

Kaunihera | Council

Kaupapataka Wātea | Open Agenda



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

Ko te rā | Date: Wednesday 5 February 2025
Wā | Time: 9:00
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

Ngā Mema | Membership

Manuhuia | Mayor

Adrienne Wilcock, JP (Chair)

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

Waea | Phone: 07-884-0060
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Ā-TIKANGA | PROCEDURAL

1	Whakatūwheratanga o te hui Meeting Opening	3
2	Ngā whakapāha/Tono whakawātea Apologies/Leave of Absence	3
3	Panui i Ngā Take Ohorere Anō Notification of Urgent/Additional Business	3
4	Whākī pānga Declarations of Interest	3
5	Whakaaentanga mēneti Confirmation of Minutes	3
6	Papa ā-iwi whānui Public Forum	3

NGĀ PŪRONGO A NGĀ ĀPIHA | OFFICER REPORTS

7	Pūrongo me whakatau Decision Reports	
7.1	Waharoa Domain: Hearing on Submissions on Proposed Extension of Lease Area	4
7.2	Draft Fees and Charges 2025/26 - Approval for Consultation	12
7.3	Draft Dangerous and Insanitary Buildings Policy - Approval for Consultation	26
7.4	Draft Alcohol Licensing Fees Bylaw - Approval for Consultation	49
7.5	Staff Long Service Presentation	73
7.6	Two new road names for the new residential subdivision at 1 Rutherford Road, Waihou	74
7.7	Plan Change 61 - Approval for distribution to iwi authorities.	88
7.8	MPDC consideration of the Hauraki Gulf / Tīkapa Moana Marine Protection Bill	151
7.9	Waikato Region - Regional Deal Application	220
8	Ngā Pūrongo Whakamārama Information Reports	
8.1	Mayoral Diary for October 2024 - December 2024	225

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 Ohore 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 11 December 2024

6 Papa ā-iwi whānui | Public Forum

7 Pūrongo me whakatau | Decision Reports

7.1 Waharoa Domain: Hearing on Submissions on Proposed Extension of Lease Area

CM No.: 2980804

Te Kaupapa | Purpose

The purpose of this report is to:

- give consideration to the submissions received;
- hear those who wish to speak to their submissions; and
- make a decision on Kaitiaki Trap N Train Trust's proposal to expand its lease area.

The authority to consider submissions, hear submitters and decide on the lease rests with Council as Administering Body of the Reserve and as delegate of the Minister for Conservation. These powers have not been sub-delegated to staff.

Rāpopotonga Matua | Executive Summary

The Kaitiaki Trap N Train Trust, currently leases a portion of Waharoa Domain and is proposing to expand its leased area to facilitate further development, including community garden expansion and building renovations.

Waharoa Domain is a Recreation Reserve under the Reserves Act 1977. The reserve is Crown Land and Council holds an appointment to control and manage the land on behalf of the Crown. Accordingly, the proposed lease had to be publically notified. Council resolved to notify the proposed lease on 30 October 2024. Public notice was given on 5 November 2024. Six submissions were received. All submissions were in favour of the proposal. One submitter wishes to speak to their submission. A Hearing is therefore convened.

Prior to making a decision on the proposed lease, Council is required to consider the submissions received and to hear those submitters who wish to speak to their submissions.

Tūtohunga | Recommendation

That:

1. **The Report be received;**
2. **Council gives consideration to all submissions received;**
3. **Council hears those submitters who wish to speak to their submissions;**
4. **Pursuant to section 59A, Reserves Act 1977, and Part 3B, Conservation Act 1987, Council resolves to grant a concession, in the form of a ground lease over portion of the Waharoa Recreation Reserve, to Kaitiaki Trap N Train Trust;**
5. **Council Staff are authorised to undertake the necessary administrative actions to give effect to Council's decision.**

Horopaki | Background

The Kaitiaki Trap N Train trust would like to expand on their current lease area at Waharoa Recreation Reserve (also known as Waharoa Domain) to facilitate further development, including community garden expansion and building renovations.

As the Reserve is Crown Land and Council is appointed to control and manage the land, Section 59A of the Reserves Act 1977 applies to any proposed lease. Section 59A empowers the Minister for Conservation, in accordance with Part 3B of the Conservation Act 1987, to grant a concession (such as a lease) in respect of any Reserve controlled or managed by an Administering Body. The Minister has delegated this particular power to Council.

At its meeting on 30 October 2024, Council resolved to notify the proposed changes to the lease and lease concession. The Public Notice was published in the *Waikato Times*, *The Scene Matamata* newspapers (on the 5th of November for both) as well as on Council's website and Facebook page and an Antenno post targeted to Waharoa Residents.

Six submissions were received. All submissions were in favour of the proposal. One submitter wishes to speak to their submissions. A summary of submissions is provided in Attachment A.

Prior to making a decision on the proposed lease, Council is required to consider the submissions received and to hear those submitters who wish to speak to their submissions.

Ngā Take/Kōrerorero | Issues/Discussion

Overview of the site, including Land Status

Waharoa Recreation Reserve (also known as Waharoa Domain) is located on the corner of Mowbray Road and Mill Street in the south-east of Waharoa.

The 5.2785 hectare Reserve consists of large flat grassed area, with a former bowling green and clubrooms, now leased to the Trust.

The only other known user of the Domain is the Raungaiti Sports Club. The existing sportsfield area is currently mown by Council.

The Reserve is Crown Land classified as a Recreation Reserve under the Reserves Act 1977. Council holds an appointment to 'control and manage' the Reserve under the Reserves Act 1977.

Leasing Powers and Requirement to Publicly Notify

As the Reserve is Crown Land and Council is appointed to control and manage the land, Section 59A of the Reserves Act 1977 applies to any proposed lease. Section 59A empowers the Minister for Conservation, in accordance with Part 3B of the Conservation Act 1987, to grant a concession (such as a lease) in respect of any Reserve controlled or managed by an Administering Body.

An Instrument of Delegation signed by the Minister for Conservation in 2013 has delegated the powers under Section 59A to territorial authorities so that an Administering Body may apply Part 3B of the Conservation Act 1987 as though references in that Part to the Minister and/or Director-General are references to the Administering Body.

In practice, this means that Council may, as a delegate of the Minister of Conservation, consider a lease over part of a Reserve that it 'controls and manages' but must follow the concession process prescribed by the Conservation Act 1987 as modified by Section 59A of the Reserves Act 1977. Under the Conservation Act process, an application for a lease must be publicly notified unless it is an extension or exercise of a right of renewal of an existing lease. As this is a new lease, public

notification is required.

Regulatory matters

Various improvements are planned to be undertaken on the ‘Old Bowling Club Pavillion’ by the Trust, which are likely to require resource consents under the under the Resource Management Act 1991. Building consent is also required under the Building Act 2004.

These consents are to be obtained by the Trust, following a decision by Council on the proposed lease expansion.

In order to give effect to any consents that might be granted, landowner permission is required in order to exercise the consent. In this case, Council fulfils the role of landowner’s representative in its capacity as the Administering Body of the Reserve.

Resource and building consents may not be exercised at the Reserve unless Council agrees to it in its capacity as the Administering Body of the Reserve.

It is recommended that Council grants the landowner approval permission at the same time it makes a decision on the lease concession, following the public notification and hearings process. Effects of the proposal on the environment will be addressed in more detail as part of the resource consent process.

Mōrearea | Risk

Risks are outlined in options assessment below.

Ngā Whiringa | Options

See tables below.

Option One – Status Quo	
Description of option	
Council declines to grant a concession (lease). Kaitiaki Trap N Train Trust would not be able to expand their leased area.	
Advantages	Disadvantages
Not granting the lease at this time could allow time to seek and consider further information if it is required to make a decision.	Submitters who submitted in favour of the proposal may be disappointed.
	<u>Perception Risk:</u> Some people may perceive the time involved and administrative costs incurred as part of the consultation process as wasted.

Option Two – Council grants the concession	
Description of option	

Council agrees to grant the concession (lease). Provided lease is granted and consents obtained, Kaitiaki Trap N Train Trust may expand their lease and make the necessary changes to the old Bowling Pavilion building.

Advantages	Disadvantages
Lease document will formalise the respective rights, duties, and obligations of the parties.	
Kaitiaki Trap N Train Trust may apply for resource and building consents and if granted exercise those consents.	
Legal requirements are met.	
Submitters are likely to be satisfied with the outcome.	

Recommended option

It is recommended that Council grants the concession. Effects of the activity can be addressed through resource consent conditions and risks can be mitigated by having a formal lease in place and via the resource consent process.

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

Reserves Act 1977 and Conservation Act 1987

Council may, as a delegate of the Minister of Conservation, consider a lease over part of a Reserve that is Crown Land which Council 'controls and manages' but must follow the concession process prescribed by Part3B of the Conservation Act 1987 as modified by Section 59A of the Reserves Act 1977. The notification process under section 49, Conservation Act 1987, has been followed. A public notice was placed in a local newspaper (*The Scene*) as well as in a regional newspaper (*Waikato Times*). While not a legal requirement, the notice was also placed on Council's website, Antenno, and Facebook page.

