

Kaunihera | Council

Kaupapataka Wātea | Open Agenda



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

Ko te rā | Date: Wednesday 5 March 2025
Wā | Time: 09:00
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

Ngā Mema | Membership

Manuhua | Mayor

Adrienne Wilcock, JP (Chair)

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

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Kāinga Ipuranga | Website: www.mpdc.govt.nz

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1 Whakatūwheratanga o te hui | Meeting Opening

2 Ngā whakapāha/Tono whakawātea | Apologies/Leave of Absence
An apology from Councillor Mātua Gary Thompson has been received.

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

Minutes, as circulated, of the ordinary meeting of Matamata-Piako District Council, held on 5 February 2025

6 Papa ā-iwi whānui | Public Forum

7 Pūrongo me whakatau | Decision Reports

7.1 Risk and Assurance Committee Report of 25 February 2025

CM No.: 3001699

Te Kaupapa | Purpose

The purpose of this report is to provide Council with an update from the Risk and Assurance Committee following its meeting on 25 February 2025.

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 25 February 2025.

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

[A↓](#). MPDC - RAC - 250225 - Chair Hui Summary

Ngā waitohu | Signatories

Author(s)	Tamara Kingi Kaiārahi Kāwana Governance Team Leader	
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Approved by	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	
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KOMITI O TE MOOREAREA ME TE TUUMARU/RISK AND ASSURANCE COMMITTEE

25 FEBRUARY 2025 - CHAIR SUMMARY

#	Item	Summary	Resolution
2	Karakia - Open	Councillor Gary Thompson	
3	Apologies (Full)	Mayor Adrienne Wilcock	The Committee received the apologies.
6	Confirmation of Minutes	19 November 2024 Minutes (Ordinary and Confidential)	The Committee confirmed the minutes.
7.1	Chair Update	Verbal update included economic outlook for the country, including the impact of inflation and interest rates on our investments and central governments constrained fiscal position, impacting funding to local government.	The Committee received the report.
8.1	CEO Update	The Committee discussed: <ul style="list-style-type: none"> ▪ Positive feedback on the content and the presentation of the refreshed CEO report ▪ Timeliness of asset revaluations ▪ Number of audit recommendations 	The Committee received the report.
8.2	Audit Management Report – Annual Report 2023/24 and Recommendations Register	The Committee discussed: <ul style="list-style-type: none"> ▪ The length of time some recommendations have been open, the number of open recommendations and the audit team work required for closure ▪ The approach where MPDC and Audit NZ disagree on whether recommendations have been resolved ▪ Process improvements on Work in Progress ▪ The age of financial systems and associated limitations and comparisons with other Councils ▪ The increased use of AI in system workarounds and associated risks ▪ The tension between current resourcing and additional audit fees ▪ The recommendations not having a material impact on the financial statements but the total of recommendations over time could impact this. 	The Committee received the report, agreed for Audit NZ and MPDC to collaborate on system limitations/opportunities across local government and agreed for the recommendations register to be managed through the project progress report.
8.3	Six Month Report July to December	The Committee discussed: <ul style="list-style-type: none"> ▪ The selection, engagement and representation of people surveyed ▪ Consistency in explanations for consents ▪ Optimism with respect for fees and charges ▪ Delivery of our CAPEX programme ▪ Impact of changes in interest rates to our investments and impact on financial strategy 	The Committee received the report.
8.4	Policy Register	The Committee discussed: <ul style="list-style-type: none"> ▪ Satisfaction with the current reporting format ▪ The Team continues to work on the completeness of the policy register, including risk management and business continuity. 	The Committee received the report.
8.5	Risk Report February 2025	The Committee discussed: <ul style="list-style-type: none"> ▪ A clear and concise summary of risks ▪ Satisfaction with the 2025 approach ▪ Emerging risks reporting is thought provoking and focussing on the risk or opportunity for MPDC 	The Committee received the report.

		<ul style="list-style-type: none"> ▪ Satisfaction with current reporting to suit the spectrum of Committee members preferences ranging from more graphics to more narrative ▪ Positive feedback on progressing MPDC’s risk maturity. 	
8.6	Safety and Wellness Report	<p>The Committee discussed:</p> <ul style="list-style-type: none"> ▪ Responsibility for contractors being qualified ▪ Concern about ongoing behaviour-related incidents ▪ More transparency on ‘other’ incidents, e.g. listing the incidents in a note in the paper ▪ Mitigation of asbestos and silica dust risks ▪ Sustained focus on critical risks ▪ New staff member comfortable with H&S approach 	The Committee received the report.
8.7	Insurance Renewals	<p>The Committee discussed:</p> <ul style="list-style-type: none"> ▪ Positive feedback on loss limit increase of \$20m without an increase in premium ▪ Impact of insurance renewals being in November versus June on rates being struck and estimations ▪ Insurance for projects/infrastructure under construction (Stadium and Wastewater Plant) ▪ Approval process for insurance cost – via annual budget process ▪ Increased reporting on the spectrum of coverage options available compared to the coverage selected for each of the 9 categories. 	The Committee received the report.
8.8	Procurement Report Six Monthly FY2024/2025	<p>The Committee discussed:</p> <ul style="list-style-type: none"> ▪ Positive feedback on the report ▪ The impact on reporting as a result of the review of the procurement policy. 	The Committee received the report.
8.9	Project Management Update – February 2025	<p>The Committee discussed:</p> <ul style="list-style-type: none"> ▪ Positive feedback on the report appearance and transparency to the Executive Team and Governors ▪ Improvements to come on risk report statuses ▪ Processes to follow up outstanding actions ▪ The extent of automation to generate the report. 	The Committee received the report.
8.10	Top Risks Deep Dive – Failure of Essential Services, Infrastructure, Assets, Systems initially focussing on water and wastewater	<p>The Committee discussed:</p> <ul style="list-style-type: none"> ▪ The age of infrastructure and ‘sweating of assets’ ▪ The lack of depth of staff to perform some critical functions in accordance with fatigue policy, concern for staff members wellbeing – CEO to cover his review of this in his next report to the RAC ▪ Positive feedback on the work of the Waters Team ▪ Stormwater not included, viewed as the poor cousin to drinking water and waste water ▪ Clarity of what’s needed to reduce the risk rating ▪ Business continuity plans versus Water Services Delivery Plan as the central point in responding if there is an issue. 	The Committee received the report.
8.11	Top Risks Deep Dive – Inadequate response to local level natural disasters, extreme weather events and pandemics	<p>The Committee discussed:</p> <ul style="list-style-type: none"> ▪ Positive feedback on CDEM in the Waikato Region ▪ Plans of action for different types of events and transparency on progress through future reporting ▪ Security of staff members responding to events ▪ Relationship between national and local responses and MPDC autonomy ▪ Utilisation of marae to support response 	The Committee received the report.

		<ul style="list-style-type: none"> ▪ Planning to ensure appropriate resourcing, given SLA agreements with WRC ending in 2025 ▪ Prioritisation of restoring communication in an event ▪ Positive feedback on including recovery in addition to response and human-induced events in the risk description ▪ Whether CDEM is considered a core Council Service to Elected Members, staff and public ▪ Positive comments on planned training ▪ Being prepared in an event – educating the public of what to do in an emergency 	
8.12	2025 Work Programme	<p>The Committee discussed:</p> <ul style="list-style-type: none"> ▪ Positive feedback on consolidated report ▪ Including policies that are under review discussed within the agenda onto the work programme, e.g. Capitalisation, Procurement, Sensitive Expenditure ▪ Impact of elections on completion of work programme ▪ General discussion on process for elections/referendums and associated risks. 	The Committee received the report.
	Karakia – Close	Councillor Gary Thompson	

7 Pūrongo me whakatau | Decision Reports

7.2 Carbon Emissions Inventory Report FY24

CM No.: 2996063

Te Kaupapa | Purpose

The purpose of this report is to present the Carbon Emissions Inventory Report FY24 to Council.

Report author, Kevin McGrath will be in attendance.

Rāpopotonga Matua | Executive Summary

The Carbon Emissions Inventory Report (Report) is a deliverable within the Climate Change Rivermap in the Long Term Plan 2024-2034. It reports on the greenhouse gas emissions from the operation of Council's assets and services during the period 1 July 2023 to 30 June 2024 (FY24).

The Report shows that the top five greenhouse gas emission sources for Council are:

1. Wastewater biogenic emissions
2. Electricity
3. Diesel for transport
4. Petrol for transport
5. Natural gas (used to heat Morrinsville Pool)

Tūtohunga | Recommendation

That:

1. **The report be received.**
2. **Council provide feedback on the Carbon Emissions Inventory Report FY24 and any next steps [*feedback to be specified*]**

Horopaki | Background

The Carbon Emissions Inventory Report (Report) is a deliverable within the Climate Change Rivermap in the Long Term Plan 2024-2034. It reports on the greenhouse gas emissions from the operation of Council's assets and services during the period 1 July 2023 to 30 June 2024 (FY24).

It is the second carbon emissions inventory undertaken by Council, the first covered the 2020-2021 period. The Report is structured according to the guidelines produced by the Ministry for the Environment.

The Report contributes to one of the goals within the Climate Change Rivermap, namely to grow Council's climate change related knowledge as it pertains to our Council and district.

Producing a GHG Emissions Report is in line with Auditor General expectations, as outlined below:

Auditor general expectations

The Auditor-General’s expectations for public organisations are:

- that governing bodies and senior management teams monitor climate change risks and closely oversee the climate change activity, data, and reporting of their organisation;
- that emissions information is measured and reported clearly – the information must be credible, comparable, transparent, as well as understandable;
- that emissions targets, actions, achievements, progress, and the terminology used are well considered, accurate, and honest (that is, no deliberate or inadvertent “greenwashing”); and
- that reporting on the expected effects of climate change on a public organisation is based on a robust assessment (including risks and opportunities) of the effects on its activities and assets.

Where appropriate, the Auditor-General expects:

- robust planning for how a public organisation will strengthen the resilience of its communities and infrastructure;
- transparent reporting of spending and achievements from specific climate change funding; and
- appropriate monitoring of a public organisation’s performance in meeting its stated targets.

