

## **NOTICE OF MEETING**

**Notice is hereby given of an  
Extraordinary Meeting of the  
Invercargill City Council  
to be held in the Council Chamber, First Floor  
Civic Administration Building,  
101 Esk Street, Invercargill  
On Tuesday 24 March 2020 at 4.00 pm**

Sir T R Shadbolt, KNZM JP  
Cr T M Biddle (Deputy Mayor)  
Cr R R Amundsen  
Cr R L Abbott  
Cr A J Arnold  
Cr W S Clark  
Cr A H Crackett  
Cr P W Kett  
Cr G D Lewis  
Cr D J Ludlow  
Cr I R Pottinger  
Cr N D Skelt  
Cr L F Soper

CLARE HADLEY  
CHIEF EXECUTIVE

# AGENDA

2. **APOLOGIES**

3. **INTEREST REGISTER**  
A2279220

4. **MAJOR LATE ITEMS**  
A2905420

5. **COVID-19 RESPONSE**  
A2963941

5.1 [Appendix 1](#)

6. **2020/21 ANNUAL PLAN**  
A2964183

7. **RESOLUTION TO BORROW**  
A2964542

8. **FEES AND CHARGES SCHEDULE 2020/21**  
A2963568

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**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

A2279220

<b>ELECTED MEMBERS</b>			
<b>NAME</b>	<b>ENTITY</b>	<b>INTERESTS</b>	<b>PROPERTY</b>
<b>RONALD LINDSAY ABBOTT</b>	Invercargill City Council	Councillor	
	Kiwi-Pie Radio 88FM Invercargill	Director / Broadcaster	
<b>REBECCA RAE AMUNDSEN</b>	Invercargill City Council	Councillor	
	Arch Draught Ltd	Director	
	BP Orr Ltd	Director	
	Task Ltd	Director	
	Arts Murihiku	Trustee	
	Dan Davin Literary Foundation	Trustee/Chair	
	Heritage South	Contractor	
	Glengarry Community Action Group	Events Co-ordinator (Volunteer)	
SMAG Board	Council Representative		

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

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<b>ALLAN JAMES ARNOLD</b>	Invercargill City Council Ziff's Café Bar Ltd Buster Crabb Ltd Ziff's HR Ltd Ziff's Trust Southland Aero Club Invercargill Club Invercargill East Rotary	Councillor Executive Director Executive Director Executive Director Trustee Administrator Member Member Member	
<b>TONI MARIE BIDDLE</b>	Invercargill City Council Southland Museum and Art Gallery Trust Board McIntyre and Dick	Councillor Trustee  Husband (Kris MacLellan) – Chief Executive Officer	
<b>WILLIAM STUART CLARK</b>	Invercargill City Council Invercargill Ratepayers Advocacy Group	Councillor Member	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

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<b>ALEX HOLLY CRACKETT</b>	Invercargill City Council Ride Southland Southland Youth Futures Advisory Board Sport Southland McIntyre Dick	Councillor Chair Chair Trustee Marketing Manager	High Street Invercargill
<b>PETER WARREN KETT</b>	Invercargill City Council Age Concern Southland Kite Investments Limited Invercargill Harness Racing Club Board Member Ascot Consortium	Councillor Board Member Director Vice President and Life Member Member	
<b>GRAHAM DAVID LEWIS</b>	Invercargill City Council Bluff 2024 Rejuvenation Hospice Southland City Centre Heritage Steering Group	Councillor Officer Trustee Member	
<b>DARREN JAMES LUDLOW</b>	Invercargill City Council Radio Southland Healthy Families Invercargill Murihiku Maori Wardens Southland Community Law Centre Thrive Community Trust Environment Southland	Councillor Manager Board Member Board Member Board Member Trustee Lyndal Ludlow (wife) – Councillor	770 Queens Drive Invercargill

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

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<b>IAN REAY POTTINGER</b>	Invercargill City Council Southland Electronics Limited Santa Parade Organiser	Councillor Director Alice Pottinger (Wife)	171 Terrace Street Invercargill 9810
<b>TIMOTHY RICHARD SHADBOLT</b>	Invercargill City Council Kiwi Speakers Limited SIT Ambassador	Mayor Director Member	
<b>NIGEL DEAN SKELT</b>	Invercargill City Council Badminton New Zealand Badminton Oceania Badminton World Federation  ILT Stadium Southland	Councillor Board Member Vice President Council Member (Chair of Communications and Media) General Manager	
<b>LESLEY FRANCES SOPER</b>	Invercargill City Council Breathing Space Southland Trust (Emergency Housing) Omaui Tracks Trust National Council of Women (NCW) Citizens Advice Bureau Southland ACC Advocacy Trust Southern District Health Board Southland Warm Homes Trust	Councillor Chair Director Secretary / Treasurer Member Board Member Employee Member Member	137 Morton Street Strathern Invercargill 24 Margaret Street Glengarry Invercargill

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

A2279220

<b>EXECUTIVE STAFF</b>			
<b>NAME</b>	<b>ENTITY</b>	<b>INTERESTS</b>	<b>PROPERTY</b>
<b>CLARE HADLEY</b>	Invercargill City Council Hadley Family Trust	Chief Executive Trustee	
<b>CAMERON MCINTOSH</b>	Invercargill City Council	Group Manager - Works and Services	
<b>DAVID FOSTER</b>	Invercargill City Council	Acting Group Manager - Finance and Corporate Services Executive Director Foster and Associates Ltd	
<b>DARREN EDWARDS</b>	Invercargill City Council	Group Manager - Environmental and Planning Services	

**TO: COUNCIL**  
**FROM: JODI CONWAY, GOVERNANCE AND ADMINISTRATION  
MANAGER**  
**MEETING DATE: TUESDAY 24 MARCH 2020**

<b>MAJOR LATE ITEMS</b>
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**RECOMMENDATIONS**

**That the late reports in Public, entitled:**

- **COVID-19 RESPONSE**  
**AND**
- **THE ESTABLISHMENT OF COMMITTEE OF COUNCIL**  
**AND**
- **2020/21 ANNUAL PLAN**  
**AND**
- **APPROVAL TO BORROW**  
**AND**  
**FEES AND CHARGES**

**“Be received at this meeting as major late items, it is proposed for council to consider one proposed resolution as all reports are time bound”**



**TO: EXTRAORDINARY COUNCIL**  
**FROM: CLARE HADLEY, CHIEF EXECUTIVE**  
**MEETING DATE: TUESDAY 24 MARCH 2020**

<b>COVID-19 RESPONSE MATTERS</b>
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**1. SUMMARY**

- 1.1 This report recommends the Council takes two decisions to ensure it can continue operating throughout the COVID-19 crisis. It seeks to establish a Committee of Council, with a terms of reference for the committee and delegations. It also seeks to extend the delegations to the Chief Executive.
- 1.2 The situation with COVID-19 is changing rapidly; given the rate of escalation, this report proposes the changes with immediate effect.
- 1.3 The nature and extent of this event is unknown. Council needs to be able to operate and make decisions given any set of circumstances. Establishing a committee that has most of the powers of council to make decisions with a lower number required to achieve a quorum is important. Reinforcing that by giving the Chief Executive additional delegations will ensure that Council has made appropriate provision.
- 1.4 The committee would comprise the Mayor and all Councillors, with a quorum of seven – made up of two members physically present, and others being present by video technology. The Local Government Act 2002 permits a committee to have a quorum of two to enable it to meet and function.
- 1.5 The delegations of the committee will include all the powers, duties and functions that the Local Government Act permits a Council to delegate. Some functions must be retained by the Council, such as adopting the Annual Plan and setting rates. It is possible that further emergency legislative amendments will be considered that may relax these requirements.

**Attachments**

1. Terms of Reference for the Committee of Council (A2964159).

**2. RECOMMENDATIONS**

**THAT** the Council:

- a. Receives the report COVID-19 Response Matters (A2963941)
- b. Establishes the Committee of Council, in accordance with the Terms of Reference contained in Attachment 1 (A2964159) noting that the Committee will have all the delegated powers, duties and functions of the Council, except those specifically listed in the Local Government Act, and that the Committee will have a quorum of seven members: no less than two members being physically present and the remainder attending by technology.

- c. Delegates to the Chief Executive all of the Council's powers, duties, and responsibilities that the Council can lawfully delegate to officers. These powers, duties, and responsibilities include the ability to enter into any contract or to authorise any level of expenditure. They do not include the powers, duties, and responsibilities that the Council has already delegated to the Chief Executive under delegations in force at this time, or any authority to make any Council decisions under the Civil Defence Emergency Management Act 2002.
- d. Increases the financial delegation to the Chief Executive for unbudgeted expenditure of up to \$500,000.

### **3. BACKGROUND**

- 3.1 The World Health Organisation has declared a pandemic as a result of the transmission of the COVID-19 virus across the world. Worldwide more than 330,000 cases have been diagnosed and over 14,500 people have died (as of 23 March 2020). What makes the situation so serious is that there is no vaccine to protect the community currently available.
- 3.2 The Government has developed a four-stage alert system, and has determined that the highest level of alert will apply from 11:59pm on 25 March.
- 3.3 Significant efforts are being made to limit transmission, and it is important that we take all reasonable steps to keep staff and the community safe. The key means of doing so is maintaining good personal hygiene and maintain physical distancing. The Government is urging all people over 70 years of age to remain at home.
- 3.4 Having effective governance during this time is important and hence the intention to streamline Council decision making.

### **4. ISSUES**

- 4.1 The key issue is how does the Council continue to function as effectively as it can yet limit risk of virus transmission and keep people safe as possible. In doing so, it must acknowledge a number of risks, including that staffing levels may be compromised, elected members may be confined to home, and the community's focus will be on matters other than the ordinary course of council business.

- 4.2 This report proposes Council establish a Committee of Council:

#### Advantages

- Efficient and responsive
- Fewer elected members needed to be physically present to form a quorum
- Requires fewer staff resources to support

#### Disadvantage

- Introduces another committee into Council's structure

- 4.3 This proposal gives the Council the greatest flexibility to make decisions and keep the Council running even at times when staff and elected member attendance may be severely compromised. It allows those who must self-isolate to participate via technology, whilst requiring no less than two elected members to be physically present.

- 4.4 In addition to this, it is proposed that Council delegate further authority to the Chief Executive. This is on the basis of ensuring there is a mechanism for ensuring lawful decision-making if needed. This could be considered a “belt and braces” approach, but these are uncertain times and ensuring the lawful operation of Council services is critical.
- 4.5 Accordingly, it is proposed that the Council delegates to the Chief Executive all of the Council’s powers, duties, and responsibilities that the Council can lawfully delegate to officers. These powers, duties, and responsibilities include the ability to enter into any contract or to authorise any level of expenditure. They do not include the powers, duties, and responsibilities that the Council has already delegated to the Chief Executive under delegations in force at this time, or any authority to make any Council decisions under the Civil Defence Emergency Management Act 2002 (which shall be dealt with in accordance with that Act).

This delegation is subject to the following conditions:

- the delegated powers, duties, and responsibilities may be exercised only in circumstances where the Council is unable or unavailable to hold meetings that comply with the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987;
- the Chief Executive must exercise the delegated powers, duties, and responsibilities in consultation with the Mayor (or, if the Mayor is unavailable, the Deputy Mayor or, if the Deputy Mayor is unavailable, the Chairperson of the relevant committee or community board or, if the Chairperson of the relevant committee or community board is unavailable, any Deputy Chairperson of the committee or community board);
- any decisions made and documents executed in exercising the delegated powers, duties, and responsibilities must be reported to the next ordinary meeting of the Council.