Council must now give consideration to the submissions received before making its decision.

Parks & Open Spaces Strategy 2021-51

The Parks & Open Spaces Strategy 2021-51 allocated Waharoa Domain to the Sport and Recreation park management category. The proposal aligns with the purpose of this category.

Resource Management Act 1991

Under the operative District Plan, Building on a Pubic Reserve, is a Discretionary Activity which requires resource consent.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a *low* level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed above in this report.
Section 78 – requires consideration of the views of Interested/affected people	Public notice was given in accordance with s49, Conservation Act 1987. Submissions were received. Council is now asked to hear and consider these
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a <i>low</i> level of significance as it involves minor expansion of an existing activity.
Section 82 – this sets out principles of consultation.	Statutory requirements were followed

Policy Considerations

1. To the best of the writer’s knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

The consultation process prescribed by the Conservation Act 1987 has been followed. As required by s.49, Conservation Act 1987 public notice was placed on 5 November 2024 in a ‘newspaper circulating in the area in which the subject matter of the notice is situated’ (*The Scene, Matamata & Waikato Times*).

Whilst not a legal requirement, the notice was also placed on the Council website, Antenno and Facebook page.

Six submissions were received. All submissions were in favour of the proposal. Submissions commonly highlighted recreational and social benefits of the proposal (Attachment A).





Ngā take ā-Ihinga | Consent issues

In order to give effect to any consents that might be granted landowner permission is required in order to exercise the consent. In this case, Council fulfils the role of landowner’s representative in its capacity as the Administering Body of the Reserve.

Resource and building consents may not be exercised unless Council agrees to it in its capacity as the Administering Body of the Reserve.
 It is recommended that Council grants the landowner approval permission at the same time it makes a decision on the lease concession, following the public notification and hearings process.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata Piako District Council's Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE		MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION	
TŌ MĀTOU WHAKAKITENGA OUR VISION			
Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community.			
TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)			
			
He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create

The community outcomes relevant to this report are as follows:

- A place with people at its heart
 - “be the connector between community, iwi, NGOs and government agencies”.
- A place to thrive
 - “seek opportunities to realise Matamata- Piako’s economic potential”.
- A place that embraces our environment
 - “educate and exemplify continues improvement in waste minimisation
 - create and maintain green and natural and open spaces
 - demonstrate and advocate for climate friendly and community resilient initiatives”.
- A place to belong and create.

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

The cost of public notification has been funded from operational budgets.

Ngā Tāpiritanga | Attachments

[A↓](#). A. Summary of Submissions

Ngā waitohu | Signatories

Author(s)	Arshia Tayal Kaitohu Paparēhia me ngā Taiwhanga Parks & Facilities Advisor	
	Mark Naudé Kaiārahi Mahere Paparēhia me ngā Taiwhanga Parks & Facilities Planning Team Leader	
Approved by	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	
	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	

Name of Submitter	Position	Wish to be heard?	Summary of Submission
Mariana Vargas	Support	No	Creates a wonderful space for everyone. Aligns with the purpose of a domain.
Suzanne O'Connor	Support	No	A place for local people to come together. Utilizing location to support community needs.
Michaela Aliimatafitafi	Support	No	No comments
Nicole Preston	Support	No	No comments
June Wilson	Support	Yes	Helps support younger kids in the community
Martin Louw	Support	No	Garden supports self-reliance and community unity .

7 Pūrongo me whakatau | Decision Reports

7.2 Draft Fees and Charges 2025/26 - Approval for Consultation

CM No.: 2977573

Te Kaupapa | Purpose

The purpose of this report is to present the Draft Fees and Charges 2025/26 and Statement of Proposal to Council for its consideration, and adoption for consultation.

Rāpopotonga Matua | Executive Summary

Council reviews its Fees and Charges annually, and consults on any proposed changes with the community, as part of the Annual Plan or Long Term Plan process.

The Draft Fees and Charges has been developed with relevant managers, workshopped with Council, and is now presented to Council for approval for public consultation.

Tūtohunga | Recommendation

That:

1. **The report be received.**
2. **The Draft Fees and Charges 2025/26 and Statement of Proposal are approved for consultation.**
3. **Council authorise staff to make any minor amendments needed prior to consultation.**

Horopaki | Background

Council reviews its Fees and Charges annually, and consults on any proposed changes with the community, as part of the Annual Plan or Long Term Plan process.

Some fees and charges are set by statute, while others are at Council's discretion.

The Revenue and Financing Policy sets the range within which fees and charges under each activity are set.

Generally, Council's approach is to increase its Fees and Charges by inflation each year. For the 2025/26 year, the inflation rate has been set at 3.2%, as determined by BERL (Business and Economic Research Ltd).

Ngā Take/Kōrerorero | Issues/Discussion

The Draft Fees and Charges 2025/26 have been developed in conjunction with the Annual Plan budgets for 2025/26. Fees and charges were reviewed by relevant managers and workshopped with Council at a public workshop on 20 November 2024. The proposed Fees and Charges have also been reviewed against the Revenue and Financing Policy, and found to be consistent with the policy.

A summary of the proposed changes to the Fees and Charges is set out in the Statement of Proposal (attached).

Detail of all proposed Fees and Charges, including a comparison with the current year’s fees and charges, and the reasons for any proposed changes, are outlined in the Draft Fees and Charges 2025/26 (attached).

A period of public consultation will take place March/April 2025, with a Hearing to be held in May 2025. Council is required to adopt its Fees and Charges in time for the 2025/26 financial year, beginning 1 July 2025.

Mōrearea | Risk

The Fees and Charges form a key revenue source for a number of Council activities. Any change to the revenue from user fees will have a financial impact.

Ngā Whiringa | Options

Options are outlined in the Statement of Proposal (attached)

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

Legal and policy considerations are outlined in the Statement of Proposal (attached)

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a medium level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed in the Statement of Proposal.
Section 78 – requires consideration of the views of Interested/affected people	Public consultation will be undertaken.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a medium level of significance.
Section 82 – this sets out principles of consultation.	Consultation will be undertaken in accordance with Section 83

Policy Considerations

1. To the best of the writer’s knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement
 Public consultation on the Draft Fees and Charges 2025/26 will take place March/April 2025.

A hearing will take place in May 2025. Animal control fees will also be adopted at this time, due to communication requirements. The rest of the Fees and Charges will be adopted in June 2025.





Timeframes

Key Task	Dates
Council approval of Draft Fees and Charges 2025/26 and Statement of Proposal for public consultation	5 February 2025
13 March – 13 April 2025	Public consultation
7 May 2025	Hearing Adoption of Animal Control Fees
June 2025	Adoption of Fees and Charges 2025/26
1 July 2025	Fees and Charges 2025/26 in force

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata-Piako District Council’s Community Outcomes are set out below:

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The community outcomes relevant to this report are as follows:

- All of the community outcomes are relevant

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

The Fees and Charges are developed within the Annual Plan budget.

Ngā Tāpiritanga | Attachments

- A. Draft Fees and Charges 2025/26 for Council Approval for Consultation 05.02.25 (*Under Separate Cover*)
- B↓. Draft Statement of Proposal Fees and Charges 2025/26

Ngā waitohu | Signatories

Author(s)	Anne Gummer Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	
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Approved by	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	
	Kelly Reith Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	

Tauira Ngā Utu | Draft Fees and Charges 2025/26

He Taukī Marohitanga | Statement of Proposal



Kupu Whakataki | Introduction

While rates are Council's main source of income, Council also receives around 16% of its revenue from fees and charges.

Fees and charges are either total or partial cost recoveries for certain services. The proportion of costs that can be recovered through fees and charges for any given activity is set out in Council's Revenue and Financing Policy.

Fees and Charges cover a wide range of Council services including swimming pool entry fees, dog registration fees, facility hire, and building consents.

Annual Review of Fees and Charges

Council reviews its Fees and Charges annually as part of the Annual Plan or Long Term Plan process. This regular review ensures fees and charges are up to date and reflect the actual and reasonable costs of providing services and activities to the community.

As part of the review, a period of public consultation is held to seek community feedback.

Proposed changes to Fees and Charges 2025/26

Overview

When reviewing Fees and Charges, Council's general approach is to increase fees by inflation. For the 2025/26 year the inflation figure, as set by BERL (Business and Economic Research Limited), is 3.2%.

In some cases, inflation is not added and fees are kept the same. This may be for a number of reasons including fee increases in the previous year, or to align with fees for other services. In addition, some fees are set by legislation and cannot be changed at Council's discretion.

For some activities there can be increases above the rate of inflation to better recover the costs of delivering the service, or due to a wider restructure of the way costs are charged to customers.

Below, a summary of the proposed changes to fees and charges under each activity is outlined. To view full details of the proposed changes please see the separate draft Fees and Charges 2025/26 document.

