

Western Bay of Plenty District Council

Minutes of Meeting No. LTAP4 of the Long Term and Annual Plan Committee held on 15 March 2018 in the Council Chamber, Barks Corner, Tauranga commencing at 9.30am

Present

Councillor J Scrimgeour (Chairperson), Councillors G Dally, M Dean, M Lally, P Mackay, K Marsh, D Marshall, M Murray-Benge, J Palmer, D Thwaites, M Williams and His Worship the Mayor G J Webber

Community Boards

A Sole (Chairperson, Waihi Beach Community Board)

In Attendance

M Taris (Chief Executive Officer), G Allis (Deputy Chief Executive), E Holtsbaum (Group Manager Technology, Customer and Community Services), K Perumal (Chief Financial Officer), R Davie (Group Manager Policy, Planning and Regulatory Services), E Watton (Policy and Planning Manager), I Butler (Finance Manager), G Payne (Strategic Advisor), P Hennessey (Strategic Advisor), C Steiner (Consultant Policy Analyst), R Woodward (Communications Advisor), and F Sweeney (Democracy Management Advisor)

Others

As listed in the minutes.

LTAP4.1 **Adoption of the Interest Rate and Inflation Assumptions**

The Long Term and Annual Plan Committee considered a report from the Chief Financial Officer dated 27 February 2018 as circulated with the agenda.

Resolved: Mayor Webber / Murray-Benge

- 1. THAT the Chief Financial Officer's report dated 27 February 2018 and titled 'Adoption of Interest Rate and Inflation Assumptions' 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.

3. *THAT the Interest Rate Assumptions as follows are adopted for the purpose of preparing the 2018 - 2028 Long Term Plan.*

Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
<i>Borrowing</i>	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
<i>Lending</i>	5.50%	5.50%	5.50%	5.50%	5.50%	5.50%	5.50%	5.50%	5.50%	5.50%

4. *THAT the BERL Economic Inflation Assumptions (Attachment B to this report) are adopted for the purposes of preparing the 2018 - 2028 Long Term Plan.*

LTAP4.2

Adoption of the draft Regulatory Services Strategy

The Long Term and Annual Plan Committee considered a report from the Policy and Planning Manager dated 2 March 2018 as circulated with the agenda.

Resolved: Williams / Mackay

1. *THAT the Policy and Planning Manager's report dated 2 March 2018 and titled Adoption of the draft Regulatory Services Strategy 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 draft Regulatory Services Strategy be amended as set out in Attachment B to the report "Adoption of the Draft Long Term Plan 2018-28 Consultation Document and Supporting Information, and the Draft Schedule of Fees and Charges 2018-19" included in this agenda (pages 189 - 199), with the key amendments including:*
 - a) *Revised community outcome;*
 - b) *Revised goals for Animal Control Services and Resource Consent Services activities;*
 - c) *Introduction of the following new performance measures for existing levels of service:*

Existing Level of Service	NEW proposed performance measure	Target
<i>Resource consent applications will be processed within the statutory timeframe and their compliance monitored</i>	<i>Percentage of annual schedule of resource consents conditions that have been monitored to ensure compliance</i>	<i>100% for each year 2018-28</i>
<i>We will respond to customer service requests in a timely manner</i>	<i>Bylaw and District plan compliance and enforcement</i>	<i>≥90% for each year 2018-28</i>