This delegation may be revoked at any time by the Council. In the event there is any inconsistency between this delegation and any other delegations made by the Council, this delegation takes precedence.

## **5. IMPLICATIONS AND RISKS**

### **5.1 Financial Implications**

There are no costs associated with this report. There may be some potentially significant costs associated with managing the Council during this time, but that will be subject to a separate report.

### **5.2 Community Implications**

There are very serious community implications from COVID-19. To support the community to the best of its ability the Council needs to be able to function, and when required, be able to make decisions for the benefit of the district. The proposed approach supports this.

### 5.3 Risk Management

There are many risks facing the Council and the community arising from COVID-19. The most serious relate to the objective of limiting the spread of the disease. The major risk relates to actions being taken that increase the likelihood that the health and safety of people is compromised. The Government is seeking the use of physical distancing as the primary means (along with good hygiene) to limit the rate of disease transmission. The proposal helps reduce the risk.

Risk surrounding decision making, such as decisions not having as much community input as under the business as usual model. This risk can be lessened by receiving 'informal' views of people who are willing and able to proffer a view and for that to be taken into account the relevant decision makers.

### 5.4 Health and Safety

The risks to workers (staff and elected members), as well as members of the public, need to be at the forefront of decision making. If we cannot provide a safe environment then we cannot function. With COVID-19 risks being potentially life threatening it is important we do all we can to reduce the transmission of the virus.

## 6. CONTEXT

### 6.1 Policy

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

### 6.2 Legislation

Relevant legislation is the Local Government Act 2002, Schedule.

#### **Local Government Act 2002: Clause 23 Schedule 7.**

#### **Quorums**

- (1) *A meeting is duly constituted if a quorum is present, whether or not all of the members are voting or entitled to vote.*
- (2) *Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted.*
- (3) *The quorum at a meeting of—*
  - (a) *a local authority consists of—*
    - (i) *half of the members if the number of members (including vacancies) is even; or*
    - (ii) *a majority of members if the number of members (including vacancies) is odd; and*
  - (b) *a committee—*
    - (i) *is not fewer than 2 members of the committee (as determined by the local authority or committee that appoints the committee); and*
    - (ii) *in the case of a committee other than a subcommittee, must include at least 1 member of the local authority.*

**Local Government Act 2002: Clause 32 Schedule 7.**

**Delegations**

*Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—*

- (a) the power to make a rate; or*
  - (b) the power to make a bylaw; or*
  - (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or*
  - (d) the power to adopt a long-term plan, annual plan, or annual report; or*
  - (e) the power to appoint a Chief Executive; or*
  - (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or*
  - (g) [Repealed]*
  - (h) the power to adopt a remuneration and employment policy.*
- (2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in subclause (1).*
- (3) A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or to another committee or subordinate decision-making body, community board, or member or officer of the local authority, but, to avoid doubt, if doing so is itself a sub-delegation, the power to so delegate is subject to any conditions, limitations, or prohibitions imposed in connection with the primary delegation.*

**6.3 Delegations**

This decision must be made by the Council.



## **TERMS OF REFERENCE COUNCIL AND COMMITTEES**

### **COMMITTEE OF COUNCIL**

#### **1. MEMBERSHIP**

Chair to be Deputy Mayor (if present) or other member physically present.  
All Councillors

#### **2. QUORUM**

Two members physically present. The meeting will not proceed if a total of seven members are not physically present, with the remainder by video technology.

#### **3. DELEGATION**

The Committee of Council shall enjoy all the powers, duties and functions of the Council, except those six listed in clause 32(1) Schedule 7, LGA 2002, (or any other legislative measures that may be implemented by Order of Council).

3.1 Approve Expenditure not currently provided for the current Long Term Plan and Annual Plan to enable the Council to continue to operate and provide support to the community to respond to the COVID-19 pandemic.

3.2 Create, amend and modify currently agreed plans and timetables for Council projects and programmes.

3.3 To make any recommendations to the Council it considers appropriate.

#### **4. MEETING FREQUENCY AND SUPPORT**

The Committee will meet as required.

The meeting will be supported by the Chief Executive, and other staff as required.

**TO: EXTRAORDINARY COUNCIL**

**FROM: RHIANNON SUTER – MANAGER, STRATEGY AND POLICY**

**MEETING DATE: TUESDAY 24 MARCH 2020**

<b>2020/21 ANNUAL PLAN</b>
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**SUMMARY**

As COVID-19 is currently overwhelming the community, Council officers are recommending that no consultation be undertaken on the 2020/21 Annual Plan.
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**RECOMMENDATIONS**

1. That the report ‘2020/21 Annual Plan’ is received; and
2. That Council determines that formal consultation is not required for the 2020/21 Annual Plan as Council will adjust its programme to ensure there are no significant or material differences from Year Three of the 2018-2028 Long-term Plan; and
3. That Council notes that the 2020/21 Annual Plan must still be adopted and the rates struck by resolution before 30 June 2020, and include an overview of any minor changes in costs along with all other information required by the Local Government Act 2002; and
4. That Council inform the community by providing balanced and objective information to help them understand the issues and decisions made; and
5. That Council notes that other matters being considered by Council may be subject to stand-alone consultation or engagement with the community prior to decisions being made.

**IMPLICATIONS**

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> Yes
2.	<i>Is a budget amendment required?</i> The 2020/21 Annual Plan will set the budget for the 2020/21 financial year.
3.	<i>Is this matter significant in terms of Council’s Policy on Significance?</i> No
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> An Annual Plan will be developed and adopted prior to 30 June 2020.

5.	<p><i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i></p> <p>No public consultation is required.</p>
6.	<p><i>Has the Child, Youth and Family Friendly Policy been considered?</i></p> <p>Council considers this and all Council policies when determining content of the Annual Plan.</p>

**FINANCIAL IMPLICATIONS**

No significant financial implications arise from this report.

**BACKGROUND**

In 2014 the Local Government Act 2002 (the Act) was amended to assist councils to reduce development time and remove unnecessary duplication in the preparation of information and consultation processes. The Act now provides that consultation is not required if the plan *“does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates”*.

It was initially proposed to consult on the Annual Plan 2020/21. COVID-19 has overtaken these discussions, and officers now believe that the most appropriate course of action is to determine not to consult; that the rate increase will be no more than that proposed in Year Three of the LTP; and that officers undertake further work to see where savings can be made. The major project driving consultation was the potential investment in City Block. The directors of ICL appreciate that circumstances beyond everyone’s control means this is not the right time.

Council did not consult on an Annual Plan for the 2019/20 year.

**CONSULTATION REQUIREMENTS**

To determine whether consultation is required, Council must first identify if the content of the proposed 2020/21 Annual Plan is different to that proposed in the third year of the Long-term Plan. The Act does not define ‘difference’, but Section 95A(2) does refer to variations or departures from the financial statements, new spending, or delay to, or abandonment of projects.

Section 95A(5) outlines that a difference is material if it could *“in itself, in conjunction with other differences, influence the decisions on assessment of those reading or responding to the consultation document.”* SOLGM guidance on Annual Plans recommends that councils keep the following tests in mind when assessing materiality or significance:

- Does the difference involve a change to the financial statement or funding impact statement?
- Might the difference(s) alter a reasonable person’s conclusions about the affordability of the plan?
- Might the difference(s) alter a reasonable person’s conclusions about the levels of service contained in the plan?



- Might the difference(s) lead to a reasonable person deciding (or not deciding) to make a submission on any consultation document (for example, has some policy shift been signalled)?

A variation, new spending proposal or project triggers the requirement to consult if it is assessed as significant. Our Significance and Engagement Policy is the primary tool for determining the significance of any of these matters or decisions.

It was originally intended to consult, but reconsideration of the issues and taking into account the 'lockdown' of the community, officers recommend that Council determine that this is not an appropriate time.

Council officers recommend that we engage with the community at the 'Inform' end of the engagement spectrum included in our Significance and Engagement Policy. The goal of this level of engagement is to provide the community with balanced and objective information to assist them in understanding the problems, opportunities and solutions included in the 2020/21 Annual Plan. At this level of engagement, the Council determines to keep the community informed of decisions made. This work will be undertaken later in the year.

Council is currently considering a number of other matters that may require stand-alone consultation. These matters will likely require community input. Officers believe that this is not the time to seek engagement with the community.

## **CONCLUSION**

As circumstances have changed significantly from our original planning, it is proposed to review the Annual Plan and ensure it has sufficient alignment with Year 3 of the LTP to not require consultation. An Annual Plan will still be developed and adopted by the Council prior to 30 June 2020.

Stand-alone consultation may need to be undertaken for some of the other matters that Council is considering or may need to consider during the current or next financial year. It is considered that targeting Council's engagement to these matters will provide the best opportunity for the community to influence Council's decision-making processes.

**TO: COUNCIL**  
**FROM: DAVE FOSTER – GROUP MANAGER FINANCE**  
**MEETING DATE: TUESDAY 24 MARCH 2020**

<b>RESOLUTION TO BORROW</b>
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**SUMMARY**

For Council to be able to implement the decisions made in relation to the “City Block”, borrowing will need to be approved to provide the funds. Also to be able to respond to potential issues that may arise from Covid-19, staff recommend some additional borrowing.
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**RECOMMENDATIONS**

**That the Council note its previous decision to invest in the “City Block”.**

**That Council note that it was envisaged that investment in the “City Block” would be financed by borrowing.**

**That Council approves borrowing of \$25,000,000 for the Investment in ICHL to acquire shares in the City Block development entity.**

**That Council approves the borrowing of a further \$10,000,000 to enable Council to be responsive to issues which may arise as a result of current circumstances.**

**That the Chief Executive Officer and Group Manager of Finance and Corporate Services are authorised to negotiate terms of loans and authorise the necessary documents.**

**IMPLICATIONS**

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> No
2.	<i>Is a budget amendment required?</i> No
3.	<i>Is this matter significant in terms of Council’s Policy on Significance?</i> Yes it is a statutory. The reason for debt being required has been consulted on with the community, the decision to borrow is a consequential decision which was included within the consultation.
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> No
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> Yes through the consultation process.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> N/A

**FINANCIAL IMPLICATIONS**

Council consulted with the public on an investment in the development of the “City Block”. Council has since decided that the investment will be through the Invercargill City Council Holdings Limited. For this to occur Council will need to borrow the funds to be able to provide more capital to ICHL through shares, to then provide the funds for ICHL to buy the equity in ICL (the development company).

Borrowing is provided for within the Annual Plan and LTP processes, however as this project was not provided for in the LTP, or the Annual Plan, the funding is not included in those documents. That is why a consultative procedure was used to get the community view on such a significant expenditure item.

Decisions to borrow, if not included in the Annual Plan, cannot be delegated and must be made by Council. (*Local Government Act 2002, Schedule 7 clause 32.1.b*).

The Annual Plan did not include any borrowing for this financial year. Therefore, a decision to borrow requires a Council resolution to borrow.

In addition to the capitalisation of the ICL transaction, the current Covid-19 matter will almost certainly have a negative impact on Council’s financials. While we are in a very healthy cash holding position at present, it is our advice to Council that borrowing another \$10m would be advisable to ensure that Council keeps its financial options open to be able to respond to the issues that will arise as a consequence. In a financial crisis “cash is king”. We are not in a financial crisis, and may not be, but taking precautions with being in a better cash position would be worthwhile flexibility for the community.

