Kaunihera | Council

Mēneti Wātea | Open Minutes

Minutes of a meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 1 December 2021 at 9.00am.

Ngā Mema | Membership

Koromatua | Mayor
Ash Tanner, JP (Chair)

Koromatua Tautoko | Deputy Mayor
Neil Goodger

Kaunihera ā-Rohe | District Councillors
Donna Arnold
Caitlin Casey
Teena Cornes
Bruce Dewhurst
James Sainsbury
Russell Smith
Kevin Tappin
James Thomas
Sue Whiting
Adrienne Wilcock

Ngā whakapāha | Apologies

Cr James Thomas

Kaimahi i reira | Staff Present

Name	Title	Item No.
Don McLeod	Chief Executive Officer	
Stephanie Hutchins	Governance Support Officer	
Lesley Wilson	Governance Support Officer	
Ashton Lye	Digital Services Developer	
Sandra Harris	Placemaking and Governance Team Leader	7.2
Barry Reid	Roading Asset Engineer	7.3
Ally van Kuijk	District Planner	7.4, 7.5
Lachlan Pratt	Graduate RMA Policy Planner	7.4, 7.5
Manaia Te Wiata	Group Manager Business Support	7.6
Erin Bates	Strategic Partnerships and Governance Manager	7.6
Tamara Kingi	Community Partnerships Advisor	7.6
Bryan Turner	Coordinator Operations and Projects	7.6
Roger Lamberth	Property and Community Projects Manger	7.6
Dennis Bellamy	Group Manager Community Development	8.1
Vicky Cowley	Emergency Management Officer	8.1
Graham Shortland	Project Manager - Te Aroha Spa Development	8.2

I reira | In Attendance

	Time In	Time Out
Joanne Aoake – *Chairperson, Audit and Risk Committee*	9.00am	9.19am
Mark Bang – *Waikato Group Civil Defence Emergency Management*	9.36am	9.58am
Graham Shortland – *Shortland Consulting*	10.24am	10.51am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Ash Tanner welcomed elected members and staff and declared the meeting open at 9.00am

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

Apology

COUNCIL RESOLUTION

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

That the apology for lateness from Cr Caitlin Casey be accepted. Cr C Casey joined the meeting at 9.07am

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

KUA MANA | CARRIED

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

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

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

(a) The local authority by resolution so decides; and

(b) The presiding member explains at the meeting, at a time when it is open to the public,-

(i) The reason why the item is not on the agenda; and

(ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting."

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

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

(a) That item may be discussed at that meeting if-

(i) That item is a minor matter relating to the general business of the local authority; and

(ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(iii) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

4 Whākī pānga | Declaration of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Whakaaetanga mēneti | Confirmation of minutes

COUNCIL RESOLUTION

That the minutes of the meeting of the Ordinary Meeting of Matamata-Piako District Council held on Wednesday, 10 November 2021, be confirmed as a true and correct record of the meeting.

Moved by: **Cr J Sainsbury**
Seconded by: **Cr S Whiting**

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

There were no speakers to the Public Forum

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7 Pūrongo me whakatau | Decision Reports

Audit and Risk Committee Report of 30 November 2021

CM No.: 2445903

Rāpopotonga Matua | Executive Summary

Audit and Risk chairperson, Joanne Aoake, in attendance to update Council on the committee business and provide an overview of the minutes and any recommendations from the Audit and Risk Committee on 30 November 2021.

COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Mayor A Tanner
Seconded by: Cr A Wilcock

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins **Governance Support Officer**	

Approved by	Sandra Harris **Placemaking and Governance Team Leader**	
	Erin Bates **Strategic Partnerships and Governance Manager**	

7 Pūrongo me whakatau | Decision Reports

Council and Committee Meetings - 2022 Calendar

CM No.: 2525080

Rāpopotonga Matua | Executive Summary

Council is asked to confirm dates for the 2022 meeting schedule for both Council and Corporate and Operations Committee meetings. Other Committees including Te Manawhenua Forum mo Matamata-Piako, Audit and Risk and Waharoa (Matamata) Aerodrome will confirm their relevant meeting dates during November/December 2021. A full calendar is attached for information.

COUNCIL RESOLUTION

That:

1. The information be received.

2. Council confirms the meeting dates for 2022.

Moved by: Cr R Smith
Seconded by: Cr D Arnold

KUA MANA | CARRIED

Horopaki | Background

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

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

Ngā Take/Kōrerorero | Issues/Discussion

2022 is a local government election year with the election polling day being 8 October 2022. Staff have scheduled the final Council meeting prior to the election on 5 October “to be confirmed” as it will depend on any urgent requirements for adoption such as the Annual Report. Staff will confirm this date with Council closer to the time. Staff have tentatively pencilled in Committee meeting dates following elections however these will be confirmed by the incoming Mayor.

Ngā Tāpiritanga | Attachments

A. Final MPDC Meeting Planner 2022

Ngā waitohu | Signatories

Author(s)	Sandra Harris **Placemaking and Governance Team Leader**	

Approved by	Erin Bates **Strategic Partnerships and Governance Manager**	
	Don McLeod **Chief Executive Officer**	

7 Pūrongo me whakatau | Decision Reports

Road Naming - Stage 3A the Retirement Village of Lockerbie Estate, Morrinsville

CM No.: 2523238

Rāpopotonga Matua | Executive Summary

Developer GD Jones has submitted his application to Council for the approval of three new private road names out of six, as part the retirement Lockerbie development - Stage 3A.

The three roads to be named are listed below. Those marked TBC (to be confirmed), have yet to be decided on and will form part of a separate application to Council next year.

For clarity, it is best to review this report alongside the attached Proposed Road Names Overview Plan – drawing no. C35RV2-1.

The preferred names are bolded below with alternative names alongside to the right:

Road 1: Village Boulevard (alternatives 1: Garden Boulevard & 2: Villa Boulevard)
Road 2: Botanic Way (alternatives 1: Blossom Way & 2: Petal Way)
Road 3: TBC (at a later date)
Road 4: TBC (at a later date)
Road 5: TBC (at a later date)
Road 6: Evergreen Parade (alternatives 1: Flower Parade & 2: Leaf Parade)

Land Information New Zealand (LINZ) supplied a copy of a separate document titled, “Guideline for addressing in retirement villages LINZG80700 – 7 July 2016”, from which Council and developers use to ensure correct addressing methods are applied within retirement villages. The guideline covers road naming, address numbering, and signage; and has been used for naming the above Stage 3A roads.

COUNCIL RESOLUTION

That:

1. This report be received

2. Council accept the preferred road names – Village Boulevard, Botanic Way and Evergreen Parade for the new private road names.

Moved by: Cr K Tappin
Seconded by: Cr S Whiting

KUA MANA | CARRIED

Horopaki | Background

GD Jones as developer is familiar to Council through his extensive sub divisional work at Lockerbie, Morrinsville. His intention is to confirm at a later date the names of roads 3, 4 & 5 missing from the above list, which will be presented to Council in the New Year in a separate report.

Ngā Take/Kōrerorero | Issues/Discussion

Three of the proposed private road names are to be approved by Council. Names presented by the developer in order of preference are:

Road 1: Village Boulevard
Road 2: Botanic Way
Road 3: TBC (at a later date)
Road 4: TBC (at a later date)
Road 5: TBC (at a later date)
Road 6: Evergreen Parade

All three names were successfully checked and approved for use by applying checks against Council's Street Register and by applying checks against the LINZ database. These checks ensure no conflicting names present within our district and neighbouring districts.

The developer is not required to consult with Mana Whenua as road names within the retirement village are private and Council's road naming policy applies consultative requirements to public land only.

GD Jones assessed each of the three preferred road names against 6. Naming Considerations (a-f) of Council's road naming policy. Below is an explanation from the developer for each of the preferred names.

Village Boulevard

This Retirement Village represents a significant place in the Morrinsville community and naming one of the roads "Village" will contribute to emphasising the togetherness of people within the village (aligning with 6e – Naming considerations of the attached policy).

Botanic Way

Botanic refers to the colourful flowering trees that are expected to line this Way, particularly noticeable at the village entrance. Liquid Ambar, Ornamental Pear and Magnolia trees, shrubs and flowers are likely to be used (aligning with 6f – Naming considerations of the attached policy).

Evergreen Parade

Evergreen pays homage to the proposed village landscaping likely to be titoki and totara. Also this Parade provides the main pedestrian access to the village community centre (aligning with 6f - Naming considerations of the attached policy).

Mōrearea | Risk

The applicant's request to name three of the roads within the retirement village was considered as presenting little or no reputational risk to Council – any potential risks having been mitigated through careful name searches.

Ngā Whiringa | Options

Options presented above relate to the three private road names as part of the Lockerbie development – Stage 3A.

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

Council's road naming policy (02 October 2019) would normally require that each private access way be referred to as a 'Lane', however in the case of the LINZ guideline (07 July 2016) it is the guideline that takes precedence. *"Good addressing, that complies with the Standard, enables units in retirement villages to be readily located for a variety of purposes including electoral, delivery, social and emergency services."* Road types applicable to retirement villages were selected from the tables on page 15 of the Guideline for addressing in retirement villages /LINZG80700.

Also a policy requirement, Maven Associates of Auckland (experts in land development, surveying and civil engineering) acting on behalf of the applicant has supplied a Proposed Road Names Overview Plan – drawing no. C35RV2-1 (attached).

All three preferred road names were successfully checked against Council's Street Register and the LINZ database to ensure no conflicting names in the district and neighbouring districts.

The developer was not required to consult Mana Whenua as the development is private and Council's policy applies consultative requirements to public land only.

The applicant selected preferred road names ensuring consideration to 6. Naming considerations (a-f), from the road naming policy. These were checked by Council staff and conform to policy.

Ngā Tāpiritanga | Attachments

A. Maven Associates: Proposed Road Names Overview Plan - Drawing No. C35RV2-1

B. Guideline for addressing in retirement villages - LINZG80700 - 7 July 2016

C. Final Road Naming Policy - adopted 2 October 2019

Ngā waitohu | Signatories

Author(s)	Barry Reid **Roading Asset Engineer**	

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

7 Pūrongo me whakatau | Decision Reports

Regulation 19 Report

CM No.: 2523496

Rāpopotonga Matua | Executive Summary

Council are one of the administrators of the Sale and Supply of Alcohol Act 2012. This report includes an update on this activity as well as the Regulation19 report which we are required to produce each year. The Regulation19 report is in line with the guidance material released by the Ministry of Justice in October 2018.

Cr Adrienne Wilcock as Chairpersons of the District Licensing Committee (DLC) along with staff will provide an update on this activity for alcohol licensing including the attached reports.

COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Deputy Mayor N Goodger
Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

Horopaki | Background

The object of the Sale and Supply of Alcohol Act 2012 (Act) is contained within section 4 as stated below:

Section 4 - Object

(1) The object of this Act is that—

(a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and

(b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

(2) For the purposes of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes—

(a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and

(b) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).

Further to this, Regulation19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 requires us to make publically available each year a report showing the fees payable in relation to and the costs incurred for this activity. In October 2018, the Ministry of Justice released guidance material

on how this should be calculated as each council was calculating it differently and no clear comparisons could be made. The report for the 2020/2021 financial year is attached.

Council may, under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, adopt a bylaw setting its own fees and if it has not adopted a bylaw then the regulated fees and charges as prescribed in this report must be used. Council has not adopted a bylaw at this stage.

Section 10 Fees payable for special licences

(2) A territorial authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is 1 class below the class of the licence that is issued; but no fee may be less than the fee payable for a class 3 special licence.

Council has also delegated under section 10 of the Sale and Supply of Alcohol (fees) Regulations 2013 to the Group Manager Community Development (Dennis Bellamy) and the District Planner (Ally van Kuijk) the ability to reduce a fee category for special licences provided it meets the above criteria.

We have reduced the fee category of four applications this year. These were for activities such as a theatre productions and a small bowling event.

Discretionary conditions

Two of the discretionary conditions under the Local Alcohol Policy 2017 is the ability to limit specials for any six month period and that no more than 15 specials are issued for any premise in a six month period. To date the DLC have allowed one premises (Morrinsville Bowling Club) to go over the 15 special licences within any six month period.

Covid-19

Due to the Covid-19 lock down an order was passed giving the Police and Ministry of Health an extension of time to inquire into an application. As follows

The Police and the Medical Officer of Health—

(a) must each inquire into the application; and

(b) if either has any matters in opposition to it, must file with the licensing

committee a report on it within 30 working days after the end date.

In this order, unless the context otherwise requires,—

***end date** means the date on which the Epidemic Preparedness (COVID-19)*

Notice 2020 expires or is revoked

Although under the Covid requirements the MOH and Police have had unlimited time, we had a few applications that were delayed, however this did not cause any issues.

Key statistics highlighting some of the activity of the DLC and trends for the last two years is also attached.

Ngā Tāpiritanga | Attachments

A. Finalised 2020 21 Regulation 19 Report

Ngā waitohu | Signatories

Author(s)	Cathy Bjerring **Planning & Environmental Health Admin Officer**	

Approved by	Ally van Kuijk **District Planner**	
	Dennis Bellamy **Group Manager Community Development**	

7 Pūrongo me whakatau | Decision Reports

Reappointment of District Licensing List Member

CM No.: 2523500

Rāpopotonga Matua | Executive Summary

The Sale and Supply of Alcohol Act 2012 requires Council to have a District Licensing Committee to consider and determine new and renewals of licences and managers certificates, temporary authorities, special licences and various other matters under the Act.

The Council appointed Councillor Wilcock as the Chair of the Committee, as a member of Council, and appointed Neil Goodger as Deputy Chair in November 2019. The other list members of the committee are Denis Taylor and Ross Murphy, both approved in November 2018. Neil Goodger was also approved as a list member in November 2016.

Section 192 of the Act states that list members can only serve for a period of five years unless their approval is renewed. Council now needs to consider the approval of Mr Goodger as a list member for a further five years.

COUNCIL RESOLUTION

That:

1. In accordance with section 192 of the Sale and Supply of Alcohol Act 2012, Council approves Neil Goodger to be a list member of the Matamata-Piako District Licensing Committee.

Moved by: Cr S Whiting
Seconded by: Cr T Cornes

KUA MANA | CARRIED

The Sale and Supply of Alcohol Act 2012 requires each council to establish a District Licensing Committee and to appoint a member of that territorial authority as the Chairperson. Council appointed Councillor Wilcock as chair of the Licensing Committee. The Act also allows the territorial authority to appoint a member to act as deputy chairperson, which is currently Neil Goodger. The chair and deputy chairperson must be an elected representative and the deputy chair can only act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.

Each licensing committee must consist of three members and the territorial authority must maintain an approved list of people that can be appointed to act as the other two members of the committee. People approved to be included on the list must have experience relevant to alcohol licensing matters.

Ngā Take/Kōrerorero | Issues/Discussion

Neil Goodger was approved as a list member of the Licensing Committee in November 2016 and his five year term as required by section 192(3) will finish in November this year. Mr Goodger has indicated that he would like to continue with his inclusion on the list.

The Chair, on the papers, does the majority of the Licensing Committee's work and the full Committee only need to meet to hear opposed applications and temporary authorities.

With the approval of Mr Goodger as a list member for a further five years, the District Licensing Committee will have three list members. While this to date has not caused any delay in hearing applications, at times we have been limited due to conflict of interest or unavailability of members. As a result, the District Licensing Committee have recommended that additional list members be sought and this is something staff are working through, but this will be considered through a separate process.

Council now needs to consider the renewal of Mr Goodger's approval to the list and/or if other persons need to be added to the list.

Options considered

1. Approve Neil Goodger as a list member of the Matamata-Piako District Licensing Committee.
2. Seek and approve other persons to be list members of the Matamata-Piako District Licensing Committee.

Analysis of preferred option

Option 1 – Mr Goodger has experience in liquor licensing matters and has acted as a member of the District Licensing Committee on a number of occasions. If he is not approved as a list members then another person will need to be sourced and approved to act as member of the Committee.

Legal and statutory requirements

Section 189 states:

(1) Each licensing committee consists of 3 members appointed by the territorial authority for that territorial authority's district.

(2) A territorial authority must appoint 1 member as the chairperson and that person must be a member of that territorial authority or a commissioner appointed to the licensing committee.

(3) A territorial authority may appoint a member of that territorial authority to be deputy chairperson, and act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.

(4) While acting in place of the chairperson, the deputy chairperson is a member of the committee and has all the powers and duties of the chairperson.

(5) No act done by the deputy chairperson serving as acting chairperson in the chairperson's absence, and no acts done by the committee while the deputy chairperson is so serving, can in any proceedings be questioned on the ground that the occasion for his or her so serving had not arisen or had ceased.

(6) The other 2 members of each licensing committee must be appointed from the territorial authority's list maintained under section 192.

(7) For the purposes of subsection (2), a member of a territorial authority means an elected member of a territorial authority and, in relation to the Auckland Council, includes a member of the governing body (as defined in section 4 of the Local Government (Auckland Council) Act 2009) or a member of a local board established under section 10 of that Act.

Section 192 states:

(1) A territorial authority must either—

(a) establish, maintain, and publish its own list of persons approved to be members of the territorial authority's licensing committee or committees; or

(b) together with 1 or more other territorial authorities, establish, maintain, and publish a combined list of persons jointly approved by those authorities to be members of the territorial authorities' licensing committees.

(2) A territorial authority must not approve a person to be included on the list unless that person has experience relevant to alcohol licensing matters.

(3) A person may be approved for inclusion on the list for a period of up to 5 years and may be approved for any 1 or more further periods of up to 5 years.

(4) The name of a person must be removed from the list—

(a) when 5 years have elapsed since the territorial authority approved the person's name on the list unless the approval is renewed under subsection (3); or

(b) if the person resigns or is removed under section 194.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Cathy Bjerring **Planning & Environmental Health Admin Officer**	

Approved by	Ally van Kuijk **District Planner**	
	Dennis Bellamy **Group Manager Community Development**	

7 Pūrongo me whakatau | Decision Reports

Keep Matamata Beautiful - Funding Request

CM No.: 2525712

Rāpopotonga Matua | Executive Summary

Robin Burr, chairperson of Keep Matamata Beautiful, has requested Council for funding to assist with the paving and landscaping around the Horse with Jockey sculpture located on The Broadway (State Highway 24), Matamata.

The intent is to provide a safe accessible all weather access for people with all abilities.

COUNCIL RESOLUTION

That:

1. The information be received.

2. Council approves funding of up to $30,000 including GST from the Bulk Funds to be used specifically for paving, landscaping and traffic management required to complete the Horse with Jockey sculptural project with a $5,000 contribution coming from Keep Matamata Beautiful.

Deputy Mayor Neil Goodger voted against the motion.

Moved by: Cr S Whiting
Seconded by: Cr A Wilcock

KUA MANA | CARRIED

Horopaki | Background

Robin Burr, chairperson of community group Keep Matamata Beautiful, (KMMB), initiated negotiations with Council's Chief Executive, Don McLeod, and Strategic Partnerships & Governance Team Leader, Sandra Harris, to attain a piece of land on Broadway, Matamata, for the sole purpose of erecting a statue of a Horse with Jockey. In these negotiations, Robin advised that it would not cost Council financially.

Upon agreement, Matamata-Piako District Council, entered into a Licence to Occupy the piece of land, with NZ Transport Agency (now Waka Kotahi), on 27 March 2019.

Keep Matamata Beautiful raised approximately $288,000 towards the construction of the statue. The statue itself was $250,000. The remainder of the funds raised were used to lay a concrete slab (for the statue to sit on), connect electricity to the site, paving signage and seating. Council provided planting.

Ngā Take/Kōrerorero | Issues/Discussion

To facilitate access around the statue for people of all abilities further work is required. This involves an all weather perimeter path around the statue. The costs include significant traffic management requirements due to the location in the centre of a State Highway. KMMB have $5k to cover any shortfall.

Mōrearea | Risk
This is a high profile site in the centre of a public area continuously visited by both local and national visitors passing through. Full access for people with disabilities is compromised which could lead to Health & Safety implications.

Ngā Whiringa | Options
Doing nothing will compromise accessibility to the area and leave a less aesthetically pleasing result.

Ngā take ā-lhinga | Consent issues
None, this is within the terms of the Licence to occupy already approved.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision
Theme: Environmental Sustainability
Community Outcome:
Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source
Estimate is for $30,000 to complete this work. Funding source to be determined by Council.

Ngā Tāpiritanga | Attachments
A. Licence to Occupy
B. David Irwin Design quote

Ngā waitohu | Signatories

Author(s)	Bryan Turner **Coordinator Operations and Projects**	
	Roger Lamberth **Property and Community Projects Manager**	

Approved by	Manaia Te Wiata **Group Manager Business Support**	

8 Ngā Pūrongo Whakamārama | Information Reports

Quarterly Reporting - Civil Defence Emergency Management

CM No.: 2524224

Rāpopotonga Matua | Executive Summary

Mark Bang, Waikato Group Civil Defence Emergency Management in attendance, presenting on Civil Defence Emergency Management (CDEM) activities in the last quarter (July – September 2021).

The Group Emergency Management Office had a realignment which became effective 1 July 2021 and this resulted in a change of leadership for the Matamata-Piako District Council Emergency Management Officer. Current work activity focus is on creation of a Matamata-Piako District Council (MPDC) work plan which will be reported on.

Emergency management activity continues, despite impact from COVID19 Delta resurgence. MPDC contributed to the Waikato Civil Defence Emergency Management response framework in support of the health lead response through staff deployed to support the Group Emergency Coordination Centre (GECC) and locally activated MPDC CDEM Incident Management Team to monitor and support any local requirements as part of the response. In addition three staff were deployed to support Buller District Council during their flood response in July 2021.

COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Cr D Arnold
Seconded by: Cr R Smith

KUA MANA | CARRIED

Horopaki | Background

Matamata-Piako District Council (MPDC) entered into a service level agreement to meet its obligations under the Civil Defence and Emergency Management Act 2002. This arrangement is 2 years old (August 2019)

The Group Emergency Management Office (GEMO) has had a realignment which came into effect 1 July 2021. This has resulted in a new position Partnerships Team Leader and this has been filled by Mark Bang. This role is created to give leadership to the staff employed under service level agreements in the Group area.

Although disrupted by COVID19 Delta resurgence, emergency management work continues and the focus is to create and implement a workplan specific to MPDC which will be reported against to future committee meetings.

MPDC continues to contribute to the Waikato Group response framework in support of the health lead response to COVID19. In addition staff were deployed to the Buller District flood response, where they gained valuable experience and insights to bring back to MPDC.

Ngā Take/Kōrerorero | Issues/Discussion

Group Emergency Management Office (GEMO) realignment:

- A realignment of GEMO was conducted and came into effect 1 July.
- This affects MPDC in so far as a new Partnership Team Leader position was created and that role is to provide direct support to Vicky Cowley, Emergency Management Officer (EMO) to MPDC (and 2 other councils).
- Mark Bang has been appointed to the Partnership Team Lead role and between 1 July and now has been transitioning away from his previous role.

MPDC Work plan:

- Current focus is to develop a work plan specific to MPDC requirements.
- The plan is nearing completion and incorporates the following inputs:
    - Group CDEM Plan actions prioritised by the CDEM Group Coordinating and Executive Group (CEG)
    - MPDC monitoring and evaluation report recommendations (2019)
    - The post COVID 19 after action report recommendations prioritised by CEG (2020)
- The MPDC work plan will make alignment between these inputs and localise the actions required to deliver. Timelines for actions will be included in the plan and high level progress reports will be provided to future committee meetings.

Key activity within the reporting period (July – September):

- As mentioned the focus is on establishing the work plan actions and timelines.
- There are two key pieces of work committed to by CEG which are currently being project managed by GEMO and contributed to by MPDC:

    1. Implementation of WHISPIR. This is a common communication platform which will allow quick and efficient warnings to public and alerting staff and stakeholder organisations that something has occurred and response is required. The platform will allow Councils to use the platform to meet their own operational needs but is primarily an emergency management resource.

    2. Operationalising the deployment policy and response framework approved by CEG and Joint Committee. These were both recommendations from the COVID19 after action report and will ensure both region wide and local responses can be sustained through sharing human resources and mutual cooperation.

    3. Both the response framework and deployment policy have been used in the recent Delta resurgence of COVID19 (since mid-August) and MPDC's contribution to supplying staff and their part in operations and on-going monitoring is very much appreciated.

- Ongoing support to the health lead response to COVID19 Delta resurgence includes pre identification of facilities for testing and vaccination should they be required. Noting this is Council support and the EMO is a point of contact for requests into to MPDC. The EMO is establishing process so this support can be supplied to health agencies irrespective of her availability.

Deployments/Activation

Buller: Following the widespread flooding of the Buller District over the period 16-19 July 2021, three MPDC staff were deployed (7 days) to assist the CDEM response. This assistance was greatly appreciated by Buller District Mayor who sent out letters of thanks, as yet the chair of the Waikato CDEM Group has been unable to present certificates of thanks to the staff due to Delta resurgence. A debrief was held at MPDC and the lessons learnt will contribute to local work planning as appropriate.

Group Emergency Coordination Centre (GECC): As part of the regional Concept of Operations when GECC activated in support of the health lead COVID19 Delta response, 10 staff were made available in support of this operation.

Local Incident Control Point (ICP): Activated 19 August to support the GECC response, though not all functions were required by GECC to activate, MPDC used this as a staff training opportunity rotating many staff through to 8 September with only Welfare and Pouārahi were required to continue in monitoring phase. Many useful documents and connections were made during this response.

Welfare team
Regular meetings of the Eastern Waikato Local Welfare Committee and attending Waikato Welfare Coordination Group meetings.
Liaison with local foodbanks
Iwi Liaison Officer providing support as the point of contact for kōrero with Iwi/Māori/Hapū across the rohe.

Staff training
Buller flood response in July 2021 resulted in voluntary deployment of MPDC staff, this was invaluable hands on working training that cannot be replicated, they worked alongside NZ Defence Force, Fire and Emergency NZ, Urban Search and Rescue, Red Cross, Ministry of Social Development and many more agencies.
RRANZ, Response, Recovery Leadership Development, Tier One course – Response Manager and Recovery Manager have been accepted into this nationally recognised training course, starting January 2022, training cost are covered by the Group Training Fund.
Inductions – all new staff meet with the Emergency Management Officer (in person/online) to have a brief verbal induction on why as a Council employee they are part of Emergency Management.
Online Foundation – following inductions all permanent employees complete online nationally standardised introduction to CDEM.

Mōrearea | Risk

The implication of COVID Alert Levels, has effect on the work plan delivery and in particular Emergency Management (EM) training which is designed and intended to be delivered face to face. This is a risk for many organisations and we will adapt locally to continue to build staff capability at MPDC.

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

MPDC is a member of the Waikato CDEM Group and contributes to Group wide emergency management.

The EM work plan will contribute toward Council achieving the Longer Term Plan performance measure of an annual exercise. There are no budget implications on Annual Plans

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The implementation of WHISPIR has internal communication requirements and timeframe constraints.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Theme: Healthy Communities
Community Outcome: Our community is safe, healthy and connected.

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

MPDC Civil Defence activities are funded through general rates.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Vicky Cowley **Emergency Management Officer**	

Approved by	Dennis Bellamy **Group Manager Community Development**	

The meeting adjourned for morning tea at 9.56am and reconvened at 10.24am.

8 Ngā Pūrongo Whakamārama | Information Reports

Te Aroha Spa Development Project - Update November 2021

CM No.: 2525623

Rāpopotonga Matua | Executive Summary

This report provides a moderately high level update of the project's progress with key tasks and what key project tasks lie ahead. This report also provides an update on project resourcing in terms of additional skill sets and experience required to support the project in the months ahead. The key tasks set out in this report relate directly to the project plan.

COUNCIL RESOLUTION

That:

1. The report be received.

Moved by: Deputy Mayor N Goodger
Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

Horopaki | Background

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

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

Ngā Take/Kōrerorero | Issues/Discussion

The summary below provides an update and overview on:

- Key tasks completed
- Key tasks in progress
- Key tasks coming up
- Resourcing for the Project Management Group
- Budget and expenditure

Key Tasks Completed

- Study tour of spa/hot pool businesses.

  Key take outs were documented and a report on the study tours has been submitted to Council. The learnings from the study tours have helped to inform/develop a design principles and insights document which will be used to frame up how a new facility would look and feel, the scale, location and what might be offered in the way of experiences. This in turn will be used to develop a concept design(s)

- Draft communication plan

  Awaiting feedback from Iwi on draft plan to progress and close out.

- Geothermal water resource consent engagement with Regional Council

  WRC has signalled that any new or modified resource consent would be effects based so no particular red flags at this stage. The Project Manager is looking at how new mineral water requirements can dovetail with the current resource consent's renewal application and what might be appropriate at this stage in terms of pre-scoping and investigating potential effects.

- Project Governance Group

  Francis Pauwels was recruited in November bringing spa industry and development experience to the governance group. This completes the envisaged makeup of the PGG.

Key Tasks In Progress

- Iwi related tasks

  - Defining Iwi expectations and aspirations: first cut of comprehensive document complete (this is a living document)
  - Interconnections with other Iwi: delayed, targeting end December
  - Combined MPDC/Iwi Domain ownership and rights understanding: delayed, targeting end December.

- Geothermal water availability to meet forecasted increased requirement

  GWS completed their investigations and filed their report. Broadly speaking their investigation supported what the Feasibility Study highlighted, that a near doubling of geothermal water would be required. To crack test this information, a copy of the GWS

report was provided to Visitor Solutions (who lead the work under the PGF process). This has thrown up some anomalies around what water could be allocated to what hot pool experiences. This is currently being worked through so that implications can be understood but no 'show stoppers' are envisaged at this stage as the business case was predicated on the basis of a mix of virgin geothermal water and heated fresh water experiences. Investigation to conclude November for reporting in December.

Recommendations coming from the GWS report:

- Determine the volume of town water supply going into the current facility: under action, requires metering and telemetry: December
- Determining current system thermal losses: some rudimentary measurements have been taken recently. Data to be analysed at the end of November. Installation of temperature monitoring device: December

- Financial management

  A reporting system is under development that will track expenditure against budget: November

- Geothermal water resource consent

  Initial planned discussions with WRC have been completed. As the current resource consent application has been filed, the Project Manager is shadowing the processing of this so that any consenting issues are understood and project requirements can dovetail into this process. WSP are likely to be contracted to carry out this work on behalf of MPDC. Ongoing

- Preliminary geotechnical investigations

  WSP are contracted to carry out this work. Preliminary investigation work is currently on track to close out by the end of November. The work comprises 2 parts being an initial location walk over for observations and planning geological soil sampling; conducting the geological soil sampling by hand auguring followed by reporting. This is a project go/no go stage gate.

<u>Key Tasks Coming Up</u>

- Shaping the entity's design

  The design principles and insights developed from the study tours have been documented and will be the basis for developing a concept design. Awaiting preliminary geotech investigation outcomes.

- Risk Register

  Delayed. New Risk Manager at MPDC will support development. Current project risk profile is low: early 2022

- Consultation Plan

  Deferred. Reprioritised while other key tasks are progressed/closed out: early 2022

Project Resourcing

- Project Management Group

  With conceptual design and feasibility work coming through in 2022, appropriate additional skill sets and experience need to be brought in to strengthen the PMG for project delivery. These are part time roles where subject matter expertise around construction/development planning and leading spa industry/spa development is brought in to support delivery of the project. Potential candidates for various roles and the group structure is being developed in November for recommendation and close out during December. To maintain a streamlined approach, the current PMG may be restructured as a result of the additional and necessary experience being brought on board. The project's operating budget for this FY has contingency for these resources.

Budget and Expenditure

In the FY to date, expenditure has predominantly been general project running costs and overhead. Relatively little has been expended on major budget items to date. The Project Manager estimates that by the conclusion of the first half of the FY there is likely to be considerable budget unspent due to rescheduling and reprioritising of tasks. As various activities have the potential to ramp up in 2022 more of the budget will be expended.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Graham Shortland **Project Manager - Te Aroha Spa Development**	

Approved by	Don McLeod **Chief Executive Officer**	

10.51 am

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

CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING OF KAUNIHERA | COUNCIL HELD ON 1 DECEMBER 2021.

KO TE RĀ | DATE: .....

TIAMANA | CHAIRPERSON: .....
Mayor Ash Tanner (JP)