

Kaunihera | Council

Kaupapataka Wātea | Open Agenda



Notice is hereby given that an ordinary meeting of Matamata-Piako District Council will be held on:

Ko te rā | Date: Wednesday 14 December 2022
Wā | Time: 9.00am
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

Ngā Mema | Membership

Koromatua | Mayor

Adrienne Wilcock, JP (Chair)

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

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1 Whakatūwheratanga o te hui | Meeting Opening

2 Ngā whakapāha/Tono whakawātea | Apologies/Leave of Absence

At the close of the agenda no apologies had been received.

3 Pānui i Ngā Take Ohorere Anō | Notification of Urgent/Additional Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (iii) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

4 Whākī pānga | Declaration of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Whakaaetanga mēneti | Confirmation of Minutes

Minutes, as circulated, of the Extraordinary meeting of Matamata-Piako District Council, held on 7 December 2022

6 Papa ā-iwi whānui | Public Forum

At the close of the agenda there were no speakers scheduled to the Public Forum.

7 Pūrongo me whakatau | Decision Reports

7.1 Public road naming for the Maea Fields (stage 1) subdivision, Matamata

CM No.: 2650543

Rāpopotonga Matua | Executive Summary

Developers are required apply to Council to name roads within subdivisions of size ≥ 6 -lots.

This report supports the naming of two roads within Stage 1 of the Maea Fields subdivision.

Veros – the property advisor and applicant acting on behalf of Calcutta Farms Limited the owner and developer are managing stages 1 to 3 of the subdivision. Veros is seeking Council's acceptance (approval) of the following **preferred** road names:

- **Tūwaewae Drive** (Road 2: A collector road shown on the attached drawing)
- **Rangitihi Street** (Road 4: A local road shown on the attached drawing)

Stage 1 of Maea Fields comprises 91 sections, 2 pedestrian links, access via Tokotoko Parade (an existing road) and the construction of two new roads. Once certified, roads within the subdivision will be vested in council and will remain under public ownership.

MPDC's road naming policy requires the applicant to provide **one (1) preferred and two (2) alternatives for each road name; providing decision-making options - alternatives acting as back-ups should they be required.*

Tūtohunga | Recommendation

That:

1. The report be received
2. Council accepts the **preferred** public road names (Tūwaewae Drive and Rangitihi Street) for stage 1 of this development

Horopaki | Background

Road names and property numbers are used extensively by a range of individuals and organisations for accurate and efficient identification.

Identification is not limited to emergency services, postal and courier services, visitors and utility providers (water, power telephone, internet etc.) For these reasons, it is both appropriate and necessary that individual properties have a formalised and unique address from which they can be identified.

Council is responsible under sections 319, 319A and 319B of the Local Government Act 1974 for the road naming and numbering of land and buildings. Important road naming objectives include:

- Ensuring district-wide consistency for the naming of roads and access ways.
- Clarifying the meaning of access ways and rules for their naming.

- Ensuring roads are named so as to reflect the identity of local areas within the district as well as to for ease of property identification.

The Maea Fields site (zoned residential) is subject to the Banks Road to Mangawhero Structure Plan; both determined in early 2020, with stage 1 consented in 2021.



Source: <https://www.maeafields.co.nz/master-plan/>

The stage 1 design considers future stages of development ensuring suitable connectivity with properties north and south of the site. The balance of site development (stages 2 & 3) is expected to occur over the next 5-7 years.

Preferred and alternative road names are identified below.

Preferred: Tūwaewae Drive (collector road - shown as Road 2 on the attached drawing)

Alternative 1: Whatu Drive

Alternative 2: Huihui Drive

Preferred: Rangitihi Street (local road - shown as Road 4 on the attached drawing)

Alternative 1: Huataki Street

Alternative 2: Tasker Street

Ngā Take/Kōrerorero | Issues/Discussion

Road name checks are performed against Council's street register and the LINZ (Land Information New Zealand) database. Checks ensure that proposed road names meet policy criteria; specifically, throughout our district and neighbouring districts they aren't duplicated or don't sound similar to existing road names.

Veros referred to Council's road naming policy for guidance on consultation with Mana Whenua; obtaining information relating to the cultural identity of select locations/areas within the district to inform public road naming. However, for private roads and access ways, as these aren't vested in Council they aren't subject to the same consultative requirements, e.g. their installation and serviceability remains a cost on private land owners.

The applicant has assessed preferred and alternative road names against road naming policy **Section 6 (Naming considerations) & Section 8 (Criteria)**, respectively.
Below is evidence that each of the names reflect policy.

Preferred: Tūwaewae Drive (Road 2)

A name proposed by Ngāti Hinerangi.

Tū = *Stand, set in place* and Waewae = *Legs, base*.

- Tūwaewae is a form of haka that was often performed before going into battle. The haka showcases unity, togetherness and collectivism.
- Tūwaewae represents a strong foundation to build on for future generations.
- Tūwaewae pays homage to the Ngāti Hinerangi ancestress - daughter of Ngāti Hinerangi chief, Koperu, - the chief who occupied the Matamata domain.

In terms of policy (Tūwaewae):

- Has cultural significance to Mana Whenua.
- Reflects the identity of the Matamata-Piako District and local identity.
- Has a connection to people important in the history of the area.
- Is related to a theme within the development.

Alternative 1: Whatu Drive

A name proposed by Ngāti Hauā.

- Whatu means to weave or knit. It reflects the intent to create a connected, engaged and integrated community.
- Whatu references the importance of the north/south collector road connecting the broader Matamata community in the future, intended to extend from Banks Road to State Highway 24.

In terms of policy (Whatu):

- Has a connection to Mana Whenua through the use of te reo and the theme of the development.
- Reflects the identity of the Matamata-Piako District and local identity through its reference to the geographical/social connections.
- Is related to a theme within the development.

Alternative 2: Huihui Drive

Huihui translates to put together, add together, come together, meet, gather, assemble or congregate.

- Huihui reflects the intent to create a connected, engaged and integrated community.
- Huihui references the importance of the north/south collector road connecting the broader Matamata community in the future, intended to extend from Banks Road to State Highway 24.

In terms of policy (Huihui):

- Has a connection to Mana Whenua through the use of te reo and the theme of the development.
- Reflects the identity of the Matamata-Piako District and local identity through its reference to the geographical/social connections.
- Is related to a theme within the development.

Preferred: Rangitihi Street (Road 4)

A name proposed by Ngāti Hinerangi.

Rangi = Sky, day. Tihi = Summit, peak, apex, maximum and Rangitihi = the highest potential.

- 'Rangitihi' refers to the capacity to develop into something in the future. We connect this to the construction of the new development. A new step to untapped potential for Matamata.
- 'Rangitihi' relates to an ever growing Matamata and the heights we can all achieve as individuals and an integrated community. 'Rangitihi' also connects to the many peaks that shelter Matamata in the near distance. A constant symbol of solitude and safety.

In terms of policy (Rangitihi):

- Has cultural significance to Mana Whenua.
- Reflects the identity of the Matamata-Piako District and local identity through its geography.
- Is related to a theme within the development.

Alternative 1: Huataki Street

A name proposed by Ngāti Hauā.

- Huataki is a verb, meaning to raise, lift, begin, and lead. This is a reference to this stage being the very start of the development and it being an elevated part of the site.

In terms of policy (Huataki):

- Has a connection to Mana Whenua through the use of te reo and the theme of the development.
- Reflects the identity of the Matamata-Piako District and local identity through its geography.
- Is related to a theme within the development.

Alternative 2: Tasker Street

Tasker is a link to the wider Balle family who facilitated this development, acknowledging their contribution to making this happen.

- Tasker includes the initials of several family members and reflects the connected, engaged and integrated community they sought to create for families.
- The Balle family have been active in the wider community, farming this and other pieces of land in the district, for many years.

In terms of policy (Tasker):

- Has a connection to people important in the history of the area.
- Is related to a theme within the development.

Mōrearea | Risk

Veros efforts to select road names presents little if any reputational risk to Council. As mentioned above, Council's initial street register checks and the subsequent LINZ database checks of preferred and alternative road names are seen as careful and deliberate risk mitigation steps.

Ngā Whiringa | Options

Options are restricted to the two (2) proposed preferred and four (4) alternative road names.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

Council's Naming of Roads, Access ways Policy (02 October 2019) is attached. Once this development is certified road names become vested in Council and road signage (once in place) is also maintained by Council.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Communications relate to notifications on the outcome of Council's decision-making. Initially the applicant is phoned following Council's decision and then an email is sent confirming it. Subsequently, a range of contacts (*LINZ, NZ Post, Core Logic NZ Ltd, internal staff and others*) are sent the: "Official Group Email Notification of Committee Resolution (for New Road Names – Council, December 2022)". Council's resolution with the group email follows the release of Council minutes. Timeframes around this notification can vary due to workloads.

Ngā take ā-lhinga | Consent issues

Road naming approval is a Council requirement prior to the issuing of 223/224 resource consent completion certificates.

Ngā Tāpiritanga | Attachments

[A↓](#). Maea Fields - Road Naming

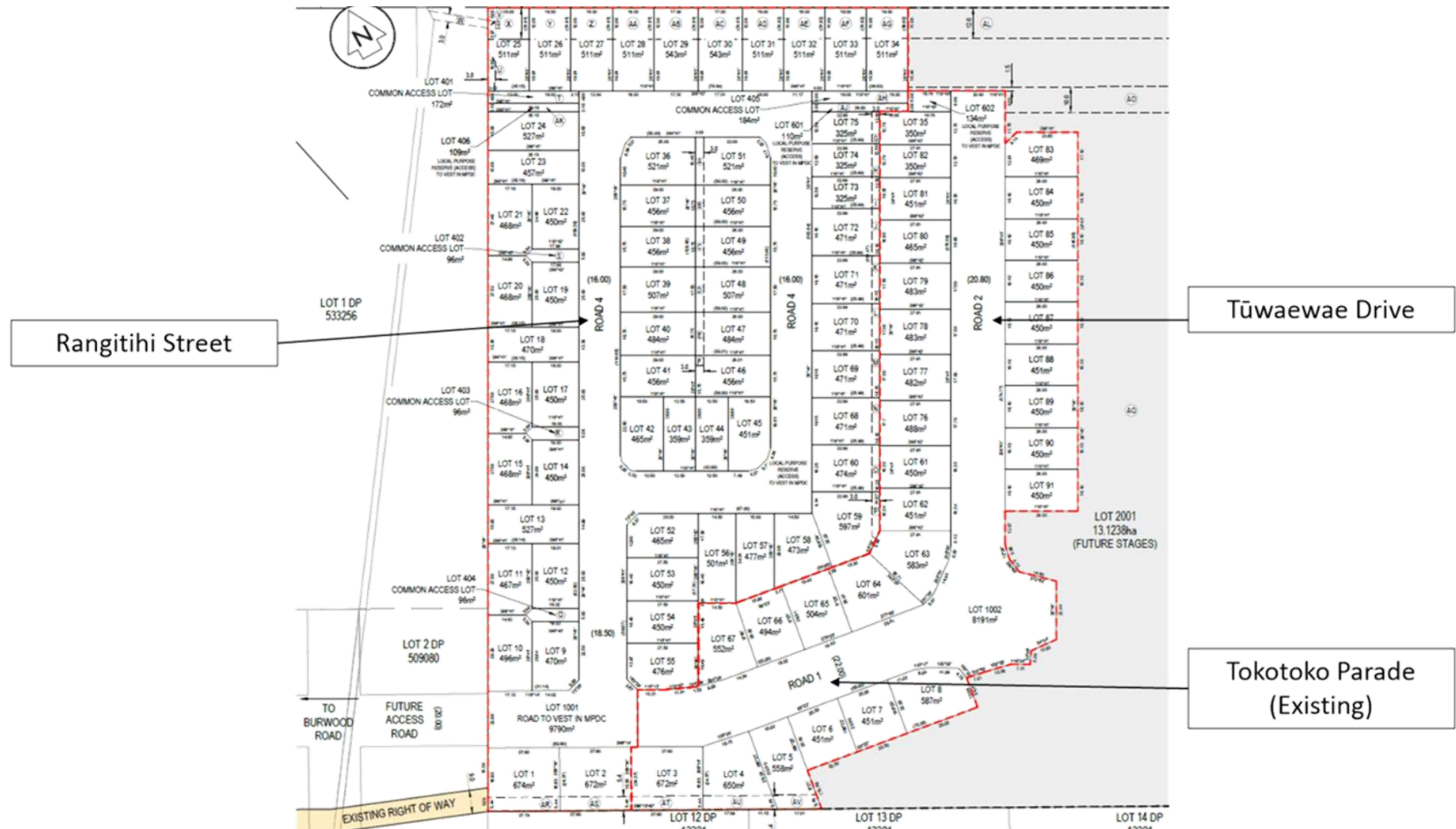


[B↓](#). Naming and numbering of roads access ways and open spaces Policy 2019



Ngā waitohu | Signatories

Author(s)	Barry Reid Roading Asset Engineer	
Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	



Numbering of Properties, Naming of Roads, Access Ways and Open Spaces



Department(s): Assets, Policy and Strategy
Corporate Strategy (Iwi Liaison)
Regulatory Planning

Policy Type: External Policy

Council Resolution Date: 02 October 2019

1. Introduction

The Council is responsible for the naming of roads and numbering of land and buildings, under section 319, 319A and 319B of the Local Government Act 1974.

Road names and property numbers are used by a wide array of users for the accurate and quick identification of properties including; emergency services, postal and delivery services, personal visitors, service deliveries such as power, telephone and water. It is essential that properties have a formal and unique address by which they can be identified.

This policy covers both the naming of access ways and the naming of roads to ensure there is consistency.

2. Objectives

- a. To ensure consistency in naming of roads and access ways in the district.
- b. To clarify the meaning of access ways and to provide clear rules for the naming of these.
- c. To ensure roads are named to reflect the identity of the local areas as well as ensuring ease of identification for the Council, emergency services and others.

3. Definitions

Developer	An individual or entity, which is making an application. This may include Council, a consent holder or the party developing the infrastructure including
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	but not limited to a Developer.
Council	Matamata-Piako District Council.
Culturally significant	Ancestral land, water, wahi tapu, valued flora and fauna, and other taonga significant to Mana Whenua.
Name	The word or name used to identify a road, open space or Council facility. Name excludes the road type (see definition: road types).
Open space	Includes all parks and reserves administered by Council. This includes Reserve As defined under s 2 of the Reserves Act 1977 and land owned by Council with a primary recreation function, not held under the Reserves Act 1977.
Access Ways	A single 'lot', right of way or a series of right-of-ways that will be occupied by a physical driveway, providing vehicle access to a minimum of six lots. This also includes common access lots, retirement village roads and common property within a Unit Development as defined under section 5 of the Unit Titles Act 2010.
Road	Road as defined in section 315 of the Local Government Act 1974, and any square and any public place intended for the use of the public generally.
Road types	Road types in accordance with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011 (outlined in Schedule 1 below).

4. Application

The developer must submit their preferred name(s) plus two alternatives for each road or access way¹. A plan identifying all roads or access ways and each property number must be included in the proposal. All proposed roads or access ways to be named must be clearly labelled.

Developers must consider property numbers and road/open spaces names at the early stages of their resource consent application to ensure there are no delays to the process.

5. Property numbering

Property numbers for both public roads and access ways must adhere to the relevant New Zealand standards issued by LINZ. In general:

- a. Addresses on the left side of the road should be ordered by number, using odd numbers beginning with "1" at the start of the road/access way.

¹ Proposals must be submitted in writing to Council's Asset Manager – Strategy and Policy.



- b. Addresses on the right side should be ordered by number, using even numbers starting with “2”.
- c. When numbering a cul-de-sac, the same “odd on the left, evens on the right” approach should be used. Incremental numbering around the cul-de-sac should not be used.
- d. Rural numbering is based on the distance down the road. The distance in metres is divided by 10 and rounded to the nearest odd number (left side) or even number (right side).

6. Naming considerations

A proposal to name or rename a road, or an open space must include evidence that the name(s) reflect one or more of the following:

- a. The identity of the Matamata-Piako District and/or local identity.
- b. The historical significance of particular locations.
- c. The cultural significance of the area to Mana Whenua.
- d. People important in the history of an area.
- e. Events, people and places significant to a community or communities locally, nationally or internationally.
- f. Flora and Fauna significant or important to the history of an area.

7. Consultation with Mana Whenua

Prior to submitting a proposal applicants are to request Council staff² provide guidance as to the appropriate Mana Whenua of an area. Applicants are to provide each Mana Whenua group with at least 15 working days to identify if the area has cultural significance and provide feedback to the applicant.

The purpose of the feedback is to provide non-binding advice to the applicant as to how culturally significant an area is to Mana Whenua. The applicant must provide evidence that they have given Mana Whenua an opportunity to provide feedback in accordance with this section.

For the avoidance of doubt consultation requirements with Mana Whenua do not apply to private access ways.

² Council's Corporate Strategy Team in their role as Iwi Liaison will provide the relevant contact details to Developers in consultation with Mana Whenua on request.



8. Criteria for all road and access way names

Any proposed road and access way names will preferably meet the following criteria:

- a. Not be duplicated in the Matamata-Piako District
- b. Preferably, be short (generally not longer than 12 characters).
- c. Be single words to avoid cartographic problems.
- d. Be easy to spell and pronounce.
- e. Not sound similar, or be similar in spelling, to an existing road name.
- f. Not include a preposition, e.g. Avenue of the Allies.
- g. Not be abbreviated or contain an abbreviation excepting that "St" can be used for "saint" and 'Mt' can be used for "mount".
- h. Names must not include a numeral (e.g. 5 Oaks Drive) but can include a number as a word (e.g. Five Oaks Drive).
- i. Not be in poor taste or likely to cause offense.
- j. Not lead with 'The'.
- k. The name 'Lane' cannot be used for a public road. "Lane" is for private access ways only.
- l. If more than one road or access way is being named, consideration must be given to the names sharing a common theme. Where there is an existing theme or grouping of names in an area, consideration should be given to new names having an appropriate association with existing names in the area.
- m. Road types must comply with Schedule 1

9. Renaming of roads

The name of an existing road or access way may only be changed if a clear benefit to the community can be demonstrated. Examples of this are the incorrect spelling of a name, eliminating duplication in spelling or sound, preventing confusion arising from major changes to road layout or to make geographical corrections

10. Private Access Ways

For the naming of an access way, the following rules also apply:

- a. The name chosen for an access way must be a 'Lane' (e.g. Oaks Lane)



- b. If the access way currently services other existing properties then the property owners must be consulted and evidence of this consultation provided to Council.
- c. The private access way must not be vested in Council
- d. The access way must service a minimum of six lots.
- e. The numbering of the street where the access way is created must not be altered with the exception of the lot being subdivided in its entirety.
- f. The numbering of the lots within the subdivision that will be serviced by the access way must follow Council's existing numbering system.
- g. Council is not responsible for any external agencies refusal to acknowledge the access way name.
- h. Council's refuse collection service will only collect from the road (not up the access way).
- i. Signage displaying the name must be within the boundaries of the access way or as agreed on private property created by the subdivision. This signage must be in reverse colours to that used by the public street name system. Supplementary signage must be fixed to the access way name blade stating that the access way is 'Private Access' and 'No Exit'.
- j. Council will not be responsible for any costs associated with the construction and maintenance of the access way or any related signage.

11. Open spaces

For the naming of an open space, the following rules also apply:

- a. Any naming or renaming of open spaces must consider the obligations set out in Part 6 of the Local Government Act 2002.
- b. Reserves must be named or renamed by resolution of Council and in accordance with the Reserves Act 1977.
- c. The Naming of Reserves should also follow the policies as outlined in the General Policies Reserve Management Plan 2019 (see 11.11 of the GPRMP) or any subsequent replacement policies. The naming of open spaces (those that are not reserves) should use the General Policies RMP criteria as a guideline when naming an open space.



12. Decisions on names

Subject to LINZ approval, the final decision on road, access way and open spaces names rests with Council. Council may, at its sole discretion, delegate this decision making function to another body or member of staff.³

13. Relevant Legislation

Matamata-Piako District Council is responsible for the naming of roads under the Local Government Act 1974 Section 319.

Where a reserve is vested in Council, the Minister of Conservation or Council may specify or change the name of a reserve by notice in the Gazette (Section 16(10) Reserves Act 1977).

14. Related Policies, Strategies or Guidelines

This Policy complies with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011.

15. Audience

- a. Council
- b. Council staff
- c. Developers
- d. Mana Whenua
- e. The community

16. Measurement and Review

This policy will be reviewed yearly by the Asset Manager – Strategy and Policy.

³ Delegations will be made by Council resolution and recorded in Council's delegations register.



Schedule 1

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in a city or towns.	√	√	
Arcade	Arc	Passage having an arched roof or covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	√	√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide roadway without many cross- streets.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Gm	Roadway often leading to a grassed public recreation area.		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway. (reserved exclusively for non-public roads)	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides	√		
Mews	Mews	Roadway having houses grouped around the end.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into the water.	√	√	
Rise	Rise	Roadway going to a higher place or position	√	√	
Road	Rd	Open roadway primarily for vehicles. In general rural roads should be called road.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	
Track	Trk	√ Walkway in natural setting.			√
View	View	A road with a view	√	√	
Walk	Walk	Thoroughfare for pedestrians			√
Way	Way	Short enclosed roadway. (reserved exclusively for non-public roads)		√	
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

7 Pūrongo me whakatau | Decision Reports

7.2 Private Plan Change 56 - Lockerbie - Operative Date

CM No.: 2666080

Rāpopotonga Matua | Executive Summary

Lockerbie Private Plan Change (PC 56) seeks to rezone land from 'Rural Zone – Future Residential' to 'Residential Zone' and 'Medium Density Residential Zone' (MRZ), as well as introducing a supporting Development Area Plan (DAP) and a precinct which will overlay part of the MRZ.

The 30 day appeal period following the notification of the decision has lapsed and no appeals have been received. Consequently, this reports seeks Council's resolution to seal the plan change and set an operative date.

Tūtohunga | Recommendation

That:

1. Pursuant to Clause 17 of Schedule 1 of the Resource Management Act 1991, Plan Change 56 is approved, sealed with the seal of Council, and signed by the Mayor and Chief Executive Officer; and
2. Pursuant to Clause 20 of Schedule 1 of the Resource Management Act 1991, Plan Change 56 become operative on 31 January 2023.

Horopaki | Background

On 8 September 2021, Council received an application for Private Plan Change 56 – 'Lockerbie'.

On 8 December 2021, Matamata-Piako District Council accepted a private plan change request to the Operative Matamata-Piako District Plan from Lockerbie Estate Limited and Lockerbie Estate No. 3 Limited (Lockerbie) under Schedule 1 to the Resource Management Act 1991(RMA).

Proposed Private Plan Change 56 (Lockerbie Plan Change) is a proposal that seeks to rezone approximately 78 hectares of land at 76 Taukoro Road, 182 Morrinsville-Tahuna Road and Lockerbie Street, located at the northern extent of Morrinsville. This land was zoned 'Future Residential' as part of Plan Change 47.

This proposed plan change seeks to rezone the land from 'Rural Zone – Future Residential' to 'Residential Zone' and 'Medium Density Residential Zone' (MRZ), as well as introducing a supporting Development Area Plan (DAP) and a precinct which will overlay part of the MRZ.

This plan change will provide additional infrastructure and 1,200 additional mixed typology dwellings which include single dwellings, duplexes and terraced housing. Increased housing density in the MRZ and precinct seeks to provide for affordable housing to accommodate the District's growing population.

In addition to this, Lockerbie Plan Change also seeks to introduce the Lockerbie Development Area Plan (LDAP) which offers a future development framework. This includes reserve space, road networks, pedestrian linkages and new transportation networks including a connection to Morrinsville-Tahuna Road/ Studholme Street, additional transport connections to Taukoro Road and additional east-west connections.

Private Plan Change 56 was open for submission from 20 January 2022 to 24 February 2022, during which time 38 submissions were received. From 24 March 2022 to 7 April, the plan change was open for further submissions – during which time four further submissions were received.

On 25 May 2022, Council appointed independent hearing commissioner Mr David Hill as chair of the hearing panel, with Councillor Sue Whiting and ex Councillor Donna Arnold as panel members, to hear and decide on the submissions on Council's behalf.

The hearing for Private Plan Change 56 was held on 28 July 2022. Following the hearing, the hearings panel decision to approve the plan change subject to changes was notified on the 31 August 2022 and the 30 day appeal period commenced. As no appeals were received within this timeframe, the next step in the plan change process is to make this plan change operative. Attached under separate cover is a copy of the Decision and final plan provisions.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

Under Clause 17 of Schedule 1 of the Resource Management Act 1991, Council is required to approve the plan change and this is given effect to by affixing the seal of the Council to the proposed plan change.

Once the plan change is operative the District Plan will be amended to reflect the proposed changes. The rules of the plan change are already being treated as operative in accordance with the provisions of the Act because there were no appeals.



Under clause 20 of Schedule 1 of the Resource Management Act 1991, Council is required to publicly notify the date on which the plan change will become operative. This will be in Morrinsville News on the 19 January 2022.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Theme: Planning rules that enables medium-density residential housing and additional residential land.

Community Outcome: By changing the district plan provisions, this Plan Change will allow growth for the town of Morrinsville and allow for additional amenities and services. Mixed typology housing that is proposed will reflect the housing needs. Additional transport routes will also serve to assist with traffic flow and mitigate effects of increased residents.

Ngā Tāpiritanga | Attachments

- A.  Commissioners Decision (*Under Separate Cover*)
- B.  Final Plan Provisions (*Under Separate Cover*)

Ngā waitohu | Signatories

Author(s)	Kumeshni Naidu Graduate RMA Policy Planner	
Approved by	Ally van Kuijk District Planner	
	Manaia Te Wiata Group Manager Business Support	

7 Pūrongo me whakatau | Decision Reports

7.3 Appointment of Independent Hearings Commissioner: Hetana Street Reserve Classification

CM No.: 2661979

Rāpopotonga Matua | Executive Summary

On 29 June 2022 Council's Corporate and Operations Committee resolved that Council approve the relocation of the Matamata Community Health Shuttle Trust (MCHST) garages to the sculpture park area in Hetana Street Reserve and commence the reserve reclassification process.