**TO: EXTRAORDINARY COUNCIL**

**FROM: RHIANNON SUTER, MANAGER – STRATEGY AND POLICY**

**MEETING DATE: TUESDAY 24 MARCH 2020**

<b>FEES AND CHARGES SCHEDULE 2020/21</b>
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**SUMMARY**

Staff have prepared their fees and charges based on budgets for the 2020/21 financial year. These fees and charges are presented for Council consideration prior to consultation.
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**RECOMMENDATIONS**

**That Council**

- receive the report Fees and Charges Schedule 2020/21
- adopt the Fees and Charges Schedule 2020/21 for consultation

**IMPLICATIONS**

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> Yes.
2.	<i>Is a budget amendment required?</i> The levels of fees and charges will be reflected in the Annual Plan budget
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> No
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> Yes – The levels of fees and charges will be reflected in the Annual Plan budget
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> Yes – This matter will be consulted on alongside the Annual Plan consultation document.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> N/A

**FINANCIAL IMPLICATIONS**

No financial implications arise from this report.

**FEES AND CHARGES FOR 2020/2021**

The Schedule of Fees and Charges for the 2020/21 financial year is attached (*Appendix 1*). The fees and charges are based on the budgets approved by Council and help to ensure that predicted revenues are reached.

The Schedule of Fees and Charges for the 2020/21 will be consulted on during April 2020.

**SUMMARY OF RECOMMENDED CHANGES**

Information is provided only for significant changes.

Alcohol Licensing	No changes recommended
Animal Services	No significant changes
Building control	Changes to fees for professional staff time better reflect cost of providing service, bringing the fee close in line to levels charged by other councils. Change in Government levy DBH Levy
Parking compliance	No changes recommended
Environmental Health	Changes to fees for professional staff time better reflect cost of providing service, bringing the fee close in line to levels charged by other councils. No other significant changes recommended
Housing care	A 10% increase in maximum rents for all categories. Current rents are significantly below market rents. There is a significant shortfall in providing this service. To improve the housing stock, it is necessary to slowly reduce this shortfall.
Invercargill Airport Limited	No changes recommended
Venues Services	No significant changes
Libraries and archives	No significant changes
Miscellaneous	Rates Postponement fee increase to reflect actual cost of registering the e-lodgement on the property.
Parks	Increase in Memorial Grove fees to better reflect cost of providing the service. At present this service is on hold. Change to rules around firewood collection – this is proposed to be an option only for charitable organisations in order to meet requirements of health and safety legislation.
Passenger Transport	No changes recommended
Pools	No significant changes
Public Toilets	No significant changes
Resource Management	Changes to fees for professional staff time better reflect cost of providing service, bringing the fee close in line to levels charged by other councils. New levels for initial deposits for consent applications, hearing fees, designations, heritage orders and plan changes, survey

	certification and other services. The level of the initial deposit does not change the total cost of the service. Increase in district plan fees to better reflect cost of service.
Roading	No significant changes
Sewerage	Changes to the re-inspection fees Rationalisation of tankered waste fees to one charge
Solid Waste	The fees and charges were not available at the time of going to print due to service contracts not yet being finalised. These will be published separately.
Southland Museum and Art Gallery	Changes to fees for professional staff time better reflect cost of providing service, bringing the fee close in line to levels charged by other councils.
Water Supply	Rationalisation of sale of water fees removing two tariff levels Increase in disconnection and reconnection fees to better reflect the actual cost of providing the service

**CONCLUSION**

It is recommended that the Fees and Charges schedule for 2020/21 be adopted for consultation.

# 2020-2021

# Fees & charges







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# Fees and charges



Fees and charges for Council activities, Council Controlled Organisations and Council Organisations are set under sections 12, 103 and 150 of the Local Government Acts 2002 and 1974. Fees and charges are effective from X July 20XX.

All fees and charges are inclusive of GST unless otherwise stated.

Any updates will be included on the Council's website [www.icc.govt.nz](http://www.icc.govt.nz)

Corporate Fees	2019/20 \$	2020/21 \$
Executive Staff	229.50	230.00
Managers and Team Leaders	188.50	190.00
Professional and Technical Staff	127.50	180.00
Administration staff	86.50	90.00
Photocopying		
• A4	0.20	0.20
• A3	0.40	0.40
• A0 & A1	5.00	5.00
Travel per km	0.75	0.75

## Alteration of Fees

Fees and charges may be refunded, remitted or waived by the Chief Executive, Director of Environmental and Planning Services, Director of Finance and Corporate Services or Director of Works and Services. The fees and charges listed were correct at the time of going to print. The Council reserves the right to alter fees and charges during the year. Any changes will be publicly notified for submissions. All fees and charges are GST inclusive unless otherwise stated.

# Alcohol Licensing

Alcohol Licensing Fees <i>Set by Sale and Supply of Alcohol (Fees) Regulations 2013</i> Premises Licence (on-licence, off-licence and club licence)		2019/20 \$	2019/20 \$	2020/21 \$	2020/21 \$
Category (Risk Rating)	Annual Fee	Application Fee	Annual Fee	Application Fee	
Very low (0 – 2)	161.00	368.00	161.00	368.00	
Low (3 – 5)	391.00	609.50	391.00	609.50	
Medium (6 – 15)	632.50	816.50	632.50	816.50	
High (16 – 25)	1035.00	1023.50	1035.00	1023.50	
Very High (26+)	1437.50	1207.50	1437.50	1207.50	
Special Licence					
Licence class	Events	Annual Fee	Events	Annual Fee	
Class 1	"1 large event: More than 3 medium events: more than 12 small events"	575.00	"1 large event: More than 3 medium events: more than 12 small events"	575.00	
Class 2	"3 to 12 small events 1 to 3 medium events"	207.00	"3 to 12 small events 1 to 3 medium events"	207.00	
Class 3	1 or 2 small events	63.25	1 or 2 small events	63.25	
Other Alcohol licenses		2019/20 \$	2020/21 \$		
		Fees			
Manager's certificate (application/ renewal)		316.25	316.25		
Temporary authority		296.70	296.70		
Temporary license		296.70	296.70		
Permanent Club Charters		632.50	632.50		

# Animal Services

Dog Control Fees	2019/20	2020/21
Registration	\$	\$
Responsible Ownership Fee – Not Desexed	70.00	70.00
Responsible Ownership Fee – Desexed	50.00	50.00
Dangerous Dog	150.00	150.00
Standard Fee - Not Desexed	100.00	100.00
Standard Fee - Desexed	85.00	85.00
Working Dog	35.00	35.00
Registration Fee for a Probationary Owner	Apply fee applicable to their classification	Apply fee applicable to their classification
Multiple Dog Fee (Five Dogs or More)	310.00 Responsible only	310.00 for responsible dog owners and for working dogs
Menacing Dog	150.00	150.00
Responsible Menacing Dog (Breed only)*	85.00	85.00

## Pro-rata Registration Fees

### "Pro-rata Registration Fees

Use the fees below when registering a new dog. This could be:

1. A puppy's first registration; or
2. When a person is a new owner of a dog.

As a guide to what refund may be given in the case of a dog that has died, take the fee for that month after the refund application is received."

Registration made within	Responsible owner - Not De-sexed	Dog Responsible Owner - De-sexed	Dangerous and Menacing Dog	Standard Dog – Not De-sexed	Standard Dog – De-sexed	Working Dog	Menacing Dog Responsible (Breed only applies)
July	64.17		137.5	91.67	77.92	32.08	77.92
August	58.33		125	83.34	70.8	29.16	70.8
September	52.5		112.5	75.01	63.74	26.24	63.74
October	46.67		100	66.68	56.67	23.32	56.67
November	40.83		87.5	58.35	49.58	20.4	49.58
December	35		75	50.02	42.5	17.48	42.5
Jan	29.17		62.5	41.69	35.42	14.56	35.42
Feb	23.33		50	33.36	28.33	11.64	28.33
March	17.5		37.5	25.03	21.25	8.72	21.25
April	11.67		25	16.7	14.17	5.8	14.17
May	5.83		12.5	8.37	7.08	2.88	7.08
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Other Fees	2019/20 \$	2020/21 \$
Application for Responsible Ownership (inc property inspection)	40.00	40.00
Additional property inspections	25.00	25.00
Microchip Implanting	6.00	6.00
Replacement Tags	25% of registration	25% of registration
Additional late fee after 1 August	750.00	750.00
Dog Hearing Lodgment Fee	40.00	40.00
Dog Control Infringements Set by Dog Control Act 1996 (per offence)		
Willful obstruction of a Dog Control Officer or Ranger	750.00	750.00
Failure or refusal to supply information or willfully providing false particulars	750.00	750.00
Failure to supply information or willfully providing false particulars about dog	750.00	750.00
Failure to comply with any Bylaw authorized by the section	750.00	750.00
Failure to undertake dog education programme of dog obedience course (or both)	300.00	300.00
Failure to comply with obligations of a probationary owner	750.00	750.00
Failure to comply with the effects of disqualification	750.00	750.00
Failure to comply with effects of classification of dog as "dangerous dog"	300.00	300.00
Failure to comply with effects of classification of dog as "menacing dog"	300.00	300.00
Fraudulent sale or transfer of dangerous dog	500.00	500.00
Failure to advise person of muzzle and leashing requirements	100.00	100.00
Failure to implant microchip transponder in dog	300.00	300.00
False statement relating to dog registration	750.00	750.00
Falsely notifying of death of dog	750.00	750.00
Failure to register dog	300.00	300.00
Fraudulent procurement to procure replacement tag	500.00	500.00
Failure to advise change of dog ownership	100.00	100.00
Failure to advise change of address	100.00	100.00

## Animal Services continued

<b>Dog Control Infringements continued Set by Dog Control Act 1996 (per offence)</b>	<b>2019/20 \$</b>	<b>2020/21 \$</b>
Removal or swapping of registration tags	500.00	500.00
Failure to keep dog controlled or confined	200.00	200.00
Failure to keep dog under control	200.00	200.00
Failure to provide proper care and attention, food, water, shelter	300.00	300.00
Failure to carry leash in public	100.00	100.00
Failure to comply with barking dog abatement notice	200.00	200.00
Allowing a dangerous dog to be at large unleashed or unmuzzled	300.00	300.00
Releasing dog from custody	750.00	750.00
Failure to advise of muzzle and leashing requirements	100.00	100.00
<b>Dog Impoundment Fees</b>		
Wandering/found dog return home (1st offence)	0.00	0.00
Wandering/found dog return home (2nd offence)	40.00	40.00
First Impoundment	80.00	80.00
Second Impoundment	120.00	120.00
Third and Subsequent Impoundments	160.00	160.00
Sustenance – per day	20.00	20.00
Long Term Stay ( Greater than one month) Monthly Fee		
Note: Where a dog is impounded and is awaiting the outcome of a Court Hearing or similar a monthly fee will be applied and monthly invoices will be issued to the owner.	300.00	300.00
After Hours Release (Minimum of one hour staff time)	127.50	180/hour
Additional Impounding Fee: After Hours Impounding (Contractor)	55.00	70.00
Surrender fee		75.00

