

Komiti o te Mōrearea me te Tūmaru | Risk & Assurance Committee

Ngā Tāpiritanga – Pūrongo | Attachments – Reports ATTACHMENTS UNDER SEPARATE COVER

Notice is hereby given that an ordinary meeting of Komiti o te Mōrearea me te Tūmaru | Risk & Assurance Committee will be held on:

Ko te rā | Date: Tuesday 24 October 2023
Wā | Time: 9.00 am
Meeting Room: Council Chambers
Wāhi | Venue: 35 Kenrick Street
TE AROHA

TAKE ITEM	NGĀ IHINGA TABLE OF CONTENTS	WHĀRANGI PAGE
7.4	Council Policy reviews	
A.	Policy register data for Risk and Assurance	2
7.5	Review Annual Report 2022/23	
B.	Draft Annual Report Summary 2022-23	20
C.	Draft Annual Report 2022-23	38
8.1	Review Delegation Policy and Delegation Register	
A.	Delegation Policy and Delegation Register 2023 - Tracked Changes Included	258

Preliminary Policy list

External facing policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Active Reserves Management Plan	2009	As required		Guides the use and development of a Reserve. Statutory requirement under Reserves Act 1977 for several classes of Reserves. This particular RMP applies to Reserves used predominantly as Sports Parks	Reserves Act 1977	
Annual Plan	2023	Annually	01/06/2024	The Annual Plan sets out our budget, any changes to service information and sources of funding for 12 months from 1 July to 30 June each year, along with other relevant financial and policy information from what is in the Long-Term Plan (i.e. it explains variances). The Annual Plan has historically been consulted upon but recent changes in legislation means that Council does not have to consult on the Annual Plan if there are no significant or material changes from the Long-Term Plan.	LGA	Council
Annual Report	2021/22 Annual Report	Annually		Each year we produce an Annual Report which compares what we did against what we said we were going to do in our Long Term Plan and distribute a summary to the community. This gives a formal report on the financial and non-financial performance of Council. For the non-financial performance, this includes reporting on annual customer survey, which is undertaken by an external research company who contacts a sample of approx. 400 residents to ask their views on council services and facilities. The results measure our performance and most of these are included in the annual report, as they are part of council's performance measures/targets.	LGA	Council
Cemeteries Policies & Procedures	01/07/2010	3 yearly		Sets out general cemetery information such as locations, hours, maps, photos, opening hours, hours of interments, contact details, complaint processes, application forms etc.	Oaths and declarations Act	Council
Code of Conduct	13/11/2019	3 yearly - Elections	01/11/2022	Sets out the values, understandings and expectations agreed on by the Mayor and Councillors about how they will conduct themselves while acting as Elected Members.	LGA	
Community Group Leases and Licences Policy		As required		To support community groups whose activities contribute to Council's priorities and long-term outcomes by enabling them to enter into occupation agreements for the use of suitable land and/or buildings owned, or controlled by Council.	Reserves Act 1977 The Public bodies Leases Act 1969 The Property Law Act 2007	
Dangerous Insanitary Buildings Policy 2019	11/09/2019	5	01/09/2024	This policy exists to ensure that earthquake-prone, dangerous and insanitary buildings meet the requirements and intent of the Building Act 2004 and ensure that buildings in Matamata-Piako District do not compromise people's health and safety. Has partly been superseded by changes to the Building Act 2004 (relating to earthquake prone policies)	Building Act 2004	Council

External facing policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Development Contributions Policy 2021-2031	30/06/2021	3 yearly – LTP	01/06/2024	Development contributions (DCs) are charged to people who are developing property in the district. These payments ensure we can continue to provide assets and services to meet the demand created by growth. How much DC's will cost depends on the type of development and the area that it is in - the policy sets out how this works.	LGA	
Development Manual 2010	21/10/2015	District Plan review cycle	District Plan review cycle	This is directly linked to the District Plan and includes the Engineering aspects for development and our own physical works for all infrastructures in MPDC.	n/a	
Digital Enablement Plan 2016-2018	01/09/2015	3	01/09/2018	The Digital Enablement Plan was submitted to central government as part of our bid for broadband and mobile coverage investment in our area. It outlines how we will support broadband/mobile usage and uptake if our bid is successful.	n/a	
District Tree Strategy	2010	10	01/04/2020	To ensure that existing trees are managed appropriately and to avoid the adverse effects of trees for new plantings. Contains policies on tree management, tree removal etc.	n/a	
Easter Trading Policy	1/05/2022	5	11/05/2027	Enable shops to trade on Easter Sunday if they wish to. The Policy neither requires shops to open, or individuals to shop on Easter Sunday.	Shop Trading Hours Act 1990 Sale and Supply of Alcohol Act 2012	Council
Fees and Charges	28/07/2023	Annually	28/07/2024	Outlines all of Council's Fees and Charges	LGA	Council
Financial Strategy	01/06/2021	3 yearly – LTP	01/06/2024	The Financial Strategy is prepared in conjunction with the Long Term Plan, and is a tool to help guide the decisions made in the LTP process - to ensure they are prudent and to ensure that Council and the community fully understand the effect of these decisions on our services, our rates and our debt.	LGA Local government rating act	Council
Firth Tower & Stanley Landing Management Plan				Guides the use and development of a Reserve. Statutory requirement under Reserves Act 1977 for several classes of Reserves. This particular RMP applies to the historic Firth Tower Reserve a premier park and Stanley Landing a historic reserve.	The Reserves Act 1977	
Gambling Venue Policy 2022	11/05/2022	3	11/05/2025	This policy outlines Council's responsibility and role in dealing with class 4 gambling venues within the District.	Gambling Act 2003	Council
TAB Venue Policy 2019	11/05/2022	3	01/05/2025	This policy outlines Council's responsibility and role in dealing with standalone TAB Board venues within the District.	Racing Industry Act 2020	Council
General Policies Reserve Management Plan 2009	15/05/2019	10	2029	Guides the use and development of a Reserve. Statutory requirement under Reserves Act 1977 for several classes of Reserves. This particular RMP sets the 'default policies' for Reserves, specific RMPs may deviate	The Reserves Act 1977	Council

External facing policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
				from this where there is a specific reason e.g. due to the history, purpose of the site etc.		
Governance Statement	01/12/2019	3 yearly – Elections	01/12/2022	The Matamata-Piako District Council (Council) Local Governance Statement is a collection of information about the processes through which Council engages with the community, how decisions are made, and how the community can influence these processes. It helps support the purposes of local government by promoting local democracy. It does this by providing the community with information on the ways to influence the local democratic processes.	LGA	
Growth Strategy 2009	01/09/2009		n/a	The purpose of the Matamata-Piako Growth Strategy is to guide the future development of our district in an integrated way, taking advantage of our location and resources. The strategy looks at what the district has today and where we are heading, taking into account factors such as population, the economy and environment, and offering suggestions as to how we can achieve the future we all want for our district.		
Infrastructure Strategy	01/06/2021	3 yearly – LTP	2024	This Infrastructure Strategy (Strategy) sets out the requirements for long-term management of our assets to ensure that they continue to deliver on levels of service over the next 30 years. It has been prepared based on the assumptions identified in Section 4 and should be read in conjunction with the Financial Strategy in Section 2.	LGA	Council
Investment Policy 2021	28/09/2022	Annually	01/09/2023	The LGA 2002 requires Council to adopt a policy for the management of investments	LGA	Also considered by Risk & Assurance Committee.
Legal Highs Policy (Local Approved Products Policy) 2019	01/07/2019	5	01/07/2024	This Policy determines where licensed legal high (Psychoactive Substances) retail outlets can be located in the district (essentially the main shopping streets in Morrinsville, Matamata and Te Aroha). This policy is considered by the Psychoactive Substances Regulatory Authority when making decisions on applications for retail licenses.	Psychoactive substances Act 2013	
Liability Management Policy	28/09/2022	Annually	01/09/2023	To minimise the cost of borrowing used to fund the capital development of the Community's assets	LGA	Also considered by Risk & Assurance Committee.
Local Alcohol Policy 2023	03/08/2023	6	01/08/2029	Outlines Council's policy for on, off, club and special licences. Sets maximum trading hours, location restrictions, how many licences can be issued etc. Considered by the district licensing committee when making liquor licensing decisions.	Sale and Supply of Alcohol Act 2012	Council
Long Term Plan 2021-31	01/06/2021	3 yearly – LTP	01/06/2024	This plan outlines Council's activities and budget for the next ten years, providing a long-term focus for decision-making. It includes: -Financial Strategy -Infrastructure Strategy	LGA	Council

External facing policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
				-Revenue and Financing Policy -Summary of significance & engagement policy		
Maori Language Policy Ko te Kaupapahere Reo Maori	01/09/2019	2	2021	The purpose of this Policy is to ensure consistency in when and how te reo Māori is used across all of council departments, both internally and externally. The Policy sets out how we plan to support and encourage the correct and appropriate use of te reo Māori in Council's key strategic documents and correspondence.	Maori Language Act 2016 Maori Language Commission Treaty of Waitangi	
Matamata Aerodrome Management Plan 2010	10/11/2010	10	2020	Guides the use and development of a Reserve. Not a statutory requirement for this Reserve under Reserves Act as it is a Local Purpose Reserve however it is considered appropriate to have a management plan due to the specialised use of the Reserve. Ngati Haua Claims Settlement Act 2014 also referenced the management plan and introduces a joint governance structure for the Reserve.	The Reserves Act 1977	
Matamata-Piako BCA Complaints Policy				The Matamata-Piako BCA value our customer's feedback and are committed to ensuring customers, citizens, ratepayers and visitors have the best possible experience. All complaints are taken seriously and every effort will be made to resolve the issue. All comments will be used as an opportunity to learn and improve services.	n/a	
Numbering of Properties, Naming of Roads, Access Ways and Open Spaces	02/10/2019	Annually	01/10/202	The Council is responsible for the naming of roads and the numbering of land and buildings under the relevant sections of the Local Government Act	LGA 1974 The Reserves Act 1977	Council
Open Spaces Strategy 2013	01/10/2013	5-20 years	2018-2033	Sets a 20 year vision for Parks and Open Spaces. Adopts park management categories. Provides framework for service delivery for the different Parks Categories. Provides development guidelines for each park category. Provide guidelines for decision making regarding land acquisition and disposal.	The Reserves Act 1977 LGA Resource Management Act 1991	Council
Passive Reserves Management Plan 2009		10		Guides the use and development of a Reserve. Statutory requirement under Reserves Act 1977 for several classes of Reserves. This particular RMP applies to Reserves not used predominantly as Sports Parks. Following adoption of Park Management Categories in the Open Spaces Strategy, the Passive RMP is to be replaced by RMPS that align to the new park categories e.g. Neighbourhood Parks, Amenity Parks, Nature Parks, Outdoor Adventure Parks etc.	Reserves Act 1977	
Policies on the Remission and Postponement of Rates 2021-2031	01/07/2022	3 yearly – LTP	01/06/2024	Policies outline the situations in which one can qualify for a remission or postponement in rates.	LGA, Rating Act	Council
Policy on Dogs 2010	14/09/2016	10	01/09/2026	Council have identified five objectives for dog control in the Matamata-Piako District and developed policies to help achieve them. Relates to the Dog Control Bylaw.	Dog Control Act 1996	Council

External facing policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Pre-election Report	26/07/2022	3 yearly – Elections	01/07/2025	This document is designed to draw attention to the key issues over the coming years, and to the Council's performance against the adopted financial strategy. It also covers the forecast financial position for the incoming Council.	LGA	
Representation Review	0/04/2019	6 yearly (at least)	01/04/2025	All territorial authorities are required under sections 19H and 19J of the Local Electoral Act 2001 (the Act) to review their representation arrangements at least every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of those wards. Reviews also include whether there are to be community boards and, if so, membership arrangements for those boards. Representation arrangements are to be determined so as to provide fair and effective representation for individuals and communities.	LGA	Council
Revenue and Financing Policy	01/06/2021	3 yearly - LTP	01/06/2024	This Policy describes how we will fund operating expenses and capital expenditure from the funding sources specified in section 103 of the Local Government Act 2002.	LGA	Council
Roading Procurement Strategy	08/09/2010	3	2013	The purpose of this strategy is to show how the Council will continue to meet the requirements of the Land Transport Management Act 2003 (of obtaining best value for money, enabling fair competition and encouraging competitive and efficient markets), through its procurement of roading works and services.	Land Transport Management Act	
Safer Travel- a Road Safety Strategy	01/05/2012	3	2015	This Road Safety Strategy gives the direction Council and other stakeholders will take in addressing the road safety issues within the District so that it achieves one of the community outcomes of having "Safe and Healthy Communities" as outlined in the Long Term Council Community Plan.	n/a	
Significance and Engagement Policy	22/07/2020	3	01/07/2023	This policy helps Council to determine what the really important ('significant') issues are to the community, and how we will go about involving the community in making those decisions ('engagement').	LGA	Council
Signage Strategy	01/07/2016	6	2022	Outlines Council's long term vision for signage at Council's parks, open spaces, community facilities and buildings. It includes objectives and key actions towards achieving the vision. Strategy is referenced in District Plan. A companion document, the Signage Manual, is under development. It contains more detailed rules and guidelines for Council signage.	LGA Resource Management Act	Council
Smoke Free Outdoor Spaces Policy 2019	24/07/2019	3	2022	The purpose of this policy is to establish smoke free areas that promote the health and wellbeing of our communities through reducing the presence of smoking and de-normalising smoking behaviour. This aligns with the Government's goal of becoming smoke free by 2025 as well as	Smoke-free Environments Act 1990	Council

External facing policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
				Part 1 of the Smoke-free Environments Act 1990, Smoke free workplaces and public areas.		
Stormwater Requirements	01/03/2016	As required		Summarises the Stormwater requirements from the relevant policies and bylaws for stormwater infrastructure in our district.	LGA Building Act Building Code National policy Statements	
Strategic Direction	24/05/2023	3 yearly – in line with LTP	24/05/2026	Council has set its strategic direction to inform our priorities and work programme moving forward. The strategic direction aligns with the four community wellbeing's-social, environmental, cultural and economic which are core pillars of local governments mandate	n/a	Council
Sustainability Policy 2012	01/02/2012	5	01/02/2018	Council's previous statutory purpose was to promote the social, economic, environmental and cultural well-being of communities, in the present and for the future. The policy sets out our responsibility to act, operate and develop in a sustainable way & outlines how we will do this. This is not a statutory (required) policy and has not been implemented.	LGA Resource Management Act Waste Minimisation Act 2008 Energy and Efficiency and Conservation Act 2000	Council
Te Aroha Domain Management Plan 2006	01/05/2006	10	01/05/2016	Guides the use and development of a Reserve. Statutory requirement under Reserves Act 1977 for several classes of Reserves. This particular RMP applies to the historic Te Aroha Domain a premier park.	Reserves Act 1977 Resource Management Act 1991 Historic Places Act 1993	Council
Town Strategies 2013-2033	01/10/2013	10	2023	The town strategies give further consideration to the urban component of the District's growth strategy. They will guide the planning and future development of the three main towns in the Matamata-Piako District: Morrinsville, Matamata, and Te Aroha.	RMA	Council
Waste Management and Minimisation Plan 2021-2027	01/06/2021	6	01/06/2027	In 2019/20, Matamata Piako District sent 12,710 tonnes of waste to landfill. This waste comes from household kerbside waste collections (bags and bins), industrial or commercial activities, and includes commercial, residential and rural residents taking loads to our three transfer stations and, waste taken directly to landfill by private operators. It also includes the tonnage taken out of the district for disposal.	Waste Minimisation Act 2008	Council
Grants and funding policies						
Multi- Year Community Grant	Aug/Sep 2021	Reviewed at the request of the Council		MPDC'S Multi-Year Community Grant supports the operational management of community infrastructure and community gathering spaces, to deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in	n/a	Council N.B Council has made amendments to this

External facing policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
				Matamata-Piako. Events criteria from the District Events Grant will be combined into one grant which will remove the stand-alone District Events Grant.		policy to apply from 1 July 2024.
Single-Year Community Grants	Aug/Sep 2021	3		MPDC'S Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako	n/a	Council N.B Council has made amendments to this policy to apply from 1 July 2024 (including incorporating the district events grant criteria).
District Events Funding	09/05/2018	Removed from 30 June 2024		Council provides funding to support event organisers to off-set costs associated with running major events. The budget for this fund is set each year through the AP/LTP process. This Policy sets out the Council's process for receiving and assessing applications for the District Events Fund	n/a	Council See note above
Creative Communities Funding	Feb/August	2 annually		Council administers the Creative Communities Scheme that provides funding for arts and cultural projects in our district. The funding comes from Creative NZ	n/a	Council
Natural, Cultural and Built Heritage Grant Policy	26/08/2020	3	01/08/2023	This fund provides grants for plans, reports and one-off projects that will protect, conserve and promote New Zealand's natural, cultural and physical heritage and also support community groups with resource consents costs.	n/a	Council N.B Council has made amendments to this policy to apply from 1 July 2024.
Waste Minimisation Grants Policy 2021	2021	3	2024	This Policy supports the Council's Community Outcomes and the well-being's (Environmental, Economic, Cultural and Social). It also gives effect to the requirements of the Waste Minimisation Act 2008 to allocate waste levy funding received from the Ministry for the Environment for waste minimisation projects	n/a	Council
Mayoral fund policy	September 2023	Reviewed at the request of the Council		This policy has been created to provide a framework for decision making in relation to the Mayoral Fund. The proposed policy provides guidance about what will be funded.	n/a	Council

Bylaws							
Name	Adopted	Amended	Review Cycle	Due for Review/ Urgency	About	Relevant legislation	Approved by Council/who
Introductory Bylaw 2020	24-Jun-20	01-Jul-20	10	01-Jun-30	This Bylaw identifies clearly interpret those terms and expressions that are used throughout all the Bylaws adopted by the Council. This Bylaw outlines serving of orders and notices, powers of delegation and entry, suspension and revocation of licences, removal of works executed contrary to the Bylaws, fees and charges, offences and breaches and penalties for breach of Bylaws.		Council
Land Transport Bylaw 2008 (Amended 2020)	17-May-17 15-May-19 09-Sep-20 14-Oct-20 17-Feb-21	3-July-17 1-July-19 1-Oct-20 19-Oct-20 1-May-21/1-Dec-21	10	17-May-27	Sets speed limits, regulates stock movement on roads and vehicle crossings and other activities on the roading network such as truck parking, mobility parking.		Council
Public Amenities Bylaw 2014	09-Jul-14		10	09-Jul-24	Enables the Council to control and set standards for the operation of public amenities and cemeteries under the ownership or control of the Council.		Council
Public Safety Bylaw (Amended 2019)	14-Sep-16 15-May-19	28-Nov-16 01-July-19	10	14-Sep-26	Ensures that acceptable standards of safety, convenience, visual amenity and civic values are maintained for the wellbeing of inhabitants and visitors to the District. Controls nuisance on private property, skating, alcohol in public places (liquor ban), trading in public places, number of animals that can be kept, food handling/hygiene, boarding hostels.		Council
Solid Waste Management and Minimisation Bylaw 2017	17-May-17	03-Jul-17	10	17-May-27	Supports the promotion and delivery of effective and efficient waste management and minimisation as required under the Waste Minimisation Act 2008. Covers collection, transportation, processing and disposal of waste.		Council
Stormwater Management Bylaw 2009 (Amended 2017)	17-May-17	03-Jul-17	10	17-May-27	Manages stormwater to protect people, property and the environment by minimising the impact of flooding, erosion and environmental pollution. This regulations construction or alteration of stormwater systems, protection of public stormwater systems, obstructions and access to stormwater systems and responsibilities for maintenance etc.		Council

Bylaws							
Name	Adopted	Amended	Review Cycle	Due for Review/ Urgency	About	Relevant legislation	Approved by Council/who
Trade Waste Bylaw 2020	24-Jun-20	01-Jul-20	10	01-Jul-30	Controls a long-term, intermittent, or Temporary Discharge of Trade Waste to the Council Sewerage System.		Council
Wastewater Bylaw 2008 (Amended 2019)	17-May-17 15-May-19	3-July-17 1-July-19	10	17-May-27	Manages Wastewater so as to protect people, property and the environment by minimising the impact of the disposal of Wastewater drainage from domestic and Trade Premises by the Sewerage System or Private On Site Wastewater Disposal Systems.		Council
Water Supply Bylaw 2008 (Amended 2017)	17-May-17	3-July-17	10	17-May-27	Manages the supply of potable Water to residents and commercial users. Cover protection of the water supply system, conditions of supply, breaches & infringement offences.		Council
Proposed bylaws							
Freedom camping	Currently being consulted on. Expected completion November/December 2023.						

Internal policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Asset Management Policy	01/07/2019	3	01/06/2020	<p>The purpose of this report is to outline the methodology used by Matamata-Piako District Council to select an Appropriate AM Level for each of the District's asset groups.</p> <p>This methodology is required to be logical and robust, and able to be used by Council to adopt a position or policy on the appropriate level of asset management sophistication for each asset group.</p>	LGA?	Susanne Kampshof
Capitalisation Policy	15-May-12			To ensure consistency across the three groups of Community Facilities, Utilities and Rooding. To ensure that all capitalisation costs are captured to enable planning for future asset replacement		
Council Vehicle Policy	17-Jun-14	3	01/06/2017	This document outlines the policy use of Council vehicles. Council vehicles have a high profile in our community and it is important to ensure you use them appropriately. This policy applies to all staff and has been developed to ensure you are aware of your obligations when using a Council vehicle and to reinforce appropriate behaviour.	H&S in Employment Act 1992	Don McLeod Kelly Reith
COVID-19 Vaccination Policy	06-May-22	6 months	06/11/2022	This policy outlines MPDC's position and requirements in relation to COVID-19 vaccinations. MPDC is committed to keeping you safe while working at or visiting MPDC buildings, facilities and worksites. This includes all employees, public, contractors, and volunteers. MPDC also respects every individual and their personal choices.	Safety at work Act 2015	Don McLeod Kelly Reith
Customer Services Policy			02/10/2022	<p>Our aim is to effectively operate our One Stop Shop ensuring our customers receive professional and efficient service at all times. Delivering outstanding customer service ensures we continue to value our customers' needs and meet their expectations.</p> <p>As customer service advisors, we need to demonstrate appropriate behaviour to ensure the interaction with Matamata-Piako District Council and their customers internal and external is positive and satisfying experience.</p>	No	
Delegation Policy and Delegation Register 2021	01/11/2021		Ongoing	This document sets out the policy for the Matamata-Piako District Council for delegations of responsibilities, powers and duties to a range of different parties as provided for in the Local Government Act 2002 (the Act) and other legislation.	LGA	
Digital Strategy	01/10/2018		Ongoing	The strategy sets out where technology heading, and how can we manage it in a way that means we continue to meet customers' expectations.		

Internal policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Domestic Violence Policy	30/04/2019	3	01/04/2022	If an employee is affected by domestic violence, they will not be discriminated against or treated unfairly. We will protect the privacy of employees who are experiencing domestic violence unless extenuating circumstances prevent us from being able to do so	Domestic Violence Act See policy	Don McLeod Kelly Reith
Drug and Alcohol Policy	05/04/2017	2	01/04/2019	The purpose of this procedure is to support MPDC'S drug and alcohol policy in maintaining a safe and healthy workplace free from the adverse effects of drugs and alcohol	Drugs Act 175	Don McLeod
Electronic Recordings Policy		3?	31/05/2022	This Policy sets out the purpose for collecting video footage, other visual media and audio recordings by the Council. The Policy follows best practice to ensure that any media captured, collected and stored is handled in an appropriate manner and in accordance with the Privacy Act 1993 (the Act).	LGOIMA, Privacy Act	Don McLeod
Employment Relations Policy	20/03/2015	3	01/03/2018	This policy is to ensure employees are aware of their employment relationship, and how to resolve any employment relationship problems.	LGA Employment Relations Act Human rights Act	Don McLeod Kelly Reith
Ending of Employment Policy	20/03/2015	3	01/03/2018	This policy applies to all staff and has been developed so staff are aware of the processes that may be undertaken at the end of their employment with Council	LGA Employment Relations Act 2000 Human Rights Act 1993	Don McLeod Kelly Reith
Equal Opportunities Policy	20/03/2015	3	01/03/2018	It is Council's policy to encourage and accommodate difference in the workplace, not only as a means of ensuring compliance with the Human Rights Act 1993, but also as a means to attract a broad base of skills and talent from all sectors of society	LGA Employment Relations Act 2000 Human Rights Act 1993 Harassment Act 1997 Health and safety in employment act 1992	Don McLeod Kelly Reith
Fatigue Management Policy	15/10/2019	3	14/07/2022	The purpose of this policy is to ensure that the risks associated with fatigue are recognised, understood and managed in order to minimise the risk of injury or harm to employees.	Health and Safety at work act (2015)	Dennis Bellamy Sandy Barnes

Internal policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Fraud and Corruption Policy	01/06/2018	1	01/06/2019	A policy setting out the Council's principles in respect of safeguarding the community's assets, and identifying specific areas/processes of identified risk and ways/processes in place to ensure these risks are mitigated to an acceptable level.	LGA Employment Relations Act 2000 Human Rights Act 1993 Privacy Act 1993 Protected Disclosures Act 2000 Crimes Act 1961 Secret Commissions Act 1910	Don McLeod Manaia Te Wiata
Flexible Ways of Working Policy	30/08/2022	3	01/08/2024	This policy outlines MPDC's approach to flexible ways of working and is based on striking a balance between your individual needs, the needs of your team and our needs (the organisation) and the community we serve	Employment Relations Act Human Rights Act 1993 Health and Safety at Work Act 2015 Domestic Violence Victims Protections Act 2018 Employment Agreements (individual and collective)	Don McLeod Kelly Reith
Gift Policy	28/08/2018	3	01/08/2021	The policy reinforces the expectations of you if you are offered a gift or win a prize due to your position at MPDC	Yes, see policy	Don McLeod Kelly Reith
Harassment (including bullying and discrimination) policy December 2020	01/12/2020	3	01/12/2023	MPDC is committed to the provision of a healthy and safe working environment for all employees. ALL employees are expected to treat everyone fairly, with dignity and respect.	Employment Relations Act Human Rights Act 1993 Health and Safety at Work Act 2015 LGA Privacy Act 1993 Parental Leave and Employment Act 1997 Harassment Act 1997 The harmful digital communications act	Don McLeod Kelly Reith

Internal policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
					2015 Crimes Act 1961	
Health and Safety Policy	13/12/2019	2?	01/12/2021	This policy outlines MPDC's commitment to managing work environments to prevent injuries and promote the safety and health of all staff, visitors' contractors and volunteers.	No	Mayor Ash Tanner Don McLeod Sandy Barnes
Hours of Work Policy	20/03/2015	3	01/03/2018	This policy outlines the hours of work for employees including how ordinary hours can be changed.	Employment Relations Act 2000 Employment Relations (Flexible Working Arrangements) Amendment Act 2007	Don McLeod Kelly Reith
Leave Policy	13/08/2021	3	01/08/2024	The purpose of this policy is to outline how we manage leave. MPDC recognises the importance of taking leave to promote physical and mental wellbeing in the workplace, and improve work life balance.	Employment Relations Act 2000 Holidays Act 2003 Parental Leave and Employment Protection Act 1987 Employment Agreements (individual and collective) Volunteers Employment Protection Amendment Act Domestic Violence-Victims protections Act 2018 Domestic Violence Act 1995 Family Violence Act 2018	Don McLeod Kelly Reith

Internal policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Managing Conflict of Interest	14/08/2018	3	01/08/2021	This policy outlines MPDC's expectations for you to declare conflicts of interest and what is considered a potential or actual conflict of interest	LGA	Don McLeod Kelly Reith
Media Policy	30/06/2021	3	30/06/2024	It is important for Council to maintain a good relationship with local media to ensure we make the most of this communication channel. This means understanding that they want and the best way to get our messages across. It is the role of the communications team to deal with the media on behalf of Council.	LGOIMA Privacy Act 1993 Employment Relations Act 2000	Don McLeod Jenni Cochrane
Mobile Phone Policy	2019?	3?	01/11/2022	This policy covers the use of council owned mobile phones.		
Overtime Policy	20-Mar-15	3	01/03/2018	Council is required to provide an effective and efficient service to our ratepayers and community. In order to deliver this service, this may require an employee to work more than the agreed hours of work from time to time. Council shall ensure that fair arrangements are available for employees who are required to work additional hours	Employment Relations Act 2000	Don McLeod Kelly Reith
Payment of Professional Fees Policy	20-Mar-15	2	01/03/2017	The objective of this policy is to make it clear to you what the policy is when applying to become a member of a professional body.	No	Don McLeod Kelly Reith
Privacy Policy				Council shall ensure that Council processes and employees comply with the Privacy Act 1993	Privacy Act 2020 LGOIMA	
Procurement Policy	13/12/2016	3 Elections	01/12/2019	Matamata-Piako District Council (MPDC) purchases a variety of goods and services ranging in scope from major contracts for civil works, large maintenance contracts, land, buildings and small items such as office supplies and minor equipment. The following policy must be to help assess the most appropriate method of procuring for such projects or purchases.		

Internal policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Protected Disclosures-Whistle-Blower Policy	01/06/2018	1	01/06/2019	This policy reinforces our core values and covers what an employee should do if they suspect serious wrongdoing, how their identity will be protected and how Council will deal with the disclosure.	LGA Employment Relations Act 2000 Human Rights Act 1993 Privacy Act 1993 Protected Disclosures Act 2000	Don McLeod Kelly Reith
Providing References for Staff Policy	20/03/2015	3	01/03/2018	The purpose of this policy is to provide clear guidelines around the issuing of references and certificates of service. Please contact the HR Manager for further advice or guidance.	LGA Privacy Act 1993 Employment Relations Act 2000	Don McLeod Kelly Reith
Records Management						
Recruitment and Selection Policy	20/03/2015	3	01-Mar-18	It is Council's policy to recruit the most suitably qualified applicant to meet its business requirements	LGA Employment Relations Act 2000 Human Rights Act 1993	Don McLeod Kelly Reith
Relocation Expenses Policy	20-Mar-15	3	01-Mar-18	Council may assist new employees who are moving to the district to relocate as conveniently and economically as possible. This policy outlines how Council may assist a new employee.	LGA Employment Relations Act 2000	Don McLeod Kelly Reith
Remuneration Policy	13/08/2021	3	01/08/2024	This policy is to provide guidelines for remuneration setting for all staff that are covered by this policy as per their individual or collective employment agreement.	Employment Relations Act 2000 and amendments Minimum Wage Act 1983 and amendments Human Rights Act 1993 Wages Protection Act 1983	Don McLeod Kelly Reith
Risk Management Policy	01/12/2017	1	01/12/2018	The purpose of this policy is to support and promote risk management as an integral part of the Council's internal controls and corporate Governance.		

Internal policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Sensitive Expenditure Policy 2019	24/07/2019	3	01/07/2022	Sensitive Expenditure is any expenditure where there may be a perceived personal benefit to an employee or elected member, or expenditure that could be considered unusual for Matamata-Piako District Council (Council). This policy applies to all employees and elected members of Council, as well as any other individuals who may incur expenditure on Council's behalf or seek reimbursement from Council for expenditure incurred.	LGA Employment Relations Act 2000 Human Rights Act 1993 Privacy Act 1993 Public Disclosures Act 2000	J E Barnes Don McLeod
Social Media Policy	01/06/2019	3	01/06/2022	To inform staff of why we use social media and to inform them of the standards and expectations for employees when using social media.		
Staff Expenses Policy	01/03/2015	3	01/03/2018	The purpose of this policy is to outline what expenses incurred by staff attending training courses, conferences or traveling on Council business will be reimbursed and how they will be reimbursed. Staff should also be aware of this policy before incurring expenses.	LGA	Don McLeod Kelly Reith
Staff Making Submissions Policy	08/03/2016	3	01/03/2019	The purpose of this policy is to provide guidance to employees wanting to make a submission to a public consultation process undertaken by MPDC.	No	Don McLeod Kelly Reith
Storage of Employee Records Policy	20/03/2015	3	March 2018	MPDC's storage of Employee Records Policy is as per Archives New Zealand- General Disposal Authority guide for Human Resources and Personnel Records.	LGA Employment Relations Act 2000 Human Rights Act 1993 Privacy Act 1993 Public Disclosures Act 2000 Public Records Act 2005	Don McLeod Kelly Reith
Stress Management Policy	01/05/2012	3?	2013?	This policy focuses on the management of workplace stress within Council and covers all employees, contractors and volunteers.	Health and Safety in Employment Act	Don McLeod S M Barnes
Substandard Performance, Misconduct and Disciplinary Policy	10/03/2015	3	01/03/2018	The purpose of this policy is to ensure that Council has a staff disciplinary and performance management process that is fair and reasonable, and clear to everyone.	Employment Relations Act 2000 Human Rights Act 1993 Privacy Act 1993	Don McLeod S M Barnes

Internal policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
					LGA Health and Safety in Employment Act 1992 and amendments	
Training and Development Policy	2008?	3	2011?	Employees shall be encouraged to undertake training to carry out the essential accountability as defined in their job description. On-going evaluation, based on the requirements of the organisation and the individual employee, shall occur through the Council's Performance Development and Training system.	No	
Visitors Policy	2017	3?	2020?	It is a requirement of Council and Section 15 of the Health and Safety in Employment Act (1992) that "all practicable steps" are taken with visitor and the general public to safeguard them from harm resulting from any hazards identified.	No	Don McLeod S M Barnes
Voicemail Policy	2019?	?	01/10/2022	To inform Staff of the correct way to answer their desk phone and mobile phone. This policy also covers the use of voicemail and the rules around this.		
Workplace Support Policy	30/04/2019	3	01/04/2022	This policy outlines how we will support employees to deal with issues affecting their wellbeing. This policy will form part of our broader mental health strategy.	Domestic Violence - Victims Protection Act 2018 Domestic Violence Act 1995 Family Violence Act 2018 Employment Relations Act 2000 Human Rights 1993 LGA Privacy Act 1993 Health and Safety at work act 2015 Harassment Act 1997	Don McLeod Kelly Reith

Internal policies						
Name	Adopted	Review cycle	Due for review	About	Relevant legislation	Approved by Council/who
Hauora Mental Health and Wellbeing Strategy	03/08/2023			The strategy refers to two resources: Te Whare Tapa Whā and the Business Leaders Health and Safety Forum document Protecting Mental Wellbeing at Work.		
In progress						
Child Protection Policy						



MIHI - MAI I TŌ KOUTOU MANUHUIA | 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.

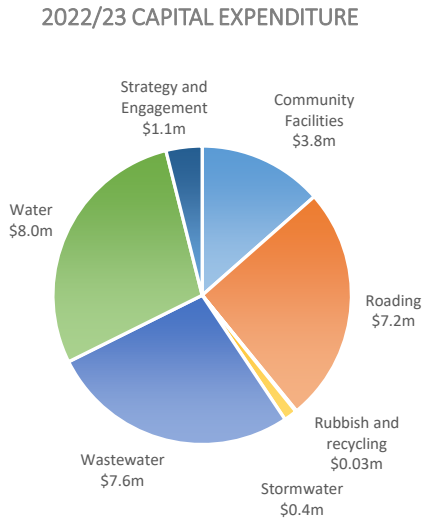
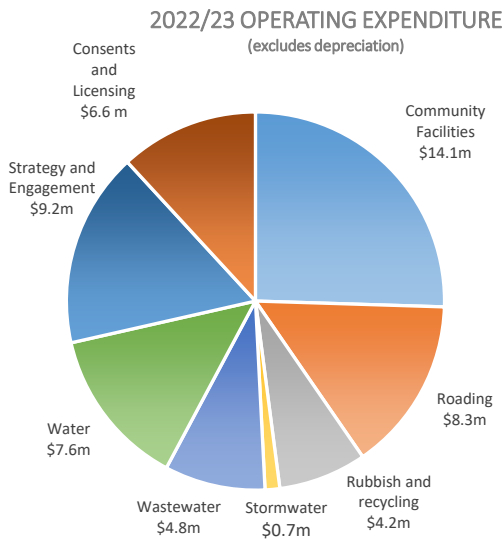
Another memorable highlight was the opening of the new Thomas Park playground in Morrinsville – a collaborative effort from Council, an anonymous donor, local Iwi and our community. It has been wonderful seeing locals from across our district and visitors enjoying these wonderful facilities.

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 a 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 Rooding, 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

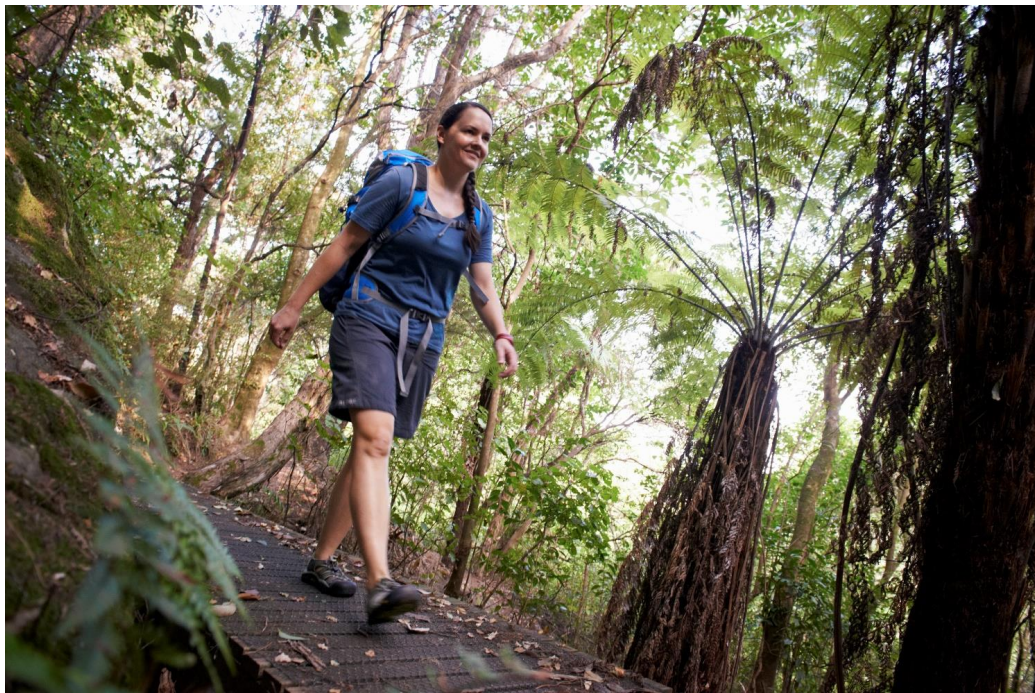
Water services reform programme

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.



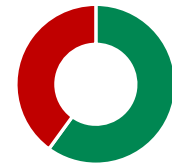
Water service reporting is about how effectively Council has supplied our residents with clean, safe drinking water, and how well we have managed this resource sustainably.

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

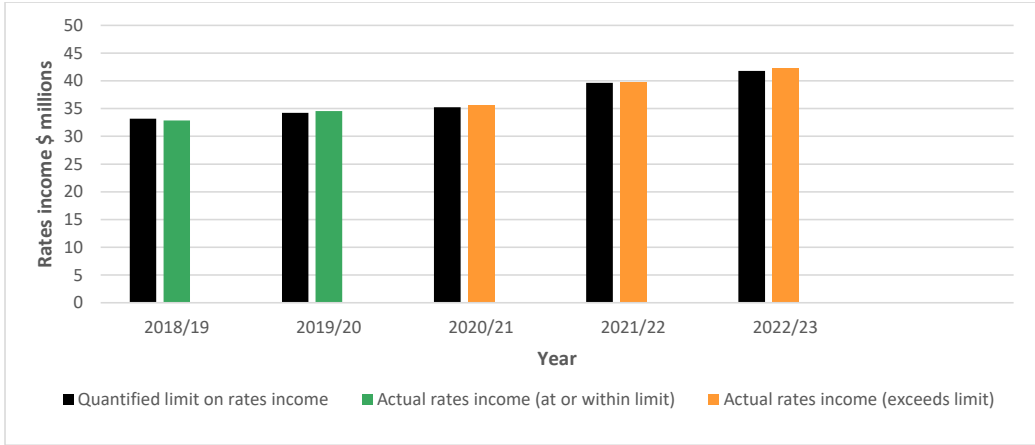
The Council meets the rates affordability benchmark if:

- 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.

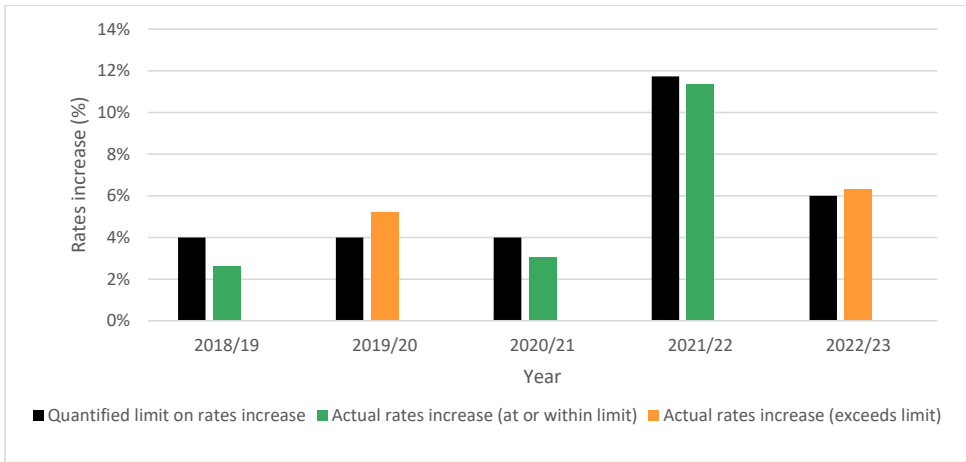
Comment:

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.



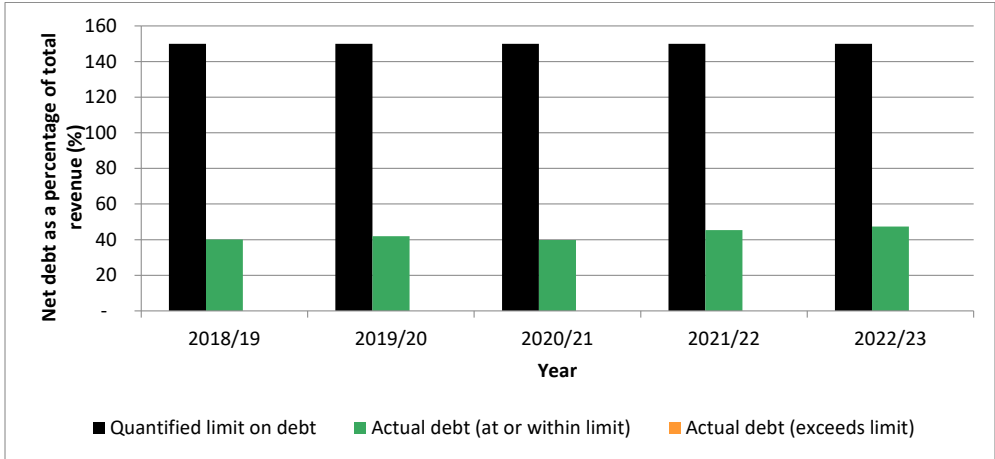
Comment:

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.



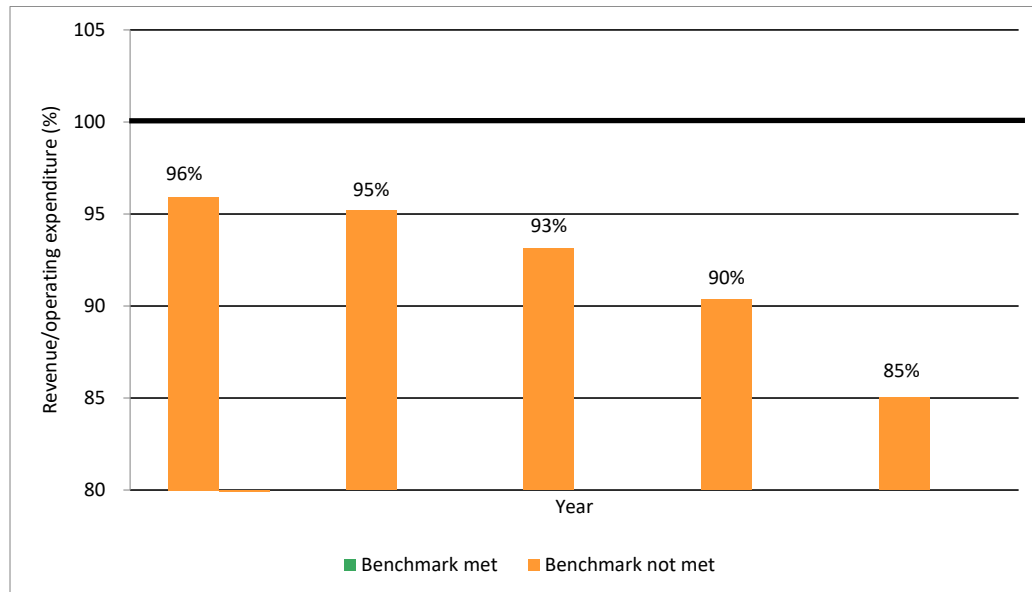
Comment:

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.

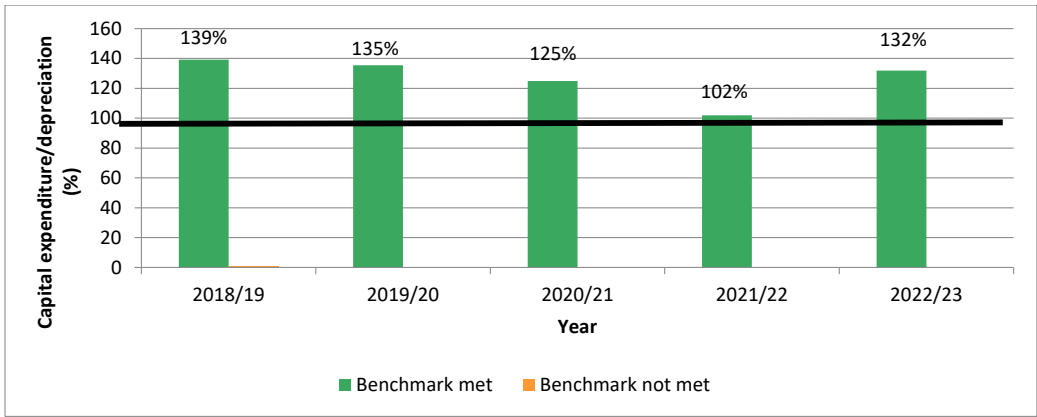


Comment:

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.

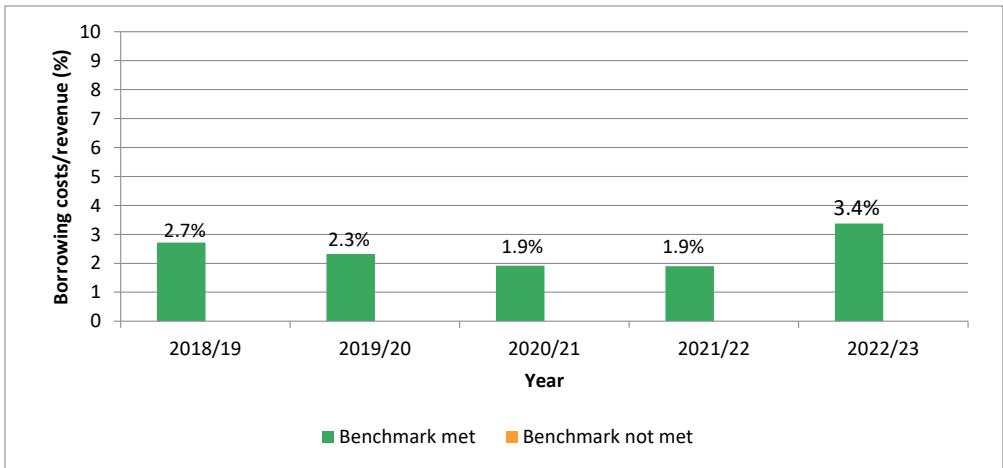


Comment:

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.

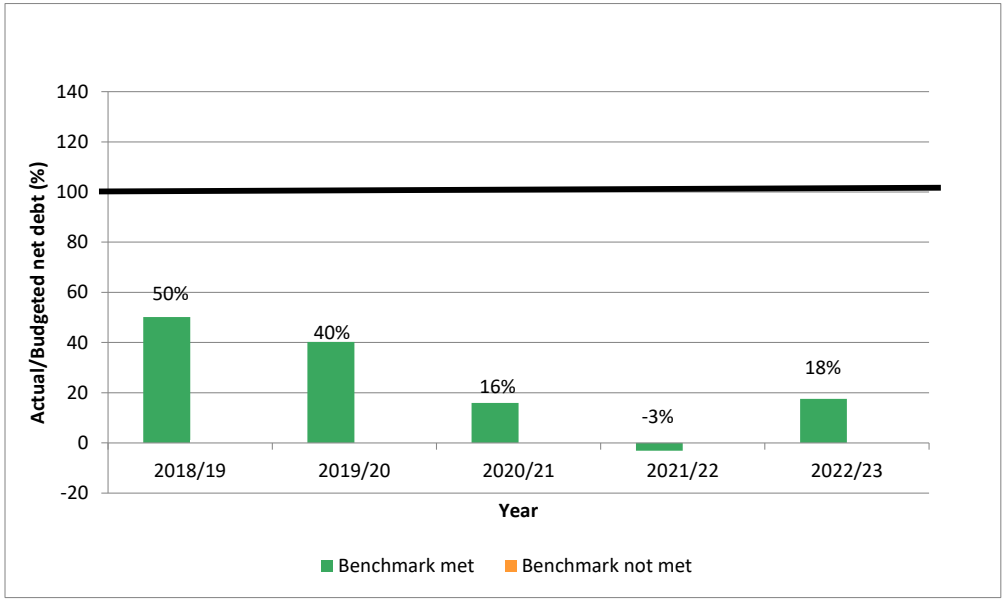


Comment:

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.

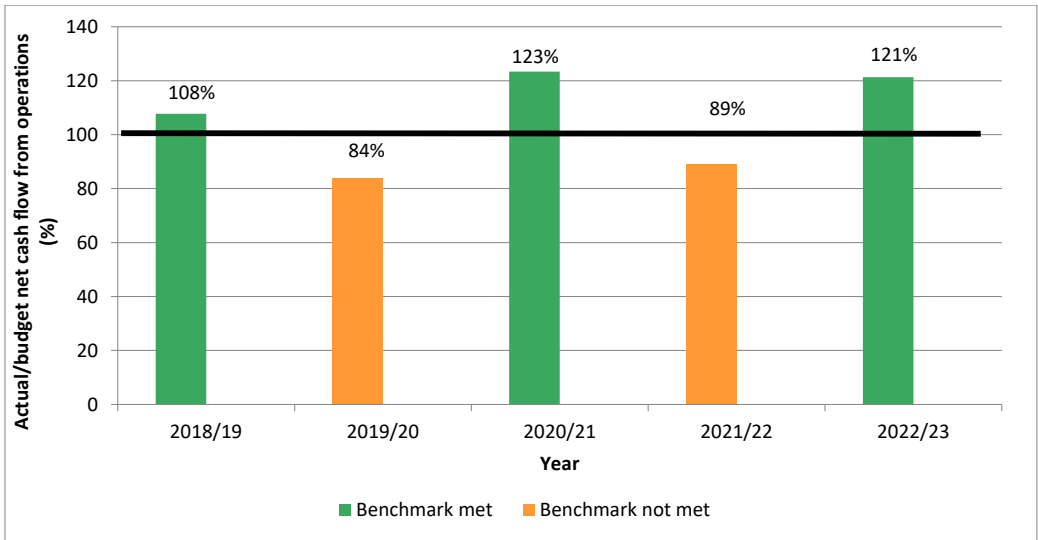


Comment:

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

Item 7.5

Attachment B



Contents

SECTION 1: HE KUPU WHAKATAKI INTRODUCTION.....	4
1.1 HE MIHI - MAI I TŌ KOUTOU MANUHUIA I WELCOME – MESSAGE FROM THE MAYOR.....	5
1.2 TE KAUNIHERA COUNCIL.....	6
1.3 TE TAKE KA MAHI HE PŪRONGO Ā-TAU I WHY WE PRODUCE AN ANNUAL REPORT.....	7
1.4 NGĀ HUA Ā-HAPORI COMMUNITY OUTCOMES	9
1.5 TE WHAI WĀHI A TE IWI KI NGĀ WHAKATAUNGA A TE KAUNIHERA I MĀORI ENGAGEMENT IN DECISION- MAKING... ..	10
1.6 TE RĀPOPOTONGA Ā-PŪTEA I FINANCIAL SUMMARY.....	13
1.7 TE RĀPOPOTANGA INENGA MAHI I PERFORMANCE SUMMARY.....	17
SECTION 2: TE PŪTEA FINANCIALS.....	19
2.1 NGĀ PĀNUI A-PŪTEA FINANCIAL STATEMENTS.....	20
2.2 TE RĀPOPOTONGA Ā-PŪTEA I FINANCIAL STATEMENT NOTES.....	25
2.3 ĒTAHI ATU WHĀKINGA Ā-TURE I OTHER LEGISLATIVE DISCLOSURES	79
2.4 TE PĀNUI WHĀKINGA MŌ TE TAU MUTUNGA O 30 HUNE 2023 I ANNUAL REPORT DISCLOSURE STATEMENT FOR YEAR ENDING 30 JUNE 2023	83
2.5 TE WHAI WĀHI KI NGĀ RŌPŪ O RARO O TE KAUNIHERA ME NGĀ RŌPŪ O TE KAUNIHERA INVOLVEMENT IN COUNCIL CONTROLLED ORGANISATIONS AND COUNCIL ORGANISATIONS	90
SECTION 3: TE PĀNUI O NGĀ WHAKARATONGA INENGA MAHI STATEMENT OF SERVICE PERFORMANCE	98
3.1 TĪRONGA WHĀNUI O NGĀ WHAKARATONGA INENGA MAHI I OVERVIEW OF SERVICE PERFORMANCE	99
3.2 NGĀ WĀHI MĀNA ME NGĀ RAWA Ā-HAPORI (HUI KATO) I COMMUNITY FACILITIES AND PROPERTY ACTIVITY GROUP	106
3.21 NGĀ TŪNGA MOTUKĀ ME NGĀ RAWA O TE TIRITI I CARPARKS AND STREET FURNITURE	110
3.22 NGĀ URUPĀ I CEMETERIES	112
3.23 TE WHAKAHAERE I TE WHARE ME NGĀ RAWA I HOUSING AND PROPERTY.....	113

3.24	NGĀ WHAREPUKAPUKA LIBRARIES	116
3.25	NGĀ PĀKA ME NGĀ ARA PARKS AND TRACKS	119
3.26	NGĀ PUNA ME NGĀ PUNA WAIARIKI POOLS AND SPAS.....	123
3.27	NGĀ WHAREITI TŪMATANUI PUBLIC TOILETS	127
3.28	NGĀ WĀHI A-RĒHIA, Ā-TUKU IHO RECREATION AND HERITAGE.....	128
3.3	TE RAUTAKI ME TE WHAKAWHITIWHITITI KŌRERO STRATEGY AND ENGAGEMENT GROUP	133
3.31	TE ĀRAI MATE WHAWHATI TATA CIVIL DEFENCE	136
3.32	TE ĀRAHITANGA Ā-HAPORI.....	138
3.33	NGĀ PĀPĀHONGA ME NGĀ TAKAHANGA O TE WĀ COMMUNICATIONS AND EVENTS.....	142
3.34	NGĀ RAUTAKINGA ME NGĀ MAHERE STRATEGIES AND PLANS.....	145
3.4	NGĀ RORI ROADING ACTIVITY GROUP	151
3.5	TE PARA ME TE WHAKAHŌU RUBBISH AND RECYCLING ACTIVITY GROUP	161
3.6	TE WAIPARA WASTEWATER ACTIVITY GROUP	177
3.7	TE WAI WATER ACTIVITY GROUP	186
3.8	NGĀ WHAKAAETANGA ME NGĀ RAIHANA CONSENTS AND LICENSING ACTIVITY GROUP	200
3.81	TE WHAKAHAERE KARAREHE ANIMAL CONTROL.....	203
3.82	NGĀ WHAKAAETANGA Ā-WHARE ME TE MĀTAI BUILDING CONSENTS AND MONITORING	208
3.83	TE RAIHANATANGA ME TE ŪRUHITANGA LICENSING AND ENFORCEMENT	210
3.84	NGĀ WHAKAAETANGA Ā-RAWA ME TE MĀTAI RESOURCE CONSENTS AND MONITORING	213
	SECTION 4: TE PANUI O TE TAUTUKUNGĀ STATEMENT OF COMPLIANCE	217
4.1	TE PANUI O TE TAUTUKUNGA STATEMENT OF COMPLIANCE AND RESPONSIBILITY	218
	SECTION 5: TE AROTAKENGA AUDIT OPINION	219
5.1	TE PŪRONGO Ā TE KAIŌTITA MOTUHAKE INDEPENDENT AUDITOR'S REPORT	220

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1.1 HE MIHI - MAI I TŌ KOUTOU MANUHUIA 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.

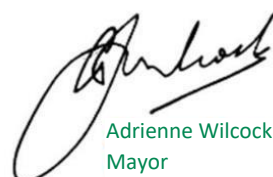
A highlight for myself and my fellow elected members has been the significant strides we have taken in our ongoing projects. Morrinsville's additional water supply is right on track. This will allow us to treat and supply additional water to support the growing community and make the town's water supply 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

1.2 TE KAUNIHERA | COUNCIL

Councillors and Mayor				
				
ADRIENNE WILCOCK Koromatua I Mayor	CALEB J ANSELL Matamata Ward	KEVIN TAPPIN Matamata Ward	JAMES SAINSBURY Matamata Ward	SUE WHITING Matamata Ward
				
BRUCE DEWHURST Morrinsville Ward	SHARON DEAN Morrinsville Ward	DAYNE HORNE Morrinsville Ward	JAMES THOMAS Koromatua Tautoko I Deputy Mayor Morrinsville Ward	
				
SARAH-JANE BOURNE Te Aroha Ward	PETER JAGER Te Aroha Ward	RUSSELL SMITH Te Aroha Ward	GARY THOMPSON Te Toa Horopū ā Matamata Piako	

Council Committees	Chairperson
Te Manawhenua Forum Mo Matamata Piako	Te Ao Marama Maaka
Risk and Assurance Committee	Jaydene Kana
District Licensing Committee	Sue Whiting
Waharoa (Matamata) Aerodrome Committee	Mokoro Gillett, Mayor Adrienne Wilcock
Hearing Commission	No chairperson
Chief Executive Officer Performance Committee	No chairperson

1.3 TE TAKE KA MAHI HE PŪRONGO Ā-TAU WHY WE PRODUCE AN ANNUAL REPORT

The 2022/23 Annual Report is how we tell the community about how well we did on delivering on the 2021-2031 Long Term Plan and our relevant Annual Plan (in this case, for 2022/23).

The Annual Report lets our community know each year:

How well Council delivered the level of services we said we would to the community (as set out in the Long Term Plan performance measures)

How well Council delivered on the capital projects we said we would do

How well Council adhered to the operating budget we set.

The Local Government Act 2002 (LGA) require us as to produce an Annual Report so we can publicly disclose our operating and financial activities over the past year.

Sharing this information is also our chance to celebrate the successes of the year and highlight the amazing work that has been undertaken by our teams.

What does the 2022/23 Annual Report's financial statements tell us?

Each year, Council's Annual Report contains a set of audited financial statements for the relevant year. The financial statements include four primary statements:

The Statement of Comprehensive Revenue and Expense

This summarises the Council's financial performance for the year, listing all income and expenses. It also records other comprehensive income, such as changes in the fair values of the Council's infrastructure and property, plant and equipment.

The Statement of Changes in Equity

It details the overall change for the year in relation to the Council's net worth.

The Statement of Financial Position

This is a '30 June' snapshot of the Council's financial position at the end of the relevant financial year, which indicates its assets, liabilities and net worth at that point.

The Statement of Cashflows

This statement indicates where the Council's cash came from and where it was spent in the relevant financial year.

These four statements also display Council's budget. This is the previous budget adopted by Council at the end of the year before the current one which is being reviewed. This allows comparison between what was projected for the year under review against what actually occurred.

The Financial Notes

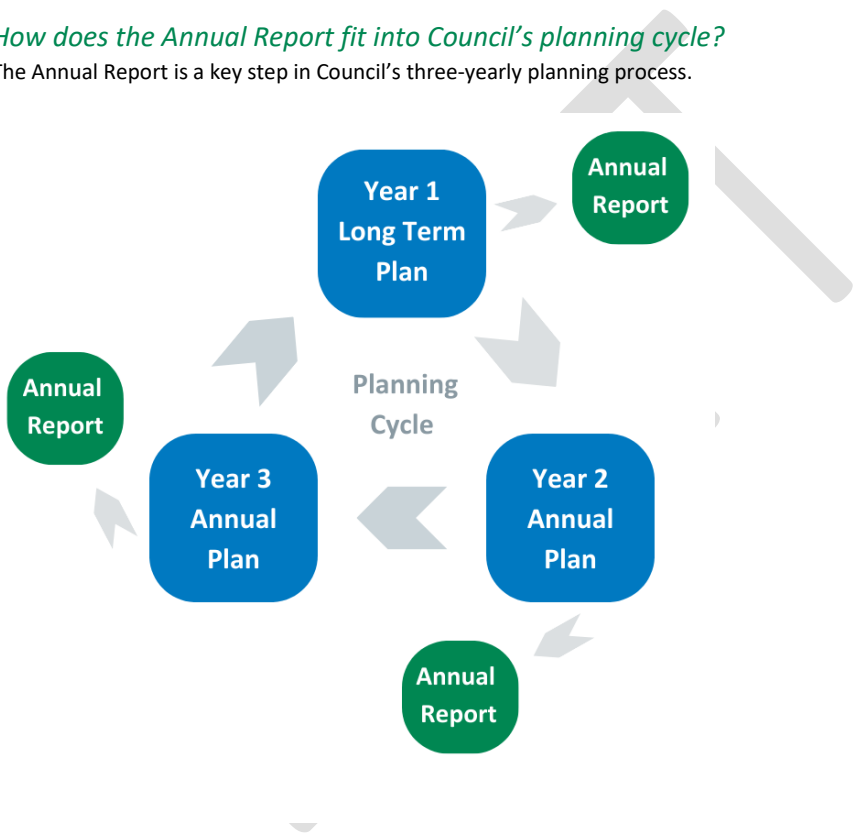
The ‘notes’ to the financial statements give greater detail and more information on the four primary financial statements. The content of the four financial statements and their notes are prepared using Public Benefit Entity accounting standards.

Who checks the Annual Report?

The Council’s external auditor, Audit New Zealand, is required to audit the Annual Report. The Annual Report is then adopted by Council on the recommendation of Council staff and the Risk and Assurance Committee. This ensures that both the management and governance functions across Council share the responsibility for the report’s accuracy and accountability.

How does the Annual Report fit into Council’s planning cycle?

The Annual Report is a key step in Council’s three-yearly planning process.



1.4 NGĀ HUA Ā-HAPORI | COMMUNITY OUTCOMES

Our community outcomes describe what we aim to achieve for our community and what you can expect us to work towards.

These outcomes have helped shape the development of the 2021-2031 Long Term Plan. All the activities we carry out contribute to the overall achievement of our community outcomes. If we achieve all the expectations we have set for our service delivery, we will be making progress on achieving all of the outcomes.

Our Vision and Community Outcomes

In 2017, we reviewed our community outcomes, which form the basis of Council's vision for our community. These were confirmed for the Long Term Plan 2021-2031.

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

1.5 TE WHAI WĀHI A TE IWI KI NGĀ WHAKATAUNGA A TE KAUNIHERA

MĀORI ENGAGEMENT IN DECISION MAKING

Under the Local Government Act 2002, we need to establish and maintain processes to provide opportunities for Māori to contribute to our decision making processes. Part of Council's vision is to support the vibrant cultural values of our district. A 'vibrant community' will mean different things to different people – but is generally about positivity and the presence of something alive and wonderful.

Our cultural values are generally common standards of what is acceptable or unacceptable, important or unimportant, right or wrong, workable or unworkable – and these standards help shape a vibrant community. We have identified that we will cultivate these values through promoting and protecting our arts, culture, historic and natural resources, encouraging strong relationships with Iwi and other cultures and ensuring Tangata Whenua with Manawhenua status (those with authority over the land) have meaningful involvement in decision making.

Te Manawhenua Forum Mo Matamata-Piako

Te Manawhenua Forum Mo Matamata-Piako (the Forum) is a committee of Council that has been developed under a Heads of Agreement with the Forum. The purpose of the Forum is to facilitate Manawhenua contribution to our decision making. Several Iwi have rohe (ancestral lands) or interests in our district, including Ngāti Hauā, Ngāti Rāhiri Tumutumu, Raukawa, Ngāti Maru, Ngāti Whanaunga, Ngāti Paoa, Ngāti Tamaterā and Ngāti Hinerangi.

Resource Management Act 1991 (RMA)

We are currently undertaking a rolling review of the District Plan in which we provide updates and seek feedback from Te Manawhenua Forum as well as RMA mandated representatives from each of the Iwi within our rohe. Moving forward, changes to the RMA provide for the development of Mana Whakahono ā Rohe (Iwi participation arrangements). The purpose of a Mana Whakahono ā Rohe is to provide a mechanism for Councils and Iwi to come to agreement on ways Tangata Whenua may participate in RMA decision making, and to assist Councils with their statutory obligations to Tangata Whenua under the RMA. We expect these agreements to be developed in the near future. In regards to resource consents, a list of all the resource consents that are lodged are sent weekly to a number of Iwi representatives

Treaty of Waitangi Settlements

Treaty of Waitangi claims and settlements have been a significant feature of New Zealand race relations and politics since 1975. Over the last 30 years, New Zealand Governments have provided formal, legal and political opportunities for Māori to seek redress for breaches by the Crown of the guarantees set out in the Treaty of Waitangi.

Iwi in and around the Matamata-Piako District are currently negotiating with the Crown and are at various stages of settling Treaty of Waitangi claims. While these agreements are between the Crown and Iwi, we will be affected by the outcome of these settlements, particularly where Iwi are seeking co-governance of natural resources.

Hauraki Treaty of Waitangi Settlements

In 2009, the 12 Iwi of Hauraki formed the Pare Hauraki Collective for the purpose of negotiating a Treaty settlement. The 12 Iwi are Hako, Ngāi Tai ki Tāmaki, Ngāti Hei, Ngāti Maru, Ngāti Paoa, Ngāti Porou ki Hauraki, Ngāti Pūkengā, Ngāti Rāhiri Tumutumu, Ngāti Tamaterā, Ngāti Tara Tokanui, Ngāti Whanaungā and Te Patukirikiri. The areas of interest of the Iwi of Hauraki extend from the Mahurangi coast in the north to the Western Bay of Plenty and include the islands of the Hauraki Gulf/Tikapa Moana. On 1 October 2010, the Crown and the Pare Hauraki Collective signed a Framework Agreement which outlined the process for ongoing negotiations towards settlement of shared claims and included the potential elements of a collective settlement.

On 22 July 2011, the Iwi of Hauraki all signed Iwi-specific Agreement in Principle Equivalents which expanded upon the framework agreement and included Iwi specific offers to negotiate further redress. On 22 December 2016, the Crown and the Pare Hauraki Collective initialled the Pare Hauraki Collective Redress Deed (the Deed). The Deed has been ratified by the members of the Iwi of Hauraki. The Deed includes both cultural redress and commercial redress. It does not include financial redress, which each of the 12 Iwi of Hauraki will receive through their Iwi-specific settlements. The full and final settlement of historical Treaty of Waitangi claims of the Iwi of Hauraki will be made through Iwi-specific settlements

Ngāti Hinerangi Treaty of Waitangi Settlements

Ngāti Hinerangi are an Iwi based in Matamata with an area of interest extending from the eastern Waikato to Taurangā including part of the Kaimai Range. In 2014, the Crown recognised the mandate of the Ngāti Hinerangi Trust to represent Ngāti Hinerangi in negotiating a comprehensive historical treaty settlement. The Crown signed Terms of Negotiation with the Ngāti Hinerangi Trust in February 2014.

In December 2015, the Crown and Ngāti Hinerangi signed an agreement in principle which formed the basis for this settlement. On 14 December 2018, Ngāti Hinerangi and the Crown initialled a Deed of Settlement. On 4 May 2019, Ngāti Hinerangi and the Crown signed a Deed of Settlement. On 21 July 2020 the Ngāti Hinerangi Claims Settlement Bill had its second reading and on 12 April 2021 the Ngāti Hinerangi Claims Settlement Act was passed into law.

Raukawa Treaty of Waitangi Settlements

The Crown has settled the claims of the Raukawa Iwi with legislation to give effect to the Deed of Settlement signed on 2 June 2012 in which the Crown and Raukawa agreed to the final settlement of the historical claims of Raukawa.

The Raukawa Claims Settlement Act 2014 passed into law in March 2014. There were no specific arrangements between Council and Raukawa, such as those in the Ngāti Hauā Claims Settlement Act 2014. As with other settlement processes, Raukawa may now be in a position to consider developing documents such as Iwi Management Plans for the areas of their rohe (ancestral lands) that fall within the Matamata-Piako District. Raukawa have also released Te Rautaki Taiao a Raukawa (Raukawa Environmental Management Plan) 2015. Council has been required to include statutory acknowledgements of the Crown in its District Plan.

