

Waitaki District Council Report

From Finance and Corporate Development Group Manager Date 26 June 2018

Approval of Fees and Charges as at 1 July 2018

Recommendations

That Council:

1. Approves, or amends as required, the Fees and Charges as at 1 July 2018 as set out in the attached Schedule.
2. Highlights any fee or charge that requires investigation and review during the 2018-19 financial year.

Objective of the Decision

To consider and approve the fees and charges that will apply as at 1 July 2018.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	No	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	Moderate	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	No

Background

Although fees and charges must be consistent with the Revenue and Financing Policy, they are not set with the same rigour that rates are. They can generally be set and altered outside of the Annual Plan / Long Term Plan process, although it is good practice to include any significant changes in these processes. Council did that this year with the proposed health fees. There are also certain fees that have a different fee setting process that is specified under a separate Act or set of Regulations. These are dealt with on a case by case basis.

Discussion

Council has traditionally included a schedule of fees and charges in the Annual Plan or Long Term Plan. However, this was not a disclosure requirement but included for customer convenience. With the changes in the Local Government Act and the push to disclose more information outside of the document it was considered appropriate to apply this same logic to the fees and charges schedule. It has therefore been removed from the document and will be disclosed primarily in the website. This will also have the added advantage of allowing it to be kept current during the year.

Summary of Options Considered

Option 1 –

Approves the Fees and Charges Schedule without amendments

Option 2 –

Approves the Fees and Charges Schedule after any minor amendments have been made

Option 3 –

Decline to approve the Fees and Charges Schedule

Assessment of Preferred Option

Option 2 is the preferred option. This will allow minor changes to be made at the meeting.

Option 1 will occur if no changes are required.

Option 3 is not recommended. If this was selected, it would mean that the existing schedule of fees and charges would continue.



Ian Wells
Accounting Manager



Paul Hope
Finance and Corporate Development Group Manager

Appendix 1 – Fees and Charges as at 1 July 2018

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Waitaki Aquatic Centre - Services		
Public swimming	Adults per swim	5.10
	Adult 10 swim concession	46.00
	Adult 3 month pass	160.00
	Children per swim (School age)	3.10
	Child 10 swim concession	28.00
	Child 3 month pass	86.70
	Child under 8	Free with adult entry
	Family Pass	13.50
	Community Card Holder/ Gold Card/ Health and Green Prescription/ Shower use only	4.10
	Community Card/ Gold Card 10 swim pass	37.00
	Community Card/ Gold Card 3 month pass	123.50
	Swim Instructor Hire per hour – max ratio of 10 per instructor.	35.00
	Community Card Holder/ Gold Card/ Health and Green Prescription Aerobics classes	5.80
	Community Card Holder/ Gold Card/ Health and Green Prescription 10 Aerobics classes	52.20
	Aerobics/ Waterjogging classes	7.40
	Aerobics/ Waterjogging 10 swim pass	67.00
	Aerobics/ Aquajogging/ instruction class only (no entry)	2.80
	Pool bookings per hour	130.00
	Inflatable Hire	35.00
	Lane Hire per Hour	By negotiation
	Swim School/ class	As set per term

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
CIVIC ACTIVITIES		
Credit Card Surcharge	For payments by credit card, based on the transaction value	1.50%
Online Credit Card Surcharge	For payments by credit card, based on the transaction value	2.00%
Information & copying:		
Photocopying	A4 copies - per copy	0.30
	A3 copies - per copy	0.60
	A4 colour - per copy	3.50
	A3 colour - per copy	5.50
Official Information Enquiries	Staff time - first hour is free, then:	No Fee
	Staff time, per half-hour, or part thereof	52.40
	A4 copies - per copy in excess of 20 pages	0.30
	A3 copies - per copy in excess of 20 pages	0.60
Waihemo Centre	Typing - staff time per 15 minutes or part of	12.50
	Fax - National	2.00
	Fax - International	3.00
	Boardroom hire - corporate	120.00
	Boardroom hire - non-corporate	50.00
	Interview Room Hire (per hour)	20.00
	Interview Room Hire (per day)	50.00
Terraview Prints	A4 prints - per print	3.00
	A3 prints - per print	5.00
Other Digital Plan Plots	Price by negotiation	By negotiation
GSI Plots/Prints	A1 aerial/topo/services	60.00
	A2 aerial/topo/services	40.00
	A3 aerial/topo/services	20.00
	A4 aerial/topo/services	10.00
Copy Aerial Digital File		60.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Waitaki District Archive - Research Services		
Personal enquiries	Oamaru Genealogy Group members AND Students	No Fee
	Waitaki District residents - suggested donation	2.00
	Non-residents - suggested donation	5.00
Research on behalf (conducted by Archivist)	Less than ten minutes/requested information not found	No Fee
	Up to one hour flat rate	50.00
	Per 15 minutes after first hour	12.50
Waitaki District Archive - Reproduction of Archives		
A4 photocopies (B/W)	Per page	1.50
A4 photocopies (colour)	Per page	5.50
A3 photocopies (B/W)	Per page	6.00
A3 photocopies (colour)	Per page	10.00
Digital copies using Archive's camera	Per image	6.00
Waitaki District Archive - Reproduction of Photographs		
A4 Inkjet photograph	Plain photo paper	8.50
	Glossy photo paper	16.00
A3 Inkjet photograph	Photo paper	37.00
Digital image	Per image	8.50
A4 sample print	Per copy	1.50
Waitaki District Archive - Publishing		
Publishing fee	One-off charge per publication	60.00
Written enquiries - Archive Research	Per hour after first hour	50.00
	Less than ten minutes/requested information not found	No Fee
Personal enquiries	Oamaru Genealogy Group members	No Fee
Forrester Gallery and North Otago Museum Services		
Recitals and Functions	Groups from within the Waitaki District / event	100.00
	Groups from outside the Waitaki District / event	125.00
Meetings	Groups from within the Waitaki District / event	50.00
	Groups from outside the Waitaki District / event	65.00
Main Street level gallery	Standard, per week	130.00
	Outside Council region, per week	150.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Forrester Gallery and North Otago Museum Services		
Basement gallery	Standard, per week	120.00
	Outside Council region, per week	130.00
Side Street level gallery	Standard, per week	120.00
	Outside Council region, per week	130.00
1st Floor gallery (3 spaces)	Standard, per week	130.00
	Outside Council region, per week	150.00
Community Gallery	Space available to local residents per exhibition	100.00
	Outside Council region per week	120.00
Design, production of labels, Didactics, handouts and posters	Up to ten items	80.00
	More than 12 labels and/or handouts and A3 Didactics	100.00
Catalogue design and production costs	Negotiated on a case-by-case basis	
Commission	On sales of artwork (excluding regular local user groups)	30%
Research	Students	No Fee
	Waitaki District residents - suggested donation, first 15 mins free, then \$25 per hour unless related to an item gifted to the Museum then free	2.50
	Non-residents - suggested donation, first 15 mins free, then \$25 per hour unless related to an item gifted to the Museum - then free	5.50
	Research on behalf of businesses, council or individuals - per hour	50.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
CULTURE AND HERITAGE		
Waitaki District Library - Services		
Rentals (Adult)	Per item per week	2.00
Rentals eBooks (Adult)	Per item per week	2.00
Magazines (Quick picks)	Per item	5.00
Magazines (Adult)	Per item per week	2.00
Audio Books	Per item per three weeks	2.00
DVD's	Per item per week	4.00
Reserves	Adults per item	2.00
Interloans	Per item (plus any charges from lending library)	10.00
Overdues	Adult - per item, first notice	4.00
	Adult - per item, second notice	5.00
	Child - per item, first notice	No Fee
	Child - per item, second notice	No Fee
	Young Adult - per item, first notice	2.00
	Young Adult - per item, second notice	3.00
	Each additional week to four weeks	No Fee
Replacement Library Card	Per card	4.00
Photocopying	A4 copies - per copy	0.30
	A3 copies - per copy	0.60
	A4 colour - per copy	3.50
	A3 colour - per copy	5.50
Cancelled library material charge	Per book	1.00-12.00
	Per paperback/magazine	0.50 - 2.00
Scanning	Per transaction	2.50
DVD re-surfacing	Per DVD	5.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Opera House - Venue Hire	Enquiries regarding charges should be made directly to the Opera House	
Commercial Rates		
Entire Complex	Per Day	2,875.00
	Dark or Rehearsal	1,380.00
Whitestone Contracting Auditorium	Full Auditorium per performance	1,840.00
	Dark or Rehearsal	977.50
Otago Daily Times InKBox	Theatrical per performance	575.00
	Theatrical Rehearsal or Dark per day	230.00
	Gallery/ Trade Show/ Lecture Mode Full Day	345.00
	Gallery/ Trade Show/ Lecture Mode 1/2 Day	230.00
	Function Room Mode Full Day	460.00
The Grand Foyer	Evening Hire	287.50
Whitestone Cheese Empire Room	Full Day	460.00
	1/2 Day	287.50
The Chambers	Full Day	345.00
	1/2 Day	172.50
Meridian Board Room	Full Day	149.00
	Morning or afternoon hire (4 hours max)	97.75
	Per Hour	57.50
Footlights Stage	Ballroom Mode Full Day	977.50
The Study	Full Day	92.00
	1/2 Day	46.00
Green Room and Chorus Rooms	Full Day per room	86.25
	Hourly	34.50