Stock Impounding Charges	2019/20 \$	2020/21 \$
<b>Large animals including but not limited to, Horses, Asses, Mules, Cattle and Deer</b>		
First Impounding (first animal)		
Poundage – each	100.00	100.00
Sustenance – per day	10.00	10.00
Second or Subsequent impounding (first animal)		
Poundage – each	90.00	90.00
Sustenance – per day	10.00	10.00
Additional animal impounding		
Poundage – each	10.00	10.00
Sustenance – per day	10.00	10.00
<b>Small animals including but not limited to, Sheep, Goats, Pigs and Poultry</b>		
Impounding (first animal)- each	30.00	30.00
Impounding additional animals- each	3.00	3.00
sustenance (each animal) - per day	3.00	3.00
Droving, leading or conveying charges	120.00	150.00
<b>Other Fees</b>		
Sale New Bark Collars Large	165.00	Discontinued
Bark Collar Rental Fee - Small (Dogtro)	Bond - 60.00	Discontinued
	Per Week - 25.00	Discontinued
Bark Collar Rental - Large (Bark Limiter)	Bond - 70.00	Discontinued
	Per Week - 25.00	Discontinued

# Building Services

<b>Building Consent Application</b>		
<p>All application based on square meter rates are subject to a minimum \$500 and a maximum \$22,000 fee, except any construction project with an estimated construction value greater than \$3,000,000 that will be charged a flat rate of 0.8% the construction value.</p> <p>Fees are based on the floor area affected, for example if a wall is removed the areas of the rooms on both sides of the demolished wall are used to calculate the fee.</p>		
<b>(a) Healthy Homes</b>		
Council offers a 25% subsidy off the following fees as part of our commitment to the Government's Warm Up New Zealand: Healthy Homes Programme	2019/20 \$	2020/21 \$
Solid Fuel Heater: Freestanding	275.00 – 25% = 206.25	275.00 – 25% = 206.25
Solid Fuel Heater: Inbuilt / Wetbacks	410.00 – 25% = 307.50	410.00 – 25% = 307.50
Insulation	410.00 – 25% = 307.50	410.00 – 25% = 307.50
<b>Earthquake prone buildings</b>		
Earthquake Strengthening		1,000.00 deposit plus time and/or inspection fees
<b>(b) Residential</b>		
New Dwellings Single / Semi-Detached / Additions (Includes plumbing and drainage)	22.50/m <sup>2</sup>	22.75/m <sup>2</sup>
Residential interior alterations	18.50/m <sup>2</sup>	18.75/m <sup>2</sup>
Building placed on site/foundation only	12.25/m <sup>2</sup>	12.50/m <sup>2</sup>
Multi-Residential (includes plumbing and drainage)	23.00/m <sup>2</sup>	23.25/m <sup>2</sup>
Conservatories / Verandahs	510.00 flat rate	510.00 flat rate
Re-roof / re-clad	510.00 flat rate	510.00 flat rate
Amendment	155.00 flat rate plus time costs and/or additional inspections	155.00 flat rate plus time costs and/or additional inspections
(a) Fast Track Foundation Amendment	255.00 flat rate	255.00 flat rate
(b) Waiver / Modification Amendment	205.00 flat rate	205.00 flat rate
<b>Solid fuel heater:</b>		
• Freestanding	275.00 flat rate	275.00 flat rate
• Diesel Freestanding	410.00 flat rate	410.00 flat rate
• Inbuilt / Wetbacks	410.00 flat rate	410.00 flat rate
• Boilers - oil and diesel fired	410.00 flat rate	410.00 flat rate



Building Consent Application continued	2019/20 \$	2020/21 \$
Bathroom alteration including wet area shower	510.00 flat rate	510.00 flat rate
Plumbing – Solar Heating	410.00 flat rate	410.00 flat rate
Fences/timber deck	305.00 flat rate	305.00 flat rate
Swimming pools	220.00 flat rate	220.00 flat rate
Swimming pool registration (three yearly)	205.00 flat rate	205.00 flat rate
Swimming pool exemption request	205.00 flat rate	205.00 flat rate
Accessory Buildings (unlined)	17.25/m <sup>2</sup> capped at 1,025.00	17.50/m <sup>2</sup> capped at 1,025.00
Accessory Buildings (lined)	20.50/m <sup>2</sup> capped at 1,025.00	20.75/m <sup>2</sup> capped at 1,025.00
Accessory Buildings Extension	17.00/m <sup>2</sup> (minimum fee 305.00)	17.25/m <sup>2</sup> (minimum fee 305.00)
<b>(c) Commercial</b>		
New Commercial / Additions (General)	25.75/m <sup>2</sup>	25.75/m <sup>2</sup>
Foundation / Slab / Bridge Only	410.00	410.00
New Office / Additions	22.75/m <sup>2</sup>	22.75/m <sup>2</sup>
Shell only (internal unfinished)	17.75/m <sup>2</sup>	17.75/m <sup>2</sup>
Commercial interior alterations	17.75/m <sup>2</sup>	17.75/m <sup>2</sup>
Earthquake Strengthening	\$500 time costs and/or inspections	Discontinued
Minor Work	10.50/m <sup>2</sup>	10.50/m <sup>2</sup>
Re-roof / reclad	615.00 flat rate	615.00 flat rate
Amendments	150.00 flat rate plus time costs and/or additional inspections	150.00 flat rate plus time costs and/or additional inspections
(a) Fast Track Foundation Amendment	255.00 flat rate	255.00 flat rate
(b) Waiver / Modification Amendment	205.00 flat rate	205.00 flat rate
<b>(d) Industrial</b>		
New Industrial / Additions	15.25/m <sup>2</sup>	15.50/m <sup>2</sup>
Industrial interior alterations	15.25/m <sup>2</sup>	15.50/m <sup>2</sup>
Farm Buildings (unlined) (bonafide farm use)	10.25/m <sup>2</sup> capped at 1,000.00	10.50/m <sup>2</sup>
Amendment	150.00 flat rate plus time costs and/or additional inspections	150.00 flat rate plus time costs and/or additional inspections

## Building Services continued

Building Consent Application continued	2019/20 \$	2020/21 \$
(a) Fast Track Foundation Amendment	255.00 flat rate	255.00 flat rate
(b) Waiver / Modification Amendment	205.00 flat rate	205.00 flat rate
<b>(e) Plumbing</b>		
Interior Plumbing and Drainage	410.00 flat rate	410.00 flat rate
Site Servicing / Ext. Drainage / Road Openers (min. \$300.00)	15.50/lin.m	15.50/lin.m
Hot water cylinder replacement (same location)	205.00 flat rate	205.00 flat rate
Connection to Kennington Sewerage Scheme		7,000.00 plus 300.00 building consent fee
Connection to North Road extension	5,377.00 flat rate	5,377.00 flat rate
On-site Waste Water Processing – (initial review) <i>Additional costs will be charged at an hourly rate for subsequent review</i>	925.00 flat rate	925.00 flat rate
<b>(f) Mechanical</b>		
HVAC (affected area) (min. of \$300.00)	1.75/m2	1.75/m2
Sprinkler System (affected area) (min. of \$300.00)	1.00/m2	1.00/m2
Fire Alarm, Auto-Doors, Other Specified System	305.00 flat rate	305.00 flat rate
<b>(g) Demolition</b>		
Residential	360.00 flat rate	360.00 flat rate
Commercial / Industrial	510.00 flat rate	510.00 flat rate
<b>Certificate of Acceptance</b>		
Certificate of Acceptance Building <i>(Plus DBH, BRANZ and Accreditation levies if applicable)</i>	Consent fee x 2	Consent fee x 2
<b>Officer charge out rates</b>		
Processing - additional time <i>Third review of application will be charged an additional processing fee</i>	150.00 per hour	180.00 per hour
Inspection – additional <i>Third inspection per stage will be charged an additional fee</i>	150.00 per hour	180.00 per hour
<b>Project Information Memorandum</b>		
PIM – residential	305.00 flat rate	305.00 flat rate
PIM – commercial / industrial	410.00 flat rate	410.00 flat rate

Land Information Memorandum	2019/20 \$	2020/21 \$
<b>Residential - Single Property:</b>		
• 5 working days (electronic)	460.00 flat rate	460.00 flat rate
• 10 working days (electronic)	275.00 flat rate	275.00 flat rate
<b>Other: Includes Rural/Multi Residential/Commercial and Industrial</b>		
• 10 working days (electronic)	460.00 flat rate	460.00 flat rate
Note: The set fee for a Land Information Memorandum is for an electronic copy. Should you require a hard copy version; a further \$10.00 charge will apply.	10.00 per copy	10.00 per copy
Annual Building Warrant of Fitness	2019/20 \$	2020/21 \$
New Compliance Schedule	305.00 flat rate	305.00 flat rate
Building Warrant of Fitness Renewal	155.00 flat rate	155.00 flat rate
Building Warrant of Fitness audit inspection (including file note)	150.00 flat rate plus time costs and/or additional inspections	150.00 flat rate plus time costs and/or additional inspections
Amendment to Compliance Schedule	205.00 flat rate	205.00 flat rate
Administrative		
Building statistics report (per month)	30.00	30.00
Property File Retrieval	10.00	10.00
Copying charges:		
• Per A4 or A3 page (Plus Administrative Charge)	0.20 per page	0.20 per page
• Per A1 or A0 page (Plus Administrative Charge)	5.00 per page	5.00 per page
Scanning of property files	86.50 per hour capped at 275.00	90.00 per hour capped at 275.00
Administrative Charge	86.500 per hour capped at 275.00	90.00 per hour capped at 275.00

## Building Services continued

Miscellaneous	2019/20 \$	2020/21 \$
Signs/Retaining Walls	360.00 flat rate	360.00 flat rate
Playground Equipment (\$300.00 min)	5.00/m <sup>2</sup>	5.00/m <sup>2</sup>
Tents/Marquees	305.00 flat rate	305.00 flat rate
<b>Certificate of Public Use</b>		
• First six months	350.00 flat rate	350.00 flat rate
• Second six months	700.00 flat rate	700.00 flat rate
• Third and subsequent six months	2,000.00 flat rate	2,000.00 flat rate
Notice to Fix/Dangerous/Insanitary/EQ Prone	500.00 flat rate	500.00 flat rate
Minor variation acceptance	150.00 flat rate	150.00 flat rate
Alternate Solution Assessment	205.00 flat rate	205.00 flat rate
Schedule 1 paperwork acceptance	110.00 flat rate	110.00 flat rate
Schedule 1 Exemption 2	410.00 flat rate	410.00 flat rate
Peer Review/Consultant	Cost plus 10%	Cost plus 10%
Permit inspection (Consent Prior to 1993)	205.00 flat rate	205.00 flat rate
House relocation suitability report (plus report costs)	305.00 flat rate	-
Dangerous/Insanitary/Earthquake Prone Consultation/Engaging consultants	500.00 hourly rate	Cost plus 10%
Change of Use notification/acceptance	200.00 flat rate	200.00 flat rate
PSA Registration Maintenance Fee	150.00 for a three year registration	150.00 for a three year registration
<b>Legal Processes</b>		
Drain in Common fee <i>(Applicant to engage surveyor to draw up plan and provide to Council for lodging with Land Information New Zealand.)</i>	550.00 plus any solicitors costs	550.00 plus any solicitors costs
Section 75 of the Building Act	350.00 flat rate	350.00 flat rate
Section 73 of the Building Act	350.00 plus any solicitors costs	350.00 plus any solicitors costs
Section 37 of the Building Act	110.00 flat rate	110.00 flat rate

<b>Government Levies</b> (May be varied by Government legislation)	<b>2019/20</b> \$	<b>2020/21</b> \$
BRANZ Levy	1.00 per 1,000.00 of GST inclusive work for all applications of 20,000 or more	1.00 per 1,000.00 of GST inclusive work for all applications of 20,000 or more
DBH Levy	2.01 per 1,000.00 of GST inclusive work for all applications of 20,000 or more	1.75 per 1,000 of GST inclusive work for all applications of \$20,444 or more.
Accreditation Levy	1.00 per 1,000.00 of GST inclusive work for all applications of 5,000.00 or more	1.00 per 1,000.00 of GST inclusive work for all applications of 5,000.00 or more

