

Kaunihera | Council

Kaupapataka Wātea | Open Agenda



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

Ko te rā | Date: Wednesday 27 March 2024
Wā | Time: 9:00
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

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

Waea | Phone: 07-884-0060
Wāhitau | Address: PO Box 266, Te Aroha 3342
Īmēra | Email: governance@mpdc.govt.nz
Kāinga Ipuranga | Website: www.mpdc.govt.nz



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1 Whakatūwheratanga o te hui | Meeting Opening

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

An apology from Councillor James Sainsbury has been received.

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

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

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

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

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

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

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

4 Whākī pānga | Declaration of Interest

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

5 Whakaaetanga mēneti | Confirmation of Minutes

Minutes, as circulated, of the Extraordinary meeting of Matamata-Piako District Council, held on 20 March 2024

6 Papa ā-iwi whānui | Public Forum

At the close of the agenda there were no speakers scheduled to the public forum.

7 Pūrongo me whakatau | Decision Reports

7.1 Matamata Domain playground upgrade - approval of final concept design

CM No.: 2828867

Te Kaupapa | Purpose

The purpose of this report is to seek Council approval of the Matamata Domain playground upgrade final concept design prior to the procurement process.

Rāpopotonga Matua | Executive Summary

Matamata Futures and Matamata-Piako District Council have entered into a Memorandum of Understanding (timeline in content below) outlining agreed tasks and management.

Rose Carnachan, of Matamata Futures, in attendance to present to the design/report.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council approve the final concept design of the Matamata Domain playground prior to staff initiating the procurement process.
3. Council authorises staff to undertake minor changes to the concept design where required.

Horopaki | Background

On 8 February 2023, Council resolved in principle to allocate \$1,500,000 from the Long Term Plan 2024/25, to be used for the upgrade of the Matamata Domain playground. Use of co-design for this project Council are doing things differently by having entered into a partnership approach with a community group for the co-design process. By using this co-design approach, Council staff work alongside community groups and the wider community to engage, design and deliver on what the community really want. By using this approach, Council is actively involving the community, our key stakeholders, to meet their needs.

Matamata Futures and Council have entered into a Memorandum of Understanding. Matamata Futures have committed to multiple phases of the project which includes gathering of information, assessing existing information, community engagement, preparation of concept and final designs etc. Council have committed to tasks such as procurement and construction of the playground up to \$1.5 million.

In May 2023, workshops were held with Matamata Futures, elected members, Iwi representatives and Council staff, facilitated by Boffa Miskell.

Ngāti Hinerangi, Raukawa and Ngāti Hauā, formed a sub-committee, to provide a collective kōrero to be incorporated into the design. Council's parks representative also advised that the design must align with Te Aranga Design Principles as adopted by Council's Tangata Whenua Parks Advisory Group and Te Manawhenua Forum mo Matamata-Piako as part of the Parks and Open Spaces Strategy in 2021.

Matamata Futures attended Matamata Domain playground to seek feedback from users, as well as local schools. The Bike Day Out provided an opportunity for Matamata Futures to survey the local community around what would be welcomed in the playground, and they disseminated these ideas to local schools for further feedback. More specifically, they received feedback from 80 boys and 108 girls from the schools.

To ensure the community voice has been heard in the final concept design phase, further feedback was sought on the initial concept to show what could be achieved with the funding committed by Council, and the fundraising from Matamata Futures. This was achieved through a Build your own Playground activity at multiple events which included a play day in the park, school gala and the Matamata Country Markets, where we received feedback from 130 people. The activity was also available at the Matamata Library and through a digital activity Council's website.

Memorandum of Understanding Council has entered into a partnership with Matamata Futures to co-design the upgrade of the Matamata Domain playground, with the arrangement formalised through a Memorandum of Understanding. The Memorandum of Understanding provides a shared understanding of the project and has 11 different phases led by either Matamata Futures or Council (or jointly). The project has had some minor delays and is currently at phase seven/eight/nine (highlighted).

The high level timeline is below:

Phase one: Confirmation (Dec-Feb 23 – Council led)	Council Executive Team approval of MOU and project brief Council workshop and meeting for confirmation of specific budget, location and high level plan
Phase two: Research/Engagement/Co-design (Dec-Feb 23 – Trust led)	Information gathering Assessment of existing information Confirmation of scope Initial iwi engagement
Phase three: Testing different play options (Mar-Apr 23 – Jointly led)	Following engagement/co-design testing of different play options to explore what works well
Phase four: Concept plans (May/Jun 23 Trust led)	Preparation of concept plans based on early engagement/co-design and testing
Phase five: Council approval of concepts	Council staff and elected member approval of concepts prior to engagement

(July 23 Council led)	
Phase six: Engagement on concepts (Aug/Sep 23 Jointly led Council administered Trust promoted)	Engage with community to obtain feedback on potential designs Compile feedback, refine designs Engage with community regarding potential contributions
Phase seven: Design refinement (Oct-Nov 23 Trust led)	Confirm preferred design and costing, Trust, Council staff and Elected Members
Phase eight: Dec 23 (Council led)	Formal sign off by all parties to progress to Tender/procure/construction phase)
Phase nine: Fundraising May-Nov 23 (Trust led)	Fundraising and grants
Phase ten: Tender/procure Dec 23 – Jun 24 (Council led)	Procurement
Phase eleven: Construction begins July 24	Funding available Construction period

Matamata Futures Fundraising

Fundraising is progressing. We are advised that a formal fundraising drive with businesses will launch once the allocation of equipment pricing has been completed.

Final concept design

Staff are providing comments on some of the finer details of the concept plan, and through the procurement process and proposals obtained by the suppliers, the design will be finalised before awarding the contract.

Ngā Take/Kōrerorero | Issues/Discussion

Council has agreed to fund \$1,500,000 from the Long Term Plan in 2024/25. The concept design developed exceeds what is available. Matamata Futures acknowledge that Council does not have a budget for more than what has been committed and will seek additional funding from community fundraising/donations. Should sufficient funds not be raised by procurement, the development of the park will transpire in stages.

There is currently no budget for a new toilet at the playground but the concept design allows the space for this in the future. A budget for new toilets has been included in the draft 2024-34 Long Term Plan for 2024/25.

Mōrearea | Risk

A full risk assessment was completed as part of the project planning phase.

The residual risks around engagement and consultation are low and have been managed with having a Memorandum of Understanding in place and having a clear line of responsibility for staff and Matamata Futures set at the outset of the project.

The highest inherent risk at the start of the project was not having a Council project manager in place, this risk has been managed by having the support of the Strategic Partnerships and Governance Team and Matamata Futures staff managing the engagement part of the project. The funding has been allocated for 2024/25 and the resourcing for a project manager has been included.

A further risk of not having the operating and renewal budget in place for the new playground has also been mitigated by allocating appropriate budgets in the Long Term Plan.

The report has already mentioned that the risk for not securing the external funding portion of the project has been minimised by being able to stage the playground implementation.

Ngā Whiringa | Options

Option One – Recommendation	
Description of option	
Council approve the final concept design and Council staff progress to procurement.	
Advantages	Disadvantages
Council staff can progress to procurement in a timely manner.	The concept far exceeded what is available in the budget and may not be achievable (should Matamata Futures not successfully raise sufficient funds). However, the final concept design does not outline costs.

Option Two – Other	
Description of option	
Council provide guidance on a design that is appropriate for the upgrade.	
Advantages	Disadvantages
Potential to have the design amended to a point which is achievable with the budget allocated.	Matamata Futures and Boffa Miskell have previously workshoped the concepts with Council. The cost of concepts has not been allowed for in Council's budget and therefore any associated outlays have been committed by Matamata Futures. Amendments will attract additional fees and take more time to present, causing further delays to the project to progress.

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

All related legislation and policies have been considered during the project planning phase.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Council's Significance and Engagement Policy, a decision in accordance with the recommendations is assessed as having a medium to high level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonably practicable options available.	Options are addressed above in this report.
Section 78 – requires consideration of the views of interested/affected people	Feedback will be sought from targeted groups and the wider community. The concept plan will be available for feedback online and in person for 2 weeks.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a medium to high level of significance.
Section 82 – this sets out principles of consultation.	Consultation under section 82 is not a legal requirement. However, Matamata Futures and Council have agreed to engage on the concept design of what the community likes, what it doesn't like and whether there are any gaps.

Ngā Pāpāhonga me ngā Whakawhitinga | Communications and engagement

High level project timeframes are highlighted within this report. Key stakeholders including Iwi and the wider community have been communicated with and involved throughout the project.

Council staff have developed a project page on the Matamata-Piako District Council [website](#) which also directs the community to Matamata Futures matamatafutures.co.nz.

Community Feedback

Council staff, together with Matamata Futures, engaged on the approved concept design with the wider community for two weeks in early/mid-October 2023. The purpose was to gather a broader range of feedback and information to help with the final concept design. Interactive activities were used online, as well as at the Matamata Library and at new and existing event such as play day at the park, a school gala and the Country Market.

Ngā take ā-lhinga | Consent issues

A resource consent is required as the footprint of the playground is increasing. Matamata Futures have indicated that they will lead this process. Council staff will support and review where needed.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

The relevant Community Outcomes are set out below:

Healthy communities	Our community is safe, healthy and connected.	We encourage the use and development of our facilities.	We encourage community engagement and provide sound and visionary decision making.
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Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

\$3,000,000 was included in the 2021-31 Long Term Plan for Destination Playgrounds across the District; \$1,000,000 in each of 2024/25, 2025/26 and 2026/27. The Plan stated Council will look to develop at least one destination playground and, depending on cost, we may be able to have one in each of the main towns. There is no operational and capital funding available to progress project planning prior to 2024/25.

Working in partnership with Matamata Futures can allow this project to progress through co-design and concept development phases prior to Council budget becoming available.

Forecast operational expenditure

The estimated operational costs for the proposed community playground (per the concept design) which includes one weekly inspection, are \$7,496. This cost will increase, should inspections be required to occur more frequently.

Renewals of the play equipment will require renewal funding in the 2024-34 Long Term Plan. It is based on cost of the equipment x length of life.

Ngā Tāpiritanga | Attachments

[A↓](#). Matamata Domain Playground Developed Design



Ngā waitohu | Signatories

Author(s)	Tamara Kingi Community Partnerships Advisor	
	Chris Lee Project Manager	

Approved by	Sandra Harris Placemaking and Governance Team Leader	
	Erin Bates	

	Strategic Partnerships and Governance Manager	
	Susanne Kampshof Asset Manager Strategy and Policy	
	Don McLeod Chief Executive Officer	

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DEVELOPED DESIGN
REV B, FEBRUARY 2024

Item 7.1

Attachment A

MATAMATA DOMAIN PLAYGROUND

LANDSCAPE DEVELOPED DESIGN - BM221199
FOR INFORMATION

CLIENT:

Matamata Futures Trust

REVISION:


B

DATE:

26.02.2024

LANDSCAPE ARCHITECTS:

Boffa Miskell



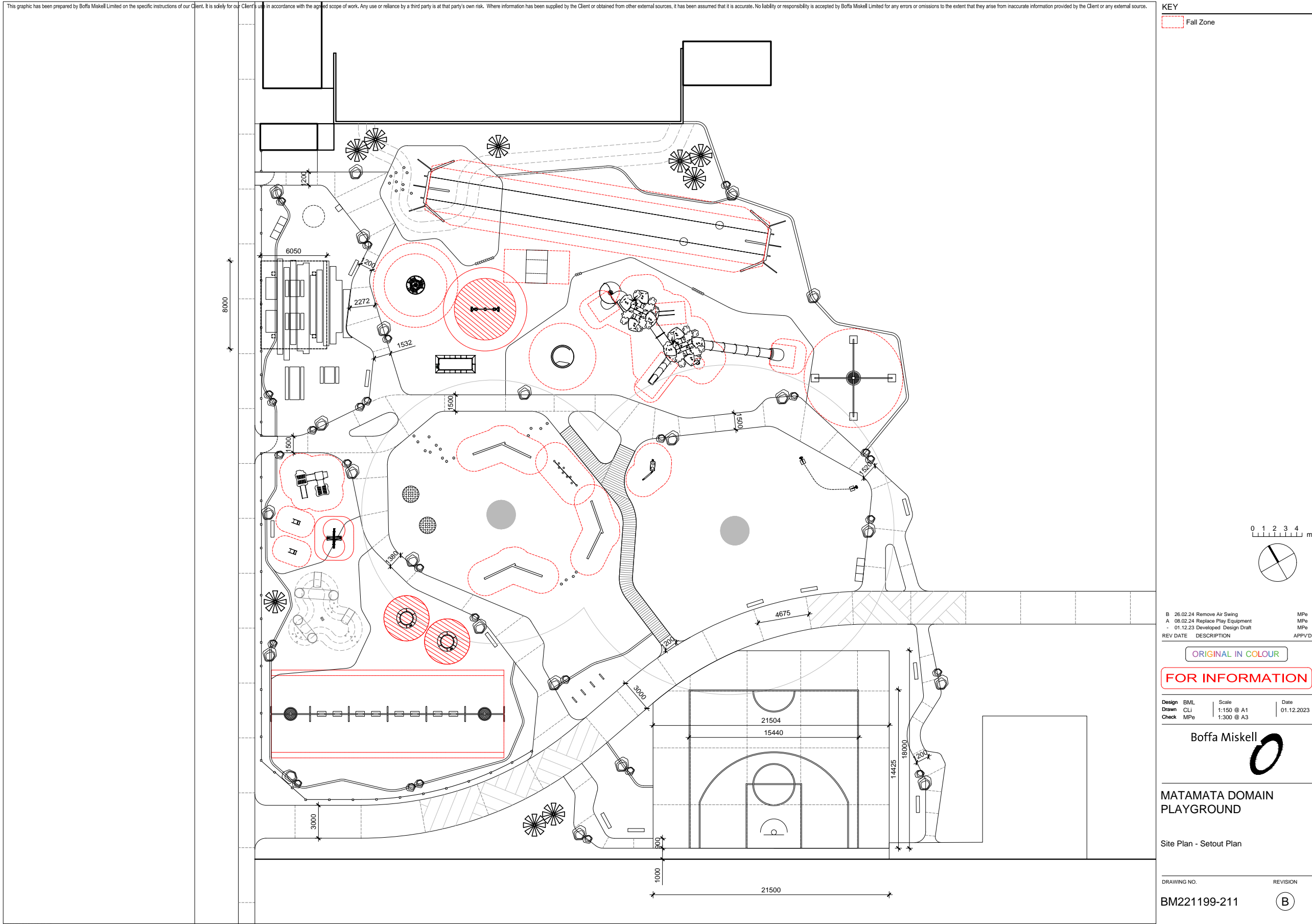
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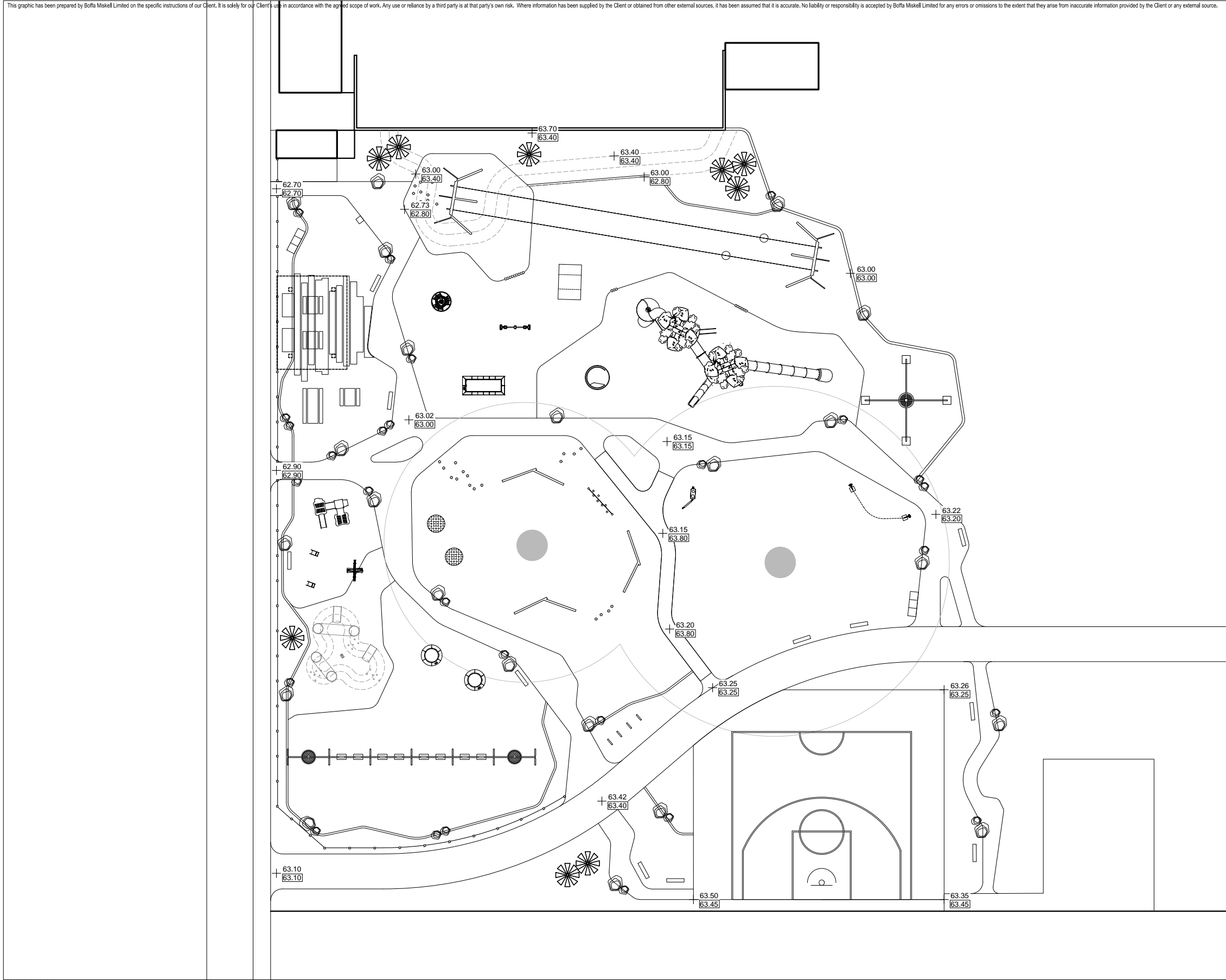
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TEL: +64 7 571 5511 | WWW.BOFFAMISKELL.CO.NZ

CONSULTANTS:

Drg No.	Drawing Title
100	Cover Sheet
201	Site Plan- General Arrangement
211	Site Plan- Setout Plan
221	Site Plan- Levels Plan
701	Image Board - Playground Equipment
702	Image Board - Materials Palette
801	Image Board - Planting Palette
901	Image Board - Water Feature Ideas







KEY

- Fall Zone
- Existing Spot Height
- Proposed Spot Height

0 1 2 3 4 m

01.12.23 Developed Design Draft MPa
REV DATE DESCRIPTION APPVD

ORIGINAL IN COLOUR

FOR INFORMATION

Design BML Scale 1:150 @ A1 Date 01.12.2023
Drawn CLI 1:300 @ A3
Check MPa

Boffa Miskell

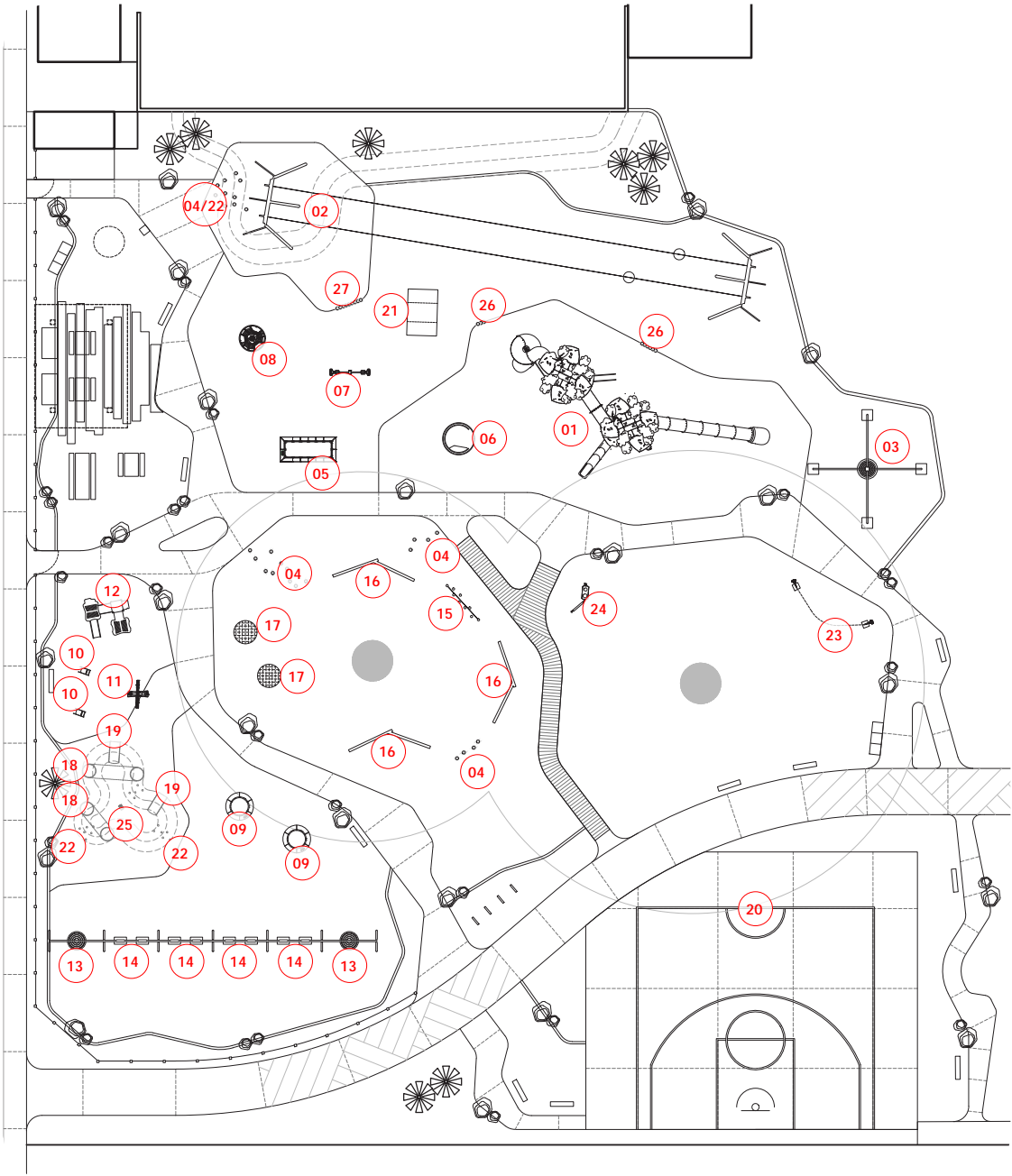
**MATAMATA DOMAIN
PLAYGROUND**

Site Plan - Levels

DRAWING NO. REVISION
BM221199-221 -

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IMAGERY - PLAYGROUND EQUIPMENT



01. Feature Tower



02. Double Flying Fox



03. Giant Eagles Nest



04. Timber Steepers



05. Inclusive Tramp



06. Carousel (Inclusive)



07. Wehopper



08. Inclusive Twister



09. Mini Tramps (x2)



10. Rocker



11. 4Way Seesaw



12. Junior Play Structure



13. Basket Swings



14. Swings Selection



15. Balance Posts



16. Timber Balance Beams



17. Hammock



18. Tunnel Through Mound



19. Slide on Mound



20. Half Court



21. Hamster Wheel



22. Rock Grips



23. Talking Tube



24. Music Play



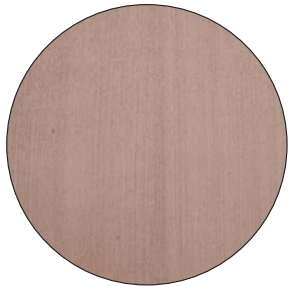
25. Binocular

IMAGERY - MATERIALS PALETTE

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Item 7.1

Attachment A



[P01, P01A, P01B] CONCRETE TYPE 1
BROOM FINISHED CONCRETE
Non-slip broom finish with Peter Fel coloured concrete (colour TBC)
Pedestrian: 110mm thick, reinforced on 100mm compacted AP40



[P02] CONCRETE TYPE 2. EXPOSED AGGREGATE CONCRETE
Local 10mm chip with Peter Fel coloured concrete (colour TBC)
Pedestrian: 110mm thick, reinforced on 100mm compacted AP40



[SB1] CONCRETE TYPE 3. SANDBLAST CONCRETE PATTERN
Stencil sandblast concrete to medium depth 2mm, to show patterns



[P03] 'TEAMTURF' ARTIFICIAL TURF
Artificial grassed areas as low impact, low maintenance material beneath particular playground equipment



[P04] HOGGIN
Permeable hoggins/self binding gravel paving to perimeter path. 70mm on 100mm compacted basecourse



[P05] WET POUR
20mm Playtop Coloured Top Layer, 100mm Playtop Base Layer on 100mm compacted basecourse



[P06] BOARDWALK
150mm wide hardwood decking screwed to timber frame



[E01] CONCRETE NIB KERB
200mm wide, smooth steel float finish with 5% black oxide pigment.



[E02] CONCRETE EDGE
150mm thick, centrally reinforced, on 150mm compacted AP40.
Concrete strip to edge lawn to garden bed/hoggins and tiger turf



[S01] PAVILION
Bespoke Shelter/ Pavilion. To be designed



[S02] BBQ
'Evolve' double electric Supplied by Felgroup



[S03] POOL FENCE
1.2m Height Pool Fencing. Bespoke design, based on a simple design like the one shown (designed by boffa miskell). Design to be confirmed



[S04] & [S05] GATE
1.2m and 1.5m Wide Pedestrian Gate



[S06] WATER FEATURE
Bespoke water feature, to be designed. Refer to page 20



[F01] PICNIC TABLE
Bespoke design, based on a simple picnic table like the one shown (designed by boffa miskell). Design to be confirmed. Hardwood timber, powdercoated steel. Supplied by Tileys



[F02] BENCH SEATING
Bespoke design, based on a simple bench seat like the one shown (designed by boffa miskell). Design to be confirmed. Hardwood timber, powdercoated steel. Supplied by Tileys



[F03] LONG PICNIC TABLE
Bespoke design, based on a simple picnic table like the one shown (designed by boffa miskell). Design to be confirmed. Hardwood timber, powdercoated steel. Supplied by Tileys



[F04] WASTE BINS
Streetscape Drum waste bin with Corten Steel finish (or similar product)



[F05] BIKE RACK
Bespoke design, based on a simple design like the one shown (designed by boffa miskell). Design to be confirmed.



[F06] DRINKING FOUNTAIN
Drinking fountain, or similar, with water sump



[B01] BOULDERS
Boulders are scattered throughout the site, and cut into concrete paths. These soften the hard edges, provide for a randomness and natural feel.

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IMAGERY - PLANTING PALETTE



ASTELIA CHATHAMICA
Astelia chatamica 'Silver Spear'



MUEHLENBECKIA AXILLARIS
Pohuehue



HEBE WIRI MIST
Hebe 'Wiri Mist'



DIANELLA NIGRA
Turutu



BLECHNUM PENNA MARINA
Blechnum penna marina



COPROSMA REPENS 'POOR KNIGHTS'
Taupata



MUEHLENBECKIA ASTONII
Tororaro



CAREX TESTACEA
Speckled Sedge



PHORMIUM COOKIANUM
Mountain flax / Wharariki



ACAENA INERMIS PURPUREA
Purple bidibidi



LIGULARIA RENIFORMIS
Tractor seat plant



CHIONOCHLOA FLAVICANS
Miniature toe toe



ACORUS GRAMINEUS
Golden sweet flag



RHOPALOSTYLIS SAPIDA
Nikau

IMAGERY - WATER FEATURE IDEAS

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Item 7.1

Attachment A





About Boffa Miskell

Boffa Miskell is a leading New Zealand professional services consultancy with offices in Whangarei, Auckland, Hamilton, Tauranga, Wellington, Christchurch, Dunedin, and Queenstown. We work with a wide range of local and international private and public sector clients in the areas of planning, urban design, landscape architecture, landscape planning, ecology, biosecurity, cultural heritage, graphics and mapping. Over the past four decades we have built a reputation for professionalism, innovation and excellence. During this time we have been associated with a significant number of projects that have shaped New Zealand's environment.

www.boffamiskell.co.nz

Whangarei	Auckland	Hamilton	Tauranga	Wellington	Christchurch	Queenstown	Dunedin
09 358 2526	09 358 2526	07 960 0006	07 571 5511	04 385 9315	03 366 8891	03 441 1670	03 470 0460

7 Pūrongo me whakatau | Decision Reports

7.2 Plan Change 55 - Fonterra

CM No.: 2820381

Te Kaupapa | Purpose

Fonterra Limited has requested a change to the Operative Matamata-Piako District Plan in relation to their Waitoa Dairy Manufacturing Facility. Part 2 of Schedule 1 of the Resource Management Act 1991 (RMA or “the Act”) sets out the procedural matters for dealing with such a request. The Council must first consider how to deal with the request. Clause 25 of Schedule 1 allows the Council to reject the request, treat the request as if it were an application for a resource consent, adopt the request or accept the request. The purpose of this report is to discuss the merits of each option and recommend a preferred course of action to the Council.

Rāpopotonga Matua | Executive Summary

The RMA allows anyone to seek changes to a district plan through a request for a private plan change. Fonterra Limited have requested a change to the Operative Matamata-Piako District Plan in relation to their Waitoa Dairy Manufacturing Facility. The change relates to the Development Concept Plan (DCP) and its associated Noise Emission Control Boundary (NECB), which the Facility currently operates under. Under the RMA, the Council must decide how it initially wants to deal with the plan change request. It may either reject the request, process the request, adopt the request or accept it. Marius Rademeyer (Council’s processing planner) is available to discuss each option and answer any questions.

Tūtohunga | Recommendation

That:

1. That Council resolves to accept Fonterra Limited’s “Proposed (Private) Plan Change 55 – Waitoa Dairy Manufacturing Facility” in accordance with Clause 25(2)(b) of Part 2 of Schedule 1 of the Resource Management Act 1991
2. That Council resolves, in accordance with Section 34A of the Resource Management Act 1991, to delegate the authority to decide the notification requirements for Fonterra Limited’s “Proposed (Private) Plan Change 55 – Waitoa Dairy Manufacturing Facility” to the Group Manager Growth and Regulation and/or the District Planner.

Horopaki | Background

Fonterra owns and operates the Waitoa Dairy Manufacturing Facility, one of two key manufacturing assets owned by the company in the District, the other being the Morrinsville Dairy Manufacturing Facility.

Combined, these assets have a value of \$1.5B, which equates to \$650M of production value per annum. The plant processes approximately 60,000 metric tonnes of product (not including UHT) during the milk-processing season, with up to 2.7 million litres of milk being processed per day during peak milking season. Products manufactured at the site are exported to 35 global markets.

The dairy GDP for the District in the year to March 2023 was \$667.6 million, representing 29.1% of the District’s total GDP. The dairy industry is a significant employer in the District with

approximately 1,250 farming jobs and 1,150 processing jobs, accounting for 15.5% of all jobs in the District and totalling approximately \$232.9 million in wages.

The Waitoa factory itself employs over 400 people and meets the Waikato Regional Policy Statement's definition of "regionally significant industry".

The site is zoned Industrial and is subject to a Development Concept Plan (DCP) within the District Plan. The intent of the DCP is to enable the operation and expansion of the facility subject to compliance with relevant standards, including stipulated noise limits at a defined Noise Emission Control Boundary (NECB).

Despite Fonterra's ongoing efforts to implement a noise mitigation strategy, measurements have shown that the operation of the facility is still exceeding the defined noise limits at points along the NECB. Fonterra has advised, given the nature and life span of specialist dairy processing equipment being operated on site, that achieving further reduction in noise levels is not viable in the short term.

To rectify the non-compliance, Fonterra has applied to Council under the provisions of the Resource Management Act 1991 (RMA) for a private plan change to amend the noise provisions, thereby formalising the present noise emissions and providing regulatory certainty to Fonterra, MPDC and nearby residents.

The Fonterra private plan change is a separate process, independent from the workstream currently being undertaken by Council to amend the Operative District Plan to align with the National Planning Standards. If the Fonterra plan change is approved, the site's zoning and the DCP provisions will, over time, be converted to align with the National Planning Standards, as part of the Council's ongoing National Planning Standards alignment project.

The first step in the RMA plan change process is for Council to consider how it wants to deal with the acceptance of Fonterra's request, before moving on to notification of the plan change for submissions, and ultimately making the decision on whether to approve the plan change.

The purpose of this report is to familiarise Councillors with the plan change content, the statutory requirements for the consideration of the request, and the options available to Council.

The report will focus on the first step in the plan change process, that being the four options open to Council in deciding how it wants to deal with the plan change request, and the statutory matters that Council must consider in making its decision on the request. The merits of the plan change are not considered at this stage. This will follow later in the process once the views of affected parties have been sought through notification.

The report seeks a decision from Council and recommends that the Council opt for the option of "accepting" the plan change, for the reasons as outlined below.

Fonterra's plan change request was received by Council in December 2020.

On 22 January 2021, staff issued a request for information/clarification on several matters relating to the plan change, including further consideration of the proposed noise rules, reformatting of the DCP to align with other "second generation" DCPs in the District Plan, and consultation with iwi and potentially affected parties.

Subsequently, the plan change process has been on hold at Fonterra's request, while the company worked collaboratively with staff and noise experts in addressing the further information requested by Council.

On 14 February 2024, Fonterra submitted the final plan change documentation (under separate cover), requesting that Council accept the plan change in its amended form, for notification.

The plan change documentation as submitted to Council comprises an Application Report prepared by Mitchell Daysh, for Fonterra. Appended to the Application Report is an acoustic assessment prepared by Marshall Day for Fonterra, and the proposed DCP diagram and text

showing the amended noise provisions and amended NECB. Also appended is a statement from Savory Acoustics, who has reviewed the noise provisions for MPDC.

The Application Report is a comprehensive document prepared in accordance with the requirements of the RMA. The Report includes a section 32 RMA assessment (issues/options/costs/benefits), assessment of environmental effects, statutory assessment of the relevant planning documents, and a summary of iwi and community consultation.

Ngā Take/Kōrerorero | Issues/Discussion

The plan change (known as “Private Plan Change 55 – Waitoa Dairy Manufacturing Facility”) seeks to incorporate changes into the District Plan by the following means:

- (i) Amendments to the existing DCP diagram, by extending the NECB further out from the site.
- (ii) Amending the permitted noise standards that apply at the NECB.
- (iii) Amending the DCP rules by requiring Fonterra to offer to install, at its expense, noise mitigation to existing buildings accommodating noise sensitive activities¹ within the expanded NECB.
- (iv) Inserting a new performance standard in the District Plan that will require noise insulation (at the property owners’ expense) for new buildings or alterations to existing buildings accommodating noise sensitive activities within the expanded NECB.
- (v) A minor adjustment to the Industrial Zone extent as currently shown on the Planning Maps to align the zone boundary with the Kaitiaki (Conservation) Zone.
- (vi) Amendments to the DCP boundary by aligning with the Kaitiaki (Conservation) Zone where it adjoins the Waitoa River, and changes to the Landscape Buffer Area to correctly align with the floodplain along the Waitoa River.

The changes can be explained as follows:

¹ Noise sensitive activity means any residential activity (including visitor accommodation and retirement accommodation, any educational activity, any healthcare activity, and any congregations within places of worship or marae.

1 Extending the NECB

Fonterra proposes to extend the NECB further out from the site, as shown in Figure 1 below:

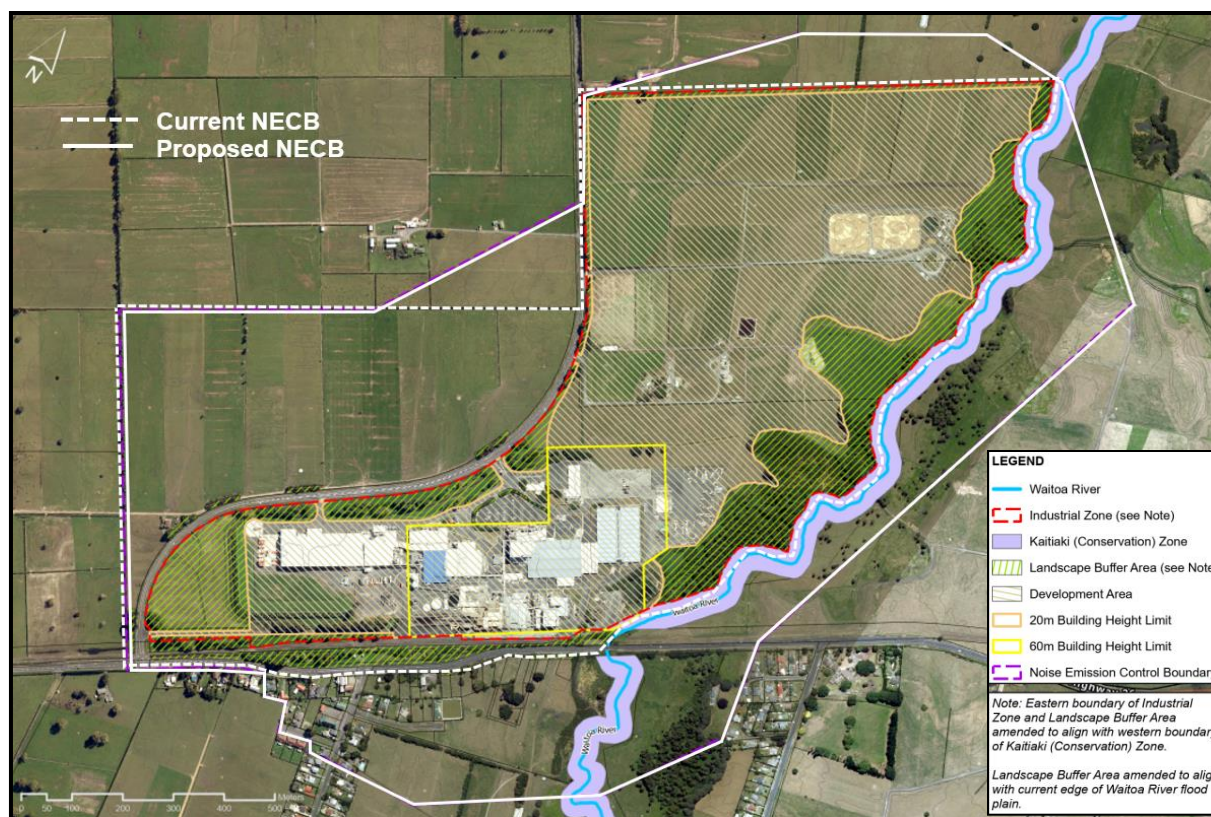


Figure 1: Proposed NECB

To the north, east and west, the land to be included in the expanded NECB is zoned Rural. To the south, the land to be included is partly in the Settlement Zone (Residential and Commercial Precincts), and partly in the Rural Zone.

2 Amendment of the noise standards at the NECB

There is an anomaly in the current DCP rules that sets two different noise limits for the period 7am to 10pm on Sundays, as shown in Table 1 below.

Table 1: Current vs Proposed Permitted Noise Standards at NECB

Current Noise Standards		Proposed Noise Standards	
Monday to Sunday (7am – 10pm)	50dBA (L_{10})	Monday to Sunday including Public Holidays (7am – 10pm)	50dB $L_{Aeq}(15min)$
All other times including Sundays and public holidays	45dBA (L_{10}) 75dBA (L_{max})	All other times	45dB $L_{Aeq}(15min)$ 75dB L_{AEmax}

With the passage of time, the reason for the anomaly is now unclear, leaving two alternative ways in which the noise rules could be applied to Sundays.

The one option is to acknowledge that the factory has always been a seven-day per week operation and that the anomaly is the result of a drafting error, with the intention being that the higher noise limits were to apply to the period 7am to 10pm Sundays.

Under this interpretation, the amendments as shown in Table 1, propose to retain a similar noise rating (i.e. 50dBA during 7am to 10pm, and 45dBA at all other times), but changing the noise descriptor from L_{10} , to $L_{Aeq(15min)}$ and from L_{max} , to L_{AFmax} . In addition, a higher 50dB $L_{Aeq(15min)}$ noise limit (as opposed to the current 45dBA (L_{10}) limit) is proposed to apply from 7am to 10pm on public holidays. The reason for this change is to accommodate the site's operational requirements.

The other option, taking the approach that activities must comply with all the rules in the DCP, is that the most restrictive noise limit must be applied to the period 7am to 10pm on Sundays, meaning that the proposed noise rules will also authorise a higher noise limit of 50dB $L_{Aeq(15min)}$ from 7am to 10pm on Sundays.

3 Noise mitigation – existing noise sensitive activities in expanded NECB

To mitigate the effects of the extended NECB, the plan change proposes to amend the DCP rules by requiring Fonterra to offer to install, at its expense, noise mitigation to existing buildings accommodating noise sensitive activities (within the expanded NECB).

Under the proposed rules, Fonterra will be obliged, within six months of the plan change becoming operative, to offer to assess the internal noise levels within habitable rooms of existing buildings accommodating noise sensitive activities within the expanded NECB.

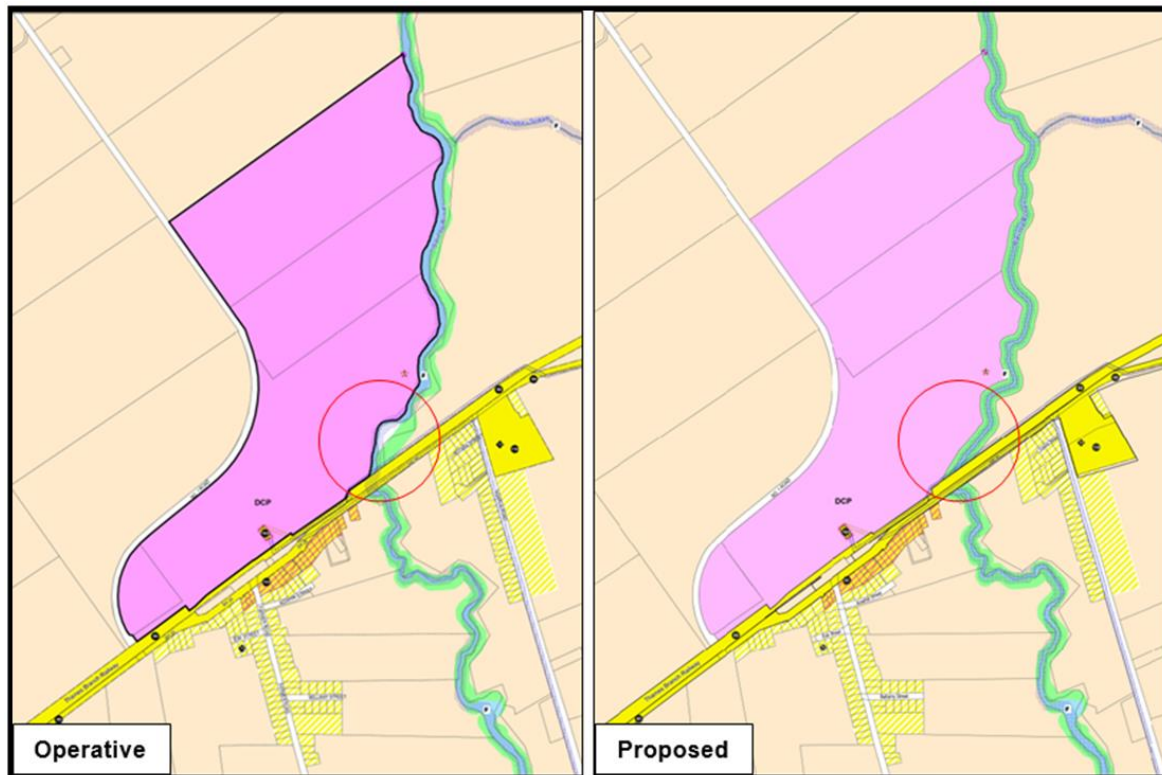
If the internal noise level in bedrooms is greater than 35dB $L_{Aeq(15min)}$ and/or greater than 40dB $L_{Aeq(15min)}$ in other habitable rooms, then a further assessment must be undertaken with windows closed. If the internal noise levels can only meet the above limits with windows closed, a mechanical ventilation system (including an air conditioner to provide thermal comfort) must be offered. If the internal noise levels still exceed the above limits with windows closed, a mechanical ventilation system and other measures such as upgraded glazing alternatives must be offered.

4 Noise mitigation – new noise sensitive activities in expanded NECB

Conversely, after the plan change becomes operative, new, or altered buildings accommodating noise sensitive activities within the expanded NECB must be designed and constructed, at the then owners' cost, to comply with internal noise levels of 35dB $L_{Aeq(15min)}$ in bedrooms and 40dB $L_{Aeq(15min)}$ in other habitable rooms.

5 Adjustment of Industrial Zone boundary on Planning Maps

The plan change also proposes a minor adjustment to the Industrial Zone boundary along the Waitoa River, on the Planning Maps, as shown in Figure 2 below:



Waitoa River, on the Planning Maps, as shown in Figure 2 below:

Figure 2:
Adjustment of Industrial

Industrial Zone Boundary

The reason for the proposed change is to align the Industrial Zone with the true location of the Waitoa River and the current location of the Kaitiaki (Conservation) Zone.

6 Adjustments to the DCP (Kaitiaki (Conservation) Zone and Landscape Buffer)

In addition, the plan change proposes adjustments to the DCP diagram, to accommodate the Kaitiaki (Conservation) Zone and to amend the extent of the Landscape Buffer (see Figure 3 below):



Figure 3:
Adjustments to the DCP Diagram

The reasons for the adjustments are:

- To accommodate the Kaitiaki (Conservation) Zone that was introduced into the District Plan, after the original DCP was drafted; and
- To align the extent of the Landscape Buffer with the correct location of the Waitoa River floodplain.

Statutory requirements

The RMA requires that a private plan change request must explain the purpose of, and reasons for, the proposed plan change and contain an evaluation report prepared in accordance with section 32.

Where environmental effects are anticipated, the request must describe those effects in such detail as corresponds with the scale and significance of the actual or potential environmental effects anticipated from the plan change. The local authority must have particular regard to the evaluation report when deciding how to deal with a plan change request.

The evaluation report provided by Fonterra reaches the following conclusions relevant to consideration of the Plan Change Request:

- **National Policy Statements** - The evaluation report considers that the Hauraki Gulf Marine Park Act, that has the status of a National Policy Statement, is relevant to the assessment of the plan change. The report reaches the conclusion that the proposed plan change has no effect on the nature of activities that can be undertaken pursuant to the DCP. This is the case as the primary focus of the plan change is on the management of noise emissions from authorised activities. As such, the plan change will have no adverse effects on the Hauraki Gulf and does not conflict with the recognition of the national importance or management of the Gulf.
- **National Environmental Standards** - The evaluation report considers, given the specific focus of the proposed plan change on the management of noise emissions from the site, that there are no national environmental standards of relevance to the proposal.
- **Waikato Regional Policy Statement (RPS)** – The assessment considers that the site falls under the RPS definition of “regionally significant industry”. As such, the provisions that relate to “regionally significant industry” are directly relevant. The proposed plan change will:
 - Facilitate the continued operation and expansion of dairy manufacturing activities on the site;
 - Establish an appropriate framework for the management of noise emissions to protect the acoustic amenity of the local community;
 - Provide certainty to Fonterra to enable continued investment in the site;
 - Provide certainty to the wider community regarding acceptable levels of acoustic amenity;
 - Assist the District Council in undertaking its statutory functions under the RMA;
 - Assist in the management of potential reverse sensitivity effects;

- Improve the acoustic amenity of the site and surrounding environment;
- Give effect to the RPS direction to provide for the development of a regionally significant industry.

Overall, Fonterra considers that the proposed plan change is consistent with and will give effect to, the objectives and policies of the RPS.

- **Waikato Regional Plan (WRP)** – The assessment considers that there are no WRP provisions of relevance to the proposal.
- **Consistency with the District Plan objectives and policies** – As the sole focus of the proposal is on the replacement of noise management rules within an existing, site specific DCP, Fonterra considers that the plan change supports the Operative Plan's objectives and policies.
- **Effects on the environment** – Fonterra's assessment is that the effects of the drafting changes to the Planning Maps and DCP are insignificant, and that noise is the only effect relevant to the assessment of the plan change proposal. Regarding noise effects, Fonterra's conclusion is that the proposed plan change will provide an effective framework for ensuring that no adverse effects will arise in respect of acoustic amenity. The effects of expanding the DCP's NECB are to be mitigated by new provisions that will ensure internal acoustic and thermal comfort.

Staff note that the changes between the current and proposed permitted noise standards at the new NECB are:

- The use of different noise level descriptors. In this regard, it is staff's understanding that the proposed change from L_{10} and L_{max} , to L_{Aeq} and L_{AFmax} is unlikely to result in a perceptible change in the noise environment. The change in noise descriptor is also consistent with the requirements under the National Planning Standards.
- The higher 50dB $L_{Aeq(15min)}$ noise limit (as opposed to the current 45dBA (L_{10}) limit) is proposed to apply from 7am to 10pm on public holidays (and on Sundays under a strict interpretation of the anomaly in the current DCP rules). The effects of the higher noise limits during these periods are off-set by requiring acoustic mitigation for noise sensitive activities in the expanded NECB as explained previously.

In addition, it is staff's understanding that under the proposed noise provisions, properties within the expanded NECB that are not in Fonterra's ownership could receive up to approximately 3 – 4 decibels more noise than permitted at the current NECB (i.e. 48 – 49 dBA during the periods when the lower 45dBA noise limit applies).

To clarify the proposed noise limits and the magnitude of the changes, staff's understanding is that a change of 2 decibels is "imperceptible" while a change of 3 to 4 decibels is "just perceptible". In terms of comparison to typical sound levels, the 45 dBA and 50 dBA noise limits proposed to apply at the expanded NECB, compares (subject to tonal and duration influences) to the range of sound just above "quiet radio music" and less than "normal conversation" (see Figure 3 below).

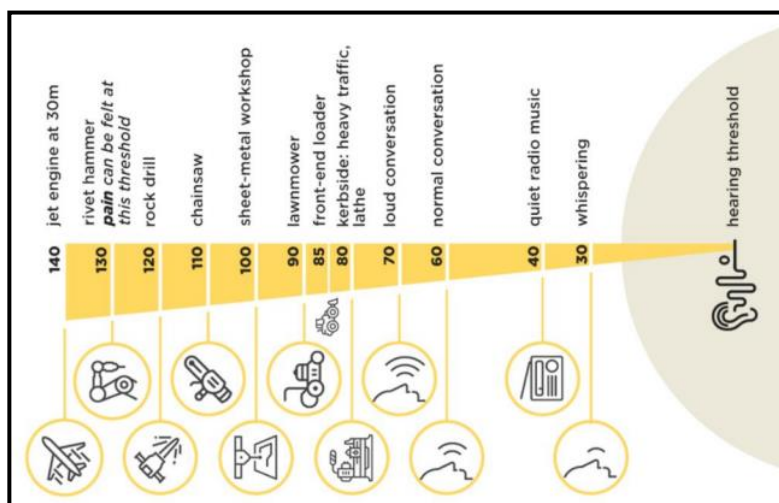


Figure 3: Typical Sound Levels from Common Noise Sources

The changes in permitted noise levels will apply to properties within the expanded NECB shown in Figure 4 below, many of which are owned by Fonterra. The remaining affected properties within the expanded NECB that are in private ownership comprise Rural zoned land and a rural dwelling; and approximately eleven residential dwellings, a church and community hall within the Settlement Zone.

Difference between L_{Aeq} and L_{10}

L_{eq} or L_{Aeq} is the equivalent continuous sound level, and represents the total sound exposure for the period of interest. It is often described as the “average” noise level during a noise measurement period. This is not technically correct, but it is often the easiest way to think of L_{eq} . L_{10} is a statistical measure of a sound and describes the level exceeded for 10% of the measurement period. Similarly, L_{90} is the level exceeded for 90% of the measurement period. Neil Savory from Savory Acoustics has advised that these latter statistical measures were originally proposed to describe traffic noise, which is a time varying source. They then made its way into the earlier versions of New Zealand’s Environmental Noise Standards. The main limitation of the L_{10} measure is that loud sounds that occur for less than 10% of the measurement period are not captured by this metric.

It is difficult to convert one unit of measure to the other, as the two metrics express the time varying nature of a sound source quite differently. For a steady noise source, there is generally no difference between the two. However, differences do occur for time varying sources. Mr Savory has advised that in his experience, there is typically around a 2dBA difference for most time varying sources where L_{10} is higher than L_{eq} . A 2dBA difference would be regarded as “barely perceptible” and in reality there is little difference between these metrics with the L_{eq} metric better at capturing transient sound sources.



Figure 4: Affected Properties and Ownership

- **Part 2 RMA matters** – The evaluation report considers that the proposal is consistent with Part 2 RMA matters as expressed in the RPS and the District Plan.

- **Section 32 RMA assessments** – The section 32 assessment supplied by Fonterra includes an examination of which of the following three options is the most appropriate method for achieving the District Plan objectives:

- Option 1: Retain existing provisions and require on-site noise reduction measures;
- Option 2: Wait for the next District Plan review; and
- Option 3: Replace the existing provisions by way of a private plan change.

The assessment reaches the conclusion that retaining the current District Plan provisions and relying on on-site noise reduction measures will not address the issue as the specialist advice is that full compliance is impracticable. Deferring the matter until a District Plan review, is likely to take considerable time. Option 3 is the most appropriate in terms of providing Fonterra and affected property owners, certainty in a timely manner to make long-term investment decisions and for Council to undertake its statutory functions.

- **Conclusion** – Staff considers that the information provided by Fonterra meets the statutory requirements to enable the plan change to be notified for public participation, and the conclusions reached by Fonterra, summarised above, “tested” through the decision-making process. In addition, Council’s acoustic expert considers that Fonterra’s proposed provisions are the appropriate resource management response to mitigate the noise emissions from Fonterra’s processing facility.

Mōrearea | Risk

The Council’s decision on this matter may be appealed to the Environment Court by the person who requested the change; therefore, there is an element of risk from a legal perspective. As a local authority, the Council has obligations under the RMA and cannot avoid making this decision. However, the risk is considered to be low should the Council adopt the recommendations of this report.

Ngā Whiringa | Options

Under the RMA, there are four options open to Council to deal with this request. These options are:

- Reject the request;
- Decide to process the request as if it were a resource consent;
- Accept the request; or
- Adopt the request and take on the plan change as if it were the Council’s own proposed plan.

Staff’s assessment of the request under the available options is provided below:

Option 1 – Reject the request

The Council can reject the request, but only on limited grounds namely that the request is frivolous/vexatious, the substance of the plan change has been dealt with in the last two years, the request is not in accordance with sound resource management practice, the plan change will be inconsistent with Part 5 RMA, or the District Plan has been operative for less than two years.

Table 3 provides an assessment of the request in terms of the matters outlined above:

Table 3: Assessment of Option 1

Option 1 – Reject the Plan Change request	Assessment
A plan change request can be rejected on the basis that:	

<ul style="list-style-type: none"> It is frivolous or vexatious; 	<p>The plan change seeks to amend the noise provisions that apply to the site and is not frivolous.</p>
<ul style="list-style-type: none"> The substance of the plan change has been dealt with by Council or the Environment Court in the last two years; 	<p>The site has not been the subject of a previous plan change request in the last two years.</p>
<ul style="list-style-type: none"> The plan change is not in accordance with sound resource management practice; 	<p>The plan change request has considered the effects on the environment, relevant planning instruments, the purpose and principles of the RMA, and the available options, costs, and benefits. The assessment shows that the request is in accordance with sound resource management practice.</p>
<ul style="list-style-type: none"> The plan change would make the District Plan inconsistent with Part 5 RMA (i.e. relevant planning documents and the statutory matters to be considered); 	<p>The Plan Change has considered Part 5 matters and has shown that it is not inconsistent with relevant planning documents, policies, and plans.</p>
<ul style="list-style-type: none"> The District Plan has been operative for less than two years. 	<p>The site's DCP and underlying Industrial zoning became operative in 2005 and has therefore been operative for more than two years.</p>

For the reasons stated in Table 3, staff considers that there are no grounds for rejecting the request.

Option 2 – Process the request as a resource consent

The second option is to process the request not as a plan change, but rather as a resource consent application. In this event, the application will be subject to the procedure in Part 6 of the RMA. This means the Council will make its decision on the notification requirements for the resource consent, serve limited or public notice as required, hear submissions if any, and ultimately make its decision whether to grant or decline consent after having regard to section 104 RMA and Part 2 matters. In the final instance, Council's decision will be subject to appeal to the Environment Court.

In this instance, the plan change seeks to incorporate amended provisions to manage the ongoing operation and expansion of the site. A plan change, rather than a resource consent, is the appropriate planning instrument to control the operation and future development of the site.

This is the case as:

- A DCP with appropriate standards provides flexibility for future development, whereas a resource consent will generally permit a specific development proposal with limited flexibility;
- The site is currently subject to a DCP within the District Plan. Converting the DCP to a resource consent will present a major departure from the way in which the site, and other similar dairy processing facilities in the District, are managed.

For the reasons above, staff considers that the scale and nature of the proposal is such that a resource consent is not the appropriate process.

Option 3 – Accept the request' versus 'Option 4 – Adopt the request

Under Option 3, the Council accepts the plan change request as a private initiative whereas, under Option 4, the Council adopts the plan change as if it were its own initiative and part of the Council initiated review of the District Plan.

Table 4 below highlights the differences between the two options:

Table 4: “Accept” versus “Adopt” the Request

Option 3 - Accept the Request	Option 4 – Adopt the Request
Council notifies, hears, and decides the proposed plan change using the process in Part 2 of the First Schedule.	The plan change becomes a “public” plan change. It is notified, heard, and decided on, in the same way as a Council initiated plan change (Part 1 of the First Schedule).
The Requestor bears the cost of the complete plan change process through to the Council’s decision on it (excluding the resolution of appeals).	Council bears the full cost of the plan change from the date that it is adopted, including the resolution of appeals.
The Requestor controls what is notified. The plan change is notified using the documentation provided by the Requestor.	Council controls what is notified. The Council is not required to consult with the Requestor and can make changes to the plan change prior to notification.
“Accepting” the plan change implies that Council is taking a neutral position and neither supports nor opposes the proposal.	“Adopting” the plan change implies that Council generally supports the proposal.
Rules do not have legal effect until the Plan Change becomes operative.	Rules relating to water, air, soil, significant indigenous vegetation/ habitats of indigenous fauna, and historic heritage, have legal effect on notification.

Staff considers that “accepting” the request (Option 3) is the preferred option, for the following reasons:

- The purpose of the plan change is to provide for the continued operation and expansion of the Fonterra Dairy Processing Facility. As such, the financial benefits from the plan change will accrue to the Requestor, rather than there being any significant “public good” component to “signal” that “adopting” the plan change would be the appropriate option.
- The plan change represents principally private gain (although it is acknowledged that providing for the continued operation and expansion of the site, benefits the community in terms of employment opportunities, and supports the dairy industry that is of strategic importance, nationally and locally). Consequently, it is appropriate that the Requestor, rather than the Council, should bear the bulk of the costs associated with the process.
- Given the site-specific nature of the plan change, it is appropriate that the Council take a neutral position by “accepting” the proposal, which would then follow due public process before a decision is made.

- Due to the plan change being confined to the Requestor's site, there is little benefit in the Council retaining control over the content of what gets notified. The Council will have adequate opportunity to provide input to the process through the submissions stage of the plan-making process.
- The substance of the plan change is such that it does not have immediate implications for the management of water, air, soil, significant indigenous vegetation/ habitats of indigenous fauna, and historic heritage. Consequently, there is little benefit to be gained if rules relating to these matters were to take legal effect on notification, as opposed to when the plan change becomes operative.

Conclusion

In conclusion, it is staff's view that:

- The Plan Change meets the statutory requirements and must be considered by Council;
- There are no grounds for rejecting the Plan Change;
- Given the scale of the proposal, long-term nature of the proposed development, and the need to retain flexibility, a plan change, rather than a resource consent, is the appropriate way to deal with the request; and:
- Considering that the proposal is site-specific and that the financial benefits of the land development will accrue predominantly to the Requestor, it is appropriate that the Council "accepts" the Plan Change as a private initiative, rather than to "adopt" the Plan Change as its own initiative.

Staff notes that by accepting the Plan Change request, it does not imply that the Council or staff hold an opinion on the merits of the Plan Change. It does, however, indicate that the Council is satisfied that the request is in accordance with sound resource management practice so that it can be notified and considered on its merits by the public and Council in accordance with the RMA.

In addition, staff notes that it is the Requestor's preference that the Plan Change be "accepted", rather than "adopted" by Council. Therefore, staff's recommendation is also in line with the Requestor's preference.

Recommended option

Staff recommends that the Council "accepts" the plan change request (Option 3) for the following reasons:

- There are no grounds for rejecting the request
- The plan change seeks to incorporate amended provisions to manage the ongoing operation and expansion of the site, therefore a plan change as opposed to a resource consent is seen as the most appropriate planning instrument
- The plan change represents principally private gain and confined to the Requestor's site.

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

The Council is obligated to make a decision regarding the plan change request under Schedule 1 of the RMA. Any decision by the Council on this matter can also be appealed by the Requestor to the Environment Court.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement Consultation

Fonterra has consulted with iwi and with the local Waitoa community, regarding the proposed plan change.

The outcome of consultation with iwi was that Ngāti Hauā has confirmed its support for the plan change while both Ngāti Rāhiri Tumutumu and Ngāti Tara Tokanui confirmed that they defer to Ngāti Hauā to take the lead. No responses were received from Ngāti Maru, Ngāti Tamaterā, Ngāti Hako, Ngāti Pāoa and Waikato Iwi.

Fonterra consulted with the wider Waitoa community, as part of their regular liaison arrangements, in 2019 and 2023. According to Fonterra, no significant concerns were raised by attendees at the community meetings and feedback was generally positive, including that there had been a substantial decrease in noise from the facility in recent years.

In July 2023, Fonterra posted a consultation letter to surrounding landowners within, and immediately beyond the proposed NECB. The letter summarised the plan change and invited written feedback. No written feedback was received.

Notification

If the Council accepts the plan change, the next step in the RMA process is to notify the plan change for submissions. Under Schedule 1 of the RMA, there are two options open to Council, namely public, or limited notification.








For plan changes, Clause 5A of Schedule 1 of the RMA, provides for limited notification in instances where the Council can identify all the persons directly affected by the proposed change. Where the affected persons cannot be clearly identified, Clause 5 of Schedule 1 requires that public notice be served.





In this instance, staff is satisfied that properties proposed to be included in the expanded NECB can be identified. Staff is currently working through the notification requirements with Council's acoustic expert to verify that parties beyond the expanded NECB will not be affected by the proposed changes, with the expectation that limited notification will be the likely outcome of staff's assessment.

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

Should the Council "accept" the plan request, the Requestor bears the cost of the complete plan change process through to the Council's final decision. This excludes the resolution of appeals, in the event there are any. Therefore, there would be little, if any financial cost to the Council.

Ngā Tāpiritanga | Attachments

- A.  Waitoa Noise Plan Change Application (Final Updated 14.2.24) *(Under Separate Cover)*
- B.  Appendix A - Operative DCP *(Under Separate Cover)*
- C.  Appendix B - Acoustic Assessment *(Under Separate Cover)*
- D.  Appendix C(1) - Replacement DCP *(Under Separate Cover)*
- E.  Appendix C(2) - Replacement DCP Activity Schedule *(Under Separate Cover)*
- F.  Appendix D - Proposed District-wide Noise Rules & Definitions *(Under Separate Cover)*
- G.  Appendix E - Updated Planning Map *(Under Separate Cover)*

- H.  Appendix F - Ngati Haua Letter (*Under Separate Cover*)
I.  Appendix G(1) - Community Consultation Letter (*Under Separate Cover*)
J.  Appendix G(2) - Community Consultation Map (*Under Separate Cover*)
K.  R J23024-02 MPDC Waitoa PC55 (*Under Separate Cover*)

Ngā waitohu | Signatories

Author(s)	Nathan Sutherland Team Leader RMA Policy	
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Approved by	Don McLeod Chief Executive Officer	
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7 Pūrongo me whakatau | Decision Reports

7.3 Renewal of isiteNZ membership 01 July 2024 - 30 June 2025

CM No.: 2827732

Te Kaupapa | Purpose

To seek a decision from Council on whether or not to renew Council's annual membership with Visitor Information Network Incorporated (VIN Inc. trading as isite NZ).

Rāpopotonga Matua | Executive Summary

Te Aroha isite is seeking a decision from council regarding the branding of the visitor centre for the next financial year and beyond. Te Aroha isite does not feel the new isite NZ membership requirements are necessary to operate. It is deemed the visitor centre can reduce operating costs associate with isite NZ membership and continue to deliver the same services within existing budget as an independent information centre, focusing on promoting Matamata-Piako District attractions and adding value to wider Council operations. The information and figures attached to this report are taken from data gathered from budget analysis and isite visitor centre records.

Tūtohunga | Recommendation

That:

1. **Council does not renew membership to VIN Inc. on 01 July 2024 and continues to operate with MPDC funding under the name 'Te Aroha Information Centre'.**

Horopaki | Background

The isite brand is managed by Tourism New Zealand. isite New Zealand is the trading name for Visitor Information Network (VIN Inc), a subsidiary of Tourism New Zealand.

Visitor information centres pay a membership fee and must meet certain minimum standards to be part of the isite network – for example centres must have adequate, easily accessible parking facilities within five minutes' walk, staff must wear branded uniforms, the centre must be immediately accessible by the public off the street, have clean public toilet facilities within 5 minutes walking distance. Te Aroha isite currently pays \$2,000 per year to be part of the isite network.

In 2017 the VIN board identified that declining visitor numbers and isite closures meant the status quo operating model for isite was not viable scenario. Without steps to revitalise the network, it was likely it would degrade further and become financially unsustainable. Sliding standards and declining membership would undermine the network's value to Tourism NZ, domestic and international visitors and isite owners.

In July 2019 the VIN board initiated the Future Network Strategy, to identify measures that would make the network more relevant to visitors, owners and other stakeholders, including the communities that centres operate in. The outcomes of that programme were to produce a new, streamlined and improved network supported and guided by Tourism NZ and DOC but owned and operated by members. In the meantime, there has been a global pandemic further eroding the network as international visitors were cut off and more isites closed. There are currently 59 isites across the country, down from 89 at peak numbers pre pandemic and Future Network Strategy.

As part of the implementing the Future Network Strategy, isite NZ has reviewed its membership standards. To remain part of the network, isites must comply with these changes including:

- implementing isite NZ's preferred technology supplier for recording and reporting all point of sale transactions by 1 July 2024
- implementing isite NZ's preferred system for recording and reporting all visitor traffic by 1 July 2024
- updating isite NZ branding on the exterior of the building

These new requirements prompt questions around the cost benefit of remaining part of the isite network.

Ngā Take/Kōrerorero | Issues/Discussion

Booking system

Excerpt from the VIN Inc. Membership standards document dated September 2023:

12.2 By 1 July 2024, all members must use our preferred technology supplier, currently IBIS, for recording and reporting all point of sale transactions and other future prescribed management data.

IBIS is a point of sale and booking system, which collates transactions from all isites. Having all isites operating on a single system allows consistent data for isite NZ to inform their funding application process to Tourism NZ. The data is also shared across the isite network.

Te Aroha isite does not currently use the IBIS system.

While visitor numbers are on the rise post pandemic, demand for commissionable bookings outside the district has fallen. Commissions earned from bookings would not cover the costs of the IBIS system.

Door count system

Excerpt from the VIN Inc. Membership standards document dated September 2023:

12.3 By 1 July 2024, all members must use our preferred technology supplier, currently Bellwether, for recording and reporting all visitor traffic and any other future prescribed management data.

The Bellwether system is sensor-based technology for recording visitor traffic. While it can be used in smaller sites (like Te Aroha isite) it is best suited to large centres and businesses with multiple stores. It also informs isite NZ data reporting to Tourism NZ and data is also shared across the isite network.

Te Aroha isite has an effective door counting system in place at present, but does not use the Bellwether system.

It is worth noting that the these two suppliers are currently required by isite NZ and could change in the future at a cost to individual isites.

Signage

Isite NZ undertook a rebranding exercise in 2023. VIN Inc has committed to pay the cost of rebranding the exterior signage for isites. This offer expires on 30 June this year, at which time the existing isite branding will need to be removed.

Costs

Council currently budgets \$3000 to be part of the isite network, made up of:

Annual VIN Inc. fee	\$2000
Annual VIN Inc. conference	\$1000

To continue to remain part of the network, we must implement the two technology systems at an additional unbudgeted cost of:

Start-up cost for IBIS and Bellwether	\$7345
Annual subscription for both	\$3604
Total additional cost:	\$10,949

Mōrearea | Risk

Brand and reputation – isite NZ is a well-established brand supported by Tourism New Zealand. Opting out of this network would mean Te Aroha isite loses access to promotion and support from the national tourism body. There no capacity for Council's in house communications team to pick up/support additional marketing work.

Ngā Whiringa | Options

Council considered levels of service as part of developing the draft Long Term Plan, and is proposing to continue to deliver existing services to largely the current standard. This means Council has signalled an intent to the community to continue to provide an information centre in Te Aroha for at least the next three years.

Staff are seeking a decision from Council on whether this should be an independently operated information centre, or operated as part of the isite network (i.e. renewing the isite membership and undertaking the required upgrades). This is not an issue unique to Te Aroha, with other isites around the country also currently considering whether they remain in the isite network or not.

Option One – Status Quo – Remain in the isite network and renew membership	
Description of option	
Renew subscription to VIN Inc. and remain part of the isite NZ network	
Advantages	Disadvantages
<ul style="list-style-type: none">• Part of national network• Access to isite NZ training opportunities, annual conference and networking opportunities• Inclusion in isite NZ marketing campaigns• Potential collective buying/bargaining power of the network• External rebranding paid for by isite NZ	<ul style="list-style-type: none">• Must implement IBIS booking system and Bellwether door counting system by 1 July, at an unbudgeted cost of \$10,949• Independent visitor centre with no brand recognition

Option Two – Operate as an independent information centre	
Description of option	
Decline the option to renew Te Aroha isite's subscription to VIN Inc. on 01 July and continue to operate independently as Te Aroha Information Centre.	
Advantages	Disadvantages
<ul style="list-style-type: none"> Not bound by isite NZ requirements and associated costs, giving Council more choice in the tools/technology to be used and the standard of service delivered Increased flexibility to provide additional customer services that support MPDC operations (e.g. event centres bookings, call centre, dog registrations). Ability to provide the same services under an independent brand Ability to rejoin the isite network in the future 	<ul style="list-style-type: none"> Unable to leverage opportunities associated with being part of a national network (e.g. training, procurement, marketing) Rebranding required for external signage at an approximate cost of \$2000. Council's communications team have no capacity to support information centre with additional marketing

Recommended option

Option two - that Te Aroha exits the isite network and continues to operate as an independent visitor information centre because -

- The benefits of the required technology outweigh the costs for an isite of this size. These additional costs are considered unnecessary at a time when Council is looking for cost reductions
- The new isite NZ model will not be fit for the purpose of Te Aroha Information Centre.
- Exiting the network does not change the range of services available to visitors and the community.

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

Local Government Act 2002 (LGA 2002) Decision-making requirements

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed above in this report.
Section 78 – requires consideration of the views of Interested/affected people	Staff believe the decision to opt in or out of the isite network is an operational decision that is unlikely to affect the wider community.

Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	This issue is assessed as having a <i>low</i> level of significance.
Section 82 – this sets out principles of consultation.	As the matter is considered to be of low significance, consultation is not recommended.

Policy Considerations

To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement





The same services would continue to be available through the Te Aroha visitor centre, so it is unlikely the community would expect to be notified of this change.

Some targeted communication may be undertaken with the local business community to ensure they are aware of the name change and update any references they may have in their own business practices or promotional materials.

Exterior signage on the isite building would require updating by 1 July 2024 when the existing membership would lapse.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata Piako District Council's Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE		MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION	
TŌ MĀTOU WHAKAKITENGA OUR VISION			
Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community.			
TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)			
			

He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create
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The community outcomes relevant to this report are as follows:

- **A place with people at its heart** – Te Aroha Information Centre has provided direct support to visitors and its community under different management 1894. The building is a Heritage NZ category 2 listed building and is located at the gateway to the Te Aroha Domain. It's the perfect location for showcasing to visitors what Te Aroha and our District has to offer.
- **A place to thrive** – Te Aroha is becoming a destination of choice for both domestic and international visitors. Staff provide information on local tracks, cycling & bus bookings, local club contacts, event bookings and ways to thrive in our district.
- **A place that embraces our environment** – Staff provide a role in educating people about how to enjoy the environment safely i.e. maps, track closures, hut bookings.
- **A place to belong and create** – Staff provide support to local events, bookings at events centre, community event listings and promotions. It currently provides a hub of information and a safe space for locals e.g. local bus information and bookings, providing a lounge for local counselling sessions.

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

If Council chooses to proceed with option 1 – remain in the isite network:

- Council acknowledges that this option requires unbudgeted upgrades of approximately \$11,000 in the current financial year
- Te Aroha isite is aware of council aiming to reduce operational spend where possible and is aiming to reduce the operating budgets. This option will result in over expenditure in this operating budget and forecasted budgets for 2024/25

If Council chooses to proceed with option 2 (recommended option) – operate as an independent operation centre:

- This option will require upgrades to building signage, to be completed at Council's cost, at an estimated cost of \$2000
- It is expected that this option can be funded through existing operating budgets and forecasted budgets for 2024/25.

Ngā Tāpiritanga | Attachments

[A↓](#). Supporting information for isite Council report 27 March 2024



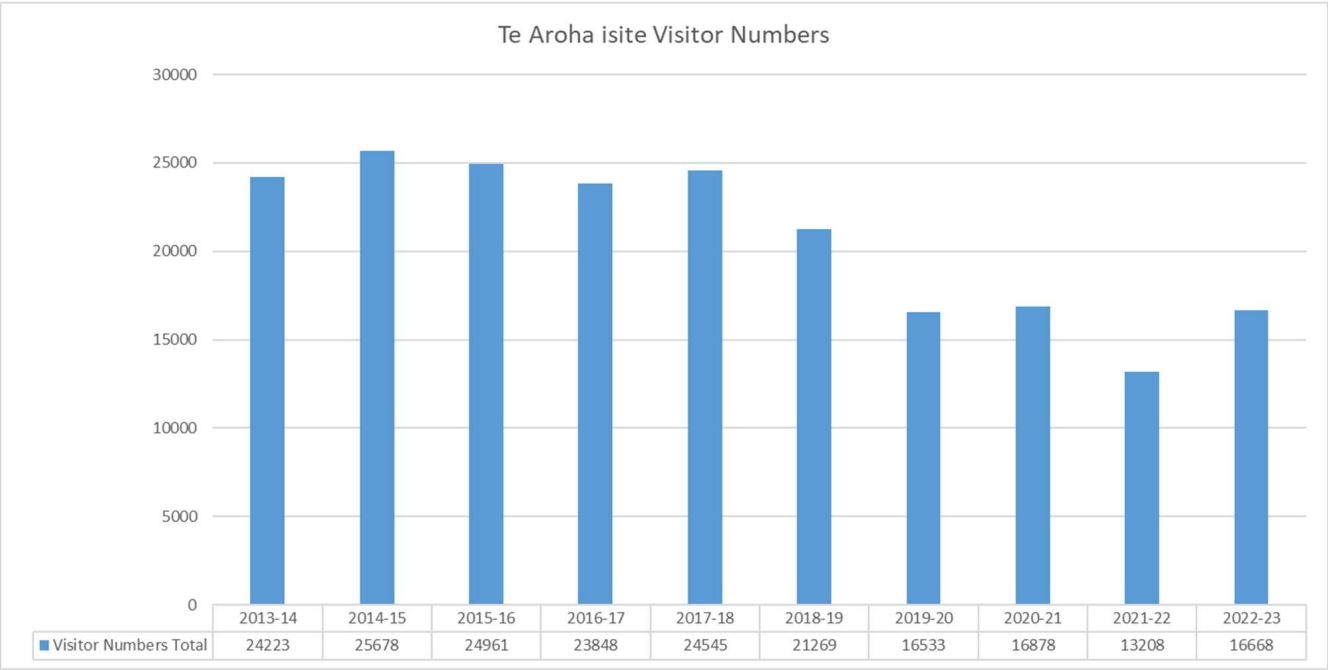
Ngā waitohu | Signatories

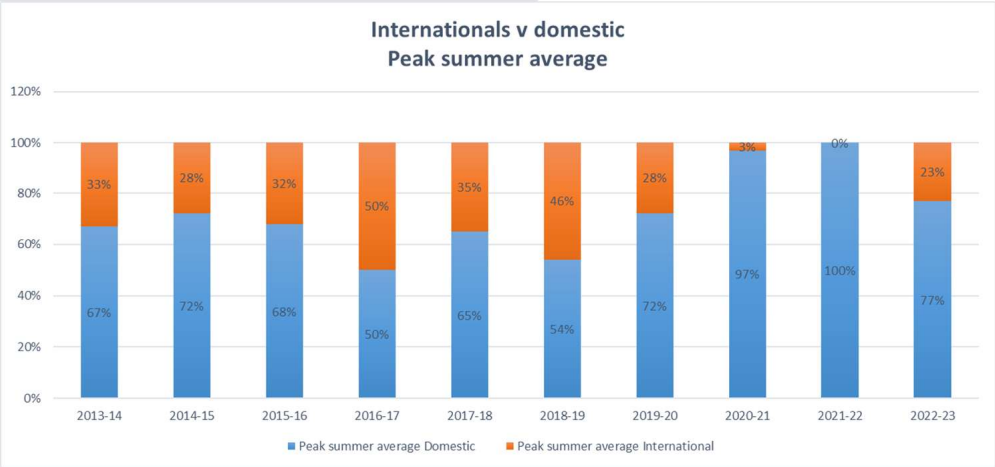
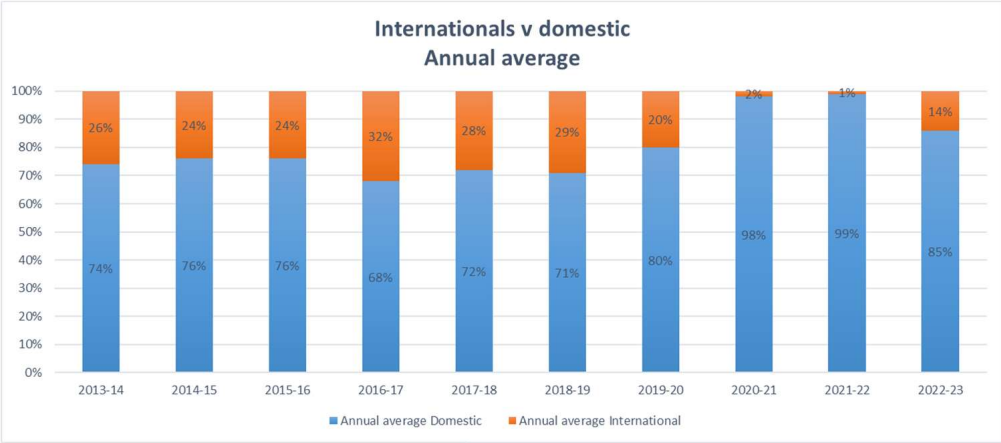
Author(s)	Michele Laurie Centre Manager	
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Approved by	Jenni Cochrane Group Manager Customer Experience	
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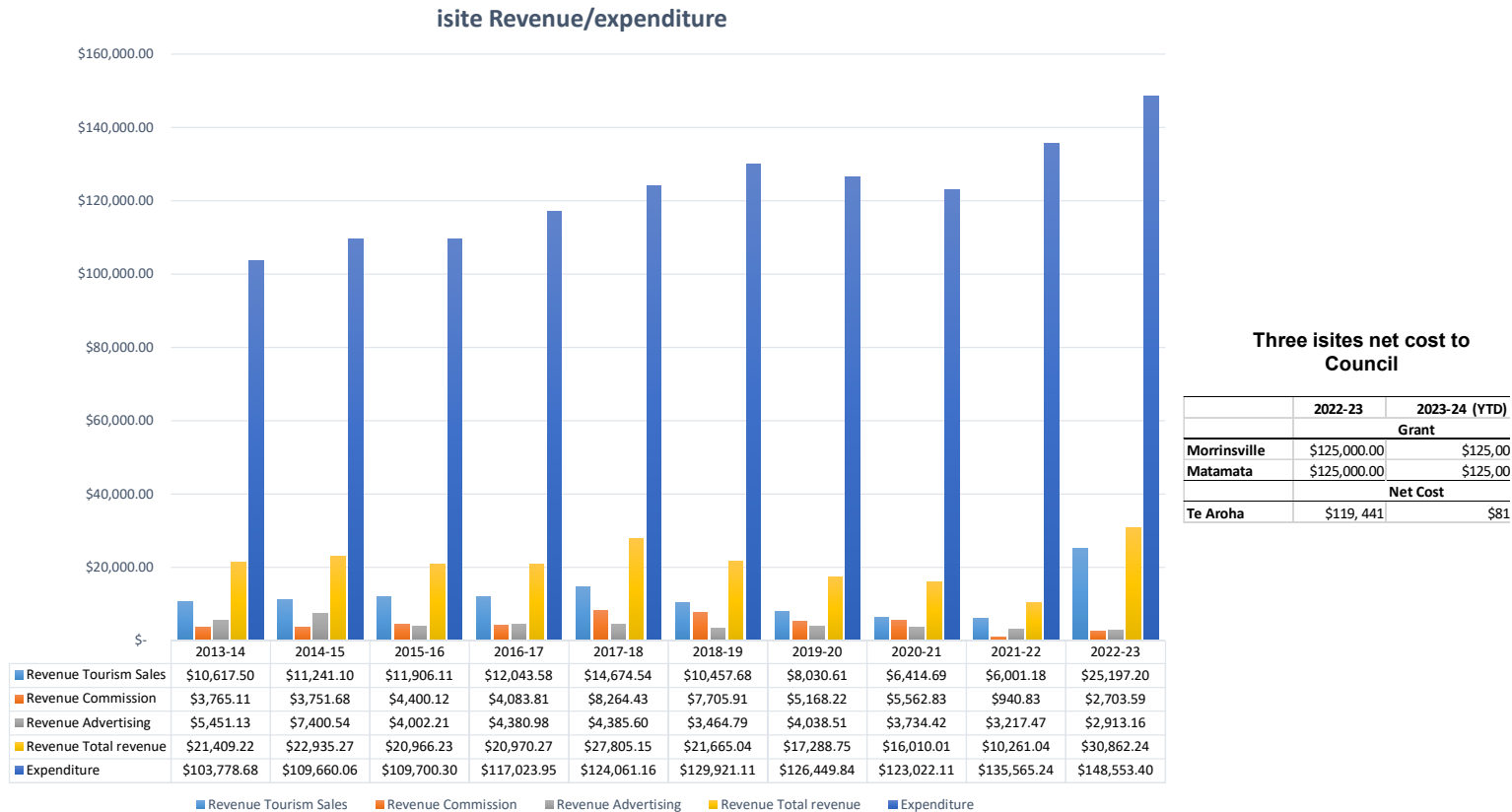
Here since 1894







*Peak Summer period Dec - Mar



Cost of Isite NZ membership requirements

(Prices exclude GST)	Start up cost	Cost per month	Cost per year
IBIS Vouchering Ticketing Point of Sale Stock control (Training, Data import, System configuration) Hardware – NUC, cash drawer, printer	\$1195 \$4000 (minimum)	\$148	\$1776
BELLWETHER Door counter- Track busy times Seasonal trends \$2300 (isite NZ to reimburse half)	\$1150	\$69	\$828
REBRANDING signage (incl. directional) + uniforms (estimated)	\$1000		
ANNUAL MEMBERSHIP FEE TO ISITE NZ			\$2000
CONFERENCE ATTENDANCE			\$1000
TOTAL COST	\$7345	\$217	\$5604

Value to visitors and community

- Local information – expert local knowledge of walking and cycling tracks. Help manage visitor expectations and safety on MPDC and DOC tracks.
- Bus, train, ferry tickets and accommodation booking.
- Promote local events – Cruise In, Domain Day, etc.
- Promote district facilities
- Personal Locator Beacon hire
- Fish and Game licenses
- DoC maps, hut tickets, hut and campsite bookings
- Hub for communication for DoC track closures, Hauraki Rail Trail, Weather updates
- Retail souvenirs and postcards, customized Te Aroha stamps, fridge magnets, tea towels, tote bags,
- Lemon & Te Aroha sales
- Kiwi camp fobs
- Community and business support
- Maintain tearohanz.co.nz and social media pages
- Provide guides and communication support for annual ECHO Walking Festival which brings people to the district
- Meeting hub for community groups e.g. Keep Te Aroha Beautiful
- Local events support and liaison e.g. Event Safety Management Plans, organize Council services
- Help lost trampers!

Value to Council beyond isite services

- Provide a timely communication link between track users and Council regarding safety issues with tracks
- Point of contact for Silver Fern Farms Events Centre sports bookings and Domain Pavilion bookings
- Issue access cards, provide safety inductions for SFEC hirers, Health and safety checks
- Ability to sell and book customers into Te Aroha Mineral Spa and Domain House Beauty
- Support events –
 - NZMCA rally and Te Aroha Town Romp with communications team
 - Hamilton Waikato Tourism at Mystery Creek and Claudelands events
 - Local events – Domain Day, Cruise In
- i-SITE building a hub for facilities operations managers and support - Aerodrome cash up; Statistics collation for community facilities, lounge hire to visiting counsellor for local appointments
- Back end administration support to Events Team through bookings, payments and or physical support when required.
- Opportunity to provide support to other customer services – ie dogs, rates
- Civil Defence – staff trained in Welfare support

7 Pūrongo me whakatau | Decision Reports

7.4 Playground Renewals - Tom Grant Drive (Donated Equipment)

CM No.: 2831343

Te Kaupapa | Purpose

The purpose of this report is for Council to approve the donation of play equipment to Tom Grant Drive playground from the Tom Grant Drive committee.

Rāpopotonga Matua | Executive Summary The Tom Grant Drive playground has been identified for renewal this financial year 2023/24 through annual audit condition assessments and the Tom Grant Drive Committee wish to donate some additional play equipment to the playground at this time.

The Tom Grant Drive committee has received a generous donation from the Langlands Family with the view to spend this donation on playground equipment. The Langlands Family have previously donated two picnic benches to the playground for parents to sit on whilst their children play.

The committee wish to donate two rockers, a carousel and a basket swing to the playground, all complete with memorial plaques, which is in keeping with the current policy for a neighbourhood community playground.

This report has come to Council as the value of the donated play equipment is over the \$5000 threshold in the donation policy and therefore requires Council approval.

Tūtohunga | Recommendation

That:

1. The report is received.
2. Council approves the donation of play equipment.

Horopaki | Background

The Tom Grant Drive playground was identified for renewal this financial year 2023/24 through the annual playground audit condition assessments. The Tom Grant Drive is classified as a neighbourhood playground in the Parks and Open Spaces Strategy. Currently the playground has a tower play module and a two-bay swing. The planned renewals include replacement of the tower play module, including safety surfacing and the safety surfacing under the swings.

Tom Grant Drive is maintained by the voluntary Tom Grant Drive committee in conjunction with Council. The committee are involved in development and maintenance projects on the Drive.

The Tom Grant Drive committee is a very active part of the community. The committee has received a generous donation from the Langlands Family with the view to spend this donation on playground equipment. The Langlands Family have previously donated two picnic benches which

have been placed near the playground which the committee clean and look after on a regular basis.

The committee wish to donate two rockers, a carousel and a basket swing to the Tom Grant Drive playground, to include memorial plaques. The equipment purchased will be from a reputable company which Council has used in the past, will be up to New Zealand Standard for Playground Equipment and Surfacing, (NZS 5828:015). The equipment will also be approved by the Parks and Reserves Action Group and will be installed at the same time the existing playground renewals take place. The donation value from the Tom Grant Drive Committee is approximately \$20,000.

Ngā Take/Kōrerorero | Issues/Discussion

The inclusion of the donated equipment to the Tom Grant Drive playground will increase the playability rating of the playground and will also enable some inclusive play elements. By allowing the donation of the additional equipment at this time, it will allow for an encompassing design to maximise the play area and minimise wasted space during the renewal process.

Mōrearea | Risk

Recreational and operational risks are discussed under the relevant options below.

Ngā Whiringa | Options

1. Status Quo
2. Council accepts the donated equipment to the playground
3. Council does not accept the donated equipment

Option One – Status Quo	
Description of option	
Council neither accept or reject the donated equipment	
Advantages	Disadvantages
Less equipment to do annual safety checks on	Reputational risk to Council. People who participated in consultation and engagement may feel let down if there is no clear outcome. This may adversely affect future consultation and engagement processes.
	Safety risk if the committee go ahead and install the equipment on their own – unsafe installation, inappropriate fall zones, no/inappropriate safety surfacing, equipment impedes other areas
	Financial risk to remediate safety/compliance issues if the committee go ahead and install the equipment on their own.
	Without these donated play items the renewals budget would not be able to cover any additional items and the playground would only have 2 pieces of equipment, not the

	recommended 3 as in the Parks and Open Spaces Strategy
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Option Two – Accept donated equipment

Description of option

Council accepts the donated equipment

Advantages	Disadvantages
Council maintains its community reputation with the Tom Grant Drive committee as well as other patrons	Larger area of safety surfacing required
Playability rating of playground increases	More equipment to do annual safety checks on
Enables elements of inclusive play catering to a wider range of users	Additional maintenance costs approximately \$200 per annum alongside current inspections and maintenance provisions
Makes best use of available space	Additional replacement costs
Aligns with Parks and Open Spaces Strategy 2021-51 & Passive Reserve Management Plan	

Option Three – Decline donated equipment

Description of option

Council declines the donated equipment

Advantages	Disadvantages
Less equipment to do annual safety checks on	Reputational risk to Council. People who participated in consultation and engagement may feel let down if there is no clear outcome. This may adversely affect future consultation and engagement processes.
	Safety risk if the committee go ahead and install the equipment on their own – unsafe installation, inappropriate fall zones, no/inappropriate safety surfacing, equipment impedes other areas
	Financial risk to remediate safety/compliance issues if the committee go ahead and install the equipment on their own.
	Without these donated play items the renewals budget would not be able to cover any additional items and the playground would only have 2 pieces of equipment, not the recommended 3 as in the Parks and Open Spaces Strategy

Recommended option

Option Two - Council accepts the donated equipment to the playground

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

There is no legal implication with regards to this decision.

The donated asset value is above the value acceptable in the assets donation policy and therefore requires Council approval.

The Parks & Open Spaces Strategy defines Tom Grant Drive as a Neighbourhood Playground.

The renewals and the addition of the donated equipment will not change this definition.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed above in this report.
Section 78 – requires consideration of the views of Interested/affected people	Engagement with the committee is part of the development of the renewals process.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a low level of significance.
Section 82 – this sets out principles of consultation.	Engagement with the Tom Grant Drive Committee as required throughout the renewals process.

Policy Considerations

1. To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

Ongoing communications and engagement with the Tom Grant Drive Committee will be required whether or not Council endorses the donation of playground equipment so as to manage

community expectations. The renewals and donation information will be alerted on the Council website and the Antenno app in due course.

Timeframes

Key Task	Dates
Council approves donation of equipment	March 2024
RFQs go out for renewal equipment and subsequent safety surfacing	March 2024
Designs for playground including donated equipment received	April 2024
Design brought to PRAG meeting for approval	April 2024
Equipment and subsequent safety surfacing ordered	April 2024
Playground equipment (including donated equipment) and subsequent safety surfacing installed	June 2024





Ngā take ā-lhinga | Consent issues

As this is a renewal, there are no consent issues associated with the acceptance of the donated equipment

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata Piako District Council's Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE	MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION
<p>TŌ MĀTOU WHAKAKITENGA OUR VISION</p> <p>Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. 'The heart of our community is our people, and the people are the heart of our community.'</p>	
<p>TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)</p>	

			
He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create

The community outcomes relevant to this report are as follows:

- He wāhi kaingākau ki te manawa | A place with people at its heart
 - Working with the local community to achieve an up to date, improved neighbourhood playground
- He wāhi puawaitanga | A place to thrive
 - A playground with increased playability for all ages and abilities
- He wāhi e poipoi ai tō tātou taiao | A place that embraces our environment
 - We will endeavour to use sustainable materials from a NZ based company
- He wāhi whakapapa, he wāhi hangahanga | A place to belong and create
 - The basket swing is an inclusive piece of equipment, allowing for greater accessibility for a wider range of users

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

The Tom Grant Drive Committee will donate agreed equipment.

The existing playground renewals budget will fund the play module replacement and the accompanying safety surfacing and mowing strips for all of the equipment. As the rockers have already been purchased by the committee, we will be required to install these. The quote for the donated carousel and basket swing includes delivery and installation.

Once installed, the additional donated equipment will become a Council asset and will be recorded in the asset database as such. The additional equipment will cost approximately \$200 per annum to maintain alongside current inspections and maintenance provisions.

	Scope	Cost
Council	<ul style="list-style-type: none"> • Replace tower play module, safety surface. • Replace safety surface under swings and donated rockers 	Total cost – Approx \$80,000 Additional annual maintenance cost - \$200
Tom Grant Drive Committee	<ul style="list-style-type: none"> • 1 x Carousel; 1 x Basket swing and safety surface; • 2 x rockers 	Total cost – Approx \$20,000

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Alicia Symes Infrastructure Assets Project Officer	
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Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

7 Pūrongo me whakatau | Decision Reports

7.5 Road naming for road 19 stages 4A-2 & 4A-3, Lockerbie Estate, Morrinsville

CM No.: 2837136

Te Kaupapa | Purpose

This report enables council to consider and approve the applicant's new name for Road 19 at the Lockerbie Estate development in Morrinsville. Road 19 is part of stages 4A-2 and 4A-3.

Council liaises with developers and their agents to ensure that the correct application of the road naming and numbering policy is applied for developments.

Council is responsible and has the power under sections 319, 319A and 319B of the Local Government Act 1974 to name formed roads including private roads that are intended for the use of the public generally, and for the numbering of land and buildings.

Council's attached policy covers both the naming of public roads and the naming of private access ways, to ensure consistency. Council's policy complies with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011.

Rāpopotonga Matua | Executive Summary

Section 6 Naming considerations of the policy states,

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

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

Lockerbie developer GD Jones received a request from Carina and Frances Marsh (daughter and wife of the late George Tahere Marsh) for a new public road (Road 19) to be named in George's honour.

In terms of the above evidence, George is considered to be: (a) a local identity, (d) a person important in the history of the area, and (e) a person significant to a local community (Morrinsville).

The family describe the late George Tahere Marsh as a man of many talents and a very significant person in the Morrinsville community; providing extraordinary public service – something he continued to provide right up until his passing on 22 July 2022.

Many Morrinsville locals had made approaches to the family prior to their contact with developer GD Jones, suggesting that a road within the Lockerbie Estate would be an appropriate way to honour George's legacy.

In selecting appropriate road names, the developer or chosen representative should refer to the policy, specifically *Section 8 – Criteria for all road and access way names*. Amongst other criteria,

it is important that road and access way names not be duplicated in the Matamata-Piako district nor sound similar, or be similar in spelling to existing road names.

In accordance with *Section 4: Application* of the policy, for each road the developer must submit their preferred name, plus two alternative names.

Developer GD Jones submitted the following names for Road 19.

1. **Marsh** - the family or surname name of George Tahere Marsh
2. **Tahere** - the middle name of George Tahere Marsh
3. **Ballina** – a sister town to Matamata-Piako – Ballina, N.S.W, Australia

In addition to road names, a plan identifying all roads or access ways and each property number must be included in the proposal and all proposed roads to be named must be clearly labelled.

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

It is also proposed to extend those existing streets currently shown on the survey plan as part of stages 1A/1B, i.e. Lockerbie, Harp, Morrin, Werewere, Howie and Mannings) further to the North into stages 4A-2 and 4A-3 to adjoin with the new Marsh Avenue.

Tūtohunga | Recommendation

That:

1. **Council approves the preferred public road name (Marsh Avenue) for road 19 within stages 4A-2 and 4A-3 of the Lockerbie Estate, Morrinsville (as indicated on the survey plan).**
2. **Council approves extending those existing streets currently shown on the survey plan as part of stages 1A/1B, i.e. Lockerbie, Harp, Morrin, Werewere, Howie and Mannings) further to the North into stages 4A-2 and 4A-3 to adjoin with the new Marsh Avenue.**

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 and internet).

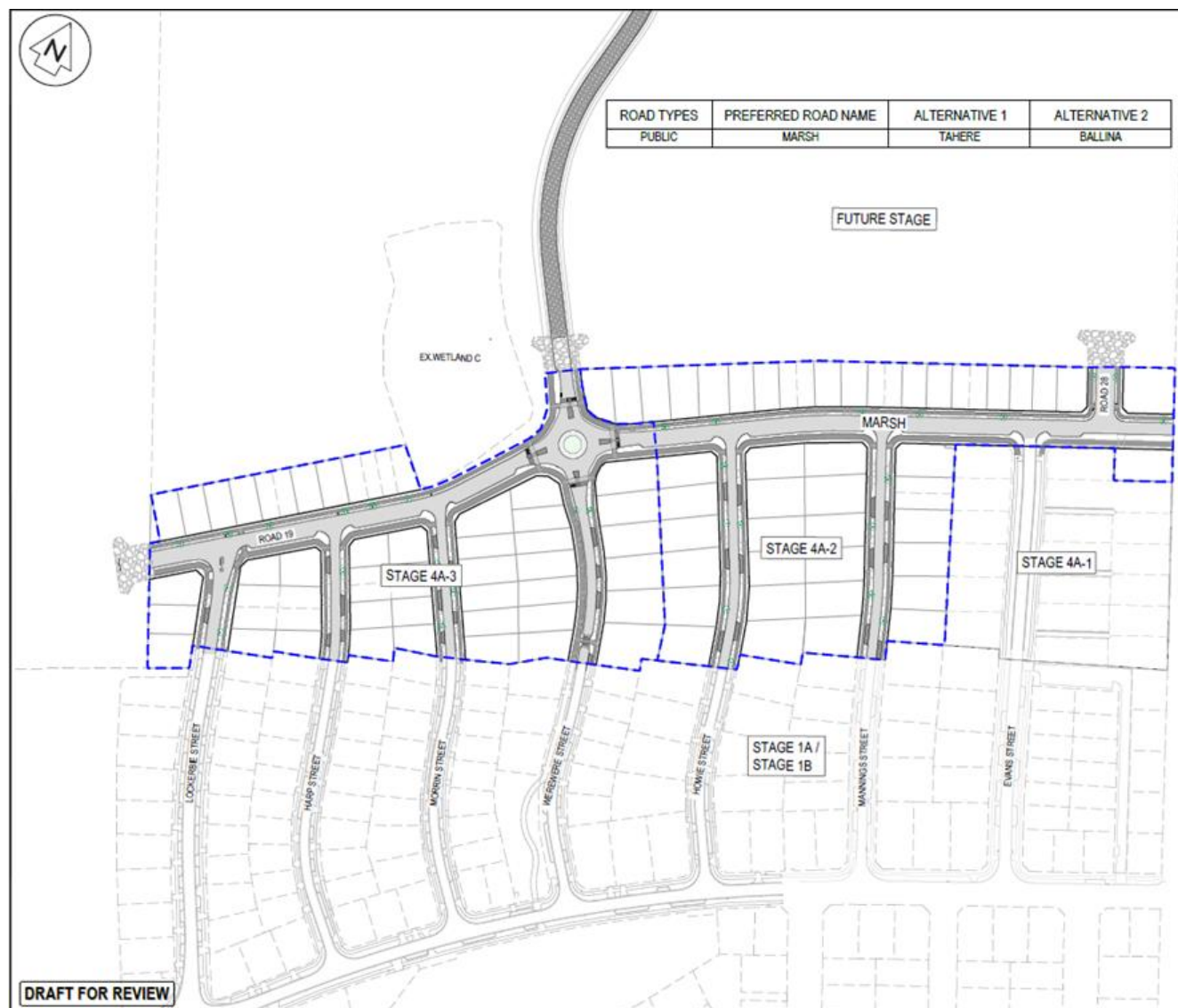
For these reasons, it is both appropriate and necessary that individual properties have a formalised and unique address from which they can be identified.

Important road naming objectives include:

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

Below is the road name plan provided by the developer detailing preferred and alternative names for Road 19 (expected to continue to develop further east and west of the stage boundaries shown). Also displayed, are some important memories of George as captured by his family in support of the application.





Ngā Take/Kōrerorero | Issues/Discussion

On receipt of the request for road naming from the developer (applicant), council staff first check the criteria against Council's street register, and then request from Land Information New Zealand (LINZ) a further search and checks against their database.

This quality process ensures that proposed road names meet with policy criteria; specifically that throughout our district and neighbouring districts road names aren't duplicated or preferably don't sound similar to existing road names.

As to the correct consultation procedures with Mana Whenua, council staff encourage applicants or their agents to initially refer to Council's road naming policy for guidance.

For *public* road names and access ways (to be vested in council) applicants and agents are encouraged to obtain information about the cultural identity of select locations/areas within the district. For *private* road names and access ways (not vested in Council) the same consultative requirements don't apply in terms of Mana Whenua's involvement.

In terms of road sign installations and their subsequent maintenance:

- *Public* road names which are vested in Council become Council's cost.
- *Private* road names not vested in Council are a cost on private land owners.

Developer GD Jones has proposed the following road names:

- **Preferred: Marsh**
- Alternative # 1: Tahere (*non-verified Māori translation)
- Alternative # 2: Ballina

The following is a brief background to each of the road names proposed above:

Marsh (SURNAME) and Tahere (MIDDLE NAME)

The following are statements from the family of George Tahere Marsh describing George's dedication to work, as well as his community efforts in support of the people of Morrinsville. Some of his endeavours are captured in the above photographs.

George:

- worked at Lockerbie: the Morrinsville Dairy company for 32 years.
- was a volunteer member of the St John Ambulance for 5 years.
- spent time as a projectionist at the Regent movie theatre until its closure.
- was well known for painting beautiful Christmas signs and decorations on Morrinsville shop windows – described as a sight to behold.
- founded the Te Puna Aroha Māori Cultural Club in the 1960s.... Māori and European united together performing Māori culture. They toured the South Island in the late 1960s and Noumea, unheard of in that era.
- demonstrated his musical ability by playing the saxophone and guitar that led him to play in a band with Waea Murray, George Hopa, Jack Te Hou and Waaka Samuels.
- played rugby for Kereone and the Morrinsville junior reps – in doing so, attempting a tackle on Sir Colin Meads who commented "Good try mate".
- was a beloved family man – remembered for his humour, generosity and love for his 75 grandchildren, and great, great-grandchildren.
- assisted with televised telethons (*telethon was a 24-hour live television spectacular aimed at securing donations from viewers for a charitable cause*) answering the phones raising funds for charity.

Ballina

According to council staff research conducted on Wikipedia, Matamata-Piako has an affiliation relationship with Ballina, New South Wales, Australia.

Mōrearea | Risk

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

Ngā Whiringa | Options

Option One – Marsh
Description of option
Marsh is the preferred road name. Council held some initial concerns with the likeness to

Marshall Street, Morrinsville (an existing road name on council's street register). However, after much deliberation and also independent feedback from one of the LINZ Geospatial Specialists, a decision was made to stick with Marsh.	
Advantages	Disadvantages
Marsh (the surname of George Tahere Marsh)	Sounded somewhat similar to Marshall Street, Morrinsville, however the initial policy concerns were later mitigated.
Option Two – Tahere	
Description of option	
Tahere is the second preference for road naming as was George's middle name.	
Advantages	Disadvantages
Tahere (the middle name of the local identity)	There are no known disadvantages.

Recommended option

Marsh is the recommended (**preferred**) road name option.

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

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

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed above in this report.
Section 78 – requires consideration of the views of Interested/affected people	The family has been consulted in view of the options above and preferences, as have Mana Whenua.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a low level of significance.
Section 82 – this sets out principles of consultation.	Consultation with Mana Whenua took place prior to 20 February 2024. Two names were presented to GD Jones by Ngati Haua Iwi Trust – <i>Camelia</i> and <i>Piakoiti</i> . <i>Camelia</i> had already been used on earlier stages of the Lockerbie development and <i>Piakoiti</i> is

already listed on the street register as a rural road within the district.

Policy Considerations

1. To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

As soon as possible after council's meeting, Council staff will phone the applicant to notify of council's decision. Council staff then will prepare and send a follow-up email confirming the decision enabling the applicant to progress orders for road signage etc.





Later (upon the release of Council's minutes), council staff prepare the *"Official Group Email Notification of Committee Resolution for New Road Names – Council, March 2024"*, which is a group email of contacts e.g. to LINZ, NZ Post, Core Logic NZ Ltd, internal staff and other relevant parties.

Ngā take ā-lhinga | Consent issues

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

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata Piako District Council's Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE		MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION	
TŌ MĀTOU WHAKAKITENGA OUR VISION			
Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community.			
TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)			
			
He wāhi kaingākau ki te manawa A place	He wāhi puawaitanga	He wāhi e poipoi ai tō tātou taiao	He wāhi whakapapa, he wāhi hangahanga

with people at its heart	A place to thrive	A place that embraces our environment	A place to belong and create
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The community outcomes relevant to this report are as follows:

- A place with people at its heart.

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

As public road names are vested in Council, road sign installations and their subsequent maintenance become Council's cost.

Ngā Tāpiritanga | Attachments

A  Final Road Naming Policy Adopted 2 October 2019



B  Plan for Road 19 for Lockerbie



Ngā waitohu | Signatories

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

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



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

Policy Type: **External Policy**

Council Resolution Date: **02 October 2019**

1. Introduction

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

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

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

2. Objectives

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

3. Definitions

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

4. Application

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

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

5. Property numbering

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

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

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



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

6. Naming considerations

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

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

7. Consultation with Mana Whenua

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

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

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

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

8. Criteria for all road and access way names

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

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

9. Renaming of roads

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

10. Private Access Ways

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

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



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

11. Open spaces

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

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



12. Decisions on names

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

13. Relevant Legislation

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

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

14. Related Policies, Strategies or Guidelines

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

15. Audience

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

16. Measurement and Review

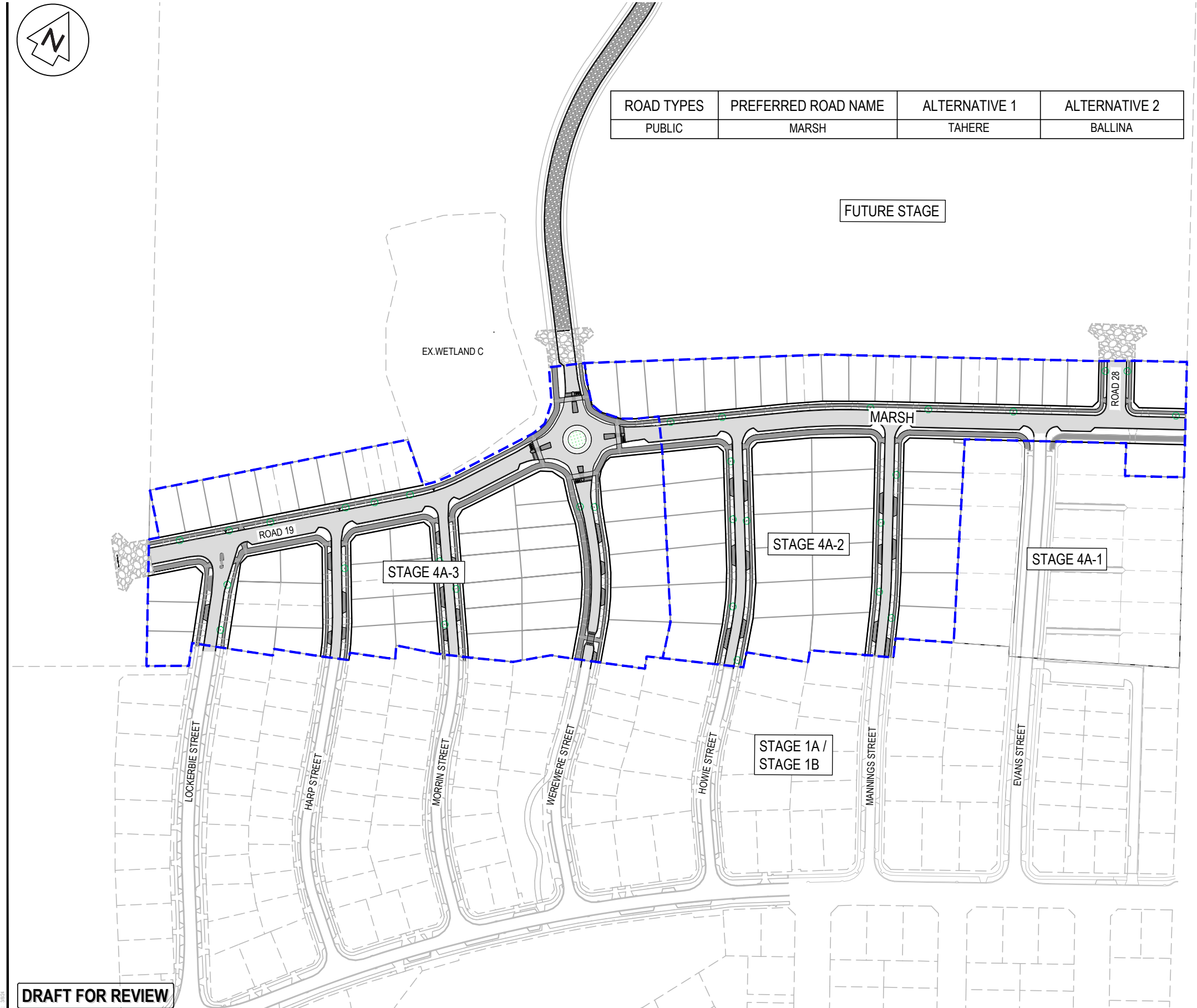
This policy will be reviewed yearly by the Asset Manager – Strategy and Policy.

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



Schedule 1

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



LEGEND:

- STAGE BDY
- EX BDY
- PR BDY

Rev	Description	By	Date
A	FOR INFORMATION	SP	03/2024

Survey	Design	Drawn	Checked
MAVEN	MS	SP	RW

Project: LOCKERBIE ESTATE DEVELOPMENT MORRINSVILLE FOR LOCKERBIE ESTATE LTD

Title: PROPOSED ROAD NAMES PLAN

Project no. 180002-4A

Scale 1:2000 @ A3

Cad file C3000-ROAD NAMES.DWG

Author: C3000

Drawn: A

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5 Owens Road, Epsom
Auckland 1023

7 Pūrongo me whakatau | Decision Reports

7.6 Elected Members' Remuneration, Allowances and Expenses Policy

CM No.: 2832681

Te Kaupapa | Purpose

The purpose of this report is to consider and adopt Matamata-Piako District Council's Elected Members' Remuneration, Allowances and Expenses Policy.

Rāpopotonga Matua | Executive Summary The Remuneration Authority set the rules and regulations for Elected Members' Remuneration and Allowances and require Council's to have an Elected Members' Remuneration, Allowances and Expenses Policy. This must be available on Council's website.

Tūtohunga | Recommendation

That:



1. **The Elected Members' Remuneration, Allowances and Expenses Policy as attached be adopted.**

Horopaki | Background

The Remuneration Authority set the rules and regulations for Elected Members' Remuneration and Allowances and require Council's to have an Elected Members' Remuneration, Allowances and Expenses Policy. This must be available on Council's website.

Following each Triennial Election the new Council determine the remuneration and allowances via Council resolution. The resolution following the 2022 Triennial Election is in the appendix of the Policy for ease of reading.

Ngā Tāpiritanga | Attachments

 **DRAFT Elected Members' Remuneration, Allowances and Expenses Policy - for approval**
 27 March 2024

Ngā waitohu | Signatories

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

Draft Elected Members' Remuneration, Allowances and Expenses Policy



Department: Strategic Partnerships and Governance

Date approved by Council: 27 March 2024

Introduction

The Remuneration Authority requires Councils to have an Elected Members' Remuneration, Allowances and Expenses Policy (Policy) and to have that Policy displayed on Council's website.

This Policy outlines the remuneration, allowances and expenses allowable for elected members – these are in accordance with the Remuneration Authority rules.

This Policy should be read in conjunction with Council's Sensitive Expenditure Policy. Any expenses under this Policy must comply with Council's Sensitive Expenditure Policy where applicable.

Audience

Elected members, staff.

Policy

Remuneration

- The Mayor shall receive remuneration as determined by the Remuneration Authority.
- The Remuneration Authority sets a Governance Pool, which is the total amount that can be paid in remuneration to elected members', and a minimum allowable annual total remuneration for each elected member. Council must make a formal decision following the Triennial Election as to how the Governance Pool is allocated according to roles and additional responsibilities held by elected members. The allocation of the Governance Pool as recommended by Council is then forwarded to the Remuneration Authority for approval.
- Elected members who sit on resource management or district plan hearings receive meeting fees as determined by the Remuneration Authority.
- Elected Members will not receive any additional remuneration for their roles on Council Committees and Subcommittees (including Advisory Committees).

Allowances

- **Vehicle Kilometre Allowance**
Elected members can claim a vehicle kilometre allowance to reimburse costs incurred for approved travel.

An elected member's travel is eligible for the kilometre allowance if:

- the elected member is not provided with a vehicle by Council;
- the elected member is travelling in a private vehicle (one claim per vehicle);
- the elected member is travelling on Council business; and
- the most direct route that is reasonable is taken.

The vehicle kilometre allowance is set by the Remuneration Authority and is based on the rate set by the Inland Revenue Department, as set out in the determination.

In relation to attendances within the district, if the elected member travels from a place of permanent or temporary residence that is outside of the local authority area, the elected member is only eligible for the allowance after crossing the boundary of the local authority area.

All elected members' claims for vehicle kilometre allowance are to be approved by two authorisers, one being the Governance Support Officer, the other being the Placemaking and Governance Team Leader or the Strategic Partnerships and Governance Manager.

- Travel Time Allowance

Elected members may claim a travel time allowance for travelling within New Zealand on Council business. The Mayor is not eligible for this allowance because the role is deemed to be full time and remuneration is set accordingly.

Council will pay the travel time allowance set by the Remuneration Authority for all eligible travel claimed by an elected member.

An elected member's travel is eligible for the travel time allowance if:

- the elected member is travelling on authorised Council business; and
- the elected member uses the quickest form of transport that is reasonable in the circumstances; and
- by the most direct route that is reasonable.

Elected members cannot claim for the first hour of eligible travel.

In relation to attendances within the district an elected member who resides outside the district boundary is only eligible for a travel time allowance in respect of travel time after the first hour of eligible travel time within the local authority area.

All claims for travel time allowance are to be approved by two authorisers, one being the Governance Support Officer, the other being the Placemaking and Governance Team Leader or the Strategic Partnerships and Governance Manager.

- Communications (ICT) Allowance

All elected members are provided with a laptop (or similar) for Council purposes. Full technical support is provided.

The Mayor is provided with a mobile phone for Council purposes and full payment of all expenses related to the use of the mobile phone is covered by Council.

Council may pay an allowance as set by the Remuneration Authority in recognition of elected members' use of personal communication equipment and services for Council business.

All claims for communications (ICT) allowance are to be approved by two authorisers, one being the Governance Support Officer, the other being the Placemaking and Governance Team Leader or the Strategic Partnerships and Governance Manager.

- Child Care Allowance

Elected members may claim a childcare allowance as set by the Remuneration Authority as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on Council business.

Elected members are eligible to be paid a childcare allowance if:

- they are engaged on local authority business at the time of the childcare;
- they are the parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
- the child is under 14 years of age; and
- the childcare is provided by a person who: is not a parent of the child or a spouse, civil union partner, or de facto partner of the elected member; and does not ordinarily reside with the elected member.

Elected members must provide evidence satisfactory to the local authority of the amount paid for childcare. Evidence must include an invoice, payment details and declaration.

All claims for childcare allowance are to be approved by two authorisers, one being the Governance Support Officer, the other being the Placemaking and Governance Team Leader or the Strategic Partnerships and Governance Manager.

Expenses

Actual and reasonable expenses incurred by elected members while undertaking Council business will be reimbursed in line with Council's Sensitive Expenditure Policy.

Effects and Risks

Non-compliance with this Policy could result in a breach of the Remuneration Authority rules.

Monitoring, Measurement and Review

This Policy is monitored using two approvers for all allowances as stated above. When the Remuneration Authority releases new determinations this Policy is reviewed for consistency.

This Policy will be reviewed following each triennial election or earlier if required.

Relevant Information

Local Government Act 2002, Sch 7 Clause 6

Authorisation

Authorised by: Don McLeod
Chief Executive Officer
Matamata-Piako District Council

Signed: _____
Don McLeod

Chief Executive Officer

Appendix – Council minutes 9 November 2022

Kaunihera | Council
9 November 2022



7 Pūrongo me whakatau | Decision Reports

7.6 Elected Members Remuneration 2022/23

CM No.: 2652294

Rāpopotonga Matua | Executive Summary

The Remuneration Authority (Authority) is the independent body responsible for setting remuneration for elected positions in local authorities. It also sets the rules for reimbursement of costs incurred by elected members while engaged on local authority business.

Each local authority is allocated a Governance Pool (Pool), this is the total remuneration pool for all elected members excluding the Mayor. Individual councils are responsible for allocating its Pool to its elected members, and the Pool must be fully allocated.

Remuneration for the Mayor is set individually by the Authority.

The Determination issued by the Authority is attached to this report for members' information.

The purpose of this report is for Council to confirm how the Pool should be allocated to the 12 elected members, and to confirm if Council wishes to implement any of the allowances provided for within the Determination.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council confirms how the Governance Pool should be allocated and instructs staff to forward this to the Remuneration Authority;

Option C: A formula for setting the remuneration is used to recognise roles of extra responsibilities and workload;

Deputy Mayor (The Deputy Mayor exercises the same roles as other Elected Members, and may be called on to attend events where the Mayor cannot attend. In addition, the Deputy Mayor is appointed to additional committees as part of this role. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor).

Ratio of 1.2 - \$45,627.25


Councillor (all other) 1 - \$38,022.70

Deputy Mayor James Thomas declared a conflict of interest due to the position of Deputy Mayor and abstained from voting or discussion on this motion.

Moved by: Cr C Ansell
Seconded by: Cr P M Jager

KUA MANA | CARRIED

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

<p>Kaunihera Council 9 November 2022</p>	
<p>That:</p> <p>3. Council confirms its approach to Elected Members Allowances;</p> <p><u>Vehicle Mileage Allowance</u></p> <p>A) Council adopts the vehicle mileage allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy;</p> <p>Moved by: Cr G Thompson Seconded by: Cr K Tappin</p> <p style="text-align: right;">KUA MANA CARRIED</p>	
<p>WHAKATAUNGA A TE KAUNIHERA COUNCIL RESOLUTION</p> <p>That:</p> <p><u>4. Travel Time Allowance</u></p> <p>A) Council adopts the Travel Time Allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy;</p> <p>Moved by: Cr S Whiting Seconded by: Cr S Bourne</p> <p style="text-align: right;">KUA MANA CARRIED</p>	
<p>WHAKATAUNGA A TE KAUNIHERA COUNCIL RESOLUTION</p> <p>That:</p> <p><u>5. Information or Communication Technology (ICT) Allowance</u></p> <p>A) Council adopts the following ICT Allowance(s) in accordance with the Remuneration Authority's Determination in addition to the issuing of Council owned laptops with mobile data;</p> <ul style="list-style-type: none"> i) Use of a member's own mobile telephone for the purpose of the member's work on local authority business; and staff investigate ii) Use of member's own mobile telephone service for the purpose of the member's work on local authority business. <p>Moved by: Cr K Tappin Seconded by: Cr C Ansell</p> <p style="text-align: right;">KUA MANA CARRIED</p>	
<p>WHAKATAUNGA A TE KAUNIHERA COUNCIL RESOLUTION</p> <p>That:</p> <p><u>6. Childcare Allowance</u></p> <p>A) Council adopts the Childcare Allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy;</p> <p><i>Cr James Sainsbury declared a conflict of interest and did not take part in the discussion or vote on this motion. Cr Sainsbury left the room when the discussion commenced and</i></p>	
<p>Elected Members Remuneration 2022/23</p>	<p>Page 35</p>

voting had passed.

Moved by: Cr B Dewhurst
Seconded by: Cr K Tappin

KUA MANA | CARRIED

Horopaki | Background

The Authority sets a governance remuneration pool for elected positions in individual local authorities. It also sets the rules for allowances and reimbursement of costs met by members in undertaking their duties. Each council's governance pool is aligned with their ranking of the council on the relevant size index and within the framework of the local government pay scale. The governance pool provides the total amount available for allocation to councillors' remuneration in each individual council (aside from the mayor or regional council chair).

The total Pool for Matamata-Piako District Council that applies following the 2022 election is \$463,877.

The Minimum Allowable Remuneration for Councillors is \$32,437 per annum.

All allowances are paid at the discretion of Council, and are not part of the Pool.

In addition to the set remuneration, there is also provision for elected members to be paid for their involvement in hearings and related meetings under the Resource Management Act 1991. Those fees are not drawn from Council's Pool, and are not covered by this report.

The remuneration for the Mayor is set individually by the Authority, and is not part of the Pool. The annual remuneration for the Mayor set out in the Determination is the Total Remuneration and includes the annual value of their vehicle. The Determination includes a formula for calculating the annual value of their vehicle, and this varies depending on whether the Mayor chooses to have full, partial or restricted private use. The total remuneration for the Mayor of Matamata-Piako District Council is set at \$134,533.

Further details about how the Authority sets the Governance Pool, minimum allowable remuneration and the mayoral total remuneration can be found on the Remuneration Authority's website. There are also spreadsheets available to assist with calculated various scenarios; <https://www.remauthority.govt.nz/local-government-elected-members/governance-remuneration-pool/#allocating-the-pool-2>.

For information remuneration for elected members (11) in 2020/21 was:

Office	Annual remuneration (\$)
Deputy Mayor	39,983
Chair of Corporate and Operations Committee	39,983
Councillor (with no additional responsibilities) (9)	34,768
Councillor (Minimum Allowable Remuneration)	27,472

Kaunihera | Council
9 November 2022



Ngā Take/Kōrerorero | Issues/Discussion

Governance Pool

Council needs to decide how it wants to allocate its Pool according to its priorities and circumstances. Roles to which additional differential remuneration can be attached may include not just 'internal' council roles such as deputy mayor, committee chair or portfolio holder, but also other 'external' responsibilities representing Council on external groups. The whole Pool must be allocated. Council will need to decide a "base remuneration" for councillors who have no additional responsibilities. This could be higher than the minimum allowable remuneration set by the Authority. Following its formal decision-making, the council will need to forward their proposal for additional remuneration to the Authority for consideration and inclusion in the determination.

Local Government Elected Members Allowances

Elected members of a local authority may be entitled to receive the following allowances. All allowances are entirely at the discretion of Council, within the limits set by the Remuneration Authority.

Council has adopted a Sensitive Expenditure Policy (attached) that applies to both employees and elected members. Elected Members are encouraged to familiarise themselves with the Policy.

The Policy covers some of these Allowances.

a. Vehicle Mileage Allowance

Refer page 10, clause 4.8 to 4.12 of the Policy.

The current Determination sets out the rates when a mileage allowance may be paid and the rates that can be paid;

- Petrol or diesel vehicle; 83 cents per kilometre for the first 14,000km and 31 cents per kilometre thereafter;
- Petrol hybrid vehicle; 83 cents per kilometre for the first 14,000km and 18 cents thereafter;
- Electric vehicle; 83 cents per kilometre for the first 14,000km and 10 cents thereafter.

b. Travel Time Allowance

The Policy clause 3.27 states that 'Travel time will not be paid, unless approved by the employee's Manager.'

The Determination sets the allowance amount a local authority may pay an elected member for eligible travel time. The allowance is set at \$40.00 for each hour of eligible travel time after the first hour of travel time.

c. ICT Allowances

The Determination sets the allowance amount. During the 2019-2022 triennium no similar allowance was paid.

The 2022 Determination provides for the following ICT Allowances;

- i) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400;
- ii) for the use of a multi-functional or other printer, \$50;
- iii) for the use of a mobile telephone, \$200;
- iv) for the use of ICT consumables, up to \$200.

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- v) for the use of member's own internet service, up to \$800
- vi) for the use of member's own mobile telephone service, up to \$500 or reimbursement of actual costs accrued for Council business

It is noted that all Elected Members are issued with a Council owned laptop with mobile data to be used for Council related business.

d. Childcare allowance

The Determination sets out the allowance amount and the eligibility criteria. The maximum allowance payable is \$6,000 per child per Determination term.

Mōrearea | Risk

There is a risk that elected members remuneration will be put under public scrutiny. The Authority has recognised this, and has responded by setting the total Pool and the Minimum Base Remuneration for elected members.

Ngā Whiringa | Options

Allocation of Governance Pool

Option A: The Pool is equally allocated to all 12 members.
 $\$463,877 / 12 = \$38,656.42$

OR

Option B: A formula (based on historic formula) for setting the remuneration is used to recognise roles of extra responsibilities and workload;

Deputy Mayor (The Deputy Mayor exercises the same roles as other Elected Members, and may be called on to attend events where the Mayor cannot attend. In addition, the Deputy Mayor is appointed to additional committees as part of this role. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor)
Ratio of 1.15 – \$43,370.61

Chair of Corporate and Operations Committee (The Chair of the Corporate and Operations Committee chairs meetings attended by all Elected Members on a monthly basis (excluding January))

Ratio of 1.15 - \$43,370.61

Councillor (all other) Ratio of 1 - \$37,713.58

OR

Option C: A formula for setting the remuneration is used to recognise roles of extra responsibilities and workload;

Deputy Mayor (The Deputy Mayor exercises the same roles as other Elected Members, and may be called on to attend events where the Mayor cannot attend. In addition, the Deputy Mayor is appointed to additional committees as part of this role. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor)
Ratio of 1.2 - \$45,627.25

Councillor (all other) 1 - \$38,022.70

OR

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Option D: A new formula is used to recognise roles of extra responsibilities and workload.

Allowances

Vehicle Mileage Allowance

A) Council adopts the vehicle mileage allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy;

OR

B) Council does not adopt a Vehicle Mileage Allowance.

Travel Time Allowance

A) Council adopts the Travel Time Allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy;

OR

B) Council does not adopt the Travel Time Allowance.

Information or Communication Technology (ICT) Allowance

A) Council adopts the following ICT Allowance(s) in accordance with the Remuneration Authority's Determination in addition to the issuing of Council owned laptops with mobile data;

iii) Use of a member's own mobile telephone for the purpose of the member's work on local authority business; and/or

iv) Use of member's own mobile telephone service for the purpose of the member's work on local authority business.

OR

B) Council does not adopt an ICT Allowance in addition to the issuing of Council owned laptops with mobile data.

Childcare Allowance

A) Council adopts the Childcare Allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy;

OR

B) Council does not adopt the Childcare Allowance.

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

The Remuneration Authority's Local Government Members (2022/23) Determination 2022

The Determination (attached) sets the total Governance Pool available for Council. The total Pool must be allocated.

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The Determination also sets the total annual remuneration for the Mayor, the maximum rates for Mileage/Vehicle Allowance, Childcare Allowance and ICT Allowance, and the eligibility criteria for these.

Sensitive Expenditure Policy

Employees and elected members are responsible for complying with the principles, procedures and other controls of the Policy. The Policy sets out the criteria for eligible claims for mileage and reimbursements.

Ngā Pāpāhonga me ngā Wāhanga | Communications and timeframes

Elected members will be paid the minimum allowable remuneration from the date of taking office being 14 October 2022.

The new remuneration will be backdated to the date of which the decision was made.

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

Elected members remuneration and allowances are funded from the Democracy Operational budget in the Annual Plan.

Ngā Tāpiritanga | Attachments

<input type="checkbox"/>	Local Government Members 2022/23 Determination 2022 <i>(Under Separate Cover)</i>
<input type="checkbox"/>	Sensitive Expenditure Policy 24 July 2019 <i>(Under Separate Cover)</i>

Ngā waitohu | Signatories

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

□

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Chief Executive Officer's Report

CM No.: 2836265

Te Kaupapa | Purpose

The purpose of this report is to provide Council with the Chief Executive Officer's report from the previous month. This report includes the month of February 2024.

Rāpopotonga Matua | Executive Summary


The Chief Executive Officer's report for the period ending February 2024 is attached to the agenda.

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

A  CEO report for period ending Feb 2024



B  Council CEO Project Reporting for March 2024 Meeting



Ngā waitohu | Signatories

Author(s)	Debbie Burge Executive Assistant to the Mayor & CEO	
Approved by	Don McLeod Chief Executive Officer	



**Chief Executive Report
For the period ending
February 2024**

Corporate Overview

1.1 CEO overview

The Government has or is in the process of changing legislation and reviewing areas that will together directly affect Local Government;

- Policy around Local Waters Done Well
- The Resource Management Act
- Building Act

Local Water Done Well

The detail of this policy change is timed to be available mid-year and as individual Councils, we will be required to submit Water Plans demonstrating our ability to meet the criteria the Minister will outline.

The Mayoral Forum has approved progressing an evaluation of geo aggregation for the delivery of Waters compared with the Status quo. The funding for this exercise is from the Transition allocation provided by DIA. This fund can only be spent on authorised projects and unless it is any balance must be returned.

The Bay of Plenty is undertaking a similar exercise and there will be some ability to cross use some information and work.

The options that have been approved for assessing against status quo are an aggregation at Waikato Level or the Waihou Piako Catchment and the Waikato / Waipa River Catchment with the concept of a CCO either asset owning or not asset owning. These assessments will be fully report to each Council separately around July seeking Council approval to proceed, or not, to a more detailed assessment of all issues potentially based on a preference.

Irrespective of Councils preference even if it chooses not to proceed further around aggregation the work done will likely feed into work that will need to be done for the proposed Water Plans

Resource Management Act

The RMA is being revised to broaden the opportunities to "call in" major projects. Staff will brief Council on what this may mean to us – simply because irrespective of call in processes being chosen the local Councils could be very involved in the process.

Building Act

Some change is being considered by the government for various procedural matters under the Building Act. These will be outlined when staff present the changes underway with the RMA. One thing we believe has been unchanged is the ultimate liability

Long Term Plan

The Audit process has been challenging. However as I write we are on track, as per the slightly amended time table. There will be a debrief on the process and no doubt there will be lessons for all parties. We will report in due course on this.

As always for the month there has been a range of operational matters to resolve etc.

Projects and events

The Pride of Place team will be hosting Our Place gatherings in each town, to bring together locals wanting to share ideas and information about running events that will bring vibrancy to their community. They run from 6pm-8pm on:

- 15 March, Te Aroha The Domain Pavilion
- 22 March, Morrinsville Gallery
- 5 April, Railside by the Green, Matamata

During March, our Libraries celebrated Women's History Month with an Escape Room, which took place for one week per library from 4 - 23 March. The theme was "Women Codebreakers of the Second World War!" You can follow in the footsteps of famous female spies and codebreakers from the Great War to solve the puzzles and win the prize. The escape room is made to be solved by a team of 2 or more.

Matamata-Piako Libraries sent out a survey in March asking residents whether and how they use the libraries.

The Speaker Series was completed in March. In the lead up to the LTP consultation, Libraries are hosted a series of keynote speakers explored complex issues that indirectly and directly relate to Council's challenges. Participants heard from experts about water, rates, natural disasters and the power of communities. We have held four sessions.

Preparations for the Anzac Day civic services are underway.

In conjunction with Te Whatu Ora, Council is hosting a Hapori Hauora event in Morrinsville on Saturday 6 April, 8am-1.30pm at the Rotary Building, 45 Canada Street. It's a free event for all ages, and a wide range of health services will be available for the community to access.

Swim Zone Matamata toddler and dive pools will be closing for the season on Sun 24 March. The indoor and lane pool will remain open for the rest of the year.

Swim Zone Morrinsville closed for the season on Wed 20 March.

Swim Zone Morrinsville hosted 'Dogs in Togs' on Thurs 21 March from 10am - 12pm.

Construction of the new Ashes wall at Matamata Cemetery commenced at the end of February and it is expected to take approx. six weeks to complete. All remaining plots in the existing wall are reserved. The concrete base that will provide space for ashes walls for the next 15 years is complete.

Factory Road Waharoa - JC Civil are currently doing pavement works (rehabilitation) on the northern end of Factory Road Waharoa. This is the section of road outside Open Country Cheese through to the rail level crossing and the intersection with Dunlop Road.

JSwap have been awarded Contract 3/23/2356 which is a section of Piako Road, Matuku Road and Morrinsville-Walton Road. It may be an inconvenience to be working on Piako Road and closing Matuku Road at the same time but we cannot delay progress as we do not want to be sealing Matuku Road late in the season.

Piako Road – Works to commence 2 April. This start date was delayed until after Easter to reduce traffic delays, traffic management costs and risk of having worksite open over the Easter period. We are doing pavement works (rehabilitation) on a 500m section just past Matuku Road. This work will take approx. 2 weeks (weather dependent).

Matuku Road – Works to commence 2 April. This site is a bit more complex. We are removing a redundant stock underpass and filling in the void as well as the ramps on the shoulders. We are also installing some new culverts across the road and doing pavement works (rehabilitation). The works site is between Piako Road and Woodlands Road (approx. 900m length stopping just short of Woodlands Road). The road closure date will be confirmed when we have the traffic management plan.

Morrinsville-Walton Road – We will be doing some safety improvement works at the Morrinsville-Walton / Kereone Road intersection. This entails installing new kerbs, islands, drainage, signage and road marking. We cannot confirm the start date yet as it is subject to KiwiRail approval.

Quine Road will be closed from 6am to 6pm on Sunday 28 April so Hamilton Motorcycle Club can hold their annual motorcycle time trial event.

Reporting Period: January 2024

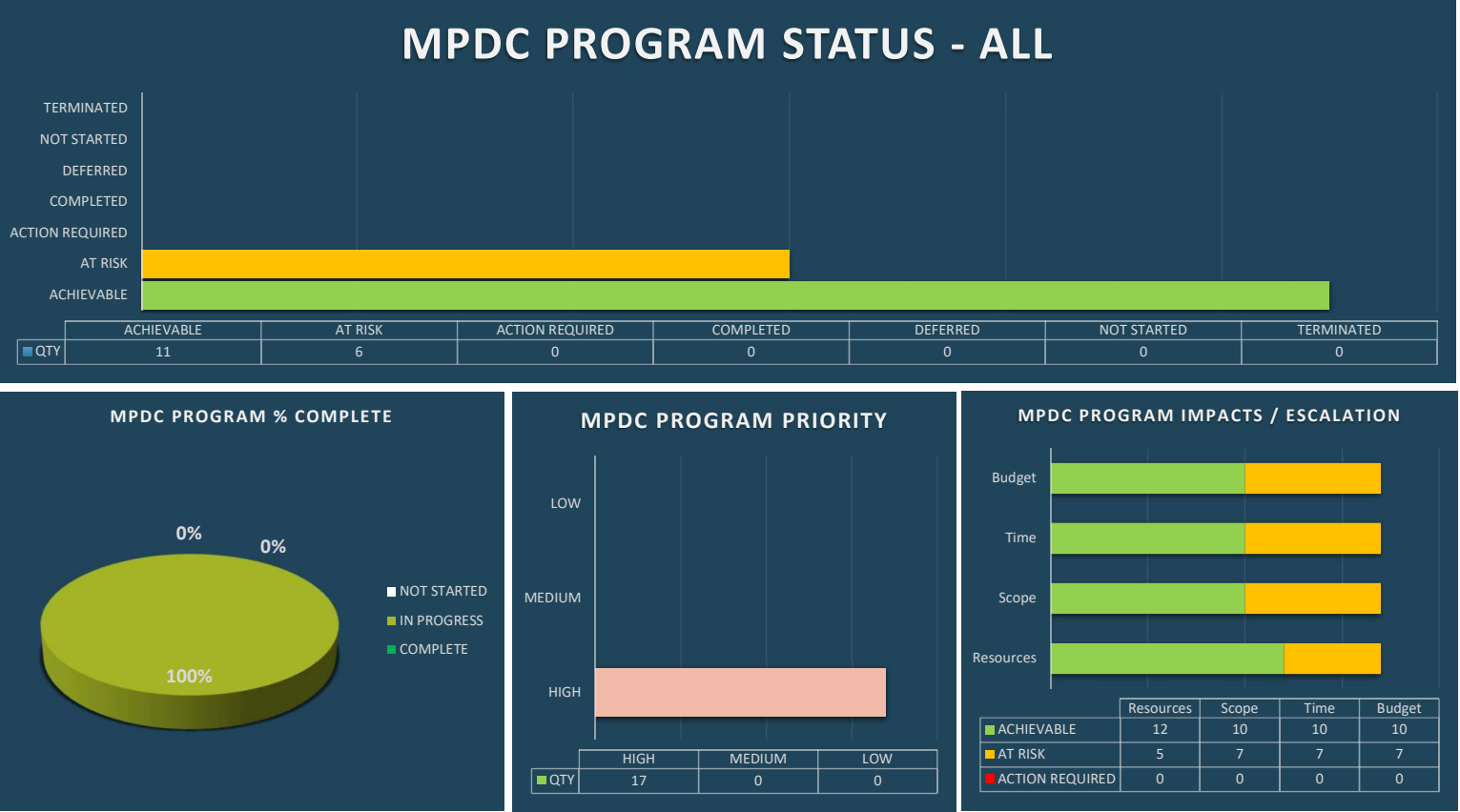
MPDC PROGRAM REPORTING - FINANCIAL YEAR 23/24

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

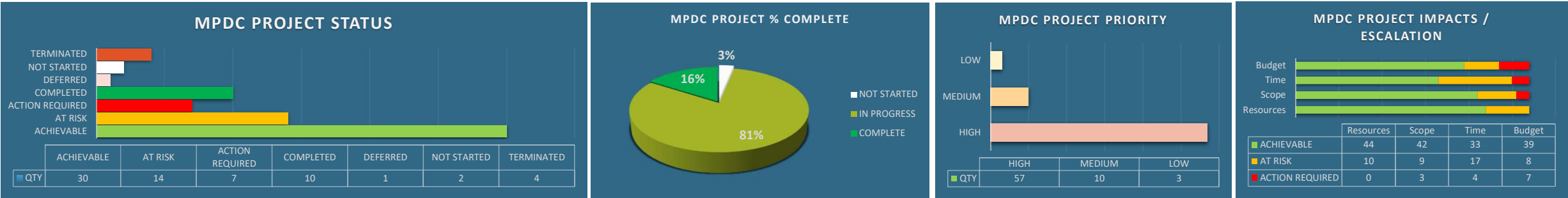
Overall Project Status Classifications:	
ACHIEVABLE	Overall Project progressing as expected or with minimal to low areas of risk that are not expected to impact one or more of the following: objectives, timeframe/schedule, scope, budget, resources.
AT RISK	Project has moderate areas of risk that if not addressed will impact on one or more of the following: objectives, timeframe/schedule, scope, budget, resources. Project requires direction, decisions, assistance or support for project to progress as expected.
ACTION REQUIRED	Project has multiple areas of risk or significant high risk that will impact any one or more of the following: objectives, timeframe/schedule, scope, budget, resources. Project may have stalled requiring direction, decisions for project to progress. If significant risk consideration may be required for project to be deferred or terminated 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, budget may not be available or determined
TERMINATED	Project objectives will not or cannot be met, or the need for the project no longer exists

IMPACTS / ESCALATION:	
ACHIEVABLE	Progressing as expected
AT RISK	Real or potential variations to be addressed
ACTION REQUIRED	Decisions/ approvals required to achieve objectives and reduce instances of creep for cost, time, scope, resource

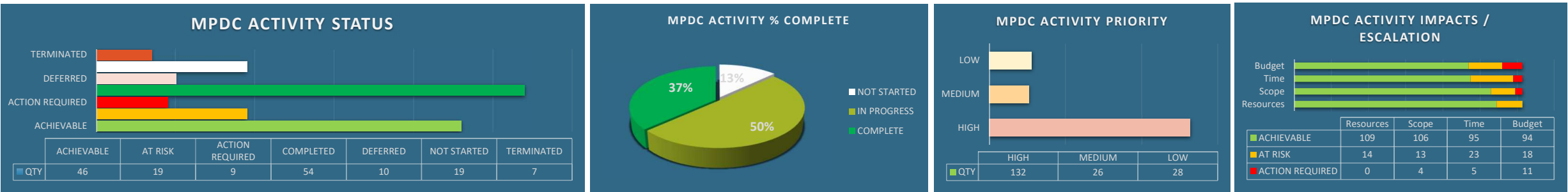
Project Priority - Council has determined	
High	"Must do" projects
Medium	"Should do" projects
Low	"Could do" projects



MPDC PROJECT REPORTING - FINANCIAL YEAR 23/24



MPDC ACTIVITY REPORTING - FINANCIAL YEAR 23/24



Project ID	Priority	Level	Project Details	Estimated Completed Progress %	Overall Status	Budget	Time	Scope	Resources	Project Summary
	High	Program	BUILDING PROGRAM	40%	AT RISK	<div></div>	<div></div>	<div></div>	<div></div>	Budget, Timeframe, Scope and Resource availability due to conflicting priorities pose risks to overall program deliverables and objectives for projects associated with detailed seismic assessments until results are known. Remaining projects progressing well *Building: Subdivision of 25 Waihou Road and Industrial Land Development (26 Rockford Street). Waihou Water Supply for residents, complete. Water supply for Fulton Hogan and KVS tanks on order. *District EPH Housing: progressing as expected *MPDC Office Morrinsville Project, MPDC Office Te Aroha Project, Te Aroha Library Improvement: On hold until Detailed Seismic Assessment results are known. Report to Council February 2024. *Libraries Adaptation to Future Use and Needs 23/24: Terminated. Once Detailed Seismic Assessment results are known, new project brief to be written. *Matamata Firth Tower: Church/Jailhouse Roof Replacement Project: complete. *Matamata Firth Tower - Seismic Assessment - Physical remedy to be discussed with Heritage NZ and then prioritised against all other seismically compromised council buildings.
	High	Program	CEMETERIES PROGRAM	80%	ACHIEVABLE	<div></div>	<div></div>	<div></div>	<div></div>	Progressing as expected *Te Aroha Cemetery Expansion: complete. Scope variation for entranceway and lockable gates Deferred due to budget constraints (Low Priority). *District Ashes Walls: Morrinsville complete. Matamata and Te Aroha to be constructed February/March 2024.
	High	Program	COMPLIANCE PROGRAM	20%	AT RISK	<div></div>	<div></div>	<div></div>	<div></div>	Budget, Timeframe, Scope and Resource availability due to conflicting priorities pose risk to overall program deliverables and objectives. *Compliance Program Project: Tui Mine Remediation works progressing. Budget confirmation required for Water related activities to progress project, internal teams working through to resolve. *Closed Landfills: Morrinsville & Waihou Leachate: Project Brief underway
	High	Program	EVENT CENTRES PROGRAM	50%	ACHIEVABLE	<div></div>	<div></div>	<div></div>	<div></div>	Progressing as expected *Matamata Indoor Stadium: Progressing discussion for budget confirmation and build type. Consultants have been engaged, procurement plan and resource consent process underway. Budget not available until 24/25 financial year *Morrinsville Event Centre: fire exists and upstairs furniture replaced. Painting Deferred (Low Priority) and awaiting results from Detailed Seismic Assessment.
	High	Program	LOCAL ROADING IMPROVEMENTS PROGRAM	50%	ACHIEVABLE	<div></div>	<div></div>	<div></div>	<div></div>	Progressing as expected *Internal Road and Carparks Renewals: complete *Schools - Speed Management: On hold
	High	Program	RECREATION PROGRAM	90%	ACHIEVABLE	<div></div>	<div></div>	<div></div>	<div></div>	Progressing as expected. *Carpark & Furniture: Phase 2 & 3 Te Aroha Boat Ramp Reserve Improvement project. *Lockerbie Est Development for Davies Park West Project: providing assistance to developer to provide an access route around this stormwater reserve from Fairway Drive to Cobham Drive and access to the back of David Street School *Public Toilets: Matamata Cemetery, Morrinsville (Piako) Cemetery complete. Te Aroha Domain public toilet installed, landscaping surrounding toilets remaining. *Te Aroha Domain: Domain House renewals, skate park demolition and reinstatement of surrounding area. Complete *I-Site: Auto doors, carpet and retaining wall. Complete *Recreation Facilities: Land purchase for Matamata Inner walkway (Station Road). Complete *Roy Scott Recreation Reserve works Deferred, to be incorporated into future project brief to replace fence *Matamata Domain Playground: Project manager assigned but not available until early 2024, community consultation work continuing and progressing in partnership with Matamata Future Trust. Risks to Budget, Timeframe, Scope and Resource *District Playgrounds: Tom Grant, Herries Park, Kowhai Street playground upgrades. Complete. Banks Road discussions underway. Waitoa Deferred until further clarification known.
	High	Program	RESILIENCE PROGRAM	10%	AT RISK	<div></div>	<div></div>	<div></div>	<div></div>	Timeframe, Scope and Resource availability due to conflicting priorities pose risk to overall program deliverables and objectives *Stormwater Plans/Strategies/Reports: Morrinsville Stormwater Management Plan awaiting completion of further survey data input. Te Aroha Trunk Main Condition Report awaiting input and sign off from Utilities Assets Engineer
	High	Program	STORMWATER NETWORK PROGRAM	75%	ACHIEVABLE	<div></div>	<div></div>	<div></div>	<div></div>	Progressing as expected *Stormwater Network: Morrinsville - Avenue Road. Complete. Waharoa pipe realignment scoping underway

Project ID	Priority	Level	Project Details	Estimated Completed Progress %	Overall Status	Budget	Time	Scope	Resources	Project Summary
	High	Program	STRATEGIC PLANS & POLICY PROGRAM	50%	ACHIEVABLE	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	Progressing as expected *Long Term Plan: progressing, December 2023 government announced they would be repealing the 3W reforms and transitional options for Long Term Plans would be provided. Risks to timeframe. *Annual Report: Annual Report 2022/2023. Complete. Annual Report 2023/2024 data gathering hascommenced for 6 month report.
	High	Program	SUPPORT SERVICES PROGRAM	50%	ACHIEVABLE	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	Progressing as expected *3 Waters Operations Improvement Project: project manager to be assigned. New reporting framework to E-Team is being developed, along with support to upskill and support the wider operations team. *Data Domain and Isolated Recovery: progressing as expected. *MPDC Organisation Review: Implementation plan underway and prioritising new positions in approved detailed structure. Risks to Resourcing due to conflicting priorities *System Upgrades: CM & Authority: Complete *Proof of Concept for Applying RPA Technology to Accounts Payable & Risk Management Software: Terminated, scope objectives not obtainable as no available budget. To be integrated into Digital Strategy Project Implementation as part of 24/34 Long Term Plan
	High	Program	SWIM ZONE PROGRAM	75%	ACHIEVABLE	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	Progressing as expected *Matamata Swim Zone Roof Replacement: Complete and reopened to the public. *Te Aroha Spas: No. 2 bath house Deferred, budget reallocated to replace heat pump as an urgent priority. *Te Aroha New Facility: Terminated. In December 2023, Council requested the project be included in the 2024 Long Term Plan. Council has budgeted \$200,000 in 2025/26 and \$5 million in 2026/21 for investigations and potential development of the existing Te Aroha Spa. New Project Brief to be completed. *District Swim Zones: Matamata sodium and dosing pump, inflatables works. Complete. Matamata Swim Zone renewals Deferred due to requiring new project brief to cover all works required for this site. Morrinsville sodium pump , clubhouse and chlorine pump, lane dividers auto wind machine works. Complete. Morrinsville new steel reception door to be manufactured and installed due to re-occurring break-ins. Te Aroha toddler pool shades works. Complete. other works deferred due to insufficient budget for additional scope to complete previously unknown asbestos works. This project to be incorporated with budget to improve accessibility.
229	High	Program	TRANSPORT CHOICES PROGRAM	50%	AT RISK	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	Timeframe/schedule/Scope at risk, due to all Transport Choices projects funding terminated Overall Program objectives unable to be met however good progress on many areas of program prior to NZTA terminating funding . Staff have descoped projects where necessary to remain within budget constraints. *Matamata Connectivity: Shared path through the Matamata Domain from Hohaia St to Meura St is being scoped. This will be funded from Parks & Reserves LTP budget. *Matamata Linkages: funding for pre-implementation activities is still available from NZTA and will be used to complete pre-implementation activities such as design and safe system audits. *Bus Stop Improvements - On hold *Matamata Place plan: staff exploring options for social seating and laneway activation underway. *School Travel Plans: have been shared with the schools – David Street Primary, Te Aroha Primary, Stanley Ave School, Matamata Intermediate and Firth Primary School. Accessibility Improvements: on hold while staff explore other funding avenues. This has been put forward as a potential project for the Better Off funding. *Morrinsville Recreation Ground: perimeter pathways, portable pump track and bike racks. Complete.
249	High	Program	WASTE & MINIMISATION PROGRAM	50%	ACHIEVABLE	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	Progressing as expected *RTS Management & Operations External to MPDC In-house: Project manager to be assigned, project brief to be completed, investigating options for delivery of service, existing contract ending at the end of June 24. Risks to Timeframe, Scope and Resource availability due to conflicting priorities * Kerbside Collection Contract Mobilisation: Mobilisation of contract complete, progressing plans and documentation to be completed before end of f/year.
290	High	Program	WASTEWATER NETWORK PROGRAM	60%	ACHIEVABLE	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	Progressing as expected *Wastewater Retic Renewals & Pipe Bridges: team focusing on Morrinsville. Budget for Te Aroha has been exhausted.

Project ID	Priority	Level	Project Details	Estimated Completed Progress %	Overall Status	Budget	Time	Scope	Resources	Project Summary
282	High	Program	WASTEWATER PLANT PROGRAM	15%	AT RISK					<p>Budget, Timeframe, Scope and Resource availability due to conflicting priorities pose risk to overall program deliverables and objectives</p> <p>*Morrinsville Lockerbie Stage 2 Gravity Main & 3 Howie Park Sewer Pump Station: Sewer Main, awaiting Stage 3 Howie Park Sewer Pump Station completion due February 24, followed by electrical works.</p> <p>*Te Aroha Wastewater Treatment Plant Inlet Screening and Grit System: Consultant is working through specifications, and tender documents are to be drafted. Risks to timeframe</p> <p>*Te Aroha Wastewater Treatment Plant Fencing: Scoping underway. Risks to timeframe and scope</p> <p>*Waihou Wastewater Treatment Plant Upgrade: Time constraints relating to KiwiRail Deed of Grant and permits - consultant continuing to progress. Archaeological Authority – Authority Granted. Power loading and transformer design underway pending approval. Risks to timeframe</p> <p>*Wastewater Treatment Plant Renewals: Projects brief underway and to be confirmed. Risks to budget, time, scope and resource</p> <p>*Matamata Wastewater Treatment Plant Upgrade: Progressing with agreed approach. Budget to be confirmed through 2024/34 LTP. Stage 1 EOI closing late February 24. Stage 2 ROI planned to go to market April 24.</p> <p>*Morrinsville Wastewater Treatment plant Decant Pond Created: MPDC awaiting design from consultant. Contractor to undertake a ground penetrating radar of the pond base to see if any formation of sub-soil cavities. Risks to budget, time, scope and resource</p> <p>*District Wastewater Treatment Plants: Matamata Wastewater Treatment Plant Inlet Screens, Morrinsville - Allen St Sewer Realignment works complete. Tahuna Wastewater Treatment Plant Alkalinity Dosing project brief approved. Te Aroha - Ritchie Street Accessway completion due February 24. Te Aroha Wastewater Treatment Plant Membrane Installation replacement was undertaken for half of the system due to budget constraints. Risks to budget, time, scope and resource</p>
	High	Program	WATER NETWORK PROGRAM	40%	ACHIEVABLE					<p>Progressing as expected</p> <p>*Pipe Size Increases Associated with Renewals: Growth related, progressing as anticipated.</p> <p>*Water Retic Renewals: works Deferred in line with contract to commence in July 24.</p> <p>*Water Main Renewals: Allen Street Water Main Renewal. Complete</p> <p>*Water Network: Morrinsville - Fonterra Watermeter Telemetry. Complete</p>
	High	Program	WATER PLANT PROGRAM	25%	AT RISK					<p>Timeframe/schedule and resource availability at risk, budget confirmation required, internal teams working through to resolve for project to progress.</p> <p>New Bores: Tahuna, Consultant engaged to advise on sites proposed, local hydrology and follow through to end of drilling exploratory bore stage. Budgets to be confirmed</p> <p>*Treatment Plant Treatment Systems: Te Aroha Water Treatment Plant – Sludge & PACL complete, remainder of project required budget confirmation</p> <p>Morrinsville - Lockerbie Water Treatment Permanent Plant : Permanent Plant construction is underway and progressing well on site. The main building construction is due to start from 12 February 24. Temporary Plant is having teething issues that is being worked through by MPDC & contractor. Progressing as expected</p> <p>*Te Aroha - Rolleston Street River Intake (Permanent): Not started</p> <p>*Te Aroha Water Treatment Plant Fencing & Retaining Wall: budget confirmation required. Engineered retaining wall design required before installation.</p> <p>*Morrinsville Chlorine Room: Physical works complete, project completion pending capitalisation and as-built drawings</p> <p>*District Water Treatment Plant Renewals: budget confirmation required</p> <p>*Morrinsville Alum Tank: Project Management Plan is being drafted with approach to principal supply the tank to reduce wait times on the tank</p> <p>*Te Aroha Water Treatment Plant - Washout: Budget required to progress, washout causing stress on pipework's and tanks</p>