

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 25 October 2023
Wā | Time: 9.00am
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

Ngā Mema | Membership

Manuhuaia | Mayor

Adrienne Wilcock, JP (Chair)

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

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1 Whakatūwheratanga o te hui | Meeting Opening

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

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

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

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

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

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

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

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

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

4 Whākī pānga | Declaration of Interest

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

5 Whakaaetanga mēneti | Confirmation of Minutes

Minutes, as circulated, of the ordinary meeting of Matamata-Piako District Council, held on 27 September 2023

6 Papa ā-iwi whānui | Public Forum

Name	Position/Organisation	Topic
Jan Shoemark		<ul style="list-style-type: none">• Raising Forums more than once

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.

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Governance Support Officer	
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Approved by	Sandra Harris Placemaking and Governance Team Leader	
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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

Tūtohunga | Recommendation

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. Draft 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

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 Councils 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	
Approved by	Niall Baker Policy Team Leader	
	Larnia Rushbrooke Finance and Business Services Manager	

	Erin Bates Strategic Partnerships and Governance Manager	
	Don McLeod Chief Executive Officer	



MIHI - MAI I TŌ KOUTOU MANUHUA | WELCOME - MESSAGE FROM THE MAYOR

Kia ora koutou

I am pleased to present to you the Matamata-Piako District Council Annual Report for 2022/23.

It has been a tough year and our District has faced its fair share of challenges in this difficult economic climate with the impacts of rising inflation, ongoing staff shortages, supply chain issues and the fallout from the Covid pandemic. The prolonged wet weather events experienced particularly during January and February 2023, also impacted Council's day to day operations with flooding, fallen trees and damage to infrastructure. We were very fortunate to escape the most extreme weather that other districts endured.

Our Annual Report is a chance to reflect on how we managed these challenges, celebrate the progress we have made on some new and ongoing projects and acknowledge the work we have ahead of us.

A highlight for myself and my fellow elected members has been the significant strides we have taken in our ongoing projects. Morrinsville's additional water supply is right on track. This will allow us to treat and supply additional water to support the growing community and make the town's water supply more resilient. This is timely as the experts are predicting a long dry summer.

We were excited to secure government funding toward fast-tracking a number of projects to make it safer and easier to walk, bike and use public transport in our district. A particular highlight is the planning of the perimeter path at Morrinsville Recreation Ground. This is a direct outcome from the community's involvement in developing the Morrinsville Recreation Master Plan last year, and we expect to see this complete in the coming months.

We also completed smaller projects to enhance the wellbeing of those living in and visiting our district. Upgrades to the Te Aroha boat ramp saw improved dump station facilities, surfacing of the formerly gravel car park and realigning the Hauraki Rail Trail for safer movement through the reserve. Our Pride of Place initiative is gradually making headway to create more vibrant and welcoming town centres. In Matamata, we installed bike racks throughout the town centre and Council collaborated with local groups to host the community event, Bike Day Out.

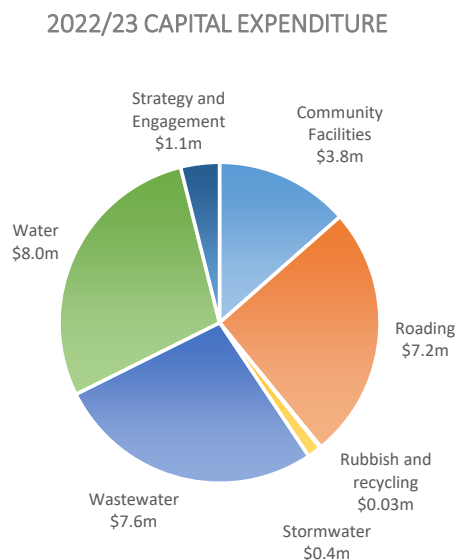
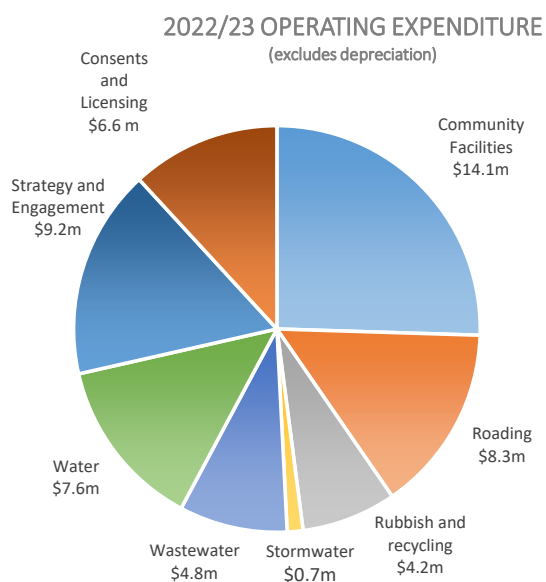
Another memorable highlight was the opening of the new Thomas Park playground in Morrinsville – a collaborative effort from Council, an anonymous donor, local Iwi and our community. It has been wonderful seeing locals from across our district and visitors enjoying these wonderful facilities.

Looking ahead, we find ourselves entering a crucial phase as we embark on shaping our Long Term Plan. We will have to make some tough decisions on investing in our infrastructure. That is going to mean some big conversations with the community about what is affordable and what services may need to change. We're prepared to face these challenges head on, but will need your input to ensure our decisions are reflecting the wants and needs of the community.


Adrienne Wilcock
Mayor

TE RĀPOPOTONGA Ā-PŪTEA | FINANCIAL SUMMARY

	Actual 2021/22	Budget 2022/23	Actual 2022/23
	\$000	\$000	\$000
Summary statement of comprehensive revenue and expense for the year ended 30 June			
Revenue	74,149	64,070	88,189
Expenses	(66,837)	61,896	74,074
Finance costs	(1,168)	1,372	2,183
Net surplus/(deficit)	6,144	802	11,932
Other comprehensive revenue and expense			
Financial assets at fair value through other comprehensive revenue and expense	9,843	-	3,656
Property, plant and equipment revaluation	89,860	23,869	59,796
Total other comprehensive revenue and expense	105,847	24,671	63,452
Summary statement of changes in equity for the year ended 30 June			
Adjusted Balance at 1 July	770,219	719,134	876,338
Total comprehensive revenue and expense	105,847	24,671	75,384
Balance at 30 June	876,066	743,805	951,722



Statement of comprehensive revenue and expense

Explanations for major variations between the actual results for the year and the budget in Council's Annual Plan for 2022/23 are as follows:

The financial statements show a surplus of \$11.9 million compared to a budgeted surplus of \$802,000. There are four key factors that have had a significant impact on this result, both positively and negatively, being growth, regulation, inflation, and Mother Nature.

- Over the past four years, our district has been through a period of unprecedented growth. The financial impact in the 2022/23 year has been the most significant to date, including assets vested in Council through the subdivision process of \$14.3 million, and development contributions received of \$8.3 million (with both items reflected as income in Council's books). In response to this level of development, Council incurred additional net costs of \$945,000 in 2022/23 to keep up with the huge demand for processing of building and resource consents, while at the same time the income from new building consents dropped off towards the end of the year as economic conditions declined. Notably, assets vested in Council over the past four years have totalled almost \$30 million, which then become assets that Council must maintain and fund the replacement of over time, adding to costs and rate requirements over time.
- Continuing from last year, Council is seeing significantly increasing costs of complying with stricter water quality and monitoring standards since the establishment of the new national Water Regulator, Taumata Arowai in 2021. While some of these costs were one-off in nature, we expect the costs of supplying water generally will continue to grow as more regulations are rolled out.
- Council has experienced significant inflationary cost increases across all activities - particularly power (\$708,000 increase on the prior year), insurance, chemicals, fuel, salary and minimum/living wage increases. The biggest impact on Council's bottom line is the inflationary increases to construction costs that have pushed up the replacement cost of Council's infrastructure assets significantly, increasing our depreciation expense for the year by \$5.1 million compared to budget. Interest rate increases have also pushed up borrowing costs.
- While our district sustained only minor damage compared to other districts when Cyclone Gabrielle passed through in February 2023, the clean-up and repairs cost approximately \$558,000 across our Roding, 3 Waters, Parks and Reserves and other activities of Council.

	Actual 2021/22	Budget 2022/23	Actual 2022/23
	\$000	\$000	\$000
Summary statement of financial position as at 30 June			
Current assets	22,421	9,584	22,749
Non-current assets	905,420	805,825	990,995
Total assets	927,841	815,409	1,013,744
Current liabilities	16,982	16,637	23,274
Non-current liabilities	34,793	54,967	38,748
Total liabilities	51,775	71,604	62,022
Accumulated funds	439,243	440,060	473,709
Other reserves	436,823	303,745	478,013
Equity	876,066	743,805	951,722
Summary statement of cash flows for the year ended 30 June			
Net from operating activities	15,782	17,173	20,826
Net from investing activities	(20,330)	(39,670)	(33,532)
Net from financing activities	11,500	23,227	7,000
Net increase/decrease in cash held	6,952	730	(5,706)
Opening cash balance	3,186	622	10,138
Closing cash balance	10,138	1,352	4,432

Statement of financial position

Explanations for major variations between the actual results for the year and the budget in Council's Long Term Plan for 2022/23 are as follows:

Council's statement of financial position continues to show a healthy financial footing, despite some of the increasing pressures on our operations.

Current assets at 30 June 2023 were higher than budgeted, largely due to more cash and term deposits being held at year end and higher receivables and accrued income, particularly due to development contribution invoices issued in June. Non-current assets were significantly higher than budget due to a few major factors. Inflationary pressures and market conditions have pushed up the replacement cost and valuation of Council's Rooding, three water and building assets significantly over the year. In addition we've had a higher level of assets being vested in Council than budgeted over this and previous years as well. And the value of Council's investment in the Waikato Regional Airport has increased significantly since the budget was adopted.

Current liabilities were slightly higher than budgeted, particularly payables due to the timing of projects and contract payments falling due. Non-current liabilities were lower than budgeted, with external borrowing down both due to higher than anticipated cashflows from development contributions which offset capital borrowing requirements, and the capital programme not progressing as quickly as budgeted. In addition, Council's interest rate swap portfolio was budgeted as a liability but with increased interest rates it now has a positive value, and is recognised as an asset in Council's books.

Additional disclosures and accounting policies

Matamata-Piako District Council (the Council) is a local authority established under the Local Government Act 2002 (LGA) and is domiciled and operates in New Zealand. The relevant legislation governing the Council's operations includes the LGA and the Local Government (Rating) Act 2002.

The Council provides local infrastructure, local public services, and performs regulatory functions to the community. Council has designated itself as a Public Benefit Entity (PBE) for financial reporting purposes.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000).

Changes in accounting policies

PBE IPSAS 41 Financial Instruments

The Council have adopted PBE IPSAS 41 Financial Instruments for the year ending 30 June 2023. Information about the impact of adopting PBE IPSAS 41 is disclosed in Note 25. In accordance with the transitional provisions in PBE IPSAS 41, the Council have elected not to restate the comparative information. The comparative information continues to be reported under PBE IFRS 9. Adjustments arising from the adoption of PBE IPSAS 41 are recognised in opening equity at 1 July 2022 (the date of initial application). The accounting policies for the year ended 30 June 2023 have been updated to comply with PBE IPSAS 41. The main changes are:

- Receivables (Note 7) – This policy has been updated to reflect that the impairment of short-term receivables is now determined by applying the simplified expected credit loss model.
- Other financial assets (Note 11) – This policy has been updated to reflect:
 - the new classification categories;
 - the measurement and recognition of loss allowances based on the new expected credit loss model; and
 - the removal of impairment loss considerations for equity investments as PBE IPSAS 41 no longer requires identification of impairment for equity investments measured at fair value through other comprehensive revenue and expense. Also, on disposal, the accumulated gains/losses are no longer transferred to surplus/(deficit) but are transferred to general reserve.
- The derivatives accounting policies (Note 10) – Derivatives remain unchanged as Council has no hedged instruments and therefore do not need to apply the hedging requirements of PBE IPSAS 41.

PBE FRS 48 Service Performance Reporting

The Council have adopted PBE FRS 48 Performance Reporting for the year ending 30 June 2023. The main impact of the new standard is that additional information has been disclosed on those judgements that have the most significant effect on the selection, measurement, aggregation, and presentation of service performance information.

There have been no other changes to accounting policies during the financial year.

Capital commitments

At 30 June 2023, Council have commitments of \$6.4 million for projects where contracts have been entered into but goods or services have not been received (2022: \$4.5 million).

Contingent liabilities

Te Aroha wastewater resource consent

Under the resource consent issued by Waikato Regional Council for the Te Aroha Wastewater Treatment Plant during 2016, if Council fails to meet annual nitrate discharge conditions as per the consent, then an annual sum of \$15,000 will be payable to the local Wetlands Trust.

New Zealand Mutual Liability Riskpool scheme

Matamata-Piako District Council was previously a member of the New Zealand Mutual Liability Riskpool scheme ('Riskpool'). The Scheme is in wind down, however the Council has an ongoing obligation to contribute to the scheme should a call be made in respect of any historical claims (to the extent those claims are not covered by reinsurance), and to fund the ongoing operation of the scheme. The likelihood of any call in respect of historical claims diminishes with each year as limitation periods expire. However, as a result of the Supreme Court decision on 1 August 2023 in Napier City Council v Local Government Mutual Funds Trustee Limited, it has been clarified that Riskpool has a liability for that member's claim in relation to non-weather-tight defects (in a mixed claim involving both weather-tight and non-weather-tight defects). Riskpool has advised that it is working through the implications of the Supreme Court decision. At this point any potential liability is unable to be quantified.

Local Government Funding Agency

Council is a guarantor of the New Zealand Local Government Funding Agency Limited (LGFA). The LGFA was incorporated in December 2011 with the purpose of providing debt funding to local authorities in New Zealand. LGFA has a local currency rating from Fitch Ratings of AA+ and from Standard and Poor's of AAA, and a foreign currency rating from both agencies of AA+.

As at 30 June 2023, LGFA has 30 local authority shareholders and Matamata-Piako District Council is one of 70 local authority guarantors of the LGFA. Together with the other shareholders and guarantors, Council is a guarantor of all of LGFA's borrowings. At 30 June 2023, LGFA had borrowings totalling \$17.7 billion (2022: \$15.8 billion).

The LGFA's borrowing of \$17.7 billion is made up of the following:

	\$000
Fair value of bonds on issue	16,678,000
Accrued interest on bonds on issue	83,656
Bills on issue	792,000
Treasury stock lent to counterparts under bond repurchase agreements	130,043

Financial reporting standards require Council to recognise the guarantee liability at fair value. However, the Council has been unable to determine a sufficiently reliable fair value for the guarantee, and therefore has not recognised a liability. Council considers the risk of LGFA defaulting on repayment of interest or capital to be very low on the basis that:

- We are not aware of any local authority debt default events in New Zealand; and
- Local government legislation would enable local authorities to levy a rate to recover sufficient funds to meet any debt obligations if further funds were required.

Events after balance date

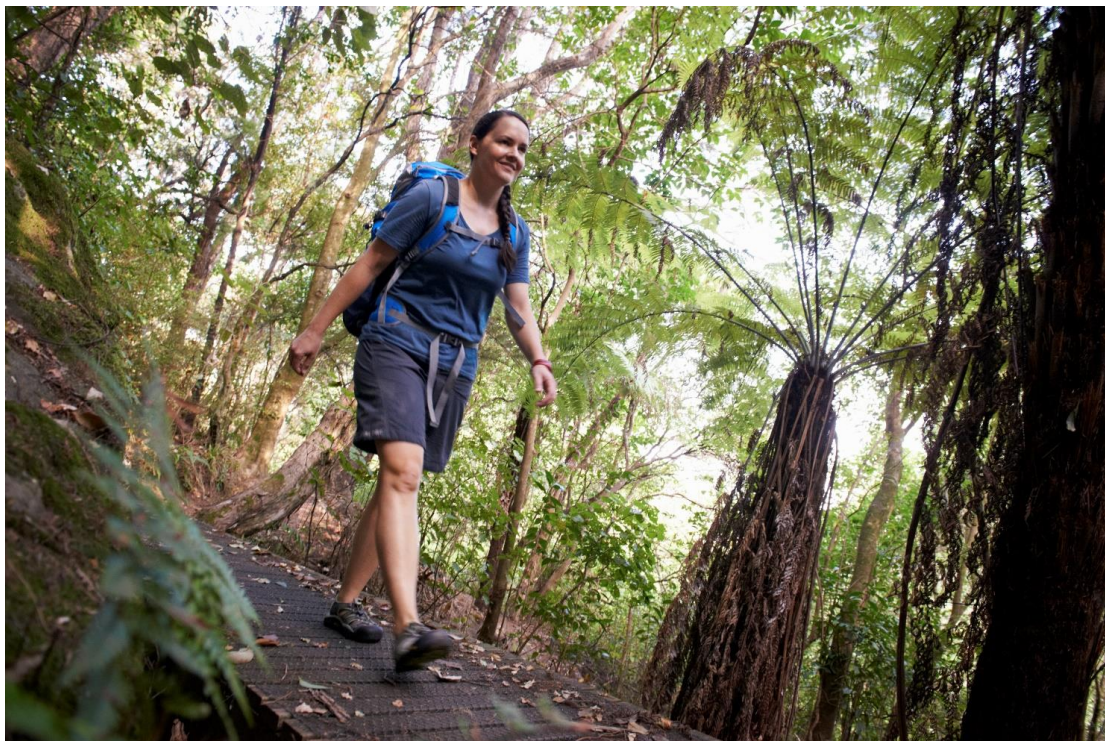
Water services reform programme

The New Zealand Government is implementing a water services reform programme that is intended to ensure all New Zealanders have safe, clean and affordable water services. The Government believes this will be achieved by establishing new public entities to take on the delivery of drinking water, wastewater and stormwater services across New Zealand. The reform will be enacted by three pieces of legislation:

- The Water Services Entities Act 2022, which (as amended by the Water Services Entities Amendment Act 2023 on 23 August 2023) establishes ten publicly owned water services entities and sets out their ownership, governance and accountability arrangements. A water services entity is established (for transitional purposes) on the date on which the appointment of the entity's establishment board takes effect, and its establishment date (operational date) will be a date between 1 July 2024 and 1 July 2026.
- The Water Services Legislation Act 2023, which amended the Water Services Entities Act 2022 on 31 August 2023 to provide for the transfer of water services assets and liabilities to the water services entities.
- The Water Services Economic Efficiency and Consumer Protection Act 2023, which provides the economic regulation and consumer protection framework for water services. The consumer protection framework will come into force on 1 July 2024 and the rest of the Act came into force on 31 August 2023

Council has been given indication that the Waikato Water Service Entity is intended to go live from 1 July 2025. Once this is confirmed by Cabinet, the go-live date will be set through an Order in Council process.

Council continues to recognise its three waters assets in accordance the accounting policies set out in note 12 to the financial statements. There has been no adjustment in these financial statements to reflect the expected future transfer of assets to the new water entity. It is expected central government will develop details around the mechanism for the transfer of the water assets. As further details are established this may require adjustments to Council's three water assets either in respect of disclosure or measurement.



TE RĀPOPOTANGA INENGA MAHI | PERFORMANCE SUMMARY

Council's full service performance information for the 2022/23 year is contained in Section 3 of the Annual Report. The service performance section describes the range of services that Council provides for the community, and reports on how effectively Council has delivered on those services over the last financial year, 1 July 2022 to 30 June 2023.

Our delivery of services to the community takes place within the overall context of Council's purpose as set in the Local Government Act 2002, namely to promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future. Our reporting on the delivery of services, contained within this Annual Report, is one of the responsibilities mandated under the same act.

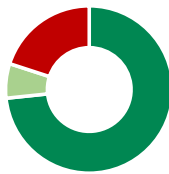
Our delivery of services is guided by the broad picture of what we seek to achieve as a Council, as encapsulated in our Community Outcomes and detailed in our Long Term Plan. These five key goals are Connected Infrastructure, Economic Opportunities, Healthy Communities, Environmental Sustainability and Vibrant Cultural Values.

Council's services are organised into eight activity groups.



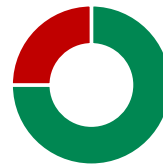
In the Long Term Plan a number of measures and targets are set for each activity. In the Annual Report Council's performance against these measures is reported on. In 2022/23 we reported against 57 measures across the eight activity groups. Of these we achieved our target on 33 measures, partially achieved the target on two, did not achieve our target on 21, and did not report against one measure.

Performance Reporting Summary



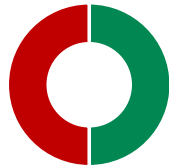
Community Facilities and Property service reporting is about how effectively Council has provided a range of cultural, recreation, health and housing services for the community.

15 measures – 11 achieved, 1 partially, 3 not achieved.



Stormwater service reporting is about how effectively Council has provided our District with stormwater services that protect people and properties from flooding and that manage the quality of our environment.

4 measures – 3 achieved, 1 not achieved.



Strategy and Engagement service reporting is about how effectively Council has engaged with our community around events, decision making, and emergency preparedness.

10 measures – 5 achieved, 5 not achieved.



Wastewater service reporting is about how effectively Council has planned for and provided wastewater services that protect the health of the people and waterways in our District.

4 measures – 4 achieved.



Roading service reporting is about how effectively Council has maintained the network of local roads and footpaths so that they provide a safe and efficient manner of travel for all users.

5 measures – 1 partially achieved, 3 not achieved, 1 not reported on this year.



Water service reporting is about how effectively Council has supplied our residents with clean, safe drinking water, and how well we have managed this resource sustainably.

5 measures – 3 achieved, 2 not achieved.



Rubbish and Recycling service reporting is about how effectively Council has provided kerbside and transfer station services and encouraged diversion of waste from landfill.

4 measures – 1 achieved, 3 not achieved.



Consents and Licensing service reporting is about how effectively Council has carried out its regulatory functions in order to safeguard the health and wellbeing of people and the environment.

10 measures – 6 achieved, 4 not achieved.

TE PĀNUI WHĀKINGA MŌ TE TAU MUTUNGA O 30 HUNE 2023 | ANNUAL REPORT DISCLOSURE STATEMENT FOR YEAR ENDING 30 JUNE 2023

Te kaupapa o tēnei whakamārama | What is the purpose of this statement?

The purpose of this statement is to disclose the Council's financial performance in relation to various benchmarks to enable the assessment of whether the Council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings. The Council is required to include this statement in its Annual Report in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information including definitions of some of the terms used in this statement.

Te Pou Taraawaho o te Whai Pūtea ki te Rēti | Rates affordability benchmark

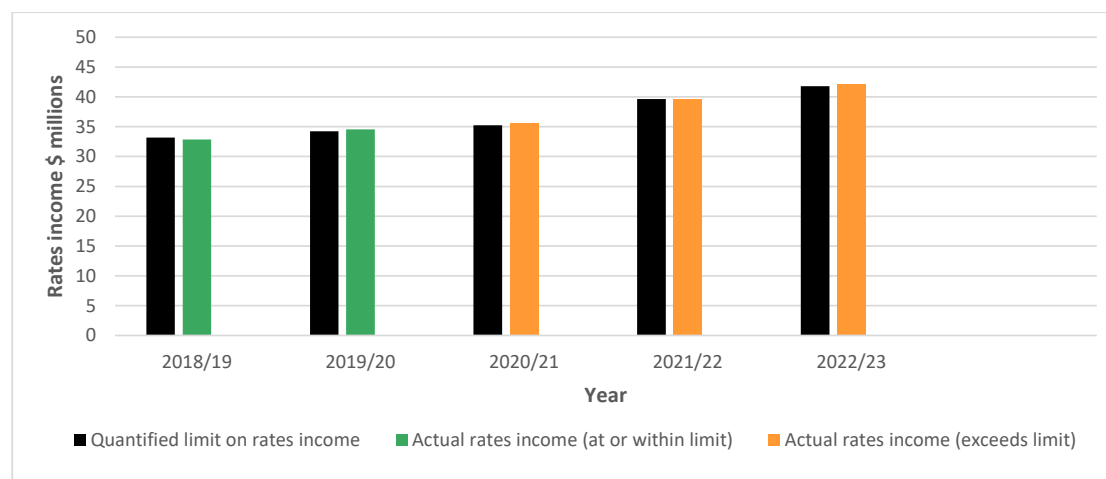
The Council meets the rates affordability benchmark if:

- Its actual rates income equals or is less than each quantified limit on rates;
- Its actual rates increases equal or are less than each quantified limit on rates increases.

Rates (income) affordability

The following graph compares the Council's actual rates income with a quantified limit on rates contained in the financial strategy included in the Council's Long Term Plan.

The quantified limit from the financial strategy included in the 2021-31 LTP is: Annual rates income¹ will not increase by more than 6%, other than for year 1 (2021/22) and year 3 (2023/24) where the forecast increases are 11.73% and 11.81% respectively.



¹ For the purposes of this calculation, rates revenue excludes penalties (which are not budgeted for) and the rate revenue from metered water supplies (the majority of which came from a few large industrial users). These items are excluded as the level of revenue received is not within Councils' direct control.

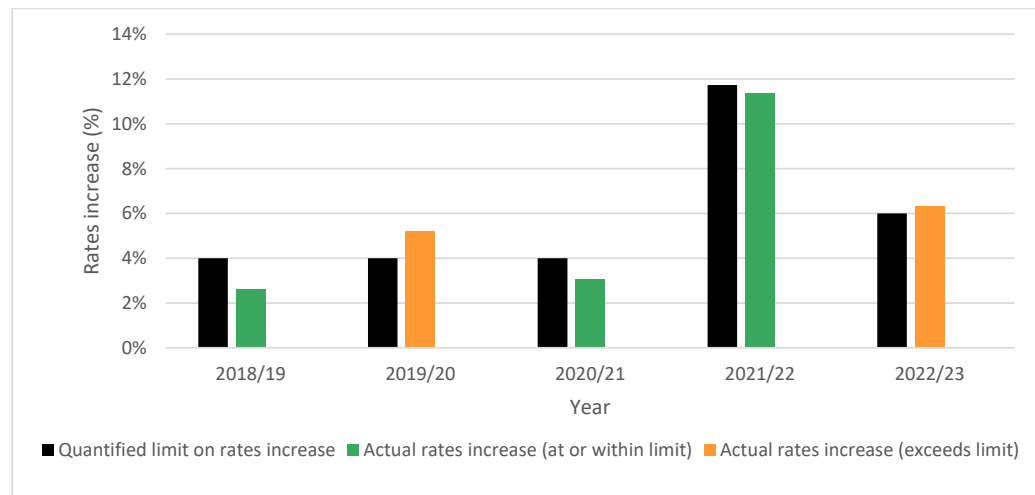
Comment:

The limit on rates income for 2022/23 was set at \$41.8 million. Actual rates income (excluding penalties and metered water revenue) was \$42.2 million. In the process of preparing the annual budget, Council makes an assumption for the additional value expected to be added to the rating base (ie due to subdivisions or new builds/improvements) that will be captured in time for the calculation of the rates strike at 1 July the following financial year. It is very difficult to estimate with any certainty. The amount of growth in the rating base at 1 July 2022 exceeded the level expected, resulting in slightly more rates income than budgeted. The same happened in the previous years.

Rates (increases) affordability

The following graph compares the Council's actual rates increases with a quantified limit on rates increases included in the financial strategy in the Council's Long Term Plan.

The quantified limit from the financial strategy included in the 2021-31 LTP is: Annual rates increases² will not be more than 6%, other than year 1 and 3 where the limits are set at 11.73% and 11.81% respectively.



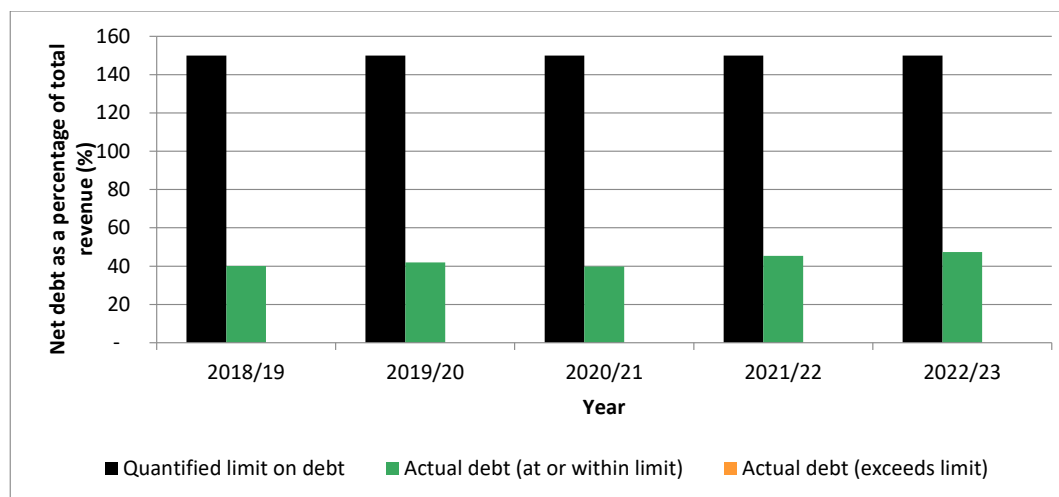
Comment:

The actual rates increase (excluding penalties and metered water revenue) for 2022/23 was 6.3%, compared to the Financial Strategy limit of 6%, due to growth in the rating base at 1 July 2021 exceeding the level expected, resulting in rates increasing more than budgeted. For 2021/22, total rates increased 11.37% on the prior financial year, so within the limit set out in the Financial Strategy for 2021/22 of 11.73%.

² For the purposes of this calculation, rates revenue excludes penalties (which are not budgeted for) and the rate revenue from metered water supplies (the majority of which came from a few large industrial users). These items are excluded as the level of revenue received is not within Councils' direct control.

Te Pou Taraawaho o te Whai Pūtea ki te Nama | Debt affordability benchmark

The Council meets the debt affordability benchmark if its actual borrowing is within the quantified limit on borrowing. The following graph compares the Council's actual borrowing with the quantified limit on borrowing stated in the Financial Strategy included in the Council's Long Term Plan. The quantified limit is: Net debt as a percentage of total revenue will not exceed 150%³.



Comment:

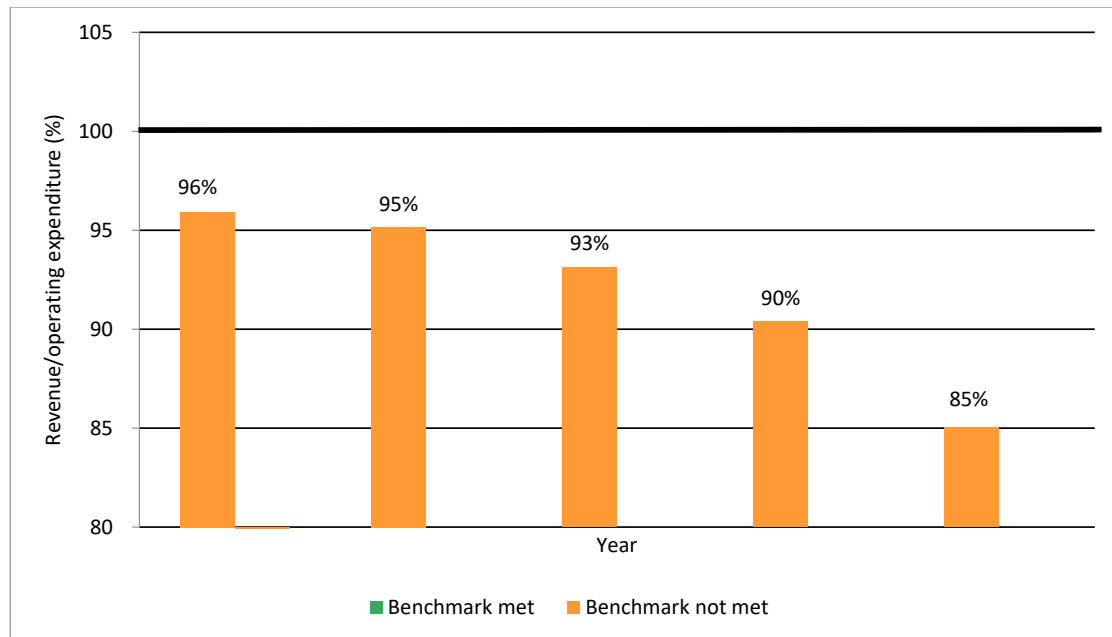
Council's net debt as a percentage of total revenue sits at 47% at 30 June 2023 and has remained well below the limit of 150% for the last five years. The limit of 150% is considered (by independent professionals) to be a prudent limit for a council of our size and nature.

³ Consistent with our Liability Management Policy;

- Net debt is calculated as external debt less cash, bank deposits and investments realisable in the short term
- Total revenue excludes development and financial contributions, vested and found assets and other gains.

Te Pou Taraawaho o te Whakataurite i te Tahua | Balanced budget benchmark

The following graph displays the Council's revenue (excluding development contributions, financial contributions, vested and found assets, gains on derivative financial instruments, and revaluations of property, plant or equipment) as a proportion of operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant or equipment). The Council meets this benchmark if its revenue equals or is greater than its operating expenses.

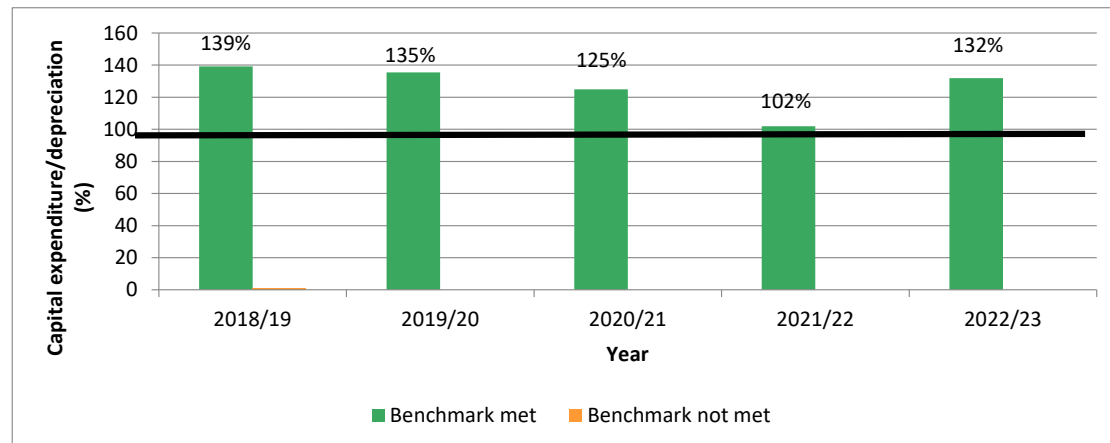


Comment:

When budgeting, Council aims for operating expenses to be covered by operating revenue - to "break even". For accounting purposes, when we replace assets like pipes and reseal roads, the old replaced assets are "disposed of" and the "loss" from doing so is recorded as "operating expenses". Council does not rate to cover this. At the same time, operating revenue also includes subsidies that Council receives to maintain and replace roading in the district. This revenue is included in operating, however the cost is not reflected as an operating expense - it is capital expenditure.

Te Pou Taraawaho o ngā Whakaratonga whai take nui | Essential services benchmark

The following graph displays the Council's capital expenditure on network services as a proportion of depreciation on network services. The Council meets this benchmark if its capital expenditure on network services equals or is greater than depreciation on network services.

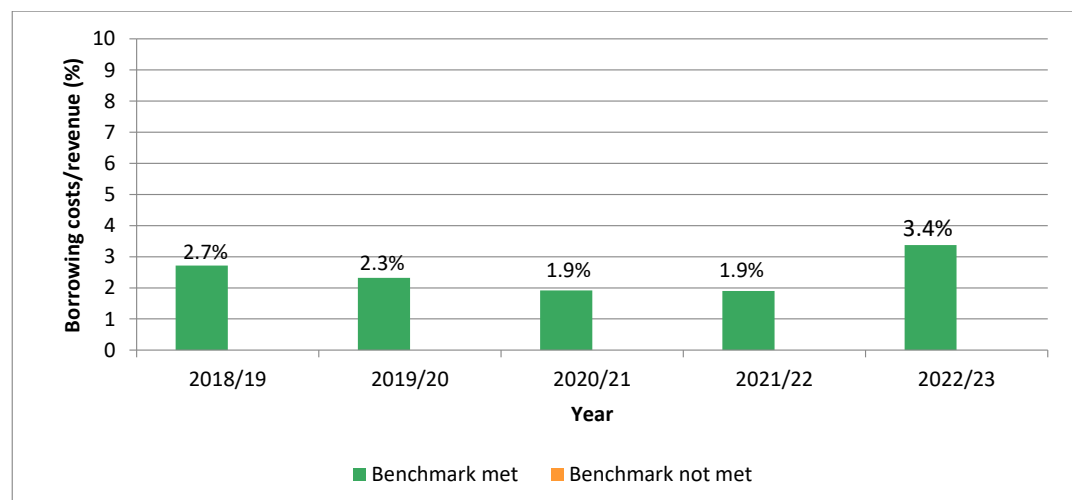


Comment:

Council's capital spending is not programmed on a straight-line basis consistent with depreciation. Over the five years shown, the capital spend averages 127% of depreciation.

Te Pou Taraawaho o te tiaki nama | Debt servicing benchmark

The following graph displays the Council's borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment). Because Statistics New Zealand projects the Council's population will grow more slowly than the national population growth rate, it meets the debt servicing benchmark if its borrowing costs equal or are less than 10% of its revenue.

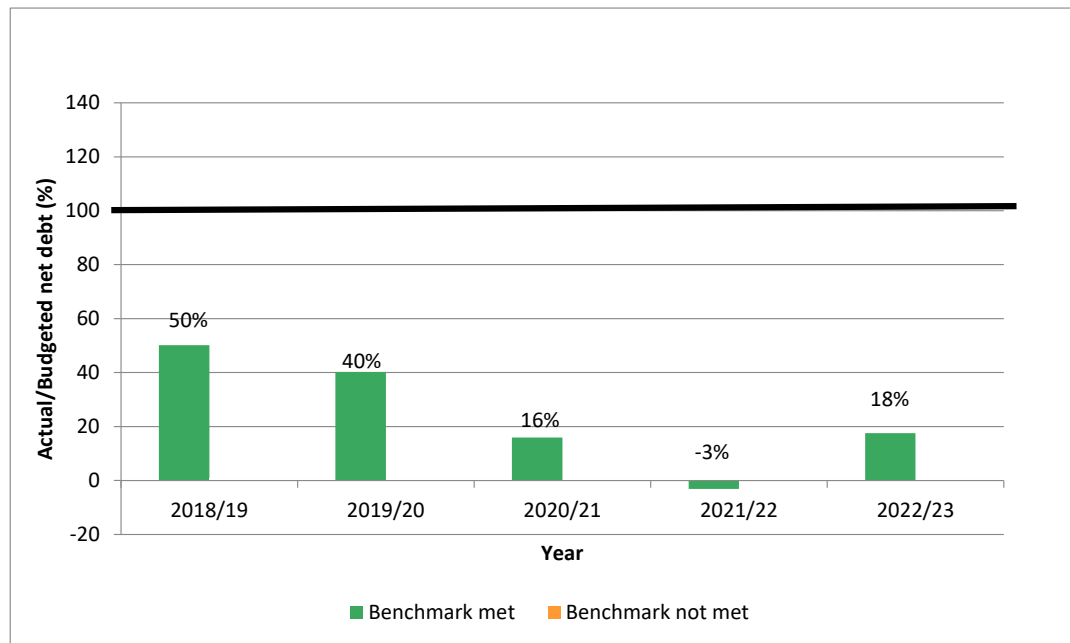


Comment:

Council's borrowing costs are sustainable and well under the 10% limit.

Debt control benchmark

The following graph displays the Council's actual net debt as a proportion of planned net debt. In this statement, net debt means financial liabilities less financial assets (excluding receivables). The Council meets the debt control benchmark if its actual net debt equals or is less than its planned net debt.

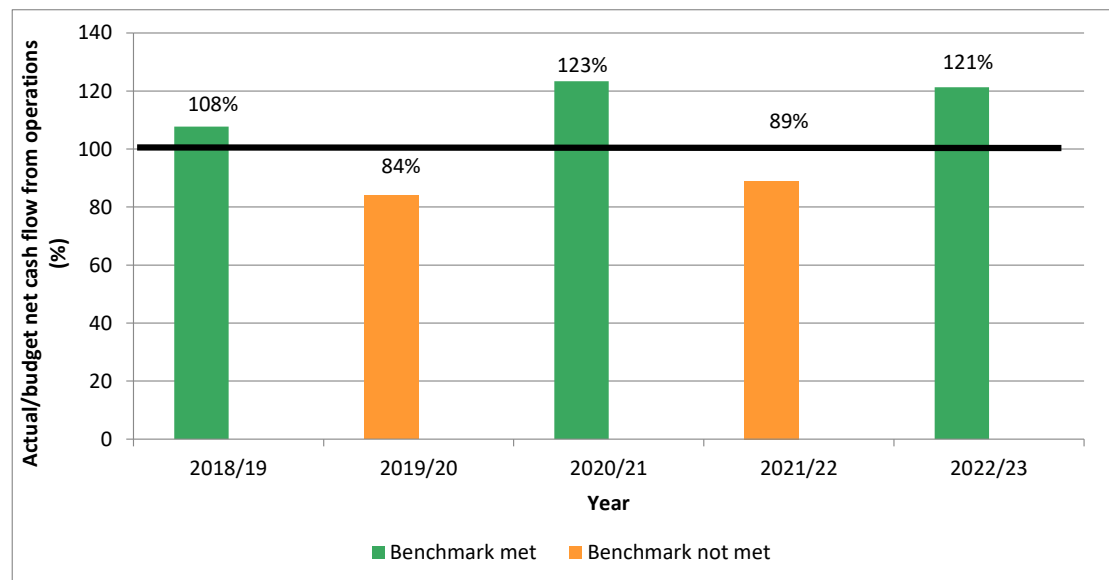


Comment:

Debt over the last five years has been lower than budgeted due to delayed capital spending, and maturing investments/surplus cash have been used to repay debt or internally fund capital work. Council's investment in the Waikato Regional Airport has also increased significantly since the planned net debt was set out in the adopted LTP.

Operations control benchmark

This graph displays the Council's actual net cash flow from operations as a proportion of its planned net cash flow from operations. The Council meets the operations control benchmark if its actual net cash flow from operations equals or is greater than its planned net cash flow from operations.



Comment:

Council's actual cashflow from operations has exceeded our budgeted cashflow from operations in three of the last five years.



TE PANUI O TE TAUTUKUNGĀ | STATEMENT OF COMPLIANCE

Compliance

Council and management of Matamata-Piako District Council confirm that all statutory requirements in relation to this Annual Report have been met including those outlined in the Local Government Act 2002, and the Local Government (Financial Reporting and Prudence) Regulations 2014.

Responsibility

The Council and management of Matamata-Piako District Council accept:

Responsibility for the preparation and completion of the Annual Report and the related assumptions, estimates and judgements. The Council and management adopted the Annual Report as presented here on XX October 2023.

Responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of financial and performance reporting.

In the opinion of the Council and management of Matamata-Piako District Council, the Annual Report for the year ended 30 June 2023 fairly reflect the financial performance, financial position, cash flows and service performance of the Matamata-Piako District Council.

Adrienne Wilcock, Mayor

XX October 2023

Don McLeod, Chief Executive

XX October 2023

This summary has been prepared in accordance with PBE FRS 43 (summary financial statements), and does not include all of the information provided in the full Annual Report, and for this reason cannot be expected to provide a complete understanding of Council's performance as provided by the Annual Report. The financial statements contained in the Annual Report comply with GAAP (Generally Accepted Accounting Practice). The financial statements in the Annual Report have been prepared in accordance with Tier 1 Public Benefit Entity (PBE) Accounting Standards. The Annual Report has been audited by our independent auditors, Audit New Zealand. They have issued an xx audit opinion. The financial statements and this summary were authorised for issue by Council on xx 2023. The Annual Report 2022/23 is available to view at our offices or libraries in Matamata, Morrinsville and Te Aroha. If you would like a copy of the Annual Report you can download it at mpdc.govt.nz. Specific disclosures included in the summary financial statements have been extracted from the full financial statements.

TE PŪRONGO Ā TE KAIŌTITA MOTUHAKE | INDEPENDENT AUDITOR'S REPORT

Insert when available

Annual Report – Warrant of Fitness

Council meeting 25 October 2023

Completed by: Finance and Business Services Manager

Section 13 – to be completed by: Elected members

Matter	Y	N	NA
1 Compliance with the Local Government Act 2002 and the Financial Reporting Requirements			
Financial Reporting			
1.1 Are you satisfied that all applicable financial reporting standards which affect Council have been complied with?	✓		
1.2 Are you satisfied that the financial statements comply with generally accepted accounting practice?	✓		
Describe here how we have achieved this: <i>Kept abreast of potential changes arising from the accounting standards via review of monthly professional media</i> <i>Taituara and sector advice provided via webinars and Listserve</i> <i>Round-table discussions with accounting and other Council staff</i> <i>Check performed against key sections of legislation, eg the Financial Reporting Regulations.</i> <i>Discussed format, reporting and specific accounting issues with Audit NZ during the interim audit and final audit, as well as emailed correspondence with the Auditors and regular catch-up meetings with the Audit team.</i> <i>Reviewed and updated the financial statements and notes against the most recent version of the Audit New Zealand's model annual report particularly in respect of the new requirements for Financial Instruments disclosures PBE IPSAS 41 that Council has adopted this year.</i>			
1.3 Have statements of accounting policies, financial position, financial performance, cash flows, movements in equity, and notes to the financial statements been prepared?	✓		
1.4 Detail any amendments to existing financial reporting standards, or new financial reporting standards issued in the last year that affect the financial statements. <i>PBE IPSAS 41 Financial Instruments disclosures was adopted this year.</i> <i>The main effects of the new standard are outlined in the 'changes to accounting policies' section of the notes to the financial statements, and in</i>	✓		

Matter	Y	N	NA
<p><i>note 25. The overall impact is minimal, with the biggest change being how Council calculates the provision for doubtful debts.</i></p> <p><i>PBE FRS 48 Service Performance Reporting was also adopted this year, which covers the non-financial performance information. The main impact of the standard is the requirement for additional information to show what judgement was applied in the selection, measurement, aggregation and presentation of performance information.</i></p>			
1.5 If new standards and amendments to standards have been adopted, are you satisfied that these amendments have been disclosed adequately in the financial statements?	✓		
<p>1.6 Other than as impacted by 1.4 and 1.5, have the financial statements been prepared on a basis consistent with prior periods?</p> <p><i>There is a minor change from prior years in our Funding impact statements (FIS). Following the work we did with the 3 Waters National Transition Unit earlier this year, we identified that the finance costs in our FIS for each activity should reflect both internal and external interest costs. Previously the internal interest costs were reflected in the 'internal charges and overheads applied' line of the FIS. We've also tidied up and better linked the FIS reporting on movements in reserves with our reserves statement.</i></p> <p><i>Otherwise, the financial statements have been prepared on a consistent basis with previous periods.</i></p>	✓		
1.7 If there have been changes in accounting policies, have these been adequately disclosed in the financial statements?	✓		
1.8 Are you satisfied that any accounting issues can be reasonably defended?	✓		
<p>1.9 Have you determined that all statutory registers and records required by the legislation have been properly kept throughout the period and that they are up to date?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Council minutes <input type="checkbox"/> Contract, Complaints Registers <input type="checkbox"/> Rating Information Database <input type="checkbox"/> Weather tight Homes Resolution Service <input type="checkbox"/> Health & Safety <input type="checkbox"/> All Financial documentation 	✓		

Matter	Y	N	NA
1.11 Do you consider that the financial statements have been prepared using appropriate accounting policies, consistently applied and supported by reasonable judgements and estimates?	✓		
1.12 Do you believe that proper accounting records have been kept which enable, with reasonable accuracy, the financial statements to be prepared in compliance with the LGA, Accounting standards and Financial Reporting requirements?	✓		
1.13 In your opinion, are the financial statements drawn up so as to give a true and fair view of the financial position of the reporting entity at the end of the financial period, and of the financial performance and cash flows for the period ended on that date?	✓		
1.14 Has the external auditor had full access to all accounting records, other documents and all information and explanations required or requested by them?	✓		
2. ASSETS			
Current Assets			
2.1 Cash and Bank Balances			
2.1.1 Is the bank balance and other cash properly stated in the financial statements (correctly reflecting the reporting entity's ability to use such funds on an at call basis)	✓		
2.2 Receivables			
2.2.1 Are you satisfied that all known bad material debts have been written off? <i>Bad debts written off this year totalled \$13k for sundry debtors and \$16k for rates debts written off. Rates debts are only written off in line with rating legislation, or as they have become statute-barred as they have not been collected/no payments made towards these debts have been made for more than 6 years. The majority of these debts relate to land in multiple ownerships that do not qualify to be made non-rateable under the recent LG (Rating of Whenua Maori) amendment Act 2021.</i> <i>Some historic community loans totalling \$11.7k were written-off in 2022/23</i>	✓		
2.2.2 To the extent they are material does the estimated provision for doubtful debts fully cover amounts assessed as not likely to be recoverable? <i>PBE IPSAS 41 changed the way we estimate our provision for doubtful debts (now known as an allowance for expected credit losses ECL). ECL is calculated by grouping receivables with similar credit risk characteristics, and then reviewing the historical credit losses recognised for each grouping, and considering any forward looking factors that may affect collection. Under the new model, Council's provision for doubtful debt or ECL has</i>	✓		

Matter	Y	N	NA
<i>decreased from \$279k last year to \$27k for 30 June 2023. \$27k is much more in line with our usual annual level of write-off.</i>			
2.2.3 Have the amounts recognised as bad debts and doubtful debts been disclosed if material?	✓		
2.2.4 Are you satisfied that all material receivables have been reviewed at balance date and up to the date of signing the financial statements to ensure that the carrying value of receivables are recoverable in full?	✓		
2.2.5 Has the aggregate value of receivables been shown in the financial statements at (or below) the value expected to be realised?	✓		
2.2.6 Are you satisfied that receivables have been correctly classified between current and non current? <i>We have not identified any material non-current receivables.</i>	✓		
2.2.7 Have receivables from Elected members\Senior Management been assessed as acceptable and reported to the Audit & Risk Committee <i>There were no balances owing at 30 June for elected members or senior management</i>			✓
2.2.8 Are you satisfied that all prepayments and other charges carried forward have a future economic benefit? <i>Most prepayments relate to subscriptions, licences and insurance. Copy of all invoices held in Audit file.</i>	✓		
2.3 Other Current Assets			
2.3.1 Are you satisfied that all "other current assets" are likely to realise in the ordinary course of business, at least their value as shown in the financial statements? <i>Current assets this year includes \$1.4m non-current assets held for sale. This is the carrying value of land at 26 Rockford Street Matamata that was sold, with settlement in early August 2023.</i> <i>All other current assets are a part of Council's usual course of business</i>	✓		
Non-Current Assets			
2.4 Investments and Derivatives (Current and Non Current)			
2.4.1 Have we complied with Council's Investment Policy? <i>There have been no instances of non-compliance during the year</i>	✓		

Matter	Y	N	NA
<p>2.4.2 Are derivative financial instruments carried in the financial statements at fair value?</p> <p><i>Interest rate swaps have been valued using software available in-house.</i></p>	✓		
<p>2.4.3 Have all Council Controlled organisations (CCO) (including Special Purpose Entities), as defined in the appropriate financial reporting standard, been consolidated?</p> <p><i>The accounts for Waikato LASS have not been audited at the time of our annual report adoption, however the value of the investment is not material at \$28k.</i></p> <p><i>We have not equity accounted for the Hauraki Rail Trail Charitable Trust (HRTCT), as they did not provide us with completed financial statements in time to incorporate them in our tight Annual Report timeframe. The current carrying amount is \$20k and not material.</i></p> <p><i>Council account for our shareholding in the Waikato Regional Airport by increasing (or decreasing) the carrying amount of the investment to recognise our Council's share of the change in the net assets of the company. Considering PBE IPSAS 41, MPDC considers the proportion of ownership of the airports net assets as a proxy for fair value to be appropriate in determining the fair value for the following reasons:</i></p> <ul style="list-style-type: none"> - <i>The standard states that cost is only appropriate in limited circumstances – and we believe there is sufficient information to obtain a better estimate than cost</i> - <i>While the best evidence is quoted prices in an active market, there is no active market for the shares in WRAL.</i> - <i>No independent valuation has been performed on WRAL's FV</i> - <i>The standard states that where no active market exists, we can establish FV by using a valuation technique. The standard states that the chosen valuation technique should make maximum use of market inputs – we consider that using the company's net assets, which are largely derived from market inputs related to their PPE appears to best meet the requirements of the standard.</i> <p><i>Audit NZ have raised that Council will need to annually assess why we consider it is appropriate to determine FV for this investment in this manner against the requirements of PBE IPSAS 41.</i></p>	✓		
<p>2.4.4 Where CCOs have been incorporated, acquired or disposed of during the period, has adequate disclosure been made of the incorporation details, purchase price or sale proceeds and the effect on the individual components of the consolidated financial statements?</p> <p><i>There have been no such transactions during the period.</i></p>			✓

Matter	Y	N	NA
<p>2.4.5 If any subsidiaries or associates have been acquired during the period, are you satisfied with the allocation of the purchase price between the fair values of the identifiable assets, liabilities and goodwill?</p> <p><i>No subsidiaries or associates acquired during the period</i></p>			✓
<p>2.4.6 In the consolidated financial statements, have the principles of equity accounting been applied to investments in those entities over which the reporting entity exercise significant influence but does not control?</p>			✓
2.5 Property, Plant and Equipment			
<p>2.5.1 If any classes of property, plant and equipment were revalued in the current period, are you satisfied that the financial statements accurately reflect and disclose independent experts' valuations?</p> <p>Land</p> <p><i>Land was last revalued at 1 July 2020 by Curnow Tizard. A fair value assessment was completed at 30 June 2023, based on available property data from QV.</i></p> <p>Buildings</p> <p><i>Buildings were revalued at 30 June 2023. Under the advice of our external valuer Beca, Council moved to valuing all buildings at depreciated replacement cost this year (previously we used a mix of DRC and market value). Beca explains:</i></p> <p><i>"Beca was commissioned to assess the fair value of MPDC owned building assets exclusive of land value. When we assessed the non-specialised assets on a market approach, the resulting analysis returned a negative improvement value. Therefore, to reflect the fair value of the building we have adopted the Depreciated Replacement Cost approach. This has allowed us to provide a robust value for the improvements on site with a predictable life of the building structure and components. We understand that the majority, if not all, of the current buildings will remain in use as they are, and therefore hold inherent value to MPDC and its financial reporting responsibilities. Therefore, we believe the Depreciated Replacement Cost methodology is the most appropriate for the buildings within this portfolio."</i></p> <p><i>Staff confirm that the change in methodology applied by the valuer results in more relevant information for Council and the users of Council's financial statements. A negative or nil building value (if the valuer was to apply a highest and best use market valuation) would result in no depreciation expense or funding on these buildings, which, given Council plans to continue in the current use and future replacement of these assets, would not make sense. It would also not reflect the future economic benefit Council expects to receive from the continuing use of these buildings.</i></p>	✓		

Matter	Y	N	NA
<p><i>The revaluation resulted in an increased value of \$22.6m for buildings (that were last revalued in 2017).</i></p> <p>Roading</p> <p><i>Roading was revalued at 30 June 2023, resulting in an increased value of \$22.6m (last revalued 30 June 2022).</i></p> <p>Utilities</p> <p><i>Water, wastewater and stormwater assets were revalued at 30 June 2023, resulting in an increased value of \$16.2m (last revalued 30 June 2022).</i></p>			
<p>2.5.2 Has an asset register been properly maintained for all categories of property, plant and equipment during the year and has it been reconciled to the financial statements at period end?</p> <p><i>We acknowledge that there is some work still to be done to tidy up the reconciliation between our asset registers and the ledger for 30 June. There was a number of projects in WIP (particularly for 3 waters) that have been capitalised in our books reflecting the assets are technically available for use but they have not been capitalised in our asset register, as there has been a delay in finalising this aspect of these projects. Asset managers have been asked to formally review their WIP and capital work orders on a quarterly basis going forward to try to improve our performance in this area.</i></p>		✓	
<p>2.5.3 To the extent practical, are all items of property, plant and equipment physically verified on a regular basis?</p> <p><i>All vehicles have GPS fitted.</i></p> <p><i>High value IT equipment is located in two locations (Te Aroha office and Waihou Depot) and/or forms critical parts of the infrastructure. The removal of any of these components would trigger network alarms and be immediately noticeable. This is the same for Desktop PCs and printers. With respect to laptops and cellphone, we rely on individual staff members to ensure these devices are protected, and Management have recently directed staff to take portable devices home at the end of the day (or otherwise suitable secure) following a spate of office break-ins.</i></p> <p><i>There is no stock-take undertaken of furniture and fittings or small items of equipment.</i></p>		✓	
<p>2.5.4 Are there adequate safeguards over moveable assets?</p> <p><i>Improved safeguards for these assets still to be advanced.</i></p>		✓	

Matter	Y	N	NA
2.5.5 Are all significant assets which are owned, supported by satisfactory title?	✓		
2.5.6 Are you satisfied that there are no undisclosed indicators of impairment existing in regard to any items of property, plant and equipment? <i>Process in place to check with Asset Manager\Operational managers and document this for the audit file against the indicators for impairment set out in the accounting standard.</i> <i>There was no impairment noted for this period.</i>	✓		
2.5.7 Have purchases or disposals of property, plant and equipment been properly approved in accordance with the policies established by Council. <i>Reviews of key procurement projects have given us some assurance in this area including the use of external auditors in key contract procurement processes.</i>	✓		
2.5.8 Where financing costs have been capitalised, are they directly attributable to the purchase or construction of property, plant and equipment? <i>We do not capitalise any finance costs for assets prior to commissioning.</i>			✓
2.5.9 Has Management confirmed that depreciation rates used are appropriate; taking into consideration each asset's estimated useful life? <i>These are reviewed as part of the revaluation process; annually for infrastructural assets and every 3-5 years for buildings.</i>	✓		
2.5.10 If depreciation charges have changed because of changes of method or estimates, or as a result of revaluation, has there been adequate disclosure of the facts and the financial effect? <i>The revaluation of assets and it's effect is disclosed in note 12 and the depreciation per activity is required under the LGA to be separately disclosed – see note 14</i>	✓		
2.5.11 Are leasehold improvements being depreciated at a rate sufficient to write- off the assets over the period of the lease?			✓
2.5.12 Is the accounting for leased assets in accordance with the appropriate financial reporting standard? <i>Council does not enter into finance leases, so all leases are accounted for as operating leases and accounted for in line with the standard.</i>	✓		
2.5.13 Have investment properties been correctly accounted for in accordance with the appropriate financial reporting standard?			✓

Matter	Y	N	NA
<i>Council does not have investment properties</i>			
2.5.14 Are the disclosures on investment property adequate?			✓
2.6 Intangible Assets			
2.6.3 If they are included in the financial statements, are you satisfied that the carrying amount of these items has been reviewed to ensure that they do not exceed the recoverable amounts of these assets? <i>Intangible assets consist only of software</i>	✓		
2.7 Other Non Current Assets			
2.7.1 Are you satisfied that only items of expenditure with future benefits have been capitalised?	✓		
2.7.2 Is the basis of valuation accurately described in the notes to the financial statements?	✓		
2.7.3 Are you satisfied that recoverability is probable on booked future income bearing in mind that this is dependant upon future assessable income being derived? <i>Majority of accrued income is NZTA subsidy, government grants and trade waste income that has subsequently been received.</i>	✓		
3 Liabilities			
3.1 General			
3.1.1 Are you satisfied that all material known liabilities at balance date have been included in the financial statements, including accruals, interest and other costs owing, but not paid?	✓		
3.1.2 Are all liabilities (including bank overdrafts and other borrowings), properly stated as to term and security?	✓		
3.1.3 Are you satisfied that amounts classified as trade creditors and/or accruals in the financial statements exclude provisions which relate to events after balance date?	✓		
3.1.4 Have all borrowing covenants imposed by borrowing arrangements been satisfied during the period? <i>We report 6 monthly to the LGFA on compliance with their covenants, and also report to the Trustee of our Debenture Trust Deed that we have complied with the requirements of our deed. Audit NZ were unable to make the 31 October deadline for our DTD Trustee reporting. This has been</i>	✓		

Matter	Y	N	NA
<i>communicated to our Trustee in advance and a later date in November has been accepted. There is no consequential affect to Council of this.</i>			
3.1.5 Where liabilities are payable in foreign currency, has the effect of exchange rate fluctuations been taken into account where material?			✓
3.1.6 Are you satisfied that monetary assets and liabilities have only been offset where a legal right of set-off exists?			✓
3.2 Estimated Liabilities			
3.2.1 Are you satisfied that provision has been made in the financial statements to cover material: <input type="checkbox"/> legal actions taken, pending or threatened Council <input type="checkbox"/> any anticipated future losses from past, current or future committed contracts? <input type="checkbox"/> claims by customers? <input type="checkbox"/> employee entitlements? <i>We have obtained confirmations from our solicitors confirming the provisions made in our financial statements.</i>	✓		
3.2.2 Are you satisfied that all provisions are recognised when, and only when: <input type="checkbox"/> an obligation exists at balance date, as a result of a past event? <input type="checkbox"/> it is probable that an outflow of resources will be required to settle the obligation? <input type="checkbox"/> a reasonable estimate can be made of the amount of the obligation	✓		
3.2.3 Where the effect of the time value of money is material, has the future obligation been recorded at its present value?	✓		
3.2.4 Are you satisfied that provisions have only been used for the purpose of which they were originally recognised?	✓		
3.2.5 Have all contingency provisions been reviewed at balance date and adjusted to reflect the current best estimate? <i>Provisions are reviewed annually</i>	✓		
3.2.6 Have all the disclosure requirements for provisions, as per the appropriate financial reporting standard, been complied with?	✓		
3.3 Taxation			

Matter	Y	N	NA
3.3.1 Are you satisfied that the provision for taxes are adequate and includes amounts applicable to prior years not finally settled and paid?			✓
3.3.2 Are you satisfied that no offences have been committed through techniques for avoiding income tax, goods and services tax, fringe benefits tax and other taxes?	✓		
3.3.5 Are you satisfied that systems are in place to ensure withholding liabilities are properly satisfied, eg PAYE, resident withholding tax, non resident withholding tax, approved user levy and non resident contractors withholding tax?	✓		
3.3.6 Has the Council been made aware of any material matters currently under dispute with the taxation authorities?			✓
3.3.7 Are you satisfied that adequate provision has been made in the financial statements for all taxation liabilities?	✓		
3.3.8 Are you satisfied that appropriate consideration has been given to the implications of outstanding income tax assessments and tax audits?			✓
3.3.9 Are you satisfied that adequate consideration has been given to any proposed changes in the tax legislation and their impact on the reporting entity?			✓
3.3.10 Are you satisfied that there are appropriate systems in place to account for GST?	✓		
3.4 Contingent Liabilities and Contingent Assets			
3.4.1 Have all material contingent liabilities and contingent assets, of which you are aware, been disclosed in the notes to the financial statements?	✓		
4 Financial Performance			
4.1 Are you satisfied that adequate disclosure and correct classification has been given to continuing and discontinued activities?			✓
4.2 Are you satisfied that full disclosure of revenue and expense items, as required by financial reporting standards, has occurred?	✓		
4.3 Are you satisfied that no items of revenue or expense have been taken directly to reserves instead of through the statement of financial performance?	✓		
5 Other Reporting Disclosures			

Matter	Y	N	NA
5.1 Are you satisfied that there is adequate disclosure and correct classification in the statement of cash flows?	✓		
5.2 In identifying related parties, has consideration been given to key management personnel, including Elected Members and Executive Management, and close family members, or the friends of such individuals? <i>This information is obtained through the completion by Elected members, committee members and senior management of declarations of interests.</i>	✓		
5.3 Are you satisfied that all material transactions with related parties, including those with nil consideration, have been adequately disclosed in the financial statements? <i>Under the new PBE accounting standards, we now only disclose transactions with related parties where the transaction or the relationship is not at arm's length.</i>	✓		
6 Events After Balance Date			
6.1 Are you satisfied that all material events that occurred after balance date, but before the financial statements were authorised for issue, have been considered as to whether the effects of those events should have been recognised or disclosed, as appropriate? <i>An updated post balance date events disclosure has been added reflecting the current situation with the 3 waters reforms. It sets out that we haven't made any changes to how we account for our assets and liabilities at this point.</i>	✓		
6.2 Have the effects of all events that provide evidence of conditions that existed at balance date, been recognised in the financial statements?			✓
6.3 Have the effects of all events that are indicative of conditions that arose after balance date, been disclosed in the notes to the financial statements, provided they are of such importance that non disclosure would affect the ability of users of the financial report to make proper evaluations and decisions?	✓		
7 Off Balance Sheet Items			
7.1 Are you satisfied that the financial statements disclose all material unrecognised assets and all material liabilities which could reasonably arise from litigation, guarantees, and letters of comfort or other commitments existing at balance date not otherwise reflected in the financial statements?	✓		
7.2 Are you satisfied that the financial statements adequately disclose amounts committed for future capital expenditure?	✓		
7.3 Are you satisfied that the Investment & Borrowing Policies are being followed?	✓		

Matter	Y	N	NA
<i>Compliance with the borrowing policy is reported to Council on a monthly basis. Compliance with covenants set by LGFA is calculated and confirmed to the LGFA on an annual basis.</i>			
7.4 Are foreign currency transactions being adequately hedged in line with Council's policy or approvals?			✓
7.5 Are you satisfied that where speculative exchange transactions are forbidden, that there have been no speculative transactions during the period.	✓		
7.6 Do you consider the controls over foreign exchange transactions to be adequate including use of limits and authorised counterparties?	✓		
7.7 Are all unrealised foreign exchange gains/losses at year end properly reflected in the financial statements?			✓
7.8 Have foreign currency transactions been accounted for in accordance with the relevant financial reporting standard, particularly with regard to hedged transactions?			✓
7.9 Has there been adequate disclosure of the reporting entity's exposure to risk of foreign currency rate fluctuation and the nature and amount of exchange differences recorded in the statement of financial performance?			✓
8 Going Concern Assumption			
8.1 Are you satisfied that Council has the capacity to pay debts which it has incurred as at the date the financial statements are being signed and for at least the next twelve months?	✓		
8.2 In determining whether Council has capacity to pay its debts, have you given consideration to future debts to the extent that they will compete for payment with the debts existing at the date the financial statements are signed?	✓		
8.3 In determining whether Council has the capacity to pay its debts, have you given consideration to detailed budgets prepared by Management?	✓		
8.4 Are you satisfied with the major assumptions underlying the cash flow forecasts including: <ul style="list-style-type: none"> <input type="checkbox"/> the inclusion of loan repayments (with and without fixed repayment dates) and capital commitments? <input type="checkbox"/> the ability to realise current assets, particularly inventories and receivables? <input type="checkbox"/> the possibility of removal of financial support by major lenders? <input type="checkbox"/> the material effect of any contingent liability? <input type="checkbox"/> the ability to comply with normal terms of credit? 	✓		
8.5 Are you satisfied with the reliability of the cash flow forecast based on the past forecast compared with actual results, and the current forecast as	✓		

Matter	Y	N	NA
compared to actual financial information available to date on current period interim results?			
8.6 There is no prima facie problem regarding going concern (eg a deficiency of current assets to current liabilities)	✓		
8.7 Does Council have adequate levels of unused but committed borrowing facilities? <i>\$6m in available facilities at 30 June 2023, complying with 110% limit as set out in our borrowing policy.</i>	✓		
9 Compliance with Accounting Policies and Procedures			
9.1 Are you satisfied that adequate checks have been made to ensure that all accounting systems and procedures are properly adhered to? <i>Interim audit of major accounting systems and processes have confirmed systems are operating effectively.</i>	✓		
9.2 Have material account reconciliations, including suspense accounts, been prepared and appropriately reviewed for all financial statement components? <i>Material account reconciliations are prepared and independently reviewed monthly. Suspense account reconciliations for the 2022/23 year were prepared on an ad-hoc basis during the year, rather than on a regular, formal basis. We have made good progress on this in the new financial year and accounts were fully reconciled at 30 June 2023</i>	✓		
9.3 Are you satisfied that the systems of internal control are sufficient such that a material fraud, defalcation or misappropriation of funds, or misstatement of the accounting records, would be promptly detected? <i>Interim audit of major accounting systems and processes have confirmed key controls are operating effectively. Our financial system has robust controls including access and requiring segregation of duties and one-up approvals. Automated bank reconciliations are run daily.</i>	✓		
9.4 Have all known instances of material fraud or misappropriation during the period been reported to Council? <i>Formally reported to the Audit and Risk Committee and our external auditors</i>	✓		
9.5 Have reports produced by the auditors, either internal or external, on internal controls been reviewed and appropriate action taken or initiated? <i>Progress with internal and external audit reports is reported to the Risk and Assurance Committee at each meeting (from September 2023).</i>	✓		

Matter	Y	N	NA
9.6 Have any reports on major breakdowns in internal controls which may have a material effect on the financial statements, either now or in the future, been dealt with appropriately?			✓
9.7 Have the adopted accounting policies adopted been reviewed during the period to ensure the most appropriate ones are used?	✓		
9.8 Do the accounting records and all financial statements reflect a true and correct position and financial performance of Council in line with all statutory requirements?	✓		
10 Compliance with Government Regulations and Contractual Agreements			
10.1 Are you satisfied that the Council has complied with all relevant government regulations? <i>Council has areas where we are non-compliant with legislation but we are working towards compliance, this can be viewed in our legislative WOF.</i>		✓	
10.2 Is there a satisfactory system for monitoring compliance with government regulations? <i>Disclosure requirements are closely checked against the legislation. Staff have developed a legislative warrant of fitness to continue to improve Council's monitoring of compliance.</i>	✓		
10.3 Have reviews been conducted during the period to highlight any breaches of government regulations? <i>The legislative warrant of fitness is designed to continue to improve Council's monitoring of compliance.</i>	✓		
10.3.1 As a result of these reviews were no material breaches of government regulations detected?	✓		
10.3.2 Have any material breaches of government regulations been disclosed to Council? <i>None</i>			✓
10.4 Is there a function within Council that has a primary responsibility for compliance with government regulations <i>Not limited to one function, but many functions/departments throughout Council. See above comments relating to the legislative WOF.</i>	✓		
10.4.1 Does this function provide regular reports on the status of the compliance?		✓	

Matter	Y	N	NA
<i>Reporting is usually on an exception basis or as required in through the Annual Report. See above comments relating to the legislative WOF.</i>			
10.5 No legal action has been taken, or threatened to be taken, in relation to non-compliance with government regulations?	✓		
10.6 Have such actions or possible actions (if any) been adequately disclosed in the financial statements? <i>Some potential (minor) claims (mostly in regard to building matters) have been reported, with provisions made in the financial statements limited to the extent of any potential insurance excess</i>	✓		
10.7 Are you satisfied that Council has complied with all aspects of contractual agreements that would have an impact on the financial statements in the event of non-compliance?	✓		
11 Audit			
11.1 The external auditor has confirmed that there are no major problems in relation to the audit that Council has not been made fully aware of? <i>No major problems identified</i>	✓		
11.2 If so, have the matters been resolved satisfactorily?			✓
11.3 If the internal auditors raised any major problems in relation to internal audit examinations, has the Council been made fully aware of this information? <i>No major problems identified</i>			✓
11.4 If so, have the matters been resolved satisfactorily?			✓
11.5 Has all relevant correspondence with Council's external auditors been made available to elected members (including all reports or a summary thereof)?	✓		
12 Other Matters			
12.1 If the financial statements contain any contentions, items or problems on presentation, has external advice been obtained?			✓
12.2 Are you satisfied that no matter in the financial statements is misleading?	✓		
12.3 Are you satisfied that there are no material matters which have been left unresolved, or where significant uncertainty exists?	✓		
12.4 Are the formats of the financial statements consistent with the relevant financial reporting standards?	✓		

Matter	Y	N	NA
12.5 Have appropriate steps been taken to ensure that the financial statements disclose all information required by the relevant financial reporting standards? <i>Financial statement disclosure largely in line with previous year, and updated against Audit New Zealand's most recent model financial statements (Te Motu) and checked compliance with Financial Reporting Regulations.</i>	✓		
12.6 Has the Council been advised of all material outstanding matters involving: <input type="checkbox"/> Inland Revenue Department <input type="checkbox"/> trade creditors, <input type="checkbox"/> employee health and safety, and <input type="checkbox"/> environmental claims?	✓		
12.7 Is the insurance cover held appropriate, given the carrying value of the assets in the financial statements?	✓		
12.8 Do you consider that all risks relevant to Council are adequately covered	✓		
13 Final Review by Elected Members			
13.1 Are you satisfied that all major problems identified by the auditors have been resolved satisfactorily?			
13.2 Have the external auditors been requested to attend the Council meeting where their report and financial statements will be signed off?			
13.3 Have the external auditors been asked whether there are any matters to be brought to Council attention which will affect Councillors consideration of the financial statements?			
13.4 Have the external auditors been asked if there are any other matters about which the Council should be aware?			
13.5 Does internal audit report independently to the Audit Committee?			
13.6 Does the programme for internal audit identify areas of key risk to Council and then include these areas in their audit work?			
13.7 Is the programme for internal audit integrated and agreed with the external auditors?			
13.8 Are you provided with a summary of the operations which have been audited by internal audit and a summary of significant audit findings?			

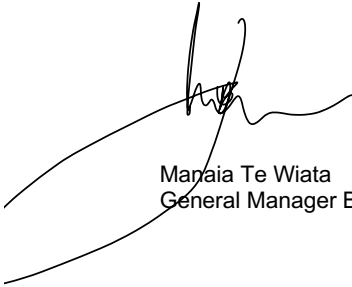
Matter	Y	N	NA
13.9 Is the "message" the financial statements provide to the reader, consistent with the state of affairs of Council, and what has been reported elsewhere in the Annual Report?			
13.10 Are you satisfied with the explanations given for any differences from the management accounts and reports submitted to Council throughout the year?			
13.11 Are you satisfied that Management have ensured that all business practices undertaken during the year were ethical?			
13.12 Are you aware of anything from your personal knowledge or warnings from outside sources that should be considered before signing the financial statements and the Annual Report?			
13.13 If so, if the financial effect is material, has it been brought to account in the financial statements and discussed with Council?			
13.14 Are you satisfied with the explanations provided in the financial statements			
Conclusion			
<p>Considering the financial statements as a whole, do you consider that they:</p> <ul style="list-style-type: none"> <input type="checkbox"/> give a true and fair view of the financial performance, financial position and cash flows of the entity and that all material factors including risks and uncertainties have been adequately disclosed? <input type="checkbox"/> From the financial statements, would the external user obtain a complete and unbiased understanding of the financial performance, financial position, and cash flows of Council? <p>If either of the above is answered in the negative, explain the additional disclosures or amendments that should be made.</p>			
14 Non-Financial Reporting			
Local Government Act			
<p>Schedule 10 23. Groups of activities</p> <p>An annual report must, in relation to each group of activities of the local authority,—</p> <p>(a) identify the activities within the group of activities; and</p> <p><i>Part 3: What we do</i></p> <p>(b) identify the community outcomes to which the group of activities primarily contributes; and</p> <p><i>Part 1: Introduction</i></p> <p>(c) report the results of any measurement undertaken during the year of progress towards the achievement of those outcomes; and</p>	✓		

Matter	Y	N	NA
<p><i>Part 1: Introduction</i></p> <p>(d) describe any identified effects that any activity within the group of activities has had on the community.</p> <p><i>Part 3: What we do</i></p>			
<p>Schedule 10 25. Statement of service provision</p> <p>An annual report must include an audited statement that—</p> <p>(a) compares the level of service achieved in relation to a group of activities with the performance target or targets for the group of activities; and</p> <p>(b) specifies whether any intended changes to the level of service have been achieved; and</p> <p>(c) gives the reasons for any significant variation between the level of service achieved and the intended level of service.</p> <p><i>All contained within Part 3: What we do</i></p>	✓		
<p>98. (3) Each annual report must be completed and adopted, by resolution, within 4 months after the end of the financial year to which it relates. An extension of time limit for 2021/22 financial year annual reports has been included in legislation allowing a final adoption date of 31 December 2022. <i>This extended deadline was not met, in breach of the legislation</i></p> <p>(4) A local authority must, within 1 month after the adoption of its annual report, make publicly available—</p> <p>(a) its annual report; and</p> <p>(b) a summary of the information contained in its annual report.</p> <p><i>Annual Report and Summary will be made available on Councils website as soon as possible after adoption, well ahead of the 1 month deadline.</i></p> <p>(6) A local authority must, within 1 month after the adoption of its annual report, send copies of that report and of the summary prepared under subsection (4)(b) to—</p> <p>(a) the Secretary; and</p> <p>(b) the Auditor-General; and</p> <p>(c) the Parliamentary Library.</p> <p><i>Copies will be sent as soon as possible after adoption, well ahead of the 1 month deadline.</i></p>		✓	

Signed:



Larnia Rushbrooke
Finance and Business Services Manager



Manaia Te Wiata
General Manager Business Support

Adrienne Wilcock
Mayor

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.

Tūtohunga | Recommendation

That:

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

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	<p>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.</p> <p>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.</p>

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.
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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: - 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.
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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	

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.

Tūtohunga | Recommendation

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).

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.

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

7 Pūrongo me whakataua | 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.

Tūtohunga | Recommendation

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.

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 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 <i>low</i> level of significance.
Section 82 – this sets out principles of	No consultation is required for this approval

consultation.

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	

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.

Tūtohunga | Recommendation

That:

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

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

Alcohol Update

Executive Summary

Under the Sale and Supply of Alcohol Act 2012, Council is required to publically report annually on the income received from alcohol applications and also the cost associated with processing them. In addition to this, each year the Alcohol Regulatory and Licensing Authority (ARLA) request an annual report detailing various information including number and the type of applications received.

Cr Sue Whiting as Chairperson of the District Licensing Committee will provide an update on the 2022/23 year for alcohol licensing including the attached reports.

Recommendation That: 1. The information be received.
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Attachments

- A. S19 Report 2022/2023
- B. Annual ARLA Report- 2022/23

Signatories

Author(s)	Ally van Kuijk District Planner	
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Approved by	Dennis Bellamy Group Manager Community Development	
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Alcohol Licensing Fees and Costs Report

Sale and Supply of Alcohol (Fees) Regulations 2013

Regulation 19 – Reporting by territorial authorities

- 1) Every territorial authority must each year, prepare and make publically available a report showing its income from fees payable in relation to, and its costs incurred in,-
 - a) The performance of the functions of its licensing committee under the Act; and
 - b) The performance of the functions of its inspectors under the Act; and
 - c) Undertaking enforcement activities under the Act.
- 2) The first report required by the regulation must relate to the year commencing 1 July 2022.

Income	\$	Costs	\$
Application and Annual Fees	\$140 839.64	District Licensing Committee Function - 19(1)(a)	\$207 117.65
Less ARLA* fees	\$10 493.75	Inspectors Function - 19(1)(b)	\$22 475.63
		Enforcement Function – 19(1)(c)	\$0.00
TOTAL	\$130 345.89		\$229 653.27

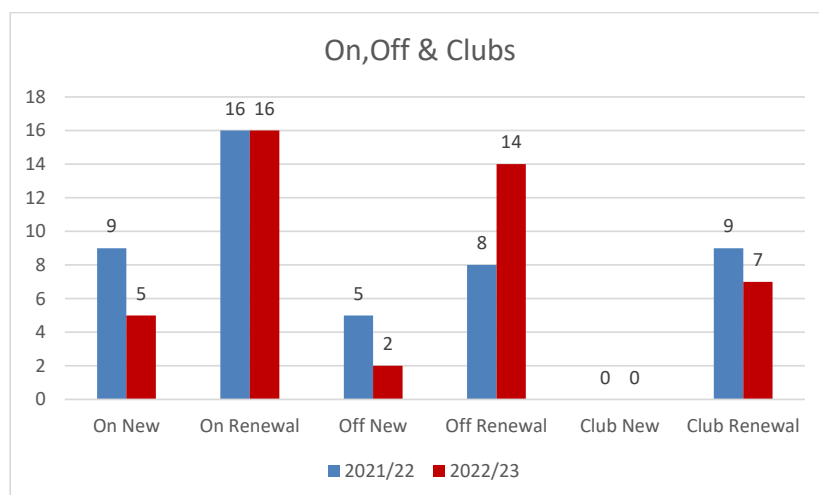
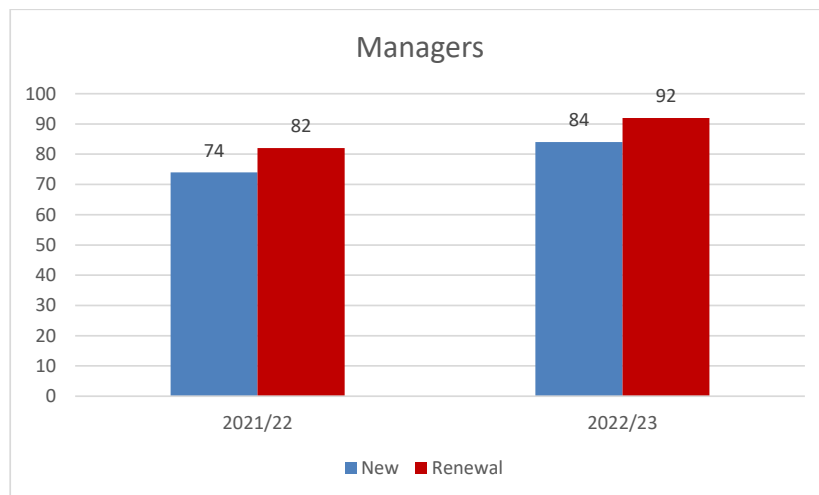
*Alcohol Regulatory and Licensing Authority

Explanatory Notes:

All figures in this report are inclusive of GST and relate to the financial year 2022/23; that is, 1 July 2022 through 30 June 2023. They are consistent with the figures from the Annual Report 2022/23.

Council staff for the 2022/23 year maintained timesheets for duties undertaken directly in relation the Sale and Supply of Alcohol Act 2012. The above costs reflect the charge out rates set in the Councils schedule of Fees and Charges. No costs in relation to the management of the activity or maintenance of Council systems are included.

Comparison of licences processed for the last two Years:



Annual Return (Fees) to Alcohol Regulatory and Licensing Authority

Territorial Authority:

Annual Return for the Year Ending 30 June 2023

On-licence, Off-licence and Club Licence Applications Received						
Application Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence new	1	2	2	0	0	5
On-licence variation	0	0	0	0	0	0
On-licence renewal	0	5	11	0	0	16
Off-licence new	0	0	2	0	0	2
Off-licence variation	0	0	0	0	0	0
Off-licence renewal	0	1	13	0	0	14
Club licence new	0	0	0	0	0	0
Club licence variation	0	0	0	0	0	0
Club licence renewal	3	4	0	0	0	7
Total number	4	12	28	0	0	44
Total fees payable to ARLA (GST incl)						
Total fees paid to ARLA (GST incl)	\$69.00	\$414.00	\$1449.00	\$0.00	\$0.00	\$1932.00
Annual Fees for Existing Licences Received						
Licence Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence	2	15	20	0	0	37
Off-licence	0	3	24	0	0	27
Club licence	14	8	1	0	0	23
Total number	16	26	45	0	0	87
Total fees payable to ARLA (GST incl)						
Total fees paid to ARLA (GST incl)	\$276.00	\$897.00	\$2328.75	\$0.00	\$0.00	\$3501.75
Managers' Certificate Applications Received						
Application Type					Number Received	
Managers' certificate new					84	
Managers' certificate renewal					92	
Total number					176	
Total fees payable to ARLA (GST incl)						
Total fees paid to ARLA (GST incl)					\$5060.00	

Special Licence Applications Received			
	Number Received in Category – Class 1	Number Received in Category – Class 2	Number Received in Category – Class 3
Special licence	4	21	35
Temporary Authority Applications Received			
			Number Received
Temporary authority			5
Total paid to ARLA			\$10 493.75

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).

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).

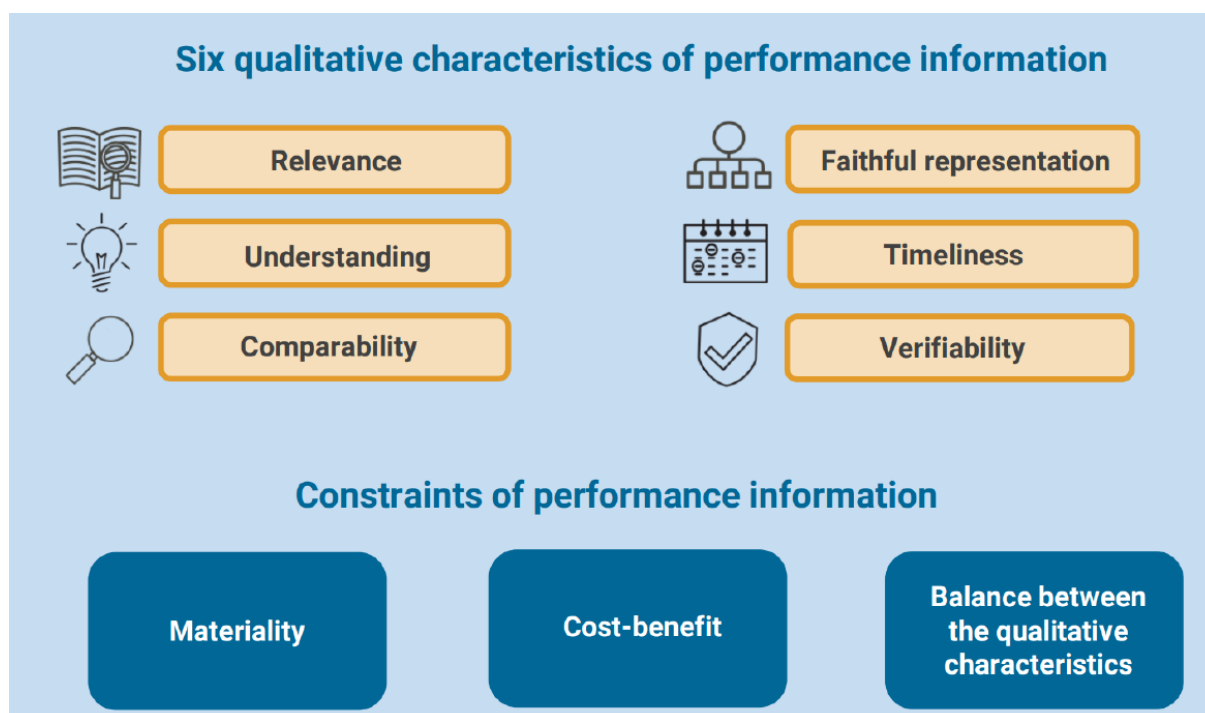
Additionally, Council needs to consider relevant auditing standards, including the standard issued by the New Zealand Accounting Standards Board (XRB) that applied from 1 January 2022. The standard (Public Benefit Entity Financial Reporting Standard 48 Service Performance Reporting (PBE FRS 48)) provides 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 Lakes District Council	Community Satisfaction Survey (discontinued in 2019)	Very satisfied 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
5 – Satisfied	
4 – Somewhat satisfied	

	users who are somewhat satisfied /satisfied/very satisfied or the percentage of user satisfaction . Target: 90% somewhat satisfied /satisfied/very 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

- Do not approve the draft performance measures for the 2024-34 LTP (Status Quo);
- 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

- Do not approve changes to the rating scale for Council's Annual Community Views Survey (Status Quo);
- 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.
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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	At least nine years of data will not be comparable and Council will lose the ability to compare historic data and analyse

performance rating (may affect results in a positive way).	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
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	



Proposed Performance Measures (2024-34 Long Term Plan)

Level of Service	Performance Measure	Reporting Year 2022/23		2023/24	Proposed Targets LTP 2024-34				Notes
		Target	Result	Target	2024/25	2025/26	2026/27	2027-34	
Activity - Libraries									
Our library services will be accessible to the community	Visitor numbers across the district's libraries and online user numbers will be within 5% of the five year average	Visitor numbers within 5% of 5 year average	Achieved	Visitor numbers within 5% of 5 year average	Within 5% of the 5 year average	Within 5% of the 5 year average	Within 5% of the 5 year average	Within 5% of the 5 year average	Slight amendment to the performance measure wording to assist in clarity.
Our library services will support community needs	The percentage of users who are satisfied/very satisfied with library services	90%	Achieved (93%)	90% satisfied/very satisfied	90% satisfied/very satisfied	90% satisfied/very satisfied	90% satisfied/very satisfied	90% satisfied/very satisfied	No change Target will need to change if survey rating scale is amended
Activity – Emergency Management									
We will be prepared to assist the community in the event of an emergency	The evaluation of annual exercise as a measure of effectiveness of training The assessment score of Council's annual exercise or emergency response as a measure of the effectiveness of training	Increasing trend	Achieved	Increasing trend	Increase in previous year's exercise or emergency response assessment score	Increase in previous year's exercise or emergency response assessment score	Increase in previous year's exercise or emergency response assessment score	Increase in previous year's exercise or emergency response assessment score	This is a joint measure with other councils. In discussion with CDEM group.
Activity – Communications and Events									
We will hold events and contribute to economic development, recognise volunteers, and remember our history We will hold and/or support events – providing opportunities for people to connect, learn and reflect on our history	We will hold one function annually to recognise volunteers, ANZAC Day commemorations and two functions to contribute to economic development The number of events held and/or supported by Council annually	1 function volunteer recognition and Anzac Day 2 functions economic development	Achieved	1 function volunteer recognition and Anzac Day 2 functions economic development	At least six community events annually	At least six community events annually	At least six community events annually	At least six community events annually	Amendment to level of service and performance measure to allow for flexibility to be able to deliver events in response to community needs and moving towards a more community development/place-making based approach.
We will continue developing online services so residents and ratepayers can access information and interact with Council at any time, from anywhere We will continue to invest in our digital strategy to improve online services to our customers, achieve greater organisational efficiency, and improve access to data	We will develop one new digital service per year to allow customer to exchange money or information with Council The number of digital enablement projects delivered as identified in the Digital Strategy	1 new transaction or service per year	Achieved	1 new transaction or service per year	Minimum of three digital enablement projects delivered	Minimum of three digital enablement projects delivered	Minimum of three digital enablement projects delivered	Minimum of three digital enablement projects delivered	Amendments made to reflect the focus areas of Council's Digital Strategy
We will make Council information easy for people to find and access	Percentage of residents who are satisfied/very satisfied with ease of access to Council information	65% or more of residents satisfied/very satisfied	Not Achieved 57%	65% or more of residents satisfied/very satisfied	-	-	-	-	Propose to remove this measure as Council will continue to progress its digital strategy to improve access to Council information. There is still a measure around the opportunity to contribute to consultation processes. Council could continue to measure this as part of our annual customer survey, but will consider the data alongside other measures of communication success



Proposed Performance Measures (2024-34 Long Term Plan)

Level of Service	Performance Measure	Reporting Year 2022/23		2023/24 Target	Proposed Targets LTP 2024-34				Notes
		Target	Result		2024/25	2025/26	2026/27	2027-34	
Activity – Community Leadership									
People will have confidence in their local elected members Our Mayor and Councillors demonstrate commitment to the democratic process	Percentage of the community satisfied with the leadership of the Councillors and Mayor Attendance rate of Mayor and Councillors at Council meetings	55%	Not Achieved (49%)	55%	At least 80% attendance rate	At least 80% attendance rate	At least 80% attendance rate	At least 80% attendance rate	Propose to update level of service and performance measure to support openness and transparency of Councillors and Mayor
We Council will involve Tangata Whenua with Mana whenua status in the decision making process	*OPTION 1 – Retain current PM: 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 OPTION 2 – Number of formal Te Manawhenua mō Matamata-Piako hui held annually	75% or more satisfied/very satisfied	Not Achieved (67%)	75% or more satisfied/very satisfied	OPTION 1 - 75% or more satisfied/very satisfied OPTION 2 At least five formal Te Manawhenua mō Matamata-Piako hui held annually	OPTION 1 - 75% or more satisfied/very satisfied OPTION 2 At least five formal Te Manawhenua mō Matamata-Piako hui held annually	OPTION 1 - 75% or more satisfied/very satisfied OPTION 2 At least five formal Te Manawhenua mō Matamata-Piako hui held annually	OPTION 1 - 75% or more satisfied/very satisfied OPTION 2 At least five formal Te Manawhenua mō Matamata-Piako hui held annually	Following informal discussions with Elected Members, there was no clear consensus as to this performance measure. Staff will seek feedback from Te Manawhenua Forum mō Matamata-Piako members.
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 We have a system in place to create a healthy, safe workplace and to drive continuous improvement so that our people thrive	Monthly reporting to Council showing our progress towards health and safety targets	11 reports to Council per year	Achieved	11 reports to Council per year	11 reports to Council per year	11 reports to Council per year	11 reports to Council per year	11 reports to Council per year	Update to level of service to align with Council's Strategic Direction
We will provide timely responses to official information requests	Percentage of official information requests responded to within legislative timeframes	100% of official information requests responded to within legislative timeframes	Not Achieved (92%)	100% of official information requests responded to within legislative timeframes	100% of official information requests responded to within legislative timeframes	100% of official information requests responded to within legislative timeframes	100% of official information requests responded to within legislative timeframes	100% of official information requests responded to within legislative timeframes	In 2022/23 the average response time was 10 days. In response to informal discussions with Elected Members, additional disclosure can be provided in the Annual Report
Activity – Strategies and Plans									
Our community will have the opportunity to participate in Council consultation processes	Percentage of the community satisfied that they have been provided with an opportunity to be involved in consultation processes	52%	Not Achieved (42%)	52%	48% satisfied	49% satisfied	50% satisfied	51% satisfied	Propose to update targets to reflect a gradual increase over time. This will be achieved through improved consultation and communication processes. Target will need to change if survey rating scale is amended
We will provide an annual update on progress on land use and development, and the protection of natural and physical resources of the District	State of the Environment monitoring reports will be updated on Council's website each year	20 November each year	Achieved	20 November each year	20 November each year	20 November each year	20 November each year	20 November each year	No change



Proposed Performance Measures (2024-34 Long Term Plan)

Level of Service	Performance Measure	Reporting Year 2022/23		2023/24	Proposed Targets LTP 2024-34				Notes
		Target	Result	Target	2024/25	2025/26	2026/27	2027-34	
Activity – Animal Control									
Any disturbances caused by animals will be investigated quickly and efficiently	Complaints will be investigated within set timeframes	95% within adopted timeframes	Achieved (98.69%)	95% within adopted timeframes	95% within adopted timeframes*	95% within adopted timeframes*	95% within adopted timeframes*	95% within adopted timeframes*	No change
We will carry out regular property visits to ensure dog owners are responsible	Number of property visits per year	At least 600 property visits per year	Achieved (803)	At least 600 property visits per year	At least 600 property visits per year	At least 600 property visits per year	At least 600 property visits per year	At least 600 property visits per year	No change
We will carry out regular street patrols to keep the streets free from stray animals	Number of street patrols undertaken in each of the three main towns	At least an average of 10 per month per town	Achieved Matamata 35 Morrinsville 26 Te Aroha 23	At least an average of 10 per month per town	At least an average of 10 per month per town	At least an average of 10 per month per town	At least an average of 10 per month per town	At least an average of 10 per month per town	No change
Complaint Type		Notification Type	0800 – 1700 hours			1700 – 0800 weekend/holiday			
Dog bite person	Current incident	Phone	1 hour			1 hour			
	Reported incident	CRM	4 hours			Next working day			
Aggressive dog	Current incident	Phone	1 hour			1 hour			
	Reported incident	CRM	4 hours			Next working day			
Attacked Stock	Current incident	Phone	1 hour			1 hour			
	Reported incident	CRM	4 hours			Next working day			
Attacked other animal/bird	Current incident	Phone	1 hour			1 hour			
	Reported incident	CRM	4 hours			Next working day			
Barking dog	Current incident	Phone	1 hour			1 hour			
	Reported incident	CRM	4 hours			Next working day			
Wandering dog	Current incident	Phone	1 hour			1 hour			
	Caught in a trap	CRM	1 hour			1 hour			
	Reported incident	CRM	Next working day			Next working day			
Wandering stock	Current incident (on road)	Phone	1 hour			1 hour			
	Reported incident	CRM	Next working day			Next working day			
Unregistered dog		CRM	24 hours			Next working day			
Animal welfare		CRM	4 hours			Next working day			



Proposed Performance Measures (2024-34 Long Term Plan)

Level of Service	Performance Measure	Reporting Year 2022/23		2023/24	Proposed Targets LTP 2024-34				Notes
		Target	Result	Target	2024/25	2025/26	2026/27	2027-34	
Activity – Building Consents and Monitoring									
Building consents will be administered quickly and efficiently	Building consent processing timeframes	100% of building consents will be processed within statutory timeframes	Not Achieved (91%)	100% of building consents will be processed within statutory timeframes	100% of building consents will be processed within statutory timeframes	100% of building consents will be processed within statutory timeframes	100% of building consents will be processed within statutory timeframes	100% of building consents will be processed within statutory timeframes	No change
Code compliance certificates will be administered quickly and efficiently	Code compliance certificates will be issued within 20 working days	-	-	-	100% of code compliance certificates issued within 20 working days	100% of code compliance certificates issued within 20 working days	100% of code compliance certificates issued within 20 working days	100% of code compliance certificates issued within 20 working days	New measure
We will respond to complaints of alleged illegal unauthorised activity	Complaints to be responded to within 10 working days	100% of complaints to be responded to within 10 working days	Not Achieved (88%)	100% of complaints to be responded to within 10 working days	95% of complaints to be responded to within 10 working days	95% of complaints to be responded to within 10 working days	95% of complaints to be responded to within 10 working days	95% of complaints to be responded to within 10 working days	Propose to amend target to reflect resourcing.
Activity – Licensing and Enforcement									
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	Food premises, hairdressers, funeral directors and camping grounds will be inspected or audited in accordance with legislation	100% inspected or audited	Achieved (100%)	100% inspected or audited	100% inspected or audited annually	100% inspected or audited annually	100% inspected or audited annually	100% inspected or audited annually	No change
We will ensure that all premises in the District with alcohol licences are operating responsibly	On, Off and Club* alcohol licenced premises will be inspected annually to ensure they comply with alcohol licensing standards	100% inspected annually	Achieved (100%)	100% inspected annually	100% inspected annually	100% inspected annually	100% inspected annually	100% inspected annually	No change **Note that club alcohol licenced premises excludes those Clubs that have been assessed as a 'very low' risk rating by Council.
We will act on all noise complaints we receive	Percentage of after-hours (between 5pm and 8am, weekends and public holidays) noise complaints responded to within two hours	100% responded to within two hours	Not Achieved (99%)	100% responded to within two hours	100% responded to within two hours	100% responded to within two hours	100% responded to within two hours	100% responded to within two hours	No change
Activity – Resource Consents and Monitoring									
Resource consents will be administered quickly and efficiently	Percentage of resource consents processed within statutory timeframes	100%	Not Achieved (69%)	100%	100%	100%	100%	100%	No change
We will monitor land use consent compliance	Percentage of land use consents monitored within four months of being granted	100%	Achieved (100%)	100%	100%	100%	100%	100%	No change

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.

Tūtohunga | Recommendation

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.

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	Carparks and Street Furniture	Community Facilities and Property	Carparks and Street Furniture To be incorporated under Parks and Open Spaces

Property	Cemeteries		Cemeteries
	Housing and Property Management		Housing and Property Management
	Libraries		Libraries
	Parks and Tracks		Parks and Tracks Parks and Open Spaces (n.b to include Carparks and Street Furniture)
			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 (n.b to include place making)
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 Roading*	Infrastructure - Roading	Infrastructure Roading	Infrastructure - Roading
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"> We will be prepared to assist the community in the event of an emergency <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 improve online services to our customers, achieve greater organisational efficiency, and improve access to data</i> <p>The above proposed amendments to the LOS have been</p>

	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.
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> <i>We will involve Tangata Whenua with Mana whenua status in the decision making process</i>

	<ul style="list-style-type: none"> <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 of our community.

	<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	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.
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

	<p>communities a safe and healthy place to live, work and visit.</p> <ul style="list-style-type: none"> • 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	<p>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.</p>
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> 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>
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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
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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.
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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.

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	
Approved by	Dennis Bellamy Group Manager Community Development	



Dog Control Policy and Practices 2022/2023



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

2022/23 Annual Report

1. The Dog Control Act

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

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

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

2. Policy and Bylaw

Council's Dog Control Policy and Bylaw was reviewed and adopted in 2009/10 and then again in 2016/17. During 2021/22 Council made amendments to Schedule 3 of the Bylaw – Dog Exercise Areas but this was not considered a full review of the Bylaw.

The following objectives and policies form part of this bylaw.

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

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

3. Operational Functions

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

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

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

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

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

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




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

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

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

4. Performance Measures

The performance measures adopted by Council are set out in the 2021 - 31 Long Term Plan and the results reported in this year's Annual Report are listed below.

Performance Measure	Target Level	Result	Comments
Complaints will be investigated within set timeframes (See 3.0 above)	95% within adopted timeframes	 98.69% (676 out of 685)	One of our main responsibilities is following up on complaints made about animals, from wandering stock to barking or attacking dogs. We aim to investigate the complaint and let the complainant know what action (if any) we have taken or intend to take within adopted timeframes. Some complaints can be resolved quickly; others can take time to work through with animal owners and may involve court action. This is measured by our customer request management system. These figures also include complaints responded to by our After Hours contractors. Some complaints, such as barking dogs or wandering dogs are not practical to attend at the time and are followed up the next working day.
Dogs			
Stock		91.67% (55 out of 60)	
Total		98.12% (731 out of 745)	
Number of property visits per year	600 property visits per year	 803	<p>Property visits let us check that dogs are appropriately housed and secured on their property. All Responsible Owner Applications include a property inspection. This helps to reduce the number of problems caused by animals in our community. This is measured by our customer request management system.</p> <p>We undertook 803 property visits across the district. These are as follows: Matamata 258 Morrinsville 308 and Te Aroha 237</p> <p>The number of property visits have increased from the previous year as we have not had the same COVID or staff leave issues.</p>
Number of street patrols undertaken in each of the three main towns	Average of 10 per month, per town	 Average per town 27.8/mth	<p>Street patrols allow our staff to check if there are wandering animals that could pose a risk to our community. This helps to reduce the number of problems caused by animals in our community. This is measured by our customer request management system.</p> <p>Total Street Patrols: Matamata 420 Morrinsville 310, Te Aroha 270.</p>

5. Funding

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

The cost of the total animal control function, including dog control, for the 2022/23 financial year is shown below as reported in Council's Annual Report.

	2022/23		2021/22
	Budget	Actual	Actual
Operating cost	\$467,813	\$490,450	\$428,501
Income	\$331,635	\$333,621	\$308,463
Net cost of service	\$136,178	\$156,829	\$120,038

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

6. Registration and Impounding

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



The base registration fee for 2022/23 was \$120, therefore the registration fee for dog owners that qualify for all of the rebates was \$40.

Rebates for the year were:

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

A penalty fee of 50% of the registration fee due before 31 July 2022 was charged for late payments.

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

7. Statistical Information

The statistical information required by s10A is listed below.

Category	*For the period 1 July 2022 to 30 June 2023	As at 30 June 2023
Number of registered dogs	6044	5509
Number of probationary owners	0	0
Number of disqualified owners	0	0
Number of dogs classified as dangerous (s31)	6	5
Number of dogs classified as menacing	81	72
▪ Under section 33A (Menacing behaviour)	57	51
▪ Under section 33C (Breed or type)	24	21
Number of infringement notices issued	145	145
Number of notice of complaints issued	155	155
Number of prosecutions under the Act	0	0

*This figure includes all dogs that have departed or died during the registration year.

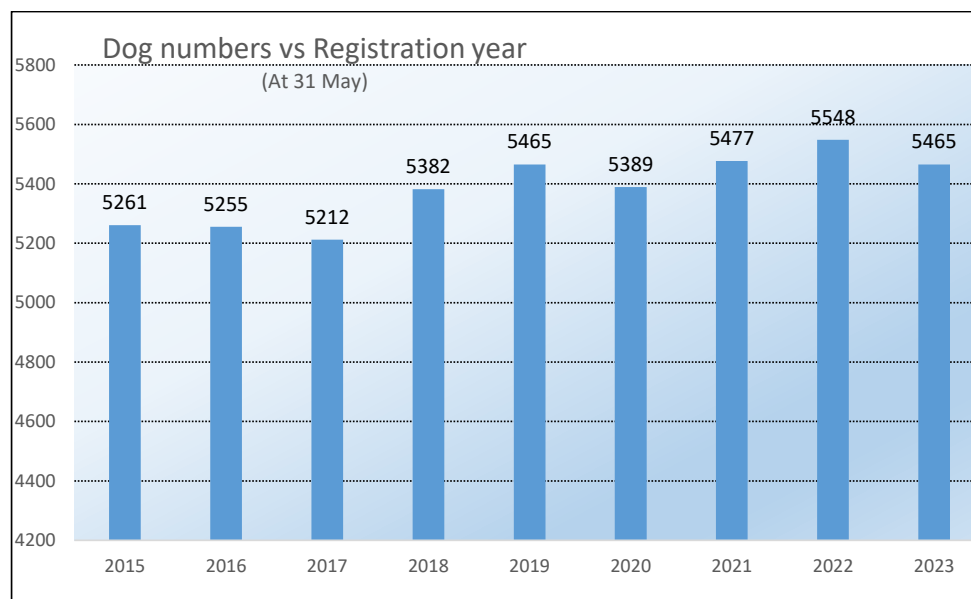
Complaints received				
Complaint	Matamata	Morrinsville	Te Aroha	District
Dog bite person	8	10	7	25
Aggressive dog	12	9	23	44
Attacked stock	3	1	4	8
Attacked other animal/bird	15	13	14	41
Barking dog	48	81	54	183
Wandering dog	123	97	130	350
Unregistered	0	2	0	2
Animal welfare	7	8	9	24
Dog fouling	1	0	0	1
Breach of the Bylaw	2	1	3	6
Totals	219	222	244	685

Pound register				
	Impounded	Returned	Re-homed	Destroyed
Matamata	51	20	2	29
Morrinsville	43	19	3	22
Te Aroha	36	17	2	15
District	130	56	7	66

The above figures include one lamb impounded and returned to the owner

Dogs registered versus year

The following graph shows the number of dogs (National Dog Database statistics) registered in Matamata-Piako District Council on 31 May each year since 2015. The graph shows that registered dog numbers have not change significantly over the last five years.



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.

Tūtohunga | Recommendation

That:

1. The information be received

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

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.

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 \(2\)](#).

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

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.
Operational readiness (staff, facilities & functions)	Green	<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.

		Next steps: <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		Next steps: <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 "Simplexity"
- 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 \(waikatoregioncdemg.govt.nz\)](https://www.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

Te Kaupapa | Purpose

The purpose of this report is to provide an update on the Hauraki Gulf Forum.

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.

Tūtohunga | Recommendation

That:

1. Information be received.

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
- Marina 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 Ngauhe 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	
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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

Te Kaupapa | Purpose

The purpose of this report is to provide Council with the previous month's Chief Executive Officer's Report.

Rāpopotonga Matua | Executive Summary

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

Tūtohunga | Recommendation

That:

1. The information be received.

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	



**Chief Executive Report
For the period ending
September 2023**

Corporate Overview

1.1 CEO overview

National Policy

Localism

LGNZ are preparing their briefing documents for the new Government.

There has been some indication that the Government is interested in a concept they call City deals or Regional deals.

We do not know the make up or applicability of this concept to local decision making but it does seem to have some elements of Localism about it.

Resource Management Act

The incoming Government has indicated that it will repeal the new Planning legislation and replace it with a modified RMA that will provide for fast tracking of major infrastructure proposals.

Otherwise in the short / medium term it is business as usual.

Water reform

The current water reform legislation will be withdrawn and replaced by the newly elected Government.

Whilst we don't know the detail of what, when and where we do know that the Compliance agencies will remain, there will be further legislative compliance requirements (the requirement to demonstrate that as a Council we are investing sufficient funds to ensure our Waters Assets are sustainably managed).

Bylaws

Submissions for the Freedom Camping Bylaw closed on Wednesday 18 October. All the details are here: mpdc.nz/freedomcamping

Solid waste contract rollout

Collections appear to be going more smoothly week to week. The communications team continue to push out regular messaging to the public.

New FAQs are being added regularly to address questions residents are asking.

All the latest updates can be found at mpdc.nz/rubbishandrecycling

Summary of some project updates

The work on the new **Exeloo**s at Matamata Cemetery and Piako Cemetery started on 18 September.). The exeloo at Piako Cemetery is now complete and open to the public.

Due to water supply requirements they need to complete some additional work on the Matamata Cemetery exeloo - this work will not likely be completed until the week of 23 October.

Playground renewals at Herries Park, Te Aroha and Kowhai Street, Matamata commenced around 9 October and will take around 5 weeks to complete. The playgrounds will remain closed while works are happening. Signage is on site. Note: Kowhai Street Playground has previously been vandalised and the swing set cut and taken - so there may be a misconception that works have already begun there and why there were rumours of the playground being removed altogether.

Te Aroha Domain

We are **reinstating the old Te Aroha skate pavilion site** into a grassed bank. Works planned for November 8-10 at this stage.

Installing the **new Exeloo in Te Aroha Domain** by the Art Gallery. Work is set for December 8 – 22 December.

Roading

The section of Smith Street between Station Road and Farmers Road is closed for 5-6 weeks from 25 September so J Swap Contractors can reconstruct the failed road pavement. This involves digging out the existing pavement and construction of a new pavement and sealed surface. Access will be provided to the Rubbish and Recycling trucks.

J Swap are completing shoulder rebates work for us on Maiseys Road, Waharoa

Pavement repair work has now been completed at McLaren Rd, Manawaru - and the stabilised patches sealed. We will now look at putting McLaren Rd on our reseal programme where the entire length will be sealed (i.e. between and including the patches). Longer term, we have this road programmed for reconstruction as budgets allow.

Upcoming road closures:

24 October – Targa Rally

Te Miro Rd/Waterworks Rd

Paratu Rd/Piakonui Rd/Piakoiti Rd/Morgan Road

4 November – Morrinsville Rec – Fireworks display

9 December - Morrinsville Xmas Parade – Road closures

18 December - Matamata Xmas Parade - Road Closure

Road marking is underway in urban streets in Morrinsville. They will move to urban Matamata and urban Te Aroha next

Water

Lockerbie Water Treatment Plant - the temporary plant was connected to Morrinsville's reticulation network on 10 October and the plant will be run during the day, while supervised, from 16-18 Oct before leaving it to run 24/7.

The temporary plant can yield potentially up to 2000 m³ per day which will be of useful volume over the summer period.

Stage 3 of the **Lockerbie gravity sewer** is underway at the western end of Allen Street. Traffic Management is in place, but is only a shoulder closure - so no disruption to traffic.

Other

NZMCA are returning to Te Aroha for their Te Aroha Town Romp from 27-29 October. This will see an influx of motorhomes and caravans on Boyd Park again over several days, and likely in the surrounding area for the days prior/following

St Mark's Church is holding their fundraising event for the church restoration, **Market Day in the Domain**, on Saturday 28 October.

Takatū Anamata | Future Ready

We have now confirmed the final high-level organisation design (the organisation structure to third tier level).

The next phase is the detailed organisation design process, which will involve reviewing the structure for the rest of the organisation and input from our third tier managers.

The recruitment process for the new Group Managers has been completed and they have been involved in the design process. They begin their new roles at the end of February 2024.

New Timeline for this review

- 27 October-10 November - initial proposed detailed organisation design (all staff levels) will be released and feedback sought during this period.
- 17 November-1 December - preferred proposed detailed organisation design (all staff levels) will be released and feedback sought.
- Approx. 5 December - final announcement on organisation structure and plans for implementation confirmed.

Financials

A brief summary of the Operational expenditure and income until the end of August is attached.

Normally we would be reporting one month behind.

The Finance Team have been working on the Annual Report and the Long Term plan so it has been a hectic month for them and hence we are one month short.

At this time of the financial year there is no pattern or issues that would be obvious.

Staff have been advised that spending must be monitored closely.

		Key Reasons	
		Main Expense variances	Main Revenue variances
	Net Surplus\ (Deficit) \$ (000)		
Community Facilities	(637)	\$674,000 over budget. Costs include \$385,000 for the purchase of an Own-your-own unit that will be resold. Operating costs for garden, arborist work, toilets and cemeteries are above budget (\$50,000). Finance costs are \$12,000 higher than budget.	Revenue is below budget by \$76,000 which is due to seasonal demand.
Refuse	328	Smart Environment contract is lower than budgeted due to CPI adjustment received quarterly. Kerbside collection contractor costs are lower than budgeted due to when the actual contract starts, these costs will balance out as the year progresses.	Landfill recoveries received in Te Aroha, Morrinsville and Matamata were \$40,000 less than budgeted.
Roading	(603)	The net position is \$75,000 over budget (ie the activity was budgeted to have a deficit of \$528,000 to the end of August).	Waka Kotahi subsidy is \$103,000 under budget which is a normal seasonal variance.
Stormwater	22	Maintenance costs are below budget which is a normal seasonal variation.	
Wastewater	(196)	Matamata wastewater treatment plant costs are \$107,000 over budget. This appears to be related to a capital project. These costs will be reviewed further. Finance costs are \$25,000 over-budget.	Trade waste fees are \$42,000 below budget.

Water	(715)	Finance costs are \$37,000 above budget. When expenses are adjusted for Business Units that are under-recovered, operations are approximately \$50,000 over budget.	Metered water is \$517,000 below budget. This will change when the September billing is processed. We have budgeted to fund \$800,000 of operating costs from the Better Off funding. Projects are still to be submitted to the DIA and as a result there is a \$133,000 shortfall in funding to 31 August 2023.
Community Development	402	Costs include \$244,000 special funded items related to the Te Aroha Spa and Matamata Stadium.	\$432,000 Better off and \$112,000 transition funding received.
Environment Care	70	The main expense variance is overheads (\$125,000 over) which will self correct when business unit recoveries are up-to-date.	Dog Registrations which have been paid in full for the year (223,000 above budget year to date) offset. Building consents fees that are \$56,000 below budget and Resource consents fees that are \$23,000 below budget.
	(1,329)		

The budgeted deficit to 31 August 2023 is \$422,000. The deficit of \$1,329,000 is \$907,000 higher than this amount. Whiles there are under and overs in many activities, the main contributors to the \$907,000 variance are:

- \$534,000 shortfall in revenue
- \$111,000 is for additional interest costs.
- \$385,000 =the repurchase of an own-your-own unit.