

# Kaunihera | Council

## Mēneti Wātea | Open Minutes



Minutes of a meeting of Matamata-Piako District Council held in the Te Aroha Council Chambers,, 35 Kenrick Street, TE AROHA on Wednesday 14 October 2020 at 9am.

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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



## Ngā whakapāha | Apologies

### Kaimahi i reira | Staff Present

Staff Name	Staff Title	Item No.
Don McLeod	Chief Executive Officer	
Michelle Staines-Hawthorne	Corporate Strategy Manager	7.1, 7.2, 7.3
Stephanie Glasgow	Committee Secretary and Corporate Administration Officer	
Niall Baker	Senior Policy Planner	7.3
Joao Paulo Silva	RMA Policy Planner	7.3, 7.4
Sandra Harris	Senior Policy Planner	7.1, 7.2, 7.5
Roger Lamberth	Property and Community Projects Manager	7.7, 7.10
Mark Naudé	Parks and Facilities Planner	7.8, 7.9
Ellie Mackintosh	Graduate Policy Planner	7.1, 7.2, 7.11
Danny Anglesey	Finance and Business Service Manager	7.1, 7.2
Larnia Rushbrooke	Deputy Finance Manager	7.1, 7.2
Manaia Te Wiata	Group Manager Business Support	7.1, 7.2, 7.3, 7.6, 7.9, 7.8
Jenni Cochrane	Communications Manager	7.3, 7.6, 7.5, 7.7
Rexine Hawes	Communications Officer	7.6, 7.9
Fiona Vessey	Group Manager Service Delivery	7.6, 7.8
Rachael Singh	Events and Promotions Co-ordinator	7.6, 7.5
Susanne Kampshof	Asset Manager Strategy and Policy	7.8
Mark Naudé	Parks and Facilities Planner	7.8

### I reira | In Attendance

	Time In	Time Out
Chloe Blommerde – Stuff Reporter, <i>Waikato Times</i>	9.00am	12.20pm
Lauren Clark – <i>Audit New Zealand</i>	9.00am	9.18am
Kataraina Macown – <i>Audit New Zealand</i>	9.00am	9.18am
John Luxton – Audit & Risk Committee Chairperson	9.00am	9.18am
Jason Dawson – CEO, Hamilton & Waikato Tourism	9.51am	11.05am
Frank Healey – President, <i>Matamata Community Stadium Working Group</i>	11.04am	12.00pm
Bruce Magan – Committee Member, <i>Matamata Community Stadium Working Group</i>	11.04am	12.00pm
Hinerangi Vaimoso – Committee Member, <i>Matamata Community Stadium Working Group</i>	11.04am	12.00pm
Bruce Maunsell – Consultant, <i>Matamata Community Stadium Working Group</i>	11.04am	12.00pm

## 1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Ash Tanner welcomed elected members, Audit New Zealand and members of the public and declared the meeting open at 9am.

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

There were no apologies.

## 3 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

### COUNCIL RESOLUTION

That the minutes of the meeting of the Ordinary Meeting of Matamata-Piako District Council held on Wednesday, 9 September 2020, be confirmed as a true and correct record of the meeting.

**Moved by: Cr D Arnold**  
**Seconded by: Cr A Wilcock**

**KUA MANA | CARRIED**

6 Take i puta mai | Public Forum

7 Pūronga me whakatau | Decision Reports

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8 Decision Reports

## Audit and Risk Committee Report - 13 October 2020

CM 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.

#### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr K Tappin

Seconded by: Cr J Thomas

**KUA MANA | CARRIED**

#### 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.

#### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

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

Moved by: Cr A Wilcock  
Seconded by: Cr J Sainsbury

**KUA MANA | CARRIED**

### 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**

<b>Benchmarks</b>	<b>2019/20</b>
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

Author(s)	Ellie Mackintosh <b>Graduate Policy Planner</b>	
	Sandra Harris <b>Senior Policy Planner</b>	
	Larnia Rushbrooke <b>Deputy Finance Manager</b>	

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.

#### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

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. Views on the Long Term Plan 2021-31 project were provided.

Moved by: Cr D Arnold  
Seconded by: Cr A Wilcock

**KUA MANA | CARRIED**

#### 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.mpd.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 adjusters to be used by councils in their planning and project activities. These cost adjusters 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;

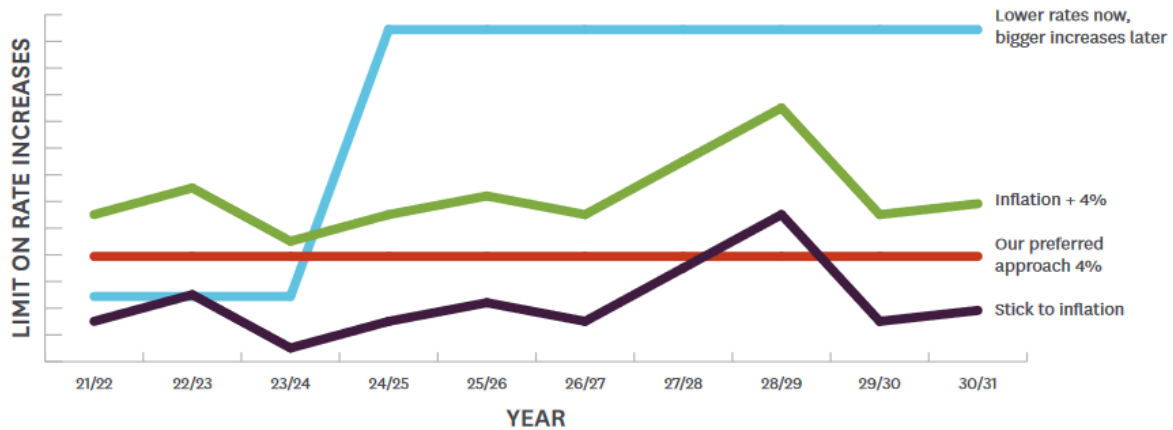
- Mountain Bike Skills Park in Te Aroha
- Stage at matamata-piako Civic and Memorial Centre
- Dog Park at Swap Park

##### *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

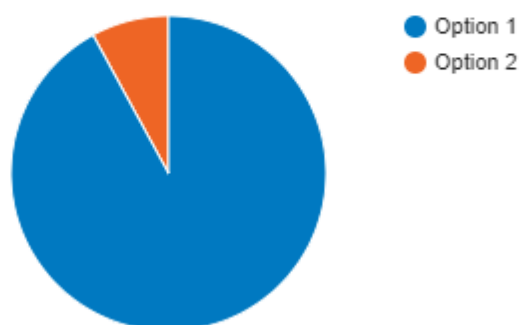
In total there were 248 people that consulted with Council on the pre-consultation topic of Solid Waste.

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

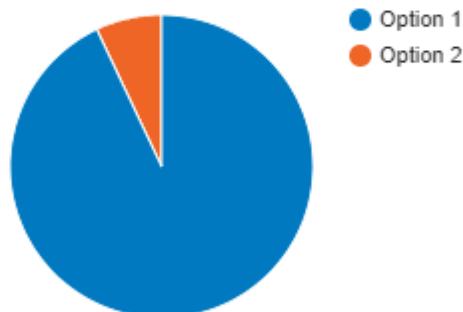
Which option do people prefer?



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.

<b>Description</b>	<b>Start</b>	<b>Finish</b>
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 waitohu | Signatories

Author(s)	Niall Baker <b>Senior Policy Planner</b>	
	Ann-Jorun Hunter <b>Policy Planner</b>	

Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

## 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.

#### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. **The report is received.**
2. **Council approves the minor corrections under Section 20A of Schedule 1 to the Resource Management Act 1991 to the District Plan.**

Moved by: Cr J Thomas  
Seconded by: Cr B Dewhurst

**KUA MANA | CARRIED**

### 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>	

# 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.

### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr D Arnold

Seconded by: Cr C Casey

**KUA MANA | CARRIED**

## 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>	
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Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

*Item taken out of order and considered after item 7.6 - Hetana Street Innovating Streets Project  
The meeting adjourned for morning tea at 10.47am and reconvened at 11.04am*

# 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).

### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

**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**
- 3. Council provided feedback on the Project.**

***Cr K Tappin voted against the motion.***

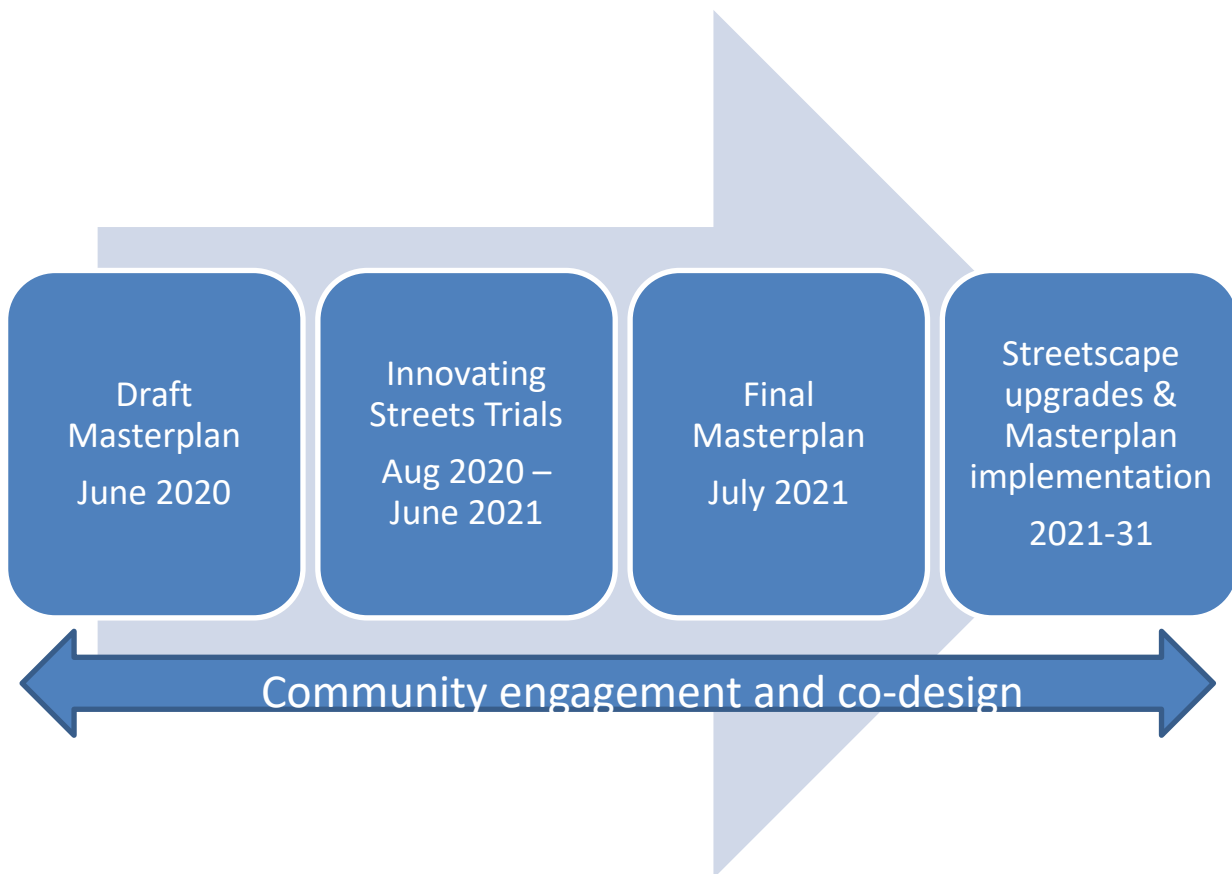
**Moved by: Cr J Sainsbury**

**Seconded by: Cr S Whiting**

**KUA MANA | CARRIED**

## 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.

<b>What</b>	<b>When</b>
<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, 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-lhinga | 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

- Hetana Street Trials Project Summary
- 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>	

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*Item taken out of order and considered before item 7.5 - Hamilton & Waikato Tourism - Annual Report 1 July 2019 to 30 June 2020*

# 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.

## WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

### That:

1. Council consider to adopt the building as a Council facility for the use of the General Public.
2. Council to consult with the Waharoa community in regards to the buildings purpose for the community.

Moved by: Deputy Mayor N Goodger

Seconded by: Cr A Wilcock

**KUA MANA | CARRIED**

### 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 BWOF 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 BWOF.

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-lhinga | 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.

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**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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*The meeting adjourned at 12.38pm for lunch and reconvened at 1.09pm*

# 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.

### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

**That:**

- 1. The report be received;**
- 2. Council confirms its intent to develop a masterplan for the Morrinsville Recreation Ground;**
- 3. Council appoints a Working Party to oversee the masterplan project and determines the membership of the Working Party; consisting of Morrinsville Ward Councillors; Deputy Mayor N Goodger, Cr James Thomas, Cr B Dewhurst, Cr D Arnold and local Iwi representatives.**
- 4. Council determines that the scope should include consideration of the pool complex location spatially i.e. whether the current location is appropriate or whether an alternative location may be better long-term**
- 5. Council determines that the scope of the masterplan should consider the location of a community centre or indoor sports centre and the working party to refine the extent.**

**Moved by: Cr J Thomas**

**Seconded by: Deputy Mayor N Goodger**

**KUA MANA | CARRIED**

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## **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>	

*Item considered after Item 7.10 – Morrinsville MenzShed*



# Matamata Stadium Development

CM No.: 2341164

## Rāpopotonga Matua | Executive Summary

Members of the Matamata Community Stadium Working Group in attendance to present an update on the stadium project.

Consultant for the project, Bruce Maunsell, also in attendance.

### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr D Arnold

Seconded by: Cr R Smith

**KUA MANA | CARRIED**

## 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>	
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Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

*Item considered after Item 7.9 – Matamata Stadium Development Proposal and before Item 7.8 – Morrinsville Recreation Ground Master Plan*

## 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.

#### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

**That:**

- 1. The information is received**
- 2. Council staff to relook at Canada Street as the more favourable option.**

**Moved by: Cr K Tappin**

**Seconded by: Cr R Smith**

**KUA MANA | CARRIED**

#### 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 <b>Property and Community Projects Manager</b>	
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	Ally van Kuijk <b>District Planner</b>	
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Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	
	Dennis Bellamy <b>Group Manager Community Development</b>	

*Item considered after Item 7.9 – Matamata Stadium Development Proposal*

# 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.

### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. **The Land Transport Bylaw be amended as follows; 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.**

Moved by: Cr D Arnold

Seconded by: Deputy Mayor N Goodger

**KUA MANA | CARRIED**

## 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>	
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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>	

*Item considered after Item 7.8 – Morrinsville Recreation Ground Master Plan*

# 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.

### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council provided further direction on the Manawaru speed limit matter.
3. Council amends the Land Transport Bylaw to a 50km/hr limit at Manawaru to come into force 19 October 2020.
4. Council approves a staged approach to the introduction of traffic calming treatments to be taken and that the effectiveness of the measures be monitored.

Moved by: Deputy Mayor N Goodger

Seconded by: Cr S Whiting

**KUA MANA | CARRIED**

## 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/Kōrerorero | 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 85 <sup>th</sup> percentile speed	Northbound direction 85 <sup>th</sup> percentile speed	Historical Data 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>	

9 Information Reports

## 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.

#### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council provided comments and feedback on the work of Te Aroha Domain Working Party.
3. Council approves the payment of the identified maintenance projects and the funding to be taken out of identified reserves.

Moved by: Cr A Wilcock  
Seconded by: Cr C Casey

**KUA MANA | CARRIED**

### 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>	

## 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.

#### WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr S Whiting

Seconded by: Cr K Tappin

**KUA MANA | CARRIED**

#### Ngā Tāpiritanga | Attachments

- A. Mayoral Diary September 2020

#### Ngā waitohu | Signatories

Author(s)	Debbie Burge <b>Executive Assistant to the Mayor</b>	
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Approved by	Don McLeod <b>Chief Executive Officer</b>	
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2.13 pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
OF THE MEETING OF KAUNIHERA | COUNCIL  
HELD ON 14 OCTOBER 2020.

**DATE:**.....

**CHAIRPERSON:**.....

## Items tabled on the day

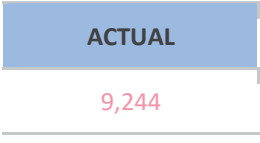
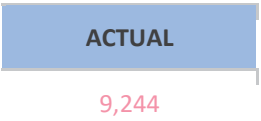
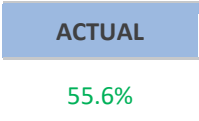
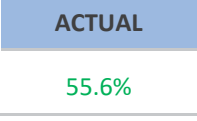
<b>Item</b>		<b>Page</b>
7.2	Updates to Annual Report - Since Audit version on 24 August 2020	64
7.2	Financial Misstatement Schedule - Corrections made to Draft 2 Annual Report	71

Updates to the Annual Report since the version sent on 24.8.2020.

Page	What was Changed?	Version 1	Changed to
83	Under Libraries – project “ <i>Future proofing our libraries</i> ”  – Rephrasing of description	Assessment work is under way to update the Morrinsville and Te Aroha library facilities to meet changing community expectations and requirements of building regulations. Assessment on the buildings is still being undertaken due to Te Aroha's heritage status and other projects for the Morrinsville and Matamata building caused future-proofing to be re-prioritised.	Assessment work is under way to update the Morrinsville and Te Aroha library facilities to meet changing community expectations and requirements of building regulations. Assessment of the buildings is still being undertaken due to Te Aroha's heritage status and other projects for the Morrinsville building took precedence, this caused future-proofing to be re-prioritised.
4-5	Message from the Mayor  – Addition of “buy local campaign”	<b>COVID-19 PANDEMIC</b> On top of the drought came the COVID-19 pandemic. This pandemic has affected everyone. As a Council we have worked hard to assist in any way we can – from assisting the District Health Board with Community Based Assessment Centres, initiating a civil defence response, as well as providing our everyday essential services like water, wastewater, roading, rubbish collection etc. We don't know what the long-term impact will be on the local, regional and national economies, but we're doing what we can to try and get our community thriving again.	<b>COVID-19 PANDEMIC</b> On top of the drought came the COVID-19 pandemic. This pandemic has affected everyone. As a Council we have worked hard to assist in any way we can with COVID-19 – from assisting the District Health Board with Community Based Assessment Centres, initiating a civil defence response, as well as providing our everyday essential services like water, wastewater, roading, rubbish collection etc. <b>We also established a 'buy local' campaign aiming to drive locals to support local businesses to put money back into the local economy. If you haven't seen it already. Check out <a href="http://buylocal.mpdc.nz">buylocal.mpdc.nz</a> for a list of all the great local businesses, or to list your business for free.</b> We don't know what the long-term impact will be on the local, regional and national economies, but we're doing what we can to try and get our community thriving again.
10	Financial summary	Total Comprehensive revenue and expenses	Total <b>other</b> comprehensive revenue and expenses
11	Updated to be the same as page 64.		
11	Water treatment plant sentence (bottom of first column to top of second column) - to be reworded, bit of an up and down sentence		
14	One performance measure was half achieved, half not achieved. Graph updated accordingly.		
16	Minor wording and figure updates.		
26	Other changes in accounting policy- remove the word “other” from title, and note there has been no “material” impact at the bottom of the paragraph		
26	To remove the impairment of revalued assets paragraph, as this is now effective.		
44	Property, Plant and Equipment	Figures have been updated.	



52	Contingency Note	<p>The Council is a guarantor of the New Zealand Local Government Funding Agency Limited (LGFA). The LGFA was incorporated in December 2011 with the purpose of providing debt funding to local authorities in New Zealand. LGFA has a local currency rating from Fitch Ratings and Standard and Poor's of AA+ and a foreign currency rating of AA.</p> <p>As at 30 June 2020, LGFA has 30 local authority shareholders and Matamata-Piako is one of 26 local authority guarantors of the LGFA. Together with the other shareholders and guarantors, Council is a guarantor of all of LGFA's borrowings. At 30 June 2020, LGFA had borrowings totaling \$11.908 billion (2019: \$9.531 billion).</p> <p>The LGFA's borrowings of \$11.908 billion is made up of the following (\$'000's):</p> <p>\$10,990,000 Face value of bonds on issue</p> <p>\$75,735 Accrued interest on bonds on issue</p> <p>\$647,500 Bills on issue</p> <p>\$194,268 Treasury stock lent to counterparties under bond repurchase agreements</p> <p>Financial reporting standards require Council to recognise the guarantee liability at fair value. However, the Council has been unable to determine a sufficiently reliable fair value for the guarantee, and therefore has not recognised a liability. The Council considers the risk of LGFA defaulting on repayment of interest or capital to be very low on the basis that:</p> <p>We are not aware of any local authority debt default events in New Zealand; and Local government legislation would enable local authorities to levy a rate to recover sufficient funds to meet any debt obligations if further funds were required.</p>	<p>Council is a guarantor of the New Zealand Local Government Funding Agency Limited (LGFA). The LGFA was incorporated in December 2011 with the purpose of providing debt funding to local authorities in New Zealand. LGFA has a local currency rating from Fitch Ratings and Standard and Poor's of AA+ and a foreign currency rating of AA.</p> <p>As at 30 June 2020, LGFA has 30 local authority shareholders and Matamata-Piako District Council is one of 24 local authority guarantors of the LGFA. Together with the other shareholders and guarantors, Council is a guarantor of all of LGFA's borrowings. At 30 June 2020, LGFA had borrowings totaling \$11,908m (2019: \$9,531m).</p> <p>Financial reporting standards require Council to recognise the guarantee liability at fair value. However, the Council has been unable to determine a sufficiently reliable fair value for the guarantee, and therefore has not recognised a liability. Council considers the risk of LGFA defaulting on repayment of interest or capital to be very low on the basis that:</p> <ul style="list-style-type: none"> <li>● We are not aware of any local authority debt default events in New Zealand; and</li> <li>● Local government legislation would enable local authorities to levy a rate to recover sufficient funds to meet any debt obligations if further funds were required.</li> </ul>
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66	Reference to the relevant notes within the wording	Notes were updated to	
74	WLASS information	Number of directors 12.	Number of directors updated to six.
77	Other Companies and Organisations	New Zealand Local government insurance corporate	Removed as not a CCO.
81	Carparks and Street furniture projects	CBD revitalisation and Streetscape project wording	Was reworded and didn't appropriately reflect that zero spend.
81	All performance measures	Colour of Not Achieved wording and PMs changed to a darker pink and was not legible when printed.	
83	Libraries PM (Audit requested) – The number of library members who have been active (used their library card) in the last 12 months	<p>12,569 (2018/19 benchmark)</p> 	<p>2% increase from previous year.</p> 
88	Public Toilets	Baby Change Tables project not included	Was added to the list of projects
88	Public Toilets (Audit Requested)  Wanted a comment about how COVID impacted the number of complaints about cleanliness of our public toilets compared to 2018/19 where there were 30.  Had to update of less complaints to target not the actual	This means we had 9 less complaints compared to 2018/19. COVID-19 played a significant role in this as most of our toilets were closed during level three and four (public toilets on main routes stayed open for truck drivers and other essential workers). This trend continued into level two due to the reduction in tourists and families using public toilet facilities.	This means we had 9 less complaints compared to <b>our target</b> . COVID-19 played a significant role in this as most of our toilets were closed during level three and four (public toilets on main routes stayed open for truck drivers and other essential workers). This trend continued into level two due to the reduction in tourists and families using public toilet facilities.
93	Civil Defence PM (Audit requested) – We will have sufficient trained staff within the Thames Valley Emergency Management operating area	<p>45% or more</p> 	<p>55% or more</p> 
95	Communications and Events (Audit requested) – Percentage of residents who are satisfied with ease of access to Council information.	Target - 63% or more of residents satisfied	Target - 64% or more of residents satisfied
96	Community Leadership (Audit requested) – Percentage of the community satisfied with the leadership of the Councillors and Mayor.	Target - 57%	Target - 2% improvement each year (57%)
97	Community Leadership - TMF	Percentage of Te Manawhenua Forum members satisfied with progress made towards achieving the identified work streams – 33%	Changed to reflect that 2 of 6 responses received said they were satisfied. – Not Achieved Percentage of Te Manawhenua Forum members satisfied with

			progress made towards achieving the identified work streams – 15%
97	Community Leadership – projects	No projects were included	Following projects all added. Triennial Elections, LGNZ Excellence programme, Volunteer Youth Ambassadors, Te Manawhenua Forum mo Matamata-Piako
104	Roading (Audit Requested) – The average quality of ride on our sealed local road network, measured by smooth travel exposure.*	Actual 93.34%	Actual 96.67%
105	Fatal Crashes (Update to the figures after Raymond’s discussion with Audit)	Our target for 2019/20 was a reduction (so 18 or less) in serious and fatal crashes. There were 15 serious or fatal crashes on our local road network in 2019/20. This is a decrease of four serious or fatal crashes from the previous year which had 19 serious or fatal crashes. The 2019/20 result actual is based on interim data available from Waka Kotahi Crash Analysis System (CAS) up to 30 June 2020, data is not confirmed until late 2020. The 2018/19 figure has been confirmed as 19 serious or fatal crashes, not the 18 we reported last year.	Our target for 2019/20 was a reduction <b>on the 2018/19 year (so 28 or less)</b> in serious and fatal crashes. There were <b>23</b> serious or fatal crashes on our local road network in 2019/20. This is a decrease of <b>six</b> serious or fatal crashes from the previous year which had <b>29</b> serious or fatal crashes. The 2019/20 result actual is based on interim data available from Waka Kotahi Crash Analysis System (CAS) up to 30 June 2020, data is not confirmed until late 2020. The 2018/19 figure has been confirmed as <b>29</b> serious or fatal crashes, not the 18 we reported last year.
105	Fatal Crashes (Update to the figures after Raymond’s discussion with Audit)	2018/19 previously said Decrease of two serious or fatal crashes from the previous year (2018/19 – 29 fatal or serious crashes.)	<b>Increase of eight</b> serious or fatal crashes from the previous year (2018/19 – 29 fatal or serious crashes.)
105	Footpaths level of service Update, in note of the performance measure, to reflect it being a bi-annual survey added in red.	Well maintained roads and footpaths provide smoothness and comfort. We have 950.69km of sealed roads in our local road network. Of these, 62.76km (6.6%) has been resurfaced in 2019/20 this is a decrease of 1.34% on last year. The majority of resealing work generally occurs in Autumn and due to the COVID-19 lockdown, we were unable to seal the roads as expected. Footpath level of service is measured by an assessment of our footpaths. Footpaths are given a grade from 1 (excellent condition) to 5 (very poor condition). Ratings 1 to 3 (excellent to fair) are considered to fall within the acceptable level of service. The level of service standard set by	Well maintained roads and footpaths provide smoothness and comfort. We have 950.69km of sealed roads in our local road network. Of these, 62.76km (6.6%) has been resurfaced in 2019/20 this is a decrease of 1.34% on last year. The majority of resealing work generally occurs in Autumn and due to the COVID-19 lockdown, we were unable to seal the roads as expected. Footpath level of service is measured by an assessment of our footpaths. Footpaths are given a grade from 1 (excellent condition) to 5 (very poor condition). Ratings 1 to 3 (excellent to fair) are considered to fall within the acceptable level of service. The level of service

		Council is that 95% of footpaths shall be grade 1 to grade 3.	standard set by Council is that 95% of footpaths shall be grade 1 to grade 3. <b>This performance measure is measured bi-annually and our next assessment is due in November 2020.</b>
109	Please expand the acronym of RTS (at top of page)	RTS	Was expanded to Refuse Transfer Station (RTS).
114	Stormwater PM (Audit Requested) - The number of complaints we received about the performance of our stormwater system, (expressed per 1,000 properties connected to our stormwater system).**	Actual 43 complaints	Actual 5.38 complaints per 1,000 connections per year (43 in total)
115	Stormwater – PM wrote it out in full.	2016/17 – 101 complaints 2017/18 – 40 complaints 2018/19 – 40 complaints	2016/17 – 12.63 complaints per 1,000 connections per year (101 in total) 2017/18 – 5 complaints per 1,000 connections per year (40 in total) 2018/19 – 5 complaints per 1,000 connections per year (40 in total)
119	Wastewater PM (Audit Requested) – The number of dry weather sewage overflows from our wastewater system, (expressed per 1,000 connections per year to our wastewater system).*	Actual 15 complaints	Actual 1.88 complaints per 1,000 connections per year (15 total)
119	Some commentary was added around why there was some under delivery of the capital projects at a high level for the Wastewater PM		
120	Wastewater – PM wrote it out in full.	2016/17 – 7 complaints 2017/18 – 7 complaints 2018/19 – 12 complaints	2016/17 – 0.88 complaint per 1,000 connections per year (7 total) 2017/18 – 0.88 complaint per 1,000 connections per year (7 total) 2018/19 – 1.5 complaint per 1,000 connections per year (12 total)
120	WW – Dry weather sewage overflows	Was 15 complaints.	After discussion with Audit looking at our CRMs and Tracking table, this was changed to 18.
120	WW – Urgent calls median resolution	Attendance and resolution updated to reflect new tracking table sent to Audit.	
126	Water - Matamata water reticulation	Was not included in projects listed. This was updated to reflect the \$10K put aside in the LTP Total budget for key capital projects was updated from \$1,915 to \$1,425	
127	Water – Urgent calls median resolution	Was 2hr 36mins	Changed to 2hr 20min per the updated tracking table sent to Audit.
127	Water PM (Audit Requested) - The average consumption of drinking water per day per resident within the district.*	Target 500 litres or less (bench mark)	Target 500 litres per urban resident per day (bench mark)
132	Animal Control PM (Audit Requested) –	Target At least an average of 10 per month per town	Have laid out the average per month per town in the three

	Number of street patrols undertaken in each of the three main towns.		previous years and clarified the measure for 2019/20
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## Summary

Page	What was Changed?	Version 1	Changed to
2	Disclosure	Was not present	Added in Audit disclosure
3	Performance Measures	Overall we achieved 32 out of 61 of our measures (52.5%)	Overall we achieved 31 out of 61 of our measures (50.8%)
3	Performance Measures	One performance measure was half achieved, half not achieved.	Additional section added to roading for reflect this.
18	Financial Figures	Will be shown in the financial misstatement schedule.	
19	Additional unbudgeted expenses	Additional unbudgeted expenses were added.	
19	Disclosure of impacts of COVID-19	Did not include non-financial disclosures.	Non-financial disclosure from the Annual Report added.
20	Contingent liabilities table	A table of the contingent liabilities was added.	
20	Wording	<p>Long Term Plan</p> <p>There have been no changes in accounting policy.</p> <p>Carter Holt Harvey (CHH)</p> <p>Worksafe Investigation not included</p>	<p>Changed to Annual plan</p> <p>Changes in Accounting policy from the Annual Report added.</p> <p>New wording provided by Audit in relation to CHH</p> <p>The current worksafe investigation was included as a disclosure.</p>
22	Debt Control Benchmark	Benchmark was 30%	Needed to be changed to 40%

ARC	Account Name and Details of Error	Statement of Financial:				
		Performance		Position		
		DR	CR	DR	CR	
	<i>Further info received and corrections identified by MPDC for revision in final draft</i>					Journal
1	Dr Accumulated Funds (9501) Cr Accumulated Funds (9605) <i>To create new emergency services reserve</i>			89,815	(89,815)	11644/2020
2	Dr Dr Impairment on investment in CCOs Dr Equity - FV through other comprehensive income reserve <i>Recognise impairment expense for WRAL separate from FV movement (as per draft 1)</i>	231,504			(231,504)	11645/2020
3	DR Payroll expense CR Employment entitlement liability <i>Correct gratuity liability calculation</i>	62,159			(62,159)	11646/2020
4	Dr MM general properties operating Cr Hall operating expenses <i>Transfer cost from Wardville Hall to general property</i>	2,820	(2,820)			11647/2020
5	Dr Accrued Income Cr Rates income <i>Invoice Waikato DC for 2019/20 rates for Tauhei and Hoe-O-Tainui halls</i>		(16,852)	16,852		11648/2020
6	Dr Hall operating expenses Cr Accrued Income <i>Credit note to Waikato DC for Tauhei hall loan repayment for 2019/20</i>	3,480			(3,480)	11652/2020
8	Dr Petrol tax revenue Dr Civil defence operating costs Dr Corporate income Dr TA Event centre contribution Cr Accrued income <i>reverse previous years income accruals</i> Dr IT operating Cr prepayment <i>correct missing cost.</i> Dr Income accruals Cr Strategies and Plans - subsidy income -MV Bubble Zone income claim <i>accrue MV Bubble Zone income</i> Dr WasteManagement operating expense Cr Accrued expenses <i>accrue shared cost of solid waste</i> Dr WasteManagement operating expense Cr Accrued expenses <i>accrue SEL cost</i> DR Revenue received in advance Cr Cycleway subsidy <i>recognise cycle way subsidy income (currently revenue received in advance) based on expenditure to 30 June</i> Dr TA PGF cost Dr Waharoa PGF cost Cr PGF liabilities <i>correcting journal, previously PGF cost has been charged to liability g/l</i> Dr Stormwater operating expense Dr Water operating expense Dr 3Water unit operating expense Dr Water operating expense Dr Wastewater operating expense Dr WIP-water Cr Accrued expenses <i>more accruals of June expenses</i> Dr Accrued expenses Cr Contract retentions <i>code correction</i>	20,000 25,829 286 65,000 241 9,552 235,967		8,130 (8,130)	(111,115) (241) (9,552) (235,967)	11656/2020 11657/2020
	DR Revenue received in advance Cr Cycleway subsidy <i>recognise cycle way subsidy income (currently revenue received in advance) based on expenditure to 30 June</i>		(8,551)	8,551		
	Dr TA PGF cost Dr Waharoa PGF cost Cr PGF liabilities <i>correcting journal, previously PGF cost has been charged to liability g/l</i>	202,306 84,039			(286,345)	
	Dr Stormwater operating expense Dr Water operating expense Dr 3Water unit operating expense Dr Water operating expense Dr Wastewater operating expense Dr WIP-water Cr Accrued expenses <i>more accruals of June expenses</i> Dr Accrued expenses Cr Contract retentions <i>code correction</i>	4,716 950 5,152 41,238		938 14,443 17,367	(67,437)	
9	Dr DC income Dr GST Payable Cr Debtors Dr DC income Dr GST Payable Cr Debtors Dr DC income Dr GST Payable Cr Debtors <i>reverse 2019/20 DC income, mainly Longlands, previous invoice was for whole subdivision, but should only charge DC to stage of completed development</i> Dr EPH rental income Cr Debtors <i>credit of EPH rental</i> Dr WIP - Water Cr Water - Operating expenditure <i>Correct opex to capital WIP</i>	11,122 6,328 662,605		1,668 949 99,391	(12,790) (7,277) (761,996)	11656/2020 11657/2020
	Dr EPH rental income Cr Debtors <i>credit of EPH rental</i> Dr WIP - Water Cr Water - Operating expenditure <i>Correct opex to capital WIP</i>	5,400			(5,400)	
10	<i>removed</i>					
11	Dr Asset Cr special funds expenses <i>capitalise spending in special funds</i>		(74,155)	74,155		11653/2020
12	Dr Bank Dr Creditors and Debtors Dr Accrued expenses Cr Payroll expenses		(484,618)	347,878 113,908 22,832		11654/2020

	<i>Reverse PY02-08, payroll period across 2020 and 2021, should post to July not June</i>				
	Dr Payroll expenses	144,779			
	Cr Employment entitlement			(144,779)	
	<i>Reverse current June 2020 accrued pay journal</i>				
	Dr Payroll expenses	339,838			
	Cr Employment entitlement			(339,838)	
	<i>new accrued pay journal for June 2020</i>				
13	Dr Accrued income			137,425	11658/2020
	Cr Income - corporate management	(137,425)			
	<i>Accrued claim to WDHB for CBAC assessment centre cost reimbursement</i>				
14	Dr Accrued expense			848	11658/2020
	Cr Expenses	(848)			
	<i>reverse July catering expenses</i>				
15	Dr Accrued expense			196	11658/2020
	Cr Expenses	(196)			
	<i>reverse July catering expenses</i>				
16	Dr Accrued expense			1,281	11658/2020
	Cr Expenses	(1,281)			
	<i>reverse 2021 IT expenses</i>				
17	Dr Expenses	36,567			11656/2020
	Cr Expenses		(36,567)		
	<i>transfer cost from animal to buildings</i>				
18	Dr Roading assets			742,311	11665/2020
	Cr WIP			(742,311)	
	<i>capitalise cycleway bridge</i>				
19	Dr Roading asset			2,896,457	11663/2020
	Cr Furniture & Fittings assets			(2,896,457)	
	<i>reclassify cycleway from F/F to roading, net book value</i>				
20	Dr Accrued expenses			35,000	11661/2020
	Cr Expense		(35,000)		
	<i>Reverse accrued waikato plan expense at June 2019</i>				
21	Dr vested assets income	728,615			11662/2020
	Cr Roading assets			(728,615)	
	<i>remove gst and underpass from vested assets</i>				
22	Dr Roading opex	172,181			11670/2020
	Cr Roading wip			(172,181)	
	<i>expense capex w28497, cant capitalise some TA-MM cycleway cost</i>				
23	Dr vested assets income	211,635			11673/2020
	Cr utilities assets			(211,635)	
	<i>remove gst from vested assets</i>				
24	Dr Uninvoiced creditor			213,532	Not Journalled
	Cr GST			(27,662)	Goods receipt
	Cr Opex		(134,456)		adjustments
	Cr WIP			(34,657)	See 2 sheets
	Cr Inventory			(16,757)	attached
	<i>2020 goods receipt adjustment</i>				
25	Dr GST creditor			27,662	11674/2020
	Cr Uninvoiced creditor			(27,662)	
	<i>cleanup eoy gst balance so we don't recognise GST credit on uninvoiced creditors at balance date</i>				
26	Dr OYO opex	2,145			11678/2020
	Cr OYO income		(2,145)		
	<i>Maintenance levy on council owned OYO</i>				
	Dr OYO opex	3,350			11678/2020
	Cr OYO income		(3,350)		
	<i>recognise \$12 admin fee on OYO for proerty management fees</i>				
27	Dr Activities opex	63,984			11680/2020
	Cr BU opex		(63,984)		
	<i>2nd allocation of BU cost</i>				
28	Cr Activities OH expenses		(164,495)		11681/2020
	Dr OH recoveries	164,495			
	<i>2nd allocation of OH cost</i>				
29	Dr Debtor			1,122	11682/2020
	Cr Bank			(1,122)	
	Dr suspense				(2,508)
	Cr Bank				
	Dr Accrued expenses			2,508	
	Cr suspense				
	Dr Creditor			13,798	
	Cr Bank			(13,798)	
	<i>bank rec adjustments</i>				
30	Dr Investment income	7,360			11684/2020
	Cr investment			(7,360)	
	<i>loss in value of WLASS</i>				
31	Dr Utility assets			176,362	11702/2020
	Cr Utility vested assts		(176,362)		
	<i>recalculate gst in utility vested assets,</i>				
	<b>Total</b>	<b>3,555,644</b>	<b>(1,375,650)</b>	<b>5,089,795</b>	<b>(7,269,790)</b>
	<b>net total</b>		<b>2,179,994</b>		<b>(2,179,995)</b>
		Surplus per draft 1	3,662		
		Less changes per error schedule	(2,180)		
		<b>Surplus per draft 2</b>	<b>1,482</b>		<b>\$3k variance</b>