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
<i>The Opera House Manager may vary charges for events, programmes or activities that promote the complex to a wide cross section of the community.</i>		
Community Rates		
Entire Complex	Per Day	2,530.00
Whitestone Contracting Auditorium	Sun to Thurs per Performance	805.00
	Sun to Thurs Stalls Only	632.50
	Sun to Thurs Dark or Rehearsal	402.50
	Fri & Sat per Performance	1,075.25
	Fri & Sat Stalls Only	828.00
	Fri & Sat Dark or Rehearsal	575.00
Otago Daily Times InkBox	Theatrical per performance	402.50
	Theatrical Rehearsal or Dark per day	115.00
	Gallery/ Trade Show/ Lecture Mode Full Day	230.00
	Gallery/ Trade Show/ Lecture Mode 1/2 Day	115.00
	Function Room Mode Full Day	320.00
The Grand Foyer	Evening Hire	207.00
Whitestone Cheese Empire Room	Full Day	345.00
	1/2 Day	230.00
The Chambers	Full Day	276.00
	1/2 Day	115.00
Meridian Board Room	Full Day	119.00
	Morning or afternoon hire (4 hours max)	74.75
	Per Hour	34.50
Footlights Stage	Ballroom Mode Full Day	402.50
The Study	Full Day per room	46.00
	Hourly	11.50
Green Room and Chorus Rooms	Full Day	46.00
	1/2 Day	23.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
RECREATION		
<i>The Recreation Manager may vary charges for events promoting a facility to a wide cross section of the community, school events promoting recreation, events where revenue is used directly to maintain the facility or non-profit events held for free benefit and participation of wider community.</i>		
<i>"Commercial" is defined as any event that charges a entry fee for participation.</i>		
<i>Electricity usage will be metered and charged in addition to the appropriate fee per this schedule.</i>		
Parks, Reserves, Sportsgrounds, Public Gardens		
Keys Deposit	Refundable deposit	20.00
Damage Deposit	Refundable deposit	as negotiated
Oamaru Public Gardens, General Parks, Reserves.		
Non commercial up to 50 people		No Fee
Non commercial >50 people		95.00
Commercial	Per day or part of	260.00
Weddings		160.00
Use of Public Garden Croquet Building	Non commercial per day or part day	30.00
Use of Public Garden Croquet Building	Commercial per day or part day	55.00
Sportsfields		
Standard sportsfields - based on 5% cost recovery (less any sponsorship).	Per club, per field, per sport, per annum.	140.00
Premier Sportfields (Centennial fields 1, 2, 3) - based on 5% cost recovery (less any	Per club, per field, per sport, per annum.	240.00
Non Commercial/ community event	Per day	105.00
Commercial/ private event	Per day	320.00
Centennial Grandstand		
Sports Club use of Centennial Grandstand	Per club, per field, per sport, per annum.	90.00
Non Commercial/ community event	Per day	100.00
Commercial/private event	Per day	300.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Cemetery and Service		
Plot Purchase Fees	Ash plots	400.00
	Burial plot	1,100.00
	Baby garden plot	No fee
Interment Service Fees	Extra depth	400.00
	Adult burial	1,100.00
	Baby burial	260.00
	Children under 10 years	550.00
	Inter ashes	350.00
	Breaking or tunnelling under concrete	500.00
Additional Charges	Permits/Monumental permit	60.00
	Interment Sat, Sun, Public Holidays	500.00
	Ash Interment Sat, Sun, Public Holidays	500.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Camping Grounds		
Waitaki Lakes camping areas and services (unless Leased)		
Season ticket - Excluding Ohau C (15 September 2018 to 5 May 2019)	Per site (2 adults, up to 3 children under 15 Free).	400.00
Half Season ticket - Excluding Ohau C (from 14 January 2019 to 5 May 2019)	Per site (2 adults, up to 3 children under 15 Free).	280.00
Daily Ticket occupied site	Per site (2 adults, up to 3 children under 15 Free).	25.00
Daily Ticket unoccupied site	Per site	8.00
Additional adults	Per night	10.00
Dump station (non camping fee paying)		5.00
Lakes Boat Ramp Daily Ticket	Per Boat	5.00
Lakes Boat Ramp Annual Ticket - Excluding Ohau C (1 July 2018 to 30 June 2019)	Per Boat	60.00
<i>Ramp fees apply to powerboats and yachts, not to rowers, kayaks, coracles</i>		
Dunback Domain Camping Grounds		
Per person (free for children under 15)	Per night	10.00
Duntroon Domain Camping Grounds		
Per person (free for children under 15)	Per night	10.00
Additional for powered site	Per night	5.00

Activity	Basis for Charge	Fees and Charges from 1 July 2018
PLANNING		
<i>The Resource Management Act 1991 (the RMA) (Section 36) allows extra fees to cover actual and reasonable costs if the Deposit is inadequate. If the total cost to process an application exceeds the Deposit, additional fees will be charged. The Council will refund part of the Deposit if the work required to process the application is less than expected.</i>		
<i>The Deposit must accompany the application.</i>		
<i>Discounts will be allowed on charges for applications for resource consent and applications to change or cancel conditions if these are not processed within statutory timeframes. Such discounts will be in accordance with the Regulations to the RMA.</i>		
Planning Services		
Notified Resource Consent		
Land-use	Per application - deposit*	6,000.00
Subdivision	Per application - deposit*	6,000.00
Limited Notified Consent		
Land Use	Per application - deposit*	3,000.00
Subdivision	Per application - deposit*	3,000.00
Non-notified Resource Consent		
Land-use	Per application - deposit*	800.00
Land-use - bulk & location with written approvals	Per application - deposit*	400.00
Subdivision	Per application - deposit*	800.00
Sundry Certification		
Miscellaneous Certification	Per certificate - deposit*	100.00
Section 87BA & BB Notices	Per certificate - deposit*	300.00
Section 139 Certificate of Compliance/ Existing Use Rights Certificate	Per application - deposit*	300.00
Section 223 Certificate	Per certificate - deposit*	100.00
Section 224 Certificate	Per certificate - deposit*	300.00
Section 226 Certificate	Per certificate - deposit*	300.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity		Basis for Charge	Fees and Charges from 1 July 2018
PLANNING			
Post-consent procedures			
Section 125 extension of time for land use consent	Per consent - deposit*		300.00
Section 127 change/cancel consent conditions	Per consent - deposit*		400.00
Section 135 Compliance monitoring	Per consent - deposit*		50.00
Section 138 surrender of consent			No fee
Section 357 Objection to consent conditions	Per consent - deposit*		400.00
Plan change	Per application - deposit*		20,000.00
Designation or Heritage order			
Requirement - Notified	Per designation/order - deposit*		6,000.00
Requirement - Non notified	Per designation/order - deposit*		800.00
Extension of time to a designation	Per designation/order - deposit*		300.00
Variation	Per Outline Plan - deposit*		600.00
Removal	Per Outline Plan - deposit*		100.00
Section 176a Outline Plan	Per Outline Plan - deposit*		400.00
Waiver of Outline Plan	Per Outline Plan - deposit*		300.00
* There is a threshold either side of the final cost whereby if the amount to be refunded or recovered is less than \$100 it will be absorbed to cover the processing cost.			

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
AIRPORT - Landing Fees		
	Maximum Take-off Weight (kgs)	
Grass Runway fees		4.00
Take off weight	0 - 1500	12.00
	1501 - 2000	15.00
	2001 - 3000	20.00
	3001 - 5000	30.00
	>5000	50.00
Helicopters		10.00
Oamaru Harbour Services		
Harbour Fees	Holmes Wharf berth per annum	1,200.00
	Holmes Wharf berth per annum non-ratepayer	1,500.00
	Harbour mooring per annum ratepayer	300.00
	Harbour mooring per annum non-ratepayer	500.00
	Temporary WDC wharf mooring (per day charge)	10.00
	Temporary WDC wharf mooring (per day charge) after 14 days	50.00
	Temporary WDC mooring (per day charge)	5.00
	Temporary WDC mooring (per day charge) after 14 days	25.00
	Harbour operator fee plus any disbursements (hourly rate)	75.00
	Fish Case levy per case	0.50
Slipway Fees	Winch (on and off) (fixed charge then hourly rate after 2 hours)	150.00
	Hourly rate for Harbour Operator	75.00
	Daily charge	25.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
REGULATORY SERVICES		
Gambling consents fee	Actual cost per consent (minimum fee \$400.00) - deposit plus \$120 per hour after 3 hours	400.00
TAB Venues fee	Actual cost per consent (minimum fee \$400.00) - deposit plus \$120 per hour after 3 hours	400.00
Sundry Building Consent Charges		
Free Standing Fire		255.00
Certificate of Acceptance under \$5,000		650.00
Certificate of Acceptance over \$5,000	Deposit plus \$120 per hour after the first 2 hours plus PIM if required	650.00
Demolition Consent		50.00
Application deposit	25% of estimated consent fee as per schedule	
Amend issued building consent		250.00
Extend building consent timeframes		60.00
Compliance Schedule		250.00
Compliance Schedule - Amendment		160.00
Application to erect marquee		225.00
Certificate of Public Use	Deposit plus \$120 per hour after the first 2 hours, plus inspection fee	250.00
Certificate of Public Use - request extension of		75.00
Certificate of Title on behalf of owner		35.00
Linking of Titles		265.00
Notice on Certificate of Titles		265.00
NZ Fire Service Section 46 notice	Fee plus fire service charge	75.00
Inspection Fee		145.00
Re-inspection Fee		145.00
Inspection Fee in other districts	Charged at cost in relevant district	TBA
Cancelled inspection	Only charged if on the day of inspection	50.00
Exemption under schedule 1 (k) (discretionary exemption to obtaining consent)	Deposit plus \$120 per hour after second hour	205.00

Building Consent						
Value of Work	Components of Fee					Deposit required (deducted from final invoice)
	PIM / Building Consideration Fee	Consent Plan Review Fee	Inspection Fees (Estimate only)	CCC Fee	Total Fee from 1 July 2018	
Under \$5,000	130.00	150.00	145.00	75.00	500.00	130.00
\$5,001 - \$19,999						
Non Habitable	300.00	125.00	435.00	75.00	935.00	235.00
Habitable	300.00	200.00	870.00	75.00	1,445.00	360.00
\$20,000 - \$50,000						
Non Habitable	300.00	125.00	725.00	155.00	1,305.00	325.00
Habitable	300.00	270.00	1,015.00	155.00	1,740.00	435.00
\$50,001 - \$100,000						
Non Habitable	300.00	315.00	1,160.00	160.00	1,935.00	485.00
Habitable	300.00	445.00	1,450.00	160.00	2,355.00	590.00
\$100,001 - \$200,000	300.00	520.00	2,030.00	160.00	3,010.00	750.00
\$200,001 - \$300,000	300.00	790.00	2,320.00	160.00	3,570.00	895.00
\$300,001 - \$400,000	300.00	1,510.00	2,320.00	160.00	4,290.00	1,075.00
\$400,001 - \$500,000	300.00	2,000.00	2,320.00	160.00	4,780.00	1,195.00
\$500,001 - \$600,000	300.00	2,915.00	2,320.00	160.00	5,695.00	1,425.00

Value of work in excess of \$600,000 - Total estimated fee \$5,695.00 plus \$400.00 for every 100,000 or part thereof.

