

Supplementary items to the following meeting:

Meeting	Kaipara District Council
Date	Tuesday 26 June 2018
Time	9.30am
Venue	Northern Wairoa War Memorial Hall (Dargaville Town Hall), 37 Hokianga Road, Dargaville

Open Agenda: Supplementary Items

Volume 1

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A Bright Future: Long Term Plan 2018/2028 (Part 1)

Volume 3

Attachment 1 (Part 2) to item 4.2 ‘Long Term Plan 2018/2028 (final) – Adoption’

A Bright Future: Long Term Plan 2018/2028 (Part 2)

Jason Marris

General Manager Governance, Strategy and Democracy

Membership

Chair: Mayor Jason Smith

Members: Deputy Mayor Peter Wethey
Councillor Anna Curnow
Councillor Victoria del la Varis-Woodcock
Councillor Julie Geange
Councillor Libby Jones
Councillor Karen Joyce-Paki
Councillor Jonathan Larsen
Councillor Andrew Wade

File number: 2301.07 **Approved for agenda**
Report to: Council
Meeting date: 26 June 2018
Subject: Fees and Charges 2018/2019: Annual review - adoption
Date of report: 19 June 2018
From: Fran Mikulicic, General Manager Regulatory, Planning and Policy
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

The purpose of this report is to advise Council of the annual review of the fees and charges to ensure they align with the Long Term Plan (LTP) budget and financing policy. This prediction is based on an analysis of actual, forecast and budgeted fee income and costs after taking into account savings and efficiencies within the departments. Now that the community has had an opportunity to make formal submissions, it is recommended that Council approves the schedule of Fees and Charges 2018/2019 circulated in Council's Agenda for 26 June 2018 (with the report 'Fees and Charges 2018/2019: Annual Review - adoption' as **Attachment 1**)

There was only one public submission from Michael and Jocelyn McKenzie with reference to food registration fees for small business. An internal team also submitted a request for an additional fee for Noise charges to cover the costs of infringements, seizure of equipment and subsequent return of equipment.

Recommendation

That Kaipara District Council:

- 1 *Receives the General Manager Regulatory, Planning and Policy's report 'Fees and Charges 2018/2019: Annual review - adoption' dated 19 June 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Adopts the proposed Fees and Charges 2018/2019 as outlined in the draft schedule, appended as Attachment 1 to the aforementioned report, for the purpose of setting the Fees and Charges 2018/2019.*

1 Reason for the report

The purpose of this report is to advise Council of the outcome of the recent community consultation regarding the proposed Fees and Charges 2018/2019 and to recommend the adoption of these to ensure the fees are appropriate, fair and cover expenses.

2 Issues

Most fees were last increased at the beginning of the current financial year 2017/2018.

Each year fees should be assessed and adjusted with implementation dates of any changes in fees ideally being 01 July.

This would allow the fees to be advertised at the beginning of that calendar year as part of the annual planning process and the consequences measured before budgets are set.

Council's funding policy is based on a user-pays approach for most of the regulatory activities although sale of alcohol fees and parking infringements are currently set by legislation.

It is acknowledged that any significant increase in fees has the risk of antagonising the community. It is further noted that many of the current Fees and Charges Kaipara District Council (KDC) has are lower than the other councils in the region. It is appropriate to review the fees annually to reduce the need to make significant changes every other year or to make the ratepayer fund more than the appropriate portion of these activities. It is prudent to have small annual increases to cover inflationary pressures and to ensure the charges cover Council's reasonable costs.

3 Suggested changes to Fees and Charges which have been consulted on

3.1 Background

On average most Fees and Charges were suggested to increase by 5% as noted at a previous Council meeting. Below is a summary of the more significant changes. See schedule **Attachment 1**.

Sale of alcohol and parking Infringements are set by statute and therefore no change is proposed.

a) Health Licence Fees

With the recent introduction of the Food Act, Council is now at a point where it must make significant changes to the fees and charges for this function area. As the changes do not correlate easily to the existing format of fees, a new section has been created in the attached schedule.

b) Resource Management

With changes to the RMA coming into effect late last year, a new fee for a deemed permitted boundary activity has been set. Further analysis and staff input has resulted in a more "user friendly" fee table put in place.

A review of vehicle crossing permits has recognised the need to divide the fees into categories:

- 1) Subdivision vehicle crossing permits where only an administration fee is initially charged and then the first, and subsequent inspections, are invoiced at an hourly rate.
- 2) Non-subdivision related vehicle crossing permit fees include processing and inspections.
- 3) A new \$2,000 amalgamation charge has been added as this was previously covered at a minimum of \$3,000 and cost analysis has shown that a reduction is possible.
- 4) An additional \$1,000 is proposed to be charged on environmental benefit sites as these usually overrun the base fee due to ecological assessments being required.

c) Dog, Stock, Noise and Parking

A new fee for dog collars has been applied this year.

A minor increase in daily sustenance for animals impounded has been implemented to meet increasing costs.

There has been a reduction in registration fees for working dogs from \$52 to \$44.

d) Wastewater Disposal Systems

With the appointment of a new Wastewater Bylaws Officer, a new fee has been introduced to cover onsite wastewater disposal systems inspections.

e) Community Housing Charges

Due to community housing increases being governed by Consumer Price Index (CPI), it is recommended to carry out a minimal increase to the community housing charges. The adjustment per week would be \$1.00 for each unit.

f) Northern Wairoa War Memorial Hall Hire (Dargaville Town Hall)

A significant change in these fees were made last year. Upon review this year it was considered that no increase was required, therefore, the proposed 5% increase has not been applied.

g) Dargaville Library Charges and General Fees

No movement in fees recommended this period.

h) Cemeteries

A new contractor has been engaged as of March 2018. This has resulted in an increase in interment fees, for example a single depth burial of any person 12 years of age and over has risen from \$655.00 to \$950.00.

3.2 Submissions

There was one formal submission (**Attachment 2**) and an officer recommendation.

a) Michael and Jocelyn McKenzie

Michael and Jocelyn McKenzie questioned the cost of food registration fees for small businesses where a part-time trader is currently paying the same fee as a full time trader.

It is recommended that the following statements be included in the Fees and Charges:

“Small or Start Up businesses trading three days or fewer, or seasonally for fewer than three months of the year, receive 25% discount on the Food Control Plan fee.”

b) Officer recommendation (received after consultation period)

Council officer recommended an amendment to the Noise charges. These fees have not been charged previously. It was identified that the costs involved in infringing, seizing and return of equipment need to be recovered from the offender. However as this was an internal staff submission and the community did not have an ability to comment on these changes to Noise

fees, it is recommended this matter be held over to the next fees and charges review to allow public consultation.

4 Factors to consider

Community views

The views of the community have been obtained through the formal public submissions process.

Policy implications

There are no obvious policy implications however the setting of a new LTP has a consequence on the Fees and Charges required to recover sufficient revenue to operate the user-pays sections of Council business.

Financial implications

Sufficient revenue must be obtained through the Fees and Charges to recover a certain percentage of the costs to operate that part of the business as proposed in the revenue and funding policies and budgets being set by the new LTP. Changes to legislations; additional requirements on Council by central government; increasing customer demands for service; changes in technology; as well as general inflation, all put pressure on the organisation's provision of service. Additional efficiencies and process improvements manage to meet some of these added costs, expectations and requirements, however, as is highlighted above, there are some areas of the business that need Fees and Charges to increase so they can obtain the amount of cost recovery anticipated in the LTP.

Legal/delegation implications

The resource management Fees and Charges have been consulted on as required by legislation. There are no other obvious legal or delegation implications.

5 Options

There are two options provided below to assist Council's decision-making. Even if Council does not want to increase the Fees and Charges, there is still the need to adopt these current fees for the 2018/2019 financial year as the current charges cease in July 2018.

Option A: Status quo. Do not increase the Fees and Charges, instead keep the charging schedule from 2017/2018 and retitle these for the 2018/2019 financial year.

Option B: Approve the increased Fees and Charges proposed in the schedule for Fees and Charges 2018/2019 which was consulted on with the minor change to Small or Start Up food businesses.

6 Assessment of options

If Option A was to be taken then there is a risk that some customers may continue to get a rude surprise when, for instance, final resource consent invoices are sent out. There could also be extra burden placed on general ratepayers.

Option B allows for small incremental adjustments to be made annually so there are minimal large jumps in costs for users of our services.

7 Assessment of significance

Low level of significance. This has been consulted on, with only one submission being made.

8 Recommended option

The recommended option is **Option B**.

9 Next step

Implementation of the new Fees and Charges by 01 July 2018.

10 Attachment

- Attachment 1 - Draft Schedule for Fees and Charges 2018/2019.
- Attachment 2 – Submission



2018/2019

Fees and Charges 2018/2019

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NOTE: All fees include GST unless otherwise specified (Sale of Alcohol fees and charges are GST exclusive)

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Health Licence Fees

Description	Annual Inspection Fee \$
For Premises registered under the Health Act 1956.	
Low risk premises including Hairdressers/Beauty Salons/Funeral Directors	360.00
Low risk premises Food/Small Camping Grounds less than 50 persons	520.00
High risk Food only premises and larger camp grounds over 50 persons/Camp Ground with a shop	870.00
Endorsement of current mobile shop licence provided from another territorial authority (administration fee only)	150.00

Other Related Fees

Description	Annual Fee \$
Itinerant Traders Not a resident in the District prior to the application date; not owning or having entered into a binding lease in writing in the District for at least six months; carries on or engages in any business in the District involving the sale or hire or exposure for sale or hire of goods	150.00
Offensive Trade Licence Refer to Food Act 1956	200.00
Mobile/Stall Non Food	150.00
Market Stall – registered in another district (Endorsed licence)	150.00
Certificate of Inspection Community Kitchens	200.00
Market Organiser	300.00
Re-inspection \$200 plus any other additional fees charged to Council	
Swimming pool water testing	100.00
Tank water testing	150.00
Market Organisers Licence (Pro-rata reduction in fee may apply for small market or one off event)	300.00

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Fees Under the Food Act 2014

FOOD CONTROL PLAN (FCP)

<u>FCP New application for registration of food control plan based upon a template fee</u>	<u>250.00</u>
<u>FCP Registration renewal</u>	<u>250.00</u>
<u>FCP Audit</u>	<u>690.00</u>
<u>Failure to attend scheduled audit (cancellation within 24 hours)</u>	<u>150.00</u>
<u>Unscheduled verification</u>	<u>350.00</u>

NATIONAL PROGRAMMES (NP 1,2,3)

<u>NP New application for registration of National Programme</u>	<u>250.00</u>
<u>NP Registration Renewal – 2 yearly</u>	<u>250.00</u>
<u>NP1 Audit – One off</u>	<u>350.00</u>
<u>NP2 Audit - 3 yearly</u>	<u>550.00</u>
<u>NP3 Audit - 2 yearly</u>	<u>550.00</u>
<u>Failure to attend scheduled audit (cancellation within 24 hours)</u>	<u>150.00</u>
<u>Unscheduled verification</u>	<u>350.00</u>
<u>Small or start-up businesses trading three days or fewer, or seasonally for fewer than three months of the year, receive a 25% discount on the FCP fee</u>	

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Premises transition to Food Control Plan (initial fee) plus hourly rate of Environmental Health Officer at \$150.00 per hour \$300.00 ¶
Cancellation of a pre-booked Food Control Plan audit . \$150.00¶

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Other Related Fees

Sale of Alcohol Fees (Excludes GST)

Note: The Fees and Charges set out below are set by statute and are likely to be changed by central government during 2016/2017. Please contact Council for the most up-to-date fees. It is also important to note that all the sale of alcohol fees are exclusive of GST.

