

Palmerston North City Council

Fees & Charges for 2024/25

Extracts from the report considered by the Council at its meeting on 6 March 2024

The full report is available to view on the agenda of that meeting.

At its meeting the Council approved all of the proposed changes to fees and charges listed in the following appendices with the following clarifications:

- 1. in the case of the resource recovery fees and charges (Appendix 9) determined to increase the maximum retail price for rubbish bags from \$2.90 to \$3.80 (60L bags) and from \$2.20 to \$2.80 (40L bags) effective from 1 July 2024.**
- 2. In the case of metered parking fees to increase the hourly charge from \$1.70 to \$2.00 effective from 1 July 2024.**

PROPOSED AMENDMENTS TO FEES AND CHARGES FOR TRADE WASTE

1. INTRODUCTION

It is Council's policy to review its fees and charges for trade waste each year in accordance with the Palmerston North Trade Waste Bylaw.

Changes to these fees and charges are required to be approved using the consultation principles of the Local Government Act.

2. BACKGROUND

2.1 Revenue & Financing Policy Requirements

As part of Council's financial framework it has in place a Revenue and Financing Policy that was adopted in 2021.

The policy defines how operating expenditure for each activity will be funded. In summary the funding sources are from either, user charges or targeted rates (private), rates (public), or based on the exacerbator principle whereby the cost of an activity can be attributed to an individual or a group of individuals.

Some of the discharges of trade waste into the sewerage system use up more of the sewerage systems capacity than normal domestic discharges.

Council's Revenue and Financing policy states "volumes of trade waste are capable of being measured so those who discharge trade waste should be charged based on the nature and volume of discharge". The setting of the charges is regulated under Council's Trade Waste Bylaw 2022 and a specific charging mechanism has been established to recover the extra costs imposed on the Council's system.

These costs are incurred in the following way;

- Compliance Monitoring – the inspection, sampling and analysis of trade waste discharges
- Trade Waste Application – the processing of new or renewal applications
- Consent Processing – when the cost of processing the consent exceeds the normal application fee
- Re-inspection – for re-inspection of premises when a notice served by the Council has not been complied with
- Annual Trade Waste Charges – for administration and monitoring of individual consent holders

- Trade Waste Charges – these are for the impact of consented discharges on Council’s system.

The following factors impact on the fees and charges;

- Costs to administer and monitor consents
- Cost of operating the Palmerston North sewerage system
- Flows within the Palmerston North sewerage system
- Loading on the Palmerston North Wastewater Treatment Plant.

These costs, flows and loadings vary from year to year.

2.2 Statutory Requirements

The Council adopted the latest version of the Palmerston North **Trade Waste** Bylaw in 2022 under its statutory powers contained in the Local Government Act 2002 (LGA). Accordingly, in terms of section 150 of the LGA the trade waste charges are required to be set in a manner giving effect to the requirements of the Act. Schedule 1 of the Bylaw contains a list of types of charges that may be imposed. In June 2023 the Council adopted the current schedule of charges following appropriate consultation.

2.3 Factors Impacting on Setting Fees and Charges

A number of other considerations are factored into the proposed fees. They are:

Transparency It is important that fees and charges are structured in a manner that clearly identifies the specific service being provided and the true cost of providing such services.

Fair and reasonable That the charges are demonstrated to be fair and reasonable.

Market comparable Where appropriate.

2.4 Outline of Proposed Fees and Charges

The proposed fees and charges are shown in detail below:

Palmerston North City Council

Trade Waste Charges

Pursuant to the Palmerston North Trade Waste Bylaw 2022

Category		2023/2024 Charge (GST Incl.)	2024/2025 Charge (GST Incl.)	Description
Administrative Charges (Table 2 – Schedule 1)				
2.2	Compliance Monitoring - Conditional Consents	\$237 per sampling & analysis	\$250 per sampling & analysis	Fee to recover inspection and monitoring costs of trade premises
2.2	Compliance Monitoring – Grease Trap Sampling Fee	\$120 per inspection	\$130 per inspection	Fee to recover inspection and sampling costs of grease traps
2.4	Trade Waste Application Fee	\$1,600	\$1,700	Fee to recover cost of processing new or renewal applications
2.5	Consent Processing Fee	\$195 per hour	\$210 per hour	Fee to recover cost of processing extraordinary applications
2.6	Re-inspection Fee	\$195 per inspection	\$210 per inspection	Fee to recover cost of re-inspections of individual trade premises
2.9	Trade Waste Charge - Permitted Consents for Grease traps/Oil interceptors/Amalgam traps	\$120 per annum	\$130 per annum	Charge to recover administration and monitoring cost of grease traps/ oil interceptors & other treatment devices/ amalgam traps at dental surgeries
2.9	All other premises (conditional) plus trade waste charges	\$1,320 per annum	\$1,410 per annum	Charge to recover administration and monitoring cost of trade waste consents
2.9	Discharge administration fee	\$600 per annum	\$650 per annum	Charge to recover administration and monitoring costs of permitted customers with discharges exceeding 5m ³ /day
Trade Waste Charges (Table 3 – Schedule 1)				
3.1	Volume Charge (\$/m ³)	\$0.6039/m ³	\$0.694 /m ³	Charge to recover sewerage collection costs
3.3	Suspended Solids Charge (SS) (\$/kg)	\$0.6468/kg SS	\$0.744 /kg SS	Charge to recover suspended solids treatment costs
3.4	Organic Loading Charge (BOD) (\$/kg)	\$0.6173/kg BOD	\$0.71 /kg BOD	Charge to recover organic loading treatment costs
3.6	Phosphorous Charge (DRP) (\$/kg)	\$33.7434/kg DRP	\$38.805 /kg DRP	Charge to recover phosphorous (DRP) removal costs
Tankered Waste Charges (Table 4 – Schedule 1)				

4.1	Tankered Wastes Charge	\$45/1,000 litres	\$45/1,000 litres	Charge to recover administration, receiving and treatment costs of tankered wastes
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The volume dependent charges are based on historic flows, strengths and costs. The proposed 2024/25 charges are based on flows and costs over the three years to August 2022. The proposals assume an increase of approx. 15% in each of these fees. The overall operating cost of the wastewater activity is budgeted in 2024/25 to increase by 26% over the 2023/24 budget. Due to the scale of this increase it is proposed the increase in these fees be staged over two years.

The fixed charges are set to recover direct costs of sampling, analysis and administration of tradewaste effluent charged from conditional consent holders under the provisions of the bylaw. Sampling is required to confirm compliance with the consent conditions and in conjunction with the measured flows used to determine the monthly charges. It is proposed that each of the administrative charges be increased by 7% to reflect increasing operating costs.

2.5 Level of Service

As part of the process of preparing the 10 Year Plan 2021-31 the level of service for all areas was considered. This determined that the current levels are appropriate. No changes are proposed for the 2024-34 Long-term Plan.

3. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables Council to be satisfied that they are transparent, fair and reasonable and market comparable. This does not necessarily mean that fees will be increased every year.

The options available include no change being made, proceeding with the recommendations or changing fees by a different amount. If no change is made or fees are increased by a lesser amount, the proposed budgeted revenue for 2024/25 cannot be met. This will result in the level of ratepayer funding having to be increased to make up the shortfall or the level of services being reduced.

The remaining option is to proceed with the recommended changes. This will ensure that the charges for providing the services are fair and reasonable. It will ensure that the revenue attained from fees and charges reflects the true cost to Council of providing such services.

4. FINANCIAL IMPLICATIONS

The proposed fees and charges will enable the budget targets for 2024/25 as defined in the proposed Long-term Plan 2024-34 to be met based on the volume assumed. In particular it will enable the generation of \$1.17 million of revenue from trade waste charges.

5. MAKING A SUBMISSION

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 25 March 2024 and closes at 5.00 pm on Tuesday 30 April 2024. Enquiries may be directed to the Group Manager – Three Waters on telephone 356 8199.

Submissions must be in writing and may be delivered, posted or emailed to:

Democracy & Governance Manager
Palmerston North City Council
Private Bag 11-034
Palmerston North 4442

Email submission@pncc.govt.nz

Submissions should include the name and address of the person making the submission, including a daytime telephone contact number, and also advise if they wish to speak about their submission to a meeting of Councillors.

Waid Crockett
Chief Executive

PROPOSED AMENDMENTS TO FEES AND CHARGES FOR PLANNING AND MISCELLANEOUS SERVICES

STATEMENT OF PROPOSAL

1. INTRODUCTION

It is Council's policy to review its fees and charges every year. As a result of the most recent review the proposed to change the fees and charges varies. Some of the fixed charges and deposits will increase to reflect that more time is being required to be spent assessing issues such as urban design, stormwater and roading. Charges based on hourly charge out rates will increase by approximately 7%.

The changes to fees and charges are designed to ensure there is sufficient revenue to match the increase in operational costs and satisfy the requirements of Council's Revenue & Financing Policy.

Changes to these fees and charges are required to be approved using the special consultative procedure or a similar procedure.

2. BACKGROUND

2.1 Revenue & Financing Policy Requirements

As part of Council's financial framework it has in place a Revenue and Financing Policy that was adopted in 2021. The policy is being reviewed in conjunction with the development of the 2024-34 Long-term Plan but no changes are being proposed for this activity.

The policy defines how operating expenditure for each activity will be funded. In summary the funding sources are from either, user charges or targeted rates (private), rates (public), or based on the exacerbator principle whereby the cost of an activity can be attributed to an individual or a group of individuals.

For the fees and charges being considered funding is based on the following principles:

2.1.1 Planning Services

The entire community benefits from safe reliable infrastructure and resources and consistent transparent Council procedures. The entire community benefits from advice relating to potential resource consents or resource management as well as from resource consent monitoring and enforcement activities. Developers and property owners benefit from the resource consent advice, information and certainty provided by the Council.

The Revenue & Financing Policy outlines that the funding source for public services (namely planning advice, information, consent monitoring and enforcement) as compared to private

services (being resource consent processing) should be clearly separated to reflect those who benefit from the service, the period of benefit and those who create the need.

The Policy indicates that a “high” percentage of planning (public) services should be funded from rates with a “high” percentage of planning (private) services to be funded by fees and charges.

The proposed budget for 2024/25 compared to the proposed funding policy is as follows:

Activity	Target Policy	Budget 2024/25	Compliance with Policy?
Planning Services – Private	100% Fees and Charges	103% Fees and Charges	<i>Meets the policy</i>
Planning Services – Public	100% Rates	100% Rates	<i>Meets the policy</i>

2.2 Statutory Requirements

The setting of the fees and charges for the fee group entitled **Planning Services** is empowered by Section 36 of the Resource Management Act 1991 (RMA) and requires the Council to follow the special consultative procedure as set out in section 83 of the Local Government Act 2002 (LGA). This requires the fees and charges proposed for planning to be initially referred to Council and then notified for public consultation before they can be approved by Council.

The Council is required to have regard for the criteria outlined in section 36AAA of RMA when establishing fees and charges. The key purpose of such charges is required to be to recover the reasonable costs incurred by the Council in relation to the activity for which the charge is being made.

Most of the charges for the fee group entitled **Miscellaneous** (except for those set under the Food Act 2014) are empowered under the LGA. This authorises the Council to recover the costs it incurs for approvals, authorities and inspections not covered by the primary legislation under which the Council operates, e.g., RMA. Accordingly, in terms of section 150 of the LGA they are required to be set in a manner which gives effect to the consultation principles in section 82 of the LGA. However, as they are being reviewed in conjunction with the charges for planning services it is practical to use the special consultative procedure.

Those set under section 205 of the Food Act 2014 to cover the Council’s activities relating to registration, verification and compliance and monitoring under the Act must be set using the special consultative procedure.

2.3 Factors Impacting on Setting Fees and Charges

A number of other considerations are factored into the proposed fees. They are:

Transparency

It is important that fees and charges are structured in a manner that clearly identifies the specific service being provided and the true cost of providing such services.

Fair and reasonable

That the charges are demonstrated to be fair and reasonable.

2.4 Outline of Proposed Fees and Charges

2.4.1 Planning Services

The proposed fees and charges are shown in detail in **Attachment A**.

Most of the charges are proposed to be increased by approximately 7% to reflect increased operating costs.

In the case of the other consent/designation fees an indicative charge is shown but in each instance the actual charge would be based on the time spent on the application. In the event of any objection to the final charge the Council is unlikely to discount below the indicative charge (pursuant to section 36AAB(2) of the Resource Management Act).

No change is proposed to the level of deposits in recognition of the present development market which has become more constrained in recent months.

2.4.2 Miscellaneous Services

The proposed fees and charges are shown in detail in **Attachment B**.

Most of the charges are proposed to be increased by approximately 7% to reflect increased operating costs.

2.5 Level of Service

As part of the process of preparing the 10 Year Plan 2021-31 the level of service for all areas was considered. This determined that the current levels are appropriate. No change is proposed in the 2024-34 Long-term Plan.

6. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables Council to be satisfied that they are transparent, fair and reasonable and market comparable. This does not necessarily mean that fees will be increased every year.

The options available include no change being made, proceeding with the recommendations or changing fees by a different amount. If no change is made or fees are increased by a lesser amount, the proposed budgeted revenue for 2024/25 cannot be met. This will result in the level of ratepayer funding having to be increased to make up the shortfall or the level of services being reduced.

The remaining option is to proceed with the recommended changes. This will ensure that the charges for providing the services are fair and reasonable. It will ensure that the revenue attained from fees and charges reflects the true cost to Council of providing such services.

7. FINANCIAL IMPLICATIONS

The proposed fees and charges will enable the budget target of \$1.33 million for 2024/25 as defined in the proposed Long-term Plan to be met based on the volume assumed.

8. MAKING A SUBMISSION

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 25 March 2024 and closes at 5.00 pm on Tuesday 30 April 2024. Enquiries may be directed to the Planning Service Manager on telephone 356 8199.

Submissions must be in writing and may be delivered, posted or emailed to:

Democracy & Governance Manager
Palmerston North City Council
Private Bag 11-034
Palmerston North 4442
Email submission@pncc.govt.nz

Submissions should include the name and address of the person making the submission, including a daytime telephone contact number, and also advise if they wish to speak about their submission to a meeting of Councillors.

Waid Crockett
Chief Executive

Palmerston North City Council		Attachment A
Planning Services		Fees & Charges

Planning services charges listed below are imposed under the Resource Management Act 1991 to recover the cost to Palmerston North City Council for processing applications, monitoring consents and for Notice of Requirements Designations and Private District Plan Changes.

Section 36 of the Resource Management Act 1991 enables the Council to charge additional fees to recover actual and reasonable costs when the indicative (fixed) fee is inadequate. This means that applications that exceed standard processing times or which involve a hearing may incur additional charges. Consultants and solicitors fees associated with all work types are also included. We may also refund part of the fee if the work required to process the application is less than any deposit paid.

The Council's normal approach will be to invoice charges progressively on a monthly basis but it reserves the right to require a deposit of up to the amounts shown below before any work is commenced by the Council.

All fees and charges shown are GST inclusive unless indicated

Consent Charges

Charges payable by applicants for resource consents, for the carrying out by the local authority of its functions in relation to the receiving, processing and granting of resource consents (including certificates of compliance [and existing use certificates] pursuant to Section 36(1)(b)).

Flat Fees

Activity Type	Flat Fees from 1 Jul 2023	Flat Fees from 1 Jul 2024
Small-scale resource consents	\$ 730	\$ 780
Boundary Activity	\$ 400	\$ 430
Temporary or Marginal Breaches	\$ 620	\$ 660
Certificates of compliance	\$ 510	\$ 550
Town Planning Certificate (Alcohol)	\$ 400	\$ 430
Existing use certificates	\$ 1,170	\$ 1,250
Waiver for requirement for Outline Plan	\$ 510	\$ 550

Other Consent Fees/Designation Fees

Activity Type	Indicative Charges from 1 Jul 2023*	Indicative Charges from 1 Jul 2024*	Deposit from 1 Jul 2024
Non notified land use consents (minor, see note (d) (b))	\$ 2,100	\$ 2,200	\$ 1,500
Non notified land use consents (other than minor)	\$ 4,700	\$ 5,000	\$ 3,000
Limited notified land use consents	\$ 68,000	\$ 73,000	\$ 48,000
Notified land use consents (full notification)	\$ 91,000	\$ 97,000	\$ 64,000
Non notified subdivision consents (Controlled Activity)	\$ 3,200	\$ 3,400	\$ 1,900
Non notified subdivision consents (Discretionary Restricted)	\$ 3,400	\$ 3,600	\$ 2,400
Non notified subdivision consents (other)	\$ 6,400	\$ 6,800	\$ 4,500
Notified subdivision consents for up to and including 20 lots in total (full and limited notification)	\$ 26,000	\$ 28,000	\$ 18,000
Notified subdivision consents for more than 20 lots (full and limited notification)	\$ 45,000	\$ 48,000	\$ 31,000
Outline Planning Approval	\$ 1,300	\$ 1,400	\$ 900
Notified notice of requirements, heritage orders, designation alterations.	\$ 19,000	\$ 20,000	\$ 13,000
Non notified notice of requirements, heritage order, designation alterations	\$ 3,200	\$ 3,400	\$ 2,000
District Plan changes	\$ 30,000	\$ 32,000	\$ 20,000

* Pursuant to Section 36AAB(2), these are identified as 'Indicative Charges' (or 'fixed charges' under the RMA) whereby in the event of an objection to a fee, Council would be unlikely to discount below the Indicative Charge.

Charges payable by holders of resource consents, for the carrying out by the local authority of its functions in relation to the administration, monitoring and supervision of resource consents and other planning related functions.

Activity Type		Indicative Charge from 1 Jul 2023*	Indicative Charge from 1 Jul 2024*	Deposit from 1 Jul 2024
	Monitoring of non notified resource consents	At cost of Officer's time per hour (minimum of two hours)	At cost of Officer's time per hour (minimum of two hours)	
	Monitoring of notified resource consents	At cost of Officer's time per hour (minimum of four hours)	At cost of Officer's time per hour (minimum of four hours)	
	Variations to conditions (section 127 and 221 - subdivision and land use)	\$ 2,035	\$ 2,175	\$ 1,400
	Extensions of time (section 125)	\$ 1,285	\$ 1,375	\$ 900
	Cancellation of building line restrictions (under Local Government Act 1974)	\$ 1,285	\$ 1,375	\$ 900
	Adjustment of easements	\$ 1,285	\$ 1,375	\$ 900
	Subdivision certificates (including section 223, 224)	\$ 455	\$ 485	\$ 300
	Subdivision certificates (section 226)	\$ 1,605	\$ 1,715	\$ 1,100
	Subdivision inspections for up to and including 5 lots, or staged, in total	\$ 965	\$ 1,035	\$ 600
	Subdivision inspections for between 6 lots and up to and including 10 lots, or staged, in total	\$ 1,820	\$ 1,945	\$ 1,300
	Subdivision inspections for between 11 lots and up to and including 20 lots, or staged, in total	\$ 3,640	\$ 3,895	\$ 2,500
	Subdivision inspections for more than 20 lots un-staged	\$ 5,350	\$ 5,725	\$ 4,000
	Removal of designations	\$ 300	\$ 320	\$ 280
	Purchase of District Plan & District Plan updates	At cost	At cost	At cost

Charges payable by holders of resource consents, for the carrying out by the local authority of its functions in relation to reviewing consent conditions if:

Activity Type		Fixed Charge from 1 Jul 2023	Fixed Charge from 1 Jul 2024	Deposit from 1 Jul 2024
	Review at the request of the consent holder	\$ 1,925	\$ 2,060	\$ 1,300
	Review pursuant to section 128(1)(a)	\$ 1,925	\$ 2,060	\$ 1,300
	Review pursuant to section 128(1)(c)	\$ 5,670	\$ 6,065	\$ 4,000

Charges for supply of documents payable by the person requesting the document. (Section 36(1)(f))			
Activity Type	Fixed Charge from 1 Jul 2023	Fixed Charge from 1 Jul 2024	Deposit from 1 Jul 2024
Replacement copies of certificates	\$ 120	\$ 130	
Replacement copies of resource consents	At cost of officer's time per hour + disbursements	At cost of officer's time per hour + disbursements	At cost of officer's time per hour + disbursements
Other documents	\$1 per page	\$1 per page	\$1 per page
Additional copies of order papers	\$ 40	\$ 40	\$ 40
Notes:			
(a) The number of lots in a subdivision includes the balance lot			
(b) The fixed charges do not include other charges that may be imposed under the Resource Management Act or other legislation such as:			
(i) Additional charges (section 36(5));			
(ii) Bonds;			
(iii) Monitoring and supervision charges expressly provided for in a resource consent;			
(iv) Development contributions			
(c) If the fixed charges are not sufficient to meet the Council's actual and reasonable costs then additional charges may be payable. Note this may include but not be limited to charges for consultants, solicitors, independent Commissioners and Council officers' time.			
(d) Fees Methodology:			
(a) Land use and subdivision consents have been based on an average costs of consents issued. Deposits have generally been set at rates consistent to the previous year. In terms of the Indicative Charge they are set at an appropriate level based on historical data. Final charges will be charged at staff hourly rates, technical officer or consultant time and any other relevant Council fees applicable.			
(b) Minor non notified land use consents usually applies to:			
(i) Applications for a dwelling or a minor dwelling, dependent dwellings, accessory buildings, home occupations and access in the residential and rural zones.			
(ii) Applications for non-illuminated signage in the business and industrial zones.			
(c) Monitoring and inspection charges are based on staff hourly rates to complete the task. In terms of dealing with compliance issues this is based on the actual time spent by the Monitoring Officer based on the hourly rate for the Monitoring & Enforcement Officer.			

Other Charges		
General Enquiries - Applies where staff provide information in response to customer queries	For enquiries received - no cost for an individual enquiry up to 30min (whether in person or in writing), where an individual enquiry is for a period longer than 30min, charged at cost based on the relevant officer's hourly rate	
Pre-application advice; Applies where staff provide professional advice prior to the lodgement of an application	\$1,000 fee for use of the pre-application advice service (standard proposals). Additional advice, or special circumstances, to be charged at the relevant officer's hourly rate.	
Objections considered by a Hearings Commissioner (section 36(1)(af))	At cost plus disbursements of the Hearings Commissioner	
Consultant Charges		
Work Type	Rate per hour from 1 Jul 2023	Rate per hour from 1 Jul 2024
Consultants and Solicitors fees associated with all work types, including the processing of a consent or certificate (including specialist technical or legal advice where a consent involves creating legal instruments) and new notice of requirements, heritage orders, designation alterations, removal of designations and District Plan changes.	At cost plus disbursements	
Charges for hearings	Rate per hour from 1 Jul 2023	Rate per hour from 1 Jul 2024
Hearings for all applications, designations, notice of requirements private District Plan changes, development contributions and remittance fees and associated work by relevant staff.	At cost of officers time per hour as per rates listed below	
Production of Order Papers	At cost plus disbursements	
The following hourly rates for Council Officers and Decision Makers will be charged for the processing of consents, hearings, designations etc that do not have a indicative charge or where the indicative charge is inadequate to cover the actual and reasonable costs of the Council.		
Council Officer's Hourly Rates	Rate per hour from 1 Jul 2023	Rate per hour from 1 Jul 2024
Planning Technician	\$ 195	\$ 209
Planning Officers/Graduate Planning Officer	\$ 220	\$ 235
Monitoring and Enforcement Officer	\$ 195	\$ 209
Senior Planning Officer	\$ 235	\$ 251
Principal Planner	\$ 245	\$ 262
Planning Services Manager	\$ 255	\$ 273
City Planning Manager	\$ 255	\$ 273
General Manager/Group Manager	\$ 275	\$ 294
Team Leader Business Support	\$ 205	\$ 219
Senior Business Support Officer	\$ 185	\$ 198
Administration/Committee Administration Staff	\$ 135	\$ 144
Technical and Professional Staff from all other Council units	\$ 250	\$ 268
Commissioner	At cost plus disbursements	
Hearing Panel of Elected Members (Chair & members)	At cost (\$116 per hour for Chair & \$93 per hour for members) plus disbursements	

Palmerston North City Council	Attachment B	
Miscellaneous Services	Fees & Charges	
<p>The miscellaneous charges detailed below are imposed under the Local Government Act 2002. They seek to recover the cost to Palmerston North City Council for approvals, authorities and inspections not covered by the primary legislation under which the Council operates. (These being the Resource Management Act 1991, Building Act 2004, Dog Control Act 1996, Impounding Act 1955, Food Act 2014 and Land Transport Act 1998).</p>		
<p>All fees and charges shown are GST inclusive</p>		
<p>Fixed Fees</p>		
<p>Payable when request for service/information is submitted to Council. No additional charges will be applied.</p>		
Work Type	Fixed Fee from 1 Jul 2023	Fixed Fee from 1 Jul 2024
LIMS		
Land Information Memorandum	\$ 487	\$ 521
GIS		
GIS Inputting (per consent)	\$ 204	\$ 218
Street Numbering		
Request for street number changes	\$ 438	\$ 469
Noise		
Return of seized sound equipment:		
- for first offence	\$ 201	\$ 215
- for second or subsequent offence	\$ 470	\$ 503
Disconnection of alarms under the Resource Management Act	Recovery of actual cost incurred by Council, including staff time and contractor costs	Recovery of actual cost incurred by Council, including staff time and contractor costs
<p>Food Act 2014 Non-refundable Food Control Plan Auditing (including site visit, reporting and general administration)</p>		
Processing an application under the Food Act 2014 for registration of a Food Control Plan or a National Programme	\$ 312	\$ 334
Verification -Initial site visit (including reporting)(hourly rate)	\$ 194	\$ 208

Deposits		
Charges for the following services are based on the actual costs incurred by the Council. Any deposit specified in the table below is payable before the Council commences the service. The total charge for the service will be determined upon completion of the service, on the basis of the time spent by the relevant officer undertaking the work specified at that officer's hourly rate.		
Work Type	Deposit from 1 Jul 2023	Deposit from 1 Jul 2024
Right of Way Approval		
Right of Way Approval- section 348	\$ 500	\$ 500
Certificates		
Certificate of Compliance Building Code - Alcohol	\$109 Deposit, then billed at actual cost of officer's time per hour	Billed at actual cost of officer's time per hour
Gambling		
Gambling venue consent	\$472 plus officer's hours after 3 hours	\$472 plus officer's hours after 3 hours

