



# User Fees and Charges 2020/21

## Kaupapa Here a Utu 2020/21



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# Introduction



The user fees and charges schedule is reviewed annually. Fees and charges that require formal adoption under section 150 of the Local Government Act 2002 may be consulted on in conjunction with a long term or an annual plan. The fees set out in this schedule will come into effect on 1 July 2020 and will continue until superseded. A copy of this user fees and charges schedule will also be published on council's website.

Councils are permitted to collect fees from private users of public resources, and to recover all or a portion of the costs for a range of services it performs in relation to those resources.

The law acknowledges that some of the costs associated with administering the private use of public resources have a community benefit, and should therefore be met from the general rate. For example, the Northland Regional Council (the council) grants resource consents that allow organisations and individuals the private benefit to use public resources such as air, water or the coast. Where the benefits associated with consents are solely to applicants, they pay the associated costs in full. Where the benefits accrue more widely – such as in the case of environmental monitoring – then a portion of the associated costs is met through rates.

This document sets out the policies, fees and charges that are collected by the council from private beneficiaries for a range of services it performs.

The fees and charges set out in this document are consistent with the council's revenue and financing policy, which sets out the funding and cost recovery targets for each council activity.

This document is divided into three sections:

- Part One: General principles and policies
- Part Two: Policies on charging and fees for specific activities and functions
- Part Three: Schedule of fees and charges

# General principles and policies



# 1.1 Principles

## 1.1.1 Charges must be lawful

The council can only levy charges which are allowed by legislation. Section 13 of the Local Government Official Information and Meetings Act 1987 enables the council to charge for providing information sought under the provisions of the Act or the Official Information Act 1982.

Section 36 of the Resource Management Act 1991 (RMA) enables the council to fix charges for its various functions (refer to Section 2.2).

Section 150 of the Local Government Act 2002 enables the council to fix charges payable under its bylaws (namely the Navigation Safety Bylaw 2017) and charges for the provision of goods, services, or amenities in accordance with its powers and duties, e.g. recovering costs of responding to environmental incidents, and inspecting dairy farms operating under permitted activity rules for discharges to land.

Section 444(12) of the Maritime Transport Act 1994 allows the council to fix reasonable charges for its activities/services relating to "Tier 1 sites".

Section 243 of the Building Act 2004 enables the council to impose fees or charges for performing functions and services under the Act. It also allows the council to recover its costs from a dam owner should we need to carry out building work in respect of a dangerous dam.

Section 135 of the Biosecurity Act 1993 enables the council to recover its costs of administering this Act and performing the functions, powers, and duties provided for in this Act by such methods it believes on reasonable grounds to be the most suitable and equitable in the circumstances.

## 1.1.2 Charges must be reasonable

The sole purpose of a charge is to recover the reasonable costs incurred by the council in respect of the activity to which the charge relates. Actual and reasonable costs will be recovered from resource users and consent holders where the use of a resource directly incurs costs to the council. A contribution from the general rate meets a share of the cost where the community benefits from the council performing its role, for example, environmental monitoring. For more information about how the council funds its activities from its various funding sources, please refer to its revenue and financing policy.

Some charges imposed on consent holders are based on the full costs of the council's administration and monitoring of their consents, plus a share of the costs of its state of the environment monitoring activities that relate to the resource used by those consent holders.

## 1.1.3 Charges must be fair

Charges must be fair and relate to consent holders' activities. The council can only charge consent holders to the extent that their actions have contributed to the need for the council's work.

The council must also consider the benefits to the community and to consent holders when setting a charge. It would be inequitable to charge consent holders for resource management work done in the interests of the regional community and vice versa. We take this into account when setting the proportion of charges we wish to recover for state of the environment and compliance monitoring from an individual consent holder.

Wherever possible, the council will look for opportunities to streamline and improve processes to ensure that consent processing and compliance monitoring functions continue to be cost effective and efficient.



#### **1.1.4 Charges must be uniformly applied**

Charges will not vary greatly within classes of activities and within the context of the scale of the activity, except where environmental incidents and non-compliance with consent conditions incur additional supervision costs.

#### **1.1.5 Charges must be simple to understand**

Charges should be clear and easy to understand, and their administration and collection should be simple and cost effective.

#### **1.1.6 Charges must be transparent**

Charges should be calculated in a way that is clear, logical and justifiable. The work of the council for which costs are to be recovered should be identifiable.

#### **1.1.7 Charges must be predictable and certain**

Consent applicants and resource users are entitled to certainty about the cost of their dealings with the council. The manner in which charges are set should enable customers to evaluate the extent of their liability.

Resource users need to know the cost of obtaining and maintaining a consent in order to manage their business and to plan for future growth and development. Charges should not change unnecessarily; any charges must be transparent and fully justified.

#### **1.1.8 The council must act responsibly**

The council should implement its user fees and charges schedule in a responsible manner. Where there are significant changes in charges, the council should provide advance warning and give consent holders the opportunity to make adjustments.

#### **1.1.9 Resource use**

The charges in this document support preferred resource use practises which as a consequence require less work to be undertaken by the council.

# 1.2 General policies

## 1.2.1 Time periods

The policies, formulae and charges set out in this document apply each year from 1 July to the following 30 June, or until replaced by new charges adopted during the annual plan or long term plan as prescribed by the Local Government Act 2002.

## 1.2.2 Annual charges

Annual charges shall apply from 1 July to the following 30 June each year, or until amended by the council.

## 1.2.3 Goods and Services Tax

The charges and formulae outlined in this document are *exclusive* of GST, except where noted otherwise.

## 1.2.4 Debtors

All debtors' accounts will be administered in accordance with this policy and outstanding debts will be pursued until recovered.

## 1.2.5 A minimum annual charge

A minimum annual charge as set out in Section 3.5.1 to all consents other than bore permits, sewage discharge permits for individual dwellings, and new consents granted after 1 March each year when the minimum annual charge will be waived for the remainder of that financial year.

# 1.3 Policy on remission of charges

## 1.3.1

In general, all fees and charges set out in this document are to be met by the person who has invoked the service or activity that the fee or charge relates to (for example, the consent applicant in the case of consent processing services or the consent holder in the case of consent administration, monitoring and supervision services).

## 1.3.2

Where a person seeks to have any fee or charge set out in this document remitted that person may make an application in writing to the relevant group manager for the remission of the charge setting out in detail the applicant's case which may include financial hardship, community benefit or environmental benefit.

## 1.3.3

Where the application/consent relates to a structure, the remission of any charge will only be considered if that structure is available at no charge for public use.

## 1.3.4

Existing waivers or remissions issued for charges may be subject to review, as this policy may be reviewed.

## 1.3.5

Decisions on applications for waivers or remissions shall be made by the relevant group manager, who may remit a charge in part or full, or decline the application. No further consideration of the application will be undertaken following issue of the final decision, except in relation to an objection against additional charges under section 357B of the Act (see section 1.3.7 below).

## 1.3.6

Subject to the terms of each particular remission, any remission of standard charges shall be reviewed every three years from the date of issue.

## 1.3.7

The council can fix charges for recovering costs for consent processing, administration, monitoring and supervision services under section 36 of the Resource Management Act 1991. The council can also require the person liable for such a charge to pay an additional charge, where the fixed charge is inadequate to recover its reasonable costs in respect to the service concerned (s36(5) RMA). The person receiving the additional charge has the right to object to the charge under section 357B of the Act and subsequently appeal to the Environment Court against the decision on the objection. Decisions on objections not resolved at staff level will be made by independent commissioners. The council also has the absolute discretion to remit the whole or any part of a charge made under section 36 (s36AAB(1) RMA).



# Policies on charging and fees for specific activities and functions



# 2.1 Provision of information and technical advice

The council recognises that it has a significant advisory and information role. The council has the right, under legislation, to recover the costs of providing certain information.

## 2.1.1 Information provided under the RMA – consents, hearings etc.

Pursuant to the Local Government Act, and sections 36(1)(e) and (f) of the Resource Management Act, the council may charge for the provision of information as follows:

**2.1.1.1 Reasonable charges** will be made to cover the costs of making information and documents available, for the provision of technical advice and consultancy services. These costs will include:

1. Staff costs related to making the information available – i.e., officers' actual recorded time charged at an hourly rate comprising actual employment costs plus a factor to cover administration and general operating costs (refer Section 3.2);
2. Any additional costs incurred, for example, photocopying, printing binding; and computer processing costs – refer to Section 3.9.10.
3. Where an inquiry requires less than 30 minutes of staff time, no staff costs will be charged. Additional costs of less than \$25.00 will not be charged.

**2.1.1.2 Consistency, distance, location** – all time after the first half hour and any disbursements involved in providing information that confers a private benefit on the recipient(s) shall be recovered by way of invoicing the cost in line with the policy set out above. This policy is consistent with that applied in local government, except when information is requested under the Local Government Official Information Act (refer to Section 2.1.2).

There is no concession for time or distance travelled by the council's officers to provide technical information. No such concession is provided by other technical consultants.

Information given by telephone is to be treated exactly the same as information provided at an interview.

**2.1.1.3 Advise the cost in advance** – officers must warn the person seeking information in advance, that a cost will be incurred after the first half hour, and the estimated cost per hour to be charged. This process allows the applicant to weigh the value of his/her requirements, and will effectively control the level of information sought and deflect frivolous requests.

The provision of information should be charged separately from the cost of processing any future resource application.

**2.1.1.4 Community and environmental groups** – where an organisation clearly gains no economic or private benefit for its members from the information sought, then the free time available should be extended to one hour, and be treated on the same basis as requests under the Local Government Official Information and Meetings Act (refer to Section 2.1.2) unless a regulation or plan provides otherwise. Additional time and disbursements may be charged for, as a reasonable control mechanism, to avoid frivolous or indulgent requests at the ratepayers' cost. These requests should be referred to at least a group manager for a decision on charging.

**2.1.1.5 Educational information and materials, and consent holders** – when council officers are involved in Resource Management Act workshops or public promotions aimed at increasing the public's awareness of the Resource Management Act consent procedures, the council's environmental role, liaison on planning issues, etc., there is a benefit to the greater community as well as the people attending. Information provided in this context clearly falls within the educational role of the council and is not charged for.

