

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING NO. APLTP25-3
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA
ON THURSDAY, 5 JUNE 2025 AT 9.30AM**

1 KARAKIA

Whakatau mai te wairua	Settle the spirit
Whakawātea mai te hinengaro	Clear the mind
Whakarite mai te tinana	Prepare the body
Kia ea ai ngā mahi	To achieve what needs to be achieved.
Āe	Yes

2 PRESENT

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

3 IN ATTENDANCE

M Taris (Interim Chief Executive Officer), R Davie (Deputy CEO/General Manager Strategy and Community), A Curtis (General Manager Regulatory Services), A Henderson (General Manager Corporate Services), P Watson (Acting General Manager Infrastructure Group), J Fearn (Chief Financial Officer), L Balvert (Communications Manager), R Garrett (Governance Manager), M Leighton (Finance Planning & Analysis Manager), R Gallagher (Acting Policy and Planning Manager), M Potton (Finance Contractor), P Renouf (Commercial Business Analyst), R Spicer (Team Lead Capital Projects), S Meredith (Revenue Lead), C Leitao (Finance Partner), J Duncan (Governance Coordinator) and P Osborne (Senior Governance Advisor).

4 APOLOGIES

It was noted that Cr Coxhead was on leave of absence.

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 DELIBERATIONS ON SCHEDULE OF FEES AND CHARGES 2025/26

The Committee considered a report dated 5 June 2025 from the Finance Planning and Analysis Manager, who provided an overview of the report and the recommendations therein.

It was requested that the Tattico Report be made available to Elected Members to provide additional context prior to receiving the Schedule of Fees and Charges Report.

Staff responded to pātai as follows:

- The Tattico Report was largely a business process initiative undertaken by the resource consents team to understand where process efficiencies might be able to be readily progressed. This was largely with a view of improving statutory timeframe compliance and business efficiencies, as well as recommendations regarding the recording of time and cost against resource consent applications. This was to help provide a picture, especially in the future, around the costs attached to resource consent activity types. Due to this focus and scope, the report did not have a particular relationship or impact in relation to fees and charges.
 - The Tattico Report was commissioned by management, so sat within the management frame, to look at initiatives to improve council's efficiencies in the resource consenting space only, noting that it did not cover all of the regulatory activity.
 - The initiatives that had been deployed from the Tattico report, and financial implications, were being seen through the Q3 reporting to the Audit, Risk and Finance Committee.
 - The scope of the report had no relationship to the 2023/24 deficit, noting that it was commissioned close to one year ago.
 - Staff did not see an issue in circulating the Tattico report, as it was a thorough management level report containing practical initiatives to improve resource
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consent processing efficiencies. It was reiterated that it did not include the building consenting activity nor the compliance and monitoring activity.

- The primary driver for the regulatory result in 2023/24 was a significant downturn in consenting activity across the board.
- In relation to the rating deficit in the context of fees and charges, it was noted that council had gone through a number of years where there was a significant downturn in the market due to economic conditions. Staff had spoken to Councillors regarding what this meant, noting that for resource consents there was a 30% downturn, and for building consents there was a 60% downturn (RI consents), within the last financial year. The income expectation based on volumes/projections was not realised in the last financial year due to this downturn. Due to this activity being funded by general rates, and the shortfall of income not being realised, a deficit situation arose. Moving forward, council was looking at revenue and income projections, and ensuring that budgets were set with the economic budgets as they knew them. Staff were therefore confident that the proposed Fees and Charges had been set appropriately to recover the cost of the activity moving forward.
- The General Manager Regulatory Services reiterated that Tattico was an external planning agency based in Auckland which council commissioned to undertake a report, due to the significant reforms council was going through, particularly in the resource consenting areas. The report looked at efficiencies and how council could develop a less risk adverse environment in terms of the way council operated, for example, finding ways to reduce costs of the consent planning service for developers. The report was fed back to the development community, including a number of stakeholder meetings with developers and Urban Taskforce to take them through areas Council identified for improvement.
- The Interim CEO noted that it was not uncommon for the building industry and development industry to go through a cyclical phase. Budgeting for this was difficult, which was why Council had previously included smoothing calculations in their budgets, to determine what the average requirement would be. This allowed council to understand the rates contribution to avoid surprise deficits every year.
- Councillors would be provided with the Tattico Report as well as the feedback presentation that was provided to stakeholders.
- The engagement undertaken with Urban Taskforce was done with council officers, noting that this was not a combined initiative with Tauranga City Council.

