

Te Manawhenua Forum Mo Matamata-Piako



Mēneti Wātea | Open Minutes



Minutes of a meeting of the Te Manawhenua Forum Mo Matamata-Piako held in the Te Aroha Council Chambers,, 35 Kenrick Street, Te Aroha, TE AROHA on Tuesday 1 September 2020 at 10am.

Ngā Mema | Membership

Mayor Ash Tanner, JP

Deputy Mayor Neil Goodger

Ngāti Hāua

Principal Member

Mrs Te Ao Marama Maaka (Chair)

Alternate Member

Ms Rangitonga Kaukau

Ngāti Hinerangi

Mr Tony Harrison

Ms Hinerangi Vaimoso

Ngāti Maru

Mrs Kathy Ngamane

Mr Wati Ngamane

Ngāti Rāhiri-Tumutumu

Mrs Jill Taylor

Ngāti Paoa

Mr Gary Thompson

Mrs Glenice Puke

Ngāti Whanaunga

Mr Michael Baker

Mr Gavin Anderson

Raukawa

Ngāti Tamaterā



Ngā whakapāha | Apologies

Te Ao Marama Maaka

Kaimahi i reira | Staff Present

Author Name	Author Title	Item No.
Michelle Staines-Hawthorne	Corporate Strategy Manager	7.1, 7.3, 8.3, 8.6
Niall Baker	Senior Policy Planner	7.1, 8.3,
Stephanie Glasgow	Committee Secretary and Corporate Administration Officer	
Ann-Jorun Hunter	Policy Planner	7.3, 8.5, 8.6
Ally van Kuijk	District Planner	8.1
João Paulo Silva	RMA Policy Planner	8.1
Rexine Hawes	Communications Officer	8.2
Anna McLoughlin	Communications Coordinator	8.5

I reira | In Attendance

	Time In	Time Out
Chloe Blommerde – Stuff Reporter, Waikato Times	9am	11.31am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Ash Tanner declared the meeting open at 10.06am and acknowledged the apology from Te Ao Marama Maaka due to a bereavement in her whānau and provided the committee's condolences.

2 Karakia

Gary Thompson performed the opening Karakia.

3 Ngā whakapāha | Apologies/Leave of Absence

Apology

COMMITTEE RESOLUTION

That the apology from Te Ao Marama Maaka be accepted and leave of absence from the meeting be granted.

Moved by: G Thompson

Seconded by: T Harrison

KUA MANA | CARRIED

4 Notification of Urgent/Additional Business

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

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

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

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

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

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (iii) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

5 Whakaaetanga mēneti | Confirmation of Minutes

COMMITTEE RESOLUTION

That the minutes of the meeting of the Ordinary Meeting of the Te Manawhenua Forum Mo Matamata-Piako held on Tuesday, 14 July 2020, be confirmed as a true and correct record of the meeting.

Moved by: T Harrison

Seconded by: Deputy Mayor N Goodger

KUA MANA | CARRIED

6 Take i puta mai | Matters Arising

NGĀ PŪRONGO A NGĀ ĀPIHA | OFFICER REPORTS

7 **Pūrongo me whakatau | Decision Reports**

7.1	Appointment of Electoral Officer	5
7.2	Ngaati Whanaunga - Environment Plan	9
7.3	2021-31 Long Term Plan update	10

8 **Information Reports**

8.1	District Plan - Update	19
8.2	Waitangi Day 2021 - Event Planning Update	22
8.3	Provincial Growth Fund - Update	24
8.4	Hauraki Gulf Forum Meeting Report for August 2020	26
8.5	Te Wiki o Te Reo Māori/Māori Language Week and Te wā tuku reo Māori - Māori language moment	27
8.6	Waikato Regional council shovel ready projects within Matamata-Piako rohe - Update	28

3 Pūrongo me whakatau | Decision Reports

Appointment of Electoral Officer

CM No.: 2337237

Rāpopotonga Matua | Executive Summary

Every Council must have an appointed Electoral Officer (EO) at all times, in accordance with Section 12 of the Local Electoral Act 2001 (the Act). This report is to advise the Forum of the appointment of the EO for the next election. It is recommended that Mr Warwick Lampp of Electionz.Com Limited is appointed as EO. Council will decide on this on 26 August 2020.

An EO, unless he or she dies, resigns, is dismissed from office, or becomes incapable of acting, remains in office until his or her successor comes into office.

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: G Thompson

Seconded by: R Kaukau

KUA MANA | CARRIED

Horopaki | Background

Prior to the 2019 elections Council had an in-house EO and Deputy Electoral Officer (DEO). For the 2019 elections Council appointed an external EO, Dale Ofsoske, from Independent Election Services Limited.

