

# Kaunihera | Council

## Mēneti Wātea | Open Minutes



Minutes of an extraordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 20 March 2024 at 9:00.

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### 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

Cr Gary Thompson

## Kaimahi i reira | Staff Present

Name	Title	Item No.
Don McLeod	Chief Executive Officer	
Stephanie Hutchins	Governance Support Officer	
Kuljeet Kaur	Governance Support Officer	
Sandra Harris	Placemaking and Governance Team Leader	
Olivia Picard	Graduate Policy Advisor	5.2, 5.4, 6.1
Susanne Kampshof	Asset Manager Strategy and Policy	5.5
Anne Gummer	Policy Advisor	5.6
Jenni Cochrane	Group Manager Customer Experience	5.2
Erin Bates	Strategic Partnerships and Governance Manager	5.1, 5.2, 5.3, 5.4, 5.6, 6.1
Manaia Te Wiata	Group Manager Business Support	5.2, 5.3, 5.4, 5.5, 5.6, 6.1
Larnia Rushbrooke	Finance & Business Services Manager	5.2, 5.3, 5.4, 6.1
Laura Hopkins	Policy Adviser	5.6

## I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Jaydene Kana	Chairperson, Risk and Assurance Committee	5.1	9.00am	9.02am

**1 Whakatūwheratanga o te hui | Meeting Opening**

Mayor Adrienne Wilcock welcomed elected members, staff and those viewing the livestream and declared the meeting open at 9.00am.

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

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That an apology from Councillor Gary Thompson be received and accepted.

That an apology for lateness from Cr Kevin Tappin be accepted, Cr Kevin Tappin joined the meeting at 9.03am.

**Resolution number CO/2024/00001**

**Moved by: Cr J Sainsbury**

**Seconded by: Cr R Smith**

**KUA MANA | CARRIED**

**3 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.

**4 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 March 2024, 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 C Ansell**

**KUA MANA | CARRIED**

5 Pūrongo me whakatau | Decision Reports

# 5.1 Risk and Assurance Committee Report of 19 March 2024

CM No.: 2820526

## Te Kaupapa | Purpose

The purpose of this report is to provide Council with an update from the Risk and Assurance Committee following its 19 March 2024 meeting.

## Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana, to provide an update to Council on the committee business, provide an overview of the minutes and any recommendations from the Risk and Assurance Committee meeting held on 19 March 2024.

### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2024/00003

Moved by: Cr C Ansell

Seconded by: Cr S Whiting

**KUA MANA | CARRIED**

### ATTACHMENTS

A MPDC - RAC - 190324 - Chair Hui Summary.pdf

## 5.2 Approval of Draft Fees and Charges 2024/25 for consultation

CM No.: 2833583

### Te Kaupapa | Purpose

The purpose of this report is to seek Council approval of the draft Fees and Charges for 2024/25 for public consultation. The Statement of Proposal is attached and the Draft Fees and Charges is circulated separately to the agenda.

### Rāpopotonga Matua | Executive Summary

Fees and Charges are reviewed and adopted by Council each financial year. Fees and Charges are required to align with the Revenue and Finance Policy, which is updated in line with the Long Term Plan. Council has reviewed the proposed changes to the Fees and Charges for the 2024/25 financial year while reviewing the budgets. Input from managers was requested, and incorporated where appropriate.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report is received
2. Council adopts the Statement of Proposal for the Draft Fees and Charges 2024/25 for consultation.
3. Council adopts the proposed Draft Fees and Charges 2024/25 for consultation.

Resolution number CO/2024/00004

Moved by: Cr S-J Bourne

Seconded by: Cr D Horne

**KUA MANA | CARRIED**

#### ATTACHMENTS

- A Statement of Proposal Fees and Charges 2024 25 - Adopted by Council 20 03 2024
- B Draft Fees and Charges 2024

## 5.3 Approval of Draft Policies Rates Remission and Postponement Policy for consultation

CM No.: 2819155

### Te Kaupapa | Purpose

The purpose of this report is to approve the draft 2024-34 Rates Remission and Postponement Policy and associated Statement of Proposal for consultation.

### Rāpopotonga Matua | Executive Summary

Council's Rates Remission and Postponement Policy (Policy) sets out how and when Council can remit or postpone payment on rates. Council can only remit rates if they have adopted a rates remission policy under section 85 of the Local Government (Rating) Act 2002.

Remission of rates involves reducing the amount owing or waiving collection of rates altogether. Postponement of rates means that the payment of rates is not waived in the first instance but delayed for a certain time, or until certain events occur. The overall objective being to provide rates relief in situations to support both the fairness and equity of the rating system, and the overall wellbeing of the community.

This report recommends that Council adopt the draft 2024-34 Policy on the Remission and Postponement of Rates and associated Statement of Proposal for community consultation. Council are not proposing any major changes to the Policy apart from the removal of the policy on the remission of 2023/2024 targeted rates for kerbside collection. The objective of this policy was to ensure that the targeted rate for the 2023/2024 year was (in effect) charged to the rating units for the period that the service is available to them. This policy is no longer required and has been removed.

Additionally, minor amendments have been proposed to assist in clarity. These are noted in the tracked changes version of the policy.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council approve the Statement of Proposal for the draft 2024-34 Rates Remission and Postponement Policy for consultation.
3. Council approves the draft 2024-34 Rates Remission and Postponement Policy (tracked change and clean copy version) for consultation.

Resolution number CO/2024/00005

Moved by: Cr J Sainsbury

Seconded by: Cr C Ansell

**KUA MANA | CARRIED**

## 5.4 Approval of Draft Revenue and Finance Policy 2024 for consultation

CM No.: 2828655

### Te Kaupapa | Purpose

The purpose of this report is to present the Draft Revenue and Finance Policy that has been developed with the 2024-34 Long Term Plan (LTP) for review and adoption.

### Rāpopotonga Matua | Executive Summary

Council is required to review and adopt a Revenue and Finance Policy (RFP) every three years. This Policy is required to be reviewed and adopted alongside the Long Term Plan (LTP), which is also completed every three years.

The RFP sets out how Council will fund its activities for the next ten years, and determines who pays for what and why.

Council will be requested to approve the Draft RFP and corresponding Statement of Proposal for public consultation on 20 March 2024, along with the Draft LTP and related documents.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information is received.
2. Council approves the Draft Revenue and Financing Policy and Statement of Proposal for public consultation.

Resolution number CO/2024/00006

Moved by: Cr C Ansell

Seconded by: Cr S Whiting

**KUA MANA | CARRIED**

## 5.5 Approval of Draft Development Contributions Policy for consultation

CM No.: 2833797

### Te Kaupapa | Purpose

The purpose of this report is to present the Draft Development Contributions Policy and Statement of Proposal to Council for their consideration and approval for public consultation.

### Rāpopotonga Matua | Executive Summary

The Development Contributions Policy (Policy) 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 Statement of Proposal summarises the Policy, the changes and the consultation process.

The Policy and Statement of Proposal are attached to the agenda.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the report.
2. Council approves the Draft Development Contributions Policy (tracked change and clean copy versions) and Statement of Proposal for public consultation.

Resolution number CO/2024/00007

Moved by: Deputy Mayor J Thomas

Seconded by: Cr D Horne

**KUA MANA | CARRIED**



## 5.6 Adoption of Supporting Information and Consultation Document for the Long Term Plan 2024-2034

CM No.: 2833921

### Te Kaupapa | Purpose

To present to Council for consideration and adoption:

1. The supporting information for the draft Long Term Plan 2024-2034 Consultation Document (supporting information)
2. Council's resolution to set an unbalanced budget for the Long Term Plan period and the reasons why this decision is considered prudent.
3. The Long Term Plan 2024-2034 Consultation Document for public consultation.

To present to Council for consideration and to receive:

1. The Audit opinion for the Consultation Document and Audit letter of representation.

The draft Long Term Plan 2024-2034, Consultation Document, Audit opinion for the Consultation Document and Audit letter of representation will be circulated separately to this report.

### Rāpopotonga Matua | Executive Summary

#### The Long Term Plan

The Local Government Act (LGA 2002) requires local authorities to adopt a Long Term Plan every three years. The Council's current Long Term Plan was adopted in June 2021 and a draft Long Term Plan 2024-2034 (LTP) has now been prepared.

The purpose of the Long Term Plan is to describe the Council's activities and the community outcomes for its district. The Long Term Plan is also an opportunity to provide integrated decision-making and co-ordination of the Council's resources, and a long-term focus for its activities. It is a basis for accountability to the community (s93(6) LGA 2002).

#### Adopting the Long Term Plan and Policies as supporting information for public consultation

For the purpose of public consultation, the draft LTP and some additional policies become the supporting information for the consultation document. This supporting information must be adopted before the consultation document itself is adopted.

#### Resolving to set an unbalanced budget

Council is proposing to set an unbalanced budget for all years of the draft Long Term Plan 2024-2034. The reasons and implications of this decision and the consideration of prudence is outlined in this report.

#### Adopting the Consultation Document for public consultation

In accordance with the LGA a Consultation Document has been prepared and audited that will enable the Council to consult with its community on the information the Council intends to include in its Long Term Plan 2024-34.

The purpose of the Consultation Document is to provide a fair representation of the matters that are proposed for inclusion in the LTP. This must be presented in a way that explains the overall objective of the Council's proposals for the next 10 years, the effect of these on rates, debt, and levels of service, and that can be readily understood (s93B LGA 2002).

### Audit of the Consultation Document

An audit of the Consultation Document has been undertaken. The Auditor-General (through Audit NZ) will report on the quality of the information and the assumptions underlying it, and whether the Consultation Document gives effect to the purpose set out in s 93B LGA 2002.

Audit Director, René van Zyl will be in attendance to present the Audit opinion to Council. A copy of the Audit opinion and letter of representation will be circulated separately to this report.

### Structure of this report

This report is organised into four parts as below:

**Part One:** Adoption of the documents that make up the supporting information for the Consultation Document (outlined in Table 1 below). Note: This includes policies previously adopted for other purposes (e.g. public consultation)

**Part Two:** Resolution that Council proposes to set an unbalanced budget for the LTP period and outline of the reasons why Council considers this decision is prudent

**Part Three:** Adoption of the Consultation Document for public consultation

**Part Four:** Receive the Audit opinion and letter of representation

Table 1: Documents to be adopted as supporting information for the Consultation Document:

Document	Notes (All documents here to be adopted as <b>supporting information</b> – including those adopted previously for other purposes e.g. public consultation)
<b>Draft Long Term Plan</b>	
Section 1 Introduction and Overview	
Section 2 Key Assumptions	
Section 3 Financial Strategy	
Section 4 Infrastructure Strategy	
Section 5 What we do	

Section 6 Financials	
Section 7 Policies	
Section 8 Council Controlled Organisations	
Section 9 Placeholder for Audit Opinion	
<b>Policies</b>	
Liability Management Policy	Adopted at Council meeting 24.01.24
Investment Policy	Adopted at Council meeting 24.01.24
Revenue and Financing Policy and Statement of Proposal	To be adopted for public consultation at Council meeting 20.03.24 (refer separate agenda item)
Rates Remission and Postponement Policy and Statement of Proposal	To be adopted for public consultation at Council meeting 20.03.24 (refer separate agenda item)
Fees and Charges and Statement of Proposal	To be adopted for public consultation at Council meeting 20.03.24 (refer separate agenda item)
Development Contributions Policy and Statement of Proposal	To be adopted for public consultation at Council meeting 20.03.24 (refer separate agenda item)

## **WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

### **Part One: Adoption of supporting information**

**That:**

- 1) Council receives the report**
- 2) In accordance with section 93G of the Local Government Act 2002 Council adopts all information that is:**
  - (a) relied on by the content of the consultation document**
  - (b) necessary to enable the Auditor to give the opinion on the consultation document.**
  - (c) that provides the basis for preparing the Long term plan**
- 3) In accordance with the Local Government Act 2002, Council adopts the following information in the form of a draft Long Term Plan 2024-2034 as supporting information, with the following sections:**
  - (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)**
  - (i) Placeholder for Audit opinion (Section 9)**
- 4) In accordance with the Local Government Act 2002, Council adopts the following as supporting information:**
  - (a) Liability management policy**
  - (b) Investment policy**
  - (c) Revenue and financing policy**
  - (d) Rates remission and postponement policy**
  - (e) Fees and charges 2024/25**
  - (f) Development contributions policy**
- 5) Council authorise staff to make any further minor amendments to the supporting information as needed for accuracy, clarity or consistency.**

**Resolution number CO/2024/00008**

**Moved by: Cr S-J Bourne**

**Seconded by: Cr C Ansell**

**KUA MANA | CARRIED**

## WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

### Part Two: Resolution on unbalanced budget

- 6) In accordance with Section 100(2) of the Local Government Act 2002, Council resolves that projected operating revenue will not meet operating expenses in all years of the Long Term Plan 2024-2034, and that therefore Council will have an unbalanced budget.
- 7) In accordance with Section 100(2) of the Local Government Act 2002, Council resolves that this decision is prudent considering:
  - (a) That it is expected that levels of service will be maintained over the 10 years
  - (b) Projected funding for these services is deemed appropriate and prudent
  - (c) Intergenerational equity is achieved by ensuring that a) the current generation does not fund replacement of assets significantly in advance of when they are replaced will occur, and that are not considered essential to desired levels of service and, b) that the groups using these assets will fund upgrades or replacement if and when they may consider it is necessary
  - (d) The approach is consistent with the Revenue and Financing Policy
- 8) In accordance with Schedule 10(14) of the Local Government Act 2002, Council resolves that the reasons and implications of the decision are:
  - (a) We will manage the level of rates increases over the next 10 years by keeping them affordable and avoiding significant fluctuations. This will mean we focus on compliance related projects and limit discretionary projects.
  - (b) We are planning to remove wastewater bio solids (sludge) from Morrinsville and Te Aroha over a 5-year period at a cost of \$8.5 million, but to fund this work over a 15-year period. This will mean we can smooth the impact on ratepayers of work that will have benefits for many years to come.
  - (c) We are proposing to not fund the total asset depreciation expense each year. This will mean that we will not fully fund depreciation for assets within the community facilities, roading and stormwater activities.

Resolution number CO/2024/00009

Moved by: Deputy Mayor J Thomas  
Seconded by: Cr S Dean

**KUA MANA | CARRIED**

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

**Part Three: Adoption of consultation document**

- 9) Council adopts the consultation document for the draft Long Term Plan 2024-2034 for public consultation.
- 10) Council authorises staff to make any minor amendments to the draft consultation document as needed for clarity, accuracy or consistency.

**Resolution number CO/2024/00010**

**Moved by: Cr S Whiting**

**Seconded by: Cr R Smith**

**KUA MANA | CARRIED**

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

**Part Four: Receipt of audit opinion**

- 11) Receives the Audit opinion from Audit New Zealand, on behalf of the Auditor-General.
- 12) The Committee receives the Letter of representation from Audit New Zealand, on behalf of the Auditor-General.

**Resolution number CO/2024/00011**

**Moved by: Cr C Ansell**

**Seconded by: Cr P Jager**

**KUA MANA | CARRIED**

**ATTACHMENTS**

- A Draft Long term plan 2024-2034 Combined PDF sent to audit 18 03 24 approved by Council as supporting information 20 03 24
- B Consultation Document adopted for consultation 20.3.24 – no audit opinion included
- C Audit Report CD (draft) for LTP 2024 2034
- D Audit Letter of representation CD (draft) for LTP 2024 2034 on MPDC letterhead

*Item 5.6 - Adoption of Supporting Information and Consultation Document for the Long Term Plan 2024-2034 considered after item 6.1 – Six Month Report July – December 2023.*

6 Ngā Pūrongo Whakamārama | Information Reports

## 6.1 Six Month Report July - December 2023

CM No.: 2834123

### Te Kaupapa | Purpose

The Six Month Report is produced each year to provide an update on Councils' financials and performance during the period July – December 2023.

The Six Month Report will be circulated separately.

### Rāpopotonga Matua | Executive Summary

Providing a Six Month Report to Council each year reflects the 'no surprises' approach staff endeavour to maintain. This is to ensure that the results of the Annual Report, that is required to be audited and adopted by 31 October each year, are not unexpected.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Six Month Report be received.

Resolution number CO/2024/00012

Moved by: Cr C Ansell

Seconded by: Cr D Horne

**KUA MANA | CARRIED**

#### ATTACHMENTS

- A Six Month Report 2023

9.47 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 20 MARCH 2024.

**KO TE RĀ | DATE:** .....

**TIAMANA | CHAIRPERSON:** .....