The recommendations were taken in parts as follows.

RESOLUTION APLTP25-3.1

Moved: Mayor J Denyer

Seconded: Cr M Grainger

1. That the Finance Planning and Analysis Manager report dated 5 June 2025 titled 'Deliberations on Schedule of Fees and Charges 2025/26' be received.

Carried

Cr Wichers voted against the motion and asked for his vote to be recorded.

RESOLUTION APLTP25-3.2

Moved: Cr A Wichers

Seconded: Cr R Joyce

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 all written and verbal feedback be received, from the consultation process 20 March to 20 April 2025, as set out in the document titled 'Fees and Charges 2025/26 – Submissions Pack' and contained in **Attachment 2**.

CARRIED

Staff responded to pātai as follows:

- The Strategy and Policy Committee on 12 June 2025 would be considering whether the stock movement fees and potential new 'single movement consent' category would be included in the Livestock Movements Bylaw.
- The 'Trading in Public Places' charge was to cover the administrative costs associated with processing a license. If Councillors wanted more recognition of the potential for cheaper competition that arises through a coffee cart or the like, this was something that was better suited to be addressed through a bylaw review, as it was related to the objectives that Council was trying to achieve through the bylaw. The 'Trading in Public Places' bylaw was not currently on the rotation for bylaw reviews, however could be considered through the next work programme.

The following tākupu were made by Councillors:

- Permanent shop keepers were expected to contribute to the promotion of their CBD, at a cost of their own. It was suggested that this cost could be built into the fees and charges for 'Trading in Public Places' applications as well.
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RESOLUTION APLTP25-3.3

Moved: Cr M Murray-Benge

Seconded: Cr D Thwaites

4. That the Committee recommend to Council the adoption of the Schedule of Fees and Charges 2025/26 contained in **Attachment 1** subject to the following decisions:

- i. That the Committee notes the minor rewording of the stock movement fees and potential new single movement consent (subject to decisions on the Livestock Movements Bylaw by the Strategy and Policy Committee on 12 June) at \$300;
- ii. That the minimum fee for a Change or Cancellation of consent conditions (S127) be reduced to \$4000;
- iii. That the Levy fee admin charge for the new Ministry of Primary Industries levy be increased to \$12.65, to recover the GST component;
- iv. That two new Building Services fees be added, for 'small standalone dwellings -file submission' at \$247.50 and 'small standalone dwellings – Project information memorandum' at \$974.00, to come into effect following changes to the Building Act Building.

CARRIED

Cr Wichers voted against the motion and asked for his vote to be recorded.

RESOLUTION APLTP25-3.4

Moved: Cr D Thwaites

Seconded: Cr A Sole

5. That the Chief Executive Officer be delegated authority to make such minor editorial changes as may be required.

CARRIED

10.2 DELIBERATIONS ON PROPOSED FINANCIAL CONTRIBUTIONS FOR 2025/26

The Committee considered a report dated 5 June 2025 from the Commercial Business Analyst, who provided an overview of the report and the recommendations therein.

