



**I, Kitea Tipuna, Tumu Whakarae Chief Executive, hereby give notice that  
Wairoa Youth Council Meeting will be held on:**

**Date:** Tuesday, 12 March 2024  
**Time:** 3:30 pm  
**Location:** Council Chamber, Wairoa District Council,  
Coronation Square, Wairoa

# **AGENDA**

## **Wairoa Youth Council Meeting**

**12 March 2024**

**MEMBERSHIP:** Youth Cr Trevor Waikawa, Youth Cr Hinetaitapu Moeariki, Youth Cr Amiria Drysdale, Youth Cr Te Rawhitiara Edwards-Hammond, Youth Cr Manaia Hall, Youth Cr Piripi Ropitini, His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Roslyn Thomas

The agenda and associated papers are also available on our website: [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

For further information please contact us 06 838 7309 or by email [info@wairoadc.govt.nz](mailto:info@wairoadc.govt.nz)



**Order Of Business**

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**2 Apologies for Absence ..... 5**

**3 Declarations of Conflict of Interest ..... 5**

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- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

**7 MINUTES OF THE PREVIOUS MEETING**

Ordinary Meeting - 15 August 2022

Ordinary Meeting - 7 November 2023

**MINUTES OF WAIROA DISTRICT COUNCIL  
WAIROA YOUTH COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON MONDAY, 15 AUGUST 2022 AT 3.30PM**

**PRESENT:** Youth Cr Trevor Waikawa, Youth Cr Mohaka Hooper, Youth Cr Grace Kaihe Tahuri, Youth Cr José Manuel ( via zoom) , Youth Cr Araley Rudd, Youth Cr Rongomaiwahine Te Rau o Patuwai ( via zoom) , Youth Cr Te Huiariki Tuahine (via zoom) , Youth Cr Lyric Wesche (via zoom) , Cr Melissa Kaimoana ( via zoom) , Cr Danika Goldsack arrived at 3.43 pm ( via zoom)

**IN ATTENDANCE:** **Courtney Hayward** (Deputy Electoral Officer / Kaiwhakahaere Kaupapa Here, Mana Ārahi me te Whakawhanake Ōhanga | Policy, Governance and Economic Development Manager ), **Sarayde Tapine** (Kaiurungi Kaupapa Here | Policy Officer) , **Alannah Marshall** (Kaiurungi Mana Ārahi me te Whakawhanake Ōhanga | Governance and Economic Development Officer), **Hope Kaihe Tahuri** ( Kaiurungi Pārongo Tāpoi | Tourism Information Officer ), **Maui Aben** ( Senior Sergeant | Wairoa Police)

**1 KARAKIA**

Karakia was given by Youth Cr Grace Kaihe - Tahuri

**2 APOLOGIES FOR ABSENCE**

**APOLOGY**

**COMMITTEE RESOLUTION 2022/49**

Moved: Youth Cr Araley Rudd

Seconded: Youth Cr Mohaka Hooper

That the apology received from His worship the Mayor be accepted and leave of absence granted.

**CARRIED**

**3 DECLARATION OF CONFLICT OF INTEREST**

None.

**4 CHAIRPERSON'S ANNOUNCEMENTS**

Deputy Electoral officer / Kaiwhakahaere Kaupapa Here, Mana Ārahi me te Whakawhanake Ōhanga provided members with an update on local government elections and appropriate behaviour expected from Youth Council members during the campaign period.

As rangatahi voter turnout is historically low , more so Māori Rangatahi , Members will look to encourage voter turnout. asdf

## 5 LATE ITEMS OF URGENT BUSINESS

None.

## 6 PUBLIC PARTICIPATION

### Maui Aben – Senior Sergeant, Wairoa Police

Maui explained the background on what triggered the development of the Wairoa Safety Plan and where it is currently at since it has been in place. He came to the meeting to request Wairoa Youth Council support in actioning the plan, as they will provide a different perspective on how to address matters.

Members agree that a rangathi voice and perspective are essential to implement this plan in the community. Chairman advised a workshop with Maui to plan actions for this.