**The following Infringement Fees are set by the Building Act 2004.**  
**Please note – the fine increases if Court proceedings are undertaken.**

<b>General Building Offences</b>		
s40 - Failing to comply with the requirement that building work must be carried out in accordance with a building consent.	1,000.00	1,000.00
s101 - Failing to comply with requirement to obtain a compliance schedule	250.00	250.00
s108(5)(a) - Failing to display a building warrant of fitness required to be displayed.	250.00	250.00
S108(5)(aa) Failing to supply territorial authority with a building warrant of fitness	250.00	250.00
s108(5)(b) - Displaying a false or misleading building warrant of fitness.	1,000.00	1,000.00
s108(5)(c) - Displaying a building warrant of fitness other than in accordance with section 108.	1,000.00	1,000.00
<b>Legal Processes</b>		
s116B(1)(a) - Using, or knowingly permitting the use of, a building for a use for which it is not safe or not sanitary.	1,500.00	1,500.00
s116B(1)(b) - Using, or knowingly permitting the use of, a building that has inadequate means of escape from fire.	2,000.00	2,000.00

## Building Services continued

Legal Processes	2019/20 \$	2020/21 \$
s124 - Failing to comply with a notice, within the time stated in the notice, requiring work to be carried out on a dangerous, earthquake-prone, or insanitary building.	1,000.00	1,000.00
s128 - Using or occupying a building, or permitting another person to do so, contrary to a territorial authority's hoarding, fence, or notice.	2,000.00	2,000.00
S128A(2) Using or occupying a building, or permitting another person to do so, contrary to a territorial authority's hoarding, fence, or notice.	2,000.00	2,000.00
s168 - Failing to comply with a notice to fix.	1,000.00	1,000.00
s362D(4) Failing to provide prescribed disclosure information	500.00	500.00
Failing to provide prescribed checklist	500.00	500.00
s362F(4) Failing to have a written contract as prescribed	500.00	500.00
S362T(4) Failing to provide prescribed information or documentation to specified persons	500.00	500.00
s363 - Using, or permitting use of building having no consent or code compliance certificate or certificate for public use for premises for public use	1,500.00	1,500.00
s367 - Wilfully obstructing, hindering, or resisting a person executing powers conferred under the Act or its regulations.	500.00	500.00
s368 - Wilfully removing or defacing a notice published under the Act or inciting another person to do so.	500.00	500.00
Restricted Building Work	2019/20 \$	2020/21 \$
s85(1) - Person who is not licensed building practitioner carrying out restricted building work without supervision of licensed building practitioner with appropriate licence.	750.00	750.00
s85(2)(a) - Licensed building practitioner carrying out restricted building work without appropriate licence.	500.00	500.00
s85(2)(b) - Licensed building practitioner supervising restricted building work without appropriate licence.	500.00	500.00
s314(1) - Person holding himself or herself out as being licensed to do or supervise building work or building inspection work while not being so licensed.	500.00	500.00

Dam Safety Offences	2019/20 \$	2020/21 \$
s134C - Dam owner failing to classify dam.	500.00	500.00
s138 - Dam owner failing to comply with a direction from a regional authority to have a classification re-audited and submitted.	250.00	250.00
s140 - Dam owner failing to prepare, or arrange the preparation of, a dam safety assurance programme and submit it for audit.	500.00	500.00
s145 - Dam owner failing to comply with a direction from a regional authority to have a dam safety assurance programme re-audited and submitted.	250.00	250.00
s150(4)(a) - Dam owner knowingly failing to display a dam compliance certificate required to be displayed.	250.00	250.00
s150(4)(b) - Dam owner displaying a false or misleading dam compliance certificate.	1,000.00	1,000.00
s150(4)(c) - Dam owner displaying a dam compliance certificate other than in accordance with section 150.	1,000.00	1,000.00
s154 - Dam owner failing to comply with a notice, within the time stated in the notice, requiring work to be carried out on a dangerous dam.	2,000.00	2,000.00

# Compliance

Parking Compliance Fees	2019/20 \$	2020/21 \$
<b>Pursuant to:</b>		
<b>Land Transport Act 1998</b>		
<b>Invercargill City Council Bylaws</b>		
<b>Transport (towage fees) Notice 2004</b>		
<b>Any parking offence involving parking on a road in breach of a Local Authority Bylaw, in excess of a period fixed by a meter or otherwise, where the excess time is:</b>		
Not more than 30 minutes	12.00	12.00
More than 30 minutes but not more than one hour	15.00	15.00
More than one hour but not more than two hours	21.00	21.00
More than two hours but not more than four hours	30.00	30.00
More than four hours but not more than six hours	42.00	42.00
More than six hours	57.00	57.00
<b>Offence: Other Infringements</b>		
Parked within six metres of an intersection	60.00	60.00
Parked near corner, bend, rise or intersection	40.00	40.00
Parked on or near a pedestrian crossing	60.00	60.00
Parked in a prohibited area	40.00	40.00
Parked on broken yellow line	60.00	60.00
Parked in area reserved for hire or reward vehicles	40.00	40.00
Parked within six metres of an indicated bus stop	40.00	40.00
Parked obstructing a vehicle entrance	40.00	40.00
Parked within 500mm of a fire hydrant	40.00	40.00
Double parked	60.00	60.00
Incorrect kerb parking	40.00	40.00
Parked on a footpath	40.00	40.00
Parked a trailer on a road over seven days	40.00	40.00
Inconsiderate parking	60.00	60.00
Parked in a (non GSV) loading zone - over the time limit	40.00	40.00
Incorrect angle parking	40.00	40.00
Parked facing wrong way	40.00	40.00
Parked on a level crossing	150.00	150.00
Parked near a level crossing	150.00	150.00



Parking Compliance Fees continued	2019/20 \$	2020/21 \$
Operated vehicle with a damaged tyre	150.00	150.00
Operated vehicle with a smooth tyre	150.00	150.00
Parked in area reserved for disabled persons	150.00	150.00
Failed to park entirely in marked parking area	40.00	40.00
Failed to pay for parking at carparks using pay and display, pay by space or pay by plate method	40.00	40.00
Parked at an expired meter	12.00	12.00
Parked in a parking space exceeding time paid for at a pay and display, pay by space or pay by plate method	Between 12.00- 57.00 as above	Between 12.00- 57.00 as above
Operated an unlicensed vehicle	200.00	200.00
Obscured or indistinguishable registration label	200.00	200.00
Obscured or indistinguishable registration plate	200.00	200.00
Used a vehicle with exemption from continuous licensing	200.00	200.00
Failed to display registration plates	200.00	200.00
Displayed other than appropriate label	200.00	200.00
Used unauthorised registration plate (not on registry)	200.00	200.00
Failed to display current Warrant of Fitness	200.00	200.00
No Certificate of Fitness - commercial vehicle	600.00	600.00
Towage Fee	52.50	52.50
Abandoned vehicle towage fee including storage	Actual Cost	Actual Cost

# Environmental Health

Corporate Fees	2018/19 \$	2019/20 \$
Food Businesses operating under the Food Act 2014		
<b>Registration and Verification Under the Food Act 2014</b>		
<b>1. Registration</b>		
<b>New Business or Initial Registration Fee</b> for a Food Control Plan or National Programme	170.00	180.00/hour
Multi-Site Business- in addition to above – Additional fee per site	62.00	62.00
<b>Renewal of a Food Control Plan or National Programme Registration</b>		
Food Control Plan - Minimum Registration Period - 12 months	130.00	130.00
National Programme 3 – Minimum Registration Period - 2 Years	130.00	130.00
Registration National Programme 2 - Minimum Registration Period - 2 Years	130.00	130.00
Registration National Programme 1 - Minimum Registration Period - 2 Years	130.00	130.00
Multi-Site Business - in addition to above – Additional fee per site	42.00	42.00
<b>Amendment to a Food control Plan or National Programme Registration, including change of ownership</b>	47.00	47.00
<b>2. Verification, Compliance and Monitoring</b>		
Verification Fee for Food Control Plans and National Programmes (includes follow ups)	Hourly fee of 130.00 or part thereof PLUS disbursements which includes mileage outside the city boundary	Hourly fee of \$180.00 PLUS disbursements which includes mileage outside the City boundary
<b>Travel time for staff outside of City Boundary</b>	Half the hourly rate 65.00 charged to the nearest half hour	Half the hourly rate 65.00 charged to the nearest half hour
Mileage		\$0.75/kilometer
<b>Other Health Licences</b>		
Camping Grounds	465.00	465.00
Hairdressers	260.00	260.00
Funeral Directors	260.00	260.00

<b>Other Health Licences continued</b>	<b>2019/20 \$</b>	<b>2020/21 \$</b>
Offensive Trades	260.00	260.00
Change of ownership	47.00	47.00
Late Fee charges	77.00	77.00
<b>Bylaw fees</b>		
Health and Hygiene Bylaw registration fee	260.00	260.00
Environmental Health Bylaw Mobile Trading	90.00	90.00
Environmental Health Bylaw Untidy Buildings, Sections and Abandoned Vehicles		180/hour and actual contractor costs
Environmental Health Bylaw investigation fee		180/hour
<b>Hazardous Substances ( Hazardous Substances and New Organism Act 1996)</b>		
Inspection and/or Report under HSNO - per hour or part thereof	130.00	180.00/hour
Clean up, sampling, testing, seizure or removal of material / disposal or transfer to holding site/other agency	Actual and reasonable costs	Actual and reasonable costs
<b>Gambling Venue Consent (Gambling Act 2003)</b>		
Venue consent application	515.00	515.00
Hearings lodgment fee payable on lodgment of application (for hearings that last up to 2 hours)	1,540.00	1540.00
Monitoring of venue premises (per hour or part thereof)	130.00	180.00 per hour
<b>Other Charges – Processing Applications / Variations / Extra Audits or Inspections Outside of Normal Business Hours</b>		
Normal Working Hours (Per hour or part thereof)	130.00	Discontinued
Outside Normal Working Hours (Per hour or part thereof)	165.00	Discontinued
Statutory Holidays (Per hour or part thereof)	215.00	Discontinued

## Housing Care

Housing Care GST Not Applicable	2019/20 \$	2020/21 \$
Studio units (per week)	Up to 120.00	Up to 132.00
One bedroom units (per week)	Up to 140.00	Up to 154.00
One bedroom units with carport (per week)	Up to 140.00	Up to 154.00
Two bedroom special needs unit (per week)	Up to 185.00	Up to 203.50

# Invercargill Airport Limited

Invercargill Airport Fees	2019/20 \$	2020/21 \$
Car parking charges		
Up to 1 hour	Free - 8.00	Free - 8.00
Up to 24 hours	From 8.50 – 25.00	From 8.50 – 25.00
Up to 2 days	From 25.50 – 39.00	From 25.50 – 39.00
Up to 3 days	From 39.50 – 49.00	From 39.50 – 49.00
Up to 4 days	From 48.50 – 53.00	From 48.50 – 53.00
First week (7 day) maximum	Maximum 60.00	Maximum 60.00
After the first week, per 12 hour period or part thereof	Maximum 80.00	Maximum 80.00
After the first week, weekly maximum	35.00	35.00
Lost ticket fee	100.00	100.00
Unlimited card use (12 months)	980.00	980.00
Leases	Market rate	Market rate
Fuel sales	Market rate	Market rate
Meeting rooms, per hour (minimum three hours)		
Meeting Room	45.00 – 150.00 plus GST	45.00 – 150.00 plus GST
Official Information Requests (per hour)		
Executive Staff	229.50 GST Inclusive	229.50 GST Inclusive
Managers and Team Leaders	188.50 GST Inclusive	188.50 GST Inclusive
Professional and Technical Staff	127.50 GST Inclusive	127.50 GST Inclusive
Administrative Staff	86.50 GST Inclusive	86.50 GST Inclusive
Photocopying		
A4 page	0.20	0.20
A3 page	0.40	0.40
Travel per km	0.75	0.75

## Alteration of Fees

Fees and charges may be refunded, remitted or waived by the General Manager, Invercargill Airport Limited. The fees and charges listed were correct at the time of going to print. The Council reserves the right to alter fees and charges during the year. Any changes will be publicly notified for submissions. All fees and charges are GST inclusive unless otherwise stated.

