

# MEETING — AGENDA —

Ngā Take

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# LONG TERM AND ANNUAL PLAN COMMITTEE

*Komiti Kaupapa Tiro Whakamua*

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**LTAP6**  
**Thursday, 7 June 2018**  
**Council Chambers**  
**Barkes Corner, Tauranga**  
**9.30am**

# Notice of Meeting No LTAP6 Te Karere

## Long Term and Annual Plan Committee Komiti Kaupapa Tiro Whakamua

**Thursday, 7 June 2018**  
**Council Chambers**  
**Barkes Corner**  
**9.30am**

His Worship the Mayor

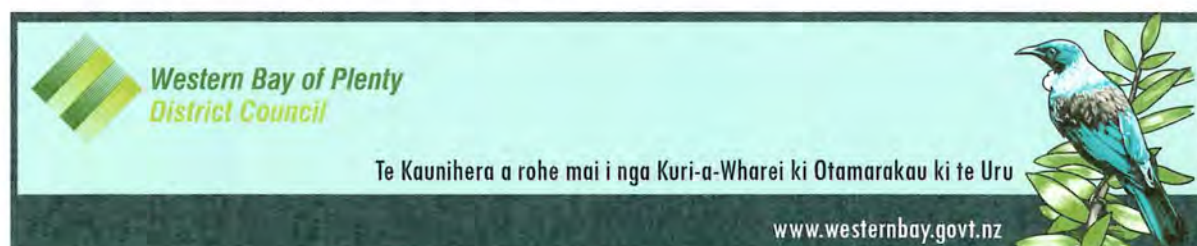
G J Webber

Councillors:

J Scrimgeour (Chairperson)  
P Mackay (Deputy Chairperson)  
G Dally  
M Dean  
M Lally  
K Marsh  
D Marshall  
M Murray-Benge  
J Palmer  
D Thwaites  
G Webber  
M Williams

Media  
Staff

Miriam Taris  
**Chief Executive Officer**  
**Western Bay of Plenty District Council**



# **Long Term and Annual Plan Committee Delegations Mangai o Te Kaunihera**

## **Quorum:**

The quorum for this meeting is six members.

## **Role**

Subject to compliance with legislation to develop the Long Term and Annual Plans and associated strategies for the future direction of Council and its communities.

## **Delegations**

To undertake on behalf of Council all processes and actions precedent to the final adoption of Long Term and Annual Plans including the development of consultation documents, community engagement and associated special consultative processes, policies, and strategies required to be adopted and consulted on under the Local Government Act 2002.

Subject to compliance with legislation and the Long Term Plan to resolve all matters of strategic policy which does not require, under the Local Government Act 2002, a resolution of Council. Strategic policy is defined as any matter relating but not limited to, the following:

- Overall Infrastructure Strategies and financial Planning/Action Plans
- Policy direction for asset management planning
- To set service standards including levels of service.
- Utilities services/ infrastructure policy and planning
- Road / Transport policy and planning

## **Other**

Pursuant to clause 32(1) of Schedule 7 of the Local Government Act 2002, each of the Mayor and Councillors, whether individually or collectively, the power to listen to and receive the presentation of views by people and to engage in spoken interaction with people pursuant to section 83(1)(d) of the Local Government Act 2002 in relation to any processes Council undertakes to consult on under the Special Consultative Procedure as required by the Local Government Act 2002 or any other Act.

The Committee may without confirmation by Council exercise or perform any function, power or duty relating to those matters delegated by Council in like manner, and with the same effect, as the Council could itself have exercised or performed them.

The Committee may delegate any of its functions, duties or powers to a subcommittee subject to the restrictions on its delegations and provided that any sub-delegation to subcommittees includes a statement of purpose and specification of task.

The Committee may make recommendations to Council or its Committees on any matters to achieve the outcomes required in the role of the Committee but outside its delegated authorities.

# Agenda for Meeting No. LTAP6

## Pages

**Present  
In Attendance  
Apologies**

### **Public Forum**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Committee for up to three minutes on items that fall within the delegations of the Committee provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

### **Deliberations - Draft Long Term Plan 2018-2028 and Draft Fees and Charges 2018-2019 (excluding Dog Control and Health Act (Registered Premises) Fees and Charges**

LTAP6.1

#### **Deliberations on the Draft Long Term Plan 2018-28**

7-11

Attached is a report from the Policy and Planning Manager dated 21 May 2018.

Please note that the following three documents as referenced in the report have been circulated separately with the agenda:

- Full summary of submissions
- Full copy of all written and transcribed verbal submissions
- Issues and Options Papers

LTAP6.2      **Deliberations on the Draft Fees and Charges 2018-2019  
(excluding Dog Control and Health Act (Registered  
Premises) Fees and Charges**      12-47

Attached is a report from the Group Manager Policy, Planning and Regulatory Services dated 22 May 2018.

LTAP6.3      **Moving Service Delivery Contracts to a Three-Year Cycle**      48-51

Attached is a report from the Community Relationships Manager dated 17 May 2018.

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## Western Bay of Plenty District Council

### Long Term and Annual Plan Committee

#### Deliberations on the Draft Long Term Plan 2018-28

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#### **Purpose**

The purpose of this report is to recommend the adoption of the Draft Long Term Plan 2018-28 to Council, subject to amendments made through the deliberations process.

#### **Recommendation**

- 1. THAT the Policy and Planning Manager's report dated 22 May 2018 and titled Deliberations on the Draft Long Term Plan 2018-28 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 Committee receives all written and verbal feedback from the special consultative procedure 23 March to 4 May 2018, as set out in Attachment One to this report.**
- 4. THAT in relation to the Issues and Options papers, internal submissions and re-budgets, the Committee resolves:**
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- 5. THAT in relation to the internal submissions, the Committee resolves:**
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- 6. THAT in relation to the re-budget proposals, the Committee resolves:**
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- 7. THAT it be recommended to Council that the draft Long Term Plan 20-18-28 be amended in accordance with the Long Term and Annual Plan Committee resolutions contained in the minutes of LTAP6 dated 7 June 2018, and that the amended Long Term Plan be adopted.**
- 8. THAT the Committee notes that the decision story will be prepared as the formal response to submitters, for adoption by Council alongside the Long Term Plan, and that the decision story will be in general accordance with the Long Term and Annual Plan Committee resolutions contained in the minutes of LTAP6 dated 7 June 2018.**



Emily Watton  
**Policy and Planning Manager**



## 1. Background

The purpose of this report is firstly to provide the Committee with the feedback received (written and/or verbally) through the special consultative procedure on the draft Long Term Plan 2018-28, which took place between 23 March and 4 May 2018. Secondly, the issues and options papers, internal submissions and re-budget proposals are provided to enable the Committee to conclude its deliberations on the plan.

Amendments to the draft Long Term Plan given effect through this deliberations meeting will be reflected in the final plan, intended to be presented for adoption at the Council meeting on 28 June 2018.

## 2. Community engagement on the Long Term Plan

Council began its Long Term Plan development in February 2017. Three phases of community engagement have been undertaken to seek community views on the key issues, priorities and projects for the next 10 years.

<b>Phase One</b> May/June 2017	Community conversations	Pre-engagement incorporating a Have Your Say site, and 14 place-based community conversation events across the District. This included a range of communications (including a video) to promote the pre-engagement process.
<b>Phase Two</b> September/October 2017	Stakeholder conversations	Pre-engagement with key stakeholders through five place-based focus groups, exploring the key themes of feedback from phase one. Have Your Say online was available for any interested community members, which was promoted through a range of communications.  In addition tangata whenua participation was invited to four themed workshops.
<b>Phase three</b> 23 March to 4 May 2018	Community consultation	A special consultative procedure with five place-based events and online Have Your Say, with a range of communications to promote the consultation. There was a video which provided an alternative way to understand the consultation document.

The community views from phases one and two provided the basis for the development of the Consultation Document, which was based on four key themes:

- The pace of change;
- Getting around;
- Protecting our environment and resources; and
- Building communities.

The community views from phase three are reflected in the Issues and Options Papers to be considered through this deliberations meeting. These have been circulated separately with the agenda.

A summary of submissions (by issue) and the full submissions (written and transcribed verbal submissions) have also been circulated separately with the agenda.

### 3. Significance and Engagement

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of *high* significance because the decisions made through the deliberations process will affect a range of Council activities, have significant cost implications (in total), the number of residents and ratepayers affected by the decisions, and the level of community interest in the Long Term Plan process.

### 4. Issues and Options Assessment

<b>Option A</b>	
<b>Committee makes decisions on all Issues and Options Papers, internal Submissions and re-budget proposals</b>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	Advantages: <ul style="list-style-type: none"> <li>• Elected members can consider the practicable options, advantages and disadvantages of each option, and the financial implications of the options</li> <li>• Staff are given clear direction on the amendments required to complete the Long Term Plan for 28 June 2018</li> </ul>

	<ul style="list-style-type: none"> <li>Enables a response to be prepared for those that gave feedback, as part of the decision story.</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	The financial implications of each option are outlined in the attached papers, as well as the proposed funding source.
<b>Option B (If applicable)</b> <b>Committee does NOT make decisions on all Issues and Options Papers, internal submissions and re-budget proposals</b>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	Disadvantages: <ul style="list-style-type: none"> <li>Unresolved matters will jeopardise completion of the Long Term Plan, which is required by the Local Government Act 2002 to be adopted no later than 30 June 2018.</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	Financial implications may be unclear.