Looking toward to the 2022 elections it is now appropriate for Council to confirm the appointment of its EO.

Section 12 of the Local Electoral Act 2001 requires at all times for the Council to have appointed an EO to exercise the powers and duties associated with this position.

The Electoral Officer is responsible for conducting every election or poll within the district relating to the Mayor and Councillors. Their responsibilities as detailed in the Local Electoral Act 2001 are:

- a) The compilation and certification of electoral rolls
- b) The publication of any public notice relating to elections and polls and the calling of nominations, required to be given
- c) Receiving nominations, candidate profile statements, and deposits required to be paid
- d) Issuing and receiving ordinary and special votes and other official documents
- e) The processing and counting of votes
- f) The declaration of results
- g) Receiving returns of electoral donations and expenses
- h) Investigating possible offences and reporting alleged offences to the Police

The EO is also responsible for keeping returns of donations and expenses in the EO's office, or other place appointed by the local authority chief executive, for seven years, and to make them publicly available for inspection.

Other non-statutory tasks include reporting to the local authority on electoral matters, including post-election reports, and providing statistical and other information on elections and polls to the Department of Internal Affairs.

The EO is authorised to appoint the Deputy Electoral Officer and delegate or engage any person to carry out those powers or duties.

The EO is required to make a declaration to undertake this role, and they remain in office until vacating the position and a successor is appointed.

The Chief Executive must not be appointed to act as an EO, Deputy Electoral Officer or other electoral official unless the Council is satisfied that no other course of action is reasonably practicable in the circumstances.

Proposal

Tenders were sought from companies to provide the elections support. Following this procurement process Council staff accepted a proposal by Electionz.Com to provide election services for the local body elections in 2022.

Therefore, staff recommended Warwick Lampp of Electionz.Com Limited as be appointed as Councils EO. Council is to decide on this on 26 August 2020 and an update will be provided to the Forum.

Mr Lampp is an experienced EO having conducted many elections. Electionz.com provided EO services for 33 councils in 2019. Within the Waikato region, Warwick Lampp acts as EO for Waikato DHB, South Waikato, Otorohanga, Taupo, and Waipa District Councils.

A number of other councils and District Health Boards send returned voting documents out of the district for processing and counting and between 2004-2016 Council contracted vote counting services to Electionz.Com.

Section 13 of the LEA requires that every EO appoint a Deputy Electoral Officer (DEO). The deputy will act as electoral officer if the electoral officer dies, resigns, is dismissed, or becomes incapable.

It is proposed that a Council staff member will act as the Deputy EO as the on-site support and liaison for the elections. It is proposed that the EO will delegate particular functions and duties to the Deputy EO, for example receiving nominations as the EO will not be based on-site. This appointment is formalised as part of the contractual arrangement with electionz.com.

Council staff will undertake training as and when available so the Deputy EO is able to step up at any time. In the event necessary, the deputy EO has the full powers of an EO and must continue to act until the EO regains capability or a new EO is appointed.

Ngā Take/Kōrerorero | Issues/Discussion

Section 14(2) of the LEA requires every EO, deputy EO and electoral official to complete and maintain a current declaration before exercising any powers or undertaking any duties under the LEA or regulations.

Declarations must be signed on or after 1 February 2022 and are intended to reinforce the importance of the security and secrecy requirements for elections management. Penalties (financial and up to six months' imprisonment) apply for any breaches.

Warwick Lampp signs one declaration for all Councils that he is contracted as EO for. This will be completed by 15 February 2022 at the latest.

The territorial authority EO is the EO for any licensing trust in its area (Sale and Supply of Alcohol Act s310). There is currently no licensing trust in this area.

A District Health Board must appoint a constituent territorial authority EO as its EO (New Zealand Public Health and Disability Act schedule 2 cl. 9B). Warwick Lampp is the EO for Waikato DHB.

The statutory principles in section 4 of the Act include public confidence in electoral processes through elections being managed independently from the elected body.

Appointment of the EO

Section 14(1) of the Act provides that the EO shall act independently, with neither the Chief Executive nor the Council able to direct the EO (or the DEO or electoral officials) in undertaking their role, he is responsible to the Council for his performance and to the courts in any recount of votes or inquiry. Candidates for election or a current elected member cannot be appointed or act as electoral officials.

Apart from the above requirements, there are no other restrictions on the appointment of an EO. The appointee may be a Council officer but does not have to be.

