

# 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 14 October 2020  
**Wā | Time:** 9am  
**Wāhi | Venue:** Te Aroha Council Chambers,  
35 Kenrick Street, Te Aroha  
TE AROHA

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### Ngā Mema | Membership

#### **Koromatua | Mayor**

Ash Tanner, JP (Chair)

#### **Koromatua Tautoko | Deputy Mayor**

Neil Goodger

#### **District Councillors**

Donna Arnold

Caitlin Casey

Teena Cornes

Bruce Dewhurst

James Sainsbury

Russell Smith

Kevin Tappin

James Thomas

Sue Whiting

Adrienne Wilcock

**Waea | Phone:** 07-884-0060  
**Wāhitau | Address:** PO Box 266, Te Aroha 3342  
**Īmēra | Email:** [secretary@mpdc.govt.nz](mailto:secretary@mpdc.govt.nz)  
**Kāinga Ipuranga | Website:** [www.mpdc.govt.nz](http://www.mpdc.govt.nz)



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

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

At the close of the agenda no apologies had been received.

**3 Pānui take ohorere | Notification of Urgent Business**

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

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

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

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

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

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

**4 Whākī pānga | Declaration of Interest**

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

**5 Whakaaetanga mēneti | Confirmation of Minutes**

Minutes, as circulated, of the Ordinary Meeting of Matamata-Piako District Council, held on 9 September 2020

**6 Public Forum**

## Audit and Risk Committee Report - 13 October 2020

RM No.: 2356474

### Rāpopotonga Matua | Executive Summary

Hon John Luxton, Audit and Risk Committee Chair in attendance to update the Council on the committee business and an overview of the minutes and any recommendations from Audit and Risk meeting of 13 October 2020.

### Tūtohunga | Recommendation

That:

1. The information be received.

### Ngā Tāpiritanga | Attachments

There are no attachments for this report.

### Ngā waitohu | Signatories

Author(s)	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
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Approved by	Don McLeod <b>Chief Executive Officer</b>	
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## Draft Annual Report 2019/20 and Summary

CM No.: 2315656

### Rāpopotonga Matua | Executive Summary

The Local Government Act 2002 (LGA) requires Council to adopt its Annual Report and Summary by 31 October each year. This year due to COVID-19 there has been an extension for councils provided under legislation until 31 December 2020, with Council Controlled Organisations (CCOs) extended until 30 November 2020.

Audit New Zealand has completed the majority of their work in regards to Council's Annual Report and Summary however Council is unable to adopt this as at the time of writing this report the audit of the Waikato Regional Airport Ltd (WRAL) Annual Report has not been completed and their auditors were unable to ensure that there would be no material changes from their draft annual accounts. Council's auditors will be in attendance to discuss the delay to the adoption of Council's accounts.

The draft Annual Report and Summary have been circulated separately.

### Tūtohunga | Recommendation

That:

1. The Draft Annual Report and Summary 2019/20 be received.

### Horopaki | Background

The LGA requires Council to adopt the Annual Report and Summary by 31 October each year, this year due to COVID-19 there has been an extension provided under legislation until 31 December 2020, with Council Controlled Organisations extended until 30 November. The Summary must be published within one month of its adoption. The Annual Report and Summary must be audited, and an opinion on the Annual Report and Summary provided to Council and the report's readers.

At the Corporate and Operations Committee meeting on 28 August 2019 Council received a summary of financial and performance measures in the draft Annual Report and Summary 2019/20 that was to be submitted to Council's Auditors. Through the audit process, which started on the 24 August, some changes have been made to the Annual Report.

Until Council receive the final annual report from WRAL we are unable to confirm our financials and unable to get sign off from Audit. This means the following items, which are normally covered under this report, will be provided once the Annual Report is to be adopted later this year:

- a. the final Annual Report and Summary 2019/20
- b. the draft Audit Opinions for the Annual Report and Summary 2019/20
- c. the warrant of fitness for the Annual Report and Summary 2019/20
- d. the letter of representation for the Annual Report and Summary 2019/20 and staff review of representations made
- e. the misstatement schedule from the Annual Report final audit
- f. the draft management report on the Annual Report 2019/20
- g. the Chief Executive's Reporting Certificate for the Debenture Trust Deed
- h. the Auditor's Independent Assurance Report for the Debenture Trust Deed

- i. the letter of representation for the Debenture Trust Deed and staff review of representations made.

## Issues

### a. COVID-19 Impact on Timelines

COVID-19 had an impact on the timelines for the annual report and under legislation the final adoption date was moved out to the 31 December 2020. Council has a 15% interest in WRAL, their audit has not been completed and their auditors have been unable to provide confirmation that there will not be a material change to their draft documents. The airport is material to our own Annual Report, this means that we cannot have signoff on our Annual Report until the WRAL Annual Report is finalised their deadline has also been adjusted through legislation and it is now 30 November 2020. Our subsequent sign off will be dependent on if there are any significant changes to the WRAL accounts.

If there is movement staff will need to review the impacted financial statements and this will potentially need to be re-audited by Audit. This will impact whether the final document is adopted early or late December.

Another one of our requirements with Audit is that, any material events after balance date will be reported to Audit and they will assess whether it needs to be reflected in our accounts. This will continue until the Annual Report adoption, any material events could require additional auditing and financial updates (depending on the situation) and could further affect the adoption date.

### b. Annual Report and Summary 2019/20

#### Financial overview

In the report to Council's Corporate and Operations Committee on 26 August 2020, staff reported an early draft accounting surplus of \$3.662 million. Following further review by staff and completion of Audit New Zealand's review, the final result is an accounting surplus of \$1.485 million. The main adjustments included:

- Reducing development contribution income by \$680,000 largely due to the Longlands Village developers requesting a credit in late August for contributions that they were invoiced for in May.
- Revenue recognised in respect of assets vested in Council incorrectly included a stock underpass (not owned by Council) and was calculated inclusive of GST in the first draft, revenue and infrastructural assets have been reduced by \$765,000.
- Recognising a loss for impairment in the value of the aeronautical assets of the Waikato Regional Airport, with our Council's share being \$232,000
- An accrual for the settlement of contract matters with Smart Environmental for 2018-2020 was understated by \$236,000.
- Expenses related to the PGF projects were corrected adding \$286,000 costs.

Following on from last year, this year's financial results reflect the significant level of development and projects that are happening within the district. The Statement of Comprehensive Revenue and Expense shows a surplus of \$1.485 million compared to the budgeted surplus of \$2.347 million. \$5 million of the surplus directly related to development in the district, in the form of assets vested in Council through the subdivision process, development contributions received, and higher activity in building and resource consents.

\$1.5 million in Government grant funding was received for the Te Aroha to Matamata cycleway project this year (unbudgeted).

Offsetting these areas of gain were two particular activities where net costs have significantly exceeded budget again this year.

In the Water activity, treatment plant costs were \$1,205,000 higher than budgeted due to significant increases in chemical, power and insurance costs, safety plan costs, additional costs for Topehaehae reservoir profiling, Scada costs and compliance recovery. Reticulation costs were also \$168,000 higher than budget due to increased maintenance.

In Rubbish and Recycling, costs exceeded the budget by \$645,000 for the year due to an increase in the contract price, and additional inflationary increases subsequently agreed by Council. In addition, income from the sale of rubbish bags and transfer station fees were \$559,000 lower than budgeted.

The shortfall in funding for these activities has been addressed in the Annual Plan for 2020/21.

Also for 2020, \$1.464 million of non-cash expenses affected the bottom line:

- recognising losses from the valuation of Council's interest rate swap portfolio of \$614,000
- the disposal of assets of \$610,000
- \$402,000 of work in progress related to roading, water and community projects that have been expensed after it has been determined that the preliminary/exploratory work will not result in a capital project.

The impact of COVID-19 on Council's financial results is set out in note 26 of the financial statements. Further explanation of significant variances to budget are provided in note 25 to the financial statements in the Annual Report, or in the Funding Impact Statements for each group of activity in the Annual Report.

The Statement of Financial Position shows that Council continues to maintain a healthy financial position. Significant variances to the budgeted position are largely as a result of the delay (this year and in prior years) of getting the budgeted capital projects done, and higher than anticipated increases in the valuation of infrastructural assets and assets vested in Council through the subdivision process. Again, further detail of these projects is provided in note 25.

### Financial Performance Benchmarks

Benchmarks	2019/20
Rates (income) affordability	Benchmark not met
Rates (increases) affordability	Benchmark not met
Debt affordability	Benchmark met
Balanced budget	Benchmark not met
Essential services	Benchmark met
Debt servicing	Benchmark met
Debt control	Benchmark met
Operations control	Benchmark not met

The Rates (income and increase) affordability benchmarks are an indicator that Council is providing rates increases that are affordable. The limit on rates income for 2019/20 was set at \$34.2 million. Actual rates income (excluding penalties and metered water revenue) was \$34.6 million. The amount of growth in the rating base at 1 July 2019 exceeded the level expected,

resulting in more rates income than budgeted. The actual rates increase (excluding penalties and metered water revenue) for 2019/20 was 5.2%, compared to the financial strategy limit of 4%. Council had budgeted the rate increase to be 3.83% for 2019/20. However, the amount of growth in the rating base at 1 July 2019 exceeded the level expected, resulting in rates increasing more than budgeted.

The balanced budget benchmark is an indicator that Council is achieving a level of revenue that will cover operating expenses. Council meets this benchmark if its revenue equals or is greater than its operating expenses. When budgeting, Council aims for operating expenses to be covered by operating revenue – to “break even”. For accounting purposes, when we replace assets like pipes and reseal roads, the old replaced assets are ‘disposed of’ and the ‘loss’ from doing so is recorded as ‘operating expenses’. Council does not rate to cover this. At the same time, operating revenue also includes subsidies that Council receives to maintain and replace roading in the district. This revenue is included in operating, however the cost is not reflected as an operating expense - it is capital expenditure.

Council meets the operations control benchmark if its actual net cash flow from operations equals or is greater than its planned net cash flow from operations. This year Council's operating expenses significantly exceeded budget (particularly Water and Rubbish and Recycling), so our net cash flow from operating activities was lower than budgeted.

Audit require us to add in our Note 26 disclosure on page 66 of the Annual Report into the Summary, the communications team is working on fitting this into the document.

### **Non-financial information**

In 2019/20 we have focused on maintaining our services to support our community. We delivered our extensive range of activities and services to similar levels as detailed in the Long Term Plan 2018-28 and at a similar standard as previous years. Comparisons to both targets and previous year's results are available in the full Annual Report.

There are a total of 61 performance measure targets which Council reports on in the Annual Report. Council achieved its target performance for 31 of these, one performance measure was not measured being the quality of ride on our sealed roads which is measured biennially and one performance measure for the percentage of customer service requests relating to roads and footpaths that the territorial authority responds within the time frame specified in the Long Term Plan, was half achieved, half not achieved, we achieved our urgent requests but did not meet non-urgent request targets). Additionally, of the measures we did not achieve, four were impacted by COVID-19 where we were on track to achieving them prior to COVID-19 and then did not achieve them by 30 June.

#### Mandatory non-financial performance measures

In 2015 Department of Internal Affairs introduced 21 mandatory non-financial performance measures for the core infrastructure activities (roading, water, wastewater and stormwater). The Annual Report 2019/20 is the fifth report on performance against these measures. We achieved our target for 13 mandatory performance measures. One mandatory performance measure was not measured being the quality of ride on our sealed roads as stated above and one is measured as half achieved and half not achieved (as stated above).

The eight measures that we did not achieve and page reference of the Annual Report are:

*Roading, page 93*

- *The average quality of ride on our sealed local road network, measured by smooth travel exposure.*
- *The percentage of the sealed road network that is resurfaced.*

- *The percentage of customer service requests relating to roads and footpaths that the territorial authority responds within the time frame specified in the Long Term Plan (this was half achieved, half not achieved, we failed non-urgent requests).*

*Stormwater, page 103*

- *The number of complaints we receive about the performance of our stormwater system.*
- Wastewater, page 107*

- *The number of dry weather sewage overflows from our wastewater system.*

- *Compliance with our resource consents for discharge from our wastewater.*
- Water, page 126-128*

- *Compliance with Part 4 and Part 5 of the New Zealand Drinking Water Standards.*
- *Percentage of water loss from Council's networked reticulation system.*

Audit requested minor changes to some performance measures which have all been made during the audit process.

At the time of writing this report Council had not yet received signoff from Audit for the Water Urgent performance measure, we will hear from them in the near future if they have been accepted or not.

### **c. Draft Audit Opinions for the Annual Report and Summary 2019/20**

Under the Local Government Act 2002 Council is required to obtain an audit of its Annual Report and Summary. Auditing on the Annual Report and Summary 2019/20 started on the 24 August 2020. Council staff are still waiting for feedback for the Water Urgent performance measure; a draft opinion is not yet available. Lauren Clark from Audit New Zealand, will be in attendance to present to Council and to answer any questions Council may have on the process and audit outcome

## **Analysis**

### **Impact on policy and bylaws**

There are no policy or bylaw issues.

### **Consistency with the Long Term Plan / Annual Plan**

The Annual Report measures our performance against the Long Term Plan 2018-28

### **Impact on Significance and Engagement Policy**

This issue is not considered significant in terms of Council's Significance and Engagement Policy.

### **Communication, consultation and decision making processes**

The 2019/20 Annual Report Summary in the form of a Calendar will be available to the public in stands at all Council offices in Morrinsville, Matamata and Te Aroha. The Annual Report and Summary will also be available on Council's website following adoption. An E-newsletter will also be sent to those who have indicated an interest in the Annual Report and Summary.

### **Timeframes**

The Annual Report process will be completed within statutory timeframes.

### **Contribution to Community Outcomes**

The Annual Report measures achievements and progress against the community outcomes.

## Financial Impact

### i. Cost

The production of the Annual Report and Summary has a budget of \$15,000 (staff time and circulation of the Summary). Annual Report audit fees have a budget of \$125,000.

### ii. Funding Source

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

## Ngā Tāpiritanga | Attachments

There are no attachments for this report.

## Ngā waitohu | Signatories

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Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Manaia Te Wiata <b>Group Manager Business Support</b>	
	Don McLeod <b>Chief Executive Officer</b>	



## 2021-31 Long Term Plan Update

CM No.: 2349992

### Rāpopotonga Matua | Executive Summary

Council is required to prepare and adopt a Long Term Plan under the Local Government Act 2002 (LGA) every three years.

The purpose of this report is to provide an update to the Committee on the Long Term Plan project. The Audit Arrangement Letter from Audit NZ will be tabled at the meeting if available.

The Council may wish to provide feedback or comment on the proposed timeline and project outline.

### Tūtohunga | Recommendation

That:

1. The information be received.
2. Council approve the Significant Forecasting Assumptions for inclusion in the Long-Term Plan, for auditing purposes. Staff to update the assumptions with the remaining information once available.
3. Any views on the Long Term Plan 2021-31 project are provided.

### Horopaki | Background

Council is required to prepare and adopt a Long Term Plan under the LGA. The Long Term Plan sets out the activities, budgets, Financial Strategy and key financial policies of the Council for the next 10 years and the Infrastructure Strategy for the next 30 years. The Long Term Plan is required to be updated every three years, with the last Long Term Plan being approved in 2018 (available online <https://www.mpdc.govt.nz/plans/long-term-plan>).

The Long Term Plan:

- describes the type of district our communities have told us they want – our community outcomes
- identifies the key projects to take place over the next 10 years
- provides an overview of each activity we will carry out and the services we will provide for the next ten years
- determines how much this will cost and how we will fund it.

We also do it to give our community the opportunity to have a say on where we are heading and to ensure our planning is robust. In completing the plan, we are required to do a number of things, including:

- take a sustainable development approach and promote community interests
- carry out our business in a clear, transparent and accountable manner
- operate in an efficient and effective manner, using sound business practices
- take into account community views by offering clear information and the opportunity to present views



- provide opportunities for Māori to contribute to decision making
- collaborate and co-operate with other agencies and councils to achieve desired outcomes.

The Long Term Plan is a complex document covering all activities of Council, major strategic documents, financial policies, auditing and a large consultation component with the community.

The Long Term Plan must be adopted prior to 30 June 2021. The project timeline for a Long Term Plan is typically 18 months or more, and involves staff across the whole organisation, Councillors and the community. A high level overview of the timeline is set out under Communication and Timeline below.

## Ngā Take/Kōrerorero | Issues/Discussion

### Forecasting Assumptions

The Local Government Act sets out the requirements for Council to articulate the significant forecasting assumptions on which the Financial Strategy, Infrastructure Strategy and the Long Term Plan has been prepared;

#### *S17 Significant forecasting assumptions*

*A long-term plan must clearly identify—*

*(a) all the significant forecasting assumptions and risks underlying the financial estimates:*

*(b) without limiting the generality of paragraph (a), the following assumptions on which the financial estimates are based:*

*the assumptions of the local authority concerning the life cycle of significant assets;*  
*and*

*the assumptions of the local authority concerning sources of funds for the future replacement of significant assets:*

*(c) in any case where significant forecasting assumptions involve a high level of uncertainty,—*

*the fact of that uncertainty; and*

*an estimate of the potential effects of that uncertainty on the financial estimates provided.*

The assumptions (attached to this report) were discussed with Council in a workshop 30 September, and will be reported formally to Council 14 October.

### **Key assumptions:**

#### Three waters reform

The Taumata Arowai-the Water Services Regulator Act 2020 came into force in August 2020. The Act establishes a water services regulator (Taumata Arowai) to oversee and enforce a new drinking water regulatory framework, with an additional oversight role for wastewater and stormwater networks.

The Government has announced a programme to reform local government water services delivery arrangements. The Government has indicated its intention for the creation of new entities that are of significant scale, asset owning, and publicly owned to deliver water services.

We expect there will be changes to the three water services delivery arrangements and this may have a significant impact on our business, for example if the reforms result in assets transferring from Council to a new entity.

We have assumed that Council will continue to deliver drinking water and wastewater services over the next three-year period. Our Long Term Plan Financial Strategy and Infrastructure Strategy have been prepared based on status quo, as at the time of writing we cannot reliably

quantify what the impact of any changes may be. We have given this an uncertainty rating of High.

#### RMA reform

The Resource Management Review Panel was appointed by the Minister for the Environment in 2019 to review and provide recommendations on how to improve environmental outcomes and better enable urban and other development within environmental limits.

Our Long Term Plan, in particular our Resource Consents and Monitoring and Strategies and Planning activities have been prepared based on status quo, as at the time of writing we cannot reliably quantify what the impact of any changes may be. We have given this an uncertainty rating of High.

#### Legislation

Changes to legislation have a direct impact on the way we conduct our business. The speed and scale of review of legislation depends largely on the policy direction and priorities of the government of the day.

We expect there to be changes to legislation during the life of the Long Term Plan, but we have assumed that these will not have a significant effect on our business, with the exception of the 'Three Waters' reform and Resource Management Act 1991 reform which we have described as individual assumptions below.

At the time of writing no details about potential changes are known, and the Long Term Plan has been prepared based on the legislation in force at the time of writing. We will continue to monitor this space closely.

#### Local government structure

We have assumed that the structure of local government will remain the same and that no reorganisation process will occur during the life of the Long Term Plan.

Reorganisation processes can be triggered by the community under the Local Government Act 2002. If this occurred we would need to respond to any proposal with a decision being made by the Local Government Commission.

Reform can also be driven by Central Government. The proposed reforms to Three Waters Services and the Resource Management Act 1991 may result in significant changes to local government structure. At the time of writing, what these changes may look like is difficult to predict and therefore we are unable to quantify potential impact.

#### BERL Report

Business and Economic Research limited (BERL) was engaged by Society of Local Government Managers to provide the Local Government Cost Adjustor Forecasts. This was released in September 2020.

Measures to contain COVID-19 in New Zealand have resulted in a severe economic downturn. Levels of activity and employment have declined, with income and spending consequently uncertain. These economic indicators will recover over time, but it is going to require bold moves and planning to minimise the harm caused over the interim.

To support continued focus on the kaupapa of intergenerational wellbeing and to ensure connections within and between communities are retained during the period of heightened stress. BERL have prepared scenarios for cost adjustors to be used by councils in their planning and project activities. These cost adjustors are projected under three scenarios, which are consistent

with economic forecasts published by the Reserve Bank of New Zealand, the New Zealand Treasury and BERL.

- BERL mid-scenario – considered to be a likely outcome relevant to most regions of New Zealand
- Stalled rebuild scenario – where GDP and employment grow more slowly
- Faster rebuild scenario – where GDP and employment grow more rapidly.

Councils in areas with a higher reliance on tourism and retail or shrinking, aged, population might use the stalled rebuild scenario. Areas with higher public sector employment and a growing, young, population might use the BERL mid-scenario adjusters. Finally, areas with a higher proportion of knowledge and agricultural employment would likely use the faster rebuild scenario.

In 2019 Matamata-Piako district's top three industries, based on filled jobs, were Dairy Cattle Farming, meat and meat product manufacturing and dairy product manufacturing making up a quarter (25%) of the total employment in the district. Tourism and other hospitality related sectors made up around 10% of the total employment market in the district.

Based on the recent population projections for the district, our district is projected to continue to grow slowly over the next ten years, with an increasing proportion of older people.

Based on this information, it is recommended that Council adopts the BERL mid-scenario for the purpose of the Long Term Plan forecasting.

There are considerable downside risks to our outlook. In particular, there are the rises of:

- Recurrent resurgence of the virus in New Zealand
- Global stagnation as confidence sags
- A domestic recovery hindered by skilled labour constraints in critical sectors.

Should these risks eventuate, the economic outlook would shift more towards the stalled rebuild scenario.

#### Pre-consultation results

##### *Your Vision You're your Voice*

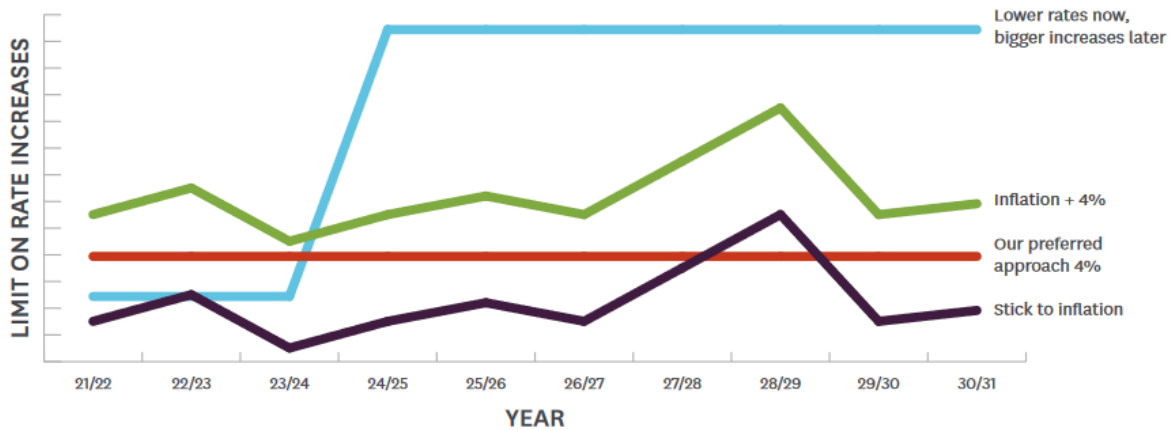
During July/August Council ran an initiative to call for ideas from the community, what the community thinks we should do to make Matamata-Piako the place of choice. In total 127 ideas were submitted, with more than over 1,200 votes cast. Council will prepare business cases for the top three ideas for consideration in the Long Term Plan. This is currently underway. The top three ideas were;

- Mountain Bike Skills Park in Te Aroha
- Stage at matamata-piako Civic and Memorial Centre
- Dog Park at Swap Park

##### *Rates & Debt*

Council proposing to continue to deliver current services, and continue to make steady improvements to deliver on its vision. We think this will require annual rates increases of around 4%. Three other options shown below were put out for consultation in July/August. Alongside this topic is a question on whether Council should maintain its reserves (a conservative approach) or borrow externally, and spend some of the reserves.

### OPTIONS FOR LIMITS ON FUTURE RATES INCREASES



Of the 105 submitters;

- 56% agreed with Council’s proposal for annual rates increases of 4%.
- 74% submitted in support of maintaining our reserves

These results are currently being considered as part of the development of the Financial Strategy and the overall budget discussions with Council.

#### Waste Minimisation – Trash Talk

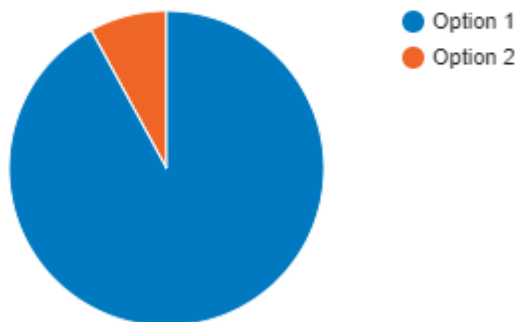
In total there were 248 people that consulted with Council on the pre-consultation topic of Solid Waste.

Two Options were presented for Rubbish:

- Option 1: Rates Funded Refuse Bins, 80L, Weekly collection
- Option 2: Council opts out of providing kerbside rubbish collection altogether

The vast majority of submissions were in support of Option 1

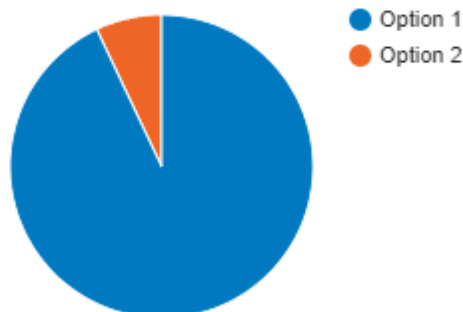
Which option do people prefer?



Two options were provided regarding recycling, with the majority supporting Option 1

- Option 1 Council provides 3 crates or a multi compartment bin , collected Weekly (one each for paper, plastics/tin and glass)
- Option 2 Council opts out of providing kerbside recycling collection altogether

### Which option do people prefer?



The community were asked if they would support a food scraps bin, weekly collection for fruit, vegetables cooked food, meat, fish and coffee grounds etc. This is based on a 23L bin collected weekly and processed at a composting facility. Around 75% of submitters said No.

The following options on the Transfer Stations were presented, with around 60% of submitters agreed with Option 2:

- Option 1 Develop resource recovery centres in Matamata and/or Morrinsville and closing the Waihou (Te Aroha) transfer station.
- Option 2 Develop resource recovery centres in Matamata and/or Morrinsville and maintain the Waihou (Te Aroha) transfer station.

The community were asked if they support a vision to become a zero-waste community by 2038 when the Tirohia landfill is due to close. Around 80% of submitters said Yes.

These results will be part of the considerations when Council is preparing its next Waste Management and Minimisation Plan, and has also informed the Solid Waste Activity within the Long Term Plan.

#### *Open Spaces Strategy*

We are reviewing our Open Spaces Strategy – the strategy that guides what types of parks and spaces we provide, how many there are, where they are located, and how we look after them for the next 30 years. This strategy will then feed in to our Long Term Plan, and influence how we develop and manage our open spaces for years to come.

For Phase 1 we ran an online survey in July, asking our community about their vision for the places where they 'play' – this provided guidance on the issues and opportunities we need to address in the Parks and Open Spaces Strategy.

We received almost 200 responses to the survey – with the key themes being:

- Playgrounds
- Dog parks/exercise areas
- Cycleway
- Connected communities/walking tracks

- Horse trails

We've taken all that feedback and developed some responses/options for Phase 2. We have asked the Community whether we are on the right track by completing a second short survey and would like to know if we're on the right track. The results of Phase 2 will be reported to Council next month.

#### Long Term Plan budgets and Infrastructure / Capital projects

Council is currently reviewing the Long Term Plan budgets including the capital projects schedule.

#### Audit Arrangement Letter

The Audit Arrangement Letter from Audit NZ is attached to this report. Of note are matters raised regarding:

- Climate change assumptions
- CAPEX delivery assumption
- The impact of COVID-19 on Council activities

#### Consultation Document

Consultation documents are expected to concisely and clearly present the significant issues, plans, and projects that council intends to include in its LTP presenting the key choices and implications clearly to the community.

The Local Government Act 2002 (LGA) states that a consultation document's purpose is to provide an effective basis for public participation in local authority decision-making processes relating to the content of an LTP. A good consultation document should not attempt to summarise the contents of the LTP. It should describe the key issues proposed for the LTP, while

Identifying our key consultation issues early will help focus the LTP preparation. It will also give the framework to prepare an effective consultation document.

Some potential / emerging topics for the Consultation Document are:

- Elderly person housing?
- Morrinsville Pool/Recreation Ground / Events Centre?
- Cycle-friendly towns and pedestrian malls?
- Te Aroha Spa Development 'Plan B' (in the absence of central government funding)?
- Solid Waste – future of refuse and recycling (linking with the proposed new Waste Management and Minimisation Plan)
- Civic Facilities in Te Aroha (Library and community space complex?)

#### **Mōrearea | Risk**

A risk register is maintained for the Long Term Plan project. This is reported to the Audit and Risk Committee quarterly. Covid-19 added as significant risk to forecasting assumptions. This will need to be closely monitored.

Staff have also completed an LTP Health Check / self-assessment using a framework provided by the Society of Local Government Managers (SOLGM). The overall assessment is that the LTP project is on track.

#### **Ngā Whiringa | Options**

The Committee is invited to provide feedback and comments on the Long-Term Plan project.



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

### Requirement for a Long Term Plan

The preparation of the Long Term Plan is a requirement under the Local Government Act 2002. [Schedule 10](#) of the LGA sets out the requirements for a LTP. The LTP must include information about;

- Community Outcomes
- Groups of Activities
- Capital Expenditure for groups of activities
- Statement of service provision
- Funding impact statement for groups of activities
- Variation between territorial authority's longer term plan and assessment of water and sanitary services and waste management plans
- Council controlled organisations
- Development of Māori capacity to contribute to decision-making processes
- Financial strategy and Infrastructure Strategy
- Revenue and financing policy
- Significant and engagement policy
- Forecast financial statements
- Financial statements for previous year
- Statement concerning balancing of budget
- Funding impact statement
- Rating base information
- Reserve funds
- Significant forecasting assumption

### Local Government Wellbeing Amendment Act 2019

The Local Government Wellbeing Amendment Act 2019 came into force in May 2019, re-introducing the four well-beings into legislation. This means Council must promote the social, economic, environmental and economic wellbeing of communities in the present and for the future. Council must report on how we are contributing towards the well-beings.

### Mayoral Powers

Under LGA [s41A](#), "*it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.*"

### Council policies and strategies

As part of the preparation of the Long Term Plan, Activity and Asset Management Plans will be checked against Council's key strategic and policy documents and wider regional and national documents for strategic fit. The preparation of the Long Term Plan may lead to the review of some Council policy documents.

## Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Long Term Plan project is one of Council's key opportunities to engage with our communities to find out what their aspirations and priorities are. The LTP is subject to the special consultative process under the LGA ([s83](#)). The special consultative process is a structured one-month submission process with a hearing for those who have submitted and wish to speak to their submission.

The Long Term Plan project timeline also provides for a 'pre-consultation' process with the community referred to as the Right Debate where Council can ask for feedback on key issues it is considering for the Long Term Plan.



The timeline for the project centres on key dates for completion of the draft documents in December 2020, auditing in January / February 2021 and consultation in March / April 2021. The below table provides a summary of key milestones and timelines.

Description	Start	Finish
Briefing Papers		COMPLETE
Growth Projections	Oct 2019	COMPLETE
Forecasting assumptions	Feb 2020	Oct 2020 UNDERWAY
Revaluation of Assets	Jan 2020	October 2020 UNDERWAY
Community Outcomes Review (if required)	Jan 2020	COMPLETE
Rates Structure	April 2020	COMPLETE
Activity Plans (including budgets)	April 2020	Aug/Sep 2020 UNDERWAY
Right Debate (pre-consultation)	April 2020	COMPLETE
Infrastructure and Financial Strategy	April 2020	Oct 2020 UNDERWAY
Asset Management Plans	Feb 2020	Oct 2020 UNDERWAY
Policy Review	April 2020	Oct 2020 UNDERWAY
Council controlled organisation section	July 2020	Nov 2020
Māori participation in decision making	July 2020	Oct 2020 UNDERWAY
Budgets/ Financials/ Notes	July 2020	Dec 2020 UNDERWAY
Document development	July 2020	Dec 2020
Quality checks and administration	July 2020	Dec 2020
Communications Strategy and implementation	Feb 2020	Dec 2020
External Audit Process	Jan 2021	June 2021
Special Consultative Procedure	Jan 2021	June 2021

### Ngā take ā-Ihinga | Consent issues

There are no consent issues.

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

The LTP contributes to our all our community outcomes.

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

The development of and consultation on the Long Term Plan is funded from the Strategy and Engagement Activity Operating budget.

A letter from the Office of the Auditor General regarding LTP fees is attached. Based on the audit fee for the 2018-28 LTP being \$78,000 our audit fee 2031-31 LTP audit will be \$84,045 (applying the increase of 7.75%).

### Ngā Tāpiritanga | Attachments

- A. OAG - Letter to local authorities on fees and recoveries - 16 Aug 2020
- B. Draft Letter of Engagement
- C. Draft Significant Assumptions

### Ngā waithou | Signatories

Author(s)	Niall Baker <b>Senior Policy Planner</b>	
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18 August 2020

| John Ryan

Tēnā koe

### 2021-31 Long-term plan

In July, I wrote to you about long-term plans (LTPs), and noted that I have been considering audit fees for the 2021-31 LTP audit round. In that letter I recognised the current operating environment, but I also noted the significant cost increases for both councils and auditors since fees were set three years ago for the 2018-28 LTPs.

Before setting a fee I have ensured that we have completed what we can internally to ensure the LTP audit process is as efficient and effective as possible. We have carefully considered and updated our LTP audit methodology, and we will continue to provide training and guidance to auditors in order to support them in efficiently completing a quality audit.

My Office has also sought to assist the sector as it prepares to produce the 2021-31 LTPs and associated Consultation Documents. We have worked with the New Zealand Society of Local Government Managers (SOLGM) as it prepares LTP good practice guidance, as well as issuing bulletins to help you, as governors, as you engage in the LTP process. A member of our local government team would also be happy to speak with your councillors about the upcoming LTP if you would find that helpful.

Earlier in the year, I made a decision that for the 2019/20 annual audits of local authorities, because of the impact of the Covid-19 pandemic, audit fees that had not yet been negotiated would be held at a 1.5% increase. This acknowledged the very real cost pressures that councils face, and the current economic uncertainty we are all operating in. However, I cannot continue to constrain audit fee movement to that extent.

After three years, there are cost pressures that need to be addressed in setting LTP audit fees, much as councils have had to address their own cost pressures over that period. My aim is to set LTP audit fees at a level that I consider fair to councils, while enabling my auditors to deliver the high-quality audits that we both expect. I have outlined below my decision for how the 2021-31 LTP audit fees will be set, as well as the approach my appointed auditors will take to seeking recoveries if audit costs above expected levels are incurred due to poor delivery by a council.

### Audit fees

I realise audit fees are a challenging area and have carefully considered how best to approach fees for this LTP round. I have decided, consistent with the approach for the 2018-28 LTP audits, to advise each of my audit service providers of the audit fees they may charge for the LTP audits that they carry out on my behalf. Accordingly, your council's 2021-31 LTP audit fee will be based on the fee established for the 2018-28 LTP audit (excluding any additional fee recoveries), plus an increase of 7.75% (an inflationary increase of approximately 2.5% per annum). This reflects our assessment of the movement in audit costs over the three years to 2021. I consider this fee movement to be fair, although as with previous LTP audits, it continues to result in audit fees that are lower than the costs actually incurred by auditors to complete them.

Your auditor will soon start to discuss LTP fees and audit arrangements with your council.

**Our approach to cost recoveries and managing non-delivery**

I expect councils to provide auditors with appropriate quality information for audit, so that auditors can focus on carrying out an efficient and effective audit. Fees are based on the premise that councils perform to expectations in providing their LTP documents and supporting underlying information for audit. If that isn't the case, auditors will be able to seek reasonable additional fees to pay for the impact on their costs. As always, any such additional fee recoveries would first be assessed by my Office for reasonableness.

To ensure consistency from auditors, my Office has set out what we consider to be "good delivery" by a council for an LTP audit engagement. We have also developed guidance, based on that provided by SOLGM, about the minimum information a council will need to support its consultation document. I have included these expectations in Attachments One and Two to this letter.

**General**

Because of the potential widespread implications of Covid-19, together with the other challenges that councils face, this LTP round will be even more critical than usual. Councils and auditors will each need to play their part. My Office remains committed to playing our role in making this LTP round a success.

If you wish to discuss any matters from this letter, please contact Andrea Reeves (Assistant Auditor-General Local Government) or Murray Powell (Director, Auditor Appointments) on (04) 917 1500.

Nāku noa, nā



**John Ryan**  
Controller and Auditor-General

Cc Chief Executive  
Appointed Auditor

**Attachment One: LTP audit cost recovery guidance provided to auditors**

**Proposed fees: 2021-31 LTPs**

The audit engagement letter outlines that the fee for the audit of the consultation document and LTP is based on the following:

- That the information required to conduct the audit is complete and provided in accordance with the agreed timelines. This includes the draft consultation document and the full draft financial strategy, draft infrastructure strategy and key underlying assumptions and information that supports the draft consultation document (refer Attachment Two).
- That all documentation (consultation document, LTP and all other underlying documentation) provided will be subject to appropriate levels of quality review before submission for audit.
- That the consultation document and LTP will include all relevant disclosures.
- That there is an appropriate level of assistance from council staff.
- That up to two drafts of each of the consultation document and LTP will be reviewed during the audit.
- That one printer's proof copy of the consultation document and LTP and one copy of the electronic version of the consultation document and LTP (for publication on your website) will be reviewed.
- That there are no significant changes in structure or level of operations at the council impacting on the audit, such as the establishment of a CCO to deliver core functions, or a major restructuring of groups of activities.

**Implications of non-delivery and additional cost recoveries: 2021-31 LTPs**

Auditing of consultation documents and LTPs in a tight timeframe creates significant resource and cost pressures on our audit service providers. I expect our audit service providers to plan appropriately and treat all councils fairly when allocating audit resources. That works best when councils deliver good quality material in the agreed timeframe. Councils that do that will be given priority over those that don't.

Auditors may seek OAG approval to recover additional costs when a council fails to meet the agreed deadlines and/or produce a consultation document, reliable underlying information or an LTP of readily auditable quality, and that failure has directly resulted in unavoidable increases in the expected hours for the audit engagement. Auditors will not be able to recover additional costs simply because the quoted fee is too low, relative to the actual time taken to complete the engagement.

Auditors will be able to seek OAG approval to recover additional costs (1) once the consultation document audit report is issued, and/or (2) at the end of the engagement after the LTP audit report is issued.

I expect that the auditor will notify the council as soon as practicable if it becomes apparent that the council is failing to deliver to engagement expectations. Ideally, the council would then take the opportunity to improve its delivery, in the knowledge that the auditor has already begun to incur unnecessary additional costs and might seek the approval of our Office to recover them.

I also consider it reasonable for auditors to seek cost recoveries if there was a change in direction (such as a change in the financial strategy of the council) during the development of the consultation document, or between the development of the consultation document and the LTP, which resulted in additional hours for the audit engagement.

Auditors should also be familiar with the expectations developed by the sector and included in the SOLGM guidance, and we have outlined that in Attachment Two.

**Attachment Two: Expected documentation to support the consultation document**

SOLGM guidance sets out the documentation that the sector believes is required to support the consultation document. The guidance highlights that the required content of a consultation document is sufficiently wide that councils should prepare and adopt much of the information required by Schedule 10 of the Local Government Act 2002 before release of the consultation document.

SOLGM is of the view, and we agree, that councils should have the following ready for adoption before adopting the consultation document:

- information about the council's strategic direction – this might include information about community outcomes (among other things);
- groups of activity information – the plan for the activities that the council proposes to be involved in, services it intends to provide and any changes to the cost of providing those services;
- the forecasting assumptions;
- the full financial strategy and infrastructure strategy – this may also necessitate a statement on the balanced budget (particularly if the prudence of your financial strategy is at issue);
- the forecast financial statements and other financial disclosures; and
- the full revenue and financing policy and local board funding policy (if needed). If the council is proposing significant changes to its development contributions policy, the full draft policy.

Our Office's expectation is that the above information is complete and has been subject to an appropriate level of quality review before being submitted for audit. That quality review should include providing assurance that the information has been compiled based on consistent assumptions, is internally consistent, and clearly linked to the consultation document.





## AUDIT NEW ZEALAND

Mana Arotake Aotearoa

Level 6, 280 Queen Street  
PO Box 1165, Auckland 1140

[date to be finalised]

Ref: EN/LCA/3-0025 H616

Ash Tanner  
Mayor  
Matamata-Piako District Council  
PO Box 266  
Te Aroha 3343

Copy: Director Auditor Appointments  
Office of the Auditor-General  
PO Box 3928  
Wellington 6140

Dear Ash

### **Audit engagement letter: audit of the consultation document and Long-term Plan for the period commencing 1 July 2021**

This audit engagement letter is sent to you on behalf of the Auditor-General, who is the auditor of all “public entities”, including Matamata-Piako District Council (the Council), under section 14 of the Public Audit Act 2001. The Auditor-General has appointed me, Lauren Clark, using the staff and resources of Audit New Zealand, under section 32 and 33 of the Public Audit Act 2001, to carry out the audit of the Council’s consultation document and Long-term Plan (LTP).

This letter outlines:

- the terms of the audit engagement and the respective responsibilities of the Council and me as the Appointed Auditor;
- the audit scope and objectives;
- the approach taken to complete the audit;
- the areas of audit emphasis;
- the audit logistics; and
- the professional fees.

#### **1 Specific responsibilities of the Council for preparing the consultation document and the LTP**

Our audit will be carried out on the basis that the Council acknowledges that it has responsibility for preparing the consultation document and LTP, by applying the Council’s own assumptions, in accordance with the Local Government Act 2002 (the Act) (in particular, the requirements of Part 6 and Schedule 10) and in accordance with generally accepted accounting practice in New Zealand. We assume that elected members are



familiar with those responsibilities and, where necessary, have obtained advice about them.

For clarity, we note the following statutory responsibilities as set out in the Act:

- Section 93 of the Act requires the Council to have an LTP at all times, and Part 1 of Schedule 10 governs the content of the LTP.
- Section 111 aligns the financial information with generally accepted accounting practice.
- Section 83 (with reference to section 93A) sets out the special consultative procedure that the Council is required to follow to adopt the consultation document and LTP.
- Section 93C(4) requires an auditor's report on the consultation document, and section 94 requires a separate opinion on the LTP.

Please note that the audit does not relieve the Council of any of its responsibilities.

Other general terms are set out in the relevant sections of this letter and Appendix 1.

## 2 Our audit scope

The Act requires us to provide two separate reports, as follows:

- On the consultation document, a report on:
  - whether the consultation document gives effect to the purpose specified in section 93B; and
  - the quality of the information and assumptions underlying the information in the consultation document.
- On the LTP, a report on:
  - whether the LTP gives effect to the purpose in section 93(6); and
  - the quality of the information and assumptions underlying the forecast information provided in the LTP.

We expect our work to assess the quality of underlying information and assumptions to be a single, continuous process during the entire LTP preparation period.

Our focus for the first limb of each opinion will be to assess whether each document meets its statutory purpose. Given the different purposes of each document, we will assess the answers to different questions for each opinion.

Our focus for the second limb of each opinion will be to obtain evidence about the quality of the information and assumptions underlying the information contained in the consultation document and LTP. How we obtain this information depends on our judgement, including our assessment of the risks of material misstatement of the information and assumptions underlying the information contained in the consultation document and LTP, whether because of fraud or error.

Our audit opinions do not:

- provide a guarantee of absolute accuracy of the information in the relevant document;
- provide a guarantee that the Council has complied with all relevant legal obligations;
- express an opinion on the merits of any policy content; or
- include an opinion on whether the forecasts will be achieved.

### **3 Our approach to this audit**

#### **3.1 The content of the consultation document**

The Act emphasises the discretion of the Council to decide what is appropriate to include in the consultation document and the associated consultation process. In deciding what to include in the consultation document, the Council must have regard to its significance and engagement policy, and the importance of other matters to the district and its communities.

We will need to understand how the Council has approached the task of applying its significance and engagement policy, and how it has considered the importance of other matters in deciding what to include in the consultation document. This will help inform our assessment of whether the consultation document achieves its statutory purpose.

#### **3.2 Adopting and auditing the underlying information**

Before adopting the consultation document, section 93G of the Act requires the Council to prepare and adopt the information that:

- is relied on by the content of the consultation document;
- is necessary to enable the Auditor-General to issue an audit report under section 93C(4); and
- provides the basis for the preparation of the LTP.

The information to be prepared and adopted needs to be enough to enable the Council to prepare the consultation document.

We consider that local authorities will need to have thought comprehensively about how best to meet the requirements of the Act. Consistent with the guidance of the Society of Local Government Managers (SOLGM), our view is that core building blocks of an LTP will be needed to support an effective consultation document. This will include, but not be limited to, draft financial and infrastructure strategies and the information that underlies them, including asset management information, assumptions, defined levels of service, funding and financial policies, and a complete set of financial forecasts.

We will work with management to understand the information proposed to be adopted and assess whether it will enable us to issue an audit report under section 93C(4).

In addition, the time frames to consider and adopt the LTP after the consultation process will be tight. From a practical perspective, it will be important that the Council is well advanced with the preparation of the full LTP when it issues the consultation document. Otherwise, you may find it difficult to complete the work and adopt the full LTP before the statutory deadline. The same is true for the audit work. The more audit work that is able to be completed at the first stage of the process, the less pressure there will be on you and the audit team at the end of the process.

### 3.3 Control environment

The Council is responsible for establishing and maintaining accounting and internal control systems (appropriate to the size of the Council), supported by written policies and procedures, designed to prepare the consultation document and LTP, and to provide reasonable quality information and assumptions underlying the information contained in these documents.

Our approach to the audit will be to identify, confirm, and assess the Council's key processes and controls over the underlying information and the production of both the consultation document and the LTP. The purpose of this assessment is to enable us to plan the most effective and efficient approach to the audit work needed to provide our two audit opinions. Our assessment is not for the purpose of expressing an opinion on the effectiveness of the Council's internal controls.

We will carry out a review of the control environment to help us understand the approach taken to develop the consultation document and LTP, develop expectations of what should be included in the consultation document and LTP, and identify areas of potential audit risk. This will involve discussions with elected representatives and selected staff throughout the Council, review of publicly available information about the Council, updating our knowledge of Council issues developed during recent years, and a review of Council minutes since the last audit review.

Our review of your self-assessment response (see below) and key controls relating to the underlying information and development of the LTP is useful to our initial assessment of audit risk and so the nature and extent of our overall audit work.

### 3.4 Project management, reporting deadlines, and audit progress

The development of the consultation document and LTP is a significant and complex project, and a comprehensive project plan is required for a successful LTP process. It is also essential that there is commitment throughout the organisation for the project, starting with the elected representatives. The involvement of senior management and elected representatives is important in deciding what to include in the consultation document.

The LTP has complex and inter-related information needs and draws together plans, policies, decisions, and information from throughout the Council and its community. We recognise that the Council will be doing its LTP preparation over an extended period. A more efficient and cost-effective audit can be achieved when audit work and feedback is provided in “real time” or on an “auditing as you go” basis as the underlying information is developed.

Consequently, we will discuss with you and your staff the Council’s approach to preparing and completing the LTP. We expect that the Council is approaching its preparation on a project basis and recognise that our audit work should “shadow” that project timetable. The success of this “auditing as you go” approach will depend on the Council’s project management of the overall LTP process, which should include time for audit work at appropriate points in the process. We have agreed key milestones in section 6.

### 3.5 Self-assessment

To assist our audit planning, we intend to use a self-assessment process to assist with our risk assessment process. The self-assessment requires you to reflect on your most significant issues and risks, governance of the LTP project, and the systems and processes you have in place (particularly to meet the purposes in the Act for the consultation document and the LTP), asset management, performance management and reporting, and financial management.

We have forwarded the self-assessment to you under a separate cover. We ask for your co-operation in completing this assessment for return to us by 1 November 2020.

The self-assessment is similar to those used with our audit of previous LTPs. The information provided through the self-assessment will be confirmed with you through discussion after its completion.

## 4 Our particular areas of audit emphasis

### 4.1 Impact of the economic downturn caused by Covid-19 on the Council’s forecasts

The response to manage Covid-19 has created significant uncertainty for businesses, local and central government organisations, as well as communities and families. The impact to the economy is likely to be negative, and share a number of impacts on Council, including on Council’s revenue assumptions and the level of service Council provides in the future. In addition Council will need to consider the impact on their financial and infrastructure

strategies, and key underlying assumptions such as population growth and revenue from investments.

We will review Council's approach to considering the impact of Covid-19 and how this has been factored into the underlying policies, strategies and assumptions used to prepare the LTP.

#### 4.2 Financial strategy and infrastructure strategy

The Act requires a local authority to prepare two key strategies as part of the LTP: the financial strategy and the infrastructure strategy.

The purpose of the financial strategy is to:

- facilitate prudent financial management by the local authority by providing a guide for the local authority to consider proposals for funding and expenditure against; and
- provide a context for consultation on the local authority's proposals for funding and expenditure by making transparent the overall effects of those proposals on the local authority's services, rates, debt, and investments.

The purpose of the infrastructure strategy is to:

- identify significant infrastructure issues for the local authority during the period covered by the strategy; and
- identify the principal options for managing those issues and the implications of those options.

The Act expects close alignment between the two strategies, and section 101B(5) allows for them to be combined into a single document.

Although the Act clearly sets the minimum requirements for these strategies, it does not define the only things that can be in a strategy. A good strategy should include what is needed to be a good quality strategic planning document.

For a financial strategy to be effective, it needs to clearly explain the end goal – and the decisions and trade-offs the council has to consider to reach that goal – in a way that is relevant to readers. In effect, councils should be clear about the implications arising from their financial strategy.

For an infrastructure strategy to be effective, it should be clear about the condition of the council's critical assets and what this means for the management of infrastructure assets, and it should outline the link between assets and the levels of services they support. The principles of ISO 55000 should be considered, particularly where the Council is seeking to prepare a best practice strategy.



We draw your attention to the Auditor-General's report following the 2018-28 local authority long-term plans, which is available at <https://oag.parliament.nz/2019/ltps>.

Our focus when reviewing both strategies is to assess whether the Council has met the purpose outlined in the Act and presented the strategies in a coherent and easily readable manner. Specifically, we will:

- confirm that the two strategies are appropriately aligned;
- understand the effect of the financial forecasts included in the infrastructure strategy on the prudence of the financial strategy; and
- assess the reasonableness of the prepared forecasts by:
  - understanding how the Council has applied the effect of its assumptions (for example, allowing for changing demographics, the implications of the changing climate, the condition and performance of critical assets) and levels of service on expenditure decisions and outlined the implications of these decisions in the strategies;
  - reviewing the Council's relationship between its renewal capital expenditure and depreciation expenditure forecasts; and
  - checking that the infrastructure strategy is appropriately inflated.

The Council's financial modelling is a significant component of the underlying information that supports both the financial strategy and infrastructure strategy. We will place particular emphasis on the integrity and effectiveness of the financial modelling of all local authorities.

An additional role played by these strategies is to facilitate accountability to the community. It is critical that these strategies are presented in such a way that they are engaging and informative, and support the presentation of issues, options, and implications presented in the consultation document.

#### 4.3 Assumptions

The quality of the Council's financial forecasts is significantly affected by whether the assumptions on which they are based are defined and reasonable. The Act recognises this by requiring all local authorities to clearly outline all significant forecasting assumptions and risks underlying the financial estimates in the LTP (Schedule 10, clause 17). *Prospective Financial Statements* (PBE FRS 42) also requires the disclosure of significant assumptions.

We will review the Council's list of significant forecasting assumptions and confirm that they are materially complete. We will also test the application of selected assumptions in the financial forecasts to check they have been reasonably applied. Finally, we will confirm that:

- all significant forecasting assumptions disclose the level of uncertainty associated with the assumption; and
- for all significant forecasting assumptions that involve a high level of uncertainty, the uncertainty and an estimate of the potential effects of the uncertainty on the financial forecasts are appropriately disclosed in the LTP.

We consider that the significant forecasting assumptions are crucial to the underlying information for the consultation document and will review these during our audit of the consultation document.

#### **Climate change assumption**

We will be paying more attention to the assumptions that the Council has made about climate change and the adequacy of other information and disclosures relating to climate change.

We will review the Council's climate change assumptions to determine whether they are reasonable and supportable. We will assess the quality of the supporting information the Council is using in developing its assumptions and disclosures included in the LTP, the consultation document (if relevant), and the adopted underlying information.

#### **Capital expenditure delivery assumption**

We will also be paying more attention to the reasonableness of the assumptions the Council has made about capital expenditure delivery.

From our previous reports on local authorities, we have identified that local authorities have, on average, only spent 77% of their capital expenditure budgets from 2012/13 to 2018/19. In each of these financial years a majority of councils spent less than 80% of their capital expenditure budgets.

Under delivery of capital expenditure budgets can have significant implications to the local authority and the community, including reductions in levels of service, and ratepayers paying for work that has not been completed.

In forming a view of the reasonableness of Council's capital expenditure forecasts, we will review how well the Council has delivered against its previous forecasts, as well as understand how the Council plans to meet its delivery forecasts for the LTP period.

In developing realistic capital forecasts, the Council should consider:

- Does the Council have the dedicated staff needed to complete or manage the forecast capital expenditure?
- Are timeframes for capital projects realistic, and do they allow adequate lead-in time for project planning, detailed design, and obtaining necessary consents?
- Is there sufficient capacity within the local market for the contractors needed?



- Are assumptions about the level and sources of funding for capital projects (including third-party funding) reasonable and supportable?

#### 4.4 Quality of asset-related forecasting information

A significant portion of the Council's operations relates to the management of its infrastructure: the roading network and the "three-waters" of water supply, sewerage, and stormwater drainage. These activities typically make up a significant percentage of the Council's operational and capital expenditure.

In previous LTP audits, we have found Council to have good controls in place over asset information and experienced staff involved in asset management. However, Council may wish to consider obtaining an independent review of its Asset Management Plans to ensure the quality and accuracy of asset information and planning documentation remains appropriate.

To prepare reasonable quality asset information, the Council needs to have a comprehensive understanding of its critical assets and the cost of adequately maintaining and renewing them. An important consideration is how well the Council understands the condition of its assets and how the assets are performing.

In reviewing the reasonableness of the Council's asset-related forecasting information, we will:

- assess the Council's type asset management planning systems and processes;
- understand what changes the Council proposes to its forecast levels of service;
- understand the Council's assessment of the reliability of the asset-related information;
- consider how accurate recently prepared budgets have been; and
- assess how matters such as affordability have been incorporated into the asset-related forecasts prepared.

Depending on what we identify in completing the above, we may have to complete further detailed testing on the Council's asset-related information.

## 5 Other matters

### 5.1 Our independence

It is essential that the audit team and Audit New Zealand remain both economically and attitudinally independent of the Council (including being independent of management personnel and the Council). This involves being, and appearing to be, free of any interest that might be regarded, whatever its actual effect, as being incompatible with integrity, objectivity, and independence.

**5.2 Publication of the consultation document and adopted LTP on the Council’s website**

The Council is responsible for the electronic presentation of the consultation document and LTP on its website. This includes ensuring that there are enough security and controls over information on the website to maintain the integrity of the presented data. Please ensure that your project plan allows time for us to examine the final electronic file version of the respective documents, including our audit report, before their inclusion on the website.

We need to do this to ensure consistency with the paper-based documents that have been subject to audit.

**6 Audit logistics**

**6.1 Audit timing**

The key dates in the audit timetable are as follows.

Self-assessment provided to Council	21 July 2020
Self-assessment returned to audit team for consideration	1 November 2020
First interim visit (initial assessment) - two weeks	7 December 2020
Second interim visit - three weeks	18 January 2021
Proposed consultation document available	15 January 2021
Audit clearance on consultation document <sup>1</sup>	26 February 2021
CD approved for consultation and audit opinion required	10 March 2021
Draft Report to Council on consultation document engagement	19 March 2021
Finalised Report to Council on consultation document engagement	16 April 2021
Proposed LTP for adoption available	24 May 2021
Final LTP audit visit	24 May 2021
Audit clearance on LTP <sup>1</sup>	18 June 2021
Audit opinion on adopted LTP required	30 June 2021
LTP adoption date	30 June 2021
Draft Report to Council on LTP engagement	16 July 2021
Finalised Report to Council on LTP engagement	30 July 2021

<sup>1</sup> Audit clearance dates are contingent on receipt of all required information and resolution of outstanding audit matters at these dates.

As a result of COVID-19 and the continuing impact on audit work, there may be some unforeseen impact on the timeframes set out above.

Should we encounter any significant problems or delays during the audit, we will inform you immediately.

We have an electronic audit management system. This means that our auditors will complete most of their work on their laptops. Therefore, we would appreciate it if the following could be made available during our audit:

- a suitable workspace for computer use (in keeping with the health and safety requirements discussed in Appendix 1); and
- electronic copies of key documents.

As noted in section 3.4, our audit work needs to be done as you develop your underlying information and prepare your consultation document and LTP, to ensure the timely completion of our audit.

To ensure that we meet agreed deadlines, it is essential that the dates agreed are adhered to.

## 7 Professional fees

Our audit fee, covering both the consultation document and the LTP for the period commencing 1 July 2021, is \$84,000 (excluding GST and disbursements), as outlined in Appendix 2.

The proposed fee is based on the following assumptions:

- Information required to conduct the audit is complete and provided in accordance with the agreed timelines. This includes the draft consultation document and the full draft financial strategy, draft infrastructure strategy and key underlying assumptions and information that supports the draft consultation document
- There will be an appropriate level of assistance from your staff.
- All documentation (consultation document, LTP, and all other underlying documentation) provided will be subject to appropriate levels of quality review before submission for audit.
- The consultation document and LTP will include all relevant disclosures.
- We will review, at most, two drafts of each of the consultation document and LTP during our audit.
- We will also review one printer's proof copy of the consultation document and LTP and one copy of the electronic version of the consultation document and LTP (for publication on your website).

- There are no significant changes in the structure or level of operations of the Council impacting on the audit, such as the establishment of a CCO to deliver core functions or a major restructuring of groups of activities.
- The local authority is preparing forecast financial statements for the “Council parent” only, rather than including consolidated forecast financial statements for the Council and any controlled entities in the adopted LTP.

If the scope and/or amount of work changes significantly (such as a change in direction during the development of the consultation document or between the development of the consultation document and the LTP), we will discuss the issues with you at the time.

If information is not available for the visits as agreed, or the systems and controls the Council use to prepare the underlying information and assumptions cannot be relied on, we will seek to recover all additional costs incurred as a result. We will endeavour to inform you as soon as possible should such a situation arise.

This fee is exclusive of any subsequent amendments the Council might make to the adopted LTP under section 93D.

We wish to interim bill as work progresses. We propose the following billing arrangements:

Month	\$
December 2020	21,000
January 2020	21,000
May 2021	21,000
June 2021	21,000
<b>Total</b>	<b>\$84,000</b>

## 8 Personnel

Our personnel involved in the management of the audit are:

Lauren Clark	Appointed Auditor
Carl Wessels	Engagement Quality Reviewer
Kataraina Macown	Audit Manager
Jade Verstraten	Audit Supervisor

We have endeavoured to maintain staff continuity as much as possible.

## 9 Agreement

Please sign and return the attached copy of this letter to indicate that:

- it is in accordance with your understanding of the arrangements for this audit of the consultation document and LTP for the period commencing 1 July 2021; and
- you accept the terms of the engagement set out in this letter that apply specifically to the audit of the consultation document and LTP and supplement the existing audit engagement letter dated 3 June 2020.

If there are any matters requiring further clarification, please do not hesitate to contact me.

Yours sincerely

Lauren Clark  
Appointed Auditor

cc Don McLeod, Chief Executive  
Michelle Staines-Hawthorne, LTP Project Co-ordinator/Manager

I acknowledge that this letter is in accordance with my understanding of the arrangements of the audit engagement. I also acknowledge the terms of the engagement that apply specifically to the audit of the consultation document and LTP, and that supplement the existing audit engagement letter dated 3 June 2020.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Ash Tanner  
Mayor

## Appendix 1: Terms of the engagement that apply specifically to the audit of the consultation document and LTP

### Objectives

The objectives of the audit of the consultation document and LTP are to:

- provide independent opinions on the consultation document (under section 93C(4) of the Act) and on the LTP (under section 94(1) of the Act) about:
  - whether each document gives effect to the relevant statutory purpose;
  - the quality of the information and assumptions underlying the information included in each document; and
- report on matters relevant to the Council's planning systems that come to our attention.

Our audit involves performing procedures that examine, on a test basis, evidence supporting assumptions, amounts, and other disclosures in the consultation document and LTP, and evaluating the overall adequacy of the presentation of information.

We also review other information associated with the consultation document and LTP to identify whether there are material inconsistencies with the audited consultation document and LTP.

### Provision of a Report to the Council

At a minimum, we will report to the Council at the conclusion of the engagement. The Report to the Council communicates matters that come to our attention during the engagement and that we think are relevant to the Council. For example, we will report:

- any weaknesses in the Council's systems; and
- uncorrected misstatements noted during the audit.

Please note that the Auditor-General may refer to matters that are identified in the audit of consultation documents and LTPs in a report to Parliament if it is in the public interest, in keeping with section 20 of the Public Audit Act 2001.

### Materiality

Consistent with the annual audit, the audit engagement for the consultation document and LTP adheres to the principles and concepts of materiality during the 10-year period of the LTP and beyond (where relevant).



Materiality is one of the main factors affecting our judgement on the areas to be tested and the nature and extent of our tests and procedures performed during the audit. In planning and performing the audit, we aim to obtain assurance that the consultation document and LTP, and the information and assumptions underlying the information contained in these documents, do not have material misstatements caused by either fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence a reader's overall understanding of the consultation document and LTP.

Consequently, if we find material misstatements that are not corrected, we will refer to them in the audit opinion. Our preference is for any material misstatement to be corrected, avoiding the need to refer to misstatements in our opinion.

### **The standards applied when conducting the audit of the consultation document and adopted LTP**

Our audit is carried out in accordance with International Standard on Assurance Engagements (New Zealand) 3000 (Revised): Assurance Engagements Other Than Audits or Reviews of Historical Financial Information. In meeting the requirements of this standard, we took into account particular elements of the Auditor-General's Auditing Standards and International Standard on Assurance Engagements 3400: The Examination of Prospective Financial Information that were consistent with those requirements.

### **Responsibilities**

#### **General responsibilities**

The general responsibilities of the Council for preparing and completing the consultation document and LTP are consistent with those for the annual report, as set out in the audit engagement letter dated 3 June 2020 – but noting that the consultation document and LTP include forecast information.

These responsibilities include those set out in Appendix 1 of that audit engagement letter as detailed below:

Appendix 1: Respective specific responsibilities of the Council and the Appointed Auditor:

- responsibilities for compliance with laws and regulations; and
- responsibilities to establish and maintain appropriate standards of conduct and personal integrity.



### Specific responsibilities

The Council is responsible for:

- maintaining accounting and other records that:
  - correctly record and explain the forecast transactions of the Council;
  - enable the Council to monitor the resources, activities, and entities under its control;
  - enable the Council's forecast financial position to be determined with reasonable accuracy at any time; and
  - enable the Council to prepare forecast financial statements and performance information that comply with legislation; and
- providing us with:
  - access to all information and assumptions relevant to preparing the consultation document and LTP, such as records, documentation, and other matters;
  - additional information that we may request from the Council for the purpose of the audit;
  - unrestricted access to Council members and employees that we consider necessary; and
  - written confirmation of representations made to us in connection with the audit.

### Health and safety of audit staff

The Auditor-General and Audit New Zealand take seriously their responsibility to provide a safe working environment for audit staff. Under the Health and Safety at Work Act 2015, we need to make arrangements with you to keep our audit staff safe while they are working at your premises.

We expect you to provide a safe work environment for our audit staff. This includes providing adequate lighting and ventilation, suitable desks and chairs, and safety equipment, where required. We also expect you to provide them with all information or training necessary to protect them from any risks they may be exposed to at your premises. This includes advising them of emergency evacuation procedures and how to report any health and safety issues.

**Appendix 2: Team mix and hours for the audit of the consultation document and LTP for the 10-year period commencing on 1 July 2021**

	Total hours
Appointed Auditor	60
Engagement Quality Reviewer	5
Sector Specialists	1
Audit Manager	90
Other CA staff	24
Staff not yet CA qualified	120
Other Expert or Specialist Assistance:	16
<b>Total</b>	<b>532</b>

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### Fee calculations

	\$
Net fee	84,000
OAG overhead contribution*	<b>NIL</b>
<b>Total fee (including overhead contribution)</b>	84,000
GST	12,600
<b>Audit fee for the LTP for the period commencing 1 July 2021</b>	<b>96,600</b>

\* No OAG overhead is charged in relation to the audit of the LTP.

We will charge disbursements, including travel, on an actual and reasonable basis.

**Our Assumptions**

When we are planning we have to make some assumptions about what is going to happen in the future. We can never know for certain what is going to happen, so we make these assumptions based on the best information we have available to us. Below are the assumptions we have made for the Long Term Plan 2021-31 and Financial Strategy 2021-31, and the Infrastructure Strategy 2021-51.

	What we've assumed	How we've used this assumption			Risk	Level of uncertainty	Reasons for uncertainty and financial impacts
		Growth and demand	Lifecycle of assets	Levels of service			
1.	<p><u>COVID-19</u> The global Covid-19 pandemic continues to develop across the world. In response to the pandemic and threat to public health New Zealand went into lockdown on Wednesday 25 March and again on Wednesday 12 August. The long-term impact on local, regional and national economies is yet to be determined.</p> <p>For the purpose of the Long Term Plan and the associated strategies we have assumed that there will be no significant impact on our activities and services as a result of COVID-19 or other pandemics.</p>	V		V	The risk is high, as we are seeing resurgence of the virus overseas. There is an ongoing risk that New Zealand will have another resurgence of the virus, which may trigger another lockdown of the economy- either regionally or nationally to some extent.	High	<p>Measures to contain COVID-19 in New Zealand have resulted in a severe economic downturn. Levels of activity and employment have declined, with income and spending consequently uncertain.</p> <p>During 2019/20 there was a reduction in revenue from Council's facilities (eg. pools, aerodrome, Firth Tower and libraries) that were closed during the lockdown. Fees and charges were around \$170,000 lower than budgeted over the period of the lockdown.</p> <p>A prolonged future lockdown may also impact on income from resource consents and development contributions.</p> <p>Should the Civil Defence Emergency Operating Centre be activated again in response to COVID-19, there may also be additional operational costs to Council.</p> <p>Due to the uncertainties relating to COVID-19, the potential financial impact cannot be quantified.</p>
2.	<p><u>Changing weather patterns and natural hazards</u> We have assumed that there will be no significant impact from climate change, no significant natural disaster and that our funding of civil defence will continue.</p> <p>The Intergovernmental Panel on Climate Change (IPCC) Fifth Assessment Report was completed in 2014. This states that warming of the climate system is unequivocal, and since the 1950s, many of the observed changes are unprecedented. Central Government recognises climate change as a long term strategic issue for New Zealand.</p> <p>In the Strategy we have taken the effects of climate change into account for certain activities that it would affect the most (such as stormwater, water and wastewater). Climate change could also pose challenges for the district in relation to land use and the economy in the future (such as crop production).</p> <p>We recognise New Zealand's vulnerability to natural disasters. If our communities are not adequately prepared we may not be able to recover from a natural disaster.</p>	V			<p>The risk is low in the short term and there is a medium risk for the term of this strategy.</p> <p>Projected climate change and hazard scenarios (such as storm events) could occur more or less regularly than what has been projected.</p> <p>A lack of preparedness and resilience in the event of a natural disaster would compromise our ability to provide services to the community.</p> <p>Significant natural disasters could compromise our community's ability to pay for services.</p> <p>Significant natural disasters could further increase insurance costs beyond</p>	Medium	<p>Changing weather patterns and natural hazards could have adverse impacts on public and private property, and our infrastructure such as the roading and stormwater networks.</p> <p>Overestimating the effects of climate change or hazards could result in unnecessary work, but underestimating the effects could impact on emergency project works. Either scenario would affect ratepayers as infrastructure and hazard planning cost money.</p> <p>A significant natural disaster could disrupt our economy and day to day activity, reducing the ability of our community to pay for services and significantly increase insurance costs – as has been seen with the Canterbury earthquakes.</p> <p>The financial effects of these risks depend on the occurrence and scale of future natural disasters, so the timing and financial impact on the forecasts in the Strategy cannot be quantified.</p>
3.	<p><u>Te tiriti o Waitangi/Treaty of Waitangi Settlements</u> We have assumed that there will be no significant additional costs to us arising from Treaty of Waitangi settlements, including co-management agreements.</p>	V			The impact of Te tiriti o Waitangi/Treaty of Waitangi settlements may be greater than expected.	Low	The government is in the process of completing settlement negotiations with iwi in and around our district. The outcomes of the settlement processes have already or will result in co-governance arrangements. We will need to partner with iwi and other councils in the Waikato Region in the formation and operation of co-governance entities. Co-management processes may add costs, but we have not been able to quantify what those costs (if any) will be.
4.	<p><u>Legislation</u></p>	V		V	Central government will reform legislation	Medium - High	Most changes to legislation are known about in advance, giving



	What we've assumed	How we've used this assumption			Risk	Level of uncertainty	Reasons for uncertainty and financial impacts
		Growth and demand	Lifecycle of assets	Levels of service			
	<p>Changes to legislation have a direct impact on the way we conduct our business. The speed and scale of review of legislation depends largely on the policy direction and priorities of the government of the day.</p> <p>We expect there to be changes to legislation during the life of the Long Term Plan, but we have assumed that these will not have a significant effect on our business, with the exception of the 'Three Waters' reform and Resource Management Act 1991 reform which we have described as individual assumptions below.</p>				and this may have a significant effect on the activities we undertake and the cost of providing them.		<p>councils the ability to prepare for implementation. The cost and impact of future legislative changes on our activities are dependent on the specific services affected by the legislative change.</p> <p>We are aware of ongoing discussions in Parliament around electoral reform, and would also anticipate some changes to legislation that affect local councils as a result of the three waters reform. At the time of writing no details about potential changes are known, and the Long Term Plan has been prepared based on the legislation in force at the time of writing. We will continue to monitor this space closely.</p>
5.	<p><u>Three Waters Reform</u> The Taumata Arowai-the Water Services Regulator Act 2020 came into force in August 2020. The Act establishes a water services regulator (Taumata Arowai) to oversee and enforce a new drinking water regulatory framework, with an additional oversight role for wastewater and stormwater networks.</p> <p>The Government has announced a programme to reform local government water services delivery arrangements. The Government has indicated its intention for the creation of new entities that are of significant scale, asset owning, and publicly owned to deliver water services.</p> <p>We expect there will be changes to the three water services delivery arrangements and this may have a significant impact on our business, for example if the reforms result in assets transferring from Council to a new entity.</p> <p><b>Assumptions</b> We have assumed that Council will continue to deliver drinking water and wastewater services over the next three-year period, but potentially will handover operations to a new service entity in year four (<a href="#">3W Reform Programme</a>).</p> <p>Our Long Term Plan Financial Strategy and Infrastructure Strategy have been prepared based on status quo, as at the time of writing we cannot reliably quantify what the impact of any changes may be.</p> <p>We have assumed that the Stormwater activity will remain unchanged over the life of the Long Term Plan.</p> <p>We have assumed that the costs of transition would be funded from future stimulus funding rounds from central government.</p>	V	V	V	The Three Waters Reform may significantly change the way the three waters services are delivered and funded and that this change will result in significant funding and resourcing implications for the rest of Council (refer also to assumption 7).	High	<p>Our Long Term Plan, Financial Strategy and Infrastructure Strategy have been prepared based on status quo, as at the time of writing we cannot reliably quantify what the impact of any changes may be. Regardless of how the entity is structured in the future, Council is focused on continuing to provide good value infrastructure for our community.</p> <p><b>Reasons for uncertainty:</b> At the time of writing, we know with some certainty that new legislation around how the three water services will be provided in the future is likely to come into effect during the life of this plan. The details of what this may look like and the timing if implementation is still highly uncertain, and therefore the impact on Levels of Service and financial forecasts remain unknown.</p> <p>It is expected that the next piece of legislation regarding setting up the new water service providers will be confirmed during 2021-22. If and when any new delivery model has been established through legislation, we may be required to undertake a Long Term Plan amendment and we will consult with our community accordingly.</p> <p><b>Financial Impact:</b> The current value of Council's three water assets is \$174 million (approximately 26% of Council's total assets). Annual rates revenue collected to maintain and renew these assets is approximately \$12.7 million (approximately 35% of Council's total annual rates revenue).</p> <p>Any changes to our balance sheets would potentially also impact on our ability to borrow and debt levels.</p> <p>In addition, it is likely that changes in the three waters will have significant on the remaining functions of Council (refer also to assumption 7).</p> <p>The Government's proposal (as of August 2020):</p> <ul style="list-style-type: none"> <li>• Entities with scale with between 100,000 and 1,000,000 connections</li> <li>• Asset ownership to transfer to new entities</li> <li>• New entities be established in law</li> <li>• Council to retain equity ownership</li> </ul>

	What we've assumed	How we've used this assumption			Risk	Level of uncertainty	Reasons for uncertainty and financial impacts
		Growth and demand	Lifecycle of assets	Levels of service			
							Council has signed a MOU with to work collaboratively on the preparation of setting up a new provider.
6.	<p><u>Resource Management Act 1991 Review</u> The Resource Management Review Panel was appointed by the Minister for the Environment in 2019 to review and provide recommendations on how to improve environmental outcomes and better enable urban and other development within environmental limits.</p> <p>Our Long Term Plan, in particular our Resource Consents and Monitoring and Strategies and Planning activities have been prepared based on status quo, as at the time of writing we cannot reliably quantify what the impact of any changes may be.</p> <p>Our asset management approach (for example applying for new resource consents) also assumes status quo, this will need to be revised once more detailed legislative changes are available.</p>	V		V	A major reform of the Resource Management Act 1991 may significantly change the way our spatial and strategic planning will be occur in the future.	High	<p>The review panel released its recommendations in June 2020 (<a href="https://www.mfe.govt.nz/publications/rma/new-directions-resource-management-new-zealand-report-of-resource-management-review">https://www.mfe.govt.nz/publications/rma/new-directions-resource-management-new-zealand-report-of-resource-management-review</a>). The key recommendations include that the Resource Management Act 1991 should be repealed and replaced with new legislation to be called the Natural and Built Environments Act. The review also recommends a new Strategic Planning Act to promote the social, economic, environmental and cultural wellbeing of present and future generations through long-term strategic integration of functions exercised under the Natural and Built Environments Act, Local Government Act, Land Transport Management Act and Climate Change Response Act.</p> <p>The recommendations from that report will not be considered by Government until after the 2020 General Election. It is therefore highly uncertain what, if any, of these recommendations will be pursued as part of any review of our environmental planning legislation.</p> <p>Annual rates revenue collected for the District is approximately \$12.7 million (approximately 35% of Council's total annual rates revenue).</p>
7.	<p><u>Local government structure</u> We have assumed that the structure of local government will remain the same and that no reorganisation process will occur during the life of the Long Term Plan.</p>			V	Reorganisation could occur, resulting in an amalgamation of councils and a review of functions within the Waikato Region.	Medium	<p>Reorganisation processes can be triggered by the community under the Local Government Act 2002. If this occurred we would need to respond to any proposal with a decision being made by the Local Government Commission.</p> <p>Reform can also be driven by Central Government. The proposed reforms to Three Waters Services and the Resource Management Act 1991 may result in significant changes to local government structure. At the time of writing, what these changes may look like is difficult to predict and therefore we are unable to quantify potential impact.</p>
8.	<p><u>Council's strategic direction</u> Council confirmed its strategic direction (Vision and Outcomes) to guide the Long-Term Plan and other strategic documents and policies in April 2020. The Long Term Plan, Financial Strategy and Infrastructure Strategy have a strategic focus on Council's five priority areas of enabling connected infrastructure, economic opportunities, healthy communities, environmental sustainability and vibrant cultural values.</p>	V		V	Council could decide to change its strategic direction.	Low	A clear strategic direction has been set for the Long Term Plan. It is expected that the Strategic Vision and Outcomes will be reviewed every three years to align with the Long Term Planning process and reflect the vision of the Council of the time. If Council's strategic direction changed any significant changes may result in a re-prioritisation in budget allocation and may require a consultation process.
9.	<p><u>Growth</u></p>	V	V	V	Growth could be higher or lower than	Low-medium	Growth, population and household projections are based on the



	What we've assumed	How we've used this assumption			Risk	Level of uncertainty	Reasons for uncertainty and financial impacts
		Growth and demand	Lifecycle of assets	Levels of service			
	<p><u>Population</u> The resident population of the district is projected to experience a medium rate of growth from 36,749 in 2021 to 38,968 by 2031 and 38,760 by 2051 which is an annual average growth rate of 0.6% and 0.2% respectively. Factors such as the aging population contribute to a projected decline in the average household size from 2.44 in 2021 to 2.40 in 2031 and 2.26 by 2051.</p> <p><u>Dwellings</u> The number of dwellings is projected to increase from 15,219 in 2021 to 16,325 by 2031 and to 16,897 by 2051. This is a 0.7% average growth rate from 2021 to 2031 and 0.4% average growth rate to 2051.</p> <p><u>Rating units</u> The number of rating units is projected to increase from 15,400 in 2021 to 16,100 by 2031 and to 16,700 in 2051. This is an annual average growth rate of 0.5% from 2021 to 2031 and 0.3% to 2051.</p> <p>Further details on the district population, dwellings and rating units are in Section 5 of this plan.</p> <p><u>Land use</u> The Long Term Plan has been prepared on the basis that the majority of growth in the district will be centred in the three urban areas, Matamata, Morrinsville and Te Aroha while the populations of the district's rural areas are projected to remain constant or to decline. Council has adopted town strategies that guide the planning and future development of the three main towns in the district, and adopted Plan Change 47 in 2017, reviewing the areas provided for development in our three main towns.</p> <p>Land use change projections (hectares) from 2013 – 2063 are described in more detail in the Financial Strategy.</p>				<p>projected due to an increase in births, a decrease in deaths a change in migration or other influences.</p> <p>Growth may also not occur in the areas where we have provided for development.</p>		<p>district's actual growth over the last 10 years, as well as assumptions about the rate of births, deaths and migration in the district. We have adopted a 'medium' growth scenario for the district as being the most appropriate for our long term planning. While these projections were developed over the period November 2019 to February 2020, using the best information available at the time and do not account for the effect of COVID-19, however in forming a recommendation of which scenario to adopt, the effect of COVID-19 has been considered.</p> <p>This is consistent with recommendations from Statistics New Zealand.</p> <p>The growth in rating units also has a direct impact on rates – if it is higher than projected, rates per property will be lower because we can spread our costs across more ratepayers. However, if it is lower than projected, the opposite occurs and rates would increase, because there would be less ratepayers to share the rating burden.</p> <p>The growth component of new capital projects is funded from development contributions. If growth doesn't occur at the rate predicted, revenue from development contributions will drop compared to budget and we may have to increase rates, borrow additional funds or reconsider the projects. The total value of growth projects in the plan is \$XXXX.</p>
10.	<p><u>Revenue from development contributions</u></p> <p>Using the growth data as a basis, we have assumed that over the next 10 years income from development contributions will occur at a steady rate over the life of the Long Term Plan. This is in line with the population projections noted above. We anticipate growth tapering off past the current 10 year time period.</p>	V		V	<p>Growth could be higher or lower than projected due to an increased in births, a decrease in deaths or a change in migration or other influences.</p> <p>Growth may also not occur in the areas where we have provided for development.</p>	Medium	<p>The growth component of new capital projects is funded from development contributions. If growth does not occur as predicted, revenue from development contributions will drop and we may have to borrow additional funds or reconsider the projects.</p> <p>Revenue from development contributions over the 10 year time period is XXX. An XX drop in growth would mean an XX reduction in development contributions revenue.</p>
11.	<p><u>Major industries</u></p> <p>There are a number of major industrial entities operating in the Matamata-Piako district that contribute significantly to our revenue streams including metered water and Tradewaste income, as well as income related to development.</p> <p><b>Assumption:</b> We have assumed (unless stated otherwise), that these major industrial</p>	V		V	<p>One or more of the major industrial entities could leave the district, or build their own infrastructure, reducing their reliance on Council, and reducing the revenue stream and potentially stranding Council assets.</p>	Low	<p><b>Reasons for uncertainty:</b> It is currently unknown what the full impact COVID-19 and the resultant global economic recession will have on the viability of existing large industrial trade waste users.</p> <p>The Waikato region experienced a significant drought in 2019/20, impacting the rural economy which relies on the services and products of Councils industrial trade waste customers. The region</p>



What we've assumed	How we've used this assumption			Risk	Level of uncertainty	Reasons for uncertainty and financial impacts
	Growth and demand	Lifecycle of assets	Levels of service			
entities will continue to operate and require the same services over the 10 years of the plan.						<p>has not completely recovered from the water deficit. The impact of future dry or drought conditions in the district may put pressure on the viability of Council's trade waste customers.</p> <p>Action for healthy waterways has resulted in the development of a new Freshwater NPS. The impact of the NPS on regional and district planning tools is likely to further limit discharge activities and encourage large industrial users to locate in urbanised areas to utilise Council infrastructure. The impacts of the NPS may also impact business growth plans held by Council's industrial trade waste customers relying on development of the rural economy.</p> <p><b>Financial Impact:</b> A significant drop in Tradewaste or metered water revenue would require either additional funding to be obtained through rates, or a reduction in the level of service provided.</p> <p><b>Approximately 75% of our metered water revenue and 73% of our Tradewaste revenue comes from our five main industrial users</b></p> <p>Council is currently reviewing the basis of trade waste fees and charges. These charges affect tankered waste primarily, with larger industrial trade waste users having individual trade waste agreements. An increase in trade waste fees may result in a reduction in demand from Council's septage reception service.</p>
<p>12. <u>Rating valuations</u> All properties in the district will be revalued in 2021 with new values taking effect from 1 July 2022 and every three years after that.</p>	V			It is possible that this process will change the incidence of rates (e.g. rural values may increase by a greater proportion than urban values).	Medium	No allowance has been made for the possible impact of changes in rating valuations in this plan. We have the opportunity to review this annually as part of the Annual Plan.
<p>13. <u>Funding of future replacement of significant assets</u> We have assumed that depreciation will fund the renewal of significant assets and loans will fund any shortfall if depreciation reserves have been exhausted.</p>			V	Funding will not be available to replace assets.	Low	<p>If loan funding for renewals is required above the level budgeted, this would also increase interest costs above what has been budgeted for.</p> <p><b>Each additional \$XXXX borrowed would increase interest costs by \$XXXX per annum and increase rates by X.XX%</b></p>
<p>14. <u>Assets – Useful life and asset information</u> The useful lives of assets are assessed in accordance with the depreciation rates as set out in our accounting policies. It is assumed that assets will be replaced at the end of their useful life on a 'like for like' basis (i.e. location, size) using the most appropriate materials available at the time the asset is renewed/replaced. There are a number of assumptions and estimates used when performing depreciated replacement cost valuations over infrastructural assets. Valuations of significant assets classes will be performed on an annual basis. Valuations will also be undertaken if we are concerned that values may have shifted significantly over any given period of time for the other assets. Planned asset acquisitions (as per the capital expenditure</p>		V		The physical deterioration and condition assessment used in the valuation of an asset could be at an amount that does not reflect its actual condition. This is a particular risk for those assets that are not visible, such as underground stormwater, wastewater, and water supply pipes.	Low	<p>There is no certainty that asset components will last for their design lives (expected lifespan). These have been identified through the National Asset Management Support Standards and experience to date indicates no significant errors.</p> <p>Asset replacement is budgeted at the expected end of their useful life and earlier replacement will result in a loss on disposal of any residual value. Earlier replacement could mean deferring other capital projects to remain within our self-imposed debt limits. This risk is minimised by performing a combination of physical inspections and condition modelling assessments of underground assets; estimating any deterioration or surplus capacity of an asset.</p>

	What we've assumed	How we've used this assumption			Risk	Level of uncertainty	Reasons for uncertainty and financial impacts			
		Growth and demand	Lifecycle of assets	Levels of service						
	programme) will be depreciated on the same basis as existing assets.  Details about data confidence and asset lives for the various asset groups are included in the relevant asset section of the Infrastructure Strategy.									
15.	<p><b>Inflation</b> The forecasted figures in this Long Term Plan have been adjusted to include inflation expectations over the next 10 years. The Infrastructure Strategy, which has a 30 year horizon, is also adjusted for inflation. Inflation forecasts were provided by Business and Economic Research Limited (BERL) in September 2020, who was contracted by the Society of Local Government Managers to provide such forecasts specifically for the local government sector for this purpose. We have used the Local Government Cost Index (LGCI) which has been developed based on components of both operating and capital expenditure. <b>The inflation factors below are applied on a cumulative basis. The average inflation factor applied over the 10 years of the Long Term Plan is X%. The average inflation factor used in the development of the Infrastructure Strategy for the following 20 years is X%</b></p>	V			Inflation occurs at rates much different than forecast.	Medium	<p>Inflation is affected by external economic factors that are outside of our control. There is no certainty that the forecasts will be accurate. If inflation is lower than projected, then additional funding may be required to maintain the existing levels of service.</p> <p><b>For example, if inflation in the 2022/23 year was X% higher than forecast, this would require an additional \$XXXX in funding.</b></p>			
16.	<p><b>Borrowing</b> We have assumed that we will have ready access to loan funds at competitive interest rates. Our strong balance sheet supports this assumption, and the Local Government Funding Agency provides more certainty and competitiveness in the local government sector. The projected average total cost of borrowing for each of the 10 years of the Long Term Plan is shown below. <b>These rates include the effect of forward starting interest rate swap contracts that are currently in place for years 1 to 8 of the plan.</b> The interest rate projection is driven by the current implied market 90-day bank bill rate over the next 10 years.</p>				Interest rates are higher than expected.	Medium	<p>There is no certainty that the forecasted interest rates will be accurate. If the forecasted interest rate proved to be significantly understated, then additional funding may be required to maintain existing levels of service. <b>An increase in the interest rate of X% would increase interest costs by \$XXXX and rates by X.XX%</b></p>			
17.	<p><b>Return on investments</b> The interest rate projections for cash investments shown below are</p>	V			Interest rates are lower than expected. The internal rate of interest could be much lower than forecast.	Low	<p>There is no certainty that the forecasted interest rates will be accurate. If the forecasted interest rate proved to be significantly overstated, then additional funding may be required to maintain are</p>			



	What we've assumed	How we've used this assumption			Risk	Level of uncertainty	Reasons for uncertainty and financial impacts
		Growth and demand	Lifecycle of assets	Levels of service			
20.	<p><u>Sales or transfer of assets</u> It is assumed throughout this plan that we will retain ownership of our significant assets and continue with the current Council Controlled Organisations.</p>		V		That the financial or nonfinancial objectives of holding strategic assets or Council Controlled Organisations are not achieved. The risk of loss is low.	High	<p>With the proposed Three Waters Reform, there is high uncertainty around future ownership of the three waters assets. At the time of writing the details of the reform are not yet known, and as such we have assumed that Council will retain ownership.</p> <p>Should specified returns not be attainable, we would review our investment. Such a review may have a financial impact. Any decision to sell or partially sell would be significant and a full proposal with options to be considered would be provided to the community for feedback as part of a consultation process.</p>
21.	<p><u>Levels of service</u> We have assumed that demand for our services and community expectations regarding the level of service we provide will not change significantly from what we have budgeted for. In developing this Long Term Plan we have also assumed that the current levels of service we provide will continue unless specifically stated otherwise.</p> <p>For some of our assets recent changes to legislation and the regulatory framework require us to change our levels of service. This is particularly true for the water supply services, where increasing environmental and health standards require improved water quality and improved security of water sources. Similar changes can be seen for wastewater and stormwater where increasing environmental standards require improved treatment of wastewater and stormwater before it can be disposed into the environment.</p> <p>The Rooding activity is also seeing the continued changes to the levels of service, with the implementation of One Network Road Framework. This is likely to see the levels of service for some roads improve and others decrease.</p>			V	External factors or budgetary constraints may adversely affect our ability to deliver intended levels of service. There are significant changes in customer expectations regarding demand for services or levels of service.	Low	<p>A number of factors may impact our ability to deliver our intended levels of service, such as financial constraints or a natural disaster. Expectations of the community may also change over time.</p> <p>Changes to levels of service may affect the scale and type of infrastructure and services we provide.</p> <p>Any significant changes to levels of service would require a proposal with options to be considered for feedback as part of a consultation process.</p>
22.	<p><u>Resource consents and environmental standards</u> We hold several resource consents for the activities that we undertake - mainly for taking water for our town water supplies, and discharging stormwater and treated wastewater from our networks. These consents are obtained from the Waikato Regional Council and are influenced by national policy – such as National Environmental Standards and National Policy Statements under the Resource Management Act 1991 framework.</p> <p><b>Assumption:</b> We have assumed that the conditions of resource consents for our activities will not be altered significantly during the life of the Long Term Plan.</p>	V		V	<p>Conditions of resource consent could be altered significantly and without allowing sufficient time for planning.</p> <p>Changing Environmental standards could increase costs and put pressure on the affordability of the services we provide.</p> <p>Community expectations of the Environmental performance of Council services could increase.</p>	Medium	<p><b>Reasons for uncertainty:</b></p> <p>The implementation of the Freshwater NPS as well as the future establishment of the Waihou-Piako and Thames-Coromandel Catchment Authority may potentially see future consent conditions becoming more onerous at the time of re-consenting.</p> <p><b>Financial Impact:</b> Resource consents are normally granted for long periods and are anticipated well in advance.</p> <p>However, the final costs of obtaining consents are difficult to predict (given the availability of appeals under the Resource Management Act 1991) and the impacts of changes to environmental standards on infrastructure investment and operation may be significant in the longer term. It is difficult to accurately predict the potential financial effects until the consenting/re-consenting process has begun.</p> <p>We have included renewing resource consents in our budgets, including XX% for potential additional requirements of consent</p>

	What we've assumed	How we've used this assumption			Risk	Level of uncertainty	Reasons for uncertainty and financial impacts
		Growth and demand	Lifecycle of assets	Levels of service			
							conditions.
23.	<p><u>Collaborative partnerships</u> Partly in response to the government's direction, we have budgeted in this Long Term Plan to work towards greater regional collaboration. However in preparing the Long Term Plan we have not assumed any cost savings (other than those from existing partnerships) in our budgets.</p>	V			Future legislative changes could require greater collaboration than we are planning for. Reviews of services may not result in collaboration, efficiencies or a reduction in costs.	Low	<p>An example of a partnership that has been established is the joint provision of rubbish and recycling services with the Hauraki and Thames-Coromandel District Councils, which has resulted in cost savings for the community. Work through WaiLASS and Regional Asset Technical Accord are other examples of regional collaboration.</p> <p>While we will continue to look for efficiencies and cost saving in the provision of our services the financial effects of this work are unknown. We have the ability to review budgets with the Annual Plan.</p>

## Minor corrections to the District Plan.

CM No.: 2355257

### Rāpopotonga Matua | Executive Summary

The purpose of this item is to inform Council that staff has identified minor typographical and grammatical errors within the District Plan. These minor errors are able to be amended under Section 20A of Schedule 1 to the Resource Management Act 1991 (RMA) without further formalities. This report seeks Council's approval to proceed with the changes to the District Plan as contained in the attached report.

### Tūtohunga | Recommendation

That:

1. **The report is received.**
2. **Council approves the minor corrections under Section 20A of Schedule 1 to the RMA to the District Plan.**

### Horopaki | Background

The attached report contains a series of administrative errors identified by staff when operating the Matamata Piako Operative District Plan. Part of the corrections were identified during Plan Change 47 – Plan your Town and Plan Change 53 – Settlements. We also noticed inconsistencies with Heritage sites in comparison with the lists provided by Heritage NZ and other corrections.

### Ngā Take/Kōrerorero | Issues/Discussion

The Resource Management Act 1991 allows Council to amend the District Plan to correct any minor errors without using the Schedule 1 process. The corrections are permitted under Section 20A of Schedule 1 to the RMA:

#### ***'20A Correction of operative policy statement or plan***

*A local authority may amend, without using the process in this schedule, an operative policy statement or plan to correct any minor errors.'*

We consider that all proposed amendments are minor typographical and grammatical errors in the Matamata-Piako Operative District Plan, and the corrections do not materially alter the substance, intent or application of any provisions. Furthermore, the proposed amendments are of neutral effect and do not prejudice the rights of any persons.

### Mōrearea | Risk

There are no potential risks for proceeding with the corrections. As mentioned above, the corrections do not materially alter the substance, intent or application of any provisions. The corrections are also neutral of effect and do not prejudice the rights of any persons.

### Ngā Whiringa | Options

Option 1

- That Council approves the minor corrections to the Operative District Plan.

Option 2

- That Council does not approve the corrections, keeping the typographical and grammatical minor errors within the Operative District Plan.

Recommended option:

Option 1 – To proceed with the corrections in order to achieve a more orderly Operative District Plan.

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

Section 20A of Schedule 1 to the Resource Management Act 1991.

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

There will be no further costs for Council to proceed with the District Plan corrections.

**Ngā Tāpiritanga | Attachments**

[A↓](#). Minor Administration Changes report v2 02.10.20

**Ngā waitohu | Signatories**

Author(s)	Joao Paulo Silva <b>RMA Policy Planner</b>	
Approved by	Ally van Kuijk <b>District Planner</b>	
	Dennis Bellamy <b>Group Manager Community Development</b>	





## Minor Corrections to the Matamata Piako Operative District Plan.

### 1 Background

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This report contains a number of minor administrative corrections to the Operative District Plan that were identified with Plan Change 47 - Plan Your Town, Plan Change 53 – Settlements (not operative), Heritage site descriptions not in alignment with Heritage New Zealand and other corrections. These corrections are permitted under Clause 20A of Schedule 1 to the Resource Management Act 1991 (RMA), which allows minor amendments to operative plans:

#### **20A Correction of operative policy statement or plan**

*A local authority may amend, without using the process in this schedule, an operative policy statement or plan to correct any minor errors.*

Several other admin changes, unrelated to the background, have also been included in this report to correct other minor errors which have been identified.

The corrections are identified by underlined yellow highlighting to indicate added text and yellow strikethrough for text which has been removed. All amendments are summarised below.

### 2 Corrections to Part B: Rules

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#### **Page 2:1 - Section 2.1, Guide to the Activity Table**

The District is made up of six seven zones.

1. Rural;
2. Rural-Residential 1 and 2;
3. Residential;
4. Industrial;
5. Business;
6. Kaitiaki (Conservation)

**Explanation:** Plan Change 47 introduced a second Rural-Residential zoning and it is recognised in this amendment.

**Page 2:3 - Section 2.2.1.5, Activity Table**

Activity	Rural	Rural-Res	Residential	Industrial	Business	Kaitiaki (Conservation)
1.5 Activities undertaken on known contaminated sites.	D	P-D	D	D	D	N/C

**Explanation:** The amendment corrects the existing permitted status to 'discretionary' for activities undertaken on known contaminated sites to ensure that the potential effects of any activity can be assessed. The existing permitted status is incorrect and is at odds with the requirements for all other zones. The correction is necessary to ensure accuracy within the plan.

**Page 3:2 - Section 3.1.2, Density**

Household density shall not exceed one dwelling per 450m<sup>2</sup> of net site area.

**Advice Note:** See Rule 4.13 for density and rule provisions for **Infill Residential Infill Areas**.

**Explanation:** Correction of two minor typographical errors.

**Page 3:2 - Section 3.1.3, Maximum building coverage**

~~(ii) Except that in an identified Structure Plan (Activity Table 2.2) total building coverage being the total roof cover of the site shall not exceed:~~

- ~~• 35% of the net site area for sites equal to or less than 1500m<sup>2</sup>~~
- ~~• 25% of the net site area for sites greater than 1500m<sup>2</sup>~~

**Explanation:** The amendment removes provisions relating to the "Precinct F" Structure Plan which was deleted as part of Plan Change 47.

**Page 3:10 - Section 3.4.5, Shop Frontage Areas**

- (i) Verandahs shall be provided at the time of development or redevelopment of all sites within the areas defined on the Planning Maps as "Shopping Frontage".)

**Explanation:** The amendment corrects a minor grammatical error.

**Page 4:9 - Section 4.13.3, Non-Complying Activities – Residential Infill**

**Explanation:** The amendment corrects a minor grammatical error by the inclusion of a formerly omitted word.

**Page 4:10 - Section 4.13.5, Restricted Discretionary Assessment Criteria**

Council has reserved control restricted discretion and may impose conditions in respect of the following matters:

**Explanation:** The amendment corrects the erroneous reference to a matter of control.

**Page 5:9 – Section 5.4, Lighting and glare**

i. At no time between 7.00am and 10.00pm shall any outdoor lighting be used in a manner that causes an added illuminance in excess of 125 lux, measured horizontally or vertically at the boundary of any **adjoining** non-Industrial zoned site ~~adjoining~~.

**Explanation:** The amendment is a minor correction to the text and provides for an easier understanding of the rule.

**Page 6:1 – Section 6 Subdivision, 6.1 - Activity Table**

(e)	Subdivision with one or more new vacant developable lots adjoining:	See 6.3.112	See 6.3.112	See 6.3.112	See 6.3.112	See 6.3.112	See 6.3.112
	<ul style="list-style-type: none"> <li>Any state highway, or</li> <li>A railway line included in the definition of "regionally significant infrastructure"</li> </ul>						

**Explanation:** The amendment corrects a minor error in the reference number contained in the table linking rule 6.1.(e) to rule 6.3.11 (previously referred as 6.3.12).

**Page 6:9 - Section 6.3.4, General Quality Soils (Controlled activity and Restricted-Discretionary **activity**)**

**Explanation:** The correction of a minor grammatical error by the inclusion of a formerly omitted word.

**Page 10.1 - Section 10.1.3, Protected Trees within Part A of Schedule 3**

- (b) The removal of dead, damaged or diseased limbs of any tree when undertaken by an arborist on the Council list of qualified arborists, in compliance with Section **10.3.1 10.2.1**
- (c) The removal of any tree that is dead, dying or terminally damaged by disease or natural causes in compliance with Section **10.3.1 10.2.1**
- (d) The removal of limbs from any tree to provide for pedestrian and traffic safety in compliance with Section **10.3.1 10.2.1** when undertaken by an arborist on the Council list of qualified arborists.
- (e) The emergency removal of any tree where there is an imminent threat to life or property, in compliance with Section **10.3.1 10.2.1**
- (h) Removal of any tree (excluding those trees that meet the provisions of **2c 3c** and **2e 3e**)

**Explanation:** The changes correct a typographical error referring to a table modified as part of Plan Change 47. Sections 10.2.1 and 10.3.1 have been included below for reference. (Section 10.2.1 itself includes an error which is recorded on the following page of this report).

**10.2.1 Tree Protection**

For the permitted activity rules which are subject to compliance with this performance standard, a report from a qualified arborist on Council's list of approved arborists shall be



lodged with Council a minimum of 10 working days prior to any works commencing, with the exception of works to be undertaken in accordance with Rule 10.2.2(e), in which case the report can be submitted within 5 working days of any works being undertaken.

The report shall:

- (a) Document the rationale for the works; and
- (b) Include photos of the tree before the works; and
- (c) Where the tree is to be retained, assess the impact of the works on the long term health and vitality of the tree.

**10.3 Restricted Discretionary Activity Criteria**

For activities which are a Restricted Discretionary Activity in accordance with Rule 10.1, Council has reserved control and may impose conditions in respect of the following matters:

**10.3.1 General**

- (a) Whether the proposal has adverse effects on the scheduled resource and the measures taken to avoid, remedy, or mitigate potential adverse effects;
- (b) The necessity for the proposed works or activity and any alternative methods and locations available to the applicant for carrying out the work or activities;
- (c) Whether the proposed activity detracts from the intrinsic value of the resource;
- (d) Whether the works or activity would wholly or partially nullify the effect of scheduling the resource;
- (e) Whether there is any change in circumstance that has resulted in a reduction of the value of the resource since it was scheduled in the plan.

**Page 10.2 - Section 10.1.5, Unscheduled Significant Natural Features**

<b>5. 6. Unscheduled Significant Natural Features</b>	
Damage, alteration or destruction of any significant indigenous vegetation or habitat or indigenous fauna meeting any one of the criteria of Appendix 1, Clause 5 (i) or to (xi).	D

**Explanation:** The first amendment corrects the duplication of rule number 10.1.5, the number of which had been used in error in both the title of this rule and its immediate predecessor.

The second amendment, the substitution of “or” with “to”, ensures that a reference to all 11 criteria in Clause 5 of “Appendix 1: Evaluation Criteria for scheduled natural environment and heritage resources and protection of other items” are included in the rule, rather than just (i) and (xi) which are merely the first and last criteria.

Clause 5 states that “Significant natural features in the District are assessed using eleven criteria”. This supports the above amendment ensuring that all 11 criteria can be considered, rather than just two of them. Furthermore, it is illogical to include the other nine ‘significant natural features’ criteria in Clause 5, if they are not to be considered in rule 10.1.6., the title of which refers explicitly to “Significant Natural Features”.



**Page 10.3 - Section 10.2.1, Tree Protection**

For the permitted activity rules which are subject to compliance with this performance standard, a report from a qualified arborist on Council's list of approved arborists shall be lodged with Council a minimum of 10 working days prior to any works commencing, with the exception of works to be undertaken in accordance with **Rule 10.2.2(e)**, **10.1.3(e)**, in which case the report can be submitted within 5 working days of any works being undertaken.

**Explanation:** The amendment corrects a typographical error referring to a table modified as part of Plan Change 47.

**Page 11:1 - 11.2, Activity Table**

Activity	All zones
<b>1. All Natural Hazard Areas</b>	
1. Any use, development... to 8.2.1.7.	D
<b>2. Flooding, Retention Ponds and Spillways</b>	
1. Any use, development... overland flow path.	D
2. Any use, development... the planning maps.	PRHB
3. Any use, development... to 8.2.1.7.	D
<b>3. Fire Hazard Buffer</b>	
1. Erection of habitable... Fire Hazard Buffer".	C

**Explanation:** The amendment includes sub-section numbering within the activity table to ensure each clause is distinct and can be identified individually.

**Page 15:8 - Section 15, Definitions**

“Minor” means, in relation to Table **40.2 10.1**, the repair of materials by patching, piecing-in, splicing and consolidating existing materials and including minor replacement of minor components such as individual bricks, cut-stone, timber section, tiles, and slates where these have been damaged beyond reasonable repair or are missing. The replacement should be of the original or similar material, colour, texture, form and design as the original it replaces and the number of components replaced should be substantially less than existing.

**Explanation:** The amendment corrects a typographical error referring to a table modified as part of Plan Change 47.

**Page 15:9 - Section 15, Definitions**

~~“Neighbourhood Node” is a single or small grouping of retail and commercial activities premises (generally comprising a cluster of between 2 and 8 premises) that service the day-to-day needs of the local community. These premises should be focused on activities providing a convenience function.~~

**Explanation:** Plan Change 47 disestablished “Neighbourhood Nodes” so the phrase is now redundant.

**Pages 1-6 - Schedule 1: Heritage sites**

**Explanation:** The amendment ensures Schedule 1 of the District Plan is consistent with the List. It reflects a change made to the List by Heritage New Zealand. The changes are made to improve the accuracy of technical information that helps to identify the properties in question.

Schedule 1: Heritage sites						
See Appendix 1 for evaluation criteria						
Sit e ref	Name	Location	Object/place	HPT registration	Map no	Legal description
2	Rawhiti Rest Home House (Former)	15 Gordon Terrace Matamata	Dwelling	II	32	Lot 1 DPS 51286 Part Lot 7 DPS 20292
3	Bank of New Zealand (Former)	59 Arawa Street Matamata	Bank Building	II	32	Part Lot 2 DP 14560 and Section 4 Block VI Matamata township
4	Cleavedale	72 Hinuera Road West Matamata	Dwelling	II	34	Part Lot 1 DPS 5900
5	Former Firth Tower Museum - Methodist Church	Firth Tower Museum Tower Road Matamata	Church	II	40	Lot 1 DPS 19768 and Lot 1 DPS 40537 (Historic Reserve)
6	Firth Tower Homestead McCaw Homestead (Former)	Firth Tower Museum Tower Road 266A Tower Road, Firth Tower Museum, Matamata	Dwelling	II	40	Lot 1 DPS 19768 and Lot 1 DPS 40537 (Historic Reserve)
7	Firth Tower Museum - Firth's Tower	Firth Tower Museum Tower Road Matamata	Tower Building	I	40	Lot 1 DPS 19768 and Lot 1 DPS 40537 (Historic Reserve)
8	Former Firth Tower Museum - Gordon (Armadales) School Building	Firth Tower Museum Tower Road Matamata	School Building	II	40	Lot 1 DPS 19768 and Lot 1 DPS 40537 (Historic Reserve)
9	Firth Tower Museum - Jail Building	Firth Tower Museum Tower Road Matamata	Jail Building	II	40	Lot 1 DPS 19768 and Lot 1 DPS 40537 (Historic Reserve)
10	Former Okeroire Firth Tower Museum - Post Office Building	Firth Tower Museum Tower Road Matamata	Post Office Building	II	40	Lot 1 DPS 19768 and Lot 1 DPS 40537 (Historic Reserve)
24	Nottingham Castle Hotel	Corner Studholme and Thames Streets Morrinsville 41-43 Studholme Street, Morrinsville	Hotel	I	28	Lot 14 and 15 DP 180
25	World War I Memorial	Kenrick Street and Church Street Te Aroha	Monument	II	22a	Road Reserve Legal Road, South Auckland Land District
26	Hazelwood Private Hotel (former Boarding House)	11 Boundary Street Te Aroha	Dwelling	II	22a	Section 2 block XXVIA Town of Te Aroha

35 Kenrick Street - PO Box 266 - Te Aroha 3342 - www.mpdc.govt.nz  
Morrinsville & Te Aroha 07 884 0060 - Matamata 07 881 9050 - Fax 07 884 8865



28	Former Magistrates Court House Te Aroha Arts Centre (Former Courthouse)	49 Rewi Street Te Aroha	Community Arts Centre	II	22a	Section 7 Block XVI Town of Te Aroha
29	St Mark's Church (Anglican)	Corner Kenrick and Church Streets Te Aroha 7 Kenrick Street, Te Aroha	Church	II	22a	Part Lot 1 DPS 41318
31	St David's Union Church Co-operating Parish (Presbyterian and Methodist)	Corner Burgess and Church Streets Te Aroha 32 Church Street and Burgess Street, Te Aroha	Church	II	22a	Lot 2 DPS 64826
41	Grand Tavern	Corner 81-83 Whitaker Street and Rolleston Street, Te Aroha	Tavern	I	22a	Sections 7, 8 9 and 10 Block I Town of Te Aroha
42	Mokena Restaurant and Bar	Church Street Te Aroha	Restaurant and Bar	II	22a	Sections 3, 5 and Part Section 6 block VIII Town of Te Aroha
43	St Joseph's Church (Catholic)	Corner Burgess and Whitaker Streets Burgess Street and Centennial Avenue Te Aroha	Church	II	22a	Part Section 83 and 84 block LIII Town of Te Aroha
44	Former Te Aroha Borough Council Chambers	43 Rewi Street Te Aroha	Library	II	22a	Sections 1 and 2 Block XVI Town of Te Aroha
46	Former Post and Telegraph Office	111 Whitaker Street and Boundary Street Te Aroha	Residence	II	22a	Section 17 Block 1 Town of Te Aroha
47	Gardener's Department of Conservation Cottage	Hot Springs Domain Te Aroha	Department of Conservation Visitor's Centre	II	22a	Section 16 Block IX Aroha SD
48	No. 2 Bath House	Whitaker Street, Te Aroha Hot Springs Domain, Te Aroha	Pool	II	22a	Section 16 block IX Aroha SD
49	Gazebo over No. 15 Spring	Whitaker Street, Te Aroha Hot Springs Domain, Te Aroha	Mineral Water Spring and Shelter	II	22a	Section 16 block IX Aroha SD
50	Band Rotunda	Whitaker Street, Te Aroha Hot Springs Domain, Te Aroha		II	22a	Section 16 Block IX Aroha SD
52	Maori No 7 Bath House	Whitaker Street, Te Aroha Hot Springs Domain, Te Aroha	Bath House	II	22a	Section 16 Block IX Aroha SD
53	Cadman Bath House (Former) Building (Bath House)	Whitaker Street, Te Aroha Hot Springs Domain, Te Aroha	Museum	II	22a	Section 16 Block IX Aroha SD
54	Tea Kiosk House	Whitaker Street, Te Aroha Hot Springs Domain, Te Aroha	Domain House Restaurant	II	22a	Section 16 block IX Aroha SD

62	Hinuera Church (Interdenominational) (Anglican and Presbyterian)	Main Road State Highway 29 Hinuera	Church	II	42	Lot 1 DP 12027
63	Former Creamery (Former)	Main Road 265 Walton Road Walton		II	39	Lots 2, 3 and Part 4 DP 13565
66	Piarere School (Technical Institute)	State Highway 29 Piarere		II	16	Section 156 block XVI Cambridge SD
70	Kauhanganui Maori Parliament Building	Rukumoana Marae Morrinsville-Kiwitahi Road Rukumoana Kiwitahi	Marae Building	I	30	Te Au O Waikato 7E1 Block X Maungakawa SD
72	Annandale	3074 State Highway 26 Hillcrest-Kopu Morrinsville	Dwelling	I	7	Lot 2 DPS 5141
73	Semi-Detached Dairy Workers' Houses	1-6 Esk Street Waitoa	Dwelling (x3) Exterior Only	II	24	Lot 4, 5 and 6 DP 5555
74	Russell's Garage	Main Road 4342 State Highway 26 Waihou	Garage and Service Station	II	23	Lot 2 DP 60, Lots 2A and 219 DP 112
75	Ex-Anglican Church (St Marks Te Aroha) Waihou Undenominational Memorial Church	7 Second Avenue Waihou	Church	II	23	Lots 158 and 159 DP 60 Town of Waihou (CT SA32/72), Pt Te Kapura 3503 Blk and Waiheka 33409 Blk (CTs SA15/160, SA15/161) South Auckland Land District
76	Waihou Emporium Building Dick Lewis Emporium (Former)	Main Road 4359 State Highway 26 Waihou	Shop	II	23	Lot 2 DPS 30209
82	Wairongomai Valley Mines Piako Tramway	Wairongomai Valley	Battery, tramway, water race, tailings site, stone crusher, portal, prospecting trench, open stop, etc.		6	Kaimai Mamaku Forest Park, Block XI Katikati SD, Part Section 79, Sections 63 and 68 Block XII Aroha SD
83	Historical House	3 Centennial Avenue Te Aroha	Dwelling	II	20, 22a	Sec 150 Blk LIII Town of Te Aroha Township

## Page 32 – Schedule 5: Sites subject to a Development Concept Plan

### De Gussa

~~Lot 2 DPS 51800, Block VI, Maungakawa SD.~~

**Explanation:** The deletion corrects an error in Schedule 5 by removing “De Gussa” as it was included in error because there is no corresponding Development Concept Plan.

## 3 Corrections to Part C: Maps and Plans

### Totara Springs Development Concept Plan

Key:

~~Protected Trees~~

~~see: Schedule 1, Register No. 112~~

~~Outstanding or Significant Natural Feature~~

~~see: Schedule 3, Part B, Register No. 112~~

**Explanation:** An entry on the Totara Springs DCP’s key, referring to “Protected Trees”, has been updated to reflect the change to Schedule 3 of the District Plan as a result of Plan Change 48: Protected Trees. Register No. 112, which was formerly recorded as part of the Schedule 1 “Protected Trees” is, as a consequence of Plan Change 48, now recorded in Part B - “Outstanding or Significant Natural Features and other protected items”.

### District Plan maps 6, 7, 14, 15, 18, 22, 26 and 28

~~“Scheduled Site See DCP, Schedule 5”~~

~~DCP~~

**Explanation:** The amendment to each of the above District Plan maps will remove the phrase “Scheduled Site See DCP, Schedule 5” from a number of sites subject to a Development Concept Plan (DCP). The substitution of this phrase with “DCP” will ensure a consistent approach across all DCP sites displayed on the District Plan maps.

### District Plan map 28

Re-locate designation 13 to Lot 1 DP 523711.

**Explanation:** The District Plan Map was updated to include the new designated site (13) in a temporary location until the new title was issued for Lot 1 DP 523711. As a result, the new title has been issued so need to place the designated site in the correct location.

# Hamilton & Waikato Tourism - Annual Report 1 July 2019 to 30 June 2020

CM No.: 2355692

## Rāpopotonga Matua | Executive Summary

10.00am Jason Dawson, Chief Executive, Hamilton & Waikato Tourism Limited (HWTL) in attendance presenting on HWTL Annual Report 1 July 2019 to 30 June 2020.

Attached to the agenda is HWTL Annual Report

Hamilton & Waikato Tourism (HWT) have seven performance targets which are set in the 'Schedule of Services for Local Government 2019-2020'. Due to the impacts of COVID-19 on the closure of international borders and domestic travel restrictions during lockdown, some of the performance targets were not achieved.

## Tūtohunga | Recommendation

That:

1. The information be received.

## Horopaki | Background

As part of its 2011/12 Annual Plan and subsequent 2012-22 Long Term Plan process, Council identified funding of \$100,000 per year for HWTL to undertake tourism initiatives for the benefit of the district. As part of its subsequent 2015-25 Long Term Plan process, Council increased its funding to \$150,000 per year for HWTL to undertake expanded services in the tourism area. This funding has continued to be provided every financial year since.

A Service Level Agreement was entered in to between Council, HWTL and the neighbouring councils to fund the initiative.

The Annual Report relates to the schedule of services and key performance indicators to be achieved by HWTL under the current Service Level Agreement.

## Analysis

### Analysis of preferred option

That the information be received.

### Legal and statutory requirements

The Annual Report relates to the schedule of services and key performance indicators to be achieved by HWTL under the current Service Level Agreement.

### Impact on policy and bylaws

There are no policy or bylaw implications.

### Consistency with the Long Term Plan / Annual Plan

Council has allocated funding in each year of the Long Term Plan for 2018-28.

### Impact on Significance and Engagement Policy

This matter is not considered significant.

### Contribution to Community Outcomes

Our future planning enables sustainable growth in our District.

## Financial Impact

#### i. Cost

Council's share of funding under the current Service Level Agreement is \$150,000.

#### ii. Funding Source

This is funded from the general rate.

## Ngā Tāpiritanga | Attachments

[A↓.](#) MATAMATA-PIAKO DC - HWT Annual Report 2019-2020

## Ngā waitohu | Signatories

Author(s)	Stephanie Glasgow <b>Committee Secretary and Corporate Administration Officer</b>	
Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

# Hamilton & Waikato TOURISM

## Annual Report to Matamata-Piako District Council 1 July 2019 – 30 June 2020

Hamilton & Waikato Tourism (HWT) is the region's Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend.

Hamilton & Waikato Tourism is a subsidiary company under the Council Controlled Organisation (CCO) of Waikato Regional Airport Limited. It has a commercial board with Annabel Cotton as its Chair.

HWT is funded through a public/private partnership with the region's tourism industry and seven local authorities including Hamilton City and Matamata-Piako, Ōtorohanga, Waikato, Waipā, Waitomo and South Waikato Districts.

### Key highlights 2019-2020





## Executive summary

Following another buoyant tourism and events season for the Waikato from July 2019 to January 2020, the visitor sector was initially impacted from 3 February when New Zealand began implementing border restrictions with China in response to COVID-19. On 19 March 2020, the borders were closed to all except returning New Zealanders. The subsequent Level 4 lockdown (26 March to 26 April) effectively stopped all international and domestic tourism, with the exception of some longer-term international visitors who had arrived before the borders closed.

Waikato's visitor economy was effectively shut down overnight and impacted a range of businesses including tourism operators, transport providers, accommodation, hospitality, retail, conference and event organisers, venues, caterers and suppliers.

On 27 April, New Zealand moved to alert level 3, partially lifting lockdown restrictions but continuing to ban inter-regional travel. On 13 May the country moved to alert level 2, which permitted inter-regional travel, allowing for domestic tourism, while retaining physical distancing and gathering size limits. The remaining domestic restrictions were lifted upon the move to alert level 1 on 9 June, but the border has remained closed to foreign nationals.

Impacts were swift, significant and severe. The region's annual visitor expenditure has declined since the March 2020 lockdown to \$1.417 billion for the year ending June 2020, an 11% decrease on the previous year. International visitors contributed an estimated \$306 million to the region, while domestic travellers injected \$1.111 billion into the Waikato's economy.

Despite the decline, our national rankings are holding with the Waikato regional tourism region maintaining fifth largest in New Zealand for international visitor expenditure behind Auckland, Christchurch, Queenstown and Wellington. We are still the fourth largest region for domestic visitor expenditure behind Auckland, Christchurch and Wellington.

Prior to COVID-19, around 75% of visitors to the Waikato region were from domestic travellers. With around 2.6 million people living within a three-hour drive radius of Hamilton and the Waikato region, we were already a significant domestic drive market for the Upper North Island.

The Waikato also scored the second highest level of domestic visitors during the recent July school holidays (4 – 19 July 2020) across New Zealand in a recently published report by Data Ventures. This followed the success of domestic travel returning into the region during Queen's Birthday weekend.

According to the report, Waikato achieved 19% growth in domestic visitor numbers during the July 2020 school holidays compared to July 2019, with an average of 55,140 domestic travellers visiting during the holidays, compared to 46,350 visitors this time last year. We were only second in the country to Auckland who attracted 79,160 domestic visitors into their region.

Hamilton & Waikato Tourism has been relentless in leading the restart and rebuild strategy for Waikato’s visitor economy. From supporting our tourism and event businesses through the initial lockdown, lobbying for additional Government support and now working hard to attract domestic visitors back to the region post-COVID, we’ve launched a number of marketing campaigns targeting the leisure, business and events market in key ‘drive and fly’ markets.





Waikato residents positively responded and supported our ‘Mighty Local’ campaign during Alert Levels 3 & 4. We are now executing an ‘Open for Exploration’ campaign in the leisure market for domestic travellers outside of the Waikato, the ‘Mighty Welcome’ campaign in the business events market and a new ‘deals’ section on our website [www.waikatonz.com](http://www.waikatonz.com) are helping to drive increased visitation and spend.











The only national ‘bed nights’ measurement tool, the Commercial Accommodation Monitor provided by the Ministry for Business, Innovation and Employment and StatsNZ, ceased in September 2019. The replacement data set called the Accommodation Data Plan (ADP) will be able to report on commercial accommodation bed nights, occupancy and length of stay. The first report will be made available in September 2020.

The business event insights research programme is also being redeveloped which will enable us to report on the economic impact of the lucrative meetings, conference and exhibitions sector for the region. Every conference we can secure for Hamilton and Waikato is significant for the region, regardless of the sector or size. Conference delegates are also influenced to return for a future holiday based on their positive Waikato experiences. A delegate attending a business event is worth twice as much of a leisure traveller to the region, with an average delegate per night value of \$292 per night for international delegates and \$480 per night for domestic delegates (MBIE Business Events Delegate Survey YE Dec 2019).

## Performance targets

Hamilton & Waikato Tourism (HWT) have seven performance targets which are set in the ‘Schedule of Services for Local Government 2019-2020’. Due to the impacts of COVID-19 on the closure of international borders and domestic travel restrictions during lockdown, some of the performance targets were not achieved.

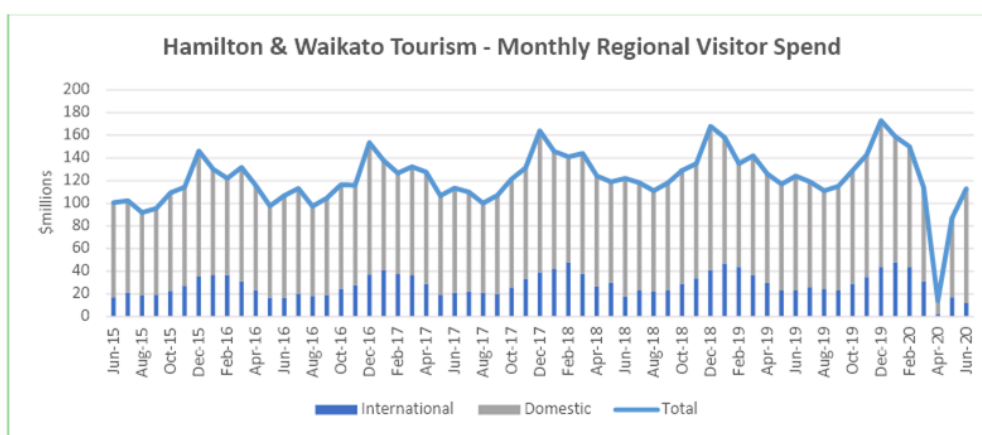
Measure	Result
 <p><b>Visitor nights</b> 5% increase of total visitor nights’ vs national</p>	 <p><b>6.1%</b> for Waikato <b>1.2% national growth rate</b> (Year ending September 2019 – new measurement tool due September 2020)</p>
 <p><b>Visitor spend</b> 5% increase in visitor spend across the region</p>	 <p><b>11%</b> decrease on 2018-2019 <b>\$1.417 billion annual expenditure</b> (Year ending June 2020)</p>

Measure	Result															
 <p><b>Conventions, incentives &amp; business events</b> Grow market share of business events from 9% to 10%</p>	 <p><b>10.1% market share</b> Fourth largest region behind Auckland, Wellington &amp; Christchurch (Year ending June 2019. New contract commences 1 July 2020)</p>															
 <p><b>Visitor awareness &amp; perception</b> Improve by 1 point, including Waikato residents</p>	 <p><b>7.5/10</b> likelihood to recommend as a place to visit (2018 = 7.2/10; 2019 = 8/10) (Year ending June 2020)</p>															
 <p><b>Website &amp; social media: waikatoz.com</b> 5% digital engagement on 2019-20</p>	 <p><b>21.16%</b> Industry engagement rate 1.5% (For the year July 2019 - June 2020)</p>															
 <p><b>Industry investment</b> \$450,000 of industry contribution towards marketing activities &amp; campaigns</p>	 <p><b>\$323,000</b> international &amp; domestic campaigns, trade show investment, famil in-kind contributions &amp; visitor guide sales (Year ending June 2020)</p>															
 <p><b>Return on investment</b> Total visitor spend per dollar of HWT spend</p>	 <p><b>\$1,141</b> (\$1,268 June 2019) Visitor spend per dollar of council funding provided (\$1.24m) <b>ROI return for Matamata-Piako:</b> For every \$1 of council funding invested generates \$867 return <b>ROI regional comparison:</b></p> <table border="1"> <thead> <tr> <th>REGION</th> <th>ROI</th> <th>Council investment</th> </tr> </thead> <tbody> <tr> <td>Auckland</td> <td>\$307</td> <td>\$23.8m</td> </tr> <tr> <td>BoP</td> <td>\$484</td> <td>\$2.1m</td> </tr> <tr> <td>Taupo</td> <td>\$311</td> <td>\$1.95m</td> </tr> <tr> <td>Rotorua</td> <td>\$167</td> <td>\$4.3m</td> </tr> </tbody> </table> <p>(Year ending June 2020) (Year ending June 2020)</p>	REGION	ROI	Council investment	Auckland	\$307	\$23.8m	BoP	\$484	\$2.1m	Taupo	\$311	\$1.95m	Rotorua	\$167	\$4.3m
REGION	ROI	Council investment														
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Rotorua	\$167	\$4.3m														

## Visitor statistics and expenditure

Compared to 2019, tourism spending dropped across all regions for the year ended June 2020. The West Coast region experienced the biggest decline, with a 20% drop in annual spend. The Hawke's Bay and Taranaki regions had the smallest declines in annual tourism spending, both down 8.0%. The entire Waikato region performed well with a decline of only 7% in Coromandel, and 10% for the rest of Waikato including Taupō. In comparison, Rotorua suffered a 16% decline in visitor expenditure.

Following a rebound in May, domestic tourism increased further in June and, in some regions, exceeded June 2019 spending. For the Waikato, we achieved a 7% increase in visitor expenditure for June 2020, compared to a 6.6% uplift for the same month last year.



Source: Monthly Regional Tourism Estimates, MBIE (June 2020)

It is important to note that while domestic tourism expenditure is doing well when compared with the same period last year, the month of June is usually regarded as part of the tourism low season, with historically lower expenditure than other months of the year.

As a region, we've always bucked low season trend in June every year due to the hosting of National Fieldays at Mystery Creek which was delivered online this year. Taking this into account, our region performed well considering the loss of our region's most iconic major event and relying solely on the domestic visitor market.

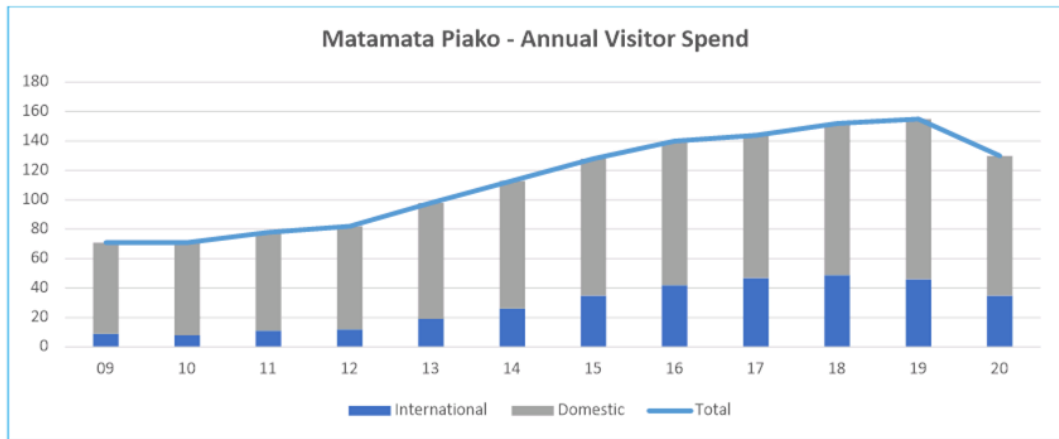
Total domestic tourism expenditure for New Zealand in June 2020 was \$1.225 million, 2% below 2019 spending, although it was six times higher than during the level 4 lockdown in April.

It has been pleasing to see domestic business and leisure travellers return to the region and continue to spend, especially given the competition in overall consumer spending with consumables up 11% and motor vehicles up 26% during the month of June.



### Visitor expenditure in Matamata-Piako District

Annual visitor expenditure for Matamata-Piako district suffered the largest decline for the Waikato region with 20% reduction in annual visitor expenditure. In comparison, Waitomo District declined 15% for the 2019-20 financial year, with Otorohanga District achieving the smallest decline for the region at 4.0%.

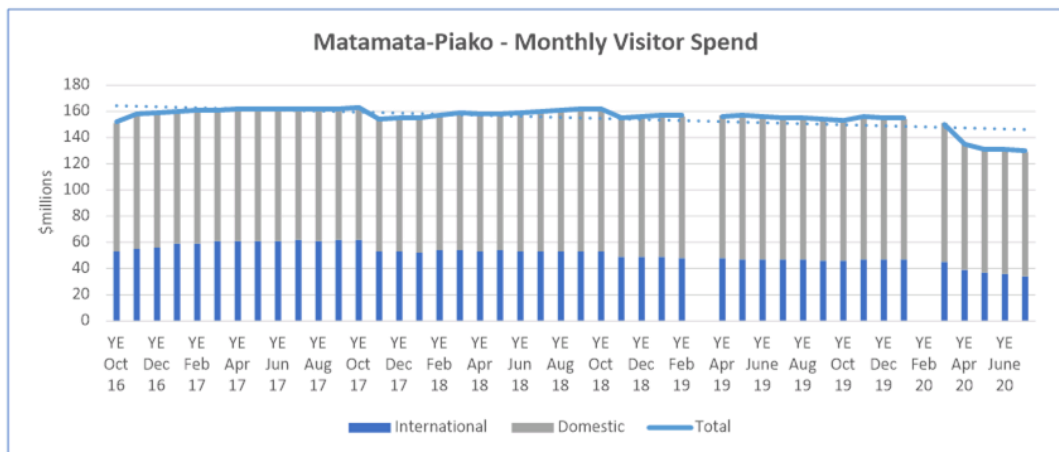


Source: Monthly Regional Tourism Estimates, MBIE (June 2020)

For the year ending June 2020, the visitor economy injected \$131 million into Matamata-Piako District's economy, with \$94 million generated by domestic visitors and \$36 million from international travellers.

Monthly visitor expenditure data is measured by the Ministry of Business, Innovation and Employment (MBIE) in the Monthly Regional Tourism Estimates (MRTE).

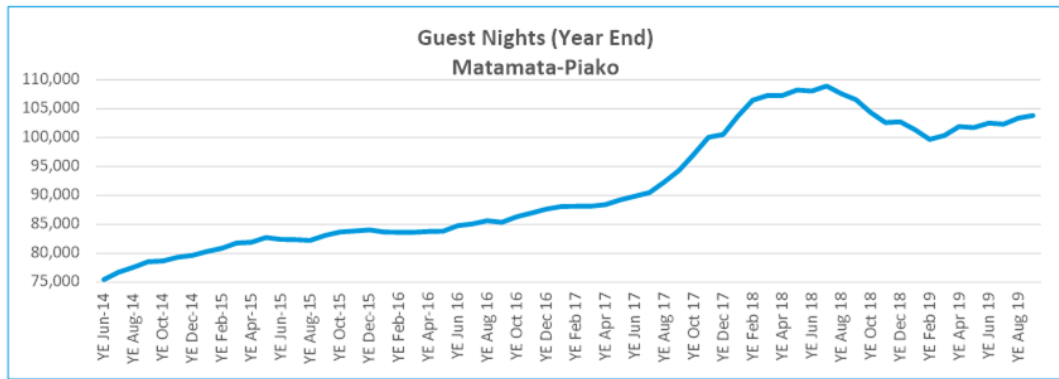
*Note: There was no MRTEs for individual Territorial Authorities in March 2019 and February 2020.*



Source: Monthly Regional Tourism Estimates, MBIE (June 2020)

### Commercial accommodation in Matamata-Piako District

Commercial guest nights (hotels, motels, backpackers & holiday parks) for Matamata-Piako district peaked at 103,847 commercial guest nights (year ending September 19); a slight 2.6% decline from 2018.



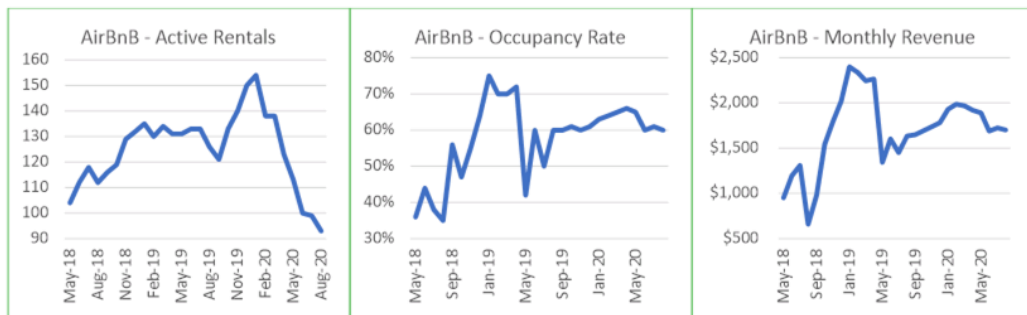
Source: Commercial Accommodation Monitor, Stats NZ (September 2019)

The only national ‘bed nights’ measurement tool, the Commercial Accommodation Monitor provided by the Ministry for Business, Innovation and Employment and StatsNZ, ceased in September 2019, which is the last recorded dataset for the region. The replacement data set called the Accommodation Data Plan (ADP) will be able to report on commercial accommodation bed nights, occupancy and length of stay. The first report will be made available in September 2020, with July data.

### Non-commercial accommodation in Matamata-Piako District

Matamata-Piako district also had 100 properties listed on AirBnB during June 2020 as alternative accommodation to the traditional commercial offerings. This has declined from 133 listings (down 33) in June 2019 due to the impacts of COVID-19.

These properties experienced 60% occupancy during June 2020. For the 12 months July 2019 to June 2020, the average occupancy rate for AirBnB properties in Matamata Piako is 60%.





## Trade & leisure marketing

### International marketing

The 'Explore Central North Island' (ECNI) international marketing alliance (including Waikato, Rotorua, Taupō, Coromandel, Bay of Plenty, Ruapehu and Hawke's Bay regional tourism organisations) has undertaken several key activities in the July-Dec period including a North American sales mission in October to train key travel wholesalers and sellers (170 agents trained) and a joint online marketing campaign with Tourism NZ's US office.

Profile of the Waikato has continued in Tourism New Zealand's 'Good Morning World' campaign which features a 'Good Morning World' message each morning from local tourism operators and people. During this summer period regional destinations Raglan, Hobbiton Movie™ Set, Hamilton and South Waikato have been showcased. By having the Waikato featured throughout the campaign is an effective way to showcase the region and our people on a global stage, plus help inspire more travellers to visit our part of the country.

There was a concentrated period of trade training and famils towards the end of 2019. Several of Tourism New Zealand's famils originally scheduled for March 2019 were postponed due to the Christchurch Mosque attacks and reconvened in October-November 2019.

Two of these famils included the Australia mega famil (100 agents) and South East Asia mega famil (60 agents). HWT participated in these mega famils through the agent training days and famil group hosting, while also training 138 agents in Australia during December as part of a Tourism New Zealand roadshow. We also hosted a number of other Tourism New Zealand and wholesaler trade famils traveling through the region.

From late January 2020 travel to NZ from overseas markets began to be impacted by COVID. This impacted a large amount of travel trade and international marketing activity which traditionally take place in the March-June period each year. While HWT was able to attend a Tourism NZ industry event in the Australia market in March to meet with 20 key travel sellers, host three international media famils and attend the International Media Marketplace in Sydney to meet with 22 media/travel writers, other activity from the beginning of April had to be cancelled / postponed until further notice. These included the Tourism NZ KiwiLink event in London, two media famils, the Inbound Tour Operator trade event, various trade famils, the Explore Central North Island trade show, TRENZ and the Tourism NZ and North Island RTO JV marketing campaign into the eastern seaboard of Australia.

However, while borders remained closed, work has continued to keep the travel trade informed on activities, attractions and accommodation within the region. Many in the industry, both here in NZ and overseas, are seeking content and information updates from RTOs on regional product offerings. A number of NZ based travel trade have also pivoted to look at what they can offer in the domestic market and historically outbound-focussed NZ travel agents and retailers such as Flight Centre and House of Travel, are now seeking content, packages and training for their staff on NZ destinations such as the Waikato.

In response to this demand HWT has produced a range of digital collateral including videos, webinars, product update documents and e-DMs.

## **Domestic marketing**

### **Locals Week Initiative**

HWT's inaugural 'Locals Week' launched in September. A key action identified in our Visitor Strategy – the campaign aimed to engage our Waikato residents by making it easy for them to experience what's in their own backyard and become the biggest advocates for our exceptional tourism industry here.

The goal was to educate and inspire our local residents to become ambassadors for tourism across the region by experiencing what we have on offer. We wanted to make it easy for locals to 'give it a go', increase their pride in place and help them become tourism experts for Waikato by offering exclusive and significant 'locals-only' deals for one week.

Other destinations around New Zealand (and internationally) run these types of initiatives and find them extremely beneficial as once locals have experienced tourism products and activities they tend to have a more positive perception of said experience and will recommend our operators when they have friends and family visit.

### **Christmas 2019**

HWT undertook two Christmas focussed campaigns towards the end of 2019. The first focussed on Christmas functions. Targeted at local businesses, the October campaign showcased HWT's domestic partners as well as convention bureau partners to promote their Christmas function ideas and events. Following on from this in early December HWT then ran a mini 'Christmas Gift Guide' campaign to promote vouchers for tourism operator partners' experiences and upcoming events as ideal Christmas gifts to Waikato residents.

### **Explore Your Own Backyard**

The Summer Explore Your Own Backyard campaign which aimed to encourage locals to explore the Waikato over the festive holiday season launched in late December and ran through January. The online campaign featured domestic operator partners and focussed heavily on profiling region's natural assets such as walks, waterfalls, beaches and cycleways as well as summer events and school holiday activities.

### **1day.co.nz**

HWT partnered with Hamilton-based business 1day.co.nz on a month-long marketing promotion in October to promote our amazing region and the fantastic things there are to see and do here. An iconic NZ brand and consumer purchasing portal with a significant audience and reach, 1-day are passionate local advocates and are keen to help spread positive messaging about the Waikato.

As part of the campaign we offered 1-day's customers the chance to win one of four regional prize packages which showcased a range of Waikato tourism businesses relevant to the themes - Adventure Mad, Culture Vulture, Fanatic Foodie and Crazy Kids.

The promotion, which featured Te Awamutu-born James McOnie, was profiled through both organisation's channels including 1-day's email database of 800,000 and we received around 6,000 entries and email addresses to add to our consumer database.

### **Short Escapes**

HWT's Short Escapes campaign ran from early Feb-late March (when lockdown occurred) profiling regional attractions, activities, accommodation and events. Targeting the region's key drive markets (Auckland, BoP and Taranaki) and fly markets (Wellington and Christchurch) the campaign ran across digital channels including GDN, search, social media, cinema and OnDemand advertising.

### **Mighty Local**

Partnering with Te Waka (the regional economic development agency) and working with Waikato councils, the Waikato Chamber of Commerce, local business associations, Waikato Regional Civil Defence and our i-SITE visitor information centres, HWT developed a campaign to promote and profile everything local across the Mighty Waikato region during the COVID-19 lock-down period. The campaign aimed to encourage Waikato residents to support local businesses through the various levels of COVID-19 and adapted to the market depending on what level we were at – from online retail, virtual experiences and takeaways at Level 4 and 3 to visiting our Waikato attractions, dining and accommodation at Level 1.

### **Post-Lockdown Campaign - Open for Exploration**

As an initial domestic market activation when regional travel opened up post COVID-19 lockdown HWT created a series of videos with local tourism operators to welcome visitors back to the Waikato. These videos were utilised through our organic social media platforms, consumer e-DMs and also later campaign activity.

HWT's post-lockdown campaign 'Open for Exploration', targeted the key drive markets for the Waikato (Auckland, Bay of Plenty, Rotorua, Taupo and Taranaki) inspiring them visit the Mighty Waikato and help to stimulate demand and visitation to local tourism operators and communities. The campaign which launched in late June is designed to complement the 'Do something new, New Zealand' campaign from Tourism New Zealand by encouraging visitors to see new things in familiar places and explore the unknown as well as the known and loved adventures of the Waikato. The campaign creative has included user generated content (UGC) imagery and the 'Do Something New, New Zealand' device.

### **Tourism NZ - Do Something New, New Zealand campaign**

Tourism New Zealand (TNZ) launched the first phase of their national campaign at the end of May. This has been an extensive campaign utilising all forms of advertising from out-of-home to digital and TV inviting New Zealanders to do something 'new' that they wouldn't normally do for a short break or holiday. HWT is working in partnership with TNZ to leverage this activity, particularly in the media space. HWT's marketing manager is also part of the TNZ Domestic Advisory Group along with five other RTO representatives which meets virtually every two weeks to help inform and shape the direction of the TNZ's ongoing domestic campaign activity and also act as liaison for a wider group of RTOs.

**Major Events**

HWT supported local organising committees and event promoters in the promotion and marketing of major events during July 2019 – January 2020 including All Blacks vs Tonga, World Darts, Great Britain Rugby League Lions Tour and the HSBC NZ Sevens, as well as Women’s Cricket World Cup 2021. This support includes prepping team and media welcome packs, team activity options, event landing pages on waikatonz.com, media and player promo event opportunities and support for bids. Many of the region’s key events in the Feb-April period that HWT would normally promote and support through marketing channels had to be cancelled due to COVID-19.

**Annual Visitor Guide**

100,000 copies of the 2020 official Regional Visitor Guide were distributed in late December 2019, featuring the new Mighty Waikato branding. Distributed nationally through i-SITEs and airports, national and international trade shows and conference delegate packs, the guide is a cost-neutral project with advertising sales funding production and distribution.

**Media**

Excluding lockdown, HWT had a successful year for domestic travel media coverage. Highlights include working on an insta-meet for International Hobbit Day with Hobbiton Move Set, hosting top influencer Liz Carlson and securing a range of travel stories and articles with publications such as NZ Herald, Sunday Star Times and Stuff. Post-lockdown HWT has been working on a number of media pitches and famils. Domestic media platforms and publications are hungry for content and we have been quick to take up this opportunity. Coverage so far includes content in three NZ Herald Travel Supplements and Breakfast TV where the Waikato was the first region to be covered in their national roadshow with Tourism New Zealand.

**Marketing activity for Matamata-Piako**

A summary of specific trade and leisure marketing for the district is detailed below.

Target market	Campaign or activity	Matamata-Piako experiences profiled
Media – domestic & international famils	Media hosting and famils profiling Matamata-Piako: <ul style="list-style-type: none"> <li>• TNZ Global Media Agency</li> <li>• Social Influencer -Young Adventuress</li> <li>• International Hobbit Day influencers</li> <li>• Freelance writer – Tim Richards</li> <li>• Yahoo Editor AU</li> <li>• Social Influencer – Zanna Van Dijk</li> <li>• Bronte Coy &amp; Matt De Groot</li> </ul>	Hobbiton Movie Set, The Red Barn, Villa Walton



Target market	Campaign or activity	Matamata-Piako experiences profiled
<b>Domestic – consumer media</b>	<p>Matamata-Piako was profiled as part of regional promotions in the following publications:</p> <ul style="list-style-type: none"> <li>• RV Travel – NZ Motorhome Show special edition</li> <li>• Avenues Magazine</li> <li>• Family Times</li> <li>• Go Travel</li> <li>• Life &amp; Leisure</li> <li>• Regional News</li> </ul>	<p>Hobbiton Movie Set, Herd of Cows?, Matamata township, Matamata Tower Run, Opal Hot Springs, Wairere Falls, Firth Tower, Wild Rose Interiors, Jersey Girl Organics, The Coffee Gallery, 64 Coffee &amp; Kitchen, Hauraki Rail Trail, Mt Te Aroha,</p>
<b>Travel Trade - famils</b>	<p>Matamata-Piako profiled in following trade famils:</p> <ul style="list-style-type: none"> <li>• South East Asia Mega Famil - India</li> <li>• South East Asia Mega Famil – SEA</li> <li>• South East Asia Mega Famil - Indonesia</li> <li>• TNZ Premium Famil</li> <li>• ECNI UK Roadshow Winner #1</li> <li>• ECNI UK Roadshow Winner #2</li> <li>• ECNI UK Roadshow</li> <li>• Manaakitanga Famil</li> <li>• Australia Mega Famil</li> <li>• AOT/ATS Mega Famil</li> <li>• Flight Centre Canada</li> </ul>	<p>Internationally trade-ready product: Hobbiton Movie Set, The Red Barn</p>
<b>Travel Trade – events</b>	<p>Trade Training events and sales calls to ITOs and wholesalers throughout the period</p> <ul style="list-style-type: none"> <li>• TNZ AU mega famil (100 agents)</li> <li>• TNZ South East Asia mega famil (60 agents)</li> <li>• TNZ North Island Welcome (138 agents)</li> <li>• TNZ RTO Trade Workshop (24 wholesalers)</li> </ul>	<p>Internationally trade-ready product: Hobbiton Movie Set, The Red Barn, Villa Walton, Rural Tours/Hobbiton Movie Set Farm Stays, Hauraki Rail Trail</p>



Target market	Campaign or activity	Matamata-Piako experiences profiled
<b>Travel Trade – Explore Central North Island Alliance</b>	<p>HWT are part of the Central North Island RTO alliance known as ‘Explore Central North Island’ which includes the two touring routes – The Thermal Explorer Highway and the Pacific Coast Highway. Key activities Jul-Dec:</p> <ul style="list-style-type: none"> <li>• ECNI North America Roadshow, Oct 19</li> <li>• UK In-market representation</li> <li>• PATA UK agent webinar</li> </ul>	<p>Internationally trade-ready product: Hobbiton Movie Set, Rural Tours/Hobbiton Movie Set Farm Stays, The Red Barn, Villa Walton, Hauraki Rail Trail</p>
<b>Domestic consumer - Local, Hamilton &amp; Waikato</b>	<ul style="list-style-type: none"> <li>• ‘Locals Week” – Sept 2019</li> <li>• ‘Explore Your Own Backyard’ campaign Dec 2019 -Jan 2020</li> <li>• Mighty Local – April – June 2020</li> </ul>	<p>Wairere Falls, Mokena Geyser, Hobbiton Mid-Winter Feast, International Hobbit Day, Villa Walton, Adventure Te Aroha, Herd of Cows?, Hauraki Rail Trail, The Red Barn, Pukemokemoke Bush Loop Track, Te Miro Mountain Bike Park, Te Aroha Mineral Spas, Morrinsville River Walk, Wairongomai Valley</p> <p><b>MIGHTY LOCAL:</b> Range of Matamata-Piako district cafes and restaurants offering takeaways during Alert Level 3, and online retail, fitness classes etc during Alert Level 3 and 4. The tourism sector was promoted from Level 2 and the site profiled feature stories on Frank’s Sausages and Annah Stretton.</p>
<b>Domestic consumer – Chinese New Zealanders</b>	<p>Ongoing campaign activity has continued through our Weibo social media channel, blogs, forums etc</p>	<p>Hobbiton Movie Set, International Hobbit Day, Herd of Cows, Mt Te Aroha, Mega Cow, Hauraki Rail Trail, Howarth Memorial Wetland walk.</p>

Target market	Campaign or activity	Matamata-Piako experiences profiled
<b>Domestic &amp; International consumer and trade</b>	2020 Hamilton & Waikato Regional Visitor Guide	Matamata Piako district and towns profiled in 'Regional highlights' section and 'Te Aroha', 'Morrinsville' and 'Matamata' sections. Matamata Piako-based tourism operators have advertised in their relevant sections of the guide.
<b>Domestic &amp; international consumer, travel trade and media</b>	Quarterly e-newsletters are distributed to our consumer, trade and media databases	Hobbiton Movie Set, Villa Walton, International Hobbit Day, The Red Barn, Good Merchant, Taste of Waikato, Hobbiton Mid Summer Celebration, Hauraki Rail Trail, Mt Te Aroha.
<b>Domestic &amp; International consumer</b>	Online profile through HWT's website and various social profiles including Facebook, Instagram, Twitter & YouTube.	Wairere Falls, Te Aroha Mineral Spa, Waiorongomai Valley, Howarth Memorial Wetlands, Mt Te Aroha, Te Tapui Loop Track, Pukemokemoke Bush Loop Track, Morrinsville River Walk, Te Aroha township, Te Aroha Leisure Pools, Herd of Cows?, Hobbiton Movie Set, Good Merchant, Sculpture Park, Villa Walton, Hobbiton Beer Festival, Hobbiton Summer Solstice, International Hobbit Day, Taste of Waikato - The Red Barn, Summer Harvest Festival at Hobbiton™ Movie Set, Mega Cow, A Day in the Domain, Aroha Cruise In

## Conferences, incentives & business events

The Hamilton & Waikato region was the fourth largest region behind Auckland, Wellington and Christchurch for conferences and business events for the period ending June 2019. There has been no data collection or reporting of business events data during FY20. A newly named Business Events Venue Survey will commence from 1 July 2020, Fresh Info has been contracted to collect and report data.

### Conference leads and rehousing

During May and June, the Business Events Waikato team managed 36 leads, compared to 27 for the same period last year. Our Business Events team successfully relocated 16 business events after Jet Park Hotel Hamilton Airport became a designated Managed Isolation Facility. We were able to re-house most of the events within the Waikato.

We are fortunate the Waikato is predominantly a domestic conference destination and easy to get to from key markets. Our marketing activity is focused on multi-day association and corporate conference market.

Unfortunately, with three of our largest commercial accommodation providers now unavailable as they are Managed Isolation Facilities has impacted on the conference market, significantly reducing our offer. Hosting some of the larger conferences is now very challenging due to limited accommodation availability.

In addition to our limited accommodation inventory, the biggest threat to the conference market is uncertainty. Organisers cannot confidently book conference venues and accommodation, they are afraid of the force majeure clauses in contracts. Currently venues are experiencing short lead-in times which brings its own challenges.

### Mighty Welcome / Mighty People – business events campaign

During lock-down, the Business Events Waikato team held focus group meetings via Zoom with selected business event suppliers in the Waikato to agree on our unique selling point. The outcome was unanimous, it is our people. The people working in the conference industry in the Waikato already had a reputation for being professional, responsive, flexible, and willing to work with organisers and colleagues to achieve the best outcome for our clients. This informed our 'Mighty People' / 'Mighty Welcome' restart campaign for the business events sector which is utilising our new website.

### Business Events Waikato Showcase

The BE team is currently organising the Business Events Waikato Showcase on 24<sup>th</sup> September 2020 – an exhibition including all Waikato Business Events Partners. The target market for the event is local organisers, and meeting planners domiciled within driving distance of the Waikato, and predominantly corporates who organise one day meetings and events.

### Convention Bureau activity

Summary of specific trade & conference marketing activity (1 July 2019 to 30 June 2020).

Activity	Detail
<b>Enquiries</b>	101 leads received and managed
<b>Buyers Hosted</b>	35 buyers hosted to the region
<b>Famils</b>	<b>5-7 December 2019:</b> Annual multiday Mega Famil attended by 20 buyers from Wellington, Auckland, Christchurch, and Palmerston North for two nights. Attendees included professional conference & event organisers, in-house corporate event managers, personal/executive assistants, association event organisers, marketing managers and a journalist.
<b>TNZ Famils</b>	All TNZ planned famils were cancelled due to COVID-19
<b>Bespoke Famils</b>	Nine bespoke famils organised. 15 buyers were hosted and shown 20 venues and operators across the Waikato, including Hobbiton™ Movie Set and The Red Barn.
<b>Trade Shows</b>	<ul style="list-style-type: none"> <li>September 2019: Regional stand Australasian Society of Association Executives (AuSAE) Linc Conference, Napier.</li> <li>December 2019: Exhibited with Tourism NZ and CINZ (Conference &amp; Incentives NZ) at the Professional Conference Organisers Association Conference held in Sydney.</li> </ul>
<b>Hosted Events</b>	<ul style="list-style-type: none"> <li>October 2019: Wellington function, attended by over 50 buyers. Co-hosted with six Business Events Waikato Partners, including Hobbiton™ Movie Set,</li> <li>October 2019: Meet North South dinner, attended by five guests. Hosted by Business Events Waikato and Dunedin Business Events.</li> <li>November 2019: Co-hosted event with Tourism New Zealand/Project Waikato Group to create awareness about the CAP and recruit ambassadors.</li> </ul>
<b>Sales Activity</b>	<ul style="list-style-type: none"> <li>December 2019: Sales call in Christchurch</li> <li>January and February 2020: Sales calls in Hamilton</li> <li>March 2020: Sales calls to Wellington</li> </ul>
<b>AuSAE NZ Networking Activity</b>	<b>AuSAE – Australasian Society of Association Executives</b> <ul style="list-style-type: none"> <li>August 2019: Wellington</li> <li>September 2019: Conference – Napier</li> <li>November: Wellington</li> <li>January 2020: Wellington</li> <li>July 2020: Auckland</li> </ul>

Activity	Detail
<p><b>Tourism NZ Activity</b></p>	<ul style="list-style-type: none"> <li>September 2019: co-hosted table with Tourism NZ at The Kudos Awards to create awareness about the Conference Assistance Programme and recruit ambassadors.</li> <li>Project Waikato group meetings – business incubator group to seek opportunities for Australasian and international conferences for the Waikato region. Specific focus given to conferences that respond to the needs of the community by creating a social, environmental, or cultural impact on the Waikato region.</li> </ul>
<p><b>Partner Communication &amp; Development</b></p>	<ul style="list-style-type: none"> <li>October 3<sup>rd</sup>: Google DMO breakfast for Business Events Waikato Partners</li> <li>November 6<sup>th</sup>: Website Workshop, open to Platinum and Gold Partners</li> <li>November 28<sup>th</sup>: Spring Symposium</li> <li>December 3<sup>rd</sup>: Christmas Partner Breakfast</li> <li>February 25<sup>th</sup>: Henley Hotel Open Home – Partner Event</li> <li>February 28<sup>th</sup>: BE 101</li> <li>March 6<sup>th</sup>: Platinum and Gold Partner Catch-up</li> <li>Weekly BEWAIS Connect – Zoom Partner meetings</li> <li>May 20<sup>th</sup>: BE Working Group for Campaign</li> <li>May 21<sup>st</sup>: BE Partners Virtual Quiz</li> <li>June 11<sup>th</sup>: BE Waikato Reunite Dinner at The Atrium</li> </ul> <p><b>74 Business Events Waikato Partners: Including Hobbiton™ Movie Set, The Red Barn, and Matamata-Piako District Council.</b></p>

## Rebuilding the Waikato visitor economy

Hamilton & Waikato Tourism has been instrumental in leading the response, restart and rebuilding of the regional tourism and events sector. The impacts of the COVID-19 pandemic were swift and severe for the entire visitor economy which includes tourism businesses, activities and attractions, accommodation providers, retail and hospitality, transport operators, conferences and business events, major events and venues, education institutions, plus the many suppliers who partner with the sector.

There are a number of key initiatives underway to support the rebuild and reimagining of Waikato’s tourism sector.



## **Strategic Tourism Assets Protection Programme (STAPP)**

The \$230m Strategic Tourism Assets Protection Programme (STAPP) was announced in the Government's budget in May to protect the assets in the tourism landscape that form the core of our essential tourism offerings to ensure their survival through the disruption caused by COVID-19. Grants and loans were allocated to tourism businesses, Inbound Tour Operators and Regional Tourism Organisations.

### **TOURISM BUSINESSES**

Tourism businesses will receive a total of \$261m in support comprised of a mix of grants and loans. The Waikato region were successful with initial funding support provided to the following tourism businesses:

- Discover Waitomo: up to \$4m over two years (year one will be a grant and year two will be a loan if required)
- Ōtorohanga Kiwi House
- Waitomo Adventures
- Spellbound Glowworm and Cave Tour, Waitomo
- Caveworld Waitomo

We are awaiting confirmation of the other impacted businesses who were part of the initial 300 tourism businesses who applied.

### **REGIONAL TOURISM ORGANISATIONS**

Hamilton & Waikato Tourism successfully applied for a maximum of \$700,000 to address the significant shortfall in industry investment. The criteria for applying for the grant was to retain existing local government investment.

The financial support can only be used to enhance work from the Aotearoa New Zealand Government Tourism Strategy in the following three priority areas:

1. domestic marketing;
2. industry capability; and
3. adopting a destination management approach.

Out of the 27 programmes of work we are looking to undertake under the three tagged areas listed above, 11 are collaboration projects with other regions which border the Waikato. Examples include touring route development with Ruapehu and Taranaki, partnering with Auckland on a joint venture campaign, plus rolling out a regenerative tourism programme across the Central North Island.

Specific STAPP projects we will deliver for the Matamata-Piako District in 2020-2021 include:

- Development of an Ambassador programme for the district:  
[www.nzambassador.com](http://www.nzambassador.com)
- Review and refresh of touring routes (collaboration project with Visit Ruapehu and Destination Rotorua)

- Co-curate and development of food tourism experiences, including itineraries, marketing initiatives and product development (collaboration project with Tourism Bay of Plenty, Destination Rotorua and Visit Ruapehu)
- Domestic marketing to build demand and attract visitation to Matamata-Piako District, including event promotion and a joint Auckland drive market campaign with ATEED
- Participation in the national and Central North Island domestic marketing campaigns driving visitation into Matamata-Piako District
- Regional tourism marketing advisory services for Matamata-Piako district tourism businesses
- Launching a regenerative tourism leadership programme to enhance sustainability initiatives for Waikato tourism operators, including the Matamata-Piako District

All other projects from participation with Tourism New Zealand’s national domestic marketing campaign, partnerships with AA Traveller and the NZ Motor Caravan Association through to procurement of visitor travel data, will benefit the Matamata-Piako district and wider region as well.

### Adopting a destination management approach for Waikato

As a region, we are fortunate to have developed our regional Tourism Opportunities Plan in 2016 which was based on conversations to redefine Waikato as a new visitor destination. We worked together to prioritise our five regional game-changers through to identifying emerging opportunities for our region that increased the ‘value’ of tourism, rather than the ‘volume-based’ model.

This will help inform the next evolution of our industry to develop a Destination Management Plan bringing together a wider range of stakeholders to help our communities thrive.

Destination management brings together different stakeholders to achieve the common goal of developing a well-managed, sustainable visitor destination. It is an ongoing process that requires destinations to plan for the future and considers the social, economic, cultural and environmental risks and opportunities.



Adopting a destination management approach enables communities and destinations to respond to changing conditions and determine the type of tourism they would like to have and the benefits they would like to receive, taking an active role in managing these. Destination management requires a holistic and integrated approach with three interdependent components:



1. **Visitor Experience:** the Waikato’s experience offering, including activities, attractions, supporting infrastructure, services and amenities
2. **Marketing and Promotion:** the destination’s marketing and promotional activity, creating demand and enabling the destination to be competitive, productive and sustainable
3. **Resource Management:** the region’s strategy, policy and regulatory frameworks, Te Tiriti o Waitangi, co-governance arrangements, organisational structures and the investments that support the destination.

We have managed to successfully attract funding from the Ministry for Business, Innovation and Employment to undertake this work. Local government are a key partner in creating a destination management plan for Waikato and we look forward to working together on this national initiative.

### Major and regional events

Hamilton & Waikato Tourism see major and business events leading the economic and social recovery of region.

#### Major Events Strategy

In 2018, Hamilton & Waikato Tourism developed the region’s first Major Events Strategy to ensure the spotlight continues to shine and grow on our region, as we work to develop a full calendar of events, especially outside of our peak summer period.

We continue to promote the Waikato region to event promoters as/when we are able and have applied for external grants to secure external funding to fully enable this work. The Major Events Strategy will be used as a framework to apply to the Government’s \$50m Regional Events Fund to help drive domestic tourism and visitation into the regions.

#### Domestic Events Fund

The \$10m Domestic Events Fund was established to support the events sector which has been significantly impacted by the COVID-19 pandemic. It is a contestable fund that provides funding to events that deliver the greatest flow-on benefits to regional economies. Applications have closed and we were part of the regional evaluation panel.

## Infrastructure and Provincial Growth Funds

We worked with our local government partners and visitor attractions to provide tourism projects for the Crown Infrastructure Partners \$3 billion 'shovel-ready' infrastructure fund and updated applications to the Provincial Growth Fund (PGF).

As part of the application process, we provided endorsement for the following tourism-related projects:

- Hamilton Zoo & Waiwhakareke Natural Heritage Park – shared entry plaza
- Tourism connectivity – Hamilton Gardens & Waikato Museum
- Waikato Regional Theatre and South End Precinct
- Waikato Strategic Tourist Route Upgrades
- Hamilton Airport Transport and Infrastructure Enabling Project
- Te Awa Cycleway – Hamilton to Cambridge section (\$6.2m secured)
- Sealing of the Hauraki Rail Trail extension between Te Aroha & Matamata (\$640,000 secured)

We provided support to Waikato District Council's \$2.5m application to the Provincial Growth Fund for the Whaingaroa/Raglan Wharf development to improve safety, access and capacity. The Government funding announced in May will fast-track this project.

Working with Ōtorohanga District Council and the Ōtorohanga Kiwi House, we were grateful for the \$2m grant from the Government's \$3 billion infrastructure fund as part of its COVID-19 Response & Recovery Plan. The redevelopment is an \$8m project which includes a new nocturnal house and visitor centre, including a \$2m loan from the Ōtorohanga District Council.

We also supported Matamata-Piako District Council to finalise their investment business case for the Te Aroha Mineral Spas development. This project was identified in our Tourism Opportunities Plan 2016.

## Tourism Futures Taskforce

In June 2020, the Minister of Tourism set up the New Zealand Tourism Futures Taskforce (the Taskforce) following the significant change to global travel and tourism in New Zealand as a result of COVID-19.

The main purpose of the Taskforce is to advise on what changes New Zealand can make to the tourism system, so that tourism enriches both New Zealand and the wellbeing of New Zealanders.

The Taskforce is co-chaired by Rotorua Mayor Steve Chadwick and Grant Webster from Tourism Holdings Limited. It will make recommendations to address the long-standing productivity, inclusivity and sustainability (environmental, social and economic) issues present in some parts of the tourism sector.



The Taskforce will use a design-thinking approach to draft recommendations, which will be aligned with the four capitals – economic, environmental, social and cultural – set out in the Treasury’s Living Standards Framework.

The Taskforce will provide an initial report on the future of tourism in New Zealand in December 2020, with final recommendations and steps for implementation in April 2021.

## Conclusion

As we continue to lead the rebuilding and reimagining of our tourism industry post-COVID, our key focus areas for the next 6-12 months include:

- continuing to work with our industry to stimulate domestic demand between now and the September/October school holidays, plus the lucrative spring/summer season;
- enhance partnership with Tourism New Zealand’s national marketing campaign;
- support the industry through the impacts of the COVID-19 and lead industry capability building;
- adopting a destination management approach and merge our existing Visitor Strategy and Tourism Opportunities Plan;
- investigate, review and enhance existing and new touring routes around the region and across borders;
- promote the hero domestic traveller experiences of our region, including our three great rides and cycleways
- support event organisers, venues and suppliers to restore our market share in the business events sector;
- support the development of large-scale commercial accommodation to increase average length of stay;
- assist new visitor experience development across the region;
- deliver the additional 27 programmes of work funded under STAPP to boost our economic and social recovery; and
- develop an Investment Plan and distribute the Regional Events Fund; and
- continue to lobby and advocate for the tourism sector with Government.

On behalf of the board and management of Hamilton & Waikato Tourism, we would like to thank Matamata-Piako District Council, our local government partners and the industry for their continued support, especially as we continue to work our way through the long-term impacts of COVID-19.

Your proactive and supportive approach during COVID-19 has been greatly appreciated by the tourism sector. Your ongoing support is more important than ever as we rebuild and reshape the visitor economy to create a resilient Matamata-Piako District destination.

**Jason Dawson**

Chief Executive | Hamilton & Waikato Tourism  
September 2020



## Hetana Street Innovating Streets Project

CM No.: 2350549

### Rāpopotonga Matua | Executive Summary

Waka Kōtahi (NZTA) has established the Innovating Streets for People pilot fund to build capability and fast-track tactical urbanism (Fund). Successful projects will make temporary or semi-permanent physical changes to urban streets, in advance of future permanent upgrades to deliver safer and more liveable towns.

Council made a successful application to the Fund for the Hetana Street Pedestrian Safety + Amenity Improvement Trial (Project), and was granted up to \$491,107.50 (or 90% of project cost), with Council funding the remaining project costs.

The Project seeks to trial interventions, using a tactical urbanism approach, which will increase pedestrian safety and amenity on Hetana Street. The tactical urbanism approach is underpinned by testing, listening, responding and learning.

The Demonstration day proposed for Friday 4 December is the first step in trialling an alternative road layout. Following the day, qualitative and quantitative data collected on the day will inform the design for the next step of the Project – the multi-month trial starting in March 2021.

The purpose of this report is to provide Council with an overview of the Innovating Streets Project and how it fits with the wider Matamata Streetscape revitalisation, and to seek Council's direction on which direction the one-way trial for Hetana Street for the demonstration day should be (refer Traffic Movement diagrams attached to this report).

### Tūtohunga | Recommendation

That:

1. **The information is received.**
2. **Council approves the direction for the one-way trial for Hetana Street between Arawa Street and Broadway for the demonstration day 4 December;**  
**Option A: North to South**  
**Option B: South to North.**
3. **Council provides feedback on the Project.**

### Horopaki | Background

The Hetana Street Pedestrian Safety + Amenity Improvement Trial (Project) is one piece of the puzzle for the overall revitalisation of the Matamata Central Business District (CBD).



### Matamata Streetscape (CBD Revitalisation)

Council set aside \$750,000 capital funding in the 2018-28 Long Term Plan. This funding was intended for replacement of street furniture and street lighting along Broadway, Arawa Street and Hetana Street. To date we have progressed the following:

- LED Replacement lights
- Rubbish bin replacement throughout CBD
- Footpath extension along Arawa Street North

The total cost of the above is around \$250,000, leaving a balance of \$500,000 for future capital works yet to be confirmed.

With the exception of the above, we are awaiting the results of the Innovating Streets Project and the Masterplan before we progress with further physical works.

### Hetana Street and Reserve Masterplan

The initialisation of a Masterplan for Hetana Street and Reserve was prompted following early discussion on the potential replacement of the public toilet block on Hetana Street. The question was asked whether the current location of the toilets is the most appropriate. It was agreed that a Masterplan for the Hetana Street and Reserve was required to better understand the potential for the area and to engage with the community about their vision for the street and the reserve.

Public engagement was undertaken in May, which has informed the draft Masterplan. Key outcomes were:

- Support for creating family spaces (eating and playing in Hetana Street)

- 74 % of responded wanted to maintain the oaks
- 65% responders wanted additional parking
- Overwhelming support for accessible and pedestrian friendly space with more tables and seating
- 84% want a new toilet block
- 100% responders agreed Hetana Street needed to be revitalised

The vision for the Masterplan is to create a treasured destination that is well-connected to the town centre, supports local businesses and tourism and is well-loved by everyone.

The draft Masterplan, identifies 6 key moves;

1. Strengthen Connection to the Village Green and Railside
2. Slow Streets and Safe Crossings
3. Connect the Open Space Network
4. Nature play in Hetana Street
5. Consolidate and Protect the Towns Greens spaces
6. Rationalise Movement and Parking

An update on the draft Masterplan was presented to a Council workshop in August. The feedback was very positive and there was a request for staff to expand the scope of the Masterplan to also include Arawa Street.

It is proposed that the Demonstration Day for the Project also provides the opportunity to launch community consultation on the expanded Masterplan including seeking community feedback on the vision for Arawa Street.

The Draft Masterplan has informed the Project and the design of the trial. The learnings from the Project will feed back into the final Masterplan following further community consultation.

### Innovating Streets Fund

Waka Kōtahi established their Innovating Streets for People Pilot Fund in March 2020. Staff saw this as an opportunity to get funding assistance to trial some of the moves identified in the Draft Masterplan. Council made a successful application to the Fund for the Hetana Street Pedestrian Safety + Amenity Improvement Trial (Project), and was granted up to \$491,107.50 (or 90% of project cost), with Council funding the remaining project costs. A Partnership Agreement with Waka Kotahi was signed in July, with a commitment for Council to complete the Project by June 2021.

### Hetana Street Pedestrian Safety + Amenity Improvement Trial Project

The purpose of the Hetana Street trial project is to test the ability of Hetana Street to *provide inclusivity for all users*.

Hetana Street is an important part of Matamata's town centre. There are a number of barriers preventing Hetana Street from functioning harmoniously;

- speed limit of 50km/h
- 2,800 vehicles per day
- High volumes of pedestrian movement
- Lack of safe walking and cycling routes
- 'near misses' between cars and pedestrians
- visitors taking photos of the i-SITE from the road carriageway.

The Project seeks to:

- Create a safe, functional and attractive space for people
- Introduce safe, legible and accessible walking and cycling infrastructure on Hetana Street and its surrounds
- Create a welcoming experience to Hetana Street for visitors and locals

The tactical urbanism approach used for the Hetana Street trials is underpinned by testing, listening, responding and learning. Capturing feedback from street users and the wider community throughout the process is a key factor in ensuring we reach the best permanent outcomes for the street and town.

The project will capture feedback at key points during the project:

- On the day of the one-day event.
- After the event.
- During the long term trial, planned to be in place between March and June 2021.

The key to a successful trial project is that the design of the project enables Council to be agile to adapt and respond to community feedback. Trialling a temporary intervention before implementing a permanent version gives all parties involved the confidence the solution will be effective. It also provides an opportunity to promote the project and the area through the design process and wider project delivery.

### Hetana Street Road Rehabilitation

Each year Council has a programme of road rehabilitation, which is funded from Council's renewal programme and subsidised by Waka Kōtahi (NZTA). Hetana Street was originally programmed for 2020/21. This has been put on hold until we have the results from the Trial and any rehabilitation work to the road will be in line with the recommendations from the Trial.

### **Ngā Take /Kōrerorero | Issues/Discussion**

The purpose of the Hetana Street trial is to test the ability of Hetana Street to provide inclusivity for all users. This responds to a wide range of issues, challenges, and opportunities articulated within the Hetana Street + Hetana Street Reserve Masterplan, including:

- Lack of mana whenua narratives in the street,
- Poor pedestrian amenity,
- Insufficient pedestrian path width, and
- Unsafe, car/pedestrian conflict.

The trials are an opportunity for Council, project stakeholders, and the wider community to test changes to the street in real-time and learn together about what a longer-term change to Hetana Street might look like.

As trials, it should be expected that what we test will need refinement both between the one-day and multi-month trials - and within each.

Monitoring, listening, observation are critical to understanding what needs refinement - and what might be taken forward to a longer-term change to the street.

- One-day trial (demonstration day):
  - This will test key aspects of the multi-month trial, e.g., one-waying Hetana.
  - The trial will be monitored (exact approach TBC), with results informing the design of the multi-month trial.
  - It is possible we may make changes to the trial throughout the day, in response to observations of how the scheme operates.
- Multi-month trial (currently projecting Feb/Mar installation):
  - This will test key aspects of the longer-term vision for Hetana Street, e.g., one-waying plus roundabout.
  - In the first weeks after installation, we will monitor the scheme closely and then expect a 'scheme refinement phase' to make changes to the scheme in response to use and feedback.
  - After the refinement phase, we expect to wait a month or so for patterns of use to settle down.
  - A formal monitoring phase will then be undertaken where we assess the scheme to understand which elements might be taken forward to the longer-term permanent changes to Hetana Street.
  - Running parallel to most of the activity above will be opportunities for the wider community to provide feedback on the trial.

## Mōrearea | Risk

A Project Risk register is maintained and regularly reviewed by the project team. The key risks to Council are set out below;

### Scope creep

The Hetana Street Innovating Streets Project has a narrow scope to explore options to improve pedestrian safety and amenity along Hetana Street between Broadway and Arawa Street. Due to the proximity to and relationship with the Hetana Street and Reserve Masterplan and the Matamata Streetscape revitalisation projects, there is a risk that the scope of the Trial project moves to include other aspects of the wider Matamata CBD. This is continuously monitored by the Project Manager. The Funding Agreement with Waka Kōtahi (NZTA) has a very clear scope, and anything outside the scope of the agreement is not part of the Innovating Streets Project.



### Negative community response

Changes to how people can navigate the streets and their travel patterns carries an inherent risk of generating negative community response. A Communication and Engagement Plan is being developed to ensure the community is well informed about the project and how they can engage with us and provide feedback.

It is noted that Council trialled an alternative road layout for Hetana Street in 2014/15, which saw the closure of the median crossings across Broadway by Hetana Street and Waharoa Road East. That trial received 1,074 submissions;

- 90.4% of submitters think traffic flow and safety has not been improved.
- 89.5% of submitters think pedestrian safety has not been improved.
- 91.5% of submitters do not think the two medians should be permanently closed.

The key themes that came through in the submission comments were:

- Bypass to remove heavy vehicles from Broadway
- Reopen medians
- Closures have add to traffic congestion
- Re-open Waharoa East Rd median/s
- More pedestrian crossing points
- Keep Hetana St medians closed

After considering all the feedback, Council agreed to re-open the two median crossings and revert back to the original road layout.

The Innovating Streets Project will trial closing the median crossing by Hetana Street only, as part of the one-waying of Hetana Street. Community feedback along with analysis of traffic data will be monitored and reviewed at key points during the trial, and the Project allows for amendments to the design should the data support this.

### Not meeting timelines

There may be unexpected delays in sourcing materials or other resources which may impact on the timeline for the trial event and multi-month trial. Early notice to suppliers will be provided as soon as trial design has been confirmed.

### Covid-19

Due to the uncertainties around Covid alert levels, the Project Team has prepared alternative plans for the trial depending on the alert level at the time. If alert level 4, the project will be delayed.

## **Ngā Whiringa | Options**

The one-day Demonstration Day has been scheduled for Friday 4 December. As part of the Demonstration Day, it is proposed that a one-way layout of the road is trialled. Council is asked to consider which direction the one-way traffic should run.

Option 1 – One way traffic permitted from North to South (entering Hetana Street via left turn from Broadway, travelling South towards Arawa and Tainui Streets.

Option 2 – One way traffic permitted South to North, with no left turn off Broadway.

Technical recommendation – Option 1

The alternative directions for the one-waying of Hetana Street have been reviewed by both external traffic engineers and Council’s own Roading engineers. The North to South direction is the preferred option overall, considering road safety, wayfinding, pedestrian safety, network efficiency, parking access, impact on surrounding streets, and impact on emergency services and bus operators.

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

Any changes to the road layout and traffic flows require a Traffic Management Plan. The Trial Project must operate within the limits of the Land Transport Act, and any intervention must be in accordance to the requirements of Waka Kōtahi (NZTA).

As this is a Trial only, there is no impact on local bylaws or policies.

**Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes**

A combined Communication and Engagement plan has been prepared for the Matamata Streetscape, Hetana Street and Reserve Masterplan and the Innovating Street Trials (attached). Key points are summarised in Table 1 below.

It is suggested/recommended that the Demonstration Trial is also a good opportunity for a large community event, attracting people to engage with the demonstration trial and improve understanding of the future trial.

What	When
<b>Communication to the wider community about the Project and the funding</b>	Communication to the wider community to commence 16 October, using multiple platforms (e.g. local papers, social media, e-newsletters, website etc)
<b>Direct communication with the local business owners</b>	Engagement with local business owners to commence from 7 October (prior to wider community engagement). Where possible, this will be done face to face
<b>Engagement with iwi</b>	Ongoing
<b>Demonstration Day community event)</b>	Friday 4 December 2020
<b>Communication to all stakeholders about how the Demonstration Day went and next steps</b>	From 11 December, using multiple communication platforms
<b>Communication to all stakeholders about the interim trial</b>	From late January
<b>Interim trial</b>	March – June 2021

The Funding Agreement with Waka Kōtahi (NZTA) requires that the trial project is completed by 30 June 2021.

**Ngā take ā-Ihinga | Consent issues**

There are no consent issues related to the trial.

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

**Theme:** Healthy Communities

### Community Outcomes:

- We encourage community engagement and provide sound and visionary decision making.
- We encourage the use and development of our facilities.
- Our community is safe, healthy and connected.

**Theme:** Connected Infrastructure

### Community Outcomes:

- Infrastructure and services are fit for purpose and affordable, now and in the future.
- Quality infrastructure is provided to support community wellbeing.

**Theme:** Vibrant Cultural Values

### Community Outcome:

Tangata Whenua with Manawhenua status (those with authority over the land under Māori lore) have meaningful involvement in decision making.

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

Funding agreement – Waka Kōtahi (NZTA) are funding 90% of total project cost up to the value of \$491,107.50.

The remainder will be funded from Existing budgets;

- Assets created as a result of the project – Streetscape project
- Operational costs associated with the project COVID funding.

## Ngā Tāpiritanga | Attachments

[A](#). Hetana Street Trials Project Summary

[B](#). Hetana Street Traffic Movement Diagrams

## Ngā waitohu | Signatories

Author(s)	Ann-Jorun Hunter <b>Policy Planner</b>	
	Jenni Cochrane <b>Communications Manager</b>	

Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	
	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	



Matamata-Piako District Council

# Hetana Street Tactical Urbanism trials

Project Summary

[MPDC-001]

## CONTEXT

### Hetana Street and Hetana Reserve Masterplan

The Hetana Street Tactical Urbanism Trials are guided by the vision of the Hetana Street and Hetana Reserve Masterplan:

*to create a treasured destination that is well-connected to the town centre, supports local business and tourism and is well-loved by everyone.*

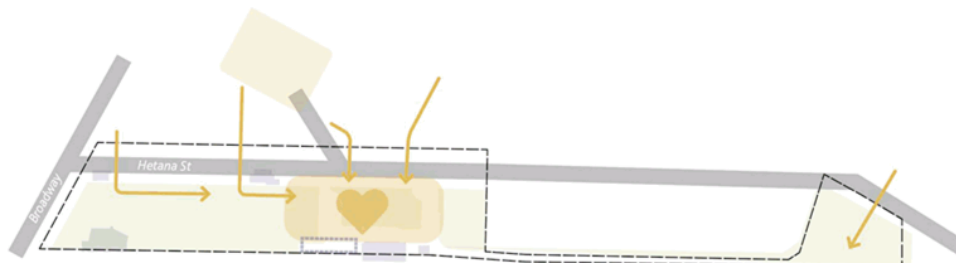
The Hetana Street trials are an opportunity to test some of the ideas presented in the Draft Masterplan (one-waying Hetana Street, adding in crossings and traffic calming devices etc).

Learnings from the Hetana Street trials will also influence the final Masterplan design.



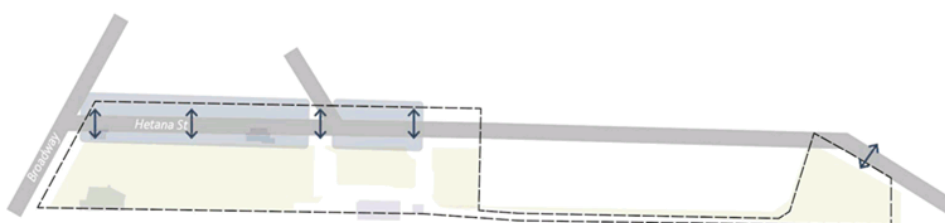
The Hetana Street trials will test interventions that provide inclusivity of all users, in particular, making the street safer and more attractive for pedestrians. This aligns with three of the Key Moves within the Masterplan, as summarised on the following page (refer to the Draft Masterplan for fuller explanation and rationale behind each Key Move).

Key Move 1. Strengthen Connection to the Village Green + Railside



This move is about reactivating the existing community space and making it easier to access from the town centre.

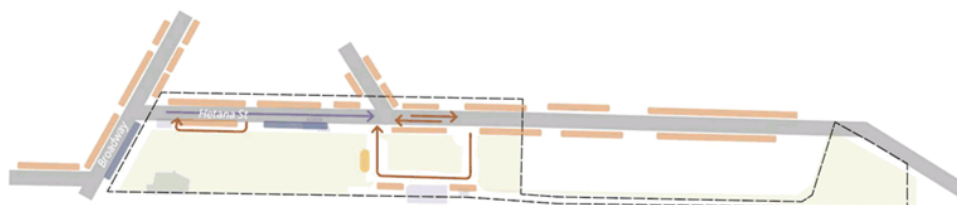
Key Move 2: Slow Streets + Safe Crossings



This move gives priority to pedestrian safety, making it easier for tourists to get to Matamata's shopping district and reduce the conflict between people and cars.

This move protects those most vulnerable community members and allows them to feel safe and included.

Key Move 6: Rationalise Movement + Parking



This move is about one-waying Hetana Street and rebalancing the proportion of space allocated to public realm and parking.

One-waying Hetana Street will reduce unnecessary traffic movements down this street, decreasing traffic volumes and speeds.

Hetana Street will remain an important parking area for the town centre.

Management of parking through enforcement of time restrictions will support local businesses and people accessing community spaces in the area.



### Waka Kotahi NZTA Innovating Streets programme and funding

The Hetana Street Tactical Urbanism trials are part of the NZTA Innovating Streets programme. NZTA is funding 90% of project costs before June 2021 and expects projects to broadly follow the tactical urbanism methodology outlined in the [Tactical Urbanism Handbook for Aotearoa](#).

### Strategic and funding context for MPDC

The trials fit within a broader strategic and funding context for MPDC:

- \$475,000 in funding from Waka Kotahi NZTA Innovating Streets, until June 2021.
- Streetscape funding for Matamata of \$750,000.
  - \$250,000 already spent on improvements - LED lighting etc.,
  - Will fund 10% of the project as per Waka Kotahi Innovating Streets conditions.
- Hetana Street roading rehabilitation works are planned for July 2021.
  - Has already been delayed by one year, and could be by more to allow for trials to finish if necessary.
  - It is expected the trial equipment will stay in place until transitioning out during the road rehabilitation works. The trials will provide information about the proposed locations of kerbs, crossings, and roundabouts as inputs into the design of the road rehabilitation.
  - The pavement is in poor condition & George Ridley has asked for a different seal.
- Long Term Plan (2021- 2024) budgets for MPDC are due soon. The internal MPDC Project Manager and Project Owner need to consider trials in the context of these.
- Waka Kotahi NZTA has indicated they are keen to do something to improve safety at the i-Site.

## HETANA STREET TRIALS

### Purpose

The purpose of the Hetana Street Tactical Urbanism trials is to test the ability of Hetana Street to provide **Inclusivity for all users**.

This responds to a wide range of issues, challenges, and opportunities articulated within the *Hetana Street + Hetana Street Reserve Masterplan*, including:

- Lack of mana whenua narratives in the street,
- Poor pedestrian amenity,
- Insufficient pedestrian path width, and
- Unsafe, car/pedestrian conflict.

### Goals and evaluation

The tactical urbanism approach used for the Hetana Street trials is underpinned by testing, listening, responding and learning. Capturing feedback from street users and the wider community throughout the process is a key factor in ensuring we reach the best permanent outcomes for the street and town

The project will capture feedback at key points during the project:

- On the day of the one-day event.
- After the event.
- During the long term trial, planned to be in place between March and June 2021.

Specific feedback will be sought around the goals proposed for the project below:

	<b>Pedestrian amenity</b>	<ul style="list-style-type: none"> <li>• Make more accessible, attractive to more users</li> <li>• Provide a safe place for pedestrians</li> <li>• Enhance community pride in the space</li> </ul>
	<b>Mana whenua identity</b>	<ul style="list-style-type: none"> <li>• Raise community awareness of narratives</li> <li>• Enhance mana whenua connection to place</li> <li>• Provide opportunity for involvement in delivery</li> </ul>
	<b>Roadway use</b>	<ul style="list-style-type: none"> <li>• Demonstrate removal of parking has a neutral or positive impact on customer numbers</li> <li>• Demonstrate one-waying Hetana Street can be done safely and without significant congestion</li> </ul>
	<b>Council learning, processes</b>	<ul style="list-style-type: none"> <li>• Grow knowledge in tactical urbanism delivery</li> <li>• Provide opportunities for social procurement</li> <li>• Improve messaging regarding transport</li> </ul>

Each project goal will have measurable objectives behind it, which provide a foundation for the Monitoring & Evaluation plan. Each objective will be based on a metric and the trials assessed on the degree to which they shift the metric from a baseline value.

NB. The Monitoring & Evaluation is yet to be engaged for the trials; based on their input, the goals above may change.

### High-level programme

The Hetana Street trials occur in two phases, specific dates of which are still to be finalised:

1. A one-day trial in early November.
2. A multi-month trial beginning March/April 2021. NZTA funding expires in June 2021; the trial equipment is expected to remain in place until the Hetana Street road rehabilitation works start.

Broad phasing is indicated below.

September - October	November - February	March - June	July onwards
<b>Prep for one-day trial in early-mid November</b> <ul style="list-style-type: none"> <li>• Complete Project Plan</li> <li>• Establish full team</li> <li>• Social procurement</li> <li>• Progress designs</li> <li>• Communication</li> <li>• Event planning</li> </ul>	<b>Prep for longer-term trial</b> <ul style="list-style-type: none"> <li>• Evaluation</li> <li>• Design</li> <li>• Approvals</li> <li>• Procurement</li> <li>• Communication</li> <li>• Activation planning</li> </ul>	<b>Longer-term trial</b> <ul style="list-style-type: none"> <li>• Installation</li> <li>• Initial feedback</li> <li>• Scheme refinement</li> <li>• 'Settling in'</li> <li>• Evaluation</li> <li>• NZTA documentation (June)</li> </ul>	<b>Trial remains</b> <p>NZTA funding is finished.</p> <p>Scheme remains until transition to permanence (street upgrade project).</p>

### Mana Whenua Involvement

Three iwi (Ngati Hauā, Ngati Hinerangi and Raukawa) are involved in the planning and execution of the trials. A hui in August identified opportunities for involvement of local Maori businesses, groups and individuals in both the one-day event and multi-month trials. Those opportunities are now being investigated for inclusion in the project via social procurement.

The trials respond to the following key mana whenua aspirations conveyed in the Masterplan:

- Provide opportunities for a Mana Whenua presence within the street and reserve, where appropriate cultural narratives can be weaved through the site through furniture, art, wayfinding signage, pouwhenua, lighting and naming.
- Resolve traffic congestion.
- Improve pedestrian safety and accessibility.

### Communication and Engagement

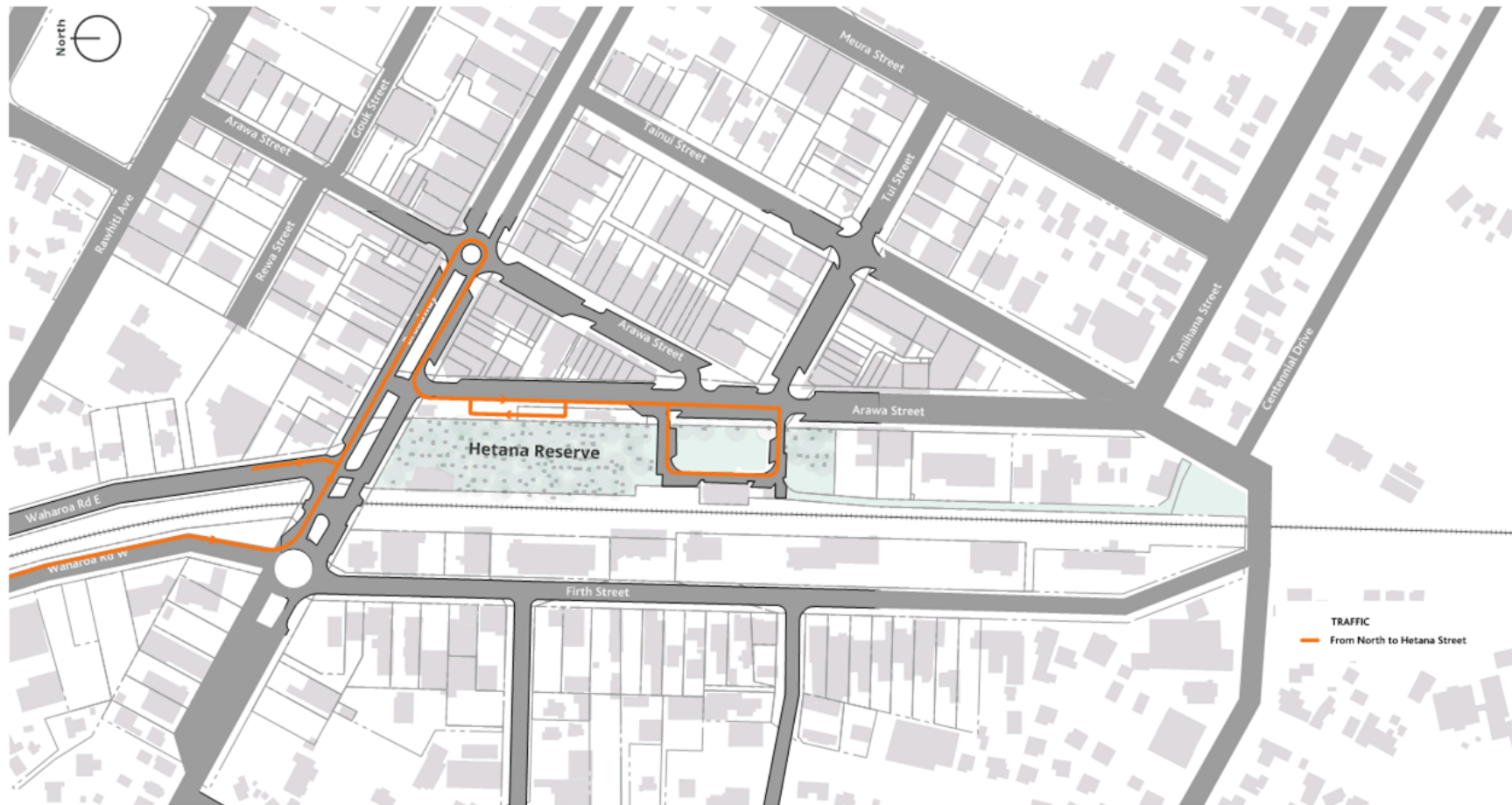
Communication is key to the success of Tactical Urbanism. In particular, the project must convey the temporary nature of interventions and the importance of feedback from street users and the wider community.

A Communication and Engagement Plan is being developed by the project team and MPDC Communications Officer. It will aim to build the base of support for the project amongst key stakeholders (including the i-Site, Railside by the Green, Matamata Inc., Transition Town Matamata, Hauraki Rail Trail, CCS Disability Action) and Matamata residents.

Key messages are being developed to build an understanding of the purpose of the project, build support for the vision of an inclusive environment that is a vibrant and walkable town centre.

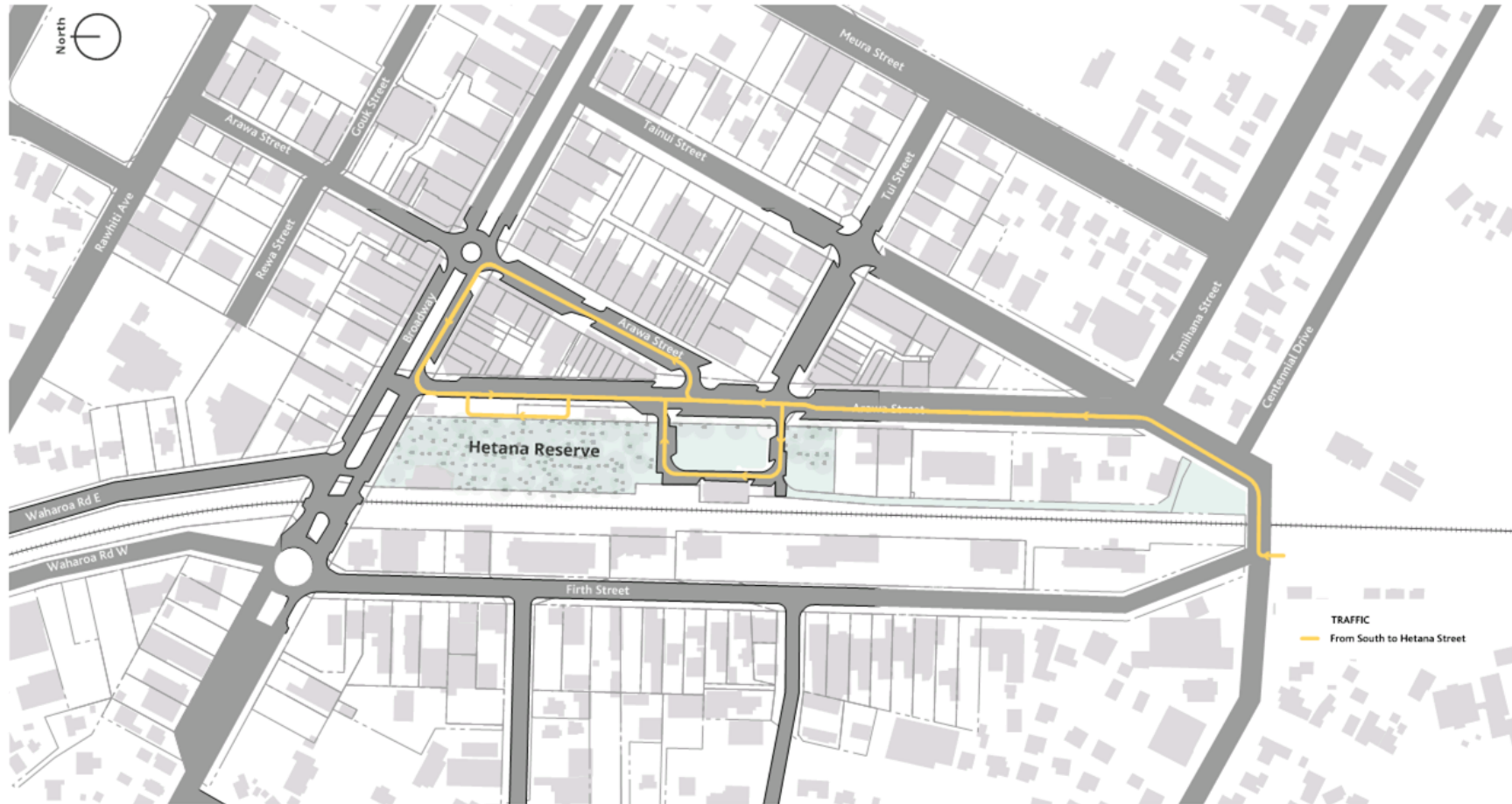
- Project vision. The vision for Hetana Street is to create a treasured destination that is well-connected to the town centre, supports local business and tourism and is well-loved by everyone.
- Project process.
  - Nothing on the street is permanent, and the project can respond to feedback.
  - The trials are an opportunity for us all (Council and community) to test in real-time a possible future state for Hetana Street.
  - Feedback from the community, including businesses, tourist operators and people of all ages and abilities is key to developing solutions and the success of the programme.
- Purpose of changes to the street:
  - One-waying Hetana Street will reduce unnecessary traffic movements down the street, decreasing traffic volumes and speeds.
  - A slow street will allow people with mobility issues, the young, the old, and those pushing prams, to be able to cross the street with confidence. This will protect the most vulnerable community members and allow them to feel safe and included.
  - The changes are about reactivating the existing community space and making it easier to access from the town centre.
  - Hetana Street will remain an important parking area for the town centre.
  - Management of parking through enforcement of time restrictions will support local businesses and people accessing community spaces in the area.

## SOUTHBOUND TRAFFIC TO HETANA STREET ONE-WAY NORTH TO SOUTH



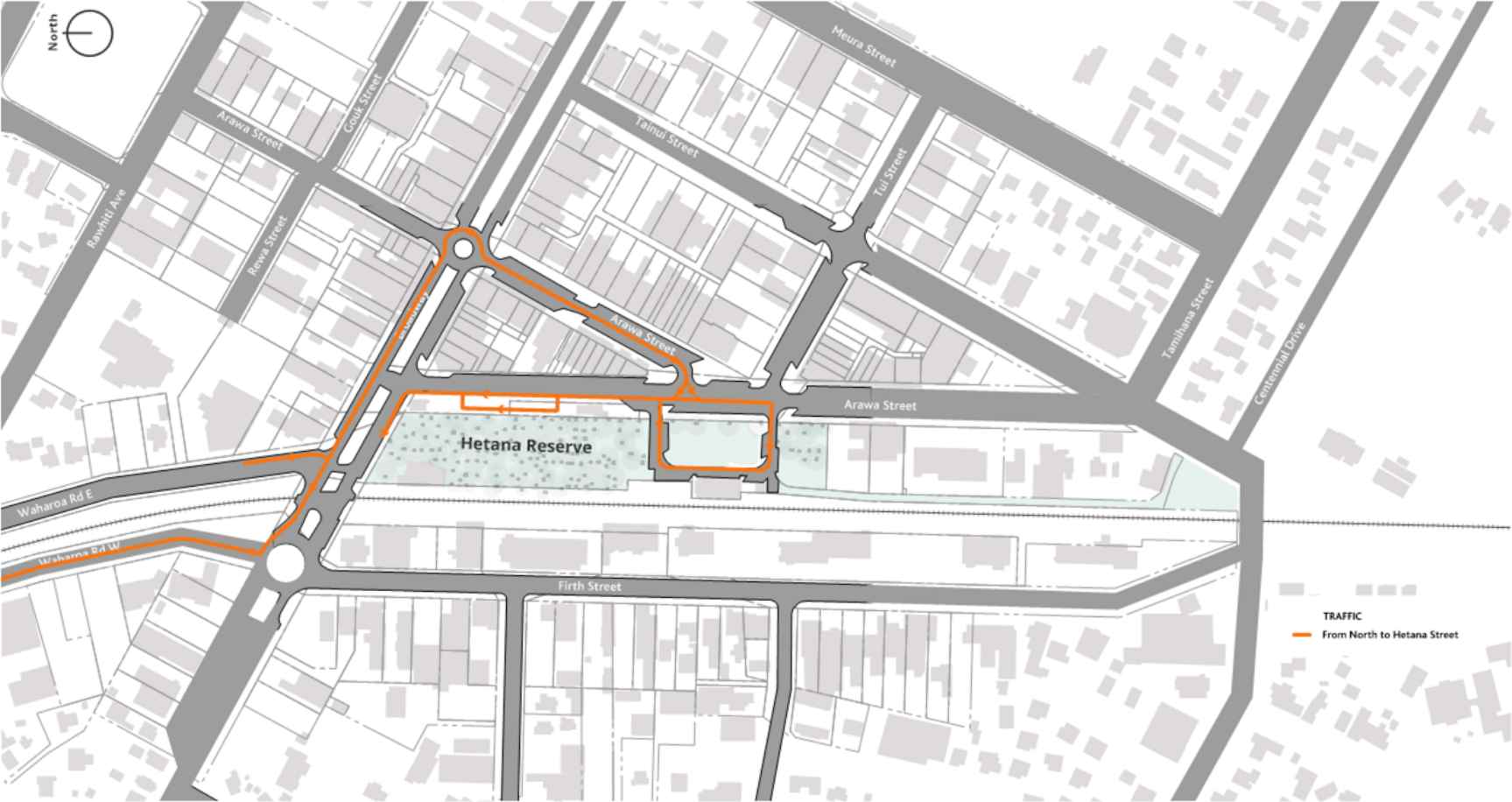


## NORTHBOUND TRAFFIC TO HETANA STREET ONE-WAY NORTH TO SOUTH





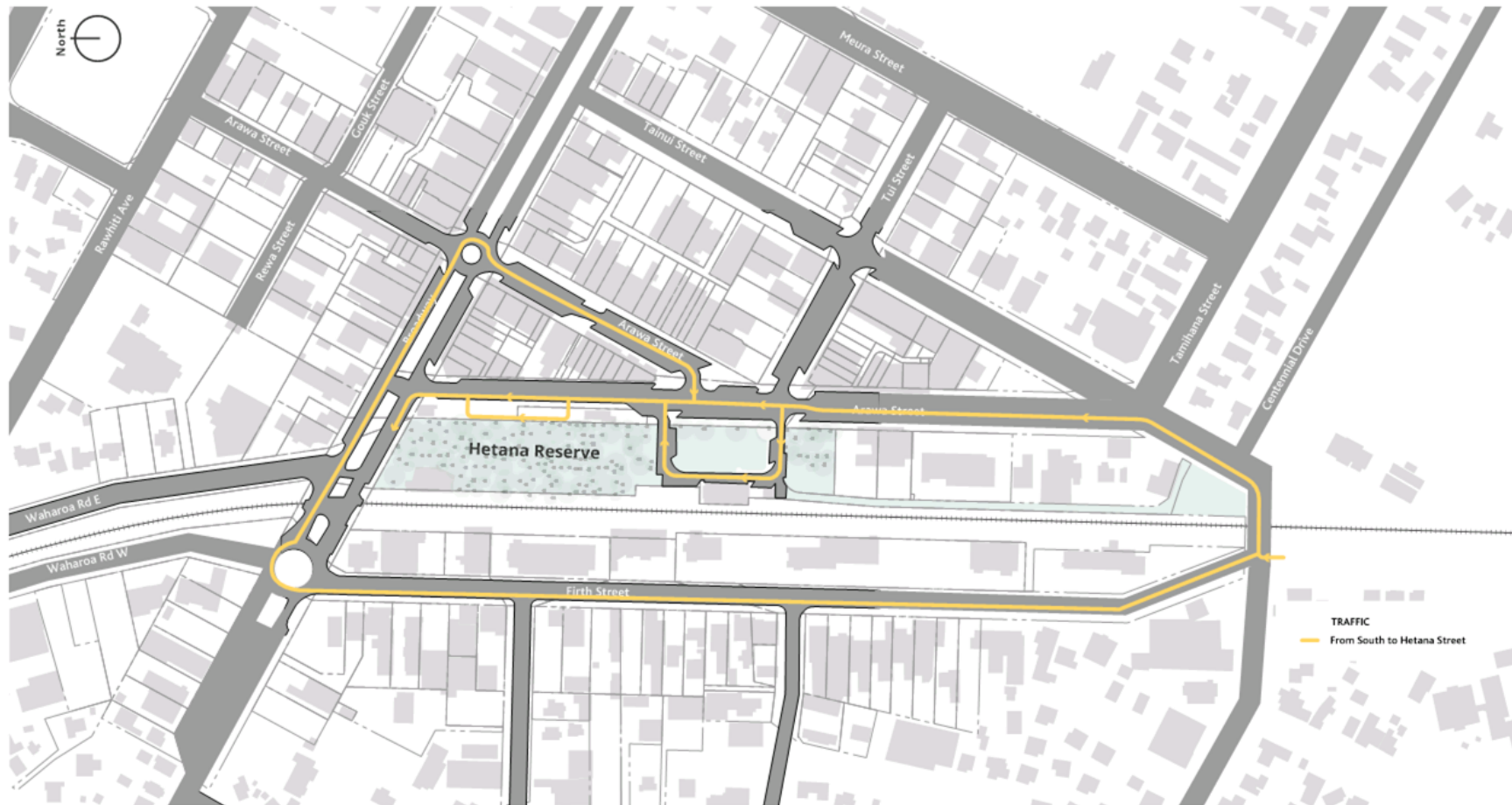
# SOUTHBOUND TRAFFIC TO HETANA STREET ONE-WAY SOUTH TO NORTH



Item 7.6

Attachment B

## NORTHBOUND TRAFFIC TO HETANA STREET ONE-WAY SOUTH TO NORTH



## MATAMATA TOWN BUS CIRCUIT



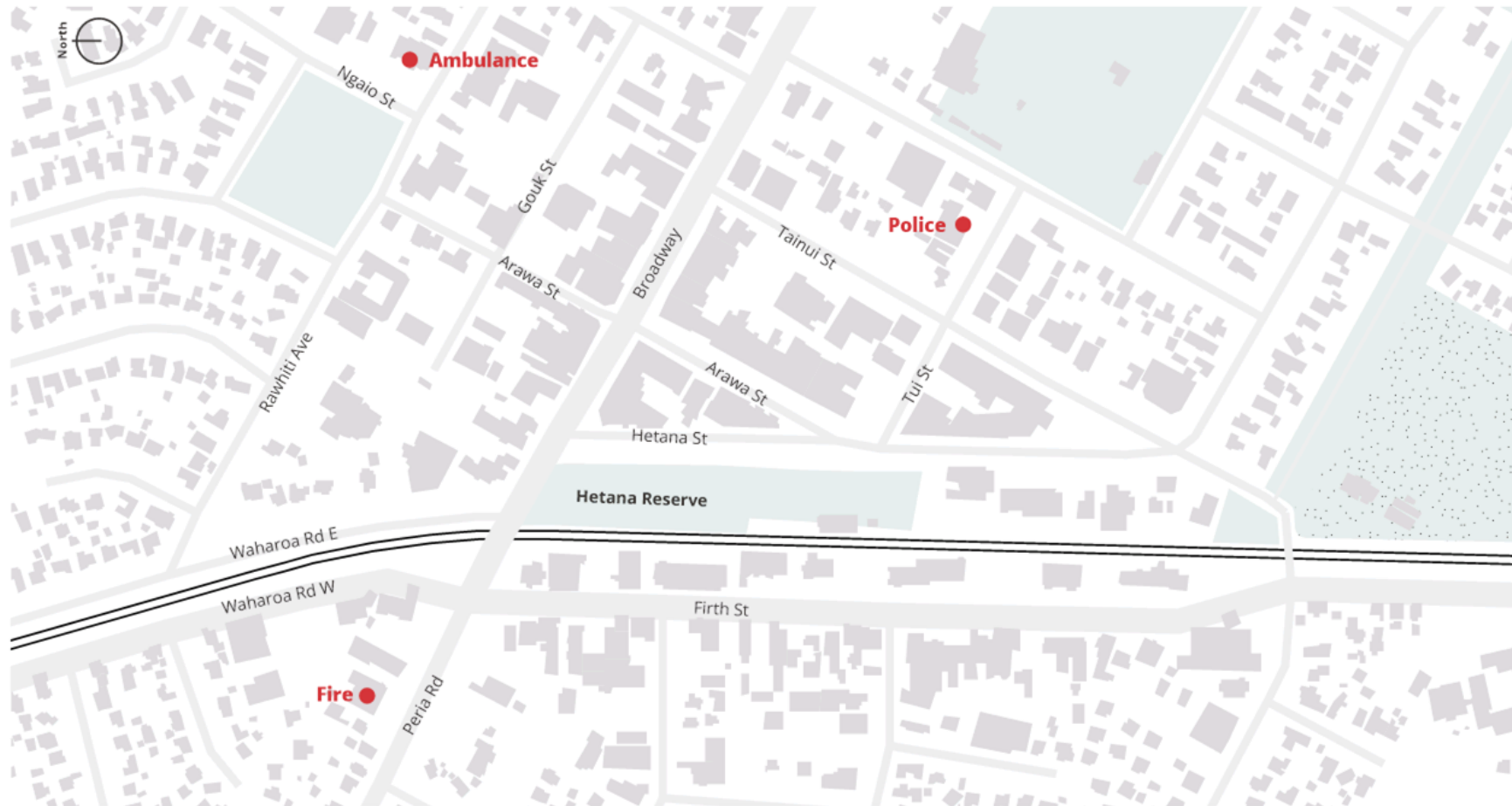


### OTHER BUS SERVICES\*



\*Bus routes to be confirmed with bus service operators

## EMERGENCY SERVICES\*



\*Emergency vehicle routes to be confirmed with emergency services



## Waharoa Play Centre Building

CM No.: 2212003

### Rāpopotonga Matua | Executive Summary

Council has received notification from the Play Centre Organisation of New Zealand that they no longer wish to use the building known as the Waharoa Play Centre. The Centre was located in an historic building that sits on road reserve at 17 Mowbray Road, Waharoa. There is no evidence of any agreement or formal lease with Council.

The building sits on a parcel of land designated as road reserve owned by Council. The site is also listed as a heritage site as the building was formally the headmaster's house, built 1892.

The surrounding land, formally a road reserve, was stopped and gifted to the Ministry of Education with the exception of the small parcel that accommodates the school house.

There is uncertainty of when the building ceased use as a play centre but records show the building warrant of fitness was last compliant in 2014.

Council attempted to put a formal agreement in place by contacting the Eastern Waikato Play Centre but at the time the network of Play Centre Associations across New Zealand were going through an amalgamation process.

A letter was received by the Playcentre Organisation of New Zealand on 22<sup>nd</sup> August 2019 when Council was informed that the organisation, no longer had any use for the building.

The building has sat empty and vacant for a while, falling victim to vandals.

The building is fairly sound but will require some maintenance to make it useable and BWOFF compliant dependant on future use. It is comprised of three large communal spaces, one having kitchen facilities. It has toilet, shower facilities as well as having disabled access.

Council has had several enquiries from local organisations wishing to put to use the building for the benefit of the local community including a request to use the facilities as a medical centre, training centre, community police. These have subsequently proved not to be suitable to the applicants.

During level 4 lockdown the need for a foodbank in Waharoa became evident and this 'demand' has not gone away.

Rangitonga Kaukau has requested that the building be used as a distribution centre for a foodbank.

Council must now make a decision whether to adopt the building and determine a purpose of use and allow provision for the operation and maintenance of the land and building or whether to lease the site for community or commercial use.

## Tūtohunga | Recommendation

**That:**

- 1. Council consider to adopt the building as a Council facility for the use of the General Public, or:**
- 2. Council consider to leasing the building for exclusive use to a private organisation.**
- 3. Council consider how the operational and maintenance costs are to be recovered.**

## Horopaki | Background

The Eastern Waikato Play Centre Association was housed in the historic building that sits on road reserve located at Mowbray Road, Waharoa. There is no evidence of any agreement or formal lease.

The building sits on a parcel of land that is known as 17 Mowbray Road, and is legally a public road owned by Council. It may have been the intention to have the road stopped at some point but this has not happened.

The site is also listed as a heritage site as the building on the land is listed as the Head Teachers School House built 1892.

There is no indication when the building ceased to be used as a play centre but the building warrant of fitness was last compliant in 2014.

Council approached the last known contact for the Eastern Waikato Play Centre in 2016 to look at putting a formal agreement in place. As the network of Play Centre Associations of New Zealand were going through an amalgamation process, Council had to wait until the new entity was formed so that they could consider use of the building.

A letter was received by the Playcentre Organisation of New Zealand on 22<sup>nd</sup> August 2019 turning down the offer of lease as the organisation have no interest or use of the building.

The building is now vacant and has stood empty for a while and is falling victim to vandals, with broken windows and over grown gardens.

The building is fairly sound but will require some maintenance to make it useable and compliant. It is comprised of three large communal spaces one having kitchen facilities. It has toilet, shower facilities as well as having disabled access.

Some work has recently been carried out to secure the building, locks changed and rear french doors rehung.

The surrounds of the building need the gardens and lawns tidied, external clean of the building and gutters. Minor repairs to the gates, the shade sail removed or replaced and a broken window repaired.

The building will need to be BWOFF compliant as it has emergency systems and fire exits. The inside is fairly well maintained and may just need a fresh coat of paint and a good clean. There is no funding allocated for this building and Council will need to consider the use of the building and an operational budget.

As the building is listed as a historical building it should be maintained as such and Council may in the future consider stopping the road parcel and vesting the property as a Council owned land parcel for Council to administer.

The Waharoa Community has a need for a community building within the township and Council may consider the possible use of this building for the benefit of the community.

### **Ngā Take/Kōrerorero | Issues/Discussion**

Both the current Mayor and previous Mayor have been involved in discussion with the community.

The preference is understood to be for the benefit of the local community.

The current targeted rate for this property is \$1149.00 p.a.

The lease arrangement fee for community use is \$125.00

A peppercorn rent is normally \$10 p.a. payable on demand

A funding source for maintenance will be required

### **Mōrearea | Risk**

The building does not have a current BWOFF.

There is no income stream for essential maintenance.

The inability for a community group to raise funds for rates and lease arrangements.

### **Ngā Whiringa | Options**

Do nothing – this would most likely lead to damage to the property and eventual destruction.

Lease the building to a local community organisation for the benefit of the Waharoa community.

Lease the building to a commercial organisation.

### **Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes**

Elected members have met with members of the community. It appears that a community foodbank is the preference and other potential uses have been excluded by community members.

### **Ngā take ā-Ihinga | Consent issues**

None identified unless a change of use is required

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

**Theme:** Healthy Communities

**Community Outcome:** We encourage the use and development of our facilities. Our community is safe healthy and connected.

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

External works and BWOFF compliance issues to be funded from current maintenance budget.  
Leasee to fund internal maintenance and any approved alterations.

**Ngā Tāpiritanga | Attachments**

There are no attachments for this report.

**Ngā waitohu | Signatories**

Author(s)	Roger Lamberth <b>Property and Community Projects Manager</b>	
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Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	
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# Morrinsville Recreation Ground Masterplan

CM No.: 2355058

## Rāpopotonga Matua | Executive Summary

The Morrinsville Recreation Ground is the largest park in Morrinsville. Historically, the park has been used by a range of users. Parts of the park have been under-utilised for a number of years. There is uncertainty over the long-term sustainability of some current uses. The acquisition of additional land between the railway and the historic park boundary has created further development opportunities. Council has been approached, on an ad hoc basis, with various proposals to develop assets or activities within the park. There is a risk that ad hoc projects and changes in use can limit the future potential of the park.

Initial consultation has been undertaken to document current issues and opportunities. The development of a masterplan for the Recreation Grounds is recommended. The purpose of a masterplan is to inform and guide the long-term integrated development and functioning of the overall park. A master plan would help inform future LTP and Annual Plan processes as well as co-ordinate volunteer efforts and community-funded projects.

Developing a masterplan was discussed at a Council Workshop in July 2020. Council is now asked to formally confirm its intent to develop a masterplan and to provide direction on the scope and oversight arrangements for the project to enable it to progress.

### Tūtohunga | Recommendation

That:

1. The report be received;
2. Council confirms its intent to develop a masterplan for the Morrinsville Recreation Ground;
3. Council determines whether it wishes to appoint a Working Party to oversee the masterplan project and, if so, determines the membership of the Working Party;
4. Council provides direction on the scope of the masterplan **OR** Council delegates the decision on the scope of the masterplan to the Working Party;  
**OPTIONAL (if not delegated to a Working Party in Item 4 above):**
5. Council determines whether the scope should...  
(A) assume the current pool complex location remains as is  
**OR**  
(B) consider the pool complex location spatially i.e. whether the current location is appropriate or whether an alternative location may be better long-term
6. Council determines whether the scope of the masterplan should consider the location of a community centre or indoor sports centre and, if so, to what extent.



## Horopaki | Background

With a land area of more than 22 hectares, the Recreation Ground is the largest Council-managed park in the township of Morrinsville. Attachment A provides a map of the site and highlights key features.

Historically, the park has been used by a range of users. Parts of the park have been under-utilised for a number of years. There is uncertainty over the long-term sustainability of some current uses. The acquisition of additional land between the railway and the historic park boundary has created further development opportunities. Council has been approached, on an ad hoc basis, with various proposals to develop assets or activities within the park. There is a risk that ad hoc projects and changes in use can limit the future potential of the park. A holistic planning approach is recommended, to ensure that discrete improvement projects are complimentary and contribute to an agreed future vision for the park.

Council engaged Xyst Limited to undertake initial stakeholder and community consultation on the future vision of the Morrinsville Recreation Grounds and to document current issues and opportunities. An issues and opportunities report was produced and discussed at a Council Workshop on 15 July 2020. A summary of the report is attached (Attachment B).

The future use and development of the Recreation Ground was discussed at a Council Workshop as part of the groundwork for the next Long Term Plan. Feedback from the Workshop supported the development of a masterplan for the Recreation Grounds. This would in effect be a continuance of the work to date with further community engagement and consultation and the development of conceptual designs. The purpose of the masterplan would be to inform and guide the long-term integrated development and functioning of the overall park. A master plan would help inform future LTP and Annual Plan processes as well as co-ordinate volunteer efforts and community-funded projects.

Council is asked to confirm the scope of the masterplan to enable the process to proceed.

## Ngā Take/Kōrerorero | Issues/Discussion

### *Purpose*

The purpose of the masterplan is to inform and guide the long-term integrated development and functioning of the overall site. The draft masterplan document will be a tool for further consultation with the community, potentially to be refined as a result of consultation. The masterplan process will help inform the Long Term Plan and Annual Plan processes and will also promote alignment of community-driven projects and volunteer efforts with the masterplan vision.

### *Scope*

It is important to define the scope of the project for planning and budgeting purposes as well as to manage community expectations.

It is proposed that the masterplan incorporates the following areas spatially:

- The entire Morrinsville Recreation Ground
- Anderson Park, a small park immediately adjacent to the Recreation Ground
- The Council land between the railway and the Recreation Ground
- The current Morrinsville River Walk, from Avenue Road South to Studholme Street.

The Morrinsville Pools Complex is located within the boundaries of the Recreation Ground. Direction is sought from Council on how it wishes the masterplan to deal with the current pool complex. Potential approaches include:

- a. An assumption can be made that, spatially, the pool complex will remain in its current location (perhaps noting that the actual configuration of the pools and/or buildings and/or other features within the complex may change);
- b. The masterplan considers the pool complex location spatially i.e. it considers whether, ultimately, the location of the current complex is appropriate and whether an alternative location may be better long-term;
- c. The masterplan includes the pool complex in more detail.

Staff recommend either Option A or B for the masterplan process as the masterplan is primarily a spatial planning tool.

Due to the specialised nature of pool operation and the substantial costs involved in pool developments/redevelopments, it is recommended that the future design, configuration and operation of the pool complex would best be addressed as a separate piece of work potentially incorporating a feasibility study, detailed business case and business plan.

It is understood that Council would like to progress some park-related improvements in the short-term. Including detail of the pool complex in the masterplan is likely to result in considerable delay in completion of the masterplan as well as increasing the cost of the masterplan substantially. Current indications are that significant funding for upgrading or redeveloping the pool complex is unlikely to be allocated in the first three years of the next Long Term Plan and presumably there is thus no urgency to complete this work at this time.

Previous workshop discussions have also raised the potential for the Recreation Grounds to accommodate a community centre or indoor sports centre of some kind. Direction is sought from Council on how it wishes the masterplan to deal with this issue. Potential approaches include:

- A. The masterplan considers the potential location for a community centre or indoor sports centre spatially;
- B. The masterplan considers a community centre or indoor sports centre to a detailed level;
- C. The masterplan does not consider a community centre or indoor centre.

As with the pool complex, detail of a new community centre/indoor sport centre/multiple-use facility would perhaps be better addressed as a separate piece of work potentially incorporating a feasibility study, detailed business case and business plan. The masterplan consultation process is however likely to give an indication of community aspirations for facilities at the park. In that case, feedback from the community about their needs and aspirations and potential location(s) could be incorporated spatially, as part of the masterplan, with more detailed, feasibility/design work to follow later.

### *Governance*

Given the high level of public interest in the Recreation Grounds, Council may wish to consider forming a working party to oversee the masterplan project.

### *Funding*

The masterplan would not allocate funding towards any projects or sub-projects. Smaller projects could potentially be funded from the annual Community Facilities Bulk Fund while larger projects could potentially be funded by LTP and/or Annual Plan processes. There is also the potential to partner with community groups such as service clubs towards the delivery of some projects.

The completion of the master plan itself could be funded from the asset management operational budget however if the scope were to increase additional funding may be required.

### *Consultation*

The masterplan is not a statutory document and there is no prescribed consultation process that must be followed. It is however good practice to engage and consult as part of the development of a draft masterplan and to consult on the draft masterplan. Council should consider the significance of the proposals and determine an appropriate level of consultation. A consultation plan for the next phase of the masterplan will be developed and brought to Council.

While there has been some consultation to date with known user and community groups, wider consultation may be appropriate given the likely community interest. Engagement with Mana Whenua will be an essential part of the development of the masterplan.

## **Mōrearea | Risk**

If a masterplan is not developed, there is a risk that development and use of the Recreation Ground will progress in an ad hoc and uncoordinated manner, which may limit the potential of the site to meet the needs of our community.

If the community is not effectively engaged and consulted as part of the process there is a risk that future developments do not meet the community's needs and aspirations or that the community have no sense of ownership in the process.

If the purpose and scope of the masterplan is not understood it could lead to unrealistic community expectations.

## **Ngā Whiringa | Options**

1. Council can develop a masterplan.
2. Council can decide not to develop a masterplan.

Option 1 is the preferred option.

## **Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes**

As the masterplan is not a statutory document i.e. it is not required by legislation, there is no prescribed form of consultation.

While there has been some consultation to date with known user and community groups, wider consultation may be appropriate given the likely community interest. Engagement with Mana Whenua will be an essential part of the development of the masterplan. If Council were to form a

Working Group for this project, it is recommended that the Working Group should include representative from Ngāti Hauā.

A communication and engagement plan will be developed once the project scope has been defined and a project manager has been nominated.

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

**Community Outcomes:**

- We encourage community engagement and provide sound and visionary decision making.
- We encourage the use and development of our facilities.
- Our community is safe, healthy and connected.

**Theme:** Connected Infrastructure

**Community Outcomes:**

- Infrastructure and services are fit for purpose and affordable, now and in the future.
- Quality infrastructure is provided to support community wellbeing.

**Theme:** Vibrant Cultural Values

**Community Outcome:**

Tangata Whenua with Manawhenua status (those with authority over the land under Māori lore) have meaningful involvement in decision making.

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

The completion of the master plan itself could be funded from the asset management operational budget however if the scope were to increase additional funding may be required.

**Ngā Tāpiritanga | Attachments**

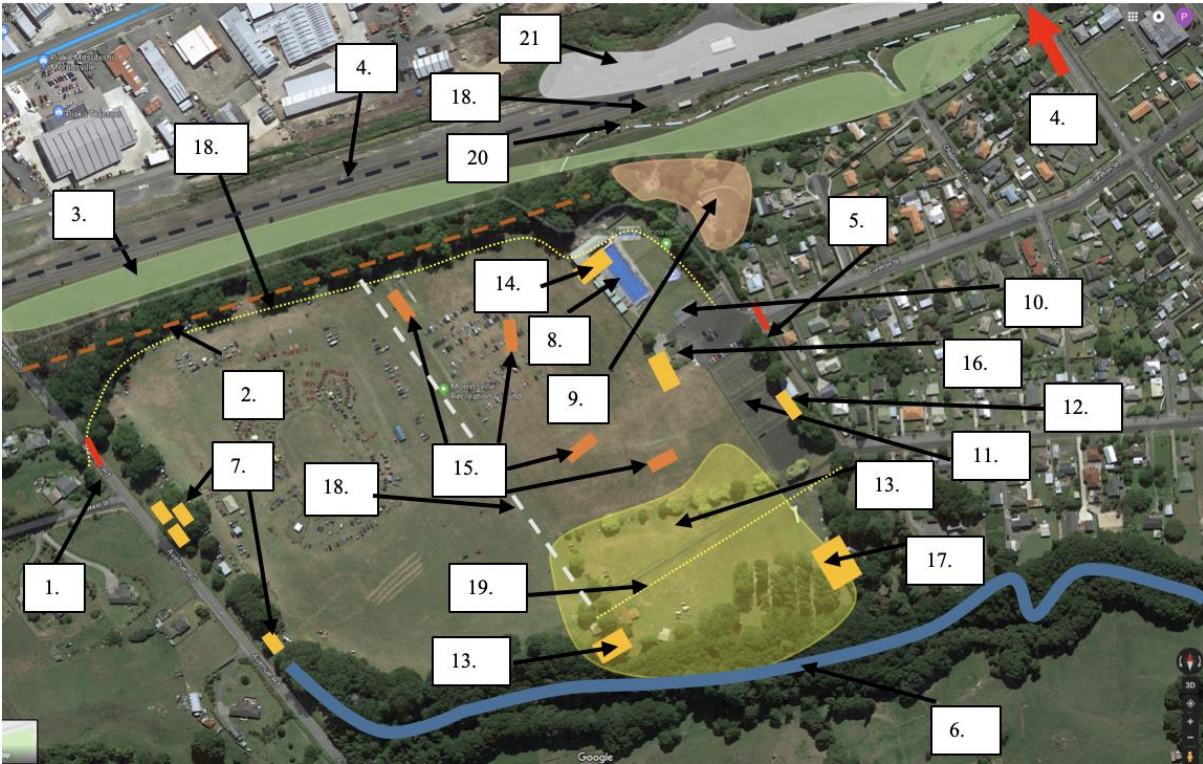
[A](#). Overview of site and key features

[B](#). Condensed Issues Report

**Ngā waitohu | Signatories**

Author(s)	Mark Naudé <b>Parks and Facilities Planner</b>	
Approved by	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
	Manaia Te Wiata <b>Group Manager Business Support</b>	

## Key features and overview of the Morrinsville Recreation Ground



### Accessibility and connectivity:

1. Avenue Road South entrance
2. Internal Road (Cureton Road entrance to Avenue Road entrance)
3. Acquired Council land
4. Train tracks that divide the Recreation Ground from town, a short walk away
5. Cureton Street and entrance to the Recreation Ground
6. River Walk

### Club function:

7. Polo field and facilities
8. Swim Zone Morrinsville
9. Anderson Park (skate park, basketball hoop and playground)
10. Playground (next to swimming pool)
11. Tennis courts
12. Tennis building
13. Main area utilised by the A&P Society (including facility)
14. Morrinsville Soccer Club and sports centre
15. Cricket Club

### Other assets:

16. Public toilets and Council house
17. Fire Brigade storage building



- 
18. Fences
  19. Other internal tar-seal road
  20. Drainage ditch and community planting
  21. Gravel area



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**DRAFT November 2019**

**Matamata-Piako District Council**

**Morrinsville Recreation Grounds:  
Condensed Investigation Report for  
Councillor's workshop**



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## 1 Executive summary

Matamata-Piako District Council (the Council) has engaged Xyst Limited to undertake stakeholder and community consultation on the future vision of the Morrinsville Recreation Grounds (the Rec Ground). Historically, the Rec Ground has been used by a range of users. However, the ground has been under-utilised for a number of years and Council is often approached, on an ad hoc basis by groups, which has resulted in decisions that have been dealt with in isolation.

The Council wishes to have a holistic understanding of current facilities and infrastructure located at the Rec Ground, as well as understand who the existing user groups are and how active these groups are. Providing an up-to-date account and strategic vision for the site will help guide decision-making and assist in planning, funding and asset provision for the future.

This condensed report highlights the key findings (issues and opportunities) of the initial investigation undertaken through key stakeholder interviews, surveys and site visits. Key issues and opportunities have been identified to help the Council work towards developing solutions to existing or perceived barriers relating to the Rec Ground. The vision and long-term concept plan for the Rec Ground are yet to be defined, but creating a shared identity and valued, open space is an important part of establishing a future highly utilised greenspace for the community.

The recommended next steps are:

- To understand the outcomes from the Councillors' meeting.
- Draft a concept plan that displays the future vision for the Rec Ground, identifies locations for various activities to be undertaken and provides a strategy for the Rec Ground's linkage into the Morrinsville township, which is currently restricted by the railway line and the State Highway.
- The draft concept plan will then be consulted on with the Morrinsville community to understand their needs and aspirations for the space.
- This will then be refined and the final plan will be used to target renewal of assets and, where identified, relocation of these assets over a given period of time.

## 2 The site

The Rec Ground is located in south-western Morrinsville between Avenue Road South and Cureton Street, both of which have vehicle access into the site. The flat site is 22.1761 hectares, lined with large mature trees.

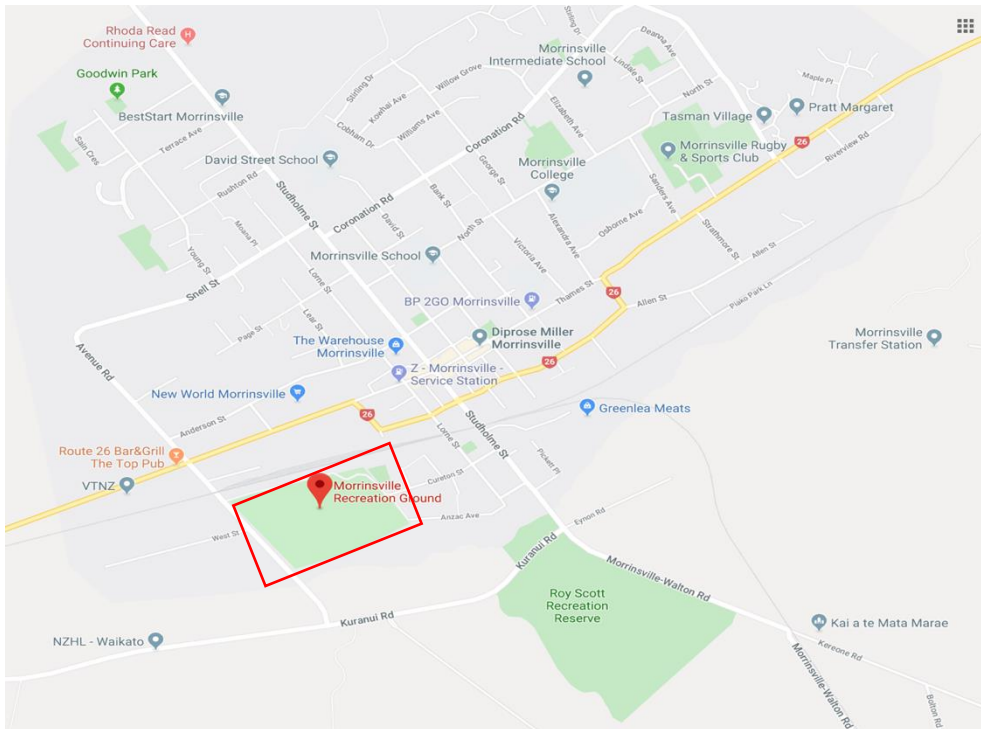


Figure 1: Location map of Morrinsville Recreation Ground within Morrinsville township



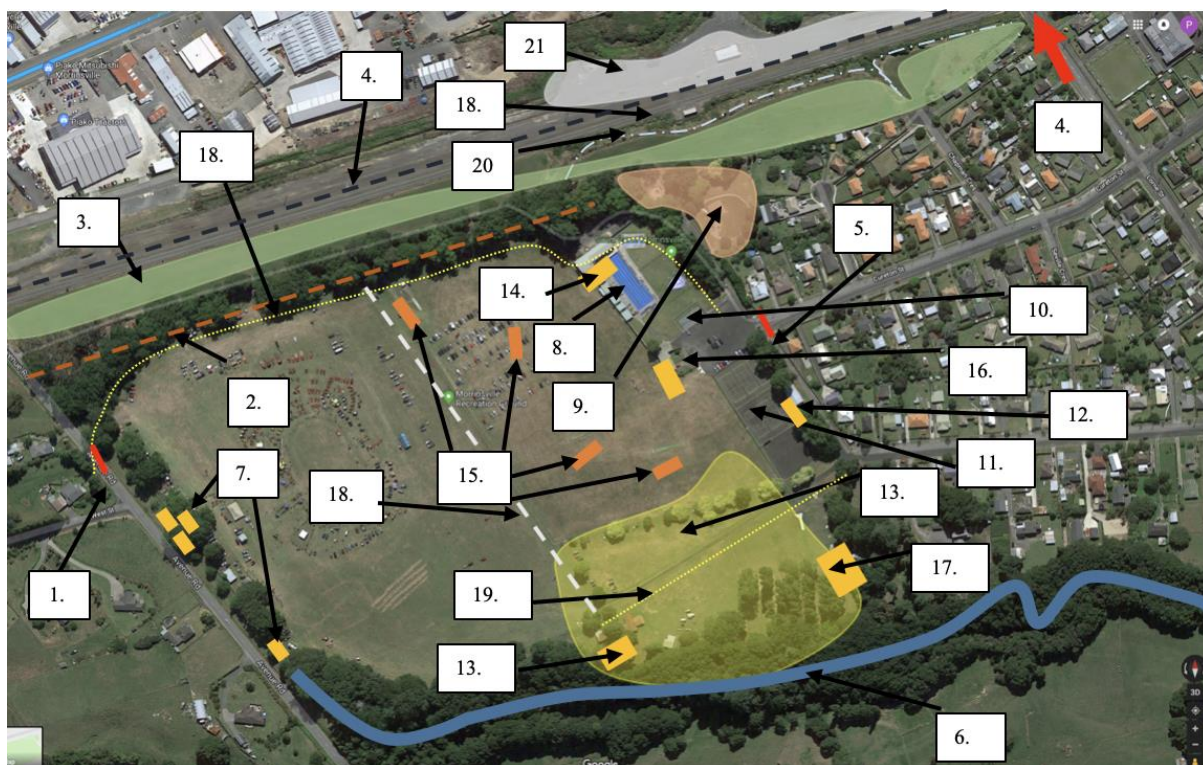


Figure 2: Key features and overview of the Morrinsville Recreation Ground

Images of the facilities and sites numbered below and in Figure 2 can be found in Attachment 1.

Accessibility and connectivity:

1. Avenue Road South entrance
2. Internal Road (Cureton Road entrance to Avenue Road entrance)
3. Acquired Council land
4. Train tracks that divide the Recreation Ground from town, a short walk away
5. Cureton Street and entrance to the Recreation Ground
6. River Walk

Club function:

7. Polo field and facilities
8. Swim Zone Morrinsville
9. Anderson Park (skate park, basketball hoop and playground)
10. Playground (next to swimming pool)
11. Tennis courts
12. Tennis building
13. Main area utilised by the A&P Society (including facility)
14. Morrinsville Soccer Club and sports centre
15. Cricket Club

Other assets:

16. Public toilets and Council house
17. Fire Brigade storage building
18. Fences

19. Other internal tar-seal road
20. Drainage ditch and community planting
21. Gravel area

### 3 Approach

To date, an extensive level of information gathering has been undertaken, with key user groups, to build a key stakeholders list (Attachment 2) and to understand initial issues and potential opportunities.

Methods for gathering information have been a site visit, initial user/stakeholder meetings (2018), phone calls and emails with key stakeholders (October and November 2019). A survey at the 2019 A&P Show was also conducted in February 2019.

From this work, the following initial information has been determined:

- User groups of the Rec Ground
- Barriers
- Perceptions
- What facilities are located on site
- Space utilisation
- Collaboration and partnership
- Needs of users and opportunities for improved utilisation

#### 3.1 Key stakeholders

The key stakeholders are those who utilise the Rec Grounds, for a particular event or activity, and those who have a vested community interest in the space. In addition, Council staff, who have involvement at the ground, have been invited to comment. A total of 24 key stakeholders were contacted and discussions with 12 Council staff members were undertaken to inform the investigation report below. These stakeholders were categorised and divided into five groups (also seen in Attachment 2):

1. Sport clubs, agencies and active recreation groups
2. Event organisers
3. Community
4. Council staff
5. Other

The key stakeholders helped identify significant information, utilisation, issues and opportunities regarding various spaces, facilities, user groups, functions, accessibility and connectivity.

### 4 Stakeholder and MPDC staff interview findings

#### 4.1 Shared vision

The development of an overall vision for the park, along with a guiding document and action plan to achieve that vision (to be developed following public consultation), will ensure future developments are appropriate to the purpose of the grounds and that they are multi-purpose spaces and facilities. For example, consideration needs to be given to the New Zealand Motor

Campervan Association and whether the ground is the right location for them. A vision for the ground will help guide these types of decisions that arise.

#### 4.2 Hubbing

Strategic direction and decisions to consolidate existing buildings/facilities located on the site and promotion of the Rec Ground as a sports hub for users should be considered. There are a large number of facilities across the Rec Ground and facilities of poor condition. Some clubs on site have a real sense of ownership and feel they have a right to the land which makes it difficult to look at developing or changing the use of the space. Further discussion with key stakeholders will be necessary to achieve a sports hub, with an aim to help sustain the usage of the ground, improve the appearance and assist with decisions around management and funding for ageing, duplicated and deteriorated facilities. The sports centre is an asset that could be developed in the future to accommodate a range of needs for users of the ground. This would include understanding what sports could be accommodated at the ground, where there is overlap or gaps in facility provision and where the priorities for funding will have the most impact. A change in demand by user groups has shifted over time, as different sport codes have grown, and would benefit in using parts of this space more regularly.

Various clubs require both storage facilities for equipment and ample space in which to play, especially when considering future growth possibilities. The existing field layout does not facilitate flexible use, with permanent assets such as the concrete cricket wicket base and the stock fences restricting alternative configurations and the ability for other users of the ground to utilise the space to its full potential. The Polo Club in particular takes up a large amount of space that is rarely used. The tennis building and courts are currently an eyesore, in poor condition.

It is recommended that a review of the sports fields' layouts, including the polo ground and stock fences is undertaken.

#### 4.3 Awareness

There is a need to raise awareness of the Rec Ground within the Morrinsville community. Stakeholder interviews and survey results indicated that the ground was under-utilised, perceived as unsafe and not well connected to other parts of the Morrinsville township. The concept plan should develop ways to promote and raise awareness of the facilities and space that the Rec Ground has to offer groups. It should include a loop walk from the town and plan to connect other key parts of the surrounding area through wayfinding, signage and information boards.

#### 4.4 Wayfinding and accessibility

Wayfinding to the ground, and within the ground, requires improvement along with interpretation and information signage. This could include history, mapping of walking tracks and rules such as dog off-leash areas.

Accessible walking tracks for all abilities could also be extended to create a perimeter walk around the grounds, connecting the grounds to the township and the new proposed subdivision, to increase connectedness and utilisation. As awareness and utilisation of the Rec Ground increases pedestrian safety issues will increase for those walking from town to the Rec Ground due to the railway crossing and state highway on route to the Rec Ground. The newly purchased railway corridor land could help develop a welcoming and safe connection.

Accessibility access and facilities for less mobile pedestrians (buggies, wheelchairs, elderly) is required throughout the ground as currently fences and locked gates limit access to the playing fields and internal road (if gates are locked). Facilities also require improvements to ensure they are user friendly for less mobile users and visitors.

Promoting one entrance of the park as the main entrance (recommend Cureton Street entrance due to facilities and historical gates) and improving the attractiveness, first impression and wayfinding to the Cureton Street entrance is recommended. For example, the public toilets, Council house and facilities in poor condition have been raised as 'eyesores' to the entrance. Minor changes to Avenue South Road entrance could also be made, such as increased carparking and erecting bollards to restrict vehicle access and to protect the grounds. This development will be required if activities around this entrance are further developed, popularity of the River Walk is increased or if proposed subdivisions along Kuranui Road go ahead usage of Avenue Road South may increase. Freedom campers could also be relocated to this area in the future.

#### 4.5 Management

The Morrinsville Recreation Ground Management Plan is outdated and needs updating to ensure it aligns with the future vision for the grounds.

The booking system, within Council, is considered to be suitable for the purpose of formal bookings of the grounds. However, there is lack of clarity around who has priority. The utilisation by sport teams is ad hoc and recreation or social groups are second tier to sports codes. It was found, however, that most teams/users are in good contact with the other users of the ground and are willing to compromise and share facilities, but that each club only does what is needed for their own specific club's purpose. There is an opportunity to improve the collective way that the ground is managed and maintained for all users.

#### 4.6 Other

The concept plan should provide guidance for tidying up the vegetation to improve visibility, reduce plant pests and reduce the feeling of being unsafe, with particular focus on the River Walk. The Rec Ground is surrounded in many mature trees and findings identified that people highly value the mature trees in the Grounds. Therefore creating a succession plan for the mature trees is important to ensure there are large trees in the future for people to enjoy.

The location of the skate bowl, playgrounds and basketball hoop due should be considered due to a lack of visibility, inappropriate behaviour and poor condition. The current location of the basketball hoop and skate bowl requires the continual need to remove debris.

Vandalism is currently high in the park as the ground currently lacks a sense of community ownership and pride. Therefore, involving and engaging the community, including schools, in projects, volunteer days and engagement will help provide a sense of community ownership for the grounds, with an aim to reduce vandalism and improve the perception of safety at the Rec Ground.

In the future, with regional growth and community utilisation at the ground, planning will need to be considered for provision of more carparking, bins and a strategy to ensure safe walking access across the railway and State Highway.

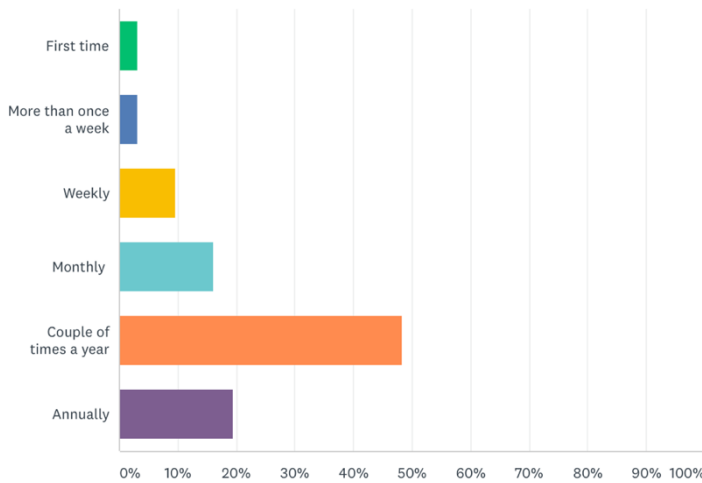
## 5 Survey findings

Intercept surveys were undertaken at random locations during the Morrinsville A&P Show, located at the Rec Ground, to gain an understanding of the utilisation issues, opportunities, likes, dislikes and perceptions of the Rec Ground currently.

### 5.1 Respondents:

There were 31 A&P Show attendees who completed the intercept survey, of which 93.5% were local residents and the remaining NZ visitors.

### 5.2 Utilisation:

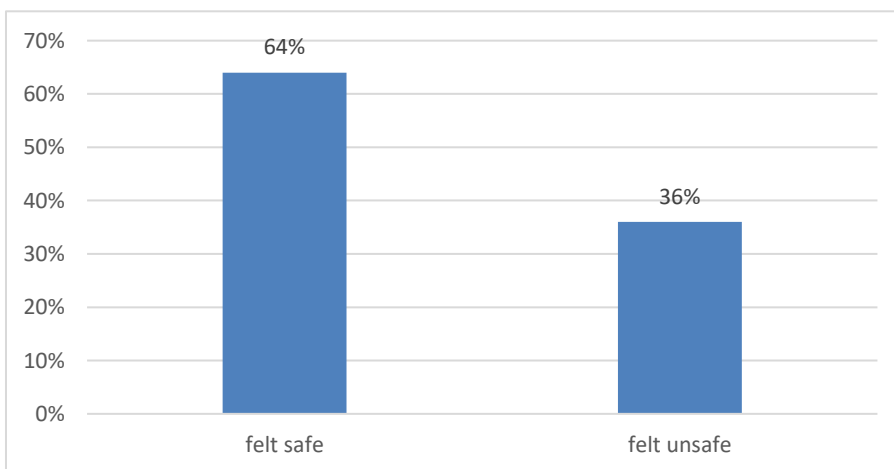


### 5.3 Key Findings:

The key findings from the survey was that the majority **felt the Cureton Street entrance was the main entrance**, although both entrances were used depending on the reason for users coming to the ground.

The ground was **felt to be disconnected to the township**, mainly due to the railway separation.

The feeling of safety, whilst alone at the Rec Ground, was questioned and as seen in the graph below it was found that just **over half of the respondents felt safe at the ground on their own (64%)**.



Respondents **valued the openness and mature trees, and wanted to see:**



- an increase in utilisation
- improvements to signage
- improvements to the Avenue South Road entrance
- a playground in sight of other users of the Rec Ground
- increased picnic tables, rubbish bins and shelters
- a children's bike track
- a playground for older children
- increased promotion of the facilities and their availability to others with a view to increasing utilisation.

## 6 Recommendations

Based on the information gathered from internal staff, surveys, site observations by Xyst staff and stakeholder interviews, the following possible solutions were identified to improve the Rec Ground:

- Development of an overall **vision for the park**, along with a guiding document and action plan to achieve that vision (to be developed following public consultation).
- Consider the strategic direction and decisions to consolidate existing buildings/ facilities located on the site, and promote the Rec Ground as a **sports hub for users**.
- The **sports centre is an asset that could be developed** in the future to accommodate a wider range of users of the park.
- Consider the **configuration of the sports fields, polo ground** (including how necessary the stock fences are) to increase utilisation.
- Raise **awareness** of the Rec Ground within the Morrinsville community and **improve community pride**.
- **Wayfinding** to the ground, and within the ground, requires improvement along with interpretation and information signage.
- **Improve connectivity to the town centre** by creating a safe walking and a loop track.
- **Accessibility for less mobile pedestrians** (buggies, wheelchairs, elderly) is required throughout the ground.
- **Promoting one entrance** of the park as the **main entrance** and improve attractiveness (recommend Cureton Street entrance due to facilities and historical gates).
- Tidying up the vegetation around trails and opening up **visibility**.
- **Succession plan for the mature trees**.

- Consider **future of skate bowl, playground and basketball hoop** in terms of need and future location.
- Plan for **increased utilisation** through provision of improved facilities.
- Consider incorporating a dedicated NZMCA site within the ground.
- **Review of the Reserve Management Plan and the Council lease arrangements onsite**, including the historical arrangements.
- **Consideration of future growth** for example car parking provision.
- Policy rules are reviewed, user understandings are understood and it is ensured that there is alignment with management, policy and staff for the Recreation Ground's future success.

The Xyst staff involved in leading the project have become very aware that the assets (buildings in the ground) are reaching a point where renewal/removal needs to be considered. This includes the swimming pool, which doesn't seem to have any long-term renewal plan.



Buildings are scattered around the ground due to historical uses of parts of the ground. A review of the buildings and consideration of the development of a new sports hub, to accommodate all users and provide an element of future proofing for the ground, are seen as key opportunities and decisions to be made.



## 7 Next steps



The recommended next steps for this investigation are:

1. Take the outcomes from the workshop and prepare a brief for the development of a draft concept plan, which will then be used for community and stakeholder consultation.
2. Undertake consultation, with the user groups and community, on the draft concept plan.
3. Based on the outcomes of the consultation, refinements to be made to the concept plan and strategic direction for the Rec Ground.



## Attachment 1: Onsite facilities information



Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Kiosk		Polo Club	Lease expired 18 December 1977. A letter for condition of use was issued in 2010 informing the club that they could continue on an informal/casual basis with no future guarantee. Polo Club pays an annual lease of \$664.44	Polo Club	
Score board building		Polo Club	Lease expired 18 December 1977. A letter for condition of use was issued in 2010 informing the club that they could continue on an informal/casual basis with no future guarantee. Polo Club pays an annual lease of \$664.44	Polo Club	



Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Tool and machinery shed		Polo Club	Lease expired 18 December 1977. A letter for condition of use was issued in 2010 informing the club that they could continue on an informal/casual basis with no future guarantee. Polo Club pays an annual lease of \$664.44	Polo Club	
Polo field		Council	Lease expired 18 December 1977. A letter for condition of use was issued in 2010 informing the club that they could continue on an informal/casual basis with no future guarantee. Polo Club pays an annual lease of \$664.44	Polo Club mow the field	RMP states its provision is for polo purposes
Toilets located near polo field (right in image)		No record of ownership	Unknown	Polo clean the toilets	Only unlocked for events



Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Campground toilets		Council	N/A	Council	Locked up and only used for events.
A&P Society building		A&P Society	A&P Society	A&P Society	





Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Tennis court (furthest from Swim Zone)		Council	Council	Council	
Tennis Courts (x2, closest to Swim Zone)		Tennis Club	Lease land from Council	Tennis Club	


Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Tennis Club building		Tennis Club	Leased ends 2032	Tennis Club	Council covers external vandalism damages
Swim Zone pool		Council	N/A	Council	



Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Sports Centre		Council	Historical arrangements for Soccer, Cricket and Swimming Clubs to use	Council make capital investments. Club covers daily expenses	
Cricket wickets		Council	Historical arrangement with Council since 1965. No current lease	Club and Council. Council supplies equipment for line markings and helps with clay wicket and maintains the artificial wicket	


Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Cricket nets		Cricket Club		Cricket Club	Ready for a renewal
Basketball quarter court		Council	N/A	Council	Constructed in 2000

Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Playground (Anderson Park)		Council	N/A	Council – checked once a fortnight (weekly during school holidays)	Constructed in 2015
Playground (Swimming pool)		Council	N/A	Council – checked once a fortnight (weekly during school holidays)	Constructed in 2015



Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Skate bowl		Council	N/A	Council	Constructed 1995
Council house		Council	Leased to tenant	Council	Previously had a groundsman living onsite in the house

Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Fire Brigade shed		Fire Brigade	Historical arrangement	Fire Brigade	Approximately 45 years old
Exeloo toilets		Council	N/A	Council, cleaned daily	

Asset	Image	Owner	Lease or historical arrangements	Maintenance responsibility	Other
Dump station (Cureton St entrance)		Council	N/A	Council	

## Attachment 2: Stakeholder engagement list

Engagement organisation	Contact name	Method of communication
<b>Sport clubs, agencies and active recreation groups</b>		
Sport Waikato	Lou Beer	Face-to-face meeting and phone call
Cricket Club	Peter Bennett and Sam Nowland	Email and phone call
Tennis Club	Michelle Corlett	Phone call
Soccer Club	Jeremy Pope	
Polo Club	Kevin Grey	Phone call
Rugby League	Andy Lee	Phone call
Swim Zone	Bruce Langlands and Wendy Clothier	Email
Ultimate frisbee	Heather Furniss	Email
Flex fitness	Jordan	Phone call
HIT sessions (private bootcamp)	Kylie Wells	Email
<b>Events</b>		
A&P Society	Bruce McRobbie	Phone call
One off events	Bruce McRobbie, Cathy Balvent	Phone call and face to face meeting
Fire Brigade	Brian Watters	Phone
<b>Community</b>		
Local community member	David Sing	Face-to-face meeting
I-site	Cathy Balvent	Face-to-face meeting
Local Councillor	James Thomas	Phone call
<b>MPDC Staff</b>		
Bookings	Bex Toope	Phone call
Morrinsville river walk	Eric Hamilton	Phone call
Property Services	Vicki Black and Raewyn Court	Face to face meeting
Customer Services	Sheree O'Brien	Phone call and email
Property and Community Manager	Roger Lamberth	Phone call
Community Projects Coordinator	Bryan Turner	Phone call
Roading Asset Engineer	Raymond Short	Phone call
Parks Operations Manager	Todd Makeham	Phone call
Utilities Asset Engineer	Graham Robertson	Face to face meeting

Engagement organisation	Contact name	Method of communication
Matamata-Piako District Council (Utilities Asset Engineer)	Aaron Toone	Face-to-face Meeting
<b>Other</b>		
Kiwi Rail	Rebecca Beals	Email
Police	Vic Seddon	Phone call
Piako Catchment Forum	Jude Tinsdall and Glenn Valler	Phone call and Email
Morrinsville Historical Society	Mike Gribble	Email



# Matamata Stadium Development

CM No.: 2341164

## Rāpopotonga Matua | Executive Summary

Members of the Matamata Community Stadium Working Group will present an update on the stadium project.

Consultant for the project, Bruce Maunsell, will also be in attendance.

### Tūtohunga | Recommendation

That:

1. The information be received.

### Ngā Tāpiritanga | Attachments

[A↓](#). Financial Analysis 19 Aug 2020 - Final

### Ngā waitohu | Signatories

Author(s)	Stephanie Glasgow <b>Committee Secretary and Corporate Administration Officer</b>	
Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

# Financial Analysis

## Matamata Indoor Stadium

AUGUST 2020

Prepared by Bruce Maunsell  
brucemaunsell@gmail.com

## Introduction

This document provides the basis for the financial business case for the preferred Mixed Hire and Managed Program based management scenario.

It includes:

- The assumptions on which those forecasts are based
- The Profit & Loss Forecasts for the first 5 years of operation
- The Profit & Loss Forecasts for first 12 months of operation
- User forecasts for Program and Hire revenue
- Sensitivity analysis indicating the effects of variations in the key revenue sources.

## Assumptions

The business case is based on the following assumptions.

### Operating Forecasts

#### Revenue

1. Revenue from running programs, including social sports leagues, competitions on behalf of sports codes will be \$97,440 – see User Forecasts
2. Revenue from Court Hire will be \$85,820 – see User Forecasts
3. Revenue from Hire of Multipurpose Room will be \$6,000
4. Revenue from Office Rental will be \$3,750
5. Operational sponsorship, possibly including long term naming rights contract, event sponsorship etc will be \$50,000 per year
6. Operational grants, from community funders, for staff costs for running programs and events will be \$50,000 per year
7. Matamata College funding, from its operational budget, for use of the facility will be \$40,000 per year, inflation adjusted in subsequent years
8. MPDC Provision of Services Contract will be \$100,000
9. MPDC Operational Grant will be \$50,000
10. Headon Stadium Management Contract will be \$25,000.

### Expenses

#### Staff Expenses

1. The Facilities Manager Salary will be \$80,000
2. The Program Manager salary will be \$30,000
3. Facility Supervisors wages will be \$50,000, based on 40 hours per week at \$20 per hour
4. Staff Costs calculated at 8% of total salaries and wages have been added to allow for ACC, Kiwisaver etc.

#### Services Expenses

1. Electricity/Gas \$25,000
2. Minor maintenance \$5,000
3. Communications \$6,000
4. Uniforms \$3,000
5. Security \$1,200
6. Bank/finance \$1,500
7. Computers/technology \$5,000
8. Pest Control \$1,000
9. Gardening/landscaping \$2,400
10. Cleaning \$50,000
11. Marketing/advertising \$1,000
12. Misc Costs & contingencies \$8,000

#### Statutory Expenses

1. Insurance – building 10,000
2. Insurance – content \$5,000

3. Insurance - PL, trustees \$4,000
4. Rates/water/rubbish \$5,000
5. Accounting/legal/prof fees \$4,000

**Supplies Expenses**

1. Office \$2,000
2. Cleaning \$3,500

**Depreciation**

1. Straight line depreciation of \$130,000/year is included  
Where relevant allowance for inflation of costs have been included in years 2 – 5.

**Court Facility Users**

1. Key users will be basketball (adult and junior), miniball, volleyball, netball, futsal, Matamata College, other schools, Community Programs, other community use.
2. Sports competitions will be organised as 10 week leagues, with weekly 45 minute games.
3. Each game or session will cost \$3 per student, \$8 per adult.
4. Court space rented to other users at \$35 per court, \$70 for whole space, per hour.
5. Total court use 3,310 hours (76% on basis of 2 courts) Year 1
6. Of this Matamata College uses courts 1,050 hours, not including activities after school hours. After school access arrangements should be clearly defined.

**Other Assumptions:**

1. 1 person supervising facility 6am – 9am, 3.30 – 10pm (9.5 hours/day)
2. Total staff hours approx. 100 hours/week (2.5 FTE)
3. Facility Manager – 40 hours per week
4. Program Manager – 20 hours per week
5. Facility supervisors – 40 hours per week
6. Gym (court area) is only available to public 6am – 9am, 3.30 – 10pm Monday - Friday, 8am - 6pm weekends
7. Program manager organises, manages & promotes competitions as per table
8. Codes hire facility for specific competition, practices etc
9. School responsible for supervision 9am – 3.30pm, except if public sessions. Assume no public sessions during school hours other than by agreement with school and management
10. Normal staffing requirements one person on site. Extras during peak times or special events as required
11. Court hire is on basis of double court. Rates \$35/hour for single court with curtain divider.

Profit & Loss Forecast – Year 1 – 5

Income

GST Not Included	Year 1	Growth	Year 2	Growth	Year 3	Growth	Year 4	Growth	Year 5
<b>Income</b>									
Courts - programs	97,440	20%	116,928	10%	128,621	2%	131,193	0%	131,193
Courts - hire	85,820	5%	90,111		90,111	2%	91,913	2%	93,751
Multipurpose room	6,000	10%	6,600	5%	6,930	2%	7,069	2%	7,210
Office rental	3,750	0%	3,750	0%	3,750	0%	3,750	0%	3,750
Operational Sponsorship (Local Sources)	50,000	0%	50,000	0%	50,000	0%	50,000	0%	50,000
Operational Grants (Community Funders)	50,000	0%	50,000	0%	50,000	0%	-	0%	-
School operational contribution	40,000	2%	40,800	2%	41,616	2%	42,448	2%	43,297
MPDC Operational Grant (Stadium)	50,000	2%	51,000	2%	52,020	2%	53,060	2%	54,122
MPDC Management Contract (Headon)	25,000	2%	25,500	2%	26,010	2%	26,530	2%	27,061
MPDC Provision of Services Contract	100,000	2%	102,000	2%	104,040	2%	106,121	2%	108,243
<b>Total Income</b>	<b>508,010</b>		<b>536,689</b>		<b>553,098</b>		<b>512,085</b>		<b>518,628</b>





Expenses

Expenses	Year 1	Growth	Year 2	Growth	Year 3	Growth	Year 4	Growth	Year 5
<b>Staff</b>									
Facility manager	80,000	0%	80,000	2%	81,600	2%	83,232	2%	84,897
Program manager	30,000	0%	30,000	2%	30,600	2%	31,212	2%	31,836
Supervisors	50,000	10%	55,000	5%	57,750	3%	59,483	2%	60,672
Uniforms	3,000	2%	3,060	2%	3,121	2%	3,184	2%	3,247
Staff costs - ACC, Kiwisaver etc	12,800		13,200		13,596		13,914		14,192
<b>Total Staff</b>	<b>175,800</b>		<b>181,260</b>		<b>186,667</b>		<b>191,024</b>		<b>194,845</b>
<b>Services</b>									
Electricity/gas	25,000	2%	25,500	2%	26,010	2%	26,530	2%	27,061
Operating Repairs & Maintenance	5,000	10%	5,500	10%	6,050	10%	6,655	10%	7,321
Communications (telephone, data etc)	6,000	2%	6,120	2%	6,242	2%	6,367	2%	6,495
Uniforms	3,000	2%	3,060	2%	3,121	2%	3,184	2%	3,247
Security	1,200	0%	1,200	0%	1,200	0%	1,200	0%	1,200
Bank/finance	1,500	0%	1,500	0%	1,500	0%	1,500	0%	1,500
Computers/Technology	5,000	2%	5,100	2%	5,202	2%	5,306	2%	5,412
Pest control	1,000	2%	1,020	2%	1,040	2%	1,061	2%	1,082
Gardening /landscaping	2,400	2%	2,448	2%	2,497	2%	2,547	2%	2,598
Cleaning	50,000	2%	51,000	2%	52,020	2%	53,060	2%	54,122
Marketing/advertising	1,000	0%	1,000	0%	1,000	0%	1,000	0%	1,000
Misc Costs & contingencies	8,000	0%	8,000	0%	8,000	0%	8,000	0%	8,000
<b>Total Services</b>	<b>109,100</b>		<b>111,448</b>		<b>113,883</b>		<b>116,411</b>		<b>119,037</b>



Expenses Continued

	Year 1	Growth	Year 2	Growth	Year 3	Growth	Year 4	Growth	Year 5
<b>Statutory Costs</b>									
Insurance - building	10,000	2%	10,200	2%	10,404	2%	10,612	2%	10,824
Insurance - content	5,000	2%	5,100	2%	5,202	2%	5,306	2%	5,412
Insurance - PL, trustees	4,000	2%	4,080	2%	4,162	2%	4,245	2%	4,330
Rates/water/rubbish	5,000	2%	5,100	2%	5,202	2%	5,306	2%	5,412
Accounting/legal/prof fees	4,000	0%	4,000	0%	4,000	0%	4,000	0%	4,000
<b>Total Statutory Costs</b>	<b>28,000</b>		<b>28,480</b>		<b>28,970</b>		<b>29,469</b>		<b>29,978</b>
<b>Supplies</b>									
Office	2,000	0%	2,000	0%	2,000	0%	2,000	0%	2,000
Cleaning	3,500	0%	3,500	0%	3,500	0%	3,500	0%	3,500
<b>Total Supplies</b>	<b>5,500</b>		<b>5,500</b>		<b>5,500</b>		<b>5,500</b>		<b>5,500</b>
<b>Total Expenses</b>	<b>318,400</b>		<b>326,688</b>		<b>335,020</b>		<b>342,404</b>		<b>349,360</b>
<b>Operating Cash Surplus/Deficit</b>	<b>189,610</b>		<b>210,001</b>		<b>218,078</b>		<b>169,681</b>		<b>169,267</b>
Depreciation - facility	130,000		130,000		130,000		130,000		130,000
<b>Total Depreciation</b>	<b>130,000</b>		<b>130,000</b>		<b>130,000</b>		<b>130,000</b>		<b>130,000</b>
<b>Total Expenses incl depreciation</b>	<b>448,400</b>		<b>456,688</b>		<b>465,020</b>		<b>472,404</b>		<b>479,360</b>
<b>Surplus (Loss) after Depreciation</b>	<b>59,610</b>		<b>80,001</b>		<b>88,078</b>		<b>39,681</b>		<b>39,267</b>

Profit & Loss Forecast – Monthly Year 1

Income

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Income</b>													
Courts - programs	8,120	8,120	8,120	8,120	8,120	8,120	8,120	8,120	8,120	8,120	8,120	8,120	97,440
Courts - hire	7,152	7,152	7,152	7,152	7,152	7,152	7,152	7,152	7,152	7,152	7,152	7,152	85,820
Multipurpose room	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Office rental			1,875						1,875				3,750
Operational Sponsorship (Local Sources)		5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556			50,000
Operational Grants (Community Funders))		5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556			50,000
School operational contribution	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	40,000
MPDC Operational Grant (Stadium)	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
MPDC Management Contract (Headon)	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000
MPDC Provision of Services Contract	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000
<b>Total Income</b>	<b>33,688</b>	<b>44,799</b>	<b>46,674</b>	<b>44,799</b>	<b>44,799</b>	<b>44,799</b>	<b>44,799</b>	<b>44,799</b>	<b>46,674</b>	<b>44,799</b>	<b>33,688</b>	<b>33,688</b>	<b>508,010</b>



Expenses

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Staff</b>													
Facility manager	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	80,000
Program manager	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
Supervisors	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
Uniforms	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Staff costs - ACC, Kiwisaver etc	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	12,800
<b>Total Staff</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>14,650</b>	<b>175,800</b>
<b>Services - not incl school subsidy</b>													
Electricity/gas	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000
Operating Repairs & Maintenance	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Communications (telephone, data etc)	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Uniforms	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Security	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Bank/finance	125	125	125	125	125	125	125	125	125	125	125	125	1,500
Computers/Technology	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Pest control	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Gardening /landscaping	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Cleaning	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
Marketing/advertising	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Misc Costs & contingencies	667	667	667	667	667	667	667	667	667	667	667	667	8,000
<b>Total Services</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>9,092</b>	<b>109,100</b>

Expenses Continued

Statutory Costs	January	February	March	April	May	June	July	August	September	October	November	December	Total
Insurance - building	833	833	833	833	833	833	833	833	833	833	833	833	10,000
Insurance - content	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Insurance - PL, trustees	333	333	333	333	333	333	333	333	333	333	333	333	4,000
Rates/water/rubbish	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Accounting/legal/prof fees	333	333	333	333	333	333	333	333	333	333	333	333	4,000
<b>Total Statutory Costs</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>2,333</b>	<b>28,000</b>
<b>Supplies</b>													
Office	167	167	167	167	167	167	167	167	167	167	167	167	2,000
Cleaning	292	292	292	292	292	292	292	292	292	292	292	292	3,500
<b>Total Supplies</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>5,500</b>
<b>Total Expenses</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>26,533</b>	<b>318,400</b>
<b>Operating Cash Surplus/Deficit</b>	<b>7,155</b>	<b>18,266</b>	<b>20,141</b>	<b>18,266</b>	<b>18,266</b>	<b>18,266</b>	<b>18,266</b>	<b>18,266</b>	<b>20,141</b>	<b>18,266</b>	<b>7,155</b>	<b>7,155</b>	<b>189,610</b>
Depreciation - facility	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	130,000
<b>Total Depreciation</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>10,833</b>	<b>130,000</b>
<b>Total Expenses incl depreciation</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>37,367</b>	<b>448,400</b>
<b>Surplus (Loss) after Depreciation</b>	<b>(3,678)</b>	<b>7,433</b>	<b>9,308</b>	<b>7,433</b>	<b>7,433</b>	<b>7,433</b>	<b>7,433</b>	<b>7,433</b>	<b>9,308</b>	<b>7,433</b>	<b>(3,678)</b>	<b>(3,678)</b>	<b>59,610</b>
<b>Opening Bank Balance</b>	-	7,155	25,421	45,562	63,828	82,094	100,361	118,627	136,893	157,034	175,300	182,455	
<b>Plus Cash Surplus</b>	<b>7,155</b>	<b>18,266</b>	<b>20,141</b>	<b>18,266</b>	<b>18,266</b>	<b>18,266</b>	<b>18,266</b>	<b>18,266</b>	<b>20,141</b>	<b>18,266</b>	<b>7,155</b>	<b>7,155</b>	<b>189,610</b>
<b>Closing Bank Balance</b>	<b>7,155</b>	<b>25,421</b>	<b>45,562</b>	<b>63,828</b>	<b>82,094</b>	<b>100,361</b>	<b>118,627</b>	<b>136,893</b>	<b>157,034</b>	<b>175,300</b>	<b>182,455</b>	<b>189,610</b>	

### User Forecasts

Managed Programs / Social League								
Organised and run by facility management								
Pay to play by each participant								
Assumed that these are mainly social mixed competition - these will likely develop into different levels/grades of competition								
League team games 45 minutes, 1 game per court (2 games simultaneously), 8 games/3 hour session/16 teams								
Netball, volleyball, futsal run 2 x 10 week competitions/year. Basketball 2 x 10 week competitions								
Fees at WCC centres are approx. \$85/team/game - ie \$10/player								
Session is single attendance by single person for managed program								
Assume no annual growth								
Other managed programs (including elderly) include exercise classes, youth programs, holiday programs etc. Elderly could utilise during day with College								
Managed Program Sessions Yr 1								
Organised programs	Sessions	Total Sessions			Hrs/week	Teams	Pax/team	\$/session
		Program income	Total Hrs/yr	Weeks/yr				
Netball	1280	\$ 10,240	30	10	3	16	8	\$ 8
Basketball	2560	\$ 20,480	60	20	3	16	8	\$ 8
Volleyball	1280	\$ 10,240	30	10	3	16	8	\$ 8
Futsal	2560	\$ 20,480	60	20	3	16	8	\$ 8
Other managed programs d	6000	\$ 36,000	400	40	10	1	15	\$ 6
<b>Total program revenue</b>	<b>13680</b>	<b>\$ 97,440</b>	<b>580</b>	<b>100</b>	<b>22</b>			
Hire (Sports Clubs)								
Court Hire includes practice sessions and competitions run by the individual sport organisation,								
These are sessions organised and managed by individual codes/clubs								
All court hire (unless specified) assumed to be full court (2 courts at \$35/h each = \$70/hr)								
Other Court Hire use includes minor sports and activities, practice, tournaments, annual fixtures, training camps								
Facility Hire/day \$700 for courts and changing rooms only. \$1000 for whole facility								
Hire Yr 1	Hours/week	Weeks/yr	Event days	Hrs/yr	Hire Income			
Netball - Association	10	28	3	310	\$ 21,700			
Netball - College	3	20		60	\$ -	Possibly incl in school entitlement		
Basketball - open	4	20	3	110	\$ 7,700			
Basketball - College	3	28		84	\$ -	Possibly incl in school entitlement		
Miniball	8	16		128	\$ 8,960			
Volleyball			3	30	\$ 2,100			
Volleyball - College	3	28		84	\$ -	Possibly include in school entitlement		
Badminton - Senior	3	24		72	\$ 2,520	single court for now		
Badminton - Junior	1	20		20	\$ 700	single court for now		
Futsal	5	20	3	130	\$ 9,100			
Karate				0	\$ -	require own facility		
Marching	2	40		80	\$ 2,800			
Table Tennis	3	24		72	\$ 5,040			
Other Hire	8	40	4	360	\$ 25,200			
<b>Total</b>	<b>53</b>		<b>16</b>	<b>1540</b>	<b>\$ 85,820</b>			
Notes re utilisation								
Netball could potentially increase facility use significantly if competition games currently played on outdoor courts moved to facility								
This would provide good utilisation on Saturdays								
Forecasts don't include practices other than college netball, basketball, volleyball								
Main available times for practices will be 6am - 8.30am								
Some activities (marching, exercise programs etc) may be able to use one court during available school periods (not factored into usage forecasts)								
College sports may be able to use courts after 3.30pm as part of school entitlement								
Will need to negotiate use for weekend events with scheduled users								
Other Hire includes team practices and public hireage by groups other than sports organisations. Much of this may be one-off casual hire, particularly on weekends								
No allowance for before and after school programs currently being run by community organisations								
Stadium Total Potential Usage								
<b>Public</b>								
6am-8.30am, 3.30 -10pm, (9hrs/day) 5 days x 40 weeks (term time)						1800 hours		
8am - 6pm Sat/Sun x 40 (term time)						800 hours		
Holidays (30 hours/week x 12 weeks)						360 hours		
<b>School</b>								
8.30 - 3.30, 5 days x 40 weeks						1400 hours		
<b>Total Potential Usage</b>						<b>4360 hours</b>		
NB no allowance made for community usage during school hours or school usage during public hours (these cancel each other)								
Other Hire use includes practice, non managed hire, annual fixtures, training camps								
Practices, events, annual fixtures, training camps: 400 hours x \$70 = \$28,000								
Tournaments:	2 junior 1 senior per year for basketball, volleyball, futsal, netball,							
	8 other 1 day events							
	10 hrs/day, \$700 rental per tournament/event							
	12 tournaments, events							

Court Utilisation

<u>Court Utilisation</u>	
<u>Court Hours Utilised</u>	
Netball - programs	30
Netball - hire	310
Netball College	60
Basketball - open - programs	60
Basketball - open - hire	110
Basketball - junior - programs	0
Basketball - College	84
Miniball - hire	128
Volleyball - programs	30
Volleyball - hire	30
Volleyball - College	84
Badminton - programs	0
Badminton hire	92
Futsal - programs	60
Futsal - hire	130
Marching - hire	80
Table Tennis - hire	72
Other programs	400
Other Hire	360
Other schools	140
Matamata College	1,050
Total Hours Utilised	<u>3,310</u>
Total Hours Available	4,360
Utilisation % - court area	76%
Community Utilisation %	57%
Schools Utilisation%	43%

### Sensitivity Analysis

The key sensitivities affecting financial performance are expected to be:

- Level of court hire
- Level of managed program participation

The effect of overall changes in these sources of income, while other variables remain constant, **in Year 1**, is:

	0% Change	-5%	-10%	-20%	10%	20%
<b>Income from these items</b>	183,260	200,177	189,322	171,476	226,488	254,638
<b>Other income</b>	324,750	324,750	324,750	324,750	324,750	324,750
<b>Total Income</b>	508,010	524,927	514,072	496,226	551,238	579,388
<b>Expenses incl depreciation</b>	448,400	448,400	448,400	448,400	448,400	448,400
<b>Net P/L</b>	59,610	76,527	65,672	47,826	102,838	130,988
<b>P/L as % of Income</b>	11.73%	14.58%	12.77%	9.64%	18.66%	22.61%



Financial Risk Analysis

Area of Risk	Level of probability of occurring	Degree of impact on project	Mitigation
<b>Planning Phase</b> Issues sourcing Capital Funding	Low/Medium	High	Expert advice, thorough planning, compelling story and strategy
<b>Build Phase</b> Cost escalation	Low/Medium	High	Thorough design, planning and tendering process, using expert advice and project management
<b>Operational Phase</b> Operational funding - MPDC	Low	High	Quality governance and management. Negotiate clear contractual commitment. Demonstration of ongoing value and community benefit to maximise funding support.
Operational Funding - Sponsors	Low	Medium	Quality governance and management. Negotiate clear contractual commitment. Demonstration of ongoing value to maximise funding support.
Operational Funding – Grants	Low	Medium	Quality governance and management. Negotiate clear contractual commitment. Demonstration of ongoing value to maximise funding support.
Revenue - Managed Program	Low	Medium	Quality management to maximise participation.
Revenue - Court Hire	Low	Medium	Quality management to maximise participation.
Other Revenue	Low	Medium	Quality management to maximise occupancy of rented space, use of other facilities
Operational Expenses	Low	Medium	Accurate budgeting, effective cost control and monitoring.
Staff Costs	Low	Medium	Effective management, quality staff, tight control.

## Morrinsville Menzshed

CM No.: 2340212

### Rāpopotonga Matua | Executive Summary

Menzshed Morrinsville have approached Council with the view of relocating to a section of the Piako Lawn Cemetery.

The land in question was offered to Council by the owner of the time and was acquired under the Public Works Act 1981. It was vested on 20 March 2018 in the Matamata-Piako District Council as a cemetery and published in the New Zealand Gazette.

An application to have the land designated under the District Plan is being prepared.

Currently the building located on this land is used by Kaimai Valley Services predominantly for operational activities within the whole cemetery. As minimal work is required to prepare the contours for laying berms in this part, the current plans are that burials will commence in this part of the cemetery once the last block in the current main cemetery is full.

If the building were to be used for purposes not consistent with cemetery operations or not within the terms of the designation then a resource consent would be required, also any lease would have limited duration.

If KVS are required to relocate from this base, additional costs will be incurred.

### Tūtohunga | Recommendation

That:

1. **The information is received**
2. **Council approves Menzshed application to relocate into the building located on Part Lot 3 DPS 64438 Piako Lawn Cemetery or**
3. **Council declines Menzshed application**

### Horopaki | Background

Menzshed Morrinsville have approached Council with the view of relocating to a section of the Morrinsville Cemetery. The proposal from the Menzshed includes:

- Extending the existing shed to double the floor area
- Having a removable office / staffroom / toilet block of unknown size linked through a walkway
- Having two containers for storage
- The Menzshed would run 5-6 days a week from 9am till 3pm
- At any one time during these hours there could be up to 10 people onsite
- All material is delivered by trailers no trucks to or from the site
- Noisiest equipment would be a skill saw or table saw

- Probably want a small sign at the road frontage saying Menzshed

### **Ngā Take/Kōrerorero | Issues/Discussion**

The land in question was acquired under the Public Works Act 1981 in March 2018 for use as a cemetery and vested as such. (See Legal & Policy Considerations below)

In this case the maximum term of any lease is five years (3 +2)

The Parks & Reserves Team of KVS who manage the day to day cemetery activities have commenced duplicating the process currently successfully used at the Matamata Cemetery when undertaking interments.

This was implemented to reduce the cost of time taken when carrying out burials

It requires the sand and soil to be stored on site and a tractor to load the trucks at the cemetery

This reduces the need for a truck to return to the depot for loading and saves an estimated 3 hour of labour each burial.

In view of this request from Menzshed the work still to be done at the Piako Lawn Cemetery has been put on hold pending a decision on future use of the building identified.

This shed is considered to be an essential part of the process to be implemented as indicated above.

The shed has already had modifications completed at a cost of \$6,500 including storage areas, tables and area for hanging mats.

The tractor is also stored in this shed as the old shed isn't big enough to accommodate it.

The 2020/21 budgets have been earmarked to develop the land beside this new shed into concrete pads and soil bins, this has also been put on hold until a decision is made.

Other KVS staff store materials and safety equipment in this shed but operate in a way that is sensitive to the Cemetery\funerals\ use. This eliminates the need for travel to and from the Waihou Depot to carry out duties in Morrinsville

Consideration should be given to whether accessing the shed through the cemetery and the activities in the shed is conducive to the sensitivity of the cemetery site as a whole.

Vehicles entering and leaving the shed area and the congregation of a group of people and the associated noise may cause issues.

It is accepted that designation is still required for the land to be used as a cemetery but consideration should be given to any perception that additional sheds and car parks may not fit with the aesthetics of a cemetery.

There is no sewer line to the shed and no ability to have a gravity connection unless an easement over the residential property is obtained.

### **District Plan requirements / consideration**

As the site is newly acquired land it is not covered by the current Reserve Management Plan (RMP) and even if it was, this type of activity likely wouldn't be provided for in a cemetery.

Therefore, as the site is zoned residential and the activity is defined as a "place of assembly" a

discretionary resource consent will be required. In addition, if the Menzshed are proposing to relocate pre-used buildings to the site including containers then this will also need to be covered in the resource consent. A further note is that as they are gaining access over a designated site they will need the requiring authority's permission.

**Notification:**

Given that this activity is discretionary in the residential zone it is likely that as a minimum the neighbours will be deemed affected. There is also the question whether as public land, access is gained via the cemetery access and as it is not provided for through the RMP whether special circumstances come into question and therefore full public notification.

**Potentially effects:**

From a high level perspective, (as the final details and scale have not been finalised) the following are the key matters that a resource consent will need to cover:

- Full description of the proposed activity and plans
- Noise
- Parking / loading / access
- Signage
- Services – water and waste
- Stormwater
- Visual
- Amenity – including effects on neighbours and the cemetery
- NES – Contaminated soils – what has this land been used for in the past (Note: As KVS have only used the existing building this has not triggered soil investigation)
- Management Plan – in their proposal they have made some broad statements such as no noise while there are funerals etc so how are these going to work in practise.
- Earthworks - for siting buildings and carpark area as apparently the land is not flat.
- Dust

**The costs associated with the consent and any likely works arising from the request.**

Council's policy in relation to resource consents is that they are funded by user pays. Therefore, it is very hard to gauge what the actual costs are likely to be. However, in determining the actual costs of a resource consent are usually dependent on the notification decision, technical reports required and the cost of meeting the conditions. Council do have a resource consent fund to assist community groups with the costs of processing resource consents up to \$5,000 per application. It is noted that currently this applies to Council's processing costs and not the cost of preparing the application or meeting conditions.

**Mōrearea | Risk**

There is no guarantee that Menzshed would be successful in obtaining Resource Consent approval.

Potential noise and disruption during an internment or disturbance to relatives/visitors in quiet reflection at a grave could generate complaints to council.

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

- Acquisition of Additional Land for Cemetery—Piako Lawn Cemetery, Morrinsville, Matamata–Piako District
- Pursuant to section 20 of the Public Works Act 1981, and to a delegation from the Minister for Land Information, Kavya Shrivastava, Land Information New Zealand, declares that, an agreement to that effect having been entered into, the land described in the Schedule to this notice is hereby acquired as cemetery and vested on the date of publication hereof in the New Zealand Gazette in the Matamata-Piako District Council.
- South Auckland Land District—Matamata-Piako District
- Schedule

Area m <sup>2</sup>	Description
2,000	Part Lot 3 DPS 64438; shown as Section 1 on SO 518533 (part Computer Freehold Register SA52B/341).

- Dated at Wellington this 20th day of March 2018.
- K. SHRIVASTAVA, for the Minister for Land Information.
- (LINZ CPC/2018/20215)

## Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

If the Menzshed request is approved then significant communication will be part of the resource consent process. A communication plan may be required to inform visitors to the cemetery.

## Ngā take ā-lhinga | Consent issues

Please refer to Issues above

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

While no request for funding has been included in the request from Menzshed, this may arise if Council gives approval to proceed (subject to consent requirements).

## Ngā Tāpiritanga | Attachments

There are no attachments for this report.

## Ngā waitohu | Signatories

Author(s)	Roger Lamberth Property and Community Projects Manager	
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	Ally van Kuijk <b>District Planner</b>	
Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	
	Dennis Bellamy <b>Group Manager Community Development</b>	

# Land Transport Bylaw Amendment - Tahuna Variable Speed Amendment

CM No.: 2353912

## Rāpopotonga Matua | Executive Summary

A correction needs to be made to the recently adopted variable speed limit for Tahuna (outside Tahuna School) as school finishes at 2:30 not the 3pm initially thought. This report is to have that time in the Land Transport Bylaw and associated map corrected.

## Tūtohunga | Recommendation

That:

1. **The variable speed limit for Tahuna in the Land Transport Bylaw and associated map be changed from starting at 2:50pm to 2:25pm to match the Tahuna School finishing time of 2:30pm.**

## Horopaki | Background

On 9 September Council adopted new speed limits for five areas in Matamata-Piako District. A correction needs to be made to the variable speed limit outside Tahuna Primary School on Tahuna-Ohinewai Road. School finishes at 2:30 and the adopted variable speed limit starting time was put as 2:50pm. This means that the variable speed limit of 40km/hr will not be in play until 20minutes after school finishes. It is important for consistency and safety that this timing be updated.

## Ngā Whiringa | Options

Council has the choice to leave the speed limit as it is.

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

Staff have considered the Local Government Act 2002 (LGA) and whether this meets the threshold to require consultation with the community. We consider that under s156 of the LGA this is not of significant interest to the public and that this is not likely to have a significant impact. We already know through consultation that the community wanted a variable speed limit and in our consultation document it was proposed to cover "school hours".

Finally under s156(2)(a) of the LGA Council is authorised to correct errors in our bylaw as long as they don't pose any significant impact to the community.

## Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

This will not take long to change and will be able to be amended and the change will be implemented after Council approval.

There will be a notice put out in the newspaper if the recommendation is passed.

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

This will not require any funding.

## Ngā Tāpiritanga | Attachments

There are no attachments for this report.

## Ngā waitohu | Signatories

Author(s)	Ellie Mackintosh <b>Graduate Policy Planner</b>	
Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
	Don McLeod <b>Chief Executive Officer</b>	

# Land Transport Bylaw Amendment - Speed Limits - Manawaru

CM No.: 2355571

## Rāpopotonga Matua | Executive Summary

Council has been working through a review of the Land Transport Bylaw – specifically amendments involving reductions or variable speed limits to seven places throughout the district.

Council has adopted amendments to five of the seven proposed changes. Manawaru and Buckland Roads speed limit changes were deferred at Council's September meeting. The purpose of this report is to discuss further the matters relating to the proposed Manawaru speed limit changes.

## Tūtohunga | Recommendation

That:

1. **The information be received.**
2. **Council provide further direction on the Manawaru speed limit matter.**
3. **That if Council proceeds with a 50km/hr limit, that a staged approach to the introduction of traffic calming treatments be taken and that the effectiveness of the measures be monitored.**

## Horopaki | Background

The Land Transport Bylaw provides for the regulation of Roads, footpaths, bridges and culverts within the control of Council through various mechanisms including the setting of speed limits. The speed limits were proposed due to changes/developments in district and from concerns voiced by local residents.

Council is able to amend speed limits under section 8 of the Land Transport Rule Setting of Speed Limits 2017.

Council has adopted amendments to five of the seven proposed changes. Manawaru and Buckland Roads speed limit changes were deferred at Council's September 2020 meeting. The purpose of this report is to discuss further the matters relating to the proposed Manawaru speed limit changes.

## Ngā Take/Kōreroro | Issues/Discussion

Council proposed the following amendments to the speed limits at Manawaru

<b>Manawaru</b>	Manawaru Road	Start: 220m north of School Road End: 80m south of Shaftesbury Road	70 km/h	50 or 60 km/h
<b>Manawaru</b>	Shaftesbury Road	Start: Manawaru Road End: 280m north-east of Manawaru Road	70 km/h	50 or 60 km/h

Manawaru is the only area that has not received approval from NZTA on the proposed speed limit. NZTA requires the speed limit match the speed environment of the area.

NZTA believe it is not appropriate to drop the speed from 70km/hr to 50km/hr with a variable speed limit of 40km/hr without some traffic calming treatments within the village to reduce the speed environment. They have highlighted that the speed environment needs to align with the speed limit as set out in the Land Transport Rule Setting of Speed Limits 2017.

Speed tube data has been collected on Manawaru Road while the temporary speed limit restrictions have been in place during September, this can be compared with historical data collected.

Location	Southbound direction	Northbound direction	Historical Data
	85 <sup>th</sup> percentile speed	85 <sup>th</sup> percentile speed	85 <sup>th</sup> percentile speed
Manawaru Road – RP 3.940	September 2020 75.64km/hr	September 2020 82.98km/hr	
Manawaru Road – RP 4.270	September 2020 72.36km/hr	September 2020 69.66km/hr	
Manawaru Road – 3.943			March 2017 89km/hr
Manawaru Road – 3.752			April 2017 91km/hr
Manawaru Road – 4.360			April 2014 81km/hr
Manawaru Road – 4.440			November 2016 85km/hr

The map below shows the approximate location of the traffic/speed counts collected.





Staff have sought further information and costings for the works suggested by the NZ Transport Agency and a copy of this will be contributed prior to the meeting. The work includes road marking, including marking out a median strip through parts of the village, signage and associated road works to support this additional infrastructure.

### Ngā Whiringa | Options

Council is not obligated to adopt speed limit proposals. Council has the option to only adopt some or none at all.

It is also possible to delay the implementation of these speed limit amendments until the Manawaru speed limit is agreed upon with NZTA.

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

Council consulted with NZTA, the community and other groups specified as required under section 2.5(2) of the Land Transport Rule Setting of Speed Limits 2017.

Under section 4 of the Land Transport Rule Setting of Speed Limits 2017 Authorities are entitled to set the speed limit of roads in their district that are not under the control of the New Zealand Transport Agency (NZTA).

4.4 of the Rule allows Councils to set permanent, holiday, or variable speed limits meeting the following criteria:

1. must take account of any submissions received during consultation under 2.5 and 2.6;
2. May have regard to any other factor the road controlling authority considers relevant to achieving travel speeds that are safe and appropriate on a road; and
3. Must aim to achieve a mean operating speed less than 10% above the speed limit

The Land Transport (Speed Limits Validation and Other Matters) Act 2015 (Validation Act) amended the Land Transport Act to place a specific power in section 22AB for road controlling authorities to make speed limit bylaws. This was done because some Councils prior to July 2015 had incorrectly made their speed limit bylaws under Local Government Act 2002 not the Land Transport Act. The Validation Act deemed those bylaws in force at the time to have been validly made under new provisions in the Land Transport Act.

The Land Transport Act provisions, and not the Local Government Act, should be used by road controlling authorities (which in this case is the Council) to create speed limits on roads that they control. It is important that road controlling authorities ensure this is reflected in all new speed limit bylaws. Refer to <https://www.transport.govt.nz/legislation/acts/land-transport-act-2015-qanda/>

The Government is currently developing the Setting of Speed Limits rule (the draft rule) as part of its Tackling Unsafe Speeds programme. This is intended to give effect to a new regulatory framework for speed management and the requirements for safer speed limits outside schools, and would replace the Land Transport Rule: Setting of Speed Limits 2017 (the 2017 rule).

There will be a number of changes being consulted on and coming into effect next year. The development of speed management plans would replace and remove the current bylawmaking requirements when setting speed limits. It would also require Road Controlling Authorities (RCAs) and regional transport committees to consider speed management treatments across an entire region, rather than just on a road-by-road basis. Likewise, consultation would be done on the entire plan, rather than on a road-by-road basis.

Under the new framework, there would be greater emphasis on the expectation of RCAs to take a 'whole of network' approach to considering speed management changes. This includes consideration of infrastructure treatments (including safety cameras) in addition to, or instead of, speed limit changes to help achieve optimal road safety outcomes.

Regional transport committees would play a greater role in speed management under the new framework. They would be responsible for collating input from RCAs within a region and updating draft regional speed management plans every three years.

This new framework would create a more coordinated approach to speed management, and it would encourage collaboration between RCAs and regional transport committees. The development of speed management plans and the process for certifying them would ensure there is greater accountability for speed management across the country. This would be particularly

beneficial to the public, who would have far greater transparency of proposed speed management changes in their regions and across the country.

### **Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes**

We consulted with the community seven proposed speed limit changes throughout the district between 18 March and 19 April 2020. A hearing was held on the 27 May 2020. In total we had 17 comments on the Land Transport Bylaw.

Feedback from the Manawaru community showed general support for the speed limit reduction in Manawaru.

Also of relevance is the NZTA submission which is set out in part below:

*This email is Waka Kotahi NZ Transport Agency's formal response to the Matamata Piako District Council Speed limits Bylaw consultation.*

*The Land Transport Rule: Setting of Speed Limits 2017 (the Rule) details a number of requirements for road controlling authorities in setting speed limits on their network:*

*Section 2.2(2): "In carrying out its functions under 2.2(1), a road controlling authority must consider whether a speed limit for a road is safe and appropriate in accordance with this Rule."*

*Section 4.2(2) "In reviewing a permanent, holiday, or variable speed limit or considering a new permanent, holiday, or variable speed limit, a road controlling authority must have regard to—*

- (a) the information about speed management developed and maintained by the Agency; and*
- (b) any relevant guidance on speed management provided by the Agency; ..."*

*The information and guidance provided by Waka Kotahi meets its requirements under the following sections of the Rule:*

*2.4(1) "The Agency must supply, to each road controlling authority, information about speed management for public roads within that road controlling authority's jurisdiction."*

*2.4(2) "The Agency must, in supplying information under 2.4(1), prioritise information about public roads where achieving travel speeds that are safe and appropriate is likely to deliver the highest benefits in terms of safety and efficiency."*

*The guidance provided by Waka Kotahi is in the new Speed Management Guide dated November 2016, and the Safer Journeys Risk Assessment Tool (MegaMaps) available to all road controlling authorities (Edition II dated September 2018 is the latest edition). Safe and Appropriate travel Speeds for all roads in the network that Waka Kotahi has information available for, together with the top 10% of regional networks likely to deliver the highest benefit in terms of safety and efficiency, are detailed in the MegaMaps.*

*Waka Kotahi's response, and the detailed comments below, are focused on assisting Council with alignment of the proposals with the Rule and the intent of the Speed Management Guide, and particularly achieving national consistency (ie alignment with the information provided to RCAs by Waka Kotahi) for speed limits across all RCAs (ref clause 1.3(a) of the Rule).*



Roads in the top 10% of high benefit speed management opportunities

The government has tasked all Road Controlling Authorities with addressing the top 10% of regional networks likely to deliver the highest deaths and serious injury savings in terms of safety and efficiency, and treating these lengths as quickly as possible is a requirement of the current Government Policy Statement. The information provided by Waka Kotahi identifies a number of top 10% roads within the Matamata Piako District and addressing speed on these roads will contribute a combined saving of over 8 DSI over 5 years to the national saving of 274 DSI per annum if addressed. Waka Kotahi encourages Council to treat these roads with safe and appropriate speed limits as quickly as possible:

Schedule 4:

... Manawaru Road – disagree with the 50km/h proposal - mean speeds are very high through Manawaru at 70-74km/h and Council will not comply with clause 4.4(2)(c) of the Rule (must aim to achieve a mean operating speed less than 10% above the speed limit) without significant speed management interventions. Statistics NZ regards this as a rural area, which is reflected by the rural type environment with no kerb and channel and footpaths, which is encouraging the high travel speeds. Table 1.4 in the Guide does not provide for 50km/h speed limits in rural environments. The SAAS from MegaMaps 60km/h, which is the appropriate safe and appropriate speed limit for rural towns like Manawaru, and aligns with Government's expectations for speed limits past rural schools. To achieve urban travel speeds of 50 (and 40km/h for the proposed variable school zone) Council would have to invest in physical infrastructure to make it look and feel like an urban area, which road users would then respond to with urban travel speeds. Only changing the number on speed limit signs will not deliver urban travel speeds in the current environment, and Council will not therefore comply with clause 4.4(2)(c) of the Rule. It is noted that the SAAS is 80km/h for the surrounding network approaching Manawaru, and mean speeds are 80-89km/h. This confirms that an 80km/h speed limit replacing the current 100km/h speed limit would deliver mean speed reductions approaching Manawaru, which would also help reduce speeds through the settlement. Without appropriate urban infrastructure to reduce travel speeds and achieve consistent compliance with lower speed limits, 60km/h is the safe and appropriate speed limit for the Manawaru rural village based on the information provided by Waka Kotahi.

Schedule 10:

... Manawaru Road – disagree with 40km/h variable speed limit proposal if there is no speed management infrastructure to manage travel speeds to achieve compliance with the 50km/h speed limit proposed (see comments in Schedule 4 above)

In conclusion, Waka Kotahi strongly encourages Council to set safe and appropriate speed limits in line with the information provided to Council by Waka Kotahi, and to ensure national consistency in the application of the Speed Management Guide. Should the Council decide to apply the speed limits proposed that are different to the information supplied by the Agency, we encourage Council to seek legal advice regarding the Council's compliance with the Setting of Speed Limits Rule 2017 considering clauses 2.2(2) and 4.2(2) of the Rule, and encourages Council to consider clause 2.10 in this regard.

There have been further discussions with Waka Kotahi about the issue. As stated earlier Waka Kotahi would support the 50km/h speed if this is supported by appropriate traffic calming treatments.

If Council were to approve the 50km/h speed limit a staged approach could be taken. That is to introduce treatments measures progressively and monitor the effectiveness of the changes on vehicle speeds.

### **Ngā take ā-Ihinga | Consent issues**

There is no formal consent required, however we should have approval from NZTA as they have the authority to override decisions made by the Local Authority under section 2.10 of the Land Transport Rule Setting of Speed Limits 2017 this is to help provide consistency across the country of places that have the same speed environment should have a matching speed limit.

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

**Theme:** Healthy Communities

**Community Outcome:** Our community is safe, healthy and connected. As all the proposals are to reduce the speed limits in areas throughout the district to help create a safer place for the community.

### **Significance and Engagement Policy**

This policy helps Council to determine what the really important ('significant') issues are to the community, and how we will go about involving the community in making those decisions ('engagement').

The Policy says we will take into into account various matters when assessing the degree of significance of proposals and decisions, and the appropriate level of engagement including legal requirement to engage with the community, the level of financial consequences of the proposal or decision, whether the proposal or decision will affect a large portion of the community, among other factors.

Council has undertaken a consultation process with the community as required under the Local Government Act 2002 for bylaw changes. Council now needs to whether to re-consult on the amendment to the Buckland Road in light of the Policy.

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

There will be a cost for the new roading speed limit signs required, this does not include the cost of staff time to erect the signage. The funding will be sourced from the current subsidised Signage Renewal Budget.

### **Ngā Tāpiritanga | Attachments**

There are no attachments for this report.

### **Ngā waitohu | Signatories**

Author(s)	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
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Approved by	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
	Manaia Te Wiata <b>Group Manager Business Support</b>	
	Don McLeod <b>Chief Executive Officer</b>	

## Te Aroha Domain Working Party - Minutes of Meeting 30 September 2020

CM No.: 2355453

### Rāpopotonga Matua | Executive Summary

Council has set up a Te Aroha Domain Working Party made up of Mayor Ash Tanner, Councillors Teena Cornes, Caitlin Casey, Russell Smith, Sue Whiting, Kevin Tappin and Jill Taylor of Ngāti Rahiri-Tumutumu. Councillor Teena Cornes is the chairperson.

The purpose of this agenda item is to report on the minutes of the Te Aroha Domain Working Party meeting held on 30 September 2020.

### Tūtohunga | Recommendation

That:

1. The information be received.
2. Council provides any comments or feedback on the work of Te Aroha Domain Working Party.

### Ngā Tāpiritanga | Attachments

[A↓](#). Meeting Minutes 30 September 2020 - Te Aroha Domain Improvement Projects

[B↓](#). Copy of Schedule - Te Aroha Domain Improvement Projects DRAFT Rough Order Costs MEETING MINUTES

### Ngā waitohu | Signatories

Author(s)	Stephanie Glasgow <b>Committee Secretary and Corporate Administration Officer</b>	
Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	



## Minutes of Meeting

Project Name	Te Aroha Domain Improvement Projects
Project Number	2-WLASS.99
Date	30 September 2020
Time	2.30pm
Venue	Te Aroha Boardroom
Subject	Project summaries and update
Client	MPDC - Te Aroha Domain Working Party
Attendees	Teena Cornes, Ash Tanner, Sue Whiting, Caitlin Casey, Jill Taylor, Michael Barker, Manaia Te Wiata, Mark Naude, Lance Gwynne, Todd Makeham, Amy Vandy, Michaela Howard

### Discussion Points

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1. Discuss project groups

**Project 1: Street frontage, fencing & entrances including retaining, carpark & courts**

Reviewed the layout of the items within project 1.

In relation to the court area:

- Consider replacing court surface with lacquer rather than astroturf.
- Consider tactile urbanism approach for the active court area as it would give the opportunity for quick wins and moveable applications.
- Reconsider whether the skatepark building needs to be removed. This could be looked at through the tactile urbanism approach and gaining community feedback on the space. The building may have the potential to create a stage with colour.
- The tactile urbanism approach gives the opportunity to ask the community to contribute to the ideas on the project, before permanent fixtures are put in place.
- This approach would work with the wider engagement and conversation about the future of the Domain.
- Michaela and Amy to design tactile urbanism approach and present approach to the working group.

Lions club is interested in supporting town developments and may be able to contribute to the Domain Improvement Projects.



It was noted that all this work will likely require consenting – Michaela to confirm with MPDC Resource Consents team.

Michaela and Amy to confirm the value of work that can be carried out as maintenance now without consent.

Proceed with items as per the updated schedule (attached).

#### **Project 2 – Demolition of Toilet & Skate Park Building**

ONHOLD

#### **Project 3 – Geyser and surrounds**

Proceed with all items.

It was noted there is money for track maintenance in another budget which could be used.

#### **Project 4 – No.7 Bathhouse**

Proceed with all items.

It was noted that this will also benefit No.2 bathhouse with the introduction of water storage.

#### **Project 5 – New Toilets**

The decision was made to proceed with just one new toilet block at this stage, located by the isite and Art Gallery.

Consider using a local builder to build or an alternate supplier (permaloo). Ngati Tumutumu has access to builders that could be used.

Michaela and Amy to get quotes from Permaloo and Ngati Tumutumu for the toilet.

#### **Project 6 – Storyboarding**

The decision was made to proceed with this project. Ensure that whatever is done does not preclude further development such as apps etc.

Jill Taylor's (Ngati Rahiri Tumutumu) preference is to use "what's the story" for the storyboarding.

#### **Project 7 – Other works**

The decision was made to proceed with the tidying up of the fairy spring (fish pond), fixing #15 pump located by No.2 bathhouse and tree maintenance within the Domain.

The importance of tracking trees to ensure survival was noted, along with seed harvesting.



## 2. Consenting

A pre-application meeting with Nathan (Resource Consents Team Leader) has taken place:

- Removal of pest plants behind geyser shelter can occur without resource consent;
- All other activities need resource consent;
- No obvious issues with the projects that would make it difficult to get consent.

Building consent is needed for the retaining wall behind the Art Gallery.

An archaeological authority is potentially required for works to No.7 Bathhouse and Mokena Geyser - further Heritage assessment would be required to confirm.



Te Aroha Domain  
Improvement Projects

Draft

ITEM	DESCRIPTION OF WORK	Current in Budget	UNIT	QTY	RATE	Capital Amount	Maintenance Amount	Totals				
		1800 000 00										
		276 200 00						276 200 00				
1	<b>Project 1 - Street frontage, fencing &amp; entrances including retaining, carpark &amp; courts</b>											
1.1	Maintenance											
1.11	Trim vegetation along Whitaker St boundary behind art gallery	Proceed new	m2	300	15.00		4500.00					
1.2	Capital											
1.21	Sunley boundaries	Proceed	LS	1	3,000.00	3,000.00						
1.22	Retaining wall behind art gallery	Proceed	LS	1	25,000.00	25,000.00						
1.23	Picket fence along boundary behind art gallery and Whitaker Street, leaving a narrow entry point in line with Cadman Building, 18m long	Proceed at a later date	m	355	250.00							
1.24	Improve Boundary Street entrances - new education gate and planting	Proceed at a later date	ea	2	2,500.00							
1.25	Wilson St carpark, total of 16 angle / parallel parking spaces approximately 270 sqm in area	Proceed						24,000.00				
1.251	Sealed Surface 3/8		m2	270	10.00			2,700.00				
1.252	125mm 200mm Subbase Course		m3	35	65.00			2,275.00				
1.253	230 - 150mm Base Course		m3	45	75.00			3,375.00				
1.254	Base ment Stabilisation		m2	270	8.00			2,160.00				
1.255	Install new sets and channel including bedding - Wilson Street Carparking		m	92	190.00			17,480.00				
1.26	Handrails @ Museum Entrance at least 10m of handrailing, includes supply and installation	Proceed	ea	2	750.00			1,500.00				
1.27	Courtyards - remove fences	On/hold - tactile urbanism	LS	1	1,000.00							
1.28	Apply synthetic coating to court surface incl markings	Supply and install ion cost option as tactile urbanism	m2	875				2,000.00				
1.29	Upgrade seating areas with timber/polymer slats	Supply and install seat of track for tactile urbanism	LS	1	10,000.00			10,000.00				
1.30	Remove existing basketball hoops and install new hoops	Supply and install seat of track for tactile urbanism	ea	2	1,200.00			2,400.00				
1.31	Supply and install outdoor exercise stations	Supply and install seat of track for tactile urbanism	ea	3	500.00			1,500.00				
1.32	Install shelters next to court area	On/hold - outcome of tactile urbanism	ea	2	1,500.00			3,000.00				
1.33	Supply and install dumb trach	Supply and install seat of track for tactile urbanism	ea	1	25,000.00			25,000.00				
1.34	Resurfacing Wilson Street core surroundings incl fencing and planting	Proceed	LS	1	5,000.00			5,000.00				
1.35	Footpath - resurfaced 150mm brick concrete includes bedding, mesh, stamping	On/hold	m2	150	330.00			50,000.00				
1.36	Two Gut Footpath @ 3m max spacing, depth 250mm - for crossing stream	On/hold	m2	320	30.00							
2	<b>Project 2 - Demolition of Toilet &amp; Skate Park Building</b>							50 000 00				
2.1	Maintenance											
2.11	Removal of cobblestone path to under toilet and restate to grass	On/hold	LS	1	5,000.00							
2.2	Capital											
2.21	Assess truck shop and toilet block for asbestos prior to demolition	On/hold	LS	1	3,000.00							
2.22	Reinstatate former building footpaths to grass	On/hold	LS	2	5,000.00							
2.3	Other - MDOC Demolition Project											
2.31	Demolish Buildings - Toilet block and Skate Park Building	On/hold	LS	2	20,000.00							
3	<b>Project 3 - Geyser and surrounds</b>							263 900 00				
3.1	Maintenance											
3.11	Trim existing vegetation, remove dead plants behind geyser and shelter	Proceed	LS	1	20,000.00			20,000.00				
3.12	Supply and place topsoil	Proceed	m2	200	20.00			4,000.00				
3.13	Supply and install boulders/rocks either side of path to geyser by seating/storboards at top, bottom where monument currently is	Proceed	m2	200	150.00			30,000.00				
3.14	Supply and plant native vegetation either side of path, track entrances and behind shelter area	Proceed	m2	200	30.00			6,000.00				
3.15	Remove existing shelter	Proceed	LS	1	3,000.00			3,000.00				
3.16	Remove seat by Salvation Army plaque	Proceed	LS	1	250.00			250.00				
3.2	Capital											
3.21	Supply and install rocks around geyser as was historically	Proceed	LS	1	2,500.00			2,500.00				
3.22	Remove red paving by geyser and replace with asphalt to match existing path	Proceed	m2	35	200.00			7,000.00				
3.23	Upgrade paths and trackbed by geyser	Proceed - Track renewal fund	m2	75	100.00			7,500.00				
3.24	Move Bounce up to track entrances area	MOC	LS	1	5,000.00			5,000.00				
3.25	Move monument up to by Salvation Army plaque	Proceed	LS	1	5,000.00			5,000.00				
3.26	Place Salvation Army plaque on boulder	Proceed	LS	1	1,000.00			1,000.00				
3.27	Recreate fence around geyser and on path up to geyser	Proceed	m	15	250.00			3,750.00				
3.28	Upgrade track entrances, incl any sleepers to stop migration of metal	Proceed - Track renewal fund	m2	100	75.00			7,500.00				
3.29	Supply and install water fountain in refuge using town supply	Proceed	LS	1	2,000.00			2,000.00				
3.30	Supply and install lighting on storboards and either side of path up to geyser	Proceed	LS	1	7,500.00			7,500.00				
3.31	Supply and install seating where shelter currently is	Proceed	ea	3	1,500.00			4,500.00				
3.32	Supply and install 1.8m high entrance way at bottom of path to geyser area	Proceed	LS	1	35,000.00			35,000.00				
4	<b>Project 4 - No 7 Bathhouse</b>							287 900 00				
4.1	Maintenance											
4.11	Refurbish bathhouse (waterblast & plant refits)	Proceed	LS	1	10,000.00			10,000.00				
4.2	Capital											
4.21	Water supply to No 7 bathhouse (including storage tank)	Proceed	LS	1	50,000.00			50,000.00				
4.22	Refurbish bath	Proceed	LS	1	10,000.00			10,000.00				
4.23	Building inspection	Proceed	LS	1	2,500.00			2,500.00				
4.24	Refurbish building	Proceed	LS	1	10,000.00			10,000.00				
4.25	Install ventilation	Proceed	LS	1	5,000.00			5,000.00				
5	<b>Project 5 - New Toilets</b>							250 000 00				
5.1	Capital											
5.11	Elimo Super Silver Toilet SUB2000 with Cable Roof Steel Frame 2 Computerised Colours & Edgerless Facade	On/hold - toilet only at this point By site	ea	1	16,000.00			16,000.00				
5.12	Delivery to site including craneage	On/hold - toilet only at this point By site	ea	1	5,000.00			5,000.00				
5.13	Install services to be provided within 2m of toilet unit by others	On/hold - toilet only at this point By site	ea	1	35,000.00			35,000.00				
5.14	Vitreeshield Cladding	On/hold - toilet only at this point By site	ea	1	14,000.00			14,000.00				
5.15	Extended roof to front with support posts	On/hold - toilet only at this point By site	ea	1	14,000.00			14,000.00				
5.16	Electronic locking with push buttons	On/hold - toilet only at this point By site	ea	1	14,000.00			14,000.00				
NOTE: There is a lower cost option available Silver Bronze Toilet SUB2000 @85,000												
6	<b>Project 6 - Signage</b>							262 000 00				
6.1	Maintenance											
6.11	Remove existing signage	Proceed	LS	1	2,000.00			2,000.00				
6.2	Capital											
6.21	Design Signage content	Proceed	LS	1	15,000.00			15,000.00				
6.22	Signage graphics design	Proceed	LS	1	15,000.00			15,000.00				
6.23	Supply and installation of new signage/signboards	Proceed	LS	1	30,000.00			30,000.00				
7	<b>Consenting</b>							54 000 00				
7.1	Heritage assessment	Proceed	LS	1	10,000.00			10,000.00				
7.2	Archaeological authority	Proceed	LS	1	10,000.00			10,000.00				
7.3	Resource and District Consents	Proceed	LS	1	20,000.00			20,000.00				
8	<b>UTILITIES</b>							10 000 00				
8.1	Protection and/or support of existing services (Provisional Sum Item)		PS	1	10,000.00			10,000.00				
9	<b>OTHER</b>							20 700 00				
9.1	Maintenance											
9.11	Trim vegetation fey spring pond area	Proceed	LS	1	15,000.00			15,000.00				
9.12	Get pump #15 working again in lay pool and No 2 bathhouse - needs new washer	Proceed	LS	1	100.00			100.00				
9.13	Domain tree survey and tree maintenance (ingate and mush? Based on arborist survey and recommendations)	Proceed - operating budget	LS	1	5,000.00			5,000.00				
10	<b>UNSCHEDULED WORK (Contingencies)</b>							148 600 00				
10.1	UNSCHEDULED WORK (Contingencies)		%	20				148,600.00				
<b>TOTAL</b>		<b>Budget \$</b>	<b>\$</b>	<b>999,200.00</b>		<b>ROC</b>	<b>\$</b>	<b>781,454.00</b>	<b>\$</b>	<b>116,200.00</b>	<b>\$</b>	<b>897,654.00</b>

## Mayoral Diary for September 2020

CM No.: 2356061

### Rāpopotonga Matua | Executive Summary

The Mayoral Diary for the period ending 30 September 2020, is attached to the agenda.

#### Tūtohunga | Recommendation

That:

1. The information be received.

#### Ngā Tāpiritanga | Attachments

[A↓](#). Mayoral Diary September 2020


#### Ngā waitohu | Signatories

Author(s)	Debbie Burge <b>Executive Assistant to the Mayor</b>	
Approved by	Don McLeod <b>Chief Executive Officer</b>	

## Mayoral Diary Month year


<p><b>Tuesday</b> <b>1 September</b></p>	<p><b>Te Manawhenua committee meeting (TMF)</b> Agenda items discussed included:</p> <ul style="list-style-type: none"> <li>• Appointment of Electoral Officer</li> <li>• 2021-31 Long Term Plan Update</li> <li>• District Plan - Update</li> <li>• Waitangi Day 2021 – Event Planning Update</li> <li>• Provincial Growth Fund - Update</li> <li>• Hauraki Gulf Forum Meeting Report for August 2020</li> <li>• Te Wiki o Te Reo Māori/Māori Language Week and Te wā tuku reo Māori – Māori language moment</li> <li>• Waikato Regional Council Shovel ready projects within Matamata-Piako rohe – Update Transport Infrastructure Plan Workshop with Rationale and TCDC, MPDC, &amp; HDC Mayors and CEs and Hauraki Maori Trust Board</li> </ul> <p><b>Transport Infrastructure Plan Workshop</b> Our surrounding councils Thames Coromandel and Hauraki joined with Matamata-Piako for a workshop to look into collaboration on options around better roading connectivity and housing and planning development between our districts for a more holistic view.</p>
<p><b>Wednesday</b> <b>2 September</b></p>	<p><b>Council Workshop</b> All items were related to Long Term Plan budgets and covered off: Communications and digital strategy LTP pre-consultation – rates and debt 3 Waters Operating Salary budgets Retic LOS discussion Electric Vehicles Grants and Iwi work funding District Plan/funding from fees to Resource Consent activity</p> <p>Following from the workshop there was a Solid Waste Working Party Meeting and Recovery Working Party Meeting</p> <p><b>Mayors message filming</b> Filming with Communications staff for this week’s social media posts.</p> <p><b>Meeting with Matamata Futures</b> To discuss concerns around industrial land available for development in Matamata</p> <p><b>River Walk Meeting</b> Council James Thomas and I met with a Morrinsville lawyer with regards</p>

	to land and the river walk.
<b>Thursday 3 September</b>	<p><b>Waikato Regional Council (WRC) compliance training</b> This session was well received by staff in attendance from MPDC, HDC, TCDC and SWDC. WRC staff outlined expectations in case of break or emergency etc. It was appreciated that WRC staff came over and shared their knowledge to help keep the lines of communications between WRC and MPDC open and transparent.</p> <p><b>Stanley Ave Speech competition</b> The level of talent shown by these students was amazing, the confidence is astounding for such young people. Well done!</p> <p><b>Bee awareness month videoing</b> Communications staff Andrea and Anna carried out some filming with our very own councillor James Sainsbury and I on site in our bee suits talking about bee awareness month. This footage has been used on Council's social media.</p> <p><b>Armistice day meeting</b> This year it is Te Aroha RSA's turn to host the commemorations. Due to Covid affecting ANZAC day this year, we hope to see the commemorations on 11 November being an opportunity for a larger event.</p>
<b>Friday 4 September</b>	<p><b>Te Waka meeting</b> I met with Hamish Bell of Te Waka, we discussed where Te Waka is heading in the future and we went for a walk around Te Aroha, the Domain and town. Hamish is impressed with Te Aroha and what it has potential to offer.</p>
<b>Sat 5 Sept</b>	<p><b>Morrinsville College grand opening</b> I attended the ceremony for the school's newly-developed Performing Arts Centre which was opened by the Prime Minister Jacinda Ardern</p>

	
<p><b>Monday September</b></p>	<p><b>7</b></p> <p><b>Catch up with CEO</b> I had my regular Monday morning catch up with our CEO Don McLeod</p> <p><b>Meeting with IHC</b> At the request of Matamata IHC representatives, councillor Adrienne Wilcock and I met to discuss the facilities at Swim Zone Matamata, in particular the specialised changing table. We are working with IHC to facilitate better equipment for use here.</p> <p><b>Lunch with LTP Competition winner</b> The Long Term Plan Your vision, Your Voice winners were the Te Aroha Mountain bike club. Their idea is for a mountain bike skills park and family area in the Tui Park reserve area. It was a really good meeting with great ideas coming through. These will be brought to council for consideration in the future.</p> <p><b>Te Aroha Business Association meeting</b> There continues to be good representation from the business community at these meetings.</p>
<p><b>Tuesday Sept</b></p>	<p><b>8</b></p> <p><b>Morrinsville and Te Aroha Streetscape meetings</b> I attended a meeting with ward councillors in Te Aroha and Morrinsville, where Council staff provided an update on these two projects and the next steps.</p> <p><b>Walton Primary school</b> Councillor James Thomas and I were adjudicators for the competition. Again there was an amazing display of talent, and I was particularly impressed with the 5 year olds reciting a poem, by heart, in between</p>



	speeches.
<p><b>Wednesday 9 September</b></p>	<p><b>Council meeting</b> Items on this month’s agenda included: Waikato Civil Defence and Emergency Management Group Joint Committee, Hetana Street &amp; Reserve: Approval of Draft Masterplan, Local Government votes on LGNZ remits, Te Aroha Domain Working Party update, Land Transport Bylaw Amendment - Speed Limits, Waihou-Piako Flood Protection Meeting Report, Hauraki Gulf Forum Meeting Report for August 2020, Enviroschools 6 month report and Enviroschool students presentation, Morrinsville Wallace Art Gallery Annual Financial Report, Regulation 19 Report, Waikato Mayoral Forum Meeting Report for August 2020, 2020 District Plan Monitoring Strategy, RMA Efficiency and Effectiveness Report and State of the Environment Report and the Mayoral Diary for August 2020.</p> <p>The meeting closed and we went into workshops on: Water reform Pre-consultation results – open spaces strategy, Te Aroha PGF MBIE response, Annual Report Audit, Solid Waste pre-consultation results and budget discussion, and a presentation from WRC on Total Mobility scheme. At the conclusion of the workshop there was a Domain working party meeting</p> <p><b>Referendum information evening</b> I was invited by the organisers to be the chair of this meeting, to introduce speakers and ask questions directed from audience members. It was a great evening, having a speaker for and against for each referendum topics.</p>  <p>Ash with event organiser Val Riches, and speakers for and against</p>
<p><b>Thursday 10 September</b></p>	<p><b>Filming for social media</b> Water and Wastewater Manager Karl Pavlovich and I talked about water reforms.</p>

	<p><b>Wairere falls site visit</b> I met with Tony Harrison and Phil Samuels from Ngati Hinerangai. We talked about developing the entrance way into their block of land at Wairere.</p>  <p><b>Matamata Community Op Shop</b> Met with representative Theunis with regard to the Refuse Transfer Station and the fees for discarding dumped rubbish.</p> <p><b>Keep Matamata Beautiful</b> We talked about a couple of issues, one regarding the stump removal of trees that have been removed on Waharoa Road East, this is being addressed.</p> <p><b>Business awards meeting</b> Communications staff and I met with regard to the contribution to community recipient. Watch this space next month!</p>
<p><b>Friday 11 September</b></p>	<p><b>NZTA stakeholder event</b> The new CE Nicole Rosie was introduced. We were updated about Waka Kotahi, discussed our partnership with councils and what NZTA is doing in our region. This included:</p> <ul style="list-style-type: none"> <li>• How NZTA want to work with us to navigate the post-COVID-19 landscape</li> <li>• Projects funded in our region, including the NZ Upgrade Programme</li> </ul>

	<ul style="list-style-type: none"> <li>• The development of the 2021–24 National Land Transport Programme (NLTP)</li> <li>• And the strengthened regulatory environment</li> </ul>
<p><b>Monday 14 September</b></p>	<p><b>Interview with Stuff</b> Reporter Chloe Ranford from Stuff got hold of me to discuss the speed sign change at Manawaru village. We met and I was able to put some clarity around why I made the change.</p> <p><b>Water reforms within New Zealand</b> Discussion with MPDC Staff about the proposed reforms and what it means for our council.</p> <p><b>Waikato Plan leadership</b> This meeting was held at Waikato Regional Council chambers in Hamilton. It was really good to have councillor Adriane Wilcock zoom into the meeting to observe as councils alternative representative.</p> <p>The group has taken on a lot of MPDC requests and put that into one of the agenda items, which were adopted. They have cut the list down of things to do to around four which is great and my thoughts are let's see how things are in 6 months time in this space.</p>
<p><b>Tuesday 15 September</b></p>	<p><b>TV interview</b> TV show 7 Sharp contacted me on Tuesday morning following the Waikato Times article on the speed signs at Manawaru. I liaised with them during the day and a film crew came over to film me that afternoon for a segment on the show that night.</p> <p>Feedback has been overwhelmingly in support of my actions, receiving calls and emails from all over the country, from Stewart Island to the Far North. There are many communities finding themselves in the same situation and have also had enough.</p>
<p><b>Wednesday 16 September</b></p>	<p><b>Economic Recovery working party meeting</b> The group reviewed applications to our Covid Recovery fund.</p> <p><b>Council workshop</b> At his workshop we discussed: PC49 – Waharoa, Solid Waste – budgets and capital expenditure, 3 Waters Delivery Plan and had a session on Maori pronunciation. At the conclusion of the workshop we went off site to view a potential Dog Exercise Area in Te Aroha.</p>
<p><b>Friday 18 September</b></p>	<p><b>Regional Connections Committee (Regional Focus)</b> We talked about the bus services, and rail services for passengers, and people with disability services</p>

	<p>Interestingly modelling shows there are over 10 thousand households in the Waikato who do not have access to a vehicle.</p> <p>We are looking at how we can improve the services, it was an interesting meeting and they are beginning to realise that the old model isn't working and we need to move forward to make change.</p> <p>At the meeting I was able to raise the importance of the bus link from Matamata to Hamilton, incorporating Waharoa and Morrinsville.</p> <p><b>Scene newspaper meeting</b> I met with Caron to talk about an article to go in the Matamata paper about the other things that were discussed when I met with Steve from NZTA last month, specifically the intersections and pedestrian crossings in Matamata and slowing the speed down at the marae at Waharoa.</p>
<p><b>Saturday 19 September</b></p>	<p><b>Thames Coromandel PGF event</b> Held at the Kopu Station Hotel, TCDC celebrated receiving their PGF money of 8.2 million for their Kopu Business and Marine Precinct project. Deputy Prime Minister Winston Peters was a special guest.</p>
<p><b>Monday 21 September</b></p>	<p><b>CEO catch up</b> Weekly catch up with Don.</p> <p><b>Meeting with Te Aroha property owner</b> To discuss their property which borders a council reserve.</p> <p><b>Regional Transport Committee workshop</b> This workshop focused on Road Safety.</p> <p><b>Community Grant Ward meetings</b> Applications to these funds were considered by ward councillors in each of our three towns and applicants had the opportunity to present their case to the councillors in person. I sat in on the Te Aroha meeting. It is good when groups come in and state their case in person.</p>
<p><b>Tuesday 22 September</b></p>	<p><b>Meeting about a business idea</b> I met with an investor who is looking at establishing a business in rural Morrinsville to hear what his idea is all about. I called in council planning staff to answer some questions and give direction about what steps they should be looking at next from a council perspective.</p> <p><b>Future Proof meeting</b> Don and I met with Peter Winder who has taken over the role from Ken Tremayne who is retiring. Council may consider our involvement with Future Proof at a later date.</p>

<p><b>Thursday 24 September</b></p>	<p><b>Meeting with Council staff</b> A quick catch up with one of our project staff about the Morrinsville River Walk</p> <p>Then further discussions with our CEO and staff about speed limits at Manawaru.</p> <p><b>Morrinsville Street Scape meeting</b> Morrinsville ward councillors met with project staff to go over the upcoming works and timeline of the project.</p> <p><b>Matamata business visit</b> I was invited to meet Kerry Edwards, CEO of Spanbild Group, to visit their factory in Matamata. They have taken over the modular building side that Stanley Construction previously owned. Great to see that the business is up and running and utilising all the local tradies and retained some staff also.</p> <p><b>Morrinsville Intermediate</b> The school officially unveiled the latest member to the Herd of Cows in Morrinsville, to celebrate their 50th jubilee, and coincidentally, that is what the cow is named, Jubilee, in honour of the occasion.</p> <p><b>Meeting with Waikato Regional Council</b> I met with Mark Tamura with regard to the Road Transport Committee (RTC) aspirations and direction of the committee.</p>
<p><b>Saturday 26 September</b></p>	<p><b>Manawaru community celebrations</b> It was great to be at the double celebration, 120 years of Manawaru School, and the grand opening of the new business.</p> <p>There was a huge turn out on a beautiful sunny day, I was joined by fellow elected members Cr's Russell Smith, Adrienne Wilcock, and Caitlin Casey.</p> <p>The Community View facilities look great, and I can't wait to see the rock climbing wall and heritage centre bustling with visitors.</p> <p>Stuart and his Trust have done an amazing job in making this dream become a reality. I know the hard work they have been putting in should be so proud of the result.</p> <p>This is a real asset for Manawaru, the community and the Matamata-Piako District.</p>
<p><b>Monday 28 September</b></p>	<p><b>Catch up with CEO</b> Weekly meeting with Don</p>



	<p><b>Te Aroha Street Scape meeting</b> Te Aroha ward councillors met with project staff to go over the upcoming works and timeline of the project.</p> <p><b>Regional Transport Committee (RTC) meeting</b> I attended this meeting via zoom</p> <p><b>Matamata I-Site meeting</b> Steve Edwards is the new I-Site manager, Don and I met him on site and we discussed the Hetana St proposal and streetscape, and the Rail Trail from Te Aroha to Matamata.</p>
<p><b>Tuesday 29 September</b></p>	<p><b>Te Aroha Tourism discussion</b> Te Aroha Business Association chair Kelvin Forsman arranged for a conference call to discuss potential tourism development within Te Aroha. A good productive information sharing session.</p> <p><b>Police Remembrance Day</b> NZ Police respectfully honour and remember their serving and retired colleagues who have gone before them at an annual service held at the St Peter’s cathedral in Hamilton, which I attended.</p>
<p><b>Wednesday 30 September</b></p>	<p><b>Council workshop</b> Items on the workshop agenda included: LTP Budget, PGF discussion, Matamata Streetscape and Hetana Street Communication plan, Elderly Pensioner Housing (EPH), and the Morrinsville MenzShed. At the conclusion of the workshop the Te Aroha Domain Working Party members met.</p>