

Kaunihera | Council

Kaupapataka Wātea | Open Agenda



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

Ko te rā | Date: Wednesday 19 July 2023
Wā | Time: 9.00am
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

Ngā Mema | Membership

Manuhuaia | 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

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1 Whakatūwheratanga o te hui | Meeting Opening

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

An apology from Councillor James Sainsbury has been received.

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

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

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

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

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

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

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

4 Whākī pānga | Declaration of Interest

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

5 Whakaaetanga mēneti | Confirmation of Minutes

Minutes, as circulated, of the ordinary meeting of Matamata-Piako District Council, held on 28 June 2023

6 Papa ā-iwi whānui | Public Forum

Name	Position/Organisation	Topic
June Wyatt	St Mark's Restoration Group	<ul style="list-style-type: none">St Mark's Restoration Project
Evyonne Knight		<ul style="list-style-type: none">Discussion on Public meeting held by Evyonne

7 Pūrongo me whakatau | Decision Reports

7.1 Pride of Place - project direction confirmation

CM No.: 2744672

Rāpopotonga Matua | Executive Summary

The purpose of this report is to seek Council confirmation on the future direction of the Pride of Place (PoP) project.

Tūtohunga | Recommendation

That:

1. Council confirms the following approach to progressing the Pride of Place project (Option 4)
 - (A) By the community for the community action list
 - B) POP size infrastructure actions list
 - C) POP connects to already programmed projects action list

Horopaki | Background

At its workshop on 28 June 2023, Council discussed options relating to the implementation of the Pride of Place (PoP) project.

Council's initial decision to undertake a flagship placemaking project was driven by a number of goals:

It was driven by a desire to be ready for the future of local government, and flip the traditional model of capital investment on its head, with a people centred approach to engagement and delivery.



Pride of Place (POP) is a project that works directly with community to develop aspirational goals for their towns and then supports community-led initiatives to realise those goals using temporary activities and initiatives – known as placemaking. The project also, works across Council departments to assist with traditional local government projects that contribute to the realisation of the community goals by facilitating opportunities for co-design and lived experience input.

Creating vibrant places in this way, works to improve the liveability and wellbeing of our communities. It also helps ensure support is allocated to the places it will do the most good.

To date, Place Plans have been co-designed with community and endorsed by Council for Matamata and Morrinsville. The Te Aroha engagement phase has recently been completed and the Place Plan is currently being drafted. Waharoa engagement planning is due to start shortly.

The project started approximately 18 months ago. A small operational budget is achieved from the Community Purposes Reserves – this covers Place Creative (who have assisted the team in the Place Plan development), communication resourcing, and a contingency for materials, advertising, etc.

Council has budget in the 2021-31 Long Term Plan for capital expenditure under the Streetscape Revitalisation area. An application was successfully made to DIA for Better off funding for Pride of Place implementation over a five year period. It should be noted that while the first two years of each Place Plan are populated; years 3 to 5 will be populated pending evaluation and community feedback on the first two years (the building blocks).

The PoP project has attracted national and regional interest. The Strategic Partnerships and Governance Manager was invited to present this as a case study at the Taituara Engagement Forum in Wellington. It has provided the catalyst for the establishment of the Waikato Placemaking Collective, and is an example of good practice for community engagement and development. From a district perspective, the PoP engagement has realised increased social and trust capital and relationship building between Council and community.

Ngā Take/Kōrerorero | Issues/Discussion

We are now at the implementation phase for Year 1 of the Matamata and Morrinsville Plans, with increasing enquiries from community as to when they can “roll up their sleeves” and get involved.

The recent allocation of \$800,000 from the Better off funding for water service costs, alongside elected member concern around project prioritisation, means it is important that staff have a shared understanding as to “where to from here” for the project.

Mōrearea | Risk

The relevant risks are articulated in the options section of this report.

Ngā Whiringa | Options

Staff have identified four scenarios for Council consideration. **Staff recommendation is that Option 4** be progressed to ensure the project continues momentum and ensuring community buy in and participation.

1. Pause the POP project

This would see PoP paused for a period determined by Council.

The risks involved in this would be the loss of social/trust capital with community – particularly in light of the engagement investment provided. It is unclear as to whether momentum could be rebuilt should the project be paused.

2. PoP is fully funded

This would see the project fully funded as per the Place Plans endorsed by Council, and funded via LTP capital fund, alongside better off.

The recent Annual Plan process and increase in rates has elevated elected members concern around public perception risk in terms of Council's expenditure.

3. Capital expenditure (hard infrastructure) only

This would see progression of only hard infrastructure within the plans e.g. water fountains, bike racks, outdoor power points in key locations, improvements to accessibility etc and connect in with already programmed projects.

There are risks to this option around community perception that their feedback and aspirations have not been listened to/their value accepted by Council. This would see a reversion back to a more traditional Council approach to capital investment, and would not respond to the Future for Local Government.

4. A) By the community for the community action list

This action list ensures community clearly ownsthis project. It demonstrates Council is genuinely interested in community taking the lead on initiatives and it can run at no cost to Council.

Once the community goals are established, the POP team reaches back out to members of the community who shared ideas they wanted to deliver during the engagement phase. The POP team secures 3-5 community-led initiatives that clearly support the realisation of the community goals and offers POP support. POP support can be anything in our establishing keke, caravan, personnel to help navigate council processes, community champion workshop to help gain volunteers and or perhaps marketing support (using our established channels) etc.... The financial costs for the initiatives on this particular action list will be on community organiser but there is potential POP could help with the Placemaking grant (if that is supported) alongside existing grants.

C) POP size infrastructure actions list

This action list allows access to the original Town Revitalisation capital funding (the original and totally secured budget) and equates to "things happening on the ground".

Enables relatively low cost initiatives - eg water fountains, bike racks, outdoor power points in key locations

C) POP connects to already programmed projects action list

This action list promotes early and effective engagement with our internal stakeholders and demonstrates that POP projects aren't considered in isolation.

Once we have the community goals, POP works with internal MPDC teams such as Assets and Roading to see if any of their upcoming programmed works connect to the established community goals. If they do, POP can offer support to bring in lived experience through workshop facilitation or other ways that are mutually agreed upon between POP and the internal team.

This option would negate the risks highlighted in Options 1 to 3; by ensuring the project progresses, albeit with a slightly different lens, whilst also preserving the trust capital built with the community.

<Insert text>

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

The Place Plans developed for each town inform the trajectory and budgetary allocation of the Pride of Place project.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Council's decision will inform the nature of communication and outreach to its communities.

Ngā take ā-lhinga | Consent issues

Not applicable

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 contributes to all of the Community Outcomes alongside the four wellbeings entrenched in the Local Government Act 2002.

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

Council has previously approved use of the streetscape budget from the 2021-31 Long Term Plan and Better off funding for this project.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Erin Bates Strategic Partnerships and Governance Manager	
Approved by	Manaia Te Wiata Group Manager Business Support	
	Don McLeod Chief Executive Officer	

7 Pūrongo me whakatau | Decision Reports

7.2 Community Group Leases and Licences Policy

CM No.: 2743648

Rāpopotonga Matua | Executive Summary

A Draft Community Group Leases & Licences Policy was developed by the former Property Working Party. This policy seeks to: (1) improve efficiency and minimise inconsistencies around occupation agreements with community groups; and (2) provide greater clarity to community groups about the process. The draft policy was discussed and refined at various Council workshops and meetings, most recently on 14 June 2023. The Draft Policy has been applied to all new community group leases and licences since 2016, with generally positive feedback. Council is now asked to formally adopt this policy.

Tūtohunga | Recommendation

That:

1. That the report be received.
2. Council adopts the Community Lease & License Policy (Attachment A).

Horopaki | Background

Council leases or licences several community groups (e.g. sports clubs, service clubs, youth training organisations etc.) to occupy or use various properties owned or managed by Council (e.g. parks, reserves, and freehold properties).

The Problem

Historically, there was no policy guidance on leases or licenses to community groups. Each application was treated on a case-by-case basis adding an element of uncertainty for community groups as to the outcomes, terms and conditions. Lease terms were not always consistent. Some groups were paying peppercorn rental and others, commercial rates. Council was keen to support volunteer 'community groups' by not charging commercial rentals but 'community groups' were not clearly defined hence the inconsistent approaches taken.

The Reserves Act 1977 regulates leases and licences on Reserves. Historically, the requirements of this Act were not always observed. The level of awareness of Reserves Act requirements among elected members, property officers, and other staff varied and may have influenced the variable level of compliance.

Policy Development

The need for a policy to define 'community groups' and establish standard terms and conditions was identified. A Working Party (consisting of elected members and staff) was established and a Draft Policy was developed in 2015/16.

The Draft Policy clearly defined 'community group'- with emphasis on not-for-profit nature of organisation and the purpose(s) for which they exist. This definition has been used in the Fees &

Charges schedule as well. The Draft Policy was workshopped with the elected members at the time, and it was decided to trial the draft policy before considering it for formal adoption.

Trial

The Draft Policy has been applied to all new leases since 2016. Feedback has generally been positive as several not-for-profit community groups now pay significantly less rent than in the past and groups are treated more consistently. Negative feedback mainly relates to the need to pay the administration fee for new lease documents when they are set up. These are set in the Fees and Charges Schedule. Community groups currently pay 50% of the normal administration fee.

To address Reserves Act matters, the General Policies Reserve Management Plan adopted in 2019 includes an Occupation Agreements chapter that highlights Reserves Act requirements and key provisions in the Act. Property officers were made aware of these requirements at the time and can easily refer to the relevant chapter when leases or licences involve Reserves. Proposed leases or licences over Reserves are also discussed at the monthly Property Action Group meeting.

Workshop on 14 June 2023

This policy was most recently workshopped with Council on 14th June 2023. Council requested the most recent data on current community group lease and licences. This was supplied electronically following the workshop. The recommended lease term in the draft policy was queried. A subsequent minor amendment to the policy wording clarifies that Council may consider longer or shorter terms and provides guidelines on matters Council will consider when making such decisions. A question was also raised about golf courses. The policy was not intended to apply to the golf course leases. The wording of the attached version of the policy notes this.

Ngā Take/Kōrerorero | Issues/Discussion

The draft policy has been applied to all new leases/licences and on a 'sinking lid' basis to existing ones i.e. as leases expire the new policy is applied. The policy has provided clear guidance to staff on what constitutes a 'community group'. Feedback has generally been positive as several not-for-profit community groups now pay significantly less rent than in the past and groups are treated more consistently.

Mōrearea | Risk

Risk of Non-Compliance

The Reserves Act (1977) regulates leases and licences on Reserves. Not having a clear policy on leases and licences could result in non-compliances and grounds for judicial review of leases/licences.

Reputational Risk

If there is no policy and the terms and conditions of each lease/licence is decided on a case-by-case basis the risk of inconsistencies increases. This can create reputational risk for Council.

Inefficiency

If there is no clear policy to guide staff the uncertainties of policy and process are likely to cause inefficiency.

Ngā Whiringa | Options

Option 1: Council adopts the Community Leases and Licences Policy.

Option 2: Council declines to adopt the Community Leases and Licences Policy.

Staff recommend Option 1.

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

Council's power to grant leases and licences affecting reserves under the Reserves Act 1977 varies, depending on the classification of the reserve concerned, and, where applicable, the rights transferred from the Crown.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Once adopted, staff can place the policy on the website and notify relevant staff that the policy has been adopted.

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: We encourage the use and development of our facilities

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

As the policy has already been drafted the only additional costs involved are staff time to place the document on the website and notify relevant staff that the policy has been adopted.

Ngā Tāpiritanga | Attachments

 [Draft] Community Lease & License Policy



Ngā waitohu | Signatories

Author(s)	Arshia Tayal Parks and Facilities Advisor	
	Mark Naudé Parks and Facilities Planning Team Leader	
Approved by	Mark Naudé	

	Parks and Facilities Planning Team Leader	
	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Community Group Leases and Licences Policy



Department: Assets Strategy & Policy

Policy Type and Number: Council Policy (2734147)

Council Resolution Date: TBC

Introduction

Community groups often use Council-owned land or buildings for a variety of purposes. Short term, occasional or casual use of Council land or buildings is managed via Council's Booking System which falls outside the scope of this policy.

Medium or long-term use of Council land or buildings involve formal occupation agreements (such as leases or licences to occupy). These agreements are often entered into to allow community groups to use Council-owned land and/or buildings on a medium, to long-term basis for activities that are considered beneficial to the community. The community benefits from the services or activities of the community group as well as from the reduced costs to Council in maintaining the facilities.

Unlike commercial leases, the rental arrangements are not profit-driven. Revenue is generally a nominal amount (e.g. 'a peppercorn rental'). The terms and conditions of the lease or licence often involves a quid pro quo arrangement, that allows the community group to use a facility in return for maintaining the facility to an appropriate standard. Some agreements involve both the payment of rent and the expectation of ongoing maintenance.

Historically, a lack of clear policy, as well as a variety of historical agreements have led to inconsistencies in form, type, terms and conditions of occupation agreements between community groups and Council. In several cases, no formal agreement was recorded.

Historically there has been no policy guidance on what leases or licences should include and as a result each application is put to Council for consideration. This process is time consuming for Council, staff and community groups.

This policy seeks to:

- (1) Improve efficiency and minimise inconsistencies around occupation agreements with community groups by establishing clear guidelines around:
 - who qualifies as a community group
 - selecting the most appropriate type of occupation agreement for each situation (e.g. lease, licence, or other form of agreement)
 - determining appropriate rentals
 - determining appropriate terms and conditions for occupation agreements
- (2) Provide greater clarity to community groups about the process.

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Objectives

1. To support community groups whose activities contribute to Council's priorities and long-term outcomes by enabling them to enter into occupation agreements for the use of suitable land and/or buildings owned, or controlled by Council.
2. To promote the responsible management of land and/or buildings used by community groups.
3. To clarify what organisations qualify as a community group in terms of this policy.
4. To provide guidelines for staff to determine the most appropriate form of occupation agreement for the most common situations.
5. To provide guidelines for determining appropriate levels of consideration (e.g. rentals, services performed in lieu of rental etc.).
6. To provide guidelines to determine appropriate terms and conditions for occupation agreements.

Policy

Interpretation

'Community group'	<p>"a not-for-profit, organisation that provides services that are of benefit to the community, including the provision, promotion or facilitation of:</p> <ul style="list-style-type: none"> • public health or wellbeing • social advisory or rehabilitation services • sports or recreational activities • public amenities or recreational facilities • the protection or enhancement of the environment • the protection of human life • the relief of poverty • the advancement of education or religion • animal welfare • public works or services • the efficiency of the armed forces."
'lease'	<p>A grant of an interest in land that-</p> <p>(a) gives exclusive possession of the land; and</p> <p>(b) makes provision for any activity on the land that the lessee is permitted to carry out.</p>
'licence to occupy'	<p>A grant that gives a non-exclusive interest in land; or a grant that makes provision for any activity on the land that the licensee is permitted to carry out.</p>
'licence'	<p>A <i>profit à prendre</i> or any other grant that gives a non-exclusive interest in land; or a grant that makes provision for any activity on the land that the licensee is permitted to carry out.</p>

'maintenance'	All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal. Maintenance does not increase the service potential of the asset or keep it in its original condition, it slows down deterioration and delays when rehabilitation or replacement is necessary
'occupation agreement'	Collective term used in this policy to cover all forms of agreement to occupy land or buildings (or parts thereof) including: Memoranda of Understanding, Licences to Occupy, Leases, Approvals under Bylaws.
'approval under bylaw'	An approval to carry out an activity that has been granted by an Authorised Officer of Council in terms of a Bylaw e.g. Public Amenities Bylaw or Public Safety Bylaw.
'temporary use'	The use of a facility or area of land for a period not exceeding an average of four hours a week over a six month period. <i>Examples:</i> <i>A club uses a building twice a month for a six month season for two hours a time. This equates to 1 hour a week over six months. This would be considered temporary use.</i> <i>A club uses a building five days a week for eight hours a for three months of the year. This equates to 960 hours over six months or 40 hours a week. This would not be considered temporary use.</i>
'exclusive use'	The right to use a facility, or part of a facility, with the right to exclude others from that facility or part of the facility. <i>Example: A clubhouse that only club members may use.</i>
'non-exclusive use'	The right to use a facility, or part of a facility, without the right to exclude others from the facility. In the case of Recreation Reserves and Esplanade Reserves for example there is an expectation that public access to the land will be granted unless there is a valid reason under the provisions of the Reserves Act to restrict public access (e.g. for public safety reasons).
'building'	Shall have the same meaning as defined by the Building Act 2004.
'reserve'	Any land owned, managed or controlled by Council that is either: classified as a reserve in terms of the Reserves Act 1977; designated as a reserve or proposed reserve in the District Plan; has the status of a 'park' under the Local Government Act 2002, or is managed as though it were a reserve in terms of the General Policies Reserve Management Plan.
'general land'	Any land owned, managed or controlled by Council that is not a 'reserve' in terms of this Policy.
'facility'	Any land or building (or part thereof) that is either owned, managed, or controlled by Council; or is located on land owned, managed or controlled by Council.

General

Council shall allow Community Groups to enter into formal agreements with Council to occupy and use land and/or buildings (or parts thereof), owned or controlled by Council, for activities that are considered to be of benefit to the community.

Council shall not however be bound to enter into any form of occupation agreement with any Community Group.

Exclusion

This policy shall not apply to facilities specifically designed for, and exclusively used by, a particular sports or recreation group, with no expectation of providing free public access, and/or where entry is restricted to paid-up club members, or dependent on the payment of fees (e.g. golf courses).

Benefits

Council recognises that the community benefits from the services or activities of community groups and ratepayers benefit from the reduced costs of maintaining facilities owned or managed by Council.

Subsidised rentals for recognised community groups

Council is sensitive to the fact that community groups are financially dependent on irregular income sources (such as donations, grants and bequests) and are under increasing financial pressure during tough economic times. Council desires that funds raised by community groups are, as far as practicable, used for services and activities that directly benefit the local or district-wide community.

- Rentals for Community Groups shall be set at a nominal rate of \$10 per annum, payable on demand.
- Community Groups are required to pay the half the administration charge to set up a lease or licence to occupy, as set in Council's Fees and Charges Schedule (e.g. if the lease preparation fee in the Fees and Charges Schedule is \$160, community groups will be required to pay \$80).

Maintenance and care of facilities

Council prefers not to charge market rentals to Community Groups.

Community Groups are expected to maintain the facilities that they lease, or have a licence to occupy, to a reasonable standard as agreed to by Council. Council reserves the right to inspect properties under lease or licence from time to time to ensure that they are being maintained to an appropriate standard. If the premises are not maintained to an appropriate standard, Council may require the lessee/licensee to remedy the situation. If the lessee/licensee fails to remedy the situation Council may terminate the occupation agreement.

The details of maintenance responsibilities are to be contained within the lease or licence to occupy.

Guidelines and procedures

Council may, from time to time, develop administrative procedures to support the implementation of this policy.

Reserves under the Reserves Act 1977

Council's power to grant leases and licenses affecting Reserves gazetted under the Reserves Act 1977 varies, depending on the status of the reserve concerned and the rights transferred from the Crown.

When considering applications for occupation agreements concerning reserves the requirements of the relevant Reserve Management Plan shall be taken into account.

The Long Term Plan, Strategies and Asset Management Plans shall also be taken into account so that all relevant objectives and management issues may be considered.

General land

When considering applications for occupation agreements for general land, the Long Term Plan, Strategies and Asset Management Plans shall be taken into account so that all relevant objectives and management issues may be considered.

The General Policies Reserve Management Plan, while not binding on non-reserve, general land, provides useful policy advice and guidance on a range of issues that may also be relevant to general land.

What type of agreement is the most appropriate?

As a general guideline, the following factors determine the most appropriate form of occupation agreement:

- Whether the community group is seeking exclusive use or not
- The intended period of use
- Alignment of the proposed use with Council Policies and Strategies
- Legal requirements (e.g. Reserves Act 1977 for Reserves)

Types of occupation agreement

1. Lease

Any long-term or exclusive use, of land or buildings shall be subject to a lease.

Leases shall incorporate the appropriate provisions of the Reserves Act 1977, except where the Council's tenure of the land requires otherwise, and shall in the case of reserves and land managed as reserves, incorporate where necessary the policies detailed in the General Policies Reserves Management Plan document.

2. *Licence to occupy*

A 'licence to occupy' grants the non-exclusive right to use land or a building for a specific purpose and defined length of time.

A license granted under the Reserves Act 1977 is generally for a specific purpose and for a shorter timeframe than a lease. A temporary licence to occupy under Section 74 of the Act may be held for up to ten years. Some other types of licences [under Section 54(1)(d) and 56(1)(b)] may however be held for up to 33 years.

Licences will generally be allowed on undeveloped reserves provided that there are no adverse effects on reserve values, reserve users or neighbours. The relevant Reserve Management Plan requirements and any anticipated future use of the land shall also be taken into account when determining the terms and conditions of the licence.

All grazing/gardening on recreation reserves will be licensed under an agreement based on the requirements of the Reserves Act 1977.

Licences will include provision for public access where this is appropriate, desirable, and compatible with the intended use of the land.

Council may impose a condition requiring provision for public access, or set aside specific areas for public access.

Decision-making process for new occupation agreements

Council (or a delegated committee of Council) will by Resolution decide on new leases.

Decision-making on new licences to occupy and roll-overs of existing leases and licences are delegated to Council Staff.

Terms

1. *Leases*

Leases with community groups shall generally be entered into for a period of five years with two rights of renewal of five years each (i.e. 5 + 5 + 5 years).

Council reserves the right to enter into leases for a shorter term in cases where Council's future plans for the land or buildings necessitate a shorter term, or in cases where the lease is an interim arrangement until a more suitable venue becomes available (e.g. during the construction of a new facility or renovation of an existing facility).

Council reserves the right to enter into leases for a longer initial term in cases where a substantial capital investment is made by the community group (for example, if a community group funds the entire construction cost of a new building or sports surface), and/or the tenant has a good track record as Council tenant.

2. *Licences to occupy*

Licences to occupy shall generally be entered into for a term of three years with a right of renewal of two years (i.e. 3 + 2 years) unless circumstances necessitate a shorter term.

Restriction on sub-letting

It shall be a standard condition of all leases and licences to occupy that the lessee/licensee shall not enter into a sub-leasing arrangement unless it has been approved by resolution of Council. Council shall not be bound to approve any sub-leasing arrangement.

Health and Safety

Leases and licences will include conditions requiring lessees/licensees to abide by the duties and obligations of the Health and Safety at Work Act 2015 and any applicable regulations such as the Health and Safety at Work (Asbestos) Regulations 2016.

Rates and expenses

Occupation agreements are to include conditions that the lessee/licensee is responsible for paying outgoing expenses such as utility charges and/or insurance; and/or rates where applicable. In cases where only a portion of the land or a portion of a building is occupied by a lessee/licensee the rates will be apportioned based on the area under occupation. For example, if 30% of the premises is occupied by a lessee, the lessee will be required to pay 30% of the rates.

Effect of Policy on existing leases and licences

This Policy will not affect existing leases and licences until their expiry or review date. Renewals and reviews of existing occupation agreements will be subject to the requirements of this Policy.

Effects and Risks

It should be easier to identify if an organisation will qualify as a community group in terms of this policy. The policy will assist staff to determine the most appropriate form of occupation agreement for the given situation. The policy will level the playing field for community groups seeking to enter into occupation agreements with Council.

Inconsistent approaches to occupation agreements can cause the public to lose confidence in Council and its processes. Community groups can feel that they are being discriminated against if they discover that the terms and conditions of their agreement is substantially different from agreements with other groups.

If Council has to maintain facilities that could otherwise be leased or subject to a licence to occupy, Council would bear the full cost of maintenance. The cost of maintenance would exceed the loss in rental revenue if discounted rent is offered to community groups.

If the cost of occupation is too high for community groups to bear, the groups may become unsustainable and the services they provide to the community may be lost. If groups are unable to adequately maintain the buildings or land they are occupying, Council may, by default, acquire the financial burden of renewing or maintaining these facilities.

If "community group" is not adequately defined, there is a risk that commercial enterprises may try to reap the benefits of reduced rent by masquerading as a "community group". Some organisations may also be engaged in community activities but be run as commercial entities (e.g. professional sports franchises). It would be unfair to smaller, not-for-profit community groups if commercially-orientated groups, that can afford to pay market rates, were given the benefit of discounted rent.

Relevant Legislation

The provisions of the Reserves Act 1977 shall apply to leases and licences to occupy land gazetted as a Reserve in terms of the Reserves Act 1977.

The Public Bodies Leases Act 1969 may apply to certain existing leases.

The Property Law Act 2007 applies to leases and licences that have taken effect on or after 1 January 2008.

Related Policies, Strategies or Guidelines

Commercial Licences and Leases Policy (to be developed)
General Policies Reserve Management Plan
Passive Reserves Management Plan
Active Reserves Management Plan
Open Spaces Strategy

Audience

Councillors
Staff
Community Groups

Policy Guidelines

Once developed, policy guidelines and/or administrative procedures will be stored in Council's quality management system.

Measurement and Review

The policy will be reviewed every three years by the Asset Manager Strategy & Policy.

Authorisation

Authorised by : Susanne Kampshof
Asset Manager Strategy & Policy

Signed: _____
Susanne Kampshoff
Asset Manager Strategy & Policy

Manaia Te Wiata
General Manager Business Support

7 Pūrongo me whakatau | Decision Reports

7.3 Naming a private access way (Vicarage Lane) off Memorial Rise, Morrinsville

CM No.: 2741803

Rāpopotonga Matua | Executive Summary

Land developers are required to apply to Council to name public and private roads within subdivisions of size \geq 6-lots.

MG Solutions of Hamilton (planning, surveying and architecture consultants – acting as the agent for their client – Maher Limited, the ‘Applicant’) have presented to Council staff a proposal to name a new, private access way to a 6-lot development off Memorial Rise, Morrinsville.

Their research into the site reveals that the original, existing home was built as a vicarage (circa 1910), and therefore the Applicant is keen to use Vicarage Lane as the Preferred, historically significant, private access way name.

A suitable site plan has been included below to support the application. Further historical information has also been added to provide context to naming.

In accordance with 7. *Consultation of the Numbering of Properties, Naming of Roads, Access Ways and Open Spaces Policy (02 October 2019)*, requirements to consult with Mana Whenua do not apply to private access ways.

In accordance (and consistent) with the following sections from the abovementioned Access Ways policy: 8 (k). Criteria for all road and access way names and 10 (a). Private Access Ways:

- The name “Lane” cannot be used for a public road. “Lane” is for private access ways only, and
- The name chosen for an access way must be a ‘Lane’ (e.g. Oaks Lane)

Below is the recommendation and further background to the proposal.

Tūtohunga | Recommendation

That:

1. **The report be received**
2. **Council accepts the preferred public road name (Vicarage Lane) for the new, private, 6-lot development off Memorial Rise, Morrinsville.**

Horopaki | Background

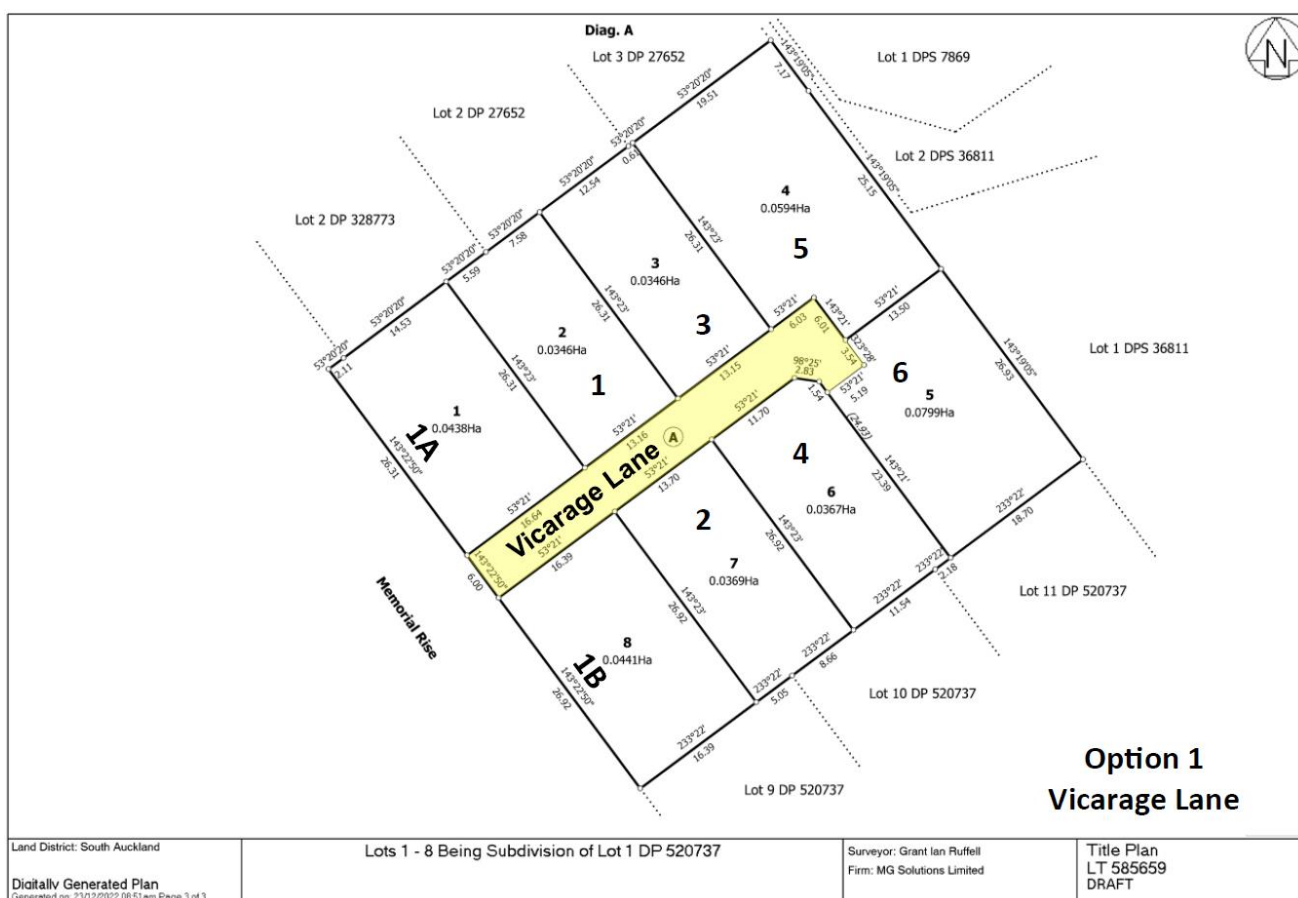
Road names and property numbers are used extensively by a range of individuals and organisations for accurate and efficient identification. Such forms of identification are not limited to emergency services, postal and courier services, visitors and utility providers (water, power telephone, internet) 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 MG Solutions of Hamilton on behalf of the Applicant details the proposed, preferred, private access way location and name.



Research undertaken as part of this proposal is encouraging and makes for interesting reading. Below is information taken from the initial proposal that provides the historical perspective and significance of the land proposed for development.

Access Way Name of Significance

As part of the proposed development, the applicant's intention to preserve the existing house (as per the site photo below) has led to further historical research into the house's origin carried out by Mike Gribble (Morrinsville Museum Curator) and Grant Ruffell (MGSL Registered Professional Surveyor).



Current Day – Existing House Completed Re-Site

According to Mike Gribble's research, the original house was established as a '*Vicarage*' accommodation for Morrinsville's vicar and his family, sometime after the original General Trust Board of the Diocese of Auckland had purchased the land in 1910.

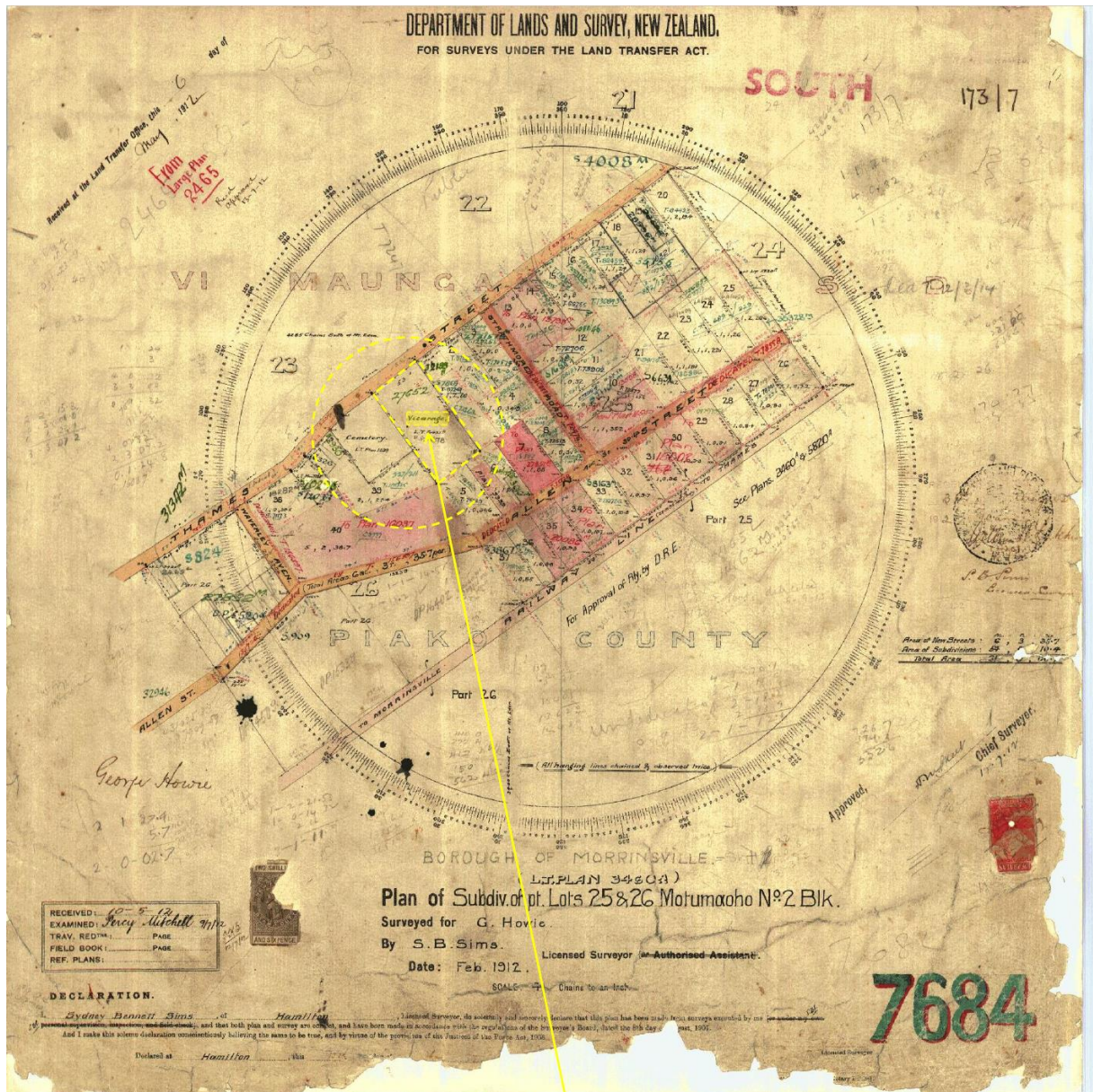
The reference to the Vicarage is further backed up by Grant Ruffell's research of historic survey plans with one that depicts the subject Lot located adjacent to the Morrinsville Historic Cemetery identified as '*Vicarage*' (refer to Survey Plan DP 7684, attached in Appendix 2).

Historical aerial photography (as per Waikato Regional Council Retrolens Maps) earliest records date back to 1941, which indicates the establishment of the original house on the subject land that was among the older houses in the Morrinsville Township (refer to the below aerial photo).



Historical Aerial View – 1941 – Original House

Based on the above research, we believe that the reference to the '*Old Vicarage*' or '*Vicarage*' is the best fit for the private right of way, given its relationship to the original existing house that is retained as part of the proposed residential development and shared right of way access. Please note that Mike Gribble has supported both suggested names above and is happy to be contacted to discuss further if required (07 889 4190). Furthermore, the proposed reference to vicarage provides a common themed relationship with the receiving environment being located within the vicinity of the historic cemetery and the underlying subdivision (completed by the applicant) accessed off the Memorial Rise transport corridor.



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 that throughout our district and neighbouring districts they aren't duplicated or don't sound similar to existing road names.

For public road naming, Council staff suggest that Applicants (or their agents) initially refer to Council's road naming policy for guidance on consultation with Mana Whenua; with regard to obtaining information about the cultural identity of select locations/areas within the district. Moreover, Applicants (or their agents) are to provide each Mana Whenua group with at least 15 working days to identify if the area has cultural significance and provide this feedback to the applicant. The purpose of the feedback is to provide non-binding advice to the applicant as to how culturally significant an area is. As these roads are vested in Council, road sign installations and maintenance become Council's cost.

For private roads and access ways not vested in Council the same consultative requirements don't apply in terms of Mana Whenua involvement. Road sign installations and maintenance are 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.

Preferred: *Vicarage Lane*

We (the Applicant) believe that the reference to the '*Vicarage*' is the best fit for the private right of way, given its relationship to the original existing house, retained as part of the proposed residential development and shared right of way access.

Alternative 1: *Edgcombe Lane*

The last name of the client who developed the first subdivision and this stage of development.

Alternative 2: *Signature Lane*

Signature Homes are building most of the new dwellings on the site.

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 proposed Preferred and two Alternative road names listed above.

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

Council's Naming of Roads, Access ways Policy (02 October 2019) is attached.

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, July 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



Ngā waitohu | Signatories

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

Numbering of Properties, Naming of Roads, Access Ways and Open Spaces



Department(s): Assets, Policy and Strategy
 Corporate Strategy (Iwi Liaison)
 Regulatory Planning

Policy Type: External Policy

Council Resolution Date: 02 October 2019

1. Introduction

The Council is responsible for the naming of roads and numbering of land and buildings, under section 319, 319A and 319B of the Local Government Act 1974.

Road names and property numbers are used by a wide array of users for the accurate and quick identification of properties including; emergency services, postal and delivery services, personal visitors, service deliveries such as power, telephone and water. It is essential that properties have a formal and unique address by which they can be identified.

This policy covers both the naming of access ways and the naming of roads to ensure there is consistency.

2. Objectives

- a. To ensure consistency in naming of roads and access ways in the district.
- b. To clarify the meaning of access ways and to provide clear rules for the naming of these.
- c. To ensure roads are named to reflect the identity of the local areas as well as ensuring ease of identification for the Council, emergency services and others.

3. Definitions

Developer	An individual or entity, which is making an application. This may include Council, a consent holder or the party developing the infrastructure including
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Morrinsville & Te Aroha 07 884 0060 - Matamata 07 881 9050 - Fax 07 884 8865

	but not limited to a Developer.
Council	Matamata-Piako District Council.
Culturally significant	Ancestral land, water, wahi tapu, valued flora and fauna, and other taonga significant to Mana Whenua.
Name	The word or name used to identify a road, open space or Council facility. Name excludes the road type (see definition: road types).
Open space	Includes all parks and reserves administered by Council. This includes Reserve As defined under s 2 of the Reserves Act 1977 and land owned by Council with a primary recreation function, not held under the Reserves Act 1977.
Access Ways	A single 'lot', right of way or a series of right-of-ways that will be occupied by a physical driveway, providing vehicle access to a minimum of six lots. This also includes common access lots, retirement village roads and common property within a Unit Development as defined under section 5 of the Unit Titles Act 2010.
Road	Road as defined in section 315 of the Local Government Act 1974, and any square and any public place intended for the use of the public generally.
Road types	Road types in accordance with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011 (outlined in Schedule 1 below).

4. Application

The developer must submit their preferred name(s) plus two alternatives for each road or access way¹. A plan identifying all roads or access ways and each property number must be included in the proposal. All proposed roads or access ways to be named must be clearly labelled.

Developers must consider property numbers and road/open spaces names at the early stages of their resource consent application to ensure there are no delays to the process.

5. Property numbering

Property numbers for both public roads and access ways must adhere to the relevant New Zealand standards issued by LINZ. In general:

- a. Addresses on the left side of the road should be ordered by number, using odd numbers beginning with "1" at the start of the road/access way.

¹ Proposals must be submitted in writing to Council's Asset Manager – Strategy and Policy.

- b. Addresses on the right side should be ordered by number, using even numbers starting with "2".
- c. When numbering a cul-de-sac, the same "odd on the left, evens on the right" approach should be used. Incremental numbering around the cul-de-sac should not be used.
- d. Rural numbering is based on the distance down the road. The distance in metres is divided by 10 and rounded to the nearest odd number (left side) or even number (right side).

6. Naming considerations

A proposal to name or rename a road, or an open space must include evidence that the name(s) reflect one or more of the following:

- a. The identity of the Matamata-Piako District and/or local identity.
- b. The historical significance of particular locations.
- c. The cultural significance of the area to Mana Whenua.
- d. People important in the history of an area.
- e. Events, people and places significant to a community or communities locally, nationally or internationally.
- f. Flora and Fauna significant or important to the history of an area.

7. Consultation with Mana Whenua

Prior to submitting a proposal applicants are to request Council staff² provide guidance as to the appropriate Mana Whenua of an area. Applicants are to provide each Mana Whenua group with at least 15 working days to identify if the area has cultural significance and provide feedback to the applicant.

The purpose of the feedback is to provide non-binding advice to the applicant as to how culturally significant an area is to Mana Whenua. The applicant must provide evidence that they have given Mana Whenua an opportunity to provide feedback in accordance with this section.

For the avoidance of doubt consultation requirements with Mana Whenua do not apply to private access ways.

² Council's Corporate Strategy Team in their role as Iwi Liaison will provide the relevant contact details to Developers in consultation with Mana Whenua on request.



8. Criteria for all road and access way names

Any proposed road and access way names will preferably meet the following criteria:

- a. Not be duplicated in the Matamata-Piako District
- b. Preferably, be short (generally not longer than 12 characters).
- c. Be single words to avoid cartographic problems.
- d. Be easy to spell and pronounce.
- e. Not sound similar, or be similar in spelling, to an existing road name.
- f. Not include a preposition, e.g. Avenue of the Allies.
- g. Not be abbreviated or contain an abbreviation excepting that "St" can be used for "saint" and 'Mt' can be used for "mount".
- h. Names must not include a numeral (e.g. 5 Oaks Drive) but can include a number as a word (e.g. Five Oaks Drive).
- i. Not be in poor taste or likely to cause offense.
- j. Not lead with 'The'.
- k. The name 'Lane' cannot be used for a public road. "Lane" is for private access ways only.
- l. If more than one road or access way is being named, consideration must be given to the names sharing a common theme. Where there is an existing theme or grouping of names in an area, consideration should be given to new names having an appropriate association with existing names in the area.
- m. Road types must comply with Schedule 1

9. Renaming of roads

The name of an existing road or access way may only be changed if a clear benefit to the community can be demonstrated. Examples of this are the incorrect spelling of a name, eliminating duplication in spelling or sound, preventing confusion arising from major changes to road layout or to make geographical corrections

10. Private Access Ways

For the naming of an access way, the following rules also apply:

- a. The name chosen for an access way must be a 'Lane' (e.g. Oaks Lane)



- b. If the access way currently services other existing properties then the property owners must be consulted and evidence of this consultation provided to Council.
- c. The private access way must not be vested in Council
- d. The access way must service a minimum of six lots.
- e. The numbering of the street where the access way is created must not be altered with the exception of the lot being subdivided in its entirety.
- f. The numbering of the lots within the subdivision that will be serviced by the access way must follow Council's existing numbering system.
- g. Council is not responsible for any external agencies refusal to acknowledge the access way name.
- h. Council's refuse collection service will only collect from the road (not up the access way).
- i. Signage displaying the name must be within the boundaries of the access way or as agreed on private property created by the subdivision. This signage must be in reverse colours to that used by the public street name system. Supplementary signage must be fixed to the access way name blade stating that the access way is 'Private Access' and 'No Exit'.
- j. Council will not be responsible for any costs associated with the construction and maintenance of the access way or any related signage.

11. Open spaces

For the naming of an open space, the following rules also apply:

- a. Any naming or renaming of open spaces must consider the obligations set out in Part 6 of the Local Government Act 2002.
- b. Reserves must be named or renamed by resolution of Council and in accordance with the Reserves Act 1977.
- c. The Naming of Reserves should also follow the policies as outlined in the General Policies Reserve Management Plan 2019 (see 11.11 of the GPRMP) or any subsequent replacement policies. The naming of open spaces (those that are not reserves) should use the General Policies RMP criteria as a guideline when naming an open space.



12. Decisions on names

Subject to LINZ approval, the final decision on road, access way and open spaces names rests with Council. Council may, at its sole discretion, delegate this decision making function to another body or member of staff.³

13. Relevant Legislation

Matamata-Piako District Council is responsible for the naming of roads under the Local Government Act 1974 Section 319.

Where a reserve is vested in Council, the Minister of Conservation or Council may specify or change the name of a reserve by notice in the Gazette (Section 16(10) Reserves Act 1977).

14. Related Policies, Strategies or Guidelines

This Policy complies with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011.

15. Audience

- a. Council
- b. Council staff
- c. Developers
- d. Mana Whenua
- e. The community

16. Measurement and Review

This policy will be reviewed yearly by the Asset Manager – Strategy and Policy.

³ Delegations will be made by Council resolution and recorded in Council's delegations register.



Schedule 1

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	√	√	
Arcade	Arc	Passage having an arched roof or covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	√	√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide roadway without many cross- streets.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Gm	Roadway often leading to a grassed public recreation area.		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway. (reserved exclusively for non-public roads)	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides	√		
Mews	Mews	Roadway having houses grouped around the end.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into the water.	√	√	
Rise	Rise	Roadway going to a higher place or position	√	√	
Road	Rd	Open roadway primarily for vehicles. In general rural roads should be called road.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	
Track	Trk	√ Walkway in natural setting.			√
View	View	A road with a view	√	√	
Walk	Walk	Thoroughfare for pedestrians			√
Way	Way	Short enclosed roadway. (reserved exclusively for non-public roads)		√	
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√



7 Pūrongo me whakatau | Decision Reports

7.4 Local Recovery Manager - Endorsement

CM No.: 2743250

Rāpopotonga Matua | Executive Summary

The Civil Defence Emergency Management Act 2002 at section 30(1) states that a Civil Defence Emergency Management Group may appoint a suitably qualified and experienced person to be a Local Recovery Manager.

The Waikato CDEM Recovery Manager Policy sets out the process for appointing a Local Recovery Manager.

The Waikato Civil Defence Emergency Management Group Joint Committee at its meeting on 19 June 2023 approved the appointment of Ally van Kuijk as a Local Recovery Manager for Matamata-Piako District Council. Council is now required to endorse that appointment for Ms van Kuijk to act as their Local Recovery Manager.

Tūtohunga | Recommendation

That:

1. **Council endorse the appointment of Ally van Kuijk as Local Recovery Manager for Matamata-Piako District Council.**

Horopaki | Background

The Civil Defence Emergency Management Act 2002 at section 64 states:

64 Duties of local authorities

- (1) A local authority must plan and provide for civil defence emergency management within its district.
- (2) A local authority must ensure that it is able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency.

To ensure a local authority can recover from any emergency the Civil Defence Emergency Management Group Joint Committee may appoint a suitably qualified and experienced persons to be a Local Recovery Manager, and direct that person to perform any of the functions and duties required by the Act.

Ngā Take/Kōrerorero | Issues/Discussion

The Waikato CDEM Recovery Manager Policy at 6.3.1 states that all territorial authorities should appoint a Local Recovery Manager and sets out the following process for appointing a Local Recovery Manager:

- The authority executive identifies a potential recovery manager against a selection criteria
- A request is made by the Coordinating Executive Group (CEG) representative to initiate the process
- The potential candidate is interviewed by a panel made up of the Group Recovery Manager, a member of the Statutory Appointment Advisory Committee (STRAAC), a person who is qualified to consider the needs of local Maori/Iwi, a senior member of Fire

and Emergency New Zealand and the Local Authority CEO (The purpose of the invitation to the CEO is to enable the interview panel to bring to the attention of the CEO the likely demands upon, and ongoing support required for the candidate , if appointed)

- The STRAAC has delegation to decide the suitability of candidates and will forward successful candidates to the Joint Committee for its consideration and approval.
- Once the appointment is approved by the Joint Committee, the relevant council can then formally endorse the candidate.

The Waikato Civil Defence Emergency Management Group Joint Committee at its meeting on 19 June 2023 approved the appointment of Ally van Kuijk as a Local Recovery Manager for Matamata-Piako District Council. Council is now required to endorse that appointment for Ms van Kuijk to act as their Local Recovery Manager.

Mōrearea | Risk

There is a risk to Council's image and continuing operational functions if there is not an effective recovery from an emergency. Having a Local Recovery Manager with the required skills, competencies, experience and community status will ensure this risk is minimised.

Ngā Whiringa | Options

The options are;

1. To endorse Ally van Kuijk as Local Recovery Manager for Matamata-Piako District Council
2. Not to endorse Ally van Kuijk as Local Recovery Manager for Matamata-Piako District Council

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

The appointment of Local Recovery Managers are allowed for under the Civil Defence Emergency Management Act 2002 and the candidate has been appointed in accordance with the Waikato CDEM Recovery Manager Policy.

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

There are no financial costs associated with this decision.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

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

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

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

C1 Local Government New Zealand - AGM

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. .	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C2 Review of Waikato Regional Airport Limited

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. .	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.