

Kaunihera | Council

Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 25 October 2023 at 9.00am.

Ngā Mema | Membership

Manuhuia | 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

Ngā whakapāha | Apologies

Kaimahi i reira | Staff Present

Name	Title	Item No.
Don McLeod	Chief Executive Officer	
Stephanie Hutchins	Governance Support Officer	
Kuljeet Kaur	Governance Support Officer	
Anne Gummer	Policy Advisor	7.2
Larnia Rushbrooke	Finance & Business Services Manager	7.2
Manaia Te Wiata	Group Manager Business Support	7.2
Erin Bates	Strategic Partnerships and Governance Manager	7.2
Niall Baker	Policy Team Leader	7.2
Mark Naudé	Parks and Facilities Planning Team Leader	7.3
Barry Reid	Roading Asset Engineer	7.4
Laura Hopkins	Policy Advisor	7.7, 7.8,
Dennis Bellamy	Group Manager Community Development	7.9, 8.1
Steve Carney	Animal Control Manager	7.9
Kumeshni Burr	Graduate RMA Policy Planner	8.2

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Jan Shoemark		6	9.02am	9.04am
Jaydene Kana	Chairperson of Risk and Assurance Committee	7.1	9.06am	9.11am
Rene van Zyl	Audit Director, Audit New Zealand	7.2	9.11am	9.23am
Claudia Brink	Audit Manager, Audit New Zealand	7.2	9.11am	9.23am
Mark Bang	Team Leader – Partnerships, Waikato CDEM Group - Group Emergency Management Office	8.1	11.14am	11.26am
Alex Rogers	Chief Executive Officer, Hauraki Gulf Forum	8.2	11.26am	12.11pm

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Adrienne Wilcock welcomed elected members, staff and public present and declared the meeting open at 9.00am.

**2 Ngā whakapāha/Tono whakawātea | Apologies/Leave of Absence
WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That the apology for lateness from Cr Dayne Horne be accepted. He joined the meeting at 9.01am.

Resolution number CO/2023/00001

**Moved by: Cr C Ansell
Seconded by: Cr K Tappin**

KUA MANA | CARRIED

3 Pānui i Ngā Take Ohore 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

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the minutes of the meeting of the ordinary meeting of Matamata-Piako District Council held on Wednesday, 27 September 2023, be confirmed as a true and correct record of the meeting.

Resolution number CO/2023/00002

Moved by: Cr S-J Bourne

Seconded by: Cr C Ansell

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

Name	Position/Organisation	Topic
Jan Shoemark		<ul style="list-style-type: none"> Raising Forums more than once
<p><u>Summary</u></p> <p>Jan Shoemark in attendance to raise the issue of limitations in requesting to speak in a public forum on the same topic that they have already raised in the past. Jan requested that Council review the rules (Standing Orders) to add a timeframe (eg a year) to allow speakers to come back to council in a public forum to speak on the same topic.</p>		

Mayor Adrienne Wilcock acknowledged the recent passing of former mayor Hugh Vercoe and requested a minutes silence.

7 Pūrongo me whakatau | Decision Reports

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7 Pūrongo me whakatau | Decision Reports

7.1 Risk and Assurance Committee Report of 24 October 2023

CM No.: 2782697

Te Kaupapa | Purpose

The purpose of this report is to provide Council with an update from the Risk and Assurance Committee following its 24 October 2023 meeting.

Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana, in attendance to update Council on the committee business, provide an overview of the minutes and any recommendations from the Risk and Assurance Committee meeting held on 24 October 2023.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2023/00003

Moved by: Cr C Ansell

Seconded by: Cr G Thompson

KUA MANA | CARRIED

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	Sandra Harris Placemaking and Governance Team Leader	
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Item 7.1 considered after Item 7.4

7 Pūrongo me whakatau | Decision Reports

7.2 Adoption of Annual Report 2022/23

CM No.: 2780411

Te Kaupapa | Purpose

The purpose of this report is to present the Annual Report 2022/23 and Annual Report Summary 2022/23 to Council for adoption.

Rāpopotonga Matua | Executive Summary

The Local Government Act 2002 (LGA) requires Council to adopt its Annual Report and Summary by 31 October each year.

Rene Van Zyl and Claudia Brink from Audit New Zealand in attendance to present the audit opinion for the Annual Report.

This report covers the following items, all of which will be circulated separately to this report:

- a. Annual Report and Summary 2022/23
- b. Draft Audit Opinions for the Annual Report and Summary 2022/23
- c. Warrant of Fitness for the Annual Report and Summary 2022/23
- d. Letter of representation for the Annual Report and Summary 2022/23 and staff review of representations made
- e. Misstatement schedule from the Annual Report final audit

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Annual Report and Summary 2022/23 be adopted.
2. The Warrant of Fitness section 13 be completed by Elected Members.
3. Council authorises the Mayor and Chief Executive to sign the Statement of Compliance and Responsibility on behalf of Council.
4. Council authorises the Mayor and Chief Executive to sign the Letter of Representation to the auditor on behalf of Council.
5. The following documents be received:
 - a. Audit Opinions for the Annual Report and Summary 2022/23
 - b. Warrant of Fitness for the Annual Report and Summary 2022/23
 - c. Letter of representation for the Annual Report and Summary 2022/23 and staff review of representations made
 - d. Misstatement schedule from the Annual Report final audit

Resolution number CO/2023/00004

Moved by: Cr J Sainsbury

Seconded by: Cr C Ansell

KUA MANA | CARRIED

Horopaki | Background

Under the Local Government Act 2002 (LGA), Council is required to:

- Complete and adopt its Annual Report, containing audited financial statements, within four months after the end of the financial year ie by 31 October each year.

- Make its Annual Report publicly available within one month of adopting it; and
- Make an audited summary of the Annual Report publicly available within one month of adopting the Annual Report.

The Annual Report and Summary must be audited, and an opinion on the Annual Report and Summary provided to Council and the report's readers.

Ngā Take/Kōrerorero | Issues/Discussion

a. Annual Report and Summary 2022/23

Please refer to documents, circulated separately.

b. Warrant of Fitness for the Annual Report and Summary 2022/23

The WOF has proven to be a useful tool for staff to check that significant matters have been considered in the preparation of the Annual Report. It is intended to provide some assurance to Council in this regard.

The Warrant of Fitness section 13 is to be completed by elected members.

c. Draft Audit Opinions for the Annual Report and Summary 2022/23

Under the Local Government Act 2002 Council is required to obtain an audit of its Annual Report and Summary. Rene Van Zyl and Claudia Brink from Audit New Zealand in attendance to provide details about the Audit and the Audit Opinion.

d. Letter of representation for the Annual Report and Summary 2022/23 and staff review of representations made

The representation letter sets out the Council's responsibilities under the LGA to report on the Council's financial position and activities; and quality of information presented in the Annual Report and Annual Report Summary.

The letter provides assurances to Audit in relation to the following requirements, which to the best of their knowledge, Council are of the opinion have been met:

- General responsibilities relating to the Council's actions
- Responsibilities for the financial statements and the statement of service performance
- Responsibilities to provide information
- Confirmation that Council is a going concern
- Responsibilities for the information presented in the Annual Report Summary
- Publication of information on our website.

To assist the Council in gaining assurance that these requirements have been met, staff have provided responses on what steps have been taken to meet the responsibilities outlined.

e. Misstatement schedule from the Annual Report final audit

The schedule of misstatements sets out the errors noted by Audit and those changes identified by staff in their QA process. Staff will be in attendance to discuss these with Council. Council's auditors will also be able to provide their view on the nature of the misstatements.

Mōrearea | Risk

The risk is that if Council does not adopt the Annual Report and Annual Report Summary, Council will not meet its statutory timeline to adopt its Annual Report by October 31st.

Recommended option

It is recommended that Council adopts the Annual Report 2022/23 and Summary.

Policy Considerations

1. To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

The Annual Report and Summary are set to be adopted by Council on 25th October 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

The Annual Report monitors progress towards all our community outcomes.

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

Budget

The production of the Annual Report and Summary has a budget of \$7,000. Annual Report audit fees have a budget of \$125,000.

Funding Source

The Annual Report cost is provided for within the Strategies and Plans activity budget. The Annual Report and audit are funded from general rates.

Ngā Tāpiritanga | Attachments

- A. Draft Annual Report Summary 2022-23
- [B](#). Draft Annual Report 2022-23 (*Under Separate Cover*)
- C. Annual Report WOF for year ending 30 June 2023

Ngā waitohu | Signatories

Author(s)	Anne Gummer Policy Advisor	
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Approved by	Niall Baker Policy Team Leader	
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	Larnia Rushbrooke Finance and Business Services Manager	
	Erin Bates Strategic Partnerships and Governance Manager	
	Don McLeod Chief Executive Officer	

7 Pūrongo me whakatau | Decision Reports

7.3 Hetana Street Reserve Masterplan/Framework Plan

CM No.: 2772530

Te Kaupapa | Purpose

The purpose of the report is for Council to approve the Hetana Street Framework Plan.

Rāpopotonga Matua | Executive Summary

A masterplan process was initiated in 2020, to guide and coordinate future development of Hetana Street Reserve.

Initially, the scope included the future development of the Reserve as well as the adjacent Hetana Street where road layout options and improvements were being considered. Following initial consultation a draft masterplan was developed but not formally adopted. The process was put on hold, pending the outcome of the Innovating Streets Trial, and subsequent Pride of Place consultations. The outcomes of these processes have since been considered and the landscape plans have been updated accordingly.

It is also proposed to change 'masterplan' to 'framework plan' in the title. This would be consistent with the Morrinsville Recreation Ground Framework Plan (adopted in 2022).

Council is now asked to consider formally adopting the draft plan.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report is received;
2. Council receives the Draft Hetana Street Reserve Framework Plan (as provided with the Agenda) and endorses it.

Resolution number CO/2023/00005

Moved by: Cr S Whiting

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

Horopaki | Background

A masterplan process was initiated in 2020, to guide and coordinate future development of Hetana Street Reserve.

At the time, it was recognised that a number of future projects were planned in the area. Without a clear vision for the future of the reserve, there was a risk of uncoordinated and ad-hoc development which could diminish the open space areas of the reserve, affect its character and heritage value or limit the overall potential for the site.

Initially, the scope included the future development of the Reserve as well as the adjacent Hetana Street where road layout options and improvements were being considered. Following initial consultation, a draft masterplan was developed but not formally adopted. The process was put on hold, pending the outcome of the Innovating Streets Trial and subsequent Pride of Place consultations. The outcomes of these processes have since been considered and the landscape plans have been updated accordingly.

Council is now asked to consider formally receiving and endorsing the draft plan (circulated separate to the Agenda).

Due to the size of the file size of the document, the draft framework plan has been provided separate to the agenda.

Ngā Take/Kōrerorero | Issues/Discussion

The purpose of the framework plan

A framework plan or masterplan outlines a vision to guide the long-term development and use of a site. Such plans can be an effective tool to help plan and manage complex sites that have multiple stakeholders and interest groups. While providing an overall vision for the site and development concepts spatially, a framework plan is adaptable and allows for different needs and uses over time.

While it provides a comprehensive perspective on the development of a site, including aspects like ecological preservation, public use, and long-term sustainability, the Framework Plan does not entail detailed designs or project plans for specific initiatives. The planning stage stops short of fine-grained design specifics. The Framework Plan offers a roadmap for the reserve's development, but does not guarantee funding for the proposed initiatives. It serves as a strategic guide but its implementation relies on the securing of funds and resources.

Advantages

A framework plan:

- Provides a long-term vision to guide future decisions and consistent development of the park
- Considers the site in a larger context (e.g. in terms of the local economy, transport networks etc.)
- Provides opportunities for public engagement to identify needs and preferences of the community
- Informs resource allocation
- Guides maintenance to ensure the park is attractive, safe, and enjoyable
- Identifies opportunities to protect and enhance the environment.

Title

It is proposed to change the title of the plan from a 'masterplan' to 'framework plan'. This is to make it clearer that the plan is a guiding framework rather than a detailed design plan. This wording would also be consistent with the Morrinsville Recreation Ground Framework Plan (adopted in 2022).

Mōrearea | Risk

Reputational and operational risks are discussed under the relevant options below.

Ngā Whiringa | Options

1. Status quo.

2. Council adopts the framework plan for the reserve;
3. Council does not adopt the framework plan for the reserve.

Option One – Status Quo	
Description of option	
The draft plan is not adopted and the project remains in limbo.	
Advantages	Disadvantages
No advantage identified.	Development of the reserve occurs in an ad hoc and uncoordinated manner.
	Reputational risk to Council. People who participated in consultation and engagement may feel let down if there is no clear outcome. This may adversely affect future consultation and engagement processes.
	Financial risk that opportunities for external funding may be limited (e.g. eligibility for tourism infrastructure funding).
Option Two – Adopt the plan	
Description of option	
The framework plan is adopted and is used to inform decision-making on future projects or programmes that affect the reserve.	
Advantages	Disadvantages
The plan serves as a guide for decision-making.	
The plan guides Council and community-driven projects at the reserve.	
The plan informs business cases and funding applications e.g. tourism infrastructure fund.	
The plan informs the Long Term Plan process.	
Option Three – Decline to adopt the plan	
Description of option	
The draft plan is not adopted and Council resolves not to complete the plan.	
Advantages	Disadvantages
No advantage identified.	Development of the reserve occurs in an ad hoc and uncoordinated manner.
	Reputational risk to Council. People who participated in consultation and engagement may feel let down if there is no clear outcome.

	This may adversely affect future consultation and engagement processes.
	Financial risk that opportunities for external funding may be limited (e.g. eligibility for tourism infrastructure funding).

Option One – Status quo	
Impact assessment	
Legal Implications	<p>The plan is a non-statutory document. There is no legal requirement to produce a framework plan.</p> <p>Hetana Street Reserve is currently identified as a ‘strategic asset’ in the Significance and Engagement Policy however the proposal to develop a framework plan (or not) is not regarded as a significant decision.</p>
Risk	<p><u>Reputational risk</u> People who participated in consultation and engagement may feel let down if there is no clear outcome. This may adversely affect future consultation and engagement processes.</p> <p><u>Operational risk</u> Future decision-making, projects or programmes, may occur in an ad hoc manner if there is no decision-making framework to guide them.</p>
Policy Implications / Strategic Links	The plan aligns with the Parks and Open Spaces Strategy 2021-51 and the reserve management plan but provides more detailed, spatial guidance on development of the reserve. Not having a framework plan means any project or programme proposal may potentially be considered in isolation
Costs and benefits	Costs have already been incurred in the development of the plan. The plan promotes cost-efficiency by providing a holistic development plan for the reserve. A well-presented, well-functioning reserve in the town centre potentially contributes to all four wellbeings.
Financial Implications	Costs have already been incurred in the development of the plan. The project was funded from the asset management operating budget.
Annual Plan / LTP Implications	The framework plan can inform processes like the Long Term Plan and Annual Plan.
Community Outcomes	<p>This option appears to be contrary to the following Community Outcomes:</p> <ul style="list-style-type: none"> - Connected Infrastructure - Healthy Communities - Environmental Sustainability - Vibrant Cultural Values.
Community Views	As part of the development of the plan, community views were sought through surveys and at in-person drop-in sessions. 119 written comments were received. The project was the first time in our district that Te Aranga Design Principles were used as part of tangata whenua engagement.

	At a reserve classification hearing early in 2023 a number of submitters mentioned or commented on the masterplan process. The majority of submitters supported the concept.
Customer impact	The development of the plan considered tangata whenua, reserve lessees, reserve users, and the broader community. Not proceeding with the process may disappoint those members of the community who gave their time and effort to participate in consultation opportunities.

Option Two – Endorse the framework plan	
Impact assessment	
Legal Implications	<p>The plan is a non-statutory document. There is no legal requirement to produce a framework plan.</p> <p>Hetana Street Reserve is currently identified as a 'strategic asset' in the Significance and Engagement Policy however the proposal to develop a framework plan (or not) is not regarded as a significant decision.</p>
Risk	<p><u>Reputational risk</u> There is a risk that some people may not appreciate the long term or conceptual nature of the plan and may have expectations regarding the quantum and speed of project delivery that may not align with Council resources, capacity or priority.</p> <p>There may be some people who disagree with the plan or aspects of the plan.</p> <p>There may be some people who were unable to participate in the previous consultation and engagement opportunities who may that their views have not been considered.</p> <p><u>Operational risk</u> The plan identifies that projects and programmes to implement the plan may involve community groups or others besides Council. Council could potentially be approached by several groups or individuals wanting to make projects a reality but Council might have insufficient capacity to adequately respond in terms of support and project management.</p>
Policy Implications / Strategic Links	The plan aligns with the Parks and Open Spaces Strategy 2021-51 and the reserve management plan but provides more detailed, spatial guidance on development of the reserve.
Costs and benefits	Costs have already been incurred in the development of the plan. The plan promotes cost-efficiency by providing a holistic development plan for the reserve. A well-presented, well-functioning reserve in the town centre potentially contributes to all four wellbeings.

Financial Implications	Costs have already been incurred in the development of the plan. The project was funded from the asset management operating budget. Endorsing the plan incurs no additional costs.
Annual Plan / LTP Implications	The framework plan can inform processes like the Long Term Plan and Annual Plan.
Community Outcomes	This option appears to be contrary to the following Community Outcomes: - Connected Infrastructure - Healthy Communities - Environmental Sustainability - Vibrant Cultural Values.
Community Views	As part of the development of the plan, community views were sought through surveys and at in-person drop-in sessions. 119 written comments were received. The project was the first time in our district that Te Aranga Design Principles were used as part of tangata whenua engagement. At a reserve classification hearing early in 2023 a number of submitters mentioned or commented on the masterplan process. The majority of submitters supported the concept.
Customer impact	The development of the plan considered tangata whenua, reserve lessees, reserve users, and the broader community. Not proceeding with the process may disappoint those members of the community who gave their time and effort to participate in consultation opportunities.

Option Three – Council does not endorse the framework plan	
Impact assessment	
Legal Implications	The plan is a non-statutory document. There is no legal requirement to produce a framework plan. Hetana Street Reserve is currently identified as a 'strategic asset' in the Significance and Engagement Policy however the proposal to develop a framework plan (or not) is not regarded as a significant decision.
Risk	<u>Reputational risk</u> People who participated in consultation and engagement may feel let down if nothing results from it. This may adversely affect future consultation and engagement processes. <u>Operational risk</u> Future decision-making, projects or programmes, may occur in an ad hoc manner if there is no decision-making framework to guide them.
Policy Implications / Strategic Links	The plan aligns with the Parks and Open Spaces Strategy 2021-51 and the reserve management plan but provides more detailed, spatial guidance on development of the reserve. Not having a framework plan means any project or programme proposal may potentially be considered in isolation.

Costs and benefits	Costs have already been incurred in the development of the plan. The plan promotes cost-efficiency by providing a holistic development plan for the reserve. A well-presented, well-functioning reserve in the town centre potentially contributes to all four wellbeings.
Financial Implications	Costs have already been incurred in the development of the plan. The project was funded from the asset management operating budget.
Annual Plan / LTP Implications	The framework plan can inform processes like the Long Term Plan and Annual Plan.
Community Outcomes	This option appears to be contrary to the following Community Outcomes: <ul style="list-style-type: none"> - Connected Infrastructure - Healthy Communities - Environmental Sustainability - Vibrant Cultural Values.
Community Views	As part of the development of the plan, community views were sought through surveys and at in-person drop-in sessions. 119 written comments were received. The project was the first time in our district that Te Aranga Design Principles were used as part of tangata whenua engagement. At a reserve classification hearing early in 2023 a number of submitters mentioned or commented on the masterplan process. The majority of submitters supported the concept.
Customer impact	The development of the plan considered tangata whenua, reserve lessees, reserve users, and the broader community. Not proceeding with the process may disappoint those members of the community who gave their time and effort to participate in consultation opportunities.

Recommended option

Option 2 is the recommended option.

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

The framework plan is a non-statutory document made under the provisions of the Local Government Act 2002.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, 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.	Options are addressed above in this report.
Section 78 – requires consideration of the views of Interested/affected people	Consultation and engagement was part of the development of the Framework Plan.
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 above. This issue is assessed as having a low level of significance.
Section 82 – this sets out principles of consultation.	Consultation occurred during the drafting process. There is no legal requirement for further consultation however Council may choose to undertake further consultation of desired. Individual projects identified in the framework plan may require further consultation as part of consent requirements and/or detailed design work.

Policy Considerations

To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

Communication and engagement that occurred while developing the plan is discussed in sections 2.2 and Page 57 of the draft plan.

There is no legal requirement for Council to undertake further consultation on the framework plan however Council may do so if desired. If Council endorses the framework plan, Staff will update the document to reflect this and a copy of the document will be made available on the Council website.

Note, individual projects identified in the framework plan, may require further consultation as part of consent requirements and/or detailed design work. Funding for future projects may also form part of Long Term Plan or Annual Plan consultation processes.

Ngā take ā-lhinga | Consent issues

There are no consent issues associated with the endorsement of the framework plan. As noted above, individual projects that align with the plan may require consent, however that is outside the scope of this report.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

The relevant Community Outcomes are set out below:

Connected Infrastructure	Infrastructure and services are fit for purpose and affordable, now and in the future.	Quality infrastructure is provided to support community wellbeing.	We have positive partnerships with external providers of infrastructure to our communities.
Economic opportunities	We are a business friendly Council	Our future planning enables sustainable growth in our District.	
Healthy communities	Our community is safe, healthy and connected.	We encourage the use and development of our facilities.	We encourage community engagement and provide sound and visionary decision making.
Environmental Sustainability	We support environmentally friendly practices and technologies.	Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs	We engage with our regional and national partners to ensure positive environmental outcomes for our community.
Vibrant Cultural values	We promote and protect our arts, culture, historic, and natural resources	We value and encourage strong relationships with Iwi and other cultures, recognising wāhi tapu and taonga/significant and treasured sites and whakapapa/ ancestral heritage.	Tangata Whenua with Mana whenua status (those with authority over the land under Māori lore) have meaningful involvement in decision making.

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

The plan has been funded from existing budgets.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Mark Naudé Parks and Facilities Planning Team Leader	
Approved by	Susanne Kampshof Asset Manager Strategy and Policy	

	Manaia Te Wiata Group Manager Business Support	
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7 Pūrongo me whakatau | Decision Reports

7.4 Public Road Naming - Stage 1A, Pippins Subdivision off Hampton Terrace, Matamata

CM No.: 2775013

Te Kaupapa | Purpose

For Council to consider, receive and approve the recommendation for a road extension and a new road name, both part of the Stage 1A, Pippins subdivision.

Council is responsible and has the power under sections 319, 319A and 319B of the Local Government Act 1974 to name formed roads including private roads that are intended for the use of the public generally, and for the numbering of land and buildings.

Council's attached policy covers both the naming of public roads and the naming of private access ways, to ensure there is consistency.

Council liaises with developers and/or their agents to ensure the correct application of the road naming and numbering policy is applied for developments.

Rāpopotonga Matua | Executive Summary

Land developers are required to apply to Council to name public and private roads within subdivisions of size ≥ 6 -lots. This application relates to the Pippins residential subdivision off Hampton Terrace in Matamata.

Presently, Council has issued engineering approval for Stage 1A and 1B of the development. Bennett Homes the developer has further stages planned. Stage 1A of the site is under construction.

Bennett Homes have made application to extend the existing Hampton Terrace and to name their new preferred road Strawberry Drive that comes off Hampton Terrace – both are recommendations and explained further in the report.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report be received
2. Council approves the applicant extending Hampton Terrace further south to allow for the Stage 1A development and also approves the applicant's preferred new public road name (Strawberry Drive) that branches off Hampton Terrace (both as indicated in the survey plan – on page 2).

Resolution number CO/2023/00006

Moved by: Cr S-J Bourne

Seconded by: Cr S Whiting

KUA MANA | CARRIED

Horopaki | Background

Road names and property numbers are used extensively by a range of individuals and organisations for accurate and efficient identification. Such forms of identification are not limited to emergency services, postal and courier services, visitors and utility providers (water, power telephone and internet).

For these reasons, it is both appropriate and necessary that individual properties have a formalised and unique address from which they can be identified.

Important road naming objectives include:

- Ensuring district-wide consistency for the naming of public roads and private access ways.
- Clarifying the meaning of private access ways and rules for their naming.
- Ensuring roads are named so as to reflect the identity of local areas within the district in addition to the ease of property identification.

The proposed road name and numbering plan provided by Barr Harris Surveyors below details the planned extension to the existing Hampton Terrace as well as the new preferred road name Strawberry Drive off Hampton Terrace – both part of the Stage 1A development.



Ngā Take/Kōrerorero | Issues/Discussion

Internally, Council staff perform road name searches to check against Council's street register. Then staff put in a request to Land Information New Zealand (LINZ) for further searches and checks against their database. This quality process ensures that proposed road names meet with policy criteria; specifically that throughout our district and neighbouring districts road names aren't duplicated or don't sound similar to existing road names.

For public road naming, Council staff encourage applicants or their agents to initially refer to Council's road naming policy for guidance as to the correct consultation procedures with Mana Whenua. This is to obtain information about the cultural identity of select locations/areas within the district.

Moreover, applicants or their agents must provide each Mana Whenua group with at least 15 working days to identify if the area has cultural significance and then respond back to the applicant or agent with non-binding advice. As public road names are vested in Council, road sign installations and their subsequent maintenance become Council's cost.

For private roads and access ways not vested in Council the same consultative requirements don't apply in terms of Mana Whenua's involvement. Road sign installations and their future maintenance are a cost on private land owners.

For the road naming of this stage of the development, Barr Harris have followed the notification and consultation process with Mana Whenua in accordance with Council's policy.

1. Emailed representatives of both Ngati Haua and Ngati Hinerangi on 24 August 2023 inviting both to provide input on the cultural significance of the site.
2. At Ten working days later Barr Harris again emailed Ngati Haua and Ngati Hinerangi. Ngati Haua then responded, although unable to provide advice on the site; stating contact had been made with Ngati Hinerangi and Barr Harris should expect a reply.
3. As of 18 September 2023 well beyond the 15 working days notification period, Barr Harris still hadn't received a response.
4. Barr Harris then recorded that given the tight timeframes for this subdivision they preferred to continue with the road naming process in the absence of Mana Whenua input.

In moving forward, developer Bennett Homes proposed the following road names:

- **Preferred: Strawberry Drive**
- Alternative One: Pippins Drive
- Alternative Two: Rōpere Drive (*non-verified Māori translation)

All of the proposed road names respect the land previously known by the Matamata community as strawberry fields and the site of the Pippins shop, both established by the previous owner. In its prime, the Pippins strawberry fields and the shop were an established part of the Matamata community.

The following is a brief background to each of the road names proposed above:

Strawberry Drive (Preferred)

The name connects the prior land use of the site, reflecting in terms of section 6 of the Road Naming Policy: a). *the identity of the Matamata-Piako District and/or local identity*, b). *the historical significance of particular locations*; e). *Events, people and places significant to a community or communities locally, nationally or internationally*; and f). *Flora and Fauna significant or important to the history of an area*.

Pippins Drive (Alternative One)

Connects with the orchard and shop name established by the previous owner on the site. In terms of section 6 of the Road Naming Policy this name reflects a). *The identity of the Matamata-Piako District and/or local identity;* b). *The historical significance of particular locations* and e). *Events, people and places significant to a community or communities locally, nationally or internationally.*

Rōpere Lane (Alternative Two)

Rōpere (note the macron on the ō) is considered the Māori word for strawberry* (non-verified Māori translation). As with the background for Strawberry Drive, this name is a link to the prior land use of the site. In terms of section 6 of the MPDC Road Naming Policy this name reflects a). *The identity of the Matamata-Piako District and/or local identity;* b). *The historical significance of particular locations;* e). *Events, people and places significant to a community or communities locally, nationally or internationally;* and; f). *Flora and Fauna significant or important to the history of an area.*

Mōrearea | Risk

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

Ngā Whiringa | Options

A single road name is required. Options are in terms of alternative road names listed above, with clear preferences given - options 1 & 2.

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

Council's Naming of Roads, Access ways Policy (02 October 2019) is attached.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, 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.	Available options are addressed above.

Section 78 – requires consideration of the views of Interested/affected people	The name roading proposal was received by the developer and Mana Whenua was notified as stated in our Policy.
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 above. This issue is assessed as having a low level of significance.
Section 82 – this sets out principles of consultation.	This has been set by our Policy and was met by the Applicant.

Policy Considerations

1. To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.
- 2.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

The applicant is phoned as soon as possible after Council's approval and then an email is sent confirming this decision, enabling the applicant to progress orders for road signage etc.