New Liquor Licensing fees were introduced on 18 December 2013 under the Sale and Supply of Alcohol Act 2012.

Applicants for a Premises Licence will be required to use a three-step process to determine their premises' cost/risk rating which then determines their fee category and then their fee amounts for both the three-yearly licence application fee and the annual licence fee.

Premises Licences (On, Off, Club Licences).

1 Framework for determining cost/risk rating

Type of Licensed Premises	Weighting	Latest alcohol sales time	Weighting	Number of enforcements in the last 18 months	Weighting
Liquor Store, Supermarket, Grocery Off-licence	15	On-licences and Clubs before 2.01am; Off-licences before 10.01pm	0	0	0
Night Clubs, Taverns, Adult premises, "Class 1" Restaurants	15	On-licences and Clubs 2:01am-3:01am; Off-licences 10:01pm and later	3	1	10
Off-licence in a Tavern	10	On-licences and Clubs - all other closing times	5	2 or more	20
Hotels, Function Centres, "Class 1" Clubs, "Class 2" Restaurants, Universities, and Polytechnics	10				
Remote sales, "Class 2" Clubs, "Class 3" Restaurants, Other	5				
Theatres/cinemas, Wine cellar doors, BYO Restaurants, "Class 3" Clubs					

Definitions:

- Class 1 restaurants – restaurants with a significant separate bar area which, in the opinion of the relevant territorial authority (TA), operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area.
- Class 2 restaurants – restaurants that have a separate bar (which may include a small bar area) but which, in the opinion of the relevant TA, do not operate that area in the nature of tavern at any time.
- Class 3 restaurants – restaurants that only serve alcohol to the table and do not have a separate bar area.
- Class 1 clubs – clubs which, in the opinion of the TA, are large clubs (with 1,000 or more members of drinking age) and which, in the opinion of the relevant TA, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs).
- Class 2 clubs – clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium-sized Returned Services Association (RSA), many provincial social clubs).
- Class 3 clubs - clubs which, in the opinion of the TA, are small clubs (with up to 250 members of drinking age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs).
- Enforcement – has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.

2 Fees category

The “total rating” is the premises cost/risk rating from table 1.

Total Rating	Fee Category
0-2	Very low
3-5	Low
6-15	Medium
16-25	High
26 plus	Very High

3 Fee amounts

Using the premises cost/risk rating to determine the fee category, estimate the fee payable.

Fee category	Application fee (excludes GST)	Annual fee (excludes GST)
	Total amount payable by applicant	Total amount payable by licensee
Very low	\$320	\$150
Low	\$530	\$340
Medium	\$710	\$550
High	\$890	\$900
Very high	\$1,050	\$1,250

Special Licences (excluding GST)

The default fees for Special Licences are:

- \$55 for one or two events covered by the licence that are of a 'small size';
- \$180 for three to 12 events covered by the licence that are of a 'small size', or one to three events that are of a 'medium size'; and
- \$500 for all other Special Licences, including licences for events that are of a 'large size'.

Other fees (excluding GST)

Application type	Total amount payable	Amount of total fee transferred/paid to ARLA
Manager's Certificate application	\$275	\$25
Temporary authority	\$258	n/a
Temporary licence	\$258	n/a
Appeal to Alcohol Regulatory and Licensing Authority (ARLA)	\$450	n/a (paid directly to ARLA)
Extract of register (ARLA or District Licensing Committees (DLC))	\$50	\$50 if an extract is sought from the ARLA register
Permanent Club Charter (annual fee due on 30 June of each year and paid to ARLA)	\$920	\$920
RM/Building certificate (s.100 f of the Sale and Supply of Alcohol Act 2012) for new and renewal of premises licences	\$200	n/a

Building Control Fees

Certificate of Acceptance S97(d) and (e) fee is calculated in two parts:

Part a) the fee payable under the current schedule had consent been sought; and

Part b) \$200.00 or 50% of the fee (Part a) whichever is the greater.

Building Consents – Dwellings/Other Buildings

Category	Fee \$
Project Information Memorandum (PIM). PIM application fee if applied for separate to Building Consent	255.00
Domestic Fireplaces, Removal, Demolition Building Works, Connection to Reticulated Wastewater System and Private Wastewater System Installation (includes inspections, AlphaOne, District Plan review/PIM and GST)	420.00

Building Works (note any additional or re-inspections may be charged in addition to the fees below)

Category	Fee \$
Building Works e.g. garages, carports, decks swimming/spa pools etcetera valued up to \$5,000	935.00
Building Works e.g. garages, carports, decks swimming/spa pools etcetera valued up to \$5,001 - \$10,000	1,200.00
Building Works e.g. garages, alterations, swimming/spa pools etcetera valued \$10,001 - \$19,999	1,745.00
Simple Buildings, Dwelling Additions valued \$20,000 - \$50,000	2,385.00*
Simple Buildings, Dwelling Additions valued \$50,001 - \$100,000	2,980.00*
Dwellings and some Commercial Buildings etcetera - \$100,001 - \$250,000	3,630.00*

Category	Fee \$
Dwellings and Commercial Buildings etcetera - \$250,001 - \$500,000	4,700.00*

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Where a Producer Statement for the installation of a solid fuel heater is to be provided by a certified installer certified by the New Zealand Home Heating Association and they confirm the required installation of smoke alarms, then the inspection component in this instance will be waived.

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FEEES AND CHARGES

Dwellings, Commercial and Industrial Development - \$500,001 - \$900,000	6,450.00*
Other Building Work valued over - \$900,000	8,400.00*

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Building Consents – Industry Levies*

*Fees above marked * must include BRANZ and DBH levies (This applies to all building work \$20,000 and over)		Fee \$
Building Research Authority of New Zealand Levy	Fee set in BRANZ Regulations	\$1.00 per \$1,000 for building work valued at \$20,000 and over
Department of Building and Housing Levy	Fees set in MBIE Levy	\$2.01 per \$1,000 for building work valued at \$20,000 and over

Building Consents – Notice to Fix Fees, Producer Statement Inspection, and Other Building Fees

Description	Fee \$
Amendments Fee Per occasion Note: one amendment may incorporate several changes	160.00
Building Consent Exemption Applications made under section K(i) or (ii) of Schedule 1 of the Building Act 2004 - "example" farm building in remote area of farm	260.00
Compliance Schedule and Compliance Schedule Statement Setting up Compliance Schedule with Specified Systems; and Issuing of the Compliance Schedule Statement	320.00
Re-opening of old Building Consents 5+ years old Administration fee	95.00
Inspection fee if required	160.00
Certificate of Public Use (CPU) Public buildings with no Code Compliance Certificate	210.00
Public buildings with no Code Compliance Certificate requiring one inspection Any outstanding fees such as development contributions would need to be settled prior to the issuing of a CPU.	280.00

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FEES AND CHARGES

Description		Fee \$
Section 72 Certificate	Registering hazard on Title	270.00
Section 75 Certificate	Amalgamation of two Titles	270.00
Sections 33(1)(b)(ii) and 45(1)(c)	Certificate of Title	35.00
	Each additional attachment to the Title	5.00
Extension of time	Per occasion for each request for extension of time (Sections 52(b) and 93(2)(b))	100.00
Other Certificates	Any other certificates, authorities, requirement or action requested of Council under provisions of the Building Act 2004	100.00
Notice to Fix	Includes one inspection to recheck	225.00
		plus disbursements including consultant
	Further inspections will be charged at the standard rate per inspection	150.00
Decommissioning of a Private Wastewater System		245.00
Inspection Fees	Standard inspection per occasion or re-inspection as required	150.00
	Building Warrant of Fitness Inspection	150.00
	Building Warrant of Fitness Renewal	115.00
	Fencing of Swimming Pool Inspection	150.00
Building enquiries and pre-application meetings with a Building Inspector		First 15 minutes free, thereafter \$150.00 per hour

Professional services and specialist input costs if required will be passed on to applicants and invoice plus 10%

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Notes:

- 1 Payment of the full fee will be required on submission of the application. If further costs are incurred in the process, through use of external consultants, this will be invoiced separately. The balance of any fees due for additional inspections or other disbursements including Consultant's fees will need to be paid before the Code Compliance Certificate is issued.
- 2 May require additional inspections from those specified depending on the Building Consent.
- 3 Where no PIM application has been made in conjunction with a Building Consent application and the work relates to a new building, or increase the footprint of the building, a District Plan Assessment fee will need to be paid.
- 4 For second and subsequent dwellings on a site a **Development Contribution** is payable.
- 5 All commercial building applications are lodged using initial fixed fees which will have actual and reasonable costs charged in addition to the lodgement amount.

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Resource Management Fees

Resource Consents

Note: All application fees as set out below are the charges fixed pursuant to s36(1) of the Resource Management Act 1991. Where these initial charges do not meet the actual and reasonable costs associated with processing the application, an additional charge may be made in accordance with s36(5) of the Act. Such additional charge may include but are not limited to any or all of the cost to Council of external advice (which will be charged at the Consultants' charge out rate plus 10%); staff time at hourly rate plus overheads; materials, hall hire and other sundry items.