Summary of changes by activity

Cemeteries

- Most fees increased by inflation
- Six percent increase in weekend and public holiday burial and ashes fees to reflect actual staff costs

General Property

- Fees increased by inflation or staying the same, except for \$3 increase in *Boardroom including kitchen* to align with other Community Venue fees

Libraries

- No change to fees

Parks and Open Spaces

- Most fees increased by inflation or staying the same
- \$5 increase in *Booking fee* for cost recovery for staff time to process bookings

Community Venues

- No change to most fees
- Fees increased by inflation for *Waharoa Aerodrome* and *Camping*
- Event Facility bookings of 3 or more consecutive days will have hourly rates capped at 10 hours per day maximum
- *Key bond* removed as customers are charged for lost card instead

Animal Control

- Most fees including dog registration increased by inflation or no change
- Increase to *impounding* fees to reflect actual costs
- One new \$75 fee for *Disposal of unclaimed / surrendered dog* to reflect actual costs

Building

- Inflation added to base fee plus small increase for insurance cost recovery
- Objective Build fee removed from base fee, to be charged separately due to changes in fee structure.
 - From 1 July 2025 - 10 November 2025 the Objective Build fee will be \$140 for most building work

- From 11 November 2025 onwards, the Objective Build fee will be charged based on the value of the building work. For work with value less than or equal to \$124,999, the fee will be \$80. For work with value equal to or more than \$125,000, fee will be .075% of value, capped at \$2,500,000
- New note added, should any particular job significantly exceed the standard processing time an additional fee will be charged, based on the additional hours spent on the application
- New fee for *Applicant meetings*: first 30 minutes free, thereafter \$205 per hour, to reflect actual costs
- New fee for *Urgent Residential Code of Compliance Certificate*: \$500, to reflect actual costs

Licensing

- Most fees increased by inflation or no change
- New statutory fees set by Ministry for Primary Industries (MPI). Council collects a *MPI Levy* fee on behalf of MPI, and collects a *MPI Levy Admin* fee to recoup the cost of administering the MPI Levy
- *Administration fee* increased to align Administration fees across activities
- Increase to fee for *Return of seized stereo* from \$150 to \$200 for cost recovery for staff time required
- *Alcohol licence* fees currently set by legislation. Council will be consulting on a Draft Alcohol Licensing Fees Bylaw alongside the Fees and Charges which would give Council discretion to set these fees based on actual costs

Resource Consents

- Increases to staff hourly rates to align staff positions and fees across various activities

Roading

- Most fees increased by inflation
- One new fee for *Works Access Permit / Date extension*: \$50 for cost recovery for staff time required to process extensions
- Increases to *Corridor Access Request* and *Vehicle Crossing* fees to recover staff time
- Removal of fees for *Approved Contractors* as these are not in use

Rubbish

- *Refuse*: increase to bag rate from \$5.50 to \$6.90 for partial cost recovery, increase to per tonnage rate from \$33 to \$35.50 per tonne for cost recovery
- *Green waste*: increase to bag rate from \$5 to \$6.50 for partial cost recovery, increase to per tonnage rate from \$14 to \$17 per tonne for cost recovery

- Car tyres (up to 5 from consumers), *whiteware*, *car batteries* now free
- *Degassing* of appliances increase from \$13 to \$15.50 for cost recovery
- New fee for *Weigh only* for trucks \$10

Wastewater

- Change to fee structure and increases for cost recovery, based on required staff time

Water

- Fees increased by inflation

Strategies and Plans

- *Private Plan changes* - some increases to fees based on staff time to align with equivalent positions and fees in other activities

Engineering

- Fees increased by inflation

Customer Services

- Some *printing* and other fees removed as all files are supplied digitally only
- Some *Access to files* fees increased for cost recovery for increased charges from LINZ and staff costs
- Hazard LIM changes coming into effect 1 July 2025 may require an increase to the base *Land Information Memorandum* fee and/or the removal of the *Urgent LIM* fee option
- Other fees generally increased by inflation

Communications

- New fees for *Filming permits and locations* for cost recovery

Legal

- *In house services* fee increased by inflation

Independent Commissioner

- *Secretarial and administrative support* fee reduced to align with fees across other activities
- Staff time associated with hearings increased by inflation.

Swimming Pools

- *Spa* fee reduced from \$3 to \$2

- *Concession cards (pool entry)* - some fees rounded down for ease of customer service
- Some combination fees removed to consolidate fee structure – Concession card (pool and spa entry), Membership (pool and spa entry), SZTA No.2 Bath House (private 30 min session) and pool/outdoor spa combo
- SZTA No.2 Bath House (private 30 min sessions) fee simplified to just one fee per person of \$20
- One new concession added for Active Health

Other options we could consider

Keep the status quo: make no changes to the fees and charges

Advantages	Disadvantages
Charges stay the same	Charges do not increase to reflect the actual cost of services
	Inconsistent with our Revenue and Financing Policy
	We would need to recover costs through rates instead

Reduce or revoke fees and charges

Advantages	Disadvantages
The public would not have to pay directly for services or would pay less	We would need to recover costs through rates instead
	Inconsistent with our Revenue and Financing Policy

Statutory requirements

1) Consultation

The requirements for consultation for the different fees and charges contained in the Fees and Charges document vary depending on their enabling legislation as set out below.

a) Fees and charges enabled through the Local Government Act 2002

Under Section 150 of the Local Government Act 2002 (LGA) Council may prescribe fees or charges either through

- a bylaw or
- public consultation (using the principles of consultation in the LGA, Section 82)

Aside from the proposed Draft Alcohol Fees Bylaw (being consulted on separately), Council has opted not to use bylaws to set fees and charges at this time. Therefore, public consultation will be undertaken.

For consultation under the LGA Section 82, the requirements are for Council to make publicly available:

- the proposed Fees and Charges and the reasons for the proposal
- an analysis of the reasonably practicable options including the proposal

b) Fees and charges enabled through other legislation

In addition, under other legislation such as the Resource Management Act 1991 (RMA) and Building Act 2004, Council may prescribe fees or charges relevant to certain administration purposes (such as processing resource consents) through

- public consultation (using the special consultative procedure in the LGA, Section 83)

For consultation under the LGA Section 83, the requirements are for Council to make publicly available:

- a Statement of Proposal
- a summary of the information if necessary
- a description of how the community can present their views to Council
- a statement of the period within which views on the Fees and Charges may be provided to Council.

Council must make this information as widely available as is reasonably practicable as a basis for consultation and provide an opportunity for persons to present their views to Council.

Council's approach to consultation for Fees and Charges

To ensure all legislative requirements are met as described above, consultation on the Draft Fees and Charges 2025/26 will be undertaken in accordance with the LGA, Section 83.

2) Revenue from Fees and Charges


Fees and charges prescribed under the LGA must not provide for the local authority to recover more than the reasonable costs incurred by the local authority for the matter for which the fee is charged. (LGA, Section 150 (4)).

In addition, the Revenue and Financing Policy sets out the proportion of funding that may be recovered from fees and charges for each of Council's activities, which was publically consulted on. (LGA, Section 103).


Have Your Say


Council invites the community to provide feedback on the proposed Fees and Charges 2025/26 to assist us in the decision-making process.

How to give you feedback

 Online: To fill out the online form click here (insert hyperlink)

 Mail to: Matamata-Piako District Council, PO Box 266, Te Aroha 3342

 Email: info@mpdc.govt.nz

 In-person: drop your feedback form into any of our Council offices or libraries

Speaking to your feedback

You have the right to present your feedback to the Councillors at a public hearing to be held on 7 May. If you indicate in your feedback that you would like to do this, staff will be in contact to arrange this with you.

Feedback is public information

Please be aware your feedback is information. Your feedback, including your name, will be used and reproduced for purposed such as reports to Councillors, which are publicly available, including to media.

Key Dates

Process	Date
Council approve Draft Fees and Charges 2025/26 and Statement of Proposal for public consultation	5 February 2025
Public consultation	13 March – 13 April 2025
Council hearing	7 May 2025 (and 8 May if required)
Council adopt Fees and Charges 2025/26	25 June 2025
Fees and Charges 2025/26 in force	1 July 2025

More Information

You can call us on 07 884 0060 and let our friendly Customer Services staff know you have a question about the Fees and Charges.

Feedback form – Fees and Charges 2025/26

Please provide your feedback by 13 April 2025

Name / Organisation: _____
For individuals please simply write your name, for organisations please write the full organisation name and your name

Email: _____

Phone: _____

Address: _____

Town: Matamata Morrinsville Te Aroha Other: _____

Age: Under 18 18–24 25–34 35–44 45–64 65–74 75+

Would you like to speak to the Mayor and Councillors about your feedback?

Feedback can be provided in person or via video on Wed 7 May 2025 Yes No

Privacy statement: Please be aware that feedback made to Council is public information. Your feedback will be used and reproduced for purposes such as reports to Elected Members, which are made available to the public.

Fees and Charges 2025/26

Which of these options do you support?

Proposed option: The Fees and Charges would change to those proposed

- Make the changes set out in the 2025/26 Fees schedule

Option 2: Status quo

- Make no changes to the current fees and charges, but risk breaching the Revenue and Financing Policy and a lack of cost recovery

Option 3: Reduce or remove Fees and Charges

- Reduce or remove fees and charges to make them cheaper. This may increase rates, breach the Revenue and Financing Policy, and contribute to Council debt.

Additional comments

7 Pūrongo me whakatau | Decision Reports

7.3 Draft Dangerous and Insanitary Buildings Policy - Approval for Consultation

CM No.: 2980976

Te Kaupapa | Purpose

To present the Draft Dangerous and Insanitary Buildings Policy and Statement of Proposal for Council approval for public consultation.

Rāpopotonga Matua | Executive Summary

Section 131 of the Building Act 2004 requires all territorial authorities to adopt a Dangerous and Insanitary Buildings Policy. The current Dangerous, Affected and Insanitary Buildings Policy was reviewed in July 2024. After being reviewed in July 2024, the Ministry of Business, Innovation & Employment conducted a performance monitoring assessment. The assessment looked at territorial authority powers and obligations under the Building Act 2004 in relation to dangerous, affected, or insanitary buildings. The assessment recommended changes to be made to the Policy and procedures to reflect legislation and other recommendations. Recommended changes to the Policy have been made and are included in the attached Dangerous and Insanitary Buildings Policy for Council consideration.

This report recommends Council approve the Draft Dangerous and Insanitary Buildings Policy and Statement of Proposal for public consultation.

Tūtohunga | Recommendation

That:

1. **The report be received.**
2. **The Draft Dangerous and Insanitary Buildings Policy be approved for consultation.**
3. **The Statement of Proposal for the Draft Dangerous and Insanitary Buildings Policy be approved for consultation.**
4. **Council authorise staff to make any minor amendments needed prior to consultation.**

Horopaki | Background

Section 131 of the Building Act 2004 requires all territorial authorities to adopt a Dangerous and Insanitary Buildings Policy. It must be reviewed at least every five years.

Council adopted its first Earthquake-prone, Dangerous and Insanitary Buildings Policy in 2006, this was then reviewed 2011 and 2016.

The Building (Earthquake-prone Buildings) Amendment Act 2016 came into force on 1 July 2017 and as a result, schedule 1AA(3)(3) of the Act required Council to amend or replace the policy to remove references to earthquake-prone buildings.

Additionally, section 132A outlined that the new policy must also include reference to “affected buildings”. An affected building has the same meaning as section 121A of the Act, and is as follows: a building is an affected building for the purposes of this Act if it is adjacent to, adjoining, or nearby –

- a) a dangerous building as defined in section 121; or
- b) a dangerous dam within the meaning of section 153.

A Dangerous, Affected and Insanitary Buildings Policy was adopted in 2019 and reviewed in July 2024.

Ngā Take/Kōrerorero | Issues/Discussion

In October 2024, the Ministry of Business, Innovation & Employment conducted a performance monitoring assessment and found one corrective action, one strongly recommended action and five recommendations.

MBIE Performance Monitoring Assessment			
Outcome	#	Description	Comment
Corrective Action	1	Update required to reflect current legislation and Council’s priorities when performing dangerous and insanitary building functions	Updated in attached Policy
Strong Recommendation	1	Public/owner information and assistance available on Council’s website	This recommendation sits outside of the Policy itself and is being progressed separately.
Recommendation	5	Inspection check sheet Capturing DAI buildings Compliance of an issued DAI building notice S124 notice – follow-up Number of buildings classified as DAI	All of the recommendations sit outside of the Policy itself and are being progressed separately.

Other recommendations to align with best practice have also been incorporated, these are detailed in the attached Statement of Proposal.

Mōrearea | Risk

Risks are identified in the attached Statement of Proposal.

Ngā Whiringa | Options

Options are identified in the attached Statement of Proposal.

Recommended option

Approve the attached draft Dangerous and Insanitary Buildings Policy for consultation.

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

Legal considerations are identified in the attached Statement of Proposal.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed in the attached Statement of Proposal.
Section 78 – requires consideration of the views of Interested/affected people	Council will share the draft Policy with groups/individuals that it considers will be affected or who may have an interest in the relevant issues and will give due consideration to the views and preferences received through the consultation process.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a <i>low</i> level of significance.
Section 82 – this sets out principles of consultation.	Council is required to seek community views using the special consultative procedure set out in section 83 of the Local Government Act 2002.

Policy Considerations

To the best of the writer’s knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy




adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

Review Policy, Statement of Proposal	December 2024/January 2025
Council approval of draft Policy for consultation	February 2025
Full public consultation	March/April 2025
Council Hearing and Deliberations	May 2025
Council adoption	June 2025
Updated Policy is force	July 2025

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata-Piako District Council’s Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE		MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION	
TŌ MĀTOU WHAKAKITENGA OUR VISION			
Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community.			
TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)			
			
He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create

The community outcomes relevant to this report are as follows:

- A place with people at its heart.

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

Funded through the Strategies and Plans budget.

Ngā Tāpiritanga | Attachments

[A↓](#). Draft Statement of Proposal Dangerous and Insanitary Buildings Policy 2025

[B↓](#). Draft Dangerous and Insanitary Buildings Policy 2025

Ngā waitohu | Signatories

Author(s)	Charlotte Walker Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	
	Laura Hopkins Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	

Approved by	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	
	Kelly Reith Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	

7 Pūrongo me whakataū | Decision Reports

7.4 Draft Alcohol Licensing Fees Bylaw - Approval for Consultation

CM No.: 2980983

Te Kaupapa | Purpose

To present the Draft Alcohol Licensing Fees Bylaw and Statement of Proposal for Council approval for public consultation.

Rāpopotonga Matua | Executive Summary

In regards to Alcohol Licencing Fees Council has two options;

- 1) Charge the statutory fees set in 2012, or
- 2) Create a Bylaw to recover reasonable actual costs.

Council held a public workshop and also considered the matter at a formal Council meeting in November 2024. Staff informed affected stakeholders of the proposal in December 2024.

The draft Bylaw as attached considers actual costs of this activity and proposes a staged approach at increasing fees to recover reasonable actual costs.

This report recommends Council approve the Draft Alcohol Licensing Fees Bylaw 2025 and Statement of Proposal for public consultation.

Tūtohunga | Recommendation

That:

1. **The report be received.**
2. **Council determines that in accordance with section 155(1) of the Local Government Act 2002, a bylaw (in the form of an Alcohol Licensing Fees Bylaw) is the most appropriate way of addressing the funding short fall.**
3. **Council determines that the Draft Alcohol Licensing Fees Bylaw 2025 meets the requirements of section 155 of the Local Government Act, in that it:**
 - i. **is the most appropriate form of bylaw;**
 - ii. **does not give rise to any implications under the New Zealand Bill of Rights Act 1990.**
4. **Council approves the Draft Alcohol Licensing Fees Bylaw 2025 for public consultation in accordance with section 150 of the Local Government Act 2002.**
5. **Council approves the Statement of Proposal for the Draft Alcohol Licensing Fees Bylaw 2025.**
6. **Council authorises staff to make any minor amendments needed prior to consultation.**

Horopaki | Background

Council's current alcohol licensing fees are those set by statute, as outlined in the Sale and Supply of Alcohol Act 2012.

The Sale and Supply of Alcohol Act (Fees-setting Bylaw) 2013 allows for councils to set their own fees for alcohol licences, through the implementation of a bylaw. As Matamata-Piako District Council has not yet adopted a bylaw, the fees remain the same as those that were set in 2012.

Council is now proposing to adopt an Alcohol Licensing Fees Bylaw, which would allow fees for alcohol licenses to more accurately reflect the actual costs of administering them.

Section 402(1) of the Sale and Supply of Alcohol Act 2012, states that regulations under section 397(1)(b) or (c) — permits that Council may do anything reasonably necessary to ensure that, so far as is practicable, the total costs of the licensing authority are recovered out of the fees paid to it under this Act.

Using application income/expenditure data and evaluation of other Council's bylaws, a draft Alcohol Licensing Fees Bylaw has been developed and is attached, which proposes a 25% fee increase per year over two years, and then a 3% fee increase in the third year to account for inflation.

Ngā Take/Kōrerorero | Issues/Discussion

By introducing a bylaw, Council could recover some or all of the costs of administering the alcohol licensing fees, dependent on the level of cost recovery desired. The draft Bylaw proposes to set fees at a level that would almost recover the costs of processing applications.

In the 2023/24 financial year, Council received a total income of \$141,704.95 in alcohol licensing application fees. Council's total expenditure to process those applications totalled \$211,448.90. This discrepancy led to Council paying \$69,743.95 for the remaining alcohol licensing fee costs which were not covered by the application fees. The remaining cost was covered by ratepayers.

Since the statutory fees were set in 2012, inflation and customer price index has increased by 37%. Cost increases are likely due to inflation, staff and other costs to process the applications.

