

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 30 November 2021
Wā | Time: 10.00am
Wāhi | Venue: Silver Fern Farms Events Centre
44 Stanley Avenue,
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 Rangitonga Kaukau

Ngāti Hinerangi

Mr Phillip Smith

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

Waea | Phone: 07-884-0060
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Īmēra | Email: governance@mpdc.govt.nz
Kāinga Ipurangi | Website: www.mpdc.govt.nz

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1 Whakatūwheratanga o te hui | Meeting Opening

2 Karakia

3 Ngā whakapāha/Tono whakawātea | Apologies/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

6 Pūrongo me whakatau | Decision Reports

Ngāti Hinerangi new membership

CM No.: 2524644

Rāpopotonga Matua | Executive Summary

Ngāti Hinerangi wish to inform Te Manawhenua Forum that their current principal representative Tony Harrison has resigned from his role on the Forum and that Phil Smith is appointed as the new Ngāti Hinerangi principal representative with Ms Hinerangi Vaimoso continuing her appointment as the alternate representative.

A formal letter from Ngāti Hinerangi is attached.

Tūtohunga | Recommendation

That:

1. The Forum thank Tony Harrison for his time involved with Te Manawhenua Forum and wish him all the best for the future.
2. Phil Smith be welcomed to the Forum and appointed as the new Ngāti Hinerangi principal representative.

Ngā Tāpiritanga | Attachments

[A↓](#). Te Puāwaitanga o Ngāti Hinerangi Iwi Trust - New Membership - Phil Smith.docx



Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Governance Support Officer	
Approved by	Sandra Harris Placemaking and Governance Team Leader	
	Erin Bates Strategic Partnerships and Governance Manager	

Ngāti Hinerangi

Te Puāwaitanga o Ngāti Hinerangi Iwi Trust

Te Puāwaitanga o Ngāti Hinerangi Iwi Trust
5 Garland St
Matamata 3400
PO Box 20

9 November 2021

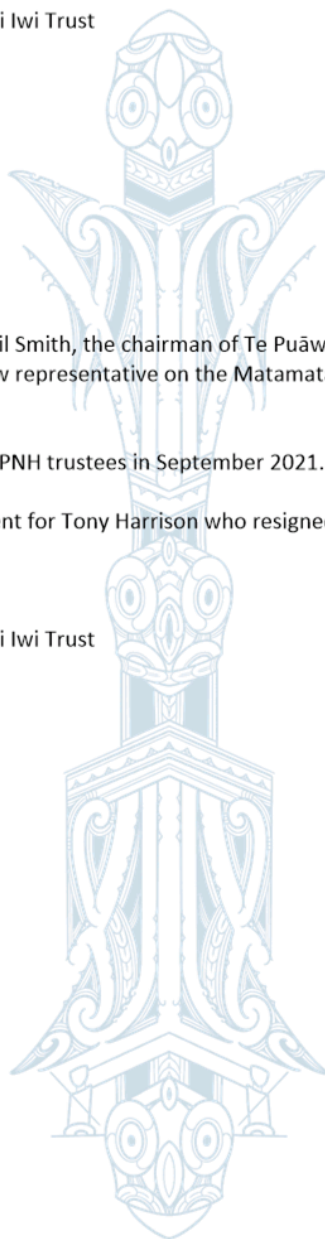
Tēnā koutou,

This is formal notification that Phil Smith, the chairman of Te Puāwaitanga o Ngāti Hinerangi Iwi Trust has been appointed the new representative on the Matamata Piako District Council Te Manawhenua Forum.

This was a resolution passed by TPNH trustees in September 2021.

Phil's membership is a replacement for Tony Harrison who resigned in July 2021.

Ngā mihi,
Te Puāwaitanga o Ngāti Hinerangi Iwi Trust



6 Pūrongo me whakatau | Decision Reports

Schedule of Meetings 2022

CM No.: 2523903

Rāpopotonga Matua | Executive Summary

Te Manawhenua Forum mo Matamata-Piako are asked to confirm dates for their 2022 meeting schedule.

Tūtohunga | Recommendation

That:

1. The information be received.
2. The Forum confirms the meeting dates for 2022.

Horopaki | Background

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

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

At the Forum's meeting on 1 June 2021, a resolution was passed to increase the Forum's meeting frequency from four meetings per year to six per year, commencing in 2022. A copy of the resolution is below:

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. *The information be received*
2. *The Forum continue with four ngā hui this year and increase on the number of hui to 6 per year, commencing in 2022.*

Moved by: M Baker

Seconded by: J Taylor

KUA MANA | CARRIED

As a result of this, the proposed meeting dates for 2022 are as follows:

Proposed meeting schedule for 2022:

MONTH	DATE	VENUE
February	Tuesday, 8th	Matamata-Piako District Council, Council Chambers, Te Aroha
April	Tuesday, 5th	
June	Tuesday, 7th	
August	Tuesday, 9th	
September	Tuesday, 27th	
December	Tuesday, 6th	TBC

The proposed full Council meeting schedule is also attached for information (note this is to be approved by Council and relevant Committees November/December).

Ngā Tāpiritanga | Attachments

[A↓](#). Final MPDC Meeting Planner 2022



Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Governance Support Officer	
Approved by	Sandra Harris Placemaking and Governance Team Leader	
	Don McLeod Chief Executive Officer	

MPDC Meeting Planner 2022

	January	February	March	April	May	June	July	August	September	October	November	December	
Sat	1 New Year's Day									1			
Sun	2 Day after New Year's				1					2			
Mon	3 New Year's Day (obs)				2			1		3			Mon
Tue	4 Day after New Year's (obs)	1	1		3			2		4	1		Tue
Wed	5	2 Workshop (TBC)	2 Workshop (TBC)		4 Council	1 Workshop (TBC)		3 Workshop (TBC)		5 Council (TBC)	2 Council* (Swearing in)		Wed
Thu	6	3	3		5	2		4	1	6	3	1	Thu
Fri	7	4	4	1	6	3	1	5	2	7	4	2	Fri
Sat	8	5	5	2	7	4	2	6	3	8 Election polling day	5	3	Sat
Sun	9	6 Waitangi Day	6	3	8	5	3	7	4	9	6	4	Sun
Mon	10	7 Waitangi Day (obs)	7	4	9	6 Queen's Birthday	4	8	5	10	7	5	Mon
Tue	11	8 TMF	8 ARC	5 TMF	10	7 TMF	5	9 TMF	6	11	8	6 TMF* ARC*	Tue
Wed	12	9 Council	9 Council	6 Workshop (TBC)	11 Council Hearing	8 Council	6 Workshop (TBC)	10 Council	7 Workshop (TBC)	12	9 Council*	7 Council*	Wed
Thu	13	10	10	7	12 Council Hearing (if req)	9	7	11	8	13 Official result declared 13-19 Oct	10	8	Thu
Fri	14	11	11	8	13	10	8	12 Nominations close (12 noon)	9	14	11	9	Fri
Sat	15	12	12	9	14	11	9	13	10	15	12	10	Sat
Sun	16	13	13	10	15	12	10	14	11	16	13	11	Sun
Mon	17	14	14	11	16	13	11	15	12	17 CE Forum	14	12	Mon
Tue	18	15	15	12	17	14	12	16	13 ARC	18	15	13	Tue
Wed	19	16 Workshop (TBC)	16 Workshop (TBC)	13 Council	18 Workshop (TBC)	15 Workshop (TBC)	13 Council Public notice of Election	17 Workshop (TBC) Public notice of candidates	14 Council	19	16 Workshop (TBC)	14 COC*	Wed
Thu	20	17	17	14	19	16	14	18	15	20	17	15	Thu
Fri	21	18	18	15 Good Friday	20	17	15 Nominations open	19	16 Electoral voting opens	21	18	16	Fri
Sat	22	19	19	16	21	18	16	20	17	22	19	17	Sat
Sun	23	20	20	17	22	19	17	21	18	23	20	18	Sun
Mon	24	21 CE Forum	21	18 Easter Monday	23 Hauraki Gulf Forum	20 CE Forum	18	22 Hauraki Gulf Forum	19	24 Labour Day	21	19	Mon
Tue	25	22	22	19	24	21	19	23	20	25	22	20	Tue
Wed	26 Workshop (TBC)	23 COC	23 COC	20 Workshop (TBC)	25 COC	22 Workshop (TBC)	20 Workshop (TBC)	24 COC	21 Workshop (TBC)	26	23 COC*	21	Wed
Thu	27	24	24 WMAC	21	26	23 WMAC	21	25	22 WMAC	27	24	22	Thu
Fri	28	25	25	22	27	24 Matariki	22	26	23	28	25	23	Fri
Sat	29	26	26	23	28	25	23	27	24	29	26	24	Sat
Sun	30	27	27	24	29	26	24	28	25	30	27	25 Christmas Day	Sun
Mon	31 Auckland Anniversary Day	28 Hauraki Gulf Forum	28	25 ANZAC Day	30	27	25	29	26	31	28	26 Boxing Day	Mon
Tue			29	26	31	28 ARC	26	30	27 TMF		29	27 Christmas Day (obs)	Tue
Wed			30 Workshop (TBC)	27 COC		29 Council / COC (rates strike)	27 COC	31 Workshop (TBC)	28 COC		30 Workshop (TBC)	28	Wed
Thu			31	28		30	28		29			29	Thu
Fri				29			29		30			30	Fri
Sat				30			30					31	Sat
Sun							31						Sun