**2.1.1.6 Consent holders** – all consent holders are entitled to information arising from the monitoring of their consents, including district councils and other corporate bodies.

Other information sought by district councils is to be assessed on individual merit, and referred to the group manager for a decision.

## **2.1.2 Information provided under the Local Government and Official Information and Meetings Act**

The Local Government and Official Information and Meetings Act enables the public to have access to official information held by local authorities because this is good for accountability and effective participation. However, official information and deliberations are protected to the extent that this is consistent with public interest and personal privacy. More information about the Act, including how to make a request for information and why it may be declined, is on the Office of the Ombudsman's [website](#).

Section 13 of the Act provides for the recovery of the cost of making information available under the Official Information Act. However, there are some exceptions to this, e.g. the council cannot charge the Inland Revenue Department for its information requests. The current charges are set out in Section 3.1 of this user fees and charges schedule.

Note: under Section 13(1) of the official information act the council has 20 working days to make a decision (and communicate it to the requestor) on whether we are granting or withholding the information, including how the information will be provided and for what cost. We will also tell the requester that they have the right to seek a review by an Ombudsman of the estimated charge. If the charge is substantial the requester may refine the scope of their request to reduce the charge. We may request a minimum estimated initial fee to be paid under the Official Information Act and the 2002 Charging Guidelines issued by the Secretary for Justice. We will recover the actual costs involved in producing and supplying information of commercial value. In stating our fee schedule we reserve discretion to waive a fee if the circumstances of the request suggest this is appropriate, for example in the public interest or in cases of hardship.

# 2.2 Resource Management Act 1991

## 2.2.1 Introduction

Under Section 36(1) of the Resource Management Act, the council may charge for costs associated with the following:

1. Processing resource consent applications, including requests made by applicants or submitters under Section 100A of the Act,
2. Reviews of consent conditions,
3. Processing applications for certificates of compliance and existing use certificates,
4. The administration, monitoring and supervision of resource consents,
5. Carrying out state of the environment monitoring,
6. Applications for the preparation of, or changes to, regional plans or policy statements, and
7. For providing information in respect of plans and resource consents and the supply of documents (also refer to Section 2.1.1).

## 2.2.2 Performance of action pertaining to charges

With regard to all application fees and amounts fixed under Section 36(1) of the RMA, the council need not perform the action to which the charge relates until the charge has been paid in full [RMA, Section 36AAB(2)] except if section 36(1)(ab)(ii), 36(ad)(ii) or 36(cb)(iv) apply.

## 2.2.3 Applications for resource consents, reviews of consent conditions, certificates of compliance and existing use certificates

*2.2.3.1 Applicants will be charged for the reasonable costs*, including disbursements, of receiving and processing applications for resource consents, reviews of resource consent conditions under Sections 127 and 128 of the RMA or Sections 10, 20, 21 and 53 of the Aquaculture Reform (Repeals and Transitional Provisions) Act 2004, certificates of compliance and existing use certificates. These costs include:

*a. Minimum estimated initial fee* on application as set out in Section 3.2.1 and *Staff Charge Rates* (which are rates derived from actual employment costs plus a factor to cover administration and general operating costs) charged at the relevant hourly rate as set out in in Section 3.2. These are minimum charges for resource consent applications and are charges 'fixed' under Section 36(1) of the RMA (they are therefore not subject to objection rights). All consent processing costs which exceed the minimum estimated initial fee are considered to be additional charges pursuant to Section 36(5) of the RMA and these may be progressively charged on a monthly basis or invoiced at the end of the consenting process. Prior to consideration of the application, the Chief Executive Officer is authorised to require an additional minimum estimated initial fee of up to \$20,000 for complex applications.

*b. Hearings* – the costs of pre-hearing meetings and hearings will be charged to the applicant. The costs of councillors who are members of hearing committees (panel) will be recovered as determined by the Remuneration Authority. Staff costs and hearing panel members' fees or the reasonable costs of independent (non-councillor) commissioners at formal hearings will be charged.

Charges relating to joint hearings will be apportioned by the authorities involved, according to which authority has the primary role of organising the hearing.

Where a hearings panel has directed that expert evidence is pre-circulated then all persons who are producing such evidence shall be responsible for providing the prescribed number of copies of such evidence to the council. In the event that the council needs to prepare copies of such evidence the person producing the evidence will be charged for the copying.

Submitters that request that independent hearing commissioners under Section 100a of the RMA will also be charged a portion of the cost of those hearing commissioners in accordance with Section 36(1)(ab).



c. *External costs* disbursements will also be charged; for example, advertising, legal and consulting advice, laboratory testing, hearing venues and incidental costs.

d. *Withdrawn applications* are subject to the minimum fees set out in Section 2.2.7.4, Section 3.2.1 or Section 3.4 as appropriate, or the actual costs of the work completed to the date of withdrawal (whichever is greater).

2.2.3.2 *The final costs of processing each resource consent application* will be based on reasonable costs and will include the charging of staff time at the rates set out in Section 3.2 and disbursements. In the event that consultants are used to assist the council in processing resource consent applications, the actual costs of the consultants will be used in calculating the final costs.

2.2.3.3 *Where an application is for multiple activities involving more than one type of consent*, minimum estimated initial fees are required for each type with the following exceptions:

1. The fee for land use consents for earthworks and/or vegetation clearance (including mining, quarrying, forestry, bridging and gravel extraction) also includes the water and discharge permits to divert and discharge stormwater where these are required;
2. The fee for discharge permits for sewage volumes greater than three cubic metres per day (e.g. communal subdivision systems, marae etc.) includes the associated discharge to air resource consent; and
3. The fee for discharge permits to discharge stormwater includes the associated water permit to divert stormwater.

Notwithstanding the above, the council may determine that other 'packages' of consent applications do not require individual minimum estimated initial fees for each consent type.

2.2.3.4 *The consent holder will be invoiced the amount of the minimum estimated initial fee for reviews* of consent conditions at the time the review is initiated by the Council.

2.2.3.5 *There is a 'fixed fee' for applications for discharge permits for burning of specified materials*, including vegetation, by way of open burning or incineration device (e.g. backyard burning). This fixed fee only applies to such applications if they are able to be processed on a non-notified basis and no additional charges will be invoiced for such applications even if the costs exceed the fixed fee. However, in the event that the application is required to be limited notified or publicly notified then the council will require the applicable minimum estimated initial fee for notified and limited notified applications (as outlined in Section 3.2.1 before notification of the application.)

2.2.3.6 *The council will provide a discount, if applicable, on the administrative charges imposed under Section 36 of the RMA* in accordance with the Resource Management Discount Regulations 2010 for all applications lodged on or after 31 July 2010.

## 2.2.4 Administration, monitoring and supervision of resource consents

2.2.4.1 *Administration* covers how the council records and manages the information it has on the resource consents it grants. The council is obliged to keep "records of each resource consent granted by it" under Section 35(5)(g) of the RMA, which must be "reasonably available [to the public] at its principal office" [Section 35(3) of the RMA]. The council keeps this information on hard copy files or electronic databases. The costs of operating and maintaining these systems are substantial.

The minimum annual resource consent charge set out in 3.5.1 recovers some of the costs of the administration of resource consents.

2.2.4.2 *Monitoring* is the gathering of information to check consent compliance and to ascertain the environmental effects that arise from the exercise of resource consents. The council is obliged to "monitor" "the exercise of the resource consents that have effect in its region" under Section 35(2)(d) of the RMA.

2.2.4.3 *Supervision* covers functions that the council may need to carry out in relation to the ongoing management of resource consents. This can include the granting of approvals to plans and other documentation, review and assessment of self-monitoring results provided by the consent holder, provision of monitoring information and reports to consent holders, meetings with consent holders relating to consent compliance and monitoring, and participation in liaison and/or peer review groups established under consent conditions or to address issues relating to the exercise of resource consents.

In determining charges under Section 36 of the Resource Management Act, the council has given consideration to the purpose of the charges and the council's functions under the Act. It is considered that consent holders have both the privilege of using resources and responsibilities for any related effects on the environment. It is the council's role to ensure that the level of effects is managed, monitored and is acceptable, in terms of sustainable management and the community's values. The annual charges for the administration, monitoring and supervision of resource consents are based on the assumption that those consents will be complied with and exercised in a responsible manner.

Annual resource consent (management) charges will be based on a set minimum charge plus charges for consent monitoring and/or supervision undertaken by council staff. Where appropriate, a portion of costs associated with State of the Environment (SOE) monitoring of resources used by consent holders is also collected, for example, the costs of running council's hydrological sites, water quality monitoring networks and associated surveys such as macroinvertebrate and fish monitoring. This particularly applies to water take consents, both surface and groundwater, and marine farms.

## **2.2.5 Invoicing non-scale fees**

**2.2.5.1** The majority of large-scale activities or activities with high potential adverse effects (where annual monitoring costs exceed \$1,000 GST inclusive) and certain small-scale activities such as short-term earthworks/construction type consents, will be monitored, the results recorded/reported and subsequently invoiced to the consent holder on an actual and reasonable cost basis.

**2.2.5.2** Invoices will be generated once the costs of any work have exceeded a prescribed sum. This will be determined by the scale of the activity. Costs will be invoiced in a timely manner during the progress of the work to ensure that large amounts of costs do not accrue, unless otherwise authorised by the consent holder.

**2.2.5.3** In the case of significant water takes, charges will generally be invoiced annually in line with Section 3.5.3 and any further supervision charges will be invoiced on a regular basis as costs are incurred by council.

## **2.2.6 Timing**

**2.2.6.1** Invoicing of consent annual charges will be in the quarter following the adoption of the Long Term Plan or Annual Plan by the council or after monitoring of the consent has been undertaken (post billing).

**2.2.6.2** In some cases, such as consents relating to short-term activities, invoicing of charges may be deferred until after the council has completed all, or a significant portion, of its planned monitoring of a consent.

**2.2.6.3** Where any resource consent for a new activity is approved during the year and will be liable for future annual charges, the actual costs of monitoring activities will be charged to the consent holder subject to Section 2.2.7.4 below. Many consents for activities in the Coastal Marine Area are also subject to the Navigation Water Transport and Maritime Safety Bylaw Charges and some are also subject to a Marine Biosecurity Charge.