The purpose of the statutory acknowledgement is to:

Require relevant consent authorities including Council, the Environment Court and Heritage New Zealand Pouhere Taongā to have regard to the statutory acknowledgement

Require relevant consent authorities to record the statutory acknowledgement on statutory plans that relate to the statutory areas. Also for a period of 20 years from the effective date

To provide the trustees with summaries of resource consent applications or copies of notices of applications for activities within, adjacent to or directly affecting the areas listed below

Enable the trustees and any member of Raukawa to cite the statutory acknowledgment as evidence of the association of Raukawa with a statutory area

The statutory acknowledgements for Raukawa in the Matamata-Piako District cover:

- Part of the Kaimai-Mamaku Conservation Park
- The Okauia and Taihoa geothermal fields
- Parts of the Waihou River and its tributaries
- Part of Lake Karapiro

More information on the statutory acknowledgements for Raukawa can be found in the Raukawa Claims Settlement Act 2014 (legislation.govt.nz) and Appendix 10 of the Matamata-Piako Operative District Plan (mpdc.govt.nz)

Ngāti Hauā Treaty of Waitangi Settlements

Council was engaged in the Ngāti Hauā Treaty of Waitangi settlement negotiations. The Ngāti Hauā Claims Settlement Act 2014 was passed into law in December 2014. The Act gives effect to the Deed of Settlement signed on 18 July 2013 in which the Crown and Ngāti Hauā agreed to the final settlement of the non-raupata historical Treaty of Waitangi claims. The settlement package includes recognition of breaches of the Treaty of Waitangi, cultural and spiritual redress in the return of significant sites and financial redress. One site of significance to Ngāti Hauā is the Waharoa (Matamata) Aerodrome.

As part of settlement, the Council, the Crown and Ngāti Hauā agreed that a co-governance committee called the Waharoa (Matamata) Aerodrome Committee comprising of Ngāti Hauā and Council representatives (the Committee) would be established for the Waharoa Aerodrome. The Committee was created in 2015 by legislation under the Ngāti Hauā Claims Settlement Act 2014.

The Committee includes the Mayor, Deputy Mayor, one Council appointed member and three members appointed by the Ngāti Hauā Iwi Trust Board.

The functions of the Committee, as set out in the Ngāti Hauā Claims Settlement Act 2014 are to:

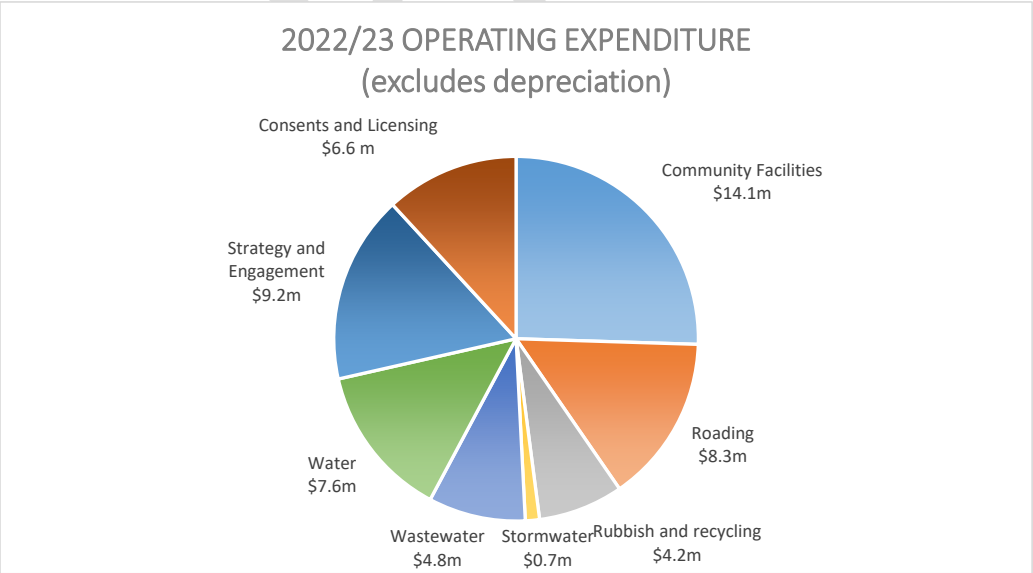
- Make recommendations to Council in relation to any aspect of the administration of Waharoa Aerodrome land
- Make final decisions on access and parking arrangements for the Raungāiti Marae land that affects the Waharoa Aerodrome
- Perform the functions of the administering body under section 41 of the Reserves Act 1977 in relation to any review of the reserve management plan that has been authorised by Council
- Perform any other function delegated to the committee by Council.

Te Toa Horopū ā Matamata Piako I Māori Ward

In February 2021, Local Government Minister, Hon. Nanaia Mahuta announced a law change to increase Māori representation to ensure Māori have a voice in local decision making. The requirement to carry out a binding public poll if demanded was removed. A Māori ward councillor was elected for the first time in Matamata-Piako in the October 2022 election.

1.6 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 a 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 2023			
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

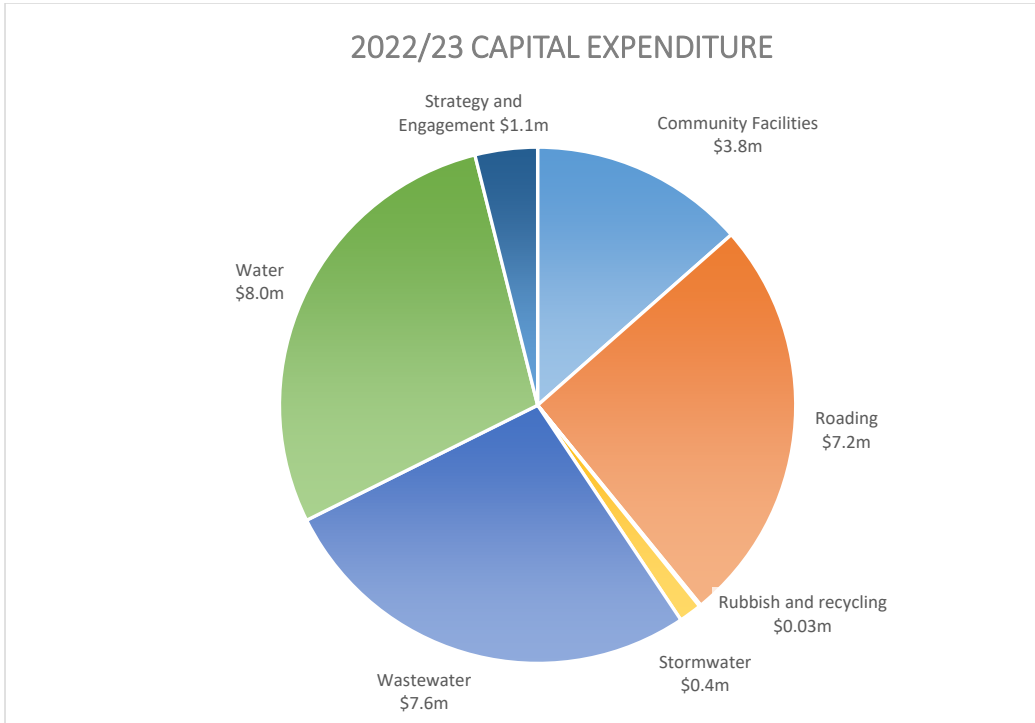
Statement of financial position

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. Firstly, inflationary pressures and market conditions have pushed up the replacement cost and valuation of Council's roading, 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.



Tō rohe | Your District

Area 175,477 hectares	2020/21	2021/22	2022/23
Number of electors (enrolled)*	25,088	23,767	24,407
Number of rating units**	15,396	15,699	15,995
Value of improvements**	\$5,698,777,200	\$5,887,261,200	\$7,325,667,796
Net land value**	\$10,164,322,400	\$10,257,434,400	\$12,344,004,651
Total capital value**	\$15,863,099,600	\$16,114,695,600	\$19,669,672,450
Total rates***	\$34,963,000	\$39,035,000	\$41,210,000
Average total rates per rating unit	\$2,271	\$2,486	\$2,576

*Electoral enrolment centre.

** At the end of the preceding financial year.

*** Excludes metered water rates, targeted rates from industries, lump-sum contributions and penalties.

1.7 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

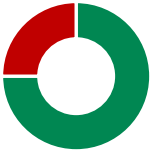
Community Facilities and Property service reporting

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.



SECTION 2 TE PŪTEA | FINANCIALS

2.1 NGĀ PĀNUI A-PŪTEA | FINANCIAL STATEMENTS

Statement of Comprehensive Revenue and Expense

For year ended 30 June 2023

Actual 2021/22 \$000		Notes	Annual Plan 2022/23 \$000	Actual 2022/23 \$000
	Revenue			
42,045	Rates	2	44,709	45,152
8,944	Subsidies and grants	2	6,355	7,553
9,571	Fees and charges	2	10,592	11,044
3,638	Development and financial contributions		1,758	8,271
153	Interest revenue	2	162	723
9,798	Other revenue	2	494	15,446
74,149	Total revenue		64,070	88,189
	Expenses			
19,507	Personnel costs	3	22,099	21,808
19,117	Depreciation and amortisation	14	16,523	21,670
1,168	Finance costs	4	1,372	2,183
28,213	Other expenses	5	23,274	30,596
68,005	Total expenses		63,268	76,257
6,144	Surplus/(deficit)		802	11,932
	Other comprehensive revenue and expense			
9,843	Financial assets at fair value through other comprehensive revenue and expense	20	-	3,656
89,860	Property, plant and equipment revaluations	20	23,869	59,796
99,703	Total other comprehensive revenue and expense		23,869	63,452
105,847	Total comprehensive revenue and expense		24,671	75,384

Explanations of major variances against budget are provided in Note 24. The accompanying notes form part of these financial statements.

Statement of Changes in Equity

For year ended 30 June 2023

Actual 2021/22 \$000		Notes	Annual Plan 2022/23 \$000	Actual 2022/23 \$000
770,219	Balance at 1 July		719,134	876,066
-	Adjustment on adoption of PBE IPSAS 41	26	-	272
770,219	Adjusted balance at 1 July		719,134	876,338
105,847	Total comprehensive revenue and expense for the year		24,671	75,384
876,066	Balance at 30 June		743,805	951,722

Explanations of major variances against budget are provided in Note 24. The accompanying notes form part of these financial statements.



Statement of Financial Position

As at 30 June 2023

Actual 2021/22 \$000		Notes	Annual Plan 2022/23 \$000	Actual 2022/23 \$000
	Assets			
	Current assets			
10,138	Cash and cash equivalents	6	1,352	4,432
4,000	Receivables	7	1,706	6,400
1,888	Prepayments		300	717
879	Inventory	8	791	868
-	Non-current assets held for sale	9	-	1,400
18	Derivative financial instruments	10	-	-
	Other financial assets			
5,400	-Term Deposits	11	5,400	8,900
64	-Investments in CCOs and other similar entities	11	-	32
34	-Investments in other entities	11	35	-
22,421	Total current assets		9,584	22,749
	Non-current assets			
815	Derivative financial instruments	10	-	1,589
	Other financial assets			
33,632	-Investments in CCOs and other similar entities	11	23,687	37,542
122	-Investments in other entities	11	-	111
870,177	Property, plant and equipment	12	781,659	951,242
674	Intangible assets	13	479	511
905,420	Total non-current assets		805,825	990,995
927,841	Total assets		815,409	1,013,744
	Liabilities			
	Current liabilities			
10,359	Payables and deferred revenue	15	7,308	13,470
2	Derivative financial instruments	10	-	-
4,000	Borrowings	16	7,000	7,000
2,405	Employee entitlements	17	2,209	2,613
216	Provisions	18	120	191
16,982	Total current liabilities		16,637	23,274
	Non-current liabilities			
9	Derivative financial instruments	10	2,000	-
34,000	Borrowings	16	52,239	38,000
342	Employee entitlements	17	377	362
442	Provisions	18	351	386
34,793	Total non-current liabilities		54,967	38,748
51,775	Total liabilities		71,604	62,022
876,066	Net assets (assets minus liabilities)		743,805	951,722
	Equity			
439,243	Accumulated funds	20	440,060	473,709
436,823	Other reserves	20	303,745	478,013
876,066	Total equity		743,805	951,722

Explanations of major variances against budget are provided in Note 24. The accompanying notes form part of these financial statements.

Statement of Cash Flows

For year ended 30 June 2023

Actual 2021/21		Notes	Annual Plan 2022/23	Actual 2022/23
\$000			\$000	\$000
	Cash flows from operating activities			
42,342	Receipts from rates revenue		44,516	44,986
8,991	Subsidies and grants received		6,540	7,154
8,855	Fees and charges received		10,385	10,189
3,472	Development and financial contributions received		1,759	8,271
45	Interest received		162	641
830	Receipts from other revenue		288	256
(27,954)	Payments to suppliers		(23,293)	(26,458)
(19,346)	Payments to employees		(21,830)	(21,681)
(1,213)	Interest paid		(1,354)	(2,228)
(240)	GST (net)		-	(304)
15,782	Net cash flows from operating activities		17,173	20,826
	Cash flows from investing activities			
520	Proceeds from the sale of property, plant and equipment		-	-
-	Proceeds from sale/maturity of investments		-	32
332	Proceeds from sale of own your own properties		-	-
(20,676)	Purchase of property, plant and equipment		(39,531)	(28,330)
(218)	Purchase of intangible assets		(139)	(90)
(288)	Purchase of investments		-	(5,144)
(20,330)	Net cash flows from investing activities		(39,670)	(33,532)
	Cash flows from financing activities			
11,500	Proceeds from borrowings		27,227	11,000
-	Repayment of borrowings		(4,000)	(4,000)
11,500	Net cash flows from financing activities		23,227	7,000
6,952	Net (decrease)/increase in cash and cash equivalents		730	(5,706)
3,186	Cash and cash equivalents at the beginning of the year		622	10,138
10,138	Cash and cash equivalents at the end of the year	6	1,352	4,432

Explanations of major variances against budget are provided in Note 24. The accompanying notes form part of these financial statements.

Statement of Cash Flows

For year ended 30 June 2023

Reconciliation of surplus/(deficit) to net cash flow from operating activities

Actual 2021/22 \$000		Actual 2022/23 \$000
6,144	Surplus/(deficit)	11,932
	Add/(less) non-cash items	
19,117	Depreciation and amortisation expense	21,670
(6,038)	Vested and found assets revenue	(14,317)
(3,012)	(Gains)/losses on derivative financial instruments	(767)
136	Assets under construction reclassified as operating expenditure	135
(180)	Other non-cash operating items	312
10,023	Total non-cash items	7,033
	Add/(less) items classified as investing or financing activities	
119	(Gains)/losses on disposal of property, plant and equipment	(28)
119	Total items classified as investing or financing activities	(28)
	Add/(less) movements in working capital items	
(280)	(Increase)/decrease in receivables	(2,400)
(1,420)	(Increase)/decrease in prepayments	1,171
(88)	(Increase)/decrease in inventory	11
(288)	(Increase)/decrease in borrower notes	(211)
332	(Increase)/decrease in non-current assets held for sale	-
1,163	Increase/(decrease) in payables	3,171
161	Increase/(decrease) in employee entitlements	228
(84)	Increase/(decrease) in provisions	(81)
(504)	Net movement in working capital items	1,889
15,782	Net cash inflow/(outflow) from operating activities	20,826

2.2 TE RĀPOPOTONGA Ā-PŪTEA FINANCIAL STATEMENT NOTES

1. *Ngā whakamārama o ngā kaupapahere ā-pūtea | Statement of Accounting Policies*

Reporting Entity

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 of the Council are for the year ended 30 June 2023. The financial statements were authorised for issue by Council on 25 October 2023.

Basis of Preparation

The financial statements have been prepared on the going concern basis and the accounting policies have been applied consistently throughout the year.

Statement of Compliance

The financial statements of the Council have been prepared in accordance with the requirements of the LGA, and the Local Government (Financial Reporting and Prudence) Regulations 2014 (LG(FRP)R), which include the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP). The financial statements have been prepared in accordance with and comply with PBE Standards.

Presentation currency and rounding

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000), other than the remuneration and the severance payment disclosures in Note 3, and the related party transaction disclosures in Note 21. The remuneration, severance payment, and related party transaction disclosures are rounded to the nearest dollar.

Standards issued and not yet effective that have been early adopted

There has been no early adoption of standards and amendments issued but not yet effective.

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.

Standards issued and not yet effective, and not early adopted

There are no standards or amendments, issued but not yet effective that have not been early adopted of relevance to Council.

Summary of significant accounting policies

Significant accounting policies are included in the notes to which they relate. Significant accounting policies that do not relate to a specific note are outlined below.

Goods and services tax (GST)

Items in the financial statements are stated exclusive of GST, except for receivables and payables which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense. The net amount of GST recoverable from or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to or received from the IRD, including GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows. Commitments and contingencies are disclosed exclusive of GST.

Foreign currency transactions

Foreign currency transactions (including those subject to forward foreign exchange contracts) are translated into NZ\$ (the functional currency) using the spot exchange rate at the dates of the transactions.

Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the surplus or deficit.

Budget figures

The budget figures are those approved by the Council for 2022/23 in its Annual Plan for the year ended 30 June 2023. The budget figures have been prepared in accordance with NZ GAAP, using accounting policies that are consistent with those adopted by the Council in preparing these financial statements.

Cost allocation

Direct costs are those costs directly attributable to a significant activity. Indirect costs are those costs, which cannot be identified in an economically feasible manner, with a specific significant activity. Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities using appropriate cost drivers such as actual usage, staff numbers and floor area. The allocation of indirect costs to the activities of Council has also been benchmarked against neighbouring local authorities for moderation.

Critical accounting estimates and assumptions

In preparing these financial statements, estimates and assumptions have been made concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

- Estimating the fair value of land, buildings, and infrastructural assets – see Note 12.
- Estimating the fair value of the equity investment in Waikato Regional Airport Limited – see Note 11.

Critical judgements in applying accounting policies

Management has exercised the following critical judgments in applying accounting policies:

- Classification of property – see Note 12.
- Fair value of investment in Waikato Regional Airport Limited – see Note 11.

2. Revenue

Accounting policy

Revenue is measured at fair value.

The specific accounting policies for significant revenue items are explained below:

Rates revenue

The following policies for rates have been applied:

- General rates, targeted rates (excluding water-by-meter), and uniform annual general charges are recognised at the start of the financial year to which the rates resolution relates. They are recognised at the amounts due. The Council considers the effect of payment of rates by instalments is not sufficient to require discounting of rates receivables and subsequent recognition of interest revenue.

- Rates arising from late payment penalties are recognised as revenue when rates become overdue.
- Revenue from water-by-meter rates is recognised as it is invoiced.
- Rates remissions are recognised as a reduction of rates revenue when the Council has received an application that satisfies its rates remission policy.

Waka Kotahi NZ Transport Agency roading subsidies

The Council receives funding assistance from Waka Kotahi NZ Transport Agency, which subsidises part of the costs of maintenance and capital expenditure on the local roading infrastructure. The subsidies are recognised as revenue upon entitlement, as conditions pertaining to eligible expenditure have been fulfilled.

Other grants received

Other grants are recognised as revenue when they become receivable unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

Fees and Charges

Fees and charges are recognised as revenue when the obligation to pay arises or, in the case of license fees, upon renewal of the licence.

Private works

The revenue from private works is recognised as revenue by reference to the stage of completion of the work at balance date.

Building and resource consent revenue

Fees and charges for building and resource consent services are recognised when received or invoiced.

Infringement fees and fines

Infringement fees and fines related to animal control are recognised when the payment of the fee or fine is received.

Lease and rental revenue

Lease and rental revenue arising on property owned by us is accounted for on a straight line basis over the lease term.

Development and financial contributions

Development and financial contributions are recognised as revenue when the Council provides, or is able to provide, the service for which the contribution was charged. Otherwise development and financial contributions are recognised as liabilities until such time as the Council provides, or is able to provide, the service.

Vested or donated physical assets

For assets received for no or nominal consideration, the asset is recognised at its fair value when the Council obtains control of the asset. The fair value of the asset is recognised as revenue, unless there is a use or return condition attached to the asset. The fair value of vested or donated assets is usually determined by reference to the cost of constructing the asset. For assets received from property developments, the fair value is based on construction price information provided by the property developer. An exception to this is land under roads which is valued using the average land values for the urban and rural areas of the whole district as at 1 July 2001. For long-lived assets that must be used for a specific use (for example, land that must be used as a recreation reserve), the Council immediately recognises the fair value of the asset as

revenue. A liability is recognised only if the Council expects that it will need to return or pass the asset to another party.

Found assets

Found asset revenue recognises the value of assets that we own, or where we have full control and management of the asset (and that asset is not recorded as such by any other entity), and these assets have not been previously accounted for. These assets are recognised at their fair value from the time that they are identified.

Donated and bequeathed financial assets

Donated and bequeathed financial assets are recognised as revenue unless there are substantive use or return conditions. A liability is recorded if there are substantive use or return conditions and the liability released to revenue as the conditions are met (for example, as the funds are spent for the nominated purpose).

Interest and dividends

Interest revenue is recognised using the effective interest method. Dividends are recognised when the right to receive the payment has been established.

(i) *Breakdown of rates and further information*

2021/22		2022/23
\$000		\$000
27,344	General rates	28,884
	Targeted rates attributable to activities:	
2,189	- Metered water supply	2,765
3,497	- Other water rates	4,487
7,075	- Wastewater	7,020
1,001	- Stormwater	1,044
1,161	- Refuse	1,133
100	- Halls	103
173	Rates penalties	199
(495)	Rates remissions	(483)
42,045	Total rates	45,152

The Council is required by the Local Government Funding Agency (LGFA) Guarantee and Indemnity Deed to disclose in its financial statements (or notes), our annual rates income. That Deed defines annual rates income as an amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002 together with any revenue received by the Council from other local authorities for services provided by that Council for which those other Local Authorities rate. The annual rates income of the Council for the year ended 30 June 2023 for the purposed of the LGFA Guarantee and Indemnity Deed disclosure is shown above.

(ii) Breakdown of subsidies and grants

2021/22		2022/23
\$000		\$000
	Subsidies and grants for operating purposes	
3,141	Waka Kotahi NZ Transport Agency roading subsidies	3,284
1,928	Three Waters reform funding	338
223	Other government subsidies and grants	467
5,292	Total subsidies and grants for operating expenditure	4,089
	Subsidies and grants for capital expenditure	
2,729	Waka Kotahi NZ Transport Agency roading subsidies	3,146
878	Three Waters reform funding	-
45	Other government subsidies and grants	318
3,652	Total subsidies and grants for capital expenditure	3,464
8,944	Total subsidies and grants	7,553

(iii) Breakdown of fees and charges

2021/22		2022/23
\$000		\$000
160	Property lease revenue	180
1,287	Property rental charges	1,401
938	Trade waste charges	1,056
1,808	Building consent charges	1,530
1,262	Resource consent charges	1,623
172	Liquor and health licensing fees	204
1,369	Rubbish and recycling charges	1,474
1,137	Aquatic facilities revenue	1,558
44	Library charges	46
252	Cemetery fees and charges	265
224	Community facilities charges	325
918	Other user charges	1,382
9,571	Total fees and charges	11,044

(iv) Breakdown of interest revenue

2021/22		2022/23
\$000		\$000
146	Term and on-call deposits	631
7	Listed bonds and borrower notes	92
153	Total interest revenue	723

(v) Breakdown of other revenue

2021/22		2022/23
\$000		\$000
6,038	Vested land and infrastructure from property development	14,317
-	Found assets	-
28	Fines and infringement fees	32
220	Petrol tax	224
500	Bequests and other donations	-
-	Dividend revenue	78
3,012	Unrealised gain on interest rate swaps	767
-	Net gain on disposal of property, plant and equipment	28
9,798	Total other revenue	15,446

Operating leases as a lessor

Council leases its property under operating leases. The majority of these leases have cancellable terms of 36 months. No contingent rents have been recognised during the year (2022:Nil).

3. Personnel costs

Accounting policy

Salaries and wages

Salaries and wages are recognised as an expense as employees provide services.

Defined contribution superannuation scheme

Employer contributions to Kiwisaver, the Government Superannuation Fund, are accounted for as defined contribution superannuation schemes and are expensed in the surplus or deficit as incurred.

Breakdown of personnel costs and further information

2021/22		2022/23
\$000		\$000
18,918	Salaries and wages	21,060
429	Defined contribution plan employer contributions	520
160	Increase/(decrease) in employee entitlements	228
19,507	Total personnel costs	21,808

Chief Executive remuneration

The total remuneration (including any non-financial benefits) paid or payable for the year to the Chief Executive was \$374,997 (2022: \$351,087).

Elected representatives' remuneration

Elected representatives received the following remuneration:

2021/22		2022/23
\$0		\$0
35,988	Mayor Adrienne Wilcock	119,474
34,768	Deputy Mayor James Thomas	42,123
34,768	Councillor James Sainsbury	37,293
40,035	Councillor Kevin Tappin	38,752
34,768	Councillor Bruce Dewhurst	37,293
35,988	Councillor Sue Whiting	38,573
34,768	Councillor Russell Smith	37,293
-	Councillor Caleb J Ansell	27,224
-	Councillor Sarah-Jane Bourne	27,224
-	Councillor Sharon Dean	27,224
-	Councillor Dayne Horne	27,224
-	Councillor Peter Jager	27,224
-	Councillor Gary Thompson	27,224
132,270	Ex-Mayor Ashley Tanner	39,999
39,983	Ex-Deputy Mayor Neil Goodger	11,580
34,768	Ex-Councillor Donna Arnold	11,349
34,768	Ex-Councillor Teena Cornes	10,069
34,768	Ex-Councillor Caitlin Casey	10,069
527,640	Total elected representatives' remuneration	597,211

The amounts shown include the base salary paid to the elected representatives as well as any hearing fees. In respect of the Mayor, it also includes non-financial benefits, being the use of a motor vehicle, and the Fringe Benefit Tax paid to the Inland Revenue Department in respect of that vehicle.

Council employee remuneration by band

2021/22 Number of employees	Total annual remuneration by band for employees (including the Chief Executive) as at 30 June:	2022/23 Number of employees
138	<\$60,000	128
66	\$60,000 - \$79,999	82
44	\$80,000 - \$99,999	48
20	\$100,000 - \$119,999	30
6	\$120,000 - \$139,999	8
6	\$140,000 - \$179,999	8
4	\$180,000 - \$359,999	4
284	Total employees	308

Total remuneration includes non-financial benefits provided to employees.

At balance date, the Council employed 206 (2022:182) full-time employees, with the balance of staff representing 56 (2022:63) full-time equivalent employees. A full-term employee is determined on the basis of a 40-hour working week.

Severance payments

Council did not make any severance payments during the year ended 30 June 2023 (2022: Nil).

4. Finance Costs

Accounting policy

Borrowing costs are recognised as an expense in the financial year in which they are incurred.

Breakdown of finance costs

2021/22		2022/23
\$000		\$000
	Interest expense:	
597	Interest on borrowings	2,242
23	Discount unwind on provisions (note 18)	32
	Interest derivatives (presented net):	
548	Held for trading interest rate swaps	(91)
1,168	Total finance costs	2,183

5. Other expenses

Accounting policy

Grant expenditure

The Council's grants awarded have no substantive conditions attached. Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received. Discretionary grants are those grants where the Council have no obligation to award on receipt of the grant application and are recognised as expenditure when approved by the Council and the approval has been communicated to the applicant.

Operating leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term. Lease incentives received are recognised in the surplus or deficit as a reduction of rental expense over the lease term.

Breakdown of other expenses and further information

2021/22		2022/23
\$000		\$000
	Fees to auditors:	
141	- fees to Audit New Zealand for audit of financial statements	176
6	- fees to Audit New Zealand for the Debenture Trust Deed audit	8
-	- fees to Audit New Zealand for recoveries on 2022 audit of financial statements	78
52	- fees to Audit New Zealand for independent assurance reviews ¹	4
467	Donations and grants	714
725	Insurance premiums	871
23	Movement in allowance for expected credit losses on receivables (note 7)	21
57	Operating lease expense	217
(98)	Review of provisions (note 18)	(83)
119	Net loss on disposal of property, plant and equipment	-
26,721	Other operating expenses	28,590
28,213	Total other expenses	30,596

¹ Audit New Zealand undertook independent assurance reviews of the tender process for the 10 year kerbside collection contract at a cost of \$4,010 for 2022/23 (2021/22: \$47,792), and in 2021/22, a review of Council's Wastewater Treatment Plant consent renewal procurement plans at a cost of \$3,960.

6. Cash and Cash Equivalents

Accounting policy

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

Breakdown of cash and cash equivalents and further information

2021/22		2022/23
\$000		\$000
5,138	Cash at bank and on hand	4,432
5,000	Term deposits with maturities of less than three months at acquisition	-
10,138	Total cash and cash equivalents	4,432

Assets recognised in a non-exchange transaction that are subject to restrictions

The Council hold unspent funds, included in cash at bank and investments of \$1,806,000 (2022: \$966,000) that are subject to restrictions. These unspent funds relate to endowment land sales, reserves development and bequests and trust funds (see note 20), where the spending of funds is separately monitored. The restrictions generally specify how the funds are required to be spent.

7. Receivables

Accounting policy

Short-term receivables are recorded at the amount due, less an allowance for Expected Credit Losses (ECL). The Council applies the simplified ECL model of recognising lifetime ECL for short-term receivables. In measuring ECLs, receivables have been grouped into rates and metered water rates receivables, and other general receivables, and assessed on a collective basis as they possess shared credit risk characteristics. They have then been grouped based on the days past due. A provision matrix is then established based on historical credit loss experience, adjusted for forward looking factors specific to the debtors and the economic environment.

Rates are 'written-off':

- When remitted in accordance with the Council's rates remission policy; and
- In accordance with the write off criteria of sections 90A (where rates cannot be reasonably recovered) and 90B (in relation to Māori freehold land) of the Local Government (Rating) Act 2002 (LG(R)A 2002).

Other general receivables are written off when there is no reasonable expectation of recovery.

Previous accounting policy

In the previous year, short-term receivables were recorded at the amount due, less any provision for uncollectability. The receivable was considered to be uncollectable when there was evidence that the amount due would not be fully collected. The uncollectable amount was the difference between the amount due and the present value of the amount expected to be collected. The provision for uncollectability was calculated based on a review of specific overdue receivables and a collective assessment. The collective assessment was based on an analysis of past collection history and debt write-offs.

Breakdown of receivables and further information

2021/22		2022/23
\$000		\$000
937	Rates receivables	1,138
476	Metered water receivables	693
730	Waka Kotahi NZ Transport Agency subsidy	756
1,483	Other general receivables	2,863
-	GST receivable	306
653	Accrued income	671
4,279	Receivables (gross)	6,427
(279)	Less allowance for credit losses	(27)
4,000	Total receivables	6,400
	Total receivables comprise:	
3,653	Receivables from non-exchange transactions - this includes outstanding amounts for rates, grants, infringements, and fees and charges that are partly subsidised by rates	5,876

2021/22		2022/23
\$000		\$000
346	Receivables from exchange transactions - this includes outstanding amounts for commercial sales and fees and charges that have not been subsidised by rates	524

The Waka Kotahi NZ Transport Agency subsidy receivable at 30 June includes GST of \$7,396. (2022: \$25,703)

Rates and metered water rates receivable

The Council does not provide for ECL on rates receivable, with the exception of Māori land arrears, as it has various powers under the LG(R)A 2002 to recover any outstanding debts. These powers allow the Council to commence legal proceedings to recover any rates that remain unpaid four (4) months after the due date for payment. If payment has not been made within three (3) months of the Court's judgment, then the Council can apply to the Registrar of the High Court to have the judgment enforced by sale or lease of the rating unit. Ratepayers can apply for payment plan options in special circumstances. Where such repayment plans are in place, debts are discounted to their present value of future payments if the impact of discounting is material.

The Chief Executive approved the write-off of rates receivable during the year under the LG(R)A 2002 as follows:

- Section 90A: Nil (2022: Nil)
- Section 90B: Nil (2022: Nil)

Other receivables

The ECL rates for other receivables at 30 June 2023 and 1 July 2022 are based on the payment profile of revenue on credit over the prior two years at the measurement date and the corresponding historical credit losses experienced for that period. The historical loss rates are adjusted for current and forward-looking macroeconomic factors that might affect the expected recoverability of receivables. Given the short period of credit risk exposure, the effects of macroeconomic factors are not considered significant.

The ageing profile of other receivables at year end is detailed below:

Gross 2021/22	Expected credit loss rate	Lifetime ECL 2022		Gross 2022/23	Expected credit loss rate	Lifetime ECL 2022/23
\$000	2021/22	\$000		\$000	2022/23	\$000
933	0.0%	-	Not past due	1,793	0.0%	-
238	0.0%	-	Past due 1 – 60 days	394	0.0%	-
29	0.0%	-	Past due 61 – 90 days	56	0.0%	-
281	2.38%	7	Past due > 90 days	620	4.33%	27
1,482		7	Total	2,863		27

All receivables greater than 30 days in age are considered to be past due.

Movements in the allowance for credit losses are as follows:

2021/22		2022/23
\$000		\$000
256	Balance at 1 July measured under PBE IFRS 9	279
-	ECL adjustment due to adoption of PBE IPSAS 41*	(272)
256	Opening balance for credit losses at 1 July	7
71	Additional provisions made during the year	34
-	Provisions reversed during the year	-
(48)	Other general receivables written off during the year	(13)
279	Balance at 30 June	27

*Remeasurements as a result of the Council's adoption of PBE IPSAS 41 have been recognised directly in accumulated funds – for more details refer to Note 20.

8. Inventory

Accounting policy

Inventory

Inventories are held for distribution or for use in the provision of goods and services. The measurement of inventories depends on whether the inventories are held for commercial or non-commercial (distribution at no charge or for a nominal charge) distribution or use. Inventories are measured as follows:

- Commercial: measured at the lower of cost and net realisable value.
- Non-commercial: measured at cost, adjusted for any loss of service potential.

Cost is allocated using the first-in-first-out (FIFO) method, which assumes the inventories that were purchased first are distributed or used first. Inventories acquired through non-exchange transactions are measured at fair value at the date of acquisition. Any write down from cost to net realisable value or for the loss of service potential is recognised in the surplus or deficit in the year of the write-down.

When land held for development and future resale is transferred from property, plant and equipment to inventory, the fair value of the land at the date of the transfer is its deemed cost. Costs directly attributable to the developed land are capitalised to inventory with the exception of infrastructural asset costs, which are capitalised to property, plant and equipment.

Breakdown of inventory and further information

2021/22		2022/23
\$000		\$000
	Non-commercial inventory:	
329	Inventory held for distribution	318
550	Wastewater treatment plant parts	550
879	Total inventory	868

There was no write-down of inventory during the year (2022: Nil). There have been no reversals of write-downs (2022: Nil). Equipment remaining from the Morrinsville wastewater treatment plant upgrade is classified as inventory as the equipment will be used as spare parts for the plant. No inventory is pledged as security for liabilities, or is subject to retention of title clauses (2022: Nil).

9. Non-current assets held for sale

Accounting policy

Non-current assets are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. They are measured at the lower of their carrying amount and fair value less costs to sell.

Any impairment losses for write-downs are recognised in the surplus or deficit. Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses that have been previously recognised. Non-current assets are not depreciated or amortised while they are classified as held for sale (including those that are part of a disposal group).

Breakdown of non-current assets held for sale and further information

2021/22		2022/23
\$000		\$000
-	Land	1,400
-	Total non-current assets held for sale	1,400

Land previously acquired under the Public Works Act for the purpose of future roading requirements in Matamata has since been declared surplus and offered for sale to the previous owner as required under legislation. The sale is expected to be finalised within 12 months of balance date.

10. Derivative financial instruments

Accounting policy

Council uses derivative financial instruments to manage exposure to interest rate risk arising from financing activities. In accordance with its treasury policy, Council does not hold or issue derivative financial instruments for trading purposes. Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently remeasured to their fair value at each balance date with the resulting gain or loss recognised in the surplus or deficit. Council's derivative financial instruments are not designated as hedging instruments for accounting purposes. Accordingly, derivative financial instruments are reported as financial instruments at fair value through surplus or deficit.

The fair value of the derivative is classified as current if the contract is due for settlement within 12 months of balance date. Otherwise derivatives are classified as non-current.

Breakdown of derivative financial instruments and further information

2021/22		2022/23
\$000		\$000
	Interest rate swaps – held for trading, comprising:	
18	Current assets	-
815	Non-current assets	1,589
833	Total derivative financial instrument assets	1,589
2	Current liabilities	-
9	Non-current liabilities	-
11	Total derivative financial instrument liabilities	-

The notional principal amounts of the outstanding interest rate swap contracts for the Council were \$44 million (2022: \$35 million). At 30 June 2023, the fixed interest rates of the interest rate swaps ranged from 1.84% to 4.30% (2022: 1.84% to 4.30%).

Fair value

The fair values of interest rate swaps have been determined by calculating the expected cash flows under the terms of the swaps and discounting these values to present value. The inputs into the valuation model are from independently sourced market parameters such as interest rate yield curves. Most market parameters are implied from instrument prices.

11. Other financial assets

Accounting policy

PBE Standards classify financial assets into three categories: financial assets mandatorily measured at fair value through surplus or deficit, amortised cost and financial assets at fair value through other comprehensive revenue. The classification depends on the Council's management model for the financial asset and the contractual cash flow characteristics of the financial asset. Management determines the classification of its investments at initial recognition and re-evaluates this designation at every reporting date. Financial assets are initially measured at fair value plus transaction costs unless they are measured at fair value through surplus or deficit, in which case the transaction costs are recognised in the surplus or deficit.

Short term investments

Short term investments are initially measured at the amount invested. Interest is subsequently accrued and added to the investment and loan balance. A loss allowance for expected credit losses is recognised if the estimated loss allowance is not trivial.

Equity investments

Equity investments are irrevocably designated at fair value through other comprehensive revenue and expense at initial recognition. After initial recognition, the shares are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expense. When sold, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is transferred within equity to general funds.

Breakdown of other financial assets and further information

2021/22		2022/23
\$000		\$000
	Current	
	Term deposits	
5,400	Term Deposits with maturities of more than three months at acquisition	8,900
5,400	Total term deposits	8,900
	Investment in CCOs and similar entities	
64	New Zealand Local Government Funding Agency – borrower notes	32
64	Total current investment in CCOs and similar entities	32
	Investments in other entities	
34	Community loans	-
34	Total current investment in other entities	-
	Non-current	
	Investment in CCOs and similar entities	
711	New Zealand Local Government funding agency – borrower notes	954
32,873	Waikato Regional Airport Limited	36,540
28	Waikato Local Authority Shared Services limited	28
20	Hauraki Rail Trail Charitable Trust	20
33,632	Total non-current investment in CCOs and similar entities	37,542
	Investments in other entities	
122	Civic Financial Services Limited	111
122	Total non-current investment in other entities	111

Fair value

Term deposits

The carrying amount of term deposits approximates their fair value.

New Zealand Local Government Funding Agency borrower notes

At year-end Council has \$985,500 in borrowing notes invested with the Local Government Funding Agency at floating rates of interest (2022: \$775,000). These will mature between April 2024 and May 2028.

Waikato Regional Airport Limited

The investment in Waikato Regional Airport Limited (WRAL) is measured at fair value through other comprehensive revenue and expenditure. The fair value for the investment in WRAL has been determined based on Council's proportion of ownership of the WRAL's net assets (15.625%). Net assets is considered to provide an appropriate estimate of the WRAL's fair value, this is because WRAL's fair value derives mainly from the underlying fair value of its assets net of liabilities.

The table below provides a reconciliation from the opening balance to the closing balance:

2021/22		2022/23
\$000		\$000
23,036	Balance at 1 July	32,873
9,837	Investment gain – recognised in other comprehensive revenue and expense	3,667
32,873	Balance at 30 June	36,540

Other unlisted shares

The fair value of unlisted shares is measured at cost because there is no active market for these assets. These investments are held for strategic purposes, and there are no plans to dispose of these investments.

Impairment

No impairment or provisions for other financial assets was required for 2023. At balance date, none of these financial assets are either past due or impaired.

12. Property, Plant and Equipment

Accounting policy

Property, plant and equipment consist of:

Operational assets - These include land, buildings, plant and machinery, furniture and equipment, computer equipment, and library collections.

Restricted assets – Restricted assets are mainly parks, reserves and cycleways owned by the Council that provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions.

Infrastructure assets are the fixed utility systems owned by the Council. Each asset class includes all items that are required for the network to function. For example, wastewater reticulation includes reticulation piping and wastewater pump stations.

Land (operational and restricted) is measured at fair value, and buildings (operational and restricted), and infrastructural assets (except land under roads) are measured at fair value less accumulated depreciation. All other asset classes are measured at cost less accumulated depreciation and impairment losses.

Revaluations

Land and infrastructural assets (except land under roads) are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years.

Buildings (operational and restricted) are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every five years.

Revaluation movements are accounted for on a class-of-asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class-of-asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue and expense but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expense.

Additions

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Work in progress is recognised at cost less impairment and is not depreciated. In most instances, an item of property, plant and equipment is initially recognised at its cost. Where an asset is acquired through a non-exchange transaction, it is recognised at fair value as at the date of acquisition.

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to Council and the cost of the item can be measured reliably. The costs of day-to-day servicing of property, plant and equipment are recognised in the surplus or deficit as they are incurred.

Disposals

Gains and losses on disposals are determined by comparing the disposal proceeds with the carrying amount of the asset. Gains and losses on disposals are reported net in the surplus or deficit. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to accumulated funds.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment (other than land and the library collection), at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The library collection is depreciated on a diminishing value basis.

The useful lives and associated depreciation rates of major classes of assets have been estimated as follows;

	Useful life	Depreciation rate
Operational assets		
Buildings	2 to 100 years	1% - 50%
Restricted assets (buildings)	2 to 100 years	1% - 50%
Restricted assets (cycleways)	2 to 50 years	2% - 50%
Restricted assets (walkways)	2 to 50 years	2% - 50%
Plant and machinery	2 to 15 years	6% - 50%
Furniture and equipment	2 to 20 years	5% - 50%
Computer equipment	3 to 10 years	10% - 33%
Server hard drives	1 year	100%
Library collection	2 to 9 years	11% - 50%
Infrastructural assets		
Roading network		
Street lighting	10 to 25 years	4% - 10%
Formation carriageway	100 years	1%
Pavement surfacing	5 to 50 years	2% - 20%
Pavement structure	60 to 90 years	1% - 2%
Footpaths	5 to 50 years	2% - 20%
Drainage	60 to 80 years	1% - 2%
Bridges	60 to 90 years	1% - 2%
All other	1 to 70 years	1% - 100%
Utility assets		
Buildings	2 to 100 years	1% - 50%
Wastewater mains	50 to 100 years	1% - 2%
Wastewater other	80 to 100 years	1% - 2%
Wastewater pump station equipment	1 to 120 years	1% - 100%
Wastewater service lines	50 to 100 years	1% - 2%
Water mains	40 to 88 years	1% - 3%
Water valves	35 to 80 years	1% - 3%
Water hydrants	80 years	1%
Water nodes	80 years	1%
Water pump station equipment	3 to 100 years	1% - 33%
Water service lines	40 to 88 years	1% - 3%
Stormwater mains	51 to 100 years	1% - 2%
Stormwater manholes	100 years	1%
Stormwater pumps	15 years	7%
Stormwater service lines	60 to 100 years	1% - 2%
Swale drains	Indefinite	0%

The residual value and useful life of an asset is reviewed and adjusted if applicable, at each balance date.

Impairment of property, plant and equipment

Property, plant and equipment that have a finite useful life are reviewed for impairment at each balance date and whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

The recoverable amount is the higher of an asset's fair value less costs to sell and its value in use. If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written-down to the recoverable amount.

For revalued assets, the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the surplus or deficit. For assets not carried at a revalued amount, the total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss on a revalued asset is credited to other comprehensive revenue and expense and increases the asset revaluation reserve for that class of asset. However, to the extent that an impairment loss for that class of asset was previously recognised in the surplus or deficit, a reversal of the impairment loss is also recognised in the surplus or deficit.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the surplus or deficit.

Value in use for non-cash generating assets

Non-cash-generating assets are those assets that are not held with the primary objective of generating a commercial return.

For non-cash-generating assets, value in use is determined using an approach based on either a depreciated replacement cost approach, a restoration cost approach or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

Value in use for cash generating assets

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return. The value in use for cash-generating assets is the present value of expected future cash-flows.

Critical accounting estimates and assumptions

Land (operational, restricted and infrastructure)

The most recent valuation of land was performed by independent registered valuers, Curnow Tizard Limited. The valuation is effective as at 1 July 2020. A fair value assessment was performed in-house as at 30 June 2023.

Land is valued at fair value using market based evidence based on its highest and best use with reference to comparable land values. Where this is a designation against the land or the use of the land is restricted because of reserve or endowment status, the valuation approach reflects the restriction in use. Such land is valued based on rural land value plus a location adjustment to reflect different zoning, which are based on the valuer's judgement. Restrictions on the Council's ability to sell land would normally not impair the value

of the land because the Council has operational use of the land for the foreseeable future and will substantially receive the full benefits of outright ownership.

Buildings (operational, restricted and infrastructure)

The most recent valuation of buildings was performed by Beca Projects NZ Limited. The valuation was effective as at 30 June 2023.

Because the valuation of Council's buildings this year has been undertaken separately from the valuation of the land on which the buildings are situated, it was considered that buildings should be valued at their depreciated replacement cost (DRC), as this is the most accurate way to denote their fair value without considering land values. This is a change in approach since the last valuation where we had a mix of DRC and valuations based on market-based evidence.

DRC is determined using a number of significant assumptions. Significant assumptions used in the 30 June 2023 valuation include:

- The DRC approach method uses the assessment of replacement cost of a new modern equivalent asset as the starting point and applies optimisation and depreciation to adjust for age, condition, performance and remaining useful life. There has been no optimisation adjustments for the most recent valuations.
- The replacement cost is derived from recent construction contracts of modern equivalent assets and compared with published sources, Beca's internal Cost Management team, and information available to Beca based on involvement with previous projects.
- The reduction in large contractors able to undertake significant projects in New Zealand, particularly the wider Auckland and Hamilton areas, has led to a significant uplift in construction costs which is reflected in the adopted rates. These construction costs also account for regional variations which often lead to time delays due to geographical distances that often lead to higher costs.
- Effective lives of assets have been assessed based on several sources. These include QV Cost Builder and Rawlinson Construction Book, industry standard manuals such as New Zealand Infrastructure Asset Valuation and Depreciation Guidelines, and taxation tables as released by the Inland Revenue Department. Beca have then arrived at assessments for each building or infrastructure item based on their experience, the observed condition of the asset and planned future use in consultation with Council.
- To the base construction rate, professional fees and regional industry standards are added. 12 months lead time for assets has been allowed for assets with ease of access for reconstruction as a base, with longer lead times allowed for complicated assets or those of greater scale.
- Straight-line depreciation has been applied in determining the depreciated replacement cost value of the asset.

A comparison of the carrying value of the buildings valued using depreciated replacement cost and buildings valued using market-based evidence is as follows:

2021/22		2022/23
\$000		\$000
	Operational buildings	
-	Depreciated replacement cost	10,619
11,246	Market-based evidence	-
11,246	Total carrying value of operational buildings	10,619
	Restricted buildings	
25,102	Depreciated replacement cost	47,176
5,904	Market-based evidence	-
31,006	Total carrying value of restricted buildings	47,176

Infrastructural asset classes: roading, water, wastewater and stormwater networks

The most recent valuation of roading infrastructural assets was performed by WSP and the valuation is effective as at 30 June 2023.

The most recent valuation for water, wastewater and stormwater infrastructural assets was performed by Beca Projects NZ Limited and the valuation is effective as at 30 June 2023.

Roading, water, wastewater and stormwater infrastructural assets are valued using the depreciated replacement cost method. There are a number of estimates and assumptions exercised when valuing infrastructural assets using the depreciated replacement cost method. These include:

- Estimating any obsolescence or surplus capacity of the asset.
- Estimating the replacement cost of the asset. The replacement cost of an asset is based on recent construction contracts in the region for modern equivalent assets, from which unit rates are determined. Unit rates have been applied to components of the network based on size, material, depth, and location. If recent contract cost information is considered out of date, it is indexed using Statistics New Zealand's capital Goods Price Index (based on a forecasted June 2023 quarter index) for civil constructions or the Waka Kotahi Index for road and bridge construction to convert them to current dollar value at the valuation date.
- Estimates of the remaining useful life over which the asset will be depreciated. These estimates can be affected by the local conditions. For example, weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then the Council could be over or under-estimating the annual depreciation charge recognised as an expense in the statement of comprehensive revenue and expense. To minimise this risk, infrastructural asset useful lives have been determined with reference to the New Zealand Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group, and have been adjusted for local conditions based on past experience. Asset inspections, deterioration and condition-modelling are also carried out regularly as part of asset management planning activities, which provides further assurance over the useful life estimates.

Critical judgments in applying accounting policies

Classification of property

The Council owns a number of properties held to provide housing to elderly persons. The receipt of market-based rental from these properties is incidental to holding them. The properties are held for service delivery objectives as part of the Council's social housing policy. The properties are therefore accounted for as property, plant and equipment rather than as investment property.



Breakdown of property, plant and equipment and further information

Movements in the carrying value for each class of property, plant and equipment are as follows:

	Cost/Valuation 1 July 2022	Accumulated depreciation and impairment charges 1 July 2022	Carrying value 1 July 2022	Current year additions	Current year vested and found assets	Current year disposals	Work in progress transferred into assets	Current year impairment charges	Current year depreciation	Write back of accumulated depreciation	Revaluation Surplus/(deficit)	Cost/Valuation 30 June 2023	Accumulated depreciation and impairment charges 30 June 2023	Carrying value 30 June 2023
2022/23														
Operational assets														
Land	28,614	-	28,614	988	-	(1,400)	-	-	-	-	-	28,202	-	28,202
Buildings	15,333	(4,087)	11,246	150	-	-	315	-	(795)	4,882	(297)	10,619	-	10,619
Plant and machinery	6,506	(3,409)	3,097	854	-	(97)	-	-	(642)	-	-	7,263	(4,051)	3,212
Furniture and equipment	4,260	(2,527)	1,733	997	-	-	645	-	(275)	-	-	5,902	(2,802)	3,100
Computer equipment	4,848	(3,958)	890	289	-	-	-	-	(375)	-	-	5,137	(4,333)	804
Library collections	1,781	(1,383)	398	138	-	-	-	-	(165)	-	-	1,919	(1,548)	371
Assets under construction	984	-	984	796	-	(11)	(960)	-	-	-	-	809	-	809
Total operational assets	62,326	(15,364)	46,962	4,212	-	(1,508)	-	-	(2,252)	4,882	(297)	59,851	(12,734)	47,117
Restricted assets														
Land	25,908	-	25,908	4	-	-	465	-	-	-	-	26,377	-	26,377
Buildings	37,214	(6,208)	31,006	659	-	-	373	-	(1,419)	7,627	16,557	47,176	-	47,176
Cycleway	6,076	(383)	5,693	-	-	-	-	-	(150)	-	-	6,076	(533)	5,543
Walkways	770	-	770	22	-	-	2	-	(39)	-	-	794	(39)	755
Assets under construction	2,528	-	2,528	1,300	-	-	(840)	-	-	-	-	2,988	-	2,988
Total restricted assets	72,496	(6,591)	65,905	1,985	-	-	-	-	(1,608)	7,627	16,557	83,411	(572)	82,839

	Cost/Valuation 1 July 2022	Accumulated depreciation and impairment charges 1 July 2022	Carrying value 1 July 2022	Current year additions	Current year vested and found assets	Current year disposals	Work in progress transferred into assets	Current year impairment charges	Current year depreciation	Write back of accumulated depreciation	Revaluation Surplus/(deficit)	Cost/Valuation 30 June 2023	Accumulated depreciation and impairment charges 30 June 2023	Carrying value 30 June 2023
2022/23														
Infrastructural assets														
Roads	455,864	-	455,864	6,873	5,099	(23)	105	-	(10,298)	10,298	22,615	480,235	-	480,235
Land under roads	68,868	-	68,868	9	1,776	(3)	-	-	-	-	-	70,650	-	70,650
Water supply – treatment plants and facilities	24,319	-	24,319	205	-	-	400	-	(1,613)	1,613	1,222	24,533	-	24,533
Water supply – other assets (including reticulation systems)	59,937	-	59,937	2,333	1,064	(9)	571	-	(1,534)	1,534	4,069	66,431	-	66,431
Stormwater system	55,101	-	55,101	-	4,100	-	-	-	(912)	912	4,995	63,284	-	63,284
Wastewater – treatment plants and facilities	27,967	-	27,967	440	-	-	939	-	(1,873)	1,873	2,134	29,607	-	29,607
Wastewater – other assets (including reticulation systems)	48,548	-	48,548	1,589	2,278	-	967	-	(1,207)	1,207	3,885	56,060	-	56,060
Land	4,802	-	4,802	-	-	-	-	-	-	-	-	4,802	-	4,802
Buildings	1,786	(203)	1,583	-	-	-	-	-	(82)	285	4,615	6,116	-	6,116
Assets under construction	10,321	-	10,321	12,353	-	(124)	(2,982)	-	-	-	-	19,568	-	19,568
Total infrastructural assets	757,513	(203)	757,310	23,802	14,317	(159)	-	-	(17,519)	17,722	43,535	821,286	-	821,286
Total property, plant and equipment	892,335	(22,158)	870,177	29,999	14,317	(1,667)	-	-	(21,379)	30,231	59,795	964,548	(13,306)	951,242

The "write back of accumulated depreciation" column shown in the table above reflects accumulated depreciation being written back on the disposal of assets or following revaluation of the assets. Note that disposals in these tables are reported net of accumulated depreciation and include property, plant and equipment classified as held for sale during the year. No items of property, plant and equipment are pledged as security for liabilities.

	Cost/Valuation 1 July 2021	Accumulated depreciation and impairment charges 1 July 2021	Carrying value 1 July 2021	Current year additions	Current year vested and found assets	Current year disposals	Work in progress transferred into assets	Current year impairment charges	Current year depreciation	Write back of accumulated depreciation	Revaluation Surplus/(deficit)	Cost/Valuation 30 June 2022	Accumulated depreciation and impairment charges 30 June 2022	Carrying value 30 June 2022
2021/22														
Operational assets														
Land	28,718	-	28,718	-	-	(104)	-	-	-	-	-	28,614	-	28,614
Buildings	15,311	(3,283)	12,028	98	-	(76)	-	-	(804)	-	-	15,333	(4,087)	11,246
Plant and machinery	5,665	(2,923)	2,742	872	-	(31)	-	-	(486)	-	-	6,506	(3,409)	3,097
Furniture and equipment	4,190	(2,242)	1,948	68	-	-	2	-	(285)	-	-	4,260	(2,527)	1,733
Computer equipment	4,722	(3,550)	1,172	126	-	-	-	-	(408)	-	-	4,848	(3,958)	890
Library collections	1,622	(1,219)	403	159	-	-	-	-	(164)	-	-	1,781	(1,383)	398
Assets under construction	355	-	355	631	-	-	(2)	-	-	-	-	984	-	984
Total operational Assets	60,583	(13,217)	47,366	1,954	-	(211)	-	-	(2,147)	-	-	62,326	(15,364)	46,962
Restricted assets														
Land	25,561	-	25,561	347	-	-	-	-	-	-	-	25,908	-	25,908
Buildings	33,659	(4,921)	28,738	285	-	-	3,270	-	(1,287)	-	-	37,214	(6,208)	31,006
Cycleway	5,383	(81)	5,302	80	-	-	613	-	(302)	-	-	6,076	(383)	5,693
Walkways	-	-	-	625	-	-	144	-	-	-	-	770	-	770
Assets under construction	4,989	-	4,989	1,567	-	-	(4,028)	-	-	-	-	2,528	-	2,528
Total restricted assets	69,592	(5,002)	64,590	2,904	-	-	-	-	(1,589)	-	-	72,496	(6,591)	65,905

	Cost/Valuation 1 July 2021	Accumulated depreciation and impairment charges 1 July 2021	Carrying value 1 July 2021	Current year additions	Current year vested and found assets	Current year disposals	Work in progress transferred into assets	Current year impairment charges	Current year depreciation	Write back of accumulated depreciation	Revaluation Surplus/(deficit)	Cost/Valuation 30 June 2022	Accumulated depreciation and impairment charges 30 June 2022	Carrying value 30 June 2022
2021/22														
Infrastructural assets														
Roads	395,130	-	395,130	5,455	2,843	(182)	689	-	(8,573)	8,573	60,502	455,864	-	455,864
Land under roads	68,234	-	68,234	-	634	-	-	-	-	-	-	68,868	-	68,868
Water supply – treatment plants and facilities	18,847	(1,024)	17,823	1,860	-	(194)	2,775	-	(1,553)	2,577	3,608	24,319	-	24,319
Water supply – other assets (including reticulation systems)	49,089	(1,082)	48,007	234	561	(103)	349	-	(1,317)	2,399	12,206	59,937	-	59,937
Stormwater system	55,175	(799)	54,376	-	1,061	(2)	-	-	(766)	1,565	432	55,101	-	55,101
Wastewater – treatment plants and facilities	26,126	(1,636)	24,490	972	-	(145)	503	-	(1,834)	3,470	3,981	27,967	-	27,967
Wastewater – other assets (including reticulation systems)	40,056	(857)	39,199	-	940	(6)	81	-	(1,001)	1,858	9,335	48,548	-	48,548
Land	4,802	-	4,802	-	-	-	-	-	-	-	-	4,802	-	4,802
Buildings	1,781	(121)	1,660	5	-	-	-	-	(82)	-	-	1,786	(203)	1,583
Assets under construction	7,423	-	7,423	7,295	-	-	(4,397)	-	-	-	-	10,321	-	10,321
Total infrastructural assets	666,663	(5,519)	661,144	15,821	6,039	(632)	-	-	(15,126)	20,442	90,064	757,513	(203)	757,310
Total property, plant and equipment	796,838	(23,738)	773,100	20,679	6,039	(843)	-	-	(18,862)	20,442	90,064	892,335	(22,158)	870,177

Core infrastructure asset disclosures

Included within the Council infrastructure assets above are the following core Council assets:

2022/23	Closing book value	Additions constructed by Council	Additions transferred to Council	Most recent replacement cost estimate for revalued assets
	\$000	\$000	\$000	\$000
Roading (excluding land under roads)	480,235	6,978	5,099	684,913
Water supply – treatment plants and facilities	24,533	605	-	40,834
Water supply – other assets (including reticulation systems)	66,431	2,904	1,064	124,339
Stormwater system	63,284	-	4,100	93,150
Wastewater – treatment plants and facilities	29,607	1,379	-	51,043
Wastewater – other assets (including reticulation systems)	55,060	2,556	2,278	104,685

2021/22	Closing book value	Additions constructed by Council	Additions transferred to Council	Most recent replacement cost estimate for revalued assets
	\$000	\$000	\$000	\$000
Roading (excluding land under roads)	455,864	6,144	2,843	652,995
Water supply – treatment plants and facilities	24,319	4,635	-	38,945
Water supply – other assets (including reticulation systems)	59,937	583	561	114,624
Stormwater system	55,101	-	1,061	81,970
Wastewater – treatment plants and facilities	27,967	1,475	-	48,542
Wastewater – other assets (including reticulation systems)	48,548	81	940	91,956

Land under roads

Land under roads was valued using the average land values for the urban and rural areas of the whole district as at 1 July 2001. This is considered to be the fair value of the land. On transition to NZ IFRS Council elected to use the fair value of land under roads as at 1 July 2001 as deemed cost. Subsequent additions are recorded at cost or fair value where cost does not equate to fair value. Land under roads is no longer revalued.

Disposals

The net gain on disposal of property, plant and equipment (\$28,000) has been recognised in the statement of comprehensive revenue and expense (2022: Net loss of \$119,000).

Impairment

There was no impairment of property, plant and equipment in 2023 (2022: Nil).

Self-insured

During the current and prior years, the Council did not maintain a fund for the purpose of self-insurance. The Council holds a \$5.4m investment in term deposit that Council have identified in the Financial Strategy as potentially being available.

Assets under construction

Property, plant and equipment in the course of construction by class of asset is detailed below:

Balance as at 30 June 2022		Balance as at 30 June 2023
\$000		\$000
984	Operational assets	809
2,528	Restricted assets	2,988
231	Roading	857
4,537	Water supply	8,610
211	Stormwater system	623
4,648	Wastewater	8,804
694	Infrastructural buildings	674
13,833	Total assets under construction	23,365

Restrictions

Land and buildings in the “Restricted Asset” category are subject to restrictions on either use or disposal, or both. This includes restrictions from legislation (such as land declared as a reserve under the Reserves Act 1977), or other restrictions (such as land or buildings acquired under a bequest or donation that restricts the purpose for which the asset can be used).

Capital commitments

The amount of contractual commitments for acquisition of property, plant and equipment is:

2021/22		2022/23
\$000		\$000
707	Roading	290
366	Water	4,691
3,076	Wastewater	1,385
389	Community Facilities	-
4,538	Total capital commitments	6,366

13. Intangible assets

Accounting policy

Computer software

Computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with staff training and maintaining computer software are recognised as an expense when incurred.

Amortisation

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the surplus or deficit. Computer software is estimated to have a useful life of 1 to 15 years and is amortised at a rate of 6.67% to 100%.

Impairment

Refer to the policy for impairment of property, plant and equipment in Note 12. The same approach applies to the impairment of intangible assets.

Breakdown of intangible assets and further information

Movements in the carrying value for computer software is as follows:

	Opening cost	Opening accumulated amortisation and impairment charges	Opening carrying amount	Current year additions	Current year disposals	Current year impairment charges	Current year amortisation	Closing cost	Closing accumulated amortisation and impairment charges	Closing carrying amount
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Computer software										
2022/23	2,979	(2,305)	674	128	-	-	(291)	3,106	(2,595)	511
2021/22	2,763	(2,050)	713	216	-	-	(255)	2,979	(2,305)	674

Note that disposals in these tables are reported net of amortisation.

Restrictions

There are no restrictions over the title of intangible assets. No intangible assets are pledged as security for liabilities.

Capital commitments

There are no capital commitments for intangible assets (2022: Nil).

Impairment

There were no assets considered to be impaired (2022: Nil).

14. Depreciation and amortisation expense by group of activity

2021/22		2022/23
\$000		\$000
	Directly attributable depreciation and amortisation expense by group of activity	
2,520	Community Facilities	2,800
8,875	Roading	10,448
35	Rubbish and Recycling	36
766	Stormwater	912
2,855	Wastewater	3,101
2,905	Water	3,182
2	Strategy and Engagement	2
11	Consents and Licensing	11
17,969	Total directly attributable depreciation and amortisation expense by group of activity	20,492
1,148	Depreciation and amortisation not directly related to groups of activities	1,178
19,117	Total depreciation and amortisation expense	21,670

15. Payables and deferred revenue

Accounting policy

Short-term creditors and other payables are recorded at their face value.

Breakdown of payables and further information

2021/22		2022/23
\$000		\$000
5,277	Trade payables	7,665
174	GST payable	-
2,276	Accrued expenses	1,892
793	Deposits and bonds	1,235
412	Contract retentions	909
1,427	Revenue in advance	1,554
-	Grants received subject to substantive conditions not yet met	215
10,359	Total payables and deferred revenue	13,470
	Total payables and deferred revenue comprise:	
2,692	Payables from non-exchange transactions – includes bonds and deposits for planning, rates and licenses received in advance, and taxes and grants payable	3,789
7,667	Payables from exchange transactions – this includes amounts owing for commercial purchases of goods and services	9,681

Grants received subject to substantive conditions not yet met

In June 2023, Council received advanced funding from the Ministry for the Environment of \$215,000 to assist with aspects of Council's new kerbside organics collection service that is being rolled out in September 2023. Council must report to the Ministry on how the funding is subsequently spent against the agreed milestones, and any underspend is to be repaid.

Payables are generally non-interest bearing and are normally settled on 30-day terms. Therefore the carrying value of payables approximates their fair value.

16. Borrowings

Accounting policy

Borrowings on normal commercial terms are initially recognised at the amount borrowed plus transaction costs. Interest due on the borrowings is subsequently accrued and recognised in accrued expenses (Note 15). Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Breakdown of borrowings and further information

2021/22		2022/23
\$000		\$000
4,000	Current loans	7,000
34,000	Non-current loans	38,000
38,000	Total borrowings	45,000

Interest terms for secured loans

The Council's secured loans are mostly issued at floating rates of interest. For floating rate debt, the interest rate is reset quarterly based on the 90-day bank bill rate plus a margin for credit risk.

Credit facilities

Council has a multi-option credit line facility with Westpac Corporate Business. This provides Council with the ability to fund short term revolving requirements. The facility has a limit of \$6 million (2022: \$6 million) and there is \$6 million available to be drawn at 30 June (2022: \$6 million).

Security

Council has an unsecured overdraft. The maximum amount that can be drawn down against the facility is \$500,000 (2022: \$500,000). There are no restrictions on the use of this facility. Council's loans are secured over either separate or general rates of the Council.

Internal borrowings

Information about internal borrowings is provided in the 'Other Legislative disclosures' section of this Annual Report. Internal borrowings are eliminated on consolidation of activities in the Council's financial statements.

Fair values

Due to interest rates on debt resetting to the market rate every three months, the carrying amounts of secured loans approximates their fair value.

17. Employee entitlements

Accounting policy

Short term employee entitlements

Employee benefits that are due to be settled within 12 months after the end of the year in which the employee provides the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and sick leave.

Long term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the year in which the employee provides the related service, such as retirement and long service leave, have been calculated on an actuarial basis. The calculations are based on:

- Likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- The present value of the estimated future cash flows.

Presentation of employee entitlements

Sick leave, annual leave, long service leave and retirement gratuities expected to be settled within 12 months of balance date are classified as a current liabilities. All other employee entitlements are classified as a non-current liabilities.

2021/22		2022/23
\$000		\$000
	Current employee entitlements	
546	Accrued pay	699
1,651	Annual leave	1,741
62	Sick leave	46
120	Long service leave	127
26	Retirement gratuities	-
2,405	Current employee entitlements	2,613
	Non-current employee entitlements	
219	Long service leave	211
123	Retirement gratuities	151
342	Total non-current employee entitlements	362

18. Provisions

Accounting policy

A provision is recognised for future expenditure of uncertain amount or timing when:

- there is a present obligation (either legal or constructive) as a result of a past event;
- it is probable that an outflow of future economic benefits will be required to settle the obligation; and
- a reliable estimate can be made of the amount of the obligation.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense and is included in 'finance costs' (see note 4).

Breakdown of provisions and further information

2021/22		2022/23
\$000		\$000
	Current provisions	
191	Landfill aftercare	191
25	Tui Mine site monitoring	-
216	Total current provisions	191
	Non-current provisions	
298	Landfill aftercare	247
74	Tui Mine site monitoring	69
70	Other claims	70
442	Total non-current provisions	386

Landfill aftercare provision

Council has resource consents for the following landfills, each of which are now closed:

- Morrinsville Landfill, closed 31 May 2000
- Matamata Landfill, closed 8 December 2001
- Te Aroha Landfill, closed 9 December 1998

Council has responsibility under the resource consents to provide ongoing maintenance and monitoring of these closed landfills sites.

The cash outflows for landfill post closure costs are expected to occur over the next 12 years (to 2036). The long-term nature of the liability means that there are inherent uncertainties in estimating costs that will be incurred. The provision has been estimated taking into account existing technology and known changes to legal requirements.

The following significant assumptions have been made in calculating the provision:

- Obligations for the post closure work are for 30 years after landfill closure
- Discount rates ranging from 4.62% to 5.43% have been used to discount the estimated future cash overflows. The rates used this year have been determined using New Zealand Government bond yield information and extrapolated beyond the available market data (2022: 3.34% to 4.13%).

Tui Mine site monitoring

Resource consent monitoring conditions require detailed biological and chemical testing of the former Tui Mine site at five yearly intervals for the next 30 years (at an estimated cost of \$25,000 each time). The long-term nature of the liability means that there are inherent uncertainties in estimating costs that will be incurred. The provision has been estimated taking into account existing technology and discounted using a discount rate ranging from 4.62% to 5.43% as above (2022: 3.34% to 4.13%).

Other claims

There are no claims lodged with the Weathertight Homes Resolution Service (WHRS) as at 30 June 2023 (2023: Nil). Provision for other minor claims against Council has been made based on estimated costs and/or insurance excesses of \$70,000 (2022:\$70,000).

Movements for each class of provision are as follows:

2022/23	Landfill aftercare costs	Other claims	Tui Mine Site	Total
	\$000	\$000	\$000	\$000
Balance at 1 July 2022	489	70	99	658
Additional provisions made	-	-	-	-
Amounts used	(14)	-	(16)	(30)
Unused amounts reversed	(64)	-	(19)	(83)
Discount unwind	27	-	5	32
Balance at 30 June 2023	438	70	69	577

2021/22	Landfill aftercare costs	Other claims	Tui Mine Site	Total
	\$000	\$000	\$000	\$000
Balance at 1 July 2021	570	60	112	742
Additional provisions made	-	30	-	30
Amounts used	(9)	-	-	(9)
Unused amounts reversed	(91)	(20)	(17)	(128)
Discount unwind	19	-	4	23
Balance at 30 June 2022	489	70	99	658

19. Contingencies

Breakdown of contingent liabilities and further information

2021/22		2022/23
\$000		\$000
15	Te Aroha Wastewater resource consent	15
	Uncalled share capital:	
1	- Waikato Local Authority Shared Services Limited	1
5	- Waikato Regional Aerial Photography Service	5
21	Total contingent liabilities	21

There are no contingent assets (2022: Nil).

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- weathertight defects (in a mixed claim involving both weathertight and non- weathertight 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.

20. Equity

Accounting policy

Equity is the community's interest in the Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

- Accumulated funds
- Other reserves - other reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by Council.

Other reserves include:

Council created reserves - reserves established by Council decision. Council may alter them without reference to any third party or the Courts.

Transfers to and from these reserves are at Council's discretion.

Restricted reserves - those reserves subject to specific conditions accepted as binding by Council and which may not be revised without reference to the Courts or third party. Transfers from these reserves may be made only for certain specified purposes or when certain conditions are met.

Asset revaluation reserves - represent unrealised gains on assets owned by Council. The gains are held in the reserve until such time as the gain is realised and a transfer can be made to retained earnings.

Fair value through other comprehensive revenue and expense reserve - this reserve comprises the cumulative net change in the fair value of assets classified as fair value through other comprehensive revenue and expense.