# Invercargill Venue and Events Management

Civic Theatre Complex	2019/20 \$	2020/21 \$
<b>Civic Theatre (seating capacity 1,015)</b>		
Hire charge per performance	Price by negotiation - 2,950.00	3,065.00
Second performance	Price by negotiation - 1,950.00	2,025.00
Matinee or rehearsals with an audience	1,950.00	2,025.00
Dark days pack in/out rehearsals	1100 - 1,200.00	1,250.00
Security deposit per performance	600.00	600.00
<b>Specialist services are also available at an additional charge</b>		
<b>Function Rooms</b>		
Weddings – basic hire for a day	Price by negotiation	Price by negotiation
<b>Drawing Room</b>		
Day booking	240.00	250.00
Half day booking (maximum four hours)	130.00	135.00
Day/night	360.00	375.00
Day/night	80.00	90.00
<b>Victoria Room – whole room</b>		
Day booking	375.00	390.00
Half day booking (maximum four hours)	195.00	200.00
Day/night	560.00	580.00
Down Day charge	100.00	110.00
<b>Victoria Room – Venue 1 or Venue 2</b>		
Day booking	240.00	250.00
Half day booking (maximum four hours)	130.00	135.00
Day/night	360.00	375.00
Down Day charge	80.00	90.00

## Alteration of Fees

Fees and charges may be refunded, remitted or waived by the Manager, Invercargill Venue and Events Management. The fees and charges listed were correct at the time of going to print. The Council reserves the right to alter fees and charges during the year. Any changes will be publicly notified for submissions. All fees and charges are GST inclusive unless otherwise stated.

<b>Rugby Park</b>	<b>2019/20</b> <b>\$</b>	<b>2020/21</b> <b>\$</b>
	Price by negotiation	Price by negotiation
<b>Scottish Hall</b>		
Venue Hire	Price by negotiation	
Hall (full complex)	350.00	370.00
Supper Room	80.00	90.00
Kitchen	80.00	90.00
Down Day charge	80.00	90.00

**Alteration of Fees**

Fees and charges may be refunded, remitted or waived by the Manager, Invercargill Venue and Events Management. The fees and charges listed were correct at the time of going to print. The Council reserves the right to alter fees and charges during the year. Any changes will be publicly notified for submissions. All fees and charges are GST inclusive unless otherwise stated.

## Libraries and Archives

Lending Services	2019/20 \$	2020/21 \$
3D Print		Price on request
Book Bag	2.00	2.00
Book Covering	5.00	5.00
Book mending/book repair (minimum)	10.00	10.00
Digital image (minimum) - apply to Archives	5.00	10.00
Disc Resurfacing	2.50	2.50
DVD (including Bluray) (Note: These are Free for Children)	1.00	1.00
Holds – (Note: These are Free for Children)	0.60	0.60
Hot Pick Books/Magazines/DVDs	2.50	2.50
Interloans (minimum)	5.00	5.00
Interloans (urgent)	25.00	25.00
Internet/Wi-Fi - public access provided through APNK.	2.00	0.00
Library Card replacement	2.00	2.00
<b>Meeting Room Hire - hourly by arrangement</b>		
• Meeting Room Half day	70.00	70.00
• Meeting Room Full day	125.00	125.00
Overdues non-chargeable items (per day) (Note: these are free for children)	0.20	0.20
Overdues chargeable items (per day) (Note: these are free for children)	0.50	0.50
Printing (per copy)		
• A4 Black and white	0.20	0.20
• A3 Black and white	0.40	0.40
• A4 Colour	0.50	0.50
• A3 Colour	1.00	1.00
Research (first 30 minutes free)	Price on Request	Price on Request
Scanning – staff assistance (Council also provides a free option using APNK)	2.50	2.50
USB stick (8GB)	10.00	10.00
Videogames (PS / Xbox / Wii)	2.50	2.50



## Miscellaneous

<b>Bank Fees and Charges</b>	<b>2019/20</b> \$	<b>2020/21</b> \$
Credit card and electronic transfer charges	Actual charge	Actual charge
<b>Laboratory Services</b>		
Testing services	125.00 per hour plus materials	127.50 per hour plus materials
<b>Litter</b>		
Litter fine	400.00	400.00
<b>Official Information Requests and Compliance Investigations</b>		
Executive Staff (per hour)	229.50	230.00
Managers and Team Leaders (per hour)	188.50	190.00
Professional and Technical Staff (per hour)	127.50	180.00
Administrative Staff (per hour)	86.50	90.00
<b>Rates Postponement Policy Fees</b>		
Administration fee	50.00	160.00
Interest rate	8%	5%
<b>Request for establishing a new Rating Area</b>		
Request for establishing a new Rating Area	7,187.50	7,187.50
<b>Services Provided to other Local Authorities</b>		
Charge for services provided to other Local Authorities (per hour)	153.00	155.00
<b>Street Banners</b>		
Street Banners	125.00	125.00

## Parks and Reserves

<b>General Casual Use Park Charge</b> (Plus any special requirement charges)	<b>2019/20</b> \$	<b>2020/21</b> \$
Any area of any park or reserve for a wedding, picnic or non-commercial event	25.00	25.75
<b>Special Locations (Plus any special requirements)</b>		
Queens Park Band Rotunda (includes power)	50.00	51.50
Queens Park Winter Gardens (between 5.00 to 7.00 pm summer only)	85.00	87.55
Queens Park Tennis Pavilion (includes power)	60.00	61.80
Anderson Park Pavilion/Kitchen (includes power)	60.00	61.80
Anderson Park Pavilion/Kitchen and BBQ (includes power)	90.00	92.70
Anderson Park Second Picnic Area	40.00	41.20
Otepuni Gardens Band Rotunda (includes power)	50.00	51.50
Sandy Point Oreti Sands Golf Building	100.00	103.00
Otatara Scenic Reserve (ex Guide Camp Area)	40.00	41.20
Makarewa Domain Community Building (ex Bowling Club)	100.00	103.00
<b>Special Requirements</b>		
<b>Queens Park</b>		
• Power – where available	25.00	25.75
• Gates – to have gates opened for official vehicles (1 hour maximum)	100.00	103.00
<b>Anderson Park</b>		
• Marquee site – includes use of pavilion and kitchen	From 400.00	From 412.00
• Access after dusk	195.00	200.85
<b>Gala Street Reserve</b>		
• Power – Fountain	25.00	25.75
• Power – Fairs and carnivals	From 290.00 Plus power if required	Connection plus power costs
• Circuses (non performing and performing days) per day • As determined by the Parks Manager based on size, duration, location and nature of event	From 295.00 Plus power if required	From 303.85
• Power – Fair, Carnival and Circus Area	Connection fee PLUS cost of power used based on actual reading	Connection fee PLUS cost of power used based on actual reading - organised by hirer

Special Requirements - Continued	2019/20 \$	2020/21 \$
<b>General Reserves</b>		
Other reserves and activities (including concerts or similar) As determined by the Parks Manager based on size, duration, location and nature of event	From 125.00	From 128.75
Power – where available	25.00	25.75
Access to reserves through gates and barriers (key fee)	100.00	103.00
Commercial site including power (per day charge)	From 240.00	From 247.00
Commercial concession	350.00 - 500.00 pa Dependent upon number of days of week used	350.00 - 500.00 pa Dependent upon number of days of week used
<b>Bonds</b>		
Marquee site	From 540.00	From 556.20
Commercial activities (including fairs and carnivals)	From 540.00	From 556.20
Circuses	From 1,145.00	From 1,179.35
Where not defined above, bond to be determined by Parks Manager		
<b>Car Park Maintenance</b>		
Surrey Park sports clubs with shared car parks	Per revenue and finance policy	Per revenue and finance policy
<b>Sports Clubs Occupying Council Reserves (buildings charged as extra)</b>		
Bowling Green	415.00	427.45
Croquet Greens	385.00	396.55
Dog Obedience Club	325.00	334.75
Model Engineers	590.00	607.7
<b>Surrey Park Grandstand and Athletics Track</b>		
<b>School sports (50% paid to Athletics Southland)</b>		
• Year 7 and over	555.00	571.65
• Years 1 to 6 (inclusive)	448.00	461.44
Athletics – use of sports area, per season (enclosure)	935.00	963.05
<b>Sportsfield and Park Facility Charges</b>		
<b>Summer Sports</b>		
Touch Rugby	260.00	267.80

## Parks and Reserves continued

Special Requirements - Continued	2019/20 \$	2020/21 \$
5-a-side Soccer	260.00	267.80
<b>Cricket (per wicket)</b>		
Prepared wicket		
• Per season	Price on application	Price on application
Artificial wicket		
• Per season	435.00	448.05
• Per day	65.00	66.95
Unprepared wicket (evenings only)		
• Per season	155.00	159.65
• Per evening	45.00	46.35
• Per day	65.00	66.95
<b>Softball</b>		
Enclosure		
• Per year	935.00	963.05
Grass diamond		
• Per season	435.00	448.05
• Per game	45.00	46.35
• Per day	65.00	66.95
Practice area		
• Per season	330.00	339.90
<b>Tennis – court per season</b>	170.00	175.10
<b>Marching</b> (reservations of practice area) per season, per team	85.00	87.55
Winter Sports - Note: Effective April 1	2019/20 \$	2020/21 \$
<b>Field rent (per field)</b>		
▪ <b>Rugby, football and rugby league</b>		
• Per season	790.00	813.7
• Single game	75.00	77.25
• Per day	95.00	97.85
• Practice field	540.00	550
▪ <b>Netball Court rental (per court)</b>		
• Per season	168.00	170.00

Winter Sports - Continued	2019/20 \$	2020/21 \$
▪ <b>Hockey</b> – artificial turf (enclosure)	920.00	935.00
▪ <b>Football</b> – artificial turf (enclosure)	920.00	935.00
<b>Sandy Point Domain</b>		
<b>Clubs occupying Sandy Point Domain</b>		
▪ Club buildings	415.00	420.00
▪ Grounds Annual charge to be assessed on the area of land occupied per hectare or part thereof, minimum charge 1 ha. Where a building is also on the site, the charge shall be the land area plus the building rate.	193.00	195.00
▪ Crib sites <ul style="list-style-type: none"> <li>• Sandy Point Domain – per annum</li> </ul>	765.00	815.00
<b>Buildings other than Sandy Point</b>		
Buildings other than Sandy Point	Current market value	Current market value
<b>Fencing Contribution</b>		
<b>For reserves boundary fences</b>		
▪ Half cost of materials, up to a yearly set fee per lineal metre	As per Fencing Act Requirements	As per Fencing Act Requirements

Miscellaneous Charges Applications Requiring Management Plan Change	2019/20 \$	2020/21 \$
Initial application fee	60.00	60.00
Associated costs of application including but not limited to advertising, Minister of Conservation fee, survey fees, legal fees etc.	Recovery of actual cost incurred by Council	Recovery of actual cost incurred by Council
<b>Firewood</b>		
* Permit – issued for up to two weeks	15.00	
<b>Hire of Plants from Mclvor Road Nursery</b>		
<b>(Charges do not include delivery)</b>		
Planter Bag Sizes 2, 3 or 5	3.00 (each)	3.00 (each)
Planter Bag Sizes 8, 12 or 28	4.00 (each)	4.00 (each)
Planter Bag Size 40	6.00 (each)	6.00 (each)
Tubs	12.00 (each)	12.00 (each)

**Note:**

\* Permit available for charitable purposes only. Must be registered charitable organisation and suitably qualified.

