

Te Manawhenua Forum Mo Matamata-Piako

Open Agenda



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

Date: Tuesday 6 June 2017
Time: 10:00am
Venue: Council Chambers
35 Kenrick Street
TE AROHA

Membership

Mayor

Jan Barnes, JP

Cr James Thomas, JP

Mrs Te Ao Marama Maaka

Mr Weka Pene

Mr Thomas Smith

Mr Michael Baker

Ms Glenice Wigg

Mr Gary Thompson

Mrs Jill Taylor

Ms Shelley Turner

Mrs Kathy Ngamane

Mr Wati Ngamane

Mr Phillip Samuels

Ms Dianna Vaimoso

Phone: 07-884-0060
Address: PO Box 266, Te Aroha 3342
Email: chubbard@mpdc.govt.nz
Website: www.mpdc.govt.nz



| ITEM | TABLE OF CONTENTS | PAGE |
|------------------------|---|-------------|
| Procedural | | |
| 1 | Meeting Opening | 5 |
| 2 | Karakia | 5 |
| 3 | Present | 5 |
| 4 | Apologies | 5 |
| 5 | Notification of Urgent Business | 5 |
| 6 | Confirmation of minutes | 5 |
| Officer Reports | | |
| 7 | Executive | |
| 7.1 | Ngati Rāhiri Tumutumu and Ngati Hauā representation | 7 |
| 7.2 | Te Manawhenua Forum Satisfaction Survey | 9 |
| 7.3 | Representation Review 2018 | 11 |
| 7.4 | Heads of Agreement Review | 25 |
| 7.5 | Long Term Plan 2018-28 - Project Update | 33 |
| 7.6 | Eastern Waikato Joint Waste Management and Minimisation Plan Update | 37 |
| 7.7 | Easter Trading Policy, Bylaw Reviews, Fees and Charges | 41 |
| 7.8 | Statistical Standard for Geographic Areas | 43 |
| 7.9 | Waitangi Day 2018 | 47 |
| 8 | Environmental | |
| 8.1 | District Plan Update | 49 |
| 9 | Service Delivery | |
| 9.1 | Waikato Plan - Minutes of hearing | 51 |
| 9.2 | Annual Customer Survey 2017 | 57 |
| 9.3 | Matamata-Piako Civic and Memorial Centre | 61 |
| 10 | Urgent Additional Business | |

1 Meeting Opening

2 Karakia

3 Present

4 Apologies

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

5 Notification of Urgent Business

Pursuant to clause 3.7.5 and 3.7.6 of the Standing Orders NZS 9202:2003 and Section 6A (7) of the Local Government Official Information and Meetings Act 1987, the Chairman to enquire from members whether there are any additional items for consideration which qualify as extraordinary or urgent additional business.

6 Confirmation of minutes

Minutes, as circulated, of the Ordinary Meeting of the Te Manawhenua Forum Mo Matamata-Piako, held on 7 March 2017

Ngāti Rāhiri Tumutumu and Ngāti Hauā representation

Trim No.: 1854828

Executive Summary

Council has received notification from Ngāti Rāhiri Tumutumu and Ngāti Hauā to update their representatives on Te Manawhenua Forum mo Matamata-Piako.

Ngāti Rāhiri Tumutumu has submitted a letter to inform Council and Te Manawhenua Forum that Ms Jill Taylor and Ms Shelley Turner have been appointed to replace Mr Greg Thorne and Ms Lee Guthrie as the representative and alternative representative for Ngāti Rāhiri Tumutumu on Te Manawhenua Forum.

Ngāti Hauā has submitted to Council that Mr Weka Pene will be the alternate representative for Ngāti Hauā. Ms Te Ao Marama Maaka will remain their principal representative.

Under the Local Government Act 2002 Clause 31 Schedule 7 Council must appoint any non-elected members to any committee. The minutes and resolution from a Hui held by Ngāti Rāhiri Tumutumu in February were tabled at the Corporate and Operations Committee meeting 22 February, and the Committee confirmed the appointment of Ms Jill Taylor and Ms Shelley Turner as Representative and Alternate representative for Ngāti Rāhiri Tumutumu, replacing Mr Thorne and Ms Guthrie.

Committee resolution

That:

- 1. Ms Jill Taylor (principal) and Ms Shelley Turner (alternate) be appointed as the representatives of Ngāti Rāhiri Tumutumu on Te Manawhenua Forum Mo-Matamata-Piako.*

The request from Ngāti Hauā was confirmed by Council 10 May with the following resolution;

Council resolution

That:

- 1. Mr Weka Pene be appointed as the alternate representative of Ngāti Hauā on Te Manawhenua Forum Mo-Matamata-Piako.*

A copy of the Forum's updated Heads of Agreement, letter from Ngāti Rāhiri Tumutumu and email from Ngāti Hauā are attached.

Recommendation

That:

- 1. The Forum welcomes Ms Jill Taylor and Ms Shelley Turner of Ngāti Rāhiri Tumutumu and Mr Weka Pene of Ngāti Hauā as members of the Forum.**

Attachments

- A. Letter from Ngāti Rāhiri Tumutumu

- B. Ngati Rāhiri Tumutumu minutes of hui Feb 2017
- C. Ngati Hauā nomination of alternate representative to TMF April 2017
- D. Heads of Agreement: Updated 10 May 2017

Signatories

| | | |
|-----------|---|--|
| Author(s) | Ann-Jorun Hunter Policy Planner | |
|-----------|---|--|

| | | |
|-------------|---|--|
| Approved by | Michelle Staines-Hawthorne Corporate Strategy Manager | |
| | Don McLeod Chief Executive Officer | |

Te Manawhenua Forum Satisfaction Survey

Trim No.: 1865105

Item 7.2

Executive Summary

In March 2017 Te Manawhenua Forum Mo Matamata-Piako (Forum) members were sent a copy of the satisfaction survey. This report asks that Forum members who have not yet completed the survey do so and return it to Council by the end June.

A copy of the satisfaction survey is attached to this report.

Recommendation

That:

1. The information be received.

Content

Background

Questions in the survey were chosen by members of Forum at a workshop in August 2007. The survey is carried out annually and results are used to monitor progress towards some of Matamata-Piako's community outcomes and performance measures.

One additional question was added in 2012 regarding satisfaction with Council's recognition of Treaty of Waitangi settlement issues to measure progress towards one of the Maori community outcomes which was set out in the Long-Term Plan 2012-22. The results of the Forums satisfaction survey will be published in the Annual Report 2016/17 later in the year.

Attachments

- A. Satisfaction Survey

Signatories

| | | |
|-------------|--|--|
| Author(s) | Samantha Vautier Corporate Strategy Administration Officer | |
| Approved by | Michelle Staines-Hawthorne Corporate Strategy Manager | |
| | Don McLeod Chief Executive Officer | |

Representation Review 2018

Trim No.: 1880641

Executive Summary

The Local Electoral Act 2001 (“Act”) requires Council to review its representation arrangements every six years. Council conducted its last review in 2012; therefore a review must be undertaken in 2018. One of the questions to be considered as a part of the representation review is whether or not Council should establish Maori wards; however, Council is not statutorily required to consider the matter of Maori wards.

The first step of the representation review is for Council to identify its preferred options and to hold a “pre-consultation” with the community to identify the “communities of interest” within the Matamata-Piako District. Council’s eventual representation proposal to the Local Government Commission in November 2018 must provide for fair and effective representation of any communities of interest that are identified.

The purpose of this report is to give Te Manawhenua Forum Mo Matamata-Piako (“TMF”) the opportunity to provide preliminary feedback to Council on how it views Council’s current representation arrangements and whether it considers that the Maori communities of interest within the Matamata-Piako District would be more fairly and effectively represented through the establishment of a Maori ward.

It must be noted that if Council resolves to establish a Maori ward, the change cannot take effect until the 2019 triennial local election due to the requirements set out in section 19Z of the Act.

Recommendation

That:

1. **the Te Manawhenua Forum Mo Matamata-Piako consider and report back to Council on:**
 - a) **Whether it would make any changes to Council’s current representation arrangements; and**
 - b) **Whether it would support the establishment of a Maori ward.**

Content

Background

The purpose of this report is to seek the views of the TMF as to whether they believe the communities of interest in the district are fairly and effectively represented. It is therefore requested that TMF members consider the following questions:

1. Do you believe that Council’s current representation arrangements provide for fair and effective representation of the district’s communities of interest, including Maori/Iwi?
2. If you believe that Council’s current representation arrangements do not provide for fair and effective representation, would you make any changes to the structure of Council

and/or by establishing Community Boards? For example, the number of elected members could be altered or a Maori ward could be established. Why would you make changes?

Issues

2018 Representation Review

Council is required to conduct a review of its representation arrangements in 2018 in accordance with requirements under the Act. The Act requires that Council's representation arrangements must:

1. Provide effective representation of communities of interest within the district; and
2. Ensure that electors within each ward are fairly represented.

As the first step in its review, Council must identify the communities of interest within the district. The Local Government Commission requires that Council's starting point be how best to provide for fair and effective representation of communities of interest, rather than a consideration of whether the status quo is effective or should be retained. Once Council has identified the communities of interest, it must consider how best to provide for effective representation of those communities of interest. Some of the factors that may be considered by Council in determining how best to provide for fair and effective representation of the communities of interest are:

- Whether the district is over or under represented in respect of the number of its elected members;
- Which ward structure best represents the communities of interest within the district;
- Whether Community Boards are useful or necessary in order to provide for fair and effective representation of the communities of interest, as well as considering the form of any Community Boards;
- Whether additional wards might be created in order to better represent communities of interest within the district, for example Maori or rural communities; and
- Whether elected members are to be elected by wards or at large, or by a mixture of both.

Matters for determination:

In reviewing its representation arrangements, Council is required to provide for effective representation of the district's communities of interest as well as fair representation of electors by determining:

- the basis of election by wards;
- the structure and boundaries of wards;
- the number of elected members (including the number of elected members per ward);
- the establishment of Community Boards; and
- the establishment of a Maori ward.

+ / - 10% rule

There is a tension between obtaining effective representation of communities of interest and ensuring that there is fair representation of electors. Effective representation of communities of interest may require that wards be established to represent distinct communities of interest. However, the need to ensure that electors are fairly elected limits the manner in which wards may be established. Section 19V of the Act requires that for each ward the proportion of ward Councillors to the ward population remains within 10% of the proportion of all Councillors to the population for the district as a whole.

Section 19V provides:

“(1) In determining the number of members to be elected by the electors of any ward or constituency or subdivision, the territorial authority or regional council and, where appropriate, the Commission must ensure that the electors of the ward or constituency or subdivision receive fair representation, having regard to the population of every district or

region or local board area or community and every ward or constituency or subdivision within the district or region or local board area or community.

(2) For the purposes of giving effect to subsection (1), the territorial authority or regional council and, where appropriate, the Commission must ensure that the population of each ward or constituency or subdivision, divided by the number of members to be elected by that ward or constituency or subdivision, produces a figure no more than 10% greater or smaller than the population of the district or region or local board area or community divided by the total number of elected members (other than members elected by the electors of a territorial authority as a whole, if any, and the mayor, if any)."

The level of representation within each ward is determined by the provisions of the Act that seek to ensure that the arrangements provide for "effective representation". In terms of the legal framework this requires compliance with what is known as the 10% rule. The application of which means that the ratio of representatives to population of the various wards is required to be with plus or minus 10% of the population divided by the total number of elected members (excluding the Mayor).

The objective here is that each elected member, regardless of which ward they represent, is elected by a roughly equivalent portion of the district's population. This ensures that all votes are of approximately equal value and therefore that electors are fairly represented. In other words, the number of elected members per ward or indeed whether or not a community of interest is eligible for specific representation is dependent upon the population of the community of interest relative to the population of the district as a whole.

The current Council arrangements provide for a Mayor elected at large and Councillors representing three wards: Matamata (4), Morrinsville (4) and Te Aroha (3). Council does not currently have any Community Boards.

A map showing the current ward structure is attached for the TMF's perusal.

Application of the + / - 10% rule to the existing ward structure

The application of the '+/-10% rule' for Matamata-Piako District is provided below:

| WARD | Population | Members | Population-Member Ratio | Difference from Quota | % Difference from Quota |
|-------------------|---------------|---------|-------------------------|-----------------------|-------------------------|
| Morrinsville Ward | 12,450 | 4 | 1: 3113 | 12 | 0.37 |
| Te Aroha Ward | 8,110 | 3 | 1: 2703 | -398 | -12.82 |
| Matamata Ward | 13,550 | 4 | 1: 3388 | 287 | 9.24 |
| Total | 34,110 | 11 | 1: 3101 | | |

Based on 30 June 2016 ward estimates, from Local Government Commission.
The Mayor is excluded from the member numbers.

The table shows that the Te Aroha ward is not currently complying with the '+/-10% rule' and the Matamata ward is almost reaching the maximum variance. In view of this Council must therefore consider its options for this representation review to comply with the legislation and ensure effective representation of our community. Some potential options include:

- Decreasing the overall number of Councillors to 8.
- Increasing the overall number of Councillors to 14.

- Electing Councillors from across the district (at large).
- Amalgamating ward area or creating a new ward such as a rural ward.
- Expanding the Te Aroha Ward to increase the ward population and decrease the population of another ward/s.
- Seek an exemption from the ‘+/-10% rule’ from the Local Government Commission.

Beyond these options a number of alternatives/options are possible.

Maori ward member calculations

The population data obtained from the Local Government Commission/Statistics New Zealand indicates that pursuant to the +/- 10% rule a Maori ward would only be entitled to one or at the very most two Councillors if it is to be compliant. This is because Maori make up a proportionally small percentage of the total population of the district, and the number of votes per Councillor must remain approximately the same across the wards.

The population data used to make these calculations is based on Statistics NZ estimates for the wards. This means that the figures should be taken to be illustrative of what a Maori ward could look like rather than a guarantee of the number of Councillors a Maori ward would be entitled to. However, given that the establishment of Maori wards may not be given effect to until the 2019 triennial local election and that the resolution providing for their establishment must be made by November 2017, Council will likely have more up to date data from the 30 June 2017 ward estimates if such a resolution is to be made.

Statistics New Zealand population estimates (as at 30 June 2016) for Maori wards in Matamata-Piako District are as follows:

| Maori Electoral Population** | General Electoral Population | Total Population | Total Members* | Maori Ward Members | Maori ward members (rounded) |
|------------------------------|------------------------------|------------------|----------------|--------------------|------------------------------|
| 3,900 | 30,300 | 34,200 | 11 | 1.25 | 1 |

*The Mayor is excluded from the member numbers.

**The Māori electoral population means a figure representing both the persons registered as electors of the Māori electoral districts and a proportion of the persons of New Zealand Māori descent who are not registered as electors of any electoral district and a proportion of the persons of New Zealand Māori descent under the age of 18 years. It is determined by Statistics New Zealand.

This means that the Māori representation would equate to 9.09% of the total members. For an 11 member council 9.09% represents 1 member. Allowing for rounding this would provide for 11 councillors from “general wards” and 1 from a Māori ward or wards. Wards and constituencies are based on the Māori electoral roll, and maintain the principle of one person one vote.

Any decision to introduce a Māori Ward/s will have an influence over the representation review; in particular the Māori Electoral Population constitutes 11.40% of the total electoral population. The following sets out the implications.

The changes apply at the statistical boundary (mesh block) level. This is because the general electoral population of a particular mesh block excludes the Māori Electoral Population of that particular mesh block.

In any particular ward where the Māori Electoral Population of a particular mesh block is greater or lesser than the 11.40%% over the whole district it will be likely to have a disproportionate impact on the representation arrangements.

The process for determining the number of members to be elected from both Māori and general wards/constituencies involves:

- determining the total number of members of the Council
- multiplying the total number of members by the ratio of the Māori electoral population to the total (Māori and general) electoral population.

Each governing body of a territorial authority must consist of no fewer than six, and no more than 30 members (s19A of the Act). The total number of ward councillors will be under consideration as part of the Council's representation review which is commencing now for the 2019 and 2022 elections.

If Council opts to introduce Māori ward(s) the number of Māori members may change dependant on the total number of council members. See table below for a number of examples:

| Total members (excluding Mayor) | Maori ward members (= 11.40% of electorate) | Maori Ward Members (rounded) |
|--|--|-------------------------------------|
| 8 | 0.91 | 1 |
| 11 | 1.25 | 1 |
| 14 | 1.60 | 2 |

Matamata-Piako would be represented by 1 Maori ward Councillor if the existing ward structure and current number of elected members are retained. In order to provide for 2 Maori ward Councillors the total number of Councillors would need to be increased to 14.

How Maori wards can be established

Establishing Māori wards/constituencies can be achieved by a:

- Council resolution; or
- favourable outcome of a poll of electors. This poll may be:
 - demanded by electors or
 - the result of a local authority resolution.

Council has commenced consideration of the representation review process for 2018 (as the review is required every six years). It seeks the views of the TMF before it considers the matter further. As well as the question of a Māori ward/s Council also needs to complete the representation review that is required to meet the legal requirements. It is through this process that the representation arrangements for the ensuing six years are developed.

If the intent is to proceed with putting a Māori ward or wards in place for the 2019 and 2022 local government elections, a decision needs to be in place by 23 November 2017. A decision on Māori Wards is subject to the poll provisions discussed in more detail below.

Should Council proceed with a decision to put Māori ward/s in place it would take effect for the 2019 and 2022 elections, and would continue in effect after that until either a contrary resolution was passed or until the result of a poll is known. Any resolution must be publicly notified along with notice that a poll is required to countermand the resolution.

Not less than 5% of the electors of Matamata-Piako District can demand a poll on the issue. This would be approximately 1,700 electors based on a total electoral population of 34,200.

If a valid demand is received by 28th February 2018 a poll must be held within 3 months. If a demand is received after this date then the outcome of the poll will not apply until 2022.

If Council resolves to establish Māori wards/constituencies it must give public notice of this resolution. The public notice must include a statement that a poll is required to countermand the Council resolution.

Statutory limitations on representation arrangements

As part of the 2012 representation TMF members expressed the concern that the structure of possible Maori wards was inconsistent with the principles of the Treaty of Waitangi and did not reflect the status and needs of the iwi who have mana whenua in the district. In particular, TMF members were concerned that all iwi across the district would be represented by one or at the most two Maori Councillors and that because of this the Maori ward would be district wide and representation would not correspond to the rohe and relative population of each iwi.

Unfortunately the Act is prescriptive in respect of ward structure and the number of Councillors to be permitted per ward. Council must ensure that the ratio of persons per member in each ward is within +/- 10% of the ratio for the district as a whole. This means that Councils ward structure and Councillor make up is based purely on population; there is no room in the legislation for providing ward representation for Maori that reflects the reality of the numerous individual iwi in the district.

This means if a Maori Ward were to be established, all iwi across the district would be represented by one or two Maori Councillors and that because of this the Maori Ward would be district wide and representation would therefore not correspond to the rohe and relative population of each iwi.

Given the nature of the Maori electoral population and the mathematical calculation that must be made, there may be very limited options available to a local authority in terms of the number of elected members from Maori wards or constituencies. The Local Government Commission in its Guidelines to Assist Local Authorities in Undertaking Representation Reviews (Local Government Commission, Wellington, 2014) acknowledges the limitations imposed by the legislation:

The general and Māori electoral population ... may limit options available to a local authority in terms of the number of elected members from Māori wards/constituencies, including that no members could be elected from such wards/constituencies.

Therefore local authorities need to determine their Māori and general electoral populations at the beginning of determining the range of options for Māori and general wards/constituencies to ensure that any debate occurs in the context of what is possible.

Given the legislative restrictions and the outcome of the mathematical calculation performed using district population data [see above], Maori would only be entitled to one elected member if Council were to retain its current size. Two Councillors might be possible; however the general ward Councillor numbers would then need to be increased proportionally to ensure that the ratio of Councillor to elector population remains the same. This would mean that while there would be another seat at the table, the Maori 'voice' would remain proportionally the same.

If Maori were to be entitled to be represented by only one Councillor, a Maori ward would then need to cover the whole district. Under the current system any Councillor elected to represent a Maori ward would need to be representative of all Maori as a distinct community of interest rather than represent the interests of a particular iwi only. It is open to the TMF to consider that such an arrangement would or would not provide effective representation.

Similarly, the TMF may be of the view that the TMF currently fulfils this role on behalf of Maori in the Matamata-Piako district.

Candidate and elector eligibility for Maori wards

Under section 25 of the Act every New Zealand citizen of 18 years or older is qualified to be a candidate for Territorial Authority elections. This means that the candidate does not have to be a resident of the ward in order to be a candidate for its representation. Section 26 of the Act provides that in order for a candidate to stand in an election they must be nominated by two or more electors of the ward in which the candidate is to stand. This means that a candidate does not need to be affiliated with an iwi within the Matamata-Piako District or indeed be a Maori elector at all. This possibility should be balanced against the fact that Maori electors are unlikely to elect someone whom they feel is not representative of their community of interest.

Only people on the Maori electoral roll can vote in a Maori ward. Candidates for a Maori ward have to be nominated by two people on the Maori roll, but they do not have to be on the roll themselves or from local iwi.

Under sections 19C(5) and 24A of the Act an elector of a Maori ward is defined as a residential elector of a district who is registered as a parliamentary elector at an address within a Maori ward and is registered as a parliamentary elector of a Maori electoral district. This means that if a person live within the area of the Maori ward and is on the Maori electoral roll for parliamentary elections then they are an elector of the Maori ward for local government elections. Only electors of a Maori ward may vote for candidates standing for Mayoral election and to each respective Maori ward.

Under the Act a candidate for election to a Maori Ward does not have to be a resident of the ward nor do they need to be affiliated with an iwi within the Matamata-Piako District. The eligibility criteria under the Act therefore mean that it is possible for a person without mana whenua to be elected to represent a Maori Ward.

2012 Representation Review

Council last undertook the representation review in 2012. The outcome of the last process was that the representation arrangements remained the same except for the disestablishment of Matamata, Morrinsville and Te Aroha Community Boards. This decision was subject to a Local Government Commission appeal. The Local Government Commission confirmed Councils decision to disestablish the three Community Boards.

As part of the 2012 review process a community survey was undertaken. This questionnaire asked where residents felt that communities of interest lie in the district, whether they felt that they are effectively represented by Council's existing representation arrangements, whether they felt the district's Community Boards are effective and whether or not a Maori ward should be established.

Council received 71 submissions on the preliminary consultation questionnaire. The feedback on each issue raised in the preliminary consultation is presented below:

| Issue | Yes | No | Not Specified | Too many | Total |
|---|------------|-----------|----------------------|-----------------|--------------|
| Is our current representation structure effective? | 41 (58%) | 15 (21%) | 15 (21%) | - | 71 |
| Do we have enough elected representatives (currently 1 mayor, 11 Councillors and 12 Community Board members)? | 44 (62%) | 0 | 14 (20%) | 13 (18%) | 71 |
| Do the Community Boards represent their communities | 40 (56%) | 15 (21%) | 16 (23%) | - | 71 |

| | | | | | |
|-------------------------------------|----------|----------|----------|---|----|
| effectively? | | | | | |
| Should a Maori Ward be established? | 11 (16%) | 50 (70%) | 10 (14%) | - | 71 |

The questionnaire also asked which “community” the submitter felt best represents them, and whether they could identify any communities of interest other than Te Aroha urban, Te Aroha rural, Matamata urban, Matamata rural, Morrinsville urban, Morrinsville rural, and/or Maori. A number of submitters responded to this question by identifying the district’s rural townships such as, for example, Waihou, Waharoa, Waitoa and Tatuanui as distinct communities of interest.

2012 Communities of Interest

The following communities of interest were identified in the Matamata-Piako district:

- Maori;
- Maori of each distinct iwi;
- Te Aroha urban;
- Matamata urban;
- Morrinsville urban;
- District rural;
- Te Aroha rural;
- Matamata rural;
- Morrinsville rural; and
- Small rural townships such as, Waihou, Waharoa, Tatuanui, and Waitoa.

It was noted that some of these communities of interest may overlap and that people may belong to more than one community.

Previous TMF positions / issues raised in 2012

When this issue was discussed with the TMF as part of the 2012 representation review the TMF members had mixed views on whether or not a Maori Ward should be established in the Matamata-Piako District, however the consensus was that the TMF has its own value and should be retained even if a Maori Ward was to be established. TMF members were concerned as to the role the TMF would fit if a Maori Ward were established, and in particular how any Maori Councillors would interact with the TMF. In addition, there was concern about the effect that a Maori ward may have on the role and function of the TMF itself.

At the last representation review the TMF indicated would like to see Matamata Piako District give strong recognition to representation of Maori at all levels. The TMF was pleased to see a recommendation asking for the establishment of a Maori ward as this hadn’t been considered before. TMF members noted it is possible that a person from outside the district and not related to local iwi could be elected as the ward member.

The issue of the practical workload for a Maori Councillor having to represent a district-wide Maori Ward was also raised, and while TMF members saw the value that the TMF could provide to that Councillor they were unsure how such an interaction could be provided for. TMF members concluded that it was difficult to provide feedback on Council’s representation arrangements while the issue of the TMF’s heads of agreement was unresolved.

TMF members were also concerned that the representation review process and the form of representation arrangements permitted by the Act are not based in the Treaty of Waitangi and therefore do not reflect the status of iwi with mana whenua. The TMF members were also concerned with the limited number of Maori Councillors achievable under the Act, the inconsistencies between district and ward boundaries and individual rohe and the eligibility criteria for election to Maori Wards.

In the end, the TMF determined that its recommendation depended on what the future role of the TMF is, and it therefore decided to defer its recommendation until the issue of its heads of agreement review by Council is resolved. The resolution at the TMF's 6 March 2012 meeting was:

That the Forum await the Council's decision on 14 March and that this item is deferred to the next Forum meeting on 6 June 2012.

The June and September 2012 TMF meetings were not held due to a lack of a quorum. An update was given to the December TMF meeting.

At its July 2012 meeting Council resolved to defer making a resolution regarding the establishment of a Maori ward so that it may consider the matter in a more informed manner in the future. The issue of Maori wards was therefore not included within the 2012 representation review process. Council has the opportunity to revisit the issue of Maori wards prior to its next representation review.

Other Council decisions

Since this matter was last formally considered the provisions of the Act relating to Māori Wards have been applied in other parts of the country. In Wairoa District, a decision to introduce Māori Wards was taken and a poll was held at the 2016 elections. The poll approved Māori Wards by a slim majority (1727 (54%) of votes received were for the creation of a ward and 1468 (46%) were against). As Wairoa District voted in favour of having Maori ward/s at the poll the Wairoa District Council to be elected at the 2019 elections will have members elected from Maori ward/s. Wairoa has a majority Māori population.

A decision to introduce Māori Wards was also taken in New Plymouth District. In 2015 a poll was held in and the measure was defeated by a significant majority (21,053 (83 per cent) of votes received were against the creation of the ward from October 2016, with 4,285 (17 per cent) in favour of the ward.

Bay of Plenty Regional Council established three Maori seats in 2001. This was after extensive consultation and passage of the Bay of Plenty Regional Council (Maori Constituency Empowering) Act 2001. Maori roll voters may only vote for candidates standing in those seats. The 13 Bay of Plenty councillors are elected by voters in four general constituencies and three Maori constituencies, producing 10 general constituency councillors and three Maori constituency councillors.

Other than Wairoa, no district or city council has successfully implemented Maori wards – where councils have proposed them all been overturned through the binding referendum poll process. The process entitled affected electors to demand a poll. Opposition to Maori seats in local government has been shown by communities such as:

- Wairoa District Council, May 2012, 51.9 percent against – see above for more recent poll results.
- Waikato District Council, April 2012, 79.2 percent against.
- Nelson City Council, May 2012, 79.4 percent against.
- Hauraki District Council, May 2013, 80.4 percent against.
- The Far North District Council, March 2015, 68 percent against.
- New Plymouth District Council, April 2015, 83 percent against.

During local government elections in 2016, the Wairoa District Council revisited the question of Maori wards and polled residents, who voted 1727 to 1468 to introduce such wards for at least the two next elections.

The Waikato Regional Council added, in August 2012, two Maori constituencies to six general wards voters at the 2013 local body elections. The decision was made by council and there was no request for a poll.

Rotorua District Council rejected Maori wards in November 2014, avoiding a poll, and instead, with local tribe Te Arawa, created the Te Arawa Partnership plan, which was approved in May 2015 despite heavy opposition. Accordingly, two representatives nominated by a new elected Te Arawa board will sit on the council's two main committees with voting rights.

The Masterton District Council in May 2016 approved the appointment of unelected iwi representatives, with speaking and voting rights, to its standing committees (policy and finance, and audit and risk committees). They also have speaking rights at full council meetings.

Potential Considerations for TME

The Human Rights Commission 2010 report "Maori Representation in Local Government - The Continuing Challenge" says that:

Nowhere else [other than BOP Regional Council] in New Zealand do Māori have the certainty that they will be represented as Māori in local government. The number of Māori elected to local government remains far lower than their proportion of the population: in the 2007 local government elections less than five per cent of successful candidates were Māori, although Māori form nearly 15 per cent of the population. Many councils have no Māori members at all.

The report cites a case study published by the Department of Internal Affairs in 2009 which concluded,

"There is much that can be learnt from the example provided by Environment Bay of Plenty".

"Environment Bay of Plenty has shown a lot of leadership in promoting and establishing ways of strengthening Māori engagement in council processes and decision-making. There are a number of mechanisms which have been developed to facilitate Māori engagement and strengthen Māori capacity, which build off strong relationships and mutual goodwill between Māori and Environment Bay of Plenty. The establishment of the Māori constituency seats is a key mechanism utilised to facilitate Māori input and participation into council. While council and Māori acknowledge its practical effect in giving Māori a voice at the decision-making table, they also recognise that the Māori seats are a symbol of the validation and respect of Māori as tangata whenua.

Under the Local Government Act 2002 Councils must:

- establish and maintain processes to provide opportunities for Maori to contribute to the decision-making processes of the local authority; and
- consider ways in which it may foster the development of Maori capacity to contribute to the decision-making processes of the local authority

It can be argued that Maori can be represented by the Ward Councillors and have the opportunity for stand for election in the same way as other Councillors. Staff understand around 4% of council seats around New Zealand are occupied by Maori but this figure has not been confirmed at the time of writing. Even taking into account the geographic spread of Maori and their relative youth,

this falls short of the 15% of New Zealanders who identify as Maori. Maori wards could be one response to help address this imbalance.

The TMF is currently working through a review of its Heads of Agreement. Members have indicated a desire for a greater partnership approach with Council. The TMF is a currently Committee of Council with a purpose to facilitate mana whenua contribution to Council's decision making.

The role and function of the TMF is not within the scope of the Act. This is a separate issue that needs to be considered outside the representation review process which is focused solely on the basis for Maori and general wards election. While the functions of the TMF are relevant when considering whether Maori as a community of interest are effectively represented, a review of its form and functions in detail is outside the scope of the representation review. The question Council wishes to address as a part of the representation review is whether Maori as a community of interest will be more effectively represented by the establishment of a Maori ward.

The TMF operates differently to a Maori ward in that once elected, the Maori councillors would have the same roles and responsibilities as other councillors, and can serve on a range of council committees. Council can appoint non-elected members to committees under the Local Government Act 2002 but not to Council itself. Councillors must be elected by the community.

Analysis

Options considered

Taking into account previous information there are effectively three options to be considered. The TMF views that the Council is again seeking will be an important element of the Council's consideration.

The TMF has available the following options:

Option A: Resolve to recommend to Council that it resolve to create a Māori Ward across all of the Matamata-Piako District from the 2019 elections onward.

Option B: Recommend to the Council that it resolves to hold a poll at a time it may determine.

Option C: Recommend that the Council not introduce a Māori Ward at this time.

Analysis of preferred option

This is in essence a matter of political decision making and in that context Officers have no fixed view. It is relevant to note that from the perspective of progressing the representation review each of the options has some implications.

If **Option A** is adopted and the Council agrees and resolves to introduce a Māori Ward/s, it must undertake the statutory notification process and wait to see if sufficient electors (5%) sign a petition requiring a Poll before the cut-off date of 28 February 2018.

In the context of **Option A**, once a valid petition is received the Electoral Officer is required to undertake a poll not later than 89 days after the petition is received. As noted earlier this may be at any time up until 28 February 2018. Given this time frame the completion of the overall representation review becomes problematic given the obligation to complete the review by 18 September 2018.

These issues apply irrespective of the decision by the Council deciding 'yes' or 'no' to a Māori Ward.

With respect to **Option B**, the Council can resolve to hold a poll and set a date or an event (subject to the 89 day requirement) when the Poll will take place. If it does not specify a date the Electoral Officer is obliged to undertake the poll as soon as practical, but not later than 89 days after the date the notice by the Council is given.

An early decision supporting **Option B** will resolve in some way (subject to an identified date) the challenges to the timeframe for the Representation Review that **Option A** introduces. Once a decision has been put in place (e.g. after a poll or after the date for a poll petition passes) it stands for the following two elections.

Option B is in itself a consultative process, providing the opportunity for every elector to express a yes or no view on the question. The outcome of polls in other districts is set out in the earlier in this report.

If **Option C** is adopted and the Council agrees and resolves to not introduce a Māori Ward/s, it must undertake the statutory notification process and wait to see if sufficient electors (5%) sign a petition requiring a Poll on the matter before the cut-off date of 28 February 2018. The Council may have to prepare two representation options – one now and another at a later date.

It could in these circumstances (and also in the case of a decision to introduce a ward) commence preparatory work based on the Council decision but not conclude the process.

The implications on the representation arrangements are discussed earlier in this report.

As set out, this is a matter of political decision making. It is for the member's consideration that will take into account the many dimensions that are inherent in a decision of this nature. In this context officers do not think it appropriate to make any formal recommendations. The range of options is therefore discussed in this report and provides an opportunity for the TMF to reflect on the most effective way to provide for Māori participation for the District Council.

Legal and statutory requirements

The legal and statutory requirements have been previously addressed in this report.

Impact on policy and bylaws

There is no impact on Council policies and bylaws.

Consistency with the Long Term Plan / Annual Plan

The Long-Term Plan must disclose how Council is providing for Maori to have input into decision-making. A Maori ward would provide a way for Maori to have representation on Council.

Impact on Significance and Engagement Policy

This is a matter that relates to the basic representational arrangements of the Council. It is a significant issue which triggers its own prescribed statutory consultative and decision making process. Officers are seeking the views of the TMF to present to the Council when it considers this matter.

Communication, consultation and decision making processes

Council is seeking the views of the TMF to assist in considering the possibility of a Maori ward.

The representation review is subject to a consultation (and potentially an appeals) process.

The TMF will have the opportunity to give feedback to Council through a submission during the pre-consultation, the statutory consultation on Council's representation proposal in July 2018 and the appeal period in respect of Council's decisions in September 2018.

Consent issues

There are no consent issues.

Timeframes

The timeline for the review is:

- 31 May 2017: Council workshop on representation review
- 6 June 2017: Report to the TMF to seek their feedback on the representation review;
- June 2017 - May 2018: Council to consider options in more detail and undertake pre-consultation;
- June 2018: Pre-consultation ends, Council workshop on pre-consultation results;
- July 2018: Council determines its representation review proposal for public consultation;
- July-August 2018: Statutory consultation on Council's representation review proposal;
- September 2018: Council hearing on consultation with decisions on submissions and possible amendments;
- September-October 2018: Public consultation on Council's decisions on submissions, opportunity for appeals and objections to Council's decisions; and
- November 2018: Council considers objections and makes its final determination on the proposal to be forwarded to the Local Government Commission.
- The Local Government Commission must issue its determination by 11 April 2019.

The timeline may be subject to change as the process works through, however legislation heavily influences the timeline.

The next 5-yearly Māori Electoral Option in which Māori electors can choose to be on the Māori roll or the general roll for the next 2 general elections is due around March to July 2018 (after the 2018 census).

The Council's representation review must be completed and publicly notified by 8 September 2018. If a Māori ward or wards are to proceed then that must form part of the Council's resolutions. The submission/appeal process on the representation resolutions then proceeds. The Local Government Commission must issue its determination by 11 April 2019.

In some ways it is unfortunate that the issue of Māori Wards is dealt with in a different way to the other representation provisions. The current process makes Māori Wards the only representation matter subject to the poll provisions (other than reorganisation proposals), and that means that representation matters cannot be considered as a whole.

Contribution to Community Outcomes

The representation review contributes to the following community outcomes:

2) Decision making

- (a) Our community/Iwi will be informed and have the opportunity to comment on significant issues.
- (b) Tangata Whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making
- (c) Council's decision making will be sound, visionary, and consider the different needs of our community/Iwi.

Financial Impact

i. Cost

The total cost of running a Maori ward poll would be approximately \$60,000-65,000.

Attachments

- A. Current Ward Map

Signatories

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

Heads of Agreement Review

Trim No.: 1882802

Executive Summary

At its meeting 2 March 2017 Te Manawhenua Forum mo Matamata-Piako (the Forum) requested a review of the Heads of Agreement (HOA) between Council and the Forum. A Forum workshop was held at Silver Fern Farms Events Centre Te Aroha 9 May.

The purpose of this report is to summarise the discussions from the workshop. The Forum is asked to formally confirm how it wishes to proceed with the review of the HOA. For members' reference, the current HOA is attached to the Report titled *Ngati Rāhiri Tumutumu and Ngati Hauā membership*.

Staff have initiated discussions with Council on this matter and will report verbally to the Forum on any updates from Council.

Recommendation

That:

- The Forum confirms how it wishes to proceed with the review of its Heads of Agreement.**

Content

Background

The Forum is a standing committee of Council. It operates under a Heads of Agreement (HOA) between Council and the Forum members. This is a key document that formalises the relationship between the Forum and Council. The HOA was last reviewed in 2013.

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

Forum members have expressed a wish to review the existing HOA to better reflect the current situation and the post-settlement relationships with Council. A Forum workshop was held 9 May 2017 to discuss and review the current HOA as well as providing Forum members with an update on the Resource Legislation Amendment Act 2017 (RLAA) and Council's Long Term Plan 2018-28 (LTP).

The workshop was well attended with the following representatives attending;

- *Ngati Hauā – Te Ao Marama Maaka and Weka Pene*
- *Ngati Rāhiri Tumutumu – Jill Taylor and Shelley Turner*
- *Ngati Paua – Gary Thompson*
- *Ngaati Whanaunga – Michael Baker*

- *Raukawa – Thomas Smith*
- *Runanga o Ngati Maru – Waati Ngamane and Kathy Ngamane*
- *Ngati Hinerangi – Diana Viamosa*
- *Mayor Jan Barnes*

Due to limited time, the workshop attendees chose to focus their discussion on the Heads of Agreement review.

This report provides a summary of the conversations had at the workshop, and is seeking the Forum's formal confirmation on how it wishes to proceed from here.

Iwi engagement

Council currently engages with iwi/hapu through various mechanisms, including through the Forum. Council also engages directly with individual iwi/hapu. Council maintains a register of iwi/maori organisations. This register is used for community consultation purposes, including consultation on Council policies, plans and strategies as well as the Long Term Plan / Annual Plan consultations. Council has individual agreements with Iwi within the district to consult with them on resource consent applications made under the Resource Management Act 1991. Those Iwi are Ngāti Paoa, Ngāti Rahiri-Tumutumu, Ngāti Haua and Raukawa. Other Iwi are contacted if they are deemed to be affected parties of a resource consent application.

Council is currently undertaking a rolling review of the District Plan. As part of this process Council will review how we engage with Iwi through the resource consent process.

The RLAA includes additional requirements for iwi engagement through the RMA processes. The intent of the Māori participation policy changes is to enhance tangata whenua involvement in resource management, particularly plan making. This includes the Mana Whakahono a Rohe provisions, as well as the Schedule 1 consultation requirements, and the s32 and hearing commissioner amendments.

The legislation sets out the guiding principles and purpose of such Mana Whakahono a Rohe. What this may look like in detail and when it may be required is unknown at this stage.

Staff recommend that the review of the HOA includes a reference to the RMAL noting that Mana Whakahono a Rohe may be developed in due course.

Issues

The Forum was established as a standing committee of Council to facilitate tangata whenua contribution to Council's decision-making, and to provide a framework for Council and iwi to forge an ongoing effective and meaningful relationship. The original Heads of Agreement (HOA) signed 8 July 2004 stated as follows;

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

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

The following provides a summary of matters raised during the discussion on the HOA review;

Committee or Forum and Delegations

The Forum was re-confirmed as a Standing Committee of Council following the 2016 elections. Forum members discussed the merits of being a standing committee versus an autonomous forum providing recommendations and advice to Council.

Forum members noted that the current HOA specifically states that the Forum does not have the delegation to formally receive iwi management plans on behalf of Council. It was suggested that this should be changed (Refer below).

Under the current format and HOA Forum members must be appointed by Council. Under the Local Government Act Council can delegate to the Forum the authority to appoint non-elected members onto the Forum.

Iwi management plans

The Forum workshop noted that there has been minimal progress on the development of iwi management plans (IMPs) throughout the district. To date Council has formally received two Iwi Management Plans. The Waikato-Tainui Environmental Plan was lodged with Council, and the Raukawa Environmental Management Plan 2015 was lodged in 2014/15. When Council is reviewing or changing a planning document under the RMA, both these plans must be considered the same as any other planning document recognised by an iwi authority

The preparation of IMP's is the responsibility of hapū and iwi. However, the Forum may wish to submit to Council a proposal for funding assistance or other support from Council.

Forum members suggested that maybe Council could provide resource and/or funding assistance for the development of iwi management plans. One option that was put forward was to include an annual budget in the Long Term Plan for such assistance, and aim to complete one iwi management plan each year. It is noted that the development of IMP are a decision to be made by individual Iwi.

Determining/monitoring 'matters relating to mana whenua interest'

The current HOA and work programme includes an item for determining and monitoring 'matters relating to mana whenua interests.' However there was discussion at the workshop about how these 'matters' are defined, and who determines whether they are of interest to mana whenua.

It was suggested that individual iwi agreements are developed as part of the work programme, and these may include guidelines for what matters are or may potentially be of mana whenua interest to that iwi/hapu.

Technical Support

The Forum indicated a wish to investigate the cost and feasibility of having additional resources available to provide technical support to iwi representatives on complex matters such as District Plan reviews and providing advice and an iwi perspective to reports presented to the Forum.

There was discussion on what this may look like. It was suggested that such a resource should be employed by the iwi/hapu and not a council staff member. The suggestion included providing for a budgetary allowance for each iwi/hapu to use at their discretion for technical advice.

There was also discussion around whether Forum members can invite their iwi technical advisors to attend Forum meetings in place of the alternate representative. The Forum is a committee of Council, and is open to the public including any additional staff/advisors that the iwi/hapu may wish to invite.

The Forum may wish to submit to Council a proposal for funding towards technical support.

Functions/Duties of Forum Chairperson

The current HOA includes sections defining the Functions of the Forum and Duties of the Council. It was suggested that additional functions of the Chairperson should be included in the HOA. These functions would include representing the Forum by attending events, and reporting to Council and Committee. Under the current arrangement Forum minutes are received by Council. Forum members suggested that having a representative of the Forum or the Chairperson reporting to Council would provide the iwi perspective and insight into the discussions. This would also provide an opportunity for the Forum to raise matters of interest directly to Council and build a closer relationship with elected members.

Meeting frequency

Forum members discussed how frequently they wish to meet. It was noted that quarterly meetings is a long time between meetings, and in some instances this means that the Forum is asked to receive information retrospectively with a Council decision already having been made. There was a suggestion to have bi-monthly meetings, or alternatively have four formal meetings with potential workshop dates in between.

Strategic Direction and work programme

As part of the discussion on the HOA, the annual work programme was also discussed. A question was raised whether the Forum needs to develop a Strategic Direction to inform their work programme.

Suggestions for additional items for 2017 work programme arising from the workshop included;

- 1 The Forum support the Mayoral Tuia Rangatahi programme (LGNZ leadership development programme)

Council provides \$2,000 in funding towards the cost of the tuia attending 4-5 hui each year. This is funded from a separate budget. The programme is an intentional, long term, intergenerational approach to develop the leadership capacity of young Maori. Each year the Mayor invites iwi to nominate a young Maori from their district to mentor on a one-to-one basis, to encourage and enhance leadership skills.

- 2 Assist with development of iwi management plans. Refer above.
The Waikato-Tainui Environmental Plan was lodged with Council, and the Raukawa Environmental Management Plan 2015 was lodged in 2014/15.
- 3 Support Council to develop individual iwi agreements. Refer above
- 4 Engagement with central government agencies, regional council and elected members;
One suggestion was to invite Te Pune Kokiri (TPK) to attend a Forum meeting to discuss the recent announcement of Maori housing funding. Staff have made contact with TPK and awaiting a response.
- 5 A process for engaging Iwi as part of the process for disposal of surplus property.

Forum members asked whether Council has a process for engaging with iwi/hapu if and when a property has been identified as surplus to Council requirements. Reference was made to Auckland Council and Panuka Property Development Board.

Panuku has engagement with mana whenua groups across the Auckland region. Each relevant mana whenua group is contacted independently by email and provided general property details, including a property map, and requested to provide any feedback within 15 working days.

Panuku's engagement directs mana whenua to respond with any issues of particular cultural significance the group would like to formally express in relation to the subject

properties. They also request express notes regarding any preferred outcomes that the group would like it to consider as part of any disposal process. Mana whenua groups are also invited to express potential commercial interest in any sites and are put in contact with Panuku's Development team for preliminary discussions if appropriate to the property. This facilitates the groups' early assessment of the merits of a development opportunity to their iwi. In the event a property is approved for sale all groups are alerted of the decision, and all groups are alerted once a property comes on the market.

Resourcing and budget

In considering the above matters, the Forum and Council may be required to review the resource requirements for the Forum to enable it to deliver on its work programme and fulfil its functions under the HOA.

Matters that may require resource allocation or additional resources include;

- Iwi management plans
- Technical Support
- Meeting frequency

Under the current HOA the Forum does not have any financial delegations, and any expenditure against the budget line item for the Forum must be approved by Council. The total budget for the Forum in 2016/17 is \$22,500. Under the current arrangement Forum members are only compensated if attending meetings.

As part of the review of the HOA the Forum may wish to submit to Council a request for financial delegation within the budget for the Forum, and/or request additional funding for specific project/initiatives as outlined in this report.

Analysis

Options considered

The Forum is asked to consider how it wishes to progress from here with the review of the Heads of Agreement.

Staff have initiated discussions with Council on this matter and will report verbally to the Forum on any updates.

Legal and statutory requirements

The Mayor has the power under the Local Government Act 2002 to appoint Committees of Council and its Chairperson. Following the 2016 Local Body Elections Mayor Barnes appointed Te Manawhenua Forum mo Matamata-Piako as a Standing Committee of Council, and Te Ao Marama Maaka was appointed the Chairperson.

Both LGA and Resource Management Act (RMA) require local authorities to recognise and respect the Crown's responsibilities under the Treaty of Waitangi, and to maintain and improve opportunities for Maori to contribute to local government decision making processes.

Iwi in and around the Matamata-Piako District are currently negotiating with the Crown and are at various stages of settling Treaty of Waitangi claims. While these agreements are between the Crown and Iwi, we will be affected by the outcome of these settlements, particularly where Iwi are seeking co-governance of natural resources.

Consistency with the Long Term Plan / Annual Plan

The Long Term Plan 2015-25 describes how Te Manawhenua Forum mo Matamata-Piako, through the HOA, contributes to facilitation of Mana Whenua contribution to decision-making.

Council is currently preparing its LTP 2018-28, and the information regarding Maori involvement in decision-making will be reviewed as part of this process (refer separate report to the Forum).

Impact on Significance and Engagement Policy

The review of the HOA is not considered significant under Council's existing Significance and Engagement Policy.

Communication, consultation and decision making processes

A Forum workshop was held 9 May 2017 to initiate the review of the HOA. The Forum is asked to consider how it wishes to proceed with the review, and what consultation is required as part of the review.

Timeframes

There is no set timeframe for the review of the HOA. If the review results in a change in resource requirements (either staff support or financial), a proposal must be presented to Council by October 2017 to be considered along with the budget preparation of the Long Term Plan or alternatively, made as a submission to the draft Long Term Plan consultation in March/April 2018.

Contribution to Community Outcomes

Te Manawhenua Forum mo Matamata-Piako is a standing committee of Council. The Forum contributes to the community outcomes relating to decision-making, and in particular;

2b Tangata Whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.

Financial Impact

i. Cost

The total cost of the HOA review will depend on number of meetings and workshops required to reach agreement among Forum members and with Council on a revised HOA.

There will also be additional staff time required to facilitate workshops, attend meetings, and coordinate feedback and drafting of the HOA.

ii. Funding Source

The HOA review is funded from the existing budget allocated to the Forum.

Attachments

- A. TMF 2014/15 Work programme
- B. Resource Legislation Amendment Act 2017 - Fact Sheet - Changes to Maori participation

Signatories

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

Long Term Plan 2018-28 - Project Update

Trim No.: 1883173

Item 7.5

Executive Summary

Council is required to prepare and adopt a Long Term Plan (LTP) under the Local Government Act 2002 (LGA) every three years. This report provides a progress update on the development of the LTP 2018-28.

Te Manawhenua Forum mo Matamata-Piako (the Forum) is asked to consider whether it wishes to provide feedback to Council on the new community outcome themes and outcomes, and how the Forum can contribute to Maori participation in decision-making.

Recommendation

That:

1. The information be received.
2. The Forum provides feedback to Council on the new Community Outcome themes and outcomes as set out in Table 2 of this report.
3. The Forum provides feedback to Council on how it would like to contribute to Maori involvement in decision-making.

Content

Background

Council is required to prepare and adopt a LTP under the LGA. The LTP sets out the activities, budgets, financial strategy and key financial policies of the Council for the next 10 years. The LTP is required to be updated every three years. The last LTP was approved in 2015. The 2018-28 LTP must be adopted by Council by 30 June 2018 for implementation from 1 July 2018.

The LTP is a complex document covering all activities of Council, major strategic documents, financial policies, auditing and a large consultation component with the community. Due to its complexity and interrelationships between parts the timeline may be adjusted throughout the project. The dates for the External Audit process, consultation and adoption however cannot be changed.

Table 1 on the next page provides a high level overview of progress to date and upcoming milestones. The overall project is considered to be on track.

Table 1 – Project Timeline

| Description | When | Progress |
|---|-------------------|---|
| Demographic/Growth/Economic/ Assumptions | Feb-May 2017 | Council has adopted the <i>median</i> growth projections. Major assumptions to be discussed with Audit & Risk Committee in June |
| Community Outcomes Review | Apr-Jun 2017 | <i>Refer below</i> |
| Rates Structure | Apr 2017-Jun 2018 | Update report to Council in June 2017 |
| Activity Plans (including budgets) | Apr-Sep 2017 | On track |
| Right Debate (pre-consultation) if required | Apr-Aug 2017 | On track |
| Infrastructure and Financial Strategy | Apr-Oct 2017 | On track |
| Asset Management Plans | Feb-Oct 2017 | On track |
| Policy Review | Apr-Oct 2017 | On track |
| Council controlled organisation section | Jul-Nov 2017 | Due to start in July. |
| Maori participation in decision making | Jul-Oct 2017 | <i>Refer below</i> |
| Budgets/ Financials/ Notes | Jul-Dec 2017 | Due to start in July. |
| Document development and QA | Jul-Dec 2017 | Due to start in July. |
| Communications Strategy | Jul-Dec 2017 | Due to start in July. |
| External Audit Process | Jan-Jun 2018 | Scheduled for Jan 2018 |
| Special Consultative Procedure | Jan-Jun 2018 | Scheduled for 2018 |
| Adoption | By 30 June 2018 | |

The parts of particular interest to the Forum include the review of the *Community Outcomes* and the section on *Maori participation in decision making*;

Community outcomes / vision

Council has directed that it wishes to review the community outcomes and its overall Vision for the LTP 2018-28. The Community Outcomes are the outcomes that Council seeks for its community (required by legislation). These outcomes must be disclosed in the Long-Term Plan.

The Community Outcomes included in the LTP 2015-25 were last reviewed in 2011, including the Maori outcomes (refer pages 65-66 of the LTP 2015-25). During the previous review the Forum contributed to the discussion and the development of the Maori outcomes in particular. The purpose of this report is to seek the Forum's feedback and input to the new outcomes and vision.

As part of the 2017 review of the outcomes, Council held two workshops facilitated by external facilitator. The purpose of those workshops were to review the existing (2015-25) community outcomes and vision to assess whether they are still relevant to the community needs, whether they match with their areas of focus and aspirations, and to discuss and agree a way forward. At its meeting 12 April Council confirmed its new vision; *Matamata-Piako – The Place of Choice*. Council also confirmed its new outcome themes and outcomes (see Table 2), *subject* to considering feedback from Te Manawhenua Forum.

The review of the community outcomes and vision statement are important steps in strategic direction setting. However it is also acknowledged that the development of the strategic priorities will be an iterative process and these may evolve as Council work through the detailed planning for the LTP.

Table 2 – Vision, Outcomes and Strategic Priorities 2018-28

| Matamata-Piako – The Place of Choice Lifestyle. Opportunities. Home. | | | | |
|---|---|--|--|--|
| Enabling... | | | | |
| Connected Infrastructure | Economic Opportunities | Healthy Communities | Environmental Sustainability | Vibrant Cultural Values |
| Infrastructure and services are fit for purpose and affordable, now and in the future. | We are a business friendly Council. | Our community is safe, healthy and connected. | We support environmentally friendly practices and technologies. | We promote and protect our arts, culture, historic, and natural resources. |
| Quality infrastructure is provided to support community wellbeing. | Our future planning enables sustainable growth in our district | We encourage the use and development of our facilities. | Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs. | We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage. |
| We have positive partnerships with external providers of infrastructure to our communities. | We provide leadership and advocacy is provided to enable our communities to grow. | We encourage community engagement and provide sound and visionary decision making. | We engage with our regional and national partners to ensure positive environmental outcomes for our community. | Tangata Whenua with Manawhenua status (those with authority over the land under Maaori lore) have meaningful involvement in decision making. |
| Strategic Priorities – What’s most important? | | | | |
| <p><i>We have identified some strategic priorities for Council to focus on first; these will be reviewed each year:</i></p> <ul style="list-style-type: none"> <i>Planning for and providing affordable infrastructure that is not a limiting factor in our district’s growth.</i> <i>Developing and implementing an economic strategy that encourages and supports economic growth in our district.</i> <i>Reviewing the provision and suitability of sporting and recreational facilities in the district.</i> <i>Supporting environmentally friendly practices and technologies.</i> <i>Building relationships with iwi and other groups within our community that represent our cultural diversity.</i> <i>Advocating for services on behalf of our communities.</i> | | | | |

Maori participation in decision-making (refer pp 65-67 LTP 2015-25)

This section of the LTP 2018-28 will be developed in collaboration with the Forum. Traditionally it has included updates on Treaty of Waitangi settlements and associated legislation, a description

of the functions of the Forum and also how Council engage with local iwi/hapu on matters relating to resource management. Recent changes to the Resource Management Act may see some changes to how council engage with iwi/hapu on RMA matters. This is subject to a separate report on this agenda.

Legal and statutory requirements

Council is required to adopt a Long Term Plan under the Local Government Act 2002. The LGA also requires Council to establish and maintain processes to provide opportunities for Maori to contribute to decision making.

Impact on policy and bylaws

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

Impact on significance policy

The Long Term Plan is a significant document; consultation will be undertaken with the community.

Communication, consultation and decision making processes

The Long Term Plan is subject to the special consultative process under the LGA. 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.

Consent issues

There are no consent issues.

Timeframes

The Long Term Plan must be adopted prior to 1 July 2018; a timeline is included with the Project Plan. Staff will update the Forum as the project progresses.

Attachments

There are no attachments for this report.

Signatories

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

Eastern Waikato Joint Waste Management and Minimisation Plan Update

Trim No.: 1883549

Executive Summary

This report seeks to update the Te Mana whenua Forum Mo Matamata-Piako (Forum) on the review of the Eastern Waikato Waste Management and Minimisation Plan. This has recently been consulted on with 28 submissions received. Councillors Cronin and Wilcock are Council's representatives on this committee.

Recommendation

That:

1. The information be received.

Content

Background

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

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

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

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

The proposed process for reviewing the WMMP in 2017 is similar to that employed in 2012. This will include a single consultation process, hearings by the joint committee, deliberations by the joint committee and adoption of the joint plan by each of the councils individually.

At its meeting on 7 December 2016 Council approved the re-establishment of the Joint Committee to oversee the WMMP review in accordance with the attached agreement. Councillors Paul Cronin and Adrienne Wilcock were appointed to the Joint Committee to represent Council. The Joint

Committee are tasked with reviewing the plan and recommending it to the three Councils.

The three constituent councils (Hauraki District Council, Matamata-Piako District Council and Thames-Coromandel District Council) have decided to undertake a review of the plan in 2017 to:

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

Issues

The Joint Committee held its first meeting on 14 February 2017. Councillor Paul Milner (Hauraki District Council) was appointed Chair and Sally Christie (Thames-Coromandel District Council) Deputy Chair. The second meeting was held on 10 March 2017.

The draft WMMP Vision, Goals and Objectives have been reviewed by the Joint Committee. The proposed vision, goals and objectives have not changed significantly from the current WMMP and it is considered these remain valid aspirations. These were presented to the Forum's 7 March meeting. Council subsequently approved the Vision, Goals and Objectives at the Corporate and Operations Committee meeting on 22 February 2017.

Council approved the statement of proposal along with the draft WMMP at its meeting on 22 March 2017. A copy of the Statement of Proposal and consultation flyer is attached which provides more information on the proposal.

Submissions

28 Submissions were received on the draft WMMP. In general, submissions were mostly in support of the plan, the main issues raised related to a desire for more recycling and reuse facilities and support for increased efforts aimed at waste minimisation. Other issues raised by multiple submitters included longer hours at the transfer stations, wheeled bins, payment of the living wage to staff and long term provision of landfill capacity.

Legal and statutory requirements

The Act does not prescribe specific waste management and minimisation targets, or the structure or content of WMMPs, allowing significant local flexibility in the approach taken. The Act does however include a 'waste reduction hierarchy' that Councils must consider when preparing/reviewing a WMMP. The hierarchy is listed in descending order of importance:

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

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

New Zealand Waste Strategy

The Act outlines that councils must have regard to the New Zealand Waste Strategy when preparing/amending a WMMP. The Ministry for the Environment has published guidance on reviewing WMMPs, which notes that a WMMP should demonstrate how councils intend to meet the (2010) New Zealand Waste Strategy's goals of reducing environmental harm and improving efficiency.¹

Delegations

The Eastern Waikato Regional Solid Waste Committee has been given the appropriate delegations to approve the deliverables and recommend the draft and adoption of the joint WMMP.

New deliverable

The Local Government Act 2002 now requires that all Council deliverables (whether it be an activity, service, project, programme, grant or involve any other form of expenditure) must align to the purpose of local government as outlined in Section 10 of this Act. It is considered to be aligned with the purpose of local government as it provides:

- Local public service
- Others services conferred by legislation

Impact on policy and bylaws

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

Council has also undertaken separate consultation on its Solid Waste Bylaw in 2017. This is covered in a separate report to the Forum.

Consistency with the Long Term Plan / Annual Plan

The final WMMP can be considered during the 2018-28 long term planning process.

Impact on Significance and Engagement Policy

The review and adoption of the WMMP by the Councils is considered significant and does trigger the Significance and Engagement Policy because the review has the potential to affect a large proportion of the community.

In this case there is a legal requirement to engage with the community using the special consultative procedure in accordance with section 83 of the Local Government Act 2002.

Communication, consultation and decision making processes

As a joint consultation process, the submissions and hearing process was slightly different to that usually undertaken by Council. A communications plan and materials was developed to consult with stakeholders and the wider community.

A timeline has been developed as follows:

| Task | Timeframes |
|------|------------|
|------|------------|

¹ Ministry for the Environment, *Waste Management and Minimisation Planning: Guidance for Territorial Authorities*, 2015, www.mfe.govt.nz/publications/waste/waste-assessments-and-waste-management-and-minimisation-planning-guide

| Task | Timeframes |
|---|----------------------|
| Councils adopt Joint Committee Agreement | 7 December 2016 |
| Joint Committee to hold initial workshop | 20 December 2016 |
| Joint Committee to meet re draft WMMP goals/objectives | 14 February 2017 |
| Councils adopt draft WMMP vision and high level goals and objectives and targets | 22 February 2017 |
| Report to Te Manawhenua Forum | 7 March 2017 |
| Joint Committee to consider draft WMMP | 10 March 2017 |
| Council adopt draft WMMP for public consultation | 22 March 2017 |
| Public consultation | 7 April – 8 May 2017 |
| Hearings and deliberations by the Joint Committee | 1 June 2017 |
| Council approve the WMMP | 28 June 2017 |

Contribution to Community Outcomes

2) Decision making

(a) Our community/Iwi will be informed and have the opportunity to comment on significant issues

4) Our environment

(b) Council will provide and promote sustainable waste management options to protect our environment.

(d) The adverse effects of development, industry and farming will be managed, monitored and minimised.

Attachments

- A. Consultation Flyer
- B. WMMP Statement of Proposal

Signatories

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

Easter Trading Policy, Bylaw Reviews, Fees and Charges

Trim No.: 1883553

Executive Summary

Council has completed consultation on an Easter Trading Policy, Fees and Charges 2017/18 and several bylaw reviews. This report seeks to update the Te Manawhenua Forum Mo Matamata-Piako (Forum) on the consultation process.

Recommendation

That:

1. The information be received.

Content

Background

A summary of the consultation is attached.

Easter Trading

Council has consulted the community on a draft Easter Trading Policy that would allow trading on Easter Sunday throughout the district from 2018. A total of 79 submissions were received on this topic. Council has now decided adopt the policy which will mean Easter Sunday shop trading is permitted from Easter 2018.

Fees and Charges

Council's fees and charges are reviewed annually. Council has consulted the community on a draft Fees and Charges for 2017/18. A total of nine submissions were received on this topic.

The majority of the fees and charges have either remained the same or have been increased based on inflation data from Business and Economic Research Ltd (BERL) and then rounded accordingly. This is to ensure our fees and charges are kept up to date and reflect actual and reasonable costs.

Some of the key changes proposed are outlined below:

- Council has proposed to align the event centre fees across the district (Headon Stadium - Matamata, Westpac Event Centre - Morrinsville and Silver Fern Farms Event Centre - Te Aroha.
- A new fee has been proposed for after-hours call outs (\$55.00) under the recreation facilities and heritage section to cover situations where a facility is not secured/ alarmed by a user and a security company is required to attend.
- The Food Act 2014 registration fee is proposed to increase from \$85 to \$120. This was a new process last year and the fee needs to increase to cover actual cost.
- A new fee of \$188 per hour under the resource consents/monitoring section has been added for the Team Leader Resource Consents as this is a new role and the fees have been aligned with other Team Leader fees.
- Fees for rubbish and recycling have increased including the fee for car, utes, and all vehicles/trailers at the transfer stations from \$154 to \$159 per tonne due to an increase in

disposal and transport costs to landfill. Other transfer station charges have also increased by small amounts.

Council has now adopted the fees and charges 2017/18 with one change relating 'double single' RSA interments in the number three ashes wall at the Matamata Cemetery and green waste charges.

Bylaws

Council has consulted the community on a draft Land Transport, Stormwater, Wastewater, Solid Waste, and Water Bylaws. Most bylaw submission comments related to the Land Transport Bylaw, in particular the speed limit changes proposed.

The changes proposed are relatively minor. The Solid Waste Bylaw however is a new bylaw which will replace Council's existing Solid Waste Bylaw. This bylaw was recently developed as a regional-bylaw template. Council has adopted the amended bylaws.

Communication, consultation and decision making processes

Consultation opened on 22 March with publications in the Matamata Chronicle and Piako Post newspapers. Consultation closed on 26 April with a hearing held on 17 May 2017 where Council made decisions and adopted the documents.

The proposals were discussed with the Forum at the March 2017 meeting.

Attachments

- A. Newspaper Advertisement

Signatories

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

Statistical Standard for Geographic Areas

Trim No.: 1883570

Executive Summary

Statistics New Zealand (SNZ) has undertaken a review of the Statistical Standard for Geographic Areas. This is essentially a refresh of the geographic breakdown of statistical data.

Currently, the area unit is the main output geography for small-area statistics, particularly population estimates and projections. Output geographies are used for purposes such as analysis and mapping. It is proposed that area units will become an equivalent geography named statistical area 2 (SA2). SNZ have provided Council with a map of the proposed SA2's and the naming of them. Feedback is sought from the Te Manawhenua Forum Mo Matamata-Piako on the naming of these areas so feedback can be given to SNZ.

Recommendation

That:

1. The information be received.
2. The Forum provide feedback on the proposed SA2 areas and the naming of them.

Content

Background

Currently meshblocks are an input geography, designed to provide small relevant and flexible building block geography for aggregation into statistical geographies such as those designed for sampling, collection, or output. Consistent with international practice, meshblocks themselves were not designed as an output geography for the release of official statistics.

As there was high demand from statistical users for small-area statistics, and area unit did not provide a fine enough level of detail, meshblocks were used for census output from 1981. The conflict between the needs of an input and output geography has created a meshblock pattern that is not fit for either purpose.

In general the current meshblocks are too small for publishing census data, which leads to large amounts of data suppression and limited usability of the published data. The large variation in meshblock sizes presents an issue for enumeration and sampling purposes. It is important to identify the needs of an input and output geography and create a solution that meets these requirements.

Area units are aggregations of meshblocks. They are non-administrative geographic areas that are in between meshblocks and territorial authorities in size. Area units must either define, or aggregate to define, regional councils, territorial authorities, and urban areas. Area units are used for disseminating multivariate data that is not available at meshblock level, which is confined by confidentiality protection.

Currently, the area unit is the main output geography for small-area statistics, particularly population estimates and projections. Output geographies are used for purposes such as analysis and mapping. It is proposed that area units will become an equivalent geography named statistical area 2 (SA2). SNZ have provided Council with a map of the proposed SA2's and the naming of them.

Proposed statistical geographies

SNZ propose a four-tier classification:

- meshblock
- statistical area 1 (SA1)
- statistical area 2 (SA2)
- urban/rural.

Meshblock

Meshblock is the smallest geographic unit for which statistical data is reported by Statistics NZ. A meshblock is a defined geographic area, varying in size from part of a city block to large areas of rural land. SNZ have updated the meshblock standard to reconfirm user needs and requirements for a geographic area that optimises data collection and aggregation.

Statistical area 1 (SA1) geography

SNZ propose building a new small-area output geography, statistical area 1 (SA1), by combining meshblocks. SA1s will be optimised to be of similar population sizes to enable the release of low-level data. They will generally have a population size of 0 or 100–200 usually resident persons, with a maximum population of about 500 persons. Some meshblocks/SA1s will exceed this threshold – for example, apartment blocks, retirement villages, and large non-residential facilities.

Statistical area 2 (SA2) geography

SNZ propose replacing the current area unit geography with the statistical area 2 (SA2) geography. SA2s will be built from aggregations of the SA1 geographies and will aim to better reflect communities of interest. In populated areas, they will generally contain similar-sized populations.

- SA2s in city council and urban areas will aim to contain usually resident populations of 2,700–4,000. However, size is variable within and between cities, and may sometimes exceed 4,000.
- SA2s in district council and rural areas will have a wider population range: from 1,000–4,000 usual residents. The existing rural centres are being redefined and renamed as settlements: data about settlements will be available in the new urban/rural geography. SNZ are proposing to combine rural centres/settlements with surrounding rural areas to create new SA2s that will allow for the publication of more multivariate data.
- Near-zero-population SA2s will be created for large areas with consistently low population density. These include major infrastructure such as ports and airports, commercial/industrial zones, national parks, and significant bodies of water.

Urban/rural geographies

The current boundaries of urban areas do not accurately reflect the location of urban and rural populations. Additionally, urban/rural boundaries have not been routinely updated to reflect urban growth or changes in land use. Therefore SNZ propose three new types of urban/rural geographies:

1. Urban/rural boundaries will be redefined to reflect the current urban footprint. Smaller towns and settlements (with resident populations of less than 1,000) will also be identified in this classification.
2. Statistics about 'joined-up' urban areas, for example, the wider Dunedin metropolitan area, will be available in the urban conurbation geography.
3. The degree of urban influence geography will replace the current 'experimental series'. This geography is updated after each census, using travel to work patterns.

The attached a document outlines the draft definitions and criteria SNZ using for the new geographies.

Impact for Matamata-Piako District

Currently the district is made-up of 13 area units as shown in the table below:

| Matamata Ward | Morrinsville Ward | Te Aroha Ward |
|----------------|-------------------|---------------|
| Matamata North | Morrinsville East | Te Aroha |
| Matamata South | Morrinsville West | Waitoa |
| Waharoa | | |
| Te Poi | | |
| Hinuera | | |
| Okauia | | |
| | | Springdale |
| | Tahuroa | |
| | | Waihou-Walton |

Currently Matamata and Morrinsville are each made up of two separate areas, and for reporting purposes these areas are usually merged to enable the growth in each entire town area to be considered. The remaining settlement areas are generally regarded as rural. The rural settlement areas of Springdale, Tahuroa and Waihou-Walton are spread across more than one ward.

Council uses these area units to develop population projections.

As previously noted these area units are to be replaced by new SA2 areas. Generally the SA2s are proposed to be nested within the wards as follows:

- Morrinsville: Morrinsville West, Morrinsville East (urban); Tatuani, Tahuna-Mangateparu, Tahuroa (rural)
- Matamata: Matamata North, Matamata South (urban); Te Poi, Hinuera, Richmond Downs – Wardville, Waharoa, Okauia (rural)
- Te Aroha: Te Aroha East, Te Aroha West (urban – new split); Awaiti, Waitoa – Ngarua, Waihou – Manawaru (rural)

Morrinsville East and Matamata South have Census 2013 usually resident populations (URP) over 4,000 so there is a possibility to split these areas further. SNZ are open to alternative suggestions for splitting Morrinsville, Matamata and Te Aroha.

SNZ would appreciate Council feedback on whether to include the industrial meshblock in Morrinsville (near the Evonik site) within the urban population. The proposed residential area for north-east Matamata and north and east Morrinsville cannot be included at this time.

SNZ are interested in Council feedback on any more settlements that could be included – their broad criteria are 200+ residents or 50/60 dwellings and/or compact meshblocks.

The rural SA2s have URPs of around 1,100 – 1,600. If they are too small staff can provide feedback changes could be made or we could look to reshuffle the existing area units.

SNZ are keen for Matamata-Piako to take the lead on naming the SA2s using local knowledge. There is also a desire to avoid confusion - for example, there is a settlement for Waharoa and an SA2 with the same name we could suggest SNZ either name it “Waharoa Settlement” and “Waharoa Rural” (or something different).

A range of “localities” are also proposed, listed in order of population size:

- Matamata

Item 7.8

- Morrinsville
- Te Aroha
- Waharoa
- Waihou
- Waitoa

Clarification is being sought from SNZ as to what data would be made available for these localities.

A map is attached showing the current area units (black line) draft SA2's (purple line) and wards (shaded areas). The dotted blue areas represent the proposed localities.

Council staff consider the proposed SA2's are generally an improvement on the current area units which cross ward boundaries. Staff suggest aligning the proposed District Plan residential growth areas to the SA2 town boundaries as far as possible.

Forum feedback

SNZ are now designing new statistical areas and re-drafting the urban/rural boundaries that will be used for the first time to publish the 2018 Census results.

Feedback from the Forum is now sought on changes to the current area unit pattern and names to better reflect local communities of interest.

Attachments

- A. Introduction for SSGA stakeholders
- B. Draft SA2 map

Signatories

| | | |
|-----------|--|--|
| Author(s) | Niall Baker Acting Senior Policy Planner | |
|-----------|--|--|

| | | |
|-------------|---|--|
| Approved by | Michelle Staines-Hawthorne Corporate Strategy Manager | |
| | Don McLeod Chief Executive Officer | |

Waitangi Day 2018

Trim No.: 1883654

Executive Summary

The annual Waitangi Day celebrations are part of Te Manawhenua Forum mo Matamata-Piako (the Forum) work programme. Council has allocated a budget of up to \$2,500 towards the celebration of Waitangi Day 2018. Additional funding may be applied for through the Ministry for Culture and Heritage's Commemorating Waitangi Day fund.

The Forum has previously indicated that they would like the 2018 celebrations to take place in Matamata. Matamata Domain and SwimZone Matamata have been identified as the preferred venue. Ngāti Hinerangi has expressed an interest in hosting the event on behalf of the Forum.

The Forum is asked to confirm the venue and preferred format of the 2018 Waitangi Day. It is recommended that an event organising committee is established, and that the Forum nominate at least two members to work alongside staff with the planning and organising of the celebrations. The Forum is also asked to confirm whether it wishes to make an application to the Commemorating Waitangi Day fund. The application round is expected to open in August/September.

Recommendation

That:

- 1. The Forum confirms Matamata Domain and SwimZone Matamata as the venue for the 2018 Waitangi Day celebrations.**
- 2. The Forum nominates two (or more) members to sit on the event organising committee to work alongside staff on the planning and organising of the celebrations.**
- 3. The Forum authorises staff to make an application for funding on its behalf from the Commemorating Waitangi Day fund.**
- 4. Staff report back on progress at the next Forum meeting.**

Content

Background

Since 2015 Te Manawhenua Forum has hosted district-wide Waitangi Day Celebrations. In 2015 and 2016 the celebrations were held at the Morrinsville Recreation Ground, where community groups and organisations have provided food and entertainment for the district's residents. Swim Zone Morrinsville has also provided free entry to the swimming pools on the day. In 2017 the celebrations were moved to Te Aroha, where an International Food Festival was held at the Silver Fern Farms Events Centre.

The Forum has previously indicated that they would like the 2018 celebrations to take place in Matamata. Matamata Domain and SwimZone Matamata have been identified as the preferred venue. It is recommended that the 2018 celebrations follow a similar format to the Morrinsville events held in 2015 and 2016. Ngāti Hinerangi has expressed an interest in hosting the event on behalf of the Forum.

The purpose of this report is to seek direction from the Forum on the planning of the 2018 celebrations.

Analysis

Consistency with the Long Term Plan / Annual Plan

Council has allocated a budget of up to \$2,500 towards a district wide 2018 Waitangi Day celebration.

Impact on Significance and Engagement Policy

This matter is not considered significant under Council's Significance and Engagement Policy.

Timeframes

Waitangi Day is celebrated on Tuesday 6 February 2018.

Contribution to Community Outcomes

The celebration of Waitangi Day contributes to the following Community Outcomes;

5. Arts and heritage

(d) People will have the opportunity to learn about their own and other's kawa (protocol), tikanga (customs), whakapapa (ancestral heritage), heritage and culture.

Financial Impact

i. Cost

The total cost of the event will depend on the scope as determined by the Forum and organising committee. This will be reported back to the Forum at their September meeting.

ii. Funding Source

Council has allocated up to \$2,500 in its budgets towards a district wide Waitangi Day celebration. It is up to the Forum's discretion how this funding is applied.

Additional funding may be available through grants and/or sponsorships. Council may also provide in-kind support through providing free pool access and staff time.

Attachments

There are no attachments for this report.

Signatories

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

District Plan Update

Trim No.: 1885501

Item 8.1

Executive Summary

Mark Hamilton will give a presentation to bring the Forum up to date on the District Plan Review.

Recommendation

That the information be received.

Attachments

There are no attachments for this report.

Signatories

| | | |
|-------------|--|--|
| Author(s) | Mark Hamilton Environmental Policy Planner | |
| Approved by | Dennis Bellamy Group Manager Community Development | |
| | Ally van Kuijk District Planner | |

Waikato Plan - Minutes of hearing

Trim No.: 1883539

Executive Summary

This report seeks to update The Manawhenua Forum Mo Matamata-Piako (Forum) on the Waikato Plan Joint Committee hearing held on 21 April 2017.

Mayor Barnes is MPDC's appointed representative on the Joint Committee. Councillor Wilcock is the alternate member.

The meeting minutes are attached to the report. The full agenda and more information about the Waikato Plan are available on the Waikato Plan website <http://www.waikatoplan.co.nz/Leadership/Agendas-and-minutes/>. A copy of the plan summary is also attached to this report.

Recommendation

That:

1. The information be received.

Content

Background

The development of a Waikato Plan has been underway since May 2013. The aim of the Waikato Plan is to take a 'one Waikato' view about the future of the region to enable informed decision making. The primary aim for the plan is: *"We want to build champion communities, together."*

The Waikato Plan speaks with 'one voice' on our agreed top priorities, so that our messages are consistent and collectively shared. The shared aspirations and enduring relationships strengthened by this Plan will help leverage additional resourcing and funding for the Waikato.

The Plan will also:

- Develop a shared vision and collective voice on the high priority regional and sub-regional issues that will improve the quality of living for people and communities in the Waikato over the next 30 years.
- Provide an important opportunity to identify, negotiate and agree on priorities, actions and funding arrangements across multiple parties including local and central government, the private sector and non-government organisations.
- Provide a shared evidence base from which to make investment and policy decisions that are efficient and effective in a collective way.
- Enable a conversation on enduring governance frameworks required to support the development and implementation of the Waikato Plan and its vision for the region;
- Improve the efficiency and effectiveness of local authorities, central government and communities to address high priority issues.

- Help to rationalise the existing planning and service delivery system for people and communities.

Plan making process

An overview of the plan development process is provided below:

| | | |
|---|-----------------------|---|
| Common Evidence Base Development | 2013 | The Mayoral Forum approved the development of a Waikato Plan. |
| | February 2014 | The Mayoral Forum adopted a set of headline strengths, challenges and opportunities for the Waikato Plan. |
| | April 2014 | Completion of an extensive evidence base. Technical experts and strategic partners to assist in the development of the Plan agreed. |
| | June 2014 | Invitations released for the development of a joint committee to oversee the development of the Waikato Plan. |
| | September 2014 | The first meeting of the Waikato Plan Joint Committee. |
| | November 2014 | Confirmation of the proposed Waikato Plan scope. |
| | Early 2015 | Evidence base updated. |
| Stage 1: Project Scope, Priorities & Strategic Direction | June 2015 | Headline strengths, challenges and opportunities updated. Three initial priority work areas were agreed by the Joint Committee. |
| Stage 2: Wider Plan Structure & Agreeing Strategic Direction | September 2015 | The first executive summary of the Waikato Plan was produced for Joint Committee approval – this was used to confirm priorities and support. |
| | November 2015 | Joint Committee considers draft strategic direction. |
| Stage 3: Spatial Plan Development & Adoption of Strategic Direction Doc Parallel Implementation | February 2016 | Executive summary document and strategic direction adopted by the Joint Committee as basis for full Plan development. |
| | February 2016 | The Strategic Partners Forum is constituted and also discusses the executive summary and strategic direction, then continues with bi-monthly input into the process. |
| | February to July 2016 | A series of meetings and workshops were held with key implementation partners to agree on plan implementation actions, and who can do what to implement the Plan. |
| | April 2016 | Executive summary document updated and adopted by the Joint Committee. |
| | June 2016 | The Joint Committee was presented with a first draft of the full Waikato Plan. |
| | Sep 2016 | After refinement and editing following Joint Committee feedback, a second version of the draft Plan and the Summary document presented to a Joint Committee briefing. |
| | Dec - Feb 2017 | Further revisions of the draft Plan and Summary completed. |
| Stage 4: Plan Draft for Consultation, | Feb 2017 | Version 3 of the draft Plan completed to present to the Joint Committee on the 27 th Feb to request approval for consultation. |

| | | |
|--|------------------|--|
| Hearings and Final Adoption | | Consultation, Hearings and Final adoption - March to August 2017 |
| Stage 5: Waikato Plan Implementation Arrangements and Actions Mid 2017 onwards | Mid 2017 onwards | |

More information about the Waikato Plan is available on the Waikato Plan website www.waikatoplan.co.nz. A copy of the plan summary is attached.

What value does the Plan add?

The most important thing about the Waikato Plan is that it is the first time in New Zealand that councils, central government and other agencies have worked together to create one plan that speaks with one voice about the top priorities for the whole region. Because it brings everything together, the Plan provides an important opportunity to agree on priorities, actions and funding arrangements across multiple parties and well-beings. It will provide clarity for everyone about the future direction of the region.

The Plan also provides a place to have potentially difficult conversations about issues such as population decline and aging, where to target investment, and what infrastructure to invest in. Once agreed, this will give the region better bargaining power, making it more competitive against other regions.

What are the underlying principles?

1. It is an evolution – the Plan will never be ‘finished’ – rather it is an on-going collaborative relationship that will progress over time
2. It is a joint Plan, not a council Plan - the community sector, central government, Iwi, and the private sector are all involved
3. Everyone involved has to be able to compromise - to recognise that trade-offs will need to be made in order to reach shared aspirations and speak with a collective voice
4. The Plan will not duplicate the work of others – rather its role is to fill gaps.

How is the Plan governed and managed?

Governance: Joint Committee: Mayors/Chair from each council (currently excluding Thames-Coromandel District Council), five independent representatives, Iwi (to be confirmed), three observers (District Health Board, National Infrastructure Unit, NZ Transport Agency).

Forums: Government Advisory Forum (initially linking with Intersect Waikato), Strategic Partners Forum, potential Business Forum (may be established February/March 2017).

Management: Waikato Plan Chief Executive Steering Group (including the Independent Chair, Chief Executive from a selection of councils and the Project Team) supported by the Project Team (comprised of two Project Advisors who lead the project, supported by a team of seconded council staff and a contractor).

Technical Support: Technical Reference Group (with representatives from councils and NZTA), technical experts (brought in as required) and a Communications advisor.

Maori Engagement

The Joint Committee is seeking to ensure meaningful partnership structures with Iwi/Māori are established including representation on the joint committee. The proposed Waikato Plan implementation arrangements provide for co-governance, co-management and co-implementation with Iwi/ Māori. The Waikato Plan has set aside resourcing to ensure effective Iwi engagement and input into the Waikato Plan.

The following Iwi engagement has taken place:

| |
|---|
| 2013/14: As part of the 4-wellbeings evidence base development of the Plan (in 2013-14), a report on Cultural wellbeing was completed. Early on in the process, Steven Tipene Wilson was appointed as an advisor on Iwi matters for the Waikato Plan Joint Committee. |
| 2015: In mid-2015 Iwi representation on the Joint Committee was sought and there were a number of attempts to organise hui to discuss the Plan with Iwi/ Māori. Late 2015: Completion of Iwi Literature Review – ‘A Review of forward facing Iwi documents in the Waikato Region’ by GMD Consultants. |
| Early 2016: The Strategic Partners Forum (SPF) is established and meets bi-monthly. The Waikato River Authority is represented on SPF and provide input into the drafting of the document. |
| April 2016: Waikato Plan progress-to-date is presented to the Waikato District Council/Waikato-Tainui Co-Governance Joint Committee meeting. |
| June 2016: Letters of invitation to attend the Joint Committee meeting sent to the following boards/forums: Tūwharetoa Māori Trust Board, Hauraki Māori Trust Board, Te Arawa River Iwi Trust, Raukawa Charitable Trust, Maniapoto Māori Trust Board, Waikato Raupatu River Trust and Tūwharetoa Hapu Forum. As a result of the invitation, at the Waikato Plan Joint Committee meeting in June 2016, David Taipere (Hauraki Maori Trust Board), Pene Harrison (Hauraki Maori Trust Board) and Gina Te Rangi (Ngati Tuwharetoa) attended. The process of iwi engagement to date, and proposals for next steps are discussed. |
| June 2016: Feedback on the draft Plan received from the Waikato Regional Council’s iwi advisory group Tai Ranga Whenua, and changes made to the Plan to incorporate this feedback. |
| August 2016: Nga Karu Atua o te Waka (Future Proof Tangata Whenua Reference Group) provide feedback on the draft Waikato Plan document. Also, the Waikato Plan implementation advisor meets with the chair, deputy chair and CEO of the Hauraki Maori Trust Board. |
| September 2016: Waikato Plan Joint Committee members Paula Southgate and Jan Barnes hosted by the Tainui Waka Alliance chairs at their meeting in Tokoroa, where they presented the draft Plan document. An invitation for Tainui Waka Alliance chairs to join the Joint Committee was made, and an offer to resource Iwi/ Māori input into the Plan was made. |
| November 2016: The Waikato Plan implementation advisor met with Harry Mikaere of the Tainui Waka Alliance. The Tainui Waka Alliance chairs sought to discuss Waikato Plan Joint Committee membership, with a view to nominating members to join the Joint Committee, and further opportunities to comment on the draft Waikato Plan. This will be further considered at the 17 February 2017 meeting of the Tainui Waka Alliance. |

The Joint Committee Agreement also provides for additional Tangata Whenua membership (at present Tipene Wilson is a member of the Committee) and the project team is in the process of organising this with the assistance of the Tainui Waka Alliance. The project advisors have been working with the Chair of the Tainui Waka Alliance, Harry Mikaere, to confirm Iwi representation on the Joint Committee.

Council staff have also discussed the Waikato Plan with the Te Manawhenua Forum Mo Matamata-Piako (Forum). At the March 2017 Forum meeting members expressed some concern regarding Iwi engagement, and nominated Michael Baker as a potential candidate to sit on the implementation committee if appropriate. The concerns raised by the Forum were noted in Councils submission.

Issues

21 April Joint Committee meeting

The meeting agenda (excluding copies of the submissions) is attached to this report which provides an overview of the consultation undertaken and the submissions received. The meeting minutes are also attached to the report.

Council submission

Council approved a submission on the draft Waikato Plan at its meeting 12 April 2017. The submission is attached for Council information. Deputy Mayor James Thomas presented the submission to the Joint Committee hearing on 21 April 2017 on behalf of Council.

The Committee will be deliberating on the submissions on 30 May 2017. It is expected a decision on Councils submissions will be available after this meeting.

Implementation

Council should note the plan is nearing the implementation phase and the governance arrangements for the plan will change at this point with reduced local government representation and increased representation from iwi and other partners. There will be one representative for the three Eastern Waikato Councils (noting that Thames-Coromandel District Council have opted not to take part in the exercise to date).

Council will need to consider its budget for the Waikato Plan implementation.

Analysis

Options considered

The Waikato Plan process will set a new overarching policy direction for the region.

Impact on Significance and Engagement Policy

These issues are not significant. MPDC is not the decision-making body for these matters as the Waikato Plan preparation is delegated to the Joint Committee.

Communication, consultation and decision making processes

There are no consultation issues. The consultation process has been completed.

Consent issues

There are no consent issues.

Timeframes

The consultation timeline is as follows:

- 27 February 2017 – approval from the Joint Committee for consultation on the draft Waikato Plan
- 10 March and 24 March 2017 – Newspaper advert in the Waikato Times and NZ Herald on the opening of the submissions period on the Plan
- 10 March to 10 April 2017 – draft Waikato Plan consulted, with the focus on making online submissions easy to do
- 21 April 2017 and first week of May – public hearings at Waikato Regional Council offices and somewhere in the districts.
- 30 May 2017 - Joint committee makes final changes arising from submissions and recommends year 1 actions to councils for inclusion into their Annual Plans 2017/18 implementation
- 19 June 2017 – Joint Committee approves the final full Plan and summary document
- July – Waikato councils ratify the final full Plan and summary document
- 21 August 2017 – launch of the Plan and implementation activities.

Financial Impact

i. Cost

A budget of \$466,000 has been finalised for the implementation of the Waikato Plan for the 2017/18. This funding is for establishing and the administration of the implementation phase of Waikato Plan. A small proportion has been set aside for seed funding of actions. It is intended that implementation will commence in August 2017.

A copy of the Waikato Plan implementation budget has been previously provided to Council which shows Matamata-Piako District Council contribution as \$35,873 for the 2017/18 financial year.

Attachments

- A. MPDC submission to Waikato Plan
- B. Minutes of the Waikato Plan meeting 21 April 2017

Signatories

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

Annual Customer Survey 2017

Trim No.: 1887045

Executive Summary

As a part of the Annual Report each year we undertake the Annual Customer Survey (telephone survey) to gauge perception from the community on a number of our services, and relate those results back to the relevant performance measures.

This report highlights some of the results from the Annual Customer Survey 2017. The full report has been circulated separately.

Recommendation

That:

1. **The report is received.**

Content

Background

The Annual Customer Survey (Survey) was undertaken by Versus Research (Versus). This survey asks how satisfied respondents are with a number of different services or facilities that Council provides. Respondents are asked to rate their satisfaction on a 5 point scale with 1 being very dissatisfied and 5 being very satisfied.

There were 400 randomly selected people surveyed. Versus ensure respondents are representative of the overall population of our district in regards to where they live, their sex, age, ethnicity and so forth. The margin of error in the survey was +/- 4.9% at the 95% confidence interval. In other words if this survey was to be repeated again with a different set of randomly selected respondents at a similar time there would be a very high probability that the results would be within 5% of the original results.

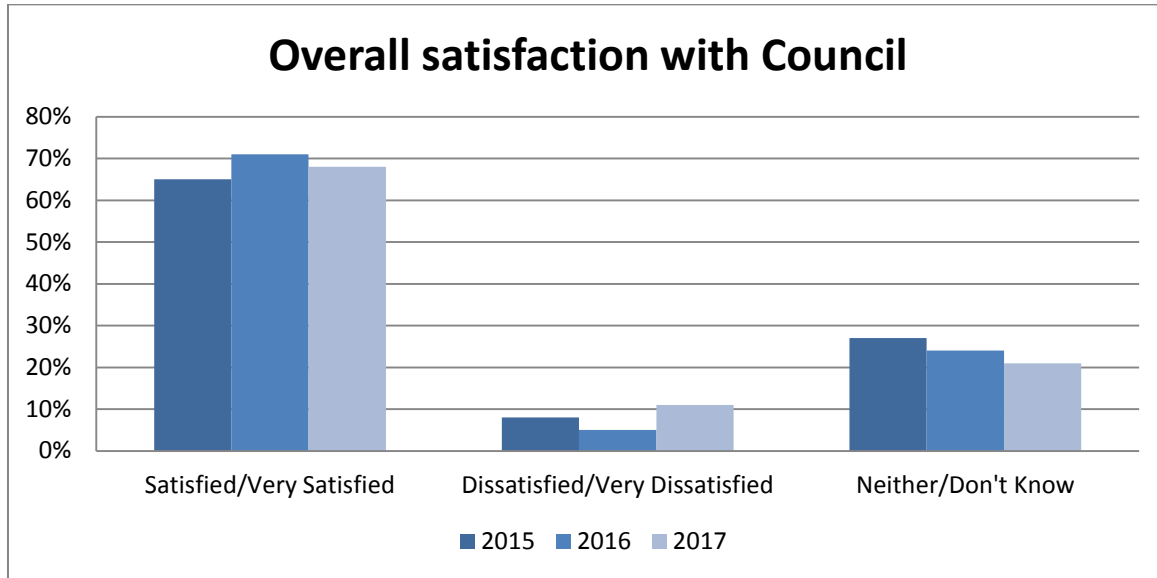
This year's survey included 10 questions related to our Long Term Plan (LTP) performance measures, five core questions which will be asked each year, and four additional questions that activity managers identified to be included in 2017. The full questionnaire is included the appendices (page 88) of the Survey.

The results from the Survey are used to track our performance against our performance measure targets set in the LTP. Activity managers also use the results and verbatim comments to target efforts and resources, and to inform the prioritisation of work.

Issues

Overall satisfaction with Council

Overall satisfaction with Council is 68% (71% 2016, 65% 2015).



The below table is a summary of all results. Please refer to the full report for further details.

| | 2015 results | 2016 results | 2017 results | Difference 2016-2017 |
|---|--------------|--------------|--------------|----------------------|
| Online library services users | 80% | 73% | 90% | +17 |
| Parks and reserves users | 75% | 79% | 83% | +4 |
| Performance of Councillors and Mayor | 63% | 65% | 68% | +3 |
| Footpaths | 48% | 48% | 51% | +3 |
| Cemeteries visitors | 90% | 88% | 91% | +3 |
| Wastewater network | 91% | 90% | 92% | +2 |
| Water supply services | 73% | 79% | 81% | +2 |
| Ease of access to Council information* | 61% | 61% | 63% | +2 |
| Kerbside refuse, recycling services and transfer stations | 77% | 80% | 82% | +2 |
| Council playgrounds users | n/a | 74% | 75% | +1 |
| Library services users | 85% | 85% | 85% | No change |
| Sports fields users | 81% | 79% | 79% | No change |
| Walking tracks users | 83% | 81% | 80% | -1 |
| Roading network maintained for long term | 59% | 61% | 59% | -2 |
| Opportunity be involved in consultation processes* | 48% | 52% | 49% | -3 |
| First point of contact | 90% | 88% | 85% | -3 |
| Access to parking in shopping areas | n/a | 56% | 53% | -3 |
| Aquatic facilities users | 75% | 74% | 70% | -4 |
| Management of flooding in urban areas | 40% | 45% | 41% | -4 |

*Question reworded in 2016 Survey, so comparison with 2015 is indicative only.

Legal and statutory requirements

There is no requirement to undertake an Annual Customer Satisfaction Survey however there is a requirement under the Local Government Act 2002 to produce an Annual Report each year. Many of our performance measures are measured through the Annual Customer Satisfaction Survey.

Attachments

There are no attachments for this report.

Signatories

| | | |
|-----------|--|--|
| Author(s) | Vicky Oosthoek Corporate Strategy Administration Officer | |
|-----------|--|--|

| | | |
|-------------|---|--|
| Approved by | Michelle Staines-Hawthorne Corporate Strategy Manager | |
| | Don McLeod Chief Executive Officer | |

Matamata-Piako Civic and Memorial Centre

Trim No.: 1883572

Executive Summary

This report provides Te Manawhenua Forum with an update of the project to replace the existing Memorial Hall, Council Offices and Library in Matamata with a new Civic Centre.

The task of demolishing existing buildings has now been completed and materials have been separated and will be off site by the end of May.

On-going consultation with local iwi will determine the most appropriate use of removed timbers that can be reworked and incorporated within the new facility.

Discussions will also be arranged to determine the arrangement for the blessing and opening ceremony for the new building.

Recommendation

That:

1. **This report be received**

Content

Background

Previous decisions of Council have approved the design and construction of a new complex in Matamata to provide a district hall, area offices and library.

Following a tender process Stanley Construction Ltd were appointed as contractors on 8th February 2017 and commenced work on site 23rd March 2017.

Floor plans and elevations have been previously been presented to this Forum.

The Cenotaph and Roll of Honour have been left in place, protected to avoid damage and will be incorporated within the new development.

Artefacts and items of historical importance that were previously located in the buildings have been carefully removed and are in safe storage.

Resource consent conditions for the demolition of the Matamata Borough building included the recycling of materials where possible and inclusion within the new facility if appropriate.

There is also a requirement to document the building in the form of photographs and measured drawings and incorporate a permanent display within the new building.

Issues

Demolition phase has taken a little longer than first anticipated due to additional asbestos being located once invasive testing was completed. This will result in practical completion being moved out to late January 2018. Client fit out will follow this.

Council staff met with Ngati Haua on 3rd April 2017 to discuss options around the reuse and/or reworking of timber taken from the Borough Building to the benefit of the new build.

Once all the timber has been relocated into storage an inspection will be made to determine options. This is expected to be June 2017.

Consistency with the Long Term Plan / Annual Plan

Provision has been made within the 2015-18 LTP to fund this project

Communication, consultation and decision making processes

The Project was approved as part of the LTP 2015-25 after community consultation. Further stakeholder consultation was completed as part of the preliminary design process.

Regular project updates are provided to the Forum and Council.

Local iwi will be invited to participate in both the provision and location of artefacts within the new building, and the structure and content of the blessing and opening ceremony of the new facility. This is currently expected to be in March 2018.

Consent issues

Both Resource and Building Consents have been granted.

Contribution to Community Outcomes

This project contributes to the community outcomes relating to Recreation and Facilities, Arts and Heritage.

Attachments

There are no attachments for this report.

Signatories

| | | |
|-------------|---|--|
| Author(s) | Roger Lamberth Kaimai Consultants Manager | |
| Approved by | Fiona Vessey Group Manager Service Delivery | |