Breakdown of equity and further information

Accumulated funds

2021/22 \$000		2022/23 \$000
	Accumulated funds	
437,181	Balance at 1 July	439,243
-	Adjustment on adoption of PBE IPSAS 41	272
437,181	Adjusted balance at 1 July	439,515
(19,395)	Transfers to Council created reserves	(5,768)
(2,424)	Transfer to restricted reserves	(1,147)
15,762	Transfer from Council created reserves	28,870
1,975	Transfer from restricted reserves	307
-	Transfer from revaluation reserves	-
6,144	Surplus/(deficit) for the year	11,932
439,243	Balance at 30 June	473,709

Other reserves

2021/22 \$000		2022/23 \$000
	Council created reserves	
51,660	Balance at 1 July	55,293
(15,762)	Transfers to accumulated funds	(28,870)
19,395	Transfer from accumulated funds	5,768
55,293	Balance at 30 June	32,191
	Restricted reserves	
517	Balance at 1 July	966
(1,975)	Transfers to accumulated funds	(307)
2,424	Transfer from accumulated funds	1,147
966	Balance at 30 June	1,806
	Asset revaluation reserves	
260,403	Balance at 1 July	350,263
90,064	Transfers to accumulated funds	59,823
(204)	Transfer from accumulated funds	(27)
350,263	Balance at 30 June	410,059
	Fair value through other comprehensive revenue and expense reserve	
20,458	Balance at 1 July	30,301
9,843	Net revaluation gains	3,656
30,301	Balance at 30 June	33,957
436,823	Total other reserves	478,013

Information about reserve funds held for a specific purpose is provided as follows:

Council created reserves

Balance 1 July 2021	Transfers in	Transfers out	Balance 30 June 2022	Reserve fund	Purpose	Activities related to	Balance 1 July 2022	Transfers in	Transfers out	Balance 30 June 2023
2,801	979	(1,237)	2,543	Community purposes reserve	Funds received and set aside for use on community facilities or for community purposes e.g. grants	All Council activities	2,543	2,078	(842)	3,779
1,756	-	(556)	1,200	COVID-19 recovery reserve	Funds set aside to aid in the economic recovery of the district to support hardship of qualifying community groups following the impact of COVID-19.	All Council activities	1,200	-	(1,200)	-
23,428	541	(1,566)	22,403	Power New Zealand reserve fund	Funds received and set aside on behalf of the community from the dissolution of the local power board co-operative for internal borrowing or external investment, with returns used to subsidise rates.	All Council activities	22,403	818	(686)	22,535
1,715	668	(352)	2,031	Wastewater capital contribution reserve	Capital contribution funds received from industry and set aside to offset future depreciation.	Wastewater	2,031	662	(319)	2,374
21,358	15,319	(11,935)	24,742	Depreciation reserves	Funds set aside for the replacement of assets and used to fund internal borrowing.	All Council activities	24,742	-	(24,742)	-
-	-	-	-	Stormwater funding reserve	Surplus funds (mainly depreciation) set aside for application to future capital needs.	Stormwater	-	2,210	-	2,210
203	50	-	253	Stormwater improvement reserve	Funds set aside to fund stormwater projects.	Stormwater	253	-	(144)	109
399	-	-	399	Te Aroha Wastewater desludging	Funds set aside for the desludging of the Te Aroha wastewater ponds	Wastewater	399	-	(340)	59
-	1,038	(8)	1,030	Te Aroha Spa development reserve	Funds set aside for the investigative stages of the Te Aroha Spa development project	Strategy & Engagement	1,030	-	(544)	486
-	800	(108)	692	Town Centre revitalisation reserve	Funds set aside for the district Town Centre revitalisation (POP) project	Community facilities	692	-	(53)	639
51,660	19,395	(15,762)	55,293	Total Council created reserves			55,293	5,768	(28,870)	32,191

Restricted reserves

Balance 1 July 2021	Transfers in	Transfers out	Balance 30 June 2022	Reserve fund	Purpose	Activities related to	Balance 1 July 2022	Transfers in	Transfers out	Balance 30 June 2023
110	203	-	313	Endowment land sales reserves	Funds set aside in respect of the sale of endowment land in Te Aroha. The proceeds must be used for the improvement of services and public amenities for the benefit of the inhabitants of Te Aroha	Community Facilities	313	-	-	313
112	1,904	(1,835)	181	Reserves development	Funds set aside from reserves contributions to be used for parks and reserves	Developments of parks and reserves	181	743	(136)	788
9	10	(10)	9	Youth Ambassadors	Funds set aside for initiatives that empower the youth of our district	Nominated purposes	9	10	(10)	9
26	-	-	26	Bequests and trust funds	Funds set aside to be used for the nominated purpose of the bequest or trust fund	Nominated purposes	26	-	-	26
268	209	(130)	347	Waste minimisation	Funds set aside for the purpose of initiatives encouraging the minimisation of waste	Nominated purposes	347	394	(136)	605
90	-	-	90	Civil Defence fund	Funds set aside for the purpose of Civil Defence activities	Nominated purposes	90	-	(25)	65
(98)	98	-	-	Te Aroha Tourism Precinct Feasibility project	Council funds set aside to be used for the Te Aroha Tourism Precinct Feasibility Project	Economic Development	-	-	-	-
517	2,424	(1,975)	966	Total restricted reserves			966	1,147	(307)	1,806

Asset revaluation reserves

Asset revaluation reserves		
2021/22		2022/23
\$000		\$000
	Operational assets	
22,514	Land	22,514
8,354	Buildings	8,057
	Restricted assets	
13,909	Restricted land	13,909
7,179	Restricted buildings	23,736
	Infrastructural assets	
183,452	Roading	206,067
43,070	Water	48,361
35,036	Stormwater	40,031
34,456	Wastewater	40,476
1,698	Land	1,698
595	Buildings	5,210
350,263	Total asset revaluations reserves	410,059

Capital management

Council's capital is its equity (or ratepayers' funds), which comprise accumulated funds and reserves. Equity is represented by net assets.

Government Act 2002 (the Act) requires Council to manage its revenues, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interests of the community. Ratepayers' funds are largely managed as a by-product of managing revenues, expenses, assets, liabilities, investments and general financial dealings.

The objective of managing these items is to achieve intergenerational equity, which is a principle promoted in the Act and applied by Council. Intergenerational equity requires today's ratepayers to meet the costs of utilising Council's assets and not expecting them to meet the full cost of long term assets that will benefit ratepayers in future generations. Additionally, Council has in place asset management plans for major classes of assets detailing renewal and maintenance programmes, to ensure ratepayers in future generations are not required to meet the costs of deferred renewals and maintenance.

The Act requires Council to make adequate and effective provision in its Long Term Plan (LTP) and in its Annual Plan (where applicable) to meet the expenditure needs identified in those plans.

The Act further sets out the factors that Council is required to consider when determining the most appropriate sources of funding for each of its activities. The sources and levels of funding are set out in the funding and financial policies in Council's LTP.

Council has the following Council created reserves:

- Reserves for different areas of benefit.
- Trust and bequest reserves.

Reserves for different areas of benefit are used where there is a discrete set of rate or levy payers as distinct from payers of general rates.

Any surplus or deficit relating to these separate areas of benefit is applied to the specific reserves. Trust and bequest reserves are set up where Council has been donated funds that are restricted for particular purposes. Interest is added to trust and bequest reserves where applicable and deductions are made where funds have been used for the purpose they were donated.

21. Related party transactions

Related party disclosures have not been made for transactions with related parties that are:

- within a normal supplier or client/recipient relationship; and
- on terms and conditions no more or less favourable than those that it is reasonable to expect the Council would have adopted in dealing with the party at arm's length in the same circumstances.

Further transactions with associated entities (such as funding and financing flows), where transactions are consistent with the normal operating relationships between the entities and are on normal terms and conditions for such transactions.

Key management personnel compensation

2021/22		2022/23
	Mayor and Councillors	
12	Full-time equivalent members	13
\$527,640	Remuneration	\$597,211
	Executive Management Team, including the Chief Executive	
4	Full-time equivalent members	4
\$1,118,638	Remuneration	\$1,147,843
16	Total full-time equivalent personnel	17
\$1,646,278	Total key management personnel remuneration	\$1,745,054

Due to the difficulty in determining the full-time equivalent for Councillors, the full-time equivalent figure is taken as the number of Councillors. An additional Maori Ward Councillor was added following the October 2022 election. An analysis of Councillor remuneration and further information on Chief Executive remuneration is provided in note 3.

22. 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.



23. Financial instruments

23A Financial instruments categories

The carrying amounts of financial assets and liabilities in each of the financial instrument categories are as follows:

2021/22		2022/23
\$000		\$000
	Financial assets	
	Amortised cost	
10,138	Cash and cash equivalents	4,432
3,347	Receivables	5,423
	Other financial assets:	
5,400	Term deposits	8,900
34	Community loans	-
775	New Zealand Local Government Funding Agency – borrower notes	986
19,694	Total at amortised cost	19,741
	Fair value through other comprehensive revenue and expense	
32,873	Waikato Regional Airport Limited	36,540
28	Waikato Local Authority Shared Services Limited	28
20	Hauraki Rail Trail Charitable Trust	20
122	Civic Financial Services Limited	111
33,043	Total at fair value through other comprehensive revenue and expense	36,699
	Fair value through surplus or deficit	
833	Derivative financial instrument assets	1,589
833	Total at fair value through surplus or deficit	1,589
	Financial liabilities	
	Fair value through surplus or deficit	
11	Derivative financial instrument liabilities	-
11	Total at fair value through surplus or deficit	-
	Amortised cost	
8,758	Payables	11,701
38,000	Borrowings	45,000
46,758	Total at amortised cost	56,701

23B Fair value hierarchy disclosures

For those instruments recognised at fair value in the statement of financial position, fair values are determined according to the following hierarchy:

- Quoted market price (level 1) – Financial instruments with quoted prices for identical instruments in active markets.
- Valuation technique using observable inputs (level 2) - Financial instruments with quoted prices for similar instruments in active markets or quoted prices for identical or similar instruments in inactive markets and financial instruments valued using models where all significant inputs are observable.
- Valuation techniques with significant non-observable inputs (level 3) – Financial instruments valued using models where one or more significant inputs are not observable.

The following table analyses the basis of the valuation classes of financial instruments measured at fair value in the statement of financial position:

2022/23				
Valuation techniques				
	Total	Quoted Market Price	Observable inputs	Significant non-observable inputs
	\$000	\$000	\$000	\$000
Financial assets				
Investments in Council controlled organisations and other entities	37,685	-	986	36,699
Derivative financial instruments assets	1,589	-	1,589	-
Financial liabilities				
Derivative financial instruments liabilities	-	-	-	-

2021/22				
Valuation techniques				
	Total	Quoted Market Price	Observable inputs	Significant non-observable inputs
	\$000	\$000	\$000	\$000
Financial assets				
Investments in Council controlled organisations and other entities	33,818	-	775	33,043
Derivative financial instruments assets	833	-	833	-
Financial liabilities				
Derivative financial instruments liabilities	11	-	11	-

There were no transfers between the different levels of the fair value hierarchy.

Valuation techniques with significant non-observable inputs (level 3)

The table below provides a reconciliation from the opening balance to the closing balance for the level 3 fair value measurements:

2021/22		2022/23
\$000		\$000
23,200	Balance at 1 July	33,043
9,843	Gain/(loss) recognised in the surplus or deficit	3,656
-	Purchases	-
-	Sales	-
33,043	Balance at 30 June	36,699

Changing a valuation assumption to a reasonable possible alternative assumption would not significantly change fair value.

23C Financial instrument risks

Council's activities expose it to a variety of financial instrument risks including market risk, credit risk and liquidity risk. Council has a series of policies to manage the risks associated with financial instruments. Council is risk averse and seeks to minimise exposure from its treasury activities. Council has established Council approved Liability Management and Investment policies. These policies do not allow any transactions that are speculative in nature to be entered into.

Market risk

Price risk

Price risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate as a result of changes in market prices. Council is not exposed to any significant price risk.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in foreign exchange rates. Council is not exposed to any significant currency risk.

Fair value interest rate risk

Fair value interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates. Borrowings and investments issued at fixed rates of interest expose Council to fair value interest rate risk. Council's Liability Management Policy is to maintain total borrowings in fixed rate instruments between a range of minimum (20% to 40%) and maximum (25% to 90%) risk control limits over the term of the forecast debt. Fixed to floating interest rate swaps are entered into to hedge the fair value interest rate risk arising where the Council has borrowed at fixed rates outside of these limits.

Cash flow interest rate risk

Cash flow interest rate risk is the risk that the cash flows from a financial instrument will fluctuate because of changes in market interest rates. Borrowings and investments issued at variable interest rates expose Council to cash flow interest rate risk. Generally, the Council raises long term borrowings at floating rates

and swaps them into fixed rates using interest rate swaps in order to manage the cash flow interest rate risk. Such interest rate swaps have the economic effect of converting borrowings at floating rates into fixed rates that are generally lower than those available if the Council borrowed at fixed rates directly. Under the interest rate swaps, the Council agrees with other parties to exchange at specified intervals, the difference between fixed contract rates and floating rate interest amounts calculated by reference to the agreed notional principal amounts.

Credit risk

Credit risk is the risk that a third party will default on its obligation to Council, causing Council to incur a loss. Due to the timing of its cash inflows and outflows, the Council invests surplus cash into term deposits and local authority stock which gives rise to credit risk.

Council invests funds only in deposits with registered banks and local authority stock and Council's Investment Policy limits the amount of credit exposure to any one institution or organisation. Investments in other local authorities are secured by charges over rates. Other than other local authorities, Council invests funds only with entities that have a Standard and Poor's credit rating of at least A1 for short term and A for long term investments. Council holds no collateral or credit enhancements for financial instruments that give rise to credit risk.

Maximum exposure to credit risk

Council's maximum credit risk exposure for each class of financial instrument is as follows:

2021/22		2022/23
\$000		\$000
10,138	Cash and cash equivalents	4,432
3,347	Receivables	5,423
	Other financial assets:	
5,400	- Term deposits	8,900
34	- Community loans	-
18,919	Total credit risk	18,755

The Council is exposed to credit risk as a guarantor of all of the LGFA's borrowings. Information about this exposure is explained in note 19.

Credit quality of financial assets

The credit quality of financial assets that are neither past due nor impaired can be assessed by reference to Standard and Poor's credit ratings (if available) or to historical information about counterparty default rates:

2022/23 Credit rating						
	AA-	AA	A	A-	Not rated	Total
Cash and cash equivalents	4,432	-	-	-	-	4,432
Term deposits	8,900	-	-	-	-	8,900
Community loans	-	-	-	-	-	-

2021/22 Credit rating						
	AA-	AA	A	A-	Not rated	Total
Cash and cash equivalents	6,138	4,000	-	-	-	10,138
Term deposits	5,400	-	-	-	-	5,400
Community loans	-	-	-	-	34	34

The counterparties that are not rated for credit quality (as shown in the tables on the left) have no history of defaults in the past. Receivables mainly arise from Council statutory functions. Therefore there are no procedures in place to monitor or report the credit quality of receivables with reference to internal or external credit ratings. Council has no significant concentrations of credit risk in relation to receivables, as it has a large number of credit customers, mainly ratepayers, and has powers under the Local Government (Rating) Act 2002 to recover outstanding debts from ratepayers.

Liquidity risk

Management of liquidity risk

Liquidity risk is the risk that Council will encounter difficulty raising liquid funds to meet commitments as they fall due. Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities and the ability to close out market positions. Council aims to maintain flexibility in funding by keeping committed credit lines available.

Council manages its liquidity by:

- Appropriate cash flow management to ensure that sufficient funds are available to meet all of its obligations as and when they fall due.
- Maintaining appropriate short-term borrowing facilities.
- Maintaining a prudent debt maturity profile.

Contractual maturity analysis of financial liabilities

The following table analyses Council's financial liabilities into relevant maturity groupings based on the remaining period at balance date to the contractual maturity date. Future interest payments on floating rate debt are based on the floating rate on the instrument at balance date. The amounts disclosed are the contractual undiscounted cash flows and include interest payments.

	Carrying amount	Contractual cash flows	Less than 1 year	1-5 years	More than 5 years
2022/23	\$000	\$000	\$000	\$000	\$000
Payables	11,701	11,701	-	-	-
Net settled derivative liabilities	-	-	-	-	-
Borrowings	45,000	52,647	9,750	42,897	-
Total	56,701	64,348	9,750	42,897	-

	Carrying amount	Contractual cash flows	Less than 1 year	1-5 years	More than 5 years
2021/22	\$000	\$000	\$000	\$000	\$000
Payables	8,758	8,758	8,758	-	-
Net settled derivative liabilities	11	9	9	-	-
Borrowings	38,000	41,483	5,014	32,369	4,100
Total	46,769	50,250	13,781	32,369	4,100

The Council is exposed to liquidity risk as a guarantor of all of the LGFA's borrowings. This guarantee becomes callable in the event of the LGFA failing to pay its borrowings when they fall due. Information about this exposure is explained in note 19.

Contractual maturity analysis of financial assets

The table below analyses Council's financial assets into relevant maturity groupings based on the remaining period at the balance date to the contractual maturity date. The amounts disclosed are the contractual undiscounted cash flows and include interest receipts.

	Carrying amount	Contractual cash flows	Less than 1 year	1-5 years	More than 5 years
2022/23	\$000	\$000	\$000	\$000	\$000
Cash and cash equivalents	4,432	4,432	4,432	-	-
Receivables	5,423	5,423	5,423	-	-
Other financial assets:					
- Community loans	-	-	-	-	-
- Term deposits	8,900	9,318	9,318	-	-
Net settled derivative assets	1,589	119	119	-	-
Total	20,344	19,292	19,292	-	-

	Carrying amount	Contractual cash flows	Less than 1 year	1-5 years	More than 5 years
2021/22	\$000	\$000	\$000	\$000	\$000
Cash and cash equivalents	10,138	10,155	10,155	-	-
Receivables	3,347	3,347	3,347	-	-
Other financial assets:					
- Community loans	34	34	34	-	-
- Term deposits	5,400	5,513	5,513	-	-
Net settled derivative assets	833	49	49	-	-
Total	19,752	19,098	19,098	-	-

Sensitivity analysis

The following table illustrates the potential effect on the surplus or deficit and equity (excluding accumulated funds) for reasonably possible market movements, with all other variables held constant, based on Council's financial instrument market risk exposures at balance date.

2022/23	-100bps		+100bps	
	Surplus	Other equity	Surplus	Other equity
	\$000	\$000	\$000	\$000
Interest rate risk				
Financial assets				
Cash and cash equivalents	(44)	-	44	-
Derivative financial instruments assets	462	-	2,655	-
Financial liabilities				
Derivative financial instruments liabilities	-	-	-	-
Borrowings	255	-	(255)	-
Total sensitivity	674	-	2,453	-

2021/22	-100bps		+100bps	
	Surplus	Other equity	Surplus	Other equity
	\$000	\$000	\$000	\$000
Interest rate risk				
Financial assets				
Cash and cash equivalents	(101)	-	101	-
Derivative financial instruments assets	(154)	-	1,760	-
Financial liabilities				
Derivative financial instruments liabilities	(39)	-	16	-
Borrowings	155	-	(155)	-
Total sensitivity	(139)	-	1,722	-

*bps = basis points. Decrease by 100 basis point = 1% interest rate decrease.

The interest rate sensitivity is based on a reasonable possible movement in interest rates, with all other variables held constant, measured as a basis points (bps) movement. For example, a decrease in 100 bps is equivalent to a decrease in interest rates of 1%.

The sensitivity for derivatives (interest rate swaps) has been calculated using a derivative valuation model based on a parallel shift in interest rates of -100bps/+100bps.

24. Major variances to budget

Major variances to budget	Annual Plan 2022/23 \$000	Actual 2022/23 \$000	Explanation for major variances to budget
Statement of Comprehensive Revenue and Expense			
Rates	44,709	45,152	Growth in the number and value of rating units across the district was slightly more than budgeted for at the time the rates were set for 2022/23, resulting in more revenue from rates. Revenue from metered water was \$72,000 lower than budgeted.
Subsidies and grants	6,355	7,553	Unbudgeted Government grants were received in 2023 including Affordable Waters transition funding grants of \$337,000, grant funding in relation to Freedom Camping policy \$65,000, capital funding for upgrade of the Matamata Transfer Station weighbridge \$100,000, and Waka Kotahi funding increased \$364,000 from what was initially budgeted for 2022/23.
Fees and charges	10,592	11,044	Overall fees and charges were largely in line with budget. Building consent income dropped by \$471,000 compared to budget as development slowed towards the end of the year, while Resource consent income exceeded budget by \$381,000.
Development and financial contributions	1,758	8,271	Revenue from contributions significantly exceeded budget with major developments in the district, particularly in Morrinsville and Matamata.
Interest revenue	162	723	Increasing interest rates over the year and larger cash inflows than budgeted resulted in greater interest revenue than budgeted. Council also held an additional \$4m cash during the year for the purposes of pre-funding debt maturing in April 2023.
Other revenue	494	15,446	Infrastructural assets and land vested to Council through the subdivision process this year amounted to \$14.3 million. In addition, increasing interest rates have seen a continued positive movement in the book valuation of Council's interest rate swap portfolio which increased by \$767,000 over the year.
Personnel costs	22,099	21,808	Staff vacancies carried throughout the year resulted in personnel costs being slightly lower than budgeted.
Depreciation and amortisation	16,523	21,670	The budget for depreciation was set based on estimated increases in the replacement cost of assets, however final revaluations resulted in higher

Major variances to budget	Annual Plan 2022/23 \$000	Actual 2022/23 \$000	Explanation for major variances to budget
			replacement costs than estimated and therefore much higher depreciation.
Finance costs	1,372	2,183	Interest rates have increased beyond the level budgeted.
Other expenses	23,274	30,596	<p>Council has incurred some significant unplanned overruns in operating costs compared to budget over 2022/23. Significant areas include;</p> <p>Water – We incurred significant additional costs of complying with stricter water quality and monitoring standards coming in since the establishment of the new Water Regulator, Taumata Arowai. 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. Additionally, power, chemical and electrical maintenance costs have increased significantly, affecting the water and wastewater activities.</p> <p>Consents and Licensing – due to the huge ongoing development activity within the district, external contractors were required to keep up with demand and to fill staff vacancies. Some of this additional cost was partially offset by higher resource consent fee income.</p> <p>Community Facilities – Power, chemical and insurance costs increased significantly above the level budgeted for 2022/23.</p> <p>Strategy and Engagement – Subsequent to the budget, Council approved work funded from reserve funds to continue investigation into the Te Aroha Spa development project, and the Matamata stadium projects.</p> <p>Clean-up following Cyclone Gabrielle in February cost approximately \$558,000 across Roading, 3 Waters and Community Facilities.</p>
Financial assets at fair value through other comprehensive revenue and expense	-	3,656	The carrying value of Council's investment in the Waikato Regional Airport increased compared to budget.

Major variances to budget	Annual Plan 2022/23 \$000	Actual 2022/23 \$000	Explanation for major variances to budget
Property, plant and equipment revaluations	23,869	59,796	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.

Major variances to budget	Annual Plan 2022/23 \$000	Actual 2022/23 \$000	Explanation for major variances to budget
Statement of Financial Position			
Current assets	9,584	22,749	Term deposits and cash held at year end was higher than budgeted. Receivables and accrued income at 30 June was significantly higher than budgeted, particularly due to development contribution invoices issued in June. A Matamata property sale due to be finalised in August 2023 was recognised at its book value of \$1.4m as held for sale in current assets at year end.
Non-current assets	805,825	990,995	The revaluation of our infrastructural and building assets resulted in a closing balance of property, plant and equipment that is significantly higher than budget due to continued increases in the replacement cost of Council's assets. The book value of Council's investment in the Waikato Regional Airport increased significantly since the budget was adopted.
Current liabilities	16,637	23,274	Accounts payable at 30 June 2023 were higher than budgeted due to the timing of projects and contract payments falling due. We also had an increase in bonds held at year end related to development.
Non-current liabilities	54,967	37,748	External borrowing was lower than budgeted, 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 Councils books.

25. Adoption of PBE IPSAS 41 Financial Instruments

On the date of initial application of PBE IPSAS 41, the classification and carrying amounts of financial assets under PBE IPSAS 41 and PBE IFRS 9 is outlined in the tables below:

Financial Assets	PBE IFRS 9	PBE IPSAS 41	30 June 2022 PBE IFRS 9	Adoption of PBE IPSAS 41 Adjustment	1 July 2022 PBE IPSAS 41
			\$000	\$000	\$000
Cash and cash equivalents	Loans and receivables	Amortised cost	10,138	-	10,138
Receivables	Loans and receivables	Amortised cost	3,347	272	3,619
Derivative financial instruments	FVTSD - Held for trading	FVTSD	833	-	833
Other financial assets:					
- Term deposits	Loans and receivables	Amortised cost	5,400	-	5,400
- Community Loans	Loans and receivables	Amortised cost	34	-	34
Investment in CCOs and other entities:					
- NZLGFA borrower notes	FVTOCRE	Amortised cost	775	-	775
- Waikato Regional Airport Ltd	FVTOCRE	FVTOCRE	32,873	-	32,873
- Waikato Local Authority Shared Services Ltd	FVTOCRE	FVTOCRE	28	-	28
- Hauraki Rail Trail Charitable Trust	FVTOCRE	FVTOCRE	20	-	20
- Civic Financial Services Ltd	FVTOCRE	FVTOCRE	122	-	122

FVTOCRE = Fair value through other comprehensive revenue and expense

FVTSD = Fair value through surplus or deficit

The measurement categories and carrying amounts for financial liabilities have not changed on adoption of PBE IPSAS 41.

2.3 ĒTAHI ATU WHĀKINGA Ā-TURE OTHER LEGISLATIVE DISCLOSURES

1. Te pānui o te pānga o te pūtea / Funding Impact Statement

For the year ended 30 June 2023 for the whole of Council

Long Term Plan 2021/22	Actual 2021/22		Annual Plan 2022/23	Actual 2022/23
\$000	\$000		\$000	\$000
		Sources of operating funding		
27,381	27,486	General rates, uniform annual general charges, rates penalties	28,818	29,048
15,013	14,559	Targeted rates	15,891	16,104
4,695	5,337	Subsidies and grants for operating purposes	3,172	4,200
7,956	9,099	Fees and charges	10,173	10,396
79	153	Interest and dividends from investments	162	838
286	248	Local authorities fuel tax, fines, infringement fees, and other receipts	291	256
55,410	56,882	Total operating funding (A)	58,507	60,842
		Applications of operating funding		
42,163	47,133	Payments to staff and suppliers	44,957	51,816
1,150	1,168	Finance costs	1,372	2,175
-	-	Other operating funding applications	-	-
43,313	48,301	Total applications of operating funding (B)	46,329	53,991
12,097	8,581	Surplus (deficit) of operating funding (A – B)	12,178	6,851
		Sources of capital funding		
3,879	3,607	Subsidies and grants for capital expenditure	3,183	3,353
1,766	3,637	Development and financial contributions	1,758	8,271
7,699	11,500	Increase (decrease) in debt	23,227	8,343
-	-	Gross proceeds from sale of assets	-	-
-	-	Lump sum contributions	-	-
-	500	Other dedicated capital funding	-	-
13,344	19,244	Total sources of capital funding (C)	28,168	19,967
		Applications of capital funding		
		Capital expenditure		
3,613	551	—to meet additional demand	3,811	-
7,172	8,092	—to improve the level of service	21,009	12,830
14,651	12,248	—to replace existing assets	16,144	15,389
5	1,746	Increase (decrease) in reserves	(618)	594

-	5,188	Increase (decrease) of investments	-	(1,995)
25,441	27,825	Total applications of capital funding (D)	40,346	26,818
(12,097)	(8,581)	Surplus (deficit) of capital funding (C – D)	(12,178)	(6,851)
-	-	Funding balance ((A – B) + (C – D))	-	-

The funding impact statements for each group of activities and the overall Council funding impact statement are prepared in compliance with the requirements of clauses 26 and 30, part 3, schedule 10 of the Local Government Act 2002. Unlike the statement of comprehensive income (in the Financial Statements section), the funding impact statements are not compliant with generally accepted accounting standards (GAAP).

The funding impact statement is intended to show in a transparent manner, how all sources of funding received by us are applied. It does not include “non-cash” income that is classified as income in the statement of comprehensive revenue and expense (as required by GAAP) such as assets that are vested to us through the subdivision process, or unrealised gains on assets. The statement of comprehensive revenue and expense also requires “non-cash” expenses such as depreciation, amortisation, and unrealised losses on assets to be reflected, whereas these are excluded from the funding impact statement. The reconciliation following identifies the differences between these statements.

2. Reconciliation between Council's overall funding impact statement and the statement of comprehensive revenue and expense

Actual 2021/22		Annual Plan 2022/23	Actual 2022/23
\$000		\$000	\$000
	Funding sources as shown in the overall Council funding impact statement		
56,882	Total operating funding	56,747	60,843
19,244	Total capital funding	18,378	19,967
	Less capital movements		
(11,500)	Increase/(decrease) in debt	(13,696)	(8,343)
-	Gross proceeds from sale of assets	-	-
	Add non-funded income		
6,038	Vested land and infrastructure from property development	206	14,317
3,017	Other gains	-	845
468	Income from support activities	220	560
74,149	Total funding sources	61,855	88,189
74,149	Total income as shown in the statement of comprehensive revenue and expense	61,855	88,189
	Application of funding as shown in the overall Council funding impact statements		
48,301	Total applications of operating funding	44,184	53,992

27,825	Total applications of capital funding	30,941	26,818
	Less capital movements		
(20,891)	Capital expenditure	(30,939)	(28,219)
(1,746)	Increase/(decrease) in reserves	(2)	(594)
(5,188)	Increase/(decrease) in investments	-	1,995
	Add non-funded expenditure		
19,117	Depreciation and amortisation	15,926	21,670
119	Other losses	-	35
468	Expenses from support activities	220	560
68,005	Total funding application	60,330	76,257
68,005	Total expenditure as shown in the statement of comprehensive revenue and expense	60,330	76,257

3. Internal borrowing

Internal borrowings are utilised to fund capital projects for various activities instead of obtaining funding from external sources. Interest is charged to the various activities for their internal borrowing at a rate equal the mid-way point between our average borrowing and average investment rates obtained in the prior year. For the year ended 30 June 2023, this rate was 3.69% (2022: 2.65%). Internal borrowings are eliminated on consolidation of activities in the financial statements.

Groups of activities	Opening balance 1 July 2022	Additional funds borrowed 2022/23	Funds repaid 2022/23	Closing balance 30 June 2023	Interest paid 2022/23
	\$000	\$000	\$000	\$000	\$000
Community Facilities	13,583	329	-	13,912	488
Roading	9,284	519	-	9,803	352
Rubbish and Recycling	1,167	42	-	1,209	44
Stormwater	-	-	-	-	-
Wastewater	-	2	-	2	2
Water	10,855	1,133	-	11,988	421
Strategy and Engagement	2,657	845	-	3,502	131
Total internal borrowing	37,546	2,870	-	40,416	1,438

4. Insurance of assets

The following information relates to the insurance of Council assets as at 30 June:

June 2022		June 2023
\$000		\$000
186,738	The total value of all Council assets covered by insurance contracts	211,279
	The maximum amount to which insures assets are insured:	
15,000	Fire	15,000
150,000	Other natural disasters	150,000
292,716	The total value of all Council assets covered by financial risk sharing arrangements	304,102
50,000	Maximum amount available to the Council under financial risk sharing arrangements	50,000

In the event of natural disaster, central government may contribute up to 60% towards the restoration of water, stormwater and wastewater assets, and provide a subsidy towards the restoration of roads.



2.4 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

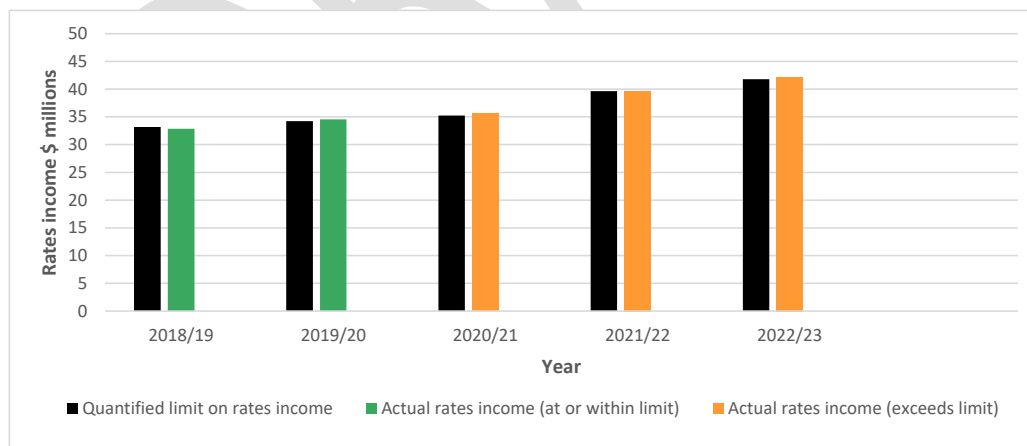
The Council meets the rates affordability benchmark if:

- 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 2021-2031 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.

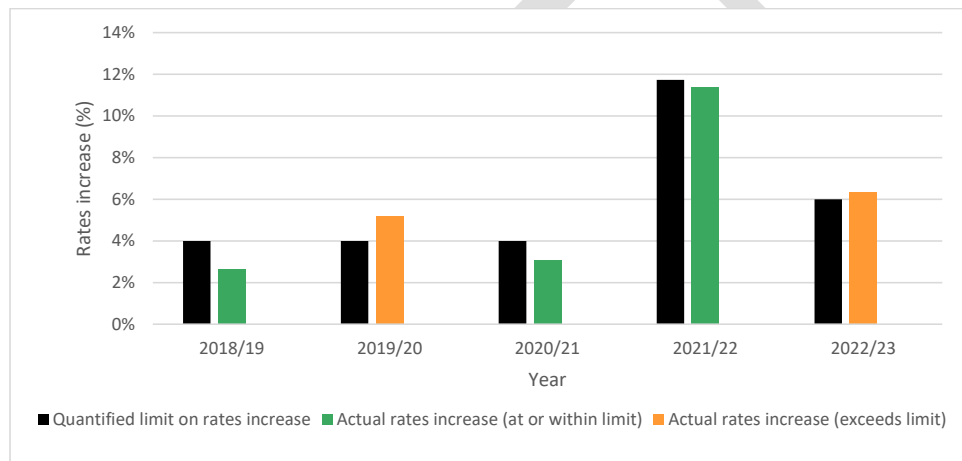
Comment:

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 2021-2031 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.



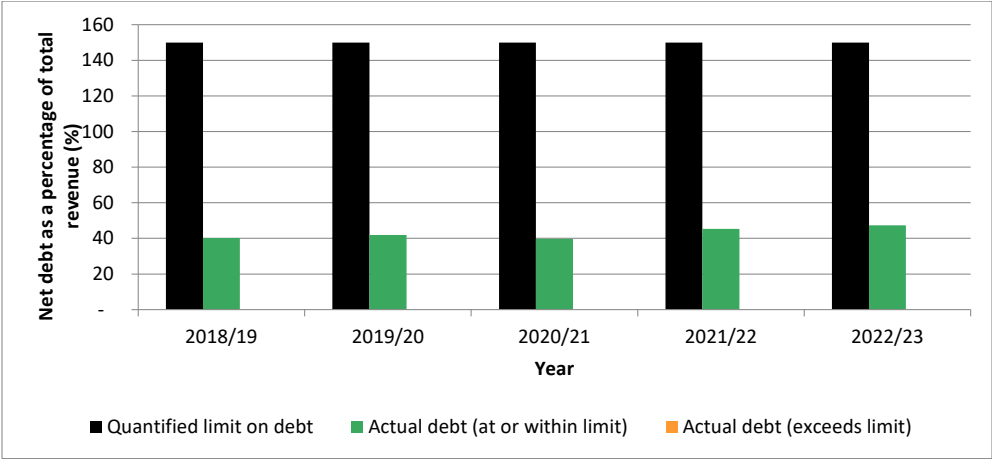
Comment:

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.



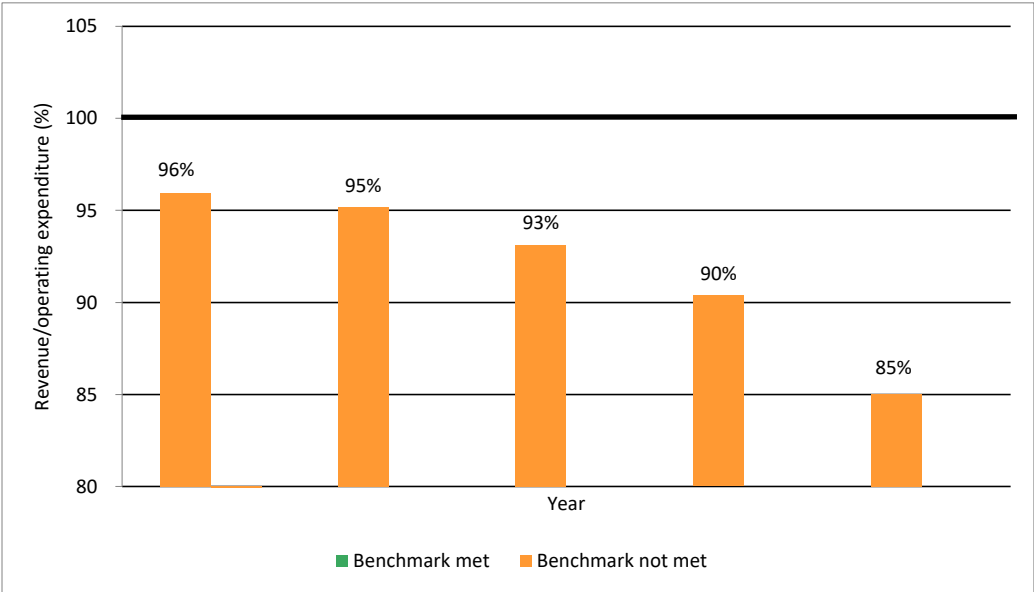
Comment:

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.

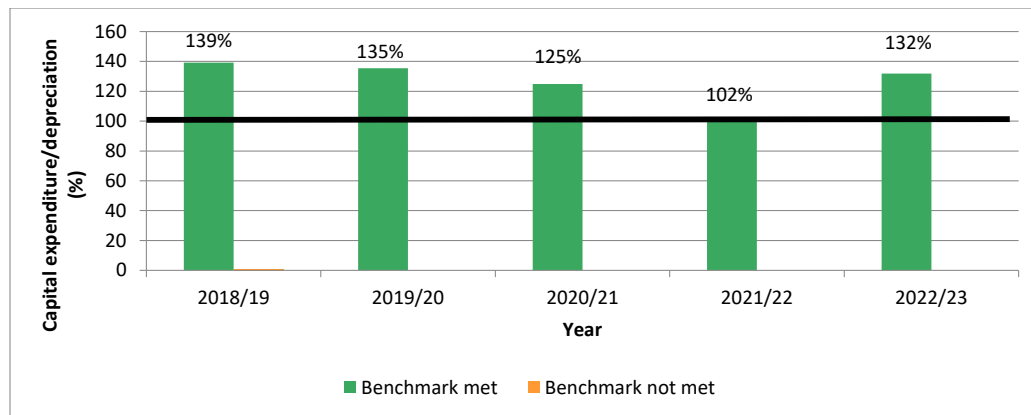


Comment:

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.

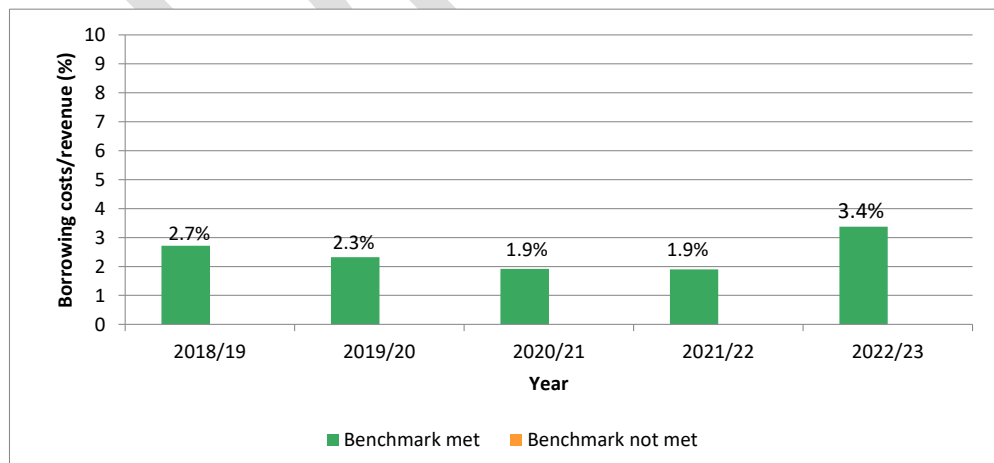


Comment:

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.

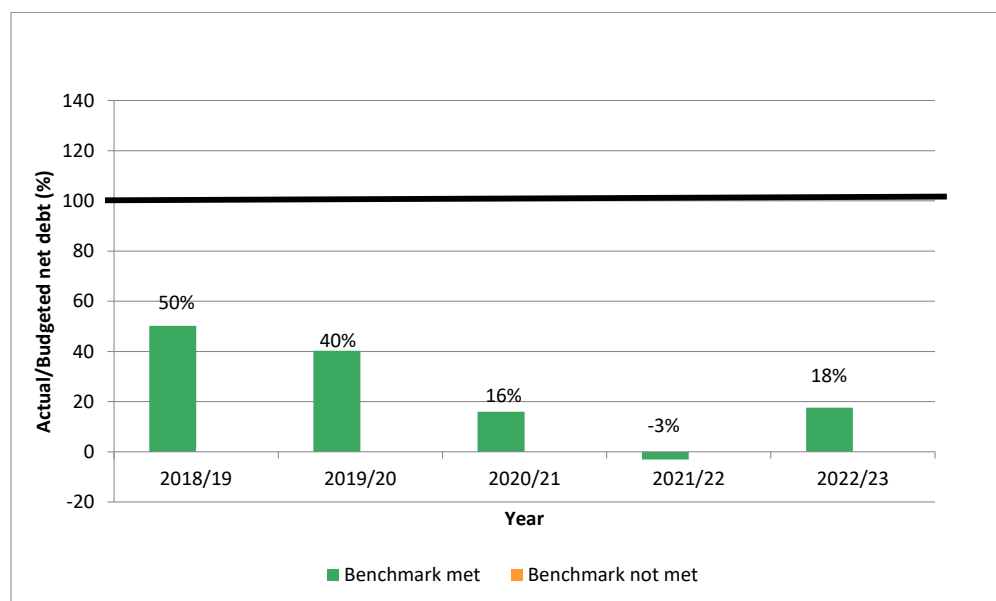


Comment:

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.

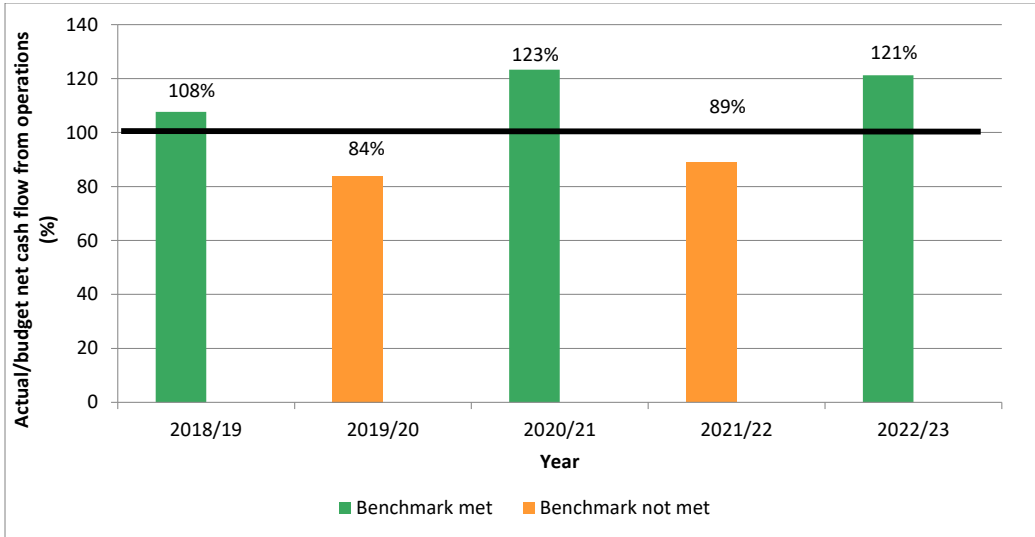


Comment:

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.



2.5 TE WHAI WĀHI KI NGĀ RŌPŪ O RARO O TE KAUNIHERA ME NGĀ RŌPŪ O TE KAUNIHĒRE | INVOLVEMENT IN COUNCIL CONTROLLED ORGANISATIONS AND COUNCIL ORGANISATIONS

Waikato Regional Airport Limited (WRAL)

WRAL is a Council Controlled Organisation, jointly owned by five local authorities: Hamilton City, Waikato District, Waipa District, Otorohanga District and Matamata-Piako District Councils. Matamata-Piako's shareholding is 15.625%.

Waikato Regional Airport Limited replaced the Airport Authority in 1989, which previously ran the airport. We consider that the airport is a significant infrastructural asset for the region and important for economic growth and development. The Local Government Act 2002 defines shareholding in an airport as a strategic asset.

The objective of the Waikato Regional Airport Limited is

- Operate an efficient, compliant and resilient airport
- Enhance the traveller experience
- Maintain a viable aeronautical business
- Maximise revenue diversification through its non-aeronautical business opportunities
- Develop and optimise the land holdings of the Group to generate a long-term property income from a diversified portfolio
- Operate the airport hotel to recover from the effects of Covid-19 and achieve revised financial targets. Maintain pre-Covid customer satisfaction targets
- Marketing the Hamilton & Waikato region as a visitor destination to domestic visitors
- Grow the visitor economy through tourism development and destination management.

WRAL Performance Reporting

Performance target	Comments	Met	
		2023	2022
Non-financial performance targets			
Zero WorkSafe notifiable accidents/injuries.	There were no notifiable incidents in either 2022 or 2023.	✓	✓
Independently review and audit the health and safety system each year.	An independent audit of the Group's health and safety framework was undertaken and all recommendations were implemented.	✓	✓
To achieve airport certification standards required by the Civil Aviation	The airport continues to meet all relevant CAA certification standards	✓	✓

Performance target	Comments	Met	
		2023	2022
Authority (CAA) as evidenced by CAA audit reports.			
Ensure airport is operationally available for all scheduled passenger services (except for uncontrollable events).	There have been no incidences of scheduled flights being operationally impacted by controllable events	✓	✓
Facilitate noise management meetings every 4 months in accordance with the noise management plan.	Regular meetings were facilitated every 4 months however have reduced frequency to 6 months during the 2022 year due to reduced air movements.	n/a	×
Facilitate health & safety meetings every 2 months with representatives from each company department.	Health & Safety committee meetings are undertaken on a monthly basis	n/a	✓
Titanium Park Limited Complete construction of airport infrastructure to support private aeronautical property development and land sales	Settlement of land sales were completed however purchasers did not require aeronautical infrastructure to be completed in the 2023 year	×	n/a
Complete construction of the 5th Stage of Titanium Park's Central Precinct.	Plans were finalised and construction had commenced during the year however it was not completed by year end due to COVID19-related construction delays.	n/a	×
Develop a masterplan for Titanium Park's Northern Precinct and prepare a private plan change submission to Waipa District Council	The masterplan was completed in 2021, and the plan change submitted during 2022.	n/a	✓
Jet Park Hotel Hamilton Airport (Waikato Regional Airport Hotel Limited) Implement a recovery plan to enable a steady return to pre-COVID key metrics such as occupancy, room rates and customer satisfaction in line with the expectations	The hotel resumed trading to the public in the 2023 financial year after two years as a MIQ Hotel. The Hotel maintained its Qualmark 4 Star rating and exceeded trading budget	✓	×

Performance target	Comments	Met	
		2023	2022
underlying the achievement of a Qualmark 4 Star rating.			
Hamilton & Waikato Tourism Limited Successfully deliver the first year of the \$3.75m Regional Events fund for Waikato, Rotorua, Ruapehu and Taupo	Due to COVID19 travel and event restrictions a number of events did not take place during the year (cancelled or postponed) meaning the investment plan was not fully delivered.	n/a	x
Climate Change Response Reduce Group electricity consumption by 3% on 2022 levels (measured in kWh used) and maintain water consumption level on 2022 levels (measured in litres used).			n/a

Performance target	2023			2022		
	Actual	Target	Met	Actual	Target	Met
Financial performance targets						
Net surplus/(deficit) before tax no less than	\$10,763,000	\$6,000,000	✓	\$2,123,000	\$1,200,000	✓
Earnings before tax, interest, depreciation & amortisation (EBITDA) excl Land Sales of at least	\$5,674,000	\$4,300,000	✓	\$5,996,000	\$5,200,000	✓
Earnings before tax, interest, depreciation & amortisation (EBITDA) incl Land Sales of at least	\$15,764,000	\$11,100,000	✓	\$6,383,000	\$5,700,000	✓
Percentage of non-landing charges to total revenue of at least	70%	60%	✓	82%	60%	✓
Land Sales of at least	\$14,723,000	\$14,000,000	✓	\$2,020,000	\$2,000,000	✓

Performance target	2023			2022		
	Actual	Target	Met	Actual	Target	Met
Interest coverage ratio of at least	9.7	4.0	✓	13.2	4.0	✓
Net operating cash flow excl Land sales of at least	\$2,656,000	\$3,500,000	×	\$4,471,000	\$3,600,000	✓
Net debt a maximum of	\$20,149,000	\$30,000,000	✓	\$16,774,000	\$29,000,000	✓
Shareholder funds to total assets of at least	86%	75%	✓	85%	75%	✓

All earnings and profitability financial performance targets exclude the effect of other gains and losses recognised in net surplus/(deficit) unless otherwise stated.

Waikato Local Authority Shared Services Limited (WLASS) now Co-Lab

WLASS is a CCO solely owned by the 12 Waikato local authorities – Waikato Region, Hamilton City, Hauraki District, Matamata-Piako District, Otorohanga District, Rotorua District, South Waikato District, Taupo District, Thames-Coromandel District, Waikato District, Waipa District and Waitomo District.

The WLASS Board has 12 Directors; each Director being the Chief Executive, or nominee, of one of the local authorities representing the shareholding Councils. The Directors do not receive any fees or expenses for the work undertaken on behalf of WLASS.

Matamata-Piako's shareholding is 8.33%.

The company was established in 2005 to promote shared services between local authorities across the Waikato region. By encouraging and enabling the councils to work together, WLASS helps councils to reduce costs, achieves effectiveness and efficiency gains, reduces duplication of effort, eliminates waste through repetition, promotes and contributes to the development of best practice, and helps to improve customers' experiences.

Council became a shareholder following public consultation during the 2005/06 Annual Plan.

Much of the work of WLASS is undertaken by Working Parties or Advisory Groups made up of staff from the shareholding councils, with expertise and interest in particular services. WLASS provides a legal entity representing all of the shareholding councils, and can enter into contracts and agreements with external suppliers. The WLASS CEO facilitates and co-ordinates the various Working Parties.

Member councils pay a small annual levy, depending on their size, to run the WLASS. Services obtained by members are funded on a user pays basis, whereby each council pays for and receives the financial benefit of its share of any particular service. The decisions about potential projects or services are made by the Directors, who make up the WLASS Board.

Co-Lab Performance Reporting

Key:

- Achieved
- Unable to currently measure
- Partially achieved: Activity remains in progress
- Not achieved

Priority	Performance measure	Target	Outcome (progress toward target)	2022 Outcome	
Prioritise and develop business cases for opportunities that, if implemented, add value to councils by achieving one or more of our objectives	➤ Business cases will include measurable benefits linked to one or more of the outcomes sought	Projected savings to councils of \$300k*	<p>Seven significant projects monitored during the year. However, each of these projects – which were largely guided by feedback from councils – were principally focused on valuation creation (rather than cost savings) and/or are at an early stage where potential costs savings are yet to be quantified. The Customer Digital Enablement (CDE) project has the potential to save¹ significant amounts by pooling council investment. For example, market feedback suggested a ten-fold increase in the number of councils involved only bore a 16% increase in investment. Unfortunately, as noted earlier, most councils did not support progressing to RFP and product build. For these reasons, the target has not been met.</p> <p>The <i>Strategic Case</i> for the 'Right People, Right Place' project (see page 9) was approved by the Board in June 2023.</p> <p>A paper covering the 'People Post 3 Waters' project (see page 9) was presented to council Chief Executives in November 2022, with an update to the Board in March 2023. While we</p>	<p>No business cases were presented to the Board during the last financial year but there were various Discovery reports for initiatives and expansive resourcing required to develop Co-Lab Learning.</p> <p>By their nature, some of these opportunities do not lend to readily quantifiable benefits. An example of this is the Community Needs Analysis: a project supporting eight of the councils by providing learnings grounded in stories of past successes and failures, that can be used by councils in their discussion with stakeholders relating to the Future for Local Government review.</p>	●

¹ When compared to making the investment on a standalone basis

Priority	Performance measure	Target	Outcome (progress toward target)	2022 Outcome	
			<p>await feedback from councils on what resource might become available to redeploy, we are investigating a project management shared service to address one area where many councils are resource constrained.</p> <p>Neither of these investigations can yet claim to give projected savings to councils, although both have the potential to reduce costs and create value in the future.</p>		
	➤ Opportunity assessments are supported by councils (evidenced by Board minutes)	75% of councils	<p>We can't reasonably measure performance against this target because no opportunity assessments have been presented to the Board during the period. Having said that, as noted above, CDE is not expected to progress to this point, because of the lack of support to progress the opportunity. To that extent, it is an opportunity that, while initially supported by councils, has not ultimately been.</p> <p>Last year we reported that 9 of 12 councils agreed to participate in Co-Lab Learning. A 10th confirmed their involvement in the current period.</p>	<p>9 councils (out of 12 shareholding councils) have agreed to participate in Co-Lab Learning following proposals in May 2022. 8 councils chose to participate (and invest in) the Community Needs Analysis (CNA) project.</p>	●

30 June 2023

Priority	Performance measure	Target	Outcome (progress toward target)	2022 Outcome	
			<p>Some opportunities have been capitalised on without a formal business case. An example of this in the current period is Co-Lab Procurement Support. That shared service came about from discussions with councils who had a need for procurement skills, but only on a part-time basis, or only as and when required to supplement their current resources.</p> <p>In July 2023 and August 2023, councils were presented with proposals to participate in a Building Consent Cadetship and in the RATA Spaces and Places Rōpū. Decisions are pending in early FY24.</p>		
Develop opportunities and deliver projects within agreed budgets and timelines	➤ Opportunities / projects are developed / delivered within agreed timelines	80%	<p>14%: (1/7 projects)</p> <p>The low proportion of projects delivered within agreed timelines is disappointing. However, this should be considered in the context that most Co-Lab investigations commence with significant uncertainty, including council staff's capacity to get involved in the projects, which makes reliably estimating the time to complete challenging. While capacity is the most</p>	<p>38%: Five of the eight projects under development that had a major milestone during the year, had some delays in their progress. The most significant of these was the completion of the development of Co-Lab Learning. Although Covid pressures in late 2021 contributed to the delays, the main cause was the length of time taken to reach agreement with key council</p>	

30 June 2023

Priority	Performance measure	Target	Outcome (progress toward target)	2022 Outcome	
			<p>prominent unknown when setting timelines, the LIDAR project has been delayed by vendor performance issues.</p> <p>We acknowledge that we must be more realistic when estimating timelines.</p> <p>It is important to note that none of the delays have caused costs to escalate (i.e., the anticipated work is simply spread over a longer period, or the contract protects against cost escalation).</p>	<p>stakeholders. It is easy to underestimate how long this will take.</p> <p>Completed on time were the Community Needs Analysis project, the Building consent Cadetship discovery project and the project to establish the Co-Lab Geospatial Services unit.</p>	
	➤ Opportunities / projects are developed / delivered, within approved budget	90%	<p>80%: Four of the five projects were completed within budget. The exception was the Co-Lab Learning Implementation where the cost of the project team went over project budget. The remaining of two projects have not started in the current year.</p>	<p>86%: Six of the seven projects were completed within budget. The exception was the Learning & Development Shared Service project where the cost of the project team went slightly over budget. This was a result of the delays, and therefore extension of effort that is explained above.</p>	

30 June 2023

Priority	Performance measure	Target	Outcome (progress toward target)	2022 Outcome	
	➤ Overall, Company Management / Support functions will be undertaken within budget, unless additional expenditure has board pre-approval		Actual Company Management & Support expenditure exceeded budget, mainly because the LAPP insurance cost, which is recovered from councils, was not included in the budget.		
Ensure projects realise their expected benefits	➤ Measurable benefits are actively monitored and reported against	Six-monthly	During the current financial year, management reported to the Audit & Risk Committee on: <ul style="list-style-type: none"> Shared Valuation Data Service (SVDS): All benefits in the business case have been met Co-Lab Water Services: The assessment considered benefits realised since the services inception. Of the 10 KPIs in the business case, only 1 (relating to service expectations) was determined to be 'not met' and action is already underway to remedy that. 	During the last financial year, we presented the following to the Audit & Risk Committee: <ul style="list-style-type: none"> PSP Waters Collaboration Insurance 	

30 June 2023

Priority	Performance measure	Target	Outcome (progress toward target)	2022 Outcome	
	➤ Audit & Risk Committee undertake an assessment of projects following implementation (which will include an assessment of whether projected benefits have been realised)	For \$200k+ Projects (based on cost of opportunity development and ongoing investment) Within 15 months 90% of projected quantifiable benefits are realised			
Ensure existing services are meeting the needs of councils	➤ The services we provide are considered by councils who use that service to meet or exceed their expectations (evidenced by an annual survey).	80% of councils	Based on our annual survey of councils, the target of 80% has not been met. 79.8% of respondents (0.2% less than the target) said that the services met or exceeded expectations. The survey response rate was 45% (200 were surveyed with 91 responses received).	A stakeholder survey was undertaken in May 2022 as noted above. 84% of respondents said that the services they received either met or exceeded their expectations.	

30 June 2023					
Priority	Performance measure	Target	Outcome (progress toward target)	2022 Outcome	
Foster and promote cross-council collaboration and networking to share ideas on improving efficiencies and best practice	➤ Across these groups, ideas for future consideration and/or initiatives are identified each year	Four per annum	Ideas received and triaged in FY23: <ul style="list-style-type: none"> One digital library book database Common LGOIMA manager tool Councillor Induction Programme Common staff induction content Shared resources for election years Parking enforcement app Joint Procurement for contracted resources 	<ul style="list-style-type: none"> Ideas for future consideration and/or initiatives identified include: <ul style="list-style-type: none"> Redesign of the WBCG Quality Manual – In progress Cadet Project – In progress New Build Waikato website delivered – Completed Water Data Quality dashboard Fortnightly P&C response group for Covid-19 The Insurance Advisory Group engaged Aon to undertake an assessment of potential losses to Waikato councils' three-waters reticulation networks and flood protection assets due to earthquake damage. Procurement Managers have been involved in a few joint procurements. 	

Hauraki Rail Trail Charitable Trust

The Hauraki Rail Trail Charitable Trust is a Council Controlled Organisation, created by Hauraki, Thames-Coromandel and Matamata-Piako District Councils, who each can appoint three trustees. Iwi in the three Districts can also appoint three trustees to the Trust. The Trust falls within the definition of a council controlled organisation, however on 8 November 2017 we exempted the Trust from council controlled organisation reporting requirements under the Local Government Act 2002. The exemption must be reviewed every three years and was last reviewed September 2023.

The Trust's purpose is generally to operate and facilitate the use and enjoyment of the Hauraki Rail Trail. The defined purposes of the Trust include the specific objectives of expanding the Hauraki Rail Trail where possible and maintaining the Hauraki Rail Trail to appropriate standards. The trust will oversee the operation and maintenance of the Hauraki Rail Trail by a commercial operator. It will also seek funding from charitable organisations (such as gambling trusts) to fund the extension of the Hauraki Rail Trail.



SECTION 3 TE PĀNUI O NGĀ WHAKARATONGA INENGA MAHI | STATEMENT OF SERVICE PERFORMANCE



Item 7.5

Attachment C

3.1 TĪRONGA WHĀNUI O NGĀ WHAKARATONGA INENGA MAHI | OVERVIEW OF SERVICE PERFORMANCE

Council's service performance information for the 2022/23 year, is contained in this section *Section 3: Statement of Service Performance*, pp 98-216.

The other sections of the Annual Report, *Section 1: Introduction* and *Section 2: Financials* provide the governance framework and financial context within which Council's service delivery is achieved.

This 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.

Statement of compliance

The service performance information in Section 3 is compliant with New Zealand generally accepted accounting practice (NZ GAAP). Refer also to the Statement of Compliance and Responsibility on pp 218.

Council's Role

Our delivery of services to the community takes place within the overall context of Council's purpose as set out in the Local Government Act 2002:

The purpose of local government is -

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

Local Government Act 2002, Section 10 (1)

Our reporting on the delivery of services, contained within this Annual Report, is one of the responsibilities mandated under the same Act, which also includes:

To separate policy setting from operational functions as far as possible

To prepare Long Term Plans, Annual Plans and Budgets in consultation with communities

To report annually on performance in relation to Council Plans

To prepare long term financial strategies including funding, financial management and investment policies

Ref: *Council's Roles and Functions*, DIA Website [link](#)

Council's Goals

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.

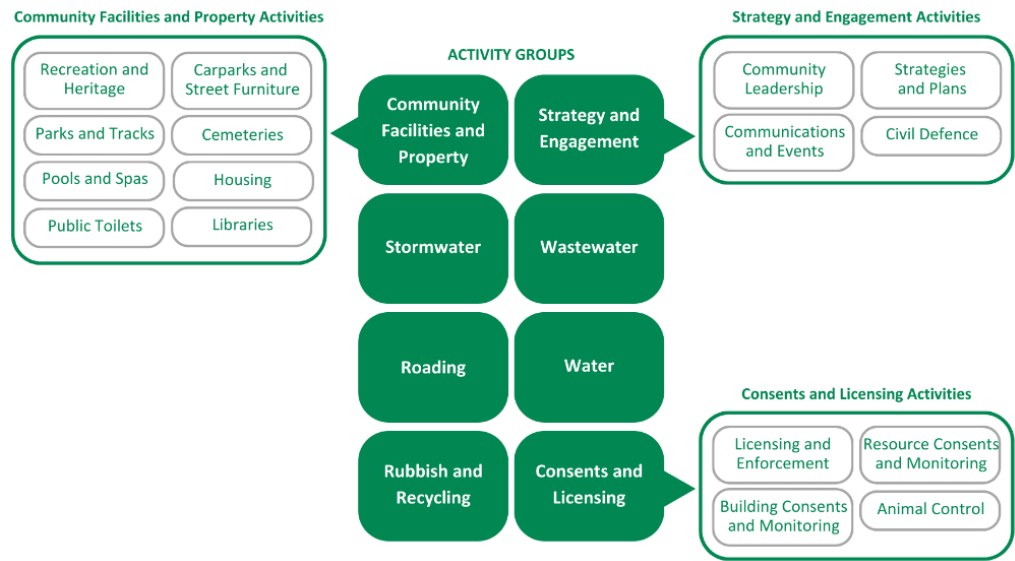
In consultation with the community in 2017, Council set five core Community Outcomes, each with three key goals. You can read more about the Community Outcomes on page 9 in this Annual Report.

Connected Infrastructure	Economic Opportunities	Healthy Communities	Environmental Sustainability	Vibrant Cultural Values
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To deliver on these Community Outcomes, Council develops a Long Term Plan every three years. Updates to the Long Term Plan are made in subsequent years in the Annual Plan, and reporting on what has been achieved is done yearly through the Annual Report. The 2022/23 year is the second year of the three year cycle of the 2021-2031 Long Term Plan.

The services Council provides

Our 2021-2031 Long Term Plan divides Council's services into eight activity groups that contribute to the delivery of our Community Outcomes. Each activity has performance measures that show how well Council is performing in terms of delivering those services to the community.



An Activity Group is one or more related activities provided by, or on behalf of, the Council, which contribute to our Community Outcomes and align with the Long Term Plan 2021-2031. There are eight Activity Groups with their statements of service provision and the funding impact statements which are contained in *Section*

3. The reconciliation which bridges the difference between the funding impact statement and the statement of comprehensive revenue and expenditure is included in *Section 2*. In this section we will outline key activities and projects, and report against our performance measures for each of the Activity Groups.

Some Activity Groups contain a range of services, for example the Strategy and Engagement Activity Group, contains the services of Civil Defence, Community Leadership, Communications and Events, and Strategies and Plans. Other Activity Groups contain just one service, for example Rooding.

Taken together, the Rooding, Rubbish and Recycling, Stormwater, Wastewater and Water Activity Groups fall under the umbrella of Infrastructure. Council's Infrastructure Strategy, in the Long Term Plan, more fully describes each of these Activities and Council's plans for them over the next thirty year period.

Activity Groups contribute to Community Wellbeing

Each Activity Group helps Council to deliver on its core function of contributing to the current and future wellbeing – social, economic, environmental and cultural – of its community. Under each Activity Group section in the Annual Report, the specific ways in which each group of activities contributes to the well-beings is outlined.

In the Long Term Plan, we also consider any negative effects of our activities on community wellbeings and describe how we plan to mitigate those.

Activity Groups contribute to Council's Community Outcomes

Each group of activities contributes to achieving Council's vision and Community Outcomes. Under each Activity Group section in the Annual Report, the specific ways in which the Group contributes to the Community Outcomes is outlined.

How Council services are funded

Council's Revenue and Financing Policy in the Long Term Plan, outlines how each of Council's Activity Groups are funded. You can read more about what Council takes into consideration when making these allocations by reading the Policies document available on the Long Term Plan page of our website.

Council's Service Performance Reporting

Each year in the Annual Report, Council reports on how well it has delivered its services to the community over the last financial year. The aim is to clearly communicate to our community how well we have delivered on the targets we set ourselves across the range of our services in the Long Term Plan.

Judgements on selection of performance measures

The performance measures that Council reports against are a mix of mandatory and non-mandatory measures.

The mandatory measures are set by the Department of Internal Affairs and cover the activity groups of Rooding, Water, Wastewater and Stormwater.

Under the Local Government Act 2002, we are mandated to provide standard performance measures so that the public may compare the level of service provided in relation to the following group of activities: water supply, sewerage and the treatment and disposal of sewage, stormwater, and the provision of roads and footpaths (Council does not report on performance measures relating to flood protection as it does not have

any major flood protection and control works as per the Department of Internal Affairs (DIA definition). DIA guidance has been followed in measuring performance against all mandatory performance measures.

Non-mandatory measures are determined by Council and cover the Activity Groups of Community Facilities and Property, Strategy and Engagement, Rubbish and Recycling and Consents and Licensing. The performance measures and targets for this Annual Report were set by Council in the Long Term Plan 2021-2031. Every three years, when the Long Term Plan is reviewed and updated, the performance measures and targets are also reviewed.

When Council prepared the forecast Statement of Service Performance in the 2021-2031 Long Term Plan, Council made the following judgments in the selection of our service performance measures found in the Introduction, Financials and Statement of Service Performance sections:

- Council has reflected on the extent to which the levels of service provided to the community were best captured by the performance measures used.
- Consideration has been given to the views expressed by our residents and ratepayers. This includes feedback from our previous resident surveys and submissions received through the Long Term Plan consultation process.
- Council aims for the performance measures to inform progress towards delivering the Level of Service set out in the Long Term Plan.

Relevant measurement judgements have been included within each Group of Activity section to which the judgement relates. This information applies throughout the service performance reporting in *Section 3*.

Council has also set performance measures to measure regulatory compliance for statutory measures (such as percentage of both building consents and resource consents applications processed within statutory timeframes). Further to the above judgements being made in the selection of performance measures, we also apply judgements in the measurement, aggregation, and presentation of service performance information.

To determine the number of performance measures to monitor and report on and the level of aggregation (for example, whether to report on customer satisfaction for each library facility in Te Aroha, Morrinsville and Matamata or one combined result across all three library facilities), we have considered the information needs of our communities, the costs and benefits of these, practical feasibility, and the requirement to provide performance information across the full breadth of services that the council provides.

There are no significant judgements applied to the measurement, aggregation, and presentation of service performance information unless specified within the relevant activity section below. As part of setting funding levels the Council considered the impact on services and their related performance measures.

Performance measures are selected to report on Council's activities. They measure and communicate Council's performance in a quantitative way that is comparable over time, with additional qualitative commentary used to make the reporting more accessible to the general public.

The measures indicate Council's success in achieving its five strategic goals as outlined in the Community Outcomes. The ways in which each activity group contribute to these goals is described at the top of each activity group section. In addition, judgements related to measurement aggregation and presentation of service performance information are included within each activity group.

Data and Trend Analysis

The results and trends reflect the data and information available at the time of writing this report. To identify trends, data has been analysed as far back as possible and there is variation in the time series of each measure. Some measures assess progress against a baseline as it was a new measure in the Long Term Plan 2021-2031.

Where changes in percentages from year to year are reported as having increased or decreased, it should be noted that these are not necessarily statistically significant and require further time series to determine a real trend.

External implications for service performance statements

There are conditions that affect the service performance results and may result in a variation from the targeted results. These are ones which are outside the control of the Council. Examples of this are, but not limited to, changes in government policy in New Zealand, changes in international travel restrictions, global and domestic economic conditions and international policy that may impact areas such as staff recruitment.

Data sources

The key data sources used to report on these measures are:

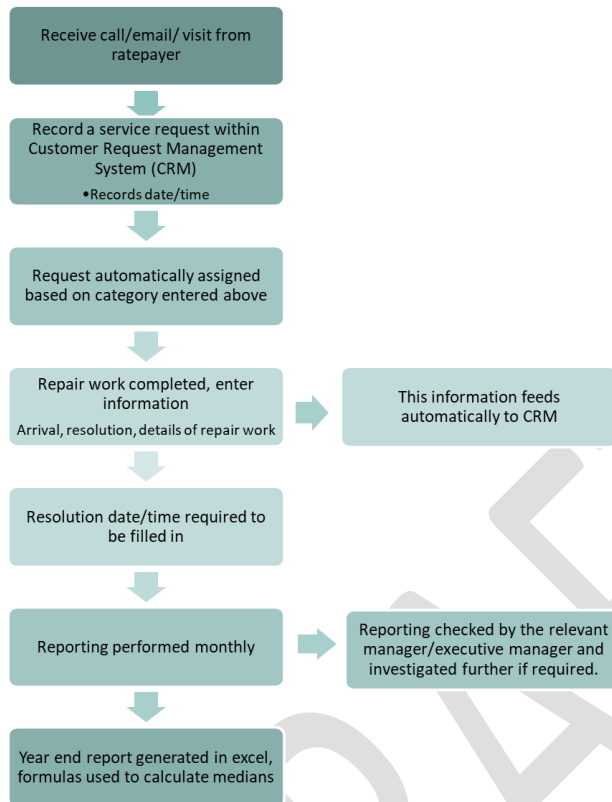
- Council's internal Customer request management system
- An annual Community Views survey of residents administered by an external party (detail below)

Customer request management system

Requests are received from members of the public through a number of different channels – phone call, email, Antenno (smartphone app) and in person at Council offices.

Requests are received, responded to, analysed and reported on through our Customer Request Management System.

The diagram below illustrates the workflow for requests.



Annual Community Views Survey

Council uses an external agency to conduct our Annual Community Views Survey which gauges residents' perceptions of and attitudes toward various Council services and facilities.

The survey identifies various satisfaction levels amongst the community, and in so doing, helps Council to improve the delivery of the corresponding services and activities. Council's specific research objectives are to:

- Determine residents' usage and satisfaction with core Council activities, in comparison to previous measures, but also against Key Performance Measures (KPMs) outlined in its Long Term Plan (LTP);
- Determine awareness and impressions of Council's communications and consultation processes;
- Highlight any issues as to where Council can make the greatest gains in resident satisfaction via future development.

Responses for the Community Views Survey were collected on a monthly basis from July 2022 to June 2023 using a mixed method approach: computer aided telephone interviewing (CATI) and online interviewing.

A total of n=400 responses made up the final sample size (total number of residents interviewed), with n=240 from CATI (of which around 20% were collected via mobile numbers) and n=160 from online. A total

sample size of n=400 yields a maximum Margin of Error (MoE) of +/- 4.90%. Statistical testing is used to determine the probability that an observed difference occurred as a result of chance. Significance testing has been applied to year on year findings and is indicated where applicable.

Area quotas were applied to each ward in the District to ensure the final sample is a true, proportionate representation of the District overall, and is consistent year-on-year. Age and gender weights have been applied to the final data set. Weighting ensures specific demographic groups are neither under or over represented in the final data set, and each group is represented as it would be in the population.

The survey allows Council to measure changes in customer satisfaction across service delivery over time. Questions are written so they are clearly understood by participants and neutral in tone; and response options are designed so they are balanced, do not lead participants to respond in a certain way and cover a variety of responses a participant may wish to provide. For example, if a respondent is dissatisfied with a particular service or activity, the reasons for this are recorded.

Results from these surveys are used to improve our processes and informs future service level improvements. We balance our measure of service delivery with supplemented direct measures of the quality of our service, which measures the direct observation of the service delivery, this type of measurement is more objective and easily quantifiable.



3.2 NGĀ WĀHI MĀNA ME NGĀ RAWA Ā-HAPORI (HUI KATOĀ)

COMMUNITY FACILITIES AND PROPERTY ACTIVITY GROUP

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

Why we provide the Community Facilities and Property Activity Group

Community Facilities and Property supports community wellbeing by providing facilities to promote healthy communities, social connections and economic opportunities. Parks and Open Spaces also support environmental wellbeing through protecting and enhancing biodiversity. The Activity also looks after some of the cultural heritage of the District such as the various Heritage Trails, historic sites like Te Aroha Domain and Firth Tower, and provides facilities that support arts and crafts. These activities all help make Matamata-Piako District *The Place of Choice*.

What the Community Facilities and Property Activity Group consists of

Community Facilities and Property is about providing facilities for sport, recreation and cultural activities, affordable housing for elderly people, and buildings and facilities that enable us to provide a range of services to the community. The activities responsible for this are:

- Carparks and Street Furniture
- Cemeteries
- Housing and Property Management
- Libraries
- Parks and Tracks
- Pools and Spas
- Public Toilets
- Recreation Facilities and Heritage

How the Community Facilities and Property Activity Group contributes to Community Wellbeing

Social wellbeing

Carparks and Street Furniture provide public amenities that improve the health and wellbeing of the community.

Cemeteries provide public amenities that improve health and wellbeing through the provision of appropriate facilities for burial and interment of ashes.

Social wellbeing

Housing and Property Management provides the benefits of social housing to elderly in the District.

Libraries provide venues for activities as well as improving equality and promoting social inclusion, improving literacy and offering education and lifelong learning opportunities.

Parks and Tracks provide our communities with opportunities for sport, recreation, relaxation and social activities.

Pools and Spas provide recreation and wellbeing services for the community.

Public Toilet ensure that communities and visitors to the District have convenient access to these facilities, protecting their health.

Recreation Facilities and Heritage such as the Silver Ferns Farms Event Centre and Matamata-Piako Civic and Memorial Centre provide spaces for the community to use for hosting a variety of events including indoor sports, meetings, social and cultural events.

Economic wellbeing

Libraries support learning and development and help overcome socioeconomic differences. This support includes supporting jobseekers creating CVs and applying for jobs, providing places to work or study, providing the tools and support for life administration, such as applying for economic support, and support participation in the democratic process by contributing to the accessibility of national and local elections, as well as the census.

Parks and Tracks provide a range of areas that attract tourists and events which can generate revenue. They also provide opportunities for local businesses in the tourism and hospitality sector.

Pools and Spas attract both domestic and international visitors, which can generate local revenue.

Recreation Facilities and Heritage provide drawcards and allow for sporting opportunities and events which can increase spending within the District.

Environmental wellbeing

Parks and Tracks protect areas of environmental value. They can also protect areas of natural beauty, provide wildlife habitat, preserve native flora and fauna, increase aesthetic values through landscaping, protect residential areas from flooding and mitigate urban heat effects.

Cultural wellbeing

Libraries provide a diverse range of programmes and events, and information in multiple formats for pleasure and learning, as well as displaying community exhibits and collections. They promote inclusiveness and diversity, and aim to be good Treaty partners by supporting initiatives such as Te Wiki o Te Reo Māori.

Recreation Facilities and Heritage assist with preserving and maintaining access to local and national history and culture.

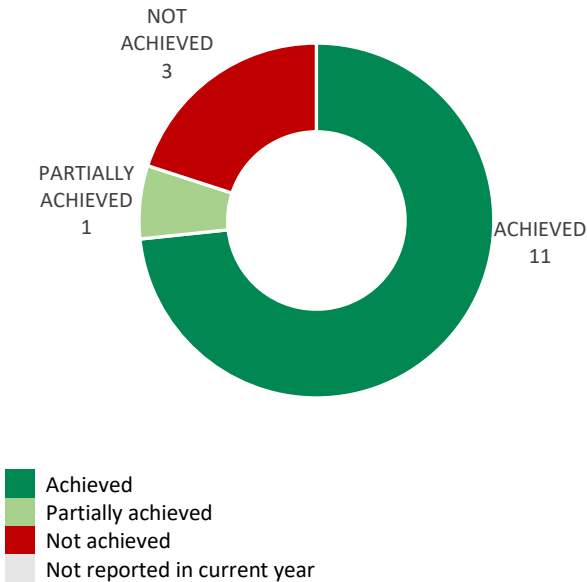
How the Community Facilities and Property Activity Group contributes to our Community Outcomes

<i>Connected Infrastructure</i>	<ul style="list-style-type: none">✓ 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
<i>Economic Opportunities</i>	<ul style="list-style-type: none">✓ Our future planning enables sustainable growth in our District
<i>Healthy Communities</i>	<ul style="list-style-type: none">✓ Our community is safe, health and connected✓ We encourage the use and development of our facilities
<i>Environmental Sustainability</i>	<ul style="list-style-type: none">✓ We support environmentally friendly practices and technologies
<i>Vibrant Cultural Values</i>	<ul style="list-style-type: none">✓ We promote and protect our arts, culture, historic and natural resources

Community Facilities and Property levels of service reporting - Overview

Summary of Community Facilities and Property performance reporting

There are 15 measures in the Community Facilities and Property activity group. In 2022/23 Council achieved 11 measures, partially achieved one measure and did not achieve three measures.



Council funding of Community Facilities and Property

The Revenue and Finance Policy in the Long Term Plan 2021-2031 set the funding sources for Community Facilities and Property activities as follows:

<i>Funding Sources for Community Facilities and Property activities</i>	
<i>Carparks and Street Furniture</i>	General Rates 100%
<i>Cemeteries</i>	General Rates 30-60% Fees and Charges 40-70%
<i>Housing and Property Management</i>	<i>Housing</i> User charges 100% <i>Rural Halls</i> Targeted hall rates on varying bases for each of the rating areas 80% Fees and Charges on varying bases for each of the rating areas <i>Corporate / General</i> General Rates 80-90% Fees and Charges 10-20%
<i>Libraries</i>	General Rate 90-99% Fees and Charges 1-10%
<i>Parks and Tracks</i>	General Rates 90-100% Fees and Charges 0-10%
<i>Pools and Spas</i>	General Rates 50-70% Fees and Charges 30-50%
<i>Public Toilets</i>	General Rates 100%
<i>Recreation Facilities and Heritage</i>	General Rates 85-90% Fees and Charges 10-15%



3.21 NGĀ TŪNGA MOTUKĀ ME NGĀ RAWA O TE TIRITI CARPARKS AND STREET FURNITURE

Carparks and Street Furniture – key projects in 2022/23

Carparks and Street Furniture Projects 2022/23	Budget \$000	Actual \$000	Commentary
Town centre revitalisations	600	24	Spending in 2023 was limited to Council's contribution towards the Matamata Horse statue installation.
Street furniture renewal	40	-	There was no renewal spending on street furniture in 2023.
Internal roads and carparks	35	21	The access and carpark at the boat ramp was the priority.
Bulk funds	30	-	There was no spending from the bulk fund in 2023.
Te Aroha boat ramp reserve	-	261	Council received Government subsidy to fund this project with some additional budget from the Internal roads and carparks being used.
Matamata bike rack installation	-	23	These are projects undertaken that were funded through Waka Kotahi's Transport Choices programme.
Matamata temporary traffic management	-	78	
Total Key Capital Projects	705	407	

Carparks and Street Furniture performance reporting

KEY: Target achieved | Target not achieved

Carparks and Street Furniture Service Performance Reporting 2022/23					
Level of service: We provide well maintained carparks and street furniture and respond to vandalism and graffiti in a timely manner.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
90% or more of damage, vandalism and graffiti complaints regarding Council carparks and street furniture responded to within the assigned timeframe.*	90%	66.7%	Target	Target	Target
			90%	90%	90%
			Actual	Actual	Actual
			38%	100%	72.2%
What’s behind the results?					

Carparks and Street Furniture Service Performance Reporting 2022/23

What this measure tells our community

This measure shows whether Council responds in a timely manner to complaints about vandalism and graffiti and gives an indication of how effectively Council is maintaining public amenities that are in good order and pleasant for both residents and visitors to use.

Source data

The data source for this measure is our Customer Request Management System (see page 103-105 for more information). For reporting purposes the Carparks and Street Furniture includes Council owned and managed carparks (not on street parking), street furniture and park furniture (excluding play equipment), gates, bollards and park fences.

The target response time frames are based on whether the request is safety related:

Safety related: an immediate risk to safety, likely to cause harm to users e.g. broken glass, discarded needles, severe structural damage:

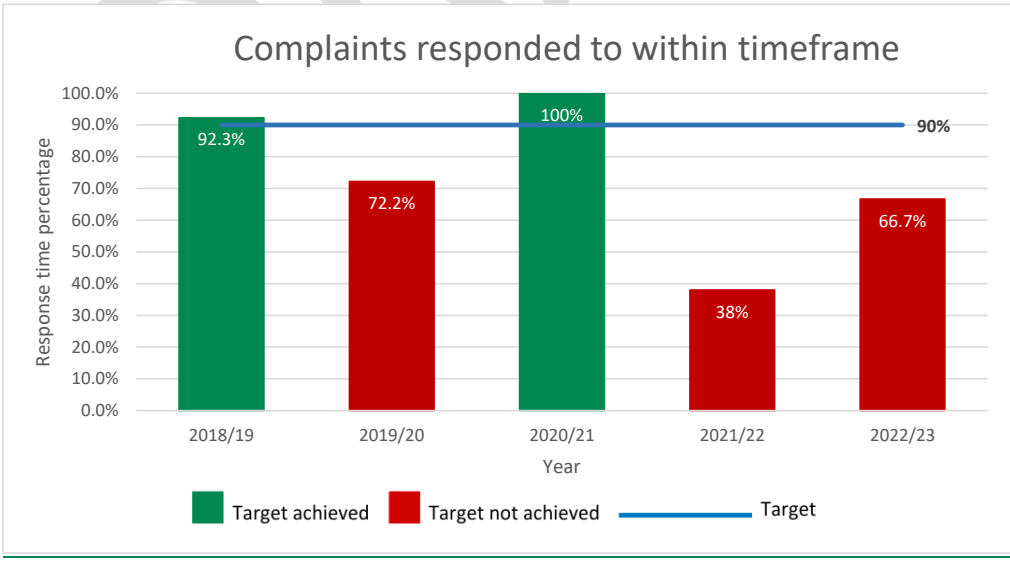
- During work hours: 2 work hours or less
- After Hours: 2 work hours or less counted from the start of the next working day

Non safety related: e.g. graffiti, blown light bulb, other minor maintenance issue:

- During Work Hours: 2 working days or less
- After Hours: 2 working days or less counted from the start of the next working day

Our result in 2022/23

In total we received six complaints none of which posed a safety risk. Four of the complaints were responded to within the target timeframe for non-safety related complaints. These complaints concerned graffiti at the skate park in Morrinsville, general maintenance needs at Swap Park in Matamata and a broken fence on reserve land in Morrinsville. The two complaints where the timeframe was not met concerned graffiti at Swimzone Matamata and Thomas Park Playground.



3.22 NGĀ URUPĀ I CEMETERIES

Cemeteries – key projects in 2022/23

Cemeteries Projects 2022/23	Budget \$000	Actual \$000	Commentary
Elderly Person Housing Refurbishment of existing	-	63	This work was budgeted in the prior year.
Total Key Capital Projects	-	63	

Cemeteries performance reporting

KEY: Target achieved | Target not achieved

Cemeteries Service Performance Reporting 2022/23					
<u>Level of service:</u> Cemeteries are maintained to a high standard.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of people who have visited a Council cemetery in the last year who are satisfied/very satisfied with the cemeteries.	80%	89%	Target	Target	Target
			80%	80%	80%
			Actual	Actual	Actual
			85%	83%	87%
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is maintaining cemeteries to a standard with which the community is satisfied.					
<u>Source data</u> The data source for this measure is our annual Community Views survey of residents. (see page 103-105 for more information).					
<u>Our result in 2022/23</u> In 2022/23, our annual Community Views survey showed that 89% of cemetery users were satisfied (48%) or very satisfied (41%) with the condition of cemeteries in the District. This means we achieved our target of 80% and this result was consistent with results over the last five years. Overall, 37% of those surveyed had used a cemetery in the past year. Of the 1% of residents who expressed dissatisfaction, their reasons included dogs exercising in the cemeteries, uneven ground, and cemetery upkeep. See page 103 for more information on the survey. The results over the last four years indicate to the community that Council is consistently maintaining cemeteries in the District to a standard with which users are satisfied.					

3.23 TE WHAKAHAERE I TE WHARE ME NGĀ RAWA HOUSING AND PROPERTY

Housing and Property - key projects in 2022/23

Housing and Property Projects 2022/23	Budget \$000	Actual \$000	Commentary
Elderly Person Housing <i>Refurbishment of existing</i>	133	157	Units have been refurbished as planned as part of the renewal programme or between tenants.
Elderly Person Housing <i>Develop and implement a plan for more elderly person housing</i>	600	-	This project is on hold given competing priorities.
Total Key Capital Projects	733	157	

Housing and Property performance reporting

KEY: Target achieved | Target not achieved

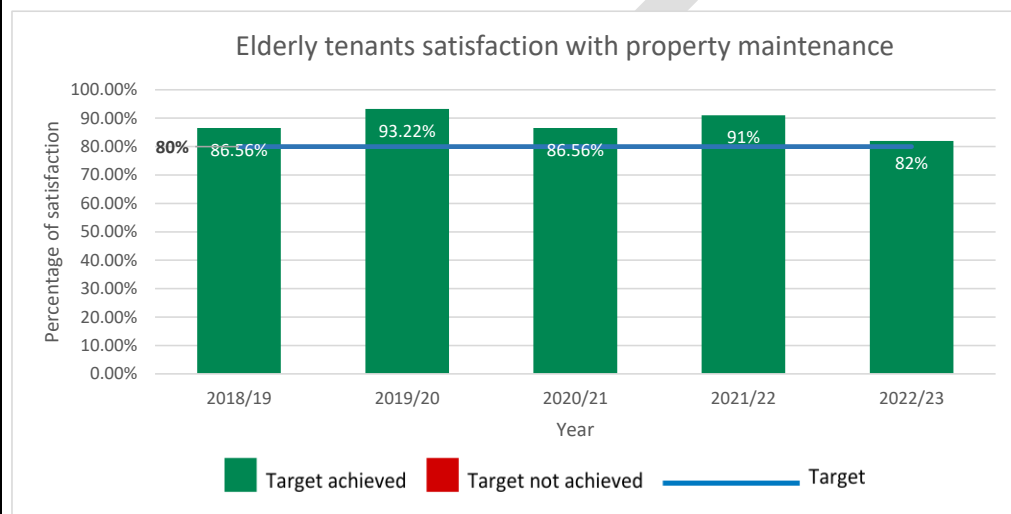
Housing and Property Service Performance Reporting 2022/23					
<u>Level of service:</u> We provide housing that meets the needs of elderly people.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of elderly persons housing tenants who are satisfied/very satisfied with the standard of maintenance and accommodation.	80%	82%	Target	Target	Target
			80%	80%	80%
			Actual	Actual	Actual
			91%	86.56%	93.22%
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is maintaining its Elderly Persons Housing to a standard with which residents are satisfied.					
<u>Source data</u> Council manages 109 Elderly Persons Housing (EPH) units providing affordable and convenient accommodation options for elderly people living in the urban environment who wish to have a quiet, maintenance-free, supportive living environment.					
Residents' opinions of Elderly Persons Housing are gathered through an annual survey given to all residents by Council staff. Surveys are completed in paper copy to make them as accessible as possible for residents. This is a survey administered internally in comparison with the Community Views survey that is					

Housing and Property Service Performance Reporting 2022/23

administered by an external provider. A total of 107 residents received a survey. A total of 62 surveys were completed by residents. With a 95% confidence level this gives a margin of error of 8%.

Our result in 2022/23

In 2022/23 82% of residents of elderly residents housing indicated that they were satisfied or very satisfied with their accommodation. This means we achieved our target of 80% satisfaction. This result is lower than our results over the last four years, however since it is still above the target, the result indicates that Council continues to provide elderly housing to a standard with which the majority of residents are satisfied.



Level of service: We provide affordable elderly persons housing.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Rent charged for elderly persons housing is below the market median for the District.	Rents below market median	Rents below market median	Target	Target	Target
			Rents below market median	Rents below market median	Rents below market median
			Actual	Actual	Actual
			Achieved	Achieved	Achieved

What's behind the results?

What this measure tells our community

This measure indicates whether Council is fulfilling its goal of providing affordable housing for elderly residents of the District.

Housing and Property Service Performance Reporting 2022/23

Source data

The market median is determined through the Tenancy Services website, market median tool. This tool does not provide market medians for Matamata Piako District as a whole. Instead, it provides separate market medians for 2 bedroom housing and flats for Matamata, Morrinsville and Te Aroha.

Our result in 2022/23

Our elderly person housing rent is currently \$220 per week across the District for a one bedroom unit and \$280 per week for the two bedroom units in Morrinsville which is the same as the last financial year. This means we achieved our target of being below the market median rent for our 2 bedroom housing in Morrinsville, where the market median is \$480 for houses and \$370 for flats. This result is consistent with our results over the last four years. These results indicate that Council is consistently providing elderly persons housing at an affordable level.

Level of service: Elderly Persons Housing is well utilised.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of available elderly persons housing occupied.	95%	96.5%	Target	Target	Target
			95%	95%	95%
			Actual	Actual	Actual
			93.04%	99%	99.4%

What’s behind the results?

What this measure tells our community

This measure indicates whether Council is making good use of its housing stock for the benefit of elderly members of the community. Maintaining high occupancy rates of elderly persons housing ensures Council is providing affordable housing to vulnerable residents in our community.

Source data

Occupancy levels are assessed through ongoing internal monitoring and reporting.

Our result in 2022/23

In 2022/23, 96.5% of elderly persons housing was occupied which means we achieved our target of 95%. This result is an improvement on last year and is consistent with results over the last four years. This result indicates that Council is successfully making good use of its housing stock for elderly residents.

3.24 NGĀ WHAREPUKAPUKA | LIBRARIES

Libraries – key projects in 2022/23

Libraries Projects 2022/23	Budget \$000	Actual \$000	Commentary
Library building renewals	29	64	Shelving and furniture upgrades across libraries were funded this year from budgets carried forward from 2022.
Total Key Capital Projects	29	64	

Libraries performance reporting

KEY: Target achieved | Target not achieved

Libraries Service Performance Reporting 2022/23					
<u>Level of service:</u> Our library services are accessible to the community.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Visitor and online user numbers are maintained.	Visitor numbers within 5% of 5 year average	238,142	Target	Target	Target
			Within 5% of 5 year average	Within 5% of 5 year average	Within 5% of 5 year average
			Actual	Actual	Actual
			189,898	209,829	183,938
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council's library services are successfully contributing to the community's ability to access information and other services and therefore whether libraries are meeting the needs of the community.					
<u>Source data</u> Visitor numbers are assessed through door count records and website visitor statistics collected by Council staff.					

Libraries Service Performance Reporting 2022/23

Our result in 2022/23

In 2022/23 we had 102,582 in person visitors, 135,560 online visitors. This makes a total visitor number of 238,142. This result means there has been an increase of total visitors to the libraries of 25% (48,244) compared to the 2021-2022 year and we have achieved our target. In person visitor numbers per library were Matamata: 32,488; Morrinsville: 46,363; Te Aroha: 23,731. Our results mean we surpassed our target and indicates that Council is providing library services that meet the expectations of the community.

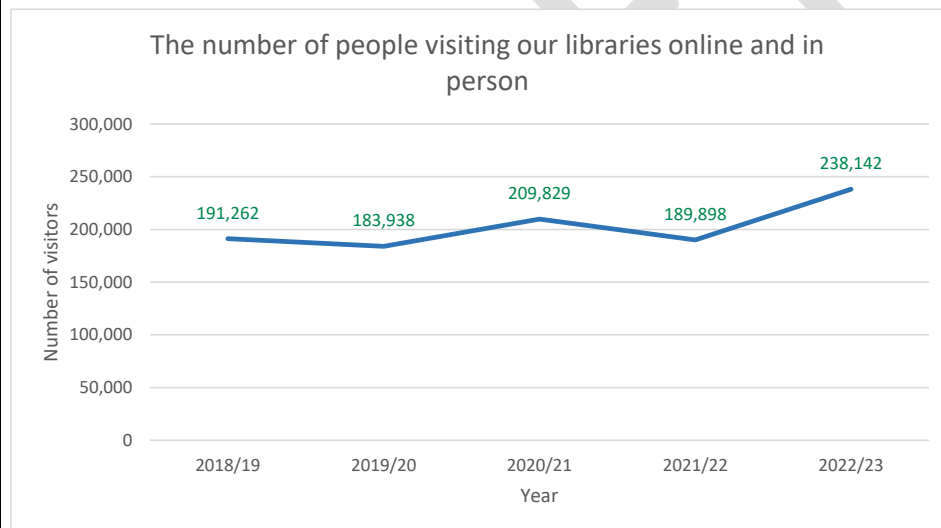
Both in person and online visitor numbers have increased, some reasons for this increase are:

In person visits

- The role of Community Engagement librarian was introduced
- The number of library programmes and events increased from 210 in 2021/22 to 345 in 2022/23
- The increase in tourists means the public computers and WiFi are being used more

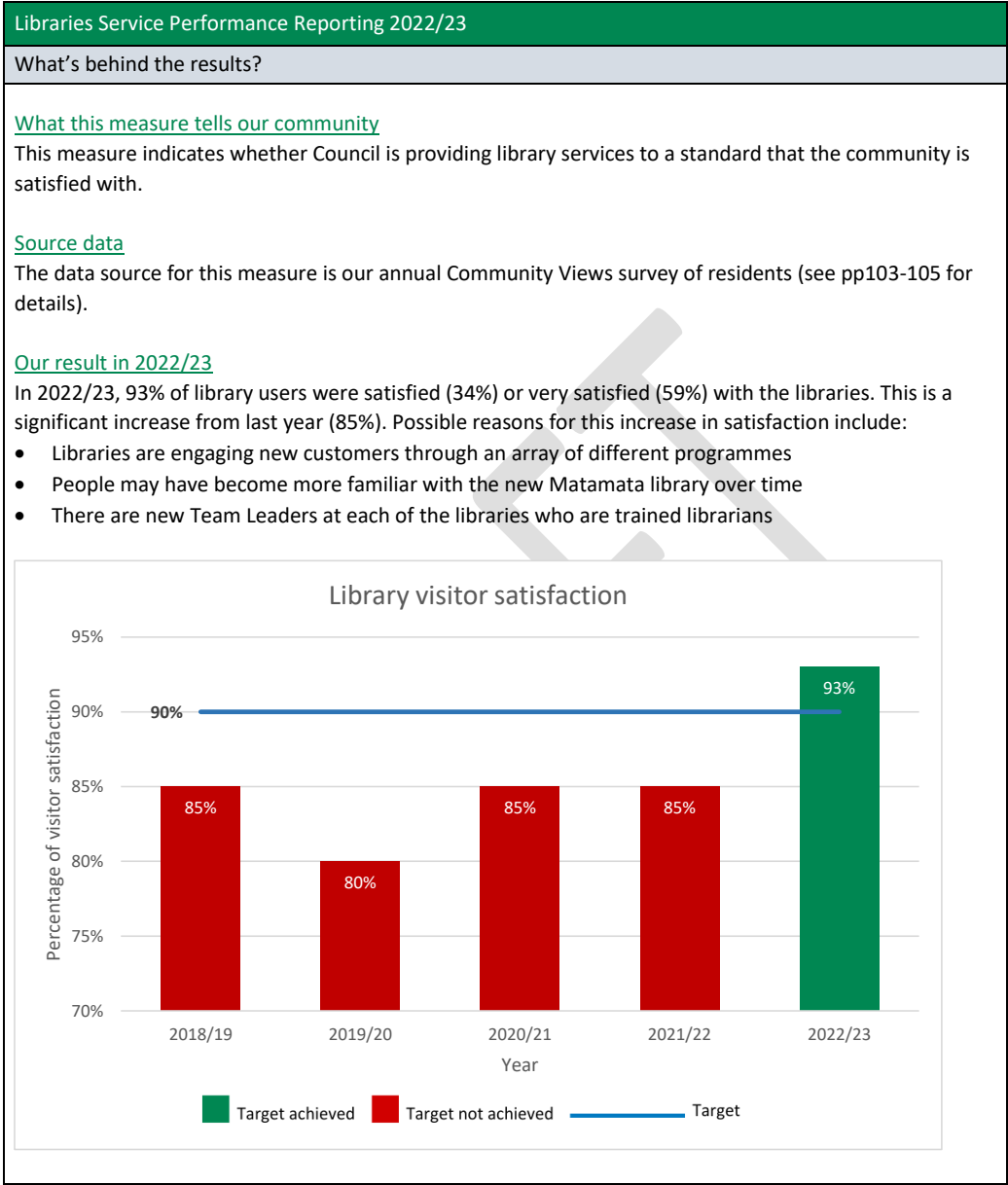
Online visits

- The library is providing more digital resources
- There is a global trend toward use of e-books and e-audiobooks



Level of service: Our library resources support community needs.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result	Target	Target	Target
The percentage of users who are satisfied/very satisfied with library services.	90%	93%	90%	90%	90%
			Actual	Actual	Actual
			85%	86%	80%



3.25 NGĀ PĀKA ME NGĀ ARA | PARKS AND TRACKS

Parks and Tracks – key projects in 2022/23

Parks and Tracks Projects 2022/23	Budget \$000	Actual \$000	Commentary
Morrinsville recreation ground development	250	27	The perimeter walkway project really got underway late in 2023 with much of the work to be completed in early 2024.
Playground renewals	45	534	A \$500,000 private donation in 2022 funded the completion of Morrinsville's Thomas Park upgrade during 2023, (with part of the costs of that project being operating expenditure). \$24,000 was spent on renewals at Herries Park in Te Aroha and \$33,000 at Kowhai Street Playground in Matamata.
Tracks and track structures	40	-	No spending in this period due to other priorities.
Matamata playgrounds	100	-	Planning for a number of playground upgrades was completed during the year and work will be undertaken in 2023/2024.
Paths on reserves	30	-	No spending in this period due to other priorities.
Playground improvements	20	136	Spending in 2023 includes the completion of Morrinsville's new Lockerbie playground that was completed during 2023 but not budgeted as part of the LTP.
Tracks and track structure renewals	15	-	No spending in this period due to other priorities.
Total Key Capital Projects	500	697	

Parks and Tracks performance reporting

KEY: Target achieved | Target not achieved

Parks and Tracks Service Performance Reporting 2022/23																							
<u>Level of service:</u> We provide good quality sports field facilities to meet the needs of users.																							
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20																		
	Target	Result																					
Percentage of users satisfied/very satisfied with sports fields.	80%	77%	Target	Target	Target																		
			80%	80%	80%																		
			Actual	Actual	Actual																		
			74%	82%	78%																		
What's behind the results?																							
<u>What this measure tells our community</u> This measure assesses whether Council is maintaining sports fields to a standard with which the community are satisfied.																							
<u>Source data</u> The data source for this measure is our annual Community Views survey of residents (see pp103-105 for more details).																							
<u>Our result in 2022/23</u> In 2022/23, 77% of users were satisfied (55%) or very satisfied (22%) with sports fields. This means we did not achieve our target of 80% satisfaction. Just under half of residents (46%) reported using sports fields in the past 12 months. 1% of residents were dissatisfied with sports fields. The reasons included dogs off leash, poor maintenance and rubbish.																							
<div><p>Sports fields user satisfaction</p><table><tr><th>Year</th><th>Percentage of satisfaction</th><th>Target achieved</th></tr><tr><td>2018/19</td><td>81%</td><td>Yes</td></tr><tr><td>2019/20</td><td>78%</td><td>No</td></tr><tr><td>2020/21</td><td>82%</td><td>Yes</td></tr><tr><td>2021/22</td><td>74%</td><td>No</td></tr><tr><td>2022/23</td><td>77%</td><td>No</td></tr></table></div>						Year	Percentage of satisfaction	Target achieved	2018/19	81%	Yes	2019/20	78%	No	2020/21	82%	Yes	2021/22	74%	No	2022/23	77%	No
Year	Percentage of satisfaction	Target achieved																					
2018/19	81%	Yes																					
2019/20	78%	No																					
2020/21	82%	Yes																					
2021/22	74%	No																					
2022/23	77%	No																					

Parks and Tracks Service Performance Reporting 2022/23					
<u>Level of service:</u> We promote and encourage the community to use our parks and reserves.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of users satisfied/very satisfied with parks and reserves.	80%	84%	Target	Target	Target
			80%	80%	80%
			Actual	Actual	Actual
			75%	82%	78%
What's behind the results?					
<u>What this measure tells our community</u> This measure assesses whether Council is maintaining parks and tracks to a standard that the community are satisfied with.					
<u>Source data</u> The data source for this measure is our Community View Survey (see pp 103-105 for more detail).					
<u>Our result in 2022/23</u> In 2022/23, 84% of parks and reserves users were satisfied (65%) or very satisfied (19%). This means we achieved our target of 80%. This results is an improvement on last year's result (75%) and the best result over the last four years. 72% of residents have used parks and reserves in the last year. 3% of residents were dissatisfied with parks and reserves. The reasons included issues with maintenance, dogs and lack of facilities.					
<u>Level of service:</u> Our public playgrounds are safe.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Playground safety is assessed on a regular basis.	Term time inspections every 2 weeks, school holiday inspections weekly. Annual external playground audit.	Not achieved Achieved	Target	Target	Target
			Inspections and Audit completed in stated timeframes	Inspections and Audit completed in stated timeframes	Inspections and Audit completed in stated timeframes
			Actual	Actual	Actual
			Not achieved	Achieved	Before Covid 19 on track After Covid 19 Not achieved

Parks and Tracks Service Performance Reporting 2022/23

What's behind the results?

What this measure tells our community

This measure indicates whether Council is maintaining playgrounds to an acceptable standard to ensure that they are fit for purpose and do not pose an unacceptable risk to users.

Source data and judgements

Playground inspections are carried out by Council staff with assessments being made against compliance with current NZ playground safety standard NZS 5828:2015. The results are compiled by Council staff. The annual audit of playgrounds is undertaken by an external provider. This year it took place in August 2022.

Our result in 2022/23

Inspections of playgrounds

In general playground inspections were completed in line with the stated timeframes. On 14 occasions over the year, a playground was not inspected within these timeframes which means we did not achieve this measure in 2022/23.

External audit

The audit concluded that playgrounds are generally in good condition with evidence of high levels of use. The report showed the following:

- The level of compliance to the playground safety standards is at a high level.
- The compliance level continues to improve as playgrounds are renewed. Many of the older sites are compliant with older standards that applied when they were installed. The current standards are not retrospective. Compliance of these older sites, when judged against the current standard, will only improve as older equipment is replaced as part of the renewal programme.
- The level of maintenance was of a good standard. The maintenance staff are keeping the playgrounds in good condition and addressing many of the maintenance and wear issues.



3.26 NGĀ PUNA ME NGĀ PUNA WAIARIKI POOLS AND SPAS

Pools and Spas – key projects in 2022/23

Pools and Spas Projects 2022/23	Budget \$000	Actual \$000	Commentary
Development of spas – physical works	7,000	-	Physical work budgeted in the LTP for the Te Aroha Spa Development project is on hold until a decision is made on the feasibility of the project.
Pools and spas – additional amenities	118	-	No spending in this period as it was determined that renewal work had a higher priority than amenity improvements.
Toddle pool shade covers	15	3	Work to progress a shade for the toddler pool at Te Aroha has begun and will be completed in 2023/24.
Matamata Swimzone roof replacement	-	602	This project was not anticipated in the LTP, but work has been started to install a replacement pool roof that will be completed in 2023/24. This project is funded from the renewals budget.
Te Aroha Mineral Spas - Spa room refits	-	191	While not budgeted in the LTP, three spa rooms have been re-fitted during 2023, which is funded from the renewals budget.
Swimzone Te Aroha Heat pump renewals	-	159	Heat pump renewal work required was not anticipated in the LTP, but was funded from the renewals budget.
Total Key Capital Projects	7,341	955	

Pools and Spas performance reporting

KEY: Target achieved | Target not achieved

Pools and Spas Service Performance Reporting 2022/23					
<u>Level of service:</u> Our facilities are safe for facility users and staff.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2021/22
	Target	Result			
Independent safety and quality audits of aquatic facilities.	4 audits for Te Aroha Spa, Matamata Pool, Te Aroha Pool. 2 audits for Morrinsville Pool	All audits done - Achieved	Target	Target	Target
			4 audits for Te Aroha Spa, Matamata Pool, Te Aroha Pool. 2 audits for Morrinsville Pool	4 audits for Te Aroha Spa, Matamata Pool, Te Aroha Pool. 2 audits for Morrinsville Pool	4 audits for Te Aroha Spa, Matamata Pool, Te Aroha Pool. 2 audits for Morrinsville Pool
			Actual	Actual	Actual
			Not achieved	Achieved	Before Covid 19 achieved After Covid 19 Not achieved
What’s behind the results?					
<u>What this measure tells our community</u> Professional pool operation and management ensures people’s safety will not be put at risk while using the facilities. This measure indicates whether Council is maintaining safety standards at the pools by completing regular safety audits through an external provider. Internal audits are also conducted by the management team to ensure water quality and pool operations meet NZ standards.					
<u>Source data</u> The data for this measure comes from the reports provided by the external provider who audits the facilities. The Audits assess safety standards against NZS 5826:2010 (Pool Water Quality). This standard addresses the essential aspects of the operation and maintenance of pools with a focus on pool water quality criteria including methods of water treatment to ensure the risk to public health is minimised. NZS 5826 does not cover the maintenance of heating, mechanical, or electrical equipment used by pools.					
<u>Our result in 2022/23</u> In 2022/23 we completed all required audits of our pool and spa facilities. This result indicates that Council is maintaining safety standards at its pool and spa facilities.					

<u>Level of service:</u> We provide well maintained aquatic facilities in the District					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of users satisfied or very satisfied with pool facilities.	80%	69%	Target	Target	Target
			80%	80%	80%
			Actual	Actual	Actual
			75%	79%	73%
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is maintaining the pools to a standard that meets the expectations of our community.					
<u>Source data</u> The source data for this measure is our Community Views Survey (see pp103-105 for more detail).					
<u>Our result in 2022/23</u> In 2022/23 69% of users were satisfied (49%) or very satisfied (20%) with the pools. 9% of residents were dissatisfied with pools. Their reasons included issues with outdated or insufficient facilities, restricted times, and cost. This year's result indicates that while Council did not reach its target of 80%, the majority of pool users are satisfied with the facilities.					
<u>Level of service:</u> We promote and encourage our community to use aquatic facilities.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/22
	Target	Result			
The number of customers using our pool facilities are maintained.	Visitor numbers within 5% of 5 year average. 2022/23 target: 154,612 to 170,886	155,072	Target	Target	Target
			5% within 5 year average	5% within 5 year average	5% within 5 year average
			Actual	Actual	Actual
			117,365	184,164	159,047
What's behind the results?					
<u>What this measure tells our community</u> Alongside the measure above of user satisfaction, this measure indicates whether Council is maintaining the pools to a standard that meets the expectations of our community.					
<u>Source data</u> This measure is assessed through internal records of pool attendance. Each visit is counted as one. The figures do not differentiate between residents and out of District visitors.					

Our result in 2022/23

In 2022/23, there were a total of 155,072 visitors to our pools and spas. This means we achieved our target of maintaining visitor numbers within 5% of the 5 year average of 162,749. Attendance results for the individual facilities are as follows:

- SwimZone Matamata 72,567
- SwimZone Te Aroha 32,566
- Te Aroha Mineral Spas 38121
- SwimZone Morrinsville 15,044



3.27 NGĀ WHAREITI TŪMATANUI | PUBLIC TOILETS

Public Toilets – key projects in 2022/23

Public Toilets Projects 2022/23	Budget \$000	Actual \$000	Commentary
Toilet upgrades (existing facilities)	100	104	Works in 2023 have included completion of Thomas Park toilet. Projects in progress include works at Matamata and Morrinsville cemeteries and the Te Aroha Domain.
Public toilets – building renewals	9	21	Building renewal works were undertaken at Firth Tower during 2023.
Morrinsville CBD toilets	120	-	This project has been carried forward.
Baby change facilities	10	-	This project has been carried forward.
Total Key Capital Projects	239	125	

Public Toilets performance reporting

KEY: Target achieved | Target not achieved

Public Toilets Service Performance Reporting 2022/23

Level of service: Our public toilets are maintained to acceptable standards.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The number of complaints received regarding dissatisfaction with the cleanliness of public toilets.	≤ 20	19	Target	Target	Target
			≤ 20	≤ 20	≤ 20
			Actual	Actual	Actual
			8	18	11

What’s behind the results?

What this measure tells our community

This measure indicates whether Council is maintaining our public toilet cleanliness to a level that is satisfactory to the community.

Source data

The data source for this measure is our Customer Request Management System, see pp103-105 for more.

Our result in 2022/23

In 2022/23, we received 19 complaints regarding the cleanliness of our public toilets. The number of complaints is an increase on last year’s result. We are experiencing an increasing trend in visitor numbers which impact on some of our high profile public toilet facilities. We also have a number of older toilets that require replacement or upgrades to meet modern standards and expectations.

3.28 NGĀ WĀHI A-RĒHIA, Ā-TUKU IHO RECREATION AND HERITAGE

Recreation and Heritage – key projects in 2022/23

Recreation and Heritage Projects 2022/23	Budget \$000	Actual \$000	Commentary
Matamata Firth Tower Museum - replace roof on the Chapel and Jailhouse buildings	-	141	This project was funded from the building renewals budget.
Morrinsville Event Centre – renewal of sports floors and furniture	-	104	This project was funded from the building renewals budget.
Total Key Capital Projects		245	

Recreation and Heritage performance reporting

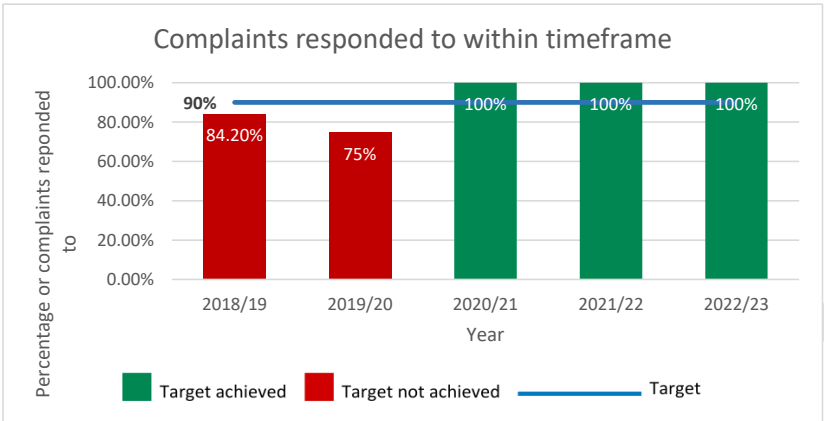
KEY: Target achieved | Target not achieved

Recreation and Heritage – Service Performance Reporting 2022/23					
<u>Level of service:</u> We provide well maintained recreation and heritage facilities and respond to complaints about damage, vandalism and graffiti in a timely manner.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of damage, vandalism and graffiti complaints regarding recreation and heritage facilities responded to within the assigned timeframe of two working days.	90%	100%	Target	Target	Target
			90%	90%	90%
			Actual	Actual	Actual
			100%	100%	75%
What’s behind the results?					
<u>What this measure tells our community</u> This measure indicates how well Council is ensuring that our facilities are safe and maintained to an acceptable standard.					
<u>Source data</u> The data source for this measures is our Community Views survey (see pp103-105 for details).					

Recreation and Heritage – Service Performance Reporting 2022/23

Our result in 2022/23

In 2022/23 we received one complaint about damage, vandalism and graffiti regarding Council recreation and heritage facilities. The complaint was responded to within the prescribed timeframe. This result is consistent with our results over the last four years. This result indicates that Council is successfully maintaining its facilities to an acceptable standard.



Funding impact statement – Community Facilities and Property 2022/23

Funding Impact Statement – Community Facilities and Property 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
		Sources of operating funding			
10,913	10,955	General rates, uniform annual general charges, rates penalties	11,368	11,121	
67	100	Targeted rates	69	103	
4	62	Subsidies and grants for operating purposes	4	22	
3,079	3,173	Fees and charges	3,177	3,902	Since the LTP budget was set, there have been significant increases in market rates for property rental and lease income. In addition, Council has added the Domain House Beauty operation that was not budgeted in the LTP.
192	179	Internal charges and overheads recovered	205	131	
-	-	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	
14,255	14,469	Total operating funding (A)	14,823	15,279	
		Applications of operating funding			
9,373	10,392	Payments to staff and suppliers	9,723	10,922	Employee and operating costs for Domain House Beauty were not budgeted in the LTP. There have been significant increases in the costs of power, chemicals and insurance since the LTP budget was set.
188	177	Finance costs	310	801	
2,056	2,109	Internal charges and overheads applied	2,103	2,292	Overhead costs have increased including power, insurance,

Funding Impact Statement – Community Facilities and Property 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
					minimum wage etc, which is spread across all activities of Council.
-	-	Other operating funding applications	-	-	
11,617	12,678	Total applications of operating funding(B)	12,136	14,015	
2,638	1,791	Surplus (deficit) of operating funding (A – B)	2,687	1,264	
		Sources of capital funding			
-	-	Subsidies and grants for capital expenditure	-	46	
55	412	Development and financial contributions	56	743	Significant developments in the District, particularly in Morrinsville and Matamata.
2,290	1,316	Increase (decrease) in debt	8,139	2,240	The Te Aroha Spa project capital works were budgeted in 2023 but not commenced.
-	-	Gross proceeds from sale of assets	-	-	
-	-	Lump sum contributions	-	-	
-	-	Other dedicated capital funding	-	-	
2,345	1,728	Total sources of capital funding (C)	8,195	3,029	
		Applications of capital funding			
		Capital expenditure			
-	346	—to meet additional demand	-	-	
2,760	2,160	—to improve the level of service	9,180	1,170	The Te Aroha Spa project capital works were budgeted in 2023 but not commenced.
1,608	1,084	—to replace existing assets	1,174	2,658	There were a number of housing units refurbished during the year, as well as re-fits of

Funding Impact Statement – Community Facilities and Property 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
					Te Aroha Domain spa rooms and Morrinsville SwimZone facilities.
615	(71)	Increase (decrease) in reserves	528	465	
-	-	Increase (decrease) of investments	-	-	
4,983	3,519	Total applications of capital funding (D)	10,882	4,293	
(2,638)	(1,791)	Surplus (deficit) of capital funding (C – D)	(2,687)	(1,264)	
-	-	Funding balance ((A – B) + (C – D))	-	-	



3.3 TE RAUTAKI ME TE WHAKAWHITIWHITITI KŌRERO STRATEGY AND ENGAGEMENT ACTIVITY GROUP

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

Why we provide the Strategy and Engagement activity group

Strategy and Engagement is about making good decisions for the future of our community. These activities ensure our community is informed of Council activities and can be involved in open and transparent decision making. Community input helps us plan for the long term to ensure that our communities grow and develop in an integrated and sustainable way. The Local Government Act 2002 also has a significant impact on these activities, as it sets a number of legislative requirements that we must meet.

What the Strategy and Engagement activity group consists of

The Strategy and Engagement activity group includes:

- Civil Defence
- Communications and Events
- Community Leadership
- Strategies and Plans

How the Strategy and Engagement activity group contributes to Community Wellbeing

Social wellbeing

Civil Defence ensures the community and Council are prepared in an emergency. This preparation helps the community remain safe during these times.

Communications and events such as ANZAC Day and Volunteer Morning Tea encourages and highlights the achievements of the District.

Community Leadership provides fair representation of the community's wants and needs. Creating a quality social environment for the community to all be represented.

Strategies and Plans develops and encourages effective representation and consultation through its policies by improving community participation.

Economic wellbeing

Communications and events such as the Business Night Out and Industry Training Graduation support the economic development of the District through highlighting local business achievements and also provides a networking base for businesses in our District.

<i>Strategies and Plans</i> The development of documents such as the District Plan, LTP and Annual Plan identifies and provides certainty around where development is able to occur and provides certainty for community advancement.
<i>Environmental wellbeing</i>
<i>Strategies and Plans</i> through the provision for and protection of the environment in the District Plan and processes such as the Significant Natural Features project encourage the preservation of significant sites.
<i>Cultural wellbeing</i>
<i>Communications and events</i> it was agreed that our Waitangi Day celebrations will be held biennially by the Te Manawhenua Forum which is supported by Council staff. This event ensures that Iwi are engaged and Iwi culture is celebrated.
<i>Community Leadership</i> Te Manawhenua Forum provides a platform for mana whenua to be heard and to have serious input into Council decisions.
<i>Strategies and Plans</i> develops and encourages consultation through its policies by ensuring Tangata Whenua participation.

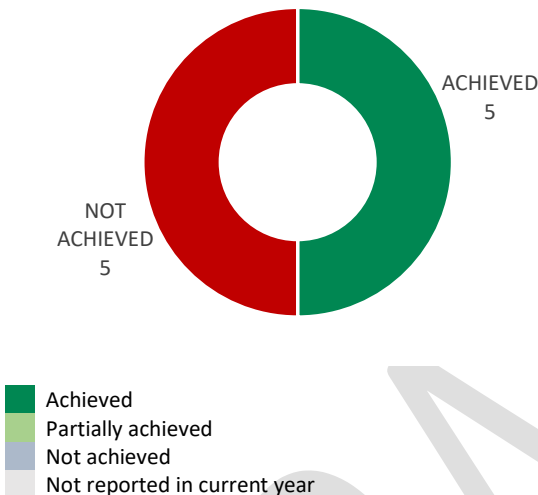
How the Strategy and Engagement activity group contributes to our Community Outcomes

<i>Economic Opportunities</i>	<ul style="list-style-type: none">✓ We are a business friendly Council✓ Our future planning enables sustainable growth in our District
<i>Healthy Communities</i>	<ul style="list-style-type: none">✓ Our community is safe, health and connected✓ We encourage community engagement and provide sound and visionary decision making
<i>Environmental Sustainability</i>	<ul style="list-style-type: none">✓ We value and encourage strong relationships with iwi and other cultures, recognizing waahi tapu and taonga sites and whakapapa✓ Tangata Whenua with Manawhenua status have meaningful involvement in decision making

Strategy and Engagement levels of service reporting - Overview

Summary of Strategy and Engagement performance

There are ten measures in the Strategy and Engagement activity group. In 2022/23 Council achieved five measures and did not achieve five measures.



Council funding of Strategy and Engagement

The Revenue and Finance Policy in the Long Term Plan 2021-2031 set the funding sources for Strategy and Engagement activities as follows:

Funding Sources for Strategy and Engagement activities	
Civil Defence	General Rates 100% Exacerbator charges where possible
Communications and Events	General Rates 100%
Community Leadership	General Rates 100%
Strategies and Plans	General Rates 100%

3.31 TE ĀRAI MATE WHAWHATI TATA CIVIL DEFENCE

Civil Defence projects in 2022/23

Civil Defence Projects 2022/23	
○	There are no major projects forecast for the next ten years for CDEM.
○	Running emergency exercises, responding to events, CDEM training and the regular review of our local and regional plans are the core of this activity ensuring systems are in place for coordinating emergency management.
○	Building community resilience, hazard identification and community engagement/education is a key focus for the future.
○	We also plan to develop a Disaster Recovery Plan for our District.

Civil Defence performance reporting

KEY: Target achieved | Target not achieved

Civil Defence – Service Performance Reporting 2022/23

Level of service: We are prepared to assist the community in the event of an emergency.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The evaluation of an annual exercise as a measure of effectiveness of training.	Increasing trend	Achieved	Target	Target	Target
			Baseline assessment	New measure	New measure
			Actual	Actual	Actual
			Exercise 26 May 2022	-	-

What's behind the results?

What this measure tells our community
This measure indicates how well Council's planning and preparations for emergency management response to civil defence emergencies is progressing.

Source data
We participate in an annual exercise so staff have practice at activating an Emergency Management response so they are prepared for a potential emergency. This exercise is the mechanism by which the Waikato CDEM Group measures the effectiveness of the training delivered to its Group Members. The results of the annual exercise serve as a feedback loop to continuously improve the CDEM training and in turn improve the response capability locally and as a Group.

The MPDC exercise was scheduled to take place in May 2023. The exercise consists of the EOC working through a scenario to demonstrate understanding of function responsibilities and activities. This is

Civil Defence – Service Performance Reporting 2022/23

measured through an evaluation by CDEM professionals. However, the exercise did not take place as we received approval from Waikato CDEM Group that allowed us submit our response to Cyclone Gabrielle for assessment.

Our result in 2022/23

Due to multiple severe weather events at the start of 2023, local CDEM staff throughout the region were activated to provide support to their communities. WCDEM Group gave the option to Local Council's to submit an activation for assessment in lieu of conducting an annual exercise this year. This option was only available to those Council's that had a full activation of their Incident Management Team. Council put forward their response to Cyclone Gabrielle for assessment. This was an opportunity to assess whether training delivered to CDEM staff enabled a real time response. Assessment of the activation delivered the same capability assessment of MPDC as the annual exercise would.

Although a training evaluation was not formally completed, Council CDEM Capability Assessment Report completed in October 2022 details how Council has improved significantly in its emergency management capability compared to a similar assessment undertaken in 2019. At that time, the Council had just entered into a service level agreement with the Waikato CDEM Group, which placed obligations on Council for emergency management delivery, while in turn, ensured an emergency management officer would be embedded within the Council to support and drive emergency management activity.

The prior report in 2019 showed an overall emergency management capability score of 54.1% (a developing capability), while this assessment shows a jump to an overall capability of 75.2% (an advancing capability). Of most notable improvement is the shift from investment in a few individuals with responsibility for emergency management, to a more 'whole organisation' approach.

The report notes how Matamata-Piako has invested in the development of its staff to perform roles in an emergency. Council's Emergency Operating Centre (EOC) structure is populated with leads (and alternates) who have undertaken training to perform their role. Council is using the national Takatu system to capture completed training and to give an overview of who has undertaken what and who is accessing training provided by the Waikato CDEM Group through the annual training calendar. Council has a deliberate approach to identifying staff available to work in the EOC, ensuring that those who have emergency functions within council service delivery are not earmarked for an EOC role.

This result indicates that Council's Civil Defence planning and preparedness is increasing.

3.32 TE ĀRAHITANGA Ā-HAPORI COMMUNITY LEADERSHIP

Community Leadership – key projects in 2022/23

Community Leadership Projects 2022/23	Budget \$000	Actual \$000	Commentary
Triennial elections	55	92	Local body elections were held in October 2022.
Te Manawhenua Forum mo Matamata Piako	33	11	
Total Key Capital Projects	88	103	

Community Leadership performance reporting

KEY: Target achieved | Target not achieved

Community Leadership – Service Performance Reporting 2022/23

Level of service: People have confidence in their local elected members.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of the community satisfied with the leadership of the Councillors and Mayor.	55%	49%	Target	Target	Target
			55%	55%	55%
			Actual	Actual	Actual
			51%	62%	50%

What’s behind the results?

What this measure tells our community

This measure indicates whether the leadership of the Councillors and Mayor are meeting community expectations. The Community Leadership activity 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.

Councillors are elected to represent their communities for three-year terms. There is no limit on the number of terms they may serve. There is no specific job description for Councillors. However, as representatives and leaders of their communities, their role involves setting policies, making regulatory decisions and reviewing council performance (through this annual report and the performance review of the chief executive).

Mayors, like councillors, are elected by their District for a three-year term. The Local Government Act 2002 defines the role of a Mayor as having to provide leadership to the other elected members of the Council, be a leader in the community and perform civic duties. This includes leading the development of the territorial authority's plans (including the long-term plan and the annual plan), policies and budgets.

Community Leadership – Service Performance Reporting 2022/23

The mayor has the following powers:

- To appoint the deputy mayor
- To establish committees of the Council
- To appoint the chairperson of each committee
- To serve as a member of each council committee.

The mayor is the often the first point of contact for ratepayers and interest groups on political matters.

The mayor is also responsible for:

- Presiding at Council meetings and ensuring the conduct of meetings is in accordance with standing orders
- Keeping Council informed of matters requiring attention
- Advocacy and leadership on behalf of the community, including regional leadership. This role may involve promoting the community and representing its interests.

The respective roles of the elected members and management are defined in Council's Local Governance Statement.

Source data

The data source for this measures is Council's Community Views survey (see pp103-105 for details).

Our result in 2022/23

Just under half (49%) of residents indicate they are satisfied (40%) or very satisfied (9%) with the leadership of Councillors and the Mayor. This year fewer residents (9%) indicate they are very satisfied with the leadership of the Councillors and Mayor (compared with 15% in 2022). Reasons for dissatisfaction with the leadership of Councillors and the Mayor amongst residents are primarily based on a lack of communication or information (38%) and being generally unhappy with Council and the decisions (33%).

Level of service: Council involves Tangata Whenua with mana whenua status in the decision making process.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of Te Manawhenua Forum members who complete the survey who are satisfied/very satisfied that Tangata Whenua with mana whenua status are recognised and have meaningful involvement in decision making.	75%	67%	Target	Target	Target
			75%	New measure	New measure
			Actual	Actual	Actual
			7%	-	-

What's behind the results?

What this measure tells our community

This measure is an indicator of the extent to which mana whenua are recognised and have meaningful involvement in Council decision-making processes.

Community Leadership – Service Performance Reporting 2022/23

[Source data](#)

The data for this measure is gathered from an anonymous survey of Forum members. There are 17 members on the forum including the Māori Ward Councillor/ Te Toa Horopū ā Matamata Piako, the Deputy Mayor and the Mayor. We received 6 survey responses which is a third of members. The purpose of Te Manawhenua Forum mo Matamata-Piako is to “facilitate mana whenua contribution to Council’s decision making and strengthen partnership and engagement between Council and iwi/hapu”. The Forum operates under a Heads of Agreement with Council.

[Our result in 2022/23](#)

In 2022/23 67% of respondents were satisfied with involvement in decision making which means we did not meet our target of 75%.

[Level of service:](#) We 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.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Monthly reporting to Council showing our progress towards health and safety targets.	11 reports to Council	12 reports	Target	Target	Target
			11 reports	11 reports	11 reports
			Actual	Actual	Actual
			Achieved	Achieved	Achieved

What’s behind the results?

[What this measure tells our community](#)

This measure is about indicating whether Council is successfully creating a safe workplace for its staff and elected members. Council has a statutory duty under the Health and Safety at Work Act 2015 (HSWA) to identify, assess and put in place measures to address safety related risks within its operations and its places of work. The quarterly safety and wellness reports and monthly updates provide detail about specific projects and risks. The Annual Report does not aim to duplicate this information, but highlights trends over the course of the year and progress on our objectives.

[Source data](#)

Health and safety reports are created by the People, Safety and Wellness team and presented to Council on a regular basis.

[Our result in 2022/23](#)

In 2022/23 Council staff presented 12 Health and Safety reports to Council which means we achieved our target for this measure.

Level of service: We provide timely responses to official information requests.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of official information requests responded to within legislative timeframes.	100%	92%	Target	Target	Target
			100%	New Measure	New Measure
			Actual	Actual	Actual
			98.6%	-	-

What’s behind the results?

What this measure tells our community

The measure tells the community how timely Council is in responding to requests for official information. This can indicate how effectively the requester may be able to participate in a consultation or decision-making process on an informed basis and how transparent and open the Council is.

The Local Government Official Information and Meetings Act 1987 (LGOIMA) allows people to request official information held by local government agencies, including Council. It contains rules for how such requests should be handled, and provides a right to complain to the Ombudsman in certain situations. The LGOIMA also has provisions governing the conduct of meetings. The intent is to increase availability of official information held Council and promote the open and public transaction of business at meetings, in order to:

- o Enable more effective public participation in decision making
- o Promote the accountability of members and officials and so enhance respect for the law and Promote good local government
- o Protect official information and the deliberations of local authorities to the extent consistent with the public interest and the preservation of personal privacy

The legal timeframe requirements for responding to requests for official information are to:

- o Make a decision and communicate it to the requester ‘as soon as reasonably practicable’ and no later than 20 working days after the request is received;
- o Make available any official information it has decided to release without ‘undue delay’.

Source data

This data comes from internal records kept by Council staff involved in responding to official information requests.

Our result in 2022/23

For the 2022/23 year we received ninety five (95) official information requests. Of these 92% (87) were responded to within the 20-day timeframe. Six were missed due to human error and for two an extension of time was requested. Under LGOIMA Council may extend the maximum time limits for both transferring a request and making a decision and communicating it to the requester—but only if certain criteria are met. These criteria were met in 2 instances. For one request an extension of one week was requested. This was due to staff capacity as the department involved had a tight timeline for the work they needed to complete for the Annual Report and the team did not have the capacity to collate the response to the query within the timeframe. The second request required a two day extension. All the information requested was provided but additional time was required for staff to review and redact the information as necessary for privacy.

3.33 NGĀ PĀPĀHONGA ME NGĀ TAKAHANGA O TE WĀ COMMUNICATIONS AND EVENTS

Communications and Events – key projects in 2022/23

Communications and Events Projects 2022/23	Budget \$000	Actual \$000	Commentary
Economic development	65	43	Council has continued its partnership with Te Waka, Waikato's Regional economic development agency.
Events	55	55	The main events run in 2023 included the Business Awards, Anzac day events, Community Volunteer awards, Citizenship ceremonies and business breakfasts.
Digital strategy	82	165	Additional budget was added through the Annual Plan process to advance work in the area compared to the LTP.
Total Key Capital Projects	202	263	

Communications and Events performance reporting

KEY: Target achieved | Target not achieved

Communications and Events – Service Performance Reporting 2022/23					
Level of service: We hold events to contribute to economic development, recognise volunteers, and remember our history.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Number of functions annually to recognise volunteers, ANZAC Day commemorations and contribute to economic development.	1 function volunteer recognition and Anzac Day 2 functions economic development	Achieved	Target	Target	Target
			1 function volunteer recognition and Anzac Day, 2 functions for economic development		
			Actual	Actual	Actual
			Not achieved	Achieved	Before Covid 19 on track After Covid 19 Not achieved
What’s behind the results?					

Communications and Events – Service Performance Reporting 2022/23

What this measure tells our community

This measure indicates whether Council is holding a range of events that contribute to the cultural and economic wellbeing of the community.

Source data

A record of Council events is kept by Communications staff and reported on at the end of the year.

Our result in 2022/23

In 2022/23, we achieved our events target. The following events were held:

- Volunteer celebrations took place in Matamata, Morrinsville and Te Aroha on Monday 19 June, to coincide with National Volunteer Week (18-24 June). These events celebrated a wide range of volunteer groups across the community and thanked them for their vital contributions.
- ANZAC Day Civic Ceremonies were held on 25 April in Matamata, Morrinsville, Walton and Te Aroha.
- A Waitangi Day whānau picnic and movie night was also planned for Waitangi weekend in partnership with Te Manawhenua Forum and Manatū Taonga, however, the event had to be cancelled at the last minute due to severe weather.
- The annual business night out was held on Thursday 1 September. This event brings businesses together each year to celebrate business excellence.
- Big business breakfast was also held in July and November. These breakfast meetings are held with the big businesses from across the District to keep them informed of topical events and strengthen business relationships to support our local economy.

This result indicates that Council is successfully providing a range of events for the community.

Level of service: We continue developing online services so residents and ratepayers can access information and interact with Council at any time, from anywhere.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Development of new digital service per year to allow customer to exchange money or information with Council.	1 new transaction or service per year	Achieved	Target	Target	Target
			1 new per year	1 new per year	1 new per year
			Actual	Actual	Actual
			Achieved	Achieved	Achieved

What's behind the results?

What this measure tells our community

This measure indicates whether Council is successfully providing for the needs of the community in terms of access to information. Council's websites are key business tools to provide information and electronic services to the community. They allow people to find the information they need and to interact with Council at their own convenience. In response to changing technology and community expectations we are providing more digital services, whilst still ensuring that those who prefer other, more traditional types of communication are also still catered for. The provision of digital services reflects our Digital

Communications and Events – Service Performance Reporting 2022/23					
Strategy, which aims to provide our staff and customers with the best digital services in local government – with a focus on making it quicker, easier, and more convenient for people to access council services.					
Source data This measure is assessed through our internal records.					
Our result in 2022/23 In 2023 we developed an online form and payment processing to allow customers to renew their dog registrations online. This significantly improved internal efficiency for handling dog registrations, and had a good uptake from customers, with over 800 renewals processed online. Target achieved.					
Level of service: We make Council information easy for people to find and access.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of residents who are satisfied/very satisfied with ease of access to Council information.	65%	57%	Target	Target	Target
			65%	65%	65%
			Actual	Actual	Actual
			60%	51%	58%
What's behind the results?					
What this measure tells our community This measure indicates how well Council is meeting community expectations around the ease of access to Council information. The Communications and Events activity group is responsible for keeping the community informed and actively encouraging people to engage with Council. Council's websites are key business tools to provide information and electronic services to the community. They allow people to find the information they need and to interact with Council at their own convenience.					
Source data and judgements The data source for this measure is our Community Views survey (see pp103-105 for more detail).					
Our result in 2022/23 Overall, 57% of residents are satisfied with the ease of access to Council Information. This year's satisfaction with ease of access to Council information results are on a par with last year's results and means we did not achieve our target. A further 30% of residents are neither satisfied nor dissatisfied and 8% of residents are dissatisfied (5%) or very dissatisfied (3%) with the ease of access to Council information. Dissatisfaction with the ease of access to Council information primarily revolves around residents being generally unhappy (28%) and a lack of accessible information (28%).					

3.34 NGĀ RAUTAKINGA ME NGĀ MAHERE STRATEGIES AND PLANS

Strategies and Plans – key projects in 2022/23

Strategies and Plans Projects 2022/23	Budget \$000	Actual \$000	Commentary
Discretionary funding	540	714	Grant funding provided for regional tourism and Matamata and Morrinsville Business Associations increased compared to what was budgeted for in the LTP.
District Plan review	200	262	Council has been involved in a number plan changes including PC 54 Papakianga, PC 49 Waharaoa, and private plan changes 57 Calcutta and 58 Avenue Road. The cost of the private plan changes was met by the applicants.
District Plan – National Planning Standards	300	-	This budget has been combined with the District Plan review budget.
Iwi settlement legislation	50	-	
Regional collaboration	50	50	Council is involved in the regional Future Proof project.
Regional Resource Management Act	50	-	
Long Term Plan	45	7	
Policy and bylaws	22	-	
Hauraki Gulf Forum	12	10	
Annual Plan	10	4	
Annual Report	7	4	
Total Key Capital Projects	1,286	1,051	

Strategies and Plans Performance Reporting

KEY: Target achieved | Target not achieved

Strategies and Plans – Service Performance Reporting 2022/23

Level of service: Our community has the opportunity to participate in Council consultation processes.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of the community satisfied that they have been provided with an opportunity to be involved in consultation processes.	52%	42%	Target	Target	Target
					52%
			Actual	Actual	Actual
			37%	48%	40%

What’s behind the results?

What this measure tells our community

This measure indicates how effectively Council achieves the purpose of Local Government to “enable democratic local decision-making and action by, and on behalf of, communities”. There are four key documents developed under the Strategy and Plans activity, involving the community in decision making: the Long Term Plan, the Annual Report, the District Plan and the Annual Plan. The Council seeks a meaningful exchange of information and ideas with the community, through engagement in local decision-making. Genuine engagement needs to be encouraged in a manner that is consistent with the significance of the issue, proposal or decision, and is transparent and clearly communicated. Under the Local Government Act 2002 (LGA), Councils are required to develop a policy on significance and engagement. The intent of this is to give greater clarity and certainty to the community about how and when it can expect to be engaged.

Source data

The data source for this measure is the Community Views survey (more detail pp103-105).

Our result in 2022/23

This year, 42% of residents are satisfied (36%) or very satisfied (6%) with their opportunity to be involved in consultation processes. 41% of dissatisfied residents mention not have heard anything about consultation processes. At a lower level dissatisfied residents also mention poor communication or Council not listening (25%) and not enough consultation generally with residents (19%).

Level of service: We provide an annual update on progress on land use and development, and the protection of natural and physical resources of the District.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
State of the Environment monitoring reports are updated on Council’s website each year.	20 November	Achieved	Target	Target	Target
			20 November	20 November	20 November
			Actual	Actual	Actual
			Not achieved	Achieved	Not achieved

Strategies and Plans – Service Performance Reporting 2022/23

What's behind the results?

What this measure tells our community

This measure indicates whether Council is keeping the community informed about changes in land use and protection of resources in our District. Council's State of the Environment Monitoring is the ongoing monitoring and reporting of the indicators identified and most of these are reported on annually. It also measures the pressures on the environment and how Council is responding to these pressures, as well as what the community can do to help and provides useful links to other agencies. The 1999 State of the Environment Report, which is the first State of the Environment report produced - identifying some of the key policy issues within our environment, our objectives and visions, and providing us with a baseline of information to report against. Section 35 of the Resource Management Act 1991 specifies the duty to gather information, monitor and keep records. In particular Section 35(2)(a) requires every local authority to monitor *'the state of the whole or any part of the environment of its region or district to the extent that is appropriate to enable the local authority to effectively carry out its functions under this Act...'*

Source data

The data source for this measure recorded on the MPDC website of when the page was updated with the new report.

Our result in 2022/23

In 2022/23 we achieved our target of making the State of the Environment report available on our website in a timely manner.



Funding impact statement – Strategy and Engagement 2022/23

Funding Impact Statement – Strategy and Engagement 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
		Sources of operating funding			
5,884	5,907	General rates, uniform annual general charges, rates penalties	6,534	6,976	Additional rates required to fund four new roles in the areas of Placemaking and Communications to meet Council objectives.
-	-	Targeted rates	-	-	
-	-	Subsidies and grants for operating purposes	-	402	Government grants were provided in relation to Freedom Camping and Affordable Waters transition costs.
88	32	Fees and charges	104	933	Significant income came from Private Plan change applications, improved interest returns from term deposits and dividends from Council's investment in the Waikato Regional Airport.
356	297	Internal charges and overheads recovered	348	-	
-	-	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	
6,328	6,236	Total operating funding (A)	6,986	8,311	
		Applications of operating funding			
4,470	5,094	Payments to staff and suppliers	4,962	6,851	Four additional staff were funded. Unbudgeted private plan change costs have been incurred this year. Also included within this activity group is a number of unbudgeted

Funding Impact Statement – Strategy and Engagement 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
					costs that are funded from reserve funds, including spending to progress the background work on the Te Aroha Spa development and Matamata Stadium projects.
36	304	Finance costs	37	100	
1,689	1,652	Internal charges and overheads applied	1,737	1,880	
-	-	Other operating funding applications	-	-	
6,195	7,050	Total applications of operating funding(B)	6,736	8,831	
133	(814)	Surplus (deficit) of operating funding (A – B)	250	(520)	
		Sources of capital funding			
-	-	Subsidies and grants for capital expenditure	-	-	
-	-	Development and financial contributions	-	-	
188	6,690	Increase (decrease) in debt	163	(764)	Debt was not required as budgeted.
-	-	Gross proceeds from sale of assets	-	-	
-	-	Lump sum contributions	-	-	
-	500	Other dedicated capital funding	-	-	
188	7,190	Total sources of capital funding (C)	163	(764)	
		Applications of capital funding			
		Capital expenditure			
-	-	—to meet additional demand	-	-	
-	-	—to improve the level of service	-	-	

Funding Impact Statement – Strategy and Engagement 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
1,228	1,276	—to replace existing assets	1,212	1,082	
(907)	(88)	Increase (decrease) in reserves	(799)	(371)	Reserve funds were approved for the Te Aroha Spa development and Matamata Stadium projects.
-	5,188	Increase (decrease) of investments	-	(1,995)	
321	6,376	Total applications of capital funding (D)	413	(1,284)	
(133)	814	Surplus (deficit) of capital funding (C – D)	(250)	520	
-	-	Funding balance ((A – B) + (C – D))	-	-	



3.4 NGĀ RORI | ROADING ACTIVITY GROUP

Roading levels of 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. It's also about whether we have responded in a timely manner when there is a problem with our roading network.

Why we provide the Roding activity group

Roads provide for a wide variety of users with diverse needs, including private and commercial car drivers and passengers, freight operators, public transport users, farm and machinery operators, cyclists and pedestrians.

Roads also support and enable economic growth and, when designed appropriately, enhance living environments and amenity.

In addition to providing access to properties, the road corridor is also where utilities are usually located (e.g. gas, power, telecommunications, water, sewer and stormwater).

What the Roding activity group consists of

Council owns and maintains 1,008 kilometres of local roads within the Matamata Piako District, including 956 kilometres sealed and 52 kilometres unsealed roads.

State Highways - which include Broadway and Firth Street in Matamata, Allen Street in Morrinsville and Whitaker/ Kenrick Streets in Te Aroha - are managed by Waka Kotahi (NZTA).

The roading network includes 35km of cycleways (independently managed), 35km of footpaths, 350 bridges and underpasses, street lighting, road signage and markings, and on street parking within the road corridor.

How the Roding activity group contributes to our Community Outcomes

<i>Connected infrastructure</i>	<ul style="list-style-type: none">✓ 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
<i>Economic Opportunities</i>	<ul style="list-style-type: none">✓ Our future planning enables sustainable growth in our District
<i>Healthy Communities</i>	<ul style="list-style-type: none">✓ Our community is safe, health and connected
<i>Environmental Sustainability</i>	<ul style="list-style-type: none">✓ We support environmentally friendly practices and technologies

How the Roding activity group contributes to Community Wellbeing

Economic wellbeing

We provide efficient roading networks which encourages local migration and investment.

Roding – key projects in 2022/23

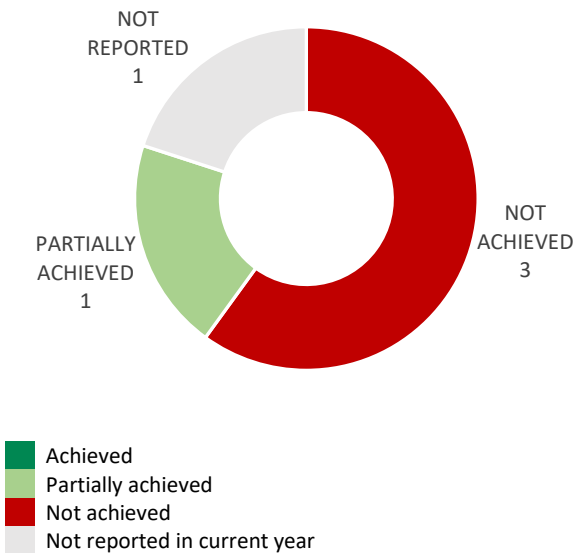
Roding Projects 2022/23	Budget \$000	Actual \$000	Commentary
Sealed road pavement rehabilitation (Rehabs)	2,411	3,077	Significant work was completed on Smith Street, Woodlands Road, Ngarua Road, Cobham Drive, and Morrinsville-Tahuna Road.
Sealed road resurfacing (Reseals)	2,500	1,929	50km of road was resurfaced during 2023
NZTA funded – low cost low risk projects	785	309	Projects included raised safety platforms on Hetana Street and Lorne/Cureton Streets, Morrinsville-Tahuna Road route safety improvements and installation of Audio Tactile Profiled Markings. The remainder of this budget is being carried forward to implement Council's speed management plan.
Traffic services renewals	300	352	Includes renewal of signs, streetlights, markings and edge markers etc.
Drainage renewals	141	58	Main projects included culverts at Rawhiti Road and Ngarua Road.
Footpath renewal – District	89	115	Projects focussed in Te Aroha and Morrinsville during 2023.
Seal widening District wide – Capital	160	270	Seal widening has been completed associated with our pavement rehabilitation works to ensure roads are suitable width for current and future traffic.
Street lighting District wide – Capital	110	153	New lighting has been installed on Pitt Street, Manawa Street, Wilson Street, and Mills Street.
Station Road upgrade	730	518	Projects included the Ancroft Road subdivision: road widening for future link road and Waharoa Road upgrade.
Structures component replacements (Structural renewals)	80	27	Projects included Walton Road and Morrinsville-Tahuna Road.
Footpaths – District wide	55	8	New footpath on Short Street, Te Aroha.

Roading Projects 2022/23	Budget \$000	Actual \$000	Commentary
Kerb and channel – District wide	55	82	Some work on Keith Camp Place and Gilchrist Street has been undertaken.
Hinuera to Station Road link	100	-	Not progressed in 2023.
Unsealed road metalling (Metalled road resurfacing)	50	42	
Station to Peria Road link Matamata – Capital	60	-	Not progressed in 2023.
Haig Road upgrade	335	-	Deferred to 2023/24 year.
Tower Road parking bays	300	-	Deferred because development hasn't occurred in this area.
Matamata pedestrian connectivity	250	62	Work is underway and is being complemented by Transport Choices funding. Completion is expected in 2023/24.
Total Key Capital Projects			

Roading levels of service reporting - Overview

Summary of Roading performance

Out of the five roading measures we report on, we partially achieved the target on one, did not achieve the target on three, and one was not scheduled to be measured/reported on this year.



Roading – Service Performance Reporting 2022/23

Level of service:

We provide a roading network that is safe for all users.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The average quality of ride on a sealed local road network.*	97%	96%	Target	Target	Target
			97%	97%	97%
			Actual	Actual	Actual
			96%	Not measured	96.76%

*Measured by smooth travel exposure.

What’s behind the results?

What this measure tells our community

This measure is intended to answer the question: ‘What is the overall condition of sealed roads in the local road network?’ The measure acts as a check on whether Council is maintaining the level of service to road users. The condition of roads can impact both on the safety and comfort of road users, as well as on vehicle operating and maintenance costs.

Source data and judgements

The data for this measure is extracted from RAMM (Road assessment and maintenance management). Smooth Travel Exposure is a customer outcome measure indicating ‘ride quality’. It is an indication of the percentage of vehicle kilometres travelled on a road network with roughness below a defined roughness threshold. The threshold varies depending on the traffic volume band and urban/rural environment of the road. This measure only applies to the Council owned sealed roads in the District, not to unsealed roads or private roads.

Our result in 2022/23

In 2022/23, 96% of the roads in the Distrit were assessed as having a classification of smooth. This result is consistent with the results over the last four years. Breaking down the data into urban and rural roads, 86% of urban roads were assessed as smooth and 98% of rural roads were assessed as smooth.

Level of service:

We provide a roading network that is maintained and developed to provide smoothness and comfort.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The percentage of the sealed local road network that is resurfaced.*	6.7%	5.1%	Target	Target	Target
			6.7%	6.7%	6.7%
			Actual	Actual	Actual
			8.8%	9.63%	6.6%

What’s behind the results?

What this measure tells our community

This measure is intended to answer the question: ‘Is the sealed roads network being maintained adequately?’ It provides information on how well Council is maintaining its road network assets and meeting its renewal targets set in the Asset Management Plan

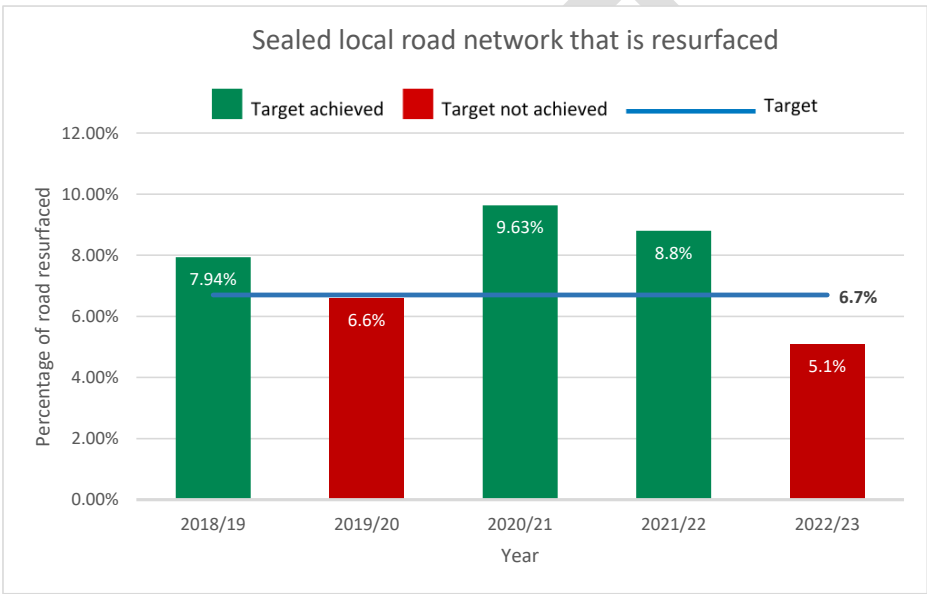
Roading – Service Performance Reporting 2022/23

Source data and judgements

Data comes from internal monitoring by the Roding team. The measure only applies to Council owned sealed roads in the District, not to unsealed roads or private roads.

Our result in 2022/23

In 2022/23, we sealed 50.057 kilometres of roads in our District. This represents 5.1% of the total 973.694 kilometres of sealed roads in the District which means we did not achieve our target of resealing 6.7% of the total sealed roading network. The percentage resurfaced this year is lower than that achieved over the last four years. Council's ability to meet the 2022/23 resurfacing targets was impacted by cost increases experienced during an inflationary environment.



Level of service: We provide a roading network that is maintained and developed to provide smoothness and comfort.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The percentage of footpaths within our District that fall within the level of service or service standard for the condition of footpaths.*	95%	Not measured	Target	Target	Target
			95%	95%	95%
			Actual	Actual	Actual
			95.5%	Not measured	Not measured

*As set out in our relevant documents such as the Annual Plan, activity management plan, asset management plan, annual works program or LTP.

Roading – Service Performance Reporting 2022/23					
What's behind the results?					
<p><u>What this measure tells our community</u></p> <p>The measure is intended to answer the question 'Are the footpaths that form part of the local road network being maintained adequately?' It is intended to demonstrate Council's level of service related to the surface condition of the footpaths in the network.</p> <p><u>Source data and judgements</u></p> <p>Footpath level of service is measured by an assessment of our footpaths undertaken every three years by an external party. Footpaths are given a grade from 1 (excellent condition) to 5 (very poor condition). Ratings 1 to 3 (excellent to fair) are considered to fall within the acceptable level of service. The level of service standard set by Council is that 95% of footpaths shall be grade 1 to grade 3. Our last assessment was in 2022 and the next assessment is due in 2025.</p> <p><u>Our result in 2022/23</u></p> <p>No assessment was undertaken in 2022/23 as this is a three yearly survey. However the figure published in the Annual Report 2021/22 was incorrectly reported as 95.5%. The correct figure is 99.5%. The latest available figures (from 2021/22) indicate to the community that Council is adequately maintaining the footpaths in the District.</p>					
<p><u>Level of service:</u> We provide a reliable roading network and respond to customer service requests in a timely manner.</p>					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The percentage of customer service requests relating to roads and footpaths that the territorial authority responds within the time frame specified in the LTP.	90% urgent requests: 1 day	100%	Target	Target	Target
		74%	90% urgent within 1 day	90% urgent within 1 day	90% urgent within 1 day
	90% non urgent requests: 5 days	Measure partially achieved	90% non-urgent 5 days	90% non-urgent 5 days	90% non-urgent 5 days
			Actual	Actual	Actual
			100%	100%	100%
			82.12%	88.48%	83.2%
What's behind the results?					
<p><u>What this measure tells our community</u></p> <p>This measure is intended to answer the question: 'Does Council provide a timely response if there is a problem with the roading network? The measure acknowledges the importance of Council's responsiveness to, and focus on, its customers.</p> <p><u>Source data and judgements</u></p> <p>The data source for this measure is our Customer Request Management System (pp 103-105 for more). An urgent roading request is when the Council owned road (both lanes) is completely impassable. A non-urgent request is anything else related to a Council owned road corridor, including abandoned vehicles, dumped rubbish on road reserve, dead animals on road, blocked drains along the road. This includes</p>					

Roading – Service Performance Reporting 2022/23

berms, kerb and channel and streetlights. In general requests count toward the measure if they impact on safety. These definitions have been set by the Department of Internal Affairs.

Our result in 2022/23

In 2022/23, we received 10 roading requests which fit the definition of urgent i.e. the road being completely impassable. Of these 100% were responded to within one working day, which means we surpassed the target of 90%. In 2022/23, we received 797 non urgent roading requests. Of these 74% (590 requests) were responded to within 5 working days, which means we did not achieve the target of 90%. A number of reasons explain why non-urgent roading requests were below the 90% target for completion, they include:

- The nature and complexity of issues
- New staff learning who to direct the requests to
- Workload pressures delaying responses
- Some requests were directed to departments other than roading
- The impact of weather related events
- Complications obtaining outside party information

The result for response to urgent roading requests is the same as over the last four years and indicates to the community that Council consistently provides a timely response to urgent requests. The response to non-urgent requests fell by 8% although the majority of requests were still responded to within the specified timeframe.



Funding impact statement – Roothing 2022/23

Funding Impact Statement – Roothing 2022/23					
LTP Budget 2021/22	Actual		LTP Budget 2022/23	Actual	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
		Sources of operating funding			
7,515	7,544	General rates, uniform annual general charges, rates penalties	7,662	8,051	Increased rate requirement to fund increased asset replacement costs and to cover the lower operating subsidy.
-	-	Targeted rates	-	-	
3,282	3,141	Subsidies and grants for operating purposes	3,377	3,296	The subsidised roading work schedule approved by Waka Kotahi changed from that budgeted, with less operating funding but an increase in subsidised capital funding.
155	163	Fees and charges	161	174	
176	161	Internal charges and overheads recovered	172	-	
255	220	Local authorities fuel tax, fines, infringement fees, and other receipts	262	224	
11,383	11,229	Total operating funding (A)	11,634	11,745	
		Applications of operating funding			
6,680	7,045	Payments to staff and suppliers	6,937	6,825	The subsidised roading work schedule approved by Waka Kotahi changed from that budgeted, with less operating funding but an increase in subsidised capital funding.
270	282	Finance costs	282	496	
907	1,008	Internal charges and overheads applied	922	736	
-	-	Other operating funding applications	-	-	
7,857	8,335	Total applications of operating funding (B)	8,141	8,057	
3,526	2,894	Surplus (deficit) of operating funding	3,493	3,688	

Funding Impact Statement – Rooding 2022/23					
LTP Budget 2021/22	Actual		LTP Budget 2022/23	Actual	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
		(A – B)			
		Sources of capital funding			
2,688	2,729	Subsidies and grants for capital expenditure	2,924	3,307	Waka Kotahi approved subsidy for a higher renewals spend than budgeted in the LTP.
449	897	Development and financial contributions	448	1,901	Significant developments in the District, particularly in Morrinsville and Matamata.
(210)	202	Increase (decrease) in debt	1,874	(1,773)	Debt funding was not required to the level budgeted.
-	-	Gross proceeds from sale of assets	-	-	
-	-	Lump sum contributions	-	-	
-	-	Other dedicated capital funding	-	-	
2,927	3,828	Total sources of capital funding (C)	5,246	3,435	
		Applications of capital funding			
		Capital expenditure			
119	-	—to meet additional demand	1,438	-	
1,206	887	—to improve the level of service	1,588	1,846	
5,270	5,504	—to replace existing assets	5,733	5,381	
(142)	331	Increase (decrease) in reserves	(20)	(104)	
-	-	Increase (decrease) of investments	-	-	
6,453	6,722	Total applications of capital funding (D)	8,739	7,123	
(3,526)	(2,894)	Surplus (deficit) of capital funding (C – D)	(3,493)	(3,688)	
-	-	Funding balance ((A – B) + (C – D))	-	-	

3.5 TE PARA ME TE WHAKAHŌU

RUBBISH AND RECYCLING ACTIVITY GROUP

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

Why we provide the Rubbish and Recycling activity group

Our day to day lives generate a lot of waste that must be managed for the health of our community and our environment. Council is committed to providing and promoting sustainable waste management options to protect our environment for current and future generations. As part of the 2021 Waste Minimisation Management Plan (WMMP) we have committed to reduce the total amount of general waste sent to landfill from our District.

What the Rubbish and Recycling activity group consists of

We currently provide kerbside rubbish and recycling collection services to over 9,500 properties across the District, as well as operating three transfer stations located at Matamata, Morrinsville and Waihou.

We also have three closed landfills at Matamata, Morrinsville and Te Aroha that we monitor under the terms of their resource consents to ensure they do not endanger the environment or public health.

We provide waste minimisation and sustainability education to schools across the District.

How the Rubbish and Recycling activity group contributes to Community Wellbeing

Social wellbeing

Our rubbish and recycling processes ensure residents household waste is dealt with in a sustainable manner to ensure a healthy and clean environment to live and work in.

Environmental wellbeing

Our rubbish and recycling processes ensure resident's household waste is dealt with in a sustainable manner to ensure there are limited effects on the District's environment

How the Rubbish and Recycling activity group contributes to our Community Outcomes

<i>Connected infrastructure</i>	<ul style="list-style-type: none">✓ Infrastructure and services are fit for purpose and affordable now and in the future✓ Quality infrastructure is provided to support community wellbeing
<i>Healthy Communities</i>	<ul style="list-style-type: none">✓ Our community is safe, health and connected

Environmental Sustainability	✓ We support environmentally friendly practices and technologies
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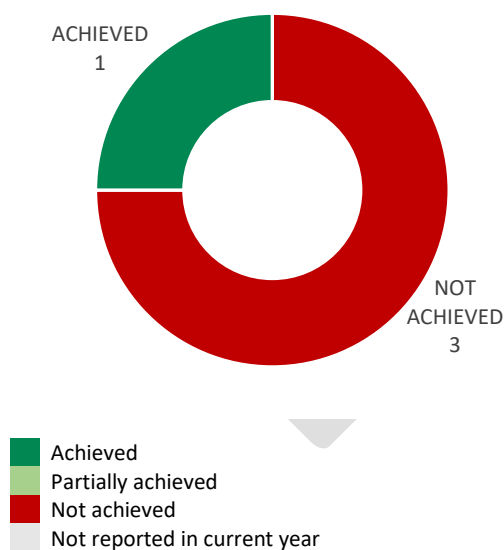
Rubbish and Recycling - key projects in 2022/23

Rubbish and Recycling Projects 2022/23	Budget \$000	Actual \$000	Commentary
Capital works associated with new service for kerbside collection.	530	-	The capital costs will be incurred early in the 2023/24 year with the new collection contract due to start in September 2023.
Total Key Capital Projects	530	-	

Rubbish and recycling levels of service reporting - Overview

Summary of Rubbish and Recycling performance

Out of the four Rubbish and Recycling measures we report on, we achieved our target on one and did not achieve our target on three.



Council funding of Rubbish and Recycling

The Revenue and Finance Policy in the Long Term Plan 2021-2031 set the funding sources for Rubbish and Recycling as follows:

Waste management facilities (Transfer Stations/Resource Recovery Centres) 2021/22 to 2022/23

- General Rate 35%-55%
- Fees & Charges 45%-65% - transfer station fees

Kerbside collection services 2021/22 to 2022/23

- Kerbside collection - targeted rate 50%-70% on a uniform basis for serviced properties
- Fees & Charges 30%-50% - rubbish bags sales

Rubbish and recycling levels of service reporting - Detailed

KEY: Target achieved | Target not achieved

Rubbish and Recycling – Service Performance Reporting 2022/23					
<u>Level of service:</u> We provide kerbside rubbish and recycling collection services to urban and rural townships and transfer stations.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of users satisfied/very satisfied with kerbside rubbish and recycling collection services.	Maintain baseline (80%)	64%	Target	Target	Target
			New measure	New measure	Baseline
			Actual	Actual	Actual
			80%	-	-
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is providing a kerbside rubbish and recycling collection service to a standard that meets the expectations of the community. This was a new measure added in the Long Term Plan 2021-2031.					
<u>Source data</u> The data source for this measure is our Community Views survey (more details pp 103-105).					
<u>Our result in 2022/23</u> In 2022/23, 73% of users were satisfied (43%) or very satisfied (30%) with the kerbside services. This result means we did not achieve our target of maintaining our baseline result from last year, which was 80% satisfaction amongst users. Twelve percent of residents mention they are dissatisfied with the kerbside services in the District. This dissatisfaction primarily pertains to the cost and size of the rubbish bag. The bag price has been kept the same for 3-years despite rising cost, including the waste to landfill levy and the ETS charge. The new service is rates funded, and includes a food scrap collection and wheelie-bin for refuse. The wheelie-bins are latched to prevent windblown litter and animal attacks. In September 2023 we introduced new kerbside collection services to residential households in preparation for the Ministry for the Environments changes to the current Waste Minimisation Act 2008 and to ensure compliance with					

Rubbish and Recycling – Service Performance Reporting 2022/23					
these changes. Residents stated a strong preference for refuse bins as opposed to bags and this has been introduced, alongside standardising what can be collected as recycling which applies from February 2024. These changes should ensure residents are better able to understand and participate in services.					
<u>Level of service:</u> We provide transfer stations for the community that allow for the reuse and recovery of materials.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of residents satisfied with transfer stations.	Maintain Baseline (71%)	70%	Target	Target	Target
			Baseline	New measure	New measure
			Actual	Actual	Actual
			71%	-	-
What’s behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is providing transfer stations to a standard that meets the expectations of the community.					
<u>Source data</u> The data source for this measure is our Community Views survey (more details pp 103-105). This was a new measure added in the Long Term Plan 2021-2031.					
<u>Our result in 2022/23</u> In 2022/23, 70% of users are satisfied (45%) or very satisfied (25%) with the kerbside services. While this result shows we did not achieve our target of maintaining our baseline, there is no statistically meaningful difference between these results. This year, 10% of residents are dissatisfied with the transfer stations. This dissatisfaction revolves around the transfer stations being difficult to access and too expensive. Over the previous 12-months transfer stations have had to close for a number of reasons including weather, power outages and for essential remediation work on site. Further improvements are planned to improve safety and to upgrade the sites to make them more customer friendly. With these sites being brought in-house in July 2024 we will have better control over how these services are provided, including the days they are open and the hours.					
<u>Level of service:</u> We encourage residents to minimise waste disposal to landfill by providing more sustainable waste management options.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Total quantity of kerbside household waste sent to landfill.	Reduction of 1% / year Target for 2022 ≤41.36kg	39.52kg	Target	Target	Target
			Reduction of 1% per year	Reduction of 1% per year	Reduction of 1% per year
			Actual	Actual	Actual
			41.78kg	31.42kg	45.2kg

Rubbish and Recycling – Service Performance Reporting 2022/23

What's behind the results?

What this measure tells our community

This measure indicates whether Council initiatives aimed at reducing the amount of kerbside waste sent to landfill are effective.

Council is required to develop and adopt a Waste Management and Minimisation Plan (WMMP) under S44 of the Waste Minimisation Act 2008. The purpose of a Waste Management and Minimisation Plan is to set out the goals and actions we have put in place to minimise the amount of waste going to landfill in our District.

In addition to the changes occurring in the sector, Tirohia Landfill, where we currently dispose of our waste, is due to close no later than 2038 and that means our waste will need to be transported a greater distance increasing our costs. Under the WMMP Council aims to ensure that:

- Everyone has access to recycling, resource recovery and waste management services
- Businesses and individuals understand that reducing and minimising waste is their responsibility, as well as Council's
- Valuable resources are reused or recycled and don't go to landfill

Source data

This data comes from internal monitoring by Council staff. It is measured through our records of monthly weighbridge quantities of kerbside and transfer station recyclables.

Our result in 2022/23

In 2022/23, 39.52kg of waste per person was sent to landfill. This means we achieved our target of a 1% reduction from last year and is an improvement on last year's result. The total kerbside household waste sent to landfill was 1359.6 MT. The population figure of 34,404 is based on the 2018 Census.



Rubbish and Recycling – Service Performance Reporting 2022/23					
<u>Level of service:</u> We encourage residents to minimise waste disposal to landfill by providing more sustainable waste management options.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Proportion of waste diverted (recycled or composted) from the transfer station and kerbside recycling collection service.	45%	43.8%	Target	Target	Target
			45%	45%	45%
			Actual	Actual	Actual
			39.27%	38.42%	35.6%
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council initiatives aimed at reducing the amount of kerbside waste sent to landfill are effective.					
<u>Source data</u> This data comes from internal monitoring by Council staff. It is measured through our records of monthly weighbridge quantities of kerbside and transfer station recyclables.					
<u>Our result in 2022/23</u> In 2022/23, 43.8% of waste was diverted which means we did not reach our target of 45% diverted. This result is an improvement on the results over the last four years. This result indicates that while not yet reaching its target, Council's initiatives aimed at increasing the amount of waste diverted from landfill are becoming more successful.					



Funding impact statement – Rubbish and Recycling 2022/23

Funding Impact Statement – Rubbish and Recycling 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
		Sources of operating funding			
879	882	General rates, uniform annual general charges, rates penalties	962	1,067	
1,167	1,161	Targeted rates	1,266	1,133	
130	206	Subsidies and grants for operating purposes	134	480	The waste minimisation subsidy from Government has increased compared to the level budgeted in the LTP.
1,744	1,369	Fees and charges	1,795	1,474	The sale of rubbish bags and fees from refuse transfer stations were lower than budgeted in the LTP.
1	1	Internal charges and overheads recovered	1	-	
-	-	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	
3,921	3,619	Total operating funding (A)	4,158	4,154	
		Applications of operating funding			
3,602	3,509	Payments to staff and suppliers	3,831	3,842	
11	41	Finance costs	12	99	
243	249	Internal charges and overheads applied	249	263	
-	-	Other operating funding applications	-	-	
3,856	3,799	Total applications of operating funding (B)	4,092	4,204	
65	(180)	Surplus (deficit) of operating funding (A – B)	66	(50)	
		Sources of capital funding			
-	-	Subsidies and grants for capital expenditure	-	-	

Funding Impact Statement – Rubbish and Recycling 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
-	-	Development and financial contributions	-	-	
(36)	488	Increase (decrease) in debt	494	323	
-	-	Gross proceeds from sale of assets	-	-	
-	-	Lump sum contributions	-	-	
-	-	Other dedicated capital funding	-	-	
(36)	488	Total sources of capital funding (C)	494	323	
		Applications of capital funding			
		Capital expenditure			
-	-	—to meet additional demand	-	-	
-	321	—to improve the level of service	545	25	
-	-	—to replace existing assets	-	7	
29	(13)	Increase (decrease) in reserves	15	241	
-	-	Increase (decrease) of investments	-	-	
29	308	Total applications of capital funding (D)	560	273	
(65)	180	Surplus (deficit) of capital funding (C – D)	(66)	50	
-	-	Funding balance ((A – B) + (C – D))	-	-	

3.6 TE WAIMARANGAI | STORMWATER ACTIVITY GROUP

Stormwater levels of 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.

Why we provide the Stormwater activity group

Stormwater drainage refers to a system that collects and conveys rainwater runoff from private property, public reserves and roads. Large amounts of uncontrolled surface water can have a major impact on people and property. It can lead to flooding and damage to property and the environment, and can be a significant hazard if it is not managed and controlled adequately.

What the Stormwater activity group consists of

Council has stormwater drainage systems in Matamata, Morrinsville, Te Aroha, Waharoa, and a limited system in Hinuera. These systems include a mix of pipes, open channels and drains.

We work to ensure there are adequate services and staff to respond to storm events, and implement maintenance programs to ensure our systems remain in good condition. We work collaboratively with Waikato Regional Council as they also own, manage and maintain parts of the drainage system (some streams and most rivers).

Maintaining all of our assets involves undertaking scheduled and unscheduled maintenance and repair work. We have renewal strategies to allow for the progressive replacement of assets as they are required.

How the Stormwater activity group contributes to Community Wellbeing

<i>Social wellbeing</i>
Our stormwater system provides efficient flood mitigation and protection for resident's homes.
<i>Economic wellbeing</i>
Our stormwater systems provide efficient flood mitigation protecting businesses and industry.
<i>Environmental wellbeing</i>
Our stormwater systems provide efficient flood mitigation protection to ensure that environmental damage is limited during severe weather events.

How the Stormwater activity group contributes to our Community Outcomes

<i>Connected infrastructure</i>	<ul style="list-style-type: none">✓ 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
<i>Economic Opportunities</i>	<ul style="list-style-type: none">✓ Our future planning enables sustainable growth in our District

Healthy Communities	✓ Our community is safe, health and connected
Environmental Sustainability	✓ We support environmentally friendly practices and technologies

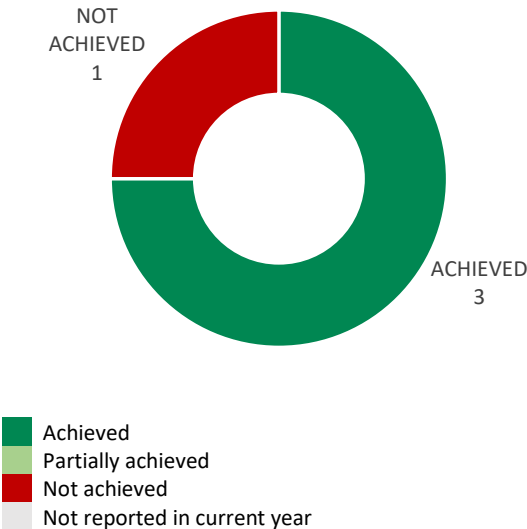
Stormwater – key projects in 2022/23

Stormwater Projects 2022/23	Budget \$000	Actual \$000	Commentary
Minor Stormwater upgrades annually	200	-	The focus for 2022/23 has been to undertake flood modelling for the Morrinsville central business area.
Stormwater plant renewals	135	312	Work is underway on the Stormwater discharge consent.
Tower Road development	400	-	Projects have been deferred due to other priorities.
Total Key Capital Projects	735	312	

Stormwater levels of service reporting - Overview

Summary of Stormwater performance

Out of the four stormwater measures we report on, we achieved the target on three and did not achieve the target on one.



Council funding of Stormwater

The Revenue and Finance Policy in the Long Term Plan 2021-2031 set the funding sources for Stormwater as:

- General Rates 10-16%
- Targeted rate on a uniform basis for serviced urban areas 84-90%

Stormwater levels of service reporting - Overview

KEY: Target achieved | Target not achieved

Stormwater – Service Performance Reporting 2022/23					
<u>Level of service:</u> We have an effective stormwater system that provides an appropriate level of protection to minimise harm.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The number of flooding events that occur in our District.	0 flooding events	0	Target	Target	Target
			0 / 0	0 / 0	0 / 0
			Actual	Actual	Actual
For each flooding event, the number of habitable floors affected.*	0 habitable floors	0	0 / 0	0 / 0	0 / 0
*Expressed per 1,000 properties connected to our stormwater system. In 2022/23 there were 10,103 connections to the stormwater system.					
What's behind the results?					
<u>What this measure tells our community</u> The measure gives the community information on how effective Council's stormwater system is in providing an appropriate level of protection and how well it is being managed; in other words, whether it has been designed to an adequate standard and is being operated in a way that minimises harm to the community. This measure is an indication of whether Council's stormwater system is adequate and is it being maintained sufficiently to ensure it remains adequate. Stormwater system reliability and the frequency and scale of flooding events are of interest to communities as these events can have a direct effect on private property and wider community amenities. <u>Source data and judgements</u> The data source for this measure is our Customer Request Management System (see pp103-105 for detail). This measure relies on requests/complaints from the public being a reliable indication of the number of flooding events that take place in the District. A flooding event is defined as an overflow of stormwater from Council's stormwater system that enters a habitable floor. Where a habitable floor refers to a floor of a building (including a basement) but does not include ancillary structures such as stand-alone garden sheds or garages. This definition is set by the Department of Internal Affairs. <u>Our result in 2022/23</u> In 2022/23 there were no flooding events and therefore no habitable floors were affected. This result is consistent with our performance over the last five years.					

Stormwater – Service Performance Reporting 2022/23

Level of service: We protect the environment from stormwater contaminate discharging into waterways.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Compliance with our resource consents for discharge from our stormwater system.*	zero	zero	Target	Target	Target
			0	0	0
			Actual	Actual	Actual
			0	0	0

*Measured by the number of abatement notices, infringement notices, enforcement orders, and convictions, received in relation to those resource consents.

What’s behind the results?

What this measure tells our community

This measure is intended to answer the question “Is the stormwater system being managed in a way that does not unduly impact on the environment?” The measure indicates the extent to which Council is meeting resource consent requirements to prevent harm to the environment. This means how well Council is managing the environmental impacts of its stormwater system.

Enforcement actions provide an impartial method of determining the severity and extent of council breaches of resource consent conditions for stormwater operations / discharges.

Source data

An accredited external laboratory performs Council’s stormwater sample testing. Samples are taken manually as required per the consent conditions (i.e. every hour, daily, or weekly). If there are any outliers, tests are repeated to ensure the result is correct. Results are generally received within 6 days of testing, unless a result requires investigation, then Council is notified within 24 hours.

Council has comprehensive stormwater discharge consents with specific conditions attached. We have four comprehensive discharge consents for the District – Te Aroha, Morrinsville, Matamata and Waharoa. Each resource consent is supported by a Resource Consent Certificate.

Our result in 2022/23

In 2022/23 there were zero abatement notices, infringement notices, enforcement orders and convictions related to our resource consents for discharge from our stormwater system. This result is consistent with our results over the last four years.

The results over the last four years, where we have consistently met our target, indicate to the community that Council is effectively managing the environmental effects of the stormwater system.

Level of service: We have reliable stormwater systems and will respond to requests for service from our residents in a timely manner.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The median response time to attend a flooding event.*	≤ 4 hours	n/a no flooding events	Target	Target	Target
			4 hours	4 hours	4 hours
			Actual	Actual	Actual
			n/a no flooding events	n/a no flooding events	n/a no flooding events

*Measured from the time that we receive notification to the time that service personnel reach the site.

What’s behind the results?

What this measure tells our community

This measure is intended to answer the question: “Does Council provide a timely response if there is a problem?” The measure shows how quickly Council attends to problems with its stormwater system. It measures responses to situations where water from a stormwater system gets into buildings. A measure of responsiveness to stormwater incursions into buildings has been chosen because these situations potentially have the most impact on buildings and the welfare of the inhabitants of those buildings.

Source data and judgements

The data source for this measure is our Customer Request Management System (see pp103-105 for details.) Response time is measured from the time we receive notification to the time service personnel reach the site. This definition is set by the Department of Internal Affairs. For the purposes of reporting, council staff apply criteria in order to categorise complaints. Complaints about a loose manhole cover are not counted as it is judged that this does not relate to performance of the system. Complaints about tomos are included unless the tomo is caused by something other than stormwater. Complaints about leaves blocking drains on roads is not counted as it is instead counted under the roading complaints measure.

Our result in 2022/23

In 2022/23 there were no flooding events, so the median response time does not apply. This response is consistent with our results over the last four years.

Level of service: Residents are satisfied with the overall performance of the stormwater system.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The number of complaints we received about the performance of our stormwater system.*	≤ 40** complaints	7.5 75 total	Target	Target	Target
			4 per 1000 connections	4 per 1000 connections	4 per 1000 connections
			Actual	Actual	Actual
			3.12 30 total	5.5 44 total	5.38 43 total

*Expressed per 1,000 properties connected to our stormwater system. Total 10,103 connections.

** Target set at 4 complaints per 1000 connections.
What's behind the results?
<p><u>What this measure tells our community</u></p> <p>This measure is intended to answer the question: “Are customers satisfied with the service provided – with both the operation of the service itself and the way in which complaints about the service are dealt with?”</p> <p>Customer satisfaction is a key measure of the quality of a service. The measure provides information on issues with a stormwater system and on how satisfied customers are with the way in which Council responds to requests to fix problems.</p> <p><u>Source data and judgements</u></p> <p>The data source for this measure is our Customer Request Management System (see pp103-105 for detail). The result is expressed per 1,000 properties connected to Council’s stormwater system. In 2022/23 there were a total there were 10,103 connections to the stormwater system. In calculating the result the number of connections was rounded to 10,000 which means a target of 40 or less complaints. At times there is more than one complaint for the same event, in this circumstance each complaint is counted separately for reporting purposes. This definition is set by the Department of Internal Affairs.</p> <p><u>Our result in 2022/23</u></p> <p>In 2022/23, we received a total of 75 complaints about the performance of the stormwater network which means we did not achieve our target of 40 complaints or less. We have not achieved our target for number of complaints in three of the last four years. This year’s result shows a rise in the number of complaints.</p>



Funding impact statement – Stormwater 2022/23

Funding Impact Statement – Stormwater 2022/23					
LTP Budget 2021/22			LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	Actual		\$000	\$000	
		Sources of operating funding			
165	165	General rates, uniform annual general charges, rates penalties	170	170	
1,011	1,001	Targeted rates	1,043	1,044	
-	-	Subsidies and grants for operating purposes	-	-	
-	-	Fees and charges	-	-	
83	95	Internal charges and overheads recovered	91	136	
-	-	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	
1,259	1,261	Total operating funding (A)	1,304	1,350	
		Applications of operating funding			
246	284	Payments to staff and suppliers	253	474	One-off CCTV and catchment modelling projects are budgeted to be funded from the Stormwater projects reserve.
-	-	Finance costs	-	(136)	Net finance costs reflect the allocation from the internal borrowing fund for this activity.
184	184	Internal charges and overheads applied	190	237	
-	-	Other operating funding applications	-	-	
430	468	Total applications of operating funding (B)	443	575	
829	793	Surplus (deficit) of operating funding (A – B)	861	639	
		Sources of capital funding			
-	-	Subsidies and grants for capital expenditure	-	-	

Funding Impact Statement – Stormwater 2022/23					
LTP Budget 2021/22			LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	Actual		\$000	\$000	
28	32	Development and financial contributions	27	6	
-	-	Increase (decrease) in debt	-	-	
-	-	Gross proceeds from sale of assets	-	-	
-	-	Lump sum contributions	-	-	
-	-	Other dedicated capital funding	-	-	
28	32	Total sources of capital funding (C)	27	6	
		Applications of capital funding			
		Capital expenditure			
80	-	—to meet additional demand	320	-	
120	129	—to improve the level of service	297	412	
136	-	—to replace existing assets	140	-	
521	696	Increase (decrease) in reserves	131	233	
-	-	Increase (decrease) of investments	-	-	
857	825	Total applications of capital funding (D)	888	645	
(829)	(793)	Surplus (deficit) of capital funding (C – D)	(861)	(639)	
-	-	Funding balance ((A – B) + (C – D))	-	-	

3.6 TE WAIPARA | WASTEWATER ACTIVITY GROUP

Wastewater levels of 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.

Why we provide the Wastewater activity group

Well-functioning sewerage systems are important for good public health and environmental outcomes. Our wastewater services ensure that wastewater (sewage and the grey water that goes down your drains) is collected, treated and disposed of appropriately. The treatment is particularly important as much of the treated wastewater is discharged into waterways. We aim to ensure wastewater is well managed for the wellbeing of our community and our environment.

What the Wastewater activity group consists of

We own and operate wastewater treatment plants in: Matamata, which also treats wastewater from Waharoa and Raungāiti; Morrinsville, which also treats wastewater from Rukumoana; Te Aroha; Tahuna; and Waihou. Most domestic wastewater is disposed through reticulated systems (into river outfalls), while the remainder is disposed through septic tank systems and soakage through the ground.

The Morrinsville treatment plant also treats and disposes of rural septic tank waste. Approximately 50% of the wastewater treated in Morrinsville is from local industry. Industrial and commercial wastewater is regulated through tradewaste agreements and our Tradewaste Bylaw which ensure companies pay for the cost of processing their own waste.

How the Wastewater activity group contributes to Community Wellbeing

<i>Social wellbeing</i>
We provide sufficient wastewater and treatment systems for our residents to enable a clean and healthy environment to live and work in.
<i>Environmental wellbeing</i>
We provide sufficient wastewater and treatment systems for our residents to ensure our wastewater doesn't affect the environment in the District.
<i>Cultural wellbeing</i>
We provide sufficient wastewater and treatment systems for our residents to ensure our wastewater doesn't impact on the connection Iwi have on the whenua and awa that are in our District.

How the Wastewater activity group contributes to our Community Outcomes

<i>Connected infrastructure</i>	<ul style="list-style-type: none">✓ 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
<i>Economic Opportunities</i>	<ul style="list-style-type: none">✓ Our future planning enables sustainable growth in our District
<i>Healthy Communities</i>	<ul style="list-style-type: none">✓ Our community is safe, health and connected
<i>Environmental Sustainability</i>	<ul style="list-style-type: none">✓ We support environmentally friendly practices and technologies

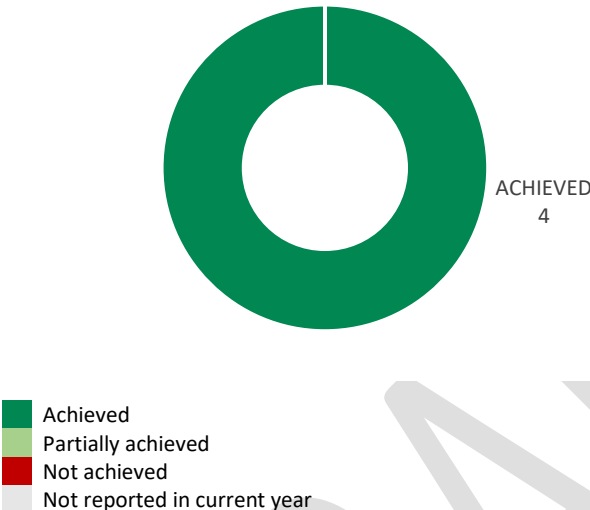
Our Wastewater – key projects in 2022/23

Wastewater Projects 2022/23	Budget \$000	Actual \$000	Commentary
Wastewater plant renewals	2,062	1,598	The renewal programme has mainly captured the consent renewal for our discharges and Matamata treatment plant renewals.
Wastewater retic renewals	1,645	1,864	Renewals were carried out District-wide but significantly include the Morrinsville relining project.
Burwood Rd bulk sewer	1,200	-	Projects have been deferred due to other priorities.
Waihou wastewater treatment plant upgrade	500	32	An options assessment was undertaken and it has been decided to install a pipe to Waihou from Te Aroha. The contract has been awarded and will be completed during 2023/24.
Wastewater pipe size increases associated with new subdivisions	50	-	This work is ongoing.
North Morrinsville Trunk sewer main	-	1,205	This project has been carried forward from previous years.
Lockerbie sewer main	-	2,382	This project has been carried forward from previous years.
Total Key Capital Projects	5,457	7,081	

Wastewater levels of service reporting - Overview

Summary of Wastewater performance

Out of the four wastewater measures we report on, we achieved the target on all four.



Council funding of Wastewater

The Revenue and Finance Policy in the Long Term Plan 2021-2031 set the funding sources for Wastewater as:

- Fees and Charges through trade waste agreements
- The balance of funding after Fees and Charges will come from either: General Rates 0-6%, or Targeted rate on a per pan basis (using a scale of charges) for serviced urban areas 94-100% Factors - properties connected Properties able to connect but not connected Council will determine the actual percentages within the allowable range on an annual basis

Wastewater levels of service reporting - Detailed

KEY: Target achieved | Target not achieved

Wastewater – Service Performance Reporting 2022/23

Level of service: We have an effective wastewater system that provides an appropriate level of protection.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The number of dry weather sewage overflows from our wastewater system.*	≤ 1 complaint per 1000 connection	0.1 1 total	Target	Target	Target
			1 per 1000 connections	1 per 1000 connections	1 per 1000 connections
			Actual	Actual	Actual
	10 complaints total		0.85 8 total	1.07 10 total	2.25 18 total

*Expressed per 1,000 connections per year to our wastewater system.

** Target is 1 complaint per 1000 connections, there were a total of 9,613 connections, rounded to 10,000.

What’s behind the results?

What this measure tells our community
This measure is intended to answer the question: “Is the sewerage system adequate and is it being maintained sufficiently to ensure it remains adequate?” This measure provides information on the effectiveness of the system in providing an appropriate level of service and of how well it is being managed. That is, whether the system has been designed to an adequate standard and is being operated in a way that minimises harm to the community.

Source data and judgements
The data source for this measure is our Customer Request Management System (see pp103-105 for detail). Performance is measured under normal operating conditions. The measure covers overflows of treatment plants, pump stations and other parts of the network. Dry weather sewerage overflow are defined as sewage that escapes Council’s sewerage system and enters the environment during periods of dry weather. Dry weather overflows are a fundamental failure of a sewerage system. Overflows caused by wet weather are not included in the measure because they are regulated through District plans and resource consents issued under the Resource Management Act 1991. Dry weather is defined as when less than 1mm of rain has fallen in a 24 hour period. These definitions are set by the Department of Internal Affairs.

Our result in 2022/23
In 2022/23 we had a total of 1 dry weather overflow, which expressed per 1,000 connections is 0.1. This means we achieved the target of 1 per 1000 connections or 10 total. This result is an improvement on our results over the last four years. This result indicates to the community that the wastewater system is adequate and that Council is currently maintaining the wastewater system to a level that is adequate.

Wastewater – Service Performance Reporting 2022/23					
<u>Level of service:</u> We protect the environment by ensuring our wastewater is properly treated before being discharged to our environment.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Compliance with our resource consents for discharge from our wastewater system.*	zero	zero	Target	Target	Target
			0	0	0
			Actual	Actual	Actual
			0	0	1
*Measured by the number of: abatement notices, infringement notices, enforcement orders, and convictions, received in relation to those resource consents.					
What’s behind the results?					
<u>What this measure tells our community</u> This measure is intended to answer the question: “Is the sewerage system being managed in a way that does not unduly impact on the environment? This measure indicates how well Council is managing the environmental impacts of its sewerage system.					
<u>Source data</u> Resource consents have been allocated to all wastewater plants with specific conditions allocated for each plant. Altogether there are 18 consents, all given by the Regional Council. An accredited external laboratory perform most of MPDC’s wastewater sample testing. Results are generally received within 6 days of testing, unless a result requires investigation, then Council is notified within 24 hours. Samples are taken manually as required per the consent conditions (i.e. every hour, daily, or weekly). If there are any outliers, tests are repeated to ensure the result is correct. Council must report on their compliance with each consent to Regional Council on an annual basis. In doing this, Council must provide evidence that each consent has been complied with. Regional Council will then review Council’s evidence and determine whether based on this evidence, Council have either passed with compliance or partial compliance. This is then reported back to Council. This report is used to determine the performance result for this measure.					
<u>Our result in 2022/23</u> In 2022/23, we received zero abatement notices, infringement notices, enforcement orders, and convictions, received in relation to our resource consents for discharge from our wastewater system. That means we have achieved our target for this measure.					

<u>Level of service:</u> We have reliable wastewater systems and respond to requests for service from our residents in a timely manner.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Where we attend to sewage overflows resulting from a blockage or other fault in our wastewater system, we will measure the following median response times:			Target	Target	Target
			Attendance: 4 hours Resolution: 24 hours	Attendance: 4 hours Resolution: 24 hours	Attendance: 4 hours Resolution: 24 hours
			Actual	Actual	Actual
Attendance time: from the time that we receive notification to the time that service personnel reach the site.	Median 4 hours	.48 hours	.75 hours	.25 hours	.62 hours
Resolution time: from the time that we receive notification to the time that service personnel confirm resolution of the blockage or other fault.	Median 24 hours	1.8 hours	5.05 hours	3.24 hours	3.5 hours
What's behind the results?					
<p><u>What this measure tells our community</u></p> <p>This measure is intended to answer the question: "Does Council provide a timely response if there is a problem with the wastewater system?" This measure shows how quickly Council attends to problems. Measuring response time is a way of gauging whether Council is listening to its customers and providing solutions.</p> <p><u>Source data and judgements</u></p> <p>The data source for this measure is our Customer Request Management System (pp103-105 for detail). This measure includes all overflows; both those that occur during dry weather and those that occur during wet weather. An overflow means sewage that escapes a territorial authority's sewerage system and enters the environment. It includes blockages and chokes. This definition is set by the Department of Internal Affairs. If reinstatement of the site or a more long term fix is required this is not included in the resolution time calculation, and is scheduled separately. This judgement is set by Council.</p> <p><u>Our result in 2022/23</u></p> <p>In 2022/23, there were 13 overflows resulting from blockage or other fault in our wastewater system. The median attendance time was 29 minutes. And the median resolution time was 1.8 hours. The attendance time result is in line with our results over the last four years. Our resolution time result is a significant improvement on our results from the last four years. These results indicate to the community that Council is providing a timely response when there are problems with the wastewater system.</p>					

<u>Level of service:</u> We have reliable wastewater systems and respond to requests for service from our residents in a timely manner.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The total number of complaints received by Council about any of the following*:			Target	Target	Target
			16 per 1000 connections	16 per 1000 connections	16 per 1000 connections
			Actual	Actual	Actual
1) Sewage odour	≤16 per 1000 connections	3.8 per 1000	4 per 1000	3.78 per 1000	3.4 per 1000
2) Wastewater system faults					
3) Wastewater system blockages					
4) Council's response to issues with our wastewater system					
	160 total	38 total	36 total	34 total	27 total
* Expressed as 1000 connections per year. ** 16 complaints per 1000 connections, 9613 connections rounded to 10,000 connections.					
What's behind the results?					
<p><u>What this measure tells our community</u></p> <p>This measure is intended to answer the question "Are customers satisfied with the wastewater service provided – with both the operation of the service itself and the way in which complaints about the service are dealt with?" Customer satisfaction is a key measure of the quality of a service. Council needs to know whether customers are satisfied with the adequacy and reliability of the service they pay for. The measure provides information on issues with a sewerage system and on how satisfied customers are with the way in which Council responds to requests to fix problems.</p> <p><u>Source data</u></p> <p>The data source for this measure is our Customer Request Management System (pp103-105 for detail).</p> <p><u>Our result in 2022/23</u></p> <p>In 2022/23 we received a total of 38 complaints regarding our wastewater system which can be expressed as 3.8 complaints per 1000 connections. This means we achieved our target of 16 complaints or less per 1000 connections. This result is in line with our results over the last four years, although with an upward trend. The breakdown of complaints is as follows: Sewage odour: 4, Wastewater system faults: 5, Wastewater system blockages: 29, Council response to wastewater system issues: 0. This result indicates that customers are generally satisfied with the wastewater service provided by Council.</p>					

Funding impact statement – Wastewater 2022/23

Funding Impact Statement – Wastewater 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
		Sources of operating funding			
-	-	General rates, uniform annual general charges, rates penalties	-	-	
6,515	6,611	Targeted rates	6,974	6,572	Rates requirements decreased in line with estimated operating and finance costs reducing compared to forecast in the LTP.
867	807	Subsidies and grants for operating purposes	-	-	
682	940	Fees and charges	702	1,056	Trade waste charges have increased compared to budgeted in the LTP.
244	345	Internal charges and overheads recovered	238	-	
-	-	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	
8,308	8,703	Total operating funding (A)	7,914	7,628	
		Applications of operating funding			
4,507	3,829	Payments to staff and suppliers	3,887	3,762	
355	15	Finance costs	363	(409)	Net finance costs reflect the allocation from the internal borrowing fund for this activity
483	703	Internal charges and overheads applied	506	965	
-	-	Other operating funding applications	-	-	
5,345	4,547	Total applications of operating funding (B)	4,756	4,318	
2,963	4,156	Surplus (deficit) of operating funding (A – B)	3,158	3,310	

Funding Impact Statement – Wastewater 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
		Sources of capital funding			
681	313	Subsidies and grants for capital expenditure	-	-	
782	1,420	Development and financial contributions	776	3,532	Significant developments in the District, particularly in Morrinsville and Matamata.
3,801	-	Increase (decrease) in debt	1,629	1,035	Significant development contributions reduced the need for debt funding.
-	-	Gross proceeds from sale of assets	-	-	
-	-	Lump sum contributions	-	-	
-	-	Other dedicated capital funding	-	-	
5,264	1,733	Total sources of capital funding (C)	2,405	4,567	
		Applications of capital funding			
		Capital expenditure			
2,910	140	—to meet additional demand	1,010	-	
1,752	1,725	—to improve the level of service	791	4,486	
3,707	2,189	—to replace existing assets	3,815	3,115	
(142)	1,835	Increase (decrease) in reserves	(53)	276	
-	-	Increase (decrease) of investments	-	-	
8,227	5,889	Total applications of capital funding (D)	5,563	7,877	
(2,963)	(4,156)	Surplus (deficit) of capital funding (C – D)	(3,158)	(3,310)	
-	-	Funding balance ((A – B) + (C – D))	-	-	

3.7 TE WAI | WATER ACTIVITY GROUP

Water levels of 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.

Why we provide the Water activity group

A reliable supply of water that is safe to drink is essential for good public health. A good quality water supply brings many direct and indirect benefits to communities and the country as a whole by helping to prevent the outbreak and spread of water-borne diseases.

What the Water activity group consists of

We own and operate seven water supply schemes in the District: Matamata, including Waharoa and Raungāiti; Morrinsville; Te Aroha, including Te Aroha West; and four small schemes in Te Poi, Tahuna, Hinuera and Waihou.

Each area has one or more treatment plants, and the District has a total of 331 km of pipes, excluding service lines. We provide water 24 hours a day, 7 days a week.

Our approach to managing our Water activity group aligns with national and regional drivers. It recognises that the use of water is not unlimited and is a valuable resource that needs to be protected and managed in a sustainable manner for the community today and tomorrow.

Risk assessment and risk management is important for the Water activity group, as clean water is essential during emergencies, such as earthquakes. We have prepared a *Business Continuity Plan – Water* to ensure the supply of potable water during and after events such as droughts, prolonged power outages, volcanic activity, pandemics and other emergencies. We also have Drinking Water Safety Plans for each of our reticulated water networks to ensure safe drinking water can be provided to our community.

How the Water activity group contributes to Community Wellbeing

<i>Social wellbeing</i>
Our water systems ensure Council provide clean drinking water to our residents to ensure their health and wellbeing are protected.
<i>Economic wellbeing</i>
We provide efficient water systems to residents and for industrial purposes.
<i>Environmental wellbeing</i>
Our water systems ensure Council provide clean drinking water to our residents and industry at no cost to the environment.
<i>Cultural wellbeing</i>
Our water systems ensure Council provide clean drinking water to our residents and industry without impacting on the connection Iwi have with the awa in our District.

How the Water activity group contributes to our Community Outcomes

<i>Connected infrastructure</i>	<ul style="list-style-type: none"> ✓ 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
<i>Economic Opportunities</i>	<ul style="list-style-type: none"> ✓ Our future planning enables sustainable growth in our District
<i>Healthy Communities</i>	<ul style="list-style-type: none"> ✓ Our community is safe, health and connected
<i>Environmental Sustainability</i>	<ul style="list-style-type: none"> ✓ We support environmentally friendly practices and technologies

Water – key projects in 2022/23

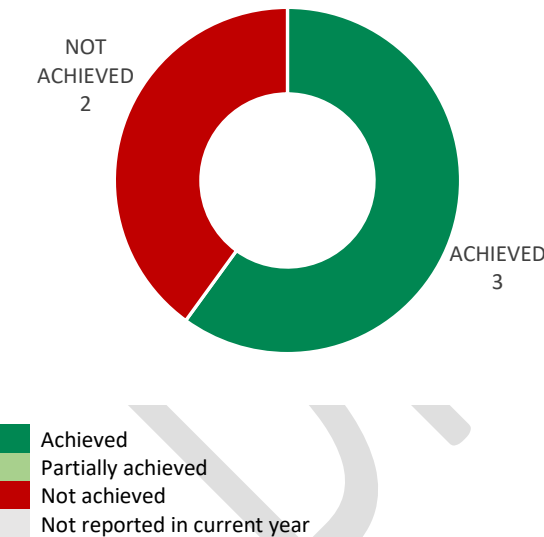
Water Projects 2022/23	Budget \$000	Actual \$000	Commentary
Water retic renewals	1,899	2,802	Significant waterline renewal work was undertaken across the District, funded in part from budgets carried forward from previous years.
Water plant renewals	803	542	Work in 2022/23 involved a number of minor projects across the District.
HSNO upgrades	200	108	The budget for this project was reprioritised to progress the Morrinsville water treatment plant chlorine room which will be completed in 2023/24.
Water pipe size increases associated with new subdivisions	75	75	Upgrades completed at TokoToko Parade and on Peakedale Drive.
Water pipe size increases associated with renewals	40	-	This work is ongoing as required.
Tower Road upgrade 200mm WM	175	-	This project has not progressed due to other priorities.
Reticulation monitoring	150	-	This project has not progressed due to other priorities.
Implement water loss strategy	50	24	Some water meters have been installed in Morrinsville.
Lime dosing tank duplication – Te Aroha and Tills Road	200	-	These projects will be completed in 2023/24.
Lockerbie water treatment plant	-	2,758	This project was carried forward from previous years and is due for completion in 2023/24.

Te Aroha plant backwash recovery	-	830	This project is in progress and was carried forward from previous years budgets.
SCADA equipment	-	550	New SCADA equipment for all the plants in progress. This project is carried forward from previous years budgets.
Total Key Capital Projects	3,592	7,689	

Water levels of service reporting - Overview

Summary of Water performance

Out of the five water measures we report on, we achieved the target on three and did not achieve the target on two.



Council funding of Water

The Revenue and Finance Policy in the Long Term Plan 2021-2031 set the funding sources for Water as:

- Targeted Rates from metered water (including residential and from industry).
- The balance of funding after metered water will come from either: General Rates 0-6%, or Targeted Rates on a uniform basis for serviced urban areas 94- 100% Factors - properties connected properties able to be connected but not connected Council will determine the actual percentages within the allowable range on an annual basis.

Water levels of service reporting - Detailed

KEY: Target achieved | Target not achieved

Water – Service Performance Reporting 2022/23					
<u>Level of service:</u> We provide safe and reliable water for household and business use (served properties).					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The extent to which Council’s drinking water supply complies with:			Target	Target	Target
			Compliant	Compliant	Compliant
			Actual	Actual	Actual
Drinking Water Standard NZ 2018 Applicable 1 Jul 22 to 31 Dec 22			Not compliant	Compliant	Not compliant
Part 4 of the drinking water standards - bacteria compliance criteria	Compliant	Not compliant			
Part 5 of the drinking- water standards -protozoal compliance criteria	Compliant	Not compliant			
Taumata Arowai’s Drinking Water Quality and Assurance Rules (DWQAR), Aesthetic Values and the new Drinking Water Standards Applicable 1 Jan 23 to 30 Jun 23					
New standard equivalent to Part 4 of the drinking water standards - bacteria compliance criteria	Compliant	Not compliant			
New standard equivalent to Part 5 of the drinking water standards -protozoal compliance criteria	Compliant	Not compliant			
What’s behind the results?					
<u>What this measure tells our community</u> This measure is intended to answer the question: “Is our water safe to drink?”					
<u>Source data and judgements</u> <i>Changes to Drinking Water Standards</i> There have been recent changes to the regulation of Water at the national level, which mean the standards we report have changed. From 1 July 2022 through to 31 December 2022, Council were required to comply with the Drinking Water Standard NZ 2018, and from 1 January 2023 it has been a					

Water – Service Performance Reporting 2022/23

requirement that Council record, monitor and when necessary report on their compliance against Taumata Arowai's Drinking Water Quality and Assurance Rules (DWQAR), Aesthetic Values and the new Drinking Water Standards.

Historic Drinking water standard in place until 31 December 2022

The New Zealand Drinking Water Standards (the Drinking Water Standards), which are set under the Health Act 1956 and monitored by the Ministry of Health, provide a recognised standard for public safety. The measure provides information to assist local government and communities in making decisions on an appropriate level of service, including whether they want a grade of water that meets, or exceeds, the Drinking Water Standards.

The measure focuses on contamination by bacteria or protozoa. Although the Drinking Water Standards set standards for other contaminants also, the focus of the performance measure is on the safety, rather than the overall quality, of drinking water. Chemical and other components of the Drinking Water Standards are therefore not reported in this measure as their effects do not represent an immediate risk to public health.

○ *Part 4 of Drinking Water Standard – Bacterial Compliance*

For bacterial compliance testing E.coli is used as the indicator organism for contamination of drinking-water by faecal material. If present in drinking-water leaving the water treatment plant or in a distribution zone, the immediate response specified in the Drinking Water Standard must be followed.

○ *Part 5 of Drinking Water Standard – Protozoal Compliance*

Protozoa such as Cryptosporidium and Giardia may occur in New Zealand surface waters and non-secure bore waters. Their cysts or oocysts are found in the faeces of humans and animals. Protozoa can be removed by filtration or inactivated by disinfection using UV light. Chlorine can be effective in inactivating Giardia, bacteria and viruses but not Cryptosporidium. The compliance criteria for protozoa are based on the probability that the treatment process has inactivated the cysts.

The Te Aroha, Matamata (Tills Road) and Morrinsville (Waterworks Road WTP) inactivate protozoa through filtration processes. The three water treatment plants that serve Matamata (Tawari, Matamata South and also Tills Road), the Te Poi water treatment plant, the Hinuera water treatment plant, Scott Road and the Tahuna water treatment plant all use UV light to inactivate any protozoa that may be present in the raw water. Chlorine is used at all sites.

New Drinking water standard in place from 1 January 2023

On the 15th November 2021 the Water Services Regulator Act 2020 came into effect, it established the crown entity known as *Taumata Arowai - the Water Services Regulator*. The pieces of legislation that sit alongside this are the Water Services Act 2021 and the Water Services (Drinking Water Standards for New Zealand) Regulations Act 2022.

The Water Services Act 2021 provides a comprehensive set of regulatory tools that have been put in place to ensure good outcomes are achieved for drinking water safety.

The Water Services (Drinking Water Standards for New Zealand) Regulations Act 2022 set the Maximum Acceptable Values for a range of contaminants which can affect the safety and quality of drinking water. They are based on guideline values set by the World Health Organisation (WHO).

Water – Service Performance Reporting 2022/23

The Drinking Water Quality Assurance Rules set out what drinking water suppliers need to do to comply with key parts of the Drinking Water Standards 2022 and the Water Services Act 2021. The rules came into effect on 14 November 2022 with Taumata Arowai requiring water suppliers to monitor and report on compliance with the rules from 1 January 2023. The rules are structured as ‘modules’, with the main modules covering General Rules (G), Source water (S), Treatment systems (T) and Distribution systems (D). MPDC have selected the Rule module that apply to each of the registered supplies based on the category that best fits each drinking water supply. Drinking water suppliers must demonstrate compliance against those Rule modules for each supply.

Drinking Water Quality Assurance Rules (DWQAR), Drinking Water Aesthetic Values, Drinking Water Standards 2022

MPDC are using Water Outlook to provide daily, weekly and monthly compliances summaries against a subset of the rules and are aligned with the monthly reporting requirements set out in the DWQAR. These reports are uploaded to the Hinekōrako portal.

Drinking water not only needs to be safe, but it also needs to taste and smell acceptable too. The Drinking Water Aesthetic Values specify or provide minimum and maximum values for substances and other characteristics that relate to the acceptability of drinking water to consumers (such as appearance, taste or odour). A drinking water supplier must take all reasonably practicable steps to supply drinking water that complies with the Drinking Water Aesthetic Values.

Drinking Water Standards for New Zealand 2022 set limits for the concentrations of determinants in drinking water. The limits are referred to as maximum acceptable values (MAVs). The MAVs for any determinants must not be exceeded at any time.

Water samples are collected by a private contractor and analysed by an external Laboratory. Any exceedances of the Drinking Water Standards 2022 require the laboratory to notify Taumata Arowai through the Hinekōrako portal. The exceedances become a non-compliance notification and Council are expected to report to Taumata Arowai on each notification. The non-compliance is closed off until Taumata Arowai are satisfied that the risk of the non-compliance occurring again has been reduced.

Our result in 2022/23

From 1 July to 31 December 2022 our overall result was that we were not compliant for part 4 or part 5 of the drinking water standard. This is in line with our results over the last four years.

From 1 January to 30 June 2023 our overall result with the monthly and quarterly reporting, the DWQARs equivalent to the part 4 and part 5 of the DWSNZ, was not-compliant.

The result indicates to the community that there were some days during the year when the drinking water provided by Council is not compliant with the Drinking Water Standards (1 July 2022 to 31 December 2022) and not-compliant with the Drinking Water Quality Assurance Rules (1 January 2023 to 30 June 2023).

Non-compliance was generally due to shortcomings in data collection and some minor instances of turbidity and ultraviolet transmissivity being outside allowed levels. The independent water report states that for the period July to December 2022 “the issues that prevented compliance were not an indication of unsafe water, but rather technical transgressions, such as not enough samples obtained.” Similarly for

Water – Service Performance Reporting 2022/23

the period January to June 2023, the independent report stated that the reasons for non-compliance “were more technical in nature such as data integrity, rather than widespread treatment failures.”

A not-compliant status does not mean that bacterial or protozoa contamination occurred, rather an event/s occurred that decreased the treatment effectiveness.

Level of service: We ensure that our water assets are well maintained and managed and that the assets are maintained and replaced when required.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
The percentage of real water loss from Council’s networked reticulation system (using minimum night flow analysis).	≤25%	41.4%	Target	Target	Target
			25%	25%	25%
			Actual	Actual	Actual
			27.9%	27.1%	26.8%

What’s behind the results?

What this measure tells our community

This measure provides information on the state and operation of Council’s water reticulation network infrastructure.

Source data and judgements

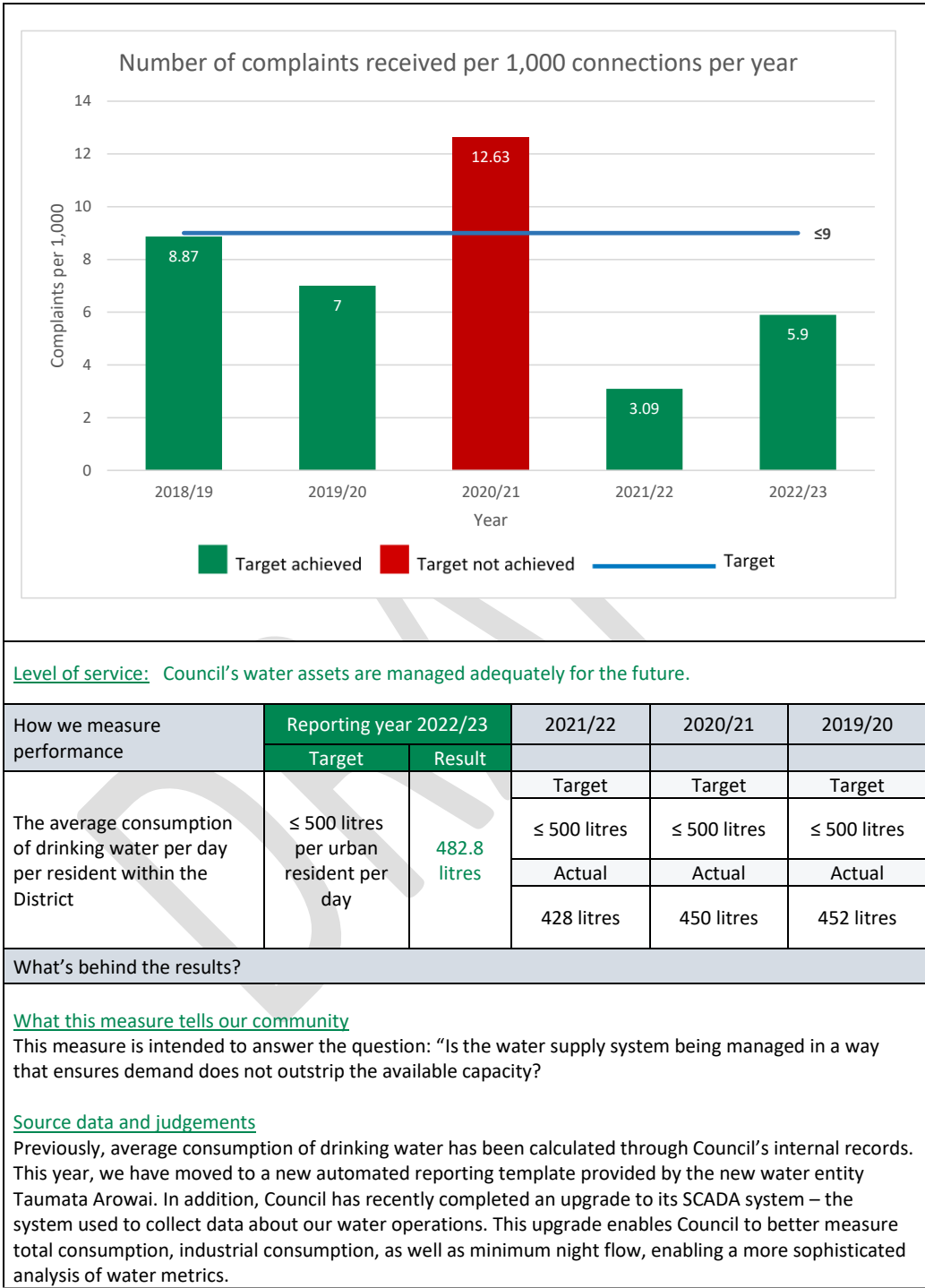
Previously, water loss has been calculated through Council’s internal records. This year, we have moved to a new automated reporting template provided by the new water entity Taumata Arowai.