Upon request, Council will provide an estimate of any additional charge likely to be imposed under s36(5).

In-house Council professional fees are as follows:

- General Manager/Resource Consents Manager \$190.00 per hour
- Principal Planner/Senior/Team Leader \$180.00 per hour
- Engineer \$180.00 per hour
- Resource Consent Planner \$160.00 per hour
- Monitoring Inspector \$160.00 per hour
- Building Officer \$160.00 per hour
- Environmental Health Officer \$160.00 per hour
- Administrator \$95.00 per hour

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External professional fees are set by the consultant (in conjunction with Kaipara District Council). These hourly rates will be passed on to the applicant as charged to Council plus 10% where specialist expertise is required in the assessment of applications.

FEES AND CHARGES

Description	Fee \$
Resource management enquiries and pre-application meetings with a Council professional	First 15 minutes free, thereafter hourly rate per professional as indicated above
1 Non-notified subdivisions	
<u>Boundary Adjustment – where no additional titles or development potential is being created)</u>	<u>2,000.00</u>
1 and 2 lots	3,200.00*
3 to 5 lots	4,700.00*
6 to 7 lots	6,300.00*
8 to 10 lots	7,400.00*
11 to 15 lots	10,000.00*
16 to 20 lots	12,600.00*
21+ lots	15,300.00*
<u>*Subdivision proposing an environmental benefit (Note: this fee is in addition to that required above per application)</u>	<u>1,000.00</u>
2 Notification – two times the non-notified fee (i.e. non-notified fee is half the notified fee)	
3 District Land Registrar approval of amalgamation condition	180.00
4 <u>Combined Subdivision and Land Use Consent = subdivision fee and 50% of land use fee</u>	
5 Land Use Consents – non-notified	
<u>Deemed Permitted Boundary Activity</u>	<u>450.00</u>
Fire safety breach only	900.00
<u>Fire safety breach & relocate/Relocate building</u>	<u>1,000.00</u>
Minor Works (single <i>bulk and location breach</i> with no engineering assessment required, or signs)	1,200.00

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FEES AND CHARGES

<i>Minor Works (2-3 bulk and location breaches with no engineering assessment required)</i>	1,800.00	Formatted: Font: Italic
Permeable surface or earthworks	3,000.00	Deleted: 2,8
Land Use Consents – Other non-notified	3,200.00	Deleted: 0
<u>6</u> Notified Land Use Consents are two times the non-notified fee (i.e. the non-notified fee is half the notified fee)		
<u>7</u> Rejection of incomplete applications (s88)	450.00	Deleted: 4
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Description	Fee	
	\$	
<u>8</u> Hearing fees – all applications (excluding objection hearings)		
(a) Independent Commissioner sitting with Councillor/Commissioner – up to two hours) minimum charge)	1,670.00	Deleted: 59
Cost per additional hour	560.00	Deleted: 4
Plus Commissioner's fee	As charged to Council	
Or		
(b) Independent Commissioner up to two hours (minimum charge)	1,570.00	Deleted: 2
Cost per additional hour	490.00	Deleted: 7
Plus Commissioner's fee	As charged to Council	
Note: Where an Independent Commissioner is requested, any additional costs will be apportioned between the parties in accordance with s36(1)(aa) and (ab).		
<u>9</u> Consent extensions (s125)	1,300.00	Deleted: 2
<u>10</u> Change or cancellation of conditions (s127)	1,300.00	Deleted: 2
<u>11</u> Vary or cancel Consent Notice (s221[3])	1,300.00	Deleted: 2
<u>12</u> Objection against consent conditions (s357A)	Nil	
<u>13</u> Certificate of Compliance (s139) or Existing Use Certificate	1,000.00	Deleted: 95
<u>14</u> Earthworks Management Plans	As charged to Council	

FEEs AND CHARGES

		+\$235.00 administration charge
15	Rights of Way (s348 of Local Government Act) lodgement fee (any further costs may be charged)	1,000.00 plus any charges to Council
16	Revocation of Right of Way	200.00 plus any charges to Council

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Resource Consent Post Approval

Description	Fee \$
Certificates ** (e.g. consent notices, survey plan approvals, covenants, easements etcetera) *Note there will be a minimum charge of one hour per certificate + Balance to be paid before certificate released	160.00 per hour plus any charges to Council
Bond administration fee Note: There will be a minimum charge of one hour.	95.00 per hour plus any charges to Council
Vehicle Crossing Permit for <u>Subdivision only – processing fee</u> ,	125.00
Resource Consent post-approval inspections,	Council's professional fees per hour plus any charges to Council

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Designations and Heritage Orders

Note: The charges shown relating to designations and heritage orders are administration charges only. Additional charges will be made for consultants and/or experts time as applicable.

Description	Fee \$
Notice of a requirement for a Designation (non-notified)	3,000.00
Notice of a requirement for a Designation (notified)	6,000.00
Outline Plan	1300.00
Notice of a Heritage Order	1,200.00
Alterations to Designation or Heritage Order	600.00
Removal of Designation	300.00
Removal of Building Line Restriction	300.00 plus any charges to Council

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Changes to District Plan

Description	Fee \$
Request to initiate change	12,000.00
<p>Note: This includes a \$2,100.00 administration charge. Additional charges will be made for the actual and reasonable costs involved as applicable.</p>	

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Monitoring, Compliance and Enforcement Fees (excluding Engineering Inspections)

Description	Fee \$
Where monitored by Consultant or Contractors	95.00 per hour plus any charges to Council
Where monitored by Council staff (not restricted to Resource Management Act monitoring)	160.00 per hour
At the time of granting Resource Consent an initial assessment of the number of inspections required will be made and payment will be due at the issuing of the Council's decision. If additional inspections are required above those initially assessed then these will be charged at the time of the inspection.	(inclusive of travelling costs) applicable for each inspection
Abatement Notice fee recovery costs	160.00

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Information Requests

Description	Fee \$
New Land Information Memorandum (LIM)	300.00
Property Enquiries (Not LIM)	65.00
Photocopies of maps etcetera	Cost of photocopying or printing
Charges made on Council by other bodies	95.00 per hour plus any charges to Council
Certificate pursuant to Overseas Investment Regulations Note: There will be a minimum charge of one hour and the balance is to be paid before the certificate will be released.	95.00 per hour plus any charges to Council
Certificate for Licensed Motor Vehicle Dealers Note: There will be a minimum charge of one hour and the balance is to be paid before the certificate will be released.	140.00 per hour plus any charges to Council
Any other certificates, authorities, requirement or action requested of Council under the Resource Management Act or other legislation Note: There will be a minimum charge of one hour.	Council's professional fee per hour plus any charges to Council
Assets enquiries prior to resource consent lodgement	95.00 per hour plus any charges to Council
Valuation for Reserves Contributions Note: There will be a minimum charge of one hour.	95.00 per hour plus any charges to Council

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Development Contributions

For development anywhere in the District a Development Contribution may be payable if the effect of the development is for the Council to incur capital expenditure to provide new or additional infrastructure assets or assets of increased capacity.

The Policy helps Council to fund the capital expenditure needed to provide infrastructure capacity for new growth. Some Development Contributions apply across the District while other contributions apply only to particular areas

Description	Fee \$
Application to postpone or remit payment of Development Contributions	2,650.00
<ul style="list-style-type: none"> • Administration - (\$390.00) • Processing/reporting - (\$660.00) • Hearing (minimum one hour) - (\$1,600.00) 	Plus \$440.00 per subsequent hour of Hearing

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Dog, Stock and Noise Charges

Dog Control Fees

Description	Annual Fee \$
Dog Registration per non-working dog (if paid by 31 August 2018)	66.00
Dog Registration per working dog as defined under the Dog Control Act 1996 (if paid by 31 August 2018)	44.00
Dog Registration per dog for 20 or more dogs registered to the same owner (if paid by 31 August 2018)	44.00
Dog Registration fee for any non-working dog/s registered after 31 August 2018	99.00
Dog Registration for working dogs registered after 31 August 2018	66.00
Replacement Tags	2.00
<u>Dog Collars</u>	
<u>Small</u>	8.00
<u>Medium</u>	10.00
Transfer from another country (pro-rata for balance of registration year)	Pro-rata
Re-homed or rescued dog registered after 31 August	93.00
Registration of re-homed or rescued dog registered after 31 August where new owner produces: <ul style="list-style-type: none"> • Proof of acquisition of dog from SPCA; or • Proof of acquisition of dog from Pound; or • Vet bill to prove treatment/examination of injured/found dog. 	
Surcharges and other fees as set by the Dog Control Act 1996	
Probationary Owners (Registration fee plus 50%)	93.00
Dangerous Dogs (Registration fee plus 50%)	93.00
Failure to comply with the Dog Control Act or Bylaw	300.00
Keeping an unregistered dog	300.00
Fraudulent sale or transfer of a dangerous dog	500.00

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FEES AND CHARGES

Failure to keep a dog under control	200.00
Allowing dangerous dogs at large unmuzzled	300.00
Microchipping dog	as charged to Council plus 10%

Fees for Impounding Dogs and Sustenance of Dogs in the Pound (including the transporting of animals from Dargaville to Whangarei pound)

Description	Fee \$
Transport to Whangarei - per occasion	275.00
First impounding in the current financial year of a dog registered to a probationary dog owner	120.00
Second impounding in the current financial year of a dog registered to a probationary dog owner	170.00
Third impounding in the current financial year of a dog registered to a probationary dog owner	220.00
Sustenance fees - per dog per day or part thereof in the pound	28.00

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Other Charges

Description	Fee \$
Permit to keep more than two dogs in a residential area As a once only charge for the duration of the time more than two dogs reside on the property	75.00

Stock Control Fees

Description	Fee \$
Stock Impounding Fees Transport of stock (truck) actual cost plus fee per animal	120.00
Stock Sustenance Fees Daily sustenance for horses and cattle per animal	48.00
Daily sustenance for other animals per animal	38.00