**2.2.6.4** In any case, where a resource consent expires, or is surrendered, during the course of the year and the activity or use is not ongoing, then the associated annual charge will be based on the actual and reasonable costs of monitoring activities to the date of expiry or surrender, and also the administrative/monitoring costs incurred as a result of the expiry/surrender of the consent.

**2.2.6.5** Where a resource consent expires during the course of the year but the activity or use continues and requires a replacement consent, then the annual charges will continue to be applied.

## **2.2.7 Setting of annual resource consent (monitoring) charges**

### **2.2.7.1 Basis of charges**

1. The charges reflect the nature and scale of consented activities. In general, those activities having greater actual or potential effects on the environment require greater supervision and monitoring from the council. In setting these charges, the council has duly considered that their purpose is to recover the reasonable costs in relation to the council's administration, monitoring and supervision of resource consents and for undertaking its functions under Section 35 of the Resource Management Act.

2. In respect of the council's administration role, a standard minimum annual charge will apply to cover some of the costs of operating and maintaining its consents-related information systems.
3. Where appropriate, a proportion of the costs of monitoring the state of the environment (Section 35(2)(a)) is incorporated in the charge to the consent holder. In such cases, the council has had particular regard to Section 36AAA(3)(c), that is, the extent that the monitoring relates to the likely effects of the consent holder's activities or the extent that the likely benefit to consent holders exceeds the likely benefit of the monitoring to the community. The costs to the council associated with this activity may be shared between consent holders and the community. This recognises that there is value and benefit to the community of work the council undertakes with respect to monitoring the state of the environment. In the council's judgement this is a fair and equitable division. To date, a state of the environment charge has been incorporated into the annual charges applying to consents for water takes, known as the (water take) resource user charge (refer to Section 2.2.7.2).
4. In relation to swing/pile moorings within the Marine 4 Management (MM4) Areas which meet the permitted activity criteria, the costs of providing council services will be recovered as outlined in Sections 2.4.2 and 3.5.5.
5. In relation to swing/pile moorings outside the MM4 Areas without consent (non-consented), costs will be recovered through the Navigation and Safety Bylaw until consent is gained.
6. The charges for consents for minor to moderate activities are often based on scales (refer to Section 2.2.7.4 and 3.5). The general method for charging for large-scale activities is to apply the formulae in Section 2.2.8.6.

#### **2.2.7.2 (Water take) resource user charge**

1. Some of Northland's water resources are highly allocated and are under pressure. It is difficult to assess the natural flows/levels of water bodies as there is limited data available on water use and flows/levels in some areas. The National Policy Statement for Freshwater Management 2014 requires the council to set water quantity limits for all of Northland's water bodies.
2. In order to address this, the council developed a Sustainable Water Allocation Plan. This project requires ongoing resourcing by council to implement. The work provides benefit to both water users and the wider community. Much of the information provided by council's current hydrometric network is the basis for this work and as such, a part of the cost of running this network shall be recovered from water users through the (water take) resource user charge.
3. The details of this charge are outlined in Section 3.5.3
4. The resource user charge for water take consents for hydroelectric generation will be considered on a case by case basis because they can be substantial and complex in nature.

#### **2.2.7.3 Other State of the Environment charges**

1. Where appropriate, annual charges will include a specified amount which contributes towards the recovery of costs incurred by council as part of its state of the environment monitoring and/or the hydrometric network.
2. The estimated monitoring costs are then rounded to an appropriate sum which becomes the expected annual charge. These formulae and the historical cost data of monitoring like consents provides a reasonable estimate of the actual costs of monitoring consents each year and will be used to provide the expected costs of monitoring in the forthcoming years.

#### **2.2.7.4 Calculation of monitoring charges**

Charges for the monitoring of consents include:

Labour (refer to Section 3.2)

Sampling and testing

Monitoring equipment

Administration

## 2.2.8 Additional monitoring/supervision charges

2.2.8.1 Where non-compliance with resource consent conditions is encountered, or not programmed, additional monitoring is necessary the costs will be recovered in addition to the set annual charge.

2.2.8.2 The purpose of additional supervision charges is to recover costs of additional supervisory work that is required to be undertaken by council when people, including consent holders, do not act in accordance with consents or council's rules relating to resource use.

2.2.8.3 Additional supervision charges relate to those situations where consent conditions are not being met or adverse effects are resulting from the exercise of a consent; or unauthorised activities are being carried out.

2.2.8.4 When consent non-compliance or an unauthorised activity is found, the person is, if possible, given the opportunity to remedy the situation and is informed that costs of additional supervision will be recovered. Such activity may also be subject to infringement notices, enforcement orders or prosecutions.

2.2.8.5 Charges for additional supervision will be calculated on an actual and reasonable basis.

2.2.8.6 The costs that make up the charge will include:

1. Labour costs; officers' actual recorded time spent, including travel time, in following up the non-compliance matter or unauthorised activity (charged at the appropriate hourly rate listed in Section 3.2); plus
2. Any sampling and testing costs incurred; plus any equipment costs (excluding vehicle running costs) associated with the monitoring of the non-compliance; plus
3. Any external costs incurred (e.g. external consultants, hire of clean-up equipment).
4. For consent holders only, no additional supervision charge will be applied where the annual charges for their consents are sufficient to cover the costs incurred in following up their consent non-compliance.
5. In the case of water takes, annual charges are estimated on the basis of normal summer flows and consequently during drier than normal years further monitoring may be required in the form of flow, water level and/or water abstraction measurements. The costs of this further work will be charged to the consent holder in the form of additional supervision charges as outlined above.

## 2.2.9 Charges for emergency works

Under Section 331 of the Resource Management Act, the council may charge for the costs associated with any emergency works required for the:

1. Prevention or mitigation of adverse environmental effects;
2. Remediation of adverse effects on the environment; or
3. Prevention of loss of life, injury, or serious damage to property.

The costs charged will be the actual and reasonable costs incurred by council to do the works.

Charges for labour, supply of information and the council plant and equipment are detailed in Sections 3.2 and 3.9.

## 2.2.10 Changes in resource consent status

1. Where any resource consent is approved during the year, and will be liable for annual charges, the actual costs of monitoring activities will be charged to the applicant. The annual minimum fee will continue to apply per the council's policy in Section 2.2.7.2.

2. For large-scale activities where a resource consent expires, or is surrendered, during the course of the year and the activity or use is not on-going, then the associated annual charge will be based on actual and reasonable costs incurred to the date of expiry or surrender, including costs incurred as a result of monitoring and administration activities associated with the expiry or surrender of the consent. The annual minimum fee will continue to apply.
3. Where a resource consent expires during the course of the year but the activity or use continues and is subject to a replacement process, then the annual charges will continue to apply.

## **2.2.11 Charges set by regional rules**

2.2.11.1 When developing a regional plan, the council may create regional rules to prohibit, regulate or allow activities. These rules may specify permitted activities, controlled activities, discretionary activities, non-complying activities, prohibited activities and restricted coastal activities.

2.2.11.2 Permitted activities are allowed by a regional plan without a resource consent, if the activity complies with any conditions, which may have been specified in the plan. Conditions on a resource consent may be set in relation to any matters outlined in Section 108 of the Resource Management Act. They may include a specific condition relating to a financial contribution (cash, land, works and services) for any purpose specified in a plan.

2.2.11.3 The council therefore reserves the right to set other charges pursuant to regional rules in regional plans. These charges will include staff costs for giving evidence in a New Zealand court; matters pertaining actions required under the Maritime Transport Act 1994 or Biosecurity Act and any other regulated activities. Any new charges would be notified through the public process required for a regional plan prior to its approval.

2.2.11.4 Actual and reasonable costs will be charged for fees set by regional rules. These costs will include:

1. Staff costs – officers’ actual recorded time charged at an hourly rate comprising actual employment costs plus a factor to cover administration and general operating costs. (See Staff Charge Rates in Section 3.2)
2. Hearings – the costs of pre-hearing meetings and hearings will be charged to the applicant. Council members’ hearing costs will be recovered as determined by the Remuneration Authority. Staff costs and committee members’ fees or the actual costs of independent commissioners at formal hearings will be charged.
3. For applications relating to restricted coastal activities, the applicant will also be charged the council’s costs of the Minister of Conservation’s representative. Charges related to joint hearings will be apportioned by the authorities involved, according to which authority has the primary role of organising the hearing.
4. External costs, disbursements, are additional to the above charges, for example advertising, consulting and legal advice, laboratory testing, hearing venues and incidental costs.

## **2.2.12 Preparing or changing a policy statement or plan**

2.2.12.1 Any person may apply to the council for the preparation of or change to a regional plan. Any Minister of the Crown or any territorial authority of the region may request a change to a policy statement.

2.2.12.2 When considering whether costs should be borne by the applicant, shared with the council, or borne fully by the council, the following will be taken into account:

1. the underlying reason for the change; and
2. the extent to which the applicant will benefit; and
3. the extent to which the general community will benefit.

2.2.12.3 For the receipt and assessment of any application to prepare or change a policy statement or plan, actual and reasonable costs will be recovered. The charging policies are outlined below:

1. All applicants will be required to pay a minimum estimated initial fee set out in Section 3.3 based on the expected costs of receiving and assessing the application, up to but not including the costs of public notification. Actual and reasonable costs based on an hourly rate set out in Section 3.2, mileage and disbursements will be included in the minimum estimated initial fee. Any additional costs incurred in processing the application will be invoiced to the applicant.
2. For any action required to implement a decision to proceed with the preparation or change to a policy statement or plan, a minimum estimated initial fee as set out in Section 3.3 shall be made for the costs of public notification. This will be followed by a case-by-case assessment of where the costs should fall. Any costs charged will be invoiced monthly from the date of public notification.

Prior to public notification, an estimate of total costs will be given to the applicant. The applicant will have the option of withdrawing the request on receipt of notice of the estimated costs.

Withdrawn requests are subject to payment of the actual and reasonable costs of relevant work completed to the date of withdrawal.

### **2.2.13 Charges for monitoring regulations**

Under regulation 106 of the National Environmental Standards for plantation forestry, the council may charge for monitoring of permitted activities specified by regulations 24, 37, 51 and 63(2) of the standards. This monitoring will be charged in accordance with sections 1.1 and 1.2 of this charging document. Charges will cover the travel and inspection time of the officer(s) undertaking the inspection (as per section 3.2), as well as any sampling costs where required.

## 2.3 Local Government Act 2002 (land and resources)

The charges for the following council activities/services have been set according to Section 150 of the Local Government Act:

### 2.3.1 Monitoring/inspections of permitted activities

Charges are payable to recover the costs of inspections of permitted activities to determine compliance with the permitted activity rules in the regional plans. The inspections are conducted in order that adequately carries out its functions and responsibilities under Sections 30, 35 and 36 of the Resource Management Act.

#### 2.3.1.1 Farm dairy effluent discharges

1. Administration costs incurred will be charged in addition to the costs of the site visit/inspections, plus the actual and reasonable cost of any specific water quality testing and/or enforcement action required (see Section 3.6.1).
2. Where there is a need for two officers to attend, the costs of both officers will be recovered.
3. The charges are listed in Section 3.6.
4. For charges for consented farm dairy effluent discharge consents, refer to Section 3.6.3.

#### 2.3.1.2 Other permitted activities

1. The costs of the site visit/inspections, plus the reasonable cost of any specific water quality testing and/or enforcement action required will be charged.
2. The costs of monitoring of those regulations will be charged as set out in Sections 3.2 and 3.9.

### 2.3.2 Environmental incidents

Where a person (or persons) carries out an activity in a manner that does not comply with Sections 9, 12, 13, 14, 15, 315, 323, 328 or 329 of the RMA, the council will charge that person (or persons) for the actual and reasonable cost of any inspection/investigation it undertakes in relation to the activity. This cost may include:

1. Time spent by the council staff identifying and confirming the activity is taking or has taken place.
2. Time spent by council staff identifying and confirming the person(s) responsible for causing or allowing the activity to take place or to have taken place.
3. Time spent by council staff alerting and informing the person(s) of their responsibilities in relation to the activity, including any guidance or advice as to how any adverse effects of the activity might be managed.
4. Staff travel time and vehicle mileage.
5. Costs of any specific testing of samples taken.
6. Costs of professional services contracted to assist in the inspection/investigation of the activity.
7. Clean up costs and materials.

The council will only charge for time spent that exceeds 30 minutes. Travel time will be included in the calculation of that time.

Where an incident occurs on a site that 'holds' a resource consent and a breach of consent conditions is confirmed, then this section does not apply. Any actual and reasonable costs incurred in the investigation of the incident will be recovered as additional consent monitoring charges.

### **2.3.3 Investigation of land for the purposes of identifying and monitoring contaminated land**

The council is responsible for identifying and monitoring contaminated land under Section 30(1)(ca) of the RMA. Council will recover the costs of inspections plus the actual and reasonable cost of site investigations including any specific testing of samples taken. Staff charge rates, sampling and equipment costs are outlined in Sections 3.2 and 3.9.



## 2.4 Maritime activities

These charges – which the council is enabled to set under a number of legislative instruments – are presented together for the purposes of clarity.

### 2.4.1 Charges for maritime-related incidents (Local Government Act 2002)

These charges are made to recover the costs incurred by the council as a result of staff responding to any incident that causes or may have the potential to cause, adverse environmental effects or effects on navigation and safety. The response action taken by council staff may include, but will not be limited to, monitoring, inspection, investigation, clean-up, removal, mitigation and remediation works. Actual costs for consumables, plant and equipment used/hired during a response will also be charged in addition to staff hours (as set out in Section 3.2) as appropriate.

For incidents occurring outside normal business hours, a minimum call out fee of three hours at staff charge rates shall apply (includes oil spill response, training exercises, and emergency response).

### 2.4.2 Northland Regional Council Navigation Safety Bylaw Charges

1. The Navigation Safety Bylaw regulates navigation, water transport and maritime safety in Northland.
2. The charges are set out in section 3.5.5 and are collected for functions, duties, powers or services carried out by the council and must be paid on demand by the consent holder or owner, to the council.
3. The current Navigation Safety bylaw is available on the council's website or from council offices.
4. The fees and charges collected contribute to the upkeep of the region's maritime services, for example, the harbourmaster, buoys and beacons, etc.

### 2.4.3 Standard charges for Marine Tier 1 Oil Transfer Sites (Maritime Transport Act 1994)

2.4.3.1 Maritime Rule Part 130B requires that the operator of an oil transfer site obtain the approval for a site marine oil spill contingency plan from the Director of Maritime New Zealand. The power to approve these plans has been delegated by the director to the Chief Executive Officer (sub-delegated to council employees) of the Northland Regional Council in an Instrument of Delegation pursuant to Section 444(2) of the Maritime Transport Act 1994.

2.4.3.2 Section 444(12) of the Maritime Transport Act 1994 allows the council to charge a person a reasonable fee for:

1. Approving Tier 1 site marine oil spill contingency plans and any subsequent amendments.
2. Inspecting Tier 1 sites and any subsequent action taken thereafter in respect of preparation of inspection reports or reporting on non-conformance issues.

2.4.3.3 *Basic fee* – the council will charge a minimum fee and any additional staff costs, as set out in Section 3.7.8.

2.4.3.4 *Additional staff costs* – in addition to the basic fee set out above, additional charges may be applied for staff costs. The costs are based on officers' actual recorded time charged at an hourly rate set out in Section 3.2 of this document, comprising actual employment costs plus a factor to cover administration and general operating costs. Should travel be required, additional costs for mileage will be charged at the standard rate as approved by the Inland Revenue Department.

# 2.5 Building Act 2004

## 2.5.1

Section 243 of the Act specifically allows for the council to impose a fee or charges for:

1. Issuing a project information memorandum.
2. The performance of any other function or service under this Act.
3. Recovering its costs from the owner if it carries out building work under Section 156 of this Act.
4. Where a fee or charge is payable for the performance of a function or service, then the council may decline to perform the function or service, unless the fee or charge is paid.

## 2.5.2

Costs incurred beyond the fee are to be recovered on the basis of actual and reasonable costs incurred by the council.

## 2.5.3

The minimum fees for the different consent activities are set out in Section 3.4.

## 2.5.4

Charges fixed under the Building Act 2004 are resolved by the council and fixed pursuant to the Local Government Act 2002 process until subsequently amended.

## 2.5.5

Policies set out in Section 3.4 also apply to Building Act applications.

## 2.5.6

All applications for a project information memorandum and a building consent, as well as the issuing of notices to rectify will be subject to a minimum estimated charge as set out in Section 3.4.

## 2.5.7

Charges for Building Act functions other than the issuing of project information memoranda and building consents will be charged a set fee per individual element, or on the basis of actual and reasonable cost, as set out in Section 3.4.

## 2.5.8

These functions include the issue of compliance schedules, requests for information on building consent applications, extension of valid term, actions re dangerous buildings, inspections and technical processing.

## 2.5.9

The "Minimum Estimated fee" is payable upon application for a PIM/LIM. Final actual and reasonable costs are payable upon uplifting the PIM/LIM based on staff charge rates in Section 3.2.

## 2.5.10 Building consents and certificates of approval

Incorporating receipt of a building consent application, the issue of a building consent, including project information memorandum, payment of a building research levy and/or Department of Building and Housing levy (where applicable) and the issue of a code of compliance certificate (where applicable).

## **2.5.11 Dams**

Under section 244 of the Building Act 2004, council has decided to transfer the Building Act functions for consenting dams to the Waikato Regional Council. Fees will be charged in accordance with the Fees and Charges policy set by Waikato Regional Council. All fees and charges for consent processing will be invoiced directly to the applicant by Waikato Regional Council.

## **2.5.12 Requests for information on building consents**

Charges will be the actual and reasonable costs based on staff charge rates shown in Section 3.2.

## **2.5.13 Technical processing and the exercising of other functions, powers and duties under the Building Act 2004**

For technical processing and other functions under the Building Act, full costs over and above the minimum estimated initial fee will be recovered in accordance with the additional hourly charges.

## **2.5.14**

All charges are payable upon invoice, provision of service or upon the exercise of the function, power or duty. Progressive charging may be used where costs are greater than \$500 (excluding GST).

## **2.5.15**

When building consent non-compliance or an unauthorised activity is found, the person is, if possible, given the opportunity to remedy the situation and is informed that costs of additional supervision will be recovered. Such activity may also be subject to infringement offence notices, enforcement orders or prosecutions.

## **2.5.16**

An enforcement officer who observes a person committing an infringement offence or has reasonable cause to believe that an infringement offence is being or has been committed is authorised and warranted under Section 229 of the Building Act 2004 to issue an infringement notice.

## 2.6 Biosecurity Act 1993

### 2.6.1 Regional Pest Management Strategies or Plan, or Pathway Management Plan Cost Recovery Policy

Section 135 of the Biosecurity Act provides regional councils with options to recover the costs of administering the Act and performing the functions, powers and duties under a pest management strategy or plan, or a pathway management plan. This recovery must be in accordance with the principles of equity and efficiency. Section 135 of the Biosecurity Act authorises the recovery of costs by such methods that they believe to be the most suitable and equitable in the circumstances, including fixed charges, estimated charges, actual and reasonable charges, refundable or non-refundable deposits paid before the provision of the service, charges imposed on users of services or third parties, and cost recovery in the event of non-compliance with a legal direction.

### 2.6.2 Request for work

An authorised person may request any occupier to carry out specified works or measures for the purposes of eradicating or preventing the spread of any pest in accordance with the Northland Regional Pest Management Strategies.

### 2.6.3 Legal directions

An authorised person may issue a legal direction to any occupier to carry out specified works or measures for the purposes of eradicating or preventing the spread of any pest in accordance with a Northland Regional Pest Management Strategies. The legal direction shall be issued under Section 122 of the Biosecurity Act and specify the following matters:

1. The place in respect of which works or measures are required to be undertaken;
2. The pest for which the works or measures are required;
3. Works or measures to be undertaken to meet the occupier's obligations;
4. The time within which the works or measures are to be undertaken;
5. Action that may be undertaken by the management agency (generally the council) if the occupier or occupiers fail to comply with any part of the direction;
6. The name, address, telephone number and email address of the management agency and the name of the authorised person issuing the legal direction.