Our result in 2022/23

Our result shows that we did not achieve our target for water loss in 2022/23. Minimum night flow in Matamata has increased significantly over the last 12 months and this has driven an increase in real water loss being reported. The causes of this increase to minimum night flow in Matamata are still being investigated. In addition, Council has recently completed an upgrade to its SCADA system – the system used to collect data about our water operations. This upgrade enables Council to better measure total consumption, industrial consumption, as well as minimum night flow, enabling a more sophisticated analysis of water metrics. While increased data and better analysis is a positive, the change in process has meant a step change in measured performance resulting this year.

<u>Level of service:</u> We provide reliable water systems that our community can count on.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Where we attend a call-out in response to a fault or unplanned interruption to our networked reticulation system, we will measure the following median response times:	Target		Target	Target	Target
	< 4 hours < 24 hours		< 4 hours < 24 hours	< 4 hours < 24 hours	< 4 hours < 24 hours
	Actual		Actual	Actual	Actual
Attendance for urgent call outs*	Median 4 hr	.67 hours	.67 hours	.67 hours	.5 hours
Resolution of urgent call outs**	Median 24 hr	2.77 hrs	2.88 hrs	2.17 hrs	2.62 hrs
Attendance for non-urgent call outs*	Median 3 days	1.13 days	2.4 days	0.97 days	0.92 days
Resolution of non-urgent call outs**	Median 5 days	1.71 days	3.25 days	2.8 days	1.6 days
*From the time that we receive notification to the time that service personnel reach the site. **From the time that we receive notification to the time that service personnel confirm resolution of the fault or interruption.					
What's behind the results?					
<p><u>What this measure tells our community</u></p> <p>This measure is intended to answer the question: "Does Council provide a timely response if there is a problem with the water supply?" It shows how quickly Council has attended to urgent problems with a water supply. An appropriate response to an urgent water supply outage is important because households and businesses require water to function, and without water a building can quickly become insanitary.</p> <p><u>Source data and judgements</u></p> <p>The data source for this measure is our Customer Request Management System (see pp103-105 for detail). An urgent call out is when there is a complete loss of supply of drinking water. A non-urgent call out is any other issues related to the drinking water supply. Attendance time is calculated from the time we receive notification to the time that service personnel reach the site. These definitions are set by the Department of Internal Affairs. Resolution time is calculated from the time we receive notification to the time that service personnel confirm resolution of the fault or interruption. If reinstatement of the site or a more long term fix is required this is not included in the resolution time calculation, and is scheduled separately. This definition was set by Council.</p> <p><u>Our result in 2022/23</u></p> <p><u>Urgent call outs</u></p> <p>In 2022/23 we received a total of 35 urgent calls regarding a complete loss of drinking water. The median response time for service personnel to attend an urgent call out was 40 minutes, and the median resolution time was 2 hours and 46 minutes. This means we achieved our target of 4 hours for attendance time and 24 hours for resolution time.</p>					

<p>Non urgent call outs</p> <p>In 2022/23 we received 297 non urgent calls regarding problems with the water supply. Our median response time was 9 hours and median resolution time was 13 hours. This means we achieved our target of 3 days for attendance and 5 days for resolution.</p> <p>These results are in line with the results over the last four years and indicate to the community that Council is consistently providing a timely response to issues with drinking water supply.</p>					
<p>Level of service: Council provides safe and reliable water for household and business use (served properties).</p>					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
<p>The total number of complaints received by Council about any of the following*:</p> <ol style="list-style-type: none"> 1) Drinking water clarity 2) Drinking water taste 3) Drinking water odour 4) Drinking water pressure or flow 5) Continuity of supply 6) Council's response to any of these issues 	<p>≤ 9 complaints per 1000 connections</p> <p>90 total</p>	<p>5.9 per 1000</p> <p>59 total</p>	Target	Target	Target
			≤ 9 per 1000 connections	≤ 9 per 1000 connections	≤ 9 per 1000 connections
			Actual	Actual	Actual
			3.09 per 1000	12.63 per 1000	7 per 1000
			34 total	101 total	56 total
<p>*Expressed per 1,000 connections per year, total 10,374 connections rounded to 10,000.</p>					
<p>What's behind the results?</p>					
<p>What this measure tells our community</p> <p>This measure is intended to answer the question "Are customers satisfied with their drinking water, both the provision of the service and how Council deals with complaints about the service?" Customer satisfaction is a key measure of the quality of a service. Council needs to know whether customers are satisfied with the adequacy and reliability of the service they pay for. The measure also provides data that highlights problems requiring attention, such as the need for upgraded or new infrastructure.</p>					
<p>Source data</p> <p>The data source for this measure is our Customer Request Management System (see 103-105 for detail). The target is based on complaints per 1000 connections and is set at 9 complaint or less per 1000 connections. And the total number of connections is rounded up or down to the nearest 1000.</p>					
<p>Our result in 2022/23</p> <p>In 2022/23 our result was a total of 59 complaints, or 5.9 per 1000 connections. This means we achieved our target of 9 or less complaints per 1000 connections. Results have fluctuated over the last four years, with the target achieved in 3 out of the last 4 years.</p>					



Our result in 2022/23

Our result in 2022/23 shows that we have achieved our target of keeping average water consumption per resident below 500 litres. The last 12 months has seen significantly more rain, particularly over summer, than previous recent years. As a result, Council was able to avoid the use of significant water restrictions to manage supply risk. It is believed that the lack of summer time restrictions has contributed to the increase in average consumption, while noting that it is still within target.



Funding impact statement – Water 2022/23

Funding Impact Statement – Water 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
		Sources of operating funding			
-	-	General rates, uniform annual general charges, rates penalties	-	-	
6,253	5,686	Targeted rates	6,507	7,252	Increased rates were required to cover increased operating costs and to fund future asset replacements.
412	1,121	Subsidies and grants for operating purposes	-	-	
-	52	Fees and charges	-	36	
36	40	Internal charges and overheads recovered	35	-	
-	-	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	
6,701	6,899	Total operating funding (A)	6,542	7,288	
		Applications of operating funding			
3,721	5,286	Payments to staff and suppliers	3,449	5,287	Significant increases have been seen in costs required to ensure compliance with stricter water quality standards coming from the new Water Regulator, well beyond what was planned in the LTP. This has come at the same time that we've seen significant increases in most other areas including significant power and chemical, electrical maintenance costs.
284	349	Finance costs	280	1,168	Finance costs increased in line with the

Funding Impact Statement – Water 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
					significant increase in debt required and higher interest rates.
677	1,001	Internal charges and overheads applied	687	1,059	
-	-	Other operating funding applications	-	-	
4,682	6,636	Total applications of operating funding(B)	4,416	7,514	
2,019	263	Surplus (deficit) of operating funding (A – B)	2,126	(226)	
		Sources of capital funding			
510	565	Subsidies and grants for capital expenditure	-	-	
452	876	Development and financial contributions	451	2,089	Significant developments in the District, particularly in Morrinsville and Matamata.
1,366	2,804	Increase (decrease) in debt	1,088	6,029	Progress with capital work carried forward from prior years meant that debt raised this year exceeded the level budgeted in the LTP.
-	-	Gross proceeds from sale of assets	-	-	
-	-	Lump sum contributions	-	-	
-	-	Other dedicated capital funding	-	-	
2,328	4,245	Total sources of capital funding (C)	1,539	8,118	
		Applications of capital funding			
		Capital expenditure			
504	65	—to meet additional demand	143	-	
1,334	2,870	—to improve the level of service	773	4,891	Significant projects in progress include the Lockerbie water

Funding Impact Statement – Water 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
					treatment plant and the Te Aroha plant backwash recovery project.
2,702	2,195	—to replace existing assets	2,780	3,146	
(193)	(622)	Increase (decrease) in reserves	(31)	(145)	
-	-	Increase (decrease) of investments	-	-	
4,347	4,508	Total applications of capital funding (D)	3,665	7,892	
(2,019)	(263)	Surplus (deficit) of capital funding (C – D)	(2,126)	226	
-	-	Funding balance ((A – B) + (C – D))	-	-	



3.8 NGĀ WHAKAAETANGA ME NGĀ RAIHANA CONSENTS AND LICENSING ACTIVITY GROUP

Consents and Licensing levels of 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.

Why we provide the Consents and Licensing activity group

The Consents and Licensing activity group ensures we are protecting the natural resources of the District, keeping our communities safe and healthy, and balancing the different needs and interests of people and businesses in our community. Legislation also has a significant impact on these activities, as it sets a number of legislative requirements that we must meet.

Good regulatory frameworks improve, promote and protect public health and the environment community wellbeing and reduce antisocial behaviour within the District. We provide a 24/7 service for our most time-sensitive issues (animal and noise complaints). We undertake patrols of the District for animal control. We undertake staff training to ensure legislative requirements are understood. We work with stakeholders, such as the police to ensure licence holders comply with their obligations.

We work with other councils to collaborate on best practice and consistency in our processes. Accreditation as a 'Building Control Authority' and agency recognised under the Food Act ensures our processes are robust, leading to improved services. Auditing and peer review of our processes and decisions ensure we are making good decisions. Consulting with Iwi and the wider community through agreed processes increases the opportunities for everyone to be involved in decision making.

What the Consents and Licensing activity group consists of

Consents and Licensing is about providing.... The activities responsible for this are:

- Animal Control
- Building Consents and Monitoring
- Licensing and Enforcement
- Resource Consents and Monitoring

How the Consents and Licensing activity group contributes to Community Wellbeing

Social wellbeing

Animal Control ensures animals do not cause harm or nuisance to residents or visitors. This helps to ensure the safety of everyone and means that people can enjoy their pets without undue control and without threat from other animals. Educational programmes are offered by Council to promote animal awareness and responsible ownership.

Building Consents and Monitoring makes sure buildings are safe and that they have good access for people with disabilities.

Licensing and Enforcement Environmental Health Officers help minimize the spread of illness and disease. They ensure that residents are protected from unhealthy or offensive conditions, as well as controlling alcohol and gambling.

Resource Consents and Monitoring Implementation of the Resource Management Act 1991 and the District Plan provisions through regulatory planning ensures that due consideration is given to social issues when sustainable resource management decisions are made.

Economic wellbeing

Building Consents and Monitoring Processing building consents and regulatory planning consents within targeted timeframes has economic benefits for applicants and minimises waiting periods.

Resource Consents and Monitoring Resource consent services ensure that the rules in the District Plan are applied appropriately to maximize long term productivity of land in the District. A responsive and helpful regulatory environment helps to promote development.

Environmental wellbeing

Building Consents and Monitoring Building control ensures buildings, particularly those using hazardous substances, are environmentally friendly.

Resource Consents and Monitoring Resource consent services ensure that the rules in the District Plan are applied appropriately to manage the use, development and protection of natural and physical resources. Imposing appropriate resource consent conditions and monitoring compliance ensures the integrated management of land and associated natural resources in the District.

Cultural wellbeing

Resource Consents and Monitoring The regulatory planning activity ensures cultural sites in the Dare protected.

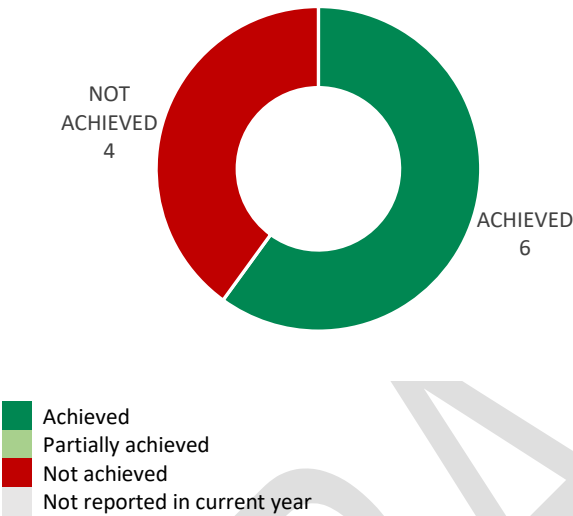
How the Consents and Licensing activity group contributes to our Community Outcomes

Economic Opportunities	<ul style="list-style-type: none">✓ We are a business friendly Council✓ Our future planning enables sustainable growth in our District
Healthy Communities	<ul style="list-style-type: none">✓ Our community is safe, health and connected
Environmental Sustainability	<ul style="list-style-type: none">✓ We support environmentally friendly practices and technologies✓ Development occurs in a sustainable and respectful manner considering kawa and tikanga.
Vibrant Cultural Values	<ul style="list-style-type: none">✓ We promote and protect our arts, culture, historic and natural resources

Consents and Licensing levels of service reporting - Overview

Summary of Consents and Licensing performance reporting

There are ten measures in the Consents and Licensing activity group. In 2022/23 Council achieved six measures and did not achieve four measures.



Council funding of Consents and Licensing

The Revenue and Finance Policy in the Long Term Plan 2021-2031 set the funding sources for Consents and Licensing activities as follows:

Funding Sources for Consents and Licensing activities	
Animal Control	General Rates 20% Fees and Charges (including fines) 80%
Building Consents and Monitoring	General Rates 40-60% Fees and Charges 40-60%
Licensing and Enforcement	Health Licence processing: 100% user pays Enquires/ complaints/ enforcement: 100% funded by rates Alcohol Licence processing: fees set by legislation Enquiries/ complaints/ enforcement: 100 % funded by rates Noise Control 100% General Rates
Resource Consents and Monitoring	Planning Resource Consent Processing and monitoring: 100% user pays Enquiries/ complaints/ enforcement:100 % funded by rates

3.81 TE WHAKAHAERE KARAREHE | ANIMAL CONTROL

Animal Control projects in 2022/23

Animal Control Projects 2022/23

There are no major projects forecast for the next 10 years for Animal Control primarily because we provide a service to the community. The core function of this department is to administer, implement and enforce the Dog Control Act 1996 and Impounding Act 1955.

Animal Control performance reporting

KEY: Target achieved | Target not achieved

Animal Control – Service Performance Reporting 2022/23

Level of service: Any disturbances caused by animals are investigated quickly and efficiently.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Complaints will be investigated within set timeframes.	95%	98.69%	Target	Target	Target
			95%	95%	95%
			Actual	Actual	Actual
			97.43%	98.39%	96.6%

What's behind the results?

What this measure tells our community

This measure indicates whether Council is responding to animal control complaints in a timely manner. 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 responding to complaints. The Animal Control Officers do not respond to complaints about animal welfare and neglect. These are referred to the SPCA for investigation. One of the 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. The target time frames are as follows:

Animal Control – Service Performance Reporting 2022/23				
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			4 hours	

o Aggressive means a dog rushed a person/vehicle or displayed threatening behaviour.
 o Current incident means the incident is happening now and the dog is an immediate danger to the public.
 o Reported incident means an incident is reported that happened sometime in the past, but is not a current threat to the public.

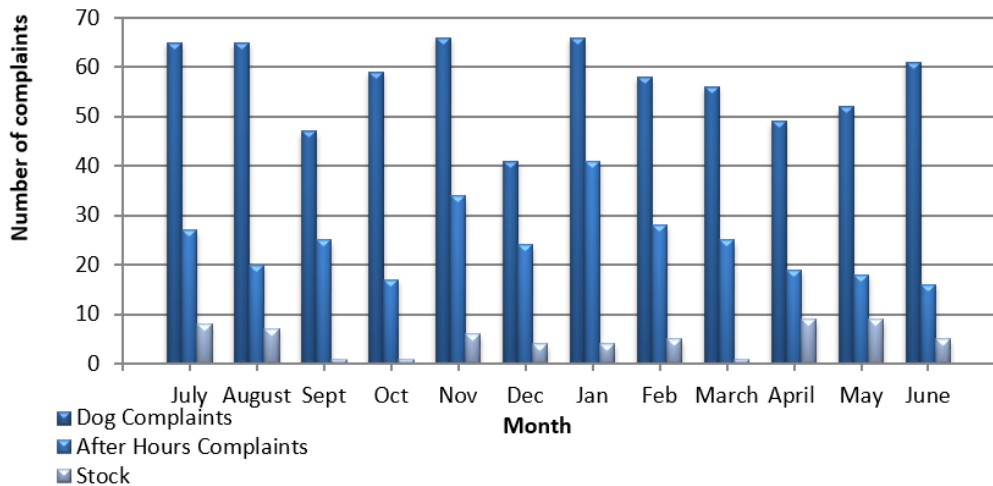
Source data

Monitoring and reporting is managed by Council staff who produce monthly reports. The Customer request management system is used to track complaint time and Council's response time.

Our result in 2022/23

In 2022/23, 98.69% of complaints were responded to within the target timeframes which means we achieved the target for this measure. This result is in line with results over the last four years.

Animal Control – Service Performance Reporting 2022/23



This result indicates that the community can have confidence that Council is responding to complaints in a timely manner.

Level of service: We carry out regular property visits to ensure dog owners are responsible.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Number of property visits per year.	600	803	Target	Target	Target
			600	600	600
			Actual	Actual	Actual
			565	621	571

What's behind the results?

What this measure tells our community

This measure indicates whether Council is carrying out an effective amount of preventative work in the District. Property visits let us check that dogs are appropriately housed and secured on their property. Both of these help to reduce the number of problems caused by animals in our community. We have two Animal Control Officers, a pound keeper and a part-time administration support whose job is to make sure people control their animals, are meeting laws and regulations, and don't create problems for others. We have contracted out our after-hours service, ensuring 24 hours, seven days a week service. We also have one dog pound and stockyard that services the whole District.

Source data

Monitoring and reporting is managed by Council staff who produce monthly reports. The Customer request management system is used to track property visits.

Animal Control – Service Performance Reporting 2022/23

Our result in 2022/23

In 2022/23 we undertook 803 property visits which means we surpassed our target. This result is significantly higher than in the last four years.

Number of property visits per year

Year	Visits	Target
2018/19	621	600
2019/20	571	600
2020/21	621	600
2021/22	565	600
2022/23	803	600

Target achieved

Target not achieved

Target

Level of service: We carry out regular street patrols to keep the streets free from stray animals.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result	Target	Target	Target
Number of street patrols undertaken in each of the three main towns.	Average 10 per month per town	<div>Matamata 35</div> <div>Morrinsville 26</div> <div>Te Aroha 23</div>	10 per month	10 per month	10 per month
			Actual	Actual	Actual
			Matamata 30 Morrinsville 25 Te Aroha 18	Matamata 27 Morrinsville 35 Te Aroha 20	Matamata 36 Morrinsville 38 Te Aroha 22

What's behind the results?

What this measure tells our community

This measure is another way to indicate if Council is carrying out an effective amount of preventative work in the District. Street patrols allow our staff to check if there are wandering animals that could pose a risk to our community and take appropriate action to mitigate this if required.

Source data and judgements

Monitoring and reporting is managed by Council staff who produce monthly reports. The Customer request management system is used to track street patrols.

Our result in 2022/23

In 2022/23 we undertook a total of 1000 street patrols with an average per town of Matamata 35, Morrinsville 26, Te Aroha 23. This result means we surpassed our target.



3.82 NGĀ WHAKAAETANGA Ā-WHARE ME TE MĀTAI BUILDING CONSENTS AND MONITORING

Building Consents and Monitoring projects in 2022/23

Building Consents and Monitoring Projects 2022/23

There are no major projects forecast for the next 10 years for the Building Consents and Monitoring activity primarily because we provide a service to the community. The core function of this department is to administer, implement and enforce the Building Act 2004.

Building Consents and Monitoring performance reporting

KEY: Target achieved | Target not achieved

Building Consents and Monitoring – Service Performance Reporting 2022/23					
<u>Level of service:</u> Building consents are administered quickly and efficiently.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Building consent processing timeframes.	100% processed within statutory timeframes	91%	Target	Target	Target
			100%	100%	100%
			Actual	Actual	Actual
			88%	69%	99.5%
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is fulfilling its obligation to process building consents within statutory timeframes.					
<u>Source data</u> Council staff monitor and report monthly on building consents. Building Consents have been processed through the AlphaOne system since July 2020. Amendments to consents received before July 2020 are processed through our Content Management system.					
<u>Our result in 2022/23</u> In 2022/23 we processed 91% of building consents within statutory timeframes which means we did not achieve our target.					

Level of service: We respond to complaints of alleged illegal/ unauthorised activity.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Complaints responded to within 10 working days.	100%	88%	Target	Target	Target
			100%	100%	100%
			Actual	Actual	Actual
			69%	100%	52%

What’s behind the results?

What this measure tells our community

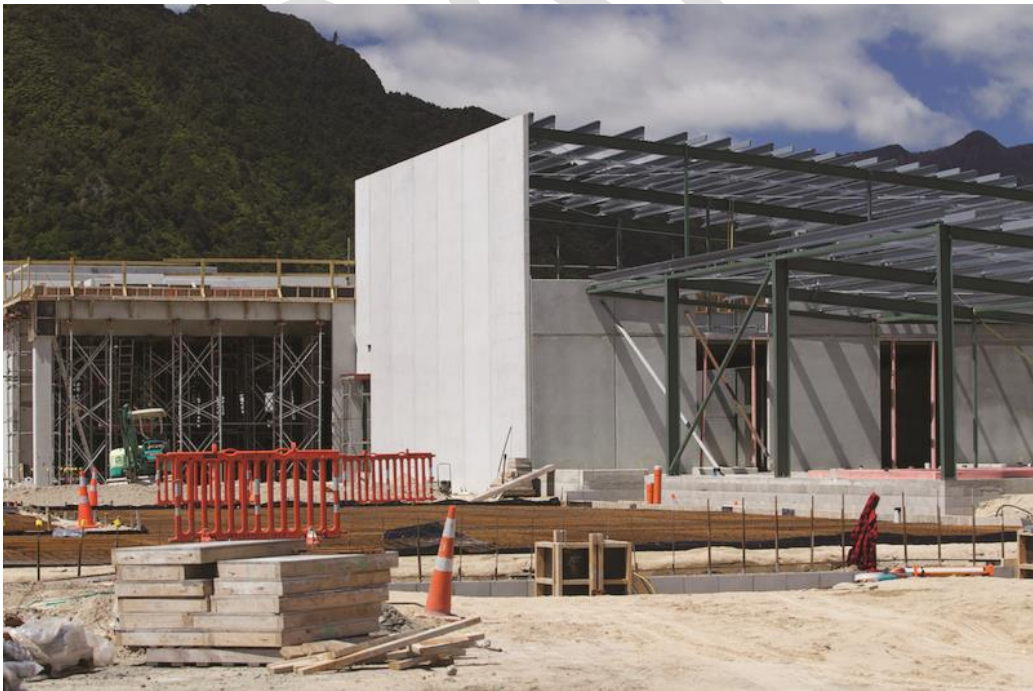
This measure indicates whether Council are responding to complaints in a timely manner. In fulfilling our enforcement role under the Building Act 2004 in a timely manner we help to reduce the incidence of illegal and dangerous building work in the District.

Source data and judgements

The source data for this measure is our Customer Request Management System (pp103-105 for detail).

Our result in 2022/23

In 2022/23 Council received 16 complaints of alleged illegal buildings and illegal swimming pools. 88% (14 complaints) were responded to within 10 days. This result means we did not achieve our target.



3.83 TE RAIHANATANGA ME TE ŪRUHITANGA LICENSING AND ENFORCEMENT

Our projects in 2022/23

Licensing and Enforcement Projects 2022/23
There are no major projects forecast for the next 10 years for the Licensing and Enforcement activity primarily because we provide a service to the community. The core function of this department is to administer, implement and enforce various pieces of legislation and policies.

Levels of service

KEY: Target achieved | Target not achieved

Licensing and Enforcement – Service Performance Reporting 2022/23					
<u>Level of service:</u> We 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.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Food premises, hairdressers, funeral directors and camping grounds will be inspected or audited in accordance with legislation.	100% inspected or audited	100%	Target	Target	Target
			100% inspected or audited	100% inspected or audited	100% inspected or audited
			Actual	Actual	Actual
			100%	100%	100%
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is fulfilling its obligations in respect to inspections of premises, and therefore contributing to the health and safety of our communities.					
<u>Source data</u> This data is extracted from our corporate system.					
<u>Our result in 2022/23</u> In 2022/23 we inspected all premises in line with legislation which means we achieved our target.					

<u>Level of service:</u> We ensure that all premises in the District with alcohol licences are operating responsibly.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
On, Off and Club* alcohol licenced premises will be inspected annually to ensure they comply with alcohol licensing standards.	100%	100%	Target	Target	Target
			100%	100%	100%
			Actual	Actual	Actual
			100%	100%	100%
*Club alcohol licenced premises excludes those Clubs that have been assessed as a 'very low' risk rating by Council.					
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is fulfilling its obligations to protect the community from alcohol harm. One of the ways that we achieve this is to inspect high risk premises annually to ensure that they are complying with their duties under the Act.					
<u>Source data</u> This data is extracted from our corporate system.					
<u>Our result in 2022/23</u> In 2022/23 100% of inspections were carried out which means we achieved our target.					
<u>Level of service:</u> We act on all noise complaints we receive.					
How we measure performance	Reporting year 2022/23		2019/20	2020/21	2021/22
	Target	Result			
Percentage of after-hours (between 5pm and 8am, weekends and public holidays) noise complaints responded to within two hours.	100%	99%	Target	Target	Target
			100%	100%	100%
			Actual	Actual	Actual
			99.72%	100%	100%
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is effectively responding to noise complaints resulting in less disturbance to the community. After hours responses to noise complaints are made by our security contractors. These calls are usually about loud stereos and parties. During working hours (8am-5pm) staff respond to complaints. Complaints during the day usually relate to general household noise or ongoing noise associated with business operations.					

Source data

This information is provided to Council in a paper form from our noise control contractors and then entered into our system.

Our result in 2022/23

In 2022/23 we responded to 99% of noise complaints within 2 hours. The reason we did not achieve full compliance was because one noise complaint was lodged through Antenno. Antenno states that the matter will not be dealt with until the next working day.



3.84 NGĀ WHAKAAETANGA Ā-RAWA ME TE MĀTAI RESOURCE CONSENTS AND MONITORING

Our projects in 2022/23

Resource Consents and Monitoring Projects 2022/23

There are no major projects forecast for the next 10 years for the Resource Consents and Monitoring activity primarily because we provide a service to the community. The core function of this department is to administer, implement, educate and enforce various pieces of legislation and policies.

Levels of service

KEY: Target achieved | Target not achieved

Resource Consents and Monitoring – Service Performance Reporting 2022/23

Level of service: Resource consents are administered quickly and efficiently.

How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of resource consents processed within statutory timelines.	100%	69%	Target	Target	Target
			100%	100%	100%
			Actual	Actual	Actual
			97%	97%	99.5%

What's behind the results?

What this measure tells our community

This measure indicates whether Council is successfully fulfilling its role in processing resource consents.

Source data

This data is extracted from our corporate system.

Our result in 2022/23

In 2022/23 we processed 69% of resource consents within statutory timeframes which means we did not achieve our target. Over the 2022/23 financial year there was a dramatic increase in the number and complexity of resource consents lodged. In addition, we had some vacancies and the external planning and engineering markets were at capacity with limited ability to take our additional overflow of consents.

<u>Level of service:</u> We monitor land use consent compliance.					
How we measure performance	Reporting year 2022/23		2021/22	2020/21	2019/20
	Target	Result			
Percentage of land use consents monitored within four months of being granted.	100%	100%	Target	Target	Target
			100%	100%	100%
			Actual	Actual	Actual
			100%	100%	100%
What's behind the results?					
<u>What this measure tells our community</u> This measure indicates whether Council is monitoring recently issued consents appropriately and ensuring applicants understand their requirements.					
<u>Source data</u> This data is extracted from our corporate system.					
<u>Our result in 2022/23</u> In 2022/23 we monitored 100% of land use consents within four months which means we achieved our target.					



Funding impact statement – Consents and Licensing 2022/23

Funding Impact Statement – Consents and Licensing 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
		Sources of operating funding			
2,025	2,033	General rates, uniform annual general charges, rates penalties	2,090	1,663	An increase in development activity was expected to result in higher fees and charges, reducing the requirement for rates funding.
-	-	Targeted rates	-	-	
-	-	Subsidies and grants for operating purposes	-	-	
2,287	3,523	Fees and charges	2,354	3,659	Building and resource consent activity significantly exceeded the budgeted level.
-	-	Internal charges and overheads recovered	-	1	
31	28	Local authorities fuel tax, fines, infringement fees, and other receipts	32	32	
4,343	5,584	Total operating funding (A)	4,476	5,355	
		Applications of operating funding			
2,966	4,500	Payments to staff and suppliers	3,053	4,895	Staff and consultant costs were higher than budgeted in the areas of building and resource consent activity due to demand in trying to keep up with the increased development activity.
6	-	Finance costs	10	56	
1,447	1,406	Internal charges and overheads applied	1,491	1,658	
-	-	Other operating funding applications	-	-	

Funding Impact Statement – Consents and Licensing 2022/23					
LTP Budget 2021/22	Actual 2021/22		LTP Budget 2022/23	Actual 2022/23	Explanation of significant variation to LTP budget
\$000	\$000		\$000	\$000	
4,419	5,906	Total applications of operating funding (B)	4,554	6,609	
(76)	(322)	Surplus (deficit) of operating funding (A – B)	(78)	(1,254)	
		Sources of capital funding			
-	-	Subsidies and grants for capital expenditure	-	-	
-	-	Development and financial contributions	-	-	
300	-	Increase (decrease) in debt	309	1,253	The operating deficit for the activity was funded by debt.
-	-	Gross proceeds from sale of assets	-	-	
-	-	Lump sum contributions	-	-	
-	-	Other dedicated capital funding	-	-	
300	-	Total sources of capital funding (C)	309	1,253	
		Applications of capital funding			
		Capital expenditure			
-	-	—to meet additional demand	-	-	
-	-	—to improve the level of service	-	-	
-	-	—to replace existing assets	-	-	
224	(322)	Increase (decrease) in reserves	231	(1)	
-	-	Increase (decrease) of investments	-	-	
224	(322)	Total applications of capital funding (D)	231	(1)	
76	322	Surplus (deficit) of capital funding (C – D)	78	1,254	
-	-	Funding balance ((A – B) + (C – D))	-	-	



SECTION 4:
TE PANUI O TE TAUTUKUNGĀ |
STATEMENT OF COMPLIANCE

4.1 TE PANUI O TE TAUTUKUNGĀ

STATEMENT OF COMPLIANCE AND RESPONSIBILITY

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.

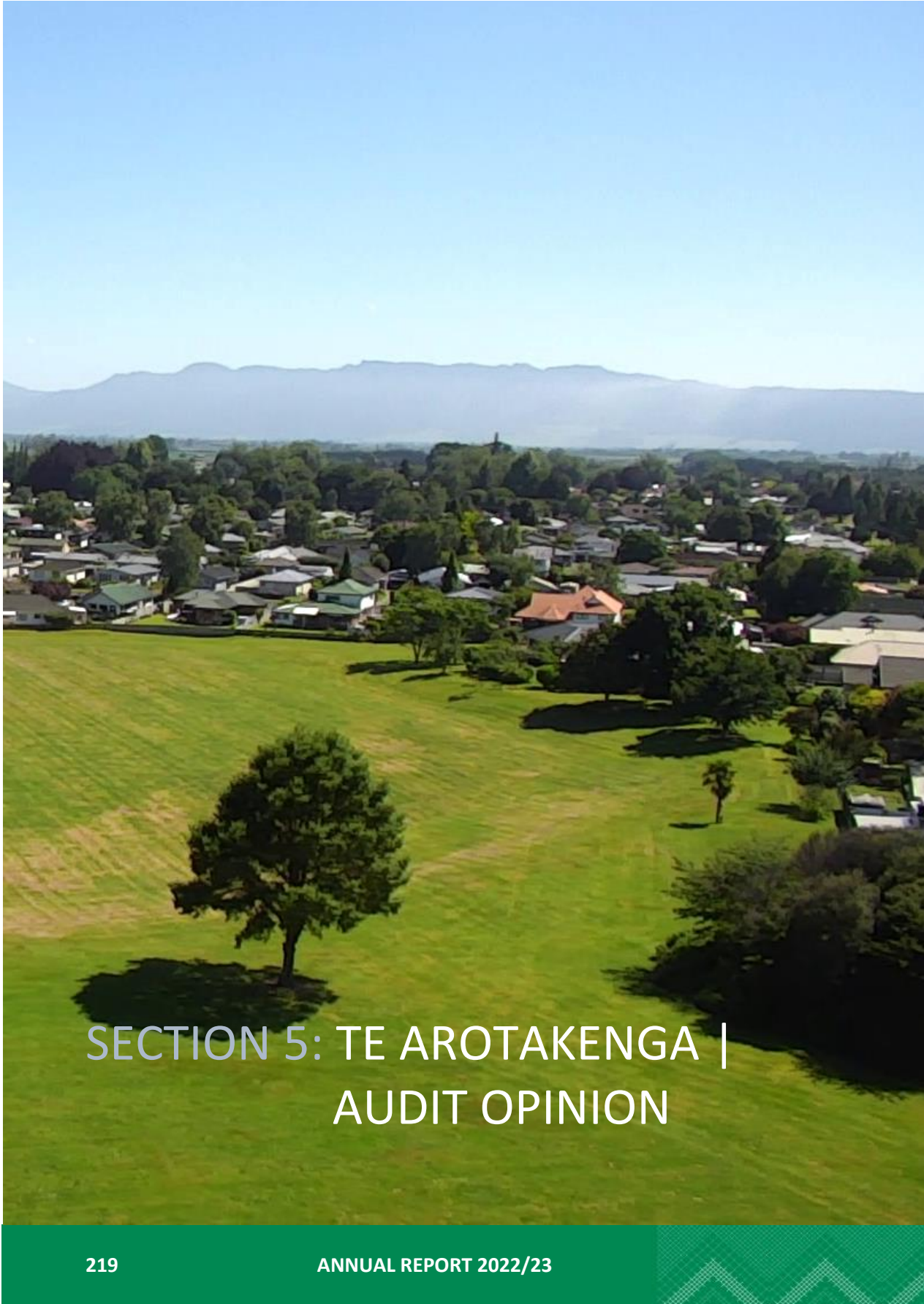
In the opinion of the Council and management of Matamata-Piako District Council, the Annual Report for the year ended 30 June 2023 fairly reflect the financial performance, financial position, cash flows and service performance of the Matamata-Piako District Council.

Adrienne Wilcock, Mayor

Don McLeod, Chief Executive

XX October 2023

XX October 2023



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

Insert when available

DRAFT



Delegation Policy and Delegation Register ~~2022~~2023

Department	Strategic Partnerships and Governance
Policy Type	Internal
CM Reference	15/7396 Current Delegations
Resolution Date	14 December 2022
Review Frequency	Ongoing as required by Council or legislative changes
Review Date	Ongoing
Policy Supersedes	Delegation Policy and Register 2020/24 2022

Contents

Delegation Policy	2
Delegation Register	5
Powers retained by Council.....	5
Mayoral Powers	5
Committee delegations.....	6
Hearings Commission delegations	8
Financial delegations.....	11 12
Warrants of Appointment delegations	13 14
Statutory delegations.....	46 47

Delegation Policy

Background

This document sets out the policy for the Matamata-Piako District Council for delegations of responsibilities, powers and duties to a range of different parties as provided for in the Local Government Act 2002 (the Act) and other legislation.

Objectives

The objectives of this Policy are twofold - to provide a framework which:

- provides for the delegation of powers to create efficient and effective decision-making within Council;
- allows Council to concentrate on the delegations (or the decision not to delegate matters) of greatest magnitude and risk.

The above objectives will enable Council to consistently determine all delegations that it makes.

Policy

Efficient and effective decision making

The volume and diversity of decisions that need to be made and the powers that are required to be exercised for the operation and development of the district means that elected members do not have the capacity to undertake all these functions. The role of Council is to develop the set of policies and manage the policy settings that govern the individual decisions and exercise of powers of those to whom the detailed decision making has been delegated.

Part of good management practice is to encourage delegation of decision making to the lowest competent level, and it is Council's policy to do so. This will best utilise the Council's resources and promote the development of effective people. However, the emphasis is on competency, as those with responsibility for a task or function should always have the training and authority to carry it out effectively. Those with authority should always be responsible and accountable for its wise use.

Managing risk

Delegations do not remove from the Council or management ultimate accountability for the affairs of the Council. Poor decision making can expose Council to significant risks. Council has identified the following 'top five risks' which are to be considered by Council and staff when making a delegation:

- whether the delegation could allow a decision that would be significantly inconsistent with the Long Term Plan, Annual Plan or other legislative requirements;
- whether the delegation would allow a decision that involves a governance matter, for example setting of external policies and plans for the organisation;
- whether there is a risk of significant additional unbudgeted costs to Council (for example in excess of agreed contractual obligations);
- whether there is a significant risk associated with litigation (either exposure to or commencement of on);
- whether there is a significant risk of controversy or reputational damage to the organisation.

Council's policy is to retain or restrict the delegation of decision making on matters where it considers the above to be a real risk to the organisation.

Guidance

When making delegations to give effect to this Policy, Council and staff will give consideration to the following matters:

Efficient and effective decision making

- When making a delegation, the delegator must give consideration to the nature of the decisions to be made, or powers or duties to be undertaken under the delegation.

- It is expected that matters of governance, including the development and approval of external policy will sit at a governance level.
- The lowest competent level means the lowest position within the Council hierarchy that has adequate skills to undertake the delegated powers, duties or responsibilities.
- The assessment of the adequacy of skills will be made by the Executive Team or Third Tier Manager in association with the proposed delegate and will include the assessment of the knowledge, skills, understanding of any relevant legislation, attitude and experience of the holder of the office of the proposed delegate.
- It is the responsibility of the Executive Team or Third Tier Manager to ensure that the holder of the office with the delegation has the competencies required for the delegation.

Managing risk

- Delegations should distinguish between those necessary to facilitate ordinary operations in the district and matters that are extraordinary or carry high risk.
- Matters that should be considered extraordinary or as carrying high risk in particular are those identified in this policy, however this is not an exhaustive list, and matters should also be considered in light of Council's Risk Management Policy.
- In general, matters relating to civil litigation will not be delegated by Council.
- In general matters relating to litigation associated with the enforcement of regulatory matters should be restricted to the Chief Executive and relevant Executive Team member(s).
- Delegations which carry a higher risk should be clearly identified in the delegation tables.

Delegation categories

The categories of delegation have been identified below, as detailed in the following sections. Whilst the differentiation between some of these categories is imprecise, the separation is useful in identifying the different responsibilities that are delegated to different areas of the Council structure, the different levels and types of accountability appropriate for each and the different parties to whom delegations have been made.

- Powers retained by Council
- Mayoral Powers
- Committee delegations
- Hearings Commission delegations
- Financial delegations
- Warranted officer appointments
- Statutory delegations

Relevant legislation

The Council has extensive powers of delegation under the Act. These powers are limited only to those items excluded under sub-clause 1. The preparatory work on those items may be delegated, but Council must make the final decision.

Clause 32 of Schedule 7 to the Act is the primary legislative authority that empowers the Council to make delegations. It provides as follows:

- (1) *Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, Community Board, or member or officer of the local authority any of its responsibilities, duties, or powers except—*
- (a) *the power to make a rate; or*
 - (b) *the power to make a bylaw; or*
 - (c) *the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or*
 - (d) *the power to adopt a long-term plan, annual plan, or annual report; or*
 - (e) *the power to appoint a chief executive; or*

- (f) *the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or*
 - (g) *[repealed]*
 - (h) *the power to adopt a remuneration and employment policy.*
- (2) *Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in sub-clause (1).*
 - (3) *A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the original delegation.*
 - (4) *A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.*
 - (5) *A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.*
 - (6) *A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.*
 - (7) *To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.*
 - (8) *The delegation powers in this clause are in addition to any power of delegation a local authority has under any other enactment.*

Implementation procedure

Guidance on the process for creating delegations is contained in Promapp.

Audience

- Staff
- Councillors
- Mayor
- Community

Authorisation

Authorised by: Don McLeod
Chief Executive
Matamata-Piako District Council

Delegation Register

Powers retained by Council

Council retains the following non-delegable powers.

- the power to make a rate;
- the power to make a bylaw;
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan or annual plan;
- the power to adopt a long-term plan, annual plan, or annual report;
- the power to appoint a Chief Executive;
- the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement;
- the power to adopt a remuneration and employment policy.

Mayoral Powers

Section 41A of the Act provides the following Role and Powers of Mayors

- 1) *The role of a mayor is to provide leadership to:*
 - a) *the other members of the territorial authority; and*
 - b) *the people in the district of the territorial authority.*
- 2) *Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.*
- 3) *For the purposes of subsections (1) and (2), a mayor has the following powers:*
 - a) *to appoint the deputy mayor;*
 - b) *to establish committees of the territorial authority;*
 - c) *to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—*
 - i) *may make the appointment before the other members of the committee are determined; and*
 - ii) *may appoint himself or herself.*
- 4) *However, nothing in subsection (3) limits or prevents a territorial authority from—*
 - a) *removing, in accordance with clause 18 of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or*
 - b) *discharging or reconstituting, in accordance with clause 30 of Schedule 7, a committee established by the mayor under subsection (3)(b); or*
 - c) *appointing, in accordance with clause 30 of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or*
 - d) *discharging, in accordance with clause 31 of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).*
- 5) *A mayor is a member of each committee of a territorial authority.*
- 6) *To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3).*
- 7) *To avoid doubt,—*
 - a) *clause 17(1) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power in subsection (3)(a);*
 - b) *clauses 25 and 26(3) of Schedule 7 do not apply to the appointment of the chairperson of a committee of a territorial authority established under subsection (3)(b) unless the mayor of the territorial authority declines to exercise the power in subsection (3)(c) in respect of that committee.*

Committee delegations

These functions are delegated to provide for the efficient and effective provision of Council's governance responsibilities and the operation of Council. Delegations under this category include:

- setting policy and monitoring performance for a set of functions,
- consulting with the community on proposals and options,
- hearing submissions from community members under the consultative procedures,
- approving expenditure that exceeds the delegated authority of officers.

Council shall review its governance structure immediately following each triennial election. Council's current Committee structure and delegations are set out below, these may be updated from time to time.

The District Licensing Committee

The Council is required to establish a District Licensing Committee under the Sale and Supply of Alcohol Act 2012.

Councillor Sue Whiting is appointed as Chair of the Committee and Councillor Russell Smith is appointed as the Deputy Chair of the Committee. The Chair and Deputy Chair of the Committee shall be established at the time of the triennial elections, and may be changed as circumstances require. Any further appointments shall be made to the District Licensing Committee in accordance with the Sale and Supply of Alcohol Act 2012. The District Licensing Committee is required under the Sale and Supply of Alcohol Act 2012 and shall carry out the functions of a District Licensing Committee under that Act. Neil Goodger, Ross Murphy and Dennis Taylor are current list members of the Matamata-Piako District Licensing Committee.

The Risk and Assurance Committee

The Mayor has established the Risk and Assurance Committee. The membership of the Committee shall be:

- the Mayor
- the Deputy Mayor
- three Councillors
- an Independent Chairperson
- an Independent Member

The member Councillors and Chair of the Committee shall be established at the time of the triennial elections, and may be changed as circumstances require. Councillors, Bruce Dewhurst, Kevin Tappin and Gary Thompson are appointed as members of the Committee. Jaydene Kana is appointed as the independent Chairperson and Joanna Aoake is appointed as an independent member.

Council delegates to the Risk and Assurance Committee the role of ensuring Council has appropriate risk management and internal and financial control systems and that the Risk and Assurance Committee be requested to propose a work programme for consideration by Council for the fulfilment of this delegation.

Te Manawhenua Forum Mo Matamata-Piako Committee

The Council has established Te Manawhenua Forum Mo Matamata-Piako Committee. The membership of the Committee shall be established at the time of the triennial elections and updated from time to time as follows:

- the Mayor
- the Deputy Mayor
- the Maori Ward Councillor
- a principle and alternate representative from
 - Ngāti Haua

- Ngāti Maru
- Ngāti Paoa
- Raukawa
- Ngāti Rahiri Tumutumu
- Ngāti Whanaunga
- Ngāti Hinerangi

Te Ao Marama Maaka is appointed Chairperson of Te Manawhenua Mo Matamata-Piako Forum, and the Mayor is appointed Deputy Chairperson.

Ngāti Tamatera has the ability to join the Committee. Council delegates to the Te Manawhenua Forum Mo Matamata-Piako Committee those functions agreed to under the Heads of Agreement between Matamata-Piako District Council and the Te Manawhenua Mo Matamata-Piako Committee.

Waharoa (Matamata) Aerodrome Committee

The establishment of the Waharoa (Matamata) Aerodrome Committee is provided for under the Ngāti Haua Settlement Act 2014. The following Elected Members are established (under statute) as members of the Waharoa (Matamata) Aerodrome Committee:

- the Mayor
- the Deputy Mayor

A third appointment shall be made by Council following each triennial election, Councillor Kevin Tappin has been appointed. Three members shall be appointed under statute to the Waharoa (Matamata) Aerodrome Committee by the Trustees of the Ngāti Haua Iwi Trust. The Waharoa (Matamata) Aerodrome Committee has the powers set out in its enabling legislation, the Ngāti Haua Settlement Act 2014, and shall carry out the functions of the Waharoa (Matamata) Aerodrome Committee under that Act. Council has provided no further delegations to the Waharoa (Matamata) Aerodrome Committee.

On 23 August 2023 Council approved delegation of the following functions and powers to the Waharoa (Matamata) Aerodrome Committee in alignment with section 89(1)(d) of the Ngāti Haua Claims Settlement Act 2014;

- all of the functions and powers associated with the review, amendment and approval of a Reserve Management Plan for the Waharoa (Matamata) Aerodrome under section 41 of the Reserves Act 1977, including initiation of a review, conducting any hearings, decision-making and approval of a Reserve Management Plan, including sub-delegating the power under the Reserves Act 1977 - Ministerial Instrument of Delegation for Territorial Authorities, dated 12 June 2013, to approve a reserve management plan for the Waharoa (Matamata) Aerodrome pursuant to section 41(1) of the Reserves Act 1977;
- the authority to develop a draft masterplan for Waharoa (Matamata) Aerodrome, to carry out community consultation and/or engagement in accordance with Council's Significance and Engagement Policy, to make decisions in respect of the draft masterplan, and any ancillary powers necessary to enable it to carry out these functions;
- in respect of Section 72 Block XIII Wairere SD, the Council delegates to the Waharoa (Matamata) Aerodrome Committee its power to classify the land under section 16(1) of the Reserves Act 1977 according to its principal or primary purpose, and subdelegates its power under the Reserves Act 1977 - Ministerial Instrument of Delegation for Territorial Authorities, dated 12 June 2013 to gazette the reserve classification under section 16(1) of the Reserves Act 1977; and
- in respect of Matamata North E Block and Matamata North F Block, Part Lot 1 DP 29064 and Part Section 71 Block XIII Wairere SD, the Council delegates to the Waharoa (Matamata) Aerodrome Committee its decision-making powers to declare the land as reserve under 14(1) of the Reserves Act, including the power to notify the proposed declaration, to consider any submissions and to hold hearings as necessary and subdelegates its power under the Reserves Act 1977 - Ministerial Instrument of Delegation

for Territorial Authorities, dated 12 June 2013 to gazette any resolution made under section 14(1), pursuant to section 14(4) of the Reserves Act 1977.

Chief Executive Officer Performance Committee

The Mayor has established the Chief Executive Officer Performance Committee by

- the Mayor
- the Deputy Mayor
- three Councillors

The member Councillors and Chair of the Committee shall be established at the time of the triennial elections, and may be changed as circumstances require, Councillors Bruce Dewhurst, James Sainsbury and Sue Whiting are appointed as Committee members. Council delegates to the Chief Executive Officer Performance Committee the authority to undertake a review of the performance and remuneration of the Chief Executive Officer and based upon the review findings make a remuneration offer on an annual basis in accordance with the Chief Executive Officer's employment agreement.

Waikato Civil Defence Emergency Management Group Joint Committee

Councillor Russell Smith has been delegated the authority to act for the Mayor as Council's representative on the Waikato Civil Defence Emergency Management Group and have delegated authority to act for the Mayor as the Council's representative.

Waikato Regional Transport Committee

The Mayor is appointed as Council's representative on the Waikato Regional Transport Committee and in the absence of the Mayor the Deputy Mayor is appointed as the alternative.

Regional Triennial Agreement Forum

The Mayor is appointed as Council's representative on the Regional Triennial Agreement Forum and in the absence of the Mayor the Deputy Mayor is appointed as the alternative.

Hauraki Gulf Forum

Councillor James Sainsbury is appointed to the Hauraki Gulf Forum.

Waihou-Piako Flood Protection Advisory Sub-committee

Council has appointed Councillor Sarah-Jane Bourne as a representative on the Waihou-Piako Flood Protection Advisory Sub-Committee of the Waikato Regional Council.

Waikato Plan Leadership Committee

Council has deferred the decision on representation pending ongoing discussions between Matamata-Piako, Hauraki and Thames-Coromandel District Councils on representation.

Local Government New Zealand: Zone 2

The Mayor is appointed as Council's representative for Local Government New Zealand: Zone 2 and in the absence of the Mayor the Deputy Mayor is appointed as the alternate. All other members are invited as attendees.

Hauraki Rail Trail Charitable Trust

Shaun O'Neill is the Matamata-Piako District Council Trustee for the Hauraki Rail Trail Charitable Trust.

Pare Hauraki Collective Working Group

The Mayor and Deputy Mayor are appointed as Council's representatives for the purposes of discussion on the Pare Hauraki Co-Governance discussions.

Future Proof Implementation Committee

The Mayor and Deputy Mayor be appointed as Council's representatives to the Future Proof Implementation Committee

Te Aroha Spa Governance Group

The Mayor be appointed as Council's representative on the Te Aroha Spa Governance Group.

Creative Communities Scheme Assessment Committee

Councillor Kevin Tappin and Councillor Gary Thompson be nominated as Council's representatives on the Creative Communities Assessment Committee.

Hearings Commission delegations

Council has established the Hearings Commission. The membership of the Commission shall be established at the time of the triennial elections and updated from time to time as follows:

- Mayor Adrienne Wilcock and Councillors Kevin Tappin and Sue Whiting are appointed as members of the Hearings Commission.

Council appointed Councillor Kevin Tappin to the position of Coordinator (noting no elected member currently holds the Chairpersons accreditation) (under the Local Government Act 2002) of the Hearings Commission.

The above appointments are made subject to each Elected Member holding the relevant required accreditation/recertification (Making Good Decisions).

Resource Management Act 1991

Hearing Commissioners who are acting in a capacity under the Resource Management Act 1991 must be appropriately accredited in order to exercise the following delegations.

Council has delegated to not less than two (2) members of the Hearings Commission the power to hear and determine all applications that are within Council's functions, powers and duties under the Resource Management Act 1991 (RMA), except:

- the approval of proposed policy statements or plans or any change to a policy statement or plan;
- the hearing of resource consent applications where a conflict of interest exists;
- where a joint hearings is held with Waikato Regional Council;
- where legislation requires a certain appointment process for Hearings Commissioners;
- where requirements under the RMA for commissioners and/or a chairperson to have appropriate qualifications mean that an independent commissioner must be appointed;
- where Council's hearings commission prefer to opt out either because of the technical or other nature of the application; or
- where none of Council's hearing commissioners is available to hold a hearing within the statutory timeframe.

Where the above applies, pursuant to section 34A(1) of the Resource Management Act 1991 the Matamata-Piako District Council hereby delegated to one or more Independent Hearing Commissioner(s) appointed by the Chief Executive Officer, Group Manager Community Development, Group Manager Business Services or Group Manager Service Delivery, the power to hear and determine all applications that are within Council's functions, powers and duties under the Resource Management Act 1991.

Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002 and section 34A(1) of the Resource Management Act 1991, the Matamata-Piako District Council hereby delegated to the Coordinator of the Hearings Commission or any other member in their absence the power to determine applications where:

- in accordance with section 99 of the RMA, a resolution has been reached by all parties prior to the hearing; or
- in accordance with section 100 the RMA, the Applicant and all persons who have made a submission advises that they do not wish to be heard; or

- in accordance with section 357 of the RMA, any person who has made an objection advises that they do not wish to be heard.

Dog Control Act 1996

Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002 and the Dog Control Act 1996, Council has delegated to not less than two (2) members of the Hearings Commission the power to hear and determine all objections under the Dog Control Act 1996 to:

- a probationary owner classification;
- a disqualified owner classification;
- a menacing dog classification;
- a dangerous dog classification.

Building Act 2004

Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, pursuant to section 12, section 6 and clause 11 of the Fencing of Swimming Pools Act 1987 and section 9 of the Building (Pools) Amendment Act 2016 (effective 1 January 2017), the Matamata-Piako District Council hereby delegated to not less than two members of the Hearings Commission the power to hear and determine all applications.

Gambling Act 2003

Where an objection is raised by an affected party to the application, Council delegates to not less than two (2) members of the Hearings Commission the power to hear and determine in accordance with Council's Class 4 Gambling Policy all applications that are within Council's functions, powers and duties under the Gambling Act 2003.

General Delegations:

The Chief Executive delegated the following responsibilities, powers and duties, to enter into contracts subject to their delegated financial authority unless the contract is for something already approved by Council in the Long Term Plan or Annual Plan.

The Executive Managers are delegated the following responsibilities, powers and duties within their respective areas of responsibility, where that is permitted by law, in accordance with any Council policy (as appropriate) and subject to any condition, limitation or prohibition imposed by Council or any statutory limitation:

- The power to enter into contracts subject to their delegated financial authority, unless the contract is for something already approved by Council in the Long Term Plan or Annual Plan.
- The power to undertake their specific delegations without further reference (though some may require to be reported).
- The power to act for the Chief Executive in an emergency where the Chief Executive and the Deputy Chief Executive cannot be contacted, provided this is done through prior consultation with the Senior Leadership Team.

Where any currently adopted delegations to Council staff refer to a position title and the name of the position title has subsequently changed without substantial changes being made to the position holder's job description (in respect of the function to which the delegation relates), that any current delegations in the name of the previous position title are and shall be effective for the position holder of the new position title.

Financial delegations

The delegations of powers and responsibilities to facilitate the effective and efficient financial management of the Council. The delegations for Council and Corporate and Operations Committees and Chief Executive are noted below.

The Council delegates to the CEO the ability to sub-delegate and amend purchasing authority to Council staff as they deem reasonable, taking into account the delegation levels applied to the relevant Group Managers in this policy, and the role and responsibility of the staff. The Chief Executive is responsible for ensuring the financial delegation to staff is appropriate. The Group Manager positions have been included as they have the authority to approve payments on behalf of the CEO in his absence. This delegation for staff is recorded and tracked by the Finance Department

The CEO is entitled to enter into contracts above their delegated financial authority where the contract is for something already approved by Council in the Long Term Plan or Annual Plan

All delegations are inclusive of GST.

Delegations for all roles extend to the staff acting in their place for the agreed period of time.

Purchasing authority \$	Position	Council	Eteam	Third tier	Fourth tier	Fifth tier
Unlimited	Council <i>NB provided that Council has given due consideration to its decision-making and long term planning requirements under the Act.</i>	X				
500,000.00 or as authorised by Council resolution	Chief Executive Officer		X			
200,000.00	Group Manager Service Delivery <i>NB Authority to approve payments on behalf of the CEO in his absence*</i>		X			
50,000.00	Group Manager Business Support <i>NB Authority to approve payments on behalf of the CEO in his absence*</i>		X			
	Group Manager Community Development <i>NB Authority to approve payments on behalf of the CEO in his absence*</i>		X			

* The Chief Executive Officer shall be considered absent if:

- They are at a course/conference/meeting, on annual leave or incapacitated, for more than 24 hours; or
- the position is vacant.

Matamata-Piako District Council Civil Defence Financial Delegations

Council agrees to delegate the following financial delegations to the respective positions in the event there is a civil defence emergency. These delegations are subject to the powers delegated under the Civil Defence Emergency Management Act 2002 on page 56.

Purchasing authority \$	Position
Unlimited	Controller
	BAU Control
	Recovery Manager
	Recovery Team Member
\$10,001	Controllers Assistant
	Iwi/Maori Representation
	Response Manager
	Risk and Legal Advisors
	Science and Technical Advisors
\$5,001	Intelligence Manager
	Intelligence Alternate Manager
	Planning Manager
	Planning Alternate Manager
	Operations Manager
	Operations Alternate Manager
	Logistics Manager
	Logistics Alternate Manager
	Public Information Manager
	Public Information Alternate Manager
	Welfare Manager
	Welfare Alternate Manager
	Safety Manager
	Safety Alternate Manager
\$499	Intelligence Team Member
	Planning Team Member
	Operations Team Member
	Logistics Team Member
	Public Information Team Member
	Welfare Team Member
	Safety Team Member

Warrants of Appointment delegations

These are delegations of powers and responsibilities for warranted powers exercised on behalf of Council.

The Council has delegated to the Chief Executive Officer the ability to warrant Council staff in accordance with the Delegations Policy and to update/amend warranted appointments below from time to time on this basis.

Key to position titles/department groups	
Eteam	
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
AMSP	Asset Manager Strategy & Policy
BCM	Building Control Manager
CSM	Customer Services Manager
DP	District Planner
PCPM	Property & Community Projects Manager
KVSM	Kaimai Valley Services Manager
PSWM	People, Safety and Wellness Manager
RM	Roading Manager
WWWM	Water & Wastewater Manager
Fourth tier	
ACM	Animal Control Manger
BCTL	Building Control Team Leader
CSS	Customer Services Supervisor
PFPTL	Parks and Facilities Planning Team Leader
PROM	Parks & Reserves Operations Manager
SWTL	Safety and Wellness Team Leader
TLC	Team Leader Contracts
TLCE	Team Leader Consents Engineer
TLP	Team Leader Projects - Roading
TLRC	Team Leader Resource Consents
TWPDM	Three Waters Project Delivery Manager
TWPM	Three Waters Project Manager
WWOM	Water & Wastewater Operations Manager
WM	Works Manager
Fifth tier (inclusive contractors except as authorised elsewhere)	
ACO	Animal Control Officer
APMO	Assets Project Management Officer (fixed term)
BCompO	Building Compliance Officer
BCO	Building Control Officer (inclusive senior and graduate)
CE	Consents Engineer

COP	Coordinator Operations & Projects
CP	Consent Planner (inclusive of graduate)
CSA	Customer Services Advisor (inclusive of senior)
DE	Design Engineer - Utilities
EA	Engineering Administrator
EHO	Environmental Health Officer
EOR	Engineering Officer - Roding
EPP	Environmental Policy Planner
IAPPO	Infrastructure Assets Project Officer
<u>IAPTL</u>	<u>Infrastructure Assets Project Team Leader</u>
KVSW	Kaimai Valley Services Workers (inclusive Works Manager)
KVSTA	Kaimai Valley Services Technical Advisor
MO	Monitoring Officer
MALO	Monitoring & Alcohol Licensing Officer
MEO	Monitoring & Engineering Officer
PA	Parks Advisor
PM	Project Manager (inclusive of graduate) (for Water Team)
PMS	Property Maintenance Supervisor
PP	Policy Planner (inclusive of graduate and senior)
PRO	Property (Property Services Officer, Project Managers)
RAE	Roding Assets Engineer
RES	Roding (Engineers, Surveyors)
RO	Roding Officer
RTL	Reticulation Team Leader
<u>RT</u>	<u>Reticulation Technician (inclusive of Senior)</u>
SCSR	Senior Contract Supervisor - Roding
SNA	Systems and Network Administrator
SWL	Solid Waste Lead
TWPGM	Three Waters Programme Manager
UEA	Utilities Engineer - Assets (inclusive of senior)
UE	Utilities Engineer
WO	Water Operator
WTF	Water Treatment Foreman
WWO	Wastewater Operator
WWWO	Water and Wastewater Operator
WWT	Wastewater Technician
WTL	Works Team Leader
	Contractors:
CR	Contractor - Roding
EHOHDC	Environmental Health Officer Hauraki District Council Note: delegations can only be exercised in accordance with the current shared services agreement between MPDC

	and HDC
NCC	Noise Control Contractor
GMPESHDC	Group Manager Planning & Environmental Services Hauraki District Council Note: delegations can only be exercised in accordance with the current shared services agreement between MPDC and HDC
SSSWCM	Shared Services Solid Waste Contract Manager
ACSC	Animal Control Security Contractor
<u>BCON</u>	<u>Building Contractor</u>

Local Government Act 2002	Eteam	Third tier	Fourth tier	Fifth tier
<p>Enforcement Officer pursuant to section 174 and 177 of the Local Government Act 2002</p> <p>Power to seize and impound property pursuant to sections 164-166 of the Local Government Act 2002</p> <p><u>These powers shall only be exercised with the approval of the CEO or a group manager.</u></p> <p><i>164 Seizure of property not on private land</i> (1) An enforcement officer may seize and impound property that is not on private land if— (a) the property is materially involved in the commission of an offence; and (b) it is reasonable in the circumstances to seize and impound the property; and (c) before seizing and impounding the property, the enforcement officer— (i) directed (orally or in writing) the person committing the offence to stop committing the offence; and (ii) has advised (orally or in writing) the person committing the offence that, if he or she does not stop committing the offence, the enforcement officer has power to seize and impound the property; and (iii) provided the person with a reasonable opportunity to stop committing the offence.</p> <p><i>165 Seizure of property from private land</i> (1) An issuing officer (within the meaning of section 3 of the Search and Surveillance Act 2012) may issue a warrant authorising an enforcement officer to enter private property involved in the commission of an offence, and seize and impound property.</p> <p><i>166 Conditions for exercise of warrant to seize property on private land</i> (1) An enforcement officer executing a warrant issued under section 165(1) must be accompanied by a constable.</p>	<p>GMCD GMSD</p>	<p>AMSP BCM CSM DP KVSM PCPM RM</p>	<p>ACM BCTL CSS PFPTL PROM TLC TLCE TLP TLRC</p>	<p>ACO BCO BI CE PA CP CSA DE EHO EOR EPP PRO RES RO KVSTA MALO MEO MO PMS PP SCSR SWL UEA TWPGM UE WM SSSWCM ACSC</p>

Local Government Act 2002	Eteam	Third tier	Fourth tier	Fifth tier
<p>Power to enter private land pursuant to sections 171-173 of the Local Government Act 2002</p> <p><u>These powers shall only be exercised with the approval of the CEO or a group manager.</u></p> <p><i>171 General power of entry</i> (1) For the purpose of doing anything that the local authority is empowered to do under this Act or any other Act, a local authority may enter any land or building other than a dwellinghouse.... (4) If a local authority exercises the power under subsection (1) to enter unoccupied land or unoccupied buildings, the local authority must notify the owner— (a) not less than 24 hours in advance of the intended entry if it is reasonably practicable to do so; or (b) as early as reasonably practicable, whether before or after entry has been made. (5) This section does not limit section 172 or section 173.</p> <p><i>172 Power of entry for enforcement purposes</i> (1) A warranted enforcement officer may enter land for the purpose of detecting a breach of a bylaw or the commission of an offence against this Act if the officer has reasonable grounds for suspecting that a breach of the bylaw or the commission of the offence has occurred or is occurring on the land. (2) Before exercising the power in subsection (1), the officer must, if practicable, give reasonable notice to the occupier of the land of the intention to exercise the power, unless the giving of notice would defeat the purpose of entry. (3) The power in subsection (1) to enter a dwellinghouse must not be exercised unless— (a) the entry is authorised by a warrant given by an issuing officer (within the meaning of section 3 of the Search and Surveillance Act 2012) on application made in the manner provided for an application for a search warrant in subpart 3 of Part 4 of that Act; and (b) when exercising the power, the enforcement officer is accompanied by a constable.</p> <p><i>173 Power of entry in cases of emergency</i> (1) A local authority may, for the purpose of doing anything that it is authorised to do under this Act or any other enactment, enter occupied land or buildings without giving prior notice, if— (a) there is a sudden emergency causing or likely to cause— (i) loss of life or injury to a person; or (ii) damage to property; or (iii) damage to the environment; or (b) there is danger to any works or adjoining property. (2) The provisions of Part 4 of the Search and Surveillance Act 2012 (except subparts 2 and 3, and sections 118 and 119) apply.</p>	<p>GMCD GMSD</p>	<p>AMSP BCM CSM DP PCPM KVSM RM WWWMM</p>	<p>ACM BCTL CSS PFPTL PROM TLC TLCE TLP TLRC TWPM TWPDM WWOM</p>	<p>ACO APBCO BCO BI CE PA CP CSA DE EHO EOR EPP IAPOL IAPTL KVSTA KVSW MALO MEO MO PM PMS PP PRO RES RO RTL RT SCSR SNA SWL TWPGM UEA UE WO WTF WTL WWO WWWO WWPSO WWT SSSWCM ACSC</p>

Local Government Act 2002		Eteam	Third tier	Fourth tier	Fifth tier
	Power of enforcement pursuant to section 177 of the Local Government Act 2002 in relation to offences under the Local Government Act 2002	GMCD GMSD	AMSP BCM CSM DP KVSM PCPM RM	ACM BCTL CSS PFPTL PROM TLC TLCE TLP	ACO BCO BI CE PA CP CSA DE ECCPM EHO EOR EPP PRO RES RO KVSTA MALO MEO MO PMS PP SCP SCSR SWL UEA TWPGM UE BCompO SSSWCM ACSC

Local Government Act 2002		Eteam	Third tier	Fourth tier	Fifth tier
	<p>Power of enforcement pursuant to section 177 of the Local Government Act 2002 in relation to offences against bylaws made under the Local Government Act 2002</p> <p><i>177 Appointment of enforcement officer</i> (1)A local authority may appoint persons to be enforcement officers in the district or region of the local authority in relation to any offence under this Act, including, without limitation,— (a)offences against bylaws made under this Act; (b)infringement offences provided for by regulations made under section 259. (2)A local authority must issue warrants in writing to enforcement officers appointed under this section, specifying— (a)the responsibilities and powers delegated to them; and (b)the infringement offences in relation to which they are appointed. (3)An enforcement officer must produce his or her warrant and evidence of identity whenever reasonably required to do so by any person. (4)Enforcement officers may exercise the power to seize an object under section 164.</p>	<p>GMCD GMSD</p>	<p>AMSP BCM CSM DP KVSM PCPM RM</p>	<p>ACM BCTL CSS PFPTL PROM TLC TLCE TLP TLRC</p>	<p>ACO BCO BI CE PA CP CSA DE EHO EOR EPP PRO RES RO KVSTA MALO MEO MO PMS PP SCSR SWL UEA TWPGM UE BCompO SSSWCM ACSC</p>

Local Government Act 2002		Eteam	Third tier	Fourth tier	Fifth tier
	<p>Power to direct a person to give information pursuant to section 178 of the Local Government Act 2002</p> <p><i>178 Enforcement officers may require certain information If an enforcement officer believes on reasonable grounds that a person is committing or has committed an offence under this Act, the officer may direct the person to give—</i> <i>(a) his or her name and address; and</i> <i>(b) the name and address and whereabouts of any other person connected in any way with the alleged offence.</i></p>	GMCD GMSD	AMSP BCM CSM DP KVSM PCPM RM	ACM BCTL CSS PFPTL PROM TLC TLCE TLP	<p>ACO BCO BI CE PA CP CSA DE EHO EOR EPP</p> <p>PRO RES RO KVSTA MALO MEO MO PMS PP SCSR SWL UEA TWPGM UE BCompO</p> <p>SSSWCM ACSC</p>

Local Government Act 2002		Eteam	Third tier	Fourth tier	Fifth tier
	<p>Power to enter any land or building (excluding dwelling houses) to check utility services pursuant to section 182 of the Local Government Act 2002</p> <p><i>182 Power of entry to check utility services</i> <i>(1)An enforcement officer of a local authority may enter any land or building (but not a dwellinghouse) for the purpose of ascertaining whether—</i> <i>(a)water supplied from any waterworks or water race to any land or building is being wasted or misused; or</i> <i>(b)any drainage works on any land are being misused; or</i> <i>(c)any appliance or equipment associated with a local authority utility service on the land is in a condition that makes it dangerous to life or property.</i> <i>(2)The power under subsection (1) may only be exercised if the enforcement officer—</i> <i>(a)believes on reasonable grounds that the circumstances in any of paragraph (a), paragraph (b), or paragraph (c) of that subsection exist; and</i> <i>(b)the local authority gives reasonable notice to the occupier of the land or building of the intention to exercise the power.</i> <i>(3)If an enforcement officer is refused entry or obstructed when exercising the power in subsection (1), the local authority may restrict the water supply to the land or building, as provided for in section 193.</i></p>	GMCD GMSD	AMSP BCM CSM DP KVSM PCPM RM WWWM	ACM BCTL CSS PFPTL PROM TLC TLCE TLP TWPM TWPDM WWOM	ACO APMO BCO BI CE PA CP CSA DE EHO EOR EPP IAPO IAPTL KVSTA KVSW MALO MEO MO PM PMS PP PRO RES RO RTL RT SCP SCSR SNA SWL TWPGM UEA UE WO WTF WTL WWO WWWO WWPSO WWT

Local Government Act 2002		Eteam	Third tier	Fourth tier	Fifth tier
	<p>Power to issue infringement notices pursuant to section 245 of the Local Government Act 2002</p> <p><i>245 Issue of infringement notices</i> <i>(1)An infringement notice may be served on a person if an enforcement officer—</i> <i>(a)observes a person committing an infringement offence; or</i> <i>(b)has reasonable cause to believe that an infringement offence is being or has been committed by that person.</i> <i>(2)An infringement notice not relating to a breach of an alcohol ban may be served—</i> <i>(a)by an enforcement officer (not necessarily the person who issued the notice) personally delivering it (or a copy of it) to the person alleged to have committed the infringement offence concerned; or</i> <i>(b)by post addressed to that person's last known place of residence or business.</i></p>	GMCD GMSD	AMSP BCM CSM DP KVSM PCPM RM	ACM BCTL CSS PFPTL PROM TLC TLCE TLP TLRC	ACO BCO BI CE PA CP CSA DE EHO EOR EPP PRO RES RO KVSTA MALO MEO MO PMS PP SCSR SWL UEA TWPGM UE
	Power to enforce Matamata-Piako District Council bylaws	GMCD GMSD	AMSP BCM CSM DP KVSM PCPM RM	ACM BCTL CSS PFPTL PROM TLC TLCE TLP TLRC	ACO APMO BCO BI CE PA CP CSA DE EHO EOR EPP IAPO IAPTL KVSTA MALO MEO MO PMS PP PRO RES RO SCSR SNA SWL TWPGM UEA UE BCompO SSSWCM

Local Government Act 2002		Eteam	Third tier	Fourth tier	Fifth tier
	Power to enforce Hauraki District Council bylaws				SSSWCM
	Power to enforce Thames-Coromandel District Council bylaws				SSSWCM

Resource Management Act 1991		Eteam	Third tier	Fourth tier	Fifth tier
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	Power to direct a person to give information pursuant to section 22 of the Resource Management Act 1991 <i>22 Duty to give certain information</i> (1) This section applies when an enforcement officer has reasonable grounds to believe that a person (person A) is breaching or has breached any of the obligations under this Part. (2) The enforcement officer may direct person A to give the officer the following information: (a) if person A is a natural person, his or her full name, address, and date of birth; (b) if person A is not a natural person, person A's full name and address. (3) The enforcement officer may also direct person A to give the officer the following information about a person (person B) on whose behalf person A is breaching or has breached the obligations under this Part: (a) if person B is a natural person, his or her full name, address, and date of birth; (b) if person B is not a natural person, person B's full name and address.	GMCD GMSD	AMSP BCM DP PCPM	BCTL PFPTL TLC TLCE TLP TLRC	BCO BI CE PA COP CP DE EHO EOR EPP PRO RES KVSTA MO MALO MEO PP RAE SCSR SWL UEA TWPGM UE
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	Power to apply to the Environment Court in the prescribed form for an enforcement order. <i>316 Application for enforcement order</i> (1) Any person may at any time apply to the Environment Court in the prescribed form for an enforcement order of a kind specified in paragraphs (a) to (d) of section 314(1), or in section 314(2). (2) A local authority or consent authority may at any time apply to the Environment Court in the prescribed form for an enforcement order of the kind specified in paragraph (da) or paragraph (e) of section 314(1). (3) An application for an enforcement order under section 314(1)(f) may be lodged— (a) by a local authority (or the Minister of Conservation in regard to regional coastal plan) at any time; or (b) by any other person, no later than 3 months after the date on which the policy statement or plan becomes operative. (4) Any person who applies for an enforcement order under any provision of this section may request that the enforcement order be made on any terms and conditions permitted by section 314(3) or section 314(4). (5) No person (other than the consent authority or the Minister) may apply to the Environment Court for an enforcement order to enforce any condition of a resource consent or a rule in a plan or proposed plan that requires the holder to adopt the best practicable option to avoid or minimise any adverse effect of the discharge to which the consent or rule relates.	GMCD GMSD	AMSP BCM DP PCPM	BCTL TLC TLCE TLP TLRC	
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	Power to issue and serve an abatement notice pursuant to section 322 of the Resource Management Act 1991. <i>322 Scope of abatement notice</i> (1) An abatement notice may be served on any person by an enforcement officer— (a) requiring that person to cease, or prohibiting that person from commencing, anything done or to be done by or on behalf of that person that, in the opinion of the enforcement officer,— (i) contravenes or is likely to contravene this Act, any regulations, a rule in a plan, or a resource consent; or (ii) is or is likely to be noxious, dangerous, offensive, or objectionable to such an extent that it has or is likely to have an adverse effect on the environment;	GMCD GMSD	AMSP BCM DP PCPM RM	BCTL PFPTL TLC TLCE TLP TLRC	BCO BI CE PA COP CP DE EHO EOR EPP KVSTA MO

Resource Management Act 1991		Eteam	Third tier	Fourth tier	Fifth tier
	<p>(b)requiring that person to do something that, in the opinion of the enforcement officer, is necessary to ensure compliance by or on behalf of that person with this Act, any regulations, a rule in a plan or a proposed plan, or a resource consent, and also necessary to avoid, remedy, or mitigate any actual or likely adverse effect on the environment—</p> <p>(i)caused by or on behalf of the person; or</p> <p>(ii)relating to any land of which the person is the owner or occupier;</p> <p>(c)requiring that person, being—</p> <p>(i)an occupier of any land; or</p> <p>(ii)a person carrying out any activity in, on, under, or over a water body or the water within the coastal marine area,— who is contravening section 16 (which relates to unreasonable noise) to adopt the best practicable option of ensuring that the emission of noise from that land or water does not exceed a reasonable level.</p> <p>(2)Where any person is under a duty not to contravene a rule in a proposed plan under sections 9, 12(3), 14(2), or 15(2), an abatement notice may be issued to require a person—</p> <p>(a)to cease, or prohibit that person from commencing, anything done or to be done by or on behalf of that person that, in the opinion of the enforcement officer, contravenes or is likely to contravene a rule in a proposed plan; or</p> <p>(b)to do something that, in the opinion of the enforcement officer, is necessary in order to ensure compliance by or on behalf of that person with a rule in a proposed plan.</p> <p>(3)An abatement notice may be made subject to such conditions as the enforcement officer serving it thinks fit.</p> <p>(4)An abatement notice shall not be served unless the enforcement officer has reasonable grounds for believing that any of the circumstances in subsection (1) or subsection (2) exist.</p>				MALO MEO PP PRO RES RAE SCSR SWL UEA TWPGM UE
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	Power of entry pursuant to section 323 of the Resource Management Act 1991	GMCD GMSD	AMSP BCM DP PCPM RM	BCTL PFPTL TLC TLCE TLP	BCO BI CE PA COP CP DE ECCPM EHO EOR EPP PRO RES KVSTA MO MALO MEO PP RAE SCP SCSR SWL UEA TWPGM UE
Enforcement Officer pursuant to section 38 of the Resource	Power to issue excessive noise direction pursuant to section 327 of the Resource Management Act 1991 327 Issue and effect of excessive noise direction (1)Any enforcement officer, or any constable acting upon the request of an enforcement officer, who—	GMCD GMSD	AMSP BCM DP PCPM RM	BCTL PFPTL TLC TLCE TLP TLRC	BCO BI CE PA COP CP

Resource Management Act 1991		Eteam	Third tier	Fourth tier	Fifth tier
Management Act 1991	<p>(a)has received a complaint that excessive noise is being emitted from any place; and</p> <p>(b)upon investigation of the complaint, is of the opinion that the noise is excessive,—</p> <p>may direct the occupier of the place from which the sound is being emitted, or any other person who appears to be responsible for causing the excessive noise, to immediately reduce the noise to a reasonable level.</p> <p>(2)A direction under subsection (1) may be given in writing or orally.</p> <p>(3)Every direction under subsection (1) shall prohibit the person to whom it is given, and every other person bound by the direction, from causing or contributing to the emission of excessive noise from or within the vicinity of the place at any time during the period of 72 hours or such shorter period as the enforcement officer or constable specifies, commencing at the time the direction is given.</p> <p>(4)The powers under this section are in addition to the powers under sections 322 to 325 to issue abatement notices relating to unreasonable noise and to seek an enforcement order under section 316.</p>				<p>DE EHO EOR EPP PRO RES KVSTA MO MALO MEO</p> <p>PP RAE SCSR UEA TWPGM UE</p> <p>NCC</p>
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	<p>Power of entry pursuant to section 328 of the Resource Management Act 1991</p> <p>328 Compliance with an excessive noise direction</p> <p>(1)Every person who is given a direction under section 327 shall immediately comply with the direction.</p> <p>(2)Every person who knows or ought to know that a direction under section 327 has been given in respect of a particular place shall comply with that direction as if he or she were the recipient of it, while on or in the vicinity of that place.</p> <p>(3)If a person against whom an excessive noise direction is made fails to comply immediately with the notice, an enforcement officer (accompanied by a constable), or a constable may enter the place without further notice and—</p> <p>(a)seize and remove from the place; or</p> <p>(b)render inoperable by the removal of any part from; or</p> <p>(c)lock or seal so as to make unusable—</p> <p>any instrument, appliance, vehicle, aircraft, train, or machine that is producing or contributing to the excessive noise.</p> <p>(4)Where a direction under section 327 is unable to be given because there is no person occupying the place from which the sound is being emitted or the occupier of the place cannot reasonably be identified, and there is no other person who appears to be responsible for causing the excessive noise, an enforcement officer (accompanied by a constable) or a constable may enter the place without notice and—</p> <p>(a)seize and remove from the place; or</p> <p>(b)render inoperable by the removal of any part from; or</p> <p>(c)lock or seal so as to make unusable—</p> <p>any instrument, appliance, vehicle, aircraft, train, or machine that is producing or contributing to the excessive noise.</p> <p>(5)Where any enforcement officer or constable enters any place under subsection (4), he or she must leave in that place, in a prominent position,—</p> <p>(a)a copy of the relevant written excessive noise direction issued under section 327; and</p> <p>(b)a written notice stating—</p> <p>(i)the date and time of the entry;</p> <p>(ii)the name of the person in charge of the entry;</p> <p>(iii)the actions taken to ensure compliance with the excessive noise direction;</p> <p>(iv)the address of the office at which inquiries may be made in relation to the entry.</p> <p>(6)Any enforcement officer or constable exercising any power under this section may use such assistance as is reasonably necessary.</p> <p>(7)Any constable may, in exercising any power under this section, use such force as is reasonable in the circumstances.</p>	<p>GMCD GMSD</p>	<p>AMSP BCM DP PCPM RM</p>	<p>BCTL PFPTL TLC TLCE TLP TLRC</p>	<p>BCO BI CE PA COP CP DE EHO EOR EPP</p> <p>PRO RES KVSTA MO MALO MEO PP RAE SCSR UEA TWPGM UE</p> <p>NCC</p>
Enforcement	Power to take steps (accompanied by a	GMCD	AMSP	BCTL	BCO

Resource Management Act 1991		Eteam	Third tier	Fourth tier	Fifth tier
Officer pursuant to section 38 of the Resource Management Act 1991	<p>constable) pursuant to section 328 of the Resource Management Act 1991 when there is a failure to comply with an excessive noise direction</p> <p><i>328 Compliance with an excessive noise direction</i></p> <p>(1) Every person who is given a direction under section 327 shall immediately comply with the direction.</p> <p>(2) Every person who knows or ought to know that a direction under section 327 has been given in respect of a particular place shall comply with that direction as if he or she were the recipient of it, while on or in the vicinity of that place.</p> <p>(3) If a person against whom an excessive noise direction is made fails to comply immediately with the notice, an enforcement officer (accompanied by a constable), or a constable may enter the place without further notice and—</p> <p>(a) seize and remove from the place; or</p> <p>(b) render inoperable by the removal of any part from; or</p> <p>(c) lock or seal so as to make unusable— any instrument, appliance, vehicle, aircraft, train, or machine that is producing or contributing to the excessive noise.</p> <p>(4) Where a direction under section 327 is unable to be given because there is no person occupying the place from which the sound is being emitted or the occupier of the place cannot reasonably be identified, and there is no other person who appears to be responsible for causing the excessive noise, an enforcement officer (accompanied by a constable) or a constable may enter the place without notice and—</p> <p>(a) seize and remove from the place; or</p> <p>(b) render inoperable by the removal of any part from; or</p> <p>(c) lock or seal so as to make unusable— any instrument, appliance, vehicle, aircraft, train, or machine that is producing or contributing to the excessive noise.</p> <p>(5) Where any enforcement officer or constable enters any place under subsection (4), he or she must leave in that place, in a prominent position,—</p> <p>(a) a copy of the relevant written excessive noise direction issued under section 327; and</p> <p>(b) a written notice stating—</p> <p>(i) the date and time of the entry:</p> <p>(ii) the name of the person in charge of the entry:</p> <p>(iii) the actions taken to ensure compliance with the excessive noise direction:</p> <p>(iv) the address of the office at which inquiries may be made in relation to the entry.</p> <p>(6) Any enforcement officer or constable exercising any power under this section may use such assistance as is reasonable</p>	GMSD	BCM DP PCPM RM	PFPTL TLC TLCE TLP TLRC	BI CE PA COP CP DE ECCPM EHO EOR EPP PRO RES KVSTA MO MALO MEO PP RAE SCSR UEA NCC
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	<p>Power of entry (including dwelling house when accompanied by a Constable) pursuant to section 330 of the Resource Management Act 1991</p> <p>These powers shall only be exercised with the approval of the CEO or a group</p>	GMCD GMSD	AMSP BCM DP PCPM RM	BCTL PFPTL TLC TLCE TLP TLRC	BCO BI CE PA COP CP DE

Resource Management Act 1991		Eteam	Third tier	Fourth tier	Fifth tier
Act 1991	<p>manager.</p> <p>330 Emergency works and power to take preventive or remedial action</p> <p>(1) Where—</p> <p>(a) any public work for which any person has financial responsibility; or</p> <p>(b) any natural and physical resource or area for which a local authority or consent authority has jurisdiction under this Act; or</p> <p>(c) any project or work or network utility operation for which any network utility operator is approved as a requiring authority under section 167; or</p> <p>(ca) any service or system that any lifeline utility operates or provides—</p> <p>is, in the opinion of the person, authority, network utility operator, or lifeline utility, affected by or likely to be affected by—</p> <p>(d) an adverse effect on the environment which requires immediate preventive measures; or</p> <p>(e) an adverse effect on the environment which requires immediate remedial measures; or</p> <p>(f) any sudden event causing or likely to cause loss of life, injury, or serious damage to property—</p> <p>the provisions of sections 9, 12, 13, 14, and 15 shall not apply to any activity undertaken by or on behalf of that person, authority, network utility operator, or lifeline utility to remove the cause of, or mitigate any actual or likely adverse effect of, the emergency.</p> <p>(1A) Subsection (1) applies whether or not the adverse effect or sudden event was foreseeable.</p> <p>(2) Where a local authority or consent authority—</p> <p>(a) has financial responsibility for any public work; or</p> <p>(b) has jurisdiction under this Act in respect of any natural and physical resource or area—</p> <p>which is, in the reasonable opinion of that local authority or consent authority, likely to be affected by any of the conditions described in paragraphs (d) to (f) of subsection (1), the local authority or consent authority by its employees or agents may, without prior notice, enter any place (including a dwellinghouse when accompanied by a constable) and may take such action, or direct the occupier to take such action, as is immediately necessary and sufficient to remove the cause of, or mitigate any actual or likely adverse effect of, the emergency.</p>				<p>EHO EOR EPP</p> <p>PRO RES KVSTA MO MALO MEO PP RAE SCSR SWL UEA TWPGM UE</p>
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	<p>Power of entry (excluding dwelling house) for inspection and collection of samples pursuant to section 332 of the Resource Management Act 1991</p> <p>These powers shall only be exercised with the approval of the CEO or a group manager.</p> <p>332 Power of entry for inspection</p> <p>(1) Any enforcement officer, specifically authorised in writing by any local authority or consent authority to do so, may at all reasonable times go on, into, under, or over any place or structure, except a dwellinghouse, for the purpose of inspection to determine whether or not—</p> <p>(a) this Act, any regulations, a rule of a plan, a resource consent, section 10 (certain existing uses protected), or section 10A (certain existing activities allowed), or section 20A (certain lawful existing activities allowed) is being complied with; or</p> <p>(b) an enforcement order, interim enforcement order, abatement notice, or water shortage direction is being complied with; or</p> <p>(c) any person is contravening a rule in a proposed plan in a manner prohibited by any of sections 9, 12(3), 14(1), 15(2), and 15(2A).</p> <p>(d) [Repealed]</p> <p>(2) For the purposes of subsection (1), an enforcement officer may take samples of water, air, soil, or organic matter.</p> <p>(2A) Where a sample is taken under subsection (2), an</p>	<p>GMCD GMSD</p>	<p>AMSP BCM DP PCPM RM</p>	<p>BCTL PFPTL TLC TLCE TLP TLRC</p>	<p>BCO BI CE PA COP CP DE EHO EOR EPP PRO RES KVSTA MO MALO MEO</p> <p>PP RAE SCSR SWL TWPGM UEA UE</p>

Resource Management Act 1991		Eteam	Third tier	Fourth tier	Fifth tier
	<p>enforcement officer may also take a sample of any substance that the enforcement officer has reasonable cause to suspect is a contaminant of any water, air, soil, or organic matter.</p> <p>(3) Every enforcement officer who exercises any power of entry under this section shall produce for inspection his or her warrant of appointment and written authorisation upon initial entry and in response to any later reasonable request.</p> <p>(4) If the owner or occupier of a place subject to inspection is not present at the time of the inspection, the enforcement officer shall leave in a prominent position at the place or attached to the structure, a written notice showing the date and time of the inspection and the name of the officer carrying out the inspection.</p> <p>(5) An enforcement officer may not enter, unless the permission of the landowner is obtained, any land which any other Act states may not be entered without that permission.</p>				
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	<p>Power of entry (excluding dwelling house) for surveys, investigations, tests, or measurements pursuant to section 333 of the Resource Management Act 1991</p> <p>333 Power of entry for survey</p> <p>(1) For any purpose connected with the preparation, change, or review of a policy statement or plan, any enforcement officer specifically authorised in writing by any local authority or consent authority to do so, may do all or any of the following:</p> <p>(a) carry out surveys, investigations, tests, or measurements:</p> <p>(b) take samples of any water, air, soil, or vegetation:</p> <p>(c) enter or re-enter land (except a dwellinghouse),— at any reasonable time, with or without such assistance, vehicles, appliances, machinery, and equipment as is reasonably necessary for that purpose.</p> <p>(1A) [Repealed]</p> <p>(2) Reasonable written notice shall be given to the occupier of land to be entered under subsection (1)—(a) that entry on to the land is authorised under this section:</p> <p>(b) of the purpose for which entry is required:</p> <p>(c) how and when entry is to be made.</p>	GMCD GMSD	AMSP BCM DP PCPM	BCTL PFPTL TLC TLCE TLP TLRC	BCO BI CE PA COP CP DE EHO EOR EPP PRO RES KVSTA MO MALO MEO PP RAE SCSR SWL TWPGM UEA UE
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	<p>Power to execute warrant pursuant to section 335 of the Resource Management Act 1991</p> <p>335 Direction and execution of warrant for entry for search</p> <p>(1) Every warrant under section 334 shall be directed to and executed by—</p> <p>(a) any specified constable; or</p> <p>(b) any specified enforcement officer when accompanied by a constable; or</p> <p>(c) generally, every constable; or</p> <p>(d) generally, every enforcement officer when accompanied by a constable.</p>	GMCD GMSD	AMSP BCM DP PCPM	BCTL PFPTL TLC TLCE TLP TLRC	BCO BI CE PA COP CP DE EHO EOR EPP PRO RES KVSTA MO MALO MEO PP RAE SCSR UEA

Resource Management Act 1991		Eteam	Third tier	Fourth tier	Fifth tier
					TWPGM UE
Enforcement Officer pursuant to section 38 of the Resource Management Act 1991	<p>Power to issue and serve infringement Notices pursuant to section 343C of the Resource Management Act 1991</p> <p>(1) Where an enforcement officer observes a person committing an infringement offence, or has reasonable cause to believe such an offence is being or has been committed by that person, an infringement notice in respect of that offence may be served on that person.</p> <p>(2) Any enforcement officer (not necessarily the officer who issued the notice) may deliver the infringement notice (or a copy of it) to the person alleged to have committed an infringement offence personally or by post addressed to that person's last known place of residence or business; and, in that case, it (or the copy) shall be deemed to have been served on that person when it was posted.</p> <p>(3) Every infringement notice shall be in the prescribed form and shall contain the following particulars:</p> <p>(a) such details of the alleged infringement offence as are sufficient fairly to inform a person of the time, place, and nature of the alleged offence; and</p> <p>(b) the amount of the infringement fee specified for that offence; and</p> <p>(c) the address of the place at which the infringement fee may be paid; and</p> <p>(d) the time within which the infringement fee must be paid; and</p> <p>(e) a summary of the provisions of section 21(10) of the Summary Proceedings Act 1957; and</p> <p>(f) a statement that the person served with the notice has a right to request a hearing; and</p> <p>(g) a statement of what will happen if the person served with the notice neither pays the infringement fee nor requests a hearing; and</p> <p>(h) such other particulars as are prescribed.</p> <p>(4) If an infringement notice has been issued under this section,—</p> <p>(a) a reminder notice must be in the form prescribed under this Act; and</p> <p>(b) proceedings in respect of the offence to which the infringement notice relates may be commenced in accordance with section 21 of the Summary Proceedings Act 1957, and the provisions of that section apply with all necessary modifications.</p>	GMCD GMSD	AMSP BCM DP PCPM	BCTL PFPTL TLC TLCE TLP TLRC	

Building Act 2004	Eteam	Third tier	Fourth tier	Fifth tier
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<p>Authorised Officer pursuant to section 222 of the Building Act 2004;</p>	<p>Power, at all times during normal working hours or while building work is being carried out:</p> <p>(a) to inspect:</p> <p>(i) land on which building work is or is proposed to be carried out; and</p> <p>(ii) building work that has been or is being carried out on or off the building site; and</p> <p>(iii) any building; and</p> <p>(b) to enter premises for:</p> <p>(i) the purpose of inspecting the building; or</p> <p>(ii) the purpose of determining whether the building is dangerous, earthquake prone, or insanitary within the meaning of subpart 6 of the Building Act 2004.</p>	GMCD	BCM DP	BCTL TLCE	<p>BCO BI CE EHO MALO MEO MO BCompO</p> <p><u>BCON</u></p>
<p>Enforcement Officer pursuant to sections 370 and 371B of the Building Act 2004</p>	<p>Power to issue infringement notices under section 371A, 371B and 372 of the Building Act 2004</p> <p><i>372 Issue of infringement notices</i></p> <p><i>(1)An infringement notice may be served on a person if an enforcement officer—</i></p> <p><i>(a)observes the person committing an infringement offence; or</i></p> <p><i>(b)has reasonable cause to believe that an infringement offence is being or has been committed by that person.</i></p> <p><i>(2)An infringement notice may be served—</i></p> <p><i>(a)by an enforcement officer (not necessarily the person who issued the notice) personally delivering it (or a copy of it) to the person alleged to have committed the infringement offence; or</i></p> <p><i>(b)by post addressed to the person's last known place of residence or business.</i></p> <p><i>(3)An infringement notice sent to a person under subsection (2)(b) must be treated as having been served on that person when it was posted.</i></p>	GMCD	BCM DP	BCTL TLCE	<p>BCO BI CE EHO MALO MEO MO BCompO</p>

Health Act 1956	Eteam	Third tier	Fourth tier	Fifth tier
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Health Act 1956		Eteam	Third tier	Fourth tier	Fifth tier
Environmental Health Officer pursuant to sections 23 and 28 of the Health Act 1956	<p>Power to carry out all of the functions of an Enforcement officer pursuant to sections 23 and 28 of the Health Act 1956</p> <p><i>23 General powers and duties of local authorities in respect of public health</i> <i>Subject to the provisions of this Act, it shall be the duty of every local authority to improve, promote, and protect public health within its district, and for that purpose every local authority is hereby empowered and directed—</i> <i>(a) to appoint all such environmental health officers and other officers and servants as in its opinion are necessary for the proper discharge of its duties under this Act:</i> <i>(b) to cause inspection of its district to be regularly made for the purpose of ascertaining if any nuisances, or any conditions likely to be injurious to health or offensive, exist in the district:</i> <i>(c) if satisfied that any nuisance, or any condition likely to be injurious to health or offensive, exists in the district, to cause all proper steps to be taken to secure the abatement of the nuisance or the removal of the condition:</i> <i>(d) subject to the direction of the Director-General, to enforce within its district the provisions of all regulations under this Act for the time being in force in that district:</i> <i>(e) to make bylaws under and for the purposes of this Act or any other Act authorising the making of bylaws for the protection of public health:</i> <i>(f) to furnish from time to time to the medical officer of health such reports as to diseases, drinking water, and sanitary conditions within its district as the Director-General or the medical officer of health may require.</i></p> <p><i>Section 28 relates to the technical aspects of appointing a health officer.</i></p>	GMCD	DP	TLCE	<p>CE EHO MALO MEO MO</p> <p>GMPESHD C * EHOHDC*</p> <p>Note: delegations can only be exercised in accordance with the current shared services agreement between MPDC and HDC</p>

Health Act 1956		Eteam	Third tier	Fourth tier	Fifth tier
	<p>Power to, without further warrant, take a person failing to comply with an inform or neglected persons order and place them in the custody of the Medical Superintendent or manager or other person in charge of such hospital or institution</p> <p><i>126 Infirm and neglected persons</i> (1) If any aged, infirm, incurable, or destitute person is found to be living in insanitary conditions or without proper care or attention, a District Court may, on the application of the medical officer of health, make an order for the committal of that person to any appropriate hospital or institution available for the reception of such persons. (2) An order under this section may be made in respect of any such person who habitually lives in any such conditions as aforesaid, notwithstanding that at the time of the application or of the order he may have been temporarily removed from such conditions or such conditions may have been temporarily remedied. (3) If any person in respect of whom an order is made under this section refuses to comply with that order, any environmental health officer under this Act or any constable may, without further warrant than this section, take that person and place him in the custody of the Medical Superintendent or manager or other person in charge of such hospital or institution as aforesaid, who shall have authority to detain him pursuant to the order of committal.</p>				
	<p>Power to abate nuisance without notice pursuant to section 34 of the Health Act 1956</p> <p><i>34 Power to abate nuisance without notice</i> (1) Where by reason of the existence of a nuisance on any premises within the district of any local authority immediate action for the abatement of the nuisance is necessary in the opinion of the engineer or environmental health officer of the local authority, the engineer or environmental health officer, with such assistants as may be necessary, and without notice to the occupier, may enter on the premises and abate the nuisance. (2) All expenses incurred in the abatement of a nuisance under this section shall be recoverable from the owner or the occupier of the premises in respect of which they are incurred, as a debt due to the local authority.</p>				

Health Act 1956		Eteam	Third tier	Fourth tier	Fifth tier
	<p>Power to disinfect premises and destroy infected articles pursuant to sections 81 and 83 of the Health Act 1956</p> <p><i>81 Power of local authority to disinfect premises Where the local authority is of opinion that the cleansing or disinfection of any premises or of any article is necessary for preventing the spread or limiting or eradicating the infection of any infectious disease, the local authority may authorise any environmental health officer, with or without assistants, to enter on the premises and to carry out such cleansing and disinfection.</i></p> <p><i>83 Infected articles may be destroyed Where any article dealt with by a local authority or any environmental health officer under section 81 or section 82 is of such a nature that it cannot be effectively disinfected, the local authority or environmental health officer may cause the article to be destroyed.</i></p>				
	<p>Power to require a person to state their name and address pursuant to section 134 of the Health Act 1956</p>				
Authorised Officer pursuant to sections 42, 45 and 128 of the Health Act 1956	<p>Power to carry out the functions of an Authorised Officer to require repairs, issue and determine a closing order pursuant to sections 42 and 45 of the Health Act 1956</p> <p><i>A Local authority may require repairs and issue closing order for any dwellinghouse within that district is, by reason of its situation or insanitary condition, likely to cause injury to the health of any persons therein, or otherwise unfit for human habitation.</i></p>				
	<p>Power to at all reasonable times enter any dwelling house, building, land, ship, or other premises and inspect the same, and may execute thereon any works authorised under or pursuant the Health Act 1956 pursuant to section 128 of the Health Act 1956</p> <p><u>These powers shall only be exercised with the approval of the CEO or a group manager.</u></p> <p><i>128 Power of entry and inspection For the purposes of this Act any medical officer of health, or any health protection officer, or any other person authorised in writing in that behalf by the medical officer of health or by any local authority, may at all reasonable times enter any dwellinghouse, building, land, ship, or other premises and inspect the same, and may execute thereon any works authorised under or pursuant to this Act.</i></p>				

Food Act 2014		Eteam	Third tier	Fourth tier	Fifth tier
Food Safety Officer and Authorised Officer pursuant to the Food Act 2014	Power to carry out all of the functions and duties of Matamata-Piako District Council pursuant to sections 173 and 174 of the Food Act 2014				EHO EHOHDC* GMPESHDC* Note: delegations can only be exercised in accordance with the current shared services agreement between MPDC and HDC
<p>173 Functions of territorial authority (1)A territorial authority has the following functions: (a)to perform the function of a registration authority: (b)to manage and train its staff to carry out functions and activities in relation to this Act: (c)to manage verification functions (including acting as a recognised agency) in relation to certain food control plans and national programmes, and as otherwise provided for under this Act: (d)to investigate non-compliance and complaints regarding the safety and suitability of food in relation to food control plans or, as the case may be, food businesses subject to national programmes registered by the territorial authority, or to investigate any other matters: (e)to instigate appropriate corrective and preventative actions for matters described in paragraph (d): (f)to enable its food safety officers to enforce the applicable requirements of this Act: (g)to respond to recalls and to respond in an emergency situation: (h)to disseminate information and provide advice promoting the safety and suitability of food to food businesses and the public: (i)to perform administrative functions relating to this Act, including— (i)gathering information: (ii)receiving applications for registration of food control plans and of food businesses subject to national programmes: (iii)transferring information to the Ministry: (iv)if requested under section 184(1)(b), reporting to the chief executive: (j)in relation to its district, to carry out monitoring and information-gathering activities for the purpose of ascertaining compliance with the applicable requirements of this Act: (k)to perform any other function relevant to its role. (2)A territorial authority may, by written agreement, combine with 1 or more other territorial authorities for the purpose of performing the function of a registration authority referred to in subsection (1)(a) in the combined district of the territorial authorities that are parties to the agreement. (3)If 2 or more territorial authorities have combined under subsection (2), they may designate any of them as the territorial authority responsible for performing the function of a registration authority for the combined district. (4)A territorial authority may not contract out any of the following functions, except to another territorial authority: (a)the function of a recognised agency; and (b)any of the functions referred to in subsection (1)(a) and (d) to (h). (5)A territorial authority may not contract out the function referred to in subsection (1)(c) to a person who is not recognised to carry out that function under this Act. (6)If a territorial authority contracts out 1 or more of its functions, it continues to have responsibility for that function.</p> <p>174 Duties of territorial authority A territorial authority must— (a)take all reasonable steps to ensure it has adequate resources and capability to carry out its role, functions, and duties and to exercise its powers under this Act: (b)take all reasonable steps to ensure its functions, duties, and powers under this Act are managed, performed, and exercised in accordance with any relevant national outcomes issued under section 175: (c)take all reasonable steps to ensure that relevant persons who are employed or engaged by the territorial authority are able to carry out their functions and activities under this Act, including verification, investigation, and enforcement activities: (d)take all reasonable steps to ensure that relevant persons who are employed or engaged by the territorial authority for the purposes of this Act maintain their competencies: (e)take all reasonable steps to ensure that any person who is employed, engaged, or used by the territorial authority is not placed in a situation that compromises his or her impartiality or independence in relation to the performance of his or her functions or activities under this Act: (f)monitor its performance of its functions and duties and its exercise of its powers under this Act and provide written reports on these matters to the chief executive annually or at intervals specified in a notice under section 405 (which reports must include any details specified in the notice under that section): (g)provide capability to respond as required in an emergency situation: (h)if it is being reviewed under section 185, facilitate the conduct of the review and provide any information required under section 189 by the person conducting the review: (i)carry out any other function, duty, or direction imposed or given by or under this Act.</p>					

Sale and Supply of Alcohol Act 2012		Eteam	Third tier	Fourth tier	Fifth tier
Inspector pursuant to section 197 of the Sale and Supply of Alcohol Act 2012 with all of the functions, powers, and duties conferred on them by or under the Sale and Supply of Alcohol Act 2012	Power to monitor licensees' compliance with the Sale and Supply of Alcohol Act 2012		DP	TLCE	CE MALO MEO MO
	Power to issue infringement notices pursuant to section 262 of the Sale and Supply of Alcohol Act 2012				
	<p><i>262 Infringement notices</i></p> <p>(1) If a constable observes a person committing an infringement offence, or an inspector observes a person committing a specified infringement offence, or he or she has reasonable cause to believe that such an offence is being or has been committed by that person, an infringement notice in respect of that offence may be served on that person.</p> <p>(2) Any constable or inspector (not necessarily the person who issued the notice) may deliver the infringement notice (or a copy of it) to the person alleged to have committed an infringement offence personally or by post addressed to that person's last known place of residence.</p> <p>Power to enter licensed premises pursuant to section 267 of the Sale and Supply of Alcohol Act 2012</p> <p><i>267 Powers of entry on licensed premises</i></p> <p>(1) A constable or an inspector may at any reasonable time enter and inspect any licensed premises, or any part of any licensed premises, to ascertain whether the licensee is complying with the provisions of this Act and the conditions of the licence.</p> <p>(2) A constable or an inspector may at any time enter and inspect any licensed premises when he or she has reasonable grounds to believe that any offence against this Act is being committed on those licensed premises.</p> <p>(3) For the purposes of exercising the power conferred by this section, a constable or an inspector may—</p> <p>(a) require the production of any licence, or any book, notice, record, list, or other document that is required by this Act to be kept, and examine and make copies of it; and</p> <p>(b) require the licensee or manager to provide any information or assistance reasonably required by a constable or an inspector relating to any matter within the duties of the licensee or manager.</p>				
Inspector pursuant to section 197 of the Sale and Supply of Alcohol Act 2012 with all of the functions, powers, and duties conferred on them by or under the Sale	<p>Power to seize samples of alcohol from any licensed premises pursuant to section 268 of the Sale and Supply of Alcohol Act 2012</p> <p><i>268 Power to seize samples of alcohol</i></p> <p>(1) This section applies where a constable or inspector has entered and is conducting an inspection of any licensed premises under section 267.</p> <p>(2) If a constable or an inspector has reasonable cause to suspect that any person on the premises has committed, is committing, or is attempting to commit any offence against this Act, he or she may seize, without warrant, for the purpose of analysis, any liquid (including the container holding the liquid) in the possession of that person that is suspected of being alcohol.</p>	GMCD	DP	TLCE	CE MALO MEO MO

Sale and Supply of Alcohol Act 2012		Eteam	Third tier	Fourth tier	Fifth tier
and Supply of Alcohol Act 2012	Power to give notice in writing give to the appropriate territorial authority details of the respects in which a building or site work is believed not to comply with the Sale and Supply of Alcohol Act 2012 pursuant to section 279 of the Sale and Supply of Alcohol Act 2012				
	Power to apply to the licensing authority for the Variation, suspension, or cancellation of licences other than special licences pursuant to section 280 of the Sale and Supply of Alcohol Act 2012				
Chief Licensing Inspector pursuant to section 197 of the Sale and Supply of Alcohol Act 2012 with all of the functions, powers, and duties conferred on them by or under the Sale and Supply of Alcohol Act 2012	Power to seize samples of alcohol from any licensed premises pursuant to section 268 of the Sale and Supply of Alcohol Act 2012			TLCE	EHO
	Power to give notice in writing give to the appropriate territorial authority details of the respects in which a building or site work is believed not to comply with the Sale and Supply of Alcohol Act 2012 pursuant to section 279 of the Sale and Supply of Alcohol Act 2012				
	Power to apply to the licensing authority for the Variation, suspension, or cancellation of licences other than special licences pursuant to section 280 of the Sale and Supply of Alcohol Act 2012				
Secretary of MPDC licensing committee pursuant to section 198 of the Sale and Supply of Alcohol Act 2012	Power to carry out all of the functions and duties of a licensing committee secretary pursuant to section 198 of the Sale and Supply of Alcohol Act 2012	GMCD or in absence of above delegate to GMBS or GMSD			

Litter Act 1979		Eteam	Third tier	Fourth tier	Fifth tier
Litter Control Officer pursuant to section 5 of the Litter Act 1979	<p>Power to enforce the provisions of the Litter Act 1979 as a Litter Control Officer pursuant to section 7 of the Litter Control Act 1979</p> <p><i>7 Powers and duties of Officers</i> <i>(1) Every Officer appointed by a public authority who is for the time being in possession of his or her warrant of appointment, and every other Officer who is in possession of a warrant or other evidence of that Officer's authority to act as such, is authorised to enforce the provisions of this Act and may, without further authority than this section, summarily intervene to prevent any of the following:</i> <i>(a) the deposit or attempted deposit of litter in any public place in which the Officer is authorised to act;</i> <i>(b) the deposit or attempted deposit of litter from any such public place onto private land, if the Officer has good reason to believe the deposit or attempted deposit has been or is being made without the consent of the occupier of that private land;</i> <i>(c) the wilful damage or attempted wilful damage of any litter receptacle in any such public place.</i> <i>(2) Where any such Officer finds a person depositing litter (whether inadvertently or otherwise) in a public place in which he is authorised to act or from any such public place onto private land without the consent of the occupier of that private land, or has good cause to believe that a person has deposited litter (whether inadvertently or otherwise) in or onto any such place or land, the Officer may require that person to remove the litter from that place or land and to dispose of it in such a manner as the Officer may direct or as will not contravene the provisions of this Act.</i> <i>(3) Where any such Officer has reasonable cause to believe litter has been deposited from any motor vehicle or trailer he may require the user or owner of the motor vehicle or trailer, on that motor vehicle or trailer being stationary, to give his name and place of residence and also the name and place of residence of any other person or persons whom the Officer has reason to believe deposited litter from that motor vehicle or trailer, and the user or owner of the motor vehicle or trailer shall on such demand give the information requested.</i> <i>(4) An Officer may, if permitted or requested to do so by the occupier of any private land, enter that land if so required for the discharge of his duty</i> .</p> <p>Power to require occupier of private land to clear litter pursuant to section 10 of the Litter Control Act 1979</p> <p><i>10 Territorial authority may require occupier of private land to clear litter</i> <i>(1) Any territorial authority may serve or cause a Litter Control Officer appointed by it to serve, on its behalf, on the occupier of any private land or any land vested in or controlled by the Crown or any local authority (within the meaning of section 5(1) of the Local Government Act 2002) a notice in writing requiring the occupier, to the satisfaction of an Officer,—</i> <i>(a) to clear away, or remove, from the land; or</i> <i>(b) to clean up; or</i> <i>(c) to screen, cover, or otherwise obscure from view—</i> <i>such litter as may be specified in the notice within 14 days or such further time as may be so specified, being litter which, in the opinion of the territorial authority, tends to grossly deface or to defile the area in which the private land is sited.</i></p>	GMCD GMSD	AMSP DP PCPM KVSM	TLC TLCE TLP PROM	CE PA COP DE EA ECCPM EHO EOR PFPTL PRO RES RO KVSTA MALO MEO MO PMS RAE SCSR SWL UEA UE

Litter Act 1979		Eteam	Third tier	Fourth tier	Fifth tier
	Power to issue infringement notices pursuant to section 14 of the Litter Control Act 1979 <i>14 Infringement notices</i> <i>(1)Where a Litter Control Officer observes a person committing an infringement offence or has reasonable cause to believe such an offence is being or has just been committed by that person, an infringement notice in respect of that offence may be issued to that person by that Officer.</i>				

Hazardous Substances and New Organisms Act 1996		Eteam	Third tier	Fourth tier	Fifth tier
Enforcement Officer and District Hazardous Substances Officer pursuant to sections 98 and 100 of the Hazardous Substances and New Organisms Act 1996	Power to undertake the functions of a Enforcement Officer and District Hazardous Substances Officer pursuant to the Hazardous Substances and New Organisms Act 1996 <i>The purpose of this Act is to protect the environment, and the health and safety of people and communities, by preventing or managing the adverse effects of hazardous substances and new organisms.</i>	GMCD	DP	TLCE	CE EHO MALO MEO MO GMPESH DC * EHOHDC * Note: delegations can only be exercised in accordance with the current shared services agreement between MPDC and HDC

Reserves Act 1977		Eteam	Third tier	Fourth tier	Fifth tier
Ranger pursuant to section 8 of the Reserves Act 1977	Power to instruct persons to stop committing an offence pursuant to section 93 of the Reserves Act 1977 <i>93Powers of constables, rangers, and other officers</i> <i>(1)Any officer may summarily interfere to prevent any actual or attempted breach of this Act or of any regulation or bylaw thereunder, and he or she may require any person found offending to desist from the offence. If any person when so required continues the offence, he or she commits a further offence against this Act.</i>	GMCD	AMSP DP PCPM KVSM	PROM TLCE	CE PA COP EHO EOR PFPTL PRO RES MALO MEO

Reserves Act 1977		Eteam	Third tier	Fourth tier	Fifth tier
	<p>Power to instruct persons to provide certain information pursuant to sections 93 and 102 of the Reserves Act 1977</p> <p><i>93 Powers of constables, rangers, and other officers</i> (2) It shall be lawful for an officer to require any person found offending against this Act or any regulation or bylaw made under this Act to disclose his or her true first name, surname, and place of abode</p> <p><i>102 Evidence of offences</i> (2) If within a reserve or in its vicinity any person is found in possession of any wood, tree, shrub, fern, plant, stone, mineral, bird, egg, nest, animal, taonga tūturu, relic, or any part of any such thing, and, upon being thereunto required by any constable or ranger or any employee of the Crown or of any administering body employed in the reserve or by any ranger appointed under the Wildlife Act 1953, fails or refuses to give a satisfactory account of the manner in which he or she became possessed of the same, he or she shall be deemed to have wilfully removed or taken the same in breach of this Act, unless he or she satisfies the court to the contrary.</p>				MO RAE
	<p>Power to stop and search boats pursuant to sections 100 of the Reserves Act 1977</p> <p><i>100 Stopping and searching of boats</i> (1) Any officer who has good cause to suspect that an offence against this Act or any regulations made under section 123 or any bylaw made under section 106 has been committed on or from or in respect of any boat or by any person on any boat, he or she may, while that boat is within the territorial sea of New Zealand (as defined in section 3 of the Territorial Sea, Contiguous Zone, and Exclusive Economic Zone Act 1977),— (a) stop, board, and search the boat; and (b) inspect, seize, and detain any specimens of flora or fauna or rock mineral or soil or protected New Zealand objects on board which he or she has good cause to suspect of having been taken from a reserve; and (c) arrest without warrant any person whom he or she has good cause to suspect of having committed such an offence.</p>				
	<p>Power to remove and dispose of vehicles and boats pursuant to section 110 of the Reserves Act 1977</p> <p><i>110 Removal and disposal of vehicles and boats</i> (1) Any ranger, any person employed by the administering body of any reserve, or, in the case of a reserve that is not under the management and control of an administering body, any officer of the Department who has reason to believe that any vehicle or boat has been abandoned in a reserve may remove it or cause it to be removed to any place authorised for that purpose by the administering body or, as the case may be, by the Commissioner.</p>				

Reserves Act 1977		Eteam	Third tier	Fourth tier	Fifth tier
	<p>Power to seize property pursuant to section 95 of the Reserves Act 1977</p> <p><i>95Seizure and forfeiture of property</i> <i>(1)Any animal or bird or the nest or egg of any bird or the body of any animal or bird, or any part thereof, or anything specified in section 94(1)(f), or any boundary mark, sign, or poster, found in the possession of any person in a reserve may be seized by any officer as defined in section 93(5), if he or she has good cause to suspect that that person in obtaining possession thereof has committed an offence against this Act.</i></p>				

Dog Control Act 1996		Eteam	Third tier	Fourth tier	Fifth tier
Dog Control Officer pursuant to section 11 of the Dog Control Act 1996	<p>Power to enter on to land or premises pursuant to section 14 of the Dog Control Act 1996</p> <p><i>14 Power of entry</i> <i>(1)Where any dog control officer has good cause to suspect that an offence against this Act or against any bylaw made under this Act is being committed on any land or premises, the dog control officer, and all persons he or she calls to his or her assistance, may enter at any reasonable time onto the land or premises—</i> <i>(a)to inspect any dog for the time being appearing to be kept on that land or premises or to inspect the conditions in which any such dog is kept; and</i> <i>(b)if authorised under any other provision of this Act, to seize or take custody of any dog on the land or premises.</i> <i>(2)Where any dog control officer has good cause to suspect that an offence against this Act or against any bylaw made under this Act has, at any time in the preceding 6 months, been committed in respect of any dog for the time being appearing to be kept on any land or premises, the dog control officer, and all persons he or she calls to his or her assistance, may enter at any reasonable time onto the land or premises—</i> <i>(a)to inspect any dog on the land or premises; and</i> <i>(b)if authorised under any other provision of this Act, to seize or take custody of any dog on the land or premises.</i> <i>(3)Nothing in this section shall authorise any dog control officer to enter any dwellinghouse unless—</i> <i>(a)the entry is authorised by a warrant given by an issuing officer (within the meaning of section 3 of the Search and Surveillance Act 2012) on application by a dog control officer in the manner provided in subpart 3 of Part 4 of the Search and Surveillance Act 2012; and</i> <i>(b)he or she is accompanied by a constable.</i></p>	GMCD		ACM	ACO ACSC

Dog Control Act 1996		Eteam	Third tier	Fourth tier	Fifth tier
	<p>Power to request information pursuant to sections 19 and 19A of the Dog Control Act 1996</p> <p><i>19 Power of constable, dog control officer, or dog ranger to request information about owner</i> <i>(1)A constable, dog control officer, or dog ranger may, for the purposes of this Act, request the following persons to state his or her full name, date of birth, address, telephone contact number, and place of work (if applicable):</i> <i>(a)any person appearing to be in charge of a dog; or</i> <i>(b)any person appearing to be the occupier of any land or premises on which a dog for the time being is being kept.</i> <i>(1A)If a person referred to in subsection (1)(a) or (b) claims not to be the owner of the dog, the person must state the name, address, and place of work of the owner of the dog (if known).</i></p> <p><i>19A Power of constable, dog control officer, or dog ranger to request information about dog</i> <i>(1)A constable, dog control officer, or dog ranger may, for the purposes of this Act, request the owner of a dog to state the name, gender, and a description of the dog.</i></p>				
Dog Ranger pursuant to section 12 of the Dog Control Act 1996	<p>Power to issue infringement notices pursuant to section 66 of the Dog Control Act 1996</p> <p><i>66 Infringement notices</i> <i>(1)Where a dog control officer or dog ranger has reasonable cause to believe that any person has committed an infringement offence under this Act, an infringement notice may be issued to that owner by the dog control officer or dog ranger or by any person so authorised by the territorial authority.</i></p>				ACO
	<p>Power to seize and impound dogs pursuant to the Dog Control Act 1996</p> <p><i>Under section 57 and 59 of the Dog Control Act 1996, dog ranges have the ability to seize dogs if they are attacking persons or animals or are at large and is an immediate disturbance or threat to any protected wildlife</i></p>				ACO ACSC

Impounding Act 1955		Eteam	Third tier	Fourth tier	Fifth tier
Pound keeper and Ranger pursuant to section 8 of the Impounding Act 1955	<p>Power to impound stock pursuant to the Impounding Act 1955</p> <p><i>The Impounding Act 1955 provides for local authorities to impound stock, operate a pound for stock and to auction uncollected stock, as well as charge fees for doing so.</i></p>	GMCD		ACM	ACO ACSC

Waste Minimisation Act 2008		Eteam	Third tier	Fourth tier	Fifth tier
Enforcement Officer pursuant to section 76 of the Waste Minimisation Act 2008	Power to ensure compliance with any regulations made under section 23(1)(a) of the Waste Minimisation Act 2008			TLC	SSSWCM SWL
	Power to ensure compliance with any bylaw made under section 56 of the Waste Minimisation Act 2008 <i>The bylaw in relation to this section is the MPDC Solid Waste Bylaw</i>				
	Power to inspect property and obtain information (except a marae or dwelling house unless consent or a warrant is obtained) pursuant to sections 79 and 80 of the Waste Minimisation Act 2008 <u>These powers shall only be exercised with the approval of the CEO or a group manager.</u> <i>79 Power to inspect property and obtain information</i> <i>(1)An enforcement officer may, if he or she believes on reasonable grounds that an offence against this Act or a bylaw made under section 56 has been or is being committed,—</i> <i>(a)enter any land, building, or place at any reasonable time:</i> <i>(b)inspect and examine any property and any books, accounts, records, or documents (including records or documents held in electronic or any other form):</i> <i>(c)require any person to produce any books, accounts, records, or documents (including records or documents held in electronic or any other form) in that person's possession or under that person's control, and allow copies of or extracts from those books, accounts, records, or documents to be made or taken.</i> <i>(2)Before exercising the power in subsection (1)(a), the officer must, if practicable, give reasonable notice to the occupier of the land, building, or place of the intention to exercise the power, unless the giving of notice would defeat the purpose of the entry.</i> <i>80 Consent or warrant required to inspect dwellinghouse or marae</i> <i>(1)An enforcement officer may not exercise the power of entry under section 79(1)(a) in relation to a dwellinghouse or marae—</i> <i>(a)except with the consent of the occupier of the dwellinghouse or marae; or</i> <i>(b)unless—</i> <i>(i)authorised to do so by a warrant issued under subsection (2); and</i> <i>(ii)when exercising the power, the enforcement officer is accompanied by a constable.</i>				

Waste Minimisation Act 2008	Eteam	Third tier	Fourth tier	Fifth tier
<p>Power to seize property not on private land pursuant to section 81 of the Waste Minimisation Act 2008</p> <p><i>81 Seizure of property not on private land</i> (1)An enforcement officer may seize and impound property that is not on private land if— (a)the property is materially involved in the commission of an offence; and (b)it is reasonable in the circumstances to seize and impound the property; and (c)the property is in possession of a person at the time the officer proposes to seize and impound it, and before seizing and impounding it, the officer— (i)directs (orally or in writing) the person committing the offence to stop committing the offence; and (ii)advises (orally or in writing) the person committing the offence that, if he or she does not stop committing the offence, the enforcement officer has the power to seize and impound the property; and (iii)provides the person with a reasonable opportunity to stop committing the offence. (2)As soon as practicable after seizing and impounding property, an enforcement officer must give notice— (a)to the person in possession of the property at the time it was seized and impounded; or (b)to any person who the enforcement officer can ascertain is the owner of, or has an interest in, the property, if paragraph (a) does not apply.</p> <p>Power to seize property from private land (on issue of a warrant from an issuing officer within the meaning of section 3 of the Search and Surveillance Act 2012) pursuant to section 82 of the Waste Minimisation Act 2008</p> <p><u>These powers shall only be exercised with the approval of the CEO or a group manager.</u></p> <p><i>82 Seizure of property from private land</i> (1)An issuing officer (within the meaning of section 3 of the Search and Surveillance Act 2012) may issue a warrant authorising an enforcement officer to enter private land and seize and impound property materially involved in the commission of an offence. (2)A warrant may be issued only if— (a)the application for it is made in the manner provided for an application for a search warrant in subpart 3 of Part 4 of the Search and Surveillance Act 2012; and (b)the issuing officer is satisfied that— (i)the property is materially involved in the commission of an offence; and (ii) it is reasonable in the circumstances for the property to be seized; and (iii)the enforcement officer has— (A)directed the person committing the offence to stop committing the offence; and (B)advised the person that, if he or she fails to do so, the officer intends to apply for a warrant; and (C)given the person committing the offence a reasonable opportunity to stop committing the offence.</p>				

Burial and Cremations Act 1964		Eteam	Third tier	Fourth tier	Fifth tier
Authorised Officer pursuant to section 19 of the Burial and Cremations Act 1964	<p>Power to carry out all of the functions and duties of an Authorised Officer pursuant to the Burial and Cremations Act 1964</p> <p><i>The purpose of the Burial and Cremations Act 1964 is to provide for the establishment, maintenance and regulation of cemeteries by Councils. This includes, provision of cemeteries, ensuring they are open to the public, naming and general management of cemeteries, erection of monuments etc.</i></p>		CSM KVSM	CSS PROM	CSA

Health and Safety at Work Act 2015		Eteam	Third tier	Fourth tier	Fifth tier
Authorised Health and Safety Officer	<p>Power to undertake all the duties and functions of a person conducting a business or undertaking under the Health and Safety at Work Act 2015</p> <p><i>Purpose</i> (1) The main purpose of this Act is to provide for a balanced framework to secure the health and safety of workers and workplaces by— (a) protecting workers and other persons against harm to their health, safety, and welfare by eliminating or minimising risks arising from work or from prescribed high-risk plant; and (b) providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues in relation to work health and safety; and (c) encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting PCBUs and workers to achieve a healthier and safer working environment; and (d) promoting the provision of advice, information, education, and training in relation to work health and safety; and (e) securing compliance with this Act through effective and appropriate compliance and enforcement measures; and (f) ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under this Act; and (g) providing a framework for continuous improvement and progressively higher standards of work health and safety.</p>		PSWM		SWTL

Public Amenities Bylaw 2008		Eteam	Third tier	Fourth tier	Fifth tier
Cemetery Manager pursuant to Matamata-Piako District Council Public Amenities Bylaw 2008	Power to carry out all of the functions and duties of a Cemetery Manager pursuant to Matamata-Piako District Council Public Amenities Bylaw 2008			PROM	

Statutory delegations

These are delegations of powers, duties and responsibilities to facilitate the effective and efficient conduct of the Council's statutory responsibilities. Examples of the types of delegations that will be made under this category are:

- Specific obligations under legislation
- Consideration and granting of licenses and consents,
- Monitoring, compliance and enforcement of statutes, regulations and bylaws,
- Administration of regulatory and bylaw matters.

The following statutory delegations have been approved by Council. The delegations are set out in more detail in the following pages. Highlighted delegations denote matters where there is a higher risk associated with the decision making authority.

In adopting the statutory delegations Council has also resolved the following matters:

- all previous delegations under the relevant legislation are revoked
- where any currently adopted delegations to Council staff refer to a position title and the name of the position title has subsequently changed without substantial changes being made to the position holder's job description (in respect of the function to which the delegation relates), that any current delegations in the name of the previous position title are and shall be effective for the position holder of the new position title.

Legislation	Adopted On 9 November 2016	
Airport Authorities Act 1966	44	Amended November 2020
Building Act 2004	45	
Civil Defence Emergency Management Act 2002	50	
Dog Control Act 1996	51	
Fencing Act 1978	54	
Food Act 2014	55	
Gambling Act 2003	58	
Health and Safety at Work Act 2015	59	
Impounding Act 1955	60	
Local Authorities (Members' Interests) Act 1968	61	
Local Electoral Act 2001	62	
Local Government Official Information and Meetings Act 1987	63	
Local Government (Rating) Act 2002	65	
Local Government Act 2002	67	
Local Government Act 1974	69	
Privacy Act 1993	72	
Property Law Act 2007 in Respect of Council Land	74	
Public Records Act 2005	76	
Public Works Act 1981	77	
Reserves Act 1977	80	
Reserves Act 1977- Ministerial Delegations	83	
Residential Tenancies Act 1986	92	
Resource Management Act 1991	96	
Sale and Supply of Alcohol Act 2012 (inclusive CEO Delegations) & Sale and Supply of Alcohol (Fees) Regulations 2013	99	

Transport (Vehicular Traffic Road Closure) Regulations 1965	106	
Trespass Act 1980	107	

Delegations – Airport Authorities Act 1966

Any local authority, with the prior consent of, and in accordance with any conditions prescribed by, the Governor-General by Order in Council, may establish, improve, maintain, operate, or manage airports (including the approaches, buildings, and other accommodation, and equipment and appurtenances for any such airports) and may acquire land for any such purpose either within or without its district or region. Any local authority empowered to carry out any undertaking under this section may carry on or cause to be carried on in connection therewith any subsidiary business or undertaking. The Matamata-Piako District Council delegates the following powers:

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
CFOM	Community Facilities Operations Manager
Fifth tier	
PSO	Property Services Officer

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
4	Power to improve, maintain, operate, or manage an airport, whether or not the airport was established under this Act in accordance with Council's Reserve management Plans or other Council resolution.	CEO GMBS GMCD GMSD	CFOM		PSO
6	Power to grant a lease of all or any part of any land, buildings, or installations vested in the airport authority for any purpose that will not interfere with the safe and efficient operation of the airport.	CEO GMBS GMCD GMSD	CFOM		PSO

Delegations – Building Act 2004

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMCD	Group Manager Community Development
Third tier	
BCM	Building Control Manager
CSM	Customer Services Manager
DP	District Planner
Fourth tier	
BCTL	Building Control Team Leader
CSS	Customer Services Supervisor
TLRC	Team Lead Resource Consents
Fifth tier	
ASO	Assets Systems Officer
BCAO	Building Control Administration Officer
BCompO	Building Compliance Officer
BCO	Building Control Officer (inclusive graduate)
BCOS	Building Control Officer Senior
CP	Consent Planner (inclusive of graduate & intermediate)
CSA	Customer Services Advisor (inclusive of Senior)
CSAA	Customer Services Administration Advisor
LC	Legal Counsel
MALO	Monitoring & Alcohol Licensing Officer
MEO	Monitoring & Engineering Officer
MO	Monitoring Officer
RO	Receiving Officer
Contractors	
CON	Contractors

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
19	Power to establish compliance with the building code		BCM	BCTL	BCO BCOS CON
28	Power to not grant a Building Consent or issue a CCC in cases involving bans under section 26		BCM	BCTL	BCO BCOS
31	Power to apply for a project information memorandum		BCM	BCTL	BCO BCOS CON

33	Power to require information in relation to an application for a project information memorandum.		BCM CSM	BCTL CSS	BCAO BCO BCOS CON CSA CSAA
34 and 35	Power to issue project information memorandum.		BCM CSM	BCTL CSS	BCAO BCO BCOS CSA CSAA
36	Power to issue a development contribution notice ¹⁰²	CEO GMCD	BCM CSM	BCTL CSS	ASO BCAO BCO BCOS CSA CSAA
37	Power to issue a certificate restricting building work until issue of resource consent		BCM CSM DP	BCTL CSS TLRC	BCAO BCO BCOS CP CSA CSAA
45	Power to refuse building consent applications without required documentation and requirements		BCM	BCTL	BCO BCOS BCAO CON RO
45A	Power to grant or refuse minor variations to building consents		BCM	BCTL	BCO BCOS
46(3)	Powers to provide a copy of certain applications to Fire and Emergency New Zealand		BCM	BCTL	
47(3)	Power to proceed with application without the memorandum from Fire and Emergency New Zealand as specified in subsection (1)		BCM	BCTL	
48(1) 49 and 50	Power to grant or refuse an application for building consent		BCM	BCTL	BCO BCOS
48(2)	Power to require further reasonable information in respect of a building consent application, and to suspend the time limit until such further reasonable information is received.		BCM	BCTL	BCO BCOS CON
51	Power to issue Building Consent		BCM	BCTL	BCO BCOS CSM CSS CSA CSAA
51(3)	Power to grant building consent without section 51(1)(b) or (ba) information.		BCM	BCTL	BCO BCOS
52	Power to allow extension of period after lapse of building consent.	CEO GMCD	BCM	BCTL	BCO BCOS

53(2)(b)	Power to receive building levy		BCM	BCTL	BCO BCOS BCAO CSA CSAA RO
54	Power to advise the building consent applicant of the amount of their levy.	CEO GMCD	BCM CSM	BCTL CSS	BCAO BCO BCOS CSA CSAA
58	Power to pay levy to the territorial authority at the same time that it provides, under section 238(2)(d), copies of information about the collection of that levy.		BCM	BCTL	BCO BCOS BCAO CSA CSAA RO
59	Power to pay the Chief Executive of the Ministry Business Innovation and Employment all applicable levies and issue relevant certificates.	CEO GMCD	BCM	BCTL	BCAO BCO BCOS
60	Power to retain part of levy	CEO GMCD			
62	Power to recover unpaid levy from applicant for building consent	CEO GMCD			
63	Power to request that information provided to Chief Executive be treated as confidential.	CEO GMCD	BCM		
67	Power to grant building consent subject to waiver or modifications of the building code.		BCM	BCTL	BCO BCOS
71, and 72 and 73	Power to grant building consent on land subject to natural hazards.		BCM	BCTL	BCO BCOS
73	<u>Power to notify the Registrar-General of Land or appropriate Minister and the Surveyor-General; or in the case of an application made by, or on behalf of, the owners of Māori land, the Registrar of the Maori Land Court;</u>		<u>BCM</u>	<u>BCTL</u>	
74	Power to determine if a previous entry is no longer required and duty to notify where a previous entry is no longer required.	CEO GMCD	BCM		
75 and 77	Power to place conditions on the construction of a building on two or more allotments.	CEO GMCD	BCM	BCTL	BCO BCOS
83	Power to approve or decline an application to have an entry under section 78 removed.	CEO GMCD	BCM	BCTL	BCO BCOS
90	Power to inspect, land, building work or any building to ensure they comply and/or are being carried out in accordance with a building consent.		BCM	BCTL	BCO BCOS <u>CON</u>
91	Power to issue code compliance certificate <u>includes</u> where Council did not grant the consent and where appropriate persons agree.		BCM	BCTL	BCO BCOS

93, 94, and 95	Power to issue or refuse to issue code compliance certificate		BCM	BCTL	BCO BCOS
93(4)	Power to require further reasonable information in respect of the application for a code compliance certificate		BCM	BCTL	BCO BCOS
95A	Power to refuse to issue a code compliance certificate		BCM	BCTL	BCOS
96, 98	Power to issue certificate of acceptance		BCM	BCTL	BCO BCOS
98(2)	Power to require further reasonable information in respect of an application for certificate of acceptance		BCM	BCTL	BCO BCOS
99	Power to qualify the scope of a certificate of acceptance to the extent that Council was able to inspect the building work.		BCM	BCTL	BCO BCOS
102	Power to issue compliance schedule		BCM	BCTL	BCO BCOS
103	Power to authorise contents of a compliance schedule		BCM	BCTL	BCO BCOS
104	Power to notify the issuing of a compliance schedule		BCM	BCTL	BCO BCOS
106, 107	Power to review and amend compliance schedule		BCM	BCTL	BCO BCOS
109	Power to accept or refuse recommendation to amend compliance schedule		BCM	BCTL	BCO BCOS
110	Power to require reports relating to a compliance schedule		BCM	BCTL	BCO BCOS
111	Power to authorise an agent to inspect a building for which a compliance schedule has been issued and to issue a warrant accordingly; and the power to revoke such authorisation and warrant.	CEO			
112	Power to grant building consent for the alteration of an existing building.		BCM	BCTL	BCO BCOS
113	Power to grant building consent on buildings with specified intended lives of less than 50 years		BCM	BCTL	BCO BCOS
115	Power to give written notice that a building's change in use will comply with certain provisions of the building code		BCM	BCTL	BCO BCOS
116	Power to consent to the extension of the specified intended life of a building		BCM	BCTL	BCO BCOS
116A	Power to assess and decide if a building will comply with certain aspects of the Building Code prior to release of a 224(f) certificate under the RMA		BCM	BCTL	

121-125, 127 and 128	Powers in respect of dangerous, affected or insanitary buildings or parts of buildings		BCM DP	BCTL	BCO BCOS MALO MEO MO
126	Power to apply to the District Court for authorisation to carry out building work.	CEO GMCD	BCM		
130	Power to apply to the District Court for confirmation of a warrant issued under section 129(2).	CEO GMCD			LC
133AH	Power to request engineering assessment of potentially earthquake-prone buildings	CEO GMCD	BCM	BCTL	BCO BCOS
133AI	Engineering assessments (2) Power to cancel a request for an engineering assessment and give the owner of the building or part written notice of that fact. (3) Power to obtain an engineering assessment of the building or part and recover, as a debt due from the owner of the building or part, the costs of doing so.	CEO GMCD	BCM	BCTL	BCO BCOS
133AJ	Power to grant or decline an extension of time to provide engineering assessment	CEO GMCD	BCM	BCTL	BCO BCOS
133AK	Power to determine whether building is earthquake prone	CEO GMCD	BCM	BCTL	BCO BCOS
133AL	Power to issue EPB notice for earthquake-prone buildings	CEO GMCD	BCM	BCTL	BCO BCOS
133AN	Power to grant or decline an exemption from requirement to carry out seismic work		BCM	BCTL	BCO BCOS
133AO	Power to grant or decline an extension of time to complete seismic work on certain heritage buildings		BCM	BCTL	BCO BCOS
133AP	Power to attach EPB notices and EPB exemption notices to earthquake-prone buildings		BCM	BCTL	BCO BCOS
133AQ	Power to assess information relating to earthquake-prone building status at any time	CEO GMCD	BCM	BCTL	BCO BCOS
133AR	Power to impose safety requirements	CEO GMCD	BCM	BCTL	BCO BCOS
133AS	Power to authorise carrying out seismic work		BCM	BCTL	BCO BCOS

133AT	Alterations to buildings subject to EPB notice (2) Power to determine whether or not to grant a building consent for the alteration of the building subject to EPB notice (3) Power to specify 1 or more of the provisions of the building code referred to in subsection (2) and allow the alteration of the building or part without the building complying with the specified provisions		BCM	BCTL	
162D(1)	Power to undertake periodic inspections of residential pools		BCM	BCTL	BCO BCOS BCompO
162D(2)	Power to accept or to not accept a certificate of periodic inspection from an independently qualified pool inspector		BCM	BCTL	BCO BCOS BCompO
164, 165	Power to issue notice to fix.		BCM	BCTL	BCO BCOS
164	Power to notify another responsible authority that it is more appropriate to issue the notice to fix.		BCM	BCTL	BCO BCOS
166	Power to issue a notice to fix under special provisions.		BCM	BCTL	BCO BCOS
167	Power to inspect and confirm or refuse to confirm whether or not a notice to fix has been complied with.		BCM	BCTL	BCO BCOS
177	Power to apply to the Chief Executive of the Department of Building and Housing for a determination	CEO GMCD	BCM		
180	Power to withdraw application for a determination	CEO GMCD	BCM	BCTL	BCO BCOS
212 and 213	Power to make arrangements for 1 or more other building consent authorities to perform functions of a building consent authority.	CEO GMCD	BCM		
215	Power to apply for accreditation and registration as a building consent authority under Part 3 of the Building Act 2004.	CEO GMCD	BCM		
220(1)(b)(ii)	Power to issue certificate that building work required is urgent.		BCM	BCTL	BCO BCOS
220	Power to apply to the District Court for an order authorising Council to carry out building work.	CEO GMCD			LC
221(2)	Power to dispose of materials resulting from Council's performing building work.	CEO GMCD	BCM	BCTL	BCO BCOS

222	Power to authorise officer to inspect and enter premises and to issue a warrant accordingly; power to revoke such authorisation and warrant.	CEO			
238	Power to perform functions of a building consent authority		BCM	BCTL	BCO BCOS RO
239	Power to provide information to the Chief Executive		BCM	BCTL	
240	Power to impose a fee or charge and power to collect levy.		BCM	BCTL	BCO BCOS
281C	Power to waive or refund fee or charge in whole or in part, for a function or service performed by Council under the Building Act 2004.	CEO GMCD			
363A(2)	Power to issue certificate for public use.		BCM	BCTL	BCO BCOS
363A(5)	Power to require further reasonable information in relation to the certificate for public use.		BCM	BCTL	BCO BCOS
371A, 371B, 372	Power to authorise officers to issue infringement notices under section 372 and to issue a warrant accordingly; Power to revoke such authorisation and warrant.	CEO			
371A, 371B, 372	Power to issue infringement notices		BCM	BCTL	BCO BCOS
375	Power to prosecute offences	CEO GMCD			LC
377	Power to lay information for an offence	CEO GMCD			LC
381	Power to apply to District Court for an injunction	CEO GMCD			LC
436	Power to consider and determine an application for a code compliance certificate in respect of building work carried out under a building consent issued under section 34 of the Building Act 1991.		BCM	BCTL	BCO BCOS

Delegations – Civil Defence Emergency Management Act 2002

Key to position titles	
Eteam	
CONT	CDEM Group Controller and Alternate Group Controllers and Local CDEM Controllers ('the Controllers')

Section	Power	External	Council	Eteam
94	<p>'The Controllers', and the Civil Defence Emergency Management Group for the Waikato Region, are authorised to enter into urgent contracts on behalf of Matamata-Piako District Council for the purposes of the Act, as outlined in the Waikato Civil Defence Emergency Management Group Plan, subject to the following limitations:</p> <ul style="list-style-type: none"> In a declared emergency, the Controller is delegated automatic uncapped delegated financial authority when formally identified as acting as a Controller. The Controller is required to present incremental reporting to the Chief Executive and Group Controller for every \$250,000 of expenditure incurred when exercising this delegation to ensure there is appropriate oversight. In a non-declared emergency, the Controller is delegated uncapped delegated financial authority when formally identified as acting in control of that emergency. The Controller is required to present incremental reporting to the Chief Executive and Group Controller for every \$250,000 of expenditure incurred when exercising this delegation to ensure there is appropriate oversight. 	CONT		

Delegations – Dog Control Act 1996

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMCD	Group Manager Community Development
Third tier	
CSM	Customer Services Manager
PSWM	People, Safety and Wellness Manager (including Acting)
Fourth tier	
ACM	Animal Control Manager
CSS	Customer Services Supervisor
Fifth tier (inclusive contractors)	
ACO	Animal Control Officer
CSA	Customer Services Advisor (inclusive of Senior)
LC	Legal Counsel

Section	Power	Council	Eteam	Third tier	Fourth tier	Fifth tier
11	Power to appoint and to revoke appointment of Dog Control Officers		CEO GMCD	PSWM		
12	Power to appoint and to revoke appointment of Dog Rangers		CEO GMCD	PSWM		
13	Power to supply warrant of appointment to Dog Control Officers and Dog Rangers		CEO GMCD			
21	Power to classify any person as probationary owner		CEO GMCD		ACM	ACO
22	Power to consider and determine objections to probationary classifications	Hearings Commission as a Committee of Council				
23A	Power to require probationary owner to undertake training		CEO GMCD		ACM	ACO
25	Power to disqualify any person from being the owner of any dog		CEO GMCD		ACM	
26	Power to consider and determine objections to disqualification	Hearings Commission as a Committee of Council	CEO			
28(6)	Power to extend the disqualification period of any person		CEO GMCD			
31	Power to classify dog as dangerous dog		CEO GMCD		ACM	ACO
31(3)	Power to hear and determine	Hearings				

	objections to the classification of any dog as a dangerous dog under section 31(1)	Commission as a Committee of Council.				
32(1)(f)	Power to consent to the disposal of any dangerous dog to any other person		CEO GMCD		ACM	ACO
33A	Power to classify a dog as a menacing dog		CEO GMCD		ACM	ACO
33B	Power to hear and determine objections to the classification of any dog as menacing under section 33A of this Act. Includes power to uphold or rescind the classification.	Hearings Commission as a Committee of Council.				
33C	Power to classify certain breeds as menacing		CEO GMCD		ACM	ACO
33D	Power to hear and determine objections to classification of dog as menacing	Hearings Commission as a Committee of Council.				
33E(1)	Power to require that menacing dog be neutered		CEO GMCD		ACM	ACO
35	Power to request register information		CEO GMCD		ACM	ACO
35(5)	Power to determine whether or not a dog should be delivered into the custody of a Dog Control Officer or Dog Ranger		CEO GMCD			
36A	Power to instruct any owner to make any dog available for verification that it has been implanted with a functioning microchip transponder		CEO GMCD	CSM	ACM CSS	ACO CSA
39	Power to issue refunds or reduce fees.		CEO GMCD	CSM	ACM CSS	ACO CSA
40	Power to require written statement that a dog is a working dog of a specified class and to require production of a certificate that the dog has been neutered.		CEO GMCD	CSM	ACM CSS	ACO CSA
46	Power to issue registration label or disc, and to issue replacement label or disc		CEO GMCD	CSM	ACM CSS	ACO CSA
48	Power to issue registration label or disc upon change of ownership of dog		CEO GMCD	CSM	ACM CSS	ACO CSA
49	Power to issue registration label or disc upon transfer of dog.		CEO GMCD	CSM	ACM CSS	ACO CSA
55	Power to hear and determine objections to any notice served on any owner under section 55 of this Act requiring abatement of loud	Hearings Commission as a Committee of Council.				

	barking or howling by any dog.					
64(5)	Power to collect the reasonable costs of the collection, destruction and disposal of any dog.		CEO GMCD	CSM	ACM CSS	ACO CSA
66	Power to commence proceedings in accordance with section 21 of the Summary Proceedings Act 1957 where an infringement notice has been issued.		CEO GMCD		ACM	LC
69	Power to impound and dispose of any dog.		CEO GMCD		ACM	ACO
70	The power to hear and determine applications for the return of a dog being held under section 56 (Removal of a barking dog causing distress) of this Act.	Hearings Commission as a Committee of Council.				
70(5)	Power to determine whether or not the dog is to be kept in custody		CEO GMCD		ACM	ACO
70(7)	Power to determine whether or not to dispose of the dog.		CEO GMCD		ACM	ACO
71(1)(d)	Power to authorise retention of a dangerous dog.		CEO GMCD		ACM	ACO
71(5)	Power to hear and determine applications for the release of any dog being held under sections 57 (dogs attacking persons or animals), 57A (dogs rushing at persons, animals or vehicles, and 58(Dogs causing serious injury).	Hearings Commission as a Committee of Council.				
71A	Power to dispose of dog seized under section 15 or 33EC		CEO GMCD		ACM	ACO
	Power to bring a prosecution for offences under the Dog Control Act 1996		CEO GMCD		ACM	LC
	Power to lay information for offences under the Dog Control Act 1996		CEO GMCD		ACM	LC

Delegations - Fencing Act 1978

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMSD	Group Manager Service Delivery
Third tier	
FOM	Facilities Operations Manager
PCPM	Property & Community Projects Manager
Fifth tier (inclusive contractors)	
LC	Legal Counsel
PSO	Property Services Officer

Section	Description	Eteam	Third tier	Fourth tier	Fifth tier
10(1)	Power to serve notice to contribute to cost of fence	CEO GMSD	FOM PCPM		LC PSO
11(1)	Power to serve a cross-notice of objection to notice under section 10(1)	CEO GMSD	FOM PCPM		LC PSO
18(1)	Power to serve notice on person taking advantage of fence	CEO GMSD	FOM PCPM		LC PSO
19(1)	Power to serve notice requiring contribution towards value of fence.	CEO GMSD	FOM PCPM		LC PSO
25	Power to come in and defend proceedings	CEO GMSD			LC

Delegations – Food Act 2014

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMSD	Group Manager Service Delivery
GMCD	Group Manager Community Development
GMBS	Group Manager Business Support
Third tier	
DP	District Planner
FOM	Facilities Operations Manager
Fifth tier (inclusive contractors)	
PSO	Property Services Officer

Section	Description	Eteam	Third tier	Fourth tier	Fifth tier
41 Food control plan: form	Power to accept an application				EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
45 Operator may amend food control plan based on template or model issued under section 39 or approved under section 40	Power to accept an application				EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
54 Registration authority may refuse to process application for registration	Power to refuse to process application for registration (Application must contain all appropriate information or can be refused)	GMCD GMSD CEO GMBS	DP		EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
55 Registration authority may require further information	Power to require further information	GMCD GMSD CEO GMBS	DP		EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
62 Mandatory suspension	Power to suspend a registered food control plan	GMCD GMSD CEO GMBS			
63 Registration authority may extend mandatory suspension	Power to extend mandatory suspension	GMCD GMSD CEO GMBS			

67 Cancellation of registration	Power to cancel the registration of a food control plan	GMCD GMSD CEO GMBS			
84 Registration authority may refuse to process application for registration	Power to refuse to process an application for registration	GMCD GMSD CEO GMBS	DP		EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
85 Registration authority may require further information	Power to request further information	GMCD GMSD CEO GMBS	DP		EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
90 Mandatory suspension	Power to suspend operations of a business subject to a national programme	GMCD GMSD CEO GMBS			
91 Registration authority may extend mandatory suspension	Power to extend suspension	GMCD GMSD CEO GMBS			
95 Cancellation of registration	Power to cancel registration	GMCD GMSD CEO GMBS			
280 Person to whom directions may be given under sections 281 to 286	Power to give direction under section 281-286	GMCD GMSD CEO GMBS	DP		EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
281 Give general directions to operators and other persons required to comply with Act	Power to give general directions to operate and other persons required to comply with Act	GMCD GMSD CEO GMBS	DP		EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
282 Give directions to complete and supply declarations	Power to give directions to complete and supply declarations	GMCD GMSD CEO GMBS	DP		EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
283 Give directions to impose movement or related controls	Power to give directions to movement or related controls	GMCD GMSD CEO GMBS	DP		EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam
285 Give directions to manage food or food-related accessory	Power to give directions to manage food or food-related accessory	GMCD GMSD CEO GMBS	DP		EHO *EHOHDC *GMPESHDC *under the direction of 3 rd tier or Eteam

Delegations - Gambling Act 2003

Subject to section 48 and clause 32 of the 7th Schedule to the Local Government Act 2002, the Matamata-Piako District Council hereby makes the following delegations:

1. Where no objection is raised by an affected party to the application, Council delegates to its Chief Executive Officer and Group Manager Community Development the power to hear and determine in accordance with Council's Class 4 Gambling Policy all applications that are within Council's functions, powers and duties under the Gambling Act 2003, being a delegation of the statutory powers set out in Schedule 1 below; and
2. Where an objection is raised by an affected party to the application, *Council delegates to not less than two (2) members of the Hearings Commission the power to hear and determine in accordance with Council's Class 4 Gambling Policy all applications that are within Council's functions, powers and duties under the Gambling Act 2003, being a delegation of the statutory powers set out in Schedule 1 below.*

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMCD	Group Manager Community Development

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
s100(1)(b)(i)	Power to grant consent to a gambling venue application with or without a condition specifying the maximum number of gaming machines that may be operated at the venue.	CEO GMCD			
s100(1)(b)(ii)	Power to refuse consent to a gambling venue application.	CEO GMCD			
s100(2)(a)	Power to determine an application for an amendment to a class 4 venue licence without condition specifying the maximum number of machines operable at the venue.	CEO GMCD			

Delegations - Health and Safety at Work Act 2015

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
PSWM	People, Safety and Wellness Manager
Fourth tier	
SWTL	Safety and Wellness Team Leader

Health and Safety at Work Act 2015		Eteam	Third tier	Fourth tier	Fifth tier
Entire Act	Power to undertake all the duties and functions of a person conducting a business or undertaking under the Health and Safety at Work Act 2015	CEO GMBS GMCD GMSD	PSWM	SWTL	

Delegations - Impounding Act 1955

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
ACM	Animal Control Manager
Fifth tier	
ACO	Animal Control Officer

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
8	Power to appoint poundkeepers and rangers.	CEO GMCD			
9(1)	Power to appoint a deputy of any poundkeeper.	CEO GMCD			
10	Power to remove or suspend from duty any poundkeeper, deputy poundkeeper or any ranger or other person appointed for the purposes of this Act.	CEO GMCD			
22(2)	Power to authorise a ranger to convey trespassing stock to a pound.	CEO GMCD		ACM	ACO
32(1)	Power to declare an area a temporary pound.	CEO GMCD		ACM	ACO
32(3)	Power to appoint a keeper for each temporary pound.	CEO GMCD			
42(1)	Power to authorise the destruction of wild stock.	CEO GMBS GMCD GMSD			
46	Power to issue impounding notice.	CEO GMCD		ACM	ACO
50(2)	Power to authorise a person to act as an auctioneer.	CEO GMCD			
52(2)	Power to give written notice of an intention to destroy an animal.	CEO GMCD		ACM	
55(1)	Power to apply to the District Court for an order that damages be paid out of the proceeds of sale of impounded stock.	CEO GMCD			
	Power to authorise action under this Act on behalf of Council in its capacity as an occupier of land.	CEO			
63	General delegation of the local authority's powers under this Act.	CEO			

Delegations - Local Authorities (Members' Interests) Act 1968

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Fifth Tier	
LC	Legal Counsel

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
3(3)(a)	Power to apply to the Audit Office for prior approval of a contract in which an elected member is concerned or interested.	CEO GMBS GMCD GMSD			LC
3(3)(aa)	Power to apply to the Audit Office for subsequent approval of a contract in which an elected member is concerned or interested.	CEO GMBS GMCD GMSD			LC
6(3)(f)	Power to apply to the Audit Office for its opinion as to whether the pecuniary interest of a member is so remote or insignificant that it cannot reasonably be regarded as likely to influence him in voting.	CEO GMBS GMCD GMSD			LC

Delegations - Local Electoral Act 2001

Key to position titles	
EO	Warwick Lampp of Electionz.com as Electoral Officer
DEO	Tamara Kingi

Section	Power	Contractor	Eteam	Third tier	Fourth tier	Fifth tier
12	Appointment of an electoral officer	EO				
13	Appointment of a deputy electoral officer					DEO

Delegations - Local Government Official Information and Meetings Act 1987

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
SPAGM	Strategic Partnerships and Governance Manager
CM	Communications Manager
CSM	Customer Services Manager
PSWM	People, Safety and Wellness Manager (including Acting)
Fourth tier	
CSS	Customer Services Supervisor
ITL	Information Team Leader
PLTL	Policy and Legal Team Leader
Fifth tier (inclusive contractors)	
CSA	Customer Services Advisor (inclusive of Senior)
CO	Communications Officer
GSO	Governance Support Officer
LC	Legal Counsel
PP	Policy Planner (inclusive of graduate)

Section	Description	Eteam	Third tier	Fourth tier	Fifth tier
8	Power to give notice neither confirming or denying the existence or non-existence of information.	CEO GMBS GMCD GMSD	SPAGM CM CSM PSWM	ITL PLTL	CO GSO LC PP
12	Power to transfer request to another local authority or a Department or Minister of the Crown or organisation	CEO GMBS GMCD GMSD	SPAGM CM CSM PSWM	ITL PLTL	CO GSO LC PP
13(1)	Power to determine whether nor not a request for information is granted, and in what manner and for what charge such request is to be granted.	CEO GMBS GMCD GMSD	SPAGM CM CSM PSWM	ITL PLTL	CO GSO LC PP
13(1A)	Power to charge for the supply of official information	CEO GMBS GMCD GMSD	SPAGM CM CSM PSWM	ITL PLTL	CO GSO LC PP
13(4)	Power to require payment in advance	CEO GMBS GMCD GMSD	SPAGM CM CSM	ITL PLTL	CO GSO LC PP

13(5)	Power to decide on request that has been transferred	CEO GMBS GMCD GMSD	SPAGM CM CSM	ITL PLTL	CO GSO LC PP
14	Power to extend the time limits set out in section 12 and 13	CEO GMBS GMCD GMSD	SPAGM CSM	ITL PLTL	CO GSO LC PP
15(2)	Power to determine whether information should be made available in the way preferred by the person requesting it.	CEO GMBS GMCD GMSD	SPAGM CSM	ITL PLTL	CO GSO LC PP
17A(1)	Power to decide whether fixing a charge or extending the time limit would enable the request to be granted where substantial collation or research required.	CEO GMBS GMCD GMSD	SPAGM CSM	ITL PLTL	CO GSO LC PP
17B	Power to decide whether consulting with the requester would assist that person to make the request in a form that would remove the reason for the refusal.	CEO GMBS GMCD GMSD	SPAGM CSM	ITL PLTL	CO GSO LC PP
22(1A)(b)	Power to determine that information relates to a person and that disclosure of information would be likely to prejudice the physical or mental health of that person.	CEO GMBS GMCD GMSD	SPAGM CSM	ITL PLTL	CO GSO LC PP
24	Power to determine identity of person making request.	CEO GMBS GMCD GMSD	SPAGM CSM	CSS PLTL	CSA CO GSO LC PP
26(1)	Power to refuse to disclose any personal information requested under section 23(1)	CEO GMBS GMCD GMSD	SPAGM CSM	ITL PLTL	CO GSO LC PP
29(2)	Power to extend time limit within which Local Authority must comply with requirement under section 29(1)	CEO GMBS GMCD GMSD	SPAGM CSM	ITL PLTL	CO GSO LC PP
42(1)	Power to delegate any of the powers of the local authority under Parts 2 to 5 of this Act (except s32) to any officer or employee of the local authority.	CEO			
44A	Power to determine and include other relevant information in a LIM.	CEO GMBS GMCD	CSM	CSS	CSA LC
44A	Power to issue LIM	CEO GMBS GMCD	CSM	CSS	CSA LC

Delegations - Local Government (Rating) Act 2002

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Services
Third tier	
FABSM	Finance and Business Service Manager
Fourth tier	
DFABSM	Deputy Finance and Business Service Manager
Fifth tier	
RVO	Rating and Valuation Officer

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
27	Power to authorise the division of a rating unit	CEO GMBS	FABSM	DFABSM	RVO
28(2)	The decision on whether the disclosure of the name of any person is necessary to identify a rating unit.	CEO GMBS	FABSM	DFABSM	RVO
29(3)	Power to decide on an objection relating to information contained in the Rating Information Database	CEO GMBS	FABSM	DFABSM	
35	Authority to remove a name from the RID.	CEO GMBS	FABSM	DFABSM	RVO
39(3)	Power to decide on an objection relating to information contained in the rates records	CEO GMBS	FABSM	DFABSM	
40	Authority to correct errors in the RID and Rate Records.	CEO GMBS	FABSM	DFABSM	RVO
52	Authority to agreed methods of payments for rates.	CEO GMBS	FABSM	DFABSM	
54(1)	Power to decide not to collect rates payable on a rating unit due to it being uneconomical to collect them.	CEO GMBS	FABSM	DFABSM	
61	Power to recover rates from the owner if a ratepayer other than the owner, defaults in paying the rates on the rating unit.	CEO GMBS	FABSM	DFABSM	
62	Power to accept payment of rates from persons with an interest in a rating unit and recover rates as a debt from the first mortgagee of a rating unit if the owner is in default	CEO GMBS	FABSM	DFABSM	
63(1)	Power to authorise commencement of proceedings for the recovery of debt rates.	CEO GMBS	FABSM		
66(3)	Power to consent to the registration of a dealing against a rating unit that is subject to a charging order.	CEO GMBS			

67	Commencement of rating sales or lease provisions.	CEO GMBS			
72(1)	Power to consent to the sale or lease of a rating unit by private treaty for any consideration the Registrar thinks reasonable.	CEO GMBS			
77(2)	Power to authorise the giving of public notice of Council's intent to have land declared abandoned and to sell or lease the land.	CEO GMBS			
77(5)	Power to decide whether to proceed under section 67 to sell or lease abandoned land.	CEO GMBS			
79(3)	Power to refuse any tender for the sale or lease of abandoned land.	CEO GMBS			
85	Authority to administer rate remission and postponement policies.	CEO GMBS	FABSM	DFABSM	
90(1)	Power to authorise the registration of a notice of charge on a rating unit where the rating unit is subject to a postponement of rates.	CEO GMBS			
90(2)	Power to consent to the registration of a dealing by the owner of the rating unit against the land comprising the rating unit that is subject to a notice of charge under section 90(1).	CEO GMBS			
94(2)	Power to apply to the Maori Land Court for the appointment of 1 owner to receive rates assessments and rates invoices for Maori freehold land in multiple ownership.	CEO GMBS	FABSM	DFABSM	
99(1)	Power to apply to the Maori Land Court for an order charging unpaid rates against rateable Maori freehold land.	CEO GMBS			
104(a)	Power to consent to an owner dealing with land subject to a charging order made under section 101.	CEO GMBS			
108(1)	Power to apply to the Maori Land Court to enforce an unsatisfied charging order made under section 101.	CEO GMBS			
111(1)	Power to apply to the Maori Land Court for an order for the payment of unpaid rates where the Court has made a charging order under section 101.	CEO GMBS			
116(1)	Power to consent to the exemption of Maori freehold land from some or all liability for rates.	CEO GMBS			
117N(2)	Power to decide whether to cancel an election to make a lump sum payment or to recover the amount owing in a Court as a debt due.	CEO GMBS			
130(b)	Power to determine that it would be unreasonable not to cancel the requirement to pay a deficit in a particular case.	CEO GMBS			

135	Authority to sign documents for Court proceedings.	CEO GMBS			
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Delegations - Local Government Act 2002

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Services
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
AMSP	Asset Manager Strategy and Policy
DP	District Planner
PCPM	Property & Community Projects Manager
Fourth tier	
TLP	Team Leader Projects
TLC	Team Leader Contracts
Fifth tier	
MALO	Monitoring & Alcohol Licensing Officer
MEO	Monitoring & Engineering Officer
MO	Monitoring Officer
LC	Legal Counsel
RAE	Roading Asset Engineer
WTL	Works Team Leader

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
	Delegation to exercise any powers granted to any subordinate Council Officer under Council's staff delegations in respect of any statute.	CEO			
	Delegation to affix the Council's make.	CEO GMBS GMCD GMSD			
54G	A local authority must appoint a Registrar to— (a) compile and maintain the register of members' pecuniary interests; and (b) provide advice and guidance to members in connection with their obligations under this subpart.	CEO			LC

102	Delegation of certain decision-making functions as stated (if any) in the: <ul style="list-style-type: none"> revenue and financing policy; liability management policy; investment policy; policy on development contributions/financial contributions; policy on the remission and postponement of rates on Māori freehold land; rates remission policy; rates postponement policy. 	Delegations are as stated in each individual policy.			
162	Power to apply to the District Court for an injunction restraining a person from breaching a bylaw or an offence.	CEO GMBS GMCD GMSD			
163	Power to enforce bylaw to remove a work constructed in breach of bylaw and to recover the costs of removal.	CEO GMBS GMCD GMSD	AMSP DP	TLP TLC	MALO MEO MO WTL
168	Power to dispose of property seized and impounded under s164.	CEO GMCD	AMSP DP PCPM	TLP TLC	MALO MEO MO RAE WTL
171, 172, 174	Power to authorise Council Officer to Act under sections 171, 172, 173, 174 in respect of the power of entry onto private property.	CEO GMBS GMCD GMSD			
177	Power to appoint Enforcement Officers.	CEO GMBS GMCD GMSD			
181	Power to authorise Council Officers to enter private land to inspect, alter, renew, repair or clean any public work constructed under subsection (1).	CEO GMBS GMCD GMSD	AMSP PCPM		
185(1)	Power to approve the doing of work by an occupier where the owner has defaulted in doing work required under this Act.	CEO GMBS GMCD GMSD	AMSP DP PCPM	TLP TLC	MALO MEO MO RAE WTL
215	Power to apply to the District Court for a removal order requiring an owner or occupier of any property to remove or alter a fence/structure/vegetation.	CEO GMBS GMCD GMSD			
220	Power to authorise work under s220(2) to enforce removal order.	CEO GMBS GMCD GMSD			
220(3)	Power to register Statutory Land Charge in respect of unpaid costs incurred in enforcing removal order.	CEO GMBS GMCD GMSD			
241	Power to lay information for a summary offence under this Act.	CEO GMBS GMCD GMSD			

241	Power to authorise any Council Officer to lay information for a summary offence under this Act.	CEO			
249(2)(b)	Power to appoint a Council Officer or other person to represent Council in District Court proceedings.	CEO			
Schedule 7, Part 1, Clause 32A	Power to issue warrants to Enforcement Officers without restrictions under clause 32A(2).	CEO GMBS GMCD GMSD			

Item 8.1

Attachment A

Delegations - Local Government Act 1974

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Services
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
AMSP	Asset Manager Strategy and Policy
DP	District Planner
ITM	Information & Technology Manager
PCPM	Property & Community Projects Manager
KVSM	Kaimai Valley Services Manager
Fourth tier	
ITL	Information Team Leader
TLP	Team Leader Projects
TLC	Team Leader Contracts
Fifth tier	
MALO	Monitoring & Alcohol Licensing Officer
MEO	Monitoring & Engineering Officer
MO	Monitoring Officer/
RAE	Road Asset Engineer
SCSR	Senior Contract Supervisor – Road Asset
WTL	Works Team Leader

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
318(1)	Power to request determination from Commission relating to control and maintenance of boundary roads.	CEO			
319, 319A	Power to repair local roads.	CEO			
319B	Power to allocate property numbers.	CEO GMBS	ITM	ITL	
326(1) & (2)	Power to make a claim for the payment of betterment in respect of adjoining land where a road is formed or widened.	CEO			
327A	Power to cancel building line restrictions.	CEO GMCD	DP		
331	Power to provide for the formation of footpaths.	CEO GMBS	AMSP PCPM	TLP	RAE
333	Power to provide for erection of dividing strips.	CEO GMBS	AMSP PCPM	TLP	RAE

334	Power to provide for erection of monuments.	CEO GMBS	AMSP		
334A	Power to provide for lighting of roads.	CEO GMBS	AMSP		
335(1)	Power to require by written notice the occupier or owner of land to pay for the cost of construction of a vehicle crossing.	CEO GMBS GMCD GMSD	AMSP PCPM	TLP	RAE
335(4)	Power to apply to the District Court for an order confirming a notice under s335(1) relating to the cost of construction of a vehicle crossing.	CEO GMBS GMCD GMSD			
335(9)	Power to serve notice on occupier/owner of intention to remove a vehicle crossing.	CEO GMBS GMCD GMSD	AMSP PCPM	TLP	RAE
337	Power to require alteration to any pipe, drain or other apparatus on or under a road.	CEO GMBS	AMSP PCPM	TLP	RAE
338	Power to grant rights to lay pipes.	CEO GMBS	AMSP		
341(1)	Power to grant a lease of the airspace above the surface of any road or of the subsoil beneath the surface of any road.	CEO GMBS GMCD GMSD	AMSP		
344(1)	Power to permit the erection of a swing gate and or/cattle stop across any road.	CEO GMBS GMCD GMSD	AMSP	TLP	RAE
344(3)	Power to require that a gate and/or cattle stop across any road be removed.	CEO GMBS GMSD GMCD	AMSP	TLP	RAE
345(1)(a)(i)	Power to authorise sale of land not required for road to owners of adjoining land.	CEO			
345(1)(a)(ii) & 345(1)(c)	Power to grant lease over land not required for road.	CEO GMBS GMSD GMCD			
346A	Declare roads to be limited access roads	CEO			
346C(c)	Power to witness affixing of Council Seal to certificate authenticated under this section.	CEO			
346E	Power to give notice authorising crossing places on limited access roads.	CEO GMBS	AMSP PCPM	TLP	RAE
346F	Power to authorise movement to or from limited access road.	CEO GMBS	AMSP PCPM	TLP	RAE
346G	Power to issue notice to the District Land Registrar specifying conditions on which limited access road may be deemed a road.	CEO GMBS	AMSP PCPM	TLP	

347-349	Power to impose conditions and approve right of way plans.	CEO GMCD	AMSP DP		
348	Power to grant permission to form any private road or private way or grant/reserve a right of way over any private way; and Power to require in respect of any private road or private way.	CEO GMCD	DP		
349	Power to issue notice in respect of offence of laying out private roads in contravention of Act.	CEO GMCD GMBS			
353	Power to require owner or occupier of land adjoining road to take safety provisions.	CEO GMBS	AMSP PCPM	TLP	RAE
355	Power to require removal of overhanging trees etc. with the exception of trees scheduled or generally protected by the Operative District Plan.	CEO GMBS	AMSP PCPM	TLP	RAE
356(2)(a)	Power to remove and store any category A, B or C motor vehicle abandoned on a road within the district.		PCPM	TLP	MALO MEO MO SCSR
356	Powers in respect of abandoned vehicles on roads.		AMSP	TLP	MALO MEO MO SCSR
356A(2)(a)	Power to remove abandoned vehicle from road or public place.		PCPM	TLP	MALO MEO MO SCSR
356A	Powers in respect of abandoned vehicles on roads or in public places.		AMSP	TLP	MALO MEO MO SCSR
357(1)	Power to lay information with the Court in respect of the offence of doing or causing damage to roads.	CEO GMCD GMBS			
511(1)	Power to give notice requiring the removal of obstructions from drainage channel or watercourse.	CEO GMSD	PCPM KVSM	TLP TLC	WTL
512(1)	Power to give notice requiring the removal of obstructions in watercourses outside the district.	CEO GMSD	PCPM KVSM	TLP TLC	WTL
Schedule 10(11)	Power to exercise powers conferred on the Council under Schedule 10 Clause 11 relating to the temporary prohibition of traffic.	CEO GMSD	PCPM	TLP	

Delegations - Privacy Act 1993

The New Zealand Privacy Act 1993 established the Office of the Privacy Commissioner and sets out its functions. It sets out the principles of privacy the Council must adhere to and matters relating to the collection, use and storage of private information and response to requests/complaints regarding private information. Pursuant to sections 124 and 125 of the Privacy Act 1993, the Matamata-Piako District Council delegates the following powers:

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
CM	Communications Manager
CSM	Customer Services Manager
PSWM	People, Safety and Wellness Manager
Fourth tier	
ITL	Information Team Leader
Fifth Tier	
LC	Legal Counsel

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
23	Privacy officers Appointment of one or more Privacy Officers responsibilities include— <ul style="list-style-type: none"> the encouragement of compliance: dealing with requests working with the Commissioner in relation to investigations otherwise ensuring compliance 		CM	ITL	LC
27	Power to refuse access to personal information under section 27 (Security, defence, international relations, prejudice to the maintenance of the law, endangering the safety of any individual)	CEO GMBS GMCD GMSD	CM CSM PSWM	ITL	LC
28	Power to refuse access to personal information under section 28 (Trade secrets, prejudice the commercial position of the person who supplied or who is the subject of the information)	CEO GMBS GMCD GMSD	CM CSM PSWM	ITL	LC

29	Power to refuse access to personal information under section 28 for other reasons including: <ul style="list-style-type: none"> unwarranted disclosure of the affairs of another individual or of a deceased individual; the disclosure would breach an express implied promise of confidence breach legal professional privilege; the disclosure of the information, being information contained in material placed in any library or museum or archive, would breach a condition subject to which that material was so placed; the disclosure would constitute contempt of court the request is frivolous or vexatious, the information requested is trivial the information requested is not readily retrievable; or does not exist or cannot be found; or is not held by the agency 	CEO GMBS GMCD GMSD	CM CSM PSWM	ITL	LC
32	Power to refuse access to personal information where the interest protected by section 27 or section 28 would be likely to be prejudiced by the disclosure of the existence or non-existence of such information, give notice in writing to the applicant that it neither confirms nor denies the existence or non-existence of that information.	CEO GMBS GMCD GMSD	CM CSM PSWM	ITL	LC
39	Power to transfer of requests where the information is believed by the person dealing with the request to be held by another agency.	CEO GMBS GMCD GMSD	CM CSM PSWM	ITL	LC
40	Power to decide whether the request is to be granted and, if it is to be granted, in what manner.	CEO GMBS GMCD GMSD	CM CSM PSWM	ITL	LC
41	Power to extend the time limit set out in section 39 or section 40(1) in respect of the request if <ul style="list-style-type: none"> the request is for a large quantity of information or necessitates a search through a large quantity of information, consultations necessary to make a decision on the request. 	CEO GMBS GMCD GMSD	CM CSM PSWM	ITL	LC
43	Power to delete of information from documents where there is good reason for withholding some of the information contained in that document.	CEO GMBS GMCD GMSD	CM CSM PSWM	ITL	LC
124	Delegation of powers as Privacy Officer by Council			ITL (Privacy Officer)	
125	Delegation of powers by officers of local authority (ITL to other officers as Privacy Officer)	CEO GMBS GMCD GMSD	CM CSM PSWM		LC

Delegations - Property Law Act 2007 and in respect of Council Land

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery

Power	Eteam	Third tier	Fourth tier	Fifth tier
Agreements for Sale and Purchase of Land:				
Power to sign agreements for sale and purchase and related edealing authority and instruction forms in respect of Council land in accordance with Council resolution.	CEO GMBS GMCD GMSD			
Power to cancel agreement for sale of Council land and to issue notice to the purchaser in respect of that cancellation in accordance with sections 28 and 29 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Power to apply to the Court for an order for the possession of Council land in accordance with section 28(4)(a) of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Power to apply to the Court for relief against the cancellation of an agreement for the purchase of land in accordance with section 33 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Power to apply to the Court as purchaser under an agreement for sale and purchase for order requiring refund of deposit under section 37 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Underpass and Sewer Encumbrances:				
Power to sign encumbrance instruments and related authority and instruction forms in respect of encumbrances over Council land	CEO GMBS GMCD GMSD			
Power to sign discharge of mortgage instrument and discharge the encumbrance in accordance with section 83 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Power to sign a variation of mortgage instrument and to vary the terms of the encumbrance in accordance with section 85 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Leases:				
Power to sign and authorise leases over Council land and related authority and instruction forms and to issue any notices in respect of land other than land falling under the Reserves Act 1977	CEO GMBS GMCD GMSD			

Power to give consent in respect of a covenant under a lease in accordance with sections 225-228 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Power to cancel lease and to give notice in accordance with sections 243-247 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Power to apply to Court for an order for possession of the Land in accordance with section 244 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Where Council is the lessee under the lease, the power to apply to the Court for relief against the cancellation of the lease in accordance with section 253 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Easements:				
Power to sign easement instruments and related authority and instruction forms in respect of easements over Council land	CEO GMBS GMCD GMSD			
Power to apply to Court for order modifying or extinguishing easement pursuant to sections 316 and 317 of the Property Law Act 2007	CEO GMBS GMCD GMSD			
Statutory Land Charges:				
Power to sign statutory land charges and related authority and instruction forms in respect of statutory land charges over Council land	CEO GMBS GMCD GMSD			
Caveats:				
Power to sign caveats and related authority and instruction forms in respect of Council land	CEO GMBS GMCD GMSD			
Building Line Restrictions:				
Power to sign Building Line Restrictions and related authority and instruction forms in respect of Council land	CEO GMBS GMCD GMSD			
Fencing Covenants:				
Power to sign, approve and register fencing Covenants over Council land in accordance with Part 2 of the Fencing Act 1978	CEO GMBS GMCD GMSD			
Landlocked Land:				
Power to apply to Court for relief in respect of landlocked land under section 327 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			
Trees and unauthorised structures:				
Power to apply to Court for order for removal or trimming of trees or removal or alteration of structures under sections 332-338 of the Property Law Act 2007.	CEO GMBS GMCD GMSD			

Delegations – Public Records Act 2005

This Act establishes a recordkeeping framework, and focuses on supporting good recordkeeping in government. The Council is to create and maintain records and to dispose of them in accordance with the authority of the Chief Archivist. The Matamata-Piako District Council delegates the following powers:

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
ITM	Information & Technology Manager
Fourth tier	
ITL	Information Team Leader

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
17	Power to maintain records in an accessible form, so as to be able to be used for subsequent reference, all protected records that are in its control, until their disposal is authorised by or under this Act.	CEO GMBS GMCD GMSD	ITM	ITL	
30 and 51	The Chief Archivist may, on such terms and conditions (if any) that the Chief Archivist thinks appropriate, exempt a public office or a local authority that has requested the exemption from compliance with a standard or instruction issued by the Chief Archivist. Power to appeal to the Minister against a decision of the Chief Archivist to decline a request for an exemption under section 30.	CEO GMBS GMCD GMSD			
38	Power to transfer a prescribed record to the possession of Archives New Zealand, an approved repository, a public office, or a local authority as directed by the Chief Archivist.	CEO GMBS GMCD GMSD	ITM	ITL	
40	Power to consult with the Chief Archivist regarding the declaration that a local authority record is a protected record for the purposes of this Act. Power to dispose of a protected record following written notice to the Chief Archivist of his or her intention to dispose of the protected record.	CEO GMBS GMCD GMSD	ITM	ITL	
45	Power to classify a local authority archive as either an open access record; or a restricted access record. Power to at any time, change the classification of a local authority record in accordance with section 46.	CEO GMBS GMCD GMSD	ITM	ITL	
49	Power to prohibit the public from accessing or copying a local authority archive for any period that he or she thinks necessary in the interest of preserving the local authority archive; or pending the classification, repair, or other treatment of the local authority archive.	CEO GMBS GMCD GMSD	ITM	ITL	

Delegations – Public Works Act 1981

This act provides the framework for Council to take land for the purposes of public works; it also provides the framework for the disposal of land no longer required for a public work. The Matamata-Piako District Council delegates the following powers:

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
PCPM	Property & Community Projects Manager
Fourth tier	
Fifth tier	
PSO	Property Services Officer
PER	Projects Engineer - Roading

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
16	Power to acquire under this Act any land required for a local work for which it has financial responsibility.	CEO GMBS GMCD GMSD			
17	Power to enter into an agreement to purchase any land for any public work by agreement	CEO GMBS GMCD GMSD			
18	Power to undertake negotiations required for acquisition of land for essential works prior to compulsory acquisition process.	CEO GMBS GMCD GMSD	PCPM		
19	Power to register Compensation certificate to protect agreement	CEO GMBS GMCD GMSD	PCPM		
23	Power to give notice of intention to compulsorily take land	CEO GMBS GMCD GMSD			
27	Power to acquire or take natural material on land for public work	CEO GMBS GMCD GMSD			
40	Power to dispose of land not required for public work to former owner	CEO GMBS GMCD GMSD			

42	Power to dispose of land other where an offer to sell land under section 40(2) has not been accepted within 40 working days or such further period as the local authority considers reasonable; or any land is no longer required for a public work and subsections (2) and (4) of section 40 do not apply.	CEO GMBS GMCD GMSD			
43	Power to sell land on deferred payments	CEO GMBS GMCD GMSD			
45	Power to lease/licence land held for public works	CEO GMBS GMCD GMSD	PCPM		PSO
48	Power to grant easement over land held for Public Work	CEO GMBS GMCD GMSD			
50	Power to transfer existing public works to the Minister or another local authority, for a public work, whether of the same kind or not	CEO GMBS GMCD GMSD			
79	Power to take proceedings to determine compensation if person entitled fails to make claim	CEO GMBS GMCD GMSD			
103	Power to grant easements, in lieu of compensation	CEO GMBS GMCD GMSD			
105	Power to grant land as compensation where equivalent land not readily available	CEO GMBS GMCD GMSD			
106	Power to grant with the agreement of the person entitled, in payment or satisfaction or in part payment or part satisfaction of the compensation payable to that person, for any land taken or acquired for a public work, or for any damage done or injurious affection caused by reason of the construction or use of a public work, any Crown land or any land held for any public work.	CEO GMBS GMCD GMSD			
107	In granting to person so entitled any land under section 105 or section 106, the power to enter into an agreement with that person for the repayment to the local authority of any money agreed to be due by way of equality of exchange on such terms and conditions (including interest) as may be agreed upon.	CEO GMBS GMCD GMSD			
107A	Power to grant lease or licence as compensation	CEO GMBS GMCD GMSD			
110	Powers of entry for certain survey purposes	CEO GMBS GMCD GMSD	PCPM		PER

111	Powers of entry for other survey and investigation purposes	CEO GMBS GMCD GMSD	PCPM		PER
14	Power to declare land to be road	CEO GMBS GMCD GMSD			
115	Power to register certificate of consent where it is proposed that land shall be declared to be road pursuant to section 114.	CEO GMBS GMCD GMSD	PCPM		
116	Power to consent to the stopping of a road	CEO GMBS GMCD GMSD			
133	Power to remove trees, hedges, etc, that obscure visibility or interfere with a public work	CEO GMBS GMCD GMSD	PCPM		PER PSO
135	Power to carry out emergency work on trees if there is imminent danger to life or property, or a likelihood of serious interference with any road or public work, arising from any tree, hedge, plant, or debris.	CEO GMBS GMCD GMSD	PCPM		PER PSO
238	Power to bring action for damage to public work	CEO GMBS GMCD GMSD			
239	Power to remove and dispose of abandoned property from public works land	CEO GMBS GMCD GMSD	PCPM		PER PSO
240	Power to recover of land from persons holding illegal possession	CEO GMBS GMCD GMSD	PCPM		

Delegations - Reserves Act 1977

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
AMSP	Asset Manager Strategy and Policy
PCPM	Property & Community Projects Manager
KVSM	Kaimai Valley Services Manager
CSM	Customer Services Manager
Fourth tier	
PROM	Parks & Reserves Operations Manager
PFPTL	Parks and Facilities Planning Team Leader
COOP	Coordinator Operations & Projects
EPC	Events and Promotions Coordinator
PSO	Property Services Officer
Fifth tier (inclusive contractors)	
LC	Legal Counsel
PRGL	Parks & Reserves Gardeners/Labourers

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
8(9)	To appoint person to be a ranger for the purposes of the Act; power to sign warrant of appointment	CEO			
16(1)	Power to declare by notice in the <i>Gazette</i> in accordance with Council resolution that a reserve shall be known by a specified name.	CEO			
23(3)	Power to give public notice prohibiting access to the whole or any specified part of a local purpose reserve; Power to issue permit permitting access to a local purpose reserve.	CEO GMSD			
24A(1)	Power to change the purpose for which a local purpose reserve is classified by notice in the <i>Gazette</i> in accordance with Council resolution.	CEO GMSD			
40	Representative for purpose of Section 40 (Functions of Administering Body) of the Reserves Act.	CEO GMSD			
42(2)	Power to consent to the cutting or destruction of trees and bush on any recreation reserve, or Government purpose reserve or local purpose reserve administered by Council.	CEO GMSD	PCPM AMSP	PROM PFPTL	

48(1)	Power to grant rights of way and other easements over a reserve vested in Council; power to sign documents on behalf of Council necessary for the grant of any such rights of way and other easements.	CEO GMBS GMCD GMSD			
48A	Power to grant a licence relating to the use of a reserve for a communications station; power to sign documents on behalf of Council necessary for the grant of any such licence.	CEO GMBS GMCD GMSD			
50(1)	Power to consent in writing to the taking or killing by any person of any specified kind of fauna found within the reserve.	CEO GMBS GMCD GMSD	KVSM AMSP	PFPTL	
52(1)	Power to consent to the union of reserves.	CEO GMSD			
53	Power to exercise powers (other than leasing) in respect of recreation reserves.	CEO GMSD	AMSP		
54	Power to exercise powers in respect of the leasing of recreation reserves (except for farming, grazing, or afforestation leases); power to sign any documents on behalf of Council necessary for the granting of any lease under this section.	CEO GMBS GMCD GMSD			
55	Power to exercise powers (other than leasing) in respect of scenic reserves.	CEO GMSD	AMSP		
56	Power to exercise powers in respect of the leasing of scenic reserves; power to sign any documents on behalf of Council necessary for the granting of any lease under this section.	CEO GMBS GMCD GMSD			
57	Power to exercise powers in respect of nature reserves.	CEO GMSD	AMSP		
58	Power to exercise powers in respect of historic reserves.	CEO GMSD	AMSP		
58A	Power to exercise powers in respect of the leasing of historic reserves; power to sign any documents on behalf of Council necessary for the granting of any lease under this section.	CEO GMBS GMCD GMSD			
59	Power to exercise powers in respect of scientific reserves.	CEO GMSD	AMSP		
60	Power to exercise powers in respect of Government purpose reserves.	CEO GMSD	AMSP		
61	Power to exercise powers (excluding leasing) in respect of local purpose reserves.	CEO GMSD	AMSP		
61(2), (2A)	Power to exercise powers in respect of the leasing of local purpose reserves; power to sign any documents on behalf of Council necessary for the granting of any lease under this section.	CEO GMBS GMCD GMSD			
63	Power to exercise powers in respect of Reserves not vested in the Crown.	CEO			

73	Power to exercise powers in respect of the leasing of recreation reserves for farming, grazing, afforestation or other purposes; power to sign any documents on behalf of Council necessary for the granting of any lease under this section.	CEO GMBS GMCD GMSD			
74(2)	Power to grant licence to occupy reserves temporarily.	CEO GMSD	AMSP		
75	Power to enter into a contract for the afforestation of any recreation or local purpose reserve.	CEO GMSD	AMSP		
77(1)	Power to enter into a conservation covenant in respect of private or Crown land; power to sign any documents on behalf of Council necessary in order to enter into any such conservation covenant.	CEO GMBS GMCD GMSD			
101(1)	Power to lay any information in respect of offences against this Act.	CEO GMBS GMCD GMSD			LC
115	Power to consent to the transfer, sublease or mortgage of a lessee's or licensee's interest in a lease or licence in respect of a reserve.	CEO GMSD			

Delegations – General Policies Reserve Management Plan 2019

Defined role as per Section 5.3 of the Plan	MPDC Position Titles delegated to the defined role	Section(s) of RMP that delegation applies to
'Asset Manager'	AMSP	All sections
'Parks Officer'	PROM PFPTL COOP	All sections
'Parks Officer'	CSM EPC	8.5 Circuses etc. 8.8 Events 8.9 Fireworks
'Parks Officer'	PSO	10.2 Fencing

Delegations - Reserves Act 1977: Ministerial Delegations

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
AMSP	Asset Manager Strategy and Policy
FOM	Facilities Operations Manager
KVSM	Kaimai Valley Services Manager
Fourth tier	
PROM	Parks & Reserves Operations Manager
PFPTL	Parks and Facilities Planning Team Leader
COOP	Coordinator Operations & Projects
Fifth tier	
PFA	Parks and Facilities Advisor
PRTL	Parks & Reserves Team Leader
PRGL	Parks & Reserves Gardeners/Labourers

Section	Power & Limitations	Council	Eteam	Third tier	Fourth tier	Fifth tier
6(3)	Power to revoke a Gazette notice and issue a fresh notice or amend the original notice where any error of description has been made. <i>This only applies to notices in the Gazette given by the territorial authority.</i>		CEO			
14(4)	Decision to gazette resolution to declare vested land to be a reserve where Council has by resolution declared land vested in it to be a reserve. <i>Note: it is, therefore no longer necessary to consult the Commissioner in terms of sec14(3) of the Act.</i>		CEO			
15(1)	Authorise or decline to authorise, by Gazette notice, the exchange of land in any reserve or any part(s) of a reserve for any other land to be held for purposes of that reserve where Council has resolved to do so. <i>Only to be exercised where the territorial authority did not derive title from the Crown, or title would be deemed not to be derived from the Crown if the reserve was going through a revocation process (s.25).</i>		CEO			

	<i>The territorial authority must consult with the Crown before making a decision under s.15(1) if the land it proposes to grant in exchange was purchased with funds provided either wholly or partly by the Crown.</i>					
15(3)	Power to do all things necessary to effect any exchange authorised by the local authority under Section 15(1) of the Act, or by the Crown in the case of vested reserves derived from the Crown, including the payment or receipt of any money by way of equality of exchange in the case of non Crown derived reserves.		CEO GMBS GMCD GMSD			
16(1)	Power to classify a reserve, by Gazette notice, according to their principal or primary purpose all reserves.		CEO			
16(4)	Power to advertise the intention to classify a reserve in accordance with sec 16(1).		CEO GMBS GMCD GMSD			
18(2)(e) 19(2)(a) 19(3)(a)	Power in relation to Historic and Scenic Reserves to determine in which cases exceptions can be made to the preservation of flora and fauna and the natural environment.		CEO GMSD	AMSP		
24(1)	Power to change the classification or purpose of a reserve by notice in the Gazette following a Council resolution. <i>Does not apply to the revocation of reserves</i>		CEO			
24(2)(e)	Power to consider all objections received to a proposed change of classification or purpose.	No staff delegation – remains with Council				
24(3)	Power to form an opinion that the change of classification or purpose of a scenic, nature or scientific reserve is justified.					
24(5)	Power to form an opinion that the change in the classification of a historic reserve is justified.					
25(1)	Upon revocation of the reservation of any public reserve (or part of one) pursuant to section 24, dispose of that land in such manner and for such purpose as the Minister specifies. <i>The delegation only applies where the title to the reserve was not derived from the Crown, or is deemed not to be derived from the Crown in terms of s24(4) or (5).</i> <i>Note this delegation is intended to allow territorial authorities to decide how and for what purpose the land may be disposed of.</i>		CEO GMSD	AMSP		
41(1)	Power to approve reserve management plans.	No staff delegation				

		– remains with Council				
42(1)	Power to give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature, or scientific reserve. Determine terms and conditions subject to which written consent is given.		CEO GMBS GMCD GMSD			
44(1)	Power to consent to the use of a reserve for temporary or permanent personal accommodation.		CEO GMBS GMCD GMSD			
44(2)	Power to consent to any vehicle caravan, tent or removable structure remaining on a reserve during the period 1 November to 31 March.		CEO GMBS GMCD GMSD	FOM		
45	Power to give or decline to give prior approval to administering body to erect, or authorise any voluntary organisation or educational institution to erect shelters, huts, cabins, lodges etc., on any recreation or scenic reserve, provided it is not inconsistent with the management plan for that reserve.		CEO GMBS GMCD GMSD			
48(1)	Power to consent or refuse consent to granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1) Impose such conditions as it thinks fit in giving the consent. Provided that granting the easement does not interfere with the use and enjoyment of the reserve by the public.		CEO GMBS GMCD GMSD			
48A(1)	Power to consent or refuse consent to granting a licence over a vested reserve to any person or department of State- a) to erect, maintain and use buildings, dwellings, masts and other structures, and plant and machinery; and b) to construct, maintain, and use tracks and engage in other works -for any of the purposes of communication stations as specified in section 48A		CEO GMBS GMCD GMSD			
48A(3)	Power to approve terms and conditions for the grant of a licence for the purposes of communication stations as specified in section 48A		CEO GMBS GMCD GMSD			
49	Power to grant or decline to grant in writing any qualified person a right to take specified specimens of flora or		CEO GMBS GMCD	KVSM		

	fauna or rock mineral or soil from a reserve for scientific or educational purposes. Form opinion as to whether qualified person has the necessary credentials. Impose conditions on the grant in writing. <i>With regard to fauna, the delegation of for exotic fauna which are not protected under the Wildlife Act 1953.</i>		GMSD			
50(1)	Power to authorise or decline to authorise any person to take and kill any specified kind of fauna that may be found in any scenic, historic, nature or scientific reserve. Authorise or decline to authorise the use of firearms, traps, nets or other like objects within reserve for the foregoing purposes. <i>This delegation is for non-protected exotic fauna only</i>		CEO GMBS GMCD GMSD	KVSM		
51(1)	Power to authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in section 51(1). Impose conditions on the giving of authorisation.		CEO GMBS GMCD GMSD	KVSM		
52(1)	Power to declare by Gazette notice that any 2 or more reserves, or parts of 2 or more reserves, or parts of one or more reserves and the whole of one or more other reserves, are to be united to form one reserve. <i>All affected reserves or parts of reserves must have the same administering body and must all either be vested in that body or held under an appointment to control and manage.</i>	No staff delegation – remains with Council				
53(1)(d)	To consent to an increase in the number days the public shall not be entitled to have admission to a reserve.		CEO GMSD	AMSP		
53(1)(e)	To approve the fixing of charges generally or with respect to any specified occasion or event.		CEO GMSD	AMSP		
54(1)	Power to give or decline to give prior consent, in the case of a recreation reserve vested in it, to grant leases for any of the purposes specified in paragraphs (a), (b), (c). These purposes include: (a) lease any area set out under section 53(1)(h) for baths, a camping ground, a parking or mooring place, or other facilities for –public recreation or		CEO GMBS GMCD GMSD			

	<p>enjoyment. The lease-</p> <p>i) may require the lessee to construct, develop, control or manage the facilities for public recreation or enjoyment, or may require the lessee to control and manage those facilities provided by Council.</p> <p>ii) shall be subject to further provisions set out in Schedule 1 relating to leases of recreation reserves.</p> <p>(b) lease to any voluntary organisation part of the reserve for the erection of stands, pavilions, gymnasiums and, subject to section 44 and 45, other buildings and structures associated with and necessary for the use of the reserve for outdoor sports, games, or other recreational activities, or to lease to any voluntary organisation any structures or buildings already on the reserve. Provided that a lease granted be consider to be in the public interest.</p> <p>(c) lease to any voluntary organisation the whole or part of the reserve for the playing of any outdoor sport, games or other recreational activity where the preparation and maintenance of the area for such sport, games or other recreation activity requires the voluntary organisation to spend a sum of money that in the opinion of Council is substantial. The lease shall be subject to the further provisions set out in Schedule 1 relating to the lease of recreation reserve.</p> <p>and to grant a lease or licence for any of the purposes specified in paragraph (d):</p> <p>(d) for the carrying out of any trade, business, or occupation on any specified site within the reserve, subject to the provisions set out in Schedule 1 relating to the leases or licences of a recreation reserves. Provided that the trade, business, or occupation must be necessary to enable the public to obtain the benefit and enjoyment of the reserve or for the convenience of persons using the reserve.</p> <p>and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.54(1)(a), (b), (c) and (d). Provided it is not inconsistent with the management plan for that reserve.</p>		CEO GMBS GMCD GMSD			
55(2)(a) (d), (e) (f) and (g)	<p>In the case of a scenic reserve, power to give or decline to give consent to:</p> <ul style="list-style-type: none"> The enclosure and grassing or 		CEO GMSD	AMSP		

	<p>grazing of open parts of the reserve;</p> <ul style="list-style-type: none"> • The setting apart of areas for other purposes; • The erection of buildings and other structures and amenities; • Such things considered necessary for the public to obtain benefit of the reserve; • The setting apart of sites for residences and other building and structures necessary for the management of the reserve. <p>Provided it is not inconsistent with the management plan for that reserve.</p>					
56(1)	<p>In respect of Scenic Reserves, the power to give or decline prior consent, in the case of a scenic reserve vested in it, to grant lease or licences for the purposes set out in s.56(1) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.56(1)(a) and (b).</p> <p>Consent or decline consent to variations or amendments to leases and licences, and consent to the carrying out of any other necessary actions arising out of the leases and licences consistent with the First Schedule, Reserves Act.</p> <p>Provided it is not inconsistent with the management plan for that reserve.</p>		CEO GMBS GMCD GMSD			
56(2)	<p>In respect of Scenic Reserves, the power to give public notice in accordance with section 119 of the Act and give full consideration in accordance with section 120 to all objections and submissions.</p>	No staff delegation – remains with Council				
58(b)	<p>In respect of Historic Reserves, the power to set apart and use part of a reserve as a site for residences and other buildings.</p> <p>Provided any decision is not inconsistent with the management plan for that reserve.</p>		CEO GMSD	AMSP		
58A(1)	<p>Power to give or decline prior consent, in the case of an historic reserve vested in it, to grant leases or licences to any person, body, voluntary organisation, or society for domestic residential purposes or for the carrying on of any activity, trade, business, or occupation in any building or on any specified site</p>		CEO GMBS GMCD GMSD			

	<p>within the reserve and grant leases of any such building or site for any such purpose or purposes.</p> <p>Consent or decline consent to variations or amendments to leases and licences and consent to the carrying out of any other necessary actions arising out of the leases and licences, consistent with the First Schedule, Reserves Act.</p> <p>Provided any decision is not inconsistent with the management plan for that reserve.</p>					
59A(1)	<p>In accordance with Part 3B Conservation Act 1987, grant or refuse a concession in respect of any reserve controlled or managed by an administering body under s.28 Reserves Act so that the administering body may apply Part 3B as if references in that Part to a conservation area where references to such a reserve and references to the Minister of Conservation and to the Director-General of Conservation are references to an administering body.</p> <p>Provided any decision is not inconsistent with the management plan for that reserve.</p>		CEO GMBS GMCD GMSD			
67(1)(b)	<p>Power to consent or decline consent to lease of recreation reserve set apart for race course purposes, to a racing club.</p> <p>Provided it is not inconsistent with the management plan for that reserve.</p>		CEO GMBS GMCD GMSD			
72(1)	<p>To enter into and agree the terms of a lease or other agreement for the farming of a recreation or local purpose reserve.</p> <p>Provided any decision is not inconsistent with the management plan for that reserve.</p> <p><i>Note Section 72(3) applies.</i></p>		CEO GMBS GMCD GMSD			
73(1)	<p>Power to consent or decline prior consent to grant a lease of recreation reserve in the circumstances specified in s.73(1), where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease in the circumstances specified in section 73(1) in all other cases.</p> <p>Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(1).</p> <p>Provided it is not inconsistent with the management plan for that reserve.</p>		CEO GMBS GMCD GMSD			

73(2)	<p>Power to consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation purposes in all other cases.</p> <p>Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(2).</p> <p>Provided any decision is not inconsistent with the management plan for that reserve.</p>		CEO GMBS GMCD GMSD			
73(3)	<p>Form an opinion as to whether recreation reserve is not likely to be used for purposes of a recreation reserve.</p> <p>Power to consent or decline consent to administering body granting leases of whole or part of reserve vested in administering body.</p> <p>Grant of decline to grant leases of whole or part of a reserve held under an appointment to control and manage.</p> <p>Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(3).</p> <p>Provided any decision is not inconsistent with the management plan for that reserve.</p> <p><i>Note the provisions of Part 3B Conservation Act apply (s.73(3A)(b)).</i></p> <p><i>Note s.73(3A)(a) applies.</i></p>		CEO GMBS GMCD GMSD			
73(5)	<p>Power to consent or decline consent in writing to a member of an administering body becoming the lessee of any land under the control of that body.</p> <p>Provided any decision is not inconsistent with the management plan for that reserve and any procedures for leasing of reserves.</p>		CEO GMBS GMCD GMSD			
73(6)	<p>Power to consent or decline consent to surrender of lease.</p> <p><i>Only exercisable where the original approval for the lease was given by the territorial authority under this delegation.</i></p>		CEO GMBS GMCD GMSD			
74(1)(b)(i) (proviso)	<p>Power to consent or decline consent to granting of a licence to occupy a historic, scenic or scientific reserve.</p> <p>Provided any decision is not inconsistent with the management plan for that reserve.</p>		CEO GMBS GMCD GMSD			

75(1) and (2)	Power to consent or decline to consent to the afforestation of a recreation or local purpose reserve. Provided any decision is not inconsistent with the management plan for that reserve.		CEO GMSD	AMSP		
121	Where under the provisions of the Act consent or approval is required, give consent or approval subject to such conditions as are thought fit. Provided any decision is not inconsistent with the management plan for that reserve <i>Only exercisable in respects of matters delegated under this Instrument of Delegation.</i>		CEO GMBS GMCD GMSD	AMSP KVSM	PROM PFPTL COOP	PFA PRGL PRTL

Delegations – Residential Tenancies Act 1986

This Act regulates the relationship between tenant and landlord in residential tenancies.

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Services
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
AMSP	Asset Manager Strategy and Policy
PCPM	Property & Community Projects Manager
Fifth tier	
PSO	Property Services Officer

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
n/a	Power to enter in to tenancy agreements and Council's representative for administration of the Act.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
13B	Power to vary/renew a tenancy agreement.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
22	Power to apply for payment of a bond, or part of a bond where the application is made with the agreement of the other party; or in favour of the other party.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
22A	Power to apply for payment of a bond, or part of a bond, without the agreement of the other party.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
22B	Power to apply to the Tribunal for an order determining to who the bond, or any part of it, is to be paid.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
24	Power to increase rent payable in respect of any tenancy*. <i>*This power only relates to residential tenancies which are subject to and in accordance with market rents.</i>	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
24A	Power to grant a temporary rent reduction.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO

28	Power to rent in case of substantial improvements, improved facilities, or variation of terms. This may be done either by agreement with the tenant or by application to the Tribunal.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
28A	Power to make an application to the Tribunal for an increase of rent by order in case of unforeseen expenses.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
42	Power to consent to tenant's fixtures, renovation, alteration, or addition of or to the premises.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
44	Power to consent to assignment, subletting, or parting with possession by tenant.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
44A	Power to recovery of expenses of assignment incurred by landlord	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
48	Power to exercise Landlord's right of entry.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
50A	Power to terminate tenancy following death of sole tenant.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
51	Power to terminate tenancy by notice (e.g. 90 notice to vacate premises)	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
52	Power to apply to the tribunal for shorter notice.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
55	Power to apply to the Tribunal for termination on non-payment of rent, damage, or assault.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
55AA	Power to terminated a fixed-term or periodic tenancy by notice for physical assault by tenant	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
55A	Power to apply to the Tribunal for anti-social behaviour	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
56	Power to apply to the Tribunal for termination for non-payment of rent and other breaches of the tenancy agreement.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
59	Power to give notice where otherwise than as a result of a breach of the tenancy agreement (whether for a fixed-term tenancy or a periodic tenancy), the premises are destroyed, or are so seriously damaged as to be uninhabitable.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO

59A	Power to terminate a tenancy where as a result of a breach of the tenancy agreement (whether for a fixed-term tenancy or a periodic tenancy), the premises are destroyed or are so seriously damaged as to be uninhabitable.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
61	Power to apply to the Tribunal for an order terminating a tenancy where the tenant has abandoned the premises and the rent is in arrears.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
62	Power to dispose of foodstuffs or other perishable goods left on premises on the termination of the tenancy.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
62A	Power to dispose of abandoned goods following assessment of market value.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
62B	Power to apply and dispose of abandoned goods in accordance with Tribunal order.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
64	Power to apply to the Tribunal for an order for possession of the premises following the termination of a tenancy.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
65	Power to apply to the Tribunal for an order for the eviction of squatters.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
66	Power to apply to the Tribunal for an order reducing the term of the tenancy by a period stated in the order, and making such variations in the terms of the tenancy as are necessary because of the reduction of the term, where it is satisfied that, because of an unforeseen change in the applicant's circumstances, the severe hardship which the applicant would suffer if the term of the tenancy were not reduced would be greater than the hardship which the other party to the tenancy would suffer if the term were reduced.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
106	Power to file possession orders with the District Court.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
107	Power to file orders other than possession orders and work orders with the District Court.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
108	Power to lodge with the Tribunal an application for the enforcement of a work order.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
109	Power to apply to the Tribunal for an order requiring any other person to pay to the applicant an amount in the nature of exemplary damages on the ground that that other person has committed an unlawful act.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO

112B	Power to apply to the chief executive for contact information about a judgment debtor named in the order to be made available to the court in which enforcement proceedings against the judgment debtor have been, or may be, commenced.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
117	Power to lodge an appeal with the District Court where dissatisfied with the decision of the Tribunal.	CEO GMBS GMCD GMSD			
119	Power to lodge an appeal on questions of law to the High Court Where Council is dissatisfied with the decision of the District Court Judge as being erroneous in point of law may appeal to the High Court on that question of law.	CEO GMBS GMCD GMSD			
120	Power to appeal under section 119, with the leave of the High Court or (if that leave is refused) with special leave of the Court of Appeal, appeal to the Court of Appeal against the determination of the High Court.	CEO GMBS GMCD GMSD			
126C	Power to issue infringement notice	CEO			
126D	Power to revoke infringement notice	CEO			
126D	Power to issue improvement notices	CEO			
126D	Power to withdraw improvement notice	CEO			
134	Power to waiver breach of tenancy agreement by tenant.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO
135	Power to make an application for recovery of money paid by mistake.	CEO GMBS GMCD GMSD	AMSP PCPM		PSO

Delegations - Resource Management Act 1991

Key to position titles	
Council	
HC	Hearings Commission*
IHC	Independent Hearings Commissioner*
CHC	Chairman Hearings Commission*
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
DP	District Planner
Fourth Tier	
TLRC	Team Leader Resource Consents
Fifth Tier	
CP	Consents Planer (including graduate)

*Hearing Commissioners who are acting in a capacity under the Resource management Act 1991 must be appropriately accredited in order to exercise the following delegations.

Section & Power		Eteam	Third tier	Fourth tier	Fifth tier
<p>All of its functions, powers, or duties under the Resource Management Act 1991, except:</p> <ul style="list-style-type: none"> a) The approval of a policy statement or plan or any change to a policy statement or plan; b) The power of delegation; c) In respect of the District Planner only, the decision on application for a resource consent in respect of Discretionary, Non-Complying. d) In respect of the District Planner only, the making of a recommendation on a requirement for a designation; and e) In respect of the District Planner only, the decision on time limit extensions in respect of District Plan changes pursuant to section 37 of the Resource Management Act 1991. f) The power to make a decision on a request to refer the decision on an application for resource consent directly to the Environment Court pursuant to section 87E of the Resource Management Act 1991. <p>PROVIDED THAT:</p> <ul style="list-style-type: none"> • This delegation does not prevent the 		<p>CEO GMBS GMCD GMSD</p>	<p>DP</p>		

<p>said position holders from doing anything before a final decision on any matter referred to in (a) through (d) (inclusive) above.</p> <ul style="list-style-type: none"> Where any application is recommended for refusal or if the position holders would not grant it, the matter shall be determined by the Hearings Commission upon a hearing being held. 					
<p>The power to grant deemed permitted activity certificates under sections 87BA and BB</p>		<p>CEO GMBS GMCD GMSD</p>	<p>DP</p>	<p>TLRC</p>	<p>CP</p>
<p>Pursuant to section 48 and clause 32 of the 7th schedule to the Local Government Act 2002 and section 34A(1) of the Resource Management Act 1991 the Matamata-Piako District Council hereby delegates the following powers severally to the Group Manager Community Development, Group Manager Business Support, Group Manager Service Delivery and the District Planner:</p> <p>a) To require a development plan and to exercise all the powers and rights of the Council in relation to developments;</p> <p>b) To accept cash in lieu of parking in accordance with a policy adopted by the Council;</p> <p>c) To issue certificates of compliance under Section 139 of the Resource Management Act 1991, and certificates of compliance with that Act for other purposes, such as motor vehicle dealers' licences, alcohol licences, education facilities, land promotion settlement and the like.</p>		<p>CEO GMCD GMBS GMSD</p>	<p>DP</p>		
<p>Pursuant to section 48 and clause 32 of the 7th schedule to the Local Government Act 2002 and section 34A(1) of the Resource Management Act 1991 the Matamata-Piako District Council hereby delegates severally to each of its employees, those of its functions, powers and duties under that Act:</p> <p>a) Of an administrative nature; or</p> <p>b) Relating to the receiving and processing of applications for resource consent; or</p> <p>c) Relating to the administration, monitoring and supervision of resource consents including certificates of compliance.</p> <p>d) This delegation does not include:</p> <p>e) The approval of a policy statement or plan or any change to a policy</p>		<p>All staff</p>			

<p>statement or plan; or</p> <p>f) The power to make the final decision on an application for resource consent; or</p> <p>g) The power of delegation.</p> <p>h) The power to make a decision on a request to refer the decision on an application for resource consent directly to the Environment Court pursuant to section 87E of the Resource Management Act 1991.</p> <p>But does include, in accordance with section 36(6) of the Resource Management Act 1991, the power to do anything to assist with any of the functions referred to in paragraphs (a) through (f) (inclusive) above, other than conducting a hearing or making a final decision.</p>		
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**Delegations - Sale and Supply of Alcohol (Fees) Regulations 2013,
Sale and Supply of Alcohol Act 2012 inclusive of CEO Delegations**

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMCD	Group Manager Community Development
GMBS	Group Manager Business Support
GMSD	Group Manager Service Delivery
SDLC	Secretary District Licensing Committee
Third tier	
CSM	Customer Services Manager
DP	District Planner
Fourth tier	
CSS	Customer Services Supervisor
Fifth tier	
CSA	Customer Services Advisor
CSAA	Customer Services & Administration Advisor
EHO	Environmental Health Officer
MALO	Monitoring & Alcohol Licensing Officer
MEO	Monitoring & Engineering Officer
MO	Monitoring Officer
LC	Legal Counsel
PEHAO	Planning and Environmental Health Administration Officer
PO	Planning Officer
SCSA	Senior Customer Services Advisor

Sale and Supply of Alcohol (Fees) Regulations 2013					
Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
10(2)	Assign a fee category, which is one level lower than prescribed under the Regulations	GMCD SDLC	DP		
Sale and Supply of Alcohol Act 2012					
Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
198	Authority for the CEO to delegate any of the CEO's functions, powers and duties under the Act.	CEO			

201(3)	Power to issue summonses requiring the attendance of witnesses before the licensing committee, or the production of documents, or to do any other act preliminary or incidental to the hearing of any matter by the committee.	CEO			
203(8)	Power to sign any decision, order, direction, certificate, or other document issued by the licensing committee on its behalf.	CEO			
261(1)(a)	Power to lay information under the Summary Proceedings Act 1957 for an infringement offence.	CEO GMBS GMCD GMSD	DP		LC
Sale and Supply of Alcohol Act 2012 - CEO Delegations					
Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
66(3)	Power to send, on behalf of the Secretary, copies of applications and decisions made by the licensing committee to the licensing authority.	GMBS GMCD GMSD	DP	CSS	CSA CSAA SCSA PEHAO
72	Power to issue, on behalf of the Secretary, a duplicate licence or certificate.	GMBS GMCD GMSD	DP	CSS	CSA CSAA SCSA PEHAO
73	Power to notify the Secretary of the licensing authority that a licence has been surrendered.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA PEHAO PO SCSA
103(1)	Power to send, on behalf of the Secretary, a copy of a licence application to the police, an inspector and the Medical Officer of Health.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA PEHAO PO SCSA
103(5)	Power to send, on behalf of the Secretary, an inspector's report filed with the licensing committee to the applicant.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA PEHAO PO SCSA
128(4)	Power to send, on behalf of the Secretary, a copy of every objection to the applicant.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA PEHAO PO SCSA
139	Power to require, on behalf of the Secretary, that an applicant for a special licence attach the notice of the application on or adjacent to the application site.	GMBS GMCD GMSD	DP		

140	Power to require, on behalf of the Secretary, the period within which an objection must be filed with the licensing committee. Power to give, on behalf of the secretary, a copy of every objection to the applicant.	GMBS GMCD GMSD			
141	Power to send, on behalf of the Secretary, a copy of a special licence application to the police, an inspector and the Medical Officer of Health. Power to send, on behalf of the Secretary, an inspector's report filed with the licence committee, to the applicant.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA PEHAO PO SCSA
155(6)	Power to send documents to the secretary of the licensing authority on behalf of the Secretary.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA PEHAO PO SCSA
193	Power to appoint a commissioner to a licensing Committee on the recommendation of Council.	GMBS GMCD GMSD			
197	Power to appoint 1 or more licensing inspectors, and, if more than one inspector is appointed, to appoint one inspector as chief licensing inspector.	GMBS GMCD GMSD			
201(3)	Power to issue summonses requiring the attendance of witnesses before the licensing committee, or the production of documents, or to do any other act preliminary or incidental to the hearing of any matter by the committee.	GMBS GMCD GMSD	DP		
203(8)	Power to sign a decision, order, direction, certificate, or other document issued by the licensing committee on its behalf.	GMBS GMCD GMSD			
220	Power to send, on behalf of the Secretary, a copy of the manager's certificate application to the police and an inspector. Power to send, on behalf of the Secretary, a copy of the inspector's report to the applicant.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA EHO MALO MEO MO PEHAO PO SCSA
225	Power to send to the applicant, on behalf of the Secretary, a copy of the manager's certificate renewal application to the Police and to an inspector. Power to send, on behalf of the Secretary, a copy of the inspector's report.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA EHO MALO MEO MO PEHAO PO SCSA

283(4)	Power to send, on behalf of the Secretary, a copy of an application under s283(1) to the licensee, to fix the earliest practicable date for a public hearing of the application, and to give notice of the date, time and place of the hearing to the applicant and the licensee.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA EHO MALO MEO MO PEHAO PO SCSA
284(3)	Power to send, on behalf of the Secretary, a copy of an order made under s284(1) to the secretary of the licensing authority.	GMBS GMCD GMSD	CSM DP	CSS	CSA CSAA EHO MALO MEO MO PEHAO PO SCSA

Delegations - Transport (Vehicular Traffic Road Closure) Regulations 1965

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMSD	Group Manager Service Delivery
Third tier	
RM	Roading Manager

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier
6	Where objections to closure received - Power to consider objections to a closure are received and to make a decision on that objection.	CEO GMSD	RM		

Delegations - Trespass Act 1980

Key to position titles	
Eteam	
CEO	Chief Executive Officer
GMBS	Group Manager Business Support
GMCD	Group Manager Community Development
GMSD	Group Manager Service Delivery
Third tier	
SPAGM	Strategic Partnerships and Governance Manager
CSM	Customer Services Manager
DLM	District-Library Manager
DP	District Planner
FOM	Facilities Operations Manager
PSWM	People Safety and Wellness Manager
PCPM	Property & Community Projects Manager
KVSM	Kaimai Valley Services Manager
Fourth tier	
CL	Community Librarian
CSS	Customer Services Supervisor
LTL	Library Team Leader
SWFM	Swim Zone Facility Manager
TASFM	Te Aroha Spas Facility Manager
Fifth tier (inclusive contractors)	
LC	Legal Counsel
PSO	Property Services Officer
SWTL	Swim Zone Team Leader
External	
POLICE	Including but not limited to Senior Constable Craig GORDON Senior Constable Ross MORATTI Sergeant Ryan JOHNSTON Constable Bryan CARTER

Delegations to the following positions are limited to issuing Trespass Notices within the position titles area of operation.

Section	Power	Eteam	Third tier	Fourth tier	Fifth tier	External
4(1) & (2)	Power to issue warning to stay off.	CEO GMBS GMCD GMSD	CSM DLM DP FOM PSWM PCPM KVSM	CL CSS LTL SWFM TASFM	LC PSO SWTL	POLICE
9(1)	Power to require any person found trespassing to give particulars of his name and place of abode and give the number of his firearms licence if he is in possession of a firearm.	CEO GMBS GMCD GMSD	CSM DLM DP FOM PSWM PCPM KVSM	CL CSS LTL SWFM TASFM	LC PSO SWTL	POLICE
10	Power to lay information for proceedings under the Trespass Act 1980.	CEO GMBS GMCD GMSD			LC	