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Stock Droving Fees

Description	Fee \$
Callout and Droving Normal hours (0500-1700) per hour per person	75.00
Hours between 1700-2200 per hour per person	85.00
Hours between 2200-0500 per hour per person	130.00

FEES AND CHARGES

Weekends and Public Holidays per hour per person (e.g. If Friday is a Public Holiday then the Public Holiday charge starts from 1700 Thursday night and ends 0500 the first normal days e.g. Monday morning)	130.00
Plus mileage from boundaries of Dargaville and Mangawhai based on AA Approved per kilometre	1.00

Noise Control

Charge to cover seizure, impounding, transporting, storing and return of property under Section 336 RMA 1991 - per response	224.00
Infringement Notices	
for Contravening S9 offences	300.00
for Contravening an excessive noise direction	500.00
for Contravening an abatement notice	750.00

Stationary Vehicle Charges

Parking Fees

Description	Fee \$
P10 Up to 30 minutes	10.00
P10 More than 30 minutes but no more than 1 hour	15.00
P10 More than 1 hour but not more than 2 hours	20.00
P10 More than 2 hours but not more than 4 hours	30.00
P10 More than 4 hours but no more than 6 hours	40.00
P10 More than 6 hours	57.00
P60 Up to 30 minutes	10.00
P60 More than 30 minutes but no more than 1 hour	15.00
P60 More than 1 hour but not more than 2 hours	20.00
P60 More than 2 hours but not more than 4 hours	30.00
P60 More than 4 hours but no more than 6 hours	40.00

FEEs AND CHARGES

P60	More than 6 hours	57.00
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Unregistered and Unlicensed Motor Vehicle Fees

Description	Fee \$	
C101	No current Warrant of Fitness – Private	200.00
C201	No current Warrant of Fitness – Commercial	600.00
P401	Unregistered motor vehicle	200.00
P402	Unlicensed motor vehicle	200.00
P403	Registration plates not affixed in prescribed manner	200.00
P404	Displayed other than authorised registration plate	Ind 200.00*

Description	Fee \$	
P405	Displayed other than authorised motor vehicle licence	Ind 200.00*
P406	Displayed item likely to be mistaken for plate or licence	Ind 200.00*
P407	Displayed item with intent to deceive	Ind 200.00*
P408	Obscured or indistinguishable registration plate	Ind 200.00*
P409	Obscured or indistinguishable licence label	Ind 200.00*
P410	Used vehicle label not affixed in prescribed manner	Ind 200.00*
P411	Current licence label not affixed in prescribed manner	200.00*

Note *Where this is a corporate-owned vehicle the charge is \$1,000 rather than the \$200.00

Illegal Parking Fees

Description	Fee \$
Parked on a clearway per occasion	60.00
Parked on broken yellow line	60.00
Inconsiderate parking	60.00

FEEES AND CHARGES

Double parked	60.00
Parked on a bus stop	40.00
Parked on a loading zone	40.00
Parked on a mobility stand	150.00
Parked within 500 millimetres of a fire hydrant	40.00
Parked obstructing a vehicle entrance	40.00
Incorrect kerb parking	40.00

Bylaw Fees and Charges

Description		Fee \$
Use of public land for events or for commercial vendor activities	Minimum fee	550.00
<i>Note: In high demand areas Council may run a competitive bid process to determine appropriate fees.</i>		
Amusement Gallery (licence under Part 6 Kaipara District Council General Bylaws 2008)		760.00
Bus Stop and Taxi Stand		0.00
Temporary Street Closure		
• Closures for hill climbs, car rallies and similar	Initial deposit	600.00
	+ Bond	5,825.00
• Closures for processions etcetera in urban areas (this fee may be reduced at Council's discretion to assist charity events)	Initial deposit	290.00
Class 4 Gambling Venue and Board Venue Application (under Part 7 Kaipara District Council Class 4 Gambling Venue Policy)		760.00
<u>On-site Wastewater Disposal System inspection</u>		<u>250.00</u>

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Amusement Devices Regulations

Description	Fee \$
For one device, for the first seven days of proposed operation or part thereof	10.00
For each additional device operated by the same owner, for the first seven days or part thereof	2.00
For each device, \$1.00 for each further period of seven days or part thereof	1.00

Litter Infringement Fines

Description	Fee \$
Depositing litter or having deposited litter of less than one litre in volume, and leaving it in or on a public place, or in or on private land without the consent of its occupier.	120.00
Depositing litter or having deposited litter of more than one litre and less than 20 litres* in volume, and leaving it in or on a public place, or in or on private land without the consent of its occupier.	200.00
Depositing litter or having deposited litter of more than 20 litres* and less than 120 litres** in volume and leaving it in or on a public place, or in or on private land without the consent of its occupier.	300.00
Depositing litter or having deposited litter of more than 120 litres** in volume and leaving it in or on a public place, or in or on private land without the consent of its occupier.	400.00
Depositing animal remains or having deposited animal remains and leaving them in or on a public place, or in or on private land without the consent of its occupier.	400.00

*20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions

**120 litres is the approximate maximum capacity of a standard "wheelie bin" in normal conditions

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Community Assets Fees and Charges

Roading

Description	Fee \$
Vehicle crossing permit, including processing and pre-approval inspection, pre-pour and final inspection <u>(when not related to a subdivision)</u>	485.00
Vehicle Crossing additional inspection <u>(when not related to a subdivision)</u>	180.00
Application for a RAPID <u>rural</u> number <u>(urban numbers no charge)</u>	42.00
Application for No Spray Zone - Urban	190.00
- Rural	225.00
Stock Underpass inspection	260.00
	Plus mileage

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Road Stopping and Road Signage

Description	Fee \$
Administration costs	390.00
External charges	as charged to Council
Note: These charges will apply where the intended road stopping is for private benefit.	

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Road Corridor Access Request Fees (Utilities Access Act 2010)

Description	Fee \$
Basic Fee	
Standard Processing Fee	100.00

FEES AND CHARGES

Description	Fee \$
Inspection Fees (based on length of excavation)	
Minimum Fee	100.00
Up to 200 metres (fee per metre)	1.60
200 metres + (fee per metre)	1.05
Additional Non-Compliance Fees	
Late Notice (per notice)	345.00
Further Delay (per day)	38.00
Extra Processing (per notice)	100.00
Follow-up Inspections (per inspection)	150.00

Notes:

- 1 Inspection fee. Will only be charged if inspections are made. Late Notice fee. Only applies where a 'Road Work Notice' is not obtained within the required time. It will not be charged if repair is a result of an emergency event.
- 2 Further delay fee. Only applies once the Principal or their Contractor has been notified of the need of a Road Work Notice and further delays occur in the obtaining of a notice.
- 3 Extra processing fee. Only applies where the information required to be supplied is either incomplete, not correct, or is not supplied within the required time.
- 4 Follow-up Inspection fee. Only applies where a further inspection is required to ensure faulty work is remedied.
- 5 Good work or faulty work is identified during inspections and is assessed using the requirements of the National Code of Practice for Utilities Access to the Transport Corridors.
- 6 No fees will be charged for works carried out by contractors working on Council Utilities Maintenance or Construction Contracts.

Overweight Permit	Fee \$
Overweight permit (annual permit for vehicles carrying weight in excess of 8.2 tonnes per axle)	130.00

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Refuse Collection and Disposal

Description	Fee \$
Two refuse collection contracts are operational in the District, one east of Ruawai and one covering Ruawai Township and the area west of Ruawai. The Contractors use a pre-printed bag system and the charges for these are as set by the Contractor (in conjunction with Council).	
Illegally Dumped Litter Fee	Removal of illegally dumped rubbish by Contractor where offender identified As per Litter Infringement Fines

Stormwater Disposal

Description	Fee \$
Inspection fees	360.00
Connection fee	As <u>per approved contractor's quote</u> + 15%

Connections to public infrastructure are undertaken by Council Contractors.
 The connection fee is costed for a standard residential connection. It includes a "y" junction and piping to the boundary.
 If a connection is not standard or the distance from the main to the boundary exceeds 2.0 metres, Council reserves the right to recover actual costs.

Wastewater Disposal

Description	Fee \$
Inspection fees	360.00
<u>Physical</u> connection fee	<u>As per approved contractor's quote</u> <u>+ 15%</u>

Connections to public infrastructure ~~shall be~~ undertaken by Council's contractors.

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Rates Postponement Fees

Description	Fee \$
Statutory Land Charge	95.00 per hour**
Preparation and registration of a Statutory Land Charge	**plus any charges to Council plus 10% of the amount postponed for the first year of postponement and thereafter at 6.99% of the amount postponed
Preparation and registration of the release of a Statutory Land Charge	95.00 per hour + charges to Council

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Water Supply Fees

Description	Fee \$
<u>EXISTING CONNECTION POINT</u>	
Provide 20 millimetre meter and non-testable backflow preventer	275.00
Provide 25 millimetre meter and non-testable backflow preventer	520.00
<u>NEW CONNECTION</u>	
Normal residential connection with testable backflow preventer	
Provide 20 millimetre connection, testable backflow preventer and meter	1,650.00
Provide 25 millimetre connection, testable backflow preventer and meter	2,040.00
Normal residential connection with non-testable backflow preventer	
Provide 20 millimetre connection, non-testable backflow preventer and meter	1,400.00
Provide 25 millimetre connection, non-testable backflow preventer and meter	1,820.00

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Notes

- 1 The Council's Contractor will provide all necessary components to complete the connection from the main to the property boundary. If the distance from the main to the boundary exceeds 2.0 metres, Council reserves the right to recover actual costs.
- 2 The Council's Contractor will provide the meter and install onto an existing connection at the boundary.
- 3 The Council's Contractor will only make the physical connection to the Council main and install the toby/anglemain valve. The applicant will carry out all other physical works.
- 4 This section applies where applicable to all connections:
 - 4a Where a larger meter is required a quote will be obtained from Council's contractors. The quoted cost plus 15% shall be paid to Council prior to work commencing.
 - 4b Where a connection is not straightforward (e.g. crossing a road or lifting cobblestones) a quote will be obtained from Council's contractors. The quoted cost plus 15% shall be paid to Council prior to work commencing.
 - 4c Where land is being subdivided, it is the subdivider's responsibility to provide a water connection to each lot and connect the development's water supply reticulation system to the public system. In all cases connection to the Council main shall be done by Council's contractor and payment shall be made directly by the subdivider to Council's contractor.