## 5. Statutory Compliance

The recommendations of this report enable Council to complete its Long Term Plan, using the process and requirements determined by the Local Government Act 2002. This includes the completion of the special consultative procedure and requirements in relation to decision-making. The decisions are considered to be consistent with Council's plans, policies and bylaws, unless specifically identified as being inconsistent through the deliberations process.

## 6. Funding/Budget Implications

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
<b>LTP production budget</b>	Within existing budget allocations

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## Western Bay of Plenty District Council

### Long Term Plan and Annual Plan Committee

### Deliberations on the Draft Schedule of Fees and Charges 2018-19 excluding Dog Control and Health Act (Registered Premises)

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#### Purpose

The purpose of this report is to recommend the adoption of the Draft Schedule of Fees and Charges 2018-19 (excluding Dog Control and Health Act Registered Premises) to Council for adoption alongside the final Long Term Plan 2018-28.

#### Recommendation

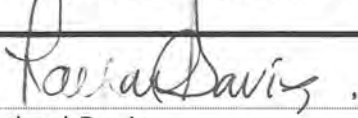
- 1. THAT the Group Manager Policy, Planning and Regulatory Services report dated 22 May 2018 and titled Deliberations on the Draft Schedule of Fees and Charges 2018-19 excluding Dog Control and Health Act (Registered Premises) be received.**
- 2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.**
- 3. THAT the Committee notes that no feedback was received on the Draft Schedule of Fees and Charges 2018-19 excluding Dog Control and Health Act (Registered Premises).**
- 4. THAT it be recommended to Council that the Draft Schedule of Fees and Charges 2018-19 (excluding Dog Control and Health Act (Registered Premises) as set out in (Attachment A to this report) be adopted with the following amendments:**
  - [Woodlands Road water supply extension - \$4511.45 per property (note: includes GST and capital contribution as required by Council's Rural Water Supply Extension Policy 2014)]**
  - [Final water meter readings - \$50 for five day notice period or \$100 for 48 hour notice period]**

Date  
Subject

22 May 2018  
Deliberations on the Draft Schedule of Fees and Charges 2018-19 excluding Dog Control and Health Act (Registered Premises)

**Open Session**

***5. THAT the Chief Executive be authorised to make editorial amendments if required to the final Schedule of Fees and Charges.***



Rachael Davie  
**Group Manager Policy, Planning  
and Regulatory Services**

## 1. Background

The Draft Schedule of Fees and Charges 2018-19 (Attachment A) was adopted on 15 March 2018 alongside Consultation Document for the Long Term Plan 2018-28 and its supporting information. A Local Government Act 2002 special consultative procedure was undertaken between 23 March and 4 May 2018.

Feedback on the Draft Schedule of Fees and Charges 2018-19 was received from one submitter in relation to the proposed fees for Dog Control.

At its meeting on 15 May 2018, the Long Term and Annual Plan Committee considered a report title Recommendation for Adoption of the 2018-19 Dog Control and Health Act (Registered Premises) Fees and Charges. These components of the Schedule of Fees and Charges must be considered earlier due to the requirements of the Dog Control Act 1996 and the Health Act 1956, and Council's obligations to notify the adopted fees within a prescribed timeframe. These fees were adopted by Council at its meeting on 17 May 2018.

This report seeks Council to deliberate on the remaining fees and charges, noting that no feedback was received from the community in relation to these fees and charges.

There are two amendments proposed by staff, as set out below for the Committee's consideration.

## 2. Proposed amendments

There are two amendments proposed for inclusion in the final Schedule of Fees and Charges:

	Proposed charge	Rationale
Woodlands Road Water Supply extension	\$4,511.45 per property (incl. GST and capital contribution)	Omitted from the draft Schedule of Fees and Charge. Council's Rural Water Supply Extension Policy 2014 requires a charge to be included within the Schedule of Fees and Charges, before invoicing the relevant property owners for connection to Council's water supply. Consultation has previously been undertaken with affected landowners, outside of the Long Term Plan process.
Final water meter reading	\$50 for five day notice or \$100 for 48 hours notice	Tariff approach is more appropriate recovery of cost, recognising the greater cost associated with short notice requests to read meters. This charge was included in the draft

		Schedule of Fees and Charges (at \$100 for all final water meter readings). The reduced charge is proposed for the reasons above.
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### 3. Significance and Engagement

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because of the communication that has already been undertaken with affected property owners, the small number of properties affected by the proposed amended charges, and because the final water meter reading charge is a reduced charge to be paid by the customer so is expected to be viewed favourably.

### 4. Issues and Options Assessment

<b>Option A</b>	
<b>Recommend the Schedule of Fees and Charges to Council for adoption WITH the proposed amendments</b>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<p>Advantages</p> <ul style="list-style-type: none"> <li>• Council can collect the fees and therefore recover cost</li> <li>• Certainty for those affected by the proposed charges</li> </ul> <p>Disadvantages</p> <ul style="list-style-type: none"> <li>• Amendments were not included in the Draft Schedule of Fees and Charges</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	<p>Imposes a fee or charge to be paid by affected properties when they use/connect to one of these services.</p> <p>Water consumers will pay the same or less for final water meter reading than proposed in the Draft Schedule of Fees and Charges.</p>

<b>Option B</b>	
<b>Recommend the Schedule of Fees and Charges to Council for adoption WITHOUT the proposed amendments</b>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<p>Advantages</p> <ul style="list-style-type: none"> <li>• Consistent with community feedback from formal consultation process</li> <li>• Amendments could be incorporated through the next review of the Schedule of Fees and Charges, alongside the Annual Plan 2019-20</li> </ul> <p>Disadvantages</p> <ul style="list-style-type: none"> <li>• Lack of certainty for those affected by the proposed charges</li> <li>• Higher water meter reading charges would apply until the charges are amended in a subsequent review process.</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	<p>Council won't be able recover costs for Woodlands Road water extension supply during this financial year.</p> <p>Water consumers may pay increased fees for water meter reading, which are not appropriate cost recovery for the service used.</p>

## 5. Statutory Compliance

The draft Schedule of Fees and Charges were released for consultation alongside the Long Term Plan from 23 March to 4 May 2018.

With regard to the proposed charge for Woodlands Road water supply extension, this is consistent with Council's Rural Water Supply Extension Policy, which requires inclusion of the applicable charge in Council's Schedule of Fees and Charges. Consultation has previously been undertaken with affected landowners, outside of the Long Term Plan process.

With regard to the final water meter reading charge, this was included in the Draft Schedule of Fees and Charges, but a tariff approach is considered to be a more appropriate recovery of cost. Water consumers will pay the same or less for final water meter reading than proposed in the Draft Schedule of Fees and Charges.

## 6. Funding/Budget Implications

The fees and charges (and proposed amendments) generate income for a range of activities and costs centres across the organisation.





**SCHEDULE OF  
FEES AND CHARGES  
2018/2019  
AND INDICATIVE  
FINANCIAL  
CONTRIBUTIONS**



# SCHEDULE OF FEES AND CHARGES 2018/2019

## CONTENTS

<b>GENERAL</b>		<b>HEALTH</b>		<b>RESERVES</b>	
Digital Property files	2	Premises registered - Food Hygiene Regulations 1974 (existing operators prior to 1 March 2016)	11	Sports fields and courts	23
Print and copy charges	2	Food premises - operating under Voluntary Implementation programme (VIP) prior to 1 March 2016	11	Ground rentals for sport and recreation club buildings on Council land	24
Scan charges	2	Food premises Food Act 2014 (new operator and transitioned premises from 1 March 2016)	12	Miscellaneous - reserve use charges	24
GIS Service fee and print charges	2	Non food premises (health) registration	12	TECT All Terrain Park Arrival Centre	24
Official information requests	2	Bylaw licences	12	Rental of Council buildings & facilities not listed	24
Publications and subscriptions	3	Fireworks permits	13	<b>ROADING</b>	
New services	3	Club, On/Off Club Licence food inspection	13	Vehicle crossing applications	25
<b>CUSTOMER SERVICES</b>		Liquor Licences	13	Road services	25
Libraries	3	On/Off Club Licence	14	Road stock crossing cost recovery	25
Fees	3	<b>RESOURCE CONSENTS</b>		Road opening notices/Corridor Access Requests	25
Overdue charges	4	Subdivision consents (non-notified) - includes planning and engineering and deposits	17	Other	25
Discount policy	4	Notified resource consent applications, designations, heritage orders and plan changes	17	Rentals for encroachments on Council land	26
<b>POLICY, PLANNING, REGULATORY AND INFRASTRUCTURE SERVICES CHARGE OUT RATES</b>		Land use (non-notified) consent applications except subdivisions	18	Community information boards	26
Charge out rates	4	Planning advice	19	As-built data - Engineering records	26
<b>LAND INFORMATION MEMORANDA (LIM)</b>		Requests for information or other service not subject to specific fee	19	<b>UTILITIES</b>	
Land information memoranda (LIM) charges	4	Miscellaneous	19	Water connection	27
<b>ANIMAL CONTROL SERVICES</b>		Monitoring and compliance	19	Final water meter reading	27
Registration fees	5	Hydrant flow testing	19	Stormwater connection	27
Dog adoption fee	6	Engineering design approval	20	Sewerage connection	27
Dog pound fees	6	Land subdivision and development fees	20	Sewerage connection	27
Stock pound fees	6	Uncompleted works bonds	20	Tradewaste bylaw charges	27
Repeated impounding	6	Maintenance bonds	20	Annual tradewaste charges	28
Sustenance	7	Non-compliance	20	Trade waste reticulation and treatment charges	28
Driving charges	7	<b>INFRASTRUCTURE SERVICES</b>		Greenwaste drop-off charges (minimum charge applies)	28
Advertising	7	Properties / Reserves - processing fee	21	Recycling fees (at recycling centres only)	29
Other fees	7	Site inspections	21	Other recyclables	29
<b>BUILDING SERVICES</b>		Lease/licence application and consents	21	Tents/equipment for solid waste/recycling	29
Specialist services	8	Pensioner housing	21	Waste licensing fee	30
Other fees	8	Cemeteries	22	Worm composting workshop	30
Building consent approval information	9				
Building consent vetting fee	9				
Building consent fees and charges	10				
Rural numbers	10				