Council COC – Corporate and Operations Committee TMF – Te Manawhenua Forum ARC – Audit and Risk Committee WMAC – Waharoa (Matamata) Aerodrome Committee * - Meetings to be determined following Election

6 Pūrongo me whakatau | Decision Reports

Draft Work Programme for 2022 - Te Manawhenua Forum

CM No.: 2523955

Rāpopotonga Matua | Executive Summary

This report presents the draft work programme for Te Manawhenua Forum for 2022 for feedback.

Tūtohunga | Recommendation

That:

1. The Work Programme for 2022 be approved.

Horopaki | Background

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

Ngā Take/Kōrerorero | Issues/Discussion

The attached draft work programme is proposed for discussion by the Forum. The work programme identifies issues which have been developed and reviewed on an annual basis as a suggested base work programme. There may be other matters that the Forum may wish to consider for inclusion or replacement in the work programme.

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

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

Ngā Tāpiritanga | Attachments

[A↓. Te Manawhenua Forum Work Programme 2022](#)



Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Governance Support Officer	
Approved by	Sandra Harris Placemaking and Governance Team Leader	
	Don McLeod Chief Executive Officer	

Te Manawhenua Forum Work Programme 2022

8 February 2022

Work Programme
2022 Local election project update
Pride of Place (POP) Project Update
Annual Plan 2022/23 update
Policy / Bylaw update (gambling, Easter trading, fees & charges, speed limits etc.).
Waitangi Day 2022 debrief/review (verbal update due to timing of Waitangi Day, 6 February)
Solid Waste Programme update (procurement, grants, waste minimisation activities, transfer station upgrades)
District Plan and Iwi management plans update incl. Papakainga plan change update
Morrinsville Recreation Ground Working Party update (if required)
Te Aroha Domain Working Party update (if required)
Te Aroha Spa Development Project update (if required)
Local Government Reform update <ul style="list-style-type: none">- 3 waters- Future of Local Government- Resource Management

5 April 2022

Work Programme
2022 Local election project update
Annual Plan 2022/23 & documents out for consultation
Six month report July to December 2021
District Plan and Iwi management plans update incl. Papakainga plan change update
Te Reo Māori Policy update on initiatives and guidelines
Signage manual incl. bilingual text
Waitangi Day 2022 debrief/review
Parks & Open Spaces Strategy update
Community Facilities Strategy and Policy update
Solid Waste Programme update (procurement, grants, waste minimisation activities, Transfer station upgrades)

Morrinsville Recreation Ground Working Party update (if required)

Te Aroha Domain Working Party update (if required)
--

Te Aroha Spa Development Project update (if required)

7 June 2022

Work Programme

2022 Local election project update

Pride of Place (POP) Project Update

Annual Plan 2022/23 update

Policy / Bylaw update (gambling, Easter trading, fees & charges, speed limits etc.).
--

Annual customer satisfaction survey

Policy / Bylaw update (gambling, Easter trading, fees & charges, speed limits etc.).
--

District Plan and iwi management plans update incl Papakainga plan change update
--

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

Morrinsville Recreation Ground Working Party update (if required)

Te Aroha Domain Working Party update (if required)
--

Te Aroha Spa Development Project update (if required)

9 August 2022

Work Programme

2022 Local election project update

Procurement Policy

Te Manawhenua Forum satisfaction survey (if required following June meeting)
--

Solid Waste Programme update (procurement, grants, waste minimisation activities, Transfer station upgrades)
--

Community Facilities Strategy and Policy update

District Plan and Iwi management plans update incl. Papakainga plan change update

Open Spaces Strategy update

Morrisville Recreation Ground Working Party update (if required)

Te Aroha Domain Working Party update (if required)

Te Aroha Spa Development Project update (if required)

27 September 2022

Work Programme

2022 Local election project update

Pride of Place (POP) Project Update

Waitangi Day 2023 event planning

Annual Plan 2022/23 and other associated documents update

District Plan and iwi management plans update incl Papakainga plan change update

Draft Annual Report 2021/22

Manawhenua Engagement Guide review

Community Facilities Strategy and Policy update

Morrinsville Recreation Ground Working Party update (if required)

Te Aroha Domain Working Party update (if required)

Te Aroha Domain Spa Development Project Update (if required)

6 December 2022 (Combined Christmas Lunch)

Work Programme

Draft work programme for 2023

Waitangi Day 2023 event planning

District Plan and iwi management plans update incl Papakainga plan change update

Te Reo Maori Policy update on initiatives and guidelines

Manawhenua Engagement Guide review

Procurement Policy

State of the Environment Reporting

Resource Management Act Hearing Commissioner Training

Community Facilities Strategy and Policy update

Community Facilities update

Road and Open Spaces Naming Policy 12 month review

Morrinsville Recreation Ground Working Party update (if required)

Te Aroha Domain Working Party update (if required)

Te Aroha Domain Spa Development Project Update (if required)

6 Pūrongo me whakatau | Decision Reports

Te Rā o Waitangi 2022

CM No.: 2523583

Rāpopotonga Matua | Executive Summary

From 2015 to 2019 Council, together with the Te Manawhenua Forum mo Matamata-Piako hosted a large, whānau friendly community event to celebrate Waitangi Day in our district.

Due to timing and resourcing challenges in 2021 an online educational campaign was delivered instead of an event. While this was considered successful, Te Manawhenua Forum felt that the community would benefit more from an opportunity to come together in person, following the lockdowns and restrictions in 2021. The Forum passed a resolution at the 7 September 2021 meeting to work with the Communications Team to deliver a 2022 Waitangi Day Event.

A working group was established and has come up with a proposal, and applied for funding from the Ministry of Culture and Heritage. This report asks Te Manawhenua Forum for decisions on the venue and movie choice, and seeks advice on what other input Forum members would like to provide in the delivery of this event.

Tūtohunga | Recommendation

That:

1. **Te Manawhenua Forum support the proposed social media campaign and whanau picnic and movie night for Te Rā o Waitangi 2022**
2. **Te Manawhenua Forum choose _____ as the venue for the whanau picnic and movie night**
3. **Te Manawhenua Forum choose _____ as the movie to be screened at the whanau picnic and movie night**

Horopaki | Background

From 2015 to 2019 Council, together with the Te Manawhenua Forum mo Matamata-Piako hosted a large, whānau friendly community event to celebrate Waitangi Day in our district.

Due to timing and resourcing challenges in 2021 an online educational campaign was delivered instead of an event. While this was considered successful, Te Manawhenua Forum felt that the community would benefit more from an opportunity to come together in person, following the lockdowns and restrictions in 2021. The Forum passed a resolution at the 7 September 2021 meeting to work with the Communications Team to deliver a 2022 Waitangi Day Event.

Following the September meeting Council staff met representatives from Ngāti Tumutumu and Ngāti Hinerangi to brainstorm ideas and options for an event/multiple events to commemorate Te Rā o Waitangi. Council's events team then investigated the prices, pros and cons of the options discussed and circulated this to the working group for feedback. The preferred option selected was a Whanau Picnic and Movie night on Friday 4 February, supported by an online/social media campaign focused on Waitangi Day stories in the lead up to the event.

An application has been submitted to the Ministry of Culture and Heritage for up to \$5000 of funding towards the proposed 2022 event.

Ngā Take/Kōrerorero | Issues/Discussion

The Communications Team will coordinate the following, with support from Te Manawhenua Forum:

An online community education campaign in the lead up to Waitangi Day

Details of this are still to be confirmed, but it is intended that this is a week long campaign, aiming to educate the community/help people connect with Waitangi Day through sharing local stories.

Initial ideas for this include:

- Asking people to share why they care about Waitangi Day
- Asking people to share their connection with this place/town/district – and anchor this back to Te Tiriti o Waitangi where possible
- Asking people to share their story/who they are and how they think Te Tiriti o Waitangi has influenced their life/lens

A whanau picnic and movie night

The online campaign will culminate in an in person event, focussed on bringing people together.

This could include

- food stall from local businesses and community groups, as well as BYO picnic to ensure it is affordable for everyone
- live music by local artist/s
- family friendly activities, ideally with multi-cultural themes (including all cultures in the district who want to take part).
- A movie on a large outdoor screen

Mōrearea | Risk

Covid-19

Given the fluctuating Covid-19 restrictions there is a significant risk that this event may not be able to proceed. However, Te Manawhenua Forum held clear views at the September 2021 meeting that the community needs and opportunity to gather in person.

Council and Te Manawhenua Forum cannot remove or change this risk, however, we can put systems in place to minimise the risk to people and to Council including:

- Reviewing Covid-19 restrictions and cases early in 2022, and making a final decision on whether or not to proceed with this event, making a decision early to minimise financial loss.
- Planning to proceed with only one event, as opposed to one in each main town (to minimise potential financial loss)
- Delivering an outdoor event in a large, open space that allows for physical distancing
- Ensuring a Covid-19 Management Plan is in place for the event and enforced on the day (minimising risk of spreading Covid-19 at the event)
- Continuing to support vaccination messaging in our communities prior to the event
- Delivering a social media campaign in the lead up to the event – ensuring that even if the event had to be cancelled, Te Rā o Waitangi is still recognised in the Matamata-Piako District.

Weather

It is worth noting that the success of an outdoor event would be significantly impacted by adverse weather.

Ngā Whiringa | Options

The Communications team seek decisions from the Te Manawhenua Forum on a suitable venue and movie, and indications of how each iwi will contribute to the event.

Venue

In the past, the venue for the Waitangi Day event has been rotated around the district to provide opportunities for all residents to attend/take part. Past locations have included:

- 2020 and 2021 – No event
- 2019 – Morrinsville Recreation Grounds
- 2018 – Matamata Domain
- 2017 – Silver Fern Farms Event Centre, Te Aroha
- 2016 – Morrinsville Recreation Grounds
- 2015 – Morrinsville Recreation Grounds

If the Forum wishes to stick with rotating the event around the district, it would be Te Aroha's turn to host the event. Suitable venues identified by the working group in Te Aroha include:

1. Te Aroha Domain - this venue offers beautiful historic site nestled under the maunga, with public toilets, on-street parking, and good linkages to the town centre
2. Te Aroha Railway Reserve - this venue is a site of significance to Ngāti Tumutumu, with access to a number of outdoor games/activities (such as giant jenga, connect 4 etc).
3. Boyd Park, Te Aroha - this venue has public toilets and ample parking, and also has the option of the adjoining Silver Fern Farms Event Centre, which could be used as a wet weather alternative.

If the Forum would like to consider holding the event in another town, other venues suggested by the working group were:

1. Land adjacent to Wairere Falls carpark (owned and administered by Ngāti Hinerangi) – this site adjoins a large carpark with public toilets and ample parking.
2. Matamata Domain - this venue is centrally located, with ample parking, and a playground.
3. Waharoa Aerodrome - this venue is a site of significance to Ngāti Hauā. It has ample space for parking, and public toilets available.
4. Morrinsville Recreation Grounds – this venue has ample space for parking, and public toilets available.

Movie choice

To help this event be a whanau friendly event, it is important to choose a movie that will appeal to all ages. The outdoor movie company have suggested three New Zealand movies that they believe appeal to children and adults alike. These include:

1. **Hunt for the Wilderpeople:** Warmly funny and deeply delightful. The truly rare family film that's safe for kids, funny and acerbic enough for adults, and surprising enough to keep everyone absorbed. Hunt for the Wilderpeople focuses solely on the relationship between, and the misadventures of its two central figures.
2. **Boy:** Age appropriate for: 15+. The film would probably translate to a PG-13: There is cursing, drug use, the death of a beloved pet, and one comically violent scene where someone gets stabbed in the eye with a spoon (it's more funny than gory), but no obscene or sexually graphic situations.
3. **Footrot Flats: The Dog's Tale:** Murray Ball's iconic, 1987 animated film about the trials and tribulations of small town rural life in New Zealand through the eyes of farmer Wal (appropriately voiced by Fred Dagg) and his trusty pet, known simply as Dog.

If none of these options appeal, the Communications team can investigate alternative options with the movie company.

Other involvement

Each iwi is also asked to consider how they might contribute to both the online campaign and event. Ideas for involvement include:

- Nominating individuals who are happy to appear in the social media campaign – ideally we are seeking a range of ages, gender and cultures
- coordinating an activity at the event (e.g. ta moko facepainting, weaving etc)
- providing volunteers to assist with event set up, delivery
- Providing contacts, or contacting groups who may wish to have food or activity stalls
- Providing musicians
- Having a food stall
- Helping to promote the event

Those who would like time to consider/discuss this are asked to email communications@mpdc.govt.nz no later than 24 December, 2021, due to the short timeframe for delivering this event due to the holiday period.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

If the forum approve the proposed plan, the Communications team will begin bookings and planning immediately.

Work on both the social media campaign and invitations to community groups will need to begin prior to Christmas.

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

Theme: Vibrant Cultural Values

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

Waitangi Day marks the anniversary of the initial signing of the Treaty of Waitangi, which is regarded as the founding document of the nation. Marking this day with an event, provides an opportunity to bring people of all cultures in our district together

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

Te Manawhenua Forum have a budget of \$2,500 for this event.

The total cost to deliver this event is estimated to be \$7,500. The working group has applied to the Ministry of Culture and Heritage's Waitangi Day Fund for up to \$5000 of additional funding.

If this grant is not secured, Te Manawhenua Forum could seek sponsorship from local businesses, or request Council reallocate funding from the business awards (which did not proceed due to Covid restrictions) towards delivering this event.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Jenni Cochrane Communications Manager	
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Approved by	Don McLeod Chief Executive Officer	
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6 Pūrongo me whakatau | Decision Reports

2022 Triennial Local Elections

CM No.: 2514673

Rāpopotonga Matua | Executive Summary

The purpose of this report is to provide an overview of the 2022 triennial local elections process.

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

Council staff provided a presentation to the Forum at a workshop via zoom on 28 October 2021.

General

Triennial elections for local authorities throughout New Zealand will occur on Saturday, 8 October 2022.

Elections will be conducted under the provisions of the Local Electoral Act 2001, and the Local Electoral Regulations 2001.

Warwick Lampp, of Elections.com Limited, is instructed to act as Electoral Officer (EO) on behalf of Matamata-Piako District Council, in accordance with an Election Services Agreement, signed and dated 4 September 2020.

Council staff member, Tamara Kingi, will be Council's Deputy Electoral Officer (DEO). The DEO will provide the on-site support and liaison for the elections, for example receiving nominations. The DEO may also appoint Electoral Officers to assist with the election process, such as customer services or library staff.

Māori Ward

In February 2021, Local Government Minister, Hon. Nanaia Mahuta announced a law change to increase Māori representation to ensure Māori have a voice in local decision making. On 28 April 2021, Council made the decision to establish a Māori Ward/s for the 2022 and 2025 elections.

The Māori Ward Councillor will be elected by those on the Māori Electoral Roll and act as representative for Māori across the whole district.

Council sought advice and guidance from Te Manawhenua Forum mo Matamata-Piako to name the Māori Ward - Te Toa Horopū ā-Matamata-Piako. The recommendation was derived from meaning/significance to Iwi and is intended to encourage electoral participation by Māori.

Elected Positions - Representation

Local authorities are required to carry out a representation review at least every six years. The last review was undertaken in 2018/19 for the 2019 and 2022 triennial elections. However, the addition of the Māori Ward triggered another review for the 2022 elections.

Council have proposed the following:

- Mayor (elected 'at large')
- Councillors (12)
 - Matamata Ward (4)
 - Morrinsville Ward (4)
 - Te Aroha Ward (3)
 - Māori Ward (elected 'at large')

In the proposed option, Te Aroha does not comply with the +/- 10% rule. The Local Government Commission will determine whether an exemption is granted and Council can proceed with the proposed structure by 6 April 2022.

Should an exemption not be granted, the structure will be altered. The Māori Ward will not be involved in this process.

Nominations

The nomination period will commence Friday, 15 July 2022, and close at midday on Friday, 12 August 2022. A candidate handbook will be made available to prospective candidates by mid-2022.

Electoral Roll

The general roll electors will vote for:

- A candidate in the Matamata, Morrinsville or Te Aroha ward and the Mayor; and
- A candidate in Waikato Regional Council General constituency.

There are an estimate of 23,224 eligible population on the general roll.

The Māori roll electors will vote for:

- A candidate in the Māori Ward (instead of voting in Matamata, Morrinsville or Te Aroha ward) and the Mayor; and
- A candidate in Waikato Regional Council Māori constituency.

The number of Māori electorates is calculated by using results from the population census and Māori Electorate Option. The Māori Electorate Option is a chance for all enrolled voters of Māori descent to choose which electoral roll to be on (whether it be general or Māori). There are an estimate of 1,881 on the Māori roll.

Eligible voters will be residential electors within the District or non-resident ratepayers whose names will appear on the electoral roll.

Resident Roll

Parliamentary electors, including those on the Māori Electoral Roll, are automatically enrolled on the resident roll, at the address where they live.

Ratepayer Roll

If a person was on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the non-resident ratepayer roll. A firm, company, corporation or society paying rates on a property could nominate one of its members or officers as a ratepayer elector (provided the nominated person resides outside the area).

Electoral System

The first past the post (FPP) electoral system will be used for all elections.

Te Manawhenua Forum Mo Matamata-Piako
30 November 2021

Election Timetable

After 1 February 2022	Declaration of Electoral Officer and Deputy Electoral Officer
1 March – 30 April 2022	Ratepayer Roll Enrolment Confirmation Forms sent to existing ratepayers
1 March – 3 July 2022	Preparation of Ratepayer Roll
9 March 2022	EEC questionnaire sent to Electoral Officers
6 April 2022	Final representation review decisions by Local Government Commission due
1 May – 31 May 2022	National Public Notice of Ratepayer Roll qualifications and procedures
5 May 2022	EEC test date sent to Electoral Officers
20 June 2022 by 24 June 2022	EEC Enrolment update campaign commences Order of candidate names resolutions (optional)
27 June 2022	Check it Electoral Roll closes
1 July 2022	Received preliminary Electoral Rolls from EEC
4 July – 13 July 2022	Compile preliminary Electoral Roll
6 July 2022	First public notice completed and booked with ad agency
11 July 2022	Nomination forms, candidate information pack and preliminary rolls completed and all documents dispatched to Council
13 July 2022	Public notice of Election (first public notice of Election) Preliminary Electoral Roll inspection, nomination of candidates, closing date of Electoral Roll
15 July 2022	Nomination open/Roll open for inspection
By 27 July 2021	Appointment of JPs
12 August 2022	Nominations close (12 noon), Electoral Roll Closes (second public notice confirmed with ad agency)
17 August 2022	Public Notice of Candidates (second public notice of Election)
By 19 August 2022	Receive final Electoral Roll from EEC
12 August – 12 September 2022	Final postal sort data to mailhouse, design and print voting papers, verify candidate profiles
By 26 August 2022	Ratepayer Roll insert with rates notice
12 September 2022	Electoral Officer certifies final roll – final rolls distributed by Electoral Officer
16 September 2022	EEC letter sent to electors on Unpublished Roll
Prior to 12 September 2022	Advertise Special Voting arrangements
16 – 21 September 2022	Delivery of Voting Documents
16 September – 8 October 2022	Voting period Progressive Roll scrutiny, progressive processing, special voting period
8 October 2022	Election Day – Voting closes at 12 noon Provisional results available as soon as practicable after close of voting
8 – 13 October 2022	Official count – process special votes
13 October 2022	Official result declaration
13 – 19 October 2022 (as soon as practicable)	Public notice of official declaration of Election results
November 2022	Electoral Officer Forum
Mid December 2022	Return of Election expenses forms

Voting Period

Delivery of voting documents will be sent to eligible electors, by post, from Friday, 16 September 2022. The voting period will span over three weeks (Friday, 16 September to Saturday, 8 October 2022, 12 noon). Special votes will be issued from Council offices and libraries.

Ngā Take/Kōrerorero | Issues/Discussion

Standing for Council

Anyone can stand for the Māori Ward, including non-Māori, provided they are citizens of New Zealand and on the Parliamentary roll. Likewise for the General Ward, anyone can stand, including those on the Māori roll. Nominations must be received from voters on the corresponding roll and from the relevant Ward.

Changing Rolls

The Māori Electoral Option is an opportunity for enrolled voters of Māori descent to choose which electoral roll to be on, whether it be the general roll or the Māori roll. The process for changing rolls is managed by Central Government. Every five years, the number of Māori electorates is worked out using results from the population census and Māori Electoral Option.

At our update on 28 October, staff advised that parliament were reviewing the timing and frequency of the Māori Electoral Option. No Bill has passed to date. Vote NZ, Electoral Commission and Ministry of Justice websites all state that the next option period will occur following the census in 2024 and will run for a period of four months. The number of Māori enrolled will help to determine the boundaries of Māori and general electorates when the boundaries are reviewed.

Mōrearea | Risk

Potential risks include:

- Operating systems performance
- Privacy
- Compliance
- Confidentiality
- Unauthorised access to information
- Communication process
- Special vote process

To mitigate any risks, a W.O.F has been prepared using questions recommended by Taituarā (formerly SOLGM). This document will be updated as the process progresses and reported to the CEO.

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

Triennial general elections will be run in accordance with the Local Electoral Act 2001.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The elections will be promoted through an agreed communications plan.

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

A budget of \$55,000.00 per year over a 3 year period, has been allocated under the Long Term Plan 2021-31.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Tamara Kingi Community Partnerships Advisor	
Approved by	Sandra Harris Placemaking and Governance Team Leader	
	Don McLeod Chief Executive Officer	

7 Ngā Pūrongo Whakamārama | Information Reports

Te Aroha Spa Development Project - Update November 2021

CM No.: 2524150

Rāpopotonga Matua | Executive Summary

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

Tūtohunga | Recommendation

That:

1. The report 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 is pursuing a project that contemplates bringing to life a leading day spa, hot pool and beauty therapy business situated within the Te Aroha Domain, to replace the existing business' facility. The existing spa and hot pool business is successful when measured by client demand and financial metrics but the existing facility has insufficient capacity to meet annual client. The existing facility is also relatively old with outdated furnishings, decoration and environment, and has limited experiences.

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

Ngā Take/Kōrerorero | Issues/Discussion

The summary below provides an update and overview on:

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

Key Tasks Completed

- Study tour of spa/hot pool businesses.

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

- Draft communication plan

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

- Geothermal water resource consent engagement with Regional Council

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

- Project Governance Group

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

Key Tasks In Progress

- Iwi related tasks

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

- Geothermal water availability to meet forecasted increased requirement

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

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

Recommendations coming from the GWS report:

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

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

- Geothermal water resource consent

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

- Preliminary geotechnical investigations

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

Key Tasks Coming Up

- Shaping the entity's design

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

- Risk Register

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

- Consultation Plan

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

Project Resourcing

- Project Management Group

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

Budget and Expenditure

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

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Graham Shortland Project Manager - Te Aroha Spa Development	
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Approved by	Don McLeod Chief Executive Officer	
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7 Ngā Pūrongo Whakamārama | Information Reports

District Plan Update

CM No.: 2523606

Rāpopotonga Matua | Executive Summary

The purpose of this report is to update the Te Manawhenua Forum on the rolling review of the District Plan. The update covers the process 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 plan change aims to review the spatial planning for the town and to recognise the character of Waharoa.

Following a recommendation from Ngāti Hauā, Council staff partnered with Ngāti Hauā and engaged Simon Hunter who facilitated a Hui on 8 July at Raungāiti Marae with Waharoa's community and stakeholders and a further Hui held on 11 August, with attendees from Ngāti Hauā and MPDC. The information at these Hui is currently being finalised with the aim of setting a high level vision for Waharoa as a whole. It identifies potential areas within Waharoa for residential and industrial expansion, a community hub, sport and recreational use, infrastructure and logistics. It is noted that a number of the outcomes are outside the scope of a plan change which is all Council has committed to at this stage.

Due to Covid-19 restrictions, the next stages to ground truth the vision and take the next steps in the plan change process are all on hold.

Plan Change 53 – “Settlements”

The aim of this plan change was to recognise the character of the settlements by providing for the historical business, housings and community activities. This plan change also reviewed the District Plan rules for the rural house sites within the district which provided for smaller rural settlements.

This plan change was made operative on 29 September 2021.

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 held a virtual hui with Ngāti Hauā and Raukawa and had consultation hui 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.

Initially, the project team had intended on gaining public feedback through:

- public open days
- letter distribution to stakeholders, potentially affected parties and hui attendees
- engagement on various social media platforms

However, Covid-19 restrictions have meant that public open days and intended hui would have to be rescheduled and reimagined. Discussions with the Iwi Working Group around engagement strategies have taken place on 16 November, to discuss what would be the preferred approach by manawhenua. This also provided an opportunity to share updated versions of MPZ maps, branding strategies and gain feedback from members of the IWG.

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>

Plan Change 56 – Lockerbie

In September 2021, Matamata-Piako District Council received an application for Plan Change 56 – Lockerbie. This Plan Change proposes to rezone an area of a 78 ha site, north of Morrinsville.

The site is located south-west of the intersection of the Morrinsville-Tahuna Road and Taukoro Road.

This Plan Change would see an increase of approximately 13.5% of the existing urban area of Morrinsville. A total of 1526 dwellings are intended to be yielded from the development of Lockerbie Estate, 1200 of which are within the plan change area. Zoning changes would entail changing the site from Rural to Medium Density Residential and Residential.

It is proposed that staff will be in a position to bring the application in front of Council in December of this year.

National Policy Statement of Urban Development 2020 (NPS-UD)

Council in November has again considered the impacts of the National Policy Statement of Urban Development 2020 (NPS-UD) and how this relates to Matamata-Piako District.

Based on updated population projections, lodging of private plan changes and recent density of developments, it was recommended that in accordance with the NPS-UD, that Matamata and Morrinsville fall within the definition of an urban area (having an intended population of 10,000 or more). Therefore, placing Matamata-Piako District as a Tier 3 territorial authority. This adds additional requirements on Council which will influence housing, infrastructure, business capabilities, environmental monitoring, car parking and transport within the district.

It was also recommended that Council undertake the above actions for Te Aroha and Waharoa. Particularly given that RMA reforms could result in less district council input in to the development of these areas.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

Procurement Policy - Social Procurement

CM No.: 2484711

Rāpopotonga Matua | Executive Summary

The Procurement Policy is due for review. Since the adoption of the current policy there has been vast changes in the procurement space industry wide. Many of these changes are based around a shift from aiming to achieve best public value rather than best value for money. Best public value encompasses all the same principles as best value for money, whilst also taking into consideration broader outcomes such as environmental, social and cultural rather than just economic. Consideration needs to be given to how we can use procurement to help Matamata Piako be the place of choice.

Tūtohunga | Recommendation

That:

1. **The Procurement Policy is reviewed.**

Horopaki | Background

In 2019 New Zealand Government Procurement Rules released the 4th edition of the Government Procurement Rules. This included the introduction of the following broader outcomes:

1. Increasing access of New Zealand Businesses
2. Increasing construction skills and training
3. Improving conditions for New Zealand workers
4. Reducing emissions and waste

Broader outcomes are secondary benefits that are generated by the way a good, service or work is produced or delivered. These outcomes can be social, environmental, cultural or economic benefits, and will deliver long term public value. Broader outcomes require not only the whole-of-life cost of the procurement, but also the costs and benefits to society, the environment and the economy.

Local government is not mandated to follow the procurement rules, rather Local Government is encouraged.

The Procurement Policy is due to be reviewed and consideration needs to be given to these broader outcomes to determine which, if any, of these outcomes will be incorporated into the policy.

Ngā Take/Kōrerorero | Issues/Discussion

Agencies that are mandated by the New Zealand Government Procurement Rules have been designated contracts or sectors that the broader outcome must be applied too. If Matamata Piako District Council choose to include any of these broader outcomes, they could be shaped in a way to fit with our needs. The four broader outcomes are:

1. Increasing access for New Zealand businesses

Consider how to create opportunities for New Zealand businesses, including Māori, Pasifika and regional businesses, as well as social enterprises. This can be achieved by:

- Removing barriers and improving the ability for all business to bid for our work.
- Ensuring a level playing field for businesses of all sizes
- Setting targets for percentages of contracts to be awarded to Maori, Pasifika and regional businesses.

2. Construction Skills and Training

Using procurement to find ways to partner more effectively with the construction sector to grow the size and skills of New Zealand’s construction workforce. This can be achieved by:

- Asking suppliers/sub-contractors what they can do over the life of the contract to train new construction workers and develop the skills of existing ones
- Consider the information suppliers provide about construction skills and training in their tenders
- Monitor contracts to make sure suppliers/sub-contractors deliver the training and skills development they agree to,
- Consider the H&S practices of suppliers and the training they provide to workers to ensure their health and safety.

3. Improving conditions for New Zealand workers

Improve conditions for New Zealand workers by requiring agencies to ensure suppliers and their sub-contractors comply with employment standards, and health and safety requirements.

As a starting point, the government has prioritised contracts in the following areas:

- Cleaning services
- Security services
- Forestry.

4. Reducing emissions and waste

Achieving positive environmental outcomes through sustainable procurement by buying low emissions and low waste goods, services and works.

Contract area	Minimum requirement
Office supplies	When purchasing office supplies from the All-of-Government office supplies contract, agencies need to purchase items that produce low amounts of waste and/or are recyclable.

Light vehicles

When purchasing vehicles from the All-of-Government motor vehicles contract, agencies need to purchase vehicles that are 20% below their current emissions profile. The New Zealand Government has a goal that, where practicable, its fleet should be emissions free by 2025/26.

Mōrearea | Risk

With any procurement there are risks relating to non-compliance, health & safety, operational, financial, environmental or to Council's image. However, these are mitigated by ensuring we have the correct policies and processes, staff are informed and performance against the processes is monitored.

Ngā Whiringa | Options

Not applicable

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

Not applicable

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Not applicable

Ngā take ā-lhinga | Consent issues

Not applicable

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: Connected Infrastructure, Economic Opportunities, Environmental Sustainability, Vibrant Cultural Values.

Community Outcome: Procurement can be used to contribute to many of Councils community outcomes and Councils visions. Procurement is a tool that can be used to help achieve these.

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

Procurement is funded within existing budgets

Ngā Tāpiritanga | Attachments

[A↓](#). Procurement Policy (Adopted by Audit & Risk 13 Dec 2016)



Ngā waitohu | Signatories

Author(s)	Amy Pollock Procurement Officer	
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	Catherine Russell Executive Assistant to Service Delivery Manager	
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Approved by	Fiona Vessey Group Manager Service Delivery	
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Procurement Policy

Date: 13 December 2016

Our Vision is

To get the best deal when purchasing goods and services that Council uses to provide for the needs of the Community.

Council's commitment

Council's commitment is to:

- Follow the good practice guidelines of the Auditor General for procurement in the public sector
- Follow the requirements of the New Zealand Transport Agency (NZTA) for subsidised road works
- Procure in a manner that meets the commitments in the Health and Safety Charter
- All things being equal use local providers within our District
- Identify the risk and value associated with purchasing products or services
- Ensure the purchasing process can be reviewed and also justified to a third party
- Procure goods and services in a manner that ensures the provider understands what is required

Introduction

Matamata-Piako District Council (MPDC) purchases a variety of goods and services ranging in scope from major contracts for civil works, large maintenance contracts, land, buildings and small items such as office supplies and minor equipment. The following policy must be to help assess the most appropriate method of procuring for such projects or purchases.

This policy applies to all Council purchasing activity. It works alongside other specific guidelines, e.g. NZTA's procurement rules for roading. Other related Council associated policies are referred to in the Procurement Manual and include staff delegations, conflict of interest and fraud.

All procurement shall be undertaken in accordance with:

- this policy,
- Procurement Manual,

35 Kenrick Street - PO Box 266 - Te Aroha 3342 - www.mpdc.govt.nz
Morrinsville & Te Aroha 07 884 0060 - Matamata 07 881 9050 - Fax 07 884 8865



- within financial delegations
- within approved budgets for goods and services.

Risk and Value Management

In getting the best deal for Council, the degree of effort and complexity needed for purchasing a particular product or service will be established by considering the risk associated with the product or service and the estimated value of the product or service. A Risk Assessment will be applied to procurement. The outcome of the assessment will guide the way procurement is to be undertaken.

Risk

Risk can be defined as exposing someone or something valued to danger, harm or loss. Risks to be considered include:

- Strategic
- Operational
- Financial
- Reputational.

Risk ranges from low to extreme and the appetite for risk needs to be carefully considered and documented prior to procuring goods and services. The ability of prospective suppliers to meet the Councils requirements must always be considered.

Value

As the estimated value of purchases of goods and services increases, so to does the need for greater formality in the process to acquire them. Where purchases are over \$200,000 in value, or they are of a high risk, a Procurement Plan is required which must be referred to a staff group known as Tenders Board for final approval. The Tenders Board shall be the Chief Executive and two group managers or three group managers in the absence of the Chief Executive.

Review

This procurement policy effectiveness is to be measured by auditing contracts to ensure they comply with Councils Procurement Policy and standard operating procedures for procurement, the Office of the Auditor General "Good Practice Guide" and NZTA Procurement Policy. These audits may be undertaken by Audit New Zealand, the Internal Auditors, ISO internal auditors, or a staff member senior to the persons who initiated and undertook the procurement process.

After each triennial election, this policy and associated policies will be reviewed and approved by Council. The review includes delegations, procurement conditions, acceptance or otherwise of NZTA requirements or limits and the membership and role of the Tender Board.



7 Ngā Pūrongo Whakamārama | Information Reports

Parks and Facilities Strategy & Policy Update

CM No.: 2524004

Rāpopotonga Matua | Executive Summary

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

Tūtohunga | Recommendation

That:

1. The report 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
- Signage Manual
- 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	

7 Ngā Pūrongo Whakamārama | Information Reports

Gambling Venue Policy and TAB Venue Policy Review Update

CM No.: 2520452

Rāpopotonga Matua | Executive Summary

The Matamata-Piako District Council's (Council) Gambling Venue Policy and TAB Venue Policies are due for review in 2022. Both policies are reviewed every three years using the Local Government Act Special Consultative Process. Council must consider the social impact of gambling and betting on our communities.

Te Manawhenua Forum mō Matamata-Piako (Forum) are invited to provide feedback to Council prior to finalisation of the Statement of Proposal for public consultation in March-April 2022.

Tūtohunga | Recommendation

That:

1. the information is received.
2. the Forum recommends the below option (s) to Council regarding its Gambling Venue Policy:
 - (a) Maintain status quo
 - (b) Decrease cap to permitted venue and machine levels
 - (c) Amend cap to up-to-date population levels
 - (d) Adopt a sinking lid policy
 - (e) Keep/amend/remove relocation clause
3. the Forum recommends the below option to Council regarding its TAB Board Venue Policy:
 - (a) Maintain status quo
 - (b) Increase the cap
 - (c) Adopt a sinking lid policy
4. the Forum provide any additional feedback to Council for consideration.

Horopaki | Background

Under the Gambling Act 2003, the Department for Internal Affairs (DIA) is the primary regulator of gambling in New Zealand. Council has a regulatory role in the granting of class 4 venue licences prior to the applicant being able to obtain a gambling licence from the DIA.

Class 4 gambling is commonly referred to as the use of “pokies”. Under the Act, Council is required to have a class 4 gambling venue policy which can detail the number of venues and gaming machines permitted in the district, as well as set further restrictions.

The Racing Industry Act 2020 requires Council to have a policy which can set limits and restrictions on the locations and number of TAB Board venues permitted in the district. TAB Board venues are standalone venues owned or leased by the TAB New Zealand where the main business carried out is providing racing and/or sports betting services.

The above policies support local decision making and involvement in the provision of gambling in our district.

Gambling Venue Policy

Summary of Current Policy

The Gambling Act 2003 sets baseline restrictions of 18 machines maximum for venues operating before 2001, and 9 machines for venues licensed after. The policy allows for 15 venues and 201 machines in the Matamata-Piako area. The current number of venues is 12 with 154 machines.

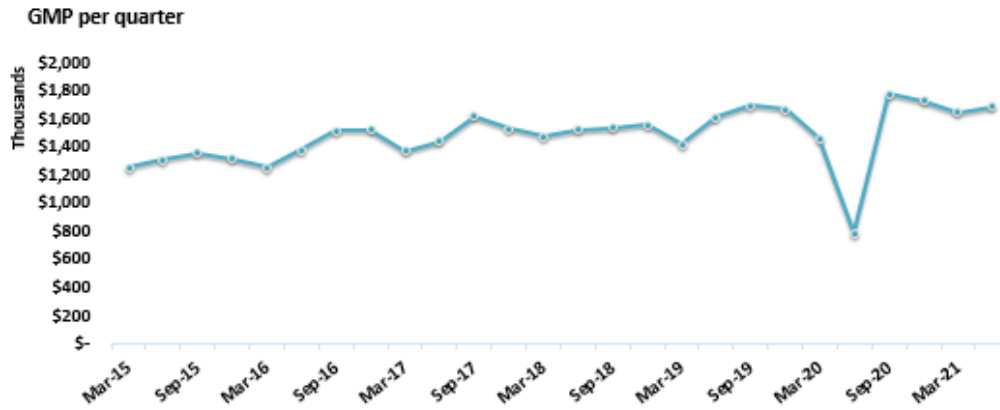
Council will not consider applications for gambling venues within 250 meters of such sites as schools, places of worship, and any other community facilities unless the applicant has consulted with affected parties and they are supportive.