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Other Connection/Disconnection Fees

Description	Fee \$
Annual inspection fee for backflow preventer	85.00
Water reconnection fee or removal of water flow restrictor	290.00
Water disconnection fee	290.00

Water Meter Reading Fees

Description	Fee \$
Water meter testing fee <i>(if requested by the consumer and not found faulty)</i>	150.00
Water meter check reading <i>(if found to be incorrect, fee to be refunded)</i>	80.00
Final water meter reading	45.00

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Community Housing Charges

Description	Fee \$
Fagan Place Mangawhai	per week 143.00*
Kauri Court Dargaville	per week 128.00*
Awakino Road Dargaville	per week 128.00*
Bledisloe Street Ruawai	per week 128.00*

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*The fee will be increased by CPI plus minor rounding annually from 2016.

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Cemeteries

Description	Fee \$
a) Plot Purchase	
For purchase of each 2.4 x 1.2 metre plot with exclusive right of burial in perpetuity (includes maintenance)	1,420.00
For any child up to eleven years (Mt Wesley Cemetery only)	360.00
b) Interment Fees	
Single depth burial of any person up to eleven years	360.00
Single depth burial of any person twelve years of age and over	950.00
Extra depth	1015.00
Stillborn and newborn	175.00
Additional fees for any interment taking place on Saturday or Sunday	625.00
Additional fees for any interment taking place on a Public Holiday	1180.00
c) Other Fees	
Ash burial taking place on a Public Holiday	175.00
Interment of Ashes (digging fee)	185.00
Disinterment of any body in the cemetery	1,890.00
Out of District fee (at Council's discretion)	370.00
Ash Wall purchase of plaque (no interment)	300.00
Ash Plot (purchase and maintenance)	360.00
Oversize casket	175.00
Breaking concrete (works to concrete berms, headstones, plaques etcetera, at the customer's request)	175.00

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Campgrounds

Fees at Council's campgrounds vary from camp to camp and are subject to change without notice. Further details may be obtained from Council's Customer Service Centres.

Dargaville Town Hall (Northern Wairoa War Memorial Hall) Hire Costs

Area	Private / profit-making rate	Community group rate	Social service / voluntary rate
Auditorium	\$200 per day OR \$50 per hour	\$80 per day OR \$20 per hour	\$40 per day OR \$10 per hour
Conference Room (does not include use of the kitchen)	\$100 per day OR \$25 per hour	\$60 per day OR \$15 per hour	\$30 per day OR \$10 per hour
Conference Room and Kitchen (no cooking – for tea, coffee and light refreshments only)	\$120 per day OR \$30 per hour	\$70 per day OR \$17.50 per hour	\$35 per day OR \$10 per hour
Kitchen (alone)	\$100 per day OR \$25 per hour	\$60 per day OR \$15 per hour	\$30 per day OR \$10 per hour
Whole Facility	\$380 per day OR \$80 per hour	\$180 per day OR \$50 per hour	\$80 per day OR \$20 per hour

All hires will include shared use of the foyer. ANZAC Theatre operates most days with multiple screenings throughout the day. The Citizens Advice Bureau and the Community Wellness for Older Adults also use part of the foyer, kitchen and toilet facilities for a few hours during work days.

Hirers will be invoiced directly for any damage and cleaning costs. A Bond Authorisation Form with a cheque or credit card information for \$400 (for whole facility) or \$200 (for partial use) will be required for most hirers.

These fees and charges can be varied at the discretion of Council for exceptional circumstances.

For more information, please contact Council's Administration Team at administrationrequests@kaipara.govt.nz.

Hire Charge Guidelines

1 Definition of Private or Profit-Making

- Any private function, not open to the public.
- Any function or activity run for the profit of a business, private individual, family or Family Trust or firm.
- Any Government department.
- All Churches and political parties, union or employer organisations.

2 Definition of Community Group

- All non-profit-making groups; all income used for groups aims.
- Be open to all members of the target community without restriction of religious or political belief.
- All groups operating a service or activity beneficial to the community; providing a recreation, cultural or community service or activity.
- Schools from within local area / District boundaries.
- Have no other source of income other than members' fees, fundraising and grants.

3 Definition of Social Service and Voluntary

Those groups which primarily exist to provide social services to address particular needs in the community.

Those groups which primarily exist to provide a co-ordinating function for a number of common interest community groups, working in partnership with Council. Examples include: Youth Aide, Blue Light, OSCAR, Regional Sports Trusts, Blood Donor Collection, Mental Health, Shared Vision, Council's Health Forum and Youth Forum.

Activities and functions organised by partners in conjunction with Council's projects and / or programmes.

4 Council Reserve of Rights

Council reserves the right to amend Charges, Hire Guidelines and Conditions of Hire from time to time without notice.

The status of some groups or organisations can change depending on the project, programme or activity requiring facilities. Council reserves the right to decide which rate type is applicable on the merits of any such applications.

Example: A Church wanting to run a youth event for the benefit of local youth or community open to all, any fees charged are to cover costs or for the benefit of the community and not as profit, is different to the same Church wanting to hire facilities for their Church services or run house.

Dargaville Library Charges

Description		Fee \$
Membership	Dargaville Public Library is free for Kaipara residents and ratepayers	
	Extra card (adult member)	2.00
	Extra card (junior member)	1.00
	Borrower outside Kaipara District (six months subscription)	15.00
	Borrower outside Kaipara District (12 months subscription)	30.00
	Visitor to Kaipara District (up to three months)	20.00
		(\$10.00 refundable)
Rental Items	Best Sellers	3.00 for 1 week
	DVDs	3.00 for 1 week
	Rental Fiction	1.00 for 3 weeks
Overdue Fees*	Late return fee for DVDs and Best Sellers	1.00 per day
	Third and final overdue notice fee	5.00
Printing and Photocopying	A4 black and white	0.20 per page
	A3 black and white	0.40 per page
	A4 colour	2.00 per page
	A3 colour	4.00 per page
Facsimile	A4 sent nationally	1.00 per page
	A4 sent internationally	3.00 per page
Scanning to email		1.00 up to 10 pages 1.00 per 10 pages thereafter
Printing from internet computer	A4	0.20 per page

FEES AND CHARGES

Description	Fee \$
Interloans	
From libraries with reciprocal agreement	\$5.00 for 4 weeks unless notified of another date
From libraries without reciprocal agreement	\$20.00
Lost/damaged items	replacement cost or repair fee charged per item plus \$6.00 administration fee
Extra costs for international or urgent interloans will be passed on to the customer.	
* All overdue fees are to stand regardless of customer.	

General Fees

Description	Fee \$
Photocopying: black and white	
A4 per page	0.20
A3 per page	0.40
Photocopying: colour	
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File Search, Customer Enquiries etcetera	95.00 per hour plus the cost per page
Local Government Official Information and Meetings Act (LGOIMA) requests	First hour free then \$76.00 per hour plus photocopying as per above rates

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A BRIGHT FUTURE

Now's the time to have your say



You have until 4.30pm Thursday 5 April 2018 to give us your feedback.

We need your feedback

You can also submit your feedback online at www.kaipara.govt.nz

Your Details

Name Michael + Jocelyn McKeznie

Email MeatsMantra@hotmail.com

Mobile 021722779

Postal address 4 Te Pahi River Dr. Rd 1

Town MAUNHATUROTO Postcode 0583

What would you like to submit on?

You can choose more than one, or add your own topics for submissions.

- Transport
- Mangawhai Community Plan
- Forestry Targeted Rate
- Mangawhai Community Wastewater Scheme
- Sporting Facilities
- Reserves Contributions
- Pensioner Housing
- Flood Protection

Write your notes here and over the page:

Food Registration Fees for small business

Write your notes here:

Cost for weekend operation same as 7 day per week. Why??

Small business brings business + new home owners to region - Make fees affordable + profitable.

ENCOURAGE small business, current fees are excessive.

Once completed, return this form to our Dargaville or Mangawhai office, the Dargaville Library or by post c/o Have Your Say, Private Bag 1001, Dargaville, 0340

You have until 4.30pm, Thursday 5 April 2018 to give us your feedback.

Hearings will also be held for those wishing to present their submission to Council in April. Once we have received all the public feedback we will make decisions around the final long term plan for adoption before the end of June 2018.

Will you attend a hearing?

Yes No

Please tick if you would you like to speak in

Te Reo Maori, or NZSL

Thank you for taking the time to help shape our district for the next 10 years. Go to our website www.kaipara.govt.nz to find our more details or email haveyoursay@kaipara.govt.nz

File number: 2302.22 **Approved for agenda**
Report to: Council
Meeting date: **Tuesday 26 June 2018**
Subject: **Long Term Plan 2018/2028 (final) - Adoption**
Date of report: 20 June 2018
From: Jason Marris, General Manager Governance, Strategy and Democracy
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

This report asks Council to adopt the audited Long Term Plan (LTP) 2018/2028. Council approved the draft Long Term Plan in principle at its 23 May meeting for audit review. Council's auditors, Deloitte New Zealand, have now completed the audit and issued their audit opinion subject to Council adoption of the LTP, which is included in this report. The LTP is required to be adopted prior to 30 June 2018.

Recommendations

That Kaipara District Council:

- 1 *Receives the General Manager Governance, Strategy and Democracy's report "Long Term Plan 2018/2028 (final) - Adoption" dated 20 June 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of section 79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Notes that the following policies and strategies are included in the final Long Term Plan 2018/2028;*
 - a. *Financial Strategy;*
 - b. *Infrastructure Strategy (2018/2048);*
 - c. *Funding Impact Statement Rating Tools;*
 - d. *Significance and Engagement Policy;*
 - e. *Revenue and Finance Policy;*
 - f. *Rates Postponement and Remission Policy;*
 - g. *Early Payment of Current Year Rates Policy;*
 - h. *Early Payment of Rates for Subsequent Years Policy;*
 - i. *Maori Freehold Land Rates Postponement and Remission Policy; and*
- 4 *Adopts the Long Term Plan 2018/2028 (Attachment 1 to the above-mentioned report); and*
- 5 *Delegates the Chief Executive and Mayor to approve minor typographical changes that do not alter the intent of the information in the Long Term Plan 2018/2028;*

Reason for the recommendations

To enable Council to meet its legislative responsibilities in adopting the LTP 2018/2028 prior to the 01 July 2018 legislative date.