After this meeting, it was confirmed that while Hetana Street Reserve (Lot 2 DPS 86435) was vested in Council as a recreation reserve, the affected land parcel had not been classified under the Reserves Act 1977. Council initiated a public consultation process in accordance with the Reserves Act 1977 to classify the area required for the garage as local purpose (community use) reserve and the remaining reserve area as recreation reserve.

The public consultation period was from 6 September 2022 - 14 October 2022. Sixteen submissions were received. MCHST and two submitters that opposed the proposed classifications requested the opportunity to speak to their submissions. Council is required to hear these three submitters at a hearing.

The purpose of this report is to seek a decision about how to hold the hearing. Council could (1) hear the submitters directly and decide whether to proceed with the proposed classifications or (2) appoint an independent commissioner to consider and hear submitters and make recommendations to Council with Council making the final decision. Staff recommend the use of an independent commissioner to consider and hear submissions and make recommendations to Council. This would address any perceived or actual conflicts of interest or perceptions of bias. This process could be undertaken in late January - February 2023 with a report available for Council's consideration in March 2023.

MCHST have recently informed staff that the Matamata Community Resources Trust has advised the MCHST that it wants it to vacate the land it occupies by 30 April 2023.

Tūtohunga | Recommendation

That:

1. The report be received;
2. Pursuant to sections 16 and 120 of the Reserves Act 1977 and clause 32 of Schedule 7 of the Local Government Act 2002, Council delegates Council's Group Manager Business Support to appoint an independent hearings commissioner with landscape architecture, urban design and/or reserve planning experience to:
 - a. Conduct hearings in respect of objections and submissions received in respect of the proposed reserve classifications for Hetana Street Reserve, Matamata (Lot 2 DPS 86435) (the proposal);
 - b. Pursuant to section 120(3) of the Reserves Act 1977, determine the procedures for any such hearing; and
 - c. Prepare a recommendations report to Council which:
 - i. Considers all submissions and objections received, including both written submissions and those presented at the hearing; and
 - ii. Makes recommendations to Council in respect of the proposal.

Horopaki | Background

Council initially considered the options to support the MCHST to develop a facility to house its expanding vehicle fleet at its 11 August 2021 Council meeting and subsequently at a workshop in April 2022.

On 29 June 2022 the Corporate and Operations Committee resolved that Council approve the relocation of the Matamata Community Health Shuttle Trust (MCHST) garages to the sculpture park in Hetana Street Reserve and commence the reserve reclassification process. Xyst Limited was engaged to manage this process. This report has been prepared by Anna McElrea of Xyst Limited.

Subsequently Council confirmed that the subject site - Lot 2 DPS 86435 - was vested in Matamata-Piako District Council in 2000 as recreation reserve subject to the Reserves Act 1977 however, it had never been classified under the Reserves Act 1977. Council initiated a public consultation process in accordance with the Reserves Act 1977 to classify the area required for the garage as local purpose (community facility) reserve and the remaining area as recreation reserve.

The public consultation period was from 6 September 2022 - 14 October 2022. The opportunity to submit was promoted through a public notice in *The Scene* (in the *Council in Focus* on the 6 September and 4 October), on Council's website under 'Have Your Say' and through Council's Facebook page and Antenno posts

Sixteen submissions were received. Five submissions were from community organisations including Matamata Community Health Shuttle Trust, Transition Matamata, Centennial Drive Committee, Tom Grant Drive Incorporated, and Keep Matamata Beautiful. Eleven submissions were from individuals.

The proposal to classify approximately 223m² (building footprint and 2m buffer) of Lot 2 DPS 86435 to local purpose (community use) reserve to help enable MCHST to relocate its existing

garage and extend it to create a four bay garage received 5 submissions in support, 2 in partial support and 9 in opposition.

The proposal to classify the remainder of Lot 2 DPS 86435 in accordance with the purpose it was vested, that is, as recreation reserve received 6 submissions in support, 2 in partial support and 7 in opposition. One submitter did not state their position.

While there was strong support for the MCHST's activities and services to the local community, a range of concerns were raised by submitters about the proposed location of the garage, including but not limited to:

- Green spaces in Matamata should not be sacrificed for buildings that could be located elsewhere.
- Ad hoc and reactive nature of planning requests like this which will reduce public amenity at the heart of Matamata.
- This will set a precedent and create expectations from other user groups to expect the same ability to locate garages for one community group on reserves.
- Council has invested in consultation on the masterplan and better use of this area and should complete this work and maintain the area as a reserve.
- Proposal isn't aligned to the General Policies Reserve Management Plan 2019
- The proposed garage will have visual amenity impacts on the remainder of the reserve.
- Cost of the classification to ratepayers.
- The proposed location and building alignment may pose security and vehicle maneuvering issues.
- Potential impact on oak trees within Hetana Street Reserve.
- Potential impacts on the amount of self-contained freedom camping parking.
- Stormwater management as a result of increase impermeable surfaces.

MCHST and two submitters that opposed the classification requested the opportunity to speak to their submissions.

Staff have contacted Ngāti Hauā and Ngāti Hinerangi directly and are expecting a response from them in December.

Ngā Take/Kōrerorero | Issues/Discussion

Council needs to consider all public submissions or objections with an open mind.

As the reserve administering body, under section 120(c) Council can either:

- 1) hear the submitters, consider the submissions and make a decision about the classifications, or
- 2) delegate an independent commissioner to consider the submissions, hear the verbal submissions and make recommendations to Council.

Council needs to determine the most appropriate way to consider and hear the submissions and make a decision on the proposed classifications.

Mōrearea | Risk

Timeframes and uncertainty for applicant

MCHST have recently informed staff that the Matamata Community Resources Trust (Railside by the Green) has advised the MCHST that it wants it to vacate the land it occupies by 30 April 2023. Accordingly MCHST requires a decision as soon as possible to resolve where they will base their fleet from that date.

The recommended option pushes out the decision by at least a month. The applicant has expressed their opposition to Option 2.

Public perception

Council could be seen to be creating obstacles to a valued non-for-profit organisation with Option 2. Option 2 will however provide the public and submitters with more confidence that the Council is undertaking an unbiased, transparent decision-making process. As noted above, some submitters have expressed concerns about the decision-making process to date. MCHST have expressed opposition to the use of an independent hearings commissioner.

Additional cost

An independent hearings commissioner is expected to add \$5000-6000 to the costs.

Ngā Whiringa | Options

The two options are assessed in Table 1.

OPTIONS	ADVANTAGES	DISADVANTAGES
Option 1 Council hears and decides	Council could hear and decide the matter at its February 2023 meeting. No additional cost. Council hears directly from submitters.	Risk of perceived or actual conflicts of interest or perceptions of bias in considering the submissions.
Option 2 Independent Commissioner hears and recommends to Council for a decision	Reduces risk of perceived or actual conflicts of interest or perceptions of bias in considering the submissions. Council retains decision making.	Additional cost. Decision wouldn't be made until at least March 2023.

Table 1. Assessment of options

Council's resolution on 29 June 2022 creates a risk of perceived or actual conflicts of interest or perceptions of bias in considering the submissions. Staff recommend option 2 – that Council appoints an independent commissioner to consider the submissions, hear the verbal submissions and make recommendations to Council on the proposed classifications.

Staff recommend that the independent commissioner be someone with landscape architecture, urban design and/or reserve planning experience because of the nature of the concerns raised and has Reserves Act experience. Staff have initiated discussions with an accredited independent commissioner with this experience who has availability in late January to hold the hearing.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

Section 16 of the Reserves Act 1977 requires Council as the administering body of Hetana Street Reserve to give public notice in accordance with section 119 specifying the classification proposed, and give full consideration in accordance with section 120 to all objections against and submissions in relation to the proposal.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Staff will keep submitters updated through direct correspondence and the Council Have Your Say website. The latter, along with a media releases, will also be used to update the wider public on decisions regarding the proposed classifications.

Ngā take ā-lhinga | Consent issues

If the classification is approved, the MSCHST will still need to apply for resource and building consent as any building on a public reserve requires resource consent under the District Plan.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Theme: Healthy Communities

Community Outcome: We encourage community engagement and provide sound and visionary decision-making.

Theme: Healthy Communities

Community Outcome: We encourage the use and development of our facilities.

Theme: Connected Infrastructure

Community Outcome: Infrastructure and services are fit for purpose and affordable now and in the future.

Theme: Connected Infrastructure

Community Outcome: Quality infrastructure is provided to support community wellbeing.

Theme: Vibrant cultural values

Community Outcome: We promote and protect our arts, culture, historic and natural resources.

Theme: Vibrant cultural values

Community Outcome: Tangata whenua with Manawhenua status have meaningful involvement in decision making.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

An independent commissioner is estimated to cost between \$5,000 - \$6,000.

Ngā Tāpiritanga | Attachments

[A↓](#). Attachment A - Statement of Proposal



Ngā waitohu | Signatories

Author(s)	Mark Naudé Parks and Facilities Planning Team Leader	
	Manaia Te Wiata	

	Group Manager Business Support	
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Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	



Statement of Proposal

Proposed Classification of Hetana Street Reserve

Consultation 6 September – 14 October 2022



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Summary of the proposal

Matamata Community Health Shuttle Trust (MSHST) is a not-for-profit community organisation that provides a community health shuttle service for those who need to travel to medical facilities outside Matamata.

MSHST currently owns a building located next to Matamata Resources Trust (Railside by the Green) on Hetana Street Reserve in Matamata. MSHST will be increasing the size of its fleet and wishes to expand its building to accommodate additional vehicles and manage its operation out of one central facility.

The original proposal to extend the existing garage at its current location was opposed by Railside by the Green because it has ambitions to expand the current building to accommodate demand and additional activities in the future.

Council has considered a range of alternative locations and has determined that relocating and extending the garage at another location on the Hetana Street Reserve is an acceptable option.

The relocation to the new site requires the classification of part of the Hetana Street Reserve as local purpose (community use) prior to the land being leased to MSHST. Council concurrently intends to classify the remainder of the unclassified land as recreation reserve in accordance with the purpose it was vested.

MSHST will be responsible for the relocation and extension of the existing garage and the regulatory consents to develop and operate the new facility.

The proposal

Background

MSHST provides a community health shuttle service for those who need to travel to medical facilities outside Matamata. MSHST currently owns a building located on a portion of Hetana Street Reserve in Matamata. MSHST is increasing the size of its fleet to four vehicles and wishes to develop a garage facility that accommodates four vehicles. An expanded garage facility would enable MSHST to continue to provide volunteer drivers and supporters with modern, well-maintained and clean vehicles and ensure the vehicles are secure when not in use.

The original proposal to extend the current building in its existing location was opposed by Railside by the Green because it has ambitions to expand their current building to accommodate demand and additional activities in the future.

Council has considered a range of alternative locations and has determined that another location on the Hetana Street Reserve is its preferred option to support MSHST to continue its service out a single central facility.

Hetana Street Reserve is owned and administered by Council.

The General Policies Reserve Management Plan 2019 (General Policies RMP) and the Passive Reserves Management Plan 2009 apply to the reserve. Section 7.2 of the General Policies RMP deals with buildings and structures on reserves. The objectives are:

- to ensure the design and scale of any new buildings are appropriate to the character and purpose of the reserve
- to facilitate public recreation and enjoyment in keeping with the purpose of the reserve
- to optimise the use of existing buildings where practicable.

MSHST's proposed location and design of the facility have taken these objectives into account.

The Passive Reserves Management Plan 2009 specifies the management intent as enabling community facilities located upon the reserve to be upgraded or increased in size as demand and use requires.

Reason for this proposal

Classification of reserves under the Reserves Act 1977 identifies the primary purpose of a reserve and helps direct its management, usage and development.

The land parcel containing the subject site was vested to Council in 2000 and is held under the Reserves Act 1977. It hasn't yet been classified.

To enable the leasing of the reserve land to the MSHST, the Council must classify the land local purpose (community use) reserve under section 16 of the Reserves Act 1977.

The proposal

The proposal is to classify approximately 223m² (building footprint and 2m buffer) of Lot 2 DPS 86435 to local purpose (community use) reserve to enable MSHST to relocate its existing garage and extend it to create a four bay garage.

Concurrently, Council intends to classify the remainder of Lot 2 DPS 86435 in accordance with the purpose it was vested, that is, as recreation reserve.

The proposed garage is 16.12m wide and 7.07m deep with a pitched roof. It is proposed to locate the garage in the south-west corner of the reserve; approximately 12m from the western

fence between the reserve and the rail line and 3m from the side boundary. Refer to the supporting information for plans showing the location of the proposed facility.

The area is currently mown grass that could provide passive recreation space but which has very limited use.

The visual effects of the proposed garage facility will be mitigated through the location of the facility, the proposed use of visually recessive colour steel and planned screen planting.

No trees are required to be pruned or removed to enable the proposed activity.

Schedule of land

The 1.6051ha of land referred to as Hetana Street Reserve comprises four parcels.

The proposal affects Lot 2 Deposited Plan South Auckland 86435 which is 1,617m². The land parcel was vested as recreation reserve through the subdivision undertaken in 2000 by the New Zealand Railways Corporation. Classification in accordance with section 16 of the Reserves Act 1977 hasn't occurred.

The subject site is designated as Proposed Reserve (Designation 45). The underlying zone is business.

Hetana Street – Hetana Reserve Master Plan Project

Council started a master plan that included Lot 2 DPS 86435 in 2020 which has not been completed yet. Council considers that it will be possible to accommodate the garage in the new location and still achieve design outcomes sought by the community.

Have your say

The views of the community are vital to our success. Therefore, we would like to invite the community to provide submissions on the proposed classifications to assist us in the decision making process.

Key Dates

When	What
6 September 2022	Submissions open
14 October 2022	Submissions close
TBC	Submitters present to Council
TBC	Council decision

Making a submission

We actively encourage the community to contribute to the formation of these important documents and it is easy to have your say. Simply make a submission and return it to us by 14 October 2022.

You can make a submission:

- Online – through our website www.mpdcc.nz/hetanareserve
- Email – at info@mpdcc.govt.nz with “Hetana Street Reserve Classification” in the subject line
- Written – you can simply write your submission as a letter and drop it off at one of our offices or post it to:

Submissions
PO Box 266
Te Aroha 3342

Note: Please be aware that submissions made to Council are public information. Your submission will be used and reproduced for purposes such as reports to Councillors, which are made available to the public and media.

If you advise in your submission that you wish to speak to your submission, you can do so at a Council meeting date TBC. If you advise on your submission that assistance is required Council is able to offer assistance with special requirements such as New Zealand sign language and audio visual mechanisms.

Office locations

- Te Aroha Council Office: Kenrick Street Te Aroha
- Morrinsville Area Office: Canada Street, Morrinsville
- Matamata Area Office: Tainui Street, Matamata

Any questions?

We are here to help - so if you have any questions about the Classification of the Hetana Reserve or the submission process please let us know. Just call us on 07 884 0060 and let our friendly Customer Services staff know you have a question about the Classification of the Hētana Reserve.

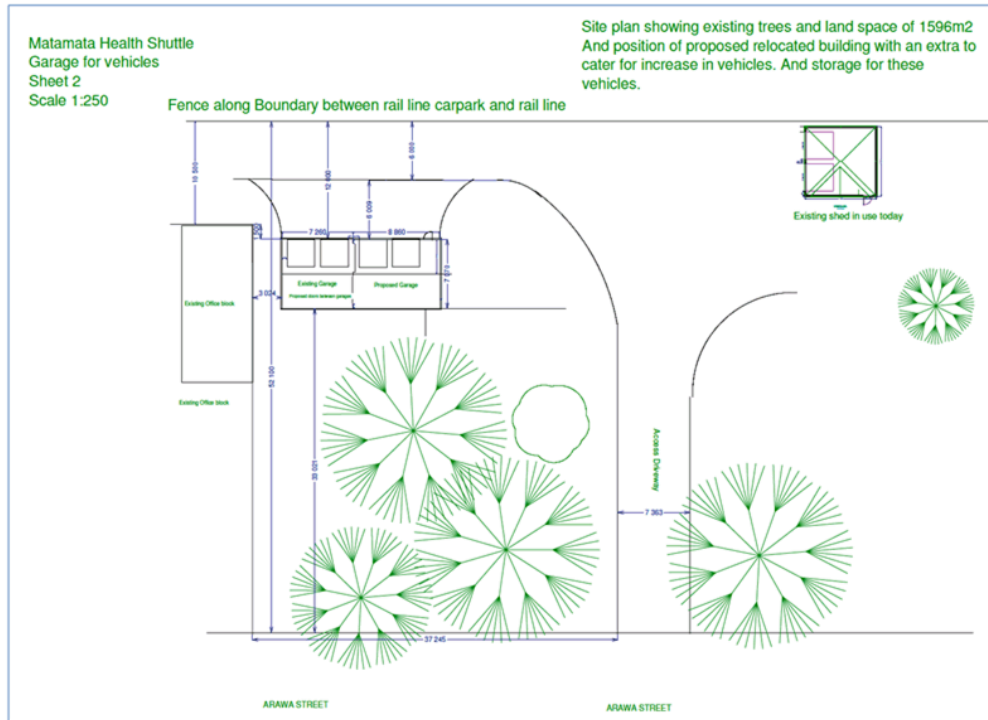
You must have your submission back to Council by 14 October 2022

Supporting information

Figure 1. Location of Lot 2 DPS 86435 within Hetana Street Reserve



Figure 2. Plan showing proposed location of the new garage and the existing garage location



7 Pūrongo me whakatau | Decision Reports

7.4 Dog Control Annual Report 2021/22

CM No.: 2658105

Rāpopotonga Matua | Executive Summary

The Dog Control Act 1996 requires a territorial authority to report annually on its dog control operations.

The attached report includes all the information required under section 10A(2) of the Act for the 2021/22 financial year.

Tūtohunga | Recommendation

That:

1. The Annual Dog Control Report 2021/22 be adopted and publically notified.

Horopaki | Background

Section 10A of the Dog Control Act 1996 requires a territorial authority to report annually on the administration of:

- a) Its dog control policy adopted under section 10, and
- b) Its dog control practices.

The Act sets out the information that must be included in the report and further requires the authority to give public notice of where the report can be obtained. The attached report includes all the required information as well as other information about the animal control operation that may be of interest to the public. A copy of the report will be placed on Council's website and will be available at each office.

Ngā Whiringa | Options

The options with respect to this report are:

- 1 that the attached report be adopted and publically notified
- 2 that the report be further considered or amended before being adopted and publically notified.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The attached report is required by section 10A of the Dog Control Act 1996

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Act requires public notification to be given of where the report can be viewed or obtained.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

This report has no financial impacts

Ngā Tāpiritanga | Attachments

[A↓](#). Dog Control Annual Report 2021/22



Ngā waitohu | Signatories

Author(s)	Dennis Bellamy Group Manager Community Development	
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Approved by	Don McLeod Chief Executive Officer	
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Dog Control Policy and Practices 2021/2022



35 Kenrick Street - PO Box 266 - Te Aroha 3342 - www.mpdcc.govt.nz
Morrinsville & Te Aroha 07 884 0060 - Matamata 07 881 9050 - Fax 07 884 8865

2021/22 Annual Report

1. The Dog Control Act

Section 10A of the Dog Control Act 1996 requires territorial authorities to report annually on:

- the administration of its dog control policy and its dog control practices; and
- a variety of dog control related statistics.

Section 10A(3) and (4) requires Council to give public notice of the report and to send a copy of the report to the Secretary for Local Government within 1 month after it has been formally adopted by Council.

2. Policy and Bylaw

Council's Dog Control Policy and Bylaw was reviewed and adopted during the 2009/10 year and came into force on 1 July 2010. The Bylaw was further reviewed during the 2015/16 and 16/17 years, with amendments adopted by Council on 14 September 2016. The Dog Control Bylaw 2010 (Amended 2016) came into force on 28 November 2016.

The following objectives and policies form part of this bylaw.

Objectives (Outcomes Sought)		Policies (Solution)	
2.1	Danger, Distress and Nuisance To minimise danger, distress and nuisance caused by dogs to the community.	2.1.1	Dogs in public places must be under the direct control of their owners at all times.
		2.1.2	Dogs will be prohibited from specified areas under the Bylaw based on the following criteria: a. the intensity, type and frequency of public use; b. whether the presence of dogs may create a danger to the health and safety of users of any area; c. whether the ecological values of an area have been identified and established as needing protection from animals (including dogs) in any reserve management plan; and d. the attitudes of reserve users.
		2.1.3	In preparing and reviewing any reserve management plan, Council will consider the appropriateness of prohibiting dogs from any reserve, taking into account the criteria for assessment of suitable prohibited areas set out in clause 2.1.2 (above).
		2.1.4	Amendments to the list of prohibited areas may occur outside the reserve management plan process necessary. In this event Council will follow the procedure set out in the Bylaw.

2.2	Dog Fouling To minimise the nuisance created by dogs fouling in public places.	2.2.1	Dog owners must remove faeces deposited in any public place by any dog under their control.
		2.2.2	Dog owners will be encouraged to carry disposal bags, and to use and dispose of these responsibly.
2.3	Dog Exercise Areas To provide opportunities to fulfil the exercise and recreational needs of dogs and their owners	2.3.1	Areas will be available where owners can exercise dogs without a restraint (e.g. leash or harness), provided that the owner remains present and keeps the dog under control.
		2.3.2	Exclusive dog exercise areas will not be provided.
2.4	Education and Information Programmes To promote and enhance community awareness of dog control issues and owner responsibility.	2.4.1	Education programmes will be promoted to enhance responsible dog ownership and to assist in community awareness and the prevention of dog attacks.
		2.4.2	Media publicity will be used to promote public awareness of: a. dog registration; b. Council's Policy on Dogs; c. Council's Bylaw; d. the use of infringement notices; and e. educational programmes about dogs.
2.5	Responsible Owner Rebate To encourage responsible dog ownership.	2.5.1	Dog owners will be encouraged to attend an approved dog training course and to apply for a Council Responsible Owner Licence.
2.6	Funding To fund the cost of dog control activities from fees and charges levied on dog owners in accordance with Council's funding policy.	2.6.1	Fees will be set annually by Council resolution.
		2.6.2	Levels of service will be set out in the Long-Term Council Community Plan.
		2.6.3	All income from fines and infringement fees will be allocated to funding dog control activities.
2.7	Kuri	2.7.1	Council acknowledges the significance of Kuri (dog) to our Maori community. While the requirements of the Policy and Council's Bylaw will apply to Kuri (dog) Council acknowledges their importance.

3. Operational Functions

The Council employs 1.75 fulltime Animal Control Officers with the officers being stationed at the Morrinsville and Matamata offices. Administrative support of 2 hours per day assists the officers in following up on calls and managing reporting requirements.

A part-time person is also employed to attend the Dog Pound during weekends and public holidays, when dogs are in the pound, to clean the cages and feed the dogs.

Council provides a 24 hour 7 day a week service using external contractors to cover the after-hour duties. Hamilton City Council is contracted to act as the after-hours call centre. Allied Security New Zealand have been contract from 1 September 2020 to respond when an onsite response is required between 5pm and 8am weekdays, all weekends and Public Holidays.

Council has a dog pound and stock yards at its Waihou depot. The pound and yards were built in 2010 to replace its old pounds in Matamata and Morrinsville.

Council quality system and Long Term Plan performance measures requires the officers to respond to the various types of complaint within set timeframes. Those timeframes are set out below.

Expected response times				
Complaint type	Incident type	0800–1700 hrs	1700-0800 hrs	Weekend/holiday
Dog bite person	*Current	1 hour	1 hour	1 hour
	Reported	4 Hours	NWD	NWD
*Aggressive dog	Current	1 hour	1 hour	1 hour
	Reported	4 hours	NWD	NWD
Attacked stock	Current	1 hour	1 hour	1 hour
	Reported	4 hours	NWD	NWD
Attacked other animal/bird	Current	1 hour	1 hour	1 hour
	Reported	4 hours	NWD	NWD
Barking dog	Current	1 hour	1 hour	1 Hour
	Reported	4 hours	NWD	NWD
Wandering dog	Current	1 hour	1 hour	1 hour
	Caught in trap	1 hour	1 hour	1 hour
	Reported	NWD	NWD	NWD
Unregistered	Current/reported	24 hours	NWD	NWD
Animal welfare	Current/reported	4 hours	NWD	NWD
Wandering stock	Current	1 hour	1 hour	1 hour
	Reported	NWD	NWD	NWD

***Aggressive** means rushed person/vehicle or displayed threatening behaviour.

***Current incident** means the incident is happening now and the dog is an immediate danger to the public.

***Reported incident** is when someone reports an incident that happened sometime in the past, but is not a current threat to the public.

4. Performance Measures

The performance measures adopted by Council are set out in the 2018 – 28 Long Term Plan and the results reported in this year's Annual Report are listed below.

Performance Measure	Target Level	Result	Comments
Complaints will be investigated within set timeframes (See 3.0 above)	95% within adopted timeframes	✓ 97.57% (563 out of 577)	One of our main responsibilities is following up on complaints made about animals, from wandering stock to barking or attacking dogs. We aim to investigate the complaint and let the complainant know what action (if any) we have taken or intend to take within adopted timeframes. Some complaints can be resolved quickly; others can take time to work through with animal owners and may involve court action. This is measured by our customer request management system. These figures also include complaints responded to by our After Hours contractors. Some complaints, such as barking dogs or wandering dogs are not practical to attend at the time and are followed up the next working day.
Dogs			
Stock		95.92% (47 out of 49)	
Total		97.44% (610 out of 626)	
Number of property visits per year	600 property visits per year	✗ 565	Property visits let us check that dogs are appropriately housed and secured on their property. All Responsible Owner Applications include a property inspection. This helps to reduce the number of problems caused by animals in our community. This is measured by our customer request management system. We undertook 565 property visits across the district. These are as follows: Matamata 156 Morrinsville 277 and Te Aroha 132. The number of property visits were affected by the Covid Protection Scheme and staff absence during the year.
Number of street patrols undertaken in each of the three main towns	Average of 10 per month, per town	✓ Average per town 24.86/mth	Street patrols allow our staff to check if there are wandering animals that could pose a risk to our community. This helps to reduce the number of problems caused by animals in our community. This is measured by our customer request management system. Total Street Patrols: Matamata 364, Morrinsville 310, Te Aroha 221.

5. Funding

Section 2.6 of the Dog Control Policy requires the dog control operation to be funded from fees and charges and in accordance with Council's Financial Policy. That policy states that 80% of the operation is to be funded from user pays with the remaining 20 percent from rates.

