

## 6.7 Policy for Council Appointments to Outside Organisations

**Meeting:** Whangarei District Council  
**Date of meeting:** Thursday 27 February 2020  
**Reporting officer:** Emily Thompson (Senior Assurance Advisor)  
 Joanne Tasker (CCO Project Coordinator)

### 1 Purpose

To present the updated policy on “Council Appointments to Outside Organisations” to Council for adoption.

### 2 Recommendation/s

That the Council:

1. Adopts the proposed Policy on Council Appointments to Outside Organisations located at Attachment One.
2. Delegates to the Chief Executive the authority to make editorial and typographical changes to the Policy on Council Appointments to Outside Organisations, if required.

### 3 Background

Council has a policy which covers appointments to Council Organisations. The policy covers both appointment of Elected Members, and community representatives to Council Organisations. It covers all Council Organisations (CO), including Joint CO's, Council Controlled Organisations (CCO), and Council Controlled Trading Organisations (CCTO).

*Council Organisations are defined under the Local Government Act 2002 (LGA). They are an organisation where one or more local authorities hold or control voting rights or have the right to appoint one or more of the directors to the board of directors. This includes all Council-Controlled Organisations and Council-Controlled Trading Organisations.*

Section 57 of the LGA requires Council to adopt a policy outlining an objective and transparent process for the identification and consideration of the skills, knowledge, and experience required of directors of COs (including joint CO's, CCOs and CCTOs), the appointment of directors, and the remuneration of directors. The current Appointment of Directors to Council Organisations Policy was adopted on 9 August 2003 and is now overdue for review.

The current policy applies only to Council Organisations as defined above and based on feedback from a Council briefing on 5 December 2019, staff have amended the policy so that it provides for appointment of council representatives to “outside organisations”.

## **4 Discussion**

This proposed policy is a significant rework of the current “Appointment of Directors to Council Organisations Policy” that was adopted by Council on 09 August 2003.

The proposed policy puts forward a position to align to the recommended best practice model for Council appointments to organisations as detailed in the OAG 2015 report.

The proposed policy was presented to Council via a Council briefing on 12 February 2020. Feedback received at the briefing has been incorporated into the proposed policy, changes are highlighted in the tracked changes copy attached.

### **Proposed policy changes**

This proposed policy has undergone alteration to include all organisations that may require or request a council representative for a multitude of reasons.

Historically Council appointments to numerous outside organisations has been completed at the start of the triennium. This will continue, although work has been undertaken to clarify which organisations should be appointed to in this way, and this is reflected in the Policy with the addition of the section “When to Appoint”.

This policy includes the specific LGA requirements relating to Council’s CO’s.

This policy no longer includes details around the operational process for appointments. There are two processes, one is to appoint a community Council representative to a CO and one is to appoint an Elected Member to an outside organisations. These can be found in the Council Process Portal (Promapp).

Staff have included wording from the OAG report in the proposed policy to highlight the best practice recommendations. Any extracts have been clearly identified, italicised and referenced to ensure that the intent of the policy position is understood.

### **Provision of remuneration to directors**

The reference to remuneration within the proposed policy has been simplified. Council has the discretion to consider if directors to Council Organisations should be remunerated. It is expected that this would be considered on a case by case bases for each organisation.

### **Requirement of knowledge of tikanga Maori**

In line with the updates to the LGA, the policy includes reference to the requirements of knowledge of tikanga Maori. It is now a requirement that, when appointing a director, Council consider whether knowledge of tikanga Maori may be relevant to the governance of the CCO. Good practice recommends this is also a consideration for appointments to any organisation.

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website

## **6 Attachments**

1. Proposed Policy for Council Appointments to Outside Organisations – Clean Copy
2. Proposed Policy for Council Appointments to Outside Organisations – Tracked Changes
3. Current Policy for Appointment to Council Organisations Policy



<i>Policy title</i>			
Audience (Primary)	Internal	Business Owner (Dept)	Democracy
Policy Author	Joanne Tasker	Review Date	

## ***Whangarei District Council***

### ***Council Appointment to Outside Organisations***

### ***Policy 018***

## Purpose

The purpose of this policy is to comply with section 57 of the Local Government Act 2002 (LGA) and outline an objective and transparent process for the appointment and remuneration of directors to council organisations, council-controlled organisations, and council-controlled trading organisations.

The policy is further intended to provide guidance on the appointment of Whangarei District Council (Council) representatives to all outside organisations, of which council organisations, council-controlled organisations, and council-controlled trading organisations are a subset. At times, Council is asked to appoint an Elected Member to an organisation. This requires appropriate consideration in line with this policy.

## Definitions

The following terms are utilised by Council throughout this Policy but are not defined in legislation.

- Rules document – the organisation’s founding document that outlines the rules of the organisation. This includes, but is not limited to, trust deeds, constitutions, agreements, and terms of reference. It includes any subsequent amendments.
- Outside organisation – is any organisation where Council has the ability to appoint a representative or is asked to appoint a representative. This includes formal Council advisory groups and cross-sector working group and parties.

The following terms are defined in further detail under section 6 of the LGA.

- Council organisation (CO) – is an organisation where one or more local authorities hold or control voting rights, or have the right to appoint one or more of the directors to the board. This includes all council-controlled organisations and council-controlled trading organisations.
- Council-controlled organisation (CCO) – is a type of council organisation where one or more local authorities hold or control 50 per cent of the voting rights, or have the right to appoint 50 per cent of the directors to the board.
- Council-controlled trading organisation (CCTO) – is a type of council-controlled organisation that operates a trading undertaking for the purpose of making a profit.
- Director – is a member of the organisation’s board or governing body. This includes trustees, directors, managers, or office holders (however described in the organisation).

For the sake of clarity, the term organisation is used throughout this policy when referring to all of the following; outside organisations, CO’s, CCO’s, and CCTO’s.

## Legislative Requirement

The LGA requires Council to adopt a policy on the appointment of directors to COs (including CCOs and CCTOs). The policy must outline an objective and transparent process for:

- the identification and consideration of the skills, knowledge, and experience required of directors of COs,
- the appointment of directors to a CO, and
- the remuneration of directors of a CO.

## Policy

This policy is intended for all organisations as defined above. The process to appoint a community representative to a CO is different to the process to appoint Elected Members to outside organisations, and these are detailed in the staff process portal Promapp.

This policy may not be applicable where the Rules document requires Council to appoint a director or provide remuneration in a way that differs from this policy.

## When to Appoint

Council appointments to organisations should only be made where there is a very clearly established reason, and the role, functions, and expectations for the appointee have been clearly defined.

A clearly established reason may include:

- Council is required to make an appointment (i.e. it is required by a Rules document or legislation)
- there is a close funding or functional relationship with Council, or
- there is a significant benefit to Council or the community in making the appointment.

Appointments of Council representatives are made in line with Council process. Council will make the final decision on whether to appoint.

## Skills, Knowledge, and Experience

To ensure legislative compliance when appointing a director, Council must:

- ensure that any director they appoint to a CO, CCO, or CCTO has the skills, knowledge, or experience to guide the organisation, given the nature and scope of its activities,
- ensure that any director they appoint to a CO, CCO, or CCTO has the skills, knowledge, or experience to contribute to the effectiveness of the objectives of the organisation, and
- consider whether knowledge of tikanga Maori may be relevant to the governance of a CCO.

These principles may apply when Council appoints a person to an outside organisation.

## Appointment of Elected Members

### Office of the Auditor General Guidance

The Office of the Auditor General (OAG) best practice is that appointing Elected Members to CCO or CCTO boards

*“should be the exception.”\**

If Council chooses to appoint Elected Members to their CCO or CCTO board, then

*“the appointment should be open and transparent, and subject to the same criteria as for independent directors.”\**

The OAG note that the risks in appointing Elected Members as directors to CCOs and CCTO's include that:

- *“there is an inherent conflict between a councillor-director's obligations to the Council and their community and their obligation to the subsidiary (CCO or CCTO), “*
- Elected Members are *“more likely to be subject to, and swayed by, pressure from community groups, so that it may be more difficult for a councillor-director to maintain confidentiality of commercial and other information about the CCO's business”, and*
- Elected Member directors *“often lack the skills to perform well as a director.”\**

## Whangarei District Council's Position

Elected Members may be appointed to a CCO where there are compelling reasons, or where it is required in the CCO's Rules document. Elected Members will decide in Council whether to appoint an Elected Member to a CCO. Council should consider:

- OAG guidance on appointment of Elected Members
- reasons for an Elected Member to be appointed
- the particular circumstances of the CCO

The Elected Member being considered for appointment cannot participate in discussions or vote on their appointment.

Appointing an Elected Member to a CO or outside organisation may be appropriate. These organisations do not have a legislative requirement for reporting to Council. The appointment of an Elected Member may help provide oversight.

Appointing an Elected Member to a joint CCO may be appropriate.

Where an Elected Member is appointed to an organisation, the same statutory provisions apply, and the Elected Member should have the requisite skills, knowledge, or experience to contribute as a director.

Elected Member appointments to outside organisations will be determined at the beginning of the triennium, in line with Council process. Council will make the final decision on appointments to outside organisations.

## Appointment of Council Employees

### Office of the Auditor General Guidance

OAG guidance on the appointment of Council employees is that

*"Many of the advantages and disadvantages with councillor-directors will apply also to managers as directors. There is also real potential for a manager's role as adviser to the Council to conflict with his or her obligations to the CCO (or CCTO) as director."*<sup>76</sup>

## Whangarei District Council's Position

As with the Elected Member appointments, there should be compelling reasons for a Council employee to be appointed to a CO.

In appointing a Council employee to an organisation, the appointment of Council representatives to CO process should be followed. The Council employee should have the skills, knowledge, and experience to contribute effectively to the organisation.

In making the appointment, Council will consider the potential for the candidate's role within Council to conflict with any obligations to the organisation, and the extent to which the appointment might impact on the organisation's independence.

## Removal of Directors

Where Council appoints a director, they can be removed by Council at any time by way of a resolution of Council.

Where removal of directors is addressed in the Rules document of the organisation, that document will hold precedence over this Policy.



### **Term of Appointment**

Appointments to outside organisations will align with the local government elections. An Elected Member will cease to be member of the organisation at the end of the triennium or when they cease to be an Elected Member of Council, unless detailed otherwise in the Rules document.

For appointment of Council representatives to organisations, Council should consider the Rules document of the organisation when determining the length of a director's term.

Council may also consider the length of other director's terms.

### **Conflict of Interest**

Directors will, as far as possible, avoid situations where their actions may give rise to a conflict of interest. Where a conflict of interest arises, the director must declare the interest and manage the risks appropriately.

### **Code of Practice**

Council appointed directors are expected to follow the New Zealand Institute of Directors' Code of Practice for Directors. This is to ensure they understand and observe high standards of ethical behaviour. This includes, but is not limited to:

- acting in good faith and in the best interests of the organisation
- guiding the organisation toward achievement of its purpose
- complying with the law
- recognising and managing risk
- fostering constructive relationships.

Directors will undertake due diligence to ensure that they understand the purpose of the organisation, their mandate as director, Council's expectations, and any reporting requirements.

### **Remuneration**

#### **Office of the Auditor General Guidance**

OAG best practice, from the report *Governance and Accountability of Council-controlled Organisations*, holds that

*"a CCO director is responsible for the governance of the CCO. The position, if discharged properly, involves work, so remuneration is appropriate."\**

The report further identified some examples of matters that the OAG considered might help Councils who have CCOs and CCTOs, this included considerations in setting the amount of remuneration.

### **Whangarei District Council's Position**

Council has the discretion to provide funding for remuneration of directors on CCOs, CCTOs, and COs. The decision to provide funding for remuneration will be made by Council. Elected Members or Council employees that are appointed as directors will not receive remuneration, if they are appointed to a director role in that capacity.

Council should be cautious on decisions relating to remuneration of directors on CO. If Council utilises their discretion to provide remuneration, they will need to consider:

- the level of remuneration
- who to remunerate, and
- how to manage the provision of the remuneration.

Where funding for remuneration is not provided by Council, the organisation may choose to remunerate directors from its available funds, so long as this is consistent with any Rules document.

### **Promapp Processes**

Appoint an Elected Member to an Outside Organisation

Appoint a Council Representative to Organisations

### **Relevant Legislation**

Local Government Act 2002.

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## Adopted

**Delete once complete** – Only use this section if your policy is **NEW** and **adopted or approved by Council or a Council committee**:

**Date of meeting:** DD-MM-YYYY

**By:** Whangarei District Council **OR** name of committee

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## Policy Review

This Policy was reviewed in YYYY and this revised Policy was updated as follows:

**Date of meeting:** DD-MM-YYYY

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## Approval

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This Policy has been approved by (remove or add as required):

–Manager – Democracy and Assurance	Name	Date
Group Manager - Strategy and Democracy	Name	Date
CE on behalf of Senior Leadership Team	Name	Date
Chief Executive	Name	Date

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Copy approval table as above as required.



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Audience (Primary)	Internal/ <del>external</del> *	Business Owner (Dept)	Democracy
Policy Author	Joanne Tasker	Review Date	

## ***Whangarei District Council***

### ***Council Appointment to Outside Organisations***

***Policy  
~~#tbc~~018***

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*“should be the exception.”\**

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*“the appointment should be open and transparent, and subject to the same criteria as for independent directors.”\**

The OAG note that the risks in appointing Elected Members as directors to CCOs and CCTO's include that:

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Where an Elected Member is appointed to an organisation, the same statutory provisions apply, and the ~~e~~Elected ~~m~~Member should have the requisite skills, knowledge, or experience to contribute as a director.

~~The Mayor will determine any appointment of~~ Elected Member ~~appointments~~ to outside organisations will be determined at the beginning of the triennium, in line with Council process. Council will make the final decision on appointments to outside organisations.

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In making the appointment, Council will consider the potential for the candidate’s role within Council to conflict with any obligations to the organisation, and the extent to which the appointment might impact on the organisation’s independence.

### **Removal of Directors**

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Council should be cautious on decisions relating to remuneration of directors on CO. If Council utilises their discretion to provide remuneration, they will need to consider:

- the level of remuneration
- who to remunerate, and
- how to manage the provision of the remuneration.

~~CCOs are more likely to receive funding for remuneration of directors than COs. Charitable CCOs are more likely to receive funding for remuneration of directors than CCTOs or for profit CCOs.~~

Where funding for remuneration is not provided by Council, the organisation may choose to remunerate directors from its available funds, so long as this is consistent with any Rules document.

~~OAG best practice, from the report *Governance and Accountability of Council-controlled Organisations*, holds that~~

~~———“a CCO director is responsible for the governance of the CCO. The position, if discharged properly, involves work, so remuneration is appropriate.”\*~~

~~The report further identified some examples of matters that the OAG considered might help local authorities Council's who have CCOs and CCTOs, this included considerations in setting the amount of remuneration.~~

## **Promapp Processes**

Appoint an Elected Member to an Outside Organisation

Appoint a Council Representative to Organisations

## **Relevant Legislation**

Local Government Act 2002.

## **Related Policies and Documents**

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This Policy has been approved by (remove or add as required):

Manager – Democracy and Assurance	Name	Date
Group Manager - Strategy and Democracy	Name	Date
CE on behalf of Senior Leadership Team	Name	Date
Chief Executive	Name	Date

## Policy Review

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Copy approval table as above as required.



# Whangarei District Council Policy

## *Appointments to Council Organisations Policy*

*Policy 0018*

Appointments to Council Organisations Policy			
<b>Audience (Primary)</b>	Internal	<b>Business Owner (Dept)</b>	Governance
<b>Policy Author</b>		<b>Review date</b>	June 2016

## Policy

This policy applies to appointments to any new organisation set up by council or for the replacement of council representatives on the organisations listed below except where these rules would be in conflict with the agreements or rules that already exist under specific trust deeds or management arrangements previously signed by council.

### 1.1. Introduction

The Whangarei District Council either owns or has an interest in a number of council organisations (COs).

These include the following:

**Whangarei District Airport** – This is a joint venture between council and the crown to run a strategic company operating passenger and freight services out of our district. Council's interest is largely represented by management of the venture and in buildings with the crown contributing mainly land. This organisation is a Council Controlled Organisation (CCO) in terms of the Act and produces a Statement of Intent annually. The business trades profitably and all profits are retained to service asset replacement and development.

**Springs Flat Contractors Limited** – This Company is 100% owned by council and is now dormant. Council have exempted the company from reporting in terms of the Act. The company is retained as there are tax losses in existence which may be of future benefit to Council.

**Advance Whangarei Limited** – This Company is 100% owned by council and has been established to promote the district for future economic development. A statement of Intent has been developed and the company is a CCO in terms of the Act.

**Whangarei Art Museum Trust** – Council currently appoints two of the 4 Trustees and as such this is a CCO. The trust primarily looks after council's art collection and other significant works in the district and promotes art generally for our region.

**Whangarei Tourism Trust** – This organisation is not controlled by Council and as such is a CO only. The trust looks after Claphams clock museum, the visitor centre at Tarewa Park and promotes tourism in the district. Council appoints one representative to the board of trustees. The organisation relies heavily on funding from council.

**Whangarei Quarry Gardens Trust** – This organisation is a CO, council appoints two trustees and the major function is the management and operation of the quarry gardens as a tourism site within Whangarei. Council supplies some funding to this organisation.

**Whangarei Museum Inc.** – Council appoints one representative to this organisation which is a CO and supplies a significant funding stream for its support. The museum looks after councils William Fraser collection and other significant works for the district and region.

**SAORSA Retirement Village Trust** – This is a council organisation (CO) with council appointing one representative. The trust looks after a small development of pensioner housing based in the Waipu Township with council essentially owning the assets and the trust managing the development.

**Stonehaven Village Trust** – This is a council organisation (CO) with council appointing one representative. The trust looks after a small development of pensioner housing based in the Maungakaremea Township with council advancing equity in the form of loans via the Sinking Fund Commissioners.

**Ngunguru Retirement Village Trust** - This is a council organisation (CO) with council appointing one representative. The trust looks after a small development of pensioner housing based in the Ngunguru Township with council advancing loans and the trust managing the development.

**Whangarei Harbour Marina Trust** - This is a council organisation (CO) with council appointing two representatives. The trust leases the marina assets from council and administers the operations of the marina on behalf of council.

**Tutukaka Marina Management Trust** - This is a council organisation (CO) with council appointing one representative. The trust leases the marina assets from council and administers the operations of the marina on behalf of council.

Appointments to Council Organisations Policy			
<b>Audience (Primary)</b>	Internal	<b>Business Owner (Dept)</b>	Governance
<b>Policy Author</b>		<b>Review date</b>	June 2016

**Sport Northland Trust** - This is a council organisation (CO) with council appointing two representatives. The organisation looks after the promotion and management of sports activity in a variety of codes to foster health and wellbeing in Northland as a whole. Council supplies some funding and facilities to the trust.

Each of these organisations delivers services, provides advice, or in some way supports the achievement of the objectives in the council's long-term council community plan.

The Local Government Act 2002 requires that the council may appoint a person to a directorship of council organisations only if the council considers the person has the skills, knowledge and experience to:

- Guide the organisation given the nature and scope of its activities
- Contribute to the achievement of the objectives of the organisation.

The council is required to adopt a policy setting out an objective and transparent process for identifying and considering the skills required of a CCO director, and appointing the directors of CCOs.

## 1.2. Skills

The council considers that any person that it appoints to be a director of a CCO should, as a minimum, have the following skills:

- Intellectual ability
- An understanding of governance issues
- Either business experience or other experience that is relevant to the activities of the organisation (or both)
- Sound judgment
- A high standard of personal integrity
- The ability to work as a member of a team.

## 1.3. Appointment Process

When vacancies arise in any CCO the council will follow the following process for appointing directors.

The council will decide in open council whether to advertise a particular vacancy or make an appointment without advertisement. When making this decision the council will consider:

The costs of any advertisement and process

The availability of qualified candidates

The urgency of the appointment (e.g. a CCO that is without a quorum cannot hold board meetings).

### Appointment By Advertisement

Where the council decides to advertise a vacancy, it will form an ad hoc committee to consider applications and make a recommendation to the council. The Mayor, or a councillor nominated by the Mayor, will chair the committee.

A shortlist of candidates will be prepared by the Mayor, the chairperson of the committee charged with responsibility for monitoring the CCO and the Chief Executive.

The short listed candidates will be interviewed by the relevant committee and the committee will report to council on each of the candidates. The committee may make a recommendation if it wishes to do so.

### Appointment Without Advertisement

Where the council decides not to advertise a particular vacancy it will refer the matter to the council committee that is responsible for monitoring the CCO.

The council committee will consider the appointment at its next scheduled meeting. The committee will identify a shortlist of candidates whom it considers meet the above criteria and will forward those to council

Appointments to Council Organisations Policy			
<b>Audience (Primary)</b>	Internal	<b>Business Owner (Dept)</b>	Governance
<b>Policy Author</b>		<b>Review date</b>	June 2016

together with a report explaining why these candidates meet the criteria. The committee may make a recommendation.

### Final Appointment

The council will make a decision in committee (thus protecting the privacy of natural persons). Public announcement of the appointment will be made as soon as practicable after the council has made its decision.

An elected member who is under consideration to fill a particular vacancy may not take part in the discussion or vote on that appointment.

### 1.4. Conflicts of Interest

Whangarei District Council expects that directors of council organisations will avoid situations where their actions could give rise to a conflict of interest. To minimise these situations the council requires directors to follow the provisions of the New Zealand Institute of Directors' Code of Ethics. All directors are appointed 'at the pleasure of the council' and may be dismissed for breaches of this code.

### 1.5. Remuneration

Remuneration of directors of controlled council organisations is a matter of public interest.

Where the council is the sole shareholder in a particular organisation the council will set director's remuneration either by resolution at the annual general meeting or will review salaries on an annual basis (for those organisations that do not have such a meeting). In reaching a view on the appropriate level of remuneration for directors of council organisations the council will consider the following factors:

The need to attract and retain appropriately qualified people to be directors of the CCO

The levels and movement of salaries in comparable organisations (the council will retain professional advice on salary levels and movements)

The objectives of the CCO (in particular whether or not the CCO operates on a charitable basis)

The past performance of the CCO

Whether the CCO is operating as a trading undertaking

The financial situation of the CCO.

In cases where the council cannot exercise direct control, such as in an organisation where it is one shareholder among many, it will conduct its own monitoring of salaries against the above factors and will publicly disclose the name of any CCO which it considers is not complying with the above factors.



## 6.8 Status of Director of Springs Flat Contractors Ltd

**Meeting:** Whangarei District Council  
**Date of meeting:** 27 February 2020  
**Reporting officer:** Alan Adcock (General Manager Corporate), Joanne Tasker (CCO Project Coordinator)

### 1 Purpose

To remove Crichton Christie as a director of Springs Flat Contractors Ltd (Springs Flat) following the completion of his term as a Councillor on the Whangarei District Council, and to consider options for appointment of a replacement director.

### 2 Recommendations

That the Council

1. Agrees to remove Crichton Christie as a director and do not appoint a replacement, at this stage.

### 3 Background

Springs Flat is a dormant company. It was incorporated in 1992 as a Council Controlled Organisation (CCO). It was established as a vehicle to provide civil contracting services directly for Council's civil projects, as this was considered a cost-effective model.

Springs Flat has not traded since 1 July 2000. In 2017 it became a dormant company and a new Company Constitution was introduced that revoked and replaced the previous Company Constitution. Springs Flat is currently an exempt CCO. Council is the sole shareholder.

The company has not been wound up due to unrealised tax losses it holds. It was made dormant to preserve these tax losses so that they might be utilised in the future.

The directors of Springs Flat include former Councillor, Crichton Christie, Graeme Mathias, and Grant Currie.

Crichton Christie was appointed as a director of Springs Flat on 16 December 1998. As of 18 October 2019, he is no longer a Councillor of the Whangarei District Council, and his position as a director needs to be reconsidered.

Graeme Mathias and Grant Currie were appointed on 03 August 2000. Both Graeme Mathias and Grant Currie are partners of Thomason Wilson Law. Their appointment as directors of Springs Flat followed the removal of the two previous directors (18 May 2000) and the decision for the company to stop trading (1 July 2000).

## 4 Discussion

There is no requirement under the Springs Flat Company Constitution that Crichton Christie be removed as a director upon the completion of his term as Councillor. Directors do not vacate office unless they resign, are removed, become disqualified from being a director, or die.

The Springs Flat Company Constitution provides no maximum or minimum number of directors to be appointed. However, for a director's resolution to be made, or for any business to be transacted at a meeting of the directors, a majority of directors is required. If Crichton Christie were removed, both Graeme Mathias and Grant Currie would have to agree to ensure a majority.

If a director was appointed to replace Crichton Christie it would mean that only two of the three directors need to be in attendance to transact business at a meeting of the directors, and only two of the three directors are needed to make a director's resolution.

Council may decide to appoint another Councillor or a non-Councillor director. There is no requirement for a Councillor to be appointed as a director. The appointment of directors is at the discretion of Council.

Council should note that the Office of the Auditor General (OAG) recommends that Councillors should not be appointed as directors of CCOs. This is largely due to the potential for conflicts of interest, and the fact that CCOs are intended to be arm's length entities. The OAG further notes that a local authority may wish to appoint a senior management staff member as a director. However, senior management appointments also have the potential for conflicts of interest between their position as director and their position as a manager of the Whangarei District Council.

This guidance needs to be considered in light of the circumstances, Springs Flat is an exempt CCO and a dormant company. It is wholly owned by Whangarei District Council. Given its unusual circumstances it would not be appropriate to appoint an ordinary member of the public with no understanding of the structure or purpose of Springs Flat.

In recognition of the OAG guidance, Council staff recommend the removal of Crichton Christie as a director of Springs Flat and that a replacement director is not appointed.

### 4.1 Financial considerations

There is no financial impact to removing or appointing a director to Springs Flat.

### 4.2 Options

Council has a number of options on this topic:

**Option 1.** Leave Crichton Christie as a director.

**Option 2.** Remove Crichton Christie as a director and do not appoint a replacement, at this stage.

**Option 3.** Remove Crichton Christie as a director and appoint a general manager.

**Option 4.** Remove Crichton Christie as a director and appoint a Councillor.

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.



## 6.9 Appointments to Outside Organisations for 2019-2022 term

**Meeting:** Whangarei District Council  
**Date of meeting:** 27 February 2020  
**Reporting officer:** Tracey Schiebli (Manager Democracy and Assurance)

### 1 Purpose

To appoint elected members as Council representatives to outside organisations.

### 2 Recommendation

That Council:

1. Approves the appointment of elected members as Council representatives to outside organisations as follows:
  - a. Northern Regional Landfill Limited Partnership (NRLLP) Advisory Committee – Cr Shelley Deeming, Cr Vince Cocurullo
  - b. Bream Head Conversation Trust – Her Worship the Mayor
  - c. Mangakahia Sports Ground Society Inc – Cr Simon Reid
  - d. Northland Athletics and Gymnastics Stadium Trust – Cr Phil Halse
  - e. Northland Craft Trust (Quarry Arts Centre) – Cr Nicholas Connop
  - f. Ngunguru Retirement Village Trust – Cr Greg Martin, Cr Anna Murphy
  - g. Saorsa Retirement Village Trust – Cr Phil Halse
  - h. Stonehaven Village Trust – Cr Phil Halse
  - i. The Mission to Seafarers Marsden Point – Cr Ken Couper
  - j. Tutukaka Marina Management Trust – Cr Greg Martin
  - k. Whangarei Harbour Marina Management Trust – Cr Shelley Deeming, Cr Phil Halse
  - l. Northland Road Safety Trust – Cr Greg Martin
  - m. Chamber of Commerce and Industry of Northland Inc – Cr Ken Couper
  - n. City Safe – Cr Vince Cocurullo
  - o. Disability Advisory Group – Cr Jayne Golightly
  - p. Positive Ageing Advisory Group – Cr Tricia Cutforth
  - q. Youth Advisory Group – Cr Nicholas Connop
  - r. Walking and Cycling Reference Group – Cr Gavin Benney
2. Notes the approach to appointments to other outside organisations where formal appointments have historically been made, and associated communication.

### 3 Background

At the meeting on 19 December 2019 Council made several appointments to outside organisations:

- where appointments were required to Council organisations to ensure continuity/provide assurance, where there was Council funding and/or where there was a liability, asset or lease.
- to ensure continuity of Council projects in working parties, reference groups and community groups where appointments needed to be made in accordance with terms of reference.

It was noted at that meeting that the remainder of the appointments would be recommended to Council at the February meeting, following consideration of an updated policy on appointments to outside organisations.

### 4 Discussion

On 12 February, Council received a briefing on the updated policy for appointments to outside organisations. The updated policy is presented for approval in this Council agenda incorporating feedback from members received at the briefing.

Subject to approval of the policy, further recommended appointments to outside organisations are set out in **attachment one**.

The appointments fall into three categories:

- Council organisations where the founding document provides for one or more Council representatives to be appointed in the capacity as a committee member, trustee or ex-officio board member. The assumption is that the appointment has mutual benefit for Council and the community, and that the elected members have the skills, knowledge or experience to undertake the role.
- Organisations where Council has an interest, and although there is no specific requirement or power to appoint, there is mutual benefit for Council and the community, and the elected members have the skills, knowledge or experience to undertake the role.
- Working parties, reference and community groups established by Council, with a commitment through the term of reference to appoint elected members as either liaison, committee, or working party members.

In determining the best person for these appointments, consideration has been given to whether the recommended appointee has the skills, knowledge and experience to:

- guide the organisation, given the nature and scope of its activities, and
- contribute to the achievement of the objectives of the organisation, and to Council's outcomes, for the benefit of the community.

There are a number of other organisations and groups to which Council has historically formally appointed one or more elected members. These organisations include:

- Committees whose original terms of reference indicated formal appointment of elected members at a point in time, however these are no longer deemed necessary.

- Trusts or incorporated societies where Council has no requirement or power to appoint under the organisations founding document.
- Resident and ratepayer groups and associations.

Council will continue to work alongside these organisations in areas of common interest, however will not make formal appointments of elected members for the 2019-22 term. Each organisation will be contacted individually to communicate the reasons for the change. This does not change Council's commitment to these organisations, and liaison with individual elected members and Council officers will still occur as part of normal ward and Council business.

Communication with the resident and ratepayer groups and associations will confirm their ward Councillor representatives and contact details. Again, the process change will not change the working relationships, and commitment, between these groups and their ward Councillors.

For completeness, attachment one also includes those appointments that were made in December 2019.

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

## **6 Attachments**

1. Elected member appointments to outside organisations for the 2019-2022 term





Elected Member Appointments to Outside Organisations 2019-2022	Number	Representative(s)	Status	Role	Mandate	Appointment process
<b>Outside Organisations</b>						
<b>(a) Statutory or formal committees</b>						
Northland Civil Defence Emergency Management Group	1	HWM, N Connop as alternate	Appointed 19-12-19	Group member	Statutory	Council at NRC request
NRC Regional Transport Committee	1	G Martin, P Halse as alternate	Appointed 19-12-19	Committee member	Statutory	Council at NRC request
<b>(b) Significant council funding - Council organisations</b>						
Creative Northland (CO)	1	C Peters	Appointed 19-12-19	Trustee	Founding document - 1 EM representative	Council
Whangarei Art Museum Trust (CCO)	1	K Couper	Appointed 19-12-19	Trustee	Founding document - 1 EM representative	Council
Whangarei Museum and Heritage Trust - Kiwi North (CO)	2	A Murphy, S Reid	Appointed 19-12-19	Trustee	Founding document - 2 representatives (do not have to be EM)	Council
Whangarei Quarry Gardens Trust (CO)	1	T Cutforth	Appointed 19-12-19	Trustee	Founding document - 1 EM representative	Council
<b>(c) Liability Council Asset/Lease - Council Organisations</b>						
Sport Northland (CO)	1	HWM	Appointed 19-12-19	Trustee	Founding document - 1 EM representative	Council
Northland Events Centre Trust (exempted CCO)	1	P Halse	Appointed 19-12-19	Trustee	Founding document - 2 - 4 representatives (do not have to be EM)	Council
Whangarei Waste Limited (exempted CCO)	1	G Martin	Appointed 19-12-19	Director	Founding document - 2 directors (do not have to be EM)	Council
NRLLP Advisory Committee	2	S Deeming, V Cocurullo	To be confirmed 27-2-20	Committee member	Founding document - 2 members (do not have to be EM)	Council
<b>(d) Other Council organisations</b>						
Springs Flat Contractors Ltd (CCO)	1	None	To be confirmed 27-2-20	Director	Founding document - 1 representative (do not have to be EM)	Council
Bream Head Conservation Trust (CO)	1	HWM	To be confirmed 27-2-20	Trustee	Founding document - 1 representative (do not have to be EM)	Council
Mangakahia Sports Ground Society Inc (CO)	1	S Reid	To be confirmed 27-2-20	Trustee	Founding document - 1 EM representative from that Ward	Council
Northland Athletics and Gymnastics Stadium Trust (CO)	1	P Halse	To be confirmed 27-2-20	Trustee	Founding document - 1 representative (do not have to be EM)	Council
Northland Craft Trust - Quarry Arts Centre (CO)	1	N Connop	To be confirmed 27-2-20	Trustee	Founding document - 1 representative (do not have to be EM)	Council
Ngunguru Retirement Village Trust (CO)	2	G Martin, A Murphy	To be confirmed 27-2-20	Ex officio board members	Founding document - 2 EM coastal representatives as ex officio of board	Council
Saorsa Retirement Village - Waipu (CO)	1	P Halse	To be confirmed 27-2-20	Trustee	Founding document - 1 EM representative	Council
Stonehaven Village Trust - Maungakamea (CO)	2	P Halse	To be confirmed 27-2-20	Trustee	Founding document - 2 representatives (do not have to be EM)	Council
The Mission to Seafarers - Marsden Point (CO)	1	K Couper	To be confirmed 27-2-20	Ex officio board member	Founding document - Mayor or appointee as ex officio of board	Council
Tutukaka Marina Management Trust (CO)	1	G Martin	To be confirmed 27-2-20	Trustee	Founding document - 1 representative (do not have to be EM)	Council
Whangarei Harbour Marina Management Trust (CO)	1	S Deeming, P Halse	To be confirmed 27-2-20	Trustee	Founding document - 2 representatives (do not have to be EM)	Council
Northland Road Safety Trust	1	G Martin	To be confirmed 27-2-20	Trustee	Founding document - 1 EM representative	Council
<b>(e) Organisations where Council has an interest</b>						
Chamber of Commerce and Industry of Northland Inc	1	K Couper	To be confirmed 27-2-20	Honorary member	No power for WDC to appoint - HWM can be Honorary Member	Council
City Safe	1	V Cocurullo	To be confirmed 27-2-20	Liaison role	Historically appointed	Council
<b>(f) Working parties, reference groups, community groups</b>						
Disability Advisory Group	No limit	J Golightly	To be confirmed 27-2-20	Liaison role	Group established by Council	Council (CD Committee in future)
Positive Ageing Advisory Group	No limit	T Cutforth	To be confirmed 27-2-20	Liaison role	Group established by Council	Council (CD Committee in future)
Youth Advisory Group	No limit	N Connop	To be confirmed 27-2-20	Liaison role	Group established by Council	Council (CD Committee in future)
Walking and Cycling Reference Group	1	G Benney	To be confirmed 27-2-20	Reference group member	Group Terms TOR provides for at least one EM	Council
Kaipara Moana Working Party	1	P Halse, G Innes as alternate	Appointed 19-12-19	Working party member	Group mandated by Council	Council
NRC Whangarei Public Transport Working Party	4	G Martin, A Murphy, S Reid, T Cutforth	Appointed 19-12-19	Working party member	Agreement to work together (part of NRC Governance Structure - 3 EM each)	Council at NRC request
Creative Communities Assessment Committee	1	T Cutforth	Appointed 19-12-19	Committee member	Committee TOR - reports to Community Development Committee	Council



## 6.10 Fees and Charges 2020 to 2021

**Meeting:** Whangarei District Council  
**Date of meeting:** 27 February 2020  
**Reporting officer:** Delyse Henwood (Finance Manager), Karen Giles (Project Accountant)

### 1. Purpose

To consider and adopt fees and charges for the 2020-21 financial year prior to consultation (where applicable).

### 2. Recommendations

That Whangarei District Council:

- a) Adopt the Statement of Proposal for 2020-2021 fees and charges listed in Table A below which are subject to the Special Consultative Procedure process under the Local Government Act 2002
- b) Resolve to seek public submissions on these fees and charges in accordance with the Special Consultative Procedure.

**Table A: 2020-21 Fees and charges subject to the Special Consultative Procedure**

	Refer Statement of Proposal
Bylaw Enforcement	Page 22
Drainage (Waste Water and Trade Waste)	Page 7-8
Food Act	Page 18-20
Gambling and Racing Act	Page 21
Health Act Registered Premises	Page 20-21
Public Places Bylaw	Page 21
Resource Management Act	Page 11-17
Rubbish Disposal	Page 5-6
Water Supply	Page 9-10

- c) Adopt the 2020-21 fees and charges which are not subject to the Special Consultative Procedure listed in Table B below

**Table B: 2020-21 Fees and charges not subject to the Special Consultative Procedure**

	<b>Refer Attachment Proposed Fees and Charges</b>
Animals: Dogs, Stock Control	Page 4
Building Control	Page 5-9
Cameron Street Mall Permits	Page 10
Cemetery	Page 10
Council Professional Fees	Page 11
Forum North Venue Hire	Page 17
Laboratory	Page 17
Library	Page 18
Official Information	Page 20
Parks and Reserves	Page 21
Photocopying	Page 23
Searches	Page 26
Swimming Pool Inspections	Page 27
Transport	Page 27

- d) Authorise the Chief Executive to make minor amendments, drafting, typographical or presentation corrections necessary to the Proposed Fees and Charges and the Statement of Proposal prior to consultation

### 3. Background

To ensure consistency in the development of various user charges, staff have developed a single report and fees and charges document covering each Department's fees and charges.

This report, and the corresponding document included as Attachment 1, covers both fees and charges being consulted on under the Special Consultative Procedure (Table A), and those that are not subject to the Special Consultative Procedure (Table B).

Attachment 2 is the Statement of Proposal which one adopted becomes council's consultation document. This document includes only those fees subject to consultation.

The review of Fees and Charges includes the funding policy split between public and private benefit, the current and proposed charges and, in a number of areas, a comparison with charges at other similar organisations.

In general, the following recommended changes have been made:

- Most fees and charges have been increased to reflect a 2.2% increase in costs in accordance with the Local Government Consumer Index (LGCI).
- Hourly rates have been adjusted to reflect a 2.2% increase in costs in accordance with the Local Government Consumer Index.
- Deposits for consent applications have been reviewed to reflect the overall charges for Resource Management applications.

There are no significant changes recommended for this year, however it is anticipated that a full rolling review of charges will be undertaken for the 2021/31 LTP.

The majority of Council's functions are specified in legislation, meaning time spent on these can be dictated to some degree by legislative processes.

In undertaking a review of fees, the criteria developed by the Office of the Auditor General were followed:

- That any charges cannot have a 'profit' component
- That the charges should reflect the actual and reasonable costs incurred by Council
- That those that gain the benefit of Council's services contribute appropriately to those costs
- That costs must be itemised for a number of activities
- That fees should be reviewed regularly
- That there should be no cross-subsidisation between functions.

Staff have focused on ensuring that costs for each of the significant activities are clearly identified. All fees are GST inclusive unless otherwise stated.

As part of the development of the (previous) 2018-2028 Long Term Plan funding review, each significant activity was reviewed to assess public versus private good. Council's Revenue and Financing Policy identifies the various sources of funding for activities. The main funding sources are user charges (user pays), and rates (public good). These are defined as follows:

- User Pays  
*"An activity should be funded on a user pays basis if an individual or group of individuals directly receive benefits of the activity exclusively, and that costs of the activity can easily be attributed to that individual or group of individuals."*
- Public Good  
*"An activity should be collectively funded if those that benefit directly cannot be identified and/or if those that benefit directly cannot be excluded from using the service."*

Within each area, the funding policy split for the key activities undertaken and the proposed funding sources associated with that activity are presented. These indicative percentages are a critical element of determining the various fee structures.

## 2020 - 2021 Proposed Fees and Charges

### Planning and Development Group

The following outlines the current funding policy for each of the Planning and Development Group fees and charges. These range from 100% rate funded to 100% user pays.

Activity	Funding Source
<b>Resource Consents</b>	
Processing of resource consent applications – includes consultant and commissioner costs	User Pays 100 percent
Processing of subdivision certificates, including engineering plan approval and inspections	User Pays 100 percent
Processing of other permissions	User Pays 100 percent
Processing of PIMs/building consents	User Pays 100 percent
Dealing with LGOIMA enquiries	User Pays 50 percent
Investigating complaints/queries	Public Good 100 percent
Customer queries/pre-lodgement meetings	Public Good 75 percent*
Objections to costs	Public Good 100 percent
Policy work (planning and development contributions)	Public Good 100 percent
Resource consent appeals	Public Good 100 percent
<i>*This recognises that the majority of pre-lodgement meetings and customer enquiries are free of charge.</i>	
Activity	Funding Source
<b>District Plan</b>	
Processing Private Plan Changes	User Pays 100 percent
Processing Council Plan Changes including appeals	Public Good 100 percent
Structure planning	Public Good 100 percent
Customer queries/meetings	Public Good 100 percent
Objections to costs	Public Good 100 percent
Policy work	Public Good 100 percent
Private Plan Change appeals	Public Good 100 percent

Activity		Funding Source
<b>Health and Bylaws</b>		
Food		User Pays 40-60 percent
Health Act	Camping grounds	User Pays 50 percent
	Hairdressers	User Pays 50 percent
	Funeral directors	User Pays 50 percent
	Offensive trades	User Pays 50 percent
	Mobile shops/stalls	User Pays 50 percent
	Health nuisance investigation	Public Good 100 percent
	Water monitoring, enquiries and follow up reporting	Public Good 100 percent
Alcohol Licensing	Alcohol (liquor) licence processing and monitoring	User Pays 65 percent
	Policy development, enquiries	Public Good 100 percent
Gambling Act	Consenting	User Pays 100 percent
	Policy development	Public Good 100 percent
Dog Control	Dog control	User Pays 90 percent
Stock Control	Stock control	Public Good 100 percent
Parking	Enforcement	User Pays 100 percent
RMA	Monitoring resource consent conditions	User Pays 100 percent
	Complaints	Public Good 100 percent

Activity		Funding Source
<b>Building</b>		
LIMs and PIMs		User Pays 100 percent
Consents and amendments		User Pays 100 percent
Inspections and certification		User Pays 100 percent
Certificate of acceptance		User Pays 100 percent
Building Warrant of Fitness		User Pays 100 percent
Dangerous and insanitary buildings		User Pays 100 percent
Notice to Fix		User Pays 100 percent
Duty building and LIM/PIM officer		Public Good 100 percent
Customer liaison/relationship management		Public Good 100 percent
Complaints/enquiries		Public Good 100 percent

Activity		Funding Source
Investigative work		Public Good 100 percent
Inter-council cooperation/cluster meeting		Public Good 100 percent
Document management		Public Good 100 percent
Legislative changes		Public Good 100 percent
Swimming Pools	Inspections	User Pays 100 percent
	Appeals	Public Good 100 percent
Bylaws	Enforcement	Public Good 100 percent
	Policy	Public Good 100 percent

## Resource Consents

### Statutory Obligations

Council's Resource Consents Department is primarily responsible for the processing of applications lodged under the Resource Management Act 1991 ('RMA'). Section 36 of the RMA allows councils to fix charges for the purposes of *'carrying out by the local authority of its functions in relation to the receiving, processing and granting of resource consents....'*

Section 36(3) allows councils to recover additional costs incurred where the initial deposit or lodgement fee has been exceeded. This is dealt with through a time recording and invoicing process.

Section 36(4) sets out criteria for fixing charges. In particular, it emphasises the ability of councils to only charge for those reasonable costs incurred by the local authority as a result of actions of a person making an application. In other words, while a council can charge reasonable costs for processing an application, it cannot charge for actions instigated by a council which benefit the community. This is recognised as a split between public funding and private (applicant) funding.

All RMA fees and charges must be fixed in accordance with Section 150 of the Local Government Act 2002 through the special consultative procedure process.

At the current time, Council policy identifies the overall split for the Department's activities between the two funding sources as being 65% User Pays and 35% General Rates.

The processing of applications, including resource consents, other permissions, subdivision certificates and consent monitoring by Council directly benefits individuals or groups of individuals. A resource consent is a right to develop land and, in a vast majority of cases, the development is for the betterment of a specific party. Therefore, the total cost of an application is usually charged to the applicant. Any appeals to decisions are not usually recoverable.

Staff within the Department provide a wide range of customer services, such as a duty planner dealing with general enquiries on a daily basis, planners and engineering officers meeting with people to discuss potential applications, liaison with other council staff and external parties on policy and planning matters, and investigations associated with complaints and/or compliance matters. These are all activities that Council has determined



are of benefit to the wider community and should therefore be paid for by the wider community through general rates as a public good.

## **Resource Consents Department Budget**

As the function largely involves processing applications by professional people, the main resource is the staff. The budget therefore is largely dictated by the cost of salaries, with overheads allocated based on such matters as office space, computer access and use, and support services (such as ICT Department). In terms of overheads, any organisational or corporate costs included in the Department overheads not relevant to the consents activity, need to be separated out and recovered elsewhere.

Each staff position has a different cost recovery capability, depending on their role. For instance, a Planner is likely to recover costs through the processing of consent applications (User Pays), but also spends time dealing with public enquiries and meetings with customers (Public Good).

An Administrator or Subdivision Officer is likely to spend more time on administering consent applications (User Pays) and less time dealing with external customers (Public Good). The administrative costs of developing and implementing the Development Contributions Policy is a charge to the ratepayer as the legislation specifically excludes a recovery of costs for this activity.

An assessment is made of the potential cost recovery capability for each position in the Department, and their associated hourly rates, and this provides the potential revenue generation for the budget. By increasing the potential cost recovery (which reduces the public good component of any role) and/or hourly rate, additional revenue can be generated to meet budget demands.

With regard to the funding split, the current overall policy for this area of activity is 65% User Pays and 35% General Rates. It is understood that this split is largely consistent with other District Councils across the country as assessed independently by the Ministry for the Environment. It should be noted that various District Councils fund their departments in different proportions largely depending on the role of planning staff in conjunction with other services such as Building, District Plan, Compliance, and Customer Services.

Notably, where resource consent decisions are appealed to the Environment Court, significant costs can be incurred by Council being involved in those appeals. It is not possible to recover those costs through User Pays; unless Council sees fit to seek an award of costs through the Court should its position be upheld. Generally, any award for costs that is achieved is not significant when compared to the total costs of the appeal. Appeals are therefore funded almost completely through General Rates.

Where planners are processing PIMs and/or building consents, or undertaking monitoring of consent conditions, costs are allocated across from the building and RMA compliance functions to Resource Consents to reflect the actual and reasonable costs in a transparent manner.

Analysis of the 2020/21 budget indicates that the proposed charges should achieve the budget requirements. The only unknown is appeal costs which are unable to be charged to an applicant.

## Monitoring of Land Use Consent Conditions – RMA

Fees are set under the Resource Management Act 1991 to recover the cost of monitoring of resource consents. Fees have been increased by the LGCI of 2.2% for next year. These are provided in Attached Statement of Proposal.

## Resource Consents Fees and Charges

Fees and charges are reviewed every year through the Annual Plan process. There are two components to the fees and charges. The first is the fixed initial deposit charge ('lodgement fee') which is required to be paid when lodging an application. The second component is the hourly rate each staff position is charged out at.

For the 2020/2021 year, increases are proposed to the lodgement fees for applications to better reflect the cost of an application. Hourly rates are increased by 2.2% in line with the LGCI.

Proposed lodgement fees and hourly rates are included in the Attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*, with a comparison where necessary shown against the 2019/2020 fees and charges.

## District Plan Development

### Statutory Obligations

Council's District Plan Department is primarily responsible for writing and maintaining the District Plan and processing District Plan Change applications lodged under the Resource Management Act 1991 ('RMA'). Section 36 of the RMA allows councils to fix "*charges payable by applicants for the preparation or change of a policy statement or plan, for carrying out by the local authority of its function in relation to such application*"

Section 36(3) allows councils to recover additional costs incurred where the initial deposit or lodgement fee has been exceeded. This is dealt with through a time recording and invoicing process.

Section 36(4) sets out criteria for fixing charges. It emphasises the ability of councils to only charge for those reasonable costs incurred by the local authority as a result of actions of a person making an application. In other words, while a council can charge reasonable costs for processing an application, it cannot charge for actions instigated by a council which benefit the community. This is recognised as a split between public funding and private (applicant) funding.

All RMA fees and charges must be fixed in accordance with Section 150 of the Local Government Act 2002 through the special consultative procedure process.

The Development of the District Plan and any changes that Council initiates, are considered to be of public interest and for the public good which is therefore financed by the ratepayer.

Private Plan Changes, although in nature are also of public interest, are normally submitted by developers for their own developments and mainly for profit. Council's policy set out in the LTP states that these must be fully funded by the applicant and 100% of costs are charged to the applicant.

## District Plan Department Budget

As the Department is largely involved in writing professional reports, the main resource is the staff. This is complemented by consultants either with specialist knowledge or where a project requires additional professionals over and above existing staff. The budget therefore is largely dictated by the cost of salaries or cost of professional consultants, with overheads allocated based on such matters as office space, computer access and use, and support services (such as ICT Department).

Each staff position has a different cost recovery capability, depending on their role. Where staff undertake work for a private plan change the full cost of their time spent on that project is charged and likewise the full cost of any consultancy work is on-charged to the applicant. Where public plan changes are processed, the cost is charged against the particular project as is any consultants cost. Team Leader and Managers cost recovery is determined by their direct line activity versus them managing the process. The latter is partly considered to be for the public good and not recoverable whilst their line function work is on-charged to the developer if it is a Private Plan Change.

Notably, where any Plan Change decisions are appealed to the Environment Court, significant costs can be incurred by Council being involved in those appeals.

It is not possible to recover those costs through User Pays; unless Council sees fit to seek an award of costs through the Court should its position be upheld. Generally, any award for costs that is achieved is not significant when compared to the total costs of the appeal. Appeals are therefore funded almost completely through General Rates.

## District Plan Fees and Charges

The Fees and Charges are reviewed every year through the Annual Plan process. There are two components to the fees and charges. The first is the fixed initial deposit charge ('lodgement fee') which is required to be paid when lodging an application. The second component is the hourly rate each staff position is charged out at.

For the 2020/21 year, changes are proposed to the charges and hourly rates as follows:

- Hourly rates are increased to reflect a 2.2% increase in costs in accordance with the Local Government Consumer Index.

A draft fee schedule is included in the Attached Documents *Statement of Proposal and Proposed Fees & Charges 20-21*, with a comparison where necessary shown against the 2019/2020 fees and charges.

No changes to the lodgement fee are proposed.

## Health and Bylaws

The Health and Bylaws Department has several user fees due to its wide-ranging activities and functions. These include fees relating to Environmental Health (registration of food premises, other registered premises and alcohol licensing), consenting under Gambling and Racing Acts), and contracted services (dog and stock control and various bylaw fees). The fees and charges are reviewed annually and increases are made to various fees to achieve and maintain cost recovery requirements established by Council.

Food premises and food related activities are now fully covered by the Food Act 2014.

Enforcement related work undertaken by the department consists of functions generally required by statute, some of which permits cost recovery and others not. In general, cost recovery can be applied where licensing regimes are in place but there are other services provided such as health nuisance and bylaw enforcement, excessive noise investigation and monitoring of bathing water for example where recovery cost is not authorised.

Across the department, about 70% of total costs for all work areas including (direct plus overhead costs) are historically recovered from fees and charges.

Fees have been reviewed against cost recovery requirements and benchmarked against G9 local authorities, including our neighbours Kaipara and Far North District Councils. Fees are generally in line with those charged by these other local authorities.

This report recommends that in general all fees are increased by the LGCI of 2.2%. The fees are included within the attached document *Statement of Proposal and Proposed Fees & Charges 20-21*, with a comparison where necessary shown against the 2019/2020 fees and charges.

## Dog Control

Fees set under the Dog Control Act have been increased over the last five years by an average of 2.5% in line with the LGCI to maintain cost recovery at around 90%.

Benchmarking of basic dog registrations (undiscounted) fees for the current (2019) financial year shows that Council's late registration fee of \$99 continued to be the second lowest against a G9, including Kaipara and Far North District Councils average of \$129.43 for standard dogs.

For rural or working dogs, the late registration fee of \$67 was just above the G9 average of \$59.88.

These calculations are based upon the standard fee, before any discounts for early payment or de-sexed dogs have been applied, which most TA's, including Whangarei offer. For WDC it is important to remember that for the current financial year the fee for a standard dog, without the late payment fee was \$67 and \$53 for a de-sexed dog. The early payment for a 'working dog' was \$52.

Figure 1 - Basic dog registration fees across TAs for **2019/2020**

	Tauranga	Gisborne	New Plymouth	Napier	Hastings	PNCCC	Rotorua	Wanganui	Far North	Kaipara	Whangarei	Average fee
Standard dog	130	108.75	155	165	165	213	92	120	77	99	99	129.43
Rural/working dog	-	58.75	58	48	72	66	63	40	60	66	67	59.88

An increase in fees in line with LGCI (2.2%) has been incorporated in the proposed new fees for 2020/2021, as per Attached Document *Proposed Fees & Charges 20-21*, with a comparison where necessary shown against the 2019/2020 fees and charges.

## Registered Premises

Activities such as camping grounds, offensive trades, hairdressers and funeral directors are licensed by Councils under the Health Act 1956 and must comply with specific regulations to protect public health.

Fees recover the cost of licensing and inspection of these activities. Benchmarking with the G9 Territorial Authorities, including Kaipara and Far North District Councils show these fees to be below the average fee charged.

Figure 3 – Registered premises fees across TAs for **2019/2020**

	Tauranga	Gisborne	New Plymouth	Napier	Hastings	PNCCC	Rotorua	Wanganui	Far North	Kaipara	Whangarei	Average fee
Hairdressers	241	152.50	150	185	190	243	200	200	327	360	194	222.05
Camping Grounds	318	487.50	300	330	301	615	300	200	327	520	347	367.77
Funeral Directors	120	332.50	150	235	190	615	250	151	327	360	232	269.32
Offensive Trades	241	332.50 - 447	150	180 - 330	190	615	285	181	327	200	232	448.50

An increase of LGCI (2.2%) is recommended and presented in Attached Document *Proposed Fees & Charges 20-21*

## Gambling Act and Racing Act

Fees have been increased by the LGCI of 2.2% for next year. These are presented in the attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*, with a comparison where necessary shown against the 2019/2020 fees and charges.

## Bylaw Enforcement

There are several activities licensed under bylaws, for example applications for permits and fees are set to recover the cost of these activities. Enforcement staff also undertake seizure of non-compliant road side signs, structures and other things and fees recover the cost of this.

Fees have been increased by the LGCI of 2.2% for next year. These are provided in Attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*.

## Food Premises

The Food Act 2014 provides for Territorial Authorities to provide registration and where accredited verification services to food business operators and allows for the full cost recovery of these services.

The table below shows the comparison of current Food Act fees across the G9 Territorial Authorities, including Kaipara and Far North District Councils.

**Average Food Act Fees across G9 Authorities\***

Average Verification cost for Food Control Plans - FCP (max cost)	Average hours covered by FCP verification fee (max hrs)	Average Registration cost FCP & NP (max cost)	Average hours covered by registration fee (max hrs)	Average renewal of registration cost (max cost)	Average verification cost for National programme (max cost)	Average hourly rate (max rate)
\$565 (max \$731)	3.0 hrs (max 4 hrs)	\$250 (max \$625)	1.75 hrs (max 2.5 hrs)	\$208 (max \$300)	\$314 (max \$580)	\$146 (max \$180)

\*New Plymouth, Rotorua, Hastings, Tauranga, Napier, Gisborne, Whanganui, Palmerston North, Far North, Kaipara

Food fees charged in Whangarei are either at the lower end or at the midpoint of the fees charged by the G9 above. For example, the verification of a Food Control Plan during 2019/20 costs \$558 in Whangarei, compared to the average of \$565; the registration of a National Program was \$244, compared to \$250 and the renewal of both Food Control Plans and National Programs was \$164, compared to the average of \$208.

An increase in fees in line with LGCI (2.2%) is recommended and the proposed fees are shown in Attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*.

## Public Place Bylaw

### Licenses

License fees raised under Public Place Bylaws are subject to consultation. An increase in fees in line with LGCI (2.2%) is recommended and the proposed fees are shown in Attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*.

### Alcohol Licencing

Fees and charges for alcohol licensing functions have been set in the Alcohol Fees Bylaw 2016, made under the Sale and Supply of Alcohol Act 2012 and cover fees for the 2020-2021 financial year. Alcohol licensing fees are therefore not provided for in the current fee setting process having already been set under a separate process.

The fees are as shown in the attached Document *Proposed Fees & Charges 20-21*.

## Building Control

The Building Act 2004 gives Council the discretion in relation to imposing fees and charges under section 219 and 240 both in setting fees and charges, and in the collection of them. The Council can charge a fixed or variable fee, can require a deposit and then later payment of the balance, or can insist on payment in full from the outset.

The Council can also charge a fee for performing a function or service that is done on its own initiative and may increase fees to meet additional or actual costs in performing the service, and may waive or refund fees.

Recovery of costs for the Whangarei District Council Building Control functions are based on fair and reasonable costs incurred to provide the service and based on the recommendations of the Auditor General.<sup>1</sup>

The fee reduction proposed for Heating and/or Solar Appliances is to reflect the relationship between the work undertaken by Council to the cost or value of the project. This is to encourage better compliance and also assist in better outcomes for the internal environment of Whangarei's Housing stock.

The charging structure for the Building Fees was changed last year and there are no further proposed changes except for an increase of 2.2% in line with the LGCI. The Building Control fees and charges are presented in attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*.

## **Fencing of Swimming Pool (Pool Barrier) Inspections**

Under the Building Act 2004 Council are required to undertake inspections and monitor fencing around swimming pools and spas. In 2018 an issue was found in relation to compliance with inspections completed by Armourguard under the previous (Fencing of Swimming Pools) Act and it was identified that all barriers in the District required reinspection. A three-year inspection regime, which commenced mid 2018, is underway by internal Council staff.

There are no proposed changes to the charges for the 2020/2021 financial year except for an increase of 2.2% in line with the LGCI. These are as presented in attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*.

## **Strategy and Democracy Group**

### **Strategic Policy**

Much of the strategic planning undertaken by the Department is done under the provisions of the Local Government Act and is ratepayer funded. These are all activities that Council has determined are of benefit to the wider community and should therefore be paid for by the wider community through general rates as a public good.

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<sup>1</sup> Auditor General, 2008, "*Guidelines on Costing and Charging for Public Sector Goods and Services*", New Zealand Government.

## Infrastructure Group

The activities undertaken within Infrastructure include a range of funding splits between user pays and public good. Fees and charges have been set in accordance with the Revenue and Financing Policy.

## Rubbish Disposal

Rubbish disposal fees are set according to the Waste Minimisation Act 2008 and are set at a rate to recover costs or to encourage behaviour that helps to meet the goals of the Council's Waste Management and Minimisation Plan. Specifically, fees are set according to clause 2.9.1 of the Solid Waste Management Bylaw and must be consulted on under s82 of the Local Government Act 2002 (LGA)

### Waste Minimisation Act 2008

Section 46 Funding of plans (waste management and minimisation plan)

*“(1) A territorial authority is not limited to applying strict cost recovery or user pays principles for any particular service, facility, or activity provided by the territorial authority in accordance with its waste management and minimisation plan.*

*(2) Without limiting subsection (1), a territorial authority may charge fees for a particular service or facility provided by the territorial authority that is higher or lower than required to recover the costs of the service or facility, or provide a service or facility free of charge, if—*

*(a) it is satisfied that the charge or lack of charge will provide an incentive or disincentive that will promote the objectives of its waste management and minimisation plan; and*

*(b) the plan provides for charges to be set in this manner.”*

Section 53 Proceeds from activities and services must be used in implementing waste management and minimisation plan.

*“A territorial authority may sell any marketable product resulting from any activity or service of the territorial authority carried out under this Part, but any proceeds of sale must be used in implementing its waste management and minimisation plan.”*

With the exception of a slight decrease for some items due to frequent complaints about the high cost of disposal at the rural transfer stations, there are no proposed increase for waste disposal fees and charges (which are included in the attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*.

## Drainage

### Waste Water

Fees and charges for drainage are authorised under the Waste Water Bylaw and must be consulted on in accordance with s82 of the LGA 2002

Existing drainage fees and charges have been increased by the LGCI inflation rate of 2.2% and rounded as shown in the Attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*.



## Trade Waste

Fees and charges for trade waste are authorised under the Trade Waste Bylaw and must be consulted on in accordance with s82 of the LGA 2002.

The components of trade waste charges are analysed every five years. As a result of last year's analysis, some of the charges were reduced. For the 2020/2021 year the fees and charges have been increased by the LGCI inflation rate of 2.2% and rounded as shown in attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*.

## Water Supply

Fees and charges for water are authorised under the Water Supply Bylaw and must be consulted on in accordance with s82 of the LGA 2002.

Fees and charges have been increased by the LGCI inflation rate of 2.2 % and rounded appropriately, as provided below in attached Documents *Statement of Proposal* and *Proposed Fees & Charges 20-21*.

The water consumption fee has not been increased and remains at \$2.26 per m<sup>3</sup>.

## Laboratory Testing

Laboratory fees are reviewed annually to ensure we continue to cover costs. Fees for laboratory testing services will be set at a rate to recover costs and may fluctuate through the year.

The laboratory has experienced significant price increases on some items used for testing and the affected tests have been thoroughly reviewed to ensure charges reflect the true cost of testing. The tests affected are E Coli and Total coliform, Faecal coliform, titrations, and ammonia test. These tests have incurred increases over the 2.2% LGCI.

The fees are detailed within the attached Document *Proposed Fees & Charges 20-21*.

## Transport

Transport fees and charges have been increased by the LGCI inflation rate of 2.2% and rounded appropriately. The proposed fees are provided in attached Document *Proposed Fees & Charges 20-21*.

## Cemeteries

Cemetery fees and charges have been increased by the LGCI inflation rate of 2.2%. The proposed Cemetery fees and charges are provided in attached Document *Proposed Fees & Charges 20-21*.

## Parks and Reserves

In 2019 playing field rentals charged to Clubs and codes were reduced as Clubs were finding these fees increasingly unaffordable and other clubs in the region and other similar cities such as Tauranga were not charged for the use of fields.

There was also a general increase in fees for commercial use of reserves and a decrease in fees charged for community use.

In 2020-21 it is not proposed to increase the fees that were agreed last year. (Refer Attachment 1)

## Community Development Group

Fees and charges have been set in accordance with the Revenue and Financing Policy. All other activity in this area is funded by the ratepayer with some contestable Government Funding. The proposed fees are provided in attached Document *Proposed Fees & Charges 20-21*.

## Venues and Events

The proposed 2020/2021 fees and charges for venue hire at Forum North include an increase of 2.2% (rounded) to remain aligned with annual CPI rates.

A community venue hire rate is available upon request for community groups that meet the criteria. The proposed fees are provided in attached Document *Proposed Fees & Charges 20-21*.

## Library

Libraries fees and charges have largely remained at the same level as last year. LGCI increase has not been applied due to the practicalities of administering a minimal increase outweighing any advantages.

Free non – ratepayers – as a result the amount of information available online most libraries in New Zealand offer free membership to everyone with the reason being the number of people paying subscriptions was negligible compared to the benefit of increased use of library resources.

Maximum overdue charge – rather than increase the daily fee of .40 cents by what would need to be a minimum of 5 cents the maximum payable was increased.

The proposed fees are provided in attached Document *Proposed Fees & Charges 20-21*.

## General

### Official Information

The current charge is based on Ministry of Justice “Charging Guidelines for Official Information Act 1982 Requests” and is the standard charge used by most Council’s. The Ministry of Justice’s guidelines state that the charges “*represent what the Government regards as reasonable charges for the purposes of the Official Information Act and should be followed in all cases unless good reason exists for not doing so. Organisations covered by the Act who wish to develop their own charging regimes should be aware that charges are liable to review by an Ombudsman.*”

The current charge provided in Attachment 1, is in line with the Ministry of Justice Guidelines.

## Photocopying

General photocopying charges have remained the same and there will be one consistent charge across the organisation. The proposed photocopying fees are provided in attached Document *Proposed Fees & Charges 20-21*.

## Searches

Property searches are charged on a time basis. The hourly rate is considered to be appropriate and remains unchanged. The proposed fees are provided in attached Document *Proposed Fees & Charges 20-21*.

## Summary

Council has followed the best practice guide by the Auditor General in undertaking a review of its various fees. Fees are an important element of Council's revenue and are used to recover actual and reasonable costs from those benefiting from the service provided. The level of recovery can vary dependent on the assessment of private/public benefit of each activity.

A number of fees are adopted under various legislation while others are adopted through a Special Consultative Process under s 83 of the Local Government Act 2002.

The attached Statement of Proposal will be used for consultation in accordance with this Special Consultative Procedure process.

## 4. Significance and engagement

The setting of fees and charges does not trigger the significance criteria outlined in Council's Significance and Engagement Policy. While there is potential for the public interest criteria to be triggered (particularly where the increase is over and above LGCI), Council anticipates this to be minor.

Fees and charges subject to a consultative process under s82 or a Special Consultative process (SCP) under s 83 will be consulted on in accordance with the legislation.

Fees and charges not subject to the SCP will be adopted by Council resolution and the public will be informed via publication on the website prior to 1 July 2020.

## 5. Attachments

1. Proposed Fees and Charges
2. Statement of Proposal



**PROPOSED  
FEES & CHARGES**

**1 JULY 2020 – 30 JUNE 2021**

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Please note, all fees are GST inclusive unless stated otherwise

# ANIMALS

## DOGS

REGISTRATION FEE	CURRENT FEE (\$)	PROPOSED FEE (\$)	CURRENT FEE IF PAID ON OR AFTER 1 AUGUST (\$)	PROPOSED FEE IF PAID ON OR AFTER 1 AUGUST (\$)
Standard owner	67.00	68.00	99.00	101.00
Discounted fee owner (desexed dog)	53.00	54.00	78.00	80.00
Working dogs	52.00	53.00	67.00	68.00
Dangerous dog	100.50	102.00	148.50	152.00
Service dogs	No fee	No fee	No fee	No fee
Puppy fees	1/12th the relevant fee for each complete month remaining in the registration year	1/12th the relevant fee for each complete month remaining in the registration year	1/12th the relevant fee for each complete month remaining in the registration year	1/12th the relevant fee for each complete month remaining in the registration year
Replacement tags	6.00	6.00	6.00	6.00

OTHER CHARGES	CURRENT FEE (\$)	PROPOSED FEE (\$)
First impounding	139.00	142.00
Second impounding	158.00	161.00
Impound fee for third and any subsequent impounding	194.00	198.00
Dog sustenance fees – per day	23.00	24.00

## STOCK RANGING/IMPOUNDING

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Impound fee for first impounding (driving charges additional)	139.00	142.00
Impound fee for second impounding (driving charges additional)	158.00	161.00
Impound fee for third and any subsequent impounding (driving charges additional)	194.00	198.00
Stock sustenance fees – per day	11.00	11.00
Stock control – driving charges – per hour	89.00	91.00
Transportation charges	Actual	Actual



# BUILDING CONTROL

## PROJECT INFORMATION MEMORANDUM (PIM) APPLICATION

PIM COMMERCIAL	CURRENT FEE (\$)	PROPOSED FEE (\$)
All works for new, existing and alterations to existing buildings described in the terms of the Building Regulations under the classifications of commercial, industrial and communal residential. In short, if the works are not solely and expressly residential then it is deemed commercial.	539.00	551.00
Examples of such include, but are not limited to: show homes, milking sheds and other farm buildings, residential accommodation in or attached to a commercial building, schools, changing a bedroom so it can be used as part of a home occupation, retaining walls and bridges for sub divisional development, communal buildings within retirement villages.		
RESIDENTIAL PIM – TYPE 1	CURRENT FEE (\$)	PROPOSED FEE (\$)
All works for new, existing and alterations to existing buildings described in the terms of the Building Regulations under the classifications of housing, outbuilding and ancillary.	434.00	444.00
Examples of such include, but are not limited to: dwellings, minor residential dwellings, farm worker's accommodation, sleep outs, garages, carports, and any alterations affecting or changing the exterior footprint of the building, pergolas, decks, swimming pools, retaining walls and bridges not for sub divisional development.		
RESIDENTIAL PIM – TYPE 2	CURRENT FEE (\$)	PROPOSED FEE (\$)
Internal alterations with a change of use, re-roof with a change of pitch, re-cladding, drainage or re-piling.	192.00	196.00
Examples of such include, but are not limited to: altering a wardrobe or bedroom to become an en-suite / bathroom or laundry, closing in a carport to become a garage, changing from tiles to long run or corrugated iron roofing.		
RESIDENTIAL PIM – TYPE 3	CURRENT FEE (\$)	PROPOSED FEE (\$)
Minor alterations, fireplaces and plumbing. Removal or demolition of buildings.	119.00	122.00
Examples of such include, but are not limited to: replacing a window with a ranch slider, constructing or altering of a non-load-bearing wall without a change of use (see PIM – type 2 for examples of change of use), repositioning of kitchen or bathroom fixtures within existing kitchen or bathroom, wet area showers within existing bathroom, taking out a bath and replacing it with a shower.		
REVIEW OF PLANNING FOR PIM PRIOR'S AND AMENDMENTS	CURRENT FEE (\$)	PROPOSED FEE (\$)
This fee provides for planning issues to be reviewed at the building consent application stage.		
Residential	121.00	124.00
Commercial	167.00	171.00

## BUILDING CONSENTS

The below fees are deposits only and may attract additional processing fees charged on a time basis.

Building consent applications with a market value in excess of \$19,999 will be subject to BRANZ and a market value in excess of \$20,444 to MBIE levies in addition to the fees shown - see below.

Any external services that are required through the consenting process to be evaluated by an appropriate engineer or agency like the New Zealand Fire Service will be invoiced at the actual cost incurred through the review process.

Inspection fees charged at the current rate are valid for 12 months following payment. Inspections beyond the 12-month period will be invoiced at any new rate and any additional inspections will incur the new rate at the time of service.

### Building Consent Applications

#### RESIDENTIAL

The below fees are instalments only and may attract additional processing fees charged on a time basis.

		Building Consents				Certificate of Acceptance	
	Estimated number of inspections required	Building Consent (Includes PA) * (\$)		Building Consent (Includes PIM) * (\$)		Certificate of Acceptance (Includes PA) * (\$)	
Estimated value of the building project		Includes inspection instalment based on estimated inspections required				Includes 1 Inspection. Additional inspection fees may apply	
		CURRENT FEE (\$)	PROPOSED FEE (\$)	CURRENT FEE (\$)	PROPOSED FEE (\$)	CURRENT FEE (\$)	PROPOSED FEE (\$)
Heating and/or Solar Appliances	1	508.00	358.00	546.00	358.00	487.00	498.00
\$0 to \$5,000	2	1,295.00	1,324.00	1,625.00	1,340.00	1,113.00	1,307.00
\$5,001 to \$10,000	3	1,638.00	1,675.00	1,953.00	1,749.00	1,358.00	1,555.00
\$10,001 to \$50,000	5	2,594.00	2,652.00	2,749.00	2,811.00	2,089.00	2,470.00
\$50,001 to \$100,000	7	3,369.00	3,444.00	3,524.00	3,603.00	2,616.00	3,178.00
\$100,001 to \$250,000	9	4,041.00	4,132.00	4,196.00	4,291.00	3,111.00	3,678.00
\$250,001 to \$500,000	12	5,540.00	5,665.00	5,695.00	5,824.00	4,004.00	5,430.00
\$500,001 to \$900,000	18	7,620.00	7,823.00	7,775.00	7,982.00	5,595.00	7,118.00
\$900,001 and over	25	10,224.00	10,455.00	10,379.00	10,614.00	7,807.00	9,316.00
* BRANZ levies apply on applications in excess of \$19,999.							
* MBIE levies apply on applications in excess of \$20,444.							
† Accreditation Levy apply to all Building Consent applications							

#### BRANZ LEVY

Calculated at \$1.00 per \$1,000 or part thereof of projects with an estimated value of building work exceeding \$19,999 (or as amended by BRANZ). (This is exempt from GST).

#### MBIE LEVY

Calculated at \$1.75 per \$1,000 or part thereof of projects with an estimated value of building work exceeding \$20,444 (or as amended by the MBIE). (This is inclusive of GST).

#### ACCREDITATION LEVY

21 cents per \$1,000 of project value or part thereof.

A Building Consent Fee Calculator is available on Council's website:  
[www.wdc.govt.nz/BuildingandProperty/BuildingConsents/Pages/Building-Consent-Costs.aspx](http://www.wdc.govt.nz/BuildingandProperty/BuildingConsents/Pages/Building-Consent-Costs.aspx)

**COMMERCIAL**

The below fees are instalments only and may attract additional processing fees charged on a time basis.

		Building Consents				Certificate of Acceptance	
	Estimated number of inspections required	Building Consent (Includes PA) * (\$)		Building Consent (Includes PIM) * (\$)		Certificate of Acceptance (Includes PA) * (\$)	
Estimated market value of the building project		Includes inspection instalment based on estimated inspections required				Includes 1 Inspection. Additional inspection fees & hourly rate may apply	
		CURRENT FEE (\$)	PROPOSED FEE (\$)	CURRENT FEE (\$)	PROPOSED FEE (\$)	CURRENT FEE (\$)	PROPOSED FEE (\$)
\$0 to \$5,000	2	2,113.00	2,159.00	2,300.00	2,350.00	2,316.00	2,531.00
\$5,001 to \$10,000	3	2,716.00	2,792.00	2,903.00	2,983.00	3,307.00	3,231.00
\$10,001 to \$50,000	4	3,587.00	3,665.00	3,774.00	3,856.00	3,980.00	4,411.00
\$50,001 to \$100,000	5	4,113.00	4,203.00	5,300.00	4,394.00	4,489.00	4,921.00
\$100,001 to \$250,000	7	5,522.00	5,643.00	5,709.00	5,834.00	6,032.00	6,669.00
\$250,001 to \$500,000	9	6,841.00	6,991.00	7,028.00	7,182.00	7,399.00	8,233.00
\$500,001 to \$1,000,000	12	9,677.00	9,888.00	9,864.00	10,079.00	11,411.00	12,329.00
\$1,000,001 to \$1,500,000	18	13,926.00	14,230.00	14,113.00	14,421.00	16,585.00	17,617.00
\$1,500,001 and over	25	19,673.00	20,104.00	19,860.00	20,295.00	23,544.00	25,403.00
* BRANZ levies apply on applications in excess of \$19,999.							
* MBIE levies apply on applications in excess of \$20,444.							
† Accreditation Levy apply to all Building Consent applications.							

**BRANZ LEVY**

Calculated at \$1.00 per \$1,000 or part thereof of projects with an estimated value of building work exceeding \$19,999 (or as amended by BRANZ). (This is exclusive of GST).

**MBIE LEVY**

Calculated at \$1.75 per \$1,000 or part thereof of projects with an estimated value of building work exceeding \$20,444 (or as per application or as amended by the MBIE).

**ACCREDITATION LEVY**

21 cents per \$1,000 of project value or part thereof.

A Building Consent Fee Calculator is available on Council's website:

[www.wdc.govt.nz/BuildingandProperty/BuildingConsents/Pages/Building-Consent-Costs.aspx](http://www.wdc.govt.nz/BuildingandProperty/BuildingConsents/Pages/Building-Consent-Costs.aspx)

## OTHER APPLICATIONS, FUNCTIONS OR SERVICES

The below fees are instalments only and may attract additional processing fees charged on a time basis.

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Amendment to a Building Consent – residential	384.00	392.00
Amendment to a Building Consent – commercial	384.00	392.00
Certificate for Public Use – commercial	557.00	569.00
Notification of change of use (installment only)	131.00	134.00
Exemption under Schedule One (1) from the requirement for Building Consent	350.00	358.00
Extension of time application fee	263.00	65.00
Service connection or disconnection to the public utility infrastructure	409.00	418.00
Certificate of title registration or removal of registration (e.g. natural hazards identification or the binding of two or more allotments)	383.00	391.00
Vehicle crossing application to Council's engineering standards	409.00	418.00
Notice to fix issuance only (additional fees will be charged on a time basis)	282.00	288.00
Building code certificate under section 100(f) of the Sale and Supply of Alcohol Act 2012	184.00	188.00
Change of certifier – residential review (including two inspections)	993.00	1,015.00
Change of certifier – commercial review (including two inspections)	1,119.00	1,143.00
Change of certifier – heating appliance (including one inspection)	291.00	297.00
Building inspection fee – residential (per inspection)	214.00	219.00
Building inspection fee – commercial (per inspection)	277.00	283.00
Code compliance certificate (CCC) – residential	283.00	289.00
Code compliance certificate (CCC) – commercial	283.00	289.00
Potential contaminants site search (file review only) – residential (allowance of two (2) hours only)	253.00	259.00
Potential contaminants site search (file review only) – commercial (allowance of three (3) hours only)	421.00	430.00
Oakura Sewerage Charge	472.00	482.00

## BUILDING WARRANT OF FITNESS AND COMPLIANCE SCHEDULES

The below fees are instalments only and may attract additional processing fees charged on a time basis.

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Independent qualified person (IQP) – new application to be registered	380.00	389.00
Specified system registration for an IQP (note: this is per system)	160.00	164.00
IQP annual renewal to remain registered (per person) not company	160.00	164.00
Compliance schedule statement	98.00	100.00
Building Warrant of Fitness (BWOFF) receipt and administration fee	109.00	112.00
Amendment to compliance schedule	127.00	130.00
BWOFF site audits (allowance of one (1) hour only)	277.00	283.00
Risk category 1 – once per year	164.00/hr	168.00/hr
Risk category 2 – once per 3 years	164.00/hr	168.00/hr

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Risk category 3 – once per 5 years	164.00/hr	168.00/hr
Building warrant of fitness site audit rechecks	164.00/hr	168.00/hr

## SUBSCRIPTIONS AND PUBLICATIONS

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Issued building consent register – monthly	39.00	40.00
Issued building consent register - annual	324.00	331.00

## LAND INFORMATION MEMORANDUM (LIM)

The below fees are instalments only and may attract additional processing fees charged on a time basis.

RESIDENTIAL (INCLUDING LIFESTYLE BLOCKS LESS THAN 20 HECTARS)	CURRENT FEE (\$)	PROPOSED FEE (\$)
Used principally for residential purposes or lifestyle residential purposes		
A lifestyle block includes properties of variable size, but generally comprise of 20 hectares or less, which might otherwise be categorised as rural, but which are used for non-economic (in the traditional farming sense) lifestyle residential purposes	376.00	384.00
LIM - Cancellation fee	98.00	100.00

COMMERCIAL (INCLUDING FARMS OVER 20 HECTARS)	CURRENT FEE (\$)	PROPOSED FEE (\$)
A building or land in which any natural resources, goods, services or money are either developed, sold, exchanged or stored		
Large commercial/industrial LIMs will be assessed and may incur additional costs	679.00	694.00
LIM - Cancellation fee	98.00	100.00

## BYLAW ENFORCEMENT

### SEIZURE OF PROPERTY UNDER BYLAWS

		CURRENT FEE (\$)	PROPOSED FEE (\$)
Seizure and confiscation of signs under the Local Government Act 2002 and bylaws	Signs under 1m <sup>2</sup>	66.00	67.00
	Signs over 1m <sup>2</sup>	133.00	136.00
Seizure of other property		Actual cost recovery at \$88.00/hr. and mileage of \$0.76/km plus any additional specialist contractor's cost	Actual cost recovery at \$90.00/hr. and mileage of \$0.79/km plus any additional specialist contractor's cost
Seizure of skateboards, bikes and similar		64.00	65.00
Where otherwise not specified any application for a permit, consent or exemption application or request under a Whangarei District Bylaw. Fee is for one hour of processing, with additional time charged at \$168 per hour.		164.00	168.00

## CAMERON STREET MALL PERMITS

CAMERON ST MALL PERMITS	CURRENT FEE (\$)	PROPOSED FEE (\$)
Cameron Street mall permits	20.00	20.00
Preferred busking permit	20.00	20.00
Bond for power charge	20.00	20.00

## CEMETERY

### BURIAL FEES

PURCHASE AND MAINTENANCE OF PLOT FEES	CURRENT FEE (\$)	PROPOSED FEE (\$)
Burial plots – Maunu	2,864.00	2,927.00
Family burial plot	3,581.00	3,660.00
Natural burials	2,865.00	2,928.00
Children's burial plots – Maunu and Onerahi (available up to 12 years)	752.00	769.00
Stillborn and newborn	153.00	156.00
Standard ashes plot (900 x 400) – Maunu, Onerahi and Kamo	665.00	680.00
Family ashes plot – Maunu	870.00	889.00
Premium ashes plot – Maunu Rose garden	716.00	732.00
Rose garden plaque	256.00	262.00
Transfer of ownership fee (burial plot or ashes plot)	41.00	42.00

BURIAL (DIGGING FEES) MAUNU, ONERAHI AND KAMO	CURRENT FEE (\$)	PROPOSED FEE (\$)
Digging – single/double depth	921.00	941.00
Digging – off site	1,432.00	1,464.00
Digging – 1 to 12 years	354.00	362.00
Digging stillborn and newborn	No charge	No charge
Lowering device fee	72.00	74.00
Grave mats	No charge	No charge
Surcharge for burial on Saturday	298.00	305.00
Surcharge for late arrival (30 minutes after booking time)	244.00	249.00
Staff call out on statutory holidays	542.00	554.00
Oversize casket (extra) – greater than standard length 2100mm, width 770mm	183.00	187.00
Breaking concrete (extra)	183.00	187.00
Dis-interment (burial plot)	1,926.00	1,968.00
Headstone or memorial permit fee (burial or ashes plot)	45.00	46.00

OTHER FEES	CURRENT FEE (\$)	PROPOSED FEE (\$)
Memorial bench	3,000.00	3,066.00
Pop-up gazebo – Maunu only	55.00	57.00
Memorial tree – Kamo only	564.00	590.00

## ASH INTERMENT FEES

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Book of Remembrance entry	70.00	72.00
Burial of ashes	106.00	108.00
Scattering of ashes	60.00	61.00
Dis-interment of ashes	121.00	124.00
A fee may be charged for the compilation of large amounts of information		

## COUNCIL PROFESSIONAL FEES

HOURLY RATES CHARGED IN 6 MINUTE INTERVALS	CURRENT FEE (\$)	PROPOSED FEE (\$)
Manager, RMA Consents	207.00/hr	211.00/hr
Manager, Parks and Recreation		
Manager, Infrastructure Development		
Manager, Infrastructure Planning & Capital Works		
Manager, Roading		
Manager, District Plan		
Manager, Health and Bylaws		
Manager, Building Control		
Manager, Libraries		
Manager, Water Services		
Manager, Waste and Drainage		
RMA Planning Specialist	184.00/hr	188.00/hr
Team Leader RMA Consents		
Senior Specialist Resource Consents		
District Plan Specialist		
Senior Planner (District Plan & Consents)		
Team Leader Development Engineering		
Senior Development Engineering Officer		
Development Engineer		
Engineering Officer, Water		
Senior Water Technician		
Infrastructure Asset Engineer		
Infrastructure Project Engineer		
Infrastructure Senior Engineer		
Distribution Engineer		
Solid Waste Engineer		
Asset Engineer, Water		
Waste and Drainage Engineer		
Waste and Drainage Asset Engineer		
Wastewater Projects Engineer		
Senior Building Controls Officer		
Team Leader Building		

HOURLY RATES CHARGED IN 6 MINUTE INTERVALS	CURRENT FEE (\$)	PROPOSED FEE (\$)
Team Leader Infrastructure Planning		
Team Leader Landscape Architects		
Team Leader, Environmental Health		
Cemetery and Botanica Manager		
Senior Asset Engineer		
Planner (District Plan and Consents)	164.00/hr	168.00/hr
Team Leader RMA Approvals and Compliance		
Landscape Architect		
Post-Approval Subdivision Officer		
Development Contributions Coordinator		
Infrastructure Planner		
Development Engineering Officer		
Distribution Technician		
Engineering Officer (Drainage and Water)		
Team Leader RMA Support		
Strategic Asset Coordinator - Parks		
Infrastructure Technical Officer		
Senior Roading Engineer (Traffic and Parking)		
Traffic Projects Engineer		
Building Control Officer		
Compliance Officer (Building Control)		
Compliance Officer (RMA Consents)		
Architect / Urban Designer		
Environmental Health Officer		
Property Assessment Officer	163.00/hr	\$168.00/hr
Infrastructure Asset Systems Technician	141.00/hr	\$144.00/hr
Compliance Officer (Regulatory Services)		
Planning Assistant (RMA Consents) / Support Assistant (District Plan/Health and Bylaws/Building Processing)	98.00/hr	100.00/hr
Building Administrator (BCA and TA)	98.00/hr	100.00/hr
Mileage	76 cents/km	79 cents/km
Disbursements	At cost charged to department by provider	At cost charged to department by provider
Hearings required for any resource consent or other permission will be charged at actual cost.		
Cost of any consultant / hearings commissioner will be charged at actual cost.		
Miscellaneous charges will be charged at actual cost.		
All costs will be itemised.		



HOURLY RATES CHARGED IN 6 MINUTE INTERVALS	CURRENT FEE (\$)	PROPOSED FEE (\$)
<p>All figures are standard fees inclusive of GST; the final fee in any one application will be determined by the Resource Consents Manager or his/her appointee.</p> <p>Council reserves the right to interim invoice applications where significant costs have been incurred over a period of one month or more without progress on the application.</p>		

## DISTRICT PLAN

### PRIVATE PLAN CHANGE

All fees and charges are DEPOSITS unless otherwise stated. Processing may require further charges that exceed the initial lodgement deposit.		
PRIVATE PLAN CHANGE	CURRENT FEE (\$)	PROPOSED FEE (\$)
Private Plan Change – on receipt of a request to change the Plan	14,500.00	14,500.00
Private Plan Change – before commencement of notification	14,500.00	14,500.00
Private Plan Change – before commencement of a hearing	14,500.00	14,500.00
Disbursements	At cost charged to Department by provider	At cost charged to Department by provider
<p>Hourly rates charged in six-minute intervals.</p> <p>Hours over the above advance fee and mileage, plus disbursements, which may also involve work by other specialist planning, parks and engineering staff will be charged at a rate specified in Council's Professional Fee Schedule.</p>	See pages 11-12	See pages 11-12

### HEARINGS REQUIRED FOR ANY PLAN CHANGE

Any and all costs of third party or independent Commissioners will be recoverable as well as the cost associated with the hearing (i.e. staff time, consultant's costs, venue hire, printing).
When a Councillor is appointed as a Hearings Commissioner the cost set by Regulation will be charged.
All figures are standard fees inclusive of GST, the final fee in any one change to the District Plan will be determined by the Environmental Policy and Monitoring Manager or his/her appointee.
In the case where a consultant(s) is required, Council will charge the actual and reasonable costs incurred by the consultant, plus 5% for supervision and administration.

### Notes

Private plan changes may be processed by consultants. In this situation, an applicant will be asked to undertake, at the submission stage, to pay the full cost of such processing in addition to the normal cost of Council to process it's part of the application. Fees are charged to defray the cost of:

- Initial receipt of the application
- Cost of allocation of the application and distribution of information
- Site visits
- All professional and administrative staff costs at the hourly rate, mileage and disbursements in handling the application
- Request for additional information and review or peer review such information
- Notification procedure
- Summarising submissions and input into database
- Notification of submissions for further submissions
- Summary of further submissions and input into database
- Preparation of staff report to a Hearings Committee and/or Council
- Preparation of hearing, notices, hall hire, appointment of commissioners, etc
- Attendance and any cost of hearings plus secretarial services
- All cost of the hearing including full cost of independent commissioners
- Preparation and finalising the Hearings Committee's recommendation to Council
- Submission to Council of the hearings report and cost of any subsequent requirements of Council

- (p) Updating of database with all the decisions of Council on submissions
- (q) Distributing decision replies to all submitters
- (r) Council may on-charge cost of an appeal where the decision of Council was in favour of the applicant, but was appealed by a submitter
- (s) All costs will still be payable notwithstanding the outcome of the application, i.e., if an application is declined or only partially accepted/adopted/granted the cost still has to be recovered
- (t) Cost can be reduced if all information is provided electronically and distributed electronically where applicable.

## DRAINAGE

SERVICES LOCATION	CURRENT FEE (\$)	PROPOSED FEE (\$)
Where work is done by Council to locate connections and the connection is found to be within 1.5 meters horizontally and 0.5 meters vertically of the 'as-built' position, work done will be charged at cost.	Actual cost of contractor	Actual cost of contractor

SEPTAGE TREATMENT	CURRENT FEE (\$)	PROPOSED FEE (\$)
For disposal and treatment of septage at Council's treatment facility – types 1.02, 1.03 & 1.14	37.00	38.00
For disposal and treatment of septage at Council's treatment facility – types 1.04 & 14.01	11.25	11.50
Consent monitoring hourly rate	85.00	87.00
Trade Waste uniform annual charge	482.00	492.00
Trade Waste Consent Permit (conditional)	183.00	187.00
Trade Waste permitted application fee	61.50	63.00

PAN CHARGE	CURRENT FEE (\$)	PROPOSED FEE (\$)
Pan charge for discharge of wastewater into Council's wastewater system where connection cannot be charged as targeted rate**	482.00	492.00
**An approved connection may be provided but as the building is not on land, no certificate of title exists therefore the charge cannot be levied as a rate under the Local Government Rating Act 2002		

PART YEAR WASTEWATER CHARGE	CURRENT FEE (\$)	PROPOSED (\$)
Part year wastewater fee for properties connected to the public wastewater system during the year. After connection, properties are charged on 1 July as part of the rates.		

SEWER CONNECTION DATE	CURRENT FEE (\$)	PROPOSED (\$) (as a % of annual pan fee)
July	92%	92%
August	83%	83%
September	75%	75%
October	67%	67%
November	58%	58%
December	50%	50%
January	42%	42%
February	33%	33%
March	25%	25%
April	17%	17%
May	8%	8%
June	0%	0%

TRADE WASTE DISCHARGES	CURRENT FEE (\$)	PROPOSED FEE (\$)
By Volume	\$1.56/m3	\$1.59/m3

By Total Kjeldahl Nitrogen (TKN)	\$0.78/kg	\$0.80/kg
By Total Suspended Solids (TSS)	\$0.61/kg	\$0.62/kg
By Chemical Oxygen Demand (COD)	\$0.42/kg	\$0.43/kg

## FOOD PREMISES

### FEES FOR FUNCTIONS UNDER THE FOOD ACT 2014

REGISTRATION – FOOD CONTROL PLAN	CURRENT FEE (\$)	PROPOSED FEE (\$)
New application for registration of food control plan based upon a template fee (includes up to 2 hours of processing time, supply of thermometer and printed food safety plan).	325.00 fixed fee	332.00 fixed fee
Fee for additional time in processing the application	164.00/hr	168.00/hr
Additional food control plan document pack	25.00 per pack	26.00 per pack
Thermometer	25.00	26.00
Registration renewal	164.00 fixed fee	168.00 fixed fee
REGISTRATION – NATIONAL PROGRAMMES	CURRENT FEE (\$)	PROPOSED FEE (\$)
Application for registration of model issued by MPI of a business subject to a national programme (includes up to 1.5 hours of processing time).	244.00 fixed fee	249.00
Fee for additional time in processing the application	164.00/hr	168.00/hr
Additional national programme document pack	25.00 per pack	26.00 per pack
Thermometer	25.00	26.00
Registration renewal	164.00	168.00
AMENDMENT TO REGISTRATION	CURRENT FEE (\$)	PROPOSED FEE (\$)
Significant amendment to registered food control plan based on a template or model issued by MPI or an amendment to the registration of a business subject to a national programme (includes up to 1 hour of processing time)	164.00 fixed fee	168.00 fixed fee
Fee for additional time in processing the application	164.00/hr	168.00/hr
VERIFICATION OF FOOD CONTROL PLAN	CURRENT FEE (\$)	PROPOSED FEE (\$)
Verification including site visits and compliance checks with food control plans (includes up to 3.5 hours of processing and traveling time).	558.00 fixed fee	588.00 fixed fee
Where a verification results in the issue of a Corrective Action Request (CAR), that requires a return visit, then this follow up visit to check remedial actions and every additional visit is subject to additional compliance and monitoring fees.	164.00/hr	168.00/hr
Failure to attend scheduled audit	164.00/hr	168.00/hr
Unscheduled verification	164.00/hr	168.00/hr
VERIFICATION OF NATIONAL PROGRAMME	CURRENT FEE (\$)	PROPOSED FEE (\$)
One hour of verification activity, including site visits and compliance checks with national programme.	164.00 fixed fee	168.00 fixed fee
Where a verification results in the issue of a Corrective Action Request (CAR) that requires a return visit, then this follow up visit to check remedial actions and every additional visit is subject to additional compliance and monitoring fees.	164.00/hr	168.00/hr
Failure to attend scheduled audit.	164.00/hr	168.00/hr
Unscheduled verification	164.00/hr	168.00/hr

COMPLIANCE AND MONITORING	CURRENT FEE (\$)	PROPOSED FEE (\$)
Complaint driven investigation resulting in issue of improvement notice by food safety officer.	164.00/hr	168.00/hr
Application for review of issue of improvement notice.	164.00/hr	168.00/hr
Second and subsequent return to business to check on compliance with CAR.	164.00/hr	168.00/hr
Monitoring of food safety and suitability.	164.00/hr	168.00/hr

## FEES AND CHARGES UNDER THE FOOD BUSINESSES GRADING BYLAW 2016

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Re-grading of premises under the Food Businesses Grading Bylaw 2016	184.00/hr	188.00/hr

## HEALTH ACT REGISTERED PREMISES

FUNERAL DIRECTORS	CURRENT FEE (\$)	PROPOSED FEE (\$)
On application (annual fee) and renewal	232.00	237.00
Transfer	62.00	63.00

HAIRDRESSERS	CURRENT FEE (\$)	PROPOSED FEE (\$)
On application (annual fee) and renewal	194.00	198.00
Transfer	62.00	63.00

CAMPING GROUNDS	CURRENT FEE (\$)	PROPOSED FEE (\$)
On application (annual fee) and renewal	347.00	346.00
Transfer	62.00	63.00

OFFENSIVE TRADES	CURRENT FEE (\$)	PROPOSED FEE (\$)
Offensive trades	232.00	237.00
Transfer	62.00	63.00

MISCELLANEOUS	CURRENT FEE (\$)	PROPOSED FEE (\$)
Consultation work including inspection undertaken by request and other inspections under the Health Act 1956	Hourly rate of \$164.00/hr plus travel at \$0.76/km	Hourly rate of \$168.00/hr plus travel at \$0.79/km

## FORUM NORTH VENUE HIRE

VENUE	SESSION	CURRENT FEE (\$)	PROPOSED FEE (\$)
Expo Hall	Day	1,043.28	1,070.00
	Evening	782.00	800.00
Cafler Suite	Day	438.90	450.00
	Evening	327.00	337.50
Bounty Room	Day	258.72	265.00
	Evening	194.00	198.00
Theatre	Day- Peak	1,171.28	1,200.00
	Evening- Peak	878.85	900.00
	Day- Off Peak	929.78	950.00
	Evening- Off Peak	697.20	713.00
	Day & Evening- Off Peak	1,162.35	1,188.00
A community venue hire rate may be available to eligible organisations upon application			

## GAMBLING ACT AND RACING ACT APPLICATION

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Application for TLA consent under Gambling Act 2003 (s 99) and Racing Act 2003 (s 65B) – Deposit provides for a maximum of 7 hours of processing.	1,400.00	1,484.00
Additional processing time	207.00/hr	211.00/hr

## LABORATORY TESTING

### CHEMICAL

	CURRENT FEE (\$)	PROPOSED FEE (\$)
#Biochemical Oxygen Demand (B.O.D.) <sup>(5)</sup>	46.00	47.00
#Carbonaceous Biochemical Oxygen Demand (C.B.O.D.) <sup>(5)</sup>	50.00	51.00
Chemical Oxygen Demand (C.O.D.)	38.00	39.00
Solids – total	23.00	24.00
Solids – suspended	23.00	24.00
Solids – total dissolved	23.00	24.00
Hardness – total	20.00	25.00
Hardness – calcium	20.00	25.00
Hardness – magnesium	No charge	No charge
Calcium	20.00	25.00
Total alkalinity (to ph 4.5)	20.00	25.00
Chloride	22.00	25.00
Free available chlorine	15.00	18.00
Total chlorine	15.00	18.00
Dissolved oxygen	13.00	13.00
Conductivity	13.00	13.00
Salinity	13.00	13.00

pH	13.00	13.00
Turbidity	13.00	13.00
Colour	13.00	13.00
Iron	21.00	21.00
Manganese	21.00	21.00
Ammonia nitrogen	13.00	17.00
Nitrate + nitrite (total oxidised nitrogen)	21.00	21.00
Dissolved reactive Phosphorous	21.00	21.00
Corrosive index (Isi)	69.00	71.00
Routine water profile (sub-contracted)	130.00	130.00

## MICROBIOLOGICAL

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Faecal coliform (presumptive)	32.00	35.00
Escherichia coli & total coliform	38.00	40.00
Enterococci	49.00	51.00
Total plate count @ 35°C	36.00	37.00
Total plate count @ 20°C	36.00	37.00
Pseudomonas aeruginosa (presumptive)	36.00	37.00
Staphylococcus aureus (presumptive)	36.00	37.00

## SAMPLE COLLECTION

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Sample collection – per hour	80.00	82.00
Mileage / km	0.76	0.79

## LIBRARY

### MEMBERSHIP

MEMBERSHIP	CURRENT FEE (\$)	PROPOSED FEE (\$)
Residents and ratepayers	Free	Free
Non-ratepayers / visitor's memberships: (\$32 refundable deposit and \$40.00 annual subscription)	72.00	Free
Non-ratepayers / visitor's additional cards (non-refundable) per family member	20.00	Free
Replacing a lost card – per card	Free	Free
INTER-LIBRARY LOANS	CURRENT FEE (\$)	PROPOSED FEE (\$)
From a cooperating library – per item	6.00	6.50
From a non-cooperating New Zealand library – per item	Minimum of 19.00	Minimum of 20.00
From an Australian library – per item	40.00	40.00
Urgent requests – per item	25.00-30.00	25.00-30.00

LOST / NON-RETURNED ITEMS	CURRENT FEE (\$)	PROPOSED FEE (\$)
Replacement value of item plus administration fee	Replacement value of item plus 10.00 admin fee	Replacement value of item plus 10.00 admin fee
Uncollected hold charge	1.00	1.50
OVERDUE CHARGES (PER NON-RENTAL ITEM)	CURRENT FEE (\$)	PROPOSED FEE (\$)
Overdue charge – per day	0.40	0.40
Overdue charge – maximum	12.00	15.00

## RENTAL ITEMS

BESTSELLER BOOKS (GREEN STICKERS)	CURRENT FEE (\$)	PROPOSED FEE (\$)
1 week	3.00	3.00
Overdue charge (per item) – per day	1.10	1.10
Overdue charge - maximum	20.00	20.00
DVDS	CURRENT FEE (\$)	PROPOSED FEE (\$)
Per week	2.00	2.00
Hearing impaired – 1 item per visit	No charge	No charge
Overdue fines (per item) – per day	0.50	0.50
Maximum	20.00	20.00
NEW RELEASE DVDS	CURRENT FEE (\$)	PROPOSED FEE (\$)
3 days	4.00	4.00
Overdue fine per item – per day	1.10	1.10
Overdue maximum	20.00	20.00

## OTHER PAY SERVICES – LIBRARY

SELF-HELP COMPUTER SERVICES	CURRENT FEE (\$)	PROPOSED FEE (\$)
Internet – per 3 minutes	0.20	0.20
PHOTOCOPY/PRINTING SERVICES	CURRENT FEE (\$)	PROPOSED FEE (\$)
Black and white A4	0.10	0.10
Black and white A3	0.20	0.20
Colour A4	1.00	1.00
Colour A3	2.00	2.00
Scanning per page	0.10	0.10
Laminating per A4 sheet	2.00	2.00
Laminating per A3 sheet	4.00	4.00
MISCELLANEOUS	CURRENT FEE (\$)	PROPOSED FEE (\$)
Sales	Prices as marked	Prices as marked
Book mending & covering services	Prices on application	Prices on application
Sundry items	Prices as marked	Prices as marked
FAX	CURRENT FEE (\$)	PROPOSED FEE (\$)
0800 numbers – first page	2.00	2.00
Local – first page	2.00	2.00
National – first page	2.50	2.50
International – first page	3.00	3.00
Receiving – first page	1.00	1.00
All additional pages	0.20	0.20

DISPLAY	CURRENT FEE (\$)	PROPOSED FEE (\$)
Notice boards – per board per week	12.50	N/A
Display cabinet – per week	12.50	12.50

## ROOM HIREAGE

MAY BAIN	CURRENT FEE (\$)	PROPOSED FEE (\$)
Booking fee	25.00	25.00
Plus, room hire per hour	25.00	25.00
50% discount on room hire fees for local non-profit community groups		
Sundries supplied (per booking period)	12.00	12.00
Data projector hire (per booking period)	30.00	30.00
Wi-Fi access – per day	Free	Free
LEONARD ROOM	CURRENT FEE (\$)	PROPOSED FEE (\$)
Room hire per hour	10.00	10.00

## MONITORING AND LAND USE CONSENT CONDITIONS – RMA

### MONITORING AND LAND USE CONSENT CONDITIONS

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Deposit invoiced at the time a resource consent decision is issued. Should the cost of monitoring (based on Council staff hourly rates and mileage) exceed the deposit an invoice will be issued for the additional amount.		
Residential	415.00	425.00
Commercial	595.00	610.00
Hours over the above advance fee and mileage, which may also involve work by other specialist planning, parks and engineering staff will be charged at a rate specified in Council's Professional Fee Schedule plus any additional specialist contractor costs.	See pages 11-12	See pages 11-12

### ABATEMENT NOTICES

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Charge applied to issue an abatement notice	146.00	150.00
Charge to cover seizure, impounding, transporting and storing of property under Section 366, Resource Management Act 1991	233.00	233.00

## OFFICIAL INFORMATION

WHERE NO OTHER FEE APPLIES	CURRENT FEE (\$)	FEE SET OUT BY STATUTE (\$)
Time spent by staff searching for relevant material, extracting and collating, copying, transcribing and supervising access where the total time involved is more than one hour should be charged out as follows:	38.00/ half hour	38.00/ half hour
PHOTOCOPYING	CURRENT FEE (\$)	PROPOSED FEE (\$)



First 20 pages of A4 black and White copies	Free	Free
Thereafter – see Photocopy charges (page 23)		
<b>OTHER COSTS</b>		
All other charges incurred will be fixed at an amount which recovers the full costs involved		
<b>FEE IN ADVANCE</b>		
A fee in advance may be required where the charge is likely to exceed \$76.00 or where some assurance of payment is required to avoid waste of resources		

## PARKS AND RESERVES

### PLAYING FIELD RENTALS

SEASONAL HIRE TO PARENT SPORTING CODES		CURRENT FEE (\$)	PROPOSED FEE PARKS AND RESERVES PLAYING FIELD RENTALS
Cricket	Senior wickets	550.00	550.00
	Twilight wickets	100.00	100.00
	Artificial wickets	50.00	50.00
Softball and baseball	Diamond	250.00	250.00
Rugby	Senior field	550.00	550.00
	Junior field	450.00	450.00
Touch rugby	Field	250.00	250.00
Five-a-side soccer	Field	250.00	250.00
Soccer	Senior field	550.00	550.00
	Junior field	450.00	450.00
Rugby league	Senior field	550.00	550.00
	Junior field	450.00	450.00
Casual usage of sporting fixtures by businesses, social clubs and other groups during appropriate season. i.e., using existing field		40.00	41.00

### MAUNU RESERVE – BARGE SHOW GROUNDS

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Equestrian Federation and New Zealand Pony Club Association events cross country and dressage events etc per day per group	50.00 per day as per legal agreement	50.00 per day as per legal agreement

### OTHER

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Annual community/sports lease fee	500.00	500.00
Grazing license	By negotiation	By negotiation

## ALL PARKS AND RESERVES

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Gala days and fundraising events by non-profit making organisation (all venues).	100.00	100.00
Fund raising events by non-profit orgs – bond	500.00	500.00
Filming on reserve (depending on scale of event)	Up to 500.00 per day	Up to 500.00 per day
Events by profit making or commercial organisations, with the intention of making a profit (all venues): Plus, bond \$500.00	Up to 600.00 depending on scale of event	Up to 600.00 depending on scale of event

## BOTANICA WHANGAREI

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Booking fee – per hour (or part thereof) and minimum fee	75.00	75.00

## MAIR PARK

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Use of power. Key available ex Parks – per day	25.00	25.00

## LAURIE HALL PARK

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Use of power. Key available ex Parks – per day	25.00	25.00

## SIGN PARKS

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Community events – single site 1.2M x 1.2M – per 3 weeks	39.00	39.00
Community events – double site 1.2M x 2.4M – per 3 weeks	74.00	74.00

## PENSIONER HOUSING

Pensioner Housing rents are set in accordance to Council's Pensioner Housing Policy 0050, as a percentage of the tenant's superannuation entitlement.

Increases are implemented annually with the required notification period as detailed in the Residential Tenancies Act 1986.

**Note:** GST does not apply to pensioner housing rents.

Council's Pensioner Housing is administered by the Whangarei AMP Society, Whangarei.

## PHOTOCOPYING AND FILE HANDLING CHARGES

### PHOTOCOPYING AND PRINTING

		CURRENT FEE (\$)	PROPOSED FEE (\$)
Black & white	A4	0.10	0.10
	A3	0.20	0.20
Colour	A4	1.00	1.00
	A3	2.00	2.00
Double sided – charge each side as a single page			

# PUBLIC PLACES BYLAWS

## LICENCES ISSUED UNDER ANY WHANGAREI DISTRICT BYLAW

These are annual fees unless otherwise stated	CURRENT FEE (\$)	PROPOSED FEE (\$)
Any application for a permit, consent, exemption or request under a Whangarei District Bylaw, includes up to one hour of processing time. Additional time will be charged at \$164/hr.	164.00/site or application	168.00/site or application
Alfresco dining application fee	227.00	232.00
Alfresco dining monitoring fee	125.00	128.00
Animal powered vehicle license	181.00	185.00

## ALCOHOL LICENSING

The alcohol fees stated below are set under the Whangarei District Council Alcohol Fees Bylaw 2016. These fees replace the fees payable as stated under Regulation 7 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

The above Regulations however continue to determine and define the various application and annual risk categories for the various premises and does so by allocating a numeral weighting to each category, depending on the perceived risk. In addition, the Regulations also allocate a higher risk rating to premises that operate longer hours; or those that have in the past suffered some enforcement action.

The sum total of each of these then translate into five (5) different risk categories ranging from “very low” to “very high”. A very low risk category premises will pay a substantially lower application or annual compliance monitoring fee than premises in a higher risk category.

For Special licensed events, the Regulations provides for three (3) Classes, dependent upon the number of attendees. With Class 1 being the highest risk and Class 3, the lowest.

For a more detailed explanation and in order for applicants to predetermine their individual application and/or annual risk categories, please see the Sale and Supply of Alcohol (Fees) Regulations 2013.

Application fee	FEE SET BY BYLAW (\$)
Very low	600.00
Low	994.00
Medium	1,456.00
High	1,669.00
Very high	1,969.00
Annual fee	FEE SET BY BYLAW (\$)
Very low	262.00
Low	637.00
Medium	1,031.00
High	1,687.00
Very high	2,344.00
Special license fee	FEE SET BY BYLAW (\$)
Class 1	937.00
Class 2	337.00
Class 3	102.00
Other fees	FEE SET BY BYLAW (\$)
Temporary Authority *	484.00

Temporary License*	484.00
Manager's Certificate*	316.25

\*This fee is set through the regulations not through the bylaw but is included here for completeness.

## RESOURCE MANAGEMENT ADMINISTRATIVE CHARGES

ALL FEES AND CHARGES ARE <u>DEPOSITS</u> UNLESS OTHERWISE STATED You will be charged a final processing fee when council has reached a decision on your application. Interim billing may also occur. The processing charge covers tasks such as site visits, report preparation, information searches and input from other council staff. Mileage is also charged.	CURRENT FEE (\$)	PROPOSED FEE (\$)
Applications under the Resource Management Act as follows: <ul style="list-style-type: none"> <li>Non-notified or Limited Notified Resource Consent applications (Land Use and/or Subdivision)</li> <li>Non-notified or Limited Notified Notices of Requirement for designations and alterations to existing designations under Sections 168, 168A, and 181</li> <li>Applications for Certificates of Compliance under Section 139</li> <li>Applications for Existing Use Rights Certificates under Section 139A</li> </ul>	2,000.00	2,000.00
Applications requiring public notification under the Resource Management Act Note: Where a determination is made requiring notification of an application where \$1500.00 advance fees have already been paid, Council will require an additional \$3000.00 advance fee to be paid before public notification proceeds	6,000.00	10,000.00
Applications under the Resource Management Act as follows: <ul style="list-style-type: none"> <li>Non-notified or Limited Notified Change or Cancellation of Consent Condition/s under Section 127</li> <li>Extension of time under Section 125</li> <li>Outline Plan s176A</li> <li>Review of Consent Condition/s under Section 128</li> <li>Vary or cancel a consent notice under Section 221(3)</li> </ul>	1,000.00	1,250.00
<ul style="list-style-type: none"> <li>Certification that Subdivision complies with District Plan under Section 226</li> <li>Cancellation of covenant against transfer of allotment &amp; Cancellation of Amalgamation of allotments under Sections 240(4) and 241</li> <li>Grant, Surrender, Transfer, Vary or Cancel Easements under Section 243</li> <li>Applications under section 100 of the Sale and Supply of Alcohol Act 2012</li> <li>Applications under sections 327A (Cancellation of Building Line Restriction) and 348 (Creation of right-of-way easement) of the Local Government Act</li> <li>Applications under sections 94 and 114 (Conservation Covenants) of the Reserves Act</li> <li>Applications under the First Schedule of the Overseas Investment Regulations 1995</li> </ul>	1,000.00	1,000.00
<ul style="list-style-type: none"> <li>Application for Boundary Activity under section 87B</li> <li>Application for Marginal or Temporary Activity under section 87BB</li> </ul>	\$500.00 (set fee) \$350.00	\$500.00 (set fee) \$500.00
Applications under the Resource Management Act as follows: <ul style="list-style-type: none"> <li>Approval of Survey Plan under Section 223</li> <li>Completion Certificate for subdivision under Section 224</li> <li>Surrender of Consent under Section 138</li> <li>Monitoring of NES permitted activities</li> </ul>	Actual and reasonable costs	Actual and reasonable costs

ALL FEES AND CHARGES ARE <b>DEPOSITS</b> UNLESS OTHERWISE STATED		CURRENT FEE (\$)	PROPOSED FEE (\$)
Pre-Application meetings with Council staff <ul style="list-style-type: none"> <li>Applicants can request to meet relevant Council staff to discuss potential resource consent matters prior to preparing and lodging an application, in accordance with Councils Pre-Application meetings process</li> </ul>		One pre-application meeting free of charge*. All meetings requested thereafter (including preparation and follow-up) will be charged at actual and reasonable cost	One pre-application meeting free of charge*. All meetings requested thereafter (including preparation and follow-up) will be charged at actual and reasonable cost
*This includes all meeting preparation, staff attendance, and any follow-up actions undertaken by Council staff as a result of the first meeting. It does not include the cost of any technical assessments required by third parties acting on behalf of Council (i.e., use of consultants).			
Rejection of Application <ul style="list-style-type: none"> <li>Council will charge actual and reasonable costs at the relevant hourly rate in the event that any application lodged is required to be rejected because it does not comply with the information requirements of the Fourth Schedule.</li> </ul>		Actual and reasonable costs	Actual and reasonable costs
Hours over the above deposit, plus mileage, and disbursements (which may also involve work by other specialist planning, parks and engineering staff), will be charged at a rate specified in Council's Professional Fee Schedule		See pages 11-12	See pages 11-12

<b>Hearings required for any resource consent or other permission:</b>
Cost of third party/hearings commissioners will be charged at actual cost.
All staff and consultant's costs will be charged at actual cost.
Miscellaneous charges will be charged at actual cost.
All costs will be itemised

**Notes:** All figures are standard fees inclusive of GST; the final fee in any one application will be determined by the Resource Consents Manager or his/her appointee.

Council reserves the right to interim invoice applications where significant costs have been incurred over a period of one month or more without progress on the application.

## RUBBISH DISPOSAL

RUBBISH SERVICE AT KERBSIDE:	CURRENT FEE (\$)	PROPOSED FEE (\$)
Official rubbish bag (65-litre) or sticker	2.80	2.80
Small rubbish bag (35-litre)	1.80	1.80
Replacement recycling crate	15.00	15.00
Replacement recycling bin	60.00	N/A
RUBBISH SERVICES AT ALL WDC TRANSFER STATIONS:	CURRENT FEE (\$)	PROPOSED FEE (\$)
Standard rubbish bag (65 litre) - rubbish	2.80	2.80
Standard rubbish bag (65 litre) - vegetation	1.60	1.60
Small rubbish bag (35 litre) - rubbish	1.80	1.80

Car boot - rubbish	20.00	20.00
Car boot – vegetation	12.00	12.00
Station wagons, people movers – rubbish	50.00 per cubic meter	45.00 per cubic meter
Station wagons, people movers – vegetation	25.00 per cubic meter	22.50 per cubic meter
Utes, vans, 4 wheel drives - rubbish	50.00 per cubic meter	45.00 per cubic meter
Utes, vans, 4 wheel drives – vegetation	25.00 per cubic meter	22.50 per cubic meter
Trailers - rubbish	50.00 per cubic meter	45.00 per cubic meter
Trailers - vegetation	25.00 per cubic meter	22.50 per cubic meter
Loaded vehicle plus loaded trailer - rubbish	50.00 per cubic meter	45.00 per cubic meter
Car tyre	7.50	7.50
Truck tyre	23.00	23.00
4WD and light commercial tyre	18.50	18.50
Tractor tyre	38.00	38.00
Tyres on rim	As above + 2.50	As above + 2.50
Earthmover tyres	Not accepted	Not accepted
CRT screens from computers and TVs	26.00	26.00
Whiteware / gas bottles (de-gassing)	7.00	7.00

## SEARCHES

**Note** Photocopy charges may also apply see Copy/print fees page 23

BASIC PROPERTY SEARCH	CURRENT FEE (\$)	PROPOSED FEE (\$)
Residential	140.00 per hour or part thereof	140.00 per hour or part thereof
Commercial	140.00 per hour or part thereof	140.00 per hour or part thereof
(Contains site plan, floor plan, drainage plans and CCC information).		
SPECIFIC SEARCHES	CURRENT FEE (\$)	PROPOSED FEE (\$)
<ul style="list-style-type: none"> <li>• Historical LIM (as scanned for record purposes)</li> <li>• Historical PIM</li> <li>• Building File</li> <li>• Subdivision or Resource Consent</li> <li>• Engineering reports</li> <li>• Dangerous goods/health/ licensing</li> <li>• GIS consultancy</li> </ul>	140.00 per hour or part thereof	140.00 per hour or part thereof
Deposited plans	Free	Free

## SWIMMING POOL/SPA POOL INSPECTIONS

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Certificate of acceptance or building consent for pools recorded on Council's register	615.00	629.00
First inspection of pool	144.00	147.00
Follow up inspections	Direct recovery of actual cost for each inspection with time recovered at \$118.00/hr and mileage at \$0.76/km	Direct recovery of actual cost for each inspection with time recovered at \$121.00/hr and mileage at \$0.79/km
Administration of empty pools	98.00	121.00
Application for waiver under Building Act 2004	316.00	No longer available

## TRANSPORT

### PARKING

As per Council parking policy (Parking Management Strategy 2011), charges reflect demand and therefore may change throughout the year.

TRADE CARDS – PER DAY	CURRENT FEE (\$)	PROPOSED FEE (\$)
Parking meter cards (trades)	12.00	16.00

ROAD CORRIDOR – LICENCE TO OCCUPY	CURRENT FEE (\$)	PROPOSED FEE (\$)
Residential / non-commercial applicant	450.00	460.00
Commercial applicant	1,300.00	1,329.00

OVERWEIGHT VEHICLES	CURRENT FEE (\$)	PROPOSED FEE (\$)
Overweight vehicles – standard	135.00	135.00
Overweight vehicles – HPMV	175.00	175.00

## WATER

### WATER CONNECTIONS/DISCONNECTIONS

Refer to service connections/disconnections under Building section page 8.

### METER TESTING

	CURRENT FEE (\$)	PROPOSED FEE (\$)
25mm diameter and under	383.00	391.00
Over 25mm up to 40mm diameter	437.00	447.00
Over 40mm diameter	637.00	651.00

## METER ONLY WATER CONNECTIONS

	CURRENT FEE (\$)	PROPOSED FEE (\$)
20mm manifold meter only	325.00	332.00
20mm manifold + meter	626.00	640.00
20mm manifold + meter + box	703.00	718.00
20mm In line meter + dual check valve	514.00	525.00
Cast iron meter box (materials only)	195.00	199.00

## BOUNDARY BACK FLOW DEVICES

Charges for backflow preventers are now targeted rates. Refer to the current Annual Plan or Long Term Plan for current costs.

## SPECIAL METER READING

	CURRENT FEE (\$)	PROPOSED FEE (\$)
For special meter readings requested by customers for each meter reading outside the normal reading cycle	63.00	64.00

## STANDPIPES METERED

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Meter reading – (monthly)	75.00	77.00
Weekly hire (minimum charge one week)	35.00	36.00

## TANKER FILLING POINT – KIOREROA AND SIME ROAD

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Per fill	17.00	17.00

## WATER CONSUMPTION RATES

	CURRENT FEE (\$)	PROPOSED FEE (\$)
Water consumption - per m3 (standard domestic charge)	2.26	2.26
Water supply charge	34.50	34.50



## ABBREVIATIONS AND ACRONYMS

B.O.D .....	Biochemical Oxygen Demand
BC .....	Building Consent
BRANZ .....	Building Research Association of New Zealand
BWOF.....	Building Warrant of Fitness
CAR .....	Health Corrective Action Request
C.B.O.D .....	Carbonaceous Biochemical Oxygen Demand
CCC .....	Code Compliance Certificate
COD .....	Chemical Oxygen Demand
DBH .....	Department of Building and Housing
GIS .....	Geographic Information Systems
HPMV.....	High Productivity Motor Vehicles
IQP.....	Independent Qualified Person
LIM .....	Land Information Memorandum
LSI .....	Langelier Saturation Index
MBIE .....	Ministry of Building Innovation and Employment
PIM .....	Project Information Memorandum
PAT.....	Project Assessment Team
TLA .....	Territorial Local Authority



# *Statement of Proposal Draft Fees and Charges*

## **2020-21**





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# 1. Purpose

To be a vibrant, attractive and thriving District by developing sustainable lifestyles based around our unique environment; the envy of New Zealand and recognised worldwide. The Vision for our District and the Mission for our organisation are underpinned by Whangarei District Council's commitment to the fundamental core values of:

- communication
- customer first
- innovation and excellence
- valuing employees and partnerships
- visionary leadership.

Following best practice guidelines received from the Auditor General, Council annually reviews all fees and charges.

This Statement of Proposal is for fees and charges subject to consultation under Sections 82 and 83 of Local Government Act 2002, for the 2020-2021 year.

# 2. Background

Council provides a wide range of services and functions to the community which have a cost associated with them. Council's Revenue and Financing Policy identifies two sources of funding for the provision of these services and functions being user charges (private good), and rates (public good). Fees and charges are set by Council to recover costs in varying proportion dependant on where the benefit of the service or function is seen to lie. Fees and charges are reviewed in accordance with the following criteria developed by the Office of the Auditor General:

- any charges cannot have a 'profit' component
- the charges should reflect the actual and reasonable costs incurred by Council
- those that gain the benefit of Council's services contribute appropriately to those costs
- costs must be itemised for a number of activities
- fees should be reviewed regularly
- there should be no cross-subsidisation between functions.

### 3. Summary of changes

The following summarises the changes to Council's fees and charges:

#### **Rubbish Disposal**

Rubbish disposal fees are set according to the Waste Minimisation Act 2008 and are set at a rate to recover costs or to encourage behaviour that helps to meet the goals of the Council's Waste Management and Minimisation Plan. Specifically, fees are set according to clause 2.9.1 of the Solid Waste Management Bylaw.

#### **Waste Minimisation Act 2008**

Section 46 Funding of plans (waste management and minimisation plan)

*“(1) A territorial authority is not limited to applying strict cost recovery or user pays principles for any particular service, facility, or activity provided by the territorial authority in accordance with its waste management and minimisation plan.*

*(2) Without limiting subsection (1), a territorial authority may charge fees for a particular service or facility provided by the territorial authority that is higher or lower than required to recover the costs of the service or facility, or provide a service or facility free of charge, if—*

*(a) it is satisfied that the charge or lack of charge will provide an incentive or disincentive that will promote the objectives of its waste management and minimisation plan; and*

*(b) the plan provides for charges to be set in this manner.”*

Section 53 Proceeds from activities and services must be used in implementing waste management and minimisation plan.

*“A territorial authority may sell any marketable product resulting from any activity or service of the territorial authority carried out under this Part, but any proceeds of sale must be used in implementing its waste management and minimisation plan.”*

There is no proposed increase for waste disposal fees and charges which are included below (with slight decrease for some items due to frequent complaints about the high cost of disposal at the rural transfer stations).

<b>RUBBISH SERVICE AT KERBSIDE</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Official rubbish bag (65-litre) or sticker	2.80	2.80
Small rubbish bag (35-litre)	1.80	1.80
Replacement Recycling Crate	15.00	15.00
Replacement Recycling Bin	60.00	N/A

<b>RUBBISH SERVICES AT ALL WDC TRANSFER STATIONS</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Standard rubbish bag (65 litre) - rubbish	2.80	2.80
Standard rubbish bag (65 litre) - vegetation	1.60	1.60
Small rubbish bag (35 litre) - rubbish	1.80	1.80
Car boot - rubbish	20.00	20.00
Car boot – vegetation	12.00	12.00
Station wagons, people movers – rubbish	50.00 per cubic meter	45.00 per cubic meter
Station wagons, people movers – vegetation	25.00 per cubic meter	22.50 per cubic meter
Utes, vans, 4 wheel drives - rubbish	50.00 per cubic meter	45.00 per cubic meter
Utes, vans, 4 wheel drives – vegetation	25.00 per cubic meter	22.50 per cubic meter
Trailers - rubbish	50.00 per cubic meter	45.00 per cubic meter
Trailers - vegetation	25.00 per cubic meter	22.50 per cubic meter
Loaded vehicle plus loaded trailer - rubbish	50.00 per cubic meter	45.00 per cubic meter
Car tyre	7.50	7.50
Truck tyre	23.00	23.00
4WD and light commercial tyre	18.50	18.50
Tractor tyre	38.00	38.00
Tyres on rim	As above + 2.50	As above + 2.50
Earthmover tyres	Not accepted	Not accepted
CRT screens from computers and TVs	26.00	26.00
Whiteware / gas bottles (de-gassing)	7.00	7.00



## Drainage

### Wastewater

Fees and charges for waste water are authorised under the Waste Water Bylaw.

- Existing drainage fees and charges have been increased by the LGCI inflation rate of 2.2% and rounded as shown below.

SERVICES LOCATION	Current fee (\$)	Proposed fee (\$)
Where work is done by Council to locate connections and the connection is found to be within 1.5 meters horizontally and 0.5 meters vertically of the 'as-built' position, work done will be charged at cost	Actual cost of contractor	Actual cost of contractor

SEPTAGE TREATMENT	Current fee (\$)	Proposed fee (\$)
For disposal and treatment of septage at Council's treatment facility – types 1.02, 1.03 & 1.14	37.00	38.00
For disposal and treatment of septage at Council's treatment facility – types 1.04 & 14.01	11.25	11.50
Consent monitoring hourly rate	85.00	87.00
Uniform annual charge	482.00	492.00
Trade Waste Consent Permit (conditional)	183.00	187.00
Trade waste permitted application fee	61.50	63.00

PAN CHARGE	Current fee (\$)	Proposed fee (\$)
Pan charge for discharge of wastewater into Council's wastewater system where connection cannot be charged as targeted rate**	482.00	492.00
**An approved connection may be provided but as the building is not on land, no certificate of title exists therefore the charge cannot be levied as a rate under the Local Government Rating Act 2002		

PART YEAR WASTEWATER CHARGE	Current fee (\$)	Proposed fee (\$)
Part year wastewater fee for properties connected to the public wastewater system during the year. After connection, properties are charged on 1 July as part of the rates.		

SEWER CONNECTION DATE	Current fee (\$)	Proposed fee (\$)
	(as a % of annual pan fee)	
July	92%	92%
August	83%	83%
September	75%	75%
October	67%	67%
November	58%	58%
December	50%	50%
January	42%	42%
February	33%	33%
March	25%	25%
April	17%	17%
May	8%	8%
June	0%	0%

### Trade waste

Fees and charges for trade waste are authorised under the Trade Waste Bylaw.

Existing Trade Waste charges have been increased by the LGCI inflation rate of 2.2% and rounded as shown below.

TRADE WASTE DISCHARGES	Current fee (\$)	Proposed fee (\$)
By Volume	\$1.56/m <sup>3</sup>	\$1.59/m <sup>3</sup>
By Total Kjeldahl Nitrogen (TKN)	\$0.78/kg	\$0.80/kg
By Total Suspended Solids (TSS)	\$0.61/kg	\$0.62/kg
By Chemical Oxygen Demand (COD)	\$0.42/kg	\$0.43/kg

## Water supply

Fees and charges for water are authorised under the Water Supply Bylaw.

- Fees and charges have been increased by the LGCI inflation rate of 2.2 % and rounded appropriately, as provided below.
- The water consumption fee has not been increased and remains at \$2.26 per m3.

<b>WATER CONNECTIONS/DISCONNECTIONS</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Service connection or disconnection to the public utility infrastructure	409.00	418.00

<b>METER TESTING</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
25mm diameter and under	383.00	391.00
Over 25mm up to 40mm diameter	437.00	447.00
Over 40mm diameter	637.00	651.00

<b>METER ONLY WATER CONNECTIONS</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
20mm manifold meter only	325.00	332.00
20mm manifold + meter	626.00	640.00
20mm manifold + meter + box	703.00	718.00
20mm In line meter + dual check valve	514.00	525.00
Cast iron meter box (materials only)	195.00	199.00

### BOUNDARY BACK FLOW DEVICES

Charges for backflow preventers are targeted rates. Refer to the current Annual Plan or Long Term Plan for current costs.

<b>SPECIAL METER READING</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
For special meter readings requested by customers for each meter reading outside the normal reading cycle	63.00	64.00

<b>STANDPIPES METERED</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Meter reading – (monthly)	75.00	77.00
Weekly hire (minimum charge one week)	35.00	36.00

<b>TANKER FILLING POINT – KIOREROA AND SIME ROAD</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Per fill	17.00	17.00

WATER CONSUMPTION RATES	Current fee (\$)	Proposed fee (\$)
Water consumption per m3 – filling point	2.26	2.26
Water consumption per m3 – metered standpipes	2.26	2.26
Water consumption per m3 – estimated readings	2.26	2.26

## Resource Management Act

### Resource Consents and District Plan Development

There are two components to the fees and charges. The first is the fixed initial deposit charge ('lodgement fee') which is required to be paid when lodging an application. The second component is the hourly rate each staff position is charged out at.

For the 2020/2021 year, increases are proposed to some lodgement fees for applications that better reflect the cost of an application. Hourly rates are increased by 2.2% in line with the LCGI.

#### RESOURCE MANAGEMENT ADMINISTRATIVE CHARGES

All fees and charges are deposits unless otherwise stated		Current fee (\$)	Proposed fee (\$)
You will be charged a final processing fee when council has reached a decision on your application. Interim billing may also occur. The processing charge covers tasks such as site visits, report preparation, information searches and input from other council staff. Mileage is also charged.			
<b>Applications under the Resource Management Act as follows:</b>			
<ul style="list-style-type: none"> <li>• Non-notified or Limited Notified Resource Consent applications (Land Use and/or Subdivision)</li> <li>• Non-notified or Limited Notified Notices of Requirement for designations and alterations to existing designations under Sections 168, 168A, and 181</li> <li>• Applications for Certificates of Compliance under Section 139</li> <li>• Applications for Existing Use Rights Certificates under Section 139A</li> </ul>		2,000.00	2,000.00
<b>Applications requiring public notification under the Resource Management Act</b>			
Note: Where a determination is made requiring notification of an application where a \$2,000 advance fee has already been paid, Council will require an additional \$8,000 advance fee to be paid before public notification begins.		6,000.00	10,000.00
<b>Applications under the Resource Management Act as follows:</b>			
<ul style="list-style-type: none"> <li>• Non-notified or Limited Notified Change or Cancellation of Consent Condition/s under Section 127</li> <li>• Extension of time under Section 125</li> <li>• Outline Plan s176A</li> <li>• Review of Consent Condition/s under Section 128</li> <li>• Vary or cancel a consent notice under Section 221(3)</li> </ul>		1,000.00	1,250.00

All fees and charges are deposits unless otherwise stated	Current fee (\$)	Proposed fee (\$)
<ul style="list-style-type: none"> <li>• Certification that Subdivision complies with District Plan under Section 226</li> <li>• Cancellation of covenant against transfer of allotment &amp; Cancellation of Amalgamation of allotments under Sections 240(4) and 241</li> <li>• Grant, Surrender, Transfer, Vary or Cancel Easements under Section 243</li> <li>• Applications under section 100 of the Sale and Supply of Alcohol Act 2012</li> <li>• Applications under sections 327A (Cancellation of Building Line Restriction) and 348 (Creation of right-of-way easement) of the Local Government Act</li> <li>• Applications under sections 94 and 114 (Conservation Covenants) of the Reserves Act</li> <li>• Applications under the First Schedule of the Overseas Investment Regulations 1995</li> </ul>	1,000.00	1,000.00
• Application for Boundary Activity under section 87B	\$500.00 (set fee)	\$500.00 (set fee)
• Application for Marginal or Temporary Activity under section 87BB	\$350.00	\$500.00
<b>Applications under the Resource Management Act as follows:</b>		
<ul style="list-style-type: none"> <li>• Approval of Survey Plan under Section 223</li> <li>• Completion Certificate for subdivision under Section 224</li> <li>• Surrender of Consent under Section 138</li> <li>• Monitoring of NES permitted activities</li> </ul>	Actual and reasonable costs	Actual and reasonable costs

All fees and charges are deposits unless otherwise stated	Current fee (\$)	Proposed fee (\$)
<b>Pre-Application meetings with Council staff</b>		
<ul style="list-style-type: none"> <li>• Applicants can request to meet relevant Council staff to discuss potential resource consent matters prior to preparing and lodging an application, in accordance with Councils Pre-Application meetings process</li> </ul>	One pre-application meeting free of charge*. All meetings requested thereafter (including preparation and follow-up) will be charged at actual and reasonable cost	One pre-application meeting free of charge*. All meetings requested thereafter (including preparation and follow-up) will be charged at actual and reasonable cost
<p>*This includes all meeting preparation, staff attendance, and any follow-up actions undertaken by Council staff as a result of the first meeting. It does not include the cost of any technical assessments required by third parties acting on behalf of Council (i.e., use of consultants).</p>		

All fees and charges are deposits unless otherwise stated	Current fee (\$)	Proposed fee (\$)
<b>Rejection of Application</b>		
Council will charge actual and reasonable costs at the relevant hourly rate in the event that any application lodged is required to be rejected because it does not comply with the information requirements of the Fourth Schedule.	Actual and reasonable costs	Actual and reasonable costs
Hours over the above deposit, plus mileage, and disbursements (which may also involve work by other specialist planning, parks and engineering staff), will be charged at a rate specified in Council's Professional Fee Schedule	See pages 14-15	See pages 14-15

### **Hearings required for any resource consent or other permission:**

Cost of third party/hearings commissioners will be charged at actual cost.

All staff and consultant's costs will be charged at actual cost.

Miscellaneous charges will be charged at actual cost.

All costs will be itemised.

### **PRIVATE PLAN CHANGE**

All fees and charges are DEPOSITS unless otherwise stated. Processing may require further charges that exceed the initial lodgment deposit.

	Current (\$)	Proposed (\$)
Private Plan Change – on receipt of a request to change the Plan	14,500.00	14,500.00
Private Plan Change – before commencement of notification	14,500.00	14,500.00
Private Plan Change – before commencement of a hearing	14,500.00	14,500.00
Disbursements	At cost charged to Department by provider	At cost charged to Department by provider
Hourly rates charged in six-minute intervals.	See pages 14-15	See pages 14-15
Hours over the above advance fee and mileage, plus disbursements, which may also involve work by other specialist planning, parks and engineering staff will be charged at a rate specified in Council's Professional Fee Schedule.		

### **Hearings required for any plan change**

All costs of third party or independent Commissioners will be recoverable as well as the cost associated with the hearing (i.e., staff time, consultant's costs, venue hire, printing).

When a Councillor is appointed as a Hearings Commissioner the cost set by Regulation will be charged.

All figures are standard fees inclusive of GST, the final fee in any one change to the District Plan will be determined by the

Environmental Policy and Monitoring Manager or his/her appointee.

In the case where a consultant(s) is required, Council will charge the actual and reasonable costs incurred by the consultant, plus 5% for supervision and administration.

### **Notes**

Private plan changes may be processed by consultants. In this situation, an applicant will be asked to undertake, at the submission stage, to pay the full cost of such processing in addition to the normal cost of Council to process its part of the application. Fees are charged to defray the cost of:

- (a) Initial receipt of the application
- (b) Cost of allocation of the application and distribution of information
- (c) Site visits
- (d) All professional and administrative staff costs at the hourly rate, mileage and disbursements in handling the application
- (e) Request for additional information and review or peer review such information
- (f) Notification procedure
- (g) Summarising submissions and input into database
- (h) Notification of submissions for further submissions
- (i) Summary of further submissions and input into database
- (j) Preparation of staff report to a Hearings Committee and/or Council
- (k) Preparation of hearing, notices, hall hire, appointment of commissioners, etc
- (l) Attendance and any cost of hearings plus secretarial services
- (m) All cost of the hearing including full cost of independent commissioners
- (n) Preparation and finalising the Hearings Committee's recommendation to Council
- (o) Submission to Council of the hearings report and cost of any subsequent requirements of Council
- (p) Updating of database with all the decisions of Council on submissions
- (q) Distributing decision replies to all submitters
- (r) Council may on-charge cost of an appeal where the decision of Council was in favour of the applicant, but was appealed by a submitter
- (s) All costs will still be payable notwithstanding the outcome of the application, i.e., if an application is declined or only partially accepted/adopted/granted the cost still must be recovered
- (t) Cost can be reduced if all information is provided electronically and distributed electronically where applicable.



RMA and Private Plan processes can include inputs from across the whole organisation so all proposed Professional Fees for Council officers are included below:

## PROFESSIONAL FEES SCHEDULE

<i>Hourly rates charged in 6 minute intervals</i>	Current fee (\$)	Proposed fee (\$)
Manager, RMA Consents	207.00/hr	211.00/hr
Manager, Parks and Recreation		
Manager, Infrastructure Development		
Manager, Infrastructure Planning & Capital Works		
Manager, Roading		
Manager, District Plan		
Manager, Health and Bylaws		
Manager, Building Control		
Manager, Libraries		
Manager, Water Services		
Manager, Waste and Drainage		
RMA Planning Specialist	184.00/hr	188.00/hr
Team Leader RMA Consents		
Senior Specialist Resource Consents		
District Plan Specialist		
Senior Planner (District Plan & Consents)		
Team Leader Development Engineering		
Senior Development Engineering Officer		
Development Engineer		
Engineering Officer, Water		
Senior Water Technician		
Infrastructure Asset Engineer		
Infrastructure Project Engineer		
Infrastructure Senior Engineer		
Distribution Engineer		
Solid Waste Engineer		
Asset Engineer, Water		
Waste and Drainage Engineer		
Waste and Drainage Asset Engineer		
Wastewater Projects Engineer		

**Hourly rates charged in 6 minute intervals**

	Current fee (\$)	Proposed fee (\$)
Senior Building Controls Officer	184.00/hr	188.00/hr
Team Leader Building		
Team Leader Infrastructure Planning		
Team Leader Landscape Architects		
Team Leader, Environmental Health		
Cemetery and Botanica Manager		
Senior Asset Engineer		
Planner (District Plan and Consents)	164.00/hr	168.00/hr
Team Leader RMA Approvals and Compliance		
Landscape Architect		
Post-Approval Subdivision Officer		
Development Contributions Coordinator		
Infrastructure Planner		
Development Engineering Officer		
Distribution Technician		
Engineering Officer (Drainage and Water)		
Team Leader RMA Support		
Strategic Asset Coordinator - Parks		
Infrastructure Technical Officer		
Senior Rooding Engineer (Traffic and Parking)		
Traffic Projects Engineer		
Building Control Officer		
Compliance Officer (Building Control)		
Compliance Officer (RMA Consents)		
Architect / Urban Designer		
Environmental Health Officer		
Property Assessment Officer	163.00/hr	168.00/hr
Infrastructure Asset Systems Technician	141.00/hr	144.00/hr
Planning Assistant (RMA Consents) / Support Assistant (District Plan/Health and Bylaws/Building Processing)	98.00/hr	100.00/hr
Building Administrator (BCA and TA)	98.00/hr	100.00/hr
Mileage	76 cents/km	79 cents/km

**Hourly rates charged in 6 minute intervals**

	Current fee (\$)	Proposed fee (\$)
Disbursements	At cost charged to department by provider	At cost charged to department by provider
Hearings required for any resource consent or other permission will be charged at actual cost.		
Cost of any consultant / hearings commissioner will be charged at actual cost.		
Miscellaneous charges will be charged at actual cost.		
All costs will be itemised		
All figures are standard fees inclusive of GST; the final fee in any one application will be determined by the Resource Consents Manager or his/her appointee.		
Council reserves the right to interim invoice applications where significant costs have been incurred over a period of one month or more without progress on the application.		

**MONITORING AND LAND USE CONSENT CONDITIONS**

	Current fee (\$)	Proposed fee (\$)
Deposit invoiced at the time a resource consent decision is issued. Should the cost of monitoring (based on council staff hourly rates and mileage) exceed the deposit an invoice will be issued for the additional amount.		
Residential	415.00	425.00
Commercial	595.00	610.00
Hours over the above advance fee and mileage, which may also involve work by other specialist planning, parks and engineering staff will be charged at a rate specified in Council's Professional Fee Schedule plus any additional specialist contractor costs.	See pages 14-15	See pages 14-15

**ABATEMENT NOTICES**

	Current fee (\$)	Proposed fee (\$)
Charge applied to issue an abatement notice	146.00	150.00
Charge to cover seizure, impounding, transporting and storing of property under Section 366, Resource Management Act 1991	233.00	233.00

## Health and Bylaws

Health and Bylaws fees cover a wide range of activities and functions. These include fees relating to Environmental Health (registration of food premises, other registered premises and alcohol licensing), consenting under Gambling and Racing Acts), and contracted services (dog and stock control and various bylaw fees). The fees and charges are reviewed annually and increases are made to various fees to achieve and maintain cost recovery requirements established by Council.

Food premises and food related activities are now fully covered by the Food Act 2014.

Enforcement related work undertaken by the Council consists of functions generally required by statute, some of which permits cost recovery and others not. In general, cost recovery can be applied where licensing regimes are in place but there are other services provided such as health nuisance and bylaw enforcement, excessive noise investigation and monitoring of bathing water for example where recovery cost is not authorised.

Fees have been reviewed against cost recovery requirements and benchmarked against G9 local authorities, including our neighbours Kaipara and Far North District Councils. Fees are generally in line with those charged by these other local authorities.

Fees and charges have been increased by the LGCI inflation rate of 2.2 % and rounded appropriately, as provided below

### Food Premises

Hourly rates are increased to reflect a 2.2% increase in costs in accordance with the Local Government Consumer Index (subject to rounding).

#### FEES FOR FUNCTIONS UNDER THE FOOD ACT 2014

<b>Registration – Food Control Plan</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
New application for registration of food control plan based upon a template fee (includes up to 2 hours of processing time, supply of thermometer and printed food safety plan).	325.00 fixed fee	332.00 fixed fee
Fee for additional time in processing the application	164.00/hr	168.00/hr
Documentation Pack	25.00	26.00
Thermometer	25.00	26.00
Registration renewal	164.00 fixed fee	168.00 fixed fee

<b>Registration – National Programmes</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Application for registration of model issued by MPI of a business subject to a national programme (includes up to 1.5 hours of processing time).	244.00 fixed fee	249.00 fixed fee
Fee for additional time in processing the application	164.00/hr	168.00/hr
Additional national programme document pack	25.00 per pack	26.00 per pack
Thermometer	25.00	26.00
Registration renewal	164.00 fixed fee	168.00 fixed fee

<b>Amendment to Registration</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Significant amendment to registered food control plan based on a template or model issued by MPI or amendment to registration of a business subject to a national programme (includes up to 1 hour of processing time)	164.00 fixed fee	168.00 fixed fee
Fee for additional time in processing the application	164.00/hr	168.00/hr

<b>Verification of Food Control Plan</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Verification including site visits and compliance checks with food control plans (includes up to 3.5 hours of processing and traveling time).	558.00 fixed fee	588.00 fixed fee
Where a verification results in the issue of a Corrective Action Request (CAR), that requires a return visit, then this follow up visit to check remedial actions and every additional visit is subject to additional compliance and monitoring fees.	164.00/hr	168.00/hr
Fee for additional time of verification activity	164.00/hr	164.00/hr
Failure to attend scheduled audit	164.00/hr	168.00/hr
Unscheduled verification	164.00/hr	168.00/hr

<b>Verification of National Programme</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
One hour of verification activity, including site visits and compliance checks with national programme.	164.00 fixed fee	168.00 fixed fee
Where a verification results in the issue of a Corrective Action Request (CAR) that requires a return visit, then this follow-up visit to check remedial actions and every additional visit is subject to additional compliance and monitoring fees.		
Fee for additional time of verification activity	164.00/hr	168.00/hr

<b>Verification of National Programme</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Failure to attend scheduled audit	164.00/hr	168.00/hr
Unscheduled verification	164.00/hr	168.00/hr

<b>Compliance and monitoring</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Complaint driven investigation resulting in issue of improvement notice by food safety officer	164.00/hr	168.00/hr
Application for review of issue of improvement notice	164.00/hr	168.00/hr
Second and subsequent return to business to check on compliance with CAR	164.00/hr	168.00/hr
Monitoring of food safety and suitability	164.00/hr	168.00/hr

## **FEES AND CHARGES UNDER THE FOOD BUSINESSES GRADING BYLAW 2016**

	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Re-grading of premises under the Food Businesses Grading Bylaw 2016	184.00/hr	188.00/hr

## **HEALTH ACT REGISTERED PREMISES**

<b>Funeral directors</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
On application (annual fee) and renewal	232.00	237.00
Transfer	62.00	63.00

<b>Hairdressers</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
On application (annual fee) and renewal	194.00	198.00
Transfer	62.00	63.00

<b>Camping grounds</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
On application (annual fee) and renewal	339.00	346.00
Transfer	62.00	63.00

<b>Offensive trades</b>	<b>Current fee (\$)</b>	<b>Proposed fee (\$)</b>
Offensive trades	232.00	237.00
Transfer	62.00	63.00

**Miscellaneous**

	Current fee (\$)	Proposed fee (\$)
Consultation work including inspection undertaken by request and other inspections under the Health Act 1956	Hourly rate of \$164.00/hr plus travel at \$0.76/km	Hourly rate of \$168.00/hr plus travel at \$0.79/km

**PUBLIC PLACES BYLAWS****License fees**

**These are annual fees unless otherwise stated**

	Current fee (\$)	Proposed fee (\$)
Any application for a permit, consent, exemption or request under a Whangarei District Bylaw, includes up to one hour of processing time	164.00/site or application	168.00/site or application
Additional processing time	164.00/hr	168.00/hr
Alfresco dining application fee	227.00	232.00
Alfresco dining monitoring fee	125.00	128.00
Animal powered vehicle license	181.00	185.00

**GAMBLING AND RACING ACT**

This fee recovers significant time required to assess and report on matters required by applications for territorial authority consent under policies which Council must adopt and maintain under the Gambling Act 2003 and Racing Act 2003. This includes assessment of social impact reports and reporting to Council on complex matters relating to gambling harm. A deposit and an hourly rate for additional processing time, to better reflect the likely cost of an application, is currently being charged. The proposed fees are shown below

	Current fee (\$)	Proposed fee (\$)
Application for TLA consent under Gambling Act 2003 (s 99) and Racing Act 2003 (s 65B) – Deposit provides for a maximum of 7 hours of processing	1400.00	1484.00
Minimum deposit for up to 7 hours of processing time	732.00	1400.00
Additional processing time	207.00/hr	211.00/hr

## Bylaw enforcement

### SEIZURE OF PROPERTY UNDER BYLAWS

		Current fee (\$)	Proposed fee (\$)
Seizure and confiscation of signs under the Local Government Act	Signs under 1m <sup>2</sup>	66.00	67.00
2002 and bylaws	Signs over 1m <sup>2</sup>	133.00	136.00
Seizure of other property		Actual cost recovery at \$88.00/hr. and mileage of \$0.76/km plus any additional specialist contractor's cost	Actual cost recovery at \$90.00/hr. and mileage of \$0.79/km plus any additional specialist contractor's cost
Seizure of skateboards, bikes and similar		64.00	65.00
Where otherwise not specified any application for a permit, consent or exemption application or request under a Whangarei District Bylaw. Fee is for one hour of processing, with additional time charged at \$168 per hour.		164.00	168.00

## 4. Submission process

Consultation on this policy will be publicly notified on Council's website. People interested in the proposal will be able to present their views during a formal submission period 2-27 March 2020. This will be followed by formal hearings where any submitter may choose to speak to their submission.

This statement of proposal includes tables of the proposed Fees and Charges. Details on how to make a submission, can be found at [www.wdc.govt.nz](http://www.wdc.govt.nz)

Information on the consultation and submission process can also be found on the WDC website.



# Statement of Proposal Draft Fees and Charges 2020-21 feedback form

**The closing date for feedback is Friday 27 March 2020**

We are interested in your feedback on this.

## POINTS TO REMEMBER WHEN SUBMITTING YOUR FEEDBACK

- Please print clearly. Make sure it can be easily photocopied, read and understood.
- All feedback is considered public under the Local Government Official Information and Meetings Act, so it may be published and made available to elected members and the public.
- Your feedback will not be returned to you once lodged with Council. Please keep a copy for your reference.
- You can also attend a hearing, scheduled for 16 April, to speak to your submission.

## HOW TO GET THIS FORM TO US

**Email to:** mailroom@wdc.govt.nz

**Mail to:** Statement of Proposal Draft Fees and Charges 20-21 feedback, Whangarei District Council, Private Bag 9023, Whangarei 0148

**Deliver to:** Customer Services, Forum North, Rust Ave, Whangārei or Ruakaka Service Centre, Takutai Place, Ruakaka

## YOUR DETAILS

Name		
I am making this submission as:	An individual	On behalf of an organisation
Organisation name		
Postal address		
Best contact number		
Email		
Do you wish to be heard in support of your submission at a traditional hearing on 16 April?	Yes	No

**YOUR FEEDBACK**

Please give us your feedback on the Statement of Proposal Draft Fees and Charges 2020-21