### 2.6.4 Failure to comply with a legal direction

Where a legal direction has been given to an occupier under the Northland Regional Pest Management Strategies or Pest Management Plan or Marine Pathways Management Plan, and the occupier has not complied with the requirements of the legal direction within the time specified, then the council may enter onto the place specified in the legal direction and carry out, or cause to be carried out, the works or measures specified in the legal direction, or such other works or measures as are reasonably necessary or appropriate for the purpose of giving effect to the requirements of the legal direction.

### 2.6.5 Recovery of costs incurred by management agency

Where the council undertakes works or measures for the purposes of giving effect to the requirements of a request for work or a legal direction it shall recover the costs incurred from the occupier pursuant to Sections 128 and 129 of the Biosecurity Act and may register the debt as a charge against the certificate of title for the land. Refer to section 3.8 for the fee structure covering notice of directions.

### 2.6.6 Recovery of costs for Marine Biosecurity Activities

Council has an ongoing programme of marine biosecurity inspection, monitoring and response work, that is undertaken for the purposes of implementing its pest management strategies and plans. (Some) cost recovery is sought for these marine biosecurity activities as provided for by Section 135 of the Biosecurity Act 1993. Cost

recovery is set as an annual charge, specified as a 'Marine Biosecurity Fee' and is applied to all moorings, marina berths, boat sheds, and ports as set out in Section 3.5.5 of this user fees and charges schedule. The charge applies whether inspection, monitoring and/or response is carried out on that individual structure or not.

### **2.6.7 Failure to pay**

Section 136 of the Biosecurity Act provides for regional councils to apply a penalty to charges under the Biosecurity Act that remain unpaid for more than 20 working days since the charge was demanded in writing. Council will apply a penalty of 10% of unpaid charges to the debt incurred, after a period of 20 working days from the due date stated on the original invoice. In addition to this, 10% will be applied for every completed period of six calendar months that the debt remains unpaid (six month period will be calculated from the 21st day of the charge remaining unpaid).

### **2.6.8 Equity and efficiency of Marine Biosecurity Activities**

Section 135 (2) of the Biosecurity Act requires that, in determining appropriate mechanisms for the recovery of costs of a particular function or service, a recovering authority shall ensure that it is not recovering more than the actual costs of the function. This is based on the actual costs for that year, taking into account any shortfall in recovery of costs in the preceding year, and any over-recovery of costs in the preceding year.

There was no over-recovery of costs in the 2019/20 year. The proposal to recover only the actual costs of the function for the current (2020/21) year is considered to be an equitable and efficient means of recovering cost of the marine biosecurity function.



# Schedules of fees and charges



## 3.1 Local government official information

In some cases, the council is permitted to charge for the provision of official information. Requesters will be advised in advance if the council decides to apply a charge.

Black and white photocopying or printing on standard A4 or foolscap paper where the total number of pages is in excess of 20 pages will be charged out at 10 cents for each page after the first 20 pages. All other photocopying and printing charges will recover the actual and reasonable costs involved.

For staff time	\$ including GST
First hour	No charge
Additional hours	Ministry of Justice, Charging Guidelines
First half hour (after the initial free hour)	38.00
Per hour	76.00

See also Section 3.2.2 for charges relating to the supply of information provided under the Resource Management Act 1991.



## 3.2 Staff charge rates

Charges are applicable for a range of services performed by council staff:

- Processing of consents under the Resource Management Act 1991.
- Environmental and consent monitoring of:
  - Large-scale activities;
  - Permitted activities; and
  - Contaminated land.
- Exercises and training for oil spill exercises and training, standard staff charge out rates apply.
- Technical assessment and administration of functions under the Building Act 2004.
- Maritime-related incidents.
- Mooring inspections/assessments.
- Preparing or changing a policy statement or plan.
- Discretionary amendments, variations or additions to commercial or residential property leases at the lessee, tenant or a third party's request.
- Provision of commercial or residential property related information, consultation, advice or consent

Description	Hourly rate \$ excluding GST
Technician Administrator	76.00
Officer Analyst	101.50
Specialist Manager/ Harbourmaster	150.00
Consultants	Actual costs

### Notes:

Where there is a need for two or more officers to attend, the costs of all officers will be recovered.

For oil spill responses (excluding planned exercises) an additional charge of \$13.00 per hour (excluding GST) per staff member will apply.

### 3.2.1 Resource consent applications - minimum estimated initial fee

Schedule of minimum estimated initial fees

Description	Minimum estimated initial fees \$ excluding GST	\$ including GST
<b>Notified and limited notified applications</b>		
<ul style="list-style-type: none"> <li>Coastal Permits (excluding moorings), Land Use Consents, Water Permits, and Discharge Permits</li> </ul>	3,053.48	3,511.50
<ul style="list-style-type: none"> <li>Moorings</li> </ul>	1,527.39	1,756.50
<b>New non-notified applications</b>		
<ul style="list-style-type: none"> <li>Coastal Permits (excluding moorings), Land Use Consents (excluding Bore Drilling Permits), Water Permits, and Discharge Permits (including Farm Dairy Effluent and Domestic On-site Wastewater)</li> </ul>	813.91	936.00
<ul style="list-style-type: none"> <li>Moorings</li> </ul>	559.57	643.50
<ul style="list-style-type: none"> <li>Bore Drilling Permits</li> </ul>	334.78	385.00
<ul style="list-style-type: none"> <li>Plus per additional bore</li> </ul>	35.22	40.50
<ul style="list-style-type: none"> <li>Fixed Fee for Discharge Permit for burning of specified materials, including vegetation, by way of open burning or incineration device (e.g. backyard burning) (see Note 7)</li> </ul>	61.30	70.50
<b>Replacement non-notified applications</b>		
<ul style="list-style-type: none"> <li>Coastal Permits (excluding moorings), Land Use Consents, Water Permits, and Discharge Permits (excluding Domestic On-site Wastewater)</li> </ul>	713.04	820.00
<ul style="list-style-type: none"> <li>Moorings</li> </ul>	458.70	527.50
<ul style="list-style-type: none"> <li>Domestic On-site Wastewater Discharge Permits</li> </ul>	509.57	586.00
Certificate of compliance	458.70	527.50
Existing use certificate	458.70	527.50
Deemed permitted activity	355.65	409.00
Transfer of consents from the consent holder to another person (payable by the person requesting the transfer)	78.70	90.50

Description	Minimum estimated initial fees \$ excluding GST	\$ including GST
Transfer existing water permit between sites within catchment		
• Notified (including limited notification)	713.04	820.00
• Non-notified	446.96	514.00
S127 Change or cancellation of consent conditions		
• Notified (including limited notification)	1,068.26	1,228.50
• Non-notified	458.26	527.00
Request to review deemed coastal permit to reflect actual space (off-site review) under s53 of the Aquaculture Reform (Repeals and Transitional Provisions) Act 2004		
• Notified (including limited notification)	3,053.48	3,511.50
• Non-notified	813.91	936.00
S128 Review of consent conditions, and review of deemed coastal permits under S10(4), 20(3) and 21(3) of the Aquaculture Reform (Repeals and Transitional Provisions) Act 2004 (see Note 7)		
• Notified (including limited notification)	1,068.26	1,228.50
• Non-notified	458.26	527.00
Extension of period until a consent lapses	283.04	325.50
Hearing costs (per hearing day per committee member) at hourly rates set by the Remuneration Authority* or the actual costs of Independent Commissioners.	(Per RA)	
* Determination dated 1 July 2006 of consent hearing fees payable and defining the duties covered by the fee or excluded, currently \$80 per hour (Committee Member) and \$100 per hour (Chairman).		
Mooring licence amendment fee	186.96	215.00
Requests by applicants and/or submitters for independent commissioner(s) to hear and decide resource consent applications as provided for by S100A(2) of the RMA:		
<ul style="list-style-type: none"> <li>• In cases where only the applicant requests independent commissioner(s), all the costs for the application to be heard and decided will be charged to the applicant.</li> <li>• In cases where one or more submitters requests independent commissioner(s), the council will charge as follows:</li> </ul>		

Description	Minimum estimated initial fees \$ excluding GST	\$ including GST
<ul style="list-style-type: none"> <li>• The applicant will be charged for the amount that the council estimates it would cost for the application to be heard and decided if the request for independent commissioner(s) had not been made; and               <ul style="list-style-type: none"> <li>a. The requesting submitters will be charged equal shares of any amount by which the cost of the application being heard and decided in accordance with the request exceeds the amount payable by the applicant outlined in a) above.</li> </ul> </li> <li>• Notwithstanding the above, in cases where the applicant and any submitter(s) request independent commissioner(s) all the costs for the application to be heard and decided will be charged to the applicant.</li> </ul>		

Note: Approved resource consents attract annual charges. For Building Consent Application Fees – Refer Section 3.4.2.

### **3.2.2 Photocopying costs for information provided under the RMA – consents, hearings etc.**

Please see Section 3.9.10 for photocopying charges. See also Section 3.1 for charges relating to the supply of information provided under the Local Government Official Information and Meetings Act 1987.

### 3.3 Application to prepare or change a policy statement or plan

Description	Minimum estimated initial fee \$ excluding GST	\$ including GST
Minimum estimated initial fee required for receipt and assessment of any application to prepare or change a policy statement or plan	6,392.17	7,351.00
Minimum estimated initial fee of required to implement a decision to proceed with the preparation or change to a policy statement or plan for the costs of public notification	3,196.09	3,675.50

## 3.4 Building Act 2004

Charges fixed under the Building Act 2004 are resolved by the council and fixed pursuant to the Local Government Act 2002 process until subsequently amended.

### 3.4.1 Project and Land Information Memoranda (PIM/LIM)

Estimated value of work	Minimum estimated initial fee (MEC) \$ excluding GST	(MEC) \$ including GST
All applications	1,223.48	1,407.00

Notes:

- MEC is payable upon application for a PIM/LIM.
- Final actual and reasonable costs are payable upon uplifting the PIM/LIM based on standard labour charges in Section 3.2.