Reason for the report

To adopt the LTP 2018/2028, **Attachment 1** of this report.

Discussion

Councils are required by legislation to have adopted an LTP prior to the start of the first financial year to which it relates (i.e. 01 July 2018, in this case). To enact this, Council adopted its LTP Consultation Document "A bright future" as well as the following supporting documentation on 28 February 2018:

- Significant Forecasting Assumptions;
- Financial Strategy;
- Infrastructure Strategy;
- Activity Profiles; and
- Asset Management Plans.

The formal consultation period commenced Monday 05 March 2018 and closed Thursday 05 April 2018. 268 submissions were received. During the consultation period, Council held nine drop-in sessions and, once feedback had closed, held two hearings and three public briefings to inform the draft LTP 2018/2028.

Council then deliberated and decided on the various issues and options provided as a result of the consultation on the draft LTP 2018/2028 at its 23 May 2018 meeting. At the same meeting, Council also adopted the draft LTP 2018/2028 in principle for audit review. Delegation to the Mayor and Chief Executive was provided to approve editorial changes to the document and changes to reflect the decisions made at the 23 May 2018 meeting.

The audit of the LTP is an important and legislatively required step which provides an opinion on whether the LTP gives effect to the purpose set out in s93 of the Local Government Act (LGA), and the quality of the information and assumptions underlying the forecast information provided in the LTP, is sound. This gives comfort to Council and the public, that the final LTP 2018/2028 is appropriate.

Since the 23 May 2018 Council meeting where the draft LTP 2018/2028 was adopted in principle for audit review, the following has occurred:

- Editorial changes to the draft LTP were made under delegation from the Chief Executive and Mayor;
- As part of the audit review, Deloitte New Zealand provided recommendations for changes (summarised below) which staff have incorporated into the final LTP 2018/2028;
 - Addition to waters performance measures and deletion to some regulatory measures considered excess to requirements
 - Editorial changes to reflect inconsistencies
 - Some narrative updates to achieve consistency across Prospective Financial Statements, Financial Strategy and Infrastructure Strategy
 - Financial assumptions updated relating to average loans and interest rate;

- Deloitte New Zealand performed their audit and issued their audit opinion. This opinion is subject to Council adopting the LTP as written at this meeting. The opinion has been included at **Attachment 2**;
- A report has been drafted using the data in the draft LTP, for Council to adopt the rates for year one of the LTP, FY2018/2019. This report is included next on this Council agenda. Council must adopt the LTP before it can 'strike the rates'.

Key information in the Long Term Plan 2018/2028

The LTP 2018/2028 has now been finalised and includes the audit opinion from Deloitte New Zealand, Council's auditors.

Assuming approval, operational expenditure (Opex) over the 10 year period will be \$523 million, with Capital Expenditure (Capex) over the same period, amounting to \$227 million, as per the consultation document.

The rates increase for the 2018/2019 year will be 4.97%. For 2019/2020 the increase will be 5.26%, in 2020/2021 it will be 4.83% and for the years 2022 to 2028 the average rates increase will be 2.74%.

Council has significantly reduced its external debt over the past three years, and the LTP 2018/2028 continues to forecast this reducing further. It is now projected to be \$21 million by June 2028, which is lower than the forecast \$27.8 million in the Consultation Document.

Key decisions reflected in the Long Term Plan 2018/2028

The decisions made at the 23 May 2018 Council meeting in principle have been reflected in the LTP 2018/28. While a number of those decisions were similar to what was consulted on, the changes made as a result of feedback received are summarised below:

- Allocated \$2.5 million in the first three years and \$4.82 million over the subsequent seven years to undertake a comprehensive review of the District Plan;
- Extended the Forestry Targeted Rate of \$397,800, adjusted annually for inflation, for each year of the LTP;
- Agreed to commence implementation of the Mangawhai Community Plan from 2018/2019 funded through a 20% district-wide general rate and an 80% differential rate levied on properties located within the Mangawhai Harbour Restoration area;
- Set the Mangawhai Harbour Restoration Targeted Rate at \$80.00 (GST incl.) per property;
- Adopted a new Reserve Contributions (use of) Policy;
- Included a targeted rate for the Te Hapai Drainage District to raise \$85,000 throughout the period of the LTP; and
- Transferred \$200,000 in each of the first three years of the LTP from the Low Cost Low Risk work category to the Walking and Cycling and New Footpath categories, to fund the implementation of Council's Walking and Cycling Strategy and new footpaths programme.

Issues

The LTP 2018/2028 has been created based on Issues and Options reports themed from the Consultation Document, Supporting Information and public engagement. Council decision-making has

been based around these Issues and Options. These Issues and Options were deliberated on and decisions were made at the 23 May 2018 Council meeting, where the draft LTP 2018/2028 was adopted in principle for Audit review.

Factors to consider

Community views

The community's views were received through the consultation period, and subsequent hearings, to inform the LTP 2018/2028.

Policy implications

Any proposed changes to policies were part of the decision-making and consultative process of this LTP 2018/2028, a process that was consistent with the relevant legislative requirements.

Financial implications

The adoption of the final LTP 2018/2028 will finalise the budgets and consequential impact on rates for the 10 year period it covers. It also represents adoption of the Annual Plan 2018/2019.

Legal/delegation implications

This meeting does not represent a realistic opportunity for Elected Members to relitigate the decision and policies on which the LTP 2018/2028 has been based or to make further changes. If this was to occur there is a significant risk that the LTP would need to be re-audited. Even if a re-audit was not required, there is not sufficient time for the changes to be made and adopted to enable Council to meet its statutory obligations.

Options

Council has two options:

Option 1: Adopt the LTP 2018/2028.

Option 2: Not adopt the LTP 2018/2028.

Assessment of options

Option 1. Adopt the LTP 2018/2028. It is best practice for Council to adopt a draft LTP in principle to provide Council's Auditors confidence in the document. This then allows Council's Auditors to perform their comprehensive audit of the draft LTP, and provide their Audit Opinion in time for the final LTP to be formally adopted by Council. This has now been completed.

Option 2. Not adopt the LTP 2018/2028. This option is not the recommended option. If Council exercises this option, there is not sufficient time to make any changes and adopt the LTP 2018/2028 before the required date of 30 June 2018. Council would not meet its legislative requirements if this option is taken.

Recommended option

Option 1 is the recommended approach.

Assessment of significance

These decisions are the result of the formal LTP 2018/2028 consultation process. This is undertaken

according to legislative guidelines and Council's Significance and Engagement Policy.

Next steps

The next item on the agenda asks Council to approve the rates for the next financial year, based on this LTP 2018/2028. This will complete the LTP 2018/2028 and Annual Plan 2018/2019 process.

Attachments

- Attachment 1 LTP 2018/2028
- Attachment 2 Audit opinion from Deloitte New Zealand on their audit of the Kaipara District Council Long Term Plan 2018/2028

To the reader:

INDEPENDENT AUDITOR'S REPORT ON KAIPARA DISTRICT COUNCIL'S 2018/2028 LONG-TERM PLAN

I am the Auditor-General's appointed auditor for Kaipara District Council (the Council). Section 94 of the Local Government Act 2002 (the Act) requires an audit report on the Council's long-term plan (the plan). Section 259C of the Act requires a report on disclosures made under certain regulations. We have carried out this work using the staff and resources of Deloitte Limited. We completed our report on 26 June 2018.

Opinion

In my opinion:

- the plan provides a reasonable basis for:
 - long-term, integrated decision-making and co-ordination of the Council's resources; and
 - accountability of the Council to the community;
- the information and assumptions underlying the forecast information in the plan are reasonable; and
- the disclosures on pages 16 to 18 (LTP Part 2) represent a complete list of the disclosures required by Part 2 of the Local Government (Financial Reporting and Prudence) Regulations 2014 (the Regulations) and accurately reflect the information drawn from the plan.

This opinion does not provide assurance that the forecasts in the plan will be achieved, because events do not always occur as expected and variations may be material. Nor does it guarantee the accuracy of the information in the plan.

Basis of opinion

We carried out our work in accordance with the International Standard on Assurance Engagements (New Zealand) 3000 (Revised): *Assurance Engagements Other Than Audits or Reviews of Historical Financial Information*. In meeting the requirements of this standard, we took into account particular elements of the Auditor-General's Auditing Standards and the International Standard on Assurance Engagements 3400: *The Examination of Prospective Financial Information* that were consistent with those requirements.

We assessed the evidence the Council has to support the information and disclosures in the plan and the application of its policies and strategies to the forecast information in the plan. To select appropriate procedures, we assessed the risk of material misstatement and the Council's systems and processes applying to the preparation of the plan.

Our procedures included assessing whether:

- the Council's financial strategy, and the associated financial policies, support prudent financial management by the Council;
- the Council's infrastructure strategy identifies the significant infrastructure issues that the Council is likely to face during the next 30 years;
- the information in the plan is based on materially complete and reliable information;
- the Council's key plans and policies are reflected consistently and appropriately in the development of the forecast information;
- the assumptions set out in the plan are based on the best information currently available to the Council and provide a reasonable and supportable basis for the preparation of the forecast information;
- the forecast financial information has been properly prepared on the basis of the underlying information and the assumptions adopted, and complies with generally accepted accounting practice in New Zealand;
- the rationale for the Council's activities is clearly presented and agreed levels of service are reflected throughout the plan;
- the levels of service and performance measures are reasonable estimates and reflect the main aspects of the Council's intended service delivery and performance; and
- the relationship between the levels of service, performance measures, and forecast financial information has been adequately explained in the plan.

We did not evaluate the security and controls over the electronic publication of the plan.

Responsibilities of the Council and auditor

The Council is responsible for:

- meeting all legal requirements affecting its procedures, decisions, consultation, disclosures, and other actions relating to the preparation of the plan;
- presenting forecast financial information in accordance with generally accepted accounting practice in New Zealand; and
- having systems and processes in place to enable the preparation of a plan that is free from material misstatement.

I am responsible for expressing an independent opinion on the plan and the disclosures required by the Regulations, as required by sections 94 and 259C of the Act. I do not express an opinion on the merits of the plan's policy content.

