

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING NO. APLTP24-3  
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA  
ON TUESDAY, 2 APRIL 2024 AT 9.30AM**

## **1 KARAKIA**

The Strategic Kaupapa Māori Manager opened the hui with a karakia for Cr Richard Crawford, which was followed by a waiata.

The Mayor spoke a few words of acknowledgement to the passing of Cr Richard Crawford, followed by one minute of silence.

Deputy Mayor Scrimgeour said a prayer for Cr Richard Crawford and his family, which was followed by a waiata.

## **2 PRESENT**

Deputy Mayor J Scrimgeour (Chairperson), Mayor J Denyer, Cr R Joyce, Cr T Coxhead, Cr G Dally, Cr M Grainger, Cr M Murray-Benge, Cr A Sole, Cr D Thwaites and Cr A Wichers.

## **3 IN ATTENDANCE**

J Holyoake (Chief Executive Officer), R Davie (Deputy CEO/General Manager Strategy and Community), A Curtis (General Manager Regulatory Services), A Henderson (General Manager Corporate Services), C Crow (General Manager Infrastructure Group), G Golding (Governance Manager), M Leighton (Policy and Planning Manager), S Bedford (Finance Manager), L Balvert (Communications Manager), N Ryburn (Environmental Consents Manager), H Wi Repa (Governance Systems Advisor), R Leahy (Governance Advisor) and P Osborne (Senior Governance Advisor).

38 additional staff were in attendance to pay their respects to Cr Richard Crawford.

## **4 APOLOGIES**

### **APOLOGY**

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#### **RESOLUTION APLTP24-3.1**

Moved: Cr M Grainger

Seconded: Cr A Sole

That the apology absence from Cr Henry be accepted.

**CARRIED**

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**5 CONSIDERATION OF LATE ITEMS**

Nil

**6 DECLARATIONS OF INTEREST**

Nil

**7 PUBLIC EXCLUDED ITEMS**

Nil

**8 PUBLIC FORUM**

Nil

**9 PRESENTATIONS**

Nil

**10 REPORTS****10.1 ADOPTION OF SCHEDULE OF FEES AND CHARGES FOR PUBLIC CONSULTATION**

The Committee considered a report dated 2 April 2024 from the Finance Manager. The report was taken as read with a brief overview provided.

Staff responded to pātai as follows:

- The spelling error on Page 50 under 'Infrastructure Services Cemeteries' would be corrected prior to consultation.
  - Council had the ability to charge for Official Information Requests (LGOIMA), particularly in the case where there was significant time required in both research and collation. It was noted that for the majority of the requests Council did not apply a charge, noting this was the same practice that other Councils undertook.
  - The charge in relation to a building inspection cost was a set fee, with the proposal to go to a 'time cost charge'. This would allow Council to charge for additional time required on consents that were of higher complexity, particularly for commercial jobs.
  - Council was required to find the balance between the feasibility of the Elder Housing portfolio and affordability for the tenant. The current policy noted that Council would not exceed the 35% of gross household income (the National Standard for affordability), of which Council was confident they could manage.
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**RESOLUTION APLTP24-3.2**

Moved: Mayor J Denyer

Seconded: Cr M Grainger

1. That the Finance Manager's report dated 2 April 2024, titled 'Adoption of Schedule of Fees and Charges for public consultation', be received.
2. That the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.
3. That in accordance with Sections 82 and 150 of the Local Government Act 2002, the Annual Plan Long Term Plan Committee adopt the draft Schedule of Fees and Charges 2024/25 (**Attachment 1** of this report) and the Statement of Proposal (**Attachment 2** of this report) for the purposes of public consultation from 15 April to 15 May 2024.
4. That the Chief Executive Officer be delegated authority to make minor editorial changes to the documents if required.

**CARRIED**

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**11 INFORMATION FOR RECEIPT**

Nil.

**The Meeting closed at 9.47am.**

**Confirmed as a true and correct record by Council on 23 May 2024.**