

Corporate and Operations Committee

Open Agenda



Notice is hereby given that an ordinary meeting of the Corporate and Operations Committee will be held on:

Date: Wednesday 7 March 2018
Time: 10.30am
Venue: Council Chambers
35 Kenrick Street
TE AROHA

Membership

Mayor

Jan Barnes, JP

Councillors

Donna Arnold
Teena Cornes
Paul Cronin
Neil Goodger
Brian Hunter
Peter Jager

James Sainsbury
Ash Tanner
Kevin Tappin
James Thomas, JP
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1 Meeting Opening

2 Present

3 Apologies

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

4 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.

5 Confirmation of minutes

Minutes, as circulated, of the Ordinary Meeting of the Corporate and Operations Committee, held on 22 November 2017

Draft Development Contributions Policy and Statement of Proposal

Trim No.: 1970477

Executive Summary

The purpose of the report is to present the draft Development Contributions Policy and associated Statement of Proposal for approval by Council for public consultation purposes, a copy of which has been circulated separately to this report.

Council staff have reviewed the current DC Policy alongside the Long Term Plan 2018-28 (LTP) and this has been discussed by Council through a series of workshops and meetings.

Development Contributions are charges paid towards Council-funded infrastructure required as a result of growth in development and new households. The charges are based on the cost of providing these services to new developments and ensure these costs are fairly attributed.

Every new development that connects into Council's infrastructure services places a demand on those services. Infrastructure services include roading, water, wastewater, and stormwater. Development Contributions make sure that the cost of providing the infrastructure to support growth is paid by those who created the need for the additional infrastructure. Council meets the cost of maintaining existing levels of service to ratepayers, while the cost of additional services is funded by those creating the demand.

It is proposed to release the DC for public consultation on 28 March 2018. The consultation period for submissions will run through to 29 April 2018. Hearings of submissions are scheduled to occur on 16 May (and 17 May if required). The final adoption of the Development Contributions Policy is scheduled to occur on 27 June 2018.

Recommendation

That:

1. The information be received;
2. Council adopts the draft Development Contributions Policy and Statement of Proposal for public consultation purposes and proceed through the special consultative process in accordance with the Local Government Act 2002; and
3. Council resolves that using this process will give effect 82 to the 'Principles of consultation' set out in section 82 of the Local Government Act 2002.

Content

Background

In general, rates fund the cost of existing infrastructure – the roads, water and waste water infrastructure, parks and community facilities our ratepayers enjoy. However, Council will also need to provide infrastructure for forecast growth.

Development Contributions fund the growth component – the extra infrastructure, services and amenities that new developments require. Council funds those costs in the interim but under the Development Contributions Policy, expects to recover these costs through Development Contributions.

Development Contributions can only be charged to fund the portion of new infrastructure that is related to growth. They cannot be used to fund:

- non-growth related level of service or infrastructure quality upgrades;
- maintenance;
- renewal of infrastructure; or
- infrastructure operating and operational costs such as salaries and overheads¹.

Development Contributions are set under the Local Government Act 2002 (LGA). They cannot be spent to achieve a purpose for which they were not collected – for example Water Development Contributions must be spent on growth related projects for water infrastructure.

Development contributions cannot be charged if, and to the extent that, infrastructure is provided by the developer, funded by a third party is or is being funded through Resource Management Act 1991 (RMA) financial contributions².

Issues

Development Contributions help fund growth

Council's current DC Policy came into force on 1 July 2015 (although they have been used by Council as a funding tool since 2004). It affects most people and companies developing new residential, commercial or industrial land and buildings. The Development Contributions Policy ensures that those who create the need for this infrastructure and directly benefit from Council providing infrastructure capacity are those who pay for it. Development Contributions are paid on

¹ LGA02 section 204 specifically prohibits this

² LGA02 section 200

any subdivision and non-residential development that generates additional demand on infrastructure services as calculated under the Development Contributions Policy. This includes extensions to existing commercial buildings which create additional floor space, as well as new developments, subdivisions, and houses.

When Development Contribution can be charged

There are four stages where Council may require that a DC is paid:

- When a subdivision or land use consent is approved
- Where a certificate of acceptance is issued under the Building Act 2004
- When a Code of Compliance Certificate is issued for a building consent
- When authorisation is given for a network connection to a service such as water or wastewater

Special Circumstances

Some development may place demand on Council's infrastructure that is greater or lesser than that taken into account when the methodology of the DC Policy was devised. In these cases the DC Policy makes provision for Council will undertake specific assessments, and may enter into individual arrangements with a developer for the provision of particular infrastructure to meet the special needs of a development.

Catchment areas

The catchment areas are the three electoral wards. The LGA allows Council to group together certain developments by geographic area or categories of land use however grouping across the whole district is to be avoided where practical. Council has provided direction that Ward catchments are appropriate.

Analysis

Options considered

The two options Council has are:

Option 1: Adopt the draft policy for public consultation.

If the Policy is adopted at this meeting then officers can proceed to publicly notify the document on 26 March 2018. The scheduled submission period, public engagement events, hearings and deliberations would continue as scheduled.

Option 2: Delay the adoption of the Policy and provide specific direction to officers on the changes required to the current version.

It is suggested that Option 2 would be appropriate if Council considers that there needs to be fundamental changes to the Policy. Delaying the adoption and public notification of the policy would potentially mean adjusting the timeframes for the scheduled submission period, public engagement events, hearings and deliberations.

Depending on the length of delay it has potential to compromise the ability of Council to adopt the policy (final) by the scheduled date of 30 June 2018.

Analysis of preferred option

Legal and statutory requirements

Section 106 Policy on development contributions or financial contributions

- (1) *In this section, financial contributions has the meaning given to it by section 108(9) of the Resource Management Act 1991.*
- (2) *A policy adopted under [section 102(1)] must, in relation to the purposes for which development contributions or financial contributions may be required,—*
- (a) summarise and explain the [total cost of capital expenditure] identified in the long-term ... plan [, or identified under clause 1(2) of Schedule 13] that the local authority expects to incur to meet the increased demand for community facilities resulting from growth; and*
 - (b) state the proportion of that [total cost of capital expenditure] that will be funded by—*
 - (i) development contributions:*
 - (ii) financial contributions:*
 - (iii) other sources of funding; and*
 - (c) explain, in terms of the matters required to be considered under section 101(3), why the local authority has determined to use these funding sources to meet the expected [total cost of capital expenditure] referred to in paragraph (a); and*
 - (d) identify separately each activity or group of activities for which a development contribution or a financial contribution will be required and, in relation to each activity or group of activities, specify the total amount of funding to be sought by development contributions or financial contributions; and*
 - (e) if development contributions will be required, comply with the requirements set out in [sections 201 to 202A]-201 to 202A]; and*
 - (f) if financial contributions will be required, summarise the provisions that relate to financial contributions in the district plan or regional plan prepared under the Resource Management Act 1991.*
- (2A) *This section does not prevent a local authority from calculating development contributions over the capacity life of assets or groups of assets for which development contributions are required, so long as—*
- (a) the assets that have a capacity life extending beyond the period covered by the territorial authority's long-term plan are identified in the development contributions policy; and*
 - (b) development contributions per unit of demand do not exceed the maximum amount allowed by section 203.]*
- (2B) *Subject to subsection (2C), a development contribution provided for in a development contributions policy may be increased under the authority of this subsection without consultation, formality, or a review of the development contributions policy.]*
- (2C) *A development contribution may be increased under subsection (2B) only if—*
- (a) the increase does not exceed the result of multiplying together—*
 - (i) the rate of increase (if any), in the Producers Price Index Outputs for Construction provided by Statistics New Zealand since the development contribution was last set or increased; and*
 - (ii) the proportion of the total costs of capital expenditure to which the development contribution will be applied that does not relate to interest and other financing costs; and*
 - (b) before any increase takes effect, the territorial authority makes publicly available information setting out—*
 - (i) the amount of the newly adjusted development contribution; and*
 - (ii) how the increase complies with the requirements of paragraph (a).]*

- (3) *If development contributions are required, the local authority must keep available for public inspection the full methodology that demonstrates how the calculations for those contributions were made.*
- (4) *If financial contributions are required, the local authority must keep available for public inspection the provisions of the district plan or regional plan prepared under the Resource Management Act 1991 that relate to financial contributions.*
- (5) *The places within its district or region at which the local authority must keep the information specified in subsections (3) and (4) available for public inspection are—*
 - (a) *the principal public office of the local authority; and*
 - (b) *such other places within its district or region as the local authority considers necessary in order to provide members of the public with reasonable access to the methodology, provisions, or plan.*
- (6) *A policy adopted under section 102(1) must be reviewed at least once every 3 years using a consultation process that gives effect to the requirements of section 82.*

Impact on policy and bylaws

If Council wishes to change the Development Contributions Policy it will be altering a fundamental policy of Council that could have financial implications for Council in the draft LTP.

Consistency with the Long Term Plan / Annual Plan

Any changes to the use of Development Contributions to fund growth will require flow on amendments to the draft LTP and Consultation Document (where under legislation Council will need to highlight a change to its funding policy).

Impact on significance policy

The issue of development contributions is significant and has implications for Council's financial sustainability, the affordability of rates and costs for the development community.

Communication, consultation and decision making processes

A communications/consultation plan was discussed with Council at a workshop on 21 February 2018. The communications plan includes a mixture of communication methods, including: print, individual/targeted communications, local television, online, displays, face to face (e.g. market days) and phone submissions.

It is proposed to undertake consultation in accordance with the section 82 principles of consultation (providing information, allowing affected people to present feedback to Council, being clear on the purpose of the consultation/scope of decisions to be made, Council having an open mind/giving due consideration to views, and providing clear records of decisions). It is proposed to consult on the development contributions policy alongside the Long-Term Plan consultation document and other policies.

Where Council is required to consult in accordance with, or using a process or a manner that gives effect to, the requirements of section 82 it must make the following publicly available:

- the proposal and the reasons for the proposal; and
- an analysis of the reasonably practicable options, including the proposal, identified under section 77(1); and

- if a plan or policy or similar document is proposed to be adopted, a draft of the proposed plan, policy, or other document; and
- if a plan or policy or similar document is proposed to be amended, details of the proposed changes to the plan, policy, or other document.

Under section 77(1) of the LGA Council must, in the course of the decision-making process seek to identify all reasonably practicable options, assess the options in terms of their advantages and disadvantages. The 'statement of proposal' sets out the proposal, the reasons for development contributions and a discussion of the possible options Council has available.

The full draft development contributions policy will also be made publicly available at Council offices, libraries and website.

Consent issues

Development Contributions are triggered by Council consent processes. There are no other consent issues.

Timeframes

The timeframes proposed are as follows:

Process	Start	Finish
Policy approved for consultation (and supporting information)	7 March 2018	7 March 2018
Submissions open	28 March 2018	29 April 2018
Hearing	16 May 2018 (17 May if required)	16 May 2018 (17 May if required)
Council adopt final Policy	27 June 2018	27 June 2018
Policy in force	1 July 2018	30 June 2021

Contribution to Community Outcomes

The development contributions policy contributes to the following community outcomes which Council has set for its Long-Term Plan 2018-28:

- Our future planning enables sustainable growth in our district
- We are business friendly council
- Quality infrastructure is provided to support community wellbeing.
- Infrastructure and services are fit for purpose and affordable, now and in the future.

Financial Impact

i. Cost

The costs of the administering, reviewing and consulting on the Development Contributions Policy are covered through existing Long Term Plan budgets.

ii. Funding Source

Not applicable.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Niall Baker Acting Senior Policy Planner	
	Michelle Staines-Hawthorne Corporate Strategy Manager	

Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

CCO Monitoring - WRAL 6 Monthly and Statement Of Intent

Trim No.: 1982182

Executive Summary

Waikato Regional Airport Limited (WRAL) is a CCO owned by five Waikato councils, with Matamata-Piako's shareholding at 15.6%.

Council controlled organisations are required (subject to certain exemptions) by the Local Government Act 2002 to prepare and publish an annual statement of intent, and produce a half yearly report for shareholders on the entity's operations during the half year.

The purpose of this report is to present to the Council, WRAL's six-monthly report to December 2017, and to seek Council feedback on the draft WRAL Statement of Intent for 2018/19.

Recommendation

That:

1. **The report is received.**
2. **Council receives the Waikato regional Airport Limited six-monthly report to December 2017, and**
3. **Council considers providing feedback on the Waikato Regional Airport Limited 2018/19 Draft Statement of Intent**

Content

Background

The core purpose of WRAL is to enable air services to the region, operating a first class, safe and compliant regional airport, and strategic positioning of the business to enhance capital value.

Six-monthly report

WRAL considers that in the first six months trading the financial performance was acceptable, an overview is provided by the WRAL chair in the report.

The six month report provides an overview of financial performance against KPIs in the current Statement of Intent. However it does not disclose how the company is tracking against the following non-financial performances measures

- Health & Safety
 - Facilitate Health & Safety meetings every 2 months with representatives from each company department
 - Zero Work Safe notifiable accidents/injuries (the Chair has indicated there were none as part of the overview)
 - Implement the company's Health & Safety framework to align with the requirements of the Health and Safety at Work Act 2015 and independently review and audit the system each year.
- Operational Compliance

- To achieve the Airport Certification Standards as required by the Civil Aviation Authority and as evidenced by Civil Aviation Authority audit reports
- Ensure airport is operationally available for all scheduled passenger services (except for uncontrollable events)
- Facilitate noise management meetings every 4 months in accordance with the Noise Management Plan
- Customer Satisfaction
 - Collect, document and act (where viable) on customer feedback forms to continuously monitor and improve the customer experience. Maintain a database to ensure recurring negative feedback is promptly acted upon

2016/17 Draft Statement of Intent

The Draft Statement of Intent outlines the proposed work plan for 2016/17 and the Board's accountabilities to the shareholder for corporate performance. The core purpose of WRAL is to enable air services to the region, to operate a first class, safe and compliant regional airport and to position itself to enhance capital value.

The objectives as outlined in the Draft Statement of Intent are to:

- Operate an efficient and compliant airport;
- Enhance the traveller experience;
- Maintain a viable aeronautical business;
- Maximise revenue diversification through non-aeronautical business opportunities.

Issues

The Draft Statement of Intent outlines the key strategic activities for the company and KPIs for the period. Council may wish to seek further clarification and explanation with aspects of the forecasts and discuss further with the Board prior to accepting the Statement of Intent.

Analysis

Options considered

Accept the Six Month Report and Statement of Intent as prepared by WRAL

OR

Provide feedback on the Six Month Report and Draft Statement of Intent relating to matters of concern to the Council.

Analysis of preferred option

There is no preferred option.

Legal and statutory requirements

The LGA 2002 requires a CCO to prepare and publish an annual statement of intent. The Statement of Intent must be agreed upon with the parent local authority. The local authority has two months from receiving the proposed SOI, to respond to the CCO with feedback. Council received the WRAL SOI on 23 February, and feedback is due back by 1 May 2016.

Impact on policy and bylaws

No impact.

Consistency with the Long Term Plan / Annual Plan

Waikato Regional Airport Limited has performance measures outlined in the 2015-25 Long Term Plan. This report is consistent with the Long Term Plan.

Impact on Significance and Engagement Policy

No impact

Communication, consultation and decision making processes

A CCO is required to consult with its shareholders on its Draft Statement of Intent. This report seeks feedback from Matamata-Piako District Council, as one of the WRAL shareholders, on the WRAL Draft Statement of Intent.

Consent issues

There are no consent issues.

Timeframes

Council is required to provide feedback on the Statement of Intent within two months of receiving it. This means that feedback on the WRAL Statement of Intent is due 1 May.

Contribution to Community Outcomes

Growth and development

Council will provide essential infrastructure to meet the needs of our community now and in the future.

Financial Impact

i. Cost

There is no financial impact.

ii. **Funding Source**

The current and proposed activities of WRAL are fully funded by the participating local authorities, within existing budgets.

Attachments

- A. WRAL six month report
- B. WRAL Draft Statement of Intent

Signatories

Author(s)	Michelle Staines-Hawthorne Corporate Strategy Manager	
Approved by	Manaia Te Wiata Group Manager Business Support	
	Don McLeod Chief Executive Officer	

Roading Procurement Strategy

Trim No.: 1981696

Executive Summary

This Procurement Strategy deals with how Council will manage roading related procurement (particularly high value, long term or high risk contracts) in a sensible, prudent, efficient and transparent manner. Upon adoption from Council this document will be supplied to NZ Transport Agency for endorsement. The document needs to have NZ Transport Agency endorsement to allow Council to receive Land Transport funds.

The outcomes, principles, policies and rules guiding procurement decision making are all related in this Strategy for the purchasing of goods or services. The manual also outlines the preferred supplier selection methods and the delivery models.

To maintain the strategy as a live document it will be reviewed at least every three years.

Recommendation

That:

- Council adopt this Roding Procurement Strategy to enable access to Land Transport Funds and to safeguard the cost of effective and efficient procurement of works, goods and services.**

Content

Background

The Council's original Procurement Strategy was produced in 2010 and the separate Roding Procurement Strategy approved by NZTA was approved in 2011.

Both strategies were reviewed in 2013 and as the originals were in substantially different formats, the decision was made to combine both into a single Council wide Procurement Strategy Document.

There is now a greater need for transparency, efficiencies and whole of life value for money. The procurement requirements now necessitate having two procurement documents. One overarching procurement manual for Council and then a roading specific procurement strategy to meet the needs of sourcing Land Transport Funds.

Proposal

The attached document is the proposed Council Roding Procurement Strategy which will be implemented upon endorsement of NZ Transport Agency.

In addition a Procurement Manual has been prepared to provide a living document for staff to confirm the most suitable Procurement Process for various combinations of purchase price, whole of life cost and risk. The manual includes a checklist for staff to self-assess their particular Procurement requirements. The Procurement Manual was recently reviewed and updated.

The Roding Procurement Strategy document will be reviewed every 3 years.

The Procurement Manual compliments the Roding Procurement Strategy.

Issues

In preparing the Procurement Strategy and Procurement Manual reference has been made to the following documents

- MPDC procurement Strategy 2010
- MPDC Rooding Procurement Strategy 2011
- MPDC Procurement Manual 2017
- NZTA Procurement Manual
- South Waikato Procurement Strategy
- Kaipara District Council Procurement strategy
- Waipa District Council Transport Procurement Strategy
- SOLGM Tendering and Procurement Guidelines.

Procurement includes all the business processes associated with purchasing. This Procurement Strategy deals with how Council will manage procurement (especially high value, long term or high risk contracts) in a sensible, prudent, efficient and transparent manner

Council is also required by the New Zealand Transport Agency (NZTA) to produce a Procurement Strategy covering all projects funded through the National Land Transport Programme (NLTP).

Contracted services contribute to meeting Councils objectives which are monitored and measured through Activity levels of service. The Levels of service (LOS) are identified through consultation with the district community and are recorded in Councils Asset Management Plans and the 10 Year Long Term Plan.

The Strategic objective of the Procurement Strategy is to set in place a framework which effectively and efficiently supports Council staff in procuring the right contracted work, supply or service needed. Simultaneously achieving best value for money, sustainable development and wellbeing of the district community at minimum risk to Council staff and community.

The Auditor General has previously identified the following principles to be considered when procuring goods or services

- | | |
|-------------------|--|
| • Accountability | a complete and accurate account of the use of the public funds |
| • Openness | Transparency in the administration of funds |
| • Value for money | whole of life costs and benefits achieved |
| • Lawfulness | Council must act lawfully and meet its legal obligations |
| • Integrity | All staff must manage public resources with complete integrity |

Our strategic approach now also embeds the Road Efficiency Group (REG) Smart Buyer Principles. The self assessment is included in the Executive Summary of the document.

The Rooding Procurement Strategy aligns with Councils Strategic Objectives and Outcomes:

- Connected Infrastructure
- Economic Opportunities
- Healthy Communities
- Environmental Sustainability
- Vibrant Cultural Values

There is also the need to have an alignment with the Government Policy Statement (GPS). Although a letter of direction has been issued by the new Government the GPS has not yet been released and therefore the strategy may require some further amendments in 3 years time.

Legal and statutory requirements

General circular 17/06 Amendment to the NZ Transport Agency Procurement Manual (RM1964240) has required minor changes to the documents. Any future changes can be reflected in the annual review.

Impact on policy and bylaws

No impact on the existing policies and bylaws. Any future changes can be included in the Appendices

Consistency with the Long Term Plan / Annual Plan

The document will ensure that the Procurement requirements of the Long Term Plan and the Annual Plan are met efficiently and effectively ensuring "Value for money"

Impact on Significance and Engagement Policy

This strategy has positive impacts as it allows access to the Land Transport funds for Roothing Procurement. Also informing business of our planned Roothing Contracts for the upcoming year.

Communication, consultation and decision making processes

There has been internal communications and consultation with MPDC stakeholders. The process is in its infancy and we are planning to have our Annual Roothing Procurement Plan available on the MPDC website as of 28th Feb 2018. We are contacting probable external stakeholders in writing advising of our Procurement Plan and that it is available on our website.

Timeframes

Council is required to get their procurement strategy adopted by the NZ Transport Agency as soon as feasible.

Contribution to Community Outcomes

In the long term using the Procurement process will provide the best opportunity to achieve optimum value for the community.

Financial Impact

i. Cost

Use of the Procurement Strategy and Procurement Manual will not affect the Councils financial position. It will however ensure that any expenditure will provide better long term value for the same expenditure. This is monitored by staff and NZ Transport Agency.

Attachments

A. Roding Procurement Strategy 2018

Signatories

Author(s)	Raymond Short Roding Asset Engineer	
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Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Matamata Futures Trust Proposed Matamata Indoor Arena

Trim No.: 1982587

Executive Summary

In September 2017 the Matamata Futures Trust (the Trust) presented a proposal to Council for the development of a purpose built indoor arena for Matamata.

An independent review of the proposal was organised by Sports Waikato through the New Zealand Recreation Association.

In December 2017 Council resolved to work with the Trust to progress the proposal.

Council has made provision in the 2018-2028 Draft Long Term Plan (draft LTP) for additional indoor court capacity. The Plan will be subject to public consultation.

It is recommended that the proposal is developed further using a Sport New Zealand framework.

Recommendation

That:

1. Council use the Sport and Recreation Facility Development Guide to work with the Trust to confirm the concept and details of the project.
2. Council allocate \$150,000 from the projected operational surplus for 2017/2018 to fund this work.
3. That Sports Waikato and the New Zealand Recreation Association be thanked for their assistance with the review of the project..

Content

Background

Matamata Futures Trust (the Trust) has been working on a project to provide an indoor arena in Matamata for a number of years.

The Trust formally presented its proposal to Council on 27 September 2017 in a report entitled – “On Your Marks”.

The report is comprehensive and clearly sets-out the reasons why the Trust has come to the following conclusions:

- that a purpose built, multi-use indoor facility will best meet the needs of the Community now and into the future
- that this would provide the best return on the expected ratepayer investment of \$2.55 million. The total project to cost between \$4.5- \$5 million.
- The offer of a private donation of \$850,000 is significant and will give impetus to securing non-rates funding (ie local fund-raising and grants).

Staff enlisted the aid of Sports Waikato to commission an independent review of the Trust's proposal.

This was coordinated and collated by New Zealand Recreation Association at no cost to Council. A copy of the report is attached.

The findings of the review are discussed in this report.

Council approved an Arts, Culture and Heritage Active Recreation and Facilities Strategic Plan in 2009. The plan noted that there could be a case for additional indoor court space for Matamata within 6-8 years.

Council had funding of \$2 million in the 2015-2025 Long Term Plan to achieve this objective.

Issues

Headon Stadium Refurbishment versus New Arena

The Trust's report examined the option of the extensive refurbishment and extension of Headon Stadium. The report presented a number of arguments why this was not preferred by the Trust.

In 2017 Council considered a number of reports on the Headon Stadium (Corporate and Operations Committee meetings in August and October). This culminated in Council passing the following resolution in December 2017:

1. That the report be received
2. Council develop a plan to undertake the maintenance work on Headon Stadium with \$50,000 (Community Purposes Fund) to be shovel ready for July 2018 and the allocated \$1.5 million that has been included in the draft long term plan.
3. Council undertake the deferred maintenance and renewal work for the Headon Stadium
4. Council work with the Community Group, Matamata Futures Trust to progress a new purpose built indoor stadium.

The decision formalises Council's position that the refurbishment of the Headon Stadium is separate from the Trust proposal.

Council is proposing that the following funding be included in the draft LTP:

- \$1.5 million for the Headon Stadium
- \$2 million for additional indoor court capacity

The 2018-2028 Long Term Plan will be adopted after a consultative process.

The assumption in this report is that Council's preferred options will be approved.

The Next steps:

The Executive Summary of the Trust's proposal noted the following next steps:

- Extensive community consultation be undertaken
- Potential strategic partners be approached
- Fundraising initiatives are commenced to increase awareness and create good community engagement

The draft LTP will include options relating to Indoor stadium capacity for the Matamata community. We expect to receive submissions from the consultation process.

Sports Waikato has been working with Council in the assessment of the Trust's proposals.

It is for the Trust to decide when fund-raising initiatives should be commenced.

The Trust's strategic assessment and the Independent peer review identified further actions.

These have been summarised in the table below.

Trust Strategic Findings	Independent Peer Review Findings
Further investigation into development of a new stadium Confirm key project requirements: 2 court facility, shared social spaces, associated amenities & equipment storage	Demand modelling to confirm the need Check other possible sites\Test assumptions Investigate RMA and Reserve Requirements (Headon Stadium and new build).
Complete quantity surveys to confirm costs	Revisit the budget for the proposed two court facility (Whole of Life)
Investigate an operating model for the facility	Develop a supporting operational plan
Establish partnerships (ie Sports Waikato & Council)	
Develop and implement funding plan	
Matamata Swifts transfer to Swap Park	
	Is \$850,000 private donation only available for the proposed new build?
	Investigate the costs to redevelop, repurpose or demolish Headon Stadium

The table high-lights a degree of commonality of the findings.

Sport New Zealand has published the Sport and Recreation Facility Development Guide (2016).

The guide describes a six stage facility life cycle:

- Concept

Item 6.4

- Plan
- Design
- Build
- Operate
- Improve

It is intended to utilise the guide in this project.

Most of the actions identified in the table fall into the “Concept” stage. Council would leverage off the work already undertaken by the Trust to confirm\modify the concept.

This will include such issues as the objectives for the facility, location options and potential costs. Submissions received through the LTP consultation process may inform this stage.

Issues that will not be canvassed through this stage include:

- Headon Stadium refurbishment (as noted earlier in the report)
- Matamata Swifts transfer to Swap Park. It is considered premature to raise this issue as there are other location options.

Subsequent discussions with Trust

The Chief Executive Officer met with the Trust in December 2017.

The feed-back from that meeting is that the Trust is comfortable with the possibility of an alternative location for the proposed stadium.

We understand that the private donor is also willing to consider an alternative location.

Internal Capacity

It is our assessment that we do not have the internal capacity to lead this project without deferring other major projects.

It is proposed to engage an external resource to advance the project.

Analysis

Options considered

1. Use the Sport and Recreation Facility Development Guide to confirm the concept and details of the project.

2. Accept the proposal as submitted by Matamata Futures Trust and move to the detailed planning and design stage.

Analysis of preferred option

Option 1 is the preferred option as:

- It is based on a process developed by independent experts in the Recreation field
- Will allow opportunity for key issues such as the facility location to be explored further
- Provides the opportunity to consider any submissions through the LTP consultative process.

Legal and statutory requirements

The concept stage will identify any relevant legal issues.

Impact on policy and bylaws

The concept stage will identify any relevant policy issues.

Consistency with the Long Term Plan / Annual Plan

The issue has been identified in the draft LTP.

Impact on Significance and Engagement Policy

The matter is assessed as significant and is included in the draft LTP for consultation.

Communication, consultation and decision making processes

A communication plan will be developed.

Consent issues

The concept stage will identify the main consent issues.

Timeframes

A project plan will be prepared for the Concept stage.

Financial Impact

i. Cost

It is estimated that we will require approximately \$150,000 to advance through the concept stage.

This will include:

- Project management

Item 6.4

- Community engagement
- Site investigations including geotechnical testing
- Concept drawings
- Legal advice

These costs will be operational expenses (ie cannot be capitalised against the project),

ii. Funding Source

It is recommended that in the first instance Council fund the \$150,000 from any surplus from the current financial year.

This can be reconsidered at the end of the financial year if there is insufficient funding to cover the expenses.

Attachments

A. Peer review report for Matamata Indoor Arena

Signatories

Author(s)	Manaia Te Wiata Group Manager Business Support	
Approved by	Manaia Te Wiata Group Manager Business Support	

Waikato Plan Presentation

Trim No.: 1983161

Executive Summary

Hauraki District Council Deputy Mayor, Toby Adams-Councils Representative on the Waikato Plan Leadership Group will be in attendance to discuss the Waikato Plan (Plan), time to be confirmed.

The plan is now being implemented. A Leadership Group has been established as a joint committee with representation from the partner councils, tāngata whenua, the business /community sector and central government. A progress report and the agreed work plan is attached to this report.

Recommendation

That:

1. **The information be received.**

Background

The Waikato Plan provides a single voice about important issues for the region. The Plan is based on two principles:

- Together we are stronger. Collaboration builds strength and understanding, fills gaps, and cuts duplication
- To succeed as a region, all parts of the Waikato must be as successful as they can be.

The Plan:

- Provides a strategic direction for the region
- Identifies the top priorities to focus on over the next 30 years
- Identifies implementation actions.

The partner Councils (Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupō District Council, Waikato District Council, Waikato Regional Council, Waipa District Council, and Waitomo District Council) have adopted the Waikato Plan.

The Waikato Plan website has further information about the plan and a copy of the Leadership Group agendas and minutes: www.waikatoplan.co.nz

A Waikato Plan Leadership Group has been setup to oversee the implementation of the plan and its membership is as follows:

- Independent Chairperson (non-elected member)
- Local Government – five representatives
- Tāngata whenua – up to six representatives
- Business / Community – up to four representatives
- Government Agencies – up to four representatives (non-voting)

One member representing each of the following sub-regions:

- Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council)
- Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo District Council, Waitomo District Council)
- Waikato Regional Council
- Hamilton City Council

Local government membership

The local government membership has been confirmed as follows:

Waikato Regional Council	Chair Alan Livingston
Hamilton City Council	Mayor Andrew King
Eastern Sub-region	Deputy Mayor Toby Adams
Future Proof Sub-region	Mayor Allan Sanson
Southern Sub-region	Mayor Brian Hanna

Appointment of business and community members to Leadership Group

Appointments for the non-local government members (Community/Business) have been confirmed as follows:

Community	Bev Gatenby
Waikato Means Business/Business	Dallas Fisher
Hauraki District/Community	Eric Souchen
Agenda Waikato/Business	Lale Ieremia

Margaret Devlin has been appointed as Chair and Waitomo District Mayor Brian Hanna as Deputy Chair.

Tāngata whenua membership

The Project Team and Independent Chair met with the following three iwi representatives to the Waikato Plan Leadership Group on the 4 December 2017 to introduce them to the Waikato Plan:

Maniapoto	Weo Maag
Raukawa	Vanessa Eparaima
Te Arawa River Iwi Trust	Eugene Berryman-Kamp
Waikato-Tainui	Rukumoana Schaafhausen

The above members were scheduled to be formally welcomed onto the Waikato Plan Leadership Group at their meeting on 26 February 2018 however this meeting was postponed.

Donna Flavell, CEO of Waikato-Tainui has also indicated that she will be attending the Leadership Group meetings in 2018.

At the time of writing it was understood the project team have not had a response from Hauraki Iwi or Tuwharetoa.

Appointment of Government Agencies to Leadership Group

The government agency representation has been selected as follows:

Observers	
New Zealand Transport Agency	Parekawhia McLean
Waikato District Health Board	Cr Bob Simcock - to be replaced by Pippa Mahood at the next Leadership Group meeting.
Ministry of Social Development	Te Rehia Papesch / Manujon Pemerika (alternate) – to be appointed at the next Leadership Group meeting

One further central government agency member position is available and this is likely to be a Ministry of Business Innovation & Employment (MBIE) representative.

Issues

Implementation Plan

This document primarily focuses on the first two years of implementation. The programme of work for the Leadership Group is broken down into 3 tranches as follows:

- Tranche 1 – short term (1-2 years)
- Tranche 2 and 3 – medium term (3-6 years)
- Tranche 4 and 5 – longer term (7-10 years)

The Tranche 1 workplan for November 2017 - November 2018 is attached.

Progress on the plan

Since the plan was adopted a number of actions have taken place including:

- Establishing the implementation arrangements and reporting back process (reporting to partners on a 4-6 monthly basis and the Mayoral Forum).
- Developing a central Government Engagement Strategy – central government is identified as a key partner in the Waikato Plan
- Developing an Implementation and Funding Plan - outlines priorities for action and investment identified in the Waikato Plan and the recommended projects for the next 10 years.
- Setting an Implementation Budget - the funding allocation for implementation of the Waikato Plan for the first three years has been agreed.

Waikato Plan reporting is now in the form of a 'dashboard' which gives a snapshot of the status of the various implementation activities. The latest dashboard (no3) dated 24 January 2018 is attached for Council's information.

The minutes of each Leadership Group are reported to Council.

Financial Impact

i. Cost

The Council contribution is \$35,873 for 2017/18 which is an 8% share of the total funding provided by the various Councils.

Attachments

- A. Waikato Plan Dashboard Report - no3
- B. Waikato Plan Tranche 1 workplan - Nov 2017-Nov 2018

Signatories

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

Health & Safety report - December 2017 & January 2018

Trim No.: 1976668

Executive Summary

Attached is the health and safety report for the months of December 2017 and January 2018.

The Health & Safety/Quality Manager will be in attendance to discuss the report and discuss with members their compliance with the Due Diligence plan.

Recommendation

That the report be received.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Sandy Barnes Health & Safety/Quality Manager	
Approved by	Dennis Bellamy Group Manager Community Development	

Chief Executive Officers Report for January 2018

Trim No.: 1982631

A copy of the Chief Executive Officer's report for January is attached.

Recommendation

That the report be received.

Attachments

- A. Chief Executive Officers Report for January 2018
- B. Ministerial Review - Better Responses to Natural Disasters and Other Emergencies
- C. WLASS CEO report February 2018
- D. Resource Consents received for January 2018

Signatories

Author(s)	Don McLeod Chief Executive Officer	
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Approved by	Don McLeod Chief Executive Officer	
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