Other Charges		
These fees may be applicable to a consent or may be applied as a single charge. Note that photocopying and scanning charges includes both material and labour costs associated with such work.		
Work Type	Charge from 1 Jul 2023	Charge from 1 Jul 2024
Photocopying / Copy of scanned documents		
A0, A1, A2	\$10/page	\$10/page
A3	\$0.50/page	\$0.50/page
A4	\$0.40/page	\$0.40/page
Double sided A3	\$0.60/sheet	\$0.60/sheet
Double sided A4	\$0.50/sheet	\$0.50/sheet
For colour copies		
Single sided	Additional charge of \$1.70/page	Additional charge of \$1.70/page
Double sided	Additional charge of \$3.80/sheet	Additional charge of \$3.80/sheet
Request for Property Information		
Copy of Property Information	At cost of officer's time per hour plus disbursements	At cost of officer's time per hour plus disbursements
Certificate of Title	\$ 31	\$ 33
Swimming Pools		
Swimming Pool initial compliance inspection	\$ 226	\$ 242
Swimming Pool reinspections (second and subsequent inspections)	\$226 per inspection	\$242 per inspection
Vehicle Crossings (cost per inspection)		
T1; Inspect existing vehicle crossing	\$ 241	\$ 258
T2; New vehicle crossing	\$ 445	\$ 476
T3; Alter an existing vehicle crossing	\$ 241	\$ 258
Over-weight Vehicle Permit (note 4)		
Application for each single, multiple trip or linked permit *	\$ 18.18	\$ 18.18
Application for each continuous, high-productivity motor vehicle, or specialist vehicle permit *	\$ 54.55	\$ 54.55
Application for each renewal of each continuous permit *	\$ 9.09	\$ 9.09
Asset Bonds		
Council Asset Bond (payable for each building consent above the value of \$100,000)	\$1,000 (no GST)	\$1,000 (no GST)
Administration & processing fee	\$ 212	\$ 227
Overgrown Trees/Shrubbery		
Removal of Overgrown Trees/Shrubbery	Recovery of actual cost incurred by Council, including staff time and contractor costs	Recovery of actual cost incurred by Council, including staff time and contractor costs

Charges for Council Officers and Decision Makers		
The following hourly rates will be charged for those approvals, authorities and inspections listed in this schedule that are not listed as a fixed fee		
Council Officer's Hourly Rates (per hour)	Charge from 1 Jul 2023	Charge from 1 Jul 2024
General Manager/Group Manager	\$ 275	\$ 294
City Planning Manager	\$ 255	\$ 273
Senior Planning Officer	\$ 235	\$ 251
Planning Officers/Graduate Planning Officer	\$ 220	\$ 235
Monitoring and Enforcement Officer	\$ 195	\$ 209
Team Leader - Building	\$ 235	\$ 251
Senior Plumbing and Drainage Officer and Advanced Building Officer	\$ 235	\$ 251
Building Officer	\$ 216	\$ 231
Environmental Health Officer and Environmental Health Technical Officer	\$ 208	\$ 223
Environmental Health Officer Cadet	\$ 188	\$ 201
Team Leader Business Support	\$ 205	\$ 219
Senior Business Support Officer	\$ 185	\$ 198
Administration	\$ 135	\$ 144
Technical and Professional Staff from all other Council Units	\$ 250	\$ 268
Commissioner	At cost plus disbursements	At cost plus disbursements
Hearing Panel of Elected Members (Chair & members)	At cost (\$116 per hour for Chair & \$93 per hour for members) plus disbursements	At cost (\$116 per hour for Chair & \$93 per hour for members) plus disbursements
Notes:		
1	The hourly rates for Council Officers noted above will be charged for the work type listed above which do not have a fixed fee	
2	The hourly rates for the services which are listed in the above tables are for those staff listed in the table headed "Charges for Council Staff"	
3	Where it states above the fee per hour, please note this should be read in full as "fee per hour or part thereof".	
4	Over-weight vehicle permit fees are set by the Land Transport (Certification & Other Fees) Regulations 2014	

**PROPOSED AMENDMENTS TO FEES AND CHARGES
FOR PLANNING AND MISCELLANEOUS SERVICES**

Appendix 3b

SUMMARY OF INFORMATION

Pursuant to Sections 83 and 150 of the Local Government Act 2002, the Palmerston North City Council gives notice that it is commencing the Special Consultative Procedure to obtain community feedback on proposed updates to fees and charges for Planning and Miscellaneous Services. It is Council's policy to review the above fees and charges every year to ensure there is sufficient revenue to match the increase in operational costs and satisfy the requirements of Council's Revenue and Financing Policy.

As a result of the most recent review it is proposed to increase most fees and charges by approximately 7% to cover increasing costs.

A copy of the Statement of Proposal including the schedule of proposed fees and charges can be inspected and/or obtained as follows:

- Through the Council's website pncc.govt.nz
- At the Customer Services Centre, Civic Administration Building or the City Library (both in the Square)
- By telephoning 356 8199.

Enquiries may also be directed to the Planning Services Manager on telephone 356 8199.

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 25 March 2024 and closes at 5.00 pm on Tuesday 30 April 2024. Submissions must be in writing and may be delivered, posted or emailed to:

Democracy & Governance Manager
Palmerston North City Council
Private Bag 11-034
Palmerston North 4442
Email submission@pncc.govt.nz

All submissions received will be considered. Submissions should include the name and address of the person making the submission, including a daytime telephone contact number, and also advise if they wish to speak about their submission to a meeting of Councillors.

Waid Crockett
CHIEF EXECUTIVE

Building Services Fees and Charges

Appendix 4

1. INTRODUCTION

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, page 255) outlines that as the main beneficiaries of the building activity are those who use the service (i.e. property developers and building owners), a significant portion of the cost should be borne by users. For the purposes of the Policy this portion is described as medium/high (i.e. 60-79% of the costs). The policy is being reviewed in conjunction with the development of the 2024-34 Long-term Plan. No change is proposed for this activity.

Broadly the Policy is based on the belief that consents processing and inspections should be user funded with information gathering and monitoring to be publicly funded.

Fees and charges were last increased from 1 July 2023.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for Building Services is empowered by Section 219 of the Building Act 2004. As such, they can be set by Council resolution and do not require any special consultative procedures. In accordance with the spirit of the LGA it is recommended that they be publicly notified.

2.2 Factors Impacting on Setting Fees and Charges

The following factors impact on the fees and charges;

- The legislative requirements as to the nature of the work required to be undertaken by the Council
- The volume of work undertaken as some costs are fixed and do not fluctuate depending on volume

2.3 Other Factors Impacting on Setting Fees and Charges

In response to approaches from building industry representatives in 2013 the previous fees were restructured to:

- Provide more certainty for clients by having more fixed fees
- Simplifying the processing required for low value work and as a result lowering fees, making them more affordable, and as a consequence encouraging higher levels of compliance.

3. PROPOSED FEES AND CHARGES

The proposed amended fees and charges are contained in the attached schedule (**Attachment A**).

Increases of approximately 7% are proposed to reflect the desire to cover sufficient of the estimated costs to meet Council's policy target.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable. The options available are:

- no change being made to existing fees and charges; or,
- proceeding with the recommendations set out in this proposal

5. FINANCIAL IMPLICATIONS

The proposed amended fees and charges will assist budget targets for 2024/25 being met, based on the volume of work assumed. The actual fees and charges for 2022/23 represented 70% of costs incurred and the budget for 2023/24 is 67%. The proposed budget for 2024/25 includes a 70% fee recovery assumption.

Activity	Target Policy	Budget 2024/25	Compliance with Policy?
Building services – PNCC	60 – 79% Fees and Charges	70% Fees and Charges	Within policy target band

Palmerston North City Council	Attachment A
Building Services	Fees & Charges

Building Services charges listed below are imposed under the Building Act 2004 to recover the cost to Palmerston North City Council for processing applications, undertaking inspections, and related work.

All fees and charges shown are GST inclusive unless indicated

Fixed Fees

Work Type	Fixed Building Consent Fee (excludes PIM)	
	from 1 July 2023	from 1 July 2024
Minor Consents (Note 1)		

The fixed fee contains all fees applicable, however a refundable asset bond may be taken, or Building and BRANZ levies may be due additionally to the fixed fee (dependant on project value).

K1	Residential - Demolition/Removal of existing residential building or outbuilding. Separate consent required to replace.	\$ 823	\$ 881
K2	Commercial - Demolition/Removal of existing commercial building. Separate consent required to replace.	\$ 928	\$ 993
K3	Conservatory (proprietary) - Conventional construction placed on <u>existing</u> deck or platform only. No Foundations included.	\$ 781	\$ 836
K4	External wall insulation - from removing internal linings	\$ 1,261	\$ 1,349
K5	Install additional sanitary fixtures into dwelling with timber subfloor - single storey	\$ 1,261	\$ 1,349
K6	Install additional sanitary fixtures into dwelling with concrete floor	\$ 1,472	\$ 1,575
K7	Remove non-load bearing wall with bracing element	\$ 949	\$ 1,015
K8	Remove load bearing internal wall	\$ 1,535	\$ 1,642
K9	Level entry shower - timber subfloor	\$ 1,370	\$ 1,466
N1	Level entry shower - concrete floor	\$ 1,531	\$ 1,638
N2	Storm water to council services	\$ 992	\$ 1,061
N3	Erect unlined proprietary garage (excl. sanitary services and/or firewall)	\$ 1,405	\$ 1,503
N4	Freestanding woodburner - single storey residential only	\$ 686	\$ 734
N5	Inbuilt Woodburner - Residential only , within existing chimney	\$ 915	\$ 979
N6	Swimming pool & pool fence (barrier).	\$ 1,320	\$ 1,412

Fast-track minor consents (note 2)

F1	Freestanding Solid Fuel Heater (Approved customers only)	\$ 636	\$ 681
F2	Inbuilt Solid Fuel Heater (Approved customers only)	\$ 865	\$ 926
F3	Proprietary Garage (Approved customers only)	\$ 1,335	\$ 1,428

Project Information Memorandum (fixed fee work)

	PIM Fixed Fee Work	\$ 143	\$ 153
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Note 1 - Criteria for submitting applications under 'minor consents' form part of the application process, however in general are limited to; Building works comply with PNCC Operative District Plan, All building works clear of any easments, All buildings on one legal allotment, Excludes any external building works on land that is subject to natural hazards, Excludes external building works on TC3 land or high liquefaction risk. Where the criteria cannot be met, the minor consent application will revert to a standard building consent application, at the discretion of PNCC Building Services.

Note 2 - An "approved customer" must be pre-approved by Palmerston North City Council Building Services. An "approved customer" are those who submit applications with agreed construction parameters utilising a refined method, to Council's satisfaction.

Other Fees		
The fees in this table are processing fees for the applications listed under "Work Type"		
Work Type	Building Consent Fee/Deposit	
	from 1 July 2023	from 1 July 2024
Private Building Consent Authorities		
BCA Filing Fee	\$ 122	\$ 131
Warrant of Fitness and Compliance Schedules		
Annual Building Warrant of Fitness Renewal	\$ 111	\$ 119
New Compliance Schedule	\$ 205	\$ 219
Alteration to existing compliance schedule	\$ 132	\$ 141
Building Warrant of Fitness Site Audit/Reinspections	\$226 per inspection	\$242 per inspection
IQP Registration (for new IQP's)	\$ 424	\$ 454
IQP Renewal (annual) refer to note 3	\$ 118	\$ 126
Engineering Checking		
Structural Engineering Checking	As charged by the consultant engineer - actual cost	
Fire Engineering Checks sent to Fire & Emergency New Zealand (FENZ)	As charged by FENZ - actual cost	
Advisory Service		
Applies where staff provide information in response to customer queries	For queries received by staff - no cost for an individual enquiry up to 30 min (whether in person or in writing), where an individual enquiry is for a period longer than 30 min, charged at costs based on the relevant officer's hourly rate	
Pre Lodgement Vetting		
Applies where staff vet information prior to the lodgement of an application	Charged at the relevant officer's hourly rate	
Other Fees		
Code Compliance Certificate - Residential	\$ 177	\$ 189
Code Compliance Certificate - Commercial	\$ 571	\$ 611
Standard Building Inspection	\$226 per inspection	\$242 per inspection
Late Cancellation Inspection Fee (inspections that are cancelled within 48 hours)	\$ 226	\$ 242
Third Party Report	\$ 643	\$ 688
Section 72 certificate condition	\$ 788	\$ 843
Section 75 certificate condition	\$ 869	\$ 930
Removal of Certificate Condition	\$ 717	\$ 767
Application to extend building consent/CCC timeframes	\$ 100	\$ 107
Building Consent (BC) application, Amendment to BC, Certificate of Public Use, Exempt building work, Waiver and Modification applications, Additional paperwork in relation to a failed or extra building inspection.	Charged at relevant officer's hourly rate + any additional relevant fees/charges	
Licenced building practitioner registration - additional fee for all restricted building work projects	\$ 164	\$ 175
Certificate of Acceptance	\$750 non refundable lodgement fee. Processing charged at relevant officer's hourly rate plus any inspections, planning checks etc	\$750 non refundable lodgement fee. Processing additionally charged at relevant officer's hourly rate plus any inspections, planning checks etc

Work Type	Building Consent Fee/Deposit	
	from 1 July 2023	from 1 July 2024
BCA Accreditation Fee (per \$1,000 of project value)	\$ 1.77	1.89
Scanning Fee, Digital storage and File Management Fee for Building Consent Applications - refer Note 3 (for all applications other than fixed fee applications)		
	A0 - A2 \$3.75/page	\$3.75/page
	A3 & A4 \$2.25/page	\$2.25/page
<u>Note 3</u> The scanning, digital storage and file management fee will not be charged against those building consent applications and/or additional information lodged for processing subject to the Online Building Consent System being operational and the application being submitted in a format that meets Council's requirements.		

Online Consenting Service Charge and System Implementation Charge (Note 4)

The Online Consenting Charge is a charge to use the online system. The System Implementation Charge is to recover the cost Council has incurred in implementing the online system.

All application types	from 1 July 2023	from 1 July 2024
Online consenting service charge		
Value of work less than \$125,000	\$ 86	\$ 86
Value of work more than \$125,000 up to \$2.5m	0.0748%	0.0748%
Value of work more than \$2.5m	\$ 1,868	\$ 1,868

Note 4 - The fee for online consenting service will be charged against all applications processed by Council.

Additional to the charges prescribed by the Palmerston North City Council are levies imposed by the Building Research Association of New Zealand (BRANZ) and the Ministry of Business Innovation and Employment (MBIE) on all building consents that have a building work value of \$20,000 or more. BRANZ levies contribute to the cost of testing and certifying building materials for use while MBIE levies contribute to the cost of Building Consent administration at the National level.

Current levies (subject to change without notice) are:		
Building (MBIE) levies (per \$1,000 of project value over threshold of \$20,444 GST inclusive)	\$ 1.75	\$ 1.75
BRANZ levies (per \$1,000 of project value) (No GST)	\$ 1.00	\$ 1.00

Charges for Earthquake-prone building matters

These charges are to recover the cost Council has incurred in implementing the legislative requirements under the Building (Earthquake-prone Buildings) Amendment Act 2016.

	from 1 July 2023	from 1 July 2024
Earthquake-prone buildings		
Extension of time	\$ 100	\$ 107
Determine Earthquake rating	\$ 1,315	\$ 1,407
Exemption	\$ 402	\$ 430
Alterations to EPB (added to building consent fees & charges)	\$ 579	\$ 620

Charges for Council Staff

The following hourly rates for Council Officers will be charged for the processing of consents which do not have a set fee.

	from 1 July 2022	from 1 July 2023
Council Officer's Hourly Rates		
Team Leader - Building	\$ 235	\$ 251
Senior Plumbing and Drainage Officer and Advanced Building Officer	\$ 235	\$ 251
Building Officer	\$ 216	\$ 231
Building Services Advisor	\$ 195	\$ 209
Senior Planning Officer	\$ 235	\$ 251
Principal Planner	\$ 245	\$ 262
Planning Officers/Graduate Planning Officer	\$ 220	\$ 235
Monitoring and Enforcement Officer	\$ 195	\$ 209
Environmental Health Officer and Environmental Health Technical Officer	\$ 208	\$ 223
Team Leader Business Support	\$ 205	\$ 219
Senior Business Support Officer	\$ 185	\$ 198
Building Services Manager	\$ 254	\$ 272
General Manager/Group Manager	\$ 275	\$ 294
Technical and professional staff from all other Council units	\$ 250	\$ 268
Administration	\$ 135	\$ 144

1. INTRODUCTION

It is the Council policy to review fees and charges each year. The Council's Revenue and Financing Policy (10 Year Plan 2021-31, page 267) outlines that as licensed business' are major beneficiaries of the environmental/public health activity they should bear a significant portion of the cost of the activity. For the purposes of the Policy this portion is described as medium/low (ie 20-39% of the costs). The policy is being reviewed in conjunction with the development of the 2024-34 Long-term Plan. No changes are proposed for this activity.

This activity consists of Environmental Health, Alcohol Licensing and Bylaws. The Policy seeks to ensure that inspections and processing of applications is generally user funded from fees and charges. Also, that the provision of information and enforcement, particularly in terms of Bylaws, be generally funded by rates.

Fees and charges were last increased from 1 July 2023. The latest review proposes that an increase of approximately 7% to fees and charges is needed to enable Council's targeted recovery from users to be obtained.

2. BACKGROUND

2.1 Statutory Requirements

The charges for Environmental Health Services are empowered by Regulation 7 of the Health (Registration of Premises) Regulations 1966.

Alcohol licensing fees are set through the Sale and Supply of Alcohol (Fees) Regulations 2013. The Council does have the authority to make bylaws in relation to the fees payable to it (as authorised by the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013) in respect of on-licences, off-licences and club licences. The Council has chosen to continue to use those set by regulation at this stage.

Fees set under section 205 of the Food Act 2014 to cover the Council's activities relating to registration, verification and compliance and monitoring under the Act must be set using the special consultative procedure.

2.2 Factors Impacting on Setting Fees and Charges

The following factors impact on the fees and charges;

- The legislative requirements as to the nature of the work required to be undertaken by the Council
- The volume of work undertaken as some costs are fixed and do not fluctuate depending on volume

For 2022/23 environmental health revenue represented 27% of operating expenses which was within the target policy band. The budgets for 2023/24 and 2024/25 assume user charges of 31% and 41% respectively will be achieved.

3. PROPOSED FEES AND CHARGES

The proposed fees and charges are contained in attached schedule (**Attachment A**). Alcohol licensing fees are not included in the schedule as they are prescribed by regulation. Charges set under the Food Act 2014 (and associated Regulations) are likewise not included. Those set by the Council under the Food Act 2014 are contained in the separate schedule of Miscellaneous Services.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed fees and charges will enable the budget targets for 2024/25 as defined in the proposed Long-term Plan to be met. This is projected to generate revenue of \$475k which at 41% is marginally above the Policy band.

Activity	Target Policy	Budget 2024/25	Compliance with Policy?
Public Health	20 – 39% Fees and Charges	41% Fees and Charges	No <i>(only marginally above policy band)</i>

Environmental Health Services **Fees & Charges**

Environmental Health charges are imposed under Regulation 7 of the Health (Registration of Premises) Regulations 1966 to recover the cost to the Palmerston North City Council of providing Environmental Health Services.

All fees and charges shown are GST inclusive

Fixed Charges

These charges cover the standard cost to Council in undertaking the work listed. However, additional charges may be set down depending on the circumstances, such as for additional inspections, change of ownership or interpretation services that may be incurred by the Council during or after the processing of the applications, or undertaking related inspections.

Work Type	Discounted fee if paid between 1 July 2023 - 31 July 2023	Discounted fee if paid between 1 July 2024 - 31 July 2024	Standard fee if paid after 31 July 2024
Annual Health Licence of Hairdressers	\$ 189	\$ 202	303.00
Annual Inspection of Camping Grounds	\$ 478	\$ 511	766.50
Annual Inspection of Mortuaries	\$ 478	\$ 511	766.50
Annual Inspection for Offensive Trades	\$ 478	\$ 511	766.50

Fee per activity	Takes effect from 1 July 2023	Takes effect from 1 July 2024
Mobile Trader - Food Permit	\$ 225	\$ 241
Mobile Trader - Non-Food Permit	\$ 121	\$ 129
Event/festival food inspections	At cost of Officer's time per hour	At cost of Officer's time per hour
Amusement Device Inspection Fee	\$11.50 (plus Officer Time for inspection)	\$11.50 (plus Officer Time for inspection)
Change of Ownership for a Health Licence	\$ 240	\$ 257
Change of ownership for Hairdresser	\$ 120	\$ 128

Note:

Event/festival organisers are responsible for the cost of inspections.

Other Fees		
These fees may be applicable to an application, inspection etc or may be applied as a single charge.		
Work Type	Takes effect from 1 July 2023	Takes effect from 1 July 2024
Hairdressers - additional inspection	At cost of Officer's time per hour	
Setting up premises - inspection(s)	At cost of Officer's time per hour	
Interpretation service	Actual cost plus 10% to cover Council administration costs	
Inspection for tank removal/installations	At cost of Officer's time per hour	
Charges for Council Staff		
Council Officer's Hourly Rates (per hour)	Takes effect from 1 July 2023	Takes effect from 1 July 2024
Environmental Health Officer and Environmental Health Technical Officer	\$ 208	\$ 223
Environmental Health Officer Cadet	\$ 188	\$ 201
Administration Staff	\$ 135	\$ 144
Team Leader Business Support	\$ 205	\$ 219
Environmental Protection Services Manager	\$ 257	\$ 275
General Manager/Group Manager	\$ 275	\$ 294
Note:		
1. The hourly rates for the services which are listed in the tables above are for those staff listed in the table headed "Charges for Council Staff"		
2. Where it states above, 'the fee per hour', please note this should be read in full as "fee per hour or part thereof"		
3. The Environmental Protection Services Manager is authorised to remit, reduce or refund any of these fees or part of a fee in any particular case where there are special grounds for doing so		

Animal Management Fees and Charges

Appendix 6

1. INTRODUCTION

It is the Council policy to review fees and charges each year. The Council's Revenue and Financing Policy (10 Year Plan 2021-31, page 267-8) outlines that the animal control activity is principally related to the actions or inactions of dog owners. These owners, and the public at large (through reduced nuisance), benefit from this. A significant portion of the costs should therefore be borne by dog owners. For the purposes of the Policy this portion is described as high (ie 80-100% of the costs).

The Policy reflects the belief that services related to dog registration, enforcement work, housing and feeding animals be funded by user charges. Also, that the provision of education, and response to enquiries, complaints and patrolling is a public good to be covered by rates.

The Policy is being reviewed in conjunction with the development of the 2024-34 Long-term Plan and although no change is proposed at present further work is being undertaken to investigate ways of minimising the impact of the costs of servicing and repaying debt and other operating costs associated with the development of the new animal shelter.

These include:

- exploring opportunities for private services at the animal shelter with the space available, however this will require a desktop analysis of likely costs before determining potential viability.
- Commencing enquiries with bordering territorial authorities (such as MDC, TDC, and HDC) regarding the possibility of a shared facility. Further conversations will commence with any interested parties.

Registration fees and charges were last increased from 1 July 2023.

2. BACKGROUND

2.1 Statutory Requirements

Animal Control Services includes impounding fees and driving charges that are set under the Impounding Act 1955.

Animal Control Services also includes dog registration and dog control fees that are empowered by Section 37 (1) of the Dog Control Act 1996. It also includes fees for impounding dogs which are empowered under Section 68 of the Dog Control Act 1996. No consultative procedure is required to be followed to adopt the fees but they are required to be publicly notified during June.

3. PROPOSED FEES AND CHARGES

The proposed fees and charges are contained in attached schedule (**Attachment A**).

As there was a significant restructure of the fees in 2019/20 no further structural change is proposed for 2024/25. However the cost of delivering the service is increasing significantly and this is accentuated with the investment in the new animal shelter. The key issue is then a Revenue & Financing Policy one determining the share of the costs that should be borne by dog owners compared with the general ratepayer.

The draft LTP budget for animal management for 2024/25 assumes the following:

- An increase in fees and charges of 5% and total revenue of \$1.05m
- Total operating costs of \$1.71m incorporating a provisional estimate of increased interest, depreciation & insurance costs associated with the animal shelter of approx. \$300k.

The Revenue & Financing Policy expectation is that at least 80% of this cost would be funded from user charges. However, fees and charges would need to rise by approx. 30% to accomplish this.

The following table demonstrates the level of registration fees that would be required to reflect this.

Dog Registration (standard fee)	2023/24 Current	2024/25 30% increase	2024/25 7% increase (proposed)
General registration	165	214	176
General registration (desexed dog)	122	159	131
Preferred owner	92	120	99
Rural working	57	74	61
Preferred Owner or Multiple Dog application - new	60	78	64

Increases of this magnitude are unlikely to be palatable. The Council's present registration fees are at the upper end of the scale nationally. There is a risk that significant increases could lead to some undesirable outcomes such as lower levels of registration and an increased likelihood of fewer dogs being claimed from the animal shelter.

The proposed schedule of fees and charges includes an assumption that most fees would be increased by approximately 7%. There are a few proposed refinements to the schedule and exceptions to the 7% increase and these include:

Category	Explanation
Emergency Release Fee	The Emergency Release fee for dogs is calculated at 50% of the impounding fee and charged on top of the impound fee. This is because there is additional work outside of hours to have an animal released.
Microchipping	The actual cost of microchipping can be up to \$70, however it is proposed to raise the microchipping fee by a nominal \$10 to avoid being cost prohibitive. We don't want to prevent dogs from being returned to their owners or rehomed/adopted.
Preferred Owner or Multiple Dog Application – new	The proposed fee for multiple dogs would be a charge to be made for the property inspection that is required for the multiple dog permit as well as the preferred ownership. The application fee is proposed to be increased by 7% along with other fee types.
Penalty Fees	Penalty fees are exactly 50% of the standard fees in accordance with the Dog Control Act (1996). Council's information system requires financial figures to be exact to two decimal places with no rounding.
Adoption Fee	<p>The Adoption fee for 2023/24 at \$400 covers microchipping, vaccination, neutering, flea and worm treatment. However, in addition a pro-rata registration fee applied.</p> <p>It is proposed the schedule now shows the total cost of adoption including the registration fee (a proposed total of \$559) so the customer has greater clarity of the full cost involved when adopting. Adoption includes microchipping, vaccination, neutering, and registration.</p> <p>Hence the proposed new fee of \$559 represents the current \$400 fee increased by 7% plus the proposed registration fee (for a de-sexed dog) of \$131.</p>

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed fees and charges will help the budget targets for 2024/25 as defined in the proposed Long-term Plan to be met.

Over recent years the actual portion of the costs of the activity funded from fees and charges has varied from 92% in 2018/19 to 77% in 2019/20, 89% in 2020/21, 90% in 2021/22 and 88% for 2022/23. The budget for 2023/24 is 77% whilst the draft budget for 2024/25 is 61%.