The cost of the total animal control function, including dog control, for the 2020/21 financial year is shown below as reported in Council's Annual Report.

	2021/22		2020/21
	Budget	Actual	Actual
Operating cost	\$445,576	\$428,482	\$416,701
Income	\$318,000	\$308,463	\$306,396
Net cost of service	\$127,576	\$120,019	\$110,306

Approximately 10% of the operating cost is used for the control of other animals such as stock and various bylaw inspections.

6. Registration and Impounding

The registration fee is made up of a base fee and rebates are used to reward responsible dog owners.



The base registration fee for 2021/22 was \$118, therefore the registration fee for dog owners that qualify for all of the rebates was \$38.

Rebates for the year were:

- No Complaints Rebate (\$35) - Every owner was automatically eligible for this rebate unless Council had received a genuine complaint about their dog, impounded their dog or they paid their previous year's registration late. This rebate reflects Council's aim of reducing costs for owners of dogs which cause the least problems.
- De-sexed, Working or Dogs New Zealand registered owners (\$30) - This rebate reflects Council's aim of reducing the unplanned litters in the District.
- Responsible Owner Rebate (\$15) - Owners who hold a responsible owner licence are automatically eligible for this rebate provided there have been no complaints registered against their dog and/or their dog has not been impounded during the previous registration year. This rebate reflects Council's aim of rewarding responsible dog ownership.

A penalty fee of 50% of the registration fee due before 31 July 2021 was charged for late payments.

The impounding fees adopted by Council were:	(GST inclusive)
• First Impounding	\$50.00
• 2nd Impounding	\$80.00
• 3rd and subsequent impounding in the same registration year	\$125.00
• Daily sustenance	\$12.50

7. Statistical Information

The statistical information required by s10A is listed below.

Category	*For the period 1 July 2021 to 30 June 2022	As at 30 June 2022
Number of registered dogs	5834	5357
Number of probationary owners	0	0
Number of disqualified owners	0	0
Number of dogs classified as dangerous (s31)	7	6
Number of dogs classified as menacing	77	68
▪ Under section 33A (Menacing behaviour)	47	41
▪ Under section 33C (Breed or type)	30	27
Number of infringement notices issued	135	n/a
Number of notice of complaints issued	111	n/a
Number of prosecutions under the Act	0	0

Complaints received				
Complaint	Matamata	Morrinsville	Te Aroha	District
Dog bite person	7	7	11	25
Aggressive dog	18	29	10	57
Attacked stock	2	2	0	4
Attacked other animal/bird	15	10	6	31
Barking dog	40	47	36	123
Wandering dog	99	101	92	292
Unregistered	0	0	1	1
Animal welfare	9	16	9	34
Dog fouling	0	1	0	1
Breach of the Bylaw	2	2	5	9
Totals	192	215	170	577

Pound register				
	Impounded	Returned	Re-homed	Destroyed
Matamata	40	16	3	19
Morrinsville	36	19	1	15
Te Aroha	27	15	1	11
District	103	50	5	45

No stock was impounded for the year 2021/22

Dogs registered versus year

The following graph shows the number of dogs registered in Matamata-Piako District Council at 31 May each year since 2015. The graph shows that registered dog numbers have generally increased through the years coinciding with property and population growth in the District.



7 Pūrongo me whakatau | Decision Reports

7.5 Risk and Assurance Committee Report of 6 December 2022

CM No.: 2666952

Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana, in attendance to update Council on the committee business and provide an overview of the minutes and any recommendations from the Risk and Assurance Committee meeting held on 6 December 2022.

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Governance Support Officer	
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Approved by	Erin Bates Strategic Partnerships and Governance Manager	
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7 Pūrongo me whakatau | Decision Reports

7.6 Single Year Community Grants

CM No.: 2662200

Rāpopotonga Matua | Executive Summary

The purpose of this report is to confirm Matamata-Piako District Council's (Council) decision in regards to the single-year community grants structure prior to the next funding round to occur in February 2023 as follows:

- a) Council to continue with the existing single-year community grants structure, with Te Toa Horopū ā Matamata-Piako / Māori Ward Councillor Gary Thompson to provide input and/or be involved in the decision-making meetings;
- b) The COVID Community Response Fund to be dissolved, with the remaining balance of \$18,161.51 to be reconsidered as part of a wider review of Council grants to align with the Long Term Plan (LTP) in 2023.

If Council confirms the above, no changes are required to the Multi and Single-Year Community Grants Policy 2021.

Tūtohunga | Recommendation

That:

1. Council confirms no changes are required to the Multi and Single-Year Community Grants Policy 2021.
2. Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Councillor Gary Thompson to provide input and/or be involved in the decision-making meetings for the Single-Year Community Grants.
3. Council confirms the dissolution of the COVID Community Relief Grant, with the remaining balance (\$18,161.51) to be reconsidered as part of a full review of Council grants in 2023.

Horopaki | Background

Council Grants

Council administers a range of grants to support a variety of groups and individuals in our community.

Council's community funding and grants can be classed as either single-year or multi-year funding. Multi-year grants are contested by community groups every three years as part of consultation on the LTP and allow for a maximum of \$20,000 per application, per annum to be distributed. The total budget for this is set through the Annual Plan/LTP process.

Applications for single-year community grants are open twice a year with \$10,000 available annually per ward (Matamata, Morrinsville and Te Aroha). There is a maximum grant amount of \$5,000 per application.

Each contestable grant has its own policy setting out the criteria and eligibility for that particular grant, with funding allocated through the application of the policies.

Single-Year Community Grants

Council's single-year community grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Single-year grants are to support organisations for:

- Programme development and implementation.
- Operating and administrative costs relevant to programmes.
- Equipment and resources that support the programme or organisation.

Single-year community grants are allocated according to the Multi and Single-Year Community Grants Policy 20221 (Policy) as attached to this report. Funding consideration is given to community organisations according to the following criteria:

Criteria	Secondary Criteria
Strengthen participation across diverse communities.	Young people are involved in the project/organisation.
Build the capability of communities to become sustainable.	Iwi are involved in the project/organisation.
Work collaboratively across the community sectors.	The breadth and scale of community involvement in the project/organisation.
Are able to achieve one or more of the Council's community outcomes.	Other sources of funding that may be available to a project/organisation.
Are able to contribute to one or more of the community well-beings.	The proportion of project funding being sought and how any remaining proportion will be funded.
	The likelihood of the project/organisation becoming self-sustaining.

Community COVID Relief Grant

As part of Council's COVID response and recovery efforts to support the community, Council made additional funding available to support events and organisations who may have been adversely affected by COVID-19.

At its meeting on 27 May 2020, Council approved a Community COVID Relief Fund to provide for cultural and socio-economic relief to the community. Funding is allocated according to the Policy and decision-making is delegated to a group of councillors on the Recovery Working Party. In addition, applicants are required to demonstrate material adverse impacts resulting from the COVID pandemic.

\$40,000 was allocated to this fund at Council's meeting on 8 July 2020 with the following resolution:

Council approves a one off allocation from the COVID Recovery Fund of \$40,000 for a Community COVID Relief Grant and delegates decisions to allocate funding to Councillors on the recovery working party – provided that applicants meet the criteria in the Community Ward Grant Policy and can demonstrate material adverse impacts from the COVID pandemic.

The following has been allocated from this fund to date:

Budget Approved 8 July	Amount Allocated	Balance Remaining
\$40,000.00	\$21,838.49	\$18,161.51

COVID Relief Funding Recipients

Who	What	Amount Requested	Amount Approved	Comments
Matamata Musical Theatre	Microphones etc.	\$20,000	\$10,000	Granted \$2,500 (Uplifted PO 116538), Underwriting Agreement for the rest (\$7,500)
Morrinsville A&P Show	Cancelled show due to Level 2	\$3,933	\$3,933	Applied to Community Grant, but staff assessed as being COVID related
Matamata Musical Theatre	Postponed show due to Hamilton lockdown then cancelled due to vaccine pass requirements, claiming \$10,000 for loss of income	\$10,000	\$4,545.74	Not approved in terms of loss of income, approved assistance for unrecoverable funds, rights holder fee, advertising and licence fee already paid
Morrinsville A&P Show	Cancelled due to red traffic light setting, claiming costs for insurances and photocopier lease	\$2,300	\$787.75	Approved for public liability insurance only – not standard insurance, not photocopier
Te Aroha Domain Day	Cancelled due to red traffic light setting, claiming costs for websites and photocopier lease	\$2,554.76	\$1,334	Approved for public liability insurance only – not standard insurance, not websites
Matamata Aero Club	Rent relief	\$1,238	\$1,238	

Ngā Take/Kōrerorero | Issues/Discussion

1. Grants Structure

How does Council wish to structure the single-year community grants going forward?

Option	Pros	Cons	Considerations
<i>Status Quo</i> (No changes to policy required)	<ul style="list-style-type: none"> Provides local input and knowledge (applicants can speak about their grant requests with elected members) 	<ul style="list-style-type: none"> Does not include Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Councillor in decision making 	Council may wish choose this option in anticipation of a wider review of grants in 2023 with the opportunity to make further/more

Option	Pros	Cons	Considerations
	<ul style="list-style-type: none"> Current structure is familiar, and generally working well Involves only the Ward Councillors 	<ul style="list-style-type: none"> No consistency of decision making Some groups work across Matamata-Piako district and are required to submit their application to each ward panel May not support inclusive representation 	substantial changes
<i>Keep current structure with Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Councillor attending all grant meetings (No changes to policy required)</i>	<ul style="list-style-type: none"> No changes to the process for community groups required Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Councillor involved in all decisions 	<ul style="list-style-type: none"> Does not incorporate a grant to reflect Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Does not actively encourage Māori/iwi groups to apply for funding Attendance required at all grant meetings – workload pressure 	This may not be a future-focused option, as Council moves towards a Tiriti-based partnership model, however this can be addressed in the grants review as part of the LTP.
<i>Delegate a Grants Committee to make decisions with one Councillor per ward appointed (Update policy to incorporate new framework)</i>	<ul style="list-style-type: none"> Consistency of decision making across the district Not all Councillors need to attend Committee will still have local knowledge of the community groups Committee can get to know different groups in all areas of the district May encourage a strategic/district wide approach to grant funding and strengthen links to community outcomes 	<ul style="list-style-type: none"> Not all of the Councillors will be involved in decision-making Changes to what community groups are used to Community groups may not be able to attend meetings in person Further administration required to schedule and meetings will need to be longer 	Council may wish to consolidate and streamline decision-making by delegating decision-making to a grants committee

2. Te Toa Horopū ā Matamata-Piako Ward/Māori Māori Ward Grant

Does Council wish to include a Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Grant?

Option	Pros	Cons	Considerations
<i>Status Quo</i> <i>Do not include a Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Grant</i>	<ul style="list-style-type: none"> Current structure is familiar and been in place for several years No changes required to upcoming funding round 	<ul style="list-style-type: none"> Te Toa Horopū ā Matamata-Piako Ward/Māori Ward will not be represented May not support inclusivity. 	<p>How can Council best incorporate Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Grant into its great funding framework?</p> <p>Does Council wish to have a new grant or is there an opportunity to make changes to the policy to encourage grant applications from Māori/iwi?</p>
<i>Include a Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Grant</i>	<ul style="list-style-type: none"> Te Toa Horopū ā Matamata-Piako/Māori Ward will be represented Provides an opportunity to support Māori/iwi aspirations through the provision of a grant 	<ul style="list-style-type: none"> Requires the re-allocation of existing funds Further resource required to administer a new grant and promote this to relevant groups 	<p>If Council decides to incorporate a new grant;</p> <ul style="list-style-type: none"> Who would the decision-makers be? E.g. could we involve Te Manawhenua Forum? How would funding be allocated? <p>Note that funding is available within the current grants budget to accommodate up to \$10,000 for Te Toa Horopū ā Matamata-Piako/Māori Ward Grant</p>

3. Community COVID Relief Grant

How does Council wish to consider the future of the community COVID relief grant?

Option	Pros	Cons	Considerations
<i>Status Quo</i>	<ul style="list-style-type: none"> This allows for funds to be available for COVID related matters should they be required in the future 	<ul style="list-style-type: none"> The money allocated could be reallocated to a more appropriate fund to respond to communities' needs 	<p>Council may choose to leave the fund as it is until a wider review of grants is undertaken to align with the community wellbeing's</p>

Re-allocate Funding	<ul style="list-style-type: none"> Allows for Council to re-allocate funds to align with what is needed in the community 	<ul style="list-style-type: none"> The grant will not be available to draw on for groups in the future for COVID relief purposes 	<p>Council may decide to allocate the remaining amount to other funds e.g. the single-year community grants.</p> <p>The wider review of grants may look to incorporate grants around community projects (Placemaking/Pride of Place)</p>
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Council discussed these issues at a workshop held on 23 November 2023.

Elected members indicated a desire to continue with the current structure for single-year community grants as local-decision making is seen as a key benefit. The current structure originated from the community boards, with the intention of keeping it local and getting to know the community.

Additionally, it was considered the current structure is generally working well. However, Council wished to ensure that Council's inaugural Te Toa Horopū ā Matamata-Piako Ward/Māori Ward Councillor can provide input and/or be involved in the decision-making meetings around the single-year community grants at his discretion. The policy states that, 'Applications will be assessed and decided by Council or Ward Councillors', therefore no changes are required to the Policy to accommodate this.

In regards to the COVID Community Response Fund, Councillors indicated that it would be, inappropriate for this grant to be disestablished, with use of the remaining amount of \$18,161.51 to be reconsidered at a later date.

Elected members noted the opportunity to undertake a full review of Council's grants and funding which will occur in 2023. This review is an opportunity to best structure Council's community grants to provide funding to projects and community organisations that support Council's strategic direction and align with improving community well-being.

Mōrearea | Risk

There is a risk that due to the continuing impacts of COVID-19, community groups may require further support. If any further applications/enquiries are received, Council staff will discuss with the applicant any other options available to them, including any other support that Council can provide as part of its wider COVID response, and any support available through other organisations.

Ngā Whiringa | Options

The following options are available:

Single-Year Community Grants Structure

1. Keep the existing structure;
2. Keep the existing structure with Te Toa Horopū ā Matamata-Piako/Māori Ward Councillor provide input and/or to attend all grant meetings;
3. Delegate decision making to a grants committee;

4. Introduce a new community grant to incorporate Te Toa Horopū ā Matamata-Piako/Māori Ward.

Community COVID Relief Grant

1. Keep the COVID grant;
2. Re-allocate the funding.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

No amendments are required to the Policy at this stage, pending a wider review of Council grants in 2023 to align with the Long-Term Plan.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

If Council confirm the decision to disestablish the COVID fund, this will need to be communicated to the public.

Advertising for the next funding round for the single-year community grants is to commence in January.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Theme: Healthy Communities

Community Outcome: Our community is safe, healthy and connected

Theme: Vibrant Cultural Values

Community Outcome: We promote our arts, culture, historic, and natural resources

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

Council has allocated \$30,000 per annum towards single-year community grants.

Ngā Tāpiritanga | Attachments

[A↓](#). Multi and Single-Year Community Grants Policy 2021



Ngā waitohu | Signatories

Author(s)	Laura Hopkins Policy Advisor	
Approved by	Niall Baker Policy Team Leader	
	Erin Bates Strategic Partnerships and Governance Manager	

Multi and Single-Year Community Grants Policy 2021



Ngā Wāhanga
Te Rautaki ā-Rōpū

Department
Strategic Partnerships and Governance

Te Tūmomo Kaupapahere:
Mō Āwaho

Policy Type:
External Policy

Te Rā o te Whakataunga e te Kaunihera:

Council Resolution Date:
26 August 2020 / 8 September 2021

Ko te pūtake o tēnei kaupapahere | Policy Purpose

This Policy sets out Council's criteria and allocation process for grants to community organisations through Council's contestable community grants fund. The Policy does not apply to loans (or loan guarantees), rates remittance, community leases or rentals, or major event sponsorship and capital projects.

Multi-Year Community Grant

Matamata-Piako District Council's Multi-Year Community Grant supports the operational management of community infrastructure and community gathering spaces, to deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Single-Year Community Grant

Matamata-Piako District Council's Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Ngā Tautuhinga | Definitions

Definition	Detail
Long Term Plan (LTP)	Council's adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
Community Organisation	A not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Kaupapahere | Policy

The total financial assistance provided to the community through grants and funding covered by this Policy is set out in the Long Term Plan and Annual Plan budgets.

Council will assess applications for funding from the Multi-Year Community Grants as part of its Long Term Plan consultation process. Councillors for each ward are delegated to assess applications for funding from the Single-Year Community Grants.

Ngā kaupapa ka tautokona ā-pūtea | What we fund

Multi-Year Community Grant

Multi-Year Community Grants will fund organisations for operating costs delivering:

- A multi-purpose space available for the community to utilise.
- Opportunities for the wider community to increase social connection.
- Programmes and activities delivered in the facility that addresses the needs of the local community.

Emphasis will be given to groups who provide or manage community spaces/ facilities used by the community and/or other groups. These organisations may also provide a range of services to the community.

Single-Year Community Grant

Single-Year Community Grants will fund organisations for:

- Programme development and implementation.
- Operating and administrative costs relevant to programmes.
- Equipment and resources that support the programme or organisation.

Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.

Funding consideration will be given to community organisations which:

- Strengthen participation across diverse communities.
- Build the capability of communities to become sustainable.
- Work collaboratively across the community sectors.
- Are able to achieve one or more of the Council's Community Outcomes.
- Are able to contribute to one or more of the community well-beings.

Secondary criteria & considerations:

- Young people are involved in the project/organisation.
- Iwi are involved in the project/organisation.
- The breadth and scale of community involvement in the project/organisation.
- Other sources of funding that may be available to a project/organisation.
- The proportion of project funding being sought and how any remaining proportion will be funded.
- The likelihood of the project/organisation becoming self-sustaining.

Ngā kaupapa kāore e tautokona ā-pūtea | What we don't fund

- Applications for purposes that do not directly relate to the grant.
- Subscriptions and memberships.
- Projects/programmes and related costs which have already occurred.
- Any costs involved in preparing the application.
- Catering costs.
- Projects or operational costs already substantially funded by Council.
- Political organisations.
- Repayment of debt, loan, mortgage repayments or investments of any kind.
- Project costs that will be directly paid back to Council.

Ngā Hua | Outcomes

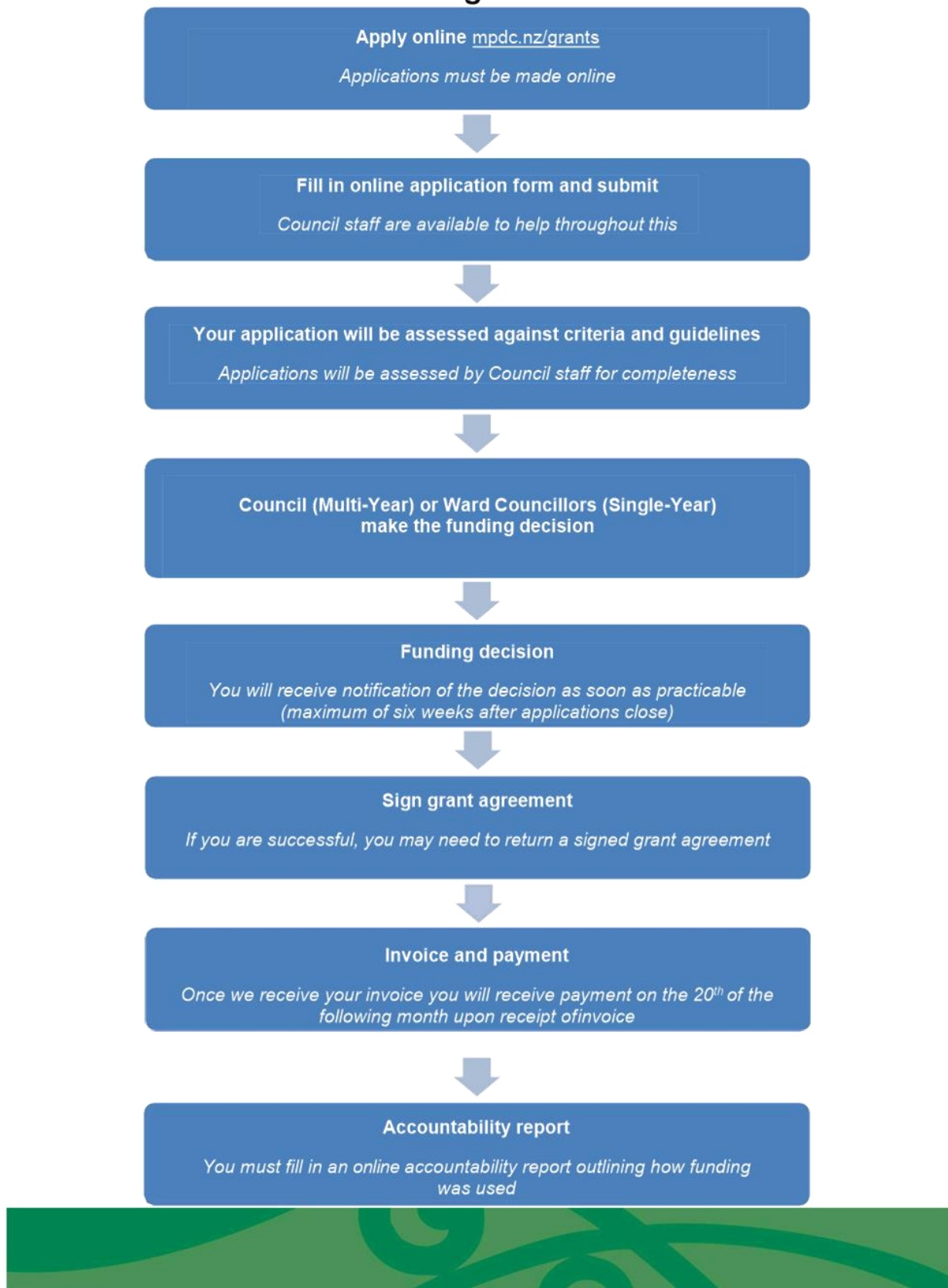
Organisations receiving grants are expected to demonstrate how their projects will relate to the Council's Community Outcomes, and contribute to the community well-beings (Environmental, Social, Cultural and Economic)

Kaupapahere Te Mātaītanga, me te Arotakenga | Policy monitoring and review

Implementation of this policy will be monitored by the Strategic Partnerships and Governance Manager. This policy will be reviewed, at the request of the Council/staff, in response to any relevant legislative amendment, or every three years (whichever comes first).



Funding Process



Schedule 1 - Guidelines

How must applications be made?

All applications must be made through the Matamata-Piako District Council online grant application system mpdc.nz/grants. No paper applications will be accepted.

What must accompany the application?

- The applicant's latest bank statement for all accounts. These need to be no greater than three months old.
- The applicant's most recent annual financial accounts if available.
- Accountability report must have been received for any previous grants before any new grant application will be processed if applicable.
- Current proof of bank account in the name of the applicant group.

What are the requirements that have to be met?

- Successful applications may be required to complete a grant agreement prior to payment of the grant.
- Successful applicants must adhere to the accountability reporting requirements.
- Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
 - Accountability conditions have been met and/or grant monies returned.
 - The organisation can demonstrate their ability to meet Council's eligibility criteria for a grant.
 - The organisation is capable of delivering the project outcomes of which they are making an application for.

How will I know if funding has been approved?

Applications will be assessed and decided by Council or Ward Councillors. You will be notified of the decision as soon as practicable (maximum of six weeks after applications close). The decision of the Council/Ward Councillors is final.

For Multi Year Grants - Application process:

How much is available?	Maximum funds available \$20,000 per annum
When can I apply?	Funding rounds occurs every three years as part of the LTP consultation process
Grant decision	Applicants will be advised in June/July every three years
Uplifting funds	Funds must be uplifted before the end of each financial year (30 June)

Who can apply?

Applicants must be a legally constituted community group or organisation which:

- Is located in Matamata-Piako.
- Is sustainable and have the capacity to deliver agreed outcomes.
- The word 'community' is used in its broadest sense: it signals that our Multi-Year Community Grants programme will support the social, cultural and environmental wellbeing of Matamata-Piako people and neighbourhoods.



For Single-Year Community Grants - Application process:

How much is available?	Maximum funds available \$10,000 per ward per annum
How much can I apply for?	Maximum grant amount of \$5,000 per application
When can I apply?	There will be two funding rounds per year.
When will I know?	Applicants will be advised of the decision as soon as practicable (maximum of six weeks of applications closing).
Uplifting funds	Funds must be uplifted within six months of being granted.

Who can apply?

Applicants must be a not for profit community group,

- The applicant group must have been in operation for a minimum of 12 months.
- Projects must take place within the Matamata-Piako District boundaries.
- Organisations must have the capacity to deliver outcomes.
- The word 'community' is used in its broadest sense: it signals that our single-year community grants programme will support the social, cultural and environmental wellbeing of Matamata-Piako people and neighbourhoods.

What will not be funded?

Groups who already receive a Matamata-Piako District Council Multi-Year Community Grant.



7 Pūrongo me whakatau | Decision Reports

7.7 Waitoa Playground

CM No.: 2662367

Rāpopotonga Matua | Executive Summary

A Waitoa resident approached Council in 2021 requesting that a playground is installed in the Waitoa village.

The sale proceeds of the Waitoa Hall were identified as a funding source.

Consideration of the project progressed albeit without a formal Council decision. The proposed location is Kowhai Street Reserve which is opposite the bowling club in Waitoa.

An opportunity was identified to use equipment being replaced at Thomas Park in Morrinsville.

That development at Thomas Park is now complete and the surplus equipment is not considered suitable.

Council is now requested to formally consider:

- The installation of playground equipment at the reserve in Kowhai Street, Waitoa
- The funding source

It is recommended that Council reference the Parks and Open Spaces strategy in considering this decision.

If approval (in principle) is granted, it will be necessary to follow regulatory and policy processes before the project can proceed..

Tūtohunga | Recommendation

That Council:

Approve the installation of a playground at Kowhai Street Waitoa in principle on the basis that there are special circumstances, with funding to come from the Waitoa Hall sale proceeds

Or

Decline the installation of a playground at Waitoa on the basis that this is consistent with the Parks and Open spaces strategy and there are no special circumstances that apply

Horopaki | Background

The installation of a playground at Waitoa has been a matter discussed in Council over the past year.

The following is an extract from the public forum section of the Corporate and Operations Meeting held on 27 October 2021:

Jan Shoemark in attendance to present a petition requesting a Playground Park for Waitoa. She commented on the state of disrepair of the Waitoa Hall and suggested that the funding allocated for that project be moved towards funding a new Playground Park for locals. With the possible sale of Waitoa Hall, profits could go towards a playground. Mayor Ash Tanner advised that he printed an aerial of a council reserve which could possibly go towards establishing a playground.

Whilst there has been no formal Council resolution, elected members and staff progressed discussions.

The Thomas Park project provided an opportunity when Councillor Dewhurst suggested we use any suitable equipment that was being replaced for Waitoa.

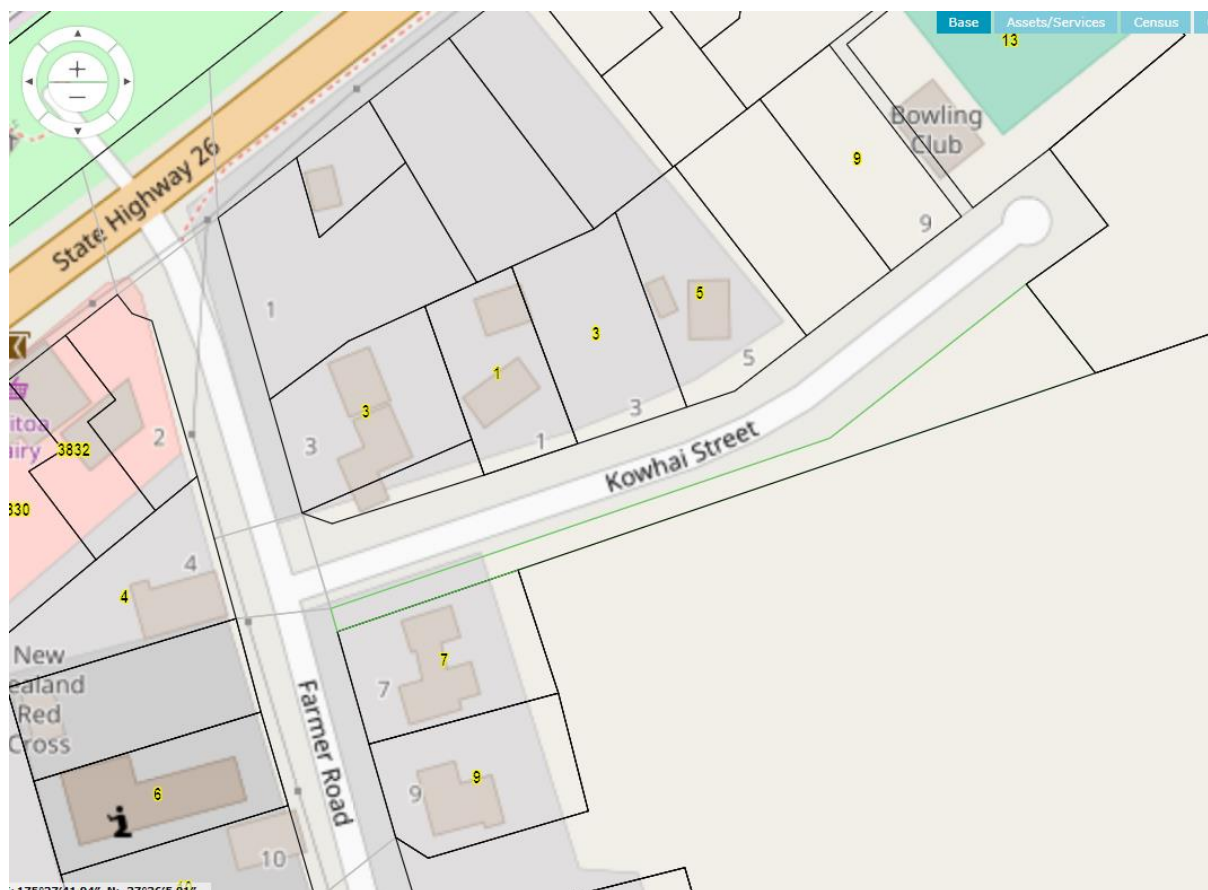
Councillor Dewhurst also envisaged:

- The Community would be involved in the project \
- A service club is willing to participate in the project

As at June 2022, the project had reached the following:

- Staff considered that the swing set being replaced at Thomas Park may be re-useable with minor refurbishment (repaint and bolts and screws checked). This was conditioned on the successful removal and dismantling of the equipment at Thomas Park.
- It was noted that we had no formal decision or funding from Council. For the project to work as envisaged, the refurbishment cost would have to be minor.
- We would still need funding for appropriate cushion fall\safety surface.
- Staff did not know if the swing set would meet the community expectations.
- There would need to be an allowance in the budget for fortnightly inspections and depreciation (ie for future replacement).

The proposed location is on recreation reserve in the vicinity of the Waitoa Bowling Club – Kowhai Street Reserve (refer to the green line on the south side of Kowhai Street)



After the equipment targeted for Waitoa was removed from Thomas Park, Staff considered it may not be suitable to re-use.

Advice was sought from the designers\suppliers of the equipment at Thomas Park noting the following:

- The estimated life of the swing set is 15 (plus) years
- The equipment was completely dismantled into 2 metre sections when it was removed
- It may not be as cost effective to reinstall the equipment (ie as compared to new equipment which would have a longer life.
- It is assumed that compliance issues will arise due to the age of the equipment

In summary, noting the above staff felt that installing new equipment may be a better investment.

The playground installer made the following comments

By the sounds of things, this swing set had an amazing life. I have talked to our manufacturing engineer and our experience from working with this swing module, the steel pipe is thin walled which we wouldn't recommend altering and re-using.

Our recommendation is to install a new steel frame swing and we can supply a price for this for you - below:

Triple Bay Steel Swing, 1 x Basket Swing Seat, 2 x Toddler Seats & 2 x Strap Seats

Includes stainless steel fittings & fixtures

Supply Only = \$12,997.71 + GST

Jan Shoemark addressed Council again in the public forum at the meeting of 28 September 2022. The following is an extract from the meeting minutes:

Summary Jan Shoemark in attendance to speak on behalf of the local Waitoa community to raise the concerns around the Waitoa Water Supply, proceeds from the Community Hall and timeframes for the Playground.

She acknowledged and thanked Cr Bruce Dewhurst for his organisation on the playground and indicated the locals would like to have a chance to give it a name.

This report seeks Council formal consideration and approval (in principle) of:

- The installation of playground equipment at the reserve in Kowhai Street, Waitoa
- The funding source

Ngā Take/Kōrerorero | Issues/Discussion

Community expectation

Reflecting on the background of this project, it is understandable that residents in Waitoa have an expectation that the playground would proceed. Especially as a funding source is considered to be available.

Even without a Council resolution, actions taken since October 2021 suggest tacit Council approval.

Community expectations are not necessarily a reason to compel Council to undertake a project. One test is whether the project is aligned with Council plans and strategies.

Further information on the relevant policies is included in this report.

In summary, the Parks and Open Spaces strategy states that playgrounds will not be provided to rural settlements unless there are special circumstances.

Council will need to consider whether the following factors meet the “special circumstances” threshold:

- There has been tacit Council approval of the project
- There is a source of local funding that can meet all the costs of the project
- There is suitable land available
- The Community is expected to be actively involved in the project

Location

The location has been chosen as it is a Council recreation reserve.

Most of the housing in the village is concentrated around two roads - Farmers Road and Ngarua Road.

There is no suitable Council site that is equidistant to these two areas.

There is nothing located on the current site and it is currently mown.



There is a drain on the southern boundary of the reserve that is up to 1 metre in depth. As the playground will be targeted at young children it will be necessary to consider options to mitigate this risk.

Community involvement

Cr Dewhurst had envisaged that the project would involve the community.

This includes the involvement of a local service club.

The details of this assistance would need to be worked through, including any health and safety issues.

It would be useful and save cost if community representatives could capture and evidence the level of community support. This might include obtaining written consent from people who own properties that are deemed to be affected by the project.

Hall funds

The Waitoa Hall was sold in 2020/2021 and the proceeds were credited to the Waitoa Hall account. The balance of the hall account as at 30 June 2022 was \$373,014.

Revenue from rates is to be used for the purpose of the rate. There was a Waitoa Hall rate until the hall ceased operations.

Technically the sale proceeds from the hall are not a rate and can be distributed as Council considers appropriate.

Council can use the proceeds to fund the playground project.

Fonterra has advised Waitoa village residents that it will cease to supply water to the village. A community meeting was recently held to discuss the issue. The hall sale proceeds were identified as a potential source to help provide a solution for the village.

It is recommended that any decision to use the hall proceeds is communicated to the Waitoa community.

Capital investment versus ongoing Operational costs.

There can be a perception that the capital cost of a project is the biggest financial hurdle.

It is not unusual that the annual operating costs over the life of an asset can exceed the capital cost.

In Council's case this is very common as the annual operating costs include a provision for depreciation or replacement of the asset.

Council can of course decide that it will not replace an asset and not fund the depreciation accordingly.

Mōrearea | Risk

The physical aspects of the project are straight-forward and risks are considered to be low and manageable (ie procurement, health and safety, locational risks)..

Potential for objections to the project

Jan Shoemark has been the most vocal advocate to Council for the project.

Some community support was also expressed for the playground at a recent public meeting to discuss Waitoa water.

A resource consent would be required and this will provide an opportunity for submissions.

It is also possible that there is opposition to the use of the Waitoa hall proceeds to fund the project, as opposed to the project itself

Community project

The involvement of the community in this type of project would be an excellent example of a Council\community partnership.

Sustaining and channelling the community effort can be problematic. This can be mitigated with the appropriate leadership.

Precedent

The Parks and Open Spaces Strategy is intended to guide Council's decisions on the installation of new playgrounds.

The Strategy makes reference to some of the matters that are to be considered.

If it is determined that there are special circumstances in this case, it potentially sets a threshold for other rural settlements.

This may be a potential consequence that Council is comfortable to accept.

Ngā Whiringa | Options

The following options have been identified

1. Approve the installation of a playground at Kowhai Street Waitoa in principle on the basis that there are special circumstances with funding to come from the Waitoa Hall sale proceeds
2. Decline the installation of a playground at Waitoa on the basis that this is consistent with the Parks and Open spaces strategy and there are no special circumstances that apply.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The Parks and Open Spaces strategy is relevant to this issue. The strategy was adopted in 2021. The strategy has the following purpose :

“...guides decision-making about the provision, development and management of parks and open spaces, to ensure we have the right parks and open spaces, in the right locations, managed in the right way, to meet the needs of our communities. The Parks and Open Spaces Strategy guides and informs the way we do things.”

Extracts from the strategy that are attached. It can be problematic focusing on specific sections of a strategy. There are likely to be other aspects of the strategy that could apply.

In the context of the issue being discussed and the scale of investment considered, the key policy questions are :

- Is installing a playground at Waitoa consistent with the Strategy
- Is the proposal specifically provided for in the Strategy.

It is considered that installing a playground in any rural town could align to the strategic goals. These goals are very broad.

The rural settlements section of the strategy states that generally playgrounds will not be provided in rural settlements.

Council may consider providing a playground under special circumstances.

If Council decides that there are special circumstances, then the proposal aligns with the strategy.

The policy states that Council will consider matters such as:

- the population of the settlement,
- access to other playgrounds (e.g. schools),
- whether the settlement attracts large groups of visitors due to community events, tourist destinations or other special features of the place
- whether the play equipment would be complementary to any existing Council facility in that place

The considerations are not limited to those matters.

The following is an extract from the General Policies Reserve Management Plan 2019

Objectives

A To provide a range of play opportunities across the district.

B To provide playground equipment in reserves where it is appropriate to the purpose, use and character of the reserve.

Policies

1. The development standards for the park management category will be used as a guideline for playground equipment provision

2. Before developing new playgrounds the following should be taken into account:

- a. the park management category and development standards*

- b. the level of demand for playground equipment*
- c. the level of playground provision by other local providers (e.g. schools)*
- d. the current demographics of the area (e.g. the 0-15 year age grouping)*
- e. forecasted demographic trends (if available)*
- f. the target age group that the equipment is intended for*
- g. community preferences (e.g. surveys, submissions, complaints etc.)*
- h. play equipment usage trends*
- i. CPTED principles*
- j. costs and benefits.*

3. All new playground equipment and safety surfaces shall be designed, constructed, installed, and maintained to the appropriate New Zealand Standard (currently NZS 5828:2015).

In terms of the criteria in Policy 2 above:

- The playground would be classified a local playground intended for the neighbourhood. At this level a toilet and rubbish bins are not expected. As opposed to a community or destination playground where people will come from farther afield and potentially spend hours there.
- The level of demand is unknown
- There is no local school, which in small settlements are the only provider of playground equipment.
- There has been no analysis of the demographics.
- We have not sought any indication of community preferences.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Correspondence and feed-back from a public meeting in Waitoa would indicate that there is awareness of the project in Waitoa.

It is recommended that Council's decision on the matter is communicated directly to residents.

The resource consent process is likely to require notification of affected parties.

As a minimum it is recommended that there is specific communication with property owners in Kowhai Street. The purpose would be to ascertain any particular concerns with a playground in the vicinity.

There is also a requirement to consult tangata whenua about the proposal

Ngā take ā-lhinga | Consent issues

Although the land is a recreation reserve a resource consent is required.

The reserve management plan for this Reserve does not anticipate a playground. Under Rule 2.2.7.2 of the District Plan, "Activities (excluding buildings) on public reserves not provided by a Management Plan approved under the Reserves Act 1977, or by a Conservation Management

Strategy under the Conservation Act 1987, or where there is no Management Plan” are Discretionary..

Processing fees are likely to be in the \$1000-2000 range. If we engage a planning consultant to apply for the consent that would be another \$5000-7000.

We would look to utilise internal staff as it is expected to be a straight-forward process that would be a useful learning experience. This would be chargeable to the project and would cost significantly less than an external provider.

The playground won't need building consent if certified as complying with the Building Code by a certified professional engineer. We would also need sign off from a Level 3 playground safety inspector. If installing new equipment that is usually included in the cost.

It is recommended that the resource consent application provide for expansion of the playground if this is a possibility eg additional equipment.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Theme: Healthy Communities

Community Outcome: Our community is safe, healthy and connected. We encourage the use and development of our facilities.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The following budget is intended to provide an indication of the potential costs for a basic playground – for example, a swing set with two senior, two junior and one basket swing

Item	Estimate
Swing set with two senior, two junior and one basket swing	\$13,000
Surfacing	\$ 8,000
Bollards road-side	\$2,000
Consent preparation (if able to be prepared by staff. This assumes a community project group would seek affected party approvals etc)	\$2,500
Consent processing	\$2,000
Total	\$27,000

This is a total estimate of \$27,000 without any contingency.

There will be Council project management charges (note internal project managers charge their time to projects). The amount will depend on the level of community project involvement.

The cost to mitigate the risk from the drain is still to be quantified.

The consultation and consent processes may result in other expense items eg additional playground equipment.

Other items not included are :

- park furniture,
- rubbish bins,
- drinking fountains
- shade
- footpaths
- car-park
- toilet

In terms of this list, Staff consider that shade and seating would be the priority items to consider.

An updated estimate would be reported back to Council for consideration after the consent and consultation processes have been completed.

The annual operational costs for a playground of this scale are estimated to be:

Inspections and maintenance \$ 1,000-\$1,500

Depreciation (20 year life \$1,300 -\$1,500

Ngā Tāpiritanga | Attachments

[A↓.](#) Parks and Open Spaces Strategy Waitoa Extract



Ngā waitohu | Signatories

Author(s)	Manaia Te Wiata Group Manager Business Support	
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Approved by	Manaia Te Wiata Group Manager Business Support	
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11 NGĀ RAUTAKITANGA STRATEGIC GOALS



Our goals explain our vision and describe the results we are aiming for.

STRATEGIC GOALS						
Tangata Whenua have meaningful opportunities to input into how our parks and open spaces are planned, developed and managed	Our parks and open spaces meet the diverse and changing needs of our communities and visitors	Our parks and open spaces are valued and cared for	Our parks and open spaces enable our community to be active and healthy	Our parks and open spaces protect and celebrate our multi-cultural and historic heritage	Our natural heritage is understood, protected and enhanced	Our parks and open spaces are enhanced by community partnerships
<ul style="list-style-type: none">• We have good working relationships with Tangata Whenua• We consult Tangata Whenua on strategies, policies and plans affecting parks and open spaces• We work with Tangata Whenua to identify, protect, preserve and manage wāhi tapu sites and other sites of significance located at or near parks or open spaces• We work with Tangata Whenua to identify stories / themes that can be told at parks and other open spaces	<ul style="list-style-type: none">• We have the right parks and open spaces in the right places• Our planning for future parks and open spaces meets future needs• Our parks and open spaces are designed and managed well• We take a strategic approach to land acquisition and disposal to ensure our parks and open spaces are fit for purpose	<ul style="list-style-type: none">• Our parks and open spaces are attractive, welcoming places• Our parks and open spaces are maintained to appropriate standards• There is a high level of satisfaction among users of parks and open spaces• Our communities take pride in our parks and open spaces	<ul style="list-style-type: none">• We provide a wide range of options for play, recreation, sports and social activities• Our parks and open spaces are easily accessible and well connected• Information about our parks and open spaces is easily accessible• Our parks and open spaces have an appropriate level of use for their purpose	<ul style="list-style-type: none">• Sites of cultural and/or historic significance are adequately protected• There is diverse and multi-cultural use and enjoyment of our parks and open spaces• Our history is commemorated and our cultures are celebrated• Our local stories are told• Our unique local identity is celebrated	<ul style="list-style-type: none">• Sites of ecological significance are protected and enhanced• Knowledge of our natural areas is increased• We have good working relationships with others to protect and enhance sites of ecological significance• There are meaningful gains in biodiversity	<ul style="list-style-type: none">• We work with other agencies, community groups or individuals for the greater good• Volunteer projects and programmes that align strategically are supported and encouraged• Volunteer programmes are sustainable and contribute to strategic goals• Cooperation, collaboration and partnerships among clubs and community groups is occurring and encouraged• Opportunities for multi-purpose use of facilities are maximised



12.5 RURAL SETTLEMENTS

There a number of rural settlements in our District.

Historically, settlements were often associated with a creamery or dairy factory (e.g. Ngarua, Te Aroha West). These settlements included housing for factory workers and sometimes included a recreational facility of some kind. With improvements in transport and refrigeration, a number of dairy factories closed, the populations of many settlements declined, and sports facilities were often abandoned (e.g. Ngarua, Te Poi etc.).

Other settlements were built around a school and/or community hall. As farming became more mechanised and commercialised the rural population declined. Some once vibrant settlements have all but disappeared. This has led to the closure or amalgamation of a number of rural schools however schools continue to play an important part in open space provision in rural areas.

Some settlements have experienced slight growth. These are typically those closer to urban centres (e.g. Waharoa, Waihou) or active factories (e.g. Waitoa).

12.5.2 RESPONSE

12.5.2.1 PARKLAND

We will review our portfolio of land in rural settlements and work with our local communities to determine the appropriate future use of parkland that is abandoned, is unsuitable, or simply surplus to requirements. This could include repurposing, redeveloping or disposing of some land.

Additional Amenity Parks will generally only be developed in rural settlements if the settlement is located along a main road and it is necessary to provide a rest area (with or without public toilet facility).

12.5.2.2 TRACKS & TRAILS

There is no minimum provision guideline for rural areas. Track and trail development may occur at Nature Parks, Outdoor Adventure Parks, or at Linkage Parks that provide access to watercourses or significant features or, in the case of cycleways, as offshoots to an existing trail

12.5.2.3 PLAY

Generally playgrounds will not be provided in rural settlements.

Council may however consider providing a playground under special circumstances. When making a decision, Council will consider matters such as the population of the settlement, access to other playgrounds (e.g. schools), whether the settlement attracts large groups of visitors due to community events, tourist destinations or other special features of the place, and whether the play equipment would be complementary to any existing Council facility in that place.

12.5.2.4 STREETSCAPES

Generally street furniture and gardens will only be provided if the settlement serves as a gateway to a town, is a busy rest area along a main road, or if the level of business activity and size of the local population justifies it.



7 Pūrongo me whakatau | Decision Reports

7.8 Review of Delegation Policy and Delegation Register 2022

CM No.: 2664887

Rāpopotonga Matua | Executive Summary

Under the Local Government Act 2002, Council may delegate its statutory powers and its functions to Council officers.

This report seeks feedback from Council on the Delegation Policy and Delegation Register 2022, circulated to Council separately from the agenda.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council accepts the amendments and the new delegations for inclusion in the Delegations Register.
3. Council adopts the Delegations Register as circulated separately.
4. Council adopt the additional financial delegations required for Civil Defence Emergency Management (circulated separately).

Horopaki | Background

The Local Government Act 2002

Section 48 of the Local Government Act 2002 (LGA) provides that delegations must be carried out in accordance with Part 1 of Schedule 7 of the LGA. Clause 32(1) of Part 1 to Schedule 7 of the LGA provides that, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, or member or officer of the local authority any of its responsibilities, duties, or powers excepting the powers specified under paragraphs (a)-(f) of that sub-clause.

These delegated powers fall broadly in to three categories:

- Financial
- Warranted powers
- Statutory

Ngā Take/Kōrerorero | Issues/Discussion

Delegations Policy

The Policy focuses on two policy issues:

- Efficient and effective decision making - good management practice is to encourage delegation of decision making to the lowest competent level.
- Managing risk - Council has identified the 'top five risks' which are to be considered by Council and staff when making a delegation.

The Policy contains information on:

- Powers retained by Council
- Mayoral Powers under the LGA

- Powers delegated to Council committee's under its governance structure
- Powers delegated to Council's hearing commission under its governance structure
- Warranted Power appointments
- Statutory delegations (delegations where the highest risk has been initially assessed have been highlighted throughout the delegations document)

Most of the financial delegations have been removed from the delegations document as they are operational in nature. Confirmation has been received from Audit that financial delegations are not required to be adopted by Council.

The delegations that have remained relate to the Chief Executive who is responsible for ensuring the financial delegation to staff is appropriate. The Group Manager positions have been included as they have the authority to approve payments on behalf of the CEO in his absence.

It should also be noted that Council's Finance department tracks the financial delegations of each position.

Civil Defence Emergency Management Financial Delegations

Council has a financial delegation system to ensure that an approval chain is in place in the event of a major emergency.

It is suggested that every position is provided with a delegation. In a full activation event every request for a PO should go through Logistics. There could be times where only Intel, Welfare (possibly PIM) are activated so these have also been included to ensure appropriate coverage.

Amendments made to Delegations Policy and Register 2022 include:

- Delegation Policy - wording/legislation/replacement updates.
- Committee delegations - updated to reflect the changes as a result of the recent election and changes to the appointments for Council committees.
- Financial delegations – removed, see note above.
- Statutory delegations – reviewed alongside the legislative compliance checklist.
 - The updates to the delegations under the Building Act 2004 have occurred due to the IANZ audit that the building team is required to undertake for their accreditation.
- Staff Changes – Updates to staff position titles and new positions.

Ngā Tāpiritanga | Attachments

- A. Delegation Policy and Delegation Register 2022 – With Tracked Changes (*Under Separate Cover*)

Ngā waitohu | Signatories

Author(s)	Ellie Mackintosh Legal Counsel	
	Sandra Harris Placemaking and Governance Team Leader	

Approved by	Erin Bates Strategic Partnerships and Governance Manager	
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	Manaia Te Wiata Group Manager Business Support	
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7 Pūrongo me whakatau | Decision Reports

7.9 Review of Council's Local Governance Statement

CM No.: 2666224

Rāpopotonga Matua | Executive Summary

The Local Government Act 2002 (LGA) requires Council to prepare and make publicly available a Local Governance Statement within six months after each triennial election. This report contains the Draft Local Governance Statement for Council's consideration.

Tūtohunga | Recommendation

That:

1. Council adopt and make publicly available the Local Governance Statement in accordance with Section 40 of the Local Government Act 2002.

Horopaki | Background

The LGA requires Council to prepare and make publicly available a Local Governance Statement within six months after the triennial election. A Draft Local Governance Statement has been circulated separately for Council's consideration and review.

Ngā Take/Kōrerorero | Issues/Discussion

The Draft Local Governance Statement states the processes through which Council engages with the community, how decisions are made, and how the community can influence these processes.

It helps support the purposes of local government by promoting local democracy. It does this by providing the community with information on the ways to influence the local democratic processes. Essentially, the Local Governance Statement is designed to be a summary of what Council does and how the community can become involved. It is not intended to create new policy for Council.

As such, it may be considered that the main issue before Council is whether they are satisfied that the Local Governance Statement fulfils all legal requirements and accurately summarises the functions, responsibilities, activities and policies of Council.

Ngā Whiringa | Options

1. That Council requests amendments to the Draft Local Governance Statement.
2. That Council adopt and make publicly available the Local Governance Statement in accordance with Section 40 of the Local Government Act 2002.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

Under Section 40 of the Local Government Act 2002 a Local Governance Statement must include information on:

- the functions, responsibilities and activities of the local authority;
- any local legislation that confers powers on the local authority;

- the bylaws of the local authority, including for each bylaw, its title, a general description, when it was made and when it was last reviewed;
- the electoral system and how to change it;
- representation arrangements, including the option of establishing Maori wards or constituencies, and how to change them;
- members' roles and conduct (with specific reference to the applicable statutory requirements and the Code of Conduct);
- governance structures, processes, membership and delegations;
- meeting processes (with specific reference to the applicable provisions of Local Government Official Information and Meetings Act 1987 and Standing Orders);
- consultation policies;
- policies for liaising with, and memoranda or agreements with Maori;
- the management structure and the relationship between management and Elected Members;
- the remuneration and employment policy, if adopted;
- Council's Equal Employment Opportunities Policy;
- key approved planning and policy documents and the process for their development and review;
- systems for public access to the Local Authority and its Elected Representatives; processes for requesting official information from the Local Authority.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

As the Draft Local Governance Statement is a summary of existing functions, responsibilities, activities and policies of Council, it may be considered that no consultation is required before it is adopted by Council.