To be  
adopted  
28 June  
2018

All figures include GST

## GENERAL

		FEES & CHARGES 2018/19 (\$)	NOTES
<b>DIGITAL PROPERTY FILES</b>			
Digital Property File request – digital copy of property file records supplied as a downloadable file from the Council website.		30.00	Download file only
An additional fee to provide the Digital Property File on a portable digital media (USB) for pick-up from any of Councils service centres.		5.00	Additional charge per media device
An additional delivery charge of \$5.00 shall apply to any digital property file stored on USB and delivery via post/ courier is requested.		5.00	Additional charge for delivery
<i>A property file request is not a Land Information Memorandum (LIM) and as such is not covered by any statutory requirement.</i>			
<b>PRINT AND COPY CHARGES</b>			
Black and white	A4	0.20	
	A3	0.40	
	A2	1.50	
	A1	2.50	
Colour	A4	2.00	
	A3	3.50	
<b>SCAN CHARGES</b>			
Scan	per page	0.20	
<b>GIS SERVICE FEE AND PRINT CHARGES</b>			
Map creation, map data manipulation and printing - a quote will be supplied For further information please refer to Western Bay of Plenty District Council's Geospatial Data Policy Statement		125.00 per hour	Minimum charge \$80.00 plus GST
Map prints	A2	30.00	
	A1	40.00	
	A0	50.00	
<b>OFFICIAL INFORMATION REQUESTS - SUBJECT TO LEGISLATIVE CHANGE</b>			
Staff time - first hour		No charge	
Staff time - after first hour per hour		76.00	
Work undertaken by external contractors and consultants charged at their normal hourly rate			Costs recovered from applicant
Printing			Costs recovered from applicant at standard Council print charges

All figures include GST

		FEES & CHARGES 2018/19 (\$)	NOTES
<b>PUBLICATIONS AND SUBSCRIPTIONS</b>			
Asset Management Plans (AMP)			
Transportation AMP		500.00	
Water Supply AMP*		82.00	
Wastewater AMP*		82.00	
Stormwater AMP*		82.00	
Solid Waste AMP*		82.00	
Community Assets AMP*		82.00	
*Excludes appendices - price on application			
District Plan operative	Text	120.00	Future updates are included in the costs for the text and maps
District Plan maps	A4	160.00	
2009 Development Code	Printed copy	350.00	The 2009 Development Code (or subsequent updates) can also be viewed and downloaded via Council's website <a href="http://www.westernbay.govt.nz">www.westernbay.govt.nz</a>
	Disc	30.00	
	Updates	No cost	
Treasury Policy		15.00	
Annual Reports		20.00	
Civil Defence Plan - to non-distribution list agencies		No charge	
Properties - copies of leases/licences		No charge	
Management Plans (per plan)		20.00	
<b>NEW SERVICES</b>			
Council may implement new or additional services anytime through the financial year. Where new services are introduced that are not already included in fees and charges, a principle of 'actual and reasonable charges' will apply i.e. Council will only charge what is actual and reasonable to recover the costs of providing the service			
<b>CUSTOMER SERVICES</b>			
<b>LIBRARIES - FEES</b>			
Reserve fee (adult)		1.00	
Replacement card		3.00	
Holiday membership		55.00	\$45.00 refundable upon return of all items
Interloan request fee	per book	8.00	Plus lending library's fee, if any
	per article	5.00	
Top Shelf (2 weeks)		3.00	
DVD and video (1 week)	single	3.00	

All figures include GST

		FEES & CHARGES 2018/19 (\$)	NOTES
<b>LIBRARIES - OVERDUE CHARGES</b>			
Adult items	per day	0.30	To a maximum of \$10.00 per item
Junior items	per day	0.10	To a maximum of \$5.00 per item
DVD, video, Top Shelf	per day	1.00	
Administration fee		10.00	
Lost or unreturned items			
Replacement cost, administration fee, debt collection recovery			
Unpaid charges of \$50.00 and over			
Amount owed, debt collection recovery			
<b>DISCOUNT POLICY</b>			
In addition to the regular 'free to borrow' collections, our libraries offer access to some 'pay to borrow' collections. These include a best seller collection named 'Top Shelf', audio books, digital compact discs and music compact discs.			
Our pay collections are promoted using eye catching display units for storage, in-house topical displays and offering customers loyalty cards. Our loyalty card system rewards customers by offering one free pay item following the rental of four 'Top Shelf' items.			
<b>POLICY, PLANNING, REGULATORY AND INFRASTRUCTURE SERVICES CHARGE OUT RATES</b>			
Group Manager		250.00	
Environmental Consents Manager, Building Services Manager, Compliance and Monitoring Manager, Senior Managers (engineering, property, reserves)		200.00	
Team Leader Inspections, Team Leader Processing		190.00	
Senior Consents Planner, Senior Building Control Officer, Senior Land Development Engineer, Professional Engineer, Senior Engineers		180.00	
Building Control Officer, Consents Planner, Environmental Health Officer		170.00	
Building Warrant of Fitness Officer, Land Development Engineer, Compliance and Monitoring Officer		150.00	
Building Administrators, Consents Officers, Compliance Administrator Officers, Legal Property Officer, Property Office, Reserves Officers, Engineering Officers		100.00	
Vehicles	per km	0.75km	
<b>LAND INFORMATION MEMORANDA (LIM)</b>			
Standard 10 day service (electronic)		240.00	
4 day service* (electronic)		370.00	
LIMs involving multiple titles		Price on application	
*LIM provided as a printed, hardcopy format		15.00	Additional fee
*LIM provided as a portable digital media		5.00	Additional fee
*An additional delivery charge of \$5.00 shall apply to any LIM where postal / courier delivery is requested			
#The statutory target is 10 working days. Council does not accept liability for any losses arising from a failure to meet the 4 day service; however, a 100% money-back guarantee applies if the 4 day target is not met.			

All figures include GST

## ANIMAL CONTROL SERVICES

## REGISTRATION FEES 2018/2019

CLASS OF DOG	REGISTRATION FEE (IF PAID ON OR BEFORE 1 AUGUST 2018) (\$)	REGISTRATION FEE DANGEROUS DOG (IF PAID ON OR BEFORE 1 AUGUST 2018) (\$)	PENALTY FEE (IF PAID AFTER 1 AUGUST 2018) (\$)	PENALTY FEE DANGEROUS DOG (IF PAID AFTER 1 AUGUST 2018) (\$)
All dogs unless otherwise categorised	88.00	132.00	132.00	198.00
Stock working dog (kept solely or principally for the purpose of herding or driving stock)	47.50	71.25	71.25	106.50
Spayed or neutered dog	70.00	105.00	105.00	157.50
Any dog(s) kept by: New Zealand Police Customs Department Ministry of Defence Ministry of Agriculture Ministry of Fisheries Department of Conservation (for carrying out the function of the Police or Department of State)	-	-	-	-
Security dog (kept by a security guard as defined in the Private Investigators and Security Guards Act 1974 - as a bona fide security dog)	-	-	-	-
Search and Rescue dog	-	-	-	-
Disability assist dog	-	-	-	-
Dogs domiciled on Matakana Island	42.50	63.75	63.75	95.50

## Notes:

- (1) Dog owners who have more than 5 dogs may be entitled to discounted dog registration fees for the sixth and subsequent registration, on the following basis:
  - a) All dogs must be registered by 30 June to qualify.
  - b) All dogs must be microchipped.
  - c) No verified complaints have been received by Council in the previous registration year for welfare or nuisance complaints (e.g. barking, roaming).

**Please note:** No refund for deceased dogs will be paid to owners of more than 5 dogs where dogs were registered at a discounted or no charge, until the total number of dogs falls below 5.
- (2) Legislation regarding the micro-chipping of dogs came into force on 1 July 2006, the cost of this process is passed on to the dog owner. Dog owners will be referred to a veterinarian at their own cost to have the dog micro-chipped. Dogs that must be micro-chipped before being released from the pound will be micro-chipped by Council staff. The dog owner will be charged for the cost of this service.
- (3) **Disability assist dog** means a dog certified by one of the following organisations as being a dog trained to assist (or as being a dog in training to assist) a person with a disability:
  - (a) Hearing Dogs for Deaf People New Zealand.
  - (b) Mobility Assistance Dogs Trust.
  - (c) New Zealand Epilepsy Assist Dogs Trust.
  - (d) Royal New Zealand Foundation of the Blind.
  - (e) Top Dog Companion Trust.
  - (f) Assistance Dogs New Zealand.
  - (g) Perfect Partners Assistance Dogs Trust.

All figures include GST

	FEEES & CHARGES 2018/19 (\$)	NOTES
<b>DOG ADOPTION FEE</b>		
A dog adopted from a Western Bay of Plenty District Council pound (including registration until the end of the current year microchip, de-sexing and vaccination)	250 male dog 280 female dog	
<b>DOG POUND FEES (IMPOUNDING)</b>		
	<b>Un-registered</b>	<b>Registered</b>
First impounding	80.00	40.00
Second impounding (for same dog within 24 months)	160.00	80.00
Third and subsequent impounding (for same dog within 24 months)	200.00	160.00
	<b>FEEES &amp; CHARGES 2018/19 (\$)</b>	<b>NOTES</b>
<b>DOG POUND FEES</b>		
Sustenance	per day	12.50
<b>Seizure fees:</b>		
First seizure fee		80.00
Second seizure fee		160.00
Third seizure fee		200.00
Euthanasia fee		45.00
Micro-chipping fee		20.00
Micro-chipping for third and subsequent dogs		20.00
<b>STOCK POUND FEES</b>		
For every sheep, lamb or goat		40.00
For all other animals		80.00
<b>REPEATED IMPOUNDING</b>		
Stock, not necessarily the same animal but owned by the same person, impounded on a second or subsequent occasion		
For every sheep, lamb or goat (for same person within 24 months)		80.00
For all animals (for same person within 24 months)		160.00

All figures include GST

	FEES & CHARGES 2018/19 (\$)	NOTES
<b>SUSTENANCE</b>		
Actual and Reasonable costs (minimum of \$2.00 per head of stock per day)		
<b>DRIVING CHARGES</b>		
Actual and reasonable costs incurred in moving the stock to the pound or where it is delivered to the owner		
<b>ADVERTISING</b>		
Where applicable, a notification fee of \$10.00 plus the actual cost of advertising impounded stock		
<b>OTHER FEES</b>		
Replacement tag	each	7.50
Trading items (collars, leads, muzzles) are available and will be priced based on their cost plus a mark-up		
		Price on application
High risk dog ownership licence (subject to Dog Control Act Amendment 2017)		280.00 deposit
Multiple dog owner application		50.00
<ul style="list-style-type: none"> <li>• (Greater than 2 dogs urban)</li> <li>• (Greater than 5 dogs rural)</li> </ul>		Applies to new dog owners to District and dog owners who increase their number of dogs to greater than: <ul style="list-style-type: none"> <li>• 2 dogs urban</li> <li>• 5 dogs rural</li> </ul>
*additional charges of officer time may apply for revisit & assessment at hourly rate of \$150.00.		



All figures include GST

**BUILDING SERVICES**
**FEES &  
CHARGES  
2018/19  
(\$)**
**NOTES****SPECIALIST SERVICES**

More complex and larger projects may require the Council to refer documentation to specialists for checking for code compliance and to provide inspection services. Where specialist services are required, additional fees will be payable by the applicant based on actual cost. These may include:

Engineering structure or land stability, fire planning and precautions, electrical design check, heating, ventilation and air conditioning, mechanical services.

**OTHER FEES**

Extension of time for consents		75.00	
Application to amend building consents (plus building consent fee and additional levies, if any, as a result of change in project value)		120.00	
Application for waiver of New Zealand Building Code		120.00	
Code Compliance Certificate application *Note 1		100.00	
Code Compliance Certificate review of historical Building Consents (over 5 years old) - additional hourly charges are applicable		500.00	
Document Filing Fee including receiving details of exempt building work undertaken as per schedule 1 of the Building Act 2004 (other than Certificate of Acceptance)		100.00	
Inspections (charged per inspection type at the rate current on the inspection date)		195.00	
Late cancellation of booked inspection. (Charged where cancellation not received at least 1 working day prior to booking date.)		120.00	
Title endorsements under s73 Building Act (includes Land Registrar fees)	per lot	450.00	Legal fee component may vary and is cost recoverable
Title endorsements under s75 Building Act (includes Land Registrar fees)	per lot	450.00	Legal fee component may vary and is cost recoverable

**CERTIFICATE OF ACCEPTANCE**

Value of project/type of work	Certificate of Acceptance lodgement fee \$	Inspections
\$1,000 to \$5,000	1,067.50	
\$5,001 to \$20,000	1,595.00	
\$20,001 to \$100,000	2,235.00	Includes one inspection, additional inspections will be charged at the Councils rate for building consent inspections.
\$100,001 to \$400,000	2,900.00	
\$400,001 upwards	3,497.00	

All figures include GST

**BUILDING SERVICES****FEES &  
CHARGES  
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(\$)****NOTES**

Application for Certificate of Public Use (S.363A BA 2004)

120.00  
plus inspection fees**Compliance schedule and annual building warrant of fitness fees**Compliance Schedule base fee minimum fee<sup>1</sup> 140.00**Plus** fee per feature identified in Schedule minimum fee<sup>1</sup> 30.00Amendment of Compliance Schedule minimum fee<sup>1</sup> 100.00**Plus** fee per feature (altered, added or removed) 30.00Annual Building Warrant of Fitness minimum fee<sup>1</sup> 140.00

Expired Building Warrant of Fitness 140.00

Building Warrant of Fitness Site Audit minimum fee<sup>1</sup> 140.00

Compliance schedule review of historical building consents (over 5 years old) additional hourly charges are applicable 500.00

Fees, for non-routine inspections or services where fees have not otherwise been fixed, will be charged out at the Officer's hourly charge out rate plus incidental expenses Price on application

Compliance schedule and annual building warrant of fitness inspections requiring particular expertise, e.g. lifts, electrical heating, ventilation and air conditioning, fire safety measures or similar non-routine requests for information or services Actual cost incurred of expert's report

Applications for acceptance as independent qualified person (for Bay of Plenty/Waikato group) Price on application

**Notes:**<sup>1</sup>Minimum fee which includes half an hour of officers time to review documents. Any additional time incurred will be charged at the set hourly rate. This may include costs incurred by external parties on Council's behalf.**BUILDING CONSENT APPROVAL INFORMATION**

Provided as required by (s217 Building Act 2004) printed and forwarded monthly - email preferred	per month	25.00
	per annum	200.00

**BUILDING CONSENT VETTING FEE****Pre application lodgement meeting assessment fee**

This service is to assist applicants to assemble all necessary information to support their application

This fee is charged at the discretion of Council and only charged where the service is necessary. Time taken may be charged and included in consent processing charges. Refer to hourly charge out rate.

All figures include GST

BUILDING CONSENT FEES AND CHARGES					
VALUE OF PROJECT/TYPE OR WORK	APPLICATION <sup>2</sup> (\$)	PIM <sup>4</sup> /PIC <sup>7</sup>	PLAN PROCESSING <sup>1</sup>	COUNCIL LODGE <sup>5</sup> MENT FEE <sup>3</sup>	INSPECTIONS
\$1 to \$5,000	100.00	105.00	212.50	417.50	Inspection fees payable on issue of building consent based on estimated number of inspections needed for the project. Inspections will be invoiced at the Councils inspection rate at completion of the project.
\$5,001 to \$20,000	210.00	210.00	425.00	845.00	
\$20,001 to \$100,000	280.00	375.00	680.00	1,335.00	
\$100,001 to \$400,000	450.00	380.00	1,020.00	1,850.00	
\$400,001 upwards	675.00	390.00	1,232.50	2,297.50	
REQUEST FOR EXEMPTION FROM BUILDING CONSENT SCHEDULE 1 BUILDING ACT					
VALUE OF PROJECT/TYPE OR WORK				COUNCIL LODGE <sup>5</sup> MENT FEE <sup>3</sup>	INSPECTIONS
\$1,000 to \$5,000				312.50	
\$5,001 to \$100,000				635.00	
\$100,001 upwards				960.00	
National Multiple-Use approvals granted by MBIE	The Councils building consent fees apply to this work.				
Solid fuel heater and domestic fireplace (includes Project Information Memorandum (PIM))	-	-	-	Freestanding 275.00*  Inbuilt 425.00*	Freestanding *One inspection includes discounted inspection cost  Inbuilt *Two inspections includes discounted inspection cost includes Code Compliance certificate
Compliance Inspection (3 yearly) for swimming pool fencing	-	-	-	180.00	One inspection
Re-inspection for swimming pool fencing	150.00	-	-	-	
<b>Also charged when consent is issued:</b>					
Building levy (payable to MBIE <sup>6</sup> ) \$2.01 GST inclusive for every \$1,000 value project valued at \$20,000 and over Levy for BRANZ (Building Research Authority) \$1.00 GST exempt for every \$1,000 value project valued at \$20,000 and over.					