Additional fees may apply depending on the type of consent application

Please note that deposit will not be refunded if the consent has been processed

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Building Research Association of NZ (BRANZ) and BIA Levies		
BRANZ Levy	Projects under \$20,000 are exempt	No Fee
BRANZ Levy	Over \$20000 - per every \$1,000 or part thereof.	1.00
MBIE levy	Projects under \$20,000 are exempt	No Fee
MBIE levy	Over \$20000 - per every \$1,000 or part thereof.	2.01
Other building charges		
Building Warrant of Fitness	Receiving information (Annual form 12 acceptance)	75.00
	Audit	145.00
Swimming Pool	Receiving information (Form 2 acceptance - tri annual)	50.00
	Swimming Pool inspection	145.00
	Application for outdoor swimming pool/fence	250.00
Notice to Fix (plus inspection fee)	plus \$120 per hour after first hour	145.00
Certificate under Sale and Supply of Alcohol Act		120.00
Request for information to be placed on property file		50.00
Property Information - Services		
Land Information Memorandum	Commercial/Rural	400.00
Land Information Memorandum	Commercial/Rural - urgent	795.00
Land Information Memorandum	Residential	330.00
Land Information Memorandum	Residential - urgent	635.00
Project Information Memorandum	Under \$5k	160.00
Project Information Memorandum	\$5k and over	300.00
Viewing of Property File	Viewing by non-property owner	45.00
Viewing of file Property File	Viewing by property owner	15.00
	Urgent photocopy request	15.00
Information on Disk	Large property plans/files	45.00
Request for specific documents	Floor plan - building	25.00
New Rapid Number	Per number	170.00
Replacement Plate		30.00
Rapid Book - A4 format	Colour	200.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Food Act 2014 (Food Control Plan or National Programme)		
New Application	Base fee plus \$155 per hour after first hour	155.00
Renewal		155.00
Amendments	Base fee plus \$155 per hour after first hour	155.00
Verification inspection	Base fee plus \$205 per hour after first hour (Capped at 4 Hours)	205.00
Improvement Notice / Corrective Action		155.00
Re inspection	Base fee plus \$205 per hour after first hour (Capped at 4 Hours)	205.00
Compliance Verification	Base fee plus \$205 per hour after first hour (Capped at 4 Hours)	205.00
Mentoring service - provider advisement available on request		NA
Food Control Plan		30.00
Other Businesses Registered Under the Health Act		
New application	Base fee plus \$155 per hour after 1 hour	155.00
Camping Grounds	Per Annual Certificate	300.00
Hairdressers	Per Annual Certificate	225.00
Offensive Traders	Per Annual Certificate	205.00
Funeral Director	Per Annual Certificate	205.00
Saleyards	Per Annual Certificate	205.00
Transfer Fee	Transfer fee for all health services	80.00
Other Fees		
Busking	requires approval from WDC and permission from shop proprietor	No fee
Itinerant Trader or Mobile Shop Permit	Per Annual Permit	100.00
Street Furniture Permit	Per Annual Permit	50.00
Seizure of equipment	plus storage costs if applicable	150.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Alcohol Licensing		
Cost/risk rating of on/off premises	Fee Category	
Application fee		
0-2	Very low	368.00
3 to 5	Low	609.50
6 to 15	Medium	816.50
16 to 25	High	1,023.50
26 plus	Very high	1,207.50
Annual Fees		
0-2	Very low	161.00
3 to 5	Low	391.00
6 to 15	Medium	632.50
16 to 25	High	1,035.00
26 plus	Very high	1,437.50
Special Licence	Issued in respect of	
Class 1	1 large event (400) people or more than 3 medium events (100 to 400) or more than 12 small events (less than 100)	575.00
Class 2	3 to 12 small events (less than 100) people or 1 to 3 medium events (100 to 400)	207.00
Class 3	1 or 2 small events (less than 100) people	63.25
Manager's Certificate (new or renewal)		316.25
Other fees payable		
Temporary authority		296.70
Temporary licence		296.70
Permanent club charters		632.50
Extract from register		57.50
Water Monitoring (for private supplies)	The fee for each supply is based on time, distance from network, cost of testing, number of samples and administration.	TBA

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Parking Control	Infringement Fees are set by Statute	
Metered parking	On Street - per hour	1.10
	Off Street - per hour	0.90
	Off Street - per day maximum charge	4.00
Parking Permits	Per year	400.00
	6 months	220.00
Prepaid Daily Parking Permits	3 months	120.00
Space Booking	On street - per day	7.00
	On Street - per week	30.00
	On Street - per month	100.00
	On Street - 3 months	250.00
	On Street - 6 months	350.00
	Off street - per day	4.00
	Off Street - per week	18.00
	Off Street - per month	60.00
	Off Street - 3 months	120.00
	Off Street - 6 months	220.00
Taxi Stand	Per stand	No fee
Bus Stand	Per stand	No fee
Amusement Devices		
Application fee	1 device, for first 7 days or part thereof,	11.50
	for each additional device operated by the same owner, for the first 7 days or part thereof	2.30
	for each device, for each further period of 7 days or part thereof	1.15

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity		Basis for Charge	Fees and Charges from 1 July 2018
Animal Control			
Dog registration - Base fee			70.00
Dog registration - category fees	Working dogs, per dog		21.00
	Non-working dogs, per dog		70.00
	Neutered non-working dog		56.00
	Selected owner dogs, per dog		28.00
	Farm pet dogs, per dog		21.00
	Probationary owner dogs		Base fee plus 50%
	Dangerous dogs		Base fee plus 50%
Late registration penalty			Base fee plus 50%
Note: Full dog registration fee (base fee) - plus the category fee			
Selected Owner/Multiple Dog Permit	Application and assessment		35.00
	Reassessment		20.00
Adoption Fee	Application and assessment		165.00
Replacement tag			10.00
New tag	Dog from another district/Change of owner (For a dog that is currently registered)		No Fee
Dog Impounding	First offence - registered dog		50.00
	First offence - unregistered dog		120.00
	Second offence		100.00
	Third offence		135.00
	Seizure and custody		65.00
	Sustenance per day		15.00
	Destruction fee		60.00
Livestock Impounding Fee	\$50 per animal plus \$85 per hour for time taken to contain animal(s)		50.00
	Sustenance per day (if required)		10.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Roading - Private Works		
District Wide	Development Contributions/HEU	Please refer to the Development Contribution Policy click here for more information
Vehicle crossing application & supervision fee		No Fee
Cattle stop and/or gate across road	Application fee	300.00
Stock droving/crossing permit OR Stock Underpass permit	Application fee (Note legal fees with applicant)	No Fee
No Spray Zone	Management fee	No fee
Temporary road closures	Private/commercial purposes (single)	160.00
	Public Events (Single)	100.00
Temporary road closures	Multiple road closures (Base fee + \$50/extra each additional road to be closed)	Base Fee + \$50/extra road
Temporary road closures late applications		Base Fee(s) + \$150
Overweight/over dimension vehicle permits	Permit - Application fee (HV Regs) - new	Fee + disbursements
	Permit - Application fee (HV Regs) - renewal	Fee + disbursements
Licence to Occupy within Road Corridor	Legal costs + disbursements	Legal costs + disbursements
Corridor Access request (Utilities Act)	No charge per application	No Fee
Private pipeline/utility permit	Application fee \$150/permit + legal + disbursements	\$150 + legal + disbursements
Non Public Works within road corridor	Refundable bond at 2.5 times construction cost	2.5 times construction cost
Any activity within Road Corridor	Re-inspection Fee (for non-compliant activities)	\$150 + time + disbursements

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Sewerage		
Kurow	Development Contributions/HEU	Please refer to the Development Contribution Policy click here for more information
Lake Ohau	Development Contributions/HEU	
Moeraki	Development Contributions/HEU	
Oamaru (includes Weston and Kakanui)	Development Contributions/HEU	
Omarama	Development Contributions/HEU	
Otematata	Development Contributions/HEU	
Palmerston	Development Contributions/HEU	
All townships/localities	New connection:	
	- 110mm connection	570.00
	- 150mm connection	cost plus 10%
	Disconnection	2,200.00
Trade Waste		
Annual minimum charge		979.00
Collection	Per litre/second	2,740.00
Treatment	Per kg BOD per day	211.00
Monitoring	Per year	2,355.00
Tankered Trade Waste	Per year (for each access key)	10,000.00
Solid Waste Disposal		
Solid waste disposal	Per m ³ or part thereof (Transfer stations and Palmerston)	120.00
Green waste	Per m ³ or part thereof (Transfer stations and Palmerston)	50.00

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Water Supply		
All	Disconnection fee	820.00
All	Restrictor change (physical costs)	350.00
All - Standard Connection 20 mm	On demand supply	2,100.00
All - Standard Connection 20 mm	Metered On demand supply	2,200.00
All	Water Supply system inspection (including scheduled contractor charge)	Actual cost
All	Water meter installation (including scheduled contractor charge)	Actual cost
All - Non-standard connection	Restricted/ Extraordinary/ other supply	Actual cost
All	Engineer hourly charge	120.00
All	Senior Engineer hourly charge	180.00
All	Administration hourly charge	80.00
All	Bulk Water per m ³	5.00
All	Backflow prevention device installation, and maintenance (including scheduled contractor charge)	Actual cost
All	Backflow Preventer Inspection / testing	110.00
All	Remedying damage to water supply system following a breach of the Waitaki District Council Water Supply Bylaw 2014 (including scheduled contractor charge)	Actual cost
All	Reinstating water supply following a breach of the Waitaki District Council Water Supply Bylaw 2014 (including scheduled contractor charge)	Actual cost

Appendix 1 – Fees and Charges as at 1 July 2018 (continued)

Activity	Basis for Charge	Fees and Charges from 1 July 2018
Awamoko	Development Contribution Levy/1m ³	Please refer to the Development Contribution Policy click here for more information
Bushy Creek	Development Contribution Levy/1m ³	
Duntroon	Development Contribution Levy/1m ³	
Hampden/Moeraki	Development Contribution Levy/1m ³	
Herbert/Waianakarua	Development Contribution Levy/1m ³	
Kauru Hill	Development Contribution Levy/HEU	
Kurow	Development Contribution Levy/1m ³	
Lake Ohau	Development Contribution Levy/1m ³	
Lower Waitaki	Development Contribution Levy/HEU	
Oamaru (All Zones)	Development Contribution Levy/HEU	
Omarama	Development Contribution Levy/1m ³	
Otematata	Development Contribution Levy/HEU	
Stoneburn	Development Contribution Levy/1m ³	
Tokarahi	Development Contribution Levy/1m ³	
	Connection Administration Charge	
Waihemo (All Zones)	Development Contribution Levy/HEU	
Windsor	Development Contribution Levy/1m ³	
Supervision fee for stormwater connection to kerb and channel or roadside drain by owner's drainlayer (including reinstatement)		

Waitaki District Council Report

From Payroll Administrator
People and Culture Group Manager

Date 26 June 2018

Warrant of Appointment

Recommendation

That, following a successful Police Vetting clearance, Waitaki District Council resolves as follows:

Waitaki District Council hereby appoints **Karen Bridget Marshall** (Compliance Officer) as:

- a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
 - i) Entry of private land or building other than a dwellinghouse (s171);
 - ii) Entry of land or building (including dwellinghouse, if accompanied by a constable) for enforcement purposes (s172);
 - iii) Entry of land or buildings in cases of emergency (s173); and
 - iv) Authority to act (s174).
- b) An 'Authorised Person' under Section 206 of the Building Act 2004 with authority to exercise all the powers of an Authorised Person/Enforcement Officer/Agent under the Building Act 2004, and in particular the following powers:
 - i) Inspection by territorial authority (s111);
 - ii) Measures to avoid immediate danger or to fix unsanitary conditions (s129);
 - iii) Inspection of building work under notice to fix (s167);
 - iv) Request information or production of documents (s207a); and
 - v) Inspection by territorial authority (s222).
- c) An 'Inspector' under Section 6 of the Machinery Act 1950 with authority to exercise all the powers of an Inspector under the Machinery Act 1950.
- d) An 'Officer' under Section 23 of the Amusement Devices Regulations 1978 with authority to exercise all the powers of an Officer under the Amusement Devices Regulations 1978.
- e) A 'Litter Control Officer' under Section 5 of the Litter Act 1979 with authority to exercise all the powers of a Litter Control Officer under the Litter Act 1979.

Background and Objective

This resolution is required to provide enforcement powers for Council's new "Compliance Officer".

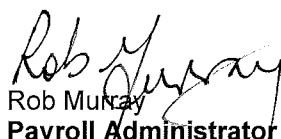
Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	Low	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	No

Significance and Outcomes

This decision is of low significance. It relates to the following outcome:

- Our Local and Central Governments demonstrate efficient and effective use of resources.


Rob Murray
Payroll Administrator


Lisa Baillie
People and Culture Group Manager

Waitaki District Council Report

From Chief Executive

Date 26 June 2018

Letter of Intent

Recommendations

That Council:

- Issues the attached Letter of Intent (subject to any further recommendations of the New Zealand National Commission for UNESCO as to dates) to the New Zealand National Commission for UNESCO, confirming the Waitaki Whitestone Aspiring UNESCO Global Geopark's intention to proceed with its bid for accreditation as a member of the UNESCO Global Geopark Network.

Objective of the Decision

To comply with UNESCO requirements relating to an application for UNESCO Global Geopark status.

Summary

It is proposed that Council issues the required Letter of Intent to the New Zealand National Commission for UNESCO, confirming its intention to proceed with leading the Waitaki Whitestone Aspiring UNESCO Global Geopark bid for accreditation as a member of the UNESCO Global Geopark Network in compliance with UNESCO rules relating to such applications.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	Key
Legal	Key	Cultural Considerations	Key
Significance	Key	Social Considerations	Key
Financial Criteria	Moderate	Economic Considerations	Key
Community Views	Key	Community Board Views	Moderate
Consultation	Key	Publicity and Communication	Moderate

Background

The application process is shown in Attachment 1.

This report relates to the very first box in the flow chart.

Summary of Options Considered

Option 1 – Do Nothing

Council could opt to discontinue support of the application for UNESCO Global Geopark status and not issue a Letter of Intent.

Option 2 – Issue the Letter of Intent

Council could opt to issue the Letter of Intent.

Assessment of Preferred Option

There has been widespread support for Council leading a bid for UNESCO Global Geopark status, through both the 2018/28 Long Term Plan consultation process, and through participation in, and submission (by several Waitaki businesses, the Waitaki Tourism Association, the University of Otago and Tourism New Zealand) of Letters of Support for, the Expression of Interest document lodged with the New Zealand National Commission for UNESCO (the Commission) on 30 May 2018.

An Expert Advisory Panel (EAP) was convened to assess applications and to report back to the Commission with recommendations as to which of (up to two) applications should proceed. The Waitaki Whitestone Geopark is the only survivor of those aspiring UNESCO Global Geoparks subject to the assessment process undertaken by the EAP. The status of the Waitaki Whitestone Geopark as the sole New Zealand nomination for UNESCO Global Geopark status is likely to heighten the likelihood of success in relation to future applications for Provincial Growth Fund (and other) funding.

Conclusion

The preferred option is therefore Option 2 – Issue the Letter of Intent.

A handwritten signature in black ink, appearing to be 'Fergus Power', with a long horizontal flourish extending to the right.

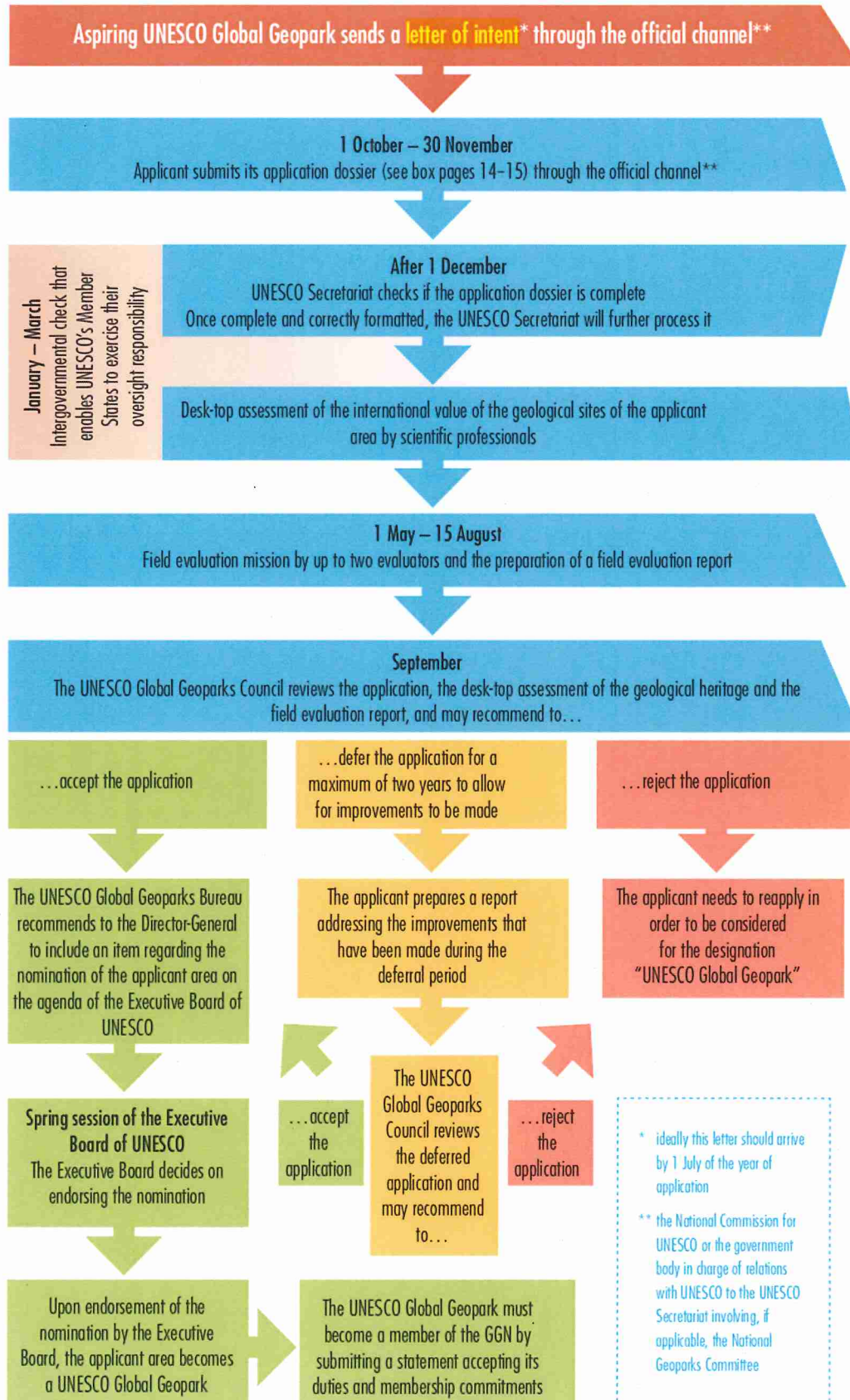
Fergus Power
Chief Executive

Attachments

Application process
Letter of Intent

Application process

Aspiring UNESCO Global Geoparks are strongly encouraged to contact and learn from established UNESCO Global Geoparks and their National Geoparks Committee (if it exists in their country)





**WAITAKI
WHITESTONE
GEOPARK**
AOTEAROA NEW ZEALAND



Waitaki
DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI
Growing strong communities.

Phone +64 3 433 0300

Web www.waitaki.govt.nz

Office 20 Thames Street
Private Bag 50058
Ōamaru 9444
Waitaki District
Otago
Te Waipounamu
Aotearoa New Zealand

26 June 2018

New Zealand National Commission for UNESCO
C/- New Zealand Ministry of Education
PO Box 1666
WELLINGTON

By email: UNESCO.NZ@education.govt.nz

Kia ora Commissioners

LETTER OF INTENT

We are honoured to have been selected as New Zealand's first Aspiring Geopark. Our team is committed to advancing our proposal to the next phase, and accordingly requests that you accept this letter as our intention to progress with the dossier to be submitted before 30 November 2018 to UNESCO Global Geoparks Secretariat in Paris.

We understand that the dossier needs to be submitted first to your office – the New Zealand National Commission for UNESCO – and that your office will then send it on to Paris prior to Friday 23 November 2018. We confirm that it is our intention to submit the dossier to your New Zealand National Commission office by Monday 12 November 2018.

During the process of compiling our Expression of Interest document, we have reached out to many in our district and further afield, which has returned outstanding results and interest in the concept of the Waitaki Whitestone Geopark. This includes a formal MOU with our local iwi Māori (Te Rūnanga O Moeraki). We have also had many letters of support, including from Tourism New Zealand, the University of Otago, Riverstone Kitchen, the Waitaki Winegrowers Association, the Waitaki Tourism Association, Whitestone Cheese, Heliventures NZ Ltd, and every Mayor of both the Canterbury and Otago regions of New Zealand.

Our commitment is to see the Waitaki Whitestone Geopark become a reality and be fully integrated with all of the communities within our district. We will be involving our stakeholders fully in the process. We will also ensure that networking with the Regional and National Global Geoparks continues in earnest throughout this process.

Please accept our thanks for the support that the Commission has offered throughout the application process to date. We look forward to working closely with you and the team in the future.

Yours sincerely

Fergus Power
Chief Executive

Waitaki District Council Memorandum

From Mayor Gary Kircher

Date 26 June 2018

Committee Structure / Membership Changes

Recommendation

That Council receives the following information regarding the addition of Cr Bill Kingan as a member of the Executive Committee.

Objective of the Decision

The purpose of this memorandum is to advise Council of a membership change to the Executive Committee, following mid-term sessions between each Councillor and Mayor Kircher. This is the only change being made from the existing committee membership.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	Moderate

Background and Discussion

Council adopted a Committee structure on 30 November 2016 (resolution WDC16/331). As part of that decision, Council also agreed to review the structure in 12 months' time. The four main committees were subsequently reviewed and changes made and adopted at the 6 December 2017 Council Meeting. Recent mid-term one-on-one meetings have been an opportunity to canvass opinions on membership of other committees.

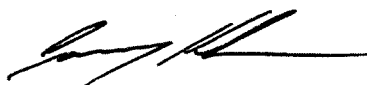
There was not a strong appetite for change from individual councillors. However, I have considered that the membership of the Executive Committee could be strengthened from the existing four Councillors plus Mayor, to five Councillors plus Mayor. This gives the opportunity to involve a greater proportion of Councillors, and it is also an opportunity to bring another non-Oamaru Ward Councillor onto the Executive Committee. The current members of that committee, in addition to myself, are Crs Tavendale, Garvan, Dawson and Wollstein.

Importantly, an addition will bring another viewpoint to the important matters considered by the Executive Committee, such as Chief Executive employment matters, allocation of the economic development fund, and directorship recommendations, along with any other delegated responsibilities. It is my intention that the Executive Committee will be formally meeting more often and so this extra viewpoint becomes more valuable.

After considering possible additions to the Executive Committee, I have decided that Cr Bill Kingan brings good experience and attributes which make him most suited to be appointed.

Conclusion

The appointment of Cr Bill Kingan achieves the aims that I have set out for the broadening of the membership of the Executive Committee.



Mayor Gary Kircher

Attachment: Additional Decision-Making Considerations

Additional Decision Making Considerations

Legal Considerations

41A Role and powers of mayors

- (1) The role of a mayor is to provide leadership to —
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.
- (2) Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.
- (3) For the purposes of subsections (1) and (2), a mayor has the following powers:
 - (a) to appoint the deputy mayor;
 - (b) to establish committees of the territorial authority;
 - (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor —
 - (i) may make the appointment before the other members of the committee are determined; and
 - (ii) may appoint himself or herself.
- (4) However, nothing in subsection (3) limits or prevents a territorial authority from —
 - (a) removing, in accordance with [clause 18](#) of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or
 - (b) discharging or reconstituting, in accordance with [clause 30](#) of Schedule 7, a committee established by the mayor under subsection (3)(b); or
 - (c) appointing, in accordance with [clause 30](#) of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or
 - (d) discharging, in accordance with [clause 31](#) of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).
- (5) A mayor is a member of each committee of a territorial authority.
- (6) To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3).
- (7) To avoid doubt,—
 - (a) [clause 17\(1\)](#) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power in subsection (3)(a);
 - (b) [clauses 25](#) and [26\(3\)](#) of Schedule 7 do not apply to the appointment of the chairperson of a committee of a territorial authority established under subsection (3)(b) unless the mayor of the territorial authority declines to exercise the power in subsection (3)(c) in respect of that committee.