Activity	Target Policy	Budget 2024/25	Compliance with Policy?
Animal Control	80 – 100% Fees and Charges	61% Fees and Charges	No

Palmerston North City Council		Attachment A
Animal Management Services		Fees & Charges 2024/25

Dog Registration and Dog Impounding Fees are imposed under the Dog Control Act 1996. Impounding fees and driving charges are imposed under the Impounding Act 1955. The fees and charges are necessary to recover the cost to Palmerston North City Council of providing animal management services.

All fees and charges shown are GST inclusive

The fees are effective from 1 July 2024

Fixed Fees

These charges cover the standard cost to Council in undertaking the work listed. However, additional charges may be charged depending on the circumstances such as additional inspection fees that may be incurred in undertaking the work noted below.

Work Type	Current Standard Fee from 1 July 2023	Proposed Standard Fee from 1 July 2024	Total Fee (incl. penalty) if paid after 1 August 2024
(a) Dog Registration (set under the Dog Control Act 1996)			
General Registration	\$ 165	\$ 176	\$ 264.00
General Registration (Desexed dog)	\$ 122	\$ 131	\$ 196.50
Preferred Owner	\$ 92	\$ 99	\$ 148.50
Rural Working	\$ 57	\$ 61	\$ 91.50
Disability Assist	\$ nil	\$ nil	\$ nil
Certified for use by Specified Agency	\$ nil	\$ nil	\$ nil
Preferred Owner or Multiple Dog Application - new	\$ 60	\$ 64	

Work Type	Standard Fee from 1 July 2023	Standard Fee from 1 July 2024
(b) General Impounding Fees (set under the Impounding Act 1955)		
All animals other than dogs (per head)	\$124 (first offence) \$187 (repeated offence) \$15 per day (sustenance & care)	\$124 (first offence) \$187 (repeated offence) \$15 per day (sustenance & care)

(c) Dog Pound Fees (set under s.68 of the Dog Control Act 1996)

Where a dog is registered, microchipped, has had no history within the last 12 months and can be returned immediately, this will be done at no cost. Where the dog needs to be held in the pound pending same day collection, a holding fee of \$50.00 will apply.

Where a dog is registered, microchipped, has had no history within the last 12 months and can be returned immediately.	nil	nil
Where a dog is registered, microchipped, has had no history within the last 12 months and needs to be held in the pound pending same day collection.	\$ 50	\$ 50
First impound	\$ 138	\$ 148
Second impound - within 12 months of first impound	\$ 208	\$ 222
Third or subsequent impound - within 12 months of previous impound	\$ 278	\$ 298
Daily Charge per dog per day or part of a day	\$ 21	\$ 23
Surrender of a dog	\$ 92	\$ 98
Adoption fee - covers microchipping, vaccination, neutering, and registration. flea and worm treatment. Additionally, a pro-rata registration will apply.	\$ 400	\$ 559

Other Fees		
These fees may be added to a fixed fee type of work listed earlier or may be applied as a single charge.		
Work Type	Standard Fee from 1 July 2023	Standard Fee from 1 July 2024
(a) Impounding Fees (set under the Impounding Act 1955)		
Supplementary feed for stock	150% of sustenance charge	
(b) Dog Pound Fees (set under the Dog Control Act 1996)		
Emergency release of dogs outside normal hours ie 8am - 5pm Monday to Friday excluding statutory and public holidays. Emergency fees are in addition to the impound fees		
First Emergency Release	\$65 for first impound	\$ 74.00
Second Emergency Release - within 12 months of first impound	\$98 for subsequent impounds (within 12 months)	\$ 111.00
Third of subsequent Emergency Release - within 12 months of previous impound		\$ 149.00
(c) Pound Fees for all other animals (set under the Impounding Act 1955)		
Emergency release of animals outside normal hours ie 8am - 5pm Monday to Friday excluding statutory and public holidays. Emergency fees are in addition to the impound fees		
First Emergency Release	\$65 for first impound	\$ 70.00
Second or subsequent Emergency Release	\$98 for subsequent impounds (within 12 months)	\$ 105.00
(d) Driving Charges (set under the Impounding Act 1955)		
Hire transport	Actual cost incurred by Council	
Council vehicles	\$2.26 per kilometer	
(e) Microchipping (set under the Dog Control Act 1996)		
To undertake microchipping	\$20 per dog	\$30 per dog
Charges for Council Staff		
Council Officer's Hourly Rates (per hour)	Rate per hour from 1 July 2023	Rate per hour from 1 July 2024
Team Leader Animal Management & Education	\$ 208	\$ 223
Animal Management Officer/Kennel Manager	\$ 147	\$ 157
Administration Staff	\$ 135	\$ 144
Environmental Protection Services Manager	\$ 257	\$ 275
General Manager/Group Manager	\$ 275	\$ 294
Notes:		
1 The hourly rates for the services which are listed in the above tables are for those staff listed in the table headed "Charges for Council Staff"		
2 Where it states above the fee per hour, please note this should be read in full as "fee per hour or part thereof"		
3 'Disability Assist' and 'Specified Agency' are as defined in section 2 of the Dog Control Act 1996		
4 The Environmental Protection Services Manager is authorised to remit, reduce or refund the dog control fee or part of the fee in any particular case or class of dog where there are special grounds for doing so		
5 The registration fee for a dog that is declared a dangerous dog will be 150% of the level that would apply if it were not so classified (as required by section 32 (1)(e) of the Dog Control Act 1996)		

Palmerston North City Council		Attachment B
Animal Management Services		Fees & Charges 2024/25

Dog Registration and Dog Impounding Fees are imposed under the Dog Control Act 1996. Impounding fees and driving charges are imposed under the Impounding Act 1955. The fees and charges are necessary to recover the cost to Palmerston North City Council of providing animal management services.

All fees and charges shown are GST inclusive

The fees are effective from 1 July 2024

Fixed Fees

These charges cover the standard cost to Council in undertaking the work listed. However, additional charges may be charged depending on the circumstances such as additional inspection fees that may be incurred in undertaking the work noted below.

Work Type	Current Standard Fee from 1 July 2023	Proposed Standard Fee from 1 July 2024	Total Fee (incl. penalty) if paid after 1 August 2024
(a) Dog Registration (set under the Dog Control Act 1996)			
General Registration	\$ 165	\$ 214	\$ 321.00
General Registration (Desexed dog)	\$ 122	\$ 159	\$ 238.50
Preferred Owner	\$ 92	\$ 120	\$ 180.00
Rural Working	\$ 57	\$ 74	\$ 111.00
Disability Assist	\$ nil	\$ nil	\$ nil
Certified for use by Specified Agency	\$ nil	\$ nil	\$ nil
Preferred Owner or Multiple Dog Application - new	\$ 60	\$ 78	

Work Type	Standard Fee from 1 July 2023	Standard Fee from 1 July 2024
(b) General Impounding Fees (set under the Impounding Act 1955)		
All animals other than dogs (per head)	\$124 (first offence) \$187 (repeated offence) \$15 per day (sustenance & care)	\$124 (first offence) \$187 (repeated offence) \$15 per day (sustenance & care)

(c) Dog Pound Fees (set under s.68 of the Dog Control Act 1996)

Where a dog is registered, microchipped, has had no history within the last 12 months and can be returned immediately, this will be done at no cost. Where the dog needs to be held in the pound pending same day collection, a holding fee of \$50.00 will apply.

Where a dog is registered, microchipped, has had no history within the last 12 months and can be returned immediately.	nil	nil
Where a dog is registered, microchipped, has had no history within the last 12 months and needs to be held in the pound pending same day collection.	\$ 50	\$ 50
First impound	\$ 138	\$ 148
Second impound - within 12 months of first impound	\$ 208	\$ 222
Third or subsequent impound - within 12 months of previous impound	\$ 278	\$ 298
Daily Charge per dog per day or part of a day	\$ 21	\$ 23
Surrender of a dog	\$ 92	\$ 98
Adoption fee - covers microchipping, vaccination, neutering, and registration. flea and worm treatment. Additionally, a pro-rata registration will apply.	\$ 400	\$ 559

Other Fees		
These fees may be added to a fixed fee type of work listed earlier or may be applied as a single charge.		
Work Type	Standard Fee from 1 July 2023	Standard Fee from 1 July 2024
(a) Impounding Fees (set under the Impounding Act 1955)		
Supplementary feed for stock	150% of sustenance charge	
(b) Dog Pound Fees (set under the Dog Control Act 1996)		
Emergency release of dogs outside normal hours ie 8am - 5pm Monday to Friday excluding statutory and public holidays. Emergency fees are in addition to the impound fees		
First Emergency Release	\$65 for first impound	\$ 74.00
Second Emergency Release - within 12 months of first impound	\$98 for subsequent impounds (within 12 months)	\$ 111.00
Third of subsequent Emergency Release - within 12 months of previous impound		\$ 149.00
(c) Pound Fees for all other animals (set under the Impounding Act 1955)		
Emergency release of animals outside normal hours ie 8am - 5pm Monday to Friday excluding statutory and public holidays. Emergency fees are in addition to the impound fees		
First Emergency Release	\$65 for first impound	\$ 70.00
Second or subsequent Emergency Release	\$98 for subsequent impounds (within 12 months)	\$ 105.00
(d) Driving Charges (set under the Impounding Act 1955)		
Hire transport	Actual cost incurred by Council	
Council vehicles	\$2.26 per kilometer	
(e) Microchipping (set under the Dog Control Act 1996)		
To undertake microchipping	\$20 per dog	\$30 per dog
Charges for Council Staff		
Council Officer's Hourly Rates (per hour)	Rate per hour from 1 July 2023	Rate per hour from 1 July 2024
Team Leader Animal Management & Education	\$ 208	\$ 270
Animal Management Officer/Kennel Manager	\$ 147	\$ 191
Administration Staff	\$ 135	\$ 176
Environmental Protection Services Manager	\$ 257	\$ 334
General Manager/Group Manager	\$ 275	\$ 358
Notes:		
1 The hourly rates for the services which are listed in the above tables are for those staff listed in the table headed "Charges for Council Staff"		
2 Where it states above the fee per hour, please note this should be read in full as "fee per hour or part thereof"		
3 'Disability Assist' and 'Specified Agency' are as defined in section 2 of the Dog Control Act 1996		
4 The Environmental Protection Services Manager is authorised to remit, reduce or refund the dog control fee or part of the fee in any particular case or class of dog where there are special grounds for doing so		
5 The registration fee for a dog that is declared a dangerous dog will be 150% of the level that would apply if it were not so classified (as required by section 32 (1)(e) of the Dog Control Act 1996)		

Burial & Cremation Charges

Appendix 7

1. INTRODUCTION

It is the Council policy to review fees and charges each year. The Council's draft Revenue and Financing Policy 2024-34 outlines that as the main beneficiaries of the cemetery and crematorium activity are those who use the service, a significant portion of the cost should be borne by the users. For the purposes of the Policy this portion is described as medium/high (i.e. 60-79% of the costs). The remaining costs are funded from rates recognising there is a wider community benefit to providing cemetery and crematorium services.

Fees and charges were increased from 1 July 2023 by an average of 7%, following no increase in 2022.

2. BACKGROUND

2.1 Statutory Requirements

The Council adopted a revised Cemeteries and Crematorium Bylaw in 2018 under its statutory powers contained in the Burial and Cremation Act 1964. The Bylaw prescribes the Council may, by resolution publicly notified, set fees and charges for all services relating to the operation and maintenance of cemeteries and crematoria.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Community Support Plan outlines the Council provides cemeteries that 'meet community needs' now and in the future. Primary community needs are met through providing a final resting place for former residents of the city and surrounding area. Cemeteries are not just a place for burials, they hold significant social connections, historical character, along with amenity features and memorials for living residents. The other focus area for meeting community need is the burial and cremation services provided to families of the deceased.

The community has high expectations relating to the standards of presentation of cemeteries. As the cemetery expands, and the Council better meets community needs through enabling family decoration of graves in the lawn cemetery, the cost of management and maintenance of cemeteries increases.

The following factors impact on the fees and charges;

- Costs of managing and maintaining cemeteries and the crematorium
- The number of burials and cremations
- The level of charges set by other providers – i.e. private crematoria.

Cost of Service Provision: Table 1 summarises the budgets for cemeteries for 2022 through to 2025. Cemetery and crematorium revenue represented 56% of the operating costs in 2021/22, and 57% in 2022/23. The budget for 2023/24 assumes recovery of 48% will be achieved.

	Actual 2021/22	Actual 2022/23	Budget 2023/24	Draft Budget 2024/25
Expenses (\$k)	1,369	1,448	1,637	1,504
Revenue (\$k)	762	824	791	860
Revenue as % of Expenses	56%	57%	48%	57%

Table 1: Cemeteries Budget Summary

The draft 2024/25 budget is based on recovery through fees and charges of 57%. This recovery is slightly below the policy setting. It is based on the budgeted revenue from fees and charges increasing by 9% compared to 2023/24 budget.

Officers are forecasting the 2023/24 revenue will exceed the budget provision of \$791k. Revenue is forecast to be at the same level as 2022/23 - \$824k. If the forecast revenue for 2023/24 is used as the comparator, rather than the budget, then Council is budgeting an increase in revenue of 4% in 2024/25.

Demand for services: Volumes of burials have remained reasonably static over recent years. By comparison cremations dipped in 2020 and have increased year on year ever since. Figure 1 summaries the burial and cremation trends.

