
REPORT 4
(1215/52/IM)

EARLY APPROVAL AND APPLICATION OF NEW BCLS CHARGES

1. Purpose of Report

This report requests the early adoption of a range of specific charges relating to public health licensing activities.

2. Executive Summary

A range of public health fees relating to the annual registration of health businesses and for dog registration are required by legislation to be paid by owners/operators by 30 June/1 July annually.

The movement in annual registration of licensing fees are required to be approved by Council and implemented by officers by the end of April to ensure adequate time for owners/operators to make payment and receive re-registration by statutory deadlines.

3. Recommendations

Officers and the Funding Activity Review Working Party recommend that the Committee:

- 1. Receive the information.*
- 2. Agree to the increase in Health licence and registration fees and for them to take effect from 1 July 2011;*
- 3. Agree to the increase in dog registration fees and for them to take effect from 1 July 2011;*
- 4. Recommend to Council that it approve the increase in health and dog registration fees, to take effect from 1 July 2011;*
- 5. Note that the early approval of health and dog licence and registration fees is necessary in order to allow customers to be notified in sufficient time to be fully paid up and registered (as legally required) by 1 July 2011.*

4. Background

The Building Consents and Licensing Services (BCLS) business unit is seeking early approval of a range of fees in order to meet legislative requirements for registration for activities by 1 July 2011.

The proposed changes have been considered by the FAR working party and have been approved by them. Information was provided by Officers in order to satisfy the FAR working party as to the necessity and the appropriateness of the proposed fees.

5. Discussion

5.1 Increase in Health Licence Fees.

Food premises registration and health licenses are legislatively required to be paid by 30 June each year in order for the owners/operators of those businesses to legally operate their premises. In order to meet this deadline a number of internal processes and system changes are required prior to applying fee changes. The normal draft annual plan process would not allow this time for changes to be made, customers notified and payment to be made by customers before the 30 June deadline.

If early approval and application does not occur, then we will be unable to apply the new fees for the current registration year, with implementation having to wait until 1 July 2012.

5.2 Increase in grease converter fees

The annual billing run for food businesses (1500 businesses) also includes the applicable fee for the grease trap or grease converter that is used by the business. Whilst it is not a statutory requirement for the fee to be paid for by 30 June, the ability to bill at the same time as the food licence fee for business purposes is strongly supported by Officers. A separate billing run for this activity would entail a number of changes to processes that would be inefficient and would incur additional costs and expense to Council.

5.3 Increase in Dog Fees

Similarly to food and health registration, dogs are required by legislation to be registered by 1 July each year. In order to meet this deadline a number of internal processes and system changes are required prior to applying fee changes. Given that final approval of the Draft Annual Plan occurs in late June the normal draft annual plan process would not allow this time for changes to be made, customers notified and payment from customers before the 30 June deadline.

It would also mean that there is an increased risk of Responsible Dogs Owners (RDO's) technically failing to meet the conditions of being an RDO. This would affect over 2500 dog owners.

5.4 Consultation and Engagement

Officers have assessed the fee setting provisions in the Dog Control Act 1996 and the Health (Registration of Premises) Regulations 1966. None of these pieces of legislation require public consultation to set fees, however fees must be set by resolution of Council. Dog fees are required to be publicly notified at least once in the month preceding the start of the registration year.

5.5 Long-Term Council Community Plan Considerations

Approval of the attached fees will enable compliance with funding ratios to be achieved in 2011/12.

6. Conclusion

The proposed changes enable the cost of activities to be fairly charged to the users of those activities.

The proposed fees covered by this paper are those public health fees that must be approved early and outside the Draft Annual Plan process in order to enable customers/applicants to meet legislative registration requirements. Also included for approval are grease trap and grease converter fees that would normally be issued as part of the food premises registration fee process.

Contact Officer: *Alison Box – Manager Public Health*

Supporting Information

1) Strategic Fit / Strategic Outcome

The paper supports Council activities as a regulator under the health Act 1956 and dog control Act 1996, and its role as a regulator of public health activities

This paper supports the Council outcomes:

6.5 healthier – Wellingtons population will enjoy a healthy lifestyle and high standards of public health

2.1 safer – to ensure that people in wellington feel safe at any time.

2) LTCCP/Annual Plan reference and long term financial impact

The activities as regulator are undertaken by the Property, Housing, consents and Licensing Directorate under activity 6.5.3 and are funded under project C478

3) Treaty of Waitangi considerations

N/A

4) Decision-Making

This is not a significant decision. FAR considered a number of options and reflects the views and preferences of those with an interest in this matter.

5) Consultation

a) General Consultation

Council is not required under legislation to consult on this matter. Communication strategies with those affected parties will be implemented to ensure applicable changes are understood.

b) Consultation with Maori

N/A

6) Legal Implications

This report meets Councils statutory obligations

7) Consistency with existing policy

This report is consistent with existing applicable policy including the Dog Control Policy and the Public Health Bylaw.