### 3.4.2 Building consents and certificates of approval

Incorporating receipt of a building consent application, the issue of a building consent, including project information memorandum, payment of a Building Research Levy and/or Department of Building and Housing Levy (where applicable) and the issue of a code compliance certificate (where applicable).

Under section 244 of the Building Act 2004, council has decided to transfer the Building Act functions for consenting dams to the Waikato Regional Council. Fees will be charged in accordance with the fees and levies set by Waikato Regional Council ([fees and levies can be found here](#)). All fees and charges for consent processing will be invoiced directly to the applicant by Waikato Regional Council.

### 3.4.3 Requests for information on building consents

Charges will be the actual and reasonable costs based on standard labour charge rates shown in Section 3.2.

### 3.4.4 Technical processing and the exercising of other functions, powers and duties under the Building Act 2004

For technical processing and other functions under the Building Act full costs over and above the minimum estimated initial fee will be recovered in accordance with the additional hourly charges.

Function	Minimum estimated initial fee \$ including GST	Hourly charge for exercise of functions or to recover additional costs
Action to be taken in respect of buildings deemed to be dangerous or insanitary		Standard labour charge rates shown below.
Issue of a Notice to Fix		Minimum charge of \$103.00 and further charges for inspections and other action to confirm compliance based on standard labour charge rates shown over page.

Function	Minimum estimated initial fee \$ including GST	Hourly charge for exercise of functions or to recover additional costs
Lodge Building Warrant of Fitness	121.50	Standard labour charge rates shown over page.
Amendment to compliance schedule	1,223.00	Standard labour charge rates shown over page. Actual and reasonable for expert advice.
Building Warrant of Fitness audit		Standard labour charge rates shown over page.
Certificate of Acceptance	Large dam <sup>(1)</sup> - 4,889.00 Medium dam <sup>(2)</sup> - 2,444.00 Small Dam <sup>(3)</sup> - 609.50	Standard labour charge rates shown below. Actual and reasonable for expert advice.
Lodge dam potential impact category	121.50	Standard labour charge rates shown below.
Lodge dam safety assurance programme	121.50	Standard labour charge rates shown below.
Lodge annual dam safety compliance certificate	121.50	Standard labour charge rates shown below.
Other functions		Standard labour charge rates shown below.

1. Above \$100,000 value
2. \$20,000 - \$100,000 value
3. \$0 to \$20,000 value

# 3.5 Annual charges

## 3.5.1 Minimum annual charge

Minimum loaded with additional fees post monitoring

Fee level	Annual charge \$ excluding GST	Annual charge \$ including GST
MON001	98.26	113.00

## 3.5.2 Compliance monitoring/ supervision

Staff time will be charged as the actual and reasonable costs based on standard labour charge rates as shown in Section 3.2 and will be invoiced as and when monitoring occurs.

## 3.5.3 Water takes charge scales

For more information on administration charges, please refer to Section 2.2.7.1(2).

Scale of annual charges for water takes

Charge code	Fee scale based on abstraction amount	Administration charge \$ including GST	Resource user charge \$ including GST	Total annual charge \$ including GST
ADM001	0 – 9 m <sup>3</sup> per day	113.00	0.00	113.00
ADM001 RUC001	10 – 29 m <sup>3</sup> per day	113.00	30.00	143.00
ADM001 RUC002	30 – 69 m <sup>3</sup> per day	113.00	72.00	185.00
ADM001 RUC003	70 – 199 m <sup>3</sup> per day	113.00	208.00	321.00
ADM001 RUC004	200 – 499 m <sup>3</sup> per day	113.00	521.00	634.00
ADM001 RUC005	500 – 999 m <sup>3</sup> per day	113.00	1,043.50	1,156.50
ADM001 RUC006	≥ 1000 m <sup>3</sup> per day	113.00	2,088.00	2,201.00



For the basis of charging, refer to Section 2.2.7 Setting of annual resource consent (monitoring) charges.

### 3.5.4 Water Use Returns

Annual charges for Water Use returns

Charge code	Annual return method	Total annual charge \$ including GST
WUR001	Paper	78.00
WUR002	Electronic (e.g. Excel)	52.00
WUR003	Telemetered	21.00

Note: Monthly Water Use Returns received via any method will be charged double the amount shown in the table above.

In addition to the above, the following charge will apply for any late returns

Any Water Use Return received seven or more days late	78.00 (inc. GST)
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### 3.5.5 Moorings and Coastal structures (post construction or installation)

Annual charges for moorings and coastal structures are set pursuant the Resource Management Act 1991, the Biosecurity Act 1993, and the Maritime Transport Act 1994.

The Navigation Safety Bylaw fee is set pursuant to the Maritime Transport Act 1994, in conjunction with the Navigation Safety Bylaw for Northland. The Owner<sup>(1)</sup> of every Maritime Facility<sup>(2)</sup> or Mooring<sup>(3)</sup> in the region shall pay to the council this annual navigation fee. The navigation safety bylaw fee shall be payable on the number of berths available at the maritime facility, whether or not all berths are used. The council's Harbourmaster shall determine the number of berths available at any maritime facility.

These bylaw charges were publicly notified pursuant to the Local Government Act 2002 and were set at a meeting of council on 16 June 2020, where the decision was also made to adjust for inflation for the 2020/21 year.

1 "Owner" includes: a) in relation to a vessel, the agent of the owner and also a charterer; or b) in relation to any dock, wharf, quay, slipway or other maritime facility, means the owner, manager, occupier or lessee of the dock, wharf, quay, slipway or other maritime facility.

2 "Maritime facility" means any jetty, jetty berth, wharf, ramp, slipway, boatshed, marine berth, pontoon or, whether private, commercial or a recreational public facility, that is located within the coastal marine area of Northland

3 "Mooring" means any swing or pile mooring whether private, commercial or recreational mooring that is located within the coastal marine area of Northland.

### 3.5.5.1 Scale of annual charges for Moorings and Marina Berths

Fee level	Description/Criteria	RMA administration fee or mooring licence fee \$ including GST	Navigation safety bylaw fee \$ including GST	Marine Biosecurity Charge per mooring or berth \$ including GST <sup>(1)</sup>	Total fee \$ including GST
MOR001 MOR002 BIO001	Individual swing, pile and jetty moorings with or without resource consents.	113.00	80.50	85.00	278.50
MOR004 MOR002 BIO001	Swing and pile moorings owned by one person or organisation, comprising 10 to 24 moorings (per mooring and berths).  <b>Note:</b> No additional charge will be set for those structures which are an integral part of the mooring area, so long as those facilities and activities do not give rise to any significant adverse environmental effects.	96.00	80.50	85.00	261.50
MOR005 MOR006 BIO001	Pile moorings and jetty berths owned by one organisation, comprising 25 berths or more, but no more than 75 berths (per berth).  <b>Note:</b> No additional charge will be set for those structures which are an integral part of the mooring area, so long as those facilities and activities do not give rise to any significant adverse environmental effects.	62.00	75.00	85.00	222.00
	Marinas comprising more than 75 berths.	-	68.00	85.00	153.00
MOR003	Dinghy pulls	150.00	-	-	150.00

1. Unpaid marine biosecurity charges will incur a 10% penalty 20 working days after the due date stated on the invoice. Please see section 2.6.7 for more

## Mooring license amendment fee

Any changes to the mooring license conditions, such as position, size or design of a mooring, or the maximum length of vessel allowed to use the mooring must be approved by the harbourmaster as required by the Navigation Safety Bylaws. The fee relates to the actual work involved in processing the application, including checking the effect on adjacent mooring holders.	215.00 (inc. GST)
The recording of any new mooring in a Mooring Zone	120.00 (inc. GST)
A reinstatement fee following suspension or cancellation of a mooring, to be applied at the harbourmaster's discretion	215.00 (inc. GST)
<p><b>On-site assessment of moorings</b></p> <p>Mooring holders who require an on-site assessment or inspection of their mooring, or proposed mooring, by the maritime staff for their own benefit will receive a fee based on the actual officer's time charged, at an hourly rate comprising actual employment costs plus a factor to cover administration costs (as per the staff charge rate see section 3.2).</p>	

Pursuant to the provisions of Navigation Safety Bylaw clause 3(1)(6), should any mooring licence fees or other charges due to the council under the provision of this bylaw remain unpaid for a period of 60 days, then the harbourmaster may remove, or cause to be removed, the mooring and detain the vessel using the mooring, until such fees and charges, including the cost of removing the mooring and storing the vessel, have been fully paid and discharged. Should such debts have not been paid and discharged within a further 60 days, the council has the right to sell the mooring and/or vessel to recover the debt.

### 3.5.5.2 Scale of annual charges for coastal structures

Fee level	Description/Criteria	RMA administration fee or mooring licence fee \$ including GST	Navigation safety bylaw fee \$ including GST	Marine Biosecurity Charge, per mooring or berth \$ including GST <sup>(1)</sup>	Total fee \$ including GST
CST001	Cables and pipes	143.00	-	-	143.00
CST002	Buildings in the coastal marine area	150.00	-	-	150.00
CST003	Seawalls and reclamations up to 100 m	150.00	-	-	150.00
CST004	Seawalls and reclamations over 100 m	160.50	-	-	160.50
CST005 NAV001	Community and boating club structures and jetties, and non-commercial public structures	150.00	80.50	-	230.50
CST006 NAV001 BIO001	Boatsheds	150.00	80.50	85.00	315.50
CST007 NAV002 BIO001	Boatsheds with additional berth	157.50	161.00	85.00	404.00
CST008 NAV001	Boat ramps up to 15m	150.00	80.50	-	230.50
CST009 NAV002	Boat ramps/slipways over 15m and grids	157.50	161.00	-	319.00
CST010	Low use structures not more than 10m <sup>2</sup>	143.00	<sup>(2)</sup>	-	143.00
CST011 NAV001	Low use structures more than 10m <sup>2</sup> and up to 300m <sup>2</sup>	150	80.50 <sup>(3)</sup>	-	230.50

Fee level	Description/Criteria	RMA administration fee or mooring licence fee \$ including GST	Navigation safety bylaw fee \$ including GST	Marine Biosecurity Charge, per mooring or berth \$ including GST <sup>(1)</sup>	Total fee \$ including GST
CST012 NAV002	Low use structure over 300m <sup>2</sup>	157.50	161.00 <sup>(4)</sup>	-	319.00
CST013	High use structures not marine related	150.00	-	-	150.00
CST014 NAV003	High use structures not more than 300m <sup>2</sup> and slipway not more than 50 tonnes	150.00	451.50	-	601.50
CST015 NAV004	High use structures more than 300m <sup>2</sup> but not more than 1,000m <sup>2</sup>	157.50	1,962.00	-	2,119.50
CST016 NAV005	High use structures more than 1,000m <sup>2</sup> and slipways with a maximum capacity of more than 50 tonnes	160.50	3,471.00	-	3,631.50
CST018 CST017 NAV001	Marine farm	*287.50 +admin fee (\$113.00)	80.50	-	481.00  (minimum)

1. Unpaid marine biosecurity charges will incur a 10% penalty 20 working days after the due date stated on the invoice. Please see section 2.6.7 for more

2. A navigation safety fee will be applied if the structure is primarily used for the berthing of vessels, at \$80.50 per berthed vessel.

3. A navigation safety fee of \$80.50 will be applied to all structures (for one vessel). Additional berthed vessels will incur a fee of \$80.50 per vessel.

4. A navigation safety fee of \$161.00 will be applied to all structures (for one vessel). Additional berthed vessels will incur a fee of \$80.50 per vessel.

\* Per farm for amalgamated consents.

Note: All structures may be subject to additional charges that recover the costs incurred by the council for extra monitoring, such as sampling a discharge.

Low use structures are typically for private use and high use structures are typically for commercial use.

Consent holders of multiple activities authorised under a single resource consent, will be charged one annual fee for the most significant authorised by that consent.

Description/Criteria	Marine Biosecurity Charge \$ excluding GST <sup>(1)</sup>	Total fee \$ including GST
Northport Limited	3,462.61	3,982.00
Golden Bay Cement	3,462.61	3,982.00
Port Nikau Limited	3,462.61	3,982.00
New Zealand Refining Company Ltd	3,462.61	3,982.00

1. Unpaid marine biosecurity charges will incur a 10% penalty 20 working days after the due date stated on the invoice. Please see section 2.6.7 for more

### 3.5.6 Land use consents for boating-related structures in waters upstream of the coastal marine area (post construction)

Scale of annual charges for land use consents for boating-related structures in waters upstream of the Coastal Marine Area (CMA) with minor environmental effects.

Fee level	Description/criteria	RMA \$ excluding GST	Total fee \$ including GST
MON046	Minor structures and jetties: not more than 10m <sup>2</sup> in plan area.	124.35	143.00
MON047	Jetties and other structures: more than 10m <sup>2</sup> in plan area.	130.43	150.00

Note:

1. Consents for new boat-related structures or to alter boat-related structures in water-bodies will be subject to an inspection during their construction phase based on staff time and rates set out in section 3.2.
2. Refer to Section 2.2.8 setting of annual resource consent (monitoring) charges of the user fees and charges schedule for bases of charges.

## 3.6 Inspection and monitoring charges

### 3.6.1 Permitted activity monitoring/inspections – fees

The fees will be charged on a cost recoverable basis (officer time, sampling and equipment costs). Refer to section 3.2 staff charge rates and section 3.9 miscellaneous management charges.

### 3.6.2 Permitted activity dairy discharges – fees

The charges are as follows:

		\$ excluding GST
	(i) Inspection and monitoring fee:	
FDE020	Grades full compliance and minor non-compliance	190.50
FDE021	Grades significant non-compliance	285.50

Where there is a need for two officers to attend, the costs of both officers will be recovered.

Administration costs incurred will be charged in addition to the costs of the site visit/inspections, plus the actual and reasonable cost of any specific water quality testing and/or enforcement action required (see section 3.9).

**Note:** For charges for consented farm dairy effluent discharge consents, refer to section 3.6.3.

### 3.6.3 Farm dairy effluent inspection charges

Scale of charges for consents for farm dairy effluent discharges (full and minor non-compliance and significant non-compliance).

#### 3.6.3.1 Full and minor non-compliance

Sampling and testing required where indicated.

	Description/criteria	Charge \$ excluding GST	Charge \$ including GST
FDE000	Per inspection – (no sampling or testing)	287.83	331.00
FDE001	Per inspection – (single sample only)	342.17	393.50
FDE002	Per inspection – (two samples)	396.52	456.00
FDE003	Per inspection – (three samples)	450.87	518.50
FDE004	Per inspection – (four samples)	505.22	581.00

	Description/criteria	Charge \$ excluding GST	Charge \$ including GST
FDE005	Per inspection – (five samples)	559.57	643.50
FDE006	Per inspection – (six samples)	613.91	706.00

### 3.6.3.2 Significant non-compliance

Sampling and testing required where indicated.

	Description/criteria	Charge \$ excluding GST	Charge \$ including GST
FDE010	Per inspection – (no sampling or testing)	385.65	443.50
FDE011	Per inspection – (single sample only)	440.00	506.00
FDE012	Per inspection – (two samples)	494.35	568.50
FDE013	Per inspection – (three samples)	548.70	631.00
FDE014	Per inspection – (four samples)	603.04	693.50
FDE015	Per inspection – (five samples)	657.39	756.00
FDE016	Per inspection – (six samples)	711.74	818.50

### 3.6.4 Follow-up inspections

	Description/criteria	Charge \$ excluding GST	Charge \$ including GST
	Per inspection – standard follow-up	280.00	322.00
	Per inspection – abatement notice follow-up	300.00	345.00

Where there is a need for two officers to attend, the cost of both officers will be recovered.

**Note:** For fees charged under the Local Government Act for the inspection of non-consented dairy effluent discharge systems, refer to Section 2.3.1 of the user fees and charges schedule.



### **3.6.5 Coastal structures (construction or installation phase) – monitoring inspection charges**

The fees will be charged on a cost recoverable basis (officer time, sampling and equipment costs). Refer to section 3.2 staff charge rates and section 3.9 miscellaneous management charges.

**Note:** Refer to Section 2.2.8 setting of annual resources consent (monitoring) of the user fees and charges schedule for the bases of charges.

## 3.7 Maritime activities

### 3.7.1 Fees for maritime-related incidents

Staff time will be charged at the minimum charge out rate applicable to the staff members involved.

### 3.7.2 Jet Ski Registration Fees

As resolved and prescribed by the Auckland Council ([information can be found here](#)), which undertakes this function on behalf of the Northland Regional Council under delegated authority.

### 3.7.3 Pilotage and Shipping Navigation and Safety Services Fees

		\$ GST exclusive
a.	Pilotage Charges for Bay of Islands apply for vessels entering inside the pilotage limits as marked on chart NZ 5125	
	(i) Inwards/outwards to wharf, Ōpua - per visit	
	Where GT <sup>(4)</sup> is greater than 500 but less than 3000	1,758.40
	Where GT is greater than 3000 but less than 18,000	3,399.76
	(ii) Ships to anchor in Bay of Islands - per visit	
	Where GT is greater than 500 but less than 3000	1,758.40
	Where GT is greater than 3000 but less than 18,000	3,399.76
	Where GT is greater than 18,000 but less than 40,000	4,057.29
	Where GT is greater than 40,000 but less than 100,000	4,535.61
	Where GT is greater than 100,000	5,012.50
	(iii) Ships to anchor in the Bay of Islands - pilotage cancellation <sup>(1)</sup> and late booking fee <sup>(2)</sup>	
	Less than 6 months prior to the date of booked pilotage	10% of pilotage charge

<sup>4</sup> Gross tonnage means the gross tonnage of a ship as defined in the Navigation Safety Bylaw 2017 for Northland

	Less than 1 month of the date of booked pilotage	20% of pilotage charge
	With less than 48 hours notice of the: booked time of pilotage, or notice of booking	40% of pilotage charge
	<b>(iv) Ships to anchor in the Bay of Islands - change to date of booking for pilotage</b>	
	Change of date of booking to a date that is within one month of original booking, and given at less than one months notice	10% of pilotage charge
	<b>(v) Ships to anchor in the Bay of Islands - public holiday surcharge</b>	
	Pilotage and shipping navigation is required on all observed New Zealand public holidays, including Northland Anniversary Day	1,811.14 surcharge
<b>b.</b>	<b>Shipping</b>	
	<b>(i) Navigation and Safety Services Fee per ship visiting the Bay of Islands regardless of which pilotage organisation or company actually services the vessel</b>	
	Where GT is greater than 500 but less than 3000	\$1.17/GT
	Where GT is greater than 3000 but less than 18,000	3,399.76
	Where GT is greater than 18,000 but less than 40,000	3,819.34
	Where GT is greater than 40,000 but less than 100,000	4,176.76
	Where GT is greater than 100,000	4,773.56
	Where GT is greater than 150,000	5,724.25
<b>c.</b>	<b>Shipping</b>	
	<b>(i) Navigation and Safety Services Fee per ship visiting the Bay of Islands when the master is exempt from compulsory pilotage</b>	
	Up to 3000 GT	\$1.17/GT
	<b>(ii) Navigation and Safety Services Fee per ship visiting the Poor Knights Area to be avoided under Maritime NZ approval for exemption from applicable Marine Protection Rules.</b>	

	Over 45 metres length overall	\$1.17/GT
	(iii) Navigation and Safety Services Fee per ship greater than 500 GT visiting the Whangaroa Harbour, except when the ship has paid the above fee to visit the Bay of Islands during the same voyage	
	Over 500 GT	\$1.17/GT (up to a maximum fee of \$1,172.27)
	(iv) Navigation and Safety Services Fee per ship greater than 45 metres length overall, or 500 GT, anchoring in Northland waters and not subject to any other Navigation and Safety Services Fee	\$20/metre of length overall

1. *Pilotage cancellation fees apply when cancellation notice is given, and pilot and crew are not mobilised. In the event that a pilot attends a vessel arrival but the vessel does not remain or anchor, then the services provided will be charged at the full rate (discounted at harbourmasters discretion), and a cancellation fee will not apply*
2. *Late booking fee applies for booking within time, at harbourmaster discretion depending on availability of pilot*

Where the harbourmaster cancels pilotage in the Bay of Islands, no charge will apply.

NOTE: A marine biosecurity charge is also applied to ships between 500 GT and 3000 GT. Please see section 3.8.3.

### 3.7.4 Harbourmaster's Navigation Safety Services Fee

	\$ GST exclusive
a. North Port Limited	132,054.00
b. For water transport operators not serviced by a port company, at actual time and cost.	
c. Where the actual costs on a labour time and plant recovery basis exceed the annual fee, the council will recover any balance on an actual cost basis.	

### 3.7.5 Applications for Reserved Area for Special Event (clause 3.13 of the Navigation Safety Bylaw 2012)

	\$ GST exclusive
Special Event Processing Fee	169.57

The council shall recover from the applicant all actual and reasonable costs incurred in arranging for the publication of a public notice. These costs are additional to the above fee. Where the actual costs on a labour time and plant recovery basis exceed the annual fee, the council will recover any balance on an actual cost basis.

### 3.7.6 Pilot Exemption Exam Fee

	\$ GST exclusive
Pilot Exemption Exam Fee	437.39

### 3.7.7 All navigation and other fees specified herein are exclusive of Goods and Services Tax

The fees shall apply for the period 1 July 2020 to 30 June 2021 and will continue to apply until superseded by a subsequent bylaw change fixed by resolution and publicly notified or by the review required by section 158 of the Local Government Act 2002.

### 3.7.8 Standard charges under the Maritime Transport Act 1994 – Marine Tier 1 Oil Transfer Sites

	\$ GST exclusive
<p>Maritime Rule Part 130B requires that the operator of an oil transfer site obtain the approval for a site marine oil spill contingency plan from the director of Maritime New Zealand. The power to approve these plans has been delegated by the director to the Chief Executive Officer (sub-delegated to council employees) of the Northland Regional Council in an Instrument of Delegation pursuant to Section 444(2) of the Maritime Transport Act 1994.</p> <p>A Minimum fee will apply.</p> <p>Section 444(12) of the Maritime Transport Act 1994 allows the council to charge a person a reasonable fee for:</p>	
a.	<p>Approving Tier 1 site marine oil spill contingency plans and any subsequent amendments.</p> <p>291.30</p>
b.	<p>Renewal of Tier 1 site marine oil spill contingency plan, where staff time is less than one hour.</p> <p>No charge</p>
c.	<p>Inspecting Tier 1 sites and any subsequent action taken thereafter in respect of preparation of inspection reports or reporting on non-conformance issues.</p> <p>Charged at hourly rate of attending staff member</p>
<p>A minimum fee is charged and further charges may apply based on officer's actual recorded time charged at an hourly rate comprising actual employment costs plus a factor to cover administration and general operating costs. Should travel be required, additional costs for mileage will be charged the standard rate as approved by the Inland Revenue Department.</p>	

# 3.8 Biosecurity

## 3.8.1 Pest control products

All pest control products, including traps, pesticides, pre-feed, bait (including pindone), bait stations, and associated equipment will be sold to Northland landowners at the price they are purchased from the manufacturer by council.

## 3.8.2 Notice of direction

The time taken in issuing a notice of direction under the Biosecurity Act 1993, will be charged to the owner or occupier at actual recorded time at the relevant hourly staff charge rate as set out in section 3.2 of this schedule. This includes time related to investigations prior to issuing a notice of direction and in subsequent monitoring for compliance with a notice.

## 3.8.3 Marine Biosecurity Charge for ships

	\$ GST exclusive
Applied for a 12 month period, per ship between 500 GT and 3000 GT, anchoring in Northland waters <sup>(1)</sup>	\$73.76

1. This charge will not apply to international vessels that are subject to the 'Craft Risk Management Standard: Biofouling on vessels arriving to New Zealand 2014' and that do not move between designated places under the Northland Regional Pest and Marine Pathway Management Plan 2017-2027

## 3.9 Miscellaneous management charges - plant and equipment charges

The council's Resolution of 8 December 2004, "that pursuant to Section 150(6) of the Local Government Act 2002, council managers be authorised to set or vary labour, plant and equipment hire fees and fees for miscellaneous services provided by the council as necessary from time to time." The council's labour, plant and equipment charges to external parties are as follows:

### 3.9.1 Field Test Charges

Job Ref. No.	Description/criteria	Per sample \$ excluding GST	Per sample \$ including GST
7369	Conductivity	5.22	6.00
7368	Dissolved oxygen	5.22	6.00
7370	pH	5.22	6.00
7371	Salinity	5.22	6.00
7372	Temperature	1.30	1.50

Any further tests required, please contact laboratory staff for prices.

### 3.9.2 Labour – general

Labour costs for the council's staff not previously specified in this schedule will be charged at an hourly rate determined from actual employment costs, including overtime rates if applicable, plus a multiplier to cover overheads and any internal costs incurred. When tradesmen are called out, and their service is cancelled, all costs incurred by the council are payable by the hirer, at the above charge-out rates.

### 3.9.3 Plant

Where any of the council's plant is hired, extra costs including additional labour cost in overtime hours, travelling allowance, transport charges, etc., shall be recovered from the hirer of the plant. Where plant is ordered and its services cancelled, all costs incurred by the council are payable by the hirer.

### 3.9.4 Water quality monitoring devices

	\$ excluding GST	\$ including GST
YSI Sondes per day	71.30	82.00
ISCO Automated Sampler per day	60.00	69.00

All labour incurred in the hire of water quality monitoring devices, is additional and charged in accordance with the charge out rates specified in Section 3.2.

### 3.9.5 Vehicles/quads

Inland Revenue approved mileage rates for annual work-related kilometres travelled	External rate per km \$ excluding GST
First 14,000 kilometres travelled by the vehicle in a year	
Petrol or Diesel	0.79
Petrol Hybrid	0.79
Electric	0.79
Travel over 14,000 kilometres in a year	
Petrol or Diesel	0.30
Petrol Hybrid	0.19
Electric	0.09

Note: The internal rate per kilometre of travel is charged at 0.30 excluding GST

### 3.9.6 Floating plant – standard rates

(a) Workboat hire (per hour)	\$ excluding GST	\$ including GST
Workboat - "Waikare"	782.17	899.50
Standby - "Waikare"	296.09	340.50

For significant commercial projects, the council will negotiate hire, standby and total costs with contractors and other parties.

(b) Small launch hire (per hour)	\$ excluding GST	\$ including GST
BOI Patrol Boat - "Karetu"	279.13	321.00
Standby - "Karetu"	111.74	128.50
5 metre - "Mangapai"	167.39	192.50
Standby - "Mangapai"	111.74	128.50



(b) Small launch hire (per hour)	\$ excluding GST	\$ including GST
Whāngārei Work Boat - "Ruawai"	279.13	321.00
Standby - "Ruawai"	144.78	166.50
All labour and transport costs incurred in the hire of vessels, are additional and charged at the appropriate staff charge-out rate, with a minimum of two crew members		

Floating plant rates do not include crew labour charges or any relocation charges.

NB: (Additional rates may apply in overtime hours)

### 3.9.7 - Lease of council owned moorings

Mooring lease	Per day	Per day \$ including GST	Per week	Per week \$ including GST	Per month	Per month \$ including GST
2 Tonne mooring	7.83	9.00	57.39	66.00	181.74	209.00
4 Tonne mooring	11.30	13.00	76.52	88.00	239.12	275.00

Note: vessels temporarily moored on a council owned mooring as a result of council action (eg, seized, abandoned/adrift vessels) will incur the daily mooring lease charge.

#### Other plant not specified above

Each request to hire other council plant or equipment is to be referred to the appropriate manager for approval, who shall apply a realistic charge-out rate and notify the finance manager so that an invoice can be raised.

### 3.9.8 Hire charge – council, committee, training/meeting rooms

Catering is the responsibility of the hirer. Any refreshments provided by the council will be on-charged at cost.

Per day	\$ excluding GST	\$ including GST
Council Room	170.87	196.50
Committee Room	57.39	66.00
Council and Committee Rooms	206.09	237.00
Kaipara Training Room	170.87	196.50
Whangaroa Meeting Room	57.39	66.00
Kaipara and Whangaroa Rooms	206.09	237.00

Per day	\$ excluding GST	\$ including GST
Other meeting rooms	57.39	66.00

### 3.9.9 Hire charge – council video conference facilities

Hire charge includes a meeting room	\$ excluding GST	\$ including GST
Price per hour	171.30	197.00

Bookings will be subject to the availability of a meeting room and the video conferencing unit. Priority will be given to council business. Video conferencing units are Polycom with 55 inch screens. Connection is IP/Skype for Business only and is not configured for ISDN.

### 3.9.10 Photocopying

Per page	\$ excluding GST			
	Colour A4	Colour A3	Black A4	Black A3
Applicants/Staff	0.10	0.10	0.10	0.10
Other parties	0.10	0.10	0.10	0.10

Note: Double-sided is equivalent to two pages.

Labour costs also to be recovered.

### 3.9.11 Publication charges for RMA and miscellaneous documents

Plan	\$ including GST
Regional Policy Statement	18.50
Regional Policy Statement Maps	117.00
Regional Coastal Plan	113.00
Regional Coastal Plan Maps	102.00
Regional Air Quality Plan	47.00
Regional Water and Soil Plan	115.00
Proposed Regional Plan	21.00

Plan	\$ including GST
Proposed Regional Plan on memory stick	no charge
Proposed Regional Plan Section 32 Report	84.00
Statutory Acknowledgements	no charge
Regional Land Transport Plan	53.00
Regional Passenger Transport Plan	53.00
On-site Wastewater Disposal from Households and Institutions	23.50
Plans <sup>(1)</sup> on memory stick	no charge

1. Excluding proposed regional plan

Any council publications not made freely available to ratepayers may be purchased at cost from the council. Contact the council for further details.