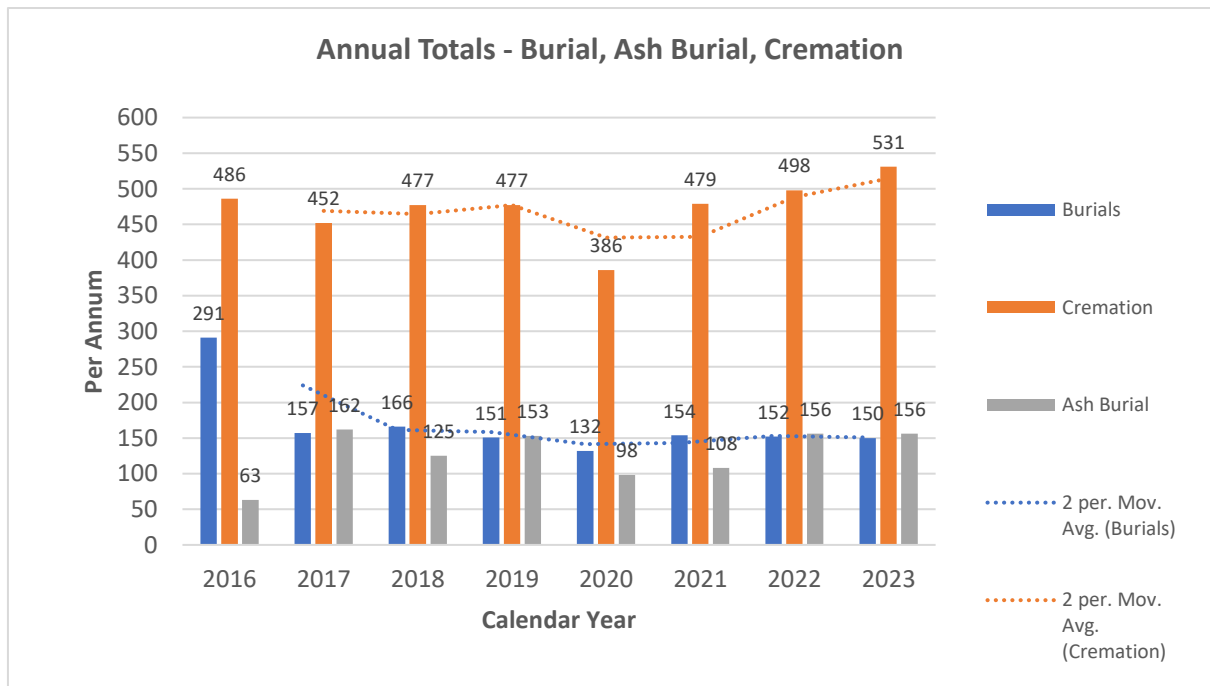


Figure 1 – Palmerston North City Council Burial and Cremation Trends

The high levels of cremations in 2023 was due to cremations undertaken on behalf of other parties when their cremators were out of service. We are forecasting cremation and burials will be closer to 2022 levels, providing fees and charges do not increase to an extent as to alter demand for services.

Level of Charges: Palmerston North City Council charges for burials, including plot purchase, are on par with Horowhenua and Manawatu District Councils and higher than Whanganui District Council. The Council fees for cremation are lower than Whanganui District Council and private crematoria in the district.

3. PROPOSED FEES AND CHARGES

It is recommended that council increases fees and charges for cemetery services in 2024/25. The 9% budgeted increase in revenue from the 2023/24 budget can be achieved in part through the forecast revenue exceeding the budget provision in 2023/24. The balance of the increase in revenue can only be achieved through increasing fees and charges.

Whilst the budgeted costs in 2024/25 are lower than 2023/24, due to a reallocation of overheads, the share of the costs borne by users will be just below the policy setting for Cemeteries and Crematorium. With costs forecast to continue to increase year on year in the draft LTP, it is prudent to increase the fees now in line with inflation, to avoid the need for larger fee increases in the future to offset cost increases.

Increasing fees and charges by 7% is consistent with the increase in fees and charges for several other activities in this review. Increasing fees and charges by 7% on average would result in a forecast recovery rate of 59% (based on the volume assumptions).

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The budgeted revenue, at 57% of costs, is below the Council's targeted % recovery from users. The proposed fees and charges would result in a revenue of \$882k based on historical trends in burials and cremations. This is \$22k higher than the revenue budgeted in the proposed 2024-34 LTP for 2024/25 and represents a recovery of 59% - just below the lower end of the Policy band.

Burial and Cremation Charges

Fees & Charges

(Terrace End, Kelvin Grove, Ashhurst & Bunnythorpe Cemeteries)

All fees and charges shown are GST inclusive

BURIAL FEES *See Note 1		From 1 July 2023	From 1 July 2024
Purchase of Plot			
	Kelvin Grove, Ashhurst & Bunnythorpe Cemeteries (Double beam plots)	\$ 2,233	\$ 2,389
	Kelvin Grove Cemetery (Single beam areas) Section V	\$ 3,299	\$ 3,530
	Children's Section at Kelvin Grove (up to 13 years old)	\$ 1,116	\$ 1,194
	Services Section (RSA) - Kelvin Grove & Ashhurst	\$ 559	\$ 598
NOTE: Each plot is able to be used for two burials providing that, at the first interment, an extra depth requirement is advised to the Cemetery Administration Officer			
Interment Fees (Standard hours Mon-Fri 9.00am - 4.00pm)			
	Adult (14 years or over, including Services Personnel)	\$ 1,084	\$ 1,160
	Child up to 13 years	\$ 400	\$ 400
	Child up to 12 months	\$ 238	\$ 238
	Extra depth surcharge	\$ 238	\$ 255
	"Fill-your-own" surcharge (Clean-up)	\$ 274	\$ 293
	Overtime surcharge per hour or part thereof - applied if funeral activities at the cemetery have not concluded by 4pm Monday - Friday	\$220/hour	\$235/hour
	Disinterment	\$ 2,240	\$ 2,397
Interment Fees (Saturdays) - Applies to Interment, Extra depth and "Fill-your-own" fees			
	Saturday morning	Standard fee x 1.5	Standard fee x 1.5
	Saturday afternoon (By arrangement with cemetery staff) *See Note 3	Standard fee x 2	Standard fee x 2
CREMATION AND ASH BURIAL FEES *See Note 1		From 1 July 2023	From 1 July 2024
(Standard hours: Monday-Friday 9am - 4pm)			
	Adult Cremation only	\$ 683	\$ 730
	Child (1-13 years) - cremation only	\$ 308	\$ 330
	Child (up to 12 months) - cremation only	\$ 80	\$ 80
	Medical Referee's Fee	\$ 64	\$ 68
USE OF CHAPEL - (Standard Hours: Monday-Friday 9am - 4pm)			
	Committal service (total 1 hour)	\$ 135	\$ 145
	Full service (total 2 hours)	\$ 183	\$ 196
CREMATION FEES (Saturdays)			
	Saturday morning cremation	Cremation & chapel fees x 1.5	Cremation & chapel fees x 1.5
	Saturday afternoon cremation (by arrangement with cemetery staff) *See note 3	Cremation & chapel fees x 2	Cremation & chapel fees x 2
CREMATION AND ASH BURIAL FEES (Continued)			

PURCHASE OF ASHES PLOT FOR ASH INTERMENT			
	Lawn Cemetery - (Plaque) Section P/1A, (Headstone) Section T, P/2A,V/A, (Memorial Gardens) - Section T, Bunnythorpe and Ashhurst	\$ 716	\$ 766
	Remembrance Garden Kerb - Section GK 1, 2 & 3	\$ 716	\$ 766
	Niche Walls - Kelvin Grove and Ashhurst	\$ 800	\$ 856
	Services Section (RSA) - Kelvin Grove and Ashhurst	\$ 179	\$ 192
	Child - Section T/4A & Section O ash beams	\$ 625	\$ 625
PURCHASE OF MEMORIAL PLAQUE PLOT			
	Remembrance Garden Kerb - Section GK 4 - Plaques only	\$ 600	\$ 642
OTHER CREMATION FEES			
	Burial of Ashes - Weekdays *See Note 2	\$ 211	\$ 226
	Burial of ashes with no family present and no service	\$ 146	\$ 156
	Burial of Ashes - on Saturday morning *See Note 2	\$ 317	\$ 339
	Burial of Ashes - on Saturday afternoon *See Note 3	\$ 422	\$ 452
	Disinterment of Ashes	\$ 83	\$ 89
	Overtime surcharge (per hour or part thereof) will be applied if funeral activities at the crematorium have not concluded by 4pm Monday - Friday	\$100/hour	\$100/hour
OTHER CHARGES *See Note 1		From 1 July 2023	From 1 July 2024
	Memorial permit fee (for all headstones and plaques)	\$ 45	\$ 45
	Plot cancellation fee	\$ 100	\$ 100
	Entry in Book of Remembrance	\$ 100	\$ 100
	Out of District Surcharge *See note 1	Plus 30% on all services except Chapel and Cremation. Plus 10% on Chapel and Cremation charges.	

NOTES
<p>Note 1: "Out of District" surcharge applies to persons normally resident outside of the Palmerston North City boundary. (These people do not pay rates to Palmerston North City Council). Exemptions apply to persons who can provide evidence of residence in the City for at least 20 years or who have operated a rate-paying business in the City for at least 20 years.</p>
<p>Note 2: For regular ash interment the site is prepared for a ceremony. The hole is cut and tidied, soil left alongside with a shovel, and a container of sand provided. Requests for Ash interment by cemetery staff with no friends or family present will incur the reduced fee.</p>
<p>Note 3: Burials or cremations <u>may</u> be provided by arrangement, subject to availability of staff, after 12.00 noon Saturday.</p>

1. INTRODUCTION

Service connection fees are levied on those wishing to connect to one or more of the Council's water, wastewater, or stormwater systems. The actual physical connection is made at the applicant's cost, by an approved contractor. The charges levied by the Council cover the administration of processing the application, and the researching of plans, the inspection of the finished work to ensure it meets Council's standards and the production of as built plans of the connection(s). The data gathered in the as built process is then input to Council's asset management system.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for service connections is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, pages 245-283) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

The Policy is being reviewed in conjunction with the development of the 2024-34 Long-term Plan. No changes are proposed to this overall philosophy.

As service connections is a relatively small activity the policy does not specifically address what proportion of the costs should be covered by user fees.

Service connection fees were considered in detail in 2017 and as a consequence restructured and increased. The charges have increased by an inflationary factor each year since then. The resulting fee structure included a discount for applications for multiple connections at any single property. The discount was introduced on the assumption there was a cost saving to processing and administration, but this was reassessed in 2021 and the fee structure simplified.

The current fees and charges are as follows:

Service required	Current Fees (\$) GST Inclusive from 1 July 2023		
	Application Fee	Inspection Fee	Total Fee
One connection (water, wastewater or stormwater)	112.00	180.00	292.00

3. PROPOSED FEES AND CHARGES

The proposed fees and charges, incorporating an allowance for an increase of approx.7% are as follows:

Service required	Proposed Fees (\$) GST Inclusive from 1 July 2024		
	Application Fee	Inspection Fee	Total Fee
One connection (water, wastewater or stormwater)	120.00	193.00	313.00

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

It is the expectation that services such as connections to the infrastructure should be funded by users so it is important to adjust charges to reflect changing costs. The proposed charges reflect this.

Resource Recovery Fees & Charges

1. INTRODUCTION

Council's resource recovery activity comprises a number of elements including rubbish collection and disposal and recycling. There are a number of sub-activities with different funding arrangements and each of these has been reviewed for the 2024/25 year.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for waste management is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

Rates for kerbside recycling and rubbish and public recycling are set through the processes contained in the Local Government Rating Act 2002.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, pages 245-283) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

The Policy is being reviewed in conjunction with the development of the 2024-34 Long-term Plan. No changes are proposed to this overall philosophy.

The policy outlines that kerbside rubbish collection should be funded by users of the service, that costs of rubbish collection from public spaces should be funded by way of a targeted rate assessed on all properties, that recycling costs should be funded from the sale of recyclables and the balance funded by users of the services (where practicable) and the net cost of the kerbside recycling service be funded by way of a targeted rate on properties on the recycling route.

In addition to the policy fees and charges for waste management activities are impacted by:

- Volumes of rubbish & recycling material
- Costs of waste disposal (including any government waste levies)
- Prices for the products sold from the recycling process
- Plant maintenance and operating costs

3. PROPOSED FEES AND CHARGES

3.1 Current Fees and Charges with NO change recommended

3.1.1 Car Seats (accepted at Ferguson Street Recycling Centre)

The current public charge is \$5 per car seat and has remained the same since the introduction of this service in January 2018, despite the cost to recycle these through our service provider increasing from \$25 per seat to now be \$35 per seat.

The number of car seats received remains steady over the last few years at 250 – 300 car seats per year dropped off to Ferguson Street for recycling. Providing the number of seats collected per year continues to be consistent, the amount subsidised by the Council for this service will be circa \$9,000 (excl. GST) per annum.

3.1.2 E-Waste and Batteries (accepted at Ferguson Street Recycling Centre)

There are various E-waste categories with varying pricing based on the item, with some items accepted with no charge. The amount of E-waste collected and recycled at Ferguson Street has remained stable since 2018/19, with between 5,000 – 6,000 items being received and recycled.

A previous Council decision introduced a subsidy to promote and encourage E-Waste Recycling. The charges for E-Waste have remained unchanged since this decision (1 July 2018). At the time of this Council decision, Officers estimated the subsidy required would be \$25,000 (excl. GST) per year. In 2022/23 this was confirmed at circa \$30,400 excl. GST which is not far off the estimated amount.

Whilst our service provider has made small adjustments to their cost structure, Officers are confident this can be absorbed by existing budgets. Given this, no changes to the E-Waste and Batteries fees and charges are recommended.