## Parks and Reserves continued

Parks and Services - Cemeteries and Crematorium	2019/20 \$	2020/21 \$
<b>Cemeteries – Burial Fees</b>		
<b>Monday to Saturday, excluding Sundays and public holidays, including pre-purchase of right of burial. Hours 8am to 5pm weekdays (summer months); 8am to 4pm weekdays (winter months); 8am to 1pm Saturdays.</b>		
Person over five years of age	870.00	896.1
Child five years of age or under (children's burial area)	520.00	535.6
Stillborn and child up to one year	310.00	319.3
Breaking concrete	Actual time taken	Actual time taken
Second burials – and subsequent burial/s	1,020.00	1050.6
Maintenance Fee – on each burial (not applicable to stillborn and up to five years old; and Ex-Servicemen in the Servicemen's section)	585.00	602.55
Handfill		
- Using existing material	No charge	No charge
- Using new material brought in	100.00	100.00
<b>Burial of ashes in cemetery</b>		
• Burial of ashes	130.00	133.9
Maintenance fee on each burial of ashes	235.00	242.05
Recording fee for scattered ashes	40.00	45.00
<b>Ex-Servicemen's burial in Servicemen's area of cemetery</b>		
<b>For burials</b>		
• Monday to Saturday	870.00	896.1
• Ash burial fee	130.00	133.9
<b>Out of hours fee for burials Saturday 1pm to 4pm</b>		
Out of hours fee, subject to special approval, in addition to normal fees	335.00	345.05
<b>Purchase of Allotments</b>		
<b>(Including pre-purchase of allotment for right of burial)</b>		
• Single one burials	780.00	803.4
• Children's plot, 1.8m x 0.75m	395.00	406.85
• Standard width plot (2 capacity), 2.75m x 1.2m	900.00	927
• Double width plot (4 capacity), 2.75m x 2.4m	1,800.00	1854
• Family plots – fee to be determined by size of plot requested (based on multiples of two-capacity plots)	Fee to be determined	Fee to be determined

<b>Parks and Reserves - Cemeteries and Crematorium continued</b>	<b>2019/20 \$</b>	<b>2020/21 \$</b>
• Plot for burial of ashes (standard size)	165.00	169.95
• Plot for burial of ashes (60cm x 60cm)	285.00	293.55
<b>Other fees</b>		
<b>Memorial beam (including lost Seamen)</b>		
• Permit fee	45.00	46.35
• Beam	45.00	46.35
Free ground plaques	45.00	46.35
• Beam	45.00	46.35
• Maintenance fee	235.00	242.05
• Memorial Grove (including permit, planting, tree and recording fees)	235.00	735.00
<b>Miscellaneous</b>		
<b>Permit fee for the erection of memorials</b>		
• Prior to erection	45.00	46.35
• Non-notified	75.00	77.25
<b>Genealogical search fee</b>		
• Search (correspondence including email – minimum)	15.00	15.45
<b>Disinterment and Reinterment</b>		
• Disinterment fee, adult over five years old	2,390.00	2461.70
• Disinterment fee, child under five years old	1,140.00	1174.20
• Reinterment fee (same plot)	540.00	556.20
• Disinterment of ashes	130.00	133.90
• Reinterment of ashes	130.00	133.90
<b>For cremations (including pre-purchase)</b>		
<b>Cremations (excluding use of chapel) Monday to Friday, 8.30am to 5pm, Saturday morning 8.30am to 1pm</b>		
• Persons over 10 years of age	800.00	824.00
• Child 1 to 10 years of age	480.00	494.40
• Stillborn and child up to one year old	230.00	236.90
• Under 20 weeks gestation	50.00	51.50

## Parks and Reserves continued

Parks and Reserves - Cemeteries and Crematorium continued	2019/20 \$	2020/21 \$
<b>Additional Fees</b>		
<ul style="list-style-type: none"> <li>Saturday afternoons, 1pm to 4pm (subject to special approval and in addition to normal fees)</li> </ul>	330.00	339.90
<ul style="list-style-type: none"> <li>Use of chapel for funeral service; committal prior to cremation; or memorial service where no cremation is involved</li> </ul>	280.00	288.40
<ul style="list-style-type: none"> <li>Storage of ashes more than 14 days after cremation, per calendar month or part thereof</li> </ul>	50.00	51.50
<b>Crematorium</b>		
<b>Purchase of allotments</b>		
<b>Memorial Gardens</b>		
<ul style="list-style-type: none"> <li>Kerb plot</li> </ul>	165.00	169.95
<ul style="list-style-type: none"> <li>Garden of Memorial</li> </ul>	165.00	169.95
<ul style="list-style-type: none"> <li>Garden of Roses</li> </ul>	380.00	169.95
<ul style="list-style-type: none"> <li>Garden of Rest</li> </ul>	165.00	391.40
<ul style="list-style-type: none"> <li>Children's Garden</li> </ul>	165.00	169.95
<ul style="list-style-type: none"> <li>Avenue of Tranquillity</li> </ul>	380.00	391.40
<b>Miscellaneous</b>		
Burial of ashes	130.00	133.90
<b>Maintenance</b>		
<ul style="list-style-type: none"> <li>Fee on each burial of ashes (not applicable to stillborn and up to five years)</li> </ul>	235.00	242.05
<ul style="list-style-type: none"> <li>Fee recording scattered ashes</li> </ul>	45.00	46.35
Disinterment and Reinterment		
<ul style="list-style-type: none"> <li>Disinterment of ashes</li> </ul>	130.00	133.90
<ul style="list-style-type: none"> <li>Reinterment of ashes</li> </ul>	130.00	133.90
Book of Remembrance	15.00 per line	15.00 per line



## Passenger Transport

Public Transport Fees	From 1 February 2019 \$	From 1 February 2020 \$
Travel including Adults, Child, School or Tertiary Student, Senior Citizen – Per Trip - All times and All trips (to Hub)	Paid by:	Paid by:
A trip completed by a Tag Off	Bee Card \$2.00	Bee Card \$2.00
A trip not completed by a Tag Off	Bee Card \$3.00	Bee Card \$3.00
Any other trip	Cash Payment \$3.00	Cash Payment \$3.00
Transfer within 30 minutes of trip finish when paying with Bus Smart Card only (no cash trip transfers)	0.00	0.00
Under Five Years Old – All travel times	Free	Free
Super Gold Travel Trip (The Bee Card must be registered ( including the MSD connection to the card) to access the concession for free travel between 8.55am and 3.00pm, and all trips on Saturdays)	0.00	0.00
Bee Card (Off Bus purchase, including online)	5.00	5.00
Bee Card (On Bus purchase including \$5.00 top up)	10.00	10.00
Minimum Bee Card On Bus Top Up	5.00	5.00

## Passenger Transport continued

**Notes:**

1. The Bus Smart Card will be replaced by the Bee Card in 2020.
2. Terms and Conditions will apply to the Bee card and can be accessed via [www.bee.co.nz](http://www.bee.co.nz) or via Councils website.
3. A trip is inclusive of travel which can start anywhere within a route but concludes at the CBD Hub.
4. Payments made by Bee cards are a specific fare type and are not considered as a discount fare as it does not require cash handling or driver assistance costs within the fare.
5. A tag off action is defined within the RITS Implementation Schema as having completed a Tag On when entering the bus and also a Tag Off (swipe) when leaving the bus. Council may select not to exercise the fare option if the tag off does not occur.
6. Maximum fares shown. Council may select not to implement this level of fare if other strategies are agreed. Actual fares will be confirmed on Council's website.
7. There are no peak or off peak times and fares are a flat fare per trip as shown above.
8. Supergold card holders must register and validate their Bee card via the Bee website to be eligible for the travel concession fare (free 9am to 3pm , inc all Saturdays) and must also complete a Tag Off on concluding the trip. Failure to complete the Tag Off may result in the suspension of the card being eligible for that fare. The registration process will require entering the card holders Ministry of Social Development Number (MSD) for validating the concession.
9. Supergold travel is between the hours shown above unless amended by NZTA and travel must be compliant with the rules set by Council to be eligible for the fare.

## Pools

Splash Palace Fees	2019/20 \$	2020/21 \$
Adult	6.40	6.50
Senior (60 years or over)	4.80	4.90
Student (Full time tertiary)	4.80	4.90
Child	4.80	4.90
Lane Space (peak time) (20/25m lane space per hour plus entry)	20.00	20.00
Lane Space (off peak) (20/25m lane space booking fee plus entry)	3.10 per lane per hour for 1-4 lanes  \$9.00 per lane per hour for the 5 <sup>th</sup> lane and more thereafter	3.10 per lane per hour for 1-4 lanes  \$9.00 per lane per hour for the 5 <sup>th</sup> lane and more thereafter

# Public Toilets

Fees and Charges	2019/20 \$	2020/21 \$
Wachner Place Public Toilets		
Showers	3.00	3.00

**Note:**

Additional services, including locker hire, towels and soap are available at prices based on cost

# Resource Management

Applications*	2019/20 \$	2020/21 \$
Non-notified:		
▪ land use		900.00
▪ deemed permitted boundary activity		500.00
▪ demolition (Rule)		500.00
▪ Subdivision		1250.00
▪ combined landuse and subdivision		1750.00
Limited notified		3000.00
Notified		5000.00
<b>Outline Plans:</b>		
Application		1000.00
Request to waive requirement for application		700.00
Other applications (Change or cancellation of resource consent conditions, requests for extensions of time and objections to fees charged.)		700.00
<b>Hearing Fees</b>		
Deposit to be paid prior to a hearing date being set		1500.00
Commissioner Fees		Actual cost
Hearings Panel		600.00/hour after the first two hours
<b>Designations, Heritage Orders and Plan Changes</b>		
Designation and Heritage Order		6500.00
Alteration or removal of Designation or Heritage Order		1000.00
Plan Change (Deposit may be negotiated, depending on complexity)		15000.00
<b>Other Services</b>		
Monitoring		180.00/hour
Peer review of decision to return an application		Actual fee if Council's decision is upheld.
Council document signing/sealing fee		450.00 plus and associated legal fees
Section 348 Right of Way Approval		700
Section 327A Revocation of a building line restriction.		700.00

