

## **DRAFT Memorandum of Understanding**

**Between Waharoa (Matamata) Aerodrome Committee and Unified Waharoa (NZMA) Aviators**

**For the Review of the Waharoa (Matamata) Aerodrome Reserve Management Plan 2010**

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### **1. Purpose**

This Memorandum of Understanding (MoU) establishes the terms and conditions under which Waharoa (Matamata) Aerodrome Committee (WMAC) and Unified Waharoa (NZMA) Aviators (UWA) will collaborate from [insert date] to review the Waharoa (Matamata) Aerodrome Reserve Management Plan 2010 and prepare a new reserve management plan (hereinafter referred to as "the RMP") and potentially a masterplan concurrently.

### **2. RMP Review**

On 11 April 2018, Matamata-Piako District Council (Council) resolved to initiate the formal review of the RMP for the Waharoa (Matamata) Aerodrome (henceforth referred to as the Aerodrome). Council proceeded to notify its intention in accordance with the Reserves Act 1977 and suggestions were sought between January and February 2019.

24 submissions were received, and further feedback was provided by the public at a public information morning and a meeting organised by members of the Walton community on 27 February 2019. A hui was held at Raungaiti Marae on 17 December 2018 with Raungaiti Marae and Ngāti Hauā representatives. The submissions and informal feedback highlighted a range of issues and opportunities that were summarised in a report to the WMAC on 21 March 2019.

Drafting of the RMP was delayed because of Covid and the need to further explore land status, the Reserves Act gazettal and classification options and options to respond to concerns and aspirations raised through the initial engagement.

On 1 June 2023, the WMAC recommended that Council approve the development of a draft RMP and masterplan and delegate functions related to developing and approving these plans to the WMAC (Resolution number/2023/00004). Council subsequently endorsed these recommendations at its 23 August 2023 meeting (Resolution number CO/2023/00013).

As part of the review, independent facilitators were engaged by Council to create opportunities for dialogue to explore concerns, aspirations, opportunities and potential ways forward. This facilitation brought forward various but separate positions and aspirations from Ngāti Hauā and the UWA representatives.

At its 24 October 2024 meeting, WMAC agreed that further engagement is required to clarify how these positions, concerns and aspirations should be addressed and reflected in a new RMP. WMAC further resolved to enter separate MoUs with UWA and the Ngāti Hauā Representative Group respectively, to clarify who the groups represent and to clarify the purpose and scope of the future work required to develop the RMP.

### **3. Scope of Work**

The scope of the RMP project is limited to what can realistically be achieved in an RMP, acknowledging that the role of the master plan is to support the RMP directives, by providing a further level of

management detail. It is also acknowledged that some issues may need to be addressed outside the RMP process.

The scope of this MoU is therefore limited to the engagement and consultation with the UWA during the preparation of a new RMP (and potentially a masterplan); including the drafting phase and joint discussions with the Project Team and the Ngāti Hauā Representative Group, the public notification/consultation phase, the submission analysis phase and the adoption/ finalisation phase.

The RMP (and potentially the masterplan) will cover the land set out in the table in Attachment 1 and depicted by the Designation 73 boundaries in the aerial in Attachment 2.

#### **4. Objectives**

The objectives of the RMP engagement and consultation covered by this MoU are:

- identify and help clarify the issues, opportunities and aspirations of users and lessees that the UWA represent to inform the new RMP (and potentially a masterplan),
- seek feedback on key aspects of the new draft RMP (and potentially a masterplan) prior to wider public notification/consultation,
- seek feedback on any key changes to the new draft RMP (and potentially a masterplan) being considered following the public notification/consultation,
- ensure timely and accurate communication between the Project Team and UWA, and to the wider group of Aerodrome users/lessees,
- facilitate constructive discussions between the Project Team, UWA and the Ngāti Hauā Representatives Group, and
- ensure there is a safe conflict resolution process established for all parties to be involved in addressing, and seeking resolution of, conflicting views.

#### **5. Representation, Roles and Responsibilities**

The WMAC has the delegated authority for all decisions related to the development and adoption of a new RMP and a masterplan. This includes endorsing new draft plans for public notification/consultation, considering submissions and holding a hearing, deliberating and adopting the new RMP and masterplan. WMAC provides direction to Council staff on the RMP review process.

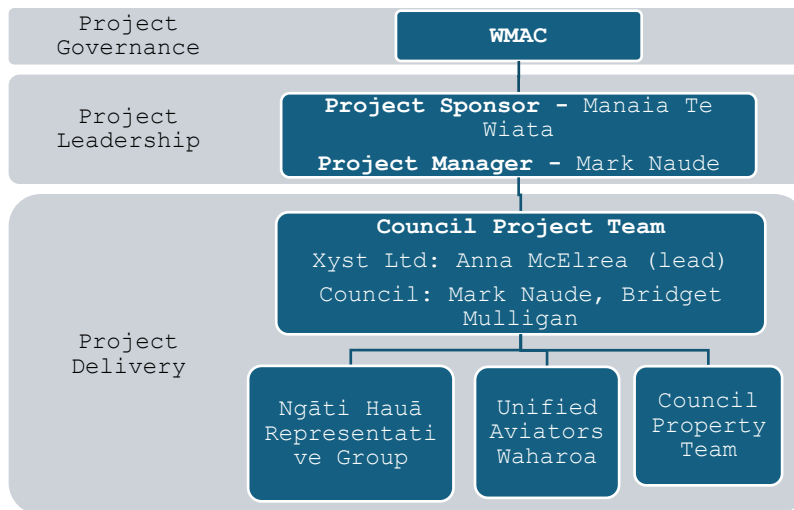
Council has contracted Xyst Ltd to undertake the RMP review. Xyst Ltd will work with Council staff to engage with UWA and may, if required, seek further external facilitation support.

The UWA was appointed at a meeting on 13 March 2024 by users that attended that meeting to work on the future of the Aerodrome and participate in the RMP review process. The UWA represents the following organisations and individuals:

- Clubs and organisations based at the Aerodrome with leases: Piako Gliding Club, Matamata Aero Club, Matamata Piako Model Aero Club, Sky Venture Flying Club, Matamata Soaring Club, Skydive Waikato,
- Walsh Memorial Scout Flying School,
- Hangar owners/lessees,
- pilots and parachuters that regularly use the Aerodrome, and
- General aviation interests (i.e. those that may not be regular visitors).

The UWA is distinct from the Matamata Aerodrome Users Group, who are the representative group that engages with Council on day-to-day operational and safety Aerodrome management matters.

The following organisational structure depicts the arrangement for the RMP review:



Any decisions related to the Aerodrome land ownership, funding of capital and operational projects and/or fees and charges will require Council approval, and likely additional public consultation in accordance with Council’s Significance and Engagement Policy.

### 5.1 WMAC and Council Project Team

WMAC is established through the “Ngāti Hauā Claims Settlement Act 2014”. The members of the WMAC are set out in Attachment 3.

The WMAC roles and responsibilities with respect to the RMP are:

- Leadership: Direct the process for developing the RMP (and potentially a masterplan) in accordance with the Reserves Act 1977 and provide direction on key aspects of the draft plan(s).
- Approval and Endorsement: Undertake administering body tasks under the Reserves Act for the RMP review, including review and endorse the draft RMP (and potentially a masterplan) for public consultation, consider submissions and the Project Team’s recommendations and hold a hearing if required, and adopt the final RMP (and masterplan if progressed at this time).

The Council Project Team will undertake the following roles:

- Stakeholder Engagement: Facilitate engagement opportunities with UWA to gather input and feedback.
- Communication: keep UWA and wider community updated via Council’s website and direct communication with UWA.
- Collaboration: provide proactive opportunities for Council, UWA and the Ngāti Hauā Representative Group to explore opportunities for collaboration and resolution of conflicts, with respect and in good faith.
- Drafting: prepare the draft plan(s), analyse submissions, prepare the hearing report and prepare related reports to WMAC.

### 5.2 UWA

The members of the UWA are set out in Attachment 3. Their roles and responsibilities are:

- Representation: Represent the interests of the range of aviation-related users that are based at and/or utilise Waharoa Aerodrome, in planning discussions.
- Input and Expertise: Contribute knowledge, expertise, and insights regarding the Aerodrome’s use, existing challenges, and opportunities and provide practical solutions and innovative ideas.

- Assistance in Engagement: Support WMAC (and the Project Team) in organising wider user engagement during the public consultation phase.
- Collaboration: Conduct dealings between Council, UWA, and the Ngāti Hauā Representative Group with respect and in good faith and strive to build consensus outcomes

### 5.3 Key contacts

The parties nominate the following persons as key contacts:

- UWA – Anna Doerr
- WMAC – Anna McElrea

It is the responsibility of these contact people to:

- work collaboratively to arrange meetings and reviews,
- oversee any milestone reporting requirements as agreed by both parties,
- keep both parties fully informed,
- act as a first point of reference between parties and also as liaison persons for external contacts,
- communicate between Council and UWA on matters that arise that may be of interest to either party, and
- collaborate with the Ngāti Hauā Representative Group and Council.

If a contact person changes in either party, the other party will be informed of the new contact person and there should be a handover process so the new person can settle into the role quickly and there is continuity in positions agreed up until that point.

### 6. Term

This MoU shall commence on [insert date] and shall remain in effect until the RMP (and masterplan if progressed at this stage) is completed and formally adopted and published.

### 7. Confidentiality and Information Sharing

Both parties agree to share information openly while respecting confidentiality obligations. Information and documents shared in the context of this MoU are intended solely for the purpose of this engagement.

### 8. Funding and Resources

There are no financial contributions, grants, or resources provided by either party to facilitate this process other than Council's staff (and any contracted consultants or facilitators) time and the use of Council's facilities for hui.

### 9. Amendments and Termination

- This MoU may be amended by mutual agreement in writing.
- Either party may terminate this MoU by providing a minimum of 30 days' written notice, outlining the reasons for termination.

### 10. Contractual arrangements

For the avoidance of doubt, the relationship of the parties under this MoU is not one of legal partnership, joint venture or agency.

### 10. Signatures

By signing below, WMAC and UWA agree to the terms and conditions outlined in this MoU.

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Waharoa (Matamata) Aerodrome Committee (WMAC) Co-Chair

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Waharoa (Matamata) Aerodrome Committee (WMAC) Co-Chair

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Unified Waharoa (NZMA) Aviators (UWA) Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

ATTACHMENT 1 LAND PARCELS COVERED BY THE RMP

| Ref. no. | Legal Description                                       | Record of title & Area (ha) | Ownership | Notes / restrictions   |
|----------|---|-----------------------------|-----------|--|
| 1        | Section 72 Block XIII Wairere Survey District (SO34532) | 23C/1294<br><br>46.8476 ha  | Crown     | <ul style="list-style-type: none"> <li>- Ngāti Hauā Claims Settlement Act 2014 ('Waharoa Aerodrome land')</li> <li>- Public Works Act Gazette 1966 (aerodrome purposes)</li> <li>- Vested in MPDC from Crown for purposes of aerodrome (only)</li> <li>- Held under the Reserves Act but not classified</li> <li>- MPDC District Plan Aerodrome designation</li> </ul> |
| 2        | Matamata North E Block (SO42937)                        | 10C/459<br><br>4.9589ha     | Council   | <ul style="list-style-type: none"> <li>- Ngāti Hauā Claims Settlement Act 2014 ('Council's Waharoa Aerodrome land')</li> <li>- Public Works Act Gazette 1965 (aerodrome purposes)</li> <li>- Held under Local Government Act as fee simple land</li> <li>- MPDC District Plan Aerodrome designation</li> </ul>   |
| 3        | Matamata North F Block (SO42937)                        |                             | Council   | <ul style="list-style-type: none"> <li>- Ngāti Hauā Claims Settlement Act 2014 ('Council's Waharoa Aerodrome land')</li> <li>- Public Works Act Gazette 1965 (aerodrome purposes)</li> <li>- Held under Local Government Act as fee simple land</li> <li>- MPDC District Plan Aerodrome designation</li> </ul>   |
| 4        | Part Lot 1 DP 29064                                     | 20651<br><br>1.3339ha       | Council   | <ul style="list-style-type: none"> <li>- Ngāti Hauā Claims Settlement Act 2014 ('Council's Waharoa Aerodrome land')</li> <li>- Public Works Act Gazette 1967 (aerodrome purposes)</li> <li>- Held under Local Government Act as fee simple land</li> <li>- MPDC District Plan Aerodrome designation</li> </ul>   |
| 5        | Part Section 71 Block XIII Wairere Survey District      |                             |           |  |
|          | <b>TOTAL</b>  | <b>52.1694ha</b>            |           |  |

ATTACHMENT 2 AERIAL SHOWING EXTENT OF LAND COVERED BY RMP (SHOWN AS DESIGNATION 73)

# Waharoa Aerodrome

SITE PLAN A

SCALE 1:3000 @ A1  
0 100 200 m



MAP LEGEND

- MATAMATA-PIAKO DISTRICT PLAN DESIGNATION 73: AERODROME AND ANCILLARY SERVICES
- WAHAROA AERODROME LAND (HELD UNDER RESERVES ACT)
- COUNCIL'S WAHAROA AERODROME LAND (HELD UNDER LOCAL GOVERNMENT ACT)
- RAUNGATI MARAE
- ① RUNWAY 1 DIMENSIONS: 1137m(L) x 137m(W)
- ② RUNWAY 2 DIMENSIONS: 896m(L) x 91m(W)



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## **ATTACHMENT 3 MEMBERSHIP OF WMAC AND UWA**

### **Waharoa (Matamata) Aerodrome Committee (WMAC) members:**

- Mayor Adrienne Wilcock (Co-Chair)
- Deputy Mayor James Thomas
- Clr Kevin Tappin
- Ngāti Hauā – Mr Muna Wharawhara (Co-Chair)
- Ngāti Hauā – Mrs Rangitonga Kaukau
- Ngāti Hauā - Mr Deacon Paul

### **Unified Waharoa (NZMA) Aviators (UWA) Committee members:**

- Anna Doerr, Matamata Aero Club
- Iggy Wood, Piako Gliding Club
- Julian Elder, Piako Gliding Club
- Aaron Silcock, Walsh Memorial Scout Flying School
- Robin Britton, Piako Gliding Club