3.1.3 Tyres – Awapuni Resource Recovery Park

Charges for tyres were last adjusted on 1 July 2023 (from \$7 to \$8 per tyre for car/4WD/motorbike tyres). No further increase is recommended currently as Officers are confident the service can remain cost neutral.

The Tyrewise Product Stewardship Scheme will launch on 1 March 2024, with the current expectation that from 1 September 2024 all End of Life (EOL) tyres will be able to be dropped off to registered sites at no charge.

As a current drop off site for EOL tyres Council has expressed interest in becoming a registered site.

Therefore, it is recommended that if the Council’s Awapuni site becomes a registered site for the purposes of this scheme that the charge for EOL tyres cease from 1 September 2024 or such other date the scheme becomes operative.

3.1.4 Ashhurst Transfer Station

Fees and charges were reviewed and updated from 1 July 2023. The current fees and charges are set to recover the costs of processing and disposing from this site. The fixed costs of operating the transfer station are recovered via the targeted rates. As such, Officers are not recommending further changes.

3.1.5 Compost (Bulk) – Awapuni

The charges for sales of bulk compost were adjusted last year (1 July 2023) and no adjustments are being proposed this year.

3.2 Recommended CHANGES to Fees and Charges (as included in proposed LTP):

3.2.1 Kerbside Rubbish Bags

The Council sets the maximum retail price for the sale of rubbish bags and sells directly to the public from its own office and through wholesale contracts with major retailers. The current maximum price was set from 1 July 2023 with increases in both the 40L and 60L option.

At the last review of fees and charges, Council opted to deviate from the revenue and financing policy for kerbside rubbish bags by subsidising part of the service cost as opposed to it being user pays.

The below table summarizes the difference between what was recommended for July 2023 and what was approved:

Council Official Bag Size	1 July 2022 Maximum Retail Price (incl. GST)	1 July 2023 Recommended Maximum Retail Price (incl. GST) Full Cost Recovery	1 July 2023 Approved Maximum Retail Price (incl. GST)
Large (60L)	\$2.75 per bag	\$3.60 per bag	\$2.90 per bag
Small (40L)	\$1.95 per bag	\$2.50 per bag	\$2.20 per bag

For the year to date (31 January 2024) this decision has led to an operating shortfall of \$220k. Providing the current purchasing trends continue for the rest of 2023/24, the shortfall for the year being subsidised from other sources is likely to be \$375k.

Unfortunately, the cost of rubbish disposal has continued to increase. Given this, an increase in the rubbish bag prices is being recommended again this year. The table below articulates some options for consideration. Please note that Option 4 aligns with the Council’s current policy.

It is important to note that the budgets in the proposed LTP (Long Term Plan) for kerbside rubbish collection service have been set assuming full cost recovery.

Council Official Bag Size	Option 1 Maximum Retail Price Incl. GST <u>No Change</u>	Option 2 Maximum Retail Price Incl. GST	Option 3 Maximum Retail Price Incl. GST	Option 4 Maximum Retail Price Incl. GST <u>Cost Recovery Option</u>
Large (60L)	\$2.90	\$3.20 (10% increase)	\$3.50 (20% increase)	\$3.80 (31% increase)
Small (40L)	\$2.20	\$2.20 (0% increase)	\$2.50 (14% increase)	\$2.80 (27% increase)
2024/25 estimated shortfall	\$420,000	\$290,000	\$155,000	Cost Neutral

If Options 1, 2 or 3 are selected it will be necessary to reduce the revenue expectations for the proposed 2024-34 LTP and to increase the rates requirement.

3.2.2 Events Recycling

The fees and charges for recycling for events in the city have never been increased, despite the costs of processing and disposal continuing to increase.

Our events recycling service comes in ‘stations’ – consisting of:

- 1 x rubbish bin
- 1 x glass bin
- 1 x mixed recycling bin
- 1 x organics bin

Stations can be hired from the council for the duration of an event and come in three pricing categories:

Option	Current Charge (incl GST)	Proposed Charge (incl. GST)

A – Self Servicing Includes 2 stations, 2 sets of flags and use of community recycling trailer Bins are returned empty	No Charge	No Charge
B – Self Servicing Includes 2 stations, 2 sets of flags and use of community recycling trailer Bins are returned full	\$70	\$75
C – PNCC Serviced Includes 4 stations, 4 sets of flags Delivered and collected from event location by Council	\$215	\$290

3.3 Opportunities to ADJUST Fees and Charges to increase revenue (currently unbudgeted) but now recommended

3.3.1 Compost – Bagged (sold at Ferguson Street and Awapuni Resource Recovery Park)

Council sells compost that is produced at our Awapuni Resource Park in 30L bags for \$5 incl. GST. This product has seen a steady increase in sales year-on-year.

Pricing for the 30L bags of compost has remained unchanged, however, it is believed there is scope to increase the price to \$7 incl. GST per bag which is comparable with bagged compost currently sold through big box retailers. This is estimated to create an additional \$16k excl. GST in revenue per annum without any expected drop in sales volumes.

3.3.2 Awapuni Green Waste

The fees and charges for accepting greenwaste at Awapuni have remained unchanged for a considerable period of time (circa 2007). As with the bagged compost, it is believed there is scope to increase the prices for greenwaste at Awapuni, as outlined in the table below:

Item	Current Charge (incl GST)	Proposed Charge (incl. GST)
Car	\$5	\$7
Trailer	\$15	\$20
Van or Ute	\$15	\$20
Van or Ute plus trailer	\$30	\$40
Shreddable Material	\$45/per tonne	\$45/per tonne
Trade Vehicles	\$45/per tonne	\$45/per tonne

This is estimated to create an additional \$94k excl. GST in revenue per annum.

3.3.3 Other potential options

The market for recyclable materials continues to evolve and there is a possibility that the Council will be in a position to facilitate the recycling of additional items during the year. It is proposed the Chief Executive be delegated authority to determine an appropriate fee or charge in such situations.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed increases in charges for the various components of the Resource Recovery activity will help to ensure users meet a reasonable share of the increasing costs.

In summary:

Category	Budget assumption	Impact on rates
Rubbish bags	Increase maximum retail price to cover costs as assumed in budget	None (if recommendation adopted -Option 4) Additional rates required through targeted rate if other options adopted (Option 1 - \$420k; Option 2 \$290k; Option 3 \$155k)
Events recycling	Increases assumed in budget	None (if recommendation adopted)
Bagged compost	Increases not assumed in budget	\$16k reduction in rates required (if recommendation adopted)
Awapuni green waste	Increases not assumed in budget	\$94k reduction in rates required (if recommendation adopted)

The present assumption is that (based on the proposed budget) there will be reductions in the targeted rate for rubbish & public recycling). Depending on the options approved for fees and charges there will be a need for either further reductions or increases in this targeted rate.

1. INTRODUCTION

It is the Council policy to review fees and charges each year. Fees for sportsfields are covered by the Council's Revenue and Financing Policy, which outlines that users of sportsfields are expected to contribute through charges a low (i.e. 1-19%) proportion of the costs.

The policy also acknowledges that either it is not practical to identify and charge users (e.g. for city-wide or local reserves) or that in some instances charges would be prohibitively high if they were set at the level which would be necessary to cover the entire cost.

In April 2019 Council reviewed the funding policy for sportsfields, concluding it would continue with its funding model of charging sportsfield users a percentage of the costs of sportsfield provision, targeting a level of approximately 5% cost recovery. Council also resolved to continue its policy of not charging for sportsfields used exclusively by junior players.

Charges for parks and reserves, including the Ashhurst Camping Ground, were last increased in 2023/24.

2. BACKGROUND

2.1 Statutory Requirements

Under its statutory powers contained in the Local Government Act 2002 (LGA) the Council has power to set fees and charges for the use of reserves.

2.2 Factors Impacting on Setting Fees and Charges

The following factors impact on the fees and charges for parks and reserves, including sportsfields:

- Cost of building, maintaining and administering sportsfields and playing surfaces, and associated facilities
- Cost of administering licences and events
- The practicability of charging for some types of use
- Council's policy on the extent to which users should contribute toward the cost
- The utilisation of the sportsfield network
- The standard of playing surface provided (level of service)
- The number of fields required by various sports codes – this varies depending on changing ground allocation practices and the number of teams playing/training each year.

The following factors impact on the fees for the Ashhurst campground:

- Cost of building, maintaining and operating the Ashhurst Campground facilities
- The practicality and cost associated with administering the campground, including the ability to collect and accurately account for revenue
- The utilisation of the camping ground (demand)
- The type and standard of facilities provided (level of service)
- The level of fees charged at campgrounds with similar facilities (the market)

3. PROPOSED FEES AND CHARGES

3.1 Sportsfields

Fees and charges would need to be increased significantly before revenue from sportsfields increased to any significant extent compared with operating costs.

Table 1 summarises the budget forecasts for Sportsfields for 2021/22 through to 2024/25.

	Actual 2021/22	Actual 2022/23	Budget 2023/24	Draft Budget 2024/25
Expenses (\$k)	2,946	3,306	2,792	4,166
Revenue (\$k)	112	113	129	163
Revenue as % of Expenses	3.8	3.4	4.6	3.9

Table 1: Sportsfield Budget Summary

The revenue received in 2022/23 was slightly lower than forecast, leading to a recovery of 3.4%. This revenue reduction (\$10k) was partially offset by costs being \$5k lower than forecast. The budgeted revenue for 2023/24 is 5% higher than the budgeted revenue for 2022/23 due to the 5% increase in user fees.

The budgeted revenue for 2024/25 is 26% higher than in 2023/24. Part of this is due to Manawatu Cricket's share of the cost of the Fitzherbert practice nets being recorded within the new financial system as income. The portion of the forecast income attributable to fees and charges is \$133k. This assumes that there will be no increase in usage of sportsfields and buildings.

The budgeted expenses for 2024/25 are considerably higher than 2023/24 due to a reallocation of overheads and the increase in costs associated with sportsfield buildings. The forecast increase in revenue is lower the forecast percentage increase in costs, and the recovery is forecast to decrease from 4.6 to 3.9%.

If user fees and charges are not increased again in 2024/25, the council will not achieve the budgeted income from fees and charges of \$133k – an increase of \$4k on the 2023/24 budgeted income.

Priority 5 of Council Goal 2 is to be one of the most active communities in New Zealand. Success measures include an increase in use of parks, sportsfields and playgrounds and an increase in participation rates for all adults in sport and recreation. Whilst Council fees and charges are only a small portion of the overall cost for an adult participating in organised sport, a large increase in council fees could potentially impact adversely on the attraction and retention of adult players.

Increasing fees and charges by 7% is consistent with the increase in fees and charges for several other activities in this review. Increasing sports fees by 7% for the 2024/25 year will increase the budgeted income from fees and charges from \$133 to \$138k and the overall incomes for sportsfields to \$168k. This represents a recovery rate for sportsfields of 4%.

3.2 Bonds

Schools from outside the region sometimes book a Council sportsfield on a weekday to compete with another school from outside the region. Palmerston North is seen as a central place to meet to reduce the travel time for students. As Council does not charge for school aged competitions, we have not charged the schools for the use of the field. This presents a risk to council if the field or associated facilities are damaged as a result of the booking. To mitigate this risk, we propose introducing a bond for the use of sportsfields, in line with the bonds charged for events.

The bond for a gate key is currently lower than a building key bond, as the key costs less to replace. We have recently replaced all our gate locks. To improve the security of our open spaces, and the locks and keys are on our Council bi-lock system. The cost to replace a gate key is now the same as a building key, and as a result a separate bond for a gate key is no longer needed.

3.3 Minor charges

Rather than enter a lease for the use of a spare cupboard in a park building, we intend to introduce a rental fee into the schedule of fees and charges. This will better enable us to respond to requests from clubs and community groups to rent an existing underutilised or empty storage space for their gear, without the time and cost involved with a formal lease. The rental fee will be included within the terms and conditions of a rental agreement. And is proposed to be in line with other lease charges.

It is appropriate at this time to set a Mobile vendor fee for one-off events. Our Events Team often field requests for mobile vendors to trade at a Council event. The power charge is unrealistically low and needs to be more reflective of the power cost to the Council.

3.4 Ashhurst campground

The Ashhurst campground fees were reviewed in 2023 as part of the annual review of Council fees and charges. To make it easier for campers and simplify cash handling, the ability to pay fees online was introduced and the adult fee for an unpowered site was reduced from \$7.50 to \$7.00, and the cost for children increased from \$4 to \$5. The adult fee for a powered site remained at \$10 per night.

Many campers have taken up the option to pay online and we have received positive feedback about this change. This has also reduced the volume of cash our staff handle. The changes in the fees have had no noticeable impact on the numbers of campers staying.

Overall, the level of fees at the Ashhurst Campground appear to be market comparable for the level of service provided. Whilst the way in which fees are charged varies between campgrounds, the overall per night fee for a family is on par with other camping grounds in our region offering similar facilities.

It is recommended that the fees be not changed. The current fees are market comparable and increasing patronage year on year is ensuring that revenue at the campground is keeping pace with increasing costs.

3.5 Recommended changes to fee schedule

Recommended changes shown in the **attached schedule** comprise the following elements:

- An increase of 7% on the current fees and charges
- Continuing to impose zero fees for fields used exclusively for junior sport (school age teams)
- Removal of gate key bond and introduction of a bond for weekday field bookings by non-Palmerston North schools
- Introduction of a fee for the hireage of storage cupboards, and a one-off fee for Mobile Vendors to trade at a Council event.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed fees and charges will enable an increase in budgeted revenue for sportsfields of \$5k, and a lift in the budgeted percentage recovery, in the proposed 2024-34 LTP for 2024/25 from 3.9% to 4.0%.