Independence

In carrying out our work, we complied with the Auditor-General's:

- independence and other ethical requirements, which incorporate the independence and ethical requirements of Professional and Ethical Standard 1 (Revised); and
- quality control requirements, which incorporate the quality control requirements of Professional and Ethical Standard 3 (Amended).

Other than our work in carrying out all legally required external audits and the provision of an independent whistle-blowing hotline service, we have no relationship with or interests in the Council.



Peter Gulliver

**Partner
for Deloitte Limited**

On behalf of the Auditor-General
Auckland, New Zealand

File Number: 2306.18 **Approval for Agenda**
Report To: Council
Meeting Date: **26 June 2018**
Subject: **Setting of Rates, Due Dates and Penalties Regime 2018/2019**
Date of Report: 15 June 2018
Writer Curt Martin, Acting Chief Executive
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

The Local Government (Rating) Act 2002 (the Act) requires Council to adopt, by Council resolution, the rates it intends to set for the financial year. The rates for 2018/2019 can only be set once Council has adopted its Long Term Plan 2018/2028 (LTP), including the Funding Impact Statement for 2018/2019.

The resolution must also include (instalment) due dates for payment. The Act permits Council to apply penalties of up to 10% for payments not received by the due dates and for any arrears of previous year's rates. The penalty amount and dates must also be set by Council resolution.

The Act also requires Council to send a copy of the adopted resolution within 20 working days to the Secretary of Local Government.

Recommendation

That Kaipara District Council:

- 1 *Receives the report from the Acting Chief Executive, 'Setting of Rates, Due Dates and Penalties Regime 2018/2019' dated 15 June 2018; and*
- 2 *Notes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provisions of s79 of the Act determines that it does not require further information, further assessment of options or further analysis of the costs and benefits of different options prior to making a decision on this matter; and*
- 3 *Sets the rates, due dates for payment and penalties regime for the 2018/2019 financial year, as set out below:*

Rates resolution for the 2018/2019 financial year

The following rates are set for the period commencing on the first day of July 2018 and ending on the last day of June 2019. All rates and amounts are GST inclusive unless otherwise stated.

A. General rate

Under Section 13 of the Local Government (Rating) Act 2002 (the Act), a General Rate set for all rateable land within the district based on the land value of the land and at different rates in the dollar for different categories of land as set out in the table below.

Area	Differential category*	Rate in the Dollar (including GST)
Rest of district	Residential and small sized lifestyle properties	0.002391
	Other	0.003706
Mangawhai Harbour Restoration Area	Residential and small sized lifestyle properties	0.002413
	Other	0.003740

*The definitions of these differential categories can be found in the Funding Impact Statement - Rating Tools section of Council's Long Term Plan 2018/2028.

B. Uniform Annual General Charge

Under Section 15 of the Act, a uniform annual general charge on all rateable land within the district of \$728.00 (including GST) per Rating Unit.

C. Targeted rates for Wastewater – networks

Under Section 16 of the Act, targeted rates for Wastewater in each of the networks referred to in the table below, for operating and maintaining Wastewater treatment plants and pump stations and reticulation repairs and minor upgrades, including renewals and extensions of the respective systems.

The rates are set on a differential basis based on the use to which the land is put and the provision or availability to the land of the Wastewater service provided by, or on behalf of, Council.

Each targeted rate is calculated as:

1. Properties not connected to the Wastewater network as at 30 June 2018, but capable of being connected (being situated within 30 metres of a public sewerage drain to which it is capable of being effectively connected, either directly, or through a private drain) "serviceable":
 - a. A fixed amount per Separately Used or Inhabited Part of a Rating Unit (SUIP) for all units used primarily as a residence; and
 - b. A fixed amount per Rating Unit for all other units.
2. Properties that are connected to the Wastewater network as at 30 June 2018 ("connected"):
 - a. A fixed amount per SUIP for all units used primarily as a residence; and
 - b. For all other units:
 - i. A fixed amount per Rating Unit; and
 - ii. A charge per pan (urinal or water closet) for each pan after the second.

Wastewater Network*	Differential Category*	Charge per Rating Unit (including GST)	Charge per SUIP (including GST)	Charge per pan (after the second) (including GST)
<i>Dargaville</i>	<i>Residence and connected</i>	-	\$1,024.00	-
	<i>Residence and serviceable</i>	-	\$768.00	-
	<i>Other and connected</i>	\$1,024.00	-	\$512.00
	<i>Other and serviceable</i>	\$768.00	-	-
<i>Glinks Gully</i>	<i>Residence and connected</i>	-	\$1,250.80	-
	<i>Residence and serviceable</i>	-	\$938.10	-
	<i>Other and connected</i>	\$1,250.80	-	\$625.40
	<i>Other and serviceable</i>	\$938.10	-	-
<i>Kaiwaka</i>	<i>Residence and connected</i>	-	\$1,183.20	-
	<i>Residence and serviceable</i>	-	\$887.40	-
	<i>Other and connected</i>	\$1,183.20	-	\$591.60
	<i>Other and serviceable</i>	\$887.40	-	-
<i>Mangawhai</i>	<i>Residence and connected</i>	-	\$1,281.10	-
	<i>Residence and serviceable</i>	-	\$960.80	-
	<i>Other and connected</i>	\$1,281.10	-	\$640.55
	<i>Other and serviceable</i>	\$960.80	-	-
<i>Maungaturoto Township and Maungaturoto Station Village</i>	<i>Residence and connected</i>	-	\$1,280.30	-
	<i>Residence and serviceable</i>	-	\$960.20	-
	<i>Other and connected</i>	\$1,280.30	-	\$640.15
	<i>Other and serviceable</i>	\$960.20	-	-
<i>Te Kopuru</i>	<i>Residence and connected</i>	-	\$688.30	-
	<i>Residence and serviceable</i>	-	\$516.20	-

	<i>Other and connected</i>	\$688.30	-	\$344.15
	<i>Other and serviceable</i>	\$516.20	-	-

*The definitions of each network, differential categories and a SUIP can be found in the Funding Impact Statement - Rating Tools section of Council's Long Term Plan 2018/2028.

D. Targeted rates for Wastewater – capital contributions

Under Section 16 of the Act, targeted rates for all rateable land connected or capable of connection to the Mangawhai wastewater network as at 30 June 2013, based on where the land is situated, as defined on maps in the Appendix of the Long Term Plan 2018/2028. The targeted rates for each of the four defined areas (A, D, E and F) are as follows:

Targeted rate*	Fixed amount per Rating Unit (including GST)
<i>Mangawhai Wastewater Capital Contribution A</i>	\$676.00
<i>Mangawhai Wastewater Capital Contribution D</i>	\$569.95
<i>Mangawhai Wastewater Capital Contribution E</i>	\$606.31
<i>Mangawhai Wastewater Capital Contribution F</i>	\$643.26

*The full definitions of the land subject to each targeted rate can be found in the Funding Impact Statement - Rating Tools section of Council's Long Term Plan 2018/2028.

E. Targeted rates for Stormwater – networks

Under Section 16 of the Act, targeted rates for Stormwater in each of the following networks, for the purpose of running and maintaining each Stormwater network. The rate is the amount per dollar of the land value for all land situated in the respective Stormwater network.

Stormwater Network*	Rate in the Dollar (Land Value) (including GST)
<i>Baylys</i>	0.001617
<i>Dargaville</i>	0.002603
<i>Kaiwaka</i>	0.000844
<i>Mangawhai</i>	0.000727
<i>Te Kopuru</i>	0.001517

*The definitions of each network can be found in the Funding Impact Statement - Rating Tools section of Council's Long Term Plan 2018/2028.

F. Targeted rate Land Drainage – Raupo

Under Section 16 of the Act, a targeted rate for all rateable land within the Raupo Land Drainage scheme, at different rates in the dollar for different categories of land based on where the land is situated. The rate is an amount per dollar of the land value of the land.

This rate is to fund work undertaken to maintain and improve the current capacity of the land drainage network and stopbanks.

Differential Category*	Rate in the Dollar (Land Value) (including GST)
Raupo District A	0.002560
Raupo District B	0.000217
Raupo Township	0.003078

*The definitions of these differential categories can be found in the Funding Impact Statement - Rating Tools section of Council's Long Term Plan 2018/2028.

G. Targeted rates for Land Drainage – other schemes

Under Section 16 of the Act, targeted rates for Land Drainage in each of the following schemes, for the purpose of maintaining and improving the capacity of the land drainage network and stopbanks. The rate is an amount per dollar of the land value for all land situated in the respective Land Drainage scheme.

Land Drainage Scheme*	Rate in the Dollar (Land Value) (including GST)
Aoroa	0.001671
Arapohue N°1	0.000142
Arapohue N°2	0.000328
Aratapu Swamp	0.001491
Aratapu Village	0.000381
Awakino Point	0.000563
Awakino Valley	0.000562
Greenhill	0.000231
Hoanga	0.002129
Horehore	0.000608
Kaihu	0.000462
Kopuru Swamp	0.001310
Koremoa	0.000561
Mangatarā	0.000451
Manganui	0.000120
Mititai	0.000515
Notorious	0.000805
Oruariki	0.001403
Otiria	0.000468
Owairangi	0.000487
Tangowahine N°1	0.001102
Tangowahine N°2	0.000899
Tangowahine Valley	0.000156
Tatarariki 1	0.000473
Tatarariki 2	0.000907
Tatarariki 3	0.000909
Te Hapai	0.001052

Tikinui	0.000878
Whakahara	0.000491

The definitions of each land drainage scheme can be found in the Funding Impact Statement - Rating Tools section of Council's Long Term Plan 2018/2028.

H. Targeted rates for Water Supply

Under Sections 16 and 19 of the Act, targeted rates for Water Supply in each of the networks referred to in the table below, for operating and maintaining the Water Supply network. In particular, the costs associated in treating the water for domestic consumption.