## Resource Management continued

Survey Certification	2019/20 \$	2020/21 \$
Section 223		200.00
Section 221 and 224		250.00 plus \$180.00 if a bond is requested
Combined 223 and 224		350.00
Section 226 (including certification)		550.00
<b>Applications by Council Business Units, Council Controlled Organisations and Council Organisations</b>		
All applications	Actual costs for processing, hearing and decision-making, including the cost of Hearings Commissioners and External Professionals when required	Actual costs for processing, hearing and decision-making, including the cost of Hearings Commissioners and External Professionals when required
<b>Engineering Plans</b>		
Fee for the lodgment of engineering plans and specifications of subdivision including checking and inspection as required under the Council's Code of Land Development Bylaw.	1.5% of the estimated cost of the Engineering Works or \$1,000.00, whichever is the greater. (Estimated cost to be acceptable to Council.	1.5% of the estimated cost of the Engineering Works or \$1,000.00, whichever is the greater. (Estimated cost to be acceptable to Council.
Hourly re-inspection fees – additional inspections other than those required by the Code of Practice for Land Development.	150.00	180.00
<b>Infringement fees – Resource Management (Infringement Offences) Regulations 1999</b>		
Section 338(1)(a) – Contravention of Section 9 (restrictions on use of land)	300.00	300.00
Section 338(1)(c) – Contravention of an abatement notice (other than a notice under 322(1)(c))	750.00	750.00
Section 338(2)(a) – Contravention of Section 22 (failure to provide certain information to an enforcement officer)	300.00	300.00
Section 338(2)(c) – Contravention of an excessive noise direction under Section 327.	500.00	500.00
Section 338(2)(d) Contravention of an abatement notice for unreasonable noise under Section 322(1)(c).	750.00	750.00

<b>Disrict Plan</b>	<b>2019/20 \$</b>	<b>2020/21 \$</b>
Within Southland	600.00	700.00
Remainder of New Zealand (including postage and packaging)	700.00	800.00
<b>Rapid Signs and Aerial Photos</b>		
RAPID Number Sign Charges		
Single Flat Sign	45.00	45.00
Range Sign	55.00	55.00
Row Signs (each)	15.00	15.00
Installation	80.00	180.00
Supply of Aerial Photo		
Customised projects (per hour)	150.00	180.00
<b>Requests for Remittance of Fees and Charges</b>		
Requests for remittance of fees and charges under Section 36(5) of the Resource Management Act 1991.	Written requests to the Director of Environmental and Planning Services, Invercargill City Council	Written requests to the Group Manager - Environmental and Planning Services, Invercargill City Council

## Roading continued

Roading Fees	2019/20 \$	2020/21 \$
<b>Licence to occupy road – “Café licence” (No Alcohol Permitted) – Annual Charge</b>		
• Up to 15 square metres	125.00	125.00
• Per additional square metre	12.50	12.50
• Special designated area of footpath for Alcohol Licence or similar (Annual Charge)	1050.00	1050.00
• Metered parking space removal (Annual Charge or pro rata for longer periods)	2000.00	2000.00
Restricted use of footpath, e.g. scaffolding permit (monthly fee – also requires CAR permit)	Minimum of 80.00 (for up to 30 days) then 5.00 per calendar day thereafter	Minimum of 80.00 (for up to 30 days) then 5.00 per calendar day thereafter
Overweight permit	Set by legislation	Set by legislation
Vehicle crossing application per crossing	Technical charge based on processing time (minimum 60.00)	Technical charge based on processing time (minimum 60.00)
Corridor Access Request	Technical charge based on processing time	Technical charge based on processing time
Excavation or similar	(minimum 125.00)	(minimum 125.00)
Re-inspections	(minimum 55.00)	(minimum 55.00)
No Dig or minor event or similar approval	Technical charge based on processing time (minimum 55.00)	Technical charge based on processing time (minimum 55.00)
Digging in Road Corridor without an approved Works Access Permit.		300.00
NGA Connections		Technical charge based on processing time (minimum 125.00)
Approval for a Roadside Grazing permit or Dust Suppressant Application permit or Demolition or Removal of Property or Placing of Shipping Container on Frontage or Approval for use of any Road Space.	Technical charge based on processing time (minimum 55.00)	Technical charge based on processing time (minimum 55.00)



Parking	2019/20 \$	2020/21 \$
On street parking meters (per hour)- Meter heads	1.20 to 1.50	1.50
On street parking (per hour) - Parking Equipment ( New Proposal see note below)		"First Hour 1.50 Second Hour 2.00 Third Hour 4.00
On street Coach parking (Casual per hour)	2.50	2.50
Esk Street Number 1 off street car park (Casual per hour)	1.20-1.50	1.50
Esk Street Number 2 off street car park (Casual per hour)	1.20 -1.50	.1.50
Don Street off street car park (Casual per hour)	1.20 -1.50	1.50
Tay Central off street car park ( Casual per hour)	1.20 -1.50	
Esk Street Number 2 off street car park, Reserved Permit Parking ( per month)	65.00-80.00	70.00 - 80.00
Esk Street Number 2 off street car park, Early Bird Parking (per day)	5.00	5.00
Deveron Street off street carpark Reserved Permit Parking (per month)	75.00 – 100.00	75.00 – 100.00
Permit Parking (where available) at any Carpark not specified (per month)	80.00–150.00	80.00 – 150.00
<b>Park Zone Car Park Building (Leven Street)</b>		
Casual parking (per hour)	1.20-1.50	1.50
Reserved Permit Space (Red Zone) (per month)	85.00	90.00
Reserved Space (Level 7 – Blue Zone) (per month) (limited numbers)	65.00	70.00
Meter Bags		
• Per day	15.00	15.00
• Per calendar week	65.00	65.00

## Roading continued

Parking	2019/20 \$	2020/21 \$
<b>Notes</b>		
<p>1. Car parking approach will be changing to include an App and On Street kiosk equipment with the removal of meters. Variable rate charges may be used within new pay equipment. The parking strategy will enable a range of charges to be used.</p>		<p>1. Car parking approach will be changing to include an App and On Street kiosk equipment with the removal of meters. Variable rate charges may be used within new pay equipment. Variable rates are listed in the schedule and will be considered when the equipment is approved. The parking strategy will enable a range of charges to be used.</p>
<p>2. Pay by Plate equipment is the preferred technology for all car parks.</p>		<p>2. Pay by Plate equipment is the preferred technology for all car parks.</p> <p>3. See Councils Website for Terms and Conditions of Parking, including recover of Credit Card payment costs. Conditions may vary during year.</p> <p>4. New CAR software may require usage and access charges on a cost recovery basis.</p> <p>5. Recover of cost of repair incurs a 15% surcharge for administration and coordination.</p>

## Sewerage

Trade Waste Bylaw Fees	2019/20 \$	2020/21 \$
<b>Reinspection Fee</b>		
Volume Charge (C <sub>v</sub> )	47c/m <sup>3</sup>	51.3c/m <sup>3</sup>
Biochemical Oxygen Demand Charge / Organic Loading (C <sub>b</sub> )	43c/Kg BOD	43.3c/Kg BOD
Suspended Solids Charge (C <sub>s</sub> )	41c/Kg SS	43.5c/Kg SS
<b>Tankered Waste (Clifton)</b>		
Plant influent (main sewer)	9.75/m <sup>3</sup>	\$10.00 /m <sup>3</sup>
Digester	19.50/m <sup>3</sup>	
Other	9.75/m <sup>3</sup>	
<b>Connection Fees</b>		
Kennington Connection, \$7000 (plus \$300 building consent fee)	7,000.00	7,000.00

## Solid Waste

Invercargill Transfer Station	2019/20 \$	2020/21* \$
Cash minimum	5.00	
Account minimum	10.00	
General waste per tonne	192.00	
Mixed waste > 80% green waste per tonne	192.00	
Mixed waste < 80% green waste per tonne	157.50	
Green waste only per tonne	78.00	
Cleanfill only per tonne	88.50	
Hazardous waste per tonne	88.50	
Car tyres, each (weight charges also apply)	6.00	
Truck tyres, each (weight charges also apply)	11.00	
Bluff Transfer Station		
<b>Rubbish</b>		
• Car	10.00	
• Station wagon	16.00	
• Ute/large van	26.00	
• Trailer – single axle	41.00	
• Trailer – tandem axle	69.00	
• Tyres – car, each (no bulk loads)	6.00	
• Tyres – truck, each (no bulk loads)	11.00	
<b>Greenwaste</b>		
• Car	5.50	
• Station wagon	8.00	
• Ute/large van	13.00	
• Trailer – single axle	20.50	
• Trailer – tandem axle	34.50	

\* 2020/21 fees and charges for solid waste were not available at the time of going to print. Solid waste fees and charges will be published and consulted on separately.

## Southland Museum and Art Gallery

<b>Digital Services</b>	<b>2019/20 \$</b>	<b>2020/21 \$</b>
Photo emailed/printed (personal use)	25.00	25.00
Photo emailed/printed to be published	25.00 + 50.00 (acknowledgement fee)	25.00 + 50.00 (acknowledgement fee)
Request for photo of collection item	55.00	55.00
Photo to be used on front cover	To be negotiated	To be negotiated
Filming by prior arrangement per hour	250.00	250.00
Other Southland Museums and Historical Societies	Cost only	Cost only
<b>Research</b>		
Commercial Rate	180.00 per hour First half-hour free	180.00 per hour First half-hour free
<b>Photocopying</b>		
A4 Black and white	0.20	0.20
A4 Colour	0.50	0.40
<b>Official Information Requests (per hour)</b>		
Executive Staff	229.00	230.00
Managers and Team Leaders	188.50	190.00
Professional and Technical Staff	127.50	180.00
Administrative Staff	86.50	90.00
<b>Photocopying</b>		
A4 page	0.20	0.20
A3 page	0.40	0.40
Travel per km	0.75	0.75

### Alteration of Fees

Fees and charges may be refunded, remitted or waived by the Manager, Southland Museum and Art Gallery. The fees and charges listed were correct at the time of going to print. The Council reserves the right to alter fees and charges during the year. Any changes will be publicly notified for submissions. All fees and charges are GST inclusive unless otherwise stated.

# Water Supply

Sale of water	2019/20 \$	2020/21 \$
Class A: Excess usage by Easement Grantors (by agreement) m <sup>3</sup>	0.0254	0.0254
<b>Class C: Extraordinary Consumers of Reticulation (non-residential rating units) Annual Consumption m<sup>3</sup>:</b>		
• 0 to 249	-	-
• 250 to 100,000	0.668	0.685
• 100,001 to 200,000	0.606	0.655
• 200,001 and above (prior to 2019/20: 200,001 to 300,000)	0.532	
• 300,001 and above	N/A	
Class D: Southland District Council consumers off Branxholme pipelines m <sup>3</sup>	1.46	1.50
Class G: Bulk water ex waterworks to tankers etc (minimum \$17.60) m <sup>3</sup>	2.20	2.30
Class H: Supplied per metered standpipe ex hydrants (minimum \$17.60) m <sup>3</sup>	2.20	2.30
• Plus standpipe hire per day	41.75	45.00
Class I: Builders unmetered supply paid with permit fees		
• Dwelling	41.75	45.00
• Commercial buildings	83.50	90.00
<b>Water connection charges</b>		
<b>Ordinary connections (Invercargill area)</b>		
• 20mm service each	1,900.00	2,000.00
• 25mm service each	2,350.00	2,350.00
Ordinary connections (Bluff area)	Quote	Quote
Extraordinary connections	Quote	Quote
Renewals (20mm diameter)	1,425.00	1,500.00

Water connection charges continued	2019/20 \$	2020/21 \$
<b>Disconnection fee</b>		
• Up to and including 50mm each	927.00	1250.00
• Above 50mm	Quote	Quote
Reconnection fee (up to 50mm diameter)	1,045.00	1350.00
Service connection flow test each	530.00	600.00
<b>Backflow preventer fee</b>		
• Registration and installation	130.00	134.00
• Annual inspection	73.00	75.00
Fire protection water connection annual licence	73.00	75.00









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