Staff responded to pātai as follows:

- The submission comparing Council's Financial Contributions and Auckland Council's Development Contributions was a partial picture due to the split between Water Care and Auckland Council, therefore for this reason and other relevant reasons the submitter's assertions appeared incorrect.
 - The Financial Contribution charge structure is primarily driven by the project list, and how much the required infrastructure would cost.
 - The conversation regarding Financial Contributions versus Development Contributions would become clearer through the Local Waters Done Well transition process.
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RESOLUTION APLTP25-3.5

Moved: Mayor J Denyer

Seconded: Cr D Thwaites

1. That the Commercial Business Analyst's report dated 5 June 2025 titled 'Deliberations on Proposed Financial Contributions for 2025/26' 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 all written and verbal views presented through the Annual Plan consultation period from 20 March to 21 April 2025 be received and considered, as set out in the document titled 'Financial Contributions 2025/26 submissions pack' and contained in **Attachment 1**.
4. That the Committee does not amend the Financial Contribution Schedule, in response to submissions, as per the recommended option in **Attachment 2**.
5. That the Committee recommends to Council the adoption of the final Financial Contributions 2025/26 that will apply to resource consent processes in accordance with the District Plan as contained in **Attachment 3** and the disclosure statements contained in **Attachment 4**.
6. That the Chief Executive Officer be delegated authority to make such minor editorial changes as may be required.

CARRIED

10.30am The hui adjourned

10.52am The hui reconvened.

10.3 ANNUAL PLAN 2025/26 DELIBERATIONS AND RECOMMENDATION TO ADOPT

The Committee considered a report dated 5 June 2025 from the Acting Policy and Planning Manager, who provided an overview of the report and the recommendations therein.

Tabled Item 1 – Updated Sample Rates Assessment was provided as a supplementary agenda item prior to the meeting.

RESOLUTION APLTP25-3.6

Moved: Cr M Grainger

Seconded: Cr A Henry

1. That the Acting Policy and Planning Manager's report dated 5 June 2025 titled 'Annual Plan 2025/26 Deliberations and Recommendation to Adopt' be received.

2. That the report relates to an issue that is considered to be of **low** significance in terms of Council's Significance and Engagement Policy.

CARRIED

Cr Wichers voted against the motion and asked for his vote to be recorded.

RESOLUTION APLTP25-3.7

Moved: Cr R Joyce
Seconded: Cr M Murray-Benge

3. That for the purposes of preparing the final Annual Plan 2025/26, the updated Long Term Plan Strategic Assumptions as per **Attachment 6** are adopted.

CARRIED

4a COMMUNITY BOARD FUNDING

The Committee considered the first Issues and Options Paper, being the 'Community Board Funding', which was taken as read.

Staff responded to pātai as follows:

- The costs included were a reflection of the Community Boards' total budget.

AMENDMENT

Moved: Cr Thwaites
Seconded: Cr Rae

Option 1

That the Waihī Beach, Katikati, Maketu, Te Puke-Eastern and Ōmokoroa-Kaimai Community Boards be funded by way of General Rates;

AND

That approximately \$28.00 (inclusive of GST) per rateable property for the 2025/26 year, be allocated to fund Community Boards via the Uniform Annual General Charge;

AND

That the following Community Board targeted rates be set at \$0 for the 2025/26 financial year:

1. Te Puke Community Board
2. Katikati Community Board
3. Waihī Beach Community Board
4. Ōmokoroa Community Board
5. Maketu Community Board

AND

That a grant of approximately \$4,212 from General Rates be allocated to Marae on Matakana and Rangiwaea Islands, noting that ratepayers on these islands are not included within a Community Board area of benefit.

That the Chief Executive be directed to review the Community Roading Allocation Policy.

Staff responded to pātai in relation to the proposed amendment as follows:

- According to the Rating Act, any alterations to the UAGC had to be across the board.
- Proposing a change to the General Rate had not been consulted on, so consideration had to be given to whether this was a significant change.
- For a number of years, the Maketu Community Board had an additional rate, to have enough funding to progress additional local projects.

The amendment was voted on and declared **lost** on show of hands.