The policy allows for relocation if the new venue is within the same zone and deprivation index. It also allows for venues to merge under certain conditions, provided that the new venue has equal or less machines than the venues combined before the merger.

Changes/Updates

Staff are updating the Social Impact Assessment for public consultation. A summary of the key points is below:

- Since 2015, there has been a **decrease in the number of venues and machines** from 14 venues in 2015 to 12 in 2021, and from 166 machines in 2015 to 154 in 2021. During this time, Council received one application for the addition of further machines.
- **Gaming Machine Profits (GMP) dipped from \$6,398,000 in 2019 to \$5,752,000 in 2020** (this was due to venue closures during the COVID-19 lockdown).
- Coinciding with the drop in profits, **grants returned to the Matamata-Piako community dropped significantly** from \$1,109,745 in 2019 to \$340,747 in 2020.
- **However overall, the annual GMP from class 4 gaming machines has risen steadily since 2015** as detailed in the graph below. Following a drop in profits due to the COVID-19 lockdown, there has been a recovery and rise in expenditure. As at June 2021, GMP for the region was recorded as \$3,334.47.



- **Three interventions** for problem gambling were recorded for the period July 2019 to June 2020. This is the number of clients who received clinical problem gambling treatment services and does not include clients who accessed support line services or were provided brief support/assistance. Note that there are barriers to accessing help and not everyone who experiences harm is recorded in these statistics.

	2011	2021	2013	2014	2015	2016	2017	2018	2019	2020
MPDC	7	8	11	12	8	3	8	7	3	3

TAB Venue Policy

Summary of Current Policy

The current policy allows for one TAB venue per township (Matamata, Morrinsville and Te Aroha). If an application is received, Council may have regard to relevant matters including the characteristics of the district, the proposed location and the cumulative effect of additional opportunities for gambling in the district.

There are no standalone TAB venues within the district. Council consent is not required to establish a TAB venue in a bar, hotel or club unless the venue wish to have gaming machines also.

TMF Hui

A hui was held via Zoom on 28 October 2021. The relevant options were presented with an opportunity for Forum members to discuss the benefits and risks gambling presented and any other pertinent issues for communities. The following is a summary of the discussion:

- The benefits to schools and sports groups in particular was noted, however Māori are more likely to experience harm as a result of gambling.
- It was queried if the financial benefits outweigh the social cost? An increase was noted in people accessing the foodbank, with some problems due to gambling. It is affecting a lot of whānau and the financial loss to the community is substantial.
- Gambling is prevalent in society and members agreed they would like to see numbers decline. There was also comment about not wanting to see an increase but remaining with the status quo and capping to the current numbers. The impact that gambling harm is having in our communities is visible and many whānau are struggling.
- The pros and cons of adopting a sinking lid policy was discussed as well as a discussion around the changing nature of gambling (There is an increase in people gambling online which is not regulated by our policy).
- A suggestion was made to add a statement to the policy so that there can't be venues close together to minimise the opportunities for a cluster of pokie machines in one area.

- Further information was sought in regards to the funding to Māori/iwi organisations and support available for problem gambling in the district. Council needs to understand what is available and be part of/support solutions in the community.

Funding to Māori organisations

Information provided by the Problem Gambling Foundation shows one grant provided to a Māori organisation in 2015. However, it appears the organisation may have been incorrectly recorded as being from within our region.

A list of groups/organisations that received funding in 2020 is provided attached with this report.

Support Available

The Ministry of Health funds a gambling helpline with trained counsellors available. There are also helplines for Māori, Pasifika, Asian peoples and youth.

The support varies from answering queries, providing support and advice, and working with several organisations to offer clinical interventions to individuals and whānau including the Problem Gambling Foundation, Salvation Army, K'aute Pasifika & Te Kōhao Health.

Support is provided via the telephone, video calls, email and Live Chat. There is currently no face-to-face service available in the Matamata-Piako area, with the closest service being in Hamilton.

Pre-Consultation

Pre-consultation is underway to inform Council's evaluation of the current policies. Staff will provide a verbal summary of feedback received.

Ngā Take/Kōrerorero | Issues/Discussion

Gambling Venue Policy

Option (a) – Remain with Status Quo (Absolute Cap)

The gambling Venue Policy would remain as is with 15 venues and 201 gaming machines. The cap is based on 2017 population estimates.

This means that once the cap has been reached, no further venues or machines will be permitted.

This option allows for more venues and machines as we are not at our current cap.

Option (b) – Decrease cap to permitted venue and machine levels

Some venues are operating less than their maximum permitted machines. These venues could opt to increase the number of machines they operate without Council consent.

Council could reduce the cap to align with the number of machines allowable in the district without Council consent (165). Any further venues and machines could only be consented if another venue/machine closed down.

Option (c) – Amend cap to up-to-date population levels (Per capita cap)

This option aims to provide the same level of provision adjusted for population. As the population grows, the per capita cap allows for additional venues or machines to be added. If the population declines, the per capita cap may impact on the renewal of existing licenses, as the number of machines and venues permitted would decline in line with the population.

Additional venues and machines could only be added if the population growth supported it or if venues and/or machines ceased to operate.

Using 2018 Census data, the number of venues/machines permitted would remain the same.

Option (d) – Adopt a sinking lid policy

This would mean that no new gaming licenses would be issued and the number of gaming machines and venues in the district may slowly decline.

Under this option, no new class 4 venues will be permitted. This is the most restrictive option available to Council.

Option (e) – Keep/Amend/Remove Relocation Policy

The legislation requires Councils to consider whether the relocation of machines is permitted. The current policy allows for relocations under the following scenarios:

- The premises cannot continue to operate at the existing site. Examples include as a result of a natural disaster, fire, or the premises is unfit to continue to operate
- The premises wish to move to a more appropriate venue within the same area.

When considering granting consent for a relocation, Council also takes into consideration the social impact of gambling on high deprivation areas.

Council could choose to not allow for relocation. Not allowing relocations increases the likelihood that numbers will decrease.

TAB Board Venue Policy

Option (a) – Status Quo

The TAB Board Venue Policy would remain as is with a cap of one venue per town. There are currently no standalone TAB venues.

Option (b) – Increase the cap

Council could allow for the option of more to operate, however there would be an increased likelihood that gambling could become a more significant problem in our district.

Option (c) – Adopt a sinking lid policy

This would mean that no new TAB board venues would be issued. As there are currently no TAB Board venues in the district this would mean that no new venues could be established under this Policy.

Mōrearea | Risk

Any changes/updates to these policies may result in an increased risk of harm from problem gambling occurring for individuals and whānau/communities. Changes in funding available as a direct or indirect result of policy changes may restrict funding available to services leading to a lack of support/services for the community.

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 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 Industry Act 2020 and specifies whether TAB Board Venues (standalone TAB venues, not those within a licensed alcohol venue) are allowed to be established within the district and if so, how many are permitted. The current Policy was adopted in 2019, and must be reviewed within three years of adoption, being 2022.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Forum to confirm feedback to Council for finalisation of the Statement of Proposal and February Council meeting. Following this, public consultation will occur in March-April 2022.

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: Economic Opportunities and Healthy Communities

Community Outcome: Our future planning enables sustainable growth in our District, we are a business friendly Council, 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

Review of the Gambling Venue Policy and TAB Board Venue polices and public consultation is funded from the Strategic Partnerships & Governance operational budget.

