

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 7 September 2021
Wā | Time: 10.00am
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

Ngā Mema | Membership

Mayor Ash Tanner, JP

Deputy Mayor Neil Goodger

Ngāti Hauā

Mema Tūturu | Principal Member

Mrs Te Ao Marama Maaka (Chair)

Mema Tautoko | Alternate Member

Ms Rangitionga Kaukau

Ngāti Hinerangi

Mr Tony Harrison

Ms Hinerangi Vaimoso

Ngāti Maru

Mrs Kathy Ngamane

Mr Wati Ngamane

Ngāti Rāhiri-Tumutumu

Mrs Jill Taylor

Mr Daniel Braid

Ngāti Paoa

Mr Gary Thompson

Mrs Glenice Puke

Ngāti Whanaunga

Mr Michael Baker

Mr Gavin Anderson

Raukawa

Ngāti Tamaterā

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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 Pānui i Ngā Take Ohore Anō | Notification of Urgent/Additional Business

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

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

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public -
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

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

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

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (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

Te Aroha Spa / Hot Pool Project Budget & Governance Terms of Reference

CM No.: 2484701

Rāpopotonga Matua | Executive Summary

Due to its significance, this project was brought into the 2021 Long Term Plan (LTP) process. From this process there was clear support from the community to see this project progressed and on a scale aligned to the Business Case document that was developed in 2019 from the PGF funded process. Within this LTP process, a place holder operational project budget was developed. Taking the LTP feedback into account, Council formed the view that the project should proceed in a staged manner.

A key step in the project's early stages was that a Project Governance Group (PGG) be formed and this came together in April 2021. The PGG is responsible for the strategic direction and oversight of the project. A terms of reference has been developed to set out the PGG role and responsibilities. Jill Taylor, a Forum member is a member of the PGG.

In May, PGG members along with the Project Manager and various Council executives had a strategic planning session. Outputs from this session helped guide the development of a detailed project plan. The Project Manager has subsequently developed a detailed project plan with this now building upon the original foundation project plan where a number of key, initiating steps guided the early stages of the project, including the formation of project governance and management. The draft project plan is attached.

The detailed project plan has been reviewed by and discussed at a PGG meeting in July and will be used to guide project actions and progress. The detailed project plan has enabled the Project Manager to develop an operational project budget for FY 2021/22. The budget contains items that could be capitalised in due course, as well as operational expenses that support the project's progress. The total project budget for FY 2021/22 is forecast to be \$1,040m (rounded) including contingencies. It is intended that the Spa Development should be self-funding overtime. In order to ring-fence these costs staff have recommended that Council have decided to create new reserve fund for the Spa development project.

Tūtohunga | Recommendation

That:

1. The information be received

Horopaki | Background

Following the work completed under the PGF process in 2019, including the Feasibility Study, Business Case and Post Covid-19 Addendum, MPDC wishes to pursue a project that contemplates bringing to life a leading day spa, hot pool and beauty therapy business situated within the Te Aroha Domain, to replace the existing business's facility. The existing spa and hot pool business is successful when measured by client demand and financial metrics but the spa/beauty therapy facility has insufficient capacity to meet annual client demand with only 1 treatment room. The existing facility is also relatively old with outdated furnishings, decoration and environment.

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

Ngā Take | Issues / Kōrerorero | Discussion

The project is now at a stage where there is established project governance and management groups for, respectively, strategic oversight and project delivery. Early stage preliminary work has supported the strategic rationale for this project. The project plan separates the project into 3 phases with a logical sequencing of activities and the provision of 'stage gates' to manage risk and provide time to consult on and consider outcomes from key milestones. Clearly this is important so that the opportunity for waste is minimised.

The project is operating in phase one at present which primarily addresses key preliminary activities. This phase requires budget to be able to accomplish the various milestones and activities. Activities will have oversight from the PGG and where appropriate, procurement of any services will be subject to Council policies. The MPDC Chief Executive will authorise expenditure that is approved by the PGG.

Mōrearea | Risk

A project of this nature has many risk areas to be managed. Within budget, the greatest risk areas are around estimated forecast expenditure going in being too light for any given activity, and unforeseen expenditure arising through the period. To attenuate these risks, it is considered that a prudent approach is the provision of appropriate contingency levels for certain items. Some items have had the benefit of external expertise providing high level assessment to land on a budget figure.

Good financial and procurement management is also critical to managing budget risks. An appropriate financial reporting system will be implemented during August and procurement of any services will be managed in line with Council policies and procedures. Approvals and authorisations for expenditure are layered with Council executives providing the final authorisation. The Project Manager is in frequent contact with Council executives so that appropriate levels of communication are ongoing.

Ngā Whiringa | Options

The Project Manager considers that there are no appropriate options for consideration. The correct and prudent approach is to create a budget.

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

So that any procurement carried out within the budget period is done in a compliant fashion, this function must follow Council's procurement policy. The final authorisation of any expenditure, other than minor, will sit with the Council Chief Executive noting also that the MPDC Mayor is part of the Project Governance Group.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The project is well formed at this stage with a number of key milestones upon us.

Ngā take ā-lhinga | Consent issues

There are no consent issues directly relating to the creation or approval of the budget.

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: The project contributes to all outcome themes.

Community Outcome: If successful, outcomes for the community from this project would be multi layered and stem from the themes above where the envisaged day spa and hot pool development will stimulate economic growth within Te Aroha, particularly from inbound tourism. As an anchor catalyst project, the envisaged new day spa and hot pool business would stimulate additional economic activity through a ripple effect from new commercial tourist experiences, and services such as accommodation and retail. In addition, part of the vision is for an enhanced overall experience for users of the Te Aroha Domain for recreation and leisure, where the rich history and cultural aspects could be part of this enhancement.

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

The budget forecasted for FY2021/22 is \$1040m (rounded). The bulk of this budget is operational expenses that support the initial process to determine the viability of the project and ultimately to determine if the project will go ahead.

Ngā Tāpiritanga | Attachments

- A [↓](#). Operating budget summary 2021/22
- B [↓](#). Draft Project Plan
- C [↓](#). Project Governance Group Terms of Reference

Ngā waitohu | Signatories

Author(s)	Graham Shortland	
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	Project Manager - Te Aroha Spa Development	
Approved by	Niall Baker Policy and Legal Team Leader	
	Don McLeod Chief Executive Officer	

Te Aroha Spa/Hot Pool Project
Operating Budget Forecast, FY 2021/22

Item/activity	Estimated cost \$ excl gst
Geotechnical study of ground on the Domain	110,000
Geothermal water availability	160,000
Study tour	45,830
Options assessment - professional fees	40,000
Creation of a design brief - professional fees	50,000
Cultural impact assessment (balance of budget in FY 22/23)	20,000
Resource consent scoping (balance of budget in FY22/23)	25,000
Stakeholder engagement	50,000
Incidental resources and tools	30,000
Safety and wellbeing - professional fees	10,000
Risk management - professional fees	10,000
Contingency for unforeseen expenditure FY 2021/22	100,000
General contingency @ 10% on certain items above	45,500
PGG general business operating costs	101,900
Project Manager	240,000
Total	1,038,230

Draft
Te Aroha Spa and Hot Pool Project Plan

Description	Tasks/steps	Task lead; support People	When/ milestones	Resources and budget	Expected outcome(s)
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PHASE ONE					
Iwi to define their expectations and aspirations so that their bottom line imperatives are understood by the PGG.	Iwi representatives Jill and Norm to write this up.	Norm and Jill	July 31st 2021	\$2,000 time cost	Expectations and aspirations document to be produced for review by PGG and PM
How might this project interconnect with other Iwi?	Iwi representatives Jill and Norm to do a write up on how this would be accomplished.	Norm and Jill	July 31st 2021	\$1,000 time cost	Iwi interconnections document to be prepared for review by PGG and PM
The 'shape' of the new entity needs to be defined as this will guide facility design	PGG to document how the business and facility will look and feel.	PGG Co-chairs	End of August 2021	\$4,000 time cost.	The 'shape' document completed and circulated

<p>brief and consultation.</p> <p>(use workshop outputs). Key considerations: How to make the new facility accessible; customer experience; how to future proof; define what 'top end' looks like; how to incorporate whakapapa design principles; spirituality, learning & people, Vision Statement.</p>					
<p>Acquire/develop the necessary project management tool(s) e.g Gantt chart, etc.</p>	<p>PM to identify appropriate tools and where necessary, acquire any electronic packages.</p>	<p>GS</p>	<p>By end July 2021</p>	<p>Acquisition of appropriate tools. \$500</p>	<p>Tools acquired/developed</p>
<p>Project financial management.</p>	<p>MPDC staff to create an appropriate financial and management reporting system and protocols.</p>	<p>GS with MPDC staff</p>	<p>GS with MPDC staff</p>	<p>MPDC financial systems</p>	<p>Report to PGG on the system and architecture.</p>

The safety and wellbeing of people directly involved with the project needs to be managed.	A safety and wellbeing management plan to be developed.	GS with MPDC staff	By end December 2021	External resource to create the master plan. \$10,000	Safety and wellbeing plan documented and circulated.
A risk register will be a key management tool.	Risk register to be created together with a risk management framework.	GS with MPDC staff	By end September 2021	Risk management software \$1,000	Report to PGG on register and framework.
Ownership and the rights over the Domain land need to be clearly understood and agreed.	MPDC and Iwi to document their combined understanding.	Niall @ MPDC	July 31 st 2021	\$1,000 time cost	MPDC and Iwi understanding is documented and circulated
Study tour of other leading sector facilities to help shape thinking around any future entity.	Identify target entities and arrange visits.	GS	1. July 31 st 2021 for visits; 2. Document visit takeouts by mid August	\$45,000	Visits completed and key takeouts documented and circulated by the PM
A greater supply of Geothermal water will be required for a larger scale facility.	Appropriate external party/s engaged to assess the supply/availability options and as necessary, investigate	GS with MPDC staff	End September 2021	Specialist geothermal consultant and investigator. \$160,000	Investigations completed and findings documented

	<p>geothermal ground water availability.</p> <p>Stage gate: If geothermal water availability is not viable then project needs to be reconsidered in light of information from this investigation.</p>				
<p>Anecdotal evidence suggests that land within the domain may have stability issues.</p>	<p>Appropriate external party/s engaged to do geotechnical study on appropriate domain land parcels.</p> <p>Stage gate: If the land cannot be built upon at an economical level then the project will need to be reconsidered in light of information from this study.</p>	<p>GS with MPDC staff</p>	<p>End October 2021</p>	<p>Specialist geotechnical consultants.</p> <p>\$110,000</p>	<p>Investigations completed and findings documented.</p>
<p>Is likely that a new or modified resource consent will be required for geothermal water.</p>	<p>Engage with Regional Council staff to discuss this to inform any future resource consent application.</p>	<p>GS with MPDC staff; BH to facilitate</p>	<p>By end July 2021</p>		<p>Key takeouts from discussions with WRC staff to be documented by the PM and reported to PGG and MPDC.</p>

		via WRC CEO.			
For any new entity to be successful, people and capability will be key. A pipeline will need to be developed including the possibility of recruiting staff who have been trained overseas. The mix will require a combination of experienced and less experienced people.	<ol style="list-style-type: none"> 1. scope out the likely roles and number of staff required 2. engage with appropriate training and education entities and profile what qualifications are being offered 3. create a strategy for recruitment 4. engage with specialist recruitment agencies 	GS	Complete steps 1 and 2 by end November 2021; complete steps 3 and 4 by end March 2022		Report to PGG as each step is completed
Stakeholder engagement and consultation will be critical to the project's success.	Consultation plan to be produced.	GS with MPDC staff	By end October 2021		Consultation plan documented and circulated.
Communication with the District, TA community and stakeholders will be important to the project's success.	Develop a comms strategy.	GS with MPDC staff	By mid August 2021		Communication strategy documented and circulated.

<p>Note: the MPDC comms team are very attuned to the project and have been producing communication pieces and updates periodically.</p>					
<p>As this is intended to be a catalyst project, define how a broader Te Aroha destination strategy/proposition (tourism) comes alongside this project.</p>	<p>Engage with stakeholders such as Iwi, TABA, Waikato Tourism and frame up needs, opportunities and what a destination strategy would look like. NOTE: how or if such a strategy is delivered is a decision for MPDC as it currently sits outside the direct spa/hot pool project brief.</p>	<p>GS</p>	<p>By end February 2021</p>	<p>Appropriate specialist tourism/destination strategy consultant to assist with strategy scope \$10,000</p>	<p>Report/document engagement and framework outputs to PGG.</p>
<p>From defining the 'shape' of any new entity a range of options will emerge in terms of facility scale, services and location.</p>	<ol style="list-style-type: none"> 1. Define land envelope options 2. Facility design and business scale options to be documented and following agreement from the PGG these 	<p>GS</p>	<p>Complete step 1 by end July 2021; Complete step 2 by end of December 2021</p>	<p>Consultants for feasibility and financial analysis. \$40,000</p>	<p>Options assessment work undertaken and report produced.</p>

	options are to be further investigated.				
Review of the design and location options.	PGG and PM to review outputs from the options assessment and agree on which option(s) to take forward.	GS	By end February 2022		Desired design and location option is agreed by MPDC based on recommendation from PGG.
A design brief will be required and this will be based on outputs from the options assessment	Create a design brief.	GS	By mid April 2022	Architect and appropriate related professionals \$10,000	The design brief has been created and agreed by MPDC following recommendation from PGG.
PHASE TWO					
Conceptual designs will be required so that stakeholders can be consulted and construction estimates can be defined. This will feed into any proposals and the investment case.	Engage architects and other professional services to produce concept designs.	GS	June 2022	Architect and design professionals. \$60,000	Costed concept design(s) produced.
Consultation with stakeholders	Implement the consultation strategy.	GS with MPDC staff	September 2022 to November 2022		Consultation will be an ongoing process with closure coming when feedback has been considered

					and a final design, etc decided upon.
A business proposal (investment case) is required to support any investment in a new entity. This will then form the basis for a recommendation to MPDC and, if appropriate, taking to potential external investors.	An investment case to be developed. Stage gate: if investment case is weak or appetite for investment is negative then the project will need to be reconsidered in light of this information	GS	By end March 2023	Professional services/corporate finance professionals. \$50,000	Investment case document created and circulated.
The investment case, on assumption that there's the potential for a viable business, needs to be approved by MPDC. Any approval by MPDC is likely to follow further consultation with stakeholders.	Submit the investment case to MPDC for assessment and approval on recommendation by the PGG.	PGG	In May 2023		MPDC approve project to proceed.
With a viable investment case in hand, MPDC will need to secure	Secure funding for the project. This part of the process could become truncated should the	MPDC	June 2023 if just MPDC		Funding secured.

<p>funding. There is the potential also to bring in an external investor(s).</p>	<p>project do the rounds with interested private investors.</p>				
PHASE THREE					
<p>To support a successful business start up and ongoing, a business plan is a vital tool to execute against.</p>	<p>Prepare a business plan for the entity.</p>	GS	By end September 2023	Professional services. \$15,000	Comprehensive business plan is documented and circulated for approval by PGG.
<p>Detailed designs will be required so that consents can be prepared and submitted, and tendering for construction can proceed.</p>	<ul style="list-style-type: none"> o Prepare design tender documents and provide these to appropriate interested professionals o Let the tender for design work 	GS with MPDC staff	By end August 2023	Architects \$200,000	Detailed designs and all associated project documentation is prepared to enable consent applications and construction tendering.
<p>Resource, building and other statutory consents are required for any construction to begin</p>	<ul style="list-style-type: none"> o Submit the appropriate consents for approval (this is likely to be done by the designers/architects) 	GS	In December 2023	Architects \$100,000	Appropriate consents are provided.
<p>Once detailed designs have been created, MPDC to reconfirm approval to proceed following</p>	<p>Consult with MPDC and confirm with final sign off.</p>	PGG	December 2023		MPDC confirm final sign off.

recommendation by PGG.					
For any construction to proceed, a competitive tendering process is required.	Comprehensive tender document to be prepared and sent out to interested parties.	PM	December 2023	Architects \$50,000	Tender document prepared and provided to interested parties.
Receive tender documents back for assessment.	Assess responses to tendering process to determine which contractor(s) should be awarded the construction contract.	PM	March 2024	Architects \$10,000	Construction and related contract documentation prepared and signed.
Construction works to commence.			June 2024		
New facility opens			June 2025		

1.1 Project Governance Group Terms of Reference

Role and Responsibilities

The Project Governance Group's role and responsibilities are to:

- Monitor the project's progress against plan
- Maintain strategic oversight for delivery of the project
- Monitor the project's budget and timeline
- Ensure a strong integrated approach between Governance and Management
- Ensure statutory legal and fiduciary duties are discharged in line with Council and Local Authority rules, policies and requirements
- Maintain oversight of the project's safety and wellbeing plans
- Approve any media communications plans
- Approve any procurement contracts brought by the PMG
- Review any business or other supporting plans for the project and make recommendation to the MPDC Councillors
- Recommend any appropriate budget, scope or timing variances to the MPDC Councillors for approval
- Review periodic reports from the Project Manager and provide appropriate guidance to the PM around any material risks or issues arising
- Maintain an informed position on the broader operating environment and provide advice to the Mayor and Councillors on any appropriate changes to the project in response to changes in the operating environment
- Maintain an awareness on key stakeholder engagement and any issues arising and bring any urgent issues to the attention of the Mayor and Councillors

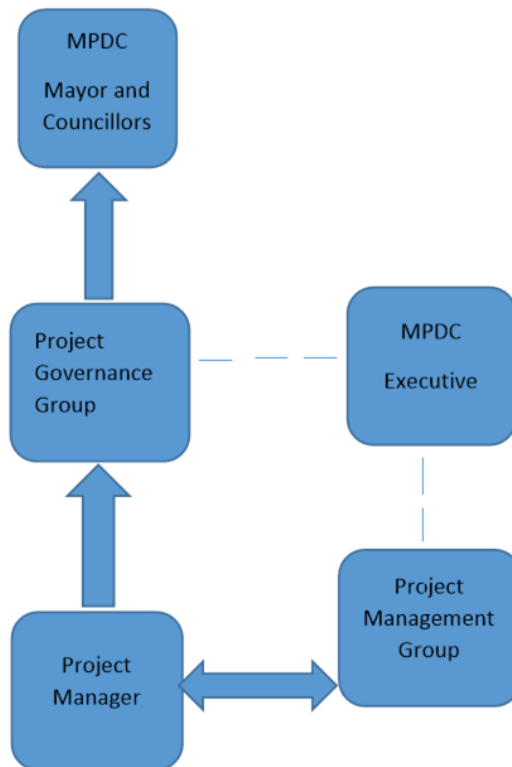
Authority

The PGG acts with delegated authority from the Mayor and Councillors to:

- Discharge decision making and actions consistent with its Role and Responsibilities
- Approve or initiate expenditure in line with Council approved budgets with authorisation for any expenditure, other than minor, coming from the Council Chief Executive prior to any commitments being made

1.2 Governance and Management Structure

In line with its Role and Responsibilities, the governance group is responsible for overseeing the project's progress and its strategic direction. This is a distinctly different role to that of management which is one of project plan delivery. Day to day management of the project is led by the Project Manager supported by the Project Management Group.



Māori Ward and Representation Review

CM No.: 2490292

Rāpopotonga Matua | Executive Summary

Following Council's decision on 28 April 2021 to establish Māori Wards Council was legislatively required to undertake a representation review. This decides how many elected members there are and what communities they represent across the district. Council currently has one Mayor (who is elected by the whole district) and 11 Councillors - four representing the Matamata Ward, four representing the Morrinsville Ward and three representing the Te Aroha Ward. Council does not have any community boards.

Council has put out an 'initial proposal' for public consultation, which proposes the Council has one Mayor and 12 Councillors (Four Matamata, Four Morrinsville and Three Te Aroha and One Māori) for the 2022 and 2025 elections. A copy of the public notice setting out the proposal is attached.

Submissions on this initial proposal opened on 20 July and closed on 22 August 2021. Staff will provide a verbal update on submissions received at the Forum meeting. A hearing is scheduled for 15 September 2021, where elected members will consider the submissions received and decide on a final proposal. Following this there will be a period for appeals and objections, and the issue may be referred to the Local Government Commission.

Te Manawhenua Forum advice is sought on an appropriate name for the new Māori Ward alongside insights on how to successfully encourage Māori engagement in electoral matters moving forward.

Tūtohunga | Recommendation

That:

1. **The information be received.**
2. **The Forum recommend Council adopt _____ as the name for the Māori Ward.**

Horopaki | Background

In February 2021 Local Government Minister, Hon. Nanaia Mahuta announced a law change to:

- repeal the provisions in the Act that relate to polls on the establishment of Māori Wards and constituencies;
- prohibit binding council-initiated polls on whether to establish Māori constituencies (while retaining the right for councils to initiate non-binding polls to gauge public sentiment), and;
- Establish a transition period ending on 21 May 2021 during which any local authority may, regardless of any previous decisions or previous poll outcomes, resolve to establish Māori constituencies for the 2022 local elections.

The decision to establish Māori ward(s) remains in force for six years (two election cycles), and then continues in effect until a further resolution takes effect.

When the legislation was introduced it was announced that there would be a second stage of changes to further align the process for establishing Māori wards with the process for establishing general wards. Further information is available at: <https://www.dia.govt.nz/Māori-wards>

Te Manawhenua Forum recommendation

At the Forum meeting 2 March 2021, the Forum passed the following Resolution:

That:

1. *The information be received.*
2. *The Forum recommend that Council establish a Māori Ward/s for the 2022 triennial election.*
3. *The Council supports the continuation of the Forum regardless of the decision of the Māori Ward.*

Forum members also presented to Council directly at a workshop on 21 April 2021.

Following this, Council decided at their 28 April 2021 extraordinary Council meeting to establish one or more Māori Wards.

Number of Māori Ward members

The number of Māori members to be elected to Council depends on a mathematical formula based on the Māori and general electoral populations of the district, related to the total number of councillors.

The Act is prescriptive in that Councillor make-up is based purely on population; there is no room in the legislation for providing ward representation for Māori that reflects the reality of the number of individual iwi in the district.

Māori wards and constituencies are subject to the same population ratio rules as general wards and constituencies. This ensures that all representation at the council is fair.

This formula is set out in the Act. For Matamata-Piako District, the effect of applying this formula is:

Number of Māori Ward Councillors	1	2
Total Number of Councillors	6-13	14-30

Note: Under the Act, Councils can have between 6 and 30 Councillors.

For Matamata-Piako District, the likely scenarios for a Māori ward system would be:

- a) One ward comprising electors on the Māori roll covering the whole of the district, electing one or two Councillors. Whether one or two Councillors are elected depends on the total number of Councillors, as shown in the table above, or
- b) Two wards comprising electors on the Māori roll covering different parts of the district, each Māori ward electing one Councillor each or a single Ward electing both Councillors. This option would only be possible if the Council is to comprise 14 or more Councillors in total.

How will Māori Wards work?

- Voters on the Māori electoral roll would vote for a candidate contesting a Māori ward (and not candidates in other wards e.g. Matamata, Morrinsville, Te Aroha)
- Voters on the general electoral roll would continue to vote for candidates contesting general wards (e.g. Matamata, Morrinsville, Te Aroha)
- All voters could vote for the mayor

- Māori ward candidates would not need to be on the Māori electoral roll and do not have to be of Māori descent, but must be nominated by two people on the Māori roll in the relevant Māori ward area.
- A Māori ward Councillor, like every other Councillor, would have one vote around the Council table.

Representation Review – overview

The establishment of a Māori Ward for the 2022 elections triggers a representation review process which is currently being undertaken.

Councils must provide for “effective representation of community’s interest’ and “fair representation of electors” There are three key factors to consider:

- Communities of interest
- Effective representation of communities of interest
- Fair representation of electors (each Councillor representing a similar number of people)

A representation review involves determining the basis of election i.e.

- Number of Councillors
- Establishment of Community Boards
- Members being elected at large
- Members being elected from wards (if any)
- The number of wards (If any)
- Ward boundaries & names (if any)
- The number of elected members (at large or ward)
- Some councillors elected by wards and some at large

In summary the process to be followed is:

- Council is required by law to determine its ‘initial representation proposal’ for public consultation by 31 August 2021.
- Once this is decided on, submissions are invited from the community on the proposal (which must be no later than 8 September 2021)
- Council considers all the submissions received and may amend its initial proposal.
- Council will give public notice of its “final” proposal for an appeal and objections period (which must close no later than 20 December 2021). If no appeals or objections are made then Council’s proposal becomes final.
- If necessary, Council forwards appeals, objections and other relevant information to the Local Government Commission and they make a determination by 11 April 2022.

The decision to establish Māori wards is not open for submissions and it is not reversible through the representation review process (as that decision has been made).

Each Councillor must represent a similar number of people within each Ward. The current representation structure does not comply with this requirement, with Matamata and Te Aroha Wards falling outside the allowable range.

If the current representation structure is maintained with the addition of a Māori Ward, it will require referral to the Local Government Commission for a formal determination. The Commission may decide to uphold the Council decision or change it. The Commission cannot change the decision on Māori Ward/s itself but can change the detailed arrangements such as the Māori Ward boundaries, Ward name etc.

Council's initial representation proposal

Council has put out an 'initial proposal' for public consultation, which proposes the Council has one Mayor and 12 Councillors (Four Matamata, Four Morrinsville and Three Te Aroha and One Māori) for the 2022 and 2025 elections. A copy of the public notice setting out the proposal is attached.

Submissions opened on 20 July and closed on 22 August 2021. Staff will provide a verbal update on submissions received at the Forum meeting.

A hearing is scheduled for 15 September 2021, where elected members will consider the submissions received and decide on a final proposal.

Māori Ward naming

When the Māori Ward was decided on by Council, it was also decided that advice for an appropriate name for the Māori Ward(s) be sought from Te Mana Whenua Forum.

Some examples relevant to the Matamata-Piako District are:

- Parliamentary electorate:
 - Hauraki-Waikato electorate used as the Māori electorate
 - Waikato used as the general electorate

- Waikato Regional Council have two Māori constituencies:
 - Ngā Hau e Wha Māori Constituency, comprising Hamilton City and Waikato District.
 - Ngā Tae ki Uta Māori Constituency, comprising Thames-Coromandel District, Hauraki District, Matamata-Piako District, Waipa District, Ōtorohanga District, Waitomo District, South Waikato District, and the parts of Taupō District and Rotorua District within the Waikato region.
 - Waihou general constituency, which covers the Matamata-Piako District.

- Bay of Plenty Regional Council have three Māori constituencies:
 - Mauao
 - Ōkurei
 - Kōhi

Wairoa is the only territorial authority with a Māori Ward at present. They have a General Ward and Māori Ward.

A recommendation for a suitable Ward name is sought. Currently the ward is simply called the 'Māori Ward' and this could become the final name. An appropriate name that reflects the Matamata-Piako District and the Māori community who will be represented through this Ward Councillor may be prefer Aerodromeble.

Due to timing, a recommended Ward name that is supported by the Forum is sought at this meeting so that Council can confirm its final representation proposal at the hearing on 15 September 2021 (the final proposal will include the general/Māori ward names).

October 2022 election

Looking ahead to next year's triennial election, guidance from the Forum is sought on how the the election can be promoted among the Māori community and how Council could work with iwi groups around:

- Electoral enrolment – encouraging those who are eligible but not currently enrolled to get enrolled and to check / update their details (note: Electoral Commission runs an enrolment campaign);
- Encouraging/supporting candidates to stand in the Māori/General wards;
- Promoting voting (ordinary and special voting, options for location of ballot boxes etc.).

Electors have until 12 August 2022 to get on the roll, which is used to produce / deliver the voting documents. After this date, anyone who is entitled to vote and who is not enrolled as an elector, or whose details are incorrectly recorded on the roll, will have to cast a 'special vote'.

Feedback from the Forum is invited on ways Māori can be engaged in the electoral process to assist in planning for the election.

Māori electoral option

People of New Zealand Māori descent and who are enrolled to vote can choose which electoral roll they want to be on – the General roll or the Māori roll. Electors who said they were of New Zealand Māori descent when they enrolled to vote will get a Māori Electoral Option pack in the mail every 5 years — after every census. The period for changing rolls runs for 4 months. The last option was held in 2018.

For those already enrolled, the next opportunity to change rolls will be in 2024. Only Māori enrolling for the first time or re-enrolling after having previously been removed from the roll are able to choose to enrol on the Māori Roll in the interim. Which electoral roll to choose is a personal choice for those eligible to be on the Māori roll.

The number of, and boundaries for Māori and general electorates for Parliament is set using results from the Māori roll option and the census.

Central government is considering whether the timing and frequency of the Māori Electoral Option should be changed. They have been seeking feedback on this, which closed on the 6th August 2021.

MPDC provided feedback to the Māori electoral option aligning with the Taituarā submitted options. The feedback summarises the following:

The five-yearly option does not align with the three-year electoral cycle; noting that general and local elections have the same cycle and the option should, at a minimum align with this and be three yearly. Alternatively, people could be given the option to change rolls at more frequent intervals or be given flexibility to change at any time. There is variance across the sector and the feedback received is:

- (a) The three-year option is pragmatic, however, being enrolled appropriately is the goal.
- (b) The option runs for four months and annual is probably the minimum. There might need to be a cut-off date for a period in the year before local government elections when Māori wards are being determined.
- (c) An annual option would be better than allowing people to change at any time. An annual option would avoid pre-loading to influence any decision around Māori wards or representation reviews.
- (d) Placing a time restriction on changing rolls takes away the opportunity for Māori to vote for their people, people should be able to change rolls whenever they want.
- (e) The general roll option is continuous in reality and so should the Māori roll. The Electoral Commission needs to find a solution to allow this.

No news has been released on how the feedback will be used.

Electoral enrolments

Electoral roll enrolments are managed by the Electoral Commission. There is also a ratepayer roll (for those living out of the district but who own property in the district) which provides voting rights. The Ratepayer roll is managed by the Council and its Election Service provider.

The number of enrolments in the district will frequently change due to people moving in/out of the area, those turning 18 etc. The Enrolment statistics for the Matamata-Piako District as at 31 March 2021 from the Electoral Commission are as follows:

Wards	Electoral rolls	Enrolments
Morrinsville Ward	General Roll	8,482
	Māori Roll	672
Matamata Ward	General Roll	9,196
	Māori Roll	838
Te Aroha Ward	General Roll	5,546
	Māori Roll	371
Estimated eligible population		23,224 General roll 1,881 Māori roll

Ngā Tāpiritanga | Attachments

[A↓](#). Representation Review - Final advert, for newspapers (submissions open 20 July 2021)

Ngā waitohu | Signatories

Author(s)	Niall Baker Policy and Legal Team Leader	
	Tuatahi Nightingale-Pene Kaitakawaenga Māori	

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



Who represents you?



Following our recent decision to establish Māori Wards, Council is taking a fresh look at how many elected members there are and what communities they represent across the district.

What do we currently have?

We currently have one Mayor (who is elected by the whole district) and 11 Councillors - four representing the Matamata Ward, four representing the Morrinsville Ward and three representing the Te Aroha Ward. We do not have any community boards.

What are we proposing?

When we last did a representation review in 2018, you clearly told us that the communities of interest in our district are Morrinsville, Matamata and Te Aroha, small rural townships, rural, and Māori. We believe these communities of interest are likely to still be the same, and are proposing the following structure for Council. We think this structure ensures all of these communities of interest will be represented at the Council table.



Mayor

Voted in by: Everyone - on both General and Māori Electoral Rolls



Māori ward

Population: 4,130

Councillors: 1

People per Councillor: 4,130

Voted in by: People of Māori descent on the Māori Electoral Roll, from across the whole district



Morrinsville Ward

Population: 11,700

Councillors: 4

People per Councillor: 2,925

Voted in by: People who live in the Morrinsville Ward on the General Electoral Roll

Te Aroha Ward

Population: 7,660

Councillors: 3

People per Councillor: 2,553

Voted in by: People who live in the Te Aroha Ward on the General Electoral Roll

Does not comply with +/- 10% rule

Matamata Ward

Population: 12,800

Councillors: 4

People per Councillor: 3,200

Voted in by: People who live in the Matamata Ward on the General Electoral Roll

A few more details about this proposal:

1. This proposed structure is the same as our current Council, but with the addition of the Māori ward.
2. The decision to add a Māori Ward has already been confirmed and can't be changed as part of this representation review - however, the number of Māori ward councillors is part of this review (for example, if we increased the total number of councillors to 14, we could have two Māori councillors).
3. We are proposing that the ward boundaries remain the same - so everyone would continue to vote in the same ward area that they voted in the last election, except for those on the Māori Electoral Roll, who would vote for the Māori Ward councillor.
4. One of the legal requirements is ensuring each Councillor represents roughly the same number of people in the district (known as the +/- 10% rule). Our proposed structure means each Councillor should represent between **2,631 – 3,216** people. Matamata and Morrinsville Wards would be within this range, however, the Te Aroha Ward would be just outside this range (by 78 people per Councillor).
5. We would continue to have no community boards under this proposal
6. The addition of a Māori Ward councillor doesn't create extra salary costs. The total salary pool remains the same regardless of how many Councillors there are - it is just split between more or less people.



It doesn't comply with the rules - so why are we proposing this?

Despite Te Aroha not complying with the +/- 10% rule, we believe the proposed structure effectively represents our community. Councils can choose not to comply with the +/- 10% rule if they believe it would divide a community of interest. Based on the feedback the community told us last time, we think changing our wards or boundaries just to comply with this rule would separate people from their community of interest (e.g. they may work/shop/identify with Matamata or Morrinsville, but be required to vote for Te Aroha Councillors).

In addition to these criteria, we have also considered:

- In our 2017 community survey, 84% of respondents told us that the ward they live in reflects their community of interest and 80% of respondents told us they think the current representation system fairly reflects their community.
- We only just fall outside the allowable range for the number of people per Councillor in the Te Aroha Ward (by 78 people per Councillor or 234 people overall for the Te Aroha Ward).
- The creation of the Māori Ward helps balance out representation/means each Councillor represents a more similar number of people. Without it, the Matamata Ward also would not comply with the +/- 10% rule.
- Central Government are undertaking a review of Local Government. It is possible that this will result in changes to the number of Councils around New Zealand. We think it would be best to wait for the outcomes of this review before making any changes to how people in our district are represented.
- Our current representation arrangements have been in place for many years and are familiar to the community. We are proposing that the Māori Ward is in addition to the existing representatives (not replacing an existing Councillor)
- We are not proposing community boards (which a number of other councils have, in addition to Councillors).



Other options we considered:

We could change the ward boundaries. This would mean moving some people on the borders of Matamata or Morrinsville Wards into the Te Aroha Ward (for example, we could move Wardville/Walton from the Matamata ward into the Te Aroha ward). This would technically result in better representation, because each Councillor would be representing similar numbers of people (complying with the +/- 10% rule). However, moving the ward boundaries just to make the numbers stack up would likely move people out of their 'community of interest' - so we don't think it is a good idea.

We could make changes to the number of Councillors so that we comply with the +/- 10% rule. For example:

We could increase the number of Councillors in the Matamata, Morrinsville and Māori Wards. There are several possible scenarios that could work for this - for example:

- 5 Matamata, 4 Morrinsville, 3 Te Aroha, 1 Māori
- 5 Matamata, 5 Morrinsville, 3 Te Aroha, 1 Māori
- 5 Matamata, 5 Morrinsville, 3 Te Aroha, 2 Māori

Alternatively, we could reduce the total number of Councillors, for example, removing one from each ward (3 Matamata, 3 Morrinsville, 2 Te Aroha, 1 Māori).

Or we could remove the wards all together and elect all Councillors 'at large' (across the whole district), or have a mix of wards and at large Councillors.



We have an online calculator at mpdc.nz/representation where you can test different numbers/models to see whether or not they comply with the +/- 10% rule.

Changing the number of Councillors would mean we would comply with the rules. However, decreasing the number of Councillors could make decision making less robust and the community less represented (with less views represented around the table), and increasing the numbers would result in quite a large Council when compared to other Councils our size. We think the current/proposed model strikes a balance between these two.

It's worth noting that changes to the number of Councillors doesn't save money or add more costs to salaries. The total salary pool remains the same regardless of how many Councillors there are - it is just split between more or less people.



Where can I get more information?

This is a summary of what we are proposing - for more detailed information check out mpdc.nz/representation.



What do you think?

We want to hear whether you agree with our preferred proposal, or think one of the other options would be better. Let us know what you think at mpdc.nz/representation by 22 August.

Council will consider the feedback on this initial proposal, hold a public meeting (hearing) and then decide on a final proposal. People will then have the ability to raise an appeal (if they submitted on the initial proposal) or an objection on our final proposal (if the final proposal is different to this initial proposal). If Council confirm this non-compliant proposal as the final proposal or if there are objections/ appeals, we'll need to send this to the Local Government Commission, who will make the final decision. These changes will apply for the 2022 and 2025 Council elections.

Te Reo Māori Policy - Update

CM No.: 2433917

Rāpopotonga Matua | Executive Summary

Council adopted its Te reo Māori Policy in September 2019. Since then te reo has increasingly been used in Council's documents and online content.

Feedback is sought from the forum on policy implementation to date and process for seeking translations moving forward.

Tuatahi Nightingale-Pene is in attendance to provide an update.

Tūtohunga | Recommendation

That:

1. The report is received.
2. The forum provide feedback on a potential delegation of translation to te reo competent staff in certain circumstances

Horopaki | Background

Council adopted its Te reo Māori Policy in September 2019. Since then te reo has increasingly been used in Council's documents and online content.

The purpose of this Policy is to ensure consistency in when and how te reo Māori is used across all of council departments, both internally and externally. The Policy sets out how we plan to support and encourage the correct and appropriate use of te reo Māori in Council's key strategic documents and correspondence.

The following provides an overview of where and when Council has used te reo in its documents and publications;

- Annual Report 2019/20 and Annual Report Summary 2019/20
- Annual Plan 2020/21
- Consultation Document for the Long Term Plan 2021-31 and Long Term Plan 2021-31
- Road Naming Policy
- InfoCouncil reporting templates (Council and committees)
- Swearing In declaration of members 2019
- Libraries summer reading programmes 2019/20 and 2020/21
- Libraries Story Park initiative

Work is currently underway to also include te reo headings in the 2021 Parks and Open Spaces Strategy and the 2021 Waste Management and Minimisation Plan.

Ngā Take | Issues / Kōrerorero | Discussion

Translation requirements

The current Policy requires that we engage a certified translator to undertake all translations of official documents and websites. Dr Tom Roa of Univeristy of Waikato was instrumental in providing his advice and guidance on the development of the policy, and Dr Roa has been of great assistance in undertaking translations to date.

With the recent employment of a Kaitakawaenga Māori – Iwi liaison officer, Council now has internal capabilities in reo.

Forum feedback is sought with regards to the requirement for certified translations. It is suggested that (nominated) Council staff be authorised to provide translations for the purpose of certain publications, and that for official policy/strategy documents staff translations be peer-reviewed by a certified translator. An example of what this may look like is included below for consideration.

Non-verified translations used	Verified by certified translator
Social media posts	- Policies
Newspaper advertisements	- Bylaws
Online content	- Strategies
	- Long Term Plan / Annual Plan / Annual report

Mōrearea | Risk

There is a risk that staff only translations may not be accurate. This risk can be mitigated by nominating only staff with the required knowledge of te reo Māori.

Ngā Whiringa | Options

Forum members are invited to provide feedback on the Policy implementation to date, and on the specific issue of translations as discussed above.

It is suggested that a review of the policy is included in the Forum work programme for 2022.

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

There is no legal requirement for Council to have a te reo Māori Policy.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

There are no communications and timeframes associated with this report.

Ngā take ā-lhinga | Consent issues

There are no consent issues.

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:

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

The cost of translations, both external and in house, are funded by the relevant Activity operational budget.

Ngā Tāpiritanga | Attachments

[A↓](#). Ko te Kaupapahere Reo Māori / Māori Language Policy Adopted 11 Sept 2019

Ngā waitohu | Signatories

Author(s)	Ann-Jorun Hunter Senior Policy Advisor	
	Tuatahi Nightingale-Pene Kaitakawaenga Māori	

Approved by	Niall Baker Policy and Legal Team Leader	
	Erin Bates Strategic Partnerships and Governance Manager	
	Don McLeod Chief Executive Officer	

Ko te Kaupapahere Reo Māori

Māori language policy



Department(s):
Corporate Strategy (Iwi Liaison)

Ngā Wāhanga:
Te Rautaki ā-Rōpū (Ngā hononga ki
ngā Iwi)

Policy Type:
External Policy

Te Tūmomo Kaupapahere:
Mō Āwaho

Council Resolution Date:
11 September 2019

**Te Rā o te Whakataunga e te
Kaunihera:**
11 Mahuru 2019

Introduction

Te Ture mō Te Reo Māori 2016/Māori Language Act 2016 reaffirms the status of te reo Māori as an official language of Aotearoa/New Zealand. Matamata-Piako District Council acknowledges the importance and significance of te reo Māori as a taonga (treasure) protected under the Te Tiriti o Waitangi/Treaty of Waitangi.

The purpose of this Policy is to ensure consistency in when and how te reo Māori is used across all of council departments, both internally and externally. The Policy sets out how we plan to support and encourage the correct and appropriate use of te reo Māori in Council's key strategic documents and correspondence.

The Policy is supported by Te Reo Māori Policy Guidelines (*currently under development*) which includes a list of appropriate place names and use of macrons for the purpose of Council.

Kupu Whakataki

Nā Te Ture mō Te Reo Māori 2016 te whakaatu i te mana o te reo Māori hei reo matua o Aotearoa. Kei te tautoko te Kaunihera ā-Rohe o Matamata-Piako i taua nui whakaharahara o te reo Māori hei taonga e manaakitia ana i raro i te Tiriti o Waitangi.

Ko te pūtake o tēnei kaupapahere he whakaū i ngā wā me ngā whakamahinga o te reo Māori huri noa o ngā tari kaunihera, mō ā-roto, mō ā-waho ngātahi. He whakaritenga nā te kaupapahere nei i tā mātou rautaki e manaakitia ai, e poipoia ai te tika me te pono o te reo Māori ki roto o ngā matua rautakinga a te Kaunihera, ki ōna pepamana, ki ōna tuhituhinga.

E tautokona ana te Kaupapahere e Ngā Aratohu o te Kaupapahere Reo Māori (*kei te whakaritehia ināia tonu nei*) tae atu ana ki tētahi rārangi ingoa o ngā wāhi mana o te takiwā, me te whakamahinga o te tohutō ki ngā take Kaunihera.

Audience
Council employees and
Council/committee members.

Minenga
Kaimahi me ngā mema, ngā mema
komiti hoki o te Kaunihera.

ADOPTED Te Reo Māori Policy – 11 September 2019

Policy	Kaupapahere
<p>1. We will ensure that when written Māori is used in official publications, letters, on the Council's website, emails or reports, it is of a consistently high standard and will refer to orthographic conventions for te reo Māori set out by Te Taura Whiri i te Reo Māori/Māori Language Commission, and local language preferences.</p> <p>This includes;</p> <ol style="list-style-type: none"> Use of the macron to symbolise a long vowel Capitalisation Hyphenation of compound words. 	<p>1. Ko tā te Kaunihera he oati ki te whakamahia o te reo Māori ki ngā tuhinga mana, reta hoki, imēra, pūrongo, ki te ipurangi o te Kaunihera, he kounga tonu nōna, he pā hoki ki ngā whakaritenga o te reo Māori nā Te Tau Whiri I Te Reo i tā, ā, ki ngā manakohanga o te takiwā.</p> <p>Tae atu ana ki:</p> <ol style="list-style-type: none"> Te whakamahinga o te tohutō hei tohu i te roanga o te tohu oro Te pūmatuatanga Te tohu hono o te kupu pūhui.
<p>2. We will include bilingual headings with te reo Māori first followed by English, where appropriate in key strategic documents and Council reports.</p> <p>This includes;</p> <ol style="list-style-type: none"> Long Term Plan Annual Plan Annual Report Council and Committee reports Reserve Management Plans Other documents and reports as appropriate. 	<p>2. Ka raua te whakaūpoko reorua, ko te reo Māori tuatahi, whai muri mai ko te reo Ingarihi, ki te wāhi e tika ana, ki ngā pepamana rautaki me ngā pūrongo o te Kaunihera.</p> <p>Tae atu ana ki:</p> <ol style="list-style-type: none"> Te Rautaki Taumano Te Rautaki ā-Tau Te Pūrongo ā-Tau Ngā pūrongo ā-Kaunihera; ā-Komiti Ngā Rautaki Whakahaere Taiāpure Ngā pepamana me ngā pūrongo anō e tika ana
<p>3. We will include bilingual signage, with te reo Māori first followed by English, where appropriate at Council owned community facilities as per the Matamata-Piako District Signage Strategy and Signage Manual.</p>	<p>3. Ka tāpiritia atu ngā tohu reorua e tika ana ki ngā whakaurunga o te Kaunihera e ai ki te Rautakinga Tohu o te Kaunihera ā-Rohe o Matamata-Piako, he oti rā te Pukamahi Tohu.</p>
<p>4. We will engage a certified te reo Māori translator/interpreter where appropriate to provide advice and guidance on correct use of te reo Māori within Council documents as outlined in 2 and 3.</p>	<p>4. Ka tikina tētahi Kaiwhakamāori kua raihanatia e Te Taura Whiri I Te Reo ki ngā wā e tika ana hei tohutohu mai, hei arataki i te tika o te whakamahi i te reo Māori ki ngā pepamana o te Kaunihera, me ngā tohu, inā tautuhitia ana ki te 2 me te 3.</p>

ADOPTED Te Reo Maori Policy – 11 September 2019

5. We will actively encourage increased use of te reo Māori within our day to day operations.

This may include:

- a. Providing guidance on correct use and pronunciation of te reo Māori greetings in person, on the phone and in written correspondence
- b. Bilingual job titles
- c. Bilingual headings on Council websites
- d. Training and guidance to employees and elected members on correct use and pronunciation of greetings
- e. Participation and promotion of te Wiki o Te Reo/Māori Language Week.
- f. Making autocorrect functionality available for all computer users (this function automatically macronises common Māori words)
- g. Consideration of the use of a Māori spellchecker
- h. Providing staff with documentation on how to create macrons.

Effects and Risks

The implementation of this Policy will support and encourage the correct and appropriate use of te reo Māori within Council documents, signage and day-to-day operations.

Failure to implement this policy may lead to incorrect and inappropriate use of te reo Māori within Council documents, signage and day-to-day operations.

5. Ka tūturu te akiaki i te whakamahinga o te reo Māori ki ngā whakahaerenga o ia rā.

Tērā pea ki:

- a. te whai tohutohu mō te tika o te whakahua me te whakamahi i ngā mihi Māori kanohi-ki-te-kanohi, ā-waea, ā-tuhinga hoki.
- b. ngā taitara mahi reorua
- c. ngā ūpoko reorua ki ngā pae tukutuku o te Kaunihera
- d. te whakangungu, te arataki i ngā kaimahi me ngā mema i pōtitia ki te tika o te whakamahi me te whakahua i ngā kupu mihi
- e. te whai wāhi me te tautoko i Te Wiki O Te Reo Māori
- f. te whakawātea i te whakatikatika aunoa ki ngā kaimahi rorohiko katoa (he whakatohutō aunoa tēnei i ngā kupu Māori whārite)
- g. te whaiwhakaaro ki te kaiwhakatika tātaki kupu Māori
- h. te whakarato ki ngā kaimahi ētehi tohutohu ki te hanga tohuto.

Ngā Pānga me ngā Mōrearea

Mā te whakamahinga o tēnei kaupapahere e tautokona ai, e aākina ai te tika me te pono o te whakamahinga i te reo Māori ki ngā pepamana o te Kaunihera, ki ngā tohu, me ngā mahinga o ia rangi.

Ki te hē te whakamahinga o te kaupapahere nei, kei hē te whakamahinga o te reo Māori ki ngā pepamana o te Kaunihera, ki ngā tohu, me ngā mahinga o ia rangi.

ADOPTED Te Reo Maori Policy – 11 September 2019

Monitoring, Measurement and Review

Annual report to Te Manawhenua Forum on the implementation of this policy.

The annual report shall include;

- List of all documents created during the previous 12 months that have bilingual headings.
- List of all facility signage that have been installed during the previous 12 months that have bilingual wording.
- Update on other initiatives that supports this policy and any other matters relating to this policy. This may include those suggested under section 5.

This Policy will be reviewed every two years.

Te Mātaītanga, te Inenga, me te Arotakenga

Kei te Pūrongo ā-Tau ki Te Kāhui Manawhenua mō te whakamahinga o tēnei kaupapahere he whakamārama ki:

- Te rārangi pepamana i hangaia i roto i ngā tekau mā rua marama o mua, he ūpoko reorua ō reira.
- Te rārangi i ngā tohu ā-whakaurunga kua whakatūria i roto i ngā tekau mā rua marama o mua he kupu reorua ō reira.
- Te whakahounga whakamārama i ngā ahunga whakamua e tautoko ana i tēnei kaupapahere, me ngā pānga ki tēnei kaupapahere. Tae atu ana rā pea ki ngā whakaaro o te wāhanga 5.

Kia tirohia anō tēnei kaupapahere ia rua tau.

Mōhiohiotanga o tua atu anō | Relevant Information

- Te Ture mō Te Reo Māori 2016 / Māori Language Act 2016
- Te Taura Whiri i te Reo Māori / Māori Language Commission
- Te Tiriti o Waitangi / Treaty of Waitangi

Whakamanatanga | Authorisation

He mea whakamana e | Authorised by:

Don McLeod
Tumu Whakarae | Chief Executive Officer
Te Kaunihera ā-Rohe o Matamata-Piako | Matamata-Piako District Council

Waitohu | Signed

Don McLeod
Tumu Whakarae | Chief Executive Officer

Michelle Staines-Hawthorne
Kaiwhakahaere Rautakinga ā-Tōrangapū | Corporate Strategy Manager

ADOPTED Te Reo Maori Policy – 11 September 2019

Tikanga, Tukanga rānei | Procedures or Processes

(kei te whakatikatikatia | currently under development)

- Ngā Aratohu mō Te Reo Māori | Te Reo Māori Policy Guidelines CM 2106613
- Tukanga mō te mahi tuhinga reorua, kāore rānei | Promapp process for determining if bilingual text is required
- Tukanga mō te tiki i te kaiwhakamāori mai i waho | Promapp process for how to engage an external interpreter

Dog Control Bylaw - proposed amendments for community consultation

CM No.: 2488914

Rāpopotonga Matua | Executive Summary

On 25 August 2021 Council approved some proposed changes to dog exercise areas for community consultation. Consultation was originally scheduled from 31 August to 10 October but these dates are likely to shift due to COVID 19 lockdown levels.

This report is to gain Forum members feedback on proposed changes and feedback on any further ways to engage with interested Iwi on this topic.

Tūtohunga | Recommendation

That:

1. **This information be received.**
2. **Any feedback be provided to staff on the proposed changes to the Dog Control Bylaw; including further ways to engage with interested Iwi.**

Horopaki | Background

The current Bylaw enables Council to have control over activities for dogs such as controlling dogs in public places, dog prohibited areas, leash control areas and dog exercise areas among other things. The Bylaw was last reviewed in September 2016, and legislatively does not need to be reviewed again until September 2026.

Matamata

In July 2020, as part of our Long Term Planning, Council asked our community for ideas for making Matamata-Piako – the place of choice. People were able to submit ideas and also vote on ideas that they liked. Creating a dog exercise area at Swap Park, Matamata, was one of the top three ideas as voted by our community. A brief business case was developed for this and was consulted on alongside our Long Term Plan 2021-31 consultation. Following consultation, on 12/13 May, Council resolved to “*Create a dog park in Matamata, but this will not be located at Swap Park. Council staff are to investigate options for a dog park in Matamata in a different location. Having regard to the submissions received, Council has decided Swap Park is not a suitable location for a dog park due to competing uses, including sports, the helipad, BMX track and the current amenity of the Park.*”

Council then looked at various available options for other dog exercise areas in Matamata and indicated Peria Road Reserve as a preference to be investigated. Mayor Tanner, Cr Sue Whiting and staff met with a community member who had initiated the discussion about a dog exercise area at Swap Park on Thursday 12 August. This community member has indicated support of the proposal for Peria Road Reserve, and indicated Rotary Club aspirations to undertake ‘custodians of the park’ roles, including contributing towards its beautification and improvements over time.



Te Aroha

In 2019, Council consulted on changes to the Dog Control Bylaw to add the reserve on Spur Street and remove the area known as Te Aroha Boat Ramp. However, it was decided to allow the Motor Caravan association a portion of the Reserve on Spur Street during this time and on 15 May 2019, Council resolved “*Staff to come back with more information on the Dog Control Bylaw proposed exercise area*”. Staff workshopped the area and it was decided to look elsewhere in Te Aroha for an additional area. Through the Long Term Plan 2021-31 consultation, Council consulted on using a portion of Tui Park Te Aroha. However, following consultation on 12/13 May 2021, resolved “*Staff are to investigate options for a dog park in Te Aroha in a different location.*” Council received a request from a community group, K9 Club Te Aroha, to expand the current Spur Street Esplanade Area. The group have offered to take responsibility for the upkeep of this area if Council allow it to be an off-leash area. This can be actioned through a Memorandum of Understanding. The group have also requested that the remaining portion of the Reserve on Spur Street (portion opposite the netball club and BMX track) be considered for an off-leash area again as this would provide good connectivity. The K9 club advise they have informally consulted with all neighbours of the Reserve on Spur Street area and indicated a positive reception.

Mayor Tanner and Council staff met with community members on 28 June, to walk the area and discuss logistics.

Removing of the Boat Ramp Area has been discussed by Council many times since the Hauraki Rail Trail was extended through the area. Discussion has centred around dogs off-leash and bicycles not being a good mix in the same area. It should also be noted the area is also highly prone to flooding. Addition and expansion of the areas on the other side of the river would hopefully provide adequate areas for off-leash exercise.





Council indicated it would improve fencing for the Peria Road Reserve, Matamata and the Reserve on Spur Street, Te Aroha, as well as take over responsibility for the maintenance of these areas in terms of mowing, spraying etc. Maintenance for the expansion of the Spur Street Esplanade is proposed to lie with the K9 Club Te Aroha under a Memorandum of Understanding.

Animal Control staff have viewed the proposed areas and have agreed that these would make suitable areas.

Mōrearea | Risk

Spur Street Esplanade (portion near the Waihou River under the footbridge)

The proposed expansion of this area would mean that the K9 Club Te Aroha would be responsible for maintaining this area with this being documented via a Memorandum of Understanding. This group is currently in the process of registering as an incorporated society. Once that process is complete they can formally recruit members. They advise 70 people signalling an interest in becoming members once up and running. The group are also planning on doing some publicity over the next couple of months to gain new members.

There is a risk that this group at some stage in the future may wish to stop maintaining the area and Council will be left with this area as a dog exercise area in the bylaw and maintenance may fall on the Council.

Staff are still in discussion with Kiwirail on a small parcel of land directly under the footbridge to ensure this is able to be included in the proposal and hope to have formal approval prior to consultation opening.

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

The LGA outlines the procedure for and nature of a bylaw amendment. Council must:

- Determine whether a Bylaw is the most appropriate way to address the problem and whether the Bylaw is the most appropriate form;
- Determine whether the proposed Bylaw raises implications under the New Zealand Bill of Rights Act 1990 (NZBORA), and whether those implications are justified;
- Consult the public.

Staff consider this Bylaw amendment meets all criteria above and is required to be consulted on under s 156(1). Section 156(2) outlines what is considered a minor change which can be implemented through publically notified resolution, this is not considered a minor change under the legislation.

Since this is an amendment, not a review, it does not trigger the need for a review of the Dog Control Policy at the same time (this is triggered when a Dog Control Bylaw is reviewed. The bylaw was previously reviewed and consulted on in 2016).

Impact on Bylaw

The outcome would result in the bylaw (as well as the Consolidated Bylaw) being amended if Council accepts the proposal following consultation.

Consistency with the Long Term Plan / Annual Plan

This does not impact on the Annual Plan or Long Term Plan.

Impact on Significance and Engagement Policy

Consultation using the special consultative procedure will be used.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

A communication plan has been created to make sure that Council consults with the affected community.

- Website, newspapers, Facebook, emails/letters to dog owners, e-newsletters, Antenno;
- Signage with codes to scan at proposed or nearby areas (e.g. Boyd Park);
- Direct consultation with neighbouring properties (letter and visit);
- Direct consultation with current users of areas and nearby areas, Te Aroha wetlands, Boyd Park, Matamata Furness Reserve, Boat Ramp area and others.

Original Timeframes – Please note these dates are likely to shift due to COVID 19 lockdown levels

Date	Key steps in amending the Bylaw
25 August 2021	Council approves amendments for consultation
31 August – 10 October 2021	Community consultation
3 November 2021	Council Hearing

3 November 2021	Adopt Bylaw
1 December 2021 (TBC)	Bylaw in force (noting signs can be up but if fencing work required this may be completed after)

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. We encourage community engagement and provide sound and visionary decision making.

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

i. Utu | Costs

The proposed pieces of land are not currently being leased. Approximate costs to improve areas is detailed below (noting no cost for the expansion of the Spur Street Esplanade other than a dog exercise area sign):

Reserve on Spur Street	Costs are approximate
<u>One off costs</u>	
Fencing upgrade	\$5,000
Earthworks (to allow mower access)	\$4,000
Signage	\$180
One off total	\$9,180
<u>Ongoing annual costs</u>	
Mowing (approx. fortnightly)	\$5,460
Boundary spraying	\$400
Ongoing total	\$5,860

Peria Road Reserve	Costs are approximate
<u>One off costs</u>	
Fencing upgrade	\$5,000
Signage	\$180
One off total	\$5,180
<u>Ongoing annual costs</u>	
Mowing (approx. fortnightly)	\$5,460
Boundary spraying	\$400
Ongoing total	\$5,860

ii. Puna pūtea | Funding Source

The source of the funding needs to be decided on by Council as it is currently unbudgeted.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Sandra Harris Placemaking and Governance Team Leader	
Approved by	Erin Bates Strategic Partnerships and Governance Manager	
	Don McLeod Chief Executive Officer	

Draft Annual Report 2020/21

CM No.: 2484651

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 2021, with Council Controlled Organisations (CCOs) extended until 30 November 2021.

Audit New Zealand advised they did not have any new findings in the interim audit this year. Due to lack of Audit staff and resources to perform the final audit, they will commence their work for our Council in late September 2021.

Tūtohunga | Recommendation

That:

1. The draft Annual report 2020/21 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 202, 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.

Council are due to receive a summary of financial and performance measures in the draft Annual Report and Summary 2020/21 on 8 September. The audit process will commence on 20 September. We anticipate that some changes will be made to the Annual Report.

The following items, will be provided to Council once the Annual Report is to be adopted later this year:

- a. the final Annual Report and Summary 2020/21
- b. the draft Audit Opinions for the Annual Report and Summary 2020/21
- c. the warrant of fitness for the Annual Report and Summary 2020/21
- d. the letter of representation for the Annual Report and Summary 2020/21 and staff review of representations made
- e. the misstatement schedule from the Annual Report final audit
- f. the draft management report on the Annual Report 2020/21
- g. the Chief Executive's Reporting Certificate for the Debenture Trust Deed
- h. 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

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 2020/21 will commence on 20 September 2021.

COVID-19 had an impact on the timelines for the annual report and under legislation the final allowable adoption date was moved out to the 31 December 2021.

Council has a 15% interest in Waikato Regional Airport Limited (WRAL). Their audit has not been complete. Audit have indicated they will be focusing on the airport's investment property. Our subsequent sign off will be dependent on if there are any significant changes to the WRAL accounts.

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.

Financial Summary

A financial summary will be circulated separately to this report.

Non-financial information

In 2020/21, 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 41 of these. Two performance measures were not measured being the quality of ride on our sealed roads which is measured biennially and the footpath level of service is measured by an assessment due in 2021/22. 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.

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 2020/21 is the sixth report on performance against these measures. We achieved our target for 14 mandatory performance measures. Two mandatory performance measures were not measured being the quality of ride on our sealed roads as stated above, and the other is the percentage of footpaths within our district that fall within the level of service or service standard for the condition of footpaths. The aforementioned roading measured as half achieved and half not achieved.

At the time writing this report, the analysis of the percentage of water loss and compliance with our resource consents for discharge from our wastewater were not available.

The measures that we did not achieve and page reference of the Annual Report are:

Roading, page 105

- *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 115
- *The number of complaints we receive about the performance of our stormwater system.*
Wastewater, page 120
- *The number of dry weather sewage overflows from our wastewater system.*
Water, page 126-128
- *Compliance with Part 4 and Part 5 of the New Zealand Drinking Water Standards.*
- *The total number of complaints received by Council regarding the drinking water clarity, taste, odour, pressure/flow, supply and the response to any of these issues*

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
Community Outcome: The Annual Report measures achievements and progress against the community outcomes.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The 2020/21 Annual Report Summary will be available to the public 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.

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

i. Cost

The production of the Annual Report and Summary has a budget of \$7,000. Annual Report audit fees have a budget of \$155,000.

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)	Tamara Kingi Committee Secretary and Corporate Administration Officer	
	Niall Baker Policy and Legal Team Leader	
Approved by	Erin Bates Strategic Partnerships and Governance Manager	

	Don McLeod Chief Executive Officer	
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District Plan Update

CM No.: 2489943

Rāpopotonga Matua | Executive Summary

The purpose of this report is to update the Te Mana Whenua Forum on the rolling review of the District Plan. The update covers the progress of the current Plan Change's processes.

Tūtohunga | Recommendation

That:

1. This information be received.

Horopaki | Background

Current Plan Changes:

Plan Change 49 – “Waharoa Zoning and Development”

The Matamata-Piako District Council is in the early stages of preparing a plan change. The plan aims to review the spatial planning for the town and to recognise the character of Waharoa.

Following a recommendation from Ngāti Hauā, Council staff have engaged Simon Hunter who facilitated a hui on 8 July at Raungāiti Marae with Waharoa's community and stakeholders. The project team have consolidated the information received at the hui, and have since had a hui on 11 August 2021 held at the Te Aroha Council office with attendees from Ngati Haua and MPDC. Following the consolidation of the information received at the hui, potential areas were identified for residential and industrial expansion, a community hub, sport and recreational use, infrastructure and logistics. The information from the hui will be further consulted on with the community.

Due to Covid-19 restrictions, all hui with iwi and the community are on hold.

Plan Change 53 – “Settlements”

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 recognise 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.

PC53 was publicly notified on 18 November 2020, following two rounds of informal public consultation, carried out on 23 October 2019 and 19 August 2020. During the notification period we received 14 submissions. On 3 February 2021, a call for further submission was made and three further submissions were received.

A Council hearing for PC53 was held Monday, 17th May 2021, in Te Aroha. At the hearing, council approved the decision on 30 June 2021.

The appeal period for PC53 closed on 18th August 2021 at 5pm, there were no appeals received.

Therefore, a recommendation has been made to Council make PC 53 operative on 29 September 2021.

For more information please visit: <https://www.mpdc.govt.nz/settlements>

Plan Change 54 – “Papakāinga”

Matamata-Piako District Council is 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.

Through the iwi working group we have drafted proposed district plan provisions which include:

- New district-wide provisions that provide for papakāinga on Māori Freehold Land, General Land owned by Māori and Treaty Settlement Land; and
- A new Māori Purpose Zone with new provisions that provide for papakāinga.

As part of the informal consultation phase the project team has held hui with Ngāti Hauā and Raukawa and have scheduled consultation hui's with Ngāti Paoa, Ngāti Hinerangi, Ngāti Tumutumu and Ngāti Hako. This has provided a valuable opportunity to present information around this kaupapa to manawhenua, and for the project team to answer questions.

In addition to the above hui, we are proposing to seek public feedback through the month of September through various forms of public notification including:

- Public open days
- Letters to stakeholders, potentially affected parties and hui attendees
- Various social media platforms

Covid-19 restrictions have meant that dates for the public open days and intended hui may have to be rescheduled. Communication with Iwi has been made to discuss what would be the preferred approach by manawhenua.

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-papakāinga>

RMA Reform – Submission to the Natural and Built Environments Exposure Draft

The Government have made various announcement about changes to the Resource Management Act 1991 as follows:

- Election promise to review RMA
 - July 2019 - Independent panel established - lead by ex high court/court of appeal judge Tony Randerson
 - July 2020 - Randerson report released 2020
 - Feb 2021 – Government announcement it would repeal RMA and replace it with three Acts
 - June 2021 – Exposure draft of the NBA released for feedback

The announcement to repeal the RMA in February 2021 proposed to replace it with three acts, namely:

- Natural and Built Environmental Act (NBA)
- Spatial Planning Act (SPA)
- Climate Adaption Act (CAA)

As part of the consultation, in June an exposure draft of The Natural and Built Environments was released inviting feedback. As this proposal will have significant effect on Council, we compiled a submission which covered the following key matters:

- Further drafting and clarification of the draft objectives are required
- Broad statutory function and local government autonomy

- Dilution of local government powers
- Lack of clarity around local government roles
- General lack of details within the exposure draft
- Iwi participation
- Transactional costs

Unfortunately due to the tight timeframes, this submission will need to retrospectively be endorsed by Council.

National Planning Standards (NPS)

Central government, has introduced the National Planning Standards to make council plans and policy statements easier to prepare, understand and comply with. The first set of planning standards came into force on 3 May 2019. In order to improve consistency and to become more user friendly, all plans and policy statements around the country must have the same structure and format. This requires a mandatory process.

At the last Te Manawhenua Forum (TMF) meeting on 1 June 2021, it was resolved to create a working group to work through the NPS requirements for the Mana Whenua/Tangata Whenua chapter of the District Plan. Unfortunately due to Covid restrictions the last iwi working group had to be cancelled and will be rescheduled when the Alert levels allow.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Kumesh Naidu Graduate RMA Policy Planner	
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Approved by	Ally van Kuijk District Planner	
	Dennis Bellamy Group Manager Community Development	

Update on the 3 Waters Reform Funded Projects

CM No.: 2490056

Rāpopotonga Matua | Executive Summary

This paper updates the Audit and Risk Committee on the progress implementing the Three Waters Reform Stimulus Delivery Plan (the Plan).

Significant progress has been made in scoping and defining the projects within the Delivery Plan, with project briefs being completed for all projects. A number of projects have also been completed or are close to completion, these include criticality framework development, valve maintenance and tree removal.

Since the formulation of the Plan and receiving Council's first tranche of funding, there have been significant amendments to the Plan. The 3 Waters Reform Governance Group, working with staff, have had to balance competing project priorities with available budget, the ability of the construction and consultancy sector to deliver projects and key staff availability.

The 3 Waters Reform Governance Group have worked closely with the Project Management Office, project managers and stakeholders to minimise the impact of these issues on delivery to date and delivery going forward through strategies such as early contactor engagement and utilisation of the fast track procurement playbook.

However, persistent risks remain, most significantly; Council resourcing and external resourcing, procurement, health and safety, management of overlapping PCBUs as contractors arrive onsite and time pressure as the deadline approaches. A further update will be provided to the next Audit and Risk Committee meeting.

Tūtohunga | Recommendation

That:

1. **The information be received.**

Horopaki | Background

In July 2020, the Government announced a \$761 million funding package to provide post COVID-19 stimulus to maintain, improve three waters infrastructure, support a three-year programme of reform of local government water service delivery arrangements (reform programme), and support the establishment of Taumata Arowai, the new Waters Services Regulator. The funding was to remain available until March 31 2022 at which time funding would be withdrawn. Territorial Local Authorities were allocated a proportionate share of this \$761M stimulus fund, with Council receiving a \$4.94M share.

In order to access this funding, Council was required to submit a delivery plan to Crown Infrastructure Partners and the Department of Internal Affairs. It was a requirement that projects included in the delivery plan were not already funded in Councils long-term plan. The intention of the stimulus funding was to increase Council contribution to local and national economic activity above that already generated by work in Council existing plans. Councils were asked to deliver beyond business as usual. The delivery plan was to be submitted no later than September 30, 2020.

Councils submitted delivery plan contained a portfolio of 40 projects ranging from \$30K to \$885K covering asset and contract management, operations and a range of capital and deferred maintenance and cross boundary works with a high-level estimated value of around \$5M, effectively a doubling of project spend in the 3 waters service area.

In October 2020 MPDC received confirmation that it was successful in its bid and was to receive \$4.94M to deliver the identified projects by March 2022. Consequently, Council agreed to sign a funding agreement via a Memorandum of Understanding and is participating with the initial stage of the reform programme. Fifty per cent of the funds were received in November 2020 and work on bringing a delivery team and plan began.

Ngā Take/Kōrerorero | Issues/Discussion

Project Governance and Management

The \$4.94M water reform programme represents an almost doubling of project spend in the 3 Waters Services area. This comes on the back of an already enhanced delivery program. The funding release also came at a time of maximum workload on the team with LTPs being developed and the pre-Christmas rush on project delivery.

The narrow delivery window required as part of the funding agreement (completion by March 2022) has meant scoping, design and construction / delivery of projects within effectively a 12-month timeline as opposed to a typical 3-year cycle.

In response to these delivery pressures, Council has implemented a number of strategies to increase the speed of delivery while still balancing compliance with procurement policy and project management standards. These strategies include the establishment of the 3 Waters Reform Governance Group and Project Management Office (PMO). The PMO, in particular, has been responsible for the development of project management tools and reporting in tandem with delivery.

The capacity of the 3 Waters construction and consultancy markets, nationwide, were already constrained by resourcing prior to the release of the stimulus funding. The additional funding provided to the industry via the stimulus funding, an in particular its “use it or lose it” nature has the effect of further limiting the availability of technical skills and construction resources. Councils are often directly competing for the same resources to deliver similar project all within the same January 2021 – March 2022 timeframe. This has affected both the costs of projects and availability of necessary equipment. Delays in delivery attributed to the impact of COVID and the more recent Panama Canal blockage in international supply chains, have compounded these issues.

In order to address this risk, Council has engaged early with the market and leveraged off existing contracts and relationships with goods and service providers. A Program Manager was contracted in the early stages of the application process on a phased workload / availability basis. Other project management resources were sourced both internally and externally shortly afterwards, with physical works commencing in January 2021.

Further, in order to meet the delivery requirements, the construction sector has been seeking additional project management resources, resulting in direct competition between Council and the sector for staff. To date, Council have lost three staff involved in the delivery of 3 waters projects within a 3-month window over the Christmas period. This is a significant resource loss and one that is not easy to resolve.

Project update

Project briefs and scope have been completed on all projects. As with the first 21 projects scoped, fine tuning is expected once project delivery commences. A number of program area component

projects have been completed or well underway. These include criticality framework development, valve maintenance and tree removal.

The extent of physical works required has increased significantly, as has some of the capital works initially identified. The main areas of increase are around the deferred maintenance program area with tree removal more than quadrupling in costs. This has been down to an increase in the amount of deferred maintenance found, the type of works required (generalist tree and scrub removal being replaced by specialist arborist works) and once started, must continue due to stability issues on exposed trees (attachments E-G).

The cleaning of the Morrinsville Treated Water Trunk Main has also seen cost increases with unforeseen consenting costs, additional pre works investigations and remediation of assets that are in poor condition or risk of failure during the operation. Similarly capital projects such as SCADA upgrades and replacement have required more detailed investigations and scoping and the list of new assets required has increased.

In order to accommodate these changes in scope or funding requirement, an amendment must be made to the Delivery Plan and agreed to by the DIA. Council has successfully secured an amendment to the Delivery Plan in the April reporting cycle. This amendment address the issues raised above as well as reallocating other funding amongst the projects. Council expects to make another amendment request in the next reporting round (September 2021) addressing further budget changes driven by urgent deferred maintenance works and the inclusion of the Morrinsville Stormwater works in the Delivery Plan. These changes have been signalled in advance to the DIA.

Financial reporting has been problematic due to the speed of program delivery, the mix of opex, capex, delivery teams and mechanisms as well as a mix of new and old workstreams. This has required considerable effort from the PMO and Finance Team in journaling costs month on month to the correct codes.

The reporting requirements for DIA are much more rigorous than standard Council reporting and involve new metrics and templates that require both project, program and financial report modifications to be completed. New reporting templates and semi-automated reports have been developed by council during April and May that should reduce the amount of effort required and improve the accuracy and confidence on the figures being reported.

A copy of Council's quarter two report to DIA has been attached to this report (attachment A). This report provides a more detailed analysis of the current state of delivery.

Mōrearea | Risk

A number of risks exist in relation to the implementation of the Delivery Plan and to Council's balance sheet.

These are the following key risks that Council needs to consider:

- There is still some risk around the reform funded works including, underspending and not gaining the full benefit of the \$4.94M awarded to Council.
- Overspending, which will fall on MPDC to cover.
- Changes in projects or programs budgets due to urgent works that need to be completed prior to review and agreement by DIA.
- Delays in delivery, or contract overruns with costs incurred post March 2022 falling on Council.
- Potential for procedural issues and rushed outputs to meet the deadlines.

- Further staff and resource losses due to an overheated 3 Water market and current water reform generating uncertainty amongst council staff.

In response, the Governance Group and Program Management Office have put in place a number of risk management protocols including regular risk reviews, Project Reconciliation meetings and more detailed 1:1 interviews with project managers when producing monthly reports.

The first round of project reconciliation identified a number of low (immediate) benefit (Wisely Park) and stalled projects (Cross Boundary Initiatives) that could be deferred or cancelled to compensate for cost and resource increases on other projects.

Ngā Whiringa | Options

At this stage Council is not being asked to make a decision on project or funding as this is currently being managed through the PMO and Governance Group.

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

As the program approaches its March 2022 deadline. Council may wish to give consideration to procurement tools to enable the delivery of the programme within the deadline timeframe.

Ngā take ā-lhinga | Consent issues

A number of consents have been required for the works being undertaken under the reform program of works. In general these have been / are being obtained, though at a higher cost than anticipated.

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

The financial implications of the reform projects are covered under the Memorandum of Understanding and capped at \$4.94M. Council funding for some parts of the work may be required should the program overrun the budget, certain projects go over approved DIA spend, or spend be incurred post March 2022. A number of these spends would have landed on Council anyway if reform funding wasn't available i.e., Morrinsville Flooding and stormwater works.

Central Government has signalled that future funding rounds approximately double the initial \$761M may be available for Council's post March 2022. The Governance Group and PMO are actively reviewing continuation works and new projects that could be put forward for this money should Council decide to participate in the next stages of 3 Waters Reform.

The lessons learned, procedures developed and reporting templates and PMO structure all being used to ensure a smoother workflow and program delivery across a more concise portfolio of works.

Ngā Tāpiritanga | Attachments

- [A](#). Summary Status following Project reconciliation June Update 2021
- [B](#). Project Managers Workshop Presentation June 2021 Update
- [C](#). Example Monthly Report - Tree Removal Project - May 2021
- [D](#). Three Waters Reform Funding Risk Register
- [E](#). Project Images - Tree

Ngā waitohu | Signatories

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Approved by	Fiona Vessey Group Manager Service Delivery	
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Program Summary Following Monthly Reports and PM Discussions.

Program Area	DIA Approved Budget	Program Mgt Overheads	Net budget available	Budget from Project Briefs / Monthly Reports	Net Position	Spend to date - April - reported to DIA	Spend to Date June	Committed	Approved IFS / Contract (K)	Comments and actions
			618,125			180	173	160	\$ 350.00	PM to date costs include technical works on Asset Criticality, metering project, SCADA and deferred Mtce. This needs to be journalled to the correct codes. KP / RN, need to confirm all overheads and AMB / Te Miro water PM works are charged to the correct codes. Note spends in April more than June?? could be the journalling of my costs to correct codes.
Asset Information and Technology										
Asset Criticality	300	37.5	262.5	300	0	49	49	0		Need to firm up IFS and what projects are being charged to for Asset Finda / Univerus works i.e. Criticality vs Asset data. Once criticality matrix has been completed, (consequence of failure) a likelihood of failure assessment and risk score can be developed, this will inform the condition assessments program of works on site to ground truth models and inform LTP / future reform funding works.
Asset Strategies	300	37.5	262.5	230	70	25	0	56	\$ 154.00	Resilience strategy being delivered with an IFS signed for Lutra 542K - need to check on this as not resilience and part (skipped in April). GHD IFS signed off for WDMIP review at \$56,250 including the original \$21K sign off. Invoices not present in the financials. AMBI Proposal for Mkt on Water Conservation Strategy recently signed off. Te Miro Water - SW Strategy 220K signed off. Need to confirm budget and scope for other WDMIP, related works including water loss strategy) and other works being scoped for delivery by LASS panel consultants including: I&I not priced but estimated at \$50K.
Asset Data	200	25	175	180	20	25	30	66	\$ 136.00	\$200K was identified for CCTV module. This is now part of AF and updates to be undertaken by Univerus staff so CCTV budget has been reduced to \$50K. In addition S&P have identified 5 mobile working units required for KVS to undertake field works asset data. This has been estimated at between 15 and \$20K based on units already purchased for the program Mgt team. Have these been purchased?? Best Practice ID has been started with Lutra engaged for \$66K.
Totals	800	100	700	710	90	99	79	122	\$ 290.00	
Operational Studies	200	25	175	93	107	39	40	378	\$ 80.00	A number of contract strategies have now been amalgamated into one. The original briefs refer to physical works which aren't a strategy and have been removed from scope. Mtce contract strategy in its new form sits in here and not in deferred Mtce - 140K in project brief has \$40K for Beca and \$100K for Owen in it. Owen is 100% charged to program management, so project brief to be reduced by \$100K. \$40K signed off for Beca - Contract writing and tendering support. Beca indicate \$48K for their contract - not present in current billing. ERPS were initially being delivered by Lutra (\$30K), the work was cancelled and delivered by Stacy - Stacy's time (estimated at \$5K) to be recovered as this is now a completed project and a good news story for DIA! Tope study signed IFS \$30K matches the Project Brief. KP to journal costs from existing cost centre to operational studies. Mike B has asked if we can fund another year of Hughs work at \$30K. Cant see this in the financials. Matamata Wastewater Sludge Report from WWS - Hugh Ratsley came in well below budget at 10.5K, this is to be journalled to Operations Studies (KP) and noted that further works are likely to be required by WWS or another consultant for MV Pond C. Need to make sure HSN0 works are not present here and journalled to Deferred Mtce, or do anothe program change with DIA (*280K)
Deferred Maintenance	1300	162.5	1137.5	1,800	-500	954.7	855.2 - or 1.03M with HSN0	79.6	\$ 858.00	Valve and leaks project brief costs are at \$405 K this is a typo and revised estimate of \$210K- of which, 156K spent (128.4 DS and 53.6 Hulmes - note 179K reported to DIA in April) Christo has advised new valves required this is going to be "\$100K - PGG need to decide on this. M&I subs, new project at 300K (151 Spent 280K committed = 41K against a DIA approval of 288K), was to be funded from Wisely Park - \$150K and deferred K boundary at 142K. K boundary now has a new regional project in it for 60K so funds available are potentially reduced to 45K. If spend profile changes are made as per cross boundary checks. This currently sat in Ops studies and needs to be added to the total. Tree removal was increased to \$20K and as expected has gone higher, with the additional works and Owens activities being included too - New Estimate is 210K by end of June. Pond de sludging has been estimated at \$1m so no budget available for this but further studies being completed (see above) and would be a good project for stage 2 reform funding if that approach is approved. "\$60K reserved for SA and contract development. Filter Media - \$630K signed up with Filtec, \$22K signed up with Lutra. Media replacement invoiced at 421K - LBE from PM is \$880K - from Filtec due to nozzle purchase. \$50K over not including PMV costs. SW work in MV identified as being reform funding @ \$250K, need DIA approval, but assume we will get it. MV trunk main flushing costs (originally \$60K) now believed to top \$100K(TBC) - 63 K for consenting alone, 5K for PM to do standby and rest for KVS to undertake the works + valve checks etc.
Totals	1500	187.5	1312.5	1893	-393	993.7		457.6	\$ 938.00	
Cross boundary	200	25	175	112	88	6.3	63	79.7	\$ 45.00	Consists of LTO 50K - note Spent 60K spent - 2K to TX to asset data. KP to check. - \$45 K IFS signed off. LASS / BOP project 60 K just in. Check S drive for signed IFS - KP managing this? \$88K to transfer to HSN0 project if DIA Approve.
Totals	200	25	175	112	88	6.3			\$ 45.00	
Capex Wisely (Mv West)	150	18.75	131.25	0	150			4	\$ -	Project to be cancelled by agreement with DIA - funds to be allocated to Hazsuls. Note \$4K spent on the project. KP believes this was minor works and will look at journalling costs out. DIA said no to journalling this has been included in the budget and will be sunk costs.
Capex new Scade	885	110.625	774.375	1196	-311		10		\$ 40.00	Project brief costs = \$885. Neo LBE = \$935K + of costs for Mv pilot SCADA scheme ("\$150K - KP) + PM overheads of 111 = 1.196M to this program area. KP needs to transfer the Mv SCADA fees across. Note \$40K IFS signed for Neo - 10K invoiced. ?? Roll over to next Financial year or delivery delay could be an option.
Capex generators	30	3.75	26.25	30	0				\$ -	DIA agreed funding is \$30K. Latest project brief states 150K this may be a typo that needs to be corrected. lag / KP to agree budget and scope. KVS advised some new generators purchased by Sean P ?? Reform funded?
Capex water meters	500	62.5	437.5	500	0	25	25		\$ 50.00	24K spent - (Fonterra Meter) - team needs to decide quickly what it wants out of this project. PMO suggest purchase large number of meters that are beyond asset life and get them installed. Note VO / IFS not signed for Justin so he has left the project. Can Mike V take over this project. Are we going to spend? if not can we declare now.
Totals	1565	195.625	1369.375	1726	-161	25		4	\$ 90.00	
Minor capex Site security - CCTV	75	9.375	65.625	80	-5		0.5		\$ -	3 sites can be completed with costs estimates received so far
Minor capex Site security - Fencing	150	18.75	131.25	95	55	0	3		\$ -	Original budget was 150K. KVS updated project brief states 95K. 1 site can be completed within costs estimates so far: Te Aroha WWTP site of choice.
Minor capex site access ways	200	25	175	200	0				\$ -	3 sites can be upgraded according to estimates received. Mv WWTP, Mill Road and Mv WWTP.
Minor capex new bore Mv north	100	12.5	87.5	100	0	2			\$ 18.00	This was advised as being cancelled and then brought back in. Note 18K in commitments + 2k for Lockerbie water take consent paid.
Minor capex mixers at Mv dam	200	25	175	300	-100	0.35			\$ -	This does not match up with quotes received by AH previously around 120K for the electricity and about \$80K for the mixer and other assets installed. LBE from PM is that power install will cost \$180K to car park, \$20K to the dam face and \$40K land purchase and internal staff costs = \$220K. PM to confirm analyser / mixer costs currently estimated at \$80K. Total \$300K.
Totals	725	90.625	634.375	-543.75	-50	2.35	3.5	18	\$ 18.00	
Contingency - Drinking water compliance	50	6.25	43.75	50	0				\$ -	
Contingency - top hat trial / pipe renewal	100	12.5	87.5	100	0				\$ -	Believed we had achieved some spend on this from Blaze. KP to check and journal if so.
Totals	150	18.75	131.25	150	0	0			\$ -	
Grand Totals	4940	617.5	4322.5	4047.25	275.25	1306.35		601.60	\$ 1,713.00	

620 indicated to DIA 0

Summary Position.

Total Budget	4.94M		
Total Spend to Date	1.24M	Average Run Rate	155K/Month
Committed	0.535M	Ave Last 2 Months	70K /Mth
Total Actual &Comm	1.775M		
Residual Spend	3.185		
Residual +Comm	3.72M	Reqd Run Rate	372K/Month.
Unbilled -	Owens Trees -	???	
	Adttiional Trees Work	???	
	MV SCADA Pilot	150K	
	MV SW Works	150K?	KVS
	New Valves	100K?	KVS
	MV Dam	145K	AH
	Sludge Works	60K	MV

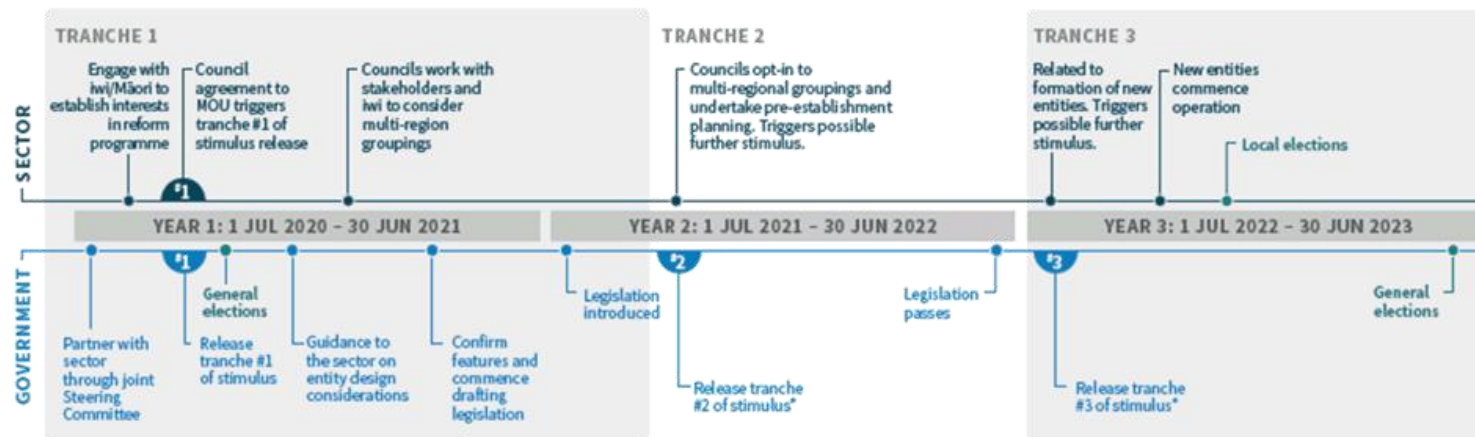


Water Reform Funded Projects

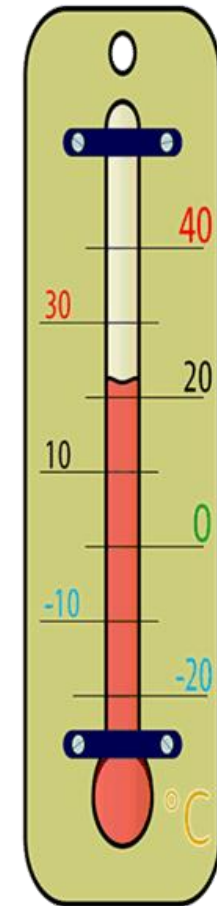
Delivery Team Briefing Session 1

5. INDICATIVE REFORM PATHWAY

* Subject to Government decision-making



Health, Safety and Environment



Agenda for the session:



- Introductions and background to the program
- Key component projects and reporting requirements
- Project Related Health and Safety Overview
- Big Ticket Risk Items
- Overcoming Barriers
- Next Steps

Introductions



- My Name is:
- My Role is:
- My objective is:



Admit it that song is rolling inside your head now Slim.



Water Reform Funding Background

- Major challenges facing 3 Waters
 - Under funding / affordability
 - Regulatory issues
 - Resourcing and Skill shortages
- Central Government Solutions
 - Water Reform
 - Covid economic response plan
 - Funding of 3 Waters projects (\$760M released)
 - Circa \$3Bn to come.
- MPDC Slice of the Pie \$4.94M

MPDC Program of Works

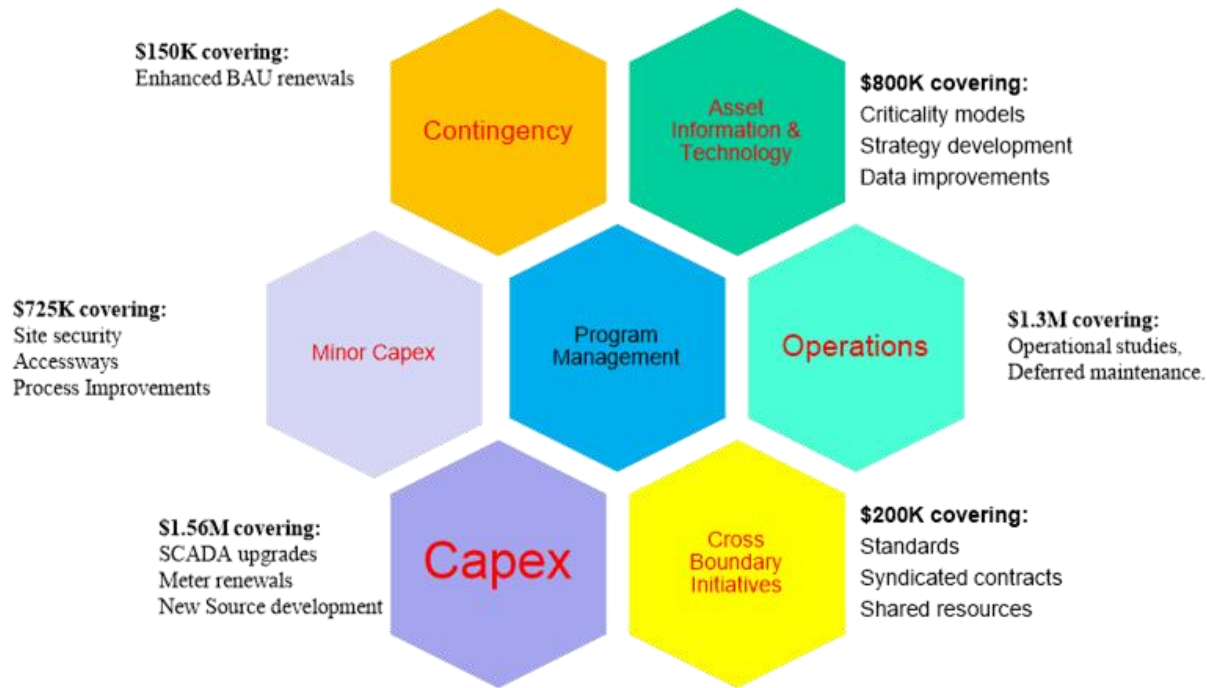


- ~ 40 diverse projects funded
- Wide range of costs and delivery mechanisms
- Limited time to deliver – March 2022 deadline
- Funding consequences for failing to deliver

- 12+ resources brought on board to support delivery
- Standard MPDC policies & procedures must be followed
- Rapid mobilisation required

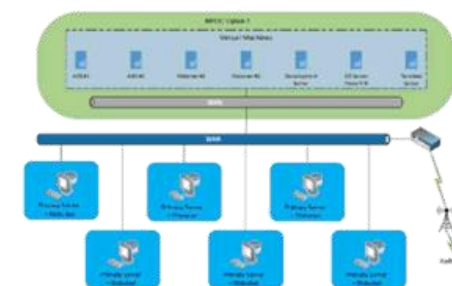


MPDC Projects



Some Big Ticket Items

- Matamata Wastewater Pond Desludging - \$1M for full task but part solution
- Scada and telemetry upgrade- \$885K – part solution
- Meter renewals - \$500K – part solution
- Morrinsville Filter refurbishment ~\$800K





Item 7.2

Attachment B

Project Documentation

- Draft Project Briefs written
- High Level Delivery Program in Place

work package Project Brief	Description	Nominated Project Manager	Budget (\$k)	Status	Likelihood	Procurement Plan (suggested)	2020												2021			2022						
							Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Install and Commission		Danny Powers																										
StandBy Generators	Generators for Critical Sites		\$90			Standard procurement per generator																						
	Scope requirements	Lance Gwynne																										
	Agree procurement process	Lance Gwynne																										
	Purchase and install Generators	Lance Gwynne																										
Meter Install and Renewals Programme	Capex - Meter Renewals		\$500			\$50k direct procurement from PSP for PM, \$100k three quotes engagement from PSP for design, \$350k open tender for water meters @ unit rates																						
	Scope program of works and priority	Aaron Toone / Justin London?																										
	Early order meters	Aaron Toone / Justin London?																										
	Engage contractors	Aaron Toone / Justin London?																										
	Deliver meter install program	Aaron Toone / Justin London?																										
	Procure modelling services and initiate programs of work	Aaron Toone / Justin London?																										
	Develop DMA program of works	Aaron Toone / Justin London?																										
	Install DMA meters and pressure monitoring equipment	Aaron Toone / Justin London?																										
Minor Capex			\$75																									
Site security - CCTV cameras																												

- Reporting Format for meetings developed

S	A	D	MAD Date	Description	Who	Optimistic Baseline Date	Revised Date	Updates	Status
GRP = Group - W = Working, S = Steering, F = Focus Group MAD= Message, Action, Decision FA = Focus Area as per meeting specific agenda									
			1/10/20						
S	A	2	13/10/20	Progress on plans and approach are progressing well. Detection Services (DS) are on board and ready to go in December 2020. DS are looking into data upload into Asset Finda – Lance to chase this up	LG	30/11/2020			Urg
S	A		13/10/20	Valve number to be confirmed – 5,000 – 2,500	SK	30/11/2020		2500 valves of various sizes	Complete
S	A		13/10/20	LTP Opex and Capex data to be sent to SH	KP	30/11/2020			Complete
S	A		13/10/20	Review other councils FTP works.	KP / SH	30/11/2020		Complete, little feedback from other councils though a review of other documentation has identified where market congestion is likely to occur. Currently most of our works should not be greatly affected.	Complete
S	D		13/10/20	Andrew H dedicated to FTP work Steve C to undertake internal financial reporting based on guidance from Ian C	All				Agreed
S	D		13/10/20	Metering: SH to discuss with external resource he knows to assist with the works	All				Agreed
S	A		13/10/20	SH to contact resource and see if he can engage him in the works	SH	30/11/2020		30/11/20 - Resource available CV required prior to bringing on board.	Ongoing
S	A		13/10/20	KP to send rapid mobilisation document to SH	KP	30/11/2020			complete
S	D		13/10/20	Advanced purchase of material for some projects agreed	All	Ongoing			Agreed

Update on the 3 wat

Project Documentation: Your Mission!



- Finalise / Update Project Briefs
- Develop:
 - Procurement plans
 - Contract documentation
 - Workplans
- Engage, induct and manage contractors
- Report on
 - H&S audits
 - Progress
 - Risks
 - Roadblocks





Project Delivery Health and Safety

- a) Slides to be developed by Kate / Stacey



Key Risks for Delivery



What are the key risks and barriers you see to delivery?

Consider:

- i. Resources
- ii. Operations
- iii. Compliance
- iv. Supply Chain
- v. Covid



Overcoming Barriers and Risks

How can we safely remove barriers and help you to deliver?

Consider:

- i. Resources
- ii. Operational work arounds
- iii. Tried and tested solutions
- iv. Off the wall ideas







PROJECT STATUS REPORT

Reporting period:	April 2021	Project title:	2.2.1 Tree Removal Project
Project manager:	Transferred to Mike Voykovich	Program Area Responsibility:	Karl Pavlovich

SUMMARY

Summary of Status	Budget	RED / AMBER / GREEN	Schedule	RED / AMBER / GREEN	Issues:	RED / AMBER / GREEN
DIA Reporting	Original Budget	60,000	Hours Worked (Approx)	47	Program	126,000
	Revised Budget	120,000	Hours Planned (Approx.)	600	Budget	180,000

WORK PACKAGE MILESTONE STATUS REVIEW

Work Package Plan ID	Work Package Milestones (From Project Brief Scope)	Status	Baseline Completion Date	Expected Completion Date	Risk, Issues and treatment
1.1	<i>Engage Contractors to assess risks to persons and property</i>	Started	31/03/21	5 th June	Many work fronts operating. Wairere Mahi, Arborcare 2 sites, Asset Engineers – Waihou and MVTP Tree adjacent plant.
1.2	<i>Engage Contractor to remove trees</i>	Started 75% 80% Prices to come Consent applied	31/03/21	Completed 22 nd June 15 th June 10 th June 30 July 30 July Completed	Te Aroha Trunk Sewer - Wairere Mahi & Arborcare Waihou Trees – Les Harrison (Owen Peake) MVWTP plan – Arborcare (Owen Peake) MV Raw line – Arborcare - Clear pipe and bridges alignment. MV Raw line - 11 major trees MV Trunk Main - Scott Rd Totara trees and replanting Matamata 4 Pipe bridges
02	<i>Engage contractor to replace trees where suitable to do so.</i>	Started	31/03/21	30 th September	Scott Rd replant after winter.
	<i>ALERT BUDGET FORECAST</i>				Currently Tracking \$30,000 overbudget by end of July

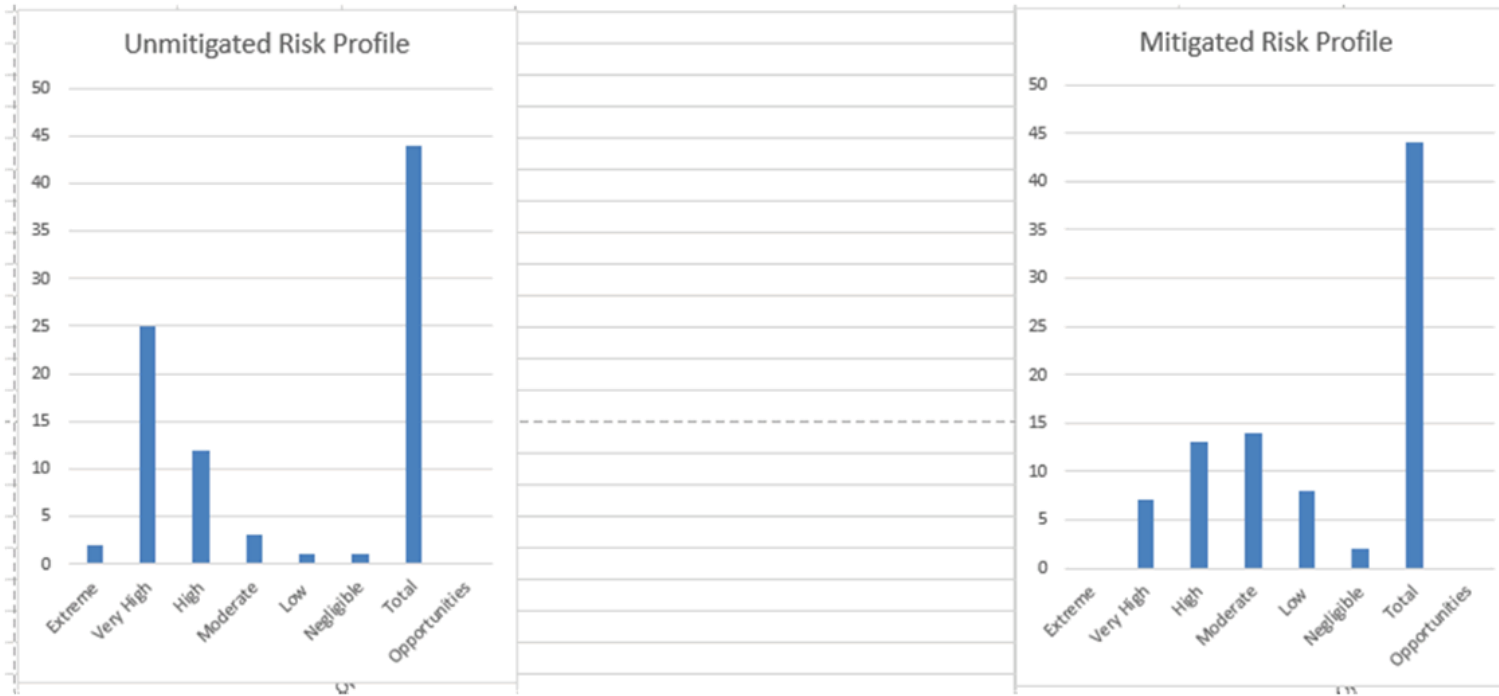
PROJECT MANAGERS SUMMARY

ID	Activity	Escalation (Yes / No)
April	<p>Initially Wairere Mahi were engaged to undertake scrub and tree clearance. Once this had been completed on a number of pipe sections, it became apparent that certified arborists were required for follow up works to remove trees that were wrapped around pipes or could fall and cause damage to assets or property. Once the trees are exposed, there is more risk of damage, so works cannot be deferred and Arborcare have been engaged to remove these trees.</p> <p>The scale and scope of works has been increased due to the above, and more issues being found on other sites. This has been raised at Governance Group and budget allocation raised and discussed with DIA. Spend monitoring and reporting is a priority area for this project as overspends here will reduce funds available elsewhere.</p>	Yes - Ongoing

PROGRAM TEAM ACTIONS

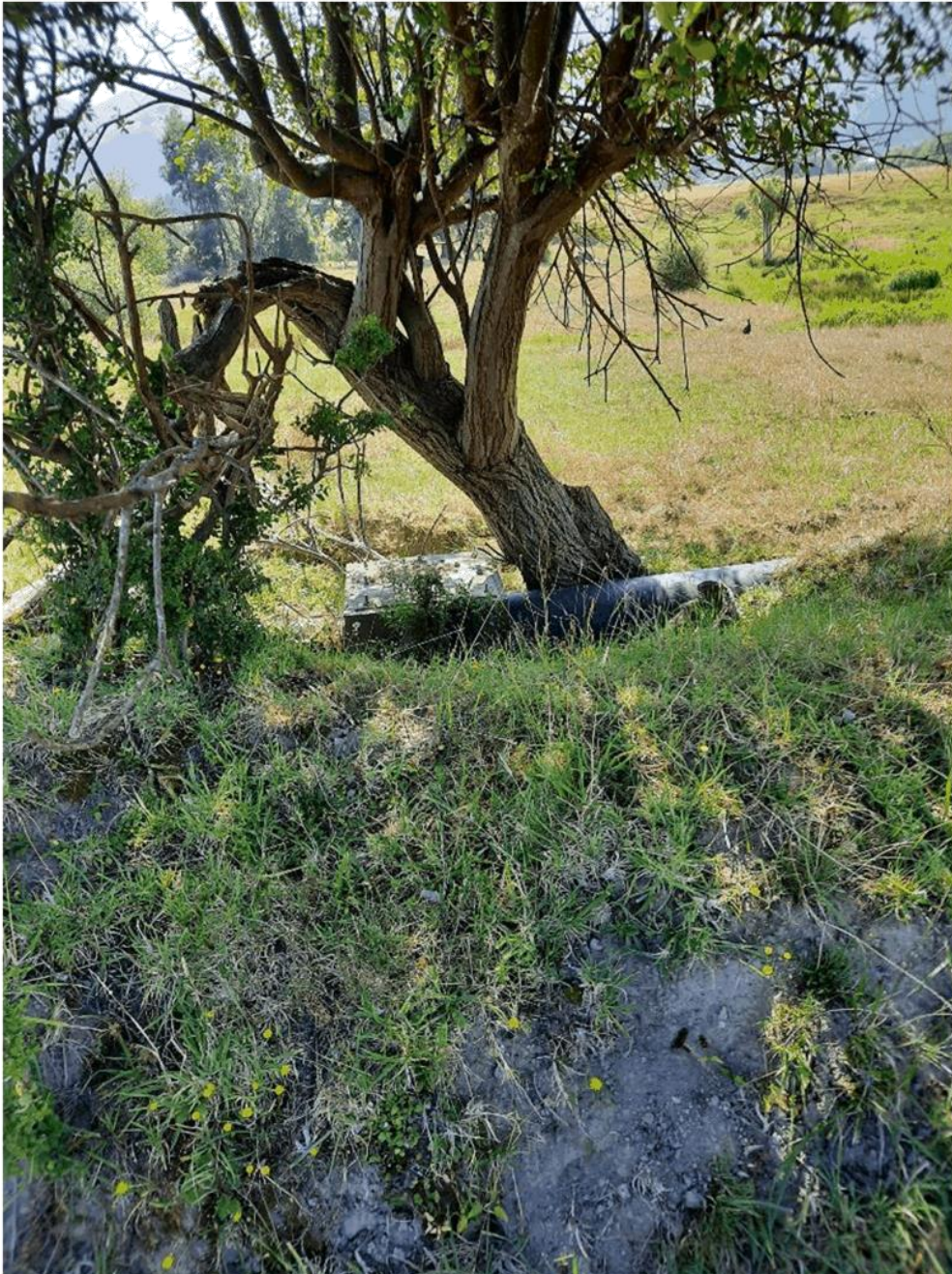
ID	Priority (H/M/L)	Action	Delegated Person
001	H	Discuss with Mike the increased scope for tree removal from the MV trunk main cleaning project.	Shaun
002	H	Follow up on scope clarification and further works required for next month to update DIA reporting	Shaun
003	H	11/05/21 Fiona advised that Owen Peake was delivering a tree coppicing project at Waihou WWTP and this was considered to be reform funded works and should be included in budgets and processes. This needs to be followed up.	Shaun

Assessment of Tree Works					
	April YTD	May	June	July	Comment
	Actuals	in Progress	In Progress	Pending	
Te Aroha Trunk Sewer - Wairere Mahi	\$ 17,470				
Te Aroha Trunk Sewer - Arbocare		\$ 30,925			
Te Aroha Trunk Sewer - others		\$ 13,549			
Waihou Trees – Les Harrison (Owen Peake)		\$ 40,000	\$ 10,000		Owens Estimate
MVWTP plan – Arbocare (Owen Peake)		\$ 15,000	\$ 17,000		Owens Estimate
MV Raw line – Arbocare - Clear pipe /bridges alignment.			\$ 5,000		
Matamata 4 Pipe Bridges & Warere Mahi	\$ 35,927				
Pending					
MV Raw line - 11 major trees				\$ 17,000	
MV Trunk Main - Scott Rd Totara trees and replanting				\$ 6,000	
Total	\$ 53,397	\$ 99,474	\$ 32,000	\$ 23,000	
Accumulated Total	\$ 53,397	\$ 152,871	\$ 184,871	\$ 207,871	
Remaining from \$ 180,000 Budget	\$ 126,603	\$ 27,129	-\$ 4,871	-\$ 27,871	



Item 7.2

Attachment E





Item 7.2

Attachment E



Community Facilities Strategy and Policy update

CM No.: 2484693

Rāpopotonga Matua | Executive Summary

Staff in attendance to provide an update on strategy and policy work affecting community facilities.

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

Staff in attendance to provide an update on strategy and policy work affecting parks and community facilities.

This includes:

- Rautaki mō ngā Papa Rēhia me ngā Wāhi Wātea | Parks and Open Spaces Strategy 2021-51.
- Morrinsville Recreation Ground Masterplan.
- Reserve Management Plans.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

Policy reviews 2021/22

CM No.: 2489617

Rāpopotonga Matua | Executive Summary

Council is required to regularly review its policies and bylaws. All bylaws must be reviewed at least every 10 years, and review times for statutory policies are set out in the relevant legislation.

The purpose of this report is to provide the Committee with an update on which policies and bylaws are on Council's work programme for review in 2021/22, and to seek members' feedback on how they wish to engage with these reviews.

Tūtohunga | Recommendation

That:

1. The information is received.
2. The Committee provides feedback on how they wish to engage with Council on the policy and bylaw reviews scheduled for 2021/22.

Horopaki | Background

Council is required to regularly review its policies and bylaws. All bylaws must be reviewed at least every 10 years, and review times for statutory policies are set out in the relevant legislation.

Council's work programme for 2021/22 includes the review of the following policies and bylaws;

- Gambling Venue Policy
- TAB Venue Policy
- Local Easter Sunday Trading Policy

Council is also reviewing its Dog Control Bylaw, with consultation currently underway until 10 October.

Ngā Take | Issues / Kōrerorero | Discussion

Feedback is sought from Committee members on how meaningful engagement on this project can be achieved.

Mōrearea | Risk

There is a risk that if iwi and the wider community are not engaged in the review of policies and bylaws, the relevant policies and bylaws may not be effective in achieving/supporting community wellbeing. Council is seeking early engagement with iwi and stakeholders to promote active and meaningful engagement/participation in the policy review.

Ngā Whiringa | Options

Committee members may choose to provide feedback on how meaningful engagement on this project can be achieved.

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

Gambling Venue Policy 2019

The Gambling Venue Policy is a requirement under the Gambling Act 2003 and it specifies whether class 4 venues (venues with gaming machines) are allowed to be established within the district, if so, where and how many machines may be operated. The current Policy was adopted in 2019, and must be reviewed within three years of adoption, being 2022.

TAB Board Venue Policy 2019

The TAB Board Venue Policy is a requirement under the Racing Act 2003 and it specifies whether TAB Board Venues (stand alone TAB venues, not those within a licensed alcohol venue). The current Policy was adopted in 2019, and must be reviewed within three years of adoption, being 2022.

Local Easter Sunday Shop Trading Policy 2017

This Policy is made under the Shop Trading Hours Act 1990 which provides Council with the ability to establish a local policy to permit shops to open on Easter Sunday. The Policy was adopted in 2017 and must be reviewed within five years of adoption, being 2022.

Dog Control Bylaw 2010 (amended 2016)

The Dog Control Act 1996 (“the Act”), requires all Council’s to have a Policy on Dogs. Council must give effect to such policy by making the necessary bylaws. The Dog Control Bylaw sets out the areas prohibited to dogs and areas that dogs are required to be on or off leash along with a variety of other dog rules.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

All reviews of Policies are subject to the Local Government Act 2002 Special Consultative Procedure (SCP) or its principles.

The timeline for the SCP is outlined below;

What	When
Draft Policy and Statement of Proposal approved by Council for Consultation	By 9 March 2022
Consultation open	15 March to 17 April
Hearing	18 May (and 19 if req)
Adoption of policies	22 or 29 June 2022

This timeline aims to align the consultation on policies with that of the Annual Plan 2022/23, should the Annual Plan require consultation.

Ngā take ā-lhinga | Consent issues

There are no consent issues.

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 and Safe Communities

Community Outcome: Our community is safe, healthy and connected; and We encourage community engagement and provide sound and visionary decision making.

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

The reviews of policies and bylaws are funded from the Strategy and Policy operational budget.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Ann-Jorun Hunter Senior Policy Advisor	
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Approved by	Niall Baker Policy and Legal Team Leader	
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	Don McLeod Chief Executive Officer	
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Waitangi Day 2022

CM No.: 2489342

Rāpopotonga Matua | Executive Summary

Up until 2020, Te Manawhenua Forum recognised Te Rā o Waitangi (Waitangi Day) in the Matamata-Piako community with an biennial event including live music, free hangi, prepared by local Iwi and free access to one of our Swim Zone pools (excluding Te Aroha Swim Zone, which lacks appropriate capacity).

In 2021 an event was replaced with an education campaign, shared across social media throughout the week of Te Rā o Waitangi. The Communications Team approached seven members of the community to ask them 'Why should we care about Te Rā o Waitangi?'

Tūtohunga | Recommendation

That:

1. **The information be received**
2. **Te Manawhenua Form will work with the Communications Team on Option [X] for Te Rā o Waitangi (Waitangi Day) 2022**

Horopaki | Background

Te Rā o Waitangi events were held in 2015, 2016, 2018 and 2019, and included food trucks, musicians and entertainers and free hangi. It also included free access to the Swim Zone pool in Matamata and Morrinsville. Free access was not provided to Swim Zone in Te Aroha when the event was hosted there in 2018 as the facility does not have capacity for high numbers of users at any given time; as a result, this event at the Silver Fern Farms Event Centre and did not attract the same level of community involvement.

After the 2019 Te Rā o Waitangi event in Morrinsville, Te Manawhenua discussed the event's effectiveness at educating the community about the significance of Te Rā o Waitangi. Te Manawhenua felt there were better ways to highlight the importance of our country's national day, and decided not to hold a public event in 2021. Instead, Te Manawhenua resolved to hold a social media education campaign throughout the week of Te Rā o Waitangi.

In an effort to understand just how the community feels about Te Rā o Waitangi, this year, the Communications Team videoed seven members of the Matamata-Piako community, asking each of them to speak to 'Why should we care about Te Rā o Waitangi?'

A new video was shared daily on the Matamata-Piako District Council Facebook page throughout the week of Te Rā o Waitangi, with pointers to the page via the Matamata-Piako District Council website and Antenna.

The videos were received positively by the community, with a reach of over 4000 people, 765 active engagements (post clicks) and 104 community members posting a reaction (comment/post like). There were no negative reactions to any of the videos.

Te Manawhenua Forum asked for the question to focus on asking people about Te Rā o Waitangi - Waitangi Day, as opposed to Te Tiriti o Waitangi (Treaty of Waitangi). This was because although the tiriti (treaty) is Aotearoa's founding document, not everyone is familiar with it,

however, as a country, everyone is familiar with Te Rā o Waitangi – whether they recognise it or not, due to it being a public holiday.

Ngā Take | Issues / Kōrerorero | Discussion

The Communications Team supports Te Manawhenua Forum to deliver community education campaigns or events for significant events in the Māori calendar, including Waitangi Day, Matariki, and Te Wiki o Te Reo Māori.

Staff are seeking direction from Te Manawhenua Forum on whether they wish to proceed with an event, social media campaign, or other activities for Te Rā o Waitangi in 2022.

Mōrearea | Risk

Running online campaigns with a Māori focus tends to generate racist debate/comments from some sectors of the community. It is recognised that this type of commentary is hurtful, and comments are closely moderated. Where possible, Council will use this as an opportunity to correct misperceptions, and a raise awareness and tolerance.

COVID-19 alert levels need to be considered and running an event will all depend on Government guidelines in place at the time.

Ngā Whiringa | Options

Option 1 – Te Manawhenua Forum could choose to run a Waitangi Day event. The Forum would need to provide direction on the type of event desired (e.g. market, or cultural performance, food festival, family activity like a scavenger hunt etc) and nominate members to assist with organising and delivering the event.

It is worth noting that COVID-19 Lockdown or subsequent levels could impact a major event.

Option 2 - Te Manawhenua Forum could opt to run a social media education campaign, similar to that run in 2021. The Forum would need to provide direction for the focus of the campaign and nominate members to assist with creation of the campaign.

Option 3 - Te Manawhenua Forum could choose to deliver a combination of options 1 and 2.

Option 4 - Te Manawhenua Forum could choose to do something else to educate the community on Waitangi Day in 2022.

Option 5 - Te Manawhenua Forum could opt to do nothing for Waitangi Day in 2022

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

In line with the Local Government Statement (2019) item 6.4 Iwi Engagement - The District Plan must take in to consideration the relationship between Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu, and other taonga. The District Plan recognises the need for greater Māori involvement in local control and decision making processes and the protection of Māori heritage.

Any food trucks/hangi preparation and delivery supporting Te Rā o Waitangi event must meet the food regulations required under the Food Act 2014.

We would also need to consider how to manage waste and work an event around our Waste Minimisation and Management Plan. Meet Government Guidelines in place at the time with regard to COVID-19.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Preparation for an event will take at least five months and preparation would need to start immediately (taking into consideration Christmas/New Years and the holiday period in January where people may not be contactable).

If schools were to participate, they would need time and notice before the end of the school year to put things in place as the first school term has not commenced by te Rā o Waitangi.

An education campaign would take considerably less time if run in isolation but still require a few months to prepare for. The Communications Team would need time to allow for filming, editing and any graphic design elements, media releases and web content/social media required required. Approximately one to two months to prepare.

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: An event or education campaign that promotes Māori heritage, vales, tradition and significance in Aotearoa

Community Outcome:

Vibrant Cultural Values
Healthy Communities

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

An existing budget of \$2,500 is already set aside for a te Rā o Waitangi event. The 2019 event exceeded \$5,000 (including the cost to use the Swim Zone pool and pay staff), but had significant business sponsorship.

The Waitangi Day Commemorative Fund, through Te Pae Māpuna, Ministry of Culture and Heritage, is also available for groups and organisations running a Te Rā o Waitangi event. Applications to the fund opened August 2021 and groups or organisations can apply for up to \$5000.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Rexine Hawes Communications Officer	
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Approved by	Jenni Cochrane Communications Manager	
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Item 7.5

	Don McLeod Chief Executive Officer	
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Te Manawhenua Forum Work Programme

CM No.: 2485979

Rāpopotonga Matua | Executive Summary

The Work Programme for the Forum is attached. It is intended this is a standing item for each Forum meeting.

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

Prior to the commencement of each calendar year the Forum sets itself a work programme. The Forum last set the work programme in December 2020.

While priorities can shift during the year as unexpected issues arise, the work programme is a useful tool to enable Forum members to set their direction and to allow staff to understand the work priorities that need to be achieved.

Ngā Tāpiritanga | Attachments

[A↓](#). TMF Work Programme tracking

Ngā waitohu | Signatories

Author(s)	Niall Baker Policy and Legal Team Leader	
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Approved by	Don McLeod Chief Executive Officer	
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Te Mana Whenua Forum Work Programme
2 March 2021

Work programme	Status – reported to this meeting	Comment / Expected reporting dates
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 Māori Policy update on initiatives and guidelines	✗	
Signage manual incl. bilingual text	✓	
Waitangi Day 2021 debrief/review	✓	
Parks & 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	✗	

Additional items reported:

- Māori Representation / Wards
- Appointment to Audit and Risk Committee
- Introduction to Tim Van De Molden
- Pare Kore Presentation – Waste Minimisation
- National Planning Standards
- Library update
- Kaitakawaenga Māori / Iwi Liaison officer

1 June 2021

Work programme	Status – reported to this meeting	Comment / Expected reporting dates
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	✓	

Additional items reported:

- State of Environment Report 2019/20
- Te Wiki o te Reo Māori
- Library update
- Members interests declaration
- Te Mana Whenua Forum Ngā Hui
- Māori Ward & Representation Review
- Local Government (Rating of Whenua Māori) Amendment Act
- Update on the 3 Waters reform
- Hauraki Gulf Forum meeting Report for March 2021
- Policies review 2021/22

7 September 2021

Work programme	Status – reported to this meeting	Comment / Expected reporting dates
Waitangi Day 2021 event planning	✓	Refer agenda report
Annual Plan 2020/21 and other associated documents update	✓	Refer agenda report
District Plan and iwi management plans update incl Papakainga plan change update	✓	Refer agenda report
Long Term Plan 2021-31 Project Plan, Timeline and Maori involvement in decision-making section	✓	Refer agenda report
Draft Annual Report 2020/21	✓	Refer agenda report
Manawhenua Engagement Guide review	✓	Refer agenda report
Community Facilities Strategy and Policy update	✓	Refer agenda report
Te Aroha Domain Working Party update	✗	
Te Aroha Domain Spa Development Project Update	✓	Refer agenda report - Budget & Governance Terms of Reference

- Te Reo Māori Policy update
- Māori Ward & Representation Review
- Ngāti Hinerangi membership
- Dog Control Bylaw – proposed amendments for community consultation
- Community facilities Strategy & Policy update
- Te Mana Whenua Forum Work Programme
- Update on 3 Waters Reform

TMF Work Programme 2021

Meeting 4 – 30 November 2021

- 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
- Procurement Policy
- Lunch with the Councillors