Although identifying, managing, and reporting on climate targets, outcomes, and progress is new and, at times, difficult, it is arguably one of the most important challenges facing New Zealand’s public sector.

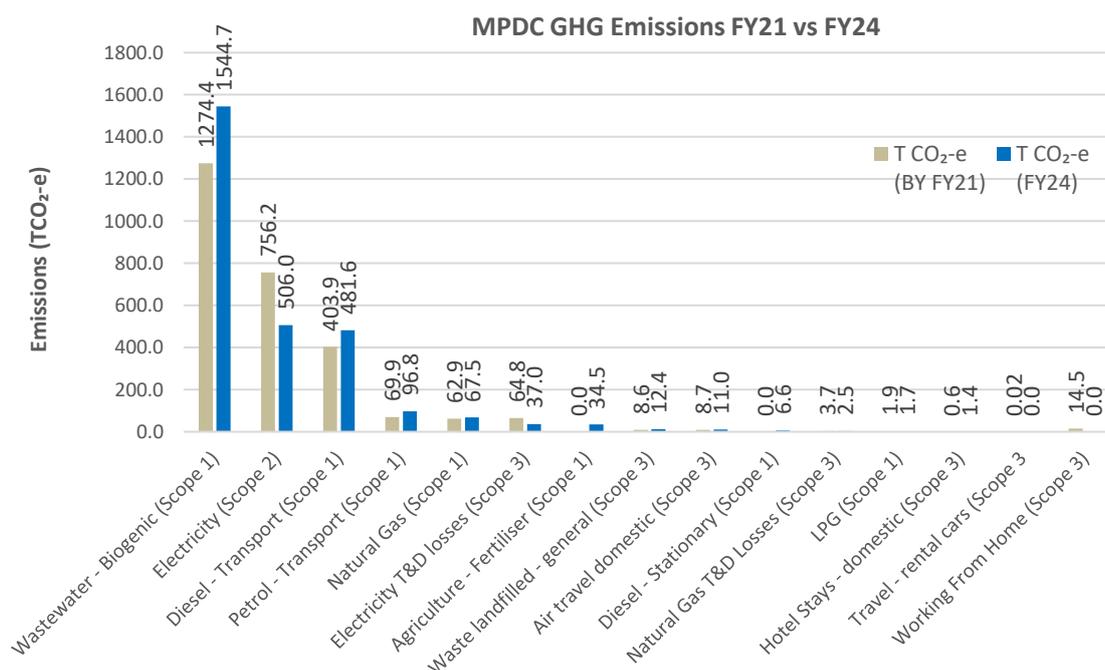
Ngā Take/Kōrerorero | Issues/Discussion

Results

The Report shows that the top five greenhouse gas emission sources for Council are:

1. Wastewater biogenic emissions
2. Electricity
3. Diesel for transport
4. Petrol for transport
5. Natural gas (used to heat Morrinsville Pool)

This emissions profile, is typical for Territorial Authorities, as discussed further below.



The graph above shows the results from the Report, and includes a comparison with the results from the previous inventory in FY21.

Kevin McGrath, report author, will be in attendance to discuss the results in more detail.

Definitions

Greenhouse Gas Emissions (GHG)

Greenhouse gas emissions are the gases that are released into the atmosphere from burning coal, oil and gas for transport, electricity, industrial processes and more, as well as gases released from agriculture and waste management, and that in the atmosphere trap heat, leading to the warming of the planet. Examples include: Carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), and fluorinated gases.

Biogenic Emissions

Biogenic emissions are a type of greenhouse gas emissions produced by living organisms, as part of their life cycle. Agriculture, waste and wastewater are sources of biogenic emissions.

Scope 1, 2 and 3 emissions

GHG emissions reporting in New Zealand follows the Greenhouse Gas Protocol, breaking emissions into three 'scopes':

- Scope 1 Direct Emissions
These are emissions that are released directly from Council operations including petrol (e.g. pool cars), diesel (e.g. vehicles and water and wastewater plant equipment), natural gas (heating of Morrinsville Pool), biogenic emissions (wastewater treatment plants).
- Scope 2 Indirect Emissions
Emissions from the use of purchased energy (electricity, heat or steam). Council uses electricity and the emissions are released elsewhere. No heat or steam purchased.
- Scope 3 Indirect Emissions
Other emissions from products and services that Council uses but has no control or ownership of their sources, e.g. travel, flights, waste, products used in the services we provide such as concrete or building materials (not measured).

TCO₂-e

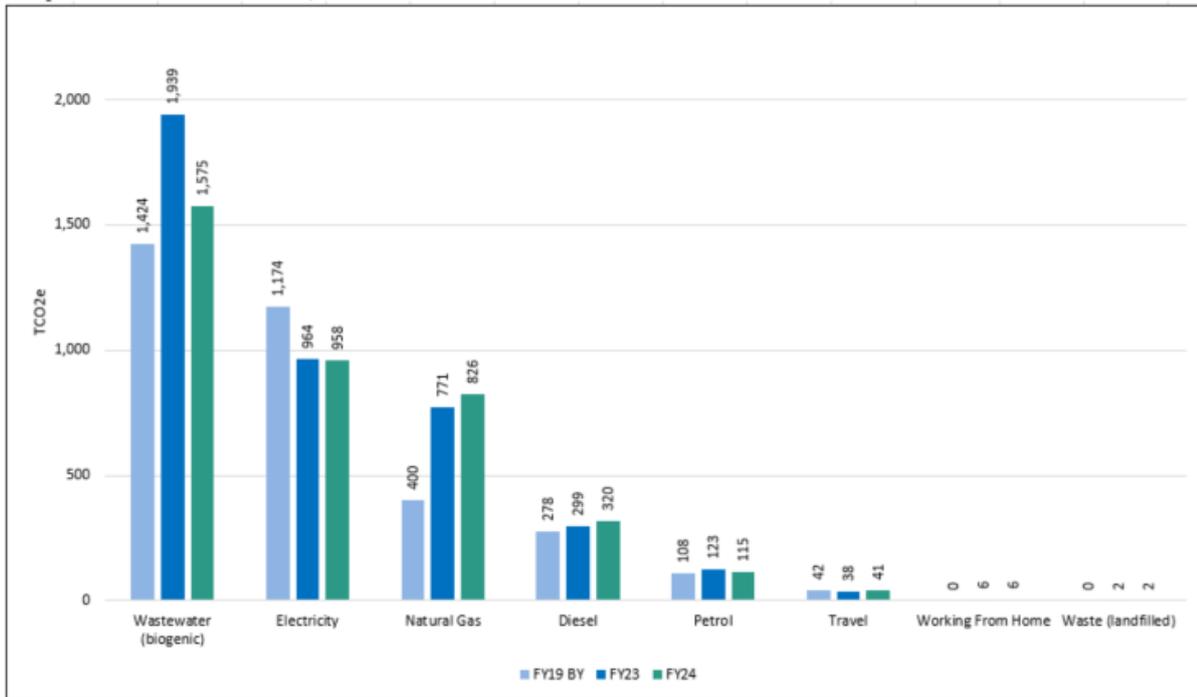
TCO₂-e stands for carbon dioxide equivalent, so all GHG emissions can be summed and compared in a standardised way for their total climate impacts and emission rates.

How we compare with other Councils

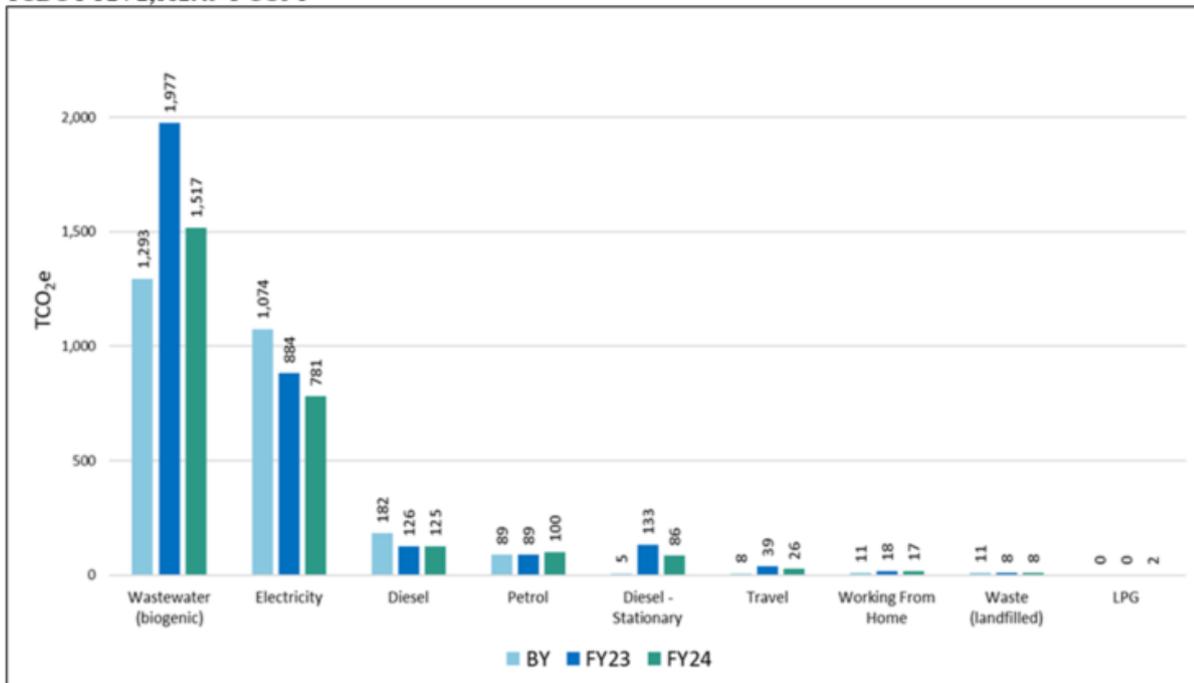
The GHG Emissions (FY24) for Waipa District Council and Thames-Coromandel District Council are outlined below.

