

Kaunihera | Council

Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 24 January 2024 at 9:00.

Ngā Mema | Membership

Manuhuia | Mayor

Adrienne Wilcock, JP (Chair)

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

Ngā whakapāha | Apologies

Kaimahi i reira | Staff Present

Name	Title	Item No.
Don McLeod	Chief Executive Officer	
Sandra Harris	Placemaking and Governance Team Leader	
Kuljeet Kaur	Governance Support Officer	
Jennifer Mahon	Senior Advisor - Placemaking and Engagement	7.1
Susanne Kampshof	Asset Manager Strategy and Policy	7.2
Larnia Rushbrooke	Finance and Business Services Manager	7.3
Manaia Te Wiata	Group Manager Business Support	7.3
Niall Baker	Policy Team Leader	7.4, 7.6
Andrea Durie	Communications Team Leader	7.5

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Jaydene Kana	Chairperson – Risk and Assurance Committee	7.7	9.00am	9.15am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Adrienne Wilcock welcomed members and staff and declared the meeting open at 9.02am.

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

No apologies were received and no leave of absence was requested.

Cr J Sainsbury joined the meeting via Microsoft Teams.

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

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

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

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

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

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

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

7.7 ADDITIONAL BUSINESS: Risk and Assurance Committee Report of 23 January 2024

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. Council considers item 7.7 – Risk and Assurance Committee Report of 23 January 2024 at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a), 46A(7)(b)(i), 46A(7)(b)(ii) of the Local Government Official Information and Meetings Act 1987, to enable the Risk and Assurance Committee Chairperson to provide the Committee’s recommendations and updated information to Council before items 7.2, 7.3, 7.4, 7.5 and 7.6 are considered in the current agenda.**

Resolution number CO/2024/00001

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

KUA MANA | CARRIED

4 Whākī pānga | Declaration of interest

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

5 Whakaaetanga mēneti | Confirmation of minutes

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the minutes of the meeting of the ordinary meeting of Matamata-Piako District Council held on Wednesday, 13 December 2023, be confirmed as a true and correct record of the meeting.

Resolution number CO/2024/00002

Moved by: Cr S-J Bourne
Seconded by: Cr S Whiting

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

There were no speakers scheduled to the public forum.

7 Pūrongo me whakatau | Decision Reports

7.7 ADDITIONAL BUSINESS - Risk and Assurance Committee Report of 23 January 2024

Te Kaupapa | Purpose

The purpose of this report is to provide Council with an update from the Risk and Assurance Committee following its 23 January 2024 meeting.

Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana, in attendance to update Council on the committee business, provide an overview of the minutes and any recommendations from the Risk and Assurance Committee meeting held on 23 January 2024.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2024/00003

Moved by: Deputy Mayor J Thomas
Seconded by: Cr S-J Bourne

KUA MANA | CARRIED

ATTACHMENTS

- A MPDC - RAC - 230124 - Chair Hui Summary

7.1 Approval of Pride of Place - Community-Led Initiatives grant policy

CM No.: 2808836

Te Kaupapa | Purpose

The purpose of this report is to seek Council approval of the Pride of Place – Community-led initiatives grant policy.

Rāpopotonga Matua | Executive Summary

Pride of Place is Council's flagship placemaking project – with a remit to build vibrancy within the Matamata Piako district's main town centres. It works directly with community to develop aspirational goals for their towns and then supports community-led initiatives and traditional Council projects to realise those goals.

At its 13 December 2023 meeting, Council approved the Pride of Place project package. Along with budget details and other resourcing matters, the package included a request to use external funding to establish a temporary grant scheme to support small-scale community-led initiatives. Council approved this request.

Council is asked to approve the Pride of Place – Community-led Initiatives grant policy effective from 1 February 2024 until 1 February 2028. The policy will be reviewed during this time.

A draft copy of the Pride of Place – Community-Led Initiatives grant policy is included as Attachment A.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council approves the Pride of Place – Community-led initiative grant policy effective from 1 February 2024.
3. Council delegates Pride of Place – Community-led initiative grant administration and application funding approval to the Strategic Partnership and Governance Manager and the Placemaking and Governance Team Lead.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. The information be received.**
- 2. Council approves the Pride of Place – Community-led initiative grant policy effective from 1 February 2024.**
- 3. Council delegates Pride of Place – Community-led initiative grant administration and application funding approval to the Strategic Partnership and Governance Manager and the Placemaking and Governance Team Lead.**
- 4. Council authorise staff to make minor amendments to the documentation to ensure accuracy and correct minor errors.**

Resolution number CO/2024/00004

Moved by: Cr G Thompson

Seconded by: Cr C Ansell

KUA MANA | CARRIED

*Item 7.1 – Approval of Pride of Place – Community-Led Initiatives grant policy considered before
Item 7.7 - Additional Business - Risk and Assurance Committee Report of 23 January 2024.*

7.2 Review of Development Contributions Policy 2024-27

CM No.: 2800705

Te Kaupapa | Purpose

The purpose of this report is to present the draft Development Contributions Policy to the Council for review.

Rāpopotonga Matua | Executive Summary

The Development Contributions Policy (DCP) sets out how Council will recover the capital costs of development from development activity in the district, such as subdivisions, which place extra demand on the network.

The Development Contributions Policy is reviewed and consulted on alongside the Long Term Plan.

The final version of the DCP, alongside the full LTP and the Consultation Document will be presented to Council for approval for audit on 24 January 2024. Audit will review the DCP and the LTP in February and the results of the audit will be provided to Council in early March 2024, at which time Council will be requested to approve the documents for consultation. Council will receive public submissions during March/April 2024 and hold hearing and deliberations in May 2024, before adopting the final LTP.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the report.
2. Council reviews the draft Development Contributions Policy and provides comment.

Resolution number CO/2024/00005

Moved by: Cr S Whiting

Seconded by: Cr S-J Bourne

KUA MANA | CARRIED

ATTACHMENTS

- A DRAFT Development Contributions Policy 2024-34

7.3 Adoption of draft Liability Management Policy and draft Investment Policy

CM No.: 2802152

Te Kaupapa | Purpose

The purpose of this report is to present the draft Liability Management Policy and draft Investment Policy to Council for adoption.

Rāpopotonga Matua | Executive Summary

Council's Liability Management policy and Investment policy are reviewed regularly to ensure the policies remain effective in meeting Council's treasury objectives, and to consider if any amendments to the policies are required. The 150% limit of net debt to revenue set within the policy is raised for discussion considering Council's draft LTP projections. Council's independent external advisors, PWC have reviewed the existing policies and have recommended some minor amendments to tidy up aspects of the policy. We've also suggested changing from annual reviews of the policies to reviews at least every three years to align with the development of Council's Long Term Plan, and in keeping with the usual pattern of review across the sector.

At their meeting of 24 January 2023, the Risk and Assurance Committee will review the draft policies, and additionally will review compliance with the policies and the effectiveness of the policies in meeting their objectives, particularly in respect of the use of interest rate swaps. The Committee may have additional feedback or queries from their review to be considered before the policies are adopted by Council.

Tūtohunga | Recommendation

That:

1. Council receive the report.
2. Specifically, Council resolve to retain/amend the net debt to revenue limit of 150% within the Liability Management Policy.
3. Council adopt the draft policies.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receive the report.
2. Council resolve to amend the net debt to revenue limit to 175% within the Liability Management Policy.
3. Council adopt the draft policies.

Cr D Horne and Cr J Sainsbury voted against the motion and wished their votes to be recorded.

Resolution number CO/2024/00006

Moved by: Cr K Tappin

Seconded by: Cr S-J Bourne

KUA MANA | CARRIED

ATTACHMENTS

A 3WatersDebtVsCouncil

7.4 Long-Term Plan 2024-34 Update and transitional options

CM No.: 2807919

Te Kaupapa | Purpose

The purpose of this report is two-fold. Firstly, it seeks a decision from Council as to continuation of the Long-Term Plan 2024-34 (LTP) for completion by 30 June 2024 or whether it proactively defers the adoption of the Long Term Plan 2024-34 to no later than 30 September 2024. The report also provides an update on progress the overall; Long-Term Plan 2024-34 project, including the upcoming timeframes.

Rāpopotonga Matua | Executive Summary

Under the Local Government Act 2002 a local authority must have an LTP in place at all times. The structure, timing, information provided, and consultation processes are defined by the legislation. LTPs are audited by the Office of the Auditor-General through Audit NZ, and both Consultation Documents and final LTPs are published with the audit opinion.

The government has announced it will introduce a repeal bill that will restore council ownership and control of water infrastructure and services. To provide flexibility, the repeal legislation will include temporary modifications for the transitional period affecting the 2024 LTPs. Options will be available to have an unaudited Consultation Document and a deferral of the LTP to 30 September 2024 (currently set as 30 June 2024).

Staff recommend the existing programme be continued, with adoption by 30 June 2024 – i.e. the proposed legislative options are not taken up by Council.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. That Council directs the Chief Executive to continue with the current programme for Long Term Plan 2024-34 adoption by 30 June 2024.

Resolution number CO/2024/00007

Moved by: Cr D Horne

Seconded by: Cr G Thompson

KUA MANA | CARRIED

ATTACHMENTS

A LTP 2024-34

7.5 Approval for Audit of Draft Consultation Document for the Long Term Plan 2024-2034

CM No.: 2812557

Te Kaupapa | Purpose

The purpose of this report is to present the draft Long Term Plan 2024-34 Consultation Document for Council to approve for audit.

Rāpopotonga Matua | Executive Summary

The Consultation Document is prepared based on guidance received through Council decisions throughout 2023. It presents information from other key supporting Long Term Plan (LTP) documents, such as matters from the Infrastructure Strategy.

The purpose of the Consultation Document is to provide key information to communities, and to encourage them to share their views on the most significant issues and choices facing Council, allowing their views to be considered in the LTP decision making process.

Following adoption for audit of the Draft Consultation Document content the document will go to audit for their review. Staff will make changes based on feedback from the auditors, and then the document will be templated/ designed to make it more engaging.

At the 12 March meeting, the Committee will receive the draft auditor's opinion and be requested to recommend the adoption of the Consultation Document by Council (scheduled to occur on 13 March 2024).

Council will receive public submissions between March-April 2024, and hold hearing and deliberations in May 2024, before adopting the final LTP in June.

Attachments will be circulated under separate cover.

Tūtohunga | Recommendation

That:

1. Council receives the report.
2. Council approves for auditing, the content of the draft Long-term Plan 2024-34 Consultation Document.
3. Council notes the Consultation Document will be reported back to Council in March, for adoption (for public consultation) and issue of Audit opinion.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the report.
2. Council approves for auditing, the content of the draft Long-term Plan 2024-34 Consultation Document with amendments.
3. Council notes the Consultation Document will be reported back to Council in March, for adoption (for public consultation) and issue of Audit opinion.

Resolution number CO/2024/00008

Moved by: Cr C Ansell

Seconded by: Cr R Smith

KUA MANA | CARRIED

ATTACHMENTS

A LTP 2024-2034 Consultation Document - DRAFT

7.6 Approval for Audit of Draft Long Term Plan 2024-2034

CM No.: 2812559

Te Kaupapa | Purpose

The purpose of this report is to present the draft Long Term Plan 2024-2034 (LTP) to Council for review and to seek approval for audit.

Rāpopotonga Matua | Executive Summary

The Draft LTP 2024-2034 outlines the Council's proposed plans including major projects, levels of service and forecast budgets for the next ten years.

The Draft LTP is made up of a number of key sections: 1) Introduction and Overview, 2) Key Assumptions, 3) Financial Strategy, 4) Infrastructure Strategy, 5) What We Do, 6) Financials, 7) Policies, 8) Council Controlled Organisations.

The purpose of this report is to present the draft Long Term Plan 2024-2034 (LTP) to Council for review and to seek approval for audit.

If the draft LTP is approved for audit, Audit NZ are scheduled to complete the audit from 30 January to 15 February 2024. The Draft LTP (with any changes) and Consultation Document will then be presented in March to Council for approval for community consultation.

The Draft LTP makes up part of the supporting documentation that accompanies the LTP consultation document when it goes out to the community for feedback.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the report.
2. Council adopt for audit the draft Long Term Plan 2024-34 as supporting documentation for the proposed Consultation Document, including:
 - a) Draft Introduction and Overview (Section 1).
 - b) Draft Key Assumptions (Section 2).
 - c) Draft Financial Strategy (Section 3).
 - d) Draft Infrastructure Strategy (Section 4).
 - e) Draft What We Do (Section 5 – including Groups of Activities and Performance Measures).
 - f) Draft Financials (Section 6).
 - g) Draft Policies (Section 7 – including draft Revenue and Financing Policy).
 - h) Draft Council Controlled Organisations (Section 8).

Resolution number CO/2024/00009

Moved by: Cr C Ansell

Seconded by: Cr D Horne

KUA MANA | CARRIED

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Mayoral Diary - December 2023

CM No.: 2812087

Te Kaupapa | Purpose

The purpose of this report is to present the Mayoral Diary from the previous few months.

Rāpopotonga Matua | Executive Summary

The Mayoral Diary for the period September to December 2023 is attached to the agenda.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2024/00010

Moved by: Cr S Whiting

Seconded by: Cr D Horne

KUA MANA | CARRIED

10.29 am

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

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KAUNIHERA | COUNCIL
HELD ON 24 JANUARY 2024.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: