

Waharoa (Matamata) Aerodrome Committee

Open Agenda

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

Date: Monday 20 March 2017
Time: 2:00pm
Venue: Caretakers Cottage
Waharoa Airfield

Membership

Mayor

Jan Barnes, JP

Mr Mokoro Gillett

Cr James Thomas, JP

Mrs Rangi Kaukau

Cr Kevin Tappin

Mr Mike Diamond

Phone: 07-884-0060
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1 Meeting Opening

2 Karakia

3 Present

4 Apologies

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

5 Notification of Urgent Business

Pursuant to clause 3.7.5 and 3.7.6 of the Standing Orders NZS 9202:2003 and Section 6A (7) of the Local Government Official Information and Meetings Act 1987, the Chairman to enquire from members whether there are any additional items for consideration which qualify as extraordinary or urgent additional business.

6 Confirmation of minutes

Minutes, as circulated, of the Ordinary Meeting of Waharoa (Matamata) Aerodrome Committee, held on 22 July 2016

Appointed Committees and Representatives

Trim No.: 1862896

Item 7.1

Executive Summary

This report details the Committees and the representatives appointed following the recent local government elections. A list of the new and returning Councillors is provided for Committee member's information. Councillor Kevin Tappin is Council's elected representative on the Waharoa (Matamata) Aerodrome Committee meeting along with the Mayor Jan Barnes and Deputy Mayor James Thomas.

Recommendation

That:

1. The information be received.

Content

The Matamata-Piako District Council is made up of twelve elected members from three wards – Matamata, Morrinsville and Te Aroha. There are four Councillors from Matamata, four from Morrinsville and three from Te Aroha, and a Mayor. Following the election on 8 October 2016 the following Mayor and Councillors have been elected:

- Jan Barnes – Mayor
- James Thomas - Morrinsville Ward (Deputy Mayor)
- Brian Hunter QSM - Matamata Ward
- James Sainsbury - Matamata Ward (newly elected)
- Kevin Tappin - Matamata Ward (newly elected)
- Adrienne Wilcock - Matamata Ward (newly elected)
- Donna Arnold – Morrinsville Ward (newly elected)
- Paul Cronin – Morrinsville Ward (newly elected)
- Neil Goodger – Morrinsville Ward
- Teena Cornes - Te Aroha Ward
- Peter Jager – Te Aroha Ward
- Ash Tanner – Te Aroha Ward

Committees

The following Council Committees have been established:

The Corporate and Operations Committee is comprised of all the Elected Members of Council, one of whom holds the position of Chairperson. The Council has delegated all of its powers to this Committee, except those that are non-delegable under the Local Government Act 2002. Councillor Ash Tanner has been appointed as Chair of this Committee.

Te Manawhenua Forum Mo Matamata-Piako is comprised of a number of Iwi representatives and its purpose is to facilitate tangata whenua contribution to Council's decision making. Te Ao Marama Maaka has been appointed as Chair of this Committee. Mayor Jan Barnes, Deputy Mayor James Thomas, and appointed Te Manawhenua members have been confirmed as members.

The District Licensing Committee is required to consider and determine applications under the Sale and Supply of Alcohol Act 2012. Councillor Teena Cornes has been appointed as Chair with

Waharoa (Matamata) Aerodrome Committee 20 March 2017

Councillor Neil Goodger as Deputy Chair. The appointed list members are Dennis Taylor, Ross Murphy, and Councillor Neil Goodger.

The Audit & Risk Committee was recommended by the Office of the Auditor General and our auditors, Audit New Zealand. The purpose of the Audit and Risk Committee is to ensure Council has appropriate risk management and internal and financial control systems. Sir Dryden Spring has been appointed as Chair. Mayor Jan Barnes, Deputy Mayor James Thomas, Councillors Ash Tanner, Brian Hunter, James Sainsbury, Neil Goodger are appointed as Committee members.

The Hearing Commission has delegated authority to hear resource consent applications under the Resource Management Act 1991, objections under the Dog Control Act 1996 and to hear applications for fencing of swimming pools exemptions. Councillor Teena Cornes has been appointed to this commission. Councillors Adrienne Wilcock, James Sainsbury, Donna Arnold, Kevin Tappin have been appointed to this commission (subject to successful completion of the accreditation programme, Making Good Decisions)

The Waharoa (Matamata) Aerodrome Committee comprises of the Mayor, Deputy Mayor and one Council appointed member and three members appointed by the Ngati Haua Trust Board trustees. Mayor Jan Barnes and Mokoro Gillett are appointed as Co-Chairs. Deputy Mayor James Thomas, Councillor Kevin Tappin, Mike Diamond and Rangi Kaukau are appointed members.

The Chief Executive Officer Performance Committee is set up to undertake a formal review of the Chief Executive Officer's performance. Mayor Jan Barnes, Deputy Mayor James Thomas, Councillors Brian Hunter, Ash Tanner, and Teena Cornes are appointed as members of this Committee.

External Committees and Community Organisations

Council is required to appoint a representative on a number of statutory bodies as follows:

The Waikato Civil Defence Emergency Management Group Joint Committee a statutory committee formed under Civil Defence legislation. Administration support is provided by the Waikato Regional Council. The group has the role of approving policy/strategy in respect of Civil Defence planning at a regional level. Mayor Jan Barnes and Councillor Brian Hunter (alternate) are appointed to this Committee.

The Thames Valley Civil Defence Emergency Management Group a statutory committee formed under Civil Defence legislation. The group has the role of undertaking Civil Defence planning at a sub-regional level. Mayor Jan Barnes and Councillor Brian Hunter are Councils representatives on this Committee.

The Waikato Regional Council Regional Land Transport Committee is set up under transport legislation to debate regional transport policy and priorities for capital development. Local authorities each have a representative along with various sector groups (e.g. Health, Police, and Iwi). Mayor Jan Barnes and Deputy Mayor James Thomas (alternate member) are appointed to this Committee.

The Regional Triennial Agreement Forum is a forum/agreement required under the Local Government Act 2002 to encourage joint initiatives/awareness between councils with the Regional Council boundaries. Mayor Jan Barnes and Deputy Mayor James Thomas (alternate member) are appointed to this Committee.

Hauraki Gulf Forum The Hauraki Gulf Marine Park Act binds those councils who have water shed into the wider gulf area to address policy/strategy in protection of the environment. The Act provides for Council to have a representative on the Forum. Councillor Paul Cronin has been appointed to this Committee.

Waihou-Piako Catchment Sub-committee There are eight management zones in the Waikato Region and these provide the basis under which River and Catchment Services programmes are undertaken by the Waikato Regional Council. There are catchment liaison subcommittees in place for all zones. Appointments to the subcommittees are made on a three year cycle by the Waikato Regional Council, based on the council's triennial process. The representatives serve in an advisory capacity to council in relation to river and catchment programmes within the particular zone. Councillor Donna Arnold has been appointed to this Committee.

Waikato Plan Joint Committee was established to govern, lead and resource the development and recommendation to adopt the Waikato Plan to Councils within the Waikato Region. The primary objective of the Plan itself is "to contribute to the Waikato's social, economic, environmental and cultural well-being through a comprehensive and effective long-term (30 year) strategy for Waikato's growth and development". Mayor Jan Barnes and Cr Adrienne Wilcock (alternate member) are appointed to this Committee.

Local Government New Zealand: Zone 2 representatives of local government organisations from throughout the central North Island meet on a regular basis to discuss sector issues. Zone 2 incorporates 19 district, city and regional councils in the area stretching coast-to-coast from Waikato in the north to Taupo and Gisborne in the south. Mayor Jan Barnes and Deputy Mayor James Thomas (alternate member) are our Councils' representatives. All Councillors are invited as attendees.

Hauraki Rail Trail Charitable Trust has been set up by the three participating Councils to oversee the Rail Trail. The Hauraki Rail Trail Charitable trust consists of a maximum of six trustees, one appointed by each of the Matamata-Piako, Thames Coromandel and Hauraki District Councils and three by local iwi. Shaun O'Neill has been appointed as Council's Trustee.

Attachments

- A. Notification of New Waharoa (Matamata) Aerodrome Committee Member 15.11.16

Signatories

Author(s)	Niall Baker Policy Planner	
Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

Our Ref: NR - 69831 13/8184
Your Ref:
Enquiries to: Sandra Harris

15 November 2016

Ngati Haua Iwi Trust
PO Box 270
Morrinsville 3340

Dear Trustees and Committee Members

Notification of New Waharoa (Matamata) Aerodrome Committee Member

As you are probably aware we have had our local government elections, Councillor Bob McGrail who was a member of the Waharoa (Matamata) Aerodrome Committee has retired. On Wednesday 9 November Councillor Kevin Tappin was appointed as a new Committee member. The Mayor and Deputy Mayor are automatically members of this Committee under legislation and these members remain unchanged, Jan Barnes, Mayor and James Thomas, Deputy Mayor.

As required by Section 90 of the Ngati Haua Claims Settlement Act 2014 please treat this as written notice of Councillor Kevin Tappin's appointment which takes effect as of today, 15 November 2016. His contact details are as below:

Kevin Rex Tappin
4 Farmers Road, Matamata 3400
07 888 6806
tapntyme@icloud.com

If you have any questions please don't hesitate to contact me on 07 884 0060 or sharris@mpdc.govt.nz.

Regards

Sandra Harris
Acting Strategic Policy Manager

Meeting Dates And Venues for 2017

Trim No.: 1862897

Item 7.2

Executive Summary

This report is to determine and agree upon meeting dates and venues for 2017.

Recommendation

That:

1. The information be received.
2. A recommendation on meeting dates, times and locations for 2017 be provided to the Appointers for confirmation.

Content

Background

The Ngati Haua Claims Settlement Act 2014 section 91 states that "The appointers may agree how frequently the committee meets." The Appointers are the Council and the trustees of the Ngati Haua Iwi Trust.

Depending on how frequently the committee would like to meet and the nature of the Committee's work programme, staff have identified some potential meeting dates below for discussion.

It should be noted that if at any time more or less meetings are required, these can be vacated or notified as required, provided that the appropriate amount of notice is given under the Local Government Official Information and Meetings Act 1987.

Further considerations are:

- the Council's last meeting of the year is held in the second week of December, with the first meeting of the new year not until the second week of February, during this time many elected members and some Council staff are not available.

Potential meeting dates

Thursday 20 July

Thursday 23 November

Potential venues

It is suggested the Te Aroha Council Chambers be used for meetings. Use of the Te Aroha Council chambers enables convenient access to kitchen facilities and audio-visual equipment. Meetings held in another location require equipment to be transported and staff travel.

The Matamata office Boardroom is unavailable due to construction of the new Matamata-Piako Civic and Memorial Centre. There is no provision for meeting space within the temporary office and library buildings. The new facility is expected to be fully operational early in 2018.

Timing of meetings

It is recommended that the time of 10-12pm (approximately) followed by lunch be retained as the usual meeting time for the committee.

Analysis

Legal and statutory requirements

The Ngāti Hauā Claims Settlement Act 2014 section 91 states that “The appointers may agree how frequently the committee meets.”

Impact on Significance and Engagement Policy

This matter is not considered significant.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Caroline Hubbard Committee Secretary	
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Approved by	Don McLeod Chief Executive Officer	
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2017 Work Programme

Trim No.: 1862901

Item 7.3

Executive Summary

This report details the proposed work programme for the Waharoa (Matamata) Aerodrome Committee for 2017. Members are encouraged to advise of additional agenda items/topics that they wish to discuss at future meetings.

Recommendation

That:

1. The information be received.
2. Any additional agenda items/topics are advised for discussion at future meetings.

Content

Background

This report details the proposed work programme for the Waharoa (Matamata) Aerodrome Committee for 2017. This list is not complete, as issues and opportunities arise throughout the year these will be added to the agenda. Members are encouraged to advise of additional agenda items/topics that they wish to discuss at future meetings.

Meeting 1 (Monday 20 March 2017)

- Waharoa (Matamata) Aerodrome Reserve Management Plan
- Marae entranceway and parking
- Aerodrome Outline Plan
- Draft Annual Plan and associated documents
- Long Term Plan update
- Waste Minimisation Plan
- Asset Strategy and Policy update (if required)

Meeting 2 (Thursday 20 July)

- Waharoa (Matamata) Aerodrome Reserve Management Plan
- Marae entranceway and parking
- Health and Safety plan/report
- Aerodrome financial plan for 2017/18
- Long Term Plan update
- Asset Strategy and Policy update (if required)

Meeting 3 (Thursday 16 November)

- Waharoa (Matamata) Aerodrome Reserve Management Plan
- Marae entranceway and parking
- 2018 Work Programme
- Future committee meeting dates
- Long Term Plan update
- Asset Strategy and Policy update (if required)

Attachments

There are no attachments for this report.

Signatories

Author(s)	Niall Baker Policy Planner	
Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

2017/18 Annual Plan

Trim No.: 1862898

Item 7.4

Council is required to produce an Annual Plan each year with the exception of the years when a Long Term Plan is produced. The Annual Plan is council's budget for the financial year 1 July to 30 June.

The purpose of this report is to update the Committee on the budgets with a proposed total rates increase of 1.11% compared to the forecast rate increase in the Long Term Plan of 3.73%.

Recommendation

That:

1. The report be received.

Content

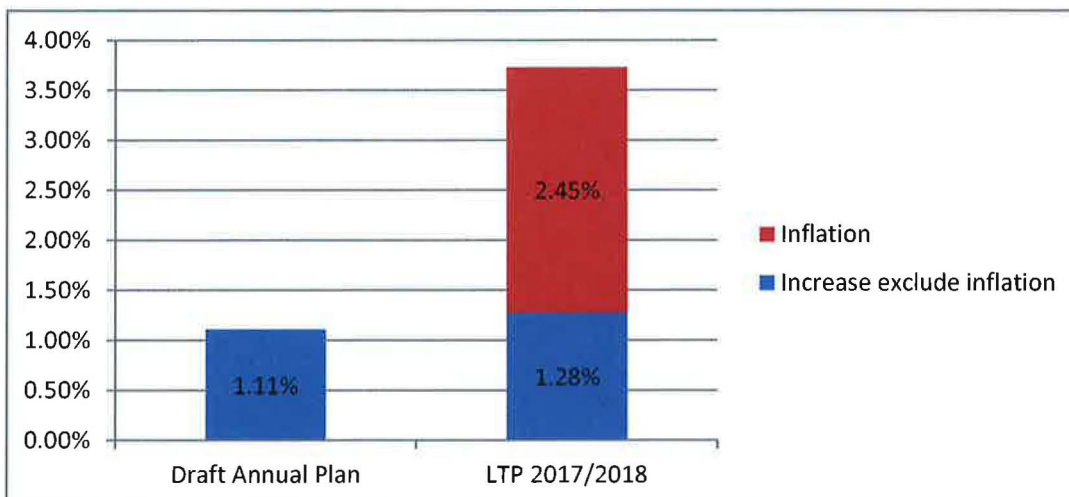
Background

Council is required to produce an Annual Plan each year with the exception of the years when a Long Term Plan (LTP) is to be produced (triennially). 2017/18 represents Year 3 of the 2015-25 LTP. The purpose of the Annual Plan is to disclose any variation from what was proposed in the LTP.

Issues

The Annual Plan budget will require additional rates of \$349,000 compared to the current financial year. This equates to a total rate increase of 1.11% on the 2016/2017 budget.

This increase compares favourably to that projected in the Long Term Plan (LTP) for the 2017/2018 financial year.








The main reason for the variance between the proposed draft Annual Plan and the LTP is that actual inflation rates have been lower than those forecast in the LTP. When the LTP was prepared we were required to include a provision for inflation to comply with generally accepted accounting practices (GAAP). The inflation rates are provided by BERL and varied depending on the activity e.g. different rates applied to water and roading activities.

The budget has been prepared on the basis:

- That inflation is not included.
- That the current levels of service will be maintained and using the best available information at the time of preparation.
- The Capital Works programmed in the LTP/Annual Plan 16/17 are included in this draft Annual Plan.
- A Total of \$3,743,300 New Capital work is planned.
- A Total of \$10,444,098 Renewals Work is planned.

Rates impacts (increases and decreases for individual example properties)

					
	Urban home	Urban home	Rural lifestyle	Commercial property	Rural dairy
Average capital value	\$280,000	\$480,000	\$540,000	\$630,000	\$3.6 mil
	(connected to all services)	(connected to all services)	(services not available)	(connected to all services with two toilets)	(services not available)
Average total rates increase 2017/18 27.5% UAGC	-1.92%	-1.15%	4.39%	-1.17%	5.42%

Risks

The budget is prepared using the best available information. There are many macro-economic factors that can impact on operating costs. The budgets that are being considered now will apply from 1 July 2017 which in itself brings long lead time risks.

Specific 17/18 risks are summarised below:

- If Council determine not to consult on the draft Annual Plan there may be some community groups who usually use the Annual Plan consultation process as an opportunity to request a grant or an increase to a grant who feel as if they have not been provided an opportunity to do this.
- Project timing and cost, whether we will be able to complete projects when scheduled.
- Water and other income is not guaranteed – our metered water is not guaranteed and is mainly contributed by six large industry providers, the loss of one of those industries would have a large impact on Councils total rate take.
- Overall revenue could be less than budgeted.
- Interest rates could potentially increase.
- The desludging trial continues at the Te Aroha Wastewater Treatment Plant. The success or otherwise of this trial is unknown at this time.
- The impact on the 2018/19 budgets and beyond and limits set in the financial strategy.
- There could be legislative changes come through over the next year that have an impact on our budgets that have not been accounted for.

Analysis

Options considered

The changes in the draft budgets (as compared to the LTP) are not considered significant with regards to the Significance and Engagement Policy or material. Therefore Council is not required to formally consult on the Annual Plan and it has resolved not to do so.

This means that the draft Annual Plan will simply be taken back to Council for adoption at a later date to be confirmed prior to 30 June 2017.

Analysis of preferred option

While no formal consultation is required, staff will prepare a communication plan for the Annual Plan which will include presenting the Annual Plan to key stakeholder groups, newspaper articles, and individual letters to grant recipients confirming our commitment for the 2017/18 financial year.

Legal and statutory requirements

Council has always previously consulted on its Annual Plan using the Special Consultative Procedure as it has been a requirement of the Local Government Act 2002 to do so.

In 2014 amendments were made to the Local Government Act 2002 changing this requirement. Section 95 of the Local Government Act 2002 now says that if the proposed Annual Plan does not include significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates then Council does not need to consult.

If Council determines there are significant or material differences from the content of the LTP then we need to produce a Consultation Document. The Consultation Document must explain identified differences, if any, between the proposed Annual Plan and what is described in the LTP. This could include;

- an explanation of any significant or material variations from the financial statements or the funding impact statement;
- a description of significant new spending proposals, the costs associated with those proposals, and how these costs will be met;
- an explanation of any proposal to substantially delay, or not proceed with, a significant project, and the financial and service delivery implications of the proposal;

If it did consult we must consult in a manner that gives effect to the requirements of section 82 which are the principles of consultation.

Impact on policy and bylaws

There is no impact on policy or bylaws.

Consistency with the Long Term Plan / Annual Plan

The Draft Annual Plan budgets are consistent with Year 3 forecasts from the Long Term Plan 2015-25, and includes changes adopted to the UAGC and project timeframes during the 2016/17 Annual Plan process.

Impact on Significance and Engagement Policy

The Significance and Engagement Policy provide guidance on how to determine significance, and the appropriate levels of engagement in proportion to the level of significance. In general, the more significant an issue is determined to be, the greater the need for community engagement.

The Policy sets out the matters which must be taken into account when assessing the degree of significance;

- there is a 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
- the likely impact on present and future interests of the community
- recognising Māori culture values and their relationship to land and water through whakapapa
- whether the proposal affects the level of service of a Significant Activity
- whether community interest is high
- whether the likely consequences are controversial
- whether community views are already known, including the community's preferences about the form of engagement
- the form of engagement used in the past for similar proposals and decisions

If Council approves the draft Budgets as presented in this report, there are no significant or material changes from the LTP.

Communication, consultation and decision making processes

The Local Government Act 2002 requires Council to enable democratic decision-making to promote its purpose *to enable democratic local decision-making and action by, and on behalf of, communities; and to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses* within a framework of accountability and prudent financial management.

Council must, in the course of the decision-making process:

- seek to identify all reasonably practicable options for the achievement of the objective of a decision;
- assess those options by considering:
 - the benefits and costs of each option in terms of the present and future interests of the district;
 - the extent to which community outcomes would be promoted or achieved in an integrated and efficient manner by each option;
 - the impact of each option on Council's capacity to meet present and future needs in relation to any statutory responsibility;
- any other matters that, in the opinion of the Council, are relevant; and
- give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter.

It is the responsibility of Council to make, in its discretion, judgments about how to achieve compliance with its decision-making obligations that is largely in proportion to the significance of the matter affected by the decision.

Timeframes

The Annual Plan 2017/18 must be adopted by 30 June 2017.

Key dates for the Annual Plan project was presented to Council 23 November.

Contribution to Community Outcomes

The Annual Plan contributes to the following Community Outcomes:

- 2 a) Our community/Iwi will be informed and have the opportunity to comment on significant issues
- 2 c) Council's decision making will be sound, visionary, and consider the different needs of our community/Iwi.

Financial Impact

i. Cost

The production of an Annual Plan has a budget of \$24,000. Last year's Annual Plan expenditure included costs of approximately \$7,000 for the printing and distribution of the Consultation Document as well as staff resources and printing associated with processing submissions and holding a hearing.

ii. Funding Source

The Annual Plan is funded from existing Strategies and Plans budgets.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Michelle Staines-Hawthorne Corporate Strategy Manager	
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Approved by	Don McLeod Chief Executive Officer	
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Long Term Plan 2018-28 - Project Update

Trim No.: 1862905

Item 7.5

Executive Summary

Council is required to prepare and adopt a Long Term Plan under the Local Government Act 2002 (LGA) every three years. This report provides overview of the Long Term Plan 2018-28 project for discussion by the Waharoa (Matamata) Aerodrome Committee (Committee).

Recommendation

That:

1. The information be received.

Content

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. The Long Term Plan is required to be updated every three years, with the last Long Term Plan being approved in 2015.

The project timeline is based on the steps followed for the 2015-25 Long Term Plan with some updates to take account of lessons learnt and best practice.

Project timeline/approach

The timeline for the project centres on key dates for completion of the draft documents in December 2017, auditing in January / February 2018 and consultation in March / April 2018. A high level timeline is set out below:

Description	Start	Finish
Demographic/Growth/Economic/Assumptions	Feb 2017	May 2017
Revaluation of Assets	Jan 2017	June 2017
Community Outcomes Review (if required)	April 2017	June 2017
Rates Structure/Financial Strategy	April 2017	June 2017 - June 2018
Activity Plans (including budgets)	April 2017	Aug/Sep 2017
Right Debate (pre-consultation)	April 2017	Aug 2017
Infrastructure and Financial Strategy	April 2017	Oct 2017
Asset Management Plan's	Feb 2017	Oct 2017
Policy Review	April 2017	Oct 2017
Council controlled organisation section	July 2017	Nov 2017
Maori participation in decision making	July 2017	Oct 2017
Budgets/ Financials/ Notes	July 2017	Dec 2017
Document development	July 2017	Dec 2017
Quality checks and administration	July 2017	Dec 2017
Communications Strategy	July 2017	Dec 2017
External Audit Process	Jan 2017	June 2017
Special Consultative Procedure	Jan 2018	June 2018

The overall project is considered to be on track.

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. Our approach with Council has been to present a 'project on a page' to try and break the project up in to manageable 'pieces' that align with the work streams for elected members that would fit together as the project progressed. The 'project on a page' is attached to this report.

Following discussions with Council and with other Council teams the Long Term Plan timeframes may change slightly, things also change throughout the project itself and timeline are adjusted accordingly where possible.

The following project steps have so far been completed:

- Initial discussion with Council on overall project and risks, community outcomes, Council vision, right debate (pre-consultation) and elected member engagement, growth projections and etc.
- Project team meetings, including agreement on budget setting timeframes for internal departments
- Update to the risk register to take into consideration the community facilities asset management database issues.

The key achievements are expanded upon below:

Community outcomes / vision

Council has directed that it wishes to review the community outcomes which are the outcomes Council seeks for its community (required by legislation). These outcomes must be disclosed in the Long-Term Plan. Council has also sought a review of its vision statement. An external facilitator (Bruce Nicholson, Morrison Low Consultants) has been engaged to facilitate a workshop on 22 February and 15 March to review the existing community outcomes and vision to assess whether they are still relevant to the community need, whether they match with their areas of focus and aspirations, and to discuss and agree a way forward.

The review of the community outcomes and vision statement are important steps in strategic direction setting.

Demographic projections

Council has commissioned Rationale consultants to update the projections they completed in 2014 in collaboration with Thames-Coromandel (TCDC) and Hauraki District (HDC) Councils. Both Councils have indicated they wish to use Rationale again.

The proposed timeline for completing this work is:

Timeframes	Task
Early February	Obtain approval to begin
Early February	Review use of projections with each Council to understand their use and incorporate any feedback.
Early February	Obtain all bespoke Statistics NZ data from TCDC and HDC. Obtain latest rating unit data for all clients.
Early to mid-February	Update models with latest Statistics NZ information, construct WDC model
Late February	Incorporate latest Statistics NZ projections, compare with previous and NIDEA projections
Early to mid-March	Circulate draft projections for review by council officers.
Late March	Present to councils

Early April

Finalise reports.

Economic data

LASS (Local Authority Shared Services) have made available Infometrics On-line economic profiles available at a discount. Infometrics, a Wellington-based Economics consultancy provides data for understanding regional and territorial local authority economies and local economic performance. Access to the online database will provide to Council shortly and the information can be made available externally. Society of Local Government Managers (SOLGM) advice is that *“Long-term planning needs an outward focus: a successful long-term plan must be grounded in an understanding of the demographic, economic, environmental and social factors that shape the world around it”*. The online economic profile will help give a picture of our local economy and economic drivers.

Council workshops and reports

Workshops have been scheduled on a number of items and Council reports will be prepared to ensure an understanding of the key issues.

Project risks

Risk management involves the identification and assessment, then avoidance, mitigation or elimination of risks. A risk register has been discussed with the Audit and Risk Committee.

Legal and statutory requirements

Council is required to adopt a Long Term Plan under the Local Government Act 2002.

The LGA Amendment Bill (No 2) may also impact on the Long Term Plan project and Council staff will be monitoring progress of this Bill and considering any impact this may have on the project.

Impact on policy and bylaws

As part of the preparation of the Long Term Plan, Activity and Asset Management Plans will be checked against Council’s key strategy 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.

Impact on significance policy

The Long Term Plan is a significant document; consultation will be undertaken with the community.

Communication, consultation and decision making processes

The Long Term Plan is subject to the special consultative process under the LGA. 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.

Consent issues

There are no consent issues.

Timeframes

The Long Term Plan must be adopted prior to 1 July 2018; a timeline is included with the Project Plan.

It is important to ensure Councillors have sufficient time to consider and review the community outcomes and vision whilst also ensuring the overall Long-Term Plan project is kept on track. The community outcomes, vision and demographic projections are building blocks to the Long-Term Plan so other work streams are dependent on completion of this work in a timely manner.

Staff will update the Committee as the project progresses.

Attachments

- A. Long Term Plan 2018-28 - The One Page Project Plan

Signatories

Author(s)	Niall Baker Policy Planner	
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Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

The Long Term Plan – putting the pieces together

Council workshop 1 February 2017

The purpose of the Long Term Plan is to describe our activities and community outcomes and provide:

- for integrated decision-making and co-ordination of our resources
- a long-term focus for our decisions and activities
- a basis for accountability to the community
- an opportunity for participation by the public our decision-making processes

Council - ongoing

- Vision
- Engagement
- Decision making

Legislative compliance – ongoing

- LGA 2002
- **LGAA (Better Local Services)**
- Local Government Rating Act
- Accounting standards <111

Revaluation of assets Jan – June

- Reval of asset classes

Infrastructure Strategy April - October

- Cover a period of at least 30 years
- outline the management of infrastructure assets, taking into account:
 - renewal or replacement of existing assets;
 - growth /decline in the demand for services;
 - increases/decreases in levels of service;
 - the need to maintain, improve or mitigate adverse effects on public health and environmental outcomes
 - the resilience of infrastructure assets in the event of natural disasters by identifying, managing and making financial provision for risks
- include indicative estimates of projected capital and operating expenditure and the following assumptions (including high levels of uncertainty and effects):
 - the life cycle of significant infrastructure assets
 - growth or decline in the demand for services
 - increases or decreases in levels of service

(Infrastructure Strategy to be completed in conjunction with Financial Strategy)

Development Contributions Policy (s102(2), 106, 101(3), 201, 202, Sch 13) May - October

- Cap ex identified to meet the increased demand from growth;
- Proportion of & reason for cap ex funded by DCs etc
- Activities to be funded
- Explanation of calculation of DCs, significant assumptions, Conditions and criteria, valuation of allotments or land, triggers, catchments, units of demand
- Range of assets DCs can be used for narrowed (core infrastructure halls, play equipment, toilets, reserves on non-residential developments)
- Additional disclosures on work funded required

LTP document Jul - Dec

- LTP document
- Consultation Document
- Drafted and finalised

Audit November (s94) Jan - June 18 TBC

- Audit AMPs & accounts
- Audit draft LTP & opinion
- Audit final LTP & opinion

Financial Strategy (s101A) April - July but checked throughout the project

- facilitate prudent financial management
 - make transparent the effect on services, rates, debt, and investments.
- The financial strategy must include
- factors that have a significant impact - population, land use & the cost of providing for change;
 - capital expenditure on network infrastructure to maintain existing levels of service
 - significant factors affecting ability to maintain levels of service and to meet additional demand;
 - quantified limits on rates, rate increases, and borrowing;
 - our ability to maintain existing levels of service and meet additional demands within those limits;
 - policy on the giving of securities for borrowing;
 - objectives for holding financial investments and equity securities and targets for returns

(Financial Strategy to be completed in conjunction with Infrastructure Strategy)

Significant Forecasting Assumptions, Growth & economic profile (Sch 10) Feb - June

- Identify the significant forecasting assumptions and risks underlying the financial estimates including:
- assumptions on the useful life of significant assets;
 - sources of funds for the replacement of significant assets;
 - identification of high levels of uncertainty; and the potential effects of that uncertainty on the financial estimates.

Business plans April - August

- identify the activities & the rationale for delivery
- identify budgets
- fees and charges reviewed
- establish overheads for the organisation

Financial Policies May-October

- Revenue and financing policy s103 – sources of funding for cap & op ex
- Investment policy s105 – mix and acquisition of investments, management and
- Liability Management Policy s104 – managing borrowing, interest rate & credit exposure & debt repayment
- Remission and postponement of rates on Maori freehold land s108
- Rates remission policy (optional) s109
- Rates postponement policy (optional) s110

Maori participation in decision making (Sch 10) July - October

Set out any steps that the local authority intends to take to foster the development of Māori capacity to contribute to our decision-making processes

Special Consultative Procedure February – June 2018

- Distribution of consultation document
- Consultation
- Hearing
- Adoption of LTP

Communications Strategy July - December

- The right tools?
- The right audience?
- The right messages?

Quality checks – ongoing

- Consistency and quality of documents

Community Outcomes sch10 Feb - June

- Review against purpose of LG
- Description in the LTP the community outcomes

The Right Debate April - Aug

- Key issues
- Communication plan
- Consultation
- Consideration of responses

Activity group review Feb - May

- What activities have we identified?
- Templates

Rates structure review – Feb-March

- How do we structure our rates
- Any changes contemplated?
- Compliance with Rating Act?

Asset management plans and activity plans (Sch 10) Feb - September

- identify the activities within the group of activities (including mandatory groups) & the rationale for delivery of the activities(including the community outcomes to which the group of activities primarily contributes)
- outline any significant negative effects
- identify the amount of capital expenditure budgeted to
 - meet additional demand for an activity
 - improve the level of service
 - replace existing assets
- include a statement of service provision with performance measures (including mandatory PMs), targets, changes to levels of service and reasons for material changes in cost of service
- include a funding impact statement for each group of activities
- identify any variations between the LTP and our assessment of water/sanitary services and waste management plans
- fees and charges reviewed

Significance and engagement policy review (s76AA, Sch10) May – October [regional policy template]

- general approach to determining the significance of proposals
- criteria, procedures used in assessing significance
- how we will respond to community preferences about engagement on decisions relating to specific issues, assets
- how we engage with communities on other matters.
- list strategic assets
- Include a summary in the LTP

Financial Statements July - December

- Forecast Financial Statements (Sch 10) – previous and next 10yrs
- Balanced Budget Statement (revenue = expenses) (s100 & Sch 10)
- Funding Impact statement – sources, amounts & application of funds, detail of rates (Sch 10)
- Reserve Funds - Purpose, activities and balances (Sch 10)

Council controlled organisations (Sch 10) July - October

- Name the CCO and any subsidiary
- Identify the local authority's significant policies and objectives in relation to ownership and control of the CCO
- Identify the nature and scope of the activities to be provided by the CCO
- Identify the performance targets & measures by which performance is to be judged.

Easter Trading Policy, Bylaw Reviews, Fees and Charges

Trim No.: 1863428

Item 7.6

Executive Summary

Council will be shortly consulting on an Easter Trading Policy, Fees and Charges 2017/18 and several bylaw reviews. This report seeks to advise the Te Manawhenua Forum Mo Matamata-Piako (Forum) of the consultation. The Forum may wish to make a submission on the proposals.

Recommendation

That:

1. The information be received.

Content

Background

A summary of the consultation information is attached.

Communication, consultation and decision making processes

Consultation will open on 22 March with publications in the Matamata Chronicle and Piako Post newspapers. Consultation will close on 26 April with a hearing scheduled for 17 May 2017.

During the consultation period the statements of proposals and draft documents will be available on the Council website and at Council offices and libraries.

Attachments

- A. Newspaper Advertisement

Signatories

Author(s)	Michelle Staines-Hawthorne Corporate Strategy Manager	
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Approved by	Don McLeod Chief Executive Officer	
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SHOULD SHOPS OPEN ON EASTER SUNDAY?

Easter Trading Policy

At the moment the majority of shops are not allowed to open on Easter Sunday.

Central Government has recently given Matamata Piako District Council the power to determine if shops in their district can open on Easter Sunday.

This doesn't mean they have to open but lets them open if they want to. It's also important to note that employees cannot be forced to work on Easter Sunday if the shop chooses to open.

Council is proposing to allow shops to open on Easter Sunday if they wish throughout the entire Matamata Piako District to help promote economic development and to give individual shops the choice.

We are really interested to hear whether you think Council should allow shops to open on Easter Sunday or not.
mpdc.govt.nz/haveyoursay

This policy would take effect from Easter 2018.



Bylaws

We are seeking feedback on five bylaws which are under review.



Land Transport – this covers parking, road and footpath requirements and sets speed limits. It is proposed to introduce a 40 km/h variable speed limit at Firth Primary, Matamata Intermediate and Matamata Christian School and extend the 70 km/h speed limit on Hinuera Road (away from the state highway and school by approximately 100m). It is also proposed to clarify the requirements for accessible parking.

Solid Waste – this provides for collection and disposal of waste in an efficient and cost effective manner. We propose to adopt a new Waikato and Bay of Plenty regional bylaw template for consistency with other councils.

Stormwater – this manages stormwater to protect people, property and the environment from flooding and erosion. It is proposed to make some minor changes to definitions and clauses for improved validity and readability (e.g. to make reference to Council's Development Manual).

Wastewater – this manages wastewater drainage from both domestic and trade premises into the wastewater system. We intend to make changes to bylaw definitions and clauses to update references and improve validity. Clauses dealing with building over sewer pipes have been amended and consolidated.

Water – this enables Council to provide water to the community. We propose to make some minor changes to update definitions, references, and improve validity of the bylaw.

We are not proposing major changes to these bylaws as we feel they are currently working well. However please check out what the bylaws say and let us know what you think.

Fees and Charges

Each year Council reviews its fees and charges; these cover everything from swimming pool entry fees to resource and building consent fees and everything in between. The majority of the proposed fees and charges for 2017/18 have either remained the same or have increased by inflation.

There are however a few exceptions so we encourage you to have a look at the full document and give us any feedback.

How to find out more and make a submission

The easiest way to make a submission is to visit our website mpdc.govt.nz/haveyoursay and fill out a submission form. Alternatively you can pop into any Council office or library and pick up a submission form, fill it out and drop it back into a Council office.

Visit our website mpdc.govt.nz or call us on 07 884 0060 for more information.

Your submission on any of these documents needs to be received by 5pm, 26 April 2017.

Annual Plan 2017/18

We are not consulting on the Annual Plan this year because we are not proposing any significant changes from what we planned in the Long Term Plan. We consulted extensively on the Long Term Plan with the community before it was put in place. However, we still want to keep our community informed on what our plans are for the next year.

► Major projects in 2017/18

Three major projects we have planned are still going ahead:






- Matamata-Piako Civic and Memorial Centre
- Morrinsville River Walkway project
- Te Aroha to Matamata cycleway extension



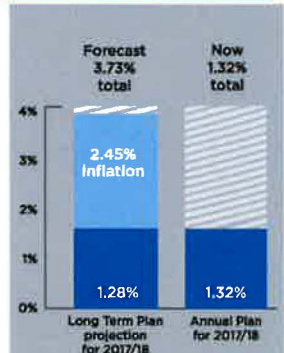
How much will my rates be?

The total rates increase will be 1.32% compared to the 2016/17 year. However this will affect different property types to varying degrees. In our Long Term Plan, rates were originally forecast to increase by 3.73% in 2017/18. In 2017/18 we will see a reduction in costs of providing specific services such as water and wastewater so this will be passed on to properties that pay for those services. On the other hand, larger projects such as the three detailed above are paid for by all properties so properties that are not on mains water and wastewater may see an increase in rates.

Below are examples of different types of rate payers throughout the district. Please note these are for 'average' property values and may not reflect your particular situation.

	Capital Value	2016/17 Rates		2017/18 Rates
Urban home 	\$225,000	\$2,111	-2.05%	\$2,068
	\$280,000	\$2,179	-1.80%	\$2,139
	\$450,000	\$2,388	-1.10%	\$2,361
Rural lifestyle 	\$430,000	\$1,112	4.53%	\$1,162
	\$540,000	\$1,247	4.70%	\$1,306
	\$865,000	\$1,646	5.05%	\$1,729
Commercial 	\$500,000	\$3,758	-1.37%	\$3,707
	\$630,000	\$3,918	-1.06%	\$3,876
	\$1.0 million	\$4,373	-0.31%	\$4,359
Rural pastoral 	\$1.9 million	\$2,918	5.52%	\$3,079
	\$2.4 million	\$3,533	5.82%	\$3,732
	\$3.8 million	\$5,254	5.29%	\$5,558
Rural dairy 	\$2.9 million	\$4,147	5.70%	\$4,384
	\$3.6 million	\$5,008	5.77%	\$5,297
	\$5.8 million	\$7,712	5.90%	\$8,167

Total rates increase for 2017/18



Total rates increase for 2017/18 will be 1.32%

If you have any questions please don't hesitate to contact Council as below or pop into your nearest office

Update on Hangars

Trim No.: 1862935

Item 8.1

Executive Summary

Recent demand for additional hangars has raised concerns from users about the best locations for future hangars. Options were discussed at the meeting on 22 July 2016. Council staff will present an update on the situation, options and issues.

Recommendation

That:

1. The report be received;
2. The Committee recommends that Council lifts the embargo on hangars to provide for additional hangars on suitable sites within the current Hangar Area;
3. Council staff to write to the Gliding Club to encourage them to relocate the lean-to structure to the other side of their hangar to enable an additional hangar to be sited next to the Gliding Club's hangar.
4. Council staff to investigate and report back on hangar development models at Tauranga Airport and Whitianga.
5. The Committee recommends that Council authorises Council staff to develop concept plans for future hangar provision along Jagger Road.

Content

Background

Recent demand for hangar development at the aerodrome has raised concerns from users about the best locations for future hangars. Planning and development options were discussed at the meeting on 22 July 2016.

On the 22 July 2016 the Committee decided that: "An Outline Plan be commenced to address the present hangar options."

A workshop to discuss hangar issues was held in Te Aroha on 9 March 2017. The report summarises the outcomes from the workshop discussion and makes formal recommendations to Council.

Workshop discussions

Council's Parks and Facilities Planner provided a brief overview of the development planning issues and options.

Council's Community Facilities Operations Manager provided an update on the User Group's most recent position regarding hangar development.

An additional hangar could potentially be accommodated within the current Hangar Area subject to the relocation of a lean-to structure at the Gliding Club hangar. This proposal hinges on the goodwill of the Gliding Club to relocate the lean-to structure.

The majority view was that the Gliding Club should be encouraged to relocate the lean-to structure and that an additional hangar should be allowed in the available space as this will allow for immediate hangar demand within the current area and would not impact on aerodrome operations or the area used as an apron. Council staff were requested to write to the Gliding Club and seek commitment from the Club to relocate the lean-to structure. The Committee felt that waiving one year's rental for the lean-to structure may be an appropriate incentive for the Club.

Staff believe that the Gliding Club may react unfavourably to the suggestion if the Club incurs any costs for the change.

The majority view was that the moratorium on further hangars should be lifted in order to accommodate the additional hangar. It was also acknowledged that a longer-term solution needs to be clear to cope with future hangar demand.

Longer-term it was felt that Jagger Road would be the best location for future hangar development. The general view was that Council would be best placed to develop concept plans for future development which could then be discussed in more detail by the Committee Council and other stakeholders. The concept development plans could potentially be refined and either form part of an Outline Plan or be incorporated in the Reserve Management Plan.

Staff were requested to investigate hangar development models at Tauranga and Whitianga airports and to report back to the Committee in future.

Clarification was sought about hangar lease arrangements. A separate report is included in the Agenda.

Recommendation

Recommendations were drafted to be brought to the Committee meeting for approval.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Mark Naude Parks and Facilities Planner	
	Bruce Langlands Facilities Operations Manager	

Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Reserve Mangement Plan Update

Trim No.: 1862920

Item 8.2

Executive Summary

At the 28 August 2015 meeting of the Waharoa (Matamata) Aerodrome Committee it was decided that as there are three sections to the reserve Management Plan, one section should be discussed at each of the three Committee meetings, to assist with identifying concerns/ideas prior to the formal review of the plan. Following an overview of Part 3 of the existing management plan at the July 2016 Committee meeting, it was agreed that a Committee workshop should be held to discuss issues in more detail.

A Workshop was held on 19 September 2016. The structure of the management plan was discussed. Issues for potential addition and updating were identified as well as issues that require further investigation. It was agreed to set up a Technical Working Group, comprising staff from Matamata-Piako District Council and Ngāti Hauā Iwi Trust.

The report presents an update on progress with the reserve management plan review process.

Recommendation

That:

1. **The report be received.**

Content

Background

The Ngati Haua Claims Settlement Act 2014 empowers the Committee to “perform the functions of the administering body” under Section 41 of the Reserves Act 1977 “in relation to any review of the Reserve Management Plan (except for the functions of initiating any review or approving any management plan), which remain functions of the Council unless delegated to the committee”. A report on the management plan review process was provided to the Committee in May 2015.

At the 28 August 2015 meeting of the Waharoa (Matamata) Aerodrome Committee it was decided that as there are three sections to the reserve Management Plan, one section should be discussed at each of the three Committee meetings, to assist with identifying concerns/ideas prior to the formal review of the plan.

Following an overview of Part 3 of the existing management plan at the July 2016 Committee meeting, it was agreed that a Committee workshop should be held to discuss issues in more detail.

Update

A Workshop was held in Matamata on 19 September 2016. The structure of the management plan was discussed. Issues for potential addition and updating were identified as well as issues that require further investigation. A summary of the workshop discussions was subsequently distributed by e-mail.

At the Workshop it was also agreed to set up a Technical Working Group, comprising staff from Matamata-Piako District Council and Ngāti Hauā Iwi Trust.

It was suggested that the Technical Working Group could draft sections of the revised management plan document that could be brought back to the Committee and Council for further discussion and refinement prior to wider public consultation.

It was confirmed at the Workshop that the Committee would prefer to have a draft management plan document available prior to a formal consultation process with the wider community (i.e. 'consultation on draft' rather than 'pre-draft').

The Technical Working Party met in Te Aroha on 25 November 2016. Notes from the Committee Workshop were reviewed and actions allocated between Ngāti Hauā Iwi Trust and Council staff. It was suggested that the Technical Working Party should meet periodically to review progress prior to the next Committee meeting. A second meeting of the working party took place in Morrinsville on 20 January 2017. It was suggested that a workshop be held in February 2017 with the committee to discuss development planning as well as objectives and policies for the management plan. These are seen as the most significant areas to address in the revised management plan. The other proposed changes to the document are less complex.

The February workshop was postponed and a workshop about future hangar development was held on 9 March 2017. A separate report from this workshop is included in the Agenda. A workshop about draft objectives and policies is still to be held.

In November 2016 it was envisioned that the full draft document could potentially be brought back in July 2017 for the Committee to recommend to Council. This timeframe has needed to be adjusted because (a) there was no Committee meeting in December 2016, (b) there have been staffing changes at the Trust which has affected the Technical Working Party and (c) Council staff have had limited ability to progress with the management plan due to other commitments including work in preparation for the next Long Term Plan. It may still be possible to have the draft management plan available for public consultation towards the end of the 2017 calendar year however this will depend on priorities and available resources.

Once approved for consultation by Council public consultation on the draft can commence.

Issues around signage and logos were briefly discussed at the Technical Working Group. Staff will discuss options for potentially addressing these issues outside of the reserve management plan process.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Mark Naude Parks and Facilities Planner	
Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Marae Entrance, Parking Arrangements & Underpass

Trim No.: 1863431

Item 8.3

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 meeting committee members requested the staff further investigate option 1 - Parking on the north side of the proposed access road and as an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed at the meeting that the option of shifting the power pole next to the entrance way should be investigated and prioritising 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.

At the meeting on 1 April 2016 this matter was discussed again, also in April the Ngati Haua Iwi Trust made a submission to the Council's Annual Plan process requesting funding for the upgrade of the entranceway and parking, however at a hearing on 18 May 2016 Council decided to not put any funding towards this project at this time. Council staff have suggested other funding options to Ngati Haua Iwi Trust to consider making applications to. At the meeting in April 2016 Gary Thomson, Te Kaiwhakarite from Community Waikato also attended to assist with questions and discuss resources and support available in regards to funding opportunities.

Recommendation

That:

1. The information be received.

Content

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 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 traffic to enter 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.

Issues

At the August 2015 meeting committee members requested the staff further investigate option 1 - Parking on the north side of the proposed access road and as an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed at the meeting that the option of shifting the power pole next to the entrance way should be investigated and prioritising 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).

Analysis

Options considered

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

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.

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.

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.

Financial Impact

i. Cost

Estimated costs for the preferred option have been summarised below excluding GST. It should be noted that these estimates were prepared in 2015 and may now be out of date.

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

Item	Description	Unit	Qty	Rate	Amount
5.0	Site Clearance				
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

Waharoa (Matamata) Aerodrome Committee
20 March 2017

Item 8.3

	Relocate the existing fence as indicated on the drawing	m	80	25.00	2000.00
6.0	Earthworks				
6.1	Excavation for the parking area and entranceway. Cut to waste.	m ³	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 ³	15	20.00	300.00
7.0	Pavement Construction				
7.1	Supply, spread and compact granular material of CBR >=10	m ³	154	45.00	6930.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m ³	110	100.00	11000.00
8.0	Sealing				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m ²	70	10.00	700.00
8.2	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m ²	665	3.00	1995.00
9.0	Other Services				
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
Improvements to Marae Entrance (excluding GST)					55,792.50

Staging the project Stage 1 – vehicle entrance

Item	Description	Unit	Qty	Rate	Amount
5.0	Site Clearance				
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
6.0	Earthworks				
6.1	Excavation for the entranceway. Cut to waste.	m ³	74	20.00	1480.00
7.0	Pavement Construction				

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7.1	Supply, spread and compact granular material of CBR >=10	m ³	42	70.00	2940.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m ³	32	120.00	3840.00
8.0	Sealing				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m ²	210	15.00	3150.00
9.0	Other Services				
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
Improvements to Marae Entrance (excluding GST)					38,676.00

Staging the project Stage 2 – parking

Item	Description	Unit	Qty	Rate	Amount
5.0	Site Clearance				
5.1	Clearing and grubbing	LS	1	1000.00	1000.00
6.0	Earthworks				
6.1	Excavation for the parking area and entranceway. Cut to waste.	m ³	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 ³	10	20.00	200.00
7.0	Pavement Construction				
7.1	Supply, spread and compact granular material of CBR >=10	m ³	111	70.00	7770.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m ³	83	120.00	9960.00
8.0	Sealing				
8.1	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m ²	555	3.00	1665.00
9.0	Other Services				
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

Construction of Additional Parking Space (excluding GST)	28,077.50
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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.

It is anticipated that Council will consult on its Long Term Plan budgets in March 2018 – further details are set out in a separate report to the Committee, the Ngāti Haua Iwi trust may wish to consider making an submission to this process for funding.

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>

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Attachments

There are no attachments for this report.

Signatories

Author(s)	Mark Naude Parks and Facilities Planner	
	Michelle Staines-Hawthorne Corporate Strategy Manager	

Approved by	Fiona Vessey Group Manager Service Delivery	
	Don McLeod Chief Executive Officer	