

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING NO. APLTP25-2  
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA  
ON WEDNESDAY, 12 MARCH 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 T Coxhead, 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

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), E Watton (Strategic Policy and Planning Programme Director), R Gallagher (Acting Policy and Planning Manger), M Leighton (Finance Planning & Analysis Manager), P Renouf (Commercial Business Analyst), R Garrett (Governance Manager), H Wi Repa (Governance Systems Advisor), J Duncan (Governance Coordinator) and P Osborne (Senior Governance Advisor).

## 4 APOLOGIES

### APOLOGY

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### RESOLUTION APLTP25-2.1

Moved: Cr M Murray-Benge

Seconded: Cr A Henry

That the apologies for lateness from Cr Sole and Cr Joyce 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 12 March 2025 from the Finance Planning & Analysis Manager, who provided a brief overview of the report and the recommendations therein.

Staff responded to pātai as follows:

- Staff did not have at hand the factors in the Local Government Cost Index that were causing inflation relating to fees charged for time, however it was noted that this could be circulated following the hui.
- In many instances in the categories of fees presented, they had been reasonably stagnant for some time, so what was presented was Council attempting to catch up on many years of being reasonably flat with its fees and charges, and achieve better cost recovery.
- In terms of the Regulatory fees, there were a number of factors considered, including the BERL inflation factors, and time and costs against each activity.
- The swimming pool inspection fees had not been altered for many years, therefore there was a need to increase these to allow for cost recovery.
- There was now an option for applicants to advertise for public notices for alcohol licenses through Council's website, noting that this was a lot cheaper than advertising through the newspaper. This has meant that the majority of applicants used this council service now, and the fee reflected the actual cost for council to undertake this service.

- The illegal dumping removal fee was an alternative to prosecution, and more infringement focused. The punitive element in this was to dissuade people from illegally dumping.
- There had been an attempt to make temporary traffic management processes more efficient, effective and better value for money. It was the understanding of staff present that these processes were being piloted throughout the country, however were not yet reflected in new guidance. Through the current Annual Plan the budget managers endeavoured to be more robust and evidence based regarding how much staff time attributed to tasks/services for which there was an exacerbator that could be identified.
- There was a high number of enquiries regarding general matters relating to building consents. The new fee was a move towards greater cost recovery for these activities, and would be applied conservatively so that it did not become a barrier for those involved.
- Council had a 98% KPI target regarding known dogs being registered, and actively worked with the community to encourage dog registration. Council had achieved the 98% over the last three years, however it was noted that too much of an increase of fees would mean compliance numbers could decrease.
- Council's current online building consents provider, Objective Build, had advised that their model for charging the lodging of consents had changed, which was based on the value of the building consent itself and its complexity, noting that this fee was out of Council's control.
- The building consent cost information was available on the Council website and was part of the system when the consent was being lodged.
- A Dog Registration Fee for Tauranga City Council (TCC) was \$125 and Matamata-Piako was \$157 for a full dog registration. It was noted that TCC had a single rate for all dogs, and 60% of Western Bay of Plenty District dogs were desexed.
- Staff looked at cost recovery across the whole activity, noting that if they were to split it up to identify whether the 'naughty dog' section had a cost recovery of 80%, this was not information that they had to hand. It was recommended to staff that this could be an area looked at more to ensure those 'guilty' of non-compliance in this area were paying the full cost.
- It was the understanding of staff present that the fee in relation to PAYT tag contamination education was for repeated contamination. The Committee was advised that there would likely be an education approach taken first and a conversation with offenders prior to a charge.
- Dogs imported for stud purposes had their own specific import provisions, and staff had never come across an issue relating to stud dog registrations.

9.45am Cr Joyce and Cr Sole entered the hui.

**RESOLUTION APLTP25-2.2**

Moved: Cr M Murray-Benge

Seconded: Cr T Coxhead

1. That the Finance Planning & Analysis Manager's report dated 12 March 2025 and 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 adopts the draft Schedule of Fees and Charges 2025/26 (**Attachment 1** of this report) and the Statement of Proposal (**Attachment 2** of this report) for the purposes of public consultation from 20 March to 20 April 2025.
4. That the Chief Executive Officer be delegated authority to make minor editorial changes to the documents as required.

**CARRIED**

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**10.2 CONSULTATION ON DRAFT FINANCIAL CONTRIBUTIONS 2025/2026**

The Committee considered a report dated 12 March 2025 from the Commercial Business Analyst, who provided an overview of the report and the recommendations therein.

Staff responded to pātai as follows:

- With regard to potential refunds for Financial Contributions being collected and the growth capital project not proceeding (or changing significantly) the difference between Development Contributions and Financial Contributions was noted. Refunds may be required in a Development Contribution framework but not necessarily in a Financial Contributions environment. The process was a fee setting exercise through Financial Contributions for one year with the best information available at the time.
  - Financial Contributions were based off a growth model including population change over a period. Both Waihi Beach and Maketu were highlighted as areas that did not match a typical pattern, resulting in debt carried at Waihi Beach and amended population estimates for Maketu.
  - Population estimates in relation to Maketu were specifically around Te Arawa land, which was factored into the capacity for the Te Puke Wastewater Treatment Plant many years ago but had not yet been realised.
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**RESOLUTION APLTP25-2.3**

Moved: Cr A Henry

Seconded: Cr L Rae

1. That the Commercial Business Analyst's report dated 12 March 2025 titled 'Consultation on draft Financial Contributions 2025/2026' 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 the Annual Plan and Long Term Plan Committee adopts for consultation:
  - The Draft Statement of Proposal (**Attachment 1** of this report);
  - The Draft Financial Contributions (**Attachment 2** of this report); and
  - The Supporting Disclosure Tables (**Attachment 3** of this report).
4. That the Chief Executive Officer be delegated authority to make such minor editorial changes as may be required prior to consultation.

**CARRIED**

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**10.3 ANNUAL PLAN 2025/26 COMMUNICATION PLAN**

The Committee considered a report dated 12 March 2025 from the Acting Policy and Planning Manager, took the report as read, noting that the rates calculator was currently with the website developer to be included with the Annual Plan information.

Staff responded to pātai as follows:

- Councillors will be informed when the rates calculator was up and included on the website, including the sample property information that was spoken to at the 26 February Committee meeting.
  - The last time Council resolved not to consult was in 2017, noting that there was a media release to that effect.
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**RESOLUTION APLTP25-2.4**

Moved: Mayor J Denyer

Seconded: Cr T Coxhead

1. That the Acting Policy and Planning Manager's report dated 12 March 2025 titled 'Annual Plan 2025/26 Communication Plan' 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.
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3. That the Annual Plan and Long Term Plan Committee approves the Communications and Engagement Plan as contained in **Attachment 1**.

**CARRIED**

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## **11 INFORMATION FOR RECEIPT**

Nil

**The Meeting closed at 10.18am.**

**Confirmed as a true and correct record by Council on 8 April 2025.**

Unconfirmed