

Kaunihera | Council

Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 26 April 2023 at 9.00am.

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

Ngā whakapāha | Apologies

Kaimahi i reira | Staff Present

Name	Title	Item No.
Don McLeod	Chief Executive Officer	
Stephanie Hutchins	Governance Support Officer	
Sandra Harris	Placemaking and Governance Team Leader	
Christa Kurian	Graduate Policy Advisor	7.2
Erin Bates	Strategic Partnerships and Governance Manager	7.3, 7.4
Barry Reid	Roading Asset Engineer	7.6
Manaia Te Wiata	Group Manager Business Support	7.7
Ross Hall	Water Operator	7.8
Donna Guildford	Administration Team Leader	7.8
Lance Gwynne	KVS Manager	7.8
Susanne Kampshof	Asset Manager Strategy and Policy	7.9
Santha Agas	Utilities Asset Engineer	7.10
Dennis Bellamy	Group Manager Community Development	7.11, 7.12, 7.13, 8.1, 8.2
Kelly Reith	People, Safety and Wellness Manager	8.2

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Martin Louw	Transition Matamata	7.1	9.00am	9.16am
Emma Campbell	Transition Matamata	7.1	9.00am	9.16am
René van Zyl	Audit Director, Audit NZ	7.2	9.16am	9.29am
Claudia Brink	Audit Manager, Audit NZ	7.2	9.16am	9.29am
Loren Molloy	Emergency Management Officer, Waikato Regional Council	8.1	11.23am	11.43am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Adrienne Wilcock welcomed elected members, staff and members of the public and declared the meeting open at 9.00am.

**Cr K Tappin joined the meeting through video conferencing (Microsoft Teams).*

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

Cr C Ansell was not present.

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

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

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

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

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

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

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

4 Whāki pānga | Declaration of interest

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

5 Whakaaetanga mēneti | Confirmation of minutes

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the minutes of the meeting of the ordinary meeting of Matamata-Piako District Council held on Wednesday, 22 March 2023, be confirmed as a true and correct record of the meeting.

Resolution number CO/2023/00001

Moved by: Deputy Mayor J Thomas

Seconded by: Cr D Horne

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

There were no speakers to the Public Forum.

7 Pūrongo me whakatau | Decision Reports

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7 Pūrongo me whakatau | Decision Reports

7.1 Cycle Network Petition

CM No.: 2710237

Rāpopotonga Matua | Executive Summary

Transition Matamata in attendance to present the Cycle Network Petition. The petition and associated documents are attached to the agenda.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Cycle Network Petition be received.

Resolution number CO/2023/00002

Moved by: Cr J Sainsbury

Seconded by: Cr S Whiting

KUA MANA | CARRIED

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

Petitions are to be received following the guidelines of [Standing Orders](#) Clause 17.1 and 17.2, see excerpt below:

17. Ngā Petihana | Petitions

17.1 Te āhua o ngā petihana | Form of petitions

Petitions may be presented to the local authority or any of its committees, local boards or community boards, as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least five working days before the meeting at which they will be presented, however, this requirement may be waived by the chairperson.


Petitions must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see Standing Order 20.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

17.2 Te petihana ka whakatakotohia e te kaipetihana | Petition presented by Petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees, local boards or community boards, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the chief executive at least 5 working days before the date of the meeting concerned.

Ngā Tāpiritanga | Attachments

- A. Transition Matamata to Kaunihera Council_1304
- B. Transition Matamata - Cycle Network petition summary_1304
- C.  Cycle Network Petition (*Under Separate Cover*)

Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Governance Support Officer	
Approved by	Sandra Harris Placemaking and Governance Team Leader	
	Erin Bates Strategic Partnerships and Governance Manager	

7 Pūrongo me whakatau | Decision Reports

7.2 Adoption of Annual Report 2021/22

CM No.: 2708310

Rāpopotonga Matua | Executive Summary

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

Rene Van Zyl from Audit New Zealand in attendance to present the audit opinion for the Annual Report.

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

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

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

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

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Annual Report and Summary 2021/22 be adopted.
2. The Warrant of Fitness section 13 be completed by Elected Members.
3. The following documents be received:
 - a. the draft Audit Opinions for the Annual Report and Summary 2021/22
 - b. the warrant of fitness for the Annual Report and Summary 2021/22
 - c. the letter of representation for the Annual Report and Summary 2021/22 and staff review of representations made
 - d. the misstatement schedule from the Annual Report final audit

Resolution number CO/2023/00003

Moved by: Cr S-J Bourne

Seconded by: Cr S Whiting

KUA MANA | CARRIED

Horopaki | Background

The LGA requires Council to adopt the Annual Report and Summary by 31 October each year. Due to COVID-19 there was an extension provided under legislation until 31 December 2022. Workload pressures experienced by our Auditors has also meant that the 2021/22 Annual Report

is being presented late for adoption as the Audit process has been extended. The Summary must be published within one month of its adoption. The Annual Report and Summary must be audited, and an opinion on the Annual Report and Summary provided to Council and the report's readers.

Ngā Take/Kōrerorero | Issues/Discussion

At the time of writing this report Audit is still in the process of reviewing the revised Annual Report. All documents will be circulated as soon as possible.

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

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

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

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

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

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

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

Ngā Whiringa | Options

Analysis of preferred option

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

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

There are no legal or policy issues.

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

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Annual Report and its Summary are set to be adopted by Council 26 April 2023. The adopted documents will be made public on the Council website within one month of adoption, and publicly notified in the local newspapers.

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

Council Vision

The Annual Report monitors progress towards all our community outcomes.

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

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

ii. Funding Source

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

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

Approved by	Niall Baker Policy Team Leader	
	Erin Bates Strategic Partnerships and Governance Manager	
	Manaia Te Wiata Group Manager Business Support	
	Don McLeod Chief Executive Officer	

7 Pūrongo me whakataua | Decision Reports

7.3 Request from Matamata Chamber of Commerce for security camera funding and ownership change

CM No.: 2697524

Rāpopotonga Matua | Executive Summary

The purpose of this report is to seek Council determination on a request from Matamata Chamber of Commerce to:

- take over the ownership of the current Matamata CBD security camera system – and assign a staff member to manage the project. Should the transfer transpire, that the system be extended to include Waharoa.
- Undertake repairs to the damaged cabling in Tui St at a cost of \$21,735.00 + GST
- Develop a district-wide policy on public surveillance

A quote for the upgrade to the balance of the system is pending with the Chamber advising this is likely to be around \$200,000.

Tūtohunga | Recommendation

That:

1. Agree to the Matamata CBD security camera system transferring from the Matamata Chamber of Commerce to Council

OR

Decline Matamata Chamber of Commerce's request that Council take over the ownership of the Matamata CBD security camera system

2. Council agree to fund \$21,735.00 + GST to Matamata Chamber of Commerce from the **X budget** for the purposes of repairing the Tui Street cable

OR

Council declines Matamata Chamber of Commerce request to grant \$21,735.00 + GST for the purposes of repairing the Tui Street cable

3. Council include the development of a district wide policy on public surveillance for consideration in the Long Term Plan 2024-34

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Decline Matamata Chamber of Commerce's request that Council take over the ownership of the Matamata CBD security camera system.

Resolution number CO/2023/00004

Moved by: Cr J Sainsbury
Seconded by: Cr R Smith

KUA MANA | CARRIED

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

2. Council agree to fund \$21,735.00 + GST to Matamata Chamber of Commerce from the Community Reserves fund for the purposes of repairing the Tui Street cable.

Cr B Dewhurst and Cr G Thompson voted against the motion and wished their vote to be recorded.

Resolution number CO/2023/00005

Moved by: Cr J Sainsbury
Seconded by: Cr R Smith

KUA MANA | CARRIED

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

3. Council include the development of a district wide policy on public surveillance for consideration in the Long Term Plan 2024-34.

Cr P Jager voted against the motion and wished for his vote to be recorded.

Resolution number CO/2023/00006

Moved by: Cr J Sainsbury
Seconded by: Cr R Smith

KUA MANA | CARRIED

Horopaki | Background

In Matamata, a town security camera system – Broadway/Arawa St/Hetana St - has existed since 2002. Representatives from Matamata Chamber of Commerce attended Council's public forum on 8 June 2022 seeking Council take over the ownership and management of the camera system.

The Chamber advise that the original system was funded from a range of sources; including a contribution from MPDC. They state that the system requires a major upgrade to ensure its connectivity to the Police station, and that the cost is outside what the Chamber can contribute.

The Chamber recommend that in the case of any upgrade, the system be extended to include Waharoa.

In response to Council's request for a quote for works, the Chamber has furnished a quote for \$21,735.00 + GST to undertake repairs to damaged cabling on Tui Street.

A further quote to upgrade the rest of the system is pending – with an estimate to be around \$200,000.

Ngā Take/Kōrerorero | Issues/Discussion

In considering this request, Council needs to consider the issues and opportunities involved in Council providing financial support or ownership/management of public facing Closed Circuit

Television (CCTV) as a tool to improve public safety. There is opportunity for more work to be undertaken with key stakeholders to develop guidelines to improve the use of existing and future CCTV systems.

There is currently no funding provided within existing budgets for this activity.

Issues

The Matamata Chamber of Commerce has recommended that Council take ownership of the current Matamata CBD security camera system – and assign a staff member to manage the project.

Council has a Partnership Agreement with The Chamber, which details that Council will provide an Operational Grant of \$125,000 for 2021/22, and 2022/23 and 2023/24 respectively, for the delivery of activities set out in schedule of services as set out in Schedule 1 of the Agreement [refer CM 2463143] :

3) Additional services

e) Maintenance of Matamata CBD Security Cameras in conjunction with Police

Therefore the agreement already provides for the Chamber to *Maintain* Security Cameras as part of the Operational Grant Council allocates. It is understood that the issues raised by the Matamata Chamber relate to replacement of current cameras and equipment. This would fall outside the scope of 'Maintenance' per se.

Local government fund replacement of assets through a combination of depreciation reserves and loan funding. It is unknown what strategies and plans the Matamata Chamber has in place for the replacement of its assets.

Council does not currently have a policy on the use of CCTV in public spaces (other than Council owned facilities). Council's CCTV policy provides written operating procedures which apply to the installation, operation and management of CCTV systems within council owned or operated premises. It includes discussion on the collection of, and access to, CCTV footage; the legal issues governing an individual's right to access personal information; and issues around disclosure to third parties. The operating procedures include details on the processes for data management, storage and requests. Monitoring public places with CCTV is outside the scope of the Council's Policy.

Council does not currently have a strategic direction specifically in relation to its involvement in community safety.

It should be noted that safety in the Matamata Town Centre was not an issue widely raised as part of the Pride of Place (PoP) process, co-designed with community.

Improving safety in public places through the use of technology such as CCTV has the potential to meet both local and regional strategic priorities, where it is deployed as part of a range of measures to meet an identified need and reviewed regularly to measure effectiveness. It is one tool in the toolkit and should be considered alongside other methods such as Crime Prevention Through Environmental Design (CPTED), increasing community patrols, use of private security guards etc.

Council has no community safety targets, for example reduction in the rate of criminal offences and an increase in residents' perception of safety. CCTV systems have the potential to contribute to achieving the direction set out by the Community Outcomes/Strategic Direction although there is nothing specifically mentioned in these documents around community safety.

What we currently do

CCTV is utilised in Council owned community facilities such as the council offices, events centres and pools. We have an internal policy covering the use of CCTV and storage of the CCTV imagery etc.

What others are doing

Larger cities like Hamilton City Council and Auckland Council have dedicated teams working in the community safety space. These Council owns and operate CCTV systems in partnership with Police, and actively monitor behaviour both via CCTV and foot patrols.

For smaller Councils, the trend sees grants provided to groups such as Community Patrols; with crime prevention very much led by Police.

It should also be noted that Morrinsville Chamber recently fundraised for their new CCTV system and Te Aroha Business Association did the same a few years ago.

The request from Matamata Chamber needs to be considered around whether there is a risk of "precedent setting" and how this might be seen as equitable alongside the other town centres. Expanding the system into Waharoa will attract additional cost.

Council Involvement in Provision of CCTV

The deployment and ongoing management of CCTV systems in public places should ideally be within a strategic context that is clearly articulated, consistent and transparent. However, at present there is no Council framework or guidelines to ensure consistency in decision-making.

There is a key question to consider – is this Councils role - or should it be a Police or community function to both fund and monitor?

Staff recommend that further work is needed to consider:

Key Issue	Sub Issue	Comment
Governance	The separation between Council and third party responsibilities, including Chamber of Commerce and Police	<p>It is not clear where the planning, implementation and oversight of local community safety initiatives and the responsibility for this lies.</p> <p>However a district-wide context that clarifies purpose, quality, governance and use of information will ensure good practice and consistent compliance with all legal responsibilities.</p>
Funding	Levels of funding support	The Chamber of Commerce have a range

Key Issue	Sub Issue	Comment
	available from council to provide financial and non-financial support for CCTV implementation, maintenance.	<p>of funding sources available (external funding) that could support the establishment and ongoing operation of CCTV systems.</p> <p>It is understood Morrinsville Chamber of Commerce fundraised for their own town centre security cameras.</p> <p>A number of communities across New Zealand have undertaken their own fundraising for CCTV.</p> <p>The widespread use of council funding for the establishment of CCTV across Matamata-Piako is likely to be prohibitive.</p> <p>Council could establish a dedicated community grant for this purpose, as other Councils have done.</p> <p>Guidelines could explore the proportion, sources and level of funding support that should be made available for the establishment, renewal and ongoing operation of CCTV across Matamata-Piako or in certain areas.</p>
Intervention logic	A consistent approach for Council involvement in the funding, provision, operation or use of CCTV technology for community safety purposes	<p>Council has a responsibility to ensure that its involvement in CCTV provision is appropriate, effective and transparent. Guidelines are needed to define:</p> <ul style="list-style-type: none"> • The nature and scale of problems that will qualify for council support through the provision of CCTV • The responsibility and level of support that will be required from private beneficiaries of CCTV systems • The review mechanisms to ensure effectiveness • The minimum conditions that all CCTV systems will have to meet.
Partnerships	The range of organisations that council is willing to partner with in the provision of CCTV, or the	Where funding and operational partnerships are required to establish CCTV systems, Council will have to consider the types of partner organisations

Key Issue	Sub Issue	Comment
	funding of it	<p>that may be appropriate.</p> <p>Key partners are likely to include the NZ Police,</p> <p>Chamber of Commerce, rural groups such as Federated Farmers (in respect of boy racer issues in particular) and other Community organisations.</p> <p>Issues to consider include:</p> <ul style="list-style-type: none"> • Size and capacity of the organisation • the predominant purpose of the organisation • the ability of the organisation to meet the conditions of council support.

Our legal responsibilities

Law enforcement and Crime Prevention sits largely with the NZ Police. Council is responsible, under the LGA, for promoting and supporting community wellbeing; ensuring our public spaces remain safe for our communities to use is part of supporting community wellbeing. CPTED principles are utilised when designing new facilities. Bylaws and policies are put in place where necessary, to reduce nuisance behaviour within the public space.

The nature of CCTV to monitor public places has implications for people's expectations of privacy.

The Privacy Act 2020 guides how information can be collected, used, stored and disclosed. Council must ensure that privacy considerations are taken into account in CCTV planning and operations.

Mōrearea | Risk

Should transfer of ownership from Matamata Chamber of Commerce to Council be approved, Council will need to be cognisant of the associated privacy, health and safety and ongoing costs associated with this.

Funding of the security system creates risk of precedent setting and expectations from other parts of the district. It should be noted that as discussed, Council does not have a policy related to this matter; there is risk in making ad hoc decisions.

Ngā Whiringa | Options

In response to the request from Matamata Chamber of Commerce Council could:

- 1) Do nothing
- 2) Agree to the transfer of the CCTV system from the Chamber to Council – noting this may include additional upgrade costs
- 3) Fund (or not) \$21,735.00 plus GST to repair the Tui St cable
- 4) Include the development of a district wide policy on public surveillance for consideration in the Long Term Plan 2024-34

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

This matter gives rise to considerations under the Local Government Act 2002 and the Privacy Act 2020. Council currently has a CCTV policy that is operational (rather than strategic) in nature.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

There are no communications implications at this time.

Ngā take ā-lhinga | Consent issues

No consent issues have been raised at this time.

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

Theme: Healthy Communities

Community Outcome: Our community is safe, healthy and connected

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

There is currently no funding provided for this activity within existing budgets.

Ngā Tāpiritanga | Attachments

- A. Request from Matamata Chamber of Commerce re Security Cameras March 2023
- B. Quote for Security Camera cable repairs March 2023

Ngā waitohu | Signatories

Author(s)	Erin Bates Strategic Partnerships and Governance Manager	
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Approved by	Don McLeod Chief Executive Officer	
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7 Pūrongo me whakatau | Decision Reports

7.4 Morrinsville Pride of Place - Strategic and Action Plan - Endorsement

CM No.: 2698558

Rāpopotonga Matua | Executive Summary

The purpose of this report is to seek Council endorsement of the Morrinsville – Strategy and Action Plan, developed as part of the Pride of Place (POP) project.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Pride of Place Morrinsville – Strategy and Action Plan (attached) is endorsed.

Resolution number CO/2023/00007

Moved by: Cr S-J Bourne

Seconded by: Cr D Horne

KUA MANA | CARRIED

Horopaki | Background

Pride of Place (POP) is a programme that aims to build vibrancy in the MPDC Town Centres, using placemaking and tactical urbanism tools. It invites the community to imagine the future of their places, and by using temporary activities and initiatives, plants the seed for this future now.

It is a district-wide project that includes Matamata, Morrinsville, Te Aroha and Waharoa. Each of the towns are currently at different stages of the project.

Town	Project phase
Matamata	The Pride of Place Matamata plan was endorsed last year and is currently being implemented.
Morrinsville	The Pride of Place Morrinsville plan is being considered for endorsement today.
Te Aroha	Pride of Place Te Aroha is currently in its engagement phase.
Waharoa	Pride of Place Waharoa is currently being planned.

Ngā Take/Kōrerorero | Issues/Discussion

The co-design process undertaken in developing the Pride of Place Morrinsville – Strategy and Action Plan has been aimed at building an understanding from within the community around what the town may look like in future. The intention is to enable a stronger commitment to community partnership.

A monitoring and evaluation process will be undertaken throughout to capture lessons learnt, adapt the programme as required, and inform future works.

The Action plan has been reviewed by staff across the organisation to ensure alignment with current and future programmes and work and that the programme is achievable within the given timeframes.



Mōrearea | Risk

The Morrinsville Pride of Place – Strategic and Action Plan has been developed utilising community co-design. No specific risks have been identified.

Ngā Whiringa | Options

Option 1

Endorse the attached Morrinsville Pride of Place – Strategic and Action Plan

Option 2

Reprioritise the identified work further.

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

There are no legal or policy considerations at this time.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Communication is an ongoing focus of the project with a range of mediums being utilised to keep the community connected to progress on the Pride of Place project overall.

Ngā take ā-lhinga | Consent issues

There are no consent issues to consider at this time.

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

The Pride of Place project delivers on all of the community outcomes and the wellbeings.

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

For this project, Council allocated \$3m in capex funding across three towns over the period of the LTP. Subsequently, it added Waharoa to the schedule of towns and secured \$4.32m in

operational funding as part of the Tranche 1 New Zealand Government Better Off Funding. To date, none of the Better Off Funding has been drawn down.

As has been demonstrated in Pride of Place Matamata already with Waka Kotahi's Transport Choice funding, securing funding sources outside of Council will continue to be a priority to help deliver this project.

Ngā Tāpiritanga | Attachments

[A5](#). DRAFT - Pride of Place Morrinsville - Strategy and Action Plan *(Under Separate Cover)*

Ngā waitohu | Signatories

Author(s)	Jennifer Mahon Senior Advisor - Placemaking and Engagement	
Approved by	Erin Bates Strategic Partnerships and Governance Manager	

7 Pūrongo me whakatau | Decision Reports

7.5 Local Government New Zealand Conference

CM No.: 2704768

Rāpopotonga Matua | Executive Summary

The purpose of this report is to confirm attendance at the Local Government New Zealand Conference to be held in Christchurch from 26-28 July 2023.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Mayor, Deputy Mayor and CEO attend the 2023 Local Government Conference in Christchurch along with Councillors Gary Thompson and Sarah-Jane Bourne.

Resolution number CO/2023/00008

Moved by: Cr J Sainsbury

Seconded by: Cr R Smith

KUA MANA | CARRIED

Horopaki | Background

Traditionally the Mayor, Deputy Mayor, CEO and two other Councillors have attended the conference.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Sandra Harris Placemaking and Governance Team Leader	
Approved by	Erin Bates Strategic Partnerships and Governance Manager	
	Don McLeod Chief Executive Officer	

7 Pūrongo me whakatau | Decision Reports

7.6 Public road naming within the Industrial Avenue Business Park - Avenue Rd, North, Morrinsville

CM No.: 2698026

Rāpopotonga Matua | Executive Summary

Land developers are required to apply to Council to name roads within subdivisions of size ≥ 6 -lots. Avenue Business Park consists of 19 industrial lots, varying in size from approximately 2,000 m² up to 7800m².

The Avenue Business Park is being developed by the Steffert Family owners of the land block since the 1960s. Chris Steffert is the applicant.

Council's road naming policy requires the applicant provide, for each road:

- 1 x Preferred, and
- 2 x Alternative road names; these being back-ups should the preferred names be unsuitable.

Preferred road names Magistrate Avenue and Piki Tūranga Place below conform to Council's road naming policy.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report be received.
2. Council accepts the preferred public road names (Magistrate Avenue and Piki Tūranga Place) for the Avenue Business Park development in Morrinsville.

Resolution number CO/2023/00009

Moved by: Deputy Mayor J Thomas

Seconded by: Cr S Dean

KUA MANA | CARRIED

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, internet) etc.

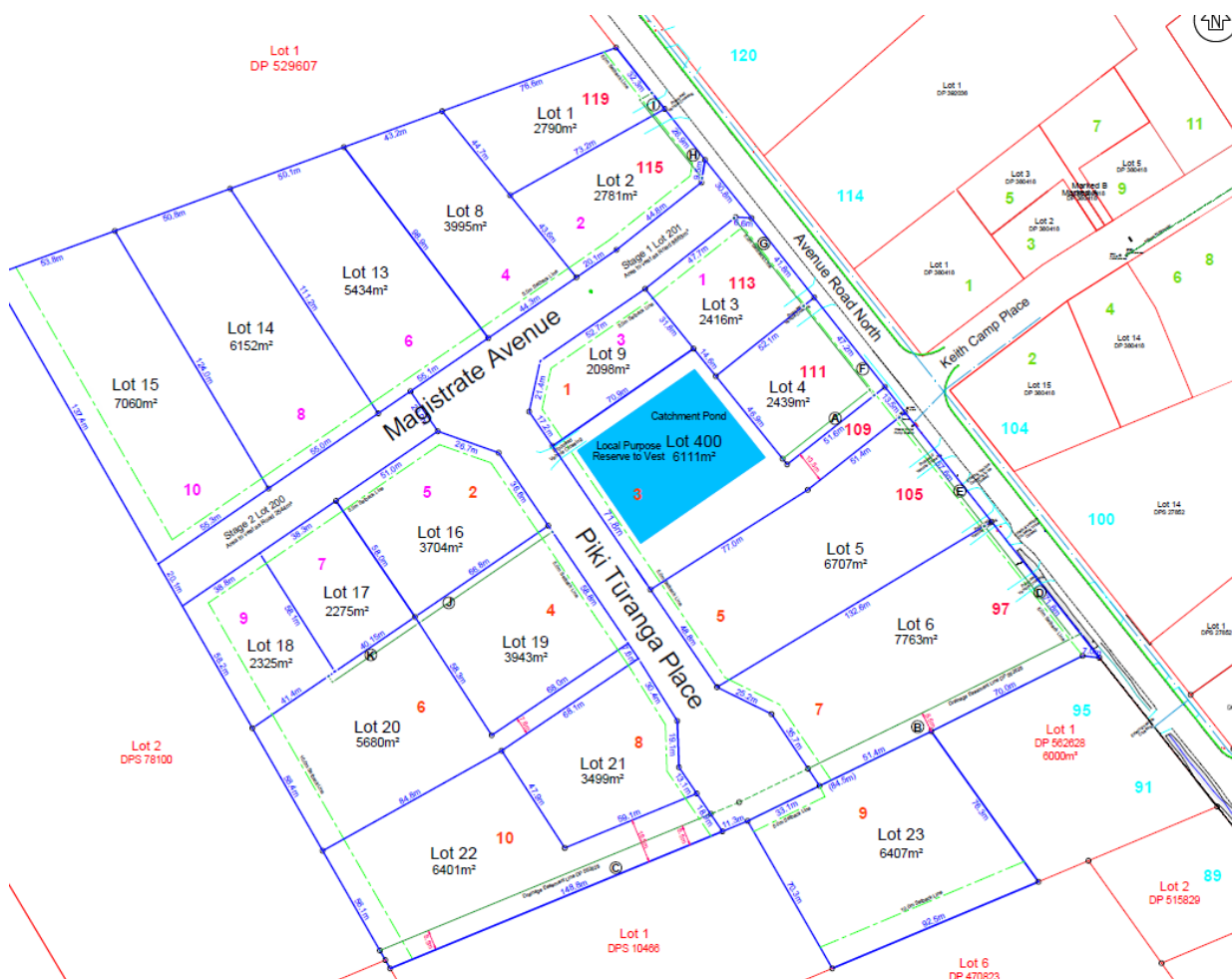
For these reasons, it is both appropriate and necessary that individual properties have a formalised and unique address from which they can be identified.

Council is responsible under sections 319, 319A and 319B of the Local Government Act 1974 for the road naming and numbering of land and buildings. Important road naming objectives include:

- Ensuring district-wide consistency for the naming of roads and access ways.
- Clarifying the meaning of 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 ease of property identification.

The below road naming and numbering plan provided by Landform Surveys Ltd of Hamilton on behalf of the applicant (also supplied in full as an attachment to this report) details the proposed preferred road names and the industrial lots.



Preferred and alternative road names are listed below for Council's consideration.

Road One

Preferred: Magistrate Avenue – shown in the plan above.

Alternative 1: Heinrich Avenue

Alternative 2: Carpenter Avenue

Road Two

Preferred: Piki Tūranga Place – shown in the plan above.

Alternative 1: Stipulate Place

Alternative 2: Ian Place

Ngā Take/Kōrerorero | Issues /Discussion

Road name checks are performed initially against Council's street register and then against the Land Information New Zealand (LINZ) database. Checks ensure that proposed road names meet policy criteria; specifically throughout our district and neighbouring districts they aren't duplicated or don't sound similar to existing road names.

For public road naming, the applicant has referred to Council's road naming policy for guidance on consultation with Mana Whenua; obtaining information relating to the cultural identity of select locations/areas within the district. For private roads and access ways not vested in Council the same consultative requirements don't apply in terms of Mana Whenua involvement and road sign installations and maintenance remain a cost on private land owners.

The applicant has assessed Preferred and Alternative road names against road naming policy Section 6 (Naming considerations) & Section 8 (Criteria) respectively.
Below is evidence that each of the names reflect policy.

Road 1 - Preferred: Magistrate Avenue

The name Magistrate refers to a thoroughbred race horse owned and trained by Chris Steffert's Grandfather Ian Steffert. The horse raced in the 1970's & 80's and achieved significant success in both New Zealand and Australia, winning Group 1 races in both countries. Famously, the horse won the Perth Cup in consecutive years 1980 & 1981, it also ran fourth in the 1980 Melbourne Cup. The name Magistrate is evidence that the name reflects identity of the Matamata-Piako district.

Road 1 - Alternative 1: Heinrich Avenue

A Steffert family name which dates back to Heinrich Steffert who emigrated from Germany in the 1800's. The name Heinrich is evidence that the name reflects historical significance to the Steffert family as landholders.

Road 1 - Alternative 2: Carpenter Avenue

Carpenter was the stable name for Magistrate – the thoroughbred racehorse referred to earlier. The name Carpenter is evidence that the name reflects historical significance of particular locations – in this example the stables where Magistrate was housed.

Road 2 - Preferred: Piki Tūranga Place

A name was proposed by Ngāti Hauā's cultural advisor and is evidence of cultural significance to Mana Whenua and the Steffert family.

Piki Tūranga means (rise in rank). Significant to the Steffert family - at the passing of Anaru Thompson the former Tūmuaki of Ngāti Hauā these words were frequently used at the ascension of his son Hone to the role of Tūmuaki.

Road 2 - Alternative 1: Stipulate Place

The name refers to another successful racehorse owned by the Steffert family and is evidence of identity with the Matamata-Piako district.

Road 2 - Alternative 2: Ian Place

Ian Steffert is the original family owner of the property. The name has a connection to people important in the history of the area.

Mōrearea | Risk

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

Ngā Whiringa | Options

Options are restricted to the two (2) proposed Preferred and four (4) Alternative road names.

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

Council's Naming of Roads, Access ways Policy (02 October 2019) is attached. Once this industrial development receives certification road names become vested in Council and road signage (once in place) is also maintained by Council, as public roads.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Communications relate to notifications on the outcome of Council's decision-making. Initially the applicant is phoned following Council's decision and then an email is sent confirming it. Subsequently, a range of contacts (LINZ, NZ Post, Core Logic NZ Ltd, internal staff and others) are sent the: "Official Group Email Notification of Committee Resolution (for New Road Names – Council, April 2023)". Council's resolution with the group email follows the release of Council minutes.

Ngā take ā-lhinga | Consent issues

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

Ngā Tāpiritanga | Attachments

- A. Final Road Naming Policy Adopted 2 October 2019
- B. Landform Surveys Limited 22106 - Avenue Road North, Morrinsville Street Numbering (All Stages) 070323 Scale 1-1500

Ngā waitohu | Signatories

Author(s)	Barry Reid Roading Asset Engineer	
Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

7 Pūrongo me whakatau | Decision Reports

7.7 Proposed Matamata Sports Stadium - Grant Applications

CM No.: 2709900

Rāpopotonga Matua | Executive Summary

The Matamata Indoor Sports and Recreation Hub Charitable Trust continues to raise funds for the proposed Matamata Stadium.

In some cases Council consent will be required to lodge funding applications.

Council is requested to delegate authority to the Chief Executive Officer to authorise applications where necessary.

The delegation of authority can present some risk. It is considered that Council's delegation guidance and the legal requirements applying to the Chief Executive, mitigate the risks.

Council can also decline to accept a grant if it considers any grant conditions are unacceptable.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council delegate the authority to the Chief Executive Officer to approve funding applications for the proposed Matamata Sports Stadium where Council approval is required.

Resolution number CO/2023/00010

Moved by: Cr G Thompson

Seconded by: Cr S Whiting

KUA MANA | CARRIED

Horopaki | Background

The Matamata Indoor Sports and Recreation Hub Charitable Trust continues to raise funds for the proposed Matamata Stadium.

As Council is a party to the project and will own and operate the stadium, Council consent may be required for some funding applications.

Ngā Take/Kōrerorero | Issues/Discussion

Administrative efficiency and timeliness

Delegating authority to the Chief Executive officer to approve funding applications will be more efficient and timely than referring applications to Council for approval.

Any delegation of authority presents some risk and this is addressed under the Risk section.

In the unlikely situation that a grant has conditions that Council is not prepared to accept, Council can decline to receive the funding.

Note that it could be debated that the Chief Executive can already approve funding applications within the powers specified in Section 42 of the Local Government Act 2002 (the Act) - refer to Legal Issues below.

A specific resolution to delegate the authority removes any doubt.

Mōrearea | Risk

The delegation of authority presents some risk. The following provisions relate to the register of Council delegations and provide context for the exercise of delegated powers.

Managing risk

Delegations do not remove from the Council or management ultimate accountability for the affairs of the Council. Poor decision making can expose Council to significant risks. Council has identified the following 'top five risks' which are to be considered by Council and staff when making a delegation:

- whether the delegation could allow a decision that would be significantly inconsistent with the Long Term Plan, Annual Plan or other legislative requirements;
- whether the delegation would allow a decision that involves a governance matter, for example setting of external policies and plans for the organisation;
- whether there is a risk of significant additional unbudgeted costs to Council (for example in excess of agreed contractual obligations);
- whether there is a significant risk associated with litigation (either exposure to or commencement of on);
- whether there is a significant risk of controversy or reputational damage to the organisation.

Council's policy is to retain or restrict the delegation of decision making on matters where it considers the above to be a real risk to the organisation.

Guidance

When making delegations to give effect to this Policy, Council and staff will give consideration to the following matters:

Efficient and effective decision making

- When making a delegation, the delegator must give consideration to the nature of the decisions to be made, or powers or duties to be undertaken under the delegation.
- It is expected that matters of governance, including the development and approval of external policy will sit at a governance level.
- The lowest competent level means the lowest position within the Council hierarchy that has adequate skills to undertake the delegated powers, duties or responsibilities.
- The assessment of the adequacy of skills will be made by the Executive Team or Third Tier Manager in association with the proposed delegate and will include the assessment of the knowledge, skills, understanding of any relevant legislation, attitude and experience of the holder of the office of the proposed delegate.
- It is the responsibility of the Executive Team or Third Tier Manager to ensure that the holder of the office with the delegation has the competencies required for the delegation.

Managing risk

- Delegations should distinguish between those necessary to facilitate ordinary operations in the district and matters that are extraordinary or carry high risk.

- Matters that should be considered extraordinary or as carrying high risk in particular are those identified in this policy, however this is not an exhaustive list, and matters should also be considered in light of Council's Risk Management Policy.
- In general, matters relating to civil litigation will not be delegated by Council.
- In general matters relating to litigation associated with the enforcement of regulatory matters should be restricted to the Chief Executive and relevant Executive Team member(s).
- Delegations which carry a higher risk should be clearly identified in the delegation tables.

Clause 32 of Schedule 7 of the Act includes the following provision in relation to delegations:

(7) To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

Ngā Whiringa | Options

Option 1 – Delegate the authority to the Chief Executive Office to approve funding applications when this is necessary.

Option 2 – Accept that the Chief Executive Officer already has the authority to approve funding applications.

Option 3 – Refer all funding applications to Council for approval.

Option 1 is favoured as it has the least risk.

Note this delegation will cease with the end of the project.

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

Section 48 of the Act 2002 (LGA) provides the authority and scope for Council to delegate powers.

Section 42 of the Act provides as follows:

42 Chief Executive

- (1) A local authority must, in accordance with [clauses 33](#) and [34](#) of Schedule 7, appoint a chief executive.
- (2) A chief executive appointed under subsection (1) is responsible to his or her local authority for—
 - (a) implementing the decisions of the local authority; and
 - (b) providing advice to members of the local authority and to its community boards, if any; and
 - (c) ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised; and
 - (d) ensuring the effective and efficient management of the activities of the local authority; and

These provisions provide clear direction on the responsibilities of the chief executive and will apply to the exercise of delegated powers.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Manaia Te Wiata Group Manager Business Support	
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Approved by	Manaia Te Wiata Group Manager Business Support	
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7 Pūrongo me whakatau | Decision Reports

7.8 Staff Long Service Presentation

CM No.: 2684172

Rāpopotonga Matua | Executive Summary

Ross Hall and Donna Guilford to be presented with a Long Service Award in recognition of 20 years' service to Matamata-Piako District Council.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2023/00011

Moved by: Cr S Dean

Seconded by: Cr G Thompson

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Governance Support Officer	
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Approved by	Sandra Harris Placemaking and Governance Team Leader	
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The meeting adjourned for morning tea at 10.03am and reconvened at 10.30am.

7 Pūrongo me whakatau | Decision Reports

7.9 Special Assessment Criteria for Non-Residential Developments

CM No.: 2691339

Rāpopotonga Matua | Executive Summary

Staff and Elected members have received some requests to review non-residential Transportation Development Contributions that have been issued.

Council has a Development Contribution policy that sets the methodology for calculating Development Contributions. The Purpose of the policy is to ensure everyone pays a fair share for the cost of providing additional infrastructure or increase capacity for existing infrastructure to service the growth.

The Policy allows for special assessments to be entered into to waiver or reduce Development Contributions for individual applications. Council has entered into a number of special assessment with developers/property owners based on the development not readily fitting in with the specified development categories or where the infrastructure demands created by the development differs significantly from the averages upon which the Policy is based on.

The options are to not make any changes to the current special assessment criteria, to look at introducing a reduced HEU for warehousing in the industrial and some retail areas or to waiver all non – residential Development Contributions associated with the Building consent process.

For each options the risks around financial, legal and Council reputation need to be considered and what the approach is for considering previous applications.

The purpose of this report is to seek direction from Council on whether it wishes to make changes to the current special assessment criteria to allow for changes on how it charges Transport Development Contributions for non-residential building consents.

Tūtohunga | Recommendation

That:

1. Approval is sought to amend the special assessment criteria for non-residential Transport Development contributions to reduce or waive the Development Contributions at Building consent stage by either waiving the Transport Development Contributions entirely OR introducing a reduced HEU of .25 for Warehousing activities for the Transport Development Contributions.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council approves to amend the special assessment criteria for non-residential Transport Development contributions to reduce the Development Contributions at Building consent stage by introducing a reduced HEU of .25 per 100 sq m for low demand activities for the Transport Development Contributions.

Resolution number CO/2023/00012

Moved by: Deputy Mayor J Thomas

Seconded by: Cr G Thompson

KUA MANA | CARRIED

Horopaki | Background

Council has a Development Contribution Policy which was adopted in 2021.

<https://www.mpd.govt.nz/policies-a-by-laws/2014-07-01-00-08-35>

Council reviews its growth projections and the Development Contributions Policy every three years, with the next review progressing shortly with a 1 July 2024 implementation.

Our district continues to experience steady growth in number of additional residential and non-residential commercial/industrial or business dwellings. In response, we must expand our infrastructure networks to support increased use of essential services, such as water, wastewater, stormwater and roads and footpaths. The cost of expanding these networks is typically high, and how these developments are funded is an important issue. Using rates to fund these works can be perceived as unfair, because existing ratepayers neither caused them, nor do they directly benefit from them. Therefore, we must consider alternative funding options, such as development contributions.

The Policy has been developed taken into account the following key principals:

- development contributions should only be required if the effects or cumulative effects of developments will create or have created a requirement for Council to provide or to have provided new or additional assets or assets of increased capacity;
- development contributions should be determined in a manner that is generally consistent with the capacity life of the assets for which they are intended to be used and in a way that avoids over-recovery of costs allocated to development contribution funding;
- cost allocations used to establish development contributions should be determined according to, and be proportional to, the persons who will benefit from the assets to be provided (including the community as a whole) as well as those who create the need for those assets;
- development contributions must be used: for or towards the purpose of the activity or the group of activities for which the contributions were required; and o for the benefit of the

district or the part of the district that is identified in our Policy in which the development contributions were required;

- we should make sufficient information available to demonstrate what development contributions are being used for and why they are being used;
- development contributions should be predictable and be consistent with the methodology and schedules of our Policy;

The creation of allotments via subdivision provides scope for new dwellings, and therefore attracts development contributions at a rate of one Household Equivalent Unit per additional allotment.

Any resource consent application that creates the potential to build additional independent dwelling units will also attract development contributions at a rate of one Household Equivalent Unit for each independent dwelling unit.

For non-residential activities it is slightly more complicated. Non-residential subdivisions will attract development contributions on each additional allotment created. If the intended land use is unknown at the time of subdivision, each allotment will be charged a development contribution equal to one Household Equivalent Unit. The balance will then be assessed at the time a building consent, land use consent or service connection application is lodged (at which time the land use will be considered known).

The following activities are specified in the policy.

Table 7 Household Equivalent Units for different development categories

Development Category	Roading	Stormwater (per 100m ² ISA)	Wastewater	Water
Retail (per 100m ² GFA)	1.60	0.30	0.30	0.30
Industrial (per 100m ² GFA)	0.40	0.26	0.26	0.26
Commercial (per 100m ² GFA)	0.80	0.30	0.30	0.30
Residential Units within Retirement Village	0.40	0.60	0.50	0.50
Retirement Village components (other than units)	Special Assessment			
Kaumātua housing units	0.40	0.60	0.50	0.50
Dependent person's dwelling	0.50	0.50	0.50	0.50
Tiny/Minor residential dwelling (GFA no more than 70m ²)	0.50	0.50	0.50	0.50
Pāpākainga development	Special Assessment			

Ngā Take/Kōrerorero | Issues/Discussion

Current evaluation – General Assessment

The purpose of the Development Contribution policy is

- To ensure developers pay a fair share of the cost of providing additional infrastructure or increase capacity for existing infrastructure to service growth demand.
- To provide a fair and consistent approach to how the funding is calculated and allocated.

The methodology of charging for Residential Development Contributions does not appear to cause an issue. The charge is being applied consistently within the 3 wards, one Household Equivalent Unit (HEU) per additional allotment. The policy has been improved and now includes individual HEU ratios for retirement units, Kaumatua housing units, dependent person's dwellings and tiny/minor residential dwellings.

For non-residential development there are more discrepancies as there are number of different activities with different demand on infrastructure. The policy splits the charge into retail, industrial and commercial.

It must be noted that the Development Contribution is not broken down into an individual effects based, i.e. a traffic assessment completed for each individual proposal, but a means of charging based on the high level use of the building or parts of the building. The policy and charging mechanism within the policy is generalised and HEU's are used as a basis.

Current evaluation – Special Assessment

7.4.2 of the Development Contribution Policy

Council's Policy is based on the average infrastructure demands of a wide range of residential and non-residential developments. However, there may be instances where a development does not readily fit within the specified development categories, or where the infrastructure demands created by the development differ significantly from the averages upon which the Policy is based. In these circumstances, we may undertake a special assessment at our sole discretion.

The policy allows for Council to enter into special assessments with developers or property owners. Council has done this for a number of developments but has ensured it has kept the decisions consistent. It does not want to get into a situation where Development Contributions are not charged fairly and consistently.

Currently special assessments are based on the below criteria, using the argument that the infrastructure demands created by these development differs significantly from the averages upon which the policy is based on.

Utilities

Where no water or waste services are required to the building these are waived or reduced to be applicable to the area where services are required. Eg. In a workshop where no water or waste is required no DC's for that Gross floor area are applicable. But if there is an office or kitchen set up, the GFA for that area has the Development Contribution's calculated for that area.

Transport

Development contributions have tended to be waived where the applicant has submitted that the development will improve the adjoining roading network. This could be as a result of improvements made on the wider roading network as part of the consent or by the re-configuration of the site. Development Contribution's have generally been upheld where the building has the potential to increase traffic in the future as a complying activity as there is no trigger point for collecting Development Contribution's at any other time.

Issues

There are still some complaints and requests for Council to consider additional reductions in the Transport area. Particularly where site coverages are very large and there is not much traffic proposed to be generated with the new or amended activity. Another issue highlighted is where extensions to existing buildings and business are proposed, but they are not proposing to increase the traffic or tend to be minor.

For the water and waste there appears to be less controversies so it is not recommended to make any changes to criteria used for agreeing to enter into special assessments with developers or property owners.

Mōrearea | Risk

The risks for each option are noted in the section below. When Making Changes to the Development Contribution Special Assessment Criteria there are three key risks.

Financial Risk – Need to ensure that any decision made is understood clearly and financial implications are transparent and identified.

Legal Risk – Need to ensure we are clear on Council's legal responsibilities and ensuring the Development Contribution policy is adhered to, otherwise Council is leaving itself open to a legal challenge.

Council reputation – Need to ensure we are being fair, consistent and transparent.

Ngā Whiringa | Options

The Following options have been identified that could be applied to industrial and retail Development Contributions for Transport.

Option	Impact	Pros	Cons
Option 1 Status Quo	Continue to charge as per relevant Development Contribution policy and consider future potential use of the buildings. Retail per 100m ² GFA = 1.60HEU Industrial per 100m ² GFA = 0.4HEU Commercial per 100m ² GFA = 0.8HEU	Complies with the policy and policy intent. Makes an allowance for future use of the building and activity.	Will not address the issues highlighted by developers/property owners for industrial and retail areas around the Development Contribution.
Option 2 Amend Special Assessment Criteria and apply a reduced HEU ratio for warehousing	Applying an additional HEU ratio for warehousing which will apply to some industrial and some retail builds. Aligning with the special assessment definition that these activities do not readily fit into the category of the definitions of the current policy. Current Industrial per 100m ² GFA = 0.4HEU	Will Comply with the policy around special assessment compliant activities and given the additional HEU ratio is fair, it will be able to be consistently applied. Makes an allowance for future use of the building and activity.	

	<p>Proposed additional category Warehousing per 100m2 GFA = .25HEU*</p> <p>*based on the following : Research report - Trips and parking related to land use November 2011</p>		
	<p>Will have to address how previously charged similar developments/builds are treated. Some have been assessed under the relevant policies and not yet paid, others have already been paid and Code of Compliance have been issued. There is a processing time associated with reviewing previous applications. There will be some financial implications depending on how we process existing and historic assessments but likely to be less than Option 3 as there will still be some costs incurred by Industrial developments and others are less likely to have to carry the financial burden.</p> <p>May not address existing concerns with the Development Contribution charges as there still will be some Development Contributions applicable.</p>		
<p>Option 3</p> <p>Amend the special assessment criteria to Waiver all non – residential development Contributions at building consent time</p>	<p>No Development Contributions will be waived for all any non- residential builds.</p>	<p>Consistent approach for all non-residential builds as these are all waived.</p> <p>Could question the compliance with the special assessment definition that these activities do not readily fit into the category of the definitions of the current policy.</p>	<p>Will have to address how previously charged similar developments/builds are treated. Noting at Dec 2022 there have been approximately 34 paid non-residential DCs since the 2018 policy was adopted and more that have been issued as part of the consents but have not had their Code of Compliance issued and hence not been paid for yet.</p> <p>Potentially some discrepancies whether it meets the Special Assessment definition</p>

			under the policy which refers to a special assessment being applied to activities that do not readily fit into a the category of the definitions of the current policy, which may not apply to all non-residential activities.
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The review updating the Development Contribution Policy and making changes to the HEU ratio or not including Development Contributions in the policy are not seen as an option by staff as the issues that been brought to our attention by developers and property owners around some of the non-residential charges are under the current 2021 Policy or previous policies. Development contributions are assessed at the time of the consent application and the relevant Development Contribution policy at the time is applied.

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

As mentioned in the option part of the report, if Council decides to amend its policy and not require Development Contributions for certain activities, this would ordinarily not apply retrospectively because section 198(2A) of the LGA02 makes it clear that the policy that must be applied by Council is the one that was in force at the time the application for consent that gives rise to the DC requirement was lodged. Hence, a review of the policy is not recommended as an option, but rather a review of the special assessment criteria, which is allowed for under the policy.

Staff have sought some advice on what options it has around reviewing previous Development Contributions under the same policy that would meet the amended special assessment criteria. The feedback has been that there are no direct directive to reimburse but that it needs to be fair and consistent otherwise Council opens itself up for legal challenge, a judicial review could be sought by applicants. Council must be consistent and if changes are proposed to the way it assesses non-residential or industrial Development Contributions, any developments already charged under the policy that would meet the same criteria would need to be reviewed.

The Policy also allows for an applicant who is required to make a development contribution to lodge an objection to the development contributions assessed to an Independent 21 Commissioner in accordance with sections 199A-D and schedule 13A of the Local Government Act 2002.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The decision will be communicated to the developers that have requested council review their Development Contributions. Councils process going forward will also be amended and applications that meet the criteria for special assessment will be notified at the time of application processing that they may warrant a special assessment to be completed.

Ngā take ā-lhinga | Consent issues

There are no consent issues. Development Contributions are part of resource and land use consents, any changes to the special assessment criteria will be reflected in the process and application of the policy.

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

Theme: Connected Infrastructure, Economic Opportunities

Community Outcome: Quality infrastructure is provided to support community wellbeing, Infrastructure and services are fit for purpose and affordable, now and in the future. Our future planning enables sustainable growth in our district.

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

Since 2018 there have been approximately \$103,000 collected for non-residential building consents development contributions. The contributions issued through Resource Consents and building consent but not yet completed and contributions collected are much higher than that again. Noting that Development Contributions are required to be paid at the end of the process, prior to section 224c or Code of Compliance Certificates are issued.

