

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 1 December 2021
Wā | Time: 9.00am
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

Ngā Mema | Membership

Koromatua | Mayor

Ash Tanner, JP (Chair)

Koromatua Tautoko | Deputy Mayor

Neil Goodger

Kaunihera ā-Rohe | District Councillors

Donna Arnold

Caitlin Casey

Teena Cornes

Bruce Dewhurst

James Sainsbury

Russell Smith

Kevin Tappin

James Thomas

Sue Whiting

Adrienne Wilcock

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1 Whakatūwheratanga o te hui | Meeting Opening

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

The apology from Cr James Thomas be accepted.

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

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

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

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

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

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

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

4 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 10 November 2021

6 Papa ā-iwi whānui | Public Forum

7 Pūrongo me whakatau | Decision Reports

Audit and Risk Committee Report of 30 November 2021

CM No.: 2445903

Rāpopotonga Matua | Executive Summary

Audit and Risk chairperson, Joanne Aoake, in attendance to update Council on the committee business and provide an overview of the minutes and any recommendations from the Audit and Risk Committee on 30 November 2021.

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

7 Pūrongo me whakatau | Decision Reports

Council and Committee Meetings - 2022 Calendar

CM No.: 2525080

Rāpopotonga Matua | Executive Summary

Council is asked to confirm dates for the 2022 meeting schedule for both Council and Corporate and Operations Committee meetings. Other Committees including Te Manawhenua Forum mo Matamata-Piako, Audit and Risk and Waharoa (Matamata) Aerodrome will confirm their relevant meeting dates during November/December 2021. A full calendar is attached for information.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council confirms the meeting dates for 2022.

Horopaki | Background

The overall pattern of Council and Committee meetings is set as:

- Council meet monthly every 2nd Wednesday, with extra meetings for hearings and adoption of documents as required.
- Corporate and Operations Committee (COC) meet monthly every 4th Wednesday.
- Audit and Risk Committee meet quarterly on Tuesday, based on Council meeting dates.
- Te Manawhenua Forum meet every two months on the 1st Tuesday of the relevant month.
- Waharoa (Matamata) Aerodrome Committee meet three times a year on the third or fourth Thursday of a month.

Ngā Take/Kōrerorero | Issues/Discussion

2022 is a local government election year with the election polling day being 8 October 2022. Staff have scheduled the final Council meeting prior to the election on 5 October “to be confirmed” as it will depend on any urgent requirements for adoption such as the Annual Report. Staff will confirm this date with Council closer to the time. Staff have tentatively pencilled in Committee meeting dates following elections however these will be confirmed by the incoming Mayor.

Ngā Tāpiritanga | Attachments

[A↓](#). Final MPDC Meeting Planner 2022



Ngā waitohu | Signatories

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

MPDC Meeting Planner 2022

	January	February	March	April	May	June	July	August	September	October	November	December	
Sat	1 New Year's Day									1			
Sun	2 Day after New Year's				1					2			
Mon	3 New Year's Day (obs)				2			1		3			Mon
Tue	4 Day after New Year's (obs)	1	1		3			2		4	1		Tue
Wed	5	2 Workshop (TBC)	2 Workshop (TBC)		4 Council	1 Workshop (TBC)		3 Workshop (TBC)		5 Council (TBC)	2 Council* (Swearing in)		Wed
Thu	6	3	3		5	2		4	1	6	3	1	Thu
Fri	7	4	4	1	6	3	1	5	2	7	4	2	Fri
Sat	8	5	5	2	7	4	2	6	3	8 Election polling day	5	3	Sat
Sun	9	6 Waitangi Day	6	3	8	5	3	7	4	9	6	4	Sun
Mon	10	7 Waitangi Day (obs)	7	4	9	6 Queen's Birthday	4	8	5	10	7	5	Mon
Tue	11	8 TMF	8 ARC	5 TMF	10	7 TMF	5	9 TMF	6	11	8	6 TMF* ARC*	Tue
Wed	12	9 Council	9 Council	6 Workshop (TBC)	11 Council Hearing	8 Council	6 Workshop (TBC)	10 Council	7 Workshop (TBC)	12	9 Council*	7 Council*	Wed
Thu	13	10	10	7	12 Council Hearing (if req)	9	7	11	8	13 Official result declared 13-19 Oct	10	8	Thu
Fri	14	11	11	8	13	10	8	12 Nominations close (12 noon)	9	14	11	9	Fri
Sat	15	12	12	9	14	11	9	13	10	15	12	10	Sat
Sun	16	13	13	10	15	12	10	14	11	16	13	11	Sun
Mon	17	14	14	11	16	13	11	15	12	17 CE Forum	14	12	Mon
Tue	18	15	15	12	17	14	12	16	13 ARC	18	15	13	Tue
Wed	19	16 Workshop (TBC)	16 Workshop (TBC)	13 Council	18 Workshop (TBC)	15 Workshop (TBC)	13 Council Public notice of Election	17 Workshop (TBC) Public notice of candidates	14 Council	19	16 Workshop (TBC)	14 COC*	Wed
Thu	20	17	17	14	19	16	14	18	15	20	17	15	Thu
Fri	21	18	18	15 Good Friday	20	17	15 Nominations open	19	16 Electoral voting opens	21	18	16	Fri
Sat	22	19	19	16	21	18	16	20	17	22	19	17	Sat
Sun	23	20	20	17	22	19	17	21	18	23	20	18	Sun
Mon	24	21 CE Forum	21	18 Easter Monday	23 Hauraki Gulf Forum	20 CE Forum	18	22 Hauraki Gulf Forum	19	24 Labour Day	21	19	Mon
Tue	25	22	22	19	24	21	19	23	20	25	22	20	Tue
Wed	26 Workshop (TBC)	23 COC	23 COC	20 Workshop (TBC)	25 COC	22 Workshop (TBC)	20 Workshop (TBC)	24 COC	21 Workshop (TBC)	26	23 COC*	21	Wed
Thu	27	24	24 WMAC	21	26	23 WMAC	21	25	22 WMAC	27	24	22	Thu
Fri	28	25	25	22	27	24 Matariki	22	26	23	28	25	23	Fri
Sat	29	26	26	23	28	25	23	27	24	29	26	24	Sat
Sun	30	27	27	24	29	26	24	28	25	30	27	25 Christmas Day	Sun
Mon	31 Auckland Anniversary Day	28 Hauraki Gulf Forum	28	25 ANZAC Day	30	27	25	29	26	31	28	26 Boxing Day	Mon
Tue			29	26	31	28 ARC	26	30	27 TMF		29	27 Christmas Day (obs)	Tue
Wed			30 Workshop (TBC)	27 COC		29 Council / COC (rates strike)	27 COC	31 Workshop (TBC)	28 COC		30 Workshop (TBC)	28	Wed
Thu			31	28		30	28		29			29	Thu
Fri				29			29		30			30	Fri
Sat				30			30					31	Sat
Sun							31						Sun

Council COC – Corporate and Operations Committee TMF – Te Manawhenua Forum ARC – Audit and Risk Committee WMAC – Waharoa (Matamata) Aerodrome Committee * - Meetings to be determined following Election

7 Pūrongo me whakatau | Decision Reports

Road Naming - Stage 3A the Retirement Village of Lockerbie Estate, Morrinsville

CM No.: 2523238

Rāpopotonga Matua | Executive Summary

Developer GD Jones has submitted his application to Council for the approval of three new private road names out of six, as part the retirement Lockerbie development - Stage 3A.

The three roads to be named are listed below. Those marked TBC (to be confirmed), have yet to be decided on and will form part of a separate application to Council next year.

For clarity, it is best to review this report alongside the attached Proposed Road Names Overview Plan – drawing no. C35RV2-1.

The preferred names are bolded below with alternative names alongside to the right:

Road 1: Village Boulevard (alternatives 1: Garden Boulevard & 2: Villa Boulevard)

Road 2: Botanic Way (alternatives 1: Blossom Way & 2: Petal Way)

Road 3: TBC (at a later date)

Road 4: TBC (at a later date)

Road 5: TBC (at a later date)

Road 6: Evergreen Parade (alternatives 1: Flower Parade & 2: Leaf Parade)

Land Information New Zealand (LINZ) supplied a copy of a separate document titled, “Guideline for addressing in retirement villages LINZG80700 – 7 July 2016”, from which Council and developers use to ensure correct addressing methods are applied within retirement villages. The guideline covers road naming, address numbering, and signage; and has been used for naming the above Stage 3A roads.

Tūtohunga | Recommendation

That:

1. **This report be received**
2. **Council accept the preferred road names – Village Boulevard, Botanic Way and Evergreen Parade for the new private road names.**

Horopaki | Background

GD Jones as developer is familiar to Council through his extensive sub divisional work at Lockerbie, Morrinsville. His intention is to confirm at a later date the names of roads 3, 4 & 5 missing from the above list, which will be presented to Council in the New Year in a separate report.

Ngā Take/Kōrerorero | Issues/Discussion

Three of the proposed private road names are to be approved by Council. Names presented by the developer in order of preference are:

Road 1: Village Boulevard

Road 2: Botanic Way

Road 3: TBC (at a later date)

Road 4: TBC (at a later date)

Road 5: TBC (at a later date)

Road 6: Evergreen Parade

All three names were successfully checked and approved for use by applying checks against Council's Street Register and by applying checks against the LINZ database. These checks ensure no conflicting names present within our district and neighbouring districts.

The developer is not required to consult with Mana Whenua as road names within the retirement village are private and Council's road naming policy applies consultative requirements to public land only.

GD Jones assessed each of the three preferred road names against 6. Naming Considerations (a-f) of Council's road naming policy. Below is an explanation from the developer for each of the preferred names.

Village Boulevard

This Retirement Village represents a significant place in the Morrinsville community and naming one of the roads "Village" will contribute to emphasising the togetherness of people within the village (aligning with 6e – Naming considerations of the attached policy).

Botanic Way

Botanic refers to the colourful flowering trees that are expected to line this Way, particularly noticeable at the village entrance. Liquid Ambar, Ornamental Pear and Magnolia trees, shrubs and flowers are likely to be used (aligning with 6f – Naming considerations of the attached policy).

Evergreen Parade

Evergreen pays homage to the proposed village landscaping likely to be titoki and totara. Also this Parade provides the main pedestrian access to the village community centre (aligning with 6f - Naming considerations of the attached policy).

Mōrearea | Risk

The applicant's request to name three of the roads within the retirement village was considered as presenting little or no reputational risk to Council – any potential risks having been mitigated through careful name searches.

Ngā Whiringa | Options

Options presented above relate to the three private road names as part of the Lockerbie development – Stage 3A.

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

Council's road naming policy (02 October 2019) would normally require that each private access way be referred to as a 'Lane', however in the case of the LINZ guideline (07 July 2016) it is the guideline that takes precedence. *"Good addressing, that complies with the Standard, enables units in retirement villages to be readily located for a variety of purposes including electoral, delivery, social and emergency services."* Road types applicable to retirement villages were selected from the tables on page 15 of the Guideline for addressing in retirement villages /LINZG80700.

Also a policy requirement, Maven Associates of Auckland (experts in land development, surveying and civil engineering) acting on behalf of the applicant has supplied a Proposed Road Names Overview Plan – drawing no. C35RV2-1 (attached).

All three preferred road names were successfully checked against Council's Street Register and the LINZ database to ensure no conflicting names in the district and neighbouring districts.


The developer was not required to consult Mana Whenua as the development is private and Council's policy applies consultative requirements to public land only.

The applicant selected preferred road names ensuring consideration to 6. Naming considerations (a-f), from the road naming policy. These were checked by Council staff and conform to policy.

Ngā Tāpiritanga | Attachments

[A](#) . Maven Associates: Proposed Road Names Overview Plan - Drawing No. C35RV2-1



[B](#) . Guideline for addressing in retirement villages - LINZG80700 - 7 July 2016



[C](#) . Final Road Naming Policy - adopted 2 October 2019



Ngā waitohu | Signatories

Author(s)	Barry Reid Roading Asset Engineer	
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Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
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	Manaia Te Wiata Group Manager Business Support	
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- Notes
- All works to be in accordance with Waikato Regional Infrastructure Technical Specifications.
 - Co-ordinates in terms of NZ Geodetic Datum Mt Eden 2000
 - Levels in terms of the NZ Vertical Datum 2016 Conversion to Moturiki 1953 can be achieved by adding 0.2534m. Boundaries are subject to final survey.
 - The origin of levels BU4V SS76 S051170. Published RL = 48.630m
 - It is the Contractors responsibility to locate all services that may be affected by his operations.
 - The Contractors shall obtain all necessary approval from utility operators before commencing work under or near their services.
 - Final pavement design subject to CBR/Beam tests on subgrade material.
 - Setout schedule with co-ordinates of chainage points along road centerline to be supplied to the Contractors prior to construction.
 - Refer to long section for finished centerline levels. Refer to typical cross sections to obtain levels for other locations.

Legend

- EX BDY
- PROP BDY

B	FOR INFORMATION	RJM	11/2021
A	FOR REVIEW	JS	10/2021
Rev	Description	By	Date
Survey	DWC		07/21
Design	CF		07/21
Drawn	CF		07/21
Checked	JC		07/21



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Project
**RETIREMENT VILLAGE
LOCKERBIE ESTATE
MORRINSVILLE
FOR
LOCKERBIE ESTATE LTD**

ROAD NAMES			
	PREFERRED	ALTERNATIVE 1	ALTERNATIVE 2
ROAD 1	VILLAGE BOULEVARD	GARDEN BOULEVARD	VILLA BOULEVARD
ROAD 2	BOTANIC WAY	BLOSSOM WAY	PETAL WAY
ROAD 3	TBC	TBC	TBC
ROAD 4	TBC	TBC	TBC
ROAD 5	TBC	TBC	TBC
ROAD 6	EVERGREEN PARADE	FLOWER PARADE	LEAF PARADE

Title
**PROPOSED
ROAD NAMES
OVERVIEW PLAN**

Project no.	RV2-180002
Scale	1:1000 @ A3
Cad file	C300-ROADING DWG
Drawing no.	C35RV2-1
Rev	B



Guideline for addressing in retirement villages

LINZG80700

7 July 2016

www.linz.govt.nz

New Zealand Government

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Guideline for addressing in retirement villages LINZG80700	2
Effective date: 07 July 2016	
Office of the Surveyor-General Land Information New Zealand	

Terms and definitions

- General**
- (a) Any reference to a section or clause in this guideline is a reference to that section of the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.
 - (b) For the purposes of this guideline, the following terms and definitions apply.

Term	Definition
address site	a site to which an address is assigned. This could include a dwelling or other building such as a recreation hall, gym or café.
dwelling	a place of residence that allows the occupier to live independently. Does not include bedrooms that rely on shared facilities.
may	indicating an option
multi-level building	a building with more than 2 levels
primary address site	an address site that is not contained within a larger address site. A primary address site may contain multiple sub-address sites.
locality	a suburb or its equivalent in a rural area
shall	a standard that actions should meet as defined in the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.
should	a desirable or expected outcome or recommendation
standard	Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing
sub-address site	an address site that is contained within a larger primary address site eg an apartment within a building
TA	Territorial Authority

Foreword

Introduction

- (a) This guideline has been created to provide guidance to Territorial Authorities (TA) and retirement village developers on assigning addresses in retirement villages.
 - (b) An address should assist people to easily locate a particular dwelling or other building of interest (eg hall, pool, or gym) in a retirement village. This guideline has been developed to ensure each address within a retirement village can be readily identified and located and is unambiguous, by aligning with the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing (Standard).
-

Objective of addressing

Good addressing, that complies with the Standard, enables units in retirement villages to be readily located for a variety of purposes including electoral, delivery, social, and emergency services.

Land Information New Zealand authority

- (a) Land Information New Zealand (LINZ) has a regulatory role in addressing through the Local Government Act 1974 (s 319B(2)). It may require a TA to allocate a number or change the number of any area of land or building, or part of a building.
 - (b) The standard allows jurisdictional agencies like LINZ to produce guidelines that cover how the standard should be applied in different circumstances (clause 1.3.2).
 - (c) LINZ is providing advice and guidance to assist TA's apply the standard and to minimise LINZ requiring a TA to make a change to an address.
 - (d) The allocation of property numbers, in accordance with the standard, is dependent on, and required to be in terms of an associated road name. These guidelines therefore include road naming.
-

Foreword, continued

- TA's authority to assign addresses**
- (a) The responsibility for allocating property numbers within a district lies with the TA under s 319B(1) of the Local Government Act 1974. A TA "...may allocate a number to any area of land...within its district and may change the number allocated to any such area of land or building." This includes retirement villages.
 - (b) TA's work with retirement village developers to ensure the correct application of the standard for road naming and numbering within retirement villages.
-

Intended use of guideline This guideline is intended for use by TA's and retirement village developers to ensure correct addressing methods are applied within retirement villages. It covers road naming, address numbering, and signage.

- Retrospective application**
- (a) This guideline is not intended to be applied retrospectively to existing retirement villages.
 - (b) It may however be referred to as a guide for decision-making where there is a need to re-evaluate addressing of an existing retirement village.
-

- References** The following document and legislation are useful in the application of this guideline:
- Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.
 - Local Government Act 1974, ss 319, 319A & 319B.
 - Land Transport Act 1998, s 22AB(1)(x) – *enabling councils to make bylaws requiring property numbers to be displayed.*
-

Brief history of guideline This is a new guideline.

1 Address information

What is an address?

An address consists of three components:

- (a) Address number, which may include sub-address elements (eg B106/35) or a suffix (eg 27A),
 - (b) Road name,
 - (c) Locality name.
-

Address requirements

An address shall not include more than one road name.

2 Road naming

Introduction Naming roads within a retirement village can simplify addressing of dwellings and assist people to easily locate a particular address within the village. The standard that applies to naming roads in retirement villages should be the same as that which applies to other publicly accessible roads.

Requirements for road naming

- (a) All formed roads in a retirement village should be named with the only exception being short roads (refer to 'Deciding whether to name a short road' in this guideline).
- (b) A single length of road should only have one name. It should not be divided, for example at an intersection with another road, and given more than one name.
- (c) A road name shall consist of two parts; a name (eg Rutherford) and a road type (eg Street).
- (d) A road name needs to comply with local council addressing policies and guidelines.
- (e) Only road types listed in Appendix A: of this guideline should be used in retirement villages.
- (f) A road name shall not be offensive, racist, derogatory, or demeaning.
- (g) A road name should be easily pronounced, spelt, and understood when written or in conversation.
- (h) Road names within the same locality, in an adjoining locality or in the same local government area, shall not be:
 - (i) duplicated; or
 - (ii) similar in spelling or sound to an existing road name.
- (i) If a Māori road name is used it should be endorsed by local iwi.
- (j) Road names should not be long.
- (k) A road type shall not be used in the first part of a road name, eg Boulevard Street.
- (l) Initials or acronyms shall not be used in road names. The only abbreviation that may be used is St for Saint.

continued on next page

Road naming, continued

- (m) 'The' shall not be used for the first part of the name eg The Avenue.
- (n) Prepositions should not be used eg Line of Trees Avenue.
- (o) Only characters from the standard alphabet can be used. Full stops, hyphens, possessive apostrophes, special characters (eg &, @), diacritical marks (eg ä), Arabic, or Roman numerals shall not be used. Macrons are permitted for a Māori name and numbers shall be written in full. If an apostrophe is part of a name (eg O'Connor Road) it may be used.
- (p) A road name shall not include a prefix or suffix such as a direction, eg Upper, New, North, South.

Deciding whether to name a short road

- (a) A short cul-de-sac/road with more than five detached dwellings should be named, as shown in Figure 1.

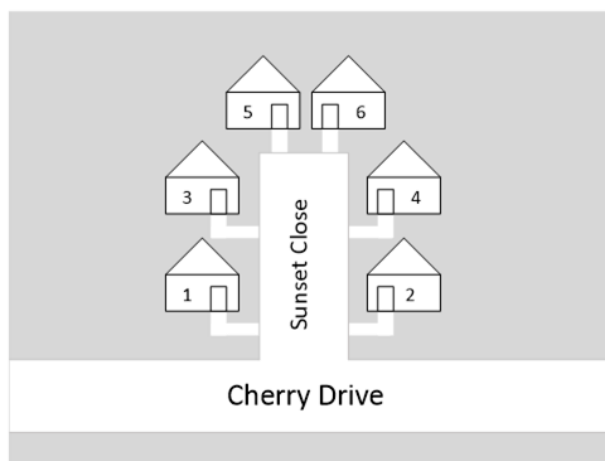


Figure 1: A short road with more than five detached dwellings should be named.

- (b) A short cul-de-sac or road with five or fewer detached dwellings does not need to be separately named unless naming would simplify addressing and make it easier for people to locate a particular dwelling. The road may be treated as an access-way/driveway.

3 Address numbering

Introduction Assigning address numbers within a retirement village shall use the same standard as used elsewhere to make it easy for people to locate a particular address within the village.

- Numbering requirements**
- (a) An address number shall be assigned to each individually occupied dwelling that allows the occupier to live independently.
 - (b) The numbering system for a road shall begin at the entrance or beginning of the road. Where there are no dwellings on a stretch of road, including the start of the road, then numbers can be skipped. This allows for the possibility of future infill and can also help ensure numbers on opposite sides of the road are roughly similar.
 - (c) A dwelling that has frontage on two roads should be given a number on the road where the main access point is located.
 - (d) Numbers should:
 - (i) be clear, logical, unambiguous, and sequential, and
 - (ii) create a unique address when combined with the road name and locality.
 - (e) Numbers should not be:
 - (i) a zero, preceded by zero, a fraction, or a decimal,
 - (ii) preceded by alphabetical characters, or
 - (iii) a number range (eg 22-28).
 - (f) Looking from the start point of the road, dwellings on the left-hand side of the road should be given odd numbers and those on the right-hand side, even numbers.
-

- Additional numbering considerations**
- (a) Successful numbering of dwellings in a retirement village often requires balancing conflicting outcomes due to the layout of the dwellings on short cul-de-sac and pedestrian pathways.
 - (b) It is helpful for locating dwellings if odd numbers fall roughly opposite similar even numbers, ie number 5 should be roughly opposite number 6. Numbers can be skipped to achieve this alignment.
-

continued on next page

Address numbering, continued

- (c) Numbers should not increase sequentially up one side of a road and down the other.

Numbering on an un-named short cul-de-sac

Dwelling numbers should be assigned in terms of the road onto which the cul-de-sac connects, as shown in Figure 2 and Figure 3.

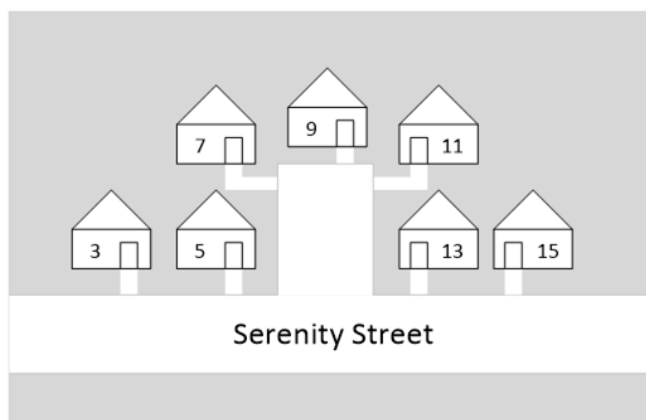


Figure 2: A short cul-de-sac with five or fewer detached dwellings is not named. The dwellings are numbered in terms of Serenity Street and are in sequence with numbers on that road.

continued on next page

Address numbering, continued

Sub-address allocation

- (a) Sub-address numbers can be used where dwellings share the same access-way.
- (b) Sub-address numbers shall be used where dwellings (sub-address sites) are contained within a larger building (primary address site).

Sub-address numbering

- (a) The address number for a sub-address site shall consist of the sub-address number, followed by the primary address site number separated by a '/' symbol, eg 1/27 Sunset Lane (the first apartment at 27 Sunset Lane).
- (b) A dwelling type can be assigned to a sub-address if appropriate eg Unit, Flat, Apartment. Regardless of the type of dwelling, the sub-address shall still be unique. For example, there can not be Unit 1/27 Sunset Lane and Apartment 1/27 Sunset Lane within the same retirement village.
- (c) Sub-addresses shall be:
 - (i) assigned in a logical sequence, and
 - (ii) unique within the larger building (primary address site).
- (d) Sub-addresses shall not be a zero, preceded by zero, a fraction, or a decimal.

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Address numbering, continued

Numbering semi-detached and terraced units

- (a) Primary address numbers should be used for numbering semi-detached or terraced dwellings. However sub-address numbering may be used in some cases, such as where several semi-detached dwellings surround a short cul-de-sac, as shown in Figure 3. This can help in locating the individual dwellings and can also help keep numbers on opposite sides of the road in alignment.
- (b) In Figure 3, the short road is not named as it has 5 primary address sites (refer to 'Deciding whether to name a short road' in this guideline). The dwellings accessed off the short road have been numbered in terms of Smith Street, the road onto which the cul-de-sac connects.

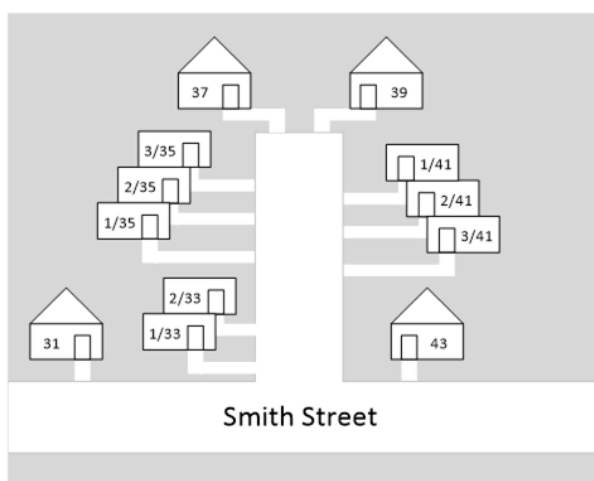


Figure 3: Sub-addressing applied to semi-detached and terraced units.

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Address numbering, continued

Numbering a multi-level building

- (a) The sub-address number for apartments in a multi-level building should be assigned using hotel-style numbering. The leading part should consist of alphanumeric characters representing the floor the apartment is located on, with the last two (or three if there are more than 100 apartments on a single floor) digits being the apartment number on that floor. For example 206 is apartment 6 on level 2. Refer to Figure 4.
- (b) The number of the apartment (the last two digits in the sub-address) shall be unique on that floor of the building. For example there can not be two apartments with the number '06' on level 2.
- (c) Apartment numbers shall be allocated in a logical sequence.
- (d) A zero should be used as a prefix for the first nine sub-addresses on each level, eg for apartment 6 on level 2, the number should be 206, not 26.
- (e) The ground floor should be assigned G, not 0 or 1.
- (f) Floor numbers should increase with height if they are above ground and increase with depth if they are below ground with the prefix B for basement eg B106.

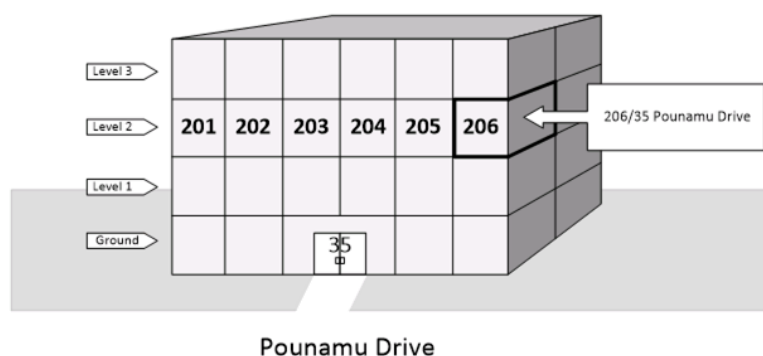


Figure 4: Addressing multi-level buildings. The building is located at 35 Pounamu Drive. The full address of an apartment should consist of the sub-address (eg 206) and the primary address (eg 35 Pounamu Drive).

4 Signage

Signage requirements

Clear and appropriate signage is required to assist the public and emergency services to locate and readily identify dwellings, and other buildings or areas within a retirement village.

Road name signs

- (a) Signs that identify each named road should be placed at every road intersection. The road name should be shown in full but the road type may be abbreviated in accordance with Appendix A:.
 - (b) If a short road is not individually named, a sign displaying what dwelling numbers are on the short road could be placed at the road intersection.
-

Display property numbers

The number of each dwelling should be placed where it is clearly visible and legible from where the dwelling would normally be accessed.

In the case of a sub-address site the full number, consisting of both the sub-address number and the primary address number, should be displayed to avoid confusion between the two, eg. Unit 26, 35 Main St

Map of retirement village

Erecting a large map of the village in a prominent place near the entrance assists the public in finding their way around the village. It could show all internal roads, the location of each dwelling, and the location of any meeting and other shared areas.

Appendix A: Road name types that can be used within Retirement Villages

Road types applicable to retirement villages

Road types that are applicable to retirement villages should be selected from the tables below. The abbreviations listed should only be used for signage.

Road types for open-ended streets	
Road Type	Abbreviation
Alley	Aly
Avenue	Ave
Boulevard	Blvd
Circle	Cir
Crescent	Cres
Drive	Dr
Esplanade	Esp
Glade	Gld
Lane	Lane
Loop	Loop
Parade	Pde
Quay	Qy
Rise	Rise
Road	Rd
Square	Sq
Street	St
Terrace	Tce
Wharf	Whrf

Road types for culs-de-sac	
Road Type	Abbreviation
Alley	Aly
Circle	Cir
Close	Cl
Court	Crt
Glade	Gld
Green	Grn
Grove	Grv
Lane	Lane
Mews	Mews
Place	Pl
Quay	Qy
Rise	Rise
Square	Sq
Terrace	Tce
Way	Way
Wharf	Whrf

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



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

Policy Type: External Policy

Council Resolution Date: 02 October 2019

1. Introduction

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

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

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

2. Objectives

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

3. Definitions

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

4. Application

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

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

5. Property numbering

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

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

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



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

6. Naming considerations

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

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

7. Consultation with Mana Whenua

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

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

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

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



8. Criteria for all road and access way names

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

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

9. Renaming of roads

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

10. Private Access Ways

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

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



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

11. Open spaces

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

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



12. Decisions on names

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

13. Relevant Legislation

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

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

14. Related Policies, Strategies or Guidelines

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

15. Audience

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

16. Measurement and Review

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

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



Schedule 1

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



7 Pūrongo me whakatau | Decision Reports

Regulation 19 Report

CM No.: 2523496

Rāpopotonga Matua | Executive Summary

Council are one of the administrators of the Sale and Supply of Alcohol Act 2012. This report includes an update on this activity as well as the Regulation19 report which we are required to produce each year. The Regulation19 report is in line with the guidance material released by the Ministry of Justice in October 2018.

Cr Adrienne Wilcock as Chairpersons of the District Licensing Committee (DLC) along with staff will provide an update on this activity for alcohol licensing including the attached reports.

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

The object of the Sale and Supply of Alcohol Act 2012 (Act) is contained within section 4 as stated below:

Section 4 - Object

(1) The object of this Act is that—

- (a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and*
- (b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.*

(2) For the purposes of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes—

- (a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and*
- (b) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).*

Further to this, Regulation19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 requires us to make publically available each year a report showing the fees payable in relation to and the costs incurred for this activity. In October 2018, the Ministry of Justice released guidance material on how this should be calculated as each council was calculating it differently and no clear comparisons could be made. The report for the 2020/2021 financial year is attached.

Council may, under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, adopt a bylaw setting its own fees and if it has not adopted a bylaw then the regulated fees and charges as prescribed in this report must be used. Council has not adopted a bylaw at this stage.

Section 10 Fees payable for special licences

(2) A territorial authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is 1 class below the class of the licence that is issued; but no fee may be less than the fee payable for a class 3 special licence.

Council has also delegated under section 10 of the Sale and Supply of Alcohol (fees) Regulations 2013 to the Group Manager Community Development (Dennis Bellamy) and the District Planner (Ally van Kuijk) the ability to reduce a fee category for special licences provided it meets the above criteria.

We have reduced the fee category of four applications this year. These were for activities such as a theatre productions and a small bowling event.

Discretionary conditions

Two of the discretionary conditions under the Local Alcohol Policy 2017 is the ability to limit specials for any six month period and that no more than 15 specials are issued for any premise in a six month period. To date the DLC have allowed one premises (Morrinsville Bowling Club) to go over the 15 special licences within any six month period.

Covid-19

Due to the Covid-19 lock down an order was passed giving the Police and Ministry of Health an extension of time to inquire into an application. As follows

The Police and the Medical Officer of Health—

(a) must each inquire into the application; and

(b) if either has any matters in opposition to it, must file with the licensing committee a report on it within 30 working days after the end date.

In this order, unless the context otherwise requires,—

end date means the date on which the Epidemic Preparedness (COVID-19)

Notice 2020 expires or is revoked

Although under the Covid requirements the MOH and Police have had unlimited time, we had a few applications that were delayed, however this did not cause any issues.

Key statistics highlighting some of the activity of the DLC and trends for the last two years is also attached.

Ngā Tāpiritanga | Attachments

[A↓](#). Finalised 2020 21 Regulation 19 Report



Ngā waitohu | Signatories

Author(s)	Cathy Bjerring Planning & Environmental Health Admin	
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	Officer	
Approved by	Ally van Kuijk District Planner	
	Dennis Bellamy Group Manager Community Development	

Alcohol Licensing Fees and Costs Report

Sale and Supply of Alcohol (Fees) Regulations 2013

Regulation 19 – Reporting by territorial authorities

- 1) Every territorial authority must each year, prepare and make publically available a report showing its income from fees payable in relation to, and its costs incurred in,-
 - a) The performance of the functions of its licensing committee under the Act; and
 - b) The performance of the functions of its inspectors under the Act; and
 - c) Undertaking enforcement activities under the Act.
- 2) The first report required by the regulation must relate to the year commencing 1 July 2010.

Income	\$	Costs	\$
Application and Annual Fees	147,268.89	District Licensing Committee Function - 19(1)(a)	156,117.96
Less ARLA* fees	10,695.00	Inspectors Function - 19(1)(b)	17,346.44
		Enforcement Function – 19(1)(c)	0.00
TOTAL	\$136,573.89		\$173,464.40

*Alcohol Regulatory and Licensing Authority

Explanatory Notes:

The above costs are calculated in accordance with the guidance for Territorial Authorities for Calculating the costs and revenues of the alcohol licensing system. All figures in this report are inclusive of GST and relate to the financial year 2020/21; that is, 1 July 2020 through 30 June 2021. They are consistent with the figures from the Annual Report 2020/2021.

Regulation 19(1)(a)

The direct costs of people and entities (including the DLC, Secretariat staff and inspectors) involved with the receipt, collection, assessment, analysis and decision making on alcohol licence and managers applications.

Regulation 19(1)(b)

The direct costs of people employed or otherwise engaged by the TA to undertake tasks relating to the inspection, assessment of compliance and monitoring of holders of alcohol licences and manager certificates. The time spent on inspection, assessment and support of compliance and monitoring of licences need to be appropriately costed and recorded.

Regulation 19(1)(c)

The direct costs of TA staff to undertake enforcement activity. These include the costs associated with enforcement activities that may incur a penalty such as applications to ARLA or issuing of an infringement notice.

2020/2021

On-licence, Off-licence and club licence applications received:

Application Type	Number received in Fee Category: Very Low	Number received in Fee Category: Low	Number received in Fee Category: Medium	Number received in Fee Category: High	Number received in Fee Category: Very High
On-licence new			3		
On-licence renewal		5	7		
Off-licence new			6		
Off-licence renewal		2	6		
Club licence new					
Club licence renewal	10	2	1		
Total Number	10	9	23		
Total Fee paid to ARLA (GST inc)	\$172.50	\$310.50	\$1190.25	\$0.00	\$0.00

Annual fees for existing licences received:

Licence Type	Number received in Fee Category: Very Low	Number received in Fee Category: Low	Number received in Fee Category: Medium	Number received in Fee Category: High	Number received in Fee Category: Very High
On-licence	3	17	24		
Off-licence	1	4	22	1	
Club licence	24	11	1		
Total Number	28	32	47	1	
Total Fee paid to ARLA (GST inc)	\$483.00 \$655.50	\$1104.00 \$4209.00	\$2432.25 \$3622.50	\$86.25 \$86.25	\$0.00 \$0.00

Managers certificate applications received:

	Number received
Managers certificate new	80
Managers certificate renewal	91
Total Number	171
Total Fee paid to ARLA (GST inc)	\$4916.25

Special licence applications received:

	Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3
Special licence	5	29	40

Temporary authority applications received:

	Number received
Temporary authority	7

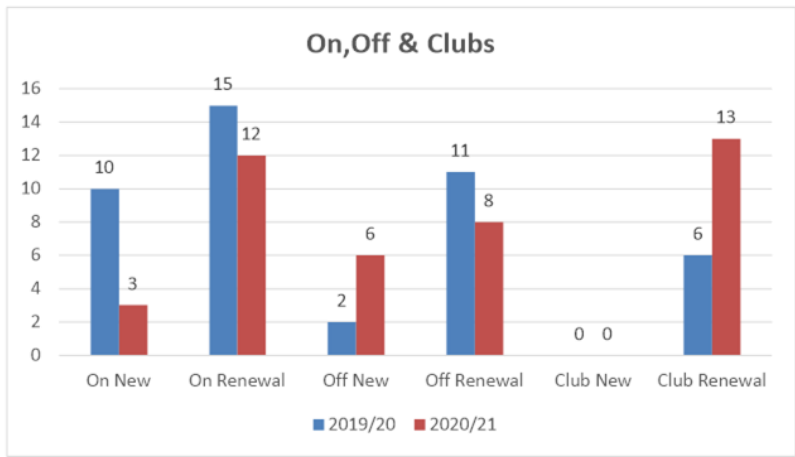
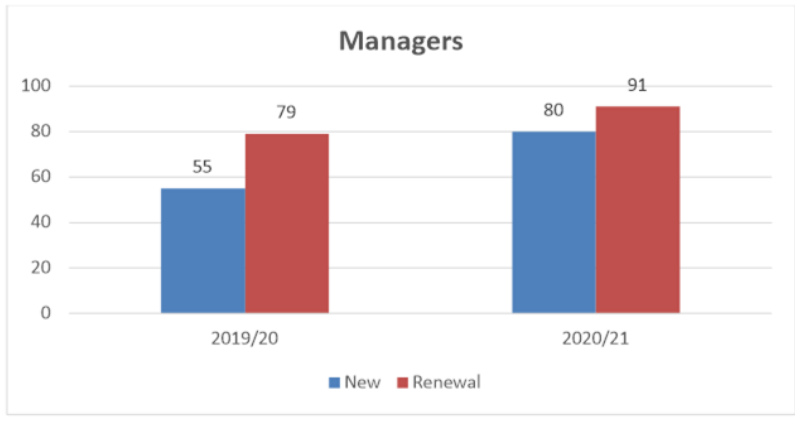
Permanent club charter payments received:

	Number received
Permanent club charter payments	0

Total Paid to ARLA

Total Paid to ARLA	\$10,695.00
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Comparison of licences processed for last two Years



7 Pūrongo me whakatau | Decision Reports

Reappointment of District Licensing List Member

CM No.: 2523500

Rāpopotonga Matua | Executive Summary

The Sale and Supply of Alcohol Act 2012 requires Council to have a District Licensing Committee to consider and determine new and renewals of licences and managers certificates, temporary authorities, special licences and various other matters under the Act.

The Council appointed Councillor Wilcock as the Chair of the Committee, as a member of Council, and appointed Neil Goodger as Deputy Chair in November 2019. The other list members of the committee are Denis Taylor and Ross Murphy, both approved in November 2018. Neil Goodger was also approved as a list member in November 2016.

Section 192 of the Act states that list members can only serve for a period of five years unless their approval is renewed. Council now needs to consider the approval of Mr Goodger as a list member for a further five years.

Tūtohunga | Recommendation

That:

- In accordance with section 192 of the Sale and Supply of Alcohol Act 2012, Council approves Neil Goodger to be a list member of the Matamata-Piako District Licensing Committee.**

The Sale and Supply of Alcohol Act 2012 requires each council to establish a District Licensing Committee and to appoint a member of that territorial authority as the Chairperson. Council appointed Councillor Wilcock as chair of the Licensing Committee. The Act also allows the territorial authority to appoint a member to act as deputy chairperson, which is currently Neil Goodger. The chair and deputy chairperson must be an elected representative and the deputy chair can only act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.

Each licensing committee must consist of three members and the territorial authority must maintain an approved list of people that can be appointed to act as the other two members of the committee. People approved to be included on the list must have experience relevant to alcohol licensing matters.

Ngā Take/Kōrerorero | Issues/Discussion

Neil Goodger was approved as a list member of the Licensing Committee in November 2016 and his five year term as required by section 192(3) will finish in November this year. Mr Goodger has indicated that he would like to continue with his inclusion on the list.

The Chair, on the papers, does the majority of the Licensing Committee's work and the full Committee only need to meet to hear opposed applications and temporary authorities.

With the approval of Mr Goodger as a list member for a further five years, the District Licensing Committee will have three list members. While this to date has not caused any delay in hearing

applications, at times we have been limited due to conflict of interest or unavailability of members. As a result, the District Licensing Committee have recommended that additional list members be sought and this is something staff are working through, but this will be considered through a separate process.

Council now needs to consider the renewal of Mr Goodger's approval to the list and/or if other persons need to be added to the list.

Options considered

1. Approve Neil Goodger as a list member of the Matamata-Piako District Licensing Committee.
2. Seek and approve other persons to be list members of the Matamata-Piako District Licensing Committee.

Analysis of preferred option

Option 1 – Mr Goodger has experience in liquor licensing matters and has acted as a member of the District Licensing Committee on a number of occasions. If he is not approved as a list member then another person will need to be sourced and approved to act as member of the Committee.

Legal and statutory requirements

Section 189 states:

- (1) *Each licensing committee consists of 3 members appointed by the territorial authority for that territorial authority's district.*
- (2) *A territorial authority must appoint 1 member as the chairperson and that person must be a member of that territorial authority or a commissioner appointed to the licensing committee.*
- (3) *A territorial authority may appoint a member of that territorial authority to be deputy chairperson, and act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.*
- (4) *While acting in place of the chairperson, the deputy chairperson is a member of the committee and has all the powers and duties of the chairperson.*
- (5) *No act done by the deputy chairperson serving as acting chairperson in the chairperson's absence, and no acts done by the committee while the deputy chairperson is so serving, can in any proceedings be questioned on the ground that the occasion for his or her so serving had not arisen or had ceased.*
- (6) *The other 2 members of each licensing committee must be appointed from the territorial authority's list maintained under section 192.*
- (7) *For the purposes of subsection (2), a member of a territorial authority means an elected member of a territorial authority and, in relation to the Auckland Council, includes a member of the governing body (as defined in section 4 of the Local Government (Auckland Council) Act 2009) or a member of a local board established under section 10 of that Act.*

Section 192 states:

- (1) *A territorial authority must either—*

- (a) *establish, maintain, and publish its own list of persons approved to be members of the territorial authority's licensing committee or committees; or*
- (b) *together with 1 or more other territorial authorities, establish, maintain, and publish a combined list of persons jointly approved by those authorities to be members of the territorial authorities' licensing committees.*
- (2) *A territorial authority must not approve a person to be included on the list unless that person has experience relevant to alcohol licensing matters.*
- (3) *A person may be approved for inclusion on the list for a period of up to 5 years and may be approved for any 1 or more further periods of up to 5 years.*
- (4) *The name of a person must be removed from the list—*
 - (a) *when 5 years have elapsed since the territorial authority approved the person's name on the list unless the approval is renewed under subsection (3); or*
 - (b) *if the person resigns or is removed under section 194.*

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Cathy Bjerring Planning & Environmental Health Admin Officer	
Approved by	Ally van Kuijk District Planner	
	Dennis Bellamy Group Manager Community Development	

7 Pūrongo me whakatau | Decision Reports

Keep Matamata Beautiful - Funding Request

CM No.: 2525712

Rāpopotonga Matua | Executive Summary

Robin Burr, chairperson of Keep Matamata Beautiful, has requested Council for funding to assist with the paving and landscaping around the Horse with Jockey sculpture located on The Broadway (State Highway 24), Matamata.

The intent is to provide a safe accessible all weather access for people with all abilities.

Tūtohunga | Recommendation

That:

1. **The information be received.**
 2. **Council approves funding of up to \$30,000 from the [Council to determine] fund to Keep Matamata Beautiful to be used specifically for paving, landscaping and traffic management required to complete the Horse with Jockey sculptural project.**
- OR**
3. **Council do not agree to provide funding to Keep Matamata Beautiful towards finishing the Horse with Jockey sculptural project.**

Horopaki | Background

Robin Burr, chairperson of community group Keep Matamata Beautiful, (KMMB), initiated negotiations with Council's Chief Executive, Don McLeod, and Strategic Partnerships & Governance Team Leader, Sandra Harris, to attain a piece of land on Broadway, Matamata, for the sole purpose of erecting a statue of a Horse with Jockey. In these negotiations, Robin advised that it would not cost Council financially.

Upon agreement, Matamata-Piako District Council, entered into a Licence to Occupy the piece of land, with NZ Transport Agency (now Waka Kotahi), on 27 March 2019.

Keep Matamata Beautiful raised approximately \$288,000 towards the construction of the statue. The statue itself was \$250,000. The remainder of the funds raised were used to lay a concrete slab (for the statue to sit on), connect electricity to the site, paving signage and seating. Council provided planting.

Ngā Take/Kōrerorero | Issues/Discussion

To facilitate access around the statue for people of all abilities further work is required. This involves an all weather perimeter path around the statue. The costs include significant traffic management requirements due to the location in the centre of a State Highway. KMMB have \$5k to cover any shortfall.

Mōrearea | Risk

This is a high profile site in the centre of a public area continuously visited by both local and national visitors passing through. Full access for people with disabilities is compromised which could lead to Health & Safety implications.

Ngā Whiringa | Options

Doing nothing will compromise accessibility to the area and leave a less aesthetically pleasing result.

Ngā take ā-Ihinga | Consent issues

None, this is within the terms of the Licence to occupy already approved.

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: Environmental Sustainability


Community Outcome:

Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.

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

Estimate is for \$30,000 to complete this work. Funding source to be determined by Council.

Ngā Tāpiritanga | Attachments

A  Licence to Occupy



B  David Irwin Design quote



Ngā waitohu | Signatories

Author(s)	Bryan Turner Coordinator Operations and Projects	
	Roger Lamberth Property and Community Projects Manager	

Approved by	Manaia Te Wiata Group Manager Business Support	
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Matamata Piako District Council
P O BOX 266
TE AROHA 3342

REF:

LICENCE TO OCCUPY PART OF ROAD RESERVE ON STATE HIGHWAY (24)

- 1 Licence to occupy part of State Highway reserve (part of parcel ID's 4586943) The land comprising State Highway (24) is controlled and managed by the NZ Transport Agency (**Transport Agency**) pursuant to the Government Roding Powers Act 1989. The Transport Agency has the power under section 61A of that Act to grant a licence of the land.
- 2 The Transport Agency grants Matamata Piako District Council (**you**) a non-exclusive licence to occupy that part of the land shown edged in red on the attached plan (**Land**) for 5 years from 1 March 2019 until 28 Feb 2024, on the terms and conditions set out in this letter (**Licence**).
- 3 Due to its overriding statutory obligations, the Transport Agency may terminate this Licence at any time by giving you not less than **six (6) months' notice in writing**. You are not entitled to any compensation for any such early termination.
- 4 You will pay the Transport Agency, by yearly automatic payments to the Transport Agency's nominated bank account in advance, a licence fee of \$1.00 per annum (**Licence Fee**) plus GST. The Transport Agency may review the Licence Fee on 01 March 2021, and give you notice of the new Licence Fee. If you do not accept the Transport Agency's proposed new Licence Fee, you may terminate this Licence by giving **six (6) months' notice in writing**.
- 5 You will pay the Transport Agency, as invoiced to you, all outgoings excluding land rates charged on the Land or as a result of your use of the Land, and the Transport Agency's legal costs in relation to this Licence.
- 6 You may only use the Land for erecting a statue to the dimensions as per attached plan. You may not place or display any signage or advertising on the Land, or construct any buildings, structures or other improvements.
- 7 If the Transport Agency requires you during the term of this Licence to take further action to prevent any adverse impact of your use of the Land on users of the State Highway, you will promptly comply with that requirement at your own cost and to the Transport Agency's satisfaction.

RELEASE FOUR - 2017
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- 8 You must comply with all relevant legislation, regulations and bylaws affecting the Land and your use of it, and must not cause or allow any act on the Land that would cause nuisance or annoyance to any neighbouring property, or any contamination of the Land. You must, at your own cost, obtain and comply with all resource consents, permits and other planning approvals required for the use of the Land described in clause 6.

Without limiting your obligations under this clause 7, you must do all things necessary as the occupier of the Land to comply with the Health and Safety at Work Act 2015 (**HSW Act**) including:

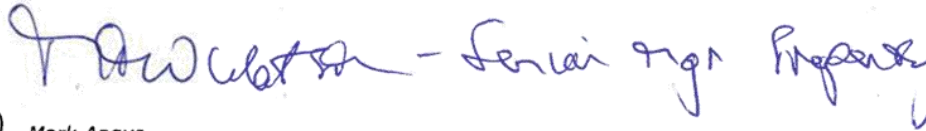
- (i) ensuring, so far as is reasonably practicable, that the Land and anything arising from the Land are without risks to the health and safety of any person;
 - (ii) notifying the Transport Agency immediately if you become aware of any hazard or risk on the Land, or in the vicinity of the Land, which might, or may have the potential to, harm any person and for which the Transport Agency would be liable to remedy;
 - (iii) developing, implementing and at all times during the term of this Licence maintaining a programme promoting the health and safety of people on the Land and a system of auditing such programme, and upon receiving a written request by the Transport Agency you will provide reasonable details of the programme implemented by you and access to that system; and
 - (iv) complying with any notices issued by the regulator unless the work required by a notice would otherwise be work required to be undertaken by the Transport Agency under this Licence.
- 9 You must, at your own cost, keep the Land in a clean and tidy condition, free from rubbish, obstruction or damage, and must promptly repair any damage caused by you or any person using the Land under this Licence. If you fail to do so, the Transport Agency may (in addition to its other rights) repair any damage and recover the costs from you.
- 10 You must, at your own cost, keep the Land in a clean and tidy condition, free from rubbish, obstruction or damage, and must promptly repair any damage caused by you or any person using the Land under this Licence. If you fail to do so, the Transport Agency may (in addition to its other rights) repair any damage and recover the costs from you.
- 11 You agree to allow the Transport Agency and its agents, contractors and employees to have access to the Land at all reasonable times. The Transport Agency will give reasonable notice of entry onto the Land. The Transport Agency may enter the Land during the term of this Licence, but will use its reasonable endeavours to minimise any disturbance or inconvenience to you or your property on the Land.
- 12 You acknowledge that the Land is controlled and managed by the Transport Agency as part of its statutory responsibilities, including under the Government Roadway Powers Act 1989 and the Land Transport Management Act 2003, which prevail over the terms of this Licence.



- 13 The Transport Agency makes no warranty or representation that the Land is fit for any particular use, and you acknowledge that you have entered into this Licence completely in reliance upon your own skill and judgment. You agree to occupy and use the Land at your own risk, and release the Transport Agency from any claim for any loss or damage you may suffer or incur.
- 14 You indemnify the Transport Agency against any loss, claim, damage, expense, fine, penalty, liability or proceeding suffered or incurred at any time by the Transport Agency as a direct or indirect result of any breach of your obligations, undertakings or warranties contained or implied in this Licence, or as a direct or indirect result of your activities on the Land.
- 15 You must meet all costs and expenses (including legal costs on a solicitor/client basis) which the Transport Agency may incur in enforcing its rights under this Licence.
- 16 You must keep, at your own expense, a current policy of public liability insurance for \$5,000,000 (or such higher amount as the Transport Agency may from time to time reasonably require). During the term of this Licence, the Transport Agency is entitled to require you to provide evidence that you have this cover.
- 17 You agree not to take or participate in any action (including lodging any objection to any statutory authority) which may have the effect of preventing or interfering with the Transport Agency's future plans for the Land or any adjoining land.
- 18 If you do not comply with any of your obligations under this Licence, the Transport Agency may give you notice requiring you to remedy that breach within a reasonable period of time. If you do not do so, the Transport Agency may then immediately terminate this Licence.
- 19 You must, no later than 14 days after the termination or expiry of this Licence, leave the Land in the same condition it was in at the commencement of this Licence.
- 20 This Licence is personal to you, and you may not assign, transfer, sub-licence or otherwise share your rights under this Licence to or with any other person.
- 21 This Licence is the entire agreement (and replaces all earlier negotiations, representations, warranties, understandings and agreements) between you and the Transport Agency (either directly or indirectly through its external property advisors) regarding your use of the Land. Any amendments to this Licence must be recorded in writing and signed by both you and the Transport Agency.
- 22 Please confirm your acceptance of these terms and conditions by signing the enclosed copy of this letter and returning it Christine Brunton, Property Manager at Colliers International in Hamilton.



Yours sincerely,



Mark Angus
Manager Corporate & Property Assets
NZ Transport Agency
acting under delegated authority
from the Minister for Land Information

Dated: 27/3/ 2019

The terms of the Licence granted by this letter are agreed and accepted by Matamata Piako District Council

Dated: 25/3/ 2019





100104855/21029498.3

5

Statue 9.59mts from front curb & 1.98mts from the side curbs
please note tree no longer there Access to statue by pedestrian crossing only



Item 7.6
Attachment A



100104855/21029498.3



7

From: David Irwin Design <david@davidirwindesign.co.nz>
Sent: Tuesday, 9 November 2021 3:33 pm
To: Robin Burr
Cc: Dave Taylor; Bryan Turner
Subject: Paving step for horse paving

Hi Robin, Please see below.

The costs are now firm. \$16,200 plus \$800 for steps = \$17,000.00 plus GST (\$2,550.00) = \$19,550.00

Traffic management all up is \$7,000 plus GST (\$1050) = \$8,050.00

Nett Total = \$24,000.00

Total with GST = \$27600.00

Remember Council get to claim on the GST.

Bryan Turner thinks there may be a Council fee on the 2 road closures for flyers advising the shop owners and will get back to me.

Dave Taylor is unable to do the work this side of Christmas. Until Council advise they will cover the costs he cannot program it in.

Regards David

----- Forwarded Message -----

Subject:Re: Paving step for horse paving
Date:Tue, 9 Nov 2021 14:16:21 +1300
From:Dave Taylor
To:David Irwin Design <david@davidirwindesign.co.nz>

There will be an extra cost due to the steps on either side of statue
Total being \$800 plus gst apart from
That my cost will not change
Regards Dave

Sent from my iPhone

On 3/11/2021, at 11:28 AM, David Irwin Design <david@davidirwindesign.co.nz> wrote:

Hi Dave further to our telephone discussion please see email below and attachment showing the step.

For the traffic requirements Bryan Turner advised me to talk with Hamuera (Humz) Brookie at Swaps. or hamuera@jswap.co.nz I have spoken with Humz and he has advised that there may need to be 3 day notice boards advising the traffic of closure. We need to know how many times there will be a disruption to traffic so that all costs can be factored in. We also understand you cannot do this work until next year.

Regards

David

----- Forwarded Message -----

Subject:Paving step for horse paving
Date:Tue, 2 Nov 2021 07:51:46 +1300
From:David Irwin Design <david@davidirwindesign.co.nz>
To:Dave Taylor

Hi Dave,

Please find attached the proposed step locations each side of the horse. There may need to be some on site adjustment if they are in the way of the lights. Further to my last email the Council are going to make a decision at the next meeting which I understand to be next Wednesday 10th November and we need to have the price for then. They have indicated it is not so much the cost but they want a firm price that is not going to change.

Regards David

--
David Irwin Design Limited,
09 9506304
021 1221 384

<Paving step.pdf>

8 Ngā Pūrongo Whakamārama | Information Reports

Quarterly Reporting - Civil Defence Emergency Management

CM No.: 2524224

Rāpopotonga Matua | Executive Summary

Mark Bank, Waikato Group Civil Defence Emergency Management in attendance, presenting on Civil Defence Emergency Management (CDEM) activities in the last quarter (July – September 2021).

The Group Emergency Management Office had a realignment which became effective 1 July 2021 and this resulted in a change of leadership for the Matamata-Piako District Council Emergency Management Officer. Current work activity focus is on creation of a Matamata-Piako District Council (MPDC) work plan which will be reported on.

Emergency management activity continues, despite impact from COVID19 Delta resurgence. MPDC contributed to the Waikato Civil Defence Emergency Management response framework in support of the health lead response through staff deployed to support the Group Emergency Coordination Centre (GECC) and locally activated MPDC CDEM Incident Management Team to monitor and support any local requirements as part of the response. In addition three staff were deployed to support Buller District Council during their flood response in July 2021.

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

Matamata-Piako District Council (MPDC) entered into a service level agreement to meet its obligations under the Civil Defence and Emergency Management Act 2002. This arrangement is 2 years old (August 2019)

The Group Emergency Management Office (GEMO) has had a realignment which came into effect 1 July 2021. This has resulted in a new position Partnerships Team Leader and this has been filled by Mark Bang. This role is created to give leadership to the staff employed under service level agreements in the Group area.

Although disrupted by COVID19 Delta resurgence, emergency management work continues and the focus is to create and implement a workplan specific to MPDC which will be reported against to future committee meetings.

MPDC continues to contribute to the Waikato Group response framework in support of the health lead response to COVID19. In addition staff were deployed to the Buller District flood response, where they gained valuable experience and insights to bring back to MPDC.

Ngā Take/Kōrerorero | Issues/Discussion

Group Emergency Management Office (GEMO) realignment:

- A realignment of GEMO was conducted and came into effect 1 July.
- This affects MPDC in so far as a new Partnership Team Leader position was created and that role is to provide direct support to Vicky Cowley, Emergency Management Officer (EMO) to MPDC (and 2 other councils).
- Mark Bang has been appointed to the Partnership Team Lead role and between 1 July and now has been transitioning away from his previous role.

MPDC Work plan:

- Current focus is to develop a work plan specific to MPDC requirements.
- The plan is nearing completion and incorporates the following inputs:
 - Group CDEM Plan actions prioritised by the CDEM Group Coordinating and Executive Group (CEG)
 - MPDC monitoring and evaluation report recommendations (2019)
 - The post COVID 19 after action report recommendations prioritised by CEG (2020)
- The MPDC work plan will make alignment between these inputs and localise the actions required to deliver. Timelines for actions will be included in the plan and high level progress reports will be provided to future committee meetings.

Key activity within the reporting period (July – September):

- As mentioned the focus is on establishing the work plan actions and timelines.
- There are two key pieces of work committed to by CEG which are currently being project managed by GEMO and contributed to by MPDC:
 1. Implementation of WHISPIR. This is a common communication platform which will allow quick and efficient warnings to public and alerting staff and stakeholder organisations that something has occurred and response is required. The platform will allow Councils to use the platform to meet their own operational needs but is primarily an emergency management resource.
 2. Operationalising the deployment policy and response framework approved by CEG and Joint Committee. These were both recommendations from the COVID19 after action report and will ensure both region wide and local responses can be sustained through sharing human resources and mutual cooperation.
 3. Both the response framework and deployment policy have been used in the recent Delta resurgence of COVID19 (since mid-August) and MPDC's contribution to supplying staff and their part in operations and on-going monitoring is very much appreciated.
- Ongoing support to the health lead response to COVID19 Delta resurgence includes pre identification of facilities for testing and vaccination should they be required. Noting this is Council support and the EMO is a point of contact for requests into to MPDC. The EMO is establishing process so this support can be supplied to health agencies irrespective of her availability.

Deployments/Activation

Buller: Following the widespread flooding of the Buller District over the period 16-19 July 2021, three MPDC staff were deployed (7 days) to assist the CDEM response. This assistance was greatly appreciated by Buller District Mayor who sent out letters of thanks, as yet the chair of the Waikato CDEM Group has been unable to present certificates of thanks to the staff due to Delta resurgence. A debrief was held at MPDC and the lessons learnt will contribute to local work planning as appropriate.

Group Emergency Coordination Centre (GECC): As part of the regional Concept of Operations when GECC activated in support of the health lead COVID19 Delta response, 10 staff were made available in support of this operation.

Local Incident Control Point (ICP): Activated 19 August to support the GECC response, though not all functions were required by GECC to activate, MPDC used this as a staff training opportunity rotating many staff through to 8 September with only Welfare and Pouārahi were required to continue in monitoring phase. Many useful documents and connections were made during this response.

Welfare team

Regular meetings of the Eastern Waikato Local Welfare Committee and attending Waikato Welfare Coordination Group meetings.

Liaison with local foodbanks

Iwi Liaison Officer providing support as the point of contact for kōrero with Iwi/Māori/Hapū across the rohe.

Staff training

Buller flood response in July 2021 resulted in voluntary deployment of MPDC staff, this was invaluable hands on working training that cannot be replicated, they worked alongside NZ Defence Force, Fire and Emergency NZ, Urban Search and Rescue, Red Cross, Ministry of Social Development and many more agencies.

RRANZ, Response, Recovery Leadership Development, Tier One course – Response Manager and Recovery Manager have been accepted into this nationally recognised training course, starting January 2022, training cost are covered by the Group Training Fund.

Inductions – all new staff meet with the Emergency Management Officer (in person/online) to have a brief verbal induction on why as a Council employee they are part of Emergency Management.

Online Foundation – following inductions all permanent employees complete online nationally standardised introduction to CDEM.

Mōrearea | Risk

The implication of COVID Alert Levels, has effect on the work plan delivery and in particular Emergency Management (EM) training which is designed and intended to be delivered face to face. This is a risk for many organisations and we will adapt locally to continue to build staff capability at MPDC.

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

MPDC is a member of the Waikato CDEM Group and contributes to Group wide emergency management.

The EM work plan will contribute toward Council achieving the Longer Term Plan performance measure of an annual exercise. There are no budget implications on Annual Plans

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The implementation of WHISPIR has internal communication requirements and timeframe constraints.

**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.

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

MPDC Civil Defence activities are funded through general rates.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Vicky Cowley Emergency Management Officer	
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Approved by	Dennis Bellamy Group Manager Community Development	
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8 Ngā Pūrongo Whakamārama | Information Reports

Te Aroha Spa Development Project - Update November 2021

CM No.: 2525623

Rāpopotonga Matua | Executive Summary

This report provides a moderately high level update of the project's progress with key tasks and what key project tasks lie ahead. This report also provides an update on project resourcing in terms of additional skill sets and experience required to support the project in the months ahead. The key tasks set out in this report relate directly to the project plan.

Tūtohunga | Recommendation

That:

1. The report be received.

Horopaki | Background

Following the work completed under the PGF process in 2019, including the Feasibility Study, Business Case and Post Covid-19 Addendum, MPDC is pursuing a project that contemplates bringing to life a leading day spa, hot pool and beauty therapy business situated within the Te Aroha Domain, to replace the existing business' facility. The existing spa and hot pool business is successful when measured by client demand and financial metrics but the existing facility has insufficient capacity to meet annual client. The existing facility is also relatively old with outdated furnishings, decoration and environment, and has limited experiences.

A new facility as contemplated in the concept set out in the Business Case and has the potential to be an anchor project for Te Aroha and the wider district with the potential to stimulate further economic development, largely through tourism, which could improve social cohesion, economic, cultural and environmental outcomes.

Ngā Take/Kōrerorero | Issues/Discussion

The summary below provides an update and overview on:

- Key tasks completed
- Key tasks in progress
- Key tasks coming up
- Resourcing for the Project Management Group
- Budget and expenditure

Key Tasks Completed

- Study tour of spa/hot pool businesses.

Key take outs were documented and a report on the study tours has been submitted to Council. The learnings from the study tours have helped to inform/develop a design principles and insights document which will be used to frame up how a new facility would look and feel, the scale, location and what might be offered in the way of experiences. This in turn will be used to develop a concept design(s)

- Draft communication plan

Awaiting feedback from Iwi on draft plan to progress and close out.

- Geothermal water resource consent engagement with Regional Council

WRC has signalled that any new or modified resource consent would be effects based so no particular red flags at this stage. The Project Manager is looking at how new mineral water requirements can dovetail with the current resource consent's renewal application and what might be appropriate at this stage in terms of pre-scoping and investigating potential effects.

- Project Governance Group

Francis Pauwels was recruited in November bringing spa industry and development experience to the governance group. This completes the envisaged makeup of the PGG.

Key Tasks In Progress

- Iwi related tasks

- Defining Iwi expectations and aspirations: first cut of comprehensive document complete (this is a living document)
- Interconnections with other Iwi: delayed, targeting end December
- Combined MPDC/Iwi Domain ownership and rights understanding: delayed, targeting end December.

- Geothermal water availability to meet forecasted increased requirement

GWS completed their investigations and filed their report. Broadly speaking their investigation supported what the Feasibility Study highlighted, that a near doubling of geothermal water would be required. To crack test this information, a copy of the GWS

report was provided to Visitor Solutions (who lead the work under the PGF process). This has thrown up some anomalies around what water could be allocated to what hot pool experiences. This is currently being worked through so that implications can be understood but no 'show stoppers' are envisaged at this stage as the business case was predicated on the basis of a mix of virgin geothermal water and heated fresh water experiences. Investigation to conclude November for reporting in December.

Recommendations coming from the GWS report:

- Determine the volume of town water supply going into the current facility: under action, requires metering and telemetry: December
- Determining current system thermal losses: some rudimentary measurements have been taken recently. Data to be analysed at the end of November. Installation of temperature monitoring device: December
- Financial management

A reporting system is under development that will track expenditure against budget: November

- Geothermal water resource consent

Initial planned discussions with WRC have been completed. As the current resource consent application has been filed, the Project Manager is shadowing the processing of this so that any consenting issues are understood and project requirements can dovetail into this process. WSP are likely to be contracted to carry out this work on behalf of MPDC. Ongoing

- Preliminary geotechnical investigations

WSP are contracted to carry out this work. Preliminary investigation work is currently on track to close out by the end of November. The work comprises 2 parts being an initial location walk over for observations and planning geological soil sampling; conducting the geological soil sampling by hand auguring followed by reporting. This is a project go/no go stage gate.

Key Tasks Coming Up

- Shaping the entity's design

The design principles and insights developed from the study tours have been documented and will be the basis for developing a concept design. Awaiting preliminary geotech investigation outcomes.

- Risk Register

Delayed. New Risk Manager at MPDC will support development. Current project risk profile is low: early 2022

- Consultation Plan

Deferred. Reprioritised while other key tasks are progressed/closed out: early 2022

Project Resourcing

- **Project Management Group**

With conceptual design and feasibility work coming through in 2022, appropriate additional skill sets and experience need to be brought in to strengthen the PMG for project delivery. These are part time roles where subject matter expertise around construction/development planning and leading spa industry/spa development is brought in to support delivery of the project. Potential candidates for various roles and the group structure is being developed in November for recommendation and close out during December. To maintain a streamlined approach, the current PMG may be restructured as a result of the additional and necessary experience being brought on board. The project's operating budget for this FY has contingency for these resources.

Budget and Expenditure

In the FY to date, expenditure has predominantly been general project running costs and overhead. Relatively little has been expended on major budget items to date. The Project Manager estimates that by the conclusion of the first half of the FY there is likely to be considerable budget unspent due to rescheduling and reprioritising of tasks. As various activities have the potential to ramp up in 2022 more of the budget will be expended.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Graham Shortland Project Manager - Te Aroha Spa Development	
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Approved by	Don McLeod Chief Executive Officer	
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