

Council

Open Agenda



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

Date: Wednesday 16 May and Thursday 17 May 2018
Time: 9:00am
Venue: Council Chambers
35 Kenrick Street
TE AROHA

Membership

Mayor

Jan Barnes, JP

Councillors

Donna Arnold
Teena Cornes
Paul Cronin
Neil Goodger
Brian Hunter
Peter Jager

James Sainsbury
Ash Tanner
Kevin Tappin
James Thomas, JP
Adrienne Wilcock

Phone: 07-884-0060
Address: PO Box 266, Te Aroha 3342
Email: corp.legal@mpdc.govt.nz
Website: www.mpdc.govt.nz



ITEM	TABLE OF CONTENTS	PAGE
PROCEDURAL		
1	Meeting Opening	5
2	Apologies	5
3	Leave of Absence	5
4	Notification of Urgent Additional Business	5
5	Declarations of Interest	5
6	Confirmation of minutes	5
7	Matters Arising	5
DECISION MAKING		
8	Executive	
	10.1 Long Term Plan 2018-28 and Other Proposals Hearing	7
INFORMATION ONLY		
9	Urgent Additional Business	

1 Meeting Opening

2 Apologies

At the close of the agenda apologies from Councillor Donna Arnold and Councillor James Sainsbury have been received.

3 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

4 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.”

5 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.

6 Confirmation of minutes

Minutes, as circulated, of the Ordinary Meeting of Matamata-Piako District Council, held on 9 May 2018.

7 Matters Arising

Long Term Plan 2018-28 and Other Proposals Hearing

Trim No.: 1997500

Executive Summary

The consultation process whereby the public is invited to make submissions has been undertaken on the Consultation Document for Long Term Plan 2018-28 (LTP) and several other documents.

Consultation ran from 28 March until 5pm, 29 April with 194 submissions and three late submissions being received. Council now needs to hear those who identified they wished to present their submissions, and consider all the submissions received. A number of comments were also received via Facebook, Council has previously decided that these would not be considered formal submissions but that the information would be available to Council when making decisions.

The following documents have been circulated separately to this report, copies of the CD and all consultative documents have been circulated previously.

- Attachment 1 - Long Term Plan 2018-28 Submissions
- Attachment 2 - Long Term Plan 2018-28 Submissions Additional Information (large submissions replicated in full)
- Attachment 3 - Long Term Plan 2018-28 Facebook Comments
- Attachment 4 - Long Term Plan 2018-28 Hearing Schedule as at 9 May 2018 (a final copy will be provided on the day if there are changes)

The hearing of submissions is scheduled on 16 May with deliberations scheduled on 17 May.

Once Council has made decisions on the submissions, the Long Term Plan and other documents will be amended based on the decisions ready for adoption on 27 June. The Long Term Plan will also be subject to a final audit before Council's adoption.

Item 10.1

Recommendation

That:

1. The late submissions as detailed in the attachments as well as any tabled on the day be accepted.
2. Council hears all submitters who wish to be heard.
3. That pursuant to Standing Order 3.3.7, Council agrees to continue the meeting past the six-hour time limit.
4. Council has heard those submitters that wished to be heard and has considered all submissions received.
5. Decisions have been made and recorded in relation to each submission and the schedule of decisions is confirmed.
6. Council staff inform each submitter of the decision as per the schedule of decisions.
7. Council decisions be incorporated into following documents:
 - a) Long Term Plan 2018-28
 - b) Revenue and Financing Policy
 - c) Policy on Development Contributions
 - d) Policies on Remission and Postponement of Rates including the Draft Policy on Remission of Rates on Abandoned Land and Draft Policy on the Remission and Postponement of Rates for Natural Disasters and Emergencies
 - e) Fees and Charges 2018/2019
8. The amendments (refer amendment numbers 1, 2, 3 and 4) as noted in this report be incorporated into the Long Term Plan 2028-28 and other documents prior to the final audit.
9. The above documents be amended, finalised, submitted to audit if required and circulated to Council for adoption on 27 June. Council staff be authorised to make any minor amendments needed prior to Council adoption.

Content

Background

Hearing Procedures

1. Every person who has made a submission and stated that they wish to be heard, may speak either personally or be represented by legal counsel or any other authorised representative.
2. Submitters have the opportunity to present their submission in person, which includes the use of New Zealand sign language. There is also an opportunity for people to present by phone if they cannot physically attend the hearing venue.
3. If any person wishes to give their spoken submission, Council needs to be informed of this at least one week before the hearing so that sign language assistance can be provided. Alternatively, an interpretation may be provided by the person giving the submission at the hearing.
4. Only the Mayor or Councillors may ask questions of any person appearing/presenting a submission during the course of the hearing.

5. The Mayor may recall any person who has made a statement where considered appropriate to further clarify or elaborate on any matter raised in submission.
6. The Mayor may, if it is considered that there is likely to be excessive repetition, limit the circumstances in which parties that have the same interest or stance on an issue may speak or limit the time taken by each person.
7. The hearings will be held in public except where Council determines that the public should be excluded pursuant to one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987.

Other Principles

1. Full Council, as the entity required by legislation to adopt the Long Term Plan 2018-28 and other documents is bound by all statutory meeting rules and procedures, including Standing Orders NZ S 9202:2003 (incorporating Amendment No 1), Section 82 Principles of Consultation and Section 83 Special Consultative Procedure of the Local Government Act 2002. The Standing Order provides for the Mayor to have a casting vote if required.
2. All Councillors will be required to attend the hearing and hear all submitters prior to participation in the deliberations.
3. The normal statutory provisions regarding any conflict of interest situations apply.
4. Council will only hear submissions from those people who have requested to be heard and not subsequently withdrawn that request.
5. It is scheduled to undertake the Hearing on Wednesday 16 May. Deliberations on the submissions are scheduled for Thursday 17 May 2018.

Duration of meeting

Under clause 3.3.7 of Standing Orders NZS 9202:2003 incorporating Amendment No. 1 no meeting may continue for more than six hours or beyond 10.30pm, and any business on the agenda not dealt with must be adjourned to the next meeting or extraordinary meeting unless Council passes a resolution to continue.

The hearing will begin at 9am; with submitter presentations scheduled until approximately 4.10pm Council will likely need to make a resolution to continue the meeting beyond six hours.

It is suggested Council adjourns the meeting (following the hearing presentations) until Thursday 17 May for its deliberations. No resolution is required as the adjourned meeting from the 16 May will resume on 17 May. Passing of a resolution to continue the meeting beyond the six hour time limit will cover this.

Documents consulted on

Long Term Plan

The Consultation Document on the Long Term Plan sought feedback on some major proposals including:

- **Financials** - limiting debt to 150% of annual revenue; setting a rates limit of a 4% increase each year - however it was signalled that Council may need to exceed this in some years of the Plan.
- **Economic Opportunities** - doing more to support economic development in our region and district.
- **Vibrant Cultural Values** –funding for youth, increases to community grants and working with individual Iwi to develop relationship agreements.
- **Connected Infrastructure** - future of the Matamata and Morrinsville bypasses.
- **Healthy Communities** – Cycleway extension, Headon stadium/New sports stadium in Matamata.
- **Environmental Sustainability** - Transfer station fees and changes to the rubbish bag system.

Council consulted on the following matters separately to the CD:

- Fees and charges – Key changes proposed include cemetery plot fees, adding a 'no refund policy' for cancellations of venue hire within seven days of an event, setting fees for the new Matamata-Piako Civic and Memorial Centre, Resource Management Act fees, and reducing the costs of rubbish bags and increasing transfer station fees.
- Policy on Development Contributions - The main changes to the policy relate to the schedule of Development Contributions and Projects. The policy also recognises that in time, we will no longer have the ability to collect financial contributions under the Resource Management Act 1991.
- Revenue and Financing Policy - This policy sets how Council will fund each activity we deliver and why. Key changes relate to rubbish and recycling services becoming more 'user-pays'.
- Rates Remission and Postponement Policies - Some of the key changes Council proposed to these policies are:
 - adding a full remission for properties with a land value of less than \$500
 - removing the remission of the Uniform Annual General Charge for properties where the owners of one property are private individuals and the related property is held in the applicant's family trust
 - adding two extra policies:
 - Draft Policy on remission of rates on abandoned land
 - Draft Policy on the remission and postponement of rates for natural disasters and emergencies

Issues

Submissions

Council has received 194 submissions and three late submissions, with 220 submitters. At the time of writing the report 37 people/organisations had requested to present their submissions at the hearing. The submissions cover a range of Council activities and themes. A breakdown of the submissions has been circulated separately.

Amendments required to documents consulted on

During the consultation period some items requiring correction were identified and Council is asked to confirm these amendments so they can be included within the final documents for adoption in June.

Amendment No	Amendments required	Reason	Impact
1	Addition of performance measure and target within the Community Leadership activity (see below for proposed measure and target) in the LTP.	Council's Health and Safety charter requires Health and Safety targets in the Long Term Plan.	Will mean and additional measure is reported through the six month and annual report.
2	Addition of Matamata Water Reticulation Project (see below) in the LTP for the Water supply activity. The total capital project costs shown in the LTP will change as a result.	Alignment with Development Contributions capital project schedule and budgets.	The project is already included within the budget so there is no financial impact.

Amendment No	Amendments required	Reason	Impact
3	Amendment to the schedule of assets within the Development Contributions Policy. \$100,000 for the drilling of new water bore (Morrinsville) is identified in 2019/20 and needs to be in 2018/19.	Alignment to the LTP and budgets.	Development contributions are calculated over the 10-year period so there is no financial impact from shifting a project from 2019/20 to 2018/19.
4	Long-Term Plan budget	Quality assurance and a review of the level of capital and renewal work carried forward with a view to rationalising projects where appropriate.	Refer to comments below.

These amendments are explained further below:

Amendment 1: Health and Safety:

Levels of service	How we measure performance	Previous years	Target	Additional information
We will provide a safe working environment with an aim to ensure that every person working on, near, or visiting our sites goes home healthy and safe every day.	Monthly reporting to Council showing our progress towards Health and Safety targets	New measure	11 reports to Council per year	Reporting progress on health and safety targets is key in ensuring Council in focusing on the safety of employees and the wider community. This is measured through Council reporting. Note: December and January reports are combined into one due to the holiday period each year.

Amendment 2: Matamata Water Reticulation Project

Projects	What this project is about?	What drives this project? (%)			Budget (\$000)			
		Growth	Increased level of service	Renewal	2018/19	2019/20	2020/21	2021-28
Matamata Water Reticulation	Growth portion to upgrade 990m of undersized water mains. Total 8450m.	50	50		10	10	10	20
Total Capital Projects					1,615	1,425	1,030	3,655
Total key Capital Projects (including inflation)					1,455	1,074	1,074	4,190

Amendment 3: Development Contributions Policy

Water	Activity	Catchment	Location	Description	Other funding %	Growth %	Proposed projects (\$)									
							2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Morrinsville	New water bore	Drill new bore near town	0%	100 %	100,000	400,000										

Amendment 4: Long-Term Plan budget items

Through our Quality Assurance procedures and other information that has come to hand, we have identified a small number of changes that are required to be made for the final Long-Term Plan budget. Some of the changes are housekeeping in nature.

The more significant of the changes include:

- Stormwater renewal of discharge consent – the project cost and funding for \$400,000 needs to be added in 2023/2024.
- Waste Management renewal of resource consent – the project cost and funding for \$100,000 needs to be added in 2027/2028.
- Recreation – playground renewals are to be \$45,000 per annum. The draft LTP includes \$45,000 in year 1, but \$15,000 for years 1 to 9. \$30,000 cost and funding is to be added to years 2019/2020 to 2027/2028.
- The 2017 Building revaluation has been completed since the draft LTP was finalised. The impact of the revaluation will increase building depreciation expenses by \$35,000 per annum.
- The cash investments in the draft LTP were estimated at an average holding of \$5 million over each year. In the final LTP we will assume that cash investments held will average around half of our quarterly rates instalment, which will increase over time as our rates revenue increases. This will have a small impact on investment interest revenue, increasing the income in the later years of the LTP.
- Addition of \$2,000 annual funding for Tuia Youth Development

As previously discussed, staff are currently reviewing the level of capital and renewal work carried forward with a view to rationalise projects where appropriate. When this is complete, there will be three options with any savings identified:

- To reduce rates, or
- To utilise the savings to progress the current capital work programme
- Reschedule the timing of the projects

Our initial rough assessment is that savings could be in the range of \$200-\$500k. Council may wish to indicate which option they would prefer.

Analysis

Options considered

Council should give consideration to all practicable options. Council staff have commented on submissions and options where possible.

Analysis of preferred option

There is no preferred option. Council should be aware that a significant departure from its existing proposals may trigger further consultation or an amendment to the LTP at a later date, depending on the scale of the changes.

Legal and statutory requirements

The LGA 2002 requires that the development of the LTP must follow the special consultative procedure before it is adopted by Council. Consultation on other documents was run in conjunction with the LTP process.

Impact on policy and bylaws

The outcome of this process will result in new plans and policies for Council.

Item 10.1

There were several other policy documents that Council consulted on alongside the LTP and the status of these is below:

Policy / document	Status	Consultation requirements
Revenue and Financing Policy and statement of proposal	Included within the LTP	Consult alongside the CD. Give effect to Section 82 Local Government Act 2002
Development Contributions Policy and statement of proposal	Separate document to the LTP. Adopted by Council for consultation on 13 December 2017 (without project schedule). Council confirmed the remaining details at its 7 March Corporate and Operations Committee meeting.	Consult alongside the CD. Must give effect to 82 Local Government Act 2002
Rates Remission policies and statement of proposal - <ul style="list-style-type: none"> • Policy on the remission of rates on land protected for conservation purposes • Policy on the remission of penalties on unpaid rates • Policy on the remission of rates: other categories • Policy on the remission of small rates balances • Policy on the remission of rates on Maori freehold land • Policy on the postponement of rates on Maori freehold land • Policy on remissions for metered water leaks • Policy on remissions of pan charge targeted rates based on water use • Policy on remissions of pan charge targeted rates for Educational Establishments • Draft Policy on the remission of rates on abandoned land (<i>new policy</i>) • Draft Policy on the remission and postponement of rates for natural disasters and emergencies (<i>new policy</i>) 	Separate document to the LTP. Adopted by Council for consultation on 22 November 2017.	Consult alongside the CD. Must give effect to 82 Local Government Act 2002

Policy / document	Status	Consultation requirements
Significance and Engagement Policy	Separate document to the LTP. Adopted by Council on 9 August 2017	Consultation not required as per Council resolution. A summary of the policy is included within the full LTP.
Fees and Charges 2018/19 and statement of proposal	Separate document to the LTP. Adopted by Council for consultation on 13 December 2017	Consult alongside the CD. Must give effect to section 82 Local Government Act 2002 with some fees subject to the special consultative procedure, section 83 (e.g. RMA fees).

Communication, consultation and decision making processes

The CD was the primary vehicle for community consultation.

A communications plan was agreed to by Council at its meeting on 7 March 2018. The community consultation proceeded in accordance with the communications plan.

Council staff informed key stakeholders and interest groups of the CD and other proposals. The CD and supporting information was made available at Council offices and libraries and could be viewed on the Council website and submissions could be made on-line through the website.

Council used several communication tools to encourage the community to take part in the consultative process including:

- Circulation of the CD through the Piako Post/Chronicle newspapers – approximately 16,000 properties.
- Full page newspaper advertisements on each of the key Consultation Document topics each week during the consultation period (i.e. financials, economic opportunities etc.). The advertisement in the first week of the consultation period explained the other documents Council was consulting on such as the Development Contributions Policy.
- Council Office and library displays showing Councillors and the key Consultation Document issues
- Use of Facebook
- Press coverage on various issues
- Promotion on the Council website
- Councillor Café sessions in each main town (where people could come and ask questions of Councillors about the plan and find out about the proposals).
- Attending town Market Days and the opening event of the Matamata-Piako Civic and Memorial Centre.
- Meetings with town business associations and community groups such as Greypower associations.
- The CD was mailed to out of district ratepayers, Te Mana Whenua Forum members, local Marae, and Iwi groups on our distribution list.

- Letters sent to stakeholders such as community groups, service clubs, property owners along the Matamata and Morrinsville bypasses and cycleway routes, chicken growers/farmers, environmental groups, users of Headon Stadium and grant recipients.

This consultative process now requires Council to hear and consider submissions. Once Council has made decisions on the submissions staff will write to each submitter and inform them of the decision.

Council's deliberations are as a result of a consultation process and communication of its decisions will be made individually as well as be available to the public. Any changes will be written into the final documents for Council adoption.

Timeframes

The timetable for the development of the CD is set out below:

- 7 March – Council adopted the CD and supporting information. Audit Director, Ben Halford, was in attendance to present an unqualified audit opinion the CD to Council.
- 28 March – 29 April – Submission period.
- 16/ 17 May – Council to hear submissions and make decisions.
- 27 June – Council adopt the LTP and other documents.
- 1 July – all plans and policies come into effect.

Contribution to Community Outcomes

Council has set a new vision and community outcomes. The LTP contributes to all the community outcomes.

Financial Impact

Council will need to consider financial impacts and funding sources in the context of all the proposals and its financial strategy.

Attachments

Attachments for this report were circulated separately.

- Attachment 1 - Long Term Plan 2018-28 Submissions
- Attachment 2 - Long Term Plan 2018-28 Submissions Additional Information
- Attachment 3 - Long Term Plan 2018-28 Facebook Comments
- Attachment 4 - Long Term Plan 2018-28 Hearing Schedule as at 9 May 2018

Signatories

Author(s)	Niall Baker Acting Senior Policy Planner	
Approved by	Sandra Harris Acting Strategic Policy Manager	
	Don McLeod Chief Executive Officer	