Section 41A: inserted, on 12 October 2013, by [section 21](#) of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

Publicity and Communications

A media release will be issued subject to confirmed changes to the Committee structure.

Waitaki District Council Report

From Finance and Corporate Development Group Manager **Date** 26 June 2018

Council Controlled Organisations – Statements of Intent 2018 – 2019

Recommendation

That Council receives and notes the attached Statements of Intent for the Council Controlled Organisations, namely:

- Omarama Airfield Limited;
- Whitestone Contracting Limited;
- Waitaki District Health Services Limited; and
- Tourism Waitaki Limited.

Objective of the Decision

To receive the Council Controlled Organisations (CCOs) Statements of Intent (SOI) for the 2018 – 2019 year by 30 June 2018.

Summary of Decision Making Criteria

In accordance with Section 64 of the Local Government Act (2002), the CCOs have prepared their 2018 – 2019 Statements of Intent. The SOI lays out the intentions for the next financial year and the objectives to which it contributes.

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Moderate	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	No

Background

Council has the opportunity to comment or make suggestions on the SOI under Section 65 and Schedule 8 of the Local Government Act. This feedback can be on any aspect of the SOI including: nature and scope of activities, objectives, shareholder expectations, reporting and frequency, performance targets, or Governance Policy.

Discussion

The SOIs for all of the CCOs are generally consistent with previous documents. The draft SOIs were considered at the 12 June 2018 Finance, Audit and Risk Committee meeting where all elected members were in attendance. At that meeting, the Committee agreed on feedback for all of the statements tabled. Those comments were then passed to the CCOs, and they have been addressed, where practical, in the final versions of the Statements of Intent attached to this agenda report.

In view of the process that has been followed, as outlined above, it is recommended that all of the final Statements of Intent for the Council Controlled Organisations, as attached to this agenda report, be received and noted.



Paul Hope
Finance and Corporate Development Group Manager

Attachments: Statement of Intent 2018 – 2019 for Omarama Airfield Limited, Whitestone Contracting Limited, Waitaki District Health Services Limited, and Tourism Waitaki Limited

Omarama Airfield Limited

Statement of Intent

For the 2018-19 Year

1. Introduction

This Statement of Intent has been prepared in accordance with Clauses 9 and 10 in Schedule 8 of the Local Government Act 2002.

It identifies for 2018-19 the activities and intentions of Omarama Airfield Limited for the year and the objectives to which those activities will contribute. Performance targets and measures are specified, along with the Company's policies relating to governance and other matters.

The Statement of Intent is compiled annually in consultation with the two equal shareholders being the Waitaki District Council and the Omarama Soaring Centre Incorporated.

2. The Company

2.1 Background

Omarama Airfield Limited was formed in 1993 to develop and operate the Omarama Airfield. Waitaki District Council and Omarama Soaring Centre Inc. each own 50% of the shares issued by the Company. Under the provisions of the Local Government Act 2002 the company is a Council Controlled Organisation.

Council's primary objective for continued ownership is to maintain public access to the transport and recreational facilities of the airfield whilst encouraging the gliding activities which use of the world class soaring environment of the Omarama area.

2.2 Nature and Scope of Activities

Omarama Airfield Limited owns the airfield land, infrastructure and common facilities and is responsible for the operation and ongoing development of the facility.

2.3 Objectives

The principal objective of the Company is to provide airfield facilities that support flying activities and encourage aviation opportunities in Omarama.

The principal objective is advanced through:

- Enhancing the airfield infrastructure;
- Providing public access to airfield facilities;
- Supporting commercial operations;
- Hosting gliding courses, events and competitions;
- Hosting general aviation events;
- Hosting non-aviation events that are complementary to the airfield;
- Supporting model flying operations and events;
- Supporting aviation club activities;
- Encouraging and supporting new aviation activity;
- Supporting where appropriate the local community;
- Managing the airfield in compliance with New Zealand aviation law;
- Investigating and pursuing non-aviation revenue enhancing opportunities and
- Marketing the aviation and recreational opportunities provided by the airfield.

2.4 Shareholder Expectations

The shareholders expect that in conducting the affairs of the Company the directors shall ensure:

- Business activities are conducted in an efficient and effective manner.
- Assets and liabilities are prudently managed.
- The overall performance supports shareholder reasons for continued ownership.
- The decisions made enhance the achievement of the Company's long term objectives.
- The Company acts as a good employer and as an environmentally conscious and responsible citizen.
- That a transparent and collaborative relationship is maintained with the shareholders.

3. Reporting and Performance Measures

3.1 Reporting Frequency and Content

A Director of the Company shall attend the meeting at which the Annual Report is presented and may attend when the Half Yearly report is presented to the Council or the Omarama Soaring Centre.

Based on an annual balance date of 30th June the company will in accordance with the provisions of Clauses 8 and 9 of Schedule 8 and Section 64 of the Local Government Act 2002 provide to the shareholders the following reports:

(a) A Draft Statement of Intent

By 1 March each year, the Directors shall deliver to the shareholders a Draft Statement of Intent for the following year.

(b) A Completed Statement of Intent

By 30th June of each year, the Directors will deliver to the shareholders a Statement of Intent for the following year.

(c) A Half Yearly Report

Within two months after the end of the first half of each financial year, the Directors shall deliver to the shareholders an un-audited report containing the information required by the Financial Reporting Act 1993. The report shall include a commentary on the first six months results and the outlook for the second six months with reference to any significant factors that are likely to have an effect on the Company's performance.

(d) The Annual Report

Within three months of the end of the financial year, the Directors shall deliver to the shareholders the Annual Report that will include:

- A report on the operations of the Company to enable an informed assessment of the Company's performance, including variations from the business plan and achievements against performance targets.
- Audited financial statements as required under the Financial Reporting Act 1993.
- A report on performance against the Corporate Governance Statement.

3.2 Performance Targets and Measures

Over the next three years the Company's performance targets are to:

- Maintain, operate and provide planned services within budgeted income.
- Achieve a break even or better financial result after prudent provision for asset replacement, depreciation and future trading requirements.
- Update the Company's business plan on an annual basis.
- Enhance the economic benefits to the Omarama and Ahuriri community arising from the operation and development of the airfield as measured by increased patronage of facilities and participation in events.

(a) Ratio of Consolidated Shareholders' Funds to Total Assets

'Shareholders' Funds' (Equity) are defined as the paid-up capital plus any retained tax paid profits earned less any dividends distributed to shareholders. They include accumulated surpluses, revaluation reserves, trust funds and any other reserves or funds which have been accumulated in accounts known as either "Revenue Reserves" or "Capital Reserves".

'Total Assets' are defined as the sum of all current and non-current assets plus the investments of the Company.

The projected target for the ratio of shareholders' funds to total assets is at least 90%.

(b) Directors Estimate of the Company Value

The Company's commercial value is estimated in all material respects to be equivalent to the paid up share capital. The directors will advise the shareholders on an annual basis if they believe the value to differ materially from this.

4. Governance, Policy and Procedures

4.1 Corporate Governance Statement

(a) Role of the Board of Directors

The Directors' role is defined in Section 58 of the Local Government Act 2002. This section states 'the role of a director of a council-controlled organisation is to assist the organisation to meet its objectives and any other requirements in its statement of intent' without limitation on 'the other duties that a director of a council-controlled organisation has.' The Board consults with the Company's shareholders in preparing and reviewing the Statement of Intent.

The Board meets on a regular basis and is responsible for the proper direction and control of the Company's activities as required by the Local Government Act 2002 and the Companies Act 1993

The Board acknowledges that it is responsible for the overall control framework of the Company but it recognises that no cost effective internal control system will preclude all errors and irregularities.

(b) The Role of the Shareholders

The Board will ensure that the shareholders are informed of all major developments affecting the Company. The shareholders are provided with a draft Statement of Intent and information is communicated to them via the Half Yearly and Annual Reports or if required special meetings.

The shareholders appoint the directors.

(c) Board Appointments

The board comprises four directors and in accordance with the constitution two are appointed by each shareholder.

The Council's director rotation policy requires its directors to retire over any three year period. Retiring Directors shall be eligible to apply for reappointment.

(d) Board Committees

There are no Board Committees.

(e) Company Management Structure

The four directors' are involved on a day to day basis in the management of the airfield with administration and maintenance services contracted as required.

4.2 Dividend Policy

It is not intended that the Company will pay a dividend

4.3 Accounting Policies

The Company's accounting policies will comply with the legal requirements of the Companies Act 1993, the Financial Reporting Act 1993 and Local Government Act 2002.

A full statement of Accounting Policies will be presented in the Company's Annual Report.

4.4 Procedures for Acquisition of Other Interests

The acquisition of shares or interest in other companies or organisations will only be considered by the Directors where such acquisition is consistent with the long term commercial objectives of the Company.

The approval of the shareholders will be obtained prior to any such transaction.

4.5 Activities for Which the Company Seeks Compensation from any Local Authority

The directors will co-operate with council in establishing a discharge to land via a seepage field for the wastewater outfall from the Omarama wastewater treatment plant, providing there is no cost to the company

There are no other activities contemplated for which the company seeks local authority compensation.

The Council is not permitted to provide any guarantee, indemnity or security in respects of the assets, liabilities or trading activities of the Company.

4.6 Tendering Policy

The Company has a tendering policy for the supply of goods and services to the Company.

Compliance with the tendering policy is recorded in the Company's Annual Report.

WHITESTONE CONTRACTING LIMITED

STATEMENT OF INTENT 2018/19

1. Introduction

This Statement of Intent has been prepared in accordance with Section 64 of the Local Government Act 2002.

It outlines the activities and intentions of Whitestone Contracting Limited and the company's objectives. Performance targets and measures are specified, along with the Company's policies relating to governance and other matters.

The Statement of Intent is reviewed annually by Whitestone Contracting Limited following consultation with Waitaki District Council.

2. The Company

2.1 Background

Whitestone Contracting Limited (WCL) was established in 1991 and is 100% owned by the Waitaki District Council (Shareholder).

Under the provisions of the Local Government Act 2002, it is deemed to be a Council Controlled Trading Organisation.

The principal goal of Council-controlled organisations (CCTO) is to operate as a successful long-term business with the prime objective of managing the company's assets on an economic, environmental and socially sustainable basis.

Shareholder objectives for continued ownership and control include:

- Stimulating a competitive contracting sector in our district;
- Supporting local opportunities for a diverse labour market;
- Obtaining a good return on investment commensurate with the business risks of WCL and the risk appetite of the Shareholder

2.2 Nature and Scope of Activities

The nature of WCL's activities will include those of a contractor and those activities of a trading organisation that the Directors consider are profitable, appropriate and in the best long term interests of WCL and the Shareholder.

The scope of activities undertaken by WCL include, but are not limited to, physical works for maintenance and construction including roading works, reticulation construction and maintenance, landscaping services, private sector contracting including mechanics workshop, quarry and landfill operations and equipment hire.

2.3 Objectives

The principal objective of WCL is to operate as a successful business and grow Shareholder wealth. WCL has a vision to be a reputable and trusted contractor thereby providing a financial return on investment to its Shareholder commensurate with risk; and thereby benefitting the region.

In general, WCL is focused on continual improvement of its systems and processes to improve operations. It also seeks to support local employment, the environment and the community, while at the same time maximising profit and performance in a sustainable way. As a company it recognises its Shareholder's objectives for ownership, including providing cost effective delivery of local services and assisting in the maintenance and improvement of good quality local infrastructure.

In pursuing the principal objective WCL and directors shall:

- Manage the WCL's business activities in an efficient, effective and safe manner.
- Ensure governance, structures, leadership and processes are in place and operating effectively across WCL to deliver a Zero Harm culture and achieve strategic safety goals
- Grow Shareholder wealth
- Ensure assets and liabilities are prudently managed consistent with the nature of a contracting business.
- Maximise the long term viability and profitability consistent with the Shareholder's objectives for ownership.
- Manage the business with the objective of achieving agreed business growth.
- Consolidate, and when financially advantageous, expand the Company operations in to the private and public sectors using the skill, abilities and management techniques that are available within WCL.
- Maintain a diversified portfolio of work and clients to ensure continuity of returns to the Shareholder.
- Continue to review WCL structure to ensure the most efficient structure is in place to enhance profitability.
- Be customer focused and ensure good customer contract results as measured against contract specifications.
- Ensure that the Company is disciplined with expenditure and seeks to maximise revenue.
- Achieve the most efficient use of staff resources, capital assets and working capital through innovative management and sound business practises.
- Develop and get agreement from the shareholder on a significant asset acquisition/disposal process and to proactively engage on this mutually agreed approval process.
- Provide a work environment that recruits, fosters and maintains safe, competent, motivated, committed and productive employees and developing its people to their potential.
- Recognising and rewarding excellent performance by staff.
- Act in an environmentally and socially responsible manner and implement sustainable business practices.
- Ensure transparent and informed relationships are maintained with the Shareholder within the spirit of 'no surprises'.

3. Reporting and Performance Measures

3.1 Reporting Frequency and Content

A Director of WCL shall attend any meeting at which the Annual Report or Half Yearly Report is presented to the Shareholder. The following information will be available to the Shareholder based on an annual balance date of 30th June.

Draft Statement of Intent

Each year, the Directors shall (for so long as the Company remains a Council controlled organisation), deliver to the Shareholder a Draft Statement of Intent for the following year which fulfils the requirements of Section 64 of the Local Government Act 2002.

Completed Statement of Intent

By 30 June of each year, the Directors (for so long as WCL remains a CCO) will deliver to the Shareholder a Statement of Intent for the following year which fulfils the requirements of Section 64 of the Local Government Act 2002.

Quarterly Report

WCL will report to the Shareholder committee quarterly on KPI targets as well as individual contract performance reports at the completion of contract works for the Shareholder.

Half Yearly Report

Within two months after the end of the first half of each financial year, the Directors shall deliver to the Shareholder an un-audited report containing the information required by the Financial Reporting Act 1993 and a commentary on the results for the first six months together with a report on the outlook for the second six months with reference to any significant factors that are likely to have an effect on the Company's performance, including an estimate of the financial result for the year based on that outlook.

Annual Report

Within two months after the end of each financial year, the Directors shall deliver to the Shareholder an annual report and audited financial statements in respect of the financial year, containing the following information as a minimum:

A report on the operations of WCL to enable an informed assessment of the Company's performance including: Performance against targets in this Statement of Intent.

- Performance against the Corporate Governance Statement.
- Audited financial statements as required under the Financial Reporting Act 1993.
- A report on compliance with WCL's Tendering Policy

3.2 Performance Targets and Measures

Over the next three years, WCL's performance targets are to:

Financial

- Achieve a before income tax return (prior to donations, sponsorships and subvention payments) on opening shareholders funds that exceeds 8%.
- Achieve a rate of shareholder's funds to total assets > 40%.

Quality Services

- Maintain ISO 9001 registration and related quality assurance programmes

Health and Safety

- Maintain a high standard of health and safety in relation to WCL's employees, customers, suppliers, subcontractors and the public, as measured by maintaining NZS4801 safety management systems accreditation.
- Maintain a total injury frequency rate of < 7 per 200,000 hours worked or 35 per million hours worked.

Environmental

- Maintain ISO 14001 standard to ensure the company has systems in place to environmental and legislative and regulatory requirements.
- Maintain full compliance with Resource Management Act – no breaches.

Community

- Support community initiatives with over \$50,000 of sponsorship per annum.

Ratio of Consolidated Shareholders' Funds to Total Assets

'Shareholders' Funds' (Equity) are defined as the paid-up capital plus any retained tax paid profits earned and less any dividends distributed to Shareholders. They include accumulated surpluses, revaluation reserves, trust funds and any other reserves or funds which have been accumulated in accounts known as either 'Revenue Reserves' or 'Capital Reserves'.

'Total Assets' are defined as the sum of all current and non-current assets plus investments of WCL.

The ratio of consolidated Shareholder funds to total assets will be in the range of 60% - 80% (and in accordance with WCL's business plan).

Directors Estimate of WCL Value

The estimated value of WDC's investment in WCL is greater than the paid up capital and retained earnings. The directors will advise the Shareholder on an annual basis if they believe the value to differ materially from this state.

4. Governance, Policy and Procedures

4.1 Corporate Governance Statement

a) Role of the Board of Directors

The Directors' role is defined in Section 58 of the Local Government Act 2002. This section states that all decisions relating to the operation of the Council Controlled Trading Organisation shall be made pursuant to the authority of the directorate of the Organisation and its Statement of Intent. The Board consults with WCL's Shareholder in preparing and reviewing the Statement of Intent.

The Board meets on a regular basis and is responsible for the proper direction and control of WCL's activities. This responsibility includes such areas of stewardship as the identification and control of WCL's business risks, the integrity of management

information systems and reporting to Shareholders. While the Board acknowledges that it is responsible for the overall control framework of WCL, it recognises that no cost effective internal control system will preclude all error and irregularities. The system is based upon written procedure, policies and guidelines, organisational structures that provide an appropriate division of responsibility, a total quality management audit system, and the careful selection and training of qualified personnel.

The Board recognises that the ultimate shareholder is a territorial local authority and that this imposes additional legislative and compliance demands on the company and that their actions have an impact on Council.

To achieve this governance the Directors will:

- Conduct regular briefings with the designated Shareholder representatives to discuss emerging risk and opportunities of the business, the general forecast performance expectations and to learn of relevant changes in Shareholder policies, expectations or risk appetite.
- Act on an informed basis, in good faith with due diligence and care and in the best interests of the Shareholder and WCL.
- Act in accordance with the constitution and Statement of Intent.
- Ensure compliance with applicable legislation and regulation.
- Review and guide corporate strategy, major plans of action, risk policy, annual budgets and annual plans, set performance objectives, monitor implementation and corporate performance, and oversee major capital investment expenditures, acquisitions and divestments.
- Monitor and manage potential conflicts of interest of management, board members and Shareholder.
- Ensure WCL's financial management is consistent with good business practice.
- In the spirit of no surprises, keep the Shareholder informed on significant events and issues, including those sensitive to publicity that may arise from the Shareholder being a political organisation.
- Promote a culture which requires all employees to adhere to high levels of ethical behaviour.
- Ensure WCL continues to develop a Zero Harm health and safety culture that manages risk, behaviour and outcomes to a high standard to avoid harm to people so that all staff return home safely every day.
- Provide a healthy and safe environment and ensure all Health and Safety Act obligations are met by the Company.
- Monitor the effectiveness of overall governance and make changes as needed.
- Maintain the company's economic sustainability through the mitigation of business risk and to develop and maintain a comprehensive risk management strategy.
- Keep the shareholder informed of matters of substance affecting the Company.

b) The Role of the Shareholder

The Board aims to ensure that the Shareholder is informed in a timely manner of all major developments affecting the Group's state of affairs. The Shareholder is consulted on the review of WCL's Statement of Intent and is responsible for the

appointment of directors. Information is communicated to the Shareholder in the Annual Report, the Interim Report and special meetings where required.

The Shareholder is expected to:

- Deal with issues raised by WCL in a prompt, expedient and professional manner.
- Maintain a high level of communication with WCL on relevant matters.
- Ensure transparent and collaborative relationships are maintained with WCL.

c) Board Appointments

Directors are appointed by the Shareholder in accordance with Shareholder policy. The Board is subject to the Shareholder's director rotation policy requiring all of the directors retire over any three-year period. Directors are appointed for up to a maximum period of three years. Ideally directors are rotated on regular basis. Retiring Directors shall be eligible to apply for reappointment.

d) Director and Board Performance

The Board formally reviews its performance, and the performance and contribution of individual directors on an annual basis, taking into account the current and future needs of WCL, and performance improvement, processes are implemented as required. The Chairman of the Board will report to the Shareholder on any particular mix of skills the board requires of any new Director.

e) Board Committees

The Board maintains a number of standing committees that focus on particular areas of the Board's responsibilities. These include:

Audit/Finance and Risk:

The committee:

- Monitors the audit function and reviews the adequacy and quality of the annual audit process;
- Ensures WCL maintains property accounting records and complies with all relevant legislation.
- Monitors changing business risk analysis and mitigation strategies.

Remuneration:

The committee reviews the remuneration and performance of the Chief Executive Officer.

f) Company Management Structure

The Management of WCL is delegated to the Chief Executive, who will manage WCL in accordance with the directives of the Board and good business practice.

g) Treasury Policy

There is no exposure to foreign exchange and interest rate risk is managed in accordance with the Group's Policy Manual that sets limits of management authority. No speculative investments are approved and investments not with a registered bank require board approval.

h) Code of Conduct

The Board has adopted policies for its members, executives and staff, specifying the business standards and ethical considerations in conducting its business with stakeholders. The policy includes:

- Corporate governance matters (as described);
- Relationships with employees and customers (ethics, health and safety);
- Confidentiality of company information;
- Environmental responsibilities.

i) Audit

External auditors are used to evaluate the quality and reliability of information provided to the Shareholders.

4.2 Dividend Policy

WCL is committed to maximising the long term sustainable distribution flow to the shareholder and maintain a distribution intent of paying 75% of any net after tax return to the shareholder.

Any distribution needs to be prudent in the circumstances and meet the solvency test.

Some, or all, of the distributions to the Shareholder may be made, with agreement of the Shareholder, by subvention payment, or other mutually agreed method after taking account of all tax considerations.

WCL will declare dividends and make subvention payments, or other distributions, consistent with the amounts recommended by the Directors as suited to sustain the viability of the business in accordance with clause 3.2 - subsection (i).

4.3 Accounting Policies

WCL's accounting policies will comply with the legal requirements of the Companies Act 1993, the Financial Reporting Act 1993 and Local Government Act 2002 and be consistent with generally accepted accounting principles.

A full statement of Accounting Policies will be presented in WCL's Annual Report.

4.4 Procedures for Acquisition of Other Interests

The procedure to be followed for share acquisitions per 9(1) (i) of Schedule 8 of the Local Government Act 2002 will be at the discretion of the Directors unless the acquisition qualifies as a significant acquisition or a major transaction.

A significant acquisition is defined as an acquisition with a value more than 20% of WCL's total value.

The Directors will consult the Shareholder prior to completing a significant acquisition.

A major transaction is defined as an acquisition involving more than 50% of the total assets of the Company or when a new CCO is established. Such a transaction requires a special resolution of the Shareholder.

4.5 Procedures for Divestment of assets or Interests

A significant divestment is defined as a divestment with a value more than 20% of WCL's total value.

The Directors will consult the Shareholder prior to completing a significant divestment.

A major transaction is defined as a divestment involving more than 50% of the total assets of the Company. Such a transaction requires a special resolution of the Shareholder

4.6 Activities for Which WCL Seeks Compensation from any Local Authority.

WCL undertakes work on a contractual basis for several local authorities, including the Shareholder. On occasions, WCL seeks compensation for breach of contract. Should compensation be sought or obtained from the Shareholder, the details shall be recorded in the annual report of WCL and the Shareholder.

Currently WCL does not provide facilities or amenities, make grants or perform regulatory or other government functions.

The Shareholder is not permitted to provide any guarantee, indemnity or security in respects of the assets, liabilities or trading activities of WCL.

4.7 Sales of Goods/Services to the Shareholder.

WCL provides goods and services to the Shareholder as part of its normal business activities. These goods and services shall be charged for on a commercial basis.

WAITAKI DISTRICT HEALTH SERVICES LIMITED

2018 / 2019

Statement of Intent

Pursuant to Section 64 of the Local Government Act 2002

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Waitaki District Health Services Limited

Draft Statement of Intent

Period from 1 July 2018 – 30 June 2019

1. Introduction

This Statement of Intent has been prepared in accordance with Section 64 of the Local Government Act 2002.

It outlines the activities and intentions of Waitaki District Health Services Limited for the next three years and the objectives to which those activities will contribute. Performance targets and measures are specified, along with the Company's policies relating to governance and other matters.

The Statement of Intent is reviewed annually by the Company in consultation with Waitaki District Council.

2. The Company

2.1 Background

Waitaki District Health Services was established in 1997 for the charitable purpose of providing health services to the community and is 100% owned by the Waitaki District Council. Under the provisions of the Local Government Act 2002, it is deemed to be a Council Controlled Organisation.

Council's primary objective for continued ownership and control is to ensure the healthcare needs and interests of the District are met through the provision of quality, locally based healthcare services.

2.2 Nature and Scope of Activities

The activities undertaken by the Company include, but are not limited to:

- The operation of Oamaru Hospital.
- The District-wide provision of health services including medical, women's, men's, child and family/whanau health, elderly health, disability support, public health radiology and related support services.
- Maintaining and operating the Southern District Health Board service contract for the Waitaki District.
- Providing contract health and rehabilitation services for other organisations requiring local service.
- Acquiring, maintaining and operating all buildings and other resources needed for the business of the Company.

2.3 Objectives

The principal objective of the Company is to operate a successful healthcare business by providing infrastructure and services to meet the healthcare needs of the Waitaki District community.

2.4 Shareholder Expectations

Council expects that in conducting the affairs of the Company, the directors shall ensure:

- Government responsibility for funding of health services for Waitaki District is maintained at all times and that no call will be made on Council to fund health services to Waitaki District.
- Business activities are conducted in an efficient and effective manner.
- Assets and liabilities are prudently managed.
- Overall performance supports Council's reasons for continued ownership.
- Expedient short-term decisions that may adversely impact on the achievement of future long term needs and objectives are avoided.
- The Company acts as a good employer and as an environmentally conscious and responsible citizen.
- Transparent and collaborative relations are maintained with the shareholder.
- Pursue all avenues of funding that may be available from time to time for Waitaki District Health Services funding

3. Reporting and Performance Measures

3.1 Reporting Frequency and Content

A Director of the Company shall attend any meeting at which the Annual Report or Half Yearly Report is presented to Council as shareholder.

The following information will be available to the shareholder based on an annual balance date of 30th June:

Draft Statement of Intent

By 1 March each year, the Directors shall deliver to the shareholder a Draft Statement of Intent for the following year which fulfils the requirements of Section 64 of the Local Government Act 2002.

Completed Statement of Intent

By 30th June of each year, the Directors will deliver to the shareholder a Statement of Intent for the following year which fulfils the requirements of Section 64 of the Local Government Act 2002.

Half Yearly Report

Within two months after the end of the first half of each financial year, the Directors shall deliver to the shareholder an un-audited report containing the information required by the Financial Reporting Act 1993 and a commentary on the results for the first six months together with a report on the outlook for the second six months with reference to any significant factors that are likely to have an effect on the Company's performance.

Annual Report

Within two months after the end of each financial year, the Directors shall deliver to the shareholder an annual report and audited financial statements in respect of the financial year, containing the following information as a minimum:

- A report on the operations of the Company to enable an informed assessment of the Company's performance, including variations from the business plan and achievements against performance targets.
- Performance against the Corporate Governance Statement.
- Audited Financial statements as required under the Financial Reporting Act 1993,

(it is noted that time constraints of the company's auditors may delay timely completion of audits and that any such delays are not within the control of the company).

- A report on compliance with the Company's Tendering Policy.
- Activity statistics, with comparable figures for previous year.
- A report on service delivery issues and achievements.

Waitaki District Health Services Trust

Reports will include, as required by accounting practice and standards, the Waitaki District Health Services Charitable Trust financial performance and financial position in the consolidated accounts of the Company.

3.2 Performance Targets and Measures

Over the next three years the Company's performance targets are to:

- (i) Operate and provide planned services within budgeted income, including services contract income with the Southern District Health Board and income from other contracted sources.
- (ii) Achieve a break even or better result after prudent provision for assets depreciation and replacement and for future trading requirements.
- (iii) Update the Company's business plan on an annual basis.
- (iv) Meet service standards required under Southern District Health Board contractual arrangements with the Company, by maintaining the following certifications:
 - a. Health & Disability Sector Standards Certification for the hospital
 - b. Baby Friendly Hospital Initiative Certification for Maternity
 - c. International Accreditation New Zealand (IANZ) Certification for Radiology
 - d. Building Warrant of Fitness certification
 - e. Building Act 2004 Compliance Schedule
 - f. Registration for Food Control Plan for the hospital kitchen
 - g. Stationary Container System Test Certificate
 - h. Hazardous Substances Location Test Certificate
 - i. Approved Handlers Test Certificate
 - j. Cold Chain Accreditation
- (v) Meet and observe adequate professional and technical standards in the delivery of Waitaki District health services by ensuring all employed regulated health professionals hold current Annual Practicing Certificates.
- (vi) Maintain a Quality Assurance Programme to ensure adequate standards of care and services are maintained for the Company's patients.
- (vii) Establish, where appropriate, strategic alliances with business partners and community groups in order to achieve desired outcomes for health services.
- (viii) Report to Council at half yearly and yearly interval as required.
- (ix) Communicate to staff via regular newsletters and at least two forums a year, and to the wider community as and when necessary utilising the local media
- (x) Work with parties such as the Safer Waitaki Group, the Emergency Services Coordinating Committee (ESCC), the Emergency Care Coordination Team (ECCT), the Electives Operational Meeting, Stroke Governance Group that have a professional or business interest in health care in the Waitaki District to maintain and improve the range and quality of health care services in the District.
- (xi) Hold a Waitaki District Health Forum, under Terms of Reference approved by the Board, as a public meeting at least two times a year as a means of liaison and consultation between the Hospital and the community.

The financial projections for the Company are set out below:

	Actual	Forecast	Forecast	Forecast
	2017	2018	2019	2020
Shareholders' Funds (Equity)	\$11,181,786	\$10,961,727	\$10,400,898	\$10,425,877
Total Assets Less Liabilities	\$11,181,786	\$10,961,727	\$10,400,898	\$10,425,877
Total Assets	\$13,668,449	\$13,264,736	\$12,703,907	\$12,608,886
Total Liabilities	\$2,486,663	\$2,303,009	\$2,303,009	\$2,183,009

Note:

- These figures assume normal rates of depreciation
- Land and buildings valuations were updated at 30 June 2018.

Ratio of Consolidated Shareholders' Funds to Total Assets

'Shareholders' Funds' (Equity) are defined as the paid-up capital plus any retained tax paid profits earned and less any dividends distributed to shareholders. They include accumulated surpluses, revaluation reserves, trust funds and any other reserves or funds which have been accumulated in accounts known as either "Revenue Reserves" or "Capital Reserves".

'Total Assets' are defined as the sum of all current and non-current assets plus investments of the Company.

The ratio of consolidated shareholders' funds to total assets will be in the range of 82% to 87%.

No asset will be represented by the Waitaki District Council's shareholding in the Company that could involve the Council or community in loss of value in such asset which is nominal only, the Company being wholly funded by Government and private suspensory and commercial loan arrangements.

The estimated capital structure for the next three years is shown in financial projections for the company as set out above.

Directors Estimate of the Company Value

The Company's commercial value is estimated in all material respects to be equivalent to the "Total Equity" disclosed in the company's annual and half yearly financial reports. The directors will advise the shareholders on an annual basis if they believe the value to differ materially from this state.

4. Governance Policy and Procedures

4.1 Corporate Governance Statement

(a) Role of the Board of Directors

The Directors' role is defined in Section 58 of the Local Government Act 2002. This section states that all decisions relating to the operation of the Council Controlled Organisation shall be made pursuant to the authority of the directorate of the Organisation and its Statement of Intent. The Board consults with the Company's shareholder in preparing and reviewing the Statement of Intent.

The Board meets on a regular basis and is responsible for the proper direction and control of the Company's activities. This responsibility includes such areas of stewardship as the identification and control of the Company's business risks, the integrity of management information systems and reporting to shareholders. While the Board acknowledges that it is responsible for the overall control framework of the Company, it recognises that no cost effective internal control system will preclude all error and irregularities.

(b) The Role of the Shareholder

The Board aims to ensure that the shareholder is informed of all major developments affecting the Group's state of affairs. The shareholder is consulted with on the review of the Company's Statement of Intent and is responsible for the appointment of directors. Information is communicated to the shareholder in the Annual Report, the Interim Report and special meetings where required.

(c) Board Appointments

Directors are appointed by the shareholder in accordance with Council policy. The Board is subject to the shareholder's director rotation policy requiring all of the directors retire over any three year period. Retiring Directors shall be eligible to apply for reappointment.

(d) Director and Board Performance

The Board formally reviews its performance, and the performance and contribution of individual directors on an annual basis, taking into account the current and future needs of the Company, and performance improvement processes are implemented as required. The annual review also provides information to the shareholder on the mix of skills needed to assist with the identification of new directors.

(e) Board Committees

Committees can be constituted as may be required for particular Board tasks.

(f) Company Management Structure

The Company's organisational structure includes the Directors' involvement with management and administration services contracted as required.

(g) Audit

External auditors are used to evaluate the quality and reliability of information provided to the shareholders.

4.2 Dividend Policy

It is not intended for the Company to pay a dividend.

4.3 Accounting Policies

The Company's accounting policies will comply with the legal requirements of the Companies Act 1993, the Financial Reporting Act 1993 and Local Government Act 2002 and be consistent with generally accepted accounting principles.

A full statement of Accounting Policies will be presented in the Company's Annual Report.

4.4 Tendering Policy

The Company has a tendering policy relating to the supply of goods and services to the Company from suppliers and directors. Compliance with the Tendering Policy is reported in the Company's Annual Report.

4.5 Procedures for Acquisition of Other Interests

The acquisition of shares or interest in other companies or organisations will only be considered by the Directors where such acquisition is consistent with the long term objectives of the Company.

If the directors believe that the Company should invest in, or otherwise acquire, any interest in another company or organisation, they will obtain the prior approval of the shareholders.

4.6 Activities for Which the Company Seeks Compensation from any Local Authority

There are no activities contemplated for which the Directors seek compensation from the Council as shareholder.

The Council is not permitted, nor required, to provide any guarantee, indemnity or security in respects of the assets, liabilities or trading activities of the Company.



<p style="text-align: center;">Tourism Waitaki Limited Statement of Intent 2018 – 2019</p>

1. Introduction

This Statement of Intent has been prepared in accordance with Section 64 of the Local Government Act 2002.

It outlines the activities and intentions of the Tourism Waitaki Limited for the next three years and the objectives to which those activities will contribute. Performance targets and measures are specified, along with the Company's policies relating to governance and other matters.

The Statement of Intent is reviewed annually by the Company in consultation with Waitaki District Council.

2. The Company

2.1 Background

Tourism Waitaki Limited is the registered legal name of the former Waitaki Development Board, which was established in December 1996 and is 100% owned by the Waitaki District Council. Under the provisions of the Local Government Act 2002 it is deemed to be a Council Controlled Organisation.

Council's primary objective for continued ownership and control of the Tourism Waitaki is to advance tourism within the district by fostering a positive, diverse, sustainable and growing tourism sector.

2.2 Nature and Scope of Activities

The activities undertaken by the Company include, but are not limited to:

- Facilitation of District-wide economic growth by developing the tourism sector.
- Growth of the tourism industry through implementation of the Tourism Strategy and advising Council on visitor infrastructure needs.
- Provision of visitor information through the services of the Oamaru i-SITE, Oamaru Convention Bureau, and Waitaki Events, supported by Omarama and Palmerston Visitor Centres and other locations and office personnel as deemed necessary and desirable by Tourism Waitaki.
- Operation and Management of the Oamaru Blue Penguin Colony and Whitestone City.
- Operation and Management of the commercial aspects of the Alps to Ocean Cycle Trail
- Fostering new and existing business opportunities, business partnerships and commercial relationships with all potential stakeholders at local, regional and national levels.

2.3 Objectives

The principal objective of Tourism Waitaki Limited is to facilitate the growth of the district tourism industry, while delivering broad social, environmental, and cultural returns.

Other specific objectives include the attraction of grant funding where applicable; growth of the tourism industry within the district and operation of commercial enterprises including, though not limited to, the Oamaru Convention Bureau, Waitaki Events, Oamaru Blue Penguin Colony, ISITes, Whitestone City, and the Alps to Ocean Cycle Trail.

2.4 Shareholder Expectations

Council expects that in conducting the affairs of the Company, the directors shall ensure

- Business activities are conducted in an efficient and effective manner.
- Assets and liabilities are prudently managed.
- Overall performance supports Council's reasons for continued ownership.
- Decisions are based on the achievement of long term strategic needs and objectives, not short term expediencies.
- The Company acts as a good employer and as an environmentally conscious and responsible citizen.
- The Company in its consultative practices has due regard for Māori.
- Transparent and collaborative relations are maintained with the shareholder.

3. Reporting and Performance Measures

3.1 Reporting Frequency and Content

A Director of the Company shall attend any meeting at which the Annual Report or Half Yearly Report is presented to Council as shareholder.

The following information will be available to the shareholder based on an annual balance date of 30th June:

Draft Statement of Intent

By 1 March each year, the Directors shall deliver to the shareholder a Draft Statement of Intent for the following year which fulfils the requirements of Section 64 of the Local Government Act 2002.

Completed Statement of Intent

By 30th June of each year, the Directors will deliver to the shareholder a Statement of Intent for the following year which fulfils the requirement of Section 64 of the Local Government Act 2002.

Quarterly Reports

Within six weeks of the end of each quarter the WDB shall report to the Shareholder in accordance with contractual requirements.

Half Year Reports

Within two months after the end of the first half of each financial year, the Directors shall deliver to the shareholder an un-audited report containing the information required by the Financial Reporting Act 1993 and a commentary on the results for the first six months together with a report on the outlook for the second six months with reference to any significant factors that are likely to have an effect on the Company's performance, including an estimate of the financial result for the year based on that outlook, a report on the performance targets achieved during the six month period, the scale of non-Council related business activities and statements for any grants awarded by the Tourism Waitaki to another party, including information measuring the effectiveness of the grant.

Annual Report

Within three months after the end of each financial year, the Directors shall deliver to the shareholders an annual report and audited financial statements, with respect to the financial year, containing the following information as a minimum:

- A report on the operations of the Company to enable an informed assessment of the Company's performance including:
- Performance against targets in this Statement of Intent.
- Performance against the Corporate Governance Statement.
- Audited financial statements as required under the Financial Reporting Act 1993.
- A report on compliance with the Company's Tendering Policy.
- Any grants awarded by Tourism Waitaki Limited to another party, including information measuring the effectiveness of the grant.

Annual Budget

Annual revenue and expenditure figures shall be provided by 30 November, to enable it to be included within the Draft Annual Plan for the Waitaki District Council.

3.2 Performance Targets and Measures

Over the next three years the Company's performance targets are to:

1. Tourism

Tasks

- 1.1 Increase Trade-ready Product through tourism sector development activities
- 1.2 Increase the length of time visitors spend in the District
- 1.3 Increase the per-visitor yield through increased accommodation value and volume of available activities
- 1.4 Profitably manage and expand TWL's tourism business assets
- 1.5 Progress toward financial self-sustainability

Target

Facilitate Tourism Industry Development

Product development

Strategic partnerships

Trade initiatives

Measurement

Increase in accommodation spending
 Growth in visitors from core visitor markets
 Tourism strategy revised and implemented
 New trade-ready tourism ventures
 Expansion of current trade-ready products
 Travel infrastructure network expanded
 IMA agreements in place
 Industry affiliations expanded
 Management recognized as industry leaders
 Increased IBO visitors
 Growth in TRENZ attendees from the District
 Itineraries developed
 Services retailed through District sales network

The financial projections for the Company are set out below:

Year Ending	30 June 2018
Shareholder's Equity	\$500,000

Ratio of Consolidated Shareholders' Funds to Total Assets

'Shareholders' Funds' (Equity) are defined as the paid-up capital plus any retained tax paid profits earned and less any dividends distributed to shareholders. They include accumulated surpluses – revaluation reserves, trust funds and any other reserves or funds which have been accumulated in accounts known as either "Revenue Reserves" or "Capital Reserves".

'Total Assets' are defined as the sum of all current and non-current assets plus investments of the Company.

The ratio of consolidated shareholders fund to total assets will exceed 5%.

Directors Estimate of the Company Value

The Directors estimate that the commercial value of the shareholders' investment in TWL will be represented by the opening balance of shareholders' funds. The directors will advise the shareholders on an annual basis if they believe the value to differ materially from this state.

4. Governance, Policies and Procedures

4.1 Corporate Governance Statement

a) Role of the Board of Directors

The Directors' role is defined in section 58 of the Local Government Act 2002. This section states that all decisions relating to the operation of the Council Controlled Organization shall be made pursuant to the authority of the directorate of the Organization and its Statement of Intent. The Board consults with the Company's shareholder in preparing and reviewing the Statement of Intent.

The Board meets on a regular basis and is responsible for the proper direction and control of the Company's activities. This responsibility includes such areas of stewardship as the identification and control of the Company's business risks, the integrity of management information systems and reporting to shareholders. While the Board acknowledges that it is responsible for the overall framework of the Company, it recognizes that cost effective internal control systems will preclude all errors and irregularities.

b) The Role of the Shareholder

The Board aims to ensure that the shareholder is informed of all major developments affecting the Group's state of affairs. The shareholder is consulted with on the review of the Company's Statement of Intent and is responsible for the appointment of directors. Information is communicated to shareholder in the Annual Report, the Half-year Report and special meetings where required.

c) Board Appointments

Directors are appointed by the shareholder in accordance with Council policy. The Board is subject to the shareholder's director rotation policy requiring all of the directors to retire over any three-year period. Retiring Directors shall be eligible to apply for reappointment.

d) Director and Board Performance

The Board formally reviews its performance, and the performance and contribution of individual directors on an annual basis, taking into account the current and future needs of the Company, and performance improvement processes are implemented as required. The annual review also provides information to the shareholder on the mix of skills needed to assist with the identification of new directors.

e) Company Management Structure

All operations and management of the Company and its business units are delegated to the General Manager, Tourism Waitaki Limited who relies on key personnel for support.

f) Code of Conduct

The Board has adopted policies for its members, executive and staff, specifying the business standards and ethical considerations in conducting its business with stakeholders. These policies include:

- Corporate governance matters (as described).
- Relationships with employees and customers (ethics, health and safety).
- Confidentiality of Company information.

g) Treasury Policy

There is no exposure to foreign exchange and interest rate risk is managed in accordance with the Policy Manual that sets limits of management authority. No speculative investments are approved and investments not with a registered bank require Board approval.

h) Audit

External auditors are used to evaluate the quality and reliability of information provided to the shareholders.

4.2 Dividend Policy

Any dividend paid by the company during the course of this agreement will be in the form of a reduction in grant funding compounded into the next 3-year negotiation cycle.

4.3 Accounting Policies

The accounting policies recognized by the New Zealand Institute of Chartered Accountants for the measurement and reporting of net surplus and financial position will be adopted by the Company.

A full statement of Accounting Policies will be presented in the Company's Annual Report.

All financial statements, reports, and information will be consistent with Council reporting styles and standards where both possible and practicable.

4.4 Tendering Policy

The Company has a tendering policy relating to the supply of goods and services to the Company from suppliers and directors.

Compliance with the Tendering Policy is reported in the Company's Annual Report.

4.5 Procedures for Acquisition of Other Interests

The acquisition of shares or interest in other companies or organizations will only be considered by the Directors where such acquisition is consistent with the long term commercial objectives of the Company.

If the directors believe that the Company should invest in, or otherwise acquire, any interest in another company or organization, they will obtain the prior approval of the shareholders.

4.6 Activities for Which the Company Seeks Compensation from any Local Authority

There are no activities for which the Company seeks compensation from any local authority.

The Council is not permitted to provide any guarantee, indemnity or security in respects of the assets, liabilities or trading activities of the Company.

4.7 Sales of Goods/Services to the Shareholder

The Company provides goods and services to the Waitaki District Council as part of its normal business activities. These goods and services shall be charged for on a commercial basis.