RESOLUTION APLTP25-3.8

Moved: Cr A Henry

Seconded: Cr M Murray-Benge

4. That for the purposes of preparing the final Annual Plan 2025/26, the Committee resolves to include the following preferred options:

a. Community Board Funding

i. Option 1

That the Waihī Beach, Katikati, Maketu, Te Puke-Eastern and Ōmokoroa-Kaimai Community Boards be funded by way of General Rates;

AND

That approximately \$24.92 (inclusive of GST) per rateable property for the 2025/26 year, be allocated to fund Community Boards via the Uniform Annual General Charge;

AND

That the Maketu Community Board target rate be set at approximately \$170.79 (inclusive of GST) per rateable property for the 2025/26 year, with no change to the area of benefit;

AND

That the following Community Board targeted rates be set at \$0 for the 2025/26 financial year:

1. Te Puke Community Board
 2. Katikati Community Board
 3. Waihī Beach Community Board
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4. Ōmokoroa Community Board

AND

That a grant of approximately \$4,212 from General Rates be allocated to Marae on Matakana and Rangiwaea Islands, noting that ratepayers on these islands are not included within a Community Board area of benefit.

That the Chief Executive be directed to review the Community Roading Allocation Policy.

The motion was voted on and a division was called and recorded as follows:

For: Mayor Denyer, Deputy Mayor Scrimgeour, Cr Wichers, Cr Dally, Cr Sole, Cr Grainger, Cr Joyce, Cr Murray-Benge and Cr Henry.

Against: Cr Thwaites and Cr Rae.

CARRIED

Reasons for decision:

- Ensures everyone is contributing towards the funding of community boards.
- The scale of the funding would deliver a budget that allows the new community boards to deliver on their aspirations.
- Considers the impact of the higher cost of operating the Maketu Community Board and ensures that the district is not subsidising Maketu residents, who are the ones that primarily benefit from their community board.
- Targeted Rates could be introduced at a later date to reflect individual community board approaches and budgets. This could be aligned with the findings from the review of community board delegations and functions as indicated through the adoption of the final proposal.
- Would not trigger the requirement for consultation.

The Committee noted that they would include some wording in the Annual Plan document to note that they were not able to address the funding anomalies that had arisen because of the Local Government Commission determination this year, however they would address this in the 2026/27 Annual Plan.

4b DELIVERY OF PARKING SERVICES

The Committee considered the second Issues and Options Paper, being the 'Delivery of Parking Services'.

The General Manager Regulatory Services provided a brief overview and rationale for the paper.

Staff responded to pātai as follows:

- An officer would still be required to drive the vehicle, however there would be a change to the requirements of that role.
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- The vehicle had a mounted camera that incorporated a degree of AI to take photographs. The officer would review the information in regard to infringements.
- The officer would undertake two rounds, the first to record the time that the vehicle was parked, and then again to confirm they had parked for over two hours.
- In relation to Mobility Parking, Council did not issue the cards, however they were required to be on display at all times when parked in a mobility park. Council would ensure that these parks were monitored as efficiently as possible.
- Council was required to meet its Revenue and Financing Policy. Council ringfences, under the Land Transport Act 1998, the revenue collected from traffic and parking to go back into traffic activities.
- It was clarified that the technology being used in the vehicles provided for registration of vehicles as well.

RESOLUTION APLTP25-3.9

Moved: Cr M Grainger

Seconded: Cr M Murray-Benge

4. That for the purposes of preparing the final Annual Plan 2025/26, the Committee resolves to include the following preferred options:
- b. Delivery of Parking Services
 - i. Option 1
That Council include additional funding of \$17,746 in Annual Plan 2025/26 for the utilisation of License Plate Technology to enforce our parking restrictions.

CARRIED

Reasons for decision:

- The potential use of one vehicle to cover the district.
- The capturing of the maximum parking violations using cameras mounted on a vehicle.
- Opportunity to meet costs.
- Flexibility to expand the service beyond Katikati and Te Puke, as our district grows.
- Reduced risk of Health & Safety concerns.
- Activity in-line with other Council's current practices.