At 3.39 pm, Youth Cr Te Huiariki Tuahine left the meeting.

At 3.43 pm , Youth Cr Te Huiariki Tuahine returned to the meeting.

### Hope Kaihe- Tahui and Grace Kaihe- Tahuri, TUIA Participants

Presented on their experience as current participants of TUIA, and explained what the kaupapa is about.

## 7 MINUTES OF THE PREVIOUS MEETING

### COMMITTEE RESOLUTION 2022/50

Moved: Youth Cr Araley Rudd

Seconded: Youth Cr Rongomaiwahine Te Rau o Patuwai

That the minutes of the Ordinary Meeting held on 23 May 2022 be confirmed.

**CARRIED**

Chairman Youth Cr Waikawa requested an update about the proposal made by Morehu Munro for a member of the Wairoa Youth Council to hold a position on the Community Partnership Group (CPG) table.

The process for this to be adopted was explained and members agreed to put a motion forward to Council seeking this position.

## COMMITTEE RECOMMENDATION

Moved: Youth Cr Mohaka Hooper  
Seconded: Youth Cr Grace Kaihe Tahuri

That the committee recommends a position for a Wairoa Youth Council member on the Community Partnership Table.

## **MOTION**

### **COMMITTEE RECOMMENDATION**

Moved: Youth Cr Mohaka Hooper  
Seconded: Youth Cr Grace Kaihe Tahuri

That the committee recommends a position for a Wairoa Youth Council member on the Community Partnership Table.

## **8 GENERAL ITEMS**

### **8.1 RESIGNATION OF TUAI / WAIKAREMOANA LAKES MEMBER- TE HUIARIKI TUAHINE**

#### **COMMITTEE RESOLUTION 2022/52**

Moved: Youth Cr José Manuel  
Seconded: Youth Cr Lyric Wesche

The Kaiurungi Mana Arahi/Whakawhanake Ohanga Governance and Economic Development Officer RECOMMENDS that Committee accept the resignation of Te Huiariki Tuahine as representative for Tuai/ Waikaremoana.

**CARRIED**

### **8.2 MEMBER UPDATE - SOUTHERN WAIROA ( RAUPUNGA / MOHAKA)**

#### **COMMITTEE RESOLUTION 2022/53**

Moved: Youth Cr José Manuel  
Seconded: Youth Cr Te Huiariki Tuahine

The Kaiurungi Mana Arahi/Whakawhanake Ohanga Governance and Economic Development

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Officer RECOMMENDS that Committee receive the report.

**CARRIED**

Youth Cr Mohaka Hooper, spoke to her report providing members with an update on kaupapa she has participated in recently.

Members applauded Youth Cr Hooper on her report and for setting a new standard for the group to aspire to, as this is the first member update report provided to a meeting.

Youth Cr Rongomaiwahine Te Rau o Patuawai, provided a verbal report confirming she is busy as a member of 2 local Kapa Haka groups and is also looking to hold rangatahi wananga out at Mahia as well as her own personal venture with Māori clothing Line

Youth Cr Trevor Waikawa also provided a verbal update stating there has been plenty of activity in his takiwa due to recent planting days that where apart of rangatahi wananga around the taiao

**The Meeting closed at 4.30 pm with a closing karakia by Youth Cr Grace Kaihe – Tahuri .**

**The minutes of this meeting were confirmed at the Wairoa Youth Council Meeting held on 26 September 2022.**

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**CHAIRPERSON**



**MINUTES OF WAIROA DISTRICT COUNCIL  
WAIROA YOUTH COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 7 NOVEMBER 2023 AT 3:30 PM**

**PRESENT:** Youth Cr Trevor Waikawa, Youth Cr Hinetaitapu Moeariki, Youth Cr Amiria Drysdale, Youth Cr Te Rawhitiara Edwards-Hammond, Youth Cr Manaia Hall, Youth Cr Piripi Ropitini (via Zoom), His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Roslyn Thomas

**IN ATTENDANCE:** **Gary Borg** (via Zoom) (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Sarayde Tapine** (Kaiurungi Kaupapa Here | Policy and Governance Officer)

**1 KARAKIA**

Opening Karakia was given by Youth Cr Manaia Hall.

**2 APOLOGIES FOR ABSENCE**

None.

**3 DECLARATION OF CONFLICT OF INTEREST**

None.

**4 CHAIRPERSON'S ANNOUNCEMENTS**

Round the table brief introductions.

Welcome to the last meeting for the year. The Chair gave his Christmas wishes and for members to have a safe and blessed holiday. He also wished good luck to those who are sitting exams.

**5 LATE ITEMS OF URGENT BUSINESS**

None.

**6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

## 7 MINUTES OF THE PREVIOUS MEETING

### COMMITTEE RESOLUTION 2023/58

Moved: Youth Cr Piripi Ropitini

Seconded: Youth Cr Te Rawhitiara Edwards-Hammond

That the minutes of the Ordinary Meeting held on 19 September 2023 be confirmed.

**CARRIED**

Cr Eaglesome-Karekare noted Youth Council's 2024 workplan and for Youth Council to take a lead on projects/areas they have an interest in and to provide feedback and input into Council's policies, plans and strategies. This includes providing support to develop a Wairoa Youth Strategy for the wider community.

## 8 GENERAL ITEMS

### 8.1 ELECTORAL (LOWERING THE VOTING AGE FOR LOCAL ELECTIONS AND POLLS) LEGISLATION BILL - WDC SUBMISSION UPDATE

#### COMMITTEE RESOLUTION 2023/59

Moved: Youth Cr Manaia Hall

Seconded: Youth Cr Piripi Ropitini

The Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer RECOMMENDS that the Wairoa Youth Council receive the report.

**CARRIED**

The Policy and Governance Officer spoke briefly to the report. She noted that majority of the elected members supported the Bill but they also had similar concerns as the Youth Council committee. These were:

- Increase in investment in civics education.
- Focus on resourcing requirements with support from Central Government.
- If youth are mature enough to vote then they must be mature enough to take the punishment for that particular crime.

His Worship noted a debate he was involved in recently in Wellington which was on the topic of lowering the voting age. He advised that his team argued in support of the bill and the arguments they presented were on the below key themes:

- Maturity of 16 year olds – brain development and life experience.
- Political awareness and understanding civics education.
- Influence of peers and parents.
- Impact on voter turnout and representation.
- Rights and responsibilities – do you earn the right to vote/disqualifications.

His Worship also noted that it is not about getting more votes passed but about people being engaged earlier on in their lives so that they understand their right to vote and make it count.

The Policy and Governance Officer also noted that if Council was offered to speak to the submission, that it would be good for and encouraged by staff for youth councillors to do so.

Cr Thomas noted Council’s reporting structure that now reflects works done to improve or think about climate action. She encouraged that this be applied to Youth Council decisions and for the committee to think about how their decisions affect or help the environment.

Cr Eaglesome-Karekare also reiterated the appointment of a Youth Cr representative to the Flood Protection Stakeholder Group.

The closing Karakia was given by Youth Cr Manaia Hall.

**The Meeting closed at 4:05pm.**

**The minutes of this meeting were confirmed at the Wairoa Youth Council Meeting held on**

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**CHAIRPERSON**

**8 GENERAL ITEMS**

**8.1 MEMBERSHIP OF COMMITTEE - NEW APPOINTMENT**

**Author:** Sarayde Tapine, Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer

**Authoriser:** Juanita Savage, Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager-Community Services & Development

**Appendices:** Nil

**1. PURPOSE**

1.1 To confirm a new member appointment to the Wairoa Youth Council.

**RECOMMENDATION**

The Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer RECOMMENDS that Committee welcomes new member Mohaka Hooper as the Wairoa Youth Council representative for Southern Wairoa - Mohaka/Raupunga.

**BACKGROUND**

1.2 In August 2023 Council undertook the process to recruit new members for the Wairoa Youth Council. Council received a total of 7 applications that were considered by Youth Council members.

1.3 All 7 applicants were successful and since then 1 applicant has turned down the position due to gaining employment outside of the district.

1.4 In early January 2024 Council received an application form from previous Youth Council member Mohaka Hooper to re-stand as the Raupunga/Mohaka – Southern Wairoa representative. This was considered and approved by a panel comprising of His Worship the Mayor, Cr Eaglesome-Karekare, Cr Thomas and the Chief Executive.

1.5 It is now for the Wairoa Youth Council to welcome new member Mohaka Hooper as the representative for Southern Wairoa – Mohaka/Raupunga.

**2. YOUTH COUNCIL MEMBERS 2023-2024**

2.1 Below is a current list of Wairoa Youth Council members and the area they represent.

Member Name	Locality
Trevor Waikawa (Chairperson)	Iwitea/Whakakī - (Eastern Wairoa)
Te Rawhitiara Edwards-Hammond	Frasertown / Te Reinga - (Northern Wairoa)
Amiria Drysdale	Wairoa Township
Hinetaitapu Moeariki	Wairoa Township
Manaia Hall	Tuai/ Waikaremoana - (Lakes)

Piripi Ropitini	Nūhaka/ Mōrere
Mohaka Hooper	Mohaka/Raupunga (Southern Wairoa)

- 2.2 Two localities - Mahia and North Clyde (Township North) remain vacant and applications for these positions are welcomed.

### Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

## 8.2 TERMS OF REFERENCE

**Author:** Sarayde Tapine, Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer

**Authoriser:** Juanita Savage, Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager-Community Services & Development

**Appendices:** 1. [Wairoa Youth Council Terms of Reference](#) ↓

### 1. PURPOSE

- 1.1 The purpose of this report is for the Wairoa Youth Council to consider its Terms of Reference.

### RECOMMENDATION

The Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer RECOMMENDS that the Wairoa Youth Council recommends any changes to the Terms of Reference.

### BACKGROUND

- 1.2 The Youth Council Terms of Reference was adopted in 2021. The review section states:
- The Terms of Reference will be reviewed after a twelve-month trial period and then on an annual basis.
- 1.3 The Youth Council are encouraged to advise of any changes they would recommend to the Terms of Reference, and these can be taken to Council as recommendations.

### Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

# NGĀ PAEARU MAHI/TERMS OF REFERENCE: WAIROA YOUTH COUNCIL 2021



## TE KAUPAPA/PURPOSE

To provide Council with an independent youth voice to support the decision making process at the Local Government level. This voice allows younger Rangatahi to let Council hear their thoughts on the impacts of Councils decisions on their own generation as the future ratepayers of Wairoa.

## NGĀ KAWENGA ME NGĀ WHĀINGA/RESPONSIBILITIES AND OBJECTIVES

- To give Wairoa youth a real voice, so that young people can be heard and taken seriously on issues affecting youth, and to promote the development of a dynamic community for the youth of the future.
- To promote the Wairoa Youth Council and the activities it undertakes, and to inform/engage the Wairoa District Council, Wairoa youth, and the general public on issues being dealt with.
- To bring the needs and concerns of young people to the attention of local and central government and to encourage consideration of such issues at a local, regional and national level.
- To assist Wairoa District Council with its planning processes and projects, with a focus on the provision of services and facilities that have a potential impact on young people.
- To identify local youth needs and resources.
- To develop youth leadership skills through experience of representation processes, local government and civic activities.
- Ensure that the work of the Youth Council is carried out in a manner that enhances the social, economic, cultural, and environmental wellbeing of the Wairoa district.
- In accordance with the work programme agreed to by Wairoa District Council, developing strategy and policy to recommend to Wairoa District Council.
- Comply with these responsibilities and objectives and those set out in Appendix A → Role Descriptions Wairoa Youth Council.
- To encourage more youth engagement in the civic process.

## NGĀ TUKANGA ME TE MAHI/PROCEDURES AND OPERATION

- The Wairoa Youth Council will meet every six weeks from February to December, and as required.
- Wairoa District Council will provide the administrative and secretarial requirements for the Wairoa Youth Council.
- Agenda items for each Youth Council agenda will be determined with consultation between the Wairoa District Council Liaison Officer and the Chairperson of the Youth Council. This finalised agenda will be distributed one week prior to the scheduled meeting.
- The Wairoa Youth Council will report to the Wairoa District Council.

- The Chairperson (and deputy) of the Youth Council will be determined by vote of members of the Wairoa Youth Council.
- Support will be provided by Wairoa District Councillors and Wairoa District Council Staff
- Wairoa Youth Council acknowledges that it has a responsibility to take into account the principles of the Treaty of Waitangi. These responsibilities include maintaining and improving opportunities for Rangatahi/Māori youth to contribute to local government decision-making processes.
- Minutes are submitted to Wairoa District Council for receipt.
- There will be an appropriate induction for new members of the Youth Council.
- Comply with Appendix B → Wairoa Youth Council Code of Conduct, the Wairoa District Council's Code of Conduct, and the Wairoa District Council's Standing Orders.

## NGĀ MEMATANGA/MEMBERSHIP

The Wairoa Youth Council will be comprised of representatives of the following localities:

- Two members from the Wairoa Township
- One member from each of the following localities:
  - North Clyde (Township North)
  - Raupunga/Mohaka (Southern Wairoa)
  - Frasertown/Te Reinga (Northern Wairoa)
  - Tuai/Waikaremoana (Lakes)
  - Iwitea/Whakakī (Eastern Wairoa)
  - Nūhaka/Mōrere
  - Mahia

PLUS one elected member from the Wairoa District Council AND His Worship the Mayor as ex officio.

Other members may be co-opted, as appropriate (e.g. tourism, education, and digital) at the discretion of the Wairoa District Council.

- Members must be aged between 16 and 25 years of age and live within the boundaries of the Wairoa District.
- The call for applications for will be made in October 2020, successful candidates will be appointed by February of the next calendar year.
- Potential candidates can apply or be put forward as a result of consultation with local community groups, Iwi, Hapu, Council and other community stakeholders.
- The selection panel consisting of His Worship the Mayor two Elected Councillors, and the Wairoa District Council Chief Executive will on the advice of the Wairoa District Council Governance Team select the candidates to become Wairoa Youth Councillors.
- Further information can be found in Appendix C → Recruitment and selection process.
- Wairoa District Council staff members are not eligible to sit on the Wairoa Youth Council.
- Should all locality vacancies not be filled for any reason, the Wairoa District Council may use its discretionary power to appoint a representative to fill the vacancy on the Youth Council.



## TE WĀHANGA O TE KOPOUNGA/TERM OF APPOINTMENT

- 1- Members are appointed to the Youth Council for a twelve month, renewable term
- 2- Members can re-apply at the end of each term and consideration will be given to those with ongoing commitment with the Youth Council.
- 3- If for any reason a vacancy becomes available throughout the term, a new member may, at the discretion of the Wairoa District Council be appointed to join for the remainder of the Youth Councils tenure.

## TE KŌRAMA/QUORUM

Five Youth Council members PLUS one Wairoa District Council Elected Member must be in attendance for a quorum.

## TE HĪKINA/REMOVAL

Members will take an active part in meetings and/or workshops. Youth Councillors are expected to put in their apologies if they are unable to attend a meeting.

- If a member is absent from three meetings, without providing apologies, then membership may be terminated, unless the Youth Council resolves otherwise.
- In the event of a Youth Councillor failing to observe the Wairoa District Council Standing Orders, Wairoa District Council Code of Conduct, the Wairoa Youth Council Code of Conduct, or if a concern or complaint is received about a Youth Councillor, Wairoa District Council may remove the Youth Councillor from membership. Where relevant, this will be done in consultation with the representative and organisation involved. All concerns and/or complaints must be received in writing by the Wairoa District Council Group Manager Community and Engagement.

## NGĀ TUKU MANA/DELEGATIONS

Power to co-opt other members as appropriate.

All powers necessary to perform the Committee's responsibilities except:

- a. Powers that Council cannot lawfully delegate under the Local Government Act 2002.
- b. Where the Committee's responsibility is limited to making a recommendation only.
- c. Approval of expenditure not contained within approved budgets.
- d. The approval of final policy.
- e. Deciding significant matters for which there is high public interest and which are controversial
- f. The commissioning of reports on new policy where that policy programme of work has not been approved by the Council
- g. Establishing subcommittees
- h. Delegating the Committee's responsibilities, duties or powers

## TE AROTAKE/REVIEW

The Terms of Reference will be reviewed after a twelve month trial period, and then on an annual basis.

### 8.3 MINOR UPDATES TO REVENUE AND FINANCING POLICY AND SIGNIFICANCE AND ENGAGEMENT POLICY

**Author:** Gary Borg, Pouwhakarae - Putea | Tautawhi Rangapu Group Manager Finance and Corporate Support

**Authoriser:** Kitea Tipuna, Tumu Whakarae Chief Executive

**Appendices:**

1. Updated Revenue and Financing Policy - tracked [↓](#)
2. Updated Revenue and Financing Policy - clean [↓](#)
3. Updated Significance and Engagement Policy - tracked [↓](#)
4. Updated Significance and Engagement Policy - clean [↓](#)

#### 1. PURPOSE

- 1.1 The purpose of this report is to present minor updates to the two policies that are statutory content for the Long-term Plan.

#### RECOMMENDATION

The Pouwhakarae - Putea | Tautawhi Rangapu Group Manager Finance and Corporate Support RECOMMENDS that Youth Council receives the report.

#### 2. BACKGROUND

- 2.1 The Revenue and Financing Policy and Significance and Engagement Policy are statutory components of a Long-term Plan (LTP) and as such are integral to Council planning and decision-making.
- 2.2 These policies are routinely reviewed as part of each LTP iteration and proposed updates to each are attached as **Appendices**.
- 2.3 Both policies are considered fit for purpose and have been refreshed merely to reflect the current strategic planning environment and updates to other relevant statutes.

#### 3. OPTIONS

- 3.1 Due to the timing of meetings this is an information report. The options below are as presented to Council and are included for context and completeness:
  - a. Do nothing.
  - b. Endorse the updates as presented.
  - c. Direct further updates.
- 3.2 Under option a. the policies would remain unchanged and included as is in the 2024-27 LTP. They would continue to be effective but may marginally infract other legislative updates.
- 3.3 Under option b. known and anticipated circumstances can be recognised and incorporated in updated polices that can be included in the LTP 2024-27.
- 3.4 Council may wish to invoke option c. if it is conscious of notable omissions or inconsistencies in either policy. This may create a consultation requirement.

3.5 The preferred option is *b. Endorse the updates as presented*, this contributes to the following community outcomes:

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
Valued and cherished community.	Strong and prosperous economy.	Safe, supported and well-led community.	Protected and healthy environment

**4. CORPORATE CONSIDERATIONS**

**What is the change?**

4.1 No change

**Compliance with legislation and Council Policy**

4.2 The updates to the Revenue and Financing policy include an overt reference to LGA s102(3A) whilst also allowing for flexibility as Water Services Legislation is repealed and potentially rewritten.

4.3 The updated policies will become part of the LTP 2024-27.

**What are the key benefits?**

4.4 Statutory compliance, consistency with the strategic developments and flexibility where needed.

**What is the cost?**

4.5 Nil

**What is the saving?**

4.6 Not applicable.

**Service delivery review**

4.7 Not applicable

**5. SIGNIFICANCE**

5.1 These are significant polices but the proposed updates are not.

**6. RISK MANAGEMENT**

6.1 In accordance with the Council’s Risk Management Policy the inherent risks associated with this matter are: the potential for future legal challenge if policies are not maintained relevant and current.

Human	Financial	Regulatory
Low	Low	Low
Operations	Employees	Image & Reputation
Low	Low	Low

Comparative Levels of Risk		
<b>E</b>	Extreme Risk	Immediate action required to manage risk – reported to Council
<b>H</b>	High Risk	Senior management attention to manage risk – reported to FARC
<b>M</b>	Considerable Risk	Management responsibility must be specified and risk controls reviewed
<b>L</b>	Low Risk	Managed by routine procedures

	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Probability/ Likelihood	1	2	3	4	5
Likely	M	H	E	E	E
Moderate	M	H	H	E	E
Rare	L	M	H	E	E
Very Rare	L	L	M	H	E
Unanticipated	L	L	M	H	E

**Who has been consulted?**

Despite the editorial updates these policies substantively remain what was consulted upon in previous versions. Therefore, no consultation is required at this time.

**Confirmation of statutory compliance**

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

# Draft Revenue and Financing Policy 2024

## Purpose and scope

1. This policy outlines the choices Council has made in deciding the appropriate sources of funding for operating and capital expenditure from those sources listed in the Local Government Act 2002 (LGA). The policy also shows how the Council complied with section 101(3) of the LGA which sets out a number of factors we must consider when making these decisions. A comprehensive analysis of this is included in the Funding Needs Analysis (Appended).
2. Deciding the best way to fund activities is complex. Applying the legislation is complex and involves many statutes, regulations and multiple statutory policies. The outcome of balancing all those matters requires judgement having considered many factors including but not limited to:
 

▪ Legal.	▪ Efficiency.	▪ Transparency.
▪ Social.	▪ Equity.	▪ Accountability.
▪ Competition.	▪ Cost.	▪ Business.
▪ Affordability.	▪ Intergenerational equity.	▪ Strategic Alignment.
▪ Impact of change.		▪ Benefit.

## Policy

### Funding of Recovery

3. Recovery work packages will be undertaken within the Council activities with greatest strategic alignment to those packages. While the funding for these packages may often mirror what takes place in the normal course of business for these activities, the funding for each will be separately determined and formalised in updates to the Recovery Plan. The policy statements and parameters that follow in this document pertain to the normal course of business.

### Water Services Reforms

4. At the time of this policy review the Government has repealed the pre-existing Water Services Entities and Water Services Reform legislation under its 'Local Water Done Well' programme. The future for water services remains uncertain but it is generally held that change is inevitable. As such, policy statements relating to the funding of Water Supply, Wastewater and Stormwater within this document shall hold for as long as these activities are delivered exclusively by Council.

## Funding sources for operating expenses

5. Operating costs are the everyday spending on Council activities. This includes contributions to the wear and tear on assets used (depreciation), interest charged on borrowing for capital projects and overheads.
6. The funding of each activity must be considered individually. Some activities may be best funded by user charges, such as building consents, others with targeted rates, such as water, and others from the general rate, such as roading.
7. The funding sources used for operating costs and the Council's policies in respect of funding operating expenses are described in the following sections.

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### User Charges

8. User charges are applied to services where it is identified there is a benefit to an individual or group, or directly attributable cost. User charges are a broad group of fees charged directly to an individual or entity including but not limited to:
 

▪ Service charges.	▪ Fines and penalties.	▪ Planning and consent fees.
▪ Hire.	▪ Connection fees.	▪ Statutory charges.
▪ Rent, lease, licences for land and buildings.	▪ Disposal fees.	▪ Retail sales.
▪ Permits.	▪ Deposits.	▪ Landing fees
▪ Regulatory charges.	▪ Private works.	
9. The price of the service is based on a number of factors, including but not limited to:
  - a. The cost of providing the service.
  - b. The estimate of the users' private benefit from using the service.
  - c. The impact of cost to encourage/discourage behaviours.
  - d. The impact of cost on demand for the service.
  - e. Market pricing, including comparability with other councils.
  - f. The impact of rates subsidies if competing with local businesses.
  - g. Cost and efficiency of collection mechanisms.
  - h. The impact of affordability on users.
  - i. Statutory limits.
  - j. Other matters as determined by the Council.
10. The ability to charge user charges is limited by various statutes and regulations. As a general rule, fees for statutory functions should be set at no more than the cost of providing the service. In some cases, legislation sets the fees at a level that is below cost and in other cases, where provided by legislation (such as the Waste Minimisation Act 2008) fees may be set at greater than the cost of providing the service. It is appropriate to incorporate overhead costs when determining the cost of providing a service.
11. Where goods or services are sold commercially, and taking into consideration legislative limitations, the Council's preference is to charge a market price. This includes retail sales, leases, rents and licences for land and buildings.
12. Fees and charges may be set at any time and are reviewed annually. A list of current fees and charges is maintained on our website.
13. Revenue from user charges is generally allocated to the activity which generates the revenue.

### Grants, sponsorship, subsidies and other income

14. Grants, sponsorship and subsidies are used where they are available. Many of these types of income are regular and predictable and can be budgeted for (for example Waka Kotahi NZTA roading subsidy). Some other types are unexpected or unpredictable and may not be able to be prudently budgeted (such as Provincial Growth Fund funding, reparation payments, civil defence and other reimbursements, legal settlements and insurance claims). These are applied as they arise to the corresponding activity or project.

### Investment income and proceeds from the sale of assets

15. The Council's approach to investments is documented in the Investment and Liability Management Policies. These investments generate income such as dividends, interest, and rents.
16. Income from all asset disposals are generally receipted to the activity that used the asset to deliver service. Generally, these proceeds are considered to be capital in nature. However, low value items may be used to fund operating costs. Council may resolve to utilise higher value proceeds for operating purposes if it is satisfied that it is prudent and in the community's interest.

Surpluses

17. Council will price its activities (fees and charges, leases) on a prudent cost recovery basis. As a not-for-profit public benefit entity its financial objective is to maximise value. There are however several circumstances where Council may make a surplus:

- a. To pay for future projects – funds will be held in reserve until the project budget is approved.
- b. Windfalls and donations without conditions. Council will determine appropriate utilisation.
- c. ‘Sales’ volumes exceed expectations, e.g. consenting revenue, licenses. Surpluses will be used to repay debt or acquire investments the income from which may be used to offset operating expenses.

Development contributions, financial contributions and lump sum contributions

~~16-18.~~ Generally, there is little revenue from these funding sources to fund operating costs.

~~17-19.~~ Lump sum contributions have been used for the Māhia and Ōpoutama wastewater schemes, which included a portion of operating cost (interest). Council has an Early Payment of Rates Policy enabling existing ratepayers for these schemes to pay future targeted rates for this in advance.

~~19-20.~~ Council will consider using lump sum contribution arrangements as a suitable funding option for future projects.

~~19-21.~~ Financial contributions, relating to resource consents are collected and placed in a reserve fund. The use of this funds could include some operating costs. The Council does not currently take development contributions, but ~~it is considering the use of these~~ they are a legitimate source of revenue for specific purposes that this policy permits as part of its review of the District Plan subject to the adoption of a separate Development Contributions Policy. Should development contributions be implemented a portion of revenue funds the interest cost on debt for growth related capital projects.

Reserve funds

~~20-22.~~ Reserve funds are used for the purposes that they were created. Reserve funds may be used to meet operating costs if the expenditure is consistent with the purpose of the fund.

Borrowing

~~24-23.~~ The Council’s approach to Borrowing is documented in the Investment and Liability Management Policies. The Council generally plans to fund all cash operating costs from sources other than borrowing but may in specific circumstances, where it determines it is prudent to do so, fund some operating costs from borrowing.

Rates

~~22-24.~~ Having exhausted all other funding sources, Council funds its remaining operating expenses from rates. For many activities this is the main funding source.

~~23-25.~~ The Council may establish general or targeted rates to fund operating costs.

Summary of sources of funding for operation costs by activity

~~24-26.~~ The above funding sources were considered when determining the funding required from all sources (including general rates or targeted rates) for each activity in the Funding Needs Analysis, as required by section 101(3)(a).

~~25-27.~~ Table 1 shows the degree (expressed as a range) to which each funding source is used to fund operating costs in relation to each activity to be funded, as required by section 101(3)(a) of the LGA”.

~~26-28.~~ After the activity by activity analysis, the Council undertakes an analysis of the overall impact of any allocation of liability for revenue needs on the current and future social, economic, environmental, and cultural well-being of the community. The results of this analysis may vary the outcome of the activity by activity analysis.





































































































































































