

Kaunihera | Council

Mēneti Wātea | Open Minutes



Minutes of a meeting of Matamata-Piako District Council held in the Te Aroha Council Chambers,, 35 Kenrick Street, Te Aroha, TE AROHA on Wednesday 2 December 2020 at 9am.

Ngā Mema | Membership

Koromatua | Mayor

Ash Tanner, JP (Chair)

Koromatua Tautoko | Deputy Mayor

Neil Goodger

District Councillors

Donna Arnold

Caitlin Casey

Teena Cornes

Bruce Dewhurst

James Sainsbury

Russell Smith

Kevin Tappin

James Thomas

Sue Whiting

Adrienne Wilcock



Ngā whakapāha | Apologies

Kaimahi i reira | Staff Present

Author Name	Author Title	Item No.
Don McLeod	Chief Executive Officer	
Tamara Kingi	Committee Secretary and Corporate Administration Officer	
Sandra Harris	Team Leader Governance and Policy	7.1, 7.2, 7.3, 7.4, 7.5, 7.6
Ellie Mackintosh	Graduate Policy Planner	7.3, 7.4, 8.1, C1
Niall Baker	Team Leader Legal and Policy	7.4, 7.5, 7.6
Louisa Palmer	Solid Waste Officer	7.4, 7.5, 7.6
Rexine Hawes	Communications Officer	7.5, 7.6
Dennis Bellamy	Group Manager Community Development	7.5
Manaia Te Wiata	Group Manager Business Support	7.5, 8.1, C1
Deb Burge	Executive Assistant to Mayor	7.5
Kelly Reith	People, Safety and Wellness Manager	7.5
Rhiannon Campbell	People and Wellness Officer	7.5
Ally van Kuijk	District Planner	7.5
Norman Barton	Building Control Manager	7.5
Helen O'Carroll	District Librarian	7.5

I reira | In Attendance

	Time In	Time Out
Marius Rademeyer – member of the public	9.25am	10.15am
Helen Bellamy – member of the public	9.55am	10.15am
Scott Bellamy – member of the public	9.55am	10.15am
Mara Bellamy – member of the public	9.55am	10.15am
Todd Bellamy – member of the public	9.55am	10.15am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Ash Tanner declared the meeting open at 9.01am and welcomed the Audit and Risk Committee chairperson, John Luxton.

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

There were no apologies.

No leave of absence was requested.

3 Notification of Urgent Additional Business

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

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

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

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

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

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

4 Whāki 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

COUNCIL RESOLUTION

That the minutes of the meeting of the Ordinary Meeting of Matamata-Piako District Council held on Wednesday, 11 November 2020, be confirmed as a true and correct record of the meeting.

Moved by: Cr D Arnold

Seconded by: Cr J Sainsbury

CARRIED

6 Take i puta mai | Public Forum

There were no public speakers.

7	Pūrongo me whakatau Decision Reports	
7.1	Audit and Risk Report	5
7.2	Schedule of Meetings 2021	6
7.3	Council Matters Over The Christmas Period	8
7.4	Review of Delegation Policy and Delegation Register 2020	9
7.5	Solid Waste Working Party - Minutes of meetings held on 28 October 2020 and 18 November 2020	12
7.6	Draft Revenue and Financing Policy	14
7.7	Staff Long Service Presentation	23
7.8	Draft Waste Management and Minimisation Plan (WMMP)	24
8	Information Reports	
8.1	Mayoral Diary for November 2020	31

8 Pūrongo me whakatau | Decision Reports

Audit and Risk Report

RM No.: 2374833

Rāpopotonga Matua | Executive Summary

Chair of the Audit and Risk Committee, Hon. John Luxton, attended to present the minutes and recommendations from the Audit and Risk Committee meeting of 1 December 2020.

COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr A Wilcock

Seconded by: Cr D Arnold

CARRIED

The Mayor and Councillors acknowledged member Joanne Aoake's appointment as it brings a different lens to the committee. Appreciation was also acknowledged for Hon. John Luxton for chairing the meetings.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Tamara Kingi Committee Secretary and Corporate Administration Officer	
Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

Schedule of Meetings 2021

CM No.: 2363753

Rāpopotonga Matua | Executive Summary

Council is asked to give consideration to the meeting cycle which best suits their needs.

COUNCIL RESOLUTION

That:

1. The information be received.
2. Council confirm or amend its meeting schedule for Council and Corporate and Operations Committee for 2021.
3. Meeting dates to be provided to and approved by respective Committees.

Moved by: Cr R Smith
Seconded by: Cr S Whiting

CARRIED

The Corporate Legal team were acknowledged for their hard work by the committee.

Horopaki | Background

Attached to the report is a planner showing the proposed meeting dates for 2021 for Council's consideration.

Councillors should consider the need for a workshop in January or the first week of February, in consultation with the CE. Council is also asked to consider whether two meetings are required in December. We have proposed the same format as 2020, with Council on the first Wednesday and COC on the second Wednesday of December.

Included are dates for Audit and Risk, Te Manawhenua Forum and Waharoa (Matamata) Aerodrome Committee though each committee will confirm their meeting dates. Also included are known Local Government NZ commitments to ensure no clash.

Due to agenda closing dates this report has been prepared assuming Council continues with its current governance structure. If changes are contemplated then further discussion on the meeting schedule may be required. The schedule outlined in the below table follows a similar schedule to that used this year, with the overall pattern of meetings set as:

- Council meet monthly every 2nd Wednesday, with extra meetings for hearings and adoption of documents as required.
- Corporate and Operations Committee (COC) meet monthly every 4th Wednesday.
- Audit and Risk Committee meet quarterly on a Tuesday, based on Council meeting dates.
- Te Manawhenua Forum meet quarterly on 1st Tuesday.
- Waharoa (Matamata) Aerodrome Committee meet three times a year on the third or fourth Thursday of a month.

MONTH	COUNCIL	CORPORATE & OPERATIONS
February	10 th	24 th

March	10 th	24 th
April	14 th	28 th
May	5 th <u>and</u> 12 th and 13 th (LTP hearing only)	26 th
June	9 th and 30 th (Long Term Plan adoption only)	23 rd
July	14 th	28 th
August	11 th	25 th
September	8 th	22 nd
October	13 th	27 th
November	10 th	24 th
December	1 st	8 th

Regional Transport Committee meeting dates have not yet been confirmed so are not included in the schedule.

Hauraki Rail Trail Governance Committee meetings dates are also unavailable and have not been included.

Ngā Tāpiritanga | Attachments

- A. Meeting Planner 2021 including LGNZ dates

Ngā waitohu | Signatories

Author(s)	Stephanie Glasgow Committee Secretary and Corporate Administration Officer	
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Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

Council Matters Over The Christmas Period

Trim No.: 2365873

Rāpopotonga Matua | Executive Summary

Council discuss the process required regarding urgent decisions that may need to be made during the holiday period.

COUNCIL RESOLUTION

That:

1. Any urgent issues arising during the holiday period be emailed to all councillors with delegation to the Mayor to act on receipt of support from a majority of councillors.

Moved by: Cr J Thomas
Seconded by: Cr D Arnold

CARRIED

Horopaki | Background

It is suggested that the Mayor email all Councillors and acts accordingly based on responses received, provided more than six members are in agreement with the decision. Councillors will then give formal approval to the decision at the following meeting.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Stephanie Glasgow Committee Secretary and Corporate Administration Officer	
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Approved by	Don McLeod Chief Executive Officer	
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Review of Delegation Policy and Delegation Register 2020

RM No.: 2371040

Rāpopotonga Matua | Executive Summary

Under the Local Government Act 2002, Council may delegate its statutory powers and its functions to Council Officers.

This report seeks feedback from the Committee on the Delegation Policy and Delegation Register 2020, circulated to committee members separately from the agenda.

COUNCIL RESOLUTION

That:

1. The information be received.
2. Council adopt the amended Delegations Policy and Delegations Register 2020.
3. The policy be amended to include the addition of an iwi representative to the Audit and Risk Committee, nominated by Te Manawhenua Forum.

Moved by: Cr C Casey

Seconded by: Deputy Mayor N Goodger

CARRIED

Horopaki | Background

The Local Government Act 2002

Section 48 of the Local Government Act 2002 (LGA) provides that delegations must be carried out in accordance with Part 1 of Schedule 7 of the LGA. Clause 32(1) of Part 1 to Schedule 7 of the LGA provides that, 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, or member or officer of the local authority any of its responsibilities, duties, or powers excepting the powers specified under paragraphs (a)-(f) of that sub-clause.

These delegated powers fall broadly in to three categories:

- Financial
- Warranted powers
- Statutory

Ngā Take | Issues

Delegations Policy

The Policy focuses on two policy issues:

- Efficient and effective decision making - good management practice is to encourage delegation of decision making to the lowest competent level.
- Managing risk - Council has identified the 'top five risks' which are to be considered by Council and staff when making a delegation.

The Policy contains information on:

- Powers retained by Council
- Mayoral Powers under the LGA

- Powers delegated to Council committee's under its governance structure
- Powers delegated to Council's hearing commission under its governance structure
- Financial delegations
- Warranted Power appointments
- Statutory delegations (delegations where the highest risk has been initially assessed have been highlighted throughout the delegations document)

Amendments made to Delegations Policy and Register 2020 include:

- Delegation Policy - wording/legislation updates.
- Committee delegations - updated to reflect new Council members from the 2019 elections. Removal of the Thames Valley Civil Defence Emergency Management Group and addition of the Provincial Growth Fund Governance Group and Pare Hauraki Collective Working Group
- Financial delegations - updated to reflect staffing changes. This includes positions that were new to Council, and changes in job title since the last document review. There have been some positions that have had their delegated amount amended to reflect changes in their duties. Position titles of the former Human Resources department have been updated to reflect the new titles.
- Warrant and Statutory - Keys amended to reflect staff tier levels and position titles updated/added including power for additional staff to issue building consents under s51 of the Building Act 2004.
- Statutory delegations – reviewed alongside the legislative compliance checklist. The Transport (Vehicular Traffic Road Closure) Regulations 1965 was included. Staff title changes were updated to reflect organisational changes. There have been changes to who is responding to LGOIMAs to now being partly shared between Communications for media enquiries and Legal Officer for all others.

Analysis

Options considered

The Committee has the option of recommending to Council further amendments to the delegations.

Legal and statutory requirements

Details of the legislative framework have been set out above in this report.

Impact on Significance and Engagement Policy

This matter is not considered significant.

Timeframes

There are no timeframes, the delegations are expected to be updated as and when legislation is introduced or amended by central government.

Financial Impact

There are no funding costs/impacts of this process.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Ellie Mackintosh Graduate Policy Planner	
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Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

Solid Waste Working Party - Minutes of meetings held on 28 October 2020 and 18 November 2020

CM No.: 2374733

Rāpopotonga Matua | Executive Summary

Council has setup a Solid Waste Working Party made-up of Councillors Adrienne Wilcock, Caitlin Casey, Bruce Dewhurst and James Sainsbury. Councillor Wilcock is the Chairperson. The Working Party operates under a Terms of Reference approved by Council.

The purpose of this report is to report on the minutes of the Solid Waste Working Party meetings held on 28 October 2020 and 18 November 2020.

COUNCIL RESOLUTION

That:

1. The information be received.
2. Jill Taylor and Rangitonga Kaukau, members of Te Manawhenua Forum, be appointed as members of the Solid Waste Working Party and terms of reference be updated accordingly.

Moved by: Cr C Casey
Seconded by: Cr A Wilcock

CARRIED

Horopaki | Background

To ensure that the Matamata-Piako District Community has the best opportunity to set a new direction for solid waste, Council and the Chief Executive have agreed to establish a Solid Waste Working Party comprising of the Mayor and three Elected members, supported by staff, to work to assess and respond to a range of initiatives and opportunities to improve our solid waste services and reduce waste to landfill. The purpose of the working party is to:

- Identify, promote and assess opportunities to support the National, Regional and local Waste strategies to improve the Social, Cultural, Economic and Environmental wellbeing of the Matamata-Piako District community, through local solid waste activities
- Work with Council staff on issues concerning solid waste including development of new plans, policies etc.
- Make recommendations to Council and/or its committees
- Work collaboratively with external partners and stakeholders

The Working Party membership is Councillors Adrienne Wilcock, Caitlin Casey, Bruce Dewhurst and James Sainsbury with Councillor Wilcock acting as the Chairperson. The Working Party operates under a Terms of Reference approved by Council.

The intention is that the minutes of the working party meetings will be reported to the Council or Corporate & Operations Committee with the Chairperson or their delegate providing a verbal update. Council can then make decisions on issues considered and recommended by the working party.

Ngā Take | Issues / Kōrerorero | Discussion

The current focus of the working party is on:

- LTP Budgets, fees and charges
- Engagement with waste industry representatives
- Reviewing / updating the Waste Assessment and Waste Management and Minimisation Plan (WMMP);

Arrangements that will lead to new arrangements at the conclusion of the current collection/transfer station contract in 2023.

Mōrearea | Risk

There are no risks at this stage.

Ngā Whiringa | Options

There are relevant options.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The receipt of the working party minutes is not a significant issue in terms of the Significance and Engagement Policy.

There are no legal or policy considerations.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

It is proposed to consult on a new WMMP and this will be reported back to Council at a later date.

Ngā take ā-lhinga | Consent issues

There are no consent issues.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

There is no financial costs associated with the operations of the Working Party.

Funding of specific initiatives will be from existing budgets, and within Council's Policy on Delegated Authority.

Ngā Tāpiritanga | Attachments

- Minutes - Solid Waste Working Party - 28 October (seventh meeting) with commercial details removed
- Minutes - Solid Waste Working Party - 18 November (eighth meeting)

Ngā waitohu | Signatories

Author(s)	Niall Baker Senior Policy Planner	
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Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

Draft Revenue and Financing Policy

Trim No.: 2365877

Rāpopotonga Matua | Executive Summary

Local government funding sits at the heart of the relationship between local councils and their communities. Local government funding decisions involve balancing levels of service, affordability and financial need, backed with economic and legal requirements. Under the Local Government Act 2002 (LGA) Council must adopt a Revenue and Financing Policy setting our Councils policies in respect of the funding of operating expenses and capital expenditure. Under the Local Government (Rating) Act 2002 (LGRA) Council can set rates, a taxation tool to help fund the services it provides.

This report seeks confirmation from Council on its rates structure and the Revenue and Financing Policy, so this can be incorporated into the Long-Term Plan 2018-28.

COUNCIL RESOLUTION

That:

1. **The information is received.**
2. **Subject to Audit, Council adopts the draft Revenue and Financing Policy and Statement of Proposal:**
 - (a) **for public consultation purposes and proceed through the special consultative process in accordance with the Local Government Act 2002:**
 - (b) **in accordance with section 93G of the of the Local Government Act 2002, as information:**
 - (i) **relied on by the content of the Consultation Document**
 - (ii) **that provides the basis for preparing the Long Term Plan**
 - (iii) **is necessary to enable the auditor to give the opinion on the Consultation Document.**
3. **Council resolves that using this process will give effect section 82 to the 'Principles of consultation' set out in section 82 of the Local Government Act 2002.**
4. **The Statements of Proposal for the above policies be approved for consultation alongside the Consultation Document for the Long-Term Plan 2018-28.**

Moved by: Cr A Wilcock

Seconded by: Cr T Cornes

CARRIED

Horopaki | Background

Council's financial framework falls in to four key areas:

- the Financial Strategy - what Council's debt and rates levels will be, along with some other important issues such as what investments Council holds and its reasons for holding them;
- the Revenue and Financing Policy (s102 LGA) - what activities Council fund from rates and other sources such as fees and subsidies;
- the Rates structure - the main funding tool setting out how Council will charge the ratepayer for some of the service Council provides. This is Council's main source of income;

- the Development Contributions Policy (s102 LGA) - if and how Council will charge developers for growth related costs. A previous report has been sent to Council on this policy and further work is being done on this.

In addition section 102 of the LGA also requires that local authorities adopt the following set of funding and financial policies:

- an investment policy
- a liability management policy
- a policy on remission and postponement of rates on Maori freehold land.

There are also two optional policies under section 102 of the LGA – policies on the remission and postponement of rates on categories of land other than Maori freehold land – this is currently used by Council as the framework for the remission on commercial properties subject to the Wastewater “pan Charge”. These policies will be reviewed by Council as part of the Long Term Plan project.

Ngā Take | Issues

Economic Concepts

In considering the Revenue and Financing Policy and how Council structures its rates, some useful economic concepts to keep in mind are:

- *incidence* – the distribution of the burden of rates. Two key things to distinguish are the legal incidence of the tax (who gets the bill) and the economic incidence (from whose pocket the money eventually comes)
- *the difference between income and wealth* – income is a flow concept. It measures the amount of money an individual receives from work or investment over a set period of time. Wealth, on the other hand is a stock concept and measures the level of financial and non-financial assets an individual has. Rates are a tax on one element of wealth
- *affordability, ability to pay, and willingness to pay* – this is the difference between ‘can’t pay’ and ‘don’t want to pay’. Affordability is a measure an individual’s true capacity to meet their contribution to community services. Willingness to pay relates more to the value an individual thinks they receive from council services
- *efficiency* – the degree to which local authority funding requirements affect production and consumption decisions
- *equity* – very much a subjective concept, equity relates to the ‘fairness’ of certain decisions
- *public/private goods* – a *public* good is an activity or service that is both non-rival (my consumption does not interfere with yours) and non-excludable (I cannot be prevented from consuming the service). Common examples in local government are civil defence and various planning functions. A private good is both rival and excludable.

Revenue and Financing Policy

At their most basic level, funding and financial policies show who pays, for what, when. They are part of the package of material that supports the right debate and need to be transparent.

The Revenue and Financing Policy is a device for recording and explaining the policy decisions Council has made regarding the funding of its activities. Transparency in this document is

especially important to demonstrate the link between dollars and value to the ratepayer. Much of the Revenue and Financing Policy will refer to the considerations in section 101(3) of the LGA, and Council's application of those considerations. The analytical process is a sequential two-step process. The first step includes consideration at an activity level the rationale for service delivery, the beneficiary pays principle, the exacerbator pays principle, inter-generational equity, and the costs and benefits of separate funding. The second step of the analysis involves consideration of the results of the first step and their impact on community interests.

A clear rationale for service delivery is a vital piece of information to have when working through the section 101(3)(a) analysis. Knowing why Council is delivering the service can help sort out who benefits, when they benefit, and who any of the exacerbators are, as well as obtaining some idea of what impacts on community interests might arise from the way Council funds a service.

Council's current Revenue and Funding Policy

Council's funding and options for change are set out in the Statement of Proposal and draft Revenue and Finance Policy.

Council should note changes (tracked in to the attached policy) to:

- Solid waste funding ratios – this is as a result of significant challenges dealing with increasing costs
- Libraries – this reflects the current and realistic income for this activity
- Pools and Spas – this reflects the current and realistic income for this activity (Council should note that the spa portion of this activity is largely self-funding, however Pools operate with the benefit of significant funding from the general rate)

Rating Structure

Although not a funding and financial policy as such, the funding impact statement (FIS) is a device for implementing the revenue and financing policy. Effectively the FIS acts as a link between this policy and the annual setting of rates and charges. The FIS should contain all of the information relating to the factors and matters that will be used to set rates. The LGRA gives Council four broad rating tools that can be used to set rates. The options are set out below in this report, followed by an overview of how Council's current rating system is structured.

The General Rate

The general rate is a tool for funding those activities where Council has decided that all or part of the cost of a particular activity should be funded by the community as a whole. Councils have the choice of one of three bases for setting a value-based general rate. These are land (unimproved value), capital value (land and improvements) or annual value (either rentable values or 5 percent of the capital value).

Capital and annual value tend to be better proxies for ability to pay and use of council services than unimproved values. Capital and annual value are also thought to be less prone to sudden swings than unimproved values as location-based factors play a lesser role. On the other hand, to the extent that rates are a part of business cost structures, rating based on unimproved values can be more of an incentive for development. Annual value needs a large and active rental market to work effectively, and is not one of the well-used methods of apportioning the general rate.

Councils can use differential powers on their value-based rates i.e. charge one category of property a higher rate in the dollar than another. Differentials are a tool for altering the incidence of rates; they do not release new revenue in and of themselves. Use of differentials can create 'winners and losers' – it is therefore important that these policies are based on robust criteria.

Council has in the past considered that general rates are the 'public good' component which is available to be enjoyed equally by the whole community. General rates also used to pick up short-falls in cost recovery. For example, using the libraries example:

- The individual benefit is considered high,
- the community benefit considered medium
- General rate funds +80% as a significant increase in user fees will likely result in a drop-off in use

The Uniform Annual General Charge (UAGC)

The UAGC is a flat dollar charge per property, or separately used/inhabited part of a property. The UAGC is a device for mitigating the impact of high property values, it can also be used as a tool to shift the incidence of rates between groups of rate payers (for example rural vs. urban). It is a regressive tax (you pay the same amount regardless of income or wealth) – this is one reason why the LGRA caps the use of this tool at 30%. Council policy is that the Uniform Annual General Charge can be set at a range between 75-100% of the maximum.

Targeted Rates

Targeted rates are devices for funding those activities where Council has decided that:

- all or part of the cost of a particular activity should be met by particular groups or ratepayers; and/or
- there is some other advantage in funding the activity outside of the general rate.

Councils have access to a wide range of targeted rating powers including: property values (land value, capital value, annual value and the value of improvements). Local authorities can also set a targeted rate based on one or more of the following:

- a flat dollar charge
- the number of separately used or inhabited parts of a rating unit
- the number of water closets and urinals within the rating unit (pan charges)
- the number of connections the rating unit has to local authority reticulation
- the extent of provision of any service to the rating unit by the local authority (where this is capable of objective measure and independent verification)
- the total land area of the rating unit
- the total land area within the rating unit that is sealed, paved or built upon
- the total area of land within the rating unit that is protected by any facility provided by a local authority
- the total area of floor space within the rating unit.

In addition to these powers, a local authority can set a targeted rate for water consumption based on the volume of water consumption (water metering).

Council can set:

- more than one targeted rate to fund a particular activity (for example, many rural local authorities with more than one water or sewage scheme set a rate for each scheme, some city councils charge a base water supply rate and an additional fire protection rate to fund water supply) or
- a targeted rate to fund more than one activity (targeted works and services rates are a common example of this)
- a targeted rate over only some defined categories of property (such as CBD rate for security patrols, street-cleaning or development or a tourism rate over commercial property). The bases for constructing the categories are defined in Schedule Two of the Rating Act.

- a differential targeted rate – provided that the basis for constructing the categories is one of the matters listed in schedule two
- targeted rates using combinations of factors (a not uncommon use is to set a flat dollar charge and a value based rate)
- including a rate that uses different factors for different categories of property (so for example a targeted rate that is set on the basis of a flat dollar charge for residential property, a value based rate for commercial property and an area based rate for rural property)

Non-Rate Funding Tools

Councils also have the following non-rate funding tools available to them:

- User charges – a variety of powers exist, some set maxima on the levels of fees, others prescribe charging methods (for example dog registration fees);
- Development contributions – a tool for recovering the capital costs that are imposed by growth from development;
- Revenue from investments;
- Asset sales – for example the sale of surplus land;
- Funding from third parties (including but not limited to central government – for example subsidies for roading).

Council's rates funding structure

Rate	Description
General Rate	Set under Section 13 of the LGRA on all rateable land based on cents in the dollar of capital value
Uniform Annual General Charge	Set under Section 15 of the LGRA on all rateable land as a fixed charge per rating unit.
Water Supply Targeted Rates (not metered)	A differential targeted rate for Water Supply set under Section 16 of the LGRA based on. <ul style="list-style-type: none"> • A uniform charge for serviced and connected portions of rating units • A uniform charge (1/2 the rate of a connected property) per portion of a rating unit to which the service is available.
Water Supply Targeted Rates (metered)	Targeted rates for metered Water Supply under Section 19 of the LGRA with different charges for: <ul style="list-style-type: none"> • Metered water supplies • Te Aroha West • Braeside Aquaria • Matamata farm properties connected to the Tills Road trunk main • Inghams Factory, Waitoa
Wastewater Targeted Rates	Differential targeted rates for Waste Water disposal under Section 16 of the LGRA: <ul style="list-style-type: none"> • A uniform charge per connected rating unit in respect of each single residential house connected to the service. • A uniform charge (1/2 the rate of a connected property) per rating unit to which the service is available (but not connected). • A scale of charges for non-residential properties (1 pan, 2-4 pans, 5-10 pans, 11-15 pans and over 20 pans) • A uniform charge for Fonterra (Morrinsville) • A uniform charge for Greenlea (Morrinsville) • A uniform charge Tahuna (lump sum contributions for connected and non connected properties) • A uniform charge for Waharoa/Raungaiti (lump sum contributions for connected and non connected properties)
Stormwater Targeted Rates	A targeted rate for Storm Water drainage disposal under Section 16 of the LGRA based on a uniform charge per rating unit within the townships of Matamata, Morrinsville, Te Aroha and Waharoa.

Waste Management Targeted Rates	A targeted rate for Waste Management under Section 16 of the LGRA based on a uniform charge per portion of a rating unit to which the service is available for a portion of the revenue for kerbside collection.
Rural Halls	Targeted rates for Rural Halls under Section 16 of the LGRA based on: <ul style="list-style-type: none"> • Cents in the dollar of land value for Tauhei Hall, Hoe-O-Tainui Hall, Springdale Hall, Kiwitahi Hall, Patetonga Hall, Wardville hall, • a uniform charge per rating unit on all rating units for Mangateparu Hall, Kereone Hall, Tatuanui Hall, Walton Hall • cents per dollar on the capital value of all rating units for Okauia Hall, Hinuera Hall, Piarere Hall, Peria Hills Hall • a uniform charge on every separately inhabited part of all residential and/or farming rating units for Mangaiti Hall, Waharoa Hall, Waitoa Hall, Waihou Hall, Elstow Hall, Manawaru Hall, Te Poi Hall

The general rate and UAGC provide either partial or total funding for the following activities, there are reflected in the funding sources identified in Council’s Funding and Revenue Policy.

Activity	Approx % of general rate and UAGC used to fund this activity
Roading	31.79%
Aquatic facilities	12.08%
Community Development	10.38%
Parks & Reserves	8.49%
Council	6.93%
Libraries	6.85%
Planning Consent & Advisory Services	4.52%
Street furniture	3.32%
Corporate & Other Property	3.31%
Building Advisory	3.31%
Carparks	2.23%
Waste Management	2.21%
Cemeteries	1.08%
Emergency Management	1.06%
Health Inspection	1.00%
Land Drainage & Stormwater	0.81%
Animal Control	0.71%
Aerodrome	0.10%

Analysis

Options considered

Revenue and Finance Policy

Council can review the funding structure for its activities, any change in the way it funds activities should follow the process set out in the legislative section of this report. Some areas are not within

Council's control, such as the final decision on the level of subsidies provided by NZTA for roading. Others are constrained, such as the use of development and financial contributions. Staff are seeking Council direction on whether the draft Revenue and Finance Policy is consistent with Council's direction for the next Long term Plan.

Rates Structure

Staff are seeking Council direction on whether the rates structure is consistent with Council's direction for the Long Term Plan 2021-31.

Analysis of preferred option

There is no preferred option. Council should give consideration to the legislative requirements and ensure any funding decisions are sustainable, prudent and meet community outcomes.

Legal and statutory requirements

When making funding policy Council will need to work through the process and matters set out in section 101(3) of the LGA, while having regard to the section 101(1) obligation to act prudently and in the interests of the community. These requirements provide local authorities with a list of matters to consider as part of the development of a transparent revenue system.

The legislative requirements for the Revenue and Financing Policy are firstly to set out any policies Council has on the funding of operating and capital expenditure from the following sources:

- general rates (including the choice of valuation basis, differential rates and the use or otherwise of uniform annual general charges)
- targeted rates (but noting that the LGA 2002 does not specify any further disclosures – in other words, the revenue and financing policy need not disclose the basis on which the rates are set, and the basis for any differentiation)
- fees and charges
- interest and dividends from investments
- borrowing
- proceeds from asset sales
- development contributions
- financial contributions
- grants and subsidies
- any other source.

The second part of the requirement is that the policy must also show how the selection of funding sources in the policy complies with the funding policy process in section 101(3). The section 101(3) requirements recognise that funding policy is more than just a device for raising revenue, but subject to the prudence test, is also one of the instruments that Council may wish to use to promote community interests. While the results of section 101(3) analysis are presented in the revenue and financing policy they apply equally to other policies.

Specifically section 101(3) requires that the funding needs of Council must be met from those sources that it determines to be appropriate, following consideration of:

- in relation to each activity to be funded
 - the community outcomes to which the activity primarily contributes; and
 - the distribution of benefits between the community as a whole, any identifiable part of the community, and individuals; and
 - the period in or over which those benefits are expected to occur; and

- the extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity; and
- the costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities; and
- the overall impact of any allocation of liability for revenue needs on the community.

When considering its rates structure Council should consider the following questions:

- What is Council's philosophy in setting rates?
- What rating tool(s) will help Council achieve its philosophy?
- Has Council considered:
 - the exacerbator pays principle?
 - issues regarding intergenerational equity?
 - integration with its financial strategy and other funding policies e.g. DCs Policy?
 - achievement of community outcomes?
 - private vs public good considerations?
- Does the proposed approach meet there requirements of the LGRA?
- Has Council met its decision making requirements under the LGA?
- Is the proposed approach financially prudent (including demonstrating certainty of income)?
- Is the proposed approach sustainable, reasonable and fair (equitable)?
- Is the proposed approach a transparent approach to funding Council activities?
- Is the proposal affordable? (Youth, elderly, community groups or other sectors of our community?)
- Is Council satisfied with the incidence of rates across the community?
- Are there any market forces or unintended consequences at work?
- Is the proposal practical and can it be implemented efficiently?
- Are there any outlying results? Can these be managed through a remission policy?

Impact on policy and bylaws

Decisions made by Council will affect the Revenue and Financing Policy. Decisions regarding funding will also have a potential impact on the fees and charges set by Council and other policies, such as rates remissions policies.

Consistency with the Long Term Plan / Annual Plan

The Revenue and Financing Policy and Rates structure review are key part of the development of the Long Term Plan 2018-28.

Impact on significance policy

The Revenue and Financing Policy and Rates Structure are significant, and form a key part of the Long-Term Plan. Consultation will occur in conjunction with that that plan in 2018.

Communication, consultation and decision making processes

Council must use the special consultative procedure in adopting or amending its:

- revenue and financing policy;
- policy on development contributions or financial contributions;
- policy on the remission and postponement of rates on Maori freehold land.
- rates remission policy;

- rates postponement policy.

Ngā Take | Consent issues

There are no consent issues.

Timeframes

Staff are aiming to have the essential parts of the Long-Term Plan signed off in draft on 9 December 2020.

Financial Impact

i. Cost

The cost of developing the Revenue and Finance Policy and Rates Structure is funded as part of the Long Term Plan.

ii. Funding Source

Council has provided a budget for the preparation of the Long Term Plan in its Annual Plan.

Ngā Tāpiritanga | Attachments

- A. Draft Revenue and Finance Policy

Ngā waitohu | Signatories

Author(s)	Niall Baker Senior Policy Planner	
Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

Staff Long Service Presentation

CM No.: 2374793

Rāpopotonga Matua | Executive Summary

Dennis Bellamy will be presented with a Long Service Award in recognition of 50 years' service to Matamata-Piako District Council.

COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr A Wilcock

Seconded by: Cr D Arnold

CARRIED

Adjourned for morning tea at 10.15am and reconvened at 10.43am

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Tamara Kingi Committee Secretary and Corporate Administration Officer	
Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

Draft Waste Management and Minimisation Plan (WMMP)

CM No.: 2369066

Rāpopotonga Matua | Executive Summary

This report seeks the approval of the draft Waste Management and Minimisation Plan for the purposes of public consultation.

The draft Waste Management and Minimisation Plan sets out what Council intends to do over the next six years to make sure we manage our waste as best we can for the benefit of our community, our local economy, and our environment.

It is a legislative requirement that Council use the special consultative procedure to consult with the community on the contents of the reviewed WMMP. Having Statement of Proposal (SOP) is part of this procedure. If adopted by Council, the draft SoP and draft WMMP will form part of the 2021-2031 Long Term Plan consultation package that will be open for public submissions in March/April 2021.

This has been recommended by the Solid Waste Working Party at their meeting held on 18 November 2020. The draft Waste Management and Minimisation Plan, Waste Assessment and statement of proposal have been circulated separately to this report.

COUNCIL RESOLUTION

That:

1. The information be received.
2. Council has had regard to the Waste Assessment when considering the draft Waste Management and Minimisation Plan.
3. Council adopts the Draft Waste Management and Minimisation Plan and Statement of Proposal for public consultation as recommended by the Solid Waste Working Party.

Moved by: Cr C Casey
Seconded by: Cr J Sainsbury

CARRIED

Horopaki | Background Background

The Waste Minimisation Act 2008 (Act) requires all territorial authorities to adopt a Waste Management and Minimisation Plan (WMMP). The WMMP must set out:

- Objectives, policies and methods for achieving effective and efficient waste management and minimisation.
- How implementation of the plan will be funded.
- A framework for making any grants to organisations or individuals for waste management and minimisation purposes, should the Council wish to make grants available.

In 2011 Matamata-Piako, Hauraki and Thames-Coromandel District Councils formed a Joint Committee to oversee the shared solid waste services project. The Joint Committee consisted of two Councillors from each Council and was given delegation of authority to enable it to undertake its roles and responsibilities. This included the authority to recommend the draft WMMP for consultation, hear submissions and make a recommendation to each Council on the adoption of the WMMP. This led to the first WMMP that was completed in 2012.

The current WMMP is a joint plan with both Hauraki and Thames-Coromandel District Council, as provided for under the Act. This WMMP is known as the Eastern Waikato Waste Management and Minimisation Plan. The joint plan also supports a joint solid waste collection contract across the three districts.

In December 2016 Council decided to re-establish the Joint Committee to oversee a review of the WMMP with elected representation from the three constituent councils (Hauraki District Council, Matamata-Piako District Council and Thames-Coromandel District Council). The Joint Committee were tasked with reviewing the plan and recommending it to the three Councils.

The three Councils decided to undertake a review of the plan in 2017 to:

- Make improvements to the plan as identified by the Thames-Coromandel District Council Solid Waste Manager in the capacity of lead officer;
- Ensure each council has the most up-to-date waste management and minimisation information to inform development of their 2018-2028 Long Term Plans;
- Undertake a review of the joint WMMP ahead of the 2018-2028 Long Term Plans to spread the workload of staff across a longer time period; and
- Bring forward the following WMMP review (which would not have been required until 2024) to 2022 to align with tendering of the solid waste services (the current contract expires in August 2023).

The process for reviewing the WMMP in 2017 was similar to that employed in 2012. This involved a single consultation process, hearings and deliberations by the joint committee and adoption of the joint plan by each of the councils individually. A total of 28 submissions were received. Council adopted the WMMP on 27 June 2017.

While the existing WMMP covers the period 2017 to 2023 significant changes in Central Government policies, and in the waste industry sector have resulted in reviewing our Plan in 2020 to ensure it is 'fit for purpose'. In addition, 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.

Discussions with staff from other two Councils have indicated a desire to move away from the Joint WMMP with each Council developing their own plans that reflects their local communities. This new plan will allow us to incorporate new waste minimisation services that are 'fit for the future'. It will also allow us to continue to collaborate with other Councils and organisations on waste minimisation initiatives.

Various pieces of work have been completed over the past few months which have informed the direction of the draft plan:

- Section 17A review (review of service delivery arrangements)
- Long-Term Plan Pre-consultation ('Trash Talk')
- Asset Management Plan review

- Solid Waste Survey (waste analysis)
- Waste Assessment (see below)
- Discussion with waste industry representatives

These reports have been discussed with the Working Party and Council workshops. Records of discussion with the waste industry has been reported to Council in the minutes of the Working Party meetings.

The Solid Waste Working Party has considered the new WMMP and recommended it Council. A workshop was held on 25 November to present the draft WMMP to Council.

The WMMP will be part of the underlying information to support the LTP Consultation Document. The WMMP is not audited.

Ngā Take | Issues / Kōrerorero | Discussion

Waste Assessment

A waste assessment has been completed in accordance with section 51 of the Act. This contains:

- A description of the services provided by the Council;
- A forecast of future demands for the services;
- Options available to meet those demands;
- The Council's intended role in meeting the demands;
- Proposals for meeting the demands;
- The extent to which the proposals will ensure public health is protected and promote efficient waste management and minimisation

In making the assessment Council must consult the Medical Officer of Health.

The Waste Assessment identifies the following Council specific issues that need to be addressed in the WMMP:

- Increasing waste to landfill;
- Decline in diverted material;
- High volume of divertible material disposed through Refuse Transfer Stations (RTS)
- High volume of organic waste going to landfill
- Cost and volume uncertainty due to legislation change

The WMMP has taken account of these issues and they are addressed in the action plan.

The current waste service contract expires in 2023 and this presents the best timing for any change in kerbside collection services or significant change to RTS operations. The Waste Assessment sets out the following options for kerbside and the RTS sites:

Kerbside options

- Provide a Council kerbside rates funded refuse bin service to restrict disposal volume (size and/or frequency).
- Extend Council kerbside collection service to more rural households and to businesses.
- Provide a separate organic collection service, for green waste, kitchen waste or both to urban households.

RTS options

- Upgrade existing RTS to resource recovery centres with more diversion options offered, adjust layout and charging to promote diversion over disposal.

The Waste Assessment is appended to the back of the draft WMMP.

WMMP

WMMPs must be reviewed at intervals of not more than 6 years after the last review (section 50 of the Act). In the Council's case the last review was undertaken and a new Waste Management and Minimisation Plan adopted on 27 June 2017.

The Act requires Council when preparing a WMMP to -

- a) consider the waste hierarchy (see below)
- b) ensure that the collection, transport, and disposal of waste does not, or is not likely to, cause a nuisance; and
- c) have regard to the New Zealand Waste Strategy, or any government policy on waste management and minimisation that replaces the strategy; and
- d) have regard to the most recent waste assessment undertaken

The Act does not prescribe specific waste management and minimisation targets, or the structure or content of WMMPs, allowing significant local flexibility in the approach taken.

The Act does however include a 'waste reduction hierarchy' that Councils must consider when preparing/reviewing a WMMP. The hierarchy is listed in descending order of importance:

- reduction
- reuse
- recycling
- recovery
- treatment
- disposal

The waste reduction hierarchy has been considered and the draft WMMP has included details of this.

The Draft WMMP includes a vision of '*ZERO WASTE 2038; working towards a low-waste future and a circular economy*'. This date aligns with the planned closure of the Tirohia Landfill.

The Action Plan in the WMMP aims to set out clear, practical initiatives for Council to implement, either on our own or jointly. They are summarised into the key action areas below:

1. Leadership and Management – engagement and advocacy
2. Collections - Maintain kerbside rubbish and recycling, investigate a kerbside food waste collection, encourage garden waste diversion
3. Infrastructure - Retro-fit our Refuse Transfer Stations to become resource recovery parks
4. Education, Engagement and communication - Increase community engagement and involvement.
5. Data, regulation and reporting – Bylaws, operator licensing, waste surveys and improvements in internal data.

The WMMP must include information about how the implementation of this Plan will be funded, as well as information about any grants made and expenditure of waste levy funds. We intend to use our waste levy funds for the range of waste minimisation activities and services as set out in the Action Plan.

Council has adopted a grants policy from 1 July 2021 for businesses, community groups, and other organisations to apply for funding from council for projects which align with, and further, the objectives of the WMMP on an annual basis. The funding for this would come from the Waste Levy.

Mōrearea | Risk

There is no major risks for the WMMP itself. There is significant risk around cost and volume uncertainty due to legislation change.

The WMMP has been drafted within a wider context where there are number of changes occurring in the waste sector and proposals from central government. Examples of this include the amendments to the national Emission Trading Scheme, change in the market for recyclables, the increasing move towards kerbside food waste collections, container deposit schemes being mooted and standardisation of kerbside collections.

These all present risks to Council around alignment with the draft WMMP, costs to Council and central government funding from the levy or other sources available to deliver on the WMMP.

Ngā Whiringa | Options

Council has the following options:

1. Approve the draft WMMP for consultation as recommended by the Working Party.
2. Do not approve or recommend amendments to the draft WMMP for consultation.

If Council opts not to approve or to amend the WMMP it is suggested it would need to be referred back to the Joint Committee for further discussion. This would have an impact upon the timeline set out further in this report.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

Subject to Councils agreement, the outcome of this process will result in a new WMMP.

New Zealand Waste Strategy

The Act outlines that councils must have regard to the New Zealand Waste Strategy when preparing/amending a WMMP. The New Zealand Waste Strategy sets out the Government's long-term priorities for waste management and minimisation.

The Strategy was developed in 2002 and revised in 2010. It has two goals provide direction to local government, businesses (including the waste industry), and communities on where to focus their efforts in order to deliver environmental, social and economic benefits. The goals are:

- reducing the harmful effects of waste
- improving the efficiency of resource use.

The Ministry for the Environment has published guidance on reviewing WMMPs, which notes that a WMMP should demonstrate how Councils intend to meet the (2010) New Zealand Waste Strategy's goals of reducing environmental harm and improving efficiency.¹

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

A WMMP requires public consultation which must be in accordance with the special consultative procedure set out in section 83 of the Local Government Act 2002.

Making the draft WMMP available for community consultation not only meets legislative requirements, but also is an important opportunity to test if we have got it right.

¹ Ministry for the Environment, *Waste Management and Minimisation Planning: Guidance for Territorial Authorities*, 2015, www.mfe.govt.nz/publications/waste/waste-assessments-and-waste-management-and-minimisation-planning-guide

The draft SoP gives a summary of the major contents of the WMMP and describes how people interested in the WMMP can let Council know their views on it.

A communications plan and materials will be developed to consult with stakeholders and the wider community.

A proposed timeline has been developed as follows:

Task	Timeframes
Discussion with Te Mana Whenua Forum	1 December 2020
Council adopt draft WMMP for public consultation	9 December 2020
Public consultation	March/April 2021 (dates to be confirmed)
Hearings	12/13 May 2021 (To be confirmed)
Council approve the WMMP (alongside the LTP)	30 June 2021

It is proposed to consult on the WMMP alongside the LTP.

The WMMP doesn't carry the statutory timeframes/deadlines that that LTP has. The WMMP could be adopted at a later date than set out above, however this could have an impact on the Government Waste levy funding and the proposed waste minimisation grants. Care would also need to be taken to ensure alignment between the LTP and WMMP.

Ngā take ā-Ihinga | Consent issues

There are no consent issues.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision:

Council vision: *Matamata-Piako – The Place of Choice - Lifestyle. Opportunities. Home.*

Community outcomes:

Environmental Sustainability

- We support environmentally friendly practices and technologies.
- We engage with our regional and national partners to ensure positive environmental outcomes for our community.

Connected Infrastructure

- Infrastructure and services are fit for purpose and affordable, now and in the future.
- Quality infrastructure is provided to support community wellbeing.
- We have positive partnerships with external providers of infrastructure to our communities.

Healthy Communities

- Our community is safe, healthy and connected.
- We encourage the use and development of our facilities.

The WMMP contributes to the above outcomes. The WMMP is about incorporating new waste minimisation services that are 'fit for the future'. It will also allow us to continue to collaborate with TCDC/HDC and other like-minded organisations on waste minimisation initiatives.

The intent is to develop infrastructure (Refuse Transfer Stations) into Community Resource Recovery Centres (CRRC) to provide for greater separation of wastes and provide for collaborative enterprises that allow for community and business input. The overall intent is to minimise waste to landfill and that valuable resources are reused or recycled.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

This work is covered within the Solid Waste Asset Management Budget.

Council must adopt a WMMP before 1 July 2021 in order to receive Government Waste Levy funding.

Funding is also proposed from the Waste Minimisation Fund for community grants to foster innovation in the community in waste reduction.

Ngā Tāpiritanga | Attachments

- A. Draft WMMP Statement of Proposal
- B. Draft WMMP
- C. Waste Assessment

Ngā waitohu | Signatories

Author(s)	Niall Baker Senior Policy Planner	
	Sandra Harris Senior Policy Planner	

Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

9 Information Reports

Mayoral Diary for November 2020

RM No.: 2374063

Rāpopotonga Matua | Executive Summary

The Mayoral Diary for the period ending 30 November 2020, is attached to the agenda.

COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr R Smith

Seconded by: Cr D Arnold

CARRIED

Ngā Tāpiritanga | Attachments

- A. Mayoral Diary November 2020

Ngā waitohu | Signatories

Author(s)	Debbie Burge Executive Assistant to the Mayor	
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Approved by	Don McLeod Chief Executive Officer	
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10 Procedural Motion to Exclude the Public

11.11am The public were excluded.

Moved by Cr C Casey

Seconded by Deputy Mayor N Goodger

Carried

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not public available.

C1 Menz Shed Lease

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
<p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>	<p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>We are still in negotiations with the group on lease agreements, terms etc..</p>	<p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

11.30 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 2 DECEMBER 2020.

DATE:.....

CHAIRPERSON:.....
Mayor Ash Tanner, JP