Subsequently, upon the release of Council's minutes, Council staff email a group of contacts LINZ, NZ Post, Core Logic NZ Ltd, internal staff etc., the: *"Official Group Email Notification of Committee Resolution for New Road Names – Council, October 2023"*.

Ngā take ā-lhinga | Consent issues

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

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

The relevant Community Outcomes are set out below:

Connected Infrastructure	Infrastructure and services are fit for purpose and affordable, now and in the future.	Quality infrastructure is provided to support community wellbeing.	We have positive partnerships with external providers of infrastructure to our communities.
Economic opportunities	We are a business friendly Council	Our future planning enables sustainable growth in our District.	We provide leadership and advocacy is provided to enable our communities to grow.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

Item 7.4 considered before item 7.1

7 Pūrongo me whakatau | Decision Reports

7.5 Re-appointment of District Licensing List Member

CM No.: 2777660

Te Kaupapa | Purpose

Council needs to consider the renewal of Mr Ross Murphy's appointment as a District Licensing List Member.

Rāpopotonga Matua | Executive Summary

The Sale and Supply of Alcohol Act 2012 requires Council to have a District Licensing Committee (DLC) to consider and determine new and renewals of licences and managers certificates, temporary authorities, special licences and various other matters under the Act.

The Council has appointed Councillor Whiting as the Chair of the Committee, as a member of Council, and appointed Russell Smith as Deputy Chairperson in November 2022. The other list members of the committee are Neil Goodger approved in November 2021, Ross Murphy and Denis Taylor both approved in November 2018 and Alan Sciascia approved in April 2023.

Section 192 of the Act states that list members can only serve for a period of five years unless their approval is renewed. Council now needs to consider whether to approve Mr. Murphy as a list member for a further five years. Mr. Taylor is not seeking renewal and therefore he will be automatically removed as a list member in accordance with Section 192.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. In accordance with section 192 of the Sale and Supply of Alcohol Act 2012 Council approves Ross Murphy to be a list member of the Matamata-Piako District Licensing Committee.

Resolution number CO/2023/00007

Moved by: Cr K Tappin

Seconded by: Cr C Ansell

KUA MANA | CARRIED

Horopaki | Background

The Sale and Supply of Alcohol Act 2012 requires each council to establish a District Licensing Committee and to appoint a member of that territorial authority as the Chairperson. Council appointed Councillor Whiting as Chair of the District Licensing Committee. The Act also allows the territorial authority to appoint a member to act as a deputy chairperson, which is currently Russell Smith. The chair and the deputy chairperson must be an elected representative and the deputy chair can only act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reasons.

Each licensing committee must consist of three members and the territorial authority must maintain an approved list of people that can be appointed to act as the other two members of the committee. People approved to be included on the list must have experience relevant to alcohol licensing matters.

Ngā Take/Kōrerorero | Issues/Discussion

Ross Murphy was approved as list member of the District Licensing Committee in November 2018 and his five year term as required by section 192(3) will finish in November this year. Mr. Murphy has indicated that he would like to continue with his inclusion on the list.

Mr. Taylor has not been active as a list member for the past two to three years and will automatically be removed from the list when his five year term comes to an end as he is not seeking renewal.

The Chair, on the papers, does the majority of the District Licensing Committee's work as the full committee only needs to hear opposed applications.

With the approval of Mr. Murphy as a list member for a further five years and the automatic removal of Mr. Taylor, the District Licensing Committee will have three list members. While to date it has not caused any delay in hearing applications, at times we have been limited due to conflict of interest or unavailability of members. As a result, the District Licensing Committee have recommended that additional list members continue to be sought and this is something staff are working through, but this will be considered through a separate process.

Council now needs to consider the renewal of Mr. Murphy's approval to the list.

Mōrearea | Risk

Council is required in accordance with the Sale and Supply of Alcohol Act 2012 to establish and maintain a District Licensing Committee. If Council does not have enough people on its list, there is a risk that it will not be able to undertake its requirement to hold a hearing. By renewing Mr. Murphy as a list member Council will have a total of three list members. Mr. Murphy has proven that he has an extensive knowledge of the Act and has been an active member of our District Licensing Committee.

Ngā Whiringa | Options

The following options are available to Council:

- Option 1 – Re-appoint Mr. Murphy as a list member
- Option 2 – To refuse approval of Mr. Murphy as a list member

Recommended option

Our recommendation is Option 1 – Re-appoint Mr. Murphy as a list member for the following reasons:

- Mr. Murphy meets the requirements of the Act to be a list member as he has extensive knowledge of the industry and legislation; and
- He has been an active and valued member of the Matamata-Piako District Licensing Committee to date.

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

The Sale and Supply of Alcohol Act 2012

Section 189 states:

- (1) *Each licensing committee consists of 3 members appointed by the territorial authority for that authority's district.*

- (2) A territorial authority must appoint 1 member as the chairperson and that person must be a member of that territorial authority or a commissioner appointed to the licensing committee.
- (3) A territorial authority may appoint a member of that territorial authority to be deputy chairperson, and act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.
- (4) While acting in place of the chairperson, the deputy chairperson is a member of the committee and has all the duties and powers of the chairperson.
- (5) No act done by the deputy chairperson serving as acting chairperson in the chairperson's absence, and no acts done by the committee while the deputy chairperson is so serving, can in any proceedings be questioned on the ground that the occasion for his or her so serving had not arisen or had ceased.
- (6) The other 2 members of each licensing committee must be appointed from the territorial authority's list maintained under section 192.
- (7) For the purposes of subsection (2), a member of a territorial authority means an elected member of a territorial authority and, in relation to the Auckland Council, includes a member of the governing body (as defined in section 4 of the Local Government (Auckland Council) Act 2009) or a member of a local board established under section 10 of that Act.

Section 192 states:

- (1) A territorial authority must either –
 - a. Establish, maintain, and publish its own list of persons approved to be members of the territorial authority's licensing committee or committees; or
 - b. Together with 1 or more other territorial authorities, establish, maintain and publish a combined list of persons jointly approved by those authorities to be members of the territorial authorities' licensing committees.
- (2) A territorial authority must not approve a person to be included on the list unless that person has experience relevant to alcohol licensing matters.
- (3) A person may be approved for inclusion on the list for a period of up to 5 years and may be approved for any 1 or more further periods of up to 5 years.
- (4) The name of a person must be removed from –
 - a. When 5 years have elapsed since the territorial authority approved the person's name on the list unless the approval is renewed under subsection (3); or
 - b. If the person resigns or is removed under section 194.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, 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.	Options are addressed above in this report.
Section 78 – requires consideration of the views of Interested/affected people	Council have and will continue to advertise for additional members of the District Licensing Committee to meet our statutory obligations.
Section 79 – how to achieve compliance	The Significance and Engagement Policy is considered above.

with sections 77 and 78 is in proportion to the significance of the issue	This issue is assessed as having a <i>low</i> level of significance.
Section 82 – this sets out principles of consultation.	No consultation is required for this approval

Policy Considerations

1. To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

The relevant Community Outcomes are set out below:

Healthy communities	Our community is safe, healthy and connected.
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Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The cost of the District Licensing Committee is funded from existing budgets.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Loryna Prinsloo Planning & Environmental Health Admin Officer	
Approved by	Ally van Kuijk District Planner	
	Dennis Bellamy Group Manager Community Development	

Mayor Adrienne Wilcock acknowledged Mr Dennis Taylor who passed away earlier this year. Mr Taylor was a member on the District Licensing Committee.

7 Pūrongo me whakatau | Decision Reports

7.6 Regulation 19 Report

CM No.: 2781869

Te Kaupapa | Purpose

The purpose of this report is to provide an update on the Sale of Alcohol activity and confirm whether or not to progress a fee setting bylaw.

Rāpopotonga Matua | Executive Summary

Council are one of the administrators of the Sale and Supply of Alcohol Act 2012. This report includes an update on this activity as well as the Regulation 19 report which we are required to produce each year. The Regulation 19 report is in line with the guidance material released by the Ministry of Justice in October 2018.

Cr Sue Whiting as Chairperson of the District Licensing Committee (DLC) along with staff will provide an update on this activity for alcohol licensing including the attached report.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. That Council confirm that it will continue to charge the statutory alcohol fees.

Resolution number CO/2023/00008

Moved by: Cr K Tappin

Seconded by: Cr C Ansell

KUA MANA | CARRIED

Horopaki | Background

The object of the Sale and Supply of Alcohol Act 2012 (Act) is contained within section 4 as stated below:

Section 4 – Object

(1) *The object of this Act is that –*

(a) *the sale, supply and consumption of alcohol should be undertaken safely and responsibly; and*

(b) *the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.*

(2) *For the purpose of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes –*

(a) *any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and*

(b) *any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).*

Further to this, Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 requires us to make publically available each year a report showing the fees payable in relation to and the costs incurred for this activity. In October 2018, the Ministry of Justice released guidance material on how this should be calculated as each council was calculating it differently and no clear comparisons could be made. The report for the 2022/2023 financial year is attached.

Council may, under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, adopt a bylaw setting its own fees and if it has not adopted a bylaw then the regulated fees and charges as prescribed in this report must be used. Council has not adopted a bylaw at this stage.

The Regulation 19 report shows that the cost outweighs the income received for this activity. The costs and the income are up on previous years but the net difference is comparable to previous years. As a result it is staff's recommendation that we stay with the statutory fees as this activity has a community good which should be funded by the general rate.

Section 10 Fees payable for special licences

(2) A territorial authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is 1 class below the class of the licence that is issued; but no fee may be less than the fee payable for a class 3 special licence

Council has also delegated under section 10 of the Sale and Supply of Alcohol (fees) regulations 2013 to the Group Manager Community Development (Dennis Bellamy) and the District Planner (Ally van Kuijk) the ability to reduce a fee category for special licences provided it meets certain criteria.

The reduced fee category was used for two applications this year. This was for a theatre production for the Te Aroha Dramatic Society and the musical production for the Matamata Musical Theatre and a reduced fee is normal practice for these events.

Discretionary conditions

Two of the discretionary conditions under the Local Alcohol Policy 2017 are the ability to limit specials for any six month period and that no more than 15 specials are issued for any premise in a six month period. The DLC had one application where a discretionary condition was used during this period. It is noted that the new adopted Local Alcohol Policy increases the number of events to 18 events.

Ngā Take/Kōrerorero | Issues/Discussion

Councillor Sue Whiting will provide a brief update on the activity as a whole.

Ngā Whiringa | Options

The two options that Council has in regards to fees are:

Option One – Continue using current statutory fees	
Description of option	
Continue to use the current statutory alcohol fees.	
Advantages	Disadvantages
No further process is required	This activity isn't self-funding and therefore

	there is a cost on the general rate payer
Acknowledges the public good	

Option Two – Set fees using a bylaw

Description of option

Commence the bylaw process to set unique fees for the alcohol activity

Advantages

Fees could be increased to cover more of the costs of this activity

Disadvantages

The bylaw process will incur costs and the overall net benefit to Council is unknown

Recommended option

It is staff's recommendation that we continue to charge the statutory fees.

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

Should Council wish to pursue an increase in the alcohol fees then a new bylaw will be required in accordance with the LGA and this will set new policy.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, 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.	Options are addressed above in this report.
Section 78 – requires consideration of the views of interested/affected people	Should Council wish to create a bylaw this will need to go through a public consultation process.
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 above. This issue is assessed as having a low level of significance.
Section 82 – this sets out principles of consultation.	Should Council wish to create a bylaw this will need to go through a public consultation process.

Policy Considerations

To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

The relevant Community Outcomes are set out below:

Economic opportunities	We are a business friendly Council	Our future planning enables sustainable growth in our District.	We provide leadership and advocacy is provided to enable our communities to grow.
Healthy communities	Our community is safe, healthy and connected.	We encourage the use and development of our facilities.	We encourage community engagement and provide sound and visionary decision making.

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

Funding of this activity is within existing budgets.

Ngā Tāpiritanga | Attachments

A. Final Regulation 19 & ARLA 2022_2023 Report

Ngā waitohu | Signatories

Author(s)	Loryna Prinsloo Planning & Environmental Health Admin Officer	
Approved by	Ally van Kuijk District Planner	
	Dennis Bellamy Group Manager Community Development	

7 Pūrongo me whakatau | Decision Reports

7.7 Non-Asset Activity Performance Measure Framework

CM No.: 2782174

Te Kaupapa | Purpose

The purpose of this report is to seek Council's approval of the proposed draft performance measures for the non-asset activities to be included in Council's Long Term Plan 2024-34. Additionally, Council is asked to confirm its intention for the Annual Community Views Survey rating scale.

Rāpopotonga Matua | Executive Summary

Council is required to prepare and adopt a Long Term Plan (LTP) under the Local Government Act 2002 (LGA) every three years. As part of this process, Council sets a Performance Framework. This Framework sets out what we plan to do and why (what we are trying to achieve), and how we plan to measure our progress.

Council is asked to approve the proposed performance measure framework for its non-asset activities as attached to this report, prior to finalisation and inclusion within the LTP 2024-34. Additionally, Council is asked to confirm its intention for the Annual Community Views Survey rating scale.

Tūtohunga | Recommendation

That:

- 1. The report is received.**
- 2. Council approves the draft performance measures for Council's non-asset activities as described in this report.**
- 3. Council confirm their preferred performance measure for mana whenua engagement pending further engagement with Te Manawhenua Forum mō Matamata-Piako:**
Either
 - a) Percentage of Te Manawhenua Forum members who complete the survey are satisfied/very satisfied that Tangata Whenua with mana whenua status are recognised and have meaningful involvement in decision making.****Or**
 - b) Number of formal Te Manawhenua mō Matamata-Piako hui held annually.**
- 4. Council delegates staff the ability to make changes to the performance framework if required, for all related documents for auditing.**
- 5. Council confirms its intention for the Annual Community Views Survey rating scale:**
Either
 - a) The rating scale for the Annual Community Views Survey be updated to a six point scale (Very Satisfied; Satisfied; Somewhat satisfied; Somewhat dissatisfied; Dissatisfied; Very Dissatisfied) to apply from financial year 2024/25.****Or**
 - b) The rating scale for the Annual Community Views Survey to remain as current (Very Satisfied; Satisfied; Neither/nor; Dissatisfied; Very Dissatisfied; Don't Know).**

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. The report is received.**
- 2. Council approves the draft performance measures for Council's non-asset activities as described in this report.**
- 3. Council confirm their preferred performance measure for mana whenua engagement pending further engagement with Te Manawhenua Forum mō Matamata-Piako:**
 - a) Percentage of Te Manawhenua Forum members who complete the survey are satisfied/very satisfied that Tangata Whenua with mana whenua status are recognised and have meaningful involvement in decision making.**

	b) Number of formal Te Manawhenua mō Matamata-Piako hui held annually.
4.	Council delegates staff the ability to make changes to the performance framework if required, for all related documents for auditing.
5.	Council confirms its intention for the Annual Community Views Survey rating scale:
	a) The rating scale for the Annual Community Views Survey be updated to a four point scale (Very Satisfied; Satisfied; Dissatisfied; Very Dissatisfied) to apply from financial year 2024/25.
	b) Responses with ‘Don’t Know’ is recorded as per the recommendation from the survey provider.
	Resolution number CO/2023/00009
	Moved by: Cr K Tappin
	Seconded by: Cr G Thompson
	KUA MANA CARRIED

Horopaki | Background

Long Term Plan

Council is required to prepare and adopt a LTP under the LGA. The LTP sets out the activities, budgets, Financial Strategy and key financial policies of the Council for the next ten years, and the Infrastructure Strategy for the next 30 years. The LTP is updated every three years, with the last LTP approved in 2021 (available online at <https://www.mpd.govt.nz/plans/long-term-plan>).

The LTP is an important and complex document covering all of Council’s activities, major strategic documents, financial policies, auditing and a large consultation component with the community. The LTP 2024-34 must be adopted prior to 30 June 2024.

Performance Management Framework

As part of the LTP, Council is required to review its performance framework. Performance management is a process of determining objectives, measuring progress against those objectives (Council does this through its Annual Report), and using the results to improve delivery of services to the community.

This is our ‘contract’ with the community and explains what we plan to do and why, and how we will measure our performance and determine progress towards our goals and objectives. It helps Council to ‘tell the story’ about what we want to achieve and what we have achieved for our community.

Some of the performance measures are qualitative and measured through an Annual Community Views Survey (Survey) that is currently undertaken by an external provider (Versus Research (Versus)). Other measures are quantitative and measured through internal records (recording of visitor numbers is an example of this).

Taituarā notes that when developing a performance management framework, the following nine principles should ensure that we are delivering useful information to Elected Members, managers and the public:

1. *horses for courses* – a performance management framework is a tool that should be developed against the background of your local authority's circumstances
2. *organisation wide* – performance management has financial, service delivery and capability implications and therefore should be approached in a systematic and transparent way across your local authority
3. *alignment* – your performance management framework should have a coherent flow of logic from strategic priorities down through service level decisions, performance measures and targets
4. *line of sight* – a staff member can see how performance management contributes to the council and the community. This brings meaning to performance management
5. *relevance* – the information generated by your framework should be used as a basis for action, and measure what people care about
6. *effectiveness* – performance management frameworks reflect your council's desired results
7. *efficiency* – performance management frameworks should collect only the information which is necessary to enable an informed assessment of the overall performance of your local authority by the community, elected members and management
8. *clarity and transparency* – performance frameworks should be clearly understood by all and the methodologies used clearly documented and available to all
9. *simplicity* – performance management frameworks should be designed to be as simple to operate and understand as possible (including collecting the right information in a cost-effective way).

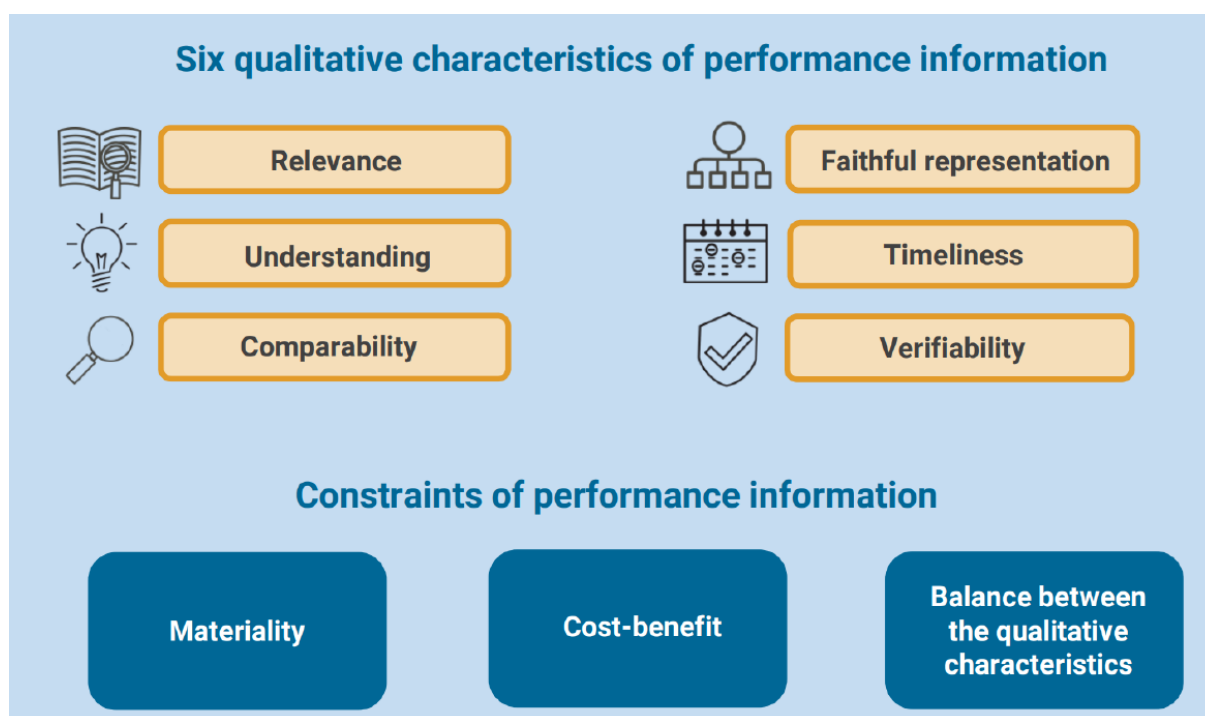
Additionally, Council needs to consider relevant auditing standards, including the standard issued by the New Zealand Accounting Standards Board (XRB) that applied from 1 January 2022. The standard (Public Benefit Entity Financial Reporting Standard 48 Service Performance Reporting (PBE FRS 48)) provides principles-based requirements to selecting and presenting service performance information so that is appropriate and meaningful to users.

When selecting performance measures, the auditing standard requires Council to apply the qualitative characteristics of information, and the pervasive constraints on information. The key qualitative characteristics to consider are:

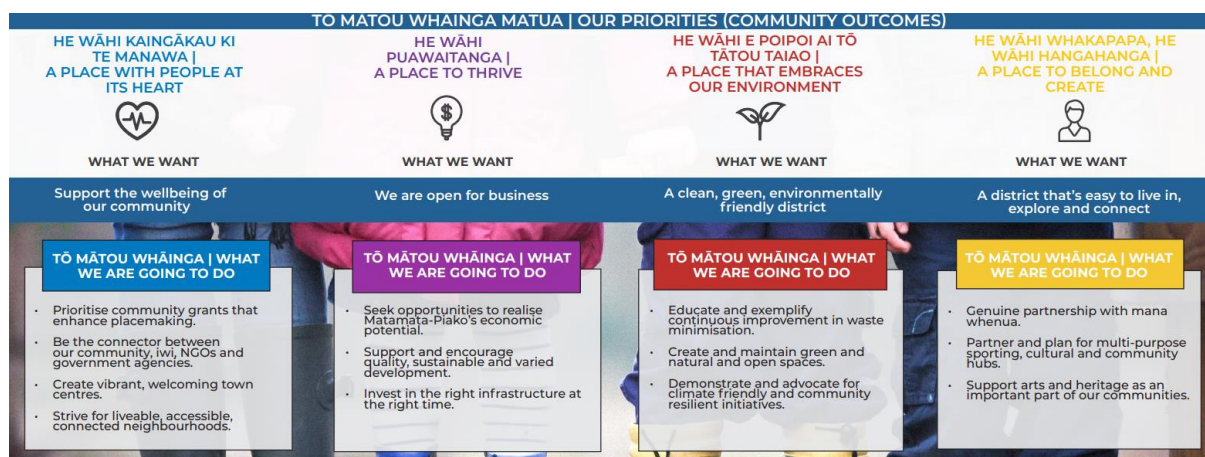
- **Faithful representation** – performance information must be faithfully representative of Council's service performance. To provide the public with confidence that the information is presented in an unbiased manner that reports both favourable and unfavourable aspects of performance, the public needs to understand how each measure will be measured, reported on and evaluated.
- **Understandability** – measures should be clear about what they mean and how they are measured.
- **Verifiability** – To support reliability and to ensure the measure is faithfully representative of performance, the performance measures must be able to be independently verified. The reporting mechanisms should be disclosed to understand how the measure will be reported on and therefore service performance disclosed.

These characteristics are balanced with the pervasive constraints of reporting on performance measures. The pervasive constraints on information describe the need to balance the above characteristics with the cost of providing the information and to apply materiality.

Application of the qualitative characteristics and appropriate balancing of the constraints on information results in service performance information that is appropriate and meaningful to the community in understanding Council's performance. This is depicted in the graphic below:



The contextual information about Council's objectives and how it intends to achieve them should be drawn from governance and accountability documents. As such, the proposed performance measures are aligned with Council's Strategic Objectives and Community Outcomes as depicted below:



In summary, service performance information shall:

- Provide users with sufficient contextual information to understand why the entity exists, what it intends to achieve in broad terms over the medium to long term, and how it goes about this; and,
- Provide users with information about what the entity has done during the reporting period in working towards its broader aims and objectives, as described in (a) above.

Ngā Take/Kōrerorero | Issues/Discussion

Proposed Non-Asset Activity Performance Measures for the 2024-34 LTP

The performance measures for each activity have been reviewed by Activity Managers. A separate report is attached to this report with proposed changes indicated in red text.

Annual community views survey

Council's annual survey gauges residents' perceptions of, and attitudes towards, various Council services and facilities. An external provider (Versus Research) is commissioned to undertake the survey on Council's behalf and tenders for this contract every three years in line with the LTP.

400 randomly selected people from across the district are surveyed throughout the year using a mixed method approach (online interviewing and computer aided telephone interviewing using landlines and mobile phones). Measures are in place to ensure that respondents are representative of the overall district in relation to where they live, their sex, age, and ethnicity; therefore the results are not skewed by a particular demographic group.

The results from the survey are used to track performance against some of Council's performance measure targets set in the LTP. Activity Managers also use the results and verbatim comments from customers to target efforts and resources to service improvements, and to inform the prioritisation of work programmes.

Rating scale

The contract for the survey provider is due to be re-tendered with confirmation of the schedule of questions and rating scale required. The schedule of questions will be confirmed with Activity Managers shortly, with Elected Members asked to confirm direction in regards to the rating scale.

Currently, respondents are asked to rate their satisfaction with a range of Council services and facilities on a six-point scale. The options to select from are shown below with 5 being 'very satisfied', to 1 being 'very dissatisfied'. There is a sixth option of 'don't know'.

■ Very satisfied ■ Satisfied ■ Neither/nor ■ Dissatisfied ■ Very dissatisfied ■ Don't know

Council staff have held informal discussions with Elected Members regarding the current rating scale. Staff have explored options utilised by other councils, with some of the preferred options detailed below:

Council	Survey	Rating Scale
Hauraki District Council	Residents Satisfaction Survey	Very satisfied Satisfied Somewhat satisfied Somewhat dissatisfied Dissatisfied Very dissatisfied
Ōtorohanga District Council	Annual Resident Survey	Very satisfied Satisfied OK Don't know Unsatisfied Very unsatisfied
Rotorua	Community Satisfaction Survey	Very satisfied

Lakes District Council	(discontinued in 2019)	Satisfied Neither satisfied nor dissatisfied Dissatisfied Very dissatisfied Don't know
Taupō District Council	Resident and Ratepayer Governance Survey	Very satisfied Satisfied Somewhat satisfied Dissatisfied Very dissatisfied Don't know

Elected Members have indicated they would like to explore exclusion of the 'neither/nor' option within the rating scale. Council would like to achieve a more realistic picture and understanding of community satisfaction:

Scale	Result
6 – Very satisfied	Scoring a 4-6 would be recorded as 'satisfied' for the purposes of performance measure reporting. Council would need to update its performance measured accordingly, for example: Performance measure: The percentage of users who are somewhat satisfied/satisfied/very satisfied or the percentage of user satisfaction . Target: 90% somewhat satisfied/satisfied/very satisfied
5 – Satisfied	
4 – Somewhat satisfied	
3 – Somewhat dissatisfied	
2 - Dissatisfied	
1 – Very dissatisfied	

Staff have requested further advice from our survey provider on the above scale, particularly around the consequences for the removal of the 'neither/nor' and 'don't know' options.

The following risks have been identified if Council decide to change the rating scale:

- Council will lose several years of comparable data. This means that Council's performance information will not be comparable and will lose the ability to compare historic data and analyse performance trends. This is a key concern shared by Audit NZ and our current survey provider.
- Council has previously changed the rating scale which resulted in reduced satisfaction/performance.
- If there is no 'neither/nor' option for respondents to choose from, the answer provided may not accurately reflect their views.

- The number of people who select the 'neither/nor' option is historically a significant percentage of the overall response (an average of 27%) as demonstrated in the graphic below (satisfaction with Council overall). It is unknown as to how any changes will affect Council's performance. What rating will those who would have selected the 'neither/nor' option choose, and how might this reflect in our achievement of performance measures/targets?



- If the rating scale is changed, the next opportunity for amendment will be when the LTP is reviewed in 2026 for the 2027/28 year and beyond.

Council is asked to confirm their decision, which will then be submitted for approval to audit.

Mōrearea | Risk

Some general risks of setting a performance framework have been identified:

- Council may not meet the new auditing standards and could face a modified audit opinion.
- Targets set may not be appropriate or realistic and do not reflect the level of service Council are wanting to achieve.
- Performance framework may not accurately reflect Council's Strategic Direction and Community Outcomes.
- The internal visibility of performance reporting information to support an organisational-wide focus on service improvement.

To mitigate the above risks, Council must carefully consider its performance framework, regularly review and adjust the metrics as needed, and ensure transparency and accountability in the process.

Staff have identified specific risks relating to changing to the rating scale for Council's annual community views survey and these are detailed above in this report.

Ngā Whiringa | Options

The following options are available to Council:

Performance Framework

- a) Do not approve the draft performance measures for the 2024-34 LTP (Status Quo);
- b) Approve the draft performance measures for the 2024-34 LTP – noting that minor changes may be made for auditing;

Annual Community Views Survey Rating Scale

- c) Do not approve changes to the rating scale for Council's Annual Community Views Survey (Status Quo);
- d) Approve changes to the rating scale for Council's Annual Community Views Survey.

Strong caution needs to be exercised around changing the rating scale due to the reasons discussed in this report and the risks identified. An options analysis is detailed below:

Option a	
Do not approve draft performance measures	
Do not approve the draft performance measures for the 2024-34 LTP. This option would mean that the performance measures contained in Council's current LTP for 2021-31 would apply.	
Advantages	Disadvantages
Council could provide direction to staff for further refinement of performance measures.	Changes as suggested in this report would not apply and Council's performance framework would not be updated.
	Council's performance framework would not reflect its updated Strategic Direction and current/new auditing standards.
Option b	
Approve draft performance measures	
Approve the draft performance measures for the 2024-34 LTP.	
Advantages	Disadvantages
Changes as suggested in this report would apply and Council's performance framework would be updated.	Upcoming budgeting discussions may mean performance measures need to be re-visited to reflect levels of service.
Council's performance framework would reflect its updates Strategic Direction and current auditing standards.	
This option still allows for minor changes to be made to the performance measures prior to auditing	
Option c	
Maintain current survey rating scale	

Maintain current rating scale for Council's Annual Community Views Survey.	
Advantages	Disadvantages
Historic data will continue to be comparable meaning data and performance trends can be analysed.	It is assumed that Council will continue to see a large percentage of 'neither/nor answers'. This is a challenge when determining community satisfaction.
Historically, a large number of respondents have selected the 'neither/nor' option. It is unclear how any changes will affect Council's performance rating.	Historically, a large number of respondents have selected the 'neither/nor' option. It is unclear how any changes will affect Council's performance rating (may affect results in a negative way).

Option d	
Approve changes to survey rating scale	
Approve changes to the rating scale for Council's Annual Community Views Survey.	
Advantages	Disadvantages
Historically, a large number of respondents have selected the 'neither/nor' option. It is unclear how any changes will affect Council's performance rating (may affect results in a positive way).	At least nine years of data will not be comparable and Council will lose the ability to compare historic data and analyse performance trends.
Reflects Elected Member discussions to apply a more appropriate and useful rating scale.	Historically, a large number of respondents have selected the 'neither/nor' option. It is unclear how any changes will affect Council's performance rating.
	If there is no 'neither/nor' option for respondents to choose from, the answer provided may not accurately reflect their views.
	Audit NZ have expressed caution in changing the rating scale due to a lack of comparability of data going forward.

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

The LTP and the proposals within it are deemed to be of high significance. However, the decisions associated with this report are considered to be of low significance.

Local Government Act 2002 (LGA 2002) Decision-making requirements

All Council decisions, whether made by the Council itself or under delegated authority, 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
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Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed above in this report.
Section 78 – requires consideration of the views of Interested/affected people	A full consultation process will be undertaken in accordance with the LGA.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The LTP project is assessed as per Council's Significance and Engagement Policy as having a high level of significance.
Section 82 – this sets out principles of consultation.	Consultation will be undertaken as per the legislative requirements using the special consultative procedure as prescribed in the LGA.

Policy Considerations

To the best of the writer's knowledge, the recommendations are not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

No engagement is required at this time (as the decisions as described in this report have been assessed as having low significance). Once the performance measures are adopted as supporting material alongside the LTP consultation document in December 2023, and following an audit process, it will be consulted on with the community in accordance with section 93A of the LGA (use of the special consultative procedure).

The LTP is subject to a communications and engagement plan and a full consultation process in early 2024.

Ngā take ā-lhinga | Consent issues

No consent issues have been identified.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

The draft performance measures for non-asset activities reflect Council's updated Strategic Direction and Community Outcomes.

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

The costs involved in the LTP project are allocated for in existing budgets within the Strategies and Plans activity.

There is a cost to Council's Annual Community Views Survey, which is due to be re-tendered shortly. The current cost to undertaking the survey is 86,365.00 over three years.

Ngā Tāpiritanga | Attachments

- A. Draft Non Asset Performance Measure Framework

Ngā waitohu | Signatories

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

The meeting adjourned for morning tea 10.10am and reconvened at 10.55am.

7 Pūrongo me whakatau | Decision Reports

7.8 Non-Asset Activity Management Plans

CM No.: 2783087

Te Kaupapa | Purpose

The purpose of this report is to seek Council's approval of the direction for the Non-Asset Activity Management Plans as described in this report.

Rāpopotonga Matua | Executive Summary

Council is required to prepare and adopt a Long Term Plan (LTP) under the Local Government Act 2002 (LGA) every three years. As part of this process, Council prepares an Activity Management Plan for its Non-Asset Activities. These Activity Management Plans provide information to our community on the services that Council provides as well as to assist Council staff in the undertaking of the activity over the next three years and beyond.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report is received.
2. Council approves the proposed group of activities structure as described in this report for the Long-Term Plan 2024-34.
3. For the Long-Term Plan 2024-34 Council approves the following in relation to the Libraries activity, and activities within the Strategy and Engagement Group, Consents and Licensing Group as described in this report:
 - a) The overall direction (what we do, key challenges/opportunities)
 - b) The rationale for service delivery (why we do it);
 - c) The significant negative effects of the activities;
 - d) The proposed levels of service;
 - e) Major projects.
4. Council delegates staff the ability to make changes to the Non-Asset Activity Management Plans if required, for all related documents for auditing.

Resolution number CO/2023/00010

Moved by: Cr C Ansell

Seconded by: Cr S-J Bourne

KUA MANA | CARRIED

Horopaki | Background

Staff have reviewed Council's non-asset activity structure and propose minor changes to the way they are grouped in comparison to the current LTP, as shown below with changes highlighted in yellow:

2021-31 LTP Group of Activity Structure		Proposed 2024-34 LTP Group of Activity Structure	
Group of Activities	Activities	Group of Activities	Activities

Community Facilities and Property	Carparks and Street Furniture	Community Facilities and Property	Carparks and Street Furniture <i>To be incorporated under Parks and Open Spaces</i>
	Cemeteries		Cemeteries
	Housing and Property Management		Housing and Property Management
	Libraries		Libraries
	Parks and Tracks		Parks and Tracks Parks and Open Spaces <i>(n.b to include Carparks and Street Furniture)</i>
			Tracks and trails
	Pools and Spas		Pools and Spas
	Public Toilets		Public Toilets
	Recreation Facilities and Heritage		Recreation Facilities and Heritage Community Venues
Strategy and Engagement	Civil Defence	Strategy and Engagement	Civil Defence and Emergency Management
	Communications and Events		Communications and Events
	Community Leadership		Community Leadership
	Strategies & Plans		Strategies and Plans <i>(n.b to include place making)</i>
Consents and Licensing	Animal Control	Consents and Licensing	Animal Control
	Building Consents and Monitoring		Building Consents and Monitoring
	Licensing and Enforcement		Licensing and Enforcement
	Resource Consents and Monitoring		Resource Consents and Monitoring
Infrastructure Rooding*	Infrastructure - Rooding	Infrastructure Rooding	Infrastructure - Rooding
Infrastructure Water*	Infrastructure - Water	Infrastructure Water	Infrastructure - Water
Infrastructure Wastewater*	Infrastructure - Wastewater	Infrastructure Wastewater	Infrastructure - Wastewater
Infrastructure Storm water*	Infrastructure - Storm water	Infrastructure Storm water	Infrastructure - Storm water
Infrastructure Rubbish and recycling	Infrastructure - Rubbish and recycling	Infrastructure - Rubbish and recycling	Infrastructure - Rubbish and recycling

Rationale for service delivery

Service delivery should clearly link to wellbeing by describing which of our community outcomes each activity is intended to promote. This helps to link our activities with what we are wanting to achieve and the desired outcome for the community as a result of delivering this activity.

Significant negative effects

Councils must report on any significant negative effects that the activities are expected to have on wellbeing, whilst the Annual Report must disclose any identified effects.

Activity Management Plans

Activity Management Plans provide information to our community on the services that Council provides as well as to assist Council staff in the undertaking of the activity over the next three years and beyond. The intention of activity plans is to:

- Demonstrate responsible management of each of the activities;
- Communicate and justify funding requirements;
- Comply with statutory requirements;
- Ensure a sound business plan is in place;
- Define realistic work programmes and demonstrate practical work flows.

For each Group of Activities and the sub-activities that sit under them, Council has outlined the following:

- what is involved in each Activity;
- the rationale for the Activity;
- key legislation, strategies and policies that influence the activity;
- key drivers and our responses to them;
- major projects
- significant negative effects associated with an activity;
- associated costs; and how the costs will be funded.

The Activity Management Plans have undergone a review by Activity Managers to ensure the most up-to-date information on each Group of Activities or sub-activity that reflects Council's direction.

During this process, Activity Managers reviewed their performance measures and targets. The performance measures that are included in the Activity Management Plans will be reported on throughout each of the next three years through Council's Annual Reports (until the next review is undertaken). This is the subject of a separate report to Council.

Levels of Service

Council's LTP must include a statement of the intended level of service provision. This includes:

- a) Performance measures to enable the public to assess the stated level of service;
- b) Performance target or targets for each performance measure;
- c) Any intended changes to the level of service that was provided in the year before the first year covered by the LTP and the reasons for any changes;
- d) The reasons for any material change to the cost of a service.

Ngā Take/Kōrerorero | Issues/Discussion

The following is a summary of each of Council's Non-Asset Activity Management Plans including the proposed Levels of Service. Note that this is subject to change following budgeting discussions.

Key for Levels of Service:

Significant improvement to LOS
Moderate improvement to LOS
No change to LOS
Moderate reduction to LOS
Significant reduction to LOS

Libraries Activity

This activity covers the operational aspects of libraries. The library buildings/property aspects are covered through asset management plans.

Libraries	
Level of Service	<p>Current LTP 2021-31:</p> <ul style="list-style-type: none"> Our library services will be accessible to the community Our library resources will support community needs <p>Proposed LTP 2024-34: No change to LOS</p>
What we do	Libraries provide services to users of our libraries in Matamata, Morrinsville and Te Aroha and stock over 50,000 items as well as a digital library.
Why we do it	<p>Libraries retain their traditional services to the community through providing material to support lifelong learning and recreation. Libraries also provide community spaces serving all members of the public through the provision of literacy services, digital programmes and technology and spaces for people to gather.</p> <p><u>Community outcome: He wāhi whakapapa, he wāhi hangahanga A place to belong and create</u></p> <p>This activity supports the above measure by:</p> <ul style="list-style-type: none"> Utilising the district's libraries as community hubs. Ensuring we are reaching a large number of our community through our libraries, online service and outreach service.
Key challenges/opportunities	<ul style="list-style-type: none"> Access to technology Reflecting Te Ao Māori in our libraries A diverse, growing community High cost of living for our communities Expectations on library staff to have in-depth knowledge, especially digital and teaching skills.
Significant negative effects	No significant negative effects have been identified relating to this activity.
Major Projects	<ul style="list-style-type: none"> Morrinsville Library upgrade Morrinsville Library Makerspace Wayfinding and signage

Strategy and Engagement Group

Emergency Management	
Level of Service	<p>Current LTP 2021-31:</p> <ul style="list-style-type: none"> <i>We will be prepared to assist the community in the event of an emergency</i> <p>Proposed LTP 2024-34: No change to LOS</p>
What we do	Preparing and planning for emergency response and recovery
Why we do it	<p>To support our communities in an emergency response and to help improve community preparedness, in accordance with the Civil Defence Emergency Management (CDEM) Act 2002.</p> <p><u>He wāhi kaingākau ki te manawa, I A place with people at its heart</u></p> <p>This activity supports the above measure by:</p> <ul style="list-style-type: none"> Placing the community at the heart of any emergency event/exercise. Supporting the wellbeing of our community by building preparedness and resilience in the event of an emergency and helping the community to remain safe. Building relationships with other agencies to support the wellbeing of our communities and build preparedness.
Key challenges/opportunities	<ul style="list-style-type: none"> An ageing population Climate change Training of Council staff Low levels of household awareness of risks and preparedness for emergencies A large geographic area with widespread small population centres
Significant negative effects	<ul style="list-style-type: none"> Emergency response can inhibit the normal freedoms of communities Emergency response and recover is expensive and unbudgeted
Major Projects	No major projects planned

Communications and Events	
Level of Service	<p>Current LOS LTP 2021-31:</p> <ul style="list-style-type: none"> <i>We will hold events to contribute to economic development, recognise volunteers, and remember our history</i> <i>We will continue developing online services so residents and ratepayers can access information and interact with Council at any time, from anywhere</i> <i>We will make Council information easy for people to find and access</i> <p>Proposed LTP 2024-34: Moderate improvement to LOS:</p> <ul style="list-style-type: none"> <i>We will hold and/or support events – providing opportunities for people to connect, learn and reflect on our history</i> <i>We will continue to invest in our digital strategy to</i>

	<p><i>improve online services to our customers, achieve greater organisational efficiency, and improve access to data</i></p> <p>The above proposed amendments to the LOS have been suggested to allow for flexibility to deliver events in response to community needs. The delivery of digital enablement projects is planned to increase from one to three per year. Although the qualitative measure is proposed to be removed, the above amendments will improve the LOS that our community can expect from us.</p>
What we do	We keep the community informed and actively encourage people to engage with Council.
Why we do it	<p>We do this to connect with our community and support the democratic process. We also ensure that we are meeting statutory obligations such as advertising and consultation processes.</p> <p><u>He wāhi puawaitanga A place to thrive</u> This activity supports the above measure by:</p> <ul style="list-style-type: none"> Supporting events that contribute to the economic and social wellbeing of our communities. The events that Council holds and supports allow people to connect, learn and reflect on our history. Projects through Council's digital strategy help to improve the efficiency of Council services and/or to make information more accessible.
Key challenges/opportunities	<ul style="list-style-type: none"> Participation in decision-making Building trust with our community Consultation fatigue Delivery of events Rapid changes in technology Lack of strategy for Economic Development activities.
Significant negative effects	<ul style="list-style-type: none"> Social – the trend towards increasing use of technology can be more inclusive for some but may create equity issues for others.
Major Projects	Digital strategy project delivery