4c WATER SUPPLY TREATMENT PLANT UPGRADES FUNDING REQUEST

The Committee considered the third Issues and Options Paper, being the 'Water Supply Treatment Plant Upgrades Funding Request'. The Team Lead Capital Projects took the paper as read.

Staff responded to pātai as follows:

- Staff had been working closely with Taumata Arowai, as they were reviewing their standards.
 - The quality of water remained, it was more in relation to putting treatment barriers in to avoid risks.
 - The grading system no longer existed, and now was a 'pass/fail' compliance.
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RESOLUTION APLTP25-3.10

Moved: Cr R Joyce

Seconded: Cr M Murray-Benge

4. That for the purposes of preparing the final Annual Plan 2025/26, the Committee resolves to include the following preferred options:

c. Water Supply Treatment Plant Upgrades

i. Athenree Wharawhara - Option 1

That Council approves the reallocation of \$197,137 from Financial years 2030-2034 in the Long Term Plan to 2025/26 Financial year.

AND

That Council approves additional funding of \$1,302,863 to complete the Athenree and Wharawhara Water Treatment Plan upgrades.

ii. Pongakawa - Option 1

That Council approves the reallocation of \$563,310 from Financial years 2027-2034 in the Long Term Plan to 2025/26 financial year.

AND

That Council approves additional funding of \$736,690 to complete the Pongakawa Water Treatment Plant upgrades.

CARRIED

Reasons for decision:

Athenree and Wharawhara Water Treatment Plant

- Ensures full compliance with Drinking Water Quality Assurance Rules (DWQAR) and HSNO Act.
- Addresses health and safety and flooding risks.
- Delivers resilient, future-proofed Water Treatment Plant assets.
- Protects Council reputation and secures Ministry of Health funding.

Pongakawa Water Treatment Plant

- Achieves full compliance with Taumata Arowai Drinking Water Quality Assurance Rules.
 - Secures operational resilience for a critical water supply asset.
 - Protects Council reputation and ensures reliable water supply to Te Puke.
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4d WAIHĪ BEACH WASTEWATER TREATMENT PLANT UPGRADE

The Committee considered the fourth Issues and Options Paper, being the 'Waihī Beach Wastewater Treatment Plant Upgrade'. The Team Lead Capital Projects took the paper as read.

Staff responded to pātai as follows:

- The upgrade was more about satisfying the requirements of regulation and authority. It was noted that, dependent on the outcome of the Wastewater Standards that were currently out for consultation, further upgrade may be required.

RESOLUTION APLTP25-3.11

Moved: Cr A Sole

Seconded: Cr R Joyce

4. That for the purposes of preparing the final Annual Plan 2025/26, the Committee resolves to include the following preferred options:

d. Waihī Beach Wastewater Treatment Plant Upgrade

i. Option 1

That Council approves, for the purposes of progressing the Waihī Beach Wastewater Treatment Plant upgrade, allocation of the \$1,800,000 insurance payment received for the Sequential Batch Reactor (SBR) liner failure to be relocated back into the Waihī Beach Upgrade works, and approves an additional budget allocation of \$3,514,573. In addition to the new spend required, approval is also given for reallocation of \$966,411 from the Waihī Beach Renewals project (Project Code 168603) for the years 2027-2034 and deferral of already approved spend in 2026 of \$3,987,926 for the Waihī Beach Wastewater Treatment Plan Upgrade (Project 226025), to 2027 to align with planned delivery of the project.

CARRIED

Reasons for decision:

- Enables full delivery of the Waihī Beach WWTP upgrade as scoped, aligning with Process Design Report recommendations.
 - Appropriately uses insurance claim funds to directly address the failed infrastructure (SBR pond liner).
 - Supports full compliance with current and future consent conditions, including biosolids discharge.
 - Allows procurement of long-lead-time equipment now, mitigating further cost escalation risks.
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- Dewatering facility will enable improved operational of sludge removal at site, meaning sludge can be disposed of in a sustainable cost effective way (current biosolids consent expired – application lodged for short-term extension).
 - Installation of inlet screens will enhance primary treatment and increase hydraulic capacity during wet weather and peak seasonal flow periods.
 - The new inlet and grit chamber will significantly reduce the solids load on the ponds, aerators, and downstream treatment systems by capturing grit and sand early. This not only helps prevent wear and potential breakages but also reduces the production of biosolids sludge—minimising costly operational inefficiencies associated with off-site disposal.
 - Avoids ongoing non-compliance risk due to under capacity or aging equipment. The existing treatment plant has not been compliant in January 2021, 2022 and 2023 with respect to total nitrogen levels.
 - Supports growth planning by expanding plant capacity to accommodate projected future population to 2048.
 - Builds resilience by replacing aging and damaged infrastructure now, preventing reactive failures.
 - Consolidates multiple funding sources into a single, streamlined delivery model.
 - Prevents delays in contractor mobilisation and procurement scheduling.
 - Ensures pond is designed in a way to prevent further liner failures.
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5 STRUCTURE PLANS

The Committee considered the Structure Plans. The Acting General Manager Infrastructure Services took the paper as read.

Staff responded to pātai in relation to Structure Plans:

- In terms of the structure planning process, it was suggested that a conversation regarding this took place at a Projects and Monitoring Committee workshop.
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RESOLUTION APLTP25-3.12

Moved: Cr D Thwaites

Seconded: Cr A Sole

5. That the Committee approves the revised Structure Plans as set out in **Attachment 5**

CARRIED

6 CAPITAL AND OPERATIONAL PROGRAMME

RESOLUTION APLTP25-3.13

Moved: Cr M Grainger

Seconded: Cr A Henry

6. That the Committee approves the capital and operational programme as per **Attachment 3** to enable the preparation of the final Annual Plan 2025/26.

CARRIED

12.05pm Cr Joyce left the hui.

7 FINANCIAL STATEMENTS AND RATING INFORMATION

Staff responded to pātai as follows:

- During a workshop, Councillors raised concern regarding the reduction of the fixed water charge for residential properties, and how that would send the wrong message in the current climate. Staff noted that the general rates component that was going to water was moved back into formal targeted rates for water connections. It was noted that it still had a decrease due to moving to the increased volumetric charge, which meant that the costs for the year were reflected in the connection and volumetric income.
 - There was a request through the Audit, Risk and Finance Committee for the Interim Chief Executive for a report on the deficit, including how it came about and how it would be addressed in future Annual Plan/Long Term Plans. There was a current level of discomfort around the financials which this report may address. Staff noted that a report would be presented at the Council meeting scheduled 26 June 2025 in relation to this request.
 - There was a media release providing a little more information regarding the drivers of the rating deficit.
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RESOLUTION APLTP25-3.14

Moved: Mayor J Denyer

Seconded: Cr M Murray-Benge

7. That the Committee endorses the Financial Statements (**Attachment 1**) and the Rating Information (**Attachment 2 and Tabled Item 1**) to enable the preparation of the final Annual Plan 2025/26.

CARRIED

Cr Wichers, Cr Murray-Benge, Cr Rae voted against the motion and asked for their votes to be recorded.

8 ADOPTION OF ANNUAL PLAN 2025/26

RESOLUTION APLTP25-3.15

Moved: Cr M Grainger
Seconded: Mayor J Denyer

8. That the Committee recommends to Council the adoption of the Annual Plan 2025/26.

CARRIED

11 INFORMATION FOR RECEIPT

Nil

The Meeting closed at 12.24pm.

Confirmed as a true and correct record by Council on 24 July 2025.