As mentioned above, Council's emissions profile is typical of other Territorial Authorities.

Waipa District Council FY24 3,843.42 T CO₂-e



TCDC FY24 2,662.49 T CO₂-e



For reference, the table below records the total GHG emissions for the three Councils.

	FY24 Total Emissions	Staff at Council
Matamata-Piako District Council	2,670.2 TCO ₂ -e	267
Waipa District Council	3,843.42 TCO ₂ -e	288
Thames-Coromandel District Council	2,662.49 TCO ₂ -e	213

**All employee numbers were drawn from 2024 Annual Reports and equated to full time employees.*

Measures Council is taking that have an impact on lowering GHG emissions

Council is currently taking a number of actions that have an impact on lowering the GHG emissions of Council and / or our district:

- Supporting community planting projects
- Separating food scraps from general waste at kerbside collection
- Ongoing monitoring of energy usage and looking for opportunities to improve energy efficiency
- Decarbonisation feasibility study for heating Morrinsville Pool.

Next steps

Proposed next steps will include:

- Producing a user friendly summary of the technical information contained in the Report
- Including key results from the Report on a webpage about Council's Climate Change Rivermap programme, currently under development. The webpage will also highlight emissions reduction actions we are currently taking as discussed above.
- Using the Report to inform discussions at operational and governance level about where emission reductions could be achieved, especially where those reductions also make sense from an energy efficiency/cost and energy security perspective
- Setting up monitoring so that additional emission sources can be included in future inventories (including refrigerants)
- It is envisaged that for now the Carbon Inventory will be repeated on a three yearly cycle.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

Results from the Report will be included on a webpage about Council's Climate Change Rivermap programme, currently under development.

Ngā take ā-Ihinga | Consent issues

No consent issues identified.

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

Matamata Piako District Council's Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE	MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION
TŌ MĀTOU WHAKAKITENGA OUR VISION	

Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. 'The heart of our community is our people, and the people are the heart of our community.'

TŌ MĀTOU WHĀINGA MATUA | OUR PRIORITIES (COMMUNITY OUTCOMES)

			
He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create

The community outcomes relevant to this report are as follows:

- A place that embraces our environment

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

The Carbon Emissions Inventory Report is funded within the Climate Change Rivermap project.

Ngā Tāpiritanga | Attachments

[A↓](#). MPDC Corporate GHG Inventory Report FY24

Ngā waitohu | Signatories

Author(s)	Charlotte Walker Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	
	Anne Gummer Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	

Approved by	Niall Baker Kaiārahi Tima Kaupapahere Policy Team Leader	
	Kelly Reith Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	



Matamata Piako District Council Greenhouse Gas Emissions Inventory Report FY 24



Person responsible:	Anne Gummer
Prepared by:	Kevin McGrath
Dated:	21 January 2025
Verification status:	Not Verified
For the period:	1/7/2023 to 30/6/2024
Base year:	1/7/2020 to 30/6/2021

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Executive Summary

This Greenhouse Gas Emissions Inventory Report for Matamata Piako District Council covers the measurement period 01 July 2023 to 30 June 2024 (FY24).

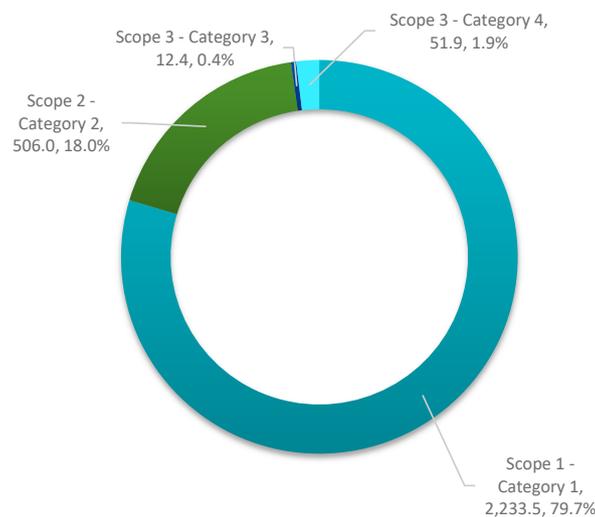
It is prepared in accordance with the Greenhouse Gas Protocol and ISO 14064-1 and Category Reporting in ISO 14064-1:2018.

The report begins with a high-level summary of the year’s results before providing detailed results for the organisation.

Table 1: Summary emissions and removals (TCO₂e) by Category for 1/7/2023 to 30/6/2024

Category	FY24 (TCO ₂ e)
Scope 1, Category 1 direct emissions	2,233.5
Scope 2, Category 2 indirect emissions (imported energy)	506.0
Scope 3, Category 3 indirect emissions (transportation)	12.4
Scope 3, Category 4 indirect emissions (products used by organisation)	51.9
Scope 3, Category 5 indirect emissions (use of products from the organisation)	0
Scope 3, Category 6 indirect emissions (other sources)	0
Total direct emissions	2,233.5
Total indirect emissions	570.3
Total gross emissions	2,803.8
Scope 1, Category 1 direct removals (forestry sinks)	0.00
Certified renewable energy certificates	0.00
Total net emissions	2,803.8

Figure 1: Gross Emissions by Scope and Category for 1/7/2023 to 30/06/2024

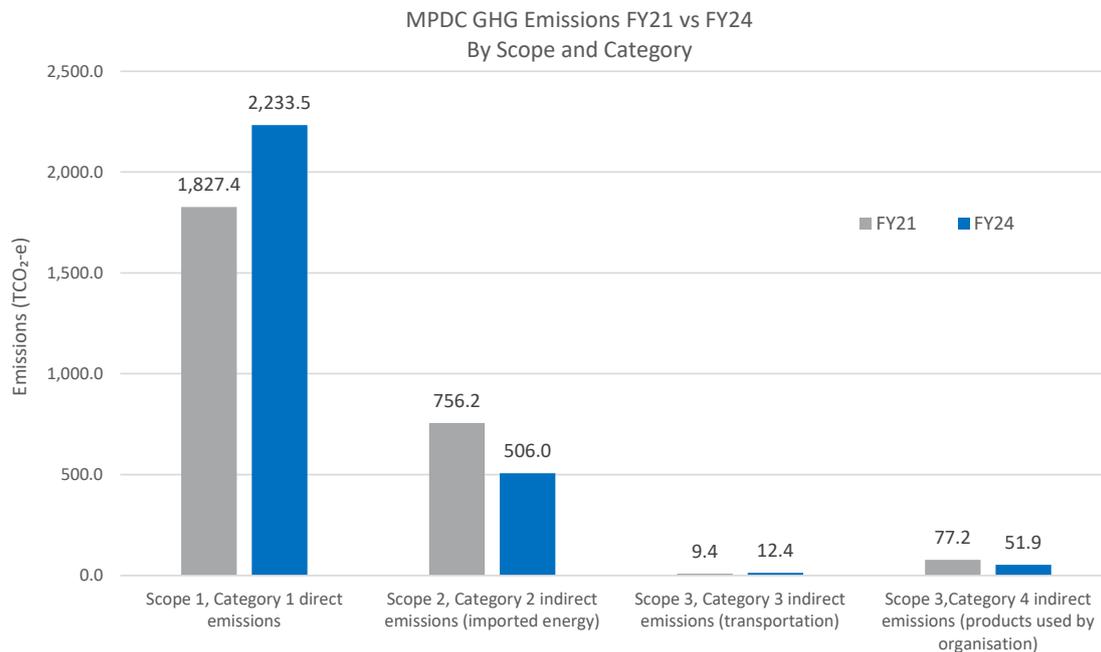


Comparison to Previous Inventories

Table 2: Historical GHG inventory summary comparisons

Category	Base year FY21 (TCO ₂ -e)	FY24 (TCO ₂ -e)
Scope 1, Category 1 direct emissions	1,827.4	2,233.5
Scope 2, Category 2 indirect emissions (imported energy)	756.2	506.0
Scope 3, Category 3 indirect emissions (transportation)	9.4	12.4
Scope 3, Category 4 indirect emissions (products used by organisation)	77.2	51.9
Scope 3, Category 5 indirect emissions (use of products from the organisation)	0.0	0.0
Scope 3, Category 6 indirect emissions (other sources)	0.0	0
Total direct emissions	1,827.4	2,233.5
Total indirect emissions	857.2	570.3
Total gross emissions	2,670.2	2,803.8
Scope 1, Category 1 direct removals		
Certified renewable energy certificates	0.0	0.0
Total net emissions		2,803.8

Figure 2: Summary of historical gross emissions by Scope and Category

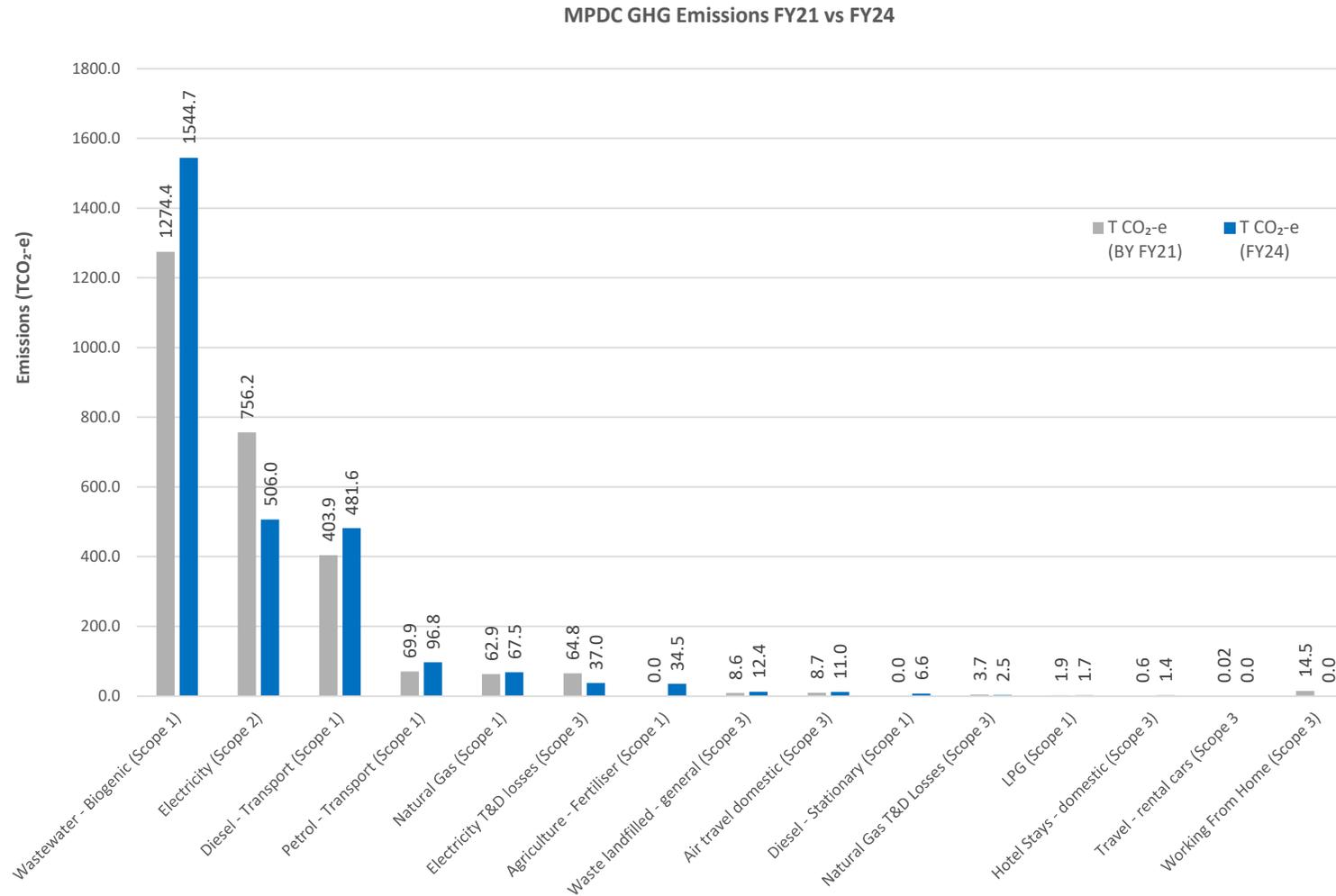


Emission Source Inventory Results

Table 3: GHG emissions inventory summary, for 1/7/2023 to 30/06/2024

Category	Emission sources	All measured emissions (TCO ₂ e)
Scope 1, Category 1 direct emissions	Diesel (transport), Diesel (stationary) Petrol (transport), LPG, Wastewater biogenic.	2,233.5
Scope 2, Category 2 indirect emissions (imported energy)	Electricity	506.0
Scope 3, Category 3 indirect emissions (transportation)	Air travel domestic (medium), Hotel stays (domestic).	12.4
Scope 3, Category 4 indirect emissions (products used by organisation)	Transmission Losses (electricity and natural gas), Waste to landfill – general.	51.9
Scope 3, Category 5 indirect emissions (use of products from the organisation)	None	0.0
Scope 3, Category 6 indirect emissions (other sources)	None	0.0
Total direct emissions		2,233.5
Total indirect emissions		570.3
Total gross emissions		2,803.8
Scope 1, Category 1 direct removals (forestry)		0.0
Total net emissions		2,803.8
Gross Emissions intensity	Intensity unit	TCO₂e per intensity unit
\$M Revenue	89.819	31.21
Full Time Employee	270	10.39

Figure 3: FY24 GHG Gross emissions by source (TCO₂e)



Organisation Context

1. Introduction

This report is the annual greenhouse gas (GHG) emissions inventory report for Matamata Piako District Council. The inventory is a complete and accurate quantification of the amount of greenhouse gas (GHG) emissions that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period (1 July 2023 to 30 June 2024).

The inventory has been prepared in accordance with the requirements of the publication Measuring Emissions: A Guide for Organisations, Ministry for the Environment 2024. The most recent emission factors have been used, and these were updated by the Ministry for the Environment in May 2024. This guidance is in accordance with the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard and ISO 14064-1. Emission sources have been further allocated into categories in accordance with ISO 14064-1:2018.

2. Objective

This inventory forms part of Matamata Piako District Council's climate change work programme, as summarised in the Climate Change Rivermap in the Long Term Plan 2024-2034.

The objectives of this corporate GHG Emissions Inventory are to:

- Provide information to the Council on MPDC's overall organisation GHG emissions
- Highlight key emission sources for future management
- Provide a standard methodology for use in future years
- Develop an improved system of carbon accounting within the organisation
- Demonstrate to the community that Council is actively monitoring and managing its GHG emissions

3. Organisation description and reduction activities

Matamata Piako District Council is a local government authority located in the Waikato region. The district covers an area of approximately 175,000 hectares and is situated at the southern end of the Hauraki Plains, bounded in the east by the Kaimai Ranges. Matamata, Te Aroha and Morrinsville are the district's three main urban centres. In the financial year ending 30 June 2024, Council had total revenue of \$89.8 million and employed 270 full time equivalent staff.

The activities undertaken by Council include wastewater collection and treatment, storm water management, water treatment and supply, solid waste management, provision of transportation infrastructure and street-lighting, arts and cultural facilities including community halls and libraries, parks, recreation and aquatic facilities, the provision of regulatory, planning, policy, strategy, emergency management services, and community, iwi and economic development services.

Council's vision is 'Matamata-Piako district is vibrant, passionate, progressive, where opportunity abounds'.

Council has identified four community outcome priorities:

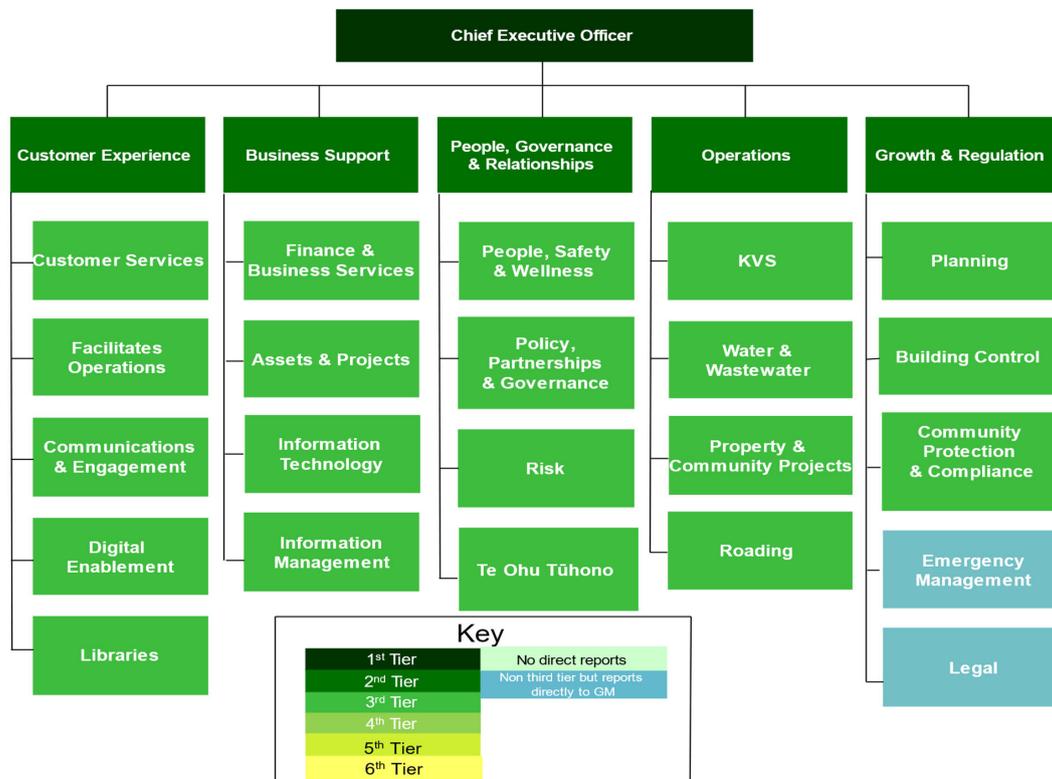
- A place with people at its heart
- A place to thrive
- A place that embraces our environment
- A place to belong and create

4. Organisational boundaries included for this reporting period

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards. The GHG Protocol allows two distinct approaches to be used to consolidate GHG emissions: the equity share and control (financial or operational) approaches. The operational control consolidation approach has been adopted to account for emissions in this inventory.

Figure 4 below shows the organisational structure for the Matamata Piako District Council and its main Groups along with their respective key areas of responsibility. Councillors lead high level decision-making for MPDC, and the Chief Executive Officer and Executive Leadership Team oversee management of the organisation and fulfilment of the decisions made by Council. The CEO does this by managing and co-ordinating the work of the five groups. Each group employs staff and/or contractors split into Business Units.

Figure 4: Organisational structure (as at June 2024)



For clarification, this inventory encompasses all of Matamata Piako District Council activities shown in Figure 4 unless otherwise noted.

Figure 5 shows the Matamata Piako District and the boundary in dotted red separating it from the adjacent councils. Council provides a wide range of services and operates energy intensive plant such as wastewater and water treatment, community buildings and office accommodation over a large area. Service centres and other facilities are spread across the district.

Figure 5: Matamata Piako District Council boundary



5. Organisational business units excluded from inventory

Organisations not included in this Inventory are:

- Waikato Regional Airport Limited (MPDC shareholding 15.6%)
- Co-Lab (Waikato Local Authority Shared Services Ltd) (MPDC shareholding 3.43%)
- Hauraki Charitable Trust (MPDC shareholding 33%)
- Civic Financial Services Ltd (MPDC shareholding 1.09%)

6. Emission source identification method and significance criteria

The GHG emissions sources included in this inventory are those that are referenced to the methodology described in the ISO 14064-1:2018 standard.

Significance of emissions sources within the organisational boundaries has been considered in the design of this inventory. The significance criteria used comprise:

- All direct emissions sources that contribute more than 1% of total Category 1 and 2 emissions
- All indirect emissions that contribute more than 1% of total emissions and we can influence.