**Notes**

- <sup>1</sup> This is a minimum fee. Actual processing time and costs associated with approving the consent over and above the minimum fee, will be directly charged to the applicant.
- <sup>2</sup> This fee includes Building Consent Authority Accreditation and Assessment Levy.
- <sup>3</sup> This fee is non-refundable once the consent has been approved if you decide not to complete your project. If you cancel prior to approval a pro-rata charge will be made based on the processing undertaken. Actual processing time exceeding plan checking deposit will be invoiced.
- <sup>4</sup> Includes \$20.00 fee for Certificate of Title.
- <sup>5</sup> Council sustainability initiative - fees remitted.
- <sup>6</sup> Statutory payments to BRANZ (Building Research Association NZ) and MBIE (Ministry of Business, Innovation and Employment) (previously DBH).
- <sup>7</sup> Where a Project Information Memorandum (PIM) has not been applied for, a Project Information Consideration (PIC) of the consent is still necessary and is charged accordingly.

All figures include GST

FEES &  
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2018/19  
(\$)

NOTES

## ALSO ADD FEES FOR:

**Rural numbers**

Application and placement	45.00
Replacement rural number plates	15.00

**Assessment required for District Plan, engineering, environmental health and dangerous goods**

Assessments and site inspections charged at Officer's hourly charge-out rate or actual cost if external report required

## HEALTH

**\*\*PREMISES REGISTERED - FOOD HYGIENE REGULATIONS 1974 (EXISTING OPERATORS PRIOR TO 1 MARCH 2016)**

Food premises (high risk): Following categories: restaurant/café, grocery/supermarket, butcher, deli, manufacture readily perishable foods, fish shop, takeaway, food packaging.	450.00
Food premises (low risk): Fruit and vegetable shop, pre packaged goods only.	290.00
Food premises - mobile	450.00
Change of Ownership of Premise	100.00
Issue of Notice to Rectify/Non Compliance	320.00
Additional inspections and mentoring per hour	170.00

**\*\*FOOD PREMISES - OPERATING UNDER VOLUNTARY IMPLEMENTATION PROGRAMME (VIP) PRIOR TO 1 MARCH 2016**

New Food Act legislation was introduced in 2010. Fees for these services will be based on actual time involved in providing advisory and inspection services to assist premise owners implement food control plans

Administration charge (annual) - until transition to registration under Food Act 2014	150.00
Verification, inspection and audit deposit	390.00
plus additional	170.00 Additional fee per hour after the first 1.5 hours

**\*\*Note:** Late penalty fee of 10% applies to all licence registration fees unpaid after 60 days from date of invoice.

All figures include GST

		FEEES & CHARGES 2018/19 (\$)	NOTES
<b>**FOOD PREMISES - FOOD ACT 2014 (NEW OPERATOR AND TRANSITIONED PREMISES FROM 1 MARCH 2016)</b>			
<b>Food Control Plans</b>			
Application for Registration of Food Control Plan (based on template or model)	application	220.00	
	plus additional	170.00	Additional fee per hour after the first hour
Application for renewal of registration of Food Control Plan (based on template or model)	application	150.00	
	plus additional	170.00	Additional fee per hour
Application for registration of an amendment to a Food Control Plan (based on a template or model)	application	150.00	
	plus additional	170.00	Additional fee per hour after the first hour
Verification, inspection and audit	deposit	390.00	
	plus additional	170.00	Additional fee per hour after the first 2 hours
<b>National Programmes</b>			
Application for assessment and registration of national programme business	application	220.00	
	plus additional	170.00	Additional fee per hour after the first hour
Application for renewal of registration of national programme	application	150.00	
	plus additional	170.00	Additional fee per hour
Verification, inspection and audit	deposit	390.00	
	plus additional	170.00	Additional fee per hour after the first 2 hours
<b>**NON FOOD PREMISES (HEALTH) REGISTRATION</b>			
Hairdressers		*300.00	
Mortuaries		*300.00	
Camping grounds		*390.00	
Change of ownership		*100.00	
Issue of Notice to Rectify/Non Compliance		*340.00	
Property Inspections and reporting (Health Act 1956)		*170.00	
*Additional inspections and processing		170.00	Per hour
<b>**BYLAW LICENCES</b>			
Amusement devices - licence fees pursuant to Amusement Devices Regulations 1978		12.00	
Trading in Public Places Licence (individual operator)	per annum	330.00	
	per month	150.00	Application fee plus \$50.00 per month
Trading in Public Places Event Licence e.g. event - market, fair, festival		350.00	Plus additional monitoring time at \$150.00 - \$170.00 per hour
Public Places Licence - (permission to occupy footpath)	per annum	330.00	Fee for placement of tables & chairs on Council footpath/road reserve as outdoor seating for premises

All figures include GST

		FEEES & CHARGES 2018/19 (\$)	NOTES
<b>FIREWORKS PERMITS</b>			
Rural reserves		165.00	
Urban reserves		85.00	
<b>CLUB, ON/OFF LICENCE FOOD INSPECTION</b>			
Monitoring inspection - annual inspection of On, Off or Club Licence	per hour	170.00	

		FEEES & CHARGES 2018/19 (\$)	NOTES
<b>LIQUOR LICENCES<sup>1</sup></b>			
<b>MANAGERS CERTIFICATES</b>			
New or renewal		316.25	
<b>SPECIAL LICENCES:</b>			
Class 1	1 large event More than 2 medium events More than 12 small events	575.00	Large event 400 + people
Class 2	3 to 12 small events 1 to 3 medium events	207.00	Medium event
Class 3	1 or 2 small events	63.25	Small event Less than 100 people
Temporary Authority		296.70	

All figures include GST

## ON / OFF / CLUB LICENCES

Fees vary depending on the “cost/risk rating” of each premises and consist of:

- an application fee, which licensees will have to pay when they apply for a new, renewed, or variation to a licence; and
- an annual fee, which must be paid by licensees each year.

### Determining a premises’ cost/risk rating

A premises’ cost/risk rating will be determined by a combination of factors. Table 2 shows how a premises’ cost/risk rating is determined. For example, a liquor store closing at 11:00 pm with two enforcements in the last 18 months would have an overall rating of 38.

### Cost/risk rating of premises (direct from the regulations)

- (1) A territorial authority must assign a cost/risk rating to any premises for which an on-licence, off-licence, or club licence is held or sought.
- (2) The cost/risk rating of premises is the sum of the highest applicable weighting.
- (3) The weightings relating to the type of licensed premises are as follows:

	Type of premises	Weighting
On Licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off Licence	Supermarket, grocery store, bottle store	15
	Hotel, tavern	10
	Class 1, 2, or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club Licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2



Type of premises	Latest trading time allowed by licence (during 24 hour period from 6am to 6am)	Weighting
Premises for which an on-licence or club licence is held or sought	2am or earlier	0
	Between 2.01am and 3am	3
	Any time after 3am	5

All figures include GST

Type of premises	Latest trading time allowed by licence (during 24 hour period from 6am to 6am)	Weighting
Premises for which an off-licence is held or sought (other than remote sales premises)	10 pm or earlier	0
	Anytime after 10 pm	3
Remote sales premises	Not applicable	0



Number of enforcement holdings in last 18 months (applies to all types of premises)	Weighting
None	0
1	10
2 or more	20



Cost/Risk rating of premises	Fee category
0 - 2	Very low
3 - 5	Low
6 - 15	Medium
16 - 25	High
26 plus	Very High

Liquor Licences	Cost/risk Category (\$)	Application Fee (\$)	Annual Fee (\$)
Application for On, Off or Club Licence, renewal of these licences, variation of condition of Licence	Very Low	368.00	161.00
	Low	609.50	391.00
	Medium	816.50	632.50
	High	1,023.50	1,035.00
	Very High	1,207.50	1,437.50



## All figures include GST

Class 1 club	means a club that has or applies for a club licence and - (a) has at least 1000 members of purchase age; and (b) in the opinion of the territorial authority, operates any part of the premises in the nature of a tavern at any time.
Class 2 club	means a club that has or applies for a club licence and is not a class 1 or class 3 club.
Class 3 club	means a club that has or applies for a club licence and - (a) has fewer than 250 members of purchase age; and (b) in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.
Class 1 restaurant	means a restaurant that has or applies for an on-licence and - (a) has, in the opinion of the territorial authority, a significant separate bar area; and (b) in the opinion of the territorial authority, operates that bar area, at least 1 night a week, in the manner of a tavern.
Class 2 restaurant	means a restaurant that has or applies for an on-licence and - (a) has, in the opinion of the territorial authority, a separate bar; and (b) in the opinion of the territorial authority, does not operate that bar area in the manner of a tavern at any time.
Class 3 restaurant	means a restaurant that has or applies for an on-licence and that, in the opinion of the territorial authority, only serves alcohol to the table and does not have a separate bar area.
BYO restaurant	means a restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Enforcement holding	means a holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.
Remote sales premises	means premises for which an off-licence is or will be endorsed under section 40 of the Act.

**\* These fees are set by legislation. If there are legislative changes the fees will be updated accordingly.**

All figures include GST

## RESOURCE CONSENTS

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## SUBDIVISION CONSENTS (NON-NOTIFIED) (INCLUDES PLANNING AND ENGINEERING AND DEPOSITS)

Subdivision consents	minimum fee <sup>1,7</sup>		(See # 'new' table below)
Protection lot subdivision/Subdivisions utilising transferable rights	minimum fee <sup>1,3,4,7</sup>	3,000.00	
Boundary adjustment	minimum fee <sup>1,7</sup>	1,300.00	
Cross lease plans - stage cross lease/conversion	minimum fee <sup>1,7</sup>	1,000.00	
Rights of way (s348 Local Government Act)	minimum fee <sup>1</sup>	700.00	
Certificates under s226 Resource Management Act	minimum fee <sup>1</sup>	700.00	
Lapsing of consent: extension of time (s125)	minimum fee <sup>1</sup>	1,300.00	
Change or cancellation of consent conditions (s127)	minimum fee <sup>1,7</sup>	1,300.00	
s223 Certificate - payable at 223 stage Resource Management Act	minimum fee <sup>1</sup>		(See '*223' table below)
s224 Certificate - payable at 224 stage Resource Management Act	minimum fee <sup>1</sup>		(See '@ '224' table below)
Road/street naming	minimum fee <sup>1</sup>	550.00	
Engineering fee - payable only if engineering conditions apply (s.244 (c) process only)	minimum fee <sup>1</sup>	550.00	
Reserves valuations - payable at 224 and not including financial contributions <sup>5</sup>			- Fixed by Opteon
First additional lot		230.00	Fixed by Opteon
Two to four lots	per lot	51.75	Fixed by Opteon
Five to ten lots	per lot	23.00	Fixed by Opteon
Eleven or more lots	per lot	11.50	Fixed by Opteon
Sundry applications		500.00	
Subdivision consents that proceed to hearing <sup>6</sup>			- Actual and reasonable cost
Application for esplanade reserve reduction or waiver		2,300.00	

# NEW	FEES & CHARGES 2018/19 (\$)	* 223	FEES & CHARGES 2018/19 (\$)	@ 224	FEES & CHARGES 2018/19 (\$)
2 lots freehold	2,000.00	0-2 lots (including boundary adjustments)	250.00	0-2 lots (including boundary adjustments)	250.00
3-10 lots freehold	2,600.00	3-10 lots	350.00	3-10 lots	500.00
11-20 lots freehold	3,200.00	11 plus lots	690.00	11 plus lots	1,300.00
21 lots freehold	3,800.00	Unit title subdivisions	395.00	Unit title subdivisions	650.00
Unit title subdivisions (excl. s.32(2)(a) certification)	1,900.00	Section 32(2)(a) certification	650.00		

All figures include GST

FEES &  
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## NOTIFIED RESOURCE CONSENT APPLICATIONS, DESIGNATIONS, HERITAGE ORDERS AND PLAN CHANGES

Public notification	minimum fee <sup>1,6,7</sup>	5,000.00
Limited notification	minimum fee <sup>1,6,7</sup>	3,000.00

LAND USE (NON-NOTIFIED) CONSENT APPLICATIONS EXCEPT SUBDIVISIONS  
(INCLUDES PLANNING AND ENGINEERING FEES AND DEPOSITS)

Deemed permitted boundary activity (s.87BA Resource Management Act 1991)	minimum fee <sup>1</sup>	350.00
Non notified applications:		
Controlled activity/fast track	minimum fee <sup>1</sup>	1,400.00
Restricted discretionary activity	minimum fee <sup>1</sup>	2,000.00
Discretionary activity	minimum fee <sup>1</sup>	2,500.00
Non complying activity	minimum fee <sup>1</sup>	2,500.00
Buildings in coastal erosion area - primary risk zone <sup>3,4,7</sup>	minimum fee <sup>1</sup>	3,000.00
Landscape applications and other applications subject to fees waiver under plan <sup>2,7</sup>	minimum fee <sup>1</sup>	o No fee <sup>2</sup>
Change or cancellation of consent conditions (s127) Resource Management Act <sup>7</sup>	minimum fee <sup>1</sup>	1,300.00
Lapsing of consent/extension of time (s125) Resource Management Act	minimum fee <sup>1</sup>	1,300.00
Consents that proceed to hearing <sup>6</sup>		Actual and reasonable cost
National Environmental Standard Assessment	minimum fee <sup>1</sup>	900.00

## Notes

General - These fees do not include Financial Contributions that may be imposed as conditions of consent. Council requires payment of all fees and charges prior to release of a decision document and 223 and 224 Certificates.

<sup>1</sup> This is a minimum fee. All costs associated with processing the application over and above the minimum fee will be directly charged to the applicant. This may include costs incurred by external parties on Council's behalf.

<sup>2</sup> These fees are indicative only of the activity and are not payable by the applicant.

<sup>3</sup> This fee includes the legal costs of preparing and registering a covenant on the title that will refer to the resource consent conditions. If the resource consent application is withdrawn or the consent is issued without a condition to require a covenant, then a fee refund of \$1,000.00 (GST inclusive) will be payable.

<sup>4</sup> This fee includes the cost of monitoring the issued consent at \$225.00. Additional time incurred will be invoiced at \$150.00 per hour.

<sup>5</sup> These fees only apply to subdivision applications that require Opteon calculations at 224 for the purpose of determining Recreation and Leisure Financial Contributions. Note that any Recreation and Leisure Financial Contributions are additional to these fees.

<sup>6</sup> Council's funding policy requires that application (not subject to exemption) that proceed to Hearing will be charged 25% of the Elected Member's costs. **Note:** Exempted applications include any objection and any applications made by staff or Elected Members that would not normally proceed to a Hearing but are required, for transparency purposes, to be heard.

<sup>7</sup> The application will attract an additional charge of \$60 where a referral has been made under the Resource Consents Consultation protocol.

All figures include GST

	FEE & CHARGES 2018/19 (\$)	NOTES
<b>PLANNING ADVICE</b>		
The Council would like to encourage good development outcomes. We believe that this can be achieved by engaging with developers during the early stages of the Planning Process. Council staff will arrange a meeting on request where the developer can discuss a development proposal with key staff members. A request for a meeting can be made through the Duty Planner on phone 0800 926 732.	Free advice	Should be limited to 2 meetings. Each meeting to be no more than 1 hour duration.
<b>REQUESTS FOR INFORMATION OR OTHER SERVICES NOT SUBJECT TO SPECIFIC FEE</b>		
Any requests for services or information that are not specifically related to District Plan applications or of a non-routine nature will be charged at Officer's hourly charge out rate	As per hourly charge out rates	
<b>MISCELLANEOUS</b>		
Outline plan waiver	500.00	
Outline plan approval	1,400.00	
Miscellaneous certificates (including consent notices) and authenticated copies of Council resolutions	minimum fee <sup>1</sup> 400.00	
Overseas Investment Commission certificate	minimum fee <sup>1</sup> 600.00	
Certificate of Compliance (except subdivisions) and Certificate of Existing Use Rights - Resource Management Act	minimum fee <sup>1</sup> 1,100.00	
Compliance Certificate (Sale and Supply of Alcohol Act)	minimum fee <sup>1</sup> 200.00	
Peer reviews	minimum fee <sup>1</sup>	Actual cost
Designations/notice of requirement (non notified)	minimum fee <sup>1</sup> 2,500.00	
Surrender of Consent (s138) Resource Management Act	minimum fee <sup>1</sup> 500.00	
<b>MONITORING AND COMPLIANCE</b>		
Site visits required to monitor conditions of resource consent	per site visit 225.00	
	plus additional 150.00	Additional fee per hour after the first 1.5 hours
Noise: return of property seized under an excessive noise direction or abatement notice	256.00	
<b>HYDRANT FLOW TESTING</b>		
Hydrant <sup>1</sup>	56.00	
Hydrants	77.00	
Hydrant modelling for new connection purposes	153.00	

<sup>1</sup> This is a minimum fee. All costs associated with processing the application and monitoring the issued consent over and above the minimum fee will be directly charged to the applicant. For discretionary or non-complying applications, Council may not be able to grant consent. In these cases all application fees are still payable.

All figures include GST

	FEES & CHARGES 2018/19 (\$)	NOTES
<b>ENGINEERING DESIGN APPROVAL</b>		
Engineering design review, construction monitoring.		The minimum Engineering fee is \$350.00 or 1.75% of the estimated value of the works at current market rates, whichever is the higher.  This fee applies to all works proposed to be vested in Council or private works that may require engineering design and construction as a condition of consent.
Administration fee - plus land subdivision and development administration fee	350.00	
<b>LAND SUBDIVISION AND DEVELOPMENT FEES (ENGINEERING FEES PAYABLE WHEN REQUESTING A SERVICE)</b>		
Services rendered and not provided for in fixed per hour fee (may be waived at discretion), e.g. requests for extraordinary attendances including meetings, site visits, etc.	per hour 180.00 0.75c km	Refer to hourly charge out rates plus 75c/km disbursements and internal fees plus 15%.
<b>UNCOMPLETED WORKS BONDS</b>		
<b>Administration process fee</b>		
Uncompleted works bonds are calculated in accordance with our Development Code.	400.00	
However, the property owner undertaking the works will require Roading and/or Reserves consents prior to undertaking work outside their property.		
<b>MAINTENANCE BONDS</b>		
<b>Administration process fee</b>		
Construction maintenance bonds will be required where assets are to be vested to Council. The value of the construction maintenance bond will be calculated in accordance with our Development Code	400.00	
<b>NON-COMPLIANCE</b>		
Miscertification charges and reinspection of previously non-complying works	180 .00 per hour	Refer to hourly charge out rates plus 75c/km disbursements and internal fees plus 15%.

All figures include GST

## INFRASTRUCTURE SERVICES

		FEEES & CHARGES 2018/19 (\$)	NOTES
<b>PROPERTIES / RESERVES - PROCESSING FEE</b>			
Right of way easements subject to negotiation and valuation (excludes survey costs and disbursements)		500.00	
Easements (stormwater, water, etc.) subject to negotiation and valuation		307.00	
Exchange of land subject to negotiation and valuation	per half hour	50.00	Refer to hourly charge out rates plus 75c/km disbursements and internal fees plus 15%.
Licence to occupy legal unformed road to enable the carrying out of trade or business or for any other purpose		150.00	
Lease (excluding community groups)		276.00	
Variation of lease (excluding community groups)		128.00	
Renewal of lease (excluding community groups)		128.00	
Transfer of lease or subletting of lease (excluding community groups)		128.00	
Purchase of land	per half hour	50.00	Refer to hourly charge out rates plus 75c/km disbursements and internal fees plus 15%.
Partial/full release Memorandum of Encumbrance		128.00	
Esplanade strip instrument		235.00	
Sundry applications	per half hour	50.00	Refer to hourly charge out rates plus 75c/km disbursements and internal fees plus 15%.
<b>SITE INSPECTIONS</b>			
Subdivision, reserves	per hour	180.00	Refer to hourly charge out rates plus 75c/km disbursements and internal fees plus 15%

## LEASE/LICENCE APPLICATION AND CONSENTS

These fees and charges relate to the third party cost associated with lease/licences and consents.

- (1) Department of Conservation (DOC) fees at approximately \$50.00 per hour; and
- (2) legal costs from Council's solicitors; and
- (3) survey costs where applicable

PENSIONER HOUSING	FEEES AND CHARGES 2018/19 \$	
	NEW	OLD
Single unit per week	124.00	120.00
Double unit per week	177.00	172.00

All figures include GST

	FEES & CHARGES 2018/19 (\$)	NOTES
<b>CEMETERIES</b>		
Adult plot purchase	1,172.00	
Children's row plot	432.00	
Ashes plot purchase	318.00	
Ashes wall purchase	318.00	
Katikati Remembrance wall purchase	125.00	
Burial of ashes in existing plot	120.00	
Burial fee		
Adult	412.00	
Child	412.00	
Ashes	120.00	
Extra depth	120.00	
Re-opening fee (breaking of concrete)	120.00	
Disinterment and reinterment	Actual cost	

All figures include GST

## RESERVES

## SPORTS FIELDS AND COURTS

**Ground charges**

During the 2012-22 Long Term Plan process Council resolved to remove user charges for sports fields and courts. However, it is a requirement for Sports Clubs and casual users to still book fields/courts so Council can monitor usage, avoid booking conflicts and collect data for future demand analysis. Council also needs to programme maintenance e.g. mowing, turf renovation around users.

**Bonds**

Bonds may be required to ensure any potential damage or excessive wear and tear can be reinstated. Bonds are to be paid prior to confirmation of the booking and will range in value from \$150.00 up to \$2,000.00. Bonds are returned if premises are left clean, tidy and in good condition.

		FEE & CHARGES 2018/19 (\$)	NOTES
<b>Centennial Park Ablution block (booked users only)</b>			
Hot showers		Per day 20.00	<b>Seasons are defined as:</b> Winter - 1 April to 30 September Summer - 1 October to 31 March Sporting codes may overlap the seasons but only if fields/courts are available.
<b>Centennial Park Changing Rooms</b>			<b>Note:</b>
Casual use	per booking	52.00	1. Clubs and schools are still required to book sports fields/courts for casual/seasonal use.
Seasonal use		By agreement	2. Under the Reserves Act 1977 public shows, fairs with stalls, etc - public liability insurance for \$250,000 is required. Evidence of this must be presented to Council staff two weeks prior to the event.
Training lights		By agreement	3. Amusement devices such as merry-go-rounds and magic carpet rides must be registered by the owner with the Department of Occupational Health & Safety. Once registered a permit for use is available from Council.
Storage		By agreement	
Jubilee Park Cultural Courtyard Stage Hire			
	per day	50.00	Community use
	per day	250.00	Commercial use
	<b>PLUS BOND</b>	500.00	



All figures include GST

	FEES & CHARGES 2018/19 \$	NOTES
<b>GROUND RENTALS FOR SPORT AND RECREATION CLUB BUILDINGS ON COUNCIL LAND - AS PER COUNCIL'S POLICY</b>		
Annual lease/license fee for buildings on Council land. Excludes TECT Park and halls		Subject to individual lease conditions.
Annual administration fee:	250.00	The policy allows for fee waiver for certain organisations
Ground rental for buildings	0.80/m <sup>2</sup>	
Exclusive land rental	0.10/m <sup>2</sup>	
Commercial	Market rates	As agreed with the lease
<b>MISCELLANEOUS - RESERVE USE CHARGES</b>		
By agreement / concession / or fee set by authorised staff member		
Motorhome rallies / organised events	per vehicle per night	5.00
<b>TECT ALL TERRAIN PARK ARRIVAL CENTRE</b>		
<b>User group bookings</b>		
No hire bond required		
\$50.00 key bond is required		
Hire fee:	Park user groups / clubs	per day
		30.00
<b>General public bookings</b>		
Hire bond may be required		
\$50.00 key bond is required		
Hire fee as follows:		
	per half day	50.00
	per whole day	75.00
<b>Call out charge</b>		
Call out charge for non-approved activities	per hour	100.00
<i>Please note: a cleaning fee will be invoiced if facility is left in an unacceptable condition.</i>		
<b>RENTAL OF COUNCIL BUILDINGS AND FACILITIES NOT LISTED</b>		
Fee varies depending on building or facility, actual fee in accordance with Council policy or by agreement.		

All figures include GST

## ROADING

	FEES & CHARGES 2018/19 (\$)	NOTES
<b>VEHICLE CROSSING APPLICATIONS</b>		
Administration, review and inspections	420.00	The application forms for both urban and rural vehicle crossings can be viewed and downloaded via Council's website <a href="http://www.westernbay.govt.nz">www.westernbay.govt.nz</a>
Re-inspection fee (if failed)	256.00	
<b>ROAD SERVICES</b>		
Stock crossing Permit (No fee for a renewal)	105.00	One-off payment
Unpermitted Stock Crossing - Inspection Fee (where no permit or permit application exists)	105.00	Per inspection
Licence to occupy legal unformed road to enable the carrying out of trade or business or for any other purpose	150.00	
<b>ROAD STOCK CROSSING COST RECOVERY - TO BE APPLIED WHERE:</b>		
Crossing is not permitted and stock have left effluent and debris on the road	Actual and reasonable costs	Costs incurred by Council's contracted road maintenance provider
Permitted crossing where permit conditions to clean the road surface have not been complied with	Actual and reasonable costs	
Stock permit inspection and re-inspection fee where there is non-compliance with stock crossing permit conditions	105.00	Per inspection. Plus staff time at charge out rates
<b>ROAD OPENING NOTICES/CORRIDOR ACCESS REQUESTS</b>		
Consent to work on or below the road includes:		
Emergency works	51.00	
Minor works (connections and excavation less than 20 metres, on site)	51.00	
Major works	123.00	
Project work (work to exceed 28 days)	256.00	
<b>OTHER</b>		
Applications for road closures and road use (including sporting, recreational or other events on the road)	123.00	
Assessment of Structures & Pavements	per hour 150.00	
Road stopping applications - processing fee (excluding appeal to Court)	613.00	
Application to discharge stormwater to road	123.00	
Decorative streetlighting (see District Plan rule 12.4.4.6)		Calculable
Overweight and over dimension permits	123.00	
Overweight permits requiring bridge analysis	256.00	Per application, plus
	200.00	Per bridge
Approval of a construction zone	256.00	
Capacity consumption calculations for discretionary activities - pavement widening rate	per m <sup>2</sup> 140.00	

All figures include GST

**FEES &  
CHARGES  
2018/19  
(\$)**
**NOTES**
**RENTALS FOR ENCROACHMENTS ON COUNCIL LAND**
**Including but not limited to unformed road and esplanade reserves**

Where Council land is used by a private entity for commercial gain, Council may charge a market rate to that entity for use of that land in accordance with its Policy on Rentals for Encroachments on Council land. The rental is based on the use of the land. Where the assessed rental charge is less than \$250.00 per annum, Council will not charge the annual rental.

Rates are subject to individual assessment of each lease agreement and will be determined on the factors set in the Policy.

**Licence application fee**

Licence to occupy legal unformed road to enable the carrying out of trade or business or for any other purpose

150.00

**Usage**
**Approximate  
market rates  
per annum**

Forestry	Up to per Ha	100.00	<i>As determined at time of agreement</i>
Dairy	Up to per Ha	1,500.00	<i>As determined at time of agreement</i>
Grazing	Up to per Ha	650.00	<i>As determined at time of agreement</i>
Horticulture	Up to per Ha	3,500.00	<i>As determined at time of agreement</i>
Retail/Commercial	Up to per m <sup>2</sup>	200.00	Katikati - <i>As determined at time of agreement</i>
	Up to per m <sup>2</sup>	200.00	Te Puke - <i>As determined at time of agreement</i>
	Up to per m <sup>2</sup>	65.00	Industrial - <i>As determined at time of agreement</i>
Kiwifruit - gold	Up to per Ha	*	<i>*5% of undeveloped adjoining land value</i>
Kiwifruit - green	Up to per Ha	*	<i>*5% of undeveloped adjoining land value</i>
Avocado	Up to per Ha	*	<i>*5% of undeveloped adjoining land value</i>

**COMMUNITY INFORMATION BOARDS**
**Business advertising signage**

Supply and install signage	358.00
Replace damaged / missing signage	358.00

**AS-BUILT DATA - ENGINEERING RECORDS**

Receiving accurate/completed electronic as-built records for transfer to Council's geographic information system (GIS)	per subdivision	100.00
Correction of inaccurate or incomplete as-built records	per hour	155.00
Conversion to electronic format		
Electronic conversion from paper as-built records	per hour	155.00
Transfer of electronic as-built records to Council's GIS system	per hour	155.00

All figures include GST

## UTILITIES

		FEEES & CHARGES 2018/19 (\$)	NOTES
Charges for services rendered to the public in excess of 10 minutes (15 minutes at discretion)	10 minutes	25.00	
Services rendered for re-inspection of previously non-compliant works, plus internal fees	10 minutes	25.00	
To observe & certify water pressure test on new water reticulation		150.00	
To observe, test & certify residual chlorine test results on water reticulation		150.00	
<b>WATER CONNECTION</b>			
Administration fee		105.00	
The physical connection to the water network will be undertaken by an approved contractor.			
<b>FINAL WATER METER READING</b>			
Final water meter reading - administration fee		100.00	
<b>STORMWATER CONNECTION</b>			
Administration fee		105.00	
Inspection fee		105.00	
<b>SEWERAGE CONNECTION</b>			
Administration fee		105.00	
Inspection fee		105.00	
Obtain quotes from any registered drainlayer. If the stormwater or wastewater connection is undertaken by Council's Network Maintenance Contractor, at a cost to the applicant, no inspection fee will be charged			
<b>TRADEWASTE BY-LAW CHARGES</b>			
Initial application fee		155.00	
Connection fee (where applicable)		365.00	
Disconnection fee		365.00	
Re-inspection fee		286.00	
Compliance monitoring (lab testing)		Actual cost	
Temporary discharge application fee		143.00	
Special rates for loan charges		Actual cost	

All figures include GST

FEES &  
CHARGES  
2018/19  
(\$)

NOTES

**ANNUAL TRADEWASTE CHARGES**

Annual management fee for discharge to cover the wastewater authority's costs.

Based on classification of tradewaste as specified below

<b>A</b> Permitted (not required)	N/A	<b>B2</b> Conditional Medium Risk	\$572.00
<b>B1</b> Conditional Low Risk	\$286.00	<b>B3</b> Conditional High Risk	\$1,145.00
		<b>C</b> Prohibited (not consentable)	N/A

**TRADE WASTE RETICULATION AND TREATMENT CHARGES**

Based on Schedule 1C Tradewaste By-law 2008 and existing Reticulation and Wastewater Treatment Plant costs

**GREENWASTE DROP-OFF CHARGES (MINIMUM CHARGE APPLIES)****Bagged greenwaste per bag**

Minimum charge per bag - less than or equal to 50 litres	4.00
Black gardening bag - less than or equal to 250 litres	7.00
Woolbag - less than or equal to 500 litres	15.00

**Loose greenwaste**

All vehicles charged	per m <sup>3</sup>	25.00	Amount charged per m <sup>3</sup>
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**Notes**

Operator will measure vehicle loads and advise customer cost of disposal. Final charge will always be determined by the site operator.

All figures include GST

	FEES & CHARGES 2018/19 (\$)	NOTES
<b>RECYCLING FEES (AT RECYCLING CENTRES ONLY)</b>		
<b>FREE</b> - there is no charge for recycling the following items:		
Newspapers		
Paper		
Cardboard		
Scrap steel		
Aluminium cans		
Metal cans		
Car batteries		
Waste motor oil		
Glass bottles (white/green/brown)		
Plastics (numbers 1 & 2)		
Plastic milk containers	No charge	
Plastic soft drink and juice bottles		
<b>NOT ACCEPTED</b> - the following items are not accepted:		
Mixed waste		
Domestic cooking oil		
Organic waste		
Demolition waste		
Plastics (numbers 3 - 7)		
Polystyrene		
Contaminated recyclables		
E-waste		
<b>OTHER RECYCLABLES</b>		
Large whiteware e.g. fridges, washing machines, driers, stoves	10.00	
Small whiteware e.g. microwaves, benchtop ovens and BBQs	5.00	
<b>TENTS/EQUIPMENT FOR SOLID WASTE/RECYCLING</b>		
Event Recycling Tents/Equipment (2 sets)		
Bond	100.00	per event/per set
User charge	75.00	per event/per set

All figures include GST

	FEES & CHARGES 2018/19 (\$)	NOTES
<b>WASTE LICENSING FEE</b>		
Register as a licensed waste collector in the Western Bay District. Fee includes first truck	350.00	
Fee per additional trucks	50.00	
<b>WORM COMPOSTING WORKSHOP</b>		
Worm composting workshop	34.50	



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**Western Bay of Plenty District Council****Long Term and Annual Plan Committee****Moving Community Service Delivery Contracts  
to a Three-Year Cycle**

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**Purpose**

To consider moving 12-month Community Service Delivery Contracts to a Three-Year Cycle.

**Recommendation**

1. ***THAT the Community Relationship Manager's report dated 17 May, 2018 and titled "Moving Community Service Delivery Contracts to a Three-Year Cycle" 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 Council approves moving the following Community Service Delivery Contracts to three-year rolling contracts:***
  - ***Citizens Advice Bureau***
  - ***Creative Bay of Plenty***
  - ***Katikati Community Centre***
  - ***Katch Katikati***
  - ***EPIC Te Puke (Events and Promotions)***
  - ***Sport Bay of Plenty***
  - ***Surf Lifesaving NZ***
  - ***Tauranga Art Gallery***
  - ***Te Puke Economic Development Group***
  - ***Waihi Beach Events and Promotions***
  - ***Wild About New Zealand.***

**OR**

4. ***THAT (Status Quo) Council does not approve moving the Community Service Delivery contracts to three-year rolling contracts.***



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Frank Begley  
Community Relationships Manager



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## Background

Council has a number of Community Service Delivery Contracts with organisations that provide a range of support and facilitation services to the community on its behalf. This includes activities such as economic development, environmental services, events and promotions, and support for the sport and arts sectors.

Most of the existing contracts are with organisations that have worked with Council for a number of years and have proven themselves to be reliable, effective providers of these services - with many being the sole providers of their particular service: e.g. Surf Lifesaving; Citizens Advice; Sport Bay of Plenty.

The Service Delivery Contracts are for a 12-month term and are effectively re-negotiated and re-signed on an annual basis. In reality, however, given the nature of the services being provided, the contracts are effectively rolled over with usually only minor adjustments made to deliverables as required.

This is a relatively straightforward process, but is time consuming and can be a drain on resources for many of these not-for-profit organisations. The yearly contracts also do not provide the contractors with a lot of scope for forward planning, as there is no certainty of funding beyond the 12-month period (despite being budgeted for in the Long Term Plan).

It must be noted, that our relationships with these organisations are very good and there are no particular concerns about the current contracting process. The change being proposed is to make the process more efficient. The Community Team has had discussions with the potentially affected contractors about this proposal and the organisations are in favour of the proposed change.

## Proposal

The Community Relationships Team is proposing to move the listed contracts to a three-year rolling cycle. Councillors expressed support for this proposal in principle when it was discussed at an earlier Long Term Plan workshop.

The main benefits of this would be as follows:

- Gives service providers more certainty beyond the 12-month period
- Refines administrative processes for the contractors and Council staff
- Contract terms would better align with our Long Term Planning cycle.

There is no change proposed to the reporting cycle – most contractors will continue to provide two written and one verbal report (on request) to Council each year as per their contract. Nor will the proposed change affect Council's or the contractors' ability to negotiate minor alterations to the deliverables as and when required.

The proposal does not apply to Council's agreements with Tourism Bay of Plenty and Priority One, which are jointly negotiated with Tauranga City Council.

## 1. Significance and Engagement

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it has no funding implications nor does it significantly alter the service delivery contracts.

## 2. Engagement, Consultation and Communication

Interested/Affected Parties	Completed
Service Delivery Contractors	Service Delivery Contractors are aware of this proposal and are in support.

## 3. Issues and Options Assessment

<p style="text-align: center;"><b>Option A</b></p> <p style="text-align: center;"><b>THAT Council approves moving the Community Service Delivery contracts to three-year rolling contracts:</b></p>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<ul style="list-style-type: none"> <li>• Gives the service providers more certainty beyond the 12-month period</li> <li>• Refines administrative processes for the contractors and Council staff</li> <li>• Contract terms would better align with our Long Term Planning cycle</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	No financial implications.
<b>Other implications</b>	

<b>Option B</b>	
<b>THAT (Status Quo) Council does not approve moving the Community Service Delivery contracts to three-year rolling contracts:</b>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<ul style="list-style-type: none"> <li>• Retains relatively unproductive annual administration processes</li> <li>• Does not give the service providers certainty beyond the 12-month period.</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	No financial implications.
<b>Other implications</b>	

#### 4. **Statutory Compliance**

The recommendation complies with statutory and Council plan and policy requirements.

#### 5. **Funding/Budget Implications**

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
No financial implications.	