d) *Introduction of the following new levels of service and new performance*

<i>NEW proposed Level of Service</i>	<i>NEW proposed performance measure</i>	<i>Target</i>
<i>Food businesses are regularly monitored and assessed</i>	<i>Percentage of food businesses that are scheduled for verification are assessed in accordance with statutory requirements</i>	<i>95% for each year 2018-28</i>
<i>Alcohol licences are issued within a reasonable period</i>	<i>Percentage of licences issued within 5 working days of receipt of completed agency reports</i>	<i>98% for each year 2018-28</i>
<i>Parking is monitored within Te Puke and Katikati town centres and largely on a seasonal basis at Waihi Beach.</i>	<i>Percentage of parking infringements correctly issued</i>	<i>95% for each year 2018-28</i>
<i>Known dogs in our District are microchipped (excluding those meeting the requirements to register as working dogs)</i>	<i>Percentage of known domestic dogs in our District that are microchipped</i>	<i>78% for 2018 80% for 2019 82% for 2020 84% for 2021-24 86% for 2025-28</i>
<i>Code Compliance Certificates are issued within the statutory period</i>	<i>Percentage of Code Compliance Certificates that are issued within the statutory timeframe</i>	<i>100% for each year 2018-28</i>
<i>Requests for further information on building consent applications are issued within a reasonable time period</i>	<i>Percentage of Requests for Further Information that are issued within 15 working days of the application being accepted</i>	<i>75% for 2018 80% for 2019 85% for 2020-28</i>

- e. *Revision of the key assumptions for Regulatory Services, to include the following new assumptions and risks:*

	Assumption	Risk
<i>Building inspections demand</i>	<i>The number of building inspections per annum will remain approximately the same as 2016/17 numbers of 11,255 inspections.</i>	<i>The number of inspections is strongly influenced by the number of building consent applications lodged. Any increase or decrease beyond the assumed number of building consent applications will likely impact the number of building inspections.</i>
<i>Building-related complaints and service requests</i>	<i>Service requests remain static at around 50 requests per year, approximately the same as the average of previous years.</i>	<i>As the District population grows, the number of complaints may increase. This could have resourcing implications.</i>
<i>Land Information Memoranda (LIM) and Property Information Memoranda (PIM) demand</i>	<i>LIM and PIM application numbers will stay relatively consistent with 2016/17 numbers of 1007 LIMs and 480 PIMs.</i>	<i>If demand for LIMs and PIMs increases beyond our assumption capacity to process those consents within statutory timeframes may be compromised.</i>

4. *THAT the Committee notes that proposed amendments to the Revenue and Financing Policy for Regulatory Services are set out in the subsequent report "Adoption of the Draft Overall Revenue and Financing Policy (including the specific rates policies) for inclusion into the Long Term Plan 2018-28 supporting information."*
5. *THAT the draft Regulatory Services Strategy is included as supporting information to the draft Long Term Plan 2018-28 Consultation Document.*

LTAP4.3

Adoption of the draft overall Revenue and Financing Policy (including specific Rates Policies) for inclusion in to the Long Term Plan 2018-28 Supporting Information

The Long Term and Annual Plan Committee considered a report from the Policy and Planning Manager dated 2 March 2018 as circulated with the agenda.

Resolved: Mayor Webber / Palmer

1. *THAT the Policy and Planning Manager's report dated 2 March 2018 and titled 'Adoption of the draft overall Revenue and Financing Policy (including specific rates policies) for inclusion into the Long Term Plan 2018-28 Supporting Information' 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 draft overall Revenue and Financing Policy (pages 393 – 422), including the specific rates policies (pages 423 – 435), as set out in Attachment B to the report "Adoption of the Draft Long Term Plan 2018-28 Consultation Document and Supporting Information, and the Draft Schedule of Fees and Charges 2018-19" included in this agenda, be adopted in order to give effect to section 82 of the Local Government Act 2002, noting the amendments to the Regulatory Services and Wastewater Strategy-specific Revenue and Financing Policies, for the reasons set out in this report.*
4. *THAT the draft overall Revenue and Financing Policy (pages 393 - 422), including the specific rates policies (pages 423 - 435), be included in the Supporting Information to the Consultation Document.*

LTAP4.4

Adoption of the Draft Long Term Plan 2018-28 Consultation Document and Supporting Information, and the Draft Schedule of Fees and Charges 2018-19

The Long Term and Annual Plan Committee considered a report from the Group Manager Policy, Planning and Regulatory Services dated 2 March 2018 as circulated with the agenda. Clarence Susan, Audit Director, and Naude Kotze, Senior Auditor, were in attendance on behalf of Audit New Zealand.