The significance criteria have not changed for the FY24 year.

7. GHG emissions source inclusions and uncertainties

The GHG emissions sources included in this inventory were identified with reference to the methodology in the GHG Protocol (Scope 1 – 3) and ISO14064-1:2018 (Categories 1-6). As adapted from the GHG Protocol, these emissions were classified as follows:

- **Direct GHG emissions (Scope 1):** emissions from sources that are owned or controlled by the organisation.
 - Category 1:** direct GHG emissions and removals
- **Indirect GHG emissions (Scope 2):** emissions from the generation of purchased electricity, heat and steam consumed by the organisation.
 - Category 2:** Indirect GHG emissions from imported energy
- **Indirect GHG emissions (Scope 3):** emissions that occur as a consequence of the organisation’s activities but from sources not owned or controlled by the organisation.
 - Category 3:** Indirect GHG emissions from transportation
 - Category 4:** Indirect GHG emissions from products an organisation uses
 - Category 5:** Indirect GHG emissions (use of products from the organisation)
 - Category 6:** Indirect GHG emissions (other sources)

Table 6 provides detail on emissions sources included in the GHG emissions inventory, an overview of how activity data was collected for each emissions source, and an explanation/assessment of any uncertainties or assumptions made. Please note that no indirect emissions were reported for Category 5 and Category 6.

A calculation methodology has been used for quantifying the emissions inventory using emissions source activity data multiplied by emission or removal factors. All emission factors were sourced from the Ministry for the Environment’s 2024 Measuring Emissions: A Guide for Organisations.

Table 6: GHG emissions sources included in the inventory.

Group/Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
All Council	Wastewater Biogenic	Scope 1 Category 1	WWTP daily inflow data was extracted from the MPDC SCADA system for the 5 WWTP's. Provided by:- 3 Waters Asset Engineer	m ³	The data is from daily inflow meters that are assumed to be accurate. Biogenic emissions are based on MfE emission factors for Average WWTP. These have an error of +/- 40%. Consider developing specific carbon models for each WWTP site.
All Council	Diesel (Fleet) Petrol(Fleet)	Scope 1 Category 1	Fuel used by Council's fleet was extracted by from BP reporting and provided on request by Z. Data collated by:- Power Solutions Ltd	Lt	Low It is assumed the supplier reports are complete and accurate for fleet vehicles.
All Council	Diesel (Stationary)	Scope 1 Category 1	Diesel used by Council's onsite uses e.g. generators and large plant. Collated from financial transaction records by:- Graduate Policy Advisor	Lt	Low It is assumed the financial reports are complete and accurate for bulk diesel deliveries.
All Council	Natural Gas	Scope 1 Category 1	Used for pool heating at Swimzone Morrinsville and domestic hot water Waharoa Aerodrome	kWh	Very Low.

Group/Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
			All natural gas invoices are loaded onto Energypro. Data was collated by:- Power Solutions Ltd		Confident we have data for all meters.
All Council	LPG	Scope 1, Category 1	Financial transaction data was sourced by:- Financial Assistant - Accounts Payable	kg	Medium.
All Council	Agriculture(Fertiliser)	Scope 1, Category 1	Used on Council parks Sourced by:- Senior Policy Advisor	kg	Medium
All Council	Electricity	Scope 2 Category 2	All electricity invoices are loaded onto Energypro. Data was collated by:- Power Solutions Ltd	kWh	Very Low. Confident we have data for all meters.
All Council	Travel - Flights	Scope 3 Category 3	Data was provided by Corporate Traveller. Collated by:- Graduate Policy Advisor	P km	Medium
All Council	Travel - Accommodation	Scope 3 Category 3	Data was provided by Corporate Traveller. Collated by:- Graduate Policy Advisor	L	Medium
All Council	Electricity Transmission Losses	Scope 3, Category 4	Based on electricity consumption. All electricity invoices are loaded onto Energypro. Data was collated by:- Power Solutions Ltd	kWh	Very Low. Confident we have data for all meters.

Group/Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
All Council	Waste	Scope 3, Category 4	Waste Management Ltd are sole service provider and supplied all MPDC transaction records for FY24. Data provided by:- Waste Management	kg	Low
Staff FTE / Budget	KPI data		FTE and budget data was provided by:- Senior Policy Advisor	FTE Nos/\$'s	Low
Liability		Scope 1, Category 1			Data was unavailable. 1. Obtain refrigerant types and quantities for HVAC and refrigeration plant located at Council facilities for the FY21 year. 2. Update each year.

8. GHG emissions source exclusions

Matamata Piako District Council recognises the extent of Scope 3 emissions can be significant. We have chosen to declare the following notable emissions sources that have been excluded from the emissions inventory.

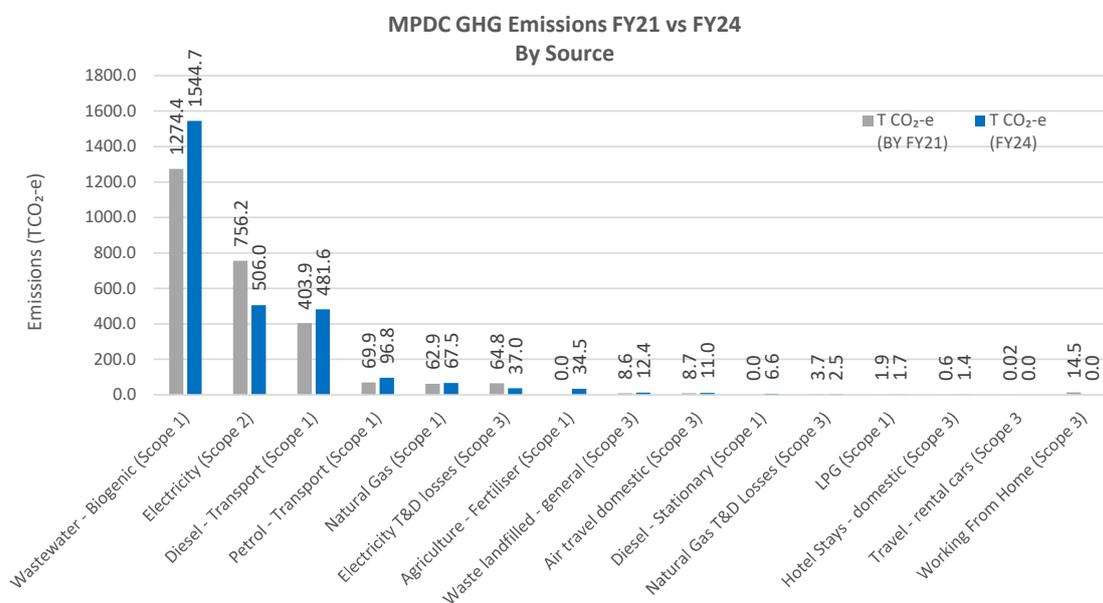
Table 7: GHG emissions sources excluded from the inventory

Business unit	GHG emissions source/sink	GHG emissions level scope	Reason for exclusion
All Council	Materials (Concrete, Steel, Aluminium)	Scope 3	The quantity of materials is not monitored on a regular basis. The cost and effort of obtaining the information retrospectively was considered too high.
All Council	Refrigerant	Scope 3	Staff were not able to provide records of refrigerant replacement or holdings for this reporting period. This information should be reported in future.
All Council	Indirect Services	Scope 3	Council should start to investigate the indirect emissions associated with services supplied to Council. Further information may be provided in the next GHG Inventory report.

9. GHG emissions calculations and results

GHG emissions for the organisation for this measurement period are provided in the GHG Inventory summary section at the start of this report. Figure 6 compares emissions by general activity or source.

Figure 3: FY24 GHG Gross emissions by source (TCO₂e)



Wastewater

Similar to the FY21 Base Year GHG Inventory, the largest emission source in FY24 was biogenic emissions from Council's five wastewater treatment plants totalling 1,545 TCO₂e that compares to 1,274 TCO₂e in FY21. The calculation used for these emissions is based directly on the wastewater treatment volumes.

Detailed modelling of the wastewater treatment process would yield more accurate data and take into account process changes or new plant if designed to deliver reductions in biogenic emissions.

Electricity

The second largest emission source is electricity that reduced from 756.2 TCO₂e in FY21 to 506.0 TCO₂e in FY24. Electricity is used for many applications, and some of Council's largest loads include wastewater treatment plants, streetlighting, water treatment plants, offices and pools. Electricity consumption reduced by 6.9% in FY24 and the electricity emissions factor also reduced. The latest available emissions factor for grid electricity reflects a reduction in the use of fossil fuel power generation. In the medium-term electricity emissions are expected to fall further as more renewable generation comes online reducing the electricity emissions factor.

Diesel and Petrol

The third largest emission source was diesel used for fleet vehicles

FY24 emissions from vehicle diesel use rose from FY21, increasing by 77.7 TCO₂e. This equated to an increase of 19% when compared to Base Year. Diesel is also used in stationary equipment such as generators located at the wastewater treatment plants.

Emissions from petrol vehicles also rose from 69.9 TCO₂e in FY21 to 96.8 TCO₂e in FY24 (+38%). Recent changes were made to the composition of the fleet including the introduction of hybrids. This should have a positive impact on future petrol use.

Other

Biogenic wastewater emissions, electricity, stationary diesel, and fleet fuels make up 98% of Council's operational emissions. Travel, fertiliser, waste to landfill and LPG use make up the remaining 2%.

Agriculture (Fertiliser)

Data for fertiliser use on parks and reserves was available for this FY24 Inventory report. This contributed 34.5 T CO₂e.

Key Performance Indicators

Council reports its operational emissions using two indicators, \$M revenue and number of Full Time Equivalent (FTE) staff. This is per Gross Emissions TCO₂e.

- Per FTE, emissions intensity increased from 9.85 TCO₂e in Base Year to 10.39 TCO₂e in FY24.
- Per \$M revenue, emissions reduced from 37.11 TCO₂e in Base Year to 31.22 TCO₂e in FY24.