Informing affected stakeholders

To ensure affected stakeholders were advised of possible fee changes, and given the opportunity to provide early feedback, information was provided in December 2024, through a newsletter to alcohol licensees containing information about the proposed Bylaw. The information within the newsletter included:

- Why the Bylaw is being proposed
- What the Bylaw would mean for license holders
- What the current fees pay for
- Contact information for any concerns or questions

At the time of writing this report we had not received any feedback from stakeholders.

A public Council workshop was held in November 2024 to outline the key issues and options, and seek Council feedback. Staff provided information about the income versus expenditure of alcohol fees over the last seven financial years, an outline of the statutory fees set in the Sale and Supply of Alcohol Act 2012, and a comparison of multiple other Council's application fee increases through Bylaws. The workshop highlighted the increasing costs to Council each financial year to process the application fees.

Mōrearea | Risk

There is a risk that ratepayers may feel they shouldn't be cross-subsidising alcohol licenses should we continue with the statutory fees.

There is a risk that stakeholders may feel their views have not been adequately taken into account if Council does not incorporate any feedback into the final version of the Bylaw.

Ngā Whiringa | Options

Options are outlined in the Statement of Proposal (attached).

Legal and policy considerations

Legal and policy considerations are outlined in the Statement of Proposal (attached).

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a medium level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed in the Statement of Proposal.
Section 78 – requires consideration of the views of Interested/affected people	Early engagement was presented to affected parties and formal consultation will occur in 2025 as per the statutory requirements. This will be followed by consideration of views during the decision making process and then adoption of the final Bylaw including any changes made following consultation if required.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a medium level of significance.
Section 82 – this sets out principles of consultation.	Consultation will be undertaken in March/April in accordance with the SCP and following the principles of section 82 of the LGA.

Policy Considerations

1. To the best of the writer’s knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

Council has informed stakeholders (alcohol license holders within the District), through an alcohol licensee newsletter which comes out regularly and included Bylaw information.





Timeframes

Key Task	Dates
Council workshop and formal report	November 2024
Early information newsletter sent	December 2024
Council to adopt for consultation	February 2025

Formal consultation	March/April 2025
Council hearing	May 2025
Adoption of Bylaw	June 2025
Bylaw comes into force	1 July 2025

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata-Piako District Council’s Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE		MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION	
TŌ MĀTOU WHAKAKITENGA OUR VISION			
Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community.			
TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)			
			
He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create

The community outcomes relevant to this report are as follows:

- A place with people at its heart
- A place to thrive
- A place to belong and create

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

Development of this Bylaw falls within the Strategies and Plans budget.

Ngā Tāpiritanga | Attachments

[A↓](#). Draft Statement of Proposal - Alcohol Fees 2025

[B↓](#). DRAFT Alcohol Fees Bylaw 2024

Ngā waitohu | Signatories

Author(s)	Charlotte Walker Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	
	Anne Gummer Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	

Approved by	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	
	Kelly Reith Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	

7 Pūrongo me whakatau | Decision Reports

7.5 Staff Long Service Presentation

CM No.: 2980012

Rāpopotonga Matua | Executive Summary

Staff member, Peter Challis to be presented with a Long Service Award in recognition of 30 years' of 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)	Samantha Oosthoek Kaiwhakarite Kaupapa, Whai Wāhi Project and Engagements Administrator	
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Approved by	Tamara Kingi Kaiārahi Kāwana Governance Team Leader	
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	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	
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7 Pūrongo me whakatau | Decision Reports

7.6 Two new road names for the new residential subdivision at 1 Rutherford Road, Waihou

CM No.: 2949326

Te Kaupapa | Purpose

Council is responsible and has the power under sections 319, 319A and 319B of the Local Government Act 1974 to name formed roads including private roads that are intended for the use of the public generally, and for the numbering of land and buildings.

Rāpopotonga Matua | Executive Summary

This 19-lot residential subdivision at 1 Rutherford Road, Waihou is under the project management of James Harvey of PPD (Property Projects Developments). PPD (a sister company of Schick Civil) is located in Cambridge. PPD provide boutique, end-to-end developments; their strengths including planning, design, consenting, construction and sales and marketing.

It is recommended that the Council accept the proposed road names of Summerfield Place and Sunmount Lane.

Tūtohunga | Recommendation

That:

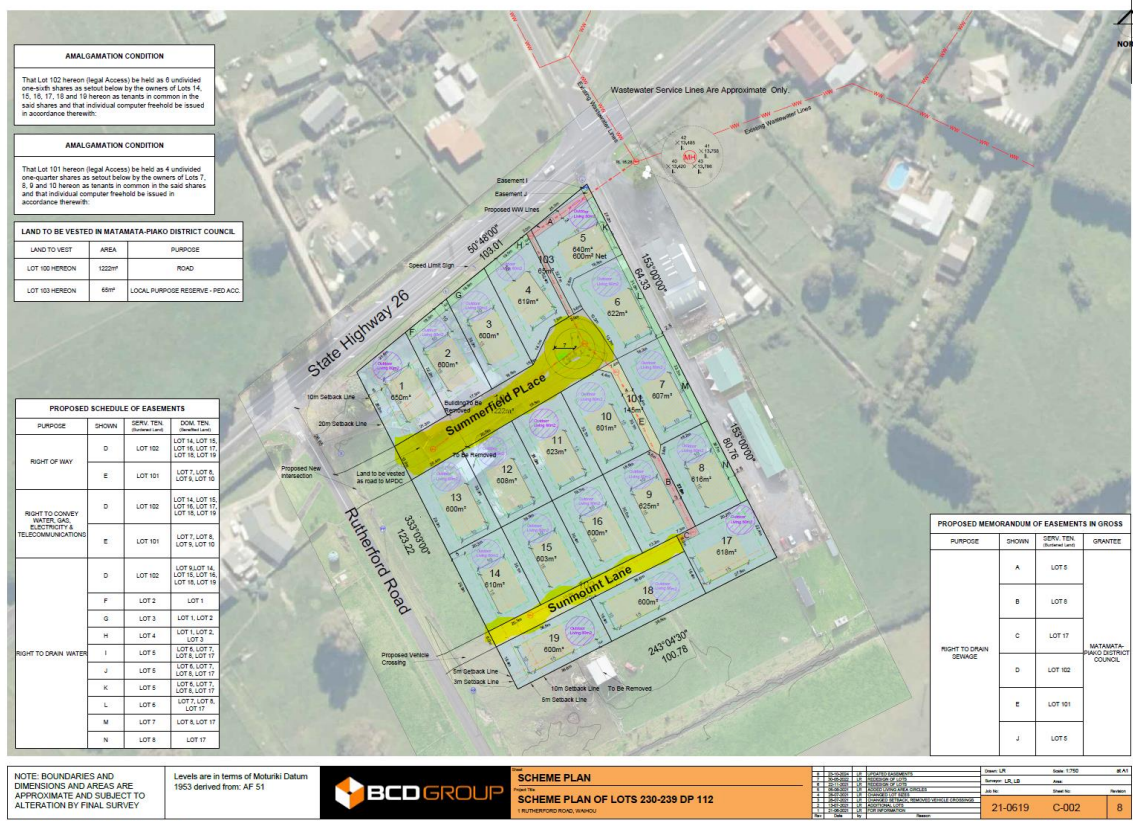
1. Council approves the two preferred road names **Lot 100: Summerfield Place (public)** and **Lot 102: Sunmount Lane (private)** for the 19-lot residential subdivision at 1 Rutherford Road, Waihou

Horopaki | Background

Road names and property numbers are used extensively by a range of individuals and organisations for accurate and efficient identification. Such forms of identification are not limited to emergency services, postal and courier services, visitors and utility providers (water, power telephone and internet). For these reasons, it is both appropriate and necessary that individual properties have a formalised and unique address from which they can be identified. Important road naming objectives include:

- Ensuring district-wide consistency for the naming of public roads and private access ways.
- Clarifying the meaning of private access ways and rules for their naming.
- Ensuring roads are named so as to reflect the identity of local areas within the district in addition to the ease of property identification.

What follows is a surveyor's scheme plan of the proposed site with the layouts of the new roads to be named highlighted in yellow. A larger plan will be attached to this report for ease of viewing.



Ngā Take/Kōrerorero | Issues/Discussion

Once a request for road naming has been received from the applicant, Council staff check the suitability of chosen preferred and alternative names against the street register and road naming policy. Staff then request that LINZ perform necessary checks against their database. This two-step quality process ensures that the proposed road names meet with policy criteria; specifically that throughout our district and neighbouring districts road names aren't duplicated or preferably don't sound similar to existing road names.

In terms of the correct consultation procedures with Mana Whenua, staff encourage applicants to initially refer to Council's road naming policy for guidance. Then for:

- **Public road names to be vested in council:** Applicants are encouraged to obtain information about the cultural identity of select locations/areas within the district.
- **Private access way names (not vested in Council):** The process differs in that the same consultative requirements don't apply in terms of Mana Whenua's involvement – developers/applicants aren't required to consult.

In terms of road name sign installations and their subsequent maintenance:

- **Public road names to be vested in Council:** The road name signs become Council's cost.
- **Private access ways (not vested in Council):** The road name signs are a private landowner cost.

Mōrearea | Risk

The applicant's efforts to select road names present little if any reputational risk to Council. As previously mentioned above, Council's initial street register checks and the subsequent LINZ performed database searches of preferred and alternative road names are seen as careful and deliberate risk mitigation steps.

Ngā Whiringa | Options

The Project Manager for this development consulted with Mana Whenua, however no replies were received from within our district. Accordingly, preferred and alternative road names were selected in accordance with 6. *Naming considerations* of the attached road naming policy.

Option One – Preferred road names (assessed per Council's policy)	
Description of option	
<p>Lot 100: Summerfield Place (public) Lot 102: Sunmount Lane (private)</p> <ul style="list-style-type: none"> • Summerfield refers to a desirable and picturesque location, an area known for its pleasant climate and scenic views, a sunny, open area of land surrounded by the warmth and beauty of nature. A location linked to summer activities on the nearby Hauraki Trail, the mountains and nature walks. Summerfield forms an historic reference to the developed land. • Sunmount refers to a place where the sun and the mountain meet in harmony, symbolizes a road that leads to a view of the mountain, particularly highlighting the way the sunlight interacts with the mountain. The "sun" aspect of the name symbolises the sun rising over the land surrounding Mt. Te Aroha and the Kaimai Range, casting natural light across the area throughout the day. The "Mount" aspect of the name refers to Mt. Te Aroha. 	
Advantages	Disadvantages
Summerfield is not duplicated in the Matamata-Piako District.	None
Both Summerfield and Sunmount are single words avoiding cartographic problems.	None
Both Summerfield and Sunmount are easy to spell and pronounce.	None
Sunmount is a short street name (i.e. is no longer than 12 characters).	None

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Option Two – Alternative road names (assessed per Council’s policy)

Description of options

Lot 100: Tihi and Sunmount

- **Alt #1** Tihi - (Tihi in Māori means "summit" or "peak") referring to Mt Te Aroha.
- **Alt #2** Sunmount (meaning is outlined above)

Lot 102: Pukeko and Summerfield

- **Alt #1** Pukeko - Named after the native Pūkeko bird, commonly seen in the wetlands around Piako.
- **Alt #2** Summerfield (meaning is outlined above)

Advantages	Disadvantages
Tihi is not duplicated in the Matamata-Piako District.	None
Tihi is a short street name (i.e. is no longer than 12 characters).	None
Both Sunmount and Pukeko don't sound similar to existing street names in the district.	None
Both Summerfield and Pukeko are easy to spell and pronounce.	None

Recommended option

Option One: lists the preferred names for each of the two roads to be named. Option Two: lists alternatives (1 and 2) as back-ups should any of the preferred names be deemed unsuitable.

Consistency of theme and the originality of these names are obvious advantages offsetting any disadvantages (if highlighted above).

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

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a [**low**] level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed above in this report.

Section 78 – requires consideration of the views of Interested/affected people	Mana Whenua were consulted in accordance with policy, but no responses from within the district were received. The views of LINZ were captured by way of their email reply, commenting on the names chosen by the applicant.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a [low] level of significance.
Section 82 – this sets out principles of consultation.	Consultative steps were followed by the Developer/Applicant to support the approval process of Council.

Policy Considerations

1. To the best of the writer’s knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

As soon as possible after the meeting, Council staff will phone or email the Developer/Applicant or Agent to notify of Council’s resolution, enabling them to progress orders for road signage etc. Later, upon the release of Council’s minutes, Council staff will prepare the “*Official Group Email Notification of Committee Resolution for New Road Names – Council, October 2024*”, which is a group email to numerous contacts e.g. to LINZ, NZ Post, Core Logic NZ Ltd, internal staff and other relevant parties.





Ngā take ā-lhinga | Consent issues

Road naming approval is a Council requirement prior to the issuing of 223/224 resource consent completion certificates.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata Piako District Council’s Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE	MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION
TŌ MĀTOU WHAKAKITENGA OUR VISION	
Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community.’	

TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)			
			
He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create

The community outcomes relevant to this report are as follows:

- A place that embraces our environment
- A place to belong and create

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

As one of the roads is public and vested in Council this road sign installation and its subsequent maintenance becomes a Council cost. The other is private therefore a cost on the developer.

Ngā Tāpiritanga | Attachments

- [A↓](#). Scheme Plan with road names added
- [B↓](#). Final Road Naming Policy Adopted 2 October 2019

Ngā waitohu | Signatories

Author(s)	Barry Reid Pūkenga Rawa Rori Roding Asset Engineer	
Approved by	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	
	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	

7 Pūrongo me whakatau | Decision Reports

7.7 Plan Change 61 - Approval for distribution to iwi authorities.

CM No.: 2983769

Te Kaupapa | Purpose

The purpose of this report is to seek the approval of Council on the current draft content of Plan Change 61 (PC 61), approval for this version of PC 61 to be provided to the iwi authorities for their review and comment, and approval to make minor changes to the draft document up until the point it is provided to the iwi authorities.

Rāpopotonga Matua | Executive Summary

Plan Change 61 (PC 61) involves a change to the Operative Matamata-Piako District Plan to primarily align it with the National Planning Standards, but it also includes the introduction of some new zones and activities, as well as some administrative “tidy ups”. A description of the changes proposed are included in the document attached to this report. The changes have also been discussed at several Council workshops. Staff seek Council approval of the content of PC 61, and approval to then release PC 61 to the iwi authorities for their consideration and comment as required by Clause 4A of Schedule 1, RMA. The iwi authorities will have until the end of March 2025 to provide comments.

Staff also propose to continue their review of the PC 61 material to ensure the document and maps are consistent and correct and there may be the need to make small consequential changes to rectify any inconsistencies. Staff seek approval to undertake this work until PC 61 is provided to the iwi authorities.

Carolyn McAlley will briefly speak to the agenda item and is available to answer any queries as is Nathan Sutherland.

Tūtohunga | Recommendation

That:

1. The report be received.
2. The current content of draft proposed Plan Change 61 is approved, and
3. The approved draft proposed Plan Change 61 is provided to the iwi authorities for their review and comment, and
4. Staff are able to continue to review the draft proposed Plan Change 61 and make any minor consequential changes such as formatting, linkages across the plan and mapping in preparation for providing it to the iwi authorities.

Horopaki | Background

Plan Change 61 primarily involves changing the provisions of the District Plan to align with the requirements of the National Planning Standards, but also includes some additional changes such as the introduction of residential units into the Town Centre Zone, the introduction of minor residential units across several zones, the introduction of several Open Space Zones and some administrative based changes. Informal consultation on the proposed changes occurred in the latter part of 2024. At the Council workshop on 11 December 2024, staff provided elected members with recommendations in relation to the feedback received during this public/stakeholder consultation phase of this project.

The agreed recommendations, of which there were quite a number, have all been included into the Summary Report. Notably the changes to the Sport and Active Recreation Zone will now include some additional activities such as conferences and cafes to provide a revenue stream if this is required. Provision is also made for a number of community type events subject to various restrictions in the Temporary Activities section of the District Plan. The Sport and Active Recreation Zone will continue to provide for artificial lighting to enable night time sporting activities to occur, with a rule relating to the height of lighting structures in the zone, and a new related policy and an assessment criteria. The changes to the Sport and Active Recreation Zone are discussed at section 9 of the Summary Report and a full version of the Sport and Active Recreation Zone, together with the material from the Temporary Activities section is provided at Appendix C of the PC 61 Summary Report for member's consideration.

In the background, staff have also been reviewing the draft material for correctness and consistency and seek to ensure that this work can continue, should any errors or inconsistencies be discovered post-decision, but prior to providing the document to the iwi authorities.

Ngā Take/Kōrerorero | Issues/Discussion

Given that PC 61 has been subject to several Council workshops, staff are confident that the Council are generally familiar the bulk of its content. Therefore, it will not be analysed further in this report. However, at the last workshop, there were two matters that still required further investigation. These were lighting in the Sport and Active Recreation Zone and minor residential units in the Medium Density Residential Zone. These have been discussed below.

Lighting

As the Council lighting expert had to take medical leave late last year, staff have had to wait until this year to be able to finalise the recommended changes related to the provision of lighting within the Sport and Active Recreation Zone (the only open space zone that provides for artificial lighting) and the effects that this may have on adjacent sites. These are consequential changes needed in response to the requirement to provide for the Open Space Zones as part of the National Planning Standards.

The key new matter for consideration is an additional standard in the lighting chapter that provides for sites adjoining a Sport and Active Recreation Zone to receive no more than an added illuminance of 2 lux when measured vertically at the window (pg.12 of the Summary Report). This provides for a reasonable measure to determine the effect of lighting for sites adjoining a Sport and Active Recreation Zone. The inclusion of the lux level measurement is in line with best practice and will enable the standard to be easily monitored, if required.

Attached minor household units in the Medium Density Residential Zone

The request for 70 attached minor household units within two locations in the Medium Density Residential Zone has necessitated the development of a new suite of standards specific to this request (pg. 4 of the Summary Report) as currently minor household units are not provided for in

this zone. These minor household units, unlike the proposed permitted minor household units in the General Residential, General Rural or Rural Lifestyle Zones will be a restricted discretionary activity. The proposed standards are reasonably similar to the minor household units in other zones with regard the provision of an outdoor living area and service area, however points of difference are a smaller minimum net site area of 450m², reflective of the development intensity of the zone, and the need for the site to provide more water storage (7,000 litres) as opposed to the current requirement of 5,000 litre for one house on a site. Assessment criteria will ensure that servicing suitability is assessed.

Ongoing correction processes

In the background staff have also been reviewing the draft material for correctness and consistency. With such a large document, it is common for small errors and inconsistencies to be found. Should Council approve the current plan change content, staff seek approval to make minor changes prior to providing the document to the iwi authorities. Such changes could include fixing spelling mistakes, formatting, wording, numbering and cross-referencing inconsistencies. No changes would be made that affect the integrity or the interpretation of the proposed provisions.

Mōrearea | Risk

In adopting the recommendations of this report, it is considered that approval of the draft version of PC 61 would constitute a low risk. The approval of PC 61 would enable the plan change to then be supplied to the iwi authorities. The Council's Risk Policy provides an expectation that the organisation will comply with all relevant legislative requirements in the conduct of its business. Making a draft plan change available to iwi authorities in accordance with the relevant provisions of the RMA is an expectation of that piece of legislation.

Ngā Whiringa | Options

Community interest in some aspects of this plan change so there would be benefit in moving the plan change along in a timely manner towards the next stage of public engagement.

Recommendation

Option 1 is the recommended option in this instance. This option would enable the statutory processes outlined in Schedule 1 of the RMA to occur within the timelines that have been set down for this project, allowing the material to be distributed to the iwi authorities for their review and comment in a timely manner. This will enable the project to proceed to public notification subject to Council approval. There is community interest in some aspects of this plan change and there would be benefit in moving the plan change along in a timely manner towards the next stage of public engagement.

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

The RMA provides the statutory processes for the development, notification and decision making related to plan changes. Following the specified RMA processes ensures that Council develops a robust document, and avoids becoming the subject of a judicial review. The recommended options in this report are aligned to the required statutory processes.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

The outcome of this meeting and any decisions on the recommendations will be provided in the minutes of the meeting. In the event that the Council approve PC 61 for distribution to the iwi authorities, any feedback received and any changes recommended by staff in response to that feedback, will be subject to further Council review and approval prior to the public notification of PC 61.

Ngā Tāpiritanga | Attachments

[A↓](#). MPDC Version Proposed Plan Change 61 Summary Report 18 09 2024 Updated Jan 2025

Ngā waitohu | Signatories

Author(s)	Carolyn McAlley Kaiwhakamahere Rautaki RMA Matua Senior RMA Policy Planner	
Approved by	Nathan Sutherland Kaiārahi Rautaki RMA Team Leader RMA Policy	
	Ally van Kuijk Hautū Tipu me te Whakamatua General Manager Growth & Regulation	

7 Pūrongo me whakatau | Decision Reports

7.8 MPDC consideration of the Hauraki Gulf / Tīkapa Moana Marine Protection Bill

CM No.: 2987938

Te Kaupapa | Purpose

The purpose of the report is for the Council to determine its stance in relation to the proposed advocacy position of the Hauraki Gulf Forum (HGF), in relation to the current version of the Hauraki Gulf / Tīkapa Moana Marine Protection Bill (the Bill). This position will then be conveyed through Cr James Sainsbury to the HGF at the meeting on 3 March 2025.

Rāpopotonga Matua | Executive Summary

The Bill with its aim to increase the protection levels of the Hauraki Gulf, has been developed by the Department of Conservation and a working group, and was first introduced to Parliament in 2023. Its first reading was in August of that year, and submissions to the Environment Select committee closing in November 2023. In June 2024, the Select Committee endorsed the continuation of the Bill, with advice on likely dates for the next reading. The version of the Bill at that time was supported by the HGF with its proposed extension of protection areas and fishing limitations.

In Oct 2024, the Minister of Conservation announced the Bill would progress, with new amendments that included the proposal to allow limited ring net fishing in two of the high protection areas. The Co-Chairs of the HGF publically expressed concern about this amendment. In the meantime the Bill passed its second reading.

In its proposed agenda for the 2 December 2024 meeting, the HGF put forward a proposed advocacy position for the remainder of the Bill's statutory process for its members to consider. The proposed advocacy position sought that "*HGF calls for the Government to discard the proposed amendments to allow commercial fishing in Highly Protected Areas, and to pass the Hauraki Gulf Tīkapa Moana Bill in the form recommended by the Select Committee*",¹ and the related formal recommendation of the draft agenda is;

"That the Hauraki Gulf Forum (HGF):

- a) consider the implications of the Marine Protection Bill and next steps*
- b) endorse the position that the Forum calls for the Government to discard the proposed amendments and pass the Hauraki Gulf Tīkapa Moana Bill in the form recommended by the Select Committee*
- c) consider the Forum's collective approach to responding to legislative change with implications for the Hauraki Gulf."*²

The 2 December 2024 meeting of the HGF was unexpectedly cancelled. The Executive Officer of the HGF has advised the same agenda item above will be moved to a new meeting date now proposed for 3 March 2025 for decision making. For the MPDC representative to put forward a view on the proposed advocacy position, a decision is required by Council. Staff are recommending that the position described in the recommendations of the HGF is supported by MPDC. Cr Sainsbury and staff member Carolyn McAlley are available to answer questions.

¹ Agenda of the Hauraki Gulf Forum, 3 December 2024, Page 48

² Agenda of the Hauraki Gulf Forum, 3 December 2024, Page 48

Tūtohunga | Recommendation

That:

1. The report be received.
2. The Council supports the recommendations of the HGF 2 December 2024 Draft Agenda, on page 48 of the Attachment to this agenda and directs its representative, Cr James Sainsbury to convey this to the Hauraki Gulf Forum.

Horopaki | Background

The HGF is a statutory body, which promotes and facilitates integrated management and the protection and enhancement of the Hauraki Gulf, under the Hauraki Gulf Marine Park Act 2000. MPDC is currently represented at the HGF by Cr James Sainsbury.

The HGF is administered by Auckland Council and meets to examine issues related to the Gulf's management. Its current focus is on three priority topics, which include:

1. Improving integrated management through collaborative planning, informed decision-making and action.
2. Restoring water quality values by addressing land use activities that degrade those values.
3. Recognising those critical marine values and ecosystems through advocating for protection, restoration and enhancement.

As part of its work, the HGF has strongly advocated for this Bill. This advocacy work also aligns with the aspirations of SeaChange Tai Timu Tai Pari, a Marine Spatial Plan for the Hauraki Gulf, "*the product of over a decade of intense work by mana whenua, community, industry, councils and other stakeholders*"³ to provide increased protection for the Hauraki Gulf.

The Bill proposed an overall increase in the extent of marine protection from 0.3 % to 6%, with two existing marine reserves proposed to be extended, together with additional High Protection Areas and Seafloor Protection areas. The High Protection Areas allow for customary practices of tangata whenua. This version was initially endorsed by the Select Committee, however when it was later announced that the Bill would progress to its second reading, the Minister announced a departure from the Select Committee draft. These amendments would allow for restricted commercial fishing opportunities in two of the High Protection Areas. At that time the Chairs of the HGF publically expressed concern at the amendments "*as the proposal to allow commercial fishing in protected areas defeats the purpose, undermining the integrity of the Bill and the principles of marine protection*"⁴. The Bill, with the new amendments, passed its second reading late last year.

To clarify a collective position of the HGF on these amendments, and inform ongoing advocacy related to Hauraki Gulf matters, members of the HGF have been requested to provide a response to a series of related recommendations at the 3 March meeting.

In the meantime, the statutory process for the Bill will now proceed to its next step, where after its second reading it will be set down for consideration by a committee of the whole House. The committee is made up of all members, who have the opportunity to discuss the Bill in detail and to ask questions of the Minister or member in charge. This is also the last opportunity for the text of

³ Agenda of the Hauraki Gulf Forum, 3 December 2024, Page 47

⁴ Agenda of the Hauraki Gulf Forum, 3 December 2024, Page 47

the bill to be amended, so consideration of proposals for amendments often constitutes a significant part of the committee stage. The committee then reports back to the House and the Bill becomes available for third reading⁵. It is anticipated the Co-Chairs of the HGF, will be advocating directly with their contacts in Parliament should the proposed advocacy position be endorsed.

Ngā Take/Kōrerorero | Issues/Discussion

The changes to the Bill have resulted, as reported in the cancelled agenda, in a number of very divergent options as to the possible effects of allowing commercial fishing in the high protection areas. The proposed changes are *“restricted to ring-net fishing targeting mullet, trevally and kahawai in two of the new High Protection Areas, one in Kāwau Bay and one off Motutapu Island. It is restricted to up to five existing operators, at night, across the winter months⁶”*.

While the HGF has been very supportive of other parts of the Bill that expand the areas of protection, the Co-Chairs of the HGF have expressed concerns at the commercial fishing in High Protection Areas becoming part of the Bill, as they consider that it is contrary to the intent of the HGF and its purpose.

Staff consider that it is not the purpose of the Council decision making process today, to debate and decide the possible impacts or otherwise of the proposal to allow commercial fishing in the High Protection Areas. This type of decision making would be the realm of experts in the topic of marine protection of which the HGF is a part. The purpose of this report and its recommendations is to enable the HGF to continue to participate in the advocacy process related to the Bill, as there has been a change in the Bill that has been identified as contrary the intent of the HGF and its purpose. It is worth noting that there is no information as to the background to the change and no information as to how this change will impact on the customary activities that have been allowed for in the High Protection Areas. While future, further information may become available, staff consider at this time it would be beneficial to remain part of the process and resolve matters to the satisfaction of the HGF if possible, rather than not be a part of the process at all.

Mōrearea | Risk

It is considered that adopting the recommendation of this report to endorse the proposed advocacy position of the HGF, would constitute a low risk. The approval of the proposed advocacy position would enable the Co-Chairs of the HGF to continue to advocate for the outcomes of the Bill to be more consistent with the aspirations of the HGF of which MPDC is an active member. This approach is not contrary to Council’s Risk Policy which provides an expectation that the organisation will comply with all relevant legislative requirements in the conduct of its business.

Ngā Whiringa | Options

High Protection Areas intended adverse consequences for our district promotes and facilitates integrated management and the protection and enhancement of the Hauraki Gulf, under the Hauraki Gulf Marine Park Act 2000. **Recommended option**

Option 1 is recommended option in this instance. This option has the potential, if also selected by other members of the HGF, to enable the HGF to continue participating in the statutory development process related to the Bill. This approach would be consistent with the purpose of the HGF in its work to protect the Hauraki Gulf.

⁵ Parliamentary Practice in New Zealand 2023 by Chapter, Chapter 38-The Legislative Process: Second Reading and Committee of the Whole House, New Zealand Parliament.

⁶ Agenda of the Hauraki Gulf Forum, 3 December 2024, Page 47

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

The HGF agenda required the members of the HGF to provide confirmation or otherwise that they supported the proposed advocacy position of the HGF in relation to the Bill. As this type of process has not been covered directly by the Council's Delegations Register, it is considered prudent for the Council to make a decision on the matter. This approach provides for transparent decision making with regard the elected members approach to the request.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

The Council decision will be reported and publically available as part of the Minutes of this meeting. The outcome sought by the HGF Co-Chairs in relation to their preferred advocacy approach to the Bill will be reported by staff at the next HGF update item to both the Council and Te Manawhenua Forum.

Ngā Tāpiritanga | Attachments

[A↓](#). Draft agenda for cancelled HGF meeting 2/12/24

Ngā waitohu | Signatories

Author(s)	Carolyn McAlley Kaiwhakamahere Rautaki RMA Matua Senior RMA Policy Planner	
Approved by	Nathan Sutherland Kaiārahi Rautaki RMA Team Leader RMA Policy	
	Ally van Kuijk Hautū Tipu me te Whakamatua General Manager Growth & Regulation	

7 Pūrongo me whakatau | Decision Reports

7.9 Waikato Region - Regional Deal Application

CM No.: 2988427

Te Kaupapa | Purpose

The purpose of the report is to get authority for the Mayor to approve a Regional Deals application.

Rāpopotonga Matua | Executive Summary

The Government announced the Regional Deals programme in August 2024.

The Waikato Mayoral Forum requested Chief Executives to develop an application for the region.

Final applications must be lodged by 28 February and the Waikato Region application will not be finalised until closer to that date.

Delegating authority to the Mayor to approve the application on Council's behalf will avoid the need for a special Council meeting.

Tūtohunga | Recommendation

That:

1. Council delegate authority to the Mayor to approve the Waikato Region's Regional Deals application.

Horopaki | Background

The Government announced the Regional Deals programme in August 2024.

The following is a an AI generated summary of the Regional Deals Framework

The Regional Deals Strategic Framework establishes a new model for central and local government collaboration focused on delivering infrastructure and economic growth. The framework is structured around long-term planning, with deals based on a 30-year vision supported by negotiated 10-year strategic plans.

Key Components and Requirements:

Core Elements

Each Regional Deal must include:

- A defined economic/geographic area
- A 10-year strategic plan with clear outcomes and actions

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- Decision-making arrangements and delivery timeframes
 - Specified capital and operational investments
 - Performance metrics with monitoring requirements
 - Regulatory and institutional settings to support implementation

Priority Objectives

Regional Deals must demonstrate commitment to:

- Building economic growth
- Delivering connected and resilient infrastructure
- Improving the supply of affordable and quality housing

Selection Criteria

Councils seeking to participate must demonstrate:

- Alignment with the strategic framework
- Clear growth potential
- Commitment to regional spatial planning
- Capability and capacity to deliver
- Commitment to fiscal prudence
- Adherence to regulatory standards

Implementation Process

The framework sets out a four-stage process:

1. Initial proposal submission following Ministerial invitation
2. Proposal assessment against framework criteria
3. Memorandum of Understanding development
4. Final deal negotiation and agreement

Governance and Oversight

Once established, each deal will require:

- An oversight body with independent chair

- Senior partner representatives from central and local government
- Regular monitoring and reporting against agreed metrics
- Clear accountability measures
- Integration with existing planning and funding cycles

The first wave will involve up to five regions, with the initial deal targeted for completion in 2025. Proposals are expected to be concise and focused on demonstrating how regions meet the framework criteria. Successful deals will unlock access to funding and financing tools, regulatory relief mechanisms, and improved central-local government coordination.

This is intended to present a significant opportunity for councils to establish enduring partnerships with central government while accessing new tools and mechanisms to support regional development and infrastructure delivery.

AI Summary ends

The Waikato Mayoral Forum requested Chief Executives to advance a regional proposal. A Working party was formed and has been developing the application.

Final proposals are due to be submitted to the Department of Internal Affairs on 28 February 2025.

Ngā Take/Kōrerorero | Issues/Discussion

A draft proposal will be available for Council's review in early February. This will provide information on the key priorities for the application.

The draft information will be presented to a February workshop.

The application won't be finalised until late February. There are no scheduled meetings that will allow the full Council to review and approve the application.

The timetable for the application is tight and the information requirements are extensive.

It is expected that the final application will contain the key priorities from the draft. Council is requested to delegate authority to the Mayor to approve the final document.

This will make the approval process administratively efficient and will provide flexibility if there is any delay in completing the final application.

Mōrearea | Risk

All Mayors of the region and the Waikato Regional Council are supporting the development of the application. With this level of scrutiny and review, it is considered that delegating authority to the Mayor to approve the application has low risk.

Ngā Whiringa | Options

<Insert text>

Option One – Delegate Authority to the Mayor	
Description of option	
The Mayor will be authorized to approve the Regional Deals application	
Advantages	Disadvantages
Administratively efficient process	Council will not see the final application before it is approved.
Provides flexibility if there are any delays in the producing the final application.	
Option Two – Hold a special Council meeting	
Description of option	
A special Council meeting will be convened to allow the application to be approved by Council.	
Advantages	Disadvantages
Council will approve the final application	Will require extra administration
	May be problematic if there is any delay with the final application.

Recommended option

Option one is the preferred option as it is administratively efficient and provides more flexibility given the tight time-frames.

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

There are no legal or policy issues.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable	Options are addressed above in this report.

options available.	
Section 78 – requires consideration of the views of Interested/affected people	The time-frames required to submit the application do not allow time for normal engagement processes to be undertaken.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a low level of significance.
Section 82 – this sets out principles of consultation.	Consultation is not considered necessary

Policy Considerations

1. To the best of the writer’s knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

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

Council is not required to fund any aspect of the application. Some staff time will be required to assist with the application.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	
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Approved by		
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8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Mayoral Diary for October 2024 - December 2024

CM No.: 2948176

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

A summary of the Mayoral diary is attached for the months of October 2024 – December 2024.

Tūtohunga | Recommendation

That:

1. The information is received.

Ngā Tāpiritanga | Attachments

[A↓](#). Mayoral Diary October to December 2024

Ngā waitohu | Signatories

Author(s)	Debbie Burge Kaiārahi Tautoko i te Koromatua me te Tumu Whakarae Executive Assistant to the Mayor & CEO	
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Approved by	Adrienne Wilcock Manuhuia Mayor	
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