The Chief Executive Officer advised the meeting that the Auditors had, just prior to the meeting commencing, raised a concern as to whether or not the Consultation Document could be adopted under delegated authority by this Committee, as their view was that such a resolution would need to be passed by Council as the local authority. She further advised that legal opinion would be sought on this matter but that the meeting could proceed with the proviso that should a further meeting be required for the adoption of the Consultation Document arrangements could be put in place for extraordinary meetings to complete the process.

The Chief Financial Officer advised that the documentation had been audited by Audit New Zealand and a clear audit opinion had been received, and Clarence Susan and Naude Kotze were in attendance to present their opinion.

Naude Kotze spoke to the opinion noting that it was an unqualified opinion, which was issued at this point with a further opinion presented at

the final adoption of the Long Term Plan after consultation. He stated that the document read well and was concise with clear information as to the consequences of decisions proposed. He added that overall Audit was happy with the document and for the first time had issued a management letter with no requirement for any management comment. This was the first time that Audit had issued such a letter, which was an excellent outcome.

The Chairperson noted that Council had gone through a very thorough process and Council should be pleased with the outcome to this point, with the next steps to be taking the consultation document out into the community.

The Mayor and Chief Executive Officer commended staff and Councillors on the excellent outcome to the process so far.

Resolved: Scrimgeour / Mayor Webber

1. *THAT the Group Manager Policy, Planning and Regulatory Services report dated 2 March 2018 and titled Adoption of the Draft Long Term Plan 2018-28 Consultation Document and Supporting Information, and the Draft Schedule of Fees and Charges 2018-19 be received.*
2. *THAT the report relates to an issue that is considered to be of high significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the draft updated Solid Waste, Regulatory Services, Representation, Planning for the Future, Communities, Recreation and Leisure, Transportation, Water Supply, Stormwater, Natural Environment, Wastewater, Economic and Support Services Strategies be adopted for the purposes of providing supporting information for the draft Long Term Plan 2018-28 Consultation Document (Included in Attachment B to this report).*
4. *THAT the draft Key Risks and Assumptions, Financial Strategy and Infrastructure Strategy be adopted for the purposes of providing supporting information for the draft Long Term plan 2018-28 Consultation Document (Included in Attachment B to this report).*
5. *THAT the draft Revenue and Financing Policy, Funding Impact Statement, Prospective Financial Statements, Reserve Funds, Indicative Financial Contributions, Specific Rates Policy, Significant Accounting Policies, Summary Financial Contributions Policy, Treasury Policy, Summary of the Significance and Engagement Policy and Statement of Council Controlled Organisations be adopted for the purpose of providing supporting information for the draft Long Term Plan 2018-28 Consultation Document (Included in Attachment A and the addendum pages 23-39 to this report).*
6. *THAT the Audit Report on the draft Long Term Plan 2018-28 Consultation Document be received.*

7. *THAT in accordance with section 93 of the Local Government Act 2002, the audited draft Long Term Plan 2018-28 Consultation Document as set out in Attachment A and the addendum pages 23-39 to this report be adopted for the purpose of consultation from 23 March 2018 to 4 May 2018.*
8. *THAT in accordance with Sections 82 and 150 of the Local Government Act 2002, the draft Schedule of Fees and Charges 2018-19 as set out in Attachment B to this agenda (pages 341 – 372) be adopted for public consultation.*
9. *THAT the Chief Executive Officer be delegated authority to make minor editorial changes to the supporting information documentation if required.*
10. *THAT the above resolutions be subject to a further extraordinary meeting of the Long Term and Annual Plan Committee and/or Council (if required) to be arranged for Thursday 22 March 2018.*

Minute Note: Legal opinion subsequently confirmed that the above resolutions were within the lawful delegations of the Committee and no further meetings were required.

The meeting concluded at 9.59am.

LTAP4