

4.0 Appendices



The Shearer Statue, Te Kuiti

4.1 Definition and Practical Application of SUIP

Definition of SUIP:

For the purposes of this provision, a separately used or inhabited part of a rating unit is defined as:

A separately used or occupied part of a rating unit includes any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement, or any part or parts of a rating unit that are used or occupied by the ratepayer for more than one single use.

As a minimum, the land or premises intended to form the separately used or inhabited part of the rating unit must be capable of actual habitation or actual separate use. For the avoidance of doubt, a rating unit that has only one use (i.e. does not have separate parts or is vacant land) is treated as being one separately used or inhabited part.

Examples of properties with multiple uses / parts include:

General

- *Where more than one property is owned by the same Ratepayer and they are utilised as a single property, then only one unit will count for the purposes of assessing any rate calculated on the basis of a SUIP. Similarly, where an adjoining leased area is utilised as part of the parent property, then only one unit will count for the purposes of assessing any rate calculated on the basis of a SUIP.*
- *A residential property that contains two or more separately habitable units, flats or houses each of which is separately inhabited or is capable of separate habitation. Each separately habitable unit will count as separate units for the purposes of assessing any rate calculated on the basis of a SUIP. For the unit to be considered separately habitable it must be connected to water and sewerage services, have kitchen facilities including a means of cooking and have sleeping arrangements.*
- *A commercial or other non-residential property that contains separate residential accommodation in addition to its commercial or other primary use will attract rates calculated on the basis of a SUIP for each identified use and/or part.*

Business/Commercial Properties

Where professional practices operate from shared premises, each practice constitutes a separate use. Where business properties are used partly for non-business purposes (e.g. a business unit with a flat attached), each business unit and each non-business unit will count as separate parts for the purposes of assessing any rate calculated on the basis of a SUIP.

Business 'parts' that are vacant will be considered a separate part on the basis of potential use and demand on services. A statutory declaration may be completed to declare that the unit will remain vacant for any given rating year.

A commercial premises that contains separate shops, kiosks or other retail or wholesale outlets, each of which is operated as a separate business or is capable of operation as a separate business, will attract a rate on each separately used or inhabited office, shop, kiosk or other retail or wholesale outlet.

Motels, Hotels and Taverns

The number of parts will be equal to the number of major uses, e.g. a motel/hotel complex with owner's accommodation has 2 parts, a motel/hotel complex with owner's accommodation and a restaurant comprises 3 parts, a motel/hotel with owners accommodation, restaurant and conference facilities comprises 4 parts, for the purposes of assessing any rate calculated on the basis of a SUIP.

A boarding house has two parts, one being the operator's accommodation the other the boarder's accommodation.

For the owner's accommodation to be deemed a separate part, the accommodation must be capable of actual separate habitation. (i.e. the accommodation must be connected to water and sewerage services, have kitchen facilities including a means of cooking and have sleeping arrangements and could be habited in its own right, regardless of the Motel/Hotel).

Residential Properties

Each residential unit will count as a separate part for the purposes of assessing any rate calculated on the basis of a SUIP. This includes minor household units often referred to as "granny flats" e.g. a block of three flats comprises 3 parts, a house and granny flat comprises 2 parts, a single dwelling property comprises 1 part.

Dwellings that are not fully self-contained will not count as separate parts for the purposes of assessing any rate calculated on the basis of a SUIP. For a dwelling to be self contained it must be connected to water and sewerage services, have a means of cooking and have sleeping arrangements.

Uninhabitable dwellings will not count as separate parts for the purpose of assessing any rate calculated on the basis of a SUIP. For a dwelling to be uninhabitable it must have deteriorated to a condition not habitable by people and consume no water, power, sewerage, refuse collection

Residential/Business Properties

Residential properties that are partially used for business - the number of parts will equal the number of residential units plus 1 for each business use e.g. a house with a hairdressing salon contains 2 parts, as does a house and doctor's surgery.

For the business to be considered a separate use, the rating unit in question must be the business's standard "place of business". To clarify, a self employed person who resides on a rating unit, but performs their business activities elsewhere, is not considered a separate use (for example electricians and builders).

Small Businesses

Where a small business is used in conjunction with the residential use and the uses are 'co-dependant' i.e. one would not operate/exist without the other, this will be considered one use for the purposes of assessing any rate calculated on the basis of a SUIP. Co-dependency is further explained as follows:

"The two separate uses are co-dependant when the very nature of or the scale of the business operation is such that the sustainability of the business carried out on site may not be viable over time if the business was not physically co-located with the place of residence of the owner. Typically, in this example the ability of the business to deliver service over time would be threatened by a separation from the place of residence and therefore for that reason the owner chooses not to operate from a separate rating unit."

Where a rating unit contains both a commercial operation and residential accommodation, the two separately used parts of the rating unit identified will each attract rates calculated on the basis of a SUIP. The exception to this will be when any rating unit contains a small business use and a residential use. Where that small business is used in conjunction with the residential use; and

- the small business is owned and operated by the same person who resides in the dwelling contained in the rating unit; and
- that small business is operated on a sole charge basis by the resident owner identified in the rating information database for that rating unit, then –
- the small business use and the residential use will be considered to be one use for the purposes of assessing any rate calculated on the basis of a SUIP.

Bed and Breakfast Operations

Each residential unit that is capable of actual separate habitation will count as a separate part. E.g. a residential dwelling that also operates a bed and breakfast business within that dwelling shall be considered 1 part. A rating unit that has a residential dwelling and also operates a bed and breakfast business with a separate unit that is separately habitable will be considered two units for the purposes of assessing any rate calculated on the basis of a SUIP.

Dwellings that are not fully self-contained will not be considered separately habitable. For a dwelling to be self contained it must be connected to water and sewerage services, have a means of cooking and have sleeping arrangements.

Farms

A farming unit with one dwelling will be treated as one use/part, with each additional dwelling counting as an additional used part of the rating unit. Each additional dwelling will be assessed as a separate unit for the purposes of assessing any rate calculated on the basis of a SUIP.

4.2 The Waitomo District Council

District Background

The Waitomo County Act was passed in 1904 and the first meeting of the Waitomo County Council was held in September 1905.

The Borough of Te Kuiti was constituted in 1910.

In 1922 the Awakino County was amalgamated with the Waitomo Council in an area of the then Otorohanga County to form a separate local authority.

Part of the Kawhia County was included with Waitomo County in 1956 and the balance incorporated with Otorohanga.

The Te Kuiti Borough and Waitomo County Councils were amalgamated to form the Waitomo District Council on 1st April 1976, and although minor changes to boundaries occurred with the 1989 reorganisation, the District remains substantially unchanged.

The present Waitomo District Council was reconstituted on 1st November 1989 as a result of the local government reorganisation process that occurred across New Zealand.



District History

The town of Te Kuiti and the majority of the Waitomo District is situated within the King Country, a large tract of the western central North Island. The name King Country arose because this was the region in which King Tawhiao sought refuge after the Waikato land wars. He prohibited the entry of Europeans to the area.

To the Maori people the region was known as Te Rohe Potae. Within Te Rohe Potae there were five tribes who signed an agreement with the Crown, which eventually allowed the North Island Main Trunk Railway line to come into the area. The five tribes were Ngati Maniapoto, Ngati Hikairo, Ngati Raukawa, Ngati Tuwharetoa and Whanganui.

It was also to this area that the rebel Te Kooti fled in 1871, and in return for sanctuary left as a gift for the Maniapoto people, Te Tokanganui-a-noho, the carved meeting house which now stands at the south end of Te Kuiti's main street. Te Kuiti was also the headquarters for paramount Maniapoto chiefs, Wahanui Huatere and Taonui who were instrumental in the opening up of the King Country to the railway and the North Island Main Trunk Railway line.

Te Kuiti lies on an area known to Maori as Pukenui. The original Te Kuiti was situated at the mouth of the Mangaokewa Gorge, just below where the Mangaokewa River emerges, from the higher country through ramparts of limestone.

Situated in a pleasant valley with this narrow gorge at the south end, Te Kuiti's original name was Te Kuiti O Nga Whakaaro O Te Iwi, meaning the narrowing down or thoughts of the people.

4.3 District Statistics

Location

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| Latitude: | 38° 21' South |
| Longitude: | 175° 11' East of Greenwich |
| Altitude: | 55m above mean sea level |
| Area: | 336,357 hectares (3363.57 sq km) |

Climate

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|----------------------------|------------------|----------------|-------|
| Temperature Summer Average | 18.5°C | Winter Average | 9.5°C |
| Sunshine Mean Average | 1,749 hours | | |
| Rainfall Average | 1,473mm per year | | |
| Frosts Average | 47 days per year | | |

Population Analysis (www.elections.org.nz)

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| Total Population (as per www.elections.org.nz) | 9,441 |
| Electors (as per www.elections.org.nz) | 5,793 |

Rating Statistics

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| Total Rates Revenue 2009/10 (excluding Penalties) | Budget | \$13,843,000 |
| | Actual | \$13,776,000 |
| Total Rateable Capital Value as at 30 June 2010 | | \$3,054,410,400 |
| Total Capital Value at as 30 June 2010 | | \$3,634,074,050 |
| Number of Rateable Properties as at 30 June 2010 | | 5537 |

Public Debt Outstanding

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|-----------------------|--------------|
| 30 June 2010 (Actual) | \$37,974,000 |
| 30 June 2010 (Budget) | \$47,782,000 |

Public Equity

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|-----------------------|---------------|
| 30 June 2010 (Actual) | \$241,963,000 |
| 30 June 2010 (Budget) | \$249,352,000 |

Other Information

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| Number of Building Consents 2009/10 | 204 |
| Value of Building Consents 2009/10 | \$15,157,696 |
| Total District Roding Sealed (June 2010) | 449 kilometres |
| Total District Roding Unsealed (June 2010) | 561 kilometres |
| Registered Dogs Total (30 June 2010) | 3,781 |

4.4 Elected Representatives



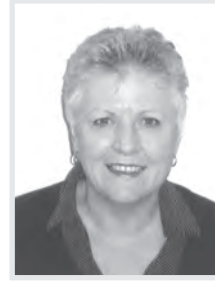
Mayor Brian Hanna

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Phil Brodie

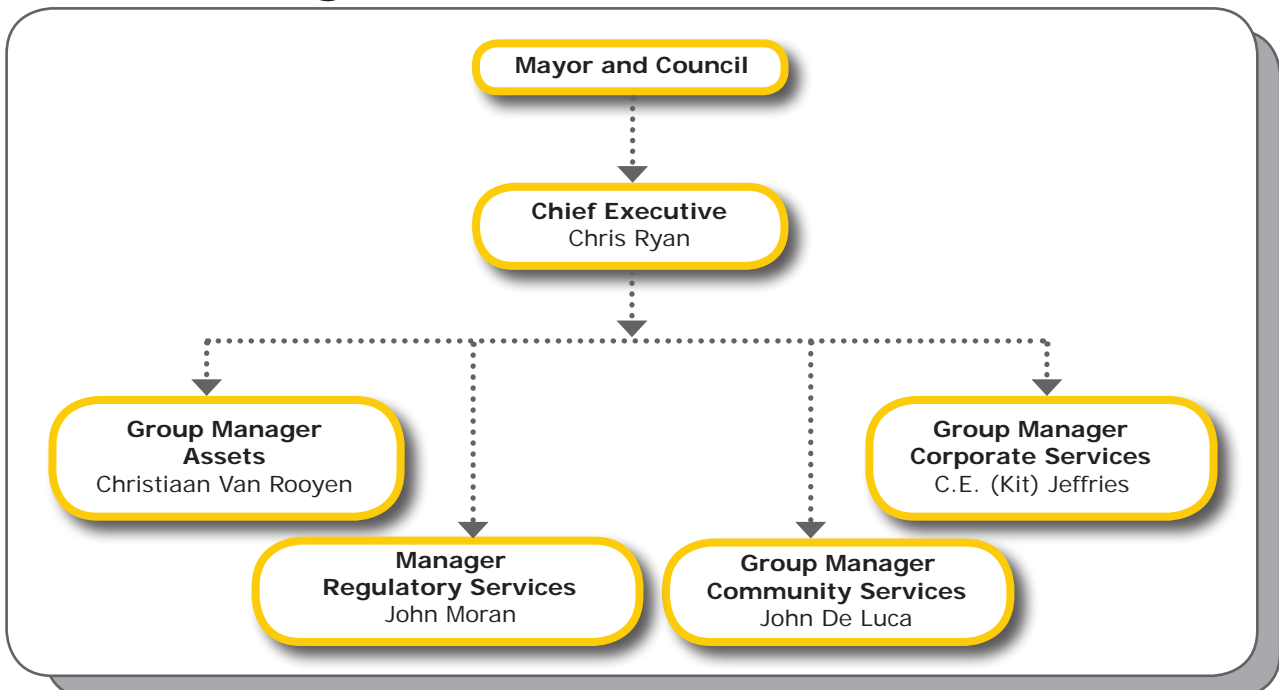
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Charles Digby

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4.5 Management Structure



4.6 Glossary of Terms and Acronyms

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| Activity | The goods or services that WDC provides to the Community. |
| Annual Report | A document that WDC prepares each year which provides the public with information on the performance of the WDC during the year (in both financial and non-financial terms). |
| Assets | Assets are things that WDC owns, such as roads, parks, buildings and cash holdings. |
| Asset Management Plan | A planning document that combines management, financial, strategic and engineering techniques to ensure an asset continues to provide the desired level of service to its customers at the lowest long term cost. |
| Capital Expenditure | The term used to describe expenditure on assets (land, infrastructure, plant and equipment) that will provide benefit to the Community for a period greater than 12 months. |
| Capital Value | The sum of the unimproved value (land value), and the value of the improvements is equal to the capital value of the land. |
| Community | A network of people and organisations linked together by common factors. This might refer to a network of people linked by place (that is, a geographic community), common interest or identity (for example, a Hapu, a voluntary organisation or society), or an administrative community (such as a District). |
| Community Outcomes | The Community's view of what is important for its current and future social, economic, environmental and cultural well-being as identified through a special consultative procedure. These outcomes inform the development of WDC's planning and co-ordinate the activities and planning of all sectors of the community. |
| Community Well-beings | One of the main purposes of councils, as stated in the LGA 2002, is to promote the social, economic, environmental and cultural well-being of communities, in the present and for the future. These four aspects are known as the 'four community well-beings'. |
| Corporate Support | Used to describe the inputs that are used by all of WDC's activities. |
| WDC | The seven elected members that form the governing body (WDC) of the WDC. |
| WDC Organisation | Any organisation in which one or more local authorities own or control any proportion of the voting rights or have the right to appoint one or more of the directors, trustees, etc. |
| WDC Controlled Organisation | Any organisation in which one or more local authorities own or control 50 percent or more of the voting rights or have the right to appoint 50 percent or more of the directors of the organisation. |
| WDC Controlled Trading Organisation | A council-controlled organisation that operates a trading undertaking for the purpose of making a profit. |
| Current Assets | Assets that can be readily converted to cash, or will be used up during the year. These include cash, stock, debtors, and operational investments. |
| Current Liabilities | Creditors and other liabilities due for payment within the financial year. |
| Designated Investments | Investments representing Special Funds and Reserve Accounts. |
| Development Expenditure | A form of capital expenditure that refers to an investment in an asset to improve its value. The investment in the asset results in the asset's condition being better than when it was first purchased, or built by WDC. This does not include renewing old assets to their original state; these are classed as renewal works. |
| Exception Annual Plan | A document adopted by WDC in each of the years between LTPs which sets out the budget and sources of funding for the year and reports on any exceptions from those forecast in the LTP. |
| Infrastructural Assets | Fixed utility systems that provide a continuing service to the Community and are not generally regarded as tradable. WDC's infrastructural assets consist of roads, waste disposal systems, sewerage, stormwater systems and landfill assets. |
| Key Performance Indicators | Targets set by WDC to enable the Community to monitor WDC's progress towards agreed outcomes each year. A table of performance measures is provided in each activity section. |
| Levels of Service | WDC has Levels of Service that it has agreed to provide to the Community. Examples include the number of times reserves are mowed per year or response times to customer concerns. Operational levels of service are stated in the activity sections of the Waitomo District WDC Long Term WDC Community Plan (LTP). |
| Level of Service Expenditure | A form of capital expenditure that refers to an investment in an asset to improve its value as a result of improving the service that the asset provides to the community. The level of service investment in the asset results in the asset's condition being better than when it was first purchased or built by WDC. This does not include improvements to assets as a result of increased need or demand for that asset due to growth, this is classed as Development Expenditure; or renewal of old assets to their original state, which is classed as Renewal Expenditure. |
| Local Government Act 2002 | The Key legislation that defines the regulations and responsibilities for local authorities. |

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| 2006-16 Long Term WDC Community Plan | A plan covering a period of 10 years (2006-2016), developed by the WDC and describing what the WDC will do to contribute to the achievement of Community Outcomes. An LTP describes what the WDC will do over the ten year period, why it plans to do these things, how much these things will cost including how they will be funded and how success will be judged. |
| 2009-19 Long Term Plan | A plan covering a period of 10 years (2009-2019), developed by the WDC and describing what the WDC will do to contribute to the achievement of Community Outcomes. An LTP describes what the WDC will do over the ten year period, why it plans to do these things, how much these things will cost including how they will be funded and how success will be judged. |
| Operations Expenditure | The expenditure required to meet the costs of normal day-to-day services provided by WDC. This includes expenditure resulting from inputs on such items as contract costs, materials, electricity and plant hire. |
| Operating Revenue | Money earned through WDC activities in return for service provided, or by way of a grant or subsidy to ensure particular services or goods are provided. Examples include Land Transport New Zealand (LTNZ) Financial Assistance Rates (FAR) subsidies, rental income and fees and charges. |
| Operating Surplus | An accounting term meaning the excess of income over expenditure. Income and expenditure in this context excludes "capital" items such as the receipt of repayment of intergeneration loans, the cost of capital works and transfers to and from reserves. An operating surplus is inclusive of non-cash items such as income and expenditure owing but not paid (debtors and creditors) and depreciation. |
| Outputs | Goods and services the WDC will produce or provide to achieve agreed outcomes. |
| Renewal Expenditure | A form of capital expenditure that describes WDC's ongoing programme of works, which is aimed at maintaining the District's assets in a good condition by 'renewing' them back to their original state. |
| Separately Used or Inhabited Part | A separately used or occupied part of a rating unit includes any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement, or any part or parts of a rating unit that are used or occupied by the ratepayer for more than one single use. As a minimum, the land or premises intended to form the separately used or inhabited part of the rating unit must be capable of actual habitation or actual separate use. For the avoidance of doubt, a rating unit that has only one use (i.e. does not have separate parts or is vacant land) is treated as being one separately used or inhabited part. |
| Stakeholders | People, groups and or organisations that have an interest in what happens in the District. |
| Strategic Goals | WDC has set Strategic Goals for each of its activities. These goals are targeted at ensuring WDC's work programmes are promoting the achievement of Community Outcomes. The goals are long-term and in most cases will take many years to achieve. |
| Sustainable Development | Development that meets the needs of the present without compromising the reasonably foreseeable needs of future generations. |
| Targeted Uniform Annual Charge | A targeted rate based strictly on a uniform amount set for each separately used or inhabited rating unit, within a defined (targeted) area, e.g. stormwater, solid waste kerbside collection, etc. |
| Uniform Annual Charge | A service charge that is levied on each separately used or inhabited rating unit, e.g. solid waste management, sewerage, water supply, etc. |
| Uniform Annual General Charge | Uniform Annual General Charge that is levied on all separately used or inhabited rating units in the District. |
| Waitomo District Council | Waitomo District WDC: the organisation established to administer WDC affairs, conduct operations and bring effect to WDC policy and strategies. |

Acronyms

| | | | |
|-----------------|---------------------------------|---------------|--|
| AMP | Asset Management Plan | LTNZ | Land Transport New Zealand |
| AP | Advisory Panel | MoH | Ministry of Health |
| Capex | Capital Expenditure | NAASRA | National Association of Australian State Rooding Authorities |
| CCO | Council Controlled Organisation | PHRMP | Public Health Risk Management Plans |
| COs | Community Outcomes | RTO | Regional Tourism Organisation |
| DWS | 2005 Drinking Water Standards | SUIP | Separately Used or Inhabited Part |
| EAP | Exceptions Annual Plan | SWaMMP | Solid Waste (asset) Management and Minimisation Plan |
| EW | Environment Waikato | SWSS | Sanitary Waste Subsidy Scheme |
| FAR | Financial Assistance Rates | TKWWTP | Te Kuiti Waste Water Treatment Plant |
| ICL | Inframax Construction Limited | TUAC | Targeted Uniform Annual Charge |
| KPI | Key Performance Indicator | UAC | Uniform Annual Charge |
| LGA 2002 | Local Government Act 2002 | UAGC | Uniform Annual General Charge |
| LoS | Level of Service | WDC | Waitomo District Council |
| LTP | Long Term Plan | WDHB | Waikato District Health Board |