

# Te Manawhenua Forum Mo Matamata-Piako

## Kaupapataka Wātea | Open Agenda



Notice is hereby given that an ordinary meeting of the Te Manawhenua Forum Mo Matamata-Piako will be held on:

**Ko te rā | Date:** Tuesday 1 December 2020  
**Wā | Time:** 10am  
**Wāhi | Venue:** Silver Fern Events Centre, 44 Stanley Avenue, TE AROHA

---

### Ngā Mema | Membership

Mayor Ash Tanner, JP

Deputy Mayor Neil Goodger

#### Ngāti Hāua

#### Principal Member

Mrs Te Ao Marama Maaka (Chair)

#### Alternate Member

Ms Rangitonga Kaukau

#### Ngāti Hinerangi

Mr Tony Harrison

Ms Hinerangi Vaimoso

#### Ngāti Maru

Mrs Kathy Ngame

Mr Wati Ngamane

#### Ngāti Rāhiri-Tumutumu

Mrs Jill Taylor

#### Ngāti Paoa

Mr Gary Thompson

Mrs Glenice Puke

#### Ngāti Whanaunga

Mr Michael Baker

Mr Gavin Anderson

#### Raukawa

#### Ngāti Tamaterā

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

ITEM NGĀ IHINGA | TABLE OF CONTENTS WHĀRANGI | PAGE

**Ā-tikanga | Procedural**

1	Whakatūwheratanga o te hui   Meeting Opening	3
2	Karakia	3
3	Ngā whakapāha   Apologies/Tono whakawātea   Leave of Absence	3
4	Notification of Urgent/Additional Business	3
5	Whakaaetanga mēneti   Confirmation of Minutes	3

**NGĀ PŪRONGO A NGĀ ĀPIHA | OFFICER REPORTS**

6	Decision Reports	
6.1	Appointment of Alternate Representative for Ngāti Rāhiri Tumutumu	4
6.2	Schedule of Meetings 2021	18
6.3	TMF Work Program 2021	22
6.4	Heads of Agreement	25
6.5	WRC Shovel Ready projects - Update report	40
6.6	2021-31 Long Term Plan update	42
6.7	Draft Waste Management and Minimisation Plan (WMMP)	51
6.8	Ngaati Whanaunga - Environment Plan	131
7	Information Reports	
7.1	Kaitakawaenga Māori / Iwi Liaison Officer	132
7.2	Draft Annual Report 2019/20 and Summary	134
7.3	District Plan - Update	140
7.4	Rautaki mō ngā Papa Rēhia me ngā Wāhi Wātea Parks and Open Spaces Strategy	143
7.5	Library Update	167
7.6	Civil Defence Emergency Management - Covid-19 Welfare Response and Iwi Engagement	177



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

**2 Karakia**

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

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

**4 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.”

**5 Whakaaetanga mēneti | Confirmation of Minutes**

## Appointment of Alternate Representative for Ngāti Rāhiri Tumutumu

CM No.: 2361904

### Rāpopotonga Matua | Executive Summary

The Heads of Agreement (attached) provides for the appointment of non-elected Forum Members by the Forum.

### Tūtohunga | Recommendation

That:

1. The information be received.
2. That Daniel Braid be appointed as the alternative representative to the Forum for Ngāti Rahiri Tumutumu.

### Horopaki | Background

The Heads of Agreement (attached) provides for the appointment of non-elected Forum Members by the Forum.

The Ngāti Rahiri Tumutumu Trust has advised Council of a decision to nominate Daniel Braid as its alternate member on the Forum, alongside Jill Taylor.

Staff can confirm Council has received copies of the Trusts minutes regarding the appointment.

### Ngā Tāpiritanga | Attachments

[A↓](#). MPDC - DBraid Appointment Manawhenua Forum 19Sept20

[B↓](#). TMF Heads of Agreement 3 March 2020

### Ngā waitohu | Signatories

Author(s)	Stephanie Glasgow <b>Committee Secretary and Corporate Administration Officer</b>	
Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

**Ngati Tumutumu Trust**

Ko Te Aroha te Maunga  
Ko Waihou te Awa  
Ko Tikapa te Moana  
Ko Tumutumu te Marae  
Ko Te Ruinga te Tangata

19 September 2020

The Mayor & Councillors  
Matamata Piako District Council  
P O Box 266  
Te Aroha 3342

Tena tatou,

I am writing to you to let you know that Daniel Braid has been elected as the alternate representative for Ngati Tumutumu on the Manawhenua Forum.

If you require any further information, please feel free to contact me.

Kind regards,



Jill Taylor  
General Manager





**Kawenata**

**Heads of Agreement**

**Ngā Mana Whenua o  
Matamata-Piako**

**Te Mana Whenua Forum  
Mo Matamata-Piako**

**rāua ko**

**and**

**Te Kaunihera ā-Rohe o  
Matamata-Piako**

**Matamata-Piako District  
Council**



## Ngā Ihirangi | Contents

Kupu Whakataki   Introduction.....	3
Hītori   History .....	3
Ngā Tautuhinga, Whakamārama hoki   Definitions and Interpretation.....	4
Ngā Mema   Membership .....	5
Ngā Mātapono o Ngā Mana Whenua   Principles of the Forum .....	6
Kaupapa o Ngā Mana Whenua   Purpose of the Forum.....	6
Ngā hui   Meetings .....	8
Te Pūtea   Expenses .....	9
Te Aha Noa   General .....	10
Te Tirohanga Anō   Review .....	10



## Kupu Whakataki | Introduction

He whakatū tēnei Kawenata i tētehi rōpū e kiia nei ko Ngā Mana Whenua Mō Matamata-Piako e taea ai e Te Kaunihera ā-Rohe o Matamata-Piako te mahi ngātahi me ngā mana whenua, i tēnei wā ahu ake, ki ngā rohenga ā-ture o Matamata-Piako.

This Heads of Agreement provides for a forum called the Te Manawhenua Forum Mo Matamata-Piako ("Forum") where the Matamata-Piako District Council ("Council") and Māori who have mana whenua in respect of the jurisdictional boundaries within Matamata-Piako district can forge an ongoing effective and meaningful partnership.

He hiahia nō Te Kaunihera rātou ko ngā māngai o ngā mana whenua ki te whakahaere i tēnei Kawenata hei whakaatu i ngā take pū o tā rātou mahi ngātahi i ngā kaupapa te here nei i a rātou.

The Council and mana whenua representatives of the district wish to enter into this Heads of Agreement which is intended to reflect the basis upon which they will conduct their affairs of common interest.

Ko Ngā Mana Whenua he komiti tūturu o Te Kaunihera.

The Forum is formalised as a standing committee of the Council.

## Hītori | History

The following section sets out the history of the development of the Te Mana Whenua Forum Mo Matamata-Piako.

Following the introduction of the Local Government Act 2002 Council was committed to establish and maintain appropriate links with mana whenua to foster effective relationships with them as representatives of the district's iwi authorities. Discussions with Iwi led to Council establishing Te Mana Whenua Forum Mo Matamata-Piako ("Forum") in 2004 as a mechanism for Council to meet its obligations.

The Forum was originally formalised as a standing committee of Council at its meeting on 8 July 2004 where Forum members were invited to the official signing. At that meeting Council resolved that:

- *The following be the constitution of Te Manawhenua Forum Mo Matamata-Piako as a standing committee of Council.*
- *The Council hereby constitutes a standing committee of the Council to be known as Te Manawhenua Forum Mo Matamata-Piako.*
- *The initial composition of Te Manawhenua Forum Mo Matamata-Piako shall be as follows:*

*Names of Members:*

- *Mayor G W H Vercoe*                      *Council (Initial Chairman)*

○ Cr R J McGrail	Council
○ Te Ao Marama Maaka	Ngāti Haua
○ Butch Tuhakaraina	Ngāti Haua
○ David Taipari	Ngāti Maru
○ Waati Ngamane	Ngāti Maru
○ Pahai Tupuhi	Ngāti Paoa
○ Esdelle Kahu	Ngāti Paoa
○ Henry Smith	Raukawa
○ Waaka Gage	Raukawa
○ Peter Te Wharau	Ngāti Tumutumu
○ Suzy Te Wharau	Ngāti Tumutumu

- *Te Manawhenua Forum Mo Matamata-Piako may at any time appoint a new Chairman by resolution.*
- *The quorum required for any meeting of Te Manawhenua Forum Mo Matamata-Piako shall be six members, and must include at least one member of the Council.*
- *Notwithstanding clause 30(7) of the 7<sup>th</sup> Schedule of the Local Government Act 2002, Te Manawhenua Forum Mo Matamata-Piako shall not be discharged before the 13<sup>th</sup> day of October 2007.*
- *All proceedings and actions of Te Manawhenua Forum Mo Matamata-Piako shall be in accordance with the Heads of Agreement between Te Manawhenua Forum Mo Matamata-Piako and the Council.*

The Forum held its first formal meeting on 24 September 2004.

The Heads of Agreement provides for a review of the protocols and performance of the parties based on the purpose and principles of the agreement. During 2011 and 2012 Forum members worked on a review of the original Heads of Agreement. Council approved a revised Heads of Agreement on 26 September 2012. The revised agreement was subsequently approved by the Forum at its meeting on 4 December 2012.

During 2017/18 Forum members again worked on a review of the Heads of Agreement. Council and the Forum agreed to a revised Heads of Agreement on 5 December 2017.

## Ngā Tautuhinga, Whakamārama hoki | Definitions and Interpretation

To aid in the interpretation of this Heads of Agreement the following terms apply unless the context requires otherwise:

- “Council” means the Matamata-Piako District Council;
- “Forum” means the Te Manawhenua Forum Mo Matamata-Piako which is a standing committee of Council;

- “Heads of Agreement” means this signed copy of the Heads of Agreement between Council and the Forum members
- “mana whenua” means the territorial rights, power and authority from the land – associated with the current and historical possession/occupation of tribal lands within the Matamata-Piako district.
- “Taurahere” means binding strands into one as threads - individuals or groups who join together to fulfil a common purpose or goal, that share kinship ties, similar aspirations and who either, live outside their tribal territories or are urban based. Taurahere is about acknowledging other Iwi.

### Ngā Mema | Membership

Membership of the collective Forum shall comprise of:

- Matamata-Piako District Council (the Mayor and Deputy Mayor are appointed members)
- Ngāti Hauaa
- Ngāti Raahiri-Tumutumu
- Raukawa
- Ngāti Maru
- Ngāti Tamatera – who have decided not to appoint a member but may so at any time
- Ngāti Whanaunga
- Ngāti Paoa;
- Ngāti Hinerangi and
- Any other members that the Forum may agree to in the future, upon formal application.

### Te rehitā ā-hapu; ā-iwi | Iwi/hapu registration

There is a due process for any group to request participation in the Forum. Upon application the Forum shall consider the request, and may consider issues such as what membership the Forum should hold, what constitutes an iwi/hapu, and what membership size is suitable to ensure the Forum is effective and efficient. The Forum will provide a recommendation to Council who in turn will make a decision on Forum member Iwi/hapu representation.

### Whaiwāhi ki Ngā Mana Whenua | Appointment to the Forum

Under Clause 31 Schedule 7 of the Local Government Act 2002 Council may delegate to any Committee the appointment of any non-elected members to any committee. Council has delegated to Te Manawhenua Forum mo Matamata-Piako the appointment of non-elected members to Te Manawhenua Forum mo Matamata-Piako.

It is considered that Forum members must be representative of mana whenua within the Matamata-Piako District and individual Iwi representation is a matter for respective Iwi to determine. Each of the identified member groups of the Forum shall nominate two representatives, one of which is the principal spokesperson. Both representatives may attend the meetings. The second representative will act at meetings in the absence of the principal representative. The Mayor is the principal for the Council, the Deputy Mayor is the alternate.

Following each Council election, the Forum, its membership and delegations shall be re-constituted by Council.

### **Ngā Mātapono o Ngā Mana Whenua | Principles of the Forum**

The Forum recognises the following principles for maintaining a strong and meaningful relationship between Council and mana whenua:

- Mutual respect and adherence to atuaanga (spirituality)
- Respect of taha Māori (wellbeing) and tikanga Māori (customs, protocols)
- Respect for the raNgātiratanga (self-determination, autonomy) of Iwi – the right to organise as Iwi
- Protection of mana whenua
- Protection of wahi tapu (sacred places), natural resources, cultural materials and taonga (treasures) Māori
- Meaningful and mutually beneficial participation of Māori in the Council
- Regard for the principles of the Te Tiriti o Waitangi (Treaty of Waitangi) as contemplated by the empowering legislation

### **Kaupapa o Ngā Mana Whenua | Purpose of the Forum**

The purpose of the Forum is to facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and iwi/hapu.

The purpose of the Forum does not substitute individual consultation and engagement of Iwi by the Council.

### **Ngā kawenga a Ngā Mana Whenua | General functions of the Forum**

The Forum will consider any matter to promote the social, economic, environmental and cultural well-being of the Māori communities for today and for the future, taking a sustainable development approach. This may include but is not limited to contributing to policy development, input into special projects, reserve management processes and receiving presentations from external organisations or individuals (e.g. regional



council, government departments, and community groups). The Forum will agree on an annual work programme to prioritise efforts and resources. This work programme will be considered by Council as part of its budgeting process.

#### **Ngā kawenga motuhake a Ngā Mana Whenua | Specific functions of the Forum**

In order to give effect to the principals and purpose set out above Council delegates the following to the Forum:

- Appoint any non-elected members to the Forum in accordance with this agreement.
- Appoint up to two representatives to sit as members on any Council working party as requested by Council. Council establishes working parties on an issue-by-issue basis and will invite the nominated Forum representatives to join as a member of any relevant working parties. These working parties usually report back to Council or its committees with recommendations.
- Consider any request by the Council to accept a delegation of a function of Council. The Forum must act in accordance with a delegation it has accepted.
- Appoint a minimum of two representatives to form the Waitangi Day Celebration organising committee each year, to work with staff on the district wide celebrations.
- Develop an annual work programme each year.
- Develop and adopt goals, strategies and policies and programmes for consideration by Council, if outlined in the Annual work programme (see below).
- Council will pay for a maximum of one representative nominated by the Forum in each three yearly election period to undertake training as a Resource Management Act 1991 hearing commissioner to establish a suitable pool of qualified commissioners. Council may ask the Forum to nominate further representatives if the need arises.
- Monitor the Long Term Plan/Annual Plan implementation for matters relating to mana whenua interests.
- Recommend to Council actions to enhance mana whenua capacity to contribute to decision-making including providing advice and recommendations
- Assist in the collation and monitoring of performance data for the Māori specific community outcomes/indicators
- Receive Iwi/hapu management plans on behalf of Council.
- In December each year, the Forum will recommend to Council a budget for the following financial year to be included within the Annual Plan or Long Term Plan to undertake a suggested work programme. If Council agrees to the proposed work programme, the Forum shall oversee the implementation of that work programme
- Support a joint Council and Forum meeting each year (refer to review section below).
- Support the Mayor through the Tuia Rangitahi programme (note: this is funded separately from the Forum)



- Represent the District iwi in engagements with Waikato Regional Council and government agencies.
- Engage with external agencies (such as government departments) on work they wish to undertake within the district.

**Ngā kawenga me ngā whakaritenga a te Tiamana, a tōna tuarua rānei |  
Functions and duties of the Chair person or his/her delegate**

- Act as the Forum representative at events hosted by Council e.g. ANZAC Day;
- Provide regular updates to Council following each Forum meeting.

**Ngā kawenga a Te Kaunihera hāngai pū ki Ngā Mana Whenua | Council's  
duties to Forum**

The Council must provide the Forum with the information that it needs to identify business of the Council that relates to the Forums purpose. Council has an obligation to consult the Forum on matters affecting mana whenua and give consideration to the Forum's advice.

It is to be acknowledged the limitations on resources Council can and are willing to provide may result in the purpose of the Forum not being fully realised within the Forum's timeframes.

Council is committed to fulfil its obligations to consult with individual iwi/hapu as required by legislation – for example under the Resource Management Act 1991 and Treaty of Waitangi settlement legislation relating to individual Iwi.

Consultation with the Forum does not substitute for such engagement, and shall be in addition to individual Iwi engagement.

**Ngā hui | Meetings**

Following each Council election, the Forum shall appoint a Chairperson.

The Forum shall meet regularly for either formal meetings or workshops as required, provided that meeting costs do not exceed the budget allocated to the performance of the Forum's functions each financial year. The Forum meeting schedule will be confirmed at the December meeting of the Forum each year.

**Ngā Whakaritenga me Ngā Mēneti | Agendas and Minutes**

Council is responsible for the production and distribution of agendas and minutes.

Council will advise respective members of the Forum of proposed agenda items by email, at least 15 working days prior to the meeting (five days prior to the meeting

agenda closing). Forum members are invited to respond with any additional items to be included on the agenda within the set timeframe (one day prior to the meeting agenda closing) to allow Council staff time to add the item to the meeting agenda.

It is recognised that there may be times when a meeting of the Forum is not required, if so, all members must agree that a meeting is not required. All parties are to convey and be advised of this in writing.

Forum meetings will be held in the Council Chambers, Te Aroha unless otherwise agreed by all Forum members.

#### **Te Ture me Ngā Ōta Pū | Legislation and Standing Orders**

Formal meetings of the Forum will be called in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.

Following each Council election, the Forum shall adopt standing orders for the duration of the triennium.

Quorum - The quorum required for any meeting of the Forum shall be four Iwi members who are entitled to vote plus a member of Council.

Voting Rights - Where the principal and alternate representatives attend meetings only the principal representative shall be entitled to vote. Where both the principal and alternate representative attend any meeting both will have full speaking rights but only one single Iwi member vote.

#### **Te Pūtea | Expenses**

In fulfilling its statutory duties, Council may require assistance and advice from the Forum. In such cases, the Forum will be adequately resourced by Council both financially and non-financially. The Council will make provision for such resourcing through its budgetary processes. This would include meeting fees and expenses for the two representatives and resourcing to undertake the work programme (refer to specific functions of the Forum).

#### **Te Utu | Remuneration**

It is agreed that remuneration will be paid in the form of a meeting allowance and mileage reimbursement for attendance by appointed members at formal meetings of the Forum called in accordance with the Local Government Official Information and Meetings Act 1987. The meeting allowance and mileage shall be that set by Council from time to time.

Remuneration for workshop attendance will be determined on a case by case basis for each workshop, and will be dependent on funding available. If Council invites

Forum member/s on any working party then the meeting allowance and mileage will be payable.

### **Te Aha Noa | General**

The Forum is recognised as a standing committee of Council; however, this does not affect or undermine the Tino RaNgātiratanga (self-determination) of the members of the Forum.

The Forum acknowledges that the interpretation, application and operation of these protocols are subject to the relevant empowering legislation, accountability frameworks and financial constraints.

The operation of the Forum does not restrict the ability of the Council to form specific relationships or agreements with individual Iwi or Iwi groups.

The operation of Forum will be supported by Council staff in the preparation of agendas, minutes as required by legislation and technical advice as resources allow.

### **Te Tirohanga Anō | Review**

The protocols and performance of the parties shall be reviewed each year by way of a joint Forum and Council meeting to discuss issues relating to the Forum based on the purpose and principles of this Heads of agreement.

All parties acknowledge that the relationship and partnership between Iwi and Council is an evolving process. As such, Iwi may seek to progress discussions regarding the independence of the Forum and its functions as part of future reviews.

### **Ngā Whakarerekētanga Iti Noa | Minor Amendments**

The Heads of Agreement can be amended at any time, without being re-signed by Forum members, to allow for changes in membership and re-appointments. Council staff are authorised to update this Heads of Agreement for minor and necessary amendments such as the ability to add alternates without further member agreement. Signed at Te Aroha this .....day of ..... 2019.

\_\_\_\_\_  
Mayor A Tanner  
Matamata-Piako District Council

\_\_\_\_\_  
Deputy Mayor N Goodger  
Matamata-Piako District Council

\_\_\_\_\_  
Te Ao Marama Maaka (Principal)  
Ngāti Haua

\_\_\_\_\_  
Rangitonga Kaukau (Alternate)  
Ngāti Haua

\_\_\_\_\_  
Jill Taylor (Principal)  
Ngāti Rahiri-Tumutumu

\_\_\_\_\_  
Ngāti Rahiri-Tumutumu

\_\_\_\_\_  
Raukawa

\_\_\_\_\_  
Raukawa

\_\_\_\_\_  
Glenice Wigg (Principal)  
Ngāti Paoa

\_\_\_\_\_  
Gary Thompson (Alternate)  
Ngāti Paoa

\_\_\_\_\_  
Kathy Ngamane (Principal)  
Ngāti Maru

\_\_\_\_\_  
Waati Ngamane (Alternate)  
Ngāti Maru

\_\_\_\_\_  
Michael Baker (Principal)  
Ngāti Whanaunga

\_\_\_\_\_  
Gavin Anderson (Alternate)  
Ngāti Whanaunga

\_\_\_\_\_  
Ngāti Tamatera

\_\_\_\_\_  
Ngāti Tamatera

\_\_\_\_\_  
Dianna Vaimoso (Principal)  
Ngāti Hinerangi

\_\_\_\_\_  
Tony Harrison (Alternate)  
Ngāti Hinerangi





## Schedule of Meetings 2021

CM No.: 2363766

### Rāpopotonga Matua | Executive Summary

Te Manawhenua Forum mo Matamata-Piako are asked to confirm dates for their 2021 meeting schedule.

### Tūtohunga | Recommendation

That:

1. The Forum confirms the meeting dates for 2021.

### Horopaki | Background

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

- Council meet monthly every 2<sup>nd</sup> Wednesday, with extra meetings for hearings and adoption of documents as required.
- Corporate and Operations Committee (COC) meet monthly every 4<sup>th</sup> Wednesday.
- Audit and Risk Committee meet quarterly on Tuesday, based on Council meeting dates.
- Te Manawhenua Forum meet quarterly on the 1<sup>st</sup> Tuesday of the relevant month, with the exception of the last meeting, which will be held on 30 November.
- Waharoa (Matamata) Aerodrome Committee meet three times a year on the third or fourth Thursday of a month.

Proposed meeting schedule:

MONTH	DATE	VENUE
March	Tuesday 2 <sup>nd</sup>	Matamata-Piako District Council, Council Chambers, Te Aroha
June	Tuesday 1 <sup>st</sup>	
September	Tuesday 7 <sup>th</sup>	
November	Tuesday 30 <sup>th</sup>	TBC

### Ngā Tāpiritanga | Attachments

[A↓](#). Meeting Planner 2021 including LGNZ dates

**Ngā waitohu | Signatories**

Author(s)	Stephanie Glasgow <b>Committee Secretary and Corporate Administration Officer</b>	
Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	



Item 6.2

Attachment A

MPDC Meeting Planner 2021 – inclusive Committee dates  
and LGNZ commitments

	January	February	March	April	May	June	July	August	September	October	November	December	
SUN													SUN
MON			1 CDEM Joint Committee								1		MON
TUES			2 TMF			1 TMF					2		TUES
WED			3 National Council			2			1		3	1 COUNCIL	WED
THURS			4 R&P Stakeholder Function	1		3	1		2		4	2	THURS
FRI	1 New Year's Day		5 R&P	2 Good Friday		4	2 Equip		3	1 Te Maruata	5	3 National Council	FRI
SAT	2		6	3	1	5	3		4	2	6	4	SAT
SUN	3	Mon 1 Nelson/Buller	7	4	2	6	4	1	5	3	7	5	SUN
MON	4 Day after New Year's	1 Auckland/Northland	8 HGF	5 Easter Monday	3	7 Queen's Birthday	5	2 PAG GSAG CDEM Joint Com	6	4	8 PAG GSAG	6	MON
TUES	5	2	9 ARC	6	4	8	6	3	7	5	9	7	TUES
WED	6	3 WORKSHOP TBC	10 COUNCIL Te Maruata	7	5 COUNCIL	9 COUNCIL	7	4	8 COUNCIL	6	10 COUNCIL	8 COC	WED
THURS	7	4	11 Te Maruata Hui	8	6	10 Rural and Provincial	8	5	9	7	11 NC Strat Day	9	THURS
FRI	8	5	12	9	7 Regional	11 R&P	9	6	10	8	12 National Council	10 Te Maruata	FRI
SAT	9	6 Waitangi Day	13	10	8	12	10	7	11	9	13	11	SAT
SUN	10	7	14	11	9	13	11	8	12	10	14	12	SUN
MON	11	8 Waitangi Day (observed)	15	12	10	14	12	9	13	11	15	13	MON
TUES	12	9 Te Maruata	16	13	11	15	13	10	14	12	16	14	TUES
WED	13	10 COUNCIL	17 WORKSHOP TBC	14	12 COUNCIL	16 COUNCIL Hearing	14	11 COUNCIL Te Maruata Hui NC	15	13	17 COUNCIL	15	WED
THURS	14	11	18	15	13	17	15	12	16	14	18	16	THURS
FRI	15	12	19	16	14	18	16	13	17	15	19	17	FRI
SAT	16	13	20	17	15	19	17	14	18	16	20	18	SAT
SUN	17	14	21	18	16	20	18	15	19	17	21	19	SUN
MON	18	15 CE Forum	22	19	17	21	19	16	20	18	22	20	MON
TUES	19	16	23	20	18	22	20	17	21	19	23	21	TUES
WED	20	17	24	21	19	23	21	18	22	20	24	22	WED
		Bylaw, Speed Limit Hearing / WORKSHOP											
THURS	21	18	25	22	20	24	22	19	23	21	25	23	THURS
FRI	22	19	26	23	21	25	23	20	24	22	26	24	FRI
SAT	23	20	27	24	22	26	24	21	25	23	27	25	SAT
SUN	24	21	28	25	23	27	25	22	26	24	28	26	SUN
MON	25	22	29	26	24	28	26	23	27	25	29	27	MON
		PAG GSAG		ANZAC (observed)						Labour Day	CDEM Joint Committee	Christmas Day (observed)	
TUES	26	23	30	27	25	29	27	24	28	26	30	28	TUES
WED	27	24	31	28	26	30	28	25	29	27	31	29	WED
		WORKSHOP		WORKSHOP TBC									
THURS	28	25	31	29	27	31	29	26	30	28	31	30	THURS
FRI	29	26	30	30	28	31	30	27	31	29	30	31	FRI
SAT	30	27		29	27		31	28		30			SAT
SUN	31	28		30	28			29		31			SUN
MON				31	29			30					MON
TUES								31					TUES
key	Conference	National Council	Zones	Sector R & P – Rural & Provincial	Weekends/Public Holidays	Symposium	CE Forum	Advisory Groups PAG – Police GSAG – Governance and Strategy	Equip Board	Waharoa (Matamata) Aerodrome Committee	Te Manawhenua Forum	Audit and Risk Committee	Te Maruata

Agenda Close Dates:  
Council / COC, Committees

## TMF Work Program 2021

RM No.: 2365978

### Rāpopotonga Matua | Executive Summary

This report presents the draft work program for Te Manawhenua Forum for 2021. The Forum may wish to suggest amendments or additions to the program.

### Recommendation

That:

1. **Te Manawhenua Forum approve the work program for the 2021 calendar year.**

### Horopaki | Background

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

The following draft work program is proposed for discussion. There may be other matters that the Forum wishes to consider for inclusion in the work program.

#### Meeting 1

- Six month report July to December 2020
- District Plan and Iwi management plans update incl Papakainga plan change update
- Long Term Plan 2021-31 Update and documents for consultation
- Te Reo Maori Policy update on initiatives and guidelines
- Signage manual incl bilingual text
- Waitangi Day 2021 debrief/review
- Open Spaces Strategy update
- Community Facilities Strategy and Policy update
- Waste Management and Minimisation Plan
- Te Aroha Domain Working Party update
- Te Aroha Domain Spa Development Project Update

#### Meeting 2

- Annual customer satisfaction survey
- District Plan and iwi management plans update incl Papakainga plan change update
- Long Term Plan 2021-31 Project Plan
- Te Reo Maori Policy update on initiatives and guidelines
- Manawhenua Engagement Guide review
- Community Facilities Strategy and Policy update
- Open Spaces Strategy update
- Te Manawhenua Forum satisfaction survey
- Te Aroha Domain Working Party update
- Te Aroha Domain Spa Development Project Update



**Meeting 3**

- Waitangi Day 2021 event planning
- Annual Plan 2020/21 and other associated documents update
- District Plan and iwi management plans update incl Papakainga plan change update
- Long Term Plan 2021-31 Project Plan, Timeline and Maori involvement in decision-making section
- Draft Annual Report 2019/20
- Manawhenua Engagement Guide review
- Community Facilities Strategy and Policy update
- Te Aroha Domain Working Party update
- Te Aroha Domain Spa Development Project Update

**Meeting 4**

- Draft work programme for 2021
- Waitangi Day 2021 event planning
- Long Term Plan 2021-31 project update
- Te Reo Maori Policy update on initiatives and guidelines
- Manawhenua Engagement Guide review
- State of the Environment Reporting
- District Plan and Iwi management plans update
- Resource Management Act Hearing Commissioner Training
- Community Facilities Strategy and Policy update
- Community Facilities update
- Road and Open Spaces Naming Policy 12 month review
- Long Term Plan 2021-31 Project Plan, Timeline and Maori involvement in decision-making section
- Te Aroha Domain Working Party update
- Te Aroha Domain Spa Development Project Update
- Lunch with the Councillors

**Financial Cost and Funding Source**

The proposed work program can be funded from existing operating budgets for Te Manawhenua Forum.

**Ngā Tāpiritanga | Attachments**

There are no attachments for this report.

**Ngā waitohu | Signatories**

Author(s)	Ann-Jorun Hunter <b>Policy Planner</b>	
-----------	---	--

Approved by	Niall Baker <b>Senior Policy Planner</b>	
-------------	---	--

Item 6.3

	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

## Heads of Agreement

RM No.: 2373604

### Rāpopotonga Matua | Executive Summary

Te manawhenua forum mō Matamata-Piako Forum is a Standing Committee of Council, and was first established in 2004. The relationship between Council and iwi/hapū continues to evolve as we move towards a post-settlement era.

The Forum operates under a Heads of Agreement first signed in 2004, with the latest review completed in 2017. The current Heads of Agreement is attached for members' information (Attachment A).

At its meeting in December 2019 Forum members expressed a desire to review the Heads of Agreement for the new triennium. A hui was held in February 2020, with the feedback from the Hui presented to the Forum meeting in March and feedback from the Forum reported to Council in April (Attachment B).

A revised Heads of Agreement has been drafted (attached). This revised HOA was discussed with Council at a workshop 1 July 2020, and further discussed at individual meetings with some Iwi who expressed an interest/availability to do so.

The purpose of this report is to seek feedback and comments from the Forum on this revised draft. Some changes have been tracked in to the attachment following individual Iwi hui. The intention is that the Iwi Liaison officer would pick the Heads of Agreement up as a road map for their work plan in 2021.

### Tūtohunga | Recommendation

That:

1. **The information is received.**
2. **The Forum provides feedback and comments on the revised draft Heads of Agreement**

### Horopaki | Background

During the early 2000's Council and Iwi entered into discussions around the establishment of protocols to maintain appropriate links with mana whenua and to foster effective relationships between Council and Iwi. This led to Council establishing Te Mana Whenua Forum Mo Matamata-Piako (Forum) in 2004 as a mechanism for Council to meet its obligations. The Forum was established as a standing committee of Council to facilitate mana whenua contribution to Council's decision-making and to provide a framework for Council and iwi to forge an ongoing effective and meaningful relationship. The original Heads of Agreement (HOA) signed 8 July 2004 stated as follows;

*The forum will consider any matter to promote the social, economic, environmental and cultural well-being of the Māori communities for today and for the future taking a sustainable approach.*

The original HOA gave provisions for iwi to have input into policy development and special projects as required.

Since its formation, the Forum has been a Standing Committee of Council, reconfirmed following the 2019 elections, which operates under a Heads of Agreement between Council and the Forum members. The Forum has traditionally had delegation to *recommend to Council* on matters relating to Māori such as providing feedback on policy and bylaw development from a Māori perspective.

The HOA was last reviewed in 2017, and endorsed by the new Forum following the 2019 Local Government Elections (Attachment A).

At its meeting in December 2019 Forum members expressed a desire to review the Heads of Agreement for the new triennium. A hui was held in February 2020, with the feedback from the Hui presented to the Forum meeting in March and feedback from the Forum reported to Council in April (Attachment B).

A revised Heads of Agreement has been drafted. This revised HOA was discussed with Council at a workshop 1 July, and feedback from the Council is provided below in the Issues/Discussion section.

The purpose of this report is to seek feedback and comments from the Forum on this revised draft.

## Ngā Take | Issues / Kōrerorero | Discussion

Forum members have previously commented on the changing relationships between Māori and local authorities around New Zealand with the stronger Māori engagement processes and structures being established such as the Auckland Māori Statutory Board. The Forum considers there is a need to 'stay current' in terms of Māori engagement. Individual iwi/hapū are progressing through their Tiriti o Waitangi / Treaty of Waitangi settlement negotiations, and the relationship between iwi and Council is evolving towards one of collaboration and partnership.

### Strategic Direction

The starting point for the discussion at the February Hui was to articulate members' aspirations for their iwi and for iwi/Māori in the district in general. From those discussions, five themes emerged;

A summary of the Hui discussions is attached for members' information in Attachment B.

This has been translated into the new format of the Heads of Agreement is attached.

As an alternative to having representation on Council/Committee, it has been acknowledged that the Heads of Agreement can be strengthened to provide a stronger voice for Māori in the district.

To achieve this, it is suggested that the Forum considers preparing a Strategy on a Page style document that would inform Council (elected members) and staff on issues of significance to iwi/Māori, and how iwi/Māori would like to be engaged on these matters to achieve its community aspirations.

Most central government agencies and ministries have a specific Māori Strategy that aligns with the Governments strategic direction and vision. These Māori strategies are often presented as a Strategy on a Page, or over a couple of pages, setting out the organisations' vision and values, its strategic priorities and its action plan to achieve those aspirations. Examples of these Strategies were discussed with the Forum at the Hui in February and again at the March meeting of the Forum.

It was agreed that the revised heads of Agreement would be set out similar to the Māori Strategy of NZTA (<https://www.nzta.govt.nz/assets/About-us/docs/te-ara-kotahi-our-Māori-strategy-june-2019.pdf>) which was seen as a good example of how iwi aspirations, priorities, values and work streams can be presented in a clear and succinct way. The Attached revised Draft Heads of Agreement has been presented in this format, with the addition of allowing for bilingual text throughout.

By having a clear direction and understanding of the aspirations of the Forum and its members, Council can better direct its resources and efforts to support work towards these. This will help council understand what matters are considered of specific interest to mana whenua. This would also provide members with an opportunity to highlight issues/matters related to the projects that are of particular interest to iwi/Māori and provide advice to staff on to what extent engagement should occur.

It is suggested that the Forum considers developing a Strategy on a Page document to clearly articulate its aspirations and goals for the coming years, and to advice Council and staff on matters of significance to mana whenua and how Council and iwi can best work together to achieve these.

#### Work programme and Priorities

Each year in December the Forum confirms its work programme for the following year, as per its delegations and budget. It is suggested that a longer term work programme or action plan / priority actions are identified as part of the Strategy on a Page. This will provide clarity to Council and staff about Forum priorities, and progress towards these actions can be tracked throughout the year and from year to year.

Due to the uncertain financial times we are currently experiencing, there may be limited budgets available to progress all actions this year. By having a longer term view, Council together with the Forum can make small steps toward the agreed goals over time.

The Revised Draft HOA attached includes all the bullet-points previously set out under Responsibilities in the current HOA (refer Attachment A), and allocated these to the agreed Themes. In addition, initiatives and priority actions discussed at the Hui in February has also been included.

As you can see from the table on Page 2 of the HOA, some Themes have multiple Priority Actions/Initiatives associated with them, while others don't. These will need to be discussed in more details with Forum members and Council to agree on how the two parties can best work together to achieve the aspirations of those particular themes. This may include taking a more active role in advocating and lobbying on behalf of our Māori communities when engaging with central government agencies and others.

To better align with the annual budgeting process, it is suggested that this discussion takes place in September. That way any items on the proposed work programme that require additional resources or funding can be discussed with Council prior to setting of the Annual Plan/Long Term Plan budget. In the years leading up to an LTP, it is suggested that the Forum considers setting its priorities for the next three years. This can then inform the LTP budget, and give some certainty to the Forum with regards to funding available to undertake work.

It is suggested that the revised Heads of Agreement and associated work programme be submitted to Council for consideration for the 2021-31 Long Term Plan.

#### Feedback from Council workshop

The revised HOA was discussed with Council at a workshop 1 July. It was acknowledged that the relationship between iwi and Council has changed since the formation of the Forum, and as such Council expressed an interest in reviewing how we engage with iwi and how we can continue to develop this in the longer term.

Council had previously discussed the merits of engaging an iwi liaison/advisory resource on staff to support the implementation of some of the priority actions in the revised HOA and to help build the organisational capacity and capability in tikanga māori and support the implementation of Ko te Kaupapahere Reo Māori / Māori Language Policy. Due to the financial constraints of COVID-19 and the restricted budgets approved for the 2020/21 Annual Plan, this was put on hold.

Forum feedback is sought on whether members would be supportive of an external audit of Council's framework and capacity for working with iwi, and Council recruiting an iwi liaison/advisory resource, and also how Council can work with iwi on the development of a job description and recruitment process as part of the development of the Long Term Plan budgets.

Council indicated their support for the revised HOA as attached, and invite Forum feedback to further develop the HOA and identify key priorities for inclusion in the Long Term Plan 2021-31.

### **Mōrearea | Risk**

There is a risk that the Heads of Agreement may become irrelevant if not reviewed on a regular basis.

### **Ngā Whiringa | Options**

The Forum can choose to provide comments and feedback on the revised draft Heads of Agreement and the proposal to engage an iwi liaison/advisory resource on Council staff.

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

#### **Local Government Act 2002 and Local Government Wellbeing Amendment Act 2019**

The Local Government Act 2002 and its amendments (LGA) provide the principles and requirements for facilitating Māori participation in local authority decision-making;

#### *4 Treaty of Waitangi*

*In order to recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision-making processes, Parts 2 and 6 provide principles and requirements for local authorities that are intended to facilitate participation by Māori in local authority decision-making processes.*

The LGA further requires that a local authority should provide opportunities for Māori to contribute to its decision-making processes (s14(1)(d)). Local authorities are required to consider all reasonable practicable options and assess the advantages and disadvantages of each option. If any of the options considered involves a significant decision in relation to land or a body of water, the local authority must take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, flora and fauna and other taonga (s77).

*Section 81 of the LGA sets out the requirements for Contributions to decision-making process by Māori;*

#### *81 Contributions to decision-making processes by Māori*



- 1) A local authority must—
  - a) establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority; and
  - b) consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority; and
  - c) provide relevant information to Māori for the purposes of paragraphs (a) and (b).
- 2) A local authority, in exercising its responsibility to make judgments about the manner in which subsection (1) is to be complied with, must have regard to—
  - a) the role of the local authority, as set out in section 11; and
  - b) such other matters as the local authority considers on reasonable grounds to be relevant to those judgments.

The Local Government Wellbeing Amendment Act 2019 reinstated the four well-beings (social, cultural, economic and environmental) into legislation. This further reiterates the responsibility of local authorities to be good stewards and consider its communities' wellbeing in their decision-making.

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

Council is currently preparing the 2021-31 Long Term Plan. As part of this, Council will be reviewing the section on Māori participation in decision-making processes. It is considered appropriate to review the Heads of Agreement to coincide with this timeline so any changes to the Agreement or work programme can be considered as part of the LTP.

### **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:** Vibrant Cultural Communities

**Community Outcome:**

We value and encourage strong relationships with Iwi and other cultures, recognising wāhi tapu and taonga/significant and treasured sites and whakapapa/ ancestral heritage.

Tangata Whenua with Manawhenua status (those with authority over the land under Māori lore) have meaningful involvement in decision making.

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

The Forum and its work programme is funded through the General Rates.

### **Ngā Tāpiritanga | Attachments**

- A [↓](#). Draft Heads of Agreement - New
- B [↓](#). TMF Hui Workshop Notes/ Diagram 11 Feb 2020
- C [↓](#). Te Manawhenua Forum Heads of Agreement Review

### **Signatories**

Author(s)	Ann-Jorun Hunter	
-----------	------------------	--

Item 6.4

---

	<b>Policy Planner</b>	
Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	



# Te Manawhenua Forum mo Matamata-Piako Heads of Agreement

## REO | INTRODUCTION

He whakatū tēnei Kawenata i tētehi rōpū e kīia nei ko Ngā Mana Whenua Mō Matamata-Piako e taea ai e Te Kaunihera ā-Rohe o Matamata-Piako te mahi ngātahi me ngā mana whenua, i tēnei wā ahu ake, ki ngā rohenga ā-ture o Matamata-Piako.

He hiahia nō Te Kaunihera rātou ko ngā māngai o ngā mana whenua ki te whakahaere i tēnei Kawenata hei whakaatu i ngā take pū o tā rātou mahi ngātahi i ngā kaupapa te here nei i a rātou.

In recognition of Council's commitment to fulfil its obligations under the LGA, and following discussions with the District's iwi/hapu during 2003-04, Te Manawhenua Forum mo Matamata-Piako was established as a Standing Committee of Council 8 July 2004. The Forum held its first formal meeting on 24 September 2004. Following each triennial election since that time, Council has re-established the Forum as a Standing Committee of Council, recognising the important contribution of the Forum to Council and the value of Council's relationship with the Forum.

This Heads of Agreement provides for a forum called the Te Manawhenua Forum Mo Matamata-Piako ("Forum") where the Matamata-Piako District Council ("Council") and Māori who have mana whenua in respect of the jurisdictional boundaries within Matamata-Piako district can forge an ongoing effective and meaningful partnership.

The Council and mana whenua representatives of the district wish to enter into this Heads of Agreement which is intended to reflect the basis upon which they will conduct their affairs of common interest.

The Forum membership shall be Mayor and Deputy Mayor representing the Council, and two representatives (one principal and one alternate) to represent each iwi with rohe within the Matamata-Piako district; Ngāti Hauā, Ngāti Rahiri-Tumutumu, Raukawa, Ngāti Maru, Ngāti Whanaunga, Ngāti Paoa and Ngāti Hinerangi. Ngāti Tamatera also have the ability to join

## KAUPAPA O NGĀ MANA WHENUA | PURPOSE OF THE FORUM

Purpose in te reo to be added

The purpose of the Forum is to facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and iwi/hapu.

The purpose of the Forum does not substitute individual consultation and engagement with Iwi/hapu by the Council.

## VISION

Vision in te reo to be added

*Together we will facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and Iwi/hapu.*

## NGĀ MĀTAPONO O NGĀ MANA WHENUA | PRINCIPLES OF THE FORUM

Principles in te reo to be added

- Mutual respect and adherence to atuaanga (spirituality)
- Respect of taha Māori (wellbeing) and tikanga Māori (customs, protocols)
- Respect for Tino RaNgātiratanga (self-determination, autonomy) of Iwi – the right to organise as Iwi
- Protection of mana whenua
- Protection of wahi tapu (sacred places), natural resources, cultural materials and taonga (treasures) Māori
- Meaningful and mutually beneficial participation of Māori in the Council
- Regard for the principles of the Te Tiriti o Waitangi (Treaty of Waitangi) as contemplated by the empowering legislation



*Vision in reo*

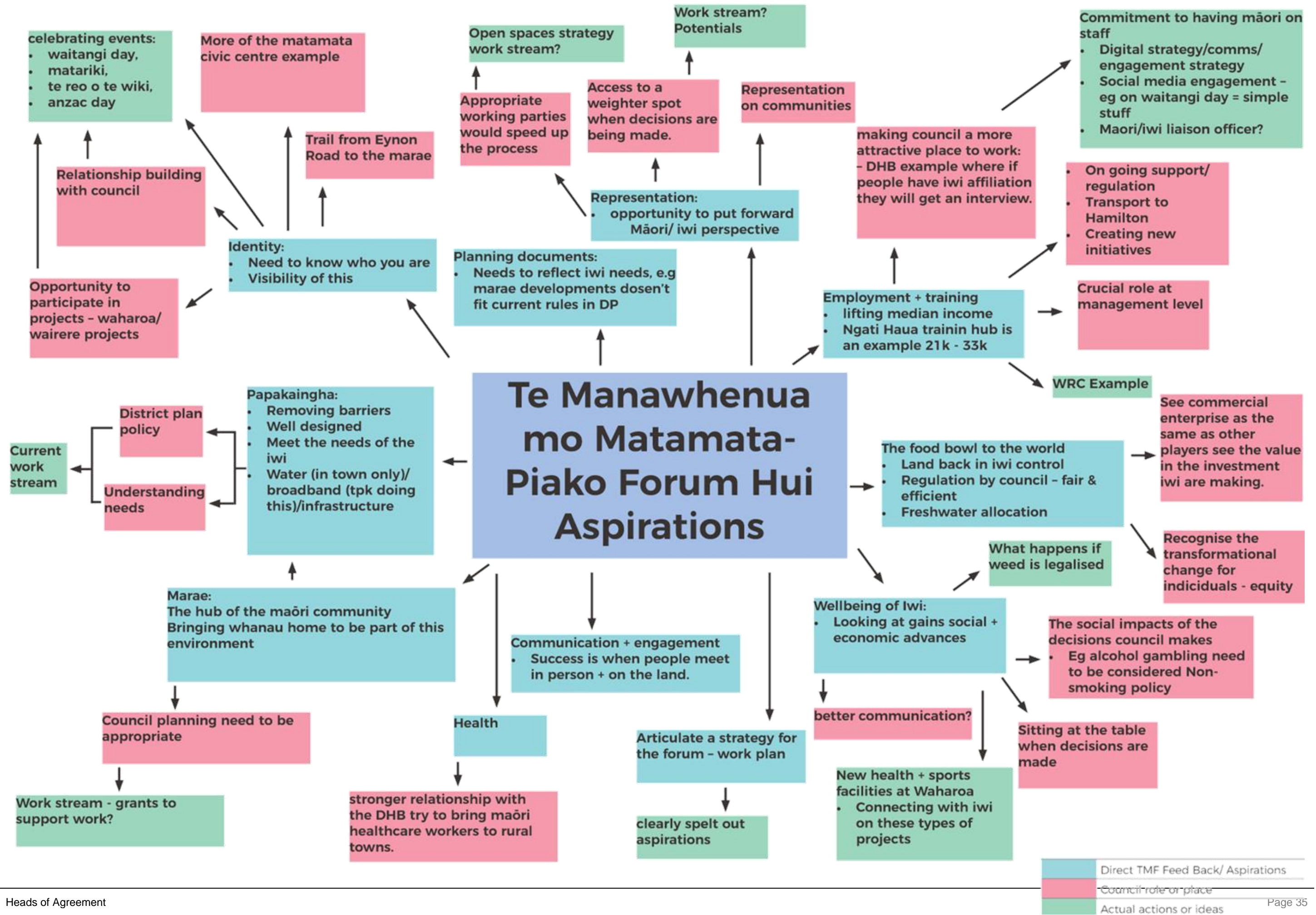
*Together we will facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and Iwi/hapu.*

	Understand Iwi	Support Iwi identity	Engage with Iwi	Support Economic Interests	Support Social Interests
Timeframes <sup>1</sup>	Build culturally competent Council leadership	Support/promote the use of reo	Build capacity within Council to engage with Iwi	Recognise Iwi as commercial operators	Support access to health services for Iwi/hapu
	Build a culturally competent Council	Support and celebrate Iwi, Māori through events	Support Iwi to engage with Council	Support Iwi to meet Council regulatory requirements	Support access to employment and education/training opportunities
	Build a diverse Council	Encourage the visibility of Māori culture in our communities	Support Iwi representation at a governance level at Council and in the community	Recognise the unique needs of marae and Papakainga	Support access to social services
Current work	<ul style="list-style-type: none"> <li>The Forum will receive Iwi/hapu management plans prepared under the RMA on behalf of Council</li> <li>Council will engage with Iwi/hapu and the Forum on policy and strategic documents/plans development to understand Iwi perspective on the matter(s).</li> <li>The Council will provide the Forum with the information that it needs to identify business of the Council that relates to the Forums purpose.</li> <li>Council will consult the Forum on matters affecting mana whenua and give consideration to the Forum's advice.</li> </ul>	<ul style="list-style-type: none"> <li>The Forum and Council will work together on the implementation of Te Reo Policy</li> <li>The Forum Chair or his/her representative will act as the Forum representative at events hosted by Council e.g. ANZAC Day.</li> <li>Council will invite the Forum Chair to attend all major events hosted by Council, and engage with the Chair to ensure appropriate protocol/tikanga is observed.</li> <li>Council will work with the Forum and individual Iwi to celebrate Iwi/Māori through</li> <li>Council will work with Iwi to understand cultural and historical stories of Iwi</li> </ul>	<ul style="list-style-type: none"> <li>The Forum Chair or his/her representative will provide regular updates to Council following each Forum meeting.</li> <li>The Forum will appoint any non-elected members to the Forum in accordance with this agreement</li> <li>The Forum shall nominate one representative during each triennium to undertake training as a Resource Management Act 1991 hearing commissioner to establish a suitable pool of qualified commissioners.</li> <li>The Forum will appoint representative(s) to sit on various Council working parties if/when invited/requested.</li> </ul>	<ul style="list-style-type: none"> <li>Iwi will have meaningful involvement in the Papakainga plan-change to recognise the unique needs of marae and Papakainga.</li> <li>Iwi (commercial entities) will be invited to attend Council hosted business events (i.e. Big Business Breakfast)</li> <li>Iwi have meaningful involvement in Council's development projects (e.g. PGF, Aerodrome, further plan reviews)</li> <li>The Forum will engage with external agencies (such as government departments) on work they wish to undertake within the district.</li> </ul>	<ul style="list-style-type: none"> <li>Iwi organisations will be eligible to apply for Council's community funding assistance. (ensure this is specified in the policies)</li> <li>Civil defence – Iwi are engaged in Civil Defence activities</li> <li>Council will be an advocate for access to health services for all members of the community including Iwi/hapu where requested to assist.</li> <li>Council will be an advocate for access to employment and education/training opportunities for all members of the community including Iwi/hapu where requested to assist.</li> </ul>
Medium term	<ul style="list-style-type: none"> <li>Council will provide training opportunities for its staff to improve the organisational capabilities of tikanga and reo. The Forum members will support the Council in its learning journey by offering advice and guidance on tikanga.</li> <li>Mana Whakahono a Rohe or other individual Iwi agreements underway with some Iwi</li> <li>Council will understand and work to remove barriers to Iwi members becoming of the Council workforce.</li> </ul>	<ul style="list-style-type: none"> <li>The Forum will recommend to Council actions and initiatives to enhance mana whenua capacity to contribute to decision-making processes.</li> <li>Council will engage with the Forum on educational and information signage on parks and reserves and other public spaces. (refer Signage Strategy work)</li> </ul>	<ul style="list-style-type: none"> <li>Council's project management framework will be developed to encourage early engagement with Iwi.</li> <li>Council will review its current capacity and framework for working with Iwi (external audit)</li> </ul>	<ul style="list-style-type: none"> <li>Iwi have meaningful involvement in Council's development projects (e.g. PGF, Aerodrome, further plan reviews)</li> <li>Iwi will be engaged in further district plan reviews</li> </ul>	<ul style="list-style-type: none"> <li>Work on the Waihou-Piako Catchment plan will be adequately resourced and relationships developing between co-governance partners.</li> <li>Council will support Iwi to engage in the local government election process.</li> </ul>
Longer term	<ul style="list-style-type: none"> <li>Council will increase staff resource to support the Council/Iwi relationship and build internal capabilities within Council</li> </ul>	<ul style="list-style-type: none"> <li>Communications staff have well developed relationships Iwi communications staff</li> </ul>	<ul style="list-style-type: none"> <li>Review of Iwi representation arrangements in the District will be undertaken</li> </ul>	<ul style="list-style-type: none"> <li>Diverse workforce (encourage Māori applicants by using bilingual job titles, including tikanga and te reo as desirable or required skills for certain positions such as policy planners and third tier management)</li> </ul>	<ul style="list-style-type: none"> <li>Council will use bilingual job titles and include tikanga and reo as part of the capability/qualification requirement for certain positions (where relevant) to encourage Māori applicants</li> </ul>
Aspirational	<ul style="list-style-type: none"> <li>Mana Whakahono a Rohe or other individual Iwi agreements completed with all Iwi</li> </ul>	<ul style="list-style-type: none"> <li>Bilingual documents and communications well embedded in Council branding, all documents and communications.</li> </ul>	<ul style="list-style-type: none"> <li>Iwi representation at a governance level will be established</li> </ul>	<ul style="list-style-type: none"> <li>Council will have a sound understanding of Iwi commercial work and Iwi will have a sound understanding of commercial – opportunities within Council</li> </ul>	<ul style="list-style-type: none"> <li>The Waihou-Piako Catchment plan will be completed, implemented and working effectively.</li> </ul>

<sup>1</sup> Due to current restraints on resources as a result of COVID-19 and the current economic climate, there is no increase to funding in the 2020/21 Annual Plan, and limited capacity within existing human and financial resources to undertake additional work.











# Te Manawhenua Forum mo Matamata-Piako Heads of Agreement

## REO | INTRODUCTION

In recognition of Council's commitment to fulfil its obligations under the LGA, and following discussions with the District's iwi/hapu during 2003-04, Te Manawhenua Forum mo Matamata-Piako was established as a Standing Committee of Council 8 July 2004. The Forum held its first formal meeting on 24 September 2004. Following each triennial election since that time, Council has re-established the Forum as a Standing Committee of Council, recognising the important contribution of the Forum to Council and the value of Council's relationship with the Forum.

He whakatū tēnei Kawenata i tētehi rōpū e kiia nei ko Ngā Mana Whenua Mō Matamata-Piako e taea ai e Te Kaunihera ā-Rohe o Matamata-Piako te mahi ngātahi me ngā mana whenua, i tēnei wā ahu ake, ki ngā rohenga ā-ture o Matamata-Piako.

This Heads of Agreement provides for a forum called the Te Manawhenua Forum Mo Matamata-Piako ("Forum") where the Matamata-Piako District Council ("Council") and Māori who have mana whenua in respect of the jurisdictional boundaries within Matamata-Piako district can forge an ongoing effective and meaningful partnership.

He hiahia nō Te Kaunihera rātou ko ngā māngai o ngā mana whenua ki te whakahaere i tēnei Kawenata hei whakaatu i ngā take pū o tā rātou mahi ngātahi i ngā kaupapa te here nei i a rātou.

The Council and mana whenua representatives of the district wish to enter into this Heads of Agreement which is intended to reflect the basis upon which they will conduct their affairs of common interest.

The Forum membership shall be Mayor and Deputy Mayor representing the Council, and two representatives (one principal and one alternate) to represent each iwi with rohe within the Matamata-Piako district, Ngāti Hauā, Ngāti Rahiri-Tumutumu, Raukawa, Ngāti Maru, Ngāti Whanaunga, Ngāti Paoa and Ngāti Hinerangi. Ngāti Tamaterā also have the ability to join

## KAUPAPA O NGĀ MANA WHENUA | PURPOSE OF THE FORUM

Purpose in te reo [to be added](#)

The purpose of the Forum is to facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and iwi/hapu.

The purpose of the Forum does not substitute individual consultation and engagement with iwi/hapu by the Council.

## VISION

Vision in te reo [to be added](#)

*Together we will facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and iwi/hapu.*

## NGĀ MĀTAPONO O NGĀ MANA WHENUA | PRINCIPLES OF THE FORUM

Principles in te reo [to be added](#)

- Mutual respect and adherence to atuaanga (spirituality)
- Respect of taha Māori (wellbeing) and tikanga Māori (customs, protocols)
- Respect for Tino RaNgātiratanga (self-determination, autonomy) of Iwi – the right to organise as Iwi
- Protection of mana whenua
- Protection of wahi tapu (sacred places), natural resources, cultural materials and taonga (treasures) Māori
- Meaningful and mutually beneficial participation of Māori in the Council
- Regard for the principles of the Te Tiriti o Waitangi (Treaty of Waitangi) as contemplated by the empowering legislation

*Vision in reo*

Together we will facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and Iwi/hapu.

Timeframes <sup>1</sup>	Understand Iwi	Support Iwi identity	Engage with Iwi	Support Economic Interests	Support Social Interests
	Build culturally competent Council leadership Build a culturally competent Council Build a diverse Council	Support/promote the use of reo Support and celebrate Iwi, Māori through events Encourage the visibility of Māori culture in our communities	Build capacity within Council to engage with Iwi Support Iwi to engage with Council Support Iwi representation at a governance level at Council and in the community	Recognise Iwi as commercial operators Support Iwi to meet Council regulatory requirements Recognise the unique needs of marae and papakainga/Papakainga	Support access to health services for Iwi/hapu Support access to employment and education/training opportunities Support access to social services
Current work	<ul style="list-style-type: none"> <li>The Forum will receive Iwi/hapu management plans prepared under the RMA on behalf of Council</li> <li>Council will engage with Iwi/hapu and the Forum on policy and strategic documents/plans development to understand Iwi perspective on the matter(s).</li> <li>The Council <i>must will</i> provide the Forum with the information that it needs to identify business of the Council that relates to the Forums purpose.</li> <li>Council <i>shall will</i> consult the Forum on matters affecting mana whenua and give consideration to the Forum's advice.</li> </ul>	<ul style="list-style-type: none"> <li>The Forum and Council will work together on the implementation of Te Reo Policy</li> <li>The Forum Chair <i>or his/her representative</i> will act as the Forum representative at events hosted by Council e.g. ANZAC Day.</li> <li>Council will invite the Forum Chair to attend all major events hosted by Council, and engage with the Chair to ensure appropriate protocol/tikanga is observed.</li> <li>Council will work with the Forum and individual Iwi to celebrate Iwi/Māori through The Forum Chair will act as the Forum representative at events hosted by Council e.g. ANZAC Day.</li> </ul>	<ul style="list-style-type: none"> <li>The Forum Chair or his/her representative will provide regular updates to Council following each Forum meeting.</li> <li>The Forum will appoint any non-elected members to the Forum in accordance with this agreement</li> <li>The Forum shall nominate one representative during each triennium to undertake training as a Resource Management Act 1991 hearing commissioner to establish a suitable pool of qualified commissioners.</li> <li>The Forum <i>shall will</i> appoint representative(s) to sit on various Council working parties if/when invited/requested.</li> </ul>	<ul style="list-style-type: none"> <li>Iwi will have meaningful involvement in the papakainga/Papakainga plan-change to recognise the unique needs of marae and papakainga/Papakainga.</li> <li>Iwi (commercial entities) will be invited to attend Council hosted business events (i.e. Big Business Breakfast) Can we add Iwi organisations and Marae trust boards to the RC Funding assistance policy?</li> <li>Iwi have meaningful involvement in Council's development projects (e.g. PGF, Aerodrome, further plan reviews) Iwi (commercial entities) will be invited to attend Council hosted business events (i.e. Big Business Breakfast)</li> <li>The Forum will engage with external agencies (such as government departments) on work they wish to undertake within the district.</li> </ul>	<ul style="list-style-type: none"> <li>Iwi organisations will be eligible to apply for Council's community funding assistance. (ensure this is specified in the policies)</li> <li>Civil defence – Iwi are engaged in Civil Defence activities</li> <li>Council will be an advocate for access to health services for all members of the community including Iwi/hapu where requested to assist.</li> <li>Council will be an advocate for access to employment and education/training opportunities for all members of the community including Iwi/hapu where requested to assist.</li> </ul>
Medium term	<ul style="list-style-type: none"> <li>Council will provide training opportunities for its staff to improve the organisational capabilities of tikanga and reo. The Forum members will support the Council in its learning journey by offering advice and guidance on tikanga.</li> <li>Mana Whakahono a Rohe underway with some Iwi The Forum members will support the Council in its learning journey by offering advice and guidance on tikanga and customs.</li> </ul>	<ul style="list-style-type: none"> <li>The Forum will recommend to Council actions and initiatives to enhance mana whenua capacity to contribute to decision-making processes.</li> <li>Council will engage with the Forum on educational and information signage on parks and reserves and other public spaces. (refer Signage Strategy work)</li> </ul>	<ul style="list-style-type: none"> <li>Council's project management framework will be developed to encourage early engagement with Iwi.</li> <li>Iwi will have meaningful engagement with Council's strategic planning. Council will review its current capacity and framework for working with Iwi (external audit)</li> </ul>	<ul style="list-style-type: none"> <li>Iwi have meaningful involvement in Council's development projects (e.g. PGF, Aerodrome, further plan reviews) Iwi will have meaningful involvement in Council's RGF projects</li> <li>Iwi will be engaged in further district plan reviews Provide engineering/technical advice for infrastructure on Marae site in-kind or as a grant up to a maximum of \$2 (Note: WRC provides something similar which helps Iwi/hapu develop appropriate onsite infrastructure that meets industry standards)</li> <li>Diverse workforce (encourage Māori applicants) by using bilingual job titles, including tikanga and te reo as desirable or required skills for certain positions such as policy planners and third tier management)</li> </ul>	<ul style="list-style-type: none"> <li>Work on the Waihou-Piako Catchment plan will be adequately resourced and relationships developing between co-governance partners. Council will be an advocate for access to health services for all members of the community including Iwi/hapu.</li> <li>Council will support Iwi to engage in the local government election process. Council will be an advocate for access to employment and education/training opportunities for all members of the community including Iwi/hapu.</li> </ul>
Longer term	<ul style="list-style-type: none"> <li>Council will employ an Iwi liaison officer or similar/increase staff resource to support the Council/Iwi relationship and build internal capabilities within Council</li> </ul>	<ul style="list-style-type: none"> <li>Communications staff have well developed relationships w/ communications staff</li> </ul>	<ul style="list-style-type: none"> <li>Review of Iwi representation arrangements in the District will be undertaken</li> </ul>	<ul style="list-style-type: none"> <li>Diverse workforce (encourage Māori applicants) by using bilingual job titles, including tikanga and te reo as desirable or required skills for certain positions such as policy planners and third tier management)</li> </ul>	<ul style="list-style-type: none"> <li>Council will use bilingual job titles and include tikanga and reo as part of the capability/qualification requirement for certain positions (where relevant) to encourage Māori applicants Aerodrome development?</li> </ul>

Formatted: Font: 9.5 pt

Formatted Table

Formatted: Font: 9.5 pt

Formatted: Font: 9.5 pt

Formatted: Font: 9.5 pt

Formatted: Font: 9.5 pt

Formatted: Font: 9.5 pt

Formatted: Font: 9.5 pt

Formatted: Indent: Left: -0.01 cm, Hanging: 0.51 cm

Formatted: Font: 9.5 pt

Formatted: Centered

Formatted: Font: 9.5 pt

Formatted: Centered

Formatted: Font: 9.5 pt

Formatted: Font: 9.5 pt

Formatted: Centered

<sup>1</sup> Due to current restraints on resources as a result of COVID-19 and the current economic climate, there is no increase to funding in the 2020/21 Annual Plan, and limited capacity within existing human and financial resources to undertake additional work.



- |              |  |  |   |   |   |
|--------------|--|--|---|---|---|
| Aspirational | <ul style="list-style-type: none"><li>• Mana Whakahoio a Rohe completed with all iwi</li></ul> | <ul style="list-style-type: none"><li>• Bilingual documents and communications is the norm, well embedded in Council branding, all documents and communications.</li></ul> | <ul style="list-style-type: none"><li>• Māori will be represented on Council and/or Council Committees and representation at a governance level will be established</li></ul> | <ul style="list-style-type: none"><li>• Council will have a sound understanding of iwi commercial work.</li></ul> | <ul style="list-style-type: none"><li>• The Waihou-Piako Catchment plan will be completed, implemented and working effectively.</li></ul> |
|--------------|--|--|---|---|---|

Formatted: Font: 9.5 pt  
Formatted: Centered

DRAFT

## WRC Shovel Ready projects - Update report

RM No.: 2339109

### Rāpopotonga Matua | Executive Summary

The purpose of this report is to provide Forum members with an update on the Waikato Regional shovel ready projects within Matamata-Piako rohe, as provided by Ms Aniwaniwa Tawa, Catchment Team Leader at Waikato Regional Council.

The Waikato Regional Council invites feedback and comments from the Forum. WRC staff in attendance at 10:30 to present their report.

### Tūtohunga | Recommendation

That:

1. The information is received.

### Horopaki | Background

Further to the report to the Forum in September outlining Waikato Regional Council's application for government funding for its shovel ready projects within Matamata-Piako rohe, Ms Aniwaniwa Tawa, Catchment Team Leader at Waikato Regional Council, has provided the following update for members' information;

Following the earlier success of some of our shovel ready bids for government funding (i.e. the Jobs for Nature announcement), we were pleased to hear of further success last night in relation to our climate resilience/flood protection proposals.

Central Government has announced that the Waikato will receive \$23.8 million from MBIE to assist with 10 projects that have been designed to improve the resilience of our flood protection infrastructure. The projects that make up this funding announcement are:

- Foreshore east and west stopbanks. Project protects all of Hauraki Plains from Firth of Thames to Te Aroha on Waihou and Firth almost to Morrinsville on the Piako River
- Mugeridge's Pump Station (near Ngatea)
- Ngatea left bank stopbank and Ngatea to Pipiroa to Ngatea right stopbank
- Piako River Scheme right stopbanks, Shelley Beach Road (Pipiroa)
- Mill Road pump stations upgrade (Paeroa)
- Roger Harris pump station (Paeroa)



- Fish passage pumps – critical flood protection environmental infrastructure (Lower Waikato and Waihou-Piako)
- Replacement Barge construction project (Waikato River)
- Erosion protection in the catchments and surrounds of Lake Waikare
- Lake Kimihia lake level restoration project, Frost Road (Ohinewai)

Further information on these projects can be found on our website  
<https://www.waikatoregion.govt.nz/council/about-us/shovel-ready-projects>

With respect to the four Jobs for Nature projects previously reported, we are in the process of securing that funding, working with MfE on funding agreements and programme plans. Internal project management is being put in place and we will be engaging with iwi and key stakeholders in the very near future to get these projects underway.

### Ngā Tāpiritanga | Attachments

There are no attachments for this report.

### Ngā waitohu | Signatories

Author(s)	Ann-Jorun Hunter <b>Policy Planner</b>	
Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

## 2021-31 Long Term Plan update

RM No.: 2368537

### Rāpopotonga Matua | Executive Summary

Council is required to prepare and adopt a Long Term Plan under the Local Government Act 2002 (LGA) every three years.

The purpose of this report is to provide an update to the Committee on the Long Term Plan project.

The Committee may wish to provide feedback or comment on the proposed timeline and project outline.

### Tūtohunga | Recommendation

That:

1. **The information be received.**
2. **Any views on the Long Term Plan 2021-31 project are provided.**

### Horopaki | 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 and the Infrastructure Strategy for the next 30 years. The Long Term Plan is required to be updated every three years, with the last Long Term Plan being approved in 2018 (available online <https://www.mpd.govt.nz/plans/long-term-plan>).

The Long Term Plan:

- describes the type of district our communities have told us they want – our community outcomes
- identifies the key projects to take place over the next 10 years
- provides an overview of each activity we will carry out and the services we will provide for the next ten years
- determines how much this will cost and how we will fund it.

We also do it to give our community the opportunity to have a say on where we are heading and to ensure our planning is robust. In completing the plan, we are required to do a number of things, including:

- take a sustainable development approach and promote community interests
- carry out our business in a clear, transparent and accountable manner
- operate in an efficient and effective manner, using sound business practices
- take into account community views by offering clear information and the opportunity to present views
- provide opportunities for Māori to contribute to decision making
- collaborate and co-operate with other agencies and councils to achieve desired outcomes.

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.

The Long Term Plan must be adopted prior to 30 June 2021. The project timeline for a Long Term Plan is typically 18 months or more, and involves staff across the whole organisation, Councillors and the community. A high level overview of the timeline is set out under Communication and Timeline below.

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

### **3 Waters Review**

Taumata Arowai—the Water Services Regulator Act 2020 establishes Taumata Arowai as a Crown water regulatory body that will administer and enforce a new drinking water regulatory system and carry out other functions relating to improving the environmental performance of wastewater and stormwater networks.

A complementary Bill, the Water Services Bill, also gives effect to the Government's package of regulatory reforms, which are intended to address issues highlighted by an inquiry into Havelock North drinking water, and in the Three Waters Review.

Central Government have announced regional allocations of the \$761 million as a Three Waters stimulus and reform funding for councils. Of the \$761m, an allocation of \$51 million will go to support Taumata Arowai, the new water regulator with \$30 million to help non-council rural water supplies to meet costs in the face of the new regulatory regime for drinking water.

Councils that agree to participate in the Three Waters Services Reform programme will be eligible to access a portion of the investment package which is structured into two components:

1. A direct allocation to each council, comprising 50 per cent of its notional allocation; and
2. A regional allocation, comprising the sum of the remaining 50 per cent of the notional allocations for each council in the relevant region.

Council has signed to a Memorandum of Understanding with Taumata Arowai, and has agreed a Delivery Programme with the DIA which totals approximately \$5 million (including Council's share of the regional allocation).

Council will need to disclose this work as part of the assumptions in the LTP.

At this stage, staff anticipate discussing the 3 Waters reform in more detail with the Forum in March 2021.

### **Forecasting Assumptions**

The Significant Forecasting Assumptions for the Long Term Plan have been prepared, and approved by Council in October. These are attached for members' information.

### **Māori involvement in decision making and Māori outcomes**

The LTP includes a section on Māori involvement in decision making (Refer Attachment B).

A Te Mana Whenua Forum hui was held at Silver Fern Farms Event Centre Tuesday 11 February 2020 to discuss iwi aspirations and how the Forum sees Māori having involvement in Council decision making processes going forward. A summary of the discussions from that Hui was presented to the Forum in March, and feedback provided.

The feedback from the Forum was provided to Council in April. Council endorsed the proposed changes to the Heads of Agreement. Staff have prepared a revised draft heads of agreement and work programme based on the feedback from the Hui in February. This was discussed with the Te Mana Whenua Forum at their July meeting. The Forum recommended that staff meet with individual iwi to discuss further details of the proposed HOA. Meetings with individual iwi has been progressing.

With the departure of the Corporate Strategy Manager, it is proposed that this work will be facilitated by the Iwi Liaison Officer (currently being recruited, refer separate report on this agenda) and progressed in the new year.

#### Financial Strategy and Infrastructure Strategy

Council is required to have a Financial Strategy and an Infrastructure Strategy as per section 101A and 101B of the LGA.

As the impact of COVID-19 evolved, Council made a decision at its meeting in May to have 0% increase on the General Rates for the 2020/21 financial year. Council also decided to consult with our communities on the general direction of the Financial Strategy. This was done through our website during July/August, and the survey was also sent out with the Rates notices in August.

A series of workshops have been held with Council to consider the results of the pre-consultation, as well as discussing how to best balance affordability with maintaining services and facilities to support community wellbeing and recovery.

The Draft Financial Strategy and Draft Infrastructure Strategy will be reported to Council/COC in December, alongside the Draft Long Term Plan and associated policies, for approval to send to Audit. These documents are subject to public consultation using the Special Consultative Procedure of s82 of the LGA. Consultation is scheduled from mid-March to mid-April, with a Hearing of submissions 12/13 May 2021.

#### Policy review

Council has reviewed the below policies through a series of workshops. These Draft policies will be reported to Council/COC in December, and are subject to public consultation alongside the Long Term Plan in mid-March 2021.

- *Development Contributions Policy*; the Draft policy makes provision for Papakāinga and kaumātua housing.
- *Rates Remissions and Postponement Policy*
- *Revenue and Financing Policy*

#### Forecasting Assumptions

The Significant Forecasting Assumptions for the Long Term Plan was approved by Council in October.

#### Budgets

Council has reviewed the proposed budgets (capital and operational) over a series of workshops. The uncertainties around potential long term impact of COVID-19 on the economy and our communities have been carefully considered, while also ensuring that we can continue to deliver our services and support community wellbeing.

The Draft budgets will be reported to Council/COC in December for approval to send to Audit.

#### Fees & Charges

Council has reviewed the Fees & Charges for the various activities over a series of workshops.

The Fees & Charges are subject to public consultation alongside the Long Term Plan in mid-March.

### Consultation Document

Consultation documents are expected to concisely and clearly present the significant issues, plans, and projects that council intends to include in its LTP presenting the key choices and implications clearly to the community.

The Local Government Act 2002 (LGA) states that a consultation document's purpose is to provide an effective basis for public participation in local authority decision-making processes relating to the content of an LTP. A good consultation document should not attempt to summarise the contents of the LTP, it should describe the key issues proposed.

Staff are currently drafting the Consultation Document, which will be workshopped with Council 18 and 25 November, with the CD formally reported to Council for approval to send to audit in December.

The Consultation Document and the underlying information will be audited in January, with the Final CD reported to Council in March 2021 for approval to consult.

The CD is subject to the Special Consultative Procedure, and consultation is scheduled from mid-March to mid-April 2021, with a Hearing scheduled 12/13 May 2021.

### **Mōrearea | Risk**

A risk register is maintained for the Long Term Plan project. This is reported to the Audit and Risk Committee quarterly.

### **Ngā Whiringa | Options**

Members are invited to provide feedback and comments on the Long-Term Plan project.

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

#### Requirement for a Long Term Plan

The preparation of the Long Term Plan is a requirement under the Local Government Act 2002. [Schedule 10](#) of the LGA sets out the requirements for a LTP. The LTP must include information about;

- Community Outcomes
- Groups of Activities
- Capital Expenditure for groups of activities
- Statement of service provision
- Funding impact statement for groups of activities
- Variation between territorial authority's longer term plan and assessment of water and sanitary services and waste management plans
- Council controlled organisations
- Development of Māori capacity to contribute to decision-making processes
- Financial strategy and Infrastructure Strategy
- Revenue and financing policy
- Significant and engagement policy
- Forecast financial statements
- Financial statements for previous year
- Statement concerning balancing of budget

- Funding impact statement
- Rating base information
- Reserve funds
- Significant forecasting assumption

#### Local Government Wellbeing Amendment Act 2019

The Local Government Wellbeing Amendment Act 2019 came into force in May 2019, re-introducing the four well-beings into legislation. This means Council must promote the social, economic, environmental and economic wellbeing of communities in the present and for the future. Council must report on how we are contributing towards the well-beings.

#### Mayoral Powers

Under LGA [s41A](#), “it is the role of a mayor to lead the development of the territorial authority’s plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.”

#### Council policies and strategies

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

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

The Long Term Plan project is one of Council’s key opportunities to engage with our communities to find out what their aspirations and priorities are. The LTP is subject to the special consultative process under the LGA ([s83](#)). 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.

The timeline for the project centres on key dates for completion of the draft documents in December 2020, auditing in January / February 2021 and consultation in March / April 2021. The below table provides a summary of key milestones and timelines.

Description	Start	Finish
Briefing Papers		COMPLETE
Growth Projections	Oct 2019	COMPLETE
Forecasting assumptions	Feb 2020	Oct 2020 UNDERWAY
Revaluation of Assets	Jan 2020	October 2020 UNDERWAY
Community Outcomes Review (if required)	Jan 2020	COMPLETE
Rates Structure	April 2020	COMPLETE
Activity Plans (including budgets)	April 2020	Aug/Sep 2020
Right Debate (pre-consultation)	April 2020	COMPLETE
Infrastructure and Financial Strategy	April 2020	Oct 2020 UNDERWAY
Asset Management Plans	Feb 2020	Oct 2020 UNDERWAY
Policy Review	April 2020	Oct 2020



Description	Start	Finish
		UNDERWAY
Council controlled organisation section	July 2020	Nov 2020
Māori participation in decision making	July 2020	Oct 2020 UNDERWAY
Budgets/ Financials/ Notes	July 2020	Dec 2020 UNDERWAY
Document development (incl te reo headings)	July 2020	Dec 2020
Quality checks and administration	July 2020	Dec 2020
Communications Strategy and implementation	Feb 2020	Dec 2020
External Audit Process	Jan 2021	June 2021
Special Consultative Procedure	Jan 2021	June 2021

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

The LTP contributes to our all our community outcomes.

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

The development of and consultation on the Long Term Plan is funded from the Strategy and Engagement Activity Operating budget.

**Ngā Tāpiritanga | Attachments**

[A↓](#). Long Term Plan - Māori Engagement in Decision Making

**Ngā waitohu | Signatories**

Author(s)	Ann-Jorun Hunter <b>Policy Planner</b>	
Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

#### **MĀORI ENGAGEMENT IN DECISION MAKING**

Part of our vision is to support the cultural wellbeing of our district; to support this we have specifically identified that:

- We promote and protect our arts, culture, historic, and natural resources.
- We value and encourage strong relationships with Iwi and other cultures, recognising wāhi tapu and taonga/significant and treasured sites and whakapapa/ ancestral heritage.
- Tangata Whenua with Manawhenua status (those with authority over the land under Māori lore) will have meaningful involvement in decision making.

Our current focus in trying to achieve these outcomes includes working on improving our relationships with Iwi. As part of this work Council has built in ongoing funding for an Iwi Liaison role (first funded in 2020/21) and is increasing operating funding for working with our governance group Te Mana Whenua Forum mo Matamata-Piako.

#### **Te Manawhenua Forum mo Matamata-Piako**

Te Manawhenua Forum mo Matamata-Piako (the Forum) is a committee of Council that has been developed under a Heads of Agreement with the Forum. The purpose of the Forum is to facilitate Mana Whenua contribution to our decision making.

#### **Resource Management Act 1991 (RMA).**

We are currently undertaking a rolling review of the District Plan. As part of this we are working with Iwi to review the Papakāinga provisions.

The RMA also provides for the development of Mana Whakahono a Rohe. The purpose of a Mana Whakahono a Rohe is to provide a mechanism for councils and Iwi to come to agreement on ways Tangata Whenua may participate in RMA decision-making, and to assist councils with their statutory obligations to Tangata Whenua under the RMA. Council expects these agreements to be developed in the near future.

#### **Treaty of Waitangi settlements**

Treaty of Waitangi claims and settlements have been a significant feature of New Zealand race relations and politics since 1975. Over the last 30 years New Zealand governments have provided formal, legal and political opportunities for Māori to seek redress for breaches by the Crown of the guarantees set out in the Treaty of Waitangi. Iwi in and around the Matamata-Piako District are currently negotiating with the Crown and are at various stages of settling Treaty of Waitangi claims. While these agreements are between the Crown and Iwi, we will be affected by the outcome of these settlements, particularly where Iwi are seeking co-governance of natural resources.

#### **Hauraki Treaty of Waitangi Settlements**

In 2009, the 12 Iwi of Hauraki formed the Pare Hauraki Collective for the purpose of negotiating a Treaty settlement. The 12 Iwi are Hako, Ngāi Tai ki Tāmaki, Ngāti Hei, Ngāti Maru, Ngāti Paoa, Ngāti Porou ki Hauraki, Ngāti Pūkenga, Ngāti Rāhiri Tumutumu, Ngāti Tamaterā, Ngāti Tara Tokanui, Ngāti Whanaunga and Te Patukirikiri. The areas of interest of the Iwi of Hauraki extend from the Mahurangi coast in the north to the western Bay of Plenty and include the islands of the Hauraki

Gulf/Tikapa Moana. On 1 October 2010, the Crown and the Pare Hauraki Collective signed a Framework Agreement which outlined the process for ongoing negotiations towards settlement of shared claims and included the potential elements of a collective settlement.

On 22 July 2011, the Iwi of Hauraki all signed Iwi-specific Agreement in Principle Equivalents which expanded upon the framework agreement and included iwi specific offers to negotiate further redress. On 22 December 2016, the Crown and the Pare Hauraki Collective initialled the Pare Hauraki Collective Redress Deed (the Deed). The Deed has been ratified by the members of the Iwi of Hauraki. The Deed includes both cultural redress and commercial redress. It does not include financial redress, which each of the 12 Iwi of Hauraki will receive through their Iwi-specific settlements. The full and final settlement of historical Treaty of Waitangi claims of the Iwi of Hauraki will be made through Iwi-specific settlements.

#### **Ngāti Haua Treaty of Waitangi Settlement**

Council was engaged in the Ngāti Haua Treaty of Waitangi settlement negotiations. The Ngāti Haua Claims Settlement Act 2014 was passed in to law in December 2014. The Act gives effect to the deed of settlement signed on 18 July 2013 in which the Crown and Ngāti Haua agreed to the final settlement of the non-raupata historical Treaty of Waitangi claims. The settlement package includes recognition of breaches of the Treaty of Waitangi, cultural and spiritual redress in the return of significant sites and financial redress. One site of significance to Ngāti Haua is the Waharoa (Matamata) Aerodrome. As part of settlement, the Council, the Crown and Ngāti Haua agreed that a co-governance committee called the Waharoa (Matamata) Aerodrome Committee comprising of Ngāti Haua and Council representatives (the Committee) would be established for the Waharoa Aerodrome.

The Committee was created in 2015 by legislation under the Ngāti Haua Claims Settlement Act 2014. The Committee comprises of the Mayor, Deputy Mayor, one Council appointed member and three members appointed by the Ngāti Haua Iwi Trust Board trustees. The functions of the Committee, as set out in the Ngāti Haua Claims Settlement Act 2014 are to:

- Make recommendations to Council in relation to any aspect of the administration of Waharoa Aerodrome land,
- Make final decisions on access and parking arrangements for the Raungaiti Marae land that affects the Waharoa Aerodrome,
- 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 that has been authorised by Council,
- Perform any other function delegated to the committee by Council.

Council has incorporated the statutory acknowledgements, as they relate to the district in Appendix 10 of the Matamata-Piako Operative District Plan. More information on the statutory acknowledgements for Ngāti Haua can be found in the Ngāti Haua Claims Settlement Act 2014 ([www.legislation.govt.nz](http://www.legislation.govt.nz)).

#### **Ngāti Hinerangi Treaty of Waitangi Settlement**

Ngāti Hinerangi are an Iwi based in Matamata with an area of interest extending from the eastern Waikato to Tauranga including part of the Kaimai Range. In 2014, the Crown recognised the mandate of the Ngāti Hinerangi Trust to represent Ngāti Hinerangi in negotiating a comprehensive historical Treaty settlement. The Crown signed Terms of Negotiation with the Ngāti Hinerangi Trust in February 2014.

In December 2015, the Crown and Ngāti Hinerangi signed an agreement in principle which formed the basis for this settlement. On 14 December 2018, Ngāti Hinerangi and the Crown initialled a Deed of Settlement. On 4 May 2019, Ngāti Hinerangi and the Crown signed a Deed of Settlement. On 21 July 2020 the Ngāti Hinerangi Claims Settlement Bill had its second reading. The settlement will be implemented following the passage of settlement legislation in 2021.

#### **Raukawa Treaty of Waitangi Settlement**

The Crown has settled the claims of the Raukawa Iwi with legislation to give effect to the deed of settlement signed on 2 June 2012 in which the Crown and Raukawa agreed to the final settlement of the historical claims of Raukawa. The Raukawa Claims Settlement Act 2014 passed into law in March 2014. There were no specific arrangements between Council and Raukawa, such as those in the Ngāti Hāua Claims Settlement Act 2014. As with other settlement processes, Raukawa may now be in a position to consider developing documents such as Iwi Management Plans for the areas of their rohe (ancestral lands) that fall within the Matamata- Piako District. Raukawa have also released Te Rautaki Taiao a Raukawa (Raukawa Environmental Management Plan) 2015. Council has been required to include statutory acknowledgements of the Crown in its District Plan.

The purpose of the statutory acknowledgement is to:

- Require relevant consent authorities including Council, the Environment Court and Heritage New Zealand Pouhere Taonga to have regard to the statutory acknowledgement
- Require relevant consent authorities to record the statutory acknowledgement on statutory plans that relate to the statutory areas. Also for a period of 20 years from the effective date
- To provide the trustees with summaries of resource consent applications or copies of notices of applications for activities within, adjacent to or directly affecting the areas listed below Enable the trustees and any member of Raukawa to cite the statutory acknowledgment as evidence of the association of Raukawa with a statutory area

The statutory acknowledgements for Raukawa in the Matamata-Piako District cover:

- Part of the Kaimai-Mamaku Conservation Park
- The Okauia and Taihoa geothermal fields
- Parts of the Waihou River and its tributaries
- Part of Lake Karapiro

More information on the statutory acknowledgements for Raukawa can be found in the Raukawa Claims Settlement Act 2014 ([legislation.govt.nz](http://legislation.govt.nz)) and Appendix 10 of the Matamata- Piako Operative District Plan ([mpdc.govt.nz](http://mpdc.govt.nz)).

# Draft Waste Management and Minimisation Plan (WMMP)

CM No.: 2372773

## Rāpopotonga Matua | Executive Summary

This report seeks to advise the Te Mana Whenua Forum members of the draft Waste Management and Minimisation Plan and seek any views on it.

The draft Waste Management and Minimisation Plan sets out what Council intends to do over the next six years to make sure we manage our waste as best we can for the benefit of our community, our local economy, and our environment.

It is a legislative requirement that Council use the special consultative procedure to consult with the community on the contents of the reviewed WMMP. If adopted by Council, the draft WMMP will form part of the 2021-2031 Long Term Plan consultation package that will be open for public submissions in March/April 2021.

The draft Waste Management and Minimisation Plan, Waste Assessment are attached.

## Tūtohunga | Recommendation

That:

1. **The information be received.**
2. **The Forum provide any views on the Draft Waste Management and Minimisation Plan and advise of any Iwi specific consultation that should be undertaken.**

## Horopaki | Background

The Waste Minimisation Act 2008 (Act) requires all territorial authorities to adopt a Waste Management and Minimisation Plan (WMMP). The WMMP must set out:

- Objectives, policies and methods for achieving effective and efficient waste management and minimisation.
- How implementation of the plan will be funded.
- A framework for making any grants to organisations or individuals for waste management and minimisation purposes, should the Council wish to make grants available.

In 2011 Matamata-Piako, Hauraki and Thames-Coromandel District Councils formed a Joint Committee to oversee the shared solid waste services project. The Joint Committee consisted of two Councillors from each Council and was given delegation of authority to enable it to undertake its roles and responsibilities. This included the authority to recommend the draft WMMP for consultation, hear submissions and make a recommendation to each Council on the adoption of the WMMP. This led to the first WMMP that was completed in 2012.

The current WMMP is a joint plan with both Hauraki and Thames-Coromandel District Council, as provided for under the Act. This WMMP is known as the Eastern Waikato Waste Management and Minimisation Plan. The joint plan also supports a joint solid waste collection contract across the three districts.



In December 2016 Council decided to re-establish the Joint Committee to oversee a review of the WMMP with elected representation from the three constituent councils (Hauraki District Council, Matamata-Piako District Council and Thames-Coromandel District Council). The Joint Committee were tasked with reviewing the plan and recommending it to the three Councils.

The three Councils decided to undertake a review of the plan in 2017 to:

- Make improvements to the plan as identified by the Thames-Coromandel District Council Solid Waste Manager in the capacity of lead officer;
- Ensure each council has the most up-to-date waste management and minimisation information to inform development of their 2018-2028 Long Term Plans;
- Undertake a review of the joint WMMP ahead of the 2018-2028 Long Term Plans to spread the workload of staff across a longer time period; and
- Bring forward the following WMMP review (which would not have been required until 2024) to 2022 to align with tendering of the solid waste services (the current contract expires in August 2023).

The process for reviewing the WMMP in 2017 was similar to that employed in 2012. This involved a single consultation process, hearings and deliberations by the joint committee and adoption of the joint plan by each of the councils individually. A total of 28 submissions were received. Council adopted the WMMP on 27 June 2017.

While the existing WMMP covers the period 2017 to 2023 significant changes in Central Government policies, and in the waste industry sector have resulted in reviewing our Plan in 2020 to ensure it is 'fit for purpose'. In addition, Tirohia Landfill, where we currently dispose of our waste, is due to close no later than 2038 and that means our waste will need to be transported a greater distance increasing our costs.

Discussions with staff from other two Councils have indicated a desire to move away from the Joint WMMP with each Council developing their own plans that reflects their local communities. This new plan will allow us to incorporate new waste minimisation services that are 'fit for the future'. It will also allow us to continue to collaborate with other Councils and organisations on waste minimisation initiatives.

## Ngā Take | Issues / Kōrerorero | Discussion

### Waste Assessment

A waste assessment has been completed in accordance with section 51 of the Act. This contains:

- A description of the services provided by the Council;
- A forecast of future demands for the services;
- Options available to meet those demands;
- The Council's intended role in meeting the demands;
- Proposals for meeting the demands;
- The extent to which the proposals will ensure public health is protected and promote efficient waste management and minimisation

The Waste Assessment identifies the following Council specific issues that need to be addressed in the WMMP:

- Increasing waste to landfill;
- Decline in diverted material;
- High volume of divertible material disposed through Refuse Transfer Stations (RTS)
- High volume of organic waste going to landfill



- Cost and volume uncertainty due to legislation change

The WMMP has taken account of these issues and they are addressed in the action plan.

The current waste service contract expires in 2023 and this presents the best timing for any change in kerbside collection services or significant change to RTS operations. The Waste Assessment sets out the following options for kerbside and the RTS sites:

#### Kerbside options

- Provide a Council kerbside rates funded refuse bin service to restrict disposal volume (size and/or frequency).
- Extend Council kerbside collection service to more rural households and to businesses.
- Provide a separate organic collection service, for green waste, kitchen waste or both to urban households.

#### RTS options

- Upgrade existing RTS to resource recovery centres with more diversion options offered, adjust layout and charging to promote diversion over disposal.

The Waste Assessment is appended to the back of the draft WMMP.

#### WMMP

WMMPs must be reviewed at intervals of not more than 6 years after the last review (section 50 of the Act). In the Council's case the last review was undertaken and a new Waste Management and Minimisation Plan adopted on 27 June 2017.

The Act requires Council when preparing a WMMP to -

- a) consider the waste hierarchy (see below)
- b) ensure that the collection, transport, and disposal of waste does not, or is not likely to, cause a nuisance; and
- c) have regard to the New Zealand Waste Strategy, or any government policy on waste management and minimisation that replaces the strategy; and
- d) have regard to the most recent waste assessment undertaken

The Act does not prescribe specific waste management and minimisation targets, or the structure or content of WMMPs, allowing significant local flexibility in the approach taken.

The Act does however include a 'waste reduction hierarchy' that Councils must consider when preparing/reviewing a WMMP. The hierarchy is listed in descending order of importance:

- reduction
- reuse
- recycling
- recovery
- treatment
- disposal

The waste reduction hierarchy has been considered and the draft WMMP has included details of this.

The Draft WMMP includes a vision of '*ZERO WASTE 2038; working towards a low-waste future and a circular economy*'. This date aligns with the planned closure of the Tirohia Landfill.

The Action Plan in the WMMP aims to set out clear, practical initiatives for Council to implement, either on our own or jointly. They are summarised into the key action areas below:

1. Leadership and Management – engagement and advocacy
2. Collections - Maintain kerbside rubbish and recycling, investigate a kerbside food waste collection, encourage garden waste diversion
3. Infrastructure - Retro-fit our Refuse Transfer Stations to become resource recovery parks
4. Education, Engagement and communication - Increase community engagement and involvement.
5. Data, regulation and reporting – Bylaws, operator licensing, waste surveys and improvements in internal data.

Council has adopted a grants policy from 1 July 2021 for businesses, community groups, and other organisations to apply for funding from council for projects which align with, and further, the objectives of the WMMP on an annual basis. The funding for this would come from the Waste Levy.

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

Subject to Councils agreement, the outcome of this process will result in a new WMMP.

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

A WMMP requires public consultation which must be in accordance with the special consultative procedure set out in section 83 of the Local Government Act 2002.

Making the draft WMMP available for community consultation not only meets legislative requirements, but also is an important opportunity to test if we have got it right.

A communications plan and materials will be developed to consult with stakeholders and the wider community.

A proposed timeline has been developed as follows:

Task	Timeframes
<b>Discussion with Te Mana Whenua Forum</b>	1 December 2020
<b>Council adopt draft WMMP for public consultation</b>	9 December 2020
<b>Public consultation</b>	March/April 2021 (dates to be confirmed)
<b>Hearings</b>	12/13 May 2021 (To be confirmed)
<b>Council approve the WMMP (alongside the LTP)</b>	30 June 2021

It is proposed to consult on the WMMP alongside the LTP.

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

This work is covered within the Solid Waste Asset Management Budget.

Council must adopt a WMMP before 1 July 2021 in order to receive Government Waste Levy funding.

### **Ngā Tāpiritanga | Attachments**

- A [Download](#). Draft WMMP December 2020
- B [Download](#). Draft Waste assessment 2020

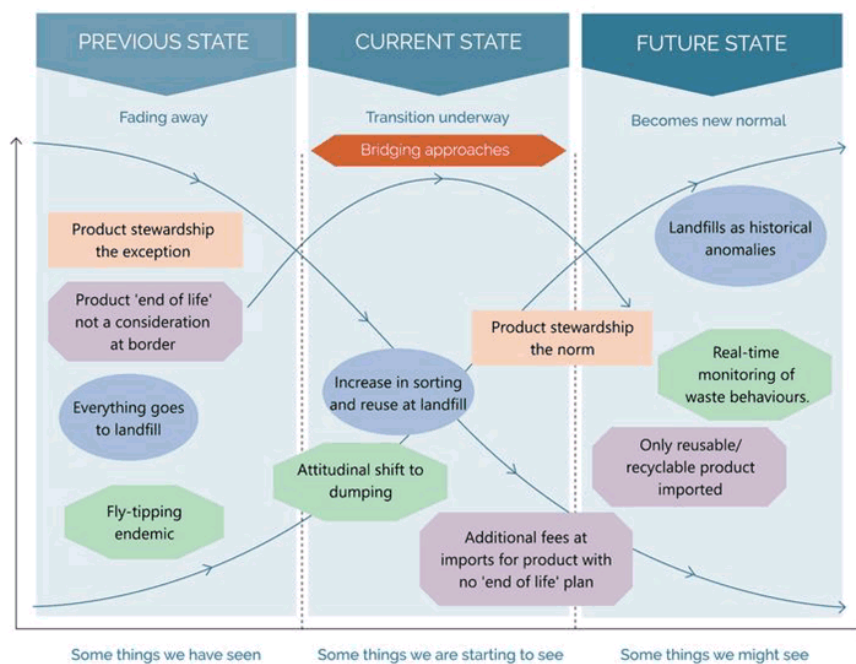
**Ngā waitohu | Signatories**

Author(s)	Niall Baker <b>Senior Policy Planner</b>	
	Sandra Harris <b>Senior Policy Planner</b>	

Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

MATAMATA PIAKO DISTRICT COUNCIL

DRAFT WASTE MANAGEMENT & MINIMISATION PLAN  
2021-2027



**PARA KORE; ZERO WASTE 2038**  
**A LOW WASTE- LOW CARBON FUTURE**

Contents

Introduction .....	3	PART B: ACTION PLAN:.....	17
Why do we need a plan?.....	6	What Are We Going To Do?.....	17
What informs the plan? .....	6	TARGETS.....	17
The waste hierarchy.....	7	ACTION PLAN OVERVIEW .....	17
Zero Waste – Para Kore .....	8	Our proposed key action areas.....	17
What is waste and why is it a problem? .....	9	Considerations .....	18
The NZ situation .....	9	Council’s intended role .....	18
Our District.....	9	ACTION PLAN .....	19
How much waste is there and where		Leadership and Management.....	19
does it come from? .....	9	Collections.....	19
What happens with our waste?.....	10	Infrastructure.....	20
How well are we doing?.....	12	Community Engagement,	
How much better could we do?.....	13	Communication and Education.....	20
What could be diverted .....	13	Data, Regulation and Reporting.....	21
KEY ISSUES.....	14	FUNDING THE PLAN .....	22
FUTURE DEMAND .....	14	Funding local actions .....	22
The structure of our plan .....	15	Territorial Authorities Waste levy funding	23
Part A: The Strategy: .....	15	Funding business and community actions	23
Part B: Action Plan: .....	15	MONITORING EVALUATING AND REPORTING	
Part C: Supporting Information.....	15	PROGRESS .....	23
PART A: THE STRATEGY.....	15	PART 3 –SUPPORTING INFORMATION.....	24
Our Vision for the Future .....	15	Waste Assessment.....	24
Zero Waste 2038; Towards a low-waste,			
low carbon future .....	15		



### Introduction

Council is required to develop and adopt a Waste Management and Minimisation Plan (WMMP) under s44 of the Waste Minimisation Act 2008. Our last Waste Management and Minimisation Plan (the Plan) was adopted in 2017 in partnership with our neighbours Thames Coromandel District Council and Hauraki District Council. While our Plan covered the period 2017 to 2023 significant changes in Central Government policies, and in the waste industry sector have resulted in reviewing our Plan in 2020 to ensure it is 'fit for purpose'.

In addition, Tirohia Landfill, where we currently dispose of our waste, is due to close no later than 2038 and that means our waste will need to be transported a greater distance increasing our costs. This new plan has been developed for the Matamata-Piako District, to initiate activities within our district to meet our own communities' needs. It will allow us to incorporate new waste minimisation services that are 'fit for the future'. It will also allow us to continue to collaborate with TCDC/HDC and other like-minded organisations on waste minimisation initiatives.

It is based on a collaborative model where, Council, business, Iwi, community groups and householders can all work together to build new waste minimisation services and grow local economic development, ultimately building community resilience at the same time.

We will ensure everyone has access to recycling, resource recovery and waste management services, that businesses and individuals understand that reducing and minimising waste is their responsibility, and that valuable resources are reused or recycled and don't go to landfill.

#### How much waste do we have?

Unlike the majority of New Zealand, Council's volume of waste to landfill has not increased dramatically over the previous 10-year period. While the volume of waste to landfill remains steady, our recycling rates are declining which follows a nationwide, and global, trend.

<b>Recycling rate 2015/2016 133kg per capita</b>	THESE WILL BE GRAPHICS	<b>2015/16 11,167 tonnes to landfill</b>
<b>Recycling rate 2019/20 91kg per capita</b>		<b>2019/20 12,557 tonnes to landfill</b>

We do not have data on waste that is burned or buried so the actual volume of waste being disposed of within our District is unknown.

Central government has signalled a range of proposals to move towards a 'low-waste, low-carbon' future including regulated product stewardship<sup>1</sup> and a progressive increase in the cost of landfill disposal over the next four years. The rising costs make it important to act now to implement

<sup>1</sup> <https://www.mfe.govt.nz/waste/product-stewardship-responsible-product-management/regulated-product-stewardship>

systems that provide for the minimisation of wastes and for greater recovery of resources currently sent to landfill.

We propose to do this by progressively converting our Refuse Transfer Stations into Community Resource Recovery Centres (CRRC) to provide for greater separation of wastes and provide for collaborative enterprises that allow for community and business input.

We will bring the management of our CRRC's in-house. This means there is a responsibility for Council to at least consider all waste in our district, although the Council may not have direct involvement in the management of all wastes. This will include suggesting areas where other groups, such as businesses or householders, could take action themselves. Where Council, Iwi, business and the community can work together collaboratively to enhance local economic development and build community resilience.

Our new kerbside recycling and collection contract that is due to commence in 2023 may mean reviewing our current services to ensure they support reducing waste, which may mean a change to our current services. We will consider the recent report 'Recommendations for Standardisation of kerbside Collections in Aotearoa'<sup>2</sup> as part of this review.

All of these changes will require a change in behaviour and this has been considered while developing this plan. The actions in this plan will be carried forward into our long term and annual plans to ensure we have the resources to deliver the plan's goals and objectives. Our Plan needs to be reviewed at least every six years and new goals set. This proposed Plan covers the period 2021-2027.

---

<sup>2</sup> <https://www.mfe.govt.nz/sites/default/files/media/Waste/recommendations-for-standardisation-of-kerbside-collections-in-Aotearoa.pdf>

Add footnotes in when this is being designed

as follows:<sup>34</sup>

**VISION: ZERO WASTE 2038; working towards a low-waste future and a circular economy**

**GOALS & OBJECTIVES:  
What we want to achieve**

**G1:** A community that considers, and where appropriate implements, new initiatives and innovative ways to assist in reducing, reusing and recycling wastes minimising waste sent to landfill

- Provide sustainable waste minimisation services that are cost-effective to the community
- View waste as a resource, improving and modifying collections and facilities so that more materials and products can be diverted from landfill.
- Prioritise waste reduction, reuse and recovery initiatives that align with other council objectives.
- Remove or reduce barriers that are preventing the community of make best use of existing services and any potential new services.
- Investigate and implement new services, facilities, or other initiatives that will increase the amount of waste reduced, reused, or recycled.
- Investigate the feasibility of developing community resource recovery centres for bulky goods, e-waste, rural waste and other waste streams to 'future-proof' our Refuse Transfer Stations.
- Process and manage waste locally, or within the district wherever feasible and cost-effective.

**G2:** Minimise environmental harm and protect public health

- Ensure the reduction of environmental harm is understood from a holistic perspective that incorporates tikanga and mātauranga Māori (indigenous knowledge) as an important component of sustainable practices.
- Consider the environmental impact and public health implications of all waste management options and choose those that are cost-effective to the community, while also protecting environmental and public health.

section has been edited so there are now only 2x goals

<sup>3</sup> Zero Waste is a call to action that aims to end the current take, make, and dispose mentality of human society. Zero Waste is a policy, a path, a target. It is a process, a new way of thinking. Most of all it is a vision. It's a new planning approach which closes the loop, so that all waste is a resource for another process.

<sup>4</sup> In a circular economy the lifecycles of materials are maximised. Their use is optimised. At the end of life all materials are reutilised. A circular economy is restorative by design. It is underpinned by the use of renewable energy. It is a sustainable, viable and low carbon alternative to the dominant 'take-make-waste' linear model.

### Why do we need a plan?

Council has a statutory requirement under the Waste Minimisation Act 2008 (the Act) to promote effective and efficient waste management and minimisation within our district. We do this by adopting a Waste Management and Minimisation Plan (Plan). We also have obligations under the Health Act 1956 to ensure that our waste management systems protect public health.

Our Plan sets the priorities and strategic framework for managing waste in the district. As well as aligning to the New Zealand Waste Strategy, the waste hierarchy, Council’s LTP and Annual Plans; the Plan should also support or align with other strategies and plans such as:

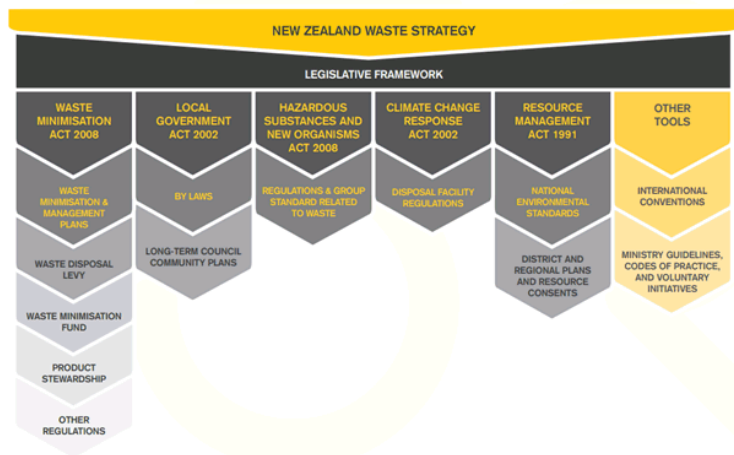
- Central government direction in waste management (reflecting the much greater interest in waste management issues)

### What informs the plan?

The plan must meet requirements set out in the Waste Minimisation Act, including to:

- Consider the ‘Waste Hierarchy’, which sets priorities for how we should manage waste
- Ensure waste does not create a ‘nuisance’
- ‘Have regard to’ the New Zealand Waste Strategy and other key government policies, including the recently released guidelines by central government that signal changes to the way we will need to manage waste.
- Consider the outcomes of the ‘Waste Assessment’
- Follow the Special Consultative Procedure set out in the Local Government Act (2002).

This just needs to be formatted into MPDC format please



The waste hierarchy

The 'waste hierarchy' is a common approach to ways we can think about waste. Essentially it says that reducing, reusing and recycling is preferable to disposal.

1



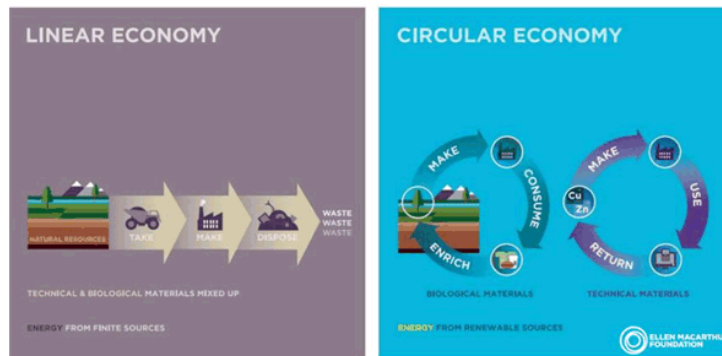


### Zero Waste – Para Kore<sup>5</sup>

Our vision aligns with tangata whenua principles such as kaitiakitanga, taking an integrated view of the environment and aiming to protect land, air and water from the possible negative impacts resulting from the inappropriate management of waste.

Para Kore means Zero Waste. Humans are the only species on the planet that do not live by zero waste principles. The natural world does not create waste. Everything at the end of its life, whether it is a plant or animal, becomes part of another system. A dead insect becomes kai for another insect, a tree that falls in the bush rots and provides nutrients to the earth for new growth. Everything in nature is part of a closed, continuous, endless cycle. This is called the ‘Circular Economy’ Ōhanga āmiomio<sup>6</sup>.

Traditionally, tangata whenua societies produced only organic wastes, which could be managed by returning these to the land. In modern times, this is no longer possible due to the increase in volumes and a shift to nonorganic and potentially hazardous waste types. Kaitiakitanga, mauri, and the waste hierarchy are seen as an aligned set of principles that support our vision of zero waste Para Kore and the circular economy; Ōhanga āmiomio<sup>7</sup>



<sup>6</sup> The circular economy is a global concept that represents a big change in thinking. The idea is that products are designed from the start to last a long time and be easily repaired, or to be ‘unmade’ after use and the materials either made into something new or returned to nature – all without creating pollution or greenhouse gas emissions.

<sup>7</sup> <https://www.waikato.ac.nz/research-enterprise/research-with-waikato/amiomio-aotearoa>

### What is waste and why is it a problem?

We need to move from our current high waste society to a low waste society. This requires us to rethink every aspect of our approach. We need to not only recover resources at the end of their use rather than disposing of them, but also to only use resources in the first place in ways that will ensure they do not generate waste.

Most of the things we do, buy, and consume generates some form of waste. This not only costs money when we throw things away but, if we do not manage the waste properly, it can cause problems with the environment and with people's health. Our Plan covers all solid waste and diverted material in the district whether council manages it or not.

This does not necessarily mean that the council is going to have direct involvement in the management of all waste, but there is a responsibility for the council to at least consider all waste in our district, and to suggest areas where other groups, such as businesses or householders, could take action themselves.

### The NZ situation

Central government has a renewed focus on waste minimisation and management and has released a large number of cabinet papers and consultation documents over the past year. Previously, most of our recyclables went to China, who now have restricted what they will accept, which means we need to find new markets and uses for these products, particularly onshore. Awareness amongst the public about a number of waste issues, notably plastic bags and single-use plastics, has increased dramatically and led to petitions calling on government to ban single-use packaging and other similar items.

There has been an increased investment into onshore facilities so we can process (recycle) more materials onshore. However, we need to clean up the recycling we put out for collection by presenting only acceptable and clean recyclables so this investment in infrastructure does not go to waste. We need to consider adopting a procurement policy that provides for the use of recycled products. Buying recycled is not just about reducing the amount of waste that goes into landfill, but also reducing the amount of 'virgin' materials that are extracted from the earth for manufacturing. It makes sense to reuse the materials we already have available through recycling, rather than throwing items away after a short time and extracting more raw materials.

### Our District

#### How much waste is there and where does it come from?

In 2019/20, Matamata Piako District sent 12,710 tonnes of waste to landfill. This waste comes from household kerbside waste collections (bags and bins), industrial or commercial activities, and includes commercial, residential and rural residents taking loads to our three transfer stations and, waste taken directly to landfill by private operators. It also includes the tonnage taken out of the district for disposal.

Currently those living and working in the Matamata Piako District have access to a range of options to manage their waste including:

THIS WILL BE TURNED INTO GRAPHICS

Council weekly user pays rubbish bags and private company wheelie bin services

Green waste drop-off at Refuse Transfer stations

Council fortnightly kerbside collection of recyclables

Refuse Transfer Stations accept:

- general refuse
- household recyclables, paper and cardboard, plastics 1&2, steel cans, aluminium cans
- green waste
- scrap steel
- tyres
- household hazardous waste

Due to perceived convenience, the household wheelie bin market is highly competitive nationally. This has led to a number of councils losing significant market share and even reviewing their role in providing waste collections. Currently many households already use wheeled-bin services provided by private companies, with approximately only 9% of the waste collected in our district using council rubbish bags. The remaining waste going to landfill includes waste from wheelie bin collections, and industrial and commercial sources and waste taken directly to the Tirohia Landfill, or to one of our three Refuse Transfer Stations.

#### What happens with our waste?

Council kerbside collection of bags accounts for 29% of the district's waste. Waste and recycling is also taken to councils three Refuse Transfer Stations in Te Aroha, Morrinsville and Matamata by residents and business. Commercial operators (waste companies) provide household and business collections that account for the rest.

Recycling collected at the kerbside and at our Refuse Transfer Stations is managed by our contractor who sort and bale materials that are then on-sold.

An audit of our bags and wheelie bins estimates 66 tonnes of organic waste (kitchen and green waste) are put out for collection each week or over 3,400 tonnes per annum. It also showed residents who use wheelie bins send far more material to landfill that could have been repurposed, or recycled, than those who use bags and/or smaller bins.

All waste to landfill from Refuse Transfer Stations, kerbside and commercial collections

Food waste= 2,121 tonnes Green waste = 1,794 tonnes = 3,915 per annum

Could be a graphic if this works

While council provides a user-pays rubbish bag collection, many households use a private wheelie bin company. A key issue is the different way households use the council rubbish collection to manage their waste, compared with households that use wheelie bins provided by private collection companies. The bigger the bin, the more food and green waste they are throwing out.

The top three items in official council bags and private wheelie bins that could be diverted are:

**MPDC Bags**



1. Kitchen waste 15.5 tonnes per week
2. Compostable green waste 1.9 tonnes per week
3. Recyclable paper 1.9 tonnes per week

**Private Wheelie bins**



1. Compostable green waste 29.1 tonnes per week
2. Kitchen waste 19.5 tonnes per week
3. Glass bottles and jars 5.2 tonnes per week

Including commercial collection if organics were recycled, and not disposed of in kerbside collections, we could divert over 50% of our waste from landfill every year and compost this instead. This is important, particularly as Tirohia Landfill will have close by 2038. The closest landfill will then be 75kms away and any waste created will need to be transported out of the district for disposal.

**How well are we doing?**

While Council has completed a number of the actions from the last Plan, it is difficult to measure what impact this has had on our performance due to changes in the way we collect and store information.

To determine how well we are doing in terms of waste minimisation it is useful to compare ourselves with other parts of New Zealand.

- When we look at how much waste from households we send to landfill from kerbside collections, we generate about 183kg per person, per year. This is mid-range when compared to other councils but has increased from 164kg when we last surveyed this in 2010.
- When we consider all waste sent to landfill the per capita waste per population is .369kg, which is down from .419kg when surveyed in 2010.



- When it comes to household recycling, we recycle about .372kg per capita at the kerbside, which is on the low side. Those using Council’s rubbish bags recycle more than those that have large wheelie bins.

Some councils have opted to impose licensing conditions on waste operators as a way to influence increased diversion. At present there is nothing to prevent an established waste operator expanding a wheelie bin collection to compete directly with council’s rubbish bag methodology. This issue raises the question of whether the current council rubbish bag service is meeting the needs of the majority of the community and whether it will continue to do so.

[How much better could we do?](#)

Surveys of the rubbish picked up at the kerbside, and the rubbish sent to landfill, show that there is a large percentage that does not need to go to landfill and could instead be recycled, composted or be recovered in some other way such as reuse.

[What could be diverted](#)

Will be turned into graphics

Recoverable materials in all waste to Class 1 landfills - August 2019 - July 2020	Overall waste (includes kerbside rubbish)	
	% of total	Tonnes per week
Paper - Recyclable	3.6%	8.7 T/week
Paper - Cardboard	2.8%	6.7 T/week
Plastic - Recyclable	1.3%	3.2 T/week
Ferrous metals	3.0%	7.2 T/week
Non-ferrous metals	0.8%	2.0 T/week
Glass - Recyclable	2.9%	7.1 T/week
Textiles - Clothing	1.8%	4.5 T/week
Rubble - Cleanfill	2.0%	4.8 T/week
Timber - Reusable	0.6%	1.6 T/week
<b>Subtotal</b>	<b>18.8%</b>	<b>45.8 T/week</b>
<b>Compostable materials</b>		
Kitchen waste	16.7%	40.8 T/week
Compostable greenwaste	14.2%	34.5 T/week
New plasterboard	1.4%	3.3 T/week
Untreated/unpainted timber	2.1%	5.1 T/week
<b>Subtotal</b>	<b>34.3%</b>	<b>83.7 T/week</b>
<b>TOTAL - Potentially divertable</b>	<b>53.1%</b>	<b>129.5 T/week</b>

### KEY ISSUES

The 2020 Waste Assessment looked across all aspects of waste management in the Matamata Piako District and identified the main areas where we could improve our effectiveness and efficiencies

- A significant proportion of waste going to landfill is organic waste, with food waste present across all kerbside rubbish collection systems.
- There is a significantly higher proportion of material that should not be going to landfill in rubbish from households with private wheelie bin collections (particularly those with large bins), including organic waste and glass bottles and jars.
- Many households use a wheelie bin service for rubbish rather than use the Council-provided bagged service and send far more material to landfill that could have been recycled, recovered and repurposed.
- There is a lack of facilities to recycle or otherwise divert a range of materials other than household recyclables, green waste, scrap metal and waste for disposal.
- Licensing provisions in the Council waste bylaw are not yet implemented, so there is little data available on private operator activities and non-Council waste streams in general
- While there are services to manage household hazardous waste, there are no other services
- Community engagement, understanding and awareness of waste issues could be improved
- More recyclables could be diverted from both domestic and commercial properties
- There are no permanent services to recover materials including bulky items, E-waste, rural waste (silage wrap and containers) and there is room for improvement, including collaboration.
- Industrial and commercial waste generally presents scope for increased diversion, with paper/card the main material type currently diverted

### FUTURE DEMAND

The factors that will impact future demand for waste services is difficult to predict, particularly given the change in the waste sector and the shift towards Product Stewardship where producers take responsibility for their own waste. Factors include:

- Economic growth or decline.
- Construction and demolition activity.
- Changes in consumption. e.g. an increased use of electronics.
- An aging population. e.g., more home based medical assistance and wastes that require specialised recovery.
- Changes in collection services and/ or change in recovery of waste streams including rural wastes.

Population growth in the district has been steady over the past 15 years. 2018, it was 34,404 and is expected to continue growing to peak at 39,500 in 2039, before gently easing to 38,700 in 2051.



The population aged 0-14 and 15-64 is expected to ease slightly while the population aged 65 years and over will grow strongly. The number of households is projected to grow steadily from 14,300 in 2019 to 16,400 in 2051. This suggests no dramatic shifts are expected over this period of time.

## The structure of our plan

This plan is in three parts

**Part A: The Strategy:** contains core elements vision, goals, objectives, and targets. It sets out what we are aiming to achieve and the broad framework for working towards the vision.

**Part B: Action Plan:** sets out the proposed actions to be taken to achieve the goals, objectives, and targets set out in Part A. Part B also shows how we will monitor and report on our actions and how they will be funded.

**Part C: Supporting Information:** contains the background information that has informed the development of our WMMP. Most of this information is contained in the Waste Assessment.

## PART A: THE STRATEGY

### Our Vision for the Future

#### Zero Waste 2038; Towards a low-waste, low carbon future

Our vision reflects the intended direction for the district in putting maximum effort into diversion and using landfill disposal as a last resort. This aligns with the waste hierarchy and reflects the New Zealand Waste Strategy acknowledging our responsibility to manage waste responsibly and minimise the impact on our environment.

It embraces Zero Waste (Para Kore) and the Circular Economy (Ōhanga āmiomio) as an alternative to the traditional linear economy in which we keep resources in use for as long as possible, extracts the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life where possible.

When a product is designed for the longest use possible, and can be easily repaired, remanufactured or recycled (or used, composted and nutrients returned) we consider it to have a circular life cycle.<sup>8</sup>

- **G1:** A community that considers, and where appropriate implements, new initiatives and innovative ways to assist in reducing, reusing and recycling wastes minimising waste sent to landfill
  - Provide sustainable services that are cost-effective to the community as a whole.
  - View waste as a resource, improving and modifying collections and facilities so that more materials and products are diverted from landfill.

---

<sup>8</sup> <https://www.mfe.govt.nz/waste/circular-economy>

- Prioritise waste reduction, reuse, recovery and recycling initiatives that align with other council objectives.
- Promote, encourage, and emphasise reduction, reuse and recycling.
- Remove or reduce barriers that are preventing the community of make best use of existing services and any potential new services.
- Process and manage waste locally, or within the district wherever feasible and cost-effective.
- Investigate and implement new services, facilities, or other initiatives that will increase the amount of waste reduced, reused, or recycled.
- Investigate the feasibility of developing community resource recovery centres for bulky goods, e-waste, rural waste and other waste streams to 'future-proof' our Refuse Transfer Stations.
- Consider the Circular Economy in making any decisions.
- **G2: Minimise environmental harm and protect public health**
  - Ensure the reduction of environmental harm is understood from a holistic perspective that incorporates tikanga and mātauranga Māori (indigenous knowledge) as an important component of sustainable practices.
  - Consider the environmental impact and public health implications of all waste management options and choose those that are cost-effective to the community, while also protecting environmental and public health.

PART B: ACTION PLAN:

What Are We Going To Do?

TARGETS

<b>1. Decrease the volume of kerbside household waste to landfill</b>	Reduction of 1% per person per year (from previous year)*
<b>2. Increase the recovery of organic materials (food and green waste) by assessing the most appropriate and cost effective services to recover these resources and introduce services to achieve this</b>	A 30% decrease in organic waste going to landfill by 2025
<b>3. Work collaboratively within our community developing relationships to increase the range of, and options for, an increased range of products and materials, particularly in the rural sector</b>	A minimum of five new waste minimisation services are implemented before 2025 (i.e. e-waste, batteries etc.)

ACTION PLAN OVERVIEW

The Action Plan aims to set out clear, practical initiatives for Matamata Piako District Council to implement, either on our own or jointly. While the action plan forms part of the Plan, it is intended to be a 'living' document that can be regularly updated to reflect current plans and progress.

Our proposed key action areas

Our action plan includes activities we believe will enable us to achieve our vision for a low-waste future for Matamata Piako. They can be summarised into key action areas shown in the table below:

1. *Leadership and Management*
2. *Collections*
3. *Infrastructure*
4. *Education, Engagement and communication*
5. *Data, regulation and reporting*

Action Area	Key Actions	Issues addressed and what it will do
Leadership and Management	Engage with central government, and work more closely with the community	Various issues such as extended producer responsibility cannot be addressed at a council level; Council can engage with central government. Working more closely with our community will ensure understanding and support for Council's plans.
Collections	Maintain kerbside rubbish and recycling, investigate a kerbside food waste collection, encourage garden waste diversion	Diverting household food waste and green waste from landfill is the single biggest opportunity to increase diversion rates.



Infrastructure	Retro-fit our Refuse Transfer Stations to become resource recovery parks, and investigate other waste minimisation services that could operate from these sites	Maintains existing diversion, and potentially provide services for sectors that are currently not well served. i.e. the rural sector
Community Engagement, Communication and Education	Increase community engagement and involvement. Carry out one-off campaigns where necessary such as for a new service, or significant service changes	Ensure community is engaged and understands service decisions; and are able to make the most of existing and any new or altered services
Data, Regulation and Reporting	Implement the Waste Management and Minimisation Bylaw 2016, and consider introducing maximum limits for certain materials in household kerbside rubbish collection.  Collect data externally through licensing (enabled by the bylaw) and regular surveys. Improve recording and analysis of internal data to enable performance monitoring over time.	This will help council set standards and gather data so we can plan and manage waste better.  Consistent, high quality data will help us track and report on progress and will support effective decision making

#### Considerations

The action plan outlines high-level intentions for actions to meet our obligations under the WMA 2008. In some cases, further research might be required to work out the costs and feasibility of some projects. This might change how, when, or if they are implemented.

Completing some other actions might depend on changing contractual arrangements with providers, or setting up new contracts. These type of contracts can be unpredictable, and this might impact the nature, timing, or costs of these projects.

#### Council's intended role

The Council intends to oversee, facilitate and manage a range of programmes and interventions to achieve effective and efficient waste management and minimisation within the district. The Council will do this through our internal structures responsible for waste management. We are responsible for a range of contracts, facilities and programmes to provide waste management and minimisation services to the residents and ratepayers of Matamata Piako District.

## ACTION PLAN

### Leadership and Management

Reference	Description	New or existing	Timeframe and funding options	Objective
1	Advocate to central government for more extended producer responsibility; addressing problem waste streams at the source for difficult waste streams such as e-waste, packaging and rural waste.	Existing	Ongoing Staff time	More government action centrally will support many initiatives at regional and local levels and help Council provide management options for waste streams.
2	Work closely with mana whenua, community groups, and the private sector to progress opportunities for increased waste diversion	Existing	Ongoing Waste Levy Staff time	Seek opportunities for collaboration by working with business and the community to develop local initiatives; i.e. AgRecovery, Transition Matamata, Para Kore

### Collections

Reference	Description	New or existing	Timeframe and funding options and funding	Objective
3	Continue to deliver and optimise household recycling services to urban ratepayers	Existing	2021-2023 Targeted rate	Reduce the quantity of waste sent to landfill and increase recycling
4	Continue to deliver and optimise household waste collection services to urban rate payers	Existing	2021-2023 User pays Targeted rate (new services)	Provide a safe and efficient service to ratepayers
5	Review waste collection services to rural communities, private roads and the business sector	New	2021-2022 Staff time	What services should be provided by council assessing the cost, suitability and liability
6	Implement new rubbish and recycling services when new contract commences and support this with a comprehensive education and information campaign before and after implementation	New and expanded services	2023 onwards General rates Targeted rate User pays	Ensure all ratepayers and residents are fully informed of new services and know how to participate
7	Investigate the introduction of food waste collections services, kerbside collections vs services at Refuse Transfer Stations including the cost	New	2022-2023 General rates	Explore options to manage food waste to reduce greenhouse gas emissions including managing locally using new technology

8	Undertake a review of the existing waste team resources and capability to ensure there are adequate resources to both implement the new services and implement this plan	New	2022 -2023  General rates Waste levy	Ensure waste team have enough staff to deliver the new Plan and new services; 3:officer, contract manager and 'out reach' officer
---	--	-----	---	---

#### Infrastructure

Reference	Description	New or existing	Timeframe and funding options	Objective
9	Prepare a plan for a new 'fit for purpose' Community Resource Recovery Centre that provides for an expanded range of waste recovery services	New	2021-2023  CAPEX General rates User pays	Develop a new site that provides for an increased range of waste minimisation services; e-waste, beverage containers, rural waste
10	Continue to enhance our Refuse Transfer Stations by upgrading each site	Existing	Ongoing  General rates User pays	Improve site safety, equipment and signage to provide for a better and safer environment for site visitors
11	Develop a Business Plan to develop a 'green field' community resource recovery park to act as a hub for the District that provides indicative CAPEX and OPEX costs	New	2020-2021  Waste Levy	Understand the development and ongoing costs for a community based resource recovery centre to act as a 'hub'.
12	Investigate and where feasible, develop region-wide relationships to increase resource recovery including with social enterprise to extract value from waste and to provide employment	New	Ongoing  Staff time Waste levy	Continue to work with colleagues throughout the region including the Waikato Region Waste Liaison group and other NGO's

#### Community Engagement, Communication and Education

Reference	Description	New or existing	Timeframe and funding options	Objective
13	Develop and deliver a comprehensive waste minimisation programme promoting the waste hierarchy and the circular economy	Existing	Ongoing  General rates Staff time Waste levy	Ensure residents are actively informed regarding existing services and any new services that may be introduced.
14	Work collaboratively with central government, local government organisations and other key stakeholders to undertake research and actions to advance solutions to waste issues such as packaging, rural waste, e-waste	Existing	Ongoing  Staff time	Continue to monitor changes signalled by central government and implement any new initiatives that may be required

	and advocate for increased or mandatory producer responsibility for problematic waste			
15	Support Iwi and marae to promote and undertake waste minimisation by the provision of (but not limited to) support for the Para Kore programme	Existing	Ongoing Waste levy	Actively consult with local Iwi and support programmes that assist in the recovery and management of wastes
16	Support education programmes that raise awareness and promote waste minimisation including targeted programmes	Existing	ongoing	To actively engage the community by providing information and resources to support our community that include but are not limited to: Enviroschools, Zero Waste Education, Para Kore, Paper4trees
17	Introduce a contestable community grant	New	2021 Ongoing Waste levy	Implement an annual contestable fund utilising waste levy funds for community and business to apply for waste minimisation grants to encourage local innovation

Data, Regulation and Reporting

Reference	Description	New or existing	Timeframe and funding options	Objective
18	Collect and manage data in accordance with the National Waste Data Framework	Existing	Ongoing General rates	To improve the collection of waste data locally, district wide and nationally and to meet reporting requirements of central government and improve the decision making process
19	Implement MPDC Solid Waste By Law that includes Waste Operator Licensing	Existing	Ongoing User pays Staff time	Implement our existing Solid Waste By Law in collaboration with other councils throughout the district to provide uniformity, clarity and certainty.
20	Actively enforce control and reduce Littering and illegal dumping	Existing	Ongoing Staff time General rates	Ensure systems and resource are in place to actively enforce, control and reduce littering and illegal dumping
21	New Developments and Multi-Development Units (MUD's)	Existing	Ongoing Staff time	Work with key internal and external stakeholders to ensure new multi-unit residential and commercial buildings allocate space for



## FUNDING THE PLAN

The Waste Minimisation Act 2008 (s43) (WMA) requires that Councils include information about how the implementation of this Plan will be funded, as well as information about any grants made and expenditure of waste levy funds.

### Funding local actions

There is a range of options available to local councils to fund the activities set out in this plan. These include:

- Uniform Annual General Charge (UAGC) - a charge that is paid by all ratepayers
- User Charges - includes charges for user-pays collections as well as transfer station gate fees
- Targeted rates - a charge applied to those properties receiving a particular council service
- Waste levy funding - The Government redistributes funds from the \$10 per tonne waste levy to local authorities on a per capita basis. By law, 50% of the money collected through the levy must be returned to councils. This money must be applied to waste minimisation activities
- Waste Minimisation Fund - Most of the remaining 50% of the levy money collected is redistributed to specific projects approved by the Ministry for the Environment. Anyone can apply to the WMF for funding for projects

Private sector funding - The private sector may undertake to fund/supply certain waste minimisation activities, for example in order to look to generate income from the sale of recovered materials etc. Council may work with private sector service providers where this will assist in achieving the WMMP goals.

Funding considerations take into account a number of factors including:

- Prioritising harmful wastes;
- Waste minimisation and reduction of residual waste to landfill;
- Full-cost pricing - 'polluter pays';
- Public good vs. private good component of a particular service;
- That the environmental effects of production, distribution, consumption and disposal of goods and services should be consistently costed, and charged as closely as possible to the point they occur to ensure that price incentives cover all costs;
- Protection of public health;
- Affordability; and
- Cost effectiveness.



The potential sources of funding for each of the actions are noted in the tables in Part B of the Plan. Budgets to deliver the activities set out in this plan will be carefully developed through our Annual Plan and Long Term Plan processes. The approach taken will be to implement as many of the activities as possible while controlling costs and, where possible, taking advantage of cost savings and efficiencies. It is anticipated that by setting appropriate user charges, reducing costs through avoided disposal, more efficient service delivery from joint working, and targeted application of waste levy money, the increased levels of waste minimisation as set out in this Plan will be able to be achieved without overall additional increases to the average household cost.

#### Territorial Authorities Waste levy funding

Council receives, based on population, a share of national waste levy funds from the Ministry for the Environment. It is estimated that at the current rate of \$10 per tonne our council's total share of waste levy funding will be approximately \$120k per annum.

The WMA requires that all waste levy funding received by Councils must be "spent on matters to promote waste minimisation and in accordance with their WMMP".

Waste levy funds can be spent on ongoing waste minimisation services, new services, or an expansion of existing services. The funding can be used for education and communication, policy research and reporting, to provide grants, or as infrastructure capital, and other activities in our Plan.

We intend to use our waste levy funds for a range of waste minimisation activities and services as set out in the Action Plan.

In addition, we may make an application for contestable waste levy funds from the Waste Minimisation Fund, either separately, with other Councils, or with another party. The Waste Minimisation Fund provides additional waste levy funds for waste minimisation activities.

#### Funding business and community actions

Councils have the ability under the WMA (s47) to provide grants and advances of money to any person, organisation or group for the purposes of promoting or achieving waste management and minimisation, as long as this is authorised by the WMMP.

Council will investigate the development of a grants programme where Matamata Piako District businesses, community groups, and other organisations can apply for funding from council for projects which align with, and further, the objectives of this Plan on an annual basis.

## MONITORING EVALUATING AND REPORTING PROGRESS

This Plan contains a number of actions with timeframes (refer to Part B), as well as a set of waste minimisation targets. Progress on each of these actions and targets will be reported annually to Council.

PART 3 –SUPPORTING INFORMATION  
Waste Assessment



# Matamata-Piako District Council

Waste Assessment

November 2020

Document status

Job #	Version	Approving Director	Date
2574	Draft	Alice Grace	6/11/2020
2574	Updated	Alice Grace	20/11/2020

© Morrison Low

Except for all client data and factual information contained herein, this document is the copyright of Morrison Low. All or any part of it may only be used, copied or reproduced for the purpose for which it was originally intended, except where the prior permission to do otherwise has been sought from and granted by Morrison Low. Prospective users are invited to make enquiries of Morrison Low concerning using all or part of this copyright document for purposes other than that for which it was intended.

## Contents

Executive Summary	1
1 Introduction	3
2 Legislative and Strategic Context	5
3 Waste Data	7
4 Existing Recycling and Waste Facilities and Services	21
5 Future Growth and Demand for Waste Services	27
6 Council's Future Planning Framework	35
7 Options Assessment	37
8 Statements of Proposal	41
9 Statement of Public Health Protection	43
Appendix A Letter from Medical Officer of Health	44
Appendix B Legislation	45

DRAFT



## Executive Summary

Territorial authorities are legally required to conduct a Waste Assessment and have regard to it in the review and preparation of their waste Management and Minimisation Plans (WMMP). Previously the Eastern Waikato Councils – Matamata-Piako District Council (MPDC), Thames Coromandel District Council (TCDC) and Hauraki District Council (HDC) prepared a joint waste assessment and WMMP (2017) as prescribed in s51 of the Waste Minimisation Act 2008.

A Section 17A review was completed in May 2020 which recommended that each Council take responsibility for strategy and policy development for solid waste services. A shared services contract and procurement approach was recommended. As a result, each of the Eastern Waikato Councils will prepare an individual Waste Assessment and WMMP.

This Waste Assessment will inform the drafting of the MPDC WMMP. It compiles and analyses information on diverted and waste materials produced in the Matamata-Piako district. It forecasts future growth and demand for services to provide a forward planning framework that considers public health projection issues, alongside Council's legal requirements to promote effective and efficient waste minimisation. This assessment also provides a summary review of the reasonably practicable options available in terms of how to meet future demand for services and achieve waste management and minimisation objectives.

This document was prepared in November 2020 using information gathered from a variety of sources including data managed by Council, and the report "Matamata-Piako District Solid Waste Surveys, Waste Not Consulting, August 2020". Although every effort has been made to provide a complete and accurate assessment, in some cases data has been estimated or there are data gaps. (which are noted where applicable).

This Waste Assessment has been reviewed by the Waikato Medical Officer of Health to ensure that public health is adequately protected into the future. Their feedback is included in Appendix A.

For the purposes of forecasting future waste tonnes, this Waste Assessment has adopted a medium growth to reflect MPDC's adopted population and GDP projections. However, it is noted that a short-term decline in volumes as a result of the Covid-19 economic downturn is anticipated.

As well as predicting the future waste infrastructure requirements, this assessment has taken into consideration diverted materials' infrastructure requirements. Central Government has signalled change over the next 3 – 5 years with an increase in both the Waste Disposal Levy and Emissions Trading Scheme costs, and possible introduction of standardised kerbside collections nationally. The increase in the Waste Disposal Levy presents an opportunity for regional investment in infrastructure to support the diversion of waste from landfill.

The demand for infrastructure to divert waste from landfill is anticipated to increase over the next 10 years. Short-term the existing diverted materials infrastructure is expected to meet the forecast demand, however in the medium to long term MPDC needs to ensure infrastructure is in place either in the district or in neighbouring districts to meet increasing demand.

### District Specific Issues

Having reviewed progress against the previous WMMP actions (combined WMMP with neighbouring Councils) and considering the change in waste quantities since the last WMMP, MPDC have identified the following MPDC specific issues that need to be addressed in the next WMMP:

- Increasing waste to landfill
- Decline in diverted material
- High volume of divertible material disposed through RTS
- High volume of organic waste going to landfill
- Cost and volume uncertainty due to legislation change

### Options Assessment

MPDC has considered options for addressing the district-specific issues and assessed these in terms of diversion potential, cost and ease of implementation. The options are grouped into the following categories:

- Influence - change behaviour through waste minimisation programmes and advocate for national change;
- Regulate - enforce diversion and behaviour change; and
- Service – provide facilities and services to increase diversion.

The preferred option over the short term due to affordability concerns and national legislative changes is to focus on influencing behaviour. Matamata-Piako will look to extend waste minimisation programmes to businesses and support local circular economy initiatives. Any change in service delivery or additional investment would be focused on reducing the impact of expected increased disposal cost. The current waste service contract expires in 2023 and this presents the best timing for any change in kerbside collection services or significant change to Refuse Transfer Station (RTS) operations. Work is currently underway to review the existing bylaw and to identify any areas where it could be better enforced, strengthened or amended to align with legislative change and practical considerations for least cost.

### Kerbside options

- Provide a MPDC kerbside rates funded refuse bin service to restrict disposal volume (size and/or frequency).
- Extend MPDC's kerbside collection service to more rural households and to businesses.
- Provide a separate organic collection service, for green waste, kitchen waste or both to urban households.

### RTS options

- Provide additional education and staff at RTS.
- Upgrade existing RTS to resource recovery centres with more diversion options offered, adjust layout and charging to promote diversion over disposal.

## 1 Introduction

Territorial authorities are legally required to conduct a Waste Assessment and have regard to it in the review and preparation of their Waste Management and Minimisation Plans (WMMP). The Waste Management Act (WMA) (s44) also requires that a Waste Assessment be notified with the draft WMMP for public consultation. This process is required at intervals of no less than every six years.

In December 2013 the Eastern Waikato Councils, being Matamata-Piako District Council (MPDC), Thames-Coromandel District Council (TCDC) and Hauraki District Council (HDC), agreed to cooperate on waste management and minimisation matters as they had a shared services waste contract. In June 2017 they adopted a joint WMMP – *Eastern Waikato Waste Management and Minimisation Plan*. In 2017 MPDC also adopted a Solid Waste Bylaw to support this activity.

In July 2020, a joint Section 17A review of waste services was completed for the Eastern Waikato Councils. Subsequently, each council decided to complete individual WMMPs in 2020. Accordingly, Matamata-Piako District Council is currently preparing a new WMMP to concentrate on its own districts' needs.

Matamata-Piako District Council has prepared this Waste Assessment as prescribed in the WMA s51. The Waste Assessment provides details of the following:

- existing waste services provided in the district (MPDC and non-council)
- waste quantities, composition and flows
- identification of issues
- future demand for services
- vision, goals, objectives and targets for waste management and minimisation
- guiding principles to direct how to get to where MPDC want to be
- an options assessment/statement of proposals for waste services and identified district issues

### 1.1 Documentation and accuracy

This document was prepared in November 2020 using information gathered from a variety of sources including data managed by MPDC and non-commercially sensitive data from the Solid Waste Surveys report prepared for MPDC in August 2020 by Waste Not Consulting.

Although every effort has been made to provide a complete and accurate assessment, in some cases data has been estimated or there are data gaps. Details regarding any limiting factors in preparing the Waste Assessment that are deemed to have materially impacted on the completeness or accuracy of the data, forecasts, estimates or options assessment have been noted where appropriate.

The information contained in this Waste Assessment was considered appropriate when giving regard to:

- the significance of the information
- the costs of, and difficulty in, obtaining the information
- the extent of MPDC's resources
- the possibility MPDC may be directed under the Health Act 1956 to provide the services referred to in that Act

## 1.2 Key terms and acronyms

Key Term/Acronym	Definition
Cleanfill	A cleanfill is any facility that accepts only cleanfill material which is described as material that when buried will have no adverse effect on people or the environment
C&D Waste	Construction and demolition waste
Diverted Material	Discarded materials such as materials collected for recycling, composting or other recovered or treated materials that are diverted from landfill
Domestic waste	Solid waste from households
ETS	Emissions Trading Scheme
Landfill	A disposal facility as defined in s7 of the Waste Minimisation Act 2008, excluding incineration.
LGA	Local Government Act
LTP	Long Term Plan
MfE	The Ministry for the Environment
MRF	Material Recovery Facility
NES	National Environmental Standards
NZWS	New Zealand Waste Strategy
Organics	Organic wastes that include kitchen, food and green wastes
RMA	Resource Management Act
RRC	Resource Recovery Centre
RTS	Refuse Transfer Station
SWAP	Solid Waste Analysis Protocol (SWAP) Ministry for the Environment-led baseline programme to provide solid waste composition information
TA	Territorial Authorities. The second tier of local government in New Zealand, below regional councils.
Tirohia	Tirohia Landfill in Hauraki District
Waste	Waste means waste disposed of to landfill and includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste); and to avoid doubt, includes any component or element of diverted material, if the component or element is disposed of to landfill
Waste Assessment	As defined by s51 of the Waste Minimisation Act 2008.
Eastern Waikato Councils	The Matamata-Piako District Council (MPDC), Thames-Coromandel District Council (TCDC) and Hauraki District Council (HDC) are the Eastern Waikato Councils.
WMA	Waste Minimisation Act 2008
WMMP	A Waste Management and Minimisation Plan as defined in s43 of the Waste Minimisation Act 2008



## 2 Legislative and Strategic Context

This chapter contains a brief summary of the national policy context and key legislation that councils must consider in the development of their Waste Assessment and WMMP. These include:

- Waste Minimisation Act 2008
- Local Government Act 2002
- Hazardous Substances and New Organisms Act 1996
- Climate Change Response Act 2002
- Resource Management Act 1991 (as well as District and Regional Plans and consents)
- Health Act 1956
- Litter Act 1979
- Health and Safety at Work Act 2015
- New Zealand Waste Strategy 2010
- New Zealand Emissions Trading Scheme (under the Climate Change Response (Zero Carbon) Amendment Act 2019)

### 2.1 Key legislation

Waste management and minimisation in New Zealand is underpinned by the Government's core policy "The New Zealand Waste Strategy (NZWS) – reducing the harmful effects of waste, improving the efficiency of resource use".

A number of Acts of Parliament provide the legal framework for waste management and minimisation in New Zealand, with the primary legislation driving waste management and minimisation planning being the Waste Minimisation Act 2008 (WMA), the Climate Change Response Act 2002 and subsequent amendments, such as the Climate Change Response (Zero Carbon) Amendment Act 2019, the Local Government Act 2002 (LGA), and the Resource Management Act 1991 (RMA).

Taken together these Acts provide the legislative imperative and tools to support progress toward the high-level direction outlined in the NZWS. Because the NZWS and legislation are cornerstones to waste management and minimisation, careful attention is given to these in developing the Waste Assessment.

Appendix B provides further information on the key legislation.

### 2.2 National factors

There have been several national and global changes over recent years that have impacted MPDC's waste services:

- Early in 2018, China's National Sword Policy imposed tighter restrictions on the import of certain recyclables, primarily mixed paper and mixed plastic. China was the largest importer of recyclables. This has impacted the commodity price for recyclables globally.
- Nationally, the consequences of China's National Sword Policy have impacted recycling collection and processing contracts with significant cost escalations. Alternative markets are hard to find and are getting overwhelmed.
- Covid-19 has tested the resilience of the recycling systems nationally. All but two Material Recovery Facilities (MRF) have closed, and collections have changed to prevent contact with infectious diseases.

- WasteMINZ (national industry organisation) and Ministry for the Environment (MfE) are leading the national response to China's National Sword Policy.
- The Government's response to date includes banning single use plastic bags, contributed funding towards local processing plants with new technology, and review of container deposit legislation.
- There is a drive to standardise collection methodologies and types of materials collected from kerbside across the country. MfE commissioned WasteMINZ to prepare a report on standardisation in May 2020.<sup>1</sup>
- These global and national impacts may potentially result in an increase in the Government's waste disposal levy. This will impact landfill disposal costs, generating revenue for investment in the sector. The increased levy provides an opportunity for regional investment in waste diversion infrastructure with additional funds available from the levy.
- The Climate Change Response (Zero Carbon) Amendment Bill includes a target of reducing methane emissions by 24-74% below 2017 levels by 2050, and an interim target of 10% by 2030. It also has a target of reducing net emissions of all other greenhouse gases to zero by 2050. This will impact our asset portfolios including solid waste, particularly with increasing Emissions Trading Scheme costs (carbon tax) and transport used to collect and cart to landfills.
- There is a move towards councils providing organic collections as part of their waste minimisation programmes, particularly for the metropolitan councils. Due to high collect costs in rural areas, this is generally not appropriate in the rural sector. However, Government is investigating standardising kerbside collection services nationally which would impact local collection services.

### 2.3 MPDC Strategic Plans

The findings of this Waste Assessment will support the solid waste content in the new WMMP and Long Term Plan that will be consulted on in 2021. It will also feed into the Asset Management Plan. It considers the findings of the recent Section 17A review of the Eastern Waikato councils.

<sup>1</sup> <https://www.mfe.govt.nz/publications/waste/recommendations-standardisation-of-kerbside-collections-aotearoa>



### 3 Waste Data

This chapter contains a summary of the available information for waste collected, recycled, recovered, treated, or disposed of in the Matamata-Piako district. The information includes data about quantities, composition, source and final destination of materials, generated for the period July 2015 to June 2020 and during the Waste Not Consulting Solid Waste Survey 1 August 2019 to 31 July 2020.

The information in this chapter forms the basis for forecasting future demand (as set out in Chapter 5).

#### 3.1 Matamata-Piako catchment

The Matamata-Piako district is in the Waikato region of New Zealand in the centre of the 'golden triangle' of Auckland, Hamilton and Tauranga. With its quality soils the district is a cornerstone of the dairy industry and other farming as well as horticulture and meat processing. Its land area is 1,755 square kilometres<sup>2</sup> and it consists of three main population centres, Matamata, Te Aroha, and Morrinsville, along with the three small rural settlements of Waitoa, Waihou and Waharoa. There is one Territorial Authority (TA) being MPDC and one Regional council - Waikato Regional Council.

The Matamata-Piako district resident population at the time of the 2018 census was 34,404, of which 7,806 reside in Matamata, 4,554 in Te Aroha and 7,761 in Morrinsville. Agriculture (dairy farming) and manufacturing (dairy products) have traditionally formed the district's economic base and are still contributing to the majority of GDP growth in the district. However, Matamata-Piako is also experiencing growth in professional services, construction, and retail trade. Tourism industry growth was particularly strong in the period from 2011 -2016 but has slowed in the last three years and due to Covid-19 in 2020 is likely to be significantly impacted in the short term.<sup>3</sup>

#### 3.2 Data limitations, assumptions and accuracy

The data presented in this chapter does not represent all the waste and diverted materials generated in the district. We can only determine the amount of waste and diverted material from the data managed by MPDC and the voluntary information provided from the private and commercial sector. Information about all wastes is not readily available from private enterprise for reasons of commercial sensitivity.

MPDC holds historical data on diverted materials and solid waste to landfill for their district. For the purposes of this Waste Assessment, data from 2015/16 onwards has been supplied by MPDC (and is based on weighbridge records and contractor information).

To obtain a better understanding of waste data within the district, a per capita figure has been used as a guide. This is the total amount of waste produced divided by the total number of people in a defined area. It is an indicator of average 'waste' production on a per person basis but is not directly equivalent to the amount of waste an individual throws away each year, as much of the waste is produced from commercial sources. For consistency purposes with MPDC's other strategic planning documents, the Infometrics projections adopted by MPDC have been used for population figures as well as GDP growth.

It is acknowledged a Waste Assessment is only a snapshot in time of the data collected for the purposes of future waste planning and preparation of the WMMP. It is the conclusion of this report that the data within, when combined with the "Solid Waste Surveys report" prepared for MPDC in August 2020 by Waste Not Consulting, is sufficient to inform future waste planning within the Matamata-Piako district and no further data is required at this time.

<sup>2</sup> Accessed 22 September 2020 <http://www.stats.govt.nz/tools/2018-census-place-summaries/matamata-piako-district>

<sup>3</sup> Accessed 23 September 2020 <https://ecoprofile.infometrics.co.nz/matamata-piako%2bdistrict/Gdp/GrowthIndustries>

The information obtained for completing this waste assessment was considered appropriate when giving regards to:

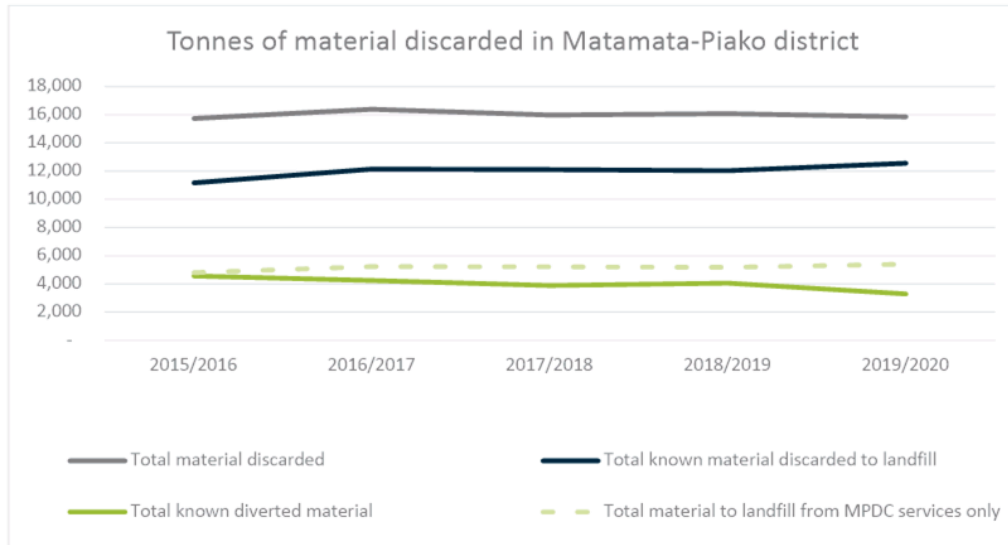
- the significance of the information
- the costs and difficulty in obtaining the information
- the extent of MPDC’s resources
- the possibility that MPDC may be directed under the Health Act 1956 to provide the services referred to in that Act
- the impact on the completeness of the assessment, particularly the forecast of future demands and options assessed

### 3.3 Materials discarded

By measuring the total materials discarded both through diversion and disposal activities, focus can be directed at the impact of reduction, re-use, recycling and recovery. This is not easy to measure, as accurate and measurable data about farm landfills, home composting, private landfills and private diversion services (including recycling) is not available. For the purposes of this report, amounts of diverted materials and solid waste disposed of to landfill have been combined to provide a baseline of the total amount of material discarded in Matamata-Piako. To calculate the total waste, data provided by MPDC on their council services has been combined with data provided from the Solid Waste Surveys report on non-council services.

Figure 1 illustrates the historic tonnage of materials discarded (both for disposal and diversion) since July 2015. The volume of total material discarded has grown 0.7% over the 5 years shown. This is lower than the population growth of 5.1%. Total known material discarded to landfill shows a similar trend but with sharper growth in the last two years for a total growth of 12% from 11,167 tonnes in 2015/16 to 12,557 tonnes in 2019/20. The dashed line indicates the total material discarded to landfill from MPDC services only. This refers to data recorded from MPDC kerbside collections and from MPDC refuse transfer stations (RTS). The gap between the two landfill lines indicates that more than half the waste from the district is discarded to landfill using non-council services. While material to landfill from MPDC services also increased by 12% in five years, in contrast, the quantity of total known diverted material has fallen 19% from 4,566 tonnes to 3,290 tonnes. As described later in this report, the decline in total known diverted material in 2019/20 could be related to COVID-19 disruption to services.

Figure 1. Total tonnage of materials discarded in Matamata-Piako district (July 2015 to June 2020)



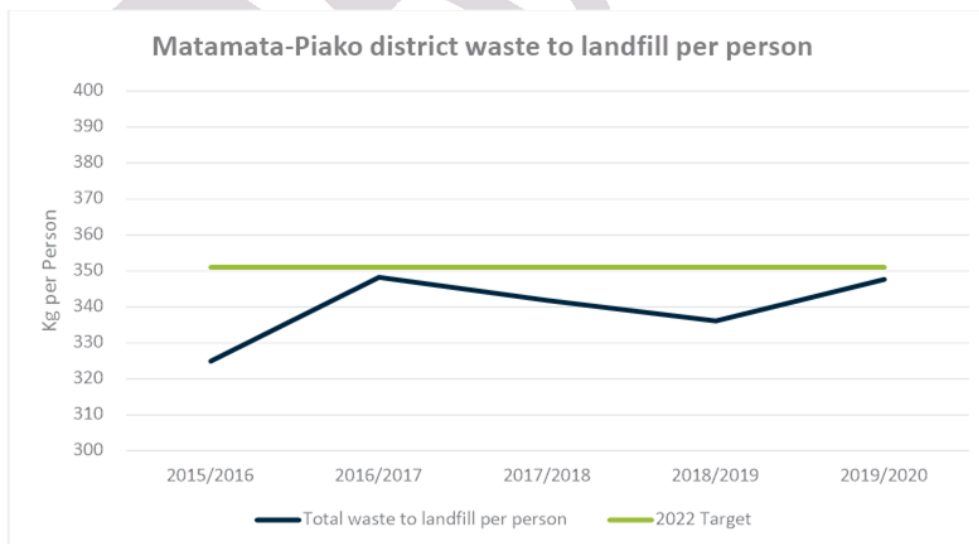
### 3.3.1 Progress against 2017 WMMP Materials discarded per capita targets

There were two targets set in the 2017 WMMP for the Matamata-Piako district. The first target refers to the total waste sent to landfills, so it includes waste from both MDPC services and non-council services:

*A 13% reduction in the total quantity of waste sent to landfills from 404kg per person per annum to 351kg per person by 2022*

Figure 2 below shows that this target has been achieved every year since 2015. Although the trend is going towards the target in the last year, it is still 56kg per person below the 404kg original starting point.

Figure 2 Matamata- Piako district waste to landfill per person



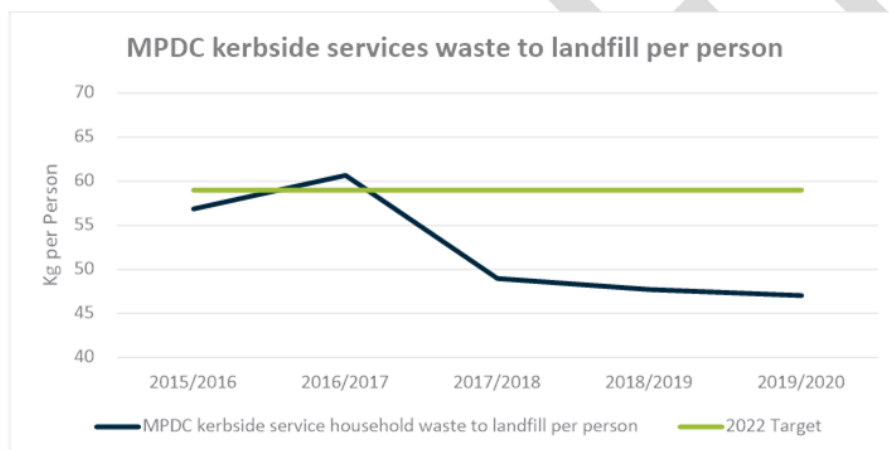
Although increasing, waste per capita for MPDC is still average to low compare to other Councils in New Zealand. An explanation for this could be the rural nature of the district. There is anecdotal evidence from a number of rural councils that many rural property owners choose to make their “own arrangements” for waste disposal as the kerbside service is not necessarily available to them. So, while the waste per capita is low, this could be evidence that alternatives are being used to deal with on-farm waste such as use of private kerbside waste collections, farm landfills, offal pits or burning waste.

The second target refers to kerbside household waste to landfill, which can be measured against kerbside waste from MPDC kerbside services only in the absence of data on private kerbside collection services. The kerbside target is:

*A 5% decrease in kerbside household waste to landfill from approximately 62kg per person per annum to 59kg per person per annum by 2022.*

Figure 3 shows that this target has been achieved every year since 2015/16 except the 2016/17 year. After trending down for three years it has reduced significantly to 47kg per person in 2019/2020. This recent downward trend could reflect an increase in households using non-council services or alternatively it could reflect more awareness in the community of the effects of their waste generation and a reduction in household item packaging over this period.

**Figure 3 MPDC kerbside services household waste to landfill per person**



### 3.3.2 Comparison to other Local Authorities

Table 1 provides a summary of information from the Waste Not Consulting report comparing MPDC per capita waste to landfill with other similar districts. The per capita disposal rate for MPDC is one of the lowest of the areas measured. The MPDC disposal rate of 0.369 tonnes per capita of waste to Class 1 landfills in 2020 is a 12% decrease from the MPDC 0.419 calculated in 2010.

**Table 1 Disposal rates compared to other local authorities**

Overall waste to landfill – including special wastes	Tonnes per capita per annum
Gisborne District 2017	0.296
Waimakariri District 2017	0.325
Ashburton District 2015	0.366
Matamata-Piako District 2020	0.369
Tauranga and WBOP District 2019	0.503
Taupo District 2013	0.528
Kapiti Coast District 2017	0.546
Whangarei District 2017	0.640

### 3.4 Waste to Landfill

#### 3.4.1 Sources of waste to landfill

The Tirohia Landfill in the Hauraki district is a regional facility that receives waste from outside Hauraki including the Matamata-Piako district. Based on data from the Solid Waste Survey for MPDC by Waste Not Consulting in August 2020, of the total waste discarded to landfill from the Matamata-Piako district, 93% is taken to Tirohia Landfill. The remaining 7% is disposed of at other waste disposal facilities outside the district. MPDC services produce approximately 43% of the waste taken to Tirohia Landfill from the Matamata-Piako district. MPDC kerbside collections contribute 15% made up of 9% direct to Tirohia Landfill and 6% from kerbside collections delivered initially to one of the three council run RTS. General waste dropped at MPDC RTS facilities contribute 28%. Note that there are no private RTS in the Matamata-Piako district. Non-council services taken directly to Tirohia Landfill account for approximately 50% of waste to landfill.

Most non-council service waste is taken direct to landfill rather than via a MPDC RTS. Most MPDC collected kerbside waste is also taken direct to landfill. The main users of the MPDC RTS are residents that don't receive the MPDC kerbside collection service or residential and commercial customers with bulky waste not suitable for kerbside collection.

Based on the July 2020 solid waste survey, Figure 4 shows approximately 34% of waste disposed came from the three MPDC RTS and 9% from Council kerbside collections direct to landfill. MPDC controlled services account for 43% of waste disposed. This is a significant decrease from the 63% share of the waste disposed of in the 2010 year.

Figure 5 shows the waste sources for waste received at the three MPDC RTS in the week surveyed. Industrial/Commercial/Institutional (ICI) waste is only 11%, likely due to more commercial waste going direct to landfill via private collection companies. The 44% of residential waste indicates that many of the households in the district that are not offered the council kerbside collection (~33% of all households) may be utilising the RTS service instead of or in addition to a private collection service. The 20% of Construction and Demolition (C&D) waste is likely coming from home renovations and other housing development in the district.



Figure 4. Source of waste disposed to Tirohia Landfill (August 2019 to July 2020)

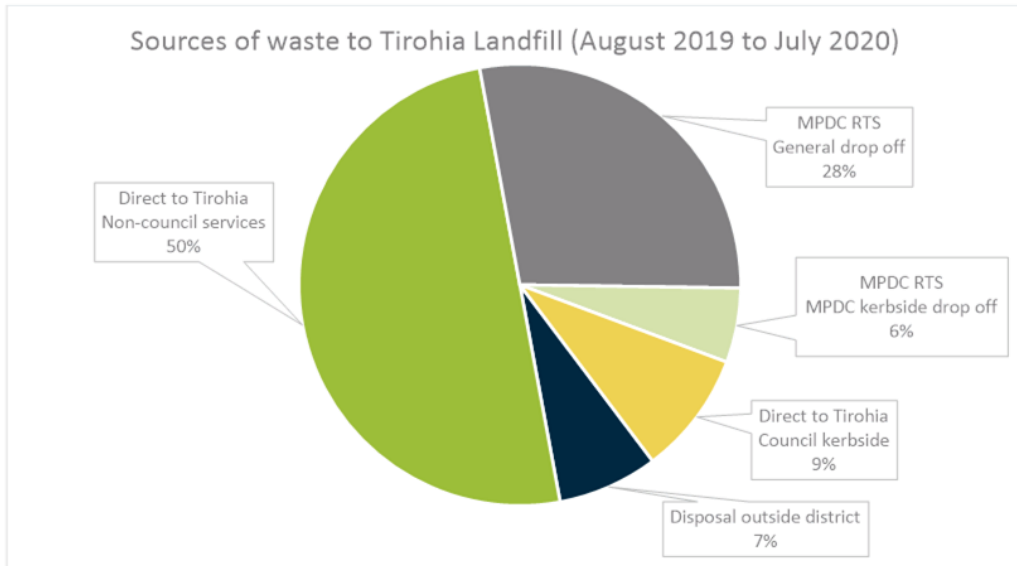


Figure 5 Sources of waste to Tirohia Landfill from MPDC operated RTS July 2020

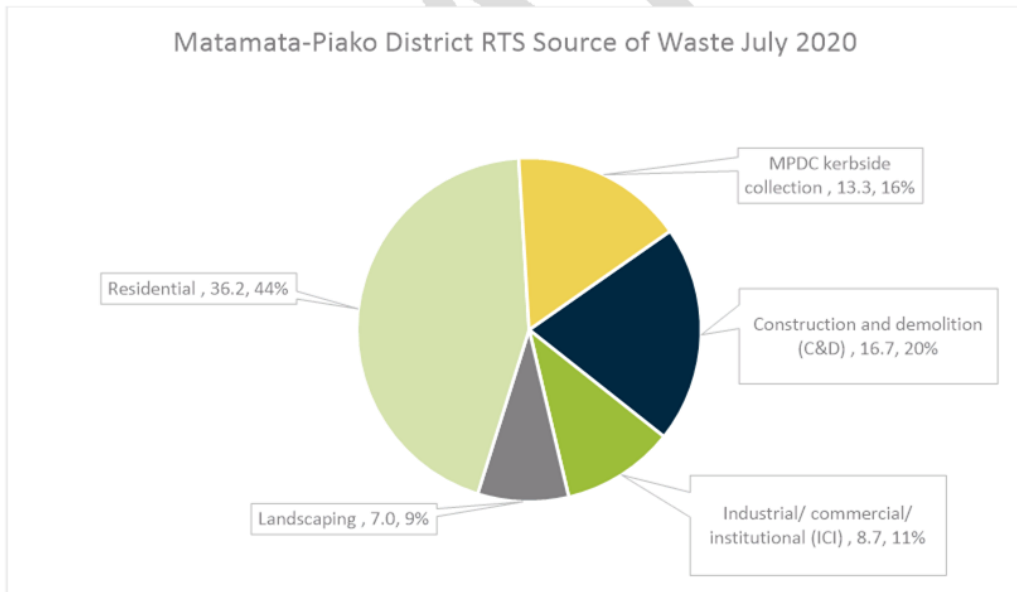
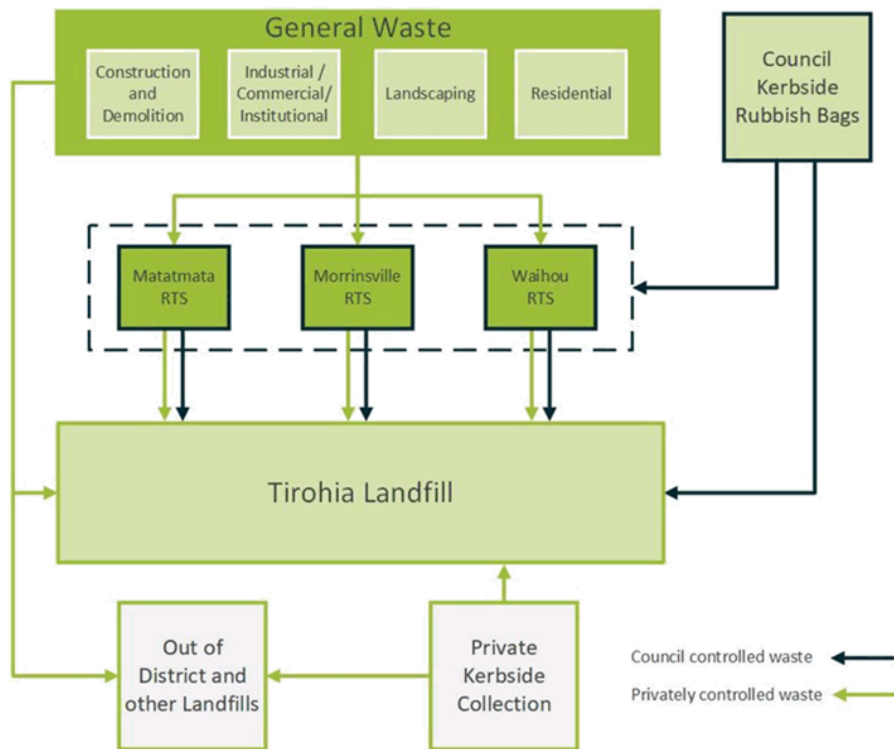




Figure 6 below depicts the source and flow of waste in the Matamata Piako district.

Figure 6 MPDC flow of waste to landfill (August 2019 to July 2020)



Source: Based on Solid Waste Surveys report prepared for Matamata-Piako District Council in August 2020 by Waste Not Consulting.

### 3.4.2 Cleanfill

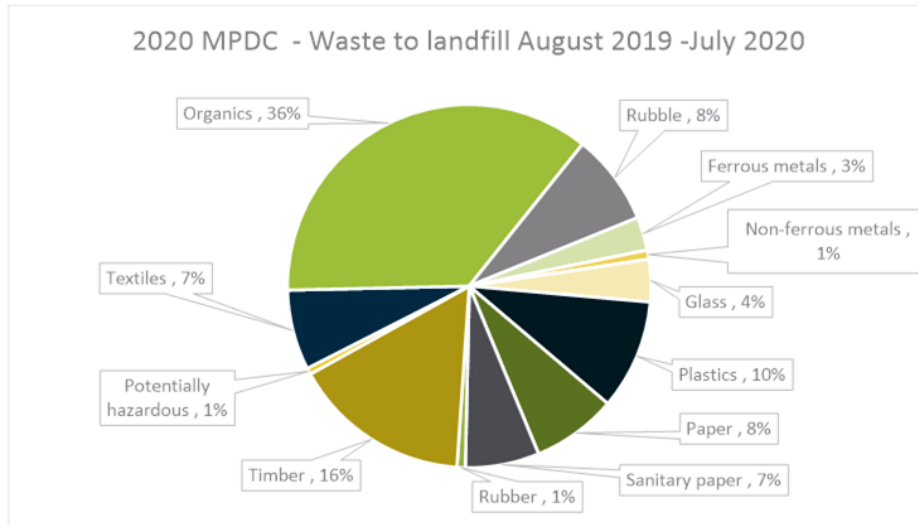
Cleanfill tonnage information is currently not captured by MPDC. There are several cleanfill disposal locations in the Waikato region that are monitored by the Waikato Regional Council.

### 3.4.3 Composition of waste to landfill

An analysis of the composition of waste to landfill in the Matamata-Piako district was completed by Waste Not Consulting in August 2020. Visual surveys were used for waste being disposed of at the three Refuse Transfer Stations, located in Matamata, Morrinsville and Waihou. The data from the surveys was combined with the weighbridge records and other information from Council to calculate the composition and quantity of waste being disposed to the Tirohia Landfill in the Hauraki district and other landfills outside the district.

Figure 7 illustrates the district composition of waste disposed to landfill (extrapolating survey data to an annual figure) for the year August 2019 to July 2020. Organics was the largest component of the district waste stream during the survey period, comprising 36% of the total which includes kitchen waste and green waste. The survey took place at the end of July, which is associated with low vegetative growth and low levels of gardening activity by residents. It is likely the quantity of green waste would have been greater at other times of the year. Generally, waste disposal is lowest in the winter months, rising towards an annual peak in spring, early summer. Timber at 16%, was the second largest component of the waste stream.

Figure 7 Composition of solid waste to landfill (August 2019 to July 2020)



Source: Solid Waste Surveys report prepared for Matamata-Piako District Council in August 2020 by Waste Not Consulting.

### 3.5 Diverted materials

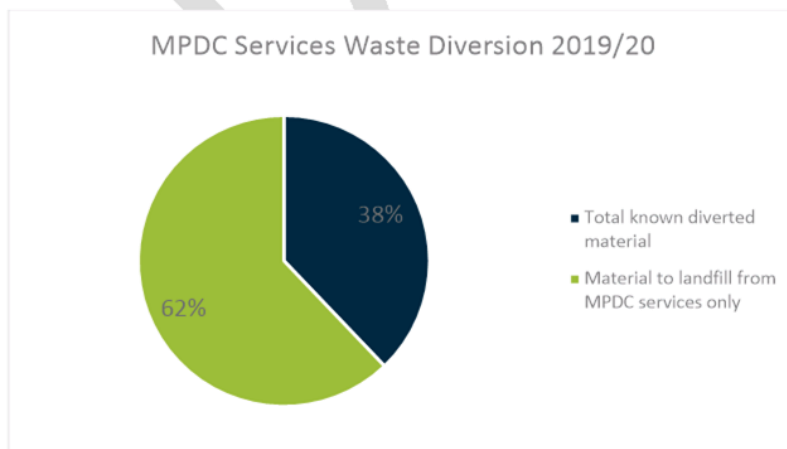
The diverted materials data in this Waste Assessment includes recycled materials, scrap metal, and organic waste from MPDC kerbside recycling services and RTS services. This information is based on MPDC’s records sourced from weighbridge or contractor records and data from the 2020 Solid Waste Survey.

#### 3.5.1 Progress against diverted material target

The district has a diverted materials target of 45% or more of total waste from MPDC kerbside collection and RTS services.

In 2019/20, 3,290 tonnes of material were diverted from landfill in Matamata-Piako, a 19% increase on the prior year. Figure 8 shows only 38% of waste from MPDC services was diverted in 2019/20, still 7% short of the 45% target.

Figure 8 Waste diversion achieved for 2019/20 from MPDC services only

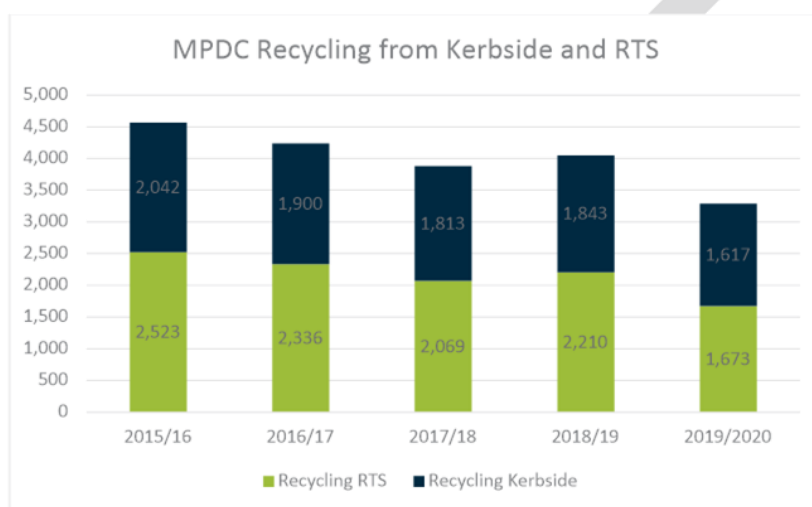


### 3.5.2 Sources of diverted materials

Data on diverted materials is limited to services managed by MPDC and therefore reflects the residential market. Figure 9 shows the quantity of diverted materials for the 5 years from July 2015 to June 2020 from either MPDC Kerbside collections or MPDC RTS. On average over the past 5 years 46% of these materials come from kerbside recycling, with the remaining 54% sourced from RTS (paper, cardboard, plastics, metal cans and glass bottles and jars, green waste and scrap metal). The quantity of diverted material from kerbside recycling was lower as a proportion of overall diverted material in 2015/16. No data is available on non-council services diverted materials.

The relatively high use of the RTS facilities may reflect both the rural nature of the district and the geographic limits of the current kerbside collection service offered by MPDC.

Figure 9 Quantity of recyclables collected at Kerbside and RTS



#### 3.5.2.1 Re-use

MPDCs do not currently operate “second-hand” facilities as part of their RTS. MPDC relies on community groups and private sector to support re-use. No information is available on the volume of material that is re-used.

#### 3.5.2.2 Kerbside recycling and drop-off centres

Approximately 3,290 tonnes of recyclables were sorted and processed for the district in 2019/20, a decrease from the peak of 4,566 tonnes in 2015/16. The recyclables were collected from kerbside collections, and recycling facilities within the three RTS. These recyclables consist of paper, cardboard, glass bottles and jars, all plastics (recently restricted to 1 & 2 only) and aluminium/steel cans.

The level of contamination within the kerbside collection service is not currently measured and can impact actual recyclable tonnage.

The volume of hazardous material disposed of safely doubled in 2019 to 1149 kg and doubled again in 2020 to 2172kg. This is likely to be due to increased awareness in the community of safe disposal options.

MPDC offers drop-off facilities at three RTS and have provided a kerbside recycling service for more than 10 years. In 2013 separate collections of mixed recycling and glass were introduced, using 240-litre wheelie bins for mixed recycling and crates for glass recycling. The recyclables are collected fortnightly.

Figure 10 shows the source of recyclables collected through either a council kerbside collection process or public drop-off at RTS from July 2019 to June 2020.

**Figure 10 Sources of diverted materials RTS and kerbside**

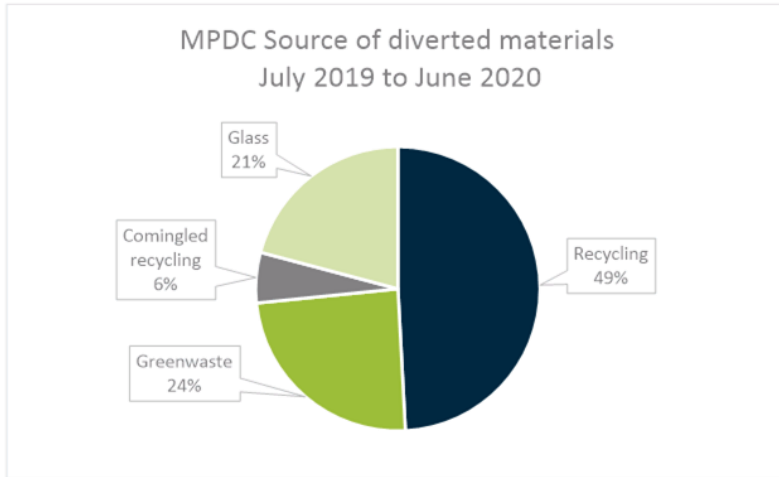
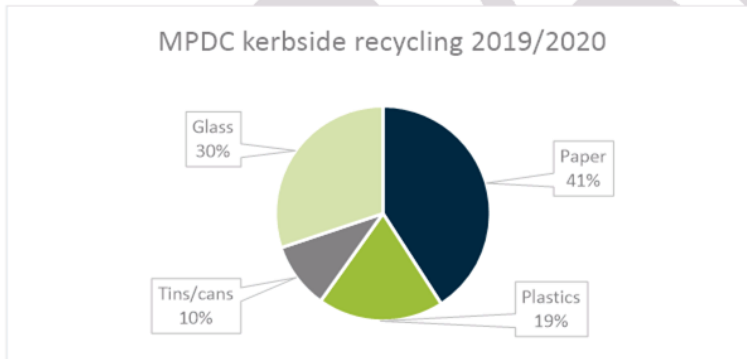


Figure 11 shows the composition of recyclables collected through the council kerbside collection process only from July 2019 to June 2020. The largest components of the kerbside recyclables collected are glass and fibre (paper and cardboard). As this data is based on weight (tonnage) as opposed to volume, heavier products such as glass and fibre (paper and cardboard) generally outweigh lighter plastics and metals.

**Figure 11 Composition of recyclables collected by MPDC kerbside service 2019/2020**

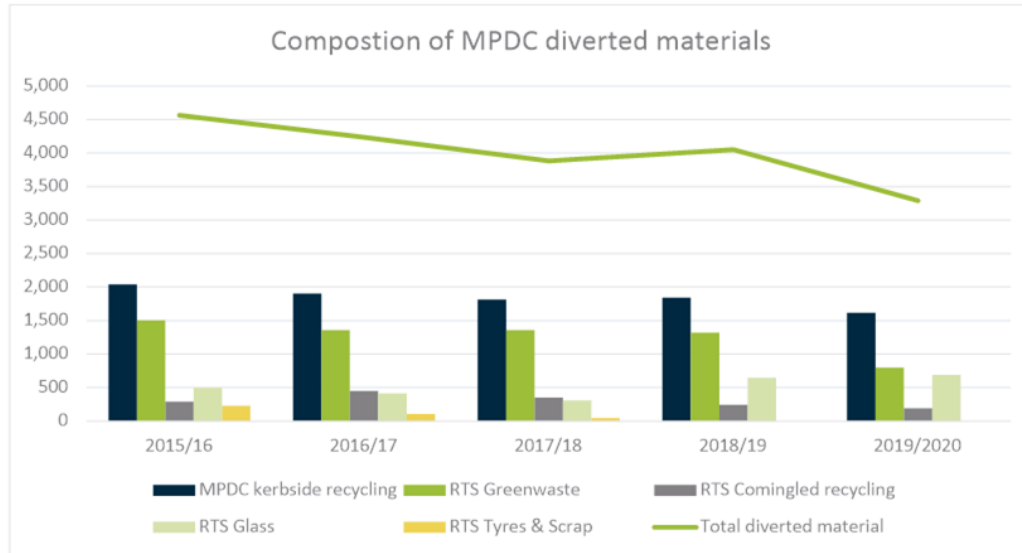


**3.5.3 Composition of diverted materials**

A summary of the composition of all diverted materials by year is presented in Figure 12. Overall, the total volume of diverted materials has been decreasing. MPDC kerbside recycling makes up the largest proportion in each year followed by RTS green waste and RTS glass. The volume of green waste decreased slightly between 2015/16 and 2018/19 but dropped sharply in 2019/20. As mentioned earlier, this sharp decrease is likely to be greenwaste being held at RTS for longer due to delayed collection during the COVID-19 period from February to May 2020. During this time the green waste will have decomposed reducing its weight at collection. The volume of glass has increased in the last two years.

There are different diversion options available at the different transfer stations across the district with no reuse shops or resource recovery centres. More diversion could be achieved with more comprehensive diversion facilities available at all transfer stations.

Figure 12 Composition of diverted materials in MPDC (July 2015 to June 2020)



### 3.5.4 Diverted materials per capita

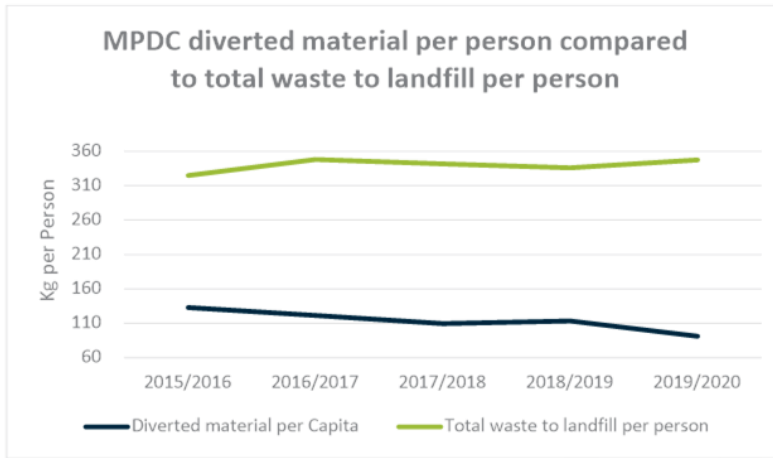
To obtain a better understanding of diverted materials within the district a per capita figure can be used to compare both changes over time at MPDC as well as how MPDC is performing alongside other councils.

Figure 13 illustrates the historic diverted materials per capita for the district and compares it to the total waste to landfill per person. Diverted material decreased from 133 kg/capita in 2015/16 to 113 kg/capita in 2018/19 before decreasing again to 91 kg/capita in 2019/20. The 5-year average is 114 kg per capita of diverted material. The trend lines show the strong correlation between diverted material decreasing and waste to landfill increasing.

During 2013 kerbside recycling services changed to a fortnightly 240l recycling bin with separate glass crate collection which initially increased material diversion. However, since its initial introduction, kerbside recycling volumes have been reducing over time from 2,042 tonnes in 2015/16 to 1,617 tonnes in 2019/20.



Figure 13 MPDC diverted material per person compared to total waste to landfill per person (July 2015 to June 2020)



### 3.6 Diversion Potential

Potentially divertible materials are components of the waste stream that have been identified as targets for possible diversion from landfill, mainly through recycling and recovery activities. The Waste Not Consulting composition report calculated the diversion potential from RTS (excluding kerbside collections).

The 2020 analysis had a district total of potential divertible material from RTS of 26.5 tonnes per week. This highlights that while recycling programmes have been successful at diverting some material from landfill, more can be achieved. Approximately 55% of potentially divertible material are recoverable materials of which 26% is cleanfill rubble and reusable timber, 18% is paper, 13% is metals and 6% is textiles. The remaining 45% are compostable materials made up of organics at just over 30% and C&D waste (new plasterboard and untreated timber) at nearly 15%.

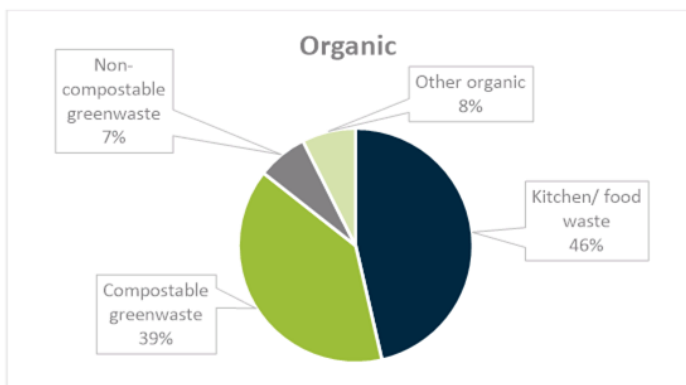
#### 3.6.1 Organic materials

Organic materials are a major contributor of waste to landfill in Matamata-Piako. The 2020 Solid Waste Survey analysis indicates 36.1% (4,533 tonnes per year) of all waste to landfill is organic.

Figure 14 illustrates the composition of organic materials disposed to landfill (extrapolating survey data to an annual figure) for the year August 2019 to July 2020. Both Kitchen/food waste (46% of total organics) and compostable green waste (39%) are potentially divertible. Non-compostable greenwaste (7%) and multi-material or 'other' such as meat processing waste (8%) are less likely to be divertible in the short term.



Figure 14 Composition of organic materials disposed to Tirohia Landfill (August 2019 to July 2020)

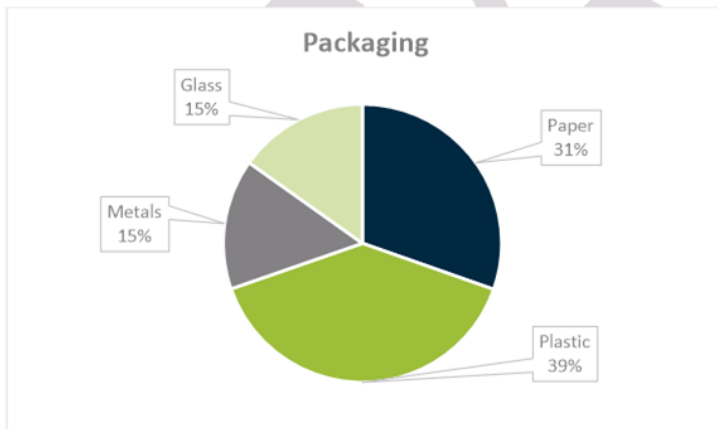


Currently there is no district infrastructure to recover kitchen and food waste. Therefore, industry and households must manage the process themselves, through utilisation of pig farms, home composting/worm farming, Bokashi systems or other alternatives.

### 3.6.2 Packaging Materials

Plastics, paper, metals and glass (packaging materials) also account for a high proportion of waste to landfill, at 24.9% (3,127 tonnes per year). Figure 15 illustrates the composition of packaging materials disposed to landfill (extrapolating survey data to an annual figure) for the year August 2019 to July 2020.

Figure 15 Composition of packaging materials disposed to Tirohia Landfill (August 2019 to July 2020)



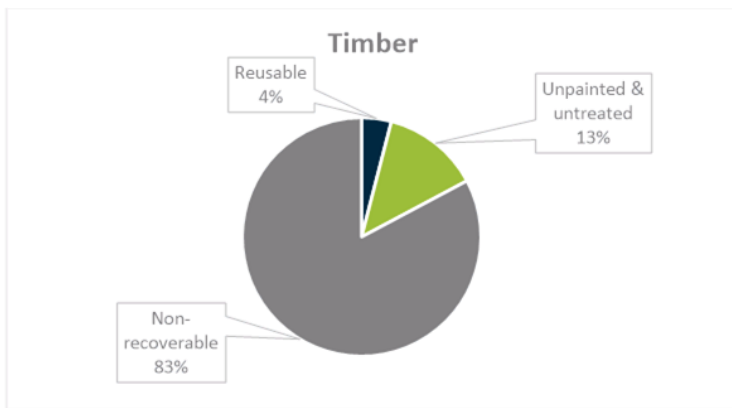
There are several key sources of recyclable material that can be targeted to reduce packaging materials to landfill. MPDC has put in place best practice kerbside recycling collection services to capture good quality material. This service could be offered to more households (e.g. on rural/urban fringe) and businesses.

### 3.6.3 Construction and Demolition materials

Timber accounts for 15.9% (1,997 tonnes per year) of all waste to landfill. Figure 16 illustrates the composition of timber disposed to landfill (extrapolating survey data to an annual figure) for the year August 2019 to July 2020. The majority (83%) is non-recoverable, however 17% is potentially divertible or reusable.

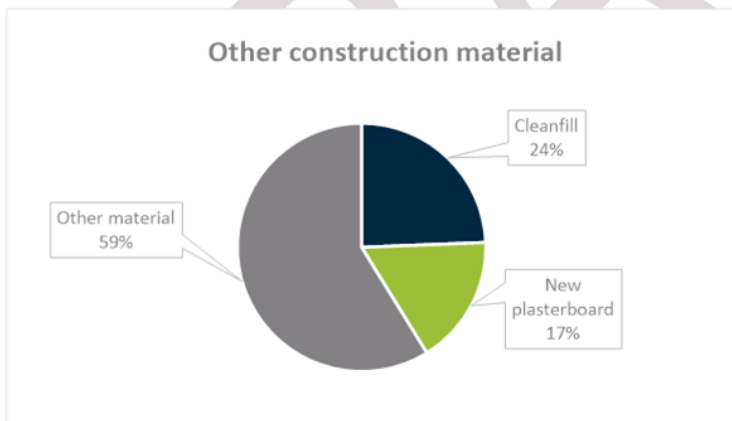
Major sources of timber waste are the industrial, commercial, and C&D sectors. Commercial operators are generally the largest producers of timber material to landfill and this group can potentially be the focus of waste minimisation efforts, although there are some challenges in the recovery of post-consumer waste wood due to the presence of treated timber and other contaminants.

**Figure 16 Composition of timber disposed to Tirohia Landfill (August 2019 to July 2020)**



Other construction material accounts for 8.1% (1,017 tonnes per year) of all waste to landfill. Figure 17 illustrates the composition of this construction material disposed to landfill (extrapolating survey data to an annual figure) for the year August 2019 to July 2020. The majority (59%) is a mixture of material, however the remaining 41% is cleanfill and new plasterboard. Further investigation will be required to analyse how much of this material is potentially divertible for reuse.

**Figure 17 Composition of timber disposed to Tirohia Landfill (August 2019 to July 2020)**



## 4 Existing Recycling and Waste Facilities and Services

This Chapter includes a summary of information regarding waste management and minimisation services provided within the district for reduction, re-use, recycling, recovery, treatment, and disposal. This includes MPDC services as well as private and commercial services, where available and applicable.

These services include:

- waste minimisation education and behaviour change programmes
- initiatives for re-use of waste and diverted materials
- residential kerbside collection of recyclables and residual waste
- organic waste recovery
- RTS operation for both domestic and commercial types of waste and diverted materials
- hazardous waste
- landfill disposal
- litter bin servicing and removal of illegal dumping

MPDC Transfer Station operating hours are 10:00am to 4:00pm on the following days:

- Matamata: Tuesday, Wednesday, Thursday, Saturday and Sunday
- Morrinsville: Monday, Tuesday, Thursday, Saturday and Sunday
- Waihou: Wednesday, Friday and Saturday

Each transfer station has dedicated public drop-off facilities for refuse, recycling, scrap metal, hazardous waste and green waste with Matamata also accepting clean fill and bagged silage wrap. The recyclables accepted include those collected as part of the kerbside recycling collection service.

### 4.1 Reduction

There are several programmes and initiatives that are in place in the Matamata-Piako district that encourage waste reduction. It should be noted that while programmes are listed under “reduction” initiatives, the programmes generally relate to all levels of appropriate waste management and minimisation behaviour, i.e. re-use, recycling, recovery, treatment, and disposal.

Council currently runs or supports several waste education and behaviour change programmes aimed at all levels of the community. It financially supports the:

- EnviroSchools programme facilitated by Waikato Regional Council. EnviroSchools aims to take a holistic approach to environmental education through planning, designing and creating a sustainable school. There are 10 active schools in the district.
- Zero Waste Education (ZWE) programme that teaches children about sustainable resources. They arrange school visits which aim to engage and educate children about waste management.
- Paper4trees Programme operated by the Environmental Education for Resource Sustainability Trust (EERST). This national school programme rewards schools with trees for recycling paper. It is acknowledged that this programme is focused on recycling rather than reduction.
- Love Food Hate Waste New Zealand programme run by WasteMINZ and funded by Territorial Authorities. This programme is focused on giving practical actions and information to New Zealanders wanting to reduce their food waste.

- Para Kore programme that delivers education and training on marae to increase the reuse, recycling and composting of materials.
- Transition Matamata local community group
- WasteMinz TA Forum
- A-Mark Direct – Rural schools

Council also makes use of social media, radio and print advertising to support key waste services messages.

#### 4.2 Re-use

The MPDC approach to re-use is to support existing local and regional community based or private sector organisations that take second-hand goods for repair and resale. MPDC RTS do not have re-use shops.

Private organisations also offer the re-use of waste or diverted materials. For example, recovery of scrap metal and wood by skip bin operators.

Table 2 shows the opportunity shops in the district. There are also multiple options in neighbouring districts. In addition to physical stores there are also online options such as TradeMe.

**Table 2 Matamata-Piako district opportunity shops**

Matamata	Morrinsville	Te Aroha
Hospice	Hospice	Salvation Army
The Op Shop	Red Cross	Good as New
Salvation Army	WORN	Fur-Get-Me-Not
Red Cross	Everybodys Op Shop	Opportunity Shop
Community Chest		Mountain Railway Op Shop

#### 4.3 Recycling

This section outlines the available recycling services. It should be noted that over recent years the end to end recycling system has been significantly impacted by commodity price fluctuation due to China National Sword restrictions since 2018. This impacted the Eastern Waikato Shared Services Solid Waste Contract and the cost of recycling services. Nationally this has led to restrictions on the range of mixed plastics and mixed paper that is recycled, and in some cases, increased volumes of waste disposed to landfill. Covid-19 lockdown also impacted the processing of recyclables. Due to national messaging many local authorities are now dealing with higher levels of contamination in the recycling bins, which can impact the recycling service.

##### 4.3.1 Recycling Services

There are several council services that cater for the diverted materials market within the district. These include the kerbside recyclables collections provided by contractors on behalf of MPDC, and recycling facilities at MPDC RTS.

In addition, some private waste companies offer commercial businesses recycling collection services. There is no data on the volumes captured or utilisation of private services.

#### 4.3.2 Processing Facilities

There are no diverted material processing facilities in the Matamata-Piako district. MPDC uses facilities in neighbouring districts for the processing of material it collects. A summary list of known recycling/recovery facilities in neighbouring districts used by both the private sector and other councils are outlined in Table 3.

**Table 3 Diverted material processing facilities outside Matamata-Piako district (excluding organics)**

Name/Operator/Owner	Type	Key service / waste stream	Location
Smart Environmental Ltd	MRF and bulking station	Sorting and bulking of recyclables	Kopu
EnviroWaste Services Ltd	MRF	Sorting and bulking of recyclables	Hamilton
Visy	Materials Recycling Facility and glass furnace (previously OI)	Glass and other materials sorting	Onehunga, Auckland
Envirofert	Cleanfill	Clean plasterboard	Tuakau
South Waikato Achievement Trust	Dismantling site	Electronic waste	Tokoroa
SIMS Pacific	Scrap yard	Metals	Auckland
Oji Fibre Solutions	Materials Recycling Facility	Paper and card	Auckland

#### 4.3.3 Product Stewardship/Take Back Schemes

A summary list of known product stewardship schemes operating in New Zealand is outlined in Table 4.

**Table 4 Known existing product stewardship schemes in New Zealand**

Product Stewardship Scheme	Service/Key waste stream
AgRecovery	Provides NZ farmers and growers with programmes for container recycling, drum recovery and collection of unwanted and/or expired chemicals.
Dell New Zealand	Take-back of Dell branded computer equipment.
Envirocon	Waste concrete (including potentially harmful liquids) is diverted from landfill and upcycled into value-added precast concrete products for the Interbloc Modular Wall System.
Exide Technologies	Take-back vehicle batteries.
Fuji Xerox Zero Landfill Scheme	Fuji Xerox remanufacture, reuse and/or recycle used equipment such as printers, photocopiers and printing consumables. Parts that cannot be reused are recycled.
Fonterra Milk in Schools recycling programme	Milk cartons (including straw and straw wrapper) are collected from schools participating in the programme. They are broken down into components (paper, aluminium foil and plastic) and recycled into roof tiles, books and paper.
Glass Packaging Forum	The forum connects businesses that sell glass-packaged consumer goods with those that collect and recycle glass. This helps to improve the quality and quantity of glass recycled. The aim is zero container glass to landfill.
HP New Zealand	Take-back of HP/Compaq branded computer equipment.
Interface ReEntry Programme	The scheme recycles used Interface carpet tiles into new carpet tiles and other products. PVC backed carpet tiles beyond their usable life are sent back to the original manufacturer in the US where they are stripped and remanufactured.
Plasback	Plasback collects and recycles agricultural plastics such as bale and silage wrap, and crop bags. The silage plastic is recycled into Tuffboard, a plywood replacement sheet that has many uses on farms.



Product Stewardship Scheme	Service/Key waste stream
Refrigerant recovery scheme	The Trust for the Destruction of Synthetic Refrigerants, also known as RECOVERY collects and responsibly disposes of refrigerants used in the refrigeration and air conditioning industries.
Resene Paintwise	Take-back of Resene branded paint and paint receptacles. User pays for non-Resene branded paint and paint receptacles.
RE:Mobile	The programme offers e-waste recycling for mobile phones and accessories. Unwanted mobile phones still in working order are sold for refurbishment and resale overseas while others are recycled. Proceeds from the scheme are donated to Sustainable Coastlines, an organisation which plants trees along waterways to restore habitats for native animals, reduce sediment and improve water quality.
Recovery Oil Saves the Environment (ROSE)	The used-oil recovery programme enables users, oil producers and regulators to responsibly collect, transport, use and dispose of used oil.
Soft Plastic Recycling Scheme	Soft plastic packaging is collected from participating stores and delivered to two NZ processors – Future Post in Waiuku and Second Life Plastics in Levin. The soft plastics are made into new products such as plastic fence posts, cable covers & garden edging.
Sharp Comprehensive Recycling and Waste Reduction Scheme	Sharp New Zealand aims to reuse and recycle 100% of its packaging materials, electronic products, equipment and obsolete and used parts.

There are several other commercial organisations that will accept waste materials for recycling, though recycling is not their main function. For example, Hearing Aid batteries can be recycled through Pharmacies; EIS freely accepts residential eco-bulbs for recycling.

The Rubbish and Recycling pages on the MPDC Website detail how to reduce, re-use, recycle, recover, and dispose of waste in the district.

#### 4.4 Recovery

The WMA defines recovery generally as the extraction of materials or energy from waste or diverted material for further use or processing, and this includes making waste or diverted material into compost.

MPDC currently runs or support services for the effective and efficient recovery of organic materials including:

- Encouraging home composting, bokashi or worm farming.
- All MPDC RTS have separate green waste facilities. The green waste is managed by the Waste Services contractor and is generally processed at Envirofert in Tuakau.

A summary of known organic waste operators is provided below in Table 5.



**Table 5 Organic waste operators**

Name/Operator	Type	Key service / waste stream	Location
Waste Management NZ Ltd	Green waste private collection	Green waste collection from 240 litre mobile bins (monthly pick up), medium skip bin (as required) and FlexiBins (weekly).	Hamilton
Redlid	Green waste private collection	Green waste collection from 240 litre mobile bins, 600L garden bags or 3,6 or 9 cubic metre skips (as required pick up)	Hamilton
Wheelie Bin Services Ltd	Green waste private collection	Green waste collection from 240 litre mobile bins (monthly pick up) and 4,7 or 9 cubic metre skip bin for compost collection (as required).	Waharoa
Enviro Waste Services Ltd	Composting Facility	Green waste, food Wastes	Hampton Downs
Envirofert	Composting Facility	Green waste, food wastes	Tuakau
Waste Management NZ Ltd/Living Earth	Composting Facility	Green waste and food wastes	Tirohia
TCDC	Trial facility - composting	Green waste, biosolids	Whitianga
Wilson Sand	Composting Facility	Green waste	Matamata

## 4.5 Treatment and Disposal

### 4.5.1 Hazardous Waste

Hazardous Waste facilities are located at each MPDC RTS for the collection of domestic quantities for a fee. When required, the collected chemicals are neutralised and treated by a professional chemical contractor. It is noted that these facilities are not well used, and further investigation is recommended to learn where the hazardous waste in the Matamata-Piako district is going.

### 4.5.2 Landfills

Waikato Regional Council regulates landfills and closed landfills. There are three closed landfills located in Matamata, Waihou, and Morrinsville, there are no active Class 1 Landfills in the district. All municipal solid waste from the three MPDC RTS is disposed to the Class 1 Tirohia Landfill in the Hauraki district. Tirohia is privately owned and operated by Waste Management NZ Ltd and has a landfill gas capture system. Captured gas is used to generate power. Tirohia is expected to meet the Matamata-Piako district's residual waste needs until the end of its consent in 2035.

In addition to Tirohia landfill, the Hampton Downs landfill in Waikato district is also a Class 1 landfill that could take MPDC's tonnage.

### 4.5.3 Litter Bins

MPDC operates a network of litter bins for the disposal of waste while people are "out and about". Most of the litter bins are located in shopping centres, significant reserves and recreation areas. Kaimai Valley Services (KVS), the works division of MPDC, regularly collect the rubbish from these bins and deliver them to the RTS.

#### 4.5.4 Fly tipping/Illegal dumping

Low amounts of illegal dumping or fly tipping of rubbish occurs in remote areas, recreational areas, abandoned properties and on roadsides. Rubbish can also be found dumped outside the RTS and piled up beside urban litter bins. Roadside rubbish is typically cleaned up by MPDC’s roading contractors. Other illegal dumping sites are uplifted by KVS, and where applicable litter enforcement notices are issued.

As RTS fees increase (through ETS and Waste Levy Costs), it is possible that the incidence of illegal dumping will also increase, as people perceive that they cannot afford to appropriately dispose of waste.

The Department of Conservation and Waikato Regional Council also have responsibilities for illegal dumping. The extent of the problem of illegal dumping is not known, as each organisation records it differently. The issue of Freedom Campers was raised at a national level following tourism industry concerns of the anticipated increase in tourism numbers during the Rugby World Cup. Individual local authorities have implemented a range of bylaws, restrictions, and measures depending on the extent of the concern locally.

#### 4.6 Regulation

In addition to waste facility assets and the provision of services, Council also has responsibilities and powers as a regulator and statutory obligations placed upon them by the WMA.

Council operates in the role of regulator with respect to:

- management of litter and illegal dumping under the Litter Act 1979
- trade waste requirements
- nuisance-related bylaws

The WMA requires that Council review their waste bylaws every five to ten years. Waste-related bylaws must not be inconsistent with a council’s WMMP which is reviewed every six years. Table 6 summarises the current scope of the solid waste bylaw in the district.

**Table 6 Solid waste bylaw – Matamata-Piako district**

Bylaw	Bylaw came into force	Purpose
<b>Solid Waste Bylaw</b>	2017	Purpose is to support: <ul style="list-style-type: none"> <li>• The promotion and delivery of effective and efficient waste management and minimisation in MPDC as required under the WMA 2008</li> <li>• The implementation of Council’s WMMPs</li> <li>• The purpose of the WMA and the goals of the NZ Waste Strategy</li> <li>• The regulation of the collection, transport, and processing of waste</li> <li>• The protection of the health and safety of waste collectors, waste operators and the public</li> <li>• The management of litter and nuisance in public places.</li> </ul>

There is scope to review the existing Solid Waste Bylaw to ensure it covers wider waste issues such as:

- Consent to collect household waste
- Ban on identified waste streams to landfill
- Collection requirements
- Facility requirements

The Waikato Regional Council also has responsibilities and powers as regulator and statutory obligations.

## 5 Future Growth and Demand for Waste Services

The future demand for waste services will be influenced by a number of key drivers including:

- demographic change, e.g. population, household changes
- change in commercial and industrial activity/economic conditions
- land use changes
- impact of waste flows from other districts
- consumption patterns and product quality
- the occurrence of natural disaster events
- national policy and legislation, e.g. product stewardship schemes, waste levy changes, ETS changes
- impact of waste minimisation behaviour change programmes
- community expectation

In taking the above demand drivers into account it is noted that there will be continued pressure on existing waste management and minimisation infrastructure and services. While there is adequate landfill disposal capacity in the medium to long term future, it is the MPDC's desire to improve its capacity to divert waste.

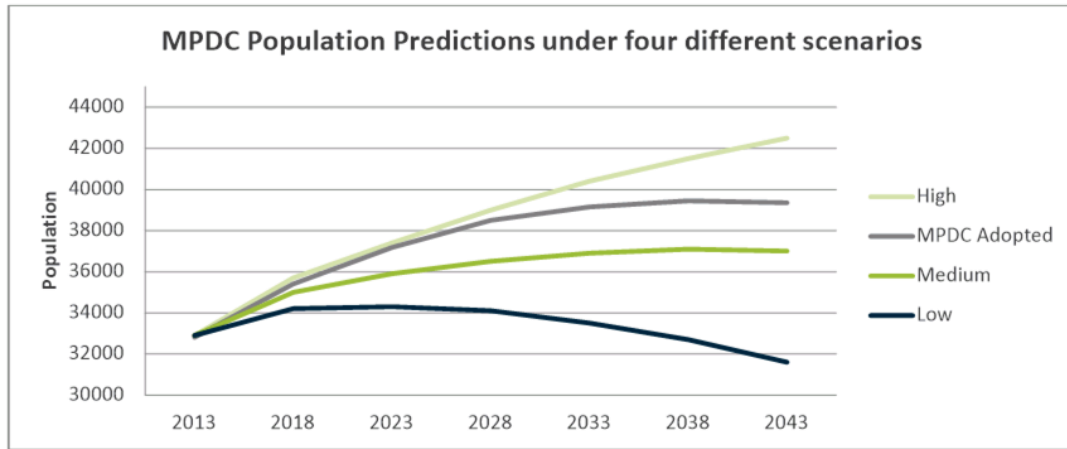
Although there is low projected population growth there will be some increasing demand over time on MPDC's kerbside collection services. These demands can be met through expansion of fleet and collection routes and the existing transfer stations.

### 5.1 Demographics/population change

A key factor affecting future demand is population growth. The following data has been sourced via Statistics New Zealand data and Infometrics projections adopted by MPDC. Figure 18 graphically displays different growth scenarios and the adopted population projection. The Matamata-Piako population has grown by an average of 1.5% over recent years. This steady growth is expected to continue in the short term but slow further over a 20-year period. The local population trends are:

- Some growth is expected to be driven, at least in part, by intensification and the increased development of multi-unit dwellings (MUDs) which are likely to require special waste services.
- Population growth in urban areas of MPDC is expected to be more likely single dwellings with standard kerbside collection services.
- Our population aged 65+ years is growing. This is likely to result in more specialised retirement villages, perhaps similar in intensity levels to MUDs. Resource consent applications received by MPDC show that these types of developments are on the rise in Matamata, for example the Long Islands retirement complex.

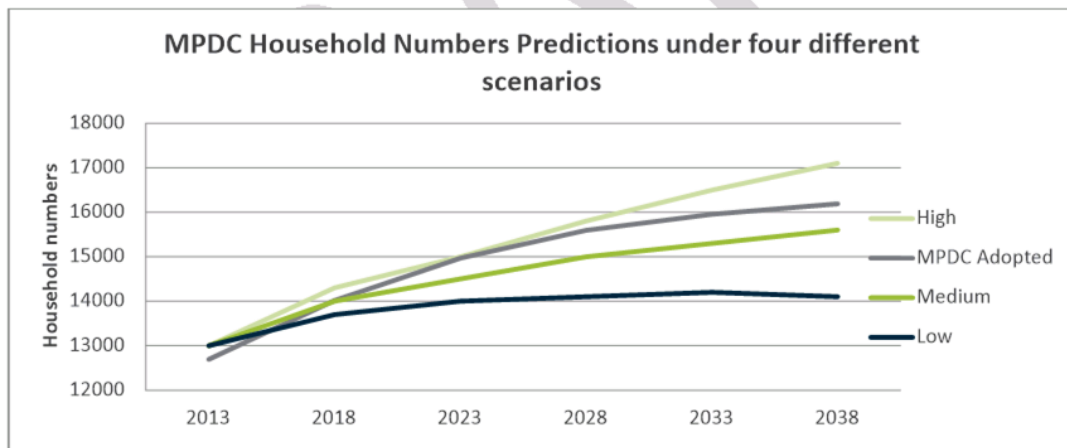
Figure 18 Matamata-Piako Predicted Population Growth



Perhaps more important from MPDC’s perspective for waste planning is the projection of the number of occupied dwellings. Kerbside collection services are currently provided to 9250 premises across the district.<sup>4</sup> For waste management planning purposes councils generally tend to plan services using the number of households. Household numbers generally mirror the expected changes in population growth.

Figure 19 graphically displays Statistics New Zealand different household growth projections under three scenarios as well as the adopted MPDC projection.

Figure 19 Matamata-Piako Predicted Household Growth



## 5.2 Commercial and industrial economic activity

The other factor that has a large determinative effect on the volume of waste produced is industrial activity and economic conditions as measured by the Gross Domestic Product (GDP). In 2019, the Matamata-Piako district GDP represented 0.7% of New Zealand’s GDP, valued at \$2.1 billion. Key points include:

- From 2009–19, Matamata-Piako’s economy increased 17.6% (national increase was 28.5%)
- The 2009–19 increase was primarily driven by dairy product manufacturing and agriculture

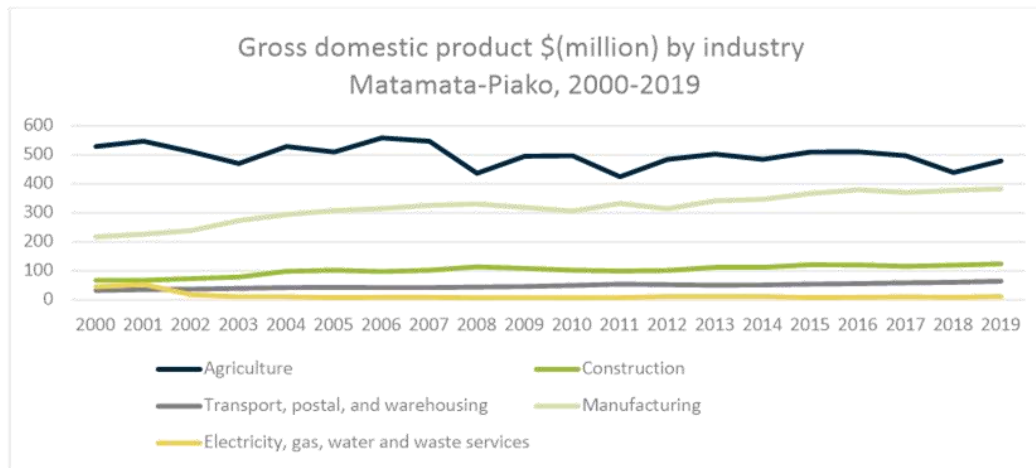
<sup>4</sup> Accessed 23 Sept 2020 <https://www.mpdcc.govt.nz/rubbish-a-recycling>



- In 2018, Matamata-Piako’s GDP decreased 0.8%, driven by decreases in agriculture (primarily dairy cattle farming)
- In 2019, Matamata-Piako’s GDP increased 4.1%, driven by increases in agriculture (primarily dairy cattle farming).

Figure 20 shows the growth by industry of key sectors in the Matamata-Piako district since 2000. Manufacturing shows steady growth while Agriculture is more variable.

Figure 20 MPDC historical economic growth by industry 2000-2019



### 5.3 Land use changes

In general, there has not been any significant changes in land use or industry that affect the demand for waste services. The district continues to have a strong agriculture industry. Tourism activity has been strong within the district, however this was impacted by Covid-19 in 2020, but the impact is expected to be short term. There is an ongoing trend of more lifestyle developments across the district, however this is not significant with population projections not increasing significantly.

### 5.4 Waste from other areas

The policy, services, and facilities of one district or region can dramatically impact on demand for services in neighbouring districts. This is well demonstrated in other parts of New Zealand, where policy and/or pricing changes have a direct relationship on waste movements between districts. The location and pricing of landfills and transfer stations will have an effect on the amount of waste received by them. Pricing and location are the key causes of waste flight between districts.

MPDC collaborate with neighbouring councils in setting fees and charges and all landfill disposal and processing is outside of the Matamata-Piako district.

### 5.5 Community Expectation and Consumer behaviour

If waste minimisation objectives continue to be important to the community, demand will continue for kerbside collection of recyclables and there will be increased demand for the collection of other recoverable materials as well as the associated processing infrastructure. There may be increasing pressure on existing resource recovery centres to expand their capacity and, if these objectives are to be met, there is likely to be a need for RTS not currently providing recovery services to develop their operations.

A key strategy to achieve diversion targets is the development of resource recovery facilities at RTS where a great proportion of reusable and potential divertible material is captured. There is the opportunity for local circular economy businesses to co-locate at the RTS sites to support this diversion.

Consumer behaviour is a key driver for household waste generation in particular. OECD research indicates that there are a number of factors that influence household waste generation including:

- family composition, e.g. household numbers and children
- household income and size
- attitude toward the environment and recycling
- presence of volume-based charging systems for waste
- frequency of waste collection
- technological shifts and product supply changes
- increased product packaging
- presence of infrastructure and services to enable resource recovery.

These issues are the target of a range of council and government policies and programmes, both at a local and national level. Although contributing factors such as family size and household income are difficult to influence, there are positive correlations between attitude toward the environment and waste generation that can be influenced.

Other important factors are the presence of volume-based charging systems, such as user-pays schemes and other economic disincentives such as waste levies.

Another example of how these factors can be influenced is through the establishment of product stewardship schemes for priority products. There are a number of local 'community-based social marketing' programmes that have arisen over the last decade, including several of them implemented as part of MPDC's waste minimisation education programmes. These policies and programmes have the common aim of reducing waste generation at a household level by targeting influencing factors.

MPDC ran a community consultation programme in 2020 which has helped to understand community views relating to solid waste services (<https://www.mpdcc.govt.nz/have-your-say/solid-waste>). In summary the community supports:

- a vision to become a zero-waste community by 2038
- a move to rates funded 80L refuse bin collected weekly
- continued provision of recycling collections
- the development of resource recovery centres in Matamata and/ or Morrinsville and maintaining the Waihou (Te Aroha) transfer station

There was not strong support for a food scrap bin collected weekly.

## 5.6 Natural and man-made disasters

Natural and man-made disasters apply a different pressure upon waste services and other inter-related services. The earthquakes in Christchurch, the Covid-19 pandemic, and China's National Sword Policy re-emphasise the need for planning. Lessons can be learnt from these events to assist in preparing for future events in the Matamata-Piako district.



## 5.7 National policy and legislation

Central Government has an important role to play in driving waste minimisation across the country, including in the Matamata-Piako district. National policy will always influence the demand for waste services. Councils can advocate for changes at a national level, that then support local waste minimisation efforts, through active participation in consultation processes. By participating in consultation, MPDC can ensure that Matamata-Piako-specific considerations are factored into national legislation. There are several policy and legislation changes being considered in the short term including:

- priority products, product stewardship schemes and a container return scheme
- waste levy increases and the Emissions Trading Scheme (ETS)
- response to China National Sword
- response to Covid-19's effect on the national economy

Legislation such as the WMA contains a range of mechanisms aimed at reducing waste to landfill, such as the waste levy and product stewardship provisions. While some of these were discussed in Chapter 2, they are assessed further here with respect to their implications on future demand and as demand management strategies.

### 5.7.1 Priority products, product stewardship schemes and a container return scheme

Product stewardship relates to a process through which those involved in the lifecycle of a product or service are involved in identifying and managing its health, safety and environmental impacts from the development and manufacture of a product through to its use and final disposal.

For example, there are many products that are difficult or hazardous to dispose of, yet the industry takes no responsibility for ensuring final disposal of the product. Schemes are often required to allow for disposal costs to be added to a product, such as in 'take back' or 'deposit refund' schemes, which work well in some countries for products such as tyres or containers.

Other issues stem from the rapid nature of technological change and thus obsolescence of some products, even before the end of their usable life.

While product stewardship schemes in New Zealand accredited under the WMA are likely to focus on minimising waste, they may also reduce other environmental impacts during the product's lifecycle. Some schemes may work to ensure a product is disposed of properly or recycled, while other schemes may work to make changes in the design of a product to reduce the use of toxic material. This would likely reduce both the environmental impact of manufacturing and make recycling easier.

The WMA provides for regulations to be developed in relation to the priority products that are identified by the Government. The Government recently identified the following proposed priority products:

- tyres
- electrical and electronic products (e-waste)
- refrigerants and other synthetic greenhouse gases
- agrichemicals and their containers
- farm plastics
- packaging (beverage packaging, single-use plastic packaging)

MPDC will continue to support national and local product stewardship schemes and advocate to see schemes developed that support local waste diversion initiatives. MPDC will continue to collaborate with neighbouring Councils to develop and support waste diversion initiatives.

The Container return scheme will potentially impact the kerbside recycling service.

#### 5.7.2 Waste Disposal Levy Increase and Emissions Trading Scheme (ETS)

Aside from the product stewardship provisions of the WMA, it also contains Waste Disposal Levy provisions which, as discussed in Chapter 2, will provide funding to promote waste minimisation initiatives and if increased over time will provide a disincentive to landfill waste. It is likely that the waste levy will be increased significantly over this WMMP planning cycle with final ratification of the Government's proposed increases expected in late 2020. Once ratified, the Waste Disposal Levy will increase from \$10 per tonne to \$60 per tonne and extend its application to other types of landfill (but at a lower cost per tonne).

The large increases in levy rates and ETS costs are expected to reduce demand for landfill services and increase demand for recycling and waste diversion. They may also increase the need for enforcement to address illegal dumping.

Proposed increases in the waste levy are occurring at the same time as measures are being implemented to increase ETS costs. Increased ETS price and reduction in availability of NZ Units in the ETS is anticipated in this WMMP planning cycle. The cap on the price of NZ Units is expected to increase from \$25 per tonne to \$50 per tonne. The subsequent increase in waste disposal cost will be specific to a particular landfill. Indicatively ETS costs may increase from \$5-15 per tonne to \$10-30 per tonne. These changes are also expected to increase demand for recycling and waste diversion.

#### 5.8 China National Sword

The imposed restriction on the quality of recyclable material accepted by China has had a global impact on the market and revenue for recyclables, particularly mixed plastic and mixed paper. The significant reduction in commodity prices and difficulty in finding stable markets has led to changes to recycling collection and processing services. This includes limiting the types of some materials collected, removing glass from mixed collection services, and a focus on reducing contamination through the end-to-end process. Over recent years, including during the pandemic, some recyclables previously diverted from landfill have been cleanfilled or landfilled with no cost-effective available alternative.

For this situation to change Government needs to take leadership on the issue and remove non-recyclable plastics from the market. Due to affordability and logistical reasons it is currently difficult to implement effective measures at a district level.

#### 5.9 Projected waste volumes

Over recent years there has been an increase in waste to landfill in the Matamata-Piako district (see Chapter 3 for more analysis). The key factors that influence this are the high proportion of residents and businesses that choose to use a private collection service, disruption to recycling markets and the range of products that can be diverted, and the prevailing economic conditions. While there has been a focus to divert material from landfill from domestic sources, this has not translated into industry and commercial sources. Chapter 3 also discussed the fact that significant diversion potential still exists. Covid-19 has had an impact on the economy and tourism however the agriculture sector remains stable. Overall waste volumes are expected to remain stable unless investment in infrastructure and services impacts volumes. The biggest impact will be if MPDC changes how the service is provided and funded, and the proportion of waste collected by MPDC versus the private sector.

Figure 21 provides actual and projected waste volumes to landfill and diversion volumes, based on different levels of MPDC intervention in MPDC provided services.

For the purposes of the projection the total diverted material figure for 2019/20 was increased by using the average greenwaste tonnage for the last four years (1,386 tonnes) instead of the actual tonnes collected (685 tonnes) which gives a status quo diversion percentage of 42% instead of the actual of 38%. This recognises that the greenwaste figure for 2019/20 was likely low due to extra decomposition occurring while collection was delayed during the COVID-19 period from February to May 2020.

The scenarios modelled are:

- Status quo – no change to services or programmes (42% of total MPDC Kerbside and RTS services material diverted 2019/20)
- Enhanced status quo – minor changes to services, increased education to increase the diversion of recyclables, minor improvements at RTS (increasing to 49% of total MPDC Kerbside and RTS services material diverted from 2023/24)
- Advanced status quo – significant investment into new services and facilities to support greater diversion (increasing to 60% of total MPDC Kerbside and RTS services material diverted from 2022/23)

Further description of options to support waste diversion are provided in Chapter 7.

Figure 21 Projected waste volumes



The projected waste volumes shown above illustrate the expected change in kg/capita/year based upon three different options that could be introduced from 1st July 2023.

The status quo will not result in any improvement in MPDC achieving its vision and targets. However, the enhanced or advanced options show a significant opportunity to reduce the amount of waste sent to landfill (and a corresponding amount of waste diverted per capita).

Under the enhanced option landfilled waste is expected to reduce over the period of the plan from the expected 2020/21 level of 150kg per capita to 131kg per capita. Diverted material is expected to increase from the expected 2020/21 level of 107kg per capita to 126kg per capita.

Under the advanced option landfilled waste is expected to reduce over the period of the plan from the expected 2020/21 level of 150kg per capita to 103kg per capita. Diverted material is expected to increase from the expected 2020/21 level of 107kg per capita to 154kg per capita.

The projections above are based on MPDC's current RTS and kerbside collection services tonnage and an average greenwaste figure as mentioned above (noting that not all households use the MPDC service). If there is a future increase in use of MDPC kerbside services, then the potential divertible tonnage will likely increase.

DRAFT



## 6 Council's Future Planning Framework

### 6.1 Where do we want to be?

This section considers MPDC's direction with regard to vision and targets for achieving waste reduction and for meeting the forecast demand for services.

The reason for discussing MPDC's vision and targets is to provide a sense of direction when scoping the options. It is difficult to scope what options might be needed if there is no consideration for the outcomes desired. The vision and targets discussed in this Waste Assessment have been derived from looking at the MPDC's proposed WMMP and LTP and Asset Management Plan.

#### 6.1.1 Vision

MPDC has an aspirational vision of 'Zero waste 2038; working towards a low-waste future and a circular economy'.

#### 6.1.2 Goals and Objectives

G1: A community committed to minimising waste sent to landfill

- Provide sustainable services that are cost-effective to the community as a whole.
- View waste as a resource, improving and modifying collections and facilities so that more materials and products can be diverted from landfill.
- Prioritise waste reduction, reuse, recovery and recycling initiatives that align with other council objectives.
- Promote, encourage, and emphasise reduction, reuse and recycling.
- Remove or reduce barriers that are preventing the community make best use of existing services and any potential new services.

G2: A community that considers, and where appropriate implements, new initiatives and innovative ways to assist in reducing, reusing and recycling wastes

- Process and manage waste locally, or within the district, wherever feasible and cost-effective.
- Investigate and implement new services, facilities, or other initiatives that will increase the amount of waste reduced, reused, or recycled.
- Investigate the feasibility of developing community resource recovery centres for bulky goods, e-waste, rural waste and other waste streams to 'future-proof' our Refuse Transfer Stations.
- Consider the Circular Economy in making any decisions.

G3: Minimise environmental harm and protect public health

- Ensure the reduction of environmental harm is understood from a holistic perspective that incorporates tikanga and mātauranga Māori (indigenous knowledge) as an important component of sustainable practices.
- Consider the environmental impact and public health implications of all waste management options and choose those that are cost-effective to the community, while also protecting environmental and public health.



### 6.1.3 Targets

Proposed targets are:

- Proportion of waste diverted (recycling or composted) from transfer station and kerbside recycling collection service
  - 45% or more of the total waste diverted from landfill.
- A 30% decrease in organic waste going to landfill by 2025
- Total quantity of kerbside household waste sent to landfill
  - Reduction of 1% per person per year (from previous year).
- A minimum of 5 new waste minimisation services are implemented before 2025 (i.e. e-waste, batteries, etc).

### 6.2 Matamata-Piako Specific Issues

Having reviewed progress against the previous WMMP Action Plan and considering the change in waste quantities since the last WMMP, Council have identified the following issues that need to be addressed in the next WMMP:

#### 1. Increasing waste to landfill

The volume of waste disposed to landfill in the Matamata-Piako district has been increasing. MPDC has limited influence over the quantity of waste disposed as the majority of residents and businesses use private sector refuse services (bins) rather than the MPDC refuse bag service. Private sector bins contain a higher proportion of potentially divertible material (such as glass) than MPDC refuse bags.

#### 2. Decline in diverted material

Recent disruption to recycling markets has impacted the range of materials collected for diversion from landfill. This has impacted the cost of the service and the achievement of diversion targets.

#### 3. High volume of divertible material disposed through RTS

Readily recoverable dry recyclables, construction and demolition waste, organic and re-usable items are disposed at RTS by mostly residential customers, when they could be reduced, re-used, or recycled with more options to separate waste streams at RTS.

#### 4. High volume of organic waste going to landfill

While green waste is separated at the RTS, there is currently no separate organic collection and processing service offered by MPDC and low resident preference for an organic kerbside collection service. There are nearby organic processing facilities available that MPDC could utilise if a collection service were introduced.

#### 5. Cost and volume uncertainty due to legislation change

Significant national regulation changes are likely to occur in this WMMP planning cycle. These include an increase in the Waste Disposal Levy, and an increase in price and reduction in availability of NZ Units in the Emissions Trading Scheme. The possible introduction of a container return scheme and other product stewardship schemes may impact recycling bin composition and RTS waste composition. These changes may impact the range and type of services offered by MPDC.

These issues are relevant to the options discussed in Chapter 7.

## 7 Options Assessment

This chapter reviews the practicable options available to meet the forecast demand for waste management and minimisation services in the Matamata-Piako district and addresses district specific issues.

Table 7 below expands on the district-specific issues listed in Chapter 6 and presents options that MPDC could introduce to address those issues. The options cover education, regulation and service provision. The options are then assessed for alignment with waste minimisation targets, costs and ease of implementation. Several options are recommended to be included in the WMMP for consultation with the community.

### 7.1 Kerbside options

Enhanced Status Quo

- Provide a MPDC kerbside rates funded refuse bin service to restrict disposal volume (size and/or frequency).
- Extend MPDC's kerbside collection service to more rural households and to businesses. (not recommended but extent of current urban collections will be reviewed)

Advanced Status Quo

- Provide a separate organic collection service, for green waste, kitchen waste or both to urban households. (not community preference but options will be reviewed)

### 7.2 RTS options

Enhanced Status Quo

- Provide additional education and staff at RTS.

Advanced Status Quo

- Upgrade existing RTS to resource recovery centres with more diversion options offered, adjust layout and charging to promote diversion over disposal.

Table 7 Options Assessment

Issue	Description	Approach	Options	Increased diversion	Cost	Ease of implementation	Commentary	Recommended option for WMMP
1. Increasing waste to landfill	<p>The volume of waste disposed to landfill in the Matamata-Piako district has been increasing.</p> <p>MPDC has limited influence over the quantity of waste disposed as the majority of residents and businesses use private sector refuse services (bins) rather than the MPDC refuse bag service.</p> <p>Private sector bins contain a higher proportion of potentially divertible material (such as glass) than MPDC refuse bags.</p>	Influence	1.1. Encourage residents to use the MPDC diversion service to reduce waste to landfill.	Low	Low	Simple	Review communication strategy and promotion of MPDC solid waste services.	Yes
			1.2. Establish a business waste minimisation programme to advise business on ways to reduce waste.	Low	Low	Relatively simple	Lead initiatives to promote the establishment of business waste minimisation programmes.	Yes
			1.3. For rural waste, adopt a proactive and collaborative approach working with Waikato Regional Council, Ministry for the Environment and private sector parties, such as AgRecovery and Federated Farmers, on farm waste management to address the potential for harm to the environment and adverse community health effects.	Medium	Low	Simple	Look to adopt NZ Rural Waste Minimisation Project guidelines and work with the industry to improve farm practices. This would include providing information on disposal options from recognised good practice disposal operators.	Yes
		Regulate	1.4. Enforce the current bylaw and advocate for Waikato Regional Council to enforce regulations	Medium	Medium	Relatively simple	<p>The current bylaw encourages the separate of refuse, recycling and organic and the licensing of waste operators but may not be fully enforced. The Waikato Regional Council has regulations to protect the environment and managing the burning and disposal of waste but may not be actively monitored and enforced.</p> <p>The major commercial waste operators offer private recycling and organic services, however, these may not necessarily be offered within the Matamata-Piako district.</p> <p>The enforcement of licenses and requirement to separate materials may have a degree of opposition. However, the current bylaw and Waikato Regional Council regulations should be monitored and enforced.</p>	Yes
			1.5. Review the effectiveness of the current bylaw in supporting waste diversion and protecting the environment from harm and implement changes.	Low	High	Complex	The introduction of new bylaws can be complex and time consuming to implement. This option would have compliance monitoring and enforcement costs that would need to be funded.	No
			1.6. Restrict or ban specific types of waste in kerbside rubbish collection bins.	Medium	High	Complex	Bans on particular materials can be difficult to implement.	No
			1.7. Implement better data reporting aligned to the National Waste Data Flow standard.	Low	Low	Relatively simple	Improved data provides better understanding of total discarded volumes both domestic and commercial which helps to set realistic strategic objectives and policies. MPDC is required to hold and report against accurate and reliable data.	Yes
			Service	1.8. Provide a MPDC kerbside rates funded refuse bin service to restrict disposal volume (size and/or frequency).	Medium	Medium	Relatively simple	<p>Restricting the volume of kerbside refuse bins would encourage residents to use diversion services and alternatives.</p> <p>Recent consultation indicates strong support for a MPDC rates funded kerbside refuse bin service. The timing of a change in refuse collection services will need to align to a change in waste service contract (2023).</p> <p>Although a universal MPDC service is likely to be cheaper than private collection services due to the economies of scale, it would increase the cost of MPDC rates (which should be offset by a reduction in private bin or refuse bag costs) and reduce customer choice in collection service provider.</p>
		1.9. Extend MPDC's kerbside collection service to more rural households and to businesses.		Medium	High	Complex	<p>It is unlikely to be cost-effective to provide services to all rural residents due to the distances between properties. Some rural roads are not suitable for MPDC collection vehicles. Rural households often have alternative arrangements in place for their waste disposal and do not want a kerbside collection service.</p> <p>Business customers often require additional capacity to that offered by the MPDC service and have access and storage limitations at their premises. Bespoke arrangements are often required, with these better suited to private service providers.</p>	No



Issue	Description	Approach	Options	Increased diversion	Cost	Ease of implementation	Commentary	Recommended option for WMMP
2. Decline in diverted material	Recent disruption to recycling markets has impacted the range of materials collected for diversion from landfill. This has impacted the cost of the service and the achievement of diversion targets.	Influence	2.1. MPDC will promote and support resilient end to end recycling options and local circular economy initiatives.	Low	Low	Relatively simple	Lead initiatives to promote local circular economy initiatives and resilience recycling. This includes any legislative changes such as the Container Deposit Scheme.	Yes
			2.2. Continue to promote waste minimisation consumer behaviour.	Low	Low	Simple	Continue to fund and promote waste education programs that encourage waste minimisation behaviour	Yes
			2.3. Work with recycling processing facility operators to improve sorting capability and increase market availability and price for recycling products	Medium	Medium	Complex	Work with local and regional recycling processing facilities to understand what can be done to improve recycling systems	Yes
3. High volume of divertible material disposed through RTS	Readily recoverable dry recyclables, construction and demolition waste, organic and re-usable items are disposed at RTS by mostly residential customers, when they could be reduced, re-used, or recycled with more options to separate waste streams at RTS.	Influence	3.1. Provide advice to customers at the RTS to encourage diversion.	Medium	Low	Relatively simple	Embed initiatives that support the waste hierarchy (reduce, reuse, recycle) so when economic growth occurs end to end systems are in place to support waste diversion and beneficial use, instead of disposal. This could include the provision of an education service at existing RTS that encourages users to recover rather than dispose of discard material and would therefore be relatively simple to implement.	
			3.2. Provide information to customers about where to take reusable items, such as bulky items, C&D items, Ag Recovery items, and organics rather than dispose at RTS.	Medium	Low	Relatively simple	Promote existing local and regional facilities that divert discarded material including local industry, business, and charitable trusts.	Yes
			3.3. Advocate and support government circular economy initiatives and promote priority product stewardship schemes.	Medium	Low	Relatively simple	Continue to support circular economy and priority product stewardship schemes	Yes
		Service	3.4. Upgrade existing RTS to resource recovery centres with more diversion options offered, adjust layout and charging to promote division over disposal.	Medium	High	Complex	Due to potentially high capital cost further investigation into viable options is required. Could involve minor changes to existing RTS or more comprehensive improvements to facilities. Further analysis of specific waste stream diversion is required, such as organic material, construction and demolition, farm waste product stewardship initiatives.	Yes
		3.5. Upgrade the current weighbridge software and hardware to support the accurate recording of waste and diversion volumes.	Low	Medium	Relatively simple	MPDC needs to record accurate and reliable information in relation to discarded materials. The software and codes should align to the National Waste Data Flow standards for ease in reporting.	Yes	
4. High volume of organic waste going to landfill	While green waste is separated at the RTS, there is currently no separate organic collection and processing service offered by MPDC and low resident preference for an organic kerbside collection service. There are nearby organic processing facilities available that MPDC could utilise if a collection service was introduced.	Influence	4.1. Promotion of the use of organic waste separation and utilisation of existing regional processing facilities and home / farm composting.	Low	Low	Relatively simple	MPDC can support industry groups and key stakeholders to drive initiatives that derive the most beneficial use from a range of organic material. MPDC can continue to support education programs for residents to reduce food waste and home compost. Continue existing education programs such as "Love Food Hate Waste NZ". Lead initiatives to promote waste reduction and separation of food waste from local businesses.	Yes
			Service	4.2. Provide a separate organic collection service, for green waste, kitchen waste or both to urban households.	High	High	Relatively simple	A kerbside collection service would significantly increase opportunities for diversion of organic material particularly food waste. Recent consultation indicates low preference for this option. Full cost benefit analysis required as to whether this is an appropriate response (this option to be consistent with outcome of MfE collection service review).
		4.3. Extend the separate organic collection service to businesses and rural households	High	High	Relatively simple	It is unlikely to be cost-effective to provide services to all rural residents due to the distances between properties. Some rural roads are not suitable for MPDC collection vehicles. Rural households often have alternative arrangements in place for their waste disposal and do not want a kerbside collection service. Business customers often require additional capacity to that offered by the MPDC service and have access and storage limitations at their premises. Bespoke arrangements are often required, with these better suited to private service providers.	No	

Issue	Description	Approach	Options	Increased diversion	Cost	Ease of implementation	Commentary	Recommended option for WMMP
5. Cost and volume uncertainty due to legislation change	Significant national regulation changes are likely to occur in this WMMP planning cycle. These include an increase in the Waste Disposal Levy, and an increase in price and reduction in availability of NZ Units in the Emissions Trading Scheme. The possible introduction of a container return scheme and other product stewardship schemes may impact recycling bin composition and RTS waste composition. These changes may impact the range and type of services offered by MPDC.	Influence	5.1. Advocate for changes, providing a MPDC perspective.	Low	Low	Relatively simple	Continue to contribute to national and district policy development, advocate to ensure MPDC issues are addressed and are reflected in legislation changes.	Yes
			5.2. Continue to work collaboratively on regional initiatives.	Low	Low	Relatively simple	To effectively manage risks associated with change and uncertainty MPDC needs to continue to work collaboratively with neighbouring Councils and the Waikato Regional Council to support any regional initiatives	Yes
		Regulate	5.3. Review bylaws to make sure they are consistent with national legislation.	Low	Medium	Simple	Continue to review district solid waste bylaws and policies to ensure they are consistent with National guidelines and legislation. This would apply following the introduction of a national collection standard or container return scheme.	Yes
		Service	5.4. Review services and facilities to minimise the cost impact.	Low	Low	Relatively simple	Continue to review the services that MPDC provides. As cost of landfill disposal increases, look to introduce additional diversion options to reduce the cost impact. Provide district facilities and consistent services that support the cost-effective diversion of material from landfill, options outlined above.	Yes

DRAFT



## 8 Statements of Proposal

In looking at options for meeting future demand MPDC will continue with their current waste minimisation actions (i.e. the status quo) including the continued support and provision of educational programmes. MPDC will also continue to support existing waste minimisation and resource efficiency initiatives, advocate to government for change, maintain the existing transfer station facilities and collaborate with other councils to promote waste management and minimisation.

The Tirohia Landfill along with other regional consented landfills is expected to meet the Matamata-Piako district's long term residual waste disposal needs.

MPDC will review and implement the options to address Matamata-Piako district specific issues. In addition, MPDC propose to continue providing the following waste management and minimisation services:

### 8.1 Reduce

- MPDC will continue to provide a variety of communication, education and behaviour change programmes targeted toward schools, businesses, the wider community and Council's own activities.

### 8.2 Re-use

- MPDC will continue to promote re-use opportunities, e.g. through website directory of re-use companies and investigate upgrading MPDC's RTS to resource recovery parks which could include repair and reuse activities.

### 8.3 Recycle

- MPDC will continue to provide, and in some cases extend, kerbside recycling services to selected properties, both residential and business dwellings.
- MPDC will continue to provide access to public recycling centres distributed throughout the district.
- MPDC will continue to promote separation of recycling from waste and facilitate this at transfer stations with the purpose of increasing recycling rates at the facilities.

### 8.4 Recovery

- MPDC will continue to explore options to assess how organic materials can be better managed within the district.

### 8.5 Treatment

- MPDC will continue to promote responsible hazardous waste collection and disposal within the district and enable drop-off of hazardous waste at its RTS sites.
- MPDC will continue to promote product stewardship options for problem wastes such as agricultural chemicals and e-wastes and enable the use of MPDC's RTS for consolidation of material as part of any schemes established.

### 8.6 Dispose

- MPDC will continue to ensure a regular rubbish collection service is available to households and the public including access to the MPDC's RTS or drop-off facilities and ensure appropriate disposal at regional landfills.

### 8.7 Jointly or individually delivered waste services

The Eastern Waikato Councils provide similar services to their ratepayers and residents and currently have a shared waste services contract. A Section 17A review was completed in May 2020, which recommended the councils move away from shared contracts in future. Each individual Council would take greater responsibility for strategy and policy with individual Waste Assessments and WMMP. When the existing shared services contract expires in 2023, the Section 17A review recommended that the councils undertake joint procurement for their new contracts, but that each council award and manage its own separate service contract. The Section 17A review also recommended that RTS operation be excluded from the joint procurement to enable each council to explore its own RTS operations arrangements, which could include greater use of in-house resources and community groups.

Broader regional waste services collaboration occurs in the Waikato region, with officers from the councils of the Waikato region meeting regularly to share knowledge and explore regional opportunities. Some education services are delivered at a regional level.

## 9 Statement of Public Health Protection

The draft Waste Assessment has to be sent for comment to the Medical Officer of Health for the district.

Comments received are included in Appendix A.

DRAFT

Appendix A Letter from Medical Officer of Health

DRAFT

Item 6.7

Attachment B

## Appendix B Legislation

### The Waste Minimisation Act (WMA) 2008

The enactment of the WMA in 2008 represented a change in the Government's approach to managing and minimising waste. The WMA recognises the need to focus efforts higher on the waste hierarchy in terms of reducing and recovering waste earlier in its lifecycle, shifting focus away from treatment and disposal. The purpose of the WMA (s3) is to *"encourage waste minimisation and a decrease in waste disposal in order to protect the environment from harm; and to provide environmental, social, economic and cultural benefits"*.

The WMA introduced a number of useful tools such as a framework for developing accredited product stewardship schemes and the creation of a national waste disposal levy.

Central Government has a waste programme to drive national waste sector improvements. Consultation is underway regarding priority products, and an increase in the Waste Disposal Levy and Emission Trading Scheme (ETS). Work is also underway to design a national Container Return Scheme and standardising kerbside collections in conjunction with national investment plans. The impact of these changes on future demand for waste services is discussed in Chapter 5.

While the WMA provides many benefits to local councils, it also provides a number of responsibilities. Part 4 is fully dedicated to the responsibilities of Territorial Authorities which *"must promote effective and efficient waste management and minimisation within their districts"* (s42).

### Climate Change Response Act 2002 and the Climate Change Response (Zero Carbon) Amendment 2019

The Climate Change Response Act 2002 and 2019 amendment provides the basis for a New Zealand Greenhouse Gas Emission Trading Scheme (ETS). The Act requires landfill owners to purchase emission trading units to cover methane emissions generated from their landfill. Should any future solid waste incineration plants be constructed, the Act would also require emission trading units to be purchased to cover carbon dioxide, methane, and nitrous oxide emissions from the incineration of household wastes.

The legislative framework in relation to climate change continues to evolve with new legislation introduced in 2019. The impact of increased charges is covered in Chapter 5.

### The Local Government Act 2002 (LGA 2002)

This Act requires Territorial Authorities to assess how well they provide collection and reduction, reuse, recycling, recovery, treatment and disposal of waste in their district, and makes Territorial Authorities responsible for the effective and efficient implementation of their WMMP.

The LGA 2002 contains various provisions that may apply to Territorial Authorities when they are preparing their WMMPs, including consultation (Part 8, sections 145-146) and bylaw provisions (Part 8, section 158). The procedure for making a bylaw and the requirement for completing a special consultative procedure, when making a bylaw, are contained in sections 155 and 156.

The LGA 2002 (Part 6, section 77) refers to legislative requirements for Territorial Authority decision-making, including consideration of the benefits and costs of different options in terms of the present and future social, economic, environmental and cultural wellbeing of the district. Schedule 10 of the Act also includes requirements for information to be included in a Long Term Plan (LTP), including summary information about their WMMP.



### The Resource Management Act 1991 (RMA)

The RMA provides guidelines and regulations for the sustainable management of natural and physical resources. Although it does not specifically define 'waste', the Act addresses waste management and minimisation activity through controls on the environmental effects of waste management and minimisation activities and facilities through national, district and local policy, standards, plans and consent procedures.

In this role, the RMA exercises considerable influence over facilities for waste disposal and recycling, recovery, treatment, and others in terms of the potential impacts of these facilities on the environment.

Under section 30 of the RMA, district councils are responsible for controlling the discharge of contaminants into or onto land, air or water. These responsibilities are addressed through district planning and discharge consent requirements. Other district council responsibilities that may be relevant to waste and recoverable materials facilities include managing the adverse effects of storing, using, disposing of, and transporting hazardous wastes; the dumping of wastes from ships, aircraft and offshore installations into the coastal marine area; and the allocation and use of water.

Under the RMA, Territorial Authority responsibility includes controlling the effects of land-use activities that have the potential to create adverse effects on the natural and physical resources of their district. Facilities involved in the disposal, treatment or use of waste or recoverable materials may carry this potential. Permitted, controlled, discretionary, non-complying and prohibited activities and their controls are specified within district planning documents, thereby defining further land-use-related resource consent requirements for waste-related facilities.

In addition, the RMA provides for the development of national policy statements and for the setting of National Environmental Standards (NES). There is now a National Policy Statement on Renewable Electricity Generation, which is defined as 'generation of electricity from solar, wind, hydro, geothermal, biomass, tidal, wave, or ocean currents resources. This is also relevant to the Waste Assessment as organic and green waste can be defined as forms of biomass, and therefore a source of renewable electricity generation.

There is currently one enacted NES that directly influences the management of waste in New Zealand – the Resource Management (National Environmental Standards Relating to Certain Air Pollutants, Dioxins, and Other Toxics) Regulations 2004 (the NES for Air Quality). This NES requires certain landfills (e.g. those with a capacity of more than 1 million tonnes of waste) to collect landfill gases and either flare them or use them as a source of energy. The result is increased infrastructure and operational costs for qualifying landfills, although with costs potentially offset by the harnessing of captured emissions for energy generation.

Unless exemption criteria are met, the NES for Air Quality also prohibits the lighting of fires and burning of waste at landfills, the burning of tyres, bitumen burning for road maintenance, burning coated wire or oil, and the operation of high-temperature hazardous waste incinerators. These prohibitions limit the range of waste treatment/disposal options available within New Zealand with the aim of protecting air quality.

### Other legislation

The following is a summary of other legislation that is to be considered with respect to waste management and minimisation planning.

#### The Hazardous Substances and New Organisms Act 1996 (HSNO Act)

The HSNO Act addresses the management of substances that pose a significant risk to the environment and/or human health, from manufacture to disposal. The Act relates to waste management primarily through controls on the import or manufacture of new hazardous materials and the handling and disposal of hazardous substances.

Hazardous substances may be explosive, flammable, have the capacity to oxidise, be toxic to humans and/or the environment, corrosive, or have the ability to develop any of these properties when in contact with air or water. Depending on the amount of a hazardous substance on site, the HSNO Act sets out requirements for material storage, staff training and certification. These requirements would need to be addressed within operational and health and safety plans for waste facilities. Hazardous substances commonly managed by councils include used oil, asbestos, agrichemicals, LPG and batteries.

The HSNO Act provides minimum national standards that may apply to the disposal of a hazardous substance. However, under the RMA a district council or Territorial Authority may set more stringent controls relating to the use of land for storing, using, disposing of or transporting hazardous substances.

#### The Health Act 1956

The Health Act 1956 places obligations on Territorial Authorities (if required by the Minister of Health) to provide sanitary works for the collection and disposal of refuse, for the purpose of public health protection (Part 2 – Powers and duties of local authorities, s 25). It specifically identifies certain waste management practices as nuisances (s 29) and offensive trades (Third Schedule). The Health Act enables Territorial Authorities to raise loans for certain sanitary works and/or to receive government grants and subsidies, where available.

The Health Act provisions for the removal of refuse by local authorities have been repealed by local government legislation. The Public Health Bill is currently progressing through Parliament. It is a major legislative reform reviewing and updating the Health Act 1956, but it contains similar provisions for sanitary services to those currently contained in the Health Act 1956.

#### The Litter Act 1979

The Litter Act provides Territorial Authorities with powers to create Litter Enforcement Officers or Litter Control Officers who have powers to issue infringement notices with fines for those who have committed a littering offence.

The Litter Act was amended on 27 June 2006. The principal amendment was to strengthen the powers of Territorial Authority infringement fees, which are now increased from the original \$100 to a maximum of \$400. Territorial Authorities may adopt the amended infringement notice provisions provided they pass a new resolution including the 14 days' public notification.

Councils use the Litter Act as a method for regulating litter and illegal dumping although the enforcement process is difficult and often unsuccessful. There have been very few successful prosecutions in New Zealand under the Litter Act.

It is accepted that prosecuting litter offenders through the courts is not the most efficient way of dealing the litter problem as the fines imposed are not high enough to act as a deterrent and full costs are usually not recovered.

#### The Health and Safety at Work Act 2015 (HSWA)

The Health and Safety at Work Act 2015 sets out the principles, duties and rights in relation to workplace health and safety. The HSWA outlines health and safety responsibilities for the management of hazards in relation to employees at work. This could potentially include working with hazardous substances and in the collection and management of waste.

The HSWA requires employers to identify and manage hazards present in the workplace, provide adequate training and supervision, and supply appropriate protective equipment. Employers must take all practicable steps to ensure the safety of employees while at work, and in particular must take all practicable steps to (among other things) ensure employees are not exposed to hazards arising out of the arrangement, disposal, organisation, processing, storage, transport or use of things in their place of work.

The HSWA places duties on any person in control of a place of work, (e.g. a principal), to ensure that people are not harmed by any hazard resulting from work activities. Those who employ contractors therefore *“have the same occupational health and safety obligations to contractors or contracted labour as they do their own employees”*. Employers therefore need to establish systems to manage the health and safety of any contractors or contracted labour.

Principals cannot contract out of their responsibilities for health and safety through contract disclaimer clauses. From discussions with council waste officers, it is believed that council staff are aware that Council is principal to the contract and that they take health and safety responsibilities seriously. At the time services are procured, many councils now require robust data and information (including health and safety) to ensure that they can make a considered choice of future collection methodology.

#### Biosecurity Act 1993

The Biosecurity Act is administered by the Ministry of Primary Industries (MPI) and provides a legal basis for excluding, eradicating and effectively managing pests and unwanted organisms. The Act's powers can be used by MPI, other government agencies, regional councils, and pest management agencies, providing a range of functions, powers and options for managing risk organisms.

#### Civil Defence Emergency Management Act 2002

The Act encourages the coordination of emergency management, planning, and activities related to civil defence emergency management across the wide range of agencies and organisations preventing or managing emergencies under the Act. The Act is to improve and promote the sustainable management of hazards. Solid waste services need to be considered when planning and responding to an emergency.

## Ngaati Whanaunga - Environment Plan

RM No.: 2368202

### Rāpopotonga Matua | Executive Summary

Mike Baker in attendance to present on the Ngaati Whanaunga Environmental Plan. This item was deferred from the previous meeting in September.

The Forum resolved at the September meeting that the Forum budget could cover the cost of printing of a hardcopy for each Iwi should they wish to have one.

### Tūtohunga | Recommendation

That:

1. The Forum receive the information

### Ngā Tāpiritanga | Attachments

There are no attachments for this report.

### Ngā waitohu | Signatories

Author(s)	Tamara Kingi <b>Committee Secretary and Corporate Administration Officer</b>	
-----------	---	--

Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
-------------	---	--

## Kaitakawaenga Māori / Iwi Liaison Officer

CM No.: 2369386

### Rāpopotonga Matua | Executive Summary

Council has approved funding for an Iwi Liaison Role at Council. This is a reflection of the developing relationships with Mana Whenua and the need to ensure this continues to evolve.

Following the resolution from the Forum at its July meeting from the COVID19 fund, it is also recognition that we need to understand the impact that current events are having on Mana Whenua.

The purpose of this report is to provide an update on the recruitment process.

### Tūtohunga | Recommendation

That:

1. The information is received.

### Horopaki | Background

During the last 12 months Council and Iwi have worked on a review of its Heads of Agreement (HOA).

One of the recommendations from the HOA review was that Council should employ an Iwi liaison resource to support the ongoing work of Iwi and Council. This was further requested in response to COVID-19, recognising the impact of the pandemic on our Māori communities.

Council has approved funding for an Iwi Liaison Role at Council. This is a reflection of the developing relationships with Mana Whenua and the need to ensure this continues to evolve.

Following the resolution from the Forum at its July meeting from the COVID19 fund, it is also recognition that we need to understand the impact that current events are having on Mana Whenua.

Staff have worked closely with the Forum on the development of the Job Description, and Forum members have been nominated to assist with the short listing of candidates.

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

The recruitment is managed by Mana recruitment, who have experience from across NZ to recruit for similar roles. A panel of TMF members previously confirmed via email will assist with the Short Listing Process. A verbal update will be provided at the time of the meeting.

### 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:** Vibrant, Cultural Values

**Community Outcome:** We value and encourage strong relationships with Iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ ancestral heritage.



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

The recruitment and employment of an Iwi liaison officer is funded from the Strategy and Engagement operating budgets.

### Ngā Tāpiritanga | Attachments

There are no attachments for this report.

### Ngā waitohu | Signatories

Author(s)	Ann-Jorun Hunter <b>Policy Planner</b>	
-----------	---	--

Approved by	Sandra Harris <b>Senior Policy Planner</b>	
	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

## Draft Annual Report 2019/20 and Summary

RM No.: 2373416

### Rāpopotonga Matua | Executive Summary

The Local Government Act 2002 (LGA) requires Council to adopt its Annual Report and Summary by 31 October each year. This year due to COVID-19 there has been an extension for councils provided under legislation until 31 December 2020, with Council Controlled Organisations (CCOs) extended until 30 November 2020.

Audit New Zealand has completed the majority of their work in regards to Council's Annual Report and Summary however Council is unable to adopt this as at the time of writing this report the audit of the Waikato Regional Airport Ltd (WRAL) Annual Report has not been completed and their auditors were unable to ensure that there would be no material changes from their draft annual accounts.

The draft Annual Report and Summary are available to download until the 8 December 2020 at the following link –

<https://serv-u.mpdc.govt.nz/?ShareToken=6F85C3519828A096D21915A03DD412009783998B>

### Tūtohunga | Recommendation

**That:**

- 1. The Draft Annual Report and Summary 2019/20 be received.**

### Horopaki | Background

The LGA requires Council to adopt the Annual Report and Summary by 31 October each year, this year due to COVID-19 there has been an extension provided under legislation until 31 December 2020, with Council Controlled Organisations extended until 30 November. The Summary must be published within one month of its adoption. The Annual Report and Summary must be audited, and an opinion on the Annual Report and Summary provided to Council and the report's readers.

At the Corporate and Operations Committee meeting on 28 August 2019 Council received a summary of financial and performance measures in the draft Annual Report and Summary 2019/20 that was to be submitted to Council's Auditors. Through the audit process, which started on the 24 August, some changes were made to the Annual Report.

Until Council receive the final annual report from WRAL we are unable to confirm our financials and unable to get sign off from Audit. This means the following items, will be provided to Council once the Annual Report is to be adopted later this year:

- the final Annual Report and Summary 2019/20
- the draft Audit Opinions for the Annual Report and Summary 2019/20
- the warrant of fitness for the Annual Report and Summary 2019/20
- the letter of representation for the Annual Report and Summary 2019/20 and staff review of representations made
- the misstatement schedule from the Annual Report final audit
- the draft management report on the Annual Report 2019/20
- the Chief Executive's Reporting Certificate for the Debenture Trust Deed
- the Auditor's Independent Assurance Report for the Debenture Trust Deed

- i. the letter of representation for the Debenture Trust Deed and staff review of representations made.

## Ngā Take | Issues

### a. COVID-19 Impact on Timelines

COVID-19 had an impact on the timelines for the annual report and under legislation the final adoption date was moved out to the 31 December 2020. Council has a 15% interest in WRAL, their audit has not been completed and their auditors have been unable to provide confirmation that there will not be a material change to their draft documents. The airport is material to our own Annual Report, this means that we cannot have signoff on our Annual Report until the WRAL Annual Report is finalised their deadline has also been adjusted through legislation and it is now 30 November 2020. Our subsequent sign off will be dependent on if there are any significant changes to the WRAL accounts.

If there is movement staff will need to review the impacted financial statements and this will potentially need to be re-audited by Audit. This will impact whether the final document is adopted early on 9 December or needs to be pushed out to late December.

Another one of our requirements with Audit is that, any material events after balance date will be reported to Audit and they will assess whether it needs to be reflected in our accounts. This will continue until the Annual Report adoption, any material events could require additional auditing and financial updates (depending on the situation) and could further affect the adoption date.

### b. Annual Report and Summary 2019/20

#### Financial overview

In the report to Council's Corporate and Operations Committee on 26 August 2020, staff reported an early draft accounting surplus of \$3.662 million. Following further review by staff and completion of Audit New Zealand's review, the final result is an accounting surplus of \$1.485 million. The main adjustments included:

- Reducing development contribution income by \$680,000 largely due to the Longlands Village developers requesting a credit in late August for contributions that they were invoiced for in May.
- Revenue recognised in respect of assets vested in Council incorrectly included a stock underpass (not owned by Council) and was calculated inclusive of GST in the first draft, revenue and infrastructural assets have been reduced by \$765,000.
- Recognising a loss for impairment in the value of the aeronautical assets of the Waikato Regional Airport, with our Council's share being \$232,000
- An accrual for the settlement of contract matters with Smart Environmental for 2018-2020 was understated by \$236,000.
- Expenses related to the PGF projects were corrected adding \$286,000 costs.

Following on from last year, this year's financial results reflect the significant level of development and projects that are happening within the district. The Statement of Comprehensive Revenue and Expense shows a surplus of \$1.485 million compared to the budgeted surplus of \$2.347 million. \$5 million of the surplus directly related to development in the district, in the form of assets vested in Council through the subdivision process, development contributions received, and higher activity in building and resource consents.

\$1.5 million in Government grant funding was received for the Te Aroha to Matamata cycleway project this year (unbudgeted).

Offsetting these areas of gain were two particular activities where net costs have significantly exceeded budget again this year.

In the Water activity, treatment plant costs were \$1,205,000 higher than budgeted due to significant increases in chemical, power and insurance costs, safety plan costs, additional costs for Topehaehae reservoir profiling, Scada costs and compliance recovery. Reticulation costs were also \$168,000 higher than budget due to increased maintenance.

In Rubbish and Recycling, costs exceeded the budget by \$645,000 for the year due to an increase in the contract price, and additional inflationary increases subsequently agreed by Council. In addition, income from the sale of rubbish bags and transfer station fees were \$559,000 lower than budgeted.

The shortfall in funding for these activities was addressed in the Annual Plan for 2020/21.

Also for 2020, \$1.464 million of non-cash expenses affected the bottom line:

- recognising losses from the valuation of Council's interest rate swap portfolio of \$614,000
- the disposal of assets of \$610,000
- \$402,000 of work in progress related to roading, water and community projects that have been expensed after it has been determined that the preliminary/exploratory work will not result in a capital project.

The impact of COVID-19 on Council's financial results is set out in note 26 of the financial statements. Further explanation of significant variances to budget are provided in note 25 to the financial statements in the Annual Report, or in the Funding Impact Statements for each group of activity in the Annual Report.

The Statement of Financial Position shows that Council continues to maintain a healthy financial position. Significant variances to the budgeted position are largely as a result of the delay (this year and in prior years) of getting the budgeted capital projects done, and higher than anticipated increases in the valuation of infrastructural assets and assets vested in Council through the subdivision process. Again, further detail of these projects is provided in note 25 of the Annual Report.

### Financial Performance Benchmarks

Benchmarks	2019/20
Rates (income) affordability	Benchmark not met
Rates (increases) affordability	Benchmark not met
Debt affordability	Benchmark met
Balanced budget	Benchmark not met
Essential services	Benchmark met
Debt servicing	Benchmark met
Debt control	Benchmark met
Operations control	Benchmark not met

The Rates (income and increase) affordability benchmarks are an indicator that Council is providing rates increases that are affordable. The limit on rates income for 2019/20 was set at \$34.2 million. Actual rates income (excluding penalties and metered water revenue) was \$34.6

million. The amount of growth in the rating base at 1 July 2019 exceeded the level expected, resulting in more rates income than budgeted. The actual rates increase (excluding penalties and metered water revenue) for 2019/20 was 5.2%, compared to the financial strategy limit of 4%. Council had budgeted the rate increase to be 3.83% for 2019/20. However, the amount of growth in the rating base at 1 July 2019 exceeded the level expected, resulting in rates increasing more than budgeted.

The balanced budget benchmark is an indicator that Council is achieving a level of revenue that will cover operating expenses. Council meets this benchmark if its revenue equals or is greater than its operating expenses. When budgeting, Council aims for operating expenses to be covered by operating revenue – to “break even”. For accounting purposes, when we replace assets like pipes and reseal roads, the old replaced assets are ‘disposed of’ and the ‘loss’ from doing so is recorded as ‘operating expenses’. Council does not rate to cover this. At the same time, operating revenue also includes subsidies that Council receives to maintain and replace roading in the district. This revenue is included in operating, however the cost is not reflected as an operating expense - it is capital expenditure.

Council meets the operations control benchmark if its actual net cash flow from operations equals or is greater than its planned net cash flow from operations. This year Council's operating expenses significantly exceeded budget (particularly Water and Rubbish and Recycling), so our net cash flow from operating activities was lower than budgeted.

Audit require us to add in our Note 26 disclosure on page 66 of the Annual Report into the Summary, which has been done.

### **Non-financial information**

In 2019/20 we have focused on maintaining our services to support our community. We delivered our extensive range of activities and services to similar levels as detailed in the Long Term Plan 2018-28 and at a similar standard as previous years. Comparisons to both targets and previous year's results are available in the full Annual Report.

There are a total of 61 performance measure targets which Council reports on in the Annual Report. Council achieved its target performance for 31 of these, one performance measure was not measured being the quality of ride on our sealed roads which is measured biennially and one performance measure for the percentage of customer service requests relating to roads and footpaths that the territorial authority responds within the time frame specified in the Long Term Plan, was half achieved, half not achieved, we achieved our urgent requests but did not meet non-urgent request targets). Additionally, of the measures we did not achieve, four were impacted by COVID-19 where we were on track to achieving them prior to COVID-19 and then did not achieve them by 30 June.

#### Mandatory non-financial performance measures

In 2015 Department of Internal Affairs introduced 21 mandatory non-financial performance measures for the core infrastructure activities (roading, water, wastewater and stormwater). The Annual Report 2019/20 is the fifth report on performance against these measures. We achieved our target for 13 mandatory performance measures. One mandatory performance measure was not measured being the quality of ride on our sealed roads as stated above and one is measured as half achieved and half not achieved (as stated above).

The eight measures that we did not achieve and page reference of the Annual Report are:

*Roading, page 93*

- *The average quality of ride on our sealed local road network, measured by smooth travel exposure.*



- *The percentage of the sealed road network that is resurfaced.*
- *The percentage of customer service requests relating to roads and footpaths that the territorial authority responds within the time frame specified in the Long Term Plan (this was half achieved, half not achieved, we failed non-urgent requests).*  
*Stormwater, page 103*
- *The number of complaints we receive about the performance of our stormwater system.*  
*Wastewater, page 107*
- *The number of dry weather sewage overflows from our wastewater system.*
- *Compliance with our resource consents for discharge from our wastewater.*  
*Water, page 126-128*
- *Compliance with Part 4 and Part 5 of the New Zealand Drinking Water Standards.*
- *Percentage of water loss from Council's networked reticulation system.*

Audit requested minor changes to some performance measures which have all been made during the audit process.

### **c. Draft Audit Opinions for the Annual Report and Summary 2019/20**

Under the Local Government Act 2002 Council is required to obtain an audit of its Annual Report and Summary. Auditing on the Annual Report and Summary 2019/20 started on the 24 August 2020.

## **Analysis**

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

There are no policy or bylaw issues.

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

The Annual Report measures our performance against the Long Term Plan 2018-28

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

This issue is not considered significant in terms of Council's Significance and Engagement Policy.

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

The 2019/20 Annual Report Summary in the form of a Calendar will be available to the public in stands at all Council offices in Morrinsville, Matamata and Te Aroha. The Annual Report and Summary will also be available on Council's website following adoption. An E-newsletter will be sent to those who have indicated an interest in the Annual Report and Summary.

### **Timeframes**

The Annual Report process will be completed within statutory timeframes, central government has passed legislation requiring Council Annual Reports be adopted by the end of December 2020.

### **Contribution to Community Outcomes**

The Annual Report measures achievements and progress against the community outcomes.

## **Financial Impact**

### **i. Cost**

The production of the Annual Report and Summary has a budget of \$15,000 (staff time and circulation of the Summary). Annual Report audit fees have a budget of \$125,000.

ii. **Funding Source**

The Annual Report cost is provided for within the Strategies and Plans activity budgets. The Annual Report and audit are funded from general rates.

**Ngā Tāpiritanga | Attachments**

There are no attachments for this report.

**Ngā waitohu | Signatories**

Author(s)	Ellie Mackintosh <b>Graduate Policy Planner</b>	
	Sandra Harris <b>Senior Policy Planner</b>	

Approved by	Michelle Staines-Hawthorne <b>Corporate Strategy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

## District Plan - Update

RM No.: 2368437

### Rāpopotonga Matua | Executive Summary

The purpose of this report is to update the Committee on the rolling review of the District Plan; the update covers the progress of the current Plan Change's processes.

### Tūtohunga | Recommendation

That:

1. **The information be received.**

### Horopaki | Background

#### Current Plan Changes

Plan Change 49 – The Matamata-Piako District Council is in the early stages of preparing a plan change “Waharoa Zoning and Development”- Plan Change 49 (PC49). The plan change aims to review the spatial planning for the town and to recognize the character of Waharoa, providing for its residents.

After the resolution from the Provisional Growth Fund application, MPDC's staff had a meeting with Ngāti Hauā, with the intention of developing a collaboration approach for PC49. As a starting point, a 'Vision' for Waharoa will be developed concurrently with the spatial plan and any opportunities out of scope of the plan change will be addressed on a case to case basis.

Plan Change 53 – The Matamata-Piako District Council is preparing a plan change - Settlements (PC53) to the District Plan. The key settlements have a different mix of land use and different zones. The aim of this plan change is to recognize the character of the settlements by providing for the historical business and community activities. This plan change will also review the District Plan rules for the rural house sites within the district.

Following earlier consultation and great feedback, we have now publicly notified the plan change and we are welcoming submissions from 18 November to 18 December 2020.

Letters containing the public notice, submission form and information on the plan change were sent for Mana Whenua, affected parties and key stakeholders.

For more information please visit: <https://www.mpdcc.govt.nz/settlements>

Plan Change 54 – The Matamata-Piako District Council is in the early stages of preparing a plan change to the District Plan, which seeks to update the District Plan provisions for papakāinga development (PC54). The aim is to ensure that the District Plan provides an enabling framework for quality papakāinga development that supports the social, cultural and economic wellbeing of tangata whenua.

The Plan Change was launched at Kai a Te Mata Marae on 27 May 2019. The draft issues and options paper containing the discussion points from the hui was pre-circulated for discussion at a further hui on 14 August. The issues and options paper was then updated for a new hui that happened on 14 October.

On 3 December 2019, TMF approved the final draft issues and options paper, opting for Option D. The Forum also assessed the draft provisions document and directed staff to organise a working group.

On 15 July 2020 staff sent new letters to the 12 iwi authorities inviting a representative from each and key stakeholders to attend the first working group hui. So far, the iwi working group (IWG) have had three hui and at this stage the members are consulting with whanau in order to identify potential land for papakāinga development.

On 2 November 2020, the IWG members, whanau and councillors went on a site visit to the Te Paute Papakaainga, a papakāinga development on Westlea Road by Ngaati Korokii Kahukura, in order see an example of a successful development. The site visit was productive and inspiring.

Moving forward, there is another hui scheduled to 1 December 2020 where the IWG will be discussing the proposed provisions that will be part of PC54.

For more information please visit: <https://www.mpdc.govt.nz/district-plan/district-plan-review/121-district-plan/district-plan-review/3499-plan-change-54-papakaainga>

### National Planning Standards

Central government, in order to improve consistency has decided to make all plans and policy statements around the country meet the same structure and format so they can be easily followed by users. This requires a mandatory three step process. The first step is due in April 2020; which consists of minor updates in our webpage (electronic accessibility and functionality). At this stage staff are working to make the website compliant by the due date. Staff are also working on the second step that involves the review of the structure, format and content of the District Plan, which is due in April 2024. The final stage (online interactive policy statement or plan) is due in 2029.

At this stage we are reviewing the chapters in the District Plan. We are now working with the Waikato Regional Council around natural hazards; currently on mapping our areas prone to flooding and also scoping a 2D stormwater modelling for our district.

### Water quality update

On October 2020, the Waikato Regional Council provided MPDC with valuable data on trends and actual status of Matamata-Piako's significant rivers; Waihou, Piako and Waitoa. The figures revealed that overall water quality of the rivers for the past 25 years are mostly stable or improving.

Over the past 25 years, the water quality of the Hauraki Rivers has:

- Generally been 'stable' (62% of records)
- Improved (27% of records)
- Deteriorated (11% of records)

The Piako River at Kiwitahi has many important improvements; turbidity, ammonia and total phosphorus are statistically declining (i.e. significant improvements in water quality), with no change in nitrogen, clarity and bacteria – which is also positive, considering it has not decline in the past 25 years. The stand-out is that Phosphorus is getting better at every site and there's been no change in E. coli bacteria – the 'swimmability' status has been held constant.

### **Ngā Tāpiritanga | Attachments**

There are no attachments for this report.

**Ngā waitohu | Signatories**

Author(s)	João Paulo Silva <b>RMA Policy Planner</b>	
-----------	---	--

Approved by	Ally van Kuijk <b>District Planner</b>	
-------------	---	--

	Dennis Bellamy <b>Group Manager Community Development</b>	
--	--	--



# Rautaki mō ngā Papa Rēhia me ngā Wāhi Wātea Parks and Open Spaces Strategy

CM No.: 2367752

## Rāpopotonga Matua | Executive Summary

A Technical Working Party has been set up to provide input into the review of the Open Spaces Strategy.

Council staff in attendance to provide an update on the work the Working Party has been undertaking.

The Forum is asked to consider Rautaki mō ngā Papa Rēhia me ngā Wāhi Wātea as the Te Reo title for the document.

Guidance is also sought on the appropriate use of terms such as 'Mana Whenua', 'Tangata Whenua', 'Iwi', 'Māori' etc. in the document.

## Tūtohunga | Recommendation

That:

1. The report be received;
2. The Forum endorses the Te Reo title of the Strategy;
3. The Forum provides guidance on terminology, specifically the use of the terms 'Mana Whenua', 'Tangata Whenua' or 'Iwi' in the draft objectives.

## Horopaki | Background

The Forum recommended that a Technical Working Party be set up to input into the review of the Open Spaces Strategy Rautaki mō ngā Papa Rēhia me ngā Wāhi Wātea.

Staff in attendance to provide an update on the work the Working Party has been undertaking.

The Working Party has been formed and has had a number of hui. Minutes from the hui are attached.

## Ngā Take | Issues / Kōrerorero | Discussion

*Name of Strategy*

Rautaki mō ngā Papa Rēhia me ngā Wāhi Wātea was suggested as the Te Reo title for the Parks and Open Space Strategy. The term 'Papa Rēhia' was considered more appropriate than 'Pāka'. The Forum is asked to consider and, if in agreement, to endorse this title.

### *Matters of interest*

The following matters have been highlighted as being of particular interest to the Working Party:

- Acknowledging Mana Whenua's relationship to the land
- Engagement and consultation
- Opportunities for storytelling
- Protecting sacred sites
- Enhancing the environment
- Family-friendly recreation facilities

The Group would like to see improved input into Council strategies, policies & plans.

The Working Party recommends that Council uses Te Aranga Design Principles for new park developments and major park redevelopments while leaving the door open to potentially developing a localised engagement/design protocol over time.

Storytelling at parks and open spaces has been identified as a priority as Māori stories are currently underrepresented.

### *Draft Objectives*

The Group has been working on drafting objective statements for the strategy relating to matters of particular importance to Māori. Staff to provide an update on these.

### *Terminology*

The Group has discussed the appropriateness of terminology such as 'Mana Whenua', 'Tangata Whenua', 'Iwi', 'Māori' etc. The Forum is asked to provide guidance on the appropriate terms to use in the various objective statements.

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

Consultation to date has included the Mana Whenua Working Party, stakeholder workshops and two surveys. The draft strategy document is to be available for further public consultation in March/April 2021.

## **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**

Matamata-Piako – The Place of Choice				
Lifestyle. Opportunities. Home.				
Enabling...				
Connected Infrastructure	Economic Opportunities	Healthy Communities	Environmental Sustainability	Vibrant Cultural Values
Infrastructure and services are fit for purpose and affordable, now and in the future.	We are a business friendly Council.	Our community is safe, healthy and connected.	We support environmentally friendly practices and technologies.	We promote and protect our arts, culture, historic, and natural resources.
Quality infrastructure is provided to support community wellbeing.	Our future planning enables sustainable growth in our district	We encourage the use and development of our facilities.	Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.	We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.
We have positive partnerships with external providers of infrastructure to our communities.	We provide leadership and advocacy is provided to enable our communities to grow.	We encourage community engagement and provide sound and visionary decision making.	We engage with our regional and national partners to ensure positive environmental outcomes for our community.	Tangata Whenua with Manawhenua status (those with authority over the land under Maaori lore) have meaningful involvement in decision making.

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

The review of the strategy is funded from existing budgets.

### Ngā Tāpiritanga | Attachments

- A↓. Minutes of Meeting 17 September 2020 (1st Hui)
- B↓. Minutes of Meeting - 13 October 2020 (2nd hui)
- C↓. Draft statements for review

**Ngā waitohu | Signatories**

Author(s)	Mark Naudé <b>Parks and Facilities Planner</b>	
-----------	---	--

Approved by	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
-------------	--	--

	Manaia Te Wiata <b>Group Manager Business Support</b>	
--	--	--





Minutes

<b>Meeting</b>	<b>Te Manawhenua Forum Technical Working Party</b>
<b>Date</b>	17 September 2020
<b>Time</b>	10.00am
<b>Venue</b>	Council Chambers Boardroom, Zoom meeting
<b>Present</b>	Ngāti Hauā – Te Ao Marama Maaka, Ngāti Hauā – Lisa Gardiner, Ngāti Rāhiri-Tumutumu – Jill Taylor, Ngāti Hinerangi – Hinerangi Viamoso, Parks and Facilities Planner – Mark Naudé, Corporate Strategy Manager – Michelle Staines-Hawthorne, Committee Secretary – Tamara Kingi
<b>Apologies</b>	Ngati Hinerangi – Tony Harrison
<b>Absent</b>	Ngati Whanaunga – Michael Baker
<b>Externals Present</b>	N/A
<b>CM folder</b>	
<b>Purpose</b>	Regular meeting of the Te Manawhenua Forum Technical Working Party

Issue	Description	Next Action	Assignee
<b>Minutes from previous meeting</b>	N/A		
<b>Welcome</b>	Iwi members welcomed  Te Ao Marama Maaka performed a mihi and opening Karakia.		
<b>Purpose of the Open Spaces</b>	Mark provided an overview of the POSS		

Issue	Description	Next Action	Assignee
<b>Strategy</b>			
<b>Review of Strategy</b>	<ul style="list-style-type: none"> <li>Mark outlined reasons why the strategy is being reviewed</li> </ul>		
<b>Purpose and focus of the working party</b>	<p>Brief overview of Community Outcomes and what current strategy says about Tāngata Whenua interests. Potential opportunities.</p> <p>Committee members to provide some ideas of focus dealing with iwi engagement, consultation, interpretation, protocol and particular interests to Māori etc.</p> <p>Mark has some examples of how other Councils have approached things. These can either be distributed later or briefly looked at depending on the wishes of the group.</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li><i>Te Manawhenua should have been consulted about the Morrinsville streetscape, but were not.</i></li> <li><i>This is a good opportunity to build principals and protocols as to when iwi should be consulted.</i></li> <li><i>The trigger to consult with iwi varies with people depending on their understanding, interest, focus of their role etc. It will be useful to have some framework. This is another reason the technical working party was prompted.</i></li> <li><i>This is an opportunity for meaningful engagement and consultation and better alignment with community outcomes.</i></li> <li><i>Council staff are looking to iwi to identify particular interests. Some things are more obvious than others. Certain iwi have other</i></li> </ul>	<p>Circulate the Naming and Numbering of Roads, Access Ways and Open Spaces Policy to iwi members.</p> <p>Circulate extract to link to documents with examples of what other councils have done.</p>	Mark

Issue	Description	Next Action	Assignee
	<p><i>interests that are equally important that council staff may not be aware of.</i></p> <ul style="list-style-type: none"> <li>• <i>Te Manawhenua Forum expressed an interest to this group to draft something to take back to the forum for agreement.</i></li> <li>• <i>There are many different categories of parks.</i></li> <li>• <i>There are approximately 20 neighbourhood parks, which is a typical local park with grass and playground.</i></li> <li>• <i>There are approximately 14 sports parks. Some of these parks are leased to specific sporting groups.</i></li> <li>• <i>There are approximately 20-30 amenity parks, which are 'bits and pieces' with intersections with flowers, toilets etc.</i></li> <li>• <i>There are approximately 70 linkage parks, which include esplanade reserves.</i></li> <li>• <i>There are 4 outdoor adventure parks. Some are leased to horse groups, such as Kuranui Road.</i></li> <li>• <i>There are approximately 24 playgrounds around the district.</i></li> <li>• <i>There is more than 30km walking/biking tracks and off road cycle ways.</i></li> <li>• <i>The neighbourhood parks and sports parks have signage. The linkage and amenity parks often do not. The bigger parks generally have signs.</i></li> <li>• <i>The esplanade reserves generally do not have signage unless it is more developed for recreation purposes.</i></li> <li>• <i>Preferably, Council will arrange for te reo Māori signs going forward. Mark is currently working on a signage template. Looking at changing the format of the sign to make it work.</i></li> </ul>		

Issue	Description	Next Action	Assignee
	<ul style="list-style-type: none"> <li>• <i>Mark has a list of the signs that need replacing – will take back to Te Manwhenua and Council for approval once they are completed.</i></li> <li>• <i>The group would like the opportunity to rename parks or naming for those that do not have names. The policy allows for this.</i></li> <li>• <i>It is part of the strategy as future vision that names are appropriate. The action out of that is to look at specific names or review.</i></li> <li>• <i>The current process for reviewing existing names requires Council to publicly notify the community of any suggested name changes. Opinions may differ depending on the community connection i.e. changing a street name may affect business owners with branding etc. There are consequences for the community.</i></li> <li>• <i>There is some criteria in the policy for naming.</i></li> <li>• <i>The road and open spaces naming policy, was adopted mid last year for new parks, but it also has a clause relating to existing roads and open spaces that council might consider renaming. This clause is generally used for names that have been misspelt or are not appropriate.</i></li> <li>• <i>Parks are named based on how the community view the parks and what the cultural history is.</i></li> <li>• <i>When building a new park or revamping an existing one, iwi want to link the parks to a story from iwi perspective. It should not be intrusive to the community but gives iwi active engagement i.e. the river beside the park has an abundance of tuna, include a water park.</i></li> <li>• <i>Interpretive signage will be easy to achieve.</i></li> </ul>		

Issue	Description	Next Action	Assignee
	<ul style="list-style-type: none"> <li>• <i>Iwi were greatly Involved with Hetana St relating to design, naming and events etc. Want the same type of engagement with this group.</i></li> <li>• <i>Mark said that can be done at different levels. Can incorporate different design elements – signage or art work. Many different ways to tell the story.</i></li> <li>• <i>Need to be written into the strategy so that iwi are consulted and engaged with.</i></li> <li>• <i>The idea is that existing management plans (all except General Policies adopted 2 years ago) they are all due for review. Idea to realign them with the strategy and that would trigger staff to consult with iwi.</i></li> <li>• <i>Preference for historical names and natural features over individuals.</i></li> <li>• <i>The developer no longer has the right to name places. Policy put into place last year that developers were to speak with council and iwi. There is a lot of other criteria with the types of names that are expected. Council gets final decision. Theory is the same as new open spaces.</i></li> <li>• <i>The working group requested that the policy include iwi with naming to formalise their involvement – iwi have a relationship with Council not necessarily a developer.</i></li> <li>• <i>A review is happening but depends on capacity.</i></li> <li>• <i>LTP based on what are doing, when we're doing it and how we pay for it. OSS and there is stuff in it that is interesting in terms of capital. Relying on people sub dividing – is it reflected in the LTP.</i></li> </ul>		



Issue	Description	Next Action	Assignee
	<ul style="list-style-type: none"> <li>• <i>When it comes to iwi engagement in this particular brand it is not reflected in LTP.</i></li> <li>• <i>What are the iwi aspirations in relation to OSS? Opportunity to tell stories when developing parks or redevelopment of existing parks.</i></li> <li>• <i>Opportunity to be involved in naming parks and contribute to the significant history with the site.</i></li> <li>• <i>Need to articulate aspirations so Council know when and how engagement can be initiated. Some of these will sit in Reserve Management Plan.</i></li> <li>• <i>In the past there has often been no masterplan of new developments and planning has not always been holistic in its approach.</i></li> <li>• <i>The strategy should include a guideline of when that engagement should be undertaken.</i></li> <li>• <i>Mark suggested is would be valuable to the group looking at maps of where the parks and open spaces are in the district.</i></li> <li>• <i>Example – Hanna Street Reserve, maybe doing some work – potential opportunities to tell stories about the river and flood plane.</i></li> <li>• <i>Iwi want to push the boundaries of thinking. Grow the thought process to do more. There will be a better community outcome.</i></li> <li>• <i>Talked about getting a historian and do stocktake about all cultural significance in this area. Hamilton Council are currently going through this exercise. Engaged Vincent O’Mally to do report.</i></li> <li>• <i>A lot of information in individual settlements. Vincent did Ngati Haua and Ngati Hinerangi settlements also.</i></li> </ul>		

Issue	Description	Next Action	Assignee
	<ul style="list-style-type: none"> <li>• <i>Triggers need to be in the plans to involve iwi. Going back to LTP values.</i></li> <li>• <i>Want to have these conversations with individual iwi but it does depend on capacity. Prefer to have some structure but will depend on the importance on the individual iwi.</i></li> <li>• <i>Mark will send out a bigger extract to link to documents with examples of what other councils have done</i></li> <li>• <i>Asked that members provide any ideas that they have to discuss at the next meeting.</i></li> <li>• <i>Selwyn Council example was good as it acknowledged all Māori land, tāngata whenua etc.</i></li> <li>• <i>Auckland and Christchurch Council examples showed a good design principle approach which has the foundation rather than having to start from scratch.</i></li> <li>• <i>Christchurch have most progressed with iwi where an organisation was set up post-earthquake to avoid people capitalising. It goes back to pavers/slates etc.</i></li> <li>• <i>MM Civic Centre is another good example of collaborating with different iwi and Council.</i></li> <li>• <i>Iwi also has the capacity to access funds to boost the budget that Council already has for projects.</i></li> <li>• <i>Practical level – maintenance work, trigger go to iwi and provide ideas, how can iwi assist to do more than the minimum.</i></li> <li>• <i>Use the Te Aroha design, circulate to members. Discuss/review them at the next meeting.</i></li> </ul>		

Issue	Description	Next Action	Assignee
	<ul style="list-style-type: none"> <li>Some case studies to sit with the principals as examples.</li> </ul>		
<b>Future meeting dates and format</b>	The draft document is required by February 2021. The next 2 meetings: <ul style="list-style-type: none"> <li>13 October – 1pm at MM Civic Centre (after Papakainga)</li> <li>1 December – 1pm at SFEC (after TMF)</li> </ul>		
<b>Next steps</b>			
<b>Communications Plan update</b>	Communication plan to be discussed at the next meeting.		
<b>Incoming correspondence</b>	N/A		
<b>Matters arising</b>	The presentation paper to be renamed: Rautaki mo ngā Papa Rehia me ngā Wahi Wātea		
<b>Next meeting</b>	13 October 2020 at 1pm	Book next meeting	Tam/Steph



Minutes

<b>Meeting</b>	<b>Te Manawhenua Forum Technical Working Party</b>
<b>Date</b>	13 October 2020
<b>Time</b>	13:18
<b>Venue</b>	Te Takere Room, Matamata
<b>Present</b>	Ngāti Hauā – Te Ao Marama Maaka, Ngāti Hauā – Lisa Gardiner, Ngāti Rāhiri-Tumutumu – Jill Taylor, Ngāti Hinerangi – Hinerangi Vaimoso, Parks and Facilities Planner – Mark Naudé, Committee Secretary – Tamara Kingi
<b>Absent</b>	Ngāti Hinerangi – Tony Harrison, Ngāti Whanaunga – Michael Baker, Ngāti Rāhiri-Tumutumu – Michael Barker
<b>Externals Present</b>	Sport Waikato – Lou Beer
<b>CM folder</b>	20/8477
<b>Purpose</b>	Regular meeting of the Te Manawhenua Forum Technical Working Party to work on review of Rautaki mō ngā Papa Rēhia me ngā Wāhi Wātea / Parks and Open Spaces Strategy

Issue	Description	Next Action	Assignee
<b>Minutes from previous meeting</b>	Circulated prior to meeting.		
<b>Welcome</b>	Mihi & Karakia performed by Te Ao Marama Maaka.		
<b>Purpose and focus of the working party</b>	(Draft) To provide input into the Draft Open Spaces Strategy from Mana Whenua perspective and to provide advice on matters of particular significance to Iwi. The Working Group will draft sections of the strategy and report back to Council via Te Manawhenua Forum.		
<b>Discussion/Actions</b>	<b>Examples circulated from other Councils</b> – Any feedback?	Staff to develop draft value statements for the group	Mark

Rautaki mō ngā

Papa Rēhia me ngā Wāhi Wātea

Parks and Open Spaces Strategy



Issue	Description	Next Action	Assignee
	<p><b>Te Aranga Design Principles as an example of an engagement framework</b> - Discuss theory &amp; example of Hētana Street - Do we look to adopt this or develop our own?</p> <p><b>Vision for Parks &amp; Open Spaces?</b> - Workshop overall vision &amp; values – key things</p> <p><b>Importance of Parks &amp; Open Spaces to Māori</b> - Workshop session - key ideas to capture</p> <p><b>Triggers for engagement?</b> - Discuss principles, maybe some case studies?</p> <p><i>Discussion and comments:</i> <b>Principles –</b></p> <ul style="list-style-type: none"> <li><i>The Te Aranga Design Principles circulated are generic but a good starting point. The generic principles do not cover all elements but does cover a reasonable range. Will personalise the principles as we progress.</i></li> <li><i>Once design principles are developed, the group will decide whether they give effect in the physical sense or in the process.</i></li> <li><i>The values applied to Hētana Street will be used for the short term and developed on for local use as a longer term goal. Staff develop values and present to Manawhenua to relate them to ideas. This is specifically for open spaces.</i></li> <li><i>This framework will be good as part of a sub division. With major development, they can be tied together and improved upon.</i></li> </ul>	<p>before taking back to Manawhenua Forum.</p> <p>Staff to draft wording around use of Te Aranga Design Principles until such time as a localised engagement protocol is developed</p> <p>Mark to have a go at putting the brainstorming key words and connections into strategy format as potential principles, objectives, actions etc. for future review and refinement by the group.</p>	<p>Mark</p>

Issue	Description	Next Action	Assignee
	<ul style="list-style-type: none"> <li>• Will also need to engage and consult on smaller projects i.e. planting, park benches etc.</li> <li>• Council staff follow processes. Have some high level principles, objectives, as part of project planning. A simple “have you engaged with iwi” should be a part of all project plans, as well as building on relationships with Mana Whenua. Engagement may not always be required, but consultation is.</li> <li>• What is to be added to the strategy – informal prompt to korero with iwi or a more detailed, structured policy? Prefer to have policy in place</li> </ul> <p><b>Vision –</b></p> <ul style="list-style-type: none"> <li>• Mana Whenua to be consulted on everything. There are gaps with what sites are tapu – close the gap with consultation.</li> <li>• The current strategy has too many visions and no over arching achievement.</li> <li>• Mana Whenua to give iwi perspective: <ul style="list-style-type: none"> <li>- Key value is incorporating and expressing culture through conceptual stories i.e. heritage, whakapapa (maunga, moana, whare, waka, awa), appropriate materials (natural resources) but not opposed to recycled materials in terms of sustainability. Depends on the site.</li> </ul> </li> <li>• Each of the green spaces in Te Aroha should tell a story and be cohesive throughout the ward to give more connection. Is a sound tactile appropriate?</li> </ul>	<p>Staff looking at ways to incorporate a traffic light system for future reviews of the strategy to gauge progress.</p> <p>Staff to look at incorporating into objectives/actions in strategy and possibly also in play strategy.</p>	

Issue	Description	Next Action	Assignee
	<ul style="list-style-type: none"> <li>Actively look for connecting stories. Not only through signage but also through design and landscaping. Examples – pou in the shape of a waka.</li> <li>Naming of new parks and renaming of existing parks.</li> <li>Indigenous planting for connectivity e.g. flax for iwi to harvest and make piupiu.</li> <li>Important to cater to the whole whānau i.e. shelter, BBQ, grassy area. Look up Auckland Open Spaces Strategy for example. Would like to see something similar. Dog bags.</li> </ul>		
<b>Next steps</b>	<p>Discussion and comments:</p> <ul style="list-style-type: none"> <li>Provide list of priorities based on the notes from the hui.</li> </ul>	Staff to draft some principles, objectives, actions based on notes from hui for further discussion & refinement.	Mark
<b>Communications Plan update</b>	Mark provided an update on consultation to date and planned future consultation. Feedback welcome on future consultation methods.		
<b>Incoming correspondence</b>	N/A		
<b>Matters arising</b>	Potential online layout to be more interactive with option to print hard copy if so desired.		
<b>Closing</b>	Te Ao Marama Maaka performed the closing Karakia at 3.06pm.		
<b>Next meeting</b>	TBC	Book 3 <sup>rd</sup> hui	Tamara







**VISION & OBJECTIVES EXERCISE**

The following draft Vision & Objectives have recently been drafted in an attempt to collate ideas from Council Workshops, Mana Whenua Working Party Hui, Surveys, Stakeholder Workshops, Staff comments etc.

This is a very early draft so feedback is more than welcome. We are especially after feedback on:

1. Whether the highlighted Objective statements adequately capture the ideas discussed at the hui
2. Whether you would prefer the highlighted statements to be across the board as in the first table below or whether you would prefer the to sit under an objective specifically relating to Mana Whenua as in the Example 2

**EXAMPLE 1**

VISION					
Our parks and open spaces network meets the recreation needs of our community and protects our natural and cultural heritage					
OBJECTIVES					
Our parks and open spaces meet the diverse and changing needs of our communities and visitors	Our parks and open spaces are valued and cared for	Our parks and open spaces enable our community to be active and healthy	Our parks and open spaces protect and celebrate our cultural heritage and identity	Our natural heritage is understood, protected and enhanced	Our parks and open spaces are enhanced by community partnerships
<ul style="list-style-type: none"> <li>We have the right parks and open spaces in the right places.</li> <li>We provide a broad range of options for play, recreation, sports and social activities.</li> <li>Our planning for future parks and open spaces is sound.</li> <li>Mana Whenua have meaningful opportunities to input into how our parks and open spaces are planned, developed and managed.</li> <li>Our parks and open spaces are designed and managed well.</li> <li>We take a strategic approach to land acquisition and disposal.</li> </ul>	<ul style="list-style-type: none"> <li>Our parks and open spaces are attractive, welcoming places.</li> <li>Our parks and open spaces are maintained to appropriate standards.</li> <li>There is a high level of satisfaction among users of parks and open spaces.</li> <li>Our communities take pride in our parks and open spaces.</li> </ul>	<ul style="list-style-type: none"> <li>We provide a wide range of options for play, recreation, sports and social activities.</li> <li>Our parks and open spaces are easily accessible.</li> <li>Connectivity between our parks and open spaces is improved.</li> <li>Our parks and open spaces are promoted.</li> </ul>	<ul style="list-style-type: none"> <li>We work with Mana Whenua to identify, protect, preserve and manage wāhi tapu sites</li> <li>We protect sites of cultural and/or historic significance.</li> <li>We work with Mana Whenua and others, to tell our stories better in our parks and open spaces.&gt;&gt; Look at splitting/clarifying</li> <li>We support diverse and multi-cultural use and enjoyment of our parks and open spaces.</li> </ul>	<ul style="list-style-type: none"> <li>Sites of ecological significance are protected and enhanced.</li> <li>We monitor the condition of our natural areas.</li> <li>We work with others to protect and enhance sites of ecological significance.</li> </ul>	<ul style="list-style-type: none"> <li>We have good working relationships with Mana Whenua</li> <li>We approach joint governance and joint management arrangements in good faith.</li> <li>We work with other agencies, community groups or individuals for the greater good.</li> <li>We support volunteer projects and programmes that align strategically.</li> <li>Volunteer programmes are sustainable.</li> <li>We encourage cooperation, collaboration and partnerships among clubs and community groups.</li> <li>Opportunities for multi-purpose use of facilities are encouraged and maximised.</li> </ul>
ACTIONS					
<ul style="list-style-type: none"> <li>Benchmark parks and open spaces provision against other areas with similar geography and demographics</li> <li>Review the strategy periodically or in response to change</li> <li>Monitor sport and recreation trends</li> <li>Work with national and regional sport and recreation organisations such as Sport New Zealand, Recreation Aotearoa, Sport Waikato to get good data on sport and recreation needs, trends and issues to enable informed decision-making</li> </ul>	<ul style="list-style-type: none"> <li>Adopt an Open Spaces Maintenance Standard</li> <li>Develop a Service Level Agreement for Maintenance and Operations</li> <li>Audit compliance with agreed standards</li> <li>Undertake CPTED audits to identify and implement safety improvements</li> <li>External safety audits and asset condition assessments</li> <li>Customer/Visitor surveys</li> <li>Participate in the Green Flag Award or similar schemes that recognise</li> </ul>	<ul style="list-style-type: none"> <li>Review the provision of different types of parks and open space facilities</li> <li>Playground renewals target improvements in accessibility</li> <li>Improve shade provision near walkways and play areas</li> <li>Investigate demand for dog exercise areas and if justified develop a strategy to meet demand</li> <li>Investigate demand for bridal trail for horses and if justified develop a strategy to meet demand</li> <li>Conduct customer/visitor surveys</li> </ul>	<ul style="list-style-type: none"> <li>Work with Mana Whenua and other groups such as historical societies, Heritage NZ and DOC to map sites of significance located at or near parks or open spaces</li> <li>Work with Mana Whenua to identify stories / themes that can be celebrated at parks and other open spaces</li> <li>Look for opportunities to incorporate storytelling into landscape and urban design as well as naming, signage, artwork or use of technological aids</li> <li>Update website and online resources about parks and open spaces</li> </ul>	<ul style="list-style-type: none"> <li>Work with agencies such as DOC, regional council, QEII National Trust etc. to identify sites of significance</li> <li>Undertake ecological assessments of natural areas</li> <li>Develop restoration plans for natural areas where needed</li> <li>Establish MoUs with volunteer community groups</li> <li>Participate in Piako Catchment Forum, Kaimai-Mamaku Forest Forum and similar forums</li> <li>Optimise opportunities presented by regional or</li> </ul>	<ul style="list-style-type: none"> <li>Review the support given to volunteers and models to support volunteers</li> <li>Prioritise support to volunteer programmes that align with our strategies</li> <li>Resource/fund training programmes for volunteers to undertake key tasks</li> <li>Establish MoUs with volunteer community groups</li> <li>Provide technical support to volunteer groups</li> <li>Promote and provide support to community events</li> </ul>

<ul style="list-style-type: none"> <li>Develop a reserve acquisition policy</li> <li>Improve processes around subdivisions that affect parks and open spaces</li> <li>Unsuitable or underutilised lands or facilities are repurposed or rationalised.</li> <li>Develop masterplans for new parks and significant redevelopment of existing parks</li> <li>Use tactical urbanism approaches to trial potential solutions</li> <li>Engage with Mana Whenua and apply Te Aranga Design Principles when developing a new park or redeveloping an existing park</li> <li>Over time, develop a localised set of Mana Whenua engagement &amp; design principles</li> <li>Establish user groups for major parks</li> <li>Run regular user/stakeholder workshops</li> <li>Undertake customer/visitor/ user surveys</li> <li>Realign reserve management plan framework to the park management categories</li> <li>Review reserve management plans</li> <li>RMPs for parks used primarily for sport or community recreation should consider potential future sport &amp; recreation activities</li> </ul>	<p>good park management practice</p> <ul style="list-style-type: none"> <li>Establish Memorandums of Understanding or similar agreements with volunteer community groups</li> </ul>	<ul style="list-style-type: none"> <li>Realign reserve management plan framework to the park management categories</li> <li>Review reserve management plans</li> </ul>	<ul style="list-style-type: none"> <li>Use technology aids such as park and track apps to promote our parks and open spaces</li> <li>Work with tourism, sport and recreation organisations to promote our parks and open spaces</li> <li>Realign reserve management plan framework to the park management categories</li> <li>Review reserve management plans</li> </ul>	<p>national programmes such as Billion Trees, Predator Free NZ, Waikato Regional Council's Local Indigenous Biodiversity Fund etc.</p> <ul style="list-style-type: none"> <li>Realign reserve management plan framework to the park management categories</li> <li>Review reserve management plans</li> </ul>	
--	---	--	--	---	--

NOTE: The Actions above are not necessarily an exhaustive list. They are shown mainly to demonstrate alignment with Vision & Objectives.

EXAMPLE 2

An alternative would be to have a separate objective specifically dealing with Mana Whenua. This one highlights the relationship with Mana Whenua more as being an objective in its own right but the first layout option shows Mana Whenua involvement across the board.

VISION						
Our parks and open spaces network meets the recreation needs of our community and protects our natural and cultural heritage						
OBJECTIVES						
Our parks and open spaces meet the diverse and changing needs of our communities and visitors	Our parks and open spaces are valued and cared for	Our parks and open spaces enable our community to be active and healthy	Our parks and open spaces protect and celebrate our cultural heritage and identity	Our natural heritage is understood, protected and enhanced	Our parks and open spaces are enhanced by community partnerships	Mana Whenua have meaningful opportunities to input into how our parks and open spaces are planned, developed, and managed.



<ul style="list-style-type: none"> <li>• We have the right parks and open spaces in the right places.</li> <li>• We provide a broad range of options for play, recreation, sports and social activities.</li> <li>• Our planning for future parks and open spaces is sound.</li> <li>• <b>Mana Whenua have meaningful opportunities to input into how our parks and open spaces are planned, developed and managed.</b></li> <li>• Our parks and open spaces are designed and managed well.</li> <li>• We take a strategic approach to land acquisition and disposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Our parks and open spaces are attractive, welcoming places.</li> <li>• Our parks and open spaces are maintained to appropriate standards.</li> <li>• There is a high level of satisfaction among users of parks and open spaces.</li> <li>• Our communities take pride in our parks and open spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• We provide a wide range of options for play, recreation, sports and social activities.</li> <li>• Our parks and open spaces are easily accessible.</li> <li>• Connectivity between our parks and open spaces is improved.</li> <li>• Our parks and open spaces are promoted.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>We work with Mana Whenua to identify, protect, preserve and manage wāhi tapu sites</b></li> <li>• We protect sites of cultural and/or historic significance.</li> <li>• <b>We work with Mana Whenua and others, to tell our stories better in our parks and open spaces. &gt;&gt; Look at splitting/clarifying</b></li> <li>• We support diverse and multi-cultural use and enjoyment of our parks and open spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Sites of ecological significance are protected and enhanced.</li> <li>• We monitor the condition of our natural areas.</li> <li>• We work with others to protect and enhance sites of ecological significance.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>We have good working relationships with Mana Whenua</b></li> <li>• <b>We approach joint governance and joint management arrangements in good faith.</b></li> <li>• We work with other agencies, community groups or individuals for the greater good.</li> <li>• We support volunteer projects and programmes that align strategically.</li> <li>• Volunteer programmes are sustainable.</li> <li>• We encourage cooperation, collaboration and partnerships among clubs and community groups.</li> <li>• Opportunities for multi-purpose use of facilities are encouraged and maximised.</li> </ul>	<ul style="list-style-type: none"> <li>• We have good working relationships with Mana Whenua.</li> <li>• We mutually approach joint governance and joint management arrangements in good faith.</li> <li>• We engage with Mana Whenua and apply Te Aranga Design Principles when developing a new park or redeveloping an existing park.</li> <li>• Over time, we may work with Mana Whenua to develop our own local design/engagement protocol to use instead of Te Aranga Design Principles</li> <li>• We consult Mana Whenua on strategies, policies and plans affecting parks and open spaces</li> <li>• We work with Mana Whenua to map sites of significance located at or near parks or open spaces.</li> <li>• We work with Mana Whenua to identify stories / themes that can be told at parks and other open spaces.</li> </ul>
--	--	--	--	--	--	--

EXAMPLES OF TEXT TO INCLUDE IN MAIN BODY OF DOCUMENT TO MENTION MANA WHENUA INTERESTS AND PROVISION OF OPEN SPACE

[Somewhere in the introductory chapter] Something along the lines of...

Council acknowledges the special relationship that Tangata Whenua have with the land. In the traditional Māori worldview, the natural and spiritual worlds are intertwined and the health of landscapes, plants and animals is integral to cultural wellbeing. It is acknowledged that ancestral landscapes require protection and Tangata Whenua need to continue to experience relationships with their whakapapa and traditions within the environment. Mana Whenua should have meaningful opportunities to input into how our parks and open spaces are planned, developed, and managed. There are opportunities for Mana Whenua to express kaitiakitanga [guardianship] over the land including the restoration, protection and enhancement of natural areas, biodiversity and cultural heritage.

(This is the first attempt at drafting so will no doubt need some refinement!)

**Other Providers of Parks and Open Space**

Council is not the only provider of parks and open spaces in the District. While this strategy is specifically concerned with how Council manages land it is responsible for, we recognise the contribution made by other open space providers as well as the need for good working relationships between the various providers.

The Department of Conservation administers a significant amount of land in our District including the Kaimai-Mamaku Conservation Area. Several Council parks and tracks adjoin the conservation estate. A coordinated approach to planning and managing these areas is desirable.

Land in Māori ownership also makes a significant contribution to open space. This includes conservation land, wāhi tapu sites, marae and urupa. It is recognised that Tangata Whenua endeavour to provide areas for their people that meet their cultural, social and recreation needs. A joint governance structure has been in place for the Waharoa (Matamata) Aerodrome since 2014. It is anticipated that more joint governance or joint management arrangements will come into effect as Treaty settlements progress and that Mana Whenua will have opportunities to play a more direct role in the planning and management of parks and open spaces that are subject to Treaty settlements.

Education providers contribute to the open space network through the local provision of sportfields and playgrounds. This is especially important for smaller, rural settlements that might not have a Council sports park or playground.

Waikato Regional Council -

Fish and Game - Wetlands

QEII National Trust -

Hauraki Rail Trail -

DRAFT

## Library Update

CM No.: 2371068

### Rāpopotonga Matua | Executive Summary

Helen O'Carroll, the District Library Manager for Matamata-Piako District Council, in attendance to present to the forum.

### Tūtohunga | Recommendation

That:

1. The information be received.

### Ngā Tāpiritanga | Attachments

[A↓](#). Libraries Presentation TMF Dec 2020

### Ngā waitohu | Signatories

Author(s)	Helen O'Carroll <b>District Library Manager</b>	
-----------	--	--

Approved by	Dennis Bellamy <b>Group Manager Community Development</b>	
-------------	--	--







# Matamata-Piako Our Place of Choice

## Library Update 1 December 2020





Haere mai | Welcome to  
**Matamata-Piako  
Libraries**



“A public library today is a focal point, a centre for the whole community, a meeting place, a site for education, a source of inspiration and innovation, a connection to the wider world, a democratic place for sharing knowledge experience and opinion.”

(Kate Cuttriss, Chair; Chris Hay, Chair Elect; *PLNZ Strategic Framework 2020-2025*)

# Why we do this activity



Through our three physical libraries and online collections, we are:

- supporting literacy and lifelong learning
- providing access to information and technology
- providing spaces to learn, gather or connect
- supporting digital literacy
- providing access to local and family history
- delivering programmes for learning and well-being



## Our library offers



### + Resources

- Books, DVDs, audiobooks (talking books), e-books and e-audiobooks
- Newspapers and magazines (print and online)
- Online resources (e.g. Ancestry database, community funding information)



### + Spaces

- Comfortable spaces to relax or study



### + Internet and technology

- Free internet, wifi and access to computers
- Assistance and training on devices/computers



### + Programmes and activities

- Activities for tamariki
- Book clubs
- Holiday reading programmes

*From our new  
library brochure –  
copies available*



# Issues, Challenges, Demands



- Many members of our community don't have internet and/or don't have skills to engage in a digital world.
- Need for a range of library spaces – from group space (meeting rooms) to quiet space.
- E-books are in demand – more requests coming in
- Reflecting Te Ao Māori in our libraries – improving staff knowledge, bilingual signage, inclusive programmes and events
- High expectations placed on library staff to have in-depth, knowledge, especially digital, and teaching skills.

# What we propose to do



- Marketing: Increase library profile in our community
- Strategy: consult with the community to assess priorities Y1 LTP
- Outreach Staff: to drive the above, and connect with iwi, schools, museums and other groups which we should partner with more
- E-books: Establish a second e-book platform – to meet increasing demand for ebooks, especially for e-audiobooks
- Digital Inclusion: More digital support for our customers – equip our staff to be digitally knowledgeable and have teaching skills
- Flexible Library Spaces which reflect diversity of community: seeking opportunities, be prepared to meet demand for the use of our spaces



# Recruitment Opportunities from NZ Libraries Partnership January 2021- June 2022



## Library Intern (Māori Services Specialisation) - full time

Suitable for a candidate with te reo and tikanga Māori knowledge who is considering a career in libraries/info/digital/communities/social work.

## Community Outreach Assistant/s – part time, 25 hrs

Suitable for a community member with excellent communication and liaison skills



# Feedback

Helen O'Carroll

[hocarroll@mpdc.govt.nz](mailto:hocarroll@mpdc.govt.nz)

027 217 9263



# Civil Defence Emergency Management - Covid-19 Welfare Response and Iwi Engagement

CM No.: 2372723

## Rāpopotonga Matua | Executive Summary

The State of National Emergency for Covid-19 (C-19) existed for 49 days throughout the four weeks of level 4 lockdown and the following three weeks of level 3 lockdown. However, the Civil Defence Emergency Management (CDEM) response continued well beyond the reduction to level 2 restrictions, due to the complexity of welfare response, including the response required for foreign nationals still within the country and maintaining funding for foodbanks.

In total, the Waikato region had 188 confirmed cases of C-19. 187 cases fully recovered, and one person died as a result of the illness. The region also had a significant cluster in Matamata that impacted the response.

Regionally: Waikato Group CDEM liaised with Iwi and setup Māori representation (Poua Arahi) within the Group Emergency Coordination Centre (GECC) and attended Waikato Welfare Coordination Group meetings. Poua Arahi developed a Regional CDEM-Māori Framework to progress the relationship between CDEM and Iwi/māori in future response.

Locally: Thames Valley CDEM is continuing to work towards creating better Iwi engagement that gives Iwi direct access to information (CDEM Situation Reports) about what is happening in an Emergency, whether C-19 related or other emergency. During C-19 response many Iwi/māori activated their own response, with Iwi (or hāpori) ready to take care of their own and know how best to do this. The Eastern Waikato Local Welfare Committee (EWLWC) purpose is to coordinate and support the delivery of welfare services prior to, and during, an emergency in the Eastern Waikato area. Included in the EWLWC are Hauraki Māori Trust Board, Te Korowhai Hauora o Hauraki and National Hauora Coalition and standing invites are issued to council Iwi Liaison staff.

Work undertaken with Iwi and māori throughout the C-19 response has laid foundations for future working partnerships.

## Tūtohunga | Recommendation

That:

1. The information be received.

## Horopaki | Background

26 March 2020 a State of National Emergency was declared. To support CDEM activities in C-19 response at Alert Level 4 the Thames Valley (TV) Emergency Operations Centre (EOC) was established at the request of Waikato Group CDEM Controller. The TV EOC based at Thames represented Hauraki (HDC), Matamata-Piako (MPDC) and Thames-Coromandel District Council (TCDC) districts.

Welfare in the EOC was coordinated by MPDC, TCDC and HDC Welfare Managers (Emergency Management Officers) with Local Welfare Liaison staff from each council, based remotely from the EOC, this involved monitoring a CDEM welfare dashboard, making follow up calls and welfare assessment on calls received through the CDEM Waikato Welfare 0800 number.



Iwi Liaison staff from HDC and TCDC worked alongside the Welfare desk as conduits to Iwi/māori across the three territorial authority areas with the intent to ensure the needs of those most isolated and vulnerable were identified and were pivotal in making connection with Iwi not connected through other agencies, (assistance requested and given from Lisa Gardiner, Ngāti Haua as MPDC do not have an Iwi Liaison staff member). Within the MPDC district delivery was made to 193 food referrals (89 Matamata ward, 33 Morrinsville ward, 71 Te Aroha ward), these referrals serviced 851 people. Delivery of food parcels were delivered through coordination with MPDC. Ngāti Haua and Ngāti Hinerangi advised quantity of food/kai parcels required and this was bulk delivered to Raungaiti Marae with distribution then arranged by Iwi. Hauraki Māori Trust Board, Te Korowhai Hauora o Hauraki and National Hauora Coalition were also doing outreach into communities advising CDEM of food/kai parcel requirements.

The Thames Valley EOC dis-established Friday 15 May with the standing up of a Northern EOC which combined Hamilton City Council, Hauraki, Matamata-Piako, Thames-Coromandel and Waikato District Council districts. The Northern EOC was dis-established 29 May 2020.

During C-19 a lot of Iwi/māori activated their own response as many Iwi/marae have response plans ready for emergency events

### Ngā Take/Kōrerorero | Issues/Discussion

Waikato Group CDEM have held three hui (8 September, 21 September, 9 October) with Iwi to further discuss EOCs and resurgence planning.

Follow up hui have been hosted by Thames Valley CDEM to address disconnect and to map operationally how local CDEM response can better connect with Iwi.

Thames Valley CDEM hui (16 September and 21 October) had representatives invited/attended from: Ngāti Hinerangi, Ngāti Haua, Ngaati Whanaunga, Ngāi Tai, Ngāti Hako, Ngāti Hei, Ngāti Maru, Ngāti Paoa, Ngāti Porou, Ngāti Pūkenga, Ngāti Rāhiri Tumutumu, Ngāti Tamaterā, Ngāti Tara Tokanui, Te Patukirikiri, Hauraki Māori Trust Board and Manaaki Manaia (Manaia Community)

### Mōrearea | Risk

Iwi cross many territorial authority borders and it was noted for some this was onerous working alongside multiple EOCs. Waikato Group CDEM are reviewing how CDEM can better align with Iwi.

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

- Civil Defence Emergency Management Act 2002
- Te Tiriti o Waitangi
- National CDEM Plan 2015
- Waikato CDEM Group Plan 2016-2021
- Welfare Services in an Emergency Director's Guidelines (DGL 11/15)

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

25 March 2020	11:59pm -	Alert Level 4
26 March 2020	12:21pm -	State of National Emergency declared (extended 2, 8, 15, 22, 29 April and 5 May)
27 April 2020	11:59pm -	Alert Level 3
13 May 2020	12:21pm -	State of National Emergency expired
13 May 2020	11:59pm -	Alert Level 2
8 June 2020	11:59om -	Alert Level 1

**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**

Claims for reimbursement from the National Emergency Management Agency (NEMA) for cost including water tank refills, kai/food parcels and other essential items had Thames Valley EOC (TCDC) doing the administration. Any EOC operational cost, council fuel and staff cost involved in delivery of food parcels are not claimable from NEMA and reside with the respective councils.

Food Secure Communities – The Government is investing \$30 million over the next two years through MSD to provide additional support for foodbanks, food rescue and other community organisations that are providing food to people.

**Ngā Tāpiritanga | Attachments**

[A↓](#). EOC - Welfare Data Stats

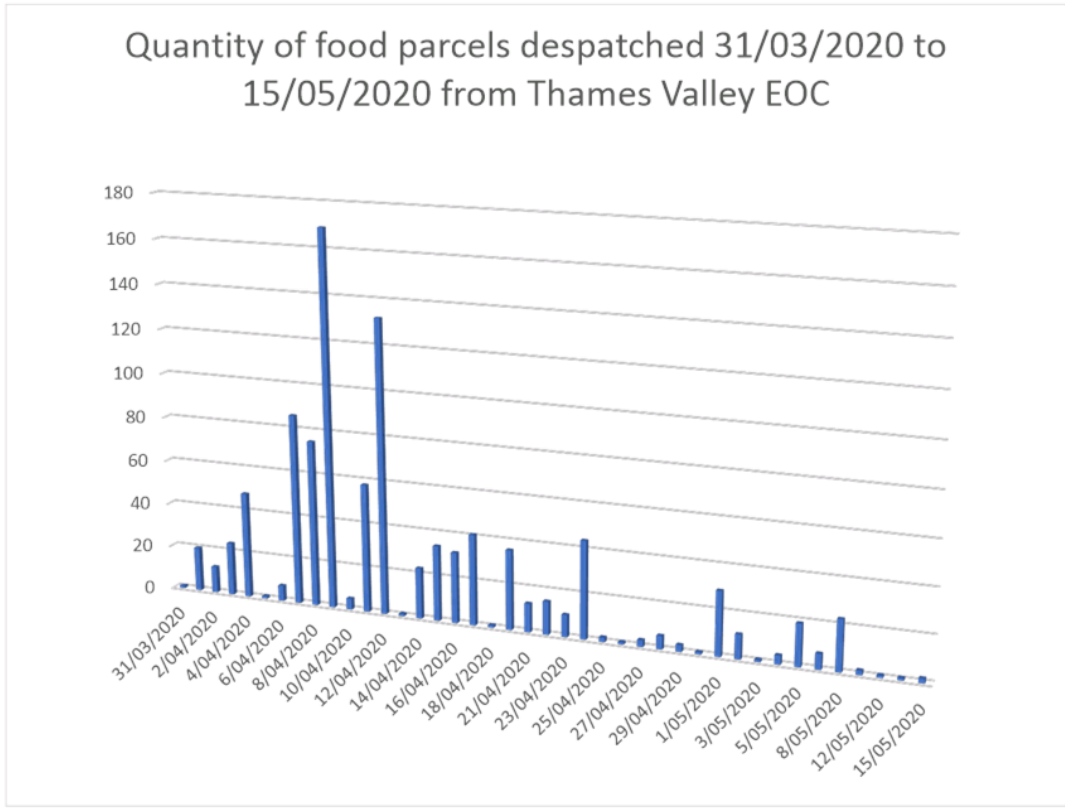
[B↓](#). Regional CDEM-Maori Framework

[C↓](#). Direction to Civil Defence Emergency Management-Groups for Covid19

**Ngā waitohu | Signatories**

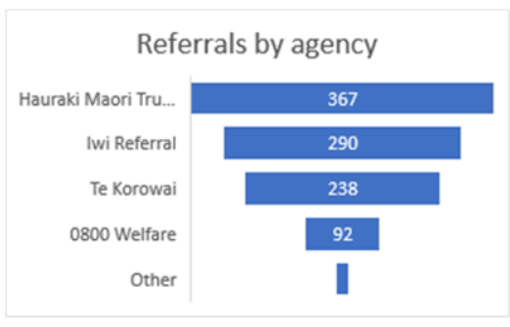
Author(s)	Vicky Cowley <b>Emergency Management Officer</b>	
-----------	---	--

Approved by	Dennis Bellamy <b>Group Manager Community Development</b>	
-------------	--	--



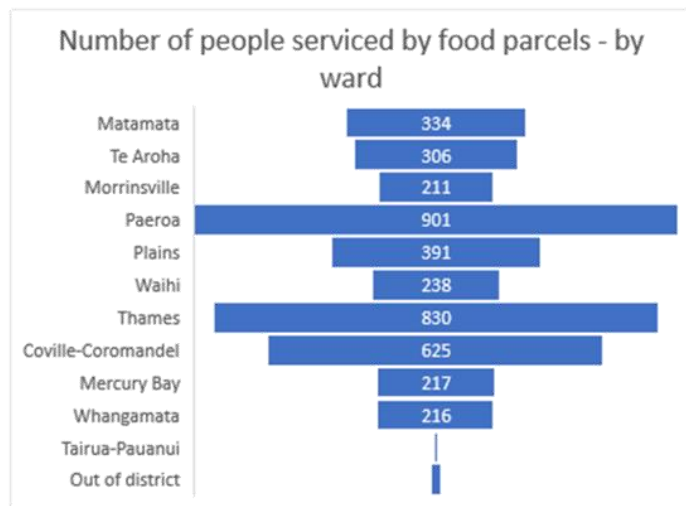
	Referrals	People serviced by food parcels	Cost of food parcels delivered	Additional cost i.e. nappies, pet food
TCDC	425	1,864	\$77,933	\$1,386
HDC	382	1,558	\$66,428	\$1,345
MPDC	193	851	\$33,396	\$661
out of district	4	19	\$699	\$11
	<b>1,004</b>	<b>4,292</b>	<b>\$178,456</b>	<b>\$3,403</b>

Agency	Referrals	People serviced by food parcels
Hauraki Maori Trust Board	367	1507
Iwi Liaison	290	1379
Te Korowai	238	827
0800 Welfare	92	500
Other	17	79
	<b>1004</b>	<b>4292</b>



Rural / Urban by TA	Referrals	People serviced by food parcels	Cost of food parcels delivered	Additional cost i.e. nappies, pet food
<b>Rural</b>	<b>402</b>	<b>1389</b>	<b>\$61,955</b>	<b>\$1,477</b>
TCDC	165	537	\$24,827	\$515
HDC	149	528	\$22,662	\$651
MPDC	84	305	\$13,768	\$300
out of district	4	19	\$699	\$11
<b>Urban</b>	<b>602</b>	<b>2903</b>	<b>\$116,501</b>	<b>\$1,926</b>
TCDC	260	1327	\$53,106	\$871
HDC	233	1030	\$43,766	\$694
MPDC	109	546	\$19,629	\$361
	<b>1004</b>	<b>4292</b>	<b>\$178,456</b>	<b>\$3,403</b>

Ward	People serviced by food parcel
Matamata	334
Te Aroha	306
Morrinsville	211
Paeroa	901
Plains	391
Waihi	238
Thames	830
Coville-Coromandel	625
Mercury Bay	217
Whangamata	216
Tairua-Pauanui	4
Out of district	19
	<b>4292</b>



Territorial authority	Under 18's serviced by food parcels
TCDC	194
HDC	164
MPDC	99
Out of district	2
	<b>459</b>

Territorial authority	Companion animals supported	
	Dog	Cat etc
TCDC	32	51
HDC	29	40
MPDC	9	25
	<b>70</b>	<b>116</b>

Agency – repeat delivery	Referrals	People serviced by food parcels
<b>HMTB</b>	<b>367</b>	<b>1507</b>
1st request - ok for delivery	320	1311
2nd request - ok for delivery	38	157
3rd request - ok for delivery	9	39
<b>Iwi Referral</b>	<b>290</b>	<b>1379</b>
1st request - ok for delivery	268	1290
2nd request - ok for delivery	21	85
3rd request - ok for delivery	1	4
<b>Te Korowai</b>	<b>238</b>	<b>827</b>
1st request - ok for delivery	218	764
2nd request - ok for delivery	18	61
3rd request - ok for delivery	2	2
<b>0800 Welfare</b>	<b>92</b>	<b>500</b>
1st request - ok for delivery	85	481
2nd request - ok for delivery	5	12
3rd request - ok for delivery	2	7
<b>Other</b>	<b>17</b>	<b>79</b>
1st request - ok for delivery	16	73
3rd request - ok for delivery	1	6
	<b>1004</b>	<b>4292</b>







# REGIONAL CDEM-MĀORI FRAMEWORK

**TE TUATAHI: ARTICLE ONE**

**Kawanatanga | Governance**

- Obligation to protect Māori interests
- Representation & Kaitiakitanga
  - Structural Mechanisms
  - Decision making involvement

**TE TUARUA: ARTICLE TWO**

**Tino Rangatiratanga | Self-Determination**

- Māori exercising authority over their affairs
- Engaged, involved
  - Capacity & Capability building
  - Design & Implementation

**TE TUATORU: ARTICLE THREE**

**Oritetanga | Equity**

- Protection and Rights
- Equitable outcomes
  - Tikanga & Kawa
  - Mana enhancement & Due regard

**Pouaarahi** at the local level are mandated by Iwi and provide tikanga and kawa direction to the Controller. They hold local and regional networks, relationships, knowledge, tikanga, kawa. At the regional level, the Pouaarahi also provides tikanga, kawa and cultural steering to the Group Controller. At the regional level and in alignment with the broad scope of the Group Controller, the Pou Arahi is not Iwi specific, but applies across all iwi, hapū, marae and Māori organisations within the region.

**Iwi Liaison** are employed within local government and agencies who within their role, are charged with ensuring local Iwi, marae, hapū Māta Waka and Māori organisation relationships are nurtured and maintained.

	<b>MAHI TAHI</b> Working together as one	<b>MANAAKITANGA</b> Exercising Care	<b>KOTAHITANGA</b> Unified for the safety and wellbeing of our communities	<b>AROHA</b> Exercising compassion, always
<b>WELFARE</b>	Connected in with Māori Welfare responders across the spectrum	Consider and respond to the complexity and evolving needs of Māori	Knowledge of Māori community landscapes is sought to ensure coordinated, timely, delivery to the needs of Māori	Cultural sensitivity towards Māori welfare circumstances is acknowledged and addressed accordingly
<b>OPERATIONS HEALTH &amp; SAFETY</b>	Volunteers, where incident will impact Māori, are knowledgeable, networked, and responsive.	Tikanga and Kawa role within Health and Safety	Cultural practices observed at every appropriate opportunity	Māori stakeholders integrated within the CDEM space
<b>PLANNING</b>	Ensure all planning activities are informed from an informed Māori lens	Outputs & forecasting, resource requirements and risk assessments equitably prioritise Māori	Inclusion throughout all phases of planning	Monitoring of vulnerable and priority groups is ongoing
<b>INTELLIGENCE</b>	Appropriate cultural intelligence fed into public monitoring/picturing where creation of emergency escalation may occur	Information is collected and shared by informed processes that is guided by this framework Safety of information shared from Māori	Māori participate and inform review and audit processes	Networks & contacts relative to Māori Stakeholders are updated Māori sources of information are identified and updated
<b>LOGISTICS</b>	Māori representation within personnel relevant to the local, regional population	Māori venues as Coordination and operations centers relevant to incident	Maintain connectivity to Māori Coordination and Pouaarahi	Cultural consideration and understanding be exercised within financial reimbursement process
<b>PUBLIC INFORMATION MANAGEMENT</b>	Inform and include relevant Māori partners and stakeholder communications equivalents	Messaging is framed for Māoriaudiences, by Māori, via Māori mediums, reaching Māori and in Māori	Tikanga & Kawa advice and guidance sought	Te Reo Māori is maximised and prioritised



The following item is no longer current:

**Direction of the Director and National Controller Civil Defence Emergency Management – Direction to CDEM Groups and Group Controllers for the duration of the COVID-19 response and recovery**

The Directions issued by the Director Civil Defence Emergency Management and National Controller under the State of National Emergency ceased to have effect at the time the State of National Emergency lapsed.

The Director Civil Defence Emergency Management and National Recovery Manager has issued a new Requirement under sections 9(2)(ba), and 94N of the Civil Defence Emergency Management Act 2002, and clause 29 and Part 9 of the National Civil Defence Emergency Management Plan:

*Requirements of the Director Civil Defence Emergency Management (CDEM) and National Recovery Manager for CDEM Groups, Group Controllers and Group Recovery Managers for the duration of the COVID-19 national transition period*





**National Emergency  
Management Agency**  
Te Rākau Whakamarumarū

**Direction of the Director and National Controller Civil Defence Emergency  
Management – Direction to CDEM Groups and Group Controllers for the  
duration of the COVID-19 response and recovery**

**Civil Defence Emergency Management Act 2002 and National Civil Defence  
Emergency Management Plan Order 2015**

On the 25 March 2020, the Minister of Civil Defence declared a state of national emergency under Section 66 of the Civil Defence Emergency Management Act.

This allows the use of powers by the Director and National Controller in accordance with sections 9 and Part 5 of the Civil Defence Emergency Management Act 2002 (CDEM Act), and the National Civil Defence Emergency Management Plan Order 2015, for the purposes of managing the COVID-19 emergency and preventing its exacerbation.

**Activation of CDEM Arrangements**

Under sections 9 and 85(2) of the Civil Defence Emergency Management Act 2002 and clause 29 of the National Civil Defence Emergency Management Plan Order 2015 (National CDEM Plan), I, Sarah Stuart-Black, Director and National Controller Civil Defence Emergency Management, direct:

- A. All CDEM Groups to activate their CDEM arrangements in support of the response to COVID-19, in particular:
  1. Establish multi-agency Emergency Coordination Centres (ECCs) staffed on a 7 day a week basis planned for the next three months, subject to review
  2. Utilise non-essential council staff to develop a full Coordinated Incident Management System (CIMS) based staffing roster
  3. Establish liaison directly with all District Health Boards (DHBs) either in the DHB or DHB staff in the ECC
  4. Establish a coordination structure with the DHB Coordinator, Medical Officer of Health and the Group Controller
  5. Provide reporting as required to the CDEM and Welfare work streams within the National Crisis Management Centre (NCMC).
  
- B. All Group Controllers to support DHBs and Primary Health Units (PHUs) in managing the pandemic in the community. Specifically, in accordance with the roles and responsibilities detailed in the New Zealand Influenza Pandemic Plan, every Group Controller to:
  1. Work with the local health coordinator and local medical officer of health to coordinate and direct community and civil defence responses, resources and functions under CDEM plans, including by:
    - a. Providing or arranging the provision of suitably trained and competent personnel (including volunteers) and an organisational structure for CDEM Group in its area
    - b. Providing, arranging the provision of, or making available materials, services, information and any other resources necessary to support the health-led response to pandemic
    - c. Responding to and managing the non-health CDEM adverse effects of pandemic in your area, and

- d. Reporting to the CDEM and Welfare work streams within the NCMC on the coordination of CDEM welfare, infrastructure and lifeline utility aspects of the pandemic.

I am of the opinion that these actions are necessary to limit the extent of the emergency.

**Welfare**

Under sections 9 and 85(2) of the Civil Defence Emergency Management Act 2002, clauses 72(3) of the National CDEM Plan, and in accordance with the provisions of the New Zealand Influenza Pandemic Plan, I, Sarah Stuart-Black, Director and National Controller Civil Defence Emergency Management, also direct all CDEM Groups to:

- A. Plan and coordinate the provision of household goods and services and other essential items to people who have been displaced or who are sheltering in place.

Household goods and services include food, water, clothing, bedding, and other items or services necessary for warmth, cleaning, preparing food, or general health and hygiene (*Guide to the National CDEM Plan*, section 14.11, definition of basic goods and services).

In particular, and in order to ensure people are able to access the support provided by CDEM Groups, I direct all CDEM Groups to:

- B. Establish a phone number that people can call if they urgently need assistance with access to essential household goods and services due to their self-isolation for COVID-19.

The phone line needs to be suitably resourced with people who are trained to do welfare needs assessments, and supported by a timely process to meet affected people's needs.

The expected hours of operation are 0700-1900 hours.

I require every CDEM Group to have this facility operational by 0700 hours Tuesday 31 March 2020.

I am of the opinion that these actions are necessary to limit the extent of the emergency.

**Obligation to follow direction**

I also remind all CDEM Local Controllers that under section 27(2) of the CDEM Act 2002, they are required to follow the direction provided by Group Controllers. This includes following any direction provided on the coordination structure at a regional and local level where required.

Any person who intentionally fails to comply with any direction given under the National CDEM Plan commits an offence under section 95 of the CDEM Act 2002.

This Direction takes effect from 29 March 2020 and remains in force until further notice.

Dated 29 March 2020.



Sarah Stuart-Black

Director Civil Defence Emergency Management  
National Controller Civil Defence Emergency Management