10. Liabilities

10.1 GHG stocks held

HFCs, PFCs and SF₆ represent GHGs with high global warming potentials. Their accidental release could result in a large increase in emissions for the reporting period. Therefore, any GHG stocks should be included in the greenhouse gas emissions inventory summary section at the start of this report to identify significant liabilities and implement procedures for minimising the risk of their accidental release.

Table 8: HFCs, PFCs and SF₆ GHG emissions and liabilities.

GHG gas	Amount held - start of reporting period	Amount held - end of reporting period	Potential Liability tCO ₂ e
Refrigerant	Not Reported	Not Reported	0
Diesel Fuel Tanks	Not Reported	Not reported	0

10.2 Land-use change

Organisations that own land subject to land-use change may achieve sequestration of carbon dioxide through a change in the carbon stock on that land. If a sequestration is claimed, this also represents a liability in future years should fire, flood or other management activities release the stored carbon. See Appendix 1, Table 11 & 12.

11. References

International Organization for Standardization. ISO14064-1:2018. Greenhouse gases – Part 1: *Specification with guidance at the organisation level for quantification and reporting of greenhouse gas GHG emissions and removals*. Geneva: ISO.

World Resources Institute and World Business Council for Sustainable Development. 2004. *The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard* (revised). Geneva: WBCSD.

Appendix 1 – Supplementary Data

Tables 9 to Table 15 summarise the greenhouse gas (GHG) emissions for Matamata Piako District Council covering the financial year July 2023 to June 2024 as per reporting guidance from the GHG Protocol. Total gross emissions were 2,803.8 TCO₂e. This inventory report is part of the framework for ongoing repeatable data collection which will allow Council to develop carbon reduction initiatives and measure progress over time.

Table 9: GHG Gross emissions data summary.

Component Gas (expressed as TCO ₂ e)								
FY24	CO ₂	CH ₄	N ₂ O	HFCs	PFCs	SF ₆	Total TCO ₂ e	Percent By Scope
Scope 1 ¹	643	735	856	-	-	-	2,234	80%
Scope 2 ²	487	18	1	-	-	-	506	18%
Scope 3 ³	47	16	0	-	-	-	63	2%
Total	1,177	769	857	-	-	-	2,803	100%

Table 10: Biogenic Emissions

Source	Quantity (m ³)	Biogenic Emissions TCO ₂ e
Morrinsville Wastewater Treatment Plant	2,100,914	879
Matamata Wastewater Treatment Plant	832,169	348
Te Aroha Wastewater Treatment Plant	707,441	296
Waihou Wastewater Treatment Plant	27,984	12
Tahuna Wastewater Treatment Plant	21,741	9
Total	3,690,249	1,545

Table 11: Forestry

Source	Quantity	TCO ₂ e
	0.0	0.0
Net balance	0.0	0.0

¹ **Scope 1 - Direct** GHG emissions from sources that are owned or controlled by the company.

² **Scope 2 - Indirect** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.

³ **Scope 3 - Indirect** GHG emissions that occur as a consequence of the company's activities but from sources not owned or controlled by the company.

Table 12: GHG stock liability (refrigerants and diesel storage)

Source	Unit	Quantity	Potential Liability TCO ₂ e
Refrigerant 1	kg	Not Reported	Not Reported
Diesel Fuel Tank	lt	Not Reported	Not Reported

Table 13: Forestry liabilities

Type of sequestration	Liability TCO ₂ e
Contingent liability (carbon sequestered since base year)	0.0

Table 14: Renewable electricity generation on-site

Renewable generation on-site	kWh generated	TCO ₂ e avoided
Solar PV (Matamata Admin Building)	12,949	0.9

Table 15: Emissions per KPI

KPI	Quantity		Gross TCO ₂ e / KPI	
	BY FY21	FY24	BY FY21	FY24
Full Time Employees	271	267	9.85	10.50
Revenue \$M	71.958	89.819	37.11	31.22

7 Pūrongo me whakatau | Decision Reports

7.3 Delegations - Addition of Land Transport Act 1998

CM No.: 2963967

Te Kaupapa | Purpose

The purpose of this report is to seek Council approval for the amendment of the Delegation Register 2025, to include the Land Transport Act 1998, which will provide delegations to the CEO, the power of parking wardens, which will then be sub-delegated, by the CEO to the appropriate staff.

Rāpopotonga Matua | Executive Summary Under the Local Government Act 2002, Council may delegate its statutory powers and its functions to a committee or other subordinate decision-making body, or member or officer of the local authority. The Delegation Policy and Delegation Register provides the framework for this and illustrates all the delegations made to staff across multiple legislations.

Tūtohunga | Recommendation

That:

1. The information be received, and
2. Council delegated the CEO the following powers under the Land Transport Act 1998 and any rules and regulations made under that Act:
 1. Section 128D and 128E – To appoint parking wardens under section 128D and issue warrants under section 128E.
 2. General – To take enforcement action (including any prosecution) under this Act, and these rules and regulations, together with the power to make any decision pertaining to such an action, and
3. Council recognises the CEO will sub delegate these powers to the appropriate staff.

Horopaki | Background

As approved on 30 October 2024, Council provided the Chief Executive Officer (CEO) the ability to sub-delegate as necessary powers required for staff. The addition of the Land Transport Act 1998 (Act) is new to the register and therefore Council approval is required before any further CEO sub-delegations can be made.

The Land Transport Act 1998 serves several key purposes:

- Regulation of Road Safety: It establishes rules and responsibilities for all participants in the land transport system to ensure safety on the roads. This includes licensing drivers, ensuring vehicles are safe, and setting limits on alcohol and drug use for drivers.
- Compliance and Enforcement: The Act outlines the duties of drivers and other road users to comply with directions from enforcement officers and to avoid reckless or dangerous behaviour.
- Implementation of International Agreements: It enables New Zealand to implement international agreements related to road safety and land transport.

- **Management of Heavy Vehicles:** It includes specific provisions for the operation of heavy motor vehicles, such as avoiding overloading and adhering to dimension requirements.
- **Accident Reporting and Investigation:** The Act mandates the reporting of accidents and provides guidelines for the investigation of transport incidents.

Overall, the Act aims to create an efficient, effective, and safe land transport system in the public interest.

The New Zealand Road Code outlines ‘where not to park’. Drivers on New Zealand (NZ) roads should be aware of the rules around parking.

<https://www.nzta.govt.nz/roadcode/general-road-code/about-driving/stopping-and-parking/where-not-to-park/>

After an accessibility audit carried out in 2021-2023, MPDC is working hard on improving accessibility across the district, improving journeys for those who get around on foot, push prams or use mobility aids. <https://www.mpdc.govt.nz/component/content/article/113-news-a-events/projects/4281-morrinsville-accessibility-improvements?Itemid=647>

The Community Protection and Compliance Team mainly receive parking complaints in relation to vehicles blocking footpaths. While we currently try to contact the alleged offender and send letters to the vehicle owners, there is nothing further we can do at the moment, if they continue to break the rules.

Most councils have delegated to staff the ability to issue infringement notices if nationwide parking rules are not being adhered to. Some Councils have gone further and created specific bylaws such as parking time limits in certain areas. The delegation sort in this report is only for the CEO (and then sub delegated to appropriate staff) to be delegated with the established nationwide infringement types.

Ngā Take/Kōrerorero | Issues/Discussion

This report requests that the CEO (and then sub delegated to appropriate staff) be warranted as ‘parking wardens’. The term ‘parking warden’ is a technical term for someone who can issue infringement notices for parking offences. It is proposed at this stage, to utilise existing staff resources and therefore there will be no proactive monitoring of parking non-compliances, we will rely on a complaints based approach. There is also no system/bylaw in place to deal with timed parking, and therefore this activity is outside the scope of this report however it could be explored in future if there was a desire to do so.

It is noted that while the police have the ability to issue parking infringements, these matters are unlikely to be high on their priority given the matters they deal with and the limited resources. Therefore, if staff are warranted as parking wardens, we can undertake this function to support the overall purpose of the Act.

Section 128D allows for the appointment of parking wardens and section 128E allows for warrants to be issued to the appointed staff members.

If the delegation was granted, warranted staff would be alerted to a parking issue and as per the Enforcement Policy would carry out an education approach first, if the behaviour continued they would be able to use an infringement notice to gain compliance.

Below is the nationwide infringement list.

Warrant and Certificate of Fitness	
C101	No evidence of current Warrant of Fitness \$200
C201	No evidence of current Certificate of Fitness \$600

Special vehicle lane	
D719	Unauthorised use of special vehicle lane \$150
Parking	
P101	Parked within an intersection \$100
P102	Parked within 6 metres of an intersection \$100
P103	Parked near corner bend rise \$70
P104	Parked on or near a pedestrian crossing \$100
P105	Parked in prohibited area \$70
P106	Parked over the time limit \$20 - \$97
P107	Parked in area of broken yellow line \$100
P108	Parked in area reserved for hire or reward vehicles \$100
P109	Parked within 6m indicated bus stop \$70
P110	Parked obstructing vehicle entrance \$70
P111	Parked near fire hydrant \$70
P112	Parked between fire hydrant and road marking \$70
P113	Double parked \$100
P114	Incorrect kerb parking - left side of road \$70
P115	Parked on footpath or cycle path \$70
P116	Parked a trailer on a road for more than 5 days \$100
P117	Inconsiderately parked \$100
P118	Parked on a motorway \$255
P119	Parked on a loading zone \$70
P120	Incorrect angle parking \$70
P121	Parked on road when off road park available \$70
P124	Park wrong way one way street \$70
P127	Parked on a flush median or traffic island \$70
P128	Parked in a special vehicle lane \$100
P129	Parked on a level crossing \$255
P130	Parked near a level crossing \$255
P131	Angle parked goods vehicle during hours of darkness \$100
P132	Left passenger service vehicle unattended in reserved stopping place \$100
P133	Incorrect kerb parking – one-way road \$70
P134	Parked on roadside grass plot, shrubs or flower beds \$70
P135	Parked unlawfully in a pick-up and drop-off area \$70
P136	Parked in an area reserved for charging electric vehicles \$100
P137	Parked in no stopping area \$100
P508	Parked in a clearway \$100
P969	Parked in area reserved for disabled persons \$750

Mōrearea | Risk

There is a low reputational risk that the community may believe that Council will begin actively enforcing all of the above listed provisions by patrolling the streets. However, this is not the case,

the approval of these delegations will enable warranted MPDC staff to have the tools to deal with complaints properly by keeping areas accessible to all and ensure vehicles park in the appropriate ways.