Council needs to consider the financial implications if the funding methodology for the cost of the infrastructure improvements identified in the Policy are changed. If Development Contributions are reduced for non-residential or industrial builds, the costs may rise in the future for the other contributing components like the subdivisions. (Residential and non-residential subdivisions)

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Susanne Kampshof Asset Manager Strategy and Policy	
Approved by	Manaia Te Wiata Group Manager Business Support	

7 Pūrongo me whakatau | Decision Reports

7.10 Water Connections to Rural-residential Subdivision at Everad Avenue

CM No.: 2708810

Rāpopotonga Matua | Executive Summary

Council has received a resource consent application to develop a 9 lot subdivision at 85 Everad Avenue. The developer is requesting to connect the new lots in the subdivision to Council's water system.

The subject property is situated in the rural residential zone of the District Plan. The current Council policy is to allow water or wastewater service connections to properties in the rural residential zones in the District Plan only in special circumstances.

At present, we are in the process of developing a water masterplan for Matamata taking into account future demand, level of service and resilience. The masterplan will also define a future water boundary within which Council can supply water to customers without restrictions. The development of the masterplan will be completed within the next 3 months.

When the water masterplan is developed, Council has the opportunity to review the current policy on supplying water to rural residential properties and make an informed decision on whether to provide water to rural residential properties situated within the water boundary area.

The staff recommendation is to defer the decision on providing water to the new subdivision at 85 Everad Avenue until water masterplan is developed in 3 months' time.

Tūtohunga | Recommendation

That:

1. Council receives the report,
2. Council defers the decision on providing Council's water to new subdivision at 85 Everad Avenue until the water masterplan is completed and Council reviewed the current policy of supplying water to rural residential properties within the water boundary of the masterplan.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the report,
2. Council declines the request for a new water connection to the new subdivision at 85 Everad Avenue as per the current policy.

Resolution number CO/2023/00013

Moved by: Cr J Sainsbury

Seconded by: Cr K Tappin

KUA MANA | CARRIED

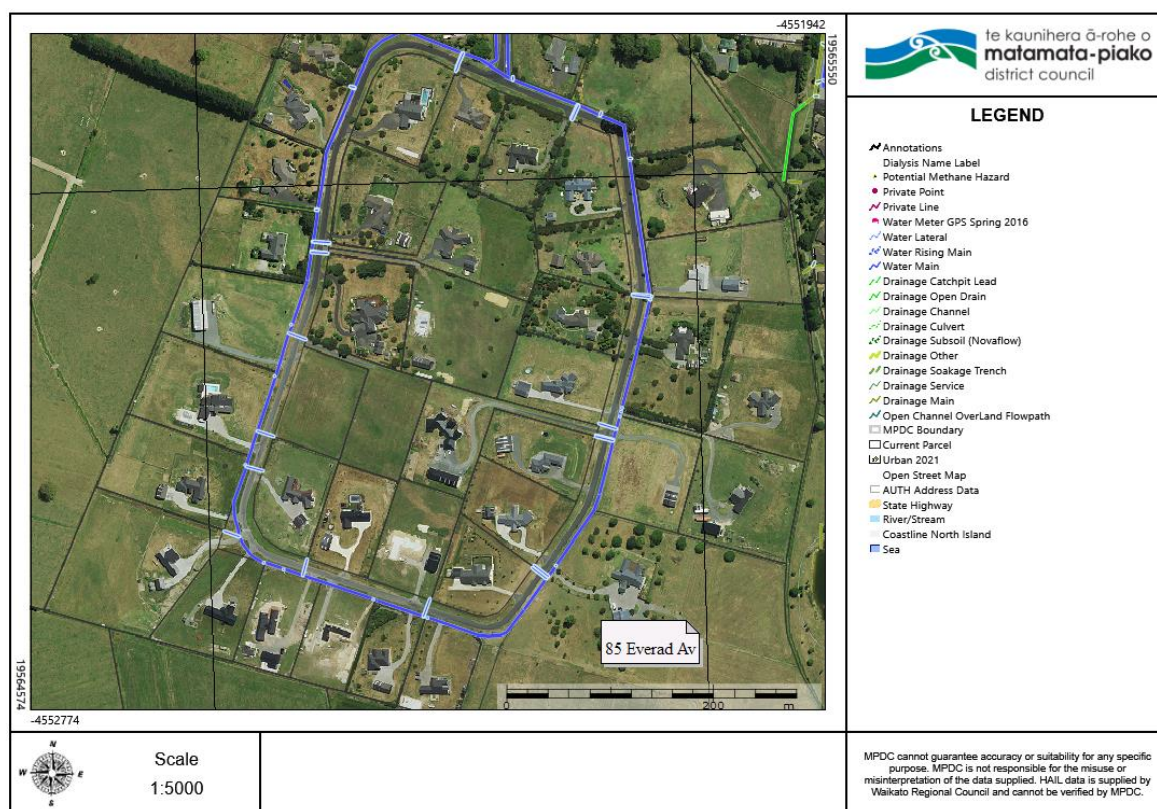
Horopaki | Background

There is a proposal for a 10 lot subdivision at 85 Everad Avenue in Matamata. The subdivision is situated in the rural residential zone.

At present, there is a 100mm water pipe running along Everad Road and James Avenue supplying water to properties along these roads. There is one water connection given to the subject property at 85 Everad Road. During pre-application meetings and subsequent communications, the developer has made a request from Council to provide a connection from Council's supply to the subdivision. Council's current policy does not allow any new water or wastewater connections in rural or rural residential zones except for special circumstances.

Ngā Take/Kōrerorero | Issues/Discussion

All the properties at Everad Road have separate water connections and are paying water rates including the property at 85 Everad Road. The layout plan of the water pipe in the area is shown in the following map.



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Date: 05/04/2023

The properties connected to the Council's water reticulation at Everad Avenue and James Avenue receive the same level of service as other properties in the urban zone in Matamata in terms of water flow and pressure. However, these properties do not receive the required fire flow in accordance with the standards for firefighting services. Existing properties along Everad Avenue have installed alternative arrangements for firefighting such as water tanks connected to roof water.

At present, an up-to-date and calibrated water hydraulic model is available for Matamata. This model has been used to assess the effects of providing an additional 9 connections to the proposed subdivision. The modelling results reveal that the new properties can be provided water without affecting other properties in the area. However, firefighting flow to

the subdivision cannot be achieved all the time. Providing water to a new subdivision without firefighting capabilities could be a risk to the Council.

Council is currently developing a water masterplan for Matamata which will include a work programme to meet future demand, improve current level of service and the resilience of supply. The masterplan will provide information on current and future supply constraints and potential solutions to those.

Through the water masterplan process, we will also develop Council's future water boundary for Matamata. The future water boundary will be developed considering future growth and level of service and may include some of the rural residential properties which can be serviced without affecting the urban customers.

The water masterplan is expected to be completed within next 3 months. When the water masterplan is completed, Council has the opportunity to review the current policy on servicing Council's water to rural residential properties in Matamata and consider whether it wishes to change its policy to enable supply of water to rural residential area within the water boundary.

The layout plan of the subdivision is given below.



Mōrearea | Risk

Council has a few options to consider. The advantages, disadvantages and risks of these options are provided in the options section below.

Ngā Whiringa | Options

Option1 – Decline the request for new water connections to any of the new lots in the subdivision. The existing connection to the existing dwelling will remain.

Option 2 – Council accepts the request for new connections to all lots in the subdivision and provide water only for domestic consumption. The purpose of this option is to minimise public health risk to the residents. With this option, Council will not guarantee firefighting capacity. The residents should have their own arrangement for firefighting.

Option 3 – Defer Council's decision on providing water to the new subdivision until the water masterplan is developed. The staff will make a recommendation to Council to adopt a water boundary for Matamata based on outcome of the masterplan i.e. changing the current policy to allow providing water to properties within the water boundary. If there is a change in policy and if the subject property is within the future water boundary, water to the proposed subdivision can be supplied from the Council's system.

These options have their own advantages and disadvantages/risks. These are summarised in the following table.

Option	Advantages	Disadvantages/risks
Option 1	Consistent with the existing policy	<p>Potential health risk to the occupants of the new dwellings due to not properly managing their self-supply drinking water.</p> <p>There could be some unhappy residents in the new subdivision for not getting Council supplied water when all the other surrounding dwellings are supplied with Council's water for domestic consumption.</p>
Option 2	<p>Having safe drinking water which meets drinking water standards is a long term benefit for the residents in the subdivision.</p> <p>There are no adverse effects on the current level of service provided to other customers in the area due to supply of water to new dwellings.</p> <p>There is no need to extend or upgrade the existing water infrastructure.</p>	<p>This does not comply with current Council policy and could be a precedence for other developers in the rural and rural residential zones to request for connections to Council's water supply.</p> <p>Since water is supplied to lifestyle blocks, the risk of water contamination will be high. Installing backflow preventers on connections at the property boundary will minimise this risk.</p> <p>The property owners have to install storage tanks for firefighting purposes.</p> <p>It is a high risk for Council to supply water to a new subdivision without firefighting capabilities.</p>
Option 3	<p>The decision on providing water to the new subdivision will be straightforward, if the Council decides to change the policy to provide water to properties within the water boundary developed through the master planning process.</p> <p>The decision will be based on sound analysis of present and future circumstances.</p>	<p>The developer at 85 Everad Avenue has to wait another approximately 3 months to know whether their subdivision will get Council water.</p>

	It will be easy to defend if the decision is challenged.	
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After considering the advantages, disadvantages and risks of both options, the preferred option is, option 3. This option will provide a basis for an informed decision and can be easily defended if challenged.

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

If we supply water to the proposed subdivision, it would also set a precedent and Council should consider changing its policy to be consistent with its decision.

When the water masterplan is developed and water boundary is defined, Council has the opportunity to make a decision to change the current policy and allow properties within the water boundary to be connected if the property owners wish so.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Not applicable.

Ngā take ā-lhinga | Consent issues

If Council approves option 3, there will not be any consent issues.

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

Community Outcome: The decision to provide/not provide Council's water to the subdivision is relevant with Community Outcome of "Our community is safe, healthy and connected".

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

Not applicable.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Santha Agas Utilities Asset Engineer	
Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

7 Pūrongo me whakatau | Decision Reports

7.11 Future Proof Public Transport Subcommittee

CM No.: 2707020

Rāpopotonga Matua | Executive Summary

Future proof, at its meeting held on 9 March 2023 resolved (FP23/10) to establish a subcommittee to achieve collaborative alignment in the governance of public transport and infrastructure in the Future proof Sub-Region.

The original Future Proof Implementation Committee Agreement has also been amended by moving the membership and quorum details to the updated Terms of Reference so that any future changes can be managed without having to have the agreement resigned by all parties.

Council is now required to execute the updated Future Proof agreement “Future Proof Agreement 2023” and to appoint a member and alternate to the Public Transport subcommittee.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report ‘*Future Proof Public Transport Sub Committee*’ be received.
2. Matamata-Piako District Council approves the amended Future Proof Implementation Committee Agreement and agrees to execute the updated Agreement which will give effect to the updated Terms of Reference.
3. Matamata-Piako District Council appoint Mayor Adrienne Wilcock to be the Council’s representative on the Future Proof Public Transport Subcommittee.
4. Matamata-Piako District Council appoint Deputy Mayor James Thomas to be an alternate for that subcommittee.

Cr Sarah-Jane Bourne voted against the motion and wish her voted to be recorded.

Resolution number CO/2023/00014

Moved by: Cr S Dean

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

Horopaki | Background

Future Proof, at its meeting held on 9 March 2023, resolved (FP23/10) to establish a Future Proof Public Transport Subcommittee for the purposes of providing an effective vehicle to achieve collaborative alignment in the governance of public transport services and infrastructure in the Future Proof Sub-Region. This would achieve more than would otherwise be possible where responsibilities for providing services, infrastructure and funding are separately legislated.

The creation of the subcommittee reflects the trust and confidence in Future Proof as an appropriate entity for joint governance of an operational programme – in this case relevant aspects of public transport services and the next steps in Metropolitan Transport Programme Business Case.

The terms of Reference for the subcommittee (attached) provides the following in the Future Proof Sub-Region:

- a) Oversight of public transport performance
- b) Oversight of the implementation of the Regional Public Transport Plan
- c) Oversight of the implementation of the Metro Spatial Plan Transport Programme Business Case
- d) Power to approve adjustments to public transport services that are not significant
- e) Power to recommend policy, programmes, and investment requirements to relevant authorities, including to the Regional Transport Committee.

Membership of the subcommittee has been set as:

- a) An independent Chair.
- b) Two voting members appointed by Waikato Regional Council, one of whom will be the deputy Chair reflecting Waikato Regional Council's role as the public transport authority.
- c) Two voting members appointed by Hamilton City Council reflecting the significant proportion of total public transport services and high degree of inter-dependence between services and infrastructure in the Hamilton City area.
- d) One voting member from each other of Future Proof's local government partners who fund public transport service and infrastructure,
- e) One member from Ngā Karu Atua o te Waka.
- f) Non-voting membership of:
 - I. Waka Kotahi NZ Transport Agency - while a funding partner they would also receive funding applications recommended or endorsed by the subcommittee.
 - II. KiwiRail – as the delivery partner for the Te Huia passenger rail service
 - III. Disability Sector – recognising the importance of a disability voice in the planning and delivery of public transport services and infrastructure.

The subcommittee is scheduled to meet quarterly.

While the *Future Proof Public Transport Sub Committee* undertakes transportation oversight within the Future Proof Sub-Region (Hamilton City, Waikato, Waipā and Matamata-Piako District), the Regional Transport Committee oversees the remainder. A close working relationship and knowledge between the two committees is essential.

The member(s) appointed to this subcommittee should present the following attributes:

- a) Have a strong interest in the subcommittee's work, particularly the achievement of the transport goals as set out in the subcommittee's terms of reference (Appendix One).
- b) Be a member of the Future Proof Implementation Committee, noting that the other member is already a member of the Regional Transport Committee.
- c) Be a constituency councillor from within the Future Proof Sub-Region.

The Future Proof Implementation Committee at its meeting on 9 March also agreed to amend the original Future Proof Agreement by moving the membership and quorum details to the updated Terms of Reference so that any future changes can be managed without having to have the agreement resigned by all parties. This will require Council to accept and execute the new Future Proof Implementation Committee Agreement.

Ngā Take/Kōrerorero | Issues/Discussion

The establishment of a subcommittee focused on public transport for the sub region and oversight of delivery of related business cases and strategies is a major step forward in strengthening collaboration and governance oversight of Future Proof implementation and providing confidence to partners that the outcomes sought by Future Proof are being achieved. Future Proof has endorsed the establishment of this subcommittee and commends it to the Council partners for adoption and appointment of members.

Mōrearea | Risk

There is low risk to Council in executing the new Future Proof Implementation Committee Agreement and in appointing members to the Future Proof Public Transport Subcommittee.

Ngā Whiringa | Options

Council's options are to:

1. Execute the new Future Proof Implementation Committee Agreement and appoint a member and alternate to the Future Proof Public Transport Subcommittee.
2. Not agree to execute the new Future Proof Implementation Committee Agreement or appoint members to the Future Proof Public Transport Subcommittee and request that Council's Future Proof member raise the issues of concern at the next Future Proof Implementation Committee.

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

There are no financial implications with executing the new agreement and appointing members.

Ngā Tāpiritanga | Attachments

- A. Future Proof Agreement 2023
- B. Future Proof Implementation Committee TOR
- C. Future Proof Transport Subcommittee TOR

Ngā waitohu | Signatories

Author(s)	Dennis Bellamy Group Manager Community Development	
Approved by	Dennis Bellamy Group Manager Community Development	

7 Pūrongo me whakatau | Decision Reports

7.12 District Licensing Committee

CM No.: 2709161

Rāpopotonga Matua | Executive Summary

The Sale and Supply of Alcohol Act 2012 (Act) requires Council to have a District Licensing Committee to consider and determine new and renewals of licences and managers certificates, temporary authorities, special licences and various other matters under the Act.

This report seeks the inclusion of Mr Alan Sciascia as an additional list member on our District Licensing Committee in accordance with Section 192 of the Act.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. In accordance with section 192 of the Sale and Supply of Alcohol Act 2012 Council approves Alan Sciascia to be a list member of the Matamata-Piako District Licensing Committee.

Resolution number CO/2023/00015

Moved by: Cr S Whiting

Seconded by: Cr R Smith

KUA MANA | CARRIED

Horopaki | Background

The Sale and Supply of Alcohol Act 2012 requires each council to establish a District Licensing Committee and to appoint a member of that territorial authority as the Chairperson. Council appointed Councillor Sue Whiting as Chair of the Licensing Committee and Councillor Russell Smith as her Deputy should she be unavailable.

When the licensing committee is required, the committee must consist of three members and the territorial authority must maintain an approved list of people that can be appointed to act as the other two members of the committee. People approved to be included on the list must have experience relevant to alcohol licensing matters.

Council has previously approved the following people to be list members of the Matamata- Piako District Licensing Committee:

Ross Murphy

Dennis Taylor

Neil Goodger

Mr Neil Goodger agreed to remain a list member following stepping down as a Councillor until additional members could be sought.

Ngā Take/Kōrerorero | Issues/Discussion

Council has recently advertised inviting expressions of interest to be a list member on our District Licensing Committee and did not receive any applications. However, following our advert we received Alan Sciascia's expression of interest and CV (attached).

On the 13 April, Councillor Sue Whiting alongside alcohol staff met with Mr Sciascia to gauge his relevant experience in alcohol matters. Following this interview, it was unanimously decided to recommend him as a list member for our District Licensing Committee.

Mōrearea | Risk

There are two key risks associated with this activity. The first being that we do not have enough list members on our District Licensing Committee to successfully have a panel of three members. This can be resolved with the inclusion of Mr Alan Sciascia as recommended. The second risk is whether Mr Alan Sciascia has enough experience to meet the legislative requirements. Through the interview and as outlined in his CV, Alan Sciascia has had an extensive alcohol related career and already sits on Whakatane District Council's DLC, therefore mitigating this risk.

Ngā Whiringa | Options

1. Approve Alan Sciascia as a list member of the Matamata-Piako District Licensing Committee.
2. Seek and approve other persons to be list members of the Matamata-Piako District Licensing Committee.

Analysis of preferred option

Option 1 – Mr Alan Sciascia has experience in alcohol licensing matters and has acted as a member on other Council's District Licensing Committee. If he is not approved as a list member then additional people will need to be sourced as soon as possible to ensure that we have a sufficient List Members to form a Committee.

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

The following is the relevant sections of the Sale and Supply of Alcohol Act which is relevant to District Licensing Committees and appointing list members:

Section 189 states:

- (1) *Each licensing committee consists of 3 members appointed by the territorial authority for that territorial authority's district.*
- (2) *A territorial authority must appoint 1 member as the chairperson and that person must be a member of that territorial authority or a commissioner appointed to the licensing committee.*
- (3) *A territorial authority may appoint a member of that territorial authority to be deputy chairperson, and act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.*
- (4) *While acting in place of the chairperson, the deputy chairperson is a member of the committee and has all the powers and duties of the chairperson.*
- (5) *No act done by the deputy chairperson serving as acting chairperson in the chairperson's absence, and no acts done by the committee while the deputy chairperson is so serving, can in any proceedings be questioned on the ground that the occasion for his or her so serving had not arisen or had ceased.*
- (6) *The other 2 members of each licensing committee must be appointed from the territorial authority's list maintained under section 192.*
- (7) *For the purposes of subsection (2), a member of a territorial authority means an elected member of a territorial authority and, in relation to the Auckland Council, includes a member of the governing body (as defined in section 4 of the Local Government (Auckland Council) Act 2009) or a member of a local board established under section 10 of that Act.*

Section 192 states:

- (1) *A territorial authority must either—*
 - (a) *establish, maintain, and publish its own list of persons approved to be members of the territorial authority's licensing committee or committees; or*
 - (b) *together with 1 or more other territorial authorities, establish, maintain, and publish a combined list of persons jointly approved by those authorities to be members of the territorial authorities' licensing committees.*
- (2) *A territorial authority must not approve a person to be included on the list unless that person has experience relevant to alcohol licensing matters.*
- (3) *A person may be approved for inclusion on the list for a period of up to 5 years and may be approved for any 1 or more further periods of up to 5 years.*
- (4) *The name of a person must be removed from the list—*
 - (a) *when 5 years have elapsed since the territorial authority approved the person's name on the list unless the approval is renewed under subsection (3); or*
 - (b) *if the person resigns or is removed under section 194.*
- (5) *...*

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

No additional funding source is required.

Ngā Tāpiritanga | Attachments

A. A.Sciascia CV

Ngā waitohu | Signatories

Author(s)	Ally van Kuijk District Planner	
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Approved by	Dennis Bellamy Group Manager Community Development	
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7 Pūrongo me whakatau | Decision Reports

7.13 Submission on the Resource Management Reform

CM No.: 2709152

Rāpopotonga Matua | Executive Summary

The purpose of this report is to seek Council retrospective approval of the submissions on the Resource Management Reform (Natural and Built Environment Bill and the Spatial Planning Bill) which were required to be lodged no later than 4 February 2023.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The submissions on the Resource Management Reform (Natural and Built Environment Bill and the Spatial Planning Bill) attached are retrospectively endorsed.

Resolution number CO/2023/00016

Moved by: Cr S Whiting

Seconded by: Cr D Horne

KUA MANA | CARRIED

Horopaki | Background

How did the review come about?

Our current legislation, the RMA was introduced in 1991 and now thirty years later there is widespread agreement that it is not achieving what it set out to do. Issues with the current system include:

- (a) The environment is not receiving adequate protection. Ecosystems are degraded, our waterways are in major decline and biodiversity is diminishing.
- (b) At the same time, urban development hasn't kept up with population growth.
- (c) The lack of deliberate, strategic, and considered approach to resource allocation has led to inefficient and inequitable allocation of resources such as water
- (d) The cumulative environmental effects of multiple consents aren't addressed
- (e) The interests of hapu, iwi and Māori are not adequately recognised
- (f) The resource management system needs to be better aligned with work to adapt to the impacts of climate change and reduce greenhouse gas emissions.

Expert Review

In 2019, the Government appointed an expert panel led by Hon. Tony Randerson KC to review the RMA and the reforms are based on the review's recommendations. These included the following key findings:

- (a) Our natural environment is under pressure
- (b) Urban areas are struggling to keep pace with population growth
- (c) There is an urgent need to reduce carbon emissions and adapt to climate change
- (d) Maori must play an effective role in the system consistent with Te Tiriti principles

The panel made 140 recommendations and recommended that the RMA be repealed, and new legislation enacted, and that any future system should:

- (a) shift its focus from minimising the negative effects of resource use and development to achieving positive outcomes for the natural and built environments
- (b) make greater use of more consistent national direction by central government

- (c) have a more streamlined process for council plan-making and a more efficient resource consent process
- (d) give effect to the principles of Te Tiriti and provide a stronger role for mana whenua in decision making.

Based on these recommendations, the Government announced in February 2021 that it would repeal the RMA and enact new legislation.

The Government's Resource Management Reform Objectives

The Government's reform of the RM system is guided by five key objectives.

- (a) Protect and where necessary restore the natural environment, including its capacity to provide for the wellbeing of present and future generations.
- (b) Better enable development within environmental biophysical limits including a significant improvement in housing supply, affordability and choice, and timely provision of appropriate infrastructure, including social infrastructure.
- (c) Give effect to the principles of Te Tiriti o Waitangi to provide greater recognition of te ao Māori, including mātauranga Māori.
- (d) Better prepare for adapting to climate change and risks from natural hazards as well as mitigating the emissions that contribute to climate change.
- (e) Improve system efficiency and effectiveness, and reduce complexity, while retaining appropriate local democratic input.

Exposure Draft

In June 2021, an Exposure Draft for the Natural and Built Environments Act (NBE) being the primary replacement for the RMA was released to provide the public the opportunity to make submissions on the exposure draft. This provided for an early say in the Bill, however it did not cover the whole Bill. It provided an early look at key aspects of this legislation including:

- (a) The purpose of the NBE (including Te Tiriti o Waitangi clause) and related provisions
- (b) The National Planning Framework
- (c) The Natural and Built Environments Plans

In February 2022 Council made a submission on the above in relation to the following topics:

- (a) National Planning Framework and the need to prioritise eg urban development verses high quality soils or biodiversity verses development
- (b) Regional Spatial Strategies –Implementation agreements to commit partners to deliver and incorporation of local issues
- (c) Natural and Built Environments Act – opportunity to include local plan making
- (d) RSS and NBE Joint Committees – ability to set up sub-regional committees
- (e) Consenting – difficulty in understanding if the system will be more certain and efficient
- (f) Compliance, Monitoring and Enforcement – supportive
- (g) Roles and Responsibilities – supported Council retain core land use and subdivision
- (h) Role of Hapu/Iwi/Māori – supports continued use of Iwi Management Plans and more resources for involvement
- (i) Role of Central Government – supports funding across taxpayers, ratepayers and individuals and supports the principal of public verses private good
- (j) Local Government Feedback - supported
 - Provide an update for Māori, local government and sector stakeholders on where the Government is up to in the reform of the resource management system and on next steps in the reform.
 - Present a fuller view of the main components of the system designed to date, including the role of Māori and local government within the future resource management system, from the national to the local level.
 - Respond to and build on feedback received to date.

- Provide a general overview of RM reform to audiences who have a limited understanding or limited engagement to date, and support preparation for submissions on the full Bill to a select committee in 2022.

Ngā Take/Kōrerorero | Issues/Discussion

The RMA is to be replaced by three separate pieces of legislation. The NBE Act, the SP Act, and the Climate Adaption Act (CAA). The NBE and SP Bills have been released and submissions were invited, whilst the CAA is anticipated to be released mid 2023. A workshop was held with Councillors on the 1 February 2023 to explore and seek feedback on what was proposed in the two Bills. Confirmation was received from Council to draft a submission and be part of this substantial change.

The attached submission “Submission on the Natural and Built Environments Bill” covers the following topics:

1. General
2. Timing
3. Local Voice
4. National Planning Framework
5. Regional Planning Committee
6. Increased monitoring, reporting and enforcement
7. Funding

The attached submission “Submission on the Spatial Planning Bill” covers the following topics:

1. General
2. Timing
3. Local Voice
4. Regional Planning Committee
5. Funding

Mōrearea | Risk

The Resource Management Reform will change the function and responsibilities of Council in relation to resource management. The legislation is such a high level document and while the proposed framework is clear, the detail at this stage is not. This uncertainty creates risk and makes it hard to forward plan and budget.

Ngā Whiringa | Options

Option 1. Retrospectively endorse one or both of the submissions.

Option 2. Do not endorse one or both of the submissions and direct Council to withdraw the submission/s.

Recommendation: Option 1. The Resource Management Reform will have a massive impact on Council's function and responsibilities in the resource management space and as a result we have a duty to our community to be part of the process and influence where we can.

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

- The Natural and Built Environments Bill and the Spatial Planning Bill will change Council's function and responsibility in the resource management sphere as it will introduce new legislation. This will have a flow on effects and require changes to policies and plans.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Submissions on the draft bills closed on the 4 February 2023. Submissions are being considered and heard through April / May with a final report from the panel due end of May 2023. The existing

Government have sent clear signals that they intend to pass these Bills into legislation within this term of Government.

Ngā Tāpiritanga | Attachments

- A. Submission on the Spatial Planning Bill - MPDC
- B. Submission on Natural and Built Environments Bill - MPDC

Ngā waitohu | Signatories

Author(s)	Ally van Kuijk District Planner	
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Approved by	Dennis Bellamy Group Manager Community Development	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Quarterly Reporting - Civil Defence Emergency Management

CM No.: 2708687

Rāpopotonga Matua | Executive Summary

The purpose of the report is to inform Council of the activity undertaken in the emergency management MPDC function since 1 July 2022 as well as significant matters relating to the Waikato CDEM Group.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2023/00017

Moved by: Cr S-J Bourne

Seconded by: Cr R Smith

KUA MANA | CARRIED

Horopaki | Background

Matamata-Piako District Council (MPDC) entered into a service level agreement with Waikato Regional Council to meet its obligations under the Civil Defence and Emergency Management Act 2002. The service is delivered through the Group Emergency Management Office (GEMO) and this arrangement was established in August 2019

The last quarterly report was in December 2022.

Ngā Take/Kōrerorero | Issues/Discussion

Staffing – MPDC

The service level agreement provides a full time Emergency Management Officer and a 0.2 FTE Business Support Officer dedicated to MPDC.

Since both staff began their roles in December 2022 there has been significant time spent in response which has meant whilst getting familiar and effective in their respective business as usual roles has been a priority it has been challenging to fully focus on the “business as usual” work plan.

MPDC Work plan:

The work programme for the 2022/2023 financial year has been structured to incorporate and align the actions and recommendations of the:

- a. MPDC monitoring and evaluation report recommendations (2019 & 2022)
- b. Waikato CDEM Group¹ Plan actions prioritised by Coordinating Executive Group (CEG)²

¹ The Waikato CDEM Group has overall responsibility for the governance of CDEM including establishment and oversight of the CEG and GEMO. The CDEM Group (-Joint Committee) functions and general powers are covered in the [CDEM Act 2002 s17 & 18](#).

² The CEG is responsible to the CDEM Group for functions detailed in [CDEM Act 2002 s20 \(2\)](#).

c. COVID-19 after action report recommendations (2020) prioritised by CEG

All actions in the plan have been prioritised as High, Medium or Low. The GEMO³ and MPDC's priority is on high priority actions and these work areas focus on response and recovery capability. Below is an aggregated report on those work areas.

The plan identifies where Council units other than "emergency management" take a lead or support activities. Through this a "whole of council" approach to emergency management will develop.

Key:

Status	Description
Green	On track
Orange	Off track in respect of timing and / or scope. No risk to the work area
Red	Off track in respect of timing and / or scope. Help needed or has been requested

Most work areas are shown orange status due to the vacancy of the Emergency Management Officer role.

LTP Measures	Status	Comments
The evaluation of annual exercise as a measure of effectiveness of training.	Green	<ul style="list-style-type: none"> The annual exercise was being planned for May 23 and then we had the EOC activated in response to Cyclone Gabrielle. It has been agreed to assess the EOC activation to assess the MPDC capability and recommend any improvement opportunities and this will fulfil the LTP measure.
Work area	Status	Comments
Welfare	Orange	<ul style="list-style-type: none"> MPDC has a current welfare business plan which is in alignment with the Group Welfare Plan. <p>Next steps:</p> <ul style="list-style-type: none"> develop an Animal Welfare Plan ongoing development for alternate Welfare Manager provide training to welfare teams. <p>Current state:</p> <p>The combination of staff vacancy and response requirements to weather events for the first quarter of the year has meant there has been limited progress in this area and the focus areas remain.</p>
Training & exercising	Green	<ul style="list-style-type: none"> MPDC new staff members continue to be provided a CDEM induction and do the basic "Foundation" course and assessment. This is managed through the HR department. The Group training and exercise program continues and

³ The GEMO supports the delivery of the Waikato CDEM Group strategy and work programme (Group Plan p82)

		<p>MPDC staff have been taking part in courses</p> <p>Next steps</p> <ul style="list-style-type: none"> • Identify ongoing training focus areas from outcomes of exercise Tahi and recent EOC activation. • Continue to make the 2023 training calendar available to selected staff. • Develop a program of local drills and activity to add to the Group training delivered to staff
Recovery		<ul style="list-style-type: none"> • A Group wide recovery work plan has been agreed by Recovery Managers. This will share the load and make the planning for recovery consistent around the Waikato. <p>Next steps</p> <ul style="list-style-type: none"> • Recommend the staff member identified as alternate Recovery Manager to Joint Committee for appointment. Their appointment interview has been scheduled.
Operational readiness (staff, facilities & functions)		<ul style="list-style-type: none"> • A local debrief post Cyclone Gabrielle has been conducted. A Group wide debrief will be independently facilitated. The key lessons learnt will be incorporated into the MPDC workplan <p>Next steps:</p> <ul style="list-style-type: none"> • Increase depth of staff trained and available to operate the emergency operations centre on an ongoing basis. • Activation planning to clarify understanding of the four levels of activation and what functions and staffing resources are required for each.
Communications / ICT		<ul style="list-style-type: none"> • Again the local debrief has highlighted some opportunities for improvement in the ICT and communications space. <p>Next steps:</p> <ul style="list-style-type: none"> • Work with the IT team in implementing system recommendations from the recent activation debrief. • Decide alternate communication solutions in collaboration with a Group wide radio communications project and lessons learnt from recent weather events.

Group matters of significance:

The response to Cyclone Gabrielle is included in a separate report.

New Zealand Response Team (NZRT):

CEG asked the Emergency Service Coordination Committee (ESCC) to conduct a needs assessment for accredited NZRT in the Group area.

On 29 March a workshop was held to assess the needs between both Waikato CDEM Group and Emergency Management Bay of Plenty. This was a multi-agency workshop and the results of the needs analysis will be reported to CEG by the ESCC. We will continue to collaborate with our Bay of Plenty neighbours as they develop a business case for their existing NZRT in Tauranga.

The timing of the workshop on the heels of multiple storm events which have seen activation of NZRTs from around the country couldn't have been better.

CDEM Trifecta & Waikato CDEM Group Plan

The review of the CDEM Act, National CDEM Plan and creation of a National Disaster Resilience Strategy Road Map is colloquially known as the "trifecta".

1. The Group Manager has been advised that it is unlikely that the new Emergency Management Bill will be introduced to Parliament before the election. Its progress has been severely hampered by the responses to weather events this year by NEMA.
2. Likewise there will not be a review of the National Plan completed in 2023.
3. Progress will continue on the risk and impact analysis for Group level hazards and then pause. Despite the Group Plan being beyond its due date for review (May 2023) it will continue to have effect.

The Group made submissions on the Natural and Built Environment Bill, Spatial Planning Bill and Review into the Future for Local Government. These submissions are available in the Joint Committee [Agenda](#) for their 27 March meeting.

GEMO workplan delivery

The GEMO has supported multiple activations both within the region and to other Group areas. Multiple staff from both GEMO and local councils have been deployed and often this has involved the Emergency Management Professionals from the region. Current focus is on management and leadership of the regional recovery organisation, and this involves several of the GEMO team.

Like local work planning the response and recovery work has seen an impact on our BAU work plan delivery (and continues to do so). On the plus side we learn so much from response and recovery that feeds into the quality outcomes of our work plan that the benefits cannot be overstated (especially in readiness, response and recovery work).

Delivery of CDEM training is back in full swing and MPDC staff continue to make up good numbers of attendees on courses.

Coordinating and Executive Group

The CEG are the executive group who oversee the work of the GEMO and local authorities and recommend policy decisions to Joint Committee. Dennis Bellamy is the MPDC member (delegated by the CEO).

CEG met on 10 March and amongst other matters elected a new Chair. The departing Chair is Gareth Green who is CEO of Taupō District Council and who has resigned to move to New Plymouth. The Chair elected is Susan Law, CEO of South Waikato District. Her election has meant that CEG member for SWDC, Sharon Robinson's long service has come to an end.

CEG recommended to the Joint Committee that they have workshops with Iwi Chairs to co-design a strategic work programme that sits outside the current Group plan. In this proposal, Iwi Chairs would have the opportunity to sit on Joint Committee to provide governance and oversight to the agreed Groupwide strategic work programme. CEG acknowledged the work programme in the current Group Plan is out of date and is not inclusive of Māori.

CDEM Group Joint Committee

The last meeting of JC was 27 March and the agenda and unconfirmed minutes (and meeting recording) can be found here: [Waikato CDEM Joint Committee | Waikato civil defence and emergency group \(waikatoregioncdemg.govt.nz\)](#)

The Chair of the JC is Councilor Anna Park from Taupō District Council and the MPDC representative is Councillor Smith (delegated by the Mayor).

Mōrearea | Risk

This for information and therefore there is no risk to Council

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Dennis Bellamy Group Manager Community Development	
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Approved by	Dennis Bellamy Group Manager Community Development	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.2 Cyclone Gabrielle Civil Defence Response

CM No.: 2709672

Rāpopotonga Matua | Executive Summary

The Matamata-Piako District Council (MPDC) Incident Management Team (IMT) was activated in monitoring mode on Friday 10 February 2023 in preparation for Cyclone Gabrielle that was tracking towards New Zealand as a category 3 cyclone.

On Monday 13 February an Emergency Operating Centre was established in Te Aroha to respond to the impact of Cyclone Gabrielle.

Cyclone Gabrielle resulted in several properties and roads in Te Aroha being flooded with one dwelling being partially inundated and a number of garages / basements being inundated, loss of power to many homes and a number of rural properties for some time, significant rural flooding on properties and roads, significant tree damage and waste water services were compromised in one area in Te Aroha.

The purpose of this report is to provide a summary of the event, including both response and recovery perspectives and to highlight next steps.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2023/00018

Moved by: Cr G Thompson

Seconded by: Cr R Smith

KUA MANA | CARRIED

Ngā Take/Kōrerorero | Issues/Discussion

The New Zealand integrated approach to civil defence emergency management can be described by the four areas of activity, known as the '4 Rs'; Reduction, readiness, response and recovery.

Readiness and Response

Readiness and Response is "Developing operational systems and capabilities before a civil defence emergency happens; including self-help and response programmes for the general public, and specific programmes for emergency services, lifeline utilities and other agencies. Actions taken immediately before, during or directly after a civil defence emergency to save lives and protect property, and to help communities recover."

MPDC has a dedicated Emergency Management Officer, as well as a Service Level Agreement with the Waikato Group Emergency Management Office (GEMO) who provide support and coordinate at a group level.

A work plan with a focus on readiness (Council and Community) is in place as outlined in the quarterly civil defence report. Ongoing training of staff and preparedness through regular emergency management team meetings during 'peace time' ensure the team is ready to respond when needed.

Cyclone Gabrielle was the fifth event this year for the MPDC Incident Management Team (IMT). During Cyclone Hale and the Auckland Anniversary Severe Weather Event the MPDC IMT was in monitoring mode. The IMT also coordinated MPDC's response to two strong earthquakes in Te Aroha in January.

Cyclone Gabrielle

Matamata-Piako Incident Management Team (IMT)

The MPDC IMT activated and an Emergency Operating Centre was established to respond to Cyclone Gabrielle.

Most functions were activated as per the Coordinated Incident Management System (CIMS) structure – such as Intelligence, Planning, Operations, Logistics, Public Information, Iwi Liaison, Response, Recovery, Welfare and Safety. The Operations team in particular coordinates with BAU teams such as Three Waters, KVS, Roading and Property.

A summary of events follows:

The Incident Management Team (IMT) was activated in monitoring mode on Friday 10 February 2023 in preparation for Cyclone Gabrielle that was tracking towards New Zealand as a category 3 cyclone.

The team along with business as usual (BAU) teams undertook readiness activities including the following:

- Checked stormwater systems
- Water and Waste Water Treatment plant preparations – including sucker trucks on standby in Te Aroha
- Arbor Care on standby
- Roading contractor on standby
- Staff preparation
- Preparedness messaging to the community

On Saturday 11 February, a MetService heavy rain warning (red) and wind warning (orange) for Coromandel Peninsula was in place. It was uncertain what this would mean for our district. The IMT continued to undertake readiness activities including the following:

- to prepare for similar levels of river flooding as recently experienced in the Auckland Anniversary severe weather event, properties that had been affected were visited and provided information to inform and prepare them. This included identifying residents that didn't have friends or family to evacuate to
- contacted Tui Pa Marae and confirmed they were a Community Lead Centre (CLC) – somewhere evacuees could go if needed
- planning for a Community Defence Centre (CDC) at Silver Fern Farms Events Centre
- preparedness messaging to the community continued

On Sunday 12 February, an orange wind warning and heavy rain watch for the Waikato was issued. Waikato Regional Council river modelling suggested we would see the Waihou River rise to similar levels as the recent Auckland Anniversary weather event in coming days (a slow burn event). IMT and BAU staff continued preparation work, such as ensuring sand was available to the Te Aroha community for sand bag preparation (due to the concerns about the Waihou River in coming days) and preparation for sand to be delivered to sites in Matamata and Morrinsville the following day. Late on Sunday things ramped up due to strong winds and areas in the Te Aroha

township lost power due to trees damaging power lines.

On Monday 13 February the Emergency Operation Centre (EOC) was established in Te Aroha Council Office.

Over the next couple of days the following response activities were undertaken:

- plans for CDCs in each main town were in place, including staffing availability
- regular contact with emergency services
- contact was made with accommodation providers to determine availability
- local Iwi were contacted
- continued community messaging such as latest updates, road closures, support services, who to call
- CDC in Te Aroha (Silver Fern Farms Event Centre) was opened on Tuesday 14 February at 10am and was open until 7.30pm – a couple of people visited to shower and get water due to loss of power. It was open again the following day
- Pooles Road, Grattan Road, Clarke Ave and Aroha View areas were affected by loss of waste water service due to pump station inundation. Affected residents were visited and provided information on minimising water use, advised of the CDC at Silver Fern Farms Event Centre where they could shower and portaloos were located within the street
- welfare support (calls about flooding concerns, insurance, access to water/food)
- contact with support services such as Rural Support Trust

Fortunately, the Waihou River did not rise to the levels that were anticipated. The MPDC Emergency Operating Centre was deactivated on 15 February.

Overall the main impacts of Cyclone Gabrielle to our district were:

- Significant rain which resulted in:
 - several properties and roads in Te Aroha were flooded with one dwelling being partially inundated and a number of garages / basements being inundated
 - significant rural flooding on properties and roads
 - Loss of power to many homes, some of which were without power for some time (rural properties in particular)
 - Loss of power to some water treatment plants, but they all have generators so were able to continue functioning, but at limited capacity at some plants
 - Loss of power to some waste water plants and there are no generators at Tahuna or Te Aroha Waste Water plants, but they were able to manage
 - Infiltration of the wastewater network by overland stormwater around the Pooles Road area in Te Aroha
 - Some debris from the Maunga coming through the town in close proximity to dwelling and businesses
- Significant wind which resulted in:
 - Widespread trees falling affecting power lines and roads

- Murray Oaks, Morrinsville River Walk, Mountain Bike Tracks and other parks and reserves were affected

Waikato Group Emergency Management Coordination Centre

The Group Emergency Coordination Centre was also activated during Cyclone Hale and the Auckland Anniversary floods and provided support to the wider Waikato area as needed – the attached infographic highlights the response to these events.

In February the Group Emergency Coordination Centre also activated for Cyclone Gabrielle, and a Group State of Emergency was declared, which meant the Group were coordinating a Waikato Led response to ensure services and supplies to the region were prioritised. The MPDC IMT team reported to the Group Controller during the Group and National State of Emergency Declarations. The infographic also summarises the response to Cyclone Gabrielle from a Waikato Group and MPDC perspective.

Learnings

There have been many learnings from Cyclone Gabrielle in particular, such as the need to increase the number of staff trained in emergency management to ensure resilience if needing to respond to a large scale event and for a long period of time. We have recently sought interest from staff and a number of additional staff have volunteered, and they will be trained as soon as possible.

Of concern is that none of our CDC potential sites have generators and we are concerned about loss of communication and how we would respond – these issues are currently being reviewed.

The need to continue to plan and be prepared is once again highlighted.

Recovery

Recovery *“is the co-ordinated efforts and processes used to bring about immediate, medium and long term holistic regeneration and enhancement of community following an emergency”*. It is more than simply building back infrastructure and houses, it is a managed, comprehensive and participatory process inclusive of all people and organisations that also supports restoring the social, economic, natural and cultural fabric of affected communities. It is also scalable depending on the impact to that community/ies.

Recovery should:

- Support cultural and physical well-being of individuals and communities
- Minimise the escalation of the consequences of the disaster
- Reduce future exposure to hazards and their associated risks – i.e. build resilience
- Take opportunities to regenerate and enhance communities in ways that will meet future needs (across the social, economic, natural and built environments).

How well we recover from events will depend on how well we have prepared to recover.

Cyclone Gabrielle

Following on from our immediate response to Cyclone Gabrielle, our recovery team has been undertaking a number of actions including:

- Setting up a system (Register / GIS) to identify those properties that were affected by these weather events. This will assist in:
 - understanding the scale / impacts of an event,
 - preparing for events,
 - planning / consenting future development
- Liaising with our three waters team to raise the profile of infrastructure upgrades in certain areas.
- Supporting where we can, the continuation of our Flood and Stormwater modelling projects.
- Ensuring that we have a programme to undertake emergency management education to increase our communities understanding and resilience.
- Investigating, understanding and completing our LIM responsibilities.
- Promoting the financial and well-being support that is available to our communities and making connections where possible.
- Understanding what critical infrastructure (Council and emergency management) in our communities require power/portable generators and promoting that these assets are resilient.
- Understanding and documenting the potential and actual recovery costs of these events.
- Liaising with key parties/organisations to raise the profile and seek solutions to reduce the risk / likelihood of repeat issues.
- Debrief on what we can do better in the response phase to assist us in the recovery phase.

The team has made progress on all of the above actions however some of them will take time to fully resolve. From these events, there has been a lot of learnings in recovery and our aim is to build on these as we continue to expand our understanding, knowledge and relationships.

NEMA (National Emergency Management Agency) has allocated a sum of \$500,000 to the four Districts (Waikato, Thames-Coromandel, Hauraki and Matamata-Piako) to respond to requests for assistance. This fund has been allocated to the councils based on greatest need with Matamata-Piako being allocated \$50,000. Any unused funds will need to be returned within 6 months.

Council currently has one application and this will be considered once Council has adopted a Mayoral Relief and Mayoral Disaster Relief Fund policy.

Reduction

Reduction is “Identifying and analysing long-term risks to human life and property from hazards; taking steps to eliminate these risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurring.” Reduction has been taken into consideration as part of the outcome of our incident debriefs and as part of our actions above.

Mōrearea | Risk

Readiness/Response – as recently seen with Hawkes Bay communication issues are a risk. This will be discussed at Group level. We have also identified that our small civil defence team is a risk should a significant event take place – we will continue to work on recruiting and training more staff in the civil defence space, noting these roles are voluntary. Buildings we would most likely use as a civil defence centre in an emergency do not have generators – with power outages and people displaced this would be a risk and we are currently continuing to investigate options.

Recovery/Reduction - while the recovery team can promote certain actions / solutions it is often up to the individual teams / organisation of BAU (Business as Usual) to prioritise and fund these actions. As a result, not all of the solutions identified will be undertaken and this poses a potential risk to our community that a like event will have the same outcome.

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

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Public Information Management team (Communications) ensure the community is informed throughout an event. Through the Recovery phase we utilise our BAU Communication Team.

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

The Civil Defence function contributes to the majority if not all of our community outcomes.

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

Staff cost involved in the EOC alone was at least \$23,000. This does not include the cost of staff undertaking additional work due to Cyclone Gabrielle within their BAU roles – water/waste water, parks and reserves, roading etc or the cost of Recovery work.

Recovery cost – the amount shown on the Infographic was an earlier estimation and only covered the following matters:

Site name / Location / Asset type	Estimated Cost of Repairs (\$)	Brief details of damage sustained
Hauraki Rail Trail – Walking and Cycling network	\$100,000 but this is an estimate as full costs won't be known until assessment and designs are completed.	Slip affecting the embankment that the track is located on and has left the culvert and wingwall exposed
Roading network	Total cost of \$75,000 however seeking half of this through Waka Kotahi minor events funding \$37,500	Our roads were significantly impacted due to fallen trees and debris and surface flooding.
Horseman's Track / Walking Track	\$50,000 but this is an estimate as full costs won't be known until assessment and designs are completed.	Underscoring of staircase and slip where track may need to be re-routed

Not covered in the above cost estimation is the time spent by staff and resources used. This is an evolving number as we are still working through our recovery actions above.

Ngā Tāpiritanga | Attachments

A. CDEM Cyclone Gabrielle infographic

Ngā waitohu | Signatories

Author(s)	Kelly Reith People, Safety and Wellness Manager	
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Approved by	Dennis Bellamy Group Manager Community Development	
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11.43am

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KAUNIHERA | COUNCIL
HELD ON 26 APRIL 2023.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: