PT network across the region such as where we should add or change bus routes or other public transport options (e.g. on-demand services).

We help manage growth in the western Bay of Plenty through SmartGrowth and participate in the Upper North Island Strategic Alliance. We also support the transition to a multi model transport system and reducing the impact on the environment from PT in line with direction from central government. We respond to the transport requirements particular to the BOP and our communities. We also fund on-going maintenance of an existing stock truck effluent facility. In general, the benefits from this activity are region wide in the RLTP, and more localised (largely around urban centres) for the RPTP.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	<input checked="" type="checkbox"/> A healthy environment <input type="checkbox"/> A vibrant region	
Who benefits?	This activity provides benefits that are evenly distributed across the region. It plans for a safe, integrated, sustainable and responsive land transport system that provides benefits to all people (both residents and visitors). National benefits also arise because the benefits of transport planning in the Bay of Plenty are received by visiting land transport users from outside the region.	
Time frame of benefits	The benefits of are both short and long-term. The activity is provided continuously, with transport planning documents regularly reviewed and updated. Cumulative benefits accrue over time as well-being increases due to improvements to the quality of land transport networks and services in the Bay of Plenty.	
Individuals and groups creating demand for service	Business groups, industry, residents, visitors all expect a safe and efficient transport network..	
Short and long-term wellbeing	Planning for growth and future demand provides for future well-being.	
Rationale for funding mix	The evenly spread nature of the benefits from this activity across the region mean that the costs should be evenly distributed across the region's population. The funding tool that most closely approximates this is a UAGC on individual dwellings.	
Operating funding mix	80-100 percent general funds; 0-20 percent grants and subsidies. Benefits are evenly spread across the region's population. General Funds are the best available proxy for benefit to all people in the region.	
Capital funding mix	There are no significant capital costs.	

Activity – Environmental Strategy

We ensure that climate change and other key external issues influence the work of Council. We do this by acting as strategic advisors and enablers for the organisation, providing problem solving, strategic thinking, horizon scanning, and specialist services.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	■	A healthy environment
Who benefits?	Benefits are distributed evenly across the regional community. All members of the regional community can access the same information and contribute to the Council's strategic direction.	
Time frame of benefits	The benefits are short and long-term. Many actions can provide immediate benefits as well as supporting a sustainable future.	
Individuals and groups creating demand for service	Where the sustainable management of natural resources are put at risk, there is need for planning responses. Council also has a statutory responsibility under the Resource Management Act to sustainably manage natural resources.	
Short and long-term well-being	The strategic responses from this activity aim to protect long-term environmental and economic well-being and to prevent excessive cost transfer to future generations.	
Rationale for funding mix	The evenly spread nature of the benefits from this sub-activity across the region mean that the activity's costs should be evenly distributed across the region's population. The funding tool that most closely approximates this is general funds.	
Operating funding mix	100 percent general funds. Benefits are evenly spread across the region's population. General funds are the best available proxy for benefit to all people in the region.	
Capital funding mix	There are no significant capital costs.	

Activity – Regional Development

Provides leadership, facilitation and support across the region for economic development. A significant focus is on our economic development strategy through Bay of Connections. We work with Māori, industry, local and Central Government and other key stakeholders across the region and the country to align the region's approach. Key deliverables over the next period will be significant projects such as the development of a regional 'transitions plan' setting out the path for the region to move towards a low carbon economy, providing support for projects focused on the region's recovery from the impact of COVID-19, and providing funding for approved Regional Infrastructure and Third Party Infrastructure projects.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	■	A vibrant region
Who benefits?	The activity provides benefits across the region by coordinating sustainable development actions regionally. It also provides national benefits by increasing the Bay of Plenty's contribution to the national economy.	
Time frame of benefits	The benefits are both short and long-term. The activity is provided on a continuous basis. Cumulative benefits arise over time as economic well-being improves.	
Individuals and groups creating demand for service	No identifiable exacerbator.	
Rationale for funding mix	While it may be desirable for transparency reasons to fund the activity separately through an equal charge across the region, the size of the activity does not warrant separate funding.	
Operating funding mix	20-40 percent general funds; 60-80 percent reserves General funds are used as economic development in the region provides a benefit proportionate to existing wealth, where property value is used as a proxy for wealth. Reserves are used to fund infrastructure projects to reflect their long term benefits.	
Capital funding mix	There are no significant capital costs.	

Activity – Māori Policy

The Māori Policy activity provides strategic advice, support and leadership on Māori relationship management, engagement and policy, to ensure we meet our statutory responsibilities to Māori in the region. Through solidifying and enhancing our relationships with Māori we are able support participation by Maori in processes that help deliver Council priorities and outcomes including supporting economic recovery from the impact of CVOID-19 and changes to fresh water policy NSF and NESFM. This activity also facilitates the integration of Mātauranga Māori in Council business. The Bay of Plenty has 37 iwi entities, over 260 hapū, and 224 marae. There are approximately 1,800 management structures covering over 5,000 Māori land blocks.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	<div> <div></div> A healthy environment <div></div> Freshwater for life </div>	
Who benefits?	The Māori Policy activity benefits the regional community by ensuring that Māori are effectively engaged in decision making to meet our statutory obligations.	
Time frame of benefits	The benefits are region-wide, both immediate and into the future. This activity is provided continuously.	
Individuals and groups creating demand for service	Demand for this activity has come from Māori as they seek to be more actively involved in the Council's decision making to reflect their roles and interests as defined in the Treaty of Waitangi.	
Short and long-term benefits	Ensuring that Maori and able to provide input to decision making provides short-term cultural benefits through respecting their status and mana, and long-term benefits from improved decision making.	
Rationale for funding mix	<p>The evenly spread nature of the benefits from this activity across the region mean that the costs should be evenly distributed across the region's population.</p> <p>There are no particular costs or benefits for separate funding of this activity. Each is separately reported and budgeted for reasons of transparency and accountability.</p>	
Operating funding mix	<p>100 percent general funds.</p> <p>Benefits are evenly spread across the region's population. General funds are the best available proxy for benefit to all people in the region.</p>	
Capital funding mix	There are no significant capital costs.	

Activity – Policy and Planning

The Policy and Planning activity ensures that development occurs in a sustainable way that achieves positive social, environmental, and cultural outcomes. We do this via policy analysis and plan making focusing on fresh water, air quality, and coastal management.

This includes planning documents under the Resource Management Act 1991, such as the Regional Policy Statement, the Biosecurity Act 1993 and the Local Government Act 2002. We promote integrated regional resource management by providing input on district consent applications, district plans and other policy from Central and local government. A current focus is working with tāngata whenua, the community and key stakeholders to maintain and improve water quality and manage water quantity through a series of changes to the Regional Natural Resources Plan.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	<input checked="" type="checkbox"/> A healthy environment <input checked="" type="checkbox"/> Freshwater for life <input type="checkbox"/> Safe and resilient communities <input type="checkbox"/> A vibrant region	
Who benefits?	Benefits are distributed evenly across the regional community. All members of the regional community can access the same information and contribute to the Council's strategic direction on resource management matters.	
Time frame of benefits	The Council's statutory policy is regularly reviewed as new information comes to hand or when required by legislation. Planning under the RMA seeks sustainably manage natural resources for the short and long-term.	
Individuals and groups creating demand for service	Where the sustainable management of natural resources are put at risk, there is need for planning responses. Council also has a statutory responsibility under the Resource Management Act to sustainably manage natural resources.	
Short and long-term wellbeing	The decision making requirements under the Resource Management Act protect long-term well-being so that excessive costs are not transferred to future generations.	
Rationale for funding mix	The evenly spread nature of the benefits from this sub-activity across the region mean that the activity's costs should be evenly distributed across the region's population. The funding tool that most closely approximates this is a UAGC on individual dwellings.	
Operating funding mix	100 percent general funds. Benefits are evenly spread across the region's population. General funds are the best available proxy for benefit to all people in the region.	
Capital funding mix	There are no significant capital costs.	

Activity – Community Engagement

The Community Engagement Activity facilitates community involvement in council decision making. This helps ensure that council work is more closely aligned to community expectations. This activity manages the Environmental Enhancement Fund (EEF) and the Community Initiatives Funding (CIF). This provides funding for community groups to deliver projects that are aligned to Council Outcomes and leverage the enthusiasm and skills of the community.

Legislative assessment of funding considerations for operating and capital expenditure	
Link to community outcomes	<ul style="list-style-type: none"> ■ A healthy environment ■ Freshwater for life ■ A vibrant region
Who benefits?	This activity supports and advises Councillors and staff within the Regional Council and works along side the region's seven territorial authorities, Māori, community members, young people in families and schools. Businesses, community groups, schools and individuals from across the region all benefit from this activity. EEF activities benefits community groups, residents, schools and other stakeholders throughout the region.
Time frame of benefits	Although EEF and CIF projects are often completed within relatively short time-frames (typically with in a 12 month cycle) with immediate benefits for the environment and community, there are often additional benefits to the environment and community as the project becomes more established as a result of the seed funding. Much of the work undertaken is in a support role with benefits that can take a significant amount of time to realise.
Individuals and groups creating demand for service	The demand for this service is considered to be community-wide, with no one particular group or organisation creating the demand. Individuals and community groups seeking funding and support for community projects have driven the demand for this activity.
Short and long-term well-being	Ensuring that the community is engaged and be involved in decision making allows for both short and long-term interests to be considered.
Rationale for funding mix	The evenly spread nature of the benefits from this activity across the region mean that the costs should be evenly distributed across the region's population. The funding tool that most closely approximates this is a UAGC on individual dwellings.
Operating funding mix	The Community Engagement activity is primarily funded through general funds. However, a portion may be collected via a targeted rate to support funding of charitable safety and rescue services. Benefits are evenly spread across the region's population.
Capital funding mix	There are no significant capital costs.

Activity – Governance Services

The Governance Services activity supports the democratic structure and processes of Council. The activity assists the Council in decision-making processes and supports elected members in providing good governance in an open and transparent manner.

The Governance Activity is responsible for the administration of the triennial elections, reviewing the representation structure, elected members' remuneration and expenses, and ensuring Council, committee and co-governance meetings comply with legislative requirements. It also provide governance advice, support and guidance to Council and the Chief Executive.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	■ A vibrant region
Who benefits?	Benefits are distributed evenly across the regional community. The elected members of Bay of Plenty Regional Council represent all members of the region's community.
Time frame of benefits	Governance Services are provided continuously.
Individuals and groups creating demand for service	Governance ensures that all of the community can participate in democratic processes and provides transparency through meeting processes including publicising meeting and making agendas and minutes publically available.
Short and long-term wellbeing	Ensuring that the community is able to participate in democratic processes ensure that short and long-term interests to be considered.
Rationale for funding mix	The evenly spread nature of the benefits from this activity across the region mean that the costs should be evenly distributed across the region's population.
Operating funding mix	100 percent general funds. Benefits are evenly spread across the region's population. General funds are the best available proxy for benefit to all people in the region.
Capital funding mix	There are no significant capital costs.

Emergency Management

Activity – Emergency Management

Emergency Management is complex due to it being a combination of directly provided services and the co-ordination of services provided by a range of parties. The Bay of Plenty CDEM Group partnership agreement came into force 1 July 2020 and sets out the following key functions, roles, and responsibilities:

- Bay of Plenty CDEM Group (Group) – BOPRC is the administering authority for the Group, which comprises the seven Council members in the region including BOPRC.
- Emergency Management Bay of Plenty (EMBOP), the CDEM Group Emergency Management Office (GEMO) is responsible for delivery of services on behalf of the Group, including development of plans and policies, response capability planning and hazard and risk analysis functions. This is funded through a CDEM Regional targeted rate.
- Regional Council – is responsible for providing administrative services for EMBOP and the Group, providing facilities and a sufficient number of trained staff to enable Group Emergency Coordination Centre capability and operational excellence, and building community resilience including through leading identification of at risk communities.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	<div></div> Safe and resilient communities
Who benefits?	This activity provides benefits to all people and property owners in the region, as emergencies can occur anywhere in the region. It enables co-ordinated planning and response to regional civil defence emergencies, which can occur at any location at any time. There is also national benefit arising from protection of nationally significant infrastructure.
Time frame of benefits	The benefits of current expenditure are short-term in nature. Civil Defence Emergency Management is provided on a continuous basis. The CDEM Group needs the ability to prepare for and respond to emergency events now and in the future.
Individuals and groups creating demand for service	The demand for the CDEM Group's service is considered to be community-wide, with no one particular group or organisation creating the demand. Emergency Management BOP's services are provide as requested by territorial authorities.
Short and long-term well-being	Recovery from emergencies is primarily about short-term well-being, and increasing preparedness is a longer-term protection.
Rationale for funding mix	<p>The CDEM Group provides benefits that are distributed evenly across the regional community.</p> <p>Regional Council funding of Civil Defence Emergency Management is a statutory requirement and is matched by territorial authorities in the region based on the CDEM Group Plan.</p> <p>Emergency Management BOP assists with services requested by territorial authorities in the region. They enable co-ordinated planning and response to regional civil defence emergencies.</p>
Operating funding mix	Bay of Plenty Civil Defence Emergency Management Group: 100 percent targeted rates Emergency Management Bay of Plenty: 80-100 percent targeted rate; 0-20 percent other revenue Lifelines: 100% other revenue

Legislative assessment of funding considerations for operating and capital expenditure

	A separate differential targeted rate is applied to each rating per territorial authority location.
Capital funding mix	There are no significant capital costs.

Support Services

The Technical Support Activity is focused on providing accessible, relevant and trusted data and science, as well as technical engineering expertise and design advisory services. These are both delivered directly to the community and as support to other Council activities. The Freshwater NPS, and the proposed amendments to some provisions of the National Environmental Standards for Air Quality are foreseen to have implications on monitoring requirements. In terms of the engineering expertise there has been an increase in the number of technical reviews required for resource consents as well as district applications. Furthermore, flood level information requests have increased following the April 2017 flood events, from about 60 per year to about 500.

Legislative assessment of funding considerations for operating and capital expenditure

Link to community outcomes	<input checked="" type="checkbox"/> A healthy environment <input type="checkbox"/> Freshwater for life <input type="checkbox"/> Safe and resilient communities <input type="checkbox"/> A vibrant region
Who benefits?	The activity provides region-wide benefits by providing services throughout the region.
Time frame of benefits	The benefits are both short and long-term as the activity is provided continuously.
Individuals and groups creating demand for service	The demand for this service is considered to be community-wide, with no one particular group or organisation creating the demand.
Short and long-term wellbeing	Information use is a short-term benefit, however the improved decisions that this may result in contribute to long-term wellbeing.
Rationale for funding mix	The activity provides region-wide benefits in both short and long-term. Regional benefits are from mapping services on historical and new development areas. Solutions often cross territorial authority boundaries.
Operating funding mix	80-100 percent general funds, 0-20 percent user fees and charges.
Capital funding mix	Capital is funded through loans, or the asset replacement reserve, through the cash surplus created by depreciation.

Activity – Corporate Support

The Corporate Support Activity provides support services to enable delivery of all Council activities, thereby contributing indirectly to all community outcomes. The activity include services such as Communication, ICT, People and Capabilities, and Corporate Property. Corporate Support also includes the primary point of contact with the community through the Customer Contact service.

The Corporate Support Activity primarily contribute to *A Healthy Environment* through its work in the focus area “Our house in order” in the Bay of Plenty Regional Council Climate Change Action Plan.

Legislative assessment of funding considerations for operating and capital expenditure		
Link to community outcomes	<input checked="" type="checkbox"/>	A healthy environment
	<input type="checkbox"/>	Freshwater for life
	<input type="checkbox"/>	Safe and resilient communities
	<input type="checkbox"/>	A vibrant region
Who benefits?	The activity provides region-wide benefits by supporting all other activities.	
Time frame of benefits	The benefits are both short and long-term. The activity is provided continuously.	
Individuals and groups creating demand for service	Support services are based on the needs of other activities and therefore are indirectly based on community needs.	
Short and long-term wellbeing	The activity provides for short and long-term well-being in the aggregate ratio of other activities.	
Rationale for funding mix	The activity provides region-wide benefits in the aggregate ratio of other activities.	
Operating funding mix	Costs are funded through overhead recoveries on public facing activities. This ensure that those activity costs represent the total cost of services.	
Capital funding mix	Capital is funded through loans, or the asset replacement reserve, through the cash surplus created by depreciation.	

Treasury Policy

Purpose

The purpose of this Treasury Policy (Policy) is to outline Bay of Plenty Regional Council's (Council) principles for treasury activity. Where aspects of this policy refer to council and consolidated group it will be referenced as the Council Group. The formalisation of such policies and procedures will enable treasury risks within Council and the Council Group to be prudently managed

Scope and objectives

Scope

This document identifies the policies of Council in respect of treasury management activities. The scope includes Council's **Investment Policy** as well as the **Liability Management Policy**, as required under Sections 102, 104 and 105 of the Local Government Act (2002) (LGA).

Statutory objectives

All external borrowing, investments and incidental financial arrangements (e.g. use of interest rate hedging financial instruments) will meet requirements of the LGA and incorporate the Investment Policy and Liability Management Policy. Council is governed by the following relevant legislation:

- LGA, in particular Part 6 including sections 101, 102, 104 and 105
- Local Government (Financial Reporting and Prudence) Regulations (2014), in particular Schedule 4
- Trustee Act (1956). When acting as a trustee or investing money on behalf of others, the Trustee Act highlights that trustees have a duty to invest prudently and that they shall exercise care, diligence and skill that a prudent person of business would exercise in managing the affairs of others. Details of relevant sections can be found in the Trustee Act (1956) Part II Investments

All projected external borrowings are to be approved by Council as part of the Annual Plan or the Long-Term Plan process, or by resolution of Council before the borrowing is undertaken.

All legal documentation in respect of external borrowing and financial instruments will be subject to legal review prior to the transaction being executed.

Council will not enter into any borrowings denominated in a foreign currency.

Council will not transact with any Council Controlled Organisation (CCO) or Council Controlled Trading Organisation (CCTO) on terms more favourable than those achievable by the Council itself.

A resolution of Council is not required for hire purchase, credit or deferred purchase of goods if:

- The period of indebtedness is less than 181 days (including rollovers); or
- The goods or services are obtained in the ordinary course of operations on normal terms for amounts not exceeding in aggregate, an amount determined by resolution of Council.

General objectives

The objective of this Policy is to control and manage costs and investment returns that can influence operational budgets, public equity and the setting of debt levels. Specific objectives are as follows:

- Manage the investment framework, allowing optimised returns in the long term whilst balancing risk and return considerations
- Manage debt to optimise the cost of funding for the Council Group within risk management parameters acceptable to Council.
- Prudently manage Council's exposure to interest rate changes
- Approve new and refinanced lending activity with CCO/CCTOs
- Approve Council guarantees or uncalled capital relating to CCO/CCTO indebtedness
- Approve LGFA membership for CCO/CCTOs
- Monitor, evaluate and report on treasury performance

- Borrow funds, invest funds and transact risk management instruments within an environment of control and compliance under this Policy to protect Council and the Council Group's financial assets and costs
- Maintain liquidity levels and manage cash flows within Council to meet known and reasonable unforeseen funding requirements
- Arrange and structure appropriate funding for Council and the Council Group at the lowest achievable interest margin from debt lenders. Manage the spread of debt maturities within the funding risk limits established by this Policy.
- Maintain equity between the amounts available for distribution to present and future generations of ratepayers
- Any externally managed funds will comply with a formal Statement of Investment Policy and Objectives (SIPO), which is to be read in conjunction with, but is separate from this Policy document
- Monitor and report on financing/borrowing covenants and ratios under the obligations of Council's lending/security arrangements
- Monitor Council's return on investments
- Minimise exposure to credit risk by dealing with and investing in creditworthy counterparties only as detailed in the credit risk section of this Policy
- Ensure that all statutory requirements of a financial nature are adhered to
- Ensure adequate internal controls exist to protect the Council and Council Group's financial assets and to prevent unauthorised transactions
- Develop and maintain relationships with financial institutions, the LGFA and investors
- Regular result and control reporting to Council and Chief Executive (CE)

Council responsibilities

Council has ultimate responsibility for ensuring that there is an effective policy for the management of its risks. In this respect, Council decides the level and nature of risks that are acceptable.

Council is responsible for approving this Treasury Policy and any changes required from time to time.

In this respect, Council has responsibility for:

- Approving the long-term financial position, including debt limits and forecasts, of the Council through the Long-Term Plan and Annual Plan
- Approving new debt/funding via resolution
- Approving the Treasury Policy, incorporating the following delegated authorities:

- borrowing, investing and dealing limits and the respective delegated authority levels
- counterparties and credit limits
- risk management methodologies and benchmarks
- guidelines for the use of financial instruments
- Approving budgets and high-level performance reporting
- Reviewing and approving this Policy at least every three years in conjunction with the Long-Term Plan.

Council will also ensure that:

- It receives appropriate information from management on risk exposure and financial instrument usage in a form that is understood
- Issues raised by auditors (both internal and external) in respect of any significant weaknesses in the Treasury Function are resolved immediately
- Approval is gained for any transactions falling outside Policy guidelines
- It monitors performance measurement criteria for treasury activity
- It monitors six-monthly performance against benchmarks
- It oversees the implementation of Council's treasury management strategies and monitor and review the effective management of the treasury function.
- The information presented to the Council is timely, accurate and identifies the relevant issues and is represented in a clear and succinct report
- It discusses treasury matters on a six-monthly basis (and informally as required).

Council may delegate all or any of the treasury responsibilities to a Council specified committee or the CE.

Investment policy

Purpose

The purpose of the investment policy is to present Council's policy for investments including:

- Its investment objectives
- The mix of investments
- The acquisition of new investments
- An outline of how investments are managed and reported to Council
- An outline of how risks associated with investments are assessed and managed

General policy and objectives

Council recognises that as a responsible public authority all investments held should be have an appropriate balance between the capital risk accepted and the return received. Council recognises that this approach generally means lower potential returns.

In its financial investment activity, Council's primary objective is protecting its investments. This means only creditworthy counterparties are acceptable. Within the credit constraints applicable, Council also seeks to:

- Optimise investment returns over the long term
- Ensure investments are balanced with liquidity requirements
- Manage potential capital losses due to interest rate movements, if investments need to be liquidated before maturity
- Hold certain investments for strategic benefits as well as for the financial benefits to the region

Council's mix of investments will take into account working capital needs, including the divestiture of different assets if/when Council transitions to be a net borrower.

Council is accountable to its stakeholders to take care of the environment, meet community needs and deliver acceptable financial results. All potential investment opportunities must be evaluated against these high-level objectives considering well-being outcomes and governance considerations.

Responsible investments

Council will only make investments where the primary activity does not prevent Council from achieving the purpose of Local Government.

Socially responsible investments

Responsible investment, including environmental, social and governance considerations (ESG), is considered in the investment policies and procedures.

Responsible investing does not require ruling out opportunities, but it does require decision makers to incorporate ESG information into investment and borrowing decisions to identify and consider activities known to be socially, culturally and environmentally detrimental.

ESG factors are numerous and continually changing. Environmental factors include climate change, greenhouse gas emissions, resource depletion, waste and pollution, and deforestation. Social factors include working conditions, local communities, conflict,

health and safety, and employee relations. Governance factors include executive pay, bribery and corruption, board diversity and structure, and tax strategy. Council will incorporate ESG information in its investment decision making process to ensure that all relevant factors are accounted for when assessing risk and return.

Our investment managers and advisors must screen potential investments from an ethical perspective to ensure they meet the following criteria as an important part of our due diligence process.

We will look to avoid investing in companies whose principal business activity is:

- the manufacture and sale of armaments, the manufacture and sale of tobacco and the promotion of gambling.

Where an investment is made into a managed fund, exchange traded fund or collective investment vehicle, the exclusion test shall be applied against the fund and any constituents representing greater than 5% of that fund.

Mix of investments

Council maintains investments in financial assets including:

- Treasury investments; incorporating cash, infrastructure advances, long term and liquid investments
- Property investments including land and buildings
- Significant equity investments via Quayside Holdings Limited (Quayside), a 100% owned Council Controlled Organisation (CCO). Quayside investments include:
 - A majority stake in the publicly listed Port of Tauranga Limited, Port of Tauranga Limited's subsidiaries and associate companies as it may from time to time incorporate
 - Investments in various commercial enterprises in the Bay of Plenty region
 - Equity and treasury investments

Council's policy is to maintain an investment mix that:

- Meets its current expenditure requirements
- Falls within Council's risk parameters
- Is consistent with Council's strategic direction of maintaining 100% ownership of Quayside and through Quayside, the majority shareholding in Port of Tauranga Limited
- Is consistent with Council's strategic direction of supporting the region by maintaining a shareholding of the Local Government Funding Agency (LGFA)

Equity investments

Council and Council Group maintain equity investments and other minor shareholdings, which fulfil various strategic, economic development and financial objectives as outlined in the Long-Term Plan.

Council and Council Group seek to optimise the rate of return on all its equity investments consistent with the nature of the investment and their stated philosophy on investments.

Council's long-term view of its equity investments ensures asset protection and growth and enables the use of the proceeds for present and future generations.

Regional Fund

The Regional Fund is created through the replenishment of advances made to regional infrastructure projects. These funds are invested until required for Council's projects.

Council's primary objective when investing this fund is to protect its investment. This means only creditworthy counterparties are acceptable as detailed in this policy or within a Statement of Investment Policy and Objectives (SIPO) if the funds are externally managed.

Within the above credit constraints, Council seeks to:

- Optimise investment returns
- Ensure that at all times Council has access to sufficient cash resources to meet financial obligations as they fall due

Where Regional Funds are managed internally, the Investment Parameters, Approved Financial Instruments and Counterparty Credit Limit sections of this Policy apply. Where funds are externally managed, the specific parameters contained within the SIPO agreed with the external investment manager apply.

Toi Moana Fund

Council seeks to optimise annual cash returns to Council and maintain at least the principal investment through the longer term.

Where Toi Moana Funds are managed internally, the Investment Parameters, Approved Financial Instruments and Counterparty Credit Limit sections of this Policy apply.

Where funds are externally managed, the specific parameters contained within the SIPO agreed with the external investment manager apply.

Quayside would be considered an external manager if specific Council funds, such as the Toi Moana Fund, were managed and all external manager controls and requirements would apply.

Property investments

Council's overall aim is to only own property that is essential to achieving its strategic objectives. Generally, Council will not have a property investment where it is not essential to service delivery or does not relate to a primary output of Council. Property ownership is reviewed based on a cost analysis and ownership benefits versus achieving the same results through other arrangements. Council uses similar assessment criteria for new property investments.

Reserves and scheme ratepayer's funds

Council establishes reserves for specific purposes – usually on behalf of limited ratepayer groups – and are primarily from the proceeds of separate scheme rates. These reserves are used to reduce borrowings and avoid a negative spread of interest rates between borrowed and invested money. Interest is paid or charged internally on reserve balances at an annually fixed interest rate based on the Council's average cost of funds.

Externally managed funds

Where any of Council's funds are to be managed externally by a suitably qualified investment manager, these funds are to be managed in line with a separate SIPO document. External fund managers will be appointed in the knowledge of, and operate the portfolio according to, the investment guidelines outlined in the SIPO.

Council will be responsible for the following:

- Setting the Fund's Investment Strategy, including the level of risk and investment objectives, and investment policies
- Determining the appropriate number of investment managers, and selecting and changing those managers as appropriate after having taken advice from the Investment Consultant
- Reviewing the SIPO annually, including the Investment Strategy, Policies and manager configuration, and instructions to the investment manager

- Ensuring that the level of redemptions from the Fund is consistent with the Fund's objective to maintain equity, in terms of amounts available for distribution, between present and future generations
- Providing cash flow information to the investment manager with respect to future deposits and redemptions
- Appointing the external investment manager

Financial instruments and credit restrictions for funds under management in externally managed funds are separate to those detailed in this Policy and are controlled as per the Council approved SIPO.

Risk management

Council seeks to protect its investments and manage its risk. This means Council has determined it will apply the 'prudent person' principle for managing risk and return on its investments. For cash, the Council seeks to minimise its risk by:

- Investing only in institutions that have a high degree of security and/or an investment grade credit rating from S&P Global Ratings, Moody's or Fitch
- Limit maximum exposures through control features detailed in this policy

Council and Council Group's investments can have a direct exposure to interest rate changes that can impact on the return and capital value of its fixed-rate investments.

The CFO and other delegated authorities execute Council's interest rate risk management strategy by regularly monitoring interest rate markets, taking appropriate advice, evaluating the outlook and deciding the interest rate profile to adopt for investments.

NZ LGFA Limited investments

Despite anything earlier in this Investment Policy, Council may invest in shares and financial instruments issued by the New Zealand Local Government Funding Agency Limited and may borrow to fund that investment.

The Council's objective in making any such investment will be to:

- Obtain a return on the investment, and
- Ensure that the LGFA has sufficient capital to become and remain viable as a source of debt funding for the Council.

Because of this dual objective, the Council may invest in LGFA shares in circumstances in which the return on that investment is potentially lower than the return it could achieve with alternative investments.

If required in connection with the investment, the Council may also subscribe for uncalled capital in the LGFA.

Investment parameters

Treasury Investments and PPS Investment Funds are covered by the Investment Parameters detailed below.

Council and the Council Group's financial investment activity will be conscious of:

- Ensuring investment maturities coincide with meeting future cash flow projections
- Forecast debt requirements associated with future capital expenditure programs as outlined within the LTP

No Council investments can be made for more than seven years without Council approval.

Council must only invest in acceptable financial instruments and with counterparties, as covered in the Approved Financial Instruments and Counterparty Credit Limits sections of this Policy.

Liability management policy

Purpose

This Policy covers Council's management of all borrowing as defined in Section 112 of the LGA and the Local Government Borrowing Act 2011 (LGBA), as well as management of other liabilities. Section 113 of the LGA prohibits Council from borrowing or entering into incidental arrangements in denominations other than New Zealand currency. Section 11 of the LGBA provides an exemption for LGFA transactions.

General policy

As required under the Act, Council may borrow in New Zealand dollars as it considers appropriate and exercises flexible and diversified funding power. Council approves the long-term borrowing requirement for each financial year as part of the annual planning process. Arrangements for precise terms and conditions of borrowing are delegated to the CE (refer to the Treasury Procedures Manual for delegations made by the CE).

Council may raise debt, up to its approved debt limit, for the following primary purposes:

- Fund capital expenditure requirements
- Scheme debt to fund river and drainage scheme renewals expenditure and capital expenditure requirements
- Manage timing differences between cash inflows and outflows and to maintain Council's liquidity and, if necessary, to fund emergency expenditure
- Investment purposes which may include providing advances to CCO/CCTOs for strategic and commercial purposes
- On-lend to CCO/CCTOs to fund their operations

Council considers the impact on borrowing limits, the size and the economic life of the asset that is being funded, and its consistency with the current Annual and Long-Term plans before approving new debt.

Council is able to borrow through a variety of market mechanisms. These include issuing stock and debentures, commercial paper (CP), direct bank borrowing or loans with private placement investors, internal reserves or special funds or accessing the short term and long-term capital markets directly.

In evaluating strategy for new borrowing (in relation to source, term, size and pricing), Council considers:

- Available terms from banks, capital markets and loan stock issuance (including LGFA)
- Prevailing interest rates and margins relative to markets comparative to term for loan stock issuance, capital markets and bank borrowing
- The liquidity, funding and interest rate risk-management parameters as detailed in this policy
- Legal documents and financial covenants, together with credit rating considerations
- An assessment of the outlook for credit margins and interest rate movements

Council's ability to readily attract cost-effective borrowing from a wide range of sources is largely driven by its ability to rate meaning Councils effectively sit just below Central Government in relation to the credit characteristics assumed by investors and financial institutions.

Council can use short-term and long-term funding to achieve an appropriate borrowing mix and to balance the requirements of liquidity and funding risk management.

NZ LGFA Limited

Despite anything earlier in the Policy, the Council may borrow from the New Zealand Local Government Funding Agency Limited and, in connection with that borrowing, may enter into the following related transactions to the extent it considers necessary or desirable:

- Contribute a portion of its borrowing back to the LGFA as an equity contribution or borrower's note to the LGFA
- Provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself
- Commit to contributing additional equity (or subordinated debt) to the LGFA if required
- Subscribe for shares and uncalled capital in the LGFA
- Secure its borrowing from the LGFA, and the performance of other obligations to the LGFA or its creditors with a charge over the Council's rates and rates revenue

Liquidity and funding limits

Cash flow deficits in various future periods, based on long-term financial forecasts, are reliant on the maturity structure of cash, financial investments, loans, and bank facilities. Liquidity risk management focuses on the ability to access committed funding at that future time to fund the gaps.

Funding risk management centres on the ability of Council to re-finance or raise new debt at a future time and the ability at that time to achieve the same or more favourable pricing (fees and borrowing margins) and terms compared to existing facilities/debt. Because of the high level of creditworthiness of Council given its ability to rate the key funding risk faced relates to pricing risk rather than the ability to access funds in the future.

Liquid funds (including cash and cash equivalents) and committed funding (capital markets, bank debt) must be maintained as detailed in to the following section – Debt Ratios and Limits

Council has the ability to pre-fund up to 18-24 months of forecast debt requirements including refinancing. Debt refinancing that have been pre-funded, will remain included within the funding maturity profile until their maturity date.

Existing debt may be refinanced on more favourable terms within Treasury Delegation transaction limits.

Liquid funds (including cash and cash equivalents) and committed funding (capital markets, bank debt) must be maintained as detailed in the following section.

Debt ratios and limits

Total external debt levels in place will be managed within the limits detailed in the following table.

Ratio	
Net interest / Total revenue	<20%
Net / Total revenue	<300-280% ⁽¹⁾
Net interest / Annual rates and levies (debt secured under debenture)	<30%
Liquidity (external debt + available committed loan facilities + liquid investments to total external debt)	>110%

1. For the financial years ending 30 June 2021 and 2022, 300% will apply and for each of the next four financial years, a decrease of 5% until 280% will apply for and from the financial year ending June 2026

Revenue is defined as earnings from rates, government grants and subsidies, user charges, interest, dividends, financial and other revenue.

Revenue excludes non-government capital contributions (e.g. developer contributions and vested assets).

Net debt is defined as total external debt less liquid financial deposits/investments and on-lending to CCO's. Liquid funds are cash and cash equivalents defined as being:

- Overnight bank cash deposits
- Wholesale/retail bank term deposits no greater than 30 days
- Bonds or floating rate notes that have a long-term credit rating of at least 'A-' and mature within 12 months. Wholesale/ retail bank term deposits linked to pre-funding of maturing term debt exposures.

Debt will be repaid as it falls due in accordance with the applicable loan agreement. Subject to the debt limits, a loan may be rolled over or re-negotiated as and when appropriate.

LGFA financial covenants can either be measured on a Council only or a consolidated group basis, but both approaches must be reported on.

Disaster recovery requirements will be met through the liquidity ratio and contingency reserves.

Interest rate risk management

The following risk control limits will only be activated once forecast core external debt exceeds \$100 million. Until this level any interest rate hedging or adherence to the funding profile requirements is at the discretion of the CFO.

Exposure to interest rate risk is managed and mitigated through the controls below where:

- **“Core debt”** is all core external debt (existing and forecast) at the respective debt-ending periods less actual fixed rate and cash investments and any inter-group loans that are back to back with an external lender.
- **“Fixed Rate Debt”** is all debt or fixed interest rate derivatives with an interest rate repricing beyond 6 months. Any debt or fixed interest rate derivatives with an interest rate repricing within 6 months is defined as floating rate debt
- **“Floating Rate Debt”** is defined as an interest rate re-pricing within 6 months. This includes any Floating Rate Note (FRN) with a maturity date beyond 6 months that is not swapped to a fixed rate

Fixed rate debt must be within the following interest rate repricing bands:

Fixed Rate Maturity Profile ⁽¹⁾		
Period	Minimum Fixed	Maximum Fixed
Less than 3 years	30%	100%
3 - 5 years	15%	80%
5 - 12 years	0%	60%
Greater than 12 years	Council approval	Council approval

1. *Delegated authorities to position the interest rate risk portfolio within the above ranges out to a maximum period of 12 years are detailed in the Treasury Delegations Manual.*

A fixed rate maturity profile that is outside the above limits, but self corrects within 90-days is not in breach of this Policy. However, maintaining a maturity profile beyond 90-days requires specific approval by Council.

Security

Council’s external borrowings and interest rate management instruments will generally be secured by way of a charge over rates and rates revenue offered through a Debenture Trust Deed. Under a Debenture Trust Deed, Council’s borrowing is secured by a floating charge over all Council rates levied under the Rating Act. The security offered by Council

ranks equally or pari passu with all lenders. A Debenture Trust Deed is required to borrow funds through the LGFA.

Security may be offered over specific assets, but only with the Council’s prior approval.

Repayment

Council repays borrowings from rates, ‘decline in relative service potential’ funds, surplus funds, and proceeds from investment and asset sales. It is Council’s policy to repay debts as they fall due, using one or more of:

- Surplus operating funds
- Rating revenues established for that purpose
- Surplus proceeds from investment or asset sales
- Regular instalments of principal and interest, especially within internal scheme capital works loans
- Re-financing with new debt

For internal purposes, the loan should be repaid in a timeframe appropriate to the asset for which the loan was raised, with a maximum term of 30 years. Surplus loan monies are to be repaid as soon as it is economically beneficial to do so.

Guarantees/contingent liabilities and other financial arrangements

Council may act as guarantor to financial institutions on loans or enter into incidental arrangements for organisations, clubs, Trusts, or Business Units, when the purposes of the loan are in line with Council’s strategic objectives.

Borrowing mechanisms of Council Controlled Organisations and Council Controlled Trading Organisations

To better achieve its strategic and commercial objectives, Council may provide financial support in the form of debt funding directly or indirectly to CCO/CCTOs.

Guarantees of financial indebtedness to CCTOs are prohibited under Section 62 of the LGA, but financial support may be provided by subscribing for shares as called or uncalled capital.

Any lending arrangement (direct or indirect) to a CCO or CCTO must be approved by Council. In recommending an arrangement for approval, the CFO considers the following:

- Credit risk profile of the borrowing entity, and the ability to repay interest and principal amount outstanding on due date.
- Impact on Council's credit standing and rating, debt cap amount (where applied), lending covenants with the LGFA and other lenders and Council's future borrowing capacity.
- The form and quality of security arrangements provided.
- The lending rate given factors such as; CCO or CCTO credit profile, external Council borrowing rates, borrower note and liquidity buffer requirements, term etc.
- Accounting and taxation impact of on-lending arrangement.

Lending arrangements to the CCO or CCTO must be legally document. A term sheet, including matters such as borrowing costs, interest payment dates, principal payment dates, security and expiry date is to be legally reviewed and agreed between the parties in accordance with Treasury Delegations.

Approved financial instruments

Approved interest rate instruments are as follows:

Category	Instrument
Cash management and external borrowings	Bank overdraft Committed bank loans (short term and long-term loan facilities) Uncommitted money market facilities Loan stock/private placement Fixed Rate Note (Medium Term Note/Bond) and FRN issuance Commercial paper (CP) Committed standby facilities where offered by the LGFA
Treasury Investments	Term deposits Stock, bonds, FRNs with approved counterparties. Commercial paper from approved counterparties. LGFA borrower notes

Category	Instrument
	Bank bills Bank registered certificates of deposit Redeemable Preference Shares (RPS)
Interest rate risk management	Interest rate swaps including: <ul style="list-style-type: none"> •Forward start swaps (start date <12 months, unless linked to existing maturing swap/collar with notional amount amounts not exceeding maturing swap/collar) •Amortising swaps (whereby notional principal amount reduces) •Swap extensions, deferrals and shortenings Interest rate options on: <ul style="list-style-type: none"> •Bank bill rate (BKBM) (purchased caps and one for one collars) •Interest rate swaptions (purchased swaptions and one for one collars with matching notionals only)
Foreign exchange management	Spot foreign exchange Forward exchange contracts Purchased currency options

Counterparty credit limits

Counterparty credit risk is the risk of losses (realised or unrealised) arising from a counterparty defaulting on a financial instrument where Council is a party. The credit risk to Council in a default event will be weighted differently depending on the type of instrument entered into.

Treasury related transactions would only be entered into with organisations specifically approved by Council within this policy or with specific Council approval before the transaction is completed.

Counterparties and limits can only be approved on the basis of long-term credit ratings (Standard & Poor's or Moody's) being BBB and above or short term rating of A2 or above; with the exception of New Zealand Local Authorities, who may be unrated.

Limits should be spread among a number of counterparties to avoid concentrations of credit exposure.

The following table details the credit limits for investments and derivative transactions.

Limits for Approved Investment Instruments			
Counterparty	Rating - S&P or Moody's or Fitch equivalent	Individual Counterparty Limit	Category Limit % of Portfolio
NZ Govt Guaranteed	N/A	\$500M	100%
LGFA	N/A	\$100M	50%
Local Authorities	A+ or better	\$50M	50%
	A or below/Unrated	\$25M	
NZ Registered Banks	AA- or better	\$100M	100%
NZ Registered Banks	A to A+	\$50M	
Subordinated Debt (NZ Reg Banks)	BBB or better	\$20M	10%
Corporates	AA- or better	\$50M	30%
Corporates	BBB or better	\$10M	30%
SOE's	BBB or better	\$10M	30%

Limits for Approved Derivative Instruments			
Counterparty	Rating - S&P or Moody's or Fitch equivalent	Individual Counterparty Limit	Category Limit % of Portfolio
NZ Registered Banks	AA- or better	\$50M	deducted from senior limit
NZ Registered Banks	A to A+	\$10M	deducted from senior limit

In determining the usage of the above limits, the following product weightings will be used:

- Investments (such as Bank Deposits) – 100% of Face Value including accrued interest
- Derivatives - Marked to Market ("MTM") value plus Potential Credit Exposure (PCE)

Potential Credit Exposure

- Interest Rate Risk Management – (e.g. swaps/swaptions) MTM + (FV * remaining tenure * 2%)
- Foreign Exchange instruments* (e.g. Forward Exchange Contracts/Options) – MTM + (FV * square root [remaining tenure (y)] * 5%)

MTM is defined as positive if the position is "in the money" for Council and negative if it is "out of the money" for Council. For each instrument, if MTM + PCE is negative, a nil value is assigned.

Foreign currency risk management

Council has minor foreign exchange exposure through the occasional purchase of foreign exchange denominated services, plant and/or equipment.

All individual amounts in excess of NZD\$500,000 equivalent for foreign exchange (excluding any foreign exchange risk in any externally managed funds) must be hedged using foreign exchange contracts or options, once the expenditure has been approved and the foreign currency amount and timing of payment are known.

Council cannot borrow within or outside New Zealand, in a currency other than the New Zealand dollar.

Measuring treasury performance

In order to determine the success of Council's treasury management function, benchmarks and performance measures are detailed in the Treasury Procedures Manual.

Review of policy

In line with the LGA, section 102(5) there are no mandatory consultation requirements to amend Council's Liability Management Policy or Investment Policy.

It must be reviewed on a no less than three-yearly basis as part of preparing the Long Term by an appropriate independent external party although amendments can be made through Council resolution any time within the three-yearly period.

Other relevant documents

1. Financial Strategy
2. Significance and Engagement Policy
3. Financial Policies
4. Treasury Strategy
5. Treasury Delegations Manual
6. Statement(s) of Investment Policy and Objectives (*where available*)

Toi Moana Fund - Statement of Investment Policy and Objectives

Purpose

The purpose of this Statement of Investment Policy and Objectives ('SIPO') is to describe Bay of Plenty Regional Council's (Council) investment policy and investment objectives for the Toi Moana Fund. It provides the policy framework for Council to effectively supervise, monitor and evaluate the management of the fund.

Effective date

This SIPO takes effect from 1 July 2021.

Review dates

The Council will review this SIPO at least annually to determine whether the stated investment objectives are still relevant and it is feasible that they will be achieved. Short term changes in the financial markets should not require adjustments to the SIPO.

The next review date for this SIPO is by 30 June 2022, or sooner if market conditions warrant it. This review requires approval from Council.

Scope

This SIPO relates to Council's Toi Moana fund. Funds may be in held in the following forms:

- 'Income' assets; incorporating cash, term deposits, long term, liquid fixed interest investments and commercial paper
- 'Growth' assets, incorporating equity investments, directly and via managed funds, and other approved growth assets; projected external borrowings are to be approved by Council as part of the Annual Plan or the Long Term Plan process, or by resolution of Council before the borrowing is undertaken.

The original investment was \$45 million. Council expects the capital base to be maintained at \$45 million (the minimum targeted balance of the Toi Moana Fund). The agreed investment term is seven years from 1 July 2019.

Investment management structure

The fund is to be managed by the Investment Manager selected by Council who can best achieve the objectives of this SIPO. Council has appointed Quayside Holdings Limited as the Funds Investment Manager from 1 July 2019.

The Investment Manager is responsible for administering the Fund and selecting and managing its investments.

Objectives

Investment objectives

Councils overarching strategic goals for the Toi Moana Fund are:

- a long-term perspective to ensure assets are protected for future generations and over the long run will consider the impact of inflation
- investment returns are optimised within the risk management parameters specified in the SIPO
- Sufficient liquidity to meet cash flow and dividend requirements

Investment philosophy

As a responsible public authority, Council's philosophy is that all investments must be prudent and the associated risks and returns balanced against the key aims of optimised return and capital preservation. Council's Treasury framework is supportive of its inter-generational responsibilities to ratepayers. The primary focus is capital protection, followed by an appropriate return and acceptable liquidity.

The Investment Manager of the Toi Moana Fund is empowered to develop investment strategies that best fit the objectives and risk tolerance of the fund. In developing and

amending investment strategies the Investment Manager must consider the investment objectives of the Toi Moana Fund and apply a responsible investment framework filter when considering investments as outlined below.

Investment performance objectives

The objectives of this fund are capital preservation of the initial investment and a targeted cash return averaging at least 5.0% per annum. In the event that Council decides not to receive the full targeted cash distribution in any year, additional distributions may be required in later years to achieve the targeted average return over time.

All returns are assessed in NZ Dollars.

Investment time horizon

The investment guidelines are based on an investment time frame of seven years from 1 July 2019. Interim fluctuations should be viewed with appropriate perspective i.e. a long term view and intergenerational equity considerations.

Investment risk

The Investor, Council bears the investment risk, managing this risk is a key objective of the Investment Manager.

Socially responsible investments

Responsible investment, including environmental, social and governance considerations (ESG), is taken into account in the investment policies and procedures.

Responsible investing does not require ruling out opportunities but it does require decision-makers to incorporate ESG information into investment and borrowing decisions to identify and consider activities known to be socially, culturally and environmentally detrimental.

ESG factors are numerous and continually changing. Environmental factors include climate change, greenhouse gas emissions, resource depletion, waste and pollution, deforestation. Social factors include working conditions, local communities, conflict, health and safety and employee relations. Governance factors include executive pay, bribery and corruption, board diversity and structure, and tax strategy. The Investment Manager will incorporate ESG information in its investment decision-making process to ensure that all relevant factors are accounted for when assessing risk and return.

The Investment Manager must screen potential investments from an ethical perspective to ensure they meet the following criteria as an important part of our due diligence process. We will look to avoid investing in companies whose principal business activity is:

- the manufacture and sale of armaments
- the manufacture and sale of tobacco
- the promotion of gambling

Where an investment is made into a managed fund, exchange traded fund, or collective investment vehicle the exclusion test shall be applied against the fund and any constituents representing greater than 5.0% of that fund.

Policy setting and management

Council may approve/amend the policy parameters set in relation to investment activities. These changes will be via formal resolution and incorporated into the SIPO and the dates of the changes noted. Changes will be made in consultation with the Investment Manager(s).

Allocation of responsibilities

Council and staff responsibilities are outlined in the Treasury Policy and the Treasury Delegations manual. The Council may change Investment Managers from time to time as it sees fit at its sole discretion but notes the seven year investment horizon.

Allocation of responsibilities

The investment manager will:

- Manage investments in accordance with the guidelines and objectives as outlined in the SIPO
- Ensure investment assets are appropriately diversified and conform with the council's time horizon and agreed risk/return profile
- Specify and advise on Strategic Asset Allocation and Tactical Asset Class Allocation
- Outline expected returns and risk, or volatility, within the selected strategies
- Define the procedure to be used for reporting, reviewing and possible modification of strategies from time to time
- Provide instructions to other Fund Manager(s) to lodge or withdraw funds.
- Disclose any potential conflicts of interest and steps taken to mitigate such conflicts.

- To affect all transactions for the Fund at the best price.
- Communicate any significant changes in ownership, organisational structure, financial condition and professional staff

Risk tolerance

Council recognises that some risk must be assumed in order to achieve the long term investment objectives. Risk tolerance is affected by three factors:

- Capacity to accept risk,
- Willingness to accept risk, and
- Required rate of return

Capacity to accept risk

Council's capacity to accept risk is a function of its investment time horizon, prospective future contributions, current financial conditions, fund requirements and reserve facilities.

Time horizon: This SIPO has been prepared on the basis that Council is expected to exist in perpetuity. The investment time horizon of Council is therefore long term. This increases capacity to accept risk.

Financial capacity: Councils current financial condition and level of funding requirements imply reasonable capacity to tolerate short to medium term volatility in the value of its investment portfolios. This increases capacity to accept risk.

Based on the combination of time horizon and financial circumstances, Council's implied capacity to accept risk is assessed as Medium to High although its willingness to accept risk is low.

Where possible Council seeks to minimise volatility or risk. Notwithstanding this risk aversion, the Council acknowledge that investing solely in capital stable investments exposes the portfolio to the risk of inflation. This impacts the real value of investments. Council is willing to accept some risk in order to increase expected return in line with maintaining intergenerational equity.

Required rate of return

Careful consideration of cash flow requirements is essential to determine the required rate of return. To achieve the desired level of contributions to cash flow and liquidity needs, an assumed portfolio size of \$45 million with an average annual cash return of 5.0% will meet Council's financial strategy.

Risk summary and selection of asset allocation

The table below summarises the Council's level of risk tolerance as measured by the three risk factors: Risk Measure		Level of risk
Capacity to accept risk		Medium to high
Willingness to accept risk		Low
Required rate of return		High

Council's Toi Moana reserve liquidity and risk requirements are detailed below: Reserve		Funds used for	Level of acceptable risk	Liquidity needs
Toi Moana reserve		Investment returns	Low	Low liquidity

Over the long term, the average rate of investment return is related to the level of risk and term of investments within the portfolio. The Toi Moana reserve requires low liquidity and therefore Council should receive a return premium because of the council's willingness to commit to investments for a longer fixed period than the other reserves.

Based on Councils required return, capacity and willingness to accept risk, it is recommended that a conservative portfolio is adopted which is suitable for a Medium level of risk.

Investment policy and implementation

General

In general terms when making decisions on investments the managers will have regard to the overall circumstances of the Portfolio and will comply with all applicable legislative requirements.

The investments will be managed with a view to ensuring sufficient liquidity to meet expected return requirements.

Investment risk will be limited by diversification both within and between asset classes as determined appropriate by the investment manager.

Asset class guidelines

The Toi Moana Fund may consist of a mixture of growth and income assets.

The Investment Manager is empowered to make investments in the following asset classes and assets:

- Cash – term deposits, cash on call, commercial paper
- NZ fixed interest – NZ Government, NZ Registered Banks, local authority and NZ State Owned Enterprise bonds, corporate bonds, fixed interest funds
- International fixed interest – via managed funds that are 100% hedged back into NZ Dollars
- Equities, either via managed funds or directly

Asset allocation

The Manager of the fund is empowered to develop asset allocations that best fit the objectives and risk tolerances of the fund.

Investment performance monitoring and reporting

The goals of performance monitoring are to:

- Assess the extent to which the investment objectives are being achieved
- Compare the performance against the performance of relevant market indices
- Allow the Risk and Assurance Committee (or equivalent) to continually assess the ability of the Council to meet the Treasury objectives

Quarterly reporting on investment fund performance, may include but is not limited to the following:

- Current investments
- Cash flows received and paid during the period
- Performance of the portfolio under the investment mandate and agreed objectives

Materiality

Whether or not a breach of this SIPO is material is determined at the discretion of the Manager. In considering whether or not a breach is material, the Manager will give consideration to:

- The nature of the breach;
- The cause of the breach, including whether or not the breach is the result of sharp short-term market movements; and
- The size of the breach.

A breach of a range resulting from market movements, which is corrected within 5 business days, will not ordinarily be deemed material for limit break reporting purposes.

Monitoring Process

The Finance Team will monitor the investments for compliance on a quarterly basis, including reporting from the investment managers.

Resolution and Reporting of Policy Breaches

Where the Chief Financial Officer becomes aware of a breach, the relevant investment or underlying fund manager will be instructed to remedy the breach immediately.

Where the Chief Financial Officer determines that a material breach has occurred and that breach is not resolved within 5 business days, the Manager will immediately report the limit break to Council, otherwise the Chief Financial Officer will report the limit break to Council each quarter.

Taxation

The Fund is to reflect Council's status as a zero rated tax payer.

Withdrawals and reinvestments

Council relies on the investment income generated from the funds for cash flow requirements and the intent is to have investment income paid to the Council on dates mutually agreed with the Investment Manager. This means that there are times when the Investment Manager will be able to reinvest investment income received, for example interest and dividends received and the term and nature of these reinvestments is at the discretion of the Investment Manager, subject to the Investment Income Payment dates as agreed.

Council is committed to maintaining the capital base of the Toi Moana fund and no funds are forecast to be withdrawn from this reserve within the agreed investment time frame.

Liaison requirements

The Investment Manager is expected to be available for attendance at Council meetings at dates and times mutually agreed. It is expected that they will attend on a quarterly basis.

The Investment Manager must also be available for liaison with Council by telephone at any reasonable time.

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Remission and Postponement of Rates Policy

Introduction

The Bay of Plenty Regional Council (Council) may remit rates in accordance with a rates remission policy as set out in Section 85 of the Local Government (Rating) Act 2002.

The region's seven city and district councils collect regional rates. The rating information database for each council is maintained by the relevant council.

This policy covers:

- Environmental Loan Scheme remissions
- Forestry and Bush remissions
- Edgecumbe Urban River Scheme rates remissions
- Rates remissions
- Rates postponements
- Remission and postponement of rates on Māori freehold land

Environmental Loan Repayment Scheme remission

Background

The Environmental Loan repayment scheme helps upgrade clean heating devices and install insulation by providing an interest free loan for zero emission products and interest bearing loans for low emission burners and insulation to homeowners. Loan repayments are made via targeted rates.

Objective

To provide a measure of relief, by way of remission, to assist those people on low incomes who are required to convert to a clean heat source and/or install insulation.

Council recognises that some homeowners on very low incomes might have difficulty meeting the rates payments under the Environmental Loan repayment scheme.

Criteria and conditions

Ratepayers who take up the Environmental Loan Scheme targeted rates assistance (as listed in Table 1) and who qualify for the Government Rates Rebate Scheme qualify for a remission on the loan repayments of the targeted 'Environmental Loan Scheme' rate.

Table 1

Environmental programme	Maximum loan value	Eligibility	Amount
Rotorua Hot Swap (Clean Heat)	\$6,785 incl GST	Government Rates Rebate Scheme	Full amount of targeted rate (for annual loan repayment for financial year) ⁽¹⁾

1. *If your loan is for a wood or pellet burner, or insulation then the loan interest is still payable each year.*

Ratepayers who believe they are eligible for rates remission under this policy will need to first contact Rotorua Lakes Council to apply for the Rates Rebate Scheme. Council will then apply the remission automatically on the ratepayer's behalf once it is notified that the ratepayer is eligible for the Government Rates Rebate Scheme.

Forestry and Bush remission

Background

Where a rating unit has been planted in exotic forest, or is covered in indigenous vegetation or wetlands, it is considered to have the lowest nitrogen loss of any land use type. Reducing nitrogen loss from land use is a central platform for the Rotorua Lakes Protection and Restoration Action programme.

For this reason, a remission of the Rotorua Lakes Activity Targeted Rate is available for rating units of 10ha and over in the areas that meet the criteria and conditions specified below.

Objective

To recognise the lesser impact that exotic forestry and indigenous vegetation have on nutrient discharges to water.

Criteria and conditions

The amount of the remission is the difference between the amount assessed to the rating unit and the amount the rating unit would be liable for if it was assessed in the 0–1.99999ha category.

Remission will be considered where an entire rating unit is covered in any or a mix of the following:

- indigenous vegetation
- wetlands
- exotic forestry.

The remission will only apply where stock are excluded from the rating unit.

Ratepayers who believe they are eligible for rates remission will need to apply in writing before the 31st March in the year before the financial year in which they seek the remission to commence. If the remission is accepted by Council, the Ratepayer does not need to re-apply annually however the Ratepayer has the responsibility to inform Council if a change of circumstances has occurred that may result in the remission no longer being appropriate.

The Council will review the remission annually, which may include review of requests to change land use, aerial photography, site visits or other evidence as considered appropriate.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions on remission of the Rotorua Lakes Activity Targeted Rate.

Edgecumbe Urban River Scheme remission

Background

The Rangitāiki-Tarawera River Scheme targeted rates are calculated on land area. In the case of residential rating units in the Edgecumbe area, this led to a small number of urban

properties with large land area incurring extremely high and disproportionate annual rates compared to other urban properties.

For this reason, a remission of the Rangitāiki-Tarawera Rivers Scheme targeted rate is available for Edgecumbe residential urban properties of larger than 4,000 square metres that meet the following criteria and conditions.

Scheme rating maps for all major river and drainage schemes are available from Bay of Plenty Regional Council. For detail on how to access these maps visit our website www.boprc.govt.nz.

Objective

The objective of the Edgecumbe Urban River Scheme Rate Remission is to:

- provide rates relief and ensure the rates assessed to undeveloped commercial urban properties, in the targeted rate U1 category, with large land area are comparable to other rating units in the Rangitāiki-Tarawera Rivers Scheme,
- provide rates relief and ensure the rates assessed to residential urban properties with large land area are comparable to other residential rating units in the Rangitāiki-Tarawera Rivers Scheme targeted rate U2 category.

Criteria and conditions

This policy will apply to identified Rangitāiki-Tarawera Rivers Scheme targeted rate U1 and U2 category properties from 1 July 2018.

This remission is conditional on the properties remaining urban undeveloped commercial, urban residential or urban life-style as the principal use.

The amount of the remission is the difference between the amount assessed to the rating unit, and the amount the rating unit would be liable for if it was assessed in the U1 or U2 category (as applicable) for the first 4,000m² of land area and the A1 category for the balance of the rating unit's land area.

Council will each year apply the remission automatically for the identified properties.

General remission and postponement

The rates remission and postponement policies in the following section for each constituent district of the region are the same as those of the territorial authorities for the relevant constituent district.

There are insufficient differences between the city and district council policies to warrant separate treatment for the usually lesser level of Regional Council rates. The Bay of Plenty Regional Council therefore aligns its policies on the remission and postponement of rates with the policies and objectives of each of the seven city and district councils.

Where city and district councils may provide temporary remission for some properties to accommodate a one-off or a short-term specific purpose, such as a transitional change in its own rating system from land-value-based rating to capital-value-based rating, a remission of Regional Council rates will not apply.

The seven city and district councils are authorised to implement the Bay of Plenty Regional Council's decisions on the remission and postponement of its rates, as per the agreements reached.

Kawerau

Rates relief for development

Policy objective

The objective of this policy is to encourage land development in the Kawerau District to stimulate employment opportunities and enhance the economic wellbeing of the community.

Definitions

Development

The development or re-development of any land in the District:

- By constructing, erecting, or altering any one or more buildings on the land for the purpose of providing at least 10 new, or 9 additional household units; or
- By constructing, erecting, or altering any building or buildings, fixed plant and machinery, or other works, intended to be used solely or principally for industrial or commercial or administrative purposes (including hotels, motels and other transient accommodation), or any combination of those purposes; but
- Does not include the sub-division of land.

Employment opportunities

Employment creation, employment growth, or employment retention in the Kawerau District.

Policy statement

Eligibility criteria

Council will consider any application for development in the District which can demonstrate that it will be likely to lead to employment opportunities.

Form of rates relief

Council may remit or postpone (or a combination of these), part or all of the rates otherwise payable on a property for any period subject to an annual application being made.

Council may impose conditions on the remission of rates and may cancel any remission for non-compliance, or if a project ceases to operate. In those circumstances, Council may require payment of full rates in respect of any year in which rates have been remitted. Council does not consider that granting rates relief according to a strict formula or code is either practical or desirable. This policy is considered to constitute adequate guidelines for the consideration of applications.

Factors to be considered

Council will have regard to the following matters when considering applications for rates relief:

- Whether and to what extent, the development will create employment opportunities. (NB: While actual job creation will be a strong factor in favour of granting rates relief, potential for job creation will also be a positive factor).
- Whether and to what extent, the granting of rates relief would be of material benefit to the development and the developer.
- Such other matters as Council may consider relevant.

Council does not consider rates to be of themselves a significant factor in a decision to carry out a new development. However, Council shall take into account the fact that rating relief may use this policy to assist the viability of a development and may use this policy to assist in expediting such a development.

Procedures

Applications for rates relief should be addressed to the Chief Executive Officer.

Applications will be required to provide statements of intent, supporting critical statistics and such other information as is reasonably necessary to enable Council to assess the application in relation to this policy.

Every decision of Council shall be publicly notified and the notice shall include:

- The reasons for the decision to approve or decline the application; and
- If the application is approved, the identity of the occupier of the land and the estimated amount of the rates remitted or postponed.

Council policy affecting applications

The provisions of this policy constitute guidelines for the consideration of applications, as the granting of rates relief according to a strict formula is neither practical nor desirable.

The ability of an applicant to meet the above requirements does not in itself constitute a right to rates relief. Council will consider each application on its merits.

Rates remission and postponement for Maori Freehold Land

Policy objective

The objective of this policy is to ensure the fair and equitable collection of rates from all ratepayers, recognising that certain Māori owned lands have particular conditions, features, ownership structures or other circumstances which make it appropriate to provide relief from rates.

Principles

The principles which underpin this policy are:

- That, as provided by section 91 of the Local Government (Rating) Act 2002, Māori freehold land is liable for rates in the same manner as if it were general land.
- That Council will decide on the provision of rate relief on Māori Freehold Land should any applications be received.
- That the policy does not provide for the permanent remission or postponement of rates on the land concerned.

Definition

Maori freehold land

Means land whose beneficial ownership has been determined by the Māori Land Court by freehold order (that is; the Court has created a title for the land and determined the beneficial owners to that land).

Background

The LGA requires Council to adopt a policy on the remission and postponement of rates on Māori freehold land. A policy adopted under this requirement does not need to provide for the remission and postponement of rates on Māori freehold land, but in determining a policy, Council must consider the following matters:

- The desirability and importance within the District of each of the objectives listed below.
- Whether and to what extent, the attainment of any of those objectives could be prejudicially affected if there is no remission of rates or postponement of the requirement to pay rates on Māori freehold land.
- Whether and to what extent, the attainment of those objectives is likely to be facilitated by the remission of rates or postponement of the requirement to pay rates on Māori freehold land.
- The extent to which different criteria and conditions for rates relief may contribute to different objectives.

The objectives that Council must consider are:

- Supporting the use of the land by the owners for traditional purposes.
- Recognising and supporting the relationship of Māori and its culture and traditions with its ancestral lands.
- Avoiding further alienation of Māori freehold land.
- Facilitating any wish of the owners to develop the land for economic use.
- Recognising and taking account of the presence of waahi tapu that may affect the use of the land for other purposes.
- Recognising and taking account of the importance of the land in providing economic and infrastructure support for marae and associated papakainga housing (whether on the land or elsewhere).
- Recognising and taking account of the importance of the land for community goals relating to:
 - The preservation of the natural character of the coastal environment.
 - The protection of outstanding natural features.
 - The protection of significant indigenous vegetation and significant habitats of indigenous fauna.
- Recognising the level of community services provided to the land and its occupiers.
- Recognising matters related to the physical accessibility of the land.

Policy statement

Applications for rates remission or postponement should include the following information:

Details of the rating unit or units involved.

Documentation that shows that the land qualifies as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court.

Council may, of its own volition, investigate and grant remission or postponement of rates on any Māori freehold land in the District.

Relief and the extent thereof, are at the sole discretion of the Council and may be cancelled and reduced at any time.

Council will give a remission or postponement of up to 100% of all rates for the year for which it is applied, based on the extent to which the remission or postponement of rates will achieve objectives described in the background section of this policy. In addition, Council will consider how an application would provide for an efficient collection of rates and the removal of rating debt.

Rates penalty remission policy

Policy objective

The objective of this policy is to enable Council to act fairly and reasonably when considering applications for the remission of penalties on rates that have not been received by Council.

Background

Council presently charges the following penalties on unpaid rates:

- Penalties on current rates that not paid by the due date during the year.
- Further penalties on rates charged in the previous year, which remain outstanding on the 1 October and 1 April each year.

Council has adopted the following remission policy to remit rates penalties as long as specific criteria are met and the ratepayer has settled the outstanding rates.

Policy statement

All applications for the remission of rates penalties must be in writing.

Rates must be paid in full before Council remits the penalties charged.

Council will consider applications for the remission of rates penalties in circumstances where:

- Significant disruption to the ratepayer such as the death of a family member; or
- Matters outside the ratepayers' control such as a late sales notice, have contributed to a late payment and it is reasonable to remit the penalty; or
- The ratepayer is new to the District and for whatever reason did not receive a rate invoice; or
- The ratepayer (that is in arrears) entered into an acceptable payment arrangement and complied with those arrangements for the payment of all current rates and arrears.

(NB: A ratepayer who has been in arrears and has had penalties remitted will not be eligible for a further remission of rate penalties for a period of 3 years.)

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Opotiki

Rates remission on general land

Introduction

The Rates Remission on General Land policy identifies the circumstances where the council will consider rates relief on general land.

Community, sporting and other organisations

Preamble

Section 8 of the Local Government (Rating) Act 2002 provides for certain categories of land to have rates assessed not exceeding 50% of the rates that would have otherwise been assessed. These categories of land are more specifically detailed in the Act as:

Part 2:

Land 50% non-rateable:

- Land owned or used by a society incorporated under the Agricultural and Pastoral Societies Act 1908 as a showground or place of meeting.
- Land owned or used by a society or organisation of persons (whether incorporated or not) for games or sports, except galloping races, harness races, or greyhound races.
- Land owned or used by a society or organisation of persons (whether incorporated or not) for the purpose of any branch of the arts.

Notes:

For the purposes of this part, unless the context otherwise requires, land does not include land used for the private pecuniary profit of any members of the society or association. Land, in clause 2, excludes land in respect of which a club licence under the Sale of Liquor Act 1989 is for the time being in force.

However, in addition there are other groups which Council believes should have a remission.

Objectives

To facilitate the ongoing provision of non-commercial (business) community services and non-commercial (business) recreational opportunities for the residents of Ōpōtiki district.

The purpose of granting rates remission to an organisation is to:

- assist the organisation's survival; and
- make membership of the organisation more accessible to the general public, particularly disadvantaged groups – these include children, youth, young families, aged people, and economically disadvantaged people.

Conditions and criteria

This part of the policy will apply to land owned by Ōpōtiki District Council or owned and occupied by a charitable organisation, which is used exclusively or principally for sporting, recreation, or community purposes.

The policy does not apply to organisations operated for private pecuniary profit.

The policy will also not apply to groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

Rate remission under this policy will be limited to 50% of the general or targeted rates. No remission will be granted on the targeted rates for water supply, sewage disposal or refuse collection.

Applications for remission must be made on the prescribed form.

The application for rate remission must be made to the Council prior to April 1 for the next rating year. Applications received during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.

Council reserves the right to apply this remission to properties it feels fit the criteria.

Organisations making application should include the following documents in support of their application:

- statement of objectives; and
- financial accounts; and
- information on activities and programmes; and
- details of membership or clients

The policy shall apply to such organisations as approved by the Council as meeting the relevant criteria.

Decisions under this policy are delegated to the General Manager Corporate Performance and the Finance Manager.

Uniform charges on rating units owned by the same owner

Preamble

Section 20 of the Local Government (Rating) Act 2002 provides for two or more rating units to be treated as 1 unit for setting a rate if those units are:

- owned by the same person or persons; and
- used jointly as a single unit; and
- contiguous or separated only by a road, railway, drain, water race, river or stream.

However, sub-divided land owned by a developer while contiguous is not held for the same purpose as each lot can be sold separately to a different purchaser. This has had additional implications where properties of more than one lot are now treated as separate properties. Further there is ownership of properties which to all intent and purposes is similar and which Council consider should have relief under this policy.

Objective

To provide for relief from uniform charges on land held by a developer or what was formerly a single property but now treated as two or more properties and properties to which the ownership, to all intents and purposes, is similar.

Conditions and criteria

Rating units that meet the criteria under this policy may qualify for a remission of uniform annual general charges and any targeted rate set on the basis of a fixed dollar charge per rating unit. The ratepayer will remain liable for at least one set of each type of charge.

The rating units on which remission is made must to all intents and purposes have the same owner. Only one of the units may have any residential dwelling situated on the rating unit.

The application for rate remission must be made to the Council prior to April 1 for the next rating year. Applications received during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.

Council reserves the right to apply this remission to properties it feels fit the criteria.

Ratepayers wishing to claim a remission should make an application on the required form (available from the Council Office).

The policy shall apply to such organisations approved by the Council as meeting the relevant criteria. The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Penalties

Preamble

Council has large rate arrears and it can be an incentive to collection of back years' arrears if some concession is made in collection of these penalties. Further where owners are prepared to enter into formal payment arrangements any penalties incurred through timing of payments should be waived. There are also other extenuating circumstances where it may be just and equitable to waive penalties.

Objective

The objective of this part of the remissions policy is to:

- enhance the collection of back years' rates;
- enable the Council to act fairly and reasonably in its consideration of rates which have not been received by the Council by the penalty date due to circumstances outside the ratepayer's control.

Conditions and criteria

Automatic remission of the penalties incurred on instalments one and two will be made where the ratepayer pays the total amount due for the year on or before the penalty date of the third instalment.

Remission of one penalty will be considered in any one rating year where payment has been late due to significant family disruption. Remission will be considered in the case of death, illness, or accident of a family member, as at the due date.

Remission of the penalty will be granted if the ratepayer is able to provide evidence that their payment has gone astray in the post or the late payment has otherwise resulted from matters outside their control. Each application will be considered on its merits and remission will be granted where it is considered just and equitable to do so.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Economic development

Preamble

The Ōpōtiki District is one where employment opportunities have been few and far between. Council is also concerned that raw products from farming and forestry in the District leave the District for further processing. The Council wishes to attract investment in processing-type industries, and considers that rate remissions during the development phase of investment projects will assist in achieving this objective.

Objective

To promote employment and economic development within the district by assisting new business.

Conditions and criteria

This part of the policy applies to commercial and/or industrial development that involves the construction, erection or alteration of any building or buildings, fixed plant and machinery, or other works intended to be used for industrial, commercial or administrative purposes.

Horticultural and residential development may qualify for remission under this part of the policy.

In considering applications for remission under this part of the policy, Council will have regard to the following criteria:

- the likely financial advantage to the district
- employment opportunities
- the extent to which developments of the particular type or types are likely to be promoted or prejudicially affected by the granting of rates remissions

Applications must be made in writing and must be supported by:

- a description of the development
- a plan of the development (where possible)
- an estimate of costs
- an estimate of the likely number of jobs created by the development

Applications for remission for economic development will be considered by Council. In considering applications, Council may decide to seek independent verification of any information provided on an application.

Council will decide what amount of rates will be remitted on a case by case basis, subject to a maximum amount of 50 percent of rates owing, and a maximum remission period of five years from the commencement of the development. For the purposes of this part of the policy, a project will be viewed as having commenced when resource consent is issued.

In granting remissions under this part of the policy, Council may specify certain conditions before remission will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

Land used for natural, historic or cultural and conservation purposes

Objective

To preserve and promote natural resources and heritage to encourage the protection of land for natural, historic or cultural purposes.

Conditions and criteria

Ratepayers who own rating units which have some feature of cultural, natural or historic heritage which are voluntarily protected may qualify for remission of rates under this part of the policy.

Land that is non-rateable under section 8 of the Local Government (Rating) Act and is liable only for rates for water supply, sewage disposal or refuse collection will not qualify for remission under this part of the policy.

Applications must be made in writing. Applications should be supported by documentary evidence of the protected status of the rating unit, e.g. a copy of the Covenant or other legal mechanism.

Applications for the remission for protection of heritage will be considered by Council. In considering any application for remission of rates under this part of the policy, Council will consider the following criteria:

- the extent to which the preservation of natural, cultural or historic heritage will be promoted by granting remission of rates on the rating unit
- the degree to which features of natural, cultural or historic heritage are present on the land
- the degree to which features of natural, cultural or historic heritage inhibit the economic utilisation of the land
- the extent to which the preservation of natural, cultural or historic heritage will be promoted by granting remission of rates on the rating unit.

Council will decide what amount of rates will be remitted on a case by case basis.

In granting remissions under this part of the policy, Council may specify certain conditions before remission will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

Rates remission for a rating unit affected by a calamity

Objective

The objective of this remission policy is to permit the Council to remit part or whole of the rates charged in any financial year on any land that has been detrimentally affected by erosion, subsidence, submersion, or other calamity.

Conditions and criteria

The Council may remit the rates charged on a rating unit if:

- Land is detrimentally affected by erosion, subsidence, submersion, or other natural calamity or
- The land is unable to support the activity for which it was used prior to the calamity, for example a residence or commercial building that is unable to be occupied as a result of a calamity.

Rates remissions will only be considered and made following the receipt of an application by a qualifying property to the financial year in which the application was received. There will be no backdating of rates remissions. Rates remissions (for part or all) may be applied to all rates charged on the qualifying properties.

Policy rate remission for extreme financial hardship

Objective

The objective of the policy is to assist ratepayers experiencing extreme financial hardship which affects their ability to pay rates and it is considered that the postponement policy for the same purpose is not appropriate.

Conditions and criteria

Remissions of rates in part or in whole may be given in cases of extreme financial hardship where it is considered by Council that the postponement policy for the same purpose is not appropriate.

The ratepayer must make application to Council on the prescribed form.

The rating unit which is the subject of the application must be used solely as a domestic residence, be the normal place of residence of the ratepayer and the ratepayer must not own any other property in the Ōpōtiki or any other district. (An interest in Māori freehold land in multiple ownership is not included in this exclusion)

The policy does not apply to vacant land.

The remission will be granted to natural persons only.

Council must be satisfied that extreme financial hardship exists or would be caused by requiring payment of the whole or part of the rates.

The ratepayer must provide any evidence that the Council deems appropriate to support the claim for extreme financial hardship.

The ratepayer must make acceptable arrangements for payment of future rates, for example by setting up a system for regular payments.

Postponement of rates in cases of extreme hardship

Background

The Council as a large portion of its ratepayers on fixed incomes and is concerned that a portion of these people may have difficulty meeting rates. In particular, elderly ratepayers who are asset rich but income poor. Council considers that the best way of dealing with the issue is postponement of rates until death, and recovering unpaid rates from the estate.

Purpose

The Postponement of Rates in Cases of Extreme Financial Hardship policy outlines the circumstances and conditions under which a rates postponement is considered. The policy is to assist ratepayers with financial circumstances that affect their ability to pay rates.

Policy statement

Objective

The objective of this part of the policy is to assist ratepayers experiencing extreme financial circumstances which affect their ability to pay rates.

Conditions and criteria

Only rating units used solely for residential purposes (as defined by Council) will be eligible for consideration for rates postponement for extreme financial circumstances.

Only the person entered as the ratepayer, or their authorised agent, may make an application for rates postponement for extreme financial circumstances. The ratepayer must be the current owner of, and have owned for not less than 5 years, the rating unit

which is the subject of the application. The person entered on council's rating information database as the 'ratepayer' must not own any other rating units or investment properties (whether in the district or in another district).

The ratepayer (or authorised agent) must make an application to council on the prescribed form (copies can be obtained from Council's Office).

The Council will consider, on a case by case basis, all applications received that meet the criteria described in the first two paragraphs under this section. The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

When considering whether extreme financial circumstances exist, all of the ratepayer's personal circumstances will be relevant including the following factors:

- age
- physical or mental disability
- injury
- illness
- family circumstances

Before approving an application Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after the payment of rates, for normal health care, proper provision for maintenance of his/her home and chattels at an adequate standard as well as making provision for normal day to day living expenses.

Where Council decides to postpone rates the ratepayer must first make acceptable arrangements for payment of future rates, for example by setting up a system for regular payments.

Any postponed rates will be postponed until:

- the death of the ratepayer(s); or
- until the ratepayer(s) ceases to be the owner or occupier of the rating unit; or
- until the ratepayer(s) ceases to use the property as his/her residence; or
- until a date specified by Council

Council will charge an annual fee on postponed rates for the period between the due date and the date they are paid. This fee is designed to cover Council's administrative and financial costs and may vary from year to year. The fee that will be charged each financial year is \$50.

Even if rates are postponed, as a general rule, the ratepayer will be required to pay the first \$500 of the rate account.

The policy will apply from the beginning of the rating year in which the application is made although Council may consider backdating past the rating year in which the application is made depending on the circumstances.

The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would be entitled to have postponed pursuant to this policy.

Postponed rates will be registered as a statutory land charge on the rating unit title. This means that Council will have first call on the proceeds of any revenue from the sale or lease of the rating unit.

Delegations

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates postponement on Maori Land Policy

Background

The Rates Postponement on Māori Land policy explains the circumstances where rate relief can be granted.

Purpose

To facilitate the development and use of the land for economic use where Council considers utilisation would be uneconomic if full rates are required during the years of development and establishment of pasture or crop.

Policy statement

Conditions and criteria

Council will consider postponement of rates where previously unoccupied land is subject to clearing, development, and the growing of crops.

Application should be made prior to commencement of the development. Applications made after the commencement of the development may be accepted at the discretion of Council.

Making application should include the following information in their applications:

- details of the property
- the objectives that will be achieved by providing postponement
- details of the proposed development

Council will consider postponement for each individual application according to the circumstances of that application.

No postponement will be granted on targeted rates for water supply, sewage disposal, or refuse collection.

Council may also, at its discretion, partially remit rates that are otherwise subject to postponement.

Delegations

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rotorua

Brief statement

Council has the following rates relief policies (and a grant in lieu of remission policy), effective from 1 July 2015, pursuant to the Local Government (Rating) Act 2002, as follows:

- Remission of penalties on current overdue instalments;
- Remission of penalties on current overdue metered water invoices;
- Remission of penalties on arrears (including past overdue instalments);
- Remission of rates on land used for certain purposes;
- Policy for grants in lieu of rate remissions;
- Remission of targeted rates for sewage from schools;
- Remission of rates for QEII National Trust Open Space Covenants;
- Remission of rates in extraordinary circumstances;
- Remission of metered water charges where leak has been detected and repaired;
- Discount for early payment of rates;
- Remission policy on uncollectable rates;
- Remission of targeted rates for capital cost of sewerage schemes on payment of capital cost owing;
- Remission of rates on Māori freehold land;
- Rates postponement;
- Postponement of rates on Māori freehold land

Generally, all first time remissions and postponements approved will apply from 1 July in the year in which they are applied for. Subsequent applications will require necessary supporting documentation to be provided in accordance with the renewal process as advised by Council. The exception will be remission of arrears penalties.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy. As a general rule, and where practicable, documentary evidence or statutory declaration should be provided in support of a written application.

Applications for remission or postponement or a grant in lieu of remission, must be in writing unless otherwise indicated in a policy.

All rates remission policies are at the discretion of Council, having regard to both the policy and circumstances.

Remission of penalties on current overdue instalments

Policy objective

Is to enable Council to act fairly and reasonably, in its consideration of penalties on rates, where payments have not been received by Council's due date.

Conditions and criteria

Council will remit a penalty on the first instalment when the full year's rates are paid before the penalty date for the second instalment.

Council will consider remission of penalties on a current overdue instalment when the late payment has resulted from:

- significant family disruption, including death, illness or accident to a family member as at the due date; or
- matters outside the ratepayer's control, including payments going astray in the post, non-receipt of the instalment notice before penalty date, the late issue of a sale notice, and a late clearance payment by the solicitor on a property settlement.

Council may also consider remission of a penalty when the late payment has apparently been inadvertent and the ratepayer has a good payment history.

"Good payment history" would generally be where there has been no penalty incurred during the previous 12 months.

All remissions will be considered on their merits and remission will only be given where Council considers it just and equitable to do so. Applications for remission must be in writing.

Remission of penalties on arrears

(arrears comprises rates from any previous rating year)

Policy objective

To enable Council to act fairly and reasonably in its consideration of penalties on rates that are in arrears.

Conditions and criteria

Council will consider remission of penalties on arrears when:

- a request for remission has been made in writing; and
- the request includes full supporting reasons and evidence satisfactory to Council; and
- the remission contributes to prompt settlement in full of the remaining debt or to the sale of the property and clearance of the debt in the short term.

Conditions and criteria for remission of future penalties on arrears and on future instalments in cases of severe hardship

Council will consider remission of future penalties on arrears in cases of severe hardship when:

- a request for remission has been made in writing; and
- the request includes full supporting reasons and evidence satisfactory to Council; and
- the purpose of the request is for the ratepayer to reach and maintain fully paid status; and
- the ratepayer enters into a rates settlement arrangement that provides for collection of both current rates and arrears in full over an acceptable timeframe, provided that:
 - the arrangement will be annulled if the applicant does not adhere to it; and
 - Council may vary the arrangement on request; and
 - Council may in extreme cases elect to also remit some or all of the penalty arrears existing at the time the arrangement was entered into if the arrangement has been adhered to and this brings about settlement in full.

All remissions will be considered on their merits and remission will only be given where Council considers it just and equitable to do so.

Remission of rates on land used for certain purposes

Policy objective

To facilitate the ongoing provision of non-commercial community services and non-commercial sporting and recreational opportunities for the residents of the district. Providing rates remissions will achieve this by assisting the organisation's survival and making services of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, aged people, and economically disadvantaged people.

Conditions and criteria

This part of the policy will apply to land owned or occupied by a charitable, sports or recreation organisation where they are recorded in Council's Rating Information Database as the ratepayer or are occupying Rotorua Lakes Council reserve, and which is used exclusively or principally for sporting, recreation or community purposes. For the purposes of this policy the terms "occupied" means exclusive use of all or part of a rating unit.

The policy does not apply to organisations operated for private pecuniary profit, and volunteer labour will be a predominant resource of qualifying entities.

This policy is designed to assist the survival of organisations that would otherwise struggle financially and, as such, those that are considered to receive adequate funding from other sources will not qualify for assistance under this policy.

Applications for remission must be made on the prescribed form (available from the council offices). New applications for rate remission should be made to the council prior to the commencement of the rating year. Organisations that successfully applied in the previous year must re-apply, and their re-application must be received by 15 June prior to the rating year being applied for.

Organisations making applications should include the following documents in support of their application:

- Statement of objectives; and
- Constitution or rules or equivalent; and

- Financial accounts; and
- Information on activities and programmes; and
- Details of membership or clients.
- The policy shall apply to such organisations as approved by the council as meeting relevant criteria.

Remission for successful applicants using land for sporting or recreation purposes is 50% of the non-service-related rates applicable to the exclusive use part of the rating unit occupied.

The remission for successful applicants using land for community purposes is 100% of the non-service-related rates applicable to the exclusive use part of the rating unit occupied.

Policy for grants in lieu of rate remissions

This policy is not part of Rotorua Lakes Council's rates remission policies. However reference to it is included here to highlight its availability to ratepayers who previously, but no longer, qualify for the "certain purposes" remission, due to changes in legislation, i.e. the Local Government (Rating) Act 2002 specifies who must be entered as ratepayers in the Rating Information Database.

Council may provide grants in lieu of rates through its community assistance programme to organisations which are not entitled to rate remission because they are not the ratepayer under the Local Government (Rating) Act 2002. The intention is to mitigate any adverse financial impact of provisions in the Local Government (Rating) Act 2002, on affected organisations.

For further details of Council's community assistance (grants) schemes, please refer to the Community Engagement and Support activity section in the Long-term Plan.

Remission of rates for Queen Elizabeth II National Trust Open Space Covenants

Policy objective

To provide rates relief where land is legally protected under a QEII Open Space Covenant.

Conditions and criteria

Council will consider remissions of rates on land that has a QEII Open Space Covenant where the land or portion of land has a legal binding QEII Open Space Covenant registered on the title.

Calculation of such remissions are to be on a case-by-case basis, with the determination of land value for the covenanted land to be made by Council's Valuation Service Provider.

Remission of rates in extraordinary circumstances

Policy objective

It is recognised that not all situations in which the council may wish to remit rates will necessarily be known about in advance and provided for in Council's specific policies. The purpose of this part of the policy is to provide for the possibility of rates remission in circumstances which have not been specifically addressed but in which, for the reasons set out below, Council considers it appropriate to remit rates.

Conditions and criteria

Council may remit rates on a rating unit where it considers it just and equitable to do so because extraordinary circumstances arising from a change to Council's Rating or Rates Remission policies have resulted in unintended consequences for a rating unit.

The amount of any such relief will be determined by Council having regard to the quantum of additional rates caused by the extraordinary circumstances.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Discount for early payment of rates

Policy objective

To provide a discount to ratepayers who choose to pay their annual rates in full by the due date for the first instalment.

Conditions and criteria

A discount will be allowed to early payment of rates in compliance with the following conditions:

- The discount will be allowed for any ratepayer who pays the total annual rates as specified on the rates assessment, by the due date for the first instalment;
- The discount will not apply to charges for water by meter;
- The discount will be at a rate fixed annually by resolution.

Remission policy on uncollectable rates

Policy objectives

To allow for situations where all practicable methods of enforcing rates collection have been exhausted and where it is in the council's and ratepayers best financial interests to remit such rates. One benefit of this is to achieve early recovery of the GST content of these uncollectable rates instead of having to wait until expiration of six years as required by the Limitation Act 2010, which then prompts write-off of the debt and recovery of the GST at that time. Most, if not all properties that meet this objective, are expected to be multiple owned Māori Freehold Land that is unoccupied and unused.

To allow for situations where due to the relatively small size of the amount owing it is not economical to collect such rates debts.

Conditions and criteria

All rates, both arrears and current, including service charges, will be remitted in cases where the council considers either of the above objectives will be achieved. This policy will be applied at Council's instigation.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Properties receiving a remission under the above are to be reviewed whenever fresh aerial images are available to confirm or otherwise their continued remission status.

Remission of rates on Maori Freehold Land

In developing this policy Council has given consideration to how either providing or not providing rates remissions would contribute to the following objectives.

Objectives

- Supporting the use of the land by the owners for traditional purposes.
- Recognising and supporting the relationship of Māori, and their culture and traditions, with their ancestral lands.
- Avoiding further alienation of Māori freehold land.
- Facilitating any wish of the owners to develop the land further for economic use.
- Recognising and taking account of the presence of waahi tapu that may affect the use of the land for other purposes.
- Recognising and taking account of the importance of the land in providing economic and infrastructure support for marae and associated papakainga housing (whether on the land or elsewhere).
- Recognising and taking account of the importance of the land for community goals relating to:
 - the preservation of the natural character of the lakes environment
 - the protection of outstanding natural features
 - the protection of significant indigenous vegetation and significant habitats of indigenous fauna
- Recognising the level of community services provided to the land and its occupiers.

- Recognising matters relating to the physical accessibility of the land.
- Encouraging productive use or occupation of part or all of the land and payment of rates on part or all of the land.
- Taking into account other factors (e.g. value of land based on highest and best use, compared with actual or most practical use) that contribute to the block being unoccupied and unproductive.

Special conditions and criteria

50% rates remission may be provided where any of the objectives 1-9 are supported.

75% rates remission may be provided for a period of 5 years where land that is previously not used is brought into productive economic use. After 5 years the remission will be either removed or reduced where conditions continue to prevent full economic use of the land, e.g. zoning value, access difficulties, flooding or erosion. This remission may only be applied for once every ten years in respect of the same property. (objectives 4 and 10 supported).

Multiple sets of uniform annual general charges and uniform targeted rates may be remitted where multiple rating units are being used as one property, e.g. forestry, farming. Rating units need not necessarily be contiguous (objectives 4 and 10 supported).

Part of the rates may be remitted where some other aspect beyond the reasonable control of the owners prevents the full economic use of the land e.g. access, flooding, erosion etc. Remission amount will be on a case by case basis at the discretion of council (objective 9 supported).

Part of the rates may be remitted where:

- The land is multiple owned and unoccupied, and
- Remission of part of the rates assessed will enable all or part of the land to be utilised, and enable payment of the balance of the rates assessed (objective 10 supported).

Part of the rates may be remitted where:

- The land is multiple owned, and
- The rateable value exceeds the value that is relevant for the purpose for which the land will be used, e.g. land is zoned residential yet is used for farming (objective 11 supported).

Calculation of remissions under objective 11 are to be on a case by case basis, with the determination of 'actual use' rateable value to be made by Council's valuation service provider.

General conditions and criteria

If any remaining rates after a remission is applied are not paid by the relevant due date no further remission will be provided.

No remission of service charges will be provided.

No rates postponements will be provided on Māori freehold land.

Consideration will be given to the following matters (but not limited to these) as part of the decision-making process:

- The number of owners
- The rateable land value per hectare relative to similar parcels of land
- Any restriction of access, bearing in mind this will have been accounted for to some extent by Council's valuers
- Potential for future use/economic development of the land.

For the purposes of this policy, multiple owned Māori freehold land means Māori freehold land owned by more than two persons.

Each case will be considered on its individual merits at Council's discretion. This means that an application for remission that seems to meet the conditions and criteria may not necessarily be approved.

Properties approved to receive a remission will be subject to regular review and generally this will be on an annual basis.

Application for rates remissions under any of the above conditions is required to be submitted on the 'MFL remission application form'.

Rates postponement

Policy objective

To give ratepayers a choice between paying rates now or later, subject to the full cost of postponement being met by the ratepayer and Council being satisfied that the risk of loss in any case is minimal.

General approach

Only rating units defined as residential, and used for personal residential purposes by the applicant(s) as their sole or principal residence, will be eligible for consideration of rates postponement under the criteria and conditions of this policy.

Current and all future rates may be postponed indefinitely, or until the sale of the property, if at least one ratepayer (or, if the ratepayer is a family trust, at least one named occupier) is 65 years of age or older. Where the ratepayer is younger than 65, current and all future rates may be postponed to a date not more than 15 years from June 30th in the rating year in which the application was made. The applicant may elect to postpone the payment of a lesser sum than that which they would have been entitled to have postponed under this policy.

Owners of units in retirement villages will be eligible; provided that Council is satisfied payment of postponed rates can be adequately secured.

Council will add to the postponed rates all financial and administrative costs to ensure fairness between ratepayers who use the postponement option and those who pay as rates are assessed.

Council will establish a reserve fund to meet any shortfall between the net realisation on sale of a property and the amount outstanding for postponed rates and accrued charges, at the time of sale. This will ensure that neither the ratepayer(s) nor the ratepayer(s') estate will be liable for any shortfall.

Criteria and conditions

Eligibility

Any ratepayer is eligible for postponement provided that the rating unit is used by the ratepayer for personal residential purposes. This includes, in the case of a family trust owned property, use by a named individual or couple. People occupying a unit in a retirement village under an occupation licence will be able to apply for postponement of the rates payable by the retirement village on their unit, with the agreement of the owner of the retirement village

Risk

Council must be satisfied, on reasonable assumptions, that the risk of any shortfall when postponed rates and accrued charges are ultimately paid, is negligible. To determine this, a specifically designed actuarial model has been developed that will forecast, on a case-by-case basis, expected equity, when repayment falls due. If that equity is likely to be less than 20%, the council will offer partial postponement, set at a level expected to result in final equity of not less than 20%.

Exclusions

At present, the law does not allow councils to register such a charge against Māori freehold land. Accordingly, Māori freehold land is not eligible for rates postponement (unless and until the law is changed so that the council can register a statutory land charge).

Insurance

The property must be insured for its full value and evidence of this produced to Council annually.

To assist ratepayers who are currently uninsured, Council is anticipating the development of a group insurance policy to provide all risks cover, designed to keep cover against catastrophic loss to a minimum cost. The premium will be treated as part of the postponement fee and therefore come within the postponement arrangements.

Arrangements for the group insurance policy are currently on hold, but Council will continue to monitor progress.

Mortgage

Postponement of rates on a property subject to mortgage will be available only if Council holds a letter from the mortgagee agreeing to the postponement.

Independent advice

To protect Council against any suggestion of undue influence, applicants will be referred to an appropriately qualified and trained independent agency contracted by Council. The agency will work with the applicant, to ensure they are aware of all aspects of the policy, before deciding to proceed with postponement. A certificate confirming this will be required by Council before the postponement is granted. The cost of this is included in initial charges set out in the Funding Impact Statement.

Rates able to be postponed

All rates are eligible for postponement except for: targeted rates for water supplied by volume (water by meter rates) and lump sum options.

Security

Postponed rates will be registered as a statutory land charge on the rating unit title. This means Council will have first call on the proceeds of any revenue from the sale or lease of the rating unit.

Postponement will not be granted if a statutory land charge cannot be registered on the rating unit Certificate of Title.

Council has the right to decline postponement if the property is situated in a known hazard zone.

Conditions

Any postponed rates (under this policy) will be postponed on the following conditions:

- Until the death of the ratepayer(s) or named individual or couple, (in this case the council will allow up to 12 months for payment so that there is ample time available

- to settle the estate or, in the case of a trust owned property, make arrangements for repayment); or
- Until the ratepayer(s) or named individual or couple ceases to be the owner or occupier of the rating unit. (If the ratepayer sells the property in order to purchase another within the council's district, Council will consider transferring the outstanding balance, provided it is satisfied that there is adequate security in the new property for eventual repayment); or
- If the ratepayer(s) or named individual or couple continue to own the rating unit, but are placed in residential care, Council will consider them to still be occupying the residence for the purpose of determining when postponement ceases and rates are to be paid in full; or
- Until a date specified by Council.

Payment

The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would have been entitled to have postponed pursuant to this policy.

Review or suspension of policy

The policy is in place indefinitely and can be reviewed, subject to the requirements of the Local Government Act 2002, at any time. Any resulting modifications will not change the entitlement of people already in the scheme, to continued postponement of all future rates. Council reserves the right not to postpone any further rates once the total of postponed rates and accrued charges exceeds 80% of the rateable value of the property as recorded in Council's rating information database. This will require the ratepayer(s) for that property to pay all future rates but will not require any payment in respect of rates postponed up to that time. These will remain due for payment on death or sale.

The policy consciously acknowledges that future changes in policy could include withdrawal of the postponement option.

Procedures

Applications must be on the required form. The policy will apply from the beginning of the rating year in which the application is made, although Council may consider backdating past the rating year in which the application is made, depending on the circumstances.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Postponement of rates on Maori freehold land

Council's policy in respect of postponement of rates on Māori freehold land follows past policy. This is to not postpone rates but to use the remission policy where appropriate.

Taupo

General considerations

When considering any remission Council will take into account the circumstances at the time the rates are set. Rates may be fully or partially remitted where there are a small number of properties where Council considers that their different characteristics warrant a remission.

Rates remission for Lake Taupo Lakebed and Lakeshore Reserve

Policy objectives

- To continue to provide ratepayers with an incentive to maintain Lake Taupō and the environs in a natural state
- To recognise the special characteristics and the immense value of Lake Taupō to the district
- To take into consideration that whilst the hydro lakes are used for storage, retention, taking, discharge, conveyance and drainage of water for commercial purposes, they are also open to the public for enjoyment and recreational activities
- To recognise owners of lakeshore properties who are making a contribution toward lake and lake catchment environmental protection
- To support the Long Term Plan community outcome: 'A vibrant region'.

Conditions and criteria

In relation to the Lake Taupō lakebed land:

- Remission is available to rating units which contain in full or in part the Lake Taupō lakebed where the title for the lakebed is in private ownership
- Remission is available to the rating unit where the owners recognise the significance of public access to the lake and environs and operate the land as if it was a public reserve

- 100% remission of all rates and charges shall be given to qualifying rating units and parts of rating unit where the owners recognise the objectives of this policy and the land meets the conditions and criteria
- The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy

In relation to Hydro Lakes, lakebed:

- Remission is available to the land where the owners and ratepayers recognise the significance of public access to the lake and environs and operate the land as if it is a public reserve
- 100% remission of all rates and charges shall be given to qualifying rating units and parts of rating units
- The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy

In relation to Lakeshore reserve:

- Remission is available to land that was previously designated as part of the proposed lakeshore reserve scheme
- 100% remission of all rates and charges shall be given to qualifying rating units or parts of rating units where the owners recognise the objectives of this policy and the land meets the conditions and criteria
- Land must be unoccupied, undeveloped, and have no source of income derived from it
- If any part of the land is or becomes used or occupied that portion may be demarcated and treated as a rating unit for the purpose of assessing rates
- Use of land will be continually monitored
- Annual declaration forms will be issued to ensure criteria is still met and remission should still apply
- The signed declaration form must be received by Council within the time frame given on the form
- Rates must be paid until the ratepayer is advised that their application has been granted
- The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy

Rates remission for community, sporting and other organisations

Policy objectives

- To provide rates remission that will assist non-commercial, not-for-profit-organisations to provide care, relief or assistance to any person in the community that is in need for free.
- To facilitate the ongoing provision of non-commercial, not-for profit, voluntary, community and sporting services to any person in the community.
- To assist the organisation's survival.
- To make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, students, young families, aged people and economically disadvantaged people.
- To support the Long Term Plan community outcome: 'A vibrant region'.

Conditions and criteria

Remission is available to land occupied or used by a not-for-profit organisation (including a society, association or organisation, whether incorporated or not) which:

- is non-commercial and
- is carried on for the free maintenance (care), relief or assistance of persons in need or provides voluntary community or voluntary sporting services and
- is available to any person in the community

The organisation's purpose meets the objective.

100% remission of rates and charges, excluding those for water (including water by meter), sewerage and refuse disposal, will apply for rating units without a permanent liquor licence.

50% remission of rates and charges, excluding those for water (including water by meter), sewerage and refuse disposal, will apply for rating units with a permanent liquor licence.

Applications for remission must be made on the approved declaration form, and the supporting information required must be relevant to the rating unit (or part of the rating unit) that the application for rate remission is for.

An application must include:

- a signed statement from the organisation's treasurer that declares no profit is derived from its activity and

- full financial accounts including the balance sheet, income statement, and the cash flow statement and
- a statement of objectives and
- information on activities and programmes and
- details of volunteers, and paid employees and
- details of members and membership criteria and
- documentation clarifying liquor licence status

Applications for remission must be completed every two years

Rates must be paid until the ratepayer is advised that their application has been granted.

The policy does not apply to organisations operated for private pecuniary profit

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates postponement for extreme financial hardship

Policy Objectives

- To provide rating relief to ratepayers experiencing extreme financial hardship
- To support the Long Term Plan community outcome: 'A vibrant region'.

Conditions and criteria

The policy does not apply to vacant land and only applies to residential properties owned by natural persons- not companies, trusts, organisations or other similar ownership structures

Rates postponement is available to ratepayers who are receiving national superannuation or a pension e.g. widow's benefit, or are 65 years of age or older

Application for postponement can only be made by the legal owner of the property and they must have owned a residential property, and therefore have been a residential ratepayer in the Taupō District for at least 10 years

The applicant must not own any other properties in the Taupō District or any other district

The postponed rates are the total of the difference between 90% of the annual rates for the rating year prior to the commencement of the postponement and the rates set annually thereafter for the property until the postponement ceases. (Qualifying applicants shall

pay 90% of the annual rates assessed in the rating year immediately prior to the first year of postponement qualification. This amount shall then remain fixed until postponement ceases)

Age, physical or mental ability, injury, illness and family circumstances are considered when deciding on postponement eligibility. Any postponed rates will be postponed until the:

- death of the ratepayer(s); or
- ratepayer(s) ceases to be the owner or occupier of the rating unit; or
- ratepayer(s) ceases to use the property as his/her residence; or
- date specified by the Council in the postponement agreement; or
- ratepayer does not meet qualifying criteria as set out in the declaration form which must be completed and returned to Council every two years for review.

The postponed rates or any part thereof may be paid at any time. The ratepayer may elect to postpone the payment of a sum lesser than that which the ratepayer would be entitled to have postponed under this policy.

Postponed rates will be registered as a charge on the rating unit under the Statutory Land Charges Registration Act 1928. No dealing with the land may be registered by the ratepayer while the charge is in place, except with the consent of the local authority.

All rates that have been postponed will become payable when qualification of postponement ceases

Ratepayers applying for rates postponement on the grounds of extreme financial hardship must provide evidence of their financial circumstances by completing the declaration form.

When an application to postpone rates has been approved, a formal postponement agreement will be entered into by both the ratepayer and Council that shall:

- State the amount of postponement
- State the time frame or conditions upon which the postponed rates will become due and payable
- Acknowledge that the postponed rates will be registered as a charge against the land
- Require the applicant to have sought legal or other professional advice prior to signing the agreement
- Be signed by both parties.

When rates postponement payment obligations have been met by the ratepayer, Council will undertake to remove the land charge from the registered title of the rating unit.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Remission of rates penalty

Policy objectives

To enable Council to act fairly and reasonably in its consideration of penalty remission for rates which have not been received by the Council by the due date caused by circumstances outside the ratepayer's control.

To support the Long Term Plan community outcome: 'A vibrant region'.

Conditions and criteria

Council will remit penalties on rates where any of the following apply:

- A bereavement in the ratepayer's family occurred around the time the instalment was due
- There was serious illness (in the ratepayer's immediate family) around the time the instalment was due
- The ratepayer has a good payment history (being three clear years without any penalty having been added).
- Payment has been arranged prior to penalty date but not received and payment is made within two weeks of the penalty notification being issued (satisfactory evidence may need to be provided)
- The envelope with rates payment is postmarked on or before penalty date but is received after penalty date
- An office error has occurred.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Requests to remit rates penalties for reasons other than those specified above are to be considered by the Finance Manager.

Applications to remit rates on any one rating unit over \$100 for reasons other than those specified are to be decided upon by the General Manager Corporate Performance or Finance Manager.

Rates remission and postponement on Maori Freehold Land

Policy objectives

- To recognise that to continue to assess rates on non-income producing Māori freehold land is counterproductive to both owners and Council
- To recognise the special characteristics of Māori freehold land
- To provide incentives for owners to develop their Māori freehold land and to facilitate any wish of the owners to develop the land for economic use
- To support the use of the land by the owners for traditional purposes
- To recognise and support the relationship of Māori and their culture and traditions with their ancestral lands
- To avoid further alienation of Māori freehold land
- To recognise and take into account the presence of waahi tapu that may affect the use of the land for other purposes
- To recognise and take into account the importance of the land in providing economic and infrastructure support for marae and associated papakainga housing (whether on the land or elsewhere)
- To recognise and take into account the importance of the land for community goals relating to:
 - Preservation of the natural character of the lakeshore environment
 - Protection of outstanding natural features
 - Protection of significant indigenous vegetation and significant habitats of indigenous fauna
- To recognise the level of community services provided to the land
- To recognise matters related to the physical accessibility of the land
- To support the Long Term Plan community outcome: 'A vibrant region'.

Postponement of rates on Maori freehold land

Council does not provide for any postponement of rates on Maori freehold land.

Conditions and criteria

This policy applies only to land whose beneficial ownership has been determined by the Maori Land Court by freehold order.

Maori freehold land that is:

- non-income producing
- in its natural state or undeveloped state
- not occupied
- in multi ownership

qualifies for 100% remission of all rates and charges.

Where land is being developed by the owners themselves, or is vested in a Māori Trust or similar body whose function is to develop the land, rates are payable on a sliding scale over a five-year programme as follows:

- Year 1 – 20% payable and 80% remitted
- Year 2 – 40% payable and 60% remitted
- Year 3 – 60% payable and 40% remitted
- Year 4 – 80% payable and 20% remitted
- Year 5 – 100% payable

Qualification of remission will be reviewed every 3 years in accordance with the policy.

Remission is only applicable where a declaration form has been completed and returned to Council within the time frame given on the form.

Remission will be applied annually to those properties that qualify under the policy, until the qualifying criteria is no longer met. 'Use' of land will be continually monitored.

If any part of the land is or becomes used or occupied that portion may be demarcated and treated as a rating unit for the purpose of assessing rates.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Natural disaster rates remission

Policy objectives

This policy is to allow Council, at its discretion to remit all or part of any rate charged on any rating unit categorised in the District Valuation Roll as residential or lifestyle that has been detrimentally affected by natural disaster (such as erosion, falling debris, subsidence, slippage, inundation – deluge/flood/torrent, or earthquake) rendering dwellings or buildings uninhabitable and requiring activities carried out on the land to cease. This policy is aimed at aiding those ratepayers most adversely affected.

To support the Long Term Plan community outcome: 'A vibrant region'.

Conditions and criteria

The Council may remit all or part of any rate assessed in the district in respect of rating units categorised in the District Valuation Roll as residential or lifestyle, if the land is detrimentally affected by natural disaster (such as erosion, falling debris, subsidence, slippage, inundation – deluge/flood/torrent, or earthquake) and

- as a result dwellings or buildings previously habitable were made ‘uninhabitable’*; and
- the activities for which the land and/or buildings were used prior to the disaster are unable to be undertaken or continued

*For the purposes of this policy ‘uninhabitable’ shall mean:

- a building cannot be used for the purpose it was intended due to a ‘s124 notice’ being issued under the Building Act 2004, and that the residents have been required to move out by the Council, and the property is not being used
- a dwelling or building that is a total loss or
- as determined by Council after taking into account the matters specified in the above clause of this policy

The decision to remit all or any part of a rate shall be at the sole discretion of the Council.

In determining whether or not a property is uninhabitable and the period of time for which the rates remission is to apply Council may take into account:

- the extent to which essential services such as water, or sewerage to any dwelling or building were interrupted and could not be supplied;
- whether essential services such as water or sewerage to any dwelling or building are able to be provided; and
- whether any part of the building or land remains habitable or available for use

The Council may refuse to grant a remission even where the conditions set out in the previous clauses are met by a ratepayer. The Council is unlikely to grant a remission where the land affected is in a known hazard prime location.

The extent of any remission shall be determined by the Council and will:

- consider the available funding at the time of the event
- determine the rates that will be remitted
- decide – based on the extent and nature of the event whether an application for remission is required from the ratepayer or whether the Council will automatically apply the remission for properties that qualify under the criteria

Each natural disaster event will be considered for rates remissions on a case by case basis by Council.

Tauranga

Objectives

To enable Council to acknowledge the special circumstances of particular ratepayers.

To provide targeted financial relief to community organisations.

Provide relief to ratepayers who have excessive water rates due to a leak.

Definitions

General rate is a rate that the local authority sets for the general purposes of the local authority.

Uniform Annual General Charge (UAGC) is a fixed dollar rate set on each separately used or inhabited part of a rating unit for the general purposes of the local authority.

Wastewater rate is a fixed dollar targeted rate set on the number of water closets and urinals within the rating unit.

Ratepayer is the person or persons identified in Council's rating information database as the person liable for rates – generally that person is the owner of the rating unit.

Rates penalty is an additional rates charge made when payment is not received by the due date specified.

Rating unit is defined in the Rating Valuations Act 1998. It is the block of land which attracts the liability for rates. The main criterion is the existence of a separate certificate of title.

Remission means the requirement to pay the rate for a particular financial year is forgiven in whole or in part.

Residential means a rating unit whose permitted activity in the Tauranga City Plan is residential, rural or conservation.

Commercial means a rating unit whose permitted activity in the Tauranga City Plan is commercial or industrial.

Policy statement

General consideration

When considering any remission Council will take into account the circumstances at the time the rates are set.

Remission of Uniform Annual General Charge (UAGC)

Council may remit on application the additional UAGC for a separately used or inhabited part of a rating unit where a person is unable to fully utilise the unit's facilities e.g. due to disability and/or age.

Utilities owned by Tauranga City Council will receive 100% remission of Uniform Annual General Charges (as such rates would otherwise be indirectly recovered from ratepayers).

Remission of general rates

Utilities owned by Tauranga City Council will receive 100% remission of General rates (as such rates would otherwise be indirectly recovered from ratepayers).

Rates penalty

In order to provide relief of penalties incurred on unpaid rates where specific events or circumstances have occurred, Council will remit penalties on rates where any of the following apply and a remission application has been received:

- An agreement has been reached for the ratepayer to make payment within two weeks of the penalty being issued or make regular automatic payments to settle all arrears and current rates within the current rating year, and the ratepayer has a good payment history (being three clear years' history without penalty).
- A bereavement, serious illness or relationship breakdown in the ratepayer's family occurred around the time the instalment was due.
- The penalty is less than \$10.00 for any rates excluding water rates or \$2.00 for water rates.
- An administrative error.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Community and Not-for-Profit Organisations

In order to provide relief to applicable community and not-for-profit organisations, who deliver social benefits to the community where neither government nor business is best or appropriately placed to do so Council will allow the following:

Land used for a place of religious worship, Marae or not-for-profit early childhood centres with a non-rateable status under the Local Government (Rating) Act 2002 may be remitted 66.66% of the Wastewater rate.

Land used for a place of religious worship or Marae with a non-rateable status under the Local Government (Rating) Act 2002 may receive full remission of the water base rate over the minimum base rate where there is a water meter connection greater than 20 millimetres.

Land used primarily for the promotion of sport, art, health, recreation or education and not used for private pecuniary profit may receive a 100% remission on General rates. These organisations must provide evidence of a significant portion of local community voluntary contribution to operations and funding (other than from Government Agencies).

This remission will not apply to land used for organisations who are affiliated or who could be affiliated to Clubs New Zealand Incorporated or used for horse racing.

Land designated a Māori Reservation under the Te Ture Whenua Māori Act 1993, excluding land used for permanent housing, will be granted a 100% remission on General rates.

Remission for natural disasters and emergencies

In order to provide relief to ratepayers where a natural disaster or other type of emergency affects one or more rating units' capacity to be inhabited, used or otherwise occupied for an extended period of time, Council may remit all or part of any rate or charge where it considers it fair to do so.

Individual events causing a disaster or emergency are to be identified by Council resolution. Council will determine the criteria for the remission at that time and those criteria may change depending on the nature and severity of the event and available funding at the time.

Remissions approved under this policy do not set a precedent and will be applied for each specific event and only to properties directly affected by the event.

Remission for buildings undergoing earthquake strengthening

In order to provide relief to ratepayers of commercial properties in Tauranga City that are undergoing earthquake strengthening, including rebuilding, that affects one or more rating units' capacity to be inhabited, used or otherwise occupied for an extended period of time, Council may remit all or part of the general rate where it considers it fair to do so.

Applications must be received before 1 July prior to the year when the remission is to apply. If the earthquake strengthening work is over multiple rating year's applicants must reapply before 1 July to be eligible for remission for the next year.

Remission for buildings undergoing earthquake strengthening

In order to provide relief to ratepayers of residential properties in Tauranga city, that are undergoing rebuilding, that affects one or more rating units' capacity to be inhabited, used or otherwise occupied for an extended period of time, Council may remit rates to the extent that rates would be assessed on that land, as if it was a vacant rating unit.

Applications must be received before 1 July prior to the year when the remission is to apply. If the rebuilding work is over multiple rating year's applicants must reapply before 1 July to be eligible for remission for the next year.

Applications must meet the relevant criteria as approved by the General Manager Corporate Performance and Finance Manager.

Exceptions

Rates may be fully or partially remitted where the General Manager Corporate Performance and/or Finance Manager considers that the characteristics of land use, location or special circumstances warrant a remission. Any remission granted under this section is to be reported to the appropriate Council Committee.

Relevant delegations

With the exceptions of decisions required to be specifically made by Council or the relevant Council committee the General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy

Remission and postponement of rates on Maori Freehold Land

Policy objectives

To enable Council to acknowledge the special circumstances where there is no occupier or person gaining an economic or financial benefit from the land.

To provide relief for land that is appropriately set aside for non-use due to its natural features.

To provide relief where the land may be physically inaccessible.

To recognise and take account of the presence of waahi tapu that may affect the use of the land for other purposes.

To grant remission for the portion of unoccupied land where a block of land is partially occupied.

To facilitate the development and use of the land for economic use where Council considers utilisation would be uneconomic if full rates are required during the years of development.

Principles

The overarching principles identified in the Revenue and Financing policy apply.

Under Section 91 of the Local Government (Rating) Act 2002, Maori freehold land is liable for rates in the same manner as if it were general land.

Council and the community benefit through the efficient collection of rates that are properly payable and the removal of rating debt that is considered non collectible.

Definitions

General Rate is the rate that the local authority sets for the general purposes of the local authority.

Maori Freehold Land is land which has beneficial ownership that has been determined by a Freehold Order issued by the Maori Land Court.

Occupied land is land used as a place of residence, or occupied for a period of time exceeding six months in a calendar year.

Ratepayer means the person or persons identified in the rating information database as the person who is liable for rates – generally that person is the owner of the rating unit.

Rating Unit is defined in the Rating Valuations Act 1998. It is the block of land which attracts the liability for rates. The main criteria is the existence of a separate certificate of title.

Remission is the requirement to pay the rate for a particular financial year is forgiven.

Residential means the use of land and buildings for domestic or related purposes.

Services Charges are a targeted rate specifically relating to the provision of water and waste water services to a rating unit.

Unutilised Land is land that has not been developed from its natural state and not generating revenue and not used in any way, other than for the purposes of vegetation control

Waahi Tapu means the place sacred to Maori in the traditional, spiritual, religious, historical, or mythological sense. Those places defined as ‘waahi tapu’ vary from hapu to hapu.

Policy statement

In determining this policy, Council has considered the matters set out in Schedule 11 of the Local Government Act 2002.

Rates remission

Tauranga City Council will assess all Maori freehold land on an annual basis to determine the eligibility of rates remission using the below criteria.

Remissions will also be considered on receipt of a remission application, to ensure an opportunity for specific properties to be considered on a case-by-case basis exists.

Applications for remission must be in respect of Maori freehold land.

Applications for remission are to specify:

- the number of owners on the land; and
- the physical location of the land; and
- the nature and extent of any Waahi Tapu and the impact of that Waahi Tapu on land development and usage; and
- the amount of income being derived from the block; and
- whether the land is occupied and to what extent it is occupied; and
- whether the block of land is connected to council services e.g. water and sewerage; and
- whether there are any potential development options for the block of land.

Consideration of the above will determine whether a remission will apply.

Level of remission

Occupied properties

The level of remission will be negotiated with an owner or occupier according to the benefits of occupation, having regard to equity with charges made to other ratepayers. No remission will be applied to Uniform Annual General Charges on occupied land.

Unoccupied properties with multiple owners

Where the land is unoccupied, unutilised, not suitable for occupation and ownership is fragmented so that any form of collection action is impractical, then full or partial remission may be granted to both General rates and Uniform Annual General Charges.

Partitions for building sites subject to Te Ture Whenua Maori Act 1993

Rates may be remitted on vacant Maori freehold land which has been partitioned under Te Ture Whenua Maori Act 1993 and the land has two or less owners.

Postponement of rates

A postponement of rates will be considered on receipt of an application and where land is:

- unoccupied; and
- has no service connection; and
- has the potential for development

When an application to postpone rates has been approved, a formal postponement agreement will be entered into by both the ratepayer and Council and will:

- state the amount of postponement; and
- state the timeframe or conditions upon which the postponed rates will become due and payable; and
- acknowledge that the postponed rates will be registered as a charge against the land; and
- be signed by both parties.

The postponed rates or any part thereof may be paid at any time. The ratepayer may elect to postpone the payment of a sum lesser than that which the ratepayer would be entitled to have postponed under this policy.

Relevant delegations

With the exception of decisions required to be specifically made by Council or the relevant Council committee, the General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates postponement

Policy objectives

To provide rating relief to ratepayers experiencing extreme financial hardship

To provide rating relief to ratepayers whose farmland has increased in value due to the potential residential, commercial or other non-rural use.

Principles

The overarching principles identified in the Revenue and Financing Policy apply.

Definitions

Farmland means land which is used principally or exclusively for agricultural, horticultural, or pastoral purposes, or for the keeping of bees or poultry or other livestock.

Ratepayer means the person or persons identified in the rating information database as the person who is liable for rates – generally that person is the owner of the rating unit.

Rate postponement means the payment of rates is not remitted but delayed until a certain time, or until certain events occur.

Policy statement

General

Postponements will be considered under this policy on receipt of a postponement application.

When considering any postponement Council will take into account the circumstances at the time payment was due.

Postponed rates will be registered as a statutory land charge on the rating unit title.

A postponement fee will be added to the postponed rates reflecting the administrative and financial costs of postponement.

When an application to postpone rates has been approved, a formal postponement agreement will be entered into by both the ratepayer and Council and will:

- State the amount of postponement; and
- State that a postponement fee will be charged; and
- State the timeframe or conditions upon which the postponed rates will become due and payable; and
- Acknowledge that the postponed rates will be registered as a charge against the land.
- Be signed by both parties.

Extreme financial hardship

Ratepayers with at least 25% equity in their property, who are unable to access financial assistance from private sector financial institutions, and have applied for a rates rebate,

may be able to postpone part of the rates. The ratepayer will be required to pay the first \$1,000 of the rates.

Ratepayers applying for a rates postponement on the grounds of extreme financial hardship must provide evidence of their financial circumstance.

Any postponed rates will be postponed until the:

- death of the ratepayer(s); or
- the ratepayer(s) ceases to be the owner or occupier of the rating unit; or
- the ratepayer(s) ceases to use the property as his/her residence; or
- the date specified by the Council in the postponement agreement.

The postponed rates or any part thereof may be paid at any time. The ratepayer may elect to postpone the payment of a sum lesser than that which the ratepayer would be entitled to have postponed under this policy.

Farmland

Council will postpone rates on farmland where the value of the rateable unit is influenced by the potential residential, commercial or other non-rural use.

The level of postponement granted will be based on the difference between the rateable value of the rateable unit and the valuation of a comparable farmland rating unit elsewhere in the district or surrounding district, as determined by Council's valuation service provider. Council's valuation service provider's decision is final.

If the rating unit is subdivided, changes use, or sold all rates postponed and unpaid for six years or less will become payable on the issue of a resource or building consent that is not principally for agriculture, horticulture or pastoral purposes, or the issue of a separate Certificate of Title for the sub-divided land.

Relevant delegations

With the exception of decisions required to be specifically made by Council or the relevant Council committee, the General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Western Bay of Plenty

Discount for early payment of rates in current financial year

Objective

To encourage early payment of rates by offering a discount to ratepayers who pay their total rates early.

General approach

Council has Treasury risks arising from debt raising, investments and associated interest rate management activity.

Council recognises the cash flow advantage and reduced processing cost which result from early payment of rates, and offers a discount to encourage this outcome. This discount is to be set each year.

Eligibility criteria

To be eligible to receive the discount:

- All prior year rates must have been paid and no arrears are owing; and
- Total current year rates must be paid by the discount date specified in the rates assessment resolution of Council.

Policy procedures

The discount amount and date by which the payment must be made will be included on the rates assessment.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remission for covenanted land

Objective

To encourage the conservation of natural environments by way of a rates remission on land covenanted for environmental protection.

Eligibility criteria

Ratepayers who own rating units may receive remission of rates on that portion of their property covenanted or designated as a protection lot, being either:

- Rating Units with a Queen Elizabeth II Trust Covenant; or
- Rating Units with Protection Lots created through subdivision processes under the Council's District Plan.

Policy procedures

Queen Elizabeth II Trust Covenant: Ratepayers may apply upon establishment of a covenant with the Queen Elizabeth II Trust and thereafter remission will be automatic. The area of the property used for the purposes of the Queen Elizabeth II Trust covenant is defined as that portion of the property set aside and protected. This area excludes any curtilage and any area not used for environmental protection purposes.

Rating Units with Protection Lots: will automatically receive rate remission on the protected lot.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Remission of rates penalties

Objective

To fairly and reasonably apply penalties to rates received after the due penalty date resulting from circumstances outside the ratepayers control.

Eligibility criteria

Where there are circumstances outside the ratepayer's control:

Remission of one penalty will be considered in any one rating year where payment has been late due to significant disruption to the ratepayer's circumstances. Each application will be considered on its merits and remission will be granted where it is considered just and equitable to do so.

Remission will be considered in the case of death, illness or accident of a family member, within 60 days of the due date for payment of rates.

Council shall have regard to:

- Excellent payment history, with no penalties incurred within the previous five years; and/or
- Whether the ratepayer can provide evidence that their payment has gone astray in the past or the late payment has otherwise resulted from matters outside their control.

Where there is limited financial impact:

At its sole discretion and without application by the ratepayer, Council may suppress penalties:

- Where trivial amounts are owing due to incorrect payment being made; or
- Where demonstrable progress is being made to pay both current rates and arrears (e.g. a fortnightly direct for a regular sum and period of time has been agreed with Council).

Policy procedures

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates relief on Maori freehold land

Interpretation

Māori freehold land means:

- Land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court (as defined in Local Government (Rating) Act 2002); or
- At Council's discretion, former Māori freehold land whose status was changed to general land by the 1967 Status Declaration legislation

General approach

This policy aims to:

- Contribute to the fair and equitable collection of rates from all sectors of the community, whilst recognising that certain Māori lands have particular conditions, features, ownership structures or other circumstances that make it appropriate to provide relief from rates;
- Identify Māori freehold land that qualifies for longer term remission due to limited productive use or the presence of special features; and
- Implement rates remissions on Māori freehold land and write off of rate arrears and penalties, subject to the conditions and criteria set out in this policy.

Objectives

- To recognise situations where there is no trust, person or owner gaining an economic or financial benefit from the land;
- To recognise and take into account the importance of the land for community goals relating to:
- The preservation of the natural character of the coastal environment;
- The protection of natural features;
- The protection of significant indigenous vegetation and significant habitats of indigenous fauna;
- To recognise and take account of the presence of waahi tapu that may affect the use of the land for other purposes;
- To recognise matters related to the physical accessibility of the land;
- To avoid further alienation of Māori freehold land;
- To recognise and support the relationship with Māori and their culture and traditions with their ancestral land

- Where part only of a block is occupied, to grant remission for the portion of the land not occupied
- To facilitate and encourage economic development on Māori freehold land in order to increase the productive capacity of underutilised land, thereby generating economic or financial benefit for land owners.

Postponement of rates

Council's policy does not provide for the postponement of rates on Māori freehold land, as security cannot be taken against Māori freehold land for postponed rates. Council will remit rates where it considers rates relief is appropriate.

Remissions for limited productive use

Council will consider placing Māori freehold land on the Annual Remissions List where it meets the following conditions and criteria:

Idle and unoccupied lots

Council will place unoccupied land on the Annual Remissions List where it considers that the land:

- Is idle and is not being used for any productive purpose, or may be too small to be productive;
- Does not generate any economic or financial benefit for any person; and
- Has no immediate possibility of development.

Unique features

Council will place wholly or partially unoccupied Māori freehold land on the Annual Remissions List where it considers that the land:

- Contains indigenous forest of high ecological value;
- Provides traditional and important food source for tangata whenua;
- Provides a traditional and important source for cultural, medicinal and spiritual needs of tangata whenua;
- Has demonstrable strong spiritual and symbolic significance to iwi/hapu/whanau, above and beyond that of other Māori land;
- Includes important tribal landmarks significant to tangata whenua; and/or
- Is an important water catchment system to tangata whenua for sustaining physical and spiritual values.

Council will also have regard to whether the land:

- Has road access and/or access to other services;
- Is contiguous with forest reserves;
- Is complementary to Marae Reserve Areas (as determined by the Māori Land Court);
- Is high land or dispersed blocks of bush land;
- Offers protection of low land development and investment in roads;
- Complements water catchment areas; or
- Enhances wildlife areas.

Remissions for economic development

Council will consider remission of rates on Māori freehold land as set out below, for a maximum period of 5 years.

The maximum rates to be written off are:

- Year 1 Not more than 80% written off in year one
- Year 2 Not more than 60% written off in year two
- Year 3 Not more than 40% written off in year three
- Year 4 Not more than 20% written off in year four
- Year 5 Full rates payable in year five

In considering any application for remission, Council will need to be satisfied that:

- The projected cash flow shows an increase in the annual cash surplus over the period;
- The projected cash flow is realistic and can be achieved;
- The economic development proposal is likely to generate sufficient cash surplus so as to cover full rates following the period of remission;
- The proposal is viable under the District Plan and any other bylaws or regulations that may apply to the proposal; and
- There are no outstanding rates arrears due on the land (Note: Council may waive this requirement at its sole discretion).

Where rates have been remitted for economic development, Council will require an Annual Report to be provided by the applicant by no later than 1 June in each year, in order for the remissions to continue in the following rating year. The Annual Report must include to Council's satisfaction:

- Annual accounts, prepared by a suitably qualified person;

- Project cash flow for the remaining rating years for which the remission applies; and
- A brief description on progress and milestones achieved in implementing the economic development proposal for which remission has been granted.

Apportionments for multiple dwellings

Council will consider creating apportionments on land where there is more than one dwelling.

This means the rates payable will be divided pro rata, based on the area occupied by each dwelling on the land. Each apportionment will be no less than 666m².

Where part of the land is unutilised, a separate apportionment shall be created for this residue amount. The residue shall be placed on the Annual Remission List until such a time as the land becomes utilised.

Arrears and penalties

At Council's sole discretion, it may write off arrears and penalties for land that has limited productive use, having regard to:

- Any targeted rates applicable to the land; and
- Whether the rates are likely to accumulate to the point where they are not recoverable in a court of law after a period of six years in accordance with the Limitation Act 2010.

Residues created through apportionments may have the portion of arrears and penalties that relate to the residue written off at Council's sole discretion, having regard to (a) and (b) above.

Where Māori freehold land is not otherwise eligible for a remission under any other section of this policy, Council will negotiate with the land owner to write off all arrears and penalties if current rates are met over a period of 5 years.

Applications for remission

Applications should be made no later than 1 June prior to the rating year. Applications made after the commencement of the rating year may be accepted at the discretion of Council.

All applications made for remission under this part of the policy must be in writing and include to Council's satisfaction:

- Confirmation that the land is Māori freehold land, as defined in this policy;

- Identification of each title for which the application for remission applies. This is expected to include photographs, valuation data and any relevant legal documentation associated with the land's title or status. Council reserves the right to require a site inspection by Council officers for any new applications for remission.
- Confirmation that the applicant:
 - Is identified owner for entering on rating records pursuant to Section 92 Local Government (Rating) Act 2002; and
 - Has agreement from the landowners or Trust for the application to be made.

Remission applications made for economic development must also include to Council's satisfaction:

- A description of the economic development proposal that the landowner(s) intend to undertake;
- Demonstration that the proposal is viable under the District Plan and any other bylaws or regulations that may apply to the proposal;
- Annual accounts and cash flow statements for the previous 3 years prepared by suitably qualified persons; and
- A projected cash flow prepared by a suitably qualified person, covering the period of remission the application seeks (to a maximum of 5 years).

Policy procedure

Council staff will support Māori freehold land owners in preparing applications for remission.

Applications for remission that contain all relevant information as set out in this policy will be processed within 20 working days of receipt.

Unsuccessful applicants will be advised of the reason(s) why the application was declined, and will be given the opportunity to resubmit the application.

Annual Remission Lists shall be submitted to Council for information at the end of each rating year.

Any Māori freehold land that is granted a remission due to containing indigenous forest of high ecological value, will be entered on to Council's Bush Lots Register.

The Bush Lots Register shall be checked every four years to verify the use of land on the register has remained the same. Where the land has been developed, Council will establish status of the land in question, and determine any rates that will apply as a result.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates postponement for financial hardship

Objective

To provide relief to ratepayers experiencing hardship from extreme financial circumstances affecting their ability to pay rates.

General approach

Only rating units defined as residential and used solely for residential purposes (as defined by Council) will be eligible for consideration of rates postponement under the conditions and criteria of this policy.

Eligibility criteria

When considering whether extreme financial circumstances exist, all of the ratepayer's personal circumstances will be relevant.

Application can only be made by the person entered on Council's rating information database as the "ratepayer" or their authorised agent.

The applicant must provide a complete application, including:

- Information on the ratepayers age, any physical or mental disability, injury, illness and family circumstances;
- Confirmation that the ratepayer is the current owner of the rating unit (which is the subject of the application), and that they have owned it for not less than two years;
- Confirmation that the ratepayer uses the rating unit as their residence;
- Confirmation that the ratepayer does not own any other rating units or investment properties (whether in the Western Bay of Plenty District or in another district); and
- Verification from the ratepayer's bank as to the level of equity the ratepayer holds in the property.

Council may consider further information to support the ratepayer's case for postponement, including:

- The likely period before the ratepayer's position could be expected to improve;
- The potential for the ratepayer's situation to deteriorate further;

- The views of any other party with a registered interest in the rating unit;
- Whether there are previous arrears owing on the property;
- Whether the applicant has sought and/or obtained financial assistance through any other means;
- Whether the ratepayer is unable to meet minimum living expenses;
- Whether the ratepayer is unable to meet mortgage repayments on the property, resulting in their mortgage provider enforcing the mortgage on their property;
- Whether the ratepayer is paying for medical treatment if the applicant or dependent family member:
 - Has an injury;
 - Requires palliative care; or
 - Is suffering from a serious illness.

At its discretion, Council may request a report from a budget advisor, in order to gain independent assessment about the ratepayer's financial situation.

Conditions of postponement

The applicant must have sufficient equity in the property to protect Council's projected rating interest in that property. The postponement of rates (when combined with any other money owing on the property) must not exceed 80 percent of the rateable value of the property.

Any postponed rates will be postponed until:

- The death of the ratepayer(s); or
- Until the ratepayer(s) ceases to be the owner or occupier of the rating unit; or
- Until the ratepayer(s) ceases to use the property as his/her residence; or
- Until a date specified by Council.

Consideration will also be given to postponing additional rate penalties for a period of up to 5 years to enable the ratepayer to clear rating debt, at the discretion of Council.

Council may charge an annual fee on postponed rates for the period between the due date and the date they are paid. This fee is designed to cover Council's administrative and financial costs and may vary from year to year.

Even if rates are postponed, as a general rule the ratepayer will be required to pay the first \$500 of the rate account.

The policy will apply from the beginning of the rating year in which the application is made, although Council may consider backdating past the rating year in which the application is made depending on the circumstances.

The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would be entitled to have postponed pursuant to this policy.

Postponed rates may be registered as a statutory land charge on the rating unit title. This means Council will have first call on the proceeds of any revenue from the sale or lease of the rating unit.

Policy procedures

Applications must be on the required form.

Council will consider, on a case by case basis, all applications received that meet the eligibility criteria of this policy.

Before approving an application Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after the payment of rates, for normal health care, proper provision for maintenance of his/her home and chattels at an adequate standard as well as making provision for normal day-to-day living expenses.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates postponement for homeowners aged over 65 years

Objective

To give ratepayers over the age of 65 years a choice between paying rates now or later.

General approach

Only rating units defined as residential and used for personal residential purposes by the applicant(s) will be eligible for consideration of rates postponement under the criteria and conditions of this policy.

Current and all future rates may be postponed indefinitely if at least one ratepayer (or, if the ratepayer is a family trust, at least one named occupier) is 65 years of age or older. In other cases, current and all future rates may be postponed to a date not more than 15 years from 30 June in the rating year in which application is made.

Owners of units in retirement villages will be eligible provided that Council is satisfied payment of postponed rates can be adequately secured.

Council will add to the postponed rates all financial and administrative costs to ensure neutrality. Therefore, the ratepayer meets the full cost of postponement.

Council will establish a reserve fund out of which any shortfall will be met between the net realisation on sale of a property and the amount outstanding for postponed rates and accrued charges, at the time of sale. This will ensure that neither the ratepayer(s) nor the ratepayer(s) estate will be liable for any shortfall.

Eligibility criteria

Any ratepayer is eligible for postponement provided that the rating unit is used by the ratepayer for personal residential purposes (which includes, in the case of a family trust owned property, use by a named individual or couple).

Council must be satisfied, on reasonable assumptions, that the risk of any shortfall when postponed rates and accrued charges are ultimately paid is negligible. To determine this, an actuary has been engaged to develop a model that will forecast expected equity when repayment falls due.

The property must be insured for its full value and evidence of this produced annually.

Conditions of postponement

Any postponed rates (under this policy) will be postponed until:

- The death of the ratepayer(s) or named individual or couple; or
- Until the ratepayer(s) ceases to be the owner or occupier of the rating unit (if the ratepayer sells the property in order to purchase another within the Council's district, Council will consider transferring the outstanding balance, or as much as is needed, to facilitate the purchase, provided it is satisfied that there is adequate security in the new property for eventual repayment); or
- Until a date specified by Council.

To protect Council against any suggestion of undue influence, applicants will be required to obtain advice from an appropriately qualified and trained counsellor. A counsellor's certificate will be required before postponement is granted, confirming that the applicant understands how the rates postponement scheme works. Applicants may also wish to obtain independent financial advice as to whether postponement is the right option for their individual circumstances.

Council reserves the right not to postpone any further rates once the total of postponed rates and accrued charges exceeds 80% of the rateable value of the property as recorded in Council's rating information database.

The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would be entitled to have postponed pursuant to this policy.

The policy will apply from the beginning of the rating year in which the application is made although Council may consider backdating past the rating year in which the application is made, depending on the circumstances.

Postponed rates will be registered as a statutory land charge on the rating unit title. This means that council will have first call to the proceeds of any revenue from the sale or lease of the rating unit.

Review or suspension of policy

The policy is in place indefinitely and can be reviewed subject to the requirements of the Local Government Act 2002 at any time. The policy consciously acknowledges that future changes in policy could include withdrawal of the postponement option.

Any resulting modifications will not change the entitlement of people already in the scheme, or rates already postponed under this policy, until the agreed repayment date set under this policy.

However, there may be a requirement to pay future rates in the event that the policy is revoked in future.

Policy procedures

Applications must be on the required form which will be available from any Council office.

Council notes that recipients may also benefit from other schemes.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remission on re-zoned land

Objective

To ensure that owners of rating units that Council has rezoned can maintain their existing rating category of Residential, Rural, Commercial or Industrial until the property in question is on-sold or otherwise alienated.

Eligibility criteria

To qualify for remission under this part of the policy the rating unit must be situated within an area of land that has been rezoned at the instance of Council for a use that would require the owner of the property to pay more rates.

The applicant must:

- Have been the property owner prior to the zone change being initiated;
- Not have actively sought rezoning; and
- Use the property for the same purpose as prior to the zone change being initiated.

Note: For the purpose of this policy, a zone change is considered to be initiated on the date that the plan change is formally notified.

Policy procedures

The remission will take the form of a special rateable value, based on the actual usage of the property, as opposed to its zoned usage.

Applications to Council must be made on the required form and prior to the commencement of the rating year. Applications received during a rating year will be applicable for the commencement of the following rating year, and will not be backdated.

If an application is approved the Council will direct its valuation service provider to inspect the rating unit and prepare a special rating valuation that will treat the rating unit as if it were a comparable rating unit elsewhere in the District. The ratepayer may be asked to contribute to the cost of this valuation. Ratepayers should note that the valuation service provider's decision is final as there are no statutory rights of objection or appeal for valuations done in this way.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remission for contiguous land

Objective

To provide remissions for contiguous land in common ownership.

General approach

Rating units that meet the criteria under this policy may qualify for a remission of Uniform Annual General Charges and any targeted rate set on the basis of a fixed dollar charge per rating unit.

Eligibility criteria

To qualify for remission under this policy:

- Units must be on land which is contiguous as defined in the Local Government (Rating) Act 2002:
 - Owned by the same person or persons; and
 - Used jointly as a single unit; and
 - Contiguous or separated only by a road, railway, drain, water race, river or stream.
- The rating units must be owned, or leased (a registered lease for a term of not less than 10 years) by the same ratepayer.
- No remission will be granted on targeted rates for water supply, sewage disposal or refuse collection.
- Both lessee and owner of contiguous properties need to confirm that the lessee will be paying the rates for the term of the lease.
- Developers owning subdivided property are specifically excluded from receiving remissions under this policy. At its sole discretion, Council may reject an application on this basis.

Conditions of remission

The ratepayer will remain liable for at least one set of each type of uniform charge.

The rates database will be amended to reflect the lease situation in the rating year following the application for contiguity.

Remission may cease (at Council's sole discretion) where it has grounds to suspect that contiguous rating units have been created for development purposes.

Policy procedures

Applications must be made in writing.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remission for land used for sport and games

Objective

To allow sports clubs (and other similar organisations) the ability to claim a 50% discount on rates payable (excludes any targeted rates for wastewater or water supply).

General approach

Council recognises that sports clubs provide social and health benefits to their community and is therefore prepared to assist them with payment of rates.

Eligibility criteria

The applicant must provide information so that Council is satisfied that:

- The land is owned and used by a society or association of persons (whether incorporated or not);
- For games or sport; or
- For the purpose of any branch of the arts;
- The land is not used for galloping races, harness races or greyhound races; and
- The land does not provide any private pecuniary benefit for any members of the society or association of persons that own and use the land.

The applicant will also need to provide information about any club licenses held under the Sale and Supply of Alcohol Act 2012. Where a club license is in force, Council will be entitled to separately value that portion of the property and charge full rates on it.

Policy procedures

The above requested information will be required to be provided on first application.

Council will confirm in writing whether the applicant qualifies for the remission.

The ratepayer must notify Council in writing of any changes to its status prior to the commencement of the rating year.

Council reserves the right to cease the remission in the event that the land no longer meets the eligibility criteria of this policy.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remissions for natural disasters and emergencies

Objective

To provide remissions on land that has been subject to a natural disaster or emergency that renders the dwelling uninhabitable for an extended period of time, or has significant long term effect on the productive use of land.

General approach

This policy is to provide for the possibility of rates remission where a form of natural or other type of disaster or emergency affects one or more rating units' capacity to be inhabited, used or otherwise occupied for an extended period of time.

Policy criteria and conditions

The Council may, on written application from the ratepayer of rating units affected by a natural disaster or emergency, remit up to 100% of annual rates levied where:

- A dwelling is rendered uninhabitable by a natural disaster or event; and/or
- There is a significant long term effect on the productive use of Rural, Commercial or Industrial zoned land.

At its sole discretion, Council will determine on a case by case basis whether a specific event constitutes a 'natural disaster or emergency' for the purposes of applying this policy.

Each application will be considered on its merits and remission up to 100% may be granted where it is considered just and equitable to do so.

Applications may be declined if there is evidence to suggest the applicant's actions or inactions contributed to the circumstances under which the application is being made.

At Council's sole discretion, it may consider voiding the need for an application and grant remission for any rating unit or group of rating units collectively affected by a natural disaster or emergency.

Dwellings

Remissions will generally be granted for a period of 90 days in relation to uninhabitable dwellings. Council may extend the period of remission if the applicant can demonstrate that the dwelling remains uninhabitable, such as classification under section 124 of the Building Act 2004.

Productive land

Where the applicant perceives that there has been a significant long term effect on the productive use of Rural, Commercial or Industrial zoned land as a direct consequence of a natural disaster or emergency, they may apply to Council for remission. The application will need to include sufficient information to quantify the grounds for remission.

If Council is satisfied that there has been a significant long term effect as a result of a natural disaster or emergency, then a special valuation will be obtained and the property rated on that basis going forward, for time period determined at Council's sole discretion.

Policy procedures

Applications must be made in writing by 30 June each year to be considered for remission for the following year's rates.

Where an application for a dwelling is approved by Council, the rating unit concerned will become non-rateable for the specific rating year, or a time period determined at Council's sole discretion.

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Whakatane

Remission of uniform annual general charge and targeted rates for contiguous properties

Objectives

The objective of this remission policy is to apply the Uniform Annual General Charge and Fixed Charges on a fair and equitable basis to ratepayers. Section 20 of the Local Government (Rating) Act 2002 provides for two or more rating units to be treated as one unit for setting a rate if the units are:

- In the same ownership, and
- Used jointly as a single unit, and
- Contiguous or separated by a road, railway, drain, water race, river or stream.

This Policy provides for the possibility of a rates remission where the above three conditions are not all met, but where it is nevertheless considered inequitable for the rating units to be treated as separate. In addition, it provides for remission of uniform annual general charges (UAGCs) and/or targeted fixed charge rates where a rating unit is liable for multiple charges but it is considered inequitable or excessive to assess full charges. This Policy may also be applied to individual lots for subdivisions, before the titles are sold.

Conditions and criteria

The units may be in separate ownership, but if they are contiguous and are used jointly as a single unit, they will be treated as a single unit, so long as the contiguous rating unit does not contain any habitable dwellings; or

The remission will be the uniform annual general charge plus targeted fixed charge rates, on all but one rating unit where all of these rating units are:

- subdivided into 5 or more lots where the titles have been issued; and

- owned by the original developer who is holding the individual titles pending their sale to subsequent purchasers; and
- originally contiguous or separated only by road, railway, drain, water race, river or stream.

Rates to be remitted

Rating units that meet the criteria under this policy may qualify for a remission of the uniform annual general charges (UAGC's) and any targeted rates set on the basis of a fixed dollar charge per rating unit. The ratepayer will remain liable for at least one set of each type of uniform annual general charge or fixed charge.

Delegation

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remission and postponement for financial hardship

Postponements in cases of financial hardship

Objective

To enable Council to provide reasonable assistance to ratepayers whose financial circumstances affect their ability to pay their rates.

Conditions and criteria

When considering whether financial hardship exists, all of the ratepayer's personal circumstances will be relevant including the following factors: income from any source, including benefits (whether monetary or otherwise) received from any trust, the ratepayer's age, physical or mental disability, injury, illness and family circumstances.

If after due enquiry the Council is satisfied that financial hardship exists (or would exist if the rates or a portion of the rates were not postponed, the Council may postpone part or all of the rates.

An application will only be considered where the following criteria are met:

- The ratepayer must be the current owner of, and have owned for not less than 5 years, the rating unit which is the subject of the application.
- The rating unit must be the ratepayer's normal place of residence.
- The ratepayer must not own any other rating units, investment properties or other realisable assets.
- The ratepayer must make application to the Council on the prescribed form

Even if rates are postponed, as a general rule the ratepayer will be required to pay the first \$500 of the rate account.

The ratepayer must make acceptable arrangements for payment of future rates, for example by setting up a system for regular payments.

Any postponement will apply from the beginning of the rating year in which the application made.

Where an application is granted, the rates will be postponed until the earlier of:

- the death of the ratepayer(s); or
- until the ratepayer(s) ceases to be the owner of the rating unit; or
- until the ratepayer(s) ceases to use the property as his/her residence; or
- until a date as determined by the Council in any particular case

The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would be entitled to have postponed pursuant to this policy.

Postponed rates will be registered as a statutory land charge on the title of the rating unit.

Remission in cases of extreme financial hardship

Conditions and criteria

When considering whether extreme financial hardship exists, all of the ratepayers personal circumstances will be relevant including but not limited to the following factors: income

from any source, including benefits (whether monetary or otherwise) received from any trust; the ratepayers age, physical or mental disability, injury, illness and family circumstances.

If after full enquiry, the Council is satisfied that extreme financial hardship exists or would be caused to the ratepayer, by requiring payment of the whole of the rates, it may remit part or all of the rates.

If under the above the Council remits part of the rates, it may postpone the balance or any part of the balance under this part of the policy.

Any remission granted under this part of this policy will not apply to future years.

Applications must be in writing by or on behalf of the ratepayer and will only be considered where the following criteria are met:-

- The ratepayer must be a natural person
- The ratepayer must have continuously owned and occupied for not less than the immediate past ten years, and continue to own and occupy the rating unit which is the subject of the application, as their normal place of residence.
- The ratepayer must not own any other rating units, investment properties or other realisable assets

Delegation

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remission for outstanding rates and penalties on undeveloped sections

Remission of outstanding rates and penalties on:

- undeveloped sections, or;
- those rating units where the building(s) have been removed, or;
- where buildings are in a derelict state; and
 - where those rating units are purchased by the owner(s) of a rating unit that is contiguous to or is separated from the rating unit in question only by a road, railway, drain, water race, river or stream; and

- the two rating units are used as one residential unit, or;
- where the rating units have been subject to a rating sale under Section 67 of the Local Government (Rating) Act 2002

Objective

The objective of this Policy is to facilitate the purchase of vacant rating units (sections) by adjoining property owners to enhance the social and environmental well-being of the community and to facilitate the land being brought back into use so that it may contribute towards the rating revenues of the District in future years.

Conditions and criteria

The Council will postpone outstanding rates and outstanding rates penalties owing on a rating unit for a period of up to five years or until the purchaser of the rating unit applies for a building consent for the construction of a building on the rating unit, whichever comes first, as defined in the Whakatāne District Plan if:

- That rating unit is undeveloped, the building(s) have been removed or are in derelict state AND the rating unit is purchased by the owner of adjoining property such that section 20 of the Local Government (Rating) Act 2002 is satisfied; or
- The rating unit has been the subject of a rating sale under section 67 of the Local Government (Rating) Act 2002 and such sale has produced insufficient funds to clear all of the rates and penalties owing, and, in either case.

Rates to be remitted

After a period of five years from the date any such postponement comes into effect and the rates payable from the rating unit continue to be paid in full for that rating unit for the same period the Council may remit the postponed rates in full.

Delegation

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Policy on the remission and postponement of rates on Māori Freehold Land

Introduction

The aim of this policy is to recognise that Māori Freehold Land may have particular conditions, ownership structures or other circumstances, which make it appropriate to remit or postpone rates for defined periods. Remission of rates involves reducing the amount owing or waiving collection of rates altogether. Postponement of rates means that the payment of rates is not waived in the first instance, but delayed for a certain time, or until certain events occur.

The Local Government Act 2002 (LGA 2002) requires the Council to adopt policies for the remission and/or postponement of rates on Māori Freehold Land (section 102(4) (f)). In developing this policy, the Council must consider the matters set out in Schedule 11 of the LGA 2002. This includes the recognition that there are particular cultural, historical and legal factors that distinguish Māori Freehold Land from General Land. These factors include:

- The land is generally multiply owned; and/or
- There are legislative and cultural constraints on the ability to alienate Māori Freehold Land; and/or
- The land is undeveloped and/or unoccupied for cultural, spiritual or practical reasons; and/or
- Māori Freehold Land is not freely tradeable and is difficult to alienate (and in many cases, the owners do not want to alienate the land).

In compliance with the LGA 2002 and in recognition that the nature of Māori Freehold Land is different to General Land, the Council has formulated a Policy on the Remission and Postponement of Rates on Māori Freehold Land.

Key definitions

“Māori Freehold Land” means land whose beneficial ownership has been determined by the Māori Land Court by freehold order (Section 5, Local Government (Rating) Act 2002).

“Unoccupied” means, in respect of a block of land or a portion¹ of a block of land, that there is no person, whether with a beneficial interest in the land or not, who, alone or with others:

- leases the land, and/or
- does any of the following things on the land, with the intention of making a profit or for any other benefit
- resides on the land
- de-pastures or maintains livestock on the land
- stores anything on the land

“**Waahi Tapu**” means a place sacred to Māori in the traditional, spiritual, religious, ritual or mythological sense (Section 2 of the Historic Places Act 1993).

“**General Land**” means land that is not Māori Freehold Land as defined above

Policy objectives

To recognise that Māori Freehold Land may have particular conditions, ownership structures or other circumstances which make it appropriate to remit or postpone rates for defined periods of time.

To introduce a policy which promotes the collection of rates from owners of Māori Freehold Land in order to achieve a fair and equitable collection of rates from all sectors of the community.

What is available?

There are three parts to this policy. Each part deals with distinct situations.

- The remission of rates on Māori Freehold Land that is unoccupied and undeveloped.
- The postponement of rates on Māori Freehold Land to facilitate the development and use of that land for economic purposes: where the Council considers that the utilisation of that land would be uneconomic if full rates were payable immediately.
- The remission of uniform charges on Māori Freehold Land as encouragement for that land to be used for agricultural purposes in conjunction with other adjacent land.

Maori Freehold Land that is unoccupied and undeveloped

Background

The Whakatāne District contains areas of Māori Freehold Land that is unoccupied. This land creates a significant rating burden on the Māori owners who may not have the means or in some cases, the desire to make economic use of the land.

The reason why Māori Freehold Land remains unoccupied is due to a number of factors which may include:

- the nature of land ownership (for example, the land is owned by multiple owners, many of whom do not live near the land); and/or
- the land has some special significance which makes it undesirable to develop or reside on; and/or
- the land is isolated, difficult to access and marginal in quality

Objectives

Recognise situations where land has been set aside for cultural or natural heritage reason and no income is derived from the land.

To avoid further alienation of Māori Freehold Land as result of pressures that may be brought by the imposition of rates on unoccupied land.

To recognise matters relating to the physical inaccessibility of land.

To provide the ability to grant remission for portions of land that is not occupied.

To support the traditional relationship of kaitiakitanga (guardianship) to the land including the use of the land by the owners for traditional purposes.

Conditions and criteria

The Council will consider remitting rates on Māori Freehold Land under Part 1 if the following criteria are met:

- The land is Māori Freehold Land as defined by section 5 of the Local Government (Rating) Act 2002. This definition is set out above under the heading “Key definitions”

- The land is unoccupied, as defined above under the heading “Key definitions”.
- The land has been identified as requiring special treatment for rating purposes. This includes land which is:
 - Unoccupied; AND
 - it is uneconomic to use; OR
 - no tangible benefit is derived from the use and occupation of the land; OR
 - the land is inaccessible; OR
 - the community benefits from –
 - The protection of outstanding natural features on the land; OR
 - The protection of significant indigenous vegetation and significant habitats of indigenous fauna on the land; OR
 - The land contains waahi tapu affecting the use of the land for other purposes

Any application for a remission of rates is to be made in writing annually, except where a remission has been granted for a longer period OR when staff recognises that a property is unoccupied or uneconomic to use, staff may initiate the application for remission of rates so that arrears are not overstated in the Council’s records.

Where applicable, staff has the discretion to negotiate remission of rates and penalties as a tool to clear arrears and current rates.

The Council may consider a portion of a block of Māori Freehold Land to be unoccupied.

The Council reserves the right to seek such additional information from the applicant/s or from any other source as it may determine as necessary in considering that application.

Rates to be remitted

Rates remissions (for all or part) may be applied to all rates charged on Māori Freehold Land with the exception of any targeted rate for connection to water and wastewater services or where a refuse collection service is provided.

Any approved remission will generally be for a period of one year, but may be considered for up to three consecutive rating years. With the exception, that where the Council is considering a remission of rates for past rating years, the three year maximum period of remission may be exceeded at the Council’s discretion.

Delegation

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Postponement of rates on Maori Freehold Land to facilitate development and use

Background

The Council recognises that significant rate arrears can act as a disincentive to any new or existing occupation of Māori Freehold Land.

Policies for the postponement of rates for Māori Freehold Land encourage the use of the land by occupiers who agree to pay the current and future rates for the period of time that they will use the land.

Postponement means that the rates remain as a debt against the property until they are written off after six years or the status of the land changes. Whilst the rates are postponed, the Council does not seek to collect them.

This part of the policy is consistent with the objectives set out in Schedule 11 of the Local Government Act 2002, which include the need to facilitate the wish of the owners of Māori Freehold Land to develop the land for economic use

It provides for the remission of outstanding penalties and the postponement of rate arrears outstanding at the time that the agreement contemplated under this policy comes into force.

In the event that the current rates continue to be paid, the postponed rates will be remitted at the completion of the time period specified by the Council, which will not exceed six years after the date which they were charged to the land.

Objectives

To facilitate the development and use of Māori Freehold Land for economic use where the Council considers that the utilisation of that land would be uneconomic if full rates were payable.

To support any wish of the owners to develop the land for economic or other purposes by removing the rates burden while they plan for this development.

Conditions and criteria

The Council will consider agreeing to postpone the arrears of rates on Māori Freehold Land subject to the land being continuously used by a person or persons as defined by section 96 of the Local Government (Rating) Act 2002 and that person or persons agreeing to pay the current and future rates by the due date, while they are using the land, subject to the following criteria:

The land is Māori Freehold Land as defined by section 5 of the Local Government (Rating) Act 2002, set out above.

The application must be in writing signed by the owner/s, their agent, or the person or persons proposing to use the land.

The person or persons using the land must enter into an agreement in writing with the Council to keep the current and future rates up to date while they are using the land.

All previous instalments of the current years rates must be paid in full within one month of the agreement date or in part payments, by the 30th June of the applicable year OR at the discretion of the Council an agreement may be entered into with the owners or trustees of any Māori Freehold Land, which allows for the staged payment of rates over a 5-year period according to the following schedule:

- Year 1: Not less than 20% payable for that year
- Year 2: Not less than 40% payable for that year
- Year 3: Not less than 60% payable for that year
- Year 4: Not less than 80% payable for that year
- Year 5: 100% payable that year.

Any agreement negotiated under clause 4 must be supported by the following information:

- A 5-year projected cash flow prepared by a suitably qualified person, which shows the increase in annual cash surplus over the 5-year period.
- An assessment by the Council that the projected cash flow is realistic and can be achieved.
- An annual report from the owners or trustees.
- Any other documents the Council considers necessary to make an assessment.

The Council will have the sole judgement on whether or not to grant the application and may seek such additional information as it may require before making the final decision.

Pursuant to section 88 of the Local Government (Rating) Act 2002, a postponement fee may be added to the postponed rates.

Termination and repayment of postponed rates

Postponed rates will remain as a charge on the property for a period of six years from the date on which the rate was assessed, after which time they will be remitted.

If the current and future rates are not paid within one month of the due dates, the Council reserves the right to reapply the postponed rates to the land, subject to any agreement negotiated under clause 4 of Part 2 of this Policy.

Delegation

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Remission of uniform charges on Maori Freehold Land

Background

There are situations where opportunities to utilise Māori Freehold Land for agricultural purposes in conjunction with adjacent General land or other adjoining Māori freehold land blocks used contiguously are lost due to the rating liability attached to the Māori Freehold Land.

Objective

The intent of this part of this policy is to remove that impediment so as to facilitate productive use of that Māori Freehold Land.

Conditions and criteria

The Council will consider remitting all uniform charges on Māori Freehold Land under this Part if the following criteria are met:

- The land is Māori Freehold Land as defined by section 5 of the Local Government (Rating) Act 2002. This definition is set out above under the heading “Key definitions”

- There is agreement for the land to be used together with adjacent General land or Māori freehold land used contiguously for agricultural purposes
- Any application for a remission of uniform charges is to be made in writing annually, except where a remission has been granted for a longer period

Rates to be remitted

Rates remissions may be applied to all uniform charges assessed on the Māori Freehold Land during the period that the Māori Freehold is utilised together with the adjacent General Land for agricultural purposes.

Delegation

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remission for penalties on unpaid rates

Objective

The objective of the remission policy is to enable the Council to act fairly and reasonably in its consideration of rates which have not been received by the Council by the due date.

Conditions and criteria

In this part of this policy, the term “Individuals” means ratepayers who are natural persons. Penalties will be remitted where an applicant meets any of the following criteria:

- Individuals on benefits or other low-incomes or who have been made redundant/unemployed, without substantial other means and who have exhausted all other avenues of relief
- Individuals suffering significant family disruption, e.g. serious illness or accident of self or a close family member, death of a close family member, marriage or separation/divorce
- Individuals in cases of extenuating circumstances, e.g. loss of records by fire or theft

- Individuals who are no longer able to manage their own affairs because of age and/or health and another person has assumed responsibility for the payment of accounts, etc. (Limited to one application per ratepayer)
- Individuals who contact Council prior to a penalty date to advise that they will not have funds available to pay the instalment charge until after the due date, and payment is effected within fourteen (14) days of the due date. (Limited to one penalty within any two (2) year period for any particular ratepayer)
- Ratepayers who have paid within 7 days after the due date, and who have not previously incurred a penalty for late payment. (Limited to one application within any two (2) year period for any particular ratepayer)

Ratepayers where:

- There is a proven problem with the delivery of instalment notices to a particular area, i.e. letter of confirmation from New Zealand Post.
- There is a delay with overseas postage. (Limited to one penalty for any particular ratepayer)
- Penalties may be remitted in other situations where, in the opinion of the Council, it would be just and equitable to do so.
- Applications for remission of penalties must be in writing.
- Rates (excluding the penalty) should be paid in full before remission is considered, except where provision is made for the remission of penalties prior to full repayment where regular payment plans, extending beyond 12 months, are in place and performing satisfactorily.

Delegation

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remission and postponement for a rating unit affected by a natural hazard

Objectives

The objective of this policy is to provide short term financial assistance to residential properties through providing postponement of rates in the first instance and remission

of rates once an application has been received, to those ratepayers that have been detrimentally affected by erosion, subsidence, submersion or other natural hazard event; Rates remission is to alleviate some of the financial pressure faced by residents that have had to move out of their homes. In these circumstances, property owners often end up incurring unexpected costs while their homes are not suitable for habitation. For some, this can affect the ability to pay their rates.

Conditions and criteria

The following conditions and criteria apply:

- The Council may postpone and remit rates charged on a rating unit if a dwelling is detrimentally affected by erosion, subsidence, submersion or other natural hazard event to such an extent that the resident ratepayers are no longer able to reside there.
- Applications for rates remission must be made in writing and be received by Council within a period of 12 months from the date on which the natural hazard event occurred.

An application will only be considered where the following criteria are met:

- The ratepayer must be the current owner of the rating unit which is the subject of application
- The rating unit must be a residential property
- Rates remitted may exclude the following service charges: water, sewerage disposal and mobile rubbish bins

The Council may remit rates for the duration of the period that the residents are unable to reside in the dwelling for a period of up to 90 days commencing seven days after the natural hazard event.

At the end of the 90 day period, the Council may extend the remission of rates to a fixed date if applicants can demonstrate adequate reasons for not being able to inhabit the dwelling within the 90 day period e.g. section 124 notice (dangerous building) under the Building Act 2004.

Delegation

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this policy.

Rates remission for community, sporting and other organisations

Objectives

To facilitate the ongoing provision of non-commercial (business), non-profit, voluntary community and sporting services to the general public.

To assist the organisation's financial viability.

To make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, aged people and economically disadvantaged people.

Conditions and criteria

The following conditions and criteria apply:

- Remission may be available to land occupied or used by a non-profit organisation which provides voluntary community or sporting services to the general public.
- The organisation's purpose aligns with the Policy objectives.
- 50% remission of rates and charges, excluding those for water, sewerage and refuse disposal, will apply for organisations, including those with a permanent club liquor licence.
- Applications for remission must be made on an approved declaration form.
- An application must include:
 - A signed statement from the organisation's treasurer to prove no profit is derived from its activity
 - A statement of objectives, information on activities and programmes and details of membership of clients.
- Applications for remission must be completed every two years.
- Each application will be considered on its merits, and provision of a remission in any year does not set a precedent for similar remission in any future year.

Delegation

The General Manager Corporate Performance and Finance Manager have delegated authority to make decisions under this.

Review of policy

In line with the LGA 2002, Council's Policy on Remission and Postponement of Rates will be reviewed at least once every three years. The extent of public consultation will be determined in accordance with the Local Government Act and the Significance and Engagement Policy. It will also be reviewed and consulted on at any time within the three-year period where amendment to the Policy is required.

Related policies

Significance and Engagement Policy

Revenue and Financing Policy - Funding Needs Analysis

Third Party Infrastructure Funding Policy

Purpose

The purpose of this Third Party Infrastructure Funding Policy is to:

- Inform potential applicants of the process, key considerations, and limitations of funding for applications to Council for a contribution towards new infrastructure costs
- Guide staff analysis, and Council decision making processes on applications for Council to contribute funding for new assets that are not owned by Council
- Ensure that Council decision making meets the requirements of the Local Government Act and is consistent with other relevant Council policies

Introduction

Council has previously provided funding for third party infrastructure. This funding has generally been used to enable economic development, small scale sewerage, and transport security projects.

Council recognises working in partnership allows for a wider range of projects than could be delivered by itself. Working in partnership allows Council to maximise the delivery of projects to achieve our Wellbeing, Community Outcomes and Strategic Priorities; and joint-funding enables Council to achieve more within its available funding.

This Policy seeks to set a framework to guide applicants, and for evaluation of proposals that may be received.

Policy objectives

One of the ways Council can optimise the delivery of its Community Outcomes is to work in partnership with others. This allows Council to consider the benefits and costs of a wider range of projects than could be delivered by itself, enable or accelerate delivery of projects that would not otherwise be funded, and leverage the funds of multiple parties to achieve the best results.

Council seeks to minimise risk by completing an appropriate level of due diligence for each project and will have appropriate contractual protection in place.

Policy

Council is the sole decision maker for funding requests.

Council's primary consideration for providing funding towards third party infrastructure is to maximise the delivery of its Wellbeing, Community Outcomes, Strategic Priorities and Objectives. This includes the affordability of the project for regional and local ratepayers.

Council has no legislative obligation to provide funding for third party owned infrastructure. As such, Council will only budget for specific projects. Potential Council funding generally should not replace other organisations core responsibilities.

Project funding should leverage Council funds with an appropriate share of costs and benefits with the applicant. Risks will generally be borne by the applicant. Council may use grants, loans (including interest free or deferred payment) or equity investment. Other types of funding will be considered on a case by case basis.

Council will analyse the party requesting funding to confirm the level of financial need. This will include the financial limits of the applicant (either self-imposed, required by financial covenants or required by statute) and the potential for other funding to be applied for.

All third party infrastructure funding will require an initial application, a full business case depending on level of complexity, and a detailed funding agreement.

Council may consider third party infrastructure funding requests at any time, however, may decide to defer decisions until the next Long Term Plan or Annual Plan process. Funding decisions will include consideration of the Significance and Engagement Policy to determine the appropriate level of community input that is required.

Any decisions will be made by resolution of a full Council meeting unless explicitly delegated by full Council. All decisions will be in line with decision making requirements of the Local Government Act (2002).

Funding limitations

Council will allocate funding within the limits of its Financial Strategy. The availability of reserves or debt capacity for funding does not necessarily mean that any funds will be allocated.

Council will only consider funding projects that are in the Bay of Plenty Region or have significant direct benefits to communities of the Bay of Plenty.

Council will only fund direct infrastructure costs and will not fund investigation, business case development, design, consenting, project management or preliminary and general costs. Council funding can only be applied to new infrastructure costs with adequate evidence including cost certificates and proof that all relevant consents have been granted.

Council will generally not fund replacement or renewal of existing infrastructure, or increasing capacity of network infrastructure to allow for growth.

Council will generally pay on completion of the project and will only consider providing interim payments for projects that are delivered over multiple financial years.

The applicant will be wholly responsible for the project, and ensure all requirements are met including but not limited to legislative compliance, liabilities, health and safety risks, or other risks.

Any Council funding is for a defined maximum sum and Council has no obligation to provide for cost increases.

Council has no obligation to provide for ongoing operating/maintenance/replacement costs.

Types of funding available

Council will generally require some form of repayment of the principle investment, and may require some form of payment of the actual cost to Council of interest impacts of the investments.

Council may use equity investments to take an ownership stake in the infrastructure being developed. This form of funding will only be used in exceptional circumstances where there are compelling strategic and commercial reasons for part ownership by Council. Council will expect a suitable financial return on equity investments.

Council may use interest bearing loans to third parties. The applicant will be required to repay interest and principal as determined by Council. This may be advantageous if Council can borrow at a lower rate than the applicant.

Council may decide to set an interest free period on loans. Interest free periods may be used if there is strong community benefit but the applicant does not expect to make commercial returns in the short-term. Council will bear the cost of interest, however, may choose to pass on interest costs to the beneficiaries of the project through either targeted or general rates.

Council may decide to use a pure grant for projects which have strong community benefit. Council will bear the costs on interest, however, may choose to recover the investment principal amount and pass on interest costs to the beneficiaries of the project through either targeted or general rates (depending on whether there is local or regional benefit).

Evaluation of applications

In order to assess funding requests, Council will take the following factors into account:

- a. Alignment with Council's Community Outcomes, Priorities and Objectives
- b. Demonstration that the project delivers benefits in a more efficient way or that cannot be achieved directly by Council
- c. The level of benefit and how this is shared, including any potential financial returns
- d. The impact if Council does not fund this project i.e. whether the project and benefits will not be delivered or delayed
- e. The funding model and affordability of the project
- f. Sources of funding other than Council and potential repayment or financial returns
- g. The level of certainty of costs, benefits and risks

Council staff will conduct a full due-diligence review of the applicant. This due-diligence review will cover at least:

- a. The financial position of the applicant, available capital or debt capacity, and why funding is required
- b. Potential for other funding sources to be applied for
- c. The applicant's track record for delivery of projects of similar scale and complexity

In addition, Council funding decisions will include consideration of long-term financial prudence and sustainability, long-term equity of funding allocated; and any potential precedent that may be set. Council is the sole decision maker and may decline any funding application or set conditions as it deems appropriate.

Funding documentation

Third Party Infrastructure funding will generally follow a robust approach to due diligence at the project level. The key due diligence steps are:

a. Initial funding application

This is a relatively short 10 page application and is attached to this policy. This application should be submitted without further supporting documentation and stay within the suggested 10 page format. Council will request further information if required.

If Council approves the initial application, the applicant may be requested to provide a business case by a set date and funding will be conditionally allocated. If BOPRC has proactively identified the project requirement, staff will prepare the initial funding application and, if approved, seek funding partners to prepare competitive business cases.

b. Business case

This is a detailed outline of the project. Costs, benefits and risks are expected to be relatively certain by this stage and supported by a quantity surveying estimate or similar. Community engagement should have been conducted as appropriate, though consents and all funding for the project may not yet be confirmed. If Council approves the business case, details of the funding requirements and any outstanding conditions will be formalised through a funding agreement.

c. Funding agreement

The funding agreement will use a standard Council template and include delivery conditions for the key components of the business case such as timeline to obtain consents or other funding being confirmed. Key conditions may be linked to immediate repayment requirements or cancellation of Council funding if they are not met. It is not expected that any key conditions will be re-negotiated through the Funding Agreement and approval will generally be delegated to the Chief Executive.

d. Completion report (and ongoing monitoring)

The applicant will prepare a final project report to Council that outlines what the project has delivered compared to the business case. Some projects may have a component of ongoing monitoring, particularly where Council holds an equity position.

Other relevant policies

Funding decisions will take into account the following policies and strategies:

- a. Council's Strategic Framework and Direction to ensure alignment with our Council's Vision, Wellbeings, Community Outcomes, and Priorities
- b. Council's Financial Strategy to ensure that long term financial impacts remain financially prudent
- c. Council's Revenue and Financing Policy if rates mechanisms are required to fund the project
- d. Council's Significance and Engagement Policy to determine if Council needs to undertake public consultation and the extent of this

Appendix One

Bay of Plenty Regional Council

Third Party Infrastructure Funding Request

Applicant: Insert legal name

Key contact: Insert name and email of person to contact for further information

Project: Insert project name

Total project cost: Insert cost Amount requested: Insert cost

Funding type requested: Select from equity, loan, interest free loan, grant

Figures are excluding goods and services tax.

Executive summary

Provide a summary of key points of the funding request. Keep this section to the first page only.

In all other sections condense and summarise material to stay within the 10 page limit, using the page layout of the template as a guide to the level of detail required.. Do not include other supporting material. If BOPRC requires additional information it will be requested from the key contact person

1. Problem/Opportunity

Briefly outline the problem or opportunity that this project seeks to address. Describe the level of urgency of this project i.e. must it be done now, what is the impact if it is delayed.

2. Strategic alignment

Describe how this project aligns with the BOPRC Strategy Framework and Direction. Include reference to at least the well-being, community outcome and objective, and if appropriate strategic priority and the way we work.

3. Options

Describe the preferred option and why this is the best option. Briefly discuss at least two other options (one higher cost, one lower cost) and why they were not selected. Show the cost for each option.

4. Funding model

4.1 Internal funding

Describe the funding/debt limits of your organisation and why your organisation cannot/should not fund the full cost. Describe what will happen if this funding request is unsuccessful.

4.2 Other party funding

Describe which other parties have been approached, or will be approached for funding, the amounts requested, and their response.

Describe how you have determined the amount of funding to be requested from BOPRC.

4.3 Rates impact

For council requests only. Describe the rates impact of this project on general and targeted rates.

	BOPRC funding approved	BOPRC funding not approved
General rates (number of ratepayers)	\$x total GR \$y per ratepayer z% of total GR	\$x total GR \$y per ratepayer z% of total GR
Targeted rates (number of ratepayers)	\$x total TR \$y per ratepayer z% of total TR	\$x total TR \$y per ratepayer z% of total TR

5. Project scope/deliverables

Outline the scope of the project, separating infrastructure and non-infrastructure components.

6. Benefits

Describe who benefits from the project, and wherever possible measurable benefit indicators.

Benefit measure	Current	Target

Describe what will be measured, how, and who it will be reported to.

7. Project key milestones

List key milestones for delivery, examples included below.

Milestone	Date
Community engagement completed	mm/yyyy
Full business case completed	mm/yyyy
Full business case approved by BOPRC	mm/yyyy
Design completed	mm/yyyy
Consents granted	mm/yyyy
Main contractor engaged	mm/yyyy
Construction commence	mm/yyyy
Construction complete	mm/yyyy

8. Delivery record

Describe similar project that your organisation has completed, and their performance against original time/cost/scope estimates. Describe how this track record has been incorporated into project planning.

9. Risks

Describe the main risks to the project outcome/benefits and delivery. Describe how the risks have been factored into benefit measures, project budgets and timeline, and how they will be mitigated.

Description	Type	Impact	Likelihood	Mitigation

Type: Select either outcome, delivery time, delivery cost, public, political

Impact: Select High/Medium/Low to describe current risk level. Low = under 5% variance, medium = 5-15 % variance, High = greater than 15% variance

Likelihood: Select Almost Certain/Likely/Unlikely to describe current risk level. Almost certain = greater than 65% likelihood, likely = 35-65% likelihood, unlikely = under 35% likelihood

10. Project costs

	2018/19 \$000	2019/20 \$000	2020/21 \$000	2022/23 \$000	2023/24 \$000	Later years \$000
Non Infrastructure Costs						
Community engagement						
Design and consents						
Construction project management						
Construction P&G						
TOTAL Non-Infrastructure Costs						
Infrastructure Costs						
Key component 1						
Key component 2						
Key component 3 etc						
TOTAL Infrastructure Costs						
GRAND TOTAL COSTS						

Describe the level of certainty you have over these costs. E.g. costs have been reviewed by a quantity surveyor based on detailed design or costs are preliminary engineers estimates based on high level concept etc.

11. Funding model

11.1 Non-Infrastructure funding

Note: BOPRC will not contribute to non-infrastructure costs for the project or any ongoing operating costs.

	2018/19 \$000	2019/20 \$000	2020/21 \$000	2022/23 \$000	2023/24 \$000	Later years \$000
TOTAL Non-Infrastructure Costs						
Funded By						
Funding Source 1 e.g. general rates						
Funding Source 2 e.g. targeted rates						
Funding Source 3 e.g. grant from xxx						
TOTAL NON-INFRASTRUCTURE FUNDING						

11.2 Infrastructure funding

	2018/19 \$000	2019/20 \$000	2020/21 \$000	2022/23 \$000	2023/24 \$000	Later years \$000
TOTAL Infrastructure Costs						
Funded By						
Funding Source 1 Debt						
Funding Source 2 Development contributions						
Funding Source 3 Grant from xxx						
Funding Source 4 e.g. Grant requested from BOPRC						
TOTAL INFRASTRUCTURE FUNDING						

12. Limitations and warranties

As part of this application it is acknowledged that:

- This application is correct to the best current knowledge of the applicant. Any material changes prior to BOPRC funding decisions will be reported to BOPRC.
- Funding decisions are at the sole discretion of BOPRC.
- If successful, BOPRC may require a detailed business case to be prepared.
- BOPRC will require a Funding Agreement to be entered into. The Funding Agreement will be prepared on standard BOPRC terms and conditions and based on this funding request and/or detailed business case.
- Any major variations to the project may need BOPRC approval, as specified in the Funding Agreement or other documentation.
- BOPRC funding can only be applied to new infrastructure costs with adequate evidence including cost certificates and proof that all relevant consents have been granted.
- BOPRC will generally pay on completion of the project and will only consider providing interim payments for projects that are delivered over multiple financial years.
- Any BOPRC funding is for a defined maximum sum and BOPRC has no obligation to provide for cost increases.
- BOPRC has no obligation to provide for ongoing operating/maintenance/replacement costs.

I have the appropriate management delegations to approve this funding request on behalf of the **applicant legal name**.

Signed

Date

Insert signatory name

Insert signatory position

For **insert applicants legal name**

Development Contributions and Financial Contributions Policy

Introduction

Under section 102(2)(d) of the Local Government Act 2002 Bay of Plenty Regional Council (Council) is required to have a policy on financial contributions and development contributions.

Only territorial authorities have the statutory ability to charge development contributions therefore Council cannot and will not be charging development contributions. This policy summarises Council's specific policies for financial contributions. Council has a number of regional plans, four of which have provisions for charging financial contributions. These are:

- Operative Bay of Plenty Regional River Gravel Management Plan
- Operative Bay of Plenty Regional Coastal Environment Plan
- Operative Bay of Plenty Regional Natural Resources Plan
- Operative On-Site Effluent Treatment Regional Plan

The Regional Natural Resources Plan and On-Site Effluent Treatment Regional Plan have provisions for charging financial contributions that meet the Resource Management Act 1991 (RMA) requirements. Until the financial contributions provisions of the other plans are updated, Council will only require financial contributions under the Regional Natural Resources Plan and the On-Site Effluent Treatment Regional Plan.

When Council grants resource consent under the rules of either of these two plans, it may impose a condition requiring a financial contribution for the purposes specified in the plan.

The term 'financial contribution' is defined in Section 108(9) of the RMA to mean a contribution of:

- money, or
- land, including an esplanade reserve or esplanade strip (other than in relation to a subdivision consent), but excluding Maori land within the meaning of the Te Ture Whenua Maori Act 1993 unless that Act provides otherwise, or
- a combination of money and land.

Under Section 108(10) of the RMA a consent authority must not include a condition in a resource consent requiring a financial contribution, unless:

- the condition is imposed in accordance with the purposes specified in the plan or proposed plan (including the purpose of ensuring positive effects on the environment to offset any adverse effect), and
- the level of contribution is determined in the manner described in the plan or proposed plan

Financial contributions may be required for various purposes, including to ensure positive effects on the environment to offset any adverse effects, and to mitigate adverse effects on the environment through use and development (environmental compensation).

Under section 106(2) of the LGA 2002, Council does not require financial contributions to fund any capital expenditure, to meet increased demand for community facilities resulting from growth.

The RMA requires Council to specify in any regional plan that makes provisions for requiring financial contribution:

- The circumstances when the contributions may be imposed
- The purposes for which the contributions may be required
- The manner in which the amount of the contribution will be determined
- Matters that the Council will have regard to when deciding whether to impose a financial contribution and how to use any financial contribution that is collected

The Operative Regional Natural Resources Plan

Provisions relating to the requirement for financial contributions under the Operative Regional Natural Resources Plan are set out in Appendix two of the plan. The circumstances when financial contributions may be imposed under this plan are:

- **Protecting aquatic habitats of indigenous species and trout**

The purpose is to restore or enhance aquatic habitats at the site or to provide environmental compensation by restoring or enhancing aquatic habitat characteristics at another suitable location where avoiding, remedying or mitigating adverse effects at the site is not practicable or effective.

- **Protection of riparian vegetation**

The purpose is to offset the loss of vegetation by planting, transplanting or maintaining new or existing vegetation, either at, or adjacent to, the site concerned or elsewhere in the same general locality.

- **Protection of wetlands**

The purpose is to enhance another suitable wetland or similar habitat where such a wetland is available, or create a new wetland at an appropriate site or enhance another part of the wetland that is adversely affected.

- **Protection of the environment from stormwater discharges**

The purpose is to provide on-site or off-site mitigation measures, remediation works in other areas, or other appropriate works, including but not limited to riparian planting to mitigate the effects of the stormwater discharge.

- **Protection, restoration or enhancement of river and lake beds**

The purpose is to mitigate or offset the adverse effects of the activity by protecting, restoring or enhancing river and lake beds, including but not limited to, maintenance and planting of vegetation, sediment replenishment, erosion protection works, fencing and including contribution to such measures elsewhere in the same general locality.

- **Protection of water quality from land use and discharges of contaminants to land**

The purpose is to provide the retirement and vegetation of riparian areas, or other suitable measures, that will mitigate the effects of the activity on water quality.

- **Protection of lake water quality**

The purpose is to mitigate or offset the increased export of nitrogen or phosphorous from the property by acquiring and retiring production land within the same lake catchment as the property or other nutrient management measures within the catchment.

- **General mitigation works**

The purpose is to provide works on or adjacent to the site for the purpose of offsetting the adverse effects of the activity, including protecting, restoring or enhancing natural and physical resources elsewhere in the same general locality.

The financial contribution amount for the above will be determined by reference to the matters set out in the General Provisions section contained in Appendix two and will usually be sufficient to provide mitigation measures and/or remediation works.

Council will take into account a number of matters when making decisions about the imposition of and use of financial contributions. An assessment will be made on a case by case basis.

The Operative On-Site Effluent Treatment Regional Plan

Provisions relating to the requirement for financial contributions under the On-Site Effluent Treatment Regional Plan are set out in Chapter six of the plan. The circumstances when a financial contribution may be imposed under this plan are:

- **Protection of Water Quality from Discharges of Contaminants to land**

Where a point-source discharge of contaminants to land is likely to cause or contribute, to adverse effects on the surface water quality of the surrounding environment.

The purpose is to provide for the retirement and vegetation of riparian areas, or other suitable measures, that will mitigate the effects of the activity on water quality.

- **Protection of Lake Water Quality**

Where the discharge is within the affected catchment specified in a nutrient management programme, and the activity is likely to result in the export of nitrogen or phosphorus from the activity site, and on-site mitigation cannot otherwise be achieved.

The purpose is to remedy or mitigate effects (including cumulative effects) on the environment caused by the discharge of nutrients, including the discharge of nitrogen or phosphorus into the affected catchment.

- **General mitigation works**

Where the activity for which a resource consent is granted will cause or contribute to adverse effects on the environment, which will not be adequately mitigated by any of the types of contribution described elsewhere in the plan.

The purpose is to provide works for the purpose of off-setting the adverse effects of the activity, including protecting, restoring or enhancing natural and physical resources elsewhere in the same general locality.

The financial contribution amount is calculated by using the formula contained in section 6. The formula is provided to ensure that a financial contribution can be fairly calculated to remedy or mitigate the effects on the environment, caused by the discharge of contaminant and nutrients, in particular nitrogen into a Rotorua Lakes catchment. The formula is outlined below:

Dwelling occupancy x 15 gram per person per day x 365 days per year / 1000 x dollar cost to remove 1 kilogram of nitrogen x nutrient treatment factor.

Council will take into account a number of matters when making decisions about the imposition of and use of financial contributions. An assessment will be made on a case by case basis.

Other regional plans

The Regional River Gravel Management Plan, and the Regional Coastal Environment Plan include provisions for financial contributions, but none of them have provisions that fully meet the RMA requirements. Council will not require financial contributions under these plans until the financial contributions provisions are updated through a plan review or change process.

Review of policy

In line with the LGA 2002, Council's Policy on Development Contributions and Financial Contributions will be reviewed at least once every three years. The extent of public consultation will be determined in accordance with the Local Government Act and the Significance and Engagement Policy.

Related policies

Significance and Engagement Policy