Parks and Reserves Fees and Charges

All fees and charges shown are GST inclusive

Sportsfield Season Charges		Current	Proposed	
		For summer 2023/24 and Winter 2024	For summer 2024/25 and Winter 2025	
Winter				
Rugby Union	per field (8,280 m ²)	\$1,337	\$1,430	
League	per field (8,280 m ²)	\$1,183	\$1,266	
Football	per field (7,300 m ²)	\$1,250	\$1,338	
Netball (Vautier Park)	per court (665 m ²)	\$593	\$635	
Lacrosse	per field (5,500m ²)	\$900	\$963	
Skating (Memorial Park)	per rink	\$315	\$337	
Winter Training Grounds				
Football	1 @ Skoglund - 3,000 m ²	\$547	\$585	
	1 @ Waterloo - 11,000 m ²	\$2,012	\$2,153	
	1 @ Takaro - 8,400 m ²	\$1,535	\$1,642	
	1 @ Hokowhitu - 2,500 m ²	\$458	\$490	
	2 @ Monrad - 5,580 m ²	\$1,024	\$1,096	
	2 @ Bill Brown - 6,000 m ²	\$1,209	\$1,294	
	1 @ Ashhurst Domain - 8,400 m ²	\$1,535	\$1,642	
	Rugby	2 @ Ongley - 7,000 m ²	\$1,303	\$1,394
		1 @ Bill Brown - 7,000 m ²	\$1,303	\$1,394
		1 @ Lincoln - 6,050 m ²	\$1,105	\$1,182
1 @ Colquhoun - 6,050 m ²		\$1,105	\$1,182	
League	1 @ Bunnythorpe – 4,000 m ²	\$729	\$780	
	1 @ Coronation - 7,700 m ²	\$1,193	\$1,277	
Summer				
Cricket	Per field (14,320 m ²)	\$2,892	\$3,094	
	per grass wicket	\$274	\$293	
	per artificial wicket	\$208	\$222	
Softball	per grass diamond (playing/ training) (6,013 m ²)	\$888	\$950	
	per skin diamond (6,013 m ²)	\$804	\$860	
Touch	per field (3,500 m ²)	\$377	\$392	
	Coronation Pavilion	\$2,181	\$2,334	
Athletics	per grass track	\$1,174	\$1,256	
Tennis (669sq m)	per court @ Vautier	\$496	\$531	
	per court @ Colquhoun	\$169	\$181	
	per court @ Awapuni per season	\$416	\$445	
	per court @ Takaro and Wallace	\$315	\$337	
Summer Football	per field	\$626	\$670	
Rugby 7's	per field	\$668	\$715	
Skating (Memorial Park)	per rink	\$315	\$337	
Charge Grounds				
Fitzherbert Park	Summer	\$4,645	\$4,970	
	Winter	\$4,512	\$4,828	
Memorial Park	Summer	\$4,667	\$4,994	
	Winter	\$4,667	\$4,994	
Winter Season = 2nd week April to 3rd week September. (22 weeks)				
Summer Season = 2nd week October to 3rd week March. (22 weeks)				

ONE-OFF CHARGES (Inc GST)	Current	Proposed
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				For summer 2023/24 and Winter 2024	For summer 2024/25 and Winter 2025
Sportsfields	Playing Field	Pre-Season	per game	\$97	\$104
	Playing Field	Casual	per game	\$124	\$133
	Touch field	Casual/Preseason	per game	\$44	\$47
	Ongley Park	Tournament	per day (excl change rooms)	\$740	\$792
	Ashhurst Domain	Tournament	per day (excl change rooms)	\$740	\$792
	Fitzherbert Park	Casual	1/2 day	\$218	\$233
	Fitzherbert Park	Casual	per day	\$418	\$447
	Memorial Park	Casual	1/2 day	\$218	\$233
	Memorial Park	Casual	per day	\$418	\$447
	Cricket	Grass Wicket	per day	\$340	\$364
	Cricket	Artificial Wicket	per day	\$151	\$162
Manawaroa Pavilion	Pavilion Hire	Regular	1/2 day per week per season	\$572	\$612
	Pavilion Hire	Regular	1/2 day per week per year	\$1,145	\$1,225
	Pavilion Hire	Regular	1 day per week per season	\$977	\$1,045
	Pavilion Hire	Regular	1 day per week per year	\$1,950	\$2,087
	Pavilion Hire	Casual	per day	\$97	\$104
	Pavilion Hire	Casual	per hour	\$29	\$31
The Square	Serviced Rest rooms open after hours		per hour	\$60	\$64
Railway Land	Commercial Occupancy		Small event per day	\$174	\$186
	Commercial Occupancy		Large event per day	\$350	\$375
Bonds	Large commercial event	Major Event	e.g. Food & Wine Festival	\$2,000	\$2,000
	Large tournament	Large Event	e.g. NZ Touch Nationals	\$1,000	\$1,000
	All other events	Medium Event	e.g. Marching	\$250	\$250
	Weekday booking of sportsfield by non- PN schools		Per booking	N/A	\$250
	Key Bond	Building key- DELETED	Per Key	\$50	\$50
	Key Bond	Gate Key - DELETED		\$25	N/A
Storage Rental Commercial	Rental of storage space in pavilion	Non- Commercial	Per 6 months	N/A	\$150
Mobile vendor e.g. coffee cart, food truck (Note 1)	Up to 2 days – 6 months		Per site - licence to occupy	\$500	\$500
Mobile vendor	Each additional day - six months		Per site - licence to occupy	\$250	\$250
	Power		per site per six months	\$147	\$260
Mobile Vendor	One off		Per event	N/A	\$27
Tennis Coaching	Per season		Per court	\$532	\$569
	Per day		Per court	\$30	\$32

Note 1: In line with Council policy for the use of public spaces - applies to all Council land. Vendor trading on sportsfields requires support from the sports code allocated the grounds.

Ashhurst Campground Fees per night		Current	Proposed
Powered Site	Per Adult/night	\$10	\$10

Unpowered Site

Per Child/night	\$5	\$5
Per Adult/night	\$7	\$7
Per Child/night	\$5	\$5

1 INTRODUCTION

Testable backflow preventers (BFPs) are required on all non-residential water connections. These prevent any contaminated water from within a property affecting the water supply and other consumers. There are in excess of 450 properties classified as requiring BFPs.

In an effort to reduce public health risks the Council, as from 1 July 2021, assumed full responsibility for repairs and renewals of all BFPs as well as for annual testing to confirm compliance. An annual charge was introduced for this work. The fixed annual fee avoids the need for large one-off fees to be recovered from property owners when major upgrade work is required for a specific BFP. It also ensures that issues are solved quickly to protect public health. The fee is only payable on the property water connection at the boundary and not any internal connections which are dealt with under the Building Warrant of Fitness.

Costs associated with BFPs consist of:

- Regular testing
- Repairs
- Replacements
- Administration

While repairs and replacements are more expensive for larger BFPs, the uniform charge that applies to all premises spread costs, provides clarity to customers, and reduces administration cost and time for Council.

There are 455 BFPs on the Council's reticulation. These are tested annually, with the exception of 25 which are tested six-monthly. This equates to 480 total tests per year.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for wastewater is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

Rates for water services are set through the processes contained in the Local Government Rating Act 2002.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, pages 245-283) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

The Policy is being reviewed in conjunction with the development of the 2024-34 Long-term Plan. No changes are proposed to this overall philosophy. The policy makes no specific mention of backflow preventers.

3. PROPOSED FEES AND CHARGES

It is proposed that the fees be increased by approx. 7% to cover increases in costs, as shown in the following table.

Proposed Fees and Charges for BFP testing and maintenance

Item	Current Charges (GST incl.)	Proposed Charges (GST incl.)	Unit
Annual BFP charge	\$270	\$289	Per BFP per year
Administration fee	\$28	\$30	Per BFP per year
Total charge	\$298	\$319	Per BFP per year

Note that properties with multiple BFPs pay separately for each. For example, a property with two BFPs would pay $\$319 \times 2 = \638 per year.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed 2024-34 Long-term Plan includes provision of revenue of \$48k pa from these charges, thereby reducing the sum required to be collected from rates.

1 INTRODUCTION

A Corridor Access Request (CAR) is an application to the Council for access to the road corridor in order to carry out works. It is required to ensure all work sites on roads are as safe as possible for workers, motorists, pedestrians, and cyclists. As from 1 July 2021 a fee for CARS was introduced. Prior to that the costs associated with administering and issuing CAR were funded by rates.

This user pays model is working satisfactorily and it is proposed to increase the charges to cover increasing costs.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for an activity such as corridor access is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, pages 245-283) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

The Policy is being reviewed in conjunction with the development of the 2024-34 Long-term Plan. No changes are proposed to this overall philosophy.

The policy makes no specific mention of corridor access fees.

3. PROPOSED FEES AND CHARGES

Reflecting the cost of issuing CARs there are two types of CAR charges:

- Standard CAR Charges
- Generic CAR Charges

3.1 Standard CAR Charges

The standard CAR is a one-off corridor access request. The following table contains the current charging schedule showing proposed increases to cover rising costs:

Item	Charges from 1 Jul 23 (GST incl.)	Charges from 1 Jul 24 (GST incl.)	Comment
Administration Fee	\$123	\$123	Per application
Reinstatement Inspection Fee – first 20m of trench opening	\$86	\$92	Provides for two reinstatement inspections to be made per CAR.
Standard CAR Charge	\$209	\$224	Assuming no more than two reinstatement inspections required
Additional Reinstatement Inspection fee – payable for every additional 100m of road opening >20m	\$44	\$47	An additional reinstatement fee would be payable for one additional inspection for each additional 100m of trench beyond the 20m standard fee.
Rebate for Overlap CAR and Vehicle Crossing Inspection	-\$86	-\$92	When CAR and Vehicle Crossing Inspections overlaps, a rebate payment of \$92 would apply

3.2 Generic CAR Charges

The generic CAR is a long-term permit that allow utility service contractors to work on road corridors without having to apply for a different CARs for each job. The following table contains the current charging schedule showing proposed increases to cover rising costs:

Item	Charges from 1 Jul 23 (GST incl.)	Charges from 1 Jul 24 (GST incl.)	Comment
Administration Fee	\$246	\$263	Per application
Reinstatement Inspection Fee	\$86	\$92	Provides for two reinstatement inspections
Generic CAR Charge	\$332	\$355	Assuming no more than two reinstatement inspections required
Additional Reinstatement Inspection fee	\$44	\$47	Additional reinstatement will incur an additional charge on a per visit basis.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed 2024-34 Long-term Plan budget for 2024/25 includes provision for revenue of \$140k from these charges.

1 INTRODUCTION

The draft supporting information for the Council's LTP 2024-34 assumes no increase to the revenue from parking fees and charges. On-street metered parking fees were last increased from November 2021 and in view of the Council's recent request to review all fees and charges this report addresses the potential to increase them from 1 July 2024.

The Council is shortly scheduled to give further consideration to its parking framework. An increase in metered parking fees (of the scale proposed) will not compromise that work and any future decisions to be made about parking.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

The Palmerston North Traffic and Parking Bylaw 2018 provides that "the Council may prescribe the charges to be paid for the use of any parking place or transport station, as measured by parking meters or by a fee or permit to use the parking place or transport station, or by any other prescribed method of time measurement or payment". Further it says, "the Council may charge a fee for receiving and processing an application and issuing a permit" and that "the Council must prescribe a fee for any permit issued under the Bylaw in accordance with the Local Government Act 2002."

Parking Infringements are regulated by the Land Transport (Offences and Penalties) Regulations 1999.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, pp245-283) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

An updated policy, being consulted on in conjunction with the proposed Long-term Plan 2024-34 contains unchanged assumptions.

The policy provides that "parking users should pay at levels that are appropriate to manage demand and provide a net return that can be applied to reduce the net cost to ratepayers of roading and transportation".

3. PROPOSED FEES AND CHARGES

3.1 Summary of Proposed Changes

This proposal is to increase on-street parking fees by 30 cents per hour from \$1.70 to \$2.00.

While there are numerous drivers for increasing parking charges the primary purpose is to ensure that there is a ready supply of parking within the central city in the face of growing demand and a fixed supply of parking.

3.2 Comparisons with other centres

For comparative purposes the current charges for a number of other regional centres are shown below:

- Nelson \$2 per hour
- New Plymouth \$3 per hour
- Tauranga \$2 per hour for the first 2 hours and then \$5 per hour after that.
- Hamilton are proposing to change the rates to \$3 per hour for the first 2 hours and then \$6 per hour after that. Currently, the first two hours are free.
- Dunedin has a zone system, with parking charged at \$3.50 per hour for the core and inner zone parking (CBD). In the outer zone (just outside of the CBD) parking is charged at \$1.50 per hour, with \$10 all-day parking allowable in certain areas; otherwise time limits do apply.
- Whanganui are looking to move to \$2 except for Victoria Ave which is planned to be \$3.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

If the change outlined in this section is approved it is estimated this may increase parking revenue for 2024/25 by approx. \$450k (assuming no impact on demand). All parking revenue assumptions, including the proposed changes, are very volume dependent. The proposed Long-term Plan budget includes an assumption of metered on-street parking revenue of \$2.7m for 2024/25.

If the change is approved the budget will be adjusted to reflect this. The sum involved will effectively reduce the rates requirement and enable other changes (involving an increased requirement) to be accommodated without further increasing the overall rates requirement.