Ngā Tāpiritanga | Attachments

[A↓. 2020 Matamata-Piako Grants](#)



Ngā waitohu | Signatories

Author(s)	Laura Hopkins Policy Advisor	
Approved by	Niall Baker Policy and Legal Team Leader	
	Don McLeod Chief Executive Officer	



Table 1: Grants to Matamata-Piako organisations, 2020 (\$)

	2020
Community Groups	65,079
Community Groups	65,079
Elite Marching & Sports Club	2,900
Matamata Historical Society	18,272
Morrinsville A & P Society	13,627
Te Aroha Contract Bridge Club	1,190
Upper Piako Wetlands Management Association	9,091
Walsh Aviation Support Society	20,000
Community Services	35,637
Education	21,056
Matamata College	1,900
Morrinsville AFC Incorporated	15,000
Te Miro School Parent Teacher Association	4,156
Health Related	14,581
Pohlen Foundation Trust	6,666
Te Aroha and District Health Services Charitable Trust	7,915
Sport	240,031
Basketball	22,452
Te Aroha Indoor Basketball Association	22,452
Bowling	25,097
Hinuera Bowling Club Incorporated	1,254
Tui Park Bowling Club	23,843
Community Group	5,735
Kaimai Rangers Leisure Marching Team	5,735
Cricket	16,000
Matamata and Districts Cricket Association Inc	7,000
Morrinsville Cricket Association	9,000
Equestrian / Pony Clubs	25,470
Matamata Equestrian Group	25,470
Hockey	4,049
Suburbs Piako Hockey Club	4,049
Other Sports	19,228
Matamata Golf Club	500
Morrinsville Golf Club	1,000
Te Aroha Croquet Club	8,910
Walton Golf Club Inc	8,819
Racquets	65,000
Morrinsville Squash Rackets Club	65,000
Rugby	29,000
Kereone Rugby & Sports Club	9,000
Te Aroha College Old Boys Rugby & Sports Club	20,000
Soccer	23,000
Matamata Association Football Club	17,500
Tahuna FC Incorporated	5,500
Special Olympics / Sports for the disabled	5,000
Te Aroha Group NZ Riding for the Disabled Assn	5,000
Total	340,747

Draft Annual Report 2020/21

CM No.: 2522709

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 has completed the majority of their work in regards to Council's Annual Report and Summary, with Council set to adopt the report at its meeting 8 December 2021.

At the time of agenda closing, the draft Annual Report and Summary were not yet available. Both documents will be circulated to members as soon as it is available.

Staff will provide a verbal update at the time of the meeting.

Tūtohunga | Recommendation

That:

1. The information 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 2021, with Council Controlled Organisations extended until 30 November. The Summary must be published within one month of its adoption. The Annual Report and Summary must be audited, and an opinion on the Annual Report and Summary provided to Council and the report's readers.

At the Corporate and Operations Committee meeting on 22 September 2021 Council received a summary of financial and performance measures in the draft Annual Report and Summary 2020/21 that was to be submitted to Council's Auditors. Through the audit process, which started on the 20 September, some changes were made to the Annual Report.

Council is scheduled to adopt its Annual Plan and Summary for 2020/21 at its meeting 8 December 2021 (subject to Audit).

Ngā Take/Kōrerorero | Issues/Discussion

a. COVID-19 Impact on Timelines

COVID-19 had an impact on the timelines for the annual report and under legislation the final adoption date was moved out to the 31 December 2021. Any material events after balance date are also required to be reported to Audit, who will assess whether it needs to be reflected in our accounts. This will continue until the Annual Report adoption, any material events could require

additional auditing and financial updates (depending on the situation) and could further affect the adoption date.

b. Annual Report and Summary 2019/20

Financial overview

Staff will provide a verbal update at time of meeting.

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 42 of these. Of the 21 mandatory non-financial performance measures (introduced by Department of Internal Affairs in 2015) we achieved our target for 13 mandatory performance measures. Two mandatory performance measure was not measured being the quality of ride on our sealed roads and the condition of footpaths, and one is measured as half achieved and half not achieved (as stated below).

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

Roading, page 102

- *The number of serious or fatal crashes on our roading network.*
- *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 112

- *The number of complaints we receive about the performance of our stormwater system.*

Wastewater, page 107

- *The number of dry weather sewage overflows from our wastewater system.*

Water, page 126-128

- *Compliance with Part 4 and Part 5 of the New Zealand Drinking Water Standards.*
- *Percentage of water loss from Council's networked reticulation system.*
- *The number of complaints we received about water clarity, taste, odour, pressure/flow, continuity of supply or response to any of these issues.*

Audit requested minor changes to some performance measures which have all been made during the audit process.

c. Draft Audit Opinions for the Annual Report and Summary 2020/21

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 started on the 20 September 2021.

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

There are no legal or policy issues.

The Annual Report measures our performance against the Long Term Plan 2018-28

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Annual Report and its Summary are set to be adopted by Council 1 December 2021. The adopted documents will be made public on the Council website within one month of adoption, and publicly notified in the local newspapers.

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

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

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

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

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Ann-Jorun Hunter Senior Policy Advisor	
	Larnia Rushbrooke Finance and Business Services Manager	

Approved by	Niall Baker Policy and Legal Team Leader	
	Don McLeod Chief Executive Officer	

7 Ngā Pūrongo Whakamārama | Information Reports

Te Manawhenua Forum Work Programme 2021 - Update November 2021

CM No.: 2523990

Rāpopotonga Matua | Executive Summary

The 2021 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.

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)	Stephanie Hutchins Governance Support Officer	
Approved by	Sandra Harris Placemaking and Governance Team Leader	
	Erin Bates Strategic Partnerships and Governance Manager	

Te Mana Whenua Forum Work Programme 2021

2 March 2021

Work programme	Status – reported to this meeting	Comment / Expected reporting dates
Six month report July to December 2020	✓	Refer agenda report
District Plan and Iwi management plans update incl. Papakainga plan change update	✓	Refer agenda report
Long Term Plan 2021-31 Update and documents for consultation	✓	Refer agenda report
Te Reo Māori Policy update on initiatives and guidelines	✗	
Signage manual incl. bilingual text	✓	Refer agenda report
Waitangi Day 2021 debrief/review	✓	Refer agenda report
Parks & Open Spaces Strategy update	✓	Refer agenda report
Community Facilities Strategy and Policy update	✗	
Waste Management and Minimisation Plan	✓	Refer agenda report
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	✓	Refer agenda report
Long Term Plan 2021-31 Project Plan	✓	Refer agenda report
Te Reo Maori Policy update on initiatives and guidelines	✘	
Manawhenua Engagement Guide review	✘	
Community Facilities Strategy and Policy update	✘	
Open Spaces Strategy update	✓	Refer agenda report
Te Manawhenua Forum satisfaction survey	✓	Refer agenda report
Te Aroha Domain Working Party update	✘	
Te Aroha Domain Spa Development Project Update	✓	Refer agenda report

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

Additional items reported:

- 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(Combined Christmas Lunch)

Work programme	Status – reported to this meeting	Comment / Expected reporting dates
Draft work programme for 2022	✓	
Waitangi Day 2022 event planning	✓	
Long Term Plan 2021-31 project update	×	Reported to previous meeting.
Te Reo Maori Policy update on initiatives and guidelines	✓	
Manawhenua Engagement Guide review	×	Will be addressed in 2022.
State of the Environment Reporting	×	Will be addressed at next meeting as agenda closed before the State of Environment was issued.
Community Facilities Strategy and Policy update	✓	
Community Facilities update	×	Will be addressed in 2022.
Road and Open Spaces Naming Policy 12 month review	×	This report will be scheduled for the next meeting in 2022.
Long Term Plan 2021-31 Project Plan, Timeline and Maori involvement in decision-making section	×	Reported to previous meeting.
Te Aroha Domain Working Party update	×	Will be addressed in 2022.
Te Aroha Domain Spa Development Project Update	✓	
Procurement Policy	✓	

Additional items reported:

- Annual Plan 2021/22 and other associated documents update
 - Ngāti Hinerangi new membership
 - 2022 Triennium Elections
 - Gambling Venue Policy and TAB Venue Policy Review Update
 - Draft Annual Report 2020/21
 - District Plan Update
- Schedule of Meetings 2022
 - Te Manawhenua Forum Work Programme 2021 – Update November 2021