Kaunihera | Council

Kaupapataka Wātea | Open Agenda

te kaunihera ā-rohe o matamata-piako district council

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

Ko te rā | Date:	**Wednesday 22 March 2023**
Wā | Time:	**9.00am**
Wāhi | Venue:	**Council Chambers** **35 Kenrick Street** **TE AROHA**

Ngā Mema | Membership

Koromatua | 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

Waea | Phone:	07-884-0060
Wāhitau | Address:	PO Box 266, Te Aroha 3342
Īmēra | Email:	governance@mpdc.govt.nz
Kāinga Ipuranga | Website:	www.mpdc.govt.nz

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1 Whakatūwheratanga o te hui | Meeting Opening

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

At the close of the agenda no apologies had been received.

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

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

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

(a) The local authority by resolution so decides; and

(b) The presiding member explains at the meeting, at a time when it is open to the public,-

(i) The reason why the item is not on the agenda; and

(ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting."

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

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

(a) That item may be discussed at that meeting if-

(i) That item is a minor matter relating to the general business of the local authority; and

(ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(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 Whākī pānga | Declaration of Interest

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

5 Whakaaetanga mēneti | Confirmation of Minutes

Minutes, as circulated, of the ordinary meeting of Matamata-Piako District Council, held on 8 March 2023

6 Papa ā-iwi whānui | Public Forum

Name	Position/Organisation	Topic
Samantha Vercoe	N/A	• Animal Control

7 Pūrongo me whakatau | Decision Reports

7.1 Piakonui Road Rally

CM No.: 2698439

Rāpopotonga Matua | Executive Summary

Thames Valley Car Club (TVCC) has applied for a road closure from 10:00am to 5:00pm on Sunday 30 April 2023 for a rally event on the unsealed section of Piakonui Road, Richmond Downs (Matamata).

The proposed road closure was advertised 25 January in the Matamata Chronicle. Submissions closed 12:00 noon on 3 March 2023.

Council use the Transport (Vehicular Traffic Road Closure) Regulations 1965 to process Event Road Closures. These regulations provide the framework for temporary road closures for vehicle races, processions, carnivals, celebrations, sporting events or other special events.

Under these regulations Council has to advertise a Notice of Intention to temporarily close the road at least 42 days before the proposed event. The requirement is to advertise the proposed road closure in at least one newspaper circulating in the locality of the closure.

Any person affected by the temporary road closure may lodge an objection no later than 28 days before the actual closure date. In this instance we have had to advertise the proposed closure early and the last date for submissions will in fact be 57 days prior to the event date / road closure. This was done to fit in with Council meetings in the event that we had submissions. The closing date for submissions was midday Friday 3 March 2023

One submission (attached) was received opposing the proposed road closure. This was from;

- Amanda Allan, and also on behalf of Troy Allan.

Council now needs to consider these submissions. Troy Allan will be in attendance. Amanda Allan has confirmed that she will authorise Troy Allan to speak on her behalf.

A representative from the TVCC will also be in attendance.

Tūtohunga | Recommendation

That:

1. Council receives the report.

2. Council approve the Proposed Temporary Road Closure - Piakonui Road, Richmond Downs from 10:00 am to 5:00 pm on Sunday 30 April 2023 subject to the following conditions:

a) Monitor dust and ensure there is a water tanker available to minimise dust,

b) Ensure residents have a contact number so they can communicate and co-ordinate with the rally organisers when they need access to their properties.

c) MPDC Roading maintenance supervisor to ensure that the post-race inspection is done on the Monday following the event and that maintenance is done no less than 5 days after the event.

Horopaki | Background

Thames Valley Car Club (TVCC) has made an application to close an unsealed section of Piakonui Rd, Richmond Downs (Matamata) for a rally event from 10:00 am to 5:00 pm on Sunday 30 April 2023.

The unsealed section of Piakonui Road is a low volume (approx. 45 vehicles per day) road which is subject to dust particularly in dry weather. The vehicles that typically use this road are a mix of cars, farm vehicles, stock trucks and milk tankers. While the rally will increase the volume of daily traffic on the road the organisers plan to mitigate dust with the use of water tankers as necessary.

Fulton Hogan conduct monthly inspections on all MPDC unsealed roads and carry out cyclic maintenance (potholes, water tables, check culverts, clean edge marker posts) as required. This may also be driven by Customer Requests and subsequent inspections.

The last maintenance carried out on Piakonui Road was 8, 9 and 15 February where they filled potholes and graded areas that required grading.

Council use the Transport (Vehicular Traffic Road Closure) Regulations 1965 to process Event Road Closures. These regulations provide the framework for temporary road closures for vehicle races, processions, carnivals, celebrations, sporting events or other special events.

Under these regulations Council has to advertise a Notice of Intention to temporarily close the road at least 42 days before the proposed event. The requirement is to advertise the proposed road closure in at least one newspaper circulating in the locality of the closure.

We also require the car club to do a letter drop to all properties affected by the closure and to visit the residents directly affected by the road closure to obtain signatures if they are happy for the road closure to proceed.

Any person affected by the temporary road closure may lodge an objection no later than 28 days before the actual closure date. In this instance we have had to advertise the proposed closure early and the last date for submissions will in fact be 57 days prior to the event date / road closure. This was done to fit in with Council meetings in the event that we had submissions. The closing date for submissions was midday Friday 3 March 2023.

TVCC representatives visited the residents of Piakonui Road affected by the proposed road closure on 3 and 7 February 2023. The purpose of this visit is to meet face to face with all residents, tell them about the proposed road closure / rally event and address any concerns prior to the event. They also handed out a TVCC notice about the event and the proposed road closure. There were two residents that were not home on the days the TVCC representatives called in so the event details and submission information were left in their mail box(s).

Ngā Take/Kōrerorero | Issues/Discussion

Thames Valley Car Club is based in Paeroa but have many active members from the Matamata-Piako District. They have been running rally events on various roads (sealed-Waiti Rd, Te Tuhi Rd and Quine Rd and unsealed Piakonui Rd) in our district for more than seventeen years. The club has a good track-record with Council in terms of the Temporary Road Closure application processes and providing the funding for post-race road maintenance and repairs.

Dust is one of the main concerns to the residents as it can get into their tanked water supplies if it settles on their roof. TVCC will have two large water trucks on site courtesy of J Swap Contractors. Prior to the first run the road surface will be wet and after each run the tanker(s) will wet the road outside the houses. They will take into consideration the wind direction and drift and wet the road accordingly to avoid dust nuisance to the houses.

We have a process for rally events on Piakonui Rd and any unsealed roads;
When the application comes in for a proposed rally event we communicate with Fulton Hogan and let them know where and when the proposed event is so they can defer any major works until after the event. They will however still carry out cyclic activities ie fill potholes, replace edge marker posts etc

- A week prior to the event we do a joint inspection with a representative from the car club. This is to note any defects and general surface conditions of the unsealed surface.
- We get Fulton Hogan to do a grade and/or any deferred heavy maintenance the week following the rally event.

Last year the rally event was held on 8 May. Prior to the rally event we did a joint inspection with a representative from the TVCC. The road appeared to be in reasonable condition, no serious corrugations, washouts or significant potholes.

Fulton Hogan was asked to proceed with their heavy maintenance works on Piakonui Road the day after the rally event (9 May). This is their record of what was done on Piakonui Rd the following week;

- 9, 10, 11, 16, 17 and 18 May 2022 Fulton Hogan crew was there doing full grading and resheeting. They put on 275 tonne of aggregate on Piakonui Rd.

TVCC was invoiced in June 2022 for supply, spread and compact 20 tonne aggregate.

Our Traffic Management Co-ordinator carried out an audit of the rally event last year and her recommendations to the TVCC for future events were:

1. Close the road earlier and manage entry and residents exiting, have a pilot to escort vehicles through the site.
2. Position all rally cars, tents and caravans off the road in a paddock and keep the road clear for the public. There were two paddocks in use while I was on site so farmers are happy for the club to use them.
3. A Traffic Management provider will be required to remain on site for the next rally as the road closure points were not manned as stated in the approved Traffic Management Plan. Don was the only qualified person on site and he was so occupied with getting the rally underway that he had no time to manage the closures or public passing through the site while the road was still open.

These recommendations were recently resent to the TVCC as a reminder to incorporate into planning this years event.

For the safety of residents, competitors and spectators, access to the properties on the closed section of the road is controlled by marshals. This could mean that there is both a time and distance inconvenience for those wanting to access properties effected by the road closure because access will always be in the direction the rally stage is being run. The TVCC have advised access to and from properties will be with as little delay as possible.

<u>Seal Extensions</u>
Council doesn't currently have a seal extension programme. In the past it has sealed some sections of the network on an individual basis taking into consideration the Net Present Value (NPV), Community feedback and wider benefits.

A Net Present Value (NPV) was completed to seal a section of Piakonui Rd but it was decided that staff would look at further options to seal unsealed roads in the district.

There is currently 52km of unsealed road across our district. Council will be asked to make a decision on whether it wishes to provide funding going forward in the 2024 Long Term Plan and change the current stance of not funding any seal extensions.

Mōrearea | Risk

Council require the following to mitigate risks;

- Public liability insurance to a minimum value of two million dollars,
- Approved traffic management plan for the closed section. This includes signage advising of the road closure and advanced warning signs etc. J Swap will be providing the Traffic Management for this year's rally.
- Letter Drops to all residents including details for the marshals operating the closed section of roads so they can be contacted in case of emergency.
- Thames Valley Car Club has provided a Safety Plan for this event which is attached.

Ngā Whiringa | Options

1. Approve the Proposed Temporary Road Closure - Piakonui Road, Richmond Downs from 10:00 am to 5:00 pm on Sunday 30 April 2023 subject to the following conditions:
    a. Monitor dust and ensure there is a water tanker available to minimise dust,
    b. Ensure residents have a contact number so they can communicate and co-ordinate with the rally organisers when they need access to their properties.
    c. MPDC Roading maintenance supervisor to ensure that the post-race inspection is done on the Monday following the event and that maintenance is done no less than 5 days after the event.

2. Decline the Proposed Temporary Road Closure - Piakonui Road, Richmond Downs from 10:00 am to 5:00 pm on Sunday 30 April 2023.

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

We follow the legislative requirements of Transport (Vehicular Traffic Road Closure) Regulations 1965 for processing event road closure applications.

Ngā Tāpiritanga | Attachments

A⇩. Email submission - Amanada Allan - Objection to Proposed Temorary Road Closure

B⇩. Proposed Temporary Road Closure ad for Piakonui Rally 2023 - Advert

C⇩. Resident signatures and notification letter to residents for Piakonui Rd Rally 2023

D⇩. TVCC Piakonui Road - second resident signature sheet 2023

Ngā waitohu | Signatories

Author(s)	Mike van Grootel **Roading Manager**	

Approved by	Fiona Vessey	

	Group Manager Service Delivery	

From: Mandy Allan
Sent: Wednesday, 08 March 2023 16:42
To: Leanne Keenan; Alison Gillingham; Troy
Subject: RE: 2023 Proposed Temporary Road Closure Piakonui Rd.DOCX

ATTENTION! This e-mail originates from outside of the council. Do not open attachments or click links unless you are sure this e-mail comes from a known sender and you know the content is safe.

Thanks for getting in touch Leanne.

Yes Troy and I wish to attend to get across our points about dust management and immediate repairs following the race and expectations around safety for our homes and pets/livestock.

The road is currently not in any state for a race. Maybe the council will finally clear the fallen trees covering parts of the road,broken barriers and potholes for the Thames Valley Car Club, who seem to have more rights over the road than the residents!

Sent from my Galaxy

-------- Original message --------
From: Leanne Keenan
Date: 8/03/23 10:38 am (GMT+12:00)
To: Alison Gillingham amandallan Troy

Subject: 2023 Proposed Temporary Road Closure Piakonui Rd.DOCX

Good Morning,

I am sending you a copy of the ad that was placed in the paper in January advising of the road closure for the Piakonui Rally.

As you have submitted in the past and as yet we have not received any submissions from you for this year's event. Submissions closed last Friday, however you may still submit if you have missed the deadline, as there are concerns you may not have seen this advertisement.

Requests were sent out early this year due to the timing of Council meetings.

1

We will need to send in an agenda for a hearing which is scheduled for the 22nd of March. This is the only meeting available to us before the event.

If you can let me know if you wish to send in a submission I can proceed with sending the agenda through for the meeting on the 22nd.

Regards

Leanne

Attention:
This e-mail is privileged and confidential. If you are not the intended recipient please delete the message and notify the sender. Any views or opinions presented are solely those of the author.

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2

COM183203

PROPOSED TEMPORARY ROAD CLOSURE

PIAKONUI ROAD, RICHMOND DOWNS

Matamata-Piako District Council proposes to close the following road to ordinary vehicular traffic for the period stated below so Thames Valley Car Club can conduct a rallysprint event.

Road to be closed
Piakonui Rd – From 349 at the corner of Paratu and Piakonui Rds to 1263 at the corner of Piakonui and Henry Watson Rd

Date and time of closure
Sunday 30 April 2023 10.00am – 5.00pm

Any person wishing to make a submission on the proposed closure should do so in writing, to Leanne Keenan, to reach the Matamata-Piako District Council Office at PO Box 266, Te Aroha, not later than midday on Friday March 3rd 2023.

This notice is made pursuant to the Transport (Vehicle Traffic Road Closure) Regulations Act 1965.

Don McLeod
Chief Executive Officer

First advise of Event

31 January 2023

Dear Resident

Our purpose for calling is to inform you of the proposed temporary closure of your road. The reason being our club (Thames Valley Car Club) is running the Andy Lowe Memorial Rallysprint.

This event is Round Four of the North Island Rallysprint. We believe this event will attract a good field of driver/car combinations. All competing drivers and crews have to abide by the New Zealand Road Code when travelling to and from the event (e.g. roads not closed off to the public). On competition section where the Matamata Piako District Countil Council will be approached for permission for temporary road closures so that timed runs can be done. Once they reach the end of the closure competitors have to abide by the Road Code again.

On the competition section our club will have officials at the start and finish of the stage, also block-marshals at driveways and intersections on the road. Additionally there will be medical personnel at the start. Radio control is maintained between all starts and finishes, Clerk of the Course and official cars throughout the course by a high powered radio network.

The organisers will deliver to you another letter approximately one week prior to the event, as a reminder, containing the exact time of road closure, the direction the rally cars will be travelling and emergency contact procedures to be used if you may have an emergency, in which case the event will be stopped immediately and the necessary action taken.

MotorSport New Zealand Inc has a public liability insurance cover of $10,000,000 to cover any damages, etc. Also all local bodies and transport departments have been advised.

The roads closed are: Piakonui Road, Matamata

From Gateway ..... To Gateway .....

On Sunday, 30th April, 2023, 7am to 6pm

Yours faithfully

Don Brunt

President of Thames Valley Car Club

Mobile: 0274 739 185

te kaunihera ā-rohe o matamata-piako district council

Item 7.1

Attachment C

TEMPORARY ROAD CLOSURE PETITION FORM

matamata piako district council

ANY PASSER BY DON BROWN ALEX BURDON HARVEY SEMMENS

We the undersigned confirm that we have no objection to the closure of the Road(s) for the said Event on the Dates(s) and Time(s) as detailed below.

Event: THAMES VALLEY CAR CLUB R/S Date(s): SUN 30th APRIL 23 Time(s): 9-00 AM 5-00 PM

Road(s) Affected: PIAKONUI ROAD RICHMOND DOWNS

Name	Address	Signature	Date	PH. NO
Dean Shadbolt	1022 piakonui Rd Richmond downs			
Hugh Metcalfe	558 Piakoiti Rd / 344 Piakonui RD			
Kevin Vincent	1200 Piakonui Rd			
David Hall	1185 NOT HOME			
Bob. A	Bob - Deans tenant Bus Man (1040)			
Steve	~~[illegible]~~ 969 NOT HOME (NOTICE LEFT)			
A/S Rodd	~~717~~ 717			
Steven + Shayna 662	662			
Troy Allen	649 visited & notice			
A/A Gillingham	551 visited & notice			
Greg Ward (Ranger)	486 not home			
C & L meredith	404 Piakonui Rd, RD1 Walton			
Natasha Haughton	399 Piakonui Rd, RD1, Walton			
Sue Cummings	376 Piakonui Rd RD1 Walton			
PHIL SHERWOOD	1259 NOT HOME (NOTICE LEFT)			

From: A&S Jones | Cymru Family Trust <Hello@cymru.nz>
Sent: Thursday, 09 February 2023 15:26
To: Leanne Keenan
Subject: TVCC Piakonui Road

ATTENTION! This e-mail originates from outside of the council. Do not open attachments or click links unless you are sure this e-mail comes from a known sender and you know the content is safe.

Hi Leanne
Here is the remainder of letter drop. I did ask that times be corrected to align with TMP and note that it isn't the same.
Sue

From: Don Brunt <bruntfarms@hotmail.com>
Sent: Wednesday, 8 February 2023 1:22 PM
To: A&S Jones | Cymru Family Trust <Hello@cymru.nz>
Subject: Hi Sue.Piakonui road 2nd visit to absent residents.Note we will be closing the road from 7am to 6pm.Cheers Don.

1

te kaunihera ā-rohe o matamata-piako district council

Item 7.1

Attachment D

TEMPORARY ROAD CLOSURE PETITION FORM

matamata piako district council

We the undersigned confirm that we have no objection to the closure of the Road(s) for the said Event on the Dates(s) and Time(s) as detailed below.

Event: Piakonui Rally Sprint Date(s): 30-4-2023 Time(s): 7.30 - 5.00

Road(s) Affected: Piakonui Road

Name	Address	Signature	Date
Steven Leigh	969 Piakonui Road		7/02/23.
Marlene Sherwood	1259 Piakonui Road		7/2/23

2

7 Pūrongo me whakatau | Decision Reports

7.2 Proposal to classify part of Hetana Street Reserve, Matamata, under the Reserves Act 1977

CM No.: 2696259

Rāpopotonga Matua | Executive Summary

The purpose of this report is to seek a final decision about the classification(s) of Lot 2 DPS 86435 - a parcel within Hetana Street Reserve – that was proposed to be classified in part local purpose (community use) reserve to enable Matamata Community Health Shuttle Trust (MCHST) to develop a garage to house its vehicle fleet. The remaining area was proposed to be classified recreation reserve.

Public consultation on the proposed classifications was undertaken between 6 September 2022 and 14 October 2022. Details of submissions received are set out in Attachments A and B.

On 16 December 2023, Council appointed an independent commissioner, Peter Kensington, to conduct a hearing, consider all submissions received (including both written submissions and those presented at the hearing) on the proposed classifications and make recommendations to Council.

A hearing was held in Matamata on 10 February 2023. MCHST and three submitters that opposed the proposed classifications spoke to their submissions.

The Independent Commissioner has recommended:
- Not to proceed with the classification of Lot 2 DPS 86435 as proposed, and
- To classify all of Lot 2 DPS 86435 as recreation reserve.

The Independent Commissioner Recommendation Report outlines the Commissioner's assessment of the proposal and the reasons for the recommendations (Attachment 3).

Staff support the Independent Commissioner's recommendations.

Accepting the recommendations, would mean that the MCHST could not proceed with their current proposal at Hetana Street Reserve.

Council may wish to explore other ways to assist MCHST to secure an appropriate site for their garage.

Staff intend to workshop the Hetana Street Reserve Master Plan Project with Council to confirm the next steps to progress this project.

Tūtohunga | Recommendation

That:

1. **Council receives the report entitled 'Proposal to Classify Part of Hetana Street Reserve, Matamata, under the Reserves Act 1977 – Independent Commissioner Recommendation' prepared by Peter Kensington; dated 28 February 2023 (Attachment 3).**

2. **Pursuant to section 16(2A) of the Reserves Act 1977, Council approves the classification of Lot 2 DPS 86435 as recreation reserve and authorises staff to publish a notice in the New Zealand Gazette giving effect to the decision.**

3. **Council acknowledges the impact of this decision on the Matamata Community Health Shuttle Trust (MCHST) who provide a valued community service and is open to exploring alternative ways that the Council can support the MCHST to secure a suitable long-term site for a garage to house its vehicle fleet.**

4. **Council thanks submitters for their involvement in this process and requests staff to inform them of Council's decision.**

Horopaki | Background

MCHST first approached Council about extending its current building in April 2021. After this option was discounted, Council considered alternative options at workshops in April 2022 and May 2022.

On 29 June 2022 the Corporate and Operations Committee approved the relocation of the MCHST garages to the sculpture park in Hetana Street Reserve and the commencement of the reserve reclassification process.

Subsequently Council confirmed that the subject site (Lot 2 DPS 86435) was vested in Matamata-Piako District Council in 2000 as recreation reserve subject to the Reserves Act 1977 however, it had never been classified under the Reserves Act 1977. Council initiated a public consultation process to classify the area required for the garage as local purpose (community use) reserve and the remaining area as recreation reserve.

The public consultation period was from 6 September 2022 - 14 October 2022. The opportunity to submit was promoted through a public notice in *The Scene Matamata* (in the 'Council in Focus' on the 6 September and 4 October), on Council's website under 'Have Your Say' and through Council's Facebook page and Antenno posts.

Eighteen submissions were received: five from community organisations[1] and thirteen from individuals. The Hetana Street Reserve Classifications Hearing Report (Attachment A) contains a summary of the submission points and MCHST's responses, as well as the full submissions. The submission from Joanne Aoake, a kuia from Ngāti Hinerangi, is provided as Attachment B because this was identified as lost at the hearing and was subsequently provided to the Independent Commissioner during the hearing adjournment phase.

1 Community Health Shuttle Trust, Transition Matamata, Centennial Drive Committee, Tom Grant Drive Incorporated, and Keep Matamata Beautiful

Ngāti Hauā Iwi Trust and Ngāti Hinerangi were advised of the proposed classifications and submissions received during the public consultation. The formal response received from Ngāti Hauā Iwi Trust outlining their opposition to the local purpose (community use) reserve classification is included in Attachment A.

On 14 December 2022, Council resolved[2] to appoint an independent commissioner to conduct the hearing in respect of objections and submissions received on the proposed reserve classifications and prepare a report to Council which considers all submissions and objections received, including both written submissions and those presented at the hearing and makes recommendations to Council in respect of the proposal. Peter Kensington was subsequently appointed by the Group Manager Business Support on the 16 December 2022.

The hearing was held on the 10 February 2023 in Matamata. MCHST and three submitters that opposed the proposed classifications spoke to their submissions. The details of the submitters and their submissions are set out in the Independent Commissioner Recommendation Report (Attachment C).

Ngā Take/Kōrerorero | Issues/Discussion

The Hetana Street Reserve Classifications Hearing Report (Attachment A) and the Independent Commissioner Recommendation Report (Attachment C) outline MCHST's proposal, the proposed classifications, the submissions and MCHST's response to opposing submission points, Ngāti Hauā Iwi Trust's position and the planning framework within which the classification decision must be made.

The Independent Commissioner Recommendation Report outlines the Independent Commissioner's assessment of the proposal and recommendations. The Independent Commissioner has recommended:

- Not to proceed with the classification of Lot 2 DPS 86435 as proposed
- To classify all of Lot 2 DPS 86435 as recreation reserve.

Section 17 of the Reserves Act sets out that recreation reserves are for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside. This classification does not allow for the development of buildings that are not complimentary to the purpose of recreation.

Staff have assessed the three options available to Council to be:

- Option 1: Approve the classification of Lot 2 DPS 86435 as recreation reserve in line with the Independent Commissioner's recommendation.
- Option 2: Approve classification of approximately 223m^2 (building footprint and 2m buffer) of Lot 2 DPS 86435 to local purpose (community use) reserve to enable Matamata Community Health Shuttle Trust (MCHST) to develop a four bay garage and classify the remainder of Lot 2 DPS 86435 recreation reserve.
- Option 3: Delay deciding on the classification(s) of Lot 2 DPS 86435 under the Reserves Act 1977 until the Hetana Street Reserve Master Plan is completed.

[2] Council resolution from 14 December 2022 meeting; agenda item 7.3

Mōrearea | Risk

MCHST unhappy with the outcome

Option 1 will mean that MCHST must find another suitable site while only having a month-to-month arrangement with Railside by the Green for the use of the current garage. Option 3 may enable MCHST to explore options through the master plan process however it creates a lengthy delay and there is no certainty that locating their garage within Hetana Street Reserve would be approved through the master plan process. Both options are likely to be strongly opposed by MCHST who voiced at the hearing that they (being the trustees and the volunteer vehicle drivers) are feeling very undervalued by the opposition to this proposal.

Submitters that opposed the proposed classification unhappy with the outcome

Council has followed due process and sought independent recommendations on the proposed classifications. While Council may choose not to follow the Independent Commissioner's recommendations, option 2 is likely to create a high level of concern amongst many submitters about Council's approach to planning for and protecting Matamata's open space network.

Public perception

Council may be seen to be creating obstacles to a valued non-for-profit organisation and going back on its original decision with Option 1. Alternatively, Council might be viewed as not being transparent for not addressing submitters' concerns and not following the Independent Commissioner's advice with Option 2. Option 3, will address concerns about ad hoc decisions but may be perceived as creating unworkable delays and uncertainty for MCHST.

Ngā Whiringa | Options

The three options are assessed in Table 1.

OPTIONS	ADVANTAGES	DISADVANTAGES
Option 1 Approve the classification of Lot 2 DPS 86435 as recreation reserve in line with the Independent Commissioner's recommendation.	Classification in accordance with Independent Commissioner's advice. Classifies reserve in accordance with original vesting, the Passive Reserves Management Plan 2009 and with the majority of the remainder of Hetana Street Reserve. Classifies reserve land which is a step Council should complete for land held under the Reserves Act 1977. Retains public open space at the heart of Matamata's CBD that can be enhanced to provide for public use and enjoyment in line with the Hetana Street Reserve	MCHST left without a long-term solution for its garage facility and on a month-to-month agreement with Railside by the Green to use their current garage.

	Master Plan when completed. Avoids potential adverse visual impacts on the visual amenity of the reserve. Avoids risk of precedent being set whereby facilities that don't have to be located on public open space are directed to Council's reserves. Avoids potential risks and issues associated with locating buildings close to mature oak trees.	
Option 2 Approve classification of approximately 223m^2 (building footprint and 2m buffer) of Lot 2 DPS 86435 to local purpose (community use) reserve to enable Matamata Community Health Shuttle Trust (MCHST) to develop a four bay garage and classify the remainder of Lot 2 DPS 86435 recreation reserve.	Enables MCHST to enter into a lease to construct and operate their garage facility on Hetana Street Reserve subject to resource consent. Classifies reserve land which is a step Council should complete for land held under the Reserves Act 1977.	Classifications not in accordance with Independent Commissioner's advice. Classification of local purpose (community use) not in accordance with original vesting, the Passive Reserves Management Plan 2009 and with the majority of the remainder of Hetana Street Reserve. Confirms long term use of part of Hetana Street Reserve ahead of the Hetana Street Reserve Master Plan being completed. Loss of approximately 223m^2 of public open space and potential visual impacts may impact public use and enjoyment of the remainder of the reserve. Risk of precedent being set whereby facilities that don't have to be located on public open space are directed to Council's reserves. Potential risks and issues associated with locating buildings close to mature oak trees. Facility will create increased vehicle movements through and parking demand within Hetana Street Reserve.
Option 3	Master Plan process could	Delays and uncertainty for

Delay deciding on the classification(s) of Lot 2 DPS 86435 under the Reserves Act 1977 until the Hetana Street Reserve Master Plan is completed.	identify whether MCHST's facility could be accommodated within the Reserve. Addresses the Independent Commisioner's point that the building may be able to be accommodated within the reserve in a way that addresses concerns if investigating it as an option was included in the design brief for the master plan. Addresses concerns about ad hoc planning raised by submitters and the Independent Commissioner.	MCHST. Master Plan process could identify that MCHST's facility can't be accommmodated within the Reserve therefore leaving MCHST without long-term solution for a site for its garage facility at the end of the process.

Table 1. Assessment of options

Staff support Option 1: Approve the classification of Lot 2 DPS 86435 as recreation reserve in line with the Independent Commissioner's recommendations.

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

As set out in sections 16(2A) and 16(2B) of the Reserves Act 1977, Council can by resolution, classify the reserve according to its primary purpose and having done so must give notice of that classification to the Department of Conservation.

It is recommended that Council places a notice in the *Gazette* to provide an easily discoverable record of the decision.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Staff have informed MCHST of the Independent Commissioner's recommendations. MCHST will be advised on the Council's decision directly following the meeting.

Staff will keep submitters updated through direct correspondence and the Council 'Have Your Say' website. The latter, along with a media release, will also be used to update the wider public on Council's decision regarding the proposed classifications.

Staff will inform tangata whenua of the Council's decision directly.

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

Theme: Healthy Communities

Community Outcome: Our community is safe, healthy and connected.

Community Outcome: We encourage community engagement and provide sound and visionary decision-making.

Theme: Vibrant Cultural Values

Community Outcome: We promote and protect our arts, culture, historic and natural resources.

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

Option 1 would have costs associated with staff time and placing a notice in the *Gazette.* This can be accommodated within existing operating budgets.

Option 2 would have costs associated with the survey, registration and gazettal processes to progress the classifications. This can be accommodated within existing operating budgets.

The costs associated with Option 3 would be dependent on the outcomes of the Hetana Street Reserve Master Plan Project.

Ngā Tāpiritanga | Attachments

A. Attachment A - Hearing Report *(Under Separate Cover)*

B. Attachment B - Submission - Aoake

C. Attachment C - Independent Commissioner's Report and Recommendations

Ngā waitohu | Signatories

Author(s)	Mark Naudé **Parks and Facilities Planning Team Leader**	

Approved by	Susanne Kampshof **Asset Manager Strategy and Policy**	
	Manaia Te Wiata **Group Manager Business Support**	

Submission #18

Individual name/Organisation name: Joanne Aoake

Support Local Purpose (Community Facility) Reserve classification? No

Comment: Declaration: I am recent chairperson of Audit and Risk committee and
A Trustee of Railside by the green

Tena koe , tena koutou,
I am making this submission as having Mana Whenua status, as uri of local marae and a member of the Matamata community.

Maku I kii atu, he tangata, he tangata, he tangata. What is the most important thing in the world? It is people, it is people, it is people.
In this context this means it is individuals, whanau and communities.

I am against the re classification of the Hetana Reserve that would allow the Health Shuttle Vans to be parked at/on the Railside by the green.

There are a number of places vans can be housed but people coming together on a green space centrally is limited.

The Health Shuttle provides a great service to our community but we are talking about housing vans over room for people to use a wonderful space safely.

Railside by the green can be a pick up point for the Shuttle but it should not take precious whenua that can be used as a part of the green.

I understand other areas have been offered to the Health Shuttle to house the vans such as Heaton Stadium. So there is not a limitation on where the vans can be parked safely.

Please consider this when making the decision of taking land away from people

Naku Noa

Joanne Aoake

Support Recreation Reserve classification? n/a

Comment: n/a

TE KAUNIHERA Ā-ROHE O MATAMATA-PIAKO DISTRICT COUNCIL

PROPOSAL TO CLASSIFY PART OF THE HETANA STREET RESERVE, MATAMATA, UNDER THE RESERVES ACT 1977 – INDEPENDENT COMMISSIONER RECOMMENDATION

28 FEBRUARY 2023

1. RECOMMENDATION SUMMARY

Under section 16 of the Reserves Act 1977, Te Kaunihera ā-rohe o Matamata-Piako District Council (**the Council**) propose to classify the property described as Lot 2 DPS 86435, being a currently unclassified portion (0.1647 hectares) of a wider Recreation Reserve (the Hetana Street Reserve) that is owned and administered by the Council in Matamata, following vesting in 2000. Classification of reserves under the Reserves Act 1977 identifies the primary purpose of the reserve (or part of a reserve) and provides direction for the appropriate management of the reserve, including in relation to the types of use, activities and development that are able to occur within the reserve.

As illustrated in **Attachment A**, the majority of the wider Hetana Street Reserve (being the property described as Section 2 SO 332296, which is separated from Lot 2 DPS 86435 by land described as road reserve) is currently classified as recreation reserve. A portion of the Section 2 SO 332296 property is classified as local purpose (community use) reserve, with part of this area currently utilised by[1] the Matamata Community Health Shuttle Trust (**MCHST**) for the storage of three vehicles (two vehicles are stored within an existing garage structure that is owned and maintained by the MCHST).

The Council proposal is to classify part (approximately 223m^2) of Lot 2 DPS 86435 as a local purpose (community use) reserve and the remainder is proposed to be classified as recreation reserve (as illustrated in **Attachment B**). The new area of local purpose (community use) reserve has been proposed to enable the MCHST the ability to construct and utilise a four-bay garage in this space.

Following a hearing[2] of submissions on 10 February 2023 and consideration of the issues raised both for and against the proposed classification, at the hearing and through written submissions; for the reasons set out in the further discussion below, it is recommended that the Council **DO NOT PROCEED** with the classification as proposed. It is further recommended, in the alternative, that the Council classify all of Lot 2 DPS 86435 as recreation reserve.

2. HETANA OR HĒTANA

It is understood that there are many names associated with this particular public reserve land; with some being referenced formally and others colloquially. It is also understood that there is debate as to whether the correct reference to the name "Hetana" requires a macron over the second letter.

[1] Through agreement with the Matamata Resources Trust (Railside by the Green) over a period to date of some twelve-years.

[2] Held at the Matamata-Piako Civic and Memorial Centre, 11 Tainui Street, Matamata (Te Takere Room) from 10.00am-12.30pm.

While this debate is acknowledged, it is not for this process to determine which is the correct reserve name; and this recommendation follows the Council reporting reference to "Hetana Street Reserve".

3. INTRODUCTION

This recommendation is made by independent commissioner Peter Kensington, being appointed by the Council[3] with delegated authority (under sections 16 and 120 of the Reserves Act 1977 and clause 32 of schedule 7 of the Local Government Act 2002) to consider all submissions received (including both written submissions and those presented at the hearing) on the proposed classifications.

Relevant aspects of the proposed classifications have been outlined in the recommendation summary above, noting further that the MCHST is a not-for-profit community organisation, that provides a community health shuttle service for those who need to travel to medical facilities outside Matamata. Many submitters, including those opposed to the reserve classifications, acknowledged the community benefit and services provided by the MCHST, which is based on volunteer involvement.

The MCHST are unable to continue to utilise space in the location of their current facilities and require a new storage building that will accommodate and provide access for four vehicles (minivans), preferable in a location that is central within the Matamata township. It is understood that a number of alternative locations have been investigated by the MCHST and, following supportive discussions with the Council[4], the Council's Corporate and Operations Committee resolved[5] to approve a location within Lot 2 DPS 86435 – being the 223m^2 of Lot 2 DPS 86435 which is proposed to be classified as a local purpose (community use) reserve – as an acceptable option.

Should part of Lot 2 DPS 86435 be classified as a local purpose (community use) reserve, as is proposed, the Council would then lease this land to the MCHST. The MCHST would then be required to secure any necessary resource and building consents, before any construction and use of the new storage building could occur; with the MCHST then being responsible for ongoing maintenance.

3.1 Consideration of alternative locations

As discussed at the hearing, while the consideration of alternative location options for the MCHST storage building has been raised within the Council reporting and in submissions, it is not for this process to pass judgement on one particular alternative location or another. The sole determination to be made through this process is the classification of Lot 2 DPS 86435 under the Reserves Act 1977.

3.2 Submissions

Following public notification of the proposed classification, which was open for submissions during the period from 6 September 2022 through to 14 October 2022, the Council received eighteen

[3] Refer Council resolution dated 14 December 2022 – Item 7.3.

[4] As documented in a Council report (document reference: 2585498) prepared for a Council workshop held on 25 May 2022 (noting that two additional workshops to discuss options were understood to have taken place in April and June of 2022).

[5] Refer Council committee resolution dated 29 June 2022 – Item 7.2.

submissions[6], with five being from community organisations[7] and thirteen from individuals. The submitters' names and positions on the proposed classifications are set out in **Attachment C**.

Acknowledging that there were also submissions made in support of the proposed classifications, a summary of the issues raised through submissions made in opposition is set out below:

i. Green spaces in Matamata should not be sacrificed for buildings that could be located elsewhere;

ii. Ad hoc and reactive nature of planning requests like this will reduce public amenity at the heart of Matamata;

iii. This will set a precedent and create expectations from other user groups to expect the same ability to locate garages for one community group on reserves;

iv. Council has invested in consultation on the masterplan and better use of this area and should complete this work and maintain the area as a reserve;

v. Proposal isn't aligned to the General Policies Reserve Management Plan 2019;

vi. The proposed garage will have visual amenity impacts on the remainder of the reserve.

vii. Cost of the classification to ratepayers;

viii. The proposed location and building alignment may pose security and vehicle manoeuvring issues;

ix. Potential impact on oak trees within Hetana Street Reserve;

x. Potential impacts on the amount of self-contained freedom camping parking; and

xi. Stormwater impacts.

3.3 Council reporting

A report which considered the proposed classifications and the submissions was prepared by the Council and distributed to all submitters on 24 January 2023. This report provided relevant background information, including: an outline of the proposal; the legislative context, including a summary of the Council's relevant policies and plans; the public notification process, an overview and analysis of the submissions received; and a summary of the process to be followed in reaching a decision on the proposed classifications.

The Council report attached relevant information for consideration, including:

i. Four pages of drawings illustrating the proposed design of the MCHST storage building;

ii. A letter from Schwarz Consultancy Limited, dated 19 August 2022 (land status report);

iii. A copy of the Public Notice advertising the proposed classifications;

[6] Seven in full or partial support; and eleven in full or partial opposition.

[7] Matamata Community Health Shuttle Trust; Transition Matamata; Centennial Drive Committee; Tom Grant Drive Incorporated; and Keep Matamata Beautiful.

iv. A 'Statement of Proposal' prepared by the Council, for the purpose of public notification;

v. Copies of the submission documents (excluding the submission from Joanne Aoake[8]);

vi. A table setting out an analysis of the submission points, with comments in response from the MCHST and the Council;

vii. A letter from the Ngāti Hauā Iwi Trust, dated 11 January 2023, opposing the classifications; and

viii. An 'Assessment of effects of a proposed building on two mature Oak trees located on Hetana Street Matamata' arboricultural report, prepared by Arbor Care Limited (Philip Sale), dated December 2022.

While the Ngāti Hauā Iwi Trust provided a formal response (as listed above) to the public notification of the proposed classifications, it is understood that Ngāti Hinerangi did not provide a formal response.

It is noted that the Council report did not make a recommendation as to whether or not the proposed classifications were supported or opposed; however, it was recommended (at paragraph 6) that the report be received; that those submitters that wished to be heard be invited to speak at the hearing on 10 February 2023; and for this information to be considered and a recommendation be made.

4. RELEVANT RESERVE MANAGEMENT PLANNING CONTEXT

Paragraphs 26 to 31 of the Council report helpfully set out the relevant current reserve management planning documents that provide context for the proposed classifications. The Council report[9] then provided a succinct summary of these matters, as set out below:

> *"At the heart of Matamata's CBD, Hetana Street Reserve has been identified as a critical green space for both residents and visitors to Matamata for recreation, walking and cycling connections (including the Hauraki Rail Trail), visual amenity, the large mature oak trees and the home of key visitor infrastructure such as the Matamata i-site Visitor Information Centre and the town's main public toilets."*

Further clarification of this context was discussed at the hearing, with the following sub-sections setting out my understanding of the most relevant reserve management planning context.

4.1 Te Whakahi o te Takiwā o Matamata Pride of Place Matamata – Te rautaki me ngā rautaki whāinga – Strategy and Action Plan July 2022

This strategy identifies that the community values Matamata's key green spaces and sets out (as one of six goals) that *'Matamata's Town Centre green spaces are well-used and celebrated'*. More specifically, the plan highlights specific placemaking objectives and actions for the 'Oak Plantation' and the flat green space outside Railside by the Green within Hetana Street Reserve.

[8] The submission from Joanne Aoake was received by the Council by email on 20 September 2022; however, the submission was not included in the Council reporting. A copy of the submission was subsequently circulated to the MCHST for comment during the hearing adjournment.

[9] At paragraph 32.

4.2 Rautaki Mō Ngā Pāpa Rēhia Me Ngā Wāhi Wātea - Parks Open Space Strategy 2021-2051

This strategy provides an 'umbrella' document that guides the Council's provision, development and maintenance of parks and open spaces in the district. The strategy contains principles to guide decisions and strategic goals within the context of an overall vision which states:

> *'Our parks and open spaces network meets the recreation needs of our community and protects our natural, cultural and historic heritage.'*

The strategy identifies Hetana Street Reserve as a community park which is developed and used primarily for informal recreation and sporting activities, play and family centred activities, and social and community activities, with good street frontage.

4.3 Passive Reserves Management Plan 2009

While this reserves management plan contains specific provisions relating to Hetana Street Reserve (at section 4.1.6), it is understood that the plan is somewhat dated and due for renewal. Nevertheless, the plan does provide useful and relevant background, including the management intent that Lot 2 DPS 86435 (fee simple) be classified as a Recreation Reserve under the Reserves Act 1977.

4.4 General Policies Reserve Management Plan 2019

This overarching reserve management plan notes, at section 7.2 (buildings and structures) that:

> *"It is important to ensure that buildings and structures do not compromise the recreational or open space values of the reserve, unless the provision of buildings and structures supports the use and enjoyment of the reserve."*

This section of the plan then sets out the following relevant objectives and policies relating to the consideration of buildings and structures within parks and reserves:

Objectives:

A To ensure that the design and scale of any new buildings or structures are appropriate to the character and purpose of the reserve.

B To facilitate public recreation and enjoyment in keeping with the purpose of the reserve.

C To optimise the use of existing buildings where practicable.

Policies (section 7.2.1):

1 Buildings may be provided for the specific proven needs of the users where this does not detrimentally affect the appearance or utilisation of the park.

2 Where practicable existing buildings should be utilised.

3 New buildings will only be allowed if it is not practicable or suitable to use an existing building; modify an existing building; or share existing facilities with other users.

4 New buildings should only be located where:

a. The new building (and any associated car parking) does not unduly restrict use of the remaining area for outdoor recreation.

b. The new building does not obstruct entrances or exits to the reserve.

c. The new building does not detract from the open nature of the park, especially as seen from surrounding properties and roads.

5 The design of all buildings and structures proposed to be erected shall be referred to Council or its delegated representative for approval prior to construction.

6 All new buildings and structures shall be of a size and design that:

a. Is appropriate to the purpose of the reserve;

b. Is appropriate to the character of the reserve; and

c. Is of an appropriate architectural standard for a public building or structure.

7. Structures which do not require resource or building consent shall only be installed if they have been approved in writing by the Asset Manager (or their delegated representative).

8. Buildings shall be designed or modified to facilitate multi-purpose use and adaptation wherever practicable.

9. Existing buildings that have become surplus to requirements shall, where practicable, be removed from the reserve prior to the construction of new buildings.

10. Buildings that are occupied or intended to be occupied by third parties shall be subject to an appropriate occupation agreement (see Occupation section).

Section 9 (Occupation) of the 2019 reserve management plan also sets out relevant objectives and policies relevant to the consideration of leases on parks, with the objectives being:

A To grant, where appropriate, occupation agreements that are consistent with the requirements of the Reserves Act 1977.

B To avoid, mitigate or minimise any adverse effects from reserve occupation.

C To permit occupation arrangements that align with the objectives of the relevant reserve management plan, Council strategies, policies and bylaws.

D To require compensation for temporary or permanent effects on reserve values caused by rights of way, easements, network utilities and similar forms of occupation agreement.

Within the context of the wider strategic documents, it is the relevant objectives and policies from the 2019 General Policies Reserve Management Plan (as outlined above) that have provided the most relevant direction for this matter when determining the most appropriate reserve classification(s).

4.5 Hetana Street and Hetana Reserve Masterplan Project

In 2020 the Council initiated the preparation of a masterplan for the possible redevelopment of Hetana Street and adjacent reserve land. Following a period of initial public and stakeholder consultation and engagement with tangata whenua, the masterplan project was placed on hold.

While a draft document has been produced (with a copy of this being tabled during the hearing), it has not been finalised and is not a document that has been formally endorsed or adopted by the Council and therefore no weight has been given to the masterplan process in this recommendation.

Having said this, it is acknowledged that the masterplan process which has occurred to date is likely to have raised public expectations that continued engagement and document preparation will occur.

5. THE HEARING

Those submitters that wished to be heard were provided with an opportunity to speak to their submissions at the hearing; with further input and clarification provided, during the course of the hearing, by the Council officers that were in attendance[10].

At the commencement of the hearing, it was ascertained that the submission from Joanne Aoake had not been covered in the Council reporting. Ms Aoake's submission was located during the hearing adjournment and has been considered, along with MCHST's response to this submission, as part of my deliberations when making this recommendation.

It was also discussed at the outset of the hearing (in response to a concern raised by Lynda Hodge from the public gallery during preliminary introductions) and confirmed that this hearing process was not considering or making any recommendations in relation to the existing (or any proposed) activities or development on the wider reserve by the Matamata Resource Trust (Railside by the Green).

5.1 Garry Stanley, as current chair of the MCHST – Submitter #4

Mr Stanley spoke to a tabled copy of written material that supported the MCHST submission. Attached to these notes was a copy of: the MCHST 'Certificate of Registration' under the Charities Commission; a letter from the Matamata Resource Trust (Railside by the Green) dated 18 May 2021; an email from Carol Curtis dated 2 June 2022 relating to a St John New Zealand property; and a copy of the resolution from the Council's Corporate and Operations Committee, dated 29 June 2022.

Mr Stanley introduced the MCHST Trustees, vehicle drivers and supporters; and he stressed that considerable time had been spent by the MCHST investigating alternative sites to locate their building, with the Hetana Street Reserve site being supported by the Council. It was opined by Mr Stanley that Matamata has an excess of open space reserves and that only a relatively small portion of the Hetana

[10] Ms Anna McElrea (parks planning consultant); Mr Mark Naudé (Parks and Facilities Planning, Team Leader); and Mr Manaia Te Wiata (Group Manager Business Support).

Street Reserve would be occupied by the proposed building. Mr Stanley provided a response to each of the relevant issues raised in submissions, including that it was his opinion that no inappropriate precedent would be set, should the Council agree to this proposal, stating that:

> *"Hetana Street Reserve is the home of the Health Shuttle ... [and] ... it is essential for the continued success of this wonderful charitable service to the Matamata Community, that it remain so."*

In response to a question, Mr Stanley confirmed that the MCHST previously operated out of an old electric power board property, prior to setting up their current storage facilities 15-years ago.

5.2 Royce Wiles – submitter #1

Mr Wiles provided a comprehensive set of documentation to support his submission, which he spoke to, alongside a PowerPoint presentation which included supporting material, including extensive photography. Various points were made by Mr Wiles which challenged the Council's understanding of the age of the existing trees on the reserve as a whole; as well as providing a thorough account of the reserve's history since the time that the trees were initially planted. Reference was also made by Mr Wiles to the reserve masterplan process for this 'premier park' and that it did not make sense to him to agree to an ad hoc proposal, such as this, without that master planning process having been further contemplated (to cover current omissions and errors in the document) and completed. Mr Wiles opined that there must be another more appropriate location for a vehicle storage building in central Matamata; and the purpose of the trust was a 'red herring' to the relevant issues.

Mr Wiles questioned whether the proposed classification of Lot 2 DPS 86435 would, as an unintended consequence, mean that the existing heritage trees on the property (and those within the wider reserve) might be easily removed, particularly through a 'recreation reserve' classification. In response, Mr Naudé confirmed that these existing trees would retain their currently level of protection under the District Plan (as scheduled trees[11]) as well as under the Reserves Act 1977[12].

5.3 Brett Hodge – submitter #2

Mr Hodge spoke to a tabled copy of written material that supported his submission, noting that he is a long term resident of Matamata and he is *"passionate about this place"*. Various concerns were raised by Mr Hodge over the quality of supporting drawings that were provided to illustrate the proposed location and design of the vehicle storage building that is proposed in the reserve. He also cautioned the MCHST against the proposed location because of the potential future impacts that may arise from being located so close to mature oak trees (root uplift; canopy issues; leaf/acorn drop; blocked gutters; and limb failures) and the associated health and safety risks.

Mr Hodge disagreed with Mr Stanley on the topic of precedent, primarily because the proposal did not meet the relevant objectives and policies under the 2019 reserve management plan – stating his opinion was that the existing MCHST garage also does not meet these visionary outcomes. He further

[11] Schedule 3: Outstanding or significant natural features and trees and other protected items, Matamata-Piako District Plan.

[12] Section 42: Preservation of trees and bush, Reserves Act 1977.

opined that any building deemed appropriate in this reserve should be of a high architectural quality, such that it does not require screening, as has been suggested for the current proposal. Mr Hodge stated that this is *"…an inappropriate building in an inappropriate place"*.

5.4 David Irwin (Keep Matamata Beautiful)[13] – submitter #14

Mr Irwin also spoke to a tabled copy of written material, which echoed much of the concerns raised by Messrs Wiles and Hodge, including the reiteration of a key point that basic utility buildings are not part of the vision for Hetana Street Reserve, through the various strategy and management plan documents; nor through the initial development of the reserve masterplan document. With regard to this latter process, Mr Irwin opined that the brief for the designers of this masterplan was *"…to create a gathering hub for locals, local activities, tourists and cyclists"*. Mr Irwin expressed concern that the Council's support for locating a new storage building on Hetana Street Reserve, for the MCHST, ignores their own policy guidance, again expressing a view that a precedent would be set.

5.5 Right of reply - Garry Stanley (MCHST)

Mr Stanley provided a response to the various issues raised at the hearing in the submissions spoken to by Messrs Wiles, Hodge and Irwin. He confirmed that:

i. The MCHST has no intention of damaging any of the existing trees on the reserve;

ii. There is no difference to managing tree related maintenance issues to that which occurs at the other existing buildings in the reserve which are located in close proximity to existing trees (including the Council's public toilets and the iSite building);

iii. The MCHST has undertaken due diligence in relation to building consent issues;

iv. Alternative building design options have been explored, including in relation to a lesser setback to the railway boundary, and such considerations would likely be required at application for resource consent stage;

v. The St John's site is not available; and

vi. The matter of precedent was addressed via his earlier submission, noting that the existing MCHST building currently exists on the reserve and the proposal is simply to relocate this activity to another part of the park and expand, so that one extra vehicle can be stored.

Mr Stanley closed by reiterating that the MCHST is a valuable community service and that his fellow trustees and vehicle drivers are feeling very undervalued by the opposition to this proposal.

5.6 Adjournment then close of hearing

The hearing was adjourned following the presentation of submissions, in order to allow time for the Council officers to provide the information that was outstanding (being two aerials of the reserve showing existing and proposed classifications (reproduced within Attachments A and B of this recommendation) and confirming Joanne Aoake's submission) and for the MCHST to confirm that no

[13] Noting that Mr Irwin had also made a personal submission (#11) and mentioned support by submissions #12 and #13.

further submission points were required to be made on this additional information. The Council provided Joanne Aoake's submission to the MCHST and Mr Stanley confirmed the MCHST response on 16 February 2023 to allow the hearing to be closed and deliberations on the issues to commence.

6. DISCUSSION

I visited Hetana Street Reserve and the surrounding area on 10 February 2023, both prior to and following adjournment of the hearing. Helpfully the MCHST had pegged out the footprint of the proposed shed on the reserve to assist with my understanding of the likely spatial extent of the proposed new building. From the information that has been provided through the Council reporting and submissions, I confirm that I have enough information before me in order to make an informed recommendation for the Council to consider when making a decision on the proposed classifications.

I have taken the relevant reserve management planning documents (outlined at section 4.0 above) as an important framework within which to consider the appropriateness of the proposed classifications.

Clearly and without debate at the hearing (acknowledging that Mr Wiles had raised some opposition), the proposal to classify the majority of Lot 2 DPS 86435 as recreation reserve is appropriate. That would provide for a consistent classification across the majority of the reserve property, other than for the area of existing local purpose (community use) reserve, which provides for the Railside by the Green (Matamata Resources Trust) activities within existing buildings. The recreation reserve classification of Lot 2 DPS 86435 would also be consistent with the directives under the Council's 2009 Passive Reserves Management Plan.

Turning to the proposal to classify additional space within Lot 2 DPS 86435 as a new area local purpose (community use) reserve, to provide the MCHST an ability to construct and utilise a four-bay garage in this space; I record that I can only assess the appropriateness of this proposal against the information that is before me. For example, while Mr Stanley mentioned in his reply that an alternative building design might be possible, it is the current drawings (within Attachment 1 to the Council report for the hearing) that I must use in order to inform my recommendation. I do not have the ability to recommend conditions on the proposed classification, such that matters of building design refinement and integration within the reserve can be left to a later date – acknowledging that these issues would likely be 'front and centre' when considering a future application for resource consent for a building that is proposed within a public open space reserve, such as this.

As a starting point, I acknowledge that the Hetana Street Reserve is an important and valued public open space in Matamata; however, I also acknowledge that there are parts of this reserve where the amenity values experienced by users are compromised (for example, by the close presence of industrial buildings on the western side of the adjacent railway line and the aging existing buildings on the properties to the immediate south of the reserve).

Having said this, I can see the potential that exists to enhance the recreational and open space amenity values of the reserve through appropriate improvements (with these yet to be confirmed, acknowledging the process for the preparation of a reserve and adjacent street masterplan has commenced). For Hetana Street Reserve, as highlighted by Mr Wiles, the natural, cultural and historic heritage values of the place will be important in helping to determine such a masterplan.

I find that the proposal before me represents an ad hoc approach to reserve management planning and compromises an ongoing master planning process. In that regard, I agree with submitters in opposition that raise these issues as being relevant to a decision on the reserve classification.

It might well be that an alternative form of the proposal could successfully be implemented within Hetana Street Reserve; however, in order for that outcome to be possible, I suggest that this would need to be embedded into the design brief for the wider reserve masterplan project. Having said this, it is also equally possible that a successful design outcome might not be found through such a process.

As a result, I find that the MCHST proposal does not align well with the relevant reserve management planning objectives and policies, including those under the General Policies Reserve Management Plan 2019 relating to the consideration of buildings and structures within parks and reserves. The proposal as it has currently been designed and presented will not integrate well with the existing and potential future character and purpose of the reserve, both as a whole and for this southern extent. In particular, I find that the proposal does not sit comfortably with Policy 7.2.1.6(a)-(c), including in relation to the architectural standard of the proposed building not achieving the outcomes envisaged.

The above findings are fundamental to my recommendations, as the proposal has too great an inconsistency with the Council's relevant reserve management strategic planning objectives and policies. In that regard, I agree that the issues raised by submitters, regarding the ad hoc nature of the proposed local purpose (community use) classification and the issue of precedent, are relevant.

In addition, I agree with submitters that there are likely to be potential adverse impacts on the visual amenity of the reserve, which does not then accord with the relevant objectives and policies that seek to ensure that the recreational and open space values of reserves are not compromised by buildings.

While the expert arboricultural advice is that the potential impacts on the scheduled oak trees can be managed, as could the building maintenance issues resulting from locating close to these trees, these issues are somewhat secondary to the more fundamental issues relating to the impacts that arise from locating a utility building within a highly valued central Matamata public open space.

7. RECOMMENDATIONS

That, under section 16 of the Reserves Act 1977, I recommend that the Council:

i. Do not proceed with the classification of Lot 2 DPS 86435 as proposed; and

ii. Classify all of Lot 2 DPS 86435 as recreation reserve.

Peter Kensington
Independent Commissioner
28 February 2023

Attachment A

Existing reserve classifications (Section 2 SO 332296)

To scale but not a set scale

12

Attachment B

Existing reserve classifications (Section 2 SO 332296) and proposed reserve classifications (Lot 2 DPS 86435)

To scale but not a set scale

13

Attachment C

List of submitters and positions on the proposed classifications

Royce Wiles (submission #1 – **OPPOSE**)

Brett Hodge (submission #2 – **OPPOSE** in part - all land should be classified recreation reserve)

Peter Jacobsen (submission #3 – **SUPPORT**)

Matamata Community Health Shuttle Trust (submission #4 – **SUPPORT**)

Lynely Jobe (submission #5 – **SUPPORT**)

Beau Timberland (submission #6 – **SUPPORT** - in part)

Peter Colmore-Williams (submission #7 – **SUPPORT** - in part)

Derek Bown (submission #8 – **SUPPORT**)

Clive Williams (submission #9 – **SUPPORT**)

Transition Matamata (submission #10 – **OPPOSE**)

David Irwin (submission #11 – **OPPOSE**)

Centennial Drive Committee (submission #12 – **OPPOSE**)

Tom Grant Drive Incorporated (submission #13 – **OPPOSE**)

Keep Matamata Beautiful (submission #14 – **OPPOSE**)

Bede Stevens (submission #15 – **OPPOSE**)

Robin Burr (submission #16 – **OPPOSE**)

Misty Smith (submission #17 – **OPPOSE**)

Joanne Aoake (submission #18 – **OPPOSE**)

7 Pūrongo me whakatau | Decision Reports

7.3 Adoption of Annual Report 2021/22

CM No.: 2696644

Rāpopotonga Matua | Executive Summary

The Local Government Act 2002 (LGA) requires Council to adopt its Annual Report and Summary by 31 October each year. However the Annual Report for 2021/22 is being presented late for adoption due to the impacts of Covid and the workload pressures on our Auditors which has extended the Audit process.

Rene Van Zyl from Audit New Zealand will be in attendance at the Council meeting to present the audit opinion for the Annual Report.

This report covers the following items, all of which will be circulated separately to this report:

a. the Annual Report and Summary 2021/22
b. the draft Audit Opinions for the Annual Report and Summary 2021/22
c. the warrant of fitness for the Annual Report and Summary 2021/22
d. the letter of representation for the Annual Report and Summary 2021/22 and staff review of representations made
e. the misstatement schedule from the Annual Report final audit

The following reports from Audit will also be circulated separately to this report:

- the draft management report on the Annual Report 2021/22
- the Chief Executive's Reporting Certificate for the Debenture Trust Deed
- the Auditor's Independent Assurance Report for the Debenture Trust Deed
- the letter of representation for the Debenture Trust Deed

Tūtohunga | Recommendation

That:

1. The Annual Report and Summary 2021/22 be adopted.

2. The Warrant of Fitness section 13 be completed by Elected Members.

3. The following documents be received:
a. the draft Audit Opinions for the Annual Report and Summary 2021/22
b. the warrant of fitness for the Annual Report and Summary 2021/22
c. the letter of representation for the Annual Report and Summary 2021/22 and staff review of representations made
d. the misstatement schedule from the Annual Report final audit

Horopaki | Background

The LGA requires Council to adopt the Annual Report and Summary by 31 October each year. Due to COVID-19 there was an extension provided under legislation until 31 December 2022. Workload pressures experienced by our Auditors has also meant that the 2021/22 Annual Report is being presented late for adoption as the Audit process has been extended. The Summary must be published within one month of its adoption. The Annual Report and Summary must be audited, and an opinion on the Annual Report and Summary provided to Council and the report's readers.

Ngā Take | Issues / Kōrerorero | Discussion

A financial overview and summary of the performance measures for 2021/22 will be circulated separate to this report. At time of writing Audit is still in the process of reviewing the revised Annual Report.

Under the Local Government Act 2002 Council is required to obtain an audit of its Annual Report and Summary.

The warrant of fitness (WOF) will be completed and circulated once Audit clearance has been received. The WOF has proven to be a useful tool for staff to check that significant matters have been considered in the preparation of the Annual Report. It is intended to provide some assurance to Council in this regard.

The Warrant of Fitness section 13 is to be completed by elected members.

The representation letter, circulated separately, sets out the Council's responsibilities under the LGA to report on the Council's financial position and activities; and quality of information presented in the Annual Report and Annual Report Summary.

The letter provides assurances to Audit in relation to the following requirements, which to the best of their knowledge, Council are of the opinion have been met:

- General responsibilities relating to the Councils actions
- Responsibilities for the financial statements and the statement of service performance
- Responsibilities to provide information
- Confirmation that Council is a going concern
- Responsibilities for the information presented in the Annual Report Summary
- Publication of information on our website

To assist the Council in gaining assurance that these requirements have been met, staff have provided responses on what steps have been taken to meet the responsibilities outlined. These responses are circulated separately.

The schedule of misstatements circulated separately, sets out the errors noted by Audit and those changes identified by staff in their QA process. Staff will be in attendance to discuss these with Council. Council's auditors will also be able to provide their view on the nature of the misstatements. Council should note that all misstatements as listed have been corrected, unless stated otherwise.

Ngā Whiringa | Options

Analysis of preferred option

It is recommended that Council adopts the Annual Report and Summary.

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

There are no legal or policy issues.

The Annual Report measures our performance against the Long Term Plan 2021-31.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Annual Report and its Summary are set to be adopted by Council 22 March 2023. The adopted documents will be made public on the Council website within one month of adoption, and publicly notified in the local newspapers.

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

The Annual Report monitors progress towards all our community outcomes.

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

The production of the Annual Report and Summary has a budget of $7,000. Annual Report audit fees have a budget of $125,000.

ii. Funding Source

The Annual Report cost is provided for within the Strategies and Plans activity budgets. The Annual Report and audit are funded from general rates.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Christa Kurian **Graduate Policy Advisor**	
	Larnia Rushbrooke **Finance and Business Services Manager**	

Approved by	Niall Baker **Policy Team Leader**	
	Erin Bates **Strategic Partnerships and Governance Manager**	
	Manaia Te Wiata **Group Manager Business Support**	

7 Pūrongo me whakatau | Decision Reports

7.4 Staff Long Service Presentation

CM No.: 2684148

Rāpopotonga Matua | Executive Summary

Ally van Kuijk to be presented with a Long Service Award in recognition of 20 years' service to Matamata-Piako District Council.

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins **Governance Support Officer**	

Approved by	Sandra Harris **Placemaking and Governance Team Leader**	

7 Pūrongo me whakatau | Decision Reports

7.5 Freedom Camping Bylaw Consultation

CM No.: 2696648

Rāpopotonga Matua | Executive Summary

In November 2022 Council was granted $64,950 by the Ministry of Business, Innovation and Employment (MBIE) from the Freedom Camping Transition Fund. It is recommended this funding be used for the development of a freedom camping bylaw for MPDC in response to the introduction of the Self-Contained Motor Vehicles Legislation Bill to Parliament on 25 August 2022.

Staff undertook a procurement process to seek consultant assistance with the funded tasks. The initial quotations came in considerably higher for the initial scope of work (as per Councils funding application) than the level of funding granted.

As a result, the lowest priced consultant was asked to provide a revised quote which would reflect the cost of reducing the scope of work to only cover the development of the bylaw ("Project 1"). An updated quote of $73K has been provided to cover the development of the bylaw.

There is a funding shortfall between the MBIE funding and the quotation of $8K. Council is asked to consider allocating $8K from the community purposes reserves fund to meet this shortfall. An additional $5K is also requested from the community purposes fund to act as contingency in case actual costs exceed the quoted price.

Tūtohunga | Recommendation

That:

1. **Council approves the allocation of an additional $13,000 from the Community Purposes Reserve Fund towards the development of a freedom camping bylaw.**

2. **Council enters into the Funding Agreement titled "MDCOL2201 Matamata-Piako - Freedom Camping 2022".**

Horopaki | Background

Freedom camping law changes

On 25 August 2022, the Self-Contained Motor Vehicles Legislation Bill (the Bill) was introduced to Parliament. The Bill is an omnibus bill, which amends the Freedom Camping Act 2011 and the Plumbers, Gasfitters and Drainlayers Act 2006 to reduce the negative impacts of freedom camping. The Bill is currently being considered by the Economic Development, Science and Innovation Committee and is due to report back to parliament in early March 2023. The major changes the Bill makes are:

1. Require vehicle-based freedom campers to use a certified self-contained vehicle when they stay on council land. **This is unless the council designates the site as suitable for non-self-contained vehicles via a freedom camping bylaw.**

2. Establish a regulated system for the certification and registration of self-contained vehicles.

3. Require vehicles to have a fixed toilet to be certified self-contained.

4. Strengthen the infringement system.

5. Extend the Freedom Camping Act to include land managed by Waka Kotahi New Zealand Transport Agency and Toitū Te Whenua Land Information New Zealand.

Once the Bill is enacted a two year transitionary period will be put in place. By the end of the transition period, vehicle-based freedom camping on council land must be a certified self-contained vehicle, unless at a site specifically designated by the local council for freedom camping in non-self-contained vehicles. Councils can designate sites as appropriate for non-self-contained vehicles through bylaws.

Further detail is available here: https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourism-projects/supporting-sustainable-freedom-camping-in-aotearoa-new-zealand/freedom-camping-changes/

Funding

The Ministry of Business, Innovation & Employment (MBIE) Freedom Camping Transition Fund provides $10 million of funding ($5 million each year) to support local authorities to undertake activities relating to the transition to the new freedom camping rules during 2022/23 and 2023/24. This funding is contestable.

Further details can be viewed at this website: https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourism-projects/supporting-sustainable-freedom-camping-in-aotearoa-new-zealand/transition-fund-for-local-authorities/

Ngā Take | Issues / Kōrerorero | Discussion

A potential Council application for funding to the Freedom Camping Transition Fund was discussed at a workshop on 28 September 2022. Following this discussion staff prepared a funding application. The funding application is attached. The following was included in the funding application:

Amount of funding sought	**$64,950**
Amount of MPDC co-funding	**$5,000**

Due to the application deadline [4 October 2022] and the October elections the funding application was not formally approved by Council.

In November 2022 we were advised our application had been successful. This fact has been published on the MBIE website along with the funding amount.

Staff then undertook a procurement process to seek consultant assistance with the funded tasks. The quotations have come in considerably higher for the initial scope of work than the level of funding granted.

Staff approached the lowest priced consultant to reflect the scope of work changing to only cover the development of the bylaw ("Project 1"). Further fee reductions were also made to reflect the ability to utilise existing Freedom Camping bylaws (from other Councils) as a base, with this adjusted to suit MPDC's purposes, rather than starting from 'ground zero'. A comprehensive breakdown of prices and task are attached to this report. The updated pricing is for $73K.

MBIE have agreed to a reduction in the scope of work, as above. They have provided an updated funding agreement for Council to approve reflecting this change.

There is no date for completion on the funding agreement by design however MPDC's application does set out dates that go into 2024. MBIE would like an update on how our initiatives are going no later than 31 December 2023.

There is likely to be additional costs in terms of signage, promotions, education and enforcement to support the bylaw enactment. This is not covered by the funding available.

Excluding the $5K in-kind support to reflect staff time and efforts towards this bylaw development, Council is left with a funding shortfall of $8K to meet the updated pricing of $73K. An additional $5K is also recommended to provide some contingency in the case that actual costs incurred are higher.

Therefore Council is asked to give consideration to an allocation of $13K in total from the community purposes reserve fund. This additional funding will enable the development of a freedom camping bylaw and thus enable us to meet our obligations as a recipient of the Freedom Camping Transition Fund.

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

Allocating a further $13K from the community purposes reserve fund will assist in developing a Freedom Camping bylaw in response to the introduction of the Self-Contained Motor Vehicles Legislation Bill to Parliament on 25 August 2022.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

There is no date for completion on the funding agreement by design however MPDC's application does set out dates that go into 2024. MBIE would like an update on how our initiatives are going no later than 31 December 2023.

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

An additional amount of $13K from the community purposes reserve fund is requested to be allocated towards the development of a freedom camping bylaw.

Ngā Tāpiritanga | Attachments

A⇩. Schedule of costs for MPDC Freedom Camping Bylaw for March 22

B⇩. Matamata-Piako District Council - Funding Application - Freedom Camping Transition Fund - MBIE September 2022

C. Matamata-Piako - Freedom Camping 2022 Updated Funding Agreement *(Under Separate Cover)*

Ngā waitohu | Signatories

Author(s)	Christa Kurian **Graduate Policy Advisor**	

Approved by	Niall Baker **Policy Team Leader**	
	Erin Bates **Strategic Partnerships and Governance Manager**	

GMD Consultants Ltd pricing schedule for the development of a Freedom Camping Bylaw for Matamata-Piako District

Key stages and tasks associated	Notes/assumptions	
Project initiation and management (January 2023 - August 2023)		
o Establish a project team made up of key internal staff and GMD staff, who will input into key stages and guide the development of the reviewed bylaw. Develop project plan and timeline with input/guidance from project team. Attend regular meetings throughout the life of entire work programme	Included in these hours are initial project set up as well as provision for project management and meetings/communcations as required throughout project . Assumed any meetings will be conducted remotely or in conjunction with other scheduled work.	
SUB TOTAL PROJECT INITIATION AND MANAGEMENT	**$**	**2,560.00**
Project 1 - Research and Development of freedom camping bylaw		
Stage 1: Analysis of the current operation freedom camping within the MPDC district in light of the amendment to the Act (January 2023 - April 2023)		
o Identification of key stakeholders and pre-consultation undertaken with them in the manner they prefer to understand their aspirations for freedom camping in the district and their preferences for MPDC intervention. Includes recording and summarisation of the findings of this pre-consultation	Assumed that this will be a mixture of face-to-face meetings, online meetings, and interaction via phone and email. Assumes that the key stakeholders include Iwi, Waka Kotahi, Department of Conservation, Land Information New Zealand, Te Mana Whenua Forum as advised in RFP. Two trips between Hamilton - Matamata (110km round trip) assumed. Hours include travel time.	
o Issue identification, which includes defining the perceived problem/s the bylaw addresses or intends to address.	This will include investigation and analysis of complaints, requests for service, anecdotal evidence from subject matter experts/staff who will use the bylaw, and any other evidence to support or otherwise the creation of a bylaw. This work will consider the issue's scope, scale, and frequency.	
o Research into other approaches and collaboration with other territorial authorities and learning from sector groups such as Taituarā to understand and incorporate sector best practice for responding to the amendment.		

o Identification and assessment of sensitive sites and sites for restriction or prohibition	This covers the desktop analysis of the sites (see below for site visits - separated out to allow for MPDC to advise on preference of approach)	
o Site visits of key sites to ensure bylaw reflects the reality of what is on the ground, and application of this information to the draft bylaw	MPDC may wish to undertake their own "ground-truthing" to be communicated to GMD via their regulatory staff so this may not be required, however this is included on the basis that the RFP stated this quote should assume low input from MPDC staff. One trip between Hamilton - Matamata assumed. Hours include travel time.	
o Taking information gathered, preparation of an issues/options analysis to investigate and provide evidence to confirm whether a bylaw is the best mechanism to address the issue identified to inform the determinations required under section 155		
o Attend Council workshop to present issues/options paper	One trip between Hamilton - Matamata assumed. Hours include travel time.	
SUB TOTAL STAGE 1, PROJECT 1	**$**	**22,135.20**
Stage 2: Preparation of a draft reviewed bylaw (March 2023 - June 2023)		
o Application of the findings in stage 1 in preparing a draft bylaw.		
o Any further pre-consultation with key stakeholders if required on the draft bylaw	May not be required, will depend on preferences of key stakeholders and of MPDC	
o Feedback loops with MPDC staff, including policy, GIS, subject matter experts, those who use the bylaw as part of their BAU, legal staff, and senior leadership staff.	Includes some redrafting in response to feedback.	

o Preparation of a communications and engagement strategy (lead by MPDC communications staff)	Assumed that GMD will input into this but the majority of the work will be completed internally as indicated in the supplementary information emailed along with the RFP. Suggest that this happens earlier in the process than indicated in the RFP to enable Council to sign off on proposed approach and for consultation to commence immediately after adoption of the SOP	
o Preparation of a Statement of Proposal (SOP) for the bylaw and other consultation requirements (such as a submission form, webpage content, maps, draft public notice, relevant council staff (such as customer-facing roles) prepped with information to support consultation, submission process designed).		
o Preparation of an adoption report for the bylaw for elected members, which includes an analysis of the impact of the bylaw against the New Zealand Bill of Rights Act 1990 and complies with statutory requirements in the Freedom Camping legislation and the LGA 2002		
o Attend Council meeting to present report for adoption of proposed bylaw	One trip between Hamilton - Matamata assumed. Hours include travel time.	
SUB TOTAL STAGE 2, PROJECT 1	**$**	**21,121.30**
Stage 3: Special consultative process (SCP) undertaken as per LGA 2002 (June 2023 - July 2023)		
o Stakeholder engagement undertaken, information provided to submitters and MPDC staff as required	Assumed that workshops or stakeholder events will not be undertaken. If this is desired, this would be additional to this quote.	
o Submission processing and initial analysis undertaken while consultation underway o Creation of hearings pack, which includes all submission content.		

o Hearings held with elected members. Attend hearing.	Assumes MPDC staff will schedule hearing attendance, and it will be a relatively low number of submitters who wish to attend (able to be covered in one day). One trip between Hamilton - Matamata assumed. Hours include travel time.	
SUB TOTAL STAGE 3, PROJECT 1	**$**	**6,911.30**
Stage 4: Deliberations and adoption (July 2023 - August 2023)		
o Submission summarisation and analysis undertaken.	This quote is based on a low number of submissions (approximately between 20-40) which are largely non-complex. If this consultation receives high public interest with higher than anticipated numbers or complexity of submissions, this part of the process is likely to require more time.	
o Information from submissions collated into sites/themes to support decision-making and to feed into deliberations report		
o Bylaw revised based on submission content, including feedback loops with key staff (predominately policy and GIS staff).		
o Deliberations report prepared and presented to elected members.		
o Final draft bylaw created, and adoption report prepared and presented to elected members.	One trip between Hamilton - Matamata assumed. Hours include travel time.	
o Bylaw handed over to BAU and made operative	Includes project close off	
SUB TOTAL STAGE 4, PROJECT 1	**$**	**20,291.30**
TOTAL PROJECT 1	**$**	**73,019.10**

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HIKINA WHAKATUTUKI

Freedom Camping Transition Fund

Application Form

September 2022

Section 1: Applicant key details

1.1 Applicants' key details		
Applicant details	**Applicant name**	Matamata-Piako District Council
	Applicant address, including postcode	PO Box 266, Te Aroha 3342
	Applicant address, including postcode	As above
1.2 Contact person details This will be the only person who receives the correspondence relating to the proposal. Fill out all fields unless otherwise indicated		
Contact person details	**Full name**	Niall Baker
	Job title or Role	Policy Team Leader
	Contact phone	07 884 0060 ext 7770
	Contact email address	nbaker@mpdc.govt.nz
	Contact postal address (if different to lead applicant), including postcode	

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MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HIKINA WHAKATUTUKI

Section 2: Need for Funding

2.1 Describe how your area/community is impacted by Freedom Camping?

Matamata-Piako is a tourist destination offering a number of visitor attractions including walkways, cycleways and mineral spas. The District is home to 'Hobbiton' movie set tours, which prior to the Covid-19 pandemic brought in around $78m to the Matamata-Piako district annually and saw around 350,000 people visiting the Matamata i-SITE, most of them being international tourists:

https://www.stuff.co.nz/business/113460102/from-rural-town-to-film-fame-how-matamata-has-changed-since-the-boom-of-hobbiton

The district is located on key state highway routes within the Waikato region. These are often through-routes for freedom campers, who are seeking a place to stay overnight before moving to another location.

Motor homes and caravans are a popular way for visitors to see our district. There are plenty of places in the district for visitors to stay the night or for a few days. The Council website promotes camping at Firth Tower Reserve, Morrinsville Recreation Ground and Hetana Street. We have dump station facilities at Firth Tower, Morrinsville Recreation Ground, Hetana Street and Te Aroha Boat Ramp. In 2020/21 we relocated the Hetana Street dump station to Rockford Street at a total cost of $70,000. Council has benefited from MBIE Tourism Infrastructure Funding, to upgrade Wairere Falls carpark and public toilets which opened in 2021. This is likely to make this site popular with freedom campers in the future.

Matamata, Te Aroha and Morrinsville has been named as a 'motorhome-friendly-town' by the New Zealand Motor Caravan Association Inc (NZMCA).
https://www.waikatonz.com/industry/latest-news/matamata-named-as-new-zealand-s-newest-motorhome-friendly-town/

In Te Aroha, Council has provided land to NZMCA for a motor caravan park. Whilst this is not freedom camping, it does frees up other camper parking locations for the tourist market: https://www.stuff.co.nz/travel/news/118000275/te-arohas-planned-motor-caravan-carpark-near-cbd-a-waste-of-prime-land

Council has experienced some issues with freedom campers. Issues tend to involve people in vehicles that are not self-contained disposing of waste at parks. Prior to Covid, we received on average 5 complaints each year, however during 2021/22 we received 10 complaints. Complaints in the last couple of years have related to parks and public areas across our district; Te Aroha Library and Office car park, Pohlen Park car park, Herries Park,

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Te Aroha Domain, Waihou Rugby Ground, Morrinsville River walk, Centennial Drive, Swap Park, Rewi Street, Tainui Street, Rapurapu reserve, Wilson Street, Murray Oaks and others.

Council staff have become aware of more freedom camping also people living in cars etc. and there are currently no tools available other than Court prosecution when issues do arise.

Council does not hold recent data on how many people are camping in our district and where they are doing it. A 2019 report from Camper Mate identified a total of 1,823 overnight stays in May 2019. The top three campsites searched within our District during this time was Piarere Hall, Boyd Park and Morrinsville Recreation Ground.

During the 2019 calendar year MBIE reported 18,000 responsible camping nights were recorded in Matamata-Piako district. (https://www.mbie.govt.nz/dmsdocument/11909-responsible-camping-research-2019-20-pdf)

According to MBIE's Tourism Electronic Card Transactions data, there was a total of $77M domestic tourism spend and $2.5M international tourism spend in the year ended 30 June 2022. This compares to $74.8 for domestic and $15.9M for international spend for the year ended 30 June 2019 (pre-Covid). It is expected that the international tourism spend will increase again with the borders now open. Large tourism employers like Hobbiton is increasing their staff numbers again in preparation for the 22/23 Summer, indicating a positive tourism outlook for the next 12 months and beyond.

2.2 If you are applying for funding for the development of your bylaw, please describe why you are:

- **wanting/needing to develop a bylaw or renew an existing one?**
- **why you need support in addition to your current resources?**

We currently don't have a specific Freedom Camping Bylaw in place.

Our Public Safety Bylaw previously identified areas suitable for self-contained motor home camping, but no sites were specified as suitable for freedom camping. All provisions related to Freedom Camping and camping in public spaces were repealed following the introduction of the Freedom Camping Act in 2011.

Since then the only control currently in place is under Councils Public Amenities Bylaw, which states:

3.3.2
Except with the prior permission of the Council, no Person shall in a Public Amenity:
a) camp in an area not set aside for that purpose. In this context, camping shall include the use of any Vehicle for sleeping in, whether or not it is specially equipped for sleeping; or

The provisions of the Freedom Camping Act 2011 apply to the Matamata-Piako District. The Freedom Camping Act (FCA) allows people to camp on any land controlled by a local

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authority unless a bylaw under Section 11 of the FCA or another enactment prohibits it at the site (e.g. Reserves Act regulates it at Reserves).

Camping at parks and reserves is otherwise regulated by Reserve Management Plans under the Reserves Act 1977. We have signs at the Reserves where freedom camping is allowed/regulated under the Reserves Act 1977 but more can be done in promoting these. We currently can't regulate freedom camping at any parks or other Matamata-Piako land that is not gazetted Reserve. Other forms of camping at parks and reserves is regulated via a permit system (typically to allow youth training organisations such as Scouts, Girl Guides, or Cadets to set up tents and camp overnight as part of their training programme).

The advantage of a bylaw under s11 Freedom Camping Act 2011 is that the FCA does provide for Infringement Offences. It also does not require Court proceedings and a fine (e.g. $300) can be imposed with signage to discourage bad behaviour. We acknowledge that there are still other challenges of enforcement like proving people have been camping rather than resting in a prohibited area, or are camping longer than allowed in a restricted area etc.

With the increasing trend in complaints received relating to freedom camping, a review of our bylaws as they relate to freedom camping is deemed appropriate. Any review of the bylaw would also result in a review in our education and enforcement processes associated with any new bylaw.

Council staff are currently fully committed with existing work programmes, with a focus on reviewing existing statutory plans, bylaws and policies. There is no capacity within existing resources to develop a Freedom Camping Bylaw and associated processes and procedures.

This funding will allow Council to engage a consultant to undertake the background research, prepare the Bylaw and carry out community consultation/engagement. Funding is also sought to develop educational campaigns and enforcement processes to support the implementation of a new bylaw. Furthermore, we are also proposing to establish Camping Ambassadors who can visit our most popular sites to further educate and promote camping within our areas, as well as providing information about local attractions, shopping and dining options supporting our local business communities.

It is noted that some of our neighbouring councils already have Freedom Camping bylaws in place, and also use Camping Ambassadors during the summer season.

Elected members were given a high level briefing on the freedom camping changes and this transition fund at a workshop on 27 September 2022. However, the upcoming local body elections mean that Council staff have not had the opportunity to fully engage with elected members on this issue, and to understand the priority of this work.

MBIE-MAKO-18514496

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HIKINA WHAKATUTUKI

Section 3: Project/s

2.1 Short Description of proposed project/s for which funding is required.	
Project 1: Development of freedom camping bylaw	Undertake a review of public land within the district to identify sensitive sites. This would include engagement with local iwi, hapu, marae and whanau, as well as engaging with other agencies such as Waka Kotahi, Department of Conservation, and Land Information New Zealand. Develop a draft Freedom Camping Bylaw and a consultation process in accordance with the requirements for Special Consultative Procedure. Run the consultation process and update the Bylaw for adoption and publication. **Total cost: $30,000**
Project 2: Community education – signage and communication collateral	Design and install signage at sites (as per the Bylaw) to educate visitors about responsible camping and potential enforcement of bylaw. Develop a visitor education campaign which may include articles in the newspaper and magazines, as well as online. **Total cost: $15,000**
Project 3: Enforcement and monitoring regime	Development of a monitoring and enforcement regime/system to evaluate bylaw effectiveness and support future Bylaw reviews. **Total cost: $9,750**
Project 4: **Camping ambassadors**	Funding to support Two (2) camping ambassadors for up to 20 hours per week (10 hours each ambassador) for 20 weeks between Labour weekend and Easter. We are aware that some of our neighbouring councils also have camping ambassadors, and there may be opportunities to share resources across district boundaries. **Total cost: $15,200**
Estimated total cost of project	**$69,950**
Amount of co-funding	**$5,000** – Staff time to support communications associated with freedom camping, the development of Bylaw.
Amount of funding sought	**$64,950**

MBIE-MAKO-18514496

Section 4: Project Details

3.1 Provide a breakdown of the tasks and associated costs required. All costs should exclude GST. Use the insert row function if you wish to add more projects.
PLEASE NOTE: MBIE MAY MODERATE THE AMOUNT OF PROPOSED COSTS IF THEY ARE NOT CONSIDERED REASONABLE

Proposed Project/s	Location	Estimated Start Date	Estimated Completion Date	Estimated Total Cost	Description of Proposed Project
'Project 1' Development of freedom camping bylaw					
• Project task one Research, options analysis (including identification of sensitive sites etc. for restrictions/prohibitions).	District-wide	January 2023	December 2023	12,500	Undertake a review of public land within the district to identify sensitive sites. This would include researching historical property/and parcel records and engagement with local iwi, hapu, marae and whanau, as well as engaging with other agencies such as Waka Kotahi, Department of Conservation, and Land Information New Zealand. It is considered the main area of work would be assessing sites that are proposed to be prohibited or restricted. The cases involving TCDC [2014] NZHC 2016 & Marlborough DC [2021] NZHC 3157 would also provide some guidance on this.
• Project task two Development of Bylaw, Statement of Proposal	District-wide	January 2023	December 2023	7,500	Required by Local Government Act 2002.

MBIE-MAKO-18514496

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT

Freedom Camping Application Form - Sept 2022

6

• Project task three Community consultation/ engagement & decision-making process - including Iwi/Maori, analysis of submissions, reporting to Council, hearings, bylaw adoption	District-wide	January 2023	December 2023	10,000	Formal community consultation process, collating and analysing submissions, preparing Council reports and updating the Bylaw to reflect elected member decision making following community feedback.
Total				**30,000**	
'Project 2' Community education					
• Project task one Preparation and installation of signage	District-wide	January 2023	June 2024	10,000	Design and install signage at sites (as per the Bylaw) to educate visitors about responsible camping and potential enforcement of bylaw.
• Project task two: Develop a visitor education campaign	District wide and nationally	January 2023	June 2024	5,000	Develop a visitor education campaign which may include articles in the newspaper and magazines, as well as online.
Total				**15,000**	
'Project 3' Enforcement and monitoring regime					
• Project task one	District-wide	January 2023	December 2023	9,750	Development of an enforcement regime/system for issuing fines, handling appeal/challenges to infringements and process for dealing with homeless issues vs freedom camping.

					Also, develop a mechanism to monitor implementation of the bylaw, and to collect data to support future Bylaw reviews.
Total				**9,750**	
'Project 4' Camping ambassadors					
• Project task one	District-wide	January 2023	April 2024	15,200	Funding to support Two (2) camping ambassadors for up to 20 hours per week (10 hours each ambassador) for 20 weeks between Labour weekend and Easter.
Total				**15,200**	
Total (Must add up to 100 per cent of cost set out in Section 2.1)				**69,950**	

MBIE-MAKO-18514496

Section 4: Declaration by applicant

I declare on behalf of the applicant(s), that:

- This application form outlines the basis on which this application is made;
- I confirm that I have read the principles relating to funding for Freedom Camping Transition Fund on the MBIE website;
- I confirm that appropriate public consultation and resource consent processes will be undertaken;
- the statements in this application are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentation made;
- I understand MBIE and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the applicant(s) or project for the purposes of gaining or providing information related to the processing and assessment of this application;
- the applicant(s) will, if requested by MBIE or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel;
- I understand MBIE may undertake due diligence checks as needed to meet government requirements, and I consent to checks required being carried for those purposes;
- I consent to the public release, including publishing on the Internet, of the name of the applicant(s), the amount of grant sought, and a general statement of the nature of the activity/project, and undertake to cooperate with MBIE on communications relating to this application;
- I understand MBIE's obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this application, the provisions of this Act apply to all of the information provided in this application;
- the application involves an activity/project that is a lawful activity that will be carried out lawfully;
- the applicant(s) is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business;
- where external providers are being employed as part of the project/activity, the relevant providers will not be employees or directors of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal unless specifically stated in the application;
- I am authorised to make this application on behalf of the applicants identified in section 1;
- I understand that MBIE may withdraw its offer of funding should the proposed project fail to be completed within the agreed timeline (detailed in Section 3.2.4).

Signature of applicant This acknowledgment must be signed by a person with the legal authority to commit your organisation to a transaction (e.g. Chief Executive or Mayor)	
Name	Don Mcleod
Title	Chief Executive Officer
Organisation	Matamata-Piako District Council
Signature	
Date	04 October 2022

7 Pūrongo me whakatau | Decision Reports

Waikato Local Authority Shared Services (Trading as Co-Lab) - Draft Statement of Intent 2023/24 and Six-Monthly Report

CM No.: 2698798

Rāpopotonga Matua | Executive Summary

Waikato Local Authorities Shared Services Limited (WLASS); trading as Co-Lab, is a Council Controlled Organisation (CCO) jointly owned by the 12 Waikato Region councils.

Co-Lab's key purpose is to drive collaboration between councils, to improve customer service and performance, and to reduce costs.

CCOs are required by the Local Government Act 2002 (LGA) to prepare and publish an annual Statement of Intent, and produce a half yearly report for shareholders on the entity's operations during that period.

The purpose of this report is to present to the Council the Co-Lab Six Monthly Report to 31 December 2022, and to provide an opportunity to provide feedback on the proposed 2023/24 Statement of Intent.

Tūtohunga | Recommendation

That:

1. The report be received

2. The Council receives the following reports:

a) Waikato Local Authority Shared Services (Trading as Co-Lab) Six Monthly Report to 31 December 2022;

b) Waikato Local Authority Shared Services (Trading as Co-Lab) Draft Statement of Intent 2023/24.

3. The Council

a) Approves the Waikato Local Authority Shared Services Limited (Trading as Co-Lab) Draft Statement of Intent 2023/24.

OR,

b) The Council provides feedback on the Waikato Local Authority Shared Services Limited (Trading as Co-Lab) Draft Statement of Intent 2023/24.

Horopaki | Background

The local authorities within the Waikato Region have worked closely together over a number of years on mutually beneficial joint projects. Co-Lab was established in 2005 as a vehicle through which the councils could collaborate and identify opportunities for undertaking activity on a shared basis. In 2020, shareholders embarked on a transformation of the company. The purpose of the

transformation was to move the company to a true service delivery agent for, and strategic partner of, the shareholding councils. The following performance reporting framework was introduced:

Co-Lab's Performance Framework

Our vision	**Our councils are maximising the value they provide to their communities**		
Our purpose	**We support them in doing so by making it easier for councils to identify and realise shared opportunities**		
Outcomes we are seeking	Council costs are reduced / performance is improved, without increase cost	The experiences of councils' communities are improved	Central government investment into and engagement with Waikato councils is increased
Our specific objectives	➢ Achieve effectiveness and efficiency gains ➢ Reduce duplication of effort and eliminate waste through repetition ➢ Helping the councils achieve an appropriate balance in risk and return	➢ Promote and contribute to the development of best practice ➢ Make it easier for communities to engage with councils in the Waikato region on a consistent basis ➢ Promote business transformation to improve communities' experiences	➢ Enable the Waikato councils to collectively be more effective as a region on the national stage ➢ Contribute to building central government's confidence in the Waikato region, and to encourage central government investment

Priorities: How we will achieve our outcomes	Investigate the right opportunities	Develop opportunities on time and within budget	Ensure opportunity benefits are realised	Provide services that meet the needs of councils	Foster cross-council collaboration
What we must manage well	Our relationships	Our services	Our projects	Our people	Our resources	Our reputation

The framework reflects the outcomes the transformed company is seeking, and how they will go about achieving those outcomes. It highlights the company's roles as a:

- Ideas laboratory - taking ideas that have the potential to create value, from their genesis through to business case; and;
- Service provider to councils.

Co-Lab also aims to facilitate more engagement between central government and Waikato councils, and build central government's confidence in councils in the region. They see this as a by-product of achieving the two outcomes above.

In December 2021, the Board revisited the company's vision. The updated vision is for councils to be maximising the value they provide to their communities. Co-Lab's purpose is to support councils to achieve this vision, by making it easier for them to identify and realise shared opportunities.

Ngā Take/Kōrerorero | Issues/Discussion

Six Monthly Report – to 31 December 2022

Highlights and performance measures are detailed in the attachment. A summary of the financial position is below:

Co-Lab Statement of Financial Performance For the six months ending 31 December 2022	Financial year 2023 YTD Actuals	Financial year 2023 YTD Budget	Financial year 2022 YTD Actuals
Revenue			
SVDS Data & Software Sales	166,810	204,338	179,809
Interest	121	1,000	7
Other Revenue			
User Charges	4,757,252	5,602,322	5,228,851
Total Other Revenue	**4,757,252**	**5,602,322**	**5,228,851**
Total Revenue	**4,924,183**	**5,807,660**	**5,408,667**
Expenditure			
Depreciation and amortisation expense	21,183	23,069	13,761
Personnel costs	717,025	890,225	404,373
Other expenses	3,054,470	4,981,197	2,611,574
Total Expenditure	**3,792,678**	**5,894,491**	**3,029,708**
Net Profit	**1,131,505**	**(86,830)**	**2,378,959**

The financial results for the six months to 31 December 2022 are favourable to budget. This has occurred because some projects have progressed more slowly than planned meaning less expenditure arose during the period, and because of the sequencing of invoicing. For the full year Co-Lab currently forecast to be slightly ahead of budget.

Draft Statement of Intent 2023/24

The Statement of Intent sets out priorities and outlines the proposed work plan for 2023/24 and performance measures. The attached report provides a summary of both the exciting future ahead and challenges. Some of the challenges expected in 2023/24 include;

- Adapting to the Three Waters Reform particularly with the introduction of Entity B and the loss of Co-Lab Water Services from 1 July 2024.
- The attraction and retention of critical skills against a constrained labour market.

Beyond the continuation of identified priority projects and ensuring the delivery of great services, there are four new areas of focus for the company in the coming year 1 July 2023- 30 June 2024. Work on some of these has commenced.

- Co-Lab Councils: Right People, Right Place (formerly Employee Value Proposition)
- People Post 3 Waters (PP3W)
- Democracy Centre of Expertise
- Developing a new work plan to add value to councils through more immediate cost savings

Co-Lab intends to continue using the same measures to monitor performance:

Priority	Performance measure	Target
Prioritise and develop business cases for opportunities that, if implemented, add value to councils by achieving one or more of our objectives	➢ Business cases will include measurable benefits linked to one or more of the outcomes sought ➢ Businesses cases are supported by councils (evidenced by take up of the opportunity)	Projected savings/increased revenue to councils of at least $300k 75% of councils
Develop opportunities and deliver projects within agreed budgets and timelines	➢ Opportunities / projects are developed / delivered within agreed timelines ➢ Opportunities / projects are developed / delivered, within approved budget ➢ Overall, Company Management / Support functions will be undertaken within budget, unless additional expenditure has board pre-approval	80% 90%
Ensure projects realise their expected benefits	➢ Measurable benefits are actively monitored and reported against ➢ Audit & Risk Committee undertake an assessment of projects following implementation (which will include an assessment of whether projected benefits have been realised)	Six-monthly For $200k+ Projects (based on cost of opportunity development and ongoing investment) Assessment within 15 months 90% of projected quantifiable benefits are realised
Ensure existing services are meeting the needs of councils	➢ The services we provide are considered by councils who use that service to meet or exceed their expectations (evidenced by an annual survey):	80% of councils
Foster and promote cross-council collaboration and networking to share ideas on improving efficiencies and best practice	➢ Across these groups, ideas for future consideration and/or initiatives are identified each year	Four per annum

The Chief Executive of Co-Lab anticipates there will be some changes within the final Statement of Intent. The Chief Executive expects to set out any possible changes in further detail when the schedule of contributions sought from each council is sent out.

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

The LGA requires CCOs to prepare and publish an annual Statement of Intent. The Statement of Intent must be agreed upon with the parent local authority. The local authority has two months from receiving the proposed Statement of Intent, to respond to the CCO with feedback. Feedback is due to Co-Lab by 22 April 2023, with the final version of the Statement of Intent to be approved by the Co-Lab Board in June.

CCOs must also report on the organisations operations to its shareholders and a half-yearly report must be delivered within two months after the end of the first half of each financial year.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

A CCO is required to consult with its shareholders on its Draft Statement of Intent. This report seeks feedback from Council, as one of the Co-Lab shareholders. Feedback on the above is due by 22 April 2023.

Following the finalisation of the Statement of Intent and six-monthly report, the LGA requires the Council to publish this information on its website.

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

Theme: Connected Infrastructure
Community Outcome: 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.

Theme: Economic Opportunities
Community Outcome: We are a business friendly Council, our future planning enables sustainable growth in our District; we provide leadership and advocacy is provided to enable our communities to grow.

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

The current and proposed activities of Co-Lab are fully funded by the participating local authorities, within existing budgets. Co-Lab expects to share a schedule of contributions sought from each council for the coming year shortly which will be based on the draft Statement of Intent.

Ngā Tāpiritanga | Attachments

A. DRAFT Co-Lab 2023 SOI - FINAL, 24 February 2023 *(Under Separate Cover)*

B. Co-Lab Half yearly report to 31 December 2022 - FINAL, 24 February 2023 *(Under Separate Cover)*

Ngā waitohu | Signatories

Author(s)	Christa Kurian **Graduate Policy Advisor**	

Approved by	Niall Baker **Policy Team Leader**	
	Erin Bates **Strategic Partnerships and Governance Manager**	

7 Pūrongo me whakatau | Decision Reports

7.7 CCO Monitoring Waikato Regional Airport Limited (WRAL) and Subsidiary Companies - Six Month Report and Draft Statement of Intent 2023/24

CM No.: 2695036

Rāpopotonga Matua | Executive Summary

Waikato Regional Airport Limited (WRAL) is a Council Controlled Organisation (CCO) owned by five Waikato councils, with Matamata-Piako District Council's shareholding at 15.6%.

CCO's are required by the Local Government Act 2002 (LGA) (subject to certain exemptions) to prepare and publish an annual statement of intent, and produce a bi-annual report for shareholders on the entity's operations during the half year.

The purpose of this report is to receive and consider the WRAL draft Statement of Intent 2023/24 and six monthly interim report (ending 30 December 2022) and the following reports of its subsidiary companies:

- Hamilton & Waikato Tourism – Interim six-monthly report, ending 31 December 2022
- Titanium Park – Interim six-monthly report, ending 31 December 2022
- Waikato Regional Airport Hotel Limited (Trading as Jet Park Hamilton Airport Hotel & Conference Centre) – Draft Statement of Intent 2023/24.

It is recommended to receive the reports and to consider providing feedback on the Statement of Intent reports for WRAL and its subsidiary companies. Committee

Tūtohunga | Recommendation

1. The report be received.

2. Council receives the following six-monthly reports to December 2022:

a) Waikato Regional Airport Limited (WRAL) six-monthly report to 30 December 2022.

b) Hamilton & Waikato Tourism interim six-monthly report to 31 December 2022

c) Titanium Park interim six-monthly report to 31 December 2022

d) Waikato Regional Airport Hotel Limited (Trading as Jet Park Hamilton Airport Hotel & Conference Centre) interim six-monthly report to 31 December 2022.

3. Council approves the following <u>draft</u> Statement of Intent 2023/24:

a) Waikato Regional Airport Limited (WRAL) draft Statement of Intent 2023/24

<u>OR</u>

4. Council provides feedback on the Waikato Regional Airport Limited (WRAL) draft Statement of Intent 2023/24.

Horopaki | Background

Waikato Regional Airport Limited (WRAL) are a Council-controlled organisation (CCO) of which Matamata-Piako District Council hold a 15.6% shareholding. As a CCO, WRAL are required by the Local Government Act 2002 (LGA) to present their half-yearly report to its shareholders detailing the organisation's operations.

CCO's must also prepare and adopt a Statement of Intent. The purpose of a Statement of Intent is to:

- State publically the activities and intentions of the CCO for the year, and the objectives to which those activities will contribute; and
- Provide an opportunity for shareholders to influence the direction of the organisation; and
- Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

Ngā Take | Issues / Kōrerorero | Discussion

<u>WRAL</u>

WRAL has three core purposes:

1) To enable air services to the region;
2) To operate a first class, safe, sustainable and compliant airport; and
3) To strategically position the business to enhance capital value.

Six-monthly report

WRAL considers that the final six months of the financial year (July-December 2022) has seen continued success of the diversification strategy implemented by the group over the past three years of which an overview is provided by the WRAL Chief Executive. WRAL also remains cognisant of emerging economic challenges which creates an uncertain outlook for air travel and tourism which are largely discretionary costs for many.

2023/24 Draft Statement of Intent

The Draft Statement of Intent outlines the key strategic activities for the company and KPIs for the period.

The Draft Statement of Intent outlines the proposed work plan for 2023/24 and the Board's accountabilities to the shareholder for corporate performance.

The objectives as outlined in the Draft Statement of Intent are to:

- Operate an efficient and compliant airport;
- Enhance the traveller experience;
- Maintain a viable aeronautical business;
- Maximise revenue diversification through non-aeronautical business opportunities.
- Develop and optimise the land holdings of the Group to generate a long-term income from a diversified property portfolio.
- Operate the airport hotel to return to (or exceed) its investment business case growth targets and customer satisfaction targets following the disruptions to its growth strategy from the pandemic.

- Assist in the development and marketing of the Hamilton and Waikato region as a visitor destination to domestic and international visitors.

The report includes both financial and non-financial performance targets for 2023/24 and a description of the nature and scope of activities to be undertaken to achieve this.

Hamilton & Waikato Tourism

Hamilton & Waikato Tourism Limited (HWT) is a wholly owned subsidiary of WRAL. It is responsible for the following activities:

- Marketing the Hamilton & Waikato region as a visitor and business events destination domestically and internationally;
- Growing the visitor economy through tourism development and destination management.

Six-monthly report

The HWT Chairperson outlines the highlights and challenges of the last six months. The report notes that the region has benefitted from the strong return of visitation with the lifting of COVID restrictions. However, labour shortages across the sector and severe weather events have struck hopes for a strong summer season for many operators in the region. The HWT chairperson is confident that the FIFA Women's World Cup 2023™ event, with five games being hosted in Hamilton, will bring visitation right across region.

Titanium Park

Titanium Park is a business park and a wholly owned subsidiary of WRAL.

Six-monthly report
This report notes that the next six months will see investment from Titanium Park to improve roading and water infrastructure around the airport precinct, discharging a number of historic obligations to ensure local utilities are positioned to respond to growth in the region. Engagement with key stakeholders has been positive to date, however there remains a number of challenges to reach agreement on significant matters of ecology and transport.

Waikato Regional Airport Hotel Limited (Trading as Jet Park Hamilton Airport Hotel & Conference Centre)

The last six months transitioned the hotel business from its managed isolation and quarantine contract back to trading in the retail market. The contract with the Crown for the property to run as a managed isolation facility was first secured in April 2020, and with several extensions, remained in place until 30 June 2022. Since completing the MIQ contract, the remaining rooms were upgraded and renovated to a modern, international four-star standard

Six-monthly report

This report notes that since completing the MIQ contract, the hotel has performed much more strongly than expected, regularly achieving maximum occupancy and largely resolving staffing issues. Jet Park Hotels completed a rebranding exercise of the three hotel properties which has received positive feedback. The outlook for the remainder of the year is also positive with a number of large events coming to the region and the hotel having secured "whole of site" bookings for a number of these. However the Group is mindful of the economic environment and its implications for hotel occupancy rates.

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

The LGA requires CCOs to prepare and publish an annual Statement of Intent. The Statement of Intent must be agreed upon with the parent local authority. The local authority has two months from receiving the proposed Statement of Intent, to respond to the CCO with feedback. Feedback is due to WRAL by 30 April 2023, with a final version of each Statement of Intent issued in June.

CCOs must also report on the organisations operations to its shareholders and a half-yearly report must be delivered within two months after the end of the first half of each financial year.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

A CCO is required to consult with its shareholders on its Draft Statement of Intent. This report seeks feedback from Council, as one of the WRAL shareholders, on the following Statements of Intent for 2023/24:

- Waikato Regional Airport Limited
- Hamilton & Waikato Tourism Limited
- Titanium Park
- Waikato Regional Airport Hotel Limited (Trading as Jet Park Hamilton Airport Hotel & Conference Centre)

Feedback on the above is due by 30 April 2023. Following the finalisation of these documents, the LGA requires the Council to publish the information on its website.

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

Theme: Connected Infrastructure
Community Outcome: 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.

Theme: Economic Opportunities
Community Outcome: We are a business friendly Council, our future planning enables sustainable growth in our District; we provide leadership and advocacy is provided to enable our communities to grow.

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

The current and proposed activities of WRAL and its subsidiary companies are fully funded by the participating local authorities, within existing budgets.

Ngā Tāpiritanga | Attachments

A⇩. TPL Interim Report 2023

B⇩. HAMILTON & WAIKATO TOURISM LIMITED

C⇩. JetPark Interim Report 2023

D⇩. WRAL_InterimReport_2023

Ngā waitohu | Signatories

Author(s)	Christa Kurian **Graduate Policy Advisor**	

Approved by	Niall Baker **Policy Team Leader**	
	Erin Bates **Strategic Partnerships and Governance Manager**	

INTERIM REPORT

for the six months ended 31 December 2022

CHIEF EXECUTIVE'S REPORT

For the six months ended December 2022.
Titanium Park continues to play a significant role in the overall Group strategy, even though Hamilton Airport's aeronautical business has now fully recovered to sustained pre-COVID passenger volumes.

The six-month period saw settlement of over 4ha of land sales from the fifth stage of the Central Precinct. This represents around two thirds of this final stage, with a little over 2ha either contracted to sales with future settlements or retained for own investment purposes such as design-build opportunities.

The sales to date in this reporting period have yielded a gross margin of almost $10 million, which provides a significant injection of capital to the parent company at a time where its debt level would have otherwise peaked at almost $25 million. These settlements came as the Group neared completion of a $20 million capital investment programme, including the terminal resilience project and three recent strategic aeronautical property investments. Ultimately the Group's borrowings sit lower than they did three years ago in December 2019 prior to the pandemic, despite the completion of nearly $30 million of investment, and the disruption to aeronautical activity during this time.

Looking ahead, Titanium Park has a modest pipeline of land sales contracted out over the next two years as the existing Central and Southern Precincts sell out. The next six months will see investment from Titanium Park to improve roading and water infrastructure around the airport precinct, discharging a number of historic obligations to ensure local utilities are positioned to respond to growth in the region.

Beyond this, the future lies in the 100ha Northern Precinct development. This dwarfs the current developments, which when combined, have yielded only a little over 20ha of land. Work has continued to advance the Northern Precinct Private Plan Change, with a hearing in March 2023 and notification of the outcome due mid-2023. Engagement with local stakeholders, infrastructure providers and regulators has been positive to date, although there remains a number of challenges to ensure we can reach agreement on several matters; the most significant being centred around ecology and transport. If successful, the re-zoned land will ensure the Airport continues to be a significant regional industrial/commercial hub, with a supply of land expected to serve market demand south of the Hamilton City over the next two decades. Construction is expected to commence within the next 24 months.

Mark Morgan - Chief Executive

FINANCIAL STATEMENTS

Statement of Comprehensive Income
For the six months ended 31 December 2022

	2022 $ '000	2021 $ '000
Land sales	14,723	770
Cost of land sales	(4,773)	(574)
Gross Profit	**9,950**	**196**
Other income	30	33
Employee benefit expense	(104)	(138)
Other expenses	(114)	(130)
	(188)	**(234)**
Net profit/(loss) before tax	**9,762**	**(38)**
Tax (expense)/credit	2,733	8
Net profit/(loss) after tax	**7,029**	**(30)**
Other comprehensive income	-	-
Total comprehensive income	**7,029**	**(30)**

These interim financial statements have been prepared in accordance with NZ IFRS (RDR).
They have not been subject to any review or audit.

FINANCIAL STATEMENTS

Statement of Changes in Equity

For the six months ended 31 December 2022

	Share Capital $ '000	Retained Earnings $ '000	Total Equity $ '000
Opening Balance - 1 July 2021	**4,750**	**4,087**	**8,837**
Net profit/(deficit) after tax	-	(30)	(30)
Other comprehensive income	-	-	-
Total comprehensive income	-	(30)	(30)
Dividends paid to shareholder	-	-	-
Closing Balance - 31 December 2021	**4,750**	**4,057**	**8,807**
Opening Balance - 1 July 2022	**4,750**	**3,805**	**8,555**
Net profit/(deficit) after tax	-	7,029	7,029
Other comprehensive income	-	-	-
Total comprehensive income	-	7,029	7,029
Dividends paid to shareholder	-	(1,000)	(1,000)
Closing Balance - 31 December 2022	**4,750**	**9,834**	**14,584**

FINANCIAL STATEMENTS

Statement of Financial Position

As at 31 December 2022

	2022 $ '000	2021 $ '000
Current Assets		
Cash and cash equivalents	2	290
Trade and other receivables	837	59
Development property	9,659	9,866
Related party advance	9,771	980
	20,269	**11,195**
Non Current Assets		
Deferred tax asset	44	-
	44	-
Total Assets	**20,313**	**11,195**
Current Liabilities		
Trade and other payables	466	545
Income received in advance	743	278
Income tax payable	2,806	-
Employee entitlements	14	27
Provisions for Infrastructure Development	755	-
	4,784	**850**
Non Current Liabilities		
Deferred tax liability	-	125
Provisions for Infrastructure Development	945	1,413
	945	**1,538**
Total Liabilities	**5,729**	**2,388**
Net Assets	**14,584**	**8,807**
Equity		
Share capital	4,750	4,750
Retained earnings	9,834	4,057
Total Equity	**14,584**	**8,807**

FINANCIAL STATEMENTS

Statement of Cash Flows

For the six months ended 31 December 2022

	2022 $ '000	2021 $ '000
Operating activities		
Receipts from operations	14,754	667
Payments to other suppliers and employees	(432)	(271)
Payments for construction of development property	(2,318)	(1,834)
Payment of income taxes	-	-
Net cash from/(used in) operations	**12,004**	**(1,438)**
Financing activities		
Receipts from/(repayments of) related party advance	(12,007)	1,341
Net cash from/(used in) financing activities	**(12,007)**	**1,341**
Net change in cash for the period	**(3)**	**(97)**
Add opening cash and cash equivalents balance	5	387
Closing cash and cash equivalents	**2**	**290**

PERFORMANCE REPORTING

Performance against Statement of Intent

For the six months ended 31 December 2022

	SOI 30/06/2023	Actual 31/12/2022	Forecast 30/06/2023
Financial Targets			
Land Sales	$12,000	$14,723	$14,723
Net Profit before Tax	$3,000	$9,762	$9,278
Net Profit after tax to shareholder's funds	20%	60%	58%
Operating & investing cash flow	$6,000	$12,004	$10,764
Total liabilities to shareholders funds (maximum)	80:20	28:72	29:71
Non Financial Targets			
Adhere to Group Health & Safety Procedures		Meeting	Meet
Zero Work Safe notifiable accidents		Meeting	Meet

www.titaniumpark.co.nz

Hamilton & Waikato TOURISM

INTERIM REPORT

For the six months ended 31 December 2022

Hamilton & Waikato TOURISM

CHIEF EXECUTIVE'S REPORT

During the first six months of the financial year we have seen strong return of visitation across the country, and our own region. When the national borders opened in August and our COVID restrictions were lifted in September, a sigh of relief was heard and felt across the tourism, events and hospitality sector. We have been looking ahead to the 2023 calendar year with positivity, albeit cautiously.

Labour shortages across the sector continue to impact deliverability and availability of some experiences and services, as have the devastating impacts of severe weather events in the region with flooding and severe rainfalls causing damage to property, disrupting travel and damaging key regional roading networks. This weather certainly dampened spirits and the hope of a strong summer season for some of our operators.

Looking ahead, we (the Hamilton & Waikato region) have some incredible events that bring opportunities for our visitor sector. The FIFA Women's World Cup 2023™ event, with five games being hosted in Kirikiriroa Hamilton, will bring visitation right across region. An estimated $18 million will be pumped into the Waikato region during the FIFA Women's World Cup 2023™. This will be the largest women's sporting event ever held globally. TV viewership alone is forecast to be two billion compared to 1.2 billion in France in 2019.

The Central Government funding received by all Regional Tourism Organisations was originally required to be utilised by December 2022. Due to many projects being delayed with COVID restrictions, we have an extension for some projects to be delivered by June 2023. Once this funding has been fully utilised, our activity will return to 'business as usual', based on our council funding and industry contributions.

As HWT continues to lead the sector in managing the ongoing impacts of COVID-19 and recovery, key focus areas for the upcoming period include embedding the Destination Management Plan into our regular activities, as well as assisting and encouraging operators to embed Regenerative Tourism and sustainability measures into their own activity.

HWT recognises its role to support event organisers, venues and suppliers with the ongoing challenges with hosting events, including those already experienced in the current year. We will also be continuing to work more broadly with our industry to develop enhanced capability for hosting additional events, both business and major events, in region through the Business Events Strategy for Waikato and the Thermal Explorer Regional Event Fund. With much change in the political and regulatory environment, continue to lobby and advocate for the tourism sector with Government.

Nicola Greenwell
Chief Executive

Hamilton & Waikato TOURISM

KEY PERFORMANCE METRICS

Performance against our Statement of Intent

For the six months ended 31 December 2022

Measure	Result
Visitor nights **Hold total visitor nights compared to previous year as measured by MBIEs Accommodation Data Programme (ADP)***	1,025,000 visitor nights YTD Increase of 101,000 on LY 59.8% occupancy rate (NZ: 56.7%)
Visitor spend **5% increase in total visitor spend across region compared to previous year as measured by MBIEs Tourism Electronic Card Transactions**	17% increase in domestic spend (15% decrease on 2019); and 93% increase in international (39% decrease on 2019)
Conventions & business events **Rebuild and restore market share of total business events to 5% as measured by the Business Events Data Programme**	9% market share of business events 10% market share of delegate days
Industry investment **$100,000 of industry contributions towards marketing activities**	$153,000 annual funding secured to date
Media & travel trade **10 media outlets hosted +** **150 travel trade trained or hosted**	23 media outlets hosted; 34 agents hosted; 174 agents trained
Govt funded projects **Successfully deliver STAPP and RESET funded projects by 30 June 2023**	99% of funding allocated
Regional Events Fund (REF) **Successfully deliver year one of the REF for Waikato, Rotorua, Ruapehu & Taupo**	Workshops held in Ruapehu and Waikato Small Contestable funding round opened January 2023 – utilising returned/unutilised allocated funding
Cashflow **To ensure the company has sufficient cash to fund activity for the year without recourse to the shareholder**	Cashflow maintained without shareholder funding

Hamilton & Waikato TOURISM

FINANCIAL STATEMENTS

Statement of Comprehensive Revenue & Expense

For the six months ended 31 December 2022

	2022 $ '000	2021 $ '000
Council funding	639	608
Grant funding	334	340
Industry & partnership funding	146	79
Interest and other income	26	6
Total revenue	**1,145**	**1,033**
Operating expenses	(540)	(426)
Employee benefit expense	(369)	(381)
Administration and other expenses	(160)	(188)
Depreciation & amortisation	(29)	(30)
Total expenses	**1,099**	**(1,027)**
Net surplus/(deficit) before tax	**46**	**6**
Tax (expense)/credit	(12)	(2)
Net surplus/(deficit) after tax	**34**	**4**

Hamilton & Waikato TOURISM

FINANCIAL STATEMENTS

Statement of Financial Position

As at 31 December 2022

	2022 $ '000	2021 $ '000
Current Assets		
Cash and bank accounts	1,658	1,656
Trade and other receivables	160	106
	1,818	**1,762**
Non Current Assets		
Property, plant and equipment	115	99
Deferred tax asset	10	22
	125	**121**
Total Assets	**1,943**	**1,883**
Current Liabilities		
Trade and other payables	188	149
Income received in advance	864	1,056
Thermal Explorer Regional Event Fund	670	468
Employee entitlements	57	80
	1,779	**1,753**
Total Liabilities	**1,779**	**1,753**
Net Assets	**164**	**130**
Equity		
Share capital	1	1
Retained earnings	163	129
Total Equity	**164**	**130**

INTERIM REPORT

For the six months ended 31 December 2022

JETPARK
HAMILTON AIRPORT HOTEL
& CONFERENCE CENTRE

(Trading as Jet Park Hamilton Airport Hotel & Conference Centre)

CHIEF EXECUTIVE'S REPORT

The last six months transitioned the hotel business from its managed isolation and quarantine contract back to trading in the retail market.

The contract with the Crown for the property to run as a managed isolation facility was first secured in April 2020, and with several extensions, remained in place until 30 June 2022. At the EBIDTA level, this made a valuable contribution of over $6 million to the Group during those two years, at a time where tourism ventures had otherwise largely bleak prospects.

Since completing the MIQ contract, the remaining rooms were upgraded and renovated to a modern, international four-star standard, with all rooms featuring new soft furnishings. The relaunch to the public market was approached with some trepidation as the true underlying trading prospects of the business were largely unknown. The three years of operation under the WRAL and Jet Park banner had seen the hotel suffer disrupted trading due to renovations in the first year, and the remaining two years saw it operating as an MIQ facility.

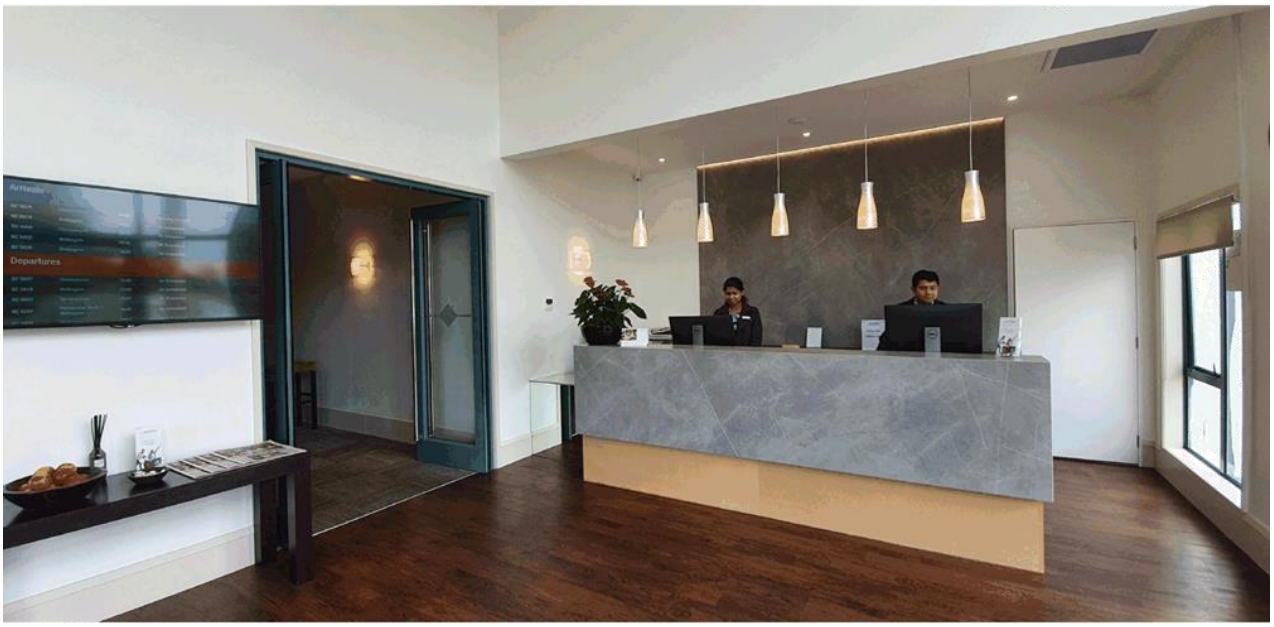
Pleasingly the hotel performed much more strongly than expected, regularly achieving maximum occupancy, and having largely resolved the challenges around staffing required to operate a hotel (compared to the MIQ model). The small operating deficit was expected, with several one-off relaunch costs incurred and the hotel only open for bookings for 4½ months of the reporting period.

Jet Park Hotels has completed a rebranding exercise of the three hotel properties. The rebrand has retained the name but provided a significant enhancement and modern feel to the look of the brand. The rollout of new signage, digital identity and inhouse collateral is already largely complete.

The outlook for the remainder of the year is also positive with a number of large events coming to the region and the hotel having secured "whole of site" bookings for a number of these, including the FIFA Women's World Cup – the largest sporting event to be held in New Zealand.

We also expect to see ongoing benefits to both the corporate and leisure markets due to the marketing initiatives led by Jet Park. We do however, remain mindful of the economic environment and the potential impacts this might have on hotel occupancy for the full year performance.

Mark Morgan - Chief Executive



FINANCIAL STATEMENTS

Statement of Comprehensive Income

For the six month period ended 31 December 2022

	2022 $ '000	2021 $ '000
Revenue		
Operating revenue	1,505	3,326
	1,505	**3,326**
Expenses		
Employee benefit expense	(661)	(662)
Other operating expenses	(737)	(839)
Depreciation & Amortisation	(331)	(358)
Finance costs	(4)	(95)
	(1,734)	**(1,954)**
Net profit/(deficit) before tax	**(228)**	**1,372**
Tax (expense)/credit	68	(385)
Net profit/(deficit) after tax	**(160)**	**987**
Other comprehensive income	-	-
Total comprehensive income	**(160)**	**987**

These unaudited interim financial statements have been prepared in accordance with NZ IFRS (RDR).

JETPARK HAMILTON AIRPORT HOTEL

FINANCIAL STATEMENTS

Statement of Movements in Equity

For the six month period ended 31 December 2022

	Note	Share Capital $ '000	Retained Earnings $ '000	Total Equity $ '000
Opening Balance - 1 July 2021		**2,000**	**544**	**2,544**
Net profit/(deficit) after tax		-	987	987
Other comprehensive income		-	-	-
Total comprehensive income		-	987	987
Dividends paid to shareholder		-	-	-
Closing Balance – 31 December 2021		**2,000**	**1,531**	**3,531**
Opening Balance - 1 July 2022		**2,000**	**2,833**	**4,833**
Net profit/(deficit) after tax		-	(160)	(160)
Other comprehensive income		-	-	-
Total comprehensive income		-	(160)	(160)
Dividends paid to shareholder		-	(500)	(500)
Closing Balance – 31 December 2022		**2,000**	**2,173**	**4,173**

JETPARK HAMILTON AIRPORT HOTEL

Waikato Regional Airport Hotel Ltd - Interim Report - Six Months ended 31 DECEMBER 2022 - 4

FINANCIAL STATEMENTS

Statement of Financial Position

As at 31 December 2022

	2022 $ '000	2021 $ '000
Current Assets		
Cash and cash equivalents	62	80
Trade and other receivables	321	708
Inventories	13	18
Related party advance receivable	3,663	2,787
	4,059	**3,593**
Non Current Assets		
Property, plant and equipment	738	698
Intangible assets	26	76
Lease assets	2,942	3,024
Deferred tax asset	72	42
	3,778	**3,840**
Total Assets	**7,837**	**7,433**
Current Liabilities		
Trade and other payables	509	539
Employee entitlements	174	210
Lease liabilities	270	252
	953	**1,001**
Non Current Liabilities		
Lease liabilities	2,711	2,901
	2,711	**2,901**
Total Liabilities	**3,664**	**3,902**
Net Assets	**4,173**	**3,531**
Equity		
Share capital	2,000	2,000
Retained earnings	2,173	1,531
Total Equity	**4,173**	**3,531**

JETPARK HAMILTON AIRPORT HOTEL

Waikato Regional Airport Hotel Ltd - Interim Report - Six Months ended 31 DECEMBER 2022 - 5

FINANCIAL STATEMENTS

Statement of Cash Flows

For the six months ended 31 December 2022

	2022 $ '000	2021 $ '000
Operating activities		
Receipts from operations	2,524	2,929
Payments to suppliers and employees	(1,580)	(1,451)
Payment of income taxes	(230)	(491)
Net cash from/(used in) operations	**715**	**987**
Investing activities		
Purchase of property, plant & equipment	(154)	(18)
Net cash from/(used in) financing activities	**(154)**	**(18)**
Financing activities		
Receipt/(Repayment) of related party loan	(510)	(917)
Net cash from/(used in) financing activities	**(510)**	**(917)**
Net change in cash for the period	**51**	**52**
Add opening cash and cash equivalents balance	11	28
Closing cash and cash equivalents	**62**	**80**

JETPARK HAMILTON AIRPORT HOTEL

PERFORMANCE REPORTING

Performance against Statement of Intent

For the six months ended 31 December 2022

	SOI 30/06/2023	Actual 31/12/2022	Forecast 30/06/2023
Financial Targets			
Total operating revenue	$1,900	$1,505	$3,244
Net profit before tax	($800)	($228)	($334)
Net profit after tax to average shareholder funds	-	-	-
Net profit after tax to average total assets	-	-	-
Operating and investing cash flows	$100	$715	$936
Total liabilities/shareholders funds	80:20	46:54	48:52
Non-financial performance targets			
Adhere to Group Health & Safety Procedures		Meeting	Meet
Zero Worksafe notificable accidents & injuries		Meeting	Meet
Maintain Qualmark 4 Star & Silver Enviro accreditation		Met	Meet
Implement a plan to relaunch, and if necessary, rebrand the Hotel upon completion of its Managed Isolation Facility contract		Met	Meet

JETPARK HAMILTON AIRPORT HOTEL

JETPARK
HAMILTON AIRPORT HOTEL
& CONFERENCE CENTRE
JETPARKHAMILTON.CO.NZ

INTERIM REPORT
WAIKATO REGIONAL AIRPORT LIMITED
For the six months ended 31 December 2022
Hamilton Airport

CHIEF EXECUTIVE'S REPORT

Key results at a glance

+45%	Total passengers: 201,000 Increase of 73,000
+ 4%	Aircraft Movements: 15,600 Increase of 600
+ 6%	Operating Revenue: $9.0m Growth of $0.5m
+ 1%	EBITDA before land sales: $3.2m Growth of $41,000
+ 30%	Shareholder funds: $227.9m Growth of $53.3m

Changes are measured against results for the six months ended 31 December 2021.

COMMENTARY

Much of the narrative around the WRAL Group's successes during the last three years has been due to the diversification strategy that has sustained the Group through the most challenging times in the Airport's history.

Growth in asset classes underpinned strong land sale prices and property returns, coupled with the benefit of a 24-month MIQ contract that largely offset the financial impacts of the disruption to air travel, including a combined total of three months of complete regional travel restrictions halting all flights to and from the airport in the previous two years.

Without disruption of travel restrictions, the aeronautical business has returned to a sustained period of similar passenger volumes comparable to 2019 levels, and the Group's operating revenue has exceeded 2019 levels by almost $2.5 million. This growth has pleasingly come from all areas of the Group's activities. Operating cost increases have been well managed and are consistent with general inflation and changes in activity levels.

The Group has continued an extensive $10.5 million investment and improvement programme in the six month reporting period.

- The cornerstone of our investment over the last 18 months has been the terminal resilience project. After operating from temporary and repurposed parts of the terminal, customers transitioned back to a seismically strengthened and completely renewed interior, with the terminal architecture and new airport brand identity embracing the tapestry of the region's rich cultural heritage. The terminal design was informed by Mana Whenua and key artworks created using local Maaori artists.
- The Jet Park Hotel property returned to the market and traded for 4½ months of the six-month period in the public market, having concluded its MIQ contract in June, then completing the remaining renovations that had been deferred whilst an MIQ facility.
- The Group has also completed the strategic acquisition of two significant properties on the airport and a focus for the second half of the year will be attracting tenants that can rejuvenate aeronautical activity on our airfield, including utilisation of the former flight training academy facilities. Revaluation gains on these properties represent a significant portion of other gains revenue reported of $9.6 million.

Land sales in this reporting period have yielded a gross margin of almost $10 million, which provides a significant injection of capital to the Group to maintain a conservative debt position. Ultimately the Group's borrowings sit below the level when compared to December 2019 despite nearly $30 million of investment undertaken since that time and the disruption to aeronautical activity.

Work has continued to advance the Northern Precinct Private Plan Change with the hearing in March 2023. Engagement with local stakeholders and regulators to date has been positive, although there remain a number of challenges to ensure we can reach agreement on several matters; the most significant centred around ecology and transport. If successful, the re-zoned land will ensure the Airport will continue to be a significant regional industrial/commercial hub, with a supply of land expected to serve market demand south of the Hamilton City over the next two decades.

Hamilton & Waikato Tourism continue to support the recovery of the local tourism industry via multi-year central government funded initiatives to attract tourists to the Waikato, initially focused on domestic tourism, the team has quickly broadened its activity as the country has begun to welcome large numbers of visitors from international markets. In addition, an updated Destination Management Plan is now being given effect to, building local capabilities that embed a more coordinated and united approach for the sector to attract and host visitors in our region moving forward.

The latter half of the financial year will also see some tangible progress in our sustainability vision with installation of a 0.5ha solar farm to meet 50% of energy requirements for the airport terminal and completion of certification requirements for Level 3 Accreditation under the global Airport Carbon Accreditation program making us the first New Zealand regional airport (and second New Zealand airport) to achieve this level.

The management team has been very focused on wellbeing initiatives that genuinely provide support to our people and continue to ensure that WRAL is an employer of choice, retaining our people in a tight labour market who continue to deliver on an ambitious program of work that underpins our 10-year strategy.

Whilst having successfully weathered the challenges of the last three years in the face of the pandemic, the group remains cognisant of new emerging challenges with some economic headwinds looming over our economy creating an uncertain outlook for air travel and tourism which are largely discretionary costs for many.

Mark Morgan
Group Chief Executive

FINANCIAL STATEMENTS

Consolidated Statement of Comprehensive Income & Expense

For the six month period ended 31 December 2022
(unaudited)

	2022 $ '000	2021 $ '000
Revenue		
Operating revenue	9,047	8,574
Land sales	14,723	770
Other gains/(losses)	9,591	305
	33,361	**9,649**
Expenses		
Operating expenses	(3,184)	(2,911)
Cost of land sales	(4,228)	(574)
Employee benefits expense	(2,537)	(2,379)
Depreciation & amortisation	(2,033)	(1,708)
Finance costs	(295)	(206)
Other losses	(147)	-
	(12,483)	**(7,778)**
Net surplus/(deficit) before tax	**20,878**	**1,871**
Tax expense	(3,169)	(439)
Net surplus/(deficit) after tax	**17,709**	**1,432**
Other comprehensive revenue & expense		
Revaluation of property, plant & equipment	-	-
Deferred tax	-	-
Total other comprehensive revenue & expense	**-**	**-**
Total comprehensive revenue & expense	**17,709**	**1,432**

These interim financial statements have been prepared in accordance with Tier 2 PBE Accounting Standards. Amounts reported for the six months ended 31 December 2021 have been restated to comply with balances reported in the final 30 June 2021 audited annual report.

FINANCIAL STATEMENTS

Consolidated Statement of Changes in Equity

For the six month period ended 31 December 2022
(unaudited)

	Share Capital $ '000	Retained Earnings $ '000	Revaluation Reserves $ '000	Total $ '000
Opening Balance - 1 July 2021 (restated)	14,860	72,189	86,143	173,192
Net profit/(loss) after tax	-	1,432	-	1,432
Other comprehensive income	-	-	-	-
Total comprehensive income	-	1,432	-	1,432
Dividends paid to shareholder	-	-	-	-
Closing Balance - 31 December 2021	**14,860**	**73,621**	**86,143**	**174,624**
Opening Balance - 1 July 2022	14,860	96,637	99,228	210,725
Net profit/(loss) after tax	-		-	-
Other comprehensive income	-	-	-	-
Total comprehensive income	-	17,709	-	17,709
Dividends paid to shareholder	-	(500)	-	(500)
Closing Balance - 31 December 2022	**14,860**	**113,846**	**99,228**	**227,934**

FINANCIAL STATEMENTS

Consolidated Statement of Financial Position

As at 31 December 2022
(unaudited)

	2022 $ '000	2021 $ '000 (restated)
Current Assets		
Cash and cash equivalents	798	1,094
Trade and other receivables	2,463	1,242
Inventories	500	578
Development property	9,012	8,169
	12,773	**11,083**
Non Current Assets		
Property, plant, and equipment	159,848	124,207
Investment property	84,470	63,584
Intangible & other non-current assets	788	834
	245,136	**188,625**
Total Assets	**257,909**	**199,708**
Current Liabilities		
Trade and other payables	5,925	2,226
Income received in advance	1,738	1,777
Employee entitlements	549	606
	8,212	**4,609**
Non Current Liabilities		
Provisions for Infrastructure Development	1,700	1,431
Deferred tax liability	7,063	5,149
Borrowings	13,000	13,895
	21,763	**20,475**
Total Liabilities	**29,975**	**25,084**
Net Assets	**227,934**	**174,624**
Equity		
Share capital	14,860	14,860
Retained earnings	113,846	73,621
Revaluation reserves	99,228	86,143
Total Equity	**227,934**	**174,624**

FINANCIAL STATEMENTS

Consolidated Statement of Cash Flows

For the six month period ended 31 December 2022
(unaudited)

	2022 $ '000	2021 $ '000
Operating activities		
Receipts from operations	10,457	8,663
Receipts from land sales	14,723	770
Payments to suppliers and employees	(6,571)	(6,417)
Payments for construction of development property	(2,318)	(1,315)
Payment of interest	(321)	(206)
Payment of income taxes	(444)	(1,409)
Net cash from/(used in) operations	**15,526**	**86**
Investing activities		
Receipts from sale of property, plant and equipment	4	500
Purchases of property, plant & equipment	(10,456)	(2,708)
Purchases of investment properties	-	-
Purchases of intangible assets	(193)	(44)
Net cash from/(used in) investment activities	**(10,645)**	**(2,252)**
Financing activities		
Receipts from/(repayments of) borrowings	(3,995)	1,900
Payments of dividends	(500)	-
Net cash from/(used in) financing activities	**(4,495)**	**1,908**
Net change in cash for the period	**386**	**(266)**
Add opening cash and cash equivalents balance	412	1,360
Closing cash and cash equivalents	**798**	**1,094**

PERFORMANCE REPORTING

Performance against Statement of Intent

For the six month period ended 31 December 2022
(unaudited)

	SOI Full Year 30/6/23	Actual 6 months 31/12/22	Forecast Full Year 30/6/23
Financial Targets			
EBITDA excluding Land Sales	$4,300	$3,325	$6,310
EBITDA including Land Sales	$11,100	$13,820	$16,146
Net Profit before Tax	$6,000	$11,287*	$19,831
Net Operating Cash Flow excl Land Sales	$3,500	$3,121	$4,040
Total Debt (not exceeding)	$30,000	$13,000	$18,430
Percentage of non-landing charges revenue	60%	73%	69%
Land Sales	$14,000	$14,723	$14,723
Interest coverage	4.0x	11.2x	8.0x

Net Profit before Tax for the six months ended 31 December 2022 of $11,287,000 is reported before Other Gains of $9,591,000.

The group has a number of non-financial performance targets covering the range of activities the group undertakes. At 31 December 2022, the Group was on track to meet substantially all of its targets except for certain targets in relation to an aeronautical development that has been deferred with agreement from the future tenants.

7 Pūrongo me whakatau | Decision Reports

7.8 Approval of Risk and Assurance Committee Charter

CM No.: 2697236

Rāpopotonga Matua | Executive Summary

This report provides Council with a copy of the revised Risk and Assurance Committee Charter (attached). This follows the Risk and Assurance Committee's review workshop on Monday 20th February 2023 where amendments were suggested and then confirmed at the Committee's meeting on 7 March 2023. The attached Charter reflects those amendments and the Committee request Council approval for the Charter.

Tūtohunga | Recommendation

That:

1. Council approve the Risk and Assurance Committee Charter.

Horopaki | Background

At its inaugural meeting on 6 December 2022 of the 2022-2025 triennium, the Risk and Assurance Committee indicated a preference to undertake a full review of the Risk and Assurance Charter.

The Office of the Auditor General ("OAG") has resources available on their website regarding making the most of audit committees, guiding principles etc. These resources can be viewed at http://www.oag.govt.nz/our-work/audit-committees. These resources have replaced the previous good practice guide 'Audit committees in the public sector'.

At the Risk and Assurance Committee meeting on 7 March 2023, the Committee approved the revised charter and now request Council approval.

Ngā Take/Kōrerorero | Issues/Discussion

At Council's meeting on 9 November 2022 the Risk and Assurance Committee was established and delegated the role of "ensuring Council has appropriate risk management, internal and financial control systems" Further to this Council resolved that the Risk and Assurance Committee be requested to propose a work programme for the fulfilment of this delegation. The Committee must operate under Terms of Reference approved by Council.

The OAG recommends that a Charter is developed to guide the work of the Committee and advises "*It is useful to set out the purpose, roles, and responsibilities of the audit committee and its scope in the context of the entity's governance framework.*"

On 20 February 2023 the Risk and Assurance Committee undertook a full review of the previous Audit and Risk Committee's Charter where amendments to the title, objectives, authority, composition, meetings and responsibilities were suggested.

OAG guidance is that a Charter should formally document the accountability, authority, duties, membership, role, and responsibilities of the audit committee. The Charter should be approved by the governing body and reviewed and confirmed each year.

The Charter should include the Committee's:

- objective (its role or purpose, the governance framework/context within which it operates, and how it relates to other governance mechanisms/committees);
- authority (the power or authority it has to fulfil its objectives);
- composition and tenure of members (the size of the audit committee, the sort of members it has, how new members are appointed and reappointed, how long members remain on the audit committee, and how members (including the chairperson) are removed in the event of non-performance);
- responsibilities;
- administrative arrangements (meetings, attendance and quorums, decision-making and voting, secretariat, conflict of interest provisions, induction);
- performance assessment arrangements; and
- systems and schedules for reviewing the Charter.

Ngā Whiringa | Options

1) The revised Charter of the Risk and Assurance Committee as attached be approved.
2) The revised Charter of the Risk and Assurance Committee as attached be sent to the Committee with suggested amendments.

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

A Charter for the Risk and Assurance Committee is not a statutory requirement, it is recommended as good practice by the OAG.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Risk and Assurance Committee seek approval from Council of any amendments to its Charter as soon as reasonably possible.

Ngā Tāpiritanga | Attachments

A⇩. Risk and Assurance Committee Charter - For Council approval 8 March 2023

Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins **Governance Support Officer**	

Approved by	Sandra Harris **Placemaking and Governance Team Leader**	
	Erin Bates **Strategic Partnerships and Governance Manager**	

Matamata-Piako District Council
Risk and Assurance Committee
Charter
Reviewed by the Risk and Assurance Committee February 2023

1. Objectives

The primary objective of the Risk and Assurance Committee (Committee) is to assist the Matamata-Piako District Council (Council) in fulfilling its overall responsibilities relating to financial reporting, external audit, internal audit, compliance reporting and risk reporting, and report any areas of concern to Council.

The Committee will review:

1.1 The integrity of Council's financial management and reporting processes.
1.2 The scope, timeliness and effectiveness of Council's internal audit programme.
1.3 The scope and timeliness of Council's external audit activity.
1.4 Council's process for monitoring compliance with laws and regulations.
1.5 Council's risk management activities and their effectiveness.

2. Authority

The Council authorises the Committee within the scope of this Charter, through the Chairperson, to:

2.1 Seek any information it requires from any employee of Council
2.2 Obtain outside legal or other professional advice from within Council allocated resources or with the approval of Council should additional unfunded resource be needed.

3. Composition

The Chairperson must be suitably qualified and shall be an independent appointment with skills and experience, including governance and leadership, to provide value for Council. The Committee size will be determined by Council and must include members who have appropriate skills and experience, may include a second independent member.

4. Term of Membership

The Committee membership may be reviewed by Council but otherwise will be appointed for the term of Council.

5. Meetings

5.1 The Committee will meet at least four times per year, and such additional meetings as the Chairperson shall decide to fulfil its duties. In addition, the Chairperson is required to

call a meeting of the Committee if requested to do so by a majority of Committee Members, Council or the external auditors.

5.2 The Committee will be supported by Council's Governance Support Officer who shall be responsible, in conjunction with the Chairperson, for compiling the agenda and circulating it, supported by explanatory documentation to Committee Members prior to each meeting.

5.3 The Governance Support Officer will also be responsible for keeping the minutes of meetings of the Committee and circulating them to Committee Members and to the other members of Council.

5.4 A quorum shall consist of a majority of the Members.

5.5 The Committee will adopt Standing Orders to support its objectives and responsibilities.

6. Responsibilities

The responsibilities of the Committee aligned to the Committee's objectives are:

6.1 Financial Reporting

6.1.1 Review the performance of Council's financial and non-financial activities against the Long-Term Plan and Annual Plan.

6.1.2 Review the accuracy and completeness of Council's interim and annual financial statements and Annual Report in accordance with Council's policies, relevant accounting principles and relevant accounting standards.

6.1.3 Review all significant changes in accounting policy or activities that could have a material impact on Council's financial statements or Annual Report.

6.1.4 Recommend the adoption of the Annual Report to Council.

6.2 External Audit

6.2.1 Recommend the appointment or reappointment of external auditors to Council.

6.2.2 Review and recommend the proposed external audit scope, plan, and fees to Council.

6.2.3 Monitor the performance of the external auditor, including enabling Council to meet statutory reporting deadlines.

6.2.4 Review the external audit recommendations and the appropriateness of management's response and monitor the timeliness and effectiveness of management's implementation of these recommendations.

6.2.5 As required, meet with management and/or the external auditors to discuss the audit arrangements, audit process, audit opinion or audit report.

6.3 Internal Audit

6.3.1 Review and approve the proposed internal audit programme and the terms of reference for each internal audit within that programme.

6.3.2 Monitor the delivery of the internal audit programme.

6.3.3 Review the internal audit recommendations and the appropriateness of management's response and monitor the timeliness and effectiveness of management's implementation of these recommendations.

6.4 Compliance with Laws and Regulations

6.4.1 Review the effectiveness of Council's system for monitoring compliance with laws and regulations, including management's report on any non-compliance and actions taken to address this non-compliance.

6.4.2 Review reports from regulatory agencies independently assessing Council's compliance with laws and regulations.

6.5 Risk and Internal Controls

6.5.1 Review the effectiveness of Council's framework to identify, treat, monitor, and report on risks to Council's activities, Annual Plan and Long-Term Plan.

6.5.2 Review the effectiveness of Council's system to implement the Safety and Wellness Charter and achieve the mission of "Home Safe Every Day".

6.5.3 Review the effectiveness of Council's control environment, including Council employees understanding the importance of internal controls and their role in identifying and reporting on risks.

6.5.4 Review the effectiveness of Council's framework for business continuity, including the vulnerability of Council's information technology systems to threats.

6.5.5 Review the effectiveness of Council's insurance arrangements to mitigate insurable risks.

7 Other Responsibilities

7.1 Regularly update and make recommendations to Council on Committee activities within the scope of this Charter.

7.2 Perform other Risk and Assurance responsibilities as requested by Council.

7.3 Review all Council policies within the scope of this Charter.

7.4 Review and recommend the Committee's Charter to Council for approval.

7.5 Annually review the performance of this Committee against this Charter, including recommendations to management on improved content or presentation of reports.

7.6 Council's external auditors or Risk Manager will have independent access to the Committee Chairperson at any time.

7 Pūrongo me whakatau | Decision Reports

7.9 Te Aroha Spa Project - EOI for Tourism Recovery Fund

CM No.: 2697682

Rāpopotonga Matua | Executive Summary

The Ministry for Business, Innovation and Employment (MBIE) created a fund named Innovation Programme for Tourism Recovery. This is a $54m contestable fund with 2 Steams, designed to stimulate change in the tourism sector following the impacts of the Covid 19 pandemic.

Having studied the eligibility criteria of the 2 funding streams, Stream 2 of the fund ($49.2m) appears to have the best alignment for the Te Aroha Spa project. The first step in the process is to complete and submit MBIE's Expression Of Interest (EOI) document. This is a non binding document and following review of the EOI by the MBIE assessor panel, if successful at that stage, the applicant is invited to submit a full application.

Following discussion on this at the February Project Governance Group (PGG) meeting it was recommended that we should make application to the fund by completing and submitting the EOI document. The fund excludes certain project costs however this project would be applying for $7.5m from the Stream 2 fund. The aim is to submit an EOI application by the end of March.

A draft EOI application will be submitted as a late paper as it cannot be completed in time to meet this reporting deadline. Note that some of the application details outlined later in this report are subject to change as reviews and other EOI application input comes in.

Tūtohunga | Recommendation

That:

1. **The contents of this report be received.**
2. **Council approve submitting an Expression Of Interest application to MBIE.**

Horopaki | Background

We have entered a phase of the project's programme where we are raising capital in line with the Option 3 concept which has an estimated capital cost of $38m. Deloitte have been contracted to run the capital raising process to support the project. Capital could come from either or a combination of private individuals or entities. The capital raising process is being managed by Deloitte corporate finance specialists from their Hamilton office. At the same time as investment capital is being sought from the market we've also examined potential grant funding channels. The eligibility criteria for MBIE's Innovation Programme for Tourism Recovery Stream 2 fund has reasonable alignment with where the project has evolved to.

Ngā Take/Kōrerorero | Issues/Discussion

Note that the final detail of the EOI application is yet to be finalised so the key points below are guidance at the time of writing this report and are subject to change: Key application points:

- Based on examination of the EOI criteria, we will apply for $7.5m. This would be applied to outdoor works such as landscaping and professional fees such as architect, design/engineering, project management and consents
- The application would state Council's contribution at $18.9m as this is what's recorded in the LTP
- The main innovations this project can articulate are:
    - The architecture and landscape design will incorporate authentic cultural references and experiences, reflecting place and history
    - Authentic cultural experiences with strong links to the location are not common in this sector. Cultural values developed by Ngati Tumutumu will guide design and visitor experiences. The diversity and authenticity of experiences is likely to have a meaningful impact on visitors.
    - The proposed development protects and promotes taonga: the wai, whenua, maunga
- The EOI's are evaluated monthly and applicants can expect to hear back from MBIE around 1 month after submitting their application
- If the EOI application is successful Council would be invited to submit a full application. The next deadline for full applications to be submitted is 30 June 2023 and applicants can expect to hear back from MBIE around 2 months after this date. This round has $20m available to be allocated
- A full application requires a business case. The Options Assessment document will go a long way to satisfying this requirement but will require some further information
- MPDC's in house legal is reviewing some of the relevant legal documentation associated with an EOI application
- MPDC's Chief Executive to sign the EOI application

Mōrearea | Risk

There is very little risk associated with preparing and submitting the EOI application. The obvious risk is that the EOI application is entirely unsuccessful. Should the EOI be successful there is a risk that the amount of funding approved is materially lower than that applied for.

Ngā Whiringa | Options

There are no other obvious grant funding options available at this time. There is of course the option of not applying to this fund however the recommendation is very much to submit and see where that takes us.

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

Council have made application to and been successful with Central Government grant funds in the past. Relevant sections of the EOI document/application process are being reviewed by MPDC in house legal.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

There are no plans to communicate with the community or other stakeholders about this EOI application.

Ngā take ā-Ihinga | Consent issues

N/A

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

Theme: Economic and Social Development
Community Outcome: The project aligns with the Community Outcomes of Economic Opportunities and Vibrant Cultural Values set out in the 2021 Long Term Plan.

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

There is no great cost to the EOI application apart from relatively minor time cost for preparation of the EOI itself.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Graham Shortland **Project Manager - Te Aroha Spa Development**	

Approved by	Don McLeod **Chief Executive Officer**	

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Te Aroha Spa Project Update

CM No.: 2697678

Rāpopotonga Matua | Executive Summary

The project is in the initial stages of the capital raising process being led by Deloitte. There are a range of tasks that support the capital raising process that broadly provide potential investors, including Council, with valuable due diligence information. This report provides an update on progress with the various project tasks and work streams.

Tūtohunga | Recommendation

That:

1. This report be received.

Horopaki | Background

Following completion of the Options Assessment report the Project Governance Group (PGG) recommended that Option 3 was the best option and that this should be progressed. Appropriate budgets were approved to support progressing Option 3, including a capital raising process and activities aligned to that key task.

Ngā Take/Kōrerorero | Issues/Discussion

Key Tasks Summary

- Site Survey (complete)

This has recently been completed and provides precise contours of the proposed development area along with identifying water courses, springs, streams, significant trees and vegetation, tracks and services. Is considered to potentially be a key piece of investor due diligence information.

- Cultural Values Assessment (late March)

This is a most important cultural document that will help guide many aspects of the project. Amongst other outputs, it will provide MPDC with a clear understanding of the values Ngati Tumutumu associate with the wai, whenua and taonga species and the effect the proposed development might have on those values. The CVA will be available later in March. Likely to be a potentially key piece of investor due diligence information.

- Ecology study (complete 2nd half March)

Surveying birds, bats, lizards/geckos, Hochstetters frogs and glow worms. This is important information ahead of any design work and the summer season must be used for these type of surveys. Full report available later in March and potentially a key piece of investor due diligence information.

- Geotechnical investigations (estimated completion in May)

This investigation is targeted at the proposed development area. We're waiting on the preparation and lodging of a resource consent application to enable the site work. Considered to be a potential key piece of investor due diligence information. Is likely to be completed in May.

- Capital raising (through to August)

Deloitte are in the early, initiating stages of this process. Working on sector landscape familiarisation in terms of who's invested where/what, information gap analysis and developing an engagement map.

It's important to clarify that at the February 8th Council meeting, PGG Co-chair Barry Harris and I undertook that we'd have a proposition to bring to Council by the end of August. Updates will be provided each month and it's possible that by the middle of the year we'll have a good feel for who the likely investors will be.

- Procure services of a Planner.

Having a Planner on board to advise on RMA, Regional and District Plan matters will be important so that we have a broader understanding of the landscape and any pointy planning related issues. Supports capital raising in that it will feed into investor due diligence information.

Mōrearea | Risk
Project risks are managed in conjunction with MPDC's Risk Manager within a risk management framework.

Ngā Whiringa | Options
N/A

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations
Progressing the project in line with the programme's key tasks is consistent with the 2021 LTP and approvals to date.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes
Project updates are provided to the community and stakeholders periodically and this is managed by Andrea Durie, MPDC's Communications Team Leader.

Ngā take ā-Ihinga | Consent issues
Only as noted above, a resource consent application to enable the geotech investigations needs to be prepared and lodged with MPDC.

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
Theme: Economic and Social development
Community Outcome: The project aligns with the Community Outcomes of Economic Opportunities and Vibrant Cultural Values set out in the 2021 Long Term Plan.

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

All tasks and activities are covered by approved budgets noting that Council's guidance is that only tasks and activities aligned to and supporting the capital raising process be undertaken.

Ngā Tāpiritanga | Attachments

A⇩. TAGP - Capital raise process plan 24 Feb 2023

Ngā waitohu | Signatories

Author(s)	Graham Shortland **Project Manager - Te Aroha Spa Development**	

Approved by	Don McLeod **Chief Executive Officer**	

te kaunihera ā-rohe o matamata-piako district council

Item 8.1

Attachment A

Deloitte.

Te Aroha Geothermal Pools and Spa

Capital raise planning

MAKING AN IMPACT THAT MATTERS since 1845

te kaunihera ā-rohe o matamata-piako district council

Contents

Timeline	3
Gantt Chart	4
Stakeholders	5
Buyer List Approach	6

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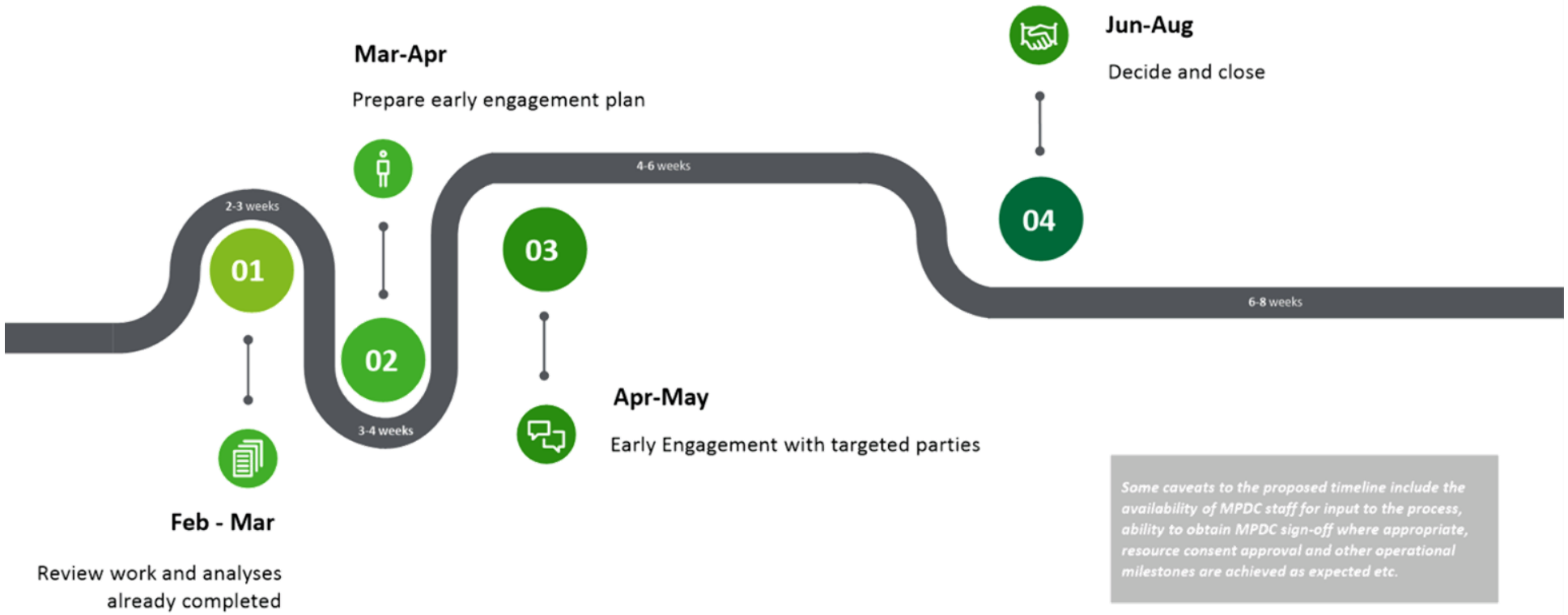
Timeline – Roadmap

Target: List of potential investors and draft term sheet under which investors are prepared to proceed, will be presented to MPDC by Aug-23



Some caveats to the proposed timeline include the availability of MPDC staff for input to the process, ability to obtain MPDC sign-off where appropriate, resource consent approval and other operational milestones are achieved as expected etc.

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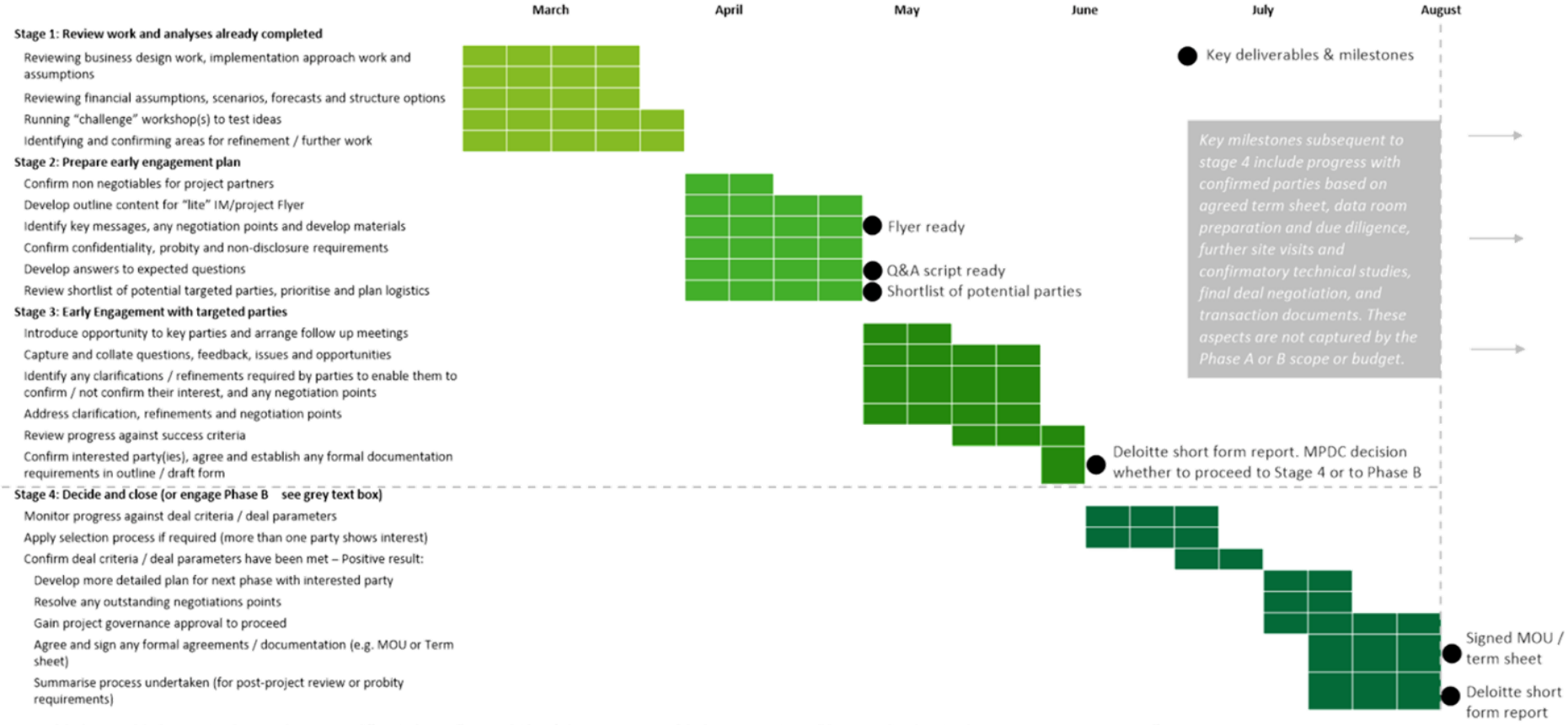
Indicative capital raise timeline (Phase A)

At the end of Stage 3 a collective decision will be made as to whether there is a need to activate Phase B



Note: If deal criteria / deal parameters have not been met, a different phase will proceed. Also, if Phase A is unsuccessful, alternate investors will be pursued in Phase B subject to Governance Group signoff

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te kaunihera ā-rohe o matamata-piako district council

Item 8.1

Attachment A

Overall project plan and mapping against allocated budget

Key operational Steps	March	April	May	June	July	August	Status	Budgeted Cost ($)
Council Processes	[TBC]							
Grant Funding Processes								
Site Survey							Now completed, awaiting finalisation of output information.	16k
Cultural Values Assessment							Complete	25k
Resource Consent (Geotech.)		[tbc]					In progress	5k
Ecology Study							In progress	23k
Options Assessment Follow On Tasks							In progress	20k
Greenstone Support Services							In Progress	5k
Geotechnical Investigation							Subject to resource consent. Expect physical works to be complete end of May, builds on 2021 investigation.	50k
Operating Costs							In progress	150k
Contingency							In progress	40k
Planner							In progress	5k
Deloitte Capital Raising Services (Phase A & B)							In progress	130k

Key:
- = 2022 Short Term Budget ($257k)
- = Options Assessment Follow On tasks ($190k)
- = 2023 Budget ($200k)

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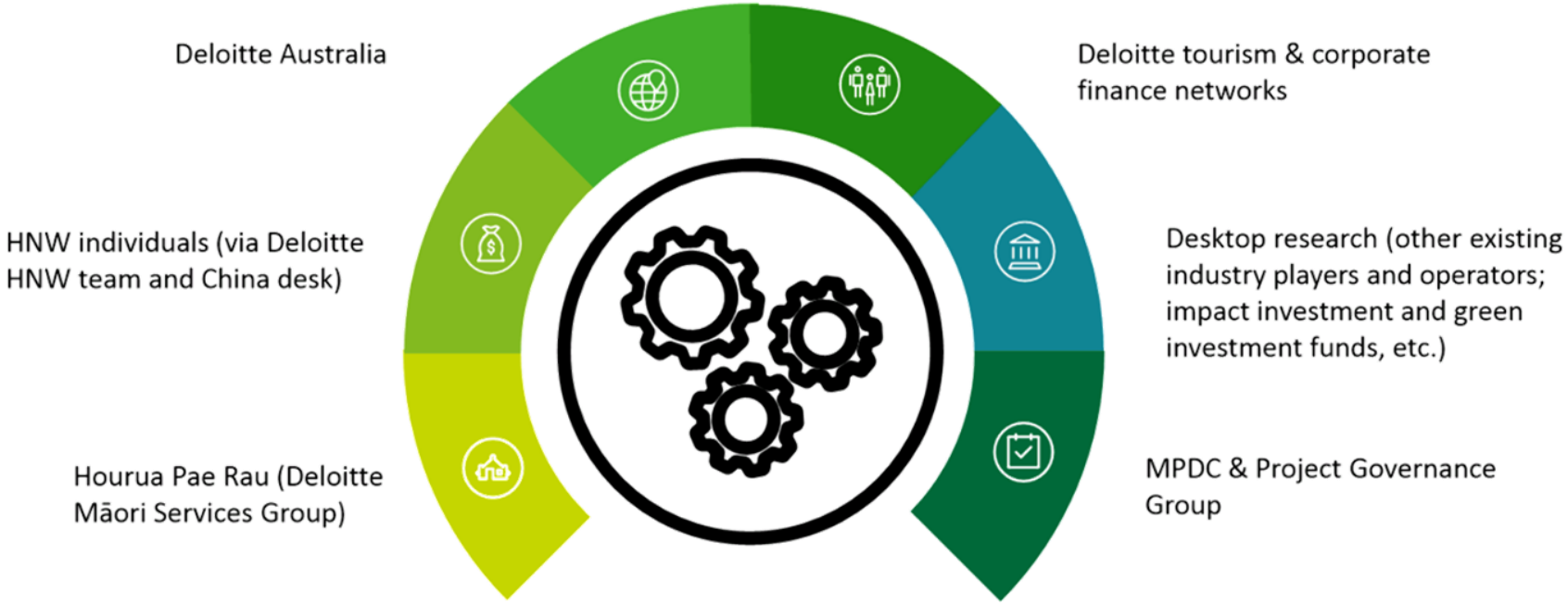
Investor identification

Our approach to identifying a long list of potential investors will involve exploring the relevant Deloitte networks as well as relationships held by MPDC and the Project Governance Group



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Approach to early engagement plan

Our approach will be designed to leverage existing knowledge and relationships, and to ensure we don't 'get our wires crossed' when making any approach to interested parties

Long list

- We will test the opportunity via the channels set out on the previous page, with the key contacts in those channels considering the opportunity in relation to their network.
- This process will lead to the development a long list of potential buyers including a hypothesis for each buyers' (potential) interest in the transaction, details on who has the relationship and who would be best to make an approach (Deloitte vs MPDC etc).

Short list

- Based on our buyer hypothesis, and in agreement with you, the long list will be reduced to a 'short list' for which we substantiate our hypothesis to confirm the short list composition. The residual long list parties are deferred until Phase B (if required).
- The rationale for this targeted approach is to obtain quick market feedback from the most logical parties, and to maximise the use of the runway (timeline) and budget.

Approach to parties

- We agree on the best person or people to approach each short listed party and design an approach plan including a script and materials (e.g. NDA, information flyer, etc.). Following the approach we enter into a process with each party to gauge their level of interest. Assuming the feedback is not completely positive, that feedback will help inform what needs to be adjusted or revised before proceeding further.
- The objective of this Phase A buyer engagement process will be to enter into a formal agreements / documentation (e.g. MOU or Term sheet) with a selected party(ies)

The approach set out opposite represents our approach under **Phase A**. In the case that the Phase A approaches are not successful in identifying a potential consortium we would look to activate **Phase B** and cast the net wider (including parties included on the long list that were excluded from Phase A).

Phase B would likely involve additional preparation as parties will be less proximate to the project and require additional information to support their investigations and enquiries.

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8 Ngā Pūrongo Whakamārama | Information Reports

8.2 Long-Term Plan 2024-34 Update

CM No.: 2699513

Rāpopotonga Matua | Executive Summary

Council is required to prepare and adopt a Long Term Plan under the Local Government Act 2002 (LGA) every three years. The purpose of this report is two-fold:

- to introduce the Long Term Plan 2024-34 (LTP) project to Council and seek any feedback or comment on the proposed timeline and project outline.
- to provide an update on project progress to date

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

Council is required to prepare and adopt a LTP under the LGA. The Long Term Plan sets out the activities, budgets, Financial Strategy and key financial policies of the Council for the next 10 years; and the Infrastructure Strategy for the next 30 years. The LTP is required to be updated every three years, with the last LTP being approved in 2021 (available online https://www.mpdc.govt.nz/plans/long-term-plan).

The LTP:

- describes the type of district our communities have told us they want – our community outcomes
- identifies the key projects to take place over the next 10 years
- provides an overview of each activity we will carry out and the services we will provide for the next ten years
- determines how much this will cost and how we will fund it.

We also do it to give our community the opportunity to have a say on where we are heading and to ensure our planning is robust. In completing the plan we are required to do a number of things, including:

- take a sustainable development approach and promote community interests
- carry out our business in a clear, transparent and accountable manner
- operate in an efficient and effective manner, using sound business practices
- take into account community views by offering clear information and the opportunity to present views
- provide opportunities for Māori to contribute to decision making
- collaborate and co-operate with other agencies and councils to achieve desired outcomes.

The LTP is a complex document covering all activities of Council, major strategic documents, financial policies, auditing and a large consultation component with the community.

The LTP must be adopted prior to 30 June 2024. The project timeline for LTP is typically 18 months or more, and involves staff across the whole organisation, elected members and the community. A high level overview of the timeline is set out under Communication and Timeline heading below.

Elected members need to be aware of the LTP programme plan and implications; both in terms of logistics and content. As with previous LTPs the Taituara 'Piecing it together' guide has been used as the basis for the process.

Council workshops and reports
It is expected that workshops with Council will be scheduled on a weekly basis on a Wednesday (other than when formal Council meetings occur) between February and December 2023 to provide adequate opportunities for members to discuss and consider issues relevant to the project.

Monthly Project update reports will be provided to Council, and quarterly reports including a review of the project planning (including risk) will be provided to the Risk and Assurance Committee.

Ngā Take/Kōrerorero | Issues/Discussion

Project update

The timeline for the project centres on key dates for completion of the draft documents in December 2023, auditing in January / February 2024 and consultation in March / April 2024. The Project on a Page (attached) provides an overview of the different building blocks and the associated timelines for the project.

The below table provides a summary of progress to date:

Description	Start	Finish	Status	Comment
Briefing Papers	Mid-2022	January/ February 2023	Slightly delayed	Staff are preparing a suite of briefing papers on current and emerging issues that are likely to become topical for the LTP. These Briefing Papers will be distributed to members separately. Scheduled for completion in March/April 2023.
Demographic/Growth/Economic/Assumptions - **NIDEA/ FutureProof (demographic projections)** - **Infometrics (economics)**	Oct 2021	May 2023	Slightly delayed	Workshop scheduled 29 March 2023 to discuss demographic and economic data.
Community Outcomes/Vision Review	February 2023	June 2023	On track	A workshop was held with elected members in February 2023 to review the strategic direction.

Description	Start	Finish	Status	Comment
				The document is currently being updated and will be reported back for the April 2023.
Revaluation of Assets	Jan 2023	June 2023	On schedule	
Rates Structure	April 2023	June 2023	On schedule	
Activity Plans (including budgets)	April 2023	Aug/Sep 2023	On schedule	
Right Debate (pre engagement – possible level of service review)	April 2023	Aug 2023	On schedule	
Infrastructure and Financial Strategy	April 2023	Oct 2023	On schedule	Infrastructure Strategy is required to only cover roading assets. Can include other assets.
Asset Management Plans (excluding 3 water assets)	Feb 2023	Oct 2023	On schedule	Roading and community facilities Asset plans are being updated.
Policy Review	April 2023	Oct 2023	On schedule	Council has indicated it wishes to give particular focus to the Revenue and Financing Policy.
Council controlled organisation section	July 2023	Nov 2023	On schedule	
Māori participation in decision making	July 2023	Oct 2023	On schedule	
Budgets/ Financials/ Notes	July 2023	Dec 2023	On schedule	
Document development	July 2023	Dec 2023	On schedule	
Quality checks and administration	July 2023	Dec 2023	On schedule	
Communications Strategy and implementation	Feb 2024	Dec 2024	On schedule	
External Audit Process	Jan 2024	June 2024	On schedule	
Special Consultative Procedure	Jan 2024	June 2024	On schedule	

Central government reform processes

LTP processes are undertaken based on the best information available to the local authority at the time. The three reform processes: three waters reform; resource management reforms and the Future for Local Government (FFLG) review are key planning assumptions for the 2024 LTP.

Three waters reform
The Water Services Entities Act 2022 received royal assent on 14 December 2022. We assume that the Water Services Legislation Bill and the Water Services Economic Efficiency and Consumer Protection Bill will be enacted in mid-2023.

We are developing the LTP on the assumption that the three waters reforms will proceed according to the Government's intended plan. Legislation provides that information on three waters services cannot be included in the 2024 LTP (and subsequent) (See clause 27, Schedule 1AA of the Local Government Act (as inserted by the Water Services Entities Act 2022).

At the time of writing the Prime Minister had announced a review of the three waters reforms. To date, there is no indication that the fundamentals of reform were to change. We therefore assume that, with the exception of some stormwater functions, water services undertakings will transfer Council to a water services entity in preparation for the entity commencing operation at midnight on 1 July 2024. While matters such as governance of the entities are important, in themselves they are less likely to impact on the preparation of an LTP.

We will continue to maintain a watching brief over developments in the water reform space and any LTP implications.

Resource management reforms
We are planning on the basis that the passage and implementation of resource management reforms will proceed according to the Government's current intentions. That is, the Natural and Built Environments Bill and the Spatial Planning Bill will be enacted in this term of Parliament (most likely mid-2023), and the Climate Response Bill introduced in this term of Parliament. We understand implementation of the reforms will proceed in three tranches. Those in the first tranche of regional spatial strategies will need to assume budget and other resource in their 2024 LTP, but the timeframes for development of these plans will mean that they do not guide investment decisions until 2026.

That may necessitate an amendment to the LTP at that time. At the present time, no decisions have been made as to which councils are in which tranche. These are expected in early-mid 2023. If Council is not involved in the first tranche consideration may need to be given to budget and resource according to our 'place in the queue' i.e. what tranche Council is in.

The timing of the first Natural and Built Environment Plans (NBEP) is also dependent on the tranche local authorities are in. The timing for plans is as follows:

1. the regional planning committee must resolve to prepare an NBEP within 40 days of adoption of the regional spatial strategies
2. the committee then has two years to notify the plan and
3. a further two years after notification to complete the process and adopt the plan. All Councils will need to make assumptions about budgets and resources based on their place in the queue.

All councils are facing the adoption of two new plans under the proposed legislation and giving effect to what could be a quite different national planning framework. How consenting, compliance, monitoring, and enforcement are delivered will potentially change. Council will need to make some assumptions around the resources and funding to prepare these plans and how the day-to-day business will be delivered in their regions.

We will continue to maintain a watching brief on resource management reform progress and any LTP impacts.

Future for local government
At the time of writing, the FFLG panel was to report to the Government on 19 June. It is most unlikely that the Government would make any substantive policy decisions in advance of the 2023 election (though commitments in manifestos may be made). We are not expecting policy decisions until mid-2024 at the earliest, and not expecting any legislation to start the Parliamentary process until early 2025.

We are planning on the basis that no substantive policy decisions about the future structure, roles, functions or funding of the sector will have been made out of the FFLG review in time to be relevant for the 2024 LTP.

Overall
We have used a jigsaw metaphor to describe the LTP. The jigsaw picture will still set desired future outcomes, and allow Council to work through what it plans to do to bring that about.

The 2024 LTPs must be grounded in a reasonable and comprehensive assessment of the impacts of reform on the council.

Mōrearea | Risk
Risk management involves the identification and assessment, then avoidance, mitigation or elimination of risks. An LTP risk register has been developed, and will be monitored and updated throughout the project.

The Project Team is also maintaining an Issues Register to capture issues as they arise and ensure issues are considered and reviewed in a timely manner as they relate to the project.
The risk management approach and quality assurance plan was discussed with the Risk & Assurance Committee on 7 March 2023.

Ngā Whiringa | Options
Council may wish to consider providing any feedback or comments on the project status.

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

Requirement for a Long Term Plan
The preparation of the LTP is a requirement under the Local Government Act 2002. Schedule 10 of the LGA sets out the requirements for a LTP. The LTP must include information about;

- Community Outcomes
- Groups of Activities
- Capital Expenditure for groups of activities
- Statement of service provision
- Funding impact statement for groups of activities
- Variation between territorial authority's longer term plan and assessment of water and sanitary services and waste management plans
- Council controlled organisations
- Development of Māori capacity to contribute to decision-making processes
- Financial strategy and Infrastructure Strategy
- Revenue and financing policy
- Significant and engagement policy
- Forecast financial statements
- Financial statements for previous year

- Statement concerning balancing of budget
- Funding impact statement
- Rating base information
- Reserve funds
- Significant forecasting assumption

Mayoral Powers
Under LGA s41A, "*it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority*."

Council policies and strategies
As part of the preparation of the LTP, Activity and Asset Management Plans will be checked against Council's key strategic and policy documents and wider regional and national documents for strategic fit. The preparation of the Long Term Plan may lead to the review of some Council policy documents.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Long Term Plan project is one of Council's key opportunities to engage with our communities to find out what their aspirations and priorities are.

The LTP is subject to the special consultative process under the LGA (s83). The special consultative process is a structured one month submission process with a hearing for those who have submitted and wish to speak to their submission.

The Long Term Plan project timeline also provides for a 'pre-engagement' process with the community referred to as the Right Debate where Council can ask for feedback on key issues it is considering for the LTP.

A Communication and Engagement Strategy for the project will be developed discussed with Council. This strategy will set out how we plan to engage with and get our communities involved in the development of the LTP.

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

As part of the development of the LTP, Council will review its vision and outcomes.

As noted above the strategic direction has been reviewed by elected members and this will be formally reported to Council for approval in April 2023.

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

The development of and consultation on the Long Term Plan is funded from the Strategy and Engagement Activity Operating budget.

Ngā Tāpiritanga | Attachments

A⇩. Long Term Plan 2024-34 - The One Page Project Plan

B⇩. LTP 2024-34 Timeline Calendar

Ngā waitohu | Signatories

Author(s)	Niall Baker **Policy Team Leader**	

Approved by	Erin Bates **Strategic Partnerships and Governance Manager**	

The Long Term Plan 2024-34 – putting the pieces together

Council Workshop 1 February 2023

The purpose of the Long Term Plan is to describe our activities and community outcomes and provide:

- for integrated decision-making and co-ordination of our resources
- a basis for accountability to the community
- a long-term focus for our decisions and activities
- an opportunity for participation by the public our decision-making processes

Briefing Papers – Issues & Opportunities January 2023 - SPAG

The purpose of these Briefing Papers is to provide a high level overview of issues, challenges and opportunities facing Council going forward.

Council – ongoing - SPAG

- Vision
- Engagement
- Decision making

Legislative compliance – ongoing – SPAG/FABS

- LGA 2002
- Local Government Rating Act
- Accounting standards s111

Activity group review Feb – May 2023 - SPAG

- What activities have we identified?
- Templates

Financial Strategy (s101A) Feb - July 2023 (checked throughout the project) - **FABS**

- Facilitate prudent financial management
- Make transparent the effect on services, rates, debt, and investments.

The financial strategy must include

- Factors that have a significant impact - population, land use & the cost of providing for change;
- Capital expenditure on network infrastructure to maintain existing levels of service
- Significant factors affecting ability to maintain levels of service and to meet additional demand;
- Quantified limits on rates, rate increases, and borrowing;
- Our ability to maintain existing levels of service and meet additional demands within those limits;
- Policy on the giving of securities for borrowing;
- Objectives for holding financial investments and equity securities and targets for returns

(Financial Strategy to be completed in conjunction with Infrastructure Strategy)

Significant Forecasting Assumptions, Growth & economic profile (Sch 10) Feb – June 2023 - SPAG

Identify the significant forecasting assumptions and risks underlying the financial estimates including:

- Assumptions on the useful life of significant assets;
- Sources of funds for the replacement of significant assets;
- Identification of high levels of uncertainty; and the potential effects of that uncertainty on the financial estimates.

Community Outcomes sch10 Feb – Mar 2023 - SPAG

- Review against purpose of LG with the reintroduction of the Four Well-beings

Rates structure review – Feb- March 2023 - FABS

- How do we structure our rates
- Any changes contemplated?
- Compliance with Rating Act?

Pre Consultation/Level of Service Review April – Aug 2023 - SPAG

- Key issues
- Communication plan
- Consultation
- Consideration of responses

Infrastructure Strategy Feb - October 2023 – ASSETS

Not to include 3 waters due to reform

- Cover a period of at least 30 years
- Outline the management of infrastructure assets, taking into account:
  - renewal or replacement of existing assets;
  - growth /decline in the demand for services;
  - increases/decreases in levels of service;
  - the need to maintain, improve or mitigate adverse effects on public health and environmental outcomes
  - the resilience of infrastructure assets in the event of natural disasters by identifying, managing and making financial provision for risks
- Include indicative estimates of projected capital and operating expenditure and the following assumptions (including high levels of uncertainty and effects):
  - the life cycle of significant infrastructure assets
  - growth or decline in the demand for services
  - increases or decreases in levels of service

(Infrastructure Strategy to be completed in conjunction with Financial Strategy)

Revaluation of assets Jan – June 2023 - ASSETS

- Reval of asset classes

Business plans April – August 2023 - SPAG

- Identify the activities & the rationale for Delivery
- Identify budgets
- Fees and charges reviewed
- Establish overheads for the organisation

Financial Policies May-October 2023 - FABS

- Revenue and financing policy s103 – sources of funding for cap & op ex
- Investment policy s105 – mix and acquisition of investments, management and
- Liability Management Policy s104 – managing borrowing, interest rate & credit exposure & debt repayment
- Remission and postponement of rates on Maori freehold land s108
- Rates remission policy (optional) s109
- Rates postponement policy (optional) s110

Significance and engagement policy review (s76AA, Sch10) May –October 2023 – SPAG/COMMS

- General approach to determining the significance of proposals
- Criteria, procedures used in assessing significance
- How we will respond to community preferences about engagement on decisions relating to specific issues, assets
- How we engage with communities on other matters.
- List strategic assets
- Include a summary in the LTP

Asset management plans and activity plans (Sch 10) Feb – September 2023 – ASSETS/Activity Manager/SPAG

Not to include 3 waters due to reform

- Identify the activities within the group of activities (including mandatory groups) & the rationale for delivery of the activities(including the community outcomes to which the group of activities primarily contributes)
- Outline any significant negative effects
- Identify the amount of capital expenditure budgeted to
  - meet additional demand for an activity
  - improve the level of service
  - replace existing assets
- Include a statement of service provision with performance measures (including mandatory PMs), targets, changes to levels of service and reasons for material changes in cost of service
- Include a funding impact statement for each group of activities
- Identify any variations between the LTP and our assessment of water/sanitary services and waste management plans
- Fees and charges reviewed
- Consideration of major strategies and plans

Development Contributions Policy (s102(2), 106, 101(3), 201, 202, Sch 13) Feb – October 2023 – ASSETS/FABS

- Cap ex identified to meet the increased demand from growth;
- Proportion of & reason for cap ex funded by DCs etc
- Activities to be funded
- Explanation of calculation of DCs, significant assumptions, Conditions and criteria, valuation of allotments or land, triggers, catchments, units of demand
- Range of assets DCs can be used for narrowed (core infrastructure halls, play equipment, toilets, reserves on non-residential developments)
- Additional disclosures on work funded required
- New DC Commissioner objection process

Financial Statements July – December 2023 - FABS

- Forecast Financial Statements (Sch 10) – previous and next 10yrs
- Balanced Budget Statement (revenue = expenses) (s100 & Sch 10)
- Funding Impact statement – sources, amounts & application of funds, detail of rates (Sch 10)
- Reserve Funds - Purpose, activities and balances (Sch 10)

LTP document Nov 2023 – Feb 2024 - SPAG

- LTP document
- Consultation Document
- Drafted and finalised

Audit November 2023 and Jan - June 2024 TBC - SPAG

- Audit AMPs & accounts
- Audit draft LTP & opinion
- Audit final LTP & opinion

Maori participation in decision making (Sch 10) Mar – October 2023 - SPAG

Set out any steps that the local authority intends to take to foster the development of Māori capacity to contribute to our decision-making processes

Special Consultative Procedure February – June 2024 - SPAG/COMMS

- Distribution of consultation document
- Consultation
- Hearing
- Adoption of LTP

Communications Strategy Feb – Dec 2024 - SPAG/COMMS

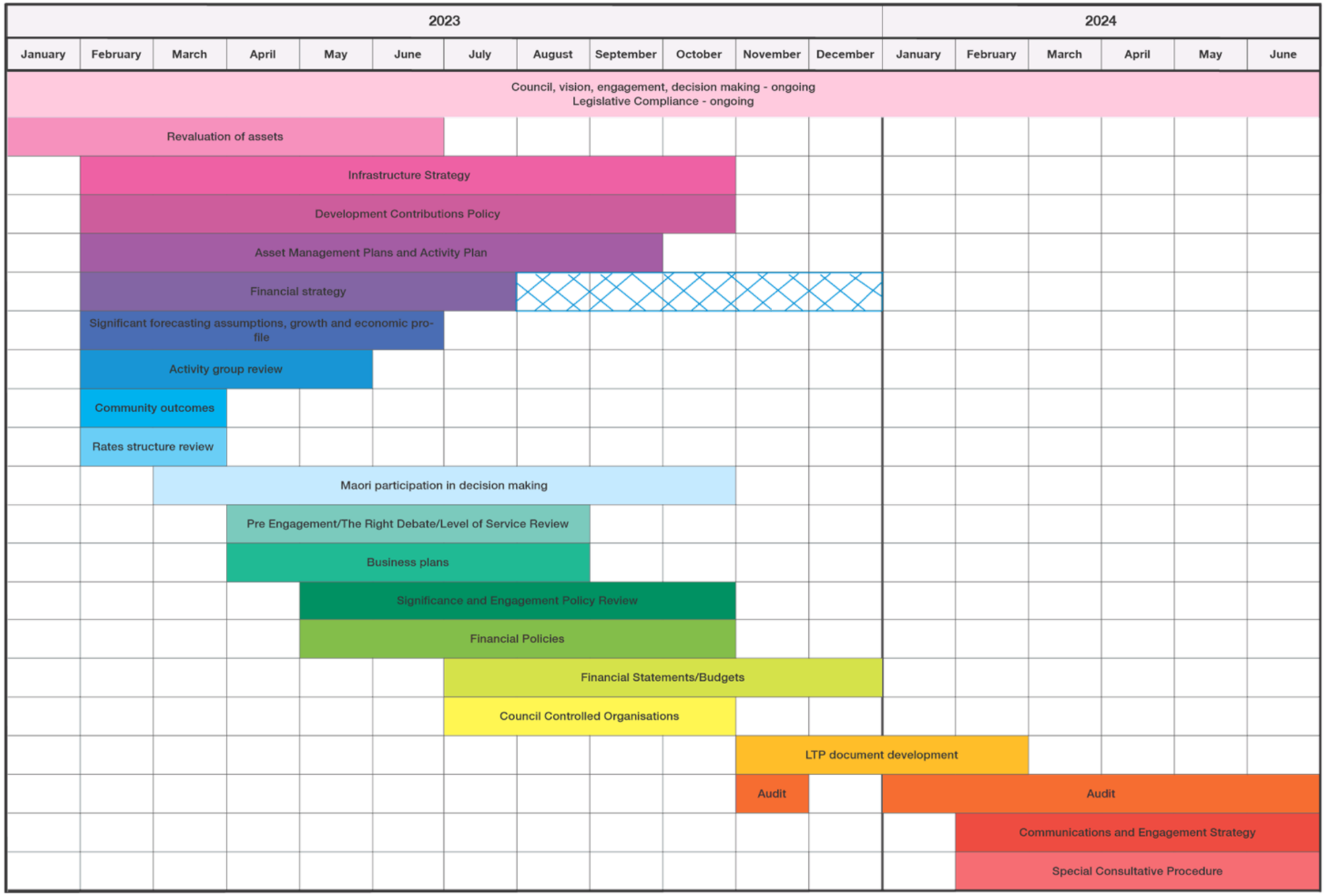
- Right Debate and Consultation Document
- The right tools?
- The right audience?
- The right messages?

Quality checks – ongoing - SPAG

- Consistency and quality of documents

Council controlled organisations (Sch 10) July – October 2023 - SPAG

- Name the CCO and any subsidiary
- Identify the local authority's significant policies and objectives in relation to ownership and control of the CCO
- Identify the nature and scope of the activities to be provided by the CCO
- Identify the performance targets & measures by which performance is to be judged.

Implementation – July 2024 onwards

Long Term Plan 2024/-34 Calendar Timeline
Council Workshop
1 February 2023