

# 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 19 July 2023 at 9.00am.

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### 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

Cr James Sainsbury  
Cr Caleb Ansell

## 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	
Erin Bates	Strategic Partnerships and Governance Manager	7.1
Manaia Te Wiata	Group Manager Business Support	7.1, 7.2
Arshia Tayal	Parks and Facilities Advisor	7.2
Mark Naudé	Parks and Facilities Planning Team Leader	7.2
Barry Reid	Roading Asset Engineer	7.3
Dennis Bellamy	Group Manager Community Development	7.4
Laura Hopkins	Policy Advisor	C2

## I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Angela Thompson	St Mark's Restoration Group	6	9.00am	9.11am
Eyvonne Knight		6	9.00am	9.25am

**1 Whakatūwheratanga o te hui | Meeting Opening**

Mayor Adrienne Wilcock welcomed everyone and declared the meeting open at 9.01am.

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

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That an apology from Cr James Sainsbury and Cr Caleb Ansell be received and accepted.

**Resolution number CO/2023/00001**

**Moved by: Cr R Smith**

**Seconded by: Cr K Tappin**

**KUA MANA | CARRIED**

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

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

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

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

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

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

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

**4 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, 28 June 2023, be confirmed as a true and correct record of the

meeting.

**Resolution number CO/2023/00002**

**Moved by: Cr D Horne**

**Seconded by: Cr S Dean**

**KUA MANA | CARRIED**

## 6 Take i puta mai | Public Forum

Name	Position/Organisation	Topic
Angela Thompson	St Mark's Restoration Group	<ul style="list-style-type: none"> <li>St Mark's Restoration Project</li> </ul>
<p><b><u>Summary</u></b></p> <p>Angela Thompson in attendance on behalf of St Marks Restoration Project Group to raise the need for assistance towards repair and maintenance of the Church, details and request for funding assistance towards the Church's 97<sup>th</sup> anniversary event to be held on Saturday 28 October 2023 in the Te Aroha Domain. Angela also requested council help with the upkeep of the church (outside berm and trees) alongside help from the community. St Mark's holds the Renatus Harris Organ (1 of 10 made by Queen Anne) which has a historical significance to the Church.</p> <p>Mayor Adrienne Wilcock thanked Angela and her peers for taking the time to present to the Public Forum and advised a response letter will be sent.</p>		
<p><b>ATTACHMENTS</b></p> <p>A St Marks Restoration Group Request for free use of Domain, &amp; Request for Berm outside Church to be Tidied Up</p>		

Name	Position/Organisation	Topic
Eyvonne Knight		<ul style="list-style-type: none"> <li>Discussion on Public meeting held by Eyvonne</li> </ul>
<p><b><u>Summary</u></b></p> <p>Eyvonne Knight in attendance to raise concerns to Councillors as an outcome of the Public Meeting held by herself on March 7 2023. Eyvonne performed her Pepeha and gave background information on her heritage before passing around a document folder containing the concerns. The documents have been scanned into Council's record keeping system and can be provided on request. Eyvonne presented the findings of a public meeting to Council.</p> <p>Mayor Adrienne Wilcock thanked Eyvonne for her time to present to the Public Forum.</p>		

*The meeting adjourned at 9.22am and reconvened at 9.24am.*

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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.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

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

Resolution number CO/2023/00003

Moved by: Cr D Horne

Seconded by: Cr R Smith

**KUA MANA | CARRIED**

### 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 | Issues / Kōrerorero | 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 Rooding 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.

### **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 <b>Strategic Partnerships and Governance Manager</b>	
Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	

	Don McLeod <b>Chief Executive Officer</b>	
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7 Pūrongo me whakataua | 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.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

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

Resolution number CO/2023/00004

Moved by: Cr S Whiting

Seconded by: Cr D Horne

**KUA MANA | CARRIED**

### 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 licenses 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 14<sup>th</sup> June 2023. Council requested the most recent data on current community group lease and licenses. 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 licenses on Reserves. Not having a clear policy on leases and licenses 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 Licenses Policy.

Option 2: Council declines to adopt the Community Leases and Licenses 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**

A. [Draft] Community Lease & License Policy

## **Ngā waitohu | Signatories**

Author(s)	Arshia Tayal <b>Parks and Facilities Advisor</b>	
	Mark Naudé <b>Parks and Facilities Planning Team Leader</b>	

Approved by	Mark Naudé <b>Parks and Facilities Planning Team Leader</b>	
	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
	Manaia Te Wiata <b>Group Manager Business Support</b>	

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.

### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

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.

Resolution number CO/2023/00005

Moved by: Cr S Whiting

Seconded by: Cr K Tappin

**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

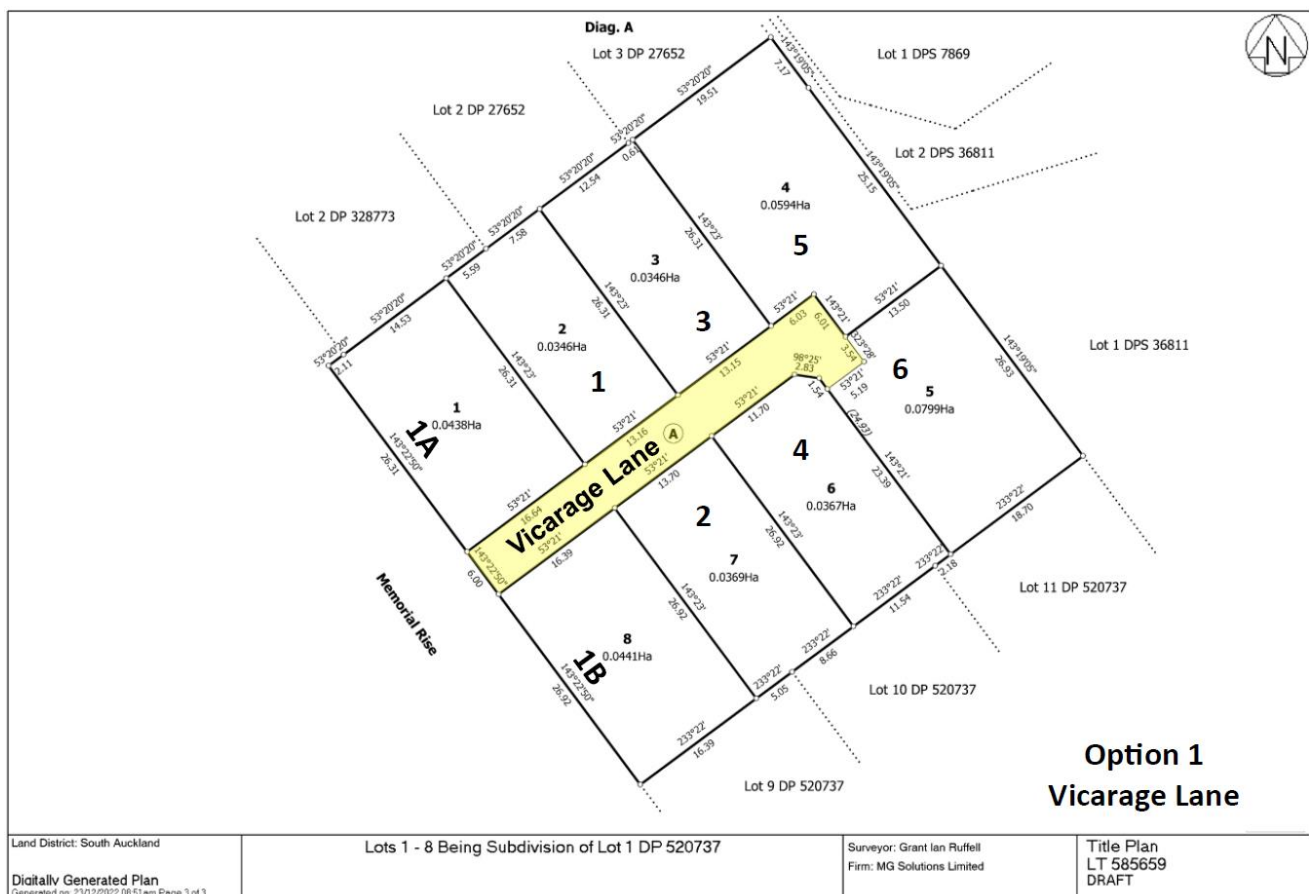
emergency services, postal and courier services, visitors and utility providers (water, power telephone, internet) etc.

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 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).

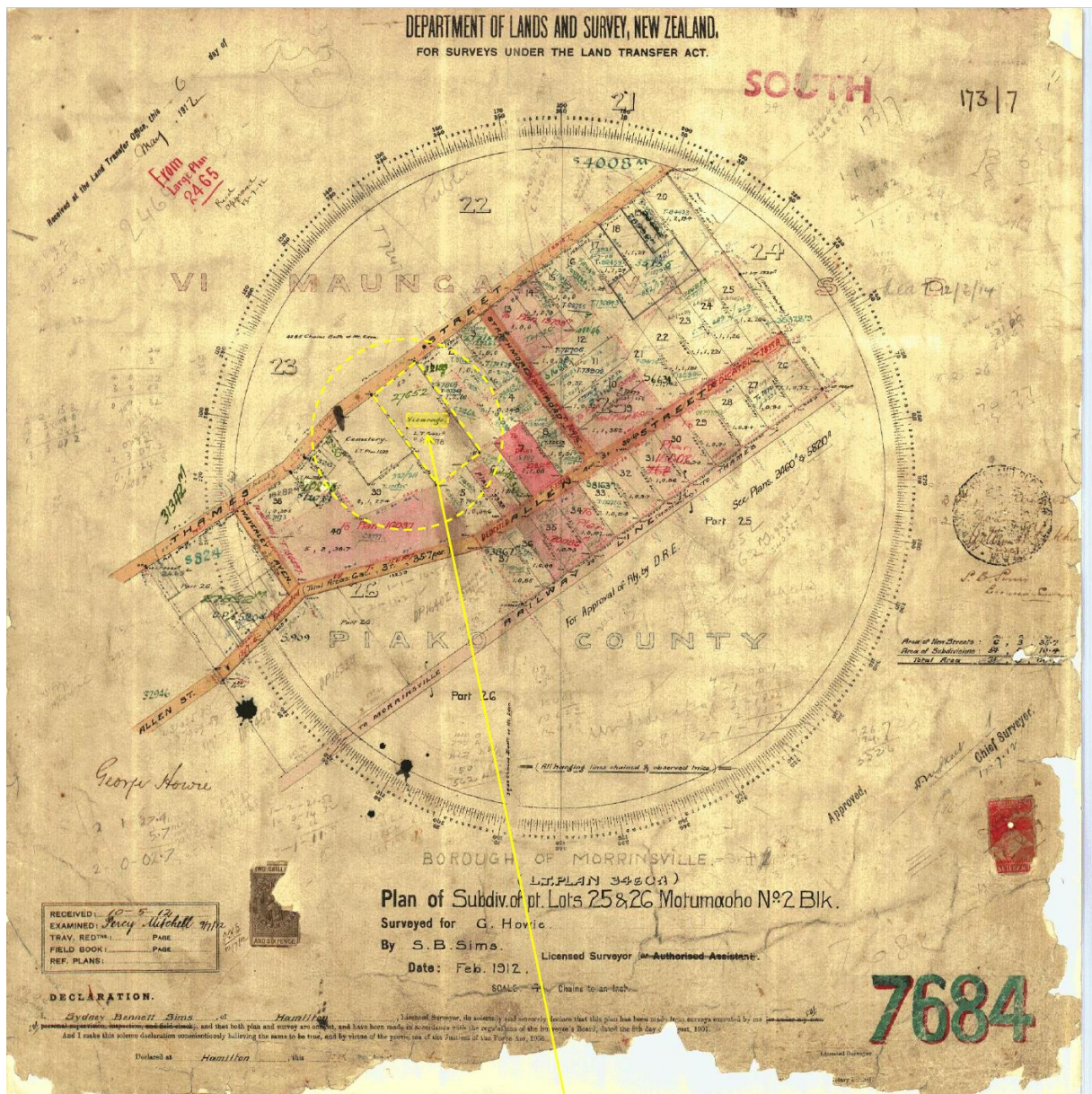
Historical aerial photography (as per Waikato Regional Council Retrolens Maps) earliest records date back to 1941, which indicates the establishment of the original house on the subject land that was among the older houses in the Morrinsville Township (refer to the below aerial photo).



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 | Issues / Kōrerorero | 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:** *Edgecombe 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 <b>Roading Asset Engineer</b>	
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Approved by	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
	Manaia Te Wiata <b>Group Manager Business Support</b>	

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.

### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

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

Resolution number CO/2023/00006

Moved by: Cr K Tappin

Seconded by: Cr R Smith

**KUA MANA | CARRIED**

### 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 <b>Group Manager Community Development</b>	
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Approved by	Dennis Bellamy <b>Group Manager Community Development</b>	
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- 8 Take Matatapu | Public Excluded**  
**C1 Local Government New Zealand - AGM**  
**C2 Review of Waikato Regional Airport Limited**

9.32am The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not public available.

**9 Mōtini hei aukati i te iwi whānui | Procedural motion to exclude the public**

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

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.

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.



**Resolution number CO/2023/00007**

**Moved by: Deputy Mayor J Thomas**

**Seconded by: Cr D Horne**

**KUA MANA | CARRIED**

9.53am

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 19 JULY 2023.

**KO TE RĀ | DATE:** .....

**TIAMANA | CHAIRPERSON:** .....