

# Waharoa (Matamata) Aerodrome Committee

## Kaupapataka Wātea | Open Agenda

Notice is hereby given that an ordinary meeting of Waharoa (Matamata) Aerodrome Committee will be held on:

**Ko te rā | Date:** Thursday 9 December 2021  
**Wā | Time:** 10.00am  
**Wāhi | Venue:** Matamata-Piako Civic and Memorial Centre

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### Ngā Mema | Membership

#### Ngāti Hauā

Mr Mokoro Gillett (Co-Chairperson)

Mrs Rangitionga Kaukau

#### Matamata-Piako District Council

Mayor Ash Tanner, JP (Co-Chairperson)

Deputy Mayor Neil Goodger

Cr Kevin Tappin

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



te kaunihera ā-rohe o  
**matamata-piako**  
district council

## **Ā-tikanga | Procedural**

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

**2 Karakia**

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

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

**4 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
- (b) 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.”

**5 Whakaaetanga mēneti | Confirmation of Minutes**

Minutes, as circulated, of the Ordinary Meeting of Waharoa (Matamata) Aerodrome Committee, held on 26 August 2021

**6 Papa ā-iwi whānui | Public Forum**

Peter Ryan and Terry Brewer in attendance to the Public Forum.

7 Pūrongo me whakatau | Decision Reports

## Schedule of Meetings and Work Programme for 2022

CM No.: 2525546

### Rāpopotonga Matua | Executive Summary

The Waharoa (Matamata) Aerodrome Committee are asked to confirm dates for their 2022 meetings and the proposed work programme.

### Tūtohunga | Recommendation

That:

1. The information be received.
2. The Committee confirms the meeting dates for 2022.
3. The Committee confirms the work programme for 2022.

### Horopaki | Background

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

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

The proposed full Council meeting schedule is also attached for information (note this is to be approved by Council and relevant Committees November/December).

Prior to the commencement of each calendar year the Committee sets out a work program. While priorities can shift during the year as unexpected projects arise, the work program is a useful tool to enable the Committee to set their direction and to allow staff and Council to understand the priorities that the Committee would like to achieve.

### Ngā Take/Kōrerorero | Issues/Discussion

#### Proposed meeting schedule for 2022

- Thursday 24 March, Matamata-Piako Civic and Memorial Centre
- Thursday 23 June, Matamata-Piako Civic and Memorial Centre
- Thursday 22 September, Matamata-Piako Civic and Memorial Centre

Proposed work programme for 2022

Meeting 1 - Thursday 24 March

- Waharoa (Matamata) Aerodrome Reserve Management Plan
- Marae entranceway and parking
- District Plan update
- Annual Plan and Gambling/TAB Policy update
- Community Facilities Operations update

Meeting 2 - Thursday 23 June

- Waharoa (Matamata) Aerodrome Reserve Management Plan
- Marae entranceway and parking
- District Plan update
- Annual Plan and Gambling/TAB Policy update
- Local Elections update
- Health and Safety Plan/Report
- Community Facilities Operations update

Meeting 3 - Thursday 22 September

- Meeting Schedule and Work Programme 2023
- Waharoa (Matamata) Aerodrome Reserve Management Plan
- Marae entranceway and parking
- District Plan update
- Annual Plan and Gambling/TAB Policy update
- Local Elections update
- Community Facilities Operations update

**Ngā Tāpiritanga | Attachments**

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



**Ngā waitohu | Signatories**

Author(s)	Sandra Harris <b>Placemaking and Governance Team Leader</b>	
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Approved by	Erin Bates <b>Strategic Partnerships and Governance Manager</b>	
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## MPDC Meeting Planner 2022

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

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

## Raungaiti Marae entranceway

RM No.: 2525538

### Rāpopotonga Matua | Executive Summary

Safety issues at the Raungaiti Marae entranceway have been highlighted as an issue for the Committee's consideration. It has also been identified that there is not enough parking available for the Marae at times.

A preliminary study on the options of upgrading the entranceway and parking was completed and presented to the Committee on 28 May 2015, with further discussion at its August and November meetings.

At the August 2015 meeting committee members requested that staff further investigate option 1 - Parking on the north side of the proposed access road. As an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed. It was decided that the option of shifting the power pole next to the entrance way should be investigated. Priority was to be given to the development of the entrance over developing further parking on the site.

At the November 2015 meeting the Committee requested staff mark out the proposed location of the entranceway for Committee members to view in February 2016. The marking of the entranceway and a site visit for Committee members was completed in February 2016. At the meeting in April 2016 Gary Thompson, Te Kaiwhakarite from Community Waikato also attended to assist with questions and discuss resources and support available in regards to funding opportunities.

This issue was considered by the Committee at each of the 2017 meetings. Discussion at the November 2017 meeting indicated Wharekai funding/feasibility study options are being investigated and consideration was being given to erecting an archgola over possible concrete apron beside the wharekai which will give a big covered area. The carpark options are being included in this study.

The issue was further discussed at each of the Committee's meetings.

### Tūtohunga | Recommendation

That:

1. The information be received

### Horopaki | Background

State Highway 27 adjoins the Raungaiti Marae entranceway. The latest measured traffic volume is 9,157 Average Daily Total (ADT) with a 20% of the volume being heavy vehicles. The speed limit in the vicinity of the Marae vehicle crossing is 100 km/h.

The road marking on the pavement in the surrounding area is marked for two single lanes, one in each direction, there is a marked right-turn bay for northbound traffic to enter the Marae and widening of 2.8m on the east side to allow left- turning traffic to turn into the Marae and be clear of south-bound traffic.

The access to the Marae building and other buildings is a narrow unsealed vehicle crossing off SH 27 on the southern boundary of the Waharoa (Matamata) Aerodrome. This crossing is not wide enough for use by more than one vehicle at the same time.

The existing vehicle crossing is narrow and does not comply with current Matamata-Piako District Council and NZ Transport Agency standards. The current entranceway is not suitable to allow for safe entry of traffic to the busy State Highway. There is also limited parking available on the site.

If the vehicle crossing is to be made safer, it has been recommended that the crossing be widened to allow for a separate entry and exit. The entranceway is also required to be sealed. Minor changes will also need to be made to the marking on SH 27. This involves the relocation of the right turn bay by some 4m to the north and deleting part of the painted median north of the crossing.

Separating the entrance and exit will allow right turning traffic to enter the property while a car is waiting to exit, a traffic movement which cannot occur with the present vehicle crossing.

A number of parking options were presented to the committee in May and August for their consideration and further discussed at the November meeting in 2015:

- Parking on the north side of the proposed access road

This area has a road length of 95m but about 74m are clear of any buildings. This can be set up for 45-degree parking (the usual angle) and 74 m can produce 20 carparks. This does require land from the Aerodrome Reserve to be utilised for the parking and access way.

- Parking on the north side of the existing road

This can be up to 74m in length and would accommodate 20 carparks. This length of parking involves fence relocation and tree stump removal this would also require land to be utilised from the Aerodrome Reserve.

- Parking on the south side of the existing road

There is a grass berm of about 7.4m wide between the Marae main building and the end of the fence that runs past the church. This berm would be reduced to 5.4m if the existing road was widened. This berm is some 55m length which can be set up for 45-degree parking and can cater for 15 carparks.

- Parking on the west side of State Highway 27

This would be the cheapest option but only provide 8 carparks. This requires the existing road berm to be used for parking and the underpass used to cross the State Highway.

- Parking by the church fence

Mentioned above is an internal road that is parallel to the highway. The distance between the boundary fence and the fence by the church is 13.3m of which there is about 6m of grass between the road and the church fence. This area is some 55m long which can be set up for 15 angle carparks. One negative with this option would be the manoeuvring and would need to be considered further.

- Soaring Centre alternative – parking along the state highway

At its meeting on 28 May, the Committee indicated that option one was the preferred option with consideration of moving two power poles which obstruct view for safety of vehicles exiting.

Following this staff undertook further consultation with Aerodrome users on the viability of this option as recommended in the previous report. The Soaring centre has advised that the proposed layout would block the glider exit and manoeuvring area at the rear of the closest large hangar. In order for this layout to be successful the area available for parking would



need to be shortened to stop at the edge of the smaller square hangar, reducing the number of car parks that would be available with this design.

The Soaring Centre suggested an alternative option of parking along the front boundary of the aerodrome, staff advised that this option was unlikely to be acceptable to NZTA, this was confirmed at the November Committee meeting.

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

At the August meeting committee members requested the staff further investigate option 1 - Parking on the north side of the proposed access road. As an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed. It was decided that the option of shifting the power pole next to the entrance way should be investigated. Priority was to be given to the development of the entrance over developing further parking on the site.

At the November 2015 meeting the Committee requested staff mark out the proposed location of the entrances way for Committee members to view in February 2016. The marking of the entrance way and a site visit for Committee members was completed in February 2016.

### Preferred option – Parking on the north side of the marae entrance

Staff prepared a further plan and estimate based on the preferred option identified at the August Committee meeting. Maps and cost estimates were provided in November 2015 for consideration.

The proposal shows the reduced parking area to allow continued manoeuvring of aircraft in the adjacent hangars and the fencing is set back approximately 2 metres from the nearest hangar to ensure that this area can still be accessed for maintenance.

In order to reduce costs, the proposal does not include a splitter island or any road markings directing vehicles (other than the vehicle entrance) or parking layout. This would mean that the parking area will be 'open' and parking configurations managed by the Marae as they do now with their current parking spaces.

### Shifting the power pole

As requested at the August 2015 meeting, Staff contacted PowerCo and Northpower regarding the options and costs for shifting the power pole to improve the sight lines for vehicles turning right out of the Marae entranceway. This option plus costs were discussed by the committee in 2016, however the cost was viewed to be prohibitive when weighed against the small benefits in sightline improvement gained from shifting the power pole.

### Underpass

It is understood that the main barriers for use of the underpass are lighting and water that pools in the underpass. Vandalism has caused most of these issues. Council's records show that the underpass was built in approximately 1997, with the contract being managed by Council. It is Council's understanding that once built the underpass would become an NZTA asset and the marae would be responsible for the maintenance and operating costs of the underpass (i.e. power).

## **Ngā Whiringa | Options**

The Committee could continue with the preferred option or consider an alternative option.

At the site meeting held prior to Christmas in 2018 it was discussed that the parking on the northern side of the road is still the preferred site, but the request was to extend the identified area in the Aerodrome Reserve further to the east to provide additional parking and manoeuvring.



The existing concept plan indicated that the area was up to 74m in length and would accommodate 20 carparks. To extend the area further to the east, the width would have to be reduced as the next Hangar is located further towards the fence and requires manoeuvring to be used.



It is not sure how this additional area would tie in with regards to the current parking proposal of angled parking.

### **Analysis of preferred option**

There are no preferred options.

### **Legal and statutory requirements**

If some of the land from the Aerodrome is to be used for a new access way or car parking, a legal agreement would need to be developed to formalise this matter.

Hangars 8, 12A and 12B have a lease until mid-2024, any discussion (if contemplated by the committee) with the leaseholders on shifting the sites of these hangars would need to be carefully considered to ensure Council's legal, planning, communication and other obligations were met.

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

There is no impact on policies or bylaws

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

This project has not been identified in Council's Long Term Plan or Annual Plan 2017/18

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

The Aerodrome is identified as a significant asset and therefore any formal or legal agreements around the land would have to be carefully considered and may require further consultation.

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

Initial informal consultation has been completed with the NZ Transport Agency around the entranceway and State Highway requirements but any final design to the entranceway and State Highway would need to be formally approved by the NZ Transport Agency.

The committee may wish to undertake further consultation with stakeholders from both the Aerodrome users group and the Marae prior to settling on a final option.

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

A Resource Consent is required for parking and changing the vehicle entrance way. Advice from the Council Planners is as follows:

The activity of providing parking for a Marae within the subject property triggers resource consent under the following rules:

- 2.2.6.3 – Marae, Wharenui and housing developments where there is no Iwi Housing and Marae Development Plan or where the development is not in accordance with an approved Plan = Discretionary activity
- 2.2.7.2 – Activities (excluding buildings) on public reserves not provided by a Management Plan approved under the Reserves Act 1977, or by a Conservation Management Strategy under the Conservation Act 1987, or where there is no Management Plan = Discretionary activity.

The proposed vehicle entrance is unable to comply with the minimum separation distances required between other crossings and intersections. Therefore, the following rule is applicable:

- 9.1.2(ii)1.4 - An existing vehicle crossing that changes in character, scale, or intensity of use or a new vehicle crossing:
  - Meeting the performance standards in 9.1.2(iii)(a)(i)–(iv); and:
  - There is no location anywhere along the site's frontage where the performance standards in 9.1.2(iii)(a)(v) can be met; and:

- The vehicle crossing is not associated with a new subdivision.

It is assumed that the final layout of the parking area will demonstrate compliance with the minimum dimensions in the Development Manual in respect of the individual parking spaces and manoeuvring areas.

Potentially affected parties:

- NZTA in respect of the entranceway and potential traffic safety/efficiency effects.
- MPDC as the requiring authority for the designation. Approval is required from the requiring authority to undertake an activity not provided for under the designation.
- Occupiers of the two aerodrome sheds located directly adjacent to the new parking area. It is noted that additional aerodrome occupiers may be identified once final plans are provided and a site visit has been undertaken.

### **Timeframes**

No timeframes have been discussed by the Committee.

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

Estimated costs for the preferred option have been summarised below excluding GST. It should be noted that these estimates were prepared in 2015 and are out of date. A reasonable contingency should be added to all estimates to address this point (eg 20%).

<b>Project options</b>	<b>Entrance way and parking</b>	<b>Entrance way only</b>	<b>Parking only</b>	<b>Resource Consent</b>	<b>Total</b>
<b>One project</b>	55,792	-	-	2,000	57,792
<b>Staged project</b>	-	38,676	28,077	2,000	68,753
<b>Vehicle entrance only</b>	-	38,676	-	2,000	40,676

### Project costs

These have been broken down in to the following two options:

- Completing the entrance and parking work as one project
- Staging the project, with completing the vehicle entrance way first and the parking as a subsequent project

Committee members should note:

- Prices are exclusive of GST
- Prices are estimates only, based on the best information Council staff have at this time, actual costs would not be known until the project was tendered.
- Estimates were calculated in October/November 2015. Costs may increase over time and if the project does not proceed for any length of time revised estimates should be sought.

Estimated costs to complete the entrance and parking work as one project

**Waharoa (Matamata) Aerodrome Committee**

**9 December 2021**

Item	Description	Unit	Qty	Rate	Amount
<b>5.0</b>	<b>Site Clearance</b>				
5.1	Clearing and grubbing (Removal of 600 mm dia. tree stumps-15 Nos, and Removal of trees (450mm dia. 1 No, 400mm dia. 4 Nos, 300mm dia. 1 No)	LS	1	18000.00	18000.00
	Relocate the existing fence as indicated on the drawing	m	80	25.00	2000.00
<b>6.0</b>	<b>Earthworks</b>				
6.1	Excavation for the parking area and entranceway. Cut to waste.	m <sup>3</sup>	250	15.00	3750.00
6.2	Excavation for the parking area and entranceway to be used for filling holes resulting from removal of tree stumps. Cut to Fill.	m <sup>3</sup>	15	20.00	300.00
<b>7.0</b>	<b>Pavement Construction</b>				
7.1	Supply, spread and compact granular material of CBR >=10	m <sup>3</sup>	154	45.00	6930.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m <sup>3</sup>	110	100.00	11000.00
<b>8.0</b>	<b>Sealing</b>				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m <sup>2</sup>	70	10.00	700.00
8.2	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m <sup>2</sup>	665	3.00	1995.00
<b>9.0</b>	<b>Other Services</b>				
9.1	Relocate the Fire Hydrant to a place as directed by the Engineer. Rate shall include cost of removal and installation.	LS	1	500.00	500.00
9.2	Relocate the 6.0m long existing benches (2 Nos) to a place directed by the Engineer	LS	1	500.00	500.00
9.3	Removing the existing markings for Right Turn Bay and remarking the RTB appropriate for the proposed entranceway.	LS	1	500.00	500.00
9.4	Preliminary and General	LS	1	5000.00	5000.00
9.5	Contingencies	%	10	46175.00	4617.50
<b>Improvements to Marae Entrance (excluding GST)</b>					<b>55,792.50</b>

*Staging the project Stage 1 – vehicle entrance*

Item	Description	Unit	Qty	Rate	Amount
<b>5.0</b>	<b>Site Clearance</b>				
5.1	Clearing and grubbing including Removal of tree stumps-600mm dia.- 4 Nos, 900 mm dia.- 9 Nos and 1200mm dia.-10 Nos, and Removal of trees 600mm dia.-2 Nos, 400mm dia- 4 Nos & 300mm dia.-1No	LS	1	16500.00	16500.00
5.2	Relocate the existing fence as indicated on the drawing. Rate shall include the cost of additional material if required.	m	80	25.00	2000.00
<b>6.0</b>	<b>Earthworks</b>				
6.1	Excavation for the entranceway. Cut to waste.	m <sup>3</sup>	74	20.00	1480.00
<b>7.0</b>	<b>Pavement Construction</b>				
7.1	Supply, spread and compact granular material of CBR >=10	m <sup>3</sup>	42	70.00	2940.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m <sup>3</sup>	32	120.00	3840.00
<b>8.0</b>	<b>Sealing</b>				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m <sup>2</sup>	210	15.00	3150.00
<b>9.0</b>	<b>Other Services</b>				
9.1	Relocate the Fire Hydrant to a place as directed by the Engineer. Rate shall include cost of removal and installation.	LS	1	500.00	500.00
9.2	Removing the existing markings for Right Turn Bay and remarking the RTB appropriate for the proposed entranceway.	LS	1	500.00	500.00
9.3	Project management, Design, Supervision, Health and Safety and Traffic Management	LS	1	4250.00	4250.00
9.4	Contingencies	%	10	35160.00	3516.00
<b>Improvements to Marae Entrance (excluding GST)</b>					<b>38,676.00</b>

*Staging the project Stage 2 – parking*

Item	Description	Unit	Qty	Rate	Amount
<b>5.0</b>	<b>Site Clearance</b>				
5.1	Clearing and grubbing	LS	1	1000.00	1000.00
<b>6.0</b>	<b>Earthworks</b>				
6.1	Excavation for the parking area and entranceway. Cut to waste.	m <sup>3</sup>	184	20.00	3680.00

6.2	Excavation for the parking area and entranceway to be used for filling holes resulting from removal of tree stumps. Cut to Fill.	m <sup>3</sup>	10	20.00	200.00
<b>7.0</b>	<b>Pavement Construction</b>				
7.1	Supply, spread and compact granular material of CBR >=10	m <sup>3</sup>	111	70.00	7770.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m <sup>3</sup>	83	120.00	9960.00
<b>8.0</b>	<b>Sealing</b>				
8.1	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m <sup>2</sup>	555	3.00	1665.00
<b>9.0</b>	<b>Other Services</b>				
9.1	Relocate the 6.0m long existing benches (2 Nos) to a place directed by the Engineer	LS	1	500.00	500.00
9.2	Project management, Design, Supervision, Health and Safety and Traffic Management	LS	1	750.00	750.00
9.3	Contingencies	%	10	25525.00	2552.50
<b>Construction of Additional Parking Space (excluding GST)</b>					<b>28,077.50</b>

#### Power pole costs

The total estimated cost for works to shift the power pole is approximately \$18,696 excluding GST. Usually when shifting poles Power Co funds the cost of materials for the work. Powerco sent through a letter of offer (circulated at the November 2015 meeting) setting out the contribution that would need to be made to shifting the power pole of \$12,697 excluding GST which would need to be funded.

#### Resource consent costs

The Resource Cost costs of Council are approximately \$1,500 and unlikely to exceed \$2,000. However this is on the basis that all affected party written approvals are obtained and no further information is required. If affected party approvals cannot be obtained then costs will be greater than this, as the consent would potentially need to be limited notified, and if affected party agreement cannot be reached a hearing on the consent application would need to be held.

#### **ii. Funding Source**

##### Council

Council does not have any funding for this project identified for this project. As part of the settlement negotiation there was no agreement on who would have responsibility for funding for this project. Council has contributed in kind, with staff time preparing plans and estimated of costs for this project.

Council recently consulted on its Long Term Plan – further details are set out in a separate report to the Committee, the Ngāti Haua Iwi trust made a submission to this process however no funding was specifically sought for the Marae entranceway and parking arrangements.

##### Council Resource Consent Grant

Council has set aside funding to assist non-profit community organisations to fund the costs of resource consent applications. The Ngāti Haua Iwi Trust may be eligible to apply for funding from this grant to assist with resource consent costs.

Applications can be made at any time, with a maximum of \$5,000 to be granted to each community group per project. The funding only covers the costs associated with Council fees to process resource consents. Any reports or consultants fees that the community group incurs as part of preparing their application will not be covered by the grant.

The group must be a non-profit community organisation and should:

- have a high ratio of volunteers to paid employees
- have a high degree of public access to the organisation
- primarily be funded from grants, donations, subscriptions or similar and not from fees, charges or funding from central government

Applications must meet the following criteria:

- the resource consent application must be for an activity within the Matamata-Piako District
- the project must have no commercial aspect, and must clearly demonstrate community benefit
- the group must have a business plan setting out in sufficient detail the proposal, timeline, long-term plans, confirmed and potential funding sources and any other relevant information for the project.

### Lotteries

Council staff have also identified a Lottery Marae Heritage and Facilities grant (Te Tahua Marae Tuku Iho Me Nga Whakaurunga).

Some funding is potentially available for car parking and fencing that meet the rest of the funding criteria. However, the Lottery Marae Heritage and Facilities Committee does not fund carparks and roading outside the land boundary on which the project is situated, and groups are expected to source at least 1/3 funding themselves.

Further information on the above and other lotteries grants can be found at <http://www.communitymatters.govt.nz/Funding-and-grants---Lottery-grants---Lottery-Marae-Heritage-and-Facilities>

### Community Waikato

Community Waikato was established to provide practical support to social services organisations. Its work is the provision of capability and capacity strengthening services. Community Waikato works with and for tangata whenua, community and voluntary social service, health, education, disability, community development, culture & heritage, and environmental organisations in the Waikato region.

The Advisory team provides one-to-one advice, support and information on governance, management, strategic and operational planning, employment, resource development, legal structures, policy development, financial systems and funding, planning new services, projects and events and the myriad of other issues that come up for community groups. It tailors support and training to fit the needs of the organisations. We work with management and staff, volunteers and/or the board.

Gary Thompson, Te Kaiwhakarite for Community Waikato was invited to join the committee members to discuss the resources and support Community Waikato may be able to offer the Marae.



Gambling charity grants

Grants may also be available from the following organisations that operated within the Matamata-Piako District:

- Grassroots Trust Limited
- New Zealand Community Trust
- Pub Charity Limited
- The Lion Foundation

Trust Waikato

Trust Waikato donates money to community organisations and projects that focus on welfare, sport, recreation, youth, art, culture, and the environment, for the benefit of people in the Waikato region. Funding may be available from the trust to assist with costs. Further information can be found at <http://www.trustwaikato.co.nz>

Ministry of Culture and Heritage

The Regional Culture and Heritage Fund (the RCHF) replaces the Regional Museums Policy for Capital Construction Projects (the RMP). The RCHF eligibility criteria are sufficiently broad to enable the Fund to benefit a range of cultural organisations throughout New Zealand: in the broader art gallery and museums sector (including iwi museums/whare taonga), the performing arts, and the heritage sector.

The RCHF's focus is capital projects outside the main centres of Auckland, Wellington, and Christchurch. Applications must relate to arts, culture and heritage facility projects focussed on renovating, restoring, adding to, and constructing buildings in which arts, culture and heritage activities take place. Grants will be for the construction of new buildings and basic infrastructural redevelopment work to existing buildings which may include permanent/long-lived specialist fittings.

**Attachments**

There are no attachments for this report.

**Signatories**

Author(s)	Sandra Harris <b>Placemaking and Governance Team Leader</b>	
	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	

Approved by	Erin Bates <b>Strategic Partnerships and Governance Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

8 Ngā Pūrongo Whakamārama | Information Reports

## Community Facilities Operations Update

CM No.: 2525573

### Rāpopotonga Matua | Executive Summary

Group Manager Business Support in attendance to provide an update.

#### Tūtohunga | Recommendation

That:

1. The information be received.

#### Ngā Tāpiritanga | Attachments

There are no attachments for this report.

#### Ngā waitohu | Signatories

Author(s)	Sharon Bryant <b>Community Facilities Operations Manager</b>	
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Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	
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8 Ngā Pūrongo Whakamārama | Information Reports

## Policy review update

CM No.: 2526288

### Rāpopotonga Matua | Executive Summary

The purpose of this report is to provide an update on the policies and bylaws that are being reviewed as part of the 2021/22 work plan.

An update on the following is provided:

- Dog Control Bylaw
- Annual Plan
- Gambling Venue Policy
- TAB Board Venue Policy
- Local Easter Sunday Trading Policy
- Proposed Land Transport Bylaw Changes (speed limits)
- Proposed Fees & Charges

### Tūtohunga | Recommendation

That:

1. The information is received.
2. The Committee provided feedback.

### Horopaki | Background

Council is required to regularly review its policies and bylaws to ensure they are working as intended and to encourage community participation in the process. Bylaws must be reviewed every 10 years and review dates for policies are determined by relevant legislation.

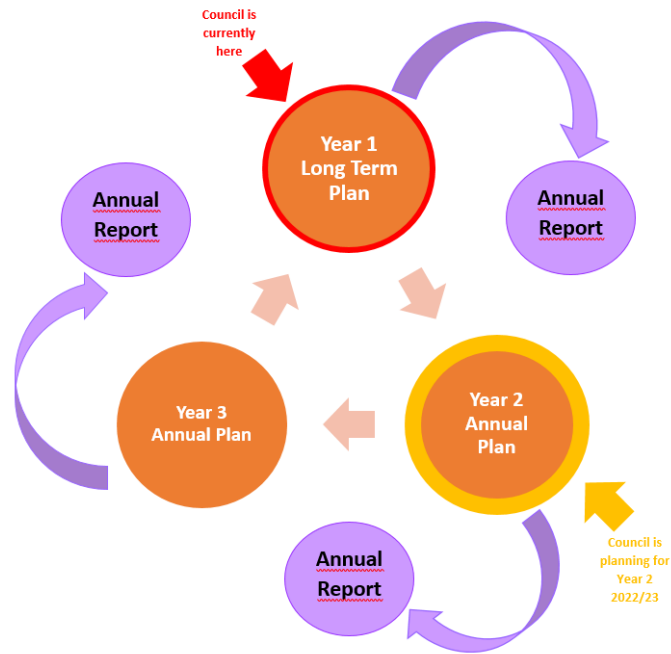
#### Update on Dog Control Bylaw

At the last committee meeting an update was given on the proposal for new dog exercise areas in Te Aroha and Matamata. Following consultation, Council approved to expansion of the current Spur Street Esplanade and turn the area adjacent to the Waihou River known as the Te Aroha Boat Ramp into an on-leash area with dogs permitted to swim in the river off-leash. Also approved was a new area in Matamata (a portion of Peria Road reserve). These areas are to be operational by 1 December 2021.

### Ngā Take/Kōrerorero | Issues/Discussion

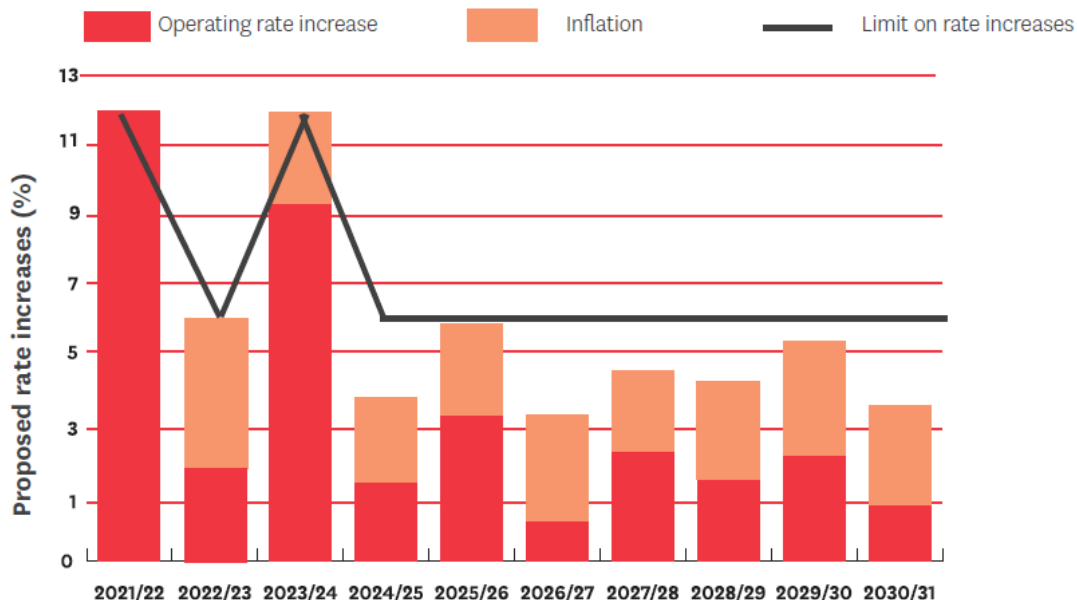
#### Annual Plan

The Annual Plan sets out Council's budget for the financial year 1 July 2022 to 30 June 2023 and represents Year 2 of the 2021-31 Long Term Plan (LTP). Council is required to produce an Annual Plan each year, with the exception of when a LTP is produced.



At the time of writing this report, variations to the LTP were scheduled to be discussed at a Council meeting on 8 December 2021. Councillors will be asked to approve the draft budget, and to consider their obligations to formally consult in accordance with the Local Government Act 2002 (LGA) as well as if an amendment to the LTP 2021-31 is required.

Approval is sought for a proposed total rates increase of 5.97% compared to a total forecasted rate increase in the LTP of 5.47%. The LTP states that annual rate increases will not be more than 6%, except for years one and three. The proposed rates limit for year one is 11.73% and year three is 11.81%. The average increase over the next ten years is proposed to be 6.03% per year and is detailed below:



The impact of how this increase applies to individual properties will vary depending on the capital value of the rating unit and the services provided or available. Additionally, for the 2022/23 year, the district-wide rating valuation will significantly change how the rates are spread across the district.

**Waharoa (Matamata) Aerodrome Committee**  
**9 December 2021**

A revaluation of district properties has taken place. While the average residential valuation increase across the district was 44.8%, the increase in values of previously lower value properties was considerably more significant. Of particular note is an average valuation increase to Waharoa properties of 80%, as detailed in the following table:

Indicator Properties at 2018 valuation	Avg Valn increase	Indicator Properties at 2021 Valuation	Proposed 22/23 rate increase based on current valuations	Proposed 22/23 rate increase based on new valuations, and applying range of UAGC % to modify impact of the revaluation					Proposed 22/23 rate increase based on current valuations	Proposed 22/23 rate increase based on new valuations, and applying range of UAGC % to modify impact of the revaluation				
			%	%	%	%	%	\$	\$	\$	\$	\$		
			UAGC 27.5%	UAGC 30%	UAGC 27.5%	UAGC 25%	UAGC 22.5%	UAGC 27.5%	UAGC 30%	UAGC 27.5%	UAGC 25%	UAGC 22.5%		
<b>Residential - serviced</b>														
350,000	44.8%	506,800	4.65%	10.29%	8.17%	6.05%	3.93%	114.19	252.54	200.50	148.45	96.40		
550,000	44.8%	796,400	4.66%	10.84%	9.64%	8.45%	7.25%	126.65	294.80	262.27	229.73	197.20		
850,000	44.8%	1,230,800	4.66%	11.48%	11.38%	11.27%	11.17%	145.33	358.19	354.92	351.66	348.40		
<b>Waharoa - serviced</b>														
350,000	80.0%	630,000	4.65%	15.65%	13.87%	12.08%	10.30%	114.19	383.95	340.20	296.45	252.71		
<b>Commercial - 2 additional pans</b>														
500,000	30.2%	651,000	1.72%	3.83%	2.75%	1.67%	0.59%	67.36	150.20	107.87	65.54	23.21		
800,000	30.2%	1,041,600	1.99%	3.86%	3.49%	3.12%	2.75%	86.05	166.87	150.86	134.85	118.84		
<b>Lifestyle - no services</b>														
600,000	31.3%	787,800	5.93%	11.74%	9.58%	7.43%	5.27%	91.03	180.24	147.13	114.01	80.90		
1,000,000	31.3%	1,313,000	5.61%	10.02%	10.13%	10.24%	10.35%	115.94	207.16	209.44	211.71	213.99		
<b>Rural - no services</b>														
5,000,000	0.2%	5,010,000	4.93%	-15.97%	-12.58%	-9.18%	-5.78%	365.05	-1,182.19	-930.80	-679.41	-428.02		
8,000,000	0.2%	8,016,000	4.84%	-17.33%	-13.35%	-9.36%	-5.38%	551.89	-1,975.42	-1,521.48	-1,067.53	-613.59		

**Documents we are proposing to consult on include:**

Gambling Venue Policy

Under the Gambling Act 2003, Council is required to have a class 4 gambling venue policy which specifies whether class 4 venues (venues with gaming machines, or 'pokies') are allowed to be established within the district, if so, where and how many machines may be operated. The current Policy was adopted in 2019, and must be reviewed within three years of adoption, being 2022.

The current policy includes a cap of 15 venues and 201 machines and allows for the relocation of venues under certain conditions.

Options that are being considered are to maintain the status quo, to decrease the cap to the current number of venues and reduce the gaming machines to 165 (the current number that is allowable without Council consent), update the policy in line with current population levels, adopt a sinking lid policy and keep/amend or remove the relocation clause. Staff are currently finalising the draft policy.

When considering the impact of gambling in our community, we note that the number of venues and machines has remained the same at 12 and 154 respectively. Gaming machine profits (GMP) decreased during COVID-19 lockdown in 2020, therefore the associated return to the community via grants also reduced. Spend is increasing to record levels following the re-opening of venues. The Ministry of Health records the number of interventions for problem gambling in our district as 3. Concern has been raised that this may not provide an accurate indication of the harm occurring in our community as well as a lack of face-to-face support available in our district.

A hui was held with Te Manawhenua Forum to ascertain their views of the policy and impact of gambling on their communities and a pre-consultation survey was sent to gambling trusts/societies, venues, community organisations and Māori/Iwi partners. To date, 15 responses have been received providing a wide range of views on the topic from the importance of funding received from trusts/societies, to the impact gambling can have on individuals and their families.

The draft policy is due to go to Council for approval in February 2022.

TAB Venue Policy

The TAB Board Venue Policy is a requirement under the Racing Industry Act 2020 and it specifies whether TAB Board Venues (standalone TAB venues, not those within a licensed alcohol venue) can operate. The current Policy was adopted in 2019, and must be reviewed within three years of adoption, being 2022.

During the pre-consultation period, no specific comments were received in respect to this policy. The current policy allows for one TAB venue per town (Morrinsville, Matamata and Te Aroha).

Currently, there are no venues in our district. Council consent is not required to establish a TAB venue in a bar, hotel or club unless the venue wish to have gaming machines also.

It is proposed to keep the policy as status quo with the draft policy to Council for approval in February 2022.

### Local Easter Sunday Trading Policy

The Shop Trading Act 1990 allows shops selling certain types of goods (examples include dairies, service stations, take away bars, restaurants and cafes, and duty free stores) to remain open on restricted trading days such as Easter Sunday. The Shop Trading Hours Amendment Act (2016) permits further retail trading on Easter Sunday if Council has a policy allowing trading on this day. This allows for businesses to decide if they open or not. Council is required to review its policy within five years of adoption, being 2022.

The current policy allows for businesses to trade across the district. There are certain shops that can remain open irrespective of Council's policy which includes shops selling food and drink, service stations, souvenirs, pharmacies and garden centres.

A Council workshop indicated that Councillors would like to maintain the status quo, keeping the policy which allows for shops to open on Easter Sunday throughout the region. The reviewed policy and statement of proposal is due for discussion and approval at the Corporate and Operations Committee on 8 December 2021.

### Proposed Speed Limit Bylaw Changes

There is a proposal to amend the Speed Limit Bylaw and install variable 40km/h speed limits at Morrinsville Primary School and Morrinsville Intermediate School.

Staff plan to seek feedback from key stakeholders before submitting a formal report to Council and then proceeding with public consultation.

### Proposed Fees & Charges

Council's fees and charges are reviewed annually. The updated fees and charges for 1 July 2022 to 30 June 2023 are being reported to Council for consultation approval.

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

The timeline for consultation is outlined below;

<b>What</b>	<b>When</b>
Draft Policy and Statement of Proposal approved by Council for Consultation	By 9 March 2022
Consultation open	15 March to 17 April
Hearing	11 May (and 12 if required)
Adoption of policies and bylaws	22 or 29 June 2022

## **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 work undertaken supports the community outcomes in the LTP.

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

Funding is provided to support the policy review process from the Strategies and Plans operational budgets. The majority of costs relate to consultation and document development.

## **Ngā Tāpiritanga | Attachments**

There are no attachments for this report.

**Ngā waitohu | Signatories**

Author(s)	Laura Hopkins <b>Policy Advisor</b>	
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Approved by	Niall Baker <b>Policy and Legal Team Leader</b>	
	Don McLeod <b>Chief Executive Officer</b>	