Community Leadership	
Level of Service	<p>Current LTP 2021-31:</p> <ul style="list-style-type: none"> <i>People will have confidence in their local elected members</i> <i>Council will involve Tangata Whenua with Mana whenua status in the decision making process</i> <i>We will provide a safe working environment with an aim to ensure that every person working on, near, or visiting our sites goes home healthy and safe every day</i> <i>We will provide timely responses to official information requests</i> <p>Proposed LTP 2024-34: No change to LOS our community can expect to receive, however amendments have been made to the wording:</p> <ul style="list-style-type: none"> <i>Our Mayor and Councillors demonstrate commitment to the democratic process</i>

	<ul style="list-style-type: none"> • <i>We will involve Tangata Whenua with Mana whenua status in the decision making process</i> • <i>We have a system in place to create a healthy, safe workplace and to drive continuous improvement so that our people thrive</i> <p>The wording changes more accurately reflect the outcomes that Council is seeking to achieve.</p>
What we do	Community Leadership is responsible for involving the community in decision-making. Communities elect members to represent them and to make decisions on their behalf. This involves providing leadership for the community as a whole and involving people in decision-making processes.
Why we do it	<p>This activity supports the democratic process and ensures that our community can be involved in open and transparent decision-making.</p> <p><u>He wāhi whakapapa, he wāhi hangahanga A place to belong and create</u></p> <p>This activity supports the above measure by:</p> <ul style="list-style-type: none"> • Helping to foster a genuine partnership with mana whenua through the Te Manawhenua mo Matamata-Piako Forum. • Ensuring that our community have opportunities to partake in the democratic process.
Key challenges/opportunities	<ul style="list-style-type: none"> • Ensuring effective representation of a diverse district • Meaningful engagement of the community in democratic processes • Ensuring accessibility to Elected Members • Technology
Significant negative effects	No significant negative effects have been identified relating to this activity.
Major Projects	<ul style="list-style-type: none"> • Triennial elections • Representation review • Pre-election reports • Te Manawhenua Forum mō Matamata-Piako

Strategies and Plans	
Level of Service	<p>Current LTP 2021-31:</p> <ul style="list-style-type: none"> • <i>Our community will have the opportunity to participate in Council consultation processes</i> • <i>We will provide an annual update on progress on land use and development, and the protection of natural and physical resources of the District</i> <p>Proposed LTP 2024-34: No change to LOS</p>
What we do	This activity is responsible for Council's key strategic documents (including the Long Term Plan, Annual Plan, Annual Report and District Plan). We also ensure that our policies and bylaws are reviewed regularly.
Why we do it	We work on strategy and policy at both a regional and national level to ensure our policies comply with legislation and are aligned with others, while still meeting the needs

	<p>of our community.</p> <p><u>He wāhi kaingākau ki te manawa, I A place with people at its heart</u></p> <p>This activity supports the above measure by:</p> <ul style="list-style-type: none"> Ensuring Council's policies, plans and strategic documents reflect the aspirations of our community.
Key challenges/opportunities	<ul style="list-style-type: none"> Economic Development Discretionary funding – grants Customer satisfaction survey Changing community needs
Significant negative effects	<ul style="list-style-type: none"> Our communication and opportunities for engagement may not reach the whole community including iwi. If our planning documents are inadequate or fail to meet statutory requirements there could be negative impacts on all aspects on wellbeing, social, economic, environmental and cultural.
Major Projects	<ul style="list-style-type: none"> Long Term Plan Annual Plan Policies and Bylaws Regional Collaboration Discretionary funding District Plan Review Regional RMA Policy Hauraki Gulf Forum Iwi Settlement Legislation Plan Plans – development and review

Consents and Licensing Group

Animal Control	
Level of Service	<p>Current LTP 2021-31:</p> <ul style="list-style-type: none"> <i>Any disturbances caused by animals will be investigated quickly and efficiently.</i> <i>We will carry out regular property visits to ensure dog owners are responsible.</i> <i>We will carry out regular street patrols to keep the streets free from stray animals.</i> <p>Proposed LTP 2024-34: No change to LOS</p>
What we do	<p>Animal Control is there to help responsible dog owners and to ensure that uncontrolled animals don't cause a problem for others through nuisance or injury to any person or other animal.</p>
Why we do it	<p>Most of the work undertaken by the Animal Control Officers centres on the administration of the Dog Control Act 1996 – ensuring that dogs are registered, catching wandering dogs, providing owners with information on pet care, and following up on complaints about dogs ranging from barking to aggressive behaviour.</p> <p><u>He wāhi whakapapa, he wāhi hangahanga I A place to belong and create</u></p> <p>This activity supports the above measure by:</p>

	<ul style="list-style-type: none"> Working with our community to help make our communities a safe and healthy place to live, work and visit. Provide a responsive and helpful regulatory service to promote the district.
Key challenges/opportunities	<ul style="list-style-type: none"> Encouraging responsible animal ownership Managing difficult people Dealing with dangerous/menacing dogs and animals
Significant negative effects	<ul style="list-style-type: none"> Aggressive or uncontrolled dogs and livestock can have a negative effect on neighbours and people in the community. The cost of dog registration can be a bar to owning a pet.
Major Projects	No major projects planned

Building Consents and Monitoring	
Level of Service	<p>Current LTP 2021-31:</p> <ul style="list-style-type: none"> <i>Building consents will be administered quickly and efficiently</i> <i>We will respond to complaints of alleged illegal/unauthorised activity</i> <p>Proposed LTP 2024-34: Moderate improvement to LOS:</p> <ul style="list-style-type: none"> <i>Building consents will be administered quickly and efficiently</i> <i>Code compliance certificates will be administered quickly and efficiently</i> <i>We will respond to complaints of alleged illegal/unauthorised activity</i> <p>The proposed new level of service provides a commitment that Council will issue code compliance certificates within 20 working days.</p>
What we do	Building Control ensures the buildings in our district meet the safety and quality standards set out under the Building Control Act 2004 and the Building Code. We work with the community and the building industry to ensure all buildings are safe, healthy and durable for their intended life.
Why we do it	<p>Building Control is a regulatory function driven by legislation; policy direction from central government has meant a focus on councils providing a good quality service for businesses and households.</p> <p><u>He wāhi puawaitanga A place to thrive</u></p> <p>This activity supports the above measure by:</p> <ul style="list-style-type: none"> Supporting the economic growth of our district by working in an efficient and effective way. This includes processing building consents, code compliance certificates and responding to complaints. Ensure that buildings in our district are safe and healthy places to live, work and play.
Key challenges/opportunities	<ul style="list-style-type: none"> Meeting statutory timeframes Adapting to legislative change

Significant negative effects	<ul style="list-style-type: none"> • Cost of communities trust, where mitigation is necessary for buildings that have not been built to Building Code. • Cost to ratepayers from mitigation where buildings have not been built to Building Code.
Major Projects	No major projects planned

Licensing and Enforcement

Level of Service	<p>Current LTP 2021-31:</p> <ul style="list-style-type: none"> • <i>We will inspect or audit all food premises, hairdressers, funeral directors and camping grounds in the District to ensure they are running in accordance with the Health Act and/or health regulations</i> • <i>We will ensure that all premises in the District with alcohol licences are operating responsibly</i> • <i>We will act on all noise complaints we receive.</i> <p>Proposed LTP 2024-34: No change to LOS</p>
What we do	Licensing and Enforcement is responsible for processing health, food and alcohol licences and has responsibility for noise control in our community. Licensing and Enforcement also monitors and responds to complaints about breaches of our bylaws, and have responsibilities under several other Acts
Why we do it	<p>Licensing and Enforcement is a regulatory function driven by legislation.</p> <p><u>He wāhi puawaitanga A place to thrive</u> This activity supports the above measure by:</p> <ul style="list-style-type: none"> • Supporting the health and wellbeing of our communities by ensuring that food premises are safe, our licensed premises are compliant with legislation and we respond efficiently to nuisances such as excessive noise. • Ensuring our bylaws relevant to this activity are complied with to reduce nuisances.
Key challenges/opportunities	<ul style="list-style-type: none"> • Managing difficult people • Increasing online accessibility • Understand, adapt and respond to legislative/resource changes.
Significant negative effects	<ul style="list-style-type: none"> • Cost to our ratepayers to undertake litigation to enforce non-compliances. • Reduction in Council's social licence when complaints aren't followed up or incorrect action is taken.
Major Projects	No major projects planned

Resource Consents and Monitoring

Level of Service	<p>Current LTP 2021-31:</p> <ul style="list-style-type: none"> • <i>Resource consents will be administered quickly and efficiently.</i> • <i>We will monitor land use consent compliance.</i> <p>Proposed LTP 2024-34: No change to LOS</p>
What we do	This activity is responsible for administering the District Plan, advising customers on District Plan and Resource Management Act 1991 requirements, processing

	applications for land use and subdivision consents, monitoring compliance with land use and subdivision consent conditions, investigating breaches of the District Plan, and taking enforcement action where necessary.
Why we do it	<p>We provide resource consents and monitoring services to meet our obligations under the Resource Management Act 1991. This service aims to find a balance between the use, development and protection of land and other natural and physical resources in the district.</p> <p><u>He wāhi puawaitanga A place to thrive</u> This activity supports the above measure by:</p> <ul style="list-style-type: none"> • Supporting the economic growth of our district by working in an efficient and effective way. This includes processing resource consents and monitoring compliance. • Ensuring that activities in our district are undertaken in appropriate locations so that they do not adversely affect the surrounding environment. • Consulting with iwi and different ethnic groups in the community to ensure that cultural practices are considered when processing consent thus preserving cultural identity for current and future generations.
Key challenges/opportunities	<ul style="list-style-type: none"> • Managing, understanding and adapting to resource and legislative changes e.g. resource management legislation reform • Managing difficult people • Opportunities to increase online accessibility
Significant negative effects	<ul style="list-style-type: none"> • Cost to our ratepayers to undertake litigation to enforce non-compliances. • Reduction in Council's social licence when complaints aren't followed up or incorrect action is taken. • Fees and charges not covering the cost to process resource consents. • Cost of appeals • If complaints are not followed up and appropriate action taken, then this could have a negative impact on the environment.
Major Projects	No major projects planned

Mōrearea | Risk

Staff have identified a general risk of legislative non-compliance in the grouping of its activities within the LTP. Specific risks that have been identified include:

- Budgetary Risks – Subject to budgeting discussions, Activity Management Plans include financial projections and cost estimates. If these estimates are inaccurate, it may lead to budget shortfalls or overspending.
- Public dissatisfaction - If the community disagrees with the priorities set out in Council's Activity Management Plans within the LTP, it can lead to dissatisfaction with Council's direction.

- Delays and inefficiencies - Poor planning or unforeseen obstacles can lead to delays in implementing planned activities, causing frustration among the community and stakeholders.
- Capacity constraints - Inadequate staffing, resources, or expertise can hinder the success of projects and activities outlined in the Activity Management Plans.
- Regulatory Non-compliance - Failure to adhere to legal and regulatory requirements in areas such as environmental protection, land use planning, or safety can lead to legal challenges or fines.
- Disruptions in service delivery - Economic recessions or unforeseen economic challenges may affect revenue streams, making it difficult to fund planned activities. Rising costs due to inflation can erode the purchasing power of allocated budgets, potentially impacting the ability to deliver services at the promised level.

To mitigate these risks, Council has engaged in comprehensive planning, and a detailed review of Council's groups of Activities and Activity Management Plans. Effective communication with the community will help to manage public perception and community expectations.

Ngā Whiringa | Options

The recommended option is for Council to approve the direction of the Non-Asset Activity Management Plans.

Alternatively, Council could provide further direction to staff for refinement of the Non-Asset Activity Management Plans

Option One	
Description of option	
Council approve the direction of the Non-Asset Activity Management Plans	
Advantages	Disadvantages
The Activity Management Plans would be updated for the LTP.	Upcoming budgeting discussions may mean that the levels of service may need to be re-visited

Option Two	
Description of option	
Council do not approve the direction of the Non-Asset Activity Management Plans	
Advantages	Disadvantages
Council could provide direction to staff for further refinement of performance measures	The updated Activity Management Plans would not be progressed as planned for the LTP

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

Legislative Requirement

Schedule 10(2) LGA requires Council to identify the following in its LTP:

- a) the activities within the group of activities;
- b) identify rationale for delivery of the group of activities (including the community outcomes to which the group of activities primarily contributes);
- c) outline any significant negative effects that any activity within the group of activities may have on the local community;
- d) include the information specified in clauses 4 (statement of service provision including levels of service, performance measures and targets) and 5 (funding impact statement) -
 - (i) in detail in relation to each of the first three financial years covered by the plan; and
 - (ii) in outline in relation to each of the subsequent financial years covered by the plan.

Schedule 10(2) also identifies the Groups of Activities that the Council must include as a group of activities:

- (a) water supply;
- (b) sewerage and the treatment and disposal of sewage;
- (c) stormwater drainage;
- (d) flood protection and control works (this is a Regional Council activity);
- (e) the provision of roads and footpaths.

The LGA notes that councils may treat any other Activity as a group of activities.

Local Government Act 2002 (LGA 2002) Decision-making requirements

The LTP and the proposals within it are deemed to be of high significance. However, the decisions associated with this report are considered to be of low significance.

All Council decisions, whether made by the Council itself or under delegated authority, 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.	Options are addressed above in this report.
Section 78 – requires consideration of the views of Interested/affected people	A full consultation process will be undertaken in accordance with the LGA.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The LTP project is assessed as per Council's Significance and Engagement Policy as having a high level of significance.
Section 82 – this sets out principles of consultation.	Consultation will be undertaken as per the legislative requirements using the special consultative procedure as prescribed in the LGA.

Policy Considerations

To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

No engagement is required at this time (as the decisions as described in this report have been assessed as having low significance). Once the Non-Asset Activity Management Plans are adopted as supporting material alongside the LTP consultation document in December 2023, and following an audit process, it will be consulted on with the community in accordance with section 93A of the LGA (use of the special consultative procedure).

The LTP is subject to a communications and engagement plan and a full consultation process in early 2024.