As with all infringements, there is a provision for the alleged offender to defend them if they feel the infringement is unfair or incorrect. Time in court prosecuting infringements could be a burden on the Council however, it is believed parking infringements will not be significant given our education first approach. This type of offence is relatively straight forward to prove and infringements can be withdrawn if needed.

The use of these powers will be subject to staff ensuring they follow the Enforcement Policy, have the correct approval if it involved a prosecution.

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

The addition of the Land Transport Act 1998 will provide the CEO the ability to sub delegate powers held within the Act as required.

Staff will also need to ensure that the use of these powers will follow the stipulated Enforcement Policy criteria.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Ellie Mackintosh Rōia Legal Counsel	
	Ryan Johnston Pou Whakamaru Hapori, Tūtohu Community Protection and Compliance Manager	
Approved by	Ally van Kuijk Hautū Tipu me te Whakamatua General Manager Growth & Regulation	

7 Pūrongo me whakatau | Decision Reports

7.4 Approval for MPDC's submission to the RMA (Consenting and Other System Changes) Amendment Bill

CM No.: 2998691

Te Kaupapa | Purpose

The purpose of this report is to gain retrospective endorsement for a submission on the Resource Management (Consenting and Other System Changes) Amendment Bill by the Council's RMA Policy Team.

Rāpopotonga Matua | Executive Summary

The Council's RMA Policy Team recently submitted on the Resource Management (Consenting and Other System Changes) Amendment Bill. The Council has not yet formally endorsed the submission.

The objective of the Government's Resource Management (Consenting and Other System Changes) Amendment Bill is to "progress the Government priorities, including making it easier to consent new infrastructure, encouraging investment in renewable energy, and making medium-density residential standards optional for councils". In its submission, the Council provided qualified support for the Bill, but questioned the timing of the amendments given a proposed reform of the entire RMA that is signalled for later in 2025. Nathan Sutherland is in attendance to speak to the report and answer any questions.

Tūtohunga | Recommendation

That:

- The Council retrospectively endorses the submission on the Government's Resource Management (Consenting and Other System Changes) Amendment Bill.**

Horopaki | Background

In March 2024, the Government announced their RMA reform work programme, which they intended to achieve through three phases. The first phase saw the repeal of the Natural and Built Environment Act and the Spatial Planning Act. The second phase, currently underway, involves two streams of work. One stream was the introduction of fast track consenting. The other stream was the targeted amendment of the RMA that would occur through two bills to be released in 2024. The first of these bills was known as the Resource Management (Freshwater and Other Matters) Amendment Bill, which the Council made a submission on in June 2024.

The second Bill, being the Resource Management (Consenting and Other System Changes) Amendment Bill, was released for submission in late December 2024. The Ministry for the Environment advised that this Bill amends the Resource Management Act 1991 to progress Government priorities, including making it easier to consent new infrastructure, encouraging investment in renewable energy, and making medium-density residential standards optional for councils.

Members may recall that it had previously been reported that this second RMA amendment Bill would be accompanied by a large number of new and amended national policy statements that

were also to be open to a submission process, however this did not turn out to be the case. This has created a policy vacuum for the proposed changes which is discussed later in this report.

Not all the proposed changes in this Bill are relevant to MPDC's regulatory functions. The key proposals of interest to MPDC are systems improvements and matters related to natural hazards including:

- Changes to emergency provisions under the RMA – including introducing a regulation-making power for the Minister for the Environment to use in the event of an emergency or to assist recovery efforts.
- Clarifying and strengthening councils' ability to decline land use consents, or impose relevant conditions, where there is significant natural hazard risk.
- Amending the compliance regime to better deter offences under the RMA.
- Providing consenting efficiencies by clarifying the scope of further information requests, reducing the need for hearings where appropriate, and specifying that applicants can request to review draft consent conditions.
- Proposing one year consenting timeframe for certain types of infrastructure, and reducing the information requirements for requiring authorities.
- Proposing that if there is no further information required, that a hearing does not need to be held for a notified application.
- Proposing that the Minister can direct that a Local Authority undertake a plan change or variation to address any non-compliances with a national policy statement.
- Proposing that consideration can be given to an applicant's previous non-compliance under the RMA at the time of consent decision making.

Public submissions on the Bill were called for in December 2024, with the submission period closing 10 February 2024.

Ngā Take/Kōrerorero | Issues/Discussion

The Council's RMA Policy Team made a submission on the proposed Resource Management (Consenting and other System Changes) Amendment Bill. In its submission on the proposed Bill, the Council supported the practical improvements contained in the Bill and the opportunities it presented to create much needed efficiencies and cost reductions across the RMA system. It was acknowledged that the Bill intends to address user's immediate issues and concerns. For example, making changes to emergency provisions under the RMA, and clarifying and strengthening councils' ability to decline land use consents, or impose relevant conditions where there is significant natural hazard risk, while further legislative review takes place.

There was acknowledgement of the drive to make things faster and easier. However, it appears that there will be several unintended consequences in the current approach, which has the potential to impact adversely on both the regulatory functions carried out by the Council, and those parties making applications under the Act. There is a concern that some of the provisions proposed in the Bill, for example those related to hazards, have no policy context or guidance for those implementing the provisions and as such national direction documents should be developed. There was also concern expressed at the proposal to reduce the instances when hearings could be held as this would reduce the ability of parties to participate in decision making process.

Mōrearea | Risk

The submission itself is considered a low risk. The outcome of the submission to the Bill may result in future changes to the RMA in relation to the matters canvassed in the Bill. This will have implications for both the applicants and the administration of related development within the

district. As the authority that will be responsible for administering, monitoring and enforcing any resource consents or designations it is important that the Council has as much involvement in the formulation of changes to the RMA and resulting consent process as possible.

Ngā Whiringa | Options

Given the Council's RMA Policy team has already submitted on the Resource Management (Consenting and other System Changes) Amendment Bill, there are two options available to the Council. These are:

Option 1: Retrospectively endorse the submission on the proposed Resource Management (Consenting and Other system Changes Amendment Bill.

Option 2: Do not endorse the submission and direct staff to withdraw the submission that has not been endorsed.

Recommended option

Option 1: Retrospectively endorse the submission on the proposed Resource Management (Consenting and Other System Changes) Amendment Bill. In principle, the proposal could have positive ramifications for the district. However, it is considered that the delivery of this project needs some significant changes. Therefore, it is important that the Council makes its opinions and preferences known through the submission process, and ultimately has a hand in shaping the outcome of any future legislation.

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

This proposal will have some form of legal and policy impact on the Council. The Resource Management (Consenting and Other System Changes) Amendment Bill will ultimately override many current RMA provisions. Some of the provisions are being proposed in a policy vacuum, for example the hazard provisions, which at the time of writing are not subject to national guidance through a national policy statement. This could potentially lead to the inconsistent administration of these provisions within councils and/or between adjacent districts which may have the unintended consequence of increasing the hazard risk. Lack of guidance also has the potential for confusion and contradiction between applicants and Council as they apply for and process resource consent applications or notice of requirements.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

Public submissions on the Bill closed on the 10 February 2025. The Ministry for the Environment has not provided any further information with regard the number of submitters or when the hearing process will commence.

Ngā Tāpiritanga | Attachments

- A. Matamata-Piako District Council Submission to Resource Management (Consenting and Other System Changes) Amendment Bill (*Under Separate Cover*)
- B. Appendix 1 MPDC Submission to the RMA (Consenting and Other System Changes) Amendment Bill (*Under Separate Cover*)

Ngā waitohu | Signatories

Author(s)	Carolyn McAlley Kaiwhakamahere Rautaki RMA Matua Senior RMA Policy Planner	
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Approved by	Nathan Sutherland Kaiārahi Rautaki RMA Team Leader RMA Policy	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Civic Financial Limited Statement of Intent for 2025

CM No.: 2988629

Te Kaupapa | Purpose

The purpose of this report is to inform Council of the Civic Financial Services Limited Statement of Intent for 2025.

Rāpopotonga Matua | Executive Summary

Civic Financial Services Limited have provided their Statement of Intent for 2025 for Council's information.

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

Civic Financial Services Limited (Civic) is the trading name for the New Zealand Local Government Insurance Corporation Limited. Civic provides superannuation services for the local government sector, as well as administration services to client boards (Local Authority Protection Programme, Riskpool, Civic Liability Pool and Civic Property Pool).

Civic has 73 shareholders, comprising of 72 local authorities and TrustPower (Manawa Energy). Matamata-Piako District Council (Council) holds 1.09% shares in the company.

Civic has developed and updated their strategies to guide the future direction of the company, by focussing on positioning, promoting and protecting their brand as a trusted and preferred superannuation provider to the local government sector. The strategies utilised align with Civic's people-centric model, taking an approach which cares for members and their whānau and aims to maximise their retirement funds.

Ngā Take/Kōrerorero | Issues/Discussion

The key points from the Statement of Intent 2025 are:

- The primary source of income in 2025 will come from fees for providing superannuation administration for the local government sector through the SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme.
- The Board's current policy is not to pay a dividend to shareholders. In 2020, at a Special General Meeting, it was agreed that funds should be used to reduce administration fees between the two superannuation schemes instead of paying shareholder dividends.
- Civic will reduce the base administration fee from the SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme from 0.33% per annum to 0.32% per annum from 1 April 2025.

Civic Financial Services Limited has set the following performance measures for 2025:

1. We aim to provide superannuation and savings products and services to at least 90% of local authorities.
2. We plan to be retained as administration manager for the Local Authority Protection Programme, Riskpool, Civic Liability Pool and Civic Property Pool.

Civic will provide an audited, annual report for the 2024 year by 30 April 2025. Civic will also provide an unaudited report on the first half of 2025 by 30 September 2025.

Both of these reports will be provided to Council for information.

Mōrearea | Risk

An ongoing risk, and reported to Council on 13 December 2023, relates to New Zealand Mutual Liability Riskpool (Riskpool). Riskpool was a service offered by Civic Financial Services Limited and provided public liability and professional indemnity cover for participating councils. Riskpool is currently in run-off, with no new cover offered since 1 July 2017.

As reported on 13 December 2023, Council were advised of the call for additional contributions to be made which Council, alongside all participating councils, was required to fulfil as part of the process of winding up the company. This related to high cost claims and a Supreme Court decision relating to a claim between Napier City Council and Riskpool. This call amounted to \$94,180.00 plus GST.

There is the potential that further calls may be made in the future as member councils continue to share in the liability for contributions to cover shortfalls in any fund year. As at the time of writing this report, no further calls had been made.

Recommended option

It is recommended that Council note the Civic Financial Services Limited Statement of Intent for 2025.

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

Civic Financial Services Limited is exempt from being a Council Controlled Organisation (CCO) in accordance with section 6(4)(f) of the Local Government Act 2002 (LGA) and therefore, the requirements of CCO reporting. However, their Statement of Intent 2024 is reported formally to Council for information.

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

Having regard to the decision making provisions in the LGA and Council's 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. 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	There are no available options to consider. The recommendation is for information to

options available.	be received.
Section 78 – requires consideration of the views of Interested/affected people	Consultation is not required.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	This issue is assessed as having a low level of significance.
Section 82 – this sets out principles of consultation.	Consultation is not required.

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 LGA 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

Matamata Piako District Council’s Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE		MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION	
TŌ MĀTOU WHAKAKITENGA OUR VISION			
Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community.			
TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)			
			
He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create

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

This report has no financial impact. Superannuation administration services are paid for by employees who have subscribed to the scheme.

Ngā Tāpiritanga | Attachments

[A↓](#). Civil Financial Services Ltd - Statement of Intent for 2025

Ngā waitohu | Signatories

Author(s)	Charlotte Walker Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	
	Laura Hopkins Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	
Approved by	Niall Baker Kaiārahi Tīma Kaupapahere Policy Team Leader	

18 December 2024

Don McLeod
Chief Executive
Matamata-Piako District Council
PO Box 266
TE AROHA 3342
dmcleod@mpdc.govt.nz

Kia ora Don

Civic Financial Services Ltd ('Civic') - Statement of Intent for 2025

Please find enclosed a copy of Civic's Statement of Intent for 2025.

The Company's major source of income in 2025 will come from providing superannuation administration services for the local government sector through the SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme. Additional income will be derived from the services provided to the Local Authority Protection Programme, Riskpool, Civic Liability Pool and Civic Property Pool.

In 2020, a Special General Meeting of the Company agreed that instead of providing dividends to shareholders, future surplus funds should be applied to reduce the administration fees for members of the SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme.

For the sixth year in a row, we are again pleased to announce a further reduction in the schemes' base investment management fee. From 1 April 2025, the current rate of 0.33% per annum will reduce to 0.32% per annum.

We have updated the communication section incorporated in the Statement of Intent to keep you informed of the changes we have implemented as we strive to improve the information provided to our members.

Thanks for your continued support, I look forward to working with you in 2025.

Ngā mihi



Charlie Howe
Chief
Executive
Email: charlie.howe@civicfs.co.nz

8 Ngā Pūrongo Whakamārama | Information Reports

8.2 Six Month Report: July - Dec 2024

CM No.: 2998736

Te Kaupapa | Purpose

To provide an update on the financial and non-financial performance for the six months of July to December 2024.

Rāpopotonga Matua | Executive Summary

This report shows the financial and non-financial performance of Council against the targets set out in the 2024-34 Long Term Plan. The report is attached. This report is not externally audited, but provides an interim update and highlights potential areas of risk prior to the final Annual Report.

Tūtohunga | Recommendation

That:

1. Council receives the Six Month Report 2024.
2. Council provides feedback if desired [*feedback to be specified*].

Horopaki | Background

Council is required to produce an Annual Report by 31 October each year under the Local Government Act 2002 (LGA) and report on its financial and non-financial performance. The Annual Report is externally audited each year.

The Six Month report is produced by staff each year to provide an indication on how Council has performed between July and December 2024. This report is not required to be produced under legislation, and is not externally audited. The report is produced to maintain good practice and a 'no surprises' approach.

Each year, Council's survey provider contacts residents in the district to gauge how well it is delivering a range of services, and what can be improved going forward. Key Research is Council's provider as of 2024/25 and will conduct the customer survey until 2026/27. Key Research invite around 100 residents to share their views each quarter (400 per year) via post, with each letter containing a link to the online survey and a unique code allowing residents to access the survey. Residents can also opt to fill out a hard copy survey. The six month report survey results reflect a sample size of 206 respondents.

Each survey question has a 10-point scale, with 1 being the lowest and 10 being the highest.

Following the development of the Long Term Plan 2024-34, Council resolved to remove the 'neither/nor' option in the survey. Dissatisfaction is counted as 1 – 5 and satisfaction is counted as 6 – 10 and there is a separate 'don't know' option available for respondents which is excluded from the final results for accuracy. The satisfaction results will therefore differ from previous years Annual Reports.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

An Audit engagement plan for the 2024/25 Annual Report audit process is being developed. A draft plan is expected to be received by staff in February/March, and will be brought to the Committee at the next meeting. The plan will include the Annual Report work programme and the expected date of adoption for the 2024/25 Annual Report.

Ngā Tāpiritanga | Attachments

[A↓](#). Six Month Report 2024

Ngā waitohu | Signatories

Author(s)	Olivia Picard Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	
Approved by	Niall Baker Kaiārahi Tīma Kaupapahere Policy Team Leader	
	Kelly Reith Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	

8 Ngā Pūrongo Whakamārama | Information Reports

8.3 Audit Management Report for Annual Report 2023/24

CM No.: 2998784

Te Kaupapa | Purpose

The purpose of this report is to:

- 1) Receive the Audit Management Report for the Annual Report 2023/24 and provide any feedback if desired (attached).
- 2) Receive the Audit Recommendations Register and provide any feedback if desired (attached).

Rāpopotonga Matua | Executive Summary

Audit New Zealand (Audit) is Council's external auditor appointed by the Office of the Auditor General to conduct the auditing of Council's Annual Report and reporting process on their behalf.

Audit issue an Audit Management Report following each Annual Report with recommendations on processes and issues that can be fixed or improved for future auditing processes. This report for the 2024/25 Annual Report is attached with accompanying staff comments.

Staff have developed a register of all Audit recommendations from previous reports and how we are tracking against these.

Tūtohunga | Recommendation

That:

1. **Council note the recommendations made by Audit New Zealand in the Audit Management Report on the Annual Report 2023/24.**
2. **Council provide any feedback on the Audit Management Report if desired *[feedback to be specified]*.**
3. **Council note the Audit Recommendations Register and note staff will be making improvements to this register.**
4. **Council provide any feedback on the Audit Recommendations Register if desired *[feedback to be specified]*.**

Horopaki | Background

Audit New Zealand provided an unmodified opinion for the Annual Report 2023/24 on 27 November 2024, meaning Audit NZ were satisfied with the financial and non-financial information and data in the report.

Audit Management Report

The Audit Management Report details areas where improvement is needed, this report including staff comment is attached to this report.

Six new recommendations were made, with two recommendations classed as 'urgent' and four are classed as 'necessary'. There are 18 open recommendations in total.

‘Urgent’ recommendations are expected to be addressed urgently, ‘necessary’ recommendations are expected to be addressed within six months so Council can meet best practice standards, and ‘beneficial’ recommendations are expected to be addressed between 6 to 12 months.

None of the recommendations in the report materially impacted the 2023/24 Annual Report.

A summary of recommendations is as below:

Priority	Priority			
	Urgent	Necessary	Beneficial	Total
Open matters from 2023 report	1	10	1	12
Open matters from 2024 interim report	-	4	2	6
Implemented or closed during 2024 final audit	1	3	1	5
Total matters considered	2	17	4	23

Audit Recommendations Register

Staff maintain a register of all Audit recommendations from previous reports and how we are tracking against these. This register is attached for the Council’s information.

Mōrearea | Risk

There is a risk that actions undertaken to address internal control deficiencies may not be considered sufficient or appropriate to address Audit New Zealand’s concerns.

In order to mitigate this risk, the internal teams have regular open discussions with Audit New Zealand to ensure that matters are being progressed to Audit New Zealand’s satisfaction.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

No communications is planned. Council will continue to work on resolving and clearing the outstanding issues.

Ngā Tāpiritanga | Attachments

- A. Report to Governors (audit management report 2023/24) - Final - sent to RAC 19/02/2025
(Under Separate Cover)
- [B↓](#). Audit recommendations tracker for RAC and Council Feb 2025

Ngā waitohu | Signatories

Author(s)	Olivia Picard Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	
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Approved by	Niall Baker Kaiārahi Tima Kaupapahere Policy Team Leader	
	Kelly Reith Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	

8 Ngā Pūrongo Whakamārama | Information Reports

8.4 Chief Executive Officer's Report

CM No.: 2991716

Rāpopotonga Matua | Executive Summary

As this is my first report as Chief Executive Officer, Council is invited to provide feed-back on the information and format for future reports.

The following information is provided that may assist these discussions:

- Chief Executive Officer report to the Risk and Assurance Committee
- Chief Executive Officer Key Performance Indicators February 2025 Update
- Projects update report

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

- A↓. CEO report to the Risk and Assurance Committee
- B↓. CEO KPI February 2025 update
- C↓. Pre-Project Progress for month ending January 2025
- D↓. Project progress month ending January 2025

Ngā waitohu | Signatories

Author(s)	Debbie Burge Kaiārahi Tautoko i te Koromatua me te Tumu Whakarae Executive Assistant to the Mayor & CEO	
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Approved by	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	
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