The rates are set on a differential basis based on the provision or availability to the land of the water supply service provided by, or on behalf of, Council. Each targeted rate is calculated as:

Metered properties as at 30 June 2018:

1. A scale of charges based on the per cubic metre amount of water consumed.

Other properties (except in the Mangawhai water supply network, where there is no rate set for "other properties"):

2. A fixed amount per rating unit.

Networks	Metered properties*		Other properties*
	Volumetric charge (up to and including the first cubic metre) (including GST)	Volumetric charge (per cubic metre beyond the first cubic metre) (including GST)	Fixed amount per Rating Unit (including GST)
Dargaville	\$131.97	\$3.14	\$98.98
Glinks Gully	\$372.85	\$1.59	\$279.64
Mangawhai	\$131.97	\$3.01	N/A
Maungaturoto (Station Village)	\$256.61	\$3.80	\$192.46
Maungaturoto (Township)	\$274.43	\$3.53	\$205.83
Ruawai	\$218.57	\$4.56	\$163.93

*The definitions of each network can be found in the Funding Impact Statement - Rating Tools section of Council's Long Term Plan 2018/2028.

I. Targeted rate for Mangawhai Harbour Restoration

Under Section 16 of the Act, a targeted rate for all rateable land within the Mangawhai Harbour Restoration area of \$80.00 (including GST) per Rating Unit. A map of the Mangawhai Harbour Restoration area can be found in the Appendix of Council's Long Term Plan 2018/2028.

J. Targeted rate for Ruawai Tokatoka Hall

Under Section 16 of the Act, a targeted rate for all rateable land within the Ruawai Tokatoka Hall targeted rate area of \$38.33 (including GST) per Rating Unit. A map of the Ruawai Tokatoka Hall targeted rate area can be found in the Appendix of Council's Long Term Plan 2018/2028.

K. Targeted rate for Forestry Roding

Under Section 16 of the Act, a targeted rate for all rateable land within the Forestry Roding targeted rate area of 0.007289 (including GST) per dollar of the land value for all land situated in the area. A map of the Forestry Roding targeted rate area can be found in the Appendix of Council's Long Term Plan 2018/2028.

L. Due dates

Under Section 24 of the Act, the rates, except targeted rates for metered water supply, will be payable in four instalments with the following due dates:

Instalment 1	20 August 2018
Instalment 2	20 November 2018
Instalment 3	20 February 2019
Instalment 4	20 May 2019

Metered water rates will be billed twice during the year. The due date for each billing is the 20th of the month following the delivery of the invoice. The billing and due dates for each area are:

Billing month	Area	Payment due date
July 2018 January 2019	Dargaville (Hokianga Road and side streets) and Glinks Gully	20 August 2018 20 February 2019
August 2018 February 2019	Dargaville (Station and Beach Roads) and Mangawhare	20 September 2018 20 March 2019
September 2018 March 2019	Dargaville (Township East)	20 October 2018 20 April 2019
October 2018 April 2019	Dargaville (Awakino Road and Main Street) and Ruawai	20 November 2018 20 May 2019
November 2018 May 2019	Dargaville (Ranfurly, Plunket and Tirarau Streets); Maungaturoto Railway; Maungaturoto Township and Mangawhai	20 December 2018 20 June 2019
December 2018 June 2019	North Dargaville to Kaihu, Awakino Point and Baylys	20 January 2019 20 July 2019

M. Penalties

Under Sections 57 and 58 of the Act:

- a) *A penalty of 10% of the rates (other than water-by-meter rates) assessed in the 2018/2019 financial year that are unpaid after the due date for each instalment will be added on the relevant penalty date for each instalment stated below, except where a ratepayer has entered into an arrangement by way of direct debit authority, or an automatic payment authority, and honours that arrangement. For each instalment the date the penalty will be added is as follows:*

Instalment 1 21 August 2018
Instalment 2 21 November 2018
Instalment 3 21 February 2019
Instalment 4 21 May 2019; and

- b) *A penalty of 10% of the amount of all rates (including any penalties) other than water-by-meter rates from any previous financial years that are unpaid on 03 July 2018 will be added on 05 July 2018; and*
- c) *A penalty of 10% of the amount of all rates to which a penalty has been added under b) and which remain unpaid will be added on 05 January 2019; and*
- d) *A penalty of 10% of the amount outstanding for water-by-meter rates charged per invoice will be added on the relevant penalty date for each billing month and area stated below, except where a ratepayer has entered into an arrangement by way of direct debit authority, or an automatic payment authority, and honours that arrangement. For each billing month and area, the date the penalty will be added is as follows:*

Billing month	Area	Penalty date
<i>July 2018</i>	<i>Dargaville (Hokianga Road and side streets) and Glinks Gully</i>	<i>21 August 2018</i>
<i>January 2019</i>		<i>21 February 2019</i>
<i>August 2018</i>	<i>Dargaville (Station and Beach Roads) and Mangawhare</i>	<i>21 September 2018</i>
<i>February 2019</i>		<i>21 March 2019</i>
<i>September 2018</i>	<i>Dargaville (Township East)</i>	<i>21 October 2018</i>
<i>March 2019</i>		<i>21 April 2019</i>
<i>October 2018</i>	<i>Dargaville (Awakino Road and Main Street) and Ruawai</i>	<i>21 November 2018</i>
<i>April 2019</i>		<i>21 May 2019</i>
<i>November 2018</i>	<i>Dargaville (Ranfurly, Plunket and Tirarau Streets); Maungaturoto Railway; Maungaturoto Township and Mangawhai</i>	<i>21 December 2018</i>
<i>May 2019</i>		<i>21 June 2019</i>
<i>December 2018</i>	<i>North Dargaville to Kaihu, Awakino Point and Baylys</i>	<i>21 January 2019</i>
<i>June 2019</i>		<i>21 July 2019</i>

- 4 *Delegates authority to the Revenue Manager and the Revenue Operations Officer to apply penalties to unpaid rates according to the resolutions above; and*
- 5 *Notes that it is required to send a copy of the adopted resolution within 20 working days to the Secretary of Local Government; and*

6 *Notes that the above-mentioned Setting of Rates Due Dates and Penalties Regime 2018/2019 report, has been reviewed by Council's lawyers.*

Reason for report

For Council to set the rates for the 2018/2019 financial year in accordance with the provisions of the Local Government (Rating) Act 2002 and its LTP 2018/2028.

Background

Section 23 of the Local Government (Rating) Act 2002 (the Act) requires Council to adopt by Council resolution the rates it intends to set for the financial year. The rates for 2018/2019 can only be set once Council has adopted its LTP 2018/2028, including the Funding Impact Statement for 2018/2019.

A copy of the rates resolution must be sent to the Secretary of Local Government within 20 working days of adopting the rates resolution.

Section 24 of the Act also requires Council to state in its rates resolution the financial year to which the rates apply and the dates on which rates must be paid (due dates).

Sections 57 and 58 of the Act permit Council to resolve to authorise penalties of up to 10% in respect of certain unpaid rates.

Rates

The rates proposed to be set are in accordance with Council's Funding Impact Statement in the LTP 2018/2028.

Due dates for the 2018/2019 financial year

For 2018/2019 it is recommended that Council sets four instalments for the payment of rates.

The recommended due dates for the four instalments for the 2018/2019 financial year are:

- Instalment 1 20 August 2018
- Instalment 2 20 November 2018
- Instalment 3 20 February 2019
- Instalment 4 20 May 2019

Water rates are payable in two billings; the due date will be the 20th of the month following delivery of each area's water rates invoice. The proposed due dates and penalties dates are set out in the recommended resolution.

Penalty for late payment of rates

The Act permits Council to apply penalties of up to 10% in respect of unpaid rates. If Council wishes to apply penalties, then it must authorise that by resolution made no later than when it sets the rates for the financial year.

Section 58 of the Act allows Council to impose a penalty on:

- 2018/2019 rates instalments which are unpaid on the due date; and
- Unpaid rates from previous years (arrears).

Officers recommend that a 10% penalty continues to apply for rates which are not paid by the instalment due dates for the 2018/2019 financial year.

Council is also able to apply a further 10% penalty on previous years' rates which remain unpaid by certain dates. The dates are the later of 01 July or five working days after the date of the resolution setting the rates for the 2018/2019 year, and again six months after that date if it so chooses. It is proposed that these penalties be imposed on outstanding rates from previous financial years on 05 July 2018 and again on 05 January 2019.

This year it is recommended that a penalty of 10% of the amount outstanding for water-by-meter rates charged under Section 19(2)(b) of the Local Government (Rating) Act 2002 be added on the day after the due date.

Degree of significance

Council is required to comply with the decision-making provisions outlined in Part 6 of the Local Government Act 2002. Under Council's Significance and Engagement Policy, a decision in accordance with the recommendation is considered to have a high degree of significance.

In this paper Council is considering setting rates for the 2018/2019 financial year. The rates proposed, including the Funding Impact Statement, have been developed and subjected to the special consultative procedure, through the LTP 2018/2028 process. The LTP will be adopted by Council before it is asked to consider the recommendations included in this report.

Factors to consider

Community views

Members of the community have been provided with the opportunity to express their views in relation to Council's proposals for the 2018/2019 financial year via the LTP consultative procedure.

Policy impacts

The proposed rates as set out in the resolutions below are in accordance with the Funding Impact Statement included in the LTP 2018/2028.

Financial considerations

The rates proposed to be set through the recommendations in this report are consistent with the financial forecasts included in the final LTP 2018/2028 to be considered for adoption by Council prior to its consideration of this report.

Legal considerations/delegation

The statutory procedure for setting rates is contained in the Local Government (Rating) Act 2002 Section 23(1) and (2) which states as follows:

"23 Procedure for setting rates

- (1) *Rates must be set by a resolution of the local authority.*
- (2) *Rates set by a local authority must—*
 - (a) *relate to a financial year or part of a financial year; and*

(b) be set in accordance with the relevant provisions of the local authority's long term plan and funding impact statement for that financial year"

The requirement to have an LTP is outlined in Section 93 of the Local Government Act 2002. The content of the LTP is then determined by Part 1 of Schedule 10 of the Local Government Act 2002. The Funding Impact Statement for 2018/2028 is the Funding Impact Statement in the LTP 2018/2028. Clause 15 of Schedule 10 details the requirements for that Funding Impact Statement.

Options

There are two options to consider:

Option 1: Set the rates as recommended.

Option 2: Not set rates.

Assessment of Options

If Option 1 is taken the rates proposed to be set through the recommendations in this report are consistent with the financial forecasts included in the final LTP 2018/2028 to be considered for adoption by Council prior to its consideration of this report.

If Option 2 is taken Council may not be able to fund its activities.

Recommended Option

The recommended option is **Option 1**.