Ngā take ā-lhinga | Consent issues

No consent issues have been identified.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

The draft performance measures for non-asset activities reflect Council's updated Strategic Direction and Community Outcomes. **Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source**

The costs involved in the LTP project are allocated for in existing budgets within the Strategies and Plans activity.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

7 Pūrongo me whakatau | Decision Reports

7.9 Dog Control Annual Report 2022/23

CM No.: 2776645

Te Kaupapa | Purpose

The purpose of this report is to adopt the 2022/23 Annual Dog Control Report.

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 2022/23 financial year

Tūtohunga | Recommendation

That:

1. The Annual Dog Control Report 2022/23 be adopted and publicly notified.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Annual Dog Control Report 2022/23 be adopted and publicly notified with the clarification on exclusive dog areas.

Moved by: Cr J Sainsbury

Seconded by: Cr R Smith

KUA MANA | CARRIED

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.

Ngā Take/Kōrerorero | Issues/Discussion

The attached 2022/23 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 adopted report will be placed on Council's website and will be available at each office.

Mōrearea | Risk

There is no risk associated with this report.

Ngā Whiringa | Options

The options in 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 Whakawhitiwhitinga | Communications and engagement

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 implications

Ngā Tāpiritanga | Attachments

- A. Dog Control Policy and Practices 2022/23

Ngā waitohu | Signatories

Author(s)	Dennis Bellamy Group Manager Community Development	
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Approved by	Dennis Bellamy Group Manager Community Development	
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Item 7.9 considered before item 7.8.

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Civil Defence and Emergency Management - Quarterly Report

CM No.: 2781692

Te Kaupapa | Purpose

The purpose of this report is to inform Council of the activity undertaken in the emergency management function as well as significant matters relating to the Waikato CDEM Group which affect Council.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received

Resolution number CO/2023/00011

Moved by: Cr G Thompson

Seconded by: Cr R Smith

KUA MANA | CARRIED

Horopaki | Background

Matamata-Piako District Council (MPDC) entered into a service level agreement with Waikato Regional Council (WRC) to meet its obligations under the Civil Defence and Emergency Management Act 2002. The service is delivered through the Group Emergency Management Office (GEMO) and this arrangement was established in August 2019.

The last quarterly report was in June 2023.

Ngā Take/Kōrerorero | Issues/Discussion

Staffing – MPDC

The service level agreement provides a full time Emergency Management Officer (EMO) and a 0.2 FTE Business Support Officer dedicated to MPDC.

The last report identified that the EMO, Loren Molloy, was working towards being the local controller for MPDC. She has now completed the required qualification, has been interviewed by the Statutory Role and Appointment Committee of Coordinating Executive Group (CEG) and now has to work through a development plan set by the requirements of the Group Controller Policy. Upon completion of the development plan Loren will be able to be nominated by MPDC to be appointed as a Local Controller by the Joint Committee.

At the Joint Committee meeting of 11 September a MPDC staff member, Tamara Kingi was advised as being appointed to the role of MPDC Local Welfare Manager. Although the Local Welfare Manager role is not a statutory appointment, the importance of the role is acknowledged by being advised to Joint Committee.

Both appointments of Welfare Manager and Local Controller (in training) are significant steps towards MPDC being self-sustaining in two critical areas of emergency management.

MPDC Work plan:

The work programme for the 2023/2024 financial year has been agreed by MPDC's CEG Member, Group Manager Community Development and has been structured to incorporate and align the actions and recommendations of the:

- a. MPDC monitoring and evaluation report recommendations (2019 & 2022)
- b. Waikato CDEM Group¹ Plan actions prioritised by Coordinating Executive Group (CEG)²
- c. COVID-19 after action report recommendations (2020) prioritised by CEG
- d. Corrective action identified from activations and exercise debriefs and assessments.

The plan identifies where Council units other than 'emergency management' take a lead or support activities. Through this a 'whole of council' approach to emergency management will develop.

2023/24 Work Plan summary

High priority activity areas of the work plan include:

Plan maintenance:

- Ongoing check and adjust of progress and priorities with senior members of staff.

Communications and ICT:

- Systems and processes to ensure warnings to the public can be issued
- Deployment of Group wide communication platform (WHISPIR) to ensure fast and consistent communication to staff and stakeholder agencies
- On going development and improvement of electronic communication and record keeping in the Emergency Operations Centre (EOC)

Iwi / Māori partnership:

- Engaging with Māori to enable knowledge and alignment with their response capacity
- Māori representation on Local Welfare Committee

Readiness for response and recovery:

- Improvement and development of systems and processes and resources to enable effective response and recovery
 - Maintaining sufficient trained and competent staff (training and exercise plan)
 - Generic response plans for known hazards with high consequences
 - Responding to lessons learnt from around the CDEM Group and NZ
 - Maintenance and delivery of the Local Welfare business plan and specifically ensuring the needs of disproportionately affected communities are considered.

Resilience building:

- Work with priority communities to support them to develop community response and resilience plans
- Public education and engagement

¹ The Waikato CDEM Group has overall responsibility for the governance of CDEM including establishment and oversight of the CEG and GEMO. The CDEM Group (-Joint Committee) functions and general powers are covered in the [CDEM Act 2002 s17 & 18](#).

² The CEG is responsible to the CDEM Group for functions detailed in [CDEM Act 2002 s20 \(2\)](#).

All actions in the plan have been prioritised as High, Medium or Low. The GEMO³ and MPDC's priority is on high priority actions and these work areas focus on response and recovery capability. Below is an aggregated report on those work areas.

Update on work plan progress - June to September:

Key:

Status	Description
Green	On track
Orange	Off track in respect of timing and / or scope. No risk to the work area
Red	Off track in respect of timing and / or scope. Help needed or has been requested

LTP Measures	Status	Comments
The evaluation of annual exercise as a measure of effectiveness of training.	Green	<ul style="list-style-type: none"> The EOC activation to Cyclone Gabrielle was assessed and the results are reported separately below.
Work area	Status	Comments
Welfare	Green	<ul style="list-style-type: none"> MPDC has a current welfare business plan which is in alignment with the Group Welfare Plan. The local plan is reviewed annually. <p>Next steps:</p> <ul style="list-style-type: none"> develop an Animal Welfare Plan increase numbers and provide training to welfare teams. Re-assess identified Civil Defence Centres <p>Current state:</p> <p>The new Welfare Manager and EMO are working together to review the welfare arrangements in MPDC and to audit the planning and arrangements for establishment of Civil Defence Centres.</p>
Training & exercising	Green	<p>Next steps</p> <ul style="list-style-type: none"> Development of training and exercise plan for submission to Executive members of staff Deployment of the plan and ongoing training delivery by GEMO and local drills Improve the process of follow up with staff to ensure the Foundation induction requirement is met.
Recovery	Orange	<ul style="list-style-type: none"> Throughout the Group area the deployment of the Group Recovery work plan has been halted due to recovery focus from Cyclone Gabrielle.

³ The GEMO supports the delivery of the Waikato CDEM Group strategy and work programme (Group Plan p82)

Operational readiness (staff, facilities & functions)		<ul style="list-style-type: none"> • A Group wide after-action report is being prepared by a contractor. The relevant recommendations will be incorporated into the MPDC workplan • Activation guideline to enable appropriate levels of EOC activation is complete. <p>Next steps:</p> <ul style="list-style-type: none"> • Define and agree EOC staffing levels to align with the activation guideline • Increase depth of staff trained and available to operate the emergency operations centre on an ongoing basis. • Development of contingency plans for reasonably foreseeable scenarios • Development of local process relating to the Group Deployment Policy
Communications / ICT		<p>Next steps:</p> <ul style="list-style-type: none"> • Work with the IT team in implementing system recommendations from the recent activation debrief. • Decide alternate communication solutions in collaboration with a Group wide radio communications project and lessons learnt from recent weather events. • Deployment and use of the WHISPIR communications platform.

EOC activation assessment outcomes

Local authorities are required to have an annual exercise assessed to measure the efficacy of training (LTP Measure). Because the MPDC EOC was activated in response to Cyclone Gabrielle an independent assessment of the activation was conducted.

The assessment outcome of exercise Tahi May 2022 was 48% (late developing)
The assessment outcome of EOC activation 2023 is 64% (advancing)

The conclusion statement from the assessors follows:

“Matamata-Piako District Council's response capability would significantly increase from a targeted effort in exercising response processes with a focus on log keeping and record keeping supporting decision making and actions taken. Understanding the importance of desk/personal logs and meeting notes would greatly benefit a fast scale-up of the response, unexpected handovers/staff illness, incoming staff, and auditing of decision made and actions taken during the response.

MPDC would also benefit from having a local Controller and producing local Intent & objectives specifically relevant to the Matamata-Piako community.”

This is a significant improvement in the previous year assessment and with ongoing development of processes, training and appointment of Controller and Welfare Manager further improvement can be anticipated. The assessment shows MPDC can confidently manage a response to an event and has a strong base of competence to improve from.

Group matters of significance:

CDEM Legislation - submission

The **Emergency Management Bill** was introduced to Parliament on 7 June 2023. Once the Bill goes to Select Committee the GEMO will coordinate a Group wide submission. This will not prevent Councils making their own submissions if they want.

1. the Bill was referred to the Governance and Administration Select Committee and the submission period on the Bill is open until 3 November 2023.
2. Once feedback from partners and stakeholders is reviewed, and incorporated where applicable, the Waikato CDEM Group Submission Subcommittee (of Joint Committee) will review and consider points highlighted for Waikato CDEM Group submission
3. Any submission points of significance that would benefit from being amplified will be identified to MPDC seeking support from council to undertake individual submissions on those matters of significance, where there is alignment of thought.

GEMO workplan delivery

Current focus remains on regional oversight of the local recovery organisations dealing with the impacts of the three North Island weather event earlier in the year.

Delivery of CDEM training is back in full swing and MPDC staff continue to make up good numbers of attendees on courses. New courses are being developed where they don't exist from National resources and a full suite of Communities of Practice are underway.

Long Term Planning and quarterly reporting to CEG, Joint Committee and their respective sub-committees is an ongoing activity.

Processes are being developed to support the Group Deployment Policy which has been recently reviewed. These processes will need to be implemented at MPDC (and other councils) and will have a focus on assuring that the Council as a PCBU (under H&S legislation) is meeting its obligations when sending staff to work in emergency situations. A safety community of practice has been established for mutual support across the councils in the Group area.

Reviews of North Island sever weather events

There are a range of after-action reviews (AAR) and inquiry post the response and recovery from Cyclone Hale (10th Jan), the Auckland Anniversary Weekend events from 27th January 2023 and Cyclone Gabrielle.

Local debrief and evaluation

- As reported above MPDC have had an independent evaluation of their response and have self-identified lessons learnt and areas of excellence from internal debriefs.

Waikato CDEM Group AAR:

- Being conducted by consultant "Simplicity"
- The report has been received in draft and is currently provided to local authorities for fact checking
- Anticipate a final report in mid/late October

National Emergency Management Agency (NEMA) AAR:

- NEMA are conducting an AAR focussing on their role and actions
- It is not an all of government review
- CDEM Groups are being asked for their input
- There is no indication when a report may be finished or how it might be shared

Government Inquiry

- On 29 June Minister McNulty announced a government inquiry into the response/s to be led by former Governor General Sir Jerry Mateparae
- The inquiry will review the actions and design of the Emergency Management system
- The inquiry began collecting evidence 31 July
- Interim recommendations to the Minister for Emergency Management are expected no later than 7 December 2023
- And final report with recommendations no later than 26 March 2024

The GEMO will keep abreast of any other reports which we can learn from and which may become available and may collectively inform our submission/s to the Emergency Management Bill.

Coordinating and Executive Group

The CEG are the executive group who oversee the work of the GEMO and local authorities and recommend policy decisions to Joint Committee. Dennis Bellamy is the MPDC member (delegated by the CEO).

CEG met on 25 August. This is a closed meeting and the main agenda items included:

- Government reform – with focus on Emergency Management Bill
- Long Term Plan (LTP) proposals and budget review
- Group Deployment Policy review

CDEM Group Joint Committee (JC)

The last meeting of JC was 11 September and the agenda and unconfirmed minutes (and meeting recording) can be found here: [Waikato CDEM Joint Committee | Waikato civil defence and emergency group \(waikatoregioncdemg.govt.nz\)](#). Councillor Russell Smith is Council's representative on the Joint Committee.

Of significance the JC discussed and resolved:

- Performance against the 2022/23 Group budget
- To confirm the budget for the LTP 2024-34
- To inform WRC of the budget required from a uniform annual general charge to set the CDEM targeted rate for the LTP 2024-34
- To reaffirm the appointment of existing local and Group Controllers, and Recovery Manager and to revoke any previously appointed statutory role holder who no longer hold the office.
- Noted the appointment of Tamara Kingi as Welfare Manager for MPDC

In setting the budget the JC approved an increase of three FTEs. *“The proposed increase to the current CDEM Group budget will allow the Group to meet the requirements of the current, and future, Group Plan; meet growing public expectation of the Emergency Management System and position the CDEM Group to proactively respond to the Government’s stated intentions of: partnership with iwi/Māori, and to increase the professionalisation of the emergency management sector”.*

The FTEs include:

- Iwi / Māori Advisor
- Geo Spatial Information System (GIS)
- Operational Readiness Coordinator

The decisions of JC will go to the WRC LTP process as administering authority for the Group.

Mōrearea | Risk

There is no risk associated with this report.

Ngā Whiringa | Options

That the information be received.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Dennis Bellamy Group Manager Community Development	
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Approved by	Dennis Bellamy Group Manager Community Development	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.2 Hauraki Gulf Forum Update

CM No.: 2781958

Rāpopotonga Matua | Executive Summary

This report presents the minutes of the Hauraki Gulf Forum (HGF) Meeting held on 11 September 2023. Hauraki Gulf Forum Executive Officer, Alex Rogers in attendance.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Information be received.

Resolution number CO/2023/00012

Moved by: Cr K Tappin

Seconded by: Cr C Ansell

KUA MANA | CARRIED

Horopaki | Background

The HGF is a statutory body under the legislative framework of the Hauraki Gulf Marine Park Act 2000 (HGMPA) which focuses on promoting and facilitating integrated management, protection and enhancement of the Hauraki Gulf. The HGF integrates and respects Te Ao Māori and other worldviews, including the principles of the Treaty of Waitangi under Section 6 of the HGMPA by following the principles of Aroha, Openness, Tautoko, Manaaki, Stewardship, Awhi, Leadership, Tika, Pono and Ethics. In accordance with Section 22 of the HGMPA, the Forum is treated as a joint committee of the constituent local authorities involved.

Ngā Take/Kōrerorero | Issues/Discussion

Strategic Issues

The HGF is required to identify and prioritise strategic issues (as outlined in the HGF's Work Plan document). The current focus is on three main topics:

a) Integrated Management

- Improving integrated management through partnership, collaboration and coordination, and supporting Iwi/Hāpu and other community led efforts.

b) Water Quality

- Restoring water quality values through addressing land use activities that increase flows of pollutants, raise awareness of quality concerns and publishing latest data that highlight trends.

c) Marine Ecosystems

- Recognising those critical marine values and ecosystems through advocating for protection, and enhancement. Progress and support marine protected areas, reduce biodiversity loss and understand climate change risks.

Work Plan 2020 – 2022

The HGF work plan 2022 focuses on the following goals:

a) Increasing protection of the Gulf by increasing 'Marine Reserves' from 0.3% to 30%.

Key actions include:

- Call on all sides to take less from the Marine Park.
- Call for an end to fishing practices, which destroy benthic habitat.
- Support the use of indigenous tools and reform of the Marine Reserves Act.

b) 1,000 square kilometres of restored shellfish-beds and reefs.

Key actions include:

- Call for a supportive regulatory framework.
- Advocate for trials throughout the Marine Park.
- Support the work of the Shellfish Coordination Restoration Group.

c) Eliminate marine dumping in the Marine Park or near its borders.

Key actions include:

- Call for an end to the use of dumpsites near the Marine Park.
- Advocate to minimise marine dredging and promote alternatives.

d) Riparian planting of the Hauraki Gulf Marine Park catchment.

Key actions include:

- Request and publish information on existing initiatives.
- Support planting efforts and facilitate collaboration.
- Advocate for a catchment-wide approach.

11 September 2023 HGF Meeting

Workshop

During this closed workshop, forum members were taken on a site visit to the Kopū Marine precinct. This was hosted by Mayor Len Salt with verbal presentations from Lorenzo Canal from Urban Solutions and Greg Kroef from Heron Constructions.

Meeting

Public Forum

1. State of our Seabirds – presented by Janice Molloy from Southern Seabirds Trust

Background:

- Seabirds are one of the most threatened groups of birds, with New Zealand having both the greatest number of resident seabird species in the world (88 species of the total 370 species) and the greatest number of endemic seabird species (37 species) of any country, globally. Seabirds are defined as those species that spend part of their lifecycle at sea while feeding in-shore and offshore.

- Their transboundary lifestyles in both marine and terrestrial environments means that seabirds are subject to a large range of threats. In the Hauraki Gulf, petrels, shearwaters (usually black petrels and flesh-footed shearwaters), penguins and shags are the most at-risk species.

Threats to Seabirds:

- Commercial and recreational fishers in the Gulf has had significant impacts on seabird populations. Set-nets, long-line and trawl fisheries are reported to be responsible for most seabird by-catch in New Zealand
- Seabirds are opportunistic foragers and are often drawn to discards from working fishing vessels. Seabirds also dive after baits, hooking themselves or becoming entangled in the line. Too often, the line is cut without an attempt to unhook or detangle the bird. Beach wrecked birds are frequently found with hooks and lines still attached to them
- Beyond by-catch, fisheries may impact seabird populations by reducing prey species available, particularly at crucial periods of the breeding cycle where parents are foraging for both themselves and their chicks
- Marine plastic pollution is also a threat to seabirds in the Hauraki Gulf. Many plastics float in the marine environment, making them visible and available to opportunistic foraging seabirds
- Plastics in the marine environment form a substrate of biofilms, which emit a similar chemical odour (Di-methyl sulphide, or DMS) to that of plankton. Some species of seabirds identify DMS as a food source where it is present in the ocean as it often smells like food.
- Other seabirds, use visual cues to identify prey therefore are more at risk of selecting certain colours of plastics as prey, as found in deceased seabirds and their nests
- Plastic consumption not only impacts the foraging adults, but also their offspring. In feeding their chicks, seabirds will pass on ingested plastics through regurgitation
- The oceans around New Zealand are predicted to have the greatest impacts from plastics on seabirds due to the diversity and abundance of seabird species that forage for food in our waters
- The semi-enclosed nature of the Hauraki Gulf, means that plastics potentially could accumulate at higher concentrations here than in open ocean systems
- The increased intensity and frequency of storm events associated with climate change, in addition to rising sea levels causing coastal inundation is destroying habitats for seabirds. It is estimated that only 10% of chicks survive once their nests have experienced high rainfall events or flooding, as on Ohinau Island
- Increased storm intensity and frequency will increase the turbidity of coastal waters which could impair the success of visual foragers
- Community-led efforts and programmes are in place to educate Gulf users around the importance of seabirds, seabird release kits, and commercial vessels fitted with cameras as well as hook shielding devices.

- Information on how to handle birds safely for both the bird and handler needs to be widely disseminated and continues to be one of the main aims for Southern Seabirds

2. Bioremediation using Seaweed – presented by Agrisea. Data provided by University of Waikato

Background:

- Last year Agrisea began a trial aiming to help restore waterways, using the sea lettuce, Ulva, at the Kopu Marine Precinct in Coromandel. The seaweed will be used to soak up nutrients like nitrogen and phosphorus from water that freshwater plants are unable to absorb. This method is called Bioremediation
- Bioremediation is defined as a branch of biotechnology that uses living organisms, like microbes and bacteria, in the removal of contaminants, pollutants, and toxins from soil, water, and other environments
- Agrisea and the University of Waikato are near completion of the pilot project and are interested in sharing the results while also looking for future partners/ upscaling
- Ulva is being used due to its global distribution, broad environmental tolerance, grows unattached (floating) which makes it ideal for land-based farming ponds, high growth rates and high nutrient uptake

Presentation:

- Agrisea presented to the forum the results from its trials which looked at using seaweed bioremediation to reduce levels of nitrogen and phosphorus
- These results indicated future use in rivers to reduce nutrients in waterways, with there being a reported 90% reduction in nitrogen and up to 60% reduction in phosphorus. Despite Ulva being a mostly marine species, through this trial it has been shown to tolerate freshwater environments similar to that of the Waihou River.
- The benefits of bioremediation include cleaner environments as the excess nutrients is removed from waterbodies, a circular economy is maintained and the creation of organic bio-stimulants out of the seaweed such as Hydrogels

3. Will Forestry Destroy Natives – If So, Why? Presented by Tau Ngauhe

Background:

- Tau Ngaruhe and Sandy Cuesta presented to the forum on the topic of native trees in the Maramarua Forest, in particular, Tau's team looked at a portion of the forest that was planted around 1929. This study looks at the effects of White Pine Niagara Trees amongst native trees like Puriri, Totara and Kanuka which support a wide range of unique species.

Presentation:

- Research team carried out investigations in the Marumarua Forest earlier this year looking at the section of the forest that was first planted around 1929, spanning over 120 hectares.
- Four study areas/ plots were identified (plots A, B, C and D). The native trees within these plots include Rimu, Puriri, Totara and Kanuka.

- Tau's team found that the presence and harvesting of White Pine Niagara Trees affected the native species through landscaping fragmentation, decreased connectivity, increased soil erosion, decreased soil quality and influenced the forests microclimates. These are all important elements needed for native forestry to thrive.
- Therefore, plots closest the areas that had already undergone pine harvesting or pine extraction, had fewer native trees due to the changing factors mentioned above causing native trees disturbances.

Extraordinary Business

- There was no consideration of extraordinary business.

Co-chairs Report presented by Co-Chair, Mayor Toby Adams

- Brief update on the Resource Management Act Reform having gone through the house
- Currently research being done to identify changes under the new policy
- These changes will give more powers to the regional spatial committees
- Noting potential changes in government
- The introduction of new protected areas in the Gulf has been well received

Tracing Heavy Metals presented by the University of Otago and NIWA

- Key issues around current heavy metal tracing is that it is based on the concentrations (how much of it) present. This has limitations for the management of heavy metals as the sources remain largely unknown
- Understanding heavy metals using models helps predict future development and informs ways to mitigate effects from new development, construction, transport methods etc
- A team of researchers are looking into finding an alternate tracing method using metal isotopes (also called fingerprint or signatures) to determine sources of metals
- The elements can take different forms, which can be determined by their mass or weight. For example, lead from paint has a unique mass compared to lead from other sources
- This value can then be used to identify what process that metal has undergone
- These isotope signatures remain the same as long as they are from the same source, regardless of concentration changes
- The researchers goal is to create the method focusing on Zinc, Copper, Cadmium, Lead and Uranium. Eventually, they would like to use this tool to track fertiliser input into the environment
- The next step is to create a database of approx. 50 common sources of heavy metals and measure the signatures of potential sources
- There is potential for this tool to assist with freshwater management in New Zealand in the future

- This tool could be useful in the future of the Hauraki Gulf as there are a wide variety of heavy metal sources like urban environments, stormwater, mining, agriculture, sedimentation etc

Valuation of the Hauraki Gulf Marine Park presented by New Zealand Institute of Economic Research (NZIER)

- Previous attempts to value the Hauraki Gulf have been made. These attempts usually looked at the associated value based industries that use the Gulf (e.g. the Port or Harbour)
- However, this was not very helpful as it did not draw a link between the quality of the environments and the values
- Other issues with that reporting method was that the industries do not vary or change much once they are established however the state of our environments vary greatly
- The latest valuation by NZIER was trying to look at broader ranges of economic values that will draw links between the actual physical state of the Gulf, and the management of the Gulf and its future
- The main three concepts used to value the Gulf were:
 - o Natural Capital which takes into account the natural features that people value
 - o Ecosystems Services which were mainly Provisioning (food, mineral, energy), Cultural (recreation, importance to Tangata Whenua), Regulatory (the protection it offers from floods or erosion) and Supporting (nutrient cycle and pollination)
 - o Total Economic Value which looks at market and non-market value
- There were limitations in the data
- There are 'next steps' in the process as identified by NZIER and how this valuation can be used or improved upon
- The report can be found at the following link: <https://gulfjournal.org.nz/the-hauraki-gulf-forum/>

Constituent Party Updates

1. Waikato Regional Council presenting the State of Environment (SOE) Report 2022
 - The SOE reporting is one product of the WRC's monitoring efforts
 - It is important that additional reports are also released which contain a greater depth of information related to certain topics
 - The key objectives of monitoring is to identify what our region is at risk of losing and what are the key actions/priorities needed
 - The key issues that were identified in this report:
 1. The region experienced less rain, with high water usage

2. Phosphorus discharges have decreased, including discharges to the Piako River.
 3. Nitrogen levels have increased, particularly in streams and groundwater.
 4. Shallow lakes are at greater risk
 5. Improvements in the water at Lake Taupo
 6. Estuaries are under pressure due to sediment deposit. For example, the Firth of Thames is at risk of low oxygen levels and experiencing acidification associated with eutrophication. Samples at the Waihou and Piako River Mouths also shows excess nutrients at 22 sample sites.
 7. Streams have degraded
 8. Wetlands and forests are degrading
 9. Bacteria levels remain high
 10. Air quality is improving
 11. Sediment increases through unstable eroding surfaces which impacts on soils productivity and quality
2. Waikato Regional Council (WRC) presenting on the Waikato Regional Coastal Plan (RCP) Review
- The RCP was made operative in 2005, containing policies that manage the allocation and use of coastal resources in the Coastal Marina Area (CMA)
 - Over the past five years, WRC has been reviewing this plan with feedback sought from a range of stakeholders, iwi, agencies, industry and coastal users
 - This feedback has informed the development of the Proposed Waikato Regional Coastal Plan which was notified in August this year, and will close for submissions 14 November 2023
 - Click the link for more information: <https://www.waikatoregion.govt.nz/council/policy-and-plans/regional-coastal-plan/>
3. Revitalising the Gulf presented by Fisheries New Zealand (FNZ)
- FNZ's Hauraki Gulf Fisheries Plan (HGFP) was approved in August this year. It is a 5 year plan following through with 60 management actions
 - Step one: This plan looks at what is needed to deliver a healthier Gulf
 - Step two: This follows into operational planning actions which identifies ways that we can move to an ecosystem-based fisheries management approach
 - Step three: Delivering on those actions identified in step one, and reporting back
 - Step four: Monitoring the Gulf to ensure positive trends in achieving step one, and taking steps to mitigate activities that prevent that

- Alongside the Fisheries Plan, FNZ have developed an annual planning and reporting framework

FNZ have also finalised trawl corridors options. Four options have been identified, ranging from 74.1% - 89.2% of closure proposed

- Consultation closes 6 November 2023

4. Exotic Caulerpa Update presented by Biosecurity New Zealand (BNZ)

- Unfortunately, this invasive seaweed continues to spread through our oceans
- It was first seen at Great Barrier Island in July 2021, followed by sightings in March last year at Ahuahu/Great Mercury Island with three additional sightings this year in the Bay of Islands, Kawau Island and Waiheke Island
- Options for removal include suction dredge and mats, or hand removal on smaller sites
- It continues to be one of the greatest threats to the Gulf as well as other marine environments in New Zealand

Executive Officer's Report

- The Capital Valuation of the Gulf and the Annual State of the Gulf Reports have both been published on the Forum's webpage:

<https://gulfjournal.org.nz/the-hauraki-gulf-forum/>

Consideration of Extra Ordinary Items

There was no consideration of extra ordinary items.

Ngā Tāpiritanga | Attachments

A. Hauraki Gulf Forum Minutes from 11 September 2023 meeting (*Under Separate Cover*)

B. Hauraki Gulf Capital Valuation by NZIER (*Under Separate Cover*)

Ngā waitohu | Signatories

Author(s)	Kumeshni Burr Graduate RMA Policy Planner	
Approved by	Nathan Sutherland Team Leader RMA Policy	
	Ally van Kuijk District Planner	

8 Ngā Pūrongo Whakamārama | Information Reports

8.3 Chief Executive Officer's Report

CM No.: 2783954

Rāpopotonga Matua | Executive Summary

The Chief Executive Officer's report for the period ending September 2023 is attached to the agenda.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2023/00013

Moved by: Cr S-J Bourne

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

- A. Final CEO report for period ending September 2023

Ngā waitohu | Signatories

Author(s)	Debbie Burge Executive Assistant to the Mayor & CEO	
Approved by	Don McLeod Chief Executive Officer	

12.12 pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KAUNIHERA | COUNCIL
HELD ON 25 OCTOBER 2023.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: