

Kaunihera | Council



Ngā Mēneti Wātea | Open Minutes



Minutes of a meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 11 August 2021 at 9.00am.

Ngā Mema | Membership

Koromatua | Mayor

Ash Tanner, JP (Chair)

Koromatua Tautoko | Deputy Mayor

Neil Goodger

Kaunihera ā-Rohe | District Councillors

Donna Arnold

Caitlin Casey

Teena Cornes

Bruce Dewhurst

James Sainsbury

Russell Smith

Kevin Tappin

James Thomas

Sue Whiting

Adrienne Wilcock

Ngā whakapāha | Apologies

Cr James Thomas

Kaimahi i reira | Staff Present

Name	Title	Item No.
Don McLeod	Chief Executive Officer	
Tamara Kingi	Committee Secretary and Corporate Administration Officer	
Niall Baker	Policy and Legal Team Leader	Public Forum, 7.1, 7.2,
Sandra Harris	Placemaking and Governance Team Leader	Public Forum, 7.1, 7.2, 7.3
Josy Jansonius	People and Wellness Administration Officer	Public Forum, 7.1, 7.2
Andrea Durie	Senior Communications Officer	Public Forum, 7.1, 7.2
Rachael Singh	Events and Promotions Co-ordinator	Public Forum, 7.1, 7.2
Larnia Rushbrooke	Finance and Business Services Manager	Public Forum, 7.1, 7.2, 7.3

I reira | In Attendance

	Time In	Time Out
Chloe Blommerde – Stuff Reporter, Waikato Times	9.00am	10.25am
Graham Shortland – Graham Shortland Consulting	9.00am	10.00am
Kevin Stanley – Matamata Swimming/Squash Users Group	9.00am	9.18am
Barry Allison – President, Matamata Swimming Club	9.00am	9.18am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Ash Tanner opened the meeting at 9.00am.

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

That the apology from Cr James Thomas be accepted and leave of absence from the meeting be granted.

Moved by Cr A Wilcock

Seconded by Cr K Tappin

KUA MANA | CARRIED

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

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

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

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

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

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

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

One item was raised:

1. The Stadium Working Group require a Council representative be appointed as Trustee of a Charitable Trust to register for Goods and Services Tax.

Moved by Cr T Cornes

Seconded by Cr D Arnold

KUA MANA | CARRIED

4 Whāki 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

WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the minutes of the meeting of the Ordinary Meeting of Matamata-Piako District Council held on Wednesday, 14 July 2021, be confirmed as a true and correct record of the meeting.

Moved by: Cr S Whiting

Seconded by: Cr K Tappin

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

Kevin Stanley in attendance to provide a presentation on the views of Matamata Pools/Squash User Group. The group consists of Matamata Swimming Club, United Matamata Squash Club, Matamata Chamber of Commerce and users of the complex. The focus of discussion was the importance of learning to swim and a proposal for Council to provide a cover to the existing structure. Refer to page 19 of the minutes to view the presentation.

7 Pūrongo me whakatau | Decision Reports

7.1 Te Aroha Spa / Hot Pool Project Budget & Governance Terms of Reference 5

7.2 Te Aroha Spa Governance Group - minutes of meeting 2 July 2021 10

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8 Information Reports

8.1 Regional Transport Committee Meeting Report 14

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7 Pūrongo me whakatau | Decision Reports

Te Aroha Spa / Hot Pool Project Budget & Governance Terms of Reference

CM No.: 2473163

Rāpopotonga Matua | Executive Summary

Due to its significance, this project was brought into the 2021 Long Term Plan (LTP) process. From this process there was clear support from the community to see this project progressed and on a scale aligned to the Business Case document that was developed in 2019 from the PGF funded process. Within this LTP process, a place holder operational project budget was developed. Taking the LTP feedback into account, Council formed the view that the project should proceed in a staged manner.

A key step in the project's early stages was that a Project Governance Group (PGG) be formed and this came together in April 2021. The PGG is responsible for the strategic direction and oversight of the project. A terms of reference has been developed to set out the PGG role and responsibilities and this is attached for approval.

In May, PGG members along with the Project Manager and various Council executives had a strategic planning session. Outputs from this session helped guide the development of a detailed project plan. The Project Manager has subsequently developed a detailed project plan with this now building upon the original foundation project plan where a number of key, initiating steps guided the early stages of the project, including the formation of project governance and management. The draft project plan is attached.

The detailed project plan has been reviewed by and discussed at a PGG meeting in July and will be used to guide project actions and progress. The detailed project plan has enabled the Project Manager to develop an operational project budget for FY 2021/22. The budget contains items that could be capitalised in due course, as well as operational expenses that support the project's progress. The total project budget for FY 2021/22 is forecast to be \$1,040m (rounded) including contingencies. It is intended that the Spa Development should be self-funding overtime. In order to ring-fence these costs staff have recommended that Council create a new reserve fund for the Spa development project. This fund could be established by way of converting current internal debt to external debt.

One of the actions within the project plan is to create a financial management reporting system that tracks expenditure. The aim is have this system created during August. This will then form the basis for financial reporting to the PGG and within Council. From the foundation project plan, it was anticipated that PGG would act with delegated authority from the Mayor and Councillors, including approving expenditure in line with Council approved budgets. It should be noted that from a governance oversight and prudential perspective the Mayor is one of the PGG members.

WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. The attached Terms of Reference for the Project Governance Group (PGG) be approved.
3. To enable this project to proceed as planned, Council approve the project budget for 2021/22 Financial Year as detailed in the 'operating budget' summary accompanying this paper.
4. Council creates a new "Te Aroha Spa Development Project" reserve fund for the same balance as the budget. The purpose of the fund is recorded as "funds set aside for the investigation and initial development of the Te Aroha Spa development project". This reserve fund is to be established by converting current internal debt to external debt.
5. The project budget for FY2021/22 is funded from the newly created "Te Aroha Spa Development Project" reserve fund.
6. Should the Te Aroha Spa Development project proceed, any future surpluses from the operation of the complex should be transferred back to the reserve.

Moved by: Cr A Wilcock

Seconded by: Cr C Casey

KUA MANA | CARRIED

Horopaki | Background

Following the work completed under the PGF process in 2019, including the Feasibility Study, Business Case and Post Covid-19 Addendum, MPDC wishes to pursue a project that contemplates bringing to life a leading day spa, hot pool and beauty therapy business situated within the Te Aroha Domain, to replace the existing business's facility. The existing spa and hot pool business is successful when measured by client demand and financial metrics but the spa/beauty therapy facility has insufficient capacity to meet annual client demand with only 1 treatment room. The existing facility is also relatively old with outdated furnishings, decoration and environment.

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

Ngā Take | Issues / Kōrerorero | Discussion

The project is now at a stage where there is established project governance and management groups for, respectively, strategic oversight and project delivery. Early stage preliminary work has supported the strategic rationale for this project. The project plan separates the project into 3 phases with a logical sequencing of activities and the provision of 'stage gates' to manage risk and provide time to consult on and consider

outcomes from key milestones. Clearly this is important so that the opportunity for waste is minimised.

The project is operating in phase one at present which primarily addresses key preliminary activities. This phase requires budget to be able to accomplish the various milestones and activities. Activities will have oversight from the PGG and where appropriate, procurement of any services will be subject to Council policies. The MPDC Chief Executive will authorise expenditure that is approved by the PGG.

Mōrearea | Risk

A project of this nature has many risk areas to be managed. Within budget, the greatest risk areas are around estimated forecast expenditure going in being too light for any given activity, and unforeseen expenditure arising through the period. To attenuate these risks, it is considered that a prudent approach is the provision of appropriate contingency levels for certain items. Some items have had the benefit of external expertise providing high level assessment to land on a budget figure.

Good financial and procurement management is also critical to managing budget risks. An appropriate financial reporting system will be implemented during August and procurement of any services will be managed in line with Council policies and procedures. Approvals and authorisations for expenditure are layered with Council executives providing the final authorisation. The Project Manager is in frequent contact with Council executives so that appropriate levels of communication are ongoing.

Ngā Whiringa | Options

The Project Manager considers that there are no appropriate options for consideration. The correct and prudent approach is to create a budget.

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

So that any procurement carried out within the budget period is done in a compliant fashion, this function must follow Council's procurement policy. The final authorisation of any expenditure, other than minor, will sit with the Council Chief Executive noting also that the MPDC Mayor is part of the Project Governance Group.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The project is well formed at this stage with a number of key milestones upon us. It would be important for this budget to be approved early in the new financial year.

Ngā take ā-lhinga | Consent issues

There are no consent issues directly relating to the creation or approval of the budget.

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: The project contributes to all outcome themes.

Community Outcome: If successful, outcomes for the community from this project would be multi layered and stem from the themes above where the envisaged day spa and hot pool development will stimulate economic growth within Te Aroha, particularly from inbound tourism. As an anchor catalyst project, the envisaged new day spa and hot pool business would stimulate additional economic activity through a ripple effect from new commercial tourist experiences, and services such as accommodation and retail. In addition, part of the vision is for an enhanced overall experience for users of the Te Aroha Domain for recreation and leisure, where the rich history and cultural aspects could be part of this enhancement.

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

The budget forecasted for FY2021/22 is \$1040m (rounded). This budget contains some items that could potentially be capitalised in due course provided the project goes ahead, but the bulk of this budget is operational expenses that support the initial process to determine the viability of the project and ultimately to determine if the project will go ahead. It is intended that the Spa development should be self-funding overtime, so all costs should be ring-fenced so that this can be monitored. An easy way to manage this is to fund the project by way of a reserve fund. Two options for funding by way of a reserve fund are presented:

1. Council has an existing “Community purposes reserve”. The stated purpose for the reserve is “funds set aside for the use on community facilities or for community purposes”. The available balance of the fund (taking into account other funding allocations provided for in the LTP) is \$1.43 million.
2. A second option is to create a new reserve fund specifically for the Spa project development costs. This new reserve could be established by converting current internal debt to external debt.

There may be alternative sources of ‘cash’ to additionally fund either of these reserves in the future, including further conversion of internal debt to external debt, potential funding from the 3 waters reform (provided criteria was met) and income from surplus property sales. These are decisions Council may wish to consider in the future as the certainty or otherwise of the project becomes clearer.

Ngā Tāpiritanga | Attachments

- A. Operating budget summary 2021/22
- B. Draft Project Plan
- C. Project Governance Group Terms of Reference

Ngā waitohu | Signatories

Author(s)	Graham Shortland Project Manager - Te Aroha Spa Development	
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Approved by	Niall Baker Policy and Legal Team Leader	
	Don McLeod Chief Executive Officer	

Te Aroha Spa Governance Group - minutes of meeting 2 July 2021

CM No.: 2478320

Rāpopotonga Matua | Executive Summary

Council has setup a Te Aroha Spa Governance Group made-up of Mayor Ash, and external members Barry Harris, Norm Hill, Kiri Goulter and Jill Taylor.

The purpose of this report is to report on the minutes of the first formal Governance Group meeting held on 2 July 2021. The minutes are attached.

WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr J Sainsbury

Seconded by: Cr D Arnold

KUA MANA | CARRIED

Horopaki | Background

Following the recent Long Term Plan process Council formed the view that the Te Aroha Spa Development project should proceed in a staged manner.

A key step in the project's early stages was formation of a Project Governance Group (PGG) and this came together in April 2021.

The PGG is made-up of Mayor Ash, and external members Barry Harris, Norm Hill, Kiri Goulter and Jill Taylor.

The PGG is responsible for the strategic direction and oversight of the project. In May, PGG members held a strategic planning session. The minutes of the first formal Governance Group meeting held on 2 July 2021 are attached.

The intention is that the minutes of the PGG meetings will be reported to the Council or Corporate & Operations Committee. Council can then make decisions on issues considered and recommended by PGG, as required.

Mōrearea | Risk

There are no risks at this stage.

Ngā Whiringa | Options

There are no relevant options.

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

This not a significant issue in terms of the Significance and Engagement Policy.

There are no legal or policy considerations.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Consultation was undertaken through the Long-Term Plan 2021-31.

Ngā take ā-lhinga | Consent issues

There are no consent issues at this stage. If the project proceeds, a resource consent will be required.

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

There are governance costs for the external members.

Funding of specific initiatives will be from existing budgets.

Ngā Tāpiritanga | Attachments

A. Agenda/Minutes - Te Aroha Spa Governance Group 2 July 2021

Ngā waitohu | Signatories

Author(s)	Niall Baker Policy and Legal Team Leader	
Approved by	Erin Bates Strategic Partnerships and Governance Manager	
	Don McLeod Chief Executive Officer	

Long Term Plan 2021-31 Audit Report

CM No.: 2474078

Rāpopotonga Matua | Executive Summary

The Long Term Plan 2021-31 was adopted on 30 June 2021. We have received the final Audit Report which details Audit NZ's findings and is attached for your information.

WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr A Wilcock

Seconded by: Cr S Whiting

KUA MANA | CARRIED

Horopaki | Background

Audit NZ have audited both our Consultation Document and our final Long Term Plan and the attached report details their findings. In summary;

- We received unmodified audit opinions on both the Consultation Document and Long Term Plan.
- Our overall control environment is reliable and all accompanying sections are consistent to reflect changes resulting from consultation.
- Two recommendations were made to improve our information on asset criticality, condition and performance. Management note we are already working on improving this information.
- Our performance framework is adequate and reasonable.
- Two recommendations were made to improve our financial model, forecasts and a minor rating issue. Management have noted improvements already underway.

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 community engagement and provide sound and visionary decision making.

Ngā Tāpiritanga | Attachments

A. Final Audit Report with management comment

Ngā waitohu | Signatories

Author(s)	Sandra Harris Corporate Strategy Team Leader	
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Approved by	Erin Bates Strategic Partnerships and Governance Manager	
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	Don McLeod Chief Executive Officer	
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8 Information Reports

Regional Transport Committee Meeting Report

CM No.: 2449471

Rāpopotonga Matua | Executive Summary

The Regional Transport Committee meeting was held on 14 June 2021. The agenda and minutes to the meeting are attached to this report.

WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Deputy Mayor N Goodger

Seconded by: Cr R Smith

KUA MANA | CARRIED

Horopaki | Background

The Regional Transport Committee (RTC) is a Committee of Waikato Regional Council. The committee includes elected members of the regional's territorial authorities, representatives of the New Zealand Transport Agency and New Zealand Police. Responsibilities of the committee are:

- Preparing the Regional Land Transport Plan (RLTP) for approval by the regional Council.
- Providing the regional Council with advice and assistance it may request in relation to transport.
- Advocating for transport investment in the region.
- Working collaboratively with local government and stakeholders across the region to prioritise and address transport issues.
- Undertaking monitoring to assess progress on implementing the RLTP

Follow the web link for further information on the RLTP:

<https://www.waikatoregion.govt.nz/council/policy-and-plans/transport-policy/rltp/>

Ngā Tāpiritanga | Attachments

- A. Regional Transport Committee Agenda Package for meeting 14 June 2021 (*Under Separate Cover*)
- B. Open Minutes of Regional Transport Committee - 14 June 2021

Ngā waitohu | Signatories

Author(s)	Tamara Kingi Committee Secretary and Corporate Administration Officer	
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Approved by	Sandra Harris Corporate Strategy Team Leader	
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	Don McLeod Chief Executive Officer	
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Mayoral Diary for July 2021

CM No.: 2467601

Rāpopotonga Matua | Executive Summary

The Mayoral Diary for the period 1 – 31 July 2021, is attached to the agenda.

WHAKATUANGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Mayor A Tanner

Seconded by: Deputy Mayor N Goodger

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

- A. Mayoral Diary July 2021

Ngā waitohu | Signatories

Author(s)	Debbie Burge Executive Assistant to the Mayor & CEO	
Approved by	Ash Tanner Mayor	

9 Urgent Additional Business

The Stadium Working Group require that a Council representative be appointed as Trustee of a Charitable Trust to register for Goods and Services Tax.

Council appointed Cr A Wilcock as Trustee.

Moved by Cr K Tappin

Seconded by Cr S Whiting

KUA MANA | CARRIED

10.25 am

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 11 AUGUST 2021.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON:
Mayor Ash Tanner, JP

DOCUMENTS TABLED ON THE DAY



Matamata Swim Zone

Don Stanley Memorial Aquatic Centre

Our User Group includes representatives from

- **Matamata Swimming Club.** Barry Ellison, Graeme Laing
- **United Matamata Squash Club** Warren Coulson, Colin Henderson
- **Matamata Chamber of Commerce** Lynette Stanley, Teresa Stanley
- **Interested Complex Users.** Craig Campbell, Teresa Stanley

Matamata Pools and Swimming Club History

- 8 Lane racing pool and conversion of old 33 1/3 yard pool (now Diving and paddling pools) was carried out by Matamata Lions and Rotary
- Matamata Swimming club converted the now learners' pool from 20 yard to 25m, 5 lane variable depth pool.
- The swimming club contributed funds to allow the construction of the covered pool structure
- Swimming club has an Access agreement with the council which includes
 - Exclusive shared access to the pool facility's
 - Exclusive Learn to Swim Rights in the pool complex
- Swimming club has run learn to swim program for 50 years teaching an estimated 10,000 students to swim and be safe in the water
- Swimming Club employs professional coach to assist in learn to swim and coach the sport
- Learn to swim is a vital nursery for the competitive sport. The club has members from TeAroha, Morrinsville.
- Clubs first Commonwealth Games athlete Richard Wells from TeAroha
- In more recent times club has had an Olympic Coach and two Commonwealth and Olympic Athletes

Matamata Squash club and Squash Court History

- The club buildings were owned by the squash club on council leased land
- Ownership was passed over to council in 2006 and MOU signed with council for future access
- The objective was to create a multi sports facility including Squash, Water sports and gymnasium
- Two Matamata Clubs merged in 2006 and became the United Matamata Squash Club
- The club currently has 140 members making it one of Waikato's most prominent clubs

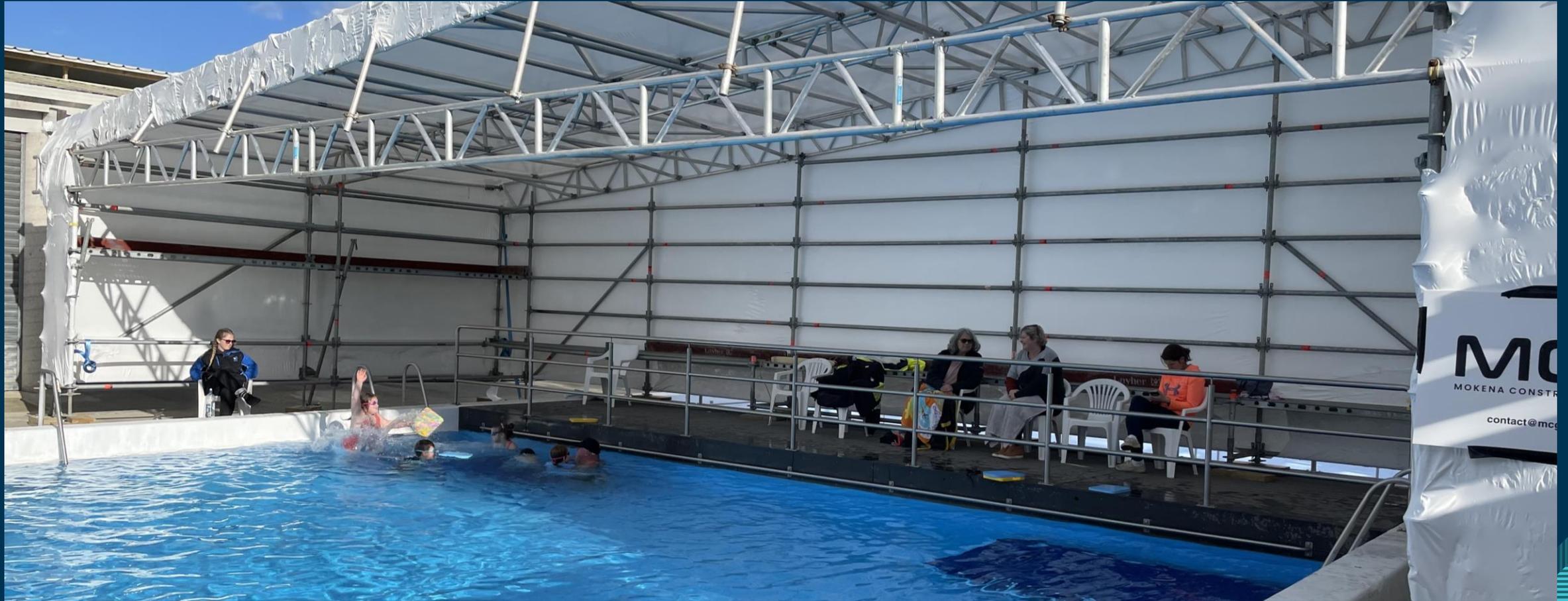
NB

- The group understands that Council is waiting on further seismic engineering reports for the Squash Club building and look forward to working with you in attaining suitable solution for the club's accommodation when this information is available.

Learn to Swim/ Water Safety

- Learn to swim/Water safety provides critical life competencies for our community, enabling safe recreation and fitness opportunities in pools and open water
- Children learn more readily in a warm environment. They are able to stay focussed, and their parents are willing for them to attend in-water lessons.
- Air temperature chill factor is key to what makes children cold (note when the indoor pool closed patronage in learn to swim reduced by 90%)
- Depth is important for Learn to swim. Children must be able to touch the bottom initially, before learning to stay afloat out of their depth (8 lane pool too deep for learn to swim).
- Deeper water introduces a drowning risk for young children. The Non-Fatal drowning in diving pool 2 week ago could have been averted if the child could touch bottom of pool. The outcome may well have been different with a less experienced learn to swim instructor.
- Consistent water temperature is better controlled in indoor pool
- Parents must be present for classes to ensure ongoing learning and they need shelter from weather.
- Summer sun protection is essential

Temporary Pool Shelter Provided by Swimming Club



Matamata Swim Zone is a District Community Facility

- Current estimates of Learn to Swim
 - Morrinsville 30%
 - TeAroha 20%
 - Putururu 10%
 - Matamata 40%
- Swim Squad members from both TeAroha and Morrinsville

Council Immediate Objectives (as advised to us)

1. Remove roof, and make pool build safe for public use
2. Repaint pool, complete deferred maintenance and have pool fill and ready for summer use
3. Develop long term options for the complex

We would like to suggest Objective 2A

Provide a Temporary Learn to Swim Facility to allow time to plan for the future of the Matamata Swim Zone

Objective 2A

- **Phase One**

- Complete any repairs required to increase life of current indoor pool for 10 years
- A medium-term flexible and affordable pool cover that can serve the district for 10 years
- Begin Community Consultation on the future of the Aquatic Centre.

- **Phase Two**

- Work with Council to provide State of Art Aquatic and sports facility that can serve the district for the next 50 years

Steel/Fabric Lightweight Canopy's



- Light weight so less seismic engineering
- Could utilise existing Columns (one or both sides)
- North Glass wall can be retained
- Could retain plunge pools at south end
- Cost Indication \$250-350k (amortize over 10 years \$25-35k PA)

Current Pool Temporary Conversion

- Possible retain East wall
- Leave Gables open for ventilation
- Roll down awnings on west wall





Thank You