The EO is not required to be a council officer, nor must they perform all electoral functions themselves. Legislation also allows an EO to delegate almost any role or power to another person but must retain overall responsibility.

Mōrearea | Risk

Election risks will be discussed with the Audit and Risk Committee in the approach to the 2022 elections.

Ngā Whiringa | Options

Council can have an in-house EO or contract out the role.

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

The legal requirements are covered elsewhere in this report.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Waikato District Health Board and Waikato Regional Council will be advised of Council's appointment decision.

Key dates for the 2022 Election

Key dates include:

- Nominations Open – Friday 15 July 2022
- Nomination Day (nominations close) – Friday 12 August 2022 at 12 noon
- Voting period – Friday 16 September – Saturday 8 October at 12 noon
- Election Day – Saturday 12 October with voting closing at 12 noon

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 Communities

Community Outcome: We encourage community engagement and provide sound and visionary decision making.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

Ngaati Whanaunga - Environment Plan

CM No.: 2331642

Rāpopotonga Matua | Executive Summary

Mike Baker in attendance to present on the Ngaati Whanaunga Environmental Plan.

COMMITTEE RESOLUTION

That:

1. The item be deferred to the next Te Manawhenua meeting on 1 December 2020.
2. The Te Manawhenua Budget will cover costs of a hard copy of the Ngaati Whanaunga Environment Plan should Forum Members require one.

Moved by: M Baker

Seconded by: R Kaukau

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Tamara Kingi Committee Secretary and Corporate Administration Officer	
Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

2021-31 Long Term Plan update

CM No.: 2335871

Rāpopotonga Matua | Executive Summary

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

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

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

COMMITTEE RESOLUTION

That:

1. The information be received.
2. Views on the Long Term Plan 2021-31 project were provided.

Moved by: R Kaukau
Seconded by: Mrs J Taylor

KUA MANA | CARRIED

Horopaki | Background

Council is required to prepare and adopt a Long Term Plan under the LGA. The Long Term Plan sets out the activities, budgets, Financial Strategy and key financial policies of the Council for the next 10 years and the Infrastructure Strategy for the next 30 years. The Long Term Plan is required to be updated every three years, with the last Long Term Plan being approved in 2018 (available online <https://www.mpdc.govt.nz/plans/long-term-plan>).

The Long Term Plan:

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

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

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

The Long Term Plan is a complex document covering all activities of Council, major strategic documents, financial policies, auditing and a large consultation component with the community.

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

Ngā Take/Kōrerorero | Issues/Discussion

Grants

Council provides several community funding assistance and grant schemes. The uptake of some of these grants varies from year to year with some grants consistently being oversubscribed and others not fully allocated, suggesting that the current criteria may not meet the requirements of our communities.

A revised community funding and grant framework was workshopped with Council in July. This framework links the various grants policies to Council's community outcomes and the Community Wellbeing (social, economic, environmental and cultural) as provided for within the Local Government (Wellbeing) Act 2019.

The proposed new policies (as set out below) will be considered by Council's Corporate and operations Committee 26 August. A verbal update will be provided at the time of the meeting.

1. Multi and Annual Community Grants Policy
2. Natural and Built Environment Fund Policy
3. Waste Minimisation Grants Policy

If adopted, these policies will become effective 1 July 2021.

The Multi and Annual Community Grants, intended for community organisations providing services and activities to our local communities, with a maximum grant allocation of \$2,000 for the Annual Grant and \$20,000 per year for the Multiyear Grant. The Annual Grant will be open for applications twice every year, with the relevant ward Councillors considering and making decisions on applications. Applications for the Multiyear Grant will be open alongside the consultation for the Long Term Plan in March/April, with decisions on each application made by the full Council at a Hearing in May.

The Natural and Built Environment Fund replaces the current funding available for Significant Natural Features, Resource Consents and Heritage Buildings and Protected Trees. There are no funding rounds for this grant, and applications will be assessed by the District Planner/Corporate Strategy Manager.

The Waste Minimisation Grant is a new grant to support the environmental wellbeing of our community and encourage innovation and community-led waste minimisation. Subject to the adoption of the Waste Management and Minimisation Plan 2021 (currently being developed), this grant will be funded from the Waste Minimisation Levy. It is proposed that the Solid Waste officer is given delegated authority to assess and allocate funding for this grant.

3 Waters Review

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

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

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

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

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

The regional allocation component is to encourage Councils to collaborate with each other.

Councils must sign up to a Memorandum of Understanding by 31 August to access their allocation, with each regional group of councils having until 30 September 2020 to agree on how best to apportion the regional funds to the individual territorial authorities that make up the region.

The 3 Waters review and Memorandum of Understanding was initially discussed with elected members on 5 August 2020, and a formal report will be considered by Council at their meeting of the Corporate and Operations Committee 26 August. A verbal update on the outcome of that meeting will be provided.

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

Forecasting Assumptions

Work is underway to prepare the forecasting assumptions for the Long Term Plan. With the current Covid-19 situation, some of our assumptions will come with a high degree of uncertainty, as the full impact, both locally and globally, of the Covid-19 remains unknown. The Draft Forecasting Assumptions will be reported to Council in October.

Māori involvement in decision making and Māori outcomes

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

The feedback from the Forum was provided to Council in April. Council endorsed the proposed changes to the Heads of Agreement. Staff have prepared a revised draft heads of agreement and work programme based on the feedback from the Hui in February. This was discussed with the Te Mana Whenua Forum at their July meeting. The Forum recommended that staff meet with individual iwi to discuss further details of the proposed HOA. Staff are currently working to set up these meetings over the coming weeks, and will report back to the Forum in December.

Council updates and milestones to date

The following is a summary of Council's workshops and decisions to date in relation to the Long Term Plan 2021-31;

Vision and Outcomes – Council approved to continue with the current vision and outcomes for the Long Term Plan.

Financial Strategy – Council provided strategic direction for the Financial Strategy and set tentative financial prudence benchmark limits. Due to the Covid-19 situation, these are being reviewed and Council is currently considering how to engage with the wider community in determining what the Financial Strategy should be for the Long Term Plan.

Further work on the Financial Strategy has been placed on hold until results of pre-consultation are known and reported back to Council for direction.

Activity Plans – The various activity plans that makes up the Activity Group section of the Long Term Plan is being workshopped and reported to Council on an ongoing basis. To date the following Activity Plans have been endorsed by Council;

- Strategy and Engagement
- Consents and Licencing
- Water
- Wastewater
- Stormwater
- Community Facilities and Property
- Roading

The remaining Activity Plans will be reported to Council in September. A range of workshops are planned for September 2020 to cover Levels of Service, Performance Measures and Budgets.

Policy review – Council adopted the Significance and Engagement Policy with no changes on 22 July 2020. The 2020 policy is attached for members information.

Population Projections

Infometrics Limited has prepared the population projections for our district to 2051. The Medium Growth Projections scenario was adopted by Council 13 May 2020.

Pre-Consultation

Results of Pre-Consultation topics booked in for Workshops in coming weeks.

Your Voice Your Vision

As at 11 August 2020 the top 3 which would require business case:

- Build a stage in the Matamata Civic Centre (136 votes)
- Swap Park dog park (110 votes). Note, there is another idea for a Te Aroha Dog Park, so could potentially be combined as one Business Case?
- Destination playground in Matamata (66 votes). Note, Council may wish to reflect on this as part of the Open Spaces Strategy feedback, potential for one in each town)

Open Spaces Phase 1 & 2

We are reviewing our Open Spaces Strategy – the strategy that guides what types of parks and spaces we provide, how many there are, where they are located, and how we look after them for the next 30 years. This strategy will then feed in to our Long Term Plan, and influence how we develop and manage our open spaces for years to come.

For Phase 1 we ran an online survey in July, asking our community about their vision for the places where they 'play' – this provided guidance on the issues and opportunities we need to address in the Parks and Open Spaces Strategy.

We received almost 200 responses to the survey – with the key themes being:

- Playgrounds
- Dog parks/exercise areas
- Cycleway
- Connected communities/walking tracks
- Horse trails



We've taken all that feedback and developed some responses/options for Phase 2. We have asked the Community whether we are on the right track by completing a second short survey and would like to know if we're on the right track.

Trash Talk

In 2023 we will be reviewing the current contract for the collection and management of rubbish and recycling within the district. We have put some options to the community.

As at 11 August 2020:

