

Kaunihera | Council

Ngā Tāpiritanga – Pūrongo | Attachments – Reports

ATTACHMENTS UNDER SEPARATE COVER

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

Ko te rā | Date: Wednesday 27 September 2023
Wā | Time: 9.00am
Meeting Room: Council Chambers
Wāhi | Venue: 35 Kenrick Street
TE AROHA

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7.5 Adoption of Grants Policies

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8.1 Chief Executive Officer's Report

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Multi and Single-Year Community Grants Policy 2024



Ngā Wāhanga Te Rautaki ā-Rōpū	Department Strategic Partnerships and Governance
Te Tūmomo Kaupapahere: Mō Āwaho	Policy Type: External Policy
Te Rā o te Whakataunga e te Kaunihera:	Council Resolution Date: 27 September 2023 Date Policy comes into force: 1 July 2024

Ko te pūtake o tēnei kaupapahere | Policy Purpose

This Policy sets out [Matamata-Piako District Council's \(Council\)](#) criteria and allocation process for grants to community organisations through Council's contestable community grants fund. The Policy does not apply to loans (or loan guarantees), rates remittance, community leases or rentals, or [major event sponsorship and capital projects](#).

[The provision of funding through community grants helps Council to realise its vision and community outcomes for the Matamata-Piako District.](#)

[Funding is eligible for:](#)

- [Not-for-profit organisations that have the primary objective to provide programmes, services or activities that benefit the social, cultural, economic and environmental wellbeing of communities in Matamata-Piako;](#)
- [Organisations/individuals organising a not-for-profit event held in Matamata-Piako.](#)

Multi-Year Community Grant

Matamata-Piako District Council's Multi-Year Community Grant supports the operational management of community infrastructure and community gathering spaces, to deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Single-Year Community Grant

Matamata-Piako District Council's Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Ngā Tautuhinga | Definitions

Definition	Detail
Long Term Plan (LTP)	Council's adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
Community Organisation	A not for profit organisation that has the primary objective to provide programmes, services or activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Kaupapahere | Policy



The total financial assistance provided to the community through grants and funding covered by this Policy is set out in [the Council's](#) Long Term Plan and Annual Plan budgets.

Council will assess applications for funding from the Multi-Year Community Grants as part of its Long Term Plan consultation process.

~~Councillors for each ward are delegated~~ [a grants committee \(consisting of one elected member from each ward\)](#) to assess [and determine](#) applications for funding from the Single-Year Community Grants. [Funding will be allocated across the district in accordance with the criteria in this Policy.](#)

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Ngā kaupapa ka tautokona ā-pūtea | What we fund

Multi-Year Community Grant

Multi-Year Community Grants will fund organisations for operating costs delivering:

- A multi-purpose space available for the community to utilise.
- Opportunities for the wider community to increase social connection.
- Programmes and activities delivered in the facility that addresses the needs of the local community.
- [Established community events.](#)

Emphasis will be given to groups who provide or manage community spaces/-facilities used by the community and/or other groups. These organisations may also provide a range of services to the community.

Single-Year Community Grant

Single-Year Community Grants will fund organisations for:

- Programme development and implementation.
- Operating and administrative costs relevant to programmes.
- Equipment and resources that support the programme or organisation.
- [New or establishing community events.](#)

Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.

Funding consideration ~~will be given~~ [is prioritised](#) to ~~community~~ organisations ~~which that meet a number of the following criteria~~

- ~~Strengthen participation across diverse communities.~~
- ~~Are able to contribute to one or more of Council's Community Outcomes and/or demonstrate community benefit.~~
- ~~Encourage participation across diverse communities (for example including young people and encouraging iwi/Māori participation) and provide opportunities for the wider community to increase social connection.~~
- ~~Meets accessibility needs in the community.~~
- ~~Build the capability of communities to become sustainable.~~
- ~~The demonstrate~~ breadth and scale of community involvement in the project/organisation.
- ~~Has The project/organisation/event has the potential to become self-sustaining, including consideration other sources of funding that may be available to a project/organisation.~~
- ~~Demonstrates collaboration~~ ~~Work collaboratively~~ across the community sectors.
- ~~Are able to achieve one or more of the Council's Community Outcomes.~~
- ~~Are able to contribute to one or more of the community well beings.~~

[If funding is requested for an event the following criteria will also be considered:](#)

- ~~have the potential to attract a significant number of visitors.~~
- ~~the potential to become an iconic event, and have~~
- ~~has strong support from the community and business sector.~~
- ~~The proportion of project funding being sought and how any remaining proportion will be funded.~~
- ~~The funding request is supported by a business case.~~

[Secondary criteria & considerations:](#)

- ~~Young people are involved in the project/organisation.~~
- ~~Iwi are involved in the project/organisation.~~
- ~~The breadth and scale of community involvement in the project/organisation.~~
- ~~Other sources of funding that may be available to a project/organisation.~~
- ~~The proportion of project funding being sought and how any remaining proportion will be funded.~~
- ~~The likelihood of the project/organisation becoming self-sustaining.~~

Ngā kaupapa kāore e tautokona ā-pūtea | What we don't fund

- Projects or initiatives located outside of the district.
"Outside of mpdc"
- Applications for purposes that do not directly relate to the grant.
- Subscriptions and memberships.
- Projects/programmes and related costs which that have already occurred.
- Any costs involved in preparing the application.
- Catering costs.
- Projects or operational costs already substantially funded by Council.
- Political organisations.
- Repayment of debt, loan, mortgage repayments or investments of any kind.
- Project costs that will be directly paid back to Council.

Ngā Hua | Outcomes

Organisations receiving grants are expected to demonstrate how their projects will relate to the Council's Community Outcomes, and contribute to the community well-beings (Environmental, Social, Cultural, and Economic).

Kaupapahere Te Māitaitanga, me te Arotakenga | Policy monitoring and review

Implementation of this policy will be monitored by the Strategic Partnerships and Governance team are
responsible for providing Council with a summary of expenditure and an evaluation of the Policy on a bi-
annual/annual basis (depending on volume of applications). Manager. This policy shallwill be reviewed, at
least once every three years, the request of the Council/staff, in response to any relevant legislative
amendment, or every three years (whichever comes first).

Funding Process

Apply online mpdc.nz/grants

Applications ~~must be~~ made online



Fill in online application form and submit

Council staff are available to help ~~throughout with~~ this step



Your application will be assessed against criteria and guidelines

Applications will be assessed by Council staff for completeness



Council (Multi-Year) or ~~Ward Councillors~~ [Council's Grants Committee](#)
(Single-Year)
make the funding decision



~~Funding decision~~ [Decision notification letters](#)

*You will receive notification of the decision as soon as practicable
(maximum of six weeks after applications close)*



Sign grant agreement

If you are successful, you may need to return a signed grant agreement



Invoice and payment

*Once we receive your invoice ~~Upon receipt of invoice, you will receive~~
payment on the 20th of the following month ~~upon receipt of invoice~~*



Accountability report

*You must ~~fill in~~ [An](#) online accountability report outlining how funding
was used ~~is required~~*

Schedule 1 - Guidelines

How ~~must applications be made~~ can I apply?

All applications must be made through ~~the Matamata-Piako District Council's~~ online grant application system mpdc.nz/grants. No paper applications will be accepted.

What must accompany the application?

- The applicant's latest bank statement for all accounts. These need to be no greater than three months old.
- The applicant's most recent annual financial accounts, if available.
- ~~An a~~Accountability report must have been received for any previous grants before any new grant application will be processed, if applicable.
- Current proof of bank account in the name of the applicant group.

What are the requirements that have to be met?

- Successful applications may be required to complete a grant agreement prior to payment of the grant.
- Successful applicants must adhere to the accountability reporting requirements.
- Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
 - Accountability conditions have been met and/or grant monies returned;
 - The organisation can demonstrate their ability to meet Council's eligibility criteria for a grant;
 - The organisation is capable of delivering the project outcomes of which they are making an application for.

How will I know if funding has been approved?

Applications will be assessed and decided by Council or ~~Ward Councillors~~Council's Grants Committee. You will be notified of the decision as soon as practicable (maximum of six weeks after applications close). The decision of the Council/~~Ward Councillors~~Council's Grants Committee is final.

Upon receipt of invoice, payment will be made on the 20th of the following month. Funds are GST exclusive where an organisation is GST registered. If an organisation is not GST registered, no GST will be included in the fund.

For Multi Year Grants - Application process:

How much is available?	Maximum funds available \$20,000 per annum <u>The total financial assistance provided is set out in Council's Long Term Plan and Annual Plan budgets.</u>
When can I apply?	Funding rounds occur every three years as part of the LTP consultation process
Grant decision	Applicants will be advised in June/July every three years
Uplifting funds	Funds must be uplifted before the end of each financial year (30 June)

Who can apply?

Applicants must be a legally constituted community group or organisation which:

- Is located in Matamata-Piako.
- Is sustainable and have the capacity to deliver agreed outcomes.
- The word 'community' is used in its broadest sense: it signals that our Multi-Year Community Grants programme will support the social, cultural and environmental wellbeing of Matamata-Piako people and neighbourhoods

For Single-Year Community Grants - Application process:

How much is available?	Maximum funds available \$10,000 per ward per annum. <u>The total financial assistance provided is set out in Council's Long Term Plan and Annual Plan budgets.</u>
How much can I apply for?	Generally, the maximum grant amount that will be allocated per application is of \$5,000 per application. <u>However, applications for funding above this amount may be considered by Council if there are special circumstances.</u> <u>Funds granted per application average at approximately:</u> <u>For projects: \$1,441,400</u> <u>For events: \$2,191,200</u>
When can I apply?	There will be <u>two</u> funding rounds per year.
When will I know?	Applicants will be advised of the decision as soon as practicable (maximum of six weeks of applications closing).
Uplifting funds	Funds must be uplifted within six months of being granted.

Who can apply?

- Applicants must be a not for profit community group /event.
- The applicant group must have been in operation for a minimum of 12 months.
 - Projects /events must take place within the Matamata-Piako District boundaries.
 - Organisations must have the capacity to deliver outcomes.
 - The word 'community' is used in its broadest sense: it signals that our single-year community grants programme will support the social, cultural and environmental wellbeing of Matamata-Piako people and neighbourhoods.

What will not be funded?

Groups who already receive a ~~Matamata-Piako District Council~~ Multi-Year Community Grant, unless the project is entirely separate from any funding received via Council's Multi-Year Community Grant, e.g. operational funding verses a community event.

Natural, Cultural and Built Heritage Grant Policy 20243

Ngā Wāhanga
Te Rautaki ā-Rōpū

Department
Strategic Partnerships and Governance

**Te Tūmomo
Kaupapahere:**
Mō Āwaho

Policy Type:
External Policy

**Te Rā o te Whakataunga
e te Kaunihera:**

Council Resolution Date:
27 September 2023

In force dDate Policy comes into force:
-1 July 2024

Ko te pūtake o tēnei kaupapahere | Policy Purpose

This Policy sets out ~~the Matamata-Piako District~~ Council's (Council) criteria and allocation process for assistance provided through:

1. Grants to organisations, businesses or individuals for Natural, Cultural and Built Heritage projects;
2. Grants to non-profit community organisations to assist with resource consent costs.

The Policy does not apply to loans (or loan guarantees), rates remittance, community leases or rentals, or major event sponsorship and capital projects.

Minenga | Audience

~~Not for~~ profit community organisations, ~~businesses owners,~~ and individuals within the Matamata-Piako district or where a benefit is directly linked to our district, and owners.

NOTE: businesses and individuals cannot apply for ~~rResource cConsent fFunding aAssistance.~~ This is for not ~~for~~ profit community organisations only.

Ngā Tautuhinga | Definitions

Definition	Detail
Long Term Plan (LTP)	Council's adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
Community Organisation	A not for profit organisation that has the primary objective to provide

	programmes, services or activities that benefit the social, cultural, arts and environmental wellbeing of communities in Matamata-Piako.
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Kaupapahere I Policy

- This fund provides grants for assessments, plans, reports and one-off projects that will protect, conserve and promote New Zealand's natural, cultural and physical heritage. The fund may also be used to support community organisations with resource consents costs.
- The total financial assistance provided through grants and funding for the Natural, Cultural and Built Heritage Grant and the Resource Consent for Non-profit Community Organisations Grant covered by this Policy is set in the Council's Long Term Plan and Annual Plan budgets each year.
- The criteria for to applying for each this grant are is set out in Schedules 21 and 32.
- Delegation to decide granting applications funding lie with The Strategic Partnerships and Governance Manager/District Planner are delegated to assess and determine applications for funding.
- Funding will be allocated for projects within the Matamata-Piako district or where a benefit is directly linked to our district in accordance with the criteria in this Policy.
- Generally, the maximum amount that will be allocated per application is \$5,000. However, applications for funding above this amount may be considered by Council if there are special circumstances.

Ngā Hua | Outcomes

Organisations, businesses or individuals receiving grants are expected to demonstrate how their projects will relate to the Council's community outcomes, and contribute to either:

- increasing access to and preserving our districts heritage;
- preserving and protecting Matamata-Piako's **natural environment** including protected trees; or
- assisting community organisations with **resource consent costs** for community projects.

Ngā kaupapa ka tautokona ā-pūtea / What we fund

This policy intends to fund the following:

This fund provides grants for plans, reports and one-off projects that will protect, conserve and promote New Zealand's natural, cultural and physical heritage and also support community organisations with resource consents costs.

- Natural heritage projects /assessments that promote, protect and/or keep our native plants, trees (flora), trees and animal life (fauna) safe from harm.
- Physical heritage projects /assessments that restore, protect and/or conserve places, structures and large built objects that are important to our history.
- Cultural heritage projects that conserve, protect and/or promote collections and stories that are important to our cultural heritage and identity.

- Help fund the costs of resource consents for not-for-profit community organisations.

Funding consideration will be prioritised for the following:

- Protects that protect, restore or preserve Natural, Cultural and Built heritage.
- Projects that are able to contribute to one or more of Council's Community Outcomes and/or demonstrate one or more community benefits.
- Buildings/areas that have formal heritage protection. Trees must have formal protection under Matamata-Piako District Council's District Plan.

Consideration will be given to any other benefits associated with the project

Ngā kaupapa kāore e tautokona ā-pūtea / What we don't fund

Funding may not be used for any of the following:

- repaying or servicing debt.
- refinancing loans, deposits or underwriting projects.
- commercial, political and/or religious objectives, including employment and/or business initiatives, commercial enterprises, political advocacy or projects which seek to change legislation.
- fundraisers and projects which seek to raise funds in or for a specific sector, or are involved with the training or employment of fundraisers.
- projects which seek to redistribute funding to others.
- overseas aid or disaster relief.
- alcohol and drug treatment, education and support services.
- medical expenses, operations, treatments or the purchase of major items of health equipment.
- capital investment or trust funds.
- projects or activities completed (retrospective funding) or items bought before the request.
- operating expenses, such as administration, staffing, or ordinary upkeep and maintenance.

Kaupapahere Te Mātaītanga, me te Arotakenga | Policy monitoring and review

Implementation of this policy will be monitored by the Strategic Partnerships and Governance Manager. This policy will be reviewed, at the request of the Council, in response to any relevant legislative amendment, or every three years (whichever comes first).

The Strategic Partnerships and Governance team are responsible for providing Council with a summary of expenditure and an evaluation of the implementation of the Policy on a bi-annual/annual basis (depending on the volume of applications). This Policy shall be reviewed at least once every three years.

Relevant Information

- Local Government Act 2002 Section 10 – Purpose of Local Government
- Matamata-Piako District Council Operative District Plan— Schedules: Heritage sites, Heritage – waahi tapu, Protected Trees, Heritage Buildings and Outstanding or Significant Natural Features and trees and other protected items.

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Schedule 1 Application and Funding Process

How must applications be made?

- There are no funding round application dates. This means that applications can be made at any time during the year online at
- Applications under this policy must be made prior to the project being commenced.
- Successful applicants must uplift their funding within 6 months of the application being granted, or as agreed with Council.

What must accompany the application?

- Accountability must have been received for previous grants before any new grant application will be processed.
- Current proof of bank account in the name of the applicant group for each account held.

In addition, application under Schedule 3 must provide;

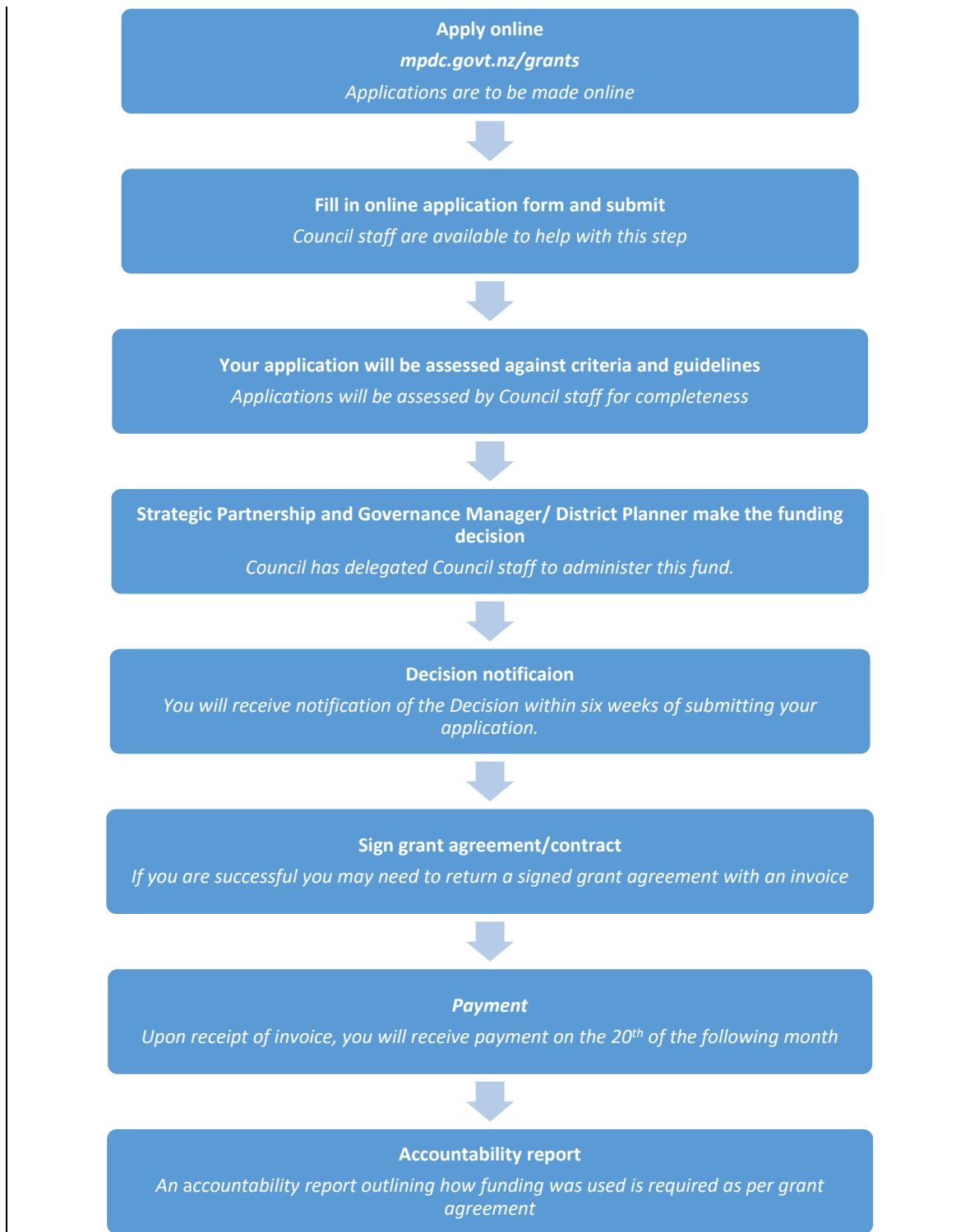
- The applicant's annual financial accounts.
- The applicant's statement of financial position showing year to date income and expenditure, this needs to be no greater than six months old.

What are the requirements that have to be met?

- All successful applications will be required to complete a grant agreement prior to payment of the grant.
- Successful applicants must adhere to the funding reporting requirements as prescribed by Council.
- All recipients of these grants will provide an accountability report documenting how their activities have contributed to the objectives for which the funding was allocated.
- Recipients that fail to submit acquittal reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
 - Accountability conditions have been met and/or grant monies returned and;
 - the organisation can demonstrate their ability to meet Council's eligibility criteria for a grant; and
 - the organisation is capable of delivering the project outcomes of which they are making an application for.

How will I know if funding has been approved?

Applications will be assessed and decided by the Strategic Partnerships and Governance Manager / District Planner. You will be notified of the decision via the email address provided on your application form. The decision is final.



Schedule 12 Funding Criteria for Natural, Cultural and Built Heritage Grant

What are the funding Considerations?

Funding consideration will be given to business, individuals or community organisations which:

- Protect, restore or preserve Natural, Cultural and Built Heritage
- [Are able to contribute to one or more of Council's Community Outcomes and/or demonstrate one or more community benefits.](#)
- [Buildings/areas that have formal protection. Trees must have formal protection under Matamata-Piako District Council's District Plan.](#)
- ~~Are able to achieve one or more of the Council's Community Outcomes~~
- ~~Are able to contribute to one or more of the well beings. area~~

The following areas highlight the focus of funding for applicants:

Natural heritage:

- protect and restore habitats and ecosystems for native plants or animals_{:-}
- protect and conserve native plants or animals that are rare, in danger or at risk in their habitats_{:-}
- improve public access and information about native plants and animals_{:-}
- protects and maintains protected trees outlined in the Matamata-Piako District Plan_{:-} [\(Part B of Schedule 3\)](#)

Physical heritage:

- restore and protect places, structures or large built objects of significance to our history_{:-}
- protect and conserve a place, structure or large built object for the future_{:-}
- improve public access and information about places, structures or large built objects of significance to our history_{:-}

Cultural heritage:

- protect collections that are at risk of being damaged or lost_{:-}
- make collections available to the community_{:-}
- improve public access and information, particularly for young people to learn about and experience our cultural heritage_{:-}
- conserve and protect moveable cultural property, such as photographs, paintings, furniture and other artefacts_{:-}
- help preserve cultural buildings and areas with significance to tangata whenua or manawhenua of Matamata-Piako_{:-}

Ngā kaupapa kāore e tautokona ā-pūtea / What we don't fund

The Natural, Cultural and Built Heritage Grant does not fund:

- projects to conserve, restore or protect privately or commercially owned land, buildings, structures and/or large built objects that do not prove to be significant.
- projects to plan, develop or create historic gardens
- individual people, including projects undertaken as part of a university qualification

- ~~operating expenses, such as administration, staffing, or ordinary upkeep and maintenance~~
- projects to build or restore historic replicas, including copies of vehicles, equipment or buildings
- projects to install or upgrade services such as kitchens or toilets that are not part of larger construction or restoration projects
- purchases of bare land
- recycling schemes or related projects
- research projects
- reunions
- legal services
- architectural design (other than preliminary designs to inform a feasibility study)
- planning approval for the projects
- fundraising campaign plans
- business plans
- feasibility studies that have been completed prior to application

Schedule 32 Funding Criteria ~~for~~ ~~Funding assistance for~~ Resource Consent for Not ~~for~~-profit Community Organisations

Who can apply?

Your group must be a not ~~for~~-profit community organisation and should:

- have a high ratio of volunteers to paid employees
- have a high degree of public access to the organisation, and
- primarily be funded from grants, donations, subscriptions or similar and not from fees, charges or funding from central government

You must provide evidence of a formal organisational structure. This may include (but is not limited to) a list of members, election of a committee, holding an annual general meeting, a constitution, incorporated society status or charitable trust status.

Individuals, government agencies, and organisations supported by government agencies (e.g. schools) are not eligible for this grant.

What kinds of projects are eligible for funding?

Applications must meet the following criteria:

- ~~your resource consent application must be for an activity within the Matamata-Piako District~~
- the project must have no commercial aspect, and must clearly demonstrate community benefit
- you must have a business plan setting out in sufficient detail the proposal, timeline, long-term plans, confirmed and potential funding sources, and any other relevant information for your project.

Applications will be assessed for consistency with other Council plans and strategies.

What can funds ~~can~~ be used for?

Funds approved under this policy must be used to pay Council for the cost of processing a resource consent application (including staff time, consultants engaged by Council and peer reviews).

The cost of any hearing commissioners, your consultant's costs, regional council consents, appeals, or other Council consent applications (such as building consent) are not covered under this policy.

How to apply

Applications under this policy may be made prior to a resource consent being lodged with Council. If Council awards funding prior to a resource consent being lodged with Council, a deposit when lodging the resource consent will not be required.

If funding is granted after a resource consent application is lodged with Council, the organisation must pay its deposit for the resource consent to be processed. The deposit (up to \$5,000) will then be paid to the organisation as a reimbursement into the bank account stated in your application.

Council staff will process the resource consent in the usual way. Processing costs up to \$5,000 (the maximum funding under this policy) will not be charged to the

organisation. If processing costs are less than \$5,000, the organisation is not entitled to request the remaining amount be used for any other costs.

The organisation will be charged for all additional costs above \$5,000. A decision by Council to grant funding to you does not mean that your resource consent application will be successful.

Schedule 3 Application and Funding Process

How can I apply?

- There are no funding round application dates. This means that applications can be made at any time during the year online at mpdc.govt.nz/grants
- Applications under this policy must be made prior to the project being commenced.
- Successful applicants must uplift their funding within six months of the application being granted, or as agreed with Council.

What must accompany the application?

- An accountability report must have been received for any previous grants before any new grant application will be processed, if applicable.
- Current proof of bank account details in the name of the applicant group for each account held.

In addition, for applications under Schedule 2 (Resource Consent for Non-profit Community Organisations), the applicant must provide:

- The applicant's annual financial accounts.
- The applicant's statement of financial position showing year to date income and expenditure. This needs to be no greater than six months old.

What are the requirements that have to be met?

- All successful applications will be required to complete a grant agreement prior to payment of the grant.
- Successful applicants must adhere to the funding reporting requirements as prescribed by Council.
- Grant recipients will provide an accountability report documenting how their activities have contributed to/achieved the objectives for which the funding was allocated.
- Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
 - Accountability conditions have been met and/or grant monies returned and;
 - the organisation can demonstrate their ability to meet Council's eligibility criteria for a grant; and
 - the organisation is capable of delivering the project outcomes of which they are making an application for.

How will I know if funding has been approved?

Applications will be assessed and decided by the Strategic Partnerships and Governance Manager/District Planner. You will be notified of the decision via the email address provided on your application form. The decision is final.





Chief Executive Report
For the period ending
August 2023

Corporate Overview

1.1 CEO overview

National Policy

Localism

LGNZ are undertaking a process to develop a position document of Local Government aspirations as to its role with NZ Inc.

The idea is that it will form the base of a discussion with central government.

Water reform

The water reform legislation has been enacted. If a new Government is formed the current arrangements will be reviewed.

It's clear that irrespective there will be changes to the structure water services.

Bylaws

Development of the Freedom Camping Bylaw is being advanced in response to changes to the freedom camping legislation. This includes proposing specific sites in the district, restricting and prohibiting where freedom campers can stay. Consultation began 18 September and closes Wednesday, 18 October. For all the details click here: mpdc.nz/freedomcamping

Rates Rebates Applications

Appointments opened on Monday 11 September with a strong response. We have posted letters to all those who qualified last year to remind them to come in for the new year. Anyone who thinks they may be eligible needs to call us to make an appointment. The maximum rebate this year has increased from \$700 to \$750 and customers have until 30 June 2024 to apply.

Solid waste contract rollout

This has not gone smoothly with lots of missed collections. The customer services team have had a difficult few weeks with the roll out and kerbside changes, receiving verbal abuse on a frequent basis. There are still a number of properties calling in stating they haven't received bins. These are being logged and KVS are now delivering these. Most Commercial areas had their bins uplifted/collected however, we understand there are a few that still need to be collected, this will be worked on once the residential bins have all been rolled out.

The latest key messages coms are rolling out to the community have been:

- If you haven't received your bins yet, and haven't let us know, please contact us on 0800 746 467
- If you haven't got your bins yet, and have let us know - thank you for your patience. We're working to get these to you in time for this week's collection
- What the current week's collection is for i.e. food scraps and rubbish (red bin) or recycling (yellow bin)

And directing towards where you can find answers to all the frequently asked questions at <http://mpdc.nz/kerbside>.

Summary of project updates

New Exeloo's are going in at Matamata Cemetery and Piako Cemetery (start date 18 September), works will take around three weeks to complete.

There were two pop-in style community information sessions in Matamata on Thursday 21 September 2023, 12pm- 2pm and 4pm-6pm, at the Matamata-Piako Civic and Memorial Centre. This session is aimed at the Matamata community and will have displays about some projects happening in Matamata (Transport Choices, Wastewater consent and Freedom Camping bylaw, Matamata Connectivity plan, bus stop improvements and POP). We will look at having info sessions in Morrinsville and Te Aroha later in the year as more details are confirmed for Transport Choices work in those areas.

- **Morrinsville Rec perimeter walk** - underway. You can see the latest article and work in progress pics on our website [here](#).
- **Matamata inner green route** – This is a project from our Parks and Open Spaces Strategy 2021-51, which links the parks and reserves closest to the town centre to create

a walk and bike path for the community. Work creating shared paths, safer crossing points and other improvements is due to start later this year, dates TBC. Letters sent to people along the route to invite them to the information session and let them know about the route and list of works.

- **CBD accessibility improvements** - we are closer to knowing what works we are doing for this. When we do, we will update CS and arrange to send letters to properties who will have construction near them. We hope to be able to show Matamata their proposed improvements at info session.
- **School safety travel plans** - We're working with schools across the district to see how we can help make it safer and easier for students to walk, bike or scoot to school. Firth Primary and Matamata Intermediate in Matamata, David Street School in Morrinsville, Te Aroha Primary and Stanley Avenue School have signed up to take part. We're sending surveys to these families via their schools. Surveys should be with schools/families now and are due 22 September (before the Spring school holidays.). Will have a stand at info session. At the info session, staff will have the survey links for each school to complete onsite if anyone didn't receive it.

Takatū Anamata | Future Ready

We have now confirmed the final high level organisation design (the organisation structure to third tier level). This decision is the result of a significant amount of work that has taken place since March to make ourselves Takatū Anamata | Future Ready.

I think we have ended up with an organisational structure that is better suited to the future expectations and challenges faced by our community. Including two new Group Manager positions and one Third Tier Manager role being created, and better structural alignment.

The next phase will be the detailed organisation design process, which will involve reviewing the structure for the rest of the organisation.

The recruitment process for the new Group Managers is underway. It is intended the new GMs will be appointed by 6 October, so they can provide input into the detailed design process and would begin in their new roles around 1 March 2024.

We have asked for input from Third Tier Managers into the detailed design process and this is due by 6 October. As we are appointing the GMs now and seeking input into the detailed design process from third tier manager we have amended our timeline for the review. The new timeline is below:

- 6 October - confirmation of GM appointments and all staff advised (assuming appointments are made internally). Feedback from Third Tier Managers on any changes to the structure for their teams due.
- 27 October-10 November - initial proposed detailed organisation design (all staff levels) will be released and feedback sought during this period.
- 17 November-1 December - preferred proposed detailed organisation design (all staff levels) will be released and feedback sought.
- Approx. 5 December - final announcement on organisation structure and plans for implementation confirmed.
- Approx. 1 March - New GMs start and implementation of organisation review changes begin.

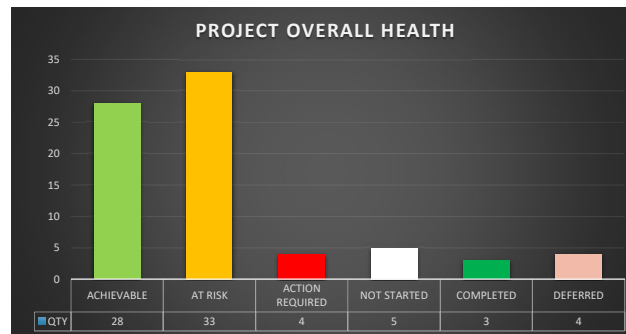
Below is the key to the attached projects update. Please note the comments in the Project Summary column. This gives further explanation to the classification.

Status Classifications:	
ACHIEVABLE	Overall Project progressing as expected, minimal to low areas of risk for budget, scope, timing, resources
AT RISK	Overall Project has moderate areas of risk to budget, scope, timing, resources. Assistance required to progress
ACTION REQUIRED	Overall Project overall has multiple areas of risk or significant risk to budget, scope, time, resources. Action required to reduce risk to Council or failure of project.
COMPLETED	Project completed
DEFERRED	Project deferred due to conflicting priorities, capacity, or budget reassigned.
NOT STARTED	Project schedule not commenced or in initial stage of Identify, the need for the project, objectives, scope and budget may not be available or determined

NUMBER OF PROJECTS CURRENTLY REPORTED	77
DATE OF LAST UPDATE	September 2023

Status Classifications:

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Report Summary may not contain all projects, is a work in progress and currently a mixture of BAU, operational and capital projects

PROJECT ID	PROJECT NAME	OVERALL PROJECT HEALTH	PROJECT SUMMARY
229	Transport Choices Programme	ACHIEVABLE	Overall Programme progressing well to date. Comprising of 7 individual projects
226	Transport Choices - Project 1-7 Matamata Connectivity (previously called Matamata Connectivity Project 22/23)	ACHIEVABLE	Working with consultant - Gray Matter to prepare concept designs on infrastructure improvements identified through the Bike Day Out consultation.
237	Transport Choices - Project 2-7 Matamata Linkages	ACHIEVABLE	Consultant engaged to prepare the resource consent plan has confirmed with Planning that no consent is required for the section of path through Jim Gardiner Reserve. Tree protection plan has been prepared by Arborist for the same reserve. Waka Kotahi has provided comments on the preliminary design with no major issues raised.
238	Transport Choices - Project 3-7 Bus Stop Improvements	ACHIEVABLE	Waka Kotahi has provided feedback on the concept plan submitted for improvements to bus stops in the district.
242	Transport Choices - Project 4 -7 Accessibility Improvements	ACHIEVABLE	Working with Roading to finalise schedule and tender document with a plan to issue tender at the end of the month.
241	Transport Choices - Project 5-7 Matamata Place Plan	ACHIEVABLE	Project team discussed plan to implement the remaining activity under this project - Laneway Activation in Matamata.
243	Transport Choices - Project 6-7 School Travel Plans	ACHIEVABLE	3 schools have confirmed interest in participating in this project with another school meeting scheduled for the end of the month. Consultant to be engaged next month and start work with interested schools.
227	Transport Choices - Project 7-7 Morrinsville Rec Ground Walkways	ACHIEVABLE	Blessing by local Iwi to start construction work on 7th August which was attended by the Mayor, Morrinsville Councillors, Iwi, project stakeholders and contractor. Construction is underway and progressing well. First 200m section of the concrete path has been poured. Fence along a section of the river walk has been realigned to provide more room for path users.
245	Annual Report 2022/2023	AT RISK	CRM audit potential impacts on time and budget
236	Data Domain Upgrade and Isolated Recovery	ACHIEVABLE	Progressing as expected.
232	Kerbside Collection Contract Mobilisation 2023	AT RISK	Scheduling and communication issues with contractor, multiple delays to delivery and collection of bins in Matamata, Morrinsville and Te Aroha. Multiple community complaints. MPDC and Contractor in discussions to progress issues to minimise impacts to community. Impacts on staff wellbeing
234	Long Term Plan 2024-34	AT RISK	Reform uncertainty, potential for legislative change, staff pressures and demands causing delays to project and workstreams, escalating where appropriate
247	Matamata Domain Playground	AT RISK	Awaiting decision on project manager and project timing, budget not available until 24/25
240	Matamata Indoor Stadium	ACHIEVABLE	Budget and build type discussions underway. RC process underway, consultants engaged.
228	MPDC Organisational Review 2023	AT RISK	Progressing as expected. Budget to be determined for new structure
239	Quality Management System Revitalisation	ACHIEVABLE	Working with departments to review processes
248	Risk Management Software	NOT STARTED	Awaiting business case and options analysis from trials, no budget allocated
249	RTS Management & Operations - External to MPDC In-house	AT RISK	Project manager to be assigned, project brief to be completed
	TA Cemetery Expansion	AT RISK	On-hold: budget. Waiting for quote, Hinuera stone entranceway and locable gates to see whether we could allocate a budget to this.
	Te Aroha Ashes Wall	DEFERRED	Base laid. Wall deferred 23/24 due to higher demand in Morrinsville and Matamata
	TA Aroha Domain - Demolition of Skate Park and reinstatement of area around the old skate park building	AT RISK	Demolition work completed. Contractor appointed for reinstatement of area, over budget
	Domain House renewals	COMPLETED	Completed
	Te Aroha Domain New Toilets	ACHIEVABLE	Pre start meeting completed
	TA I-site - bike rack	NOT STARTED	On hold: pending new toilet block
	Cadman House - new balustrade	NOT STARTED	
	SZTA No: 2 bath	DEFERRED	No2 bath house \$148K. Money reallocated to Heat Pump replacement as more urgent priority. No funding left 2021/22 budget to complete No.2 bath house project. This will need to be a priority for next financial year.
	SZTA - replace waterproofing membrane under tiles on porch outside reception	DEFERRED	Work carried forward (2018/19). New quotes required due to asbestos and insufficient funds. Deck and hand rails rotting. Review project priority. S&P confirmed that \$500,000 allocated for 23/24 financial year to improve accessibility. This project may be on hold to incorporate the bigger picture of the accessibility funding. Waiting on updated quote for Asbestos removal. Light fitting changed to remove risk of water in it.
	SZMV - renewals list for facility upgrade works	ACHIEVABLE	Building inspection approved, inspection 19 Sept 23. progressing as expected
	SZMV - reception door replacement	AT RISK	Job completed. 10/03/2023 then additional breaks occurred. Option of replacement steel door, requires new project plan and charge code - sourcing quotes for new steel door
	SWMM - renewals	AT RISK	Glass replacement on the swim club completed on 17/2. Have completed site visit, requires attention asap, to discuss in meeting on 18/7, flooring contractor quote around \$20k, this projects prioritisation needs to be discussed.
	Piako Cemetery - New Exaloo	ACHIEVABLE	Toilets ordered. Submitted BC. Expected start 2nd October, delivery expected 4/5th October
	Matamata Cemetery - New Exaloo	ACHIEVABLE	Toilets ordered. Submitted BC. Expected start 18 September, delivery expected 22nd September
	MPDC Offices - Ventilation Project	AT RISK	On hold: Costs for ventilation and Planning office new layout being prepared, expected by end July. Work on hold until after Council review Seismic report
	MPDC Offices - Planning area review	AT RISK	On hold: Work on hold until after Council review Seismic report
	MPDC Offices - TA Front Desk	AT RISK	On-hold: Report to Council in August re overall view of NBS (seismic) level for council buildings. Initial Seismic Assessment to be provided before confirming physical works
	MPDC Offices - MVL Front desk/Library	AT RISK	On-hold: Received Initial Seismic Assessment, states building is at 40%, have entered into Vault. Detailed seismic assessment commissioned
	Te Aroha Library Improvement project 19/20 carried forward	AT RISK	On-hold: Report to Council in August re seismic status - future use of building may be confirmed. future use of building may be confirmed.
	Future proofing Libraries 2018/19	AT RISK	On-hold: Report to Council in August re overall view of NBS (seismic) level for council buildings. Future use of building may be confirmed. Detailed seismic assessment commissioned
	Waihou Water Supply	ACHIEVABLE	Preferred option report analysis of demand completed Met with three private resident owners to agreed solution for them with proposal for their own supply. Data on FH & KVS requirements received. Agreement reached with new entity. Cost analysis being

Firth Tower - Earthquake Assessment	ACTION REQUIRED	Roof completed, Internal discussion to determine future use, engineer is to provide structural strengthening specifications
Firth Tower - Roof replacement	ACHIEVABLE	Roof completed, minor maintenance issues to be looked at and included in maintenance program
Building renewals program 22/23	ACHIEVABLE	On track
Morrinsville Stormwater Management Plan	AT RISK	On hold: current work on hold until completion of further survey data input to update MPDC modelling
Tui Mine Remediation Works - Wananga	AT RISK	Queries from WRC to follow up on regarding MPDC obligations to maintenance work
MPDC housing works (4 units)	ACHIEVABLE	Refurbs progressing as expected
Kowhai St Playground 19/20 Remove and replace Playground Equipment	ACHIEVABLE	Contract awarded, waiting confirmation from sub-contractors, pre start meeting complete. Due to start 9 October
Tom Grant Dr Playground 19/21 Remove and replace Playground Equipment	ACTION REQUIRED	On-hold: Tender closed, Tom Grant Committee voiced concerns, further consultation required
Herries Park - playground renewal	ACHIEVABLE	Contract awarded. Work pencilled in for 9 October start date, just waiting for confirmation from sub-contractors. Pre-start meeting complete.
Banks Road – paths, park furniture, shade, additional play item	AT RISK	Planting done at end of winter/spring to finish job. Getting number of complaints
Waitoa Playground	NOT STARTED	
100 Morrinsville-Walton Road - site clean up	DEFERRED	Due to the fact we need to reduce operational spending this work was deferred until next financial year, can we look at now?
System Upgrade - Authority	ACTION REQUIRED	Upgrade has been deployed, unanticipated technical issues due to capacity and experienced resources available. End users affected, range from low to significant
System Upgrade - CM	ACTION REQUIRED	Upgrade has been deployed, unanticipated technical issues due to capacity and experienced resources available. End users affected
Lockerbie Water Treatment Plant	ACHIEVABLE	Permanent WTP Design Completion is now due at the end of August, this has been delayed due to engagement with the Lockerbie developers and requiring their approval ahead of design being finalised as per the designation consent. Temp Plant commissioning 08 Aug with Operator training on the 07 August. Consultation closed out with the Lockerbie Developers, now in the Outline Plan and Building Consent stage of works. MPDC Projects need to have meeting held with MPDC Ops Team, to work through risks and mitigation. Temp Plant open to feed the network in the coming weeks. Some variations approved.
Lockerbie Stage 2. Gravity Main	ACHIEVABLE	Contract now underway, and progressing well but have seen some delays due to weather
Lockerbie Stage 3. Howie Park Pumpstation	ACHIEVABLE	Tender has been awarded – site establishment has been granted, and works are underway
Allen St Sewer Realignment	ACHIEVABLE	PC List down to final items being confirmed, regarding pH probe Archaeological study has been recommended, and being commenced, along with geotechnical study. Once this information has been received, iwi will be notified of the study being undertaken. To ensure no issues are raised.
Waihou WWTP Decommissioning and Rising Main	AT RISK	Consultation with property owners along the alignments is underway, to have approval for access agreements and to have some geotechnical studies being undertaken. Need to consider how the water pipeline budget can be allocated, if the price received is cost effective to install within this contract (previous direction from E-Team to have pipe as part of provisional items within the contract for consideration).
Water Treatment Plants - minor works Te Aroha Water Treatment Plant retaining wall	AT RISK	Retaining wall required to be installed behind the residuals. Engineered retaining wall design required, ahead of installation. Needs to be prioritized on the 2023/24 budget list. Project Brief to be written
Water Treatment Plants - minor works Lime dosing tanks	AT RISK	TAWTP – New lime tank constructed pending pipework installation once temporary lime dosing is set up. On-hold awaiting Ops to install line, need Filtec to disestablish from site first. Tills Road solution being worked through, will need to be a new plastic tank installed as constructing a tank not possible
Water Treatment Plants - minor works Morrinsville WTP – Chlorine room	AT RISK	Construction is now back underway and progress is being made. Concerns regarding WorkSafe being unhappy has been raised with staff.
Wastewater Treatment Plants: Te Aroha WWTP Fine Screening	AT RISK	Procurement Plan being updated following review from Fiona, expected to be completed in July. Reconfirm available budgets, apart of the wider project/budget conversations that are ongoing and not yet resolved
Wastewater Treatment Plants: Tahuna WWTP Caustic	AT RISK	Working through the solution, and then who will manage the project to get completed, linked with the Burwood Caustic Tank replacement also. Awaiting budget to be confirmed.
Wastewater Treatment Plants: Tawari WWTP Caustic	AT RISK	Budget still needs to be confirmed as part of the 2023/24 budgets before progressing
Wastewater Treatment Plants: Morrinsville WWTP Decant the pond liner	AT RISK	Project Brief needs to be written and budget to be confirmed, for the project to commence.
Water Treatment Plant Renewals program	AT RISK	List from S&P needs to be confirmed for 2023/24
Wastewater Treatment Plant Renewals program	AT RISK	List from S&P needs to be confirmed for 2023/25
Water Reticulation Renewals	ACHIEVABLE	The contracts official end date is 15 January. Contract requesting MPDC to consider timing of year 4 portion to align with new budgets, MPDC to consider
Allen Street Watermain Renewals	AT RISK	Watermain to be installed over the Kiwirail bridge. Permit to enter need to be resubmitted to along with material required and change in installed methodology. New project brief required to reflect the project changes that have occurred.
Wastewater Reticulation Renewals	AT RISK	Budget for Te Aroha has been exhausted, so the team is now focusing on Morrinsville.
Te Aroha Water Treatment Plant – Sludge & PACL	COMPLETED	Project now completed.
College/Ritchie St Pump station access way	AT RISK	WO has been issued, as progressing without a confirmed price. Expect works to start date still to be confirmed by KVS
Toyota SW	ACHIEVABLE	Physical works are completed, need to complete the access agreement as a final stage
Fonterra Flowmeter in Morrinsville	COMPLETED	Completed
Ops Improvement Project	AT RISK	progressing with information being collected. Progress is tracking behind expectations on reporting back to E-Team
Matamata WWTP Projects - Inlet Screens	ACHIEVABLE	Asset form to be completed as only remaining task
Matamata WWTP Projects -Long term Upgrade	NOT STARTED	All information for the E-Team update memo is now gathered, Group Manager has agreed to approach. Awaiting final memo review before E-Team agenda slot sought. *Moving to NZS3910 approach whilst budget confirmed through 2024/34 LTP *Upgrade to be sited on reclaimed pond land *Peer review on consenting process to be undertaken