Council is required to review its Local Government Statement and make it publicly available within six months of the triennial election.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Ellie Mackintosh Legal Counsel	
Approved by	Erin Bates Strategic Partnerships and Governance Manager	
	Don McLeod Chief Executive Officer	

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Annual Report 2021/22 Audit timing

CM No.: 2662406

Rāpopotonga Matua | Executive Summary

The Local Government Act 2002 (LGA) requires Council to adopt its Annual Report and Summary by 31 October each year. This year due to COVID-19 there has been an extension for councils provided under legislation until 31 December 2022, with Council Controlled Organisations (CCOs) extended until 30 November 2022.

Due to auditor shortages across the country, the audit of the Annual Report was delayed. Audit New Zealand commenced their work on 7 November. Council is currently scheduled to adopt the Annual Report and Summary in February 2023. This means Council will NOT meet its legislative timeframe for adoption.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council notes the correspondence from the Deputy Controller and Auditor-General letter dated 17 November 2022 regarding the delays in audit timing.
3. Council notes the Annual Report will not be adopted by the statutory deadline of 31 December 2022.

Horopaki | Background

The LGA requires Council to adopt the Annual Report and Summary by 31 October each year. This year due to COVID-19 there has been an extension provided under legislation until 31 December 2022, with Council Controlled Organisations extended until 30 November. The Summary must be published within one month of its adoption. The Annual Report and Summary must be audited, and an opinion on the Annual Report and Summary provided to Council.

Ngā Take/Kōrerorero | Issues/Discussion

a. Audit Timelines

In response to Covid-19, legislation extended the statutory deadline for adopting an Annual Report from 31 October to 31 December.

Over recent months, Council staff have prioritised the preparation of the 2022-22 Annual Report in order to meet previously advised timelines for its audit. This would enable adoption prior to the statutory deadline of 31st December 2021.

Audit NZ commenced their week of audit work on 7 November 2022.

On 21 November 2022, Audit Director René van Zyl advised that Audit NZ would need to reschedule MPDCs audit due to resourcing challenges, and the adoption date in December would not be met. The aim is to have the audit completed in February 2023. If possible, the audit team

will continue to progress some parts of the audit during December, to ensure audit work is completed as soon as possible in the New Year.

The attached letter from Greg Schollum Deputy Controller and Auditor-General was received by the Chief Executive on 17 November 2022, providing an update on the current delays in completing audits and how they are planning to address this.

As the delay of the audit means it is no longer possible to adopt our Annual Report 2021-22 by the 31st December 2022 statutory deadline, we anticipate Audit NZ will include a paragraph in their audit report, noting that the audit is completed later than is required by legislation with some explanation given.

We are now planning for Council adoption of the annual report and summary late February/early March 2023.

As the circumstances are beyond the control of the Committee, there are no apparent options to advance the audit of the Annual Report until Audit NZ resourcing allows.

The delay requires staff to revisit the draft Annual Report prior to the commencement of the rescheduled audit to update for new information as necessary to ensure the report is timely for audit and adoption late February/early March. This will detract staff from other priorities that are normally scheduled at that time of year including the preparation and completion of the draft Annual Plan 2023/24.

Any material events after balance date are also required to be reported to Audit, who will assess whether it needs to be reflected in our accounts. This will continue until the Annual Report adoption, any material events could require additional auditing and financial updates (depending on the situation) and could further affect the adoption date.

Annual reports provide information that helps communities to assess how well their council is performing. Therefore, the information in the annual reports must be comprehensive, understandable, accurate, and timely. Failing to meet the deadline means the community does not have the timely information that they are entitled to receive.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The failure to adopt the Annual Report by 31 December 2022 will be a statutory breach.

The Annual Report measures our performance against the Long Term Plan 2021-31.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Annual Report and its Summary are set to be adopted by Council in February 2023. The adopted documents will be made public on the Council website within one month of adoption, and publicly notified in the local newspapers.


Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

The Annual Report measures achievements and progress against the community outcomes.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The production of the Annual Report and Summary has a budget of \$7,000 (staff time and circulation of the Summary). Annual Report audit fees have a budget of \$155,000.

Ngā Tāpiritanga | Attachments

A  Deputy AG email to councils re audit delivery 16 11 2022



Ngā waitohu | Signatories

Author(s)	Christa Kurian Graduate Policy Advisor	
	Ann-Jorun Hunter Senior Policy Advisor	
	Larnia Rushbrooke Finance and Business Services Manager	

Approved by	Niall Baker Policy Team Leader	
	Erin Bates Strategic Partnerships and Governance Manager	
	Manaia Te Wiata Group Manager Business Support	

Email sent 16 November 2022

From: Greg Schollum

To: All local authority chief executives

Subject: Update on current auditing challenges

Tēnā koe,

I am aware that delays in completing audits are causing concern for some councils. I hope that the following information provides you with some reassurance about what we are doing to address this.

Councils around New Zealand have newly elected councillors, and some have newly elected mayors or chairpersons. They understandably want to know about their council's financial position and challenges, and the affordability of the council's plans, as do ratepayers and other interested stakeholders.

As well as the economic uncertainty facing the country, there is uncertainty throughout the local government sector about the reforms of the three waters services, the reform of the Resource Management Act, and the Ministerial review into the future for local government. These are all adding to the pressure of delivering council services, while dealing with possible amendments to long-term plans and the need to prepare the 2023/24 annual plan.

Although many councils have been affected by delayed audits, most of these audits either have been or will be completed within the extended statutory deadline of 31 December 2022. However, there are some council audits that we simply cannot complete until early 2023. It is not the situation any of us wanted to be in, but it is the situation we are facing.

Why are we in this situation?

There is currently a global shortage of auditors, with Covid-19 significantly affecting the availability of auditors internationally. Given the concentration of public sector balance dates around 30 June, audit firms would normally supplement their permanent audit staff with senior auditors from overseas.

The extended period for which borders were closed and immigration settings since borders were reopened have meant that we have been unable to secure permanent and supplementation resources in the way we have in the past. These border and immigration settings have been a major contributing factor to the shortage of senior auditors in New Zealand.

What are we doing to address this?

To carry out public sector audits, we have an in-house provider, Audit New Zealand, and contractual arrangements with private sector audit firms. Across the Auditor-General's portfolio, we have reallocated more than 50,000 hours of audit work between providers to where there is suitable capacity to take on work. We are currently testing how many more audits we can reallocate.

Not all audit work can or should be shifted – some private sector audit firms are also unable to complete public sector audits on time this year. We also need to consider auditor independence, the knowledge that different audit firms' hold about public organisations and public sector audits, the particular audit skills required, the results of any recent audit quality

reviews, and the Auditor-General's aim of all councils within a region having the same audit service provider. We need to consider those factors for both the short and longer term.

For Audit New Zealand, we have worked to minimise the effects of the challenges brought about by border restrictions, immigration settings, and Covid-19. We have been recruiting experienced public sector and private sector auditors from overseas. We have enabled international remote working options and set up new reciprocal secondment opportunities with audit offices in Australia (and we are seeking similar arrangements with audit offices in the United Kingdom and Canada).

We have also sought to recruit higher numbers of graduates in 2022 and for 2023 and adjusted our remuneration structures, where needed.

We have continued to carefully balance staff welfare with our responsibility to complete high-quality audits and endeavoured to meet extended statutory deadlines for as many public organisations as we can. However, not all of them will be done on time.

How did we decide which audits to do first?

In practice, we have had to make some difficult decisions. We completed the audits that are most important to New Zealand's overall public accountability system – such as the audits of the financial statements of the Government, government departments, Reserve Bank of New Zealand, New Zealand Superannuation Fund, State-owned enterprises, and Financial Markets Conduct reporting entities, such as Auckland Council. These were completed by their usual statutory time frames.

We also prioritised the audits of public sector companies. Late filing of a company's audited financial statements can have legal consequences for the directors.

We did not expect to have to defer audits into 2023. Once it became apparent that doing so was unavoidable, we have prioritised completing audits already under way. This meant a deferral into 2023 for the council audits that were due to start later. It made more sense to defer these audits further than stop working on an audit that could be completed in 2022.

In addition, some councils have needed to secure evidence for measures about drinking water quality. This has also contributed to audit delays.

What is our expectation for 2022/23 audits?

The normal statutory deadline of 31 October will apply in 2022/23. We expect to be able to meet that deadline for council audits next year.

Concluding comments

I hope this information has helped you appreciate the situation we are facing and understand what we have been doing to resolve it. I encourage you to share this email with your council's Audit and Risk Committee and councillors. Please do not hesitate to contact either your sector manager, Mark Maloney (Assistant Auditor-General, Local Government), or me if you wish to discuss the contents of this email.

Nāku noa, nā

Greg Schollum
Deputy Controller and Auditor-General

8 Ngā Pūrongo Whakamārama | Information Reports

8.2 Draft Annual Plan Budgets 2023/24

CM No.: 2658545

Rāpopotonga Matua | Executive Summary

This report was prepared based on the information available at the time of writing 2 December 2022. Updated budgets will be circulated separate to the agenda and tabled on the day for Council consideration.

The purpose of this report is

- to present the proposed variations to year 3 of the LTP,
- to seek council approval of the Draft Annual Plan budget 2023/24,
- to confirm the Uniform Annual General Charge, and
- for the council to consider its obligations to formally consult on its Annual Plan in accordance with the Local Government Act 2002.

Council is required to produce an Annual Plan each year with the exception of the years when a Long Term Plan (LTP) is produced. The Annual Plan is Council's budget for the financial year 1 July to 30 June. The Annual Plan 2023/24 represents year 3 of the 2021-31 LTP.

The Local Government Act does not require councils to formally consult on annual plans where the changes from the Long Term Plan 2021-31 for that year are not material or significant. An Assessment of Materiality and Significance has been completed and attached to this report for members' information.

This report provides an overview of the Draft Budget and any variances to the LTP.

Based on the Draft Annual Plan Budgets 2 December 2022 the Assessment concludes that there are NO MATERIAL OR SIGNIFICANT VARIANCES between the Draft Annual Plan 2023/24 and the Long Term Plan forecast for 2023/24. Therefore, Council is not legally required to consult on its Annual Plan.

Tūtohunga | Recommendation

That:

1. The report be received.
2. Council approves the Draft Annual Plan 2023/24 budgets and options as presented in this report.
3. Council approves a Uniform Annual General Charge (UAGC) cap of: [insert % of total rates between 22.5% and 30%].
4. Council confirms the draft budget does NOT include any decisions that would trigger an LTP amendment under Section 97 of the Local Government Act 2002.
5. Council confirms there are NO significant or material differences from year 3 of the Long Term Plan 2021-31.
6. Council confirms no formal consultation on the Annual Plan 2023/24 is required.
7. Staff prepare a communications strategy for the Annual Plan 2023/24 focused on an information campaign to provide transparency and accountability to the ratepayers and the communities.

Horopaki | Background

Local Government Planning under the Local Government Act 2002

Council is required to produce an Annual Plan each year with the exception of the years when a LTP is to be produced (triennially). 2023/24 represents Year 3 of the 2021-31 LTP.

LTP

Under the Local Government Act 2002, Council are required to set out long term plans for the community. This also gives the community the opportunity to have a say on where Council are heading and to ensure Council planning is robust. In completing the plan, Council are required to do a number of things, including:

- Take a sustainable development approach to promote community interests.
- Carry out Council business in a clear, transparent and accountable manner.
- Operate in an efficient and effective manner, using sound business practices.
- Take into account community views by offering clear information and the opportunity to present views.
- Provide opportunities for Maori to contribute to decision making.
- Collaborate and co-operate with other agencies and councils to achieve desired outcomes.

Annual Plan

Council produce an Annual Plan in the two years that an LTP is not required to be produced. The Annual Plan highlights any changes or variances from the LTP for the coming year. If the proposed Annual Plan does not include significant differences from the content of the LTP for that year then Council are not required to consult the community on it.

Annual Plan consultation requirements of the Local Government Act 2002

Section 95 of the Act states that councils must prepare and adopt an annual plan for each financial year. It includes the requirement to consult in a manner that gives effect to the requirements of section 82, the principles of consultation, before adopting an annual plan.

In 2014, an amendment to the Act specified that this requirement does not apply if the annual plan does not include significant or material differences from the content of the long term plan for that financial year. This is to be determined by the respective authorities' policy measures of significance. These amendments were designed to streamline consultation to make it more useful, practical and effective, and to introduce more flexibility and discretion for councils.

The purpose of the annual plan was amended to reflect the legislative changes. It is a document which identifies variance from the long term plan and provides a statutory link between the long term plan and the annual setting of rates.

Ngā Take/Kōrerorero | Issues/Discussion

Draft budget progression

In its LTP, Council had signalled to the community that there would be a rate increase for 2023/24 of 11.81%. In budget preparation work to date, the total rate increase is likely to exceed this level.

A significant portion of the projected rate increase for 2023/24 was due to the estimated cost of the new rubbish and recycling contract (approx. \$1.7m increase in projected costs). The new rubbish and recycling contract has now been awarded. The new contract rates and loss of revenue from rubbish bag sales has increased projected costs for the activity by \$1.5m, and other projected costs of increased Government waste levies of \$120k and landfill aftercare costs to address issues of non-compliance with resource consents \$91k. So the LTP projected cost increases were reasonable overall.

As part of the LTP level of inflation of 2.91% at been forecast for 2022/23 and 2.55% for 2023/24, based on the best information available to the sector at the time. Things have changed significantly since then. Households may be familiar with hearing of inflation for 2021/22 hitting 7.2%. The basket of goods represented by that 7.2% (consumer price index), is very different to the basket of goods that Council purchases. Inflation for Local Government is measured against the Capital Goods Price Index. Referring to the Statistics NZ Capital Goods Price Index, over the 2021/22 year, these are the cost increases for our major areas of expenditure:

Water Infrastructure	14.86%
Wastewater Infrastructure	14.86%
Stormwater	19.01%
Roads	12.93%

In our budgets for 2023/24, these increases are applied to our approx. \$700m worth of Road, Water, Wastewater and Stormwater assets to calculate the increase needed to pay for the replacement of these assets in the future. Funding to renew assets is traditionally collected from rates each year at the same level that depreciation is expensed.

Taking these increases into account in developing the first cut of the 2023/24 budget, and applying a 'business as usual' approach to operations and funding, resulted in a rates increase of 32%. The rate impact of the new Rubbish and Recycling contract cannot be avoided, but In order to reign in

this level of increase, yet still maintain the current level of service, Council could not continue to apply business as usual - we've had to be prepared to re-evaluate how we do things and be prepared to take some risks for this 2023/24 budget.

Staff looked at options across all operations to make savings, increase revenue, look for alternative funding options or to look for areas where cuts could be made without significantly affecting the level of service agreed with the community. In addition to operational budget changes made as a result, the following significant options (and the risks associated with these options) are presented that collectively would reduce the rate increase to 13.4%:

Options to reduce funding required	Reduction to rate funding	Risks
<p>Option 1: Roding asset depreciation</p> <p>In respect of our Roding assets, the depreciation expense for 2023/24 is expected to increase by \$4.049m compared to the current year's budget. If fully funded from rates that alone equates to a rate increase of 9.7%. Any decision to not fully-fund an increase in depreciation creates a risk that the renewal of this asset in the future may be short-funded. However, there are two aspects to the funding of Roding depreciation that Council could accept some level risk for this year, in the interests of reducing the rate impact.</p> <p>Firstly, Council has a three-year funding agreement with Waka Kotahi. 2023/24 represents year three of this agreement. They have agreed to fund 51% of our Roding renewals programme for 2023/24, which equates to \$2.384m. Therefore this portion of our renewals is funded from an external source, so does not need to be funded from rates.</p>	<p>\$2.384m</p>	<p>If Waka Kotahi reduced their current level of funding from 51%, Council would need to review/reduce the planned programme of works, which may require a reduction in levels of service, or alternatively look to loan fund the shortfall.</p>
<p>Option 2: Roding asset depreciation</p> <p>Secondly, on review of our most recent Roding asset valuation from 30 June 2022, which put the annual depreciation expense for these assets at just over \$10 million, staff have questioned the logic in funding future renewals to this level, when our own practical experience tells us that we may not need to renew the assets to that extent to maintain the level of service derived from the asset. For example, for the road marking component, the valuation calculates the annual depreciation at a level that almost fully depreciates the asset each year. However the level of renewal work planned currently would only replace the asset every 3 to 4 years, and this is sufficient to maintain the level of service. We have checked our logic with our valuer who confirmed the following:</p> <p><i>"Given the broad range of clients for which WSP carries out roding valuations, we have access to large quantities of current and recent data to inform and validate the unit rates used. This provides</i></p>	<p>\$926k</p>	<p>There is a risk that if our analysis of the practical useful life of our assets is not robust, that various components of the network could be underfunded for future renewals.</p> <p>This change would result in an unbalanced budget, and would therefore require a resolution of Council and disclosure in the Annual Plan.</p>

Options to reduce funding required	Reduction to rate funding	Risks
<p><i>confidence that the large-scale increases in replacement costs seen in the roading asset valuation (from \$250k in 2019 to \$900k in 2022 for road markings) are reflective of the current construction market.</i></p> <p><i>Road markings are given a useful life of 1 year in roading valuations which allows their renewal to be classed as an operating expense as opposed to capex. This means that the significant increase in replacement cost is directly reflected by the increase in annual depreciation at a 1:1 rate. However, road markings may last up to ~5 years depending on variables such as location, road traffic volumes, and type. MPDC's historic record of renewals and replacements should provide an accurate gauge of the practical useful life of the road markings – which could reasonably be used in conjunction with the total replacement cost provided in the valuation to guide funding decisions. The obvious risk when taking this approach is that insufficient funding may be allocated to renewal of road markings – however, proper analysis of the practical useful life using MPDC records should mitigate this risk”.</i></p> <p>As such, and on review of various components within the valuation, staff have calculated that funding for Roothing depreciation could be reduced by \$926,000, to better reflect likely future programme of renewals for our Council, rather than a theoretical depreciation expense.</p>		
<p>Option 3: Delay revaluation of 3 waters assets</p> <p>Council could choose not revalue 3 water assets until 30 June 2024. Our current accounting policy only requires valuation every 3 years, but in practice we have chosen to revalue annually for many years. MPDC's reason for revaluing annually was to smooth out the rating impact by avoiding sharp increases in depreciation caused by waiting to revalue every 3 years. Our last valuation was 1 July 2021, making the next mandatory date (to comply with our policies) for revaluation being 1 July 2024. A number of other Councils revalue 3 yearly, meaning that depending on where they are in that cycle, they may not be passing the impact of the recent inflationary movements on to their ratepayers for the next 1-2 years (or before the reforms take effect). Because of the magnitude of the potential rate increase this year, even if 3 water reform was not on the table, this strategy to delay the impact of this sharp jump in depreciation would have been recommended as an option, consistent with our overall desire to smooth the impact on</p>	<p>\$943k</p>	<p>If inflationary pressures on utility assets continued at levels experienced over the last year, there is a risk that the fair value of our 3 water assets could move to an extent that our balance sheet did not represent a true and fair view of our assets. This would carry a risk of an unqualified audit opinion. This risk would be mitigated if we continue to revalue our Roothing assets annually (as the materiality of the movement in the fair value of assets is based on the value of total assets, of which Roothing is the greatest share). There is a political risk that this approach could be seen as Council supporting the 3 water reform. And if the reform did not proceed, there is a risk our depreciation reserves will be</p>

Options to reduce funding required	Reduction to rate funding	Risks
rates for our ratepayers.		short-funded.
<p>Option 4: Maintain funding of depreciation for 3 waters assets at the current 2022/23 level – choosing not to fully-fund depreciation</p> <p>The current 2022/23 budget for 3 waters depreciation was set before the true impact of inflationary increases of 2021/22 was known. As such, the 2022/23 budget is effectively under-funded by \$717k. Council would normally increase funding going forward to meet the expected depreciation expense. However, the whole premise of the 3 waters reform is that the future 3 waters entity is expecting to renew assets much more efficiently than Council will be able to in the future. For that reason it could be argued that it would not be fair and reasonable to overrate our community now for a high level of renewal funding that may not be required in the future. Other Councils may not have revalued in the 21/22 year, therefore will also not be rating its community for the increased depreciation in the current year or potentially in the 23/24 year.</p>	\$717k	<p>There is a political risk that this may be seen as an acceptance of the 3 waters reform. If the 3 waters reform did not eventuate, reserves for future replacement of assets could be short-funded, which could mean we need to borrow more. The argument for not fully funding depreciation may not be seen as financially prudent (requirement of the LGA), but then a counter-argument could be made for over-funding future renewals. This option would affect the value of any balances of reserves passed over on transition to the new Entity B, but in the scheme of the whole transition, it is likely an immaterial issue.</p> <p>This change would result in an unbalanced budget, and would therefore require a resolution of Council and disclosure in the Annual Plan.</p>
<p>Option 5: Budget for staff vacancies</p> <p>The labour market has become extremely tight over recent years, and filling vacant roles has become increasingly challenging. In the 2020/21 year, Council had a 3.5% vacancy rate. Consistent with the current year's budget, it would seem prudent to apply an assumed vacancy rate across our salary budgets (excluding Business Units). This assumption is modified slightly to recognise that some of the critical work may need to be outsourced if the existing resource cannot accommodate the workload.</p>	\$666k	<p>Budgets would be underfunded if that level of vacancies did not eventuate, or the cost of outsourcing essential work cost more than allowed for.</p>
<p>Option 6: Review timing of the capital and renewal works proposed in the LTP and projects carried forward</p> <p>Our initial budget for capital and renewals of \$48m spend for 23/24 is not achievable given the current demand for resources across the sector. Our level of capital achieved over the last few years is around \$20m. Staff have reviewed the capital budget and have cut back to a new capital/renewal spend of \$28m, still allowing for key projects to progress. This results in interest savings of approximately \$532k. The proposed capital and</p>	\$532k	<p>Interest rates could increase beyond the level forecast. This risk is mitigated to an extent with the use of interest rate swaps. Capital/renewal work could progress or be required sooner than planned.</p>

Options to reduce funding required	Reduction to rate funding	Risks
renewal budgets are attached to this report, showing where adjustments have been made to what was budgeted.		
Option 7: Staff training budget restricted A general rule of thumb for a large organisation is that the annual investment in maintaining, upskilling and developing it's people should be around the 2% mark. On this basis, it was requested that the training budget (that has been heavily restricted to \$145k in the current year) be increased to \$450k. Management have signalled comfort with total budget of \$250k to try to achieve essential training objectives.	\$200k	Staff could miss out on necessary training. Lack of training/development opportunities may affect retention of staff, and the benefits that come to an organisation with well trained and networked employees.
Option 8: Delay funding of uncertain IT subscription costs The initial budget recognised that during 2023/24 we could potentially face additional unavoidable annual costs for an enforced subscription to Office 365. The timing is unknown at that this point. Given the uncertainty, it would be prudent from a ratepayer perspective not to fund this additional cost until the timing is confirmed.	\$155k	Risk of underfunding if subscription is enforced during 2023/24.
Option 9: Assume the level of building consent activity will reduce in 2023/24 Due to the significant volume of development across the district over recent years, some building consent processing work has been outsourced in order to keep up with demand. As the economic climate is changing, we have assumed that demand will likely be able to be managed in-house, reducing the need for external contractors.	\$235k	Building activity may not slow down to the extent expected. This risk is offset slightly as building consent fees would also increase.
Option 10: Additional revenue - Te Aroha Mineral Spas An additional bath is to be installed to meet demand, and inflationary cost increases will be reflected in the current pricing schedule for the facility. This is expected to increase revenue.	\$200k	Increased revenue may not eventuate, and increased pricing could negatively affect patronage, particularly with cost pressures on households.

If all of the options presented above were adopted, the resulting effect would be a draft rate increase of 13.4%. Staff will continue to look for any opportunities to reduce this further, and will also monitor and bring to Council's attention any matters affecting our budget assumptions or operations as they arise between now and when the Annual Plan is adopted in June 2023.

UAGC cap

For the purposes of providing indicative rating impacts in the information campaign to the Community, Council should elect at what level they wish to set the fixed targeted rates and Uniform Annual General Charge (UAGC) as a percentage of total rates. The "UAGC cap" as it is commonly referred to, was reduced for the first time in many years from 27.5% to 25% in the

current year's budget. Council's current policy allows for the cap to be set at anywhere between 30 and 22.5%. The trigger for this recent shift was the 2021 district-wide revaluation that resulted in urban property values increasing significantly, while rural property values had little to no movement. The effect of this shift in valuations was a significant swing in the burden of general rates being charged to the urban properties. By reducing the UAGC cap in this instance, Council were able to lessen the rating impact of those significant shifts, and redistribute the impact across the rating base.

The below table shows the effect of the proposed Annual Plan budgeted rate increase of 13.4% on a range of indicator properties, and how tweaking the 30% cap on targeted rates could also impact these various properties. The 25% column is highlighted as this is where our cap currently sits.

In making a decision on where to land with the UAGC cap, Council needs to keep in mind the drivers of the rate increases this year (being inflation and the change to the waste collection contract) and be clear on how any modification of the distribution of the increased rate may be justified.

What does the proposed 2024 budget (13.4%) do to rates for our indicator properties

Indicator Properties at 2021 Valuation	Draft 1 22/23 total rate increase of 13.4% and applying range of UAGC % to modify impact on various properties				Draft 1 22/23 total rate increase of 13.4% applying range of UAGC % to modify impact on various properties			
	%	%	%	%	\$	\$	\$	\$
	UAGC 30%	UAGC 27.5%	UAGC 25%	UAGC 22.5%	UAGC 30%	UAGC 27.5%	UAGC 25%	UAGC 22.5%
Residential - serviced								
506,800	15.95%	13.74%	11.52%	9.31%	417.63	359.69	301.75	243.82
796,400	14.45%	13.23%	12.02%	10.80%	428.77	392.69	356.61	320.53
1,230,800	12.76%	12.67%	12.58%	12.48%	445.48	442.19	438.89	435.60
Waharoa - serviced								
630,000	15.27%	13.51%	11.75%	9.99%	422.37	373.73	325.09	276.45
Commercial - 2 additional pans								
651,000	11.46%	10.29%	9.12%	7.95%	460.60	413.55	366.50	319.44
1,041,600	10.60%	10.21%	9.82%	9.42%	475.63	458.06	440.49	422.91
Lifestyle - no services								
787,800	13.57%	11.33%	9.08%	6.84%	222.17	185.44	148.71	111.98
1,313,000	10.68%	10.81%	10.94%	11.07%	242.37	245.29	248.19	251.10
Rural - no services								
5,010,000	5.72%	9.92%	14.12%	18.31%	384.59	666.56	948.48	1,230.40
8,016,000	4.84%	9.76%	14.69%	19.61%	500.24	1,009.09	1,517.87	2,026.66

Consultation requirements of the Local Government Act 2002

Section 95 of the Act states that councils must prepare and adopt an annual plan for each financial year. It includes the requirement to consult in a manner that gives effect to the requirements of section 82, the principles of consultation, before adopting an annual plan. In 2014, an amendment to the Act specified that this requirement *does not apply if the annual plan does not include significant or material differences from the content of the long term plan for that financial year.*

To assess the requirement to consult or not, it is recommended to follow the below steps;

1. Identify variances or departures from the financial statements and Funding Impact Statements as set out in the LTP, new spending and/or delays to, or abandonment of projects (these are set out above under Financial Information).
2. Assess the Materiality of the variances
3. Assess the Significance of the variances against Council's Significance and Engagement Policy

Materiality

In *Preparing an annual plan* (Society of Local Government Managers, 2015), SOLGM provides some guidance on how materiality can be assessed;

For the purposes of this part of the Act, a difference is material if:

"it could, in itself, in conjunction with other differences, influence the decisions or assessment of those reading or responding to the consultation document."

It is noted that what is and isn't material will be circumstance specific.

The Assessment of Significance and Materiality as attached to this report concludes that there are NO MATERIAL variations from the LTP.

Significance

The Significance and Engagement Policy is the primary tool to assess whether the variances between the Draft Annual Plan and the corresponding year of the Long Term Plan are deemed to be Significant.

The Assessment of Significance and Materiality as attached to this report concludes that there are NO SIGNIFICANT variations from the LTP.

Mōrearea | Risk

Budgets

The budget is prepared using the best available information. There are many macro-economic factors that can impact on Council's budgets. The budgets that are being considered now will apply from 1 July 2023 which in itself brings long lead-in time risks.

In addition to the risks associated with the rate reduction options presented above, specific risks related to the Draft Budget 2023/24 are summarised below:

- If Council determines not to consult on the draft Annual Plan, there may be some members of the community who usually use the Annual Plan consultation process as an opportunity to seek Council support for projects or issues, who feel they have not been provided an opportunity to do this. There are likely to be other opportunities for the community to have their say in the second half of 2023, and early 2024.
- Project timing and cost - whether projects are able to be completed as scheduled
- There is a risk that the current level of Waka Kotahi funding for the maintenance, renewal and improvement of our Roading network could change in future.
- Water income – Council's metered water is not guaranteed and is mainly contributed by six large industry providers. The loss of one of those industries would have a large impact on Council's total metered water rate take.
- Solid waste income – several matters related to the new kerbside collection contract are still being worked through, which may result in costs or income being different to that currently projected.
- Overall revenue could be less than budgeted.
- Inflation could be higher than expected, particularly affecting contract costs and the valuation and depreciation costs of infrastructural assets.

- Interest rates are moving rapidly and will need to be constantly monitored in the lead-up to the adoption of this budget to ensure assumptions applied are based on the best information possible. There is a residual risk that rates could rise higher than forecast.
- Economic and other factors may result in growth being less than has been estimated.
- The flow-on impact of funding decisions made in this budget on subsequent years.
- There could be legislative changes come through over the next year that have an impact on Council's budgets that have not been accounted for.

The LGA states that consultation is not required if there are no significant or material differences from the content of the long term plan for the relevant financial year. The attached Assessment of Materiality and Significance concludes that there are no such variances, and therefore there is no legal requirement to consult.

The purpose of an Annual Plan Consultation document is to provide a basis for effective public participation in decision-making. Consultation, by definition, is a two way interaction whereby Council seeks feedback on specific matters, and considers that feedback prior to making any decisions relating to those matters. Consulting without intending to act on the feedback would be considered disingenuous and is likely to erode trust in the community.

It should be noted that Council continuously listens and take on board feedback received through multiple channels, even when there is no formal consultation.

There are risks associated with each of the options set out below.

Ngā Whiringa | Options

Annual Plan Budgets

Council has the option to approve the draft budget as presented, or request changes as appropriate.

Council must consider the legal requirements for consultation and how these apply to the Annual Plan 2023/24. The following table provides an overview of each option, the pros and cons, and describes the potential risks associated with each.

Staff recommend Option A – No formal consultation based on the Assessment of Significance and Materiality concludes that there are no significant or material variances from the Long Term Plan. Therefore there is no legal requirement to undertake formal consultation in accordance with s82 of the LGA. It is recommended that Council undertakes an information campaign, and that staff prepares a communications strategy for Council discussion and consideration in February/March 2023.

Option	Pros and Opportunities	Cons and Risks
Option A – Transparent 'inform' campaign/no formal consultation (<i>preferred option</i>)	<p>Most open and transparent approach</p> <p>Builds trust and credibility</p> <p>Communications Strategy will ensure we reach a broad cross section of the community with our information.</p> <p>There will be other opportunities for the public to</p>	<p>Possible perception that the new Council is not open to hearing from/listening to the community. Staff recommend mitigating this risk through a robust communications strategy with a focus on information sharing and transparency.</p>

Option	Pros and Opportunities	Cons and Risks
	have their say in the coming 12-18 months, in particular the LTP.	
Option B – Annual Plan Consultation under s82 (preparation of Consultation Document)	Most risk averse approach (treats the changes as significant/material)	The draft Annual Plan does not include any optional projects/expenditure, making it difficult to create meaningful options for people to give feedback on Risks disengaging the community/reducing trust, by asking for feedback on options that are not likely to change
Option C – No formal consultation, but still open to feedback (no Consultation Document, but opportunities to provide feedback)	Open and transparent approach Provides opportunities for Councillors to connect with community and hear/understand people's stories and challenges	Resource intensive for both Councillors and staff Drivers of cost increases are complex, so not likely to generate significant discussion or useful feedback Risks disengaging the community/reducing trust, by asking for feedback on options that are not likely to change

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The legal and policy considerations, including considerations of the Local Government Act 2002 and Council's Significance and Engagement Policy have been described under Discussion.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

A communications strategy will be prepared and reported back to Council in February/March 2023.

The Annual Plan 2023/24 must be adopted no later than 30 June 2023.

Ngā take ā-lhinga | Consent issues

There are no consent issues.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

The Annual Plan contributes to all Community Outcomes.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The budget for the Annual Plan preparation and associated communications is \$10,000. This is funded from the Strategies and Plans Activity budget.

Ngā Tāpiritanga | Attachments

A  Assessment of Materiality and Significance - Draft Annual Plan 2023/24



B  Capital budgets 2 December 2022 - PDF copy



C  Renewal budgets 2 December 2022 - PDF copy



Ngā waitohu | Signatories

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Draft Annual Plan 2023/24 – draft Budgets, 2 December 2022

Assessment of materiality and significance

Executive Summary

Following the workshops with Council on the 16 and 23 November, and the direction provided, staff have revised the assessment of materiality and significance of the Draft Annual Plan as it stands 30 November 2022.

This paper summarises the legal requirements regarding consultation, describes what has changed from the Long Term Plan (LTP) to provide the context upon which the assessment is based, and provide the assessment and analysis of significance and materiality. The legal requirements for consultation, as previously described in memo to Council 18 November, are included in the appendix for members' reference.

Based on this assessment, the Draft Annual Plan 2023/24 (2 December 2022) **DOES NOT INCLUDE MATERIAL OR SIGNIFICANT DIFFERENCES** when compared to what was forecast in the LTP.

Staff recommendation is that **ANNUAL PLAN CONSULTATION IS NOT REQUIRED**. It is recommended that an Information campaign is undertaken, and that a communications strategy be developed on this basis.

Furthermore, staff also assessed whether [section 97](#) of the Local Government Act 2002 (LGA), regarding certain decisions that can only be made in an LTP or LTP amendment, applies. The conclusion is that the Draft Annual Plan **DOES NOT** include any such decision, and **AN LTP AMENDMENT IS NOT REQUIRED**.

What has changed? Summary of changes

When looking at what has changed, it is best practice to look at the overall Council Funding Impact Statement, the Financial Strategy and the programme of works, as well as looking at how any changes to the aforementioned affects individual rate payers.

Financial Strategy and Financial Prudency Benchmarks

As part of the Long Term Plan, Council adopted its Financial Strategy which includes limits on rates and debts. The LTP also forecast the calculated rate for the general and targeted rates that we charge for each of the ten years of the Plan.

The following two tables set out the proposed variance from the LTP with regards to the Financial Strategy and the overall financial position of Council, and the proposed calculated rate for the general and targeted rates compared to what was forecast in the LTP.

Table 1 – Variance to Financial Strategy

	LTP Year 3	Draft Annual Plan
Annual Total Rates Increase	11.81%	13.40%
Requirement for Rates Revenue (excluding metered water)	\$46.8m	\$47.5m
Total Debt	\$70.9m	\$50.1m
Debt to Revenue ratio	92%	57%
Capital Spend	\$41.1m	\$28.0m
Operational spend	\$47.9m	\$54.5m
Annual Total Rates Increase	11.81%	13.40%

Table 2 – Comparing proposed unit rate with forecast unit rates for different rating types

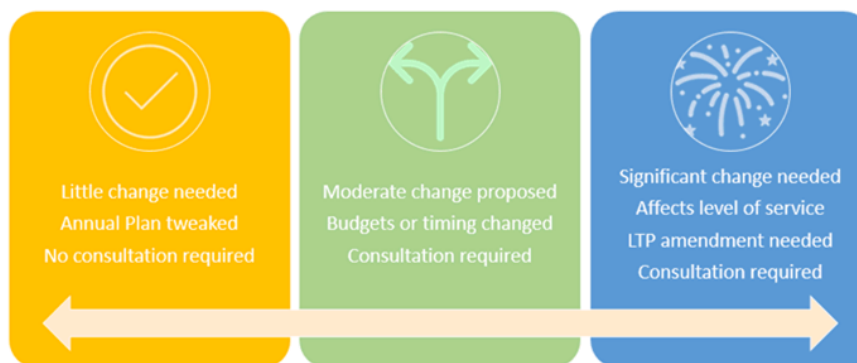
General and targeted rates compared to current year - UAGC 25%					
	Actual 2022/23	LTP Forecast 2023/24	Draft AP Proposed 2023/24	Variance LTP v DAP	Reason for the change in rates to last year?
General Rate	0.00120340	0.00131816 <small>Note: A district revaluation occurred in 2021, so the LTP rate in the \$ has been recalculated applying 2021 CV to make these more comparable, but note no allowance has been made for growth in the rating base</small>	0.00139282	5.66%	Increase to 22/23 is 15.7%. 3.6% is increased depreciation from roading and buildings. 2% is due to contract changes in Refuse Transfer Stations and higher landfill monitoring costs. The balance of the increase is due to other cost pressures including employee costs, and general cost increases including notably insurance, power and interest.
UAGC	689.17	735.34	688.66	-6.35%	Movement to 22/23 is a decrease of just 0.07%. The decrease compared to the LTP is due to the fact the UAGC cap was calculated at 27.5% for the LTP, but a cap of 25% was applied for 2022/23. If the 23/24 LTP budget was recalculated using the same 25% cap on the UAGC, then the UAGC would have been \$639.28 compared to our 23/24 proposed UAGC of \$688.66.
UAGC %	25%	27.5%	25%	2.5%	Council resolution 2021 to adjust UAGC in response to revaluations.
Water	459.16	403.82	498.32	23.4%	Increase to 22/23 is 8.53%. Increasing interest costs have the most significant impact on

					the water targeted rate as this activity has more debt than other activities.
Wastewater	612.76	702.46	631.47	-10.11%	Increase to 22/23 is 3.05%. The wastewater targeted rate is not proposed to move significantly from the current year.
Kerbside Collection	123.91	328.24	264.12	-19.54%	Increase to 22/23 is 113%. Impact of the new kerbside collection contract and loss of bag sales, and loss of the CBD rating base to spread the costs over. The expected rate impact however is more favourable than budgeted in the LTP, with lower overall costs, deferred capital work, and increased funding from fees and charges due to higher Govt levies being passed on.
Stormwater	123.75	127.12	131.94	3.79%	Increase to 22/23 is 6.61%. Increased interest costs from capital work planned for 23/24

Legal requirements overview

The diagram below summarises the legal decision making framework around the Annual Plan. If there is no significant or material change to the Annual Plan, no formal consultation is required.

Choices for Annual Plan



Annual Plan Consultation?

[Section 95](#) of the Local Government Act 2002 says **that if the proposed Annual Plan does not include significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates then Council does not need to consult.** To determine if there are significant or material differences, an assessment against Councils Significance and Engagement Policy has been completed.

How to determine Significance and Materiality

Significance

The [Significance and Engagement Policy](#) provide guidance on how to determine significance, and the appropriate levels of engagement in proportion to the level of significance. In general, the more significant an issue is determined to be, the greater the need for community engagement. The Policy sets out the matters which must be taken into account when assessing the degree of significance;

- there is a legal requirement to engage with the community
- the level of financial consequences of the proposal or decision
- whether the proposal or decision will affect a large portion of the community
- the likely impact on present and future interests of the community
- recognising Māori culture values and their relationship to land and water through whakapapa
- whether the proposal affects the level of service of a Significant Activity
- whether community interest is high
- whether the likely consequences are controversial
- whether community views are already known, including the community's preferences about the form of engagement
- the form of engagement used in the past for similar proposals and decisions

Our Significance and Engagement Policy (attached) does not include any dollar figures or % numbers, rather it provides guidance on how to assess significance. An assessment by staff is included below. It should be noted that the assessment is based on the DIFFERENCES and VARIANCES rather than on the budget itself. I.e. the assessment is whether or not a total rates increase of 12.58% compared to 11.81% is significant, not whether 12.58% is significant in itself.

Significance and Engagement Policy

Using the criteria set out in Councils Significance and Engagement Policy, it is staff assessment that the **Draft Annual Plan does not include any significant variances from the LTP for the 2023/24 financial year.**

Criteria	How it applies to our Annual Plan
1. Cost of decisions	Proposed total rates increase is higher than forecast. However the requirement for rates (total rates revenue required) is less than what was forecast. On balance, staff assess there to be LOW SIGNIFICANCE for this criteria.
2. Reversibility	Cannot be undone in the current year, however the LTP is only one year away, so a review of LOS and affordability can be undertaken next year, including community consultation on the matter. The matter is deemed of MEDIUM SIGNIFICANCE for this criteria
3. community interest	There is always strong public interest in rates increases, however as the proposed increase is not

Criteria	How it applies to our Annual Plan
	<p>significantly different to what was forecast, there may be limited community interest.</p> <p>Therefore, it can be deemed of MEDIUM SIGNIFICANCE</p>
4. the degree of impact on affected individuals and groups	<p>The impact on individual ratepayers will differ and how any rates increase affects individual ratepayers will also differ. For those renting, they may not necessarily be impacted in the coming year with rental increases often lagging behind (due to fixed rental rates).</p> <p>On balance, therefore, it can be argued that there is MEDIUM SIGNIFICANCE</p>
5. the degree to which the decision or proposal promotes community outcomes or other priorities of council (and you might then identify what those are)	<p>The LTP set out a programme of works and levels of service that were designed to promote community outcomes and meet the Council priorities.</p> <p>The consultation showed support for the programme and the community outcomes being sought - the proposal, the Draft Annual Plan, follows through on that promise of service and works to progress meeting the outcomes</p> <p>NOT SIGNIFICANT</p>
6. the degree to which a decision or action is consequential to, or promotes, a decision or action that has already been taken by council	<p>The Draft Annual Plan Budget is consequential to previous Council decisions including the LTP and Council's financial policies.</p> <p>Increased depreciation cost – direct result in council's policy to fully depreciate our assets. Draft AP is proposing not to fully depreciate 3W assets.</p> <p>Increased salary cost – (existing / new staff) direct result of our HR strategy (or other document/policy), for example in the solid waste area to assist with rollout of the new collection contract.</p> <p>Increased costs to deliver rubbish and recycling – direct result of LTP decision and central government cost drivers such as waste levy</p> <p>NOT SIGNIFICANT</p>
7. the impact on levels of service	<p>Council has not proposed changes to Level of Services so it is deemed NOT SIGNIFICANT</p>

Criteria	How it applies to our Annual Plan
8. the impact on rates or debt	<p>The Draft Annual Plan Budget does not propose any significant changes to Councils Total Debt or Debt to Revenue ratios.</p> <p>The Draft Annual Plan Budget includes a total rates increase of 13.67% compared to LTP 11.81%. The total requirement for rates revenue is less than what was forecast, and the unit rates on the dollar for each rating type is less than what was forecast in the LTP for all but Water and Stormwater Targeted Rates.</p> <p>On balance, therefore, it can be argued that there is MEDIUM SIGNIFICANCE</p>
9. does the decision involve a strategic asset	<p>No, the decision does not involve a strategic asset.</p> <p>NOT SIGNIFICANT</p>
10. Community views are known	<p>The community have expressed their views as part of the LTP in 2021, which included consulting on the limit on rates increases.</p> <p>What is not known is whether, in the current "Cost of Living Crisis," people are still prepared to pay so much for the current Levels of Service (LOS), or are they willing to drop LOS in order to keep costs down. A Levels of Service review, including better understanding willingness to pay, will be completed as part of the LTP next year.</p> <p>NOT SIGNIFICANT</p>

On balance, staff consider that **variances between the Long Term Plan and the Draft Annual Plan as of 2 December 2022 are NOT SIGNIFICANT** (scored NOT SIGNIFICANT on five of ten criteria, with the remaining five scoring medium).

Materiality

In *Preparing an annual plan* (Society of Local Government Managers, 2015), SOLGM provides some guidance on how materiality can be assessed;

For the purposes of this part of the Act, a difference is material if:

"it could, in itself, in conjunction with other differences, influence the decisions or assessment of those reading or responding to the consultation document."

It is noted that what is and isn't material will be circumstance specific. SOLGM provides following which can be useful tests to have in mind:

- Does the difference involve a change to the financial strategy or funding impact statement – if the answer is yes then proceed with extreme caution before deciding not to consult
- Might the difference(s) alter a reasonable person's conclusions about the affordability of the plan – if the answer is yes the change should be regarded as material
- Might the difference(s) alter a reasonable person's conclusions about the levels of service contained in the plan – if the answer is yes the change should be regarded as material
- Might the difference(s) lead to a reasonable person deciding (or not deciding) to make a submission on any consultation document (for example, has some policy shift been signalled) – if the answer is yes the change should be regarded as material.

SOLGM Materiality

Using the tests recommended by SOLGM and previously described, it is staff assessment that the **Draft Annual Plan does not include any material variances from the LTP for the 2023/24 financial year.**

Assessment	Staff/officer comment
Does the difference involve a change to the financial strategy or funding impact statement?	No changes are proposed to the Financial Strategy. Only minor changes are proposed to Council's overall Funding Impact Statement.
might the difference(s) alter a reasonable person's conclusions about the affordability of the plan?	No – the Draft Annual Plan proposes a total rates increase that is 0.7% higher than what was signalled in the LTP. The majority of ratepayers will see a rates increase of less than the 11.81% signalled in the LTP.
might the difference(s) alter a reasonable person's conclusions about the levels of service contained in the plan?	No – the Draft Annual Plan does not propose any changes to the LOS, and it is expected that customers will continue to receive the same LOS at similar cost to what was forecast in the LTP
might the difference(s) lead to a reasonable person deciding (or not deciding) to make a submission on any consultation document	No – the change from the LTP is largely driven by higher than forecast inflation and interest rates which has been widely reported in nationwide news media. Council is absorbing most of the increased costs associated with higher interest, and taking some additional risks around funding of depreciation and revaluation of assets to minimise the impact on ratepayers, while still operating within our Accounting Policies.

Analysis and assessment of Materiality and Significance

For the purposes of this assessment, the advice from OAG (previously described) should be noted; *"Regarding the fact of changes in inflation being outside of a council's control, we don't see that the Local Government Act (LGA) requires a different approach for consideration of a variation that is beyond the council's control (i.e. inflation) vs an intentional change by the council."* In other words, the reasons for the variances, increases and/or decreases are not a consideration in assessing the significance and materiality of such variations.

Impact on rates

While the total rates increase is higher than forecast, the total amount of rates required for 2023/24 is just \$880,000 or 1.88% more than what was forecast in the LTP (\$46.8m v \$47.6m). In addition, the Wastewater and Kerbside collection targeted rates are less than what was forecast in the LTP.

The total rates increase proposed in the Draft Annual Plan Budget will impact the individual rate payers differently. Overall, the impact on the key indicator properties are set out below

At the current UAGC rate of 25% (referenced against the 30% fixed charges cap on total rates), the impact on commercial, lifestyle and lower value residential rating units will be less than the 11.81% LTP figure. Rural properties, with no service connections, would see rates increases of between 14.1% and 14.7% depending on their property values, largely due to the increase to Roding depreciation which is funded from General Rates based on property values.

Indicator Properties at 2021 Valuation	Draft 1 23/24 total rate increase of 13.4% and applying range of UAGC % to modify impact on various properties			
	UAGC 30%	UAGC 27.5%	UAGC 25%	UAGC 22.5%
Residential - serviced				
506,800	15.95%	13.74%	11.52%	9.31%
796,400	14.45%	13.23%	12.02%	10.80%
1,230,800	12.76%	12.67%	12.58%	12.48%
Waharoa - serviced				
630,000	15.27%	13.51%	11.75%	9.99%
Commercial - 2 additional pans				
651,000	11.46%	10.29%	9.12%	7.95%
1,041,600	10.60%	10.21%	9.82%	9.42%
Lifestyle - no services				
787,800	13.57%	11.33%	9.08%	6.84%
1,313,000	10.68%	10.81%	10.94%	11.07%
Rural - no services				
5,010,000	5.72%	9.92%	14.12%	18.31%
8,016,000	4.84%	9.76%	14.69%	19.61%

Probably more importantly in our review of significant changes to what was set out in the LTP, is the comparison of what these indicator properties would have paid in rates under the rates calculation for 23/24 per the LTP, compared to what these properties would pay in the proposed 23/24 budget. Note that for the purpose of this exercise, the general rate component for the LTP budget figures is recalculated based on the 2021 capital values. The UAGC for the 2023/24 proposed budget is calculated at 25%, compared to the LTP budget at 27.5%.

Indicator Properties at 2021 Valuation	Comparison of the proposed 23/24 rates per indicator property to the same indicator properties applying the 23/24 rates set out in the LTP			
	LTP 23/24	Proposed budget 23/24	Difference \$	Difference %
Residential - serviced				
506,800	2,965	2,920	-45	-1.51%

796,400	3,347	3,324	-23	-0.69%
1,230,800	3,919	3,929	10	0.24%
Waharoa - serviced				
630,000	3,127	3,092	-35	-1.13%
Commercial - 2 additional pans				
651,000	4,560	4,384	-176	-3.86%
1,041,600	5,075	4,928	-147	-2.89%
Lifestyle - no services				
787,800	1,774	1,785	12	0.68%
1,313,000	2,466	2,517	51	2.08%
Rural - no services				
5,010,000	7,339	7,667	327	4.46%
8,016,000	11,302	11,854	552	4.88%

In most cases, the proposed 23/24 budget does not result in a significant change in total rates bill from that set out in the LTP for 2023/24. A significant impact on this result is that growth in the rating base to date and forecast out to 30 June 2023 is higher than anticipated at the time of the development of the LTP. The rural properties are more affected by the change in the UAGC cap from 27.5% in the LTP to 25% in the proposed budget.

Based on the minor changes to the individual calculated rates for the indicator properties, it is considered that **the Impact on Rates when comparing the Draft Annual Plan 2023/24 with the LTP is NOT MATERIAL OR SIGNIFICANT.**

Capital Works Programme

Our Capital Works Programme as set out in the LTP is progressing. Some projects had to be brought forward and have already been completed or started, due to growth happening faster than expected (such as Lockerbie development in Morrinsville, and the need for new Wastewater Treatment Plant in Matamata) or opportunities to fast track project due to co-funding being available from external sources. Bringing some project forward means that other projects have to be deferred, resulting in a variance from the LTP. Other projects are currently in the feasibility and planning phase, and the timing of the capital works is being deferred as the project is not ready to put the spade in the ground (e.g. Te Aroha Spa Development).

While the OAG notes that a re-prioritisation of works programme *may* require consultation, it is staff assessment that there is **NO SIGNIFICANT OR MATERIAL VARIANCE to the capital works programme.** All projects included in the LTP are still progressing, albeit at a different pace and timing.

Legal Advice

In 2021 legal advice was sought to determine whether a total rates increase over and above what was set as the limit in the Financial Strategy in the LTP would trigger the legal requirement to either consult on the Annual Plan or require an LTP amendment. Two legal opinions were received, which are summarised below;

Brookfields

The first legal opinion (Brookfield's) considers that a rates increase above the 11.81% could raise issues as to whether the rate is set "in accordance" with the relevant provisions of the LTP. In order to ensure that the rate set complies with s.23 of the Local Government Rating Act (LGRA), it is considered that the LTP may need to be amended to allow for a greater increase than 11.81%, if this is proposed by Council.

The reason the LTP "may" need to be amended is because section 23(3) of the LGRA does provide limited circumstances in which a rate may be set that is not in accordance with the LTP. This is where Council considers there is an urgent and unforeseen need for revenue to be provided by the rates increase.

Legal advice has indicated that an inability to meet costs provided for in the LTP as a result of unanticipated higher rates of inflation than accounted for, could potentially be an unforeseen circumstance, particularly if Council can establish that it is unable to meet the predicted deficit via another funding source.

Simpson Grierson

The second legal opinion (Simpson Grierson) states that a rates increase that exceeds the limit in the Financial Strategy (FS) does not trigger an LTP amendment. In relation to the statutory purpose of the limits, and the expectation that they may be exceeded, the rate limits in the Financial Strategy (FS) are not "relevant provisions in the local authority's long term plan" that the annual rates must be set in accordance with, under section 23(2) of the LGRA. This means that the LTP does not have to be amended before rates that exceed the limit are set (and can be disclosed as section 80 LGA inconsistent decision).

The Simpson Grierson legal advice says that consideration should be given to the extent of change/increase of any individual rates (as well as other changes being made in the annual plan compared to the LTP). Will there be a significant or material departure from the LTP so the council is going to have to consult on the annual plan under section 95(2) LGA?

Office of the Auditor General (OAG)

Furthermore, in 2022, in light of the higher than forecast inflation figures OAG issued a sector wide advice with regards to the preparation of the Annual Plan 2023/24;

Regarding the fact of changes in inflation being outside of a council's control, we don't see that the Local Government Act (LGA) requires a different approach for consideration of a variation that is beyond the council's control (i.e. inflation) vs an intentional change by the council.

It follows that councils will need to step through the relevant considerations under the LGA. How requirements to consult will apply, either on the Annual Plan (AP), or through a trigger of a Long Term Plan (LTP) Amendment, will depend on the circumstances of each council and considerations of significance and materiality in any differences between the LTP and AP as you identify, in order to determine the need to consult. For instance, an increase in the inflation assumption may have:

- *no impact at all - the Council may be able to absorb it, with no significant impact on forecast projections in the LTP*
- *some impact in that it causes Council to defer or reprioritise projects, or review aspects of its operations to achieve efficiencies/cost savings. Depending on the circumstances this may be a variation which the Council should consult on through the Annual Plan process*
- *a significant impact resulting in a change in the level of service from that consulted on for the 2021-31 LTP. This would trigger an LTP amendment requiring a special consultative procedure under section 97.*

Summary of Assessment

LTP Amendment – Not required

Under certain circumstances an LTP amendment is required as per Section 97 of the LGA. An LTP amendment requires independent auditing by Audit NZ and also following the specific requirements for an LTP Consultation Document and use of the SCP for the consultation on the Amendment. Staff have assessed if any of these triggers apply the Draft Budget and AP discussions as of 23 November.

Decisions that can only be made as part of the LTP	Current assessment of Draft Annual Plan 9/11
A decision to alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the local authority, including a decision to commence or cease any such activity:	<p>NOT TRIGGERED</p> <p>The Draft Annual Plan does not Currently incl any proposal to <i>alter significantly the intended level of service provision</i>.</p> <p>If Council wishes to investigate a reduction in certain LOS, the significance of any reduction would be assessed against the Significance and Engagement Policy. There may be certain aspects of operations and/or maintenance where a drop in frequency, scope or opening hours could be adjusted slightly without triggering the LTP amendment, but this is likely to only amount to minor cost savings.</p>
A decision to transfer the ownership or control of a strategic asset to or from the local authority.	<p>NOT TRIGGERED</p> <p>The Draft Annual Plan does not include any proposals to do this.</p> <p>Our Strategic Assets are listed within the Significance and Engagement Policy and includes EPHs, all our pools, events centres, offices, and infrastructure assets. The provide guidance on how to determine significance,</p>

Levels of Service

The Draft Annual Plan does not propose any changes to levels of service or the activities and services we deliver. **There is NO SIGNIFICANT OR MATERIAL VARIANCE to the levels of service.**

Local Government Act decision making

All Council decisions, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	<p>Council has options to consider to reduce the proposed rate increase:</p> <ul style="list-style-type: none"> - Reducing the level of capital expenditure - Reducing operating expenditure - Reducing Level of service (may trigger LTP Amendment)

	<ul style="list-style-type: none"> - Not fully funding depreciation (requires consideration of financial prudence) - Not operating a balanced budget (requires specific resolution of Council)
Section 78 – requires consideration of the views of Interested/affected people	Council needs to consider the view of interested and affected people. This does not in itself require consultation but Council needs to be satisfied that it has considered community views and preferences. The indicator properties provided shows how the impact on the different rate payers will differ.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered below.
Section 80 – Identification of inconsistent decisions from any Council plan or policy	<p>If a Council decision is “significantly inconsistent” with, or is anticipated to have consequences that will be significantly inconsistent with, any adopted policy or plan of Council it must clearly identify -</p> <ul style="list-style-type: none"> - the inconsistency; and - the reasons for the inconsistency; and - any intention of the Council to amend the policy or plan to accommodate the decision. This could be addressed through Annual Plan consultation (if Council opts to consult) or by review of the LTP in 2024. <p>An annual plan/rates setting decision that means the rates limit in the LTP will be exceeded is a decision that is inconsistent with the LTP. But depending on the rating level decided upon, it may not be ‘significantly inconsistent’.</p>
Section 82 – this sets out principles of consultation.	<p>Council needs to identify what consultation, if any, is to occur.</p> <p>If Annual Plan consultation proceeds (i.e. Council considers there is a significant or material difference from the LTP 2021-31) it will need to adhere to the broader principles of consultation and the specific clauses for the Annual Plan consultation (S82A and S95A) related to the Consultation Document.</p>

Conclusion

The Draft Annual Plan 2023/34 (2 December 2022) **DOES NOT INCLUDE MATERIAL OR SIGNIFICANT DIFFERENCES** when compared to what was forecast in the LTP.

On balance, Staff recommendation is that **ANNUAL PLAN CONSULTATION IS NOT REQUIRED**. It is recommended that an Information campaign is undertaken, and that a communications strategy be developed on this basis.

Appendix

Annual Plan Consultation requirements

[Section 95](#) of the Local Government Act 2002 says that if the proposed Annual Plan does not include significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates then Council does not need to consult.

If Council determines **there are significant or material differences from the content of the LTP then we need to produce a Consultation Document**. The Consultation Document must explain identified differences, if any, between the proposed Annual Plan and what is described in the LTP.

This could include;

- an explanation of any significant or material variations from the financial statements or the funding impact statement;
- a description of significant new spending proposals, the costs associated with those proposals, and how these costs will be met;
- an explanation of any proposal to substantially delay, or not proceed with, a significant project, and the financial and service delivery implications of the proposal;

If we do consult we must consult in a manner that gives effect to the requirements of section 82 which are the principles of consultation. **The special consultative procedure (section 83) is not required.**

Annual Plan Consultation Document

Under [Section 95A](#) of the LGA the purpose of the consultation document for an Annual Plan is to provide a basis for effective public participation in decision-making processes relating to the activities to be undertaken by the Council in the coming year, and the effects of those activities on costs and funding, as proposed for inclusion in the annual plan, by—

- identifying significant or material differences between the proposed annual plan and the content of the long-term plan for the relevant financial year (i.e. 2023/24); and
- explaining these matters in a way that can be readily understood by interested or affected people; and
- Informing discussions between the Council and its communities about differences between the LTP and Annual Plan.

The consultation document must explain identified differences between the LTP and Annual Plan including (but not limited to)—

- an explanation of any significant or material variations or departures from the financial statements or the funding impact statement; and
- a description of significant new spending proposals, the costs associated with those proposals, and how these costs will be met; and
- an explanation of any proposal to substantially delay, or not proceed with, a significant project, and the financial and service delivery implications of the proposal; and
- Outline the expected consequences of proceeding with significant changes in financial statements or funding impact statement including the implications for the Councils financial strategy.

Unlike a Consultation Document for the Long-Term Plan, **there is no requirement to set out options (principal & other options) for addressing the issues raised in the Annual Plan Consultation Document.**

Council has more flexibility around what it includes in its Annual Plan CD. However, providing some options would be useful to gather community views— considering the other LGA decision-making requirements (s77-79).

Decisions inconsistent with LTP

[Section 80](#) of the Local Government Act 2002 also requires that if a decision of Council is significantly inconsistent with, or is anticipated to have consequences that will be significantly inconsistent with, any policy adopted by Council or any plan required by this Act or any other enactment, Council must, when making the decision, clearly identify—

- the inconsistency; and
- the reasons for the inconsistency; and
- any intention to amend the policy or plan to accommodate the decision.

Legal opinion - Rates increases

Council has previously sought legal advice with respect to Annual Plan consultation in relation to rates increases, that differ from those included in the LTP. We have received two conflicting legal opinions – from Brookfield’s and Simpson Grierson.

Brookfield’s advice

The first one is discussed below.

[Section 23\(2\)](#) of the Local Government (Rating) Act 2002 (LGRA), provides:

- (2) Rates set by a local authority must—
- (a) relate to a financial year or part of a financial year; and
 - (b) be set in accordance with the relevant provisions of the local authority’s long-term ...plan and funding impact statement for that financial year.

The Long Term Plan states very clearly in section 2 (Financial Strategy):

“Annual rate increases will not be more than 6%, except for years 1 and 3. Rates will average at 6.03% per year over this ten-year plan.”

This is also reflected in the Funding Impact Statement.

Legal advice considers that a rates increase above the 11.81% could raise issues as to whether the rate is set “in accordance” with the relevant provisions of the LTP. In order to ensure that the rate set complies with s.23 of the LGRA, **it is considered that the LTP may need to be amended to allow for a greater increase than 11.8%**, if this is proposed by Council.

The reason the LTP “may” need to be amended is because section 23(3) of the LGRA does provide limited circumstances in which a rate may be set that is not in accordance with the LTP:

- (3) A local authority may set a rate that is not provided for in its long-term ... plan and funding impact statement only if—
 - (a) the local authority is satisfied that the rate is required to meet an unforeseen and urgent need for revenue that cannot reasonably be met by any other means, having regard to the manner in which it has, in its long-term ... plan and funding impact statement allocated the costs of the activities or groups of activities to which the need for revenue relates; and
 - (b) the local authority has given at least 14 days' public notice of its intention to set the rate.
- (4) Notice under subsection [\(3\)\(b\)](#) must include—
 - (a) the information in relation to the rate that would otherwise have been required to be included in the local authority's funding impact statement; and
 - (b) a statement of the nature of the unforeseen and urgent need for revenue and the reasons why that need cannot reasonably be met by any other means, having regard to the manner in which the local authority has, in its long-term ... plan, allocated the costs of the activities or groups of activities to which the need for revenue relates.

As provided for in section 23(3), Council would need to consider whether the need for revenue to be provided by the rates increase is **both** urgent and unforeseen.

Legal advice has indicated that an inability to meet costs provided for in the LTP as a result of unanticipated higher rates of inflation than accounted for, could potentially be an unforeseen circumstance, particularly if Council can establish that it is unable to meet the predicted deficit via another funding source. If depreciation of assets has resulted in an unforeseen need for revenue, clear rationale as to why the depreciation and the inflation has led to an unforeseen need for additional revenue would need to be explained.

As to urgency, as Council is still some way out from setting its rates for the 2023/24 year. There is enough time to amend the LTP if Council lands on a rate increase beyond 11.8%. Given this, section 23(3) probably would not apply as **we could amend the LTP in time to provide for an additional rates increase, if required.**

Simpson Grierson

Sector advice (via Taituara)

A rates increase that exceeds the limit in the Financial Strategy (FS) does not trigger an LTP amendment. In relation to the statutory purpose of the limits, and the expectation that they may be exceeded, the rate limits in the Financial Strategy (FS) are not “relevant provisions in the local authority’s long term plan” that the annual rates must be set in accordance with, under section 23(2) of the LGRA.

This means that the LTP does not have to be amended **before** rates that exceed the limit are set (but a future amendment of the LTP may be referenced in meeting section 80 LGA compliance, if the circumstances warrant it).

- An annual plan/rates setting decision that means the rates limit in the FS will be exceeded is a decision that is inconsistent with the FS. That decision can potentially be addressed by making the decision under section 80 of the LGA02, but it will depend on the extent of the inconsistency. (Section 80 requires a council when making a significantly inconsistent decision to clearly identify the inconsistency and the reasons for it, and any intention of the Council to amend the policy or plan to accommodate the decision.)
- If the increase is only marginally higher than the rates limit and there is a ‘one-off’ reason for the increase (such as responding to a natural disaster or other unanticipated event), then that may well be something that could be decided on, without even applying section 80. It may not amount to a “significantly inconsistent decision”, and can simply be disclosed in the Annual Plan as required by the FPR.
- However, substantially exceeding the limit and with compounding “breaches” in subsequent years would tend to indicate a situation a councils should address by making a section 80 decision. Of course, it may in fact be practicable to address the issue by way of an LTP amendment, which would remove the need for section 80 compliance.
- If a council is considering making a decision under section 80, then that, in itself, is a decision that is subject to the general decision-making requirements in Part 6 of the LGA02, including a requirement to take into account community views (section 78). An obvious and appropriate way to address the consultation issue will be to include the matter (the proposed non-compliance, the reasons for it and the consequences) explicitly in the annual plan consultation document.
- Something to also consider is the extent of change/increase of any individual rates (as well as other changes being made in the annual plan compared to the LTP). Will there be a significant or material departure from the LTP so the council is going to have to consult on the annual plan under section 95(2) LGA?
- The advice concludes that **“A rates increase that exceeds the limit in the FS does not trigger an LTP amendment”**.

It is noted as each council is in a slightly different position, the advice is necessarily general. It should not be taken as legal advice in relation to any particular council and its annual plan decisions.

Capital budget									
Activity	Sub Activity	Project Title	Accumulate d Actual Spend to 30/06/22	Accumulate d C/f to June 2022	Current 2022-23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24 Budget	Comments
COMMUNITY FACILITIES									
		Carried forward funds		39,230					
Carparks & Street Furniture		Bulk Fund		114,000	630,750	30,000	30,000	114,000	
Carparks & Street Furniture		Howie Park entrance, carparking and loop track upgrade - Phase II (\$100K in AP2020-		150,000		0	0		
Carparks & Street Furniture		Waharoa Rest Area - Carpark Upgrade		200,000			0		
Carparks & Street Furniture		TA Streetscape Redevelopment		50,000			0		
Carparks & Street Furniture		MV Streetscape Redevelopment		426,000			0		
Carparks & Street Furniture	38870	Te Miro Forest - Additional Carparking (LTP		11,914			0		
Carparks & Street Furniture	38869	Rapurapu Reserve Redevelopment (LTP		33,469			0		
Carparks & Street Furniture	47899	Matamata Streetscape Implementation. Carried forward to 20/21 to	392,295	374,055				374,055	
Carparks & Street			392,295	1,398,669	630,750	30,000	30,000	488,055	
Cemetery	48085	Cemeteries Capital 2020/21 - Te Aroha Cemetery Expansion (LTP funded)	447,867	-216,398			0		
Cemetery	56296	Cemetery Capital Works 2021/22 - Te Aroha Cemetery additional ashes	13,085	-13,085			0		
Cemetery		Additonal Ashes Walls			45,000	60,000	60,000		
Cemetery Total			460,952	-229,483	45,000	60,000	60,000	0	
Housing / depot		Carried forward funds		-36,518					
Housing / depot		Waihou Depot Improvements: Women's toilet upgrade, roof cover, office accommodation, oven, emergency power (recommended by IT), line marking, lining of works shed ceiling & walls, doors on retic sheds... utilise a portion of the money set		65,000					
Housing / depot	47117	General Property Bulk Funds 2019/20 - Swap Park walkway to construct a 2m wide shared path of Swap Park linking to Rata		166					
Housing / depot	39591	MV office/Library and Te Aroha Office upgrade 2018/19 - E team (Corporate Offices) Future proof corporate property	11,146	415,591	250,000				
Housing / EPH		Elderly Persons Housing Strategy			600,000				
		HOP Property Depot Capital 2021/22 - To construct new Building	26,814	-26,814					
Housing / depot Total			37,961	417,425	850,000	0	0	0	
Library	52918	Corporate Library capital works 2019/20 - Future Proofing Libraries.	63,172	36,828					
Library Total			63,172	36,828	0	0	0	0	
Parks and Tracks		Carried forward funds		99,644					
Parks and Tracks	44367	Signage for Parks and Facilities	1,964	20,536					
Parks and Tracks	44368	Waharoa playground (Funded from		75,000					
Parks and Tracks	44289	Morrinsville River Walk Extension 2019/20	614,850	-339,850					
		Playground capital works		-493,389					

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Parks and Tracks	30069	Land acquisitions for linkage parks as per Open Spaces Strategy - Morrinsville River	156,745	138,256				138,256	
Parks and Tracks		Waharoa - Land acquisition		50,000					
Parks and Tracks	33853	Matamata Inner Walkway Project (Pahe I	550	449,450					
Parks and Tracks	29372	CF Bulk Fund - Track Renewals District-Wide		15,000		75,000	75,000		
Parks and Tracks	38871	Banks Road Reserve Development (LTP	9,357	150,000					
Parks and Tracks	38860	Howie Park Redevelopment (LTP project)	32,120	142,454					
Parks and Tracks	53238	Bulk Funds Capital 2020/21 - Council approved 25.11.2020 (CM2367462) to purchase and install new drinking fountain	1,379	621					
Parks and Tracks	53234	Bulk Funds Capital 2020/21 - Council approved 25.11.2020 (CM2367462) to purchase and instal new bike rack at	1,420	1,080					
Parks and Tracks	53235	Bulk Funds Capital 2020/21 - Council approved 25.11.2020 (CM2367462) to purchase and install new bike rack at Te	1,420	0					
Parks and Tracks	56734	Capital Works Bulk Fund 2021/22 - Matamata linkage park reserves for an additional dog exercise area approved by	75,059	-37,416					
Parks and Tracks	56735	Capital Works Bulk Fund 2021/22 - Matamata linkage park reserves for an additional dog exercise area approved by	18,798	18,702					
Parks and Tracks		MV Playgrounds			0	300,000			
Parks and Tracks		MV Rec. Ground Development			256,250				
Parks and Tracks		MM Playgrounds			102,500	200,000	200,000		
Parks and Tracks		Playground Improvements			20,500	20,000			
Parks and Tracks		Playground Improvements			76,875				
Parks and Tracks		Lower Tui Park Development				200,000			
Parks and Tracks		TA Domain Development				500,000			
Parks & Tracks Total			913,662	290,088	456,125	1,295,000	275,000	138,256	
Pools & Spas	44372	Filtration systems		60,000					
Pools & Spas	38580	Pools & Spas Capital Funds 2018/19 - To upgrade changing rooms and toilets at	113,919	16,081					
Pools & Spas		Toddler Pools Lack Shade or Covers		6,101	4,000	15,000	15,000		
Pools & Spas		Development of Spas - Physical works			7,000,000	8,381,000			
Pools & Spas		TA Pool Improvements				500,000			
Pools & Spas		Provision of more amenities for our pools (i.e. Splash pads)				210,000			
Pools & Spas Total			113,919	82,182	7,004,000	9,106,000	15,000	0	
Public Toilet	44362	Public Toilets - Baby Change Tables	0	40,000	10,250				
Public Toilet	44363	New Thomas park Toilet	161,214	78,786	123,000				
Public Toilet	46575	Waharoa Rest Area (Bruce Clothier Memorial Park) New Toilets Council Contributions \$200000 Tourism		38,348					
Public Toilet		Improve baby change facilities and access to public toilets where applicable				10,000	10,000		

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Public Toilet		Toilet Upgrades (various)			102,500	100,000	100,000		
Public Toilets Total			161,214	157,134	235,750	110,000	110,000	0	
Recreation & Heritage		Infrastructure for motor caravans		95,000					
Recreation & Heritage	37452	Headon Stadium Upgrade: Management of Design & Construction	307,545						
Recreation & Heritage	44369	Headon Stadium Upgrade	2,271,769	-568,643					
Recreation & Heritage		Indoor Sports Facility for Matamata		2,000,000		2,000,000			
Recreation & Heritage		MM Civic Centre Stage				200,000			
Recreation & Heritage			2,579,314	1,526,357	0	2,200,000	0	0	
Community Facilities Total			4,722,490	3,679,200	9,221,625	12,801,000	490,000	626,311	
Roading	35341	Te Aroha to Matamata Cycleway 2016 to	382,459	137,041				26,572	
Roading		TA to MM off-shoots Minor upgrade	273,094	100,000				100,000	
Roading	47909	TAMM - Main Alignment landscaping	34,639	-100,777					
Roading	50387	TAMM - New Signage installation	33,858	-7,462					
Roading	47883	TAMM - Rest Areas	0	-2,100					
Roading	52166	MV streetscape - Canada Street Parking	1,758	0					
Roading	52417	Roading Morrinsville Streetscape 2020/21 - Canada Street Morrinsville		0					
Roading		Station to Peria Road Link Matamata -		60,000	61,200	60,000	60,000	60,000	
Roading		MV - Hangawera to Snell Street additional		100,000				100,000	
Roading		Footpaths (New)		55,000	56,100	55,000	55,000		
Roading	56309	New footpath for Avenue Road North	101,545	-101,545					
Roading	58403	Roading New Footpath - 2022/2023 - New Footpath for Short Street	480	-480					
Roading		Kerb & Channel (New)		31,362	56,100	55,000	55,000	31,362	
Roading	37339	Supply and Install Kerb and Channel along Snell Street (South) and	22,696						
Roading	55877	Gilchrist Street Safety Improvements - New Kerb and Channel 2021/22	942						
Roading		NZTA Funded - Low Risk Low Cost Projects		811,000	612,315	750,000	750,000	811,000	
Roading	50564	Roading Capitals Works 2020/21 - Improvements to Paeroa-Tahuna	19,770						
Roading	50567	Roading Capitals Works 2020/21 - Supply and install corridor	75,388	-72,376				-72,376	
Roading	50566	Roading Capitals Works 2020/21 - Supply	120						
Roading	52588	Roading Capital Works 2020/21 - Hinuera Road corridor improvements	65,454	-64,000				-64,000	
Roading	53342	Construction of Footpath, eastern side of Avenue Rd North, from	4,320	-2,310					
Roading	53341	Construction of meandering Footpath, South of Burwood Rd between	1,620						
Roading	56395	Roading Corridor Improvements 2021/2022 - ATP installation on both	145,141	-145,141				-145,141	
Roading	56959	RIAWS Settlement Road and Kereone Road Intersection - Road to Zero -	30,753	-30,753				-30,753	

Activity	Sub Activity	Project Title	Accumulate d Actual Spend to 30/06/22	Accumulate d C/f to June 2022	Current 2022-23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24 Budget	Comments
Roading	56978	Threshold Signage Installation Programme - Kuranui Road, 20m west of	12,239	-12,239				-12,239	
Roading	56979	Threshold Signage Installation Programme - Kuranui Road, 20m west of	2,909	-2,909				-2,909	
Roading	56977	Threshold Signage Installation Programme - Tower Road 1070m east of	2,648	-2,648				-2,648	
Roading	58718	Rehabilitation of Hetana Street (RAMM 20-190) 2021-22 - Installation	78,307	-78,307				-78,307	
Roading	57506	Installing RIAWS at Paeroa-Tahuna Road and Tauti Road Intersection	20,999	-20,999				-20,999	
Roading		Street Lighting		110,000	112,200	110,000	110,000	110,000	
Roading	35668	Capital Street Lighting Works	4,285	-4,285					
Roading	57557	Installation of new lighting - Pitt Street	843	-843					
Roading	57556	Installation of 2 new lights at intersection -	29,594	-29,594					
Roading		Seal Widening		160,000	163,200	160,000	160,000	121,277	
Roading	35801	Supply and install pavement marking on Buckland Road (RAMM 0 -5000)	36,009	0					
Roading	56702	112 Station Road - Aporo Drive contribution to widening and strengthening of pavement	61,871	-61,871					
Roading	57612	Improvement Work associated with Package 2 - Roding Pavement Rehabs 2021-2022 - Paeroa-Tahuna Road Morrinsville	39,651	-39,651					
Roading	47080	TAMM Chip Seal Cycle Way Project 2019/20	130	-130					
Roading	57615	Improvement Work associated with Package 2 - Roding Pavement Rehabs	34,225	-34,225					
Roading	56485	Roding Works Seal Widening 2021/2022 - Rehabilitation of Peria Road - (RAMM2854-	33,893	-33,893					
Roading	56486	Roding Works Seal Widening 2021/2022 - Rehabilitation of Te Poi Road - (RAMM290-	36,730	-4,830					
Roading		Tower Road Parking Bays			306,000				
Roading		Station Road 1 Upgrade			744,600				
Roading		Haig Road Upgrade			341,700				
Roading		MM Pedestrian Connectivity			255,000				
Roading		Hinuera to Station Road Link [Eldonwood South - Collector Road Widening]			102,000	100,000	100,000		
Roading		Tower Road Intersection			5,000	5,000	5,000		
Roding Total			1,588,370	711,034	2,810,415	1,295,000	1,295,000	930,839	
Storm Water		construct new soakholes or other stormwater assets to improve the capacity		165,678					
Storm Water	44334	Eldonwood South -Development		100,000	0				
Storm Water	52853	Toyota Morrinsville Stormwater Retention		45,053					
Storm Water	40641	Lipsey Street/ Lawrence Street Intersection SW Investigation 2018/19		46,921	51,250				
Storm Water		Tower Road Development			400,000				
Storm Water		Minor Stormwater Upgrades Annually		100,000	205,000	100,000	100,000		
Storm Water		Matipo Street SW Pond			200,000	200,000	200,000		

Activity	Sub Activity	Project Title	Accumulate d Actual Spend to 30/06/22	Accumulate d C/f to June 2022	Current 2022-23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24 Budget	Comments
Storm Water	56131	Cobham Drive SW upgrade 2021/2022		-20,772					
Storm Water	56705	Morrinsville CBD - Quick - win Stormwater Solutions 2021/2022		-93,978			200,000		
Storm Water Total			0	342,902	656,250	300,000	500,000	0	
Waste Management	11515	Matamata Transfer Station Upgrade							
Waste Management	11517	Waihou Transfer Station Upgrade		538,215					
Waste Management	47593	Upgrade of Morrinsville Transfer Station 2019/20 - Replaces W45931		284,251					
Waste Management	47590	Upgrade of Matamata Transfer Station 2019/20 - Replaces WO 45930		120,491		4,000,000			
Waste Management		Refuse Bins			530,000				
Waste Management		TA Transfer Station				500,000	500,000		
Waste Management Total			0	942,957	530,000	4,500,000	500,000	0	
Waste Water		Carried forward funds		280,326					
Waste Water	40386	Wastewater Retic Upgrades associated with Renewals 2018/19 & 2019/20&2020/21		236,054	51,250				
Waste Water		Investigate/Upgrade Communication		200,000					
Waste Water		Network resilience improvements (Wastewater) -Purchase and deployment of generators and replacement of SCADA		484,412	0				
Waste Water		Matamata WWTP Upgrade funding - funding from carry forwards		443,203		9,000,000	5,000,000		\$9m was brought forward from 2026-27 LTP Budget
Waste Water	44329	Matamata Wastewater Treatment Plant - Inlet Works Upgrade 2019/20 - \$350000 Capital and \$90000 from Renewals		0					
Waste Water		Burwood Rd Bulk sewer		1,293,583	2,130,000				
Waste Water	47775	North Morrinsville Trunk Sewer Main (carry forward to 2020/21)		3,229,730	1,814,250				
Waste Water	53531	Allen Street PS Overflow flowmeter install and screen investigation.		246,487	0				
Waste Water	38283	Tahuna WWTP Flow Meters							
Waste Water	29904	Telemetry and Scada Upgrades		88,791					
Waste Water		New Pumpstation Flow meter		150,000					
Waste Water	56424	Waihou Waste Water Treatment Plant	80,797	2,069,203	1,537,500	200,000	746,320	2,069,203	
Waste Water	56482	Te Aroha WWTP inlet Screening and grit system 2021/2022	49,637				500,126		
Waste Water		Waste Water Pipe size increase associated with new subdivisions				19,500			
Waste Water		Waste Water Pipe size increase associated with new subdivisions				18,500			
Waste Water		Waste Water Pipe size increase associated with new subdivisions				12,000			
Waste Water		Lockerbie Stage 2 Gravity Sewer					100,000		
Waste Water		Lockerbie Stage 3-Howie Park SPS					500,000		
Waste Water Total			130,434	8,721,789	5,533,000	9,250,000	6,846,446	2,069,203	
Water		Carried forward funds		49,803					

Activity	Sub Activity	Project Title	Accumulate d Actual Spend to 30/06/22	Accumulate d C/f to June 2022	Current 2022-23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24 Budget	Comments
Water	40377	Upgrades associated with renewals	133,817	105,983	41,000				
Water	40379	Upgrades associated with subdivisions	11,990	249,009	76,875				
Water	44291	Implement Water Loss Strategy		50,000	51,250	50,000	50,000		
Water		Reticulation Monitoring			153,750	250,000	250,000		
Water		HSNO Upgrades		200,000	205,000	200,000	200,000		
Water		Waharoa Airfield bore supply develop and construct Treatment Plan		50,000		150,000			
Water		Eldonwood South - WM upgrade. 200 ring main?		360,000	369,000				
Water	50380	Wisely Park Water Take Consent 2020/2021	4,785	45,215					
Water	40505	Morrinsville WTP Instrumentation, Pumps, Valves, and Activators,	1,290,173	-886,898					
Water		upgrade associated with Bolton Road		250,000	256,250				
Water	50381	Lockerbie Water Intake Consent 2020/2021			205,000				
Water	58729	MV Lockerbie Water Treatment Plant - Preliminary 2021/2022	65,257	-65,257					
Water		MV Wisely Water Treatment Plant				1,500,000			
Water		MV Lockerbie Bore Pump and Water		500,000	4,305,000	2,500,000	4,000,000		MV Wisley not going ahead, funds moved to Lockerbie
Water	15794	Te aroha Backwash Treatment Recovery	599,484	-99,082					
Water	45917	Fonterra Water Meter Telemetry Installation 2019/2020 - Funded from 44291	3,959	9,117					
Water		Lime Dosing Tank Duplication - Te Aroha			102,500				
Water		Lime Dosing Tank Duplication - Tills Road			102,500				
Water		Tower Road – upgrade 200mm WM			179,375				
Water		MM Pipe Size Increases Associated with new Subdivisions				29,250	29,250		
Water		MV Pipe Size Increases Associated with new Subdivisions				27,750	27,750		
Water		TA Pipe Size Increases Associated with new Subdivisions				18,000	18,000		
Water		Powdered Activated Carbon				100,000	100,000		
Water		Raw Water Monitoring (NZDWS and Consent Compliance) (S:CAN's ??)				100,000	100,000		
Water		Pipe Size Increases Associated with				40,000	40,000		
Water		Gross Pollution Monitoring (Conductivity				150,000	150,000		
Water		TA Rolleston Street Generator				100,000	100,000		
Water		Taharoa Rd Industrial Ringmain				400,000	400,000		
Water Total			2,109,465	768,087	6,047,500	5,615,000	5,465,000	0	
Utility Total			2,239,899	10,775,735	12,766,750	19,665,000	13,311,446	2,069,203	

Total Capital	8,550,759	15,165,969	24,798,790	33,761,000	15,096,446	3,626,353
Total Renewal	6,451,026	12,126,513	16,144,019	14,209,363	8,024,209	1,249,246
Grand Total Capital and Renewal	15,001,785	27,292,481	40,942,809	47,970,363	23,120,655	4,875,599

24,849,708 The value of projects removed from the 2023-24 budget
27,996,254 The value of projects estimated to be acheived in 2023-24 year

Notes:

Actual spend to 30/06/22 includes actuals from previous years if the project is spread over multiple financial years
Grand Total Capital and Revenue (Row 192) only includes proposed projects and on-going projects. Completed projects have no been included in the figures. Total Capital & Renewal spend for 2021-22 was \$20m

Renewal budget								
Activity	Sub Activity	Accumulated Actual Spend to 30/06/22	Accumulated C/f to June 2022	Current 2022-23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24	Comments
Waste Management	Waste Mgmt Building		10,931					
39332	PS upgrade for the closed		45,000					
Waste Management Total		0	55,931	0	0	0	0	
Storm Water	Retic							
	Stormwater Plant			138,886	135,499	290,000		
	Stormwater Retic			769	769			
Storm water Renewal Total		0	0	139,655	136,268	290,000	0	
Waste Water								
	Carried forward funds		-337,229					
	Retic Renewal		1,494,972	2,113,873	1,644,972			Negative carry forward in below cells is subtracted from postive carry forward in Plant and Retic Renewal budgets (D12 and D13)
	Plant Renewal		2,046,315	1,686,096	2,062,315			
	Building Renewal		50,521					
51811	Acetic Acid Tank renewal for Tahuna Wastewater	50,382	-5,382					
45427	Wastewater Treatment Plant Renewals 2019/20	567,040	2,960					
54099	Wastewater Reticulation renewals program	476,657	903,343	171,410				
50301	Wastewater Reconsenting Project 2020/2021	638,825	-188,825					
53675	Morrinsville Wastewater Treatment Plant Septage	7,035	8,965					
54000	Morrinsville WWTP - Discharge pump VSD	44,245	5,755					
56408	Electrical renewals Matamata WWTP	15,387	-15,387					
56130	Manuka Street WWPS Cabinet renewal	17,763	-17,763					
56898	Te Aroha WWTP SINAP membrane replacement	0	-267,424					
54437	Wastewater Pump station telemetry cabinet	0	-26,238					
56707	College Street PS Te Aroha Access way 2021/2022	0	-12,085					
56276	UV Lamp Replacement Morrinsville WWTP 2021/2022	69,319	-69,319					
58520	Morrinsville WWTP Contingency Pond - Return	9,949	-9,949					
57937	Morrinsville Sewer Relining Catchment 3	51,357	-51,357					
57938	Morrinsville Sewer Relining Catchment 4	3,720	-3,720					

Activity	Sub Activity	Accumulated Actual Spend to 30/06/22	Accumulated C/f to June 2022	Current 2022-23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24	Comments
57939	Morrinsville Sewer Relining Catchment 6G	7,165	-7,165					
58379	Cobham Drive Morrinsville Wastewater upgrade	0	0					
58202	Tahuna WWTP chemical dosing system 2021/2022	30,531	-30,531					
58003	Tahuna WWTP Electrical	21,684	-21,684					
Waste Water Renewal Total		2,011,060	3,448,772	3,971,379	3,707,287	0	0	
Water Renewal								
	Carried forward funds		-94,566					
	Building Renewal		9,868					Negative carry forward in below cells is subtracted from positive carry forward in Plant and Retic Renewal budgets (D37 and D38)
	Water Plant Renewals		663,792	822,731	802,664	802,664		
	Water Retic Renewals		1,901,427	1,946,497	1,899,021			
40495	Hinuera WTP Instrumentation, Pumps,	307,509	-142,358					
47774	Resource Consent Renewal for Hinuera 2020/21	41,324	8,676					
52030	Hinuera Bore Pump	1,650	13,350					
53516	Hinuera Water Treatment Plant caustic soda tank	37,208	12,792					
40491	Matamata WTP Instrumentation, Pumps,	419,080	-78,352					
40497	Tawari Street WTP Instrumentation, Pumps,	80,170	35,322					
44613	Rawhiti to Ratcliffe Matamata Waterline	22	4,978					
50345	Waterline Renewals 2020/2021 Broadway	50,536	219,464					
50346	Waterline Renewals 2020/2021 Portsmouth	763	24,238					
50347	Waterline Renewals 2020/2021 Sheffield Street	1,378	58,622					
50348	Waterline Renewals 2020/2021 Sheffield Street	854	34,146					
50349	Waterline Renewals 2020/2021 Tower Road - 1	2,426	107,574					
50350	Waterline Renewals 2020/2021 - Tower Road -	3,705	167,295					
50351	Waterline Renewals 2020/2021 - Waharoa East	75,478	9,522					
50352	Waterline Renewals 2020/2021 - Western	1,902	83,098					
54532	Post lime pump failure. Tills Road Water	11,970	3,030					

Activity	Sub Activity	Accumulated Actual Spend to 30/06/22	Accumulated C/f to June 2022	Current 2022- 23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24	Comments
54419	Replacement of caustic soda system Tawari WTP	35,543	64,457					
40489	Morrinsville WTP Instrumentation, Pumps, Valves and Activators,	734,279	-306,220					
58811	Morrinsville Water Treatment Compliance	185,203	-7,211					
56302	Network Water Meter Avenue Road	17,664	-17,664					
50331	Morrinsville Waterline Renewals Stage 2 - Lincoln	16,732	23,239					
50335	Morrinsville Waterline Renewals Stage 2		37,966					
50337	Morrinsville Waterline Renewals Stage 2 -		45,708					
40490	Te Aroha WTP Instrumentation, Pumps, Valves and Activators,	554,946	-4,500					
47343	Waterline Renewals 2020 - 2021 Honi Street Te Aroha	1,945	85,080					
47344	Waterline Renewals 2020 - 2021 Lipsey Street Te	1,845	80,406					
47345	Waterline Renewals 2020 - 2021 Lawrence Avenue Te	2,008	88,026					
47347	Waterline Renewals 2020 - 2021 Rewi Street Te Aroha	6,498	297,735					
47348	Waterline Renewals 2020 - 2021 Tui Street Te Aroha	4,460	127,771					
47349	Waterline Renewals 2020 - 2021 Carlton Street Te	2,388	105,795					
47351	Waterline Renewals 2020 - 2021 Stanley Avenue Te	1,815	79,017					
54570	Network Water Meter renewals Te Aroha	5,327	17,204					
56410	PACL Tank renewal - Te Aroha WTP 2021/2022	9,659	-9,659					
40494	Tahuna WTP Instrumentation, Pumps,	865,044	-434,506					
40493	Te Poi WTP Instrumentation, Pumps,	338,948	-41,078					
54002	Te Poi Raw Water	3,275	16,725					
Water Renewal Total		3,823,554	3,290,211	2,769,228	2,701,685	802,664	0	
UTILITIES TOTAL		5,834,614	6,794,913	6,880,262	6,545,240	1,092,664	0	
Roading	Footpaths (Renewals)		35,967	194,500	89,000	199,460	146,427	
Roading	Drainage Renewals		-24,338	144,589	257,000	271,223		
Roading	Minor Improvements		-53,862				-53,862	
Roading	Pavement Rehab		192,910	3,117,641	2,388,000	3,080,518	749,681	

Activity	Sub Activity	Accumulated Actual Spend to 30/06/22	Accumulated C/f to June 2022	Current 2022- 23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24	Comments
Roading	Sealed Road Resurfacing		-185,179	1,975,872	2,500,000	2,026,256		
Roading	Structures Component		-50,497	82,328	62,000	65,431		
Roading	Lighting Renewals / traffic		18,910	308,730	300,000	316,603		
Roading	Unsealed Road Metalling		-37,595	51,455	50,000	52,767		
ROADING TOTAL		0	-103,684	5,875,115	5,646,000	6,012,258	842,246	
Housing and Property Management								
	Carried forward funds		-18,557					
	Corporate Properties		1,000,000	250,000		0	300,000	
	Housing & Property Management - Council		152,366	186,963	108,417	108,000		
	Housing & Property		5,789	563				
	Housing & Property			27,806	24,032	24,032		
	Upgrade Pipe shed at		50,000					
	EPH	271,608	16,314	500,000	12,753	12,753		
46242	Mangawhero - General	4,574	2,792					
52642	HOP EPH Renewals 2020/21 - To install	43,010	1,261					
	Staff housing		55,764	30,000	13,300	13,300		
51931	Staff Housing Aerodrome Waharoa Renewals		459					
	General Property							
	Left over budget from		35,280					
	Housing & Property Management - Leased		73,502	79,246	14,646	14,645		
	Housing & Property Management - Non Leased		15,000	41,019	9,074	9,074		
	Miscellaneous		10,564					
	Bulk Funds - CFB		30,000					
54077	HOP General Property Renewal Works 2020/21 - MM Refuse Transfer		5,000					
Housing and Property Management Renewal Total		319,192	1,435,534	1,115,597	182,222	181,804	300,000	
PARKS AND TRACKS								
44378	Tracks and structure (26,290	105,298					
	Tracks & Track Structures (Condition Assessments)		40,000	41,000	40,000	40,000		
	Paths on Reserves		30,000	30,750	30,000	30,000	30,000	
44379	Playgrounds - renewal		90,000	46,125	45,000	45,000		
44380	Tracks & Structure		105,000	15,375	15,000	15,000		
	TA Domain Footpath		50,000					
	Playground Improvements		20,000				20,000	
39232	Renew portion of Tui- Domain track affected by		4,594					
41713	Parks & Tracks Renewals 2019/20 - To remove and replace playground		40,000					

Activity	Sub Activity	Accumulated Actual Spend to 30/06/22	Accumulated C/f to June 2022	Current 2022-23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24	Comments
41714	Remove & Replace playground equipment at		20,000					
58599	Parks & Tracks Renewal Works 2021/22 - Upgrade	50,951	449,049					
Parks and Tracks Renewal Total		77,241	953,941	133,250	130,000	130,000	50,000	
Cemeteries Renewal Total			13,154	522	5,754	0	0	
CAR PARKS AND STREET FURNITURE								
44381	Carpark & SF - Internal		17,000	35,875	35,000	35,000	17,000	
	Streetscape Renewals		40,000	41,000	40,000	40,000	40,000	
53016	Carpark & Street Furniture Renewals 2020/21 - Phase 2 & 3 Te Aroha Boat Ramp	53,426	128,574					
54415	Walkway between Matipo St and Earl Road	16,909	1,091					
55708	Te Aroha Office Carparking	22,801	71,499					
Car Parks and Street Furniture Renewal Total		93,136	258,164	76,875	75,000	75,000	57,000	
POOLS AND SPAS								
	Bath House 2		148,000					
	Pools & Spas			118,089	42,150	42,150		
	Development of Spas -		2,000,000					
	Toddler Pools Lack Shade							
53240	Pools & Spa Plant Renewals 2020/21 - Geothermal Water Take to	456	52,393					
53239	Pools & Spa Plant Renewals 2020/21 - Geothermal Water Take to renew the soon to expire	3,172	48,148					
53507	Pools & Spas Plant Renewals 2020/21 - Te		9,820					
47008	Pools & Spas Renewals 2019/20 - MM swimzone	23,465	697					
55996	Pools & Spas Renewal Works 2021/22 - Mov	19,899	10,101					
56650	Pools & Spas Plant Renewal 2021/22 - Te Aroha Swim-zone to	0	2,600					
57559	Pools & Spas Renewals 2021/22 - TAMS to	0	7,000					
	Replace doors at Swim Zone Te Aroha entrance			85,000				
	Replace SZTA outdoor spa. Works to be scoped.			200,000				
54365	HOP Renewal Works 2020/21 - A hot water	1,359	-1,359					
Pools and Spas Renewal Total		48,351	2,277,399	403,089	42,150	42,150	0	
RECREATION AND HERITAGE								

Activity	Sub Activity	Accumulated Actual Spend to 30/06/22	Accumulated C/f to June 2022	Current 2022-23 Budget	2023-24 LTP Budget	Adjusted 2023-24 Budget	2021-22 C/F used in 2023-24	Comments
	Recreation Facilities & Heritage Buildings -		2,498	0	3,896	3,896		
	Recreation Facilities & Heritage Buildings - Event		116,813	61,862	112,245	112,245		
	Recreation Facilities & Heritage Buildings -		11,818	52,484	22,791	22,791		
	Recreation Facilities & Heritage Buildings -		22,480	8,884	9,075	9,075		
54095	Rec & Heritage Capital Works 2020/21 - Relocate Motorhome dump station from Railside Green to	65,980	57,047					
58393	Rec & Heritage Renewal 2021/22 - Te Aroha I-site	7,459	-7,459					
Recreation and Heritage Renewal Total		73,439	203,197	123,230	148,007	148,007	0	
PUBILC TOILET								
	PUBILC TOILET - Buiding		40,016	0	15,976	15,976		
44249	Public Toilets Renewals 2018/19 - Toilet renewals/replacement -		174,129	174,129				
58537	Public Toilets Renewal 2021/22 - Lawrence Ave	5,052	-5,052					
Public Toilet Renewal Total		5,052	209,093	174,129	15,976	15,976	0	
LIBRARY								
	Building renewal		84,801	29,450	1,514	1,514		
Library Renewal Total		0	84,801	29,450	1,514	1,514	0	
Community Facility Total		616,412	5,435,283	2,056,142	600,623	594,451	407,000	
OTHERS								
	IT			417,500	388,500	388,500		
	Fleet & Plant			700,000	800,000	800,000		
	Library books			155,000	169,000	169,000		
	Office Equipment			60,000	60,000	60,000		
Others Total		-	-	1,332,500	1,417,500	1,417,500	-	
Renewal Total		6,451,026	12,126,513	16,144,019	14,209,363	9,116,873	1,249,246	

Notes:

Actual spend to 30/06/22 includes actuals from previous years if the project is spread over multiple financial years

8 Ngā Pūrongo Whakamārama | Information Reports

8.3 Schedule of Meetings 2023

CM No.: 2661982

Rāpopotonga Matua | Executive Summary

Annually, Council is required to confirm its dates for meetings as part of the committee structure confirmed at the first ordinary meeting (9 November 2022) of the triennium period 2022-2025. This report outlines the established committees and their identified dates for Council to confirm along with Council's own meeting dates. The full proposed Meeting Planner for 2023 is attached (Attachment A).

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council confirms the proposed meeting frequency and schedule for 2023 as per the meeting planner.

Horopaki | Background

At the first ordinary meeting (9 November 2022) of the 2022-2025 triennium, Council confirmed its meeting structure. As a result the frequency of Council and Committee meetings is proposed as:

Council

- Meet monthly, every fourth Wednesday with extra meetings for hearings and adoption of documents as required.

Risk and Assurance Committee

- Meet quarterly on Tuesday, based on Council meeting dates.

Te Manawhenua Forum Mo Matamata-Piako

- Meet every two months, on the first Tuesday of the relevant month.

Waharoa (Matamata) Aerodrome Committee

- Meet two or three times a year, on the third or fourth Thursday of a month.

Workshops

- All are indicative dates – first and second Wednesday of the month are scheduled and the third Wednesday if needed in addition. Workshops will be confirmed closer to each identified date.

Using the above frequency as a guide, the meeting dates for 2023 are proposed as:

Name of Committee	Frequency	Dates
Council	4 th Wednesday of every month.	<p>8 February <i>*required outside of frequency for Annual Plan.</i></p> <p>8 March <i>*required outside of frequency for Annual Plan.</i></p> <p>22 March</p> <p>26 April</p> <p>3 May (<i>Hearing TBC</i>)</p> <p>10 May (<i>Hearing TBC</i>)</p> <p>24 May</p> <p>28 June</p> <p>26 July</p> <p>23 August</p> <p>27 September</p> <p>25 October</p> <p>22 November</p> <p>13 December <i>*final meeting of 2023</i></p>
Risk and Assurance Committee	Tuesday, quarterly per annum.	<p>7 March</p> <p>13 June</p> <p>12 September</p> <p>5 December <i>*following Te Manawhenua Forum mo Matamata-Piako</i></p>
Te Manawhenua Forum mo Matamata-Piako	1 st Tuesday, bi-monthly per annum.	<p>14 February</p> <p>4 April</p> <p>6 June</p> <p>1 August</p> <p>3 October</p> <p>5 December <i>*prior to Risk and Assurance Committee</i></p>
Waharoa (Matamata) Aerodrome Committee	3 rd or 4 th Thursday, 2-3 per annum.	<p>23 March</p> <p>21 September</p>

The committees identified have considered a similar report to their respective meetings (*with the exception of the Waharoa (Matamata) Aerodrome Committee, who have been notified separately as they have no further meetings for 2022*).

Ngā Tāpiritanga | Attachments

[A↓.](#) Meeting Planner 2023 - For confirmation



Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Governance Support Officer	
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Approved by	Sandra Harris Placemaking and Governance Team Leader	
	Erin Bates Strategic Partnerships and Governance Manager	

Item 8.3

Attachment A

MPDC Meeting Planner 2023

	January	February	March	April	May	June	July	August	September	October	November	December	
SUN	1 New Years Day									1			SUN
MON	2 Day after New Year's				1					2			MON
TUES	3 New Year's Day (observed)				2			1 TMF		3 TMF			TUES
WED	4	1 Workshop	1 Workshop		3 Hearing/Workshop TBC			2 Workshop		4 Workshop	1 Workshop		WED
THURS	5	2	2		4	1		3		5	2		THURS
FRI	6	3	3		5	2		4	1	6	3	1	FRI
SAT	7	4	4	1	6	3	1	5	2	7	4	2	SAT
SUN	8	5	5	2	7	4	2	6	3	8	5	3	SUN
MON	9	6 Waitangi Day	6	3	8	5 King's Birthday	3	7	4	9	6	4	MON
TUES	10	7	7 RAC	4 TMF	9	6 TMF	4	8	5	10	7	5 TMF RAC	TUES
WED	11	8 *Council	8 *Council	5 Workshop	10 Hearing/Workshop TBC	7 Workshop	5 Workshop	9 Workshop	6 Workshop	11 Workshop	8 Workshop	6	WED
THURS	12	9	9	6	11	8	6	10	7	12	9	7	THURS
FRI	13	10	10	7 Good Friday	12	9	7	11	8	13	10	8	FRI
SAT	14	11	11	8	13	10	8	12	9	14	11	9	SAT
SUN	15	12	12	9	14	11	9	13	10	15	12	10	SUN
MON	16	13	13	10 Easter Monday	15	12	10	14	11	16	13	11	MON
TUES	17	14 TMF	14	11	16	13 RAC	11	15	12 RAC	17	14	12	TUES
WED	18	15 Workshop	15 Workshop	12 Workshop	17 *Workshop TBC	14 Workshop	12 Workshop	16 *Workshop TBC	13 Workshop	18 *Workshop TBC	15 *Workshop TBC	13 Council	WED
THURS	19	16	16	13	18	15	13	17	14	19 *CEPC	16	14	THURS
FRI	20	17	17	14	19	16	14 Matariki	18	15	20	17	15	FRI
SAT	21	18	18	15	20	17	15	19	16	21	18	16	SAT
SUN	22	19	19	16	21	18	16	20	17	22	19	17	SUN
MON	23	20	20	17	22	19	17	21	18	23 Labour Day	20	18	MON
TUES	24	21	21	18	23	20	18	22	19	24	21	19	TUES
WED	25	22 *CEPC *Workshop TBC	22 Council	19 *Workshop TBC	24 Council	21 CEPC *Workshop TBC	19 *Workshop TBC	23 Council	20 *Workshop TBC	25 Council	22 Council	20	WED
THURS	26	23	23 WMAC	20	25	22	20	24	21 WMAC	26	23	21	THURS
FRI	27	24	24	21	26	23	21	25	22	27	24	22	FRI
SAT	28	25	25	22	27	24	22	26	23	28	25	23	SAT
SUN	29	26	26	23	28	25	23	27	24	29	26	24	SUN
MON	30 Auckland Anniversary Day	27	27	24	29	26	24	28	25	30	27	25 Christmas Day	MON
TUES	31	28	28	25 ANZAC	30	27	25	29	26	31	28	26 Boxing Day	TUES
WED			29 *Workshop TBC	26 Council	31	28	26 Council	30 Council	27 Council		29	27	WED
THURS			30	27		29	27	31	28		30	28	THURS
FRI			31	28		30	28		29			29	FRI
SAT				29			29		30			30	SAT
SUN				30			30					31	SUN
MON							31						MON
	January	February	March	April	May	June	July	August	September	October	November	December	
Key	Public Holidays	Workshop Frequency: 1st and 2nd Wednesday per month *3rd Wednesday is TBC	Council Frequency: 4th Wednesday of every month *no required for Annual Plan	CEPC Chief Executive Performance Committee Frequency: Annual *informal as required	TMF Te Manawhenua Forum Frequency: bi-monthly per annum	RAC Risk and Assurance Committee Frequency: Quarterly per annum	WMAC Waharoa (Matamata) Aerodrome Committee Frequency: 2-3 meetings per annum						

8 Ngā Pūrongo Whakamārama | Information Reports

8.4 Council Issues Over Christmas Period

CM No.: 2656518

Rāpopotonga Matua | Executive Summary

Council to discuss and determine the process required regarding urgent decisions that may need to be made during the holiday period.

Tūtohunga | Recommendation

That:

1. Any urgent issues arising during the 22/23 summer holiday period be emailed to all Councillors with delegation to the Mayor and Chief Executive to act on receipt of support from a majority of Councillors.

Horopaki | Background

It is suggested that the Mayor and Chief Executive email all Councillors and act accordingly based on responses received, provided a majority are in agreement with the decision. Councillors will then give formal approval to the decision at the following meeting if required.

Councillors should note that this does not affect current delegations to staff.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Governance Support Officer	
Approved by	Sandra Harris Placemaking and Governance Team Leader	
	Erin Bates Strategic Partnerships and Governance Manager	

9 Exclusion of the Public: Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Appointment - Risk and Assurance Chairperson

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>.</p>	<p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>