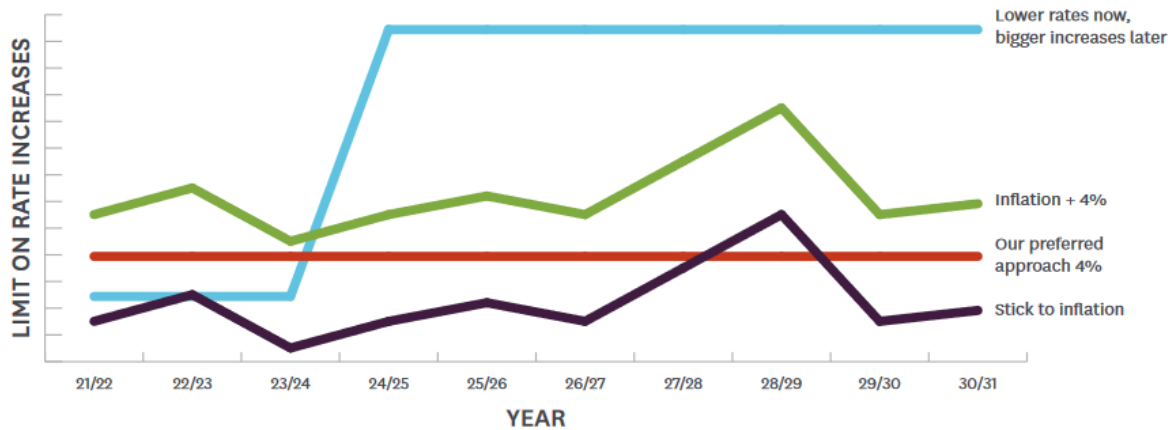
- 180 of respondents (93.3%) told us they prefer Option 1 (A small (80L) wheelie bin for rubbish, collected weekly, funded through rates).
- 151 respondents (92.1%) preferred that Council provides three crates or a multi compartment bin - collected weekly (one each for paper, plastics/tin and glass).
- 99 respondents (70%) told us they prefer Council did not collect food waste,
- 82 respondents (56.9%) preferred Council develop resource recovery centres in Matamata and/or Morrinsville and close the Waihou Transfer Station. 108 respondents (81.8%) supported the zero waste aspiration.

The actual results of the consultation will be known once closed and these will be discussed with the Solid Waste Working Party on 26 August 2020 and Council in more detail.

Rates/Debt

Council is proposing to continue to deliver current services, and continue to make steady improvements to deliver on its vision. We think this will require annual rates increases of around 4%. Three other options shown below have been put out for consultation. Alongside this topic is a question on whether Council should maintain its reserves (a conservative approach) or borrow externally, and spend some of the reserves. Results were not available at the time of writing, and a verbal update will be provided at the meeting.

OPTIONS FOR LIMITS ON FUTURE RATES INCREASES



Infrastructure / Capital projects

Council discussed some proposed Capital projects for the following activities:

- Stormwater
- Wastewater
- Water
- Roothing
- Open Spaces and Parks
- Community Facilities and Property

In the 3 Waters space the capital projects are related to compliance, growth and Resilience. In the wastewater area it is mainly about ensuring that our Wastewater plants meet consent conditions and allowing for additional upgrades when new consents are required. There is also some additional work proposed to improve some of the reticulation to reduce the infiltration of stormwater into our wastewater network.

For water it is mainly around upgrading our plants to meet the Drinking Water Standards, to allow for growth in our towns and increase the water supply and improving the resilience of the network.

For stormwater the only projects are around investing in some improvements into the current network where we need to.

For Roothing the capital projects are mainly associated with Growth and upgrading some of the existing Roads or some new roads. These projects are proposed to be funded by the developers. Safety is another priority and Council is looking to invest in making some of our Roads safer. The proposal is to invest in our high risk roads where the most benefit can be achieved. The work needs to be approved by the NZ Transport Agency so staff are working with them. Council is also looking to focus on Cycle friendly towns and increasing the width of some of the footpaths to allow for Shared pathways.

In the Community Facilities Area Council is looking to plan ahead and provide for the upgrade of some of the current toilets, plan to complete a Master plan and work on the Morrinsville Recreation Ground and investigation what the Morrinsville Office and Event Centre will look like in the next 20 years.

Council also has indicated it wants to investigate covering the Morrinsville Pool and allow for some playground upgrades throughout the district.

Consultation Document

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

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

Identifying our key consultation issues early will help focus the LTP preparation. It will also give the framework to prepare an effective consultation document.

Some potential / emerging topics for the Consultation Document are:

- Elderly person housing?
- Morrinsville Pool/Recreation Ground / Events Centre?
- Cycle-friendly towns and pedestrian malls?
- Te Aroha Spa Development 'Plan B' (in the absence of central government funding)?
- Solid Waste – future of refuse and recycling (linking with the proposed new Waste Management and Minimisation Plan)

Mōrearea | Risk

A risk register is maintained for the Long Term Plan project. This is reported to the Audit and Risk Committee quarterly. Covid-19 added as significant risk to forecasting assumptions. This will need to be closely monitored.

Staff have also completed an LTP Health Check / self-assessment using a framework provided by the Society of Local Government Managers (SOLGM). The overall assessment is that the LTP project is on track.

Ngā Whiringa | Options

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

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

Requirement for a Long Term Plan

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

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

- Financial statements for previous year
- Statement concerning balancing of budget
- Funding impact statement
- Rating base information
- Reserve funds
- Significant forecasting assumption

Local Government Wellbeing Amendment Act 2019

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

Mayoral Powers

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

Council policies and strategies

As part of the preparation of the Long Term Plan, Activity and Asset Management Plans will be checked against Council’s key strategic and policy documents and wider regional and national documents for strategic fit. The preparation of the Long Term Plan may lead to the review of some Council policy documents.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Long Term Plan project is one of Council’s key opportunities to engage with our communities to find out what their aspirations and priorities are. The LTP is subject to the special consultative process under the LGA ([s83](#)). The special consultative process is a structured one-month submission process with a hearing for those who have submitted and wish to speak to their submission.

The Long Term Plan project timeline also provides for a ‘pre-consultation’ process with the community referred to as the Right Debate where Council can ask for feedback on key issues it is considering for the Long Term Plan.

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

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

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

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

The LTP contributes to our all our community outcomes.

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

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

Ngā Tāpiritanga | Attachments

A. Significance and Engagement Policy 2020 Adopted 22 July 2020

Ngā waitohu | Signatories

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

4 Information Reports

District Plan - Update

CM No.: 2309575

Rāpopotonga Matua | Executive Summary

The purpose of this report is to update the Committee on the rolling review of the District Plan; the update covers the progress of the current Plan Change's processes.

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: G Thompson

Seconded by: T Harrison

KUA MANA | CARRIED

Horopaki | Background

Current Plan Changes

Plan Change 49 – “Waharoa Zoning and Development”. A scoping report has been presented to a Council workshop for Plan Change 49 at the end of 2018. The plan change aims to revitalise the town and provide for its residents, and also allow industry to develop whilst mitigating its effects on the town and surrounding environment. The plan change has been on hold due to an application to the government-funded Provincial Growth Fund (PGF).

Considering the outcome of the PGF application staff are preparing a recommendations report and a workshop with Council to recommence PC49.

Plan Change 53 – “Settlements”, will evaluate the zoning and rule provisions for the district's small settlements and small rural house sites. Initial scoping visits were carried out, and background research has been completed. The first round of informal consultation was undertaken in November 2019. We received a great range of feedback and based on the responses, further assessment and guidance from Council, we have prepared a draft set of provisions and options.

We are now seeking feedback on the draft provisions so it can be further assessed and refined before we notify the plan change. This stage of consultation is open for feedback from 20 August 2020 until 18 September 2020.

We have also sent a letter to the iwi authorities within our district seeking feedback, following a first letter sent on 22 October 2019. For more information, please go to:
<https://www.mpdc.govt.nz/settlements>

Plan Change 54 – “Papakainga” will evaluate the District Plan's provisions for Papakainga development to be updated in conjunction with the new Tangata Whenua section of the Plan which is to be introduced by the National Planning Standards. The Plan Change was launched at Kai a Te Mata Marae on 27 May 2019. The draft issues and options paper containing the discussion points from the hui was pre-circulated and then discussed at a further hui on 14 August 2019. The issues and options paper was then updated and presented to a new hui that happened on 14 October 2019.

On 3 December 2019, TMF approved the final draft issues and options paper, opting for Option D. The Forum also assessed the draft provisions document and asked staff to organise a working group. The working group is proposed to consist of a member of TMF, one member of each of the

12 Iwi authorities in the district, project team, WRC, TPK and MLC. The working group will be responsible for:

- Assisting mana whenua to identify Maori land in the district that could be fit for papakainga development;
- Providing draft papakainga provisions to the district plan; and
- Contributing to the development and promotion of a tool kit to support applicants with MLC's and Consent Authorities' processes.

The first meeting for the working group was proposed to take place in 30 April 2020 in Te Aroha.

However, due to Covid-19 the hui was cancelled. After the cancellation of the hui, staff sent further emails to the Iwi authorities to seek guidance on what is the preferred approach moving forward with the working group and plan change. Further to the letter, staff also engaged on phone calls for further feedback. After analysing the feedback we concluded the iwi authorities were busy supporting mana whenua through Covid-19. Therefore, it was decided to put Plan Change 54 on hold until we could have a face to face meeting.

We were guided by TMF on 14 July 2020 to reconnect with the plan change and to establish the working party, hence we had the first hui with the Plan Change 54 Working Group on 11 August 2020 and there is a second hui scheduled for 8 September 2020. At the hui, Charlotte MacDonald (Boffa Miskell) provided an overview of the engagement that had been undertaken to date, including an overview of the issues and challenges, and preferred outcome (Option D) from the Issues and Options Paper.

She also provided an overview of the current district plan provisions and examples of provisions from Waikato District Plan, Auckland Unitary Plan, Christchurch District Plan, Western Bay of Plenty District Plan and Tauranga City Plan.

In preparation for the next hui the following actions were agreed:

Iwi members:

- a. Identify land that could potentially be used as a Special Purpose Zone.

MPDC Project Team:

- b. Look at other District Plans to see if there are examples that allow papakāinga to be developed on private land. Provide this at the next hui.
- c. Provide some examples at the next hui to show the difference between the Maori Purpose Zone and the general district wide provisions.
- d. Look at other District Councils that reduce consenting costs/ development contributions for papakāinga and other iwi developments.
- e. To liaise with TPK to provide a presentation around funds available for papakainga development

Ngā Tāpiritanga | Attachments

Ngā waitohu | Signatories

Author(s)	Joao Paulo Silva RMA Policy Planner	
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Approved by	Ally van Kuijk District Planner	
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	Dennis Bellamy Group Manager Community Development	
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Waitangi Day 2021 - Event Planning Update

CM No.: 2268649

Rāpopotonga Matua | Executive Summary

In the past, Council, together with the Te Manawhenua Forum mo Matamata-Piako have hosted a whānau friendly community event to celebrate Waitangi Day in our district.

The 2018 event was the fifth year our district has celebrated Waitangi Day as a community, and it was the second time the event was held in Morrinsville. Every year the event is held in a different township within the district. The 2018 event was a great success in bringing people together to celebrate Waitangi Day as the National day of New Zealand.

The event was peaceful, poignant and well attended by over 500 people. By providing a range of free activities and free hangi, there was no cost barriers to participation and encouraged everyone to take part in the festivities.

Due to timing and resourcing challenges, the Te Manawhenua Forum decided to make the Matamata-Piako Waitangi Day celebrations a biennial event, with the next event in 2021. Rather than having an event, it was decided Waitangi Day would be celebrated as an education campaign over a number of weeks as a way to get to the heart of why Waitangi Day is important to New Zealand and honour its place in history and our Country's future.

A working party including Te Manawhenua Forum mo Matamata-Piako and Council staff will work on an education plan.

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: Mrs J Taylor
Seconded by: R Kaukau

KUA MANA | CARRIED

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

Council and Te Manawhenua Forum Mo Matamata-Piako provide up to \$2,500 annually for Waitangi Day celebrations. We can apply for funding from the Commemorating Waitangi Day fund from the Ministry of Culture and Heritage. In the past we have also partnered with various companies and organisations from within the district to help towards running costs.

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	
	Don McLeod Chief Executive Officer	

Provincial Growth Fund - Update

CM No.: 2269056

Rāpopotonga Matua | Executive Summary

This report provides an update on the Provincial Growth Funded projects for Te Aroha spa tourism and Waharoa Business Hub.

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: Deputy Mayor N Goodger

Seconded by: Mrs J Taylor

KUA MANA | CARRIED

Horopaki | Background

Te Aroha

In 2018 Council was granted up to \$810,000 from the Provincial Growth Fund for the Te Aroha Tourism Precinct feasibility and development programme. The project is to be delivered in three sequential phases:

- Phase 1 - Feasibility study
- Phase 2 – Business case
- Phase 3 -Investment case.

Phases 1 and 2 have been completed with Phase 3 not being required.

The Business Case proposed a new spa development in the Te Aroha Domain, as an anchor project for tourism in the area.

An application has been made to the Provincial Growth Fund for \$16m in funding for the spa development. It's intended that if successful Council would fund the balance of the costs. At the time of writing we are awaiting the outcome of the funding application.

The feasibility, business case and funding application can be viewed here:
<https://www.mpd.govt.nz/provincial-growth-fund/te-aroha-tourism-precinct>

Waharoa

In 2018 Council was granted up to \$800,000 from the Provincial Growth Fund for the Waharoa Industrial/Business hub feasibility and development programme. The project is to be delivered in three sequential phases:

- Phase 1 - Feasibility study
- Phase 2 – Business case
- Phase 3 - Investment case.

Phases 1 and 2 have been completed with Phase 3 not being required.

The feasibility & business case reports, and information about the Waharoa project can be found here: <https://www.mpd.govt.nz/news-a-events/provincial-growth-fund>

The following projects were proposed as part of the Business Case:

1. Gas pipeline extension to Waharoa. Gas availability is needed to provide for the Agri-Food Hub anchor project and to provide a source of high heat to processing industry
2. An Employment and Training Hub, to be situated in Waharoa. The Employment and Training Hub will address the poor connection of locals to access local employment opportunities, particularly for those young people who are not in education, employment or training (“NEET”).
3. Agri-Food Hub post-harvest facility that will create ~50 roles. This was subject of its own PGF application.
4. A Rail Siding, adjacent to Factory Road, that if proven, will provide direct rail connectivity from Waharoa to Port of Tauranga enabling significant Heavy Vehicle movement reductions off the State highway and local road network. This project will be developed and self-funded by the land owner.
5. Matamata-Piako District Council (“MPDC”) investment in potable water and wastewater capacity.
6. A separate Public Private Partnership funded residential housing initiative to lift the quality and availability of housing stock in Waharoa

First Gas made an application to central government to fund the gas pipeline (as part of the Covid 19- shovel ready programme). Council supported this application being made. Unfortunately, this has been declined.

The Agri-Food Hub (referred to above) is post-harvest facility is a private development that is now not proceeding on the timeline envisaged in the business case. The PGF application has been withdrawn by the company.

With Covid-19 and the situation above we are looking at potentially at “re-setting” the business case. We are turning our minds to what new direction will support the social, cultural and economic wellbeing of Waharoa. At the time of writing, Council is in discussion with stakeholders about this possibility.

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

Funding was granted by the Provincial Growth Fund for the feasibility and business case work.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

Councillor Thompson exited the meeting at 10:59 .

Councillor Thompson returned to the meeting at 11:02 .

Hauraki Gulf Forum Meeting Report for August 2020

CM No.: 2331616

Rāpopotonga Matua | Executive Summary

The Hauraki Gulf Forum meeting occurred on 24 August 2020. The minutes to those meetings will be circulated at the meeting if available.

The agenda can be downloaded on the following link

https://infocouncil.aucklandcouncil.govt.nz/Open/2020/08/HGF_20200824_AGN_9631_AT.PDF

COMMITTEE RESOLUTION

That:

1. The information be received.
2. There be a review of the legislation concerning the membership of the forum to include iwi representatives.

Moved by: G Thompson

Seconded by: R Kaukau

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Tamara Kingi Committee Secretary and Corporate Administration Officer	
Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

Te Wiki o Te Reo Māori/Māori Language Week and Te wā tuku reo Māori - Māori language moment

CM No.: 2337333

Rāpopotonga Matua | Executive Summary

Te wiki o te reo / Māori Language week has been celebrated every year since 1975. Due to COVID-19, this year's organisers have decided to change the way it is celebrated. All New Zealanders are invited to join in an unprecedented Te wā tuku reo Māori / Māori Language Moment, hoping to get 1 million of us speaking, singing and celebrating te reo at the same time on Monday 14 September. Details of this year's celebration can be accessed on <https://tuku.reomaori.co.nz>

The Committee is invited to provide feedback and suggestions for how Council can participate in Te Wiki o Te Reo Māori/Māori Language Week and the Te wā tuku reo Māori / Māori Language Moment celebration.

Communications coordinator Anna McLoughlin in attendance to discuss ideas.

COMMITTEE RESOLUTION

That:

1. The Committee provided feedback and suggestions for how Council can celebrate Te wiki o te reo - Māori Language week and Te wā tuku reo māori – Māori language moment on 14 September.
2. The Committee nominates Hinerangi Vaimoso from Ngati Hinerangi to work with Council's communications team on this project.

Moved by: Mrs J Taylor
Seconded by: G Thompson

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

Waikato Regional council shovel ready projects within Matamata-Piako rohe - Update

CM No.: 2337808

Rāpopotonga Matua | Executive Summary

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

The Waikato Regional Council invites feedback and comments from the Forum.

COMMITTEE RESOLUTION

That:

1. The information is received.

Moved by: R Kaukau

Seconded by: G Thompson

KUA MANA | CARRIED

Horopaki | Background

Further to the report to the Forum 14 July outlining Waikato Regional Council's application for government funding for its shovel ready projects within Matamata-Piako rohe, Ms Aniwaniwa Tawa, Catchment Team Leader at Waikato Regional Council, has provided the following update for members' information;

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

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

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

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

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

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

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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

11.31 am

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

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF TE MANAWHENUA FORUM
MO MATAMATA-PIAKO HELD ON 1 SEPTEMBER